TED Summer School

Participant Code of Conduct

1 Introduction

Immerse Education is committed to providing exceptional experiences for all of its participants on the TED Summer School. We are proud of the positive and supportive community we create which enables participants to enjoy a safe and successful learning environment. Immerse Education also promotes a safe, respectful and cooperative working environment for its members of staff.

All participants on the TED Summer School are expected to adhere to its code of conduct.

Positive behaviour is expected from all participants and is actively encouraged and nurtured by staff. When participants engage and collaborate positively with each other and our Team Members, it fosters a happier, more cohesive, and productive community.

Participants who do not behave in a positive way and do not abide by the code of conduct will be subject to Immerse Education's Behaviour and Discipline Policy, which outlines actions in response to breaches of this code. The procedures followed will reflect the seriousness of the breach and may lead to participants being expelled from the programme.

2 Code of Conduct

This code relates to participants' conduct throughout their time with Immerse Education TED Summer School and should be followed at all times whilst on the programme.

Participants may contact any member of Immerse Education's team if they have any concerns during their time on the programme. Participants may wish to raise matters relating to the conduct of fellow participants or members of staff and should feel free to do so anonymously in writing, if required. Further details on how to report matters are provided during the Welcome Talk on arrivals day.

2.1 General Conduct

Participants should:

- Treat their fellow participants, members of staff, visitors, and other staff courteously and with respect at all times.
- Follow appropriate instructions given by members of the Immerse Team and other staff.
- Be honest.
- Positively represent Immerse Education and the TED Summer School.
- Avoid the use of offensive and derogatory language or gestures.
- Inform a member of staff if they become aware of other participants' involvement in misconduct that may endanger them or others.
- Inform a member of staff if they are concerned about a fellow participant.
- Dress appropriately at all times.
- Refrain from inappropriate online behaviour.
- Adhere to the visiting country's laws.

2.2 Discrimination

Discrimination in any form will not be tolerated at TED Summer School.

Participants should:

- Behave in a way that is respectful, tolerant and accepting of others.
- Not discriminate against others on any grounds, including age, gender, race, nationality, culture, religion, sexuality, disability, health, status, appearance, or any other protected characteristics.

2.3 Bullying and Harassment

Bullying and harassment in any form will not be tolerated at Immerse Education.

Participants should:

- Not engage in, encourage or condone bullying or harassment of fellow participants or college staff, including banter that can be perceived as bullying
- Report any incident where they feel bullying or harassment is taking place.

2.4 Security

Participants should:

- Wear their branded lanyard and identity card at all times.
- Not lend their identity card, room key or lanyard to anyone else.
- Not use their identity card to let other people into or out of site premises.
- Report lost or stolen identity cards to a member of staff immediately.
- Not leave personal belongings unattended or unsecured on site premises.
- Report suspicious packages or items to a member of staff or to the reception.

2.5 Health and Safety

Participants should:

- Declare any known or suspected medical or mental health conditions.
- Provide details of any medication they are taking and/or will have with them on the Participant Information Form, or by email to student.services@immerse.education
- Cross reference any medication brought to the programme against the list of controlled medications under the law of the visiting country and declare them to an Immerse senior staff member upon arrival to the programme.
- Ensure all medication not stored by staff is kept in a secure place and in accordance with the storage instructions.
- Only take medication prescribed to them or purchased by them.
- Only purchase medicines if they are old enough to do so and with the permission of the College Manager.
- Not purchase medication or diet supplements on the internet.
- Inform staff if they are injured or feeling unwell, particularly if they cannot attend any element of the programme, are concerned about their condition, may require medical attention, or may not be able to leave their residence in the event of an emergency.
- Report to a member of staff if a fellow participant needs urgent medical attention.
- Evacuate a building in the event of a fire/fire alarm sounding/ other emergency in accordance with procedure or as directed.
- Not tamper with safety or medical equipment.
- Not bring pets or animals into any building, including residences.
- Not bring babies, young children or strangers onto the site without prior consent.
- Use equipment and facilities safely/in accordance with the safety instructions.
- Report health and safety concerns to a member of staff.
- Report accidents/safety-related incidents to a member of staff.

2.6 Welfare

All participants should:

- Inform a member of Immerse staff of any absence from college residences during the programme, including at weekends and during free time.
- Only leave site grounds once they have signed out and with at least one other participant or member of staff, and remain with them for the duration of their absence from the site.
- Ask for help when needed.
- Follow the guidance given to them by given by the college to safeguard their welfare.
- Report to a member of staff any significant concerns they have about their own welfare or that of fellow participants.

2.7 Alcohol and Illegal Substances

Immerse Education has a zero tolerance policy on alcohol and illegal substance consumption that will result in expulsion from the programme.

Participants should not:

- Store, consume, or be under the influence of alcohol at any time during the programme, regardless of age or presence on campus.
- Store, attempt to obtain, purchase, share or use illegal substances at any time.

2.8 Smoking

This relates to all tobacco products and e-cigarettes/vaping products.

Participants should not:

- Smoke anywhere on or outside of site grounds, including in residences.
- Purchase or solicit tobacco products.

2.9 Criminal Activity

Criminal activity in any form will not be tolerated at Immerse Education.

Participants should:

- Not engage in, encourage, condone or conceal criminal activity.
- Seek the help of the Immerse staff or police if they become the victim of serious crime.
- Report to a member of staff all criminal activity of other participants or members of staff.

Note: criminal activity also includes, but is not limited to, acts of vandalism and graffiti both within the college and off site.

3 Personal Relationships

Participants attend Immerse to further their learning. We do not consider personal relationships appropriate on our programmes.

3.1 Intimidation, Aggression and Violence

Intimidation, aggression and violence in any form will not be tolerated at Immerse Education.

Participants should:

- Not engage in, encourage or condone intimidating, aggressive or violent behaviour.
- Report to a member of staff any serious incidence of aggressive or violent behaviour of other participants or member of staff.
- Report to a member of staff any participants' use of inappropriate, derogatory or offensive language.
- Report to a member of staff if any participant is promoting or identifying with extremist views or groups.

3.2 Attendance During Programme

Participants should:

- Attend all timetabled sessions, including tutorials, meals and activities.
- Participants who require time off from the programme for legitimate reasons should request authorisation for absence.
- Participants who are unwell and cannot attend the programme should inform a member of staff immediately.



3.3 Learner Conduct

Participants should:

- Behave in a way that allows them and others to learn.
- Arrive on time for all sessions and activities, and bring any requested materials and equipment.
- Use electronic devices responsibly and respectfully throughout the programme.
- Refrain from using any photographic or video-recording devices during sessions and activities without the consent of fellow participants and/or staff.
- Complete all work themselves and within the agreed deadline.
- As with all universities, creating work through ChatGPT and other AI tools is not acceptable - all work assigned should entirely be the creation of the student themselves.

3.4 Plagiarism

At Immerse Education, academic integrity is paramount and we do not tolerate plagiarism.

Plagiarism involves presenting someone else's work, research, words or ideas as your own by not giving the original source full acknowledgment in your work.

At university, plagiarism is cause for expulsion.

Participants should:

- Consider their actions and the consequences of plagiarism.
- Follow the guidelines provided by their tutor.
- Reference all work cited in the work they submit, particularly their personal project.
- Check with their tutor if they are unsure about referencing or quoting.

3.5 Use of College Resources and Facilities

Participants should:

- Treat resources and facilities belonging to the site and Immerse with respect.
- Leave resources and facilities tidy/clean after use.
- Not remove or alter resources and facilities without permission.
- Use college resources only for their intended purpose(s).
- Not leave personal information behind after using resources and facilities.

3.6 Use of the Internet

Participants should:

- Be vigilant about their safety when using the internet.
- Not post images of fellow participants or members of staff on the internet without their express consent.
- Not share any sexual imagery.
- Not access private, secure or financial material on public devices.
- Not access inappropriate material on public or private devices.
- Not access or download illegal material.
- Not purchase inappropriate items, or age restricted content online.

3.7 Conduct in College Residences

Participants should:

- Observe curfews.
- Observe and follow on-campus regulations and protocols.
- Not change their allocated bedroom without consent from Immerse Education.
- Not allow visitors into their residence at any time, except with express consent from an Immerse senior member of staff.
- Ensure permitted visitors abide by relevant residence regulations and leave the residence before curfew.
- Not have their own items of furniture, fridge, freezer, cooking appliances, air conditioning unit, heater or electric bedding in their bedroom.
- Not use their own wireless router.
- Refrain from photographing or video recording fellow participants without their consent.
- Place rubbish in the bins provided.
- Not throw anything out of windows.
- Be respectful of fellow participants by keeping noise to a minimum and reducing noise levels when requested by fellow participants or staff.
- Respect the privacy of fellow participants and not enter any participant's bedroom.
- Use all facilities responsibly and hygienically.
- Ensure permitted visitors abide by relevant residence regulations and leave the residence before curfew.
- Not engage in activities that could lead to a fire including (but not limited to): covering or obstructing heaters/radiators, burning candles or other materials.
- Report any damage to an Immerse senior member of staff.

3.9 Conduct on External Trips and Visits

Academic and Industry excursions as well as social activities are a highly valued element of Immerse Education programmes. While participants should be able to relax and enjoy the opportunity to socialise and the diverse range of cultural and educational experiences on offer. Participants' safety is our key concern and our rules are in place to ensure their enjoyment and the enjoyment of their fellow participants.

Participants should:

- Pay attention to and follow welfare, health and safety instructions given by members of staff.
- Refrain from doing anything that puts others in danger.
- Remain with at least one other participant at all times when outside the accommodation or classrooms.
- Remember that cyclists are very common and pose the same hazard as vehicles would. Please be vigilant and be mindful of vehicles and observe general road safety at all times.

