



## Student Code of Conduct and Disciplinary Procedure London Campus

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## 1. Scope of the rules and policies

The code of conduct defines the community rules applicable to students concerning their relations with the School and with each other.

The School rules and policies are established in the interest of everyone and must be followed by all students, whatever the venue (classrooms, library or media centres, common facilities, and so on) or within the framework of extracurricular activities linked to the programmes (seminars, work placements, sojourns abroad, travelling, visits and field trips, sporting events, and so on). The School may choose to investigate and take action on misconduct offences whether they take place on School premises or elsewhere, including online and on social media.

These rules and regulations may be supplemented as necessary by specific provisions, e.g. academic regulations specific to each programme, regulations pertaining to the operation of the campus, policies relating to the use of materials or resources, etc.

Each student receives a copy of the school rules and policies at the latest on the day the programme begins. No ignorance of the school rules and policies may subsequently be claimed. Students are also required to follow the school rules and policies of the partner institution, should such individuals be taking classes or programmes in these partner institutions.

## 2. Ethics and community rules

### 2.1 Rules relating to behaviour

#### 2.1.1 General rules

Students must act in a responsible and respectful manner. This behaviour, both individual and collective, is expected within the School as well as within partner institution(s) where a portion of the study programme may be carried out.

All students are expected to behave in a responsible manner, showing courtesy, respect and consideration towards other people at all times. All students are therefore expected to:

- Respect other individuals, whether faculty, administrative staff, maintenance personnel, other students, and, more generally, any individual on the premises of the School.
- Use the equipment, furniture and other available facilities in accordance with the designed function. Vandalism is prohibited; a student who engages in vandalism must make restitution for such acts.
- Use IT resources in accordance with the IT acceptable use policy and other related policies.

### **2.1.2 Prohibition of hazing ("initiation")**

Hazing, for a student, consists of causing another individual, whether voluntarily or involuntarily, to submit to or to commit humiliating or degrading acts during events or gatherings that are linked with the School.

Hazing is subject to disciplinary penalties, for the perpetrator(s) as well as for any other student who has organised, encouraged, facilitated or allowed such hazing to take place.

### **2.1.3 Intellectual Property (name, logo, authors' rights)**

#### *a) Name and logo*

With the exception of work carried out within the programme(s) of study, using the name and/or logo of the School without having previously obtained express authorisation is prohibited. Requests for use are to be made to the Dean of the School.

#### *b) Copyright*

The School puts at the disposal of student's publications and teaching resources which are protected by copyright laws. The use of such publications and resources is subject to the following rules:

- Photocopies, Scanning and Electronic copies: they are to be made in accordance with the terms of the rules and regulations of documentation centres and libraries; copying a work completely is prohibited without the author's and/or the publisher's consent. Copies made by a student must be intended for private use only, which specifically excludes copies made for collective use or copies put on the internet.
- Distribution of teaching materials: Teaching materials provided to students must not be distributed outside the School.
- Unless prohibited by contractual obligation, work carried out by one or several students are the property of the School.
- Recorded material is intended for the use of registered students only and to be used for the duration of their studies. Making your own recordings without the express permission of the instructor, downloading recordings, or sharing content with third parties is strictly prohibited

### **2.1.4 Publications, posting**

#### *a) Publications and flyers*

Students can, on their own responsibility, write and distribute publications on the premises of the School in accordance with the terms specified hereinafter:

- No publication can be distributed on the premises of the School without a prior declaration being made to the Dean of the School.
- Publications, in whatever form (paper or digital) must respect current legislation, and must not be prejudicial to public order or to rights of third parties.
- In particular, works or comments mentioning the School's staff, student body or any student that are insulting or defamatory or that concern private life are prohibited; the right of reply must be ensured:
  - Before distribution, the management of the School must receive a copy of the publication handed out or distributed within the School. This copy must

specifically contain the name of the author(s) of the articles, as well as the name of the legal representative of the publication, the time, and the place of distribution.

- Flyers can be distributed on the premises of the School on the condition that, in addition to following the above rules, such flyers involve a subject which is related to the education of the students or to the life of the School, and that the School's management team has been informed beforehand of the distribution.
- The personal liability of authors is engaged by everything they write. In the event of a breach of the foregoing rules, the Dean of the School (or a representative of the Dean) can suspend or prohibit the distribution of the publication within the School.

#### *b) Posting*

Paper posting is allowed only in the places reserved to that effect. Posted documents must allow the poster to be identified; and have a connection with the education of the student(s) or with School life.

Posting or communications on social media must be respectful at all times and in accordance with this policy. Use of social media must not infringe on the rights or privacy of other students, School or staff, and students must not make ill-considered comments or judgments about other students, School, staff or third parties.

### **2.1.5 Expression**

#### *a) Respecting secularity*

Wearing signs or slogans through which students conspicuously demonstrate their religious beliefs is prohibited when such behaviour is prejudicial to public order within the School. Should this rule be infringed, recourse to disciplinary proceedings shall proceed.

In all cases, religious proselytising on the premises of the School is strictly prohibited.

#### *b) Meeting rights*

When students plan to organise a meeting on the premises of the School, they must request permission from the School management so that the venue appropriate for a possible meeting might be determined.

The request should contain:

- The date and time of the event, its subject, the number of expected attendees;
- The legal entity and/or the individual(s) responsible for the meeting, the designation of at least one individual being mandatory.

In all cases, the organisers of the event are liable for any damage caused during the event.

#### *c) Political and union opinions*

Students are free to exercise political and union opinions as long as:

- The operation and organisation of the School are not harmed;
- Public order is not threatened; and
- The School's rules and policies are not infringed.

*d) Respecting copyright of images*

Photographs and films made on the premises of the School by students are subject to prior approval by School management as well as by the individual(s) being photographed and/or filmed.

### **2.1.6 Student societies' activities and events**

*a) Student societies' activities*

Activities of student societies carried out on the premises of the School must not be prejudicial to the organisation or to the operation of the School. They must follow the applicable rules and regulations.

All requests for the setting up of a new student society are subject to an application to the Student Society Coordinator.

It is not allowed to register a company linked to a student society or a student, using the School's address.

*b) Events*

Any event organised on the premises of the School by students or by student societies is subject to prior authorisation by the Student Society Coordinator. The request for authorisation must be made at the latest two weeks before the date planned for the beginning of the event, and must specifically include the date, the time, the place and the expected number of attendees.

### **2.1.7 Dress Code**

Students must dress appropriately for the School. It is expected that student dress and grooming be neat, clean and in good taste so that each student may share in promoting a positive, respectful, healthy and safe atmosphere.

Students are expected to respect the views and feelings of fellow students and the School staff by not wearing clothes that bear images or words that are offensive or insulting.

## **3. Operating Rules**

### **3.1 Opening hours**

The School's opening dates and times are decided by the School's management team and are communicated to the students on the day programmes begin, at the latest.

### **3.2 Access to premises**

Access to the School premises is reserved for students who are able to show a valid document authorising entry to the School (student card, apprentice card, invitation, notice to appear and so on). The authenticity of documents can be verified.

The presence of any other individual(s) must be authorised by the School. Students are prohibited from helping unauthorised individuals enter the School.

### **3.3 Absence, tardiness**

All students must arrive on time and regularly attend scheduled classes and teaching activities, or, if failing to do so, present an explanation for tardiness and absence.

Methods of managing tardiness and absence are explained in the Student Handbook.

### **3.4 Use of resources placed at the disposal of students**

Equipment placed at the disposal of students is inventoried and assigned in accordance with requirements. Any change in assignment is subject to the approval of the Dean of the School (or of a representative of the Dean).

Loaning or assigning certain pieces of equipment to a student can be contingent upon payment of a deposit. The student can be requested to pay for additional damage or loss of the equipment if such damage or loss exceeds the value of the deposit.

The following resources are at the disposal of all students:

- the library, which is governed by special rules
- Computer resources and/or rooms governed by Conditions of Use of Computing Facilities and IT Acceptable Use Policy.

### **3.5 Representation of students**

Representation of students is ensured for the entire academic year by at least one permanent representative and one alternate representative elected by group, simultaneously in an election, each student enrolled having one vote.

All students have the right to be eligible for office and to vote. The election takes place in the two-month period following the beginning of the academic year. Elections are organised by the relevant programme coordinators.

### **3.6 Sales on the premises**

It is prohibited for students, partner companies and student societies to engage in commercial activity on the premises of the School.

Sales can be authorised in exceptional circumstances. Requests for authorisation should be made to the School management.

## **4. Health and safety**

### **4.1 Safety**

A student who represents a threat to the safety of people or property engages his or her own liability and, where applicable, the liability of his or her legal representative(s). All students must observe the applicable rules and regulations of the School concerning safety.



#### **4.1.1 Dangerous, toxic or prohibited products**

Bringing dangerous, toxic or prohibited products into the School is strictly forbidden. The possession, use, distribution or sale of any drugs, of whatever kind or quantity, is prohibited on the premises of the School. The Dean of the School (or a representative of the Dean) will inform the relevant legal authorities of any unlawful act.

Consuming alcohol on the premises, outside the venues and events authorised by the School's management team, is prohibited

#### **4.1.2 Animals**

Animals are prohibited on School premises.

#### **4.1.3 Accidents**

The School's management team must be immediately informed if a student has an accident or feels unwell in the School.

#### **4.1.4 Movements of minors during the programme of study**

Minors enrolled in a programme are the responsibility of the School from the beginning of the first class to the end of the last class of the day (subject to the provisions below concerning trips outside the School for education-related activities). Consequently, they are not allowed to leave the premises, including during the lunch break, unless authorised to do so by legal representatives.

If a minor leaves the premises without authorisation during the day, the School is relieved of all responsibility.

Movement within the School by individuals or groups must take place according to the guidelines provided by the person or persons in charge. Under no circumstances may they disturb groups who are engaged in work.

Movement outside the School for training-related activities:

- If the movement (by coach, school vehicles, etc.) of the person is organised by the School, it is under the responsibility of the latter.
- If the movement of the person is not organised by the school and is carried out using the mode and means of transport chosen by the person, it is the sole responsibility of the person.

Any movement outside the School at the beginning or the end of the programme is taken to be the usual journey between home and school. Any movement outside the School during the programme of study using the mode and means of transport chosen by the person is not subject to the supervision of the School.

These movements are subject to authorisation from the legal guardian of the minor enrolled in a programme of study.

## 5. Adherence to the Code of Conduct

All students are expected to adhere to the School's policies and procedures outlined in the Student Handbook, Programme Handbook, in this policy and published elsewhere in the School. Students must not engage in any conduct that may cause:

- a) Disruption of, or improper interference with, the academic, administrative, sporting, social or other activities of the School, whether on School premises or elsewhere;
- b) Obstruction of, or improper interference with, the functions, duties or activities of any student, member of staff or faculty of the School or any authorised visitor to the School;
- c) Violent, indecent, disorderly, threatening or offensive behaviour or language whilst on School premises or engaged in any School activity, including those committed by electronic means using email from a School account or other account accessed via the School network, or using other forms of electronic and social media;
- d) Fraud, deceit, deception or dishonesty in relation to the School or its staff or in connection with holding any office in the School or in relation to being a student of the School, which includes failing to pay all and any fees;
- e) Action likely to cause injury or impair safety, either on School premises or on any other sites associated with the School through its programmes;
- f) Damage or defacement of any property of the School;
- g) Acts of disturbance which threaten the rights and privacy of any member of the School, whilst on School premises or engaged in School activity;
- h) Harassment or bullying of any kind, including sexual or racial harassment of any student, member of staff or faculty of the School or any authorised visitor to the School, including that committed by electronic or other remote means;
- i) Acts of disturbance, negligence or breaches of health and safety measures which might threaten the safety, security or welfare of others in the School or an employee/consultant of the School attending the School;
- j) Possession or misuse of drugs which constitutes a criminal offence; under this heading it will also be misconduct to attend any School activities under the adverse influence of alcohol or drugs;
- k) Breach of Health and Safety regulations including smoking outside of an appropriately allocated area and dropping litter of any description on School premises, whether inside or outside buildings;
- l) Breach of the provisions of any School rule or regulation, cited in this Code of conduct, Student and Programme Handbook;
- m) Misrepresentation, either before entry to the School or during their period of registration, of information relating to medical conditions or an illness which may have an effect upon their or another student's ability to study;
- n) Breach of the provisions of the School's policy on Freedom of Speech or other similar policies;
- o) Failure to comply with a previously imposed penalty under these regulations and procedures;
- p) Failure to disclose personal details to a member of the School's staff in circumstances in which it is reasonable to require such information;
- q) Breach of the Conditions of Use of Computing Facilities and IT Acceptable Use policies.

The actions and behaviour listed above are some of the most common breaches, but it is not an exhaustive list.

## **6. Discipline and sanctions**

### **6.1 Reporting a Disciplinary offence**

All cases of misconduct shall be reported by staff or students to the UK Director of Student and Academic Services, in writing/email as soon as possible after they occur. The report should contain the following information:

- Person or persons against whom the allegations of misconduct are made;
- Nature and frequency of the misconduct;
- Time and location of the misconduct and its reporting;
- Witnesses who observed the misconduct and/or others made aware of the misconduct;
- Any substantiating documentation/evidence.

### **6.2 Disciplinary Committee**

#### **6.2.1 Attributes and scope of the Disciplinary Committee**

The Disciplinary Committee is in charge of reviewing the actions that are considered to be a possible infringement of the school rules and policies or any other enforceable regulations. Such actions may have been undertaken by students enrolled in the School or in a partner institution where a portion of the delivery of the programme is carried out.

The competence of the Disciplinary Committee not only covers the actions undertaken on the premises of the School and its campus, where applicable, but also those within the framework of outside activities linked to the programmes organised by the School, as defined in Section 1. It also extends to any actions carried out during an activity linked to a study programme which affects the image of the School.

#### **6.2.2 Composition of the Disciplinary Committee**

The Disciplinary Committee is composed of:

- Chair: Dean of the School (or a representative of the Dean);
- Academic Director (or a representative of the Academic Director) of the programme in which the student under consideration is enrolled;
- UK Director of Student and Academic Services;
- Other individuals as designated by the Dean.

## **6.3 Disciplinary procedure**

### **6.3.1 Protective measures**

When an act (or acts) of the student is such that it has a negative impact on the normal operation of the School, and while the decision of the Disciplinary Committee on a possible sanction is awaited, the Dean of the School (or a representative of the Dean), so as to preserve order and implement protective measures, can suspend the student from the programme and/or prohibit them from entering the premises of the School. This measure can be effective until the decision of the Disciplinary Committee is issued.

### **6.3.2 Meeting of the Disciplinary Committee**

The Disciplinary Committee is convened by the UK Director of Student and Academic Services after any act deemed to be against the School and/or teaching rules and policies, fraud or attempted fraud, irregular attendance, absenteeism, etc.

The student concerned will be summoned by an email with a confirmation at least three working days before the meeting of the Disciplinary Committee. For a Disciplinary Committee decision to be valid, at least three of the individuals named in section 6.2.2 must be present at the meeting.

During the entire disciplinary procedure, the student concerned can be assisted by a person of their choice. However, under no circumstances may the student be represented by an external organisation or have professional legal representation. The student can also request that witnesses be heard. If the victim is heard, it is as a witness.

### **6.3.3 Decision of the Disciplinary Committee**

The Disciplinary Committee has the power to impose sanctions in accordance with the severity of the infraction. The sanctions may include:

- a warning;
- temporary suspension for a maximum of 12 months;
- expulsion;
- Other sanctions as may be considered appropriate by the Disciplinary Committee.

In case a sanction(s) is imposed on a student, the records of this are kept in the student's file. A warning or a reprimand will automatically expire within three years following the sanction on the condition that no other disciplinary action has been taken against the student for anything else during that period of time.

Any decision can be posted on the School premises, without mentioning the first and last names of the individual involved.

### **6.3.4 Notification of the decision of the Disciplinary Committee**

The Chair of the Disciplinary Committee notifies the student of the decision taken by the Disciplinary Committee. This notification is sent by email. It cannot take effect less than one full day or more than two weeks after the meeting with the student. The decision of the Disciplinary Committee takes effect immediately upon notification.



## **7. Student right of appeal**

The student has a right of appeal against the outcome of the decision of the Disciplinary Committee under the School's Appeal Policy. See Student Appeal policy for details.