

Code of Conduct for Students Participating in CCC Programs

(This document is an appendix to the Cross-Cultural College *Statement of Understanding*, and your acceptance of and signature to that document implies your understanding and acceptance of the rules laid out below)

The Cross-Cultural College runs, among other courses, the Global Internship and the Global Career Seminar.

They are collaborative and, ideally, 'student-driven' programs, during which students from Canada and Japan spend virtually all their time together – both within and outside the formal classroom teaching environment.

For the programs to fully attain their goal of raising participants' cross-cultural knowledge and awareness, a high degree of commitment, perseverance and tolerance is required. Students are expected to pay attention to and follow all instructions from instructors and staff. The rules outlined below are of particular importance and form a minimum framework for the operation of these programs.

1. Attendance

These programs are both collaborative and intensive, and full attendance is essential for effective collaboration and group work between the participants from Canada and Japan. Any situation that might result in an absence from class should be brought to the attention of the CCC Office staff as soon as possible. Absenteeism without good cause will result in a student's exclusion from the course, so that other students are not adversely affected.

2. Travel (Not applicable for online course)

Travel is an effective way of acquiring familiarity with a variety of aspects of a culture other than one's own, and students are encouraged to take the opportunities offered by periods of free time during the programs. However, students should remember that while they are ultimately responsible for their own health and safety, the course organizers also have an overall responsibility for their welfare and safety, and need to be able to contact them, their families and home universities in an emergency.

For the above reasons,

- (a) **Students wishing to take trips involving an overnight stay away from their allocated accommodation must apply to the CCC Office staff for permission in writing at least two days in advance, detailing their plans, and giving precise information about their intended destination, accommodation and proposed dates of absence.** In normal circumstances such permission will be granted, provided that it does not interfere with students' participation in the program.
- (b) Students should also notify the CCC Office staff at least two days in advance if they intend to take part in any high-risk activity, even if it does not entail

overnight absence. Staff will need to be convinced that adequate precautions have been taken.

Please note that direct personal communication with the CCC Office staff is required. Indirect communication – via a roommate, for example – is not acceptable.

3. Accommodation (Not applicable for online course)

Students will be allocated accommodation, normally in shared facilities with mixed Canadian and Japanese occupancy. Living together with students of another culture is an important aspect of the cross-cultural experience which these programs are designed to provide.

At the same time, however, living in close proximity with someone from a different culture can give rise to tension and occasionally conflict. Students should therefore be aware that consideration for their roommates' feelings, comfort and well-being is even more important than would be the case in their own cultural environment.

In particular, any guests (whether participants in the same CCC program or not) may only be invited into your accommodation with the clearly-expressed prior consent of your roommate, and at a time and for a period to which your roommate has agreed. In no circumstances may guests stay overnight in your accommodation.

This rule applies to all accommodation allocated to students participating in CCC programs, regardless of other regulations that may be laid down by the institution managing the accommodation.

In case that the accommodation, its employees and/or a third party suffer any injury or damage for the reason attributable to you, you will assume responsibility and provide compensation for any such injuries and damages.

If you wish to change accommodation from that allocated to you, you must apply to the CCC Office staff, giving adequate reasons for the change.

If you have any questions about the content of this document, please contact the CCC Office for clarification before signing the *Statement of Understanding* .