

## RULES & REGULATIONS – SUMMER COURSES FOR STUDENTS AGED 13 -18

Below are some important rules and regulations that LITE Royale College Limited needs to make the Student aware of before the Student arrives. Student shall ensure that they are familiar with all applicable rules and regulations which are in force throughout the duration of their course.

The Rules and Regulations are part of and supplemental to the Terms and Conditions. Where any provision of the Rules and Regulations conflicts with the provisions of the Terms and Conditions then the provisions of the Terms and Conditions shall apply in precedence.

### Eligibility

LITE Royale College Limited programs are open to students of all nationalities, who are aged 13 -18 years. All those who require a visa in order to take part in a summer program are responsible for obtaining the relevant visa and travel documentation.

### Breaking The Law

All students of LITE Royale College Limited are expected to obey the law. If any student breaks the law or is suspected of doing so, they shall be disciplined accordingly. This can include being repatriated immediately, without refund.

### Alcohol & Drugs

LITE Royale College Limited has a zero tolerance policy with regards to the use of alcohol or drugs. The use, possession or purchase of any quantity of alcohol or drugs is strictly forbidden for all students regardless of their age, and could result in immediate expulsion from the program without refund. Students who are suspected of the use, possession or purchase of alcohol or drugs will be placed on probation and their guardians will be notified.

### Cigarettes & Tobacco

LITE Royale College Limited operates a strict no smoking policy. Any student found to be smoking in or on university property or found to be purchasing, distributing or consuming cigarettes or tobacco will be reported to the Program Director and issued with a formal warning, this may ultimately lead to the student's dismissal from the program. Under UK law it is a criminal offence to sell cigarettes or tobacco to any person under 18 years old.

### Programs & Participation

All students of LITE Royale College Limited are expected to attend classes, workshops, industry visits and activities, complete all projects and assignments on time and check-in at curfew every night. There will also be a number of compulsory program meetings. Outside the requirements, students are free to decide how they spend their time. If students are found to be using their free time inappropriately, their independence in choosing how they spend their free time shall be revoked. On completion of the 2 week / 4 week program students will be sent an academic report and a certificate of completion. The certificate of completion will only be issued if a student has completed all relevant work and has participated fully in the program.

### Plagiarism

Plagiarism will not be tolerated at LITE Royale College Limited. Plagiarism is: submitting work using another author's language, thoughts, ideas or expressions and representing them as one's own work. This includes failing to credit ideas found online, in print or from any other source without referencing them appropriately. Any student found to be plagiarising work will be given a formal warning and the event detailed in their academic report.

### Rooming Policy

As an international summer school our rooming policy fosters an international community. Students can request a single room for medical reasons and every attempt will be made to assist. We cannot guarantee a single room for any other reason. Students in shared rooms will be with a student of the same gender, students will be placed with a student of a different nationality.

### Location

**Accommodation:** There are many common areas in which students are welcome to visit one another. Appropriate behaviour and conduct is expected of students at all times.

**Curfew:** Curfews are clearly defined and students are expected to check-in at these specific times. After curfew, students must remain in the specified area until 7am the following morning.

**Visitors:** Visitors are welcome on the program, but are asked to sign in at the program office. Students must ensure that their visitors abide by all program rules and must remain within the common areas. On arrival and departure days family members may access the private room areas. Any students found to be leaving the campus or halls of residence after the curfew without permission will be reprimanded and in some instances dismissed from the program.

## Personal Responsibility

**In General:** A significant component of LITE Royale College Limited programs is that students are afforded certain responsibilities and freedoms. Guardians and students must recognise that LITE Royale College Limited staff cannot supervise students at all times. When students choose to spend time independently, they must take responsibility for their own decisions and actions. During the program students will refrain from: graffiti, damaging property of any kind, swearing or bad language, ball games of any kind inside university premises or teaching classrooms.

**Respect for the Community:** All students of LITE Royale College Limited are expected to respect the rights of all members of the community. This includes other students and staff of LITE Royale College Limited and staff of the University and their halls of residence as well as the wider community of London and Cambridge. Anti-social behaviour includes bullying, racism, lying, theft, self-harming, physical, verbal and online harassment. Any kind of anti-social behaviour can result in a denial of privileges, early curfews, or contact with guardians for support. Repeated anti-social behaviour can result in expulsion from the program without refund.

**Dress:** Students are expected to dress in accordance with the academic nature of their environment and in a manner appropriate for academic and social functions.

**Town Centre:** Students are given plenty of free time to explore Cambridge and London town centre. There will be geographical area limits set out at the start of the program and students are expected to keep within those boundaries.

**Travel, Strangers & Transport:** Students may not drive a car while on the program, nor ride in a motor vehicle or public transport, without the authority or supervision of LITE Royale College Limited staff. By signing these terms and conditions you agree that the student can take part in any scheduled summer school trip and that the student can travel in transport organised by LITE Royale College Limited. Students agree not to go off with a stranger or member of the public at any time during the program. Students are not allowed to rent or use a bicycle unless organised by LITE Royale College Limited and accompanied by a member of LITE Royale College Limited staff.

**Permission to leave the Program:** Students may leave the program if granted permission by their guardian in order to visit a family friend or relative who is an adult over 25 years old. Permission must be received in writing at least 24 hours before the trip and must specify the name, address and contact number of the friend or relative. Travel must not conflict with academic classes or any other required activities.

**Dangerous items:** It is forbidden for students to possess or purchase any item/weapon that is deemed to be a danger to themselves or others. These include knives, fireworks or any other flammable items such as candles.

**Tattooing/Piercing:** Students of LITE Royale College Limited may not, for health and safety reasons, obtain a tattoo or piercing while on the program.

**Personal Belongings:** All personal belongings and valuables are the responsibility of the individual and we ask all students to lock their bedroom doors when they leave their room. LITE Royale College Limited will not replace any items stolen, damaged or lost during the program.

**Loss of Keys:** If a student loses their room key there will be a charge of £100 to replace the key. All keys used in University property are special security keys and will take time to replace. All students are asked to hand in their key at the end of the program, any student who has lost their key will be asked to pay before they leave or can opt to have an invoice sent to their parents.

**IT:** Students will have access to the university IT facilities and will be signed up to the university's web system. All students agree to be bound by the code of practice covering the use of email and internet as laid out by LITE Royale College Limited.

**Access to Rooms:** If we have reason to believe that a student is in breach of the rules and regulations, LITE Royale College Limited reserves the right to enter the students room and search their belongings. Any search will be done by two members of staff and will be documented.

## Medical Requirements

Students of LITE Royale College Limited are required to provide an accurate medical history and current health insurance prior to the program commencing. When necessary, professional medical consultation/treatment will be arranged by LITE Royale College Limited. All medical expenses are the responsibility of the student being treated and their guardian. It is understood that all medical expenses incurred by the student and paid by LITE Royale College Limited shall be reimbursed promptly by the guardian or student. This includes medication, hospital or doctors' visits and transportation to/ from medical facilities. All medication brought to the program must be declared and handed to the students counsellor for safe keeping. No student will be allowed to keep medication in their room except in special circumstances. Students must detail the exact intake of medication in detail to LITE Royale College Limited before arrival at the summer school.

## Participation

By agreeing to the terms and conditions it is understood that the student may participate in all summer school classes, activities and excursions. Parents/guardians and students agree that photographs, quotations and recorded media taken during programme by LITE Royale College Limited can be used for publicity, PR, social media, publications or promotion.