



The Mico University College
DO IT WITH THY MIGHT

STUDENT CODE OF CONDUCT

EFFECTIVE: SEPT 2019

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themico.edu.jm/policies

The Mico University College

STUDENT CODE OF CONDUCT

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| Office of Accountability: | |
| Office of Administrative Responsibility: | |
| Document Number: | Mico.Uni. |
| Date Code Created: | |
| Effective Date of Code: | |
| Code Prepared by: | M. Dixon |
| Position of Code Preparer: | Quality Officer |
| Date of This Revision: | Sept, 2019 |
| Date Accepted by Executive Management Committee: | |
| Authorized by: | |
| | President and Chairman of Academic Board |
| | |
| | VP Academic Affairs |
| Date Approved by the Board of Directors: | |
| Authorized by: | |
| | Pro-Chancellor and Chairman of the Board |
| | |
| | Chairman of the Sub-Committee |
| Version: | 01 |
| Web Location of Document (Latest Version): | |
| | https://themico.edu.jm/about/code-of-conduct |
| | |

**CHANGE HISTORY**

| DATE OF CHANGE | NATURE OF CHANGE | REVIEWER(S) |
|----------------|--|---------------|
| | (extract taken from) Undergraduate Student Handbook 2015-17 | |
| Sept 2019 | Edit (extract from current handbook; put into new common format) | J. McFarquhar |
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For more information about policy development, consult the Policy Formulation and Management Policy on The Mico website at themico.edu.jm/policies.



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1. INTRODUCTION

The Mico University College is committed to providing a safe, equitable and orderly environment for the University College community, and expects each member of that community to behave responsibly and ethically. Students are therefore expected to conduct themselves in a way that respects the cooperative standards of the community and accords with the University College's standards.

This Code addresses matters of academic and social conduct, including social media behaviour. It is included in full in the [Undergraduate Student Handbook](#). Considering the dynamic culture of the society and the institution, the Code is not exhaustive. On matters where the Code is imprecise or silent, we trust that good ethical judgment and consideration of what is good for all in the short and long term, will prevail.

2. PURPOSE AND SCOPE

This Code of Conduct provides guidance and regulations concerning expected behaviours of all students of The Mico, whether full-time, part-time, day, evening, or visiting, in all pre-university, undergraduate, graduate, and other programmes.



3. ACADEMIC INTEGRITY

Academic Honesty is a fundamental principle of learning and a necessary foundation for all academic institutions. The University College recognizes honesty and integrity as essential traits in academic life, and expects its students to manifest a commitment to academic integrity through rigid observance of standards for academic honesty. For more information, see the [Academic Integrity Policy](#).

Violations of the principle deny the violators the opportunity to obtain confident command of the material they are credited with knowing, cheat their classmates out of deserved rewards and recognition, and demean the degree they are awarded. It is therefore a matter of great and mutual concern to all members of The Mico community that a concerted effort is made to maintain high standards of integrity, both to protect the value of the educational process in which we are engaged and to maintain the credibility of the institution.

Individual integrity is vital to the academic environment because education involves the search for and acquisition of knowledge and understanding, which are in themselves intangible. Evaluation of each student's level of knowledge and understanding is a vital part of the teaching process, and requires tangible measures such as reports, examinations, and coursework. Any act that interferes with the process of evaluation by misrepresentation of the relation between the work being evaluated (or the resulting evaluation) and the student's actual state of knowledge and understanding is an act of academic dishonesty. Academic dishonesty **in any form** is unacceptable and includes, but is not limited to, plagiarism, cheating and fabrication or misrepresentation.

Examples of Academic Misconduct

- Cheating:** Cheating is an act of dishonesty, with the intention of obtaining and/or using information in a fraudulent manner. It may manifest itself in any/all of the following:
- i) Observing and/or copying from another student's test paper, report, computer files and/or other class assignments, with or without his/her knowledge, consent, facilitation or invitation.
 - ii) Giving or receiving assistance during an examination. This includes providing specific answers to subsequent examinees and/or dispensing or receiving information that would allow the student to have an unfair advantage in the examination over students who did not possess such information.
 - iii) Using class notes, outlines, text messages and other unauthorized information during an examination.
 - iv) Using, buying, selling, stealing, transporting, or soliciting, in part or in whole the contents of an examination or other assignment not authorized by the lecturer/ facilitator of the course.
 - v) Exchanging places with another person for the purpose of taking an examination or completing an assignment. A student who arranges for another individual to undertake or write an examination on his/her behalf,



as well as the individual who undertakes to write the examination, will be subject to disciplinary action which could lead to suspension or expulsion.

- vi) Using for credit the same material in a term paper, book report, project, or class assignment written for credit in another class without the knowledge and permission of the lecturer. This is considered to be self-plagiarism and “duplicate submission”, which represents a form of cheating because course requirements are expected to be fulfilled through original work for each course.
- vii) Fabricating information for any report or other academic exercise.

Plagiarism:

Plagiarism is a dishonest act that occurs when a student intentionally or carelessly presents the ideas, work and/or writings of another person as his/her own. Plagiarism includes, but is not limited to, the exact duplication of another’s work and the incorporation of a substantial or essential portion without appropriate citation, copying and pasting information from websites or any publications, paying for a paper written by someone else or using one’s work which was previously submitted for a grade in another course. Bear the following in mind:

- i) To avoid plagiarism, give written credit and acknowledgement to the source of thoughts, ideas, and/or words quoted directly, paraphrased or used with reference to a general idea.
- ii) The American Psychological Association style (APA) is usually used for referencing.
- iii) For works quoted which are written by someone else, enclose the cited portion with quotation marks and provide an appropriate citation (e.g., footnote, endnote, bibliographical reference)
- iv) Research, as well as the complete written paper, must be the work of the person seeking academic credit for the course. This includes papers, book reports, projects, and/or other class assignments.

Fabrication or Misrepresentation:

Fabrication is the provision or use of any false or altered information, data or citation in an academic exercise. Misrepresentation is giving incorrect or misleading information or failing to disclose relevant information. Fabrication or misrepresentation of academic records may include, but is not limited to:

- i) making a false statement regarding one’s academic credentials;
- ii) concealing material information; and/or
- iii) forging someone else’s signature;
- iv) forging a University College academic document or record (also a crime);
- v) tampering with computer records;
- vi) falsifying academic information on one’s resumé; and/or
- vii) falsifying communications about class absences, missing assignments, exams or other course expectation and requirements.



Consequences of Academic Misconduct

The consequences of an academic misconduct may include loss of self-esteem as well as trust within the academic fraternity. Regardless of the severity of the offense, a report is to be made in writing using the [Academic Misconduct Report Form \(AMRF\)](#) and a notation made on the student's file so that repeated offenses do not go unnoticed.

Sanctions for academic misconduct may include:

1. Written warning; grading penalties, e.g. an "E" for the assignment/exam/course or reduced grade; suspension; expulsion; withholding or revocation of degree.
2. Report to the Assistant Registrar, Head of Examinations. If during an exam, any student is suspected by an invigilator of cheating in any form, including facilitating cheating by other candidates, he/she will be advised by the Chief Invigilator that the matter will be reported. The student will be allowed to continue the examination. The invigilator's report will be shown to the student at the end of the examination and he/she will be given the opportunity to write a response to the accusation. An investigation will follow.
3. In cases of plagiarism, the actions indicated below may be implemented. In all cases, a report will be prepared using the [AMRF](#). Based on the severity of the offence a faculty member may employ **any** of the following, in accordance with the [Academic Integrity Policy](#):
 - i) **Warning:** If the faculty member believes this to be the first offense, he/she indicates to the student that further academic dishonesty will result in other sanctions being imposed.
 - ii) **Resubmission of work:** The faculty member may require that the work in question be rewritten in conformance with proper academic standards and requirements. The faculty member may also specify other requirements.
 - iii) **Grade reduction:** The student's grade for a test, project or other academic work may be lowered.
 - iv) **Failing:** A grade of "E" is assigned for the assignment.

Penalties that may be imposed at the University College level are:

- i) A grade of "E" is assigned for the course.
- ii) Suspension from the University College
- iii) Expulsion

Students have the right of appeal against any sanctions applied by the officers of the University College. In all cases, due process must be carried out. Students must follow the procedures laid out for dealing with such issues.



4. CODE OF CONDUCT

The Mico University College is committed to the overall educational and personal growth of its students. In order to facilitate this growth most effectively, it is essential to maintain an appropriate environment. The following regulations are designed for the general well-being of all members of the University College community. They seek to inform students of expected behaviours, describe prohibited conduct and state the disciplinary procedures and sanctions applicable in order to ensure that the rights of all students are respected and protected. The University College strives to make the campus community a place of study, work and residence where people treat one another, and are treated with respect and courtesy. The University College views the student conduct process as a learning experience that can result in growth and personal understanding of one's responsibilities and privileges within the University College community and the wider community.

The Students' Code of Conduct is in effect both on and off campus when students are in attendance at a function sponsored by the University College, alumni or other groups. These functions include but are not restricted to the following: social events, club/society/religious fraternity activities, athletic events, Practicum, conferences, trips or other University College related experiences. This Code of Conduct is also applicable when students are in and around the wider community of the campus or Practicum site. Students are expected to maintain the highest standards of morality, integrity, orderliness and personal honour befitting a teacher in training. Therefore, they are expected to conduct themselves lawfully, maturely and responsibly. A responsibility of those in the University College community is to follow established rules and guidelines in order for the community to function more efficiently. The Mico University College views each person as an individual with certain responsibilities to the University College community and reserves the right to refuse admittance or dismiss any student whose behaviour and lifestyle are not consistent with the goals of The Mico University College.

When students respect the rights of others to engage in educational, social and recreational activities without interference; obey the University College's regulations as well as the laws of the country; safeguard others from being harassed or subject to physical harm, then a healthy, safe and productive environment will be created.

The Mico University College, as a community of men and women, is committed to furthering scholarship, academic pursuits, and dedicated service to our society. As an institution, our purpose is to assure all students an equal opportunity to fulfil his/her intellectual potential through pursuit of the highest standards of academic excellence.

Certain rights and obligations accrue from membership in any academic community committed to goals such as:

- The rights of personal and intellectual freedom which are fundamental to the idea of a university college;
- A deep and abiding respect for the equal rights and dignity of others; and
- Dedication to the scholarly and educational purposes of the University College and participation in promoting and assuring the academic quality and credibility of the institution.



Students are responsible for accessing and complying with the established University College policies as listed in its official publications. In addition, students must comply with the legal and ethical standards of the institution. All members of the community should inform the appropriate official of any violation of conduct regulations.

The University College reserves the right to request at any time the withdrawal of a student who cannot or does not maintain the required standard of scholarship, or whose continuance in the institution would be detrimental to his/her health, or the health of others, or whose conduct is considered unsatisfactory by the authorities of the University College.

All students are expected to familiarize themselves with the ethical standards, guiding principles and the related policies of the University College including the Code of Conduct. Not knowing or understanding these standards and policies is not a defence or excuse.

REGULATIONS ON CONDUCT

Students should not interfere with the rights, safety, or health of members of the University College community nor interfere with other students' right to learn. Students are expected to abide by all University College rules and regulations and all national laws. Violations of conduct regulations include, but are not limited to:

Examples of Non-Academic Misconduct

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| Complicity | A student who through act or omission assists another student, individual, or group in committing or attempting to commit a violation of the Code of Conduct will be subject to disciplinary action. |
| Disorderly conduct | <p>All lewd, obscene, indecent behaviour or other forms of disorderly conduct on University College property or at any function sponsored or supervised by the University College is prohibited. No student will threaten to, or actually, push, strike, or physically or verbally assault any member of the faculty, administration, staff or student body or any visitor to the campus. These behaviours are breaches of the laws of Jamaica and will be reported to the Police.</p> <p>The abuse or unauthorized use of sound amplification equipment indoors or outdoors during class hours is prohibited. Abuse or unauthorized use of sound amplification equipment indoors or outdoors during classroom hours is prohibited.</p> |
| Disruptive behaviour | Members of the University College community have a right to lawful freedom of movement, the lawful use of property, facilities and parts of the University College. Violations of these rights with intent by: physically hindering persons from entering or leaving or using the facilities; remaining in any building after |



being told to leave (e.g. during General Assembly); the playing of loud music while classes are in session; interfering with University College officials or lecturers in carrying out their lawful business are prohibited.

Students may not disrupt the orderly processes of the University College involving teaching, administration, disciplinary proceedings or other activities. Behaviour which disrupts the teaching-learning process during class activities will not be tolerated. This includes belligerent, abusive, profane, and/or threatening behaviour. A student who fails to respond to reasonable faculty direction regarding classroom behaviour and/or behaviour while participating in classroom activities may be dismissed from the class and will be subject to further disciplinary action.

Non-compliance with University College staff

Students are required to comply with reasonable directives or requests from members of staff and from security personnel contracted by the University College, acting in the performance of their duties. Failure to comply with the terms of any directive, policy, procedure or agreement (such as the Student Contract) between a student and a University College official is a violation of the Code of Conduct.

Misconduct Towards Members of the University College Community

Disorderly assembly

Students are free to support causes by orderly means that do not disrupt the regular and essential operation of the University College. Students should not assemble on campus for the purpose of creating a riot, causing destruction, or disorderly diversion which interfere with the normal operation of the University College or cause property damage. This should not be construed as denial of the right to peaceful, non-disruptive assembly. Students are not allowed to prevent persons from entering or leaving the campus, or obstruct the free movement of other persons about the campus or interfere with the use of the facilities.

Dissemination of malicious material

Students who disseminate or cause malicious and/or defamatory material to be disseminated, or engage in activity which creates a social or academic climate that hinders or prevents the free and full participation of another person or group in the life of the University College will be in breach of the Code of Conduct and subject to disciplinary action. This includes all materials posted in social media and on notice boards around the campus or otherwise made visible or accessible to the community or part thereof.

Harassment/verbal abuse of others

Harassment includes conduct that is intended to unreasonably interfere with a person's life at The Mico University College. This includes, but is not



limited to, intimidation, threats, slurs, derogatory graffiti, internet/social media postings, repeated undesirable, uninvited and avoidable interaction or any conduct which endangers the health, safety or well-being of an individual or group.

**Physical assault/
battery/bullying**

Threatening, fighting, intimidating, demeaning or insulting behaviour, physically abusing another person or holding him/her against his/her will is prohibited both on and off the University College's campus and may be punishable by summary dismissal from the institution. These activities are also in breach of the laws of the country and will be reported to the Police.

Ragging/Hazing

The Mico University College prohibits any unproductive or hazardous activity that may be construed as hazing or ragging. Hazing/ragging is defined as: any action or situation which recklessly or intentionally endangers the mental or physical health or safety of a student, causes physical discomfort, embarrassment, ridicule for the purpose of initiation or admission into or affiliation with any organization operating under the sanction of a university college. Such conduct includes but is not limited to whipping, beating, branding, forced exercise, exposure to weather, forced consumption of food, liquor, beverage or drugs or any forced activity that humiliates, abuses, degrades or endangers the health and safety of other students.

Rape/Sexual assault

Sexual assault is any unwanted sexual contact or activity with a person that occurs without that person's consent. Consent is not implied or effective when there is intimidation or a threat of physical or emotional harm. If the person is unable to give consent because he/she is asleep, intoxicated, unconscious, or otherwise unaware of the assault, **it is still considered sexual assault.**

**Sexual Harassment/
Stalking**

Sexual harassment consists of any unwelcomed sexual advances, requests for sexual favours and other verbal or physical conduct of a sexual nature. This includes, but is not limited to, submission to, or rejection of, such conduct that is made either explicitly or implicitly a term or condition of academic decisions affecting a student; conduct that affects or interferes with a student's work or academic performance; conduct that is considered a condition for employment or that creates a hostile or intimidating work or academic environment.



Misconduct of a General Nature

Alcohol and drugs

The Mico University College, as an institution of higher education, is dedicated to the well-being of all members of the University College community - students, all categories of staff, and administrators. Because of its concern regarding the misuse of alcohol and other drugs (both licit and illicit), it is the policy of the University College to endeavour to prevent substance abuse through programmes of education and prevention.

The University College is in full compliance with the laws of Jamaica with respect to the possession and/or use of certain substances being illegal. Members of the University College community who engage in any illegal activity involving alcohol or other drugs are subject to dismissal.

Alcoholic beverages

Possession, consumption and/or distribution of alcoholic beverages, in any form, in and about University College grounds, instructional buildings, halls of residence, and athletic facilities or at any University College activity on or off campus are strictly prohibited (i.e. unless authorized by the University College). It is illegal to include any form of drinking contest at social functions.

Drugs

The University College will uphold the laws of Jamaica concerning the illegal use, possession, consumption, dispersing and/or distribution, manufacturing, or sale of drugs, narcotics, controlled substances, counterfeit or synthetic substances and drug paraphernalia, which are illegal. Abuse of prescription medications is also prohibited. Only those medications taken under doctor's supervision are allowed in campus housing or other property owned or operated by the University College.

Tampering with University College Property

Tampering with the University College's property (i.e. locks and keys, fire protection system, etc.) is prohibited. The student found tampering with the University College's property will be required to make restitution for any property or part thereof which has been damaged or destroyed. The student will also be liable for suspension.

Forgery and unauthorized duplication

The forgery, alteration or unauthorized possession or use of the marks of the University College, official documents, records, and instruments of identification, misrepresentation, or counterfeiting is prohibited. The duplication of University College keys is also prohibited.

Gambling

Gambling may be defined as any unsanctioned game of chance where currency, property, and/or service are exchanged. Gambling, including taking or placing of bets or payoffs is prohibited on campus or other property owned and operated by The University College.



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| Off-Campus offenses | The University College has jurisdiction to investigate and prescribe disciplinary action against students for engaging in breaches of the Code of Conduct that occur off campus, and outside of University College precincts and activities, and other conduct that adversely affect the vital interests of the institution. The University College has a vital interest in the character of its students, and regards off-campus behaviour as a reflection of a student's character and his/her fitness to be a member of the student body. Therefore, off-campus behaviour that indicates disregard for the health and safety of people or their property, including but not limited to criminal conduct, will be subject to disciplinary action. |
| Possession or use of firearms and dangerous weapons | Firearms, illegal knives, explosives, chemicals, devices to start fires or bomb-making materials must not be kept by students on property owned or operated by the University College. The brandishing or use by visitors shall not be facilitated either. With special authorization, members of the Jamaica Constabulary Force, Jamaica Defence Force or contracted security company who carry firearms to carry out their duties will be allowed to do so. These should not be discharged except in the carrying out of their duties. All breaches will be reported to the Police. |
| Smoking | Smoking cigarettes, other tobacco products, marijuana or other lighted smoking equipment is not allowed inside or around any buildings or properties owned or operated by the University College. The campus and residential areas are no-smoking zones. Students in violation will have the paraphernalia/products confiscated and will be liable for suspension for a repeated violation and for any other violation may be expelled. |
| Theft | Theft of property owned by the University College or of the property of others on the University College's property is prohibited and may be punishable by summary dismissal from the institution. Additionally, theft is a breach of the laws of the country and will be reported to the Police. |
| Vandalism and abuse/misuse of University College property | Abuse of property may include damaging, defacing, destroying or misusing buildings, equipment, grounds and other resources, belonging to the University College. The posting of promotional paraphernalia, such as event advertisements and election campaign flyers on areas other than designated notice boards is considered as property abuse. Students in violation will be liable will be responsible for the repair / renovation of damaged property. Incidences of serious damage will be reported to the Police. |

An exhaustive list of misconduct is not possible, but will include all conduct that the University College deem to be unfit for a teacher or which may disrupt the smooth running of the University College.



Consequences of any Misconduct or Unapproved Behaviour

Once it is determined that a student has committed a breach of the standards, protocols and policies of The Mico University College amounting to a misconduct or behaviours which are inappropriate or prohibited, disciplinary measures will be implemented. This may include:

- a) **Reprimand:** Notice of violation of specified regulations and warning that further conduct of that sort may result in a more severe disciplinary action.
- b) **Disciplinary restrictions:** Limiting of certain privileges or practices of the person(s) involved in the offence.
- c) **Fines:** Fines may be imposed depending on the severity of the infraction.
- d) **Probation:** The University College reserves the right to impose conditions and/or restrictions on the person(s) involved, with warning of more severe action if further infractions occur (or if probation is violated).
- e) **Suspension:** Separation from the University College for a specified period of time. This suspension will appear on the student's transcript. During suspension the student will be barred from the University College premises and will not be allowed to participate in any University College sponsored activity.
- f) **Expulsion/Dismissal:** Immediate, permanent expulsion from the University College.

Restitution, community service, counselling or other assessments may also be required in certain circumstances.

5. ACCEPTABLE USE OF COMPUTER AND ELECTRONIC RESOURCES

Access to and use of The Mico University College computing and electronic resources are privileges granted to students, staff, and faculty for academic, research, operational and administrative purposes. This privilege carries many obligations. Users are expected to use these resources in an efficient, appropriate, ethical and lawful manner that supports the mission of the institution.

Misconduct in Relation to Computer and Electronic Resources

Some examples of unauthorized use/ misuse are:

- Attempting to circumvent/bypass security facilities on any system or network.
- Placing any destructive or nuisance programmes such as viruses or worms into a system or network.
- Sending fraudulent, harassing, threatening or obscene messages.
- Intentionally accessing or collecting, or sending pornography or other material inappropriate to a public workplace.
- Unauthorized use of the University College's name and logo and other marks.
- Transmitting advertisements, solicitations or promotion for any other commercial purpose not authorized by the administration.



- Create, store, process or transmit any defamatory material or material which is designed or likely to cause annoyance, harassment, inconvenience or needless anxiety to others.
- Using or accessing another person's system, user ID, password, files, email or other data without that person's permission or authorized by the Vice President of Administration.
- Using the system to excess in non-University College related activities, for example sending chain mail or mass unsolicited mail.
- Using the system or networks for personal financial gain, excluding outside professional activity.

Any computer identified as a security risk due to lack of virus protection may be disconnected from the network.

Social Networking Services

Social Networking Services or internet connectivity tools such as online communities have helped students at universities and colleges to connect in many positive ways. Students should, however, be very selective of the content posted being aware of the following:

- Any material that is posted on these sites is public property.
- This content may be available to anyone with internet access, which includes your peers, faculty, alumni, parents, neighbours, future employers, financial institutions, and anyone else in the world with access to the internet.
- Potential employers may check on your activity in considering your application for a job.
- Telephone numbers, residential information, and information about your whereabouts and regular activities can provide of a profile of your lifestyle that can be used for nefarious activities against you, your family, friends and associates.
- Compromising photographs should never be posted.

Consequences of any Misconduct or unapproved behaviour in relation to the use of Computer, Electronic Resources and Social Network

Once it is determined that persons have used any University College owned and operated computer systems and/or networks for unauthorized purpose(s), such persons are subject to disciplinary actions up to and including dismissal/expulsion and/or any other action that the institution may prescribe. In case of financial loss to the University College, restitution may be sought.



6. PERSONAL APPEARANCE AND DRESS CODE

Dressing as a Professional

The Mico University College prides itself in setting high standards of dress, deportment and good conduct. The influential position of a teacher in the lives of children is a significant responsibility. Teachers are held accountable, not only by education administrators and government ministries, but by parents, guardians and the wider society. Appearance is important; so we take very seriously the old adage **“First impressions are lasting”**. Our standards of dress are intended to portray a professional image. We believe that proper and appropriate dress enhances performance both professionally, as well as, in the educational environment. You are therefore expected to dress professionally and all students are required to wear the designated uniform to classes.

All students – male, female, full time or part time – are required to dress in a manner appropriate to the profession, observing all specific guidelines within the relevant specializations, including protective clothing and suitable footwear. Clothing that is revealing of shoulders, torso or thighs or suggestive of the body form are not appropriate and should not be worn for classes, to access any facilities such as the library, computer laboratories or cafeteria, or in attending any function hosted with the permission of the University College or at which you are representing the institution.

Hairstyles and accessories are to be consistent with the dress code of the profession and not be distracting. Hair should be of a natural colour and there should be no artificial hair of unnatural length, mohawks, bleached hair or patterns in hairstyles. Female hair accessories are to be black or dark brown. Males are not permitted to accessorise their hair. Other accessories are to be conservative. A wristwatch and a bracelet may be worn. Females may wear a single pair of earrings. Males are not to wear earrings. No tattoos (if the student already has tattoos these should be covered at all times) or bleached skin.

Female students must wear professionally tailored uniforms made of the approved fabric in the selected designs and colours. The uniform styles must adhere strictly to the patterns provided in the registration packages. Make-up must be minimal; and fingernails should be a moderate length, coloured natural or pastel. Shoes are to be black or **dark** brown, with heels no more than 5 cm tall.



While male students do not have a designated uniform, the dress code requires: dark-coloured dress pants, long-sleeved dress shirt of a cotton-blend fabric and tie or bush jackets for classes. Dress shirts are to be plain or subtly pin-striped, without sheen or pattern. Clean dark-coloured shoes of a single colour, worn with dark socks are required. Exceptions will be made when you are engaged in other activities which may necessitate a different attire. Because the Halls of Residence for men are on the main campus, care must be taken to be appropriately dressed especially when classes are in session.

All full-time students and student representatives of evening/part-time programmes are required to have a black blazer for official functions. The blazer is regarded as part of the official University College dress. Students may purchase a blazer off the rack or have them tailored.

Part-time/Evening Students: Students registered part-time and/or evening students are required to dress as a professional when attending classes. Most are teachers who will come to classes after work and so would be dressed appropriately, having to comply with the dress code of the Ministry or the school at which they are employed.

Physical Education and Athletic Team Attire: Students participating in Physical Education **MUST** be fully attired in the University College colours. This includes a gold Mico T-shirt along with black track suit bottom. For footwear, athletic shoes are required and may be of any colour. Sports attire can be bought on campus from the Department of Physical Education. For all Inter-collegiate competitions, it is expected that all teams be fully attired in the colours of The Mico University College which are black and gold.

NB: If for any reason a student has to be out of uniform e.g. wearing sandal/slippers, the student **MUST** visit the nurse who will give him/her a cover note. This cover note must be kept with the student at all times, to be shown if questioned by staff about this infraction.

Personal Appearance

The Mico University College students undertake to conduct themselves in a manner that conforms with the acceptable standards of propriety, modesty and good taste acceptable when they recite The Mico pledge saying: "I promise that my appearance and conduct outside, as well as inside the University College precincts will be such as will enhance the highest traditions of The Mico."