



CREATIVE LISBOA 2022

Summer Courses for students aged 15-19

Rules & Regulations

Important

This document contains essential information regarding Creative Lisboa Summer School. It is important that the Student reads this document before arriving on Campus and follows all instructions of these Rules & Regulations. In case CREALEARN makes changes to this document, the Student will be notified.

The terms “Student”, “Course” and “Campus” have the same meanings as in the “General Terms & Conditions”.

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1. Welcome to Campus Day

CREALEARN and the Creative Lisboa team are ready to welcome all students on Campus. Upon arrival at the Nova SBE Campus, the Student will be guided to the check-in desk where a member of staff will register the student on Campus. The student shall receive the welcome kit and taken to her/his apartment at Milestone Carcavelos Nova. There will be an induction meeting where CREALEARN will explain all the rules, safety procedures, schedules, activities, and what to do in case of sickness and absence. If the Student misses the induction meeting, she/he is required to contact the Campus office to get all the information missed. A copy of these Rules & Regulations will be provided for all Students inside the welcome kit they will receive upon arrival.

2. Leaving the Campus Grounds

The Student is not allowed to leave the Campus (Nova SBE) grounds without permission. The Student will only leave the Campus for the afternoon and evening activities planned by CREALEARN. Each day, the Student will be able to choose from a list of activities that she/he would like to participate on. The Student will be accompanied by a member of staff with adequate transportation from and to campus provided by CREALEARN. Shopping and sightseeing will always be in groups. It is necessary to check-out and check-in with the allocated monitors whenever leaving for afternoon activities and arriving from them.

- 2.1 The Student has to wear their lanyard at all times. The identification contains her/his name, CREALEARN's 24-hour emergency number, and the campus address.
- 2.2 The Student is forbidden to leave the campus grounds after curfew, except cases that fall in section 2.3 of these Rules & Regulations.
- 2.3 Commuter Students

Commuter Students shall respect and attend registration time as all the other Students for breakfast, classes, lunch, activities, and dinner, according to section 3 of these Rules & Regulations. Commuter Students must follow the procedures regarding exeat the Campus according to section 4 of these Rules & Regulations. Additionally, to sign out from Campus, the Parent/Guardian or the person designated by the Parent/Guardian must check out the Student at the Campus office each day or follow a different written procedure agreed by CREALEARN and the Parent/Guardian.

3. Attending Classes and Activities

Students are required to check-in on time for breakfast, lunch, and dinner in the Food Court at Nova SBE. There will be a specific time frame assigned for each of these periods and that must be respected and followed. Students have to attend all classes on time. In the beginning of each class, teachers are going to take attendance and check-in Students. The Parent/Guardian will be informed if the Student by any chance arrives late to class more than three (3) times. Students have to be at the meeting point at the designated time for the group division of afternoon activities. Students are required to choose from a list of activities offered each day and follow all instructions delivered by the Summer School monitors. Transportation will be provided by CREALEARN for activities outside the campus.

The Student is not allowed to miss any classes and activities. If the Student needs to miss a class or other activity that does not fall in section 4 or 5 of these Rules & Regulations, they shall notify the Campus office beforehand providing as much information as possible as to the reasons for their intended absence, which will be subject to authorization by CREALEARN.

4. Exeat Campus

CREALERAN does not recommend that the Student leaves the Campus during the programme. To exeat the Campus, the Parent/Guardian must send an email to admin@creativelisboa.pt (with the Subject: "Exeat Authorization") requesting authorization for the Student to leave the Course overnight or during the weekend. The following steps shall be completed:

- (a) the Campus exeat email must be sent at least with 48h notice;
- (b) after receiving the exeat request, CREALEARN will send the "Exeat Authorization Form" by email. The Parent/Guardian has to fill in the form and send the document back to admin@creativelisboa.pt;
The Exeat Authorization Form must contain the following information: name of the Student, name and ID/passport number of the Parent/Guardian, date and time of departure, destination(s), contact phone number, expected time to return to Campus, and the signature of the Parent/Guardian;
- (c) the Student will only be allowed to leave the Course accompanied by the Parent/Guardian or a person clearly designated by the Parent/Guardian in the Exeat Authorization Form. The person that accompanies the Student has to present a valid identification document at the time of check-out;
- (d) the Parent/Guardian or the person designated by the Parent/Guardian is responsible to check-out and check-in the Student at the Campus Office with a member of CREALEARN's staff.

5. Illness

The Student must inform a member of staff if they are feeling sick or unwell. The following procedures are going to be taken in place:

- (a) a member of staff will be designated to accompany the Student and the Student shall follow the directions given by the member of staff;
- (b) directions will be evaluated on a case-by-case basis and may include a non-medical nature procedure, a referral to an appropriate medical professional, or taking the Student to the hospital, missing classes and afternoon activities as well as keeping the Student confined in the Student's bedroom, if the Student contracts an illness that may be contagious;
- (c) the Parent/Guardian will be contacted by both email and telephone to inform of any medical incident with the Student;
- (d) in the event of illness or accident, the Student will be referred to a medical professional and/or taken directly to a hospital. CREALEARN advises the Student or Parent/Guardian to contact the insurance company in case a claim needs to be made;
- (e) CREALEARN is not responsible for notifying the insurance or making any claim on the Student's behalf.

6. Electronic Devices

6.1 For All Courses

The Student is required to bring a fully charged computer laptop to all classes.

6.2 Photography and Film Students

Although CREALEARN provides specific equipment for Photography and Film practical lessons, the Student is required to bring a smartphone to every class.

7. Alcohol, Drugs, and Cigarettes

7.1 Alcohol

The Student is not allowed to consume, buy, or distribute alcohol inside the Campus, student living, as well as outside of Campus during the Course. Additionally, the Student is not allowed to go to bars and venues with the intent of consuming alcoholic beverages.

7.2 Drugs

The Student is forbidden to possess, buy, distribute, sell, or consume any type of illegal drugs. If the Student is caught possessing, consuming, distributing, buying, and/or selling drugs, not only the Parent/Guardian will be immediately contacted but also that event is likely to lead to the Student's dismissal from the Course. In case dismissal is taken in place due to this event, CREALEARN is not held responsible for any extra costs and will not refund the Student for fees and course tuition.

7.3 Cigarettes

The Course is a strictly no-smoking course. Moreover, in PORTUGAL it is a criminal offence to sell tobacco to any person aged under 18, or to smoke in premises open to the public and in certain other places. The Student is required to comply with these laws.

It is the policy of CREALEARN to formally warn a student found purchasing, distributing, or consuming tobacco, which may ultimately lead to dismissal from the Course pursuant to Clauses 7 and 8 of the General Terms & Conditions if further offences are reported.

8. General Rules

8.1 Personal Belongings

The Student's personal belongings and valuables are their responsibility and the Student is strongly advised to lock their bedroom door whenever they are not in their room.

8.2 Dress Code

The Student must wear appropriate clothing during the Course. Students are not allowed to wear any type of clothing containing offensive language and/or slogans, as well as revealing clothing.

8.3 Bullying, Verbal, and Physical Conduct

CREALEARN finds unacceptable any verbal or physical conduct that may in the sole opinion of CREALEARN be taken to demean others in connection with their race, age, gender, disability, appearance, ethnic background, religion, or sexual orientation. Bullying, discrimination, abuse (whether physical, psychological, sexual, or emotional), or harassment in any form are not tolerated and disciplinary action in such circumstances is likely to be taken which may lead to the dismissal of the Student from the Course pursuant to Clauses 7 and 8 of the General Terms & Conditions.

Where the Student becomes aware of any behaviour (whether by another student, a member of staff, or any other person) which does not comply with the above standards, they must report it to a member of staff.

8.4 General Behaviour on the Course

Students are expected to behave properly during the Course, not only in classes, but also in the student living and afternoon activities. Students should refrain from committing any type of criminal or civil offence, making a mess, and throwing rubbish out of the

designated containers, graffiti, taking and/or sending inappropriate images and messages, inappropriate expression of affection, as well as swearing and any other activity that could put the students, staff, and community in danger.

8.5 Visiting Other Students' Rooms

The Student may enter the room of another student of the same gender before curfew, but not later. The Student shall not enter a corridor, floor, block, or wing designated for students of a different gender at any time.

8.6 Disruptive Behaviour

The Student is to keep noise level to a minimum at all times and respect the other students and staff living and working around them. The making of noise after curfew is forbidden.

8.7 Interacting with Strangers

The Student shall never go off with a stranger or a non-member of staff or the programme.

8.8 Public Transportation

Public transportation is defined here by any transportation App such as Uber and Bolt, taxi, bus, train, subway, motorcycle, tuk-tuk, bicycle, scooter, and similar means of transportation.

Taking public transportation is also forbidden, unless it is part of a designated activity or experience planned by CREALEARN. In the event that the public transportation is used, Students will always be accompanied by CREALEARN's staff and will be using appropriate safety equipment (for example, when taking a bike tour, students shall be wearing helmets and cycling will always take place during the day).

8.9 Misuse of Equipment

The Student shall indemnify CREALEARN from and against any and all loss and damage that the Campus, any other person or venue (whether or not course activities are held there), or CREALEARN may suffer, and which is the result of the misuse of equipment by the Student.

8.10 Behaviour towards Staff Members

The Student shall treat all staff members of CREALEARN, the Campus, all other relevant organisations, and members of the public with an appropriate (in the absolute opinion of CREALEARN) level of respect. Words or behaviour that may in the absolute opinion of CREALEARN being taken as disrespectful or offensive is likely to result in disciplinary action which may lead to dismissal from the Course pursuant to Clauses 7 and 8 of the General Terms & Conditions.

8.11 Fire Regulations

The Student shall not undertake any activity which presents a risk to the safety of the Campus premises, to themselves, or to any other person. The Student shall not remove, tamper with, or impede the proper operation of any smoke detectors, fire extinguishers, or other safety equipment, and shall not deliberately set off any fire alarm for any reason other than to alert the occupants of the building to the existence of a fire. Candles must not be lit on Campus premises.

8.12 Academic Expectations

The Student is expected to participate in all academic activities and to complete any assignments within the allotted time. All Courses are taught in English and Students are therefore expected to use English at all times while participating in course activities to ensure that others are also able to participate. Disruptive behaviour in lessons is not permitted and will not be tolerated.

8.13 Dismissal from the Course

CREALEARN requires the Student to act in a sensitive, respectful, and considerate manner at all times and to respect the legal rights of others to enjoy the Course and/or the Campus or other venue's facilities without interference. Failure or refusal to abide by them is likely to be dealt with immediately and may lead to dismissal from the Course.

8.14 Refunds due to Dismissal

No fees will be refunded to a dismissed student. Dismissed students do not receive reports or certificates of attendance. In the case of dismissal, return travel arrangements will be made for the Student provided that the Student pays for these up front, and any additional travel costs incurred will be the Student's immediate responsibility. CREALEARN will not be responsible in case of dismissal for paying any travel costs on behalf of the Student. CREALEARN accepts no responsibility or liability whatsoever for the consequences of any dismissed student failing (for whatever reason) to follow the departure and travel arrangements made for them by its staff.

8.15 Window Ledges, Roof-Tops, Dropping Items, and Scaffolding

For her/his own safety and the safety of other students, the Student is forbidden from sitting or standing on window and rooftop ledges. The Student is forbidden from dropping, pouring, or throwing objects or materials out of windows or off rooftops. Climbing up scaffolding and similar structures is extremely dangerous and is also forbidden.

9. Curfew

The Student must respect and follow curfew times.