

TERMS OF PARTICIPATION FOR SUMMER ABROAD PROGRAMS

Administered by Woodsworth College, University of Toronto

The Professional & International Programs Office at Woodsworth College, University of Toronto, in conjunction with its institutional partners in each host country, maintains strict standards of behaviour and has specific terms for students participating in Summer Abroad programs.

Before participating in a Summer Abroad program, students must agree to the following terms and conditions:

SECTION A: GENERAL TERMS

1. Students participating in the Summer Abroad program are subject to all applicable University of Toronto policies, including but not limited to the *Code of Behaviour on Academic Matters*, the *Code of Student Conduct* and the *Policy and Procedures: Sexual Harassment*. Nothing in these Terms of Participation in any way limits the rights and obligations set out in such policies.
2. In addition to the applicable University of Toronto policies, students participating in the program are subject to the host site's residence rules, these Terms of Participation, and the laws of the host jurisdiction.
3. Woodsworth College reserves the right to suspend any Summer Abroad program, including activities already in progress, due to health and safety concerns and changes in the Global Affairs Canada country advisories.

SECTION B: PROGRAM REGULATIONS

4. Students are required to check their @utoronto/@mail.utoronto.ca email accounts regularly leading up to and during the Summer Abroad program. This will be the main form of communication between Summer Abroad staff and program participants.
5. **Class attendance every day is mandatory** (including field and program trips). Failure to attend a class or field trip without a documented excuse (e.g., official medical note or approval of the On-site Coordinator) will result in a 5% deduction from a student's final grade. A subsequent absence without a documented excuse will result in an additional 10% deduction from a student's final grade. A third absence without a documented excuse will result in immediate dismissal from the program including residence/homestay, if applicable. Personal travel is not a valid excuse for missing class and no special consideration will be given.
6. **The use of cell phones in class and on field trips is strictly prohibited** unless that activity has been explicitly permitted by the course instructor. Using a cell phone, or other electronic devices, for non-academic purposes will be considered an "absence" from class and will result in an academic penalty as outlined above (i.e. a deduction of 5% from a student's final grade for a first offence and an additional 10% deduction for a subsequent offence).
7. No one except those enrolled in the course can attend class or participate in field trips and program-related events. Students may only attend field trips that are part of their course. Students may not trade, sell, or give away their place on a field trip. Friends or family members may not accompany students on a course field trip unless they are also students in that course.

SECTION C: EXPECTATIONS OF STUDENTS PARTICIPATING IN SUMMER ABROAD

8. Students in this program are not present in the host country as anonymous tourists or visitors; they are there as representatives of the University of Toronto and ambassadors for Canada. Students must behave in a manner that does not damage the reputation of the University of Toronto and future summer programs at this site.
9. Students must have the availability to make a contribution to the program in which they are registered. They must also have the ability to: live and study in a collaborative, cooperative community setting; to adapt to changing environments; and to tolerate the physical, emotional and mental demands of the program.
10. Program participants must not place an excessive burden upon the host community, fellow students or program staff or faculty.

11. Loud, vulgar public conduct or rowdiness at any hour of the day or night or any perceived disrespect to our host institution or city is unacceptable. Complaints from townspeople, merchants, residence officials or fellow students will be taken seriously and may result in dismissal from the program
12. Students are expected to be respectful to program staff (both in Toronto and abroad). Failure to respond to the written or verbal requests of the On-site Coordinator, program instructors, host institution officials or residence staff is unacceptable and may lead to penalties.
13. Students are expected to act safely and in a responsible manner and exercise good judgment at all times to prevent harm to self and to others.
14. Students must provide written acknowledgement and consent to the risks and terms of participation, as detailed by the Summer Abroad Student Consent Form and Release from Liability.

Foreign Laws

15. Students are expected to obey local laws. If students break the laws of another country, they are subject to the judicial system of that country. Being a foreigner or not knowing the local laws is not an excuse, any more than it would be in Canada.

Threats and Harassment

16. Physical abuse, threats of violence, or conduct that threatens the mental or physical health or safety of any person will not be tolerated. Such actions will result in immediate withdrawal from the program including residence/homestay.
17. Harassment (either verbal, written or through social media) is a violation of individual rights and is not permitted. The harassment may be racial, sexual, or personal in nature through graffiti, spoken comments, obscene gestures, or any other manner.

Drugs & Alcohol

18. The use, sale, or possession of all illegal drugs, controlled substances, or drug paraphernalia is strictly prohibited.
19. Provided they adhere to the laws of the host country (including the legal drinking age), students in the program are allowed responsible and sensible drinking of alcoholic beverages. Endangering yourself or others or destroying property due to excessive alcohol consumption will not be tolerated and may be grounds for dismissal from the program.

SECTION D: HEALTH & SAFETY ABROAD

20. The health and safety of students participating in this program is very important, and individuals are responsible for making their own arrangements as necessary. Students should visit the Global Affairs Canada website at www.international.gc.ca, and the University of Toronto Safety Abroad website at <http://www.studentlife.utoronto.ca/cie/safety-abroad>, for information on steps they can take to reduce the risks of overseas travel.
21. Students are responsible to make a self-assessment regarding the appropriateness of participation.
22. All students are required to complete a mandatory online pre-departure orientation (PDO) concerning issues of health and safety abroad. Students in some Summer Abroad programs will also be required to attend an in-person PDO; the date, time, and location of this session will be provided upon admission to the program. Failure to complete the required PDO(s) will result in removal from the Summer Abroad program.
23. Students are required to obtain appropriate immunization and medical advice and to purchase and provide proof of medical travel insurance coverage for the duration of the program by their final payment date prior to departure. Students' policies should cover expenses incurred in the event of sickness or accidents, including doctor and hospital fees and repatriation costs. Students are responsible for ensuring they have adequate coverage through their medical insurance policy.
24. Students must ensure that they update the Safety Abroad Database if there are any changes to their personal or emergency contact information.
25. Students shall familiarize themselves with and acknowledge the risk of the particular out-of-country activity, taking appropriate precautions as needed.
26. It is each student's responsibility to be familiar with the health and safety information provided by On-site staff and/or Professional & International Programs staff after the program has begun.
27. Students consent to the release of their health and safety information to the On-site Coordinator for use in the case of emergencies. This information will be confidentially destroyed at the end of the program.

28. Students agree to allow Professional & International Programs staff to speak with other representatives at the university in matters related to their health and well-being.
29. Students will follow the travel safety advice as outlined by DFATD advisories and the Safety Abroad Office. And Student will AVOID all regions where Global Affairs Canada has issues a warning against non-essential travel and all travel.
30. All students are required to ensure they have all appropriate travel documents. Non-Canadians should register with the Consulate of their own country before arriving at the host institution.
31. Students have a responsibility to exercise judgment and common sense in respect to their own safety, taking into account their own capabilities and circumstances at the time. Any participant who is concerned with the safety of any activity has an obligation to bring this concern to the attention of the On-site staff as soon as possible after the concern arises. Students may refuse to participate in unsafe activity.
32. In the event of an emergency (personal or regional) or crisis, students must follow the instructions of the On-site Coordinator/Summer Abroad office.

SECTION E: FINANCIAL CONDITIONS

Fees Payment

33. In order to participate in the Summer Abroad program, students must pay the following fees in full by the dates indicated in the Summer Abroad programs documentation: application fee, course fee, and, where applicable, field trips fees, accommodation fees, damage/key deposit for residence, and airfare.
34. Any student who has outstanding fees to the University may not participate in a Summer Abroad program.

Refunds Policy

35. After the application deadline the full \$200 application fee is only refunded if:
 - (i) the student is unable to get into the course(s) requested because no space is available;
 - (ii) the University of Toronto for any reason cancels the program and/or course(s) requested (e.g., because of low enrolment, safety concerns, etc.).
36. After a student has been admitted to a Summer Abroad program, the Professional & International Programs Office, Woodsworth College, University of Toronto has a **no refund** policy for all fees and payments including the registration/program deposit, course fee, accommodation fees, airfare, field trips, and meal plans.
37. **Students are strongly encouraged to purchase trip cancellation insurance.** Trip cancellation insurance may be purchased to cover lost program fees, in addition to airfare and other costs.

Changes, Deposits & Financial Penalties

38. Any student requesting changes to their program (e.g., course change, change of type of accommodation, etc.) must submit their request in writing to the Professional & International Programs office. The University has no obligation to make changes after the application deadline.
39. Students are financially responsible for all accidental and/or deliberate damage to the host institution's property and to residence/homestay rooms, furnishings, and common areas, caused by themselves or their guests.
40. Students in residence will reimburse the University for the cost of cleaning and restoration upon failure of the student to maintain an ordinary state of cleanliness at any time during the occupancy period.
41. Damage and cleaning fees can be assessed to students in residence for vandalism or repeated untidiness in common areas or shared spaces, whether the damage can be attributed to a specific individual or not.
42. Charges may apply for replacement keys to residence/homestay rooms.
43. Where a violation of these Terms of Participation occurs, a non-refundable financial penalty may be charged to the student as a sanction for inappropriate behaviour. Students may also be required to pay restitution for any loss or damage incurred as the result of misbehaviour (see Section G below - How the Terms of Participation are Administered).
44. When a student is dismissed from the program due to a violation of the Terms of Participation, there shall be no refunds of any fees.

Loss & Inconvenience

45. There will be no refund or reduction of the course, residence/homestay, airfare, or other fees collected by the University on account of any loss, damages, inconvenience or discomfort arising from the interruption

or curtailment of facilities or services. This applies regardless of how the inconvenience or loss was caused.

46. The University shall not be liable to the student for any damage to or loss or theft of personal property or for personal or bodily injury, including death, while the student is on the program unless and to the extent caused by the willful or negligent act or omission of the University or those for whom the University is in law responsible. The student will indemnify the University and save it harmless from any and all liability in respect of any injury, loss or damage occasioned by any act or omission of the resident, his/her guests, agents or invitees. The University does not provide any insurance coverage of any kind for the benefit or protection of students participating in this program.

SECTION F: RESIDENCE & HOMESTAY

This section is only applicable to students in residence and homestay accommodation arranged by Woodsworth College, University of Toronto.

The regulations for living in the residence/homestay have been established to protect the health, safety, and social welfare of the entire residence community/homestay family. The goal is to provide a climate conducive to study; to discourage dishonesty, vandalism, and personal abuse; to avoid infringement on the rights of others; and to pursue educational objectives. Each student is responsible for his or her own actions, those of his or her guests, and will be held accountable by the University of Toronto for those actions.

Availability

47. The residence/homestay rooms will only be available for a set period. Students should refer to their admission information for check-in and check-out dates.

Room Allocations (applicable to Residence only)

48. Residence rooms will be assigned by the On-site Coordinator or his/her designate. Students are not permitted to switch rooms without the permission of the On-site Coordinator. The On-site Coordinator reserves the right to substitute another room in the residence at any time during the occupancy. Students may also be moved for reasons beyond the control of the University of Toronto (e.g., safety issues, space availability, etc.).

Access to Rooms (applicable to Residence only)

49. Residence officials, the On-site Coordinator and program instructors are permitted to enter the room during daylight hours upon giving notice to the student and at regular intervals not more frequent than bi-weekly. They are also permitted to enter the room at any time and without notice in the event of an emergency or perceived emergency, in order to examine the state of the room, including the state of sanitation, safety and repair thereof. And to make such repairs, changes or improvements to the room and/or the furnishings therein as the University may deem necessary or desirable.
50. The residence/homestay rooms will only be available for a set period. Students should refer to their admission information for check-in and check-out dates.

Physical Safety

51. Tampering with, damaging or removing fire equipment or violating fire safety and fire protection procedures is strictly prohibited. Students must evacuate the building during a fire alarm.
52. Students shall not burn candles, incense or any other materials presenting a direct threat of fire within the residence.
53. Exits in the building cannot be completely or partially blocked.
54. Students are prohibited from sealing room or lounge doors.
55. Possession/discharge of air guns, ammunition, slingshots, knives or other dangerous weapons, including martial arts equipment is prohibited. Replicas of the above weapons, or any object that creates cause for alarm, are also prohibited. The residence/homestay representative reserves the right to search a room if there is a suspicion of a concealed weapon.
56. Tampering with the elevator or ringing the emergency alarm is prohibited.
57. All cooking appliances are banned from residence/homestay rooms, including but not limited to: microwaves, toasters, hotplates, etc.

Noise

58. Excessive or harassing noise is strictly prohibited. Students in residence must respect the rights of other residents and maintain a reasonable level of noise. Quiet hours are in effect from 11:00 pm to 8:00 am Sunday through Thursday and 12:00 am to 8:00 am Friday and Saturday unless otherwise stated.

Cleanliness, Damage and Theft

59. Each student is responsible for keeping his/her room clean, tidy and in a reasonable state of repair for habitation at all times.
60. Students will immediately report IN WRITING any damage(s) made, observed or witnessed to the room (including at the time of check in), the residence or the facilities (and equipment therein) to the On-site Coordinator. Failure to do so will result in students being held responsible for all damage(s).
61. When vacating, rooms must be left as clean as they were when taking occupancy. All personal items (including food and garbage) must be removed and only items that were in the room upon check-in should be left in the room. No items found in the room upon check in should be removed. Unless the Professional & International Programs Office formally acknowledges in writing that specific damages were not caused by a room's resident, that student will be held responsible for any and all changes in the condition of the room.
62. Posting or affixing materials on the walls or decorations of any kind is prohibited. Students are also not allowed to make alterations to the structure or layout of the room including painting, decorating or re-decorating any room or room door.
63. Furniture is not to be removed from rooms or common areas at any time.
64. All common areas, including kitchens and bathrooms, should be cleaned after use – including wiping surfaces used and washing all dishes. Students must not allow refuse, garbage or other objectionable material to accumulate in their room or the residence. Students are prohibited from putting foreign objects into the drains.
65. Theft of student or residence property is strictly prohibited and is considered an offence.
66. Any object or behaviour resulting from littering, throwing, dropping or displacement of objects to or from roofs or windows is strictly prohibited.

Keys/Locks

67. Residents are responsible for their keys. If a key is lost report it immediately to the Porter/homestay representative and a replacement will be issued. Charges may apply for replacement keys and/or locks.
68. Students are not permitted to tamper with or change any locks within the residence/homestay.
69. Students must return any cards or keys at the time of check out.

Guests

70. Visitors must check-in at the front desk upon arrival in the residence. Failure to do so will result in their removal from the premises.
71. Overnight guests are not permitted; only registered participants in the program may live in the accommodation arranged by Woodsworth College, University of Toronto.

Sub-leasing

72. The student will not assign or sub-license the room or any part thereof to another or otherwise part with the possession or occupancy of the room.

Withdrawing from the Program

73. Students withdrawing from a course will be required to leave residence/homestay. Where possible, the Professional & International Programs Office will assist students in arranging reasonably priced alternative accommodation and/or an earlier flight home. Students are responsible for the cost of this alternative accommodation/flight.

Homestay Accommodation Only

74. Students in homestay will be treated like a member of the family and should behave accordingly, respecting the rules and customs of the home.

75. Students are not permitted to bring drugs or alcohol into the home; doing so is reason for immediate dismissal from the course.
76. Students are required to notify the family anytime they will miss a meal or arrive home unusually late.
77. Visitors are not permitted in homestay households during meals and after 9:00 pm and may not enter a student's bedroom.

SECTION G: HOW THE TERMS OF PARTICIPATION ARE ADMINISTERED

An incident occurs when a student behaves in a manner that is in violation of these Terms of Participation. A program instructor, host institution official, residence staff member, student, or resident of the host city may report an incident to the On-site Coordinator or designate detailing the occurrence.

Within 48 hours of the report being made the student named for violating the Terms will be required to meet with the On-site Coordinator or designate and any others deemed appropriate. The On-site coordinator will review all accounts and information regarding the incident, including discussing the incident with the named student. The On-site Coordinator will then make a decision regarding the incident. A penalty may be levied upon the student.

Failure to attend the meeting will result in a penalty being assessed based on the facts as they are presented in the meeting and an additional penalty may be issued based on failure to attend the meeting.

Penalties

The following factors are considered when deciding upon any consequences:

- (i) The unique circumstances surrounding each incident
- (ii) Prior penalties assigned for similar and/or past incidents

The severity level of the consequences may increase for repeat offenders and/or number of incidents. Penalties may include but are not limited to one or more of the following:

- a) **Warning:**
A verbal or written warning may be issued which informs the student of behaviour that is considered unacceptable.
- b) **Disciplinary Probation:**
Probation is a very serious sanction. Students who have already received a warning and commit another offence will be placed on probation. For serious offences students may be placed on probation without receiving a warning. Once a student has been placed on probation, any further policy violations may result in the withdrawal from the course, program and residence.
- c) **Fine:**
A monetary penalty may be charged to the student for inappropriate behaviour. This levy is non-refundable. Full monetary restitution may be included in any incident that involves vandalism or accidental damage/breakage.
- d) **Loss of privileges:**
A student in residence may lose residence privileges (e.g., floor restriction, loss of guest privileges, etc.) as a result of inappropriate behaviour.
- e) **Dismissal from the program including residence/homestay:**
This is the most serious sanction that can be levied. The On-site Coordinator or designate will determine when the student has to vacate the residence. Where possible, the Professional & International Programs Office will assist students in arranging reasonably priced alternative accommodation and/or an earlier flight home. Students are responsible for the cost of this alternative accommodation/flight. In the event that the University exercises its option to dismiss a student from the program, the University or its designated official shall give written notice of such dismissal to the student, which notice shall specify the effective date of dismissal. The notice may be hand delivered to the student or to the student's room in residence/homestay or affixed to the door of the residence room/homestay, addressed to the student.

These sanctions are specific to these Terms of Participation, and do not limit in any way sanctions that may be available under any of the applicable University of Toronto Codes or policies.