

Code of Conduct Introduction

Period (KMT)

Student associations and student organisations Rotterdam

Erasmus University Rotterdam, Rotterdam University of Applied Sciences and the board of the undersigned student associations and organisations agree on the importance of ensuring a safe and familiar study environment for (prospective) students in the city of Rotterdam. They recognise the importance of a wide, varied, and responsible student life and therefore wish to contribute to the leading position of Rotterdam as an attractive city for higher education.

In Rotterdam, there are several very active student associations and organisations. The cultural background and image of these associations and organisations reflect the higher education environment and the city of Rotterdam. Communications by these associations and organisations should make a positive contribution to the image of the parties involved in this code of conduct.

Student associations and organisations are culture bearers, but they must also keep pace with social changes. This code of conduct confirms the norms and values of the parties concerned and provides various principles for compliance therewith. Confirming these principles creates awareness and stimulates compliance. Parties can call each other to account if they identify behaviour that does not correspond with the provisions of this code of conduct. This code of conduct not only relates to the introduction period, but also to the general communications issued by the student associations and organisations.

The code of conduct and agreements were drawn up by the official student social clubs in Rotterdam, namely the RSC/RVSV, the R.S.V. Sanctus Laurentius, the SSR-R, the RSG, the NSR, and the student sports association A.R.S.R. Skadi on the one hand, and Erasmus University Rotterdam and Rotterdam University of Applied Sciences on the other.

Introduction period guidelines

The aim of the introduction period is to introduce interested parties to all the aspects of the association before they join the student association or organisation, to let them get to know more senior students, and to create a good bond between the (prospective) members.

The aim of this code of conduct is to promote a smooth Introduction Period and prevent any problems. Furthermore, through this code of conduct, the principles applied by the joint Rotterdam student associations and organisations for the organisation and implementation of the Introduction Period are described in detail. This code of conduct should be re-evaluated every year and signed by the student associations and organisations involved.

In 2020, the associations have moreover committed themselves to abide by the applicable measures of the RIVM and the (local) government in relation to the COVID-19 pandemic. These measures have been laid down in regulations by the associations and the Rotterdam Federation of Student Associations (R.K.v.V.) that will apply to the Student Social Clubs Introduction Period (KMT). The associations will incorporate these measures in their contingency plans.

1. Promotion student associations and organisations

- a. Erasmus University gives student associations and organisations the opportunity to present themselves in a reasonable manner to new students and to recruit prospective members during the academic year.
- b. During Eureka week (introductory week organised by Erasmus University), student associations and organisations are given the opportunity to introduce (new) students to the association or organisation.
- c. Student associations and organisations are given the opportunity to organise an introduction period before the start of the academic year.

2. Responsibility of the board

The responsible board of the student association or organisation has final responsibility for ensuring a safe and familiar environment during the introduction period. The responsible board of the student association or organisation also has final responsibility for ensuring a safe and familiar environment during official debating society and house introduction activities, if applicable to the undersigned association. As such, the responsible board reserves the right to impose sanctions on members.

2.1. General

- a. The responsible board of the student association or organisation has final responsibility for the programme of the introduction period and is aware of the contingency plan and safety plan. It is also aware of all activities and has access to all activities. The tasks and responsibilities of the student association or organisation should be clearly described for every situation.
- b. Each student association and organisation that has an introduction camp, an introduction over several days, introduction activities at several locations and/or other introduction activities that involve an element of risk is obliged to present the plan to the Rotterdam Higher Education Committee (HO Committee) on Student Social Clubs for assessment and discussion in a confidential meeting.
- c. The responsible board of the student association or organisation will ensure that before enrolment for the introduction period, prospective members are given verbal and/or

written information about the general programme of the introduction, and the nature, style and atmosphere, so that prospective members know what to expect.

- d. The responsible board of the student association or organisation will ensure that no obligation of secrecy is imposed on prospective members regarding the content and nature of the introduction programme or any planned activities during the programme.

2.2. Programme and accountability of committees

- a. The responsible board has final responsibility for appointing the introduction period committee and the necessary subcommittees.
- b. The responsible board will ensure that the introduction period committee and its subcommittees know, support and comply with the code of conduct.
- c. The responsible board will reach clear agreements with the introduction period committee and its subcommittees about correct compliance with the rules described in the code of conduct. Violation of these rules will be penalised according to the rules and regulations of the student associations and organisations.
- d. The introduction period committees and subcommittees may use the courses offered by the Rotterdam Higher Education Committee on Student Social Clubs to support correct compliance with the rules described in the Code of conduct.

3. Education

- a. Prospective members may never be prevented from fulfilling their study commitments.
- b. Prospective members must be given enough physical and mental rest to be able to follow their study programme.
- c. Prospective members must be given enough opportunity to prepare for their study commitments.

4. Safeguarding personal integrity, health and hygiene

The responsible board of the student association or organisation has final responsibility for ensuring a safe and familiar environment during the introduction period, in which (prospective) members behave respectfully to each other. The responsible board will ensure that no alcohol or drugs are used by the prospective members during the introduction period, unless an exception has been agreed concerning alcohol with the Rotterdam Higher Education Committee on Student Social Clubs. The responsible board will also provide enough supervisors during the introduction period and show consideration for the health and hygiene of its prospective members.

4.1. Harassment

Physical or psychological violence against (prospective) members is prohibited. This includes at least:

- a. discrimination related to race, beliefs or social ideals, gender, sexual orientation, ethnicity, disability or illness;
- b. forcing (prospective) members to perform debasing actions;
- c. abuse of power;

- d. violation of physical integrity;
- e. sexual harassment in terms of behaviour or by making sexually suggestive comments.

4.2. Hygiene

During the introduction period, good primary hygienic conditions are provided in which prospective members may use the toilet and bathroom facilities as and when they need to. These toilet and bathroom facilities must be of a satisfactory standard.

4.3. Health

- a. All prospective members must always complete a medical intake form. If a prospective member indicates on this intake form that they have some form of special medical and/or psychological condition, this must be taken into account during the activities planned for the introduction period.
- b. Throughout the introduction period, there must be the possibility for prospective members to see a doctor, after consultation with the medical support team. Written agreements have been reached with one or more doctors about their accessibility and availability on all the days of the introduction period.
- c. For every 50 people, there must be at least 1 person present with a valid First Aid diploma.
- d. A prospective member gets at least 8 uninterrupted hours of sleep/rest a night.
- e. During the introduction period, each prospective member is given at least two litres of non-alcoholic drinks and three meals during the day. Prospective members may not be forced to consume food or beverages.
- f. In principle, a roll-call will not last longer than half an hour. If it takes longer, then it must be possible to alternate between sitting and standing.
- g. All medical issues and treatments are noted in detail and updated in a medical logbook.

5. Incident notification obligation

- a. In the unfortunate event of one or more incidents occurring, the responsible board will immediately call or e-mail the Rotterdam Higher Education Committee on Student Social Clubs. Within 72 hours of the incident, the responsible board must then provide additional information, namely a factual report and analysis of the event and the measures that were taken.
- b. If the nature of the incident requires it, the Rotterdam Higher Education Committee on Student Social Clubs will inform the executive boards of Erasmus University Rotterdam, Rotterdam University of Applied Sciences and/or Inholland University of Applied Sciences.
- c. If necessary, the responsible board of the association or organisation may report the incident or make a statement to the police about the incident.
- d. The Executive Board of Erasmus University, the Rotterdam University of Applied Sciences, or the Inholland University of Applied Sciences may also report the incident or make a statement to the police in the event of a (suspected) criminal offence.

6. Confidential advisor

- a. The responsible board will appoint a confidential advisor within the association or organisation, who will be present during the introduction period. The prospective members are made clearly aware of the presence of the confidential advisor prior to the introduction period.
- b. During the introduction period, prospective members always have the opportunity to contact this confidential advisor.
- c. The responsible board shall also appoint an independent confidential advisor internally for after the introduction period, who is not a member of any of the committees involved in the introduction period. This confidential advisor will be introduced to the prospective members after the introduction period.
- d. Every (prospective) member may submit a complaint (anonymously) to this confidential advisor after the introduction period about the way in which someone who is a member of the student association or organisation, or who otherwise plays a role in the student association or organisation, has behaved towards them or another person.
- e. The confidential advisor will give the complainant and the person whose behaviour the complaint relates to the opportunity to state their case. The confidential advisor will advise the responsible board of the student association or organisation about the measures to be taken.
- f. The complainant always has the opportunity to submit a complaint directly to the Rotterdam Higher Education Committee on Student Social Clubs.

7. Sanctions

- a. If a student association or organisation fails to (fully) comply with the above, the responsible board will impose sanctions on the offending member in accordance with the association's own rules and regulations.
- b. The Executive Board(s) of the institution(s) concerned may also impose one or more sanctions on the board of the relevant association. Prior to imposing the sanction, the Executive Board will consult with the board of the student association or organisation concerned. The seriousness of the incident that has taken place in violation of the above rules determines the level of the sanctions to be imposed. These sanctions may be imposed separately or in conjunction with each other.

8. Evaluation

At the end of the introduction period, an evaluation of the introduction period will take place with the Rotterdam Higher Education Committee on Student Social Clubs. During this evaluation, the anonymised medical logbooks will be discussed. These are made available in confidence to the Rotterdam Higher Education Committee on Student Social Clubs.

By signing this code of conduct, the principles are supported by Erasmus University Rotterdam, Rotterdam University of Applied Sciences and Inholland University of Applied Sciences and the responsible board of the student association or organisation, and the resulting rights and duties are complied with.

The Executive Board of Erasmus University Rotterdam

**Erasmus
University
Rotterdam**



The Executive Board of Rotterdam University of Applied Sciences



The Executive Board of Inholland University of Applied Sciences



Rotterdam Federation of Student Associations



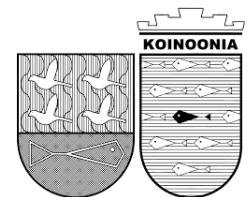
Rotterdamsch Studenten Corps /
Rotterdamsche Vrouwelijke Studenten Vereniging



R.S.V. Sanctus Laurentius



Societas Studiosorum Reformatorum Roterodamensis



Rotterdamsch Studentengezelschap



Navigators Studentenvereniging Rotterdam



A.R.S.R. 'Skadi'

