

STUDENT RULES

Oxford Summer Courses requires all students to abide by a set of common rules, regardless of location, age group or course type. In addition to these generic rules, there may be additional age, location and course specific rules which will apply to your stay with Oxford Summer Courses. Any additional specific rules will be made clear to you either within the handbook which you will receive closer to your course, or during your arrival briefing when you join us. All the rules are in place to protect you and those around you, and to ensure that all of our students are able to make the very most of their time with us.

Behaviour Guidelines

We expect our students to make the most of their stay with us by following these guidelines:

- **Safety** – don't do anything that could put yourself or others in danger. Make sure a member of staff always knows where you are.
- **Respect** – treat other people and the college with respect. Always be polite, considerate and honest.
- **Organisation** – be prepared for lessons and activities. Be on time.
- **Instructions** – follow all instructions given to you by Oxford Summer Courses' staff and members of college.
- **Effort** – make a good effort at everything you do. This includes lessons, activities and group work.

Rules and Discipline

This section outlines the **day-to-day rules** that must be followed by everyone during their time at Oxford Summer Courses. These rules are in place to ensure that you and other students remain happy and safe. They are designed to provide a clear reference for students, and should be read in conjunction with the Terms and Conditions.

Failure to comply with the course rules will lead to Oxford Summer Courses taking disciplinary action. This includes a series of steps, clearly described below, which can lead to dismissal from the course depending on how bad the behaviour was.

Oxford Summer Courses reserves the right to amend these rules as it sees fit. The rules are not designed to be exhaustive and where an action falls outside of the scope of these rules, Oxford Summer Courses reserves the right to initiate disciplinary action in line with its disciplinary policy.

Rules

I. BEHAVIOUR:

- I.1. Always be **courteous** and **respectful** to each other, the staff and student helpers of Oxford Summer Courses, and the staff and other residents of your college/accommodation.

- I.2. You must respect the authority of all **Oxford Summer Courses staff**. They are there to ensure that the course is enjoyable, fulfilling, and safe for all students.
- I.3. **Bullying** and harassment of any kind **will not be tolerated**. It is unacceptable to demean any other person because of race, religion, age, gender, disability, sexual orientation, or appearance.
- I.4. **Be punctual**. This means being on time for registration, for your seminars, tutorials, and activities, and handing in your required work on time.
- I.5. Courteous and respectful **table manners** should be observed. **Mobile phones** should not be used at mealtimes.
- I.6. You shall not engage in any behaviour or activity that brings the reputation of Oxford Summer Courses into disrepute.

2. ATTENDANCE, REGISTRATION, AND CURFEW:

- 2.1. You must attend **registration** according to the requirements of your age group. Where **curfews** apply (**dependent on age**) you should be in your own room and you should not visit other students. **Excess noise** is not permitted in any accommodation, by any student.
- 2.2. You are required to attend **all** of your seminars for the duration of your course. You must arrive **in good time**, register and bringing any **required equipment** or **prepared work** with you.
- 2.3. You are expected to take those meals provided for you, and which are detailed in your course specific programme. You are expected to attend **social and cultural activities** during the day and evening time; some of these are mandatory for particular age groups.
- 2.4. Exploring the city in which your course is based is part of the overall Oxford Summer Courses experience. You must comply with the age specific rules around **notifying staff members, timings, group numbers** and any **curfew requirements**.
- 2.5. On certain days, there are **'Day Trips'** spent visiting sights and attractions away from your city. You are required to attend, to arrive in good time for registration and departure, and to arrive with anything you may need for a full day out.
- 2.6. If you are **ill** or **unwell** and feel that you cannot attend a class, meal, or activity, please inform a member of staff as soon as possible in order to make alternative arrangements or seek medical attention. In the event that too many classes are missed, it is possible that a graduation certificate may not be awarded.

3. ACCOMMODATION:

- 3.1. It is a great privilege for us to use the accommodation and facilities of these important and historical universities. It is therefore imperative that you treat the staff and students of the

colleges with **courtesy** and **respect**. Most colleges also have their own rules which you are required to follow in addition to the Oxford Summer Courses rules.

- 3.2. **Where there are separate gender-specific areas, you must stay in the areas provided for your gender.** There are plenty of common rooms and common spaces available for your use equipped with activities and games.
- 3.3. Look after your **room**. The college cleaners (known as 'scouts') will regularly clean rooms and empty bins – help them by keeping your room **clean** and **tidy**. You (or your parents) **will** be charged for any **damages** to college buildings, furnishings, or property.
- 3.4. You may be given a **key** to your room with an **electronic access card** for college buildings. These are your responsibility. You will be charged the amount to replace these (normally c.£30) if these are lost. **Lock your room** every time you leave it, even if you are only leaving it for a few minutes. You are responsible for your **possessions**. Do not leave them unattended around the college buildings or grounds. Oxford Summer Courses does not take responsibility for lost personal possessions.
- 3.5. You may not enter **restricted areas** of your college, any **accommodation building or floor** other than the one you are staying in.
- 3.6. You are not allowed into the **rooms** occupied by the Oxford Summer Courses staff or college staff any time.

4. FORBIDDEN ITEMS AND ACTIVITIES:

- 4.1. **Smoking** (including electronic cigarettes) and the purchase, attempted purchase, or consumption of **alcohol** are not only strictly against the rules of Oxford Summer Courses, but are in fact against UK law for anyone under 18 years of age. **Smoking** is not permitted within any college grounds, and will not be tolerated at entranceways to college sites.
- 4.2. The purchase, possession, or consumption of illegal **drugs**, as well as so-called 'legal highs', will not be tolerated.
- 4.3. It is not permitted to have **weapons** or any other kind of dangerous items in your possession while at Oxford Summer Courses. This includes items forbidden by Fire Regulations (see below).
- 4.4. Oxford Summer Courses staff may access students' rooms if they suspect that any forbidden items are present. Staff will **confiscate** any items which they consider to be in contravention of course rules. These may or may not be returned at the end of the course at the discretion of Oxford Summer Courses staff. Any search will be conducted in line with our Room Search Policy which is in line with Section 550ZA of the Education Act 1996.
- 4.5. You must adhere to the **IT Regulations** of the college, as outlined in the internet access document you will receive on arrival.

5. SAFETY:

- 5.1. You are required to comply with all **Fire Regulations** as outlined in the Welcome Meeting at the start of the course. You will be informed of the Fire Assembly Point for your accommodation building. Candles, matches, incense, and lighters are not permitted. Tampering with safety equipment such as fire extinguishers or smoke detectors is a serious breach of the rules.
- 5.2. You may not bring or hire **bicycles** or take **public transport**. City roads can be extremely hazardous for cyclists, and everything is within walking distance.
- 5.3. Do not go off with **strangers** or befriend anyone outside Oxford Summer Courses.

6. DISMISSAL:

- 6.1. These rules are designed to allow all students to take part in Oxford Summer Courses in a fun, fulfilling, and safe manner. It is imperative that you follow them. If you do not it may not only be your own safety and enjoyment that are impaired, but also those of other students.
- 6.2. If you break the rules there are a range of repercussions, including: missing activities; receiving a formal written warning; phone calls from the Course Director to your parents or guardians outlining your behaviour.
- 6.3. In the event of sustained rule-breaking, bad behaviour, or disruption to the course then Oxford Summer Courses reserves the right to dismiss you from the course. In this event, you will be sent home immediately, at **your, your parents' or guardians' expense**, without refund, and you will not receive a course certificate. You should be aware that possession of any of the items listed in rules 4.1-4.3 may be taken as grounds for instant dismissal.

Discipline

The majority of students who study with us do so without any trouble and never encounter our discipline process. However, in rare cases it is necessary to apply sanctions to poor behaviour.

The sanctions are listed below and staff have full discretion in what level of sanction to apply. Being honest and genuinely remorseful may lead to less serious sanctions being imposed, whilst being dishonest may make matters worse. We will also consider your previous conduct and levels of engagement with the course when deciding the most appropriate sanction.

The levels of sanctions at Oxford Summer Courses are: Warning, Minor Sanctions, Major Sanctions, Final Warning, and Dismissal:

7. WARNINGS

- 7.1. Warnings can be given by any member of staff if they are unhappy with any aspect of your behaviour. The staff member will make a record of this, and may speak to your Assistant Course Director, but no further action will be taken if you don't break the rules again.

Warnings will be given for any behaviour contradictory to the five guidelines you have been given; Safety, Respect, Organisation, Instructions and Effort. Being late, behaviour likely to annoy others on college site and being disorganised are examples of actions that will result in a warning.

7.1.1. **Minor Sanctions** may involve a loss of privileges or missing an activity. Your Assistant Course Director will take the decision to impose minor sanctions and will decide what these sanctions will be. Minor sanctions may be imposed if:

7.1.1.1. You have already been warned but you continue to break the rules, or

7.1.1.2. There is a serious infringement of the rules.

7.1.2. **Major Sanctions** are similar to minor sanctions but for a longer duration/greater impact and your **parents will be contacted**. Bullying, rudeness, and leaving site without permission are examples of behaviour that will lead instantly to a major sanction. They will be imposed if:

7.1.2.1. You continue to break the rules after minor sanctions have been imposed, or

7.1.2.2. There is a serious infringement of the rules, likely to have had an impact on others and/or your safety and/or wellbeing.

7.1.3. **Final Warning** involve a meeting with the Course Director, and in certain cases the Company Directors. You will have to sign an agreement acknowledging that this is a Final Warning. **Your parents/guardian** will be informed. Further sanctions may also be imposed. Possession of banned items will lead automatically to a Final Warning (and, potentially, instant dismissal) as will serious instances of bullying and rudeness. A Final Warning will be imposed if:

7.1.3.1. You continue to break the rules after major sanctions have been imposed, or

7.1.3.2. There is a very serious infringement of the rules which calls into question your suitability to remain on the course.

7.1.4. **Dismissal** will be imposed for the most serious of disciplinary issues, or sustained unacceptable behaviour. If you are dismissed from the course, you will be **sent home at the expense of you/your parents/guardian, as early as practically possible**. You may be excluded from teaching and activities before you leave and you may be required to move to a room off campus if you cannot be put on a flight back home that day. You are likely to be dismissed if we believe you remaining on the course would pose a risk to your own or other students' welfare, or if you break UK law.

8. COMPLAINTS

8.1. If you or your parents have a complaint about any aspect of the course then it will be treated in accordance with our Complaints Policy. In outline, any member of Staff can receive an official complaint. Parents can, if they wish, make official complaints directly to the Course Director. If you have a complaint about the Course Director, you can make it to the Company Directors.

- 8.2. Any member of staff to whom you make an official complaint will seek confirmation from you that the complaint is an official one, to be pursued formally, and will be open and understanding. They will make a complete record of the conversation and invite you to submit a written complaint to ensure it is fully addressed. They will check their record of the conversation with you to ensure it is accurate and they will not inform the subject of your complaint that they have received a complaint nor from whom they have received it. The Course Director (or the designated person) will then decide what action if any needs to be taken, including an investigation into the matter where necessary.
- 8.3. Any investigation will be concluded swiftly, without undue delay and will be documented. Following an investigation, the person conducting it will inform the complainant of the outcome and any action to be taken. A meeting will be arranged with you once the review has been completed.
- 8.4. If you are unhappy with how your complaint was handled, or with the outcome of it, then you may ask for the investigation and/or decision to be reviewed by the Company Directors.
- 8.5. Complaints may also be directed to the British Accreditation Council. Their complaints procedure can be found [online](#).

9. BULLYING AND HARRASSMENT

- 9.1. Oxford Summer Courses takes bullying very seriously, and will treat every reported incident with care.
- 9.2. Bullying is deliberately hurtful behaviour to someone as a single incident or over time. It can be either physical, verbal, indirect or a combination of any of these forms. It may include intimidation, exclusion, rumour-spreading, name-calling, anonymous messages, and damage to, or theft of, personal property. Examples of bullying:
 - 9.2.1. Physical abuse; defined as any sort of non-consensual physical contact.
 - 9.2.2. Verbal abuse; defined as any comment about someone that upsets them.
 - 9.2.3. Using language that attacks minority groups, for example Racist, Sexist or Homophobic language.
 - 9.2.4. Excluding, ignoring, rumour spreading.
 - 9.2.5. Threatening; actions that make another person feel afraid.
 - 9.2.6. Stealing; including ideas as well as possessions.

In general, any action that reduces another student's self-esteem is bullying. To combat bullying, Oxford Summer Courses will discourage the formation of racial, linguistic, or ethnic cliques, and will insist on the use of English in and out of lessons.
- 9.3. Oxford Summer Courses Staff can stop bullying and any student who is being bullied or is concerned that bullying is occurring should let a member of the pastoral staff know

immediately. This report will be dealt with by the Course Director as a matter of the utmost importance.

- 9.4. Students may also report bullying anonymously by way of a note which can be left under the door of any member of Residential Staff.
- 9.5. Where appropriate, along with (and never in place of) the standard discipline measures, Oxford Summer Courses will offer the victim of bullying a chance to meet with and conciliate with the bully.

10. PLAGIARISM

- 10.1. Oxford Summer Courses operates a strict no-plagiarism policy. Plagiarism is the reproduction, without attribution, of work that is not your own, this will normally be in an attempt to pass it off as your own. This can be copying directly from someone else, or simply rewriting what they produced without attribution and critical engagement.
- 10.2. Quoting another author in the course of your argument (with attribution) is not plagiarism. Nor is using another writer's ideas or arguments as part of your own argument, unless you fail to attribute them properly, or to engage with them critically.
- 10.3. Plagiarism is a serious academic offence and will be treated as such by Oxford Summer Courses. If you plagiarise your work you will be subject to disciplinary action and may be required to re-do the work to receive your course completion certificate.
- 10.4. Oxford Summer Courses will provide group workshops on avoiding plagiarism, and staff will be able to advise any student who is concerned. With care and precision avoiding plagiarism is not difficult. It is much better to ask and be sure.

11. VISITOR POLICY

- 11.1. **General.** Security of all persons at Oxford Summer Courses is of the highest priority, but the security of students is paramount at all times. Oxford Summer Courses takes all reasonable steps to prevent unauthorised entry to its premises, in line with the need to strike a reasonable balance between security and access for parents, tutors etc.
- 11.2. **Access.** Different sites have different levels of access, and some college sites are shared with other summer courses, however no individuals who are external to that college should ever access student accommodation. Individuals who are internal or temporarily associated with the college may have access, including parents/guardians during pick-up and drop-off days, college cleaning staff and, where necessary, college staff. Students should exercise vigilance and common sense when dealing with a situation in which a visitor is present on the college site.
- 11.3. **Accommodation.** To increase the security of the accommodation blocks, their entrances doors are fitted with either fob scanners or number code locks to reduce the potential for unauthorised entry.
- 11.4. **Personal Possessions.** Valuables which are left unattended are vulnerable to pilferers and opportunist thieves. Student are therefore individually responsible for the security of their personal possessions.

11.5. **Visits.** Family members and friends are, of course, welcome to visit our students while they are on the course with us. They may also take the student out, e.g for dinner in the evening, but it is important that this is arranged beforehand. In accordance with our Visitor Policy, **all visitors, including parents/guardians and other family members**, to Oxford Summer Courses must **book in through the Course Director**. To arrange a visit, please call or email the Course Director to arrange a time to visit, giving at least **48** hours' notice. Visitors will normally be escorted by a member of staff. Please do not turn up to the college without notifying the Course Director, as colleges have a strict visitor policy for security reasons. You will not be given access to college unless you have booked a visit in advance.