

RULES AND REGULATIONS OF THE CYPRUS COLLEGE OF ART

The following Rules and Regulations apply to a Students of the Cyprus College of Art, and to all others using the facilities of the Cyprus College of Art:

1. GENERAL REGULATIONS

1.1 You are required to avoid any actions which might cause physical or mental harm to any student at the Cyprus College of Art, or other member of the Cyprus College of Art, or citizen of the Republic of Cyprus, or guest of the Republic of Cyprus, or damage to the property of any of these;

1.2 No damage must be caused to Cyprus College of Art property, and if damage is caused, it must be made good; walls of bedrooms, kitchens, bathrooms and other areas of the living accommodation must not be marked by paint or other materials, and furniture must be kept intact;

1.3 You must not act in any way that might adversely affect the standing of the Cyprus College of Art or its staff in the community;

1.4 You are required to keep your studio and/or other workspace sufficiently tidy so as not to interfere with the work of others, or to cause a danger to safety;

1.5 If staying in Cyprus College of Art living accommodation, you are required to take part in the cleaning rota organised for the shared areas of the living accommodation, including toilet, washing and kitchen areas, and you must keep your own room clean and tidy;

1.6 Animals are not permitted in Cyprus College of Art premises, and no food must be left out for cats or other animals;

1.7 You must not play loud music or make excessive or repetitive noise in the Cyprus College of Art inside or outside areas between 10pm and 7am daily;

1.8 If returning from activities outside the College after 10pm you must do so quietly with consideration for people who may be asleep;

1.9 All narcotics (illegal drugs) are strictly forbidden, and those in possession of these will be reported to the police;

1.10 You are not permitted to invite people who are not members of the Cyprus College of Art onto Cyprus College of Art property, including living accommodation, at any time, and only members of the Cyprus College of Art may stay overnight in Cyprus College of Art living accommodation;

1.11 The Rules and Regulations of the Cyprus College of Art are augmented by the stipulations contained within the Official Handbook, and where a regulatory matter is covered within the Official Handbook but not in the Cyprus College of Art Rules and Regulations it shall be dealt with as though it is contained within the Cyprus College of Art Rules and Regulations.

1.12 The legal conditions governing the implementation of the Rules and Regulations, and where relevant the stipulations of the Official Handbook shall be governed by the Laws of the Republic of Cyprus.

Failure to abide by the General Regulations of the Cyprus College of Art (1.1 to 1.12) may lead to immediate expulsion from the Cyprus College of Art, and/or associated facility, with loss of any fees paid. In certain cases, where the laws of the Republic of Cyprus have also been broken, it may lead to arrest and possible imprisonment.

2. REGULATIONS RELATING TO STUDENTSHIP

2.1 Students are required to attend all compulsory taught sessions organised for them and to undertake the work set for them by any deadline set by their tutor and/or other official of the Cyprus College of Art. Failure to complete work set by a deadline will result in a written warning and could compromise the student's ability to complete the programme of study.

2.2 In accordance with the regulations set for individual programmes of study, students are required to submit only their own work, which is deemed to be work completed by their own hand and/or comprising their own ideas, except in circumstances where group work has been undertaken, in which case the student is required to have been a participant in the group whose work has been submitted for assessment by the student. Submission of work that is not the student's own work, or is the product of group activity in which the student did not participate, will result in a written warning and could compromise the student's ability to complete the programme of study.

2.3 In accordance with any instructions given by tutors, students are required to submit work for assessment in a manner that is reasonably understandable for assessors to mark without the presence of the student being needed, clearly labelled and in an accessible manner. Work not submitted for assessment in this way may result in the student failing their assessment.

2.4 Students who fail an assessment in any one element of a programme are not permitted to progress to any further elements of a programme or course and will be withdrawn from a course or programme of study.

2.5 Students are required to abide by the regulations issued for library use and use of other facilities of the Cyprus College of Art. It is not possible to be a member of the Cyprus College of Art, or participate in any of its programmes, or use any of its facilities, without accepting to be bound by these Rules and Regulations, and use of any facility of the Cyprus College of Art, including a person's presence on Cyprus College of Art property, whether formally enrolled on programme or not, will be deemed as acceptance by that person to be bound by these Rules and Regulations.

3. REGULATIONS REGARDING WRITTEN WARNINGS

3.1 Written warnings are issued to students by the Cyprus College of Art when a serious breach of the Rules and Regulations is identified. Written warnings are intended to give a student a final chance to correct any activities or misdemeanours that have been identified and are not a punishment mechanism in themselves. Any breach of the Rules and Regulations, or of the stipulations of the Official Handbook, or of the Laws of the Republic of Cyprus can result in the issue of a written warning.

3.2 Where two or more written warnings are issued to a student within an academic year, whether for the same identified activity or misdemeanour, or for several activities or misdemeanours, that student will be withdrawn from their course or programme of study and expelled from the Cyprus College of Art. Where a student is expelled from the Cyprus College of Art a right to appeal shall exist (see Appeals and Complaints in the Official Handbook).

3.3 A student who is issued with a written warning may be prevented from progressing to study at other institutions, such as our partner institutions in the United Kingdom.

4. REGULATIONS REGARDING CONFIDENTIALITY

4.1 A confidential relationship exists between students and staff, but this is not to be considered a relationship of 'secrets'. Staff are obliged to share confidential information with other members of staff where this might impact upon a student's ability to continue their course of study and/or impact upon a student's relationship to the College, its staff or other students, and/or impact upon a student's progress within a course, and all students should be aware that information given to a member of staff might be shared with other members of staff.

4.2 No information given 'in confidence' by a student to a member of staff is exempted from possible

repercussions relating to the Rules and Regulations of the Cyprus College of Art.

4.3 Except in relation to the proviso set out at 4.4, where a student is aged eighteen or above, the staff of the Cyprus College of Art shall only discuss matters relating to that student's progress as a student, gradings, personal activities and any other matter with the student directly, and shall not discuss such matters with the student's parents, other relatives of the student, friends of the student, other students or other third parties, even if the student concerned has indicated that this is their wish. The member of staff may also refuse to discuss matters relating to that student's progress as a student, gradings, personal activities and any other matter with the student when the student's parents, other relatives of the student, friends of the student, other students or other third parties are present even if the student concerned has indicated that this is their wish.

4.4 A student may wish to discuss, with a member of Cyprus College of Art staff, matters relating to their progress as a student, gradings, personal activities and any other matter, inter media the official student representative. In such cases the College shall permit its staff to discuss such matters with the official student representative, but only where the student concerned has given explicit permission for the official student representative to act on their behalf. In such circumstances the College still reserves the right to insist that such matters are discussed directly with the student concerned.

5. REGULATIONS REGARDING OPEN COLLEGE OF THE ARTS (OCA) PROGRAMMES

5.1 Students should be aware that the third year of any degree programme taught at the premises of the Cyprus College of Art is officially a programme of the Open College of the Arts (OCA) and not a programme of the Cyprus College of Art. This applies even when such programmes have been advertised alongside the name or logo of the Cyprus College of Art, or in an integrated package with programmes of the Cyprus College of Art, or where correspondence or other communications relating to such programmes have been issued on official stationery of the Cyprus College of Art. All students on OCA programmes are regarded for legal purposes to be wholly students of the OCA, and responsibility for all aspects of their studies rests solely with the OCA, as does legal and/or financial liability arising from the content of programmes, grading of student work and issuance, or non-issuance, of awards.

5.2 Students on any OCA programme in Cyprus may be permitted to use certain Cyprus College of Art facilities, including studio and technical facilities, and staff time, but where this occurs an OCA student does so only through a courtesy from the Cyprus College of Art. Consequently no rights exist for an OCA student to use the facilities of the Cyprus College of Art, including studio and technical facilities and staff time, and in the event of the Cyprus College of Art granting the courtesy of allowing an OCA student to use such facilities, the student should be aware that the courtesy may be withdrawn at any time and without notice. In the event of this courtesy being withdrawn no recompense shall be due to the student.

5.3 Where students on OCA programmes in Cyprus are permitted to use certain Cyprus College of Art facilities, including studio and technical facilities, and staff time, and the OCA student makes use of this courtesy, the Rules and the Regulations of the Cyprus College of Art shall be deemed to apply to that student as if they are a student of the Cyprus College of Art, even though the legal status of the OCA student is as not a student of the Cyprus College of Art. The OCA student can only extricate him or her self from the application of the Rules and Regulations of the Cyprus College of Art by not using Cyprus College of Art facilities, including studio and technical facilities, and staff time.

5.4 In the event of a student of an OCA programme in Cyprus having a complaint about any aspect of the OCA programme, including its content, grading and the issuance or non-issuance of any award or qualification, the OCA student is required to recognise that no responsibility for the OCA programme rests with the Cyprus College of Art, and the OCA student shall agree that any such complaint will be taken up by the OCA student directly with the OCA in the United Kingdom without recourse to the Cyprus College of Art or its staff. The Cyprus College of Art accepts no responsibility for the content, grading and the issuance or non-issuance of any award or qualification by the OCA, or for failure thereof, and the OCA student shall agree that the Cyprus College of Art and its staff are not liable for any losses resulting from study on an OCA programme.