



Entity of Fiji National University

Managed by Colombo International Nautical and Engineering College (CINEC)

## STUDENT DISCIPLINE & CODE OF CONDUCT



**Disciplinary Officer**

*As Fiji Maritime Academy's slogan goes "Honor Through Discipline", FMA have its own Student Discipline & Code of Conduct which includes the Student Dress Code and Student Disciplinary Code. Such student code of conduct has been instigated to prepare the cadets for their respectable career.*

Fiji Maritime Academy ensures that our students are trained and disciplined by our Disciplinary Officer during the morning parades and whenever there is a requirement in order to groom them as disciplined officer like personality.

FMA's Student Code of Conduct comprise of following:

### a) Dress Code

#### i. FMA Student Attire

All cadets are to be in proper FMA uniform. FMA student uniform comprises of White Shirt/ ladies top with epaulettes of their respective ranks, black pant/ skirt, FMA tie and black closed leather shoes with lace are preferred. Uniforms are to be worn neatly tucked in.

Round neck and flip flops or any sort of slip-ons are not allowed. This is also applicable for students apart from main programmes.

#### ii. Personal Grooming

All male cadets should be cleaned shaven with number one cut hair style and no side burns while all female cadets are to tie up their hair to keep their hair intact and neatly presentable.

#### iii. Other Accessories

Jewelries, earplugs and make-ups are not permitted to be worn by cadets in FMA premises except for a wristwatch. Small ear studs are permitted for female cadets.

#### iv. Personal Hygiene

Students are to keep their hands clean with soap and water after having meals or using washrooms.

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Foods are to be consumed at the designated area. Consumption of foods are not permitted in classrooms. Students are to keep the canteen and the foyer clean after consumption of foods.



## b) Disciplinary Code

### i. Punctuality & Attendance

Cadets are to be punctual and meet their attendance requirements as per the FMA standards. It is student's responsibility to notify their instructors if are they late or will not be able to attend class.

### ii. Personal Electronic Devices

Use of personal electronic devices are prohibited in the class. All mobile phones are to be in the silent mode or airplane mode.

### iii. Inappropriate Behavior & Harassments

Inappropriate behavior such as threatening, hitting, kicking, punching, bullying, use of abusive & obscene languages and harassments are prohibited at all times in FMA premises. There is "zero tolerance" for sexual harassment at FMA.

Students are to be respectful to all FMA staff.

### iv. Alcohol & Abusive Substances

Drugs, alcohol and other abusive substance are prohibited at all times. Drinking of kava may be allowed upon approval granted by CEO-FMA for ceremonial events where

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necessary. Fiji National University advocates a non-smoking environment; thus students are advised to refrain from smoking.

v. **Academy Premises**

Graffiti, vandalism or willful damaging of academy's properties is strictly prohibited. Students are to take care of academy's properties.



Any form of behavior that does not comply with academy code of conduct will not be tolerated and strict disciplinary action will be imposed at every occurrence as stipulated in Student Discipline and Code of Conduct.

FIJI MARITIME  
ACADEMY

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STUDENT DISCIPLINE CODE OF CONDUCT APPLICABLE TO ALL DIPLOMA AND CERTIFICATE COURSES AT FIJI MARITIME ACADEMY			
AREA OF DISCIPLINE	GENERAL	BOYS	GIRLS
1. Dress Code	1.1 All Students are expected to attend the academy in the uniforms provided.	1.4 White shirt with epaulettes and black trousers. 1.5 Black leather lace shoes.	1.8 White blouse with epaulettes and black pants or skirt. 1.9 Black shoes. Shoes with lace are preferred.
	1.2 Uniform should be worn in a neat and tidy manner.	1.6 Shirts tucked in. Undershirts if worn, must be white short sleeves type.	1.10 Girls should dress neatly and garments tucked in as necessary.
	1.3 No jewellery to be worn. Includes rubber wrist bands. No ear phones.	1.7 No ear studs.	1.11 Small ear studs may be permitted to the discretion of the CEO
2. Personal Grooming	2.1 All students are to be neatly groomed.	2.2 Clean shaven face. Shaving in bathrooms is not permitted.	2.4 Hair should be tied up and neatly presented.
		2.3 Short hair preferably No1 cut. No side burns are permitted.	2.5 Wearing makeup is not permitted.
3. Punctuality	3.1 Students should arrive to the academy at least 15 minutes before commencement of activities. 3.2 Students are expected to arrive 5 minutes before the start of the class and be seated ready for the lecture.		
4 In Class	4.1 Mobile phones to be in silent or flight mode. 4.2 Students are not allowed to use any personal electronic devices in class 4.3 Student shall not sleep or dose off in class and to be attentive with no disruptions at any time. 4.4 Students should be respectful to the all staff including administrative support staff. 4.5 Bad language will not be tolerated at any time. 4.6 Sitting on writing desks in class and workbenches in workshops is not permitted.		
5 Smoking drug and alcohol policy	5.1 Fiji National University advocates a non-smoking environment. 5.2 Students are advised to refrain from smoking all together for health reasons. 5.3 No smoking unless in designated areas*. 5.4 No asking/buying cigarettes from staff. 5.5 Consumption of alcohol and drug use is prohibited in the Academy at all times		
6 Academy premises	6.1 Students should take care of the Academy property and the environment and not cause wilful damage to property. 6.2 There should be no littering. 6.3 All rubbish to be deposited in to the appropriate bins provided. 6.4 Graffiti on academy property is not permitted. Including class room's desks and walls and lecture boards. 6.5 Boat Ramp and Smoking area is out of bounds for Stage 1 and Stage 3 students.		
7 Use of canteen facilities and food consumption	7.1 Students should line up in an orderly fashion when ordering food. 7.2 Food to be consumed in designated areas only*. 7.3 The area after food consumption should be cleaned before leaving. 7.3 For health reasons hands should be washed with soap and water before and after consumption of food. 7.4 Consumption of food is not permitted in class rooms.		

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8 Absence from academy during class hours	8.1 Students are not permitted to leave the academy during school hours. If necessary to leave the premises due to special circumstance, written permission from Disciplinary Officer or CEO must be obtained. 8.2 Students who are absent from class will need to provide a sick note from a doctor or a letter from parent/guardian with a phone number for verification.
9. Use of toilets and general cleanliness	9.1 Although the cleaning staff is responsible for cleanliness of toilets Students are expected to use the facilities in a responsible manner.
10. Unruliness	10.1 Any form of behaviour that is not in line with Academy regulations will not be tolerated and strict disciplinary action will be imposed at every occurrence. 10.2 This includes bad language, assaulting, hitting, kicking, punching intentionally, harm or threaten to harm, fighting, and verbal abuse to other students and staff.

Repeated offences will be treated with the following actions.

OFFENCES	DISCIPLINARY ACTION	RESPONSIBILITY
1 <sup>st</sup> Offence:	Verbal Warning will be given by any member of the teaching staff and reported to Disciplinary Officer (DO) & HoD.	Teaching Staff HoD DO
2 <sup>nd</sup> Offence:	Student Counselling Session will be done by the HoD with Disciplinary Officer and AO.	HoD DO AO
3 <sup>rd</sup> Offence:	Written Warning will be given by CEO Notified to DO for records	CEO DO
4 <sup>th</sup> Offence:	Student will meet with management as a final warning.	CEO HOD DO
5 <sup>th</sup> Offence:	Students will meet with Parents/ Guardian and Management to discuss possible suspension/ termination. DO to be notified on the action taken for records.	CEO DO Parents/ Guardian
<b>DESIGNATED AREAS*</b>		
Smoking	FMA is a Non-Smoking Academy. Those who wish to smoke shall smoke outside FMA and away from FMA main entrance gate.	
Food consumption	Canteen and the foyer. Wooden tables with cover in the garden area.	

All other Students shall abide the above areas of conduct. Uniforms do not apply, however, students must ensure shirts are tucked in, no round neck especially with offensive logos written on them allowed and not wearing of flip flops or any slip on kind of shoes. In special cases a student arriving at the gate dressed inappropriately, the reason for this to be recorded and special permission will be issued by a person of authority before proceeding beyond the gate.

**NOTE:**

1. Actions for disciplinary offences are the discretion of the CEO.
2. All disciplinary actions shall be documented.

Director in Charge/ Chief Executive Officer  
Fiji Maritime Academy

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