STUDENT HANDBOOK

THE FALCON INSTITUTE

Transforming you to rise above others

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Dear students,

Welcome to The Falcon Institute!

It is an exciting time at the Institute as we begin counting its first year of life. Frankly, your association with the Institute makes the year a more thrilling time for the management team of the Institute.

We established The Falcon Institute with the hope and resolve of serving student needs. Foremost among them is the need to be competitively job-ready upon graduation. We commit to help you earn better qualifications and we pledge to upskill you simultaneously to ensure you enjoy unstoppable career advancement.

Clearly, by joining The Falcon Institute you have made a smart choice.

However, your dreams can come true only if you pursue them vigorously. So, be ready to engross yourself eagerly in your studies. Please play your part thoroughly as we strive to grow you to your full potential.

Our programmes are carefully and thoughtfully designed for you. They meet the MQA requirements while preparing you for the job market. They immerse you in a deeply enriching and interactive learning environment which will help you build a better and brighter future.

The Student Handbook is designed to help you become familiar with the policies, procedures and practices relating to the academic and administrative affairs at TFI. They govern your studies and life at the campus. Kindly take some time to find out what they are and do not hesitate to clarify what is not there from the Student Services.

We wish you best of luck and great success! See you soon in our campus!

Abdul Hameed Zakariyya
The Director
The Falcon Institute

INTRODUCTION

Competition in the job market is growing incredibly stiffer as the world continues to change rapidly. Overqualified and over-degreed candidates are flooding the job market, vying wildly for the best paid jobs. But, are the majority truly competent? Why are employers vigorously demanding specific knowledge and skill sets? Why is there so much stress on the competency of candidates before making job offers?

The Falcon Institute was established against this emerging rigid backdrop to provide students with access to high quality education and skills development. Our stress is on the employability of our graduates. Our programmes are, therefore, designed to meet the growing demands of choosy employers. Our aim is to help you earn new qualifications and certifications. We want to make sure you acquire competencies that can make you stand out in the overly competitive job market.

Our goal, indeed, is to transform you to rise above others!

Located in Hulhumale', our campus proudly stands tall in a corner plot at crossroads on Ranauraa Magu where a cosy mosque and a shady park occupy other corner plots. Our classrooms are equipped with modern facilities to help our students concentrate and learn in comfort from highly qualified instructors, lecturers and industry experts.

Our management team and its Advisory Panel comprise of experts well familiar with learning and teaching as well as best practices in educational management.

Our staff are chosen through a rigorous vetting process to ensure they are competent, sensitive and service oriented to meet student needs.

We promise to do our best to make you achieve your best!

OUR VISION

To be a premier tertiary education and training institute in the Maldives preparing students for successful careers.

OUR MISSION

To provide high quality education and skills development designed to help students realize their full personal and professional potential so that they become confident job-ready candidates.

OUR CORE VALUES

1. We strive for intellectual and practical excellence in our academic pursuits.
2. We follow the highest standards of honesty, integrity and fairness in scholarly matters.
3. We remain student-centred treating them as our partners in the learning process.
4. We commit ourselves to deliver our best to foster students to realize their best.

REGULAR COURSES

The Academic Council of The Falcon Institute has decided to offer Certificate and Diploma level programmes for the year 2020. These programmes are approved by the Maldives Qualification Authority. The objectives of the programmes, their contents, duration and fees are provided in the brochures of the courses.

The list of regular courses offered by TFI for the academic year 2020 are given below.

CERTIFICATE LEVEL COURSES

1. Certificate in Business Administration
2. Certificate in Human Resource Management
3. Certificate in Marketing and Sales

DIPLOMA LEVEL COURSES

1. Diploma in Business Administration
2. Diploma in Human Resources Management
3. Diploma in Marketing and Sales

PROFESSIONAL TRAINING PROGRAMMES

Professional development is essential for you to outshine your colleagues in the workplace. It expands your knowledge base, builds your confidence, credibility, creativity and improves your efficiency and productivity. Training makes you more fit and confident in your current job while professional development prepares you for the next level in your job or to find a new job.

If you desire to progress in your career it is essential that you continuously deepen your knowledge and raise your skill levels since your organization may grow and become more complex in its operations.

Your employer may be more than willing to finance you because it will be mutually beneficial. It creates a win-win situation. By training their staff, employers will enjoy higher retention rates, increased loyalty and improved performance leading to greater productivity and profitability.

TFI has also plans to run several short courses and seminars focusing on various aspects of work and the workplace every year.

Topics for them will be decided based on our surveys.

TFI will announce the short professional development courses from time to time. Due to space constraints, seats will be limited in such courses and you may need to register early to be able to grab a seat.

There may be early bird benefits too.

TRANSFORMING YOU TO RISE ABOVE OTHERS.

THE FALCON INSTITUTE

THE ACADEMIC YEAR

For regular courses at TFI, the Academic Year is divided into 2 semesters. The first semester runs from February to May. The second semester runs from July to October.

A mid-semester break is provided for in the academic calendar. It is intended to give you time to unwind, refresh and catch up with any work that may have piled up during the semester.

SUMMARY OF TFI ACADEMIC YEAR CALENDAR

REGISTRATION /RE-REGISTRATION / ORIENTATION		1 WEEK
SEMESTER ONE: FEBRUARY - MAY		
Classes	16 weeks	
Mid-semester holidays	2 weeks	
Reading Week	1 week	
Exams and assignment submissions	1 week	
Semester Total		20 weeks
SEMESTER BREAK		
SEMESTER TWO: JULY - NOVEMBER		
Classes	16 weeks	
Mid-semester holidays	2 weeks	
Reading Week	1 week	
Exams and assignment submissions	1 week	
Semester Total		20 weeks
ACADEMIC YEAR TOTAL FOR 2 SEMESTERS		40 WEEKS

ADMISSION TO PROGRAMMES AT TFI

Students wishing to study at TFI must complete their registration using the TFI Application Form and pay the monthly tuition fee before the start of the semester. Tuition fee is due on the 1st day of the calendar month. Students are urged to pay their tuition fee before the 10th of the month. If the tuition fee is not received before the 21st of the month, TFI reserves the right to suspend the student from classes and from taking any assessments.

New students are charged a non-refundable fee for registration. Admission to programmes offered by the TFI is subject to meeting the academic requirements of the programme.

TFI accommodates late registrations from the start of the semester until the second week of classes. A late registration fee applies to late registrations.

A Letter of Admission is issued to applicants who meet the prerequisites for the chosen programme. Letters of Admission are valid until the end of the registration period.

SELECTING A COURSE OF STUDY

Student Services of TFI will provide counselling for those who wish to discuss the selection of a field of study. The Student Services will also guide students on pathways available within TFI or elsewhere to help them make informed decisions.

THE ORIENTATION PROGRAMME AND COMMENCEMENT OF CLASSES

An orientation programme is conducted by Student Services to help new students familiarize themselves with the campus facilities and the academic regulations, procedures and practices of TFI. All new students are urged to attend the orientation programme.

Classes will generally commence a day or two after the Orientation Programme.

Students are urged to not miss the first couple of classes as Instructors may impart important information about the course or module including assignments, their due dates, the structure of the exams and other assessments.

ACADEMIC REGULATIONS AND PROCEDURES

The Academic Regulations and Procedures of TFI govern the courses taught at TFI and the behaviour of students in the campus.

These regulations and procedures are meant to ensure consistency in our quality and academic standards.

When you register at TFI, you agree to abide by these regulations and procedures and to uphold the reputation and respect of TFI.

COURTESY AND CORDIALITY

Your civility shows your personality. TFI students are expected to be courteous and cordial towards one another, members of the faculty and the staff of TFI. Thus, rude and disrespectful behaviour may result in disciplinary action against perpetrators.

ATTIRE

TFI recognises the right of students to dress according to their individual taste. However, student attire must be decent and modest when in the campus. Students are not permitted to wear the following in the campus:

a) Collarless or sleeveless t-shirts
b) Slippers or flip flops
c) Revealing or see-through dresses
d) Body piercing, extreme hair styles, hair colours and tattoos
e) Clothes with lewd words or phrases
f) Half pants and shorts

Similarly, students are expected to be mindful of personal hygiene when in the campus.

TFI ID CARDS

Students must always carry TFI ID Cards when in the campus. ID Cards must be presented to members of the TFI staff on demand. Refusal to do so will be considered insubordination and may result in disciplinary action.

ACADEMIC EVALUATION OR ASSESSMENT

Academic evaluation of student performance shall not suffer from any prejudices or biases. Where a student believes an evaluation to be deficient, he/she can seek a review of the evaluation with the instructor. If no satisfactory outcome emerges from the review, the student may raise the matter with the Programme Coordinator.

TFI makes use of multiple methods in the assessment of student learning. Lecturers of modules will determine methods of their choice in consultation with the Programme Coordinator.

TFI adopts the following methods of assessment:

- Assignments
- Time-based examinations (Open and closed book, MCQs or essays)
- Case-based assignments or examinations
- Presentations
- Projects
- Group activities

GRADING SCALE POLICY

TFI uses the following grading scale for evaluation and assessment of coursework and exams.

Marks	Grade	Code
80-100	High Distinction	HD
70-79	Distinction	D
60-69	Credit	C
50-59	Pass	P
0-49	Fail	F

W = Withdrawn
I = Incomplete
FN = Failure, Not Attending

In order to successfully complete a programme of study, students must obtain at least a pass mark in each of the modules or units of the programme.

Where there is a final exam which carries more than 50% of the total marks for the entire module or unit, students must secure at least 50% of the marks allotted to the final exam.

All decimals are eliminated by rounding to the next highest or lowest integer. For example, 49.5 is rounded to 50 while 49.4 is rounded to 49.

ACADEMIC INTEGRITY

The Falcon Institute attaches utmost importance to academic integrity. Thus, any academic dishonesty will be considered a serious offence. The phrase "academic dishonesty" here covers but is not limited to plagiarism, cheating, and prohibited collaboration which harm the process of self-discovery and development of critical thinking. Other violations include bribery, collusion, outsourcing of assignments, computer fraud, false declarations, falsification and fabrication of data etc.

TFI divides violations of academic integrity into 3 categories. They are major, moderate and minor breaches of integrity. Violators of academic integrity face disciplinary sanctions ranging from censure and warning to expulsion from the Institute. The Disciplinary Committee of TFI will determine if academic integrity has been violated and the corresponding penalty for the violation.

ATTENDANCE AND ABSENTEEISM

Students are expected to attend all classes and be punctual as TFI strongly disapproves absenteeism and tardiness. Thus, students are accountable for any missed work.

Students who register late for a course must discuss the missed classes with the instructors and find out topics covered thus far.

Where instructors notice poor attendance of students, they must report it to the Programme Coordinator for appropriate action.

USE OF ELECTRONIC DEVICES DURING CLASSES

TFI faculty reserves the right to regulate the use of electronic devices (laptops, phones, tablets etc) during classes. Students with documented disabilities may seek an exception by the concerned instructors.

DEADLINE FOR COMPLETION OF ASSIGNMENTS

Students are required to submit their completed assignments according to deadlines set by their instructors. In any case, these deadlines will not stretch beyond the Reading Week. Individual instructors may grant their classes extensions that do not cross the end of the Reading Week. Where a student is not able to complete the coursework by the end of the deadline for reasons of illness or circumstances beyond his/her control, a request for an extension must be sought in consultation with the instructor 7 days before the deadline. The request must be submitted either online or hard copy by way of a Request for Extension Form. In case of online submission, the student must ensure receipt of the Form by the Institute. The Academic Committee of TFI will consider such requests.

EXAMINATIONS

a) Instructors may give exams at their discretion throughout the duration of your course. Final exams are given at the end of the semester after the Reading Week. A student may miss a final exam only for reasons of severe illness or circumstances beyond the student's control. Where such situations arise, the student must inform the instructor concerned, seek permission of the Programme Coordinator and apply for Extenuating Circumstances.

No extensions will be granted to students who fail to sit the scheduled end of semester final exam through their own negligence.

b) Students are responsible for making them aware of the dates and venues for their exams. The dates and venues will be announced on the Notice Boards of the Institute before the Reading Week begins.

c) Some exams may require the payment of an exam fee. Such fees must be settled at least 48 hrs before the exam date.

d) Students must make every effort to be at the exam venue well in advance of the start of the exam. They can enter the exam hall only when instructed to do so by the invigilator.

e) Students must present their TFI ID cards on entry into the exam hall.

f) Students are advised to not bring into the exam hall any media player, wearable technology or mobile phone, any type of notes or papers, bags, calculators and the like.

g) Students are allowed to take a small drink and a quantity of candies into the exam hall.

h) Students will be given 15 minutes to read the question paper. They must commence answering the exam questions only when asked to do so by the invigilator.

i) If a student causes unreasonable disturbance in the exam hall, he/she may be instructed by the invigilator to leave the exam hall.

j) No student can leave the exam hall without the permission of the invigilator.

GRADUATION REQUIREMENTS

Students are responsible for fulfilling graduation requirements for diplomas/certificates for which they are enrolled. They are encouraged to consult their Programme Coordinator to ensure the completion of all the modules for the courses of their choice.

LEAVE OF ABSENCE

A leave of absence is a temporary interruption in a student's programme of study when the student is not in attendance at classes in the Institute. Leave for personal, medical and other reasons will be considered and determined by the Academic Committee upon request by the student.

PREREQUISITES OR ENTRY REQUIREMENTS FOR COURSES

A prerequisite or entry requirement is a condition the applicant must fulfil before entry into a programme is granted. Only in exceptional cases will prerequisites or entry requirements be waived. The Academic Committee will determine if a waiver must be granted to an applicant.

Prerequisites or entry requirements differ from one programme to another. Applicants are, therefore, advised to ascertain the entry requirements from the Academic Services before submitting applications for admission. Only those applicants who meet the programme prerequisites or entry requirements will be cleared for admission.

CREDIT TRANSFERS

TFI allows credit transfers for its students to enable flexible pathways. Recognition of prior learning (RPL) and credit transfer facilitate the transfer of credit of modules successfully completed in previous study programmes. However, credit transfer has a time limit as only study completed within the last five years will be considered. Study programmes complete before that period will be considered against the backdrop of changes in the corpus of knowledge and curricula in use in the academic world.

EXEMPTIONS

Exemptions are granted for modules based on a course of study, high level of attainment or experience. If exempted from a subject the student must do an equivalent amount of work to make up the total points requirement for the programme, unless such work is waived by the Academic Committee.

TFI will grant recognition to prior learning only for up to 50 per cent of the credits required for completion of a programme.

REPEATING COURSES

In order to complete the programme of study, a student must repeat a course if he/she earns a failing grade in it.

FEE REFUND POLICY

TFI has a tuition fee refund policy that it considers fair to the interests of both sides. The policy covers full refund, partial refund and no refund situations. Requests for refund must be made through the Request For Refund of Tuition Fee Form. No requests for refund are accepted 30 days after the student withdraws from the programme. Approved refunds are normally settled within 7 days of the submission of the request.

The situations and eligibility for refund of tuition fees are explained below:

FULL REFUND

1. Where a student is not accepted by TFI upon closer scrutiny of prerequisites for a programme
2. Where TFI cancels a programme for any reason

PARTIAL REFUND

1. Where a student withdraws from a programme 14 days before the commencement of classes, the student shall receive 75% of the tuition fees paid to TFI.
2. Where a student withdraws from a programme less than 14 days before the commencement of classes, the student shall receive 50% of the tuition fees paid to TFI.

NO REFUND

1. Where a student withdraws from a programme after the commencement of classes
2. Where a student is suspended/terminated from a programme on disciplinary grounds
3. Where a student ceases to attend classes for any other reason
4. A leave of absence, though granted, does not entitle a student for refund of the tuition fees.

Please note that the registration fee is neither refundable nor is it transferable. Likewise, tuition fees once paid are not transferable.

STUDENT DISCIPLINARY PROCEDURE

As successful careers are built around education, competencies, character, social connections and attitude, TFI places high stress on the holistic perspective of education. The disciplinary procedures at TFI are intended to be corrective and not punitive.

Students are urged to uphold the good name of TFI, its reputation and integrity.

TFI takes very seriously all incidents which could be described as sexual, physical or verbal abuse or other harassment such as bullying or behaviour that causes fear or distress to others. Threats and disorderly conduct are treated with similar sternness.

Any reported incidents of this nature will be considered in accordance with the provisions of this procedure.

Cases of alleged indiscipline will be heard by the Disciplinary Committee and the defendant will be given a fair chance to present his/her case.

The student will have the right to appeal to the Academic Council against the finding of the Disciplinary Committee. Should the appeal process end up against the defendant, the Disciplinary Committee may take one or more of the following measures:

a) Take no further action
b) Reprimand the offending student
c) Require the student to give a written undertaking that such behaviour would not be repeated
d) Require the student to pay direct costs of damages
e) Suspend the student from classes for a determined period
f) Refer the matter to the Maldives Police Service

DRUG FREE CAMPUS

TFI prohibits the unlawful possession, use, sale and distribution of illicit drugs by students and faculty and staff on the campus as part of any activity. Any alleged breach of this prohibition will result in strict disciplinary action that may lead to censure, suspension, expulsion and/or referral to the Maldives Police Service.

PETS AND OTHER ANIMALS

TFI does not allow students to bring into the campus any pets or other animals. Violations of this policy will be subject to disciplinary action.

FACILITIES IN CLASSROOMS, LIBRARY, COMPUTER LAB AND PUBLIC AREAS

The facilities provided in the campus are for the benefit of the students, faculty and staff of the TFI. Thus, TFI expects users of its property and space to be diligent and take good care and refrain from any abusive behaviour. The penalty for abusive behaviour will depend on the extent of damage caused and may range from repair to replacement costs as part of the disciplinary action.

FREEDOM OF THOUGHT AND EXPRESSION

TFI as an academic institute advocates freedom of thought and expression. However, TFI does not allow any political activity on its campus. Students are cautioned to exercise the above freedoms within the boundaries of the constitution and laws of the Maldives.

Students are urged to be always guided by mature thinking and to practice tolerance and accommodation of differences in the interest of unity. Exercise of the above freedoms shall not cause any disruption to peace and amity in the campus.

HEALTH AND SAFETY

a) Smoking in the campus is strictly prohibited.
b) Possession, use, distribution or sale of any illicit drugs is a criminal offence under the law and will be treated as such working with the law enforcement agencies (See the section on Drug Free Campus).
c) Any student found in any drug related violation may be expelled from the Institute.

d) While TFI will make every effort to keep the classrooms and toilets clean and tidy, students are urged to cooperate with the janitorial services and enjoy the facilities responsibly to show courtesy to fellow students.

e) Students are responsible for their personal belongings while in the campus. TFI will not be liable for any loss or damage to personal belongings of students.

LIBRARY

TFI has a very modest collection of books in its library located on the 4th floor. It is a carefully selected collection to help students read course related material. The library has limited seats for in-library reading.

The following rules will be observed in respect of the library facility:

a) Members of the faculty and students can borrow reading materials from the open shelves of the library.
b) Users are expected to take good care of the books and magazines and other material. They must refrain from smearing and damaging the materials.
c) Users are urged to cooperate with the librarian and observe full silence inside the library.
d) TFI ID must be presented when borrowing materials.
e) Students can borrow up to 2 books at any given time for a maximum period of 2 days. For members of the faculty, the number and period are limited to 3.
f) Renewals are possible if there are no requests on the waiting list.
g) Borrowers with overdue books will be fined MVR10 for every extra day. They may also be placed on a blacklist when lending will be halted for a period of up to 30 days on the 3rd incidence of non-return on time.
h) If materials borrowed are lost or damaged, the borrower will be held responsible for replacement or compensation.
i) The library hours will be from 9 a.m. to 9 p.m. on class days.

THE COMPUTER LAB

The computer systems in the Computer Lab are meant for use by students in their academic work at the Institute. Use of the IT resources for other purposes is strictly prohibited.

The following rules govern the use of the Computer Lab by students at TFI.

a) Access to Computer Lab will be provided only with and under the supervision of an Instructor.

b) None of the resources in the Computer Lab shall be used for hacking, spamming, scamming, cracking or other similar activities.

c) The resources in the Computer Lab are not meant for entertainment purposes. Use of the computer systems in the library for anything other than TFI related academic work is prohibited.

d) Apart from USB drives, headsets and digital cameras, no student owned or borrowed hardware gadgets shall be connected to any of the computer systems in the Computer Lab.

e) Students are not permitted to reconfigure any of the computer systems and nor are they permitted to add any hardware or install any software in the systems.

f) Students are urged to logout of all sites they visit and shut down the computers they use before leaving the Lab.

g) Students are not permitted to store any personal or study group data in any of the computers in the Computer Lab.

h) Any technical glitches noticed in any of the computers shall be reported to the supervisor or Instructor in attendance.

i) Any breach of the above rules is subject to strict disciplinary action.

LOST AND FOUND

Lost and found property will be dealt with by the receptionist. Any items found in the campus may be handed over to the receptionist. Owners of lost items can check with the receptionist if the lost item has been handed over to the reception and claim the item by presenting evidence of ownership or association.

CONTACT DETAILS

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