



UWC CSC

STUDENT HANDBOOK

The Handbook is reviewed and updated annually.
The last review date is June 15th, 2025 by the Student Life Office.



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INTRODUCTION TO UWC CSC

UWC (United World Colleges) is a global education movement that makes education a force to unite people, nations and cultures for peace and a sustainable future.

Opened in 2015, UWC Changshu China (UWC CSC) is the first UWC in the mainland of China and the 15th in the world. The school is located on the northern shore of Kuncheng Lake in Changshu, Jiangsu Province, around 110 km from Shanghai. UWC CSC offers a transformative and challenging educational experience in a multicultural environment. Our students come from over 100 countries and regions and are drawn from different cultural and socio-economic backgrounds. They are selected competitively in their own countries by UWC National Committees, and many receive need-based financial assistance.

As an IB World School, UWC CSC offers a high-quality two-year International Baccalaureate Diploma Programme (IBDP) and a one-year Foundation Programme (FP), for students to develop competencies necessary to thrive in further academic study and to lead amidst the complexity presented by the 21st Century. On top of this, the co-curricular program and residential life program provide additional opportunities for experiential learning.

Students are encouraged to live out the UWC values, such as international understanding, mutual responsibility and respect, idealism, action and personal example. Students develop intercultural understanding, and a genuine concern for others through the residential life and activities focused on the three pillars of the College, namely, promotion of Chinese language and culture, youth leadership and sustainability.

UWC MISSION

UWC MAKES EDUCATION A FORCE TO UNITE PEOPLE, NATIONS AND CULTURES FOR PEACE AND A SUSTAINABLE FUTURE.

UWC believes that to achieve peace and a sustainable future, the values it promotes are crucial. UWC is a unique organization that brings students together from all over the world, selected from within their own countries, on merit and regardless of their ability to pay.

These students come together in schools & colleges on five continents with the aim of fostering international understanding and peace.



Kurt Hahn

German educator, Founder of United World Colleges

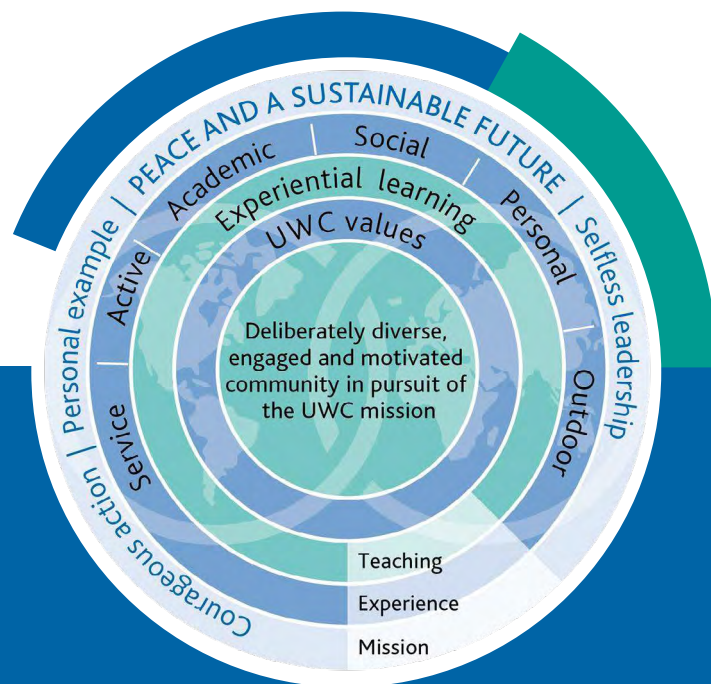
"I regard it as the foremost task of education to ensure the survival of these qualities: an enterprising curiosity, an undefeatable spirit, tenacity in pursuit, readiness for sensible self-denial, and above all, compassion."



HM Queen Noor of Jordan

President of UWC

"Peace cannot be achieved merely by the stroke of a pen on paper; it is rooted in sustained people-to-people contacts that can generate the kind of understanding and trust which are prerequisites to lasting peace."



UWC VALUES

The principal values UWC promotes are:

- International and intercultural understanding
- Celebration of difference
- Personal responsibility and integrity
- Mutual responsibility and respect
- Compassion and service
- Respect for the environment
- A sense of idealism
- Personal challenge
- Action and personal example

The educational experience at UWC CSC will include a wide range of learning opportunities. Among these will be student participation in a residential village, an academic program, a variety of regularly scheduled activities, service work, performances, and formal and informal exchanges about international issues.

UWC CSC NORMS

The norms below were developed by the whole community in 2020. These norms apply to everyone in the community: students, teachers, staff, and administrators. These norms are not rules, they are guidelines for how we wish to live as a community. We hope that all community members will bear these norms in mind in the decisions they make.

- We act to make our whole community more sustainable by considering our choices regarding energy and resource consumption, waste management, and transportation.
- We help one another and show appreciation for the help we receive.
- We step out of our comfort zones and accept challenges as opportunities, while also maintaining a healthy connection to our roots and our families.
- We maintain a healthy and organised work/life balance.
- We are attentive, curious, confident, engaged, honest, and collaborative within the classroom and beyond.
- We respect the rights, customs, space, and property of others.
- We are inclusive of all races, ideologies, religions, backgrounds, and cultures, and remain patient and open-minded when discussing and celebrating these differences.
- We do not reduce others to stereotypes and avoid making assumptions about others.
- We are on a journey of self-discovery and self-improvement seeking to understand ourselves and our privileges and how they shape our lives and experiences.
- We are aware of the limitations of ourselves, others and our institution and show compassion toward all members of the community, regardless of their role or position.

SUSTAINABILITY

The UWC CSC (United World College Changshu China) campus is designed to be environmentally friendly, with energy and water-saving features like a lake-water heat pump system and a micro-ecosystem for vegetable production. Aligning with the founder's core principle of "respect for the environment", the UWC CSC Sustainability Council organizes various activities and projects to promote sustainability both on and off campus.

These initiatives have the central themes of protecting the environment and practicing personal responsibility. Examples include a Hackathon where students identify campus sustainability issues and design solutions, an annual Climate Conference that brings the community together to share experiences and solutions, and the Weeks of Sustainability program focused on different areas like food, stuff, and mobility.

The activities follow the United Nations' sustainable development principles and Sustainable Development Goals, aiming to conserve energy, reduce carbon footprint, and raise environmental awareness. The campus community also strives to reduce, reuse, and recycle to decrease energy and resource consumption, as well as personal waste.

Overall, the UWC CSC campus and its sustainability efforts are focused on implementing environmentally friendly measures and engaging the community in various sustainability-related initiatives.



All students are expected to:

- Minimize the use of air-conditioning and heating.
- Minimize the use of lifts.
- Minimize the use of paper.
- Always switch off lights when they leave rooms unattended.
- Recycle waste where possible.

LEARNING TO CARE FOR YOURSELF AND COMMUNITY

At the core of the UWC CSC program is a need for students to be conscious of their personal wellbeing and the wellbeing of the community. Life at UWC CSC is dynamic, and students may find the pace the most challenging aspect of their time here. Students will need to work hard to ensure that they receive adequate sleep, regular physical exercise, and time for reflection. Without taking care of oneself and each other, meeting the challenges of the program will be difficult. Students will also need to reflect on their roles within the UWC CSC community and their participation in all aspects of the program. This will include thinking about how they interact with others and taking responsibility for building a respectful, joyful community.

Students may not bring desktop computers for gaming purposes.



LEARNING THROUGH RESIDENTIAL LIFE

■ FACILITIES

All students are full-time boarders. There are eleven Houses, accommodating around 60 students. The Houses are either single-gender or mixed-gender, with males and females being separately accommodated in separate wings, or on different floors. Four to five students share a dorm, with nationalities, cultures and study year being deliberately mixed. Each student will have a bed, a study desk and a closet. The room is a place to relax from the busy schedule.

Every House has its own individual name, character and charm. Each floor offers a full range of facilities for students, including two laundry rooms, cleaning supplies, a refrigerator, two washrooms, and a common room. The common room is the space for students from the floor to congregate, socialize, and study. The common rooms have couches, a television or a projector, tables and an inviting atmosphere. An electrical water heater and filtered drinking water tap are available on each floor, next to the common room. Cooking is strictly forbidden in students' dorms and common rooms, in line with the local Fire Department regulations. Students can use the community hotspot for cooking, which should be booked in advance and shared with other students. Students must follow the [Community Hotspot Rules](#) when using the space.

UWC CSC offers a wide variety of facilities to care for the students' physical and psychological wellbeing. The sports complex offers four floors of state-of-the-art facilities catering for a wide range of physical activities. The bottom floor houses a 25×15 meter swimming pool, while the second floor provides access to a cardio room and a complete weight room that is equipped for circuit training, boxing and weight-lifting. The second floor also has a complete dance studio with a modern sound system. These facilities are complemented by the third-floor multi-functional gymnasium. The fourth floor offers an indoor track for students who prefer running indoors. Directly adjacent to the sports facility are an outdoor tennis and basketball court and a turf football field. An outdoor track encircles the football field.



■ CATERING AND MEALS

Catering at UWC CSC is provided by an external company, Sodexo, which specializes in catering and support services for educational institutions. The campus offers a full-service cafeteria with three meals a day, and morning and night snacks provided on weekdays. The cafeteria offers a mix of Chinese and Western food as well as vegetarian meals. Students use the school ID cards for three meals in the school canteen. There is one café canteen where snacks and confectionaries are available for purchase.



■ SUPPORT FOR STUDENTS

In the residences, students learn to live in a multicultural environment with others and appreciate their needs and differences. The Heads of House, Advisors, Counselling Team, Peer Support Group, and Clinic staff work closely with the students to ensure that the quality of residential life reflects and promotes the goals of UWC CSC. They provide advice, direction, and support for the students in the residences; they also uphold and enforce the expectations and rules of the school.

SAFEGUARDING

Safeguarding is considered to be of utmost importance at the school. UWC CSC recognizes a moral responsibility to prevent physical, sexual, and psychological abuse of young people, and to prevent endangerment of young people. Each adult and student member of the UWC CSC community is required to make certain commitments to protecting young people in the community. Please refer to the Safeguarding Policy on the school website for more details. No form of bullying or harassment is tolerated at the school. Students and staff are trained on how to file complaints and report safeguarding concerns.

CONFIDENTIALITY

Members of the school community commit themselves to maintaining appropriate professional tact and discretion with regard to confidential information they receive.

However, confidential information may be disclosed to the Principal, appropriate administrators, outside professionals, law enforcement officers, parents/guardians and others when there is a compelling reason for doing so, including, without limitation, in cases of health and safety emergencies (when students or others are in imminent danger of harm); when there is concern about an individual's ability to function academically, emotionally, physically, and/or mentally within the school environment; or when legal requirements demand that confidential information be revealed.

THE HOUSE TEAM

Each student at UWC CSC has a Head of House (HoH) and an Advisor who will work with them to create a living environment that fosters the ideals of the UWC movement and that is as healthy, comfortable and sociable as possible. The HoH and Advisor are responsible for modeling and supporting students to meet the expectations and guidelines for community living and learning. The Heads of House play a vital role in students' lives. They live on campus and spend a considerable amount of time interacting with the students in their House, ensuring their safety and wellbeing. There are 7 to 8 Advisors for each House, who not only advise their students but also assist them with their co-curricular commitments and offer pastoral care. The Advisors and HoH will work together as a House Team to take care of each student's needs in the house and meet every month together to discuss how best to support each student.



SOCIAL-EMOTIONAL WELLBEING

We consider that students' happiness, safety, physical and psychological wellbeing are the foundation of a successful education and our community. Alongside wide-ranging adult support in the school, students engage in frequent "CARE" sessions delivered by the Social and Emotional Counselling team.

Themes within these sessions include: managing residential life, dealing with academic pressure, managing relationships, coping with general stressors and emotional difficulty, substance use, sex education and keeping safe in relationships. Such topics are dealt with sensitively and professionally, providing a safe space to discuss real-world topics appropriate to the age and stage of students here at CSC.

Counselling Team

Four full-time social-emotional counsellors are available to students and can be contacted during office hours via email or Teams. For emergency outside office hours, students can contact Heads of House, nurses on duty, counsellors and all the residential mentors. The counsellors can address a range of needs including stress and cross-cultural understanding, as well as helping students to manage their relationships, and guiding them when they are in a state of unhappiness, extreme apprehension, or encountering family problems. The counsellors are experienced in supporting adolescents in a multicultural environment and are conversant with a wide range of mental health issues. In cases where there is a need for specialist support, the school utilizes external highly-skilled professionals who will make robust recommendations in relation to mental health and wellbeing. For more details on the wellness program, please refer to UWC CSC Counselling Handbook.

Peer Support Group

The school has a group of Peer Supporters-trained DP students who work under the guidance of the counsellors. Peer Supporters are provided with regular training and supervision that provides them with the knowledge and skills required to undertake this role. This group provides students with another approachable body of people to speak to, in addition to the counsellors, advisors and their friends. Peer supporters understand the role of confidentiality and when to refer an issue or students onward to the Counselling Team.

HEALTH AND WELLNESS

Medical Services and Medical Facilities

The Wellness Center offers routine medical care and treatment, overseen by school nurses. They assist students in scheduling medical appointments and accompanying hospital visits when necessary. For non-emergency medical issues, the school nurses accompany students to hospitals in Suzhou for diagnosis and treatment. In the case of medical emergencies, the school nurses accompany the students to local hospitals in Changshu.

Medical Staffing

Six registered nurses provide 24/7 medical services. Students can contact the nurse on duty through the duty phone at +86-150-5149-3831.



Apply for Sick Leave

Students who are sick and are unable to attend classes should visit the Wellness Center to seek medical advice from a nurse. If the student is unable to walk to the Wellness Center, they must make a phone call to the nurse duty phone. The nurses will assess the situation and, if necessary, grant permission for sick leave while providing the appropriate medical care to the student. Students must inform the nurses about their illness before the start of the class so that their attendance can be marked as "health".

Medical Insurance

The school holds basic medical insurance for each student. The insurance covers out-patient and hospitalization expenses in the Mainland of China. Students who have their own commercial medical insurance with similar coverage and benefits must declare it to the Head Nurse before joining UWC CSC. Please refer to the Parents/Guardians Medical Acceptance and Declaration Form included in the student Joining Papers for details on school medical facilities and insurance policies.



Disclosure of Medical Information

Collecting and maintaining accurate medical information can ensure the safety and well-being of students while they are enrolled in the College. By having a comprehensive understanding of students' health-related information, the college can provide appropriate support to meet their individual needs. Students must fill out all the medical information forms included in the Joining Papers, and keep them updated. It is important to disclose any relevant historical or current physical, mental health conditions or learning difficulties accurately. Failure to do so, as well as any misrepresentation or falsification of medical information, may result in immediate exclusion from the College.

Medication Management

Medication management policy aims to prioritize the health and safety of all students and to ensure the proper monitoring and administration of medication. By implementing the medication management requirements, the College endeavors to create and maintain a safe and controlled environment that fosters the well-being of students, prevents the misuse of medication, and ensure that necessary medical support is readily available when needed. Students must submit to the Wellness Center any and all medication that they bring with them and take their medication under the supervision of school nurses for health and safety reasons. Students are only allowed to self-administer prescription medicines for conditions they have or are temporarily suffering from, and only after they have obtained written approval from Head Nurse and Vice Principal (Student Life) for the Self-Administration of Medication Authorization Form. Students are not encouraged to bring commonly used medication as the Wellness Center provides stocks as needed. If students require medication, they can seek assistance from the school nurses and are not permitted to purchase medication without notifying and obtaining permission from the school nurses. Failure to declare the prescription medicines will result in up to level 3 sanction. Unauthorized distribution of prescription medicines to other students will result in up to level 3 sanction.



ADDITIONAL SUPPORT

Computers

The students should bring their own laptops to the school. Wireless Internet is available in many parts of the campus. School AV equipment uses HDMI connectors: students should ensure they have any required HDMI adaptors for their computers. Full-scholarship students may borrow laptops from the school. The students need to apply through their Advisors by filling a [Laptop Referral Form](#) to the Student Life Office.

Recommended Monthly Allowance by Parents

Students at UWC CSC are from diverse socio-economic backgrounds. Some students come from financially comfortable families and do not need financial aid from the school, while others have limited or no financial resources. The school recommends parents to provide 200 RMB per month for students to cover their personal expenses. Please note that this does not include calculators, the school yearbook, personal trips, cell phone fees, bicycle cards, or the purchase of more significant items.

Basic Needs Fund by School

In some cases, a limited monthly financial aid is provided to cover cost of daily necessities such as sanitary products. This money is paid directly to their bank account by Student Life Office. Students need to apply through their Advisors by filling a Basic Needs Fund Referral Form to the Student Life Office.



LEARNING THROUGH ACADEMICS

■ ACADEMICS AT UWC CSC

Our courses prepare students to navigate a fast-changing world with confidence. Our Foundation Programme serves as a bridge for Grade 10 students into the Diploma Programme for Grades 11 and 12. At each step in our students' learning journey, they experience learning that is immersive, student-centered, and that draws on multiple disciplines and perspectives to develop their capacity to create a positive impact in the world.

LEARNING CENTER: ACADEMIC SUPPORT

The Learning Center is a welcoming environment that provides assistance to all students with time management, study skills, English reading comprehension, and academic writing in English. The Learning Center is located next to the library on the second floor of the Building.

LIBRARY

Our library is a hub for discovery and community. The library has a diverse range of physical and digital resources, and the library team is dedicated to guiding student research, academic integrity, and joy of reading.

STEAM INNOVATION CENTER

The STEAM Innovation Center features state of the art facilities for Design Technology as well as a flexible hub for collaboration around authentic design challenge experiences.



■ OVERVIEW OF KEY ACADEMIC GUIDELINES AND PROCEDURES

COURSE SELECTION

Students have a wide range of choices in both the Foundation and Diploma Programmes. The course selection process begins in June prior to beginning their course of study, and students then have an opportunity in the first two weeks of the school year to request adjustments.



ACADEMIC EXPECTATIONS

To make the most of our academic program, we ask students to be present, engaged, and to contribute to a supportive learning environment. Specifically, we expect students to:

- Arrive to class on time and with the required materials necessary to participate in class.
- Take risks by asking questions and trying new things.
- Stay focused on learning, persisting even when encountering difficulty.
- Be inclusive and encouraging to everyone in the room.
- Work collaboratively with peers by balancing listening with contributions.
- Routinely practice what they have learned.
- Reflect on their learning processes and outcomes.

COURSEWORK

Our courses provide students with a mix of formative and summative tasks intentionally designed to develop understanding of concepts, skills, and content. These tasks are visible on ManageBac, with all major assessments posted by the teacher at least two weeks in advance. Except in the case of individual extensions, students are only responsible for deadlines that fall between 8:00 and 20:00 Monday through Friday when school is in session; this means no deadlines may fall beyond these hours during the week, on weekends, or on school holidays. Students and teachers are encouraged to discuss these deadlines in advance to support students in balancing their obligations, especially in the context of other major assignments. Proactive communication is essential because an unexcused absence from a major assessment may result in that assessment being marked as a zero.

GRADES

Grades are reported twice a year: once following the conclusion of the first semester and again at the conclusion of the school year. Typically, grades are presented on a 1-7 scale, with some courses using an A-E scale or pass/fail. UWC CSC follows the assessment criteria and guidelines of the International Baccalaureate and has adapted those standards for Foundation Programme courses.

ACADEMIC ACCOMMODATIONS

Students with disabilities who need academic accommodations are asked to make their need known and to file timely requests with the Language & Learning Access Coordinator. Students or families seeking accommodations will be asked to provide documentation from a professional evaluation, after which reasonable accommodations will be determined in consultation with the Heads of Academics for the Foundation Programme or Diploma Programme, respectively. Please reach out to Dr. Nancy Yi-Cline (nycline@uwccchina.org), Head of the Learning Center, for further support.



COMMUNICATING CHALLENGES

To support good communication and healthy relationships between students and faculty, we encourage students to look for solutions at the level closest to the problem they have encountered. Therefore, if a challenge arises in class, students first consult with their subject teacher. While most concerns are resolved at the classroom level, there may be occasions where students need to elevate to the relevant Head of Department. In rare cases, Heads of Department may refer concerns to the relevant Head of Academics (FP or DP) and the Vice Principal (Academics).

TEXTBOOKS AND CALCULATORS

Textbooks are loaned to students by the school. Students are asked to purchase their own Graphic Display Calculator (GDC). The recommended calculator model is the TI-Nspire CX II CAS.



■ UNIVERSITY COUNSELLING

The University Counselling Office assists students in the first and second year of the IB Diploma students with all matters concerning the university process. These include:

- Helping students learn more about university options
- Educating students about how the college admissions process works
- Preparing students to apply by helping them gather credentials
- Assisting students with the application process
- Giving guidance and assistance, post-admission, to prepare students for college

Additionally, the office provides students with assistance on the following issues:

- Providing information and support on applying to summer programs
- Providing information and support on post-graduate gap-year programs
- Sending final Year 12 transcripts to the colleges or universities at which students enroll



Throughout the year, the University Counselling Office plans many events related to the school calendar. These events include:

- Hosting representatives from colleges and universities who visit campus to recruit applicants
- Providing students with opportunities to interview with different university representatives
- Hosting the SAT and ACT on-campus several times per year
- Hosting meetings in Fall and Spring for the parents of DP1 students
- Conducting workshops for students on such topics as application essay writing and applying for financial aid

The University Counselling Office begins working with each new class in the spring of the DP1 year after students return from the Chinese New Year break. Counsellors will continue to work one-on-one with their advisees through the DP2 year and up until the middle of July (after students graduate).



Please be aware that the University Counseling Office has four main policies that we expect all students to abide by. Each of these policies is explained below in more detail.

University Counseling Contract

Prior to beginning individual counseling meetings each spring, DP1 students and their parents/guardians sign a contract pledging to not accept the services of any external counselor, commercial entity, family acquaintance, or relative acting in a counseling capacity in the editing or writing of application essays, activities lists, or financial aid applications. This contract is an extension of the UWC CSC Academic Honesty Policy in that it expects each student to be the sole author and editor of each component of their college and university applications.

10 Application Limit

Students in their DP2 year are not allowed to submit more than ten college applications. This limit allows students to focus on finding schools that best fit their interests and submit high-quality applications to each. Applications to the UCAS system in the UK, the University of California system in the U.S., and the Ontario Universities system in Canada will only count for one application each.



Early Decision Withdrawal Policy

UWC CSC students admitted during the Early Decision (ED) round in the United States must withdraw any other applications submitted to any other colleges or universities in any other country. This policy is in line with the ED agreement signed by students, parents, and the university counselor prior to submission.

Restrictive Early Action Policy

UWC Changshu treats Restrictive Early Action (REA) at four specific universities like an Early Decision (ED) program. Those schools are Harvard University, Princeton University, Stanford University, and Yale University. Our students are only encouraged to apply to REA programs at these specific schools if the relevant university is their absolute first choice. Students admitted through REA programs at these four schools are not permitted to apply to other colleges in Regular Decision.

UWC makes education a force to unite people,
nations and cultures for peace and a sustainable future.

世界联合学院致力于通过教育，联合不同的
国家、民族和文化，从而促进世界和平与可持续发展。



EXPERIENTIAL LEARNING

At UWC CSC, we prioritize skill development and service with a real-world impact through experiential learning. We believe that students can truly grow and make a positive difference in the world by actively participating in activities they are passionate about. By engaging in a range of experiences and collaborating on challenging projects, our aim is to cultivate student leadership, foster a sense of personal responsibility, and develop valuable skills that can create meaningful change. Through experiential learning, students have the opportunity to broaden their horizons and gain new perspectives. Whether it's organizing a community event to advocate for environmental sustainability or gender equality, joining the production team of a significant calendar event like the One World Concert, or spearheading a student-led Project Week, the possibilities for leadership and personal growth are limitless. We encourage students to tap into their creativity and commitment, as these are the only boundaries to their potential.

PROJECT WEEKS

Project Weeks are week-long experiential learning programs that all students attend annually. FP Project Week has an outdoor education focus and is typically held in October. DP1 Project Week challenges students to engage in service with real world impact in rural China and is usually held in May. DP2 Project Week is entirely student designed and led, taking place in March.



THE COLLEGE COUNCIL

HISTORY AND MANDATE

The UWC CSC College Council was founded in 2018 as a collaboration of students, teachers and administrators, with the following mandate.

- Create an effective system of communication between all members of the community.
- Ensure that the concerns of all members of the community are considered in decisions.
- Ensure that all community members are treated fairly.
- Bring transparency to the decision-making process.
- Enable all community members to share in the responsibility of improving and sustaining the community.
- Nurture cooperation, leadership, compassion and understanding in all community members.
- Learn as a community how to make positive change, both in our community and in the world.

REMIT

The College Council has been granted extraordinary powers in our community. We have mechanisms in place to revise and create policy in partnership with administrators. Our student members sit on every administrative committee in the school. Student committee members raise concerns and offer advice on administrative decisions.

MEMBERSHIP

The College Council is meant to represent the entire community. Its members include 6 faculty and staff, and 12 students. Students wishing to serve on the College Council may run for office, provided they are in good academic and disciplinary standing. Elections are held each semester. The College Council is assisted in its work by House Delegates. There are three House Delegates per house, one for each year group. Students wishing to serve as a House Delegate may apply through their Head of House at the beginning of the school year.





PETITIONING THE COLLEGE COUNCIL

The College Council is designed to address General Concerns that affect the whole community, not personal concerns. If the students are not sure if the concern is personal or general, see [this page for clarification](#). Community members wishing to bring an issue to the attention of the College Council may do so in several ways.

- Talk to their House Delegate
- Talk to any [College Councilor](#)
- Email College-Council@uwcchina.org
- Submit an [anonymous petition](#)
- Attend a College Council meeting

ATTENDING A COLLEGE COUNCIL MEETING

- All community members can attend any College Council Meeting.
- Meeting agendas can be found on [the College Council Homepage](#) and in [the College Council Channel](#) in the UWC announcements team.
- Guests to the College Council must abide by the Code of Discourse.
- Details of the Code of Discourse as well as other College Council procedures and policies can be found on the [College Council Constitution Page](#).



DAILY ROUTINE

CHECK-IN AND RESIDENTIAL ROUTINES

Please refer to the School Timetable for academic day times and schedules. Students are expected to go to classes on time.

If students wish to leave campus during the academic day time, they need to report to the Academic Office, obtain leave approvals and sign out. Outside the academic day, students are generally permitted to leave campus provided they do not miss other school commitments such as Zhixing. However, all students must return by night check. Please refer to the latest leave request procedure for leaving campus.

Students must be back in their House for night check at 21:30 every night. As the school day is very busy with many interactions, it is important to have some quiet time at the end of the day to get adequate sleep and to establish a healthy rhythm for the working week.

Student dorms are meant to be restful places. Students enjoy a reasonable expectation of privacy in their dorm rooms. A student may require any non-roommate, including a roommate’s guest, to leave their dorm at any time, for any or no reason.

A TYPICAL SCHOOL DAY

	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
7:30-8:30	Breakfast						
8:30-9:40	Classes						
9:55-11:05							
11:15-12:25							
12:15-13:15	Lunch						
13:15-14:30	Classes						
14:40-15:30	Community Meeting	Classes and/or Experiential Learning Activities (Zhixing)					
15:30-16:20	Advisory Time						
16:30-17:30	Zhixing						
17:30-19:00	Dinner						
19:00-21:30	Zhixing		House/Advisory	Zhixing			
21:30	Night Check	Night Check	House Meeting	Night Check	Night Check	Night Check	Room Check

(This weekly schedule does not show nuanced time arrangements. It presents a general idea of how time is structured in the College. For accurate details, please refer to published timetable for each year group.)

Quiet time 21:30 - 08:30 daily

During quiet time, students must not visit any dorm room other than their own. During quiet time, students may only visit faculty residences for personal counselling and emergencies.

Curfew time 00:00 - 05:30 daily

During curfew time, students must return to and stay on their floors.

School Gate-closed 21:30 - 05:30 daily

During school gate-closed time, students cannot enter or leave campus. Students on overnight leave cannot return during the gate-closed time unless prior permission is given by HoH or in emergency cases.

■ REQUEST FOR LEAVE

FOR SICK LEAVE

If a student is sick on campus, the student needs to contact the school nurses as soon as possible. Sick leave will be approved by the school nurses, which does not require any additional leave request from parents or the student. A sick leave that includes off-campus medical appointments will be arranged by the school nurses.

Parents or students who wish to leave school due to medical appointments that are arranged privately should make a leave request through iParent Portal no later than five working days from the departure day. The procedure is the same as personal leave.

Note: Parent/guardian can inform the school nurse via the duty phone (+86-150-5149-3831) to get a quick response.



FOR PERSONAL LEAVE

Parents guardians make should leave requests through the iParent Portal (<https://parents.uwcchina.org/>) instead of emails, Teams or WeChat messages. Parents should make requests for the students to be excused from classes or Zhixing activities at least five working days before the intended departure date. An overnight leave request can be made at least two working days before the intended departure date.

The student should exercise responsibility for make-up lessons and activities during the leave. Students should refer to the school policies governing leaves and absences. When submitting the leave request on iParent Portal, a supporting document such as a medical appointment note or Competition enrolment receipt can be attached to the system. The parent will receive an email from registrar@uwcchina.org with the information on whether the request has been approved or rejected.

Students are expected to take a full part in residential life at UWC CSC. For this reason, the students are permitted a limited number of weekend overnight leaves for personal reasons:

- Either three leaves in the first semester and two in the second, or
- Two leaves in the first semester and three in the second.

Personal leave at other times of the week will also count against these allowances. Leaving for a whole weekend (Friday and Saturday night) counts as only one weekend leave.

Student overnight leaves for medical necessity, family emergencies, and school-sponsored activities, such as overnight camping led by the school, do not count against this allowance. Student leave for outside classes or standardized tests not sponsored by the University Counselling Department counts against the personal leave allowance.

The Head of House (HOH) acts in loco parentis and as such has primary responsibility for the welfare of the students in their House. Therefore they will apply the discretion that is deemed necessary in the application of these rules of the handbook to protect the welfare of the students. Exercising discretion in the application of the exeat rules may also be exercised by registrar's office in consultation with other relevant offices, or Weekend Duty Leader and Director on Duty.

Factors to be considered in the application of this discretion include, but are not limited to safety for very early morning or late night leave requests and any destination or event where it is perceived there to be an aggravated risk to the student.



Special case

In the case of personal leave being needed due to mental health challenges, the students will have to consult their counsellor, who will inform the HoH, Advisor, Head Nurse and the Academic Office once the leave is granted. Personal Leave for mental health reasons will only be granted in severe situations, and parents will be consulted/informed, on a case by case basis. When being granted a personal day due to mental health challenges, students will remain under the close observation of counselling and/or nursing staff and will have to undertake a mental health recovery plan with a counsellor.

CAMPUS VISITORS

Students must obtain advance permission from their Heads of House to host visitors, including parents and friends for daytime campus visits. Visitors must be greeted at the gate by their host. Heads of House/Weekend Duty Staff must greet visitors to a student with the student in her/his House at the gate. The host is responsible for ensuring that their visitors follow all school rules and the visitors must display their visitor's pass prominently at all times. Guests of students, including parents, are not permitted to enter student residential blocks at any time. Guests of students must leave campus by 19:00 and check out at the front gate with Security, unless they are attending a school activity that finishes at a later time and permission has been granted by the Head of House. Guests not abiding by the school Visitors Guidelines and Code of Conduct will be removed from campus and might be denied access to campus in the future.

Upon leaving school, a graduate or former student can only enter campus as an approved guest of a student or faculty member.

The school reserves the right to restrict student guests during highly demanding times of the year, such as orientation or exams.

Visitors are welcome to eat in the canteen but are asked to purchase a meal ticket at the canteen counter.

LEARNING TO LIVE RESPONSIBLY IN A COMMUNITY

Respecting each other in a community lessens the need for rules and regulations. However, agreed standards of conduct help to promote safety and wellbeing for each community member.

The guiding disciplinary principles at UWC CSC are communicating clear guidelines, compassion and positive relationships. Establishing a reassuring adult presence and clear support network offers young people guidance to live up to community norms and expectations. Equally, maximizing autonomy to make personal choices enhances the opportunity for growth whilst developing a sense of responsibility. The disciplinary process is designed to protect each individual community member from harm while making sure trust and relationships can be rebuilt through dialogue. Mistakes can become learning opportunities when we are able to understand the impact of our actions on others. Transparency, accountability and service are key aspects through which discipline at CSC is committed to as an educational focus.



The school rules are in accord with local, provincial, and national laws as well as school practices. By trusting students and granting appropriate student autonomy, the residential program aims to develop each student's responsibility and engagement to promote the safe, healthy, resilient, and mindful lifestyles of an integrated community.

Each rule corresponds to a Sanction Level: please refer to Disciplinary Sanctions below for explanation.

All students are expected to abide by the UWC Common Code of Conduct.

UWC COMMON CODE OF CONDUCT

Pursuing the UWC mission - to make education a force to unite people, nations, and cultures for peace and a sustainable future - requires a commitment to the following values: international and intercultural understanding, celebration of difference, personal responsibility and integrity, mutual responsibility and respect, compassion and service, respect for the environment, a sense of idealism, personal challenge, action and personal example.

At the heart of the UWC ethos is respect for self and others in all our actions and words in all circumstances, including online. This means that we must think about the common good and be able to rise above our individual desires and needs in order to create fully integrated communities. In short, our ideals require good-heartedness from all members of the UWC community and a recognition that cultural norms are diverse.

The UWC common Code of Conduct is required to make expectations clear. Students who accept a position at a UWC school or college commit to the pursuit of a healthy lifestyle, one that avoids potential harm to self and to others. Therefore, the following are not acceptable:

- Consumption, possession and/or distribution of:
 - drugs for recreational or other non-medically prescribed purposes
 - tobacco, vaping and other related products
 - alcohol on school property and school sponsored activities
- Sexual activity in student rooms and any other shared or public spaces
- Violence of any kind including hazing, bullying, harassment or any other form of abuse.
- Assault, including but not limited to verbal, physical and sexual
- Stealing or "borrowing without permission"



Each school or college will have clear expectations regarding:

- Attendance (at all classes and activities)
- Academic integrity
- Respect for curfew and/or quiet times
- Alcohol 'off campus'

The expectation is that the UWC Common Code of Conduct will be followed both in action and spirit. Those who breach the Code may lose the right to remain in their UWC school or college.



ONLINE BEHAVIORAL EXPECTATIONS FOR STUDENTS

If something might be hurtful, offensive, confidential, or sensitive, do NOT post it.

- **Be Safe** by protecting personal information, recognizing online scams, and understanding and adjusting privacy settings on social media; not sharing password or using someone else's username or password; logging out of their devices when they are not in use; restricting the personal information they post online, including images and videos. Anything posted online can be permanent. Think twice before sharing. Once it's out there, it is impossible to retrieve.
- **Be Respectful** by acting with kindness and never bullying or impersonating others online; thinking about how their words might make others feel before they say/write them; only taking photos or recordings of others when they are aware and have given permission to do so; seeking permission before sharing other's information online; never using a generative AI tool to upload or generate images of a student, parent, or teacher.
- **Be Responsible** by following the terms and conditions of any digital tool they use; not using technology to cheat or steal, and always acknowledging when they use information sourced from others, including generative AI, for school-related tasks; ensuring a healthy balance between screen time and offline activities.
- **Ask for help** by talking to a trusted adult if: they feel uncomfortable or unsafe; they see others participating in unsafe, inappropriate, or hurtful online behavior; they notice any damage to school technologies; they need help understanding about digital tool or how it can be used.



ACADEMIC CONDUCT

■ ATTENDANCE

To support learning and community engagement, it is vital that students arrive at all required and regularly scheduled appointments on time, prepared, and ready to participate. Required appointments include Advisory, House meetings, academic classes (including learning support sessions), all-school meetings (Assembly, Global Issues Forum), cohort meetings, weekday and weekend checks, and other required events as announced.

Of course, there may be occasions when students are unable to meet these obligations due to illness or other commitments that result in excused absences. In such cases, students should reach out to their teachers to understand what they have missed and develop a plan to catch up, including completing any graded tasks they may have missed. Students should understand the needs of our academic program take precedence over outside commitments; events like AP exams, TOEFL exams, and academic competitions not related to a Zhixing you are not a member of are not generally grounds for an excused absence.

An accumulation of unexcused absences may indicate the need for greater attention to a student’s well-being and quality of life. To signal the school’s concern, written sanctions are issued to students when their unexcused (academic) absences exceed 10 (level 1), 20 (level 2), and 40 (level 3). In addition, when there are unexcused (student life) absences at one or more of the following mandatory school events and activities: Advisory, House meetings, Assembly, Global Issues Forum and other required community meetings exceed 4 (level 1), 8 (level 2), and 12 (level 3).

■ LATE ARRIVALS

Students are expected to attend class on time as the accumulation of late arrivals negatively impacts the individual student as well as the learning community within the classroom. Late arrival is arriving after the scheduled start of class but less than 15 minutes into the session (0-14 minutes late). Arrival at a required event after the 15-minute mark is considered an unexcused absence. Three (3) instances of late arrival to class is equal to one unexcused absence (UA) for purposes of attendance calculation. Late arrival calculation is taken across all required events (class, zhixing, advisory, community meetings, cohort meetings, and other required events), and will be added to the total number of unexcused absences for the student.

Late Arrival Definition	Calculation	Student Outcome
Arrival to class or other required event after the published start time, but before the first 15-minute mark has elapsed.	3 late arrivals (L) =1 unexcused absence (UA)	1 UA will be added to total UA accumulation based on the formula

■ ACADEMIC INTEGRITY

Academic integrity is a key element of our shared UWC values of personal responsibility and integrity. At UWC Changshu, academic integrity is important in all dimensions of school life, including coursework, assignments related to the IB Diploma, university applications, publications, and other contexts in which a student might be representing themselves as a member of the school community. In all cases, we hold students to the highest standards of honesty, fairness, respect, and responsibility. We support students in meeting these expectations by providing structured guidance on ethical practices, including using quotation marks, MLA citations, and tools such as NoodleTools and Turnitin.

It is a serious offense to plagiarize, collude, use AI-generated text without full attribution, or engage in other forms of misconduct, e.g., sharing the contents of an exam or bringing unauthorized material to an exam. Even accidental or initial violations could result in a student having to rewrite, receive grade penalties, and/or being issued academic sanctions. Egregious or repeated violations may result in dismissal from the school and ineligibility for the IB Diploma.

ACCOUNTABILITY AND DISCIPLINARY REGULATIONS

■ DISCIPLINARY PROCESS

When a formal incident is reported to the Student Life Office, the student will be notified of a fact finding or disciplinary meeting with Student Life Office by Head of Respectful Community. The faculty involved in the inquiry will depend on the nature of the incident. The student will be given an opportunity to respond to the allegation and the Advisor and/or HoH will be present for support. The Student Life Office will determine the level of misconduct. For minor misconduct or conflict, the incident will be addressed with a formal discussion and/or restorative practice which involves the support of the Advisor and HoH. Then a decision will be made by the Head of Respectful Community, in collaboration with the disciplinary team, with a certain sanction given to the student in a letter/email copied to parents and NC. For serious misconduct, a formal investigation may be needed and the case may be forwarded to Disciplinary Advisory Council (DAC) hearing. The decision will be made following the DAC and a letter/email will be sent to the parents and National Committee. The student will be given a chance to appeal upon receiving the decision.

Mediation and Restorative Conferencing

Dialogue is a key method through which understanding and empathy can be achieved. Mediation is a facilitated conversation between people directly involved in an incident, where community, values or norms and/or rules have been violated, and harm has been caused. Through caring and considerate facilitation, different groups and/or individuals affected by an incident come together to hear each other and express themselves. The aim is to understand the thoughts, feelings, intentions and contexts of everyone involved so that we can better recognize each other's humanity and treat each other with the dignity we all deserve.



RESTORATIVE PRACTICE

Restorative Justice is fundamentally intertwined with UWC's mission to work for peace and sustainability for all. This approach represents the essence of a transformative education. The practices associated with Restorative Justice may vary, however the guiding principles remain the same:

- Understanding each other and the impact of our actions
- Respecting each other and developing a sense of responsibility through being held accountable
- Resolving conflicts
- Reducing and preventing harmful behaviours
- Repairing relationships
- Establishing trust and strengthening the bonds of community
- Developing the empathy to not only understand but to forgive and to grow in our capacity for compassion

Community Service

As many languages, cultures and customs agree, actions can speak louder than words. Offering our time in service to others is a way in which we can balance the impact of harmful behaviours with positive outcomes. Students are given the time and space to reflect, supported by other community members, and have the opportunity to move on. In this way, transgressions become opportunities for learning.

At UWC CSC, there are a variety of ways in which students engage in service and give back to the Community. The range of activities includes, tutoring, supporting events, cleaning, sorting resources and recycling, volunteering in the Library, organizing activities, cooking, fixing furniture, creating media to support different campus initiatives and more. Students are also encouraged to suggest ways in which they can make positive contributions based on their observations of community needs and their own skill sets and interests.



SANCTIONS

UWC CSC has four response levels for student behaviour violations, and all sanctions are recorded in the student file with a written warning to students and notice to parents and the National Committee.

Level 1: Verbal Warning and discussion with the student(s).

Level 2: Consequences include potential detention, counselling, and/or restorative justice procedures, which focuses on those affected by harm and looks at how this harm can be repaired.

Level 3: Consequences as at level 2. Further punitive consequences could include the calling of a DAC. This is a meeting where separation from the school would be discussed, either suspension or expulsion. Please refer to the section on DAC below for more information. Level 3 sanctions which include suspension or expulsion will be shared with the College Counselling Team for 7 years, and the universities or colleges will be notified when the student applies for university.

Level 4: Immediate expulsion and potential police involvement.

The following faculty will be actively notified at all Student Life sanction levels:

- Advisor
- Head of House
- Head of Respectful Community
- VP (Student Life)

The following faculty will be actively notified at all Academic sanction levels:

- Advisor
- Head of House
- Head of Academics (DP and FP)
- VP (Academics)

ESCALATION FOR REPEAT VIOLATIONS

If a student violates the same or another rule a subsequent time, it will be sanctioned at the next higher level. Any further violation following a sanction Level 3 may escalate to Level 4, automatic expulsion.

APPEALS

If a student believes they have been unfairly or incorrectly sanctioned, they may appeal the decision within 48 hours of receiving it in writing. For Level 1, Level 2 and Level 3 sanctions, the appeal outcome will be decided by VP (Student Life). For Level 4 sanctions or when a DAC has been called, the appeal outcome will be decided by the Principal, in consultation with VP (Academics) and the VP (Student Life). Students can invite a trusted adult in the school to join the appeal meeting.

DISCIPLINARY ADVISORY COUNCIL (DAC)

A DAC's purpose is to determine if a student should be excluded from school temporarily or permanently due to an alleged breach of the Code of Conduct.

The DAC protocol:

- NC and Parents are informed before the meeting.
- All DAC members are to be present if there is no explicitly stated objection from the student being summoned to the meeting.
- Members of the DAC introduce themselves to the student and parents.
- VP (Academics) / VP (Student Life) introduce the background of this disciplinary issue.
- The nature of the incident is clearly presented.
- All members and attendees of the DAC have the chance to speak.
- The student has the chance to explain themselves and their actions.
- Each and every attendee has the responsibility to maintain confidentiality.
- The meeting is agreed by all attendees to be transparent and fair.

The Principal is the Chair of the Disciplinary Advisory Council; at the disciplinary meeting, the student's place at the school will be questioned, and the Disciplinary Advisory Council will determine whether it is in the student's best interest to pursue their further study here.

In the event that students are suspended from the residential program, becoming day students, they will be prohibited from entering the residential buildings until a review of their cases is heard. It is essential to note that day students will only be allowed on campus on weekdays, with no access to student residence areas unless specific permission is granted by the Student Life Office for special circumstances and accompanied by authorized staff. Violation will lead to a sanction up to Level 3.

DAC members: Principal, VP (Academics), Head of Academics (FP or DP), VP (Student Life) Head of Respectful Community, University Counsellor, Head of House, Advisor, College Council Reps and Director of Admissions.

SAFE-HAVEN POLICY

UWC CSC prioritizes health, safety and wellbeing and actively encourages students to seek help from staff. For this reason, the school operates a Safe Haven exception for issues relating to safety and safeguarding

In the instance of such a report, rule -breaking behaviours would not be responded to with disciplinary consequences.

Safe Haven cannot be claimed for Level 4 offences.

If a student finds a teacher first, Safe Haven applies. If a teacher finds a student first, it does not apply.

A repeated Safe-Haven claim for the same behaviour by the same student may be disqualified from protection, at the discretion of the nurse and counsellor. In this case, the new incident would be considered a first offence.

A student in Safe Haven may be required to attend counselling as deemed appropriate.



■ REGULATIONS

BASIC EXPECTATIONS

UWC CSC expects students to be honest and truthful, considerate and respectful—both on and off campus, in-person and online. Lying and purposeful dishonesty is unacceptable. Any falsification and/or misrepresentation of information and/or identity, especially of written documents and/or information management systems will not be tolerated. Unauthorized use of the access management system threatens the community's right to personal property and privacy. Unauthorized access and trespassing are not permitted. Students are prohibited from lending or borrowing another student's school ID card to access student residences, special classrooms (such as music rooms), or the gate. Posting official communications from school, such as confidential emails, online is not permitted. Students are strictly prohibited from posting, sharing, or distributing any illegal content through digital platforms or within any school-affiliated spaces. This prohibition applies to all forms of communication, including but not limited to written, visual, or audio materials. Audio and/or video recording and photo-taking are not permitted without consent. No additional cameras are allowed to be installed anywhere on campus without permission and consent.



As a responsible resident of this community, it's important to maintain good hygiene in communal living environments so as to prevent the spread of infectious diseases or cause a reasonable person to experience discomfort. Students are responsible for the tidiness and cleanliness of their own rooms and/or dormitory areas. Regular room checks and safety checks are done to ensure safety, and ensure that rooms are well maintained. This means the students should keep the student rooms and common areas tidy, clean, and hygienic, free from pests and mold, and dispose of trash in the appropriate containers. During room checks students should ensure that the floors are clean, there is no food or drink garbage in room, and that beds, tables, and chairs are clean; the room is neat and tidy; put things back where they belong; the surfaces there are dusted and are no stains/spills/sticky on furniture.

The common areas include the common room, laundry rooms, bathrooms, corridors, balcony, and other shared spaces which should be cleaned on a regular basis. However, cleaning up after oneself in a shared space is always a basic expectation. Failure to meet these standards may result in the Head of House and/or Student Life Office stepping in to ensure that the space remains a sanitary and healthy living environment for all residents. The sanction levels for failing to meet these basic expectations will apply. Students must complete all check-out procedures and thoroughly clean their rooms and common areas. Failure to meet these standards will result in a cleaning fee deduction from the deposit, with a minimum charge of 200 RMB per hour.



For reasons of safety and hygiene, students are required to wear suitable footwear on campus. Clothing should not contain references to drugs, alcohol, or contain hateful messages.

Violation of the above expectations will result in a sanction up to Level 3 or higher levels where serious harm has been caused.

In line with the Regulations on the Protection of Minors at Schools, by Ministry of Education in China, the school and its staff shall not arrange or organize student trips to commercial entertainment venues, Internet access service business venues, electronic game venues, bars, or other venues that are not suitable for minors' activities. The school is obliged to stop students promptly, educate each student of the expectation, and report to the competent authorities. Violation will result in up to level 3 sanction.





RESIDENTIAL RULES

Students learn to live with others and appreciate their needs and differences in the residences. The Head of House and other adult members of the community work closely with students to ensure that the quality of residential life reflects and promotes the goals of the school.

Violation of residential rules including but not limited to missing check, absence overnight without HoH's permission and arriving after gate-closed time may result in a Level 1 sanction. Repeated violation will lead up to Level 3 sanction.

The school supports a strong expectation of privacy for students in dorm rooms. Students are prohibited from being in other students' dorm rooms during Quiet Time (21:30 – 08:30). During the curfew time (0:00-5:30), students must stay on their own floors. Loud noise, particularly loud music, is not allowed during the quiet time. Access to the takeout cabinet is prohibited during curfew time. Violation will result in a sanction up to Level 3. The same range of sanctions may be applicable to the host(s).

Students cannot invite or accommodate student interns without permission from HoHs. Violation will result in sanctions up to level 3, based on the severity of the incident.

Visitor Expectations for Student Rooms (Outside Quiet Hours & Curfew):

- Always obtain permission from all roommates before entering.
- Do not enter or remain in the room if the host student is absent.
- Keep visits brief – extended stays are not permitted.

VP (Student Life) may organize unannounced checks of student rooms to ensure that residential rules are being followed. Such checks will be performed by two faculty members together, both of the same gender as the room checked.

SCHOOL TECHNOLOGY SERVICES AND RESPONSIBLE USE

Students are expected to comply with the school's IT Acceptable Use Policy for Staff and Students, which can be found on the website: <https://it.uwcchina.org/>. In addition, students must adhere to the [Digital Platform Policy](#). Violations may lead to a limitation of IT privileges and could result in a Level 1 sanction, depending on the nature of the offense.

PETS

The nature of residential and academic life at UWC CSC prevents students from adequately caring for pets. Students are forbidden from keeping any kind of pet animal in the dorms, and from purchasing or obtaining any kind of pet animal to keep on campus.

Anyone found to be in violation of this rule will be required to make arrangements for proper care of the animal outside of school at their own expense. This rule applies to all animals, including cats, dogs, rodents, turtles, insects, fish, and any other animal as defined in biology. The school regards violation of this policy as cruelty to animals. Violation will result in a Level 3 sanction.

Students wishing to legitimately care for animals are encouraged to join the Animal Protection group on campus.



VEHICLES

Students are not allowed to bring or use any powered vehicles onto campus or during any school-sponsored trips. Violation will result in a sanction up to Level 2.

DRONE USAGE ON CAMPUS

Operating drones on campus requires prior approval. See [UWC CSC sUAS Policy](#) for details. Applicants may submit [Small Unmanned Aircraft System Flight Registration Form](#) to the Safety and Compliance office, Operations office, Student Life office, Academic office, and Principal office via email before each semester begins to obtain approval. Following approval, all operators must register with the security gate room at least 2 hours before each flight.

For those who haven't applied before the semester, single-flight approvals may be requested during the academic term by submitting the [Small Unmanned Aircraft System \(sUAS\) Flight Request Form](#) as needed.

SAFETY PROTOCOLS AND PROCEDURES

Given the location of the school on water, risk associated with activities such as swimming and sailing, and the dangers of laboratory, art, and design equipment, students are required to follow safety rules, regulation and protocols by each department. For safety, all students are prohibited from (1) jumping into or swimming in the lake under any circumstances; (2) accessing any rooftop areas without prior written authorization from school administration; and (3) skateboarding in the parking lot.



SAFETY

Students should not be in possession of any chemical and/or biological hazardous material which could bring danger to themselves or the community on campus. Students are prohibited from setting off fireworks on campus or near campus grounds. Violation of this rule will result in a Level 2 sanction if no harm is caused, or a Level 3 sanction if harm is caused.

The following items are not permitted in the students' dorm rooms:

- Electrical appliances including but not limited to refrigerators, rice cookers, any type of food preparation or heating element used for cooking or heating water, hot pots, microwave ovens, heaters, steamers, irons or extension cords are not permitted in the dorms.
- Candles, matches, fireworks, open-flame devices of any kind or incense burning.
- Televisions, big projectors or electrical blankets
- Offensive weapons, blades, machetes (or toys which look like offensive weapons) should not be brought onto campus.

In student residences, any form of cooking or use of electrical appliances other than those authorized by the Fire Department is strictly forbidden. Tampering with any equipment used to prevent or extinguish fires (for example, smoke detectors or fire extinguishers) is absolutely forbidden. It is strictly forbidden to pile up sundries at all exits of the dorm, including the elevators and corridors. Student should cooperate with Operations Department when they are maintaining the water and electricity equipment, AC system or fire protection system. Please refer to [UWC Fire Evacuation Policy and Procedure](#) for more details. Violation of Fire Safety rules will result in a Level 2 sanction if no fire is caused, or a Level 3 sanction if a fire is caused.

Read the [Emergency Response Guidelines](#) carefully to learn about the expected responses for different emergency situations, including fire, intruder, inclement weather, infectious disease, and others. In case of an emergency (fire, intruder, etc.), remember to stay alert to your surroundings and report any suspicious activity immediately to a teacher or staff member. Prioritize your personal safety by following safety protocols and moving to a safe location if needed. If it is safe, assist fellow students, but do not put yourself in harm's way. Listen carefully to instructions from teachers and emergency personnel, and follow their guidance promptly. Stay in the area until you receive clear instructions that it is safe to leave. Additionally, familiarize yourself with school safety protocols, emergency procedures, and the locations of exits, assembly points, and safety facilities. Stay calm and act responsibly—your actions can make a difference!

VANDALISM AND DESTRUCTION OF PROPERTY

Any student is known to have vandalized or destroyed school property or structural layout will be required to make immediate reparation. The reparation should be reported to Heads of House timely and Heads of House will report to school property office to require the maintenance. If such reparation requires the input of materials or the time of others, students or their parents will be charged accordingly. Any furniture layout adjustment in the dorm needs to be in line with the UWC Fire Evacuation Policy and Procedure. Every student should take care of the materials allocated by school, including bedding, small lamps, etc. and return to school upon check-out. If there is any damage or loss, students or their parents will be charged accordingly. Violation will result in a Level 3 sanction.

VIOLENCE

Purposefully causing harm to a community member, be that physical, verbal, digital, or any other means, is completely unacceptable. Students must not use language that is inflammatory or disrespectful, such as swear words or hate speech. Hate speech is speech that offends, threatens, or insults groups, based on race, color, religion, national origin, sexual orientation, disability, or other traits. Violation will result in a Level 3 or Level 4 sanction. Note that speech concerning a global issue or community controversy will not be considered harmful in and of itself.

THEFT

Students should respect other people's property, including the school's property and buildings. Theft, including 'borrowing without permission' will not be tolerated. On the report of theft to Heads of House, Heads of House may report to Security. Searches of students' dormitories may be carried out, and the Police may be contacted if required. Violation will result in a Level 2 or Level 3 sanction (for food and other consumables) or a Level 4 sanction (for money or valuables).



ALCOHOL, TOBACCO, AND ILLEGAL DRUGS

Alcohol may not be consumed by any students enrolled at UWC CSC, irrespective of age. Students are not allowed to have alcohol, alcohol-containing drinks, or empty alcoholic drink bottles in their possession, even if they did not consume alcohol.

Students are not allowed to have in their possession or smoke any form of cigarettes, e-cigarettes or vaping (including the smoking of shisha pipes).

These rules apply both on and off campus. Violation will result in a Level 3 sanction.

Students found present at any gathering where alcohol is involved will be questioned and may face sanctions up to level 3.

The possession, use, or trafficking of any narcotic or illegal drug is a criminal offence in China. Violation will result in a Level 4 sanction.

Residential staff reserve the right to require breathalyzer tests of students and to search dormitories for alcohol, tobacco, or illegal drugs if there is a suspicion that any such substance is being stored or consumed.



BULLYING, HARASSMENT, DISCRIMINATION AND HAZING

The school does not tolerate behaviours that constitute bullying, harassment hazing or discrimination. There is zero tolerance for sexual violence, be that sexual harassment or assault. The school is committed to promptly addressing any behaviour that impedes the wellbeing and learning of any student, or negatively impacts any other member of the school community.

Types of bullying include but are not limited to verbal, physical, psychological, and cyber. Bullying is the concerted effort to undermine another person and could take many forms, including but not limited to: an open attack on a victim that is physical and/or verbal in nature, a relational aggression, including social isolation through intentional exclusion, spreading rumors to slander someone's character or reputation, making grimaces or obscene gestures behind someone's back, manipulating friendships or other relationships.

Examples of discrimination include restricted access to certain teams or activities based on certain characteristics, as well as defamation, jokes, statements, remarks, questions, gestures, pictures, emails, text or cartoons regarding a legally protected status that are derogatory to an individual's or group's characteristics or that promote stereotypes.

Acts of harassment and hazing include but are not limited to a situation that creates a risk of physical injury, mental or emotional harm, and/or causes discomfort, embarrassment, degradation, humiliation, or ridicule. Violation of the rule will result in a Level 3 or Level 4 sanction.

SEXUAL INTIMACY

Students are expected to use judgment in their romantic physical contact with each other, and to avoid creating an unpleasant environment for the people around them. Students are expected to show sensitivity and respect by behaving in a manner that does not cause offense to others in the vicinity. Students are expected to use beds only for individual sleeping or resting. Sharing a bed with another student is not permitted at any time. Displays of affections beyond the holding of hands, hugging and simple kissing are not permitted. Violation of this expectation will lead to a sanction up to Level 3.



SEXUAL ACTIVITY

Sexual activity refers to any physical act or behavior that involves sexual pleasure or arousal between individuals. This can include but is not limited to sexual intercourse, oral sex, genital touching, fondling, masturbation, and any other intimate physical contact. It also encompasses engaging in behaviors that may not involve direct physical contact but are intended to sexually stimulate oneself or another person, such as sexting or sharing explicit images. Understanding sexual activity involves knowledge of consent, sexual health, safe practices, and respect for personal boundaries. Students are prohibited from any sexual activity on campus, including in dorm rooms. Violation of this expectation will result in a Level 3 sanction and a DAC hearing.

SEXUAL HARASSMENT

Sexual harassment is absolutely forbidden in the whole school community. This includes inappropriate touching, unwelcome advances, and any unwanted behaviours of a sexual nature, regardless of gender, from anyone with whom a person may interact in the course of attending the school or being present at School-sponsored activities. This also extends to exposing people to unwanted images, sounds or experiences of a sexual nature.

Examples of behaviour that may constitute sexual harassment include (regardless of whether the intent or consequence of such behaviour is to make the target feel uncomfortable): (a) offensive body language (leering at a person's body or standing/brushing too close); (b) offensive or unwanted sexual comments, abuse, jokes, insults, delivered verbally or in writing; (c) derogatory or pornographic posters, cartoons, or drawings; (d) pressure for sexual activity (such as hazing or threats as well as repeated requests after rejections); (e) offering favours or benefits in exchange for sexual acts, or threatening mistreatment if one does not engage in sexual acts; and (f) offensive or unwelcome physical advances (including kissing, hugging, pinching, grabbing, groping, "playful" slapping, etc.). Violation will result in a Level 3 or Level 4 sanction.

SEXUAL ASSAULT

Sexual assault of any person is absolutely forbidden. Any attempted or constituted sexual act without informed and affirmative consent constitutes sexual assault. Violation will result in a Level 4 sanction.

SUMMARY OF SANCTION LEVELS

	Level 1	Level 2	Level 3	Level 3 with referral to DAC	Level 4
Rules Violated	Basic Expectations				
	Residential Rules/Sexual Intimacy				
	Vehicles		Violence/Bullying, Harassment, Discrimination, and Hazing/Sexual Harassment/Alcohol, Tobacco, and Illegal Drugs		
	School Technology Services and Responsible Use	Safety Protocols and Procedures	Pets / Vandalism and Destruction of Property	Sexual Activity	Sexual Assault
		Safety			
		Theft			
	Level 1	Level 2	Level 3	Level 3 with referral to DAC	
Issue	Attendance/Academic Standards/Academic Honesty				

Note: Please refer to respective sections for more details.

TRAVEL TO UWC CSC

LEGAL FORMALITIES

IMMIGRATION & VISA PROCEDURE

International students have to submit their passports to their Head of House for immigration procedures. Student Life Office and the Wellness Center will help students to get their residence permits. Students have to go through a physical examination at Entry-Exit Inspection and Quarantine Bureau of the People’s Republic of China after their arrival at school. The Wellness Center will organize a schedule for the visits. The cost is already included in the tuition fee. The first entry permit for China is received at the Chinese Embassy in the student’s home country. Students will receive their resident permits after submitting all the documents to the Jiangsu Province immigration office. Processing the residence permits takes about one month.

POLICE REGISTRATION

All international students must be registered with the police immediately upon arrival at the school. Student Life Office will perform these registrations. Passports will be collected by the Heads of House for these registrations.

Re-registration is required each time a foreign national re-enters China, within 24 hours of arrival. Students are responsible for informing Student Life Office and providing their passports to Student Life Office upon re-entry into China.



VISA PHOTOGRAPHS

Student Life Office will organize a schedule for visa photographs for the international students at the immigration office after arrival at the school. This is mandatory for students' residence permit applications. Cost is already included in the tuition fee.

LOST PASSPORT

Any international student who loses the passport should personally contact their own country's embassy for a new one. Student Services will only assist in reissuing the residence permit for the new passport. Reissuing the Residence Permit will take about six weeks. All costs incurred in replacing a lost passport will be borne by the student.

IN CHANGSHU

TRANSPORT TO CAMPUS

The school will arrange pickup for new and returning students at major terminals in Shanghai and Suzhou at the beginning and end of the academic year. The cost is covered by the school. However, students have to pay for transportation service during Winter Break and Chinese New Year Break. A survey and transport schedule is included in the joining paper documents for new students, and an email survey is sent to returning students. Students must complete the survey by the given deadline to use school-organized transportation. Returning students who arrive late or do not follow school procedure must return to school at their own expense.



PUBLIC BICYCLES

Changshu operates a public bicycle program, with bikes available immediately outside the school, and other stations throughout the city. Students could scan the QR code on the bikes using phone apps to borrow the bicycles.

CARE OF PERSONAL PROPERTY

Students should take care of their personal belongings on campus. However, students are expected to deposit their valuable items, including passports and sums of cash over 200 RMB, with the Head of House for safekeeping. Passport and cash can be retrieved from the Head of House during working hours. The school insurance policies do not cover students' personal possessions, and items of particular value must be insured privately.



STORAGE AND DISPOSAL OF UNCLAIMED AND ABANDONED PERSONAL BELONGINGS

To maintain health and safety and manage space use on campus, all students are expected to properly store summer storage and take with them all personal belongings when leaving the school at graduation, transfer, or withdrawal from the school. Unclaimed and abandoned personal belongings can pose a health and safety risk if they are not properly stored or maintained. They can attract pests or create a fire hazard. Unclaimed and abandoned personal belongings can take up valuable space in the boarding school's facilities, which may be needed for other purposes. While the school will make reasonable efforts to notify the owner of the belongings and to dispose of them, the onus is on the owners to claim personal belongings within 60 days after their departure from the school.



HOLIDAYS AND BREAKS

The dates of the holidays and breaks can be found on the school calendar. Usually, all students must leave campus for Winter Break, Summer Break and Chinese New Year Break. The school will implement a host family program on a first-come, first-served basis, particularly when the number of student applications exceeds the available host families. Please note that placement in a host family is not guaranteed for every applicant.



MOBILE PHONE SIM CARD

Student Services will assist international students who require SIM cards. Phones and phone fees are not provided by the school. A valid passport is required. Students should budget at least 200 RMB for the year for a minimal phone plan.



OPENING A BANK ACCOUNT IN CHINA

Student Services will assist the international students who wish to open a local bank account. A valid passport and Chinese phone number are required. The process will take about one hour.



ACKNOWLEDGEMENT AND SIGNATURE

The United World College Changshu China Student Handbook (the “Handbook”) is published and distributed to members of the UWC CSC community for the purpose of providing information on aspects of student and campus life so students may gain as much as possible from their experience at the School. Students, parents, faculty, administration, and staff should all read and be familiar with the contents of the Handbook, so that each member of the community knows and understands our community expectations. While policies in this Handbook will generally apply, the School may take actions that it determines to be in the best interests of the School, its faculty and its students. This Handbook does not limit the authority of the School to alter, interpret and implement its rules, policies and procedures, before, during and after the school year. This Handbook is for informational purposes only. It is not intended to create, nor does it create, a contract or part of a contract in any way, including, but not limited to, between UWC CSC and any parent, guardian or student affiliated with or attending the School. UWC CSC may, at its sole discretion, add, revise and/or delete school policies before, during and after the school year.

AGREEMENT

I affirm that I have read and understood the Student Handbook. I agree to follow all the rules and procedures in the handbook. I accept all terms and conditions in the handbook.

Student Name (in English):

Signature:

Date:





This handbook is intended to serve as a general guide only.
For more detailed or specific questions, please visit
www.uwcchina.org or contact via email.



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Academic Office: academics@uwcchina.org
Principal's Office: Principal@uwcchina.org



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