

# MTR ACADEMY COURSE PARTICIPANT CODE OF CONDUCT

MTR Academy requires course participants to conduct themselves in accordance with the standards of their future professions. MTR Academy has also taken precautions to discourage dishonesty and preserve the academic integrity of its programmes and study environment. Course participants will be held accountable for, or should report, the following violations:

1. All forms of dishonesty including cheating, plagiarism, forgery, and intent to defraud through falsification, alteration, or misuse of MTR Academy documents. Theft, deliberate destruction, damage, misuse, or abuse of MTR Academy property or the property of private individuals associated with MTR Academy.
2. Inappropriate or profane behaviour that causes a disruption of teaching, research, administration, disciplinary proceedings, or other MTR Academy activities. Failure to comply with MTR Academy officials acting within the scope of their employment responsibilities.
3. Course participants are required to be properly attired at all times and to observe appropriate behaviour when they are within MTR Academy premises. All course participants must be readily identifiable at all times and are required to have their Hong Kong Identity Card or other valid identification documents with them.
4. Failure to comply with all MTR Academy regulations, whether contained in official MTR Academy publications or announced as administrative policy by a MTR Academy official or other person authorized by the President/Dean/Deputy Dean of MTR Academy.
5. Failure to satisfy prerequisite for course enrolment - MTR Academy reserves the right to turn away successfully enrolled individuals who do not meet prerequisite.
6. Abuse, violence or threats of violence toward persons or property of course participants, teaching and administration staff, or MTR Academy.
7. Improper use of email and Internet access. Failure to comply with copyright and criminal laws forbidding the copying or alteration of copyright-protected materials, such as computer programmes, music, movies, photographs, or written materials.
8. The use of alcoholic beverages or controlled substances on MTR Academy or external property, including the purchase, consumption, possession, being under the influence of, or sale of such items.
9. The use of any tobacco products in MTR Academy buildings, and eating or drinking in the classrooms or any location other than designated areas.
10. No animals are allowed on the premises unless they are assisting the physically impaired or are being used as classroom subjects.
11. Bringing non-class-attending children into the MTR Academy teaching areas. MTR Academy does not provide childcare services and cannot assume responsibility for their health and safety.
12. Failure to comply with all emergency evacuation procedures, disregarding safety practices, tampering with fire protection equipment, or violation of any other health and safety rules or regulations. Inappropriate use of cell phones, or other electronic devices. All electronic devices must be in the silence mode while in the classroom.
13. Bringing dangerous items such as explosives, firearms, or other weapons, either concealed or exposed, onto MTR Academy property. Physical abuse, verbal abuse, intimidation, harassment, coercion, stalking, and/or any conduct that threatens or endangers the physical or psychological health/safety of another person.
14. Sexual harassment and/or sexual assault, in any form.
15. Unauthorized presence in, or forcible entry into, a MTR Academy facility or MTR Academy-related premises.
16. All forms of gambling are strictly prohibited.
17. Being in the presence of and/or aiding/abetting any of the aforementioned conduct violations.

A course participant committing any of the violations listed above may receive a written warning concerning the misconduct and may be asked to subject to courses suspension and/or dismissal.