

BA International Studies - Code of Conduct for Online Behaviour

As students, you are at our University and at the International Studies Programme to increase your knowledge of the world and your intercultural awareness. Conversations and debates are essential elements of that. We introduce this Code of Conduct to emphasise that you are in an academic environment, and that this brings responsibilities. We expect everyone to approach others in a respectful manner, not just in face-to-face meetings, but also, especially, online. If we abide by these guidelines, we will all be contributing to our Programme's academic community in a professional and respectful way.

Leiden University applies the motto *Praesidium Libertatis*: Bastion of Freedom. This involves the following:

- **Academic Freedom:** Freedom of speech in debate and exchange of opinion lies at the core of our academic community. Academic freedom requires an environment where all can freely participate and where each idea is considered on its own merits. In order to make this open exchange of ideas possible, we need to respect basic Academic Standards and maintain the Academic Community in which this takes place.
 - **Academic Standards:** Arguments should be supported by verifiable sources and facts;
 - **Academic Community:** Standards of behaviour are expected between students and staff, and between students themselves. Discrimination, intimidation, and any form of aggression cannot be tolerated.

Online Education

When you are following a class online, it is sometimes harder to remember that you are still in an educational environment, just like you would be in a normal classroom. You should behave in a manner fitting that educational environment. Use professional language and behave in a respectful manner towards staff and fellow students, just as you would in a university lecture room.

Social Media

Everyone is responsible for their own behaviour in their personal time. However, as a student, you are always affiliated with your chosen programme. You have a responsibility to conduct civil and respectful discourse in all forums and platforms, including those that allow confidential or anonymous participation. The Programme Board expects students to follow these guidelines:

- Always respect the privacy of others;
- Always try to resolve conflicts directly with the person involved;
- If you have issues you want to discuss, do not talk *about* people (be it other students or university staff) on social media, but talk *to* them.

Be aware of the nature of social media!

- Everything you post is often immediately accessible for many people. Think about what you post before you post it!
- Even on private sites, posts, or screenshots of posts, can be forwarded and distributed. There is no such thing as an entirely closed site;
- Once posted, even for a short time, a message has its own life. It is difficult to completely erase information;
- Think about how a post might be received, and its effects on others. Think about what kind of responses they might generate. Always aim to express respect for and acceptance of others.

This International Studies Code of Conduct for Online Behaviour is a supplement to the Leiden University Code of Conduct on Standards of Behaviour Between Lecturers and Students and the Code of Conduct Remote Teaching – Online Classroom Participation. It is as such an elaboration on what “proper behaviour” is in an academic environment, and specifically for online behaviour.

Would you like to raise an issue in relation to this CoC? Please get in touch with your study advisor. Things discussed with your advisor will be kept private, except when it concerns potentially harmful situations, in which case they will be communicated to the Programme Board.