

Sotheby's INSTITUTE OF ART

STUDENT CODE OF CONDUCT

This Code of Conduct is applicable to all students on Sotheby's Institute of Art – London's Master's Programmes

1. Introduction

- 1.1 Sotheby's Institute of Art - London ("the Institute") is committed to providing a positive experience for all students, where individuals are treated with courtesy and consideration and where difference is valued and diversity respected. All students and staff have the right to live, study, work and relax in an environment where they feel safe.
- 1.2 As members of the Institute community, we expect the highest standards of behaviour from our students, whether on Institute premises, its online platforms or elsewhere. All members of the Institute should be aware of their own behaviour and how it impacts others. This Code sets out the standards of behaviour expected from students and also guidance on what is and what is not acceptable and how unacceptable behaviour will be dealt with.
- 1.3 Where students fail to abide by the required standards of behaviour, action may be taken under the Non-Academic Misconduct Policy, which is available [here](#).
- 1.4 Any complaints of unacceptable behaviour made by students will be taken seriously and, if substantiated, may provide grounds for action under the Harassment, Bullying and Sexual Misconduct Policy and Procedure as appropriate. Equally, the Institute will take appropriate action for any vexatious or malicious allegations. Students should refer to the policy for guidance, which is available [here](#), if they wish to make a complaint about the behaviour of others.

2. Policy statement on violence, abuse and harassment

- 2.1 All students and staff have the right to live, study, work and relax in an environment where they are free from any form of violence, abuse or harassment and where their body, gender identity, ethnicity, religion, sexuality and personal boundaries are respected.
- 2.2 No student or staff member should be forced to just 'put up' with violent or abusive behaviour from others, threats of such behaviour or any forms of abuse or harassment. This includes sexual violence, abuse and harassment, and any violence, abuse or harassment as a result of racial or religious hatred, or prejudice relating to sexuality or gender or gender identity. Action must be taken where necessary to ensure all students and staff are able to enjoy Institute life without experiencing these.
- 2.3 Any harassment will not be tolerated by the Institute, and those who commit or threaten acts of harassment should be stopped (i.e. their behaviour challenged) and disciplined as appropriate for their actions.

- 2.4 Students who have been the victims of any form of violence, abuse or harassment, including sexual violence, sexual assault, threats of violence or harassment based on race, religion or other protected characteristics such as gender identity or sexuality, can seek the help of Student Support. Student support will offer appropriate support and also help report any issues as appropriate. Students should also make a complaint if appropriate and information on how to deal with these issues is set out in the Harassment, Bullying and Sexual Misconduct Policy and Procedure.
- 2.5 The Institute is aware that sexual violence and sexual harassment are predominantly aimed at women. However, the Institute recognises that all students may be the target of such behaviour and the Institute will aim to support all students regardless of gender, gender identity or sexuality. All students who are the target of racial abuse and harassment will also be supported equally.
- 2.6 Students who wish to make a complaint about the behaviour of staff or students of the Institute should follow the Harassment, Bullying and Sexual Misconduct Policy and Procedure, which is available [here](#).

3. Behaviour towards others

- 3.1 You should treat everyone at the Institute with courtesy and respect. This includes fellow students, academic and professional staff, and visiting lecturers. It also applies to industry professionals and other people external to the Institute that you may encounter on study trips and visits, and whilst on your work placement.
- 3.2 You should respect other members' basic rights to work and live in a safe, secure environment, free from anxiety, fear, intimidation and harassment.
- 3.3 You should ensure that you behave in a manner compatible with the Institute's Equality and Diversity and Inclusion Policy and not discriminate or harass anyone on the basis of their age, disability, gender re-assignment, marital status, pregnancy, race, religion or belief, sex or sexual orientation.
- 3.4 On no occasion should you use personally abusive, threatening or violent behaviour either in person, through the Institute's online platforms, or through the use of email, texts or social media.

4. Study trips and visits

- 4.1 Students are expected to behave in an equally courteous and respectful manner whilst on study trips and offsite visits, as you are still engaged in a formal study activity and representing the Institute, whether in the UK or abroad.
- 4.2 Punctuality is especially important during study trips due to often very tight timelines, and as a sign of respect to our external partners that we have developed close working relationships with.

5. Safety and Security

- 5.1 The Institute owes a duty of care to its students and staff and, as far as is reasonably practical, seeks to ensure that it is a safe place to work and study. Students are required to comply with reasonable instructions from any member of staff and to observe the safety regulations.
- 5.2 You should ensure that you do not take any action that endangers yourself or others. In this context you must follow any guidelines on keeping the Institute secure from infectious diseases, including Covid 19, to enable your safety and the safety of others.
- 5.3 You should comply promptly with any requests in the event of an emergency.

6. Care of property

- 6.1 You should treat Institute property, including library books, equipment and other materials, and the property of others with care and respect.
- 6.2 You must abide by the Institute policies regarding food and drink where this is signposted, as this can damage equipment.
- 6.3 You should take care of your own property and not leave valuables unattended.

7. Smoking

- 7.1 Smoking or vaping is prohibited inside the Institute (including corridors, foyers, toilets and entrances etc). You should make sure that you do not smoke or vape near doors and outside areas where it is clearly designated as non-smoking.

8. Drugs and Alcohol

- 8.1 You must not take or supply illegal drugs on campus or the peripheral area. Illegal drugs found in students' possession will be confiscated and students will be disciplined.
- 8.2 Students may only drink alcohol on campus at organised functions.
- 8.3 Any student causing a nuisance or engaging in disruptive behaviour as the result of taking illegal drugs or alcohol may be asked to leave the premises and disciplinary action may be taken against them.

9. Compliance with Policies and Regulations

- 9.1 You should comply with any other published Institute policies, codes or procedures which are designed to ensure the effective operation of the Institute. You should make yourself familiar with and abide by the Institute's policies and regulations, in particular:
 - a) Academic Regulations, as outlined in the Student Handbook
 - b) Internet and email codes of practice

- c) Student Attendance Policy
- d) Health and Safety Regulations, Fire Regulations and the Covid-19 secure guidelines
- e) Freedom of Speech Code of Practice

10. Discipline

- 10.1 Disciplinary procedures may be invoked if it is alleged that a student has committed misconduct, examples of which may include the following (please also see the Non-Academic Misconduct Policy, Academic Misconduct Policy and Harassment, Bullying and Sexual Misconduct Policy and Procedure):
- a) Abusive, threatening or unreasonable behaviour or assault and/or behaviour which causes fear or distress to others either in person or online;
 - b) sexual violence, abuse or harassment;
 - c) racial or religious violence, abuse or harassment or other racist activity or behaviour;
 - d) violence, abuse or harassment relating to sexual orientation
 - e) violence, abuse or harassment relating to a person's gender identity or gender re-assignment;
 - f) damage to the Institute's property or the property of any student or member of staff;
 - g) any action likely to cause injury to any person or impairing the safety of the premises, including fighting on the Institute's premises or repeated failure to abide by social distancing guidelines where required;
 - h) conduct that interferes with the academic or administrative activities of the Institute, such as disruption of teaching, research, examinations, working of staff and other campus services;
 - i) falsification or misuse of qualifications including Institute records, including award certificates
 - j) misappropriation or misuse of Institute funds or assets or those of others;
 - k) false pretence or impersonation of others within or outside the Institute, in connection with academic attainments or financial awards
 - l) offering, promising, giving, receiving or soliciting a financial, academic or other advantage or favour as a means to influencing the actions of others
 - m) conduct, either on or off campus, or online, which brings the Institute into disrepute.
 - n) representation of the Sotheby's or Sotheby's Institute of Art brands without appropriate permission.
- 10.2 The above list is not intended to be exhaustive, but outlines what the Institute considers to be unacceptable behaviour.

11. Disciplinary procedures

- 11.1 Disciplinary procedures will be followed where there is a breach of the Code of Conduct. The procedures are outlined in the Non-Academic Misconduct Policy, Academic Misconduct Policy, and Harassment, Bullying and Sexual Misconduct Policy and Procedure, and may be found [here](#).
- 11.2 There will be instances when certain behaviours, which would usually be considered to be minor, are in fact very serious and will require a more serious sanction, and there will be instances when certain behaviours, which would usually be considered to be serious, are in fact minor and will require a less serious sanction.
- 11.3 Multiple or repeated incidents of misconduct may be more serious than a single act of misconduct and previous findings will be taken into account when determining what sanction should be imposed.

12. Precautionary action and suspension from the Institute

- 12.1 Where students are being investigated under the Institute's policies, they may be suspended as a precautionary measure if it is considered that it is necessary to protect them, the integrity of the investigation and/or other students from harm. Precautionary action will be reasonable and proportionate and may include:
- imposing conditions on accused students (for example, requiring an accused student not to contact the reporting student and/or certain witnesses);
 - suspending accused students from their studies;
 - excluding accused students (for example, prohibiting an accused student using certain facilities or from attending a trip).
- 12.2 These actions are a precautionary measure only. It is not a penalty or sanction and does not indicate that the Institute has concluded that the accused student has committed a breach of discipline or a criminal offence. Any precautionary actions taken will be reviewed on a regular basis.
- 12.3 Where precautionary actions are taken, the student has the right of appeal against these or to request that they be reviewed when new evidence is available.

13. Conviction for a criminal offence

- 13.1 Students should always declare when they receive a conviction. Where a student has been convicted of a criminal offence during their studies at the Institute, consideration will be given as to whether this affects their status as a student at the Institute. In coming to this decision, the Institute will consider particularly the nature of the offence and whether other students or staff are at risk. It will also consider whether the actions of the student have brought the Institute into disrepute. This will apply to convictions for offences on campus but also those committed off campus or online.

- 13.2 A criminal offence may be grounds for Visa Compliance to withdraw sponsorship of any Student Route visa according to paragraph 38 of Visa Compliance Policy (Document A).

Title	Student Code of Conduct
Date first implemented	2023
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Policy owner	Quality Team