

Name: .....

Signature:.....

Date: .....

***Please be guided accordingly.***

## **BSc in PHARMACEUTICAL TECHNOLOGY COURSE OF STUDY CODE OF CONDUCT FOR STUDENTS**

Students are being reminded of the guidelines specified in the Students' Handbook as requirement for all students to appropriately conduct themselves while pursuing studies at the University of Technology, Jamaica. Further to the guidelines stated therein, the following are specific requirements for students pursuing the BSc in Pharmaceutical Technology Course of Study in relation to the dress code and other conduct as a student.

### **General:**

1. All students are expected to be appropriately attired at all times while on the University's business, neat in appearance, well groomed and pay attention to personal hygiene.
2. Uniforms, hair accessories and footwear must project a professional image.
3. The course of study specifies uniforms; hence students are expected to be in uniform while at classes, on industry assignments or any other university business.
4. All students must attire and conduct themselves in conformity to the undergraduate students' handbook and following guidelines:

### **Class Attendance & Participation:**

All students are expected to attend and be punctual for classes. Your success in this course of study is heavily dependent on both class attendance and participation. In essence, this is measure of how actively you are engaged in class proceedings, and what you contribute to your learning and the learning of others. Class attendance is a critical component of class participation.

### **Jackets and Shirts:**

- White bush jackets or white professional jackets (mid-hip length) are the required tops for the uniform.
- Necklines should not reveal the cleavage.
- Where UTech brand shirts are worn these should be worn with tailored skirts or pants.
- Even where other clothing is permitted for specific reasons, sleeveless garments, leggings and t-shirts are not acceptable.
- Lab coats and dispensing jackets must be clean and ironed.

#### **Skirts & Pants:**

- Hemlines that exceed two inches (2") above the knee are not acceptable.
- Kick pleats should not exceed five inches (5") above the knee.
- Tailored pants should cover the top of your shoes and must be in the only colour specified (Sage) unless otherwise permitted for specified reasons.
- Baggy pants and pants worn on the hip are not acceptable.
- Jeans and other casual and party wear are not acceptable.

#### **Footwear:**

- Footwear must project a professional image.
- Black or brown closed shoes and socks are mandatory for males.
- Black or brown closed shoes are required for females
- Shoes must be clean and in good condition.
- Hosiery is optional for females. If worn, it should match the complexion and attire.
- Casual footwear including sneakers, slippers and beach sandals, are unacceptable. Special considerations may be given for medical reasons **only**.

#### **Maternity Wear:**

- Maternity wear should as far as possible be tailor made, and should conform to the general standards of fabric, cut and fit outlined above. Visibly pregnant students should have their uniforms professionally altered so as to ensure a neat and professional look.

#### **Hair and Nails:**

- Hair styling (including colours and accessories) should be modest and neat.
- Any accessory must project a professional image.
- If other clothing is permitted for specific reason, those tightly fitting, revealing, or adorned with glitter are not acceptable.
- Nails should be kept neat and clean and should not be extremely long or excessively embellished or brightly polished.
- Head gear is not allowed unless worn for religious purposes.

#### **Cosmetics:**

- Moderate use and application of cosmetics and fragrances is acceptable.

#### **Tattoos:**

- If present, tattoos should be covered by clothing at all times.

#### **Undergarments:**

- Undergarments should not be visible.
- Underwear should not be revealed through shirt pleats.

#### **Jewellery:**

- Jewellery may be worn in moderation and should not be noisy, very large, or distracting.
- The name pin should be worn on the uniform. The name pin may also be worn with other suitable attire as permitted.
- Earrings are restricted to **a single pair on the lower part of the ear**.
- **Wearing of earrings by males is not acceptable.**
- Jewellery worn in visible body piercings, with the exception of earrings, is not acceptable.