

## **MIDSUMMER IN OXFORD PROGRAM 2018**

### **CODE OF CONDUCT**

High standards of academic and social conduct are essential to participation in BADA's Midsummer in Oxford Program. For over 30 years, BADA's participants have established an enviable reputation for taking their studies seriously and behaving in a mature manner. All concerned in the administration of BADA are determined to maintain that reputation.

This document is designed to leave you in no doubt as to the standards expected and also of the consequences of breaching those standards.

**Should a participant breach any of the standards laid out in this document, the Dean may expel that person and require their departure from BADA.** In such an instance there will be no refund of fees. The judgement of the Dean of BADA is absolute and final in the event of any dispute, offence or grievance and no negotiation for appeal will be entered into with parents or others.

**We therefore urge you as strongly as possible to read through and understand these policies and to ensure that you, your parents and / or others sponsoring you are fully apprised of the contents of this document.**

#### **Requirements for satisfactory completion of course**

In order to satisfactorily complete the program offered by BADA, participants are required to attend all classes, lectures, master classes, excursions, seminars and meetings. They are also required to complete all reading assignments and preparatory work for the classes. Records of attendance are kept for all these activities and unexplained absences will be used when determining whether the course of studies has been pursued successfully.

#### **Unsatisfactory completion of courses**

The Midsummer in Oxford Program is an intensive program, requiring sustained and committed study from its participants. If for any reason your teachers become concerned at your progress or engagement with the program, they will discuss your situation with the Dean, in extreme circumstances this could affect your continued participation of the program.

#### **Unauthorised Absences**

All participants must be aware of the dangers of unauthorised absence in terms of their education, their right to remain in the country and the possible long-term effects of deportation on their ability to travel to the UK in the future.

The UKVI requires all of its sponsors to notify them if any participant has ten unauthorised absences during their course of study. In this event participants risk deportation and refusal of entry to the UK for ten years.

BADA defines an unauthorised absence as a full day's study. Illness or absence with BADA's consent (for weddings, funerals etc.) do NOT count as unauthorised.

Participants should notify BADA in person **as soon as** they realise they are not able to attend classes on any particular day. This should be done by making a phone-call to the office and speaking to a member of BADA's staff. E-mails, messages from fellow participants, or voice-mail messages are NOT acceptable ways of reporting absence.

## **Work, Placements and Internships**

Due to the intensive nature of BADA's programs, participants are not permitted to work during their course of study, as this is against their visa regulations and might jeopardise the ability to complete the course successfully. For the same reason BADA will not offer or arrange work placements or internships or permit participants to accept such positions elsewhere during their time at BADA. Participants studying at BADA are not permitted to bring dependents.

## **Honesty**

BADA assumes honest behaviour on the part of all participants. Participants must scrupulously avoid any action that might be construed as cheating, stealing, lying or plagiarism.

## **Interaction of academic and social conduct**

Social conduct has a clear impact on performance. We remind you that study is your priority while participating in BADA's Midsummer in Oxford Program.

You are expected to organise your time and activities so that you are well rested and thoroughly prepared for each day of classes. Your teachers will report to the Dean of BADA if they conclude this is not the case. The Dean of BADA may then be forced to the conclusion that you are not a genuine participant on BADA's Midsummer in Oxford Program and require you to leave.

You are expected to confine socialising, within or outside the accommodation, to evenings when you have no classes, excursions or other academic activities that evening, or the following day.

While in Oxford you must take responsibility for maintaining your own health, get plenty of rest and eat appropriately.

## **Social policies**

All Participants on the BADA Midsummer in Oxford Program are expected to abide by its regulations and to conform to its high standards of social behaviour. Participants at BADA over the years have created an excellent reputation for responsible and mature conduct. We expect you to maintain this reputation.

## **Alcohol policy**

The program operates a '**zero tolerance policy**' with regards to the consumption of alcohol during academic hours. It is strictly prohibited for participants to attend any classes during the Midsummer in Oxford Program under the influence of alcohol or suffering the effects of alcohol.

Similarly, failure to attend any Midsummer in Oxford Program classes, lectures, master classes, excursions, seminars and meetings due to consumption of alcohol will be viewed as immediate failure to satisfactorily complete the course.

**Failure to abide by this policy will result in automatic expulsion from the program.**

## **Drugs Policy**

The sale, distribution, use or possession of a controlled drug or substance is illegal in Great Britain and the British Police are stern in their application of the law. **Any breach of this law**

**by a participant at BADA will result in expulsion from the program and a report being sent to your home, and home institution.** As this is a criminal act you will also be breaching the terms and conditions of your visa and entitlement to remain in the UK. You will be deported from the United Kingdom with no right of entry for a minimum period of 10 years and will face serious consequences on your return to the United States of America.

### **Bullying**

BADA expects all participants, faculty and staff to adopt behaviour which respects the dignity of all individuals. It is the responsibility of all participants, faculty and staff to assist in eliminating bullying and thus are encouraged to contribute to a positive working environment by challenging unacceptable behaviour in a constructive way. **Anyone found to be involved in an incident of bullying or harassment towards another participant or faculty member will be immediately expelled from the course.**

### **Sexual harassment**

Sexual harassment will not be tolerated and will result in immediate expulsion from the program. Participants are reminded that **under no circumstances are other persons allowed to stay over in the accommodation rooms.**

### **Equality**

BADA is committed to the equality of opportunity for all participants on the program. Discrimination of any kind will not be tolerated and will result in immediate expulsion from the program.

### **Faculty-Participant Relationships**

BADA regards it as unethical and inappropriate for a member of BADA staff/faculty to enter into a romantic or sexual relationship with a participant and vice versa, even if consensual. This applies even if the staff/faculty member and participant have no direct teaching contact and/or the two parties are involved in separate programs. Failure to abide by this will result in disciplinary action and possible dismissal of both parties from the program.

### **Fire equipment**

Throughout Magdalen College there is safety equipment, particularly for use in the case of fire. Misuse of this equipment is highly irresponsible and is a criminal offence in the United Kingdom. It will be reported to the Police for prosecution.

### **Buildings and facilities**

You are expected to show the utmost respect to the Magdalen College and your accommodation. If you cause any damage, you may be liable for the full cost of the repairs.

### **Noise**

All participants of the program live in shared accommodation. Each individual participant has the responsibility to ensure that their conduct does not make life less enjoyable for others. The most frequent source of concern and complaint is excessive noise. The most frequent complaints relate to talking loudly or shouting, especially late in the evening, and any participant reported to the Dean for such an infraction will be dealt with severely.

**Thank you in advance for your serious consideration of the above contents. We look forward to having you on the Midsummer in Oxford Program.**