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Copenhagen Business School
CBS Legal / CBS EDU
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RULES FOR ETHICAL BEHAVIOR DURING THE INTRO COURSES

1. Purpose of the intro courses

The intro courses at Copenhagen Business School (CBS) aim to provide all new students with a thorough introduction and social foundation towards their future studies and student life at CBS. This is a great opportunity for students to meet one another and to get an overview of the study environment and what student life is like at CBS and in Copenhagen.

Intro courses are to be planned and conducted, whilst respecting the: cultural, personal, political, religious and sexual backgrounds and beliefs, of all participants.

2. Intro Guides at CBS

CBS is grateful for the Intro Guides' involvement and efforts throughout the intro courses. Each Intro Guide acts as a representative of CBS, and is expected to be empathetic and responsible towards new students, regardless of background.

Intro Guides are responsible for conducting the intro courses. They have been appointed and trained by CBS to conduct it following the instructions given by CBS (i.e. from the programme director or the person appointed as supervisor).

The programme director appoints administrators and Intro Guides. The aim is to reflect CBS's diversity in: cultural background, gender and personality in these appointments.

All Intro Guides are informed by the programme director about the *CBS rules on ethical behavior during the intro courses*. The Intro Guides then have to sign an agreement acknowledging that they have

read and understood the CBS rules and regulations outlined in *CBS rules on ethical behavior during the intro courses*.

Both Intro Guides and Intro Administrators are recruited. Participation in the CBS Intro Guide training programme is mandatory for appointed Intro Guides.

3. The Intro Courses

Intro courses are part of the study programme and are thereby conducted by CBS. CBS has overall responsibility for the content and delivery of the intro courses.

Requirements for the courses

There must be an academic element to the courses and its activities, thus ensuring a distinctive educational dimension. In the same vein the social activities should focus on encouraging a collaborative study environment.

Approval of the courses

The Study board is responsible for the intro course and oversee the adequacy of the course, including its: scope, specific content (activities) and how it is conducted.

This means, a.o., that the Intro Guides have to send in the following for approval within a deadline set by the study board.

1. Programme for the entire intro course (including evening activities)
2. Detailed descriptions of the activities.
3. Information about which Intro Guides are responsible for specific activities each day of the intro course (including contact information).

The study board must approved the intro course. Aspects not approved by the Study Board must be modified by the Intro Guides and resubmitted for approval.

4. Rules for ethical behavior during the intro courses at CBS

Based on the above, the following rules apply throughout the intro courses at CBS:

1. CBS has to be able to endorse these intro courses both in form and the manner in which they are conducted.
2. In conducting the intro course, differences in ethical norms and boundaries as well as boundaries for personal integrity

have to be taken into account. All students should be able to participate fully. This means that the course cannot contain any elements, be they academic or social, that could be considered offensive by any of the participating students.

3. Intro Guides are to behave in a courteous manner representative of CBS throughout the entirety of the intro course, as well as outside the approved programme.

Concerning alcohol, sexuality and use of drugs, the following rules apply to all participants (i.e. both Intro Guides and students):

4. Do not encourage any form of nudity (e.g. 'clothes chain' calling or similar frivolity) either verbally or non-verbally.
5. Do not include activities containing any form of explicit or implicit sexual portrayal or items of an explicit or implicit sexual nature, which could be deemed offensive by any participant.
6. Participants shall not expose other participants to any form of sexual harassment. CBS considers it an aggravating circumstance if an Intro Guide impinges on a student's dignity and will respond with severe disciplinary action toward the offending party.
7. Do not consume or partake in illegal drugs of any kind. This applies to both Intro Guides and students.
8. Alcohol involvement in activity (i.e. drinking games, such as beer runs (ølstafet)) is not permitted and alcohol consumption is not permitted before 17:00. This includes both on CBS campus and during the Cottage Trip.
9. There must be at least two sober Intro Guides present at all times.
10. There is to be no consumption of strong alcohol at all throughout the intro course.

Violation of the Rules on ethical behavior during the intro courses at CBS.

Violation of these Rules on ethical behavior during the intro courses at CBS will result in sanctioning in accordance with the provisions laid out in the *Rules and regulations on academic conduct, including penalties*. It is particularly noted that Intro Guides, who are found guilty of breaking the aforementioned *Rules on ethical behavior during the intro courses*, are at risk of suspension or expulsion from CBS with immediate effect.

5. Evaluation of the intro courses and handling of cases involving violation of rules

Intro courses are as a minimum evaluated by sending questionnaires to all participants.

The study boards must review the process for their programme's intro course / courses at the first meeting after the result of the evaluation is available.

The study board must assess if the contents of the intro course should be change in the future.

If the Study Board finds that the evaluations give rise to any suspicions of violations of the *Rules on ethical behavior during the intro courses*, the study board is required to report it to CBS Legal, who are in charge of handling of any disciplinary proceedings

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