This document is designed to explain what is meant by certain common BISC Rules and Regulations. It does not cover all BISC Rules and Regulations and should not be considered a replacement for the official BISC Rules and Regulations. Where a discrepancy may arise the official BISC Rules and Regulations and associated Policies shall supersede this document.

**Noise**

**How quiet do I need to be?**

You must be aware of your noise level and demonstrate respect for those around you. Community members are encouraged to ask others to be considerate and adjust their noise levels at any time. It is expected that residents will comply with any reasonable requests made of them. Noncompliance with such a request will result in a failure to fulfill one’s responsibilities to the community, and the situation may require intervention by Student Services, including disciplinary action. Because noise is one of the most common complaints, and in order to have a successful year both academically and socially, consideration must be shown for others at all times.

Student Services recognizes that noise is difficult to assess and a certain amount of subjectivity is almost certain to exist. Student Services, however, are charged with making these assessments and making serious efforts to contain noise to levels acceptable for a productive university living and learning environment. As a rule of thumb if you can hear your music or conversation from the other side of a set of double doors you are definitely being too loud.

**Quiet Hours Policy**

Sunday through Thursday, quiet hours begin at 11:00pm and end at 7:00am the following morning. Friday and Saturday, they begin at 01:00am of the following day (i.e., Quiet Hours on Friday night start at 01:00am on Saturday morning and Quiet Hours on Saturday evening start at 01:00am on Sunday morning) and continue until 7:00am the same morning. Courtesy hours operate at all other times unless specified (e.g., during exams). Depending on the volume of noise during Courtesy Hours, you may be in violation of the noise policy.

Although many violations of the noise policy are unintentional, it is never appropriate to leave a room with the stereo or radio on. Avoid holding phone conversations in hallways. Alarm clocks and stereos must be turned off when a resident is leaving for the weekend or vacation. Stereo speakers may not be placed in windows with the speakers directed outward. It is recommended that residents who enjoy loud music invest in headphones. **In addition, any musical instrument or amplified sound that is a violation of the quiet or courtesy hours policy is not permitted. Any device that is a source of noise that violates the noise policy may be temporarily confiscated by staff.**

Every BISC community member, including staff, has the right to sleep, study, or work in their room without undue interference. Noise that can be heard from outside a resident room, via the hallway or the windows of the room, and that interferes with, or has the potential to interfere with these rights, is prohibited. In addition, this noise policy applies to all BISC facilities, including rooms, hallways, classrooms, common areas, and the grounds and courtyards immediately surrounding buildings. Student Services strongly encourages residents who are having an issue with noise to take the responsibility for confronting the situation and let the offender know their noise is creating a disturbance. Violations of the noise policy may result in disciplinary action, as per the BISC General Rules and Regulations.
Cleaning of My Room
Residents are expected to maintain assigned living areas and common areas in a clean and orderly condition. Keep trash to a minimum and dispose of it in the assigned receptacles. You are not permitted to keep empty cans, bottles, etc., in your rooms as they attract insects. Do not litter – e.g., leave pizza boxes outside your room. Recycle as much as possible. A vacuum cleaner is available from Bader Reception and/or Housekeeping. Housekeeping staff clean the public and common areas of Bader Hall daily, provide fresh linen weekly, and vacuum student rooms if required and accessible, fortnightly. Students are responsible for the cleaning of personal items left in common spaces (e.g., utensils left in kitchens).

Alcohol and Drugs
The possession and/or use of illegal drugs is prohibited, as is the misuse of prescription medication. However, the BISC regards an individual's dependency on either alcohol or drugs as a health problem. If you become ill through the misuse of alcohol and/or drugs and you or a friend alerts Student Services or another member of staff of this, you will ordinarily not face disciplinary sanctions. You will be required to demonstrate that you are attempting to resolve any difficulties you may have. Other incidents not falling into this category may face disciplinary action. You may not trade, sell, give, or otherwise misuse prescription medication.

Alcohol can only be consumed or purchased by students who are 18 years old or over. You must consume alcohol only in designated areas. Alcohol served in the Headless Drummer may be consumed in the Headless Drummer and the Gatehouse. Alcohol served in the Ballroom may only be served in the Ballroom. Alcohol may be consumed in the Elizabethan Room on designated evenings. You can drink in your rooms and C1 Common Room. You may not have open alcohol in any other space. You cannot play drinking games, encourage unsafe drinking, or have drinking trophies; you cannot drink or transport alcohol on transportation owned or leased by the BISC. Glass beer bottles are not allowed. Individual students are not allowed to possess large quantities of alcohol exceeding the volume of 24 beer cans, or 12 tall cans, or 26 ounces/75cl of liquor, or 1 litre of wine, or of any containers of alcohol exceeding one litre (e.g., kegs or mini-kegs). Please read the Rules and Regulations and familiarise yourself with the amounts of alcohol you are allowed in your room.

Smoking
The BISC has a no smoking policy in all of its buildings. This includes the interior Castle courtyard. This policy prohibits the smoking of any substance in any BISC building or BISC-owned or leased transport, including but not limited to, tobacco, cloves, and marijuana. Smoking products are also prohibited, including pipes, hookahs, vaporizers and electronic cigarettes.

Vandalism/Damage to Property in Hall or in Room
Each year, Operations spends unnecessary time and energy on repairs resulting from vandalism. These repairs are paid for by all students from room and board dollars. Residents can reduce this unnecessary expense by helping staff hold accountable those few residents or non-residents who vandalize buildings. Any resident who has any information about acts of vandalism should contact Security, Student Services, or the Operations Manager. This includes removing or defacing community bulletin boards and signs. Residents who abuse BISC facilities should expect to pay for damages and to be subject to disciplinary action.

Violent and/or Offensive Behaviour
The Bader International Study Centre recognizes that all members of the BISC community should be able to work, teach, and learn in an environment where they are free from harassment, discrimination, and violence. Violent and/or offensive behaviour is not tolerated at the Bader International Study Centre.

Violent and/or offensive behaviour includes but is not limited to:
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Approved 12 June 2015
• acts of discrimination or harassment based upon, but not limited to, race, religion, gender, ability, ethnicity, national origin or sexual orientation;
• sexual assault;
• all other types of assault or harassment included but not limited to physical assault, verbal harassment and cyberbullying (including email and social media), threats and intimidation.

Those found responsible for violent and/or offensive behaviour will be subjected to disciplinary sanctions. BISC Management reserves the right to take emergency action to ensure the safety and wellbeing of the BISC community.

Overnight Guest Policy

Can my friend from another university, college, or home come to campus?
Yes. Guests must be registered at Bader Reception by 01:00am. Only students paying for a single room are eligible to have guests at no charge (up to 3 nights per term). Guests of all other students must stay in the room assigned by Reception or Bader Hall at the advertised room rate. You should inform your guest of the Rules and Regulations. You continue to be responsible for the conduct of your guests and will be held accountable for any violations. All guests must pay for meals (those paying for Bed and Breakfast have breakfast included); you can buy meal tickets at Castle or Bader Reception and must hand the ticket to the Catering staff in the servery.

Weapons

Weapons including knives, martial arts weapons, firearms, pellet and/or B.B. guns, replica weapons, and items that may reasonably be assumed to be a weapon are prohibited. If you need a weapon for an extracurricular activity (such as martial arts or cooking) please make arrangement to store the weapon outside of residence.

Restricted Areas

Roofs, the moat, the lake, the ponds, the river and maintenance areas in all Bader International Study Centre buildings are out of bounds to residents. Students must not attempt to gain access to such unauthorized areas. If in doubt, as to whether an area is authorized or unauthorized, students should seek advice from Student Services, Security, or the BISC Management.

Windows, Screens, Roofs, and Outside Walls

Because of the danger involved, climbing on roofs, using windows as entrances and exits, and scaling or rappelling outside walls (including parkour) is strictly prohibited. Persons throwing anything from windows or balconies are subject to severe disciplinary action. For safety reasons, stops on windows and screens over windows are not to be removed.

Failure to Cooperate

On certain occasions members of staff such as Housekeeping, Security, Student Services, and Reception may ask you to modify your behaviour if they believe it is contravening the Rules and Regulations, or to enable them to perform their duties. This may include being asked to turn music down, or cleaning your room to allow Housekeeping to vacuum. If you do not comply with a request from a member of staff this may be deemed as a failure to cooperate and may result in disciplinary action.