

## **Student Code of Conduct Aimhigher UniFest 2012**

We want all students to enjoy and benefit from the time spent at UniFest. In order for everybody to be able to do so, we expect all students to show responsible behaviour towards the University, its staff and their fellow students. To ensure your safety, security and enjoyment, all students must read, understand and abide by the following code of conduct:

- All students are expected to follow any emergency procedure as directed by University staff.
- Where identification is provided, students are expected to wear it at all times.
- Students are expected to keep a clean, tidy and safe environment around the University. This means that kitchens, washing facilities and living areas etc should be kept clean and tidy, and that all working equipment used as part of the UniFest should be treated with respect.
- Any vandalism, deliberate destruction or defacement of University property, will not be tolerated and will result in the placement being closed, the student sent home and parents contacted.
- At residential UniFest events, male and female accommodation will be separate. Males and females are to keep to their own accommodation.
- Students will avoid all areas that are designated out of bounds. These will be made clear by the University.
- No student will leave the campus without prior arrangement with the UniFest staff. Anyone found leaving the premises without supervision by a University College Birmingham member of staff will be sent home immediately and their parents will be contacted.
- Inappropriate, abusive and unacceptable behaviour, including but not limited to foul and abusive language, disruptive behaviour, bullying and failure to follow reasonable instructions from the UniFest staff, will not be tolerated and will result in the placement being closed, the student sent home and parents contacted.
- Students are expected to be in their rooms at specified times which will be made known in programme literature and stated on the first day.
- Alcohol and any other illegal substance must not be brought onto the site. Anyone found in possession or under the influence of alcohol or any illegal substance will have their placement closed, be sent home immediately and their parents contacted.
- Smoking will **NOT** be allowed at a University College Birmingham UniFest. Anyone found smoking will be sent home immediately and their parents will be informed.
- Students are to attend all timetabled activities. Where there is a valid reason for absence, e.g. illness, it is the responsibility of the student to inform UniFest Staff.
- Disruptive behaviour in sessions, interfering with the smooth running of programmes, cheating, copying and plagiarism are examples of misconduct and may result in disciplinary action.

- Serious incidents of misbehaviour will lead to arrangements being made to send the student home. We regard the following as **examples** of serious misbehaviour
  - Physical and Verbal aggression
  - Physical Violence
  - Intimidation of another student or staff-member
  - Drinking alcohol
  - Behaviour that is intended to offend others that focuses on their
    - Race
    - Sexuality
    - Gender
    - Sensory, physical or cognitive abilities
  
- Each case of misbehaviour will be dealt with on its own merits, and at the discretion of the UniFest Staff.
- Any other rules and regulations referring either to the University or the scheduled activities will be made clear as soon as it becomes appropriate, and must be obeyed.

By signing these declarations, you are agreeing to abide by the code of conduct at all times. The form must be signed by the student and countersigned by a parent/carer. Without these two signatures, the student will not be allowed to attend the course.

**Declaration to be signed by the student and countersigned by a parent/carer**

I have read the information presented in this Code of Conduct and agree to adhere to the rules and regulations listed.

I also agree to adhere to any additional rules and regulations explained to me during the UniFest.

I understand that I will not be allowed to continue on the UniFest course in the event of serious misbehaviour on my part.

**Signature of student:**

**Name of student (print):**

**Date:**

**Signature of parent/carer:**

**Name of parent/carer (print):**

**Date:**

**Use of Photography**

UniFest staff would like to take pictures of your son/daughter enjoying themselves with their new friends on UniFest at University College Birmingham. Such pictures will either be available to view/download from our website or used on promotional material for UniFest 2012.

If you would prefer University College Birmingham **NOT** to take pictures of your son/daughter then please tick here:

## Notification of Medical Condition or Prescribed Medication

**Students Name:**

UniFest staff please note;

The above pupil has ..... (medical condition, for example; Asthma, diabetes, epilepsy, allergic conditions (anaphylaxis).

Prescribed medication ..... (type of medication).

Type of allergy.....

**I fully accept that UCB staff cannot administer any medication and that the above pupil will be responsible for administering their own medication.**

**Please use this box to inform University College Birmingham and UniFest staff anything else they need to know about your son/daughter:**

Parent/carer signature .....

Parent/carer day time telephone number.....

Parent/carer evening telephone number .....

Parent/carer mobile number .....

Date .....