

Please send these forms to: [ecstaster@soton.ac.uk](mailto:ecstaster@soton.ac.uk) OR

Dr Reena Pau, ECS, University of Southampton, University Road, SO17 1BJ

# Congratulations on securing a place at University of Southampton Residential Course in:

- Biomedical Electronic Engineering Taster Course
- Electronics and Computer Science Taster Course

Please read these forms carefully and fill them out so we have parental / guardian permission for you to attend the course.

## Invitation to Parents / Guardians

On the Friday you will be presenting your team's solution to a challenge set during the week. We would like to invite your parents/guardians to the session. There will be a buffet lunch, with a formal introduction from senior academics and taster course staff, and a prize giving. The session starts at 10:30am and run until 2:30pm. There will also be an opportunity for them to have a tour of the campus and facilities tour. Please indicate on the registration form below if they would like to attend and if a car parking permit is required (allocated on a first-come first-served basis).

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# Code of Conduct

1. Students must wear their ID badges at all times.
2. The possession or use of alcohol, tobacco or illegal substances is strictly forbidden.
3. Students are expected to attend all timetabled activities (unless there is a valid reason for absence, such as illness in which you need to notify a member of course staff).
5. Students are expected to attend all timetabled activities (unless there is a valid reason for absence, such as illness, in which case you need to notify a member of course staff).
6. Students are not allowed to leave the University sites without permission from a member of course staff.
7. Students are expected to actively listen, participate and engage in all activities.
8. Students are expected to follow any emergency procedure, such as fire drills, as directed by University staff.
9. Students are expected to be in their rooms at specified times (which will be indicated at the start of the course).
10. Students are expected to treat all members of the University community with respect, consideration and courtesy.
11. If students have any concerns or issues to raise they should bring these up with the course staff.
12. You must not have other students in your room at any time, social areas are provided.

Safety and Independence: Students may only leave the University Sites (including student halls) and organised activities with the permission of a member of Course staff, and provided that they are accompanied by at least one other person.

**Failure to abide by this code of conduct may result in withdrawal of services and expulsion from the course without refund.**

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## University of Southampton Computing Regulations

University Regulations 2018-19



### **Regulations for the use of iSolutions Resources**

#### **1. Use of Services**

All use of iSolutions resources and facilities is subject to the University's Regulations for the Use of Computers, and Voice and Data Communications Networks. For iSolutions the responsible computer management is the Director of iSolutions or his/her nominee.

Use of iSolutions facilities is open to all members of the University, subject to authorization by the member's Head of School or Service, and to other persons only when authorised by the Director of iSolutions. In this context 'members of the University' encompasses all staff (including those holding honorary appointments), students and accredited visitors.

Use of facilities for all users is subject to operational conditions as specified by the Director of iSolutions.

Unless the Director of iSolutions has previously given his/her consent in writing, the use of the services shall be confined solely for University purposes connected with teaching, research or administrative activities.

Research activities shall, for the purposes of these regulations, include research work paid for by an outside organisation, authorised consultancy work or other commercial activities undertaken by members of the University for which the University has, with the agreement of the school concerned, entered into a formal contract with that organisation.

#### **2. Liability**

iSolutions will hold the sponsoring School or Service responsible for any charges which arise from the use made of its services or facilities by that School or Services's users.

#### **3. Charges**

The University may, from time to time, charge for the use of some or all of iSolutions facilities under terms and conditions approved by iSolutions Committee. Where charges apply, all users must pay such charges unless specifically exempted by the Director of iSolutions.

#### **4. Use of Equipment and Materials**

No equipment or other property may be removed from areas under the control of the Director of iSolutions without his/her permission. Books, manuals and other materials marked FOR REFERENCE ONLY must not be removed from the rooms in which they are placed. Users are responsible for any equipment or documents on loan to them from iSolutions and may be required to pay the value of any such equipment or documents which are stolen, lost or damaged.

#### **5. Confidentiality**

Every person using iSolutions facilities shall ensure that confidential and proprietary information is not divulged to any third party, and shall observe the instructions issued by or on behalf of the Director of iSolutions relating to the ways in which such information may be used. In particular, confidential or proprietary information shall not be copied, modified or disseminated without the written permission of the Director. Any user failing to comply with this regulation will be held liable by the University for any claim for damages arising thereby from third parties.

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## **6. Conditions of Use of Data and Voice Networks**

- i. Schools or Services may only connect devices or installations to a network faceplate which have been approved by iSolutions as having no deleterious impact on the network integrity or undue effect on network performance.
- ii. Members of the University are not permitted to interfere with any element of the trunking, cabling, network equipment, or office face plate of the data or voice networks without the expressed agreement of the Director of iSolutions. iSolutions will disconnect and isolate any departmental connection found to be so abused. A re-connection charge may be levied in such cases. Damage to the networking infrastructure may be subject to re-instatement charges.

## **7. General**

- i. Users may not enter any area designated as restricted access unless permitted by a senior officer in iSolutions and accompanied by a member of iSolutions staff.
- ii. Smoking is prohibited in all iSolutions premises.

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# Taster Course Forms

## Code of Conduct

1. Full Name: \_\_\_\_\_
2. Telephone Number: Home \_\_\_\_\_ Mobile \_\_\_\_\_
3. Date of Birth: \_\_\_\_\_
4. Will your parent's/guardian(s) be attending the final presentation? Y/N
5. If yes, a car parking permit be required? Y/N
6. How many people be attending? \_\_\_\_\_
7. Will you be using this as a Duke of Edinburgh criteria requirement? Y/N

We have already been provided details about emergency contacts, dietary requirements and medical issues. If you think any of these have been missed or wish to confirm these then please write these in the space below:

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### Please sign here:

**Student:** I have read the information provided in the joining instructions, and agree to abide by the code of conduct. I have read the 'university regulations for the use of computers, and voice and data communications networks'.

Signature: \_\_\_\_\_ Date \_\_\_\_\_

**Parent:** I have read the code of conduct and discussed it with the attendee, and agree to the information entered onto this form.

Signature: \_\_\_\_\_ Date \_\_\_\_\_

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### Adult and Child Model Release Agreement

Date of Filming / Photo Shoot:	
Participant's Name:	
Minor's Name:	
Staff or Student ID (if applicable)	
Participant's email address:	

The purpose of this Agreement is to grant the University of Southampton ("the University") permission to use both your photograph and profile ("the Participant") and the photograph and profile of a minor for whom you are the legal guardian ("the Minor"), on the terms set out herein.

In consideration of the Participant and Minor's participation in the video shoot / photo shoot and the University's undertakings, the Participant confirms and agrees as follows:

1. My image, portrait or picture, appearance, likeness & form may be taken, recorded and used by the University (or any third party the University designates) for any Products<sup>1</sup> (defined in the footnote below).
2. The Minor's image, portrait or picture, appearance, likeness & form may be taken, recorded and used by the University (or any third party the University designates) for any Products.
3. Neither I nor the Minor shall have any rights in and to any intellectual property existing in any Products or have a right of approval over the creation, development, manufacture, promotion, distribution, publication or sale of the Products or the manner of use or exploitation of the Products.
4. The University will not share personal information for either of us with any third parties.
5. This Agreement shall be governed by English law and subject to the exclusive jurisdiction of the English courts. It is the entire agreement between us and can not be amended in any way unless we both agree to this in writing and sign the amendments. This Agreement will be effective from the earlier of, the date of my signature or the date of the photo shoot as set out above.

Signature: ..... Date: .....

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<sup>1</sup> "Products" means any goods created, produced, distributed or manufactured or service offered or delivered by or on behalf of the University of Southampton and in the case of goods is regardless of whether they are in a fixed final format or transient in nature. Examples of Products include but are not limited to advertisements, publications and general marketing materials and Products are not limited to printed publications.