



الكلية الدولية للهندسة والإدارة  
International College of  
Engineering & Management

# ICEM Student Charter AY 2023-2024



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### Introduction

The time you spend at the International College of Engineering and Management marks the beginning of a lifelong relationship between yourself and the College. We will strive to make this a memorable, happy and rewarding experience, and most importantly, a steppingstone towards fulfilling your career aspirations.

This Charter sets out the respective obligations of students, the College as well as the Student Council. It is the product of a collaboration between the Academic Council and the Student Council and is subject to yearly review in order to ensure that your expectations are constantly met.



Dr. Yingkui Zhao  
Dean

### Vision

To be an internationally recognized institution of higher and professional education, research and community engagement.

### Mission

To provide high quality education that prepares students in the areas of engineering and management for national and international markets through innovation and research.

### Values

**Excellence.** We are continuously striving to be better and to maintain high quality standards.

**Integrity.** We adhere to moral and ethical principles as well as national and international professional and academic regulations and conventions.

**Professionalism.** We strive to be diligent, proactive, effective and efficient.

**Equality.** We respect each and every member of our College community.

**Transparency.** We actively foster an open and free environment and combat fraudulent and insincere practices on all levels.

## **Our Commitment to You**

### **An Excellent Teaching and Learning Environment**

- We will actively work together to refine and develop our academic portfolio and flexible assessment methods to allow you to learn the most while balancing work and family commitments.
- We will provide a superior, stimulating academic environment, facilities and resources.
- We will adhere to the teaching activities and assessment methods as laid out in the academic plan and timetable.
- We will provide academic support, guidance and feedback to students in a timely manner.
- We will deliver active learning through internationally qualified, highly professional academic staff endowed with strong ethics and morals.

### **A Safe, Supportive and Inclusive Environment**

- We promise to place you at the heart of everything we do.
- We will provide a safe, secure campus equipped with first aid and ambulance facilities.
- We promise to be respectful, approachable and receptive to your feedback and responsive to your needs.
- We will work together to maintain a community that is respectful of each one of its members as well as the environment.
- We will keep you accurately informed and advised about all aspects concerning student life, including scholarships, fee payments, loans, complaints, appeals, social activities, accommodation, transportation, health and well-being.
- We promise to be clear, honest and fair in devising and enforcing the College rules and regulations.

### **First Class Employability**

- We will help you establish relationships with the business community in order for you to gain insight into the skills and knowledge required by industry and commerce.
- Our course materials will include accreditation by professional bodies and will follow industry standards.
- We will ensure that you are career-ready in your field of choice by assisting you in your job search, resume drafting and interview preparedness.
- We will assist you in obtaining summer internships, part-time jobs and volunteer work where appropriate.

### **Student Council Commitment**

- Work together with the College staff to maintain a high quality of services provided to every student.
- Ensure that students are aware of their rights and obligations and abide by ICEM rules and regulations as outlined in the Student Handbook and the Programme Handbooks.
- Develop programmes that build a range of student skills and encourage creativity.
- Organise and supervise student awareness campaigns.
- Actively partake in developing English academic language skills and promoting the use of English as the primary language of the College.

## Your Commitment to the College

### Actively Engage in Your Learning

- Participate in induction sessions and understand your rights and obligations.
- Work together with the College staff and Students Advisory Council to develop English as the primary language of the College.
- Actively participate in your learning process by attending all classes and submitting all homework and assessments on time according to the academic plan and timetable.
- Actively work on developing your skills and fully benefit from the opportunities presented to you in order to meet your personal development goals.
- Engage in student awareness campaigns organised by the Student Advisory Council.

### Behave Responsibly

- Observe the College dress code.
- Maintain academic and general discipline as detailed in the Student Handbook.
- Settle the course fees on time and according to any instalment plan agreed to on the date of joining.
- Represent the College within the wider community in a professional manner.
- Work with the College staff and the Student Advisory Council to continually maintain a high quality of services offered to the student body.
- Follow the college health and safety policy including participation in fire drills and other activities created to develop your knowledge of health and safety.

#### Talk to Us

- If you are facing financial difficulties.
- If your personal information has changed.
- If you are experiencing problems.

#### Work on Your Personal Development

- Support and participate in all activities organized for students.
- Work together with the Student Council and suggest and/or participate in programmes designed to develop student creativity and other skills.

## Essentials for Teaching and Learning at ICEM

1. Classes begin and end on time.
2. Timetable changes will be communicated a week before they go into effect.
3. Individual feedback on assessed student work provided within 15 working days.
4. Feedback on assessed student work is clear, legible and constructive.
5. Personal and academic tutors are made available to students by appointment.
6. Respectful treatment of students regardless of gender, nationality or religion.
7. Assistance in workplace readiness.
8. Appropriate qualifications, experience and industry knowledge.
9. A first-rate, stimulating academic environment.
10. Professional and modern environment, facilities and IT infrastructure.
11. Exposure to teaching informed by current research, industry feedback and current teaching methodologies.



12. Access to online teaching and learning resources.
13. Appropriate accreditation by professional bodies for all courses, as well as industry-standard qualifications where applicable.
14. Observance of professional standards and ethics in relation to staff-student relationships.
15. Consistent approach in dealing with disciplinary matters, complaints, plagiarism, coursework and examination assessment, in line with applicable regulations.
16. Prior preparation and development of course material, assessments briefs and question papers in line with Module Information Packs and online dissemination of such where applicable.

### **Student Responsibilities**

1. Complete assignments in a proper and timely manner.
2. Review and implement feedback received with regards to assessed work.
3. Be prepared to attend classes with at least a notebook and pen.
4. Attend classes fully prepared to engage in the learning process, armed with an eager attitude to learn and the appropriate tools to access learning.
5. Observe classroom timings.
6. Treat academic and support staff with respect, regardless of gender, nationality or religion.
7. Promote an environment conducive to learning by refraining from the use of electronic devices and the consumption of food or beverage in the classroom and maintaining a good discipline and ethical behaviour.

### **Graduate Attributes**

#### **1. Knowledge of Engineering and Management disciplines**

Graduates have comprehensive knowledge and understanding associated with their field of specialization.

#### **2. Critical, Analytical and Creative thinking**

Graduates have the ability to think critically and solve problems innovatively.

#### **3. Leadership and Teamwork**

Graduates have the ability to hold constructive leadership positions and contribute in a collaborative manner to the achievement of common goals.

#### **4. Communication Skills**

Graduates have the ability to convey ideas and information effectively to a range of audiences for a variety of purposes.

#### **5. Ethics and Professionalism**

Graduates act in a professional and ethical manner and are aware of the importance of ethical standards in personal and professional settings.

#### **6. Lifelong Learning, Research and Innovation**

Graduates are committed to a lifelong education through research-based, inspired and independent learning.

#### **7. Global Competitiveness**

Graduates have the required skills to compete in the global job market and to be productive within a team and as a member of society.

#### **8. Technological Literacy**

Graduates are able to locate, manage, integrate and convey information using the appropriate resources, tools and strategies.