

Student Code of Conduct

CHI

Purpose

The Student Code of Conduct sets out expectations for all students enrolled at UHI and partners. This includes domestic, RUK and International students studying at all levels e.g. FE, HE and Research.

All students are expected to conduct themselves in an appropriate manner to other students, staff and external organisations, and which conforms with our 4 key values of Collaboration, Openness, Respect and Excellence as detailed in the [UHI Strategic Plan 2030](#).

A breach of the Student Code of Conduct will be treated as misconduct and dealt with using the Student Disciplinary Procedure. UHI and partners aim to act reasonably in dealing with alleged or actual student misconduct. We seek to balance the interests of all students, staff, local communities, businesses and other organisations with whom we seek to maintain good relationships.

Students can also receive free, independent, and confidential support from Highlands and Islands Student Association (HISA) [Advice Service](#) at any stage, whether they report an issue or respond to an allegation.

Conduct that is expected of students

Students are expected to observe the Student Code of Conduct throughout their studies. The Student Code of Conduct applies to behaviour in both physical and online environments to both staff and students. Students are expected:

- + To take responsibility for their own actions and conduct.
- + To behave in a manner that fosters respect and understanding between all members of our community.
- + To act within the law and not to engage in any activity or behaviour that is likely to bring UHI and partners into disrepute.
- + To value the good relationships UHI and partners have with local communities, businesses and other organisations.
- + To communicate in a respectful and considerate manner, avoiding language that is abusive, threatening, discriminatory, or intended to cause harm. While offence may be taken in any interaction, UHI distinguishes between unintentionally causing discomfort and deliberate or reckless use of harmful language that undermines the dignity or safety of others.
- + To treat all UHI, partner and external property with care and respect.
- + To comply with requests from members of staff.
- + To adhere to health and safety policies and protocols (including fire alarms) and to comply with any temporary changes during maintenance and repairs.

- + Students should always carry their student ID whilst on campus and produce it when asked.
- + To keep campus buildings and grounds smoke free by ensuring that vaping and smoking is only conducted in designated areas

Support and Resources

UHI and partners are committed to ensuring students have access to appropriate support during conduct-related issues. Students are encouraged to contact the services below, if required:

- Local Student Support teams – support on a range of issues including counselling and wellbeing. Find your local support team [here](#).
- HISA Advice Service – Free, confidential, and independent advice on student rights, disciplinary procedures, appeals and wellbeing support. Contact hisa.advice@uhi.ac.uk or visit the [website](#) for more information.

Harm reduction approach to drugs

The Universities UK report 'Enabling student health and success' recommends universities adopt a harm reduction approach to drugs which the university and its academic partner's support. This does not condone or normalise the use of drugs but looks to reduce the harms which may result from drug use and supply. This approach does not exclude the use of disciplinary action being taken against students, in particular where there is supply or where use causes harm to others.

Reporting suspected breaches of the Student Code of Conduct

Students can report suspected breaches of the Student Code of Conduct to any member of staff. Should the report be of a personal or sensitive nature, students can discuss the issue with a member of staff they trust.

Students should remember that making malicious allegations is a breach of the Student Code of Conduct.

If students are unsure how to proceed, they are encouraged to speak with HISA Advice Service for guidance on reporting, what to expect, and to understand their rights throughout the disciplinary process.

Action that will be regarded as misconduct

The table below sets out examples of behaviour that will be regarded as misconduct. These behaviours could be verbal, physical or written, in person or online. The list is not exhaustive, and action may be brought against other unacceptable behaviours.

Where there are reasonable grounds for suspicion that a student has breached the Student Code of Conduct, staff can take appropriate action to investigate.

CONTENT WARNING

This section contains references to physical violence, sexual misconduct, and gender-based violence which some may find distressing to read.

If needed, support is available through our student support team support.shetland@uhi.ac.uk and the [HISA Advice Service](#).

People		
Disciplinary Offence	Examples of misconduct may include but are not limited to:	Related Policy/procedure
Physical Misconduct	<ul style="list-style-type: none"> + Use of weapons, or the utilisation of everyday objects as weapons + Punching/slapping/pushing/shoving/kicking + Pulling hair + Biting/spitting 	<p>Student Code of Conduct Policy</p> <p>Student disciplinary procedure</p>
Sexual Misconduct, Gender Based Violence and Indecency	<ul style="list-style-type: none"> + Sexual intercourse or attempting to engage in a sexual act without consent + Creating, or sharing private images, videos or messages of a sexual or intimate nature of another person without their consent, or if the recipient or subject is under the age of 18. + Kissing or touching another person without their consent + Making unwanted remarks of a sexual nature + Engaging in any sexual acts in UHI or partner premises (excluding halls of residence) <p>For further examples, please see the GBV section.</p>	<p>Safeguarding Policy and procedures</p> <p>Student Gender-Based Violence Policy</p>

Abusive, Threatening and Intrusive Behaviour	<ul style="list-style-type: none"> + Carrying of weapons, or items intended to cause harm. + Threats to hurt, or cause harm to, another person + Radicalisation of others or sharing information related to extremism + Abusive comments relating to sex, sexual orientation, religion or belief, race, pregnancy/maternity, marriage/civil partnership, gender reassignment, disability or age + Bullying or victimisation + Acting in an intimidating or hostile manner + Use of inappropriate, or discriminatory, language + Repeatedly contacting another person (by phone, email, text or on social media) against the wishes of the other person + Malicious allegations 	<p>Student Code of Conduct Policy</p> <p>Student Disciplinary Procedure</p>
Online Misconduct	<ul style="list-style-type: none"> + Unauthorised audio or video recording of staff or students without their knowledge and/or consent. This includes the taking and sharing of images. + Cyberbullying + Misuse of social media and digital communication for example SnapChat and WhatsApp groups. + Breach of digital netiquette guidance, in particular in the online learning environment (BrightSpace). + All students should abide by the Information Security Acceptable Use Policy 	<p>Student Code of Conduct Policy</p> <p>Student Disciplinary Procedure</p> <p>IS Acceptable Use Policy</p>
Alcohol, illegal substances, psychoactive substances ('legal' highs) Controlled Substances and Prescription Medication	<ul style="list-style-type: none"> + Supplying or being involved in the supply of illegal substances, psychoactive substances ('legal highs'), controlled substances or nonprescribed medication + Supplying or being involved in the supply of alcohol to minors or areas where there is an alcohol ban. + Use of illegal substances, psychoactive substances ('legal highs') and controlled substances on any campus + Consumption of alcohol by those under the age of 18, or within the learning environment. 	<p>Student Code of Conduct Policy</p> <p>Student Disciplinary Procedure</p>

	<ul style="list-style-type: none"> + Failure to advise staff of using prescription medication where side effects could pose a risk to the student, other students or staff 	
Academic Misconduct	<ul style="list-style-type: none"> + Students studying a Higher Education course (SCQF Level 7) and above, please view the Academic Misconduct Policy and Procedure for further information. + Students studying a Further Education course (SCQF Level 1 – 6) or on a Senior Phase programme, please speak to your <u>local Student Services</u> for more information or your Personal Academic Tutor/LDW/PDA. + Inappropriate use of Generative Artificial Intelligence (AI). Please view the Generative Artificial Intelligence information within the UHI Student Induction for further information. + Academic misconduct will normally be investigated through the relevant Academic Misconduct procedure. Incidents may also be investigated under the Student Disciplinary Procedure e.g. if they involve unauthorised use of property, threatening behaviour etc. + Academic misconduct may result in UHI and/or partners making a report to an external awarding body or Professional Statutory Regularly Body (PSRB). 	<p style="text-align: center;">Academic Misconduct Policy and Procedure</p> <p>Local College policy and procedures for further education students</p> <p style="text-align: center;">Generative AI information</p>
Property		
Disciplinary Offence	Examples of Misconduct may include but are not limited to:	
Damage to or misuse of campus property or equipment	<ul style="list-style-type: none"> + Causing any damage to property belonging to UHI and/or partners, including staff and student property. + Driving contrary to campus guidelines + Littering (including inappropriate disposal of chewing gum). + Parking outside of marked bays + Misuse of disabled parking bays + Graffiti on campus property/equipment 	<p>Student Code of Conduct Policy</p> <p>Student Disciplinary Procedure</p> <p style="text-align: center;">IS Acceptable Use Policy</p>

Unauthorised Taking or Use of Property	<ul style="list-style-type: none"> + Unauthorised entry onto or unauthorised use of UHI and/or partner premises + Taking property belonging to another person without permission + Misuse of UHI and/or partner property (e.g. computers, workshop and laboratory equipment) 	<p>Student Code of Conduct Policy</p> <p>Student Disciplinary Procedure</p>
Causing A Health or Safety Concern	<ul style="list-style-type: none"> + Behaviour or act causing a health or safety concern to people, animals or the environment + Act/omission/negligence that caused or could have caused harm on UHI and/or partner premises or during activities (for example, interfering with fire safety equipment such as fire extinguishers or fire doors, failing to respond appropriately to an evacuation request. + Misuse of equipment + Smoking cigarettes or vaping in non-designated areas. 	<p>Student Code of Conduct Policy</p> <p>Student Disciplinary Procedure</p>
Organisation		
Disciplinary Offence	Examples of Misconduct may include but are not limited to:	
Operational Obstruction	<ul style="list-style-type: none"> + Acts/omissions/statements intended to deceive UHI and/or partners or to conceal the misconduct of the individual or others + Disruption of the activities of UHI and/or partners (including academic, administrative, sporting and social) + Disruption of or interference with the functions, duties or activities of any student or employee or any authorised visitor to UHI and/or partners + Fraud, forgery, unauthorised use of funds, financial misconduct, including activity related to student support funds, fee waivers, research funds, scholarships etc. + Bribery / attempted bribery + Breach of the Unreasonable Complainant Behaviour Policy (or equivalent) 	<p>Student Code of Conduct Policy</p> <p>Student Disciplinary Procedure</p> <p>Unreasonable Complainant Behaviour Policy</p>
Reputational Damage	<ul style="list-style-type: none"> + Behaviour which has caused damage, could have caused damage or may cause damage to the reputation of UHI and/or partners 	<p>Student Code of Conduct Policy</p> <p>Student Disciplinary Procedure</p>

Gender Based Violence

The Scottish Government's Equally Safe Strategy (2023) defines Gender based violence (GBV) as 'any form of violence used to establish, enforce or perpetuate gender inequalities and keep in place gendered orders'

Gender based violence can include:

- + Domestic abuse (including coercive control)
- + Stalking
- + Harassment or any unwanted conduct which has the purpose or effect of violating the dignity of an individual, or creating an intimidating, hostile, degrading, humiliating or offensive environment for them, relating to their gender, sexual orientation or gender identity.
- + Rape and sexual assault
- + Child and childhood sexual abuse
- + Criminal sexual exploitation and/or extortion, including prostitution, pornography and trafficking
- + Female genital mutilation
- + Forced and child marriages
- + Abuse by other family members, so called 'honour-based' and dowry-related violence crimes
- + Threats of such acts, coercion or illegally depriving a person of their freedom, whether occurring in public or private life

Gender based violence is not condoned by UHI or partners. We are committed to working in partnership with relevant local organisations to support victims of gender-based violence, including assisting victims to report suspected crimes to the police. Allegations or incidents of gender-based violence may also be treated as a breach of the Student Code of Conduct and relevant procedures followed.

Precautionary Action

In the event of an allegation of misconduct, a student may be temporarily suspended until the investigation is completed if there is risk of harm to themselves, other students or staff.

During this time, they will be able to continue to study remotely, where this can be facilitated, and will receive any student support funds they are entitled to. This precautionary action is not a punishment but is intended to protect the interests of all parties.

During precautionary action, students may also access the HISA Advice Service to understand their options and ensure that their welfare and academic progress are protected.

Disciplinary Action

The disciplinary action applied will be proportionate and take full account of the individual circumstances of the misconduct.

Multiple or repeated incidents of misconduct may be more serious than a single act of misconduct, and previous incidents may be taken into account when determining what disciplinary action should be applied.

Students have the right to seek support from HISA Advice Service when responding to any disciplinary action. HISA Advice Service can assist with appeals, preparation for disciplinary meetings, and ensure students are aware of their rights.

Further information on the Student Disciplinary Procedure can be viewed [here](#).

Alleged misconduct which may constitute a criminal offence

Where alleged misconduct may constitute a criminal offence, UHI and partners will use the following principles:

- 1) The criminal process will take priority, and any internal disciplinary procedure will be suspended until further guidance is received from the police.
- 2) If a student does not wish to report a criminal offence to the police, including those relating to GBV, the academic partner may consider the alleged misconduct as an internal disciplinary matter.
- 3) Precautionary action should be considered using the Safeguarding Procedures. This involves a risk assessment which may result in reasonable and appropriate action being taken against the alleged perpetrator e.g. imposition of conditions, suspension from some or all, UHI and/or partner premises, and/or removal of access to UHI services until the disciplinary investigation is completed and any disciplinary outcome reached.
- 4) As appropriate, support will be provided to all parties involved in the incident.
- 5) Irrespective of the outcome of the criminal process, UHI and/or partners may consider the alleged misconduct as an internal disciplinary matter.

With respect to 5), where a student is convicted of or cautioned or warned for a criminal offence, this may be relied upon as evidence in any disciplinary proceedings provided that the circumstances leading to that conviction are directly relevant to the allegation. Any sentence or order pronounced by a court may be taken into account in the imposition of any sanction.

Professional Standards and Fitness to Practise

Students on courses accredited by a Professional, Statutory and Regulatory Bodies (PSRB) are also subject to the professional standards and/or Codes of Conduct issued by the PSRB. The student will be advised if this is applicable at the start of their course.

Any breach of the Student Code of Conduct or professional standards may be reported directly to the PSRB and/or trigger a Fitness to Practise procedure.

This may lead to a student being withdrawn from their course, dismissed from their job, barred from employment in that profession, and/or a criminal investigation.

APPRENTICES

Where there is evidence of a breach of the Student Code of Conduct this will result in the student's employer being informed. Employers may wish to invoke their own disciplinary policy and procedure as a result.

Thank you
Tapadh leibh