



Student Handbook

2022 July

أكاديمية بنيان
Bunyan Academy

VET_{BY} EHL

bunyan
بنيان

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Welcome Message

THE BUNYAN ACADEMY

Welcome to Bunyan Academy

Welcome from The Academy Director



Dear trainees,

Welcome to BUNYAN Academy/VET By EHL – KAEC, we are where your successful career path and capabilities' development start.

As you start your diploma course, our expert team & trainers will be focusing on providing you with the best learnings and practices, so that you graduate, holding the efficient and competitive tools for your next chapter in life, and in return, we expect that, with your high dedication and perseverance, will be the Academy's Ambassadors, through your distinguished ethics, skills, and future achievements.

On behalf of all the Academy trainers and staff, I would like to assure you that we will always be right here, to support you and provide you with the best educational experience and will be looking forward to seeing you succeeding and excelling in your journey.

Kind regards

Jean Mayne



1. Purpose of the Handbook

This trainee handbook contains all the details you need to know about your studies at the Bunyan Academy. Read this handbook carefully and keep it to hand throughout your time with us. The handbook gives all the trainees information about facilities, services, policies and contact information. We do hope you will enjoy your time with us.

2. Overview of Bunyan Academy

Bunyan Academy is a favorable and hospitable educational destination. The Academy is founded in Saudi Arabia and accredited by Ecole Hotelier De Lausanne Vocational Education & Training (EHL VET) among other top institutes to provide top human capital development solutions in Hospitality and Tourism.

Bunyan Academy plays a vital social role in Saudi Arabia through educational/training programs in emerging industries that invest in human capital according to Vision 2030. It aspires to be the center of excellence in the development of a leading national workforce in the field of tourism in a manner that embodies our values of excellence and brilliance in performance, and being hospitable, accountable, and responsive in our dealings.

3. Why Bunyan Academy?

In collaboration with the Tourism Giga Projects, Bunyan Academy offers its locally and internationally accredited Diplomas by highly qualified and experienced trainers who focus on Trainees learning in a world class premises that are equipped with the latest in the field of hospitality and tourism programs.

4. Contact Information

4.01 The Campus & Contact Information

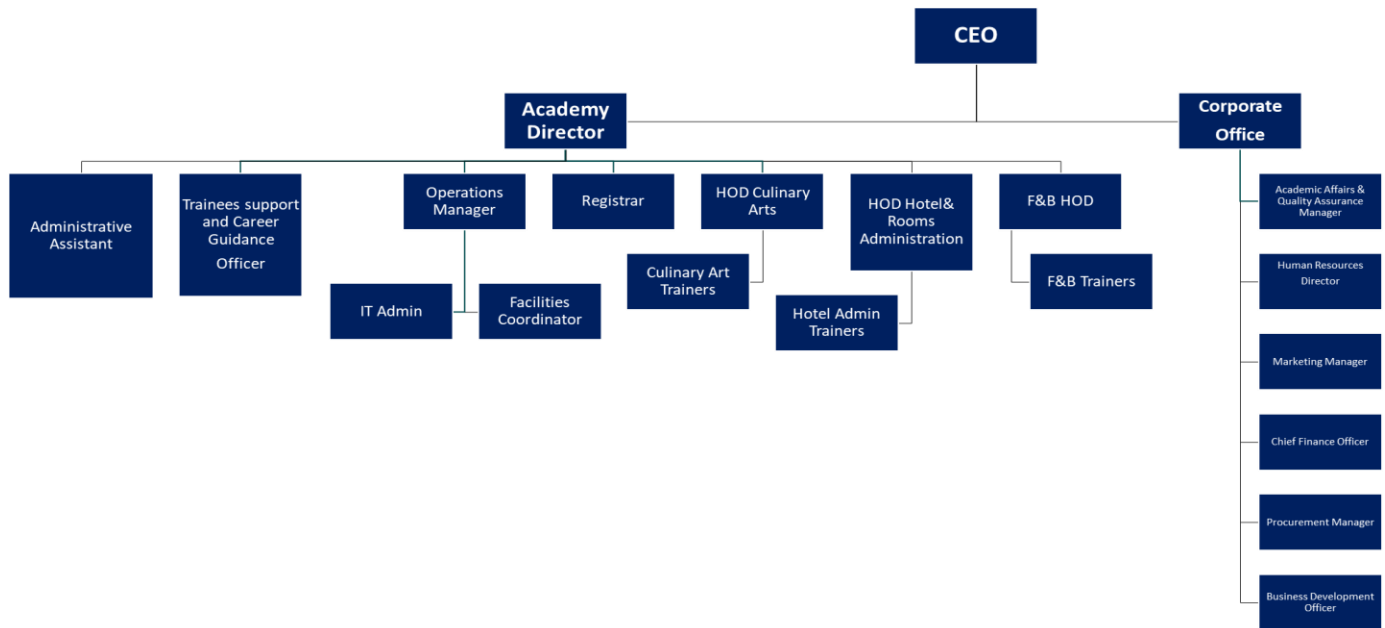
Address	King Abdullah Economic City, Jeddah, Saudi Arabia.
Website	Bunyan Academy: https://www.bunyanacademy.edu.sa/
Instagram	@bunyanacademy https://www.instagram.com/bunyanacademy/
Twitter	@bunyanacademy https://twitter.com/bunyanacademy
LinkedIn	https://www.linkedin.com/company/bunyan-academy/

Please visit our social media pages and follow, like and share to receive updates.

If you have any questions relating to your program registration and administration, contact

Name	Email
Walaa Al-Hazmi	walaa.alhazmi@bunyan.edu.sa info@bunyan.edu.sa
	WhatsApp: 0547664363

5. Bunyan Academy Organizational Structure

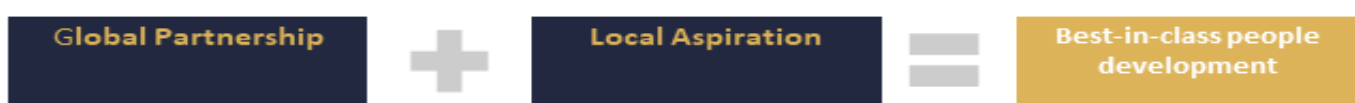


6. Bunyan Academy Programs

Bunyan Academy focuses on delivering training in the hospitality field being one of the most demanding jobs in KSA. Hence, Bunyan has signed a contract with Ecole Hotelier De Lausanne (EHL), the best academy in hospitality worldwide for the last 5 years.

The aim of the Service and Culinary Diploma and the Rooms and Hotel Administration Diploma is to equip the trainees with the skills needed to be successful at the Academy and ultimately within the tourism sector locally and internationally. The offered programs are intensive and expedited aiming at preparing trainees for the Saudi labor market, in a timely fashion, to fulfill the Ministry of Tourism goals of vision 2030 in boosting qualified and skilled manpower progression from quality vocational institutes into the Saudi labor market.

To assist trainees in internalizing these skills, project-based assignments, carefully tailored curricula designed by EHL, industry equipped facilities, and expert trainers provide a learning conducive environment for trainees to grasp and apply the skills they need to become the professionals the Saudi labor market needs. The Academy provides several high-quality training programs based on its approach:



6.01 Objectives of the Program

1. To provide a welcoming and nurturing environment for trainees.
2. To instill healthy attitudes toward study and work in the tourism sector.
3. To improve the trainees' employability and transferrable skills.
4. To improve their knowledge of local and international standards in tourism and hospitality
5. To develop life-long learning skills.

7. Program Entry Requirements

To ensure the most effective learning experience, all trainees admitted to Bunyan Academy are required to present B1 English language proficiency. For this purpose, BUNYAN accepts a range of the placement tests methods that confirm trainees B1 level including OPT, IELTS, and TOFEL. Based on the results of the OPT, trainees are admitted into the appropriate level of study. If trainees do not have the English requirement of B1 at entry, Bunyan Academy accommodates trainees by providing an intensive English course that is not credited and does not add to trainees' courses' grades and course plan.

8. Registration

All trainee registrations and withdrawals are processed through the Academy's designated registrar and available in the trainee support office.

Registration occurs each semester. Trainees will be registered on diplomas they should take depending on their field of study. Class schedules are assigned at the beginning of each semester to each trainee.

9. Adding, Dropping, and Withdrawal of Courses

Programs at Bunyan Academy cannot be changed as they are provided by EHL, and schedule changes are not allowed. Once a schedule is applied on the LMS trainees cannot drop or add courses.

10. Personal Details

It's important to keep your records updated at the Academy. If you change your name, address, or telephone number, you must update the trainee support officer.

11. Trainee ID Cards

Trainee ID cards will be provided to all Bunyan trainees. The ID card will detail your portrait photo, name, course, and trainee ID number. These must be always worn while on campus.

12. Induction on the Program and the Academy's Policies and Procedures

In the first week of the academic year, trainees, new and continuing, are required to attend a mandatory trainee induction session that explains general academic regulations, academy policies, and available support services. The induction session is paramount for trainees' smooth entry and successful journey as it is comprehensive, friendly and trainee appropriate.

13. Trainees' Weekly Load

Sessions including classes, labs and workshops are delivered 5 days per week with a maximum of 30 contact hours per week. Classes commence on Sunday and adjourn on Thursday every week.

14. Timetable

Trainees can get their schedules through accessing the academy's electronic LMS system. They are required to keep a copy of their schedules till the end of the semester since they describe their subjects of the current semester and continue till graduation.

15. Academic Calendar

An academic calendar will be posted on the LMS. This will detail all Public Holidays and Key start dates. All classes missed due to public holidays will be made up by the trainers afterwards.

16. Content and Books

All necessary learning materials required for you to complete your study will be provided by the Academy. You are highly advised and encouraged to keep at least one pen and one notebook to attend your classes.

17. ILP (Individual Learning Plan)

It is a trainee specific program of education that takes into consideration the trainees' strengths and weaknesses. ILP is set on the premise that trainees can participate in writing their own academic and non-academic goals to improve their sense of ownership and belonging. Taking ownership puts trainees on the right path to build responsibility and accountability.

The program is initiated by assigning each group of trainees an advisor to guide them through their trainee journey and monitor their progress. Trainees will attend three ILP meetings encompassing one induction meeting followed by 2 meetings throughout the semester.

18. Trainee Support and Career Guidance Officer

The aim of the Trainee Support and career Guidance Officer is to guide the trainees in the vocational stream they have selected, help them adapt, and succeed in their studies.

For this reason, Trainee Support and Career guidance Officer is always ready for you to connect with and seek advice whenever needed.

19. Academic Policies

19.01 Attendance

1. Trainees are required to attend all their classes, laboratories, and other practical sessions.
2. Trainees are required to arrive on time for all classes. Any trainee arriving up till 10 minutes after the scheduled beginning time for class will be considered late (3 lates = 1 absence).
3. Trainees arriving more than 10 minutes late will be counted as absent, even if they attended the remainder of that class session.
4. Trainees have absence limit of 20% of each course scheduled classes including excused and unexcused absences due to medical or non-medical reasons.

19.02 Absence Accrual

Bunyan Academy considers attendance to all prescribed activities to be important. For this, absences will be accrued for each individual course, and attendance will be taken on a semester basis.

19.03 Dismissal/Disqualification Due to Absence

A trainee and the relevant trainer receive three “Absence-Warning” emails issued by Bunyan Administration, specifying the percentage of absences as per to date in the course according to the following schedule:

1. A first “Absence-Warning” email is issued when the trainee’s absence in any course reaches 10% of the total number of hours.
2. A second “Absence-Warning” email is issued when the trainee’s absence in any course reaches 15% of the total number of hours.
3. A final “Absence-Warning” email is issued when the trainee’s absence in any course reaches 20% of the total number of hours.
4. A notification of disqualification is issued when the trainee’s absence exceeds 20% of the total number of hours in any course.

19.04 Program Withdrawal

Bunyan will set a session with the trainee to investigate the reason for withdrawal or dismissal. As for withdrawn trainees, if the trainee still decides to withdraw, Bunyan will conduct the following:

1. Hold the trainee’s original certificate
2. Refer the trainee to TRSDC Education’s PoC to hold a session
3. Send an exit survey to the trainee to fill before leaving the program (<https://rb.gy/ugbsez>)
4. Issue an invoice for the trainee to pay back the stipends and tuition fees to the academy’s bank account. Then the academy keeps the amount as credit for TRSDC and reports the exact amount by email. Proof of payment must be provided to TRSDC.
5. Once the trainee completes payment, send a clearance form created by the academy (signed by both the academy and TRSDC) to the withdrawn trainee to fill and sign. Once signed, the academy can release the trainee’s original certificate.

19.05 Examination Guidelines

1. Trainees are not allowed to enter the exam area after half-time from the scheduled exam start time.
2. Trainees are not allowed to leave exam room before exam half-time.
3. Mobile phones, devices, textbooks/dictionaries are not permitted in the exam area.
4. Invigilators are responsible for designating an area for trainees to place any personal belongings.
5. Prior to the start of the exam, invigilators will fill out trainee attendance registers.
6. If a trainee fails to attend an exam, the trainee shall be considered to have failed with a score of zero unless they produce valid medical excuse to be eligible for exam re-sit.
7. In the event any trainee is caught cheating or attempting to cheat in any exam, a report shall be filed and referred to the Head of Department in line with internal policies and procedures.

20.Final Examinations Schedule

The final exam schedules are published at least two weeks before the end of the term by the Head of Department.

21. Grading System

The grading system is based on a 100% scale with 60% being the passing grade. The table below summarizes the classification system of the grades:

Percentage	Classification
90 – 100	Honors
80 – 89	Merit
60 – 79	Pass
50 – 59	Marginal Fail
0 – 49	Fail

Assessments are structured and assessed with constructive and formative feedback designed to aid learning as trainees go along, to enable them to develop the key competencies.

22. Successful Completion of a Certificate (Assessment Guidelines)

To successfully complete a certificate, a trainee must at least have passed all subjects and an overall average for the certificate of above 60%.

23. Exam Re-take:

Trainees who have failed a course can benefit from a retake examination for all failed courses. The grades given for these retake examinations become the new final grade for the course unit and count for 100% of the course unit. The grade of a retake examination is capped at 60%.

24. Academic Dismissal

As per the EHL, Diploma Awarding Body, a trainee will be academically dismissed if he/she fails after three attempts at passing the same semester, still does not fulfil the conditions for passing it, and will be considered to have failed definitively which leads to academic dismissal. And will be dismissed for academic reasons.

25. Change of Grade/Appeals

Once grades have been submitted to the center test administrator, no grade changes are allowed as assessments are graded and verified by our Bunyan's Diploma Awarding Body (EHL). A trainee has the right to appeal if he/she doesn't agree with the final grade. In case a trainee appeals any assessment, the grievance P&P will be applied.

26. Academic Dishonesty Policy

Bunyan adopts transparency and integrity in all its processes. Any act of Academic Dishonesty will lead to a disciplinary action being taken against the offender. The purpose of the Academic Dishonesty policy is as follows:

- Enabling trainee success and ensuring fairness and reliability in the awarding of grades and degrees.
- Ensuring the quality of education
- Creating a conducive atmosphere to the learning process
- Maintaining academic integrity
- Appreciating the value of Bunyan and EHL degrees

27. Definition of Academic Dishonesty

Academic dishonesty is represented in any type of cheating in relation to an academic assignment that trainees must submit or present. It includes:

27.01 Plagiarism:

Using another individual's ideas or words in an assignment, submission of another's work as one's own, fabrication of references and submitting an assignment using other individual's or group's work without citing the source.

27.02 Cheating:

Obtaining or giving assistance in a formal academic assignment or examination such as bringing and/or using secret notes into an examination

27.03 Deception:

Providing false information to instructors and or academy management regarding a formal academic assignment, e.g., claiming submission of an assignment which hasn't been submitted, giving false excuses for absenteeism or missing assignments deadlines.

27.04 Disciplinary Actions in case of Academic Dishonesty

Acts of academic dishonesty will be reported to the Head of the program and involved trainees will be subject to disciplinary actions that may include the following:

- Grade zero or reduction of a course grade
- Failing an exam/course
- Suspension from the program

27.05 Appeal:

A trainee may appeal from an academic decision/penalty or alleged unfair treatment as described below:

- If the decision or the alleged unfair treatment has been made by a trainer, a trainee may appeal, within 3 days, to the Head of the Program.
- If the decision or the alleged unfair treatment has been made by a Program Head, a trainee may appeal, within 3 days, to the Grievance Committee that may confirm or reduce the penalty.
- A trainee may appeal against an academic decision through using the Complaint Form

28. Trainee Complaints

An Academic Grievance is a complaint by a trainee that alleges a violation of his/her academic rights. Accordingly, it is the right of the trainee to file an academic grievance when he/she believes that academic rights are violated.

Trainees have a right to access fair and reliable assessment in which they play a part. As part of the induction, trainees will be provided with a copy of the grievance procedure explaining their right to appeal (the 3-stage procedure below) and will sign to show they have understood the process.

Stage 1:

- A trainee may communicate with the assessor during/at the end of an assessment session or within 7 days of the assessment.
- The assessor will reconsider and provide feedback.
- If decision remains, the trainee will be provided with information in writing on what he/she needs to do to demonstrate his/her competence.

Stage 2:

- If the trainee is still unhappy with the decision, he/she will need to complete the official Complaint Form, which will be forwarded to the *Head of the Department HOD*
- The HOD will discuss the matter with the assessor and a decision will be made within 5 working days when the trainee will be notified in writing through his/her email and if the trainee is still unhappy, the appeal is raised to Stage 3

Stage 3:

- In this final stage the grievance will be forwarded to a panel chaired by the AA&QA Manager who will reach a decision within 10 working days.
- Details will be shared with the Centre Director who will review it, council the trainee and informs him of the decision.

29. Trainee Extra Curricula Activities

Bunyan offers trainees activities that are additional to their program's learning activities. These may be organized by trainers or trainees in line with the Academy's policies and procedures.

30. Students/Trainees Council

The Trainee Council provides a leadership role to trainees and will ensure that their views are shared with the Academy's management. If you are interested in being part of this Council, contact the Trainee Support & Career Guidance Officer.

31. Internet Use

Bunyan Academy gives its trainees Internet access and expects them to use the Internet responsibly. Trainees who violate this policy are subject to disciplinary action which may get up to academic dismissal.

32. Trainees Responsibilities

1. Do not send or solicit sexually oriented messages or material that may be offensive or discriminatory to others
2. Do not breach copyright laws
3. Do not engage in any activity in violation of local law
4. Do not introduce worms, Trojans, viruses, or any other software that damages computer operations
5. Do not use Internet access for personal gain or personal business transactions
6. Do not violate trainee privacy by transmitting trainee information without written permission from him/her
7. Bunyan Academy implements a filter that is intended to block websites that are offensive or threatening in nature, such as viruses and other security threats, and reserves the right to deny access to specific websites as appropriate.

33. Logon to Your Bunyan LMS Account

You will have been provided with your login details shortly before the start of the course, via an email to your personal email account, and these details will also be available as part of your induction course.

1. If you have any problems accessing or using your account, please see a member of staff in your nearest IT Suite or Library or use the Forgot Your Password routine to generate a new password
2. Please note you will need to be able to access your Academy email account in order to use this routine.
3. If you do not see all of your modules in your course list, please contact your Academy administrative office in the first instance, to check that you have been correctly enrolled.

34. Personal Protection and Safety

Bunyan Academy is responsible for providing a healthy and safe learning environment and Trainees are responsible for following safety regulations, as well as reporting on accidents and health and safety issues to the Trainee Support office and trainers as soon as they may be observed.

35. Hazardous Activities

You should inform your trainer and the Trainee Support Officer if you have any specific instructions from your doctor about asthma, pregnancy, muscle problems, allergies, etc., so that they can identify the additional help you need.

36. Evacuation

Each semester you will take part in one or more evacuation drill at the Academy. It is important that you remember the locations of emergency exits closest to the classrooms you use. In case of emergency, instructions provided by Bunyan trainers and trainee support must be followed.

36.01 Emergency Notification (Fire Emergency)

We will do everything possible to always ensure the safety of our trainers and trainees. Both trainers and trainees are to be informed of emergency situations that may impact their safety.

Fire Emergency procedures

When you evacuate:

1. STOP! what are you doing.
2. Do not run or panic.
3. Do not use lifts.
4. Use hand-rail.
5. Do not collect your personal belongings
6. Follow exit signs and Emergency Evacuation Plan diagram on the wall.
7. Do not try to participate in extinguishing the fire if you are not trained.
8. Do not re-enter the building until told it is safe.
9. If you are a supervisor, try to account for your employees, keep them together and report any missing persons to the emergency Response Team at assembly points



37. First Aid

A first Aid box is in the reception and the main kitchen (depending on academy). Should you have an accident or need to help someone contact reception who will assist.

38. Presentation and Personal Hygiene

Being at the forefront for hospitality administration and culinary studies you are always requested to lead by example and be an exemplary representative of Bunyan Academy and to be presentable and always demonstrate excellent personal hygiene.

39. Dress Code

All Bunyan trainees are required to wear uniforms that have been selected for them based on their program. Specific guidelines into uniform and dress code will be shared during the trainee induction session in week one of the semester.

Some basic rules are:

1. Uniforms must always be clean and pressed
2. Trainees must always wear their name tags

40. Substance Abuse

Bunyan maintains a drug-free workplace and has zero tolerance for drug abuse. Trainees are strictly prohibited from using controlled substances, intoxicants, alcohol and prescription drugs, or buying, selling, manufacturing, distributing, possessing or working under the influence of these substances.

All violations of this policy will expose a trainee to possible legal prosecution in accordance with Saudi laws and regulations regarding the possession, use or distribution of illicit substances and will lead to corrective action.

41. Smoke-Free Environment

Smoking is prohibited inside all Bunyan facilities, and all trainees, staff, and visitors must adhere by this non-smoking policy.

42. Behavioral Misconduct

Behavioral misconduct includes but is not limited to:

1. Breaches of any of Bunyan's policies, including but not limited to all types of harassment intellectual property, occupational health, and safety, and use of computing and electronic resources.
2. Stealing, destroying, impairing the accessibility of, or defacing or damaging any property of Bunyan.
3. Any act or failure to act that endangers the safety or health of any other person.
4. Acting in a way that causes trainees or staff or other persons within Bunyan to fear for their personal safety.
5. Assaults or attempts to assault any other person causing them to have reasonable fear for their safety or physical or psychological well-being.
6. Being under the influence of prohibited drugs and/or substances, including alcohol, while on Bunyan property, accommodation or while participating in a Bunyan related activity.

43. Loss Prevention

Bunyan Academy will not be liable for the loss, theft or damage of any personal property brought onto its premises, or for fire, theft, damage, or personal injury involving employee automobiles, their contents or occupants. Bunyan Academy reserves the right to inspect and search all areas of Bunyan premises at any time without notice, and to question individuals on our premises concerning safety and/or security matters.

For this reason, we require trainees to be careful about their valuable items; and whenever any item is missed, they need to report the incident to Trainee Support Office after checking the place where the item was kept. Also, they need to hand in to Trainee Support Office any found item.

44. Prayer room

Prayer rooms provide a quiet place for trainers, staff and trainees to pray in the Academy.

45. Parking

1. Parking is not permitted in unmarked areas or areas that pose a risk or inconvenience
2. Trainees and trainers must not park in gateways, as that can stop access by emergency vehicles
3. Security guards have the authority to direct trainers and trainees to other designated parking spots as convenient may need arise.

46. Information around Sustainability

Bunyan is keen to contribute towards a better, healthier and sustainable environment for all its stakeholders:

1. Turn off lights when not required
2. Conserve water whenever possible
3. Avoid using single use plastics
4. Cycle to academy
5. Choose fair trade or organic whenever possible

Suggestions

Comments and suggestions are always welcome on how we can provide you with a better service. Your feedback about what we are doing right and how we can improve is important to us. Please do not

hesitate to make suggestions for the trainee support officer in the event you believe services may be accomplished in a more efficient and appropriate manner.

47. Code of Conduct and General Rules

47.01 PURPOSE OF THE CODE OF CONDUCT

In accordance with the contract between Bunyan and providers, Bunyan strives to promote excellence in its Academy, in accordance with national values and beliefs in Saudi Arabia.

47.02 SCOPE OF THE CODE OF CONDUCT

The Trainee Code of Conduct is applicable to the on-campus behavior of all registered trainees. A trainee also falls within the jurisdiction of the code of conduct for off-campus conduct when he/she is engaged in projects, site visits and on-job-training, and any other activity supporting the pursuit of a diploma, certificate, degree, or fulfillment of academic course requirements sponsored, organized and authorized by Bunyan.

47.03 INTELLECTUAL INTEGRITY

Bunyan Academy as an institution abides by internationally recognized standards of intellectual integrity. All trainers and trainees are governed in their behavior by those demands, specifically, trainees will in their behavior during testing and examination consider this framework. Cheating in examinations, plagiarizing researched papers, or otherwise dishonest behavior, in academic matters or otherwise will be considered serious violations of the Code, and will result in disciplinary measures.

47.04. Trainees RESPONSIBILITIES AND DUTIES

1. Trainees must obey the laws of the Kingdom of Saudi Arabia. Violations of laws of the Kingdom of Saudi Arabia will be forwarded to the relevant authorities
2. Trainees are expected to adhere to Islamic ethics and values in all aspects of academy life and must not engage in any activity that contradicts Sharia Law and the cultural conventions of the Kingdom of Saudi Arabia.
3. All trainees are cordially invited to attend all prayers in congregation on time in prayer room.

4. Bunyan Academy expects trainees to follow agreed guidelines in classrooms, workshops, laboratory, or any other room or place used for instruction. The guidelines include:

4.1 Trainees who arrive at class 10 minutes after the trainer has started the lesson will be marked as absent but they will be allowed to attend the class.

4.2 Eating/Drinking is not allowed in those rooms of instruction where computers or machines might be harmed by it.

4.3 Trainees switch off cellphones and other items which may disturb the lesson unless instructed by their trainers.

4.4 Trainees must bring their study documentations and appropriate stationary.

4.5 Trainees will treat the Academy as their own and keep classes and workshops always clean.

4.6 Trainees will strictly follow all safety regulations when working with machines, tools or other equipment.

5. Smoking in any of the Academy's premises and facilities, kitchens, workshops, laboratories, toilets, offices and other areas which fall within the perimeter of the Academy is strictly prohibited.

Regular procedure will be applied to those who violate this, which will lead to suspension from training.

6. Trainees must always carry and display if required the Academy ID card.'

7. Male and female trainees must comply with the dress code which requires wearing the official uniform.

8. The possession or use of weapons or items hazardous to health (including, but not limited to, firearms, explosive devices, knives and chemical substances and fireworks) is strictly prohibited.

9. Trainees will be held accountable for intentional and reckless conduct that causes damage to the Academy property. Theft and unauthorized use of the Academy property will be punished in line with this code and, where applicable, the case will be transferred to the authorities.

10. Trainees are expected to treat their fellow trainees with respect and dignity. Offensive language, acts of verbal and physical violence are not permitted. Regular procedure will be applied to those who violate this, which may lead to suspension from training.

11. Absences will be treated according to the Academy Regulations and other relevant rules in place.

12. It is not allowed to maintain books, uniforms or training bags properly or throw them on the ground or in degrading places.

47.05. DISCIPLINARY COMMITTEE

47.05.1 Structure

1. The Disciplinary Committee handles serious acts of misconduct of trainees.
2. The Disciplinary Committee will convene when a case occurs.
3. Members of the Committee are Academy director, the Head(s) of the department(s) and trainee support officer in which the breach of the code of conduct occurred, and one representative of the Trainee council.

47.05.2 Procedures

1. The trainer has the discretionary authority to ask trainees to leave classes for disturbing lessons. Trainees who disturb lessons repeatedly commit a serious act of misconduct and their cases will be transferred by the Academy/trainer(s) concerned to the Disciplinary Committee for further disciplinary action.
2. Serious acts of misconduct by the trainees as laid down in this Code of Conduct and other Academy documents must be reported to the Disciplinary Committee by members of staff.
3. A trainee who commits a serious act of misconduct is required to appear before the Disciplinary Committee. The trainee will receive a written note outlining the case against him/her at least 5 working days in advance of the hearing. The trainee has the right to explain his/her view during the Committee meeting.
4. In the event that the Trainee intentionally refuses to attend the Disciplinary Committee without a valid reason, the meeting may proceed and consider the case in the absence of the Trainee.

47.05.3 Sanctions

1. The Disciplinary Committee under its discretionary authority may impose one or more of the following sanctions according to the severity of the act(s) of misconduct:

- Disciplinary Warning Letter

- No issuance of Certificate of Behavior خطاب حسن السيرة والسلوك
- Expulsion (permanent dismissal)

2. The Academy reserve the right to take additional disciplinary actions as they deem appropriate. The Committee must hear the trainee before deciding.

3. In cases where there may be serious consequences, the trainee concerned has the right to appeal according to the Academy's complaint process and procedures.



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