



TYNE COAST COLLEGE & ROMANIAN NAUTICAL COLLEGE

INDUCTION PACKAGE



**ROMANIAN NAUTICAL
COLLEGE**

www.nauticalcollege.org

INTRODUCTION

- This presentation is dedicated to newcomers, both students and staff
- Scope: to accommodate newcomers with fundamental rules to be followed while studying and working with Romanian Nautical College and further with Tyne Coast College



ACCREDITATIONS

- Lloyd's Register – the body accrediting our quality management system
- UK Maritime and Coastguard Agency – the body issuing the professional Certificate of Competency
- Scottish Qualification Authority – the body issuing the academic diploma (Higher National Diploma)
- Local (fire fighting, sanitary, etc.)



OBJECTIVES

This Induction Package has the following objectives:

- Create awareness on the main issues of our activity
- Present the RNC Regulations, Codes and Policies
- Reveal our main administrative issues
- Investigate RNC internal procedures



RNC STUDENTS REGULATION

- This is our fundamental document.
- It comprises all areas of our activity, stipulating rules and procedures to be followed for all processes:
 - Enrollment and Admission
 - Teaching and Assessment
 - Sea Going Voyages for cadets
 - Rights and Duties of the students

It is compulsory for all staff and students to assume all provisions of Students regulation, by signature!



RNC CODE OF ETHICS

- Basic rules of conduct
- Conduct towards business partners and third parties
- Treatment of Institution Property
- Dealing with Information
- Environmental, Health, Safety, Security
- Complaints and Remedies



HEALTH AND SAFETY PROCEDURES

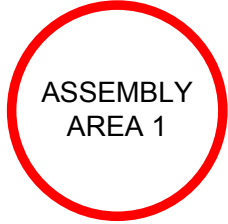
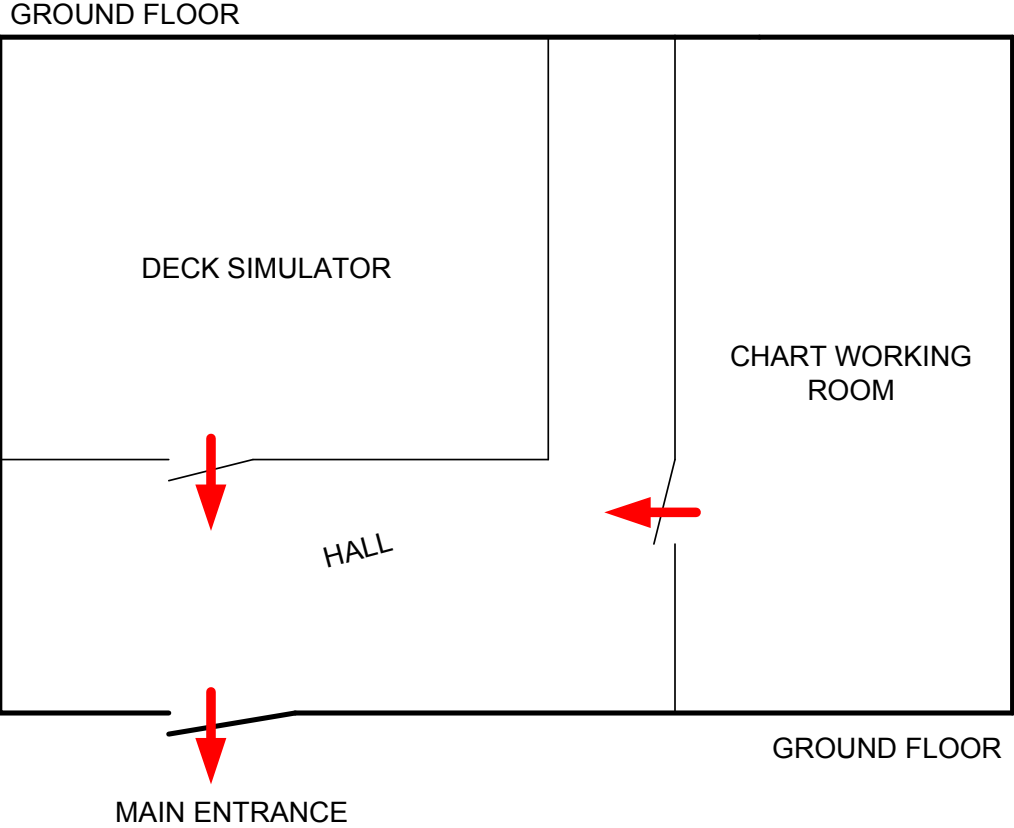
- Emergency procedures
- Emergency evacuation
- What to do on fire/smoke
- When a personal injury occurs
- Personal threat
- Bomb threat
- Suspicious mail package
- Radioisotope or biohazard spill



HEALTH AND SAFETY PROCEDURES

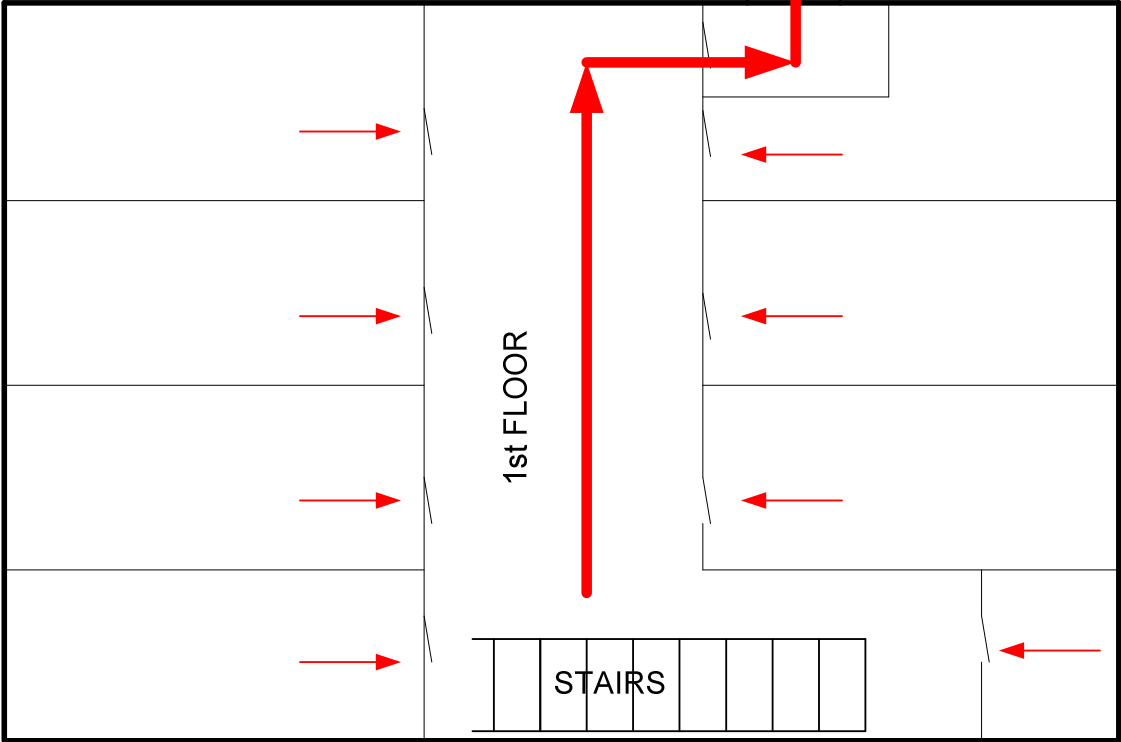
- Chemical Hazard
- People with special needs
- Evacuation of rooms
- Emergency evacuation plan





ASSEMBLY
AREA 2
(Parking Lot)

1st FLOOR



1st FLOOR



RNC POLICIES

- [Admission Policy](#)
- [Assessment Policy](#)
- [Attendance Policy](#)
- [Complaints Policy](#)
- [Learning and Teaching Policy](#)
- [Race Equality Policy](#)
- [Students Disciplinary Policy](#)



PERSONAL DATA PROTECTION

- RNC is committed to protect personal data of:
 - staff
 - students
 - business partners and third parties
 - applicants
 - visitors (including web site surfers)
- RNC has a clear, transparent policy on data protection



Q/A. CONCLUSIONS

- WHERE I CAN FIND THIS PRESENTATION?
 - On our website, press button “About us”
- WHERE CAN I FIND STUDENTS REGULATION?
 - In the classroom, in printed form, you will be asked to review it and assume your rights and obligations by signature
 - on the web site, click on “About us”



Q/A. CONCLUSIONS – cont.

- WHERE I CAN FIND RNC POLICIES?
 - On our website, press button “About us”
- WHERE CAN I FIND THE HEALTH AND SAFETY PROCEDURE?
 - In the classroom, in printed form.
 - on the web site, click on “About us”.



**Thank you for choosing
Romanian Nautical College**



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