

Teaching staff and students should normally check their University email accounts, Blackboard Learn and any other electronic methods of communication **on a daily basis** during term-time, and reply as necessary to messages received. Students should also check their pigeon-hole for mail and other notice boards regularly.

Regulations for acceptable behaviour

Whilst you are a student at the University of Reading, it is your responsibility to do the following:

Ensure that electronic devices (mobile phones, PDAs, MP3 players etc) are switched off during all classes¹ unless agreed beforehand with the member of staff leading the session²;

Attend all classes punctually. Lateness is considered to be disruptive behaviour;

Give due and proper attention to the member of staff leading the session (and any ground rules that have been set) and to show respect to your fellow students; it is unacceptable to disrupt a class;

Leave any room or building of the University when requested to do so by any member of staff;

Keep appointments arranged with staff and communicate with staff in a timely and courteous manner

Students who seriously or persistently flout these regulations will be reported to the School Director of Teaching and Learning and/or the School Director of Academic Tutoring who will take appropriate disciplinary action.

Students who feel that their University experience is being disrupted by the unacceptable behaviour of other students are encouraged to report this to their Academic Tutor or the member of staff teaching them if appropriate.

Students who wish to discuss any aspects of the above should talk to their Academic Tutor in the first instance.