
Student Conduct and Attendance

APPROACH

1. Student Disciplinary Policy

- 1.1 The School takes student disciplinary issues very seriously and the following would constitute student misconduct:
- a. Frequent Lateness for Classes / Leaving Class Early / Absent from Class Without Valid Reasons
 - b. Foul / Abusive Language / Rumours Mongering / Slanderous allegations directed at fellow Students / Staff / Office Bearers / Business Associates with the School
 - c. Consumption of Alcohol
 - d. Smoking on Campus Grounds
 - e. Disruptive Behaviour / Mischief During Lessons
 - f. Inappropriate Dress Code
 - g. Any Criminal Offences, including but not limited to fights, theft, and drug consumption.
 - h. Vandalism or Mishandling of Office Premises / Assets / Properties
 - i. Falsification of Information with regards to information given to the School and/or any authorities
 - j. Students caught signing / marking attendance for friends.
 - k. Working while on Student Pass (for international students)
 - l. Infringement of any School Policies or Procedures, including the Student Academic Honesty Policy (Reference should be made to POM 5.5.1 Student Assessment)
- 1.2 Depending on the severity and at the sole discretion of the School, actions can and will be taken against students with misconduct and in violation of the Student Disciplinary Policy.
- 1.3 The Student Disciplinary Policy shall be communicated to all students via the Student Handbook.

2. Student Attendance Policy

- 2.1 The School requires all students to be regular and punctual for their lessons. The minimum attendance requirements and leave application policy guidelines are as follow.
- a. International Students on Student Pass – minimum 90% per month
 - b. All Non-Student Pass Holders – minimum 75% per month

- c. Immigration and Checkpoints Authority of Singapore (ICA) will be notified by the School whenever an International Students on Student Pass has a monthly attendance of less than 90%.
 - d. Student Pass Holders who miss 7 consecutive days of class will be liable to have their student pass be cancelled with effect from the 8th day.
 - e. Any student leave should be supported by Medical Certificates or justifications that need to be approved by the School. These should be submitted via the Student Leave Application Form to the Student Services Department within 3 working days of the student's return to School.
- 2.2 The Student Attendance Policy shall be communicated to all students via the Student Handbook.
- 2.3 The School's attendance taking and monitoring processes will only include classroom based physical classes as the school does not conduct any synchronous or asynchronous e-learning based lessons.
- a. For physical classes (classroom-based learning)
 - Class attendance is to be taken once at the start of each class. Students that enter the class within 15 minutes from the start of class will be considered late, while students that enter the class after 15 minutes from the start of class will be marked as absent.
 - The Student Services Department is to generate a Monthly Attendance Monitoring Report for purpose of monitoring.
 - As attendance is monitored and tracked by the School's Attendance System, Attendance Reminder Letters / Warning Letters would be issued based on the procedures outlined in the 'Process' section of this manual.

3. Intervention Measures and Evaluation of Intervention (Conduct and Attendance)

- 3.1 Intervention measures can take many various forms, and they would need to be suited to resolve student issues in areas of conduct, attendance, and learning.
- 3.2 Student Counselling Sessions are an important intervention measure for areas of misconduct, and attendance for students. These will be overseen by the Student Services Department.
- 3.3 Intervention measures should be timely and evaluated for their effectiveness, including if there are improvements made, at least once a year. This is to allow the School to evaluate the various measures and consider other modes of intervention in the event that current measures are not effective.

PROCESS

1. Student Disciplinary Process

- 1.1 Student conduct related policies, including the Student Disciplinary Policy, Attendance Policy and Student Academic Honesty Policy are communicated to students via the Student Handbook.
- 1.2 Any Lecturers or Support Staff that have identified students that have violated any of the student conduct related policies are to inform the Student Services Department.
- 1.3 The Student Services Department will conduct an investigation and to verify the allegations made against the student.
- 1.4 For misconduct, actions that could be taken against the student would be as follows:

No. of Offences	Type of Misconduct	Actions to be taken*
1	Student Misconduct as per the Disciplinary Policy in ‘Approach Section’ of this Manual	<ul style="list-style-type: none">• Verbal Warning
2		<ul style="list-style-type: none">• Warning Letter• Student to undergo Counselling
3		<ul style="list-style-type: none">• Student Expulsion
	Criminal Offences	<ul style="list-style-type: none">• Student referred to the Police• Student Expulsion

****The Parent/Guardian is to be informed if student is below 18 years old. For procedures on handling academic dishonesty, reference should be made to POM 5.5.1 Student Assessment.***

- 1.5 The decision of the Student Services Department is final, and the School will not entertain any appeals. If students do not accept the outcomes, they are to go through the School’s dispute resolution process.

2. Student Attendance Taking and Monitoring Process

2.1 For physical classes (classroom-based learning)

- a. Respective Class Lecturers are responsible for marking student attendance and will do so at the start of each class. Students that enter the class within 15 minutes from the start of class will be considered late, while students that enter the class after 15 minutes from the start of class will be marked as absent.
 - b. Lecturers are to mark the attendance in the Attendance Sheet that includes the List of Students that are in their class.
 - c. The Student Services Department is to generate an Attendance Monitoring Report for purpose of monitoring.
- 2.2 Based on the review of student attendance, the following actions can be taken: -
- a. Send the list of Student Pass Holders whose attendance for the month falls below 90% to ICA.

- b. Student Pass Holders who miss 7 consecutive days of class will have their student pass cancelled with effect from the 8th day.
- c. For attendance related issues, the following actions may be taken against students:

2.3 Local Students

S/N	Scenario	Actions to be taken*
1	< 80% Attendance	<ul style="list-style-type: none"> • Attendance Reminder Letter
2	< 75% Attendance	<ul style="list-style-type: none"> • 1st Warning Letter
3	No Improvement in Attendance	<ul style="list-style-type: none"> • 2nd Warning Letter • Student to undergo Counselling
4	No Improvement in Attendance following 2nd Warning Letter	<ul style="list-style-type: none"> • Student Expulsion

****The Parent/Guardian is to be informed if student is below 18 years old.***

2.4 International Students

S/N	Scenario	Actions to be taken*
1	< 95% Attendance	<ul style="list-style-type: none"> • Attendance Reminder Letter
2	< 90% Attendance	<ul style="list-style-type: none"> • Warning Letter • Student to undergo Counselling
3	No Improvement in Attendance following Warning Letter	<ul style="list-style-type: none"> • Student Expulsion

****The Parent/Guardian is to be informed if student is below 18 years old.***

3. Evaluation of Intervention (Conduct and Attendance)

- 3.1 The student counselling sessions have in-built evaluation of the effectiveness of action plans, including if there are improvements made, that are customized for individual students. This is done for areas including conduct and attendance to ensure that students achieve the desired learning outcomes.
- 3.2 Evaluation of effectiveness is done by the respective Counsellors who as part of the sessions will set targets with their students. Further sessions will be held to ensure that this is an on-going process till all targets are met. This would then signal that the intervention measures of counselling sessions are evaluated as effective.
- 3.3 The above mentioned would need to be documented in the Student Counselling Record Form.
- 3.4 In addition to the customized and individualized student counselling sessions, the Student Services Department would evaluate the effectiveness of all intervention measures that have been deployed once a year.

- 3.5 The evaluation of such will provide an overall summary of whether intervention measures are effective and whether there is a need for a review, revamp, and improvement of the intervention measures systems.
- 3.6 For the intervention measures to be evaluated as effective, a minimum of 80% of all intervention measures must have met their respective outcomes.
- 3.7 Evaluation of intervention measures is done using the Evaluation of Student Intervention Measures document, where the outcomes of all intervention measures are looked at. The following provides a guideline on how each student intervention is being evaluated: -
 - a. The evaluation of the effectiveness of the intervention measures taken are done through observing whether student's attendance has improved following the intervention actions taken (e.g. no more warning letters required, for students with attendance issues), or whether there has been an improvement in the student's conduct (e.g. no more complaints / incidents regarding the students conduct, for students with conduct issues).
- 3.8 As part of the evaluation of effectiveness of student intervention measures, it is noted that based on the evaluation process, revised intervention measures should be considered if the current measures are deemed as not effective upon analysis and justification. These evaluation details should all be captured in the Evaluation of Student Intervention Measures document.