

TheWRD is a community brought together by a common focus on education, where staff and students work together to enrich our learning and pursue the betterment of each other. We maintain a commitment to freedom of expression and the exploration of complex and sometimes sensitive issues brought by the diverse nature and background of our staff and students. To ensure an accessible and supportive environment we aim to foster an atmosphere of respect and understanding which embraces the diversity of our members and promotes respect for individuals.

To help maintain and develop good relations within our community this Code of Conduct draws together the principles which underpin appropriate behaviour. The Code applies to all staff and students when studying online, in person, as a guest of venues, study visits or in other circumstances where the interests of TheWRD are affected.

The following four principles form the foundations of acceptable conduct:

1. Respect and courtesy

We should exercise consideration for others. We should be respectful and courteous, and act towards others and their property as you would want them to act towards you and your property. We should arrive to classes and meetings on time. We should also be mindful about the use of electronic devices in classes, and their disruption to others, your social media usage and how this may impact on others.

2. Professionalism

We are accountable for our actions and should behave professionally and apply ethical standards to our work.

3. Self-control

We should follow established regulations and procedures, use language appropriate to the circumstance, and be empathetic and assertive rather than aggressive when attempting to resolve disputes.

4. Community

We should show commitment to TheWRD, its mission and aims and, to that end, adhere to its rules and regulations, contribute to its academic and social life, and protect its good name. This includes actions within the wider community when you are not in studies with us and any additional measures or restrictions which we may put in place as a result of safety precautions such as health and safety guidelines with regards to Covid 19.

Breaching the Code of Conduct

If you display unacceptable or inappropriate behaviour you may be subject to disciplinary action. Please refer to full details on student disciplinary procedures and what happens in the event of a breach available to view on this webpage: <https://studythewrd.com/about-us/>.

Examples of Behaviour Breaching the Code of Conduct

The following are examples of behaviour that we may consider to be unacceptable. Please note that this is not an exhaustive list and these examples can happen in and out of class time and can involve members of the public:

- Academic or research misconduct (see types of academic misconduct below).
- Disruption of, or improper interference with, the academic, administrative, social or other activities of TheWRD.
- Breach of the regulations which students accept as a condition of enrolment.
- Behaviour which, in the reasonable opinion of TheWRD, brings the organisation into disrepute.
- Breach of professional conduct.
- Conduct which may be regarded as a breach of the criminal law.
- Misuse of alcohol, drugs and legal highs.
- Bullying, harassment or discrimination, including the use of discriminatory language (we use the definitions of discrimination formally adopted by the UK government, and other associated legal advice). This behaviour can make a person feel offended, intimidated or humiliated if it occurs because of, or connected to, protected characteristics. Examples include, but are not limited to:

- Humiliation to a person owing to a protected characteristic e.g their religion.
- Unwarranted physical contact or threatening gestures.
- Physical, written, or verbal abuse or intimidation, including in communications via social media or within an online teaching environment.
- Sexual misconduct which relates to all unwanted conduct of a sexual nature. This includes sexual harassment or sexual violence. Examples of sexual misconduct include, but are not limited to:
- Unwanted conduct which creates an intimidating, hostile, degrading, humiliating or offensive environment (as defined by the Equality Act 2010).
- Assault (as defined by the Sexual Offences Act 2003).
- Physical unwanted sexual advances (as set out by the Equality and Human Rights Commission: Sexual harassment and the law, 2017).
- Intimidation, or promising resources or benefits in return for sexual favours (as set out by the Equality and Human Rights Commission: Sexual harassment and the law, 2017).
- Distributing private and personal explicit images or video footage of an individual without their consent (as defined by the Criminal Justice and Courts Act 2015).
- Fraud, deceit, deception or dishonesty.
- Action likely to cause injury, impair safety or raise false alarm on University premises.
- Vexatious, reckless or malicious allegations against other students, staff or members of the public.
- Misuse of your student status at TheWRD.
- Failure to comply with a previously imposed penalty or instruction under any regulation, policy or procedure.
- Unacceptable behaviour or actions as set out in other policies, procedures and regulations.

Types of Academic Misconduct

Plagiarism

This involves using the thoughts, ideas, or writings of another person and passing them off as your own (adapted from the Oxford English Dictionary definition). It can involve taking credit for ideas that were not your own or using the words of others without properly citing them. TheWRD uses the Harvard system of referencing and citation.

Cheating

The most common form of cheating is looking at someone else's work during an exam or test, but it can also involve most of the other types of misconduct listed here.

Self-Plagiarism

Self-plagiarism is submitting the same piece of work for more than one assessment without permission. Course credit is not given for the same work twice. This means that you can't use an essay from a course you took last year in one of your current courses, even if the topic is the same.

Impersonating Another Person in a Test or Exam

This includes having another person write a test or exam in your place (or you doing the same for someone else), but also includes having someone else write an online test for you (or you taking an online test for someone else).

Buying or Otherwise Obtaining Term Papers or Assignments

If you submit work that someone else wrote, whether you paid for it or not, it is academic misconduct.

Falsifying, Misrepresenting or Forging an Academic Record or Supporting Document

This includes the materials that you submitted when you applied for your course. If you are found to have changed, omitted, or forged any of those documents, your offer of admission can be revoked (even if you have begun the course). Forging doctor's notes (for example, in a claim for mitigating circumstances) is also considered to be academic misconduct.

Unauthorised Collaboration

TheWRD likes to foster a culture of collaboration. At times you will be required to collaborate on group projects and assessed work. At other times it is important that you work alone. In all cases it should be clear. If ever it is not, it is your responsibility to check, either by consulting the assessment brief, or with tutors, the dashboard.

Use of Unauthorised Aids During a Test or Exam

TheWRD operates a system of coursework and innovative assessment techniques. In individual study plans it is sometimes possible to expect reasonable adjustments to have been made, allowing the use of specific devices to ensure equity. This will have been agreed in advance. If you are caught using any type of unauthorised aid (whether it's a cheat sheet or a smart watch) it is considered cheating.

Improper Access/Obstruction of Materials/Systems

Improper access and/or obstruction of materials and systems involves hiding or destroying materials available to all, or overloading online or digital systems to prevent the completion of an assignment or test, or improperly obtaining and then selling/distributing a test..

Distribution of Faculty Intellectual Property

Distribution of intellectual property, either independently or through a third party, without the consent of the instructor/author is considered academic misconduct.