

ALCOHOL AND BEHAVIOUR POLICY IN THE FACULTY OF SOCIAL SCIENCES

Decided at an extended management meeting 19 March 2009

The following are minimum rules, and not intended to limit the departments' different approaches to, and perceptions of, the study-start programme. The rules represent some fundamental faculty principles. They apply to induction events and other social events, as well as non-private programme activities. The rules apply regardless of whether the activity takes place on campus or in rented/leased facilities on overnight trips. The rules supplement the University's rulebook (43.06) on quality assurance of courses for first-year students that involve overnight stays ("overnight trips" and the like).

The tutors' activities

By way of introduction, it should be emphasised by the dean and heads of studies that the tutors' contribution to the induction process is indispensable and represents a fundamental pillar of a successful induction process.

The tutors must act responsibly towards, and show tolerance for, all new students. The tutors must be aware that they represent the heads of studies and the university.

An appropriate number of the tutors should be new each year. An appropriate balance between the number of tutors and new students is also desirable, to ensure that there are not too many tutors.

Alcohol policy

Tutors are not permitted to drink alcohol before 17:00 at induction events, as they are at work. This rule applies throughout the period covered by the study-start programme, including overnight trips. During overnight trips, at least one of the tutors present must not drink, even after 17:00 – there must always be at least one tutor able to drive in case of accidents, etc.

Neither tutors nor first-year students are allowed to drink alcohol before or during scheduled academic activities during the study-start programme, including the overnight trip.

The alcohol rules for Friday bars/private parties are as per those set for the use of the student bar 'Kommunen'.

Parties and behaviour in general.

An appropriate balance is sought between the number of parties and the academic content of the study-start programme.

Under no circumstances must new students be exposed to activities, including initiation rites, that take them out of their comfort zone or which they find offensive.

The tutors must not encourage new students to drink – either directly or by planning activities/games that require the use of alcohol.

Allocation of responsibilities in connection with the study-start programme

The head of department has overall responsibility for the study-start programme. The University rules 43.06 (<http://www.ku.dk/regel/8/4306.html>) contain a description of the head of studies' options for delegating responsibility with regard to residential first-year student trips (overnight trips and similar). These options also apply to the planning of the other parts of the study-start programme.

Insurance, including vandalism, first aid and illness

Students appointed as tutors are informed about insurance issues (Appendix 1).

The head of studies has a duty to make sure that at least two members of each tutor group have first-aid knowledge.

If vandalism occurs, the University may apply the sanctions stipulated in its rules (rulebook no. 15.01 on disciplinary measures applied to students at the University of Copenhagen). The possible sanctions are an oral and/or written reprimand, and, in serious cases, a police report, suspension or expulsion from the University.

Appendix 1: General principles for insurance

The University of Copenhagen is self-insuring, i.e. it has not taken out cover and pays for damage caused during the study-start programme.

The tutors must ensure that the head of studies approves in advance all activities that involve expenditure, including those that simply entail the possibility of expenditure. For example, if the tutors borrow a private car without approval for an overnight trip, it is not covered by the University's self-insurance.

Tutors must also be aware that the self-insurance only applies to damage caused in connection with the tutoring work, and only if the damage was accidental or due to simple negligence. The University's self-insurance does not cover damage to persons or things that is inflicted wilfully or through gross negligence, including damage caused while drunk or as a result of recklessness or pranks. This applies to damage to the tutors' own, the University's or third-parties' belongings.

The University self-insurance only covers the tutors, not the new students. If new students inflict damage on property or others, they must file a claim under their own insurance. It must be stressed that students who do not have liability insurance are personally liable. At the beginning of the study-start programme, the head of studies should therefore encourage all students to take out insurance if they have not already done so. It should be pointed out to them that students' organisations offer insurance on preferential terms.

The University's self-insurance does not cover the personal belongings of either tutors or new students. When booking a bus and accommodation for an overnight trip, checks must be made to ensure that the owners of the bus/accommodation have insurance. If damage is caused to property or others, it is then a matter between the owner of the bus/accommodation's insurance and the victim.

If any damage occurs, the tutors contact the head of studies. The head of studies then decides whether the damage is covered by employer liability, and therefore the University's self-insurance.

Vandalism is illegal and the offender is liable for damages to the injured party. In cases of vandalism to University property, the tutors are obliged to disclose the name of the offender (if known) to the head of studies.

At parties in University premises, the person in charge is responsible for whatever happens, including any vandalism, as per the City of Copenhagen's regulations.

If it becomes necessary for the University to pay for damage, and there is no information about who is responsible for the damage, the costs will be deducted from the study-start budget of the department concerned. This may mean that planned activities are changed or cut, or that planned expenditure is cancelled.