

# *Student Code of Conduct Policy*

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This policy reflects current UK legislation and will be updated in line with any legislative changes.

## 1. Introduction

A policy describes our approach to a certain issue. SAE Institute embraces the concept and beliefs of each of us having or demonstrating core standards of behaviour and values in our everyday activities, such as:

- Respect
- Conviction
- Genuine
- Drive
- Adventurous
- Rigour

These values reflect the culture of our Institute and are also expected to be reflected in the behaviours and conduct of our students.

## 2. Policy purpose, scope and application

### 2.1 Purpose

The Student Code of Conduct affirms that the Institute expects all students to adhere to the highest standards of conduct and behaviour. This means that they will complete their studies in an ethical and collegial manner, act and behave with fairness, impartiality and honesty, and comply with the provisions of this Code.

### 2.2 Scope

Our Policy covers most of the important issues relating to student conduct and gives a framework of standards and behaviour guidelines, but it is not meant to be exhaustive. It should be read in conjunction with all student policies of the Institute.

### 2.3 Application

Every student has a responsibility to understand this policy and apply it at all times. This includes all enrolled students, or prospective students of the Institute, irrespective of their place of residence, campus or mode of study. It should be read in conjunction our other policies, regulations, and guidelines.

The policy applies anywhere and at any time and is particularly important in the local community around SAE Institute, i.e. whilst on industry placements, field trips or external activities (including recordings, film shoots and self-directed work for assessment), etc.

### 3. Key principles

- a. **To understand that the interaction and behaviour of our students may have direct impact on the education and wellbeing of others.**

We commit to promoting the wellbeing of our students, so that we each have confidence that we maintain the highest standards of conduct in every matter.

Therefore, we expect our students to understand that their personal actions and behaviour can have an impact on others and the environment in which we learn. We have a collective responsibility to ensure that we treat others in line with our values, with respect, fairness and dignity always and as an ambassador for SAE Institute, behave accordingly.

- b. **To create a learning environment for all, that we are proud of – one that others wish to learn in, study within and tell others about.**

We are proud of the diverse nature of our SAE Institute community and will challenge any discrimination on the basis of age, ethnic origin, race, nationality, membership of a national minority, culture, language, religious faith or affiliation or lack thereof, political affiliation or opinions or lack thereof, sex, gender, gender identity, sexuality, sexual orientation, marital status, caring or parental responsibilities, illness, ability or disability, mental health status, medical condition, physical appearance, genetic features, socio-economic background, or any other irrelevant distinction.

- c. **To understand the potential impact and consequences of our behaviour and know that poor conduct will not be tolerated.**

We will continually promote and drive up standards to ensure that SAE is a great place to study and are committed to the aims and standards set out in this policy, as well as our legislative responsibilities.

Students failing to abide by this Code may lead to disciplinary proceedings, suspension of studies, and in severe cases, termination of enrolment.

### 4. Policy guidelines

#### 1. Professional conduct

All students should ensure that their conduct and behaviour is always professional and courteous, both in their interactions with each other and our staff, both on and out of Campus. This includes treating others with respect, integrity and fairness. Courteous conduct includes, but is not limited to:

- A commitment to learning, appropriate methods of research, and appropriate behaviour always while on the Institute's premises or elsewhere as a student.
- Recognition and observance of the rights of fellow students and staff.
- Conduct which is fair and has regard to other students, staff and the Institute's interests.  
Awareness of and adherence to policies and procedures of the Institute.

## 2. Working in a healthy and safe environment

We are committed to ensuring that our campus environments are a safe working and learning space and will act positively to minimise workplace risks in line with our legislative responsibilities. We each have a responsibility to ensure the safety and wellbeing of each other, and that our activities are always carried out with the highest regard to health and safety.

## 3. Equality of opportunity

SAE is committed to promote inclusivity and valuing diversity, individual merit, equality and fairness. This means that we treat everyone with individual respect and support, regardless of their gender, race, ethnic background, culture, ability, sexual orientation, age religion, or status.

## 4. Punctuality and Attendance

It is important to be punctual and ready to study. Students must ensure that instances of lateness are kept to a minimum and lecturers are advised in advance. As being late may cause significant disruption to lessons, repeated instances of poor time keeping will be addressed.

If a student is not able to attend a lesson or meeting for any reason, they should notify the Campus beforehand on any day of absence. Details of who to contact will be advised during Induction week.

## 5. Dress code and personal hygiene

We expect all students to dress and present themselves in an appropriate manner for the situation in which they are studying. Attire should not be potentially provocative nor cause potential offence to others.

Where the sensitive matter regarding personal hygiene is raised, this will be discussed in private and with sensitivity.

## 6. Smoke-free Campus

Smoking, including vaping or use of e-cigarettes is not permitted anywhere on our Campuses, except for outdoor designated smoking areas.

The Institute will take such reasonable action to enforce this, and students must comply with all restrictions on smoking. Our policy extends to consider our environment, and smokers must also ensure that the designated areas are kept litter-free by responsibly disposing of cigarettes, etc.

## 7. Academic Freedom

SAE promotes academic freedom of both inquiry and expression and encourages students to express themselves using critical judgement and scholarship. This is subject to all legislation and confidentiality obligations, including harassment, discrimination, defamation and privacy.

If disputes arise, this code and the relevant legislation will be adhered to.

## 8. Respect for Individuals

All students will treat each other, staff, visitors and members of the community with respect, courtesy, fairness and equity. This involves, but is not limited to:

- Committing to act and behave with fairness, integrity and objectivity.
- Respecting an individual's right to privacy and undertaking to keep personal information in confidence.
- Not engaging in activities which might reasonably be perceived as corruption, intimidation, vexatious or malicious attribution, rumour or gossip.
- Avoiding unlawful discrimination, for example on grounds such as gender, sexual orientation, race, cultural background, religion, or political conviction.
- Not using abusive behaviour or language or harassing or bullying of any kind towards another student, member of staff or visitor to the Institute by any means, including social media, whether on or off the Institute's premises, or through personal equipment or the Institute's equipment.
- Complying with any legislative, industrial or administrative requirements, including respecting confidential information.
- Acting in a manner and taking precautions to protect the health, safety and welfare of oneself and others.

## 9. Harassment, sexual misconduct and bullying

Students have the right to study and reach their potential without fear of harassment, bullying or intimidation. We each have a part to play to ensure that our behaviour, whether intentional or unintentional does not constitute harassment and/or bullying.

The Institute will take immediate action against inappropriate behaviour that shows a lack of respect for others, intimidation, harassment, or leads to an individual feeling threatened or bullied.

Specific reporting channels and procedures are in place for students to report, disclose or seek support and advice for any incidents relating to harassment and sexual misconduct. Cases will be investigated, handled and addressed sensitively and promptly in line with our Non-Academic Complaints' procedure by appropriately trained staff. Where an incident is referred anonymously, it may not be possible for the Institute to fully investigate and take action, and this is made clear within the reporting process.

Where specialist services or support is required, we will signpost students to the police, NHS, sexual assault referral centres, such as Rape Crisis, or hate crime reporting centres, if required or requested. Links and further guidelines are readily accessed via Campus Online.

## 10. Conduct outside of Campus

We appreciate the right of students to have a private life outside of their studies, unless this may jeopardise the reputation or position of the Institute.

Any unlawful, anti-social or poor conduct will be dealt with through the disciplinary procedure.

### 11. Misuse of drugs and alcohol

No alcohol is to be consumed on the Institute's premises without the express approval of the Campus Director.

No prohibited drugs (including legal highs) are to be brought into the Institute's premises, and any student involved will be liable to summary dismissal.

Students on prescription drugs which may impair their personal safety, or the safety of other persons, should report the matter to the Academic Coordinator to allow a proper evaluation to be made.

Any student who is suspected of having consumed alcohol or prohibited drugs or who, in the opinion of campus management, is not capable of satisfactorily studying, will be immediately suspended pending further investigation and potential disciplinary action.

### 12. Conflicts of interest

Students should be sensitive to the potential for conflicts of interest to arise between their personal interests and their duties, obligations and responsibilities to the Institute, and shall take care to ensure that no actual conflict of interest arises.

Situations which might lead to conflict or reasonably be thought to conflict with or influence judgements and perceptions that an unfair benefit has been attained or may be attainable may include:

- personal finances.
- pecuniary interests.
- external associations.
- personal and family relationships between students and/ or staff.

Potential conflicts of interest should be immediately declared and will be assessed in terms of the likelihood of improper influence or appearance of improper influence.

### 13. Personal relationships

Staff of SAE Institute have a responsibility to ensure that their working relationships with colleagues, students, and persons with professional interests connected with SAE, are conducted fairly, objectively and consistently at all times.

Personal relationships between these parties, including staff and student relationships may cause difficulties in maintaining appropriate boundaries between professional and personal life, and concerns of potential or actual conflicts of interest, as well as potential allegations of unequal power.

Therefore, **staff and students have a responsibility to declare these relationships** immediately.

Staff should notify their line manager, who in turn will ensure that the relationship is reported to the Campus Director/ Functional Leader, and HR Business Partner.

Students who are involved in or believe they may be in a potential situation of intimate involvement or relationship should seek advice from their Programme Coordinator. Where a student may feel concerned or embarrassed, they may opt to discuss this with the Academic Coordinator, Student Experience Officer, Campus Director, or the HR department, via [SAE-HR@Navitas.com](mailto:SAE-HR@Navitas.com), who will sensitively liaise with all relevant parties.

Students should take particular care not to take part in the following matters in relation to any member of staff with whom they have a personal relationship:

- Selection for entry to any course where this depends on a judgement other than a predetermined score or grade in which they have not been involved.
- Assessment procedures.
- Selection for any scholarship or prize.
- Postgraduate supervision.

Where a potential conflict of interest exists in relation to any student matters, the Academic Coordinator and Campus Director should immediately make alternative arrangements. Failure to disclose a potential or actual conflict of interest by staff or students of the Institute may render any associated decisions null and void and may result in disciplinary proceedings.

#### 14. Reporting corrupt conduct

We strive to ensure that the highest standards in all our professional activities, and that high standards in teaching and learning activities are maintained. Where reasonable evidence exists of dishonesty, fraud, or standards which are below expectations, students are encouraged to report suspected corrupt conduct, as well as maladministration and serious or substantial waste of resources to the Campus Director or Academic Coordinator as appropriate. Privacy and confidentiality will be observed where possible.

Students should also take particular care to avoid making any vexatious, false or malicious allegations.

#### 15. Use of computers, IT equipment and the internet

SAE provides computing, internet and email facilities within our campuses for academic study and research purposes. The equipment must be used in a responsible manner and in compliance with the relevant policies as well as relevant applicable legislation. It is also the responsibility of all students to ensure the safe keeping, care and handling, and return of all SAE equipment.

We do not allow excessive or unreasonable personal use of SAE computers and systems, and a Campus Director with approval of the General Manager may at any time initiate an audit of Institute email and data files.

The use of SAE computers, internet and email for the following purposes is expressly prohibited:

- Distribution or saving of material that is illegal in the country of destination.
- Distribution or saving of material that negatively reflects upon race, gender, religious belief, nationality, marital status or sexual orientation, or is likely to cause offence.
- Distribution of copyright material without permission of the author(s).
- Carrying out or attempting to carry out impersonation, misrepresentation of identity, forgery, substitution of mail, headers or any other identification marks.
- Gambling or soliciting for personal gain or profit.

### **Protection against computer viruses**

Any student that receives any email or files from someone they do not know, or any email or files which may give rise to concern, should not open them and immediately contact their Programme Coordinator or Campus Director.

### **Social media**

All students must understand that they are personally responsible for any comments or content published on social media platforms and will be accountable for their actions.

SAE also has internal methods of communication for students to contact staff, e.g. SAE email, Navigate. To avoid any allegations of inappropriate behaviour, students should not share their personal contact/ social media details with staff, nor engage with non-SAE channels of communication with staff other than via SAE approved social media groups, or LinkedIn, or if requested for a specific professional reason, i.e. artists profiles. Guidance can be sought from the Academic Coordinator or Campus Director if in doubt.

## **16. Property**

Unauthorised possession, usage or removal or relocation of SAE property or the property of other persons without authorisation or permission is strictly prohibited.

All serious cases, particularly those related to unauthorised possession of property, will be referred to the Police. Any disciplinary action SAE may take is separate from, and additional to any action the Police may choose to consider.

## **17. Security**

All students have a responsibility to maintain appropriate security of SAE premises and swipe cards which will have been issued to them.

## **18. Gambling**

Gambling activities must not be conducted on SAE premises, with the exception at the discretion of local management for small events for charitable purposes, lottery syndicates, sweepstakes, etc.



## 19. Detection and prevention of bribery and fraud and other irregularities

The prevention, detection and reporting of fraud, bribery and other forms of corruption and improper conduct are the responsibility of all students.

Under the Bribery Act 2010, a bribe is a 'financial or other advantage' offered, promised or given to induce a person to perform a relevant function or activity improperly, or reward.

It is a criminal offence to:

- Offer, promise or give a bribe.
- Accept, request, or agree to receive a bribe.
- Bribe a public official to obtain or retain business or a business advantage.
- Fail to prevent bribery by those acting on its behalf ('associated persons') to obtain or retain business or a business advantage for the organisation.
- Make small payments to government officials or others to make something happen or happen sooner.

## 20. False declarations

Any student that knowingly makes a false declaration or statement in matters covered by this code of conduct will be subject to disciplinary action.

## 21. Breaches of this policy

Any breaches of this Code of Conduct may result in a formal investigation into the misconduct and potentially disciplinary action.

## 22. Reporting concerns

Concerns by students regarding the behaviour or poor conduct by others, students or staff, should be raised in accordance with the Student Non-Academic Grievance policy.

There are specific reporting channels for informing complaints of sexual misconduct, which are outlined in Section 9. Harassment, Sexual Misconduct and Bullying.

Confidential support is also provided by TogetherAll, the independent student support platform and network, which is available to all SAE students.

## 5. Approval policy

This Policy is fully supported by the ELT and Board.

## 6. Related policies

The following documents and policies are available for students:

- Student Academic Grievance Policy
- Student Non-Academic Grievance Policy
- Navitas Values in Action

## 7. Further assistance

If you have any questions or require further assistance, please discuss with the Student Experience Officer or Programme Coordinator.

## 8. Revision history

Version Control

Issue Date:	Summary of Changes	Review Date
October 2018	Revised policy	October 2020
May 2020	Update review: <ul style="list-style-type: none"> <li>• Branding and reformatting</li> <li>• Inclusion of social media guidelines</li> <li>• Additional clarity on personal relationships</li> <li>• Updated with reference to harassment &amp; confidential reporting</li> </ul>	February 2022
April 2021	Specific reference to harassment and sexual misconduct added to Section 9. Harassment and Bullying, including the reporting procedure and publication in Campus Online	April 2023

## 9. Document protocol

Document I.D.	G01: Student Code of Conduct Policy
Responsibility	Student Experience Manager, SAE UK
Initial Issue Date	October 2018

End