

Alumni Code of Conduct

Regent's University London (Regent's) is a diverse community, drawing students from a wide range of backgrounds. We value all Regent's alumni and welcome you to connect with the community through events, networking, volunteering and on social media. The aim of this code of conduct is to uphold the well-being and safety of our community and for the maintenance of an environment which supports all students, staff and alumni.

This Code of Conduct applies to alumni who are involved in any activity relating to Regent's, whether on or off campus or online. This means that behaviour in a social setting (for example at events or on social media) that goes against the code of conduct may have consequences whether or not it takes place during normal opening hours.

The principles of this Code of Conduct are applicable in any circumstances and in any location in which the alum has been granted access by virtue of their status as a member of Regent's, or in acting as a representative of the University. This includes social media.

This document also sets out the terms and conditions for accessing campus as an alum of Regent's University London.

We ask that all Regent's alumni read and abide by the alumni code of conduct.

1. Guiding Principles

- a) Abide by the rules and regulations set by Regent's University London.
- b) Behave in a responsible manner designed to foster mutual respect and understanding between all members of the University community.
- c) Treat everyone equitably and with respect regardless of differing cultures, abilities, race, gender, age, religion, sexual orientation or disability.
- d) Behave in a way that cannot be considered threatening, aggressive or disruptive.
- e) Ensure your actions do not cause physical or emotional harm to any other alumni, students, staff members, visitors, or members of the public.
- f) Do not behave in a way that might harm the reputation of the University, its staff, or students.
- g) Act promptly and in good faith in response to reasonable instructions from the University.
- h) Act within national laws when representing Regent's and on campus (the University will report any alumni believed to have committed a criminal offence, as defined by national law, to the local police for investigation within these parameters.)

2. On campus conduct

- a) All guiding principles apply at all times.
- b) All terms and conditions, as set out below, apply at all times.
- c) Alumni must present their alumni access card/letter to be granted access to campus at the front desk.

- d) Alumni cannot access campus via the back gate. Alumni found to be accessing campus via the back gate and using students' access cards to gain access will have their access revoked immediately.
- e) Access cards or letters should be carried at all times during the visit.
- f) Alumni wishing to be accompanied by a third party (not a member of the Regent's community) should sign guests in with a visitor's pass via Reception and must accompany their guests on campus at all reasonable times. Alumni may have up to 3 guests with them. This does not apply to groups of alumni visiting campus.
- g) Alumni Access Cards/Letters are solely for the use of the intended alumnus/a. If it is suspected the card/letter is being passed on to third parties, or the benefits abused in any way, the University has the right to suspend access to campus without any prior written warning.
- h) Facilities should only be used for their designated purpose and they, and staff, should be treated with due care and respect.
- i) Alumni cannot occupy classrooms or lecture theatres unless they have been booked prior to their visit. Alumni are entitled to a 10% discount on room bookings.
- j) Alumni can use the tennis courts at the discretion of university staff with prior agreement, and only if they are unoccupied; student access will take priority.
- k) Alumni are welcome to work in the Innovation Lab or library and common areas such as the Brasserie and The Social.
- l) Library items borrowed under the alumni access policy must be returned within the specified timeframe. Failure to do so will trigger the Library's Lost on Loan policy. Items not returned after 30 days will count as a violation of the code of conduct.
- m) Use of university space on campus by alumni for unsolicited advertising to promote individual businesses, commercial opportunities or funding requests is not permitted.
- n) The sale and promotion of products or services on campus by alumni is not permitted without prior written agreement from the Alumni Engagement team.

3. Online conduct

- a) All guiding principles apply at all times.
- b) All posts on Regent's University London forums, including social media groups channels, Re:Connect messages and WhatsApp groups should be free of disability, age, race, gender, religion or sexual discrimination.
- c) Alumni should represent themselves accurately and not falsify information, including job or degree status.
- d) In online groups (like the Regent's WhatsApp community), you are welcome to:
 - Introduce yourself and seek networking opportunities.
 - Organise and promote formal and informal meetings, or other events relevant for Regent's alumni.
 - Discuss topics that interest you and the group.
 - Post photos from meetups, with consent from the subjects of those photos.
 - Handle all the data/information shared here with care, respecting confidentiality and GDPR guidelines

- e) In online groups (like the Regent's WhatsApp community), the following is not permitted:
- Political advocacy
 - Commercial advertising
 - Funding requests
 - Spamming or repetitive posts
 - Falsifying information
 - Posting job opportunities
 - Discrimination, harassment or bullying
- f) Use of official university channels by alumni for unsolicited advertising to promote individual businesses, commercial opportunities or funding requests is not permitted.
- g) Job vacancies suitable to promote to students and fellow alumni are permitted on appropriate university channels (e.g. via [Handshake](#)).
- h) Any posts via official university channels with personal information (including pictures) without direct consent from the subjects of that posts will be removed under GDPR regulations.
- i) The Alumni Community team reserves the right to remove or deny any posts or online content on official university channels that are considered to breach the above principles.

4. Violation of conduct/complaints procedure

- a) In the first instance, any issues should aim to be dealt with at a local level by a staff member or contractor of the University.
- b) If this is not possible, any suspected violations of the above principles/complaints made by alumni or about alumni should be reported as soon as possible in writing to the Alumni Community team by emailing alumni@regents.ac.uk.
- c) The role of the Alumni Community team is to advise on the code of conduct and investigate any suspected violations/complaints in a timely and professional manner. All complaints will be dealt with respectfully and with equality.
- d) For complaints unable to be resolved at a local level, the following procedure will be instigated:
- a. All complaints are to be recorded and presented to the Director of Corporate Engagement (Alumni and Careers)
 - b. The Director of Corporate Engagement (Alumni and Careers) will arrange for the named parties to be contacted within 72 working hours of the complaint being received.
 - c. Named parties will be requested to relay their account of events and a resolution will be sought at this stage.
 - d. If no resolution can be found, all parties will be requested to submit their accounts in writing to the Director of Corporate Engagement (Alumni and Careers).
 - e. The Director of Corporate Engagement (Alumni and Careers) and Chief Commercial Officer or senior staff member nominated on their behalf, will then take the final decision on a course of action.

- f. Complaints made against alumni can result in the following if upheld:
 - i. Benefits suspension: The violation is such that the University feels it necessary to suspend alumni benefits for up to 2 years.
 - ii. Benefits withdrawal: The violation is such that the University feels it necessary to withdraw benefits permanently from the individual, yet the individual will retain alumni status with the University.
 - g. Alumni have the right to appeal the decision by putting the appeal request in writing to the Director of Corporate Engagement (Alumni and Careers) no later than 30 days after notification of the outcome.
 - h. The appeal will be considered by a panel consisting of:
 - i. Deputy Vice Chancellor or nominee
 - ii. Alumni Volunteer Representative (e.g. Vice President, London Alumni Club)
 - iii. School Secretary or nominee
 - i. The panel will meet in a reasonable time period depending on the availability of those involved, and the individual will be notified of the outcome within 48 hours of the panel meeting.
 - j. The appeals panel will have the authority to either:
 - i. Uphold the appeal and decide upon an appropriate course of action - in which case the alumnus/a will receive a written explanation of the decision.
 - ii. Uphold part, but not all, of the appeal and decide upon an appropriate course of action – in which case the alumnus/a will receive a written explanation of the decision.
 - iii. Reject the appeal and inform the alum in writing of this decision by post.
- e) For any violation of the alumni code of conduct, including the misuse of access cards, online content or abuse of alumni benefits, the Alumni Community team has the right in the first instance to:
- a. Remove or deny online content that violates the online code of conduct
 - b. Suspend access to Regent's online platforms while investigations take place.
 - c. Suspend Access Cards and campus access without prior warning while investigations take place
 - d. Deny access to Regent's events while investigations take place.
 - e. Suspend all other benefits whilst an investigation takes place.

Contact the alumni team by emailing: alumni@regents.ac.uk.

Alumni campus access – Terms and Conditions

Visiting Regent's University London

Alumni of Regent's University London are welcome to visit campus during the normal visiting hours – 9:00am to 5:00pm, Monday to Sunday.

Alumni can use their Access Cards at our Inner Circle campus:

Regent's University London,
Inner Circle,
Regent's Park,
London,
NW1 4NS
United Kingdom

Information on how to find us: <https://www.regents.ac.uk/about/contact-us/how-to-find-us>

Conduct on campus

Alumni are expected to abide by the Alumni Code of Conduct at all times when visiting campus. Failure to act in accordance with the code of conduct may result in the withdrawal of alumni benefits, including access to campus and the Alumni Access Card.

Alumni Access Card (*see below for information on Alumni Access Letter*)

- Regent's Alumni are entitled to apply for a digital Alumni Access Card. Alumni are defined as anyone who received a verified award from Regent's University London or its preceding institutions (e.g. Webster, European Business School, Regent's Business School, American Intercontinental University). Alumni must apply online for a card [via our alumni platform Re:Connect](#). Regent's Associate Alumni are not eligible for an access card.
- Once your digital card has been approved, you may use it to access campus and the following benefits:
 - Borrow up to 3 books/DVDs at any one time from the library and renew once (unless the book has been requested by a student)
 - 10% discount on feature room hire, 20% discount on classroom hire
 - In-person careers advice for life
 - Access to all 'public' spaces on campus (The Social, Brasserie, Innovation Lab, gardens, etc)
 - Access to WiFi
- Your access card **does not** allow you to:
 - Create an IT login
 - Access printing facilities
 - Use computers on campus (you must bring your own laptop)
 - Access eResources (Library)
 - Book or reserve rooms for free
 - Reserve the rooms in the Innovation Lab
 - Access areas that require security cards (eg Tuke)
 - Leave or enter by the back gate

- You must present your card at reception every time you visit campus, and whenever you are asked for it during your visit.
- The Alumni Access Card will only allow entry for the named and photographed alumnus/a. Any visitors accompanying the alumnus/a will need to be signed in, up to a maximum of 3 guests. (Note: this does not apply to a group larger than 4 alumni visiting campus together). The alumnus/a will act as a representative and must accompany their guest(s) at all reasonable times. In the event of an emergency, the alumnus/a is responsible for evacuating and accounting for all of their accompanying guests. If you do not sign in your guests, you are in breach of terms and conditions and the code of conduct will apply.

Alumni Access Letters

- Associate Alumni (those who have studied but not gained an award at Regent's; e.g. inbound study abroad alumni) and current students are not eligible for an Alumni Access Card. Associate Alumni may access campus by emailing alumni@regents.ac.uk for an access letter, or apply for an access letter [via our alumni platform Re:Connect](#).
- You must present your access letter to reception when you arrive on campus. If you have guests (up to 3) you must sign them. The alumnus/a will act as a representative and must accompany their guest(s) at all reasonable times. In the event of an emergency, the alumnus/a is responsible for evacuating and accounting for all of their accompanying guests. If you do not sign in your guests, you are in breach of terms and conditions and the code of conduct will apply.
- You may use your access letter to enjoy campus and the following benefits:
 - 10% discount on feature room hire, 20% discount on classroom hire
 - Access to all 'public' spaces on campus (The Social, Brasserie, Innovation Lab, gardens, etc)
 - Access to WiFi
- Your access letter **does not** allow you to:
 - Borrow books or DVDs
 - Access careers support
 - Create an IT login
 - Access printing facilities
 - Use computers on campus (you must bring your own laptop)
 - Access eResources (Library)
 - Book or reserve rooms for free
 - Reserve the rooms in the Innovation Lab
 - Access areas that require security cards (e.g. Tuke)
 - Leave or enter by the back gate

For more information on alumni access, please contact the Alumni Engagement team:
alumni@regents.ac.uk.