



# THE UNIVERSITY *of* EDINBURGH

## Summer School – Code of Conduct & Parental Consent

### Purpose

We hope that every student on the Summer School has a safe and enjoyable time in Edinburgh, and gains the opportunity to develop their academic skills and experience student life.

This can only be achieved within a framework of mutual trust and confidence between staff and students and in an environment where everyone respects the rights of other people.

This Code of Conduct, alongside the University of Edinburgh's general Code of Student Conduct (<http://www.docs.sasg.ed.ac.uk/AcademicServices/Discipline/StudentCodeofConduct.pdf>) and Dignity and Respect Policy ([www.ed.ac.uk/equality-diversity/dignityrespect](http://www.ed.ac.uk/equality-diversity/dignityrespect)), states what expectations the University of Edinburgh has for student conduct, outlines examples of misconduct and how the Centre for Open Learning (COL) staff will handle such misconduct. For students, it sets out what support they can expect from staff. It also outlines responsibilities and actions for staff who investigate alleged misconduct and who apply disciplinary procedures.

Both the student and their parent or guardian must sign this Code of Conduct to indicate that they understand and accept the expectations set out.

### Scope

The Code of Conduct applies to all Summer School students. It also applies to;

1. Activities which take place on the University of Edinburgh campus including areas such as libraries, student unions, computer labs, sports facilities, laboratories and student accommodation
2. All external field trips and social programme events offered as part of the course
3. Activities which take place during the course – including arrival and departure dates. The University of Edinburgh reserves the right to investigate instances of student misconduct which take place out of normal class time, or following the end of the course
4. Any activity not covered by the above points which is believed to adversely affect the safety, interests or reputation of the University of Edinburgh, its students and staff

### Code of Conduct

All Summer School students are required to conduct themselves in a responsible and respectful manner in their day to day classes and social programme activities, and whilst at their accommodation. The following list, although not exhaustive, sets out the expectations for student conduct:

1. Students must respect the rights and views of other students and staff at all times
2. Students must, at all times, ensure their behaviour does not affect the safety, interests or reputation of the University of Edinburgh, its students and staff
3. Students must follow the instructions of staff, including the accommodation assistants and student helpers, at all times
4. Students must ensure they return to their accommodation each evening by 11pm
5. Students must ensure they can be contacted at all times and respond to communications from staff whether by email, phone call, text message, or social media tools as applicable

## **Misconduct**

The following list, although not exhaustive, provides examples of the kinds of student misconduct which are regarded as breaches of the Code of Conduct and would result in further investigation by COL staff and possible disciplinary action. These examples of misconduct could occur online, by email/text and/or using social media as well as participation in the list of activities outlined previously in the scope of this agreement:

1. Engaging in an act that will, or is likely to, disrupt teaching, study, administrative work or any social programme activity, or any other activity on university campus
2. Behave in a way that is likely to endanger their own safety, the safety of another student or member of staff who is taking part in the Summer School or any other activity on university campus
3. Damage, deface, steal or misappropriate the property of COL, the University of Edinburgh, your accommodation, or the property of any other person
4. Expressing violent, indecent, disorderly, threatening, bullying or offensive behaviour or language (whether expressed orally, in writing or electronically)
5. Fraud, deceit, falsification of documents or dishonest behaviour in relation to the Summer School, its staff or any other person
6. Harassing, victimising or discriminating against any person on the grounds of age, disability, race, ethnic or national origin, religion or beliefs, sex, sexual orientation, gender reassignment, colour or socio-economic background

7. Failing to comply with any university rule, regulation or policy including any computer regulations
8. Breaking the conditions of your lease while in university accommodation
9. Consuming, attempting to purchase or obtain, or possessing alcohol if you are under 18 years of age whether on university premises, your accommodation or otherwise
10. Purchase, supply or possession and/or use of any illegal substances
11. Making unwarranted, false, frivolous, malicious or vexatious complaints

## Reporting Misconduct

Students can confidentially raise any concerns about misconduct by:

1. Reporting it to their accommodation assistants (who should be your first port of call). You can do this by speaking to the assistants directly, or contacting them electronically. The accommodation assistants will be based in University accommodation (although they may not be in the same building as you), and they will provide full information on how to contact them upon your arrival
2. Reporting it to another member of COL staff, such as your tutor, course or social programme assistants, or a senior member of COL such as the Registration Officer ([Fraser.Maxwell@ed.ac.uk](mailto:Fraser.Maxwell@ed.ac.uk)), Head of Teaching Office ([Claire.Fox@ed.ac.uk](mailto:Claire.Fox@ed.ac.uk)) or Deputy Director of Professional Services ([Alison.Ballantyne@ed.ac.uk](mailto:Alison.Ballantyne@ed.ac.uk)). All senior staff are based at the Paterson's Land building on Holyrood Road, Edinburgh. You can also telephone COL and ask to be put through to them: +44 (0)131 650 4400
3. Emailing the Summer School office: [winterschool@ed.ac.uk](mailto:winterschool@ed.ac.uk)

## Misconduct Procedure

If the Code of Conduct is breached, the following process will be followed by COL staff:

1. If the matter can be dealt with informally, it will be. The accommodation assistant will normally decide if this is the best course of action, consulting with senior COL staff or referring the matter to them as appropriate
2. If the matter is more serious and/or cannot be resolved informally, a senior member of COL staff will formally investigate and may request to meet with relevant students to discuss the issue
3. In extremely serious circumstances, safety concerns are identified and/or it is deemed appropriate and necessary, a senior member of COL staff will contact the parent or guardian of relevant students

## Possible Disciplinary Action Resulting from Misconduct

Any combination of the following disciplinary actions may be imposed for students who breach the Code of Conduct:

1. A verbal warning
2. A written warning
3. Require the student to make good in whole or in part the cost of any damage caused
4. Suspension of specified privileges (e.g. library or sports facilities access, or attendance at social programme events)
5. Require the student to write an approved apology to any wronged party
6. Expulsion from the Summer School
7. Termination of occupancy of the student's university accommodation
8. Reporting of serious incidents to the Police

Student: I have read, understood and agree to abide by this Code of Conduct	
<b>Student Name (Print)</b>	
<b>Signature of Student</b>	
<b>Date</b>	
Parent/Guardian: I have read and discussed this Code of Conduct with the named student above and agree to its terms. I consent to the named student attending the Summer School	
<b>Parent/Guardian Name (Print)</b>	
<b>Signature of Parent/Guardian</b>	
<b>Date</b>	