



OPTiMA

ARC TRAINING CENTRE IN
OPTIMISATION TECHNOLOGIES
INTEGRATED METHODOLOGIES
AND APPLICATIONS

Code of Conduct for OPTIMA Exchange Students at the OPTIMA International Partner Organisations

As an OPTIMA exchange student visiting an OPTIMA International Partner Organisation, you are expected to conduct yourself in a professional and respectful manner at all times. This includes treating your fellow researchers, staff members, and the broader university community with respect and courtesy.

Your primary focus while at the OPTIMA International Partner Organisation should be on your research and academic pursuits. Any activities or events that interfere with your ability to complete your research or fulfill your academic obligations are actively discouraged. Remember that this is not a holiday, but an opportunity to learn and grow. Take your studies and work seriously and strive to make a positive impact on the host organization and community.

You are expected to adhere to all university policies and procedures of the International Partner Organisation, including those related to academic integrity, safety, and security. Any violations of university policies may result in disciplinary action, up to and including termination of your exchange program.

You must understand and abide by the local laws and customs of the host country.

Remember that you are representing both your own organisation, OPTIMA and your home country, so conduct yourself accordingly.

Be mindful of cultural differences and try to learn from them, rather than imposing your own beliefs and values on others.

You are expected to maintain a high level of professionalism in your interactions with others. This includes not engaging in behaviour that is harassing, discriminatory, or offensive in any way.

You are expected to respect the property of the university and the International Partner Organisation. This includes not engaging in activities that could damage or deface university property, or that could pose a safety hazard to yourself or others.

The International Partner Organisations is a place of work, not a vacation destination. You expected to attend on site at the International Partner Organisation while you are on exchange.

You are expected to maintain a professional attitude and demeanour at all times while on campus. Any behaviour that is disruptive or unprofessional will not be tolerated.

If you do choose to participate in such behaviour that contravenes this code of conduct, you may be asked to leave immediately which may result in financial costs to directly to you because of cancelled or changed flights/accommodation. OPTIMA take no responsibility for these financial costs.

If you have any concerns or issues during your exchange, contact your supervisor or the OPTIMA Business Manager immediately for assistance. We are here to support you and to ensure that your exchange program is a success.

I agree to abide by the Code of Conduct for Outgoing Exchange Students at the OPTIMA International Partner Organisation.

Name _____

Date _____

Witness Name _____

Date _____