



The British University in Egypt

Online Events Code of Conduct

Key Policy Information:

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Key Responsible Office:	Office of the Provost
Approved by (committee):	UTLC and Senate
Responsibility for Document Review:	Student Services
Date Created/First Draft	June 2021
Date Approved:	June 2021
Date Last updated:	September 2021
Date for Next Review:	2028

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Why do we have a code of conduct?

We believe our online spaces, just like our physical spaces, should be free from harassment, bullying or discriminatory behaviour. Our online spaces should be safe for all those using them, and everyone who participates in an online space has a responsibility to help us achieve this.

All attendees, speakers, hosts and volunteers during online activities are required to agree with the following code of conduct. The University will enforce this code throughout and we expect cooperation from all participants to help ensure a safe environment for everybody.

Failure to adhere to this code of conduct by students may result in steps using the disciplinary regulations (you can find them on the Academic Services website [here](#))

The University is committed to providing a safe environment where all participants are treated with fairness, respect, and tolerance. By following this code of conduct, you help us create a positive experience for everyone.

Code of conduct

- When you enter a session, please register with your BUE credentials, as necessary.
- Do not give out any personal information online, such as your full name, phone number, home, or email address.
- Please do not share links or online activities with anyone else. Uninvited attendees will be removed from activities immediately.
- Please do not take photographs of your screens or share any images of online sessions, if the session needs to be saved you will find it via E-learning.
- The University is dedicated to providing a harassment-free experience for everyone, regardless of gender, age, disability, physical appearance, body size, race, ethnicity or religion. The University will not tolerate harassment of participants in online activities in any form.
- Harassment includes offensive verbal or written comments related to gender, deliberate intimidation, stalking, following, unauthorised photography or recording, and sustained disruption of talks or other events.
- Offensive language and imagery are not appropriate for any online activities.
- Please be aware of your surroundings, particularly if your online activity enables you to share your video or microphone.
- If there are any unexpected noises. Please mute your microphone or stop the video as needed, until you are safely able to re-activate.

- Students should not mute, or attempt to mute, teaching staff or other speakers during sessions.
- Students should try wherever possible to ensure they are in suitable surroundings during online teaching or oral discussion sessions e.g. a quiet working space.
- Please contact a member of staff immediately if you become aware of anything upsetting or inappropriate during any of our online activities.
- Please contact a member of staff prior to any session to request permission to film or record (the decision to give permission is entirely at the University's discretion).

Enforcement

Students or event participants violating these rules, whether accidentally or on purpose, may be treated under the Student Disciplinary Regulation and will be asked to leave the activity at the discretion of the event organiser.

The University reserves the right to take any appropriate action to protect students, staff, and other participants and maintain a safe environment.