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QBU-CODE OF CONDUCTS FRIENDS TEAHOUSE



**ERASMUS+ PROGRAMME, THE KEY ACTION 2
CAPACITY BUILDING IN THE FIELD OF HIGHER EDUCATION**

**THE PROJECT "INTERNATIONALIZATION AND VIRTUAL
EXCHANGE: BORDERLESS BETWEEN EU AND ASIAN COUNTRIES/
HARMONY" (REF. NR.: 617223-EPP-1-2020-1-ES-EPPKA2-CBHE-JP)**

Quang Binh University, October 2023

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QBU-FRIENDS TEAHOUSE CODE OF CONDUCT

PART 1. INTRODUCTION:

The QBU Friends Teahouse is an integral unit of Quang Binh University (QBU), being part of the Internationalisation at Home strategy as coordinated by the QBU Division of Science, Technology and International Affairs. It was established during the University's participation in the HARMONY Erasmus+ project with the aim to enhance the international experiences of both local and foreign students and staff.

The Aim:

The QBU Friends Teahouse is designed to meet the needs of the local and international students and staff with diverse cultural backgrounds studying at QBU, and also promote the Internationalisation at Home through the activities and events arranged by its Committee members.

The Mission:

- To create a social space for both international and local students and staff from different backgrounds;
- To develop a society of learning, based on multi-cultural environments;
- To promote tolerance, mutual respect and understanding between students and staff within the campus.

The code of conduct of the QBU-FRIENDS Teahouse sets the guiding principles and policies that are to be respected and followed by every individual who visits and utilizes the teahouse and its facilities. Aside from providing basic information about the teahouse, this code of conduct will provide the guidelines to what visitors of the teahouse can and cannot



do. It also reveals the core principles that the Teahouse has been established upon and the Teahouse shall operate along these principles.

PART 2. RULE AND REGULATIONS

The QBU Friends TEAHOUSE aims to provide users/students/staff a safe and healthy environment of studying. Therefore, the Teahouse Committee may hold a user responsible for his/her actions if the behavior or activity he/she performed is considered misconduct and trespass the rules under the Teahouse Code of Conduct. Hence, in addition to the QBU policies and regulations, all users of the QBU FRIENDS Teahouse must adhere to the following rules:

1. Alcohol Policy

No alcoholic beverages are allowed inside the Teahouse.

It is prohibited for the QBU FRIENDS Teahouse to distribute alcohol at their events and activities.

2. Anti-Hazing Policy

Any activities that may be construed as hazing are specifically and unequivocally prohibited.

Examples of hazing include, but are not limited to the following:

- Requiring excessive workouts such as sit-ups, push-ups, runs, or any form of physically abusive exercise.
- Requiring the consumption of any food, alcohol, drug, or other substance.
- Morally degrading or humiliating games and activities.
- Assigning or endorsing pranks such as borrowing (stealing) items, panty raids, painting property and objects, or harassing.
- Deprivation of sleep.
- Any activity that intimidates or threatens the user, or subjects a user to extreme mental stress, embarrassment, shame, or humiliation.
- Verbal harassment, including yelling or screaming.
- Requiring any type of personal servitude such as running errands.
- Any action that could be perceived as inflicting physical abuse/harm to an individual.
- Any activity that causes or requires the user to perform a task that involves violation of a law or of the university's policy or regulation.

3. Commercial Activity

Users are prohibited to sell any goods or services inside the Teahouse.



4. Disorderly Conduct

QBU FRIENDS Teahouse users and Committee must restrain from any behavior and/or planned events or social gatherings that impair or interfere with the orderly functions or processes of the university and/or the reasonable safety and security protocols.

5. Disruption/Obstruction

QBU FRIENDS Teahouse users and Committee members must restrain from any behavior and/or planned events or social gatherings that disrupt or obstruct the teaching, administration, or other university activities and/or the performance of duties/tasks of university's personnel or administrators.

6. Gambling Policy

All users must not perform illegal gambling inside the Teahouse. When a person pays to play a game of chance (including poker) in hopes of winning a prize, the game qualifies as illegal gambling. To avoid having events qualified as illegal gambling the following conditions must be met:

- Participants do not pay anything or give anything of value to participate in a game.
- Prizes can be offered to the winners of games that do not qualify as illegal gambling.
- No currency or items of value may be exchanged inside of the event.
- Users may pay to participate in a tournament but no prizes are provided, and all proceeds must either benefit a charity and/or QBU FRIENDS Teahouse.

7. Computer Area

Users must comply with the following regulations while using the electronic facilities inside the QBU FRIENDS Teahouse:

- Drinking and eating are not allowed in the computer area.
- Do not change or interfere with the configuration of the computers.
- Do not damage any hardware or software, or install any software onto Teahouse equipment.
- Do not damage or destroy information on the computers.
- Documents should be saved to your network drive, to a flash drive or to a cloud storage account.
- Do not print large quantities of flyers, banners or other materials. One copy may be printed and copies will need to be processed through an outside printing facility.
- Leave your computer workplace in the same condition as you found it or better.



• It is strictly forbidden to unplug any electronic equipment in order to plug your personal items.

• Any use of audio equipment, including Teahouse equipment, must be through headphones or at a low volume, and must not disturb others.

• You agree that your use of the system may be monitored.

• Do not watch or display any material that is indecent, pornographic or discriminatory.

• You may not use the computing facilities to run a business or to otherwise seek to make monetary profit.

8. Complaints and sanctions

Allegations of misconduct by a user or Committee member of QBU FRIENDS Teahouse can be submitted to QBU International Affairs Office in writing and clearly stating the name, filing position (student/staff), faculty/office and contact information of the complainant. Upon receiving an incident report or receipt of an allegation of misconduct, the International Affairs Office related staff will conduct a preliminary investigation, and may impose appropriate consequences on a user.

PART 3: COMMITTEE AND MEMBERSHIP

9. Committee

The Committee must be formed by members of Teahouse and should be approved by the President of QBU. The tenure of office is 1 (one) academic year. No Committee member will be permitted to hold more than one position at a time.

The Committee consists of the following positions:

- President
- Vice President
- Head of International Office
- Secretary
- International Office staff
- Treasurer
- Other positions can be included, when necessary.

A Teahouse Committee position can be terminated in the following cases:

- End of the tenure.
- Graduation or expulsion from the university.
- Resignation.



o In case of the President, resignation must be approved by the Vice President for International Affairs.

o In case of other positions, resignation must be approved by the President of the Teahouse.

- Resignation from the Teahouse.
- Teahouse Committee or members' resolution.

Committee position entails these privileges and duties:

- All ordinary member privileges are included.
- Organizing events using Teahouse and/or International Affairs Office resources.
- Voting in meetings; however, the President shall only vote in the case of a tie, with the exception of Committee members' selection.
- Drafting and stipulating the Teahouse Code of Conduct and suggestions for the Teahouse management and event agenda.
- Calling members to meetings.
- Promoting members to assist the management of the Committee.
- Controlling all events and activities to follow the Code of Conduct.

10. Committee selection

The Committee selection procedure must be held at least 30 days before the end of the second semester. The candidate must have the following qualifications:

- Be a Teahouse member.
- Be a QBU student with a cumulative GPA over 2.00.
- Has not been penalized by QBU regulations and/or the Vietnamese law, except for light punishment.
- Not be under leave of absence or in any exchange program at another institution during the year which he/she applies for.

The selection procedure is not limited to election, but can follow any other appropriate method.

11. Membership

All QBU students and staff are allowed to register as members. The Committee of the Teahouse, QBU students and staff assisting with Teahouse activities, and QBU International Affairs staff are automatically members.

The Teahouse membership can be terminated in the following cases:

- Graduation or expulsion from the university.



- Resignation from the Teahouse.

Membership entails these privileges and duties:

- Using resources of the Teahouse during office hours.
- Participation in activities of the Teahouse.
- Attending meetings of the Teahouse Committee, including commenting and/or advising the Committee.
- Voting or being nominated for the Teahouse Committees.
- Complaining about any misconduct behavior.

PART 4: AMENDMENTS

12. Amendment to the Code of Conduct

An amendment to the Code of Conduct may be proposed by the resolution of the Committee, using 2/3 voting, and become effective upon approval by the Vice President for International Affairs.

Transitional provision

After this Code of Conduct enters into effect, an interim Committee will be appointed as approved by the Vice President for International Affairs.

This Code of Conduct is effective on the day of its announcement.

The Head/Vice Head

*Division of Science, Technology
& International Affairs*

Dr. Nguyen Dinh Hung

Quang Binh, September 12th 2023

Rector of QBU



Assoc.Prof.Dr. Nguyen Duc Vuong