



<p style="text-align: center;"><b>Version Control</b></p> <p style="text-align: center;">Distribution: students, internal staff including Director of Studies (DoS) and Internal Quality Assurance Board (IQAB).</p>					
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Policy and Procedure	Doc_031_v1	Kasia Lyczkowska	19/06/19	Adding: <i>Definitions</i>	Director of Studies

## **Instructions for Document Users**

All ILMI employees can access revised and approved documents related to the ILMI Policies and Procedures from Canvas LMS link:

<https://ideaed.instructure.com/courses/55>

## **Continuous Improvement**

Procedures are meant to be 'living' documents that need to be applied, executed and maintained. If the procedure does not reflect the current, correct work practice, it needs to be updated! Please contact document author on: +356 2145 6310

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## Aim and Scope of Document

This purpose of this document is to provide students general notice of some of their rights and responsibilities at Idea Leadership and Management Institute.

The student as a member of the community of learning has both rights and responsibilities. Within ILMI's community, the student's most fundamental right is the right to learn. The Institute has a duty to provide for the student the best opportunities promoting learning. The student in turn is responsible for learning and for demonstrating mastery of content and skills of a study programme while participating actively and respectfully as a member of the community of learning.

## Definitions

**Student Rights** - ILMI seeks to maintain and support an environment where students have rights. In principle, ILMI supports freedom of inquiry, freedom of thought, freedom from discrimination, freedom of expression, and much more.

**Student responsibility** occurs when students take an active role in their learning by recognizing they are accountable for their academic success. Student responsibility is demonstrated when students make choices and take actions which lead them toward their educational goals.

## 1. Student Rights

### 1.1 Free Expression

Students are able to freely examine and exchange diverse ideas in an respectful manner inside and outside of the classroom.

#### 1.1.1 Association

Students can associate freely with other individuals, groups of individuals and organisations for purposes that do not infringe on the rights of others.

### 1.2 Access to Resources and Support:

Students have access to quality resources such as academic technology, highly qualified lecturers and libraries/databases which support intellectual, professional and social development.

#### 1.2.1 Prompt Responses from Administration:

Students have the right to expect prompt and courteous responses from the ILMI academic and administrative staff.

### 1.3 Fair Process and Justice:

Subject to disciplinary action, students have a right to appeal and shall be assured of a fair and transparent process.

#### 1.3.1 Grievance Process:

Students have access to established procedures for respectfully presenting and addressing their concerns or complaints to the ILMI.

### 1.4 Right to Representation:

Students share feedback and can participate in the development and review of ILMI programmes.

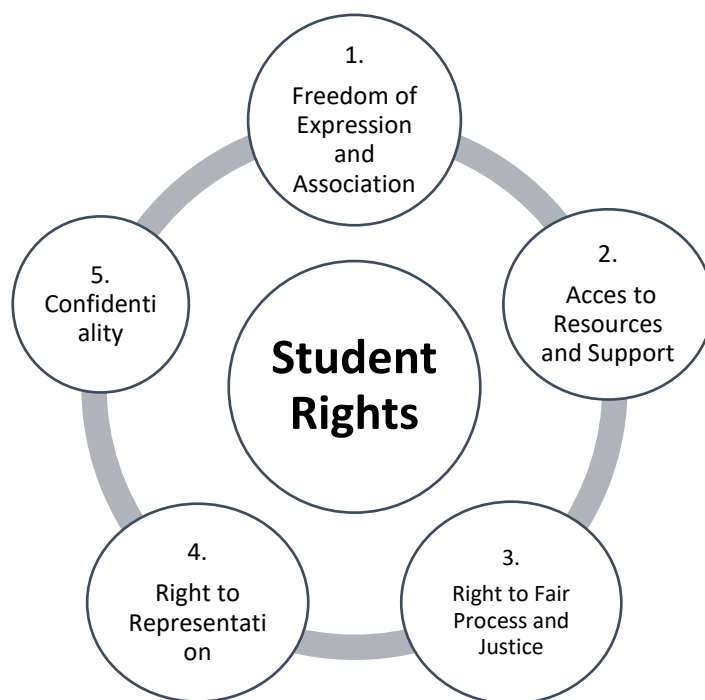
### 1.5 Right to Confidentiality:

The individual's right to privacy and personal confidentiality will be respected.

#### 1.5.1 Legal and Professional Context:

All confidential information will be handled in compliance with the law, with due diligence as to the security of the data and with levels of discretion appropriate to the sensitivity of the subject matter.

Graph 1: Student Rights



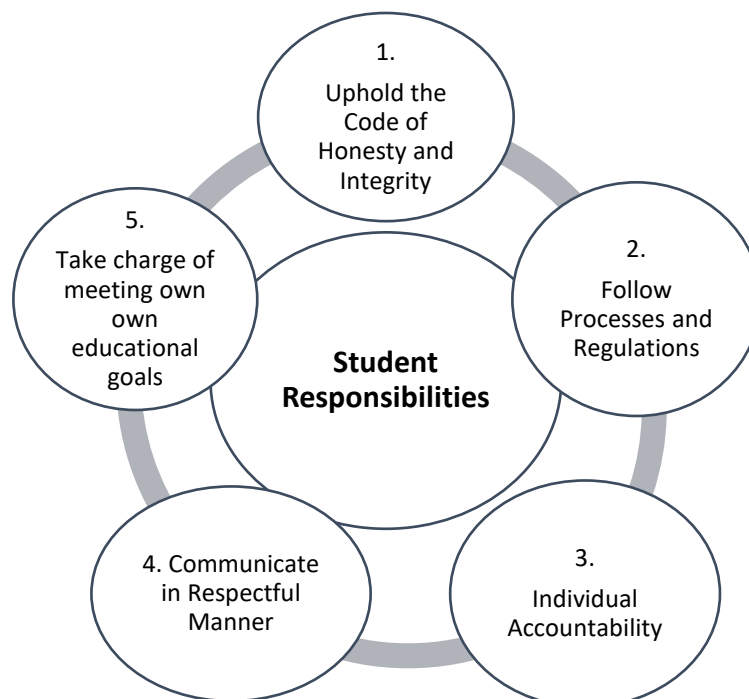


## 2. Student Responsibilities

Responsible students take ownership of their actions by exhibiting the following behaviors:

- Demonstrate academic integrity and honesty by upholding to the ILMI Code of Academic Honesty and Integrity.
- Act in a civil manner that respects ILMI learning/social environment and complies with ILMI policies.
- Individual accountability.
- Communicate in a careful and respectful manner with lecturers, peers, and other members of ILMI community. Respect diverse ideas and opinions.
- Identify, develop, and implement a plan to achieve your educational goals.
- Respect property of others.
- A student has the responsibility to be fully acquainted with ILMI's Regulations and to comply with them.

**Graph 2: Student Responsibilities**



### 3. Supporting Documents

- Student Support Policy Document. 018
- Technical Support Document. 022
- ILMI Ethos Document. 013
- Code of Academic Honesty and Integrity Document. 029
- Student Honesty Declaration from Document. 030
- Grievance Policy (regulations) Document. 008
- Avoiding Plagiarism Policy and Procedure Document. 017
- Disciplinary Procedure Document. 009
- Assessment Procedure and verification (including re-sitting examination) Document. 012

IDEA Group was founded in 2005 as IDEA Management Consulting Services offering advisory services in the field of business development, change management and human resources as well as corporate training.

Today, Idea Group offers a wide range of management, research, training and education services. The Group's centric idea remains keeping clients at the centre of our service.

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