

UNIVERSITY OF NOTRE
DAME IN ENGLAND

A Supplement

to *Du Lac*

for London



UNIVERSITY OF
NOTRE DAME

2009

INTRODUCTION

As Notre Dame undergraduates, all members of the London Undergraduate Program are subject to the standards and policies of *Du Lac*. This supplement contains only those policies and expectations that differ from life on the Notre Dame home campus and are necessitated by the different situation in which London students find themselves. For example, the higher risk of terrorism in London than South Bend requires us to take greater security measures with regard to access to our buildings; on the other hand, the fact that all students, both male and female, reside in the same building allows us to relax certain other restrictions.

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STANDARDS OF CONDUCT AND DISCIPLINARY PROCEDURES

Policies and procedures within the London Undergraduate Program are designed to maintain the security of the group while respecting the autonomy of the individual. As representatives of the University of Notre Dame and of the USA in a foreign country, you are expected to conform to the highest standards of behaviour and propriety. While in the UK, the behaviour of students is governed by British law. Similarly, the behaviour of students is governed by the laws of any other country to which they travel. You are reminded that foreign citizenship does not exempt you from arrest or incarceration. You should be aware that British 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. Persons violating British law, even unknowingly, may be expelled from the UK, arrested or imprisoned.

Drugs

The use or possession of illegal drugs by students is strictly prohibited. This rule applies whether you are within the UK or travelling outside the UK. Violation of this rule will be addressed in accordance with *Du Lac* and may result in suspension or permanent dismissal from the University.

Alcohol

The legal drinking age in the UK is eighteen. Moderate and responsible use of alcohol is permitted within the residences. However, no alcoholic beverages may be carried in unsealed containers either in the communal areas of the residence buildings or on the streets. Every member of the community is responsible for contributing to an environment of moderation in the use of alcohol. Irresponsible use of alcohol, such as drinking games and intoxication, will not be tolerated.

Notre Dame London Centre Regulations

Students are required to produce their Notre Dame ID card to gain admittance to the London Centre. The Centre staff have the right to refuse entry to anyone without a card.

All guests must sign in when they enter the London Centre and must be accompanied at all times within the building by their student host. The host will be held responsible for the conduct of their guests while on the premises.

Smoking is not permitted by British law anywhere inside the London Centre. The rear courtyard may be used by those who wish to smoke.

For security reasons, students must not congregate in or around the entrance to the building.

No food may be consumed anywhere in the building above the basement level without the express permission of the Director of the London Undergraduate Program.

Undergraduates may not enter either the Middle or Senior Common Rooms or the Law School unless invited to do so by a member of the faculty or staff.

Exit doors in the Basement and on the Fourth Floor may be used only in case of an emergency or an evacuation.

Students are not allowed to unplug any cables or make other changes to computer equipment either in classrooms or in any computer labs, whether in the London Centre or in the student residence.

Any violation of the above policies is subject to a fine levied by the Director of the London Program.

Mobile Phone Policy

For safety and security reasons, the University requires that students in the London Undergraduate Program possess an operational mobile phone during their time in London and while travelling in breaks. You are obliged to keep these phones charged, turned on at all times (except in class or other places where prohibited), and maintain sufficient call credit. Upon arrival, the Program will provide each student with a 'Pay as You Go' mobile phone, for which a user fee of £5 will be billed to your University account. If the phone is lost or damaged while in your possession, a replacement charge will also be made. You will be

responsible for paying for all calls made from their mobile phones.

In the event of a major emergency occurring in London or wherever a student happens to be, you must use their phones to make contact as soon as possible with one of the Rectors or The Undergraduate Office in order that they can be accounted for. In such circumstances, the Program staff will also need to be able to reach you by means of your phone.

STUDENT POLICIES RELATED TO ACADEMIC LIFE

Residency Requirement

Except during breaks, all students must be in residence each week from Sunday night until the end of their last class or course-related activity (e.g., theatre performance or field trip) that week. Being 'in residence' is defined as spending at least some part of every night in the residence buildings.

Whenever you are absent overnight at a weekend or during break, you must sign out before you go and sign back in every Sunday night before 1:00 a.m. This means arranging return transport so as to be in the residence buildings by that time, not just landing at the airport. In order to allow enough time, do not book any flight scheduled to land after 11:00 p.m. For bank holiday weekends, the deadline for signing in is midnight on Monday and not 1:00 a.m. The normal penalty for abusing this policy is suspension of the right to travel for one to three weekends for a first offence.

This policy was adopted at the instigation of the British faculty, who are unwilling to teach students who miss class, arrive late, or are tired or fall asleep during class, because they have not had a proper night's sleep beforehand as a result of being away overnight.

If a return flight or train is delayed or cancelled and prevents you from being back in the residence buildings by the specified time, no penalty will be incurred provided that you (a) can prove that you would have been back on

time had there been no unavoidable delay, and (b) call the Rectors before the return deadline to inform them of the delay. If these conditions are not met, the normal penalty is suspension of the right to travel for one to three weekends for a first offence.

You should refrain from making any arrangements for weekend travel or evening social activities (including spending time with family and friends who are visiting) before your classes have met for the first time and you have been informed of the dates and times of any required field trips or course-related performances. Failure to attend any such events will be treated as an unexcused absence and penalised accordingly.

Travel Forms

For security reasons, you must complete a travel form every time before you travel on a weekend or during a break and turn it in to the Rectors. Forms can be obtained at the residence buildings or online from the London web pages. Each individual in the group must fill in his or her own form. The normal penalty for failing to do this is suspension of the right to travel for one to three weekends for a first offence.

Academic Code of Honor

This code, found in *Du Lac*, is followed without variation in London.

Class Absences

Except in cases of verifiable illness or of death in the immediate family, no absence either from class or from a required course activity (e.g. a theatre performance) is permitted. Any unexcused absence will result in the lowering of the student's grade; any absence(s) owing to sickness must be reported to the Rectors or to the Undergraduate office at london@nd.edu or 020 7484 7811 by the student as soon as possible in order to alert the appropriate professor.

Credits

All London Undergraduate Program students must register for no fewer than 15 credits. This total must include the 3-credit Images of Britain through the Arts course (see the course description page on the London Program website for more details). With the exception of certain pre-arranged internships and special studies, courses may not be taken on a pass/fail basis. All courses are taught in London. You may not take distance learning courses, e.g. courses offered via the web from the home campus. In exceptional circumstances, courses of not more than three credits of Independent Study may be arranged with prior permission from the Program and the cooperation of the Department on campus. Interested students should petition the Director of the London Undergraduate Program no fewer than three months before the beginning of the semester.

Examinations

In accordance with established University policy, all examinations must be taken only at the time scheduled in the London Undergraduate Program academic calendar. You may not arrange to take, nor may faculty elect to give, examinations at times other than those scheduled. You should not ask faculty to violate this policy in order to accommodate travel plans or for any other reason.

Fees

Many courses involve minor charges for expenses. Courses in which fees are likely to be £5 or more include a statement indicating the probable level of fees at the end of the relevant course description. All course fees and other charges will be posted to your accounts at Notre Dame.

Textbooks, Library materials, and other items borrowed from the Program must be treated with care and returned before the end of the semester. The cost of missing, damaged, or defaced items will be charged to students' accounts.

STUDENT POLICIES RELATED TO RESIDENTIAL LIFE

Security

The front gate of the residence buildings is kept locked at all times. You must not reveal to anyone outside the London Program the numeric code which releases it, nor let strangers into the buildings. Common sense security measures should always be followed. Advice on resetting safes in flats can be obtained from the Rector on duty.

You must keep your flat door locked at all times, either with a key from the outside or a knob from the inside. You should take your keys with you whenever you leave the flat or the building, and not lend your keys to anyone, including approved visitors. The flat address must not be affixed to the keys, as this compromises building security in the event that they are lost. Under no circumstances should key codes be given out to persons unaffiliated with the Notre Dame London Program, including other Notre Dame students and those visiting from other institutions.

You are required to carry your keys with you at all times. Being locked out and requiring assistance from the Rectors will incur a £5 fee to be donated to a charity.

The presence of any unaccompanied non-resident must be reported immediately to the Rector on duty.

Bags, computers or other items must not be left unattended in the common areas of the residence building, and the presence of any unattended bags or the delivery of

unexpected or unmarked packages must be reported without delay to the Rector on duty.

You should avoid congregating on the pavement or street immediately outside the residence buildings. Security is best protected by maintaining a low profile.

Visitors

Visitors may be admitted to the residence buildings only between the hours of 10am and midnight, including weekends.

Hosts must register all guests at the front desk in Minerva by fully completing a Guest Form. Hosts must also sign in their guests when they enter the building and sign out when they depart.

Only immediate family members of residents and Notre Dame/St. Mary's College faculty, staff, and students are permitted to enter the residences. All other guests must receive prior written permission from the Rectors to enter the Notre Dame flats.

Overnight guests are not permitted by the building management company, Acorn Group London.

Guests must be escorted at all times when in the residence buildings. You should meet your visitors at the front gate, stay with them at all times, and escort them to the gate when they depart.

Hosts should consider the timing, length and frequency of visits so they do not inconvenience flat mates and other residents.

Noise

Quiet hours are from midnight to 8am. At all other times, noise should be kept to a reasonable level that will not affect other students and residents. Since the flats are located in a residential neighbourhood, students must respect the rights of others to be undisturbed by noise, especially when leaving or returning to the building after 10pm. Under a local ordinance, excessive noise is an offence punishable by a substantial fine.

Parties

Parties are not permitted. Generally, a gathering will be defined as a party if there is too much noise, too much alcohol, drinking games and/or too many people.

Hallways and Public Areas

Common areas should be kept clear of obstructions and gatherings. After 11pm, computer laptop usage and studying should be confined to the study room and flats.

Maintenance and Housekeeping

All students must complete and return an inventory of the contents and condition of each flat during the first week of occupancy. You are expected to take good care of their furniture, dishware, cooking utensils and so forth. Any

costs assessed for broken equipment and/or damaged furnishings will be divided among all residents of that flat and charged to their student accounts.

Individual flats receive a light cleaning each week. In between the housekeeping visits, you are expected to keep your flat clean and to take out rubbish on a regular basis. By 9am on the scheduled cleaning day, dishes must be cleaned and put away, and countertops, bathrooms and floors must be clear of extraneous belongings so that the maids can perform their work without hindrance. Excessively dirty or cluttered flats will not be cleaned.

Smoking

To maintain the safety and health of others, smoking is not permitted anywhere within the residence buildings. When smoking in areas out-of-doors, you should not congregate or behave in ways that compromise the security and good order of the residences.

Balconies and Maintenance Areas

The balconies may not be used. They are to remain locked at all times. Maintenance areas including the roof access are not to be used.

Stairwells

In the case of a fire alarm, students must exit the building by the stairway and not attempt to use the elevators.

Fire Safety

Open flames or smoking materials of any kind (e.g., incense) are not permitted in the flats or in common areas of the residence buildings. The use of electrical appliances in the flats should be avoided, except for personal computers, hairdryers and those appliances which have been provided by the Program. (If you have questions about any other appliance, please ask one of the Rectors.)

On moving into the flat, you should take note of the fire extinguisher and fire blanket in the kitchen and familiarize yourself with the instructions on this and all fire equipment. Any misuse of fire-safety equipment will result in serious sanctions, including suspension from the Program and from the University or permanent dismissal.

Post

Ordinary letters can be addressed to Kamen-Minerva. Parcels (anything larger than a normal envelope), special deliveries requiring a signature or items of post containing sensitive information should be sent to the London Centre not Kamen-Minerva. When such items arrive for you, you will be informed by e-mail to collect them from the Undergraduate Office.

Parcels from the US should be clearly labelled and state that they are personal items for temporary import that will be returned to the US, or the recipient may be charged by UK Customs. Any costs incurred for the receipt of forwarding of post or any other personal effects are entirely the responsibility of the student.