

## Code of Conduct at Business Academy Aarhus and consequences in case of breach

Business Academy Aarhus has a Code of Conduct that aims to support good behaviour and a good study environment. In addition to the rules below, the Code of Conduct also includes safety regulations, house rules, posters, signage, and announcements on the Academy's systems, including Study Update and Canvas. Therefore, there may be more detailed rules for certain areas that are not in the rules in this document. These specific rules must always be followed.

Everyone at Business Academy Aarhus is obliged to follow the Code of Conduct.

### Code of Conduct

1. The students should, during their studies at the Academy, behave in a manner that ensures that the Academy can function undisturbed.
2. Students have a duty to behave considerately. Dialogues between students, and dialogues between students and staff must take place in a respectful tone.
3. Harassment, bullying, discrimination, and other forms of abuse will not be accepted.
4. The students must treat the Academy's buildings and interiors respectfully.
5. The student must, when they are doing internships and study or other trips abroad, comply with the standards and guidelines, which are applicable at the location.
6. Students are obliged to comply with instructions and orders from the Academy's employees.

#### *Specifically regarding smoking, alcohol and narcotics:*

7. Smoking can only take place in the designated smoking areas outdoors – this also applies to smoking e-cigarettes.
8. Alcohol must not be consumed during teaching hours. Managers at the Academy can dispense with this on special occasions.
9. Narcotics are not tolerated under any circumstances.

#### *Specifically regarding IT:*

10. Specific IT rules must always be followed.
11. No programs, information from websites or communication can be downloaded if it is punishable under criminal law, copyright law or other legislation regulating the use of the Internet.
12. Audio and/or video recordings of teaching and supervision is generally not allowed. If a student wants to record teaching or supervision situations, the teacher/s and students involved must give their consent prior to any audio or video recording.

#### *Specific to fire and fire prevention:*

13. In the event of a fire or another evacuation, escape route plans that are located in classrooms and corridors must be followed.
14. Candles or any other form of open flame are not allowed to be used.
15. Jamming anything in external doors to keep the door open is not allowed.
16. Sockets can be used for charging electronic aids. But you are not allowed to charge electric scooters, bicycle batteries and the like.

## Penalties for a breach of applicable rules

Breaches of applicable rules will be reported to the head of department/programme or the head of Quality and Student Life or the Rector, who will decide on what the next step is.

The Academy has the following sanctions for the breach of the rules:

- 1) A warning
- 2) Expulsion from the programme or Academy for a limited period of time or permanently.
- 3) All criminal matters, such as threatening behaviour, vandalism, arson, theft, falsification of documents, etc., will also be reported immediately to the police.

When determining whether a student should be given a warning or expelled, and whether any expulsion should take place for a limited period of time or permanently, emphasis will be placed on the following:

- Nature of the breach
- Any prior warnings
- The risk of recurrence
- Consideration for other students and staff

Expulsion from the study programme and/or the Academy means that the student's enrolment will end. The student must then return their student card and any keys etc. At the same time, the student will be excluded from all activities at the Academy, including teaching and exams, and access cards to buildings as well as access to the Academy's IT systems etc. will be shut down.

### Legal framework

The Code of Conduct is valid according to the Ministerial Order for Business Academies for Higher Education 786 from 08/08/2019, §19 and §47.

In connection with dealing with a suspicion or proof of a student breaching the Code of Conduct, the head of department/programme will ensure that the provisions of the Danish Public Administration Act are followed, including giving the student the opportunity to comment on the case before any final decision is made.

The student will be informed of their appeal options together with the decision, which will be sent in writing to the student's digital mail.

### Commencement

The Code of Conduct will take effect on 1 October 2023, and replace the previous Code of Conduct.

Anne Storm Rasmussen  
Rector