

Sotheby's INSTITUTE OF ART

Sotheby's Institute of Art – New York

New York Collegiate Summer Program 2026

Student Code of Conduct

Sotheby's Institute of Art – New York (the "School") wants all students to benefit from and enjoy their program experience. The Student Code of Conduct holds students at Sotheby's Institute of Art – New York 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 the School.

GENERAL POLICIES AND EXPECTATIONS

1. Students are expected to act in a sensitive, considerate, and responsible manner at all times. Students are expected to show courtesy and respect for the rights of other students, School staff and faculty, and guest speakers and lecturers.
2. Students shall not take part in or facilitate discrimination or use discriminatory language of any kind, including, but not limited to, discrimination based on gender, gender identity, race, national origin, ethnicity, age, religion or belief, sexual orientation, or disability.
3. Students are expected to respect other students and not to engage in any form of harassment or bullying in person or online. Harassment consists of conduct of any type (including, but not limited to, written, verbal, graphic or physical conduct) which has the purpose or effect of unreasonably interfering with an individual's experience in the program, or which creates an intimidating, hostile or offensive learning, residential or working environment.
4. Romantic or sexual relationships between staff and faculty members and students enrolled in/or participating in the School's programs are prohibited. The School discourages amorous relationships between students as it may jeopardize the integrity of the program experience.
5. Students shall not engage in any form of sexual harassment in person or online. Sexual harassment, a form of gender-based discrimination, is any unwelcome verbal or physical behaviour based on a person's gender. Sexual harassment includes: 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 favours; displaying pornographic images, cartoons or graffiti on computers, emails, cell phones, bulletin boards, etc.; making sexist, sexualized, or derogatory comments; taking and sharing images of other students without consent for the purposes of harassment or bullying.
6. Students are expected to respect property associated with the School and the accommodation providers. Students may not duplicate or use keys to such facilities without the appropriate authority. Students shall not engage in any unauthorised entry, use, or occupation of facilities used by the School. 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 borrow, use or disturb items belonging to other students, staff, the School, or others without clear prior permission.
7. Students shall not tamper with or misuse fire alarms, firefighting equipment or safety equipment.
8. Students must abide by all local legislation and law.

9. Students shall not commit acts of violence on persons or property or threaten to commit any acts of violence.
10. The legal drinking age in the US is 21. Students who choose to imbibe alcohol must do so responsibly. No alcohol may be consumed on the School's premises unless during an authorized and staffed event. Students are responsible for all actions made under the influence of alcohol, drugs, and/or any other altering substances.
11. Smoking, including e-cigarettes and vapes, is prohibited indoors and only permitted in designated outdoor areas.
12. 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 US and the State of New York. Participation in an incident involving drugs is cause for an immediate dismissal. Students are encouraged to check the laws in the US and the State of New York pertaining to drugs and illegal substances, particularly where such laws may differ to their home countries or states.
13. Students shall abstain from selling, purchasing, producing or possessing for use, any weapons, explosives, fireworks or incendiary devices.
14. Students may be given access to official social media handles for the Summer Program. It is essential that students keep the content they post in line with the School's tone of voice, and that students do not post any words, images or opinions that could reflect negatively on the School or its parent company. Guidance will be given about this in advance.

ACADEMICS

15. The School 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.
16. The School expects students to engage in critical AI literacy as central academic practice and expects all AI-generated materials to be subject to detailed scrutiny and verification. Submitting written materials which have been generated by AI as original work constitutes clear academic malpractice and students will be investigated and penalised under the terms of the School's Academic Malpractice Policy.

ATTENDANCE

17. Students are expected to attend a minimum of 80% of all classes, field trips and other social and educational events that make up the Summer Program, in order to be awarded a certificate of completion. 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.

ABSENCES

Excused Absence

18. Students must notify the Summer Program Team and their course leader / faculty about any planned absences. Excused absences will be approved under the sole discretion of Summer Program Team. Absences due to illness or emergencies should be communicated promptly to the Summer Program Team.

Unexcused Absence

19. An unexcused absence is defined as a non-urgent absence not pre-approved by Summer 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.
20. Students who have more than three unexcused full absences will jeopardize their standing in the program, and their eligibility for a certificate of completion and/or references at the end of the program.

Extended Leave Of Absence

21. 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.

Students are expected to know and to follow all rules listed in this Student Code of Conduct, those listed in the Academic Handbook, Student Handbook, and Accommodation Handbook (if applicable), as well as the rules presented by School's staff and those in positions of authority.

The behaviours described above are examples only; there may be circumstances when students will be disciplined for inappropriate behaviour that has not been made specific in this document. This Student Code of Conduct applies to all students whilst on the School premises (including School provided accommodation) and on visits organised and facilitated by the School.

Violation of this Student Code of Conduct and other rules for students outlined in the Academic Handbook, Student Handbook, and Accommodation Handbook (if applicable to residential students) or communicated during the program may result in disciplinary actions ranging from loss of privileges to being sent home from the program at the discretion of the School.

Students dismissed from the program due to infractions of the rules will not receive any refunds. Upon dismissal, students must arrange, at their own expense, for their departure within 24 hours.

All students will be asked to acknowledge and accept the terms of this code of Student Code of Conduct prior to the start of the program.