

**BANDARI MARITIME ACADEMY****STUDENTS RULES****STUDENTS RULES AND REGULATIONS****STUDENTS CODE OF CONDUCT**

Bandari Maritime Academy (BMA) presumes that all students, both long term and short term shall conduct themselves properly and abide by all the rules and regulations of the Academy whether within or outside BMA premises. However, it is expected that instances may arise where a student's conduct is unsatisfactory. In such an instance, disciplinary measures shall be taken to correct or punish such behavior. Every student will be required to sign and abide by the students' code of conduct of the Academy.

General Rules

1. Every student will be required to attend lessons and examinations in accordance with the requirements of the academic programme.
2. Every student will be required to adhere to the uniform and dress code.
3. Every student will be required to observe punctuality in all activities.
4. Every student will be required to adhere to the health and safety regulations and procedures approved by the Academy.
5. Every student will be required to avoid damaging property belonging to the Academy or within the Academy.
6. Every student will be expected to refrain from causing disturbance to fellow students.
7. Every student will be expected to observe proper housekeeping.
8. Every student will be expected to follow proper channels and protocols of communications on issues they seek to be addressed.
9. The Academy shall not tolerate any form of sexual harassment.
10. Bullying is prohibited.
11. Some of the misconduct or violations that may lead to disciplinary action include:



- a. Failure to adhere to the approved dress code;
- b. Bullying and harassment;
- c. Fighting and physical assault;
- d. Theft of property for the school and that of the students;
- f. Collusion, cheating, plagiarism and copying in examinations;
- g. Use of obscene and/or abusive language;
- h. Failure to follow lawful instructions issued by the Academy's staff;
- i. Deliberately or by gross negligence damaging the Academy's properties including buildings, equipment, materials and any property within the Academy's premises;
- j. Sexual harassment;
- k. Discrimination of any form;
- l. Any action that may put to risk the health and safety of other students and/or staff;
- m. Participating in, or willingly permitting, unauthorized interference with software or data belonging to or used by the Academy;
- n. Any theft of property or any other dishonest acts;
- o. Abuse of alcohol and drugs while on the Academy premises or while engaging in activities associated with the Academy. This will include the use, possession, supply, or intent to supply, of any controlled substance or alcoholic beverage;
- p. Carrying of weapons or other harmful objects which could be classified as offensive weapons;
- q. Use of electronic devices to record or disseminate images, videos or voice recordings of anyone without their knowledge and permission;
- r. Participating in any act of Terrorism;
- s. Use of the Academy to launder money;
- t. Use of the Academy for drug trafficking purposes;
- u. Any other act that may undermine the image and the reputation of the Academy.
- v. Misconduct - talking, shouting, abusive or aggressive behaviour/language or using an electronic device (where it is not permitted);
- w. Offensive Content - use of rude, abuse, offensive or discriminatory language;

ACADEMIC OFFENCES

- 1. Cheating in examinations;
- 2. Collusion;
- 3. Falsification of documents



4. Identity Theft - Students should never attempt to assume the identity of another (also called “personation”) to gain advantage during an assessment/assignment;
5. Unauthorized aids - notes, mobile phone or other electronic aids. The use of headphones or listening to music is forbidden during an assessment/examination;
6. Unsatisfactory academic performance;
7. Unsatisfactory attendance - Insufficient attendance of seminars, classes, practical sessions or other prescribed activities with defined limits as defined in the program/course outline;
8. Failure to attend Prescribed Tests or Examinations without valid reasons;
9. Misuse of internet facilities.

REQUIREMENTS AT THE GATES

- i. Students are required to display Student Identification Cards in order to be allowed entrance to the academy.
- ii. Students shall not be allowed entry to the academy when in possession of harmful items.

COURSE ATTENDANCE

- i. Students are required to attend classes regularly. The course coordinator should be informed in advance of any intended absence from class.
- ii. A student who misses class for more than the hours specified for each course shall not be allowed to take final examinations. Continuous absenteeism may lead to discontinuation;
- iii. Students who do not pay the required course fees will not be cleared to sit for examinations;
- iv. Unjustified absenteeism will be reported to the sponsor/guardian.

PUNCTUALITY

- i. Students are required to be in class before the commencement time of the lectures.
- ii. Students who are habitually late or absent from classes will be warned and if such absence persists the student risks further disciplinary action.

DISTRACTION IN LECTURE ROOMS.

- i. Formal lecture discussions should be held in a manner that would not cause disturbance to lectures going on in adjacent lecture rooms.



- ii. Silence should be observed in lecture rooms and corridors.
- iii. Use of mobile phones, and/or any other distractible equipment is prohibited in lecture rooms.

POOR ACADEMIC PERFORMANCE

- i. Students are expected to cooperate and improve on their performances. Continuous poor performance will lead to discontinuation.
- ii. A student must do all requisite CATs, assignments and examinations.

CHEATING IN EXAMINATIONS

- i. Students must not cheat in the course of sitting for an examination. The penalty for a student found cheating is cancellation of results, discontinuation from the course and loss of all finances spent on the course.
- ii. A student caught cheating will not be admitted to the Academy to undertake any other course in a period not less than one calendar year from the date of the incident.
- iii. Students are required to be conversant and abide by the examination rules and guidelines.

USE OF LEARNING FACILITIES

1. LIBRARY

- i. The Academy has a well – stocked library open to all students upon payment of membership fees. Students are required to be conversant with and abide by the library rules and regulations.
- ii. A student caught stealing, mutilating or damaging library books, papers and other materials will be discontinued from their course of study.

2. WORKSHOPS

- i. Students are not allowed to access the workshops unless permitted by a lecturer/workshop attendant.
- ii. Students should not take away any equipment from any of the Academy's workshops without authority from the Academy.



- iii. A student shall be held accountable for any damage to equipment arising out of misuse, careless use or mishandling.
- iv. Loss/damage to property will be realized from a student who is found responsible.

OTHER LEARNING RESOURCES

- i. Permission must be granted to handle/access Academy learning resources.
- ii. Written permission and gate pass must be obtained for use of a learning resource outside the Academy.

SOCIAL CONDUCT

1. DRESS CODE

- i. A student is required to be in full uniform while at the Academy.
- ii. A student will not be allowed in the Academy when not in uniform.
- iii. Disciplinary action shall be taken against a student who persistently wears indecent attires.

2. DRUGS

- i. Students are prohibited from tobacco use or chewing khat.
- ii. A student caught using, trafficking and in possession of hard drugs shall be handed over to the police and expelled from the Academy. Hard drugs include cannabis sativa, heroin, cocaine etc.
- iii. An intoxicated student shall be sent home.
 - i. Alcoholic drinks are prohibited within the academy.
 - ii. Fighting within the Academy is prohibited.

COMMUNICATION CHANNELS

- i. Students should feel free to communicate any problems and suggestions to subject trainer, course coordinator and the student's welfare officers.
- ii. Students should present their grievances to Academy administration through their class representatives or student leaders.



I Admission. No.....
do confirm that I have read and understood the above rules and agree to abide by the
rules and regulations outlined above. I agree that failure to comply with these rules will
result in disciplinary action taken against me.

COURSE:

SIGNATURE:DATE:

