

# Universify Education Programme Rules

Universify Education requires all students to abide by a set of common rules. In addition to these generic rules, there may be additional location and course specific rules which will apply to your stay with Universify Education. Any additional specific rules will be made clear 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 our students are able to make the very most of their time with us.

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 Universify Education staff and members of college.
- **Effort** – make a good effort at everything you do. This includes lessons, activities and group work.

This section outlines the **day-to-day rules** that must be followed by everyone during their time with Universify Education. 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 may lead to Universify Education 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.

Universify Education 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, Universify Education reserves the right to initiate disciplinary action in line with its disciplinary policy.

## **BEHAVIOUR EXPECTATIONS:**

- Always be courteous and respectful to each other, the staff, tutors and volunteers of Universify Education, and the staff and other residents of your college/accommodation.
- You must respect the authority of all Universify Education staff. They are there to ensure that the course is enjoyable, fulfilling, and safe for all students.
- Be punctual. This means being on time for registration, your seminars and activities.
- Mobile phones should not be used at mealtimes or during class unless explicitly stated.

- 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. This also includes cyber bullying, which is the use of electronic communication and technology to bully an individual.
- You shall not engage in any behaviour or activity that brings the reputation of Universify Education into disrepute.
- On-course relationships of a sexual nature between participants are not appropriate for the programme.

## **BULLYING AND HARRASSMENT**

Universify Education takes bullying very seriously and will treat every reported incident with care.

- 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:
  - Physical abuse; defined as any sort of non-consensual physical contact.
  - Verbal abuse; defined as any comment about someone that upsets them.
  - Using language that attacks minority groups, for example racist, sexist or homophobic language.
  - Excluding, ignoring, rumour spreading.
  - Threatening; actions that make another person feel afraid.
  - Stealing; including ideas as well as possessions.
  - Cyberbullying; use of technology to abuse people
- In general, any action that reduces another student's self-esteem is bullying. To combat bullying, Universify Education will discourage the formation of racial, linguistic, or ethnic cliques, and will insist on the use of English in and out of lessons.
- Universify Education Staff can stop bullying and any student who is being bullied or is concerned that bullying is occurring should let a member of Universify staff know immediately. This report will be dealt with by the Course Director as a matter of the utmost importance.
- During the residential students may also report bullying anonymously by way of a note which can be left under the door of any member of Residential Staff.
- Where appropriate, along with (and never in place of) the standard discipline measures, Universify Education will offer the victim of bullying a chance to meet with and conciliate with the bully.

- Sexual behaviour, including on-course relationships, sexting, grabbing genitalia, buttocks or breasts will not be tolerated, flicking bra straps, or lifting up clothing, such as skirts, will not be tolerated.

## Online course-specific rules

### STAYING SAFE ONLINE

- All students should be aware of “stranger danger” when communicating online and should not disclose or share personal information about yourself or others when online (this could include names, addresses, email addresses, telephone numbers, age, gender, educational details, financial details etc.). If you arrange to meet people offline that you have communicated with online during the course, this must be so in a public place and take an adult with me.
- Should a student experience any unpleasant or inappropriate material or messages or anything that makes them feel uncomfortable during the course they should report it to a Universify staff member immediately.
- Students must not upload, download or access any materials which are illegal or inappropriate or may cause harm or distress to others, nor use any programmes or software that might allow them to bypass the filtering/security systems in place to prevent access to such materials.
- Under no circumstances should students share links or passwords to online classes with anyone outside of the programme.
- Students should not open any hyperlinks in emails or any attachments to emails, unless they know and trust the person/organisation who sent the email. If students have any concerns about the validity of the email (due to the risk of the attachment containing viruses or other harmful programmes) they should contact [info@universifyeducation.com](mailto:info@universifyeducation.com)

### ONLINE BEHAVIOUR

#### Attendance and registration

- You must attend registrations at the beginning and end of the day, and before each timetabled activity.
- You are required to attend all of your classes for the duration of your course. You must arrive in good time.
- If you are ill or unwell and feel that you cannot attend a class 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.

#### Respecting other users

- Students should be polite and responsible when communicating with other students and Universify Education staff. They must not use strong, aggressive or

inappropriate language and should appreciate that others may have different opinions.

- Students should treat one another with respect online. For example:
  - students must not take or distribute images of anyone without their permission.
  - No student is to coerce a student into turning on their video
  - Students who are being disruptive may be subject to the disciplinary process outlined below, including being removed from the class
  - Students must not set inappropriate or upsetting Zoom backgrounds
- Universify Education reserves the right to take disciplinary action against students if they are involved in incidents of inappropriate behaviour, or acts that go against the guidelines set out in these rules, including outside of the programme where they involve membership of the Universify community, for example online bullying.

### **Recording and monitoring**

- All sessions will be recorded for the purpose of monitoring. Universify staff are present in all online sessions to oversee the smooth running of classes.

## Residential course-specific rules

### ATTENDANCE, REGISTRATION, AND CURFEW:

- You must attend **registrations** at the beginning and end of the day, and before each timetabled activity.
- You should be in your own room and you should not visit other students after 10pm. Universify operates a two-strike policy: If you are caught out of your room or in another students room more than once after curfew you will be dismissed from the course. **Excess noise** is not permitted in any accommodation, by any student.
- You are required to attend **all** of your classes for the duration of your course. You must arrive **in good time**.
- 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.
- Exploring the city in which your course is based is part of the overall Universify Education experience. You must **notify staff members before going into town and must not go alone** (minimum groups of three). Any trips into town must be within **curfew requirements**.
- 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.

### ACCOMMODATION:

- It is a great privilege for us to use the accommodation and facilities of the university. 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 Universify Education rules.
- **Where there are separate gender-specific areas, you must stay in the areas provided for your gender.**
- 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.
- 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. Universify Education does not take responsibility for lost personal possessions.

- You may not enter **restricted areas** of your college, any **accommodation building or floor** other than the one you are staying in.
- You are not allowed into the **rooms** occupied by the Universify Education staff or college staff at any time.

#### **FORBIDDEN ITEMS AND ACTIVITIES:**

- **Smoking** (including electronic cigarettes) and the purchase, attempted purchase, or consumption of **alcohol** are not only strictly against the rules of Universify Education 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.
- The purchase, possession, or consumption of **illegal drugs**, as well as so-called 'legal highs', will not be tolerated.
- It is not permitted to have **weapons** or any other kind of dangerous items in your possession while at Universify Education. This includes items forbidden by Fire Regulations (see below).
- Universify Education 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 Universify Education 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.
- You must adhere to the **IT Regulations** of the college, as outlined in the internet access document you will receive on arrival.

#### **SAFETY:**

- 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.
- 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.
- Do not go off with **strangers** or befriend anyone outside Universify Education.

## The Disciplinary process

### DISMISSAL:

- These rules are designed to allow all students to take part in Universify Education 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.
- 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 school and/or parents or guardians outlining your behaviour.
- In the event of sustained rule-breaking, bad behaviour, or disruption to the course then Universify Education 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 forbidden items may be taken as grounds for instant dismissal.
- If you are dismissed from the summer or online programme you will be removed from the rest of the programme, including the coaching and Easter residential.

### WARNINGS

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 Group Leader, 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.

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

- You have already been warned but you continue to break the rules, or
- There is a serious infringement of the rules.

**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:

- You continue to break the rules after minor sanctions have been imposed, or
- There is a serious infringement of the rules, likely to have had an impact on others and/or your safety and/or wellbeing.

During the online parts of the programme sanctions could include instant removal from a session where a student being disruptive or disrespectful to others, and not being able to

take part in certain aspects of the programme, such as the social elements of the programme, including the 'energiser' activities.

**Final Warnings** involve a meeting with the Course Director, and in certain cases the Programme Manager. **Your school and/or 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:

- You continue to break the rules after major sanctions have been imposed, or
- There is a very serious infringement of the rules which calls into question your suitability to remain on the course.

For the online programme further sanctions could include missing the end of course awards or missing further group activities.

**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 your school, as early as is practically possible. If online you will be removed from the remaining programme, including the coaching and Easter residential.** 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 brought 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.



## Complaints

- 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 Programme Manager.
- 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.
- 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.
- 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 Charity Director.

## Visitor policy

- **General.** Security of all persons at Universify Education is of the highest priority, but the security of students is paramount at all times. Universify Education 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.
- **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.
- **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.

- **Personal Possessions.** Valuables which are left unattended are vulnerable to pilferers and opportunist thieves. Students are therefore individually responsible for the security of their personal possessions.
- **Visits.** Family members and friends are welcome to drop off and pick up students at the start and end of the courses. Outside of these times, please do not turn up to the college without notifying the Course Director, as colleges have a strict visitor policy for security reasons. If it is necessary to visit outside of these times, 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. You will not be given access to college unless you have booked a visit in advance. In accordance with our Visitor Policy, all visitors, including parents/guardians and other family members, to Universify Education must book in through the Course Director.

## Policy Pack

Alongside this summary of Universify Education policies it is suggested that you also look at the complete Universify Education Policy Pack which can be found [online](#). Universify may from time to time alter these policies. In the event that major revision to these policies occurs, you will be given a copy (electronically) of the new policies and an explanation of the changes that have been made.