

Sotheby's INSTITUTE OF ART

# STUDENT HANDBOOK



# **GAP YEAR**

## **FALL 2023**

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## WELCOME TO SOTHEBY'S INSTITUTE OF ART – LONDON

Sotheby's auction house was founded in 1744 when Samuel Baker, an entrepreneur, occasional publisher, and successful businessman held his first auction. Today at Sotheby's Institute, we emphasize a keen understanding of an object's value and history, and promote a spirit of inquiry, scholarship, business acumen, and innovation that build upon these foundational values.

The Institute offers educational programs for professionals, pre-college audiences, and graduate students who seek expertise in art business and an understanding of the \$60 billion global art economy. Our course offerings cover everything from art history to key business skills from our campuses located in the world's art capitals of London and New York, as well as online.

Courses at Sotheby's Institute are structured with the guiding principle that while education is gained in the classroom, hands-on experience and situational context is equally as important. Institute faculty are experts and leaders in their fields, bringing a wealth of practical knowledge from their professional experiences, as well as a solid academic grounding to all students.

### GAP YEAR PROGRAM TEAM

**Joe Watson**

Global Director of Collegiate and Professional Programmes

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### GAP COURSE LEADERS

**Dr. Jennifer Thatcher**

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## **GAP STUDENT CODE OF CONDUCT**

The Student Code of Conduct holds students at Sotheby's Institute of Art (SIAL) to a high standard of behaviour, both to protect the campus community, and to promote consideration and respect for individuals of our community in support of the mission of SIAL.

1. Students are expected to show courtesy and respect to everyone they encounter.
2. SIAL requires students to uphold high standards of academic integrity. Students are expected to demonstrate a spirit of cooperation and exploration, and to meet the intellectual challenges of the program through honest and hard work. Students must refrain from plagiarism.
3. Students shall not take part in or facilitate discrimination or use discriminatory language of any kind.
4. Students are expected to respect other students and not to engage in any form of harassment or bullying in person or online.
5. Romantic or sexual relationships between staff members and students enrolled in/or participating in SIAL's programs are prohibited. SIAL discourages amorous relationships between Gap students as it may jeopardize the integrity of the program experience.
6. Students shall not engage in any form of sexual harassment in person or online. Sexual harassment includes any unwelcome verbal or physical behaviour, such as unwanted touching, and making sexist, sexualised or derogatory comments.
7. Students are expected to respect property associated with SIAL and the accommodation provider. Students may not duplicate or use keys to such facilities without the appropriate authority. Students are expected to show respect for and take reasonable care of their classrooms and residences, other facilities and equipment and furnishings. Students shall not tamper with or misuse fire alarms, firefighting equipment or safety equipment.
8. Students must follow all local legislation. Students shall not commit acts of violence on persons or property or threaten to commit any acts of violence.
9. Students shall not use, possess or distribute drugs. The only exception is students may possess and use those prescription and over-the-counter medications approved for use in the UK. Participation in an incident involving drugs is cause for an immediate dismissal.

Students are encouraged to check the laws in the UK pertaining to drugs and illegal substances, particularly where such laws may differ to their home countries.

10. Students shall abstain from selling, purchasing, producing or possessing for use of any weapons, explosives, fireworks or incendiary devices.

11. Students are expected to know and to follow all rules listed in this Code of Conduct, those listed in the Student Handbook, as well as the rules presented by SIAL's staff and those in positions of authority.
12. Students may be given access to official social media handles for the Gap program. It is essential that students keep the content they post in line with the Institute's tone of voice, and that students do not post any words, images or opinions that could reflect negatively on SIAL or its parent company. Guidance will be given about this in advance.

### **ATTENDANCE**

Students are expected to attend all classes, field trips and other social and educational events that make up the Gap Year program. An absence is defined as the opting out of scheduled activities that are deemed core to the program. Students who are persistently absent from programmed classes and activities risk dismissal from the program. Extra-curricular activities are optional and will be noted as such on timetables and in other communications.

### **EXCUSED ABSENCE**

Students must notify the Program Manager of any planned absences. Excused absences will be approved under the sole discretion of Gap Year staff. Absences due to illness or emergencies should be communicated promptly to the Residential Life Coordinators and Program Manager.

## **UNEXCUSED ABSENCE**

An unexcused absence is defined as a non-urgent absence not pre-approved by Gap Year staff via proper communication channels. If a student has an unexpected absence (e.g. illness) and does not communicate with staff, the absence may be considered unexcused.

Students who have more than three unexcused full absences will jeopardize their standing in the Gap Year program, and their eligibility for a certificate of completion and/or references at the end of the program.

## **EXTENDED LEAVE OF ABSENCE**

Students who need to miss the program for an extended period of time (for personal or medical reasons) will need to complete an extended leave form and meet with the program team.

## **LONDON CAMPUS**

The London Institute is located at 30 Bedford Square, London, WC1B 3EE. The closest Underground stations are Tottenham Court Road and Goodge Street.

## **COVID-19**

Please refer to [London Campus COVID-19 Health & Safety Resources](#) for updated information on procedure at the London Campus.

If at any time you experience any of the symptoms of COVID-19 (high temperature, continuous cough, sore throat, change or loss of sense of taste and smell) you must not come to the Institute. Please stay at home and arrange to be tested. Inform the Program Manager and the Residential Life Coordinators of your situation and share the outcome of your test with them as soon as you receive it.

## **SECURITY**

The main entrance door to the London Campus is protected by way of a card security system that will require each person to present their student ID card to a 'reader' at the side of the entrance door.

- You will be issued with your own student card and this should be kept safe at all times
- Please remember to use the student card when entering the building
- If you lose your student card please inform the front office immediately; please note a charge of £10 will be made for a replacement
- For your own safety, please ensure that fire/security doors are firmly closed behind you and that doors are not latched
- Please also be aware of strangers following behind you as you pass through the doors and notify the front office immediately if you are concerned about anyone in the building. Students who forget their ID cards will be asked to sign in at Reception

Bedford Square may not be a very busy thoroughfare but you should nevertheless take care of your belongings at all times. The Institute cannot be responsible for loss/theft of personal items.

## **STUDENT ID CARDS**

Each student will be issued with an ID card when face to face teaching begins in the building. The card will provide access to the building, use of the photocopier and can also be used in the library to borrow books.

Please note that if your card needs replacing, there will be a £10 fee to pay unless you can provide a crime reference number in the event of theft.

## **EMERGENCY PROCEDURES**

All students are made familiar with the following procedures on their first day. It is essential that everyone responds to these whenever they hear the alarm.

1. On detecting smoke or a fire, break an alarm call point
  2. Inform RECEPTION on the ground floor (no. 30) or the nearest member of staff. They will call the Fire Brigade
  3. Do not panic
  4. Leave the building by the nearest exit - you should know the primary and alternative escape routes. If you do not, ask a member of staff
  5. Check that no-one is in difficulty around you. Do not waste time by collecting your belongings
- If possible close doors and windows it will prevent the spread of the fire - but do not put yourself at risk
  - On reaching the street go immediately to the fire assembly point which is in front of No. 42 Bedford Square (turn right out of the building and cross the road at the corner of the Square)
  - Do not enter the building until authorised to do so by staff or emergency services
  - Fire Fighting Equipment is situated at call points around the building for staff use
  - Alarm call points are situated on staircase landings

## **FIRE PREVENTION**

Good housekeeping is essential to everyone's safety so please remember:

- There is no smoking or vaping allowed in any area of our buildings, this includes the steps into the building for both 30 and 31 Bedford Square
- Passageways and exits must be kept clear of rubbish and obstructions
- Open flame burners or candles are not to be used
- Fire evacuation practices do take place but never without warning, so if the fire bell sounds you must follow the evacuation procedures and get out and stay out until you are told it is safe to re-occupy the building
- Never use fire extinguishers to hold back doors

**EMERGENCY FIRST AIDERS:** Lewis Glynn, Helen Reed, Mieke Berg, Laura Evason-Browning



**DESIGNATED FIRE WARDENS:** Heidi Rasmussen, Victor Narciso, Rabin Chand, Lewis Glynn, Laura Evason-Browning

## **EXITS**

1. Primary: The principal staircases to exit out of the front doors of 30 & 31 into Bedford Square
2. Secondary: Rear exit from the ground and basement of No. 30 into Morwell Street
3. Secondary: Front exit from basement through Student Study Room onto Bedford Square
4. Secondary: Third floor: if the principal staircases are blocked, there is an exit up onto the roof from the staircase landing of No.31 and staff room of No.30

## **IMPORTANT**

- The alarm system is tested at approximately 8.00 am each Monday
- At all other times the alarm **MUST** be treated as an emergency

## **BOMB ALERTS**

- Suspicious packages, envelopes, bags, etc., must not be touched
- Any such item should be reported to a member of staff
- If the decision is made to evacuate the building, the procedure for emergency evacuation in the event of a fire should be followed (as above), except that all belongings should be collected before evacuation. If possible, please ensure that windows and doors are left open before leaving the building

## **EMERGENCIES OCCURRING OUTSIDE THE BUILDING**

We will follow the advice of the Police and will not evacuate the building unless told to do so. If we are required to evacuate when the fire bell will be the signal to move in an orderly way to street level via the fire exits. The bell will be sounded until the last person has left the building and the building has been checked.

## **LECTURE ROOMS**

When classes take place at 30 Bedford Square, no food or drink, apart from water, may be taken into the lecture rooms at any time. Any rubbish collected during lectures must be disposed of before you leave. Do not leave litter in any rooms. Snacks may be eaten in the common areas only (if open), where provision is made for the disposal of cans and cups containing liquid.

- Social distancing measures must be adhered to wherever indicated
- When a lecture has finished, please ensure that you leave your classroom promptly to allow staff enough time to set-up for subsequent classes
- The recording of lectures by students is strictly prohibited, unless you have reasonable adjustments, as the Institute retains copyright of taught material

Mobile phones are to be switched off during all teaching sessions, including tutorials and committee meetings whether at SIA or on visits; this also applies to the library.

## **THE PREVENT DUTY ON HIGHER EDUCATION INSTITUTIONS**

As part of UK anti-terrorism law, SIAL, like all higher education institutions in the UK, has to comply with the government's legal requirement that institutions 'Prevent people from being drawn into terrorism and ensure they are given appropriate advice and support'.

This is known as the Prevent Duty and is about safeguarding students against outside influences, which may seek to encourage them into terrorism (of any sort), whilst also safeguarding the right of students (and staff) to discuss political issues within the law.

Although it is considered highly unlikely that a SIAL student would be drawn into terrorism or extremism it is always possible that a student who may already be vulnerable for other reasons could, for example be groomed towards extremist views by someone exploiting that vulnerability. If so, it is likely that any such activity would represent a significant change in that student's behaviour, attitudes and conversation, and may first be noticed by other students. It is also possible that a student might be concerned that a sibling or family member may be in this position and seek advice on what they might do.

We see ourselves very much as a community at SIAL, so if you have any concerns about the wellbeing of anyone, particularly with regard to someone who might be becoming radicalised, please speak to your personal tutor who will have received training in what to do in this circumstance. Alternatively contact Duncan Murray (d.murray@sia.edu extension: 3237) who is responsible for implementing the Prevent Duty at the Institute.

One other aspect of the Prevent Duty to be aware of is that it requires us to block and monitor access, from the Institute's IT network, to websites promoting hate speech, terrorism and extremism. Whilst we think it is highly unlikely that any of our students would try to do this, it is possible that a student may be researching a contemporary artist who makes work exploring these themes. In that scenario, it is also possible the web filters may (wrongly) interpret the student as trying to access prohibited material. If you have any concerns that a subject you are researching might, for this or any other reason, be misinterpreted as trying to access prohibited material, please speak to your personal tutor or contact Duncan Murray.

## ACCOMMODATION

Students will be staying at **AES Farringdon Residence – Herbal Hill Gardens**. The building is managed by accommodation provider AES, and located at 9 Herbal Hill, London EC1R 5XB.

## RESIDENTIAL LIFE COORDINATORS

The Residential Life Coordinators will expect to know where students are at all times. They will be responsible for students' welfare outside of class time and will be in communication with parent/guardian(s) if consent has been given. They will reside at Herbal Hill apartments when they are on duty and will be on call for any emergencies should they occur outside of office hours.

## SIA EMERGENCY CONTACTS

The first point of call for emergencies will be the Residential Life Coordinators. The contact numbers for Residential Life Coordinators will be provided before the start of the program. Students can also contact members of the program team in an emergency using the below information:

**Helen Reed**  
h.reed@sothebysinstitute.com  
07578 732940

## **INFORMATION YOU NEED TO KNOW WHILE LIVING AT AES FARRINGDON – HERBAL HILL**

Please note that on arrival day, a residence orientation will be given by AES staff to go over the residence information and rules.

Here is some general information:

### **Contact numbers for issues with housing / maintenance issues:**

**AES Day time contact: 020 7580 9922**

**AES Out of hours for building emergencies: 0800 183 9955**

If you need to leave a message, please include the following information:

- Your name
- What the problem is
- The name of our programme (Sotheby's Institute of Art)
- In which building you are staying (Farringdon / Herbal Hill)
- Your flat number

### **Parcels and Letters**

Please write your address on all deliveries as follows:

AES Farringdon,  
Herbal Hill Gardens,  
9 Herbal Hill,  
London,  
United Kingdom,  
EC1R 5XB

### **Smoking & Open Flames**

Smoking is a serious fire hazard and is strictly forbidden in all AES buildings, as are candles, incense or any other open flame. Smoking is only allowed in designated areas outside the building.

### **Fire safety**

When you arrive at your apartment, it is vital that you familiarise yourself with the procedure in case of a fire. Information on what to do can be found both on the back of the front door and around the building.

Please make sure that you are aware of all fire exits and check that they are clear of all obstructions. All of our properties are fitted with smoke alarms. It is essential that these are kept in working order. Please do not remove the batteries or obstruct the smoke alarm in any way. If it does not appear to function correctly, please let us know and we will come to test it straight away. In all apartments, you will find both fire blankets and extinguishers. As with the smoke detectors, these should not be removed.

Good housekeeping and sensible fire precautions will reduce the possibility of a fire occurring. Poor housekeeping, carelessness and neglect will not only make the outbreak of a fire more likely but also allow it to spread more rapidly.

**Common causes of fire include:**

- Electrical equipment left switched on when not in use
- Careless disposal of cigarettes and matches
- Accumulation of rubbish, paper or other materials that can easily catch fire
- Inadequate supervision of cooking activities
- Misuse of portable heaters
- Candles/incense are not allowed in any AES property

Fire extinguishers, fire blankets and smoke detectors are there for your own safety, and you should be familiar with their location. Should a fire occur in your apartment, please follow the instructions below:

Dial 999 and ask for the appropriate emergency service – fire, police or ambulance

Alert as many people as possible and evacuate the premises immediately, closing doors and windows on the way out. Do not stop to collect any personal items or possessions. **Do not put yourself in any danger**

If you have access to a fire extinguisher and the fire is localised, you may use it to put out the fire. Please first check the extinguisher to ensure that it is appropriate for use. If the fire is beyond your control, do not attempt to put it out. Instead, leave by the nearest exit

**The fire brigade needs to be alerted in all cases, even if you have dealt with the fire effectively**

Once you have left the building, assemble outside at a safe distance and wait for the fire brigade to give the all-clear before returning to your apartment

## **Kitchens**

Each apartment has a self-contained kitchen with the following equipment:

- Refrigerator
- Hob
- Oven
- Microwave
- Washing machine
- Cooking utensils
- Crockery/cutlery

## **Cleaning**

Your apartment will be cleaned once weekly by a regular team of cleaners.

**Cleaners' responsibilities include:**

- Changing linen such as pillowcases and sheets. If you are still in bed when the cleaners call, you will miss your weekly change of linen.
- Dusting and vacuuming all accessible areas in the apartment.
- Cleaning kitchen and bathroom floors, all kitchen work surfaces, cooker tops and sinks, providing they are clear
- Cleaning of bathroom(s) if access is available.

**Cleaners are not responsible for:**

- Picking up after you
- Washing your dishes
- Taking out more than two bags of rubbish on cleaning day.

## **Guests**

No overnight guests are permitted under any circumstances.

## **Noise**

Please have consideration for others in the property especially between the hours of 10:00pm and 7:00am. During these hours, noise must be kept to a minimum.

## **Communal / social areas**

The apartment building has the following communal areas for all residents:

- Gym
- Swimming pool
- Social area with seating and games

Please note that gym & swimming pool access is only permitted to residents at the accommodation (not external guest, friends, or family)

## **ACADEMIC EXPECTATIONS**

### **ACADEMIC EXPECTATIONS**

Sotheby's Institute of Art challenges students to excel at their highest level. Students are expected to attend every class, arrive on time and prepared as expected (assignments complete and thought through, proper attire if requested, etc.). Disruptive behaviour, any behaviour that distracts the attention of the instructor or other students or shows a lack of respect to the learning environment, is subject to disciplinary action.

### **ACADEMIC SUPPORT**

Course Leaders will run several one-to-one tutorials with students to discuss their personal goals and development, and to reflect on their experiences of the program.

### **TECH & DIGITAL**

The technology resources at SIAL are provided to enable students, faculty and staff to communicate, share information and support the educational mission of SIAL.

- Students should bring a personal laptop or tablet to class, or other writing equipment to take notes with. Please note that students will be required to carry any laptops or tablets for afternoon visits, so please bring an appropriate bag that can be used to transport these personal items around London
- Students are also expected have a charged mobile phone on their person at all times so that SIAL can communicate with the student, though they are not allowed to utilize these phones during class time or at any other time that requires their attention to be directed toward program activities
- Staff may request that students keep mobile phones turned off and out of sight in the classroom or during designated activities
- Students may not record, tape, film or photograph anywhere in buildings or while on site visits using mobile phones or other electronic devices unless the individual being recorded has consented and no instructional or residential staff member prohibits such action
- Use of mobile phones or electronic devices for bullying, harassment or academic dishonesty (including cheating, plagiarism or unauthorized collaboration) is prohibited
- Students are responsible for maintaining the safety and security of their electronic devices while at SIAL

### **REQUIREMENTS FOR CERTIFICATION**

In order to receive a certificate of completion in the Gap Year program, students must be in good standing across program activities. Students must prove attendance of all activities, unless the absence has been authorised, not including activities specifically labelled as optional. Students must also have completed their professional project briefs to a reasonable standard and have made efforts to meet the weekly learning objectives and personal development goals. Any concerns from students about these requirements should first be addressed with the Course Directors and then the program development team.

## **HEALTH & WELLNESS**

### **HEALTH INSURANCE**

SIAL requires all students to have medical insurance that is valid in the United Kingdom. Students are encouraged to procure travel insurance that includes cover for any study trips.

### **IMMUNIZATION REQUIREMENTS**

Students must also provide health information including proof of immunization for Measles, Mumps, Rubella (MMR) and Meningitis in the Program Form. SIAL will not issue a refund to students who withdraw enrolment due to lack of immunization.

### **SELF-ADMINISTRATION OF MEDICATION**

Students are responsible for any issues that may arise as a consequence of students self-administering their medications. Students must keep their medications secure and not make them available to any other student. SIAL assumes no responsibility for securing or administering medication and shall not be liable for any consequences that may arise as a result of students securing, or failing to secure, and administering, or failing to administer, medication. Students must indicate any authorized medications in the student health forms.

### **PHYSICAL ILLNESS**

In the case that a student is experiencing routine illness, they are expected to communicate their absence to a Residential Life Coordinator prior to any academic or program activities affected by their illness. If a student misses more than one full day of activities, students must provide a doctor's note excusing their absence. Students are encouraged to be proactive in preventing routine illness by practicing healthy habits, including, but not limited to, getting plenty of rest, physical exercise and eating healthy food.

Before departing for the program, students and families should identify health care providers - including urgent care - that the student may utilize while participating in Gap Year. In the case of an emergency or concern for a student's health, SIAL may contact the student's family. SIAL is not responsible for any fees associated with medical appointment, treatment or hospitalization.

### **MENTAL HEALTH**

Members of the Program Team, including a course leader and programme manager, have completed Mental Health First Aid training, certified by Mental Health First Aid (MHFA) England. Students and their families are also encouraged to discuss and prepare for the potential challenges of attending an intensive and demanding program that may be in an unfamiliar environment far from home. This preparation should include arranging for any necessary mental health support prior to the start of the program and indicating any ongoing care in the student health forms.

SIAL Gap Year does not include ongoing mental health counsellors for students but is prepared to handle emergency situations according to SIAL's mental health safety plans. Students and families should identify local mental health resources or develop safety plans before the student departs for the program. If a student inflicts or threatens harm



(either towards themselves or others), SIAL, may in its sole discretion, send the student home at their own expense.

## **SAFETY & SECURITY**

The safety of our students is the utmost priority. Students are expected to adhere to all SIAL's policies in order to maintain a safe learning environment for the whole cohort.

## **GENERAL**

### **DIVERSITY, EQUITY & INCLUSION**

SIAL welcomes and strives for diversity—including but not limited to race, class, gender, sexual orientation, socio-economic background—in our student body, faculty, and staff in order to foster an inclusive educational community with a wealth of perspectives and experiences, and to cultivate a multi-faceted, global professional network that will better serve our students and alumni as cultural stewards and international art market leaders.

### **IMMIGRATION**

SIAL admits, enrolls and provides financial aid to students regardless of their citizenship or immigration status. In accordance with our confidentiality policy, SIAL will protect the privacy of student information and records from any unauthorized disclosure. SIAL does not provide or facilitate student visas or information on how to obtain visas for travel to the UK. We encourage international students to contact their country of origin's embassy/government office for that information. SIAL can provide letters of invitation upon request.

### **PROVISIONS**

SIAL welcomes requests for student provisions, (academic or other) from students. SIAL asks that students submit accommodation requests and other important information that may shape the student's experience in the Gap Year program as early as possible in order to provide SIAL with sufficient time to make any necessary arrangements, if appropriate, and ensure that all students have a fulfilling, enjoyable and safe experience.

### **DISCLOSURE OF INFORMATION**

SIAL requires that students give permission to SIAL to contact designated parents/guardians and emergency contacts to discuss and to share information concerning your academic progress, personal behaviour and health during Gap Year. Students must indicate these contacts within the Program Form.

### **HOSTILE LIVING / LEARNING COMMUNITY**

Creating a hostile living and learning community, in any form, is strictly prohibited during the program and online (including on social media). Below are examples of, but not limited to, behaviours that SIAL considers as creating a hostile living and learning community:

- Communicating with another person in any manner likely to cause alarm, including electronic communication and social media
- Physically touching another person or threatening to touch another person in a way that is offensive and/or that includes kicking, pushing, etc.



- Revealing or threatening to reveal personal information, content or images/videos of or about another person with the intention to do harm (mental or physical)
- Demonstrating any other course of alarming conduct or repeatedly conducting acts with the purpose of seriously alarming another person.
- Defaming SIAL, its staff and faculty
- Defaming another community member by communicating a false statement to a third party, which then exposes that community member to ridicule, hatred or loss of reputation as a result of the false statement
- Repeated contact with an individual, student or otherwise, associated with SIAL that has expressed a wish to cease communication. It should be noted that students who create a hostile learning environment through online harassment prior to, during, or after a student's arrival to campus will be dismissed from the program

### **SEXUAL MISCONDUCT**

Students shall not engage in any form of sexual harassment or sexual violence. Sexual harassment - a form of gender-based discrimination - is unwelcome verbal or physical behaviour based on a person's gender. Some examples of sexual harassment include: unwelcome or inappropriate touching, threatening or engaging in adverse action after someone refuses a sexual advance, making lewd or sexual comments about an individual's appearance, body or style of dress, conditioning opportunities on sexual favors, displaying pornographic images, cartoons or graffiti on computers, emails, mobile phones, social media, bulletin boards, etc., and making sexist remarks or derogatory comments based on gender.

### **ALCOHOL**

The age at which drinking is allowed varies throughout the world, and students will be drawn internationally, so the local legal and cultural position will apply to students on this program - in this case that those who are 18+ y/o may choose to consume alcohol. Although the consumption of alcoholic beverages will therefore be permitted, education about the effects and outcomes of drinking will be included within the early stages of the program.

Poor behaviour resulting from the consumption of alcohol, or its after-effects, will not be tolerated and will result in disciplinary procedures being implemented depending on the severity of the issue.

### **SMOKING AND TOBACCO USE**

Smoking tobacco is legal in the United Kingdom for those over the age of 18. Smoking is not permitted on the London campus or at the student residence.

### **ILLEGAL AND CONTROLLED SUBSTANCES**

Any student who is found to be in possession or use of narcotics will face disciplinary actions, which could include immediate dismissal, and possible criminal charges. The possession or use of narcotics and/or other controlled substances without a valid prescription, or misuse of prescribed medication and/or other legal substances, is prohibited at SIAL.

Students are expected to obey UK legislation which prohibits the use, possession, sale and distribution of controlled substances. Upon finding evidence of unlawful possession, use or distribution of drugs on its premises by any student, SIAL will take immediate appropriate disciplinary actions, up to and including dismissal.

If SIAL staff or iQ staff credibly deems that a student may be in the possession or presence of illegal and control substances, SIAL or iQ may perform a search of the student's assigned dorm room or personal property for the aforementioned items.

### **MEDICAL AMNESTY POLICY**

The safety and welfare of students is the utmost highest priority for SIAL. Students should feel able to report any immediate medical emergencies due to drug or alcohol consumption without the fear of dismissal.

This policy affects the following parties:

1. students requesting medical assistance for oneself
2. students requesting medical assistance for another person
3. the person whom receives medical assistance

When responding to drug and alcohol violations, SIAL will consider the student's decision to seek medical assistance as good judgement, and therefore will lessen the typical sanctions associated with such violations. Referral for drug and alcohol education and family notification may still apply.

### **FIELD TRIPS**

Gap Year students will participate program-related or extra-curricular field trips during the term, the details of which will be provided during student orientation. Students are expected to be punctual for departure times at pre-determined locations and remain with SIAL for the entirety of those field trips. Should students jeopardize SIAL's travel plans by being late or engage in any other behaviour that would impact group travel, they will be considered for immediate dismissal from the program. Students should be advised that all rules and regulations apply in the same manner as they do at 30 Bedford Square – no exceptions, regardless of local ordinances and rules.

### **PERSONAL TIME**

Students are given personal time to reflect on their experiences and development, to relax, and to participate in additional activities which may be organised by themselves or their peers. Students should consider the time commitment associated with any outside activity and ensure it does not impact their attendance and ability to participate in the formal program. For additional information about Absences, please see above.

### **CLOTHING**

Students will frequently interact with professionals and in professional environments and should dress as such. On certain occasions where a dress code applies, students will be required to meet this criteria. Students who fail to dress accordingly may not be admitted to the event or venue.