



الكلية الدولية للهندسة والإدارة

International College of  
Engineering & Management

## ICEM Code of Conduct for Students

## **A Introduction**

The UCLan Regulations for the Conduct of Students are applied at the College as set out below.

## **B General Student Regulations**

### **B1 Enrolment**

Students must pay their fees and enroll; otherwise they cannot be students of the College. The College can decide whether to enroll a student based on the individual assessment.

### **B2 Attendance**

Student attendance is a requirement of the College. Special circumstances which prevent attendance must be notified to the Personal Tutor or HoD.

### **B3 Criminal Convictions**

Any criminal convictions before or during their study must be declared to the College.

### **B4 Safety**

Students must take reasonable care for the health and safety of themselves and of others who may be affected by their activities.

### **B5 Damage to Equipment and Premises**

Damage must be paid for by the responsible individuals.

### **B6 Fees- Payments due to the College**

The students must adhere to the agreed fee payment plan in order to continue being a student.

### **B7 Examination/Assessment Regulations**

It is the student's responsibility to be familiar with the contents of the College's Academic Regulations and with the assessment regulations currently applicable to his/her programme.

### **B8 Local Rules and Conditions**

Students must observe all specific rules and regulations.

### **B8 Bribery**

Students must not give, or offer to give any present including money, goods or services to any member of the College staff. This is regarded as a very serious offence, which may result in immediate expulsion from the College.

## **B9 Identification**

Students must identify themselves to any member of staff requesting their names and IDs.

## **C Partial Exclusion, Suspension and Expulsion of Students**

**C1** Students who contravene the College regulations may be excluded, partially excluded or expelled. Students may be partially excluded/suspended from the College by the Dean or his nominee without invoking the Disciplinary Regulations.

### **C2 Partial Exclusion or Suspension Pending a Disciplinary Hearing**

A student may be partially excluded or suspended pending a disciplinary process or legal proceedings.

### **C3 Partial Exclusion or Suspension under the Disciplinary Regulations**

A student may be partially excluded or suspended in accordance with the Disciplinary Regulations.

### **C4 Suspension and Partial Exclusion pending a Hearing**

In more serious disciplinary cases, a student may be suspended pending a disciplinary hearing.

### **C5 Support for Returning Students**

A student who returns to the College after partial exclusion or suspension will be given appropriate support.

## **C6 Expulsion**

A student may be expelled following a disciplinary hearing, and will not be re-admitted to the College.

## **D Disciplinary Regulations**

**D1** Students are expected to behave themselves at all times. This includes their behaviour outside the College, where bad behaviour could reflect badly on the reputation of the College.

### **D2 Discretion to dismiss Complaints**

Complaints against students will not necessarily be dealt with using the full disciplinary procedures.

### **D3 Mitigation due to Illness**

A student's illness may be taken into account if appropriate.

### **D4 Criminal Offences**

Special procedures apply if the student is subject to legal proceedings.

### **E Disciplinary Procedure**

In relatively minor cases of bad behaviour, any member of staff may discipline the student, as a responsible adult would, without going through the disciplinary procedure. However repeated bad behaviour would be referred to the formal regulations.

#### **Stage One: The Disciplinary Interview**

Allegations of bad behaviour should be made to the HoD who has direct responsibility for the student. The student will be interviewed in accordance with the college regulations.

#### **Stage Two: The Disciplinary Interview/Hearing**

A disciplinary interview is conducted by the Assistant Dean Student Affairs and Registration or nominee where the possible penalty is not likely to involve any form of exclusion from the College.

### **F Appeals Procedure**

The students shall have a right of appeal, provided notified within seven working days of the disciplinary interview/hearing. The appeal should state the reasons and, particularly, whether it is

- (a) against the decision that the allegation was proved, or
- (b) against the decision on the penalty, or
- (c) against both decisions.

The Dean or a different nominee will hear/chair the appeal.

### **G Record of Disciplinary Action**

Any finding against a student may be held on his/her file and may be disclosed to third parties such as potential employers.

### **H Exclusion on Academic Grounds**

A student may be excluded from the College for unsatisfactory work or other academic reasons.

## **I Examination and Assessment Regulations**

Non-compliance with examination and assessment regulations is usually dealt with under the Academic Regulations. However, in some serious cases, such as cheating, the Disciplinary Regulations may be invoked at the discretion of the Dean or his nominee.

**Note:** The Regulations for the Conduct of Students (UCLAN) may be accessed at the following address: [Regulations for the conduct of students](#).

**The above Code of Conduct is included in the Student Handbook.**

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