

Student Code of Conduct

Overview

All students on any Pre-University Summer programme must abide by the rules and regulations of the programme, as set out in this Code of Conduct and the [terms and conditions](#) of the College. [King's College London - Student Conduct & Appeals \(kcl.ac.uk\)](http://kcl.ac.uk)

Expected behaviour

King's College London is committed to supporting all students to benefit from participating on Pre-University programmes and to enjoy the experience. The College expects that students will act in a sensitive, considerate, and responsible manner at all times as outlined in the [King's Community Charter](#). You will also be expected to show respect for the rights of other students and all staff. The College does not tolerate any verbal or physical conduct that demeans others, in particular because of their ethnicity, gender, race, religion, sexual orientation, disability, age, or political beliefs.

Rules and Regulations

All students to have the opportunity to benefit from and enjoy the programme, the following rules and regulations will be in operation:

ONLINE

- Students must adhere to [King's Digital Education guidelines](#) for communication and conduct
- Students must attend all timetabled activities.
- Students must use their KCL email account for all course and programme-related communications and access. The use of personal email accounts is not permitted.
- Students are expected to engage in their course through class participation and the completion of any assigned work. Disruptive behaviour will not be tolerated.
- Students must look presentable and professional for their lessons; they should be in an environment that is quiet, safe and free from distractions. Where possible, students should not join virtual sessions from their bedroom.
- Microphones must be muted unless students are speaking.
- Students are strongly encouraged to have their cameras turned on for the duration of live activities, unless instructed otherwise.
- Mobile phones must be switched off during all timetabled sessions and activities, unless otherwise directed.
- Users must not create, download, store or transmit unlawful material, or material that is indecent, offensive, defamatory, threatening, discriminatory or extremist. The College reserves the right to block or monitor access to such material.

ON CAMPUS

- Students must attend all timetabled activities.
- Students are not allowed to leave the Summer School site without the permission and/or supervision of the designated Summer School member of staff unless it is for a scheduled free time.
- On occasions where students are given 'free time' they must adhere to instructions regarding meeting points and times.

IN RESIDENCES

- Students are allocated in en-suite single bedrooms in residential flats by gender. Each student has an en-suite single room with a private bathroom with shower. Each apartment consists of 6 – 8 student bedrooms.
- During the accommodation application process, trans/non-binary students are invited to include additional information in the designated section of the Accommodation application form; upon receipt of the application form, a member of the residences team will be in touch to discuss allocation arrangements and communicate with the Summer Programmes Residential Welfare Lead to ensure that students feel supported during their stay
- Students are not permitted to enter other students bedrooms. Each King's residence offers generous common room space for students to meet and socialise.
- Students must participate to all scheduled social activities
- Students may have some independent free time in evenings and weekends. They will be briefed in advance of the time allocated to the activity and location(s) that they can visit. Clear return time and meeting point will be set in advance. Students are instructed to stay in groups when going out unsupervised. Residential assistants must be informed in advance of where each student is at any time.
- Students are expected to follow all emergency procedures, such as a fire drill, as directed by the Summer School and Residences' staff members.
- Mobile phones must be switched off during all timetabled sessions and activities, unless otherwise directed.
- It is [illegal](#) for a person under 18 to purchase or consume alcohol in the UK. Alcohol must NOT be brought onto the King's College London premises or consumed at any point (on or off site).
- The purchase of tobacco products, smoking (including e-cigarettes) and vaping is [illegal](#) for a person under 18.
- The purchase or use of drugs is illegal and can have serious [consequences](#).

First day guidelines

On the first day of the programme, all students will attend a Welcome Talk to reiterate expectations and campus rules and regulations that students must adhere to, for your own safety and enjoyment of the course, and that of other students and staff.

Misconduct

Failure to behave appropriately, or to comply with the above rules and regulations, will result in a written warning. If the misconduct is repeated, or for incidents of a serious nature, parents/guardians and/or the student's school will be contacted, and this may result in exclusion from the programme.

Serious incidents of misbehaviour

In the event of serious incidents of misbehaviour, such as fighting, discrimination or abuse of any kind, or the use of illegal substances, the student(s) concerned will not be allowed to continue on the programme and their parents/carers will be contacted for withdrawal from the programme. No portion of the programme fee will be refunded to a student who has been dismissed.

By submitting your payment for the programme, you confirm that you acknowledge and accept the terms of this Code of Conduct.