

**TUCSIN
ACADEMIC, ADMINISTRATIVE AND DISCIPLINARY POLICY
FOR IMPLEMENTATION 2009**

1. DISCIPLINARY CONSEQUENCES

Please note that **any infraction** of this policy will result in a **warning letter**.

Warning letters will be **kept on record** in the student's file and are **cumulative**: the number of warning letters will determine disciplinary action according to **THREE** levels of consequences, each one more serious in nature.

LEVEL ONE: maximum 3 Warning Letters

Payment of a fine, determined by the severity of the offence.

and/or

Manual work on the TUCSIN premises, to be determined by the Project Co-ordinator.

and

A meeting to be arranged with parents/ guardians or financial sponsors.

LEVEL TWO: 4 Warning Letters or an automatic Level 2 offence

Manual work, heavier in nature and of longer duration.

and/or

suspension from class (The Project Co-ordinator will determine the period according to the seriousness of the transgression) but homework assignments must be completed while the student works unassisted in the library.

and

A meeting with parents/guardians or financial sponsors, plus a final written warning.

LEVEL THREE: 6 Warning letters OR any automatic Level 3 offence

Consultation with parents, possibly in the form of a Disciplinary Hearing.

A request for the student to leave TUCSIN, with forfeiture of tuition fees.

2. ACADEMIC Policy and Code of Conduct

2.1. All subjects will be **taught** through the **medium of English**.

2.2. Students must **complete homework** assignments on the **date specified** by the teacher: **no late work** will be accepted.

2.3. Students must ensure that they **bring** all relevant **stationery, textbooks and equipment** to class.

2.4. **Attendance at tests** is **compulsory** and excusable only on presentation of a **doctor's certificate to The Project Co-ordinator via the subject teacher**. Failure to do so will be considered a **Level 2 offence**.

2.5. The **April and August reports** for the Complementary Course will reflect a **test/homework mark** (according to subject interest) **and** an **examination mark**.

2.6. The **April report** for the TUT centres will reflect a **cumulative test mark**. The **August report** for the TUT centres will reflect a **cumulative test mark and an examination result**.

2.7. Continual poor test results may result in **remedial** action (The **Beta Club – CC Course** only) or **disciplinary** action (a **warning letter**).

2.8. Students are encouraged to **enrol** in student **activities**, for entertainment, academic extension or leadership and responsibility. Such involvement will be given recognition on the reports.

2.9. Examination procedure:

2.9.1. Students must **produce** their **student card** and an **examination timetable** in order to gain admittance to an examination.

2.9.2. Students who arrive **late** for **examinations** will **not** be **permitted** additional time.

2.10. Commitments to other activities:

2.10.1. **Study commitments** at other institutions **cannot interfere** with academic work at TUCSIN or class attendance.

2.10.2. **Part-time employment cannot interfere** with academic work at TUCSIN or class attendance.

2.10.3. **The Project Co-ordinator should be informed at the beginning of the course of a student's involvement with other part-time study or part-time employment. Failure to inform will result in disciplinary action.**

2.11. Textbooks

2.11.1. Students are **not allowed** to **scribble** in pen or pencil in **TUCSIN textbooks, unless instructed** to do so by a teacher.

2.11.2. Textbooks must be **covered in durable plastic** and **labelled** with the **student's name** by 31 March.

2.11.3. Textbooks **must be returned** at the end of the year in **good condition**; students **will be charged** for the **cost of a new book** if books are lost, defaced, or in poor condition.

2.11.4. **English readers** (CC Course only) are covered by an **annual rental fee** since these are often **irreplaceable** (if out of print) and have a **short life-span** due to ill-treatment. This money is **non-refundable** but ensures that future students have text books and readers.

2.12. Students are expected to **consult** with their **teachers regularly**, particularly if they experience **problems** with their **work** or have **personal difficulties**.

2.13. A **testimonial** will be offered to students with a **proven record** of satisfactory academic **performance**, participation in **activities**, with good **behaviour** and a positive **attitude**.

3. Student Conduct

3.1. **No cell phones or MP3 players**, or any other **similar device**, may be used on campus for personal entertainment. If this rule is broken such devices will be **confiscated** by staff for a **period of 48 hours** and thereafter **returned** to the student **only upon payment** of a penalty. If a student **repeats** this offence this will be considered a **Level 2 offence**.

3.2. Students are expected to wear the **TUCSIN tee-shirt** from Monday to Friday. **Refusal** to do so is a **Level 1 offence**.

3.3. Students are expected to **treat one another** and all **staff** members with **respect, tolerance and consideration**. Rude language or disruptive behaviour will result in disciplinary action, at Levels 1 or 2 according to the nature of the offence.

3.4. The **use of alcohol or any other drugs** will not be tolerated and will automatically qualify as a **Level 3 offence**.

3.5. **Smoking** by students is **not permitted** on TUCSIN premises.

3.6. Students are encouraged to display a **positive attitude** towards their **peers, teachers, TUCSIN staff, lessons and studies**.

4. Attendance

4.1. Students who **miss more than 10% of classes**, or who **do not comply** with the **100% participation rule** and rules of **punctuality** during a term, will **not be allowed to write the examinations at the end of that term** and may even be **barred from writing the final examinations**. Students in breach of these rules will still be liable for total tuition fees. This transgression is automatically a **Level 3 offence**.

4.2. **Absence due to illness** must be confirmed with a **doctor-signed medical certificate**. If possible **prior notice** of medical **appointments** should be given to **affected teachers** or the **receptionist** in the main office.

4.3. **Absence without prior notification** is a **Level 1 offence**.

4.4. Students must **arrive in class on time**: failure to do so is a Level 1 offence.

4.5. Students who **missed classes without a valid reason** must **pay** for any **photocopied handouts** at a **fee to be determined** by the teacher.

4.6. Students are **not permitted to leave** before the **end of term** or **return late** after a school holiday. Students should consult the Year Planner to be familiar with dates for beginnings and end of terms. Unless the Project Co-ordinator has been contacted about a problem this is a **Level 2 offence**.

5. Policy on Pregnancy

5.1. Should a student fall pregnant during studies at TUCSIN, the Project Co-ordinator **must be informed immediately** of the condition and of the due **delivery date**. Failure to do so is a **Level 2 offence**.

5.2. Pregnant students may attend classes during the gestation period but **no special conditions** apply.

5.3. The **maximum maternity allowance** after delivery is **1 week**, unless permitted otherwise by The Project Co-ordinator: it is the student's responsibility to catch up all missing work during this time.

5.4. A pregnant student must make **every effort** to **write the final examinations**; unfortunately, if this is **not possible** the student will **not be allowed** to request any **special conditions**.

6. Administrative Policy

6.1. Students who **withdraw after 28 February 2009** will still be **liable for the total tuition fees**.

6.2. If **fees** are **not paid** up to date students are **not permitted to write examinations** and will **not receive a report** for the term.

6.3. If a student is **suspended** from class or from the **mock examinations** students will **forfeit tuition fees**.

6.4. Students who are **expelled** from the course **forfeit all fees**.

6.5. **TUCSIN reserves the right to deny a student access to the final examinations if fees are not fully paid by that time.**

6.6. A pregnant student who fails to return after confinement forfeits all tuition fees.

6.7. Complementary Course students are **not allowed to repeat the course**.

6.8. Permission to repeat a course is **at the discretion** of the **Project Leaders** of TUT courses.

6.9. **Registration** is confirmed only when **parents/guardians or sponsors** and **students** have **signed the Declaration and Undertaking** Contract and returned this to the TUCSIN office.

STUDENT/ PARENT/GUARDIAN/SPONSOR DECLARATION

I have **read** and **understood** the TUCSIN Policy document on Academic, Disciplinary and Administrative matters and I **declare** that I shall **do my best to adhere** to it.

I understand that **failure to do so** will result in various consequences, as specified in this document, and **may result in my removal** from the course.

Signature of Student..... Date.....

Signature of Parent/
Guardian et al Date