

Student Code of Conduct

Overview

King's Pre-University Summer Programmes offer students from across the world the chance to sample life at one of the world's top universities. As the students on this course are aged under-18, some of whom stay on site in College accommodation and some of whom do not, King's has put in place specific safeguarding rules for staff, and this Code of Conduct for students, to give everyone involved a safe and enjoyable experience.

Expected behaviour

At King's, our ambition is to make the world a better place by empowering everyone in our community to flourish in safety. As the College is a largely adult (over-18) space, students are expected to behave maturely and will be treated as young adults, although with additional safeguarding care and wellbeing support from the Summer Programmes team. Students are expected to act in a sensitive, considerate, kind, and responsible manner at all times, showing respect towards other students and all staff.

Rules and Regulations

Students should have the opportunity to enjoy the programme and benefit from their time at King's, without fear or intimidation and in the safest possible environment. To enable this, students must abide by the following rules:

General

- For their safety and the safety of others, students must listen carefully to instructions from Summer Programmes staff, tutors, residences staff, and security teams.
- Students must respect the privacy and personal space of the other students on the programme. This includes not taking photos or videos of them without their consent and not making any unwanted physical contact.
- Students must not leave the Summer School site without the permission and/or supervision of a designated Summer School member of staff, unless it is for a scheduled independent time.
- Including when students have scheduled independent free time, they must act according to instructions regarding meeting points and times.
- Bullying of any form is not accepted at King's College London.
- The College does not tolerate any verbal or physical conduct that belittles or abuses others, including because of their ethnicity, gender, race, religion, sexual orientation, disability, age, or political beliefs. Incidents of this nature may result in expulsion from the programme.
- Swearing, physical or emotional violence, and the use of bad language, including in students' own languages, are not permitted.
- Mobile phones must be switched off during all timetabled sessions and activities, unless otherwise directed.
- Students are expected to follow all emergency procedures, such as fire drills, as directed by the Summer School and Residences' staff members.
- Students must treat all venues, facilities, and other people's property with care and not cause damage intentionally or through carelessness.
- Students must remain responsible for their own valuable items at all times and not leave them unattended.

- Students are required to obey all UK laws. In particular:
 - No drugs. The purchase or use of drugs is illegal and can have serious consequences including imprisonment and extradition.
 - No stealing.
 - No weapons.
- Alcohol must **not** be consumed at any point, on or off site, by any student on the Pre-University Summer Programme. It also must not be brought onto the King's College London premises. Please note it is illegal for anyone under 18 to buy or consume alcohol in the UK. It is also illegal to buy alcohol for some else who is under 18.
- No smoking or vaping at any point, on or off site, by any student on the Pre-University Summer Programme. The purchase and use of tobacco and vaping products (including e-cigarettes) is illegal for anyone under 18.
- No sending explicit content or images. Note that sending or possession of explicit images of under-18s, even if it is of yourself, is illegal in the UK.

Attendance

- Students must attend all timetabled activities and are expected to be on time.
- There will be several times throughout each day when staff will take students' attendance to ensure they are safe and well, and are fully participating in the programme. For example, this will happen:
 - At the beginning of each day,
 - After lunch,
 - After dinner,
 - Before and after each evening activity.
- Students must be punctual for these checks. If a student is found to be missing when attendance is taken, this will be cause for concern for the staff team who will attempt to make urgent contact with the student. If the student cannot be found, their parent(s)/guardian(s) will be contacted, as will the police.
- Non-residential students are welcome to participate in the extracurricular programme. If a non-residential student has signed up to attend an extracurricular activity, their attendance will be taken at the beginning and end of the activity.

On Campus

- Students must always wear their lanyard and / or wristband when on campus. This is so we can identify our students.
- Students should not drop litter – they may be fined if caught.
- Students are expected to engage actively in their course and complete any assigned work.
- Disruptive behaviour will not be tolerated.

Activities and Excursions

- Students must participate in all scheduled academic excursions.
- Every evening, students have a choice of extracurricular activities. Students are encouraged to attend the activities on offer.
- Students may have some independent free time – this is a privilege not a right. They will be briefed in advance of the details and must abide by the instructions, particularly regarding meeting times and places.
- Students must stay in groups of at least three during independent free time.

- Summer Assistants and other staff must always be informed in advance of where each student is at any time.

In Residences

These rules apply to all students who have secured a place on the residential programme and are staying at Stamford Street Apartments overnight.

- Students are housed in single ensuite rooms in flats designated by gender and age.
- Students must abide by the schedule set by the Residential Summer Programmes team. In particular, that means:
 - Returning to Stamford Street Apartments by curfew time of 21:30 every evening.
 - Being in their own rooms by 22:30 and turning out the lights by 23:00.
- Students must not leave the site without permission. If parents or carers of students want their young person to stay out after curfew for a specific reason, they must complete a Residential Leave Request form and return it to summer@kcl.ac.uk at least 24 hours before the student is due to leave the site.
- Students are not permitted to enter other students' bedrooms at any time - each King's residence offers generous common room space for students to meet and socialise.
- Trans/non-binary students are invited to include additional information in the designated section of the application form and are thereafter supported accordingly.
- Students must never enter flats of a different gender to their own.
- Students must not enter other students' flats unless they have permission from the responsible Summer School Manager on site.
- Summer Assistant staff members are assigned to specific groups of students to support in residences.

Online

- Students must use their King's email account for all course and programme-related communications and access. In cases where a King's email account cannot be set up, students may use the personal email account they used to apply to the programme. Students will be notified of the approved account they will be using when they are sent login credentials to access the King's e-learning platform (KEATS).
- Students may use the King's Wi-Fi in accordance with the terms of use.
- Students must adhere to [King's Digital Education guidelines](#) for communication and conduct.
- Students 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.

Our staff

Students should expect the following from King's staff during their programme:

- Staff must treat all students equally and with kindness and respect at all times.
- Staff must respect the privacy and personal space of all students at all times.
- During the programme, staff must only contact students through official channels – via King's Summer mobile phones, through Microsoft Teams, or King's email addresses.
- Staff must not initiate or maintain contact with students after the programme via any means, including social media or private messenger (e.g. Instagram).

- For students staying in King's accommodation, residential patrols take place throughout the night and must be carried out in pairs or small groups of staff. Staff must not patrol the corridors or check on students alone.
- Staff must not enter a student's bedroom unless in exceptional circumstances. If they must enter, they must be accompanied by another member of staff.

On arrival, students will be provided with clear information on what to do if they have any concerns or questions during their time with us.

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.

Disciplinary procedure

At King's Summer programmes, the safety and wellbeing of all our students is always our top priority. This applies equally to students who have broken the rules. For that reason, we have a clear procedure to manage students who break the rules, as follows:

1. **Verbal warning.** We talk to the student to make sure they understand what they have done and how they can avoid further consequences,
2. **Written Warning.** Students who break the rules more than once are issued with a written, final warning, their parent(s)/guardian (s) are also informed.
3. **Expulsion.** If a student continues to behave poorly after the previous warnings, they will be expelled from the programme. The student or their parent(s)/carer(s) will be responsible for all extra costs and no refunds for any part of the programme will be available.

In cases involving lateness or other more minor infringements, the King's Sumer Programmes team may decide to impose other, smaller steps into this procedure. Normally, this will involve a student not being allowed to participate in an activity, or not getting free time on an excursion.

In the event of serious incidents of misbehaviour, such as the use of illegal substances, violence, discrimination, or abuse, the student(s) concerned will not be permitted to continue the programme and will be expelled without receiving a warning.

This Code of Conduct should be read alongside the College's standard policies:

King's Community Charter <https://www.kcl.ac.uk/policyhub/kings-community-charter-1>
 Student Conduct & Appeals <https://www.kcl.ac.uk/campuslife/acservices/conduct>
 Terms and Conditions <https://www.kcl.ac.uk/assets/policyzone/students/terms-conditions-open-enrolment-short-courses-2024-25.pdf>