

## 1 Introduction

AMS is committed to providing a positive experience for all students, where individuals are treated with courtesy and consideration and where difference is valued and diversity respected. All students and staff have the right to live, study, work and relax in an environment where they feel safe.

As members of the AMS community, we expect the highest standards of behaviour from our students, whether on AMS premises or elsewhere. All members of AMS should be aware of their own behaviour and how it impacts on others. This Code sets out the standards of behaviour expected from students and also guidance on what is and what is not acceptable and how unacceptable behaviour will be dealt with.

Where students fail to abide by the required standards of behaviour, action will be taken under the AMS Disciplinary Grievance & Appeals Policy which is available on MyAcademy.

Any complaints of unacceptable behaviour made by students will be taken seriously and, if substantiated, may provide grounds for action under the AMS Disciplinary Grievance & Appeals Policy as appropriate. Equally, the University will take appropriate action for any vexatious or malicious allegations.

## 2 Policy statement on violence, abuse and harassment

All students and staff have the right to live, study, work and relax in an environment where and are free from any form of sexual violence, physical violence, abuse and harassment and where their body and personal boundaries are respected.

No student or staff member should be forced to just 'put up' with violent behaviour from others, threats of such behaviour or any forms of abuse or harassment. Action must be taken where necessary to ensure all students and staff are able to enjoy the university life without experiencing these.

Any harassment will not be tolerated by the AMS and those who commit or threaten acts of harassment should be stopped (i.e. their behaviour challenged) and disciplined as appropriate for their actions.

Students who have been the victims of any form of violence, abuse or harassment, including sexual violence, sexual assault, threats of violence or harassment can seek the help of their Course Coordinator or Centre Manager. We will offer appropriate support and also help report any issues as appropriate. Students should also make a complaint if appropriate and guidance on how to deal with these issues is set out in the AMS Disciplinary Grievance & Appeals Policy.

The University is aware that sexual violence and sexual harassment is predominantly aimed at women. However, men are also affected by such behaviour and AMS will aim to support all students regardless of gender or sexuality.

### 3 Behaviour towards others

You should treat all AMS staff, students and visitors with courtesy and respect.

You should respect other members' basic rights to work and live in a safe, secure environment, free from anxiety, fear, intimidation and harassment.

You should ensure that you behave in a manner compatible with the AMS's Equality and Diversity Policy and not discriminate or harass anyone on the basis of their **age, disability, gender re-assignment, marital status, pregnancy, race, religion or belief, sex or sexual orientation.**

On no occasion should you use personally abusive, threatening or violent behaviour either in person or through the use of email, texts or social media.

### 4 Safety and Security

AMS owes a duty of care to its students and staff and, as far as is reasonably practical, seeks to ensure that the AMS is a safe place to work and study. Students are required to comply with reasonable instructions from any member of staff and to observe the safety regulations.

You should ensure that you do not take any action that endangers yourself or others.

You should comply promptly with any requests in the event of an emergency.

### 5 Care of property

You should treat AMS property, equipment and other materials and the property of others with care and respect.

You must abide by the AMS policies regarding food and drink where this is signposted as this can damage equipment.

You should take care of your own property and not leave valuables unattended.

### 6 Smoking

Smoking is prohibited inside any building operated by the AMS (including corridors, foyers, toilets and entrances etc). You should make sure that you do not smoke near doors and outside areas where it is clearly designated as no smoking.

### 7 Drugs and Alcohol

You must not take or supply illegal drugs on campus. Drugs found in students' possession will be confiscated and students will be disciplined.

Students may only drink alcohol on campus at organised functions where there is a bar if they are of the appropriate age.

Any student causing a nuisance or engaging in disruptive behaviour as the result of taking illegal drugs or alcohol may be asked to leave the premises and disciplinary action may be taken against them.

### **8 Compliance with Policies and Regulations**

You should comply with any other published AMS policies, codes or procedures which are designed to ensure the effective operation of AMS. You should make yourself familiar with and abide by the AMS's Policy and Regulations in particular:

Academic Regulations, particularly the Academic Offences Regulations Internet and email codes of practice

Health and Safety Regulations and Fire Regulations,

### **9 Discipline**

Disciplinary procedures may be invoked if it is alleged that a student has committed misconduct, examples of which may include the following:

- Abusive, threatening or unreasonable behaviour or assault and/or behaviour which causes fear or distress to others;
- sexual violence, abuse or harassment; racist activity or behaviour;
- damage to University property or the property of any student or member of staff;
- any action likely to cause injury to any person or impairing the safety of the premises; including fighting on University premises;
- conduct that interferes with the academic or administrative activities of AMS, such as disruption of teaching, research, examinations, working of staff and other campus services;
- falsification or misuse of qualifications including University records, including award certificates
- misappropriation or misuse of AMS funds or assets or those of others;
- false pretence or impersonation of others within or without AMS, in connection with academic attainments or financial awards
- offering, promising, giving, receiving or soliciting a financial, academic or other advantage or favour as a means to influencing the actions of others
- conduct, either on or off campus, which brings AMS into disrepute.

The above list is not intended to be exhaustive but outlines what AMS considers to be unacceptable behaviour.

### **10 Disciplinary procedures**

The Disciplinary Procedures will be followed where there is a breach of the Code of Conduct.

There will be instances when certain behaviours which would usually be considered to be minor are in fact very serious and will require a more serious sanction and there will be instances when certain behaviours which would usually be considered to be serious are in fact minor and will require a less serious sanction

Multiple or repeated incidents of misconduct may be more serious than a single act of misconduct and previous findings will be taken into account when determining what sanction should be imposed.

### **11 Precautionary action and suspension from the AMS**

Where a student is being investigated under the AMS Disciplinary Grievance & Appeals Policy, they may be suspended as a precautionary measure if it is considered that it is necessary to protect the student, the integrity of the investigation and or other students from harm. Precautionary action will be reasonable and proportionate and may include:

- imposing conditions on the accused student (for example, requiring the accused student not to contact the reporting student and/or certain witnesses and/or requiring the accused student to move accommodation);
- suspending the accused student from his/her studies;
- excluding the accused student (for example, prohibiting the accused student from going to certain accommodation blocks or using the sports facilities or from attending a placement).

These actions are a precautionary measure only. It is not a penalty or sanction and does not indicate that AMS has concluded that the accused student has committed a breach of discipline or a criminal offence. Any precautionary actions taken will be reviewed on a regular basis.

Where precautionary actions are taken, the student has the right of appeal against these or to request that they be reviewed when new evidence is available.

### **12 Conviction for a criminal offences**

Students should always declare when they receive a conviction. Where a student has been convicted of a criminal offence during their studies at AMS, consideration will be given as to whether this affects their status as a student at AMS. In coming to this decision, we will consider particularly the nature of the offence and whether other students are at risk. It will also consider whether the actions of the student has brought the institution into disrepute. This will apply to convictions both on campus but also those committed off campus.

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