

1. Health and Safety

POLICY ON DISABILITY

VUM has developed a Policy for Disabled Students and is committed to providing opportunities to the students with special needs. VUM will establish support needs and, where possible, provide assistance to meet those needs.

POLICY ON BULLYING AND HARASSMENT

A safe working and educational environment depends on more than behavior of individuals. The VUM will focus on the prevention of bullying and harassment through the development of a work and study culture in which relationships are characterized by dignity and respect as well as tackling inappropriate behavior. VUM is committed to building a safe work and study environment in which both staff and students feel confident to raise concerns. VUM fully supports the right of all people to be treated with fairness, dignity and respect. It is committed to fostering an environment that values the diverse nature of its community, and where its staff, students, visitors and contractors can work, learn and visit free from intimidation, aggression, coercion and victimization. VUM will not tolerate bullying and harassment as it recognizes that such behavior is unacceptable, discriminatory and may also be unlawful.

POLICY ON GENDER AND RACE ANTI-DISCRIMINATION

VUM has developed an equal opportunities environment for all members of its community. It will not discriminate on grounds of age, race, colour, nationality, ethnic origin, creed, gender, sexual orientation, disability, health or marital status.

DISCIPLINARY ISSUES (WHAT IS NOT ALLOWED)

Plagiarism

Plagiarism is considered to be a very serious violation of the rules and regulations and it is penalized according to the regulations of VUM and the Cardiff Metropolitan University.

Narcotics (drugs)

We, at VUM, strongly support the state anti-drug legislation on narcotics. Every student is kindly asked to sign special anti-drug declaration (Enclosure 4) and present it to the Registrar. The students who do not wish to sign their anti-drug declarations will not be registered as students of VUM for the specific academic year. Violation of this rule leads to expulsion from VUM.

Smoking

According to the law (Bulgarian and EU) smoking is prohibited in all closed premises of VUM. Please note that the **smoke detectors** will make any case of smoking a disciplinary issue. Disciplinary measures will apply in case of violation of the no-smoking rule. The fines are: 100 BGN for the first violation, 1000 BGN for the second violation. The third violation leads to expulsion from the programme. The penalty must be paid in 10 days or the next disciplinary measure would apply.

Damage of VUM property

We pride ourselves on our constant efforts for achieving very high standards of education. This includes provision of state-of-the-art computers, beamers, and other equipment. With the aim of protecting the rights of the students to work with the best available equipment anybody will be kept liable for any loss of or damage to VUM property caused by his/her/their carelessness, negligence or misuse of the computers, printers, beamers, overheads, TV, DVD and other electronic equipment as well as for the tables, whiteboards, etc. Please note that writing on the tables or marking them in any other way, or sticking chewing-gum to the tables, chairs, boards, etc. will be considered a serious damage and the perpetrator will pay 100 BGN. A second offence will result in exclusion from VUM.