

# ATOIFI ADVENTIST COLLEGE OF NURSING (ACON)



## STUDENT POLICY HANDBOOK

Revised & Updated

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Compiled by the Faculty and approved by the school council

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# General Information

## I. Purpose, Vision and Mission

To be the best provider of quality Christian nursing education and care in Solomon Islands and the region. Atoifi Adventist College of Nursing being the leader in healthcare education, transforming the science and practice of whole-person care and developing influential professionals of uncommon compassion.

Prepare graduates (NURSES) who are equipped and willing to serve their community, their country, their church, and their God. Provide service-oriented and guided by the values of nurture, excellence, spirituality, and stewardship, the college of nursing seeks to develop leaders who will practice healthcare as a ministry.

## II. Core Values

**SERVICE-** For GOD and Humanity - We are devoted to the lives of servanthood as modelled by Jesus Christ who served with compassion, fostered peace and worked for justice. We strive for excellence and seek to utilize our God-given gifts in the service of our God, our church, and our community. We are committed to creating, preserving and sharing knowledge through teaching, research, and creative work of the highest standard. We are committed to acting honestly, fairly,

transparently, with professionalism and integrity, and to upholding the highest ethical standards.

### **III. Educational Goals:**

The ACON graduates will:

- be caring professionals who possesses a willingness to nurture other individuals
- be an effective communicator who possesses appropriate verbal, nonverbal and written skills
- be a critical thinker who gathers, analyzes, and uses relevant knowledge
- exhibit the ethical and moral characteristics of a Christian professional, treating everyone with respect and dignity
- demonstrate professional expertise by passing appropriate professional examinations and exhibiting proficiencies
- fulfill social, civic, environmental and community service
- be a lifelong learner who pursues excellence and the ongoing acquisition of knowledge and professional expertise

### **IV. Accreditation**

Atoifi Adventist College of Nursing is an affiliated campus of Pacific Adventist University. The full



recognition of Pacific Adventist University and its degree programs was granted with the passing of the Pacific Adventist University Act 1997. PAU is externally audited and accredited through an international body, the Adventist Accrediting Association which is part of the General Conference Education Department of the SDA church. PAU nursing and midwifery graduates gain registration with the PNG Nursing Council and the Atoifi College of Nursing (ACON) gain registration with the Solomon Islands Nursing Council and is also accredited by the Ministry of Education and Human Resources Development of Solomon Islands. More agreements with professional bodies and other institutions, both in PNG and across the Pacific, are being negotiated to facilitate mobility of students and graduates of ACON. For example, currently students completing the first year science degree, are eligible to apply to the Medical Faculty at the University of Papua New Guinea. A steady stream of PAU degree level graduates has gone on to successfully complete advanced degrees at universities in Australia and the United States.

## **V. Philosophy & historical background**

The Seventh-day Adventist church operates hospitals in various countries of the world for and has done over one hundred years believing that the work of healing is the “wedge” that enables people to come to know Jesus. “His life was one of constant self-sacrifice... He was

always patient and cheerful and the afflicted hailed Him as a messenger of life and peace... During His ministry,

Jesus devoted more time to healing the sick than to preaching.... The Savior made each work of healing an occasion for implanting divine principles in the mind and soul. This was the purpose of His work.” E.G. White, Ministry of Healing, pp 19,20.

Atoifi Adventist Hospital was established in 1967, and has ever since shown keen interest in training nurses. After several attempts of the hospital to be registered as a School of Nursing, a motion was passed in 1975 by the government Legislative Assembly granting permission for the church to run an approved nurse training school. Finally, on the 9th of November 1978, the Nursing Board of Solomon Islands accredited the training for enrolled hospital nurses; thus, the Atoifi Adventist school of Nursing. It is recognized by the Ministry of Medical Services and the Nursing Council of the Solomon Islands. In the early 80s the certificate of nursing transitioned on to a Diploma which confers a Diploma in General Nursing to its graduates. In 2014 the Solomon Islands government introduced a new policy on accreditation for all tertiary institutions operating in Solomon Islands. This change in policy through regulation meant that students who graduated from the Atoifi School of Nursing (SON) would no longer be recognized and accepted as registered nurses to practice nursing in Solomon Islands by the Solomon

Islands government. The change in policy necessitated Pacific Adventist University (PAU) assuming the academic administration of the CON effective 1st January 2015.

The Bachelor of Nursing (BN) program offered by PAU which we are affiliated with, specializes in training students to become competent nurses, focusing primarily on adults and children's health process within the context of holistic person-centered care and contemporary nursing practice. The knowledge, skills and attitudes obtained by students will enable them to provide professional nursing care at all levels of health in hospital, urban clinic and rural health settings, not only in Solomon Islands but also throughout the Pacific region. The BN has a mandatory number of clinical experiences as per the PNG Nursing Council requirements and BN graduates are eligible for registration with the Nursing Councils of PNG and in Solomon Islands.

The BN program is 4 years in duration. At the end of the four years, the students will have completed 2,170 clinical (practicum) hours from the Nursing Specialties courses in practicums carried out in approved hospitals, clinics and health centers in Solomon Islands. Together with Theory, Independent Study and Supervised Laboratory/Tutorial Hours, the student will have completed 4,940 hours of learning. These are offered within two semesters per year and a total of eight academic semesters over four years. The academic

year begins in February as per the academic calendar of the University.

The aim of the course is to integrate sound nursing knowledge, skills and attitudes where nurses recognize each patient as a unique individual who is holistic in nature, is valued and respected, regardless of social, economic, religious and cultural background. Nurses must have the opportunity to develop and maintain standards of professional skills and practices at a high level of competency. Nursing is a team activity which involves cooperation between professional nurses, nursing colleagues and other health care providers.

## **Message from the Principal of ACON**

**Grow in Christ – as we build each other up!**

**Welcome to Atoifi College of Nursing.**

Thank You for your choice of this unique campus where the “Biblical Worldview provides the matrix in which Christian understanding takes place”. This campus is honored to be in partnership with you in fulfilling its Motto “For God and Humanity”.

ACON is owned and operated by the Seventh Day Adventist Church through the Trans-Pacific Union

Mission. ACON is established as the response of the Church to the call of serving God and the people of Solomon Islands and other island communities in the South Pacific.

ACON values an education that promotes the physical, mental, social and the spiritual powers within the life of a student. You now have the opportunity to enjoy this growing experience. Knowing Christ and developing our relationship with as our LORD is our aspirations as we further grow in HIM.

Thank You for taking the time to read the rules & guidelines stated in this Student Handbook. The office of the College Principal and entire team wants to see this Student Handbook as a guideline to the highest standard of discipline which guarantees your total wellbeing and academic success here at ACON.

Welcome to the ACON family... and enjoy the Campus Life here at Atoifi College of Nursing (ACON).

Mr. Lester. Asugeni (College Principal).

## Spiritual Program

Atoifi College of Nursing (ACON) is a Christian Tertiary Institution whose programs and policies reflect Christian teachings and practices. Worship is an integral part of the total experience at ACON and Spiritual activities are an important part of the College program.

Your choice to become a student of this institution implies your commitment to regularly attend religious services and instruction. Indoor (on campus) students are required to attend all worships. All College students are expected to regularly attend Tuesday night Prayer Meetings, Friday night Vespers Programs, Sabbath Services, and other spiritual enrichment programs organized by the College and the hospital church.

Atoifi College of Nursing is an Adventist Institution. All those who come to study have decided to comply and participate in all worship programs and to uphold its Principles and Ethics. Adventist believes and Practice worshipping on Sabbath (Saturday). Everyone who lives on this campus should respect its worship day.

## Academic Policies

It is an objective of the college academic program to provide both a suitable environment and well-structured opportunities in which learning can take place.

**Lecturers will not coerce students to study or to complete assignments on time. Rather, it is the student's responsibility to make the best possible use of the opportunities provided, while the instructional staff will encourage and support the effort made.**

The College aims to help students to think and to learn for themselves. Course content will include study assignments, tutorials and class discussions. Emphasis is placed on searching for information, thinking, and recording conclusions reached, as well as on the ability to apply what has been learned. Most subjects require students to complete written assignments as well as a practical component where skills are applied and practiced in the workplace.

### I. Admission

Atoifi College of Nursing welcomes qualified applicants without regard to race, color, gender or status. While the Seventh-day Adventist Church of Transpacific Union Mission(TPU) and Pacific Adventist University(PAU)

administratively and academically support the college, and the majority of students are Seventh-day Adventists, the college requires no specific religious affiliation for admission. Subject to available space, admission to and continued enrolment at the college is dependent on evidence of good character, intellectual competence and a willingness to respect the faith, beliefs, mission and lifestyle expectations of the Seventh-Day Adventist Church.

The **Seventh-Day Sabbath** is observed from sunset Friday evening to sunset Saturday evening. Students are expected to respect this period and refrain from activities that would interfere with the personal and organized worship programs during this period. All students are invited to attend and participate in these worship programs.

Atoifi College of Nursing provides a balanced educational program that fosters the intellectual, physical, emotional, social and spiritual growth of its students. The college emphasizes not only personal and professional development but also the acceptance of values that motivate its graduates toward lives of dedicated service to the glory of God in the wider community.

All students accepted for study at the college must sign an agreement that while registered as students of the college that they will adhere to the high moral standards



of the college and not consume alcohol, use tobacco, betel nut and illicit drugs on or off campus or bring such substances onto the campus.

Applicants must apply directly to the College on the official Atoifi College of Nursing application forms to:

The Principal  
Atoifi College of Nursing  
Atoifi Postal Agency  
P.O. Box R145, Malaita Province  
SOLOMON ISLANDS.

Applications for the course close on the 30<sup>th</sup> of October of each year before intended enrolment. Applications received after that date will normally only be considered if they have been post-marked no later than October 1. Applicants from overseas should ensure that they send their applications by airmail or via email and if vacancies still exist.

Persons seeking admission to the college for the purpose of pursuing the nursing course shall obtain an application form from the Solomon Islands Mission (SIM) Headquarter Office in Honiara during business hours or write or email directly to the Principal's office.

Applicants must provide the following documents with the Application Form:

- An application fee, amount stipulated on the Application Form.
- Certified copies of Academic Results including Diplomas
- For School Leavers, please submit your latest high school results, and provide the external results as soon as they are available
- TWO Character References
- For School Leavers, one reference from your school
- For Non-School Leavers, one reference from your employer or Church Pastor
- Official School, College/University Transcripts
- A Medical Report
- References are to be sent direct to the Principal's office from your referees.

Applications will be considered only if all the required information is enclosed with the application form and the application form is fully completed and signed. Documents submitted with your application will NOT be returned. If you do not wish to submit original documents then you should submit copies that have been certified by a Commissioner of Oaths, a Senior Civil Servant, or a School Principal. Your application will be rejected if documents show alterations, erasures of any kind or falsification.

## **Admission Requirements**

ACON may decline to admit any person on the grounds of:

- applicants not satisfying the University's academic requirements at this University or at other Universities;
- applications exceeding the quotas that have been set by the Academic Senate for a given course;
- applicants not satisfying the University's high moral standards.

The principal will notify all successful applicants via letter, email or fax after the college selection committee has formally approved the list of accepted applications.

All students accepted for study at Atoifi College of Nursing must sign an agreement that while registered students of the college that they will adhere to the high moral standards of the college and not consume alcohol, use tobacco, betel-nut and illicit drugs on or off campus, in possession of illegal items or bring such substances onto the campus

The college reserves the right to decline admission to any person without necessarily specifying the reason.

Academic eligibility for admission into the college of nursing is gained upon meeting at least one of the following requirements:

- A minimum upper B pass in Mathematics plus, a minimum upper B pass in one science subjects (biology, chemistry, or physics).
- **High School Certificate Requirements:**
- HSC (Higher School Certificate) – Solomon Islands.
- Form 6/7 Certificate with a pass in 4 subjects including English with an aggregate score of not more than 13 points.
- A pass is defined as a rating of 4 or less on a scale of 1 (highest) to 9 (lowest), in a subject. English should be passed at 3 or better.
- Matriculation (USP): A pass in science subjects, including English with a minimum upper C level pass
- The successful completion of a diploma from a recognized tertiary institution.

## Registration

All new and returning students must complete registration formalities before they commence or resume study at ACON. This normally occurs the week before classes commence. An orientation program is scheduled for new students a week prior to the commencement of regular classes

New students or returning students who have taken a break from study at Pacific Adventist University must have formal written authority from the ACON before proceeding with registration.

Upon arrival on campus, foreign students must deposit their passports for safekeeping with the principal's office.

## **Late Registration**

A student who does not complete registration during the scheduled period will normally be charged \$SBD100 late fee for the first day or part thereof, and \$SBD20 a day for each additional day or part thereof. Ignorance of regulations, misreading timetables, lack of finance, or missing scheduled transport arrangements are not considered acceptable reasons for late registration. A late registrant will not be given exemption from any assignment or test given during the period for which the student is not registered. A student will not normally be registered after midday of the second Monday of the semester.

## **I. Orientation**

An orientation program for new students is conducted prior to the commencement of first semester classes, to prepare students for tertiary studies. The program involves general computer skills, English, lifestyle sessions, special assessments, revision sessions, and tours of the campus and hospital facilities.

Completion of the orientation program is compulsory for all new students.

New students will each be given a copy of the Student Handbook to read.

## II. Class Schedules

Lectures, tutorials and laboratory sessions are scheduled between 8:00am and 5.00 pm Monday to Thursday. Classes on Fridays are scheduled from 8.00 am to 2.00 pm. Students are expected to attend 80% of all scheduled lectures and 100% of all laboratory and tutorial sessions. The Library is also available for use at these times.

**Staff Help** - Students are encouraged to ask questions during class sessions and to feel free to approach their lecturers out of class time to seek further help as needed. Lecturers will endeavor to give extra help as it is needed, at a convenient time. Students are encouraged to make a mature use of the study periods available to them, and to use the resources of the University College to advantage. Students who show an inability to do so may be counselled and, if necessary, given a more formal program to follow until more mature study habits have been formed.

**Helping One Another** - Students are encouraged to help one another understand new ideas encountered. Senior students in particular, are encouraged to give help to the juniors (as mentors), and may be invited to make presentations in classes. Any particular expertise

held by a student, staff member, member of the community or visitor, may also be welcomed into class settings or assemblies to share their particular talents.

**Subject Policy** - It is the University College policy that **all** students, will study some general subjects, including one religious subject per semester each year or university skills for university skills. The University aims that its graduates shall be broadly educated, having an appreciation of ideas and skills beyond the limits of their own chosen vocations.

### III. Class Attendance

**Class Attendance Requirements** - Students are expected to attend and be on time to all scheduled classes, tutorials, labs and practicum. A minimum of 80% attendance is required for each subject, (90% if a student is on academic probation). If a student has missed more than 20% (or 10% respectively), the student may refuse entry to the final examination or have the student withdraw from the subject. If this withdrawal happens after the end of week eight of a semester, he/she will receive a grade of WF (Withdrawal Failure).

### Grading Scales

Atoifi College of Nursing in collaboration with Pacific Adventist University's grading policy is based on a

criterion-referenced and standards-based assessment system. Any form of scaling or adjustment to grades is only made in situations where there are large unjustifiable and unexplainable deviations from the reasonable ranges.

Grades for academic subjects are assigned from the following range:

Marks	Grades	Grade Points	Description
85-100%	A	4.00	Distinction
80-84%	A-	3.67	Distinction
77-79%	B+	3.33	Credit
73-76%	B	3.00	Credit
70-72%	B-	2.67	Credit
64-69%	C+	2.33	Pass
55-63%	C	2.00	Pass
50-54%	C-	1.67	Pass
0-49%	F	0.00	Fail
	FC	0.00	Fail component
	WF	0.00	Withdrawal Fail

**Practicum-** In the case of practicum, a student who misses more than 20% (or 10% for one who is on academic probation), may be required to make up additional time for practicum.

**Special Absence** - Where absenteeism is explained by unavoidable causes, supporting evidence such as a medical certificate must be submitted to the class lecturer or Dean of the School.



**Subject Loading** – Students must be enrolled in a minimum of three subjects per semester in order to remain a resident at ACON.

#### **IV. Assembly Attendance**

The College has a tradition of inviting guest speakers to present ideas and thoughts either relevant to their work, or on some aspects of regional, national or international importance. All students are expected to attend.

#### **V. Subject Changes**

A student may normally add a subject in the first two weeks of the semester, provided the addition does not create a timetable clash; provided the appropriate lecturer(s) and dean(s) give approval and provided (s) he does not end up doing more than five subjects in a semester or six subjects if his/her immediately preceding semester GPA is at least 2.50.

An application form for adding a subject is available from the Academic Office. All applications need to be accompanied by a fifty dollars (\$30) application fee.

Students wishing to change their subjects after registration must apply to the principal on the prescribed form. A student shall not normally be permitted to change subjects after 10 days of classes after Registration.

***Withdrawing from a subject*** –A student may withdraw from a subject at any time during the semester. However, the student is solely responsible for any impact that the withdrawal may have on his/her future program. e.g. disturbance in the sequencing of subjects; the need to take a future overload or to extend one’s program, with not guarantee for residential students of their future residential status beyond the normal length of their course; or the immediate loss of residential status for any student registered for less than three subjects in the semester.

A student who withdraws from a subject before the end of the eighth week of the semester or before the midpoint of an intensive subject session will have a grade of W “Withdrawal” recorded on his/her academic transcript. A student who withdraws from a subject after the end of the eight week of the semester or the midpoint of an intensive subject session will receive a grade of WF “Withdrawal Fail”, unless (s)he has received written approval from the Academic Senate to have W “Withdrawal” grade recorded instead.

## **VI. Withdrawal**

***Withdrawal Procedures-*** Students who for any reason wish to withdraw from the College before the end of the Academic Year should obtain a form from the Principal’s office. The form outlines the necessary steps to complete.

***Refunds*** - A proportionate refund of fees may be made after the “Request for Withdrawal Form” has been completed, at which time the Student Finance Officer may authorize a partial refund under guidelines set by the Administrative Committee. The prorated refunding of fees paid is the responsibility of the Finance Officer. **No tuition or boarding fees will be refunded when withdrawal occurs after week 8 of the semester.**

***Confirmation Fee*** - The confirmation fee paid by first year students to confirm a place at PAU will NOT be refunded, due to the cost involved to the institution to forfeit your place.

***Failure to Complete Withdrawal*** - A student discontinuing a subject/study part way through a semester for any reason must complete the subject/withdrawal form. A student who fails to comply with these formalities forfeits College fee refunds and is awarded WF as the grade for each enrolled subject.

**NOTE: That you must complete the appropriate form for any withdrawals or change of residences so that fees can be adjusted/charged and your record will be changed accordingly.**

## **VII. Re-admission of Previously Terminated Students**

Any students who wish to register for further studies at the College and whose enrollment had been terminated for any cause must apply for re-admission in the usual manner. In processing such an application, the College Admissions Committee shall ascertain the cause of the previous termination and, before approving re-admission, shall seek and receive whatever documentation or evidence it deems necessary in determining the appropriateness or inappropriateness of approving such re-admission. If a student is dissatisfied with the re-admission decision of the admission committee, he or she can lodge a letter of appeal to the Appeal Committee. Their decision is final.

## **VIII. Courses and Examinations**

Examination timetables will be published by the Principal at least three weeks before the first examination. If you have any question concerning the timetable, please see the Registrar as early as possible. Lecturers will distribute subject outlines during the first week of scheduled classes of the semester. This includes the content to be covered, scheduled laboratory sessions and full details for all tests and assignments set for the semester.

## IX. Semester Grades

At the end of each semester, at a specified time, every student is required to collect his/her grade sheet (of academic results) personally from the Principal's Office. Any queries to grades must be made to the relevant Dean/lecturer within three days of receiving the grades.

The College reserves the right to inform sponsors and parents of difficulties that a student may be facing in study, as well as informing them of a student's success.

## X. Gatherings on or off Campus

No gatherings or going out off campus such as organized picnic etc. are to be held on or off campus after Week 10 each semester until the completion of exams. All such gatherings must be approved by the College Principal.

## XI. Graduation

***Academic requirements:*** to graduate, a student must earn a minimum grade of C-, S (Satisfactory) or BC (Basic Competency) in each subject in his/her course plan as defined in the Academic Bulletin, including all practicum requirements. A further requirement for graduation is that a student earns a cumulative GPA of at least 2.20 for under graduate studies, effective either from the beginning of his/her study.

**Financial Requirements:** To graduate, a student must make satisfactory arrangements to settle his/her financial obligation. Testamurs will not be issued until fees are fully paid.

**Graduation in Absentia:** A graduand who wishes to graduate in absentia is required to request permission in writing from the Academic Senate.

**Academic Excellence:** The testamur of a degree graduate with a cumulative GPA of at least 3.66 will state that (s)he has graduated with Distinction. The testamur of a degree graduate with a cumulative GPA between 3.00 and 3.66 will state that (s)he graduate with Merit.

**Transcript:** On completing a course, a student is entitled to an original transcript.

Additional transcript will cost \$50. A partial transcript for current students is available upon receipt of a \$20 fee.

**Reissuing of Testamur:** Pacific Adventist University will not issue a second testamur in the event the original is lost or damaged. Instead, the Registrar will issue a letter of confirmation stating that a qualification study was successfully completed.

# Library

## I. Overdue Loans

All loaned books and other items should be returned to the box at the main circulation desk on or before the due date.

The library exists to serve **all** users and is based on the concept of sharing resources. When users violate this principle by returning material after the due date, they take unfair advantage of others.

To ensure all loaned books and materials are returned to the library and prevent them being lost, the following steps are deemed necessary;

All loans will be served a first reminder notice on or after 7 days.

All due books and materials are expected to be returned on the due date as shown on the due date slip.

Each overdue item will be charged a fine of K1.00 per day up to the maximum of \$50.00 only.

The system will automatically suspend a borrower from further borrowing until the item is returned with the fines settled.

Failure to comply with the above steps will result in the overdue item being considered lost, and **the user will meet the full cost of replacing the item, as well as the \$50.00 overdue charges.**

## **II. Lost or un-recovered books**

To avoid unnecessary use of Library funds for replacement costs, the Library will make every attempt to recover lost items in the following manner:

Three weeks before every semester break a notice will be sent using all local media approaches to all users, to return any library items in their possession.

Order a dormitory check (without notice) during each semester to recover overdue library property.

Students found with overdue items will have their borrowing privileges withdrawn for the remainder of the semester.

If a student offends a second time, the matter will be referred to the Discipline Committee, as the action amounts to stealing.

Students are required to complete a Library Clearance form at the end of each semester before leaving the campus.



### III. Borrowing Books

#### Book Loans

***Undergraduate students*** -A student is required to borrow up to three (3) books at a time for a period of **two weeks**.

Note: All students are required to use their own ID cards to borrow books. NO ID NO books

Overdue fines are charged at \$1 per day for as long as the book is in your possession.

#### Desk Reserve

A student is required to borrow one book for an hour only. Overdue fine of K1 is charged per hour for as long as you hold the book.

#### *Opening Hours*

Monday – Thursday	8.00 am	-	5.30 pm
(Night Hours)	7.30 pm	-	9.30 pm
Friday	8.00 am	-	12.30 pm
Saturday night	7.30 pm	-	9.30 pm
Sunday	7.30 pm	-	9.00 pm
(Night Hours)	7.30 pm	-	9.00 pm

**NOTE:** The library will be closed during **Monday's** assembly periods and **Public Holidays**.

#### **IV. Lost Books**

Fees for lost items and overdue fines can be paid at the Cashier's office. Bring your receipt to the circulation desk, or pay at the circulation desk.

# Work Education Program

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## I. Rationale

A distinctive part of the College is its work education program. This program helps keep the fee costs down for on campus residents. The fee structure of the college has been built on the assumption that students will participate willingly in the Work Education Program. The work program has the potential for students to develop desirable attitudes and skills which complement those gained in the classroom, and is a means of balancing a study program with practical, physical activity.

Students participating in this program will:

- learn healthy attitudes to work
- develop character traits such as promptness, reliability and faithfulness, and
- gain self-confidence and learn leadership skills.

## II. The Program

**Purpose** – The current work program aims to encourage efficiency, reliability, responsibility and accountability in students and, as much as possible, reflect what happens in the real world of work and employment.

**Requirement-** Mental, spiritual and physical are the triad pillars of Adventist education. All three are kept in balance. Hence work is a requirement and ALL ACON students who are able are required to work as part and partial of their education.

**Work Categories** - There are two job categories:

- Supervised Jobs – students work under direct supervision
- Contracted Jobs – work is contracted out to students who complete the work requirements with minimal supervision

### **III. Work Times Schedules**

Student can work off their weekly required hours at any time during the day from Sunday to Friday.

Depending on the academic program (of each student), students work out these times with their supervisors. Once agreed to and signed, these hours are adhered to and followed strictly. The college expects students to set aside at least one hour every day to work. Just as a student is faithful to study and do assignment every day, the same faithfulness needs to be shown towards work every day. Such attitude develops commitment, time management, and setting priority. Neglecting work and accumulating high deficit hours and hoping to work them off later at the end of the semester is NOT encouraged.

Because it is not fair on the supervisors and the university; the following will apply:

- All hours must be worked.
- Consistent and blatant disregard for work is a cause for discipline (see Discipline Section).
- Students should let work supervisors know as early as possible if they are not going to be able to attend work as scheduled. **Absence from work without notification to the supervisor is a serious matter.**
- A student involved in providing an essential service, who plans to be away from work, should arrange with another student and the supervisor for a replacement. If the student cannot find another student willing to fill in, she/he should advise the supervisor one week in advance so that the supervisor can arrange with the Work-line Co-coordinator for a replacement. Last minute arrangements will not be accepted nor considered, except in an emergency.

#### **IV. Work Hour Requirements**

Students may work both during the academic semester and non-academic semester -during vacations (non-academic times).

*During academic semester:*

Resident student works a total of **6 hours per week**.

### ***Practicum Sundays***

All students based at the college for their Practicum will be expected to put in **3 hours work** on Sundays as a contribution to the college.

### ***Deficit Hours and Leave Clearance***

Clearance for overnight, week-end, Easter breaks, mid-semester breaks will not be given if a student has five (5) or more deficit hours.

## **V. Recording of Hours**

A central record book is kept by all Supervisors where students keep details of the times they arrive at and finish work plus details of work done. These are checked and signed daily by the Supervisors.

Each Sunday, students transfer these details into their Work Record Book to be finally signed by the Supervisor before they are submitted.

Work hours must be submitted on Monday morning of each week by the student (or by the supervisors where necessary and applicable) before 12.00 midday. Late submissions will incur a penalty of one hour per week. Any hours submitted after lunch on Wednesday will go towards the hours of the following week.

Forging of supervisor's signature is a criminal offence. A student guilty of this will be disciplined. (See code of conduct sections).

## **VI. Applying and Securing a Job**

### *Assigning Jobs*

Assigning of jobs and students to work departments will be done by the Work-line Co-coordinator.

### *Schedule for Work and Signing of Contract*

Once students have been assigned to work departments, contractual arrangements will be signed between them and their Supervisors. Once made, the schedule should be conscientiously followed and the contract adhered to. Repeated breaking of the conditions of the contract/agreement will result in the student being disciplined.

## **VII. Discipline Conditions**

The primary goal of the Work Supervisor is to help students understand their responsibilities regarding their work and the importance of doing their best. He or she will strive to foster a close working relationship with the students.

## **Guide**

- 8 deficit hours - first warning slip
- 12 deficit hours - second warning slip
- 16 deficits hours- final warning slip
- 24 deficits hours- instant dismissal (boarding termination) Overseas students:

When an overseas student accumulates high deficit hours at the end of the academic year, the following will be their disciplinary actions:

- They will be campus bound for one semester
- While on campus bound their weekly working hours will increase to 10 hours from 6 hours.
- During this period, they will have to complete their deficit hours of the previous years
- Once their deficit hours are cleared, then their campus bound will be lifted and they will revert back to normal weekly working hours of 6 hours per week.
- If they fail to comply then they will be referred to disciplinary committee for further actions.

NB. Where the supervisor fails to administer the dismissal process, the Work Line Coordinator will be responsible for advising, warning and dismissing the student.



### ***In Sickness***

Students are normally exempt from having to make up work hours lost due to sickness. If students are sick they should still complete a student work record sheet and attach a medical certificate. **If a student is sick for a prolonged period, application may be made to the Student Services Committee for special consideration.**

### ***Signed Hours***

Students are to **fill out their worksheets and have them signed by their Supervisor.** The top copy of the signed sheet should be given to the Supervisor for attachment to the department work summary. Students should retain the duplicate for their own records.

### ***All Resident Students***

It is a compulsory requirement that **All Resident Students** work a total of **four** hours weekly **during practical.**

### ***Graduation and Clearance Conditions***

It is a **condition for Graduation that all basic hours must be completed.** At the end of exams, it is the responsibility of the students to see the Work Co-ordinator and make arrangements with him as to how you plan to work them off. Clearance begins and

finishes on specified dates. Between these two dates, all deficit hours of students graduating and continuing must be reduced to zero balance. Not complying with this will result in postpone of graduation following year.

Clearance will not be given to students who owe PAU deficit hours. No hours will be transferred to holiday period or the following year. When the academic year closes, all deficit hours must be settled by work and cash payment at a rate of two kina per hour. Late and Incomplete clearance will incur a charge and failure to clear will be considered as non-compliance and will attract appropriate disciplinary action. The Doss Office will not authorize nor make deficit hour charges to personal account in the business office.

### *Changing Work-line*

Except for medical reasons based on doctor's documented diagnosis students once allocated remain in the department for the whole semester. However, the Work line Co-coordinator can make changes where necessary. **After one year, students can change to another department.**

# Code of Conduct

Atoifi College of Nursing offers freedom to all students to make personal, mature and responsible choices in all areas of the college life. In order to offer a safe and secure environment in which to study and work, the college calls for adherence to certain guidelines, as outlined below.

It is a requirement that **ALL** students must sign a statement at Registration acknowledging acceptance of all published and announced regulations and standards, the principle of self-discipline, and the need for the college intervention when self-discipline breaks down.

Atoifi College of Nursing recognizes that there may be times when students choose to behave in a manner that does not meet the college requirements. The University college is committed to ensuring that any action taken to deal with such behavior will benefit both the student and the University college.

The following paragraphs describe the code of conduct followed by Atoifi College of Nursing.

## **I. Scope of Disciplinary Authority**

Atoifi College of Nursing expects all students to abide by the college campus guidelines at all times while they

remain students of the college. All references to lifestyle are therefore relevant to both on-campus and off-campus conduct that adversely affect the college community and/or the pursuit of its objectives from the time of application for admission, during the academic year and during periods between terms of actual enrolment.

The college reserves the right to take disciplinary action against students who are accused of violating local, provincial or government laws or the college policies, rules, and procedures.

When a behavioral problem arises an informal, co-operative and consultative approach is preferred. Students may be referred to a Staff Member, Residence Deans.

## **II. Disciplinary Bodies and Actions**

### Residence Deans, Supervisors and other Persons of Authority

Disciplinary issues that involve single residential students will be disciplined initially by the Residence Dean, immediate Supervisors and other persons of authority. Disciplinary issues that involve day students will be dealt with initially by the college principal or deputy principal in consultation with other persons of authority as deemed necessary. Depending on the

severity of the violation, previous student's conduct records and his/her influence on campus or in the community, the issue could then be referred to the following committee

### ACON Discipline Committee (ADC)

All problems that have not been resolved at a lower level will come before this committee. The ADC consists of the Chairman College principal, the deputy principal (secretary) Deans of women and men, ACON lecturers, DON, CEO and a nursing department representative.

The ADC is empowered by the hospital ADCOM with the 'power to act', so its decisions are final. If the committee feels that a decision needs to be referred to higher authority, it is within its sole authority to do so. Student appeals are made to ADC.

The University college is committed to ensuring that any action taken against student misbehavior will benefit both the student and the college. Its primary role is to enable students to learn self-discipline.

## **III. Categories of Offences**

Students engaged in any of the following offences or violations, whether on-campus or off-campus, may find their student status terminated (immediately). If the offence is also a criminal act, it may be reported to the police.

Offences are categorized into the following categories:

**Category One: Offences which *will normally* result in immediate dismissal.**

These are offences which will normally be dealt with by the ACON Disciplinary Committee(ADC). They are considered very serious and ACON has zero tolerance for them. Normally a student will be dismissed in the first offence. However, any leniency extended to the student will be the sole prerogative of the ADC:

- Any criminal offence (misdemeanor).
- Refusal to care for a patient, or mistakes causing injury or death to a patient. Immediate termination.
- Possession of a gun or any lethal weapon.
- Physical abuse, assault, battery, or any other form of violence, or threatened violence.
- Any overt violation of the Biblical teachings on sexual morality, including sex before marriage, homosexuality and other immoral acts or sexually deviant practices.
- Domestic violence and threatening behavior.
- Willfully refusing to sign the student declaration statement provided in the Student Policy Handbook.

- Willful spreading of HIV or other related diseases.
- Trafficking (marketing), possession and use of alcohol, tobacco, betel nut, or any illegal substance, (as evidenced by odor, the presence of paraphernalia e.g. bongs, pipes or scales), and the use of prescription drugs for nonmedical purposes or by persons other than who they were prescribed for. Drinking intoxicating beverage (e.g. beer, whisky, kwaso, & etc.), eating unclean meat (e.g. pork, shellfish, & etc.), chewing betel nut, smoking cigarettes, drug use & other substances of abuse (e.g. marijuana, & etc.). The college reserves the right to conduct random room searches if information is deemed to implicate a student in the use of illegal drugs.
- “Inciting a boycott” riot or intimidation of other students regarding the boycott will result in termination.

ACD may remove a student, from campus at any time without prior warning if, in the opinion of the ACD, the presence on campus of this individual threatens the safety of another individual [irrespective of location, university college property, or the reputation of the university college.

It is terminable offence to make threats or imply threats against any individual, or to make threats or imply

threats against property [irrespective of location or ownership].

### ***Willful self-harm***

Depending on the circumstances, the student's boarding or student status will be terminated.

### **Category Two: Offences which *may* result in dismissal.**

These are also considered very serious, and students may be dismissed at the first violation.

- Stealing.
- Plagiarism and other forms of cheating.
- Forgery.
- Alteration or misuse of University college documents, records, or ID cards.
- Deliberately furnishing false information to the University college or any of its Officers (falsified documents for admission, automatically cancel that admission).
- Sexual harassment.
- Unauthorized presence in the dormitory or rooms of persons of the opposite sex.
- Gambling in any form, possession and/or use of gambling devices.



- Vandalism or willful damage or destruction of institutional or community property. (In addition to any other disciplinary action, the perpetrator will be required to pay for damage).
- Tampering with power connections and hacking of computer programs.
- Misuse of email and internet.
- Disorderly, indecent, lewd, or obscene conduct or expression, including the possession and/or distribution of lewd pictures and/or other pornographic material.
- Engaging in any act of sorcery [**Cult practices**].
- Persistent refusal to adhere to the rules and regulations outlined in the Student Handbook.
- Knowingly and willfully engaging in cover-up of any of the specified offences.
- Instigating a riot, strike or boycott. [Inciting a boycott will result in termination]
- Support and involvement in plans or actions that put the University college in disrepute, unnecessary negative publicity or lawsuit.
- Consistently absent from work commitments resulting in a high accumulation of deficit work hours (see 'Discipline section' under work line).

### **Category Three: Offences which *under certain circumstances could result in dismissal.***

These are also considered very important and are inconsistent with the Vision and Mission of the University. Any repeated violation and disregard for advice and warnings could lead to dismissal.

- Lying.
- Deliberate refusal to comply with the direction of the college officials in the performance of one's duties.
- Clandestine(secret) meetings with members of the opposite sex.
- This includes going out with outside boyfriends.
- Patronizing night clubs, dance halls, cinemas, gambling places, or other places of questionable amusement.
- All-night absence from the residence hall without proper authorization.
- Tampering with college locks or the unauthorized possession or misuse of keys.
- Being continuously negligent in attendance at religious services, residence hall worship (for indoor students), or classes, as well as making no significant effort to meet the scholastic and

citizenship requirements of the college as defined in the Student Handbook.

- Persistent refusal to adhere to the college standard of dress.
- Any behavior unspecified in this disciplinary code which involves a break-down in self-discipline and results in, or has the potential to result in harm to the property or reputation of the college/hospital, or any person resident on, or officially connected to the college, including the hospital residents.
- Failure to attend to work commitments without proper arrangement.
- Failure to attend weekend kitchen duties.
- Unapproved overnight stay in staff quarters.
- Administering of treatments or medicine to anyone without proper order from the hospital protocols.
- Male nurses examining or attending to patient(s) in closed doors (e.g. delivery room) **MUST** always have an accompanying female nurse.

## IV. Disciplinary Sanctions

The following sanctions may be used by the disciplinary bodies in their absolute discretion where necessary. The sanctions taken will be determined by the following:

- The nature of the immediate problem.
- Previous conduct records.
- The students' influence on campus or in the community.

Unless where leniency is deemed necessary, the ADC will normally immediately dismiss any student who commits any of the **offences in category one**.

Repeated offences from any of the above categories may also result in dismissal. Offences which DO NOT result in immediate dismissal may be dealt with on the following basis:

### ***Verbal or Written Counsel***

Issued by a college Administrator or representative, a verbal warning or a letter of counsel informing the student regarding the violation of the college regulations and advises appropriate measures to enable the situation to be remedied. A note or record of the letter is kept in the students' record.

### ***Verbal Warning***

Is a warning given verbally to students pointing out a failure by the student to abide by the college guidelines. A written notice of this is filed, and a copy is sent to the college principal for the student's record.

### ***Written Warning***

A warning specifically addressed to the student in writing. A copy of this letter will be kept in the student's file till his/her graduation. Where possible, a copy will also be sent to the parents/guardians of the student.

### ***Disciplinary Probation without Restrictions***

A period of time during which a student will be required to report on a regular basis to a Residence Dean, Staff Member, or some other person as nominated by the disciplinary body in its absolute discretion.

### ***Disciplinary Probation with Restrictions***

A period of time during when a student will be placed under particular restrictions, and his/her behavior monitored by either a Student Residence Assistant, Residence Dean, Staff Member, or some other person as nominated by the disciplinary body in its absolute discretion.

The purpose of disciplinary probation is to help the student to correct unwise social habits or carelessness, and lack of respect for people, property, and the college regulations. It carries the following restrictions:

- The student's status is considered probationary since any further violation may result in withdrawal or dismissal.
- The student will be ineligible to hold any public office in any college or Student Organization, and will not be permitted to represent the institution, except as involved in class activities.
- The student will be required to consult regularly with a Counsellor or appointed lecturer.
- If the student's behavior deteriorates while on probation, requiring the sending of an additional letter, a letter of suspension may be issued.
- While on probation, a resident student may have certain privileges removed, such as off campus leave. However special allowance can be given in special circumstances where the student is safe from the offence he or she is guilty of.
- Other restrictions may be specified by the Principal or the Residence Hall Deans as the need arises.
- Probation will be for a specified length of time.

### ***Monetary Restitution***

An amount of money may be required from a student to assist in the payment of repairs, or the replacement of damaged or misplaced equipment, as a result of the actions or behavior of the student. The amount will be determined after an assessment has been made by the appropriate college department.

### ***Removal of Privileges***

An action taken by any disciplinary body, that takes away the student's privileges.

### ***Suspension***

A suspension by the ADC may require the separation of the student from the college:

- For an indefinite time.
- For a definite time.
- Until a specified condition has been met.

At the discretion of the ADC, the suspension may be:

- To one's own home.
- To an acceptable off-campus home.

Any further breach of University regulations could lead to withdrawal or dismissal.

## ***Withdrawal***

Consistent irresponsible disregard of college policies, insubordination, or any single misdemeanor reflecting a serious breakdown in self-discipline may result in a student being asked by the ADC to withdraw from the college. The decision will be communicated in writing by the Chairman of the ADC after an informal consultation with the members, and the student offender has been questioned and has admitted to the offence. Refusal to withdraw will result in a formal meeting of the ADC. The student, who, upon request, willingly withdraws may be considered for readmission after a specified absence, normally one semester or one school year. **Refusal to withdraw may result in formal dismissal.** In the situation of re-application after a voluntary withdrawal the student is required to:

- Provide reason for withdrawal.
- Provide a letter of reference.
- Re-apply.

All withdrawal cases will be formally ratified by the ADC and ADCOM.

## ***Dismissal***

If it is decided that the student should leave the college for a period of time, the time period will be set by the



ADC in its absolute discretion. During this time, the student will not be allowed to return to the campus without specific permission from the College. The student will be required to return to his/her home where possible.

## **V. Rehabilitative Actions**

The following actions designed to facilitate a better understanding of the behavior under question, and bring about a change in behavior, will be available to students:

### *Psychological testing*

Opportunity for an assessment of the current factors which may be impacting on a student's life at ACON. The testing will be carried out by the College Counsellor or some other person nominated by the ACON faculty.

### *Voluntary disciplinary counselling*

The student may choose to establish counselling sessions with the College Counsellor, or some other person nominated by the student and /or Counsellor, to assist the student to understand the problem and make any necessary changes in behavior.

### *Mandatory disciplinary counselling*

Required number of counselling sessions with the college Counsellor to assist the student towards a better

understanding of the nature of the problem and make appropriate changes in behavior.

### ***Education procedure***

Opportunity for the student to discover more information about the nature of the problem, and to find ways to make appropriate changes in his/her behavior. This may consist of reading, audio/visual, essay, or lecture.

Any counselling procedure will be guided by the College Counsellor. The time and length of counselling sessions will be established by the Counsellor or by ADC in their absolute discretion. The basis of termination of the counselling sessions may be contrition, insight, a behavioral change, or some other indicator as established by the Counsellor and the student. Any costs incurred for counselling will be paid by the student.

### ***Disciplinary Records***

Any actions taken by any disciplinary body will be recorded, and kept on file in the principal's office and the record of disciplinary procedures and actions may also be placed on the student's file. As a general practice, a letter outlining the disciplinary action will be sent to the parents/guardians of students where possible. Any decision to notify any other bodies of disciplinary actions, such as employing bodies, government agencies, or other institutions, will be reported to the student concerned.

## **VI. Procedures in Reporting and Investigating Cases**

### ***Reporting***

Any disciplinary issues that involve indoor single students are to be reported directly to the appropriate Residence Dean who will consult with the principal on the course of action to be taken. All reporting must be in written form outlining all the allegations against the student. The reporter will write his/her name clearly and sign the report. Any report that is not written and/or signed may not be followed up.

### ***Investigating Cases***

Reported cases will be investigated immediately. Any investigation will initially be based on a written and signed report. The accused student will be asked to reply in writing to the report. On the basis of the report, the student will be interviewed in the presence of a staff witness. The student will be asked to make contact with his/her parents and referred to the Counsellor before the ADC meets.

## **VII. Procedures in Possible Dismissal Cases**

### **Power to Dismiss a Student**

It is recognized that some disciplinary issues will require an immediate dismissal and removal of the student. Under normal circumstances only the ADC has the prerogative to ask a student to withdraw. Refusal to do such will trigger an immediate sitting of the ADC.

### Notice of hearing

The student will be given at least forty-eight hours' notice in writing of the disciplinary hearing, outlining the time, place and charges against the student. However, should further evidence come to light between the issuing of the notice of hearing and the actual hearing, additional charges may be alleged against the student by the ACON Disciplinary Committee.

### Record of hearing

The Secretary of the ADC, or some other person nominated by the Committee, will keep a record of the hearing, giving particular note to:

Ensuring the charges is clear and understood by the student;

Recording the response of the student to the charges, and

Recording the disciplinary action determined by the Committee.

## Student representation

Students may make representations to the ADC either verbally, in writing, or both. They may also call on the College Counsellor, or other College personnel to assist them at the hearing, providing they notify the Chairperson of the ADC 24 hours prior to the hearing.

## Processing of Action Taken Against a Student

The ADC Chairman(principal) informs the Administrative Committee of the decision taken. The Secretary of the ADC writes a letter to the student informing him/her of the decision. The letter is given to the Chairman who calls the student, informs him/her of the content of the letter and gives him/her the letter.

The Residence Deans are informed and the student is asked to obtain a Withdrawal Form from the principal's office and proceed with the process.

Local students are promptly taken to or the airport wharf. For overseas students, arrangements are made with the principal and Business Office for travel documents.

The student is taken to the airport, accompanied by the Resident Dean or someone else he/she nominates. They do not leave the airport until the student has boarded the aircraft and the flight has departed.

## Student Appeal

A student may appeal the decision of the ADC. The appeal letter is to be addressed to the Chairman of the ADC within four days of the date of the disciplinary letter, and must provide new evidence. The decision of the ADC is final. However, if the committee feels a decision needs to be referred to a higher authority, it will be its sole prerogative to do so.

## **VIII. Student Acceptance**

Atoifi College of Nursing welcomes applications from individuals regardless of race, gender, status or religious affiliation. Admission to, and continuation at ACON is decided on a semester by semester basis, and is dependent on evidence of good character, academic performance, support of the philosophy and mission of the University, and a willingness to conform to college regulations.

## **IX. Dress and Appearance**

Students should be guided by Christian principles of simplicity, modesty, and neatness in their choice of clothing for recreation, classes, library, dining hall, and worship.

Careful attention should be given daily to personal cleanliness and grooming.

Students are to dress appropriately for different occasions. Casual clothes such as tank-tops or singlets should not be worn in worship services, the library, or in situations where more formal dress is required.

External adornment such as jewelry and excessive make-up are discouraged.

Bare feet are considered inappropriate for such occasions as classes, meals, worship events, and also in the Library.

## **X. A Drug Free Environment**

Atoifi College of Nursing has a drug-free policy. This means zero tolerance of drug or substance **use**. This policy exists to promote both the wellbeing of students and academic excellence.

‘Drug free’ means abstinence from the use or possession of alcohol, tobacco, betel nut, mind-altering drugs, as evidenced by odor or the presence of paraphernalia (e.g. bong, pipes or scales), and from the abuse of prescription drugs (i.e. the use of prescription drugs for non-medical purposes or by persons other than who they were prescribed for).

The college reserves the right to conduct random room searches if information is deemed to implicate a student in the use of illegal drugs.

ACON also upholds all laws which prohibit the possession, use, manufacture or distribution of illegal substances. The possession of paraphernalia and use of 'look alike' or designer drugs is also prohibited.

This policy applies and will be enforced on or off campus, both during the school term and year end breaks. **Violation of this policy will result in automatic suspension from the University College.**

Disciplinary probation with restrictions is the minimum University response to violations of this policy.

Use or possession of illegal substances may be reported to law enforcement agencies for prosecution in addition to University action.

Students arriving on campus who know they have been addicted to illegal or forbidden substances in past and are still having the effects of it, should immediately consult with the principal and arrange for a program of counseling and assistance in breaking off the use of these substances.

Indoor students who seem to blatantly disregard this may be referred to the ADC for further advice.



## **XII. Campus Leave**

Any departure from campus is defined as Campus Leave.

### Leave

Residence Hall students are required to complete a **Leave Request Form and obtain authorization from the Residence Dean before leaving the Campus.**

Students are expected to go to the place stated on the signed leave form. Abuse of this privilege may lead to future restrictions and possible discipline of the offender.

### Day Leave

To take day leave during the week (e.g. shopping trips), write your name, destination and expected time of return in the **Leave Log Book** at the dormitory office prior to leaving. Ladies MUST also obtain clearance from their Residence Dean.

### Sabbath Leave

Groups or individuals running programs out off campus must obtain authorization from the Church Pastor, principal or the Residence Deans.

The list of names and letter of invitation must be submitted to the Principal's office at least 2 weeks prior to the date.

All those attending must sign out in the **Leave Log Book**.

Because of the large number of groups moved out on Sabbath, the number of times a group goes out will be restricted. This will enable more students to participate in the church activities of the college. Procedures for procuring this leave are available at the Principal's office.

Transport arrangements and cost are the responsibilities of the group.

All closed weekends must be observed. Do not plan to take weekend leave on those weekends.

### Special or Emergency Leave

If you need to leave the campus for reasons other than organized classes or work program, and your leave will involve missing any college appointments, (e.g. classes, work, worships and meals), prior arrangements must be made with the persons concerned. In an emergency, let the necessary people know as soon as possible. In such cases, the following steps must be taken:

- Complete and submit a **Special Leave Form** (available from principal's Office).
- Permission obtained from the Residence Deans.
- Notify principal if classes will be missed.
- In case of sickness, a medical certificate must be presented to the principal upon return.

### **Overnight Leave**

All overnight leave on-campus or off-campus must be:

- requested on a Leave Request Form,
- Handed to the principal two days prior to departure.
- Accompanied by the written permission of parent/guardian and host/hostess.

### **Weekend Leave**

Weekend leave is permitted two times per semester.

This leave may begin after the last class of the week and terminate at 6.00 pm the following Sunday.

Leave Request Forms must be submitted to the principal's office by the Wednesday evening prior to departure, for processing.

Approved names will be displayed on the principal's notice board.

Weekend leave for overseas students must be accompanied by written permission of parent/guardian.

Students from other provinces may also be required to have permission from parent/guardian and host/hostess.

## **XII. Social Relationships**

We were created and designed by God for relationships. We are all born into a family because we need relationships with others in order to survive and thrive. In relationships, values are taught, caught, shared and practiced.

Students are expected to show kindness, courtesy, and respect for others. This means that any action and/or behavior that is demeaning or causes physical, emotional or psychological injury to others is inappropriate. University and college life offer a particularly rich opportunity for developing, enduring and mutually beneficial friendships. These friendships should broaden our ideas and interest, and should not be restricted by barriers of age, race, social status, or gender, nor should special friendships unduly dominate or diminish our wider friendship with others. A special friendship should serve to widen our circle of friends, not restrict it.

Students should constantly seek God's guidance and help to not only choose good friends, but also to be a good friend.

### **XIII. Special Friendships**

Students contemplating establishing a special friendship that they hope will lead to marriage are advised to seriously and prayerfully consider the following advice:

- Be cautious about entering into a courtship or 'special' relationship in the somewhat 'artificial' college environment
- Adhere to the God-given principles of sexuality including moral purity and sexual abstinence outside of marriage.
- Show respect for social or family customs regarding love and courtship unless they clearly transgress God's law.
- Respect the counsel of family in cultures where it is the right or duty of parents to choose their children's marriage partners.
- Ensure that your conduct adheres to the standards and requirements of the University which have been put in place to protect all students.

## **College Guidelines for Special Friendships**

Before entering into a special friendship students are advised to carefully consider the following questions:

- How will this special friendship affect my relationship with God - my daily communion with Him, and His plan for my life, including the successful completion of my University college program?
- How will this special relationship affect my friend, his/her relationship with God, and his/her happiness?
- How will this special friendship affect my own future life and long-term happiness?
- These questions should be thoughtfully and prayerfully considered. It would also be wise to discuss them with a Counsellor or respected advisor who knows you and understands your culture.
- Parental permission is required before the formation of special friends. If you are not willing to notify your parents about your friendship, you should reexamine the whole situation.
- Students should respect the local cultural norms regarding relationships. Public demonstrations of unacceptable affection (e.g. kissing, cuddling,

petting), or traveling together alone are prohibited.

- Meet only in central areas open to both men and women, i.e. the open area in front of Ladies and men's Residence Halls, hospital lawn under the "Naru" trees, during the daylight hours and only in lighted areas at night. Any other areas are considered out of bounds.
- Private devotions, study, work and worship should come before your friendship.
- True love is a principle, an act of the will committed to values of respect for self and one another, self-control and purity of character.
- Married persons are not normally accepted as students of the University if this requires separation from the spouse. A student who conceals his /her marriage from the University for whatever Reason, may be deregistered.

#### **XIV. Policy Statement on Sexual Misconduct**

Any violence of the **biblical teachings on sexual morality** on-campus and off-campus will be treated by the college with the utmost seriousness. A student guilty of such misconduct on and off campus will in all normal circumstances be terminated from the college.

If such sexual misconduct involves sexual activity between a student and person who is under his/her authority, the situation will be regarded as especially serious. Such situation would include (but not limited to), sexual activity between a student and a child, or sexual activity between a nursing student and a patient under his/her care.

Such misconduct is particularly serious because it manifests a failure at the deepest level of professional responsibility. The relationship between any professional and his/her client always involves a power imbalance, in which the professional has more power than the client. The abuse of that power advantage to gain sexual satisfaction is inherently wrong. It harms the client rather than helping him/her; it damages the reputation of the profession involved and disqualifies the professional involved from continuing in that profession.

In the light of the seriousness of such misconduct a ACON, student found to be guilty of such actions will normally not only be terminated from the college but will also be denied re-enrolment. Be advised that the college will make mention of the reason for the student's dismissal in any official reference provided for the student by the college.



# Student Organizations and Services

## **I. Student Leadership**

Students are given positions of leadership within the college as an important part of their education, as well as an opportunity for service. All student leaders, after their selection has been ratified by faculty adcom, are invested with authority and should be treated with the respect their position warrants.

The following are positions of student leadership and are selected by votes of majority by all students of ACON.

The president  
Vice president  
Secretary  
Treasurer  
Spiritual leader  
Social leader

## **Assistant Residence Deans –**

Each year a student assistant dean is elected to assist the Residence Dean. The Residence Deans, together with their respective student assistant resident dean forms the Residence Hall Committee, and are responsible for the administration of the Residence Hall.

**ACONSAC (ACON Student’s Association Committee):**

The elected student leaders and resident assistant deans make up the ACONSAC committee and will be responsible for student’s affairs. The president becomes the chairperson of the committee. The Committee shall meet at least once every calendar month during the academic year to exercise its function. The Student Association Committee will serve as an advisory group, representing the student body, and will also coordinate the activities of the Student Association.

**The duties of the offices shall include the following:**

**Chairperson (president):** shall chair all meetings of the ACONSA Committee, shall provide general leadership to the executive, and fairly represent the concerns of the committee in discussions with the Faculty administration. In carrying out these duties, he/she shall at all times strive to be tactful and conciliatory as he/she seeks to promote the well-being of the students and excellence within the college.

**Vice-Chairperson:** shall assist the chairperson in his/her duties and shall chair any meetings from which the chairperson is absent.

**Treasurer:** responsible for developing an annual budget for the association, for providing financial counsel to the officers, and for carrying out those duties specified in the constitution regarding funds and accounts.

**Secretary:** To keep official records of the Association’s meetings.

**Spiritual Leader:** responsible for providing a short devotional at the beginning of each Committee meeting and for promotion of spiritual growth among the members of the association and students as a whole. In his/her role as a student spiritual leader on the college campus, he/she will consult frequently and work closely with the school principal, the Residence Deans, the hospital Chaplain, and the duly elected officers of the Church on the hospital campus.

**Social Activities Leader:** is responsible for providing coordination/ leadership in student-organized social activities. In this role he/she will consult frequently and work closely with the faculty social representative and the Residence Deans, and duly elected officers of the Church on the hospital campus. will carefully monitor the planning of such activities to ensure that in every case they adhere to high Christian standards.

**Assistant Work Supervisor** - Students nominated by Work Supervisors are confirmed by the Work-line Coordinator to assist the Supervisor in administering their department.

**Social Committee Members-** Student Sports/Recreation Coordinators serve on the Social Committee Activities Committee - plan and help organize the social activities of the College.

## II. Student Leaders Election Guidelines

***Election period*** - In the first week of November every year, the ACON adcom begins coordinating all student leaders' elections to ensure they are done promptly and properly.

***Assistant Residence Deans' election*** - The names are first nominated by the students under the guidance of the Residence Dean and recommended to ACON for final approval. The names are then submitted to the adcom for approval

***Takeover*** - New officers take over responsibility in the new year.

***Restrictions*** - First year students and those on academic probation may not be elected to hold office.

***Resignation*** - A leader who wishes to resign will need to submit a resignation letter to the ACON adcom and a replacement will be made.

***Beginning and End of Year Activities*** - At the beginning of a new year, new students are officially welcomed by the college during Orientation night only. At the second week of the academic year,

**Permission** - Permission needs to be granted by the principal for any social activities on campus which will involve both genders. For legal and insurance reasons, activities outside the college will require the approval of Adcom and the presence of a Faculty Advisor and Security personnel. The following apply in both cases:

A letter of request with the names of the participants is submitted to principal at least a week in advance.

Request for food from the Food Services is also attached. This is to be approved by the principal before it is submitted to the Food Services Director.

**Invitations from Outside** - Invitations from outside for ACON students to take part in concerts., or fundraising events are processed through the principal's office and must reach the office at least two weeks prior to the event. To be fair to the students and the college, late invitations will not normally be considered. Transport and security arrangements and costs belong to the inviting body.

### **III. Resolving Student Problems**

Students needing to resolve personal or group problems should first make use of the procedures and resources available on campus, such as consultation with student leaders, Faculty, college Counselors, or ACON Administration. Only after all campus procedures have

been considered, and with the knowledge of the Administration, should help to resolve problems be sought outside of the University.

#### **IV. Recreation and Entertainment**

The highest form of recreation is found in doing things that are natural, useful and simple. Working, walking or jogging around the campus or surrounding area, serving the community, learning a new dimension of God's creation in company with good friends - these are but a few of the many types of natural recreation that students

***Channel of Communication*** - Sports issues and disagreements are addressed to appropriate executives.

***Discipline*** - The college expects the students to be the BEST sportsmen/women. A student or a team that stirs, or causes fights will be disciplined accordingly and where appropriate the team's registration will be cancelled.

***Outside teams*** – Outside teams may be invited to play friendly matches. But such invitation must have the approval of the DOSS.

## V. Banking Services

Bank services are available at the hospital Admin business office. Students are encouraged to make use of the services. Cashing of cheques will normally require advice from the business office if you are an overseas student. If required, the business office will hold your money for safe keeping. **Note that the college takes no responsibility for any money that goes missing in the dormitories.**

## VI. Community Services Program

The Christian ideal of life is one that reaches out to others in services of sharing and caring, even at considerable personal sacrifice. The college encourages each student to follow the example of Christ in being a servant to all people. Students are encouraged therefore to take part in community service programs organized by the college or the Church, and should feel free to suggest individual programs

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## **VII. Food Services**

### Philosophy and Aim

The philosophy of the Food Services Department is to promote good health and diet by providing meals that are simple and nutritious. The aim of the Food Services staff and Work-line students is to:

Provide a clean and comfortable environment which students and staff can enjoy as they eat and fellowship together.

Create an atmosphere that is relaxed and friendly.

### Conduct in the Dining Hall

**Dress Code** - The dining hall is a place where students gather to eat and fellowship. In view of consideration for others, a good sense of personal hygiene and grooming is required. Students are expected to shower, and be dressed properly and presentably in clean clothes. Security and Kitchen staff reserves the right to refuse entry to students who do not comply.

**Floors** - Your assistance in helping keep the floor clean will be much appreciated. Please leave your shoes outside if they are muddy or covered with grass.



**Noise Levels** – The acoustics in the dining hall are not the best. Please respect the peace and privacy of others by behaving with dignity and grace.

**Food Trays** - Food trays are provided for collecting and transporting your food and drink from the Food Services counter to your table. You are expected to use them at all times. Should you drop or spill food or drink on the floor, it is your responsibility to clean it up

**Equipment and Utensils** - Students are given spoons and cups to keep. Plates and any other utensils are not permitted to be taken out without proper authorization. Students are encouraged to buy their own containers to use if they wish to take food out.

**Dining Tables and Chairs** - The dining tables are arranged according to a floor plan. They are not to be moved around without permission or removed from the Dining Hall. They are not for hire or to be taken out for social functions.

**Collection of Meals** - Students are not allowed to collect meals for other students. Collection of food for sick students will require a signed meal pass by the Residence Dean or his/her assistant.

**ID Cards** - Student ID cards should be produced when collecting meals (indoor students).

**Entry** – The kitchen and the dining hall serving areas are restricted to those who work there. No student is to enter the kitchen at any time, nor help themselves to anything without the proper authorization.

**Meal tickets** are on sale at the Business Office. Anyone who is not a regular indoor student may purchase a meal ticket from the Cashier and take a meal at the Dining Hall. This is to be organized before taking visitors to the Dining Hall for a meal. Prices of meals taken in the dining hall range from \$8:00 for day students to K15:00 for visitors. This rate is subject to change.

All indoor students are issued with meal tickets at registration to be checked by the security. This is for control purposes. Students who have lost their meal tickets need to contact the business office immediately. Students without meal cards will not be allowed in.

**Meal Pass** - In the case where a student is sick in the dormitory, their roommate or friend will need to fill out a Meal Pass form in order to obtain a take away meal from the Dining Hall.

**Week-end duties** -As a way of fostering family and community spirit and service, all students will be rostered for essential services to assist in Food Services on Sabbaths. As an incentive, work hours will be credited on Friday—doubled if a student's attends from

2pm to 6pm, work hard and complete all tasks assigned; 1.5 hours if attends for 3 hours and 1 hour only if attends for two or less hours. Hours after 6pm on Saturday will be credited also. Sabbath hours are for community help.

Non-attendance will be considered a serious offence. In the first instance the student will be warned and re-scheduled. Repeated instances will lead to appropriate disciplinary actions.

***Hire of the Dining hall*** - Food Services levies a charge for the hire of the Dining Hall and kitchen facilities. For more information, contact the Food Services Director.

***Refund of Missed Meals*** - Students who missed meals can be refunded but under the condition that it is organized beforehand with the Food Services Director. If the food has been cooked, there is no refund as the money had been spent.

### **XIII. General Guidance and Counseling**

***Counseling*** - is a process where someone works collaboratively with you for the purpose of enhancing your wellbeing – including spiritual, physical, mental and social dimensions of wellbeing. While there are many sources of such support (for example, student leaders, Residence Deans, Faculty members and so on) a Counsellor working in the Support and Development Centre is another option available to you, particularly if

you are facing challenging circumstances. You can work with a Counsellor individually, as a group or as a family unit. In special cases, the University is willing to consider adjustments or alterations to a student's program to deal effectively with delicate or perplexing matters.

**Counselling Staff** – Designated Faculty Counsellors, the Hospital Chaplain or Church Pastor. Students are welcome to call these people for counselling and support.

**Referrals:** When a student is to come before the Discipline Committee, a referral must be made to the counselling Services at the same time the referral is made to the Discipline Committee. The purpose of the referral is for Counseling Services to provide: (1) advocacy for the student in terms of due process (2) support to the student to deal with the consequences of their behavior and the outcomes of the Discipline Committee proceedings.

For attempted self-harm/suicide a medical doctor or nurses on duty, security personnel, student leader or other staff member who becomes aware of an attempted suicide or self-harm, will inform the counselor immediately, or as soon as practicable after emergency medical procedures are complete. This will usually be within 24 hours of the incident. The purpose of the referral is for Counseling Services to: (1) undertake a

risk assessment (2) devise and coordinate the monitoring of a safety plan for the individual and the wider community (3) provide follow up counseling on the circumstances leading to the self-harm/attempted suicide.

For victim of crime, in the event of a crime against persons committed on campus (for example, hold ups, physical assault, sexual assault) an immediate referral will be made to the doctor or nurse and the counsellor for the purpose of victim support. This will as soon as practicable and usually within 24 hours of the incident.

#### **XIV. Health Services**

***Treatment*** - The college is situated at the same campus of Atoifi Adventist Hospital. The hospital operates 24hours a day. All sick students are referred to the Out Patient's Department during day times or Nurses on duty during night hours. The student may be referred to the medical doctor on duty if requires further investigation by a medical officer.

***Emergency*** - If an accident occurs, or there is a medical emergency, the student can be seen by the nurse on duty and may be referred to a medical doctor for further examination and treatment.

## **XV. Laundry Services**

Sinks are provided in the dormitories for washing by hand. There is no Laundromat available for students.

## **XVI. Telephone Services**

Mobile phone top ups are sold at the business office for both Telecom and BMobile.

## **XVII. Mail Services**

Mail may be posted in the letter box at the Business Office. Parcels may be posted at the counter. Incoming mail for single students will be distributed by the Residence Deans.

## **XVIII. Canteen**

The College does not own a canteen but the hospital business office does operate a canteen at the hospital and is primarily designed to provide a needed service for both staff, students and patients. Most items needed for the school and personal use will be available, but if the canteen does not have an item you need, please see the canteen keepers and ask for help.

## **XIX. Transport Services**

*Beginning and End of Year Transport* - It is the responsibility of each student to inform the office of their date and time of travel. ALL expenses are student's personal responsibility.

## **XXI. Travel Documents**

### For International Students

All overseas students' travel documents including passports:

**Visa Extension-** It is the responsibility of the Academic Office to apply to the Immigration Office in Honiara via Mrs. Verna Ragoso at the Solomon Islands Mission(SIM) Headquarter Office for the extension of your visas. Please note that there is an Immigration penalty fee if you do not renew your visa. The student visa extension cost is the expense of the student themselves whether sponsored or self; the cost will have to be covered by the individual;

Visas are issued within the expiry date of the passport so a new passport will need to have a new or an extension of the student visa.

We require students to deposit their passport during Registration so that the Academic Office so we can renew the visas if it runs out

**Lost Documents-** Any lost passports need to be reported to the police as soon as possible and a police report made. This report is important as it will be used to support the application for a new passport.

**Passport** - At Registration, students must deposit their passport for safekeeping with the Academic Office. If you wish to keep your passport, you will need to give us a copy of the front page of your passport and the copy of the visa page.

**Passport Renewal** - If a passport is to run out before the completion of study, it is the responsibility of the to send their passport to Verna in Honiara who will then contact their home country/mission office in Honiara for it to be renewed. Hence it is important that all passports must be valid for the duration of study.

You will also need to sign a form from the Academic Office to confirm that you will be responsible for keeping your passport as well as any other visa fees (extensions of visa fees or penalty fee for overstaying that may occur).



Visas are issued within the expiry date of the passport so a new passport will need to have a new or an extension of the student visa.

ACON requires all overseas students to have valid passports for the duration of their study.

**Tickets** - It is the requirement of the Solomon Islands Immigration Department that overseas students come with a return ticket. At the same time, we have received information from Qantas and Solomon's Airlines in Honiara that they are not able to validate the overseas tickets for the four years of stay at ACON. It will have to be sent back to the original firm where it was purchased to be validated.

For these reasons, we no longer require overseas students' tickets to be submitted to the Academic Office at Registration as we cannot validate your tickets here.

Please note that you are responsible for sending your tickets back to your sponsor/relatives to revalidate.

**Year-end Travel**- All overseas year-end travel will need to go through the Student Finance Officer. Return tickets must be valid so that the Student Finance officer can arrange for the travel.

# Indoor Students

## I. Residence Halls (Dormitory);

The College requires that except by special arrangement, single students who stay on campus but do not live with their parents, reside in the residence halls or dormitories. Each residence is administered by a Residence Dean, who is helped by student leaders. Students are required to follow the instructions of their Dean.

These guidelines are designed to help you benefit from your student life:

**Room Allocations** - It is the responsibility of the Residence Deans to allocate rooms and decide who resides where and with whom. Preferences can be made to the dean but the dean reserves ultimate decision.

**Tidiness and Cleanliness** – Students are responsible for the cleanliness and neatness of their sections of the dormitory and room. Your areas must be left tidy each morning when you leave for classes or work.

**Laundry** - Students launder their own clothes. Washing sinks or wash tubs, and clothes lines are supplied in the dormitory for the use of dormitory residents only. You will need to supply your own soap powder or detergent.

**Room Furniture** - Your dormitory room is furnished with the following:

- Wardrobe with drawer
- Chair and study desk.
- Curtains

Room furnishings should not be changed from one room to another and any extra furnishings should first be arranged with the Residence Dean.

**Room and Personal Valuables Security** - Dormitory rooms and the lounge rooms have doors which lock. You are requested to leave your room locked whenever you are absent. It is your responsibility to report any damage to the locks and other parts of the room. The college is responsible for a secure locking system for the rooms. The college does not provide computers for student use in the dorms. Private computers and other personal electronics are the responsibility of the students on a daily basis. Please observe the followings:

A lockable box, suitcase or bags should be kept at all times.

Visitors and friends ought not to be allowed to come freely into the rooms.

Ensure that money, electronic items and other personal valuables are safe and secure on a daily basis. Complacency is not an option.

NB: Lost items in a lockable room are not the responsibility of the college.

**Removal of Privileges** – Students who repeatedly break dormitory rules and guidelines may find their boarding privileges removed and may be disciplined.

**Mosquitoes** - Your residence is screened, but you need to have a mosquito net if you wish to be completely safe from mosquitoes.

**Electrical Appliances** - If you are not sure how dormitory equipment works, or if you find that it is in need of repair, see your Residence Dean. Your room is provided with power outlets. You may use a reading lamp, or CD player. Please do not use any other electrical equipment in your room without checking with the Residence Dean.

**Respect** - Radios, CD players, guitars, etc. may be used only during leisure periods, at low volume and according to Christian standards. Please be considerate of the rights of others.

***Gambling & Sorcery*** - Students must abstain from all forms of gambling and sorcery.

***Firearms*** - No firearms or other weapons may be kept in residence halls.

***Boundaries*** - Neither male nor female students are permitted to visit each other's dormitories or to stand immediately outside dormitories to attract attention.

Unless you have made proper arrangements with the Residence Dean, you are required to be in your Residence Hall, and observe quietness by 9.45pm (10.30 pm on Saturday evenings).

***Pornography*** – Pornographic books or magazines, or other material that does not fit in with the standards and goals of the college are not to be kept in Residence Halls or used at any time. Students found in possession of such material will be disciplined.

***End of Year Clearance***- All personal items and equipment must be packed and removed from the rooms at the end of the academic year. A charge of 50 cents per day will be levied for personal items which have not been removed and this will be charged to your personal account.

***Year-End Room Check*** - All rooms will be inspected and room keys collected by the Residence Dean before you leave.

Lost keys must be paid for.

## II. Visitors

The dormitory is your home, but it is also home to many others. Permission from the Residence Dean is required before taking a visitor into the dormitory.

***Overnight visitors*** – Permission is required before inviting visitors to stay with you in the dormitory. Submit a written application form to your Residence Dean which is forwarded to the principal. After receiving approval (and conditions) you may have a visiting friend stay with you in the dormitory. Arrangements will also need to be made in advance for boarding fees and any meals for visitors. Students who fail to make proper arrangements will be interviewed and required to pay penalties at a double rate. Repeated disregard can become a discipline issue.

***Disregard for Residences Rules and Regulations***– Staying in the dormitories is not a right but a privilege. This will be removed if it is abused. At the beginning of each year, each single indoor student will receive and sign a Tenancy Agreement form which will stipulate all the residence regulations and procedures the students must follow. Repeated disregard will result in discipline, one of which may be the removal of indoor boarding privilege. The Residence deans reserve the right to ask an indoor student to change status.

## **Day Students**

### **I. Restrictions**

The Residence Halls(dormitories) are out of bounds to all day students, and visitation is by permission only from the Residence Deans. Student's toilets and at the back of the classrooms for your use.

### **II. Food**

Food can be bought from Admin Hospital Store. Special arrangement can be made with Business Office and Food Services to purchase meals in the Dining Hall.

### **III. Change of status**

Day students wishing to board in the dormitory need to consult with the Residence Deans first for available rooms. Then complete a change of status form (obtain from DOSS office) and submit to DOSS Committee for approval. Decisions are communicated through the Deans.

## **IV. Discipline**

Day students come under the same college discipline system as boarding students. (Refer to Code of Conduct Section in this booklet).

## **Getting Married**

Overseas students may get married while studying at the university. However, this is only possible if the following requirements are fulfilled:

- Letters from the civil registry of their country/ies of origin addressed to the celebrant confirming that both are free to be married to each other
- Letters from their parents to the celebrant saying that they agree to this marriage
- Copies of visas, passports and birth certificates made available to celebrant
- Both must be over 21 years of age
- The Celebrant must be registered to conduct the marriage ceremony
- The couple must have completed pre-marital counseling
- The couple is financially independent
- The DOSS is satisfied that ‘all the above’ are in order
- The Administrative Committee gives its final approval.



## General Matters

### I. Pets

Dogs, cats and other pets may not be kept by students, and are not permitted in the dormitories.

### II. Procedures in case of Health Threat to Atoifi Community

We live in uncertain times and potential and unexpected health threats can become reality. I would like you all to take note of the following:

#### Personal responsibility

Practice **healthy lifestyle** and ensure that you are as fit and healthy as possible at all times. A healthy lifestyle that includes adequate diet, exercise and rest will significantly contribute to your ability to resist any health threats.

Practice **personal hygiene** at all time: wash your hands, ensure you do not expose your body to unnecessary bacterial and viral threats.

Be active in seeking information about the current health threats in our country. While you do not need to be paranoid, it is wise to **be aware** of what is going on in the world, region and country.

If you are experiencing symptoms that may indicate you have been affected by an illness that can threaten your health and the health of the community **act** immediately:

**Seek** immediate medical attention. Contact the residential Deans, or COPD Nurses or doctor and for now the Covid Clinic immediately for testing.

**Stay away** from crowded areas and behave responsibly, knowing that your movements may expose others to the same risks. Attending school or worship gatherings is to be avoided.

Avail yourself with the **facemask** (should be available with Dorm Deans, Schools and the Clinic).

Follow the nurse's instructions and if isolation is needed, strictly **obey** the direction given.

### **ATOIFI HOSP/ACON Responsibility**

Atoifi/ACON will be responsible for keeping the Atoifi community as **informed** as possible.

WE will ensure that the **Clinic** is accessible to those who need medical assistance.

ACON will provide **facemasks** if and when necessary.

The hospital security will be directed to take any necessary precautions in case of potential threat to the Atoifi Community. This may include **controlling and/or preventing movement** in and out of the hospital campus, lock downs and any such measures will be properly announced through all available means.

Atoifi Hospital/ACON will **notify the relevant authorities** of any perceived threats and will seek

WE MUST ALL AWARE that we are a hospital campus and people with health threats will come to our campus seeking medical attention and therefore people will come. Therefore, with Your prayers for ATOIFI/ACON's safety are solicited. Panic and paranoia will not prevent any potential problems. Being informed and practicing basic health and hygiene behavior will go a long way towards keeping our campus safe. This is where the **Adventist Lifestyle** can prove to be of immediate benefit to all of us.

## VI. Postscript

This Handbook has been prepared to help you. Please make yourself familiar with its content so that you can understand the program of your college and feel at home. After reading this thoroughly, all students are required to complete the requirement stipulated on the last page of this publication before finishing the Registration process for First Semester.

In enrolling at Atoifi college of nursing, students are committing themselves to live by and promote the Christian values for which the institution stands. Any person not willing to make such commitment should not register as a student, or, if he/she has registered should withdraw forthwith.

## **VII. ACON/PAU Logo**

The use of the ACON logo or the name Atoifi Adventist College of Nursing and all derivatives is to be restricted to official use only; use for private commercial purposes is prohibited.

### **What's where – where to go for help?**

#### **I. Academic and Administration Office**

- Academic information Academic records
- Academic requests (including changes in registration)
- Class and examination timetables
- Graduation requirements
- Information for prospective students
- Registration requests

- Withdrawal from the college
- General College program
- Immigration
- Public relations
- Requests to the College and PAU senate and Council
- Students accommodation
- Interpretation of College regulations
- Recreation and social activities
- Local travel arrangements for arriving and departing residential student.
- Assignment to work departments
- Work department records
- Work sponsorship questions
- All dormitory requirements
- Counselling
- Leave requests

## **II. Business Office**

- Enquiries concerning student finances and College business
- Payment of fees
- Postal services
- Banking services

- Airlines & travels

### III. Hospital

- Medical and accident attention

### IV. Church

- Spiritual counselling
- Church programs

## Staffing Lists

### I. Administration/ Teaching Faculty

Mr. Lester Asugeni -	Principal
Mr. Alwin Muse -	Deputy Principal
Mrs. Hettie Asugeni -	Lecturer/Registrar
Mrs. Rowena Asugen -	Lecturer
Mr. James Asugeni -	Lecturer
Mrs. Elma Muse -	Lecturer
Alex Vavozo -	Associate Lecturer
Chesly Ngatulu	Clinical Supervisor

## **2. Support Services**

Mr. Harry Samuel	-	Librarian/IT officer
Mrs. Sarnette Gwalaa	-	Assistant Librarian/office Janitor
Mr. Kevin Efa	-	Dining Hall supervisor (Chef)
Mrs. Linter Tafui	-	Cook/Garden supervisor.
Mrs. Rebecca Fafe	-	Cook
Mrs. Feka Ishmael	-	Dining Hall Janitor

## Student Declaration

Recognizing that Atoifi College of Nursing is an institution of higher learning based on a Biblical worldview, I acknowledge and accept:

1. that Christian principles as understood and practiced by the Seventh-day Adventist Church for the basis for acceptable behavior for all members of the Atoifi College of Nursing and Atoifi hospital family
2. That self-discipline is the best form of discipline, and that the College Administration has the responsibility to maintain a safe and wholesome Christian environment, in which the rights of others are treated with respect.
3. That certain kinds of behavior such as those listed as offences under the ACON Code of Conduct are degrading to the perpetrator's, the victim (s), and the community at large, and bring the college into disrepute,
4. That such behavior is evidence of a breakdown in self-discipline and may result in immediate dismissal.
5. As a student of Atoifi College of Nursing, I therefore pledge myself to willingly and wholeheartedly accept, support, and uphold the Student Handbook of all



published or announced regulations and standards of Atoifi College of Nursing. I will do everything in my power to structure my life in accordance with the high principles upon which this institution is founded and will encourage my fellow students to do likewise.

I accept that I will be required to leave the college should I break these regulations.

Signed .....

Name (please print) .....

Date: .....