STUDENT CODE OF CONDUCT AND DISCIPLINE

Etrain College is committed to suitably qualified graduates who are well educated, competent, morally and socially responsible and law abiding citizens of the country. Therefore, every student of the college is expected to be familiar with the Code of Ethics of the college and also conduct himself/herself according to the Etrain College Code of Conduct and Discipline. The Code of Conduct is a guide to show you what we expect from students at the College so that we can help you to achieve in a supportive and non-threatening environment.

1. Behave and speak in a way that does not offend others e.g. using foul/abusive language, sexist or racist behaviour or anti-social behaviour such as spitting. This applies to all areas of the College.

2. Dress in a way that does not offend others.

3. Treat everyone with respect. Any form of bullying will be treated seriously and may lead to expulsion from the College.

4. Be punctual and attend all lessons (unless absence is explained or agreed).

5. Inform your lecturer if you are absent or delayed.

6. Be disciplined and hard working in class.

7. Complete work set outside the lesson, on time.

8. Meet all deadlines for assignments and projects.

9. Make sure all work produced for assignments and exams is your own work. Where information is used from another source this must be referenced appropriately. Plagiarism and/or cheating may lead to disciplinary action by the College.

10. Meet all requirements during Industrial Training.

11. Do not damage college property or litter in college premises. Treat all college property with respect.

12. Do not steal from fellow students, staff and from college premises. Get approval from your lecturer before inviting any friend or relative to college.

13. Carry your ID badge at all times and be prepared to show it to any member of staff when asked.

14. Follow the College's Health and Safety rules at all times.

15. Do not use mobile phones in class.

16. Do not take any food or drink into classrooms, library or students' lounge.
17. Do not disturb others in all learning areas.

18. Do not use radios, MP3/CD players or wear earphones in classrooms or other teaching areas.

19. Smoking is not permitted in college premises/grounds. Smoking is not permitted on college transport i.e. buses to/from college and on college trips.

20. Dispose of litter responsibly by using bins located in the college.
Serious Offences

The following are not allowed and are considered to be serious offences.

These include:

- using or having drugs
- dealing in drugs
- being drunk
- being violent or threatening others
- theft
- bullying (physical/verbal – including text messages and email)
- sexual abuse
- racist behaviour
- deliberate damage

If you are found to be involved in any of these, the disciplinary procedure will be immediately implemented and you could be permanently excluded from College. Police reports will be lodged for offenses that violate the country’s laws.

Disciplinary Procedure

The lectures at Etrain College will make you aware of any issues of concern to help to set out action plans to improve your performance. If these efforts fail after repeated attempts, then the disciplinary procedure will be followed.

All students are normally entitled to go through each stage of the disciplinary procedure (other than for incidents of serious offences). However, there may be times when the nature of behaviour results in a written warning being given even though it may be the first time such behaviour has taken place.

There are normally four stages to the Disciplinary Procedure:

- Verbal Warning
- Written Warning
- Final Written Warning
- Disciplinary Panel

SIRAJ A.M. MAHAVIJIYAN
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Etrain College
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I have read the above rules and regulations. I understand that the breach of these rules and regulations may result in a disciplinary action against me.

________________________________________
(Student signature)

Student’s Name : 
Student ID/ Passport No : 
Date : 

Witnessed by Parent / Guardian :

Name : _________________________________ NRIC No: ________________________________
Signature : _______________________________ Date : _______________________________