



Samarpan Academy
Institute of Crisis Management Studies

'Dedication for Humanity'



Student Handbook:
Internal Policies and Procedures
2015-2016

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Introduction

The Institute of Crisis Management Studies (ICMS), as an affiliate to Tribhuvan University (TU), operates under a 40-percent ratio of internal marks to be applied for all modules. This handbook instructs students in specific regard to ICMS internal policies only. All information regarding TU's rules and regulations should be listed via relevant literature published by TU.

The purpose of the procedural policies explained in this handbook is to ensure uniformity in all academic and administrative discourse within ICMS. The policies in this handbook are subject to change, in which case students will be informed as appropriate. The preservation of the Institute as a respected education provider is to the benefit of past, present, and future students, as well as staff and faculty alike.

While ICMS shall strive to make every effort to disseminate its administrative and academic procedures in clearest possible terms, we do ask students to be proactive in seeking guidance or confirmation of them in order to avoid confusion and clarify possible points of contention.



Administrative Procedures

Application Process

To apply for study at ICMS, a student must complete and pass the ICMS entrance exam. He/she must also submit the following documents for admission:

- Transcripts from SLC to Bachelor with character certificates.
- CV
- Cover Letter (your background and why you want to study at ICMS)
- Two Reference Letters
- Passport-size photos (x 2)
- Photocopy of passport/ citizenship

Enrolment

A student shall be permitted to complete enrolment only after they have signed the enrolment form as an indication that they accept the conditions of enrolment, and paid the first instalment of tuition fees.

Upon completion of the enrolment process, students shall be issued an identity card which should be carried with them while on campus. These cards are required to sit for external and internal exams.

Payment of Fees

Tuition fees are payable via instalments at enrolment for the course and the start of each semester thereafter (1st week of semester). Under exceptional circumstances, alternative dates can be considered by management after reaching a mutual understanding.

Failure to pay fees in part or in full, unless under exceptional circumstances agreed upon by management, will result in withholding the student's term assessment marks and/or omission from sitting internal exams. Following a written warning from the Institute, students who have not made satisfactory arrangements for the payment of fees in accordance with the Institutes payment policy outlined above may face the following sanctions:

- Deferral from internal examinations;
- Withholding of marks acquired on completion of the previous semester;
- Withholding of invitation to and/or participation in a graduation ceremony when applicable;
- Permanent or temporary exclusion from the Institute;

Being required to take a break from their studies (intermit) until satisfactory arrangements to pay debts and for future payments have been agreed with the Director of Administration.

In addition to the regular tuition, an additional 10,000 NPRs fee** is required at the end of the fourth semester to cover expenses for the Thesis Committee and the thesis advisors. Each student must submit a payment of 10,000 NRs, which will be spread out in two installments:

1. 2,500 NPRs - due before the Thesis Proposal defense
2. 7,500 NPRs - due before the Thesis defense

***This has been added since the first version of the 2015-2016 Student Handbook*

Attendance

Students of ICMS are expected to attend 100 percent of classes. Students wishing to miss classes for short or long term periods need to have leave granted by management at least 48 hours before it is taken. Any absence due to unforeseen circumstances must be explained at the earliest opportunity on returning to the Institute. All unexplained absences will be tallied up at the end of each semester whereby if a students' attendance has fallen below 80 percent she/he will fail the course concerned.

Leave may be granted under three exceptional circumstances:

- Family bereavement;
- Unavoidable work related activity which directly conflicts with scheduled class times;
- Medical reasons verified by medical treatment facility

Other circumstances that may arise can be discussed with management on a case by case basis, but students are advised leave is unlikely to be granted apart from the most exceptional circumstances and it is a students' prerogative as to whether they allow their attendance to fall below 80 percent.

Please see **Annex 1** for the relevant application form for approved absenteeism.

Academic Calendar (November 2015- April 2016)

Date		Day	Events/ Activities
November 22 nd 2015	Manghsir 6, 2072	Sun	1 st and 2 nd Semester begins
December 30 th	Poush 15	Wed	Holiday (Tamu Loshar)
February 9 th	Magh 26	Tue	Holiday (Sonam Loshar)
February 19 th	Falgun 7	Fri	Holiday (National Democracy Day)
Feb 26th to March 6th	Falgun 14 to 23rd	Fri-Sun	Internal Exam (1st semester)
March 7 th	Falgun 24	Mon	Holiday (Maha Shivaratri)
March 8 th	Falgun 25	Tue	Holiday (International Women Day)
March 9 th	Falgun 26	Wed	Holiday (Gyalpo Loshar)
March 22 nd	Chaitra 9	Tue	Holiday (Holi)
April 18th to 26th	Baisakh 6 to 14, 2073	Mon-Tue	External Exam*

*(External examination dates are subject to change as per TU rules)

Student Communication

The main channel of communication between ICMS and its students will be via your ICMS student email account. All class updates, changes, and important information will be sent to your ICMS email. Therefore, it is the student's responsibility to regularly check this email account. Additionally, the notice board posted in the front of the ICMS campus will be updated regularly with course schedules and information.

Classroom Conduct

Students and faculty have a mutual obligation for creating and maintaining a learning environment which benefits both parties. At ICMS we have a diverse student body from across Nepal as well as international students, so students are expected to treat their peers with respect both inside and outside the classroom. To help facilitate a learning process which benefits all students of ICMS we request students to be aware of activities that may be disruptive to others and impair their ability to make the most out of the course. Disruptive behaviour interferes with normal academic functions. Examples of this include, but are not limited to:

- Persistently talking in groups once the lecture has commenced;
- Mobile phones which persistently ring;
- Behaviour that distracts the class from the subject matter or discussion;
- Refusal to comply with test/examination/group work rubrics;
- Refusal to comply with faculty direction;
- Personal insults or other threatening behaviour to faculty and/or fellow students.

Students or faculty wishing to make a complaint about any of the above may use the formal or informal channels explained below.

Complaint Mechanisms

The ICMS has a complaint mechanism for activities that take place within ICMS grounds and/or are directly related to academic discourse associated with the M.A. programme. All complaints will be taken seriously and given due consideration. Complainants' anonymity shall be preserved.

- Informal complaints or suggestions can be made via the suggestion box situated outside reception at the front of the college.
- Informal/formal complaints or suggestions can also be made online via Google Drive. To access the online Complaint/Suggestion Form, [click on this link](#), which will prompt you to sign in to your student ICMS email account. Once you log in, the Suggestion Form will appear. Fill out the form and hit submit. The form will be submitted anonymously.
- Formal complaints can be made in writing or verbally to the Director of Administration.

All complaints shall be investigated via a committee which will include the Director of Administration and the Executive Director. The committee will make a decision depending on the particulars of the case.

End-of-Course Evaluations

At the end of each semester, students will have the opportunity to fill out an online course evaluation survey. This is the students' chance to provide feedback about a specific course and/or instructor. The student evaluations will be submitted anonymously and the feedback will be reviewed by ICMS management. Similarly, at the end of each semester, faculty members will evaluate each student based on classroom performance and behaviour.

Academic Regulations

Academic integrity is vital to preserve the reputation of the ICMS and is therefore taken very seriously. The status of the Institute as a respected education provider must be upheld for the past, present and future students who study here. It is the students' responsibility to learn and understand these rules and regulations. Ignorance of them shall not excuse any violations.

All coursework set by the college should be cited using the APA 6th Edition formatting style. While the particulars of this referencing system will be taught during the first semester's course of study, it is the students' responsibility to understand these rules and abide by them.

The rules regarding citing in the APA 6th Edition style can be found at the following link: <http://www.apastyle.org/learn/tutorials/basics-tutorial.aspx>. Here you will find useful tips on what constitutes plagiarism and how to avoid charges of it.

Plagiarism

Plagiarism is the act of using another person's ideas, words, research or other materials as your own without including proper citation or credit. During the first semester, students will learn about plagiarism and academic writing during the Multidisciplinary Research Methods and Design course.

Tips on How to avoid plagiarism:

- Paraphrase the original wording
- Understand what is "common knowledge"
- Put direct quotes in "quotations" and cite
- If you use an idea or theory be sure to cite

Acts of plagiarism by students in coursework will be taken very seriously. To prevent plagiarized work, ICMS students can check their work via Viper software provided in the computer lab. If a faculty member suspects that a paper and/or coursework has been plagiarized, he/she will check the work via the Viper software. If a student does hand in plagiarized work, the penalty will vary depending on the seriousness of the situation (see Penalty System below).

Academic Misconduct Penalty System

ICMS operates a four penalty system used in instances of academic misconduct. Specific examples of what constitutes academic misconduct are explained in relation to specific assessment types below.

Penalty 1	Student will be reprimanded and asked to resubmit work after making the necessary changes. In this instance, no marks will be deducted but the administration will note the reprimand whereby future academic misconduct will result in heavier penalties.
Penalty 2	Student will fail the item of assessment with the right to reassessment. However any resubmitted work will earn a maximum of 50% bare pass.
Penalty 3	Failure of entire module. In this instance the student concerned will be re-registered for the same module assessment and be capped at a bare pass.
Penalty 4	Expulsion

Academic Misconduct and Examinations

Type of Misconduct	Penalty Imposition
Communication of any kind to any individual once the exam has commenced apart from the designated exam proctor	2
Unauthorized use of materials or equipment that do not constitute essential items (<i>See exam guidelines</i>)	2
Use of notes or written material during exam	2
Leaving the examination room with answer sheet	2
Attempting to copy from another person's answer sheet	3
Aiding or abetting another individual who is attempting to copy from another person's answer sheet	3
Attempting to bribe any member of staff for unauthorized information regarding exams	4

Academic Misconduct and Coursework

Type of Misconduct	Penalty Imposition
Collusion to the point whereby two students work has been passed off as a single piece of work, except in the instances of group assignments	2
Isolated use of quotes without the use of quotation marks without referencing where the student has cited the plagiarized material in the bibliography	1
Extensive use of quotes without the use of quotation marks where the student has cited the plagiarized material in the bibliography	1/2 Depending on whether student has been reprimanded on a previous occasion
Overt plagiarism: Extensive use of quotes without the use of quotation marks without citation or referenced in the bibliography	2
Commissioning another person to fulfil an assignment or coursework on the behalf of the student	3
Presenting research or data within research which has been invented	3

Mitigating Circumstances

Mitigating circumstances can be claimed in relation to:

- Non/late-submission of coursework
- Non-attendance of examination (s)

Mitigating circumstances constitute an unforeseen and uncontrollable event immediately prior to one of the academic processes outlined above. Whether the particular circumstance in question constitutes unforeseen and uncontrollable shall be determined by the administration once a student formally applies to the Director of Administration via a letter explaining the circumstances. All claims for mitigating circumstances must be supported with appropriate evidence.

Extensions

In exceptional circumstances, extensions may be granted to students who foresee legitimate problems which will impair their ability to complete coursework by the scheduled deadline. Students wishing to apply for an extension for a coursework assessment must apply at the earliest opportunity once the problem is realized. The deadline for requesting extensions will be two weeks before the designated hand-in date.

The completed form should be handed to reception. The application must be approved by the Executive Director and the relevant faculty member in charge of the assessment concerned.

Please see **Annex 2** for the relevant application form. Additional applications forms are available in reception.

Academic Requirements

Curriculum

CH: Credit Hours, T: Teaching Hours, P: Practical, R: Report, W: Writing

First Semester - Total Credit Hours: 19 / Teaching Hours: 304

Course Code	Course title	Credit hours
CMS - 501	Introduction to Crisis Management Study	4 CH-T (64)
CMS - 502	Geological Processes and Natural Hazards	3 CH-T (48)
CMS - 503	Changing Dimensions of Security	3 CH-T (48)
CMS - 504	Disaster Management Theory and Practice	3 CH-T (48)
CMS - 505	Multidisciplinary Research Methods and Design	3 CH-T (48)
CMS - 506	Leadership Development	3 CH-T (48)

Second Semester - Total Credit Hours: 17 / Teaching Hours: 272

Course Code	Course title	Credit hours
CMS - 511	Critical Thinking: An Intellectually Disciplined Process	2 CH-T (32)
CMS - 512	Geo-Politics: A Forecast For The 21st Century	3 CH-T (48)
CMS - 513	International Law	2 CH-T (32)
CMS - 514	Study of Sociological Hazards: An Interdisciplinary Approach	3 CH-T (48)
CMS - 515	Qualitative and Quantitative Approaches	3 CH-T (48)
CMS - 516	Stress Management Seminar and Report Writing	1 CH-T-P&W (16)
CMS - 517	Fieldwork and Term Paper	3 CH-T&P-R&W (48)

Third Semester - Total Credit Hours: 14 / Teaching Hours: 224

Course Code	Course title	Credit hours
CMS - 521	Biological and Ecological Disaster	3 CH-T (48)
CMS - 522	Public Health and Emergency Response	3 CH-T (48)
CMS - 523	Transnational Social Issues	3 CH-T (48)
CMS - 524	Humanitarian Assistance	3 CH-T (48)
CMS - 525	Social Statistics for a Diverse Society	2 CH-T (32)

*Seminar topics are subject to change based on emerging current issues of crisis studies

Fourth Semester - Total Credit Hours: 11 / Teaching Hours: 176

Course Code	Course title	Credit Hours
CMS - 531	A Successful Dissertation and Thesis: Graduate Research from Proposal to Completion	2 CH-T (32)
CMS - 532	Understanding Terrorism & Managing Consequences**	
CMS - 533	Organizational Crisis Management Study**	5 CH-T (80)
CMS - 534	Global Change and Sustainability**	
CMS - 535	Thesis Writing	6 CH-R&W (96)

**Optional 2 elective subject should be selected from 3

Grand Total Credit Hours: 63 (Teaching Hours 1008), Total Subjects: 22, Total Seminars: 2, Total Fieldwork: 1 and Thesis: 1

Internal Assessment Breakdown

ICMS, as an affiliate to TU, operates under a 40-percent ratio of internal marks to be applied for all modules. The following table constitutes a normal break down for internal marking policies. This may differ for some modules, according to individual faculty members. The faculty member in charge of the course will make clear as to how marks will be distributed for that unit if it should deviate from the below criteria. The other 60-percent of the final course grade will be determined by external exams conducted by TU at the end of each semester.

Internal Assessment	Marks Distribution	% of Internal Marks
Individual Assignment(s)	30 points	37.5 %
Group Assignment(s)	30 points	37.5 %
Attendance	5 points	6.25 %
Class Participation	15 points	18.75 %
TOTAL	80 points	100%

Comprehensive Exam

At the end of the students' fourth semester, each student will take a three-hour internal comprehensive exam that will include both objective and subjective questions. It will be designed to test the student's essential knowledge of the core subjects covered during their studies at ICMS. The comprehensive exam will be scheduled prior to thesis writing.

Grading Scale

Letter Grade	CGPA	Remarks
A	85 and Above	Outstanding
A-	75 - 84.9	Excellent
B+	70 – 74.9	Very Good
B	65 – 69.9	Good
B-	60 – 64.9	Satisfactory
C	50 – 59.9	Pass
F	49.9 and Below	Fail

Thesis Process

As part of the curriculum, each student is required to write a thesis paper at the end of their coursework. The thesis should include original research that demonstrates qualitative and/or quantitative research skills gained throughout the four semesters of research coursework at ICMS. The student should begin designing the thesis proposal during the fourth semester “A Successful Dissertation and Thesis” course. At the end of the fourth semester—after the comprehensive exam—students will submit and defend a thesis proposal for approval. **The thesis proposal will be due one month after the Comprehensive Exam.** Upon submitting, the student will have to defend his/her proposal before the Thesis Committee (see below).

Similar to all ICMS coursework, the thesis proposal and final paper must use APA style 6th addition formatting. A good APA formatting resource can be found at: <https://owl.english.purdue.edu/owl/resource/560/01/>.

The thesis proposal should, at the minimum, include the following sections:

- Introduction
- Statement of the problem and research question
- Literature Review
- Conceptual framework
- Research Objective
- Research Methodology
- Limitations of the Study
- Bibliography

The thesis proposal and final thesis will be reviewed by a Thesis Committee made up of the ICMS Chair, ICMS Executive Director, and three other rotating faculty members. Based on the topic of the student’s thesis proposal, the Committee will assign each student a thesis advisor who will serve as their supervisor and main point of contact during the research and writing period. Students may request a particular faculty member to serve as their thesis advisor, but the final decision must be approved by the Thesis Committee. **The final thesis will be due six months from when the proposal is submitted*.**

** If a student wishes to extend the thesis period, he/she must get approval from his/her advisor as well as the Thesis Committee.*

The final thesis paper should, at the minimum, include the following sections (more detailed thesis guidelines will be provided to students at the end of the fourth semester):

- Title Page (example given in sample thesis)
- Thesis Acceptance Letter
- Thesis Abstract
- Table of Contents
- Glossary (if needed)
- Abbreviations (if needed)
- Acknowledgements (optional)
- Statement of the Problem
- Background / Context
- Literature Review
- Research Objectives
- Research Methods
- Data Presentation and Research Findings
- Summary and Conclusion
- References
- Appendix

The role of the thesis advisor is to provide feedback and guidance to the student while they write their thesis. Before submitting their thesis to the committee, each student must get a letter of approval by their thesis advisor. Only then can they set a date to defend their thesis.

The thesis paper includes an oral defense before the committee and the student's thesis advisor. During this time, the student presents their research and findings in a competent way that demonstrates the knowledge they have gained during the writing and research process. Overall, the thesis paper and defense will be worth 6 credit hours. It will be evaluated by the thesis committee, and the final marks will be determined by 60% paper and 40% defense.

Examination Rules/Procedures

- Classrooms will be locked until 15 minutes before the start time of the exam. Any attempt to enter the exam hall before the designated invigilator is present and the exam hall is unlocked will be taken as an attempt to cheat.
- The designated seating plan will be posted on the relevant classroom specifying name, roll number and allocated seat.
- All non-essential items for the exam should be deposited at the front of the classroom before finding the seat allocated.
- Essential items constitute implements necessary for the exam rubric only, such as various stationery items. Students may have water, but no food.
- Question papers should under no circumstances be turned over until the invigilator has informed the class that the exam has commenced.
- Once the exam has commenced, there is to be absolutely no communication unless it is directed to the invigilator by raising a hand and waiting for him/her to approach the table.
- Students may only use the toilet after the first hour of the exam. They must raise their hand and once given permission, sign the in and out sheet with the correct time. Any elongated or frequent trips to the toilet will need to be explained.
- It is the students' responsibility to ensure that all necessary details are duly filled out on the front of the answer sheet.
- Rough work within the answer sheet must be crossed out.
- Under no circumstances can anyone except the designated invigilator take answer sheets out of the examination hall.
- Anyone arriving more than 30 minutes late shall not be permitted to proceed with the exam.
- Only after one hour can early finishers hand in answer sheets and leave the examination hall.
- No one will be allowed to leave the examination hall in the last 15 minutes of the exam.



Leave Request Form (Annex 1)

Student Name:	Roll Number:	
Explanation: (Any and all supporting evidence should be attached with this form)		Basis (Please Tick) Compassionate <input type="checkbox"/> Serious Domestic Difficulties <input type="checkbox"/> Medical <input type="checkbox"/> Work Related Commitments <input type="checkbox"/> Other (Describe) _____
		Length of Absence Requested _____
Decision (Administrative purposes only) Approved <input type="checkbox"/> Not Approved <input type="checkbox"/> Signed Executive Director/Principal _____ Signed Admin Director _____		



Coursework Extension Request Form (Annex 2)

Student Name:	Roll Number:	Module Tutor:	Submission Deadline:
<p>(Any and all supporting evidence should be attached with this form)</p> <p>Explanation:</p>		<p>Basis (Please Tick)</p> <p>Compassionate <input type="checkbox"/></p> <p>Serious Domestic Difficulties <input type="checkbox"/></p> <p>Medical <input type="checkbox"/></p> <p>Work Related Commitments <input type="checkbox"/></p> <p>Other (Describe)</p> <p>_____</p>	
		<p>Length of Extension Requested _____</p> <p>Date of New Deadline Requested _____</p>	

<p>Decision (Administrative purposes only)</p> <p>Approved <input type="checkbox"/></p> <p>Not Approved <input type="checkbox"/></p> <p>Signed Executive Director/Principal _____</p> <p>Signed Course Tutor _____</p>
