



POLICIES

Student Charter

October 2025

Table of Contents

Students' rights and responsibilities.....	3
College's rights and responsibilities	4

This Student Charter is a guide to set out the rights and obligations from the College to students and from students to the College.

Students' rights and responsibilities

College students have the right to:

- attend the modules to which they have been admitted
- request from the College certification of specific items, such as a detailed transcript, a certificate of study referring to the year of study they are in
- request a re-mark if they believe there has been an error in academic judgment or if the grade received for one or more assessed components of a course does not accurately reflect their abilities
- freely express themselves
- discuss with the teaching staff any issue that troubles them
- participate in various committees with the purpose of discussing and deciding on various issues concerning the College
- participate in Student Clubs and activities, and can take part in various events during their leisure time

Students are encouraged to discuss with their personal tutors, and inform the College, any incident that may affect their academic progress.

All students, after their enrollment at the College, automatically become members of the College Students Union.

It is the students' responsibility to:

- attend the modules to which they have been admitted
- prepare for their classes
- prepare and attend all tutorials
- plan their private study during the semester
- submit all assignments/projects
- attend all examinations
- respect others (students, academic staff and administrative staff)
- respect the College's property and are held accountable for any damage they might cause
- read the announcements posted in specific locations and on the College's website
- know the College's regulations and rules

Smoking is strictly prohibited according to the law.

In the event that a student is caught to circulate or use prohibited substances, he/she is permanently expelled from the College without the right to any compensation.

In the event that a student is found guilty of dis-respecting others, bullying or cyber-bullying then he/she is permanently expelled from the College without the right to any compensation.

Students are required to submit any assignments or projects on the specified date of submission.

Assignments that are submitted beyond the suggested deadline will not be accepted.

College's rights and responsibilities

The College will provide:

- high quality education
- highly trained staff that follow a research-led teaching approach
- advanced technology and equipment used for learning
- innovative library and labs, appropriately equipped for the education of students
- an academic calendar with all important dates and deadlines for assessments, projects or examinations
- a secure, safe and newly renovated building
- a canteen/ restaurant where students can study or relax
- quiet place where students can study alone or in small groups
- a Personal Tutor that the student can visit at any time upon appointment.
- any kind of support that the student needs
- internships through the College's network
- job opportunities once the student graduates
- all the tools needed by the student to enhance their confidence and employability.

The College has a responsibility to respect and protect students, academic staff and administrative staff.

It is the College's responsibility to provide equality and diversity.

The College has the right to:

- permanently expel a student that is engaged in any criminal activity
- permanently expel a student that is involved in any type of bullying
- penalize a student that performed any type of cheating or plagiarism