

APPENDIX 1

Professional Code of Conduct for Students



1.0 Introduction

LBEF believes that a sense of professional identity is essential to promote the success of its graduates in their subsequent careers. The majority of students enter LBEF and leave it is to enter professional employment, or to pursue Programmes leading to higher qualifications overseas. The education provided at LBEF is distinctive in that it is focussed on the development of the whole person, so enabling effective transition from a college going student to adult life.

Every aspect of the student's experience at LBEF is therefore considered to be important in developing professional identity. Conformity to a dress standard is expected. So is respect for a defined code of conduct with regard to attendance, punctuality and behaviour within the College/University. Great importance is attached to creating an environment in which the students are encouraged to cooperate, and to teach and learn from one another. Students are expected to work unsupervised on projects that require them to show willingness, and a capacity, to share knowledge and experience in solving problems.

The Professional Code of Conduct is designed to create a framework within which the qualities described above can be achieved and LBEF's graduates be fully prepared for their lives in the outside world.

1.1 Attire

A smart appearance is expected for a good professional. A smartly attired student enhances the reputation of the University and the respect in which it is held with the outside world. Students are therefore expected to adhere to the following conditions and guidelines.

- Clothes must be well ironed, smart and neat.
- Sloppy, crumpled or provocative attire is not acceptable.
- Casual outfits like collarless shirts, denim shirts, slippers, sandals, tracksuits, track shoes, platform shoes, shorts are strictly not allowed.
- Students must, at all times, maintain the highest standard of personal hygiene and cleanliness.
- Students are strictly prohibited from dyeing their hair with colours.

Male students must not have long hair i.e. hair should not extend beyond the collar or the eyebrows. Female students are to dress modestly and discreetly at all times; see-through materials, low cut dresses, mini skirts and tight skirts are strictly prohibited.

- Students must wear their student ID card prominently, as soon as these are given to them, at all times. Students who fail to do so will be penalised. Students who have forgotten to bring their ID will be required to get a temporary ID from the reception (with a penalty payment). Students are responsible for the loss or damage of these tags and will have to pay a replacement charge for new tags. Students are advised to report to the administrative staff immediately should their nametags be lost, or they will be penalised as mentioned previously.

1.2 Attendance and Punctuality

Regular and punctual attendance is essential if good progress in employment later in a working environment, is to be achieved. Students are therefore expected to adhere to the following

conditions and guidelines:

- Students, who fail to achieve 80% attendance without valid reasons, may be disqualified from the award.
- Attendance is compulsory and valid medical certificates or letters from parents/ guardians must support any absence from lectures, tutorials or practical. The supporting documents must be submitted to the Administrative Services Office within 5 (five) working days of such absences.
- Students are expected to abide by the hours of study set by LBEF. Lateness is strongly discouraged and any lateness will be duly noted. Lateness on three occasions will be equal to one absence.

1.3 Behaviour and General Conduct

LBEF students are constantly mixing with visiting faculties, guests and trainers from reputed Nepalese companies in the College. They must therefore project themselves as professionals.

Students are expected to be courteous and to behave with dignity and propriety at all times. Students found to be rude or behaving improperly may bring discredit and disrepute to LBEF. Such students are therefore liable for disciplinary action, that

may include expulsion from the College. Students are expected to comply with all instructions given by the lecturing and/or administrative staff. Failure to do so or any wilful disregard for such instructions amount to insubordination. This also warrants disciplinary action, that may include expulsion from the College.

LBEF takes a very serious view of plagiarism or cheating, whether during tests, examinations or while writing out programs to fulfil project requirements. LBEF also views all forms of cheating (non academic) very seriously. Such acts will lead to immediate disqualification of the student and other disciplinary actions may also be applied.

Smoking is strictly prohibited in all areas of the College premises and in all the surrounding public areas. Students who breach this rule will immediately be expelled from the College/University.

Vandalism is a public offence and is viewed very seriously. Students found guilty of willful destruction or damage of any property or asset of LBEF will face severe disciplinary action, that may include expulsion from the College. In addition, offenders are liable to make payment for any damage or loss of the



item, equipment etc.

Students are expected to speak clearly and politely at all times. Any obscene or abusive language used will attract severe disciplinary action.

Any form of gambling on the premises is strictly forbidden.

The use of illegal drugs and abuse of intoxicating substances on premises is strictly forbidden. Students found guilty will be liable for immediate expulsion from LBEF.

Students are prohibited from carrying any form of knife, blade etc. which could endanger life or damage furniture.

Students are notified to turn off their mobile devices and all other electronic gadgets during lectures.

Students should not leave the room during a lecture except with the agreement of the lecturer.

Lecture and syndicate rooms/chill out zones should be kept in a clean and orderly condition.

Students must abide by the law of country at all times.

1.4 Upkeep of LBEF Premises and Facilities

LBEF endeavors to provide a comfortable, conducive and professional environment for all its students. Thus, the College/University expects a high sense of responsibility from its students with regards to the upkeep of its physical premises. The College premises and the common area are under CCTV supervision and recorded for monitoring.

- Students are restricted to LBEF premises only and are not allowed to loiter around the other public areas. In the College premises, they may not enter any prohibited areas except when authorised by an administrative or lecturing staff.
- Students are expected to be considerate when using common facilities like toilets, lobby areas, corridors etc. Care should be taken to keep these areas clean and tidy.



Excessive noise and play foolery in these areas are strictly prohibited.

- Students are not allowed to receive visitors or telephone calls during class lectures or practical, except in cases of genuine emergencies.
- The Student Syndicate rooms/ Chill out zones are to be used for self-study, group project work and study discussions. Excessive noise and unruly activities are strictly prohibited in these rooms.
- Students found littering the premises (including all areas within and around the building of LBEF) are liable to be penalised. Where any particular room is found to be untidy or dirty, the group or team last using it shall be collectively liable. Also, no equipment or furnishing may be tampered with, removed from or moved within the classrooms or laboratories.
- No eating or drinking is allowed in the training areas, inclusive of corridors.
- Students wishing to remain on the premises to study or for discussions after classes may do so provided a member of the lecturing or administrative staff consents. LBEF is not obliged to open the premises

up for students after the normal hours of study.

- Any student found to be in possession of items belonging to another person without the permission of the owner (stealing) would be liable for disciplinary action.
- Any student who gets involved with activities leading to legal and police involvement will be liable for disciplinary action that may include expulsion from LBEF.
- Rules and regulations relating to the use of the library and the computer laboratories are dealt with separately.

1.5 Academic and Disciplinary Records

Discipline and the ability to follow regulations and instructions are essential ingredients in professional training. As such, the academic report at the end of the course will also contain details of a student's disciplinary record and level of conduct. Inevitably, a student's ability to adapt and thrive in actual working environment will not only be reflected by the grades received, but also by his/her disciplinary record.

All Students are to abide by the Rules and Regulations contained herein.