

Code of Student Conduct - our procedures

All students are bound by the University of Edinburgh's Code of Student Conduct. The code also outlines the processes to be used by staff whether as a Conduct Investigator or Student Discipline Officer.

The University of Edinburgh Code of student conduct

As residents you also have a contractual agreement with Accommodation, Catering and Events (ACE) and are bound by the terms and conditions of your lease. Students can view their lease at any time via the Accommodation channel in MyEd.

MyEd

Misuse of Fire Equipment & Smoking in designated non-smoking buildings.

We have agreed automatic processes to apply fines and any costs associated with the following:-

1. Misuse of fire equipment e.g. covering of smoke detector head.
2. Non-evacuation of a building during a fire alarm activation.
3. Smoking in a designated non- smoking building

Information relating to these procedures can be found in the online induction which is sent to residents prior to arrival. This can also be viewed at any time via the Accommodation channel on MyEd. You will also find additional information on the ACE website.

Fire safety information

You will always receive written notification of a fine/ charges being applied and given details of why this action is being taken. Please contact your Warden in the first instance if you wish to discuss or seek clarity on what is expected of you. If you wish to offer a statement in response or mitigation to any fines issued please contact reslife@ed.ac.uk

If you are involved in an incident for which action may be taken under the Code of Student Conduct you will be advised in writing of the launch of a Conduct Investigation. In some cases you will be required to provide a written statement or you may be invited to a meeting. If you would prefer to have a meeting rather than providing a written statement you can also request this.

Please note we will always use your University student e-mail address to contact you. The letter/ e-mail will include the following information/ guidance:-

1. The allegation for which the investigation has been launched and a report/evidence if available
2. What sections of the Code you are believed to have breached; you will also be provided with a web link to the code.

3. Any precautionary action that may be required whilst the investigation is ongoing such as; terms around contacting individuals involved, temporarily being re-housed, temporary suspension from particular buildings/spaces etc.
4. That you may seek counsel from a member of the University community, including a member of EUSA such as the Advice Place and if attending a meeting may choose to be accompanied by the member of the University community or Advice Place with whom you have met.

You will be given the opportunity to:

1. Give your recollections of events
2. Confirm/deny the allegation
3. To raise any welfare concerns or mitigation that should be taken into consideration

Your Warden or Residence Life Coordinator can always provide you with wellbeing support or connect to other services should you need it. They will always reach out to you when they have been made aware of any reports of alleged misconduct.

Other support services which may be useful include:

Residence Life Team

Student Counselling Service webpage

Chaplaincy webpage

Student Disability Service

We advise students to make their Personal Tutor (PT) aware of any incident that may have a negative impact on your academic studies. Student Support Officers can also provide wellbeing support and advice on extensions and Special Circumstances.

You must feel that you have been heard and been given every opportunity to explain what your role in the incident, if any, has been.

If you have an investigation meeting, once the investigation has been completed you will be provided with a record of the meeting and advised of the findings of the investigation and whether or not the matter is to be referred to a Student Discipline Officer for disciplinary action. You will be asked to confirm your agreement to the record of the meeting in writing/via email. If you provide a written response or alternatively in the absence of a statement if not provided by the date outlined in your Conduct Investigator letter, your case will be passed on to a Student Discipline Officer to review and issue an outcome.

Role of Student Discipline Officers

The role of the Student Discipline Officer is clearly defined in the Code of Student Conduct. The most common disciplinary actions taken are; reprimands, fines up to a maximum of £250 plus any associated costs associated with the incident, probation periods but could be escalated to suspensions or eviction. When receiving a Disciplinary Outcome you will have the opportunity under the Code to provide a further mitigation statement for consideration. You will also have details of the Appeals process outlined.

The Code of Student Conduct & Termination of lease

The Code of Student Conduct states that Accommodation, Catering and Events may terminate the occupancy of University Managed accommodation by any resident with one months' notice. In the case of gross misdemeanour, the Student Discipline Officer may order the termination of occupancy with 24 hours' notice.

The student/s must receive written notification of the intent to terminate the lease and this must be delivered by Sheriff Officers or by recorded delivery. The Operations Manager for the property will prepare the appropriate paperwork & arrange for the notice to be served.

If you receive notice to vacate the property we would advise that you seek independent advice from The Advice Place as soon as possible.

[EUSA Advice Place website](#)

Your Warden or Residence Life Coordinator can provide wellbeing support.

You should also make your Personal Tutor aware of the action being taken. Please remember there are a number of other areas of support available to you within the University (See above).

The right to order the termination of occupancy within 24 hours will be taken only in exceptional circumstances.

Gross Misdemeanour/ misconduct arises where a resident/s behaviour impacts negatively on the wellbeing and academic achievement of other residents or where it is considered that there is a risk of harm to others should they remain in residence.

You will be asked if you have accommodation to move to. If not Accommodation, Catering and Events will take care to ensure that the student/s are provided with a temporary alternative, if required, to ensure the student/s are not rendered homeless. In this case the Student Discipline Officer will make sure contact is made with The Advice Place to ensure that independent advice is available for the students/s concerned.