**mA\*ths Online Programme Student Code of Conduct**

This document sets out the expectations for how mA\*ths Online students will participate in the mA\*ths online programme; including the in-person events and online sessions with their tutor.

**Attendance**

As a learner on this programme, you are agreeing to:

1. Attending **ALL** of the on-campus events on:
	* Saturday 25th January 2025 and
	* Saturday 7th June 2025
2. Completing modules and attending **ALL** online tutorial sessions in:

MOOC 1

* + Week 1: w/c 27th January
	+ Week 2: w/c 3rd February
	+ Week 3: w/c 10th February - Online Tutorial Session Delivery Week
	+ Week 4: w/c 24th February
	+ Week 5: w/c 3rd March - Online Tutorial Session Delivery Week
	+ Week 6: w/c 10th March
	+ Week 7: w/c 17th March - Online Tutorial Session Delivery Week

MOOC2

* Week 1: w/c 21st April
* Week 2: w/c 28th April
* Week 3: w/c 5th May - Online Tutorial Session Delivery Week
* Week 4: w/c 12th May
* Week 5: w/c 19th May - Online Tutorial Session Delivery Week
* Week 6: w/c 26th May
* Week 7: w/c 2nd June - Online Tutorial Session Delivery Week
1. Arriving on time for all sessions once timings have been confirmed
2. Notifying your absence to the programme team at mathsonline@manchester.ac.uk.

**All activities**

As a student on the mA\*ths Online programme, we expect you to:

* Update your parents/carers regarding the in-person events and online delivery of the programme.
* Adhere to any pre-event guidance communicated during the booking process.
* Arrive on time to all sessions.
* Inform the mA\*ths Online team as soon as possible if you can no longer attend an event/ tutorial session, or if you have to arrive late/leave early.
* Never share the invitation link to an event with others. Any uninvited attendees will be removed from sessions immediately.
* Act responsibly and follow instructions from session leaders and University staff.
* Contact the mA\*ths Online team as soon as possible if you hear or see anything upsetting or inappropriate during an event or tutorial session.
* Engage in all sessions, listen and contribute your thoughts when appropriate.
* Never give out any personal information, such as your phone number or home address to anyone except mA\*ths online staff.
* Never attend sessions under the influence of alcohol or illegal drugs.
* Never smoke or vape during a session.
* Never try to contact University staff or mA\*ths Online tutors through their personal email addresses or social media. You must inform the mA\*ths Online team if a member of university staff or student tries to contact you in this way.

**In person activities**

**In addition to the above,** you are expected to:

* Not attend if you have tested positive for Covid-19.
* If there’s an urgent issue or you need to leave the event because you feel unsafe or ill, you must inform the mA\*ths Online team as soon as possible before leaving.
* Interact with University members of staff, Student Ambassadors, tutors and other students with respect at all times.
* Be mindful that the campus is open to the general public and that whilst on campus you are representing the mA\*ths Online programme.

**Online activities**

**In additional to the above,** you are expected to:

* Ensure that your camera and microphone are working.
* Contact the mA\*ths Online team if there are any technical issues preventing you from fully engaging in the online sessions.
* Log in to sessions using your first and last name. If you log in or register with a name we don’t recognise, we may need to remove you from the session.
* Attend all events from a suitable room in the house, sitting in an appropriate place, with an appropriate background. If this is in your bedroom, please make sure you are sitting at a desk or table if possible.
* Follow housekeeping instructions from the tutor that will be given at the start of the session (e.g. mute microphone). Repeated failure to do so will result in you being removed from the session.
* If there’s an urgent issue or if you need to leave the meeting because you feel unsafe or ill, please leave and inform the mA\*ths online team as soon as possible.
* Never record or take screenshots or photos of online events. You will be sent all the information shared on screen so there is no need to take screenshots.
* Engage fully during your tutorials and ensure that you prepare in advance for your sessions
* Never try to contact your tutors on social media or meet with them outside the arranged tutorials.

**Anti-bullying policy**

Bullying can take different forms, such as but not limited to:

* Verbal – name calling, making nasty jokes, comments or threats.
* Emotional – excluding or ignoring people.
* Cyberbullying - sending bullying messages, pictures or videos through social media, texts, email etc.

The University of Manchester promotes equality and diversity. We want all students attending programmes to feel welcome and safe. We will not tolerate any form of bullying. You must show respect and kindness to fellow mA\*ths Online students, staff, tutors and student ambassadors.

You must not make remarks that could upset someone based on their gender, sexuality, ethnicity, disability, religious beliefs or lack of religious beliefs. If you notice or suspect that someone else is being bullied, inform the mA\*ths Online team as soon as possible.

**Misbehaviour**

In the event of misbehaviour, students will be subject to a disciplinary process. This includes the possibility of immediate withdrawal from the programme in the event of serious misbehaviour.

**What to do if you are worried about something**

If you feel worried about something, or you feel upset by the way someone on the programme has treated you, please get in touch with the mA\*ths Online team. If you don’t feel comfortable talking to the team, please talk to a trusted adult (this could be a parent or carer, a teacher at school, or someone in your family).

**Information for parents and carers**

We take the safety and privacy of young people very seriously. You can view our [child protection policy here](http://documents.manchester.ac.uk/display.aspx?DocID=4287%20), our online [safeguarding guidance here](http://documents.manchester.ac.uk/display.aspx?DocID=51929), and our [privacy notice for participants in pre-university events and initiatives here](http://documents.manchester.ac.uk/display.aspx?DocID=37247).

Staff, tutors and student Ambassadors attend child protection training. If working on programmes with frequent or regular contact with young people, staff and student staff are required to have [a DBS (Disclosure and Barring Service](https://www.gov.uk/government/organisations/disclosure-and-barring-service/about)) criminal record check.

All our activities have risk assessments in place.

Although our contact will be with each individual student, if you do have any questions or concerns about the welfare of your child, please contact us on mathsonline@manchester.ac.uk.