



UWI

ST. AUGUSTINE
CAMPUS

Halls of Residence CODE OF CONDUCT





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Section I

INTRODUCTION

The University of the West Indies St. Augustine Halls of Residence Code of Conduct is established to foster and protect the core mission of the Halls of Residence and the wider University. It seeks to inculcate the social values of shared communal responsibility, social justice, respect and tolerance for differences in beliefs, philosophies, ethnicities, and cultures. The Hall Code of Conduct describes behaviours that are inconsistent with the essential values of the Hall community.

This Code operates in conjunction with the UWI Code of Principles and Responsibilities for Students, the Halls of Residence Guidelines and the Laws of Trinidad and Tobago. It outlines the conduct expected from students when they join our Hall community. It is applicable to all registered students of the UWI that are living on the Halls of Residence at the St. Augustine Campus.



Section II

The Halls of Residence Code of Conduct

The University accepts that you are a responsible individual and accordingly requires that you make responsible decisions regarding your own morality, social and spiritual behaviour. This code is thus intended to help ensure mutual respect for your rights and the rights of your fellow residents and to support a Student Residence environment conducive to personal and intellectual growth. The Code of Conduct describes behaviours that are inconsistent with the essential values of the University community. Intentionally attempting to engage in or assisting in the engagement of these behaviours may be considered as serious as engaging in the behaviour themselves.

The following actions and/or behaviours are considered violations of the Halls of Residence Code of Conduct and are subject to sanctions imposed in accordance with the disciplinary procedures of the Halls of Residence and the UWI St. Augustine Campus.

1. GENERAL MISCONDUCT

Students must adhere to the Halls of Residence Guidelines. This document is your guide as to what is expected from students during their stay with us. Failure to adhere to the rules and regulations of the Halls of Residence can result in some form of sanction. The Guidelines should be read at the onset of each academic year. This booklet also outlines the mission, values and principles of the Halls of Residence; as well as our Rights and Responsibilities to Students and the Rights and Responsibilities of Students.

2. SEXUAL MISCONDUCT

This includes:

- I. Any sexual act that occurs without the consent of the victim or that occurs when the victim is unable to give consent.
- II. Obscene or indecent behaviour. This includes, but is not limited to, exposure of one's sexual organs or the display of sexual behaviour that would be reasonably offensive to others.
- III. Conduct of a sexual nature that creates an intimidating, hostile, or offensive environment for another person. This includes unwanted, unwelcome, inappropriate, or irrelevant sexual or gender-based behaviours, actions or comments, sexual advances, requests for sexual favours and other similar verbal, non-verbal or physical conduct of a sexual nature.

For the purpose of this rule, consent shall be defined as the act of knowingly and voluntarily agreeing verbally or non-verbally to engage in sexual activity.

The following individuals cannot consent:

1. An individual who is obviously substantially impaired by any drug or intoxicant
2. Someone who has been purposely compelled by force, threat of force, or deception or who is unaware that the act is being committed
3. Someone whose ability to consent or resist is obviously impaired because of a mental or physical condition
4. Someone who is coerced by supervisory or disciplinary authority
5. Someone who is unable to give consent under law

3. ENDANGERMENT

This includes:

- I. Physical violence towards another person or group
- II. Action(s) that endanger the health, safety, or well-being of one's self or another person or group
- III. Interference with the freedom of another person to move about in a lawful manner
- IV. Stalking, defined as engaging in a pattern of unwanted conduct directed at another person that threatens or endangers the safety, physical or mental health, life or property of that person, or creates a reasonable fear of such a threat or action.

4. HARASSMENT

This includes:

- I. Conduct (not of a sexual nature) that creates an intimidating, hostile, or offensive environment for another person
- II. Action(s) or statement(s) that threaten, harm or intimidate another person
- III. Acts that invade the privacy of another person
- IV. Stalking, defined as to follow or otherwise contact another person repeatedly, so as to put the person in fear for his or her life or personal safety



5. HAZING/RAGGING/GRUBBING

Any group or individual action or activity that inflicts or intends to inflict physical or mental harm, discomfort or which may demean, disgrace or degrade any person, regardless of location, intent, or consent of participant(s). Such actions if performed by active, associate, new and/or prospective members of an organization may be considered hazing.

An individual or group commits a (hazing/ragging) offense if it condones or encourages hazing/ragging, or if an officer or any combination of members, pledges or alumni of the organization, commits or assists in hazing.

- I. Hazing/Ragging/Grubbing includes, but is not limited to:
 - 1) Forced consumption of food, alcohol, drugs or any other substance
 - 2) Forced physical activity, such as exercises
 - 3) Deprivation of food or sleep
 - 4) Any activity that would subject the individual to embarrassment or humiliation
- II. Further examples of prohibited behaviour include but are not limited to:
 - Forcing, requiring or pressuring the ingestion of any substance
 - Forcing requiring or pressuring the shaving of any part of the body, including hair on the head
 - Forcing requiring or pressuring the participation in any activity which is illegal, perverse, publicly indecent, or contrary to the individual's genuine moral beliefs, e.g. public profanity, indecent or lewd conduct, or sexual gestures in public
 - Forcing, requiring or pressuring an individual to tamper with, or damage University property
 - Dietary restrictions of any kind
 - Sleep deprivation
 - Creating of excessive fatigue
 - Beating or physical abuse of any kind

- Exposure to the elements
- Compulsory servitude such as requiring the carrying of items such as books, cooking or cleaning for members
- Assigned or endorsed pranks, such as borrowing or stealing items, painting property or objects, or harassing other individuals or groups
- Verbal harassment, including yelling and screaming
- Line-ups and drills/tests on the basis of meaningless information
- Socially isolating new members
- Assigning demerits with implied consequences
- Requiring new members to perform duties not assigned to other members
- Requiring new members to refer to other members with titles (e.g. Mr., Miss), while they are identified with demeaning terms
- Asking or pressuring new members to wear embarrassing or humiliating attire in public which is conspicuous, not normally in good taste, or designed to humiliate the individual(s) wearing it
- Participation in sexual rituals
- Mentally abusive or demeaning behaviour
- Deception or threat contrived to convince the new member that she/he will not be permitted to join
- Requiring yelling or screaming upon entering or leaving a facility
- Requiring new members to “greet” initiated members
- Activities that promote or encourage the violation of University policy

6. DISRUPTION

This includes:

- I. Failure to comply with a lawful order or a directive from Hall Administration
- II. Provision of false information to Hall Administration
- III. Solicitation on a Hall of Residence without prior approval from Hall Administration
- IV. Trading in goods and services without authorization from Hall Administration
- V. Acts intended to disrupt the Hall disciplinary process including attempting to coerce or influence a person regarding their participation in any disciplinary proceeding



7. DISHONEST CONDUCT

Dishonest conduct includes, but is not limited to, knowingly reporting a false emergency; knowingly making false accusations of misconduct; misuse or falsification of Hall documents by actions such as forgery, alteration, or improper transfer; submission to a Hall official of information known by the submitter to be false.

8. IDENTIFICATION FRAUD

This involves:

- I. Permitting another person to use your identification
- II. Inappropriate use of another person's identification
- III. Impersonating or misrepresenting the authority to act on behalf of another or the University
- IV. Forgery, alteration or misuse of identification, documents, records, keys or access codes
- V. Manufacture, distribution, delivery, sale, purchase, possession or use of false identification

9. DESTRUCTION/ABUSE OF PROPERTY

This involves:

- I. Damage or destruction of Hall property
- II. Theft – removal or use of the property and/or services of another person or of the Hall without authorization
- III. Possession, sale or purchase of property or services that are known, or reasonably, under the circumstances, should have been known to have been stolen
- IV. Entering and/or using the property or facilities of the Hall, or of another resident without the proper consent or authorization

10. RIOTOUS BEHAVIOUR

This involves:

- I. Participation in a disturbance with the purpose of committing or inciting any action that presents a clear and present danger to others, causes physical harm to others, or damages property. Some examples involve,
 - a. Actual or threatened damage to, or destruction of, Hall property or property of others, whether done intentionally or with reckless disregard
 - b. Failing to comply with a directive to disperse by Hall officials, law enforcement or emergency and security personnel
 - c. Intimidating, impeding, hindering or obstructing a Hall official
- II. This rule shall not be interpreted as proscribing peaceful demonstrations, peaceful picketing, a call for a peaceful boycott, or other forms of peaceful dissent.

11. MISUSE/ABUSE OF COMPUTERS

This involves:

- I. Unauthorized access or entry to a computer, computer system, network or software
- II. Unauthorized alteration of computer equipment, software, network or data
- III. Unauthorized downloading, copying or distribution of computer software or data

12. ALCOHOL

The University policy regarding the consumption of alcohol will apply.

13. SMOKING

Smoking will **NOT** be permitted within the confines of the Hall. This is to say that **NO** smoking is allowed in any of the buildings making up the Hall or on the grounds.

SECTION III

STUDENT CONDUCT PROCEDURES

Procedural due process is basic to the proper enforcement of University policies and regulations. The UWI St. Augustine Campus has established procedures which are published in the Code of Principles and Responsibilities for Students. This Code provides for the handling of student conduct cases in accordance with basic standards of procedural due process.

The University strives to be fair in the handling of student conduct cases. The procedures outlined in this section represent the steps employed to reach a resolution in cases of alleged misconduct at the level of Hall Administration. Matters may be referred to the wider UWI conduct procedure because of their magnitude or the inability to come to satisfactory conclusion on the Halls of Residence.

Questions concerning these procedures may be addressed to the Residence Manager or Hall Supervisor.



PROCEDURES FOR COMPLAINTS AND INVESTIGATION

I. Referral of Complaints

Complaints involving alleged misconduct by students in relation to any of the above actions and/or behaviours should be referred to Resident Assistants, Hall Supervisors or Residence Managers. Referrals to the Office of the Hall Supervisor must be made within 3 months following discovery of the alleged misconduct, unless an exception is granted by the Deputy Principal.

The Residence Manager or Hall Supervisor may request information from other areas of Student Services which may be of assistance in resolving the matter (e.g. CAPS; ADSLU).

A decision will then be made as to whether the matter would be handled at the Hall level or at the level of UWI Management. A major consideration will be the severity of the complaint. Matters may also be referred to the UWI disciplinary committee if there is failure to find a satisfactory solution at the Hall level.





II. Investigation and Notice to Student

Upon receiving a report regarding alleged violation(s), the Residence Manager or Hall Supervisor assigned to the case will consider information acquired from the reporting party and will conduct further investigation to augment that information. If the Residence Manager or Hall Supervisor determines that there is sufficient information to proceed with the student conduct procedure written notice will be given to the student outlining the following:

- a. The nature of the conduct in question and the basis for the allegation
- b. The nature of the student conduct procedures
- c. That the student has seven days from the date given to contact the Residence Manager or Hall Supervisor for the purpose of scheduling an initial meeting. Meetings are to be scheduled within ten days of the student contacting the Hall Supervisor
- d. That if the student does not contact the Hall Supervisor within the seven-day period, or fails to keep any scheduled appointment without reasonable cause, the matter will be referred to the UWI disciplinary committee
- e. In extreme cases a student may also be asked to leave a Hall of Residence pending investigation of a disciplinary matter if the safety of the other students and staff members is felt to be at risk. In such cases every effort will be made to find alternative accommodation until the matter is resolved.

III. Meeting(s) with the Residence Manager/Hall Supervisor Assigned to the Case

At the initial meeting with the student, the Hall Manager/Supervisor will:

- a. Ensure that the student has been provided with information on how to access the Hall Code of Conduct and University Code of Principles and Responsibilities for Students.
- b. Describe to the student as completely as possible the nature of the conduct in question, and the Hall policy(ies) and/or Campus regulation(s) allegedly violated; hear the student's response to such allegations; and counsel the student as deemed appropriate.
- c. Provide the student with an opportunity to inspect all documents relevant to the case which are in the possession of the Office of the Hall Supervisor.
- d. Hear the student's response and give the student the opportunity to provide evidence to support his/her case
- e. Provide the student with copies of the documents relevant to the case, at the student's written request.
- f. Inform the student within seven days of the nature of the disciplinary action/sanction which will be taken unless the student or the administration requires more time to secure additional information.

Sanctions

When a student admits responsibility or is found in violation of Hall policies or Campus regulations, Hall Administration may impose or defer sanction. The sanction imposed must be commensurate with the violation. Administration will take into consideration the context and seriousness of the violation.

Sanctions may include fines and educational programs. The latter may take the form of classes, activities or workshops, which in the judgment of the Hall Administration will be beneficial to the student.

Sanctions may be imposed on individuals, groups, floors or blocks.

FORMS SANCTIONS MAY TAKE

a. Community Service

Service hours required of the student as an unpaid volunteer in activities for which no academic credit may be received.

b. Restitution

A requirement for restitution in the form of reimbursement may be imposed for expenses incurred by the Hall or other parties resulting from a violation of the University of the West Indies Halls of Residence Code of Conduct. Such reimbursement may take the form of monetary payment and/or appropriate service to repair or otherwise compensate for damages. Restitution may be imposed on any student who alone, or through a group participates in causing the damages or costs.

c. Hall Fines

- The resident will be fined at a rate determined by Hall Management for any violation of the Rules/Regulations/Guidelines contained herein. A detailed breakdown of the fine would be provided by the Hall Management.
- Hall Fines must be paid within one (1) week of the imposition. Proof of payment must be brought immediately to the Hall Office.
- If fines are not paid the necessary action will be taken by Hall Management.

d. Warning/Censure:

Notice or reprimand to the student that a violation of specified Hall policies or Campus regulations has occurred and that continued or repeated violations of specified Hall policies or Campus regulations may be cause for further disciplinary action.

e. Disciplinary Probation

A status imposed for a specific period of time in which a student must demonstrate conduct that conforms to University standards of conduct. Conditions restricting the student's privileges or eligibility for activities may be imposed. Misconduct during the probationary period or violation of any conditions of the probation may result in further disciplinary action.

f. Statement on Student Record

A statement may be placed on the Student's Hall records for either a stated period, until the student satisfies any conditions imposed as part of a sanction, or permanently.

g. Suspension

Suspension is the termination of the student's occupancy for a specified period. This will take effect at such time as the Deputy Principal determines. After the period of suspension, the student will be reinstated if:

- a) The student has complied with all conditions imposed as part of the suspension
- b) The student is academically eligible
- c) The student meets all requirements for reinstatement

The University Disciplinary Committee

When a case is referred to the University Disciplinary Committee the procedures outlined in the Code of Principles and Responsibilities for Students Appendix B, page 15 and the University Statutes and Ordinances will apply. Procedures outlined in the Code of Principles and Responsibilities for Students Appendix B, page 15 apply.





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