



UK

## EM Normandie UK Limited

### Student Code of Conduct

<b>Location</b>	Oxford Campus, c/o Activate Learning, Jericho Building, Oxford OX1 1SA
<b>Monitoring</b>	The Principal and Head of Quality Assurance
<b>Overall responsibility</b>	Board of Directors
<b>Author</b>	Head of Quality Assurance
<b>Created</b>	April 2024
<b>Last review date</b>	August 2025
<b>Next review date</b>	August 2026 or as necessary

#### 1. Purpose

1.1. It is EM Normandie UK's mission to ensure that our students' time with us is an aspirational, enriching and positive experience. EM Normandie UK (hereafter referred to as 'EMN UK', 'EMN', 'the school', 'we', 'us') has a duty of care, to its students, staff, consultants and visitors as well as to its landlords, Activate Learning, and their students, members of staff and visitors. We expect every member of the EM Normandie community to observe high standards of behaviour at all times.

As a student, you have a responsibility to conduct yourself in a manner which is not detrimental to EM Normandie UK, its reputation, property and its relationship with its landlord, or to the reputation, the life or the property of your fellow students, our members of staff or any other member of EM Normandie UK's immediate or wider community and last, but not least, to yourself.

#### 2. Scope

The Student Code of Conduct sets out EM Normandie UK's expectations for all students attending the EMN Normandie campus in Oxford.

2.1. *Students enrolled with EM Normandie France whilst studying with EM Normandie UK in Oxford*

You have been notified of the 'Règlement Intérieur' which applies to you and you have signed this document to demonstrate your agreement with its provisions.

Whilst many of these provisions also apply to the EMN Campus in Oxford and are therefore also noted in this Student Code of Conduct, there are additional provisions which apply whilst you are studying at EM Normandie UK. Where there are differences or discrepancies between the 'Règlement Intérieur' and this 'Student Code of Conduct', the latter will prevail.



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2.2. All Students must familiarise themselves with the provisions of any policy, procedures and statements published by EMN UK from time to time and available at [www.em-normandie.co.uk](http://www.em-normandie.co.uk), on demand from your Head of Programme or any other member of the EMN administration Team in Oxford. These include but are not limited to

- the Health and Safety statement
- the Emergency Evacuation procedure
- the Statement of Principles on Academic Freedom
- the Statement on Freedom of Speech
- the Substances Misuse Policy
- the Anti Bullying and Harassment Policy
- the Prevent Policy
- the Safeguarding Policy

Any member of the administration Team is also happy to answer any questions you may have in relation to this or any other policy, procedure or statement at any time.

### **3. Breaches of the Student Code of Conduct**

3.1. Any breach will be treated as misconduct and may be dealt with using the Student Disciplinary Procedure. EM Normandie UK aims to act reasonably, fairly and swiftly with alleged or actual student misconduct. In doing so, we have to balance the interests of the school, members of the EMN UK community, the school's landlords and their students and staff as well as the wider community.

3.2. A lack of intent or not knowing that an action constitutes misconduct is not a defence.

3.3. If an allegation of misconduct has been made and is being investigated, a student may be excluded from the campus until the investigation is completed if it is deemed that there is a risk of harm to the student, other students or members of staff.

3.4. At the outcome of the Student Disciplinary Procedure, possible sanctions against students who have been found to have breached the Student Code of Conduct include, but are not limited to

- a written apology by the student to any aggrieved party
- compulsory attendance of one or several coaching sessions
- restrictions and/or conditions of attendance
- verbal warning (logged in student's record)
- written warning
- payment of compensation, or payment of replacements, repairs or rehabilitation of any damage or vandalism caused
- exclusion from the course
- permanent exclusion from the campus and/or EM Normandie

3.5. The Principal or Disciplinary Panel (as appropriate) shall have discretion in choosing the appropriate penalty for any disciplinary offence under this procedure.

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3.6. Where EMN decides that this is reasonable and appropriate, more than one sanction may be applied.

3.7. The disciplinary action(s) taken will be proportionate and will take into account the individual circumstances of the misconduct.

3.8. Repeated or multiple breaches of the Student Code of Conduct will be considered to be more serious than a single incident. In such cases, all breaches will be considered and may lead to more serious sanctions being applied.

### 4. Code of conduct

Students are expected to observe this Code of Conduct throughout their studies . It applies to behaviour in both physical and online environments and in situations on and off campus.

#### 4.1. EM Normandie UK expects students to

4.1.1. behave responsibly, respectfully and with integrity at all times, and in accordance with the provisions of this and other policies and procedures in place at EMN.

4.1.2. use facilities and behave generally in a way which respects the needs and aspirations of others who learn, teach and work within the EMN community and the wider community

4.1.3. respect the property of the school, its members of staff, other students, visitors or any other person within or outside the context of EMN

4.1.4. familiarise themselves with the school's health and safety and other regulations, comply with those regulations and act at all times with due regard to their own safety and that of others

4.1.5. support staff and other students in the maintenance of a clean and tidy environment throughout the premises

4.1.6. attend lectures and other events at which they are scheduled to attend regularly and punctually

4.1.7. submit assignments and other course related tasks by specified deadlines

#### 4.2. Conduct and behaviour which EMN considers to be unacceptable and in respect of which disciplinary action may be taken against students include, but are not limited to

4.2.1. conduct which disrupts the academic, administrative, or other activities of EMN

4.2.2. conduct which obstructs any member of the EMN community, or visitor from going about their legitimate business

4.2.3. failure to disclose personal details to a member of staff of EMN or Activate Learning, whilst on the premises of the EM Normandie and/or Activate Learning College premises, where such disclosure is being reasonably requested

4.2.4. violent, indecent, disorderly, threatening, aggressive, intimidating, bullying, defamatory, derogatory or otherwise offensive behaviour or language, however expressed (including via social media), in any circumstance.

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- 4.2.5. attempts to spread and promote extremist views and/or to incite hatred or violence and attempts to share or distribute publications, websites, etc. which express or promote extremist views and/or incite to hatred or violence
- 4.2.6. harassment or discrimination in any circumstance, such as harassment on the grounds of age, sex, gender identity, sexual orientation, religion, disability or any other protected characteristics. This includes but is not limited to:
- inappropriate or offensive language, comments or jokes
  - distribution or showing off of offensive material, printed or online (posts, photographs, videos, whether actual or engineered using AI, etc.)
- 4.2.7. sexual misconduct in any circumstance, such as sexual harassment, sexual assault or pressuring a person for sexual favours. This includes but is not limited to:
- unwanted physical contact or advances, staring, comments with sexual connotations
- 4.2.8. offences against the statement on Freedom of Speech
- 4.2.9. damage to, or defacement of premises or property whether belonging to EMN, its students, staff or visitors or others and whether caused intentionally or recklessly
- 4.2.10. theft, misappropriation or unauthorised removal of any property owned or leased by the EMN or property belonging to a student, member of staff, authorised visitor to EMN or any other individual or organisation; this includes copyright and intellectual property;
- 4.2.11. action likely to cause injury or impair the safety on EM Normandie and/or Activate Learning premises, including misuse of safety equipment and infringement of safety requirements
- 4.2.12. behaviour that uses or attempts to use fraud, deceit or dishonesty in relation to EMN or its staff, funds or property, or in connection with being a student of EMN; this includes falsification or misuse of records, certificates, academic awards, etc.
- 4.2.13. supply, possession, use, creation or cultivation of any illegal drug, or any prescription drug which is not prescribed to the person in question
- 4.2.14. the consumption of alcohol and/or drugs on premises belonging to EMN and/or Activate Learning
- 4.2.15. attending the premises of EMN and/or Activate Learning whilst under the influence of alcohol and/or drugs
- 4.2.16. behaviour that jeopardises or damages the good order or the reputation of EMN
- 4.2.17. misuse of technology or communication, such as but not limited to:
- the posting on distribution of abusive, offensive, threatening or intimidating material online or via social media
  - the accessing of inappropriate websites
  - the sharing of digital content which is harmful or humiliating to others
  - attacks on computer systems and networks such as hacking and planting viruses
  - the pursuit of any unauthorised IT activity using the school's network or equipment

4.2.18. serious academic misconduct including

- collusion: working with others to complete an assessment/exam when an assessment/exam must be completed by individual students
- copying from another student (including using ICT to do so)
- offensive content such as the inclusion of inappropriate, offensive, discriminatory, or obscene material in assessment/exam evidence
- inappropriate behaviour during an assessment/exam that causes disruption to others, including but not limited to making loud noise and/or aggressive behaviour or language
- plagiarism: failure to acknowledge sources properly (including self-plagiarism), and/or the submission of another person's work or work produced with the help of AI as if it were the student's own
- cheating: normally through the use of unauthorised aids
- being in possession during an assessment/exam of unauthorised materials including (but not limited to) mobile phones, MP3 players, notes, scientific calculators, smart watches, etc.
- falsification or fabrication of data
- instigation to impersonate, and impersonation of, someone else

4.2.19. failure to comply with a penalty previously imposed by any procedure

4.2.20. interfering with or intimidating witnesses in disciplinary, or other, proceedings and/or breaching the confidentiality of processes

4.2.21. making frivolous, vexatious and/or malicious allegations or complaints

4.2.22. bribing any member of staff or adjunct lecturer, with the intention of inducing that person to perform their job improperly

4.2.23. failure to comply with any reasonable request or instruction by EMN

4.2.24. any conduct which may constitute a criminal offence under the laws in force in the UK

## 5. Reporting of students' misconduct

5.1. Any allegations of student misconduct should be reported as soon as possible and within 15 days of an incident occurring unless there are good reasons why this is not possible or not practicable.

5.2. Allegations should be made in writing wherever possible, indicating as many factual details as possible, such as the nature of the incident, dates, times, places, circumstances, the name(s) of the student(s) against whom the allegations are made, the name(s) of other people involved (e.g., alleged victim(s), witnesses, etc.) and any other useful fact-based information and details.

5.3. The School also reserves the right to consider third party allegations and/or historic allegations of serious alleged student misconduct that are raised formally with it and where EMN assesses that there may be a continued risk to other members of the EMN community if a matter is not investigated.

5.4. Anonymous allegations of misconduct will not be considered unless there are good reasons to do so.

## **6. Confidentiality and Data Protection**

- 6.1. The School will handle disciplinary cases in accordance with its own relevant confidentiality and data protection policies as well as the Data Protection Act 2018, the UK GDPR and The General Data Protection Regulation (GDPR) (2016/679).
- 6.2. Regarding information relating to any student over the age of 18, disciplinary matters shall be kept confidential and will only be shared with relevant members of staff, and other persons in cases where the School assesses there is a need to inform them, where this is necessary in order to investigate and/or to determine an outcome of an alleged breach of discipline, in dealing with any complaint arising out of it and/or implementing any sanctions or measures following a decision.
- 6.3. The relevant members of School staff, include but are not limited to members of the school's management team, the members of the UK Board of Directors and Academic Board the Student Life Department, and relevant administrative and academic members of staff at EM Normandie Group level in France. These persons may also be notified of the outcome of a disciplinary procedure on a need-to-know basis.
- 6.4. In the case of under-aged students, EMN will also inform the student's parents of any allegations made and keep them informed until the student reaches the age of 18.
- 6.5. Information on the student's disciplinary misconduct offence and any penalty imposed will be included on the student's record.
- 6.6. The School may use anonymous data regarding the outcome of disciplinary cases internally for reporting, learning, training, and evaluating cases or externally with regulators in the higher education sector.
- 6.7. Personal data will not usually be shared with any third party unless EMN has express consent to do so. However, there may be instances where EMN may disclose confidential information to the police without consent if it considers that there is a risk of harm to a student or other members within the EMN Community, or to prevent a further incident which may constitutes a criminal offence from occurring.
- 6.8. Where it is appropriate to do so, EMN may also decide to disclose confidential information to regulatory bodies, professional bodies or other organisations, to civil and criminal court authorities or to the Office of the Independent Adjudicator (OIA).

## **7. Criminal offences - Investigations and convictions**

- 7.1. Where misconduct by a student does or could also constitute a criminal offence, the person reporting and/or the alleged victim(s) will be asked whether or not they wish to report to the police and UK Visa and Immigration. In the case of serious incidents, EMN reserves the right to inform the police and/or UKVI against the wishes of the person(s) concerned.
- 7.2. EMN UK will not normally pursue investigations into disciplinary matters which are being pursued as criminal offences but reserves the right to do so. In such circumstances, EMN may decide, in the interest of its students and members of staff, to put in place reasonable precautionary measures regarding the student(s) under criminal investigation, which aim at ensuring the continued smooth running of the school. These may include but are not limited to

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- excluding a student from certain areas/facilities within the premises of EMN or from attending classes
- suspending the student from their studies
- suspending the student from attending School events/activities
- imposing conditions on the student such as requiring the student to have no contact with the reporting student(s), alleged victim(s) or witnesses and/or requiring the student to move to alternative accommodation

7.3. Where a student is acquitted of a criminal offence or where the criminal investigation has been dropped, the School may still take action under this Procedure.

7.4. Students are required to notify EMN UK immediately and to keep EMN informed of proceedings, if they are under investigation for any criminal charges, if they are charged with a criminal offence, if they are the subject of a police caution or if they are convicted of criminal offence in a court of law.

7.5. A police caution or criminal conviction will be taken as conclusive evidence that the offence has occurred, and no further investigation will be required by EMN UK before taking a decision regarding sanctions and penalties.

7.6. Any police caution or criminal conviction will normally result in an automatic and immediate expulsion of the student from the school with no entitlement to a refund of fees or other costs incurred.

### 8. Deviations from this procedure

Deviations from this Procedure will not invalidate any action taken against a student unless the integrity of the process is compromised. The person who is overseeing an investigation at different stages, usually the school's Principal, will decide when and how to deviate from this Procedure, and explain to the affected parties the reason for doing so.

### Annex 1 - control table

Version	v1	Name	Role	Date
Created by :		Birgit Muller	Office Manager	April 2024
Approved by :		Miriam Schmidkonz	Principal	
Version	v2	Birgit Muller	Office Manager	August 2025
Amended by :				
		Incl. of 4.2.5 (spreading/promotion of extremist views, hatred, violence, etc.) – minor changes to the wording not altering the content.		
Changes approved by :		Miriam Schmidkonz	Principal	

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Version	<b>v3</b>			
Amended by :				
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Approved by :				
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