



THE UNIVERSITY *of* EDINBURGH  
Centre for Open Learning

# COL Summer School Pre-university Student Code of Conduct and Guardian Consent

January 2024

## Purpose and scope

At the Centre for Open Learning (COL), we hope that every Pre-university Summer School student has a safe and enjoyable time in Edinburgh, and gains the opportunity to develop their academic skills and experience student life in our vibrant community. This can only be achieved within a framework of mutual trust, respect and confidence between students and staff, and where everyone's rights are observed, regardless of their background and circumstances.

This Code of Conduct sets out:

- The standards of behaviour we expect from students
- What students can expect and our ground rules
- What is considered student misconduct
- Consequences resulting from student misconduct
- How to report issues and concerns
- Key contacts

This Code of Conduct applies to all Pre-university Summer School students, and encompasses:

- Activities which take place on the University of Edinburgh campus including areas such as classrooms, accommodation, libraries, student unions, labs and sports facilities
- All educational and social activities
- Activities and/or communication which takes place online
- Arrival and departure. COL reserves the right to investigate instances of student misconduct which take place out of normal class time, or following the end of the Pre-university Summer School

- Any activity not covered by the above points which is believed to adversely affect the safety, interests or reputation of COL and the University of Edinburgh, its students and staff

Acceptance onto the Pre-university Summer School is conditional on both the attending student and their guardian agreeing to all the terms within this Code of Conduct. This is vital, to avoid assumptions being made about the experience students will receive, and the rules we will enforce.

## Standards of behaviour

All students are required to conduct themselves in a responsible and respectful manner at all times, whether in-person or online, towards other students, members of staff and any members of the general public whom they encounter. The following list, whilst not exhaustive, sets out the key standards of behaviour we expect from students:

- Students must respect the rights and views of others
- Students must not use offensive, demeaning or stereotyping language
- Students must not engage in offensive, bullying or exclusionary behaviour
- Students must ensure their behaviour does not affect the safety, interests or reputation of COL and the University of Edinburgh, its students and staff
- Students must not browse, download or upload any materials online that could be considered offensive or illegal
- Students must not give out their, or anyone else's, personal information online (e.g. names, phone numbers, email or postal addresses, passwords, etc)
- Students must not meet anyone in-person who they have met online
- Students must follow the instructions of staff at all times
- Students must ensure they are contactable at all times, and respond to communications from staff whether by email, phone call, text message or social media tools, as applicable
- Students must play their part in fostering a friendly and inclusive community during COL's Pre-university Summer School

In addition, students are required to observe and follow the University of Edinburgh's [Code of Student Conduct](#), [Dignity and Respect Policy](#), and [Online Etiquette Guidelines](#).

## Setting expectations and ground rules

To avoid misunderstandings, we want to be clear about what students can expect whilst attending the Pre-university Summer School, and set ground rules about what students are and are not allowed to do.

## **Resident Assistants**

Resident Assistants will be staying with students at University of Edinburgh accommodation, for the entirety of the Pre-university Summer School.

Our Resident Assistants are there to:

- Support students, monitor their wellbeing and respond to any issues or concerns
- Assist with student arrivals and departures
- Monitor student attendance and engagement
- Facilitate student bonding and ice-breaker activities
- Check-in with students during mealtimes
- Accompany students to the teaching campus on the first day of class
- Accompany students on social activities, as required
- Enforce curfew and student adherence to this Code of Conduct
- Implement disciplinary measures, as required
- Report all issues and concerns to the Designated Safeguarding Lead and/or Deputy Safeguarding Lead(s)

Our Resident Assistants are not there to:

- Act as personal assistants to students and run errands for them
- Handle and transport luggage for students
- Organise and/or make personal bookings for students
- Coordinate mail and/or parcels for students
- Clean up after students
- Take on the role of the student's guardian

Resident Assistants must be respected and listened to at all times. They are the first point of contact for any student who is experiencing issues related to their health, safety and/or wellbeing.

## **Arrival and departure**

Students must arrive and depart on the dates we specify, which will require students and/or their guardian to carefully plan flights and any other transport required. We cannot amend Pre-university Summer School dates, or University of Edinburgh accommodation dates. No exceptions can be made.

For eligible students, we also offer an optional transfer service on arrival and/or departure. This service is organised by us and facilitated by our taxi company partner. It is available only upon request, for an additional fee. To request this service, students must meet the following criteria:

- They are arriving and/or departing alone (they are not being accompanied to Edinburgh and/or collected from Edinburgh by a responsible adult)

- Their arrival and/or departure point is either Edinburgh airport or Edinburgh Waverley train station
- Their arrival and/or departure aligns with the pre-university dates we specify
- They provide full and correct flight and/or train information when we request it, and by deadlines given
- They provide full payment for the service when we request it, and by deadlines given

Full details on how to request transfers will be provided in the month leading up to the Pre-university Summer School start date. We are unable to arrange transfers if students do not meet the above criteria, and we cannot facilitate ad-hoc/last-minute requests.

### **University accommodation**

We provide standard University of Edinburgh accommodation as part of the Pre-university Summer School fee. This enables us to safeguard students whilst they are studying with us. All students will be located at the same accommodation campus, grouped together by gender, and will be supervised at all times by our on-site Resident Assistants. Students will have their own private bedroom, with shared bathroom facilities.

It is a condition of placement on the Pre-university Summer School that students must reside in University of Edinburgh accommodation. Students will not be allowed to reside in private accommodation or with family/friends. No exceptions can be made.

### **Communal spaces**

Students will have use of communal spaces whilst staying at their University of Edinburgh accommodation, enabling them to socialise with each other. Students are responsible for keeping these spaces clean and tidy, and they must always be respectful of other accommodation residents and not make excessive noise or cause disruption. Students are not permitted to be in communal spaces after 23:00 (11pm).

### **Meals**

Limited meals are provided for students at their University of Edinburgh accommodation as part of the Pre-university Summer School fee. Breakfast and dinner will be available Monday to Friday, with brunch and dinner available on Saturdays and Sundays. Meals are typically offered as set menu options, and students will have a variety of foods to choose from. Most dietary requirements can be catered for (vegetarian, vegan, gluten free and dairy free). Unfortunately, dedicated kosher and halal options are not available. [Please visit the residential catering website for more details](#). Exact menus and mealtime schedules will be confirmed upon accommodation check-in.

We are unable to provide alternative meal arrangements, and students will be responsible for purchasing their own lunch and snacks each day as this is not included in the Pre-university Summer School fee.

## **Educational and social activities**

A variety of educational and social activities will be provided for students as part of the Pre-university Summer School fee. These activities enhance learning through the exploration of Scottish culture, and help to build an engaging community experience.

These activities are not optional extras, and all students are expected to attend and fully participate in them.

## **Planned free time**

We recognise that students will want some free time to relax, explore Edinburgh, go shopping, bond with new friends, etc. As such, all students will have planned free time built into their Pre-university Summer School timetable.

During planned free time, students can pursue their own activities. However, if they are leaving their University of Edinburgh accommodation they must inform our Resident Assistants where they will be, who they will be with, and ensure they are contactable at all times. Students should remain in groups of at least 2 people during planned free time, and must return to their University of Edinburgh accommodation by 18:00 (6pm).

Students are not permitted to have unplanned free time, such as avoiding classes or educational and social activities, to 'do their own thing'.

## **Travelling outside Edinburgh**

Under no circumstances are students permitted to travel outside of Edinburgh, during planned free time or otherwise, unless to attend a supervised educational or social activity that we have organised. No exceptions can be made.

## **Evening downtime**

Students must remain at their University of Edinburgh accommodation in the evenings, unless they are attending a supervised educational or social activity that we have organised. Students can make use of communal spaces on-site, participate in any activities our Resident Assistants have arranged, or relax in their bedrooms. No exceptions can be made.

## **Being in other students' bedrooms**

Students are allowed to be in each other's bedrooms until 23:00 (11pm), but only if they have obtained consent to do so from their fellow students. Under no circumstances are students allowed to be in someone else's bedroom after 23:00 (11pm). Our Resident Assistants will conduct daily checks to enforce this.

## **Curfew**

There is a 23:00 (11pm) curfew, by which time all students must return to their own bedroom. Access to communal areas or being in another student's bedroom after this time is not permitted. Our Resident Assistants will conduct daily checks to enforce this.

## **Alcohol**

All students on the Pre-university Summer School, even those aged 18, are not permitted to obtain, attempt to obtain, have in their possession, distribute, or consume alcohol under any circumstances, whether on University premises or otherwise.

## **Smoking and vaping**

Smoking and vaping is not permitted in any indoor space, at any time. It is illegal for anyone under the age of 18 to attempt to obtain tobacco or vaping products, and this is not allowed under any circumstances.

## Misconduct

We take misconduct very seriously, and will investigate any incidents where a student breaches this Code of Conduct, whether in-person or online. The following list, whilst not exhaustive, sets out examples of what would be considered misconduct:

- Being absent without leave (this includes leaving Edinburgh without permission, or failing to return to University of Edinburgh accommodation when instructed to do so)
- Failing to respond to communications from staff and/or comply with their instructions
- Engaging in an act that will, or is likely to, disrupt teaching, study, administrative work or any educational or social activity
- Behaving in a way that is likely to endanger someone's safety
- Damaging, defacing, stealing or misappropriating the property of the University of Edinburgh, or of any other person
- Expressing violent, indecent, disorderly, threatening, abusive or offensive behaviour or language (whether expressed orally, in writing or electronically)
- Fraud, deceit, falsification of documents or dishonest behaviour in relation to the COL Pre-university Summer School, its staff or any other person
- Bullying, 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
- Failing to comply with University of Edinburgh rules, regulations or policies
- Breaking the conditions of the University of Edinburgh accommodation lease

- Making unwarranted, false, frivolous, malicious or vexatious complaints against staff or any other person
- Obtaining, attempting to obtain, possessing, distributing or consuming alcohol, whether on University of Edinburgh premises or otherwise
- Obtaining, attempting to obtain, possessing, distributing or consuming illegal substances
- Smoking or vaping in indoor spaces, including University of Edinburgh accommodation

## Disciplinary action resulting from misconduct

In the event of misconduct, the following process will be followed by staff:

### **Minor issues**

If the issue is minor, and it can be resolved informally and amicably, it will be. Our Resident Assistants, teachers or social activity leaders will normally decide if this is the best course of action, and they will consult with the Designated Safeguarding Lead and/or Deputy Safeguarding Lead(s) as appropriate.

### **Serious and/or repeated issues**

If the issue is serious and/or there are repeated incidents, the Designated Safeguarding Lead and/or Deputy Safeguarding Lead(s) will immediately be informed and a formal investigation will take place.

### **Actions we will take**

Depending on the nature of the misconduct, any combination of the following actions may be taken in any order:

- The student is given a warning
- The student is required to make good, in whole or in part, the cost of any damage caused to another party
- The student is required to issue an apology to a wronged party
- The student's guardian is notified
- University of Edinburgh security is notified
- The police are notified
- The student is expelled from the Pre-university Summer School and their University of Edinburgh accommodation

For the avoidance of doubt, where we have significant concerns about misconduct, we will immediately contact the student's guardian. We reserve the right to remove any student from the COL Pre-university

Summer School, at our sole discretion and at any time, if we deem it necessary to ensure the safety and wellbeing of other students and staff.

## Reporting issues and concerns

Students who wish to raise any issues or concerns can do so by:

- Speaking with our Resident Assistants in the first instance. They will listen to concerns impartially, and respect the need for sensitivity and discretion. If they deem it necessary, they will consult with the Designated Safeguarding Lead and/or the Deputy Safeguarding Lead(s)
- Speaking to another member of COL University of Edinburgh staff, such as a teacher
- Contacting the Designated Safeguarding Lead and/or the Deputy Safeguarding Lead(s)

Depending on the seriousness of the situation, statutory agencies such as the police and/or local authority services may be notified.

## Key contacts

Our Resident Assistants are the first port of call for any student who has an issue or concern.

We also have appointed senior members of staff who can be contacted in the event of a serious issue or concern and/or where a student doesn't feel comfortable discussing the matter with our Resident Assistants:

**Designated Safeguarding Lead:** Claire Fox

**Deputy Safeguarding Leads:**

- Nicola Wilson
- Fraser Maxwell

Email: [col.safeguarding@ed.ac.uk](mailto:col.safeguarding@ed.ac.uk)

Office: Paterson's Land, Holyrood Road, Edinburgh, EH8 8AQ

Telephone numbers for our Resident Assistants, the Designated Safeguarding Lead and Deputy Safeguarding Leads will be provided 1 week prior to the Pre-university Summer School start date.

## Photography and video consent

From time to time, COL would like to capture images in photography and/or video recordings for marketing and promotional communication purposes, including on the University of Edinburgh website,



social media channels, and other materials deemed relevant. Images/videos will be held in accordance with the UK General Data Protection Regulation (UK GDPR) and the Data Protection Act 2018.

Do you consent to COL capturing your image in photography and/or video recordings?

<b>Yes, I consent to COL capturing my image for the purposes described above</b>	<input type="checkbox"/>
<b>No, I do not consent to COL capturing my image for the purposes described above</b>	<input type="checkbox"/>

You can withdraw consent at any time by emailing: [communications.col@ed.ac.uk](mailto:communications.col@ed.ac.uk)

## Declaration

We require both the attending student and their guardian to sign and date this document before we can provide a placement on the Pre-university Summer School. If either the attending student or their guardian does not agree with any of the terms within this Code of Conduct, we cannot offer a placement.

<b>Student: I have read, understood and agree to abide by this Code of Conduct.</b>	
Student name (print)	
Student signature	
Date	
<b>Guardian: I have read and discussed this Code of Conduct with the named student above, and I fully understand and agree to all the terms set out within it. I consent to the named student above attending COL's Pre-university Summer School.</b>	
Guardian name (print)	

Guardian signature	
Guardian email	
Guardian phone number (including country and area code)	
Guardian full address including postal/zip code and country	
Date	