

**UNIVERSITY OF THE WEST INDIES, FACULTY OF SOCIAL SCIENCES, MONA**  
**CODE OF CONDUCT AND GUIDELINES FOR INSTRUCTIONAL SESSIONS**

**PREAMBLE**

This Code has been established through a series of consultations between staff and students and approved unanimously by the Faculty Board. The University community is comprised of persons with varied backgrounds and who may have different norms for socially acceptable behaviour. Additionally changes occur over time in terms of technology, culture and the environment within which we exist. We must therefore continually review our relationship with each other so that we may operate harmoniously within the same space. A code is deemed necessary, as in the absence of a well-defined standard, the community would be relying on each individual's definition of socially acceptable behaviour. The Code includes elements that are prescriptive while others are guidelines which the Faculty seeks to establish as normative behaviour.

**CODE OF CONDUCT**

1. During the conduct of any class, there shall be no activity which disturbs the assembly and affects the order of the proceedings. Instructors have the right to require any student to leave the classroom if s/he is involved in disorderly conduct, or alternatively instructors have the right to leave the classroom themselves.
2. Cell phones, pagers and alarms of any type shall be turned off during classes. If there is an emergency for which a student or instructor may need to use the phone, this shall be indicated at/or just prior to the start of the class in a manner indicated by the instructor.
3. Entrance and Exit doors to class rooms shall be used as designated. Students shall not enter the classroom prior to the end of the preceding lecture.
4. Children are only allowed in classes in exceptional circumstances and instructors must be notified. Where a child begins to disturb the class, s/he must be immediately taken out of the room.
5. Garbage shall not be left in the classrooms.
6. Classes are to start 5 minutes after the hour and end 5 minutes before the hour to facilitate students' and instructors' attendance at consecutive classes elsewhere. Students and instructors are to attend and leave classes punctually. Students who arrive late may be excluded from class. Faculty Guideline: Students may be excluded if they arrive 15 minutes or more after the time specified on the timetable.
7. All white/chalk boards or other instructional aids shall be cleaned/removed at the end of any class.
8. Students are to be given at least one days notice where the schedule for a class is being changed and students are to be notified by the scheduled starting time where a class is expected to commence with a delay.
9. There shall be no eating or drinking in classes, save in exceptional circumstances (e.g. students with diabetes or with classes from 11am to 2pm who are unable to eat during a break between classes). Students who find they must eat shall do so in a manner that ensures minimum disturbance to the class.
10. In dressing to come to class, students shall be conscious of their part of a community, the way others see them based on their department, the standards of dress recognized within various professional environments and the impact that their mode of dress may have on other members of the community.
11. Student representatives for each course are to be selected by the end of the fourth week of classes.