Shaikh Ahmad Hassan School of Law

PEDAGOGICAL TRAINING FOR LEGAL ACADEMICS

General Guidelines & Policies for Participants

Welcome to the Pedagogical Training for Legal Academics at the Shaikh Ahmad Hassan School of Law (SAHSOL), LUMS. To maintain a safe, respectful, and productive learning environment, participants are kindly requested to observe the following guidelines throughout the training.

1. Code of Conduct:

- LUMS has a strict policy against harassment, stalking, bullying, ragging, and all other forms of aggressive behavior. Such conduct may result in disciplinary action, including removal from the training.
- Participants are requested to treat fellow participants, trainers and LUMS staff with professionalism, courtesy and respect at all times.
- Please respect differing viewpoints and refrain from personal remarks or discriminatory language.
- Participants are requested to dress in smart or business-casual attire.

2. Campus Access & Timings:

- Participants may enter the campus up to thirty (30) minutes before a session and are requested to leave within thirty (30) minutes after it ends. Entry outside these times without prior authorization will result in disciplinary action.
- Guests, family members, drivers, and other unregistered persons are not permitted beyond the entrance gate.
- Please remain within the training venue and facilities designated by SAHSOL; offices, faculty areas and student residences are not accessible.

3. Parking & Vehicles:

- Please park only in the designated Free Parking areas. Parking on pathways, roads, or crossings is not permitted.
- Repeated parking violations will result in fines and may lead to restricted entry to LUMS.

4. Smoking:

- Smoking, including e-cigarettes and vapes, is permitted only in designated areas. Violations will result in fines and disciplinary action.
- For the location of designated smoking areas, please ask the SAHSOL training team or the vigilance office at the entrance gate.

5. Attendance & Certificate of Completion:

- **A minimum attendance of 90% of sessions is required to qualify** for the Certificate of Completion.
- Please mark your attendance at every session as directed by the training team.
- Kindly be punctual; late arrival or early departure will be recorded as an absence for that session.
- Practical components (such as micro-teaching demonstrations, lesson plans, reflective submissions, and peer observation) must be completed to receive the certificate.

- Participants are requested to submit the end-of-training feedback form, which is required before certificates are issued.
- Certificates will be issued in the name exactly as entered on the Registration Form, so please check the spelling carefully at registration.

6. Classroom Etiquette:

- Please keep mobile phones on silent and take calls outside the training room.
- Laptops and tablets are to be used for training-related work only.
- Kindly refrain from eating in training rooms; refreshments will be served in the designated area during breaks.
- Participants are encouraged to actively engage in discussions, group work, and teaching demonstrations, as peer learning is central to the training.

7. Training Materials, Recording & Intellectual Property:

- Training materials (slides, readings, handouts and templates) are provided for your own learning and teaching and may not be sold, published or redistributed without SAHSOL's written permission.
- Please do not record sessions or photograph slides without the trainer's prior consent.
- Work submitted during the training (lesson plans, assessments, reflective notes) must be your own, with all sources acknowledged.

8. Photography & Publicity:

- SAHSOL may photograph or record parts of the training for institutional records and promotion, including on the LUMS website and social media.
- If you prefer not to appear in such material, please inform the training team in writing at the start of the programme.

9. Communication:

- Official announcements, including schedule changes, will be sent to the email address (and, where applicable, the official group) provided at registration. Please check these regularly.
- Kindly direct all queries to the SAHSOL training team rather than to individual trainers.

10. Health, Safety & Emergencies:

- In an emergency or evacuation, please follow the instructions of LUMS security and the training team.
- Please report any medical emergency, accident, theft, or security concern immediately to the training team or LUMS security.
- Please look after your personal belongings; LUMS and SAHSOL cannot accept responsibility for any loss or damage.

11. Fees, Refunds & Schedule:

- Fees are non-refundable, except where SAHSOL cancels the training.
- SAHSOL may change the schedule, venue, or trainers due to unforeseen circumstances or public holidays; participants will be informed as early as possible.
- SAHSOL may amend these guidelines as required, and participants will be informed of any changes. Thank you for your cooperation.