



## **Code of Conduct: Summer courses for adult students**

*Academic year 2022-23*

### **1. Introduction**

To facilitate the wellbeing and enjoyment of its students and other users of the venues at which its courses take place, Oxford Royale Academy ("ORA") expects its adult students to comply with this Code of Conduct. Changes to this Code of Conduct and/or other important rules or regulations may be notified to the Student either before or after registration for the Course. The Student shall ensure that they are familiar with all applicable rules and regulations which are in force during the Course.

The terms "Student", "Course" and "Campuses" shall bear the same meanings as in the 'Terms & Conditions' document.

The Code of Conduct as amended from time to time, the current text of which is set out in this document, is part of and supplemental to the Terms & Conditions. Where any provision of the Code of Conduct conflicts with the provisions of the Terms & Conditions then the provisions of the Terms & Conditions shall prevail.

### **2. On the First Day**

The safety induction on or shortly after the day of arrival will set out various procedures in relation to the premises to be used, including (but without limitation) check-in and check-out, fire drills, absence, discipline and sickness. If the Student is unable to attend the safety induction they must go to the Campus office as soon as possible, where there will be printed handouts available which the Student must read and digest without delay and retain throughout the duration of the Course.

### **3. Leaving the Campus Grounds**

It is important (for example, for fire safety purposes) that ORA knows who is on Campus at any time. Consequently, the Student shall abide by the following rules for leaving Campus grounds.

Whenever the Student leaves the Campus grounds they shall:

(a) write their name into the signing out book together with their working mobile number; and

(b) take with them ORA's 24-hour emergency mobile number and a working mobile of their own.

The Student must sign in again immediately upon their return to the Campus.

### **3.1 For Live-Out/Daytime-Only Students**

ORA does not normally accept live-out/daytime-only students onto its courses. However, when accepted, live-out/daytime-only Students shall attend all registrations during their time on the Course as well as follow the procedures regarding leaving the relevant Campus. In addition, live-out/daytime-only Students must sign out from the programme every time they leave the Campus at the end of the day. A sign-out sheet will be available in the Campus office.

### **4. Exeat**

If the Student wishes to leave the Course overnight they shall complete and sign an exeat form and submit it to the Campus office. An exeat form is required for each instance of absence, showing: date and time of departure, destination, contact phone number and expected time of return. Exeat forms shall be submitted at least 24 hours in advance of departure.

### **5. Illness**

We ask students inform a staff member immediately if they are feeling unwell and recommend that they follow any directions given to them by or on behalf of ORA which may include directions of a non-medical nature, directions to take basic medication in accordance with the Terms & Conditions, or a referral to an appropriate medical professional or institution. Without prejudice to the foregoing, ORA may require that the Student miss lessons and other elements of the Course and remain confined to their bedroom (or another location) should the Student contract an illness that may be contagious to others. In the unfortunate event of illness or accident the Student is also strongly advised to notify their medical insurers and travel insurers as soon as possible in case the Student needs to make a claim at a later date. ORA will not be responsible for notifying the insurers or making any claim on the Student's behalf.

### **6. Class Attendance, Electrical Devices and Plagiarism**

#### **6.1 Attending Classes and Other Activities**

Students are expected to attend all classes, and to arrive punctually for the specified start time with all the equipment they need and in a fit state to participate properly.

If the Student needs to miss a class or other activity, they shall notify the Campus office beforehand providing as much information as possible as to the reasons for their intended

absence.

In order to graduate from the Course (and to receive a graduation certificate) the Student needs to attend all classes except those in respect of which they have prior approval for absence from the Programme Director of their Course.

### **6.2 Mobile Phones and Electrical Devices**

In order to avoid disruption of classes and other activities, and out of respect for tutors and other students, use of mobile phones and all other electrical equipment during classes, workshops, lectures and other events organised by ORA is forbidden unless authorised by a staff member.

### **6.3 Plagiarism**

Plagiarism is not tolerated. Plagiarism includes, but is not limited to: submitting work done by another person; failing to credit ideas found in sources, whether print or electronic, with appropriate notes and bibliographic references; failing to enclose borrowed phrases or sentences within quotation marks; and turning in a single assignment for two different courses without advance permission from both instructors.

## **7. Alcohol and Drugs**

### **7.1 Alcohol**

If the Student wishes to drink alcohol, ORA expects them to do so responsibly, and not to become drunk or to disturb or inconvenience any other person. ORA may take steps to dismiss from the Course any Student who, as a result of alcohol consumption, acts in a manner which ORA in its absolute discretion considers to be inappropriate or troublesome or likely to bring ORA into disrepute.

ORA may take steps to dismiss from the Course any Student whom ORA reasonably believes has distributed or intends to distribute alcohol to any person under the age of 18.

### **7.2 Drugs**

Use, possession (for whatever reason) or distribution/vending or attempted distribution or vending of illegal drugs or having in a Student's possession, custody, power or control (including but not limited to their personal effects or living area) paraphernalia connected to the manufacture or use of illegal drugs, are forbidden and are likely to lead to immediate dismissal from the course pursuant to Clauses 6 and 7 of the Terms & Conditions and may result in police involvement.

### **8. Cigarettes and Tobacco**

ORA may take steps to dismiss from the Course any Student whom ORA reasonably believes has distributed or intends to distribute tobacco to any person under the age of 18. Such

conduct may also infringe the criminal law of the country in which the Course is held (for example, in the UK it is a criminal offence to sell tobacco to any person aged under 18).

ORA operates a no-smoking policy within all of the Campuses (including the grounds). Moreover, the country in which the Course is held may have laws restricting the smoking of tobacco (for example, in the UK it is an offence to smoke in premises open to the public and in certain other places). The Student is expected to comply with these laws.

## **9. During the Course**

### **9.1 Looking After Belongings**

The Student's personal belongings and valuables are their responsibility and the Student is strongly advised to lock their bedroom door whenever they are not in their room.

### **9.2 Dress Code**

ORA expects its students' dress and appearance not to be such as would impede or be disruptive to the educational process. This policy requires a level of common sense from the Student, but examples of items which would breach this regulation include but are not limited to: offensive language/slogans on clothing, or revealing clothing.

### **9.3 Verbal and Physical Conduct**

ORA will not tolerate any verbal or physical conduct that may in its sole opinion be taken to demean others in connection with their race, age, gender, disability, appearance, ethnic background, religion or sexual orientation. Bullying, discrimination, abuse (whether physical, psychological, sexual, or emotional), or harassment in any form are not tolerated and ORA may take steps to dismiss from the Course any Student who engages in any such conduct. If ORA suspects that a criminal offence may have been committed, the police are likely to be informed.

Where the Student becomes aware of any behaviour (whether by another student, a member of staff, or any other person) which does not comply with the above standards, they must report it to a member of staff.

### **9.4 General Behaviour on the Course**

ORA asks its students to participate fully in the educational process and to act at all times with respect for others.

The Student is expected to comply with all lawful and reasonable instructions given by a member of ORA's staff.

The Student shall at all times exercise responsibility for their

own safety and wellbeing and must not do anything which might endanger their safety or the safety of any other person. The Student should exercise care for the safety of their fellow students.

The Campuses are often located in historic buildings, not constructed with modern health & safety standards in mind. Recognising that they may be living and working in buildings which may present potential safety risks (e.g. steep, narrow, and/or winding staircases), the Student should be aware of potential hazards and risk factors (e.g. not attempting to climb or descend staircases carrying luggage which cannot be safely borne by them alone, or without turning on the light). The Student should comply with all safety notices.

The Student must alert a member of staff to potential health & safety risks of which they become aware (e.g. lights not working on a staircase).

#### **9.5 Window Ledges, Roof-Tops, Dropping Items and Scaffolding**

For their own safety, and the safety of other Students, the Student is forbidden from sitting on window ledges and roof-tops. They are forbidden from dropping, pouring, or throwing objects or materials out of windows or off rooftops. Climbing up scaffolding and similar structures is extremely dangerous and is also forbidden.

#### **9.6 Noise and Disruptive Behaviour**

The Student is asked to keep noise to a minimum at all times and respect the other students and staff living and working around them. The Student shall not engage in any conduct which is likely in the sole opinion of ORA to disrupt the work or enjoyment of others or which in the sole opinion of ORA may present a health and/or safety hazard.

#### **9.7 Out of Bounds Areas**

The Student shall never enter any areas that are marked or indicated as being out of bounds. Out of bounds areas include all areas where building works are being carried out whether or not marked as out of bounds. These can be extremely dangerous and the Student may be putting themselves and other people at risk by entering them.

#### **9.8 Bicycles**

Students who use a bicycle must ensure that it complies at all times with all legal requirements as to roadworthiness (including display of appropriate lights) and that they wear a suitable helmet at all times whilst cycling. Cycling at night or in adverse weather conditions is strongly discouraged.

ORA may carry out checks upon the roadworthiness of any bicycle at any time, and the Student shall cooperate fully with such checks.

#### **9.9 Tattoos and Piercings**

A Student with tattoos or piercings (save for ear piercings) shall appropriately cover them while they are participating in the Course.

#### **9.10 Use of IT**

The Student shall indemnify ORA from and against any and all loss and damage that any Campus, any other person or venue (whether or not course activities are held there) or ORA may suffer, and which is the result of the use or misuse of IT and network facilities by the Student.

Where relevant, the Student agrees to be bound by the code of practice covering the use of IT facilities, email and the internet applicable to the Campus or other venue which has provided the facilities which the Student is using. These guidelines can be made available to the Student upon request. Misuse of email or the internet (in the absolute opinion of ORA) may result in the Student being dismissed from the Course pursuant to Clauses 6 and 7 of the Terms & Conditions.

#### **9.11 Behaviour towards Staff Members**

The Student shall treat all staff members of ORA, the Campuses, all other relevant organisations and members of the public with an appropriate level of respect. Words or behaviour that may in the absolute opinion of ORA be taken as derogatory, disrespectful or offensive is likely to result in disciplinary action which may lead to dismissal from the Course pursuant to Clauses 6 and 7 of the Terms & Conditions.

#### **9.12 Fire Regulations**

The Student shall comply fully with all fire regulations which apply to the Campus, including but not limited to those which relate to fire prevention, keeping escape routes clear, and the evacuation of premises. The Student shall participate properly in any fire drill which they are asked to attend. The Student shall not undertake any activity which presents a risk to the safety of the Campus premises, to themselves, or to any other person. The Student shall not remove, tamper with, or impede the operation of any smoke detectors, fire extinguishers, or other safety equipment, and shall not deliberately set off any fire alarm for any reason other than to alert the occupants of the building to the existence of a fire.

#### **9.13 Accommodation**

The Student shall keep their accommodation (both any private accommodation and all communal facilities) in a clean and tidy

state. The Student shall comply with such regulations as ORA may make with regard to the furnishing and decoration of rooms, and waste disposal and recycling. Candles must not be lit on Campus premises, unless with permission from, and supervised at all times by, a staff member.

#### **9.14 Academic Requirements**

All courses are taught in English (unless otherwise specified) and students are therefore expected to use English at all times while participating in course activities (unless otherwise instructed) to ensure that others are also able to participate. Disruptive behaviour in lessons is not permitted and will not be tolerated.

Individual courses will have their own regulations, specifying objectives and standards to be met. The Student is expected to comply with these.

#### **9.15 COVID-19**

ORA may put in place various rules and procedures to help protect the Student, other students, its staff, and members of the public from infection with COVID-19. Such rules and procedures may include:

- (a) the requirement to wear face masks at certain times and in certain places;
- (b) the requirement to sanitise hands at certain times;
- (c) requirements related to maintaining social distancing;
- (d) assigning students to "households" and preventing mixing between households; and
- (e) confining students to Campus.

More detailed rules and procedures may be put in place from time to time, and the Student shall comply with all rules and procedures relating to COVID-19 notified to them by ORA, as well as any rules that may apply on the Campuses or at any other location where Course activities may be held.

The Student shall also comply with ORA's Medical & Medication Policy and Health & Safety Policy from time to time in force insofar as they are applicable to students.

The Student shall comply fully with any testing regime for COVID-19 that ORA may have or put in place, and with any directions consequent upon a positive result in any such test.

If the Student repeatedly or seriously breaches COVID-19 rules or procedures (either those of ORA or those of any Campus or other location where Course activities may be held) this will be treated as a grave disciplinary matter, and is likely to lead to dismissal from the Course pursuant to Clauses 6 and 7 of the Terms & Conditions.

#### **10. Access to Room and Belongings**

When it has reason to believe the Student is, has been, or may be or have been in breach of this Code of Conduct or other rules and regulations notified to the Student (whether before or after registration for the Course), ORA reserves the right to enter the Student's room on Campus and to search his or her possessions provided that such search is carried out under the supervision of an independent representative from the Campus at which the Student is resident, or a representative of the Police. This extends to the searching of possessions outside the Student's room provided that such search is carried out with the type of supervision set out above.

#### **11. Dismissal from the Course**

11.1 ORA requires the Student to act in a sensitive, respectful, and considerate manner at all times and to respect the legal rights of others and the right of other students or users of the Campus or other venue (whether or not course activities are held there) to quiet enjoyment of the Course and/or the Campus or other venue's facilities without interference. Whilst every subtlety of proper behaviour cannot be detailed, the rules and regulations governing the Course including but not limited to such as are set out in this document are to be adhered to strictly. Failure or refusal to abide by them may lead to dismissal from the Course.

11.2 As provided in Clause 5.3 of the Terms & Conditions, no portion of fees will be refunded to a dismissed Student. Dismissed Students do not receive reports or certificates of attendance. In the case of dismissal, return travel arrangements may be made for the Student provided that the Student pays for these up front, and any additional travel costs incurred will be his or her immediate responsibility. ORA will not be responsible in case of dismissal for paying any travel costs on behalf of the Student. ORA accepts no responsibility or liability whatsoever for the consequences of any dismissed Student failing (for whatever reason) to follow the departure and travel arrangements made for them by its staff.

11.3 Students who have been dismissed from a course will not be permitted to take another course with ORA in the future unless there are exceptional circumstances, and a decision as to whether this is the case will be in the sole discretion of ORA.