

Attendance Policy

The College's educational standard and quality assurance objectives require that students attend all classes, laboratories, and/or required fieldwork on a regular basis

- Students who miss 20% of classes, tutorials or laboratories **may be prevented from taking the final exams.**
- Warnings for absence will be sent by email to the student after absences from a course of 6% and 13%.
- Students are marked absent or present only. Students are expected to be always on time. Any student arriving late may be denied entry to the classroom by the Instructor, in which case, the student will be officially marked as absent.
- Leaving early is not permitted unless given permission by the instructor.

A student who misses classes and/or required fieldwork is responsible for the work that is covered, and for following-up on any announcements that are made during her absence. If because of an absence, a student misses an assessment or assessment deadline, the instructor is not obligated to grant a second chance. Therefore, any absence might affect grades severely.

Students with pre-known issues which may cause them to miss a class must submit their issue in writing to the Director of Student Affairs. Where possible, and based on valid verifiable circumstances, a temporary and supportive alternative lesson plan may be granted. It is important to note that failure to follow this procedure will subject the student to the standard attendance policy.

Discretionary attendance incentive

Students will be informed at the start of the semester if the incentive will be awarded or not. At the end of the semester, a student's attendance is reviewed by faculty and HOD. A reward of up to 10% **may** be given for excellent attendance at the discretion of the lecturer. 100% attendance for the semester is needed to obtain the full 10%. Absences from class will cause a decrease in the reward to possibly 0%.

Assessment Policy for Diploma courses

Submitting an Assessment

Students are required by BHCK to submit assessments on time as specified in the Assessment Plan. This document is signed by all students in the first week of classes. An Assessment Coversheet must be attached to every assessment submitted. Assessments will only be accepted by the instructor.

Meeting Submission Deadlines/Guidelines

Students must submit their assessments on the due date. Early submission of student work is strongly recommended.

Late Submissions and Extensions

Assessments submitted after the due date, will incur a 3% deduction for every day that the assessment is late. Second attempts are permitted at the discretion of the Department. No assessment task will be accepted more than five working days after the due date unless an extension has been granted. In the absence of proof of extenuating circumstances, the student will receive a zero grade (F) for that assessment.

Missed Assessment Guidelines

Dates for all exams and assessments are set by the instructor as noted in the course syllabus. It is the responsibility of the student to ensure she arrives in good time on the correct day.

A student who misses an in-class assessment must meet with the instructor. Students will be given ONE substitute assessment per subject per semester, provided documentary proof of their absence is submitted. The highest mark a student can achieve is 60% in this case. In the case of serious illness, the student must report to the HOD/Registrar, and a suitable arrangement for a substitute assessment will be made. The time and date of

the substitute assessment will be determined by the instructor. Any further missed assessments will be given a zero grade (F).

An extension for an assessment submission must be applied for in writing and addressed to the relevant instructor. Upon written approval from the instructor, the student will be granted a one week extension.

Assessment Feedback and Collecting Work

Feedback for assessments submitted on time will be given within two weeks from the due date. The students will be provided with a mark clearly stated on their work. The instructor will return the marked assessment to the student in class. In the absence of the student the work must be collected within two weeks.

Plagiarism, Cheating and Collusion

Statement

Honesty and integrity are two of the most important values for BHCK in the delivery and administration of a student's education. This responsibility of achieving and maintaining standards of excellence is shared by faculty as well as students. Each student is expected to accept her responsibility to maintain honesty and integrity in all endeavors inside and outside of the classroom, studio, or laboratory

Purpose

The purpose of this policy is to ensure that students are aware of what constitutes cheating and plagiarism and they submit work that is from their own efforts, citing correct references where appropriate. This policy is also to ensure that students do not participate in allowing their work to be copied by other students.

Exceptions

There will be no exceptions to this policy.

Scope

This policy applies to all students of BHCK.

Authority and Responsibility

All faculty members and HODs have the authority and responsibility for ensuring that this policy is correctly implemented, is effective and properly maintained.

Definitions

- Cheating is the actual or attempted practice of fraudulent or deceptive acts for the purpose of improving one's grade or obtaining course credit. Such acts also include assisting another student to do so. The term 'cheating' is not to be limited to examination situations only; it includes any and all actions by a student that are intended to gain an unlearned academic advantage by fraudulent or deceptive means. (See Appendix A: Examples of Cheating).
- Plagiarism is a specific form of cheating which consists of the misuse of published and/or unpublished works of other by misrepresenting the material used to be one's own work. (See Appendix B: Examples of Plagiarism).

Process

Responsibility of Faculty and HODs:

- To set the standards for moral and academic excellence in teaching and learning by establishing an atmosphere of mutual trust and respect in their classrooms; stating his/her own standards and expectation for academic performance; presenting the college's policy on cheating and plagiarism and the penalties for violations thereof and holding accountable those who infringe on this policy.
- Initiate a faculty-student meeting if there is reason to believe that an action of a student falls within one or other of the above definitions. During the meeting, the faculty member/HOD is to provide supporting evidence of plagiarism before the charge (e.g. other students work or website link)
- Notify students with formal warnings that they would be placed on academic probation if the offence is repeated.

Responsibility of the student:

- To accept her responsibility to maintain honesty and integrity in all endeavors inside and outside of the classroom, studio or laboratory.
- To understand the meaning of the definitions stated above, how these terms apply to work carried out in the classroom and at home and the penalties that infringement of this policy may bring.

Academic Probation, Suspension and Withdrawal

Academic Probation

All full time students of the college are required to meet certain academic standards. Regulations regarding academic probation, suspension, and withdrawal are designed to provide close supervision of the program of study and progress of students. Failure to meet standards will place students on academic probation or suspension. The minimum satisfactory standard of achievement is a cumulative grade point average of 2.00.

Academic probation will be imposed only after the student has attempted a minimum of two full semesters in their chosen major.

Each student's transcript will be evaluated at the end of the fall and spring semesters. Because all students are expected to maintain an overall grade point average of at least 2.00, which is a requirement for graduation, any student whose cumulative grade point average is less than 2.00 will be placed on Academic Probation.

While on Academic Probation, students will have access to and the support of faculty and student advisors to discuss any extenuating circumstances. A student who does not take corrective action to improve academic performance while under Academic Probation risks Academic Suspension.

Academic Suspension

If after three consecutive semesters of Academic Probation, and the cumulative grade point average falls below 2.0, the student may be placed on Academic Suspension for one semester. Academic Suspension is authorized by the appointed Academic Committee.

Students with scholarship awards will lose their scholarship standing with the Private Universities Council and the Ministry of Higher Education.

Students with private scholarships and awards may also lose their entitlement for future funding.

Suspended students wishing to return to BHCK must have their file reviewed by the Registrar and the Admissions Committee for a determination of their eligibility to re-enroll. Students should contact the Registrar no later than 3 months prior to registration to have their file reviewed.

Complaints and Grade Appeal Policy

Complaints/Grievance Policy

If you feel that you have been disciplined unfairly or wish to complain about some other decision which you consider to be unjustified or a violation of your rights, then you should first contact the Student Advisor who will mediate your case. If your case is not resolved this way, then you are advised to fill out a Petition form, which explains in detail your grievance and submit it to the Office of the Registrar with any evidence needed and/or supporting documentation.

The petition will be reviewed by the appropriate committee. Extra evidence and/or verbal questioning may be asked of you.

The decision of the committee will be given to you *in writing* in a timely manner.

The Committee decision on a Petition may be appealed to the President of the College. The President's decision will be final.

Grade Appeal

If a student disagrees with an assessment mark or course grade (final grade), they must first ask their lecturer who will explain how and why they received that result. If the student is not satisfied with this explanation, they may apply for a Grade Appeal. To do this the student must fill out the required form from the Office of the Registrar, attach all the evidence related to the appeal and submit it to the Office of the Registrar. **If the student does not supply evidence, her appeal will be rejected.** Evidence consists of copies of assignment and project assessments. Mid-term and final examination papers are kept by the College so will not need to be supplied by the appellant.

The student must submit their appeal(s) within the dates issued by the Office of the Registrar, which will be at the end of each semester; and scheduled on the students' Academic Calendar.

The Office of the Registrar will forward the appeals to the concerned committees.

The result of the appeal will be reported to the student *in writing* within **15 days** from the date of submission; **this result is final** and cannot be appealed against.

Terms & Conditions

- **Grade Appeal has a KD 10 administrative charge.**
- **The KD 10 charge fee is refunded only if there is a miscalculation or data entry error made by the college.**