



## STUDENT CODE OF CONDUCT

# MOLDING THE FUTURE OF AESTHETIC SCIENCE & COSMETOLOGY

We remain committed to providing world-class aesthetic training for medical, paramedical, and non-medical aesthetic professionals. With our heterogenous, experienced, and certified board of educators, we strive continuously to deliver the utmost level of excellence in Aesthetic Medicine. Our joint efforts, enthusiasm, and synergy keep helping us pursue our vision and mission.

## Our Core Values

**Quality-driven:** We inspire success by producing the highest quality in education, development, and support.

**Responsibility:** We stay responsible and keep contributing to the advancement of quality & care in the field of aesthetic medicine.

**Collaborative thinking:** We foster teamwork, partnership, collaboration, interaction, and communication to facilitate community growth on a unified global scale.

**Mutual respect:** We respect each other's contributions and give all members the same level of importance that we wish to receive.



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## CURRICULUM

Kosmoderma Academy of Aesthetic Medicine constantly keeps pace with the emerging trends, innovations and the changing requirements of the industry. Kosmoderma Academy of Aesthetic Medicine reserves the right to update its curriculum as deemed fit from time to time

## FEE AND OTHER DETAILS

- Once the student is enrolled, he/she will receive a computer-generated Invoice from the Counsellor. The payment schedule for the instalment will also be mentioned in the invoice. If computerized invoice cannot be generated immediately, then student should collect the same within the next 3 working days. Students are requested to maintain these and produce them, whenever requested by the staff of the centre.
- The Fee needs to be paid during the admission and before the course comments and the mode of the payment will be RTGS/Card Payment/NEFT/IMPS or UPI
- If a student fails to pay the fee on or before the 51<sup>st</sup> day of a specific month, without taking prior permission for late payment, then he/she shall be termed as a dropout and his/her name would be automatically struck off the rolls. The student shall not be permitted to avail any facility at the Centre thereafter.
- If the student wishes to join back, he/she is liable to pay all the fees that are due, along with the fine as determined by the centre. To maintain course continuity, the student may have to seek a transfer to a subsequent batch. Re-joining the course will be as per terms specified by the centre.
- Students are advised to instantly collect receipts for the payments made. In the event of system failure, if invoices/receipts cannot be generated immediately, then student should collect the same within 3 working days.
- Please retain the receipt carefully, as receipts are conclusive evidence that the student has paid fees. Student should insist on the system generated invoices/receipts only.
- In case the receipt is not received during or after 3 working days, the student is advised to put the request in writing & retain the acknowledgement of the same.
- Should there be a further delay beyond 7 days, then the matter is to be referred to the VP
- With any other kind of invoices/receipts, Kosmoderma Academy of Aesthetic Medicine will not be responsible for any financial damages incurred to the student & thereby would also not be responsible to impart services.
- Students should note that the fees once paid will not be refunded under any circumstances



## TESTS & ASSIGNMENTS

Students must appear for all periodic tests and complete all assignments given to them for the purpose of internal assessment. Students who do not score the requisite marks in the internal assessment shall not be eligible to appear for the exams.

## EXAMINATIONS/ASSESSMENTS

- A student will have to appear for both Internal (Theory) and External Assessments (Practicals). The final result is a sum total of the Internal & External Assessment. The dates for the exam shall be fixed and informed well in advance.
- The management retains the right to debar any student from appearing for the exams, if his attendance is below 90% or performance in the internal assessment is not up to the mark OR he/she does not appear in the exam, without prior intimation to the centre.
- The management reserves the right to debar any student involved in malpractice in the assessments. The student can be allowed to resume the course solely at the discretion of the Management.
- There is no provision for re-evaluation. It is important that the participants are well prepared for all assessments.
- The management shall make every effort to declare the results to the students within 6 week of conducting the examination.

## ATTENDANCE

- The management shall fix a schedule for theory training/practical training/other related training and shall endeavour to adhere to the same. The management shall not be responsible for any change in schedule, postponement or cancellation of lectures or practical sessions, for reasons, which are beyond their control.
- Each theory or practical session is usually for a duration of 4 to 8 hours unless otherwise specified. Students are required to attend theory training/practical training/other related training on the days as scheduled.
- Every student is expected to maintain a minimum of 95% attendance in both theory and practical sessions, in order to be eligible to work on projects, where applicable, and to appear for exams.
- In case of absence from classes for 3 days or more, the same is to be discussed with the concerned faculty well in advance. A written application should be submitted to the centre head, and an approval taken for it. In case of absence on account of sick leave of

3 days or more, a medical certificate shall be duly provided by the student to the Centre Head.

- Your parent/guardian will be informed in case of irregularity in attendance. If any Discrepancies in the report may be communicated to the concerned faculty within 2 weeks of receipt of the report.
- Any student remaining absent for more than 6 days without notice in writing will be considered as an Academic Dropout
- If a student wishes to re-join, decision for which will be at the discretion of the Academy Head, he/she may be asked to transfer to a subsequent batch, in the interest of continuity. The batch transfer fee of 1000/- will be levied in addition to the above fee, if the student is seeking admission into a different batch.
- Re-joining will only be permitted, if there is no change in curriculum. In case there is a change of curriculum, the student will have to take fresh admission.
- Please note that any request for course down grade will not be entertained.



## **BREAK IN COURSE**

- Students will not be permitted to take a break in course. In case of an emergency and only if deemed necessary by the Academy, will such a case be considered, with a proper Leave application with reasoning and pertaining Documents.
- The student must take a No Pending Dues' clearance from Accounts, which is countersigned by his/her trainer and Academy Head.

## **CERTIFICATION**

- A student shall be awarded the relevant certificate upon completing the course registered for, after successfully clearing both the internal & external assessments and after having paid all the dues.
- If a student is not able to complete the course enrolled for, he/she will not be awarded any lower credential. However, Performance Statements for the exams appeared for, may be issued.
- In case the Certificate or Performance Statement is lost, a duplicate can be issued on written request subject to the approval of the Academy Head and payment of 500/- as processing fee.

## **STUDENTS COMPLAINTS**

- Feedback/Open House sessions are held for students of every batch. Students should let the concerned authorities know of their views, so that appropriate measures to improve the quality of services provided, may be taken.
- Students with queries or grievances need not wait for open house sessions to meet the Academy Head/Management, but should do so at the earliest, so that the management can take timely remedial action.
- In case where feedback, queries or grievances of the student are not dealt with within 7 days by the Centre Management, the matter is referred to the Senior Management of the Academy.





## PLACEMENT ASSISTANCE

Kosmoderma Academy of Aesthetic Medicine offers placement assistance service to every student enrolled for all careers courses.

- The placement assistance service is extended to the student for a period of one year, after the completion of the course.
- Students must note that such assistance should not be construed as placement assurance or job guarantee. A student is deemed ineligible for placement assistance in event of any of the following:
  - If a student does not attend the training program conducted by the academy
  - If the student isn't certified and has not paid complete course fees.
  - If a student does not show continuing and participative interest in the placement assistance process.
  - If the student does not attend the interviews arranged by the academy.
  - If the student refuses to take up the placement opportunity provided, after having gone through the selection process
  - Placements can be offered to a student anywhere in India, in any organization. Relocation expenses will be borne by the student.
  - If the student wants to re-register for placement, he/she will have to submit a request letter for placement to the Academy Head.
- It is compulsory for the student to submit a placement testimonial within a week of self placement..

## IN CASE OF SELF PLACEMENT

During the tenure of the course, if the student gets self-placed, he/she would have to sign an undertaking stating that he/she will complete the course enrolled.

## INFORMATION TO THE STUDENTS

- Any changes that affect the student shall be communicated to the student by the Faculty in the class or through the Students' Notice Board at the Centre.
- It is the student's responsibility to apprise oneself of the communications made from time to time, irrespective of whether the student is attending or not attending sessions.
- Communication regarding changes in specifications of services provided by Kosmoderma Academy of Aesthetic Medicine or changes in Student Rules will be displayed on the Notice Board for a minimum period of one month. Any objections to these changes by any student should be brought to the attention of the Centre Head within this period. A student will be considered to have accepted the changes unless such an objection is received.

## STUDENT'S CODE OF CONDUCT

- All Students enrolled at any Kosmoderma Academy at any location, will comply with the Code of Conduct. In the event of non-compliance, Kosmoderma Academy of Aesthetic Medicine reserves the right to suspend or debar or expel any student or cancel the admission of the student and forfeit the amount paid by him towards the fee for the said course.
- All students shall observe decorum while attending the course.
- All students will abide by all the laws of the land and not be involved in any criminal, unlawful or immoral activity, either directly or indirectly.
- All students will conduct themselves diligently and will observe all the rules applicable to the Centre in connection with the usage of the infrastructure of the Centre.
- All academic and course material provided by the Kosmoderma Academy is copyrighted and is for the exclusive use of the student only. The same should not be transferred, assigned or sold to any person.
- All students will submit the attested copy of all educational certificates, proof of birth and permanent and present residence address at the time of admissions at the Centre.

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ACKNOWLEDGEMENT AND DECLARATION BY THE STUDENT

I, Mr. /Ms. ....

Son/Daughter/wife of .....

Permanent resident of .....

.....

hereby affirm that I have enrolled for course .....

at Kosmoderma Academy of Aesthetic Medicine, Branch .....

and confirm having read and understood the contents of the Code of Conduct mentioned above. I also state on affirmation that I agree to abide by the same both in letter and spirit.

Student's Name:

Student Phone No:

Student E-mail ID:

Student's Signature & Date:

(Please attach the Declaration Form with the Student Code of Conduct)

Kosmoderma Academy of Aesthetic Medicine

Head Office

Any grievances mail us at: academy@Kosmoderma.com

Kosmoderma Academy of Aesthetic Medicine is not a university.