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# LOGISTICS



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# LOGISTICS WITH REGARDS TO THE START OF THE ACADEMIC YEAR

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## Registration

The admin office will be open from Tuesday 2 January 2018. Students need to ensure that all required documentation is received by the admin department before the start of the academic year. Please refer to the calendar for your first day of class. To avoid long queues in the first week of the academic year, non-resident students are encouraged to take their school ID pictures and pick up their uniforms well before the start of the classes. Monday and Tuesday 22 and 23 January 2018 will be reserved for resident students to check in. Uniforms for resident as well as non-resident students can be ordered in advance and we encourage everyone to do so, to avoid delays in delivery. The uniform stock is limited and late orders might lead to long delivery times.

## Student Cards

From Tuesday 2 January 2018 onwards, school ID pictures will be taken for your student card. Student cards will only be handed to you from the second week of class, and only when all required documents have been received and all due payments have been made. From then onwards, your student card must be visible on you at all times whilst on the Campus premises. Access to the Campus premises, classes and examinations will be denied if students do not have their student cards with them. Please note that Campus staff is instructed not to allow you on the premises or in classes and examinations if you don't have your student card on you, and they will request you to return home if you arrive at the campus without your card.

Student cards may not be altered or defaced in any manner. If a student loses their student card, they have to buy a new one at the admin office at a cost of R100.00. Student cards are valid for one academic year only.

## Student Contact Details

Belgium Campus uses the cell phone number and email address as per registration form, as well as the student portal to contact students regarding all student related matters. This can be student accounts, academic work, residence related matters, etc. It is the student's responsibility to check all three of these communication channels regularly and to notify the admin office of changes in contact details. Belgium Campus will presume that students are informed when messages are sent through either of these communication channels.

## Student Rules & Regulations

All students enrolled at the Belgium Campus must adhere to the following rules and regulations. Any damage to Campus property by a student will be paid for by the student who wilfully or negligently causes such damage. Students may not behave in a violent, disorderly, improper or unbecoming way on or in the immediate vicinity of the Campus premises. Students may not refuse or fail to comply with a lawful instruction or request from any official body or staff member of the Campus, or act contrary to such an instruction or request. Students may not behave in a threatening, insulting, improper or unbecoming way towards an office-bearer or member of a managerial body of the Campus or staff member, a fellow-student or any other person.

No alcohol or any illegal substances are permitted on Campus.

No firearms or other dangerous weapons are permitted on Campus. Any form of littering by any student whilst on Campus is strictly prohibited.

No eating or drinking is allowed in any of the classrooms.

No smoking is allowed in any of the classrooms and other Campus buildings, including the residences.

Students are not allowed to connect their personal computers to the Campus network, unless authorized by Management.

Students must switch off their mobile phones during lectures and tests. Students may not place any form of computer game or material not relevant to their course on the Campus network.

Students who use the Campus Internet facilities may only use such facilities to send and receive e-mails and to do research on course related subjects.

## Dress Code

Outside of class hours whilst on Campus grounds

We expect that you are dressed respectably at all times when on the Campus grounds.

Except for the uniform cap or beanie, no other type of head coverage is allowed.

Hair should be well brushed, neat, tidy and clean. No harsh artificial colouring or styling is permitted.

Students must have their student cards visible at all times.

No facial piercings are allowed.

Inside the class or during class hours

The following dress code is applicable to all students during the hours of formal or informal class and any tests/examinations at the institute.

All students must wear a buttoned white shirt with the Campus logo.

The campus blazer must be worn at all official occasions.

All students must wear the approved institution tie for students.

- In summer students do not have to wear the tie; in that case they can only leave the top button open.
- In winter students have to wear their tie. The tie must be properly knotted and the shirt must have all buttons closed. This also applies when the student wears the tie in summer.
- In winter only the campus jersey and/or blazer is allowed.

A student is restricted to long blue denim trousers or skirts that he or she can wear. It must not be torn or disfigured. No other colour skirts or trousers may be worn.

The first Friday of every month is casual day. Students do not have to wear their uniform, but the dress code as stated under 'Outside of class hours whilst on Campus grounds' applies. During exams, students must wear their uniform with tie.

Please refer to the fees booklet for list of uniform and prices

## **Alcohol, Drugs and Firearms**

No alcohol or drugs are allowed on Campus or inside Campus residences. Students may not be intoxicated on the premises at any time. Students who are intoxicated will be denied access to the premises.

Smoking inside any building, including the residences, is strictly prohibited. There are specific marked smoking areas.

Smoking of the hookah (hubbly bubbly) on Campus or in Campus residences is strictly prohibited.

No firearms or weapons are permitted on campus.

Any student contravening the above will be expelled from the Campus immediately.

## **Library**

The use of the Library is subject to the regulations below. The membership to the library of a person who does not comply with the regulations of the Library may be suspended.

Depending on circumstances, the Library reserves the right to revise Library regulations if necessary.

Any attempts to remove un-issued Library material can lead to the suspension of Library membership and possible disciplinary measures, which may include charge of theft and cancellation of enrolment. Eating, drinking or smoking is not permitted in the Library. Students should be quiet whilst in the Library to avoid disturbing other users of the Library.

### **Library Hours**

The Library will be open during the following times: Monday – Friday, 08:00-21:30

The Library will be closed on Saturdays, Sundays and public/campus holidays.

### **Facilities available at the Library**

Study facilities

Limited seating and working space is available for study purposes.

### **Membership**

The Library's services and facilities are available to all currently enrolled students.

Membership of the Library begins with enrolment for the current academic year and is automatically cancelled directly after completion of the final examinations of the academic year.

Students cannot borrow, or take out any library material.

### **Online Library**

The Online Library has a vast collection of electronic books on all course related subjects.

The Online Library's services are available to all currently enrolled students.

Students can access the Online Library from any computer on the Campus by accessing the following URL: **<http://belgiumcampus.local/elibrary>**

Students may only use electronic books for further reading and research purposes. No part of an electronic book may be copied or printed.

## Study Room (Omega)

The Study Room is available to all currently enrolled students.

The Study Room is equipped with computers with all necessary software to enable students to complete practical projects or assignments.

The study room will be available from 17:00 – 1:00 am from Monday to Friday and 08:00 – 06:00 on weekends.

The Study Room will be closed on public/campus holidays and during examinations. During the examination period students have to make use of the library.

