

Seychelles Institute of Technology



2023

**LEARNERS
HANDBOOK**

Contents

i	Academic Calendar	03
ii	Communication	04
iii	Director’s Message	05
1.0	The Seychelles Institute of Technology	06
2.0	Vision and Mission Statements	07
3.0	SIT Core Values	08
4.0	Programmes on Offer	09
5.0	SIT Operational Procedures	10
6.0	Work Based Experience (WBE)	11
7.0	SIT Learner’s Rights and Responsibilities	12
8.0	Learner’s Obligations–Attendance	12
9.0	Sit Dress Code Policy for learners of SIT in 2023	13
10.0	Learners’ Support, Learners’ Council and Learners’ Representation on the SIT Governing Board	16
11.0	Computers and Library Facilities	16
12.0	Maintenance Allowance	17
13.0	Learners’ Bus Smart Card and Bus Services	17
14.0	Deposit for Training Facilities	17
15.0	Insurance Policy & Accident Claim Procedure	17
16.0	Rewards	18
17.0	Exit Certificates	18
18.0	Certification and Awards for Graduation	18
19.0	Withholding of Certificate—Completion of Clearance Form	19
20.0	Government’s Scholarship Awards	19
21.0	Political Affiliation	19
22.0	Clubs	19
23.0	Canteen Facilities	20
24.0	Fire Drills	20
25.0	Drugs and Alcohol	20
26.0	Assessments	21
27.0	Penalty	26
28.0	Extension	26
29.0	Progression through the Adv. Certificate and National Diplomas	27
30.0	Deferment of studies and training	30
31.0	Academic Integrity	30
32.0	Mobile Phone/Tablet Policy	31
33.0	General Behaviour	31
34.0	SIT Code of Conduct	32
35.0	SIT Policies	41
36.0	Forms for use by learners	42
	SIT Sitemap	48

Academic Calendar

Wk No	Date of 2023	Certificate Group A	Certificate Group B	Adv. Cert. 1	Adv. Cert.2	Diploma Year 1	Diploma Year 2	Diploma Year 3	Apprentice Year 1	Apprentice Year 2	Remarks	
	10 th Jan	VACATION					WBE	VACATION			WBE – Work Based Experience	
1	23 rd Jan				Start of New Semester On-Campus		WBE	Start of New Semester On-Campus			Monday 24 th Jan 2022 <i>Semester Starts for, Appr. yr.2, Adv. Cert.Yr.2 and Dip. Yr. 3</i>	
2	30 th Jan	<i>Selection process of S5 school Leavers and mature learners</i>			On-Campus	<i>Selection process</i>	WBE	On-Campus	<i>Selection process</i>		<i>Selection process</i>	
3	6 th Feb				On-Campus		WBE	On-Campus				
4	13 th Feb	Appeals Process			On-Campus	Appeals Process	WBE	On-Campus	Appeals Process			
5	20 th Feb	Induction Week for New Intakes			WBE	On-Campus	WBE	On-Campus	Induction		Start of Semester 1 for new intakes (21/02/22)	
6	27 th Feb.	On-Campus	On-Campus	On-Campus	WBE	On-Campus	WBE	On-Campus				
7	6 th Mar	On-Campus	On-Campus	On-Campus	WBE	On-Campus	On-Campus	On-Campus				
8	13 th Mar	On-Campus	On-Campus	On-Campus	WBE	On-Campus	On-Campus	On-Campus				
9	20 th Mar	On-Campus	On-Campus	On-Campus	WBE	On-Campus	On-Campus	On-Campus		Submission of Entries for City and Guilds June Exams		
10	27 th Mar	On-Campus	On-Campus	On-Campus	WBE	On-Campus	On-Campus	On-Campus				
11	3 rd Apr	On-Campus	On-Campus	Final Unit Assessments	WBE	Final Unit Assessments	On-Campus	Final Unit Assessments	Session at SIT begins			7 th April –Good Friday PH
12	10 th Apr	On-Campus	On-Campus	Re-sits	WBE	Re-sits	On-Campus	Re-sits	On-Campus			Monday 10 th April PH Graduation Ceremony 14 th April
	17 th Apr	Mid-Semester Break 17 th – 21 st April										Mid-Semester Break 17 th – 21 st April
13	25 th Apr	On-Campus	On-Campus	WBE	On-Campus	On-Campus	On-Campus	On-Campus	On-Campus	On-Campus	Mid-Semester Break 17 th –21 st April	
14	2 nd May	On-Campus	On-Campus	WBE	On-Campus	On-Campus	On-Campus	On-Campus	On-Campus	On-Campus		
15	9 th May	On-Campus	On-Campus	WBE	On-Campus	On-Campus	On-Campus	On-Campus	On-Campus	On-Campus		
16	16 th May	On-Campus	On-Campus	WBE	On-Campus	On-Campus	On-Campus	On-Campus	On-Campus	On-Campus		
17	23 rd May	On-Campus	On-Campus	WBE	On-Campus	On-Campus	On-Campus	On-Campus	On-Campus	On-Campus		
18	30 th May	Final Unit Assessments		WBE	Final Unit Assessments				On-Campus		On-Campus	
19	6 th June	Re-sits		WBE	Re-sits				On-Campus		On-Campus	
20	19 th June	Vacation									On work placement	Mon.19 th June is PH Vacation ends Sunday 16 th July 2023 <i>Semester 2, 4 and 6 start Monday 17th July 2023</i>
21	17 th Jul	On-Campus	WBE	On-Campus	WBE	On-Campus	WBE	WBE				
22	24 th Jul	On-Campus	WBE	On-Campus	WBE	On-Campus	WBE	WBE				
23	31 st Jul.	On-Campus	WBE	On-Campus	WBE	On-Campus	WBE	WBE				
24	7 th Aug	On-Campus	WBE	On-Campus	WBE	On-Campus	WBE	WBE				
25	14 th Aug.	On-Campus	WBE	On-Campus	WBE	On-Campus	WBE	WBE			Submission of Entries for City and Guilds December Exams	
26	21 st Aug	On-Campus	WBE	On-Campus	WBE	On-Campus	WBE	WBE				
27	28 th Aug	On-Campus	WBE	On-Campus	WBE	On-Campus	WBE	WBE				
28	4 th Sep	On-Campus	WBE	Final Unit Assessments	WBE	On-Campus	WBE	WBE				
29	11 th Sep	Final Unit Assessments	WBE	Re-sits	WBE	On-Campus	WBE	WBE				
	18 th Sept	Mid-semester Break 18 th – 22 nd Sept)									Mid-semester Break 18 th – Sept – 22 nd Sept)	
30	25 th Sep	Re-sits	On-Campus	WBE	On-Campus	Final Unit Assessments	On-Campus	On-Campus / Project				
31	2 nd Oct	WBE	On-Campus	WBE	On-Campus	Re-sits	On-Campus	On-Campus / Project			Teachers' Week Mon.2 nd –Fri.6 th Oct.	
32	9 th Oct.	WBE	On-Campus	WBE	On-Campus	WBE	On-Campus	On-Campus / Project				
33	16 th Oct.	WBE	On-Campus	WBE	On-Campus	WBE	On-Campus	On-Campus / Project				
34	23 rd Oct	WBE	On-Campus	WBE	On-Campus	WBE	On-Campus	On-Campus / Project				
35	30 th Oct	WBE	On-Campus	WBE	On-Campus	WBE	On-Campus	On-Campus / Project			Fri.17 th Nov. Open Day	
36	6 th Nov	WBE	On-Campus	WBE	On-Campus	WBE	On-Campus	On-Campus/ Project				
37	13 th Nov	WBE	On-Campus	WBE	On-Campus	WBE	On-Campus	On-Campus/ Project				
38	20 th Nov	WBE	On-Campus	WBE	On-Campus	WBE	On-Campus	On-Campus/ Project				
39	27 th Nov.	WBE	Final Unit Assessments	WBE	Final Unit Assessments	WBE	Final Unit Assessments					
40	4 th Dec	WBE	Re-sits	WBE	Re-sits	WBE	Re-sits				End of Semester Thu.7 th Dec, Fri.8 th Dec-PH	
41	11 th Dec	Performance Feedback										

Fridays 10:30a.m. to 2.45 P.M. sessions are dedicated to staff meetings, learners' council meetings, innovation activities, project-based learning, quality assurance sessions etc.

Communication

Administration

Director	- Mr. Hubert Barbé	2 8894 10
Deputy Director (Studies)	- Ms. Rubina Larue	2 8894 03
Administrative Officer	- Mrs. Samantha Alvis	2 8894 05
Registrar	- Ms. Carina Albert	2 8894 15
Quality Assurance Officer	- Mr. Terry Laporte	2 8894 08
Office Assistant	- Ms. Tracy De-Letourdie	2 8894 01
Office Assistant	- Ms. Camille Aruna	2 8894 08
Office Assistant	- Ms. Nathasha Estro	2 8894 16
Office Assistant	- Ms. Iriny Esthere	2 8894 08

Heads of Programme

Carpentry & Plumbing	-Mr. Bernardo Rose	2 8894 07
Electrical & Refrigeration	-Mr. Jim Sinon	2 8894 09
Electronics & Information Systems Engineering	-Mr. Radhawa Bandara	2 8894 09
Masonry, Painting & Dip. Construction	-Mr. Steven Jolicoeur	2 8894 07
Mechanical Engineering	-Ms. Pauldina Lajoie	2 8894 02
Motor Vehicle Engineering	-Mr. Bradley Jean	2 8894 02
WBE/Apprenticeship/TVET/ RPL	-Mr. Saul Athanase	2 8894 20
In-service and Short Courses	-Mr. Etienne Constance	2 8894 20

Library - Ms. Beguyta Dubignon 2 8894 17

Gate Security 2 8894 14

Address: Seychelles Institute of Technology (SIT),
Tel: +248 288 94 01 / 288 94 08
Industrial Estate - Diolinda Avenue,
Providence, Mahe,
Republic of Seychelles.

Email: director.SIT@eduhq.edu.sc/director@sit.sc
Information mail: info@sit.sc
Website: www.sit.sc

Dear Learners ,

A very warm welcome to you all who are joining the Seychelles Institute of Technology (SIT) in 2023.

After completing your secondary schooling, you have chosen to apply for one of our technical and vocational education and training (TVET) qualification programme. This has been your personal choice and I believe that your main objective for selecting a training at SIT is to become successful , enabling you to secure a decent job after completion. Training at SIT also allows a successful learner to progress and pursue further training at the highest level on offer by the Professional centre.

The best performers on the National Diploma programmes also benefit on a government 's scholarship to study a first degree in a University.

Dear learners, transitioning into a new institution, as with any change, can seem daunting at first, but I am sure you will be able to fit in the group very quickly. Your journey should be exciting right from the start.

SIT has a team of well qualified lecturers to work with you and facilitate your training with the necessary knowledge, employable skills and attitude.

Our team of support staff, especially the Registrar, the Administrative Manager and the others are also well experienced to assist you in your journey to ensure that the environment for learning is maintained safe, and conducive, hence guaranteeing you full security on Campus.

So, my message to all of you, which ever programme and mode of training you are on, please do take your studies and training very seriously . Be focused always!

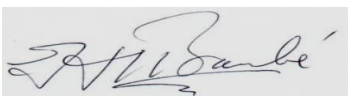
The SIT motto , "Training for Excellence and Opportunities" should excite you to seize every opportunity presented to you to accomplish your dream in this new normal ,

This Learners' Handbook 2022 presents an overview of our programmes, services, and the learner's Code of Conduct. Please read it thoroughly to become familiar with what is expected from you as a learner at SIT.

I take this opportunity, on behalf of all the staff at SIT, to thank you for taking such a decision to enrol with our Institution. To those who are joining from promotion to the next year., well done!

Please take time to read through this handbook for you to understand the functions of SIT better and also to really learn what is expected of you, being a learner at the Professional Centre.

So, once again welcome at SIT and we also wish you a successful experience.



Mr. Hubert Barbé (Mr.)

1.0 The Seychelles Institute of Technology (SIT)

The Seychelles Institute of Technology (SIT) is a recognised UNESCO-UNEVOC Technical and Vocational Education and Training (TVET) Professional Centre. Established in 2005, SIT operates under a mandate to provide technical and occupational training, primarily to secondary school leavers in Seychelles in order to meet manpower needs. SIT also works with outside organisations, business and services background to training programmes on part time and other tailor made short courses.

Programmes on offer are from Level 3 to Level 6 that is, Apprenticeship, Certificate, Advanced Certificate, Diploma and Advanced Diploma as established in the National Qualification Framework (NQF). All programmes are locally developed to meet the needs of the industry.

The SIT programmes are designed to equip learners with the knowledge, practical skills and the maturity required in the employment sector. SIT graduates entering the labour force are job-ready.

Job readiness is one of the key strengths of SIT graduates. Learners complete a work placement programme to learn how to apply their skills in the workplace. This unit component is compulsory on every programme.

SIT is situated in the Industrial Estate at Providence and has a capacity to take 600 learners full-time on campus. In the strategic plan 2019– 2023, SIT 's motto; "Training for Excellence and Opportunities", which indicates the standard through the centre.

SIT remains as the only TVET institution providing training in Built Environment and Engineering in Seychelles. Hundreds of learners have graduated from SIT and are gainfully employed whilst a good number of them have been able to pursue further studies overseas up to degree and even master's levels in universities overseas.

The Governing Board of SIT has the mandate to provide guidance to the Director with regards to the functions of SIT. The Director is responsible to the operations of SIT.

The Management of SIT comprises of the Director, the Deputy Director of Studies, the Administrative Manager, , Heads of Programmes (HOPs), the Quality Assurance (QA) Officer and the Registrar

SIT is equipped with class rooms, training rooms, laboratories, technical drawing rooms, computer rooms, work-shops and a library.

All computers are connected to internet for training and research and access is granted. A Wi-Fi connection is available on campus which can be accessed by staff and learners. Management is finalising an agreement with an internet service provider to avail Wi-Fi access on campus which will free to use by staff and learners.

2.0 Vision and Mission

Vision Statement

Becoming a national TVET leader in empowering learners with quality knowledge, skills and values to contribute to the national economic development.

Mission Statement

The mission of SIT is to work in partnership with industry, using quality and responsive programmes which incorporate innovation and research to enrich learners' competences for employment, entrepreneurship and lifelong learning in a globalized environment.



The Strategic Priority goals as guided by the mission are:

1. Encourage development and move for implementation of new and ongoing strategic Initiatives that serve the SIT's mission and advance its vision.
2. Train , innovate, participate in research, and serve SIT in spaces that support and enhance good practices, innovation and exemplary work.
3. Fiscal Sustainability, Transparency, Accountability and Effective Management.
4. Value the SIT staff and excellence in teaching and learning.
5. Equip the SIT workshops and laboratories with up-to-date machineries and IT equipment matched with new latest technologies in application.
6. Strengthen SIT Campus Safety and Security.
7. Train, innovate, participate in research focusing on a learner-centred experience, leading to employment and entrepreneurship, serving SIT in spaces that support and enhance good practices, innovation and exemplary work.
8. Ensure programme development which is responsive to new job and career opportunities.
9. Build on its partnership with Industry, Business, Private and Non-governmental organisations and Educational Institutions Both locally and internationally to obtain support in training and employment opportunities for the learners and graduates.
10. Strengthen Parental involvement.
11. Provide internet access to all staff and learners on SIT campus.

3.0 SIT CORE Values

The SIT CORE values, based on the SIT staff character attributes, are the foundation of our genuine relationships with learners, parents and each other. Passionate, knowledgeable, skillful lecturers are the core strength of our institution system. We expect our departments and staff to provide a dynamic and rewarding learning experience for learners. Excellent teaching begins with strong relationships between departments and learners and is nurtured by collaboration among colleagues. We are committed to supporting a professional team that creates and sustains an atmosphere of intellectual excitement, innovative instruction and personal growth.

We create safe, positive climates for learning and working environments that prepare learners to be empathetic citizens of the Seychelles.

S elf-discipline	Demonstrate determination, strength of mind, and commitment to comply to set rules and regulations.
I nnovation	Pursue quality in teaching and learning through encouragement and support of creativity and ingenuity.
T eam-work	Work as a team, remaining united in our endeavours, engaging in collaborative partnerships for a win-win outcome.
C are	Go the extra mile in being compassionate, showing genuine interest and consideration for others and for the environment.
O penness	Display transparency by practicing the highest ethical standards and promoting honesty and trust as keys to sincere relationships.
R esponsibility	Display conscientiousness in all that we undertake and to the learning environment to support the centre's mission.
E xcellence	Strive to uphold excellence and continuously seek improvement in teaching and learning as well as in all other aspects of the centre.

4.0 Programmes Offered

Full-time training programmes are at Certificate, Advanced Certificate and National Diploma levels. All training programmes are competency based approach (CBA) with emphasis put on skills acquisition. Certificate programmes are also offered at apprenticeship. Apprenticeship programmes are covered over 18 months. Learners on apprenticeship are attached to a business organization/company and attend on-campus training one-day a week. All qualifications offered by SIT from certificate to national diploma levels are national TVET qualifications, which are reflected on the National Qualifications Framework (NQF) of the Seychelles Qualifications Authority (SQA).

NQF LEVEL	QUALIFICATION MAP			NOTIONAL HOURS
10	PHD, POST-DOCTORATE			3600-6000
9	MASTERS			1600-3200
8	POST-GRADUATE			1200-1600
7	DEGREE			3600-4800
6	ADVANCED DIPLOMA			1200-1600
5	DIPLOMA			3600-4800
4	ADVANCED CERTIFICATE	ADVANCED CERTIFICATE	DIPLOMA	2400-3200
3	CERTIFICATE	ADVANCED CERTIFICATE	DIPLOMA	1200-1600
2	SECONDARY CERTIFICATE			
1	PRIMARY CERTIFICATE			

Some programmes will be offered in class and/or online via the SIT Learning Management System (LMS).

4.1 Certificate (full-time - 1200hrs - 1 year)

Certificate in Painting & Decorating

4.2 Certificate (part-time) - Apprenticeship Training Scheme (18 months)

Certificate in Carpentry & Joinery, Certificate in Electrical Installation

Certificate in Masonry, Certificate in Motor Vehicle Mechanics

Certificate in Mechanical Engineering, Certificate in Plumbing

Certificate in Refrigeration and Air conditioning.

4.3 Advanced certificate (full time- 2400hrs-2years)

4.4 National Diploma (full-time -3600hrs-3years)

5.0 SIT Operational Procedures


SIT operates over two semesters in an academic year. All lectures and practical sessions are conducted in the SIT facilities located in the Industrial Estate at Providence.

Morning classes start from 8:00a.m and ends at 12noon.

Afternoon, classes run from 1:00p.m to 2:45p.m.

Monday to Friday of every academic semester.

Class Periods - A typical timetable for any programme at SIT is as shown below. There may be certain class sessions in the form of lectures or workshop practice which may start after 3:00p.m or extended till 6:00p.m in the evening.

 SEYCHELLES INSTITUTE OF TECHNOLOGY Class Timetable		Programme: (programme title)		Effective Period: (semester/months)		
Period	08:00am – 10:00am		10:30am – 12:00pm		1:00pm – 2:45pm	
Day	8:00 to 8:15, departmental assembly					
Monday	Period 1 Lecturer	10:00am – 10:30pm Tea break	Period 2 Lecturer	12:00pm – 1:00pm Lunch break	Period 3 Lecturer	
Tuesday	Period 1 Lecturer		Period 2 Lecturer		Period 3 Lecturer	
Wednesday	Period 1 Lecturer		Period 2 Lecturer		Period 3 Lecturer	
Thursday	Period 1 Lecturer		Period 2 Lecturer		Period 3 Lecturer	
Friday	Period 1 Lecturer		Period 2 Lecturer		Period 3 Lecturer	2:45pm – 3:00pm Cleaning Duties & Inventories
Head of Programme:			Course tutor:			

Project Based Learning (PBL) session is scheduled for every Friday from 10:30a.m to 2:45p.m. PBL allows learners to put into practice innovative activities and useful projects. All learners have to participate and demonstrate their creativity in the PBL sessions.

The lecturers will facilitate all innovation activities.

Special sessions may take place on Saturdays as well, depending on availability of resources.

A learner's register is taken at the start of every class and practical session by the lecturer.

Most of the graduates of the Seychelles Institute of Technology (SIT) will eventually join the world of work. Hence, SIT attaches vital importance to Work-Based Experience (WBE) for promoting skills acquisition, securing job opportunities and to ensure that training is responsive to the labour market. Consequently, the object of the WBE is to provide the learners with practical training and experience consistent with the requirements of the programmes.

6.0 Work Based Experience (WBE)

6.1 *Work-Based Experience* is defined as a structured work experience in a professional work setting during which a learner acquires and applies knowledge, skills and attitudes. It involves the application of learned knowledge, skills and attitudes in an organization related to the learner's area of training.

6.2 Work-Based Experience (WBE) is a compulsory and assessed component of all programmes of SIT. The main purpose of WBE is to enable learners to acquire knowledge, skills and positive attitudes in a real work environment.

6.3 General Guidelines and Procedures Period of WBE

Learners are provided with a WBE manual at the start of their first WBE rotation. The period of WBE shall be as stipulated in the respective regulations for each programme. Frequency and duration of WBE for a programme are guided by the Programme Validation Criteria of the Seychelles Qualifications Authority (SQA). WBE periods and rotation can be identified on the Annual Academic Calendar.

Work placements for learners' Work Based Experience (WBE) are mainly located all round Mahe, Praslin and La Digue islands. But, work placements are also made available from establishments and business organizations operating on other inner islands such as Saint Anne, Frigate, Silhouette and North islands. Parent's permission is required when learners have to move on those islands for WBE.

6.4 The Learner on WBE

Every learner must collect a WBE Diary before the start of every WBE rotation, and record all the relevant work performed everyday during the WBE for evaluation of performance. The work placement supervisor must sign the daily activities undertaken by the learner and make recommendation as to the learner's performance at the end of the WBE cycle.

Learners on WBE will be visited by a lecturer to monitor progress and discuss pertinent issues with the supervisors.

It is the responsibility of the learner to ensure that the work supervisor signs in his/her WBE Diary. It is the responsibility of the learner to collect and submit on time the WBE Diary to the HOP at the end of the WBE cycle for evaluation.

6.5 Compliance while on WBE

Whilst on WBE, learners shall be required to abide by the SIT's Learner Code of Conduct and regulations as well as the host organization's Code of Conduct and Ethics.

7.0 SIT Learners Rights and Responsibilities

- 7.1 A learner also referred as student, is a person who is following a training session, (a short course, part-time and fulltime) at the Seychelles Institute of Technology.
- 7.2 Prior to registration a learner must attend an induction session during which he/she is briefed on the operations and functions of SIT.
- 7.2 An SIT learner is identified correctly wearing a set of uniform as shown on [page 15](#).
- 7.3 A learner can discontinue, defer to renew studies and training in accordance to the procedures established in the SIT Charter.
- 7.4 A learner can appeal against official decisions affecting him/her.
- 7.5 All learners have access to and use appropriate equipment and facilities for the purpose of their learning following instructions from their lecturers.
- 7.6 A learner can elect a representative and can be elected a member on the SIT Learners Council.
- 7.7 All learners enrolled, without regard to age, are responsible for their conduct under all the provisions of existing policies.

8.0 Learner Obligations

- 8.1 All learners must attend all classes scheduled on the timetable on Campus as well as on WBE.
- 8.2 All learners must arrive on time for every class session scheduled on the timetable.
- 8.3 Any learner not wishing to attend a class/workshop session scheduled on the timetable and decides to leave the SIT Campus must advise the lecturer responsible and complete a [permission to leave form](#), providing a valid reason and having it signed by the Head of Programme or by the Registrar.
- 8.4 All learners must report for on-campus sessions and Work Based Experience (WBE) with a minimum 90% attendance.
- 8.5 An official paper (a letter signed by a parent/guardian or medical certificate, an attendance paper from an organisation) must be provided to the lecturer and /or work supervisor by the learner to support his/her absenteeism for the session, or the whole day or days.
- 8.6 All SIT learners (full-time and apprenticeship scheme) must wear the SIT uniform at all times during on-campus training and when going to and fro for work based experience (WBE).
- 8.7 All learners are expected to engage in their studies and training honestly and conscientiously and to adhere to SIT policies and procedures.
- 8.8 When you register as an SIT learner, you acknowledge and accept all policies and procedures and the associated rights and responsibilities by signing the Rules and Regulations form found on [page 46](#).
- 8.9 A learner wishing to resign on a programme should express his or her intention through a written letter addressed to the registrar.

9.0 SIT Dress Code Policy for learners of SIT in 2023

A uniform dress code is an important part of a safe, orderly school environment where the focus is on student learning. A high standard of dress code encourages greater respect for individual learners and others and results in a higher standard of behaviour. Our dress code guidelines indicate appropriate school uniform for normal school days in 2023.

Every learner in attendance will wear a complete school uniform (refer to picture on the [page 15](#)).

- a. All year one learners wear shirts with shorts as shown in the photo on [page 15](#)
- b. All year two and three have also the option of wearing the SIT polo t-shirt with the short see [page 15](#)

9.1 Guidelines for Wearing Uniform

9.1.1 Male Learners

- i) The shirt must be tucked in at all times.
- ii) The shirt shall be long enough to cover the midriff when sitting or standing.
- iii) Undergarments shall not be visible at any time.
- iv) The shorts shall be at knee length and shall not be worn on the hips, as per sketch provided.
- v) Visible body piercing/tongue piercing/tattoos/are not encouraged.
- vii) Studs/ear-rings and excessive jewelry are not encouraged especially when participating in workshop practice.
- viii) Hair must be well groomed and follow workshop safety rules.
- ix) Public display of intimate affection is not allowed.
- x) Wearing of shoes is encouraged on campus.

9.1.2 Female Learners

- i) Wearing of makeup is not encouraged
- ii) Hair must be kept well groomed. The shirt/blouse must be of sufficient length (no shorter than the top of the hip bones) and must remain tucked inside skirts-at all times or as specified by the design of the SIT.
- iii) The skirt-must be knee length.
- iv) Fashion belts are not encouraged to be worn with the uniform.
- v) Long dangling ear-rings are not encouraged during workshop sessions.
- vi) Toe-rings, anklets and nail extensions are not allowed in the workshop.
- viii) Visible body piercing / tongue piercing/tattoos are not allowed.
- vii) Wearing of shoes are encouraged on campus.
- viii) Public display of affection is prohibited.

9.2. Clean overall to wear

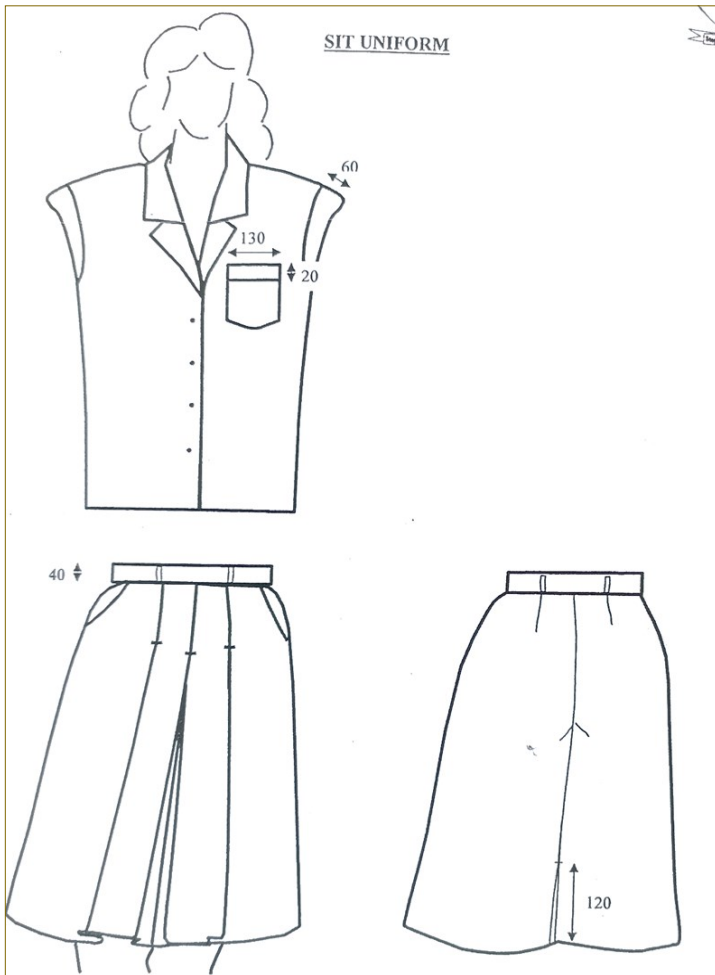
9.2.1 As part of the health and safety requirement, learners are required to wear personal protective equipment (PPE) while doing practical's in the workshop and in the laboratory, anywhere on Campus as well as on WBE.

Wearing an overall is therefore compulsory.

9.2.2 A suitable pair of shoes, preferable those falling in the category of safety shoes, should be worn when performing practical tasks in the workshop and outside.

9.2.3 Dust masks and gloves including ear muffs will be made available where required.

9.2.4 Learners without complete overall will not be allowed to work in the workshop or outside on campus.



Female Learner's Uniform

Note

- 1) Sleeve must be at least 60mm/3ins over shoulders.
- 2) Shirt must be long enough to be worn tucked in Skirt.
- 3) Skirt must be worn at waist level and the skirt must be knee length.
- 4) All measurements are in millimeters.

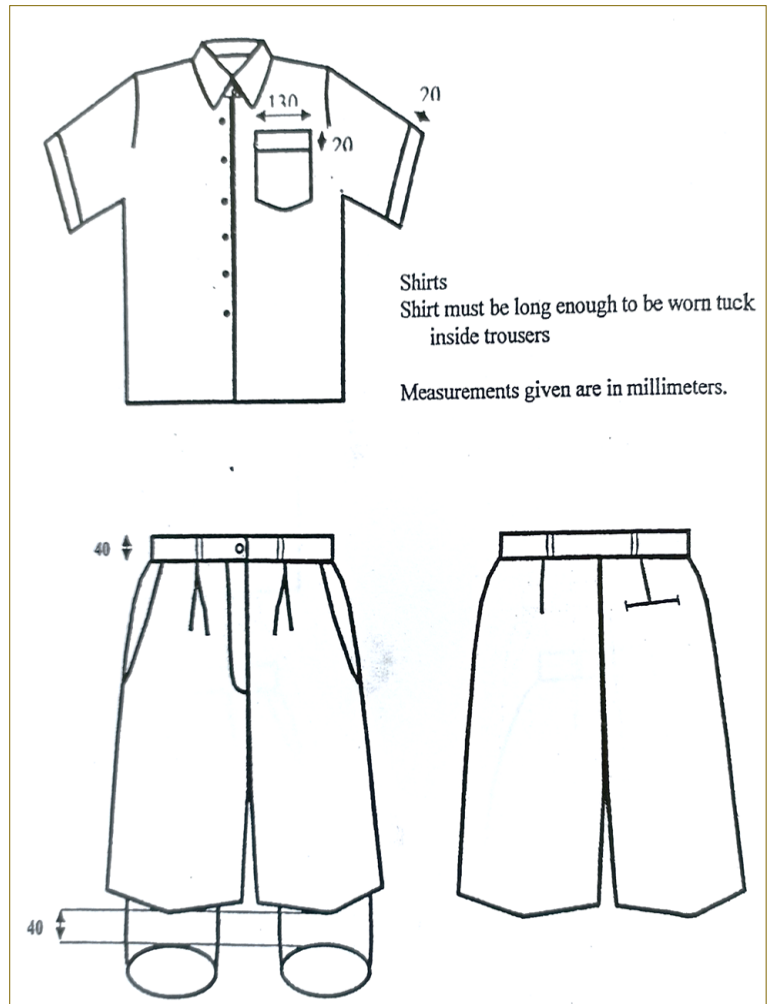
Parents are to ensure that the uniform is made to the given specifications and worn properly otherwise Learners will not be allowed to enter SIT campus.

Male Learner's Uniform

Note

- 1) Trousers must be worn at waist level and 40mm/2ins above knee.
- 2) Shirt must be long enough to be worn tuck inside trousers.
- 3) All measurements are in millimeters.

Parents are to ensure that the uniform is made to the given specifications and worn properly otherwise Learners will not be allowed to enter SIT campus.



10.0 Learners Support and Learners Council

- 10.1 The Learners Support Section is the responsibility of the Registrar who is assisted by a Learners support Officer (LSO). The objective of this section is to ensure that learners receive the necessary attention to do with their studies and training , performance as well as their well being as a learner.
- 10.2 The Learners' Council (LC) assembles representatives from the different programmes. It becomes the body which represents the other learners and their interests at the Professional centre. The LC has the responsibility of promoting involvement and participation of their colleague learners in activities and initiatives including representation in external activities on behalf of the professional centre.
- 10.3 Learners must be familiar with their representative on the LC.

11.0 Computers and Library Facilities

There are three computer laboratories , one located on the first floor of Block A building, one on the third floor of Block B Building and one on the first floor in the electronic department in Block C. The computer rooms are open from 8:00a.m to 4:00p.m from Monday to Friday except on public holidays where it remains closed for the whole day. All computer labs have internet connections for training and research.

The SIT Library is open from 7:30a.m to 4:00pm on weekdays. The library offers a wide range of access to books, magazines, journals, newspapers, newsletters, government and SIT policy documents. Books may be borrowed on short-term or long-term loan. A short-term loan allows learners to borrow books for one/two days and a long-term loan allows learners to borrow books for two weeks (up to 2 books for Certificate and Advanced Certificate level learners and 3 books for Diploma level learners). If a learner wishes to keep a book longer, he/she needs to have it renewed. Failure to return library books in time will warrant fines at the rate of SCR5/- per day. Lost materials must be replaced with the latest edition (for books) or paid according to the latest price. However, there are certain books/documents that cannot be removed from the library as they are very rare, delicate or expensive and thus may only be consulted in the library.

Library tours are arranged during the start of the first semester and classes are held to explain the main features of the library facilities.

Photocopy facilities will be available for learners at the rate of SCR5/- on one side or back to back per A4 sheet. Colour printing A4 will cost SCR10/- on one side per sheet and colour printing A3 SCR15/-. Learners will be held liable for any lost books or other library properties under their name: The individual or individuals responsible will have to pay the total cost of the lost/damaged books/property. Failing to pay will result in disciplinary action taken against him/her/them and SIT may also decide to keep the learner's programme transcript and certificate until the matter is settled. Learners must adhere to the rules and regulations pertaining to the use of IT and library facilities!

12.0 Maintenance Allowance

All learners, except non-Seychellois, in professional centres are entitled to a maintenance allowance (as per government announcement). Allowances are paid on a monthly basis and learners are encouraged to open a bank account in order to facilitate the payment. Permission will not be granted for learners to collect their allowances during teaching hours.

13.0 Learner's Bus Smart Card and Bus Services

SIT learners requiring SPTC Bus smart cards will be issued with one, once formalities have been completed and SPTC has submitted them for distribution. The smart cards will enable learners in SIT uniform to use the designated SPTC buses at specific times, during normal working days. Learners are responsible to recharge their SPTC bus smart card on dates issued by SPTC.

Afternoon buses designated for SIT learners will pick learners at designated areas as from 3.00p.m. The rules for general behaviour outlined in the SIT code of conduct are applicable on the SPTC buses. Learners who are found guilty of breaching the rules and regulations while travelling on SPTC buses will be subject to disciplinary actions and may have their smart cards confiscated. Learners may be required to pay a fee for cases of lost or damaged smart cards and to have them replaced.

14.0 Deposit For Training Facilities

SIT provides valuable equipment and other facilities to enhance training and learning. Tools will be provided at the workshops for the practical work and learners are asked to take great care and to use the right tools for the right task. All tools should be kept clean at all times. A learner who loses tools on purpose/negligence will have to replace them. If any defective tools, equipment or machinery is noticed, they should be reported to their lecturers immediately.

Every learner is required to pay a deposit of SR 250/- to cover the cost of lost or damaged tools/equipment. The deposit will be refunded after the graduation ceremony with necessary deductions if any, once the learner completes a clearance form at the end of the training programme or at any time he/she resigns/terminates the training. Unclaimed deposits within a year after completion/termination of training will not be refunded.

15.0 Insurance Policy & Accident Claim Procedure

All registered learners of the Seychelles Institute of Technology are covered by an insurance policy against accidents while at the Professional Centre and when on Work-Based Experience. In cases of accident, the learner will need to report the incident immediately to their respective Head of Programme and Registrar. All cases of accidents must be brought to the attention of the Director of SIT. All claims will require a medical certificate and a report of the incident from the learner affected and the immediate supervisor involved. (lecturer in attendance) Claims should be submitted to the office of the Registrar for follow up action.

16.0 Rewards

- 17.1 Learners will be appropriately rewarded for positive behaviour. Rewards may include, but are not limited to, oral or written formal praise; commendation letter; certificate; nomination for national awards and/or special donations.

17.0 Exit Certificates

- 17.1 All Advanced Certificate and National Diploma programmes at SIT have what is known as exit points. For example, an exit point for an advanced certificate programme, is a certificate at the end of the first year (1200 hours) of the programme.
- 17.2 A learner who has been accepted on an advanced certificate programme, and who has successfully completed all the required units in the first year, but decides to exit (stop) the programme and does not wish to continue to year two of the programme for any possible reason, will qualify for a certificate in the trade at the end.
- 17.3 For a learner who is studying for a national diploma, there are two exit points. The first exit point is after year one (min 1200 hours) where the learner can exit with a certificate, which represents a qualification at level 3 on the NQF and the second exit point is after year two (min 2400 hours) where the learner can exit with an advanced certificate if he/she has been successful on all units covered in year one and two combined which represents a qualification at level on the NQF.

18.0 Certification and Awards for Graduation

18.1 Certification

- 18.1.1 TVET Certificates, categorised on the three award levels (Certificate, Advanced Certificate and Diploma) shall be awarded to learners who have fulfilled all requirements for a course/programme in terms of:

- 18.1.1.2 successful completion of coursework including end of semester/final examinations and/or international examinations; successful completion of WBE requirements;
- 18.1.1.3 A learner qualifies for a certificate in the occupation and trade of training when he/she can satisfy the requirement by obtaining a minimum pass grade on each and every single unit or course which make up the programme or qualification.
- 18.1.1.4 Certificates awarded are those which have been validated by SQA and are identified on the Seychelles National Qualifications Framework (NQF) and from City and Guilds of London for external exams.

- 18.2 A learner who successfully completes a programme of training qualifies as a graduate and will be awarded his/her certificate during a graduation ceremony which is held in April of the following year.
- 18.3 A best performer is identified at the end of every programme both on fulltime and apprenticeship. He/she is the learner who has scored the highest average mark for the different units on the programme. This best performer is usually awarded with a Best Performer Certificate along with prizes sponsored by a donor or donors and are presented to the winner during the graduation ceremony.
- 18.5 The President's Cup and Award from donors and partners are presented during the graduation ceremony to an outstanding learner who apart from having been successful on a programme, he/she has also met set criteria such as participation in extra-curricular activities, youth activities in the community, representation on behalf of SIT in national competitions and the country in national and international competitions.

19.0 Withholding of Certificate –Completion of Clearance Form

- 19.1 A learner's Certificate shall be granted on completion of a course/programme, once the learner's clearance form has been endorsed.

20.0 Government Scholarship Award to Graduates

- 20.1 The Government of Seychelles, through the Agency for National Human Resource Development (ANHRD) is offering Six (6) scholarships to SIT's outstanding learners graduating every year on full time training programmes only:

The scholarship can be for a training in any institution including the University of Seychelles in Seychelles or in a University overseas.

- 20.2 The scholarship awards are given to SIT graduates using the following criteria:

- 20.2.1 One is awarded to the winner of the President's Cup and Award.
- 20.2.2 Four will be awarded to the Outstanding Performer on each of the National Diploma Programme with the highest percentage rate of distinctions and credit as it may be. The sixth scholarship will be awarded to the best performer with the second highest percentage rate of distinctions and credit on the National Diploma. In the event there is a tie and/or if all learners on a Diploma graduate with passes only, attendance and record of performance on will be used to select the one graduate for the scholarship.
- 20.3.3 A graduate from an Advanced Certificate programme, who wins the President's Cup and Award, he/she will instead receive promotion to study at diploma level in the relevant field at SIT or be recommended for internship attached with an organisation locally for a period of time to be agreed by the two parties.

21.0 Political Affiliation

Whilst on campus, learners are strictly forbidden to engage in any political activity with a view to make known their political orientations. Learners are not allowed to form campus-based political groups which attempt to politically influence others.

Learners are not allowed to wear any material such as badges, clothes, party logos, mottos etc., with them or on private belongings which promote the image of any particular political party or candidates. Displaying political messages or materials on notice boards or in any part of the Institute is also strictly forbidden.

22.0 Clubs

SIT welcomes the creation of different clubs where learners will engage their activities in research, projects, and environmental initiatives and in any other important educational and cultural aspects that will make the standing of the professional centre. Usually these clubs will require the support and follow-up from an SIT staff.

23.0 Canteen Facilities

A Canteen facility is available on campus, located on the ground floor of Block A building. Staff and learners can buy their refreshments and snack and food for lunch. The canteen is opened from Between 7:30a.m to 8:00a.m , between break time i.e. from 10:00a.m to 10:30a.m and lunch time which is from 12noon to 1:00p.m. Learners are required to respect the opening times of the canteen. Learners can also purchase their take away lunch from take-away shops found round Providence, and come back on Campus. Learners should avoid going out of Campus during break time which is just 30 minutes.. Learners should not be having their lunch , sitting under the veranda of buildings around Providence. Once food is purchased from outside, learners should immediately return on Campus and have their lunch so that they can then be able to prepare for the afternoon sessions and be on time.

24.0 Fire Drills

SIT Health and Safety Committee (HSC) will organise fire drills during the course of your studies and training. You will be instructed of what to do in the event of a fire or a disaster . Please note: In the event of a fire drill, or when the fire alarm sounds, all learners accompanied by their lecturers must evacuate the building in a silent, orderly and safe manner, following the instructions of the Health and Safety Committee members.

25.0 Drugs And Alcohol

- 25.1 Learners are strongly warned that the possession, use and supply of illegal (non-prescriptive) drugs are criminal offenses and are therefore not permitted. In the event that a learner is found in breach of the law (inside or outside of campus) dismissal is the most likely outcome. Furthermore, criminal procedures will be pursued against the learner.
- 25.2 The use, possession or supply of cigarettes, dangerous substance and alcohol on campus is also strictly prohibited. The institution will instantly warn, suspend or dismiss learners who breach these regulations. The parent/guardian of the learner will immediately be notified of the offense and the actions that the institution is likely to take.
- 25.3 It is strongly emphasized to learners that drug and alcohol abuse is not conducive to healthy lifestyles or study. Use of illegal drugs and alcohol diminishes one's ability to concentrate, to participate fully in scholarly activities, to socialize, and can subsequently become a serious obstacle in learner's career path and professional development.
- 25.4 Learners who may have difficulty in dealing with such problems are advised to seek help and support within the institution (especially from the Students' Support Section at the Registrar office or from responsible external agencies where they can receive professional counselling in a confidential environment.
- 25.5 As a member of a professional centre, the learner should always bear in mind that the younger members of society who aspire to such status look up to him/her as a role model. In behaving appropriately the learner benefits not only for himself/herself but also for the society in general.

26.0 Assessments

One of the primary purposes of the assessment is to ensure that the standards of qualifications awarded by an institution are achieved. The Seychelles Institute of Technology (SIT) therefore has the responsibility to ensure that its assessment is valid and consistent, that its assessment practices are transparent and that its assessors are accountable for the judgements they make.

Another purpose of assessment is to provide feedback to learners to ensure their continued progress towards successful completion of their programme of study. It follows therefore that the SIT has the responsibility of ensuring that learners are provided with feedback that is constructive and timely.

Learners at SIT studying and training at SIT are usually assessed at the end of a unit/course of learning, such as the end of a module, mid semester or end of semester. They are awarded results typically as marks or grades to represent a particular level of achievement (graded as distinction, Merit or Credit, pass or not yet competent). This judgmental "summative" process formally provides the evidence, to verify or "certify" which learners may progress to the next level of their studies.

Grades from cumulative assessments are used to certify that a person has the necessary knowledge and skills (and can apply them appropriately) to be awarded a qualification. Consequently, the quality and integrity of assessment is essential to guarantee the credibility of qualifications and the academic reputation of the SIT as the qualification issuing institution. Details on the assessments and their schedules are provided in the Programme Booklet provided to each learner during induction.

26.1 Principles

26.1.1 Each course of a programme shall be assessed independently.

26.1.2 Assessment activities shall be representative samples from the domains of learning within the course.

26.1.3 Assessment shall be based on elements of competency or related outcomes.

26.1.4 Assessment activities shall be based on skills, knowledge and attitudes.

26.2 Various modes of assessment shall be used.

26.3 The learner shall be made aware of the assessment details in the Course Outline/Framework Plan which shall be issued to the learner at the start of each course.

26.4 The learner shall be given opportunities for practice and shall be provided feedback on practice, before the final assessment/examination where applicable.

26.5 The learner shall be given a clear idea of their progression and attainment as they proceed.

26.6 The quantity and quality of assessed work shall be comparable between courses

26.7 Types of assessment

26.7.1 Assessment types shall include but shall not be limited to the following:

26.7.1.1 Written (e.g.: test and examination, case study report, project work, teaching package, reflective journal/file and other written assignments)

26.7.1.2 Oral (e.g.: presentations, seminar and micro-teaching)

26.7.1.3 Practical work (e.g.: simulation, creative productions, working task, performances, laboratory, studio practice and exhibition)

26.7.1.4 Research project

26.7.1.5 Work-based assessment (e.g.: practicum file, diary, report and ,checklist; and portfolio)

26.7.1.6 Portfolio.

- 26.8.1 The Unit Framework Plan shall be provided to the learner in the first contact session of each course.
- 26.8.2 The Unit-Framework Plan shall specify for each assessment:
- 26.8.2.1 the nature of the assessment item;
 - 26.8.2.2 the approximate length or duration of the item;
 - 26.8.2.3 the weighting of the item;
 - 26.8.2.4 the criteria for assessment;
 - 26.8.2.5 the week of the semester in which the item is due to be completed/submitted or presented.
- 26.8.3 The task details for each assessment shall be given to learners at least 3 weeks before the assessment due date.
- 26.8.4 Assignment and/or practical work and/or research project shall take a minimum of 30% of the total time for the course (contact and non-contact hours).
- 26.8.5 There shall be a maximum of three (3) assessments per course/unit.
- 26.8 Assessment schedule and load**
- 26.10.6 Team assessments may not constitute more than 20% of the total mark for the course.
- 26.10.7 The grade for continuous assessments and overall/final assessment shall be combined to give the final grade for the course.
- 26.10.8 Final grade for a course/programme shall be based on Grade Point Average (GPA) of all final grades achieved for courses.
- 26.11.8 Assessments and Examinations Results**
- 26.11.8.1 Assessments are designed for learners to demonstrate their ability to perform tasks and duties to the standard expected in the workplace and to establish that they have developed the skills, knowledge and attitudes to the standard required as per unit of competence.
- 26.11.8.2 Assessments are not only exams but include practical and/or work-based tasks, projects, role plays and other types of assessments as well.
- 26.11.8.3 For every unit or module within each programme a student's final result is determined by combining 40 % of all continuous assessment marks with 60% of the end of course and examination marks.
- 26.11.8.4 55% is established as the minimum pass mark for each course or examination.
- 26.11.8.5 You may be able to repeat a scheduled assessment once, if you are not yet competent the first time.
- 26.11.9 Missed Assessments
- 26.11.9.1 If you miss a scheduled assessment, you will need to produce a written letter providing a valid reason for your absence.
- 26.11.10 Assessment of Work-Based Experience (WBE)
- 26.11.10.1 WBE shall be assessed independently of other courses.**
- 26.11.10.2 Learners shall be required to prepare a portfolio which will consist of written reports about their WBE including photos of them participating in individual and/or group tasks and activities). Reports can take different forms (e.g.: diary, daily evaluation of work, practicum file, etc.)

26.9 Attendance for Assessment and Examinations

- 26.9.1 Attendance at assessments and examinations is compulsory.
- 26.9.2 Learners may request for deferment of assessments/examinations which may be granted where exceptional circumstances prevent a learner from completing examinations on scheduled dates through no fault of the learner.
- 26.9.3 The learner must submit a written request with supporting documents to substantiate the absence.
- 26.9.4 The request for deferral shall be made to the Head of Programme at least a week prior to the scheduled assessment/examination date or on the same day that the learner reports back to the SIT. The dates for deferred examinations shall be set by the Head of Programme in consultation with the respective lecturer./Assessor.
- 26.9.5 The deferred assessment/examination must be taken before the end of the next semester.

26.10 Assessment Weighting

- 26.10.1 Overall/final assessment shall not be less than 40% of total mark for the course.
- 26.10.2 Learners must achieve a pass grade for the overall/final assessment.
- 26.10.3 The weighting for individual continuous assessments for the course shall depend on the nature of the task.
- 26.10.4 The marks for continuous assessments shall be combined and shall constitute not more than 60% of the total mark for the course.
- 26.10.5 Learners must achieve a pass mark for each continuous assessment.

26.12 Awards for each course and Grade Point Average (GPA) shall be issued as follows:

Award	Marks	Level Descriptors
Distinction	85-100%	Highly Competent Performance. The learner performs excellently on some criteria and well on most of the others. The learner demonstrates competencies of a very high standard and comparable to professionals in the field.
Credit	70-84%	Very Good Competent Performance. The learner performs well on some criteria and satisfactorily on all or most of the others. The learner demonstrates competencies of a high standard and comparable to professionals in the field.
Pass	55-69%	Good Competent Performance. The learner performs at least satisfactorily on all criteria. The learner demonstrates competencies standard to professionals in the field.
Fail	Below 55%	Not Yet Competent. Poor performance. The learner performs poorly on most of The criteria. The learner demonstrates significant weaknesses in the competencies required to work as a professional in the field.

26.13 Performance Based Sanctions for Failing Course Assessments and Module Examinations

Failing one Course/module on a programme, a learner will be issued with a caution letter from the Head of Programme.

Failing two or more modules at one sitting will result in a first warning letter from the Registrar with notification and the learner will be called in with parents for a case of conferencing with the lecturer (s), Registrar/learners' Support Officer (SSO), and Head of Programme. A monitoring mechanism is put in place to monitor progress in performance and attendance in the next semester.

A learner who continues to fail the other courses/modules and/or the re-sit course/module in the semester which follows will be referred to the Deputy Director following a request for further action from the HOP and Registrar.

A second warning letter will be issued by the Deputy Director and a second conferencing in the presence of the HOP, Deputy Director with a parent .

A learner who fails three or more courses/modules , within a given year will have his/ her studies/ training terminated. No learner will be allowed to repeat a whole year training on the basis of having failed any number of modules on a programme.

26.14 Resit and Resubmission

26.14.1 Conditions

- 26.14.1.1 Learners shall be permitted to resit or resubmit assessment tasks that constitute a fail grade for the course.
- 26.14.1.2 A learner shall be given one (1) opportunity to re-sit each assessment he/she has failed.
- 26.14.1.3 A second re-sit opportunity shall be granted if there is at least a 10% improvement on the first re-sit.
- 26.14.1.4 The date for resit or resubmission of an assessment shall be determined by the lecturer responsible in consultation with the Head of Programme.
- 26.13.1.5 Deferred assessment which is failed must be reassessed at the next available opportunity.
- 26.13.1.6 Where it is not practical to repeat a component of assessment the lecturer concerned shall specify an alternative and equivalent form of assessment. The alternative assessment shall be approved by the HOP.
- 26.13.1.7 Failure without good reason to undertake reassessment on the date agreed on shall result in failure for that assessment component. The mark obtained originally for the completed assessment task shall be maintained.

26.13.2 Procedure

- 26.13.2.1 The learner shall officially request to resit or resubmit assessment tasks by filling in the application form (as per sample shown on [page 47](#)).
 - 26.13.2.2 The request shall be made to the HoP through the lecturer for that unit within one week of receipt of the grade for the assessment.
 - 26.13.2.3 In exceptional cases (e.g. a death in the family or accident) the learner shall be given a longer time frame to submit the request.
 - 26.13.2.4 The resubmission date shall be set at most at the end of the 3rd week of the following semester for a unit which is not a prerequisite.
 - 26.13.2.5 For a unit which is a prerequisite, the limit date for resubmission has to be before the following semester.
 - 26.13.2.6 For re-examination or re-assessment in an overall/final assessment the date shall be set approximately 10 working days after the first examination or assessment day.
 - 26.13.2.7 Learners who have not previously been examined or assessed will also have the opportunity to take the examination/assessment on this day.
- 26.13.3 Learners who satisfy the examiners on re-examination or re-assessment after initial failure shall be credited with a 'pass' for that assessment item.
 - 26.13.4 The maximum marks for the unit which may be gained following a re-assessment/re-examination shall be the granting of a pass if worth a pass for that unit.
 - 26.13.5 A 'pass' achieved at such re-sit will appear on the Learner's Performance Record/End of Unit Result Form.
 - 26.13.6 Resubmission of an assessment item after the due date will constitute a fail.
 - 26.13.7 A learner who does not achieve an overall pass grade even after resubmission shall be deemed to have failed the unit.
 - 26.13.8 A learner who is required to be re-examined or re-assessed but fails to attend without good reason shall be awarded a 'fail'.

26.14 Cheating, Collusion, Plagiarism and other Malpractices

The following definitions are provided:

- 26.14.1 Cheating: means trying to gain an unfair advantage over fellow learners or attempting to deceive those setting, administering and marking the assessment.
- 26.14.2 Collusion: Collusion is the active cooperation of two or more learners to deceive examiners. Learners will be guilty of collusion if they knowingly allow any of their academic work to be acquired by another person for presentation as if it were that person's own work. If a learner offers to provide work to another learner to be passed off as their own he/she is guilty of collusion.
- 26.14.3 Plagiarism: is copying someone else's work and trying to pass it off as one's own. It might be another learner's work that is copied, or it might be the extensive use of published material from books and articles without proper acknowledgement of the source.

26.14.4 Procedures

- 26.14.4.1 In cases where evidence of suspected cheating, collusion, plagiarism or other malpractices is found, the lecturer teaching that course shall deal with the matter internally and promptly (e.g. remove copy of assessment, etc.) at the first instance.
- 26.14.4.2 If the lecturer believes that there is a case of suspected cheating/collusion/plagiarism/other malpractices, the case shall be reported to the Head of Programme.
- 26.14.4.3 Head of Programme shall in writing notify the learner of the nature of the suspected offence. The learner shall be required to make a written statement.
- 26.14.4.4 If needed, a formal meeting with the learner shall be convened and shall be chaired by the Head of Programme. The meeting shall include at least two lecturers, including the lecturer teaching that course.
- 26.14.4.5 If the conclusion on the basis of that meeting is that there has indeed been a case of cheating/collusion/plagiarism/other malpractices, the Head of Programme shall submit a report of the case to the Director.
- 26.14.4.6 The learner shall be informed in writing by the Director (normally within five working days) of the decision and the penalty to be imposed. A copy of all letters and reports of the case shall be retained on the learner's file.

27.0 Penalty

- 27.1 A learner identified as having cheated, colluded or engaged in plagiarism or other malpractices shall be issued with a strong written warning with a fail for the assessment with a mark of zero (0). The learner will then have to request for a re-sit as per the procedures in article 26.14 on page 26. In the event that there is a repeat of cheating, collusion, plagiarism or other malpractices by the same learner then penalties as per the Code of Conduct on Fraud, Dishonesty and Theft on page 33 will apply.

28.0 Extension

- 28.1 Completed assessment tasks must be submitted by the due date.
- 28.2 Extensions for the submission of work after the due date may be granted on receipt of a written request from the learner, to the Head of Programme through the lecturer.
- 28.3 The written request must reach the lecturer at least 5 days prior to the due date, except under medical or personal circumstances (provided there is documented evidence).
- 28.4 To be granted extension, the request must receive the approval of the lecturer and Head of Programme concerned. A new date for the submission of the completed assessment task shall be set by the lecturer.
- 28.5 Extensions shall be granted for one assessment only per course.

- 28.6 Failure to undertake the deferred assessment without a valid reason shall result in failure for that assessment component and a mark of zero (0) shall be awarded.
- 28.7 Extension for deferred assessment shall be granted if a valid reason prevails and the procedures for extension shall apply.

28.10 Late submission

- 28.10.1 All completed assessment tasks submitted after the due date without prior approval shall constitute a late submission.
- 28.10.2 In cases of illness or other extenuating circumstances, learners should provide a supporting document and apply to the Head of Programme through the lecturer for special consideration.
- 28.10.3 The penalty for late submissions without extension shall be a 5% reduction per day on the marks gained for the assignment.
- 28.10.4 Seven (7) days shall be allowed (including weekends and public holidays) for late submission without extension. Note however that submissions are not accepted on weekends and public holidays.
- 28.10.5 Completed assessment tasks submitted more than seven (7) days late without extension or not submitted at all will constitute a Fail with a mark of 0.
- 28.10.6 Learners shall be entitled to one (1) late submission per semester.

29.0 Progression through the Certificate (Apprenticeship) Advanced Certificate and National Diploma Programmes

29.1 Criteria for progression through the programme

- 29.1.1 The learner must have been successful on every unit on the programme including WBE for the current year for consideration and scoring an overall average of 55% or above.
- 29.1.2 The learner must have displayed acceptable standards of professional conduct and behaviour throughout the semester/year, which means compliance to SIT's regulations and codes of conduct.
- 29.1.3 The learner can have only one (1) unsuccessful semester during his/her studies and training at SIT.
- 29.1.4 If the learner have two successive unsuccessful semesters, you will have to discontinue on the programme or be dismissed or be advised to defer on the programme if the reason is of prolonged illness or of prolonged absenteeism due to serious accidents.
- 29.1.4.1 Overseas travel without prior permission cannot be accepted.
- 29.1.4.2 If you must travel overseas for an extended period, you will be asked to withdraw from the semester.
- 29.1.5 Has recorded at least 90% attendance on WBE.

29.1.6 Promotion from Certificate to Advanced Certificate and from Advanced Certificate to Diploma

Upon successfully completing a certificate programme and attaining best performer award, a learner upon applying can be promoted to second year of Advanced Certificate.

Upon successfully completing an Advanced Certificate programme and attaining best performer award, a learner can be offered a placement on the first year Diploma.

Upon successfully completing an Apprenticeship Certificate programme and attaining best performer award, a learner can be offered a placement on the Advanced certificate programme. However the learner must formally write to the registrar's office confirming his/her intention.

29.2 Conditional Promotion

29.2.1 Upon recommendation from the academic committee, a conditional promotion can be considered based on the following criteria for a learner:

29.2.1.1 Has failed not more than one (1) unit at the end of the current year.

29.2.1.2 Has maintained a good attitude and behaviour throughout the year

29.2.1.4 Has re-sat and passed the failed unit before the start of the next year.

29.2.2 A second conditional promotion can be a reality for a learner following a diploma programme at SIT.

30.2.2.1 Such learner if meets the above criteria, will be promoted, accompanied by a warning letter.

30.2.2.3 Learners on conditional promotion not meeting the above criteria will be dismissed.

The Academic Appeals Process

If you feel that there has been an error in the calculation of your final results, you may request a result review. A 'Unit Result Appeal' form is available at Registrar. You must complete this form and then submit the Unit Result Appeal form to the Registrar Office (Learners Support Section) within two (2) weeks of receiving the result. There will be no result reviews after this date, and the result of your appeal will be given to you before the start of the semester.

The office of the Registrar is responsible for ensuring that the processes are correctly followed and appropriate records are kept. An appeal may only be made by the learner concerned, it may not be made by a representative or relative.

A formal appeal is made in writing addressed to the Registrar of SIT providing appropriate written evidence within one week after judgement has been made. Once the letter has been received, the Registrar will check that the learner has attempted to resolve the matter through preliminary discussions with the Lecturer/ Head of Programme.

No appeal can be considered unless such discussions have taken place. After an appeal has been lodged, the Registrar will refer the case to the deputy director/ chairperson of the Academic Committee. Provided preliminary discussions have taken place, and is accepted that the learner has presented evidence under one of the grounds for appeal, the chairperson will convene a meeting of the Academic Appeal Panel.

Care should be taken that the members of the Appeal Panel do not have an individual relationship with the learner (e.g. Through personal tutoring, small group teaching, project etc.). who will chair a panel of plus the Registrar/ Learner's Support Officer and one or two other senior members, on the Appeal panel. Wherever possible the Academic Appeal panel should include at least one member of the same gender as the student.

Leave of absence from On-Campus Sessions and on WBE

29.3 Conditions

29.3.1 Learners may apply for leave of absence under the conditions which follow:

9.3.1 Illness

29.3.2 Accident

29.3.3 Death in the family

29.3.4 Overseas travel for medical reason.

29.3.5 Participation in and/or preparation for activities (sport, cultural) at national and international levels.

29.4 Procedures

29.4.1 The learner must submit a written request for leave of absence with supporting documents. The request will be made to the Registrar through the relevant Head of Programme within a period of one (1) week, except for exceptional circumstances (e.g.: death, serious accident).

29.4.2 The onus of responsibility for the absence is on the learner and options for completing the missed component (s) of the unit (s) must be negotiated prior to leave of absence.

29.4.3 The Registrar will submit recommendation for leave of absence to the Deputy Director for approval.

29.5 Extenuating Circumstances for Extended Absence and Deferment

29.5.1 Reasons for extended absence can include illness, pregnancy, or family bereavement. If you need to have an extended time away from your classes, you need to:

29.5.1.1 Discuss this with your HOP followed by a letter of request signed by a parent, addressed to the Registrar.

29.5.1.2 After an extended absence, you may not be able to return to your studies, you will have to defer your enrolment for the next year or you may have to reapply for admission in another year.

29.5.1.2 You can only have one (1) extended leave of absence during your time at SIT.

29.4 Documentation required for Absence

29.4.1 If you are absent from class (es) and work based experience (WBE), you must provide evidence explaining in writing, with supporting documents attached, why you were absent or did not report for WBE.

29.4.2 The supporting documents may be a stamped official medical certificate or an attendance certificate from an organisation which certifies your attendance for a particular reason.

29.4.3 Documents produced will be taken into consideration in relation to the issuing of a warning or dismissal from SIT.

30.0 Deferment of Studies and Training

Deferment of studies and training can be granted for medical reasons, pregnancy & childcare, or deferred leave of absence from work to study.

30.1 Deferment of studies can be granted for medical reasons, childcare, student union assignment, or deferred leave of absence from work to study.

30.2 If your request for deferment is granted, you must later apply again by collecting an application form from SIT and stating when you would like to start studying. This must be done within *18 months* in order for you to be guaranteed admission.

30.3 Relevant certificates supporting the reason for your request must be attached. If your reasons are medical, a doctor's certificate must be enclosed.

30.4 If your request is denied, the decision can be appealed. See information on the appropriate form.

30.4 fill in the deferment form and send it to the Registrar Office. Mark on the envelope "Deferment".

30.5 Sanctions

- a) Sanctions shall be commensurate with the violations found to have occurred.
- b) In addition, sanctions should take into account any circumstances or factors relating to the violation. This may include, but is not limited to, any provocation that elicited the violation; any past misconduct by the learner; any previous sanction already applied to the learner; any failure of the learner to comply fully with previous sanctions; the actual and potential harm caused by the violation; the degree of intent and motivation of the learner in committing the violation.

31.0 Academic integrity requires you to:

- a) Show respect and consideration for all members of SIT.
- b) Behave in a way that does not affect the learning, enjoyment, health and safety of all members of the professional centre community.
- c) Be courteous, responsible, mature and respecting the rights and opinions of others.
- d) Respect the work, ideas, beliefs, values and opinions of others.
- e) Work co-operatively with all members of the professional centre community and carrying out instructions and requests when asked to do so.
- f) Wear the SIT uniform in the stated way and following appropriate grooming procedures.
- g) Maintain a clean, tidy, orderly and healthy SIT environment.
- h) Use all SIT equipment and resources safely and responsibly.
- i) Return any items or books by the time required.
- j) Attend all classes regularly and on time.
- k) Complete course work and other parts of the programme (e.g. Work Based Experience) to a satisfactory standard and on time.
- l) Know and follow ALL SIT policies, procedures and specific regulations.

32.0 Mobile Phones/Tablets policy

You should use your smart phones/tablets/iPad correctly, while respecting the integrity of your lecturers and colleagues.

- a) While in class, mobile phones, tablets/iPad should only be used with the approval of your lecturer.
- b) You are advised to switch to put your mobile phones/tablets/iPad on silent while in class and should not be visible in the classroom.
- c) Your lecturer has the right to take away your mobile phone/tablet/iPad if you are caught/reported using it in the classroom without authorisation and you will have to collect it at a later time.
- d) You may face disciplinary action, if you are caught using your mobile phone/tablet/iPad in an unauthorized time or place.
- e) Please ensure your family members, know the telephone number of your campus:

SIT- 2889401/2889402

- h) In case of emergency, the campus number can be called and a reception staff will come to your classroom or workshop and notify you immediately.

33. General Behaviour

All learners must display mature, respectful and polite attitudes towards others and treat staff, infrastructure, books, resources, equipment etc. with care and consideration.

All Learners must abide to the following codes:

- 1) Show respect and consideration for all staff, other learners and any visitors
- 2) Behave in a way that does not affect the learning, enjoyment, health and safety of members of the professional centre.
- 3) Respect the work, ideas, beliefs, values and opinions of others.
- 4) Wear the SIT uniform correctly.
- 5) Maintain a clean, tidy, orderly and healthy environment.
- 6) Use all SIT equipment and resources safely and responsibly.
- 7) Attend all class sessions and WBE regularly and on time.
- 8) Complete all unit assignments and assessments required on the programme.
- 9) Know and follow all SIT policies, procedures and specific regulations.

Learners are responsible for the cleanliness, tidiness of their Classrooms/ Drawing rooms, Computer rooms, Training rooms and Workshops.

33.1 Sanctions

- a) Sanctions shall be commensurate with the violations found to have occurred.
- b) In addition, sanctions should take into account any circumstances or factors relating to the violation. This may include, but is not limited to, any provocation that elicited the violation; any past misconduct by the learner; any previous sanction already applied to the learner; any failure of the learner to comply fully with previous sanctions; the actual and potential harm caused by the violation; the degree of intent and motivation of the learner in committing the violation.

34.0 SIT Code of Conduct

The code of conduct applies to the conduct of learners both on-Campus and on WBE. Learner whose behaviours and actions do not comply with the requirements of the Professional Centre will be subject to disciplinary action. The list of Disciplinary actions of non-compliance are listed below.

- i) In some cases it may be necessary to skip to a higher order of disciplinary action.
 - ii) A learner may be suspended or dismissed immediately without a first or second warning.
 - iii) All first and second offences will require the offender to report for conferencing at SIT.
 - iv) All issued warning letters will be copied to parents/guardians and to learner's personal file.
 - v) A strong warning is considered equivalent to a second warning, and a final warning is considered equivalent to a third warning in terms of severity of the offence.
 - vi) All first offences except for verbal warning, no matter the severity, will be followed by conferencing with parents/guardians.
- 1) Endangering health or safety of any member of the SIT community.
 - 2) Sexual misconduct:

Sexual harassment - these unwelcomed *sexual* advances, requests for *sexual* favours, and other verbal or physical conduct of a *sexual* nature when either: The conduct is made as a term or condition of an individual's employment, education, or participation in a Professional Centre environment.
 - 3) Bullying: *Bullying* is the use of force, threat, or coercion to abuse, intimidate, or aggressively dominate others. The behaviour is often repeated which becomes a habit eventually.
 - 4) Destruction of property.
 - 5) Misuse of PC premises.
 - 6) Possession or use of dangerous weapons, devices, or substances.
 - 7) Dishonest conduct.
 - 8) Theft, attempted theft, or the unauthorised use or possession of PC property, services, resources or the property of others.
 - 9) Failure to comply with PC or civil authority directives.

- 10) Use, production, distribution, sale, or possession of illegal substances.
- 11) Use, production, distribution, sale, or possession of alcohol.
- 12) Being under the influence of alcohol or any illegal substances.
- 13) Disorderly or disruptive conduct.
- 14) Using abusive language or assaulting others. Using electronics or other means to make a video or photographic record of any person in a location where there is a reasonable expectation of privacy without the person's prior knowledge, when such a recording is likely to cause injury, distress, or damage to reputation.
- 15) Any learner not wishing to attend a class/workshop session scheduled on the timetable and decides to leave the SIT Campus must advise the lecturer responsible and complete a permission to leave form, providing a valid reason and having it signed by the Head of Programme and the Registrar.

34.A Wearing of Uniform and PPE

34.A1 Wearing of SIT Uniform and Personal Protective Equipment (PPE), Overall in the Workshop and on Work Based Experience (WBE).

- i) Learners are expected to wear uniforms at all times during training hours and when on WBE as per guidelines unless otherwise stated.
- ii) Learners must always wear clean overalls and appropriate safety shoes for practical sessions in the workshop and while on WBE. Failure to do so will result in learners not being allowed into the workshop for practical work.
- iii) Other than recommended safety shoes, no canvas shoes, flip-flops, flip-flops with socks or slip-on are allowed. In the case of a learner not being able to wear safety boots or shoes either because of injury or any other reasons, he/she should forward a medical certificate and/or a written explanation.
(N.B. He/she would not be allowed to perform some of the tasks, which have to be carried out in the workshop). Failing to abide to the above has implications in the event an accident happens and the learner has to put up a claim with the insurance company .
- iv) The manner of a learner's wear of the uniform shall be neat, clean and properly fitted Clothing must be sized appropriately to the learner. No tight/loose or overly baggy.
- v) Clothing shall be allowed as per the sketch provided.
- vi) Memorabilia shall not be worn with the uniform.
- vii) Proper footwear shall be worn at all times.
- viii) Caps and Hats shall not be worn on in class/training room /workshop.
- ix) If belts are worn, they must not be oversized and must suit the design of the uniform.

34.B. Attendance and Punctuality.

Any learner not wishing to attend a class/workshop session scheduled on the timetable and decides to leave the SIT Campus **must** advise the lecturer responsible and complete a permission to leave form, providing a valid reason and having it signed by the Head of Programme or by the Registrar.

Examples of academic misconduct include, but are not limited to:

- a) Violation of programme rules.
- b) Plagiarism, collusion, copying or cheating to improve own performance or gain other rewards:
 - ◆ *Knowingly providing, receiving, using or being in possession of unauthorised materials during examinations. Knowingly providing or using unauthorised assistance on a course assignment;*
 - ◆ *Collaborating with someone else on assessments which should have been Individual work.*
- c) Serving as, or enlisting the assistance of a substitute for a learner in any graded assignments;
- d) Alteration of grades or marks by the learner in an effort to change the earned grade /credit;
- e) Alteration of academically-related PC forms or records, or unauthorised use of those forms or records.
- f) Engaging in activities that unfairly place other learners at a disadvantage, such as taking, hiding or altering resource material, or manipulating a grading system.

Offence/Breach	1 st offence	2 nd Offence	3 rd Offence	4 th Offence	5 th Offence
Absence from classes/ workshop without a valid reason	A first warning letter (Head of programme)	A second/strong warning letter (Deputy Director)	A third /Final warning letter (Director)	Recommendation for dismissal from training. (Registrar/ Academic Committee)	
Lateness for Classes/workshop	A verbal warning (Course Tutor)	A first warning letter (Head of programme)	A second/strong warning letter (Deputy Director)	A third /Final warning letter (Director)	Recommendation for dismissal from training. (Registrar/ Academic Committee)
Leaving Campus without permission	A first warning letter (Head of programme)	A second/strong warning letter (Deputy Director)	A third /Final warning letter (Director)	Recommendation for dismissal from training. (Registrar/ Academic Committee)	
Unauthorized absence including overseas travel without notification	Final warning letter (Director)	Recommendation for dismissal from training. (Registrar/ Academic Committee)			

34.C. Handling of Violations

When a staff member believes that a learner has violated the expected standards of academic conduct, he/she will report the incident to the Head of Programme of the section.

The first step is for the Head of Programme and the lecturer/assessor arrange to talk to the learner in question as soon as possible.

If from the talk, the HOP decides that there is a case at hand, then a formal request for a meeting within a week from the first meeting, accompanied by his/her parent (s) is made in writing. At this meeting the HOP should explain the reason for believing that a breach of academic honesty has occurred and to give the learner the opportunity to respond fully to all allegations.

As a result of the discussion between the HOP, lecturer/assessor, and the learner, the HOP may wish to take some further action.

The HOP may wish to take a direct action, such as one of those described below) or to bring the case to the office the Registrar. In making this choice, the HOP should take into account such factors as the severity of the offence, the attitude of the learner, and the amount of uncertainty that exists over the facts. Before making a decision (but after meeting with the learner), the HOP may wish to refer to the learner's file to determine if he/she has received any previous warning letters as a result of academic dishonesty. If the HOP defers making a decision for this reason, the learner should be told when to expect to be notified of the decision.

34. D. Wearing of Uniform

Offence/Breach	1 st Offence	2 nd Offence	3 rd Offence	4 th Offence	5 th Offence
Uniform sewn without following the provided design and worn to attend On-Campus training/WBE	A first warning letter (Head of programme)	A second/strong warning letter (Deputy Director)	A third /Final warning letter (Director)	Recommendation for dismissal from training. (Registrar/ Academic Committee)	
Incomplete uniform/ overall worn at SIT without a valid reason	A verbal warning (lecturer)	A first warning letter (Head of programme)	A second/strong warning letter (Coordinator of Studies/Deputy Director)	A third /Final warning letter (Director)	Recommendation for dismissal from training. (Registrar/ Academic Committee)

34. E. General Behaviour

Offence/Breach	1 st offence	2 nd Offence	3 rd Offence	4 th Offence	5 th Offence
Disrupting the class/ workshop session e.g.	A verbal warning (lecturer)	A first warning letter (Head of programme)	A second/strong warning letter (Deputy Director)	A third /Final warning letter (Director)	recommendation for dismissal from training. (Registrar/ Academic Committee)
Failure to follow instructions	A first warning letter (Head of programme)	A second/strong warning letter (Deputy Director)	A third /Final warning letter (Director)	recommendation for dismissal from training. (Registrar/ Academic Committee)	
Insubordination/ disrespectful to SIT officials including the Security and warden at the Gate	A second/strong warning letter (Disciplinary Committee)	A third /Final warning letter (Disciplinary Committee)	recommendation for dismissal from training. (by Disciplinary Committee to Registrar/SSO)		
Act of aggression on any learner or SIT staff including the security and warden at the gate, (physical violent behaviour, fighting, assault or attempted assault)	Final warning letter (Director)	recommendation for dismissal from training. (Registrar/ Academic Committee)			
In possession of dangerous weapons	Final warning letter (Director)	Recommendation for dismissal from training. (Registrar/ Academic Committee)			
Attempting to use / using dangerous weapons	Recommendation for dismissal from training. (Registrar/ Academic Committee)				
Gambling / playing cards on campus or on WBE	strong warning letter (Deputy Director)	Final warning letter (Director)	recommendation for dismissal from training. (Registrar/ Academic Committee)		
Playing Dominoes in classrooms, workshops and during class hours	A verbal warning (lecturer)	A first warning letter (Head of programme)	A second/strong warning letter (Deputy Director)	A third /Final warning letter (Director)	recommendation for dismissal from training. (Registrar/ Academic Committee)
Playing loud music without authorization.	A verbal warning (lecturer)	A first warning letter (Head of programme)	A second/strong warning letter (Deputy Director)	A third /Final warning letter (Director)	recommendation for dismissal from training. (Registrar/ Academic Committee)

Sexual Harassment	A third /Final warning letter (Director)	recommendation for dismissal from training. (Registrar/ Academic Committee)			
Bullying	A second/strong warning letter (Deputy Director)	A third /Final warning letter (Director)	recommendation for dismissal from training. (Registrar/ Academic Committee)		
Possession of pornographic or other harmful literature	A second/strong warning letter (Deputy Director)	A third /Final warning letter (Director)	recommendation for dismissal from training. (Registrar/ Academic Committee)		
Interfering with security staff and warden in discharge of their duties.	A second/strong warning letter (Deputy Director)	A third /Final warning letter (Director)	recommendation for dismissal from training. (Registrar/ Academic Committee)		
Failure to abide SIT rules, regulations and/or policies	A first warning letter (Head of programme)	A second/strong warning letter (Deputy Director)	A third /Final warning letter (Director)	recommendation for dismissal from training. (Registrar/ Academic Committee)	

34. F. SIT facilities, and Equipment

For the offences committed below, the learner will have to cover the total cost for purchase and replacement of the damaged item (s) . The facilities deposit of the learner will be used to pay for replacement of any item(s) which cost less than the deposit and the learner will have to repay the deposit to continue enjoying the facilities, which include; *furniture, tools, specialist equipment, blackboard, cupboard, notice board, glass windows, curtains, electrical appliances and components such as ceiling fans, switches and sockets.*

Offence/Breach	1 st offence	2 nd Offence	3 rd Offence	4 th Offence	5 th Offence
Act of intention to cause damage to or to damage (Vandalism) SIT properties(facilities and equipment), staff 's , learner's and visitor's properties	strong warning letter (Deputy Director)	Final warning letter (Director)	recommendation for dismissal from training. (Registrar/ Academic Committee)		
Failure to return library books or other borrowed materials.	A first warning letter (Head of programme)	A second/strong warning letter (Deputy Director)	A third /Final warning letter (Director)	recommendation for dismissal from training. (Registrar/ Academic Committee)	

Stealing of SIT equipment, tools, books or components from computers, staff, learners and visitor's belongings.	A third /Final warning letter with suspension (Director)	Recommendation for dismissal from training. (Registrar/ Academic Committee)			
Unauthorised possession of SIT's , staff's learner's and visitor's property).	A third /Final warning letter with suspension (Director)	Recommendation for dismissal from training. (Registrar/ Academic Committee)			

34. G. Fraud, Dishonesty and Theft

Offence/Breach	1 st offence	2 nd Offence	3 rd Offence	4 th Offence	5 th Offence
Falsifying documents such as medical certificates, official letters , WBE dairy, etc.)	Strong warning letter (Deputy Director)	Final warning letter (Director)	Recommendation for dismissal from training. (Registrar/ Academic Committee)		
Making false statements or declaration	Strong warning letter (Deputy Director)	Final warning letter (Director)	recommendation for dismissal from training. (Registrar/ Academic Committee)		
Cheating, Plagiarism and collusion	Final warning letter (Director)	recommendation for dismissal from training. (Registrar/ Academic Committee)			
Fraudulent use of SPTC Smart Bus card	Strong warning letter (Deputy Director)	Final warning letter (Director)	recommendation for dismissal from training. (Registrar/ Academic Committee)		
Unauthorised possession of another learner's or staff property through an act of theft including wallet, smart phones, tablets, bags, laptops	Final warning letter with suspension (Director)	Recommendation for dismissal from training. (Registrar/ Academic Committee)			

34. H. Work Based Experience

Offence/Breach	1 st offence	2 nd Offence	3 rd Offence	4 th Offence	5 th Offence
Absent for WBE without a valid reason	A first warning letter (Head of programme for WBE)	A second/strong warning letter (Deputy Director)	A third /Final warning letter (Director)	recommendation for dismissal from training. (Registrar/ Academic Committee)	
Lateness on WBE workplace	A verbal warning (lecturer)	A first warning letter (Head of programme WBE)	A second/strong warning letter (Deputy Director)	A third /Final warning letter (Director)	recommendation for dismissal from training. (Registrar/ Academic Committee)
Leaving WBE workplace without permission	A first warning letter (Head of programme)	A second/strong warning letter (Deputy Director)	A third /Final warning letter (Director)	recommendation for dismissal from training. (Registrar/ Academic Committee)	
Unauthorized act to cause damage to organisation's facilities and property and/or other co-worker's property (ies)	Strong warning letter (Deputy Director)	Final warning letter (Director)	recommendation for dismissal from training. (Registrar/ Academic Committee)		
Seeking or changing WBE placement without authorisation	Strong warning letter (Deputy Director)	Final warning letter (Director)	recommendation for dismissal from training. (Registrar/ Academic Committee)		
Insubordination/ disrespectful to company's/business organisation management, WBE supervisors and co-workers	Strong warning letter (Deputy Director)	Final warning letter (Director)	recommendation for dismissal from training. (Registrar/ Academic Committee)		
Failure to abide by the company's/ business organization's rules and regulations	A first warning letter (Head of programme)	A second/strong warning letter (Deputy Director)	A third /Final warning letter (Director)	recommendation for dismissal from training. (Registrar/ Academic Committee)	

34. I. Smoking and/or Possession of Illicit Drugs and Alcohol on Campus and on WBE

Offence/Breach	1 st offence	2 nd Offence	3 rd Offence	4 th Offence	5 th Offence
Smoking of cigarettes or drinking of alcohol on SIT Campus and on WBE	Final warning letter (Director)	recommendation for dismissal from training. (Registrar/ Academic Committee)			
Possession of illicit drugs for personal use or for sale on SIT Campus and on WBE	Final warning letter (Director)	recommendation for dismissal from training. (Registrar/ Academic Committee)			
Use of tobacco and/or alcohol/drugs representing SIT at functions/events	Final warning letter (Director)	recommendation for dismissal from training. (Registrar/ Academic Committee)			

34.J. Appeal

- a) A learner found to have violated the *Code of Conduct* has the right to appeal the original decision within seven (7) days to the Registrar's office.
- b) An appeal committee will process the appeal and inform the learner of the final decision in writing. The decision of the appeal committee shall be final.
- c) A learner who has accepted responsibility for violating the *Code of Conduct* waives the right to appeal, except on the basis that the disciplinary sanction is grossly disproportionate to the violation (s) committed.

34.K. Grounds for Appeal

- a) A learner may only appeal in writing against a decision made by SIT Management if he/she can produce evidence of one or more of the following;
- b) That he/she possesses new evidence not available at the time the SIT management made the decision. That his/her performance had been adversely affected by illness or by other factors (e.g.: family crisis) which, in exceptional circumstances, they were unable or for valid reason unwilling to disclose to the Management before the decision.
- d) That there had been a significant failure in the application of procedures which had affected the decision of the relevant body.
- e) Under no circumstances may a learner question the academic judgment of the assessors and any appeal made, based on such grounds, will not be considered.

34.L Violence

Offence/Breach	1 st offence	2 nd Offence	3 rd Offence	4 th Offence	5 th Offence
Act of aggression on a classmate or any other learner or SIT staff including the security and warden at the gate, (physical violent behaviour, fighting, assault or attempted assault)	Final warning letter (Director)	Recommendation for dismissal from training. (Registrar/ Academic Committee)			
In possession and/ or attempting to use dangerous weapons	Final warning letter (Director)	Recommendation for dismissal from training. (Registrar/ Academic Committee)			
Use of harmful weapons	Recommendation for dismissal from training. (Registrar/ Academic Committee)				

34.M. Learners' concerns, complaints, and grievances

- A Learner who complains or grieves regarding constitutional rights, equal access to programmes, discrimination, or personal safety issues may complain directly to the Registrar within thirty (30) days of an alleged occurrence.
- The initial complaint or grievance should be made in writing, however, a verbal complaint or grievance may also be made.
- Complaints and grievances related to learner's violence, harassment, intimidation or bullying are to be filed in accordance with the respective policies.

35.0 SIT Policies

The following policies are important to all learners

- Resignation and Deferment Policy
- Induction Policy
- Learners Code of Conduct Policy
- Assessment Policy
- Learners Rights and Responsibilities Policy
- Learners Support Policy
- Work Based Experience Policy
- Health and Safety Policy
- Learner Grievance Policy
- Pregnancy Policy
- IT Policy

Details of these policies are presented in a separate document, copies of which can be accessed for referencing from the Library and in the departments' offices

36.0 Forms for use by learners.



SEYCHELLES INSTITUTE OF TECHNOLOGY

Tel: +248 288 9401, Email: director.SIT@eduhq.edu.sc info@sit.sc
 Providence Industrial Estate, Mahe, Republic of Seychelles

APPRENTICESHIP PROGRAMME REGISTRATION FORM

Programme			
Programme Leader		Date	

DETAILS OF LEARNER			
Surname			
Other Names			
Date of birth		Gender (M/F)	
Permanent address			
Email address			
Semester-time address			
Telephone			
Nationality		NIN	

Please attach copy of NIN

DETAILS OF PARENT/GUARDIAN			
Surname		Status	(Mr. /Mrs. /Miss. /Ms.)
Other Name			
Relationship to Student	(Father/Mother/Guardian)		
Address		Email Address	
Telephone		Telephone (Work)	
Nationality		NIN	

DETAILS OF LEARNER'S EDUCATION			
Last school/Institute Attended			
Year of Completion		Level (S4/S5/Other)	
Qualifications Obtained			

DETAILS OF EMPLOYER			
Name of Organization			
Address			
Name of Manager		Telephone	
Name of Supervisor		Telephone	

DETAILS OF HOBBIES: (Tick relevant box)							
Sports	Handball	Volleyball	Basketball	Football	Athletics	Swimming	Martial Arts
Clubs	Environment	Music	Culture	Drama/Theatre	Other		
Awards	Presidents Cup	Other					
Other							

The information provided is accurate to the best of my knowledge and I agree to abide to the rules and regulations of the training institution			
Learners Signature		Date	
Parent/Guardian signature		Date	

Completed form should be handed over to Head of Programme/Registrar/SSO



SEYCHELLES INSTITUTE OF TECHNOLOGY

Tel: +248 288 9401, Email: director.SIT@eduhq.edu.sc / info@sit.sc
Providence Industrial Estate, Mahe, Republic of Seychelles

FULL-TIME PROGRAMME REGISTRATION FORM

Programme			
Programme Leader		Date	/ /

DETAILS OF LEARNER			
Surname			
Other Names			
Date of birth		Gender (M/F)	
Permanent address			
Email address			
Semester-time address			
Telephone			
Nationality		NIN	<input type="text"/>

Please attach copy of NIN

DETAILS OF PARENT/GUARDIAN			
Surname		Status	(Mr. /Mrs. /Miss. /Ms.)
Other Names			
Relationship to Student	(Father/Mother/Guardian)		
Address			
Email Address			
Telephone		Telephone (Work)	
Nationality		NIN	<input type="text"/>

DETAILS OF LEARNER'S EDUCATION			
Last school/Institute Attended			
Year of Completion		Level (S4/S5/Other)	
Qualifications Obtained			

DETAILS OF HOBBIES: (Tick relevant box)							
Sports	Handball	Volleyball	Basketball	Football	Athletics	Swimming	Martial Arts
Clubs	Environment	Music	Culture	Drama/Theatre	Other		
Awards	Presidents Cup	Other					
Other							

The information provided is accurate to the best of my knowledge and I agree to abide to the rules and regulations of the training institution			
Learners Signature		Date	
Parent/Guardian signature		Date	

Completed form should be handed over to Course Tutor



SEYCHELLES INSTITUTE OF TECHNOLOGY

Tel: +248 288 9401, Email: director.SIT@eduhq.edu.sc / info@sit.sc

Providence Industrial Estate, Mahe, Republic of Seychelles

IN-SERVICE AND SHORT COURSES REGISTRATION FORM

DETAILS OF LEARNER			
Surname			
Other Names			
Date of birth		Gender (M/F)	
Address			
Email address			
Telephone			
Nationality		NIN	<input type="text"/>

Please attach copy of NIN

NEXT OF KIN/EMERGENCY CONTACT			
Name			
Relation		Address	
Telephone		E-mail address	

PROGRAMME/COURSE INFORMATION						
Programme/Course						
How did you learn about the Programme/short course						
SIT Website	SIT Office	Brochure	Facebook	Referral	Press	

TWO HIGHEST EDUCATION QUALIFICATIONS				
	Qualification	Awarding Institute	From	To
1				
2				

EMPLOYMENT DETAILS			
Company Name		Address	
Telephone		E-mail address	

PAYMENT DETAILS			
Company		Contact person	
Telephone		E-mail address	
Self		Other	

Please, state any Special needs/medical condition/allergy you would wish to inform the institution: -

DECLARATION			
I certify that the information given above is accurate			
Learner's Signature		Date	/ /



SEYCHELLES INSTITUTE OF TECHNOLOGY

+248 288 9401/8 director.SIT@eduhq.edu.sc/ info@sit.sc

Industrial Estate, Providence Mahe, Seychelles.

STUDENT DATA UPDATE FORM

LEARNER'S INFORMATION			
Surname:		NIN:	
Other Names			
Date of Birth		Gender	<input type="checkbox"/> Male <input type="checkbox"/> Female
Programme		Year of training	
Permanent Address			
Semester Time Address			
Email address			
Phone No.			
Bank Name		Account No	

DETAILS OF PARENT/GUARDIAN	
Name	
Relationship to Learner	
Permanent Address	
Email address	
Phone No	

FOR OFFICIAL USE ONLY (Head of Programme /Registrar/Records)	
Information Updated on Student File/Comments	
<p>.....</p> <p>.....</p>	
Signature	Date



SEYCHELLES INSTITUTE OF TECHNOLOGY

+248 288 9401/8 director.SIT@eduhq.edu.sc/ info@sit.sc

Industrial Estate, Providence Mahe, Seychelles.

STUDENT CLEARANCE FORM

PERSONAL INFORMATION			
NAME		NIN	<input type="text"/>
COURSE		DATE	<input type="text"/>

LIBRARY			
Outstanding Books/Magazines		Verified Cleared	<input type="text"/>
Overdue Payments		Verified Cleared	<input type="text"/>
Signature of Librarian		Date	<input type="text"/>

DRAWING ROOM			
Outstanding Instruments		Verified Cleared	<input type="text"/>
Damaged Equipment/Furniture		Verified Cleared	<input type="text"/>
Signature of Drawing Lecturer		Date	<input type="text"/>

WORKSHOP/TRAINING ROOM			
Lost Tools		Verified Cleared	<input type="text"/>
Damaged Equipment		Verified Cleared	<input type="text"/>
Protective Gear handed over		Verified Cleared	<input type="text"/>
Signature of Course Tutor		Date	<input type="text"/>

STUDENT SUPPORT UNIT			
Bus pass returned		Verified Cleared	<input type="text"/>
Lockers Handed over		Verified Cleared	<input type="text"/>
Signature of SSO		Date	<input type="text"/>

OFFICIAL RECORDS

	STUDENT SIGNATURE	DATE
ISSUING OF TESTIMONIAL	<input type="text"/>	<input type="text"/>
ISSUING OF CERTIFICATES	<input type="text"/>	<input type="text"/>
REFUND OF TOOL DEPOSIT	<input type="text"/>	<input type="text"/>
OTHER	<input type="text"/>	

File in students' personal folder, only after Accounts Office Tool Deposit record has been updated.



MINISTRY OF EDUCATION AND HUMAN RESOURCE DEVELOPMENT
SEYCHELLES INSTITUTE OF TECHNOLOGY

P. O. Box 48, Telephone +248 288 9401/8 | Email: director.SIT@eduhq.edu.sc / info@sit.sc
Diolinda Avenue, Industrial Estate, Providence, Mahe, Seychelles

PERMISSION TO LEAVE SIT CAMPUS REQUEST

Learner's Name					
Programme					
Date					Time leaving

Requesting for permission to leave SIT Campus: - List Reason(s)

.....

.....

Please (√) in the boxes provided, indicating the periods you intend to be away from SIT.	0800 -1000		Head of Programme / Registrar (Signature)	Remarks:	SIT Stamp
	1030 -1200				
	1300 -1500				

SEYCHELLES INSTITUTE OF TECHNOLOGY
P. O. Box 48, Telephone +248 288 9401/8 | Email: director.SIT@eduhq.edu.sc / info@sit.sc
Diolinda Avenue, Industrial Estate, Providence, Mahe, Seychelles



Application to Re-Sit unit/Final unit Assessment form

Head of Programme	
Learner's Name	
Programme	
Date	

I am requesting permission to re-sit the unit/ Final unit assessment which I have not managed to acquire pass mark, on my first attempt.

I realize that this second is my last and that I am putting in the necessary effort to ensure that I obtain the required pass mark for me to progress on the programme.

I am suggesting that I do my re-sit for the unit assessment/exam on the agreed date of:

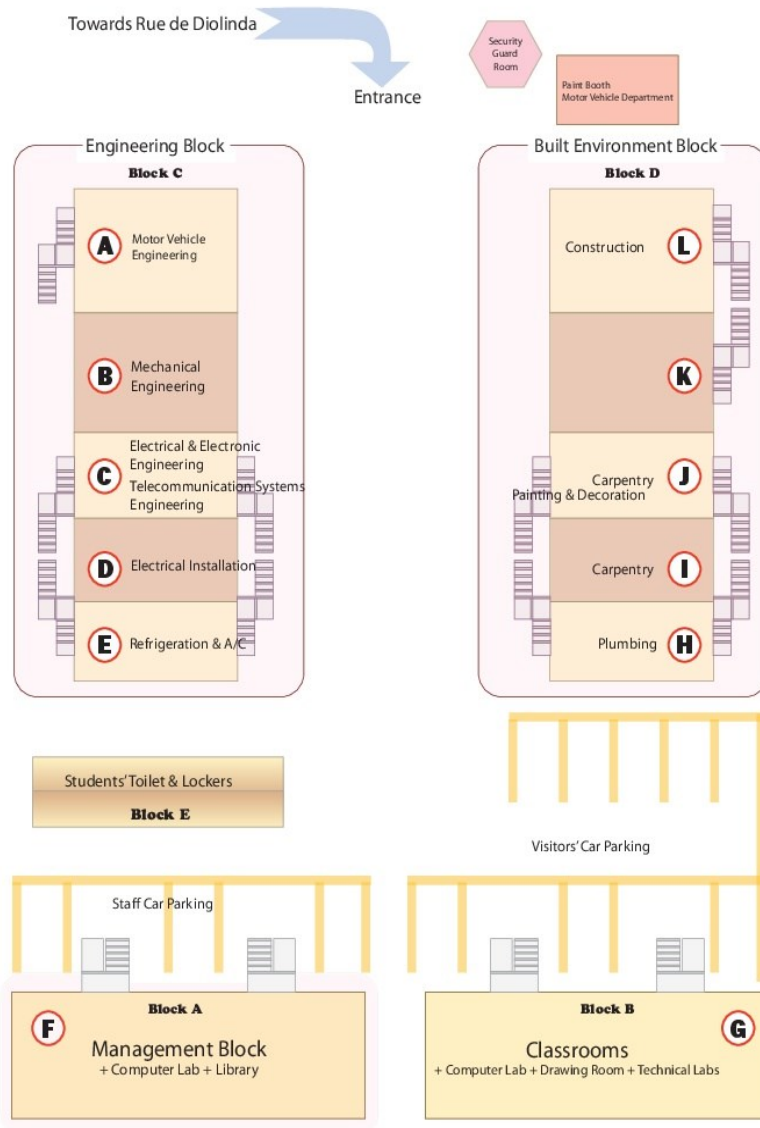
					2				0

Thank you for your approval

Student Signature

Head of Programme Approval signature

SIT Sitemap



Seychelles Institute of Technology

Diolinda Avenue Industrial Estate - Providence, Mahe

Republic of Seychelles

Tel: +248 288 9401 / 288 9408

 director.SIT@eduhq.edu.sc | info@sit.sc

 www.sit.sc  SIT.Seychelles