



Antigua & Barbuda
International Institute of
Technology

Student Handbook

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Background

Inception of the Free Zone Institute of Training and Technology

The Free Zone Institute of Training and Technology (FZITT) opened its doors October 16th 1997 and was a state-of-the-art training facility. It was located on the Old Parham Road in a 15,000 square foot industrial structure that was converted into six administrative offices and four air-conditioned classrooms/computer labs. Created by the government of Antigua and Barbuda, the mandate of the Institute at that time was, to bring about 100 percent computer literacy of the island's labour force within a five year period.

Within six to ten weeks of the Institute opening its doors, its mandate of island-wide computer literacy was on the way to being realized. During this time, over two thousand persons received training in six to ten week sessions in Microsoft Desktop Applications–Word, Excel, PowerPoint, and Database. Admittedly, 78 percent of the Institute's graduates were employees of the government of Antigua & Barbuda, while the other 22 percent were from statutory bodies and the private sector.

Since the opening of the Institute in Antigua & Barbuda, the number of private businesses offering introductory computer training has steadily increased and, as a result, the computer training market has been exhausted. Hence, the need arose to expand the offerings of the Institute. The organization saw the immediate need to offer college level diplomas and associate degrees with a plan to offer bachelor degrees in the future. There was also a need for a new building to help accommodate the need for expansion. Hence, the birth of the Antigua and Barbuda International Institute of Technology (ABIIT).

Birth of Antigua and Barbuda International Institute of Technology

The Antigua and Barbuda International Institute of Technology (ABIIT), formally the Free Zone Institute of Training and Technology (FZITT) broke ground in March 2000, to commence construction of a new 31,000 square-foot structure to house this new institution. This building

was to accommodate 1,100 students and cater for the disabled in a campus atmosphere. In addition, it would have offices for the administrative and operations staff.

This modern facility comes with central air conditioning to assist in keeping the equipment in optimal condition. There are twelve fully computerized classrooms and one mega lab with 90 computers. Training is done using modern computers and Liquid Crystal Display (LCD) projectors. Audiovisuals and electronic hardware support teachers' instructions. The Institute houses a Distance Learning Center and testing center.

Vision

Antigua & Barbuda International Institute of Technology (ABIIT) will be the leading Information Technology & Computer Training Institution in the Caribbean.

Institutional Goals

- Train personnel with technical knowledge and skills needed to be successful in the global marketplace.
- Provide essential information technology training for Antiguan and Barbudans, Caribbean nationals and international students.
- Meet effectively the growing demand for information technology education at all levels.
- Increase the knowledge and use of technology in teaching. Increase awareness and access to training options available on the World Wide Web.
- Provide computer and information technology training in subject disciplines, which are needed by the business community.
- Eliminate the prohibitive cost associated with pursuing further education overseas and encourage more Antiguan and Barbudans to pursue the computer and information technology as career options.

Admission Policy

Admission

It is important that all students are given opportunities to be a part of the evolving dynamic information technology (IT) world. Consequently, the administration policy will be based on an inclusion rather than an exclusion policy. To this end, there will be an academic advising and orientation program to ensure that students enter programs that are tailored to their abilities and their career needs.

Prospective students interested in visiting the Institute can make an appointment with an academic advisor. Students will have an interview, followed by a tour of the Institute's facilities. If the student decides to enroll, and admission requirements are met, the student will then fill out an application for admission and then register.

Please note that exemptions are offered for some courses, but these classes must be made up with elective courses to complete credit requirements.



Required Documents

Persons seeking admission to the Institute must submit an application form along with one of the following:

Proof of Nationality

- I. Passport
- II. Birth Certificate with a photo ID
- III. Certificate of Naturalization with photo ID

All academic certificates from previous institutions should be presented as supporting documentation, if the student is seeking transfer credits. These copies should be notarized copies or originals.

Registration Process

New Students

- Obtain and complete a registration, and a student ID form from the receptionist on either the first or second floor.
- Submit the completed forms and all records and/or certificates to the Registrar department who will assist you in the selection of classes.
- Students are required to sit a mandatory placement test and must achieve 70% or higher to be exempted from remedial courses in English and Math.
- Submit your registration and photo ID forms to the Registrar to take your photo ID and receive your class schedule.
- Proceed to the Bursar's office with your class schedule where you would make all payments. Any cash payment over \$50 will have to be made at ECAB to the ABIIT Checking Account. Checks and Debit Card payments are accepted at the institution. Debit Card payments must be \$20 and above.

Returning students should follow the procedures for new students with the exception of the photo ID requirement.

Referral Program

Current students who refer other students will receive a referral bonus of \$50 of tuition for every person referred who registers for and completes courses. Referral Bonus will be applied in next trimester following the completion of classes by referee. Referee must stipulate referrer at the time of registration.

Equal Opportunity

Antigua & Barbuda International Institute of Technology (ABIIT) admits students of all race, religion, color, nationality and ethnic origin, to all the programs, and all activities.

Academic Policies

Absence/Tardiness

Class attendance is a requirement for successful completion of a course. The Institute, therefore, provides for reasonable absence due to hardship: up to Four (4) absences in a course. However, student may fail a course if he/she has more than four (4) unexcused absences and therefore, may become a candidate for dismissal.

Lateness will not be accepted. Two unexcused lateness translates to one absence.

Adding & Dropping a Course

Students who want to drop or add a course during and after registration must complete a “Drop and Add” form, submit it to the Registrar’s office and pay the drop/add fee at the bursar’s office of \$20.00.

Students cannot add or change courses or sections after the first week of classes. Courses that are dropped using the proper procedures and in the proper time frame are not recorded on a student’s transcript. Dropping a course does not eliminate the student’s financial obligations to the Institute.

Students who are receiving scholarships should be aware that dropping a course could affect the status and amount of their award and jeopardize their eligibility for scholarship in the future.

Withdrawal

After the drop period ends, students can withdraw from a course by submitting a withdrawal form to the Registrar's office prior to the end of the withdrawal period which is up to the sixth week of the trimester. No refunds are given during and after the fifth week of classes.

After the sixth week of classes a dropped course will result in a grade of "F" unless the student is ill, doctor's certificate must be submitted to the Registrar's office.

Make-up Exams

Make-up exams may be administered by an instructor if a student is absent from class on the date of the original exam. A student may not opt to absent himself or herself, in order to force a make-up exam. This will result in a grade of Zero for that student for that exam.

Transferring Credits

Transfer applicants should request from the Registrar of the institution (s) they formerly attended to remit an official transcript of their records to the Registrar's office.

Transfer applicants are not considered for admission unless they are academically eligible to return to the colleges or universities they last attended. Credit will be given for transfer course work in which a grade of "C" or better has been earned. Credit is not granted for any course in which a "D" grade has been earned. Regional and International transfer applicants must pay a \$50.00 U.S. non-refundable application fee.

The total credits that Antigua and Barbuda International Institute of Technology (ABIIT) will allow for work completed at other institutions during a given period may not exceed the normal number of credits that could have been earned at college/university during that same period.

Transfer credit may be accepted from degree granting institutions that are accredited at the collegiate level by their appropriate regional accrediting agencies. Provisions may be considered

when an institution appeals the policy. Students may be required to validate credit by examination. In computing cumulative grade point averages, only the work attempted at ABIIT will be considered.

Graduation Requirements

Upon completion of the credit hours for their respective programs, student will receive the appropriate Diploma/Degree. If the student has any pending financial obligations, the Institute has the right to withhold the student's certificate and transcripts. The student must have at least a 2.0 grade point average to qualify for graduation.

Incomplete and Make-up Work

If a student fails to complete all assignments by the end of the trimester, a grade of "I" (Incomplete) will be entered in the student's record. The "I" must be removed within thirty (30) days there after. If the "I" is not removed within the said time, the student will automatically receive a grade of "F".

Grading System and Scale

Students are required to maintain a cumulative grade point average (GPA) of 70-74% (2.0). If the students GPA is below 2.0 he/she will be placed on academic probation.

Each trimester, the Registrar will review the records of all students who have a GPA that falls below 2.0. A letter of academic probation is sent to all such students notifying them of their probationary status. The records are then reviewed each trimester thereafter and the progress of the student will be observed. If a student fails to show improvement, a letter of dismissal is sent to the student at the end of the following term.

In order to appeal an academic dismissal, a student must send the appeal in writing to the Dean of the Antigua & Barbuda International Institute of Technology. A committee comprising the Dean, Registrar and Department Head for respective program will then review the appeal and provide a formal document containing decision to the student.

The Antigua & Barbuda International Institute of Technology uses letters to indicate the quality of academic work, with an “A” being the highest grade and “D” is the lowest passing grade. Grade distinctions and quality point values are as follows:

Grade	Meaning	Scale (GPA)	Range (%)
A	Excellent	4.00	90 – 100
B+		3.50	85 – 89
B	Good	3.00	80 – 84
C+		2.50	75 - 79
C	Average	2.00	70 – 74
D		1.00	60 - 69
F	Failure	0.00	0 - 59
W	Withdraw		
WF	Withdraw Failure		
WU	Withdraw Unofficially		
I	Incomplete		
AU	Audit		

School Rules and Regulations

Conduct:

- All students are expected to uphold a high standard of integrity and behavior, outside and within ABIIT. ABIIT reserves the right to suspend or dismiss any student whose conduct does not conform to the standards set. Some of these standards include:
- Maintain satisfactory academic record
- Maintain satisfactory attendance record.
- Adhere to classroom policies
- Abstain from all forms of illegal drugs.
- Chewing gum, eating food and drinking beverages are permitted only in designated areas. Absolutely NO EATING in classrooms.
- Absolutely No cell phones in classroom

Dress Code

The Antigua & Barbuda International Institute of Technology does not require student to wear uniform, however, students are required to dress appropriately for classes. This means no thin strap and back out as well as no short pants or short skirts. Shoes are required at all times within the Institute. Students who are not properly attired will not be permitted to remain on campus.

Refund Policy

Procedures for Refunds:

- Obtain the refund request form from the receptionist on the second floor.
- Submit the completed form to the Bursar's Office

Students are entitled to tuition refunds as follows:

Withdrawal Period	Refund
Prior to the start of classes	100%
First week of classes	80%
Second week of classes	70%
Third and fourth week of class	50%

Installment Plan

- Requirements for installment plan is 50% upon registration and 50% on or before the sixth week of classes.
- All payment plans must be completed (paid in full) by the end of the sixth week of classes.
- Students who have elected to pay on the installation plan are responsible for completing all payments if they withdraw after the refund period.

Fees	Amounts
Add and Drop Fee	\$20.00
Late Registration Fee	\$15.00
Installation Payment Fee	\$25.00
Late Payment Fee	\$15.00
Return Check Fee (No personal check accepted after 1 return check)	\$150.00
Student ID Card	\$20.00
Student ID Replacement Fee	\$30.00

Tuition

	Nationals	Caricom Nationals	International
Registration Fees	\$50.00 E.C	\$75.00 E.C	\$75.00 U.S
Tuition per Credit Hours	\$200.00 E.C	\$220.00 E.C	\$150.00 U.S

* Payable by all students who add and drop a course during the period from the first day of class to the end of late registration

** Payable by all students who apply for the installation payment plan

Appealing a Grade

Grades are the institute method of evaluating of students' work. If a student feels he/she has been graded unfairly, he/she should submit a written appeal to the Head of Campus. Student should be prepared to defend position taken. Appeal for grade change is denied, a reason will be provided in writing to students.

Make-up Exams

Make-up exams may be administered by an instructor in the case where a student is absent from class on the date of the original exam. A student may not opt to absent himself or herself, in order to force a make-up exam. This will result in a grade of zero.

Under most circumstances there is no opportunity to make up if you miss a test, examination, or assignment. Exceptions will be considered for documented health problems or personal emergencies when negotiated prior to the test, exam or assignment due date with your instructor. Medical documentation must state that student was unable to perform the required work in the time allotted, or on the required date.

Assignments are due on the date specified by instructor and or course outline. Students are also responsible for reading assignment outlines and are responsible for any clarifications that you require. Assignments must be handed to instructors in class unless alternate arrangements have been made with the instructor.

The instructor is required to hand assignments back in class. If a student is absent when assignments are returned wait until the next week or phone the instructor to make other arrangements. Do not go to the receptionist or support staff and ask for your assignments. Do not assume that you can drop by instructor's office without an appointment to pick up your assignment or get your grade.

Academic Performance

The result of a failed course is that the student is expected to repeat the course the following trimester. Students who fail two or more courses during the trimester will be placed on

Academic Probation. Students who fail more than two courses will be suspended from the program.

Probation Policy

Student who receive a failing grade in two or more courses will be placed on academic probation for one trimester. You will receive a probation letter, which will outline the terms of your probation status. Requirements may include:

Attendance

Academic achievement (e.g. Grades)

Course restrictions

Conduct

Once a student successfully completes all courses while on probation and meet the requirements outlined in your probation letter, you will be promoted to regular student status.

Once a student successfully meets the terms outlined in the probation letter and fail one course while on probation, he/she will be permitted to continue their studies. However, students will continue to have probationary status.

Once student have not successfully met the terms outlined in the probationary letter or fail or withdraw from more than one course he/she will be placed on academic suspension. The academic suspension will last for one trimester.

Students failing specific course three times will be placed on academic suspension for one trimester.

Honors Program

Honors Program Purpose

The purpose of the Honors program is to recognize outstanding academic excellence amongst our students.

Honor Program Procedures

The Antigua & Barbuda International Institute of Technology will recognize outstanding academic achievements of students who attain GPAs of 3.4-4.0.

Students who attain cumulative GPAs of 3.4-4.0 will make the Dean's List and will receive a certificate of accomplishment.

Students who achieve cumulative GPAs of 3.5-4.0 will be honored with special honor distinctions within the annual Graduation Commencement ceremony.

To be eligible to receive Cum laude, Summa Cum Laude or Magna Cum Laude honor distinctions, students would have to complete their full 72 credits for Associate Programs or their full 30 credits for diploma programs.

Students will have to achieve a GPA of 3.5-3.7 to be eligible for Cum laude honor distinction, GPA of 3.8 – 3.9 for Summa Cum Laude and 3.91-4.0 for Magna Cum Laude.

Students who meet the requirements to receive honor distinctions will receive honor cords at the annual Graduation Commencement Ceremonies.

Attendance and Participation

You are required to be punctual and present for ALL classes. In cases of health problems or personal emergencies, that is., family crises, speak with the instructor. We will attempt to be flexible, while ensuring you meet course requirements. Do not expect us to give you permission not to attend class. Your decision is your responsibility. You are expected to participate in class discussions. Everyone in the classroom has some ideas and experiences to share. Individual program courses may assign a participation grade. You will be evaluated for attendance and the quality of your contribution to classes. This includes your demonstration of courtesy toward your classmates and the instructor. The classroom is training for the field and professional comportment and conduct is expected. (See course outline for minimum attendance/lateness.)

Student Contact Information

It is the student's responsibility to keep his/her records at the institute updated at all times. Students should provide a valid telephone number at which they can be reached at all times. All e-mail correspondence from the Antigua and Barbuda International Institute of Technology will be sent to the student's ABIIT e-mail account. Students can seek the help of the IT department to help them to sync their ABIIT email account with their personal one.

Exam Rules

Students may not bring unauthorized materials into the room where test are taking place. There will be no communication during exams except to clarify procedures with the instructor. You may not leave the room and come back during the time of the test. If these rules are violated, the instructor will remove the test paper and ask to leave. Students are not permitted to discuss a test with students in other sections until test is graded and returned.

Penalties: If after review with the instructor, the instructor determines you have cheated, the penalty will be a (zero) on the test for the first offence. Cheating and plagiarism are violations of the institute's code of conduct and will be reported to the Head of Campus. The second time the student is caught cheating the student will be suspended from the institution for one academic trimester. The third time the student is found cheating the student will be expelled from the institution. Students accused of cheating will be brought before a committee comprising of the

Head of Campus, Registrar, and the Academic Head of Department for the respective discipline or a member of the Full-Time Faculty team.

Plagiarism Policy

Plagiarism is the use of someone else's words, work, or ideas as your own without proper authorization. Plagiarism is cheating. It is a form of theft and is an extremely serious offence for several reasons:

- It is dishonest
- It compromises the integrity of the student and the established standards of the institute.
- Violates Code of Ethics

Any student who, in an assignment, submits work, in whole or in part, that is substantially copied from the work of another person, without attribution, and represents that such work as his or her own, breaches proper conduct and is liable to a sanction under the Dispute Resolution Policy and

Procedures Code of Conduct

If this type of action affects any academic assignment, activity or project, it may also be subject to an academic sanction such as failing mark or expulsion.

Students are also responsible to ensure that his/her work is not copied or submitted as the work of another student. If an assignment is individual work, it is expected you will do the work on your own.

Instructor Expectations

We believe that both faculty and students are works in progress and that none of us are perfect. The institution holds its instructors to high standards and expects its instructors to exemplify the core principles of the institution at all times. Students have the opportunity to evaluate their instructors formally using the instructor evaluations which are administered during the 10th week of every trimester.

Appointments with Instructors

Individual instructors will specify appointment process and office hours on course outlines. If you have any questions, ask the appropriate instructor. We are willing to talk with you and make every reasonable attempt to make the time to do so. You must make an appointment to see your instructors.

Code of Conduct in the Classroom

We all learn and work better when we are with people we respect and who respect us. ABIIT is a healthier and safer place to be when we can concentrate on the task at hand and not have to worry about harassment. Mutual respect is encouraged in our classrooms.

All members of ABIIT have specific responsibilities for achieving this goal, as well as rights, which are protected by the Institute.

All students are expected to uphold high standards of integrity and behavior, outside and within the ABIIT compound.

The Antigua & Barbuda International Institute of Technology reserves the right to suspend or dismiss any student whose conduct does not conform to the standards set including:

- Maintain a satisfactory academic record (GPA 2.00 or better)
- Maintain a satisfactory attendance record as stipulated in handbook.
- Chewing gum, eating food and drinking beverages are permitted only in designated areas. Absolutely **NO EATING** in classrooms.
- Students must abstain from all forms of illegal drugs.
- No pagers, cellular phones, computer games, portable CD players, MP3 or headphones are permitted in class. Absolutely No cell phones in classroom
- Students are expected to be present, punctual, and prepared for all classes.

In the event of a missed class, students are responsible to obtain any handouts or materials from peers distributed during that class. Furthermore, any notes should be obtained from fellow classmates. Instructors are not obligated to go over information with students.

- Assignments are due at the beginning of class on the scheduled due date unless otherwise specified by an instructor.
- All students are responsible for contributing to a positive and respectful learning environment.
- Students are expected to listen attentively to the instructor and other students when speaking, and respect their opinion. It is disrespectful to speak when another person is talking. No personal attacks are allowed.
- Since class time is limited, students are expected to focus on that particular subject and not bring other work or other issues to that class.
- Students wishing to record a class session must obtain permission from both the instructor and the students.
- Students come from a diversity of backgrounds; Hence in our inclusive classrooms it is expected that students will respect the opinions of others. The use of profanity is not allowed.

Disputes

For disputes regarding grades or unfair treatment, see your instructor as soon as possible to present your case. Matters that are not settled between these individuals may be referred to the Head of Campus.

Parking on Campus

The purpose of the parking on campus policy is to ensure that all vehicles on campus are parked in a manner that does not interfere with traffic flow on campus or pose hazards to others.

Procedures

While on campus drivers should not exceed 10 – 20mph to ensure that pedestrians are not placed at risk.

All vehicles on the Antigua & Barbuda International Institute of Technology compound must be parked in a parking space to avoid obstruction of traffic and hazards to others. No parking will be permitted along curbs or in areas not designated as parking spaces.

The parking spaces located to the right of the main entrance on the south side of the building will be designated as Antigua & Barbuda International Institute of Technology Management Parking Spaces. These parking spaces will have ABIIT parking cones placed for recognition that it is reserved parking spaces. Individuals are not allowed to remove the management parking cones or park in the designated area until after 5pm daily. The Security Officer on duty will be responsible for putting out parking cones in the morning and securing parking cones after 5pm.

Students and visitor parking will be located on the northern side (back of the campus) and on the eastern side of the campus.

Any individual that violates any of the above policies will be first issued a warning and then will be barred from parking on the ABIIT compound.

Appendix 1

Code of Conduct

Person and Reputation

Assaults – Any student who commits an assault on ABIIT’s property or against any student, whether on ABIIT’s property or not, breaches proper conduct and is liable to a sanction under this policy. ASDVzxv liable to a sanction under this Policy.

Discrimination – Any student who discriminates against another person on Institute property or who discriminates against another student, whether on Institute property or not, breaches proper conduct and is liable to sanction under this policy. Discrimination is any action or behavior which may result in unwelcome or unfavorable treatment arising from one or more of the following prohibited grounds: race, ancestry, place of origin, color, and ethnic origin (includes language, accents and culture), citizenship, religion, creed, sex (includes gender and pregnancy), sexual orientation, age, disability, marital and family status. Discrimination includes, but is not restricted to the denial, withholding and delay of access to opportunities, services or facilities, so long as these actions and behaviors are based on the prohibited grounds listed above.

Harassment – Any Student who harasses another person on Institute property or who harasses another student, whether on Institute property or not, by engaging in a course of vexatious comment or conduct that is known or should reasonably be known to be unwelcome, which harassment is based on any of the prohibited grounds of discrimination, breaches proper conduct and is liable to a sanction under this policy. Harassment may be by words, gestures, electronic

messages (including, but not limited to telephone, voicemail, fax or computer messages), innuendoes, graffiti, signs, pictures or other acts.

Sexual Harassment – Any Student who sexually harasses another person on ABIIT’s property or who sexually harasses any student, whether on ABIIT’s property or not, breaches proper conduct and is liable to sanction under this Policy. Sexual harassment is any unwelcome and inappropriate comments or conduct of a gender-related or sexual nature that are known or should reasonably be known to be unwelcome. Gestures, remarks, jokes, innuendoes, displays of sexually offensive material, solicitations, sexual assaults, promises of reward in return for sexual favors or threats if refused, are examples of sexual harassment. Sexual solicitation by a person in a position of trust (i.e. teacher or supervisor) which results in reprisals in such favors are not granted is also an example of sexual harassment. Sexual harassment between co-workers or students often involves a series of inappropriate and unwelcome comments or actions.

Defamation – Any student who makes false statements, whether written or spoken, which may be damaging to the reputation of another student, breaches proper conduct and are liable to a sanction under this policy. Defamation may include false statements based on any of the prohibited grounds of discrimination.

Hate crime – Any student who publishes, displays, transmit (e.g. electronically), distributes or causes to be published, displayed, transmitted or distributed within the ABIIT, or through the use of the Institute resources, a notice, sign, symbol, emblem or other representation that expresses or implies an intention to discriminate upon any of the prohibited grounds of discrimination or an intention to incite others to discriminate upon any of the prohibited grounds of discrimination, breaches proper conduct and is liable to sanction pursuant to this policy.

Negative Environment – Any student who creates or contributes to the creation of a negative environment at ABIIT and breaches proper conduct, is liable to sanction under this policy. A negative learning or work environment is created when a student makes one or a series of comments or actions based upon prohibited grounds of discrimination which have the effect of

creating or maintaining an offensive, hostile or intimidating climate for study or work at ABIIT. An individual or group does not have to be direct target to be affected by a negative environment. Graffiti, signs, electronic, messages, cartoons, remarks, exclusion and adverse treatments are examples of actions that can create a negative environment.

Personal Harassment – Any student who uses his or her authority or influence in a way that is unfair or who persistently engages in a course of vexatious comment or conduct that is known or should reasonably be known to be unwelcome against another person on ABIIT’s property or any member of the ABIIT community, whether on Institute Property or not, and which seriously adversely affects such person or student, breaches proper conduct and is liable to a sanction under this policy. Personal harassment shall include delaying, withdrawing, unfairly granting entitlements or reprisals for seeking dispute resolution and may be made by words, gestures, electronic messages (including, but not limited to telephone, voicemail, fax or computer messages), innuendoes, graffiti, signs, pictures or other acts.

Property

Theft – Any student who commits an act of Theft on ABIIT’s property, or an act of Theft affecting the property of the Institute or any student of the Institute Community, breaches proper conduct and is liable to a sanction under this Policy.

Non-return of borrowed ABIIT Property – Any student who, although having lawfully come into possession of property belonging to the Antigua & Barbuda International Institute of technology, through authorized borrowing (such as borrowing from the IT Department) and retains ABIIT property after the date for its return and/or after demands for its return have been made, breaches proper conduct and is liable to a sanction under this Policy.

Damage to Property – Any student who intentionally or recklessly damages ABIIT’s property or the property of any student of the Institute’s community, breaches proper conduct and is liable to a sanction under this Policy.

Trespass – Any student who enters any part of Institute property where that person has no right to be, or who enters or remains on Institute property after having been excluded from entry by a sanction or legitimate order of any Institute officer, agent or employee, is a trespasser and such entry breaches proper conduct and is liable to a sanction under this policy.

Improper use of Computer Systems – Any student who makes use of any computer system, whether accessing from ABIIT Property or not, by:

- Accessing the computer system without proper authorization - Using it for an unauthorized purpose or for any purpose other than for which access was granted.
- Interfering with another person's legitimate use of the computer system, accessing, using, altering, modifying, reading or copying data that does not belong to the student or is not intended for use by student
- Using an account or access code not legitimately belonging to the student
- Modifying, removing, using or preventing access to the programs or data of the computer system without authorization
- Damaging or mutilating any part of the computer system
- Using the computer system in a way which is contrary to this policy or other than as defined in Institute procedures, breaches proper conduct and is liable to a sanction under this policy.

Honesty

Cheating – Any student who, in an examination, copies from the work of another person in the examination room, or who uses notes or other memory aids without the permission of the invigilator, or who permits such copying, or supplies such notes or memory aids to another, breaches proper conduct and is liable to a sanction under this policy. This type of action may also be subject to an academic sanction such as a failing grade and dismissal from the institution.

Plagiarism – Any student who, in an assignment, submits work that is substantially copied from the work of another person, without attribution, and represents that such work is his or her own,

breaches proper conduct and is liable to a sanction under this policy. This type of action may also be subject to an academic sanction such as a failing grade.

Fabrication – Any student who, when assigned to produce a report on an actual event or set of events (for example, a news story submitted in journalism), presents a report that is, in whole or in part, fabricated, breaches proper conduct and is liable to a disciplinary sanction under this policy such as suspension or dismissal. This type of action may also be subject to an academic sanction such as a failing grade.

Misrepresentation – Any student who misrepresents any fact to the Institute, or fails to disclose a fact, where such misrepresentation or failure to disclose materially affects admission, evaluation or other matters of standing, breaches proper conduct and is liable to a sanction under this policy. If this type of action is by a student and affects any academic assignment, activity or project, it may also be subject to an academic sanction such as a failing grade.

Fraudulent behavior – Any student who commits a fraudulent act affecting the Institute or any student of the Institute community, or who assists another person in such act, breaches proper conduct and is liable to a sanction under this policy. If this type of action is by a student and affects any academic assignment, activity or project, it may also be subject to an academic sanction such as a failing grade.

Good Order

Disruptions – Any student who disrupts a class, laboratory, placement situation or extracurricular activity, or who is disruptive in a resource center, whether by sounds or actions, or by failing to follow the directions of any instructor, or other person in authority, breaches proper conduct and is liable to a sanction under this policy.

Disturbances – Any student who, whether by sounds or actions, creates a disturbance anywhere on Institute property, or otherwise interferes with the peaceful use of Institute property by others, breaches proper conduct and is liable to a sanction under this policy.

False alarms – Any student who creates a false alarm on Institute property, by any means whatsoever breaches proper conduct and is liable to a sanction under this policy.

Offensive and prohibited weapons – Any student who is in possession of a weapon, or a weapon restricted or prohibited by the Criminal Code of Antigua and Barbuda, on Institute property, breaches proper conduct and is liable to a sanction under this policy.

Abuse of process – Any student who, without foundation, uses this policy, or any other policy or regulation of the Institute, for the purpose of harming another person in reputation, standing in the Institute, or for any other harmful purpose, breaches proper conduct and is liable to a sanction under this policy.

Alcohol and Prohibited Substances

Intoxication – Any student who enters and/or remains on ABIIT’s property in a state of alcoholic inebriation or while under the influence of any substance prohibited by the Narcotic Control Act or the Food and Drugs Act, breaches proper conduct and is liable to a sanction under this policy.

Possession of alcohol – Any student who is in possession of an alcoholic beverage on ABIIT’S property, except where such possession is licensed, authorized or permitted under the laws of Antigua and Barbuda, breaches proper conduct and is liable to a sanction under this policy.

Possession or sale of prohibited substances – Any student who is in possession of any substance prohibited under the Narcotic Control Act or the Food and Drugs Act on ABIIT’s Property, or who contracts for the sale of such substances on ABIIT’s property, breaches proper conduct and is liable to a sanction under this policy.

Rules and Regulations

Violation of Institute Regulations – Any student who violates ABIIT’s regulations legitimately established and published, but not included in this policy, breaches proper conduct and is liable to a sanction under this policy.

Disobeying lawful orders – Any student who disobeys and order or directive lawfully given by anABIIT officer, agent or employee authorized to give such order, or fails to comply with any sanction previously imposed pursuant to this policy, breaches proper conduct and is liable to a sanction under this policy.

Failure to Report

Possible Breach of Human Rights Code – Any Employee or Senior Officer who becomes aware of any conduct which may also be a possible breach of the Human Rights Code and who does not report the incident to the proper authorities within a reasonable period of time, breaches proper conduct and is liable to a sanction under this policy. Any employee or senior officer who becomes aware of any conduct which may also be a possible breach of the Criminal Code of Antigua and Barbuda and do not report the incident to the proper authorities within a reasonable period of time, breaches proper conduct and is liable to a sanction under this policy.