

Box Hill College Kuwait – Student Handbook

DISCLAIMER

The information in this document is accurate and effective at the time of publication. However, students should realise that College rules, regulations, and policies may be amended in the future. This document will be revised once any amendment of a rule, a regulation, or a policy is approved by the College Management or its Board of Trustees. **The information in this handbook remains effective only for the current semester.**

NOTICE OF OFFICIAL MEANS OF COMMUNICATION

Emails to **Students accounts** are considered an official means of communication to all BHCK students. The College reserves the right to send information to students via email. The College also expects that students will read this information soon after it is received. If you fail to read the email shortly after it is sent, it may result in you missing important notices or information. This will not be considered an acceptable excuse for failing to receive or act upon official correspondence from the College.

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WELCOME

Welcome to Box Hill College Kuwait. Whether you are a new or returning student, you will soon realize that BHCK is a special place. We hope you take advantage of every opportunity offered to expand your horizons.

At BHCK, we believe that higher education must encompass a holistic approach to educational delivery that views the student as central to the learning process. Our goal is to remove those barriers that sometimes may encumber a student's learning process and restrict her educational advantage. Instead, we serve to assist students in supporting those intrinsic and extrinsic motivational factors and the self-discipline and engagement required for each learner to achieve her own intellectual, personal and professional development.

The Mission of BHCK

As the sole private institution of higher education for women in Kuwait, BHCK is committed to creating a quality learning environment for students that provides the opportunity to acquire necessary knowledge and skills to excel in the local job market, or to pursue further tertiary education pathways.

Every BHCK student is accountable to abide by the rules and the regulations as described in this document.

This Student Handbook will answer many of your questions and help outline pertinent program information. The faculty, staff, and administration are here to assist and guide you. Enjoy the experience.

The purpose of this Student Handbook is to inform you about services, policies, procedures, and opportunities offered at BHCK.

College policies and regulations are reviewed annually by the administration. Additions or modifications of these policies and procedures may be made during the year after the original publication. Modifications will become effective immediately and are as binding as those published here. Policy changes will be published and circulated.

BHCK Contact Information

Tel. +965 1-842425 (1-84-BHCK)
Fax. +965 25458600
Email. info@bhck.edu.kw
Post. P. O. Box 29192, 13152 Safat, Kuwait

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ACADEMIC AFFAIRS

Academic Programs

BHCK offers Australian Diploma qualifications by providing, here in Kuwait, training and assessment on behalf of the Box Hill Institute (BHI) of Melbourne, Australia; an Australian government accredited and Registered Training Organisation #4687.

BHCK offers 6 Diploma programmes plus an additional Foundation English programme of three levels if needed. These are described below.

Department of Foundation Studies

Carla Burton

Head of Department:

Email: c.burton@bhck.edu.kw

The Department of Foundation Studies is committed in its mission to equip prospective BHCK diploma candidates with:

- general four-skills English language communication,
- critical thinking,
- conduct, and
- attitudes

that foster academic and professional achievement. A range of English as a Foreign Language (EFL) programs and preparatory courses exists for those from non-English-speaking backgrounds who need to reinforce fundamental skills required to succeed in their chosen program of study and beyond.

Students admitted to BHCK may qualify for direct entry into their selected program of study (mainstream) if TOEFL, IELTS, PTE, or BHCK Placement as well as Math Skills Test scores reveal sufficient aptitude. Alternatively, admitted students may be required to complete at least one of three available semesters of Foundation Studies courses depending on their BHCK Admissions Test result.

Admissions Requirements

- Year 12 graduate or equivalent
- Minimum BHCK Admissions Test score required for admittance to EFL course E2

BHCK Admissions Test results and academic records help verify whether accepted students will need to complete at least one semester of Foundation Studies and, if so, into which level they should be placed.

Courses

Foundation studies offers three consecutive levels of intensive immersion study. These courses are sequential and cannot be studied simultaneously.

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ENG010: E2

One semester of full-time study

BHCK's preliminary general English course serves students along Common European Framework of Reference for Languages [CEFR] preA1-A2 and Australian Qualifications Framework [AQF] 1. E2 aims to enhance general listening, speaking, reading, writing, and grammar skills while introducing basic business and design terms to improve students' access to further education or employment.

ENG020: E3

One semester of full-time study

This hybrid general and academic English course serves students along CEFR A2-B1 and AQF 2. E3 focuses on strengthening listening, speaking, reading, and writing skills while linking them to business and design ideas to ready students for further education or employment.

ENG030: SFND (Specialized Foundation)

One semester of full-time study

The goal of Foundation's final course is to make students along CEFR B1-B2 and up and AQF 3 and higher competent to fulfill the demands of studying their academic major or of employment. SFND seeks to expand and deepen listening, speaking, reading, and writing skills using business, design, and practical general concepts. **Basic Math Skills** and **Basic Computer Skills** courses accompany **EFL** at this level to arm students with everything needed to thrive in both mainstream and the workplace.

Department of Business Studies - Plan of study

The Department of Business Studies offers Diploma courses in:

- Banking Services Management
- Marketing
- Management

Diplomas are awarded for students who have completed the full study plan of the designated program and have achieved a GPA of 2.0 or more.

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FNS50915 Diploma of Banking Services Management

	No. of Courses	Course Name	Credit Hours
Semester <u>1</u>	1	Critical Reading and Writing 1	3
	2	Basic Math	3
	3	Principles of Accounting	3
	4	Introduction to Business	3
	5	Business Technology	3
	Total Credit Hours		
Semester <u>2</u>	1	Financial Markets and Institutions	3
	2	Principles of Management	3
	3	Principles of Finance	3
	4	Public Speaking	3
	5	Critical Reading and Writing 2	3
	6	Arabic	3
Total Credit Hours			18
Semester <u>3</u>	1	Principles of Microeconomics	3
	2	Strategic Management	3
	3	Leadership	3
	4	Elementary Statistics	3
	5	Human Resources	3
Total Credit Hours			15
Semester <u>4</u>	1	Financial Products And Services	3
	2	Investment Banking	3
	3	International Business	3
	4	Principles of Macroeconomics	3
	5	Fundamentals of Project Management	3
Total Credit Hours			15
Total Credit Hours Needed For The Diploma			63

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BSB52415 Diploma of Marketing

	No. of Courses	Course Name	Credit Hours
Semester 1	1	Introduction to Business	3
	2	Business Technology	3
	3	Basic Math	3
	4	Critical Reading and Writing 1	3
	5	Principles of Accounting	3
	Total Credit Hours		
Semester 2	1	Principles of Marketing	3
	2	Organizational Behaviour	3
	3	Critical Reading and Writing 2	3
	4	Public Speaking	3
	5	Arabic	3
	6	Principles of Management	3
Total Credit Hours			18
Semester 3	1	Market Research	3
	2	Principles of Microeconomics	3
	3	Elementary Statistics	3
	4	Strategic Management	3
	5	Human Resources	3
Total Credit Hours			15
Semester 4	1	International Business	3
	2	Principles of Macroeconomics	3
	3	Marketing Communication	3
	4	Fundamentals of Project Management	3
	5	Consumer Behaviour	3
Total Credit Hours			15
Total Credit Hours Needed For The Diploma			63

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BSB51918 Diploma of Management

	No. of Courses	Course Name	Credit Hours
Semester 1	1	Introduction to Business	3
	2	Business Technology	3
	3	Critical Reading and Writing 1	3
	4	Basic Math	3
	5	Principles of Accounting	3
	Total Credit Hours		
Semester 2	1	Principles of Management	3
	2	Organizational Behaviour	3
	3	Critical Reading and Writing 2	3
	4	Principles of Marketing	3
	5	Arabic	3
	6	Public Speaking	3
	Total Credit Hours		
Semester 3	1	Principles of Microeconomics	3
	2	Elementary Statistics	3
	3	Leadership	3
	4	Human Resources	3
	5	Strategic Management	3
	Total Credit Hours		
Semester 4	1	Principles of Macroeconomics	3
	2	Principles of Finance	3
	3	International Business	3
	4	Fundamentals of Project Management	3
	5	Operations and Risk Management	3
	Total Credit Hours		
Total Credit Hours Needed For The Diploma			63

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Department of Applied Arts & Design - Plan of study

The Department of Applied Arts & Design offers Diploma courses in:

- Interior Design and Decoration
- Graphic Design
- Website Development

Diplomas are awarded for students who have completed the full study plan of the designated program and have achieved a GPA of 2.0 or more.

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MSF50218 Diploma of Interior Design and Decoration

	No. of Courses	Course Name	Credit Hours
Semester 1	1	Design Fundamentals	3
	2	Design Theory & History	3
	3	Technical Drawing	3
	4	Applied Colour Theory	3
	5	Business Technology	3
	6	Drawing for Interior Design	3
	Total Credit Hours		
Semester 2	1	ID Studio 1	3
	2	Exhibition Design	3
	3	Basic Math	3
	4	CAD	3
	5	Critical Reading & Writing 1	3
	Total Credit Hours		
Semester 3	1	Building Construction	3
	2	Lighting	3
	3	Critical Reading & Writing 2	3
	4	Residential interiors	3
	5	3D Forms	3
	Total Credit Hours		
Semester 4	1	Professional Practice/Portfolio	3
	2	Project Management	3
	3	ID Studio 2	3
	4	Arabic	3
	5	Elementary Statistics	3
	Total Credit Hours		
Total Credit Hours Needed For The Diploma			63

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CUA50715 Diploma of Graphic Design

	No. of Courses	Course Name	Credit Hours
Semester 1	1	Business Technology	3
	2	Design History	3
	3	Critical Reading And Writing 1	3
	5	Introduction To Graphic Design	3
	6	Drawing	3
	Total Credit Hours		
Semester 2	1	Typography I	3
	2	Colour	3
	3	Basic Math	3
	4	Design Concepts	3
	5	Digital Imaging	3
	Total Credit Hours		
Semester 3	1	Illustration And Drawing	3
	2	Design Techniques	3
	3	Critical Reading And Writing 2	3
	4	2D & 3D Design	3
	5	Typography 2	3
	6	Photography	3
Total Credit Hours			18
Semester 4	1	Elementary Statistics	3
	2	Arabic	3
	3	Design Studio	3
	4	Web Design	3
	5	Project Management	3
	Total Credit Hours		
Total Credit Hours Needed For The Diploma			63

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ICT50615 Diploma of Website Development

	No. of Courses	Course Name	Credit Hours
Semester 1	1	Web Development Foundation	3
	2	IT Environment	3
	3	Programming (C++)	3
	4	Critical Reading & Writing 1	3
	5	Business Technology	3
	Total Credit Hours		
Semester 2	1	Introduction to Web Design	3
	2	Programming (Java)	3
	3	Ecommerce	3
	4	Introduction to Database	3
	5	Critical Reading & Writing 2	3
	6	Basic Math	3
Total Credit Hours			15
Semester 3	1	Web Design Implementation	3
	2	Project Management	3
	3	Server-Side Scripting using PHP	3
	4	Relational Database Design	3
	5	Elementary Statistics	3
Total Credit Hours			15
Semester 4	1	Database Driven Web Applications	3
	2	New Web Technologies	3
	3	Database Modelling	3
	4	System Development	3
	5	Arabic	3
Total Credit Hours			15
Total Credit Hours Needed For The Diploma			63

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Academic Honesty

Plagiarism and Cheating

Honesty and integrity are two of the most important values for BHCK in the delivery and administration of a student's education. You are expected to accept your responsibility to maintain honesty and integrity in all endeavours inside and outside of the classroom, studio, or laboratory. Students must also understand the meaning of the definitions stated below, how these terms apply to work carried out in the classroom and at home and the sanctions that infringement of this policy may bring.

- **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.
- **Plagiarism** is a specific form of cheating which consists of the misuse of published and/or unpublished works of others by misrepresenting the material used to be one's own work.
- Collusion is a form of cheating which occurs when people work together in a deceitful way to develop a submission for an assessment which has been restricted to individual effort. This means that two or more students have worked together on a task that you were instructed to do by yourself. You are allowed to get help from your lecturer or other BHCK teaching staff.

You must:

- Accept your responsibility to maintain honesty and integrity in all endeavours inside and outside of the classroom, studio or laboratory.
- Understand the meaning of the words plagiarism, collusion and cheating, how these terms apply to work carried out in the classroom and at home, and the penalties that infringement of this policy may bring.

Sanctions

- Students will receive formal warnings that they would be placed on probation if the offence is repeated.
- Students may be subject to other actions decided by the Student Scholastic Standing Committee.

Textbooks and Course Materials

Students use various required course materials including text books, supplies, and software in courses. BHCK's Bookshop provides a suite of these required materials to students on behalf of BHCK. Costs for these materials are charged separately and are required as part of the total programme.

Every effort is made to ensure that these materials are delivered and available on time. If course materials are not available within three days before the first class, you should contact your lecturer for further instructions. You shall be responsible for purchasing and having available all required materials.

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Textbooks and materials must be purchased by the end of the first week of the new semester.

- All of the materials you need can be found in the course syllabus.
- Make sure you purchase and bring everything you need to class.
- You are expected to bring to every class textbooks, an A4 sized notebook or A4 writing paper, a pencil or pen, and all materials required by the instructor.
- If you come to class in the second week of the semester or after, without the correct textbooks, your instructor may decide what the consequence is.
- You must also bring your ID card to all language lab and computer classes. Not doing so means you cannot do any work and you may be marked absent.

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 30.00% or more of classes, tutorials or laboratories over the semester in a course ***will automatically be prevented from taking the final exam in that course***. This will be shown on the student's transcript as an **FA grade** – Fail due to attendance.
- Students who miss between 20.00% and 29.99% of classes, tutorials or laboratories over the semester in a course **may be prevented from taking the final exam in that course** at the discretion of the lecturer. This will be shown on the student's transcript as an **FA grade** – Fail due to attendance.
- 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.

Attendance will be monitored by the class teachers to the standards set by the College, higher education in general and locally.

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Attendance incentive

At the end of the semester, a reward of up to 10 marks will be given for achieving all the conditions for some tasks or skills where the student is required to attend classes consistently throughout the semester. The requirements for gaining this reward are stated in the course syllabus and differ between courses. Absences or failure to meet the conditions will cause a decrease in the reward to possibly 0 marks.

To successfully pass any Foundation Studies English language programme you must attend classes to learn and practice the Language. It is a requirement for language learning. Therefore, no specific Attendance Incentive will be given for Foundation English language courses.

Sick Leave Note Policy

Students will submit a sick leave note to a Student Affairs representative the day the student returns from sick leave. Those notes will be dated and filed. In order for the Director of Student Affairs to consider a student sick leave note, the note should be dated, signed and stamped by a licensed medical doctor.

Once Student Affairs has received the sick leave note, an email is sent to inform all the students' instructors with a cc to the relevant HOD of the students' legitimate absence.

If the student misses a **major assessment** due to sickness, they must submit a sick leave note for the assessment date and **qualify** for the make-up assessment.

To qualify for a make-up assessment:

- The student must not be on a second attendance warning for the semester or have more than a 12% absence in their course to retake a Midterm.
- The instructor will specify the time and date of the make-up assessment for all of the students who qualify. If the student misses this **one only** make-up session they have forfeited their right to retake the assessment and will get a zero (F) grade for this assessment.
- Students will submit their sick leave notes to the Director of Student Affairs the day the student returns from their sick leave.
- Sick leaves will **not be accepted after 5 working days** from the original date of assessment, unless the student underwent a major surgery, bereavement, or an accident in which that case the matter will be referred to the Director of Student Affairs for consideration.

Students are entitled to only **one** make up assessment per course per semester. Any further missed assessments will be given a zero (F) grade.

Condolence Policy

Students are provided with three days off for bereavement and condolences of a member of the immediate family. The College reserves the right to require documentation of the death (e.g., death certificate, obituary, documentation from funeral home).

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A maximum of three (3) days off is permitted upon the death of a student's:

- spouse
- child
- brother or sister
- parent or guardian
- son-in-law or daughter-in-law
- mother-in-law or father-in-law
- brother-in-law or sister-in-law
- grandparent
- aunt or uncle

Holy Day Policy

BHCK recognizes the important role that religious holy days can play in the lives of its students. Observance of religious holy days may require students to miss classes. Such absence, when preceded by proper notification to instructors, will not carry any penalty or sanction. Students are expected to make alternate arrangements with their teachers regarding scheduled tests, assignments due or other course work and activity. Teachers are expected to be supportive of and sensitive to individual religious practices by being willing to work out alternatives to scheduled course work. In all instances, however, excused absence does not mean excused from meeting course standards and expectations.

Maternity Leave

In the case when you start maternity leave during the semester, it is recommended that you apply to defer your enrolment at BHCK until the next semester. You do this by filling out the appropriate form from the Registrar.

Scholarship students should contact the Registrar's office **before the start of the semester**, and should follow the PUC rules. For more information on these rules go to the PUC web site: www.puc.edu.kw.

If you decide not to defer your enrolment you will be allowed up to two teaching weeks of leave of absence without attendance penalty, but you must inform both the Director of Student Affairs and the Registrar's Office that you are on maternity leave and try, during this time, to keep up with the work as best as you can.

STUDENT AFFAIRS

Credit Transfer

Students transferring to BHCK from another College or University can apply for a Credit Transfer on acceptance of their enrolment. Courses studied elsewhere can be credited towards General Education or Major programme courses. Transfer students are required to provide official documents (Course Descriptions & Transcripts) from the previous College/University. To be eligible for a Credit

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Transfer, the course studied must have been completed within the past 5 years and have a grade “C” or above.

Credits transferred to the currently enrolled Diploma at BHCK are **NOT** included in the GPA calculation.

Recognition of Prior Learning (RPL)

RPL (Recognition of Prior Learning) is a form of assessment that recognises skills and knowledge gained through:

- formal training conducted by industry or education
- work experience
- life experience

The main principle of RPL focuses on the outcomes rather than how, when or where the learning occurred. It gives you credit for skills and knowledge acquired at work and at home, or through clubs, hobbies and other activities.

For example, if you are a Graphic Design, Interior Design or Business Studies student who has previously worked in that field, you will already know some of the content of the Diploma. RPL is a way of gaining credit for this learning, which may reduce the amount of time you spend studying.

Successful applicants will normally be mature students who have worked for a number of years and gained experience in the area their major covers. Life skills, if relevant, can also earn credits. If you are continuing from secondary school or have limited work or life experience, your RPL application will probably not be successful so you should consider your claim for RPL carefully before applying as there is a charge for each unit attempted.

The RPL process involves building a portfolio of evidence, and undertaking a final assessment with an RPL assessor. The process is

- Make an appointment with an RPL assessor for your major for information on what to include in your portfolio and how to structure it.
- Submit your portfolio of evidence and book a time for the assessment interview.
- Undertake an assessment interview with the RPL Assessor. This could include you answering questions on what you know about the course and/or doing a practical demonstration of your skills.
- Complete a final interview with the RPL Assessor.

Units successfully passed using the RPL process are NOT included in the GPA calculation.

Academic Advisement & Support

BHCK has advising services available to assist students throughout their programmes of study. As you progress in your academic program, your Academic Advisor will have a proactive role in your course of study. This includes but not limited to:

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- Serving as a general source of information, such as program requirements and student policies
- Acting as a liaison between you and your instructor when needed
- Putting you in touch with the right departments, such as Registrar and Learning Resource Centre.
- Helping you to work through problems that may become barriers to your academic success
- Challenging you to achieve
- Assisting you to manage your time effectively

During the semester your instructor will often give you feedback on your progress. When this occurs you will have the chance to give your instructor feedback on the class. This is an opportunity to express your ideas to your instructor, but you may do so at any time.

Enrolment Verification

BHCK Registrar's Office verifies enrolment to the Ministry of Higher Education / Private Universities Council and to Box Hill Institute for mainstream and foundation students. Your enrolment verification assures that your status and academic records are current and reflect your academic progress and standing.

Students requiring enrolment verification for scholarships, employment, or other services should contact the Registrar's Office on the ground floor of Building A.

Enrolment verifications are processed within four (4) business days of the request and fees may apply.

Student Identification Card

Upon enrolment at BHCK, students are issued an identification (ID) card that includes their BHCK Student ID Number for reference. This card provides students with access to academic resources and centres such as the Learning Resource Centre for their studies.

It is the College policy that all students have their Student ID card visible while on campus. The college is dedicated to the security and safety of all students and will actively enforce the Student ID policy. Anyone refusing to present or not having their ID card in their possession may be asked to leave campus until they can produce proof they are enrolled. Replacement ID cards are available for a fee.

College Technology Policy

Students at BHCK are advised to use proper social and professional etiquette when using the college e-mail system. Use of the network implies consent for monitoring of traffic that is necessary for smooth administration of the resource. BHCK does not condone the use of inappropriate language when writing messages to instructors, staff or students.

Any part of the BHCK technology resources must not be used to produce, view, store, replicate, or transmit harassing, obscene, or offensive materials. This includes, but is not limited to, material from the Internet, screen savers, etc. In addition, printed copies of such material, including those from magazines, are not permitted to be distributed. Any student who violates this policy will be severely disciplined which may result in suspension or immediate dismissal.

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College e-mail services shall not be used for purposes that could reasonably be expected to cause directly, or indirectly, excessive strain on computing resources or unwarranted and unsolicited interference with use of e-mail or e-mail systems. Engaging in any use that would interfere with another student's and/or employee's work or disruption of the intended use of network resources is prohibited. Penalties for misuse of e-mail, Internet or any part of BHCK's IT resources are to be determined by the instructor, HOD or the Director of Student Affairs.

Student Conduct

The foundation of BHCK's values of Student Conduct is the idea of honesty and understanding without giving up program integrity and the pursuit of education. The Standards of Conduct were developed with this idea in mind. The Standards of Conduct create guidelines to help students make the correct decisions that do not prevent other students from exercising their rights, including the right to an education and efficiency of college operations.

The goal is to eliminate as many behavioural incidents as possible through effective communication of rules and conduct expectations. This goal is accomplished in part through the information in this Student Handbook and will continue through active communication between the management, instructors and students. Communication is a vital part of the disciplinary success, including College efforts to prevent students from committing future conduct violations. BHCK disciplinary procedures are designed to be fair and consistent to all students. All conduct and disciplinary procedures help to ensure a safe and stable atmosphere where students can achieve their goals free of emotional harassment.

Practices in conduct incidents may vary in formality with the gravity of the offense and the sanctions that may be applied by the Student Scholastic Standing Committee. In all situations, procedural fair play requires that the student be informed of the nature of the charges, that he/she be given a fair opportunity to refute the charges, and that the institution not be arbitrary in its action. Hearings or appeals conducted as a part of this process are not courts of law and they are not subject to many of the rules of civil or criminal hearings. Because some of the violations of these standards may also be violations of law, students may be accountable to the police and to the College for their actions. Disciplinary action at the College will normally precede, notwithstanding, any civil or criminal proceedings.

Student Code of Conduct

BHCK fosters an academic community that is committed to the educational and personal growth of each and every student and therefore, enrolment in BHCK obligates students to conduct themselves as responsible members of the College community. Behaviour that discredits the individual or the College, as generally determined by College rules and regulations, may result in disciplinary action.

BHCK reserves the right to dismiss any student whose conduct is regarded as being in conflict with the best interests of the College or in violation of its rules and regulations. Behaviour that students should follow that matches the educational goals of the College includes the following:

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1. Respect of yourself and others (students, faculty, and staff) regardless of culture, race, religion or social class. Harassment, bullying, fighting, threats, swearing at others (using bad words), or calling others names will not be tolerated. Inform BHCK if you are harassed or bullied on campus.
2. Behave appropriately. Ensure your actions and words support a learning and teaching environment. Always be polite and make sure what you are doing does not disrupt the teaching or learning of other students.
3. Do not cheat, collude or plagiarise in assessments or assignments. Do not assist another student to cheat, collude or plagiarise.
4. Turn off all mobile phones during class time.
5. Students need to get the approval and consent of faculty before videotaping or recording the faculty during class. However, the posting of the taped lecture on social media is not allowed.
6. Respect the property of the BHCK community. Do not damage or remove property from the BHCK grounds. Take responsibility for your belongings. Do not leave valuables unattended. If any of your belongings go missing it is your responsibility for the loss.
7. Do not place yourself or any other student in danger by reckless and irresponsible behaviour.
8. Bring your Student ID Card to College every day and show it when requested by any BHCK staff member. You will only enter the College with your student ID.
9. Do not smoke in the building or any other area where smoking is not permitted.
10. Use the College resources responsibly avoiding wastage. Also consider the environment in general when using any resource in the College.
11. Does not allow illegal drugs or anyone under the influence of drugs on the premises.
12. Requires Students who take prescribed medication to be aware of medicinal side effects and not combine it with anything that can place themselves or others at risk. Notify BHCK if you are ill and cannot attend.
13. Any entry to the Campus of any unauthorized person or vehicle is NOT allowed. Entry or departure of a student on foot, during the set class timings is not allowed for any reason whatsoever.

Conduct Procedures

The circumstances of each violation of the Student Code of Conduct will be considered in investigating and processing each violation. Any student cited for a conduct violation will have the opportunity to speak on her behalf and to explain the details of the incident. The accused student will be notified in writing of the final outcome of the reported violation.

Right to Appeal

The student may appeal any disciplinary decision to by filling out a Disciplinary Appeals Form available from the Registrar's Office. A final decision will be given after an appropriate investigation.

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

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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.

Conduct Sanctions

A student found to have violated the College Rules and Regulations may be subject to one or more of the following sanctions:

- **Admonition** – A verbal statement to a student that she is violating or has violated college rules and that further instances of unsatisfactory conduct may result in more severe disciplinary action.
- **Reprimand** – A written warning to a student (filed in the student's file) for a violation of a specific college regulation.
- **Letter of Apology** – A formally written letter of apology, either private or public, to an individual, an outside agency, or the College.
- **Suspension** - A written notification of the temporary termination of student status at BHCK.
- **Dismissal or Expulsion** – A written notification of the permanent termination of student status and exclusion from further enrolment at BHCK which is recorded on the student's transcript.

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Academic Probation and Suspension

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 (CGPA) of 2.00.**

Academic probation is imposed at the end of the first semester should the student's grade point average fall below 2.0. That is when a student is required to sign a probation form that states their academic status.

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 (CGPA) 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-enrol. Students should contact the Registrar no later than 3 months prior to registration to have their file reviewed.

Re-taking courses to raise CGPA

Students with scholarships can re take courses paid by the PUC to be able to raise their CGPA as long as they have not yet completed 63 credits; the number of credits required to graduate. Students are allowed to re-take any course below a grade of C.

Students who are self-sponsored can re-take up to 4 courses or more (with the approval of the Director of Student Affairs) with the purpose to raise their CGPA prior to their graduation.

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Classroom and Learning Resource Centre (LRC) Rules

Food and Drink

- You are not allowed to bring food into the LRC, classroom or lab.
- Drinks may be brought into a classroom in a bottle or cup with a lid.
- Do not bring water or any other liquid near a computer, even if the container has a tight lid.

Mobile Phones

- You are not allowed to use your mobile phone/ I-Pad in the classroom or LRC. You should turn it off during the class time. Your instructor has the right to take it away from you if you do not. You are given a reasonable break between classes to make phone calls and check your messages.

Gifts

The College policy states that lecturers are not allowed to accept gifts from students. Students should therefore not offer any gifts to a lecturer as this can cause embarrassment when it is not accepted.