UNIVERSITY OF NOTRE DAME

A Supplement to du Lac

for the

Notre Dame Summer Engineering Programs

in London, Rome and Alcoy

SUMMER 2014
CODES OF CONDUCT

The policies laid out in the University of Notre Dame's du Lac remain in force for all Notre Dame students participating in any Notre Dame-sponsored undergraduate course of study, including, but not limited to, the Summer Engineering Program in London, Rome and Spain. This supplement contains only those additional policies that are necessitated by the unique residential and academic settings in which Notre Dame students find themselves in London, Rome or Spain. These supplementary policies are designed primarily to maintain the security and promote the community dynamic of the group while respecting the privacy of the individual.

As representatives of Notre Dame in a foreign country students are expected to conform to the highest standards of propriety. While in the UK, Italy or Spain a student’s actions are always governed by British, Italian and Spanish law, respectively. Similarly, a student’s actions are always governed by the laws of any other country to which that student travels. A student’s status as a visitor in these countries does not exempt that student from arrest or imprisonment. European laws sometimes differ significantly from those in the USA and may not afford the protections available to the individual under US law. Penalties for breaking the law can be more severe than those in the USA for similar offences. Individuals violating European law, even unknowingly, may be arrested or imprisoned or even deported from the country.

Drugs
The use or possession of illegal drugs or drug paraphernalia by students is strictly prohibited. This rule applies whether students are within the UK, Italy, Spain or travelling outside these countries. Violation of this rule may result in suspension from the program and permanent dismissal from the University.

Alcohol
The legal drinking age in the UK, Italy or Spain is eighteen. For London, a city-wide ordinance forbids the consumption of alcohol on the streets of London or on public transport. Moderate use of alcohol is permitted within Conway Hall flats, apartments or hotels in Italy, or the dorm in Spain. The possession or consumption of alcoholic beverages that contain in excess of fourteen percent (14%) alcohol by volume is prohibited. This regulation applies to all students and their guests, regardless of age. Moreover, excessive use of alcohol leading to intoxication is not permitted. For this reason, for health and safety reasons, and for the residence hall community, alcohol is not permitted in the areas of Conway Hall (Common Rooms, Student Activities Centre, Courtyard). No liquids – including alcohol – may be carried in unsealed containers in the communal areas of Conway Hall. See ‘Policies and Procedures’.

Fischer Hall Regulations (London)
(The proper name for Notre Dame’s academic facility in London is Fischer Hall, although it is sometimes referred to as the London Centre.)

Students will require their Conway Hall pass to gain admittance to Fischer Hall and may need to produce their Notre Dame ID card on request. Security staff at reception have the right to refuse entry to anybody without a Notre Dame ID card. All guests must sign in when they enter Fischer Hall and must be accompanied at all times within the building by their host. Hosts will be held responsible for the conduct of their guests while on the premises.

In accordance with British law, smoking is not permitted anywhere inside Fischer Hall. The rear courtyard may be used by those who wish to smoke.

For security reasons, students must not congregate in or around the entrance to Fischer Hall.
faculty or staff.

If you rearrange any desks, chairs or furniture in any room, we ask that you return them to their original place before leaving and request that you not move furniture in or out of any room.

Exit doors in the basement area of the Junior Common Room and on the Fourth Floor may be used only in case of an emergency or an evacuation.

Students should not unplug any cables or make other changes to computer equipment either in classrooms or the computer laboratories.

Entrance to the building will not be permitted after 3.00 am so that security personnel can begin the process of closing the building. At approximately 3.30 am, security personnel will make final patrols of the building to ensure that each room is vacated. To assist in this process, we ask that you begin exiting the building, including rearranging furniture and disposing of any trash, no later than 3.45 am and exit the building by 4.00 am.

From 12 am, the outer door of Fischer Hall will be closed, but not locked. If you wish to enter after midnight, please close the outer door behind you.

When exiting the building, please make sure to close the door securely behind you, and do not let anyone enter the building, especially when security personnel are conducting patrols.

Cold food and drinks are permitted in all rooms while you are a student, but you should check with your instructors as to whether permission is required during class. Rubbish must be disposed of in every room, with recycling facilities in the Junior Common Room and LUP Library.

Please report any maintenance issues that you discover to the reception desk.

Mobile Phone Policy

For safety and security reasons, students must possess an operational mobile phone during their time in London, Rome, and Alcoy, and while travelling. Students must keep their phones charged, turned on at all times (except in class or other places where prohibited), and maintain sufficient call credit. Students must also notify program staff of their working phone number upon arrival or as soon as they obtain a working phone.

In the event of a major emergency occurring in London, Rome, or Alcoy, or wherever students happen to be, students must use their mobile phones or one of the RA’s as soon as possible so that they can be accounted for. In such circumstances, Program staff will also need to be able to reach students for a means of their mobile phone.

Consumption of alcohol is strictly prohibited in Fischer Hall.

As a courtesy to others, hot food may not be consumed anywhere in Fischer Hall outside the Junior Common Room without permission. Cold food and drinks are permitted in all rooms where appropriate, but you should check with your instructors as to whether permission is required during class. Rubbish must be disposed of in every room, with recycling facilities in the Junior Common Room and LUP Library.

Please report any maintenance issues that you discover to the reception desk.

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undergraduate course of study must maintain full-time attendance in classes.

To remain in compliance with these regulations and to maintain the high academic standard of the academic programs, absences either from class or from a required course activity (e.g., a theatre performance) are considered “excused” only in cases of verifiable illness, death in the immediate family, or other extenuating circumstances deemed appropriate by the respective Program Director.

Any unexcused absence will result in an academic penalty determined by the director in consultation with the faculty member(s) of the classes or course activities which were missed. Academic penalties may include lowering of final grade, extra assignments, lowering of class participation grade, etc.

Professors are not authorized to make concessions to this policy. Students should not petition their professors for exemptions from this rule. Any unexcused absence will result in the lowering of the student’s final grade in the course.

Absences owing to sickness must be reported by the student as soon as possible to the Program Director and a Program RA.

**Academic Code of Honour**
This code, found in *du Lac*, is followed without variation in London, Rome or Alcoy.
Residency Requirement
All students must be in residence each week from 1.00 am on the day of their first class of the week until the end of their last class or course-related activity for that week. Being ‘in residence’ is defined as spending at least some part of every night in Conway Hall, Program Apartment or Hotel in Rome, or Program dorm in Spain.

Security
London Program: A Security Officer is on duty at the reception desk of Conway Hall at all times, 24/7.

When not occupied, flats should be kept locked at all times. Students should take their swipe cards with them whenever they leave their flats and not lend them to anybody, including approved visitors. The street address to Conway Hall must not be affixed to swipe cards, as this compromises building security in the event that they are lost. Students who are locked out of their flats should seek assistance from the Security staff in the Reception area. The presence in the residences of any unaccompanied non-resident must be reported immediately to Security.

Bags, computers, or other items must not be left unattended in the common areas of Conway Hall, and the presence of any unattended luggage within Conway Hall or Fischer Hall. When smoking in areas outside of doors, students should not congregate or act in ways that compromise the security and good order of the residences.

Students should avoid congregating on the street immediately outside Conway Hall. Security is best protected by maintaining a low profile.

Fire Safety
Open flames or smoking materials of any kind (e.g., incense) are not permitted in the flats or in common areas of Conway Hall or anywhere in Fischer Hall. The use of electrical appliances in the flats should also be subject to dismissal from the program. Students should take note of the fire blanket and familiarize themselves with the instructions. Any misuse of fire-safety equipment in Conway Hall will result in serious sanctions, up to and including suspension from their program and permanent dismissal from the University.

In the case of a fire alarm, students must exit through the designated stairway and not attempt to use the elevators. Students should gather outside of Conway Hall at the designated assembly points (Subway entrance at the front of the building or Doon Street to the rear.)

Hallways and Public Areas
Students should be kept clear of obstructions and gatherings.

Balconies and Maintenance Areas
For safety reasons, the balconies are permanently closed and must not be used. Maintenance areas are not to be entered. Any student caught tampering with windows to access balconies or found on the balconies or rooftop will be disciplined and subject to dismissal from the program.

Smoking
To maintain the safety and health of others, smoking is not permitted anywhere within Conway Hall or Fischer Hall. When smoking in areas outside of doors, students should not congregate or act in ways that compromise the security and good order of the residences.

Weekend Travel
For safety and security reasons, students intending to travel at the weekend must submit a completed travel form in advance of commencing their journey. Electronic forms will be distributed by your RA.

In cases where students travel together as a group, each student must complete an individual travel form.
Hosts must greet and register their guests at the reception desk of Conway Hall, where guests will be asked to deposit a photo ID. Hosts must accompany guests at all times when inside Conway Hall and must also escort guests to the reception desks when guests sign in and depart from Conway Hall.

Overnight guests are not permitted in Conway Hall.

**Noise**

London Program: Quiet hours are from midnight to 8.00am. At other times, noise should be kept to a reasonable level that will not affect other students and residents. Students must respect the rights of others to be undisturbed by noise both inside Conway Hall and in neighbouring buildings, especially when leaving or returning to the building after 10.00pm. Under local ordinance, excessive noise is an offence punishable by a substantial fine.

Rome Program: Students living in Apartments are integrated into local residential neighbourhoods. Your neighbours are not students, and they have early working hours. We need our students to be good neighbours and respect others. Your neighbours should be undisturbed by noise, especially after 9:00pm. Students staying in a hotel should respect the other hotel guests and keep noise to a minimum. Our Program's continued use of these housing options depend on your actions.

Alcoy Program: Students must follow the local dorm rules.

**Parties**

Student gatherings that generate excessive noise, encourage alcohol intoxication, or involve too many people are not permitted. If a Summer Engineering Program RA has concerns that an event is not being well managed, they will take any required (in their judgment) immediate actions. The RA will subsequently recheck the event to ensure that the situation has been rectified. If, in the opinion of the RA, the concerns have not been properly addressed, steps will be taken to end the event.

In London, if the Conway Hall Rector or Assistant Rector have concerns about any event or situation involving one of the Summer Engineering Students, they will then contact one of the Engineering Program RAs and/or the Onsite LSE Program Director as soon as possible. The RA's and/or the Onsite LSE Program Director will take steps to resolve the situation.

**Maintenance and Housekeeping - London**

Students are expected to take good care of their cooking utensils, etc. Any costs assessed for broken damaged furnishings will be divided among all residents of the students’ Notre Dame accounts. Flats receive a light cleaning every other week. In between the housekeeping visits, students are expected to keep their flats clean and to take out rubbish on a regular basis. Residents may be fined for excessive rubbish or mess found in a flat. For details on cleaning, see ‘Policies and Procedures of Conway Hall’.

**Post - London**

Ordinary letters can be addressed to Conway Hall, and parcels and special deliveries requiring a signature. When such items arrive at Conway Hall, students will be notified to collect their deliveries from the Security staff. Students receiving post at Fischer Hall will be sent an email inviting them to collect their deliveries from the Undergraduate Office.

Parcels from the USA should be clearly labelled to contain personal items for temporary import to the USA; otherwise, the recipient may be charged by UK Customs. Costs incurred for the receipt or forwarding of post or any other personal effects are the responsibility of the student.
COMMUNITY STANDARDS PROCEDURES

In keeping with Catholic tradition, we seek to create a community that honors the human dignity of each member and that is characterized by love of truth, active care and concern for the common good, and service toward others. Each of us shares responsibility for the creation of such a community. The University’s standards of conduct reflect our commitment to this ideal. Calling one another to accountability in the context of these standards is a necessary part of our common life. Our conduct processes are designed to be grounded in student development and formation.

When responding to any alleged student misconduct, the Notre Dame Summer Engineering Programs promises to act in a prompt, equitable and transparent manner. Each case will be taken on its own merits, taking into account the full circumstances, including repeated violations of community standards.

- Meeting (with Program RA’s and/or Program Director of Student Affairs)
- Conference (with the Office of Community Standards)
- Hearing (with the Office of Community Standards)

Alleged acts of misconduct/outcomes deemed problematic in the Office of Community Standards online database will be accessed in future by Rectors and other University officials.

Examples of common misconduct that will be addressed include:

- Disrespect to hall staff or university administrators
- Flat parties or excessive flat gatherings
- Actions that endanger the safety of others
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Consistent disregard for policies or regulations as exhibited by individuals or flats
- Refusal to comply with a directive of Hall Staff or University Administrators
Potential Formative outcomes of the conduct process may include but are not limited to the following:

- Attendance at workshops
- Regular meetings with Program Director and/or Rector and/or University Administrator
- Written Assignments
- Verbal or written apologies
- Restitution

Potential Professional Referral Outcomes may include but are not limited to the following:

- Alcohol/drug screening
- Alcohol/drug counselling
- Psychological assessment

Potential Administrative Outcomes may include but are not limited to the following:

- Verbal warning
- Written warning
- Lowering of academic grades if misconduct is class-related

Loss of Privilege Outcomes may include the following:

- Loss of extra-curricular privileges

Permanent Dismissal

The Program Director and/or the Rector may impose any misconduct not explicitly stated above.

A student has the right to appeal the Program Director's or the Rector's decision regarding any fines to the Dean of Engineering Programs or the Rector or Assistant Rector for further explication.

If you are in any doubt as to the meaning of any of the rules contained in this document, please do not hesitate to ask either the Director of Summer Engineering Programs or the Rector or Assistant Rector for further explication.