

Insight2Uni Welcome Event Residential Code of Conduct 2023

The Insight2Uni Welcome Event Residential Code of Conduct outlines the expectations and responsibilities of both Durham University and those taking part in the Insight2Uni welcome event at Durham, in order to ensure that the event runs to maximum effect for all involved.

It is important that you are aware of the following points relating to the event. If you require any further clarification, we are available by email, or you can request a telephone call to discuss these in more detail.

Thank you for taking the time to read the information set out below. We understand that for the vast majority of students the matters we draw attention to in the code of conduct will never be an issue, with or without a formal document. We look forward to hopefully seeing you at the welcome event and you enjoy your time on site at Durham University.

1. Expected student conduct

We want you to have a positive experience and make the most of the welcome event.

In order to ensure that everyone enjoys the welcome event, it's important that you follow the rules, act with respect and have a responsible attitude throughout your time at Durham University.

Remember that you are in an inclusive learning environment shared with people who may be of different ages, nationalities, religions, cultures and backgrounds, with different knowledge, ability and experience to you.

We expect all students during the Insight2Uni Welcome Event Residential to:

- Tolerate and respect all individuals including but not limited to people of different races, cultures, religions, genders, sexual orientations, disabilities, and national origins.
- Behave in a friendly, cooperative, polite, and responsible manner toward all persons involved in activities, including the larger campus and local communities.
- Follow any and all additional session rules as set out below or from time to time by university staff leading on events.
- Respect the privacy of other participants, including by refraining from viewing, using, or sharing contact details such as email addresses. Do not attempt to contact Durham student mentors or University staff through personal email addresses, or to make direct contact via other social media accounts. Similarly, *no mentor or staff member should attempt to contact you using your social media accounts – if they do, please contact us immediately.*
- Refrain from bringing prohibited items (including alcohol, illegal substances and dangerous items) to any of the events.
- Not use tobacco, cigarettes, vape/e-cigarettes or similar on university premises.
- Use computer and other resources responsibly.
- Report any incidents affecting you or witnessed by you, that you believe to be a clear breach of the above, especially if you are made to feel uncomfortable or upset.

Typical on-site rules for student conduct include:

- Comply with the requests of your Event Staff, Site Manager and Mentors.
- Adhere to the timetable including arriving to breakfast punctually and respecting any curfew.
- Leave your rooms, the refectory and classrooms tidy at all times and dispose of litter appropriately.
- Not leave the site unescorted by residential staff except by agreement with the Durham Insight2Uni residential senior staff.
- Not wander around the site or use the computer resources unescorted by residential staff unless expressly allowed to do so.
- Not enter any accommodation block or other students' bedrooms, except your own.
- Not deface, tamper with or damage the university's or other people's property.
- Refrain from using inappropriate language (eg, swearing) and behave in an appropriate and responsible manner at all times.
- Not speak to members of the press – should any visit one of the events – unless this has been cleared with the residential senior staff. (This is for the protection and safety of others and to respect the privacy of others).
- Should there be any in place at the time of on-site visits, adhere to any additional university policies or guidelines related to Covid-19 to protect the community (unless you are exempt). The university guidance is continually updated in line with government guidance, and as such any policies or guidelines linked to this, will be communicated separately, prior to each individual on site event, to provide the most up to date information.

Serious Incidents of Misbehaviour

In the event of serious incidents of misbehaviour, such as fighting, damage to property, racial abuse or any other serious discrimination, the use of illegal substances or alcohol, the student(s) concerned will not be allowed to continue their stay at the welcome event, their parents (or guardians) will be informed and arrangements will be made for the student(s) to be returned home. Parents/guardians will be liable for the cost of the student returning home in this event.

Confidentiality

Whilst we respect every individual's right to privacy we cannot promise absolute confidentiality. All information held concerning students attending the welcome event will be kept strictly in adherence to Freedom of Information and Data Protection legislation. We observe strict confidentiality regarding all student records. We will, however, inform parents/guardians or other relevant bodies of any issues that we are made aware of that we believe warrant such action.

Security

Each individual is responsible for the security and use of any username and password they may be provided with. You are not allowed to use the account, username or password of any other user. You must not disclose your username or password to anyone else.

In compliance with Section 26 of the Counter-Terrorism and Security Act 2015, staff, students and visitors using University IT systems should not create, transmit, receive, view or store material with the intent to radicalise themselves or others.

If a member of the University community believes they may have encountered a breach of this provision, they should contact the Office of the University Secretary immediately.

Copyright

Copyright of any study material and all other content of the Durham University Insight2Uni Welcome Event Residential are owned or controlled by Durham University. You are permitted to view, copy, and print any documents shared with you as part of the event subject to your agreement that:

- Your use of the material is for your own personal information, and for non-commercial purposes only.
- You will not modify the documents or graphics in any form or manner.
- You will not copy or distribute graphics separately from their accompanying text and you will not quote materials out of their context.

Additional Rules and Requests

When you engage with the university at the welcome event, staff may explain some additional rules and regulations that will apply to specific sessions or activities. As such, it is expected that you will adhere to them for your own health and safety, and that of other students and staff. The above provides a broad overview of our expectations but failure to adhere to additional rules and requests at events, not set out above, will be deemed as a breach of the code of conduct.

Please note:

We operate a “zero tolerance policy” with regards to the above. This does not mean that students will be removed for minor breaches but it does mean that we will challenge negative behaviours. However, if students do not adhere to this Code of Conduct or we otherwise feel it is in the best interests of the wider Insight2Uni cohort, we will remove students from the welcome event residential. Persistently negative behaviours (even if minor) or serious breaches that are incompatible with the supportive and inclusive environment we create will result in students being removed from the event.