

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 program while living and working in a truly multicultural community, that follows key values and principles:

- Inclusion and respect for diversity
- Courtesy, and tolerance in mutual interactions
- Integrity, trust, and collegiality
- No tolerance for any acts of discrimination or harassment

Different manifestations of religious or philosophical origin are welcomed as part of fostering intercultural dialogue. Since the College of Europe in, Natolin is based in Poland, the academic calendar is designed considering the local holidays, cultural features, and traditions.

Students are obliged to familiarize themselves and comply with all academic regulations and internal rules concerning their stay on Natolin campus presented in this manual. Updates and communications announced during the Academic Year constitute an integral part of the rules and regulations in place.

1. Building and caring for a respectful co-living environment

- a. Students are expected to respect and care for others, be they students, staff, guests, or any other member of the community, both on and off campus, and both on and off-line.
- b. The College of Europe Natolin does not accept any form of discrimination, intolerance, or harassment among students and between students and staff - whether it be on or off campus or on-and offline.
- c. Any of the above behaviours constitute a strong fundamental breach of the values of the College of Europe in Natolin and everyone (students and staff) should feel the moral obligation and right to react, intervene and name this such as unacceptable.
- d. The College of Europe in Natolin provides the services of a Counsellor who can be contacted to discuss in depth any troubling issues in a safe and professional context. To contact the counsellor please write to counsellor1.pl@coleurope.eu. The timing and location of the session is to be agreed with the counsellor. The sessions are subject to professional confidentiality.
- e. If anyone is a subject of or witness to any form of discrimination or harassment, they may contact the Staff Confidants directly and discuss ways to proceed under the rules of the Policy Against Discrimination and Mobbing (Annexe 3). The staff members holding the roles of Confidants are announced at the beginning of every Academic Year.
- f. Students must take the 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 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.
- g. Due to fire security reasons, smoking inside the College's premises, students' residences, and students' individual rooms is strictly prohibited and may result in financial fines for the person in question.
- h. Students are responsible for their personal belongings. It is recommended that no personal object is left unattended. 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.
- i. Students are asked not to eat or drink in classes and computer rooms out of respect for others and the cleaning staff.
- j. Alcohol consumption is not allowed in the following common spaces; library, halls of residences, classrooms, restaurant, (with exception to special occasions when it

is served as part of an event).

- k. 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.
- l. Any public behaviour resulting in detrimental consequences to the College's reputation imputable due 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.
- m. Quiet hours are to be respected by all students in the Residences; the Villas and the apartment between 10:00 p.m. and 7 a.m.
- n. Events with music or with a high number of participants may be organized in the social spaces in Retinger residence (Social area, Billiard room, and the music room) in the weekend.

2. Academic, Extracurricular Events and Professional Development Activities

- a. During classes and events, all electronic devices such as mobile phones are to be switched to the 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. Not abiding by the rules outlined above may result in expelling the student from the course, lecture, workshop, or event.
- b. In order to comply with intellectual property laws, it is forbidden to film or record audio of professors or speakers during course, lecture, workshop, event without their prior explicit consent. Not abiding by this may result in legal action.
- c. For all events such as parties, exhibitions, panels, debates, conferences, cultural presentations etc. organized by the students at the premises 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) as soon as possible, but first before and prior to making any commitments towards external partners or potential participants.
- d. Students will be invited to participate in selected events which fall outside the EIS and MATA academic programs on conditions to be announced by the organizers of the event. If an event has a limited number of spaces reserved for students, students should abide by the instructions that are communicated by the relevant office.
- e. The College of Europe in Natolin occasionally organizes closed events which are out of the scope of the EIS and MATA academic programs and not available to students. Students will be informed in advance about events that fall under this category.
- f. Registration for a course or an extracurricular event implies a firm commitment to fully participate in it, withdrawal should be communicated via e-mail not less than 24 working hours before the course, event, or professional development activity.

- g. In case of two unjustified absence from Professional Development student will not be allowed to register for professional development actions.
- h. The certification of any Professional Development activity requires a minimum attendance of 75% of the hours.
- i. For all issues related to class and exam attendance, the Study Regulations and article 26 of the dispositions particulières apply.
- j. Attending a Professional Development activity is considered a justified absence from academic lectures, which gives access to the lecture recording.

3. Communication

- k. Within the framework of its academic and extracurricular programs, the College of Europe in Natolin has the right to publish photographs, audio/video recording and live streaming done by staff members of the College of Europe in Natolin or by an employed professional photographer/videographer that feature students. These materials may be used for institutional purposes as well as for promotional activities of the College of Europe in Natolin in various media including official communication channels of the College of Europe in Natolin (websites, social media, blog, publications, etc.) and other marketing channels (websites, publications, press, mass media etc.). Students who do not wish to have their image, likeness and/or voice recorded and published, must promptly inform the Communications, Marketing and Recruitment Office via e-mail at: communications.pl@coleurope.eu at the beginning of the academic year and anyway not later than by 10th September of a given year.
- l. Students can use 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 a serious breach of the values and regulations of the College of Europe in Natolin and thus is forbidden.
- m. Any logos created by students for 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 their first usage. The office reserves its right to request changes or amendments to such logos.
- n. The creation of websites or the opening of social media profiles by students connected to their student activities at the College of Europe in Natolin, must be agreed with the Communications, Marketing and Recruitment Office and the SAPDO prior to their activation.
- o. Students may ask the Communications, Marketing and Recruitment Office to be provided with the official student email signature template.
- p. Students shall not contact any external entity or guest to participate or contribute to a student-led activities without the expressed approval of the SAPDO.

- q. If a professor, lecturer, staff member, fellow student, or any other member of the College of Europe in Natolin community, requests not to take have pictures of them taken, be recorded, or otherwise quoted on websites, social media, or any other digital or printed outlets, students must abide by their request.
- r. Guest lecturers, panellists and other guests can be quoted unless they request that their presentation is kept off the record or ask to abide by the Chatham House Rule.
- s. It is forbidden to disclose personal data of students, staff, professors, and all other members of the College of Europe in Natolin community, other than that already publicly available, without their consent.
- t. It is forbidden to spread other personal information about students, staff, professors, and all other members of the College of Europe in Natolin community, which could prejudice 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 SAPDO 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” are to be applied.

If after meeting with the student(s) who’s behaviour(s) is in question, there is no clear commitment made by the student to change his or her behaviour to resolve the problem, the issue will be addressed to the Disciplinary Committee. The composition of the Committee is conveyed 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.