

A Supplement to *du Lac*
for the
Notre Dame Summer Engineering Programs
in London, Rome and Alcoy



UNIVERSITY OF
NOTRE DAME

Summer 2014

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to, Summer Engineering Programs in London, Rome and Spain). This supplement contains only those additional policies that are necessary 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.

intoxication is not permitted. For this reason alcohol is forbidden. 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 water – may be carried in unsealed containers in the common areas of Conway Hall. See 'Policies and Procedures

Fischer Hall Regulations (London)

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

Students will require their Conway Hall pass to enter Fischer Hall and may need to produce their Notredame ID card. Security staff at reception have the right to request anybody without a Notre Dame ID card.

All guests must sign in when they enter Fischer Hall. They must be accompanied at all times within the building by their host. They will be held responsible for the conduct of their premises.

In accordance with British law, smoking is not permitted in Fischer Hall. The rear courtyard may be used by students to smoke.

For security reasons, students must not congregate in the entrance to Fischer Hall

faculty or staff.

If you rearrange any desks, chairs or furniture in any room, you must 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 the Fourth Floor may be used only in case of an emergency evacuation.

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

Entrance to the building will not be permitted after 3.00 am. 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, please 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 and 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 where you should check with your instructors as to whether permitted during class. Rubbish must be disposed of properly in every room, with recycling facilities in the Room and LUP Library.

Please report any maintenance issues that you discover.

Mobile Phone Policy

For safety and security reasons, students must possess a mobile phone during their time in London, Rome and Athens. Students must keep their phones charged at all times. Except in class or other places where prohibited, students must have sufficient call credit. Students must also notify program staff of their working phone number upon arrival or as soon as possible.

In the event of a major emergency occurring in London, Rome or Athens, students must use their mobile phones to contact one of the RA's as soon as possible so that that in emergency circumstances, Program staff will also need to be contacted by means of their mobile phone.

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

To remain in compliance with these regulations and to maintain this 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.

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 in Conway Hall at all times, 24/7.

In the case of a fire alarm, students must exit the building via the designated stairway and not attempt to use the lift. Students should gather outside of Conway Hall at the designated assembly point. For safety reasons, students should not use the Subway entrance at the front of the building or Doc

Hallways and Public Areas

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 address to Conway Hall must not be affixed to swipe cards, as this compromises building security in the event that they are lost.

Students should keep common areas should be kept clear of obstructions. Students should not use the lift.

Balconies and Maintenance Areas

For safety reasons, the balconies are permanently locked. Students who are locked out of their flats should seek assistance from the staff in the Reception area. The presence in the residences of unaccompanied non-resident must be reported immediately to Security.

For safety reasons, the balconies are permanently locked. Students should not enter the Maintenance areas are not to be entered.

Students should not attempt to access balconies or roof areas by climbing with windows to access balconies or roof areas. Students who attempt to do so will be disciplined and subject to dismissal from the program.

Smoking

Bags, computers, or other items must not be left unattended in common areas of Conway Hall, and the presence of any unattended items or the delivery of unexpected or unmarked packages must be reported without delay to Security.

To maintain the safety and health of others, smoking is prohibited anywhere within Conway Hall or Fischer Hall. When entering common areas, students should not congregate or use the lift.

Students should not use the lift. In common areas, students should not congregate or use the lift. Students should not compromise the security and good order of the residence.

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

Weekend Travel

For safety and security reasons, students intending to travel over the weekend must submit a completed travel form to the Security Officer before commencing their journey. Electronic forms will be accepted.

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 be limited to those where students travel together as a group.

Students should not use the lift. Students should not use the lift. Students should not use the lift.

- Meeting (with Program RA's and/or Program Hall Staff and/or 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 accessed in future by Rectors and other University C

Examples of common misconduct that will be addressed

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.

- Disrespect to hall staff or university administrators
- Disrespect to other program participants
- Drinking games
- Intoxication
- Consistent abuse of alcohol
- Possession of hard alcohol in flats
- Possession of excessive amounts of alcohol in flats
- Possession of other prohibited items
- Excessive rubbish or mess in flats
- Flat parties or excessive flat gatherings
- Actions that endanger the safety of others
- Overnight guests
- Damage or mistreatment of University property
- Tampering with fire safety equipment
- Consistent disregard for policies or regulations
- Individuals or flats
- Refusal to comply with a directive of Hall

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 violation of community standards.

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/Assistant 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 address any misconduct not explicitly stated above.

A student has the right to appeal the Program Director's decision regarding any fines to the Dean of Engineering.

If you are in any doubt as to the meaning of any of the terms in this document, please do not hesitate to ask either the Program Director, the Summer Engineering Programs or the Rector or Assistant University Administrator for clarification.