

TRAINEE CODE OF CONDUCT

PURPOSE

The goal of the TTC Code of Conduct and Honour is to ensure high standards of behaviour in line with Islamic values and teachings as well as to promote academic excellence as part of the TTC. The Code of Conduct and Honour outlines the principles, values and standards that Lincoln College International expects of their trainees.

TRAINEE RESPONSIBILITY

1

ETHICS AND VALUES

Adhere to Islamic ethics and values in College and private life

2

ATTEND ALL PRAYERS

In congregation on time in the mosque

3

DISCIPLINE

In behaviour, attendance and punctuality

4

NO SMOKING

Except in dedicated spaces on campus

5

TTC ID CARDS

Must be on Trainees at all times

6

DRESS CODE

Official TTC uniform must be worn

7

NO WEAPONS

Weapons and hazardous items are prohibited from the TTC

8

RESPECT

Treat fellow trainees with respect and dignity

9

DRINKS

Are not allowed in rooms of instruction with IT and machinery

10

FOOD

Eating is not allowed in rooms of instruction

11

STUDY DOCUMENTS

Trainees must bring all study documents and the required equipment to classes

12

TELEPHONES

Cell phones must be switched off, unless directed by the tutor

SCOPE OF THE CODE OF CONDUCT

The Trainee Code of Conduct and Honour jurisdiction is applicable on and off the TTC campus.

This includes when trainees are engaging in projects, site visits, corporate field practice and any other activity supporting the pursuit of completing a TTC study programme.

“Obey the Laws of Saudi Arabia”

All violations will be forwarded to the relevant authorities

DISCIPLINE

Trainees are accountable for intentional and reckless conduct that causes damage to College property.

Theft and unauthorised use of College property will be punished in line with this code and, where applicable, the case will be transferred to the authorities.

The Disciplinary Committee handle all issues of misconduct and violations of the code of conduct



INTELLECTUAL INTEGRITY

TTC is an academic institute which abides by internationally recognised standards of intellectual integrity.

CHEATING & PLAGIARISM

TTC does not condone any form of cheating or plagiarism of exams and assessment. Any violations of the present code will result in disciplinary measures.

ABSENCES & EXCUSED ABSENCES

Lincoln College International expect 100% attendance at the TTC.

Approval of excuses of less than 3 days are at the discretion of the Trainee Affair Attendance Officer.

-A module is considered failed if a student’s absence exceeds 20 percent for that module.

More information on students rights can be found in the TTC students rights handbook

TTC Management reserve the right to take additional disciplinary actions as it deems appropriate

For more information visit Trainee Affairs or refer to the Trainee Code of Conduct and Honour Policy