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**IMLI GUIDELINES ON STUDENT CONDUCT[[1]](#footnote-1)**

**IMLI Guidelines on Student Conduct**

**PART I**

**GENERAL**

**Citation and Interpretation**

1. (1) These Guidelines may be cited as the IMLI Guidelines on Student Conduct.

(2) In these Guidelines, unless the context otherwise requires:

**“Administration”** means the Faculty and Members of Staff with administrative and secretarial duties at the Institute;

“**Delegated Official**” means the Member of Faculty or Staff so designated by the Director;

**“Director”** means the Director of the Institute;

**“Flat”** means a residential unit designated as accommodation;

**“IMLI”** or **“the Institute”** means the IMO International Maritime Law Institute;

**“Nominated Student”** means a student who has been accepted to the Institute’s programmes in such capacity;

**“Premises”** means the premises of the Institute including all residential accommodation as well as parking areas;

**“Resident”** means a student to whom a flat has been allocated by the Institute;

**“Student”** means an individual registered as an IMLI student in any of the Institute’s programmes and courses.

**Applicability**

2. These Guidelines shall apply to students admitted to any and all of the Institute’s programmes and courses.

**General Student Conduct**

3. By joining the Institute, students undertake to rigorously honour and abide by all its policies, regulations, and guidelines and undertake to constantly act in a manner which is consistent with and respectful of the international standing and repute of the Institute.

**Health and Medical Insurance**

4. All students shall be required to obtain appropriate medical insurance cover for the whole duration of their stay in Malta as a precondition for admission to the Institute’s programmes and courses. Evidence of this insurance (all the documents must be issued in the English language or officially translated in the English language) may be required by the relevant Embassy when the student applies for an entry visa and will be required by the Expatriates Office to be able to issue a study residence permit that allows students to remain in Malta for the whole duration of the programme in which they are admitted. Should students find difficulty in obtaining insurance which cover extends to Malta, the Institute can assist in obtaining locally the required health insurance. The cost of the insurance is to be borne by the student.

5. (1) All students may be required to undergo a medical examination upon arrival at IMLI. The Director is entitled to see the report of such and any other examination.

(2) If a student is found to have a medical condition which is incompatible with his/her status as an IMLI student, the student may, at the sole discretion of the Director, be required to return to his/her home country.

**PART II**

**ACADEMIC MATTERS**

**Duration of the Programme**

6. The Director, in consultation with the Members of the Institute’s Faculty, has the right to determine the date of commencement and termination of the programme.

**Attendance to Lectures and other Academic Activities**

7. (1) Attendance at every lecture or other academic activity is compulsory unless an exception ismade in the event of illness of the student or other valid reason in which case prior express written permission shall be granted by the Director or Delegated Official.

(2) Students are required to sign the attendance book for every lecture and academic activity. Failure to attend at least eighty percent (80%) of the lectures and other academic activities held throughout the year shall prevent a student from meeting the requirements for the award of the relevant Degree, Diploma or other Certificate.

(3) No tape or electronic recording of the lectures shall be allowed.

(4) Failure to abide by paragraph 7 (3) above is liable to attract disciplinary action, including dismissal from the Institute.

(5) No computers and/or electronic devices shall be used during lectures or other academic activities without the prior express written approval of the Director. Any approval granted by the Director will be subject to the following conditions:

(a) students shall apply for the Director’s approval at the commencement of each semester of the programme;

(b) authorized electronic equipment shall be used exclusively for the purpose of taking lecture notes; and

(c) failure to abide by sub-paragraphs (a) and (b) above shall attract disciplinary action including, but not restricted to, fines to be determined by the Director or Delegated Official and the withdrawal of the Director’s approval.

**Books and other Study Materials**

8. (1) Personal copies of selected text books will be provided toeligible students.

(2) Other study materials shall beprovided to all students as deemed necessary by the Member of Faculty concerned.

(3) Students are advised to bring with them copies of the United Nations Convention on the Law of the Sea, 1982 and copies of their national maritime legislation.

**Stipend**

9. (1) Eachnominated student while in residence at IMLI shall receive a stipend of €315 per month or pro-rata. The stipendis intended to cover a student’s personal expenses including board and other day-to-day needs.

(2) No stipend shall be paid after the students leave the Instituteat the end of the programme provided that a subsistence allowance shall be paid if the field trip, referred to in paragraph 20, takes place.

**Photocopying Allowance**

10. (1) Each nominated student shall receive a photocopying allowance of €50 at the beginning of the programme to cover costs of photocopying study and research materials. An additional amount may be provided in the second semester at the Director’s discretion and upon written application made to him by the student representative on behalf of the class.

(2)The rate for photocopying at IMLI shall be 10 Euro cents per page payable to the Administration.

(3) Students shall not be permitted to approach any member of the Administration for doing any printing or photocopying other than in conformity with set procedures.

**Word-Processing Allowance and Facilities**

11. (1) Each nominated student shall receive a one-time allowance of €50 as a subsidy for defraying the costs incurred in the preparation of the dissertation / research project and maritime legislation drafting project. The allowance will be granted at the appropriate time during the programme.

(2) Students may avail themselves of the Institute’s Student ICT facilities in accordance with the IMLI Guidelines for the Use of the Student ICT Facilities.

**Lecture Hall and Common Room**

12. (1) Students shall keep the Lecture Hall and Common Room in a clean and tidy condition.

(2) No furniture or appliances shall be removed from the Lecture Hall or Common Room.

(3) Students shall ensure that the Common Room is securely locked whenever not in use.

(4) No food shall be consumed in the Lecture Hall unless provided by the Institute.

(5) No smoking shall be allowed in the Lecture Hall and Common Room.

(6) The use of mobile phones in the Lecture Hall shall be strictly prohibited.

(7) The use of computers and/or electronic devices in the Lecture Hall shall be strictly prohibited, except as provided in paragraph 7(5) hereof.

**Library**

13. (1) The IMLI Library shall be available for use by students at designated times.

(2) No books or materials shall be removed from the library, whether for reading or photocopying, other than in conformity with the IMLI Guidelines for the Use of the Institute’s Library.

(3) No smoking shall be allowed in the Library.

(4) The use of mobile phones in the Library shall be strictly prohibited.

**Assessment**

14. Student assessment shall be governed by the relevant regulations adopted by the Institute for individual programmes and courses.

**Copyright**

15. Students hereby waive any rights they may have in any work including dissertations / research projects and maritime legislation drafting projects produced by them at the Institute, if the Institute decides to publish such works in any form whatsoever.

**Examinations**

16. No electronic devicesor dictionaries shall be allowed in the Examination Hall.

**Important Visitors**

17. Throughout the academic year, the Institute hosts a number of important visitors and it is customary to greet them in an appropriate manner. Students shall therefore greet the visitors in accordance with the procedures established by the Institute.

**Posting of Books and other Study Material**

18. Books and other study materials of nominated studentsshall be sentby parcel post to the respective home countries of the students at the end of the programme. Each nominated student shall be permitted a maximum of 20 kilograms of such books and other study materials. Details regarding packaging shall be provided by the Administration at the relevant time before students leave Malta.

**Travelling**

19. (1) No travelling abroad is allowed during the academic year except on weekends and public holidays.

(2) Students travelling abroad are required to obtain prior express written permission from the Director.

(3) In applying for such permission, students are required to provide the Director with information on the country of destination, date of departure, date of arrival, accommodation abroad and contact details accessible at all times.

**Field Trip**

20. (1) Subjectto availability of sufficient funds and approval by the IMLI Governing Board, an educational field trip may be organized as part of the Institute’s programmes and courses.

(2) The Institute shall be under no obligation to hold a field trip. However, if a field trip is held, participation at such trip and attendance at all events thereof are compulsory if so required by the relevant programme or course.

**PART III**

**RESIDENTIAL MATTERS**

**Allocation and Vacation of Flats**

21. (1) Allocation of flats to residents will be made by the Administration.

(2) Aresident shall occupy the same flat for the whole duration of the programme unless a different flat is allocated by the Institute on a temporary or permanent basis.

(3) Flatsshall be vacated at the end of the programme. All personal property shall be removed and the flat left in a clean condition.

**Electricity Consumption**

22. (1) Residents are allowed 600 units of electricity consumption free of charge per month.

(2) Any units in excess of the amount set out in the preceding paragraph shall be payable by the student and shall be deducted from the stipend payable to the student.

**Laundry Facilities**

23. (1) Residents may avail themselves of the Institute’s laundry facilities designated for student personal use, according to the schedule set by the Administration.

(2) Male and female residents shall be allocated different washing days and times which shall be strictly adhered to.

(3) Residents shall not be permitted to dry their clothes in the courtyards, except on weekends and public holidays.

**Cleaning and Maintenance**

24. (1) IMLI reserves the right to enter all flats for cleaning and maintenance. Whenever possible, residents will be notified of any visits to be made other than routine cleaning visits.

(2) If it becomes necessary for IMLI to carry out extra cleaning of any flat, a charge may be levied on the resident.

(3) Residents are responsible for making their beds every day and cleaning their own dishes and kitchen utensils.

(4) Residents shall remove garbage and other refuse from their flats on a daily basis and place the same in the designated area from where the Institute’s garbage is collected.

**Safety, Security, Care and Maintenance of Premises**

25. (1) No heating or cooking appliances other than those provided or approved by IMLI may be used in any flat.

(2) Damage caused by any resident to property owned or possessed by IMLIwill be charged to that resident.

(3) Property owned or possessed by IMLI shall not be removed from the flat.

(4) Residents shall report to the Administration any damage or defects occurring in any flat or in any property or fixtures therein so that they may be repaired as necessary and responsibility for such damage or defect be determined.

(5)Residents shall not make any alterations or repairs whatsoever to the property, furniture, appliances or fittings provided by or through IMLI without the express approval of the Director or Delegated Official.

(6) No potentially dangerous substance or weapon shall be brought intothe premises.

(7) No smoking is allowed on the premises except in the flats and in areas designated for smoking.

(8) Residents shall ensure that when lights or appliances are not in use they are disconnected or switched off.

(9) Residents shall ensure that their flats are securely locked at all times. IMLI shall not accept any responsibility whatsoever for the private possessions of residents that are lost in their rooms/flats.

(10) Residents shall ensure that the keys to their flats are in their possession at all times. Residents who are locked outside their flats may contact Mr. Joseph Mifsud (Driver/Maintenance Man) on telephone (+356) 79 310816 to assist them to gain access to their flats. Provided that on the first three occasions when assistance is rendered outside office hours, the resident requesting assistance will be liable for the dues for extra-time payable to the relevant member of staff giving assistance. Provided further that, after the third request for assistance, the resident requesting assistance will be liable for the dues for extra-time payable as aforesaid, together with an administrative charge of €25 payable to the Institute.

**Orderliness on the Premises**

26. (1) Only persons identified by the Administration shall be admitted­ to the premises.

(2) Residents may use their own radios, stereos, musical instruments and similar entertainment equipment in their respective flats provided such use does not cause undue noise, nuisance or inconvenience to others, in which case, such privileges shall be withdrawn.

(3) Residents shall not be permitted to bring any animal or household pet to the premises at any time.

(4) No private business or trade or the practice of any profession may be carried out on or from the premises.

(5) No resident shall be permitted to sublet any flat.

(6) Residents shall not be permitted to bring motorcycles, scooters or bicycles or parts thereof into the Institute’s premises without the prior express written permission form the Director or Delegated Official. Students shall not park any vehicles or other means of transportation anywhere on the premises except in designated parking areas.

(7) A resident shall not be permitted to visit or remain in the flat of another resident between 10 p.m. and 8 a.m.

(8) No parties or assemblies of more than four persons shall be held by residents on the premises without the prior express written permission from the Director and the presence of a Member of Staff.

(9) A resident may not take up accommodation in any place outside the premises or otherwise absent himself/herself from the Institute without prior authorization from the Director. When requesting such authorization from the Director, the student shall provide details of where he/she may be contacted during his/her absence from the Institute.

(10) Should a student be in breach of the provisions of paragraph 26 (9), there shall be deducted from the stipend payable to him/her in terms of paragraph 9 hereof, a sum proportionate to the duration of his/her absence.

**Courtyards**

27. (1) Courtyards shall be kept clean and tidy. No garbage or refuse shall be left out in the courtyards. No cigarette butts are to be discarded in the courtyards.

(2) Any furniture placed in the courtyards shall not be removed without permission from the Administration.

(3) No noise, nuisance or playing of loud music is permitted in the courtyards.

**Visitors and Guests of Residents**

28. (1) Only bona fide guests or visitors, identifiable as such to the satisfaction of the Administration, shall be permitted to enter the premises to visit a resident.

(2) Visitors or guests of residents are not permitted to enter flats. Residents may meet with their visitors or guests in the common room or any of the courtyards.

(3)No visitors or guests of residents are permitted to enter or remain on the premises between the hours of 10 p.m. and 8 a.m. without prior express written permission from the Director or Delegated Official.

(4) Residents are personally responsible for their visitors and guests and are accountable for the conduct of such visitors and guests.

(5) IMLI shall not accept any responsibility whatsoever for the private possessions of visitors or guests or residents.

**PART IV**

**MISCELLANEOUS**

**Violations**

29. Any violation of these Guidelines is liable to attract disciplinary action, including dismissal from the Institute.

**Final Provisions**

30. In exceptional circumstances, and when the best interests of the Institute so require, the Director may override, at his discretion, the provisions of these Guidelines.

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1. The IMLI Guidelines on Student Conduct have fully revised the IMLI Student Rules which were last amended in July 2012. The reason for such revision is to extend their applicability to students admitted to all programmes and courses and not only to those enrolled in the LL.M. programme, as it was the case with the IMLI Student Rules. [↑](#footnote-ref-1)