MOUNTVIEW

CODE OF CONDUCT FOR STUDENTS

INTRODUCTION

Mountview is committed to the provision of a welcoming and safe environment for our community. Students, staff and visitors are required at all times to conduct themselves in an appropriate manner in their day-to-day activities, including in dealings with other students, staff, visitors and external organisations.

As a student you are expected to conduct yourself, both on and off the campus, in a manner which demonstrates respect for Mountview, its staff, students and property, and for other members of the local community in general. Mountview places great emphasis on the good behaviour of its students and has a formal procedure for dealing with serious cases of misconduct.

During your time as a student we expect you to behave:

- Safely, and with regard to the safety of others

- With civility, consideration and respect for others

- In accordance with School policies, rules and regulations, and all applicable laws.

Good conduct means:

- Recognising the diversity of the School community and not discriminating against others

- Being honest, considerate, and courteous towards others

- Behaving in a respectful manner towards others so that they do not feel that they are being harassed, bullied, or coerced, whether within or outside the School

- Acting responsibly and showing respect for School property

- Acting within the law and not engaging in any activity or behaviour (including on social media) that is likely to bring the School into disrepute.

Misconduct is when you do not act appropriately:

- Towards other people: examples include behaviours that negatively affect the working environment of others; violent, threatening, abusive or anti-social behaviour or language; physical misconduct; sexual misconduct; harassment; bullying; victimisation; making malicious complaints; breach of the Equality, Equity, Diversity and Inclusion Policy; hate crimes; distributing or publishing information that is offensive, threatening or illegal.

- Towards the School or its community: examples include damage to School property; unauthorised use of School property including IT networks; taking property that does not belong to you; creating an obstruction that prevents a person or the School to operate normally; causing a potential or actual health and safety concern; fraud or deception; causing unreasonable reputational damage to the School or a member of the School; failure to comply with a reasonable instruction from any member of School staff; failure to comply with a sanction issued for previous misconduct.

- In accordance with UK law: either on or off School premises.

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ACADEMIC MISCONDUCT

Academic misconduct is defined as an attempt to obtain, obtaining, or assisting another person in obtaining an unfair advantage in an academic assessment. An offence may occur in relation to any form or component of assessment, including but not limited to coursework, examinations, presentations, digital media works, and practical submissions. Academic misconduct may include, but is not limited to:

- Any breach of Mountview's Regulations or Codes of Practice, including the Regulations for the
- Conduct of Examinations/Assessments
- Plagiarism: presenting another person's published or unpublished work in any quantity without
- adequately identifying it and citing its source;
- Duplication: resubmitting work in any quantity without acknowledgement or without adequate redevelopment to make it novel and appropriate to the assessment, including the resubmission of work which was previously submitted at another institution;
- Falsification: inventing or altering facts, data, quotations or references without acknowledgement;
- Collusion: assisting another student, or being assisted by another person, in gaining an unfair advantage in an academic assessment;
- Failing to comply with ethical guidelines or requirements, including those set out by the School and any relevant external bodies;
- Cheating: engaging in conduct that sets out to undermine the security, integrity or fairness of an assessment; this includes obtaining, introducing, using or sharing information or materials without permission.
- Contract cheating: contracting with another individual or body to receive or provide work in exchange for compensation of any kind, including payment.
- Falsification of student attendance records, using either manual or electronic systems

Plagiarism and Collusion are serious offences. The University of East Anglia and Mountview take cases of such offences very seriously. Students found guilty of committing either offence will be subject to disciplinary action or may extend to their failing their degree. Please refer to your course handbook for full details and *UEA Policy on Plagiarism and Collusion for UEA Validated Programmes*.

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NON-ACADEMIC MISCONDUCT

Non-academic misconduct includes, but is not limited to:

- Persistent non-compliance with Mountview's Professional Conduct Policy.
- Substantial obstruction or interference with the functions, duties or legitimate activities of any student or member of staff or any visitor to Mountview.
- Violent, indecent, disorderly, threatening, intimidating or offensive behaviour or language (whether expressed orally, in writing or electronically, including blogs, social networking websites and other electronic means).
- Distribution or publication of a poster, notice, sign, or any publication including audio-visual material, blog or webpage, which is offensive, intimidating, threatening, indecent or illegal.
- Any behaviour which could constitute bullying, discrimination, or harassment on the grounds of sex, sexual orientation, gender, gender re-assignment, race, religion, disability or age of any student or member of staff, honorary staff, recognised teacher or any visitor (see Mountview's Bullying & Harassment Policy and Equality, Diversity & Inclusion Policy).
- Sexual misconduct and harassment.
- Fraud, deceit, deception or dishonesty in relation to Mountview or its staff, students or visitors.
- Bribery or attempted bribery, including but not limited to offering or giving money, gifts or any other advantage to any student or employee of Mountview or any visitor to Mountview with the intention of inducing that person to perform his/her role improperly or of rewarding that person for performing his/her role improperly.
- Misrepresentation or falsification of pre-entry qualifications, previous study, work experience, or personal statement which emerges post-admission to a programme of study or employment.
- Failure to declare an unspent or relevant criminal conviction during the admissions process.
- Failure to inform Mountview of receiving, whilst registered on a programme of study, a Police caution, charge or conviction (convictions for a motoring offence for which a fine and a maximum penalty of three points are imposed are excluded).
- Theft, misappropriation, unauthorised use or misuse of Mountview property, or the property of its students, staff or visitors whilst on Mountview premises or engaged in Mountview business.
- Misuse of computers or the communications network, including the unauthorised use of the Mountview's logo or name, or any breach of Mountview's policy on the use of its information systems, including social media (see Mountview's IT Acceptable Usage Policy).
- The unauthorised use of Mountview's logo or name for any commercial purposes.
- Intentional or reckless damage or defacement to Mountview property or the property of students, staff or visitors whilst on Mountview premises or engaged in Mountview business.
- Action which may cause injury or jeopardise the safety of others whilst on Mountview premises or engaged in Mountview business.
- Unauthorised possession or use on Mountview premises or whilst engaged in Mountview business of any firearm or dangerous weapon.
- Unauthorised use or occupation of Mountview premises.
- The sale, supply, misuse, or illegal possession of any controlled drug on Mountview premises.
- The consumption of alcohol on Mountview premises during working hours.
- Failure to comply with any punishment imposed as a result of the Mountview's disciplinary procedures or contempt of those procedures.
- Any conduct which may be discreditable to Mountview or may bring Mountview into disrepute.

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EQUALITY, DIVERSITY & INCLUSION
Mountview is a place where every student and member of staff is valued and respected.

Mountview is actively engaged with the industry-wide issues highlighted by the Black Lives Matter, #MeToo and No Grey Area movements.

We take a proactive stand in the fight against racism, inequality, and discrimination; actively challenge systemic and endemic prejudice, exploitation, and oppression. We are committed to eliminating sexual harassment and abuses of power in the theatre industry and wider performing arts sector.

We welcome all abilities, age groups, genders, nationalities, races, religions and sexual orientations.

BULLYING & HARASSMENT
We will not tolerate bullying or harassment in any form: online, verbal, visual, physical, psychological, or sexual.

SAFEGUARDING
Mountview believes that the health, welfare and safety of all staff and students are of paramount importance.

CALL IT OUT
It is imperative we each actively challenge racism, sexism, homo-, bi- and transphobia and all forms of prejudice however that is manifested. Use your voice to be an ally.

SUPPORT
Listen to what your friends and colleagues tell you. Look to understand them. Seek ways to support them.

REPORT
If you experience or witness prejudice or any form of discrimination you can report it formally or informally.

Informal reports can be dealt with anonymously completing this online form: forms.office.com/e/dn0VxYAU12.

For more information regarding how to raise a formal report, please read the *Non-Academic Concerns and Complaints Procedure*. This document is available on the Key Policies & Procedures page of the Mountview website: mountview.org.uk/courses/life-at-mountview/key-policies-procedures.

If your experience is that someone has behaved inappropriately or against these principles and guidelines, it is important that you tell someone.

We commit to ensuring all formal reports are dealt with fully, robustly, and transparently.

WE ARE HERE TO ENABLE ALL STUDENTS TO BE THEIR BEST SELVES AS ARTISTS

- Artistic freedom of expression is essential, and the creative space must be a culturally safer space, in which we can think and feel and be met with understanding.
- Make your work challenging, experimental, exploratory, and bold.
- It is everyone's responsibility to ensure these guidelines and principles are adhered to.
- Be proud of Mountview, be proud of your community and demand the highest standards from everyone.

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RELATED POLICIES

Academic Appeals and Complaints

Plagiarism & Collusion Policy

Non-Academic Concerns & Complaints Procedure

Non-Academic Misconduct Policy & Student Disciplinary Procedure

Sexual Misconduct Policy

Bullying & Harassment Policy

Professional Conduct Guidance

Equality, Equity, Diversity & Inclusion Policy

Student Handbook

General Regulations for Students

Mountview's Values

Challenge the Status Quo
Doing things differently and courageously; allowing curiosity to drive us; being motivated by new ideas and pushing boundaries; celebrating dynamic and playful exploration; influencing industry with progressive practice; inspiring everyone we reach.

Create belonging
Welcoming all people from all backgrounds; implementing anti-oppressive practices; actively seeking to break down barriers to inclusion; creating access; embedding Equality, Equity, Diversity and Inclusion approaches; celebrating difference.

Sustain the future
Environmental mindset, maintenance, and renewal of existing resources; retaining rigour and integrity of our quality and standards; financial sustainability; resilience and wellbeing and supporting with nurture and kindness.

Compassionate Collaboration
Elevating ideas by working together with respect, sharing our warmth, creativity, and resources; finding strength in partnerships and collaborating internally and externally; developing cultural competency; listening; utilising networks.

Transparent Communication
Being appropriately open with our information and processes; developing liberatory training practices; compassionate and clear communication; solutions focussed; ownership of responsibilities with clear accountability; observing data privacy.