

## Code of Conduct

The College of Europe in Natolin is a one-of-a-kind inclusive space for personal and professional growth. Its uniqueness comes from immersing students in a world-class academic and professional development programme, while living and working in a multicultural community founded on the following values and principles:

- Inclusion and respect for diversity,
- Courtesy and tolerance in interaction,
- Integrity, trust, and collegiality,
- Prohibition of all forms of discrimination or harassment.

Religious and ideological plurality is welcomed, as part of fostering intercultural dialogue.

Being that the College of Europe in Natolin is based in Poland, the academic calendar is tailored according to the Polish public holidays.

Students are obliged to familiarize themselves and comply with all academic regulations and internal rules concerning their stay in Natolin.

## 1. Building and maintaining a respectful co-living environment

- a. Students shall respect and care for others (fellow students, staff, faculty, guests, or any other member of the community) both on- and off-campus, on and off-line.
- b. The College of Europe in Natolin does not accept any form of discrimination, intolerance, or harassment among students and between students, staff and faculty - be it on- or off-campus, and on- or off-line.

Any of the above behaviours constitute a fundamental breach of the values of the College of Europe in Natolin, and all members of the community (students, staff and faculty) shall have a responsibility to identify and act on occasions wherein such behaviour is demonstrated.

The College of Europe in Natolin offers the services of a Counsellor who can be contacted to discuss in depth any troubling issues in a secure, professional context. For contact, please write to [counsellor2.pl@coleurope.eu](mailto:counsellor2.pl@coleurope.eu). The timing and location of the session is to be agreed directly with the counsellor. All such sessions are subject to professional confidentiality.

If anyone is subject or witness to any form of discrimination or harassment, they may contact the Staff Confidants directly and discuss how to proceed under the rules of the Policy Against Discrimination and Mobbing. The staff members holding the roles of Confidants are announced at the beginning of every academic year.

- c. Students must take utmost care not to damage College of Europe in Natolin property or the property of others. Damage caused to any property of the College of Europe in Natolin, in any of the facilities or the natural reserve, will be paid for by the person(s) responsible. Individual residents will be held responsible for any damage done to their rooms or any part of the residence hall and its equipment.
- d. Due to fire safety, smoking inside the College's premises, students' residences, and students' individual rooms is strictly prohibited and may result in fines for any person caught doing so.
- e. Students are responsible for their personal belongings. It is recommended that no personal object is left unattended in a common space. The College of Europe in Natolin does not assume responsibility for damage or loss of personal property of residents due to theft, fire or other causes. Students are advised to purchase a personal liability insurance covering these risks.
- f. Students are asked not to eat or drink in classes and computer rooms out of respect for the cleanliness of the learning environment.
- g. Alcohol consumption is not permitted in the library, halls of residences, classrooms, or in the campus restaurant (with exception to special occasions when it is served as part of an event).

- h. The possession, use, or distribution of illegal drugs in the College of Europe in Natolin is strictly forbidden and can lead to expulsion from the College as well as a notification to the competent legal authorities.
- i. Any public behaviour resulting in detriment to the College's reputation related to the consumption of alcohol or illegal drugs or any other intoxicants by a student or one of his/her guests can lead to expulsion from the College as well as a notification to the competent legal authorities.
- j. Quiet hours are to be respected by all students in the residences, villas, and the apartment between 10:00 p.m. and 7 a.m.
- k. Events involving music or with a high number of participants may be organized on weekends in the social spaces in the Retinger residence (Social area, Billiard room, and the Music room).

## 2. Academic, Extracurricular Events, and Professional Development Activities

- a. During classes and campus events, all electronic devices such as mobile phones are to be switched to silent mode. In class, students can use personal computers and mobile phones for academic purposes only. Students are required to put these devices away if asked by the professor. Students not abiding by the rules outlined above may be asked to leave the classroom.
- b. In order to comply with intellectual property laws, it is forbidden to film or record audio of professors or speakers during courses, lectures, workshops, or other events without their explicit prior consent. Not abiding by this may result in legal action.
- c. For all events such as parties, exhibitions, panels, debates, conferences, national presentations, etc. organized by the students on the property of the College of Europe in Natolin, it is required that students inform via e-mail the Student Affairs and Professional Development Office ([studentaffairs.pl@coleurope.eu](mailto:studentaffairs.pl@coleurope.eu)) as soon as possible in advance of making any commitments toward external partners or potential participants.
- d. Students will be invited to participate in selected events that fall outside the EIS and MATA academic programmes on the condition that it would be announced by the organizers of the event. If an event has a limited number of spaces available, students should abide by instructions that are communicated by the relevant office.
- e. The College of Europe in Natolin occasionally organizes closed events which are outside the scope of the EIS and MATA academic programmes and not available to students. Students will be informed in advance about events that fall under this category.
- f. Registration for an extracurricular event implies a firm commitment to fully participating in it; withdrawal should be communicated via e-mail not less than 24 hours before the event.
- g. In case of **two** unjustified absences from a professional development and/or academic extracurricular activity, the student will not be allowed to register for other professional development activities.

- h. For all issues related to class and exam attendance, the Study Regulations and Dispositions particulières apply.

### 3. Communication

- a. Within the framework of its academic and extracurricular programmes, the College of Europe in Natolin has the right to acquire and publish photographs, audio/video recording and live streaming conducted by staff members of the College of Europe in Natolin or by a commissioned professional photographer/videographer that may feature students. These materials may be used for institutional purposes as well as for promotional activities of the College of Europe in Natolin across various media including official communication channels of the College of Europe in Natolin (websites, social media channels, blog, publications, etc.) and other marketing channels (websites, publications, press, mass media etc.). Students will be asked to sign a photo/video consent form at the beginning of the year. Students who do not wish to have their image, likeness and/or voice recorded and published, must inform the Communications, Marketing and Recruitment Office via e-mail at: [communications.pl@coleurope.eu](mailto:communications.pl@coleurope.eu) at the beginning of the academic year and not later **than the end of September** of a given year.
- b. Students may make use of the “Students of the College of Europe” logo that can be requested from the Communications, Marketing and Recruitment Office. The use of the official College of Europe logo, without previous consultation with the Communications, Marketing and Recruitment Office, is forbidden and would constitute a serious breach of the values and regulations of the College of Europe in Natolin.
- c. Any logos created by students for student societies or student-led activities - particularly if they include the “Students of the College of Europe” logo - shall be sent to the Communications, Marketing and Recruitment Office for approval before first usage. The office reserves the right to request changes or amendments to such logos.
- d. The creation of websites or the opening of social media profiles by students connected to their activities at the College of Europe in Natolin, must be agreed with the Communications, Marketing and Recruitment Office and the Student Affairs and Professional Development Office **prior** to activation.
- e. Students may ask the Communications, Marketing and Recruitment Office to be provided with the official student email signature template.
- f. Students shall not contact any external entity or guest to request their participation in, or contribution toward, any student-led activities without the expressed approval of the Student Affairs and Professional Development Office.
- g. If a professor, lecturer, staff member, student, or any other member of the College of Europe in Natolin community requests not to be photographed, recorded, or otherwise quoted on websites, social media, or any other digital or printed outlets, students must abide by their request.
- h. Guest lecturers, panellists and other guests may be quoted unless they request that their presentation is kept off-the-record (or subject to the Chatham House Rule).

- i. It is forbidden to disclose personal data of students, staff, faculty and all other members of the College of Europe in Natolin community - other than that which is already publicly available - without their consent.
- j. It is forbidden to spread personal information about students, staff, faculty, and all other members of the College of Europe in Natolin community, which could negatively affect their reputation and/or the reputation of the College of Europe in Natolin.

#### **4. Procedure in case of non-compliance**

In case of non-compliance with the above rules, if consequences of non-compliance are not expressly defined in applicable regulations, the student(s) in question shall be invited to a meeting with the Student Affairs and Professional Development Office representative to address the issue. If the issue refers to any potential discrimination or harassment the rules of "The Policy of Countermeasures Against Discrimination and Mobbing" shall be applied.

If, after meeting with the student(s) whose behaviour(s) is/are in question, there is no clear commitment made by the student(s) to the resolution of the problem, the issue will be addressed to a Disciplinary Committee. The Committee shall be convened by the Vice-Rector. In the process of the work of the Committee, the Student Representatives are duly consulted.

#### **5. Final Provision**

The College of Europe in Natolin reserves the right to change these regulations or to implement new rules - as it deems necessary - for the protection of the general welfare of the students.