



Institute Rules and Regulations

Part 1

A. Attendance

1. Students shall attend all lessons enrolled.
2. Students shall be punctual at all lessons enrolled. Late attendance of 45 minutes or more after class begins shall be documented as absence.
3. Failure to attend three (3) lessons for any unit in a semester shall result in the removal of one academic grade. Appeals must include valid reasons with supporting documentary evidence.
4. Absence for four (4) lessons for any unit constitute an automatic failure to complete, which shall be documented on the student's transcript. No appeal shall be entertained.

B. Code of Conduct

1. Students are expected to meet all course requirements as stipulated by respective unit lecturers.
2. Submitted work is to adhere to high standards of scholarly integrity. Any reference to sources and works are to be properly cited/acknowledged.
3. Plagiarism is not tolerated and discovery of such shall constitute an automatic course fail. Furthermore, CTIS shall not be liable to any legal action arising from students' lack of academic integrity. Students shall be personally and fully responsible for their work.
4. Students shall dress and behave appropriately in class.
5. Any form of harassment, when discovered, shall be reported to the Student Manager immediately.
6. All rules and regulations of the Library shall be observed.
7. All rules and regulations of the Catholic Centre shall be observed.

C. Student Processes & Grading

1. With valid reasons and supporting documents, students may apply to the Academic Board for deferment of study or extension of their course.
2. Students shall be graded according to the policy published in the prospectus.
3. Students shall be notified of their results not later than one month after the assessment has taken place.
4. With valid reasons, students may appeal against their grade. Such appeals must be submitted to the Academic Director no later than a week of obtaining the grade. The decision of the Academic Board on such appeal shall be final and thereafter no further appeal shall be entertained.

5. Students who have received a fail grade may apply only once for re-examination within 7 days of being notified of results, which shall be subject to the approval of the Academic Board.
6. Students who have failed a particular unit after re-examination may apply to retake that unit when it is next offered. Applications for retaking units shall be subject to the approval of the Academic Board.

D. Financial

1. All fees shall be paid in full by the end of the first month of the semester.
2. Students shall be required to pay an additional graduation fee at the end of their course which will defray costs for documentation and the social reception that follows.
3. Costs of textbooks are not included in the registration fee.
4. Students applying for re-examination shall be required to pay a re-exam fee.
5. Further copies of transcripts and certificates shall incur additional costs.

E. Disciplinary Action

1. Students who manifest disruptive behaviour during lessons shall be issued a warning letter.
2. Students who persist in disruptive behaviour after the issuance of a warning letter shall be expelled from CTIS on the recommendation of the Academic Board. There shall be no refund of fees upon expulsion and the student shall be barred from registering for future courses at CTIS.

The Rector