



TRIBHUVAN UNIVERSITY

INSTITUTE OF ENGINEERING

PULCHOWK CAMPUS

STUDENT CHARTER

Institute of Engineering, Pulchowk Campus is committed to working with you to secure your progress into further learning, employment or independent living. Whether you have regular, paid a fee or are a funded student, we expect you to make a full commitment to your studies. This means working to the best of your abilities in all the task you are set, as well as attending all timetabled sessions, tutorial, progress review and other meetings on time.

Behavior and Respect

Everyone in the campus commits to respecting the partnership between all members by following its rules and procedures. The challenge fosters an inclusive community in which everyone is treated fairly, respectfully and independently, to ensure equality of opportunity.

As a student, you are expected to:

- Behave in the way that benefits the learning environmental for all.
- Behave appropriately when corresponding the campus at all time, acting as ambassadors, advocating a positive image and embracing our values in the campus and in the immediate community.
- Respect all campus faculties, staff, students and visitors.
- Take responsibility for your own studies and participate in campus life as an active learner.
- Adhere to the campus's health and safety procedures and industry practices. This includes using specialist learning equipment in an appropriate and safe manner and under supervision of a teacher.
- Always wear your campus lanyard and display your ID pass when on campus premises.
- Not to use or be under the influence of alcohol or illegal drugs in campus.
- Respect the environment which we share. For example, keep your music to level which doesn't disrupt others, put your litter in the bins provided and smoke/ vape only in designated spaces.
- Bring nothing in the campus that could be used to harm another person.

As a student you can expect the campus to:

- Provide a safe, secure and tolerant environment where all staff and students feel values and respected.
- Promote behavior that enhances learning and performance for all.
- Provide praise and recognition for your achievements and positive contribution and treat non-compliance in accordance with the campus student disciplinary policy.
- Create a simulating environment with quality teaching and academic support.
- Take all practicable and appropriate measures to provide you with a safe and healthy environmental to learn, appropriate facilities to support this and comply with standard health, safety and wellbeing practices in the wider community and work place.
- Maintain social and learning spaces supporting you to learn and maximize your independent study time.
- Promote awareness of and encourage healthy lifestyles.
- Make you aware of the relevant health and safety procedures and industry practices during induction and throughout your program. Train you how to use specialist learning equipment in an appropriate and safe manner.

Attendance and Punctuality

For you to achieve your goals and progress, you must meet certain Standards in readiness for employment or higher study.

As a student you are expected to:

- Attend all timetabled session including English and math's lessons, tutorials and progress views.
- Be punctual for all lessons and appointments and to contact the campus if you are unable to attend, due to illness, or you are likely to be late.
- Keep the campus informed of any issues that might affect your studies.
- Make routine appointments, such as seeing your doctor or dentist, out of campus time.

Professional Standards:

You should use all opportunities provided to enhance the development of your skills, knowledge and employability prospects. To achieve success and progression, you need to work hard, concentrate and focus in all sessions to meet the requirement of your program.

As a student you are expected to:

- Work to the best of your ability in class, independent study, online le, coursework, test and examinations.
- Complete and submit work to deadlines and abide by examination times and requirement.
- Always act respectfully towards others and campus property, pay attention and participate positively during lessons, avoid inappropriate language and disruptive and challenging behavior.
- Produce work that is your own, not copied or produced by others and acknowledges the original source when citing research.
- Use mobile devices during sessions as requested to do so by a member of staff and always use your mobile phone appropriately.
- Provide the Campus with accurate and up-to-date information about yourself.
- Help to improve the experience for current and future students by contributing your views in a constructive manner to student voice.
- Always wear your campus lanyard and display ID pass when on campus premises. Not to use to be under the influence of alcohol or illegal drugs in campus.

As student you can expect the campus to:

- Offer and provide additional support required to meet the needs of individual students.
- Provide safe environment where these issues can be discussed and support put in place to mitigate disruptions to your studies.
- Develop an action plan for your progress towards employment to the next level of education.
- Encourage good time management, whilst challenging poor attendance and punctuality.
- Challenge behavior that does not meet expected standards and set clear targets for improvement.

As student you can expect the campus to:

- Provide you with the opportunity to learn and to be given to opportunity to exceed your expected progress.
- Return work to you, within agreed deadlines and including appropriate and development feedback.
- Provide you with targets and feedback to aid your improvement, ensure you achieve and make positive progress.
- Provide you with appropriate information and guidelines that enable you to produce your own work, with appropriate referencing and avoid plagiarism.
- Create opportunities to develop the skills and attributes that are highly valued and sought by employers, using new and emerging technology where appropriate.
- Provide regular opportunities for you to give feedback on the provision, support and environment through student voice and complaints mechanism.
- Provide the forum to contribute to course development enhancement and review through student representatives.
- Provide internal and external input to your program to ensure you are experiencing an up-to-date, industry standard.
- Provide praise and recognition for your achievements and positive contribution and treat non-compliance in accordance with the campus student Disciplinary Policy.