



The Student Handbook: A Comprehensive Version

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Preface

This handbook is only a guide to good living and peaceful coexistence among members of the academic community in GEC Academy International. It is not designed to witch-hunt anyone except those who do not take advantage of the positive and creative side of its existence.

This handbook is aimed at ensuring that the students will:

- Enjoy a unique and exciting living environment.
- Broaden their international understanding and perspective.
- Develop greater self-reliance.
- Make new and lasting friends.
- Be challenged in their way of thinking and learning.
- Strengthen their English Language skills.
- Participate in school and boarding activities.
- Contribute meaningfully to their immediate and extended community.

Nigerian National Anthem

Arise, O compatriots, Nigeria's call obey
To serve our fatherland with love and strength and faith
The labour of our heroes past shall never be in vain
To serve with heart and might
One nation bound in freedom, peace and unity.

O God of creation, direct our noble cause
Guide our leaders right, help our youths the truth to know
In love and honesty to grow and living just and true
Great lofty heights attain
To build a nation where peace and justice shall reign.

Nigerian National Pledge

I pledge to Nigeria my Country, to be faithful loyal and honest
To serve Nigeria with all my strength
To defend her unity and uphold her honour and glory
So help me God.

1.0. Introduction

College Vision

To provide education that is sound, robust and founded on the latest teaching and practices that prepares its students and community for the challenges in the global economy.

College Mission

- To provide education that embodies the latest teaching and practices from across the world.
- To prepare students for the challenges facing modern societies.
- To develop leadership qualities that are founded not only on progressive teaching but that are also on sound moral values that can benefit the wider society.

College Philosophy

To use education as a benchmark for standards in human achievements and existence

College Core Values

- Academic Excellence
- Religious Ethos
- Honour
- Leadership
- Community Engagement
- Self-Development

GEC Academy International was established to:

- Offer an overseas student with a high school certificate equivalent to 5 GSCEs; the opportunity to gain a qualification up to the equivalent of level zero of an appropriate UK, US, and other countries' awards.
- Engender in the student a fundamental knowledge of the UK, US, and other countries' educational needs.
- Provide the students with the necessary skills expected of a level zero UK, US, and other countries students in an appropriate award.
- Prepare students for entry into first year of a UK, US and other countries degree programmes.

GEC Academy International

- Enhance the students career potentials by them develop knowledge and understanding in their chosen fields of study.

GEC Academy International programmes provide opportunities for students to develop and demonstrate knowledge and understanding, qualities, skills, and other attributes in:

- Knowledge and understanding.
- Intellectual skills.
- Practical skills.
- Transferable skills.
- Etc.

GEC Academy International offers the following pathways:

- The Business Pathway.
- The Computing, Technology/Engineering Pathway.
- The Science Pathway.

For all the students in GEC Academy International, the following subjects are compulsory:

- Mathematics.
- Communication Skills.
- ICT.

The chart below is a guide for the choice of the appropriate courses / subjects for GEC students known as **the progression route**.

COURSE	DISCIPLINE IN UNIVERSITY	COURSE STRUCTURE IN GEC	ENTRANCE EXAM SUBJECT
IMFP MEDICAL & OTHERS	<ul style="list-style-type: none"> • Medicine and Surgery • Dentistry • Nursing • Veterinary Medicine • Physiotherapy • Biochemistry • Biomedical Science • Biological Science • Health Science • Pharmacology • Chemistry • Public Health, etc. 	<ul style="list-style-type: none"> - Math - Communication Skills - ICT - Biology - Chemistry - Physics - Psychology & Ethics - Hungarian 	<ul style="list-style-type: none"> - Math - English - Physics - Chemistry - Biology
IDFP ARTS / SOCIAL	LAW <ul style="list-style-type: none"> • International Relations 	<ul style="list-style-type: none"> - Math - Communication Skills 	<ul style="list-style-type: none"> - Math - English

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SCIENCE	<ul style="list-style-type: none"> • Criminology • Sociology • Public Administration • Etc. 	<ul style="list-style-type: none"> - ICT - Business Studies - Law - Sociology - Literature - Economics - Psychology & Ethics 	<ul style="list-style-type: none"> - Economics - Government / Literature
IDFP / ARTS SOCIAL SCIENCE	BUSINESS MGT/STUDIES <ul style="list-style-type: none"> • Economics • Business Info. Tech • Management • Project Mgt. • Human Resources Mgt. • Finance • Accounting • Hospitality and Mgt. • Accounting/Finance, etc. 	<ul style="list-style-type: none"> - Math - Communication Skills - ICT - Economics - Business Studies - Accounting 	<ul style="list-style-type: none"> - Math - English - Economics - Business Studies
IDFP SCIENCE	ENGINEERING / COMPUTER <ul style="list-style-type: none"> • Computer Science • Computer Engineering • Computer Technology • Media Technology • Civil Engineering • Mechanical Engineering • Chemical Engineering • Elect. / Elect. • Aeronautical Engineering • Information System • Architecture • Architectural Design • Fine Art • Digital Design • Fashion Design • Design Studies, etc. 	<ul style="list-style-type: none"> - Further Math - Communication Skills - ICT - Further Mathematics - Computer Technology - Technical Drawing - Physics - Economics - Chemistry 	<ul style="list-style-type: none"> - Math - English - Physics - Chemistry
A' LEVEL	SCIENCE (MEDICAL)	Any 3 out of: <ul style="list-style-type: none"> - Biology - Physics - Chemistry - Math Compulsory: <ul style="list-style-type: none"> - Communication Skills - ICT 	<ul style="list-style-type: none"> - Math - English - Physics - Chemistry - Biology
A' LEVEL	SCIENCE (ENGINEERING / OTHERS)	Any 3 out of: <ul style="list-style-type: none"> - (Further) Math 	<ul style="list-style-type: none"> - Math - English

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		<ul style="list-style-type: none"> - Physics - Chemistry - Computer Technology - Technical Drawing Compulsory: <ul style="list-style-type: none"> - ICT - Communication Skills 	<ul style="list-style-type: none"> - Physics - Chemistry
A' LEVEL	ARTS	Any 3 out of: <ul style="list-style-type: none"> - English Language - Literature - History - Law - Economics - Business Studies - Geography - Math, etc. Compulsory: <ul style="list-style-type: none"> - ICT - Communication Skills 	<ul style="list-style-type: none"> - Math - English - Economics - Any other
IGCSE	SCIENCE	<ul style="list-style-type: none"> - Math - English - Physics - Chemistry - Biology - Geography - ICT, etc. 	
IGCSE	ARTS	<ul style="list-style-type: none"> - Math - English - History - Economics - Business Studies - Literature, etc. 	

Criteria for Admission into GEC Academy International

- High school leaving certificate equivalent to 5 GCSEs at grade C or above
- Mathematics is compulsory
- English Language is compulsory
- Unqualified applicants will have to accept a remedial course or tutorial in order to become qualified before being accepted into main course.

Course Duration

- Three months or less programmes include courses such as:

- Premaster, short programmes: SAT, TOEFL, Pearson, IELTS, etc.
- One-year academic programmes include courses such as:
IMFP, IDFP, Accelerated A' Level, IGCSE, etc.
 - Two years and more programmes include courses such as:
A' Level, Diploma in Computing and Management, NCC, etc.

Support for Students and Their Learning

- Appointment of course leaders.
- Board of teachers with the principal / vice principal or head of academics as chairman.
- Teacher–student board with the teaching and students' representatives as members with the course leader as the chairman.
- Induction / orientation programme.
- Personal tutors for each student.
- Access to excellent computing facilities.
- Students are given laptops to increase their IT skills and assist them with their after-school assignments.
- Access to modern and up to date library facilities.
- Etc.

Method for Evaluating and Improving the Quality and Standards of Learning and Teaching

- Issuance of module feedback questionnaire to students at the conclusion of each module.
- Recourse to GEC QA board.
- Annual review report by the GEC QA board to GEC board of control will result into a good decision as to the way forward.
- After students' progress into UK, US, and other foreign universities' programmes, one of the terms of reference of the GEC QA board is to consider progress reports both of and from GEC students at their chosen universities and these will inform the annual review reports.
- Staff's good knowledge of the processes involved in UK, US, etc. higher education system through seminars, meetings, themed topics such as are necessary for staff development.
- The Principal / Vice Principal / Head of Academics to attend annual seminars in London, Cyprus, etc. as the case may be relating in particular to matters of quality assurance.
- The GEC Headquarters in London shall scrutinize all new staff's CV and determine, if necessary, what staff development is required on individual basis.
- Proper appraisal with rewards if deemed fit of all staff and support staff based on the senior membership of the College staff should be encouraged on an annual basis.

- Assessment should be by means of course work and unseen examinations.
- Coursework should take the form of assignments, written work, practical work, and time constrained tests which in all should provide a basis for continuous monitoring and possible remedy.

Assessment and Grading System

a. Assessment

Exams (100%)

Marks	Grades	Comments
70-100	A	Excellent
60-69.9	B	Very good
50-59.9	C	Good
45-49.9	D	Fair
40-44.9	E	Poor
0-39.9	F	Very poor

Assessment Test (40%)

Marks	Grades	Comments
30-40	A	Excellent
25-29.9	B	Very good
20-24.9	C	Good
15-19.9	D	Fair
10-14.9	E	Poor
0-9.9	F	Very poor

Assessment Test (20%)

Marks	Grades	Comments
14-20	A	Excellent
12-13.9	B	Very Good
10-11.9	C	Good
8-9.9	D	Fair
6-7.9	E	Poor
0-5.9	F	Very poor

b. Grading (breakdown of 100%)

Class test/class work/class participation	10marks
Assessment test	20marks
Take home assignment	10marks
Exams	60marks

Course Codes and Unit Loads

Course Code	Course Title	Unit Load
CS 601	IMFP/IDFP/AL Communication Skills	3
CS 602	IMFP/IDFP/AL Computing Skills	3
Mat 603	IMFP/IDFP Extended Mathematics	3
Mat 604	IDFP/AL Pure Mathematics	4
Bly 605	IMFP/AL Biology	4
Chm 606	IMFP/IDFP/AL Chemistry	4
Phy 607	IMFP/IDFP/AL Physics	4
Hun 608	IMFP Introduction to Hungarian Language	2
CT 609	IDFP/AL Computer Technology	3
Eco 610	IDFP/AL Economics	4
Law 611	IDFP/AL Law	3
Soc 612	IDFP/AL Sociology	2
Bus 613	IDFP Business Studies	3
TD 614	IDFP/AL Technical Drawing	4
Lit 615	IDFP/AL Literature	4
Acc 616	IDFP/AL Accounting	4
Pset 617	IMFP/IDFP Psychology & Ethics	4
Psy 618	AL Psychology	4
Eng 619	AL English	4
Geo 620	AI/IDFP Geography	4
Eng 501	IGCSE English	3
Lit 502	IGCSE Literature	3
Mat 503	IGCSE Mathematics	3
Mat 504	IGCSE Further Mathematics	3
Bly 505	IGCSE Biology	3
Chm 506	IGCSE Chemistry	3
Phy 507	IGCSE Physics	3
Eco 508	IGCSE Economics	3
Bus 509	IGCSE Business Studies	3
CS 510	IGCSE ICT	3
Acc 511	IGCSE Accounting	3
Psy 512	IGCSE Psychology	3
Geo 513	IGCSE Geography	3
Maximum Unit Load per Term		24
Minimum Unit Load per Term		15

Grade	Unit Load
A	5
B	4
C	3
D	2
E	1
F	0

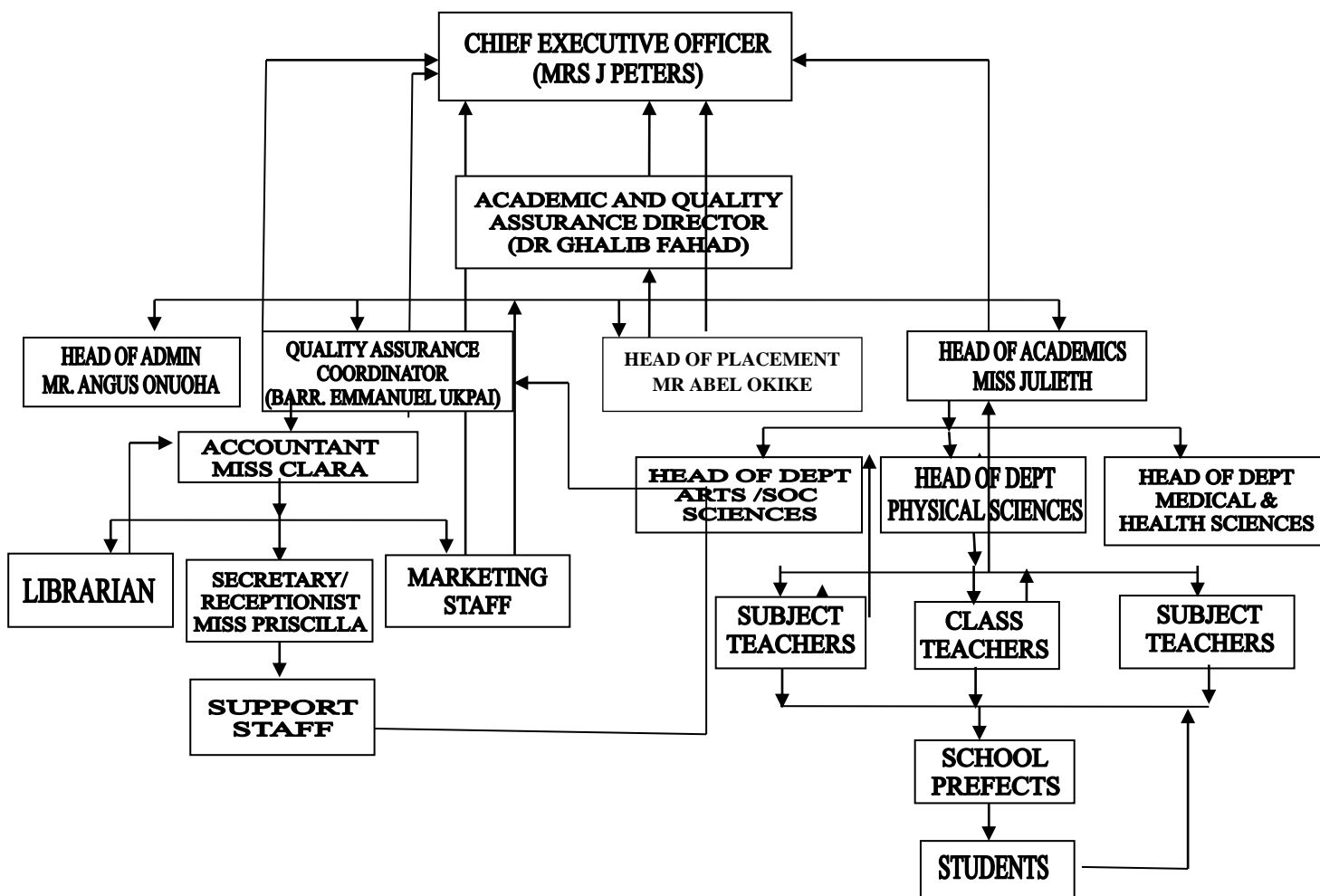
The acceptable level for entry to a university degree course is a mark of 50% average or more across all modules with not less than 40% in any individual module. For entry into a HND course, an average mark of not less than 40% is required with not less than 30% in any individual module.

RESIT:

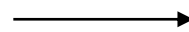

If at the end of a programme, a student is unable to meet up with the above standards or any such criteria as may be required by either the College and/or our partner universities; the student will have to retake the papers where there is such shortfall at the student’s expense as shall be decided by the College.

**THE COLLEGE ORGANISATIONAL CHART
GEC ACADEMY INTERNATIONAL**

COLLEGE ORGANISATIONAL CHART



KEY

-  - hierarchy in descending order
-  - reports to

College Authorities

- **Executive Directors:** All matters concerning the general running of the school, provision of facilities, payment of staff salary, staff conditions of service, etc. are their responsibilities.
- **Principal:** Is the overall administrative and academic head of the College. All the teachers take instruction from him/her. The Principal supervises all the school activities and programmes, keeps statutory records and implements school policies amongst other duties.
- **Vice Principal Academics/ Head of Academics:** Oversees the academic aspects of the College. Can act in the capacity of the principal when not available.
- **Vice Principal Administration/ Head of Administration:** Oversees the administrative aspects of the College and helps in the supervision of the school activities and programmes e.g. clubs, sports, etc. Can act in the capacity of the principal when not available
- **Heads of Departments:** Assist the sectional heads and work directly with subject teachers in their departments to ensure that the various subjects are taught properly and effectively.
- **Class Teachers:** Are the teachers assigned to each class to relate closely with the students, find out their individual problems on subjects and other related issues and stand as mentors and spiritual directors to the students especially during morning devotions. They also take attendance of the students daily and direct class forums.
- **Subject Teachers:** Are the teachers that teach specific subject(s) in which they specialize e.g. English Language, Mathematics, Biology, etc. They also help in implementing school policies and carrying out any other duties assigned to them by the authority.
- **Guidance and Counsellor:** The guidance and counsellor counsels the students in their various problem areas either home or school related. The counsellor's room / office is a haven for students and teachers as she/ he is always accessible and approachable. She guides the students on the subject and career choices, organises programmes such as career talks, career tours, seminars, etc. on the adolescent issues.
- **Librarian:** This is a trained staff employed to be in charge of running the College library.

- **Prefects:** Outstanding students of integrity, high academic ability with good leadership qualities are appointed as prefects. They help the College in enforcing its ideals and values.
- **Bursar/Accountant:** In charge of all College accounts and cash flow. All financial transactions of the College are done and recorded by the bursar/accountant. All payments are made at the designated banks and tellers presented to the bursar/accountant who will issue official receipts.
- **Store Keeper:** Receives and keeps records of the College stock. Students collect items they need from the store keeper.
- **Security Personnel:** Are responsible for checking the movement of students, staff, and visitors within the College premises. Everyone must submit respectfully to the checks of the College security personnel when the need arises.
- **School Nurse:** A qualified nurse is always at the clinic to attend to the students' health problems while in school and to administer first aid when necessary. Students are expected to visit the clinic whenever they need medical attention during school hours. But permission must be obtained from the appropriate authority.
- Other members of the staff who contribute to the smooth running of the College are: **secretaries, receptionists, cleaners, maintenance officers, office assistants, gardeners, protocol and logistics officers, drivers, and caterers.**

Channeling Complaints

No student of the College is allowed to take laws into his/her hands. Thus, all forms of complaints and grievances should be reported to the appropriate authorities to avoid any sanctions. When any wrong is done to you, make sure you report to the following immediately:

- Any teacher at sight
- Your class teacher
- Sectional heads
- Guidance and counsellor
- Heads of departments
- Prefects

They will, in turn, inform the Principal or the Vice Principal of the complaints. When all these mentioned are not readily available, report directly to the Principal or Vice Principal.

Alternatively, the student can use the complaint form readily available online. The hardcopy of the form can also be accessed on request. However, before proceeding to use the form, the student should acquaint him/herself with the college policy about complaint found on the College Handbook. The suggestion box at the reception can also be used for the purpose of complaints. (see the appendix for a sample of the complaint form)

2.0. *Duties and Services*

▪ **Students Services:**

- This is the primary duty the students have been gathered which is in order to receive academic and non-academic trainings.
- These complement each other to bring about a well-rounded person.

▪ **Health Services:**

This takes care of the immunizations, flu shots, sports injuries, physiotherapy, etc.

▪ **Psychological Services:**

This appeals to the mental state of the student's person in order to get the best out of the student in terms of capacity building, et.al.

▪ **House Keeping Services:**

This provides access to laundry facilities, wireless internet, locks, safes, DSTV, general entertainment, electronics, staff and personnel supervised study time, outings, excursions, etc.

▪ **Community Services:**

- The student is encouraged to partake in community services.
- This is done within his/her immediate and extended community.
- It includes helping the aged and elderly, cleaning sewages, help to keep the community clean, charitable events and activities, helping orphans at orphanages, etc.

▪ **Morals and Ethics Services**

- The student is exposed to good morals and ethics through contact with professionals in etiquette in the school.
- This makes them good ambassadors to their immediate families and the society at large.

▪ **Pastoral services**

- Pastoral services encourage the students to appreciate the importance of good relationship with God and the consequences of such.
- This is made possible by devotional services at school and hostel during the week.
- There are Sunday services at a Pentecostal church and a catholic church.
- During the week, pastors are invited to address and enjoin the students unto good morals, spiritual, and sound doctrines.

Note that students of other religions can practise their belief as occasion demands

3.0. *Discipline System*

Although the College demands high standards of behaviour, the discipline system is not intended to repress but rather ensure that each individual within the College is given an equal opportunity to flourish and develop his/her talents and skills. It is based on the underlying principles of self-discipline and self-respect which, when responsibly exercised, promote a genuine concern for the person and property of others and contribute substantially to the development of a responsible and co-operative community. This system is built on Christian values and the rights and responsibilities outlined below.

Students and staff have ‘rights’ which all members of the GEC College should respect. Equally, all students and staff have the ‘responsibility’ to respect the right of others.

Stages of Discipline

The College, founded on Christian principles, recognizes the prerequisite need for the existence of a secure and disciplined environment to enable students to be effectively educated. The College accepts that ‘stages of discipline’ are a necessary step to the eventual aim of seeing student graduates from the College as self-disciplined young men and women.

RESPONSIBILITIES:

- I have the responsibility to treat others with understanding.
- I have the responsibility to learn self-discipline and respect the rights of others.
- I have the responsibility to treat others with respect and politeness.
- I have the responsibility to respect the authority of teachers.
- I have the responsibility to express my opinion in an appropriate manner, time, and place,
- I have the responsibility to contribute to school safety by not threatening, hitting, or hurting anyone.
- I have the responsibility not to steal, damage, or destroy the property of others, and to take good care of my own property.
- I have the responsibility to allow teachers to teach and students to learn without disruption and to keep up to date with required work.
- I have the responsibility to be punctual, attend school, and participate in required activities.
- I have the responsibility to care for the school environment, keep it neat, and be prepared to remove litter.
- I have the responsibility to report defective equipment and damage in the school environment
- I have the responsibility not to destroy school equipment.

GEC Academy International

- I have the responsibility to behave in such a way that the community will respect the school.

RIGHTS:

- I have the right to be happy and to be treated with understanding.
- I have the right to be helped to learn self-discipline.
- I have the right to be treated with respect and politeness.
- I have the right to express my opinion on matters of concern to me.
- I have the right to be safe.
- I have the right to expect my property to be safe.
- I have the right to learn without disruption.
- I have the right to have a pleasant, clean, and well-maintained school and grounds.
- I have the right to be able to use sound college building and equipment.
- I have the right to be respected by the College and to receive their support.

4.0. *College and Hostel*

-	Wake up (Mondays - Fridays) -----	5.30a.m
-	Preparation for School (Mondays - Fridays) -----	5.30a.m – 6.30a.m
-	Breakfast (Mondays - Fridays) -----	6.30a.m – 7.00a.m
-	Departure for School (Mondays - Fridays) -----	7.05a.m
-	Devotion and Assembly at the College (Mondays - Fridays) -----	7.10a.m –
-		7.45a.m
-	Classes (Mondays - Fridays) -----	7.45a.m – 4.30p.m
-	Short Break (Mondays - Fridays)-----	10.45a.m – 11.00a.m
-	Lunch (Mondays - Fridays) -----	1.45p.m – 2.30p.m
-	Siesta / Relaxation (Mondays - Fridays) -----	5.30p.m – 6.30p.m
-	Evening Devotion (Mondays – Fridays) -----	8.00a.m – 8.30p.m
-	Prep Classes / Light out (Mondays - Fridays) -----	8.30p.m – 10.30p.m
-	Dinner (Mondays – Sundays) -----	7.00p.m – 8.00pm
-	Wake up (Saturdays & Sundays) -----	6.00a.m
-	Sports (Saturdays) -----	7.00a.m – 9.00a.m
-	Breakfast (Saturdays & Sundays) -----	9.00a.m – 10.00a.m
-	Prep (Saturdays & Sundays) -----	4.00p.m – 6.00p.m
-	Evening Devotion (Saturdays & Sundays) -----	8.00p.m – 8.30p.m
-	Relaxation / Light out (Saturdays & Sundays) -----	8.30p.m – 11.30p.m
-	Hair Cut / Do (Saturdays & Sundays) -----	11.30a.m – 1.30p.m
-	Shopping (Saturdays) -----	2.00p.m – 4.00p.m
-	Last Saturday of the Month General Clean up -----	9.00a.m – 10.00a.m
-	Laundry / Personal Clean up (Saturdays & Sundays)-----	12.00p.m – 3.00p.m
-	Church Service for Catholic Students-----	9.00a.m
-	Church Service for Non-Catholic Students-----	9.00a.m
-	Medical Check-ups (Saturdays & Sundays) -----	6.00p.m
-	Visiting Hours (Sundays) -----	3.00p.m – 6.00p.m

Boarding

GEC Academy International is one of the best sixth form colleges in the country that runs a boarding facility often referred to as the ‘Parenting System’. Over ninety percent of the students are boarders (boys and girls) and boarding contributes so much to the philosophy of the College.

GEC Academy International boarding house has grown rapidly in size over the past few years, and now caters for a relatively large number of boys and girls boarders. It is currently located at Victoria Island. That we try to make our hostel a home away from home is something that the boarding house members of staff work hard to foster.

Staffing – Parenting System

The boarding house currently has hostel master and mistress, a set of boarding house parents, plus the cook and the cleaning staff. A member of the management team is responsible for overseeing boarding house discipline and liaising with the management and/or boarding house staff.

The boarding house parents start their school day at 5.30 am and end at 10.30pm. They are responsible for the day to day running of the hostel while planning of menus is done by the students. The boarding house parents work alternate weeks from 5.30am to 10.30pm. Weekend responsibilities are shared.

The boarding house parents are responsible for overseeing meal times, study periods, and bed times, in addition to organizing weekend activities. Boarding house parents live in flats attached to the boarding house.

The Need for a Suitable Guide

An old adage says ‘Where there is no law, there is no sin.’ In any civilized institution there is need for policies, rules and regulations to guide the operations of such institutions. It is to ensure the smooth running of the institution for maximum achievement of goals/objectives.

It is with full realization of this fact that the College has assembled sets of principles and policies to guide students in their day to day activities in the College and hostel. It is our hope that you will carefully read the content of this handbook and strictly adhere to the rules and regulations for your well- being and the peace and progress of the College as a whole. We trust that you will have a happy, productive, and fulfilling time here at GEC Academy International.

Aim of the School

The College operates as a community which seeks to safeguard the rights of the individual. Each member of the community should have the chance to grow in knowledge and self- confidence, encouraged by students and staff alike. However, rights also entail responsibilities. This set of rules is based on the fundamental tenet that individuals need to recognize their own responsibility to others and to conduct themselves with self-discipline.

5.0. GEC Academy International Rules and Regulations

The following rules govern the major areas which the College considers of central importance. There are clearly other rules for individual areas of the College's activities which will be enforced by the members of staff responsible. No list of rules can cover every possible occurrence but the College operates on the philosophy that students are expected to behave in a manner which is courteous and which reflects being honourable upon themselves and upon their College.

5.1. Regulations on Students' Conduct and Discipline

1. A high standard of personal discipline and integrity is expected of every student of GEC Academy International (GEC AI). Each student is expected to conduct him/herself peacefully while in the College. GEC AI regards all acts of unethical, immoral, dishonest or destructive behaviour as well as violation of College regulations as a serious offence. It is the responsibility of each student to know these regulations.
2. All members of GEC Academy International are to obey the rules of the College and embrace the demands of mutual co-existence with their neighbours. Each member should recognise that as he/she values his/her rights, and is expected to respect the rights and freedom of others.
3. The Disciplinary System: The power to discipline students is vested on the Principal, and the Disciplinary Committee (DC). The DC has the general function of dealing with individual cases of indiscipline.
4. Disciplinary Committee – Composition and Terms of Reference:
 - a. Membership:
 - Chairman
 - 2 students' representative (if the case involves a student)
 - A teacher and one other member of the staff appointed by the Principal in attendance (as the occasion demands).
 - Examination officer (if the case is related to examination).
 - b. The Terms of reference of the committee shall be:
 - To deal with disciplinary cases involving students and teachers in all matters of rules and regulations presented in the *Student Handbook* and in respect of other policies, instructions and directives of either the Management or the Board of Directors.
 - c. Some disciplinary measures:
 - **Detention:** A student can be detained in the College after school hours and asked to carry out certain assignments by the Principal if the need arises.

- **Loss of Privilege:** Loss of privilege is the withdrawal of a privilege or use of a service or facility (such as the library, computer lab, students' outing, etc.) for a specific period of time as occasion demands.
 - **Reimbursement:** Reimbursement requires that a student must pay for damages for misappropriation of college property or the property of a member of the College. Such reimbursement is charged to any student who alone or through group concerted activities, organises or knowingly participates in events that cause damage or costs which had been or had to be incurred by another party.
5. **Students' Right of Appeal:** Any student who have been placed on correction measures but feels he/she has not been given a fair hearing or has additional information to guide the College's decision has the right to send in a letter of appeal to the Director through the Principal. Such letter should have copies sent to the Disciplinary Committee for reference.
6. **Categories of Offences:** The offences fall into broad categories:
- All cases of misconduct which the Disciplinary Committee (DC) could hear.
 - Criminal offences, which should be referred to the Police by the DC for necessary action, where the committee's opinion should be recognised. In this regard, the final decision of the Disciplinary Committee would depend on the outcome of the Police investigations.

Rules

The safety of students and staff is vital. Each member of the College is required to observe safety rules. Regulations governing first precautions, laboratory procedures, and road safety especially must be strictly obeyed.

1. Each student has a right to privacy and dignity. Physical bullying is corrupting and merits severe action by members of staff. An individual can be vindictive in speech or deed. This is also destructive and will not be tolerated. The privacy of an individual also extends to his/her possessions. Theft or casual borrowings are dishonest practices which undermine the College.
2. College members are expected to adhere strictly to the uniform regulations as laid down in the published list.
3. Smoking is not permitted and will be actively discouraged. Punishment is two weeks suspension. Parents to be invited to the College.
4. The consumption of alcohol is not permitted both in the College and hostel, and students' parties. Punishment is two weeks suspension.
5. The supplying or use of drugs, solvents or banned substances is strictly forbidden. Expulsion from the School is the punishment.

6. The possession of knives, guns, air guns, catapults, or other offensive weapon is forbidden. Punishment is one week suspension. Parents to be invited.
7. The possession of any type of fire work is forbidden. Punishment is one week suspension. Parents are to be invited.
8. Gambling is forbidden. Defaulting attracts one week suspension. Parents are to be invited.
9. Running, except on the designated areas and playing fields is strongly discouraged.
10. In the College, food may only be consumed in the dining hall and other designated areas not in the classroom. Defaulting attracts a warning letter.
11. All litter must be placed in the bins provided.
12. Students may not at any time chew gum in the classroom. Defaulters must leave the classroom and a letter of warning issued.
13. All students are expected to take absolute care of their college property. Students must not damage or interfere with school fixtures and fittings and must be prepared to pay for any deliberate or careless breakage or damage. Breakage or damage to the College property must be reported to the teacher(s) on duty and to the maintenance officer. Parents are to be informed formally.
14. No student is allowed to walk around the school compound 'plugged in' to any form of music otherwise items will be confiscated, and parents be informed.
15. No student is allowed to come to the College with a smart phone, iPod, etc. any such item found with any student will be confiscated for the rest of the term. However, lap tops are allowed but only strictly for academic purposes.

Misconduct

The following are misconducts for which the Disciplinary Committee can hear and investigate:

- a. Unruly behaviour
- b. Indecent behaviour
- c. Vandalism
- d. Disorderly assembly
- e. Unauthorized displacement of college property.
- f. Pilfering
- g. Stealing
- h. Insubordination
- i. Violation of dress code (discussed in section 5.2)
- j. Violation of hostel regulation
- k. Damage of college property
- l. Giving false identity
- m. Infringement of the other college regulations
- n. Examination misconduct (this is discussed in details in section 5.4 of this Handbook)

- o. Being late for morning assembly/devotion and classes. The penalty is a warning letter. An award to be given to the most punctual student at the end of the term/session.
- p. An exit form is required for the student seeking permission to go out of the College.
- q. Failure to complete or submit assignments on time for reasons other than sickness attracts community work for two days.
- r. Not returning library books on schedule attracts community work for two days.
- s. Leaving the school premises without permission and signed exit form attracts one week suspension. Parents to be invited.
- t. Being in possession of a radio, pornographic films or electronic games, bringing of smart phones into the College and playing unauthorized games in College premises attract one week suspension and seizing of the items.
- u. Students are expected to attend classes regularly. In case of absence due to sickness, a written permission should be sought.
- v. Any other offence that is, in the opinion of the DC, considered as being contrary to the College's regulations. All breaches of indiscipline will be reported to the principal or any other appropriate authority and dealt with appropriately. These rules will be applied at all times when a student is in the College or is under the College's responsibility. Hence, excursions, away matches, group trips, etc. do not signify that school rules cease to apply. When day students are with parents or friends after school time, parents must clearly set their own limit as they see fit. It is hoped however that students will seek to conduct themselves with pride at all times.

THE PRINCIPAL OR ANY OTHER APPROPRIATE AUTHORITY RESERVES THE RIGHT TO EXCLUDE ANY STUDENT FROM THE COLLEGE WITH IMMEDIATE EFFECT, EITHER TEMPORARILY OR PERMANENTLY, SHOULD THE STUDENT'S BEHAVIOUR NECESSITATE SUCH ACTION.

Absence from School

If a student is absent from school because of illness the student should ask the parents to telephone the school as soon as possible. Failure to inform the school may well result in the school making contact with the parents or guardian during the day. The student should also bring a letter from his/her parents on the day the student returns giving the reason for his/her absence. This should be given to the Head of Administration.

If a student becomes ill during the school hours, boys must report to the College Father and girls to the House Matron who will make arrangements accordingly. Absence for other reasons such as dental appointments should be avoided where at all possible. However, if it does prove to be necessary the student should ask his/her parents to write to the principal or any other appropriate authority in good time, at least a week ahead. All

such letters will receive a reply, but obviously there must be time allowed for this to happen.

Misconduct in the College is interpreted thus:

a. Unruly Behaviour

This shall include disorderly behaviour or acts of indiscipline indicating lack of self-restraint. Offence classified under unruly behaviour and penalties they attract are categorized below:

Offences and Punishment (Maximum penalty, unless otherwise stated).

- i. Disturbance of peace of any kind anywhere in the College:
 - The punishment shall range from reprimand to suspension depending on the degree of the disturbance.
- ii. Defacing a college building in any way:
 - Letter of warning and surcharge for the repair of damage done.
- iii. Throwing of missiles:
 - This shall range from letter of warning to expulsion depending on the gravity of the offence, the size and type of the missiles (paper, stone, etc.).
- iv. Use of threat or violence of any kind on anybody:
 - Suspension for a maximum of one week.
- v. Fighting:
 - This shall range from letter of warning to expulsion depending on the gravity of the brawl.
- vi. Any other behaviour that may be classified from time to time as unruly behaviour by the College authority.
 - This shall range from letter of warning to expulsion depending on the gravity of the offence.

b. Indecent Behaviour

The identified act that constitutes ‘indecent behaviour’ and the recommended punishment for each act are as follows:

- i. Defecating outside designated areas or any other indecent behaviour:
 - Letter of warning, if offence is committed on a second occasion, the offender shall be suspended for one academic term.
- ii. Urinating outside designated areas:
 - Letter of warning and if persistent, suspension.
- iii. Streaking:
 - Strong letter of warning
- iv. Brushing of teeth outside designated areas:

- Letter of warning
- v. Spitting in public places / littering of College premises:
 - Letter of warning
- vi. Overt sexual gestures:
 - Ranges from letter of warning to suspension for one academic session depending on the gravity of the act.
- vii. Violation of interactive time with student of the opposite sex (7:00am – 9:00pm)
 - Strong letter of warning
 - A repeat of such an act shall attract suspension for two weeks.
- viii. Illicit relationship amongst students
 - Ranges from suspension for academic session to expulsion depending on the gravity (e.g. overt sexual act)
- ix. Any other behaviour that may be classified as indecent:
 - Ranges from strong letter of warning to suspension for one academic session or expulsion depending on the gravity of the offence.

c. Vandalism

Offences and Punishment (Maximum, penalty unless otherwise stated).

- i. Willful or malicious damage or destruction of college or private property.
 - Suspension for one academic session or expulsion, depending on the gravity of the offence.
 - Payment for the repair or replacement of damaged or destroyed property.

d. Disorderly Assembly

Students are forbidden from gathering in a manner that disturbs the public peace, incites public alarm, results in violence to a person or property, disrupts the function of the College, interferes with staff in the performance of their duties, or otherwise brings disgrace or disrepute to the College.

- From warning letter to suspension of the defaulters depending on the weight of harm caused

e. Unauthorized Displacement, Use or Damage of College or Private Property

Three possible offences are listed below:

- i. Unauthorized transfer of personal or College property.
- ii. Unauthorized transfer and use of such property.
- iii. Unauthorized transfer, use, and damage of such property.
- These offences shall attract a strong letter of warning and replacement of property removed together with the repair of any damage(s).

f. Pilfering

- Strong letter of warning
- A repeat of the act shall attract suspension for two weeks or more as the occasion demands.

g. Stealing

This is the unauthorized removal of a property that belongs to another person.

- Stealing is a criminal offence and may be referred to the Police after the student has first been dealt with according to the disciplinary codes in this Handbook. Upon being arraigned in court, the student is automatically suspended from the College.

h. Insubordination

This is defined as unwillingness to submit to or willful disrespect of constituted authority.

- This shall attract a punishment, ranging from letter of warning to suspension for one session depending on the frequency and severity of the offence.

i. Damage to College Property

- Letter of warning
- The student shall bear the cost of the repairs or replacement of damaged property.

j. Giving False Identity

The punishment shall range from strong letter of warning to two weeks suspension or more as the occasion demands.

k. Other Offences not Specified

Any other offence and the appropriate penalties which may have not been specified in the presented set of guidelines from time to time shall be determined by the DC and added to the guidelines. Such addition shall carry the same force of authority as those contained in the present guidelines.

❖ Criminal offences

These are acts that contravene the laws of the land. They are offences that can warrant expulsion and as such shall be handled by the law enforcement agents on the recommendation of the DC. These acts are listed as follows:

Criminal Offences:

- a. Fraud / Forgery
- b. Theft
- c. Burglary
- d. Assault occasioning harm

- e. Murder
- f. Possession of firearms / live bullets or other compliment of a firearm
- g. Arson
- h. Rape
- i. Possession and use of hard drugs and drug trafficking
- j. Possession and use of dangerous weapons
- k. Any other criminal offence

5.2. Dress Code

The College attaches great importance to modest and good dressing. Dressing adds value to a person's personality, self-confidence, and self-worth. This saying is very instructive: 'The way you dress is the way you will be addressed'.

Below, we present the dress code for your COMPLIANCE. This is one of the unique aspects of Golden Education and Counselling Academy International's culture that students must imbibe to make their academic pursuit a pleasurable one.

A. DRESS CODE FOR ALL FEMALE STUDENTS

1. During normal lectures, public lectures, special ceremonies and examinations, all female students must wear the College uniform which is the T-shirt, a smart skirt / trouser with a pair of **covered black shoes**.
2. All dress and skirt hems must be **AT LEAST 4-6 INCHES BELOW THE KNEES**.
3. Wearing sleeveless dresses or dresses with tiny singlet-like straps (spaghetti strap) without a jacket is strictly prohibited in the lecture rooms and in the College environment.
4. The wearing of dropping shawls or scarves over sleeveless dresses or dresses with very tiny singlet-like straps (spaghetti strap) is strictly prohibited in the College environment.
5. The wearing of strapless blouses is strictly prohibited in the College environment.
6. The wearing of over clinging clothing, including body hugs, hip stand trousers, and any clothing made from stretchy, elastic material is strictly prohibited in the College environment.
7. The wearing of revealing blouses, backless, and strapless especially cut blouses and the type of blouse that does not cover the navel is strictly prohibited in the College environment and to church.
8. The use of face caps in the lecture rooms, examination halls, and in the College environment is strictly prohibited.
9. Wearing of slippers, flip flops and half shoes is not allowed in the College building (items to be seized).

10. Female students are advised to wear hair styles that are neat and becoming of a decent college student. Excessive wig on the head and attachment covering the face is not allowed (the student to loosen the hair do immediately).
11. Coloured hair and Coloured attachment are strictly prohibited in the College (the student to loosen the hair immediately).
12. Earrings and necklace may be used by female students provided they are not bogus types. The wearing of more than one earring in each ear and leg chain /jewelry is strictly prohibited anywhere in the College.
13. Female students can wear **covered corporate black shoes**.
14. Piercing of any part of the body, other than the ear (for earrings) is strictly prohibited (the student will be suspended).
15. Clothing and jewelry that do not conform to the prescribed dress code will be confiscated.
16. Skirts must be won with slips underneath.
17. Wearing of stiletto and bogus shoes is strictly prohibited from the College environment.
18. Students must wear **blue-black (navy blue) or black trousers/skirts**; no other colour is allowed.
19. **Clothing and jewelry that do not conform to the prescribed dress code will be confiscated.**

B. DRESS CODE FOR ALL MALE STUDENTS

1. All male students are expected to dress corporately to the halls, examination hall and special ceremonies such as graduation, public lectures, church services, and other events specifically so stated. To be corporately dressed connotes T-shirt, a pair of **blue-black (navy blue) or black trouser** and a pair of **covered black shoes**.
2. No male student is allowed to wear braided hair or earrings in the College. Defaulting attracts suspension.
3. The practice of pulling down one's trouser to hip (**sagging**) is prohibited.
4. Students are advised to have well-cut hair that is combed regularly.
5. Male students are to wear the College's T-shirt.
6. Male students are to wear covered black shoes to the College, lectures, examinations, and any College assembly.
7. The use of face caps in the lecture rooms, examination rooms, and College is strictly prohibited except for sports and other related events.
8. Piercing of any part of the body is prohibited.
9. Tattooing in any part of the body is prohibited.
10. **Clothing and jewelry that do not conform to the prescribed dress code will be confiscated.**

C. PENALTIES FOR IMPROPER DRESSING

1. Erring students shall be sent out of the lecture room.
2. The students may be placed under detention.
3. A warning letter shall be issued to the erring student and a copy of the letter shall be filed in his / her personal file in the College.
4. The parents /guardians of the erring student may be informed in writing accordingly.
5. The student shall be suspended from the College if unrepentant subject to (1), (2) and (3) above. A student is considered unrepentant of the bad dressing habit if he/she has been warned of the offence up to at least two times.
6. Repeated case after two warning or two weeks suspension shall attract detention, suspension for one session, or outright expulsion as the case may be.

5.3. Regulations on the Students' Examinations

This section represents the regulations governing all examinations in the College. Part of its objectives is to inculcate sound moral discipline and practice into the students and to promote the integrity of the students and school. This is to avoid pitfalls that might threaten the society's confidence in the College's certificates. All students should scrupulously observe the regulations as ignorance of them will not be entertained by the management.

1. **Admission to Examinations:** Only students who are duly registered and have paid their fees in full, signed the students' Code of Conduct, and undergone a regular course of study in the College shall be allowed to take their examinations subject to number 2 below.
2. **Minimum Class Attendance:** All such students are required, in addition to paying all prescribed fees to the College, to have a minimum of 90 percent attendance in all the subjects they are offering before being allowed to take their examinations. Each tutor keeps a class attendance register for subject(s) taught.
3. **Students to Use Only Assigned Seats:** The invigilators shall assign seats to candidates. A candidate shall neither choose a seat for him/herself nor refuse a seat assigned to him/her by the invigilator.
4. **Use of Current Student ID Card in All Exams:** All students are expected to present their current ID card during examinations. Any student who fails to show his/her ID card during examination shall present his/ her passport photograph to the chief invigilator for authentication and shall, within two (2) days submit a duly authorised ID card. Until he/she presents his/her ID, his/her scripts will be marked 'SUSPECT' on top by the chief invigilator.
5. **Punctuality during Examination:** Students must be punctual at every examination hall. In this respect, all students are expected to report at the examination hall at least 30 minutes before the commencement of each examination (for external examination such as

CIE, PEARSON EDEXCEL, etc. it is 1 hour before the start of the examination). Students who come late to the examination hall may be admitted at the discretion of the chief invigilator, but no student shall be admitted into the examination hall 30 minutes after the commencement of the examination.

- 6. Leaving the Exam Hall upon Commencement of Examination:** No student is allowed to leave the examination hall with the intention of leaving the examination altogether before one hour after the commencement of an examination.
- 7. Visiting the Toilet during Examination:** No student is allowed to leave the examination hall with the intention of returning except to go to the toilet, and an examination attendant of the College must accompany the student. Note that this must be one-off thing.
- 8. Utmost Silence during Examinations:** Students are advised to maintain utmost silence in the examination hall throughout the examination.
- 9. Personal Requirements:** Students must bring their ink, pens, biros, erasers, rulers, pencils, calculators, and any other instruments that are specifically permitted to be brought into examination hall for a particular examination paper. **No borrowing of any of these items is allowed in the examination hall.**
- 10. Items Not Allowed into the Examination Hall:** Students are not allowed to bring any paper, books, bags, or mobile phones with them into the examination hall. However, where a particular course requires the use of tablets, graphs, etc. the College shall supply these during the examination and they must be returned along with the examination scripts. **No candidate shall have any other material or paper in his/her possession, including a private letter, while inside the examination hall.** Upon resumption, students are advised to familiarise themselves with the details of the examination regulations in assessing and computation of their result.
- 11. Unauthorised Communication during Examination:** No students are allowed to communicate with any other student when the examination is in progress in the examination hall. Instead, if students need clarification, they are advised to raise their hands to draw the attention of the invigilator as opposed to rising from their seats or making sound of any sort.
- 12. Alteration or Cancellation of Registration Number:** No alteration or cancellation is allowed in the answer booklet of the student's registration number. If any mistake is made in respect to a student's registration number, the chief invigilator shall witness and initiate the correction immediately it is made.
- 13. Smoking, Eating, Drinking, etc.:** Smoking, eating, chewing gum, drinking, etc. are prohibited in the examination hall.
- 14. Use of Scrap Paper:** The use of scrap paper is not permitted in the examination hall. Students are advised to do rough work in the answer book itself and it should be neatly

crossed through later on. Similarly, no rough work is permitted on the question paper, on the desk, the student's palm, handkerchief, or anywhere else.

15. Legible and Neat Writing: Students are advised to write neatly and legibly.

16. Filling Examination Answer Booklets: Students are advised to ensure that within the first five (5) minutes of the examinations, they have inserted the title of the examinations and their registration numbers at the appropriate places. Students are to write their names on the answer sheets. Students shall also insert the number of the attempted questions on the front cover of the answer scripts before submitting their answer scripts to the invigilator.

17. Used or Unused Answer Scripts: The students are not allowed to take away any used or unused scripts from the examination hall.

18. Dressing to Examination Halls: Students' dressing to the examination halls should comply with the regulations on the 'Dress Code'.

19. Venues: All examinations will take place at GEC Academy International, 48 Saka Tinubu Street, Victoria Island Lagos except otherwise stated.

EXAMINATION MISCONDUCT AND PENALTIES

This section summarises what constitutes any misconduct and the various penalties, ranging from warning to expulsion, for violating examination rules. GEC Academy International stands out to promote integrity both in and outside the classrooms. Thus, every student has been advised to study these rules and their penalties.

Examination malpractices not covered in this code shall be addressed by the College Disciplinary Committee and if found guilty, the violator shall be brought under the prescribed penalty. The list is by no means exhaustive. Students are to note that:

1. Any action by a student which prejudices the integrity and sanctity of the College examination shall be considered to be an academic misconduct and shall be punishable by appropriate disciplinary action.
2. Without limiting the generality of the foregoing , academic misconduct shall be deemed to include , but not limited to the following:
 - i. **Cheating:** Cheating in the examination, assignments, term papers, reports, projects, or any other test that is to be used in judging the student's performance in a course, programme of study, or any special test which the College may offer attracts serious penalty. Cheating includes copying from another student's work or allowing other students to copy from one's own work, consultation with any unauthorised person during an examination or test and use of unauthorised aids.
- Penalty ranges from cancellation, failure, repeat of that paper and any other punishment as deemed right by the staff involved.

- ii. **Impersonation:** Impersonation means impersonating other students or entering into an agreement with another person to be impersonated for purposes of taking examinations or tests or carrying out a laboratory experiments or other assignments.
- The students involved, that is both the impersonator and the impersonated, if both are GEC Academy International students shall be expelled from the College. However, where the impersonator is not a student of GEC Academy International, he/she shall be handed over to the Police. Similarly, if a student of GEC Academy International impersonates anyone outside GEC Academy International, he/she shall be expelled from the College.
- iii. **Plagiarism:** Plagiarism is the act of presenting the ideas or words of another as one's own. The use of other people's ideas or words must be properly acknowledged and referenced. This applies to all written materials such as essays, laboratory report, term papers and other designs of other projects, statistical data, computer programmes, and research results. The properly acknowledged use of sources is an accepted form of academic behaviour.
- The penalty for these offences shall be cancellation of the student's paper and forfeiture of the mark obtained or obtainable.
- iv. **Unorthodox Means:** This is obtaining by theft or other improper means, an examination paper, test, or any other material or using such material or distributing such material to other students.
- It shall attract the penalty of suspension for one session.
- v. **Falsifying Academic Records for Admissions, etc.:** Falsifying academic records or submitting false credentials for the purpose of gaining admission to the College examination or any other academic purpose **shall attract the penalty of expulsion.**
- vi. **False Medical Certificate:** Submitting a false medical or other certificate or obtaining such certificate under false pretence for examination or any other academic purpose whatsoever **attracts expulsion.**
- vii. **Re-Submission of Used Materials:** Submitting an essay, report, or assignment to satisfy some or all of the requirements of a course when that essay, report, or assignment had been previously submitted or is concurrently being submitted for another course without the express permission of the lecturer(s) involved **attract the penalty of disqualification in the relevant examination paper and the student is deemed to have failed that paper.**
- viii. **Disruption, Harassment, etc.:** Behaving in a manner which infringes upon an orderly conduct of an examination **will disqualify a student from that examination paper and such shall be deemed to have failed the paper.**

- ix. Anti-Safety Behaviour:** Behaving in a workshop, studio room or laboratory in a manner that is in serious or repeated violation of safety regulations and thereby creating a situation that constitutes a threat to the safety of the individual or other occupants of the workshop, studio room or laboratory **attracts appropriate punishment.**
- x. Unauthorised Communication:** If a student is found engaging in any unauthorised communication (oral, written or sign) while the examination is in progress, **the student involved shall be disqualified in the relevant examination paper and shall be deemed to have failed that paper. Such a student may be allowed to register for the course during the following year.**
- xi. Influencing an Examination Official:** If a student is found attempting to influence any examination official with the view of gaining an advantage (e.g. writing of unauthorised numbers, names, marks, notes, etc. on booklets) **the student involved shall be disqualified in the relevant examination paper and shall be deemed to have failed that paper.**
- xii. Writing on Unauthorised Materials:** If a student is found writing on any unauthorised paper or material(s) during an examination, either the question set or solution thereof, the students involved shall be disqualified in the relevant examination paper and shall be deemed to have failed that paper. Such a student shall be allowed to register for the course during the next session.
- xiii. Unauthorised Change of Seating Position:** If a student is found changing position in the examination hall without the permission of the invigilator, **the student involved shall be disqualified in the relevant examination paper and shall be deemed to have failed that paper. Such a student shall be allowed to register for the course during the next session.**
- xiv. Possession of Written Material:** If a student is found having in his/her possessions any written or photocopies of notes or any printed materials or notes written on any part of the body, clothing, instruments such as set square, slide rules, calculators, etc. or having notes written on chairs, tables, desks, or drawing boards during the examination, **the student involved shall be disqualified from the entire examination and suspended for a session, and required to register at the beginning of the corresponding semester of the following year, subject to a written undertaking to be of good behaviour, signed by the student and his/her parents/sponsor(s).**
- xv. Copying from Unauthorised Materials:** If a student is found, while the examination is in progress, copying or has copied any paper, book or note on to any part of clothing, body, table, desk. Or instruments such as set square, slide rule, protractors, calculators, etc. the student involved shall be required to register at the beginning of the corresponding semester of the following year subject to a written

undertaking to be of good behaviour signed by the student and his/her parents/sponsor(s).

- xvi. Consulting Recommended Books or Lecture Notes:** If a student is found, while the examination is in progress, consulting lecture notes or recommended textbooks inside or outside the examination hall, **the student involved shall be disqualified from the entire examination and suspended for one session, and shall be required to register at the beginning of the corresponding semester of the following year subject to a written undertaking to be of good behaviour signed by the students and his/her parents /sponsor(s).**
- xvii. Passing Unauthorised Materials to Others:** If a student is found, while the examination is in progress, passing any material such as a copy of the question set in the paper or solution to any one, **both students involved shall be disqualified from the entire examination and suspended for one session, and shall be required to register at the beginning of the corresponding semester of the following year subject to a written undertaking to be of good behaviour, signed by the students and their parents/ sponsor(s).**
- xviii. Receiving Unauthorised Help from Others during Examination:** If a student is found, while the examination is in progress, receiving from or giving help to another student through some written material relevant to the examination, **both students involved shall be disqualified from the entire examination and suspended for one session and shall be required to register at the beginning of the corresponding semester of the following year.**
- xix. Aiding and Abetting Others to Copy:** If a student is found, while the examination is in progress, aiding and abetting any other student to copy from unauthorised material, **both students involved shall be disqualified from the entire examination and suspended for one session, and shall be required to register at the beginning of the corresponding semester of the following year. If the student aiding and abetting the other(s) is not writing that particular paper, he/she shall be expelled from the College or handed over to the Police. If the culprit is from another institution, he/she will also be handed over to the Police.**
- xx. Soliciting for Marks:** If a student is found, while the examination is in progress, communicating or attempting to communicate directly or indirectly with the examination officials with a view to influencing them in the award of the marks, **the student involved shall be suspended for one session and required to register at the beginning of the corresponding semester of the following year.**
- xxi. Destruction of Unauthorised Materials:** If a student is found, while the examination is in progress, destroying any unauthorised note or paper found on him/her, **the student involved shall be disqualified from the entire examination**

- and suspended for one semester and shall be required to register at the beginning of the corresponding semester of the following year.
- xxii. Disobeying Examination Instruction:** If a student is found, while the examination is in progress, disobeying lawful instruction from the examination officials, **the student involved shall be disqualified from the entire examination and suspended for one semester and shall be required to register at the beginning of the corresponding semester of the following year.**
- xxiii. Refusal to Complete Malpractice Form:** If a student is found, while the examination is in progress, refusing to complete a part of or the whole form for reporting examination malpractice, **the student involved shall be disqualified from the entire examination and suspended for one session and shall be required to register at the beginning of the following year or face expulsion from the College as the occasion demands.**
- xxiv. Illegal Possession of Examination Material:** If a student is found being in possession of examination material(s) such as answer booklets before and /or after examination, **the student involved shall be disqualified from the entire examination and suspended for one semester and shall be required to register at the beginning of the corresponding semester of the following year.**
- xxv. Making Previous Arrangements for Help:** If a student is found to have made or is making any prior arrangement to obtain help in connection with the question paper, **the student involved shall be disqualified from the entire examination and suspended for one semester and shall be required to register at the beginning of the corresponding semester of the following year.**
- xxvi. Smuggling of Answer Scripts or Question Paper:** If a student is found smuggling in or out of the examination hall an unauthorised answer script or continuation sheet or question paper, **the student involved shall be expelled from the College.**
- xxvii. Illegal Possession of Question Papers / Examination Materials, etc.:** If a student is found with unauthorised writing materials, question papers, solutions, or any material relevant to the examinations, **the student involved shall be expelled from the College.**
- xxviii. Attacking Invigilators or Lecturer(s):** If a student is found attacking an invigilator or any examination officer in or out of the examination hall, **the student involved shall be expelled from the College.**
- xxix. Collaborative Copying, Refusal to Submit Examination Scripts, or Destruction of Materials:** If a student is involved in collaborative copying, exchanging of answer scripts or written materials in the examination hall or refuses to hand examination script or suspected unauthorised material(s) or destroys the

suspected unauthorised material(s), or tenders any non-authentic document relating to the examination (e.g. ID card, payment receipts, certificates, etc.) or refuses to sign the examination misconduct form when instructed to do so, **such a student shall be expelled from the College.**

xxx. Failure to Return Examination Booklets, etc.: Failure to return an answer script after the examination or talking to another student during an examination or looking into another student's answer script or borrowing or lending materials in the examination hall or exhibiting an unruly behaviour to the invigilator or other examination officers or students constitutes examination misconduct. **Any student involved shall be deemed to have failed that particular course. He/she may, however, be allowed to write the paper in the next session.**

xxxi. Writing Before or After the Allotted Time: Writing before the start of examination or after the call for stop of examination or writing things other than registration number on the question paper administered constitutes an offence and **the offender shall be given a written warning.**

xxxii. Other Types of Examination Malpractices: If a student is found committing any other related offence(s) connected with examination which may not be specifically mentioned above, the student involved shall face the penalty recommended by the Disciplinary Committee.

THE PREROGATIVES OF THE PRINCIPAL

1. As the law governing the College vests on the Principal the power and authority to discipline the students, it is the prerogative of the Principal of GEC Academy International (and/or any other appropriate authority) to enforce the 'STUDENT HANDBOOK' in full or in part or to suspend any part of the 'STUDENT HANDBOOK' in the best interest of the College.
2. Thus any student, whether suspended or given a warning in any major offences, and having served the penalty, would be required to come along with his/her parents or guardian to see the College Administration before he/she is readmitted into the College.

OTHER MATTERS

1. Books and Stationery: Textbooks are issued at the start of every school year and are charged on parents accounts. When a pupil has no further need for a textbook, it will be bought back by the school and credit given on the parents account provided the book is in reasonable condition. Extra items may be purchased from the College shop or added to the term bill. Normally, any problem relating to textbooks and stationery can be handled by the Registrar or Head of Administration.

2. Textbooks are obtained from the College store, and must be clearly named. Exercise books are obtained from the College store, and not charged as a separate item.
3. Calendar: Every student will be issued with a term calendar which lists events throughout the term on a daily basis. Also the details of the key members of the College staff, useful telephone numbers, fixtures, events, and information about the daily timetable will be issued. Alternatively, the above items could be pasted on the notice boards in conspicuous places for the students' attention. Students will find it helpful to consult these details regularly.
4. Chapel: There is a weekly Sunday Service outside the College for boarders who are Christians and weekly Friday service outside the College for the Muslims.
5. Clubs: Club activities, if any, usually take place during the afternoon classes, but some operate during the lunch hour. It is compulsory for every student to belong to at least one club where applicable.
6. Complaints: Students are usually encouraged to make complaints or any suggestion to the Management either verbally or to drop such suggestion or complaint in the suggestion box by the reception desk.
7. The Principal: All the students should feel free to come and see the Principal by appointment for any problems, or at any time if the problem is an important and/or urgent one. Similarly, the Principal is always happy to see parents to discuss any item, though a prior appointment is always appreciated. The Vice Principal Academics, Registrar, Head of Academics, Head of Administration, or any other staff is also available to discuss any matter with students and parents as required.
8. Holiday Travel: The travel arrangements will be made well in advance, and parents are requested to make plans in good time, strictly observing term dates. If there is need for a pick-up, please give us ample notice in advance.
9. Personal Stereos, Radios, and Laptop Computers, Mobile Phones: Students are not allowed to bring such to the hostel because the College cannot accept any responsibility for these items should there be a case of theft of any of them.
10. Private Tuition: Under certain circumstances, it is possible to arrange extra private tuition out of school hours by a member of staff. Such arrangements must be made via the Principal / Vice Principal / any other appropriate authority and will involve an extra charge.
11. Rewards: Excellent work is rewarded throughout the session.

5.4. Undertaking

I, _____ (student's full name) do hereby confirm that I have thoroughly read through the *Student Handbook* of GEC Academy International. I do hereby agree that I will abide by it.

Academic Session _____

Programme _____

Address _____

Student's Contact Phone Nos. _____

Student's Email Address _____

Parents' Name(s) _____

Parents' Contact Phone Nos. _____

Parents' Email Address (es) _____

Signed: Student _____ Date _____

Signed: Parents _____ Date _____

Signed: Principal / Head of Administration

Date

Appendix

Student's Complaints Form



GEC ACADEMY INTERNATIONAL

Before making a formal complaint, students should first read the Student Complaints Policy available at: <http://www.gecacademy.org/online> and/or College Handbook .

Students should attempt, in the first instance, to resolve a concern by using a direct and informal approach to the individual concerned wherever possible.

If a complaint includes allegations about another individual, that person will be provided with a copy of all relevant documentation, including a copy of this completed complaint form.

Completed student complaint forms are to be sent to the Head of administrator, in a sealed envelope marked 'Student Complaint, Confidential'.

YOUR DETAILS

Full Name: _____

Student ID Card Number: _____

PERMANENT POSTAL ADDRESS: _____

WHERE YOU CAN BE REACHED AT ANY TIME OF THE YEAR

Street Number and Name: _____

Town/City: _____

Country: _____ Telephone: _____

Email: _____ Cell Phone: _____

COURSE OF STUDY

GEC Academy International

Tick the appropriate box:

IMFP

IDFP

A' LEVEL

PRE-MASTERS

PROFICIENCY CLASS

OTHERS

DESCRIBE YOUR COMPLAINT (ATTACH ADDITIONAL PAGES IF NECESSARY)

WHAT STEPS HAVE YOU TAKEN TO RESOLVE YOUR COMPLAINT?

GEC Academy International

WHAT IS YOUR DESIRED OUTCOME?

Student Signature:

Date:

Office Use Only

Date Received: _____ File Number: _____ Authorised Signature _____