



Code of Conduct for Students of the Faculty of Humanities

1. Preamble

The motto of Leiden University *Praesidium Libertatis* (“Bastion of Freedom”) means that we are committed to fostering an inclusive and safe learning and working environment that is conducive to academic inquiry and the free exchange of ideas. To create such an environment, the Faculty of Humanities expects students to assume responsibility for all conduct they engage in as part of their studies, irrespective of whether said conduct takes place on campus or online.

This Code of Conduct describes a minimum standard of expected behaviour, and individual programmes may include additional expectations regarding student behaviour and consequences for failing to meet such expectations. It is the teacher’s responsibility to inform students of these expectations at the beginning of the semester, and the students’ responsibility to adapt their behaviour to these expectations. The standards of behaviour described in this code of conduct are similar to the standards which apply to staff members in their interaction with students.

All students and staff members of the Faculty of Humanities are expected to be familiar with and understand this code of conduct, to observe the core values on which it is based and, when necessary, prompt others to do the same.

2. Scope

This Code of Conduct for Students is a supplement to the [Leiden University Code of Conduct on Standards of Behaviour Between Lecturers and Students](#) and [the Code of Conduct Remote Teaching – Online Classroom Participation](#). It is as such an elaboration on what is considered appropriate behaviour in an academic environment. The Code of Conduct for Students is not an elaboration on what is considered appropriate behaviour in a private environment. Similarly, there is a [Code of Conduct on Integrity](#) for staff members, including [social media guidelines](#) (only in Dutch). Specific complaint procedures and the scope for sanctions are laid down in individual regulations, which are referred to in this document.

3. Core values

Academic Freedom: Freedom of speech in debate and exchange of opinions lies at the core of our academic community. Academic freedom requires an environment where all can freely participate and where each idea is considered on its own merits. In order to make this open exchange of ideas possible, we need to respect basic Academic Standards and maintain the Academic Community in which this takes place.

- Academic Standards: Arguments should be supported by verifiable sources and facts and valid reasoning;
- Academic Community: Standards of behaviour are expected between students and staff, and between students themselves. The right to free speech and expression does not include expression that is unlawful, harassing, threatening, intimidating, obscene, incites disorderly conduct or is offensive on matters such as ethnicity, religion, ability, age, gender or sexual orientation.

Diversity and Inclusion: The Faculty of Humanities is committed to be an inclusive and diverse community, where all students and staff are supported, respected, and empowered to do their best work.

Integrity: Integrity – or acting according to moral and ethical principles – implies proper and scrupulous behaviour with due regard for your responsibilities and the applicable rules. Students behave with integrity and refrain from any type of conduct that may negatively affect their fellow students, lecturers and other



members of staff or the quality of education in general.

4. Standards of Behaviour

The following behavioural expectations apply to all students enrolled in one of the study programmes of the Faculty of Humanities and staff members when interacting with students.

Respect

In order to establish an inclusive learning environment, students treat their fellow students, lecturers and other members of staff with respect. Amongst other things, they are respectful in their forms of address and manner of communication, both during face-to-face and online interactions. Treating each other with respect means having regard and appreciation for each other and taking one another into account. Within the academic community embodied by the Faculty, this means being open to other ideas, views and ways of thinking, and exchanging, investigating and sharing these views rather than condemning these views.

Professional attitude

Students who are attending classes at the Faculty of Humanities are expected to display a professional attitude. Professional means being involved, making an effort and taking responsibility for your study and work performance. It also means students point out unprofessional behaviour such as breaking promises, quitting and profiting from other people's work, as well as unacceptable behaviour (even if they are a bystander, rather than the victim of any such behaviour).

Unacceptable behaviour

Unacceptable behaviour refers to behaviour leading to a situation that is sufficiently severe or pervasive that it unreasonably interferes with or limits a student's ability to participate in or benefit from the Faculty's study programmes or activities. Students must refrain from undertaking any kind of unacceptable behaviour. This may include, but is not limited to: physical or verbal aggression, (sexual) harassment, discrimination, (sexual) intimidation, exclusionary behaviour, and (cyber)bullying.

Online conduct in relation to Leiden University

Students are reminded that unacceptable behaviour conducted online towards other students and staff members, such as harassment or bullying via email or chat, can subject them to Faculty conduct action. While students are responsible for their own behaviour in their personal life, they have a responsibility to conduct themselves in a civil and respectful discourse in all online forums and platforms affiliated with Leiden University.

5. Conduct procedures

The Faculty of Humanities is committed to protect its students and staff members from any violation of this code of conduct. If you are a victim of such violations or a witness to them, the university provides methods of resolution, resources and point persons to support you.

Methods of Resolution

- When safe, conflicts are best resolved by directly talking to the people involved. If you have issues you want to discuss, do not talk *about* people (be it other students or staff members), but talk *to* them if you feel it is safe to do so.
- If you witness behaviour that violates this Code of Conduct, try and intervene and point out the inappropriate behaviour in a polite but clear manner.
- If, however, the issue cannot be resolved in any of these ways, we encourage you to file a [formal](#)



[complaint](#) with the university. This is a responsibility that applies both to victims of unacceptable behaviour and to those who are mere witnesses of it (i.e., bystanders).

- If you are uncertain how to best proceed, always consult the coordinator of studies, lecturer, programme chair or any other staff member you trust. Staff members can contact their programme chair, supervisor or dedicated HR advisor.

Resources and point persons

- Should you ever be confronted with unacceptable behaviour, please consult the [Regulations on Complaints Relating to Unacceptable Behaviour](#) for more information on what you and the university can do in such situations.
- For more general guidance, consult the [website](#) about complaints, unacceptable behaviour, improper treatment and malpractice. Here you can find more information on dedicated point persons, such as the Student Ombuds Officer and confidential counsellors. A similar [website](#) exists for staff members.
- The Faculty of Humanities has a [dedicated complaints coordinator](#) that can assist students with filing a complaint. The way in which complaints are handled is laid out in the [complaint handling flow chart](#).
- In addition to the dedicated point persons and resources, remember that any staff member of the university may be a point person for you. They will be able to advise you. Anyone you trust may be your starting point.

6. Further information

The [student charter](#) describes the rights and obligations of students and the university as referred to in art. 759 of the Higher Education and Scientific Research Act (WHW) and refers to the Leiden University Code of Conduct on Standards of Behaviour Between Lecturers and Students and the [Code of Conduct for International Students in Higher Education](#) (chapter 11.5) as a guideline for a safe and stimulating work and study climate. This includes respectful treatment and respect for differences with regard to ethnicity, religious conviction, gender, sexuality and disability.

The [Regulations on the use of University buildings, grounds and other facilities](#) apply to both employees and students. These regulations establish that the student, employee or visitor who is in the buildings or on the grounds of the university, or who makes use of the facilities of the university, must follow the rules and guidelines set by the Executive Board.

Enforcement of the codes of conduct is governed by existing national legislation. In accordance with the WHW, the university's [house rules](#) stipulate that disciplinary measures can be taken if the normal teaching operations are disrupted. The Executive Board can request any student, employee or visitor who acts contrary to the provisions of the above regulations and statutes, to be denied conditional or definitive access to the buildings or grounds of the university or the use of the university facilities.

7. Date adopted

Adopted by the Faculty Board on 18 January 2022, following advice of the Faculty Council on 12 January 2022. Updated version adopted by the Faculty Board on 25 August 2022.