



الكلية الدولية للهندسة والإدارة
International College of
Engineering & Management



Student Charter

2022 - 2023



Introduction

Your time at the International College of Engineering and Management is the start of a lifelong relationship between you and the College. We aim to make your time at the College happy, fulfilling and an important step towards meeting your career aspirations. This Charter sets out what we can all expect of the College staff, of you and of your Student Council whilst you are studying here. It has been developed by College staff and your Student Council. We will review the Charter every year with the Student Council and at our Academic Council.



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

- Work with you to actively and continuously refine and develop the academic portfolio to allow you to learn and be assessed in different ways and to allow you to balance work and family commitments.
- Provide a high quality stimulating academic environment, facilities and resources.
- Adhere to the teaching and assessment activities in the academic plan and timetable.
- Provide academic support, guidance and feedback to students in a timely manner.
- Active learning with well qualified, highly professional staff with strong moral and ethical standards.

A Safe, Supportive and Inclusive Environment

- Put you at the heart of everything we do.
- Provide a campus that is safe and secure with first aid and ambulance facilities.
- Respect you, be approachable, listen to your feedback and respond to your needs in a timely manner.
- Work with you to develop a campus characterised by respect for all members of the college community as well as the physical environment.
- Provide you with clear information and supportive advice about student life including scholarships, fee payments, loans, complaints, appeals, social activities, accommodation, transport, health and well being.
- Rules, regulations and procedures which are clear, straightforward and fair.

First Class Employability

- Forge links with the business community to gain insight into the skills and knowledge required in industry and commerce.
- Include professional body and industry standard accreditation in our courses.
- Prepare you for careers in your chosen field by assisting you in job searches, CV preparation and interview skills.
- Identify and deliver professional courses appropriate to your specialisation which will enhance your CV and increase your employability.
- Assist you in obtaining summer internships, part-time work and arranging voluntary work where appropriate.

Personal Fulfilment

- Seek out and participate in activities within the wider community.
- Assist and support you in volunteer work.
- Plan and organise sport and social activities.

Student Council Commitment

We will

- Work with the college staff to Improve the quality of services provided to all students.
- Ensure that all students are aware of their rights and duties and work within ICEM rules and regulations outlined in Student Handbooks.
- Support all cultural, social, artistic and sports activities organised for students.
- Prepare programs to develop a range of student skills and encourage creativity.
- Organise and supervise student awareness campaigns.
- Play a major role in developing English academic language skills on campus and promote the use of English as the official language of the college.



Your commitment to the College

Actively Engage With Your Learning

- Participate in induction sessions and be aware of your rights and obligations.
- Work with the staff and Students Advisory Council to develop English as the language of the campus.
- Participate in the learning process by attending all the classes, submitting all homework and assessments as per academic plan and timetable.
- Work to develop all your skills and take advantage of all opportunities to meet your personal development plan.
- Engage in student awareness campaigns organised by the Student Advisory Council.

Behave Responsibility

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

Talk To Us

- Let us know if you have any financial difficulties.
- Let us know if your details change.
- Tell us if you are experiencing problems.

Develop Yourself

- Support all activities arranged for students.
- Work 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

Staff Responsibilities:

1. All classes will start and end on time.
2. Prior notification of timetable changes in a timely fashion (One week's notice).
3. Individual feedback on assessed work within 15 working days.
4. Clear, legible and informative feedback on student work.
5. Personal and Academic Tutors are to be available for timed appointments.
6. Students at ICEM to be treated with respect irrespective of gender, nationality or religion.
7. Support preparation for the workplace.
8. A high quality and stimulating academic environment.
9. Appropriate qualifications, experience and industry knowledge.
10. A professional, modern environment, facilities, IT infrastructure and library.
11. Exposure to teaching informed by current research, industry feedback and current teaching methodologies.
12. Access to online teaching and learning resources.
13. Relevant professional body accreditation for all courses where appropriate plus industry standard qualifications in courses where appropriate.
14. Abide by professional standards, high morals and ethics in relation to the staff-student relationship.
15. Consistent approach, in line with regulations, dealing with disciplinary, complaints, plagiarism, coursework and examination assessments.
16. Preparation and development of course material/assessment briefs/question papers in line with Module Information Packs well in advance of the schedule and made available electronically where appropriate.

Student Responsibilities:

1. Homework completed well and submitted on time.
2. Read and act upon feedback of assessed work.
3. Attend classes with at least a notebook and pen.
4. To attend classes fully prepared to engage in the learning process. This includes coming with the correct attitude and tools to access learning.
5. Start and end classes on time.
6. Academic and Support Staff to be treated with respect irrespective of gender, nationality or religion.
7. Maintaining a conducive learning environment including no use of electronic devices, maintaining good discipline and behavior in the class and no eating or drinking in classrooms.

Graduate Attributes

1. Knowledge of engineering and management disciplines

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

2. Critical, Analytical and Creative thinking

Graduates demonstrate an ability to think critically and solve problems innovatively.

3. Leadership and teamwork

Graduates can play constructive leadership roles in their careers and contribute in a collaborative manner to achieve common goals.

4. Communication skills

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

5. Ethics and Professionalism

Graduates use their skills to act in a professional and ethical way and are aware of the importance of ethical standards on personal and social levels.

6. Lifelong Learning, Research and Innovation

Graduates have a commitment to continue research based inspired independent learning.

7. Global competitiveness

Graduates have skills that help them to be a competent in the global job market and to be productive member of their work teams and society.

8. Technological Literacy

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

