



Decision
11.12.2014

TTY/898/002/2014

Campus Code of Conduct

Tampere University of Technology (TUT) has a Code of Conduct, which is in force while on campus and outside of campus during activities pertaining to the University's research and education. The University expects the campus community, including students, faculty, staff and others visiting and working on campus to comply with the Code of Conduct. Further regulations that apply to employees are set forth in Finland's labour law. Other applicable laws and regulations must also be adhered to while on campus.

TUT observes the Guidelines for the Responsible Conduct of Research issued by the Finnish Advisory Board on Research Integrity (TENK). (<http://www.tenk.fi/en/responsible-conduct-research-guidelines>).

An abridged version of the Code of Conduct is published on the University's website. The full version is available on the University's intranet.

“University rules and other regulations may lay down provisions concerning practical arrangements and proper conduct necessary for maintaining health and safety on campus. Additional regulations may be issued regarding the handling of university property and staying and moving on the university premises and campus grounds”.
(Finnish Universities Act 558/2009).

1. Safety on campus

The members of the campus community are entitled to work and study in a safe, fair and equal environment. Appropriate behaviour is expected at all times while on the University's premises. Violent, threatening, aggressive and disruptive behaviour, physical and verbal abuse, discrimination and bullying are expressly prohibited. Anyone who experiences or observes inappropriate behaviour on campus should contact the info desk attendants. The procedure for responding to reports of harassment or bullying is set forth in the University's Equality Plan and can be found on the staff intranet Tutka. If allegations of misconduct are made against employees, the first point of contact is their supervisor or your personnel representative.

The members of the campus community are expected to comply with instructions pertaining to general safety, health and safety in the workplace, information security and the principles of good conduct. They shall behave respectfully and politely towards others.

The possession of objects and substances that can be used to inflict bodily harm is prohibited on campus without a valid reason.

2. Access to TUT's premises

During office hours the campus is open to public access, provided that no disturbance is created. A key card (student card or employee ID card) is needed to access certain restricted areas, such as computer labs and laboratories. Outside office hours a key card is needed to access any of the University's facilities. Students and staff may not let strangers tailgate them into the restricted areas or the University's premises outside office hours.

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Those who organize campus events are responsible for the conduct of external stakeholders who attend the events and may thereby gain access to the restricted areas or the University's premises outside office hours.

The info desk attendants monitor the campus and the University's facilities during office hours. Security personnel are responsible for patrolling the campus outside office hours. Persons behaving in a disruptive manner may be required to leave the campus grounds by the info desk attendants or security personnel.

Security personnel may request persons entering or within the University's premises outside office hours to present their student card or employee ID card. Persons who are unable to demonstrate their right to access the University's facilities may be removed by security personnel.

The public and shared facilities on campus, such as entrances, hallways, parking garage and e-exam facilities, are under video surveillance. The purpose of video surveillance is to protect personal and University property, prevent theft and help solve crimes. In addition, video surveillance enhances the safety of students and staff. Separate guidelines issued by the President apply to the e-exam facilities.

The taking of photographs or videos in a public place is not restricted, provided that it causes no disturbance to others. It is contrary to good practice to take photos of an identifiable person without their consent. Photographs and videos may be published, if the depicted people have given their consent or there is a larger crowd with no single person being the focal point of the image. Likewise, it is contrary to good practice to create audio or video recordings of a lecture without the teacher's consent. The University has a lecture recording system (video and audio) and a separate policy that governs the recording of lectures and the publication of recorded materials.

3. Use of TUT's facilities

TUT's resources and facilities are to be used primarily for study, research and University-related work purposes. Their use for commercial, political or religious purposes without prior consent is prohibited. Setting up overnight accommodations on the University's premises, even on a temporary basis, is not permitted.

When reserving shared facilities and equipment, users are expected to reserve only the time they require to allow the University to accommodate as many requests as possible. The use of the University's facilities, equipment and resources for incidental personal purposes is allowed, provided that such use does not interfere with the University's operations and services and the Campus Code of Conduct, the laws of Finland and the principles of good conduct are observed. However, the use of laboratory facilities and equipment for personal purposes is prohibited without the prior written consent of the University. Separate guidelines apply to the use of the University's facilities and equipment for commercial purposes.

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Commercial, political and religious activities are not allowed on campus with the exception of university elections, the activities of trade unions or student organizations with a connection to the Student Union, or pastoral work undertaken on campus by the local congregation. However, the University may grant special permission for activities that fall under the scope of this restriction.

The University may grant special permission for overnight stays on campus, for example, to provide emergency accommodation for students or due to a specific event.

4. TUT's property

All users are expected to treat University property with due care. They can be held liable for damages caused to University property intentionally or by gross negligence. All members of the campus community are responsible for helping to keep the campus clean and tidy.

All users shall follow the acceptable use policies concerning resources and equipment available in the teaching and research facilities, such as laboratories, computer labs and lecture halls. Each user is also expected to be familiar and comply with possible additional instructions for the use of the University's resources and equipment. A student who consciously or carelessly disobeys safety instructions may be removed from the University's facilities.

5. Intoxicants

Attending classes or working on campus while under the influence of alcohol or other controlled substances is prohibited. Disruptive intoxication is likewise prohibited anywhere on campus. TUT is a smoke-free campus.

A student who is suspected of being under the influence of alcohol or controlled substances may be prevented from attending classes. The University may require the student to undergo drug testing. The procedure for responding to similar allegations concerning an employee is set forth in Finland's labour law. The possession of illegal drugs on campus is strictly prohibited.

An appropriate license is required to serve alcoholic beverages at on-campus events. The area where alcohol is served must be supervised and clearly marked.

Smoking is only allowed in designated outdoor areas.

6. Rules and regulations

All students and staff are expected to be familiar and comply with the rules and regulations that apply to them.

The University's rules and regulations must be readily available to the members of the campus community.

7. Misconduct and disciplinary procedures

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A violation of the Code of Conduct may result in disciplinary action. Possible disciplinary actions that may be taken against a student include a verbal warning; removal from class or the University's premises; a written warning issued by the President and temporary suspension. Before making any decisions to take disciplinary action against a student, the University shall inform the student of the alleged violation, investigate the allegations and offer the student the opportunity to respond.

Possible disciplinary actions that may be taken against an employee include a verbal warning, a written warning, and in some cases dismissal or immediate termination of employment. The University has separate guidelines that define the possible consequences of violating the employer's policies.

Verbal warning

A non-serious offense may result in a verbal warning. A teacher may issue a verbal warning to a student who behaves inappropriately or disruptively in a classroom. If such behaviour occurs in the University's public premises, a verbal warning may also be issued by the staff of the Facilities and Infrastructure unit.

Removal

A student who exhibits disorderly, violent or threatening behaviour or endangers the health and safety of others may be removed from class or an event organized by the University. A student may be prevented from attending classes for a maximum of three working days, if there is reason to believe that his or her conduct may endanger the health and safety of another student or employee or unreasonably disrupt classroom activity.

Written warning

A written warning may be issued to a student who

- 1) exhibits disruptive behaviour in a classroom
- 2) exhibits violent or threatening behaviour
- 3) resorts to academic misconduct or otherwise violates the University's regulations

4) refuses to present the results of a drug test as referred to in the Universities Act (43 d §)

or

- 5) has used narcotics for non-medical purposes in a way that undermines his or her functional capabilities as referred to in the Universities Act (43 d §)

Temporary suspension

A serious violation or gross negligence committed by a student, or a failure to meet the required standards after receiving a written warning, may result in a temporary suspension of up to one year.

The decision to issue a written warning is made by the President. The decision to temporarily suspend a student is made by the University's Board.

Whenever the University is considering disciplinary action against a student, the student must be informed of the specific allegations and offered the opportunity to respond. The University must complete an

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investigation of the allegations. Students are entitled to be accompanied, for example, by a representative of the Student Union, to a meeting where the allegations are discussed.

A student dissatisfied with the outcome of a disciplinary procedure may appeal against the University's decision to the Administrative Court within 30 days after receiving notice thereof.

Markku Kivikoski
President

This document is published on TUT's website, the staff intranet Tutka and the student portal POP and submitted to the faculties, departments, University Services and the Student Union.