



Oxford Royale Academy
International Study Centre

OXFORD ROYALE ACADEMY
INTERNATIONAL STUDY CENTRE
Rules & Regulations

1. Introduction

There are some important rules and regulations that Oxford Programs Limited needs to make the Student aware of before the Student arrives so that the Student understands what is expected of them during the Course. Changes to these Rules & Regulations and/or other important rules or regulations may be notified to the Student either before or after registration for a course. The Student shall ensure that they are familiar with all applicable rules and regulations which are in force throughout the duration of their Course.

The terms **Student**, **Course** and **ORAISC** shall bear the same meanings as in the 'Terms & Conditions' document.

The term "**senior staff member**" shall mean a company director of Oxford Programs Limited or the Centre Director at ORAISC.

A "**Category 4 Student**" is a student who (a) is aged over 18, (b) is on a course which has no students aged under 18, and (c) has been informed by Oxford Programs Limited in writing that he or she is a Category 4 Student.

A "**Category 5 Student**" is a student who (a) is aged over 18, (b) is on a course which has no students aged under 18, (c) does not live in an accommodation block which also accommodates any student aged under 18, and (d) has been informed by Oxford Programs Limited in writing that he or she is a Category 5 Student.

The Rules & Regulations as amended from time to time, the current text of which is set out in this document, are part of and supplemental to the Terms & Conditions. Where any provision of the Rules & Regulations conflicts with the provisions of the Terms & Conditions then the provisions of the Terms & Conditions shall apply in precedence.

2. Arrival

2.1 The Student shall arrive at ORAISC on the arrival date previously notified to them.

2.2 The Student must produce to ORAISC staff upon request a current passport and (if applicable) a valid student visa and shall (if requested) allow Oxford Programs Limited to take a copy of their passport and visa at enrolment.

2.3 Should the Student wish to delay arrival or postpone their arrival date, the Student may make such a request to Oxford Programs Limited, although the granting of such a request shall be at the absolute discretion of Oxford Programs Limited.

2.4 The safety induction on or shortly after the day of arrival will set out various procedures in relation to ORAISC, including but without limitation check-in and check-out, fire drills, absence, discipline and sickness. If the Student is unable to attend they need to go to the ORAISC office where there will be handouts available which the Student shall ensure that they read and digest without delay and retain throughout the duration of their Course.

3. Leaving the ORAISC grounds

The Student shall abide by the following rules for leaving the ORAISC grounds:

3.1 For residential students

The Student is permitted to leave the ORAISC grounds for shopping, sightseeing and similar activities at times specified by the Centre Director provided that they:

- (a) leave ORAISC in a group of 2 or more and remain with that group at all times whilst outside ORAISC; and
- (b) write their name into the signing-out book together with their working mobile number; and
- (c) take with them Oxford Programs Limited's 24-hour emergency mobile telephone number, a working mobile telephone of their own, and the ID badge issued to them by Oxford Programs Limited.

Should the Student wish to go anywhere other than on foot (for example, into Oxford), the Student shall use a form of transport approved by Oxford Programs Limited, and not use public transport or a bicycle other than in accordance with Rule 9.10.

The Student is forbidden from leaving the ORAISC grounds after curfew.

The above provisions of Rule 3.1 shall not apply to a Category 4 Student or to a Category 5 Student, who may leave the ORAISC grounds at will, provided that doing so does not impact adversely upon their safety or upon their attendance at scheduled classes, workshops, and similar, and does not infringe any other rule applicable to them; and provided further that they nonetheless comply with the requirements of Rule 3.1(b) and (c) on every occasion on which they leave the ORAISC grounds. Such a student shall nevertheless not use a bicycle other than in accordance with Rule 9.10.

3.2 For live-out/daytime-only students

A live-out/daytime-only Student shall attend all registrations during their time on the Course and shall follow the procedures set out in Rule 3.1 above on every occasion on which they leave the ORAISC grounds during hours to which their Course applies. In addition, a live-out/daytime-only Student must sign out from ORAISC every time they leave the premises after their Course hours. A sign-out sheet will be available in the office.

3.3 Getting to classes and activities

Where classes or activities are scheduled to take place outside ORAISC, an appropriate means of transport will be suggested by Oxford Programs Limited. The Student is responsible for their own safety and wellbeing whilst outside ORAISC and must not do anything which might endanger their safety or the safety of any other person. The Student should exercise care for the safety of their fellow students.

Unless accompanied by a member of staff, the Student must not leave the ORAISC grounds to attend any class or activity without having first completed the sign-out procedures applicable to them in Rules 3.1 and 3.2.

If any activity which takes place outside the ORAISC grounds is supervised by a member or members of staff, the Student should remain with at least one member of staff at all times while outside ORAISC, save as otherwise directed by them.

4. Exeat (leaving ORAISC with parents/guardians)

If the Student is planning to leave the Course overnight or at weekends they shall ask their parent(s) or legal guardian(s) to complete and sign an exeat form and to fax or email it to the ORAISC office. An exeat form is required for each instance of absence, showing: date and time of departure, destination, contact phone number details and expected time of return. Exeat forms shall be presented to the ORAISC office at least 24 hours in advance of departure. The Student is only allowed to leave ORAISC accompanied by their parent or legal guardian or a person clearly designated by the parent/legal guardian in the exeat form. The person who accompanies the Student may be required by Oxford Programs Limited to present evidence of identity, such as a current passport.

If the Student is a Category 4 Student or a Category 5 Student and wishes to leave the Course overnight

or at weekends they shall complete and sign an exeat form and return it to the ORAISC office. An exeat form is required for each instance of absence, showing: date and time of departure, destination, contact phone number details and expected time of return. Exeat forms shall be presented to the ORAISC office at least 24 hours in advance of departure.

5. Illness

The Student shall inform a staff member immediately if they are feeling unwell and shall follow any directions given to them by or on behalf of Oxford Programs Limited which may include directions of a non-medical nature, directions to take basic medication in accordance with the Terms & Conditions, or a referral to an appropriate medical professional or institution. Without prejudice to the foregoing, such directions may include missing lessons and other elements of the Course and remaining confined in the Student's bedroom should the Student contract an illness that may be contagious to others. In the unfortunate event of illness or accident the Student is also strongly advised to notify their insurance company as soon as possible in case they need to make a claim at a later date. Oxford Programs Limited shall not be responsible for notifying the insurers or making any claim on the Student's behalf.

6. Class attendance, electrical devices and plagiarism

6.1 Attending classes and other activities

Students are expected to attend all classes and compulsory activities and to arrive punctually for the specified start time with all the equipment they need, and in a fit state, to participate properly.

If the Student needs to miss a class or other activity, they shall notify the ORAISC office beforehand providing as much information as possible as to the reasons for their intended

absence. If a Student has missed or is going to miss a class because of illness, Oxford Programs Limited may require them to be visited by a nurse or other medical professional. If the Student misses a class for any reason they will need to gain approval from Oxford Programs Limited through the ORAISC office. In order successfully to complete the Course (and to receive a certificate of completion) the Student must to attend all the classes except those for which Oxford Programs Limited has given approval for absence.

A Student who (in the absolute opinion of Oxford Programs Limited) repeatedly misses classes or workshops with insufficient excuse may be subject to disciplinary action, which may include dismissal from the Course. A live-out/daytime-only Student shall follow the same class attendance rules as all other students.

6.2 Mobile telephones and electrical devices

Use of mobile telephones and all other electrical equipment during classes, workshops, lectures and other events organised by Oxford Programs Limited is forbidden unless authorised by a staff member.

6.3 Plagiarism

Plagiarism is not tolerated. Plagiarism includes, but is not limited to: submitting work done by another person; failing to credit ideas found in sources, whether print or electronic, with appropriate notes and bibliographic references; failing to enclose borrowed phrases or sentences within quotation marks; and turning in a single assignment for two different courses without advance permission from both instructors. A Student found to have submitted plagiarised work may be subject to disciplinary action, which may include dismissal from the Course. If the Course has already been completed, discovery of the submission of plagiarised work is likely to lead to failure of the Course (in which case no certificate of completion will be issued) or, where a certificate of completion has already been issued, that certificate may be

rescinded.

7. Drink and drugs: zero tolerance

7.1 Alcohol

Save for alcohol provided by Oxford Programs Limited with meals, there is a zero-tolerance policy towards the following actions, all of which are likely to result in instant dismissal from the Course and may result in police involvement: drinking/consumption/possession (for whatever reason) of alcohol; purchase of alcohol; distribution/vending or attempted distribution or vending of alcohol; having bottles which contain or have contained alcohol in their possession, custody, power or control, including but not limited to their personal effects or living area.

As an exception to the foregoing, a Category 4 Student or a Category 5 Student may purchase, possess, and consume alcohol (provided that such consumption takes place either outside the ORAISC grounds or within an accommodation block designated for students aged over 18 only), but may not distribute or attempt to distribute it to any student not either a Category 4 Student or a Category 5 Student. However, no Category 4 Student or Category 5 Student shall become drunk or engage in disorderly conduct or in behaviour likely to bring Oxford Programs Limited into disrepute, and infringement of this rule may result in disciplinary action, potentially including dismissal from the Course.

A Student suspected of drinking alcohol may, at the discretion of Oxford Programs Limited, be asked to undergo breath tests to indicate whether alcohol has been consumed. Where a breath test has been conducted, the resulting data may be printed out and made available on request for inspection by staff and parents. Oxford Programs Limited shall be under no obligation to carry out, or to procure the carrying out, of a breath test, and may take a decision as to the likelihood of a Student's having

consumed alcohol without undertaking scientific testing. A Student (other than a Category 4 Student or a Category 5 Student) found to have consumed alcohol, or whom Oxford Programs Limited reasonably believes to have consumed alcohol, is likely to be dismissed from the Course.

7.2 Drugs

Use, possession (for whatever reason) or distribution/vending or attempted distribution or vending of illegal drugs or having in a Student's possession, custody, power or control (including but not limited to their personal effects or living area) paraphernalia connected to the manufacture or use of illegal drugs, are forbidden and are likely to lead to immediate dismissal from the Course and may result in police involvement.

8. Cigarettes and tobacco

According to UK law it is a criminal offence to sell cigarettes or any other form of tobacco to any person aged under 18 and it is a criminal offence to smoke in buildings open to the public and in certain other places. Smoking is not permitted anywhere at ORAISC, nor is it permitted during any class or activity which is part of the Course.

It is the policy of Oxford Programs Limited formally to warn a Student under the age of 18 found purchasing, distributing, harbouring or consuming tobacco, which may ultimately lead to dismissal from the Course if further offences are reported. A Student aged over 18 whom Oxford Programs Limited reasonably believes has distributed or intends to distribute tobacco to any person under the age of 18 will be subject to disciplinary proceedings, which may include dismissal from the Course.

9. During the Course

9.1 Curfew rules

The Student shall observe the Course curfew, which they will be notified of at the induction referred to

in Rule 2 or in such other manner as Oxford Programs Limited deems appropriate.

The curfew shall not apply to a Category 4 Student or to a Category 5 Student (except insofar as the contrary may appear in these Rules & Regulations), but where such students return after curfew, they shall avoid disturbing any other students.

9.2 Looking after belongings

The Student's personal belongings and valuables are their responsibility and the Student is strongly advised to lock their bedroom door whenever they are not in their room.

9.3 Dress code

The dress code is based upon the premise that dress and appearance should not be such as would impede or be disruptive to the educational process. This policy requires a level of common sense from the Student, but examples of items which would breach this Rule include but are not limited to: offensive language/slogans on clothing, revealing clothing, caps or hats indoors and hoodies with hood up indoors.

9.4 Verbal and physical conduct

Oxford Programs Limited finds unacceptable any verbal or physical conduct that may in the sole opinion of Oxford Programs Limited be taken to demean others in connection with their race, age, gender, disability, appearance (for example, but without limitation, the wearing of beards or hair colour), ethnic background, religion or sexual orientation. Bullying, discrimination, harassment and abuse (whether physical, psychological, sexual, or emotional) in any form are not tolerated and disciplinary action in such circumstances is likely to be taken which may lead to the dismissal of the Student from the Course. If Oxford Programs Limited suspects that a criminal offence may have been committed, the police are likely to be informed.

Where the Student becomes aware of any behaviour (whether by another student, a member of staff, or any other person) which does not comply with the above standards, they must report it to a member of staff.

9.5 General behaviour on the Course

During the Course the Student shall refrain from the following: committing any criminal or civil offence, graffiti, chewing gum in class, creating mess or rubbish, unauthorised use of electrical and media devices, sending messages or images by electronic means which Oxford Programs Limited considers in its absolute discretion to be inappropriate, swearing or bad manners, ball games and using frisbees or other projectiles inside any premises or in other places not designated for lawfully carrying out such activities. The Student shall also refrain from displays of affection which Oxford Programs Limited considers in its absolute discretion to be inappropriate. The Student shall at all times comply with all lawful and reasonable instructions given by a member of Oxford Programs Limited's staff.

9.6 Window ledges, roof-tops, dropping items and scaffolding

For their own safety, and the safety of other students, the Student is forbidden from sitting on window ledges and roof-tops. The Student is also forbidden from dropping, pouring, or throwing objects or materials out of windows or off rooftops. Climbing up scaffolding and similar structures is extremely dangerous and is also forbidden.

9.7 Visiting other students' rooms

No Student aged over 18 may enter the room of a student aged under 18, or an accommodation block designated for students aged under 18 only, at any time.

No Student aged under 18 may:

- (i) enter the room of a student aged over 18, or an accommodation block designated for

- students aged over 18 only; or
- (ii) enter the room of a student of the opposite sex, or an accommodation block, corridor, or floor designated for students of the opposite sex at any time.

No Student may enter the room of another student after curfew, save that Category 5 Students are permitted to visit other Category 5 Students of the same sex at any time.

9.8 Noise, running and disruptive behaviour

Running inside any building on the ORAISC premises, or in any place marked with “no running” signs, is forbidden. Running on public pavements or on roads is also forbidden. The Student is to keep noise to a minimum at all times and respect the other students and staff living and working around them. The making of noise after curfew is forbidden. The Student shall not engage in any conduct which is likely in the sole opinion of Oxford Programs Limited to disrupt the work or enjoyment of others or which in the sole opinion of Oxford Programs Limited may present a health and/or safety hazard.

9.9 Out of bounds areas

The Student shall never enter any areas that are marked or indicated as being out of bounds. Out of bounds areas include all areas where building works are being carried out whether or not marked as out of bounds. These can be extremely dangerous and the Student may be putting themselves and other people at risk by entering them.

9.10 Strangers, public transport and bicycles

The Student must never go off with a stranger or a member of the public. Students are forbidden from using a bicycle without the prior written permission of a senior staff member. Students who have been given permission to use a bicycle, must ensure that the bicycle which they use complies with all requirements of English law as to roadworthiness (include display of appropriate lights) and that they

wear a suitable helmet at all times whilst cycling. Cycling at night or in adverse weather conditions is strongly discouraged.

Oxford Programs Limited may carry out checks upon the roadworthiness of a bicycle at any time, including prior to giving permission to use a bicycle, and the Student shall cooperate fully with such checks. Oxford Programs Limited may, in its absolute discretion, withdraw permission to use a bicycle at any time, and without giving any reason. Where permission to use a bicycle has been denied or withdrawn, Oxford Programs Limited may lock or confiscate the Student’s bicycle for the duration of the Course or for such lesser period as it sees fit.

9.11 Tattoos and piercings

The acquisition or administering of new tattoos (whether temporary or permanent in nature) or piercings by or to the Student is forbidden. If the Student has existing tattoos or piercings (save for ear piercings) they shall cover them appropriately while they are participating in the Course.

9.12 Use of IT

The Student shall indemnify Oxford Programs Limited from and against any and all loss and damage that it or any other person may suffer, and which is the result of the use or misuse of IT and network facilities by the Student.

Where relevant, the Student agrees to be bound by any code of practice covering the use of IT facilities, email and the internet applicable at ORAISC from time to time or in force at any other venue where the Student makes use of such facilities. Misuse of email or the internet (in the absolute opinion of Oxford Programs Limited) may result in the Student’s being dismissed from the Course.

9.13 Behaviour towards staff members

The Student shall treat all staff members of Oxford

Programs Limited and any other relevant organisations, and members of the public, with a level of respect which Oxford Programs Limited in its absolute opinion considers appropriate. Words or behaviour that may in the absolute opinion of Oxford Programs Limited be taken as derogatory, disrespectful or offensive are likely to result in disciplinary action which may lead to dismissal from the Course.

9.14 Fire regulations

The Student will comply fully with all fire regulations which apply to ORAISC, including but not limited to those which relate to fire prevention, keeping escape routes clear, and the evacuation of premises. The Student shall participate properly in any fire drill which they are asked to attend. The Student shall not undertake any activity which presents a risk to the safety of the premises of ORAISC, to themselves, or to any other person. The Student shall not tamper with any smoke detectors, fire extinguishers, or other safety equipment.

9.15 Accommodation

The Student shall keep their accommodation (both any private accommodation and all communal facilities) in a clean and tidy state. The Student shall comply with such regulations as Oxford Programs may make with regard to the furnishing and decoration of rooms, and waste disposal and recycling. Candles must not be lit on the ORAISC premises, unless with permission from, and supervised at all times by, a staff member.

Some rooms will be shared with another student. The Student shall respect the personal space and study needs of their room-mate by, for example, ensuring that storage space is shared fairly and keeping noise and other distractions to a minimum when their room-mate is studying. The Student is expected to behave in a friendly manner towards their room-mate.

9.16 Cooking facilities

Some accommodation may be provided with self-catering cooking facilities. If the Student chooses to use these, they shall do so in a safe, hygienic, and tidy manner, complying with any regulations which Oxford Programs Limited may make as to their use, and respecting the rights of other students to use the facilities by, for example: ensuring that surfaces are clear and clean after food preparation; ensuring that crockery, cutlery and cooking utensils are not left in the sink or on the draining board; and not overfilling cupboard, fridges or freezers so that other occupants have proportionately less space.

9.17 Academic requirements

The Student is expected to participate fully in all academic activities and to complete all assignments within the allotted time. All courses are taught in English (unless otherwise specified) and students are therefore expected to use English at all times (unless otherwise instructed) to ensure that others on the Course are able to participate fully. Disruptive behaviour in lessons is not permitted and will not be tolerated.

Individual courses will have their own regulations, specifying objectives and standards to be met. The Student is expected to comply with these.

Failure to comply with these academic requirements may lead to disciplinary action, which may include dismissal from the Course.

10. Access to room and belongings

When it has reason to believe the Student has been or may be or have been in breach of any of the Rules & Regulations as set out in this document or otherwise notified to the Student whether before or after registration for a course, Oxford Programs Limited reserves the right to enter the Student's room and to search his or her possessions, provided that such search is carried out by at least two members of staff, one of whom shall be the Centre Director or his duly authorised deputy. This

extends to the searching of possessions outside the Student's room provided that such search is carried out subject to the same constraints as applicable to a search of the Student's room.

as to whether this is the case will be at the sole discretion of Oxford Programs Limited.

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11. Dismissal from the Course

11.1 Oxford Programs Limited requires the Student to act in a sensitive, respectful, and considerate manner at all times and to respect the legal rights of others and the right of other students or persons at ORAISC or any other venue (whether or not Course activities are held there) to quiet enjoyment of the Course and/or ORAISC's or other venue's facilities without interference. Whilst every subtlety of proper behaviour cannot be detailed, the rules and regulations governing the Course including but not limited to such as are set out in this document are to be adhered to strictly. Failure or refusal to abide by them is likely to be dealt with immediately and may lead to dismissal from the Course.

11.2 As provided in the Terms & Conditions, no portion of fees will be refunded to a dismissed Student. A Student who has been dismissed will not receive reports or certificates of attendance. In the case of dismissal, return travel arrangements may be made for the Student by Oxford Programs Limited (at its discretion) provided that the Student pays for these up front and any additional travel costs incurred will be his or her immediate responsibility. Oxford Programs Limited will not be responsible in case of dismissal for paying any travel costs on behalf of the Student. Oxford Programs Limited accepts no responsibility or liability whatsoever for the consequences of any dismissed Student failing (for whatever reason) to follow the departure and travel arrangements made for them by its staff.

11.3 Students who have been dismissed from a course will not be permitted to take another course with Oxford Programs Limited in the future, unless there are exceptional circumstances and a decision