

Student Code of Conduct

Pre-University Summer School

2024

Overview

The University of York is committed to supporting all students to have an enjoyable and beneficial experience whilst participating in the Pre-University Summer School. To help achieve this, all students must abide by the rules and regulations of the University and of the course as set out in the [Terms and Conditions](#) and this Student Code of Conduct.

By accepting a place on the course, students agree to adhere to the following rules, regulations and expectations of behaviour at all times:

Scope

This Student Code of Conduct applies to all students participating in the Pre-University Summer School at the University of York, including those aged 18 or over at the time of the course. For the purpose of, and due to the nature of the Pre-University Summer School, all students will be treated as under 18s.

Expected Behaviour

The University expects that all students will have the maturity to participate in a course that takes place in a predominantly adult environment, and that they will act in a considerate, responsible and respectful manner to all students and staff at all times. Students are expected to positively contribute to the creation of an environment in which everyone is treated fairly and with dignity. Behaviour that demeans, harasses, bullies, abuses or victimises others, in particular on the grounds of age, disability, gender, race, religion and beliefs, sexual orientation or disability will not be tolerated.

Course Rules and Regulations

For health, safety and legal reasons, and in order for all students to have the opportunity to benefit from and enjoy the course, the following rules will be in operation. Students and parents/guardians are expected to read and understand these before they apply for a place on the course.

These rules and regulations will be reiterated to students during orientation on the first day of the course.

Rule of Law

- Students must abide by the law of the UK at all times. Not being aware of the law is no grounds for not abiding by it.
- It is illegal for a person under 18 to purchase alcohol in the UK and it is illegal for a person aged 18+ to purchase alcohol for someone under the age of 18. **All** students are prohibited from purchasing or consuming alcohol at any point during the course (on or off campus).

York Global Summer Schools

- It is illegal for a person under 18 to purchase tobacco products, cigarettes or vaping products and it is illegal for a person aged 18+ to purchase those products for someone under the age of 18. Students under 18 on the course must not smoke. Students aged 18+ must not smoke in the presence of children (anyone aged under 18).
- The purchase or use of drugs is illegal and prohibited

General

- Students are not allowed to leave the University campus at any time unless during a scheduled excursion or they are accompanied by a member of staff (for example, to seek medical care).
- Students must follow the instructions of summer school and University staff at all times.
- Students must always stay with the group, unless they are explicitly allowed free time, during which they must follow the free time rules (see below).
- Students must follow all emergency procedures such as a fire drill, as directed by staff members.

Scheduled Activities

- Students must wear their University ID card and lanyard at all times.
- Attendance at all timetabled and scheduled activities (academic and social) is mandatory. Students are expected to arrive on time.
- Students are expected to actively participate and engage in any classes or activities. Disruptive behaviour will not be tolerated.
- Students are expected to complete all academic work set as part of the course. Any student who consistently fails to participate in class and does not complete the academic work will not be issued with a certificate of completion.

Free Time

- Students may be granted 'free time' on campus or during excursions. On these occasions, students must strictly adhere to instructions regarding meeting points and times and follow any other instructions given by summer school staff.
- During free time on campus, students must not leave the campus and must adhere to any boundaries or areas as communicated by summer school staff.
- Students must inform summer school staff of their plans for free time.
- Students must be contactable by phone during any free time and monitor their phone regularly to ensure they receive any communications.
- Students must stay in groups of minimum 2-3 people during free time, unless explicitly granted permission by summer school staff and whilst on campus only.

IT, Communications and Social Media

- Students must abide by the [University's Information Policy](#), with special attention to the fair use of the internet and all electronic equipment.
- During the course, students must use their University email account only for all course-related communications and access and are expected to check this regularly.
- Students must only use their mobile phones and other electronic equipment during academic sessions for study purposes.
- Students must not make contact with members of staff through social media
- Students must only take photos or make video recordings of others with their consent

York Global Summer Schools

- For health and safety reasons, students must be able to make and receive phone calls and WhatsApp communications for the duration of the course. Students must ensure they are contactable at all times outside of class.

Accommodation

- Students are not permitted to enter any other accommodation blocks other than the one allocated to them.
- Students are not permitted to enter other students' bedrooms. Common areas and social spaces are available for students to socialise.
- Students must observe the curfew and quiet/lights out times as communicated to them by summer school staff. Students are not permitted to leave the residence between the hours of 10pm and 7am.
- The course is fully catered and kitchen spaces are to be used predominantly for socialising. Students are permitted to store small quantities of snacks and drinks and to use the kettle, toaster and microwave only. Kitchen equipment and utensils are not provided.
- Lighting candles, incense burners or other naked flames in the accommodation is strictly forbidden.
- Students must comply with the accommodation terms and conditions and act in a respectful manner to all residents at all times. This includes observation of quiet times and keeping any shared spaces clean and tidy.
- Students are expected to look after their own personal belongings.
- Guests are not permitted in the accommodation.

Misconduct

Failure to behave appropriately or comply with the rules and regulations will have consequences. In such cases, summer school staff will take appropriate steps and action as follows:

- All incidents will be recorded.
- If the matter can be dealt with informally, this will be done by the course/resident assistants who will refer to senior staff if necessary.
- If the matter is more serious and/or cannot be resolved informally, the Summer Schools Manager or a senior member of staff will conduct a formal investigation and may meet with relevant students to discuss the issue.
- Parents/guardians may be notified, especially in the case of more than one incident.
- Sanctions for misconduct (as set out below) may be applied, as considered appropriate by summer school staff and approved by the Summer School Manager.
- For serious misconduct or repeated incidents of misconduct, the student may be removed from the course. The matter may also be reported to the police.

Serious Cases of Misconduct

In the event of serious incidents such as fighting, discrimination and abuse, putting people in danger or illegal activities such as theft or the use of illegal substances, the student(s) concerned will be removed from the course and their parents/guardians will be contacted to make arrangements for the student to leave the University site and return home at their own expense. No portion of the course fee will be refunded in the case of removal.

Following removal from the course student(s) will not be eligible for any course benefits such as the certificate of completion or guaranteed conditional offer for undergraduate study at the University.

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York Global Summer Schools

Possible sanctions for misconduct:

- A verbal warning
- A written warning
- Exclusion from certain course activities or the removal of free time privileges
- Removal of any course benefits such as certificate or offers for undergraduate study
- Removal from the course and early return home