

## ***FPN Code of Conduct***

The Faculty of Psychology and Neuroscience (FPN) hosts a large number of students, both Dutch and international. FPN regards behaviour in compliance with its core values as being of great importance. The aim of this Code of conduct is to ensure a good and productive study environment and to avoid undesirable and unwanted situations.

### Core values

#### *Respect*

Respect means having an appreciation of and regard for fellow students and university staff. Examples are arriving on time for appointments and meetings, and using decent and appropriate language in both written and unwritten communication.

#### *Academic attitude*

Working in an academic environment requires high standards of work. It is important that you are honest with yourself and others. This means taking exams independently and honestly, indicating your sources when writing a paper, essay or thesis, being truthful when filling out forms, etc..

#### *Commitment*

An academic environment requires students to show intellectual passion. This kind of passion is expressed by ambition, initiative and commitment. It means taking an active attitude during tutorial groups, activities and discussions in order to contribute to your own and other students' learning process.

#### *Diligence*

Diligence consists in attentiveness and precision. Part of having a diligent attitude is keeping up with the faculty's announcements through AskPsychology, EleUM, and other means of communication.

### Rules of conduct

Respect for one another should be shown at all times. Behaviour such as hostility, violence, sexual harassment and discrimination on any grounds is never acceptable.

Respect for the properties and facilities of FPN and UM should be shown at all times. Don't leave any mess behind after the use of university premises. Audio, video and computer equipment should be handled with care.

The passing on of personal data to third parties without permission, for example through e-mail or other distribution lists, is prohibited. FPN aims to prevent students or staff from being inconvenienced by unwanted solicitations.

The use of the name, logo or formal records of FPN or UM without formal permission is prohibited.

## Communication

Communication between students or between students and staff should always be conducted properly, politely and respectfully.

During tutorials, lectures, and outside class on the faculties' premises, English is the common language.

All information relevant to students will be disseminated via AskPsychology, EleUM, or other means of communication. You should check these sources regularly. You cannot claim to be unaware of information if it was disseminated via these online sources in a correct and timely manner.

The recording of audio and/or video during official teaching activities is not allowed. If you nevertheless secretly record during the tutorial group, a lecture, or a practical, this can lead to a remark in your student file. Even with the permission of fellow students and the tutor for recording, no rights (e.g. in relation to exams) can be derived in any way from the contents of recordings.

Staff will only send e-mails to your UM account. It is important that you check your UM account on a regular basis. Vital information may be passed on to you through this e-mail account.

E-mail is a formal means of communication: always state your name and ID number and formulate your question as specifically and clearly as possible. Use the Subject field to indicate the issue within the email. Avoid exclamation marks, they can be interpreted as conveying anger or impatience.

E-Mail template:

Dear Mr./Ms. X or Dear Dr. Y

I am a student in your course/group (no.) I am writing to you in regard to (...) My specific enquiry is (...)/I would like to know whether it is possible to (...) I would be most grateful if you could tell me (...) Thank you very much for your efforts/in advance.

Kind regards, your name ID-number/Course

An agreement made between students or between students and any staff member must be kept by all parties. If you are unable to fulfill your promise, you should always let the other party know in good time.

Problems between students or between students and staff should be resolved in a civil manner. If a resolution cannot be reached through consultation, you should contact your course coordinator or student adviser. They are able to help you in resolving your differences.

You may not visit inappropriate websites or introduce viruses to the UM network, whether intentionally or through negligence. Hacking into the UM network, its servers and workstations is strictly forbidden and subject to sanctions.

Using your UM account to send spam or other undesired messages to your fellow students or staff members is strictly forbidden. Passing on the personal data of other students/staff members or distribution lists containing UM e-mail addresses to third parties is also prohibited.

## Complaints, disciplinary measures and references

When students disobey the above guideline and rules, disciplinary measures may be taken and sanctions may be issued by the faculty and/or university. These may include denying the student in question access entirely or partially to UM buildings and domains for a maximum of one year. In

cases where the Dean decides to apply a sanction for more than six months, this must be in consultation with the Executive Board (CvB).

Should students consider themselves being unduly disadvantaged by a decision (e.g. a decision by the Board of Examiners), or feel unfairly treated by the university without this being based on a formal decision (e.g. improper treatment by a lecturer), students can lodge a formal complaint, objection or appeal. He/she has to submit his/her case at the Complaints Service Point (CSP): a central point to submit your objection, appeal or formal complaint. The CSP will forward your complaint to the correct body or person. However, students are advised to contact the institution or person who is the originator of the unfair or improper treatment before lodging a formal appeal or complaint. This may often result in the problem being solved.

In the 'Student Charter' and 'Regulations for reporting and handling complaints concerning undesirable behaviour' you will find detailed information. Please consult the UM's Student Service Centre webpages.

### Study/internship abroad

FPN students have an excellent reputation abroad, as exchange student or when involved in an internship at a foreign university or institution. As a FPN student you are expected to uphold the standards of the host country and host university of institution.

While abroad, you will be subject to laws and customs of the host country. This means that it is your responsibility to thoroughly familiarize yourself with issues pertaining to your personal safety abroad, to health insurance and care, as well as to the specific political, cultural and religious conditions in the host country. You are expected to treat everyone with respect, dignity, impartiality, courtesy, and sensitivity, regardless of religion, race, gender, or age.

A FPN student is a representative of our faculty. We therefore expect you to act as a goodwill ambassador and to behave in a professional and responsible matter. Always remember that if you act in violation of the laws or standards in your host country, this could seriously harm not only your personal safety and health, but also FPN's relationship with the host university or institution.