**IMLI STUDENT RULES**

 **(Amended July 2012)**

These rules are promulgated pursuant to the Statute of the IMO International Maritime Law Institute.

**1. Definitions**

For the purposes of these rules:

1.1 "Institute" or ''IMLI" means the IMO International Maritime Law Institute.

1.2 “Director” means the Director of the Institute.

1.3 "Administration" means the faculty and members of staff with administrative and secretarial duties at the Institute.

1.4 “Programme” means the Programme leading to the Degree of Master of Laws – LL.M – in International Maritime Law.

1.5 "Premises" means the premises of the Institute including all residential accommodation as well as parking areas.

1.6 "Flat" means a residential unit designated as accommodation.

1.7 "Student" means an individual registered as an IMLI student in the programme.

1.8 "Resident" means a student to whom a flat has been allocated.

**2. Allocation and Vacation of Flats**

2.1 Allocation of flats to residents will be made by the Administration.

2.2 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.

2.3Flatsshall be vacated at the end of the programme. All personal property shall be removed and the flat left in a clean condition.

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

3.1 No heating or cooking appliances other than those provided or approved by IMLI may be used in any flat.

3.2 Damage caused by any resident to property owned or possessed by IMLIwill be charged to that resident.

3.3 Property owned or possessed by IMLI shall not be removed from the flat.

3.4 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.

3.5Residents 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.

3.6 No potentially dangerous substance or weapon shall be brought intothe premises.

3.7 No smoking is allowed on the premises except in the flats and in areas designated for smoking.

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

3.9 Residents shall ensure that their flats are securely locked at all times. IMLI does not accept responsibility for the private possessions of residents that are lost in their rooms/flats.

3.10 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.

**4. Orderliness on the Premises**

4.1 Only persons identified by the Administration shall be admitted­ to the premises.

4.2 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.

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

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

4.5 No resident shall be permitted to sublet any flat.

4.6 Residents shall not be permitted to bring motorcycles, scooters or bicycles or parts thereof into the flats and shall not park any vehicles or other means of transportation anywhere on the premises except in designated parking areas.

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

4.8 No parties or assemblies of more than four persons shall be held by residents on the premises without the express permission of the Director.

4.9 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.

4.10 Should a student be in breach of the provisions of paragraph 4.9, there shall be deducted from the stipend payable to him/her in terms of Rule 14 hereof, a sum proportionate to the duration of his/her absence.

**5. Visitors and Guests of Residents**

5.1 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.

5.2 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.

5.3No 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.

5.4 Residents are personally responsible for their visitors and guests and are accountable for the conduct of such visitors and guests.

5.5 IMLI does not accept any responsibility for the private possessions of visitors or guests or residents.

**6. Health, Hygiene and Cleanliness**

6.1 All students may be required to undergo a medical examination upon arrival at IMLl. The Director is entitled to see the report of such and any other examination.

6.2 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.

6.3 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.

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

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

6.6 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.

**7. Laundry Facilities**

7.1 Residents may use for their personal washing, the laundry facilities of the Institute designated for student use, according to the schedule set by the Administration.

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

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

**8. Courtyards**

8.1 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.

8.2 Any furniture placed in the courtyards shall not be removed without the permission of the Administration.

8.3 No noise, nuisance or playing of loud music is permitted in the courtyards.

**9. Lecture Hall and Common Room**

9.1 Students shall keep the Lecture Hall and Common Room in a clean and tidy condition.

9.2 No furniture or appliances shall be removed from the Lecture Hall or Common Room.

9.3 Students shall ensure that the Common Room is securely locked whenever not in use.

9.4 No food shall be consumed in the Lecture Hall unless provided by the Institute.

9.5 No smoking shall be allowed in the Lecture Hall and Common Room.

9.6 The use of mobile phones in the Lecture Hall shall be strictly prohibited.

9.7 The use of computers and/or electronic devices in the Lecture Hall shall be strictly prohibited, except as provided in rule 11.4 hereof.

**10. Library**

10.1 The IMLI Library shall be available for use by students at designated times.

10.2 No books or materials shall be removed from the library, whether for reading or photocopying, other than in conformity with the Library Rules.

10.3 No smoking shall be allowed in the Library.

10.4 The use of mobile phones in the Library shall be strictly prohibited.

**11. Attendance to Lectures and other Academic Activities**

11.1 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 permission shall be granted by the Director.

11.2 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 Master of Laws (LL.M.) Degree.

11.3 No tape or electronic recording of the lectures shall be allowed.

11.4 No computers and/or electronic devices shall be used during lectures or other academic activities without the prior express 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 must be used exclusively for the purpose of taking lecture notes; and

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

**12.** **Books**

12.1 Personal copies of selected text books will be provided toeach student.

12.2 Other study materials will beprovided to all students as deemed necessary by the faculty member concerned.

12.3 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.

**13. Posting of Books and Study Material**

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

**14. Stipend**

14.1 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.

14.2 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 below, takes place.

**15. Photocopying Allowance**

15.1 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 concerned.

15.2The rate for photocopying at IMLI is 10 euro cents per page payable to the Administration. Less expensive photocopying facilities are available off the University Campus.

15.3 Students are not permitted to approach any member of the Administration for doing any photocopying other than in conformity with set procedures.

**16. Word-Processing Allowance and Facilities**

16.1 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 and maritime legislation drafting project. The allowance will be granted at the appropriate time during the programme.

16.2 Students may avail themselves of the I.T. facilities located in the Common Room and the Library of the Institute at designated times, provided that they shall not remove, transfer or in any other way tamper with any of the furniture, equipment or software found therein.

**17. Assessment**

17.1 Students shall be assessed in accordance with the Master of Laws – LL.M. – in International Maritime Law Programme Assessment and Examination Regulations.

**18. Copyright**

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

**19. Examinations**

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

**20. Duration of the Programme**

20.1 The Director has the right to determine the date of commencement and termination of the programme.

**21. Field Trip**

21.1 Subjectto availability of sufficient funds and approval of the Governing Board, an educational field trip may be organized as part of the programme.

21.2 It is stressed that the Institute is 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.

**22. Telecommunications**

22.1 All telephone calls may be made from card phone installations. There are several such installations on the university premises. Faxes may be sent through the Institute's facilities against immediate payment to be made to the Administration after the termination of communications.

**23. Electricity Consumption**

23.1 Residents are allowed 600 units of electricity consumption free of charge per month.

23.2 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.

**24. Important Visitors**

24.1 Throughout the academic year, many dignitaries visit the Institute and it is customary to greet them in an appropriate manner. Students hereby agree to greet the visitors in accordance with the procedures established by the Institute.

**25. Violations**

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

**26. Supplements and Amendments**

26.1 These rules may be supplemented or amended at any time and as deemed necessary by the Director.

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I hereby agree to abide by these Student Rules.

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