



# **STUDENT HANDBOOK**

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# Our Vision

Creating Learning Opportunities For Everyone.

# Our Dream

We have a dream, that one day there will be no discrimination based on nationality, colour, race or religion. We have yet to see a superior category of people either by nationality, colour, race or religion.

We dream that instead a truly superior category of people will arise but not based on any of the above false categories.

Instead there will be positive discrimination based on those with ability against those without the necessary ability. This ability will come through the acquisition of true knowledge.

We believe that knowledge is acquired by those who desire this, and to this extent we would like to create a desire for everyone to acquire knowledge irrespective of their backgrounds.

The acquisition of degrees, as a vision, represents the desire to develop this true knowledge within all of us.

# Our Mission

To enable everyone to acquire a degree that is relevant and useful to their future.

# About SIC

SIC was founded in 1947 and was the first “business” school established in Singapore. Over the last half century, more than 30,000 aspiring individuals have upgraded their education and their career prospects through the Business, Accounting and Law courses offered at SIC. Many of our current alumni are well placed in managerial and senior executive positions in SME’s and MNC’s, as well as in the legal and accounting professions.

SIC has established a number of campuses in Singapore to better meet the needs of its students. SIC is considered as one of the largest private institutes in Singapore and is widely regarded as one of the leading business and law schools in Singapore. In recent years as part of our mission, SIC has increased the range of programmes on offer to include Information Technology, Logistics and of Masters programmes, including MBA, and MPA. Over the next year SIC will be further undergraduate and postgraduate programmes.

SIC has a long history of offering the University programmes, and can trace its relationship back to 1990 when it first offered the Law programmes. SIC is one of only a few institutions in the world that can claim to have “permission to teach” from the acclaimed Universities.

Through our commitment to provide the very best in terms of facilities we have spent well in excess of \$5 million over the last few years upgrading our facilities. SIC can claim to have one of the best educational environments in Singapore, with up to date equipment and labs, including wireless computer access, extensive library facilities and on-line library support. To ensure that we provide the maximum support both in and outside the classroom, we have a team of highly dedicated full-time faculty, supported by a small adjunct faculty who are acknowledged experts in their field.

At SIC we pride ourselves in being able to meet the needs of a diverse range of students.

This handbook provides you with all the necessary important information and regulations that you need to know during your course of study with us. We hope this will help you better settle in at minimum fuss.

Should you have any question, please contact us at 63378000.

We wish you every success in your studies.

Warm regards

Registrar

## **1.0 YOUR STUDY AT SIC**

Discipline with respect to students is governed by SIC's regulations.

Regularity in attendance, earnest application to work assigned, conformity to the regulations and good conduct are required for all students.

- 1) No smoking, eating, drinking and listening to music in the classrooms.
- 2) No littering in the classrooms or computer room.
- 3) No playing of computer games in the computer room.
- 4) Do not remove any equipment from the computer room without authorisation.
- 5) Do not tamper with the equipment or computer systems. No Software is to be installed on lab computers. Fines will be levied for abuse of computer. Please report any system problem, virus attack or missing equipment immediately.
- 6) Switch your pagers and/or mobile phones to silent mode during all lessons and examinations.
- 7) Students should observe appropriate clothing. Smart casual is an acceptable dress code. Ladies are discouraged from wearing revealing or provocative clothing. Male students are not allowed to wear flip-flops, slippers or singlets.
- 8) No coloured hair.
- 9) All students must maintain proper conduct and refrain from disruptive behaviour during lectures.
- 10) The possession or use of alcohol, or unauthorised drugs, or possession of weapons, firearm or articles deemed dangerous is prohibited and may result in expulsion. Physical fighting or vulgar language directed at another student or lecturer typically results in suspension or expulsion.
- 11) Students are to be punctual for their classes and those who are late for more than 30 minutes will be considered absent.
- 12) Students are to remove any litter, clean their surrounding area and push back their chairs before leaving the class.

The School does not hold itself responsible for offences committed outside its jurisdiction, but conduct detrimental to the reputation of the institution or which hinders the advancement of the students is sufficient cause for probation, suspension or dismissal. We realise that every situation must be treated individually and the School reserves the right to decide on appropriate disciplinary measures.

## **2.0 COMMUNICATION**

### **2.1 Daily class schedule**

Class schedules and classroom allocation are available on the campuses plasma TV on a daily basis. Students are encouraged to refer to the plasma TV for their class schedule on a daily basis, as there may be changes occasionally.

### **2.2 Notices**

In certain instances we will use notices to convey information. Please make sure you check the noticeboards when you come to class.

### **2.3 Student Information System (SIS)**

The SIS allows you to check your timetable, examination schedule and examination marks.

#### Instructions

- 1) Visit SIC website <http://www.sic.edu.sg>
- 2) Click on “Students Login”.
- 3) Login by typing your SIC Student Number as your Username and Date of Birth (ddmmyyy) as Password.

### **2.4 Student Request Form**

- Student request will be rejected if form is incomplete or if there are outstanding dues.
- The School will not entertain requests by phone.
- Repeat requests, urgent requests or returned processed requests due to students not updating address is chargeable additionally.
- If you do not receive a response within seven (07) working days, please contact the School at 63378000.

### **2.5 Feedback & Grievances Procedures**

Students may give their feedback and suggestions to the School at any time. Our Management welcomes feedback from all students. We believe that our students have been ‘our teachers’ in enabling our growth to be a caring organisation, and we can be contacted at [feedback@sic.edu.sg](mailto:feedback@sic.edu.sg). This email goes to a key management staff and this allows us to deal with matters promptly.

### **3.0 COURSE MATTERS**

#### **3.1 Academic Calendar**

The School's annual academic calendar follows a 3-term modular system as follows:

- 1ST Academic Term - January
- 2ND Academic Term - March
- 3RD Academic Term – June
- 4TH Academic Term – September

An academic calendar is enclosed for your convenience. Please take note of your term breaks. According to your timetable, for full-time students, class will be from 11am – 1.00pm and 2.00pm – 5.30pm. As for part-time students, your class will be from 6.45pm – 10.00pm. If any changes have to be made to this due to the availability of lecturers or feedback from students, we will inform you well in advance.

#### Attendance

International students must meet the minimum 90% attendance requirement and 75% for local students. We do advise students that they should maximise their attendance and that missing classes or coming late to classes will have an effect on their studies.

International students are reminded that they must meet the minimum attendance requirement, failing which their student pass will be cancelled.

#### Consultation

Lecturers are available for consultation immediately before or after class and students are requested to see them during this time. For consultation outside normal class hours or any other day, it is advisable that students make appointments with the relevant lecturers.

#### Leave Request

Students may be granted to take leave only during the official school term break, which is reflected in the Academic Calendar subject to management's approval. For any leave request/application, student has to submit the formal student request form together with documentary proof to the Student Affairs Office not less than seven (07) working days.

#### **3.2 Student Card**

- 1) All students when admitted to the School are issued an identification card, referred to as the Student Card.
- 2) The Student Card must be used for attendance taking, for identification at examinations, class-tests and also when using the Library.
- 3) Students must report the loss of their Student Card to the School. The cost of each replacement is S\$50 (subject to prevailing GST).

#### **3.3 Course Payment Notification**

Individual invoices will not be sent to students as reminders. Students are advised to refer to their Notice of Admission (NOA) for fee payment.

#### **3.4 Attendance Requirement**

For students pass holders, the students are required to fulfil 90% of attendance as required by the Immigration and Checkpoint Authority (ICA) of Singapore.

For all other students who do not require ICA's student pass, course attendance must be at least 75%.

### 3.5 Methods of Payment

Payments can be made by cash, NETS (with maximum of S\$2000 per Nets transaction), VISA, Master, Telegraphic Transfer, or cheque.

Cheques must be crossed and made payable to “SIC College of Business and Technology Pte Ltd”. Student Name, Student No. and Course Name should be written on the reverse of your cheque and put in the cheque deposit envelope available. To ensure that cheques presented for payment of fees are properly drawn, students will have to pay an administrative fee of S\$50 (subject to prevailing GST) for every cheque that is dishonoured.

In the event that a student is not able to come down personally to make payments, students can either send a representative or send a cheque made payable to “SIC College of Business and Technology Pte Ltd” and post it to 1192 Upper Serangoon Road Singapore 534787.

Students should demand for a receipt for any payments made to the School. Students should keep all receipts issued to them for future verification.

#### Other Fees (subject to prevailing GST)

1. Bounced Cheque	S\$50
2. Urgent Student Requests	S\$50
3. School’s Student Card Replacement	S\$50
4. Letter for Loss of ICA Student Pass	S\$100
5. Replacement of Term Notes (per subject)	S\$50
6. School Transcript/Recommendation & Certification	S\$50
7. Course Transfer Fee	S\$500
8. Subject Transfer Fee	S\$100
9. Appeal Fee	S\$100
10. Supplementary Examination Fee	S\$100
11. Remodule/Re-exam Fee	As applicable

### 3.6 Deferment of Term/Course

Deferment of course is not allowed. However, for local students, deferment may be processed on a case-to-case basis subject to submission of necessary document(s) and a payment of S\$500 (subject to prevailing GST).

Application for deferment of term/course must be submitted at least twenty-one (21) working days before commencement of the term/course unless otherwise stated. Students who do not attend class are still considered as students and are liable to pay the fees.

Be conditional upon future performance or you may be invited to write to the School and show cause as to why you should be allowed to continue with your studies.

Students who wish to defer from a paid term/course before the class commences will not be allowed a refund of the term/course fee. However, the term/course fee paid will be transferred to the next commencement.

Students, who have requested for deferment for the following term but have not paid the current term fee, will not be allowed for deferment application.

Students who have deferred their progression, (only applicable to Diploma and Advanced Diploma students) will be regarded as new students, and are subject to the appropriate fee structure as depicted in the course brochure for the enrolment term.

Students who have deferred their term/course are subject to the appropriate fee structure as depicted in the course brochure for the re-instatement term.

### 3.7 Withdrawal and Refund Policies

Students who wish to withdraw from their course must complete a prescribed Course Withdrawal Form. The completed form should be submitted together with the SIC's Student Card.

Students who have withdrawn from their term/course and wish to continue their course of study will be regarded as new students and are subject to the appropriate fee structure as depicted on the course brochure for the enrolment term.

#### *Refund Policy*

S/No.	If Student's written notice of withdrawal is received	% of the Tuition Fees
1	Application for student pass rejected	100% Tuition fee 50% of International student fee
2	Course cancelled prior to commencement of class	100% of Tuition fee
3	Course cancelled by school after commencement of class	100% of Tuition fee
4	If written withdrawal notice is received more than 14 days prior to the commencement of class	30% of Tuition fees
5	If written withdrawal notice received less than 14 days prior to the commencement of class	No refund
6	If written withdrawal notice received after the commencement of the class	No refund
7	Student Pass cancelled by ICA	No refund
8	Student Pass transfer to another school	No refund
9	Student suspended or expelled due to misconduct	No refund

#### *Note:*

Refund for withdrawal must be in writing and will be based on the date the written withdrawal notice is received by the Registrar's Office. Verbal requests will not be entertained.

It will take approximately seven (07) working days to process the refund of Course fee upon receiving the Student Request Form. For full time international students, it takes about seven (07) working days to process the refund of tuition fee upon receipt of rejection letter from ICA.

### 3.8 Application for Credit Assessment

Students who wish to apply for subject exemption must submit request form, together with following information:

- Copies of detailed subject descriptions and course structure including course outlines of previous studies.
- Original or verified copies of academic record.
- A certified copy of your academic transcript(s).
- Evidence of course completion (if applicable).
- Assessment Criteria.
- Subject information from official publications or handouts as follows:  
Full subject description(s) (content, method of assessment, hours of contact, duration of subject, credit point value).

Applications for course credit/exemptions received by SIC will be forwarded to Student Registry for consideration and assessment.

Applications for credit can be submitted at the same time as an application for entry into a course.

### **3.9 De-registration**

A student is liable to have his/her name removed from the Class Attendance List if his/her fees are not paid. Students who do not pay their term fees within the stipulated date of the term commencement (Friday of Week 4) will be liable for de-registration from the term/course and will have to pay a re-instatement fee of S\$50 (subject to prevailing GST) together with late fee payment of S\$50 (subject to prevailing GST) to continue registration for the academic term. Students failing to re-instate their registration will have to re-enrol as a new student and will be required to pay the necessary application fee together with appropriate fee structure as depicted on the course brochure to resume studying the course.

### **3.10 Collection of Course Materials**

Course materials will only be available for collection upon payment of the academic term fee. Students are to produce their receipt when collecting the course materials during the induction week for new students or week one (01) of a new academic term for existing students. Course materials will not be provided for all payments made after week four (04).

### **3.11 Subject Transfer**

Request for subject transfer may be considered subject to individual cases and available vacancies. Applications must be made twenty-one (21) days before the term commences. The student must continue to attend the subject to which he/she has been originally allocated pending the result for the application. Subject transfers are chargeable at S\$100 (subject to prevailing GST).

### **3.12 Change of Course**

Request for change of course is subject to the applicant's eligibility. These requests must be made twenty-one (21) working days prior to the commencement of course/term. Administration (including processing and insurance) fees (subject to prevailing GST) will apply for approved application. All applications must be made in writing to the School. The applicant must continue to attend the original course of study pending the result of the application. Course transfers are chargeable at S\$500 (subject to prevailing GST).

### **3.13 Policies for Full Time International Students**

#### *Requirements for International Students*

All international students holding to a valid Student Pass are required to obey all the rules and regulations as set out by Immigration and Checkpoints Authority (ICA) and the Singapore government. These rules and regulations include:

- Maintaining at least 90% attendance.
- Not engaging in any form of work, paid or unpaid.
- To observe all the laws, rules and regulations of Singapore.
- Student observes the conditions as stipulated on the Student Pass card and Disembarkation/Embarkation Card.
- Student is permitted to only attend the course at the school as stated in the Student's Pass.
- Student is required to surrender the Student Pass card and Disembarkation/Embarkation card for cancellation within seven (07) days of termination of studies. It is SIC's responsibility to inform ICA if an international student fails to attend classes for a continuous period of seven (07) days or more without valid reason; where attendance of student falls below 90% in any month of the course without valid reason; and if the student has completed the course or wishes to terminate his/her studies.

## **4.0 STUDENT PROTECTION**

### **4.1 Fee Protection Scheme (FPS)**

SIC is a Private Education Institution (PEI) that participates in the Fee Protection Scheme (FPS).

The EduTrust for Education is mandatory for all private education providers with international students. Effective 21 December 2009. All fees collection from students, both local and international will be protected via an escrow bank account or insurance scheme. SIC adopts the HSBC Insurance FPS insurance scheme.

A copy of the master insurance agreement between CPE, Hong Kong and Shanghai Banking Corporation Insurance and Lonpac Insurance Bhd (the “Master Insurance Agreement”) and acceded to by SIC for the purpose of insuring, among other things, the Student is available at [www.sic.edu.sg](http://www.sic.edu.sg). The Master Insurance Agreement sets out, among other things, the events under which Hong Kong and Shanghai Banking Corporation Insurance shall indemnify the Student for Fees paid to SIC.

The FPS protects the international students' fees in the event a PEI is unable to continue operations due to insolvency and/or regulatory closure. It also protects the student if the PEI fails to pay penalties or to return fees to students arising from judgments made against it by the Singapore Courts; or, in the case of death or permanent disability by accident.

All students are required to sign the Standard-PEI Student Contract, applying for the FPS and acknowledge the Form 12 of Private Education Act (No.21 of 2009) to verify that they fully understand the FPS - Regulation 25(5)(b).

Students can also check on their fees protection status via the CPE website – [www.cpe.gov.sg](http://www.cpe.gov.sg) by inputting either their Singapore Identification Card number (NRIC) or Foreign Identification Number (FIN).

#### Update FPS Service Provider

For the FPS insurance protection, insurance will be purchased within the same day via the HSBC EduSphere portal when fee is collected and receipt of payment is issued. However, in the case of student fee payment via telegraphic transfer or e-banking, the insurance will be purchased within three (03) working after the fee is credited to our bank account and issuance of payment receipt.

All update on changes to student status will be notified to HSBC Insurance via EduSphere portal. Email notification from EduSphere will also go to students directly.



## **5.0 STUDENT PASS**

### **5.1 Student Pass**

All international students are required to hold a valid Student Pass in order to study in Singapore. Students who have never studied in any institution in Singapore prior to joining SIC are categorised as New Application for Student Pass. New applications must be submitted at least two months and not more than six (06) months from the course commencement date. The international student is not required to be present in Singapore while their application is being processed. If the international student is in Singapore, the student must ensure that he/she has a valid visa to stay in Singapore while the application is being processed.

### **5.2 Renewing Your Student Pass**

This section applies to international students who will be continuing their studies in SIC. RENEWAL of Student Pass is required when the student's current Student Pass is expiring and the student intends to continue with their studies in SIC. International students are required to submit their Application for Renewal of Student Pass at least one (01) month before the expiry date of the current Student Pass.

Please note that students who submit applications for renewal at short notice may experience difficulty in getting their pass renewed on time.

Renewal of Student Pass applies to students whose:

- Student Pass expires before the end of their programme with SIC.
- Students who will be continuing their studies with SIC and have fulfilled the requirements of Continuing Enrolment.

### **5.3 Cancelling Your Student Pass**

Student pass will be cancelled if:

- Student has finished his/her course.
- Student decides to discontinue his/her studies at SIC and return to his/her home country or transfer to another school overseas.
- Student has violated the rules and regulations stipulated by ICA for Student Pass.
- Student has been expelled from SIC.

All students will have to go through an exit interview with the Registrar or any of the authorised staff.

For international students who are returning to their home country are required to surrender their Student's Pass for cancellation within seven (07) days from the date of cessation or termination of their study. With effect from 3 Nov 2008, student/school can now submit an application of Student's Pass cancellation online via a new e-service, namely e-Cancellation (the module can be accessed via SOLAR+). For those who are unable to submit cancellation online may submit the following documents to the Student's Pass Unit, with a queue ticket obtainable at the Self Service Kiosk 1 at Visitor Centre, 4<sup>th</sup> storey of ICA Building, from Monday to Friday (8am – 4.30pm), Saturday (8am – 12.30pm):

- A duly completed cancellation form;
- Student's valid travel document;
- The Student's Pass Card;
- Student's Visit Pass and Deembarkation/Embarkation Card; and
- A duly completed Disembarkation/Embarkation Card (IMM Form 27A), where applicable (will be provided at ICA counter).

**Staying in Singapore without a valid Social Visit Pass is an immigration offence.**

## **6.0 TRANSFER PROCEDURE & POLICY**

International students who are transferring to another school must first confirm their enrolment/admissions with the other school. The student is required to submit the Student Request Form for transfer to the Student Affairs.

For ICA procedure for school transfer, please refer to [www.ica.gov.sg](http://www.ica.gov.sg).

All students will have to go through an exit interview. The Attendance Record and Progress Report will only be released if the student does not have any outstanding fees with the School.

SIC reserves the right to fulfil a request for transfer if the student has failed to comply with the terms and conditions of their enrolment at SIC or ICA.

## **7.0 ASSIGNMENT SUBMISSION**

### **7.1 Absence from In-Course Assessment**

A student who is absent from any in-course assessment component (coursework or class -test) shall be deemed to have sat and failed that component and will be awarded a 'F' grade unless the School is satisfied that there is a valid and acceptable reason(s) for the absence. All documentary evidence in support of the student's failure to take the in-course assessment components must be submitted to the School either prior to the deadline of the assessment components, or immediately (within two (02) working days) after the assessment component has taken place.

### **7.2 Late Assignments Submission**

Any request for extension of submission date for assignments must be forwarded in writing with appropriate reasons on the prescribed form five (05) working days prior to the due date. Extension is not automatically granted.

In the absence of an approved extension date for submission, a Late Submission will be stamped on their scripts if assignments are handed in late. As and when applicable, a penalty of 5% of the total marks will be deducted for each day the assignment is late. This applies for a maximum of three (03) days, after which the assignment will not be accepted.

### **7.3 Submission of Assignments/Project**

Students are required to submit their assignments/projects together with the Assignment Acknowledgement Slip that can be obtained at Course Administration counter located at the library. Submission times are Monday to Friday from 9:30am – 8:00pm and Saturdays from 10am – 1pm.

Assignments that are submitted cannot be retrieved.

## **8.0 EXAMINATION MATTERS**

### **8.1 Examination Notifications**

The examinations are conducted around January/February, May/June and August/September of each academic year.

Notice of examination dates will be published on our notice board and website two (02) weeks prior to the examination date. It is important for all students to refer to the notice board and/or website for their respective examination dates.

### **8.2 Eligibility for Examinations**

A student is allowed to sit for the examinations provided he/she:

- 1) Completes all assignments.
- 2) Shows satisfactory progress in assignments or class-test.
- 3) Has a record of good conduct.
- 4) Has cleared all his/her outstanding fees.

Failing which he/she will be barred from the examinations.

### **8.3 Deferment from Examination**

Any request for deferment from examination must be forwarded in writing with documentary proof on the prescribed form at least five (05) working days prior to the examination date.

Approval is not automatically granted. Requests for deferment will only be considered based on the following four (04) reasons:

<b>Reasons</b>	<b>Supporting Documents</b>
Reservist In-camp training	SAF 100A
Outstationed	Flight tickets and Passport
Medical	Medical Certificate*
Compassionate ground (e.g. death of next-of-kin, emergency cases, etc)	Death certificate, hospitalization documents, etc.

Students will be notified of deferred examination date. In the absence of such approval, student must attempt the examination in accordance to the scheduled date.

#### *\*Submission of Medical Certificates*

If you are unable to attend an examination due to illness, you must produce a valid medical certificate within two (02) working days, failing which the medical certificate will not be considered.

In hospitalisation cases, the medical certificate must be submitted within two (02) working days after being discharged from the hospital.

### **8.4 Absence from Examination**

A student, who has enrolled for any examination or is required to resit in-course assessment/examination and is absent, shall be deemed to have sat and failed the examination/in-course assessment unless the School is satisfied that there is valid and acceptable reason(s) for the absence. All documentary evidence in support of the student's failure to take the examination/in-course assessment must be submitted. Failing which, the student will be awarded 'F' grade.

If absence is due to any emergency or other unavoidable circumstances, you must set out all the relevant circumstances, which prevented your attendance and forward documentary evidence in support of your explanation, within two (02) working days.

## 8.5 Internal Examination Regulations

- All students are personally responsible for determining the exact timing and location of examinations.
- Candidates must report to the prescribed examination room at least ten (10) minutes before the examination is due to commence. No candidates will be admitted to the examination room later than fifteen (15) minutes after the start of the examination.
- Candidates must bring some form of identification with them, i.e. their SIC Student Card or their National Identity Card / Passport / Student Pass.
- No candidate is allowed to enter the examination room until instructed to do so by the Invigilator.
- Upon entering the examination room, examination conditions prevail, and candidates must refrain from communicating with each other.
- All pagers, mobile phones and all electrical devices, which emit noise, must be turned off.
- Candidates may bring to their prescribed desk writing materials, non-programmable calculators, their identity cards and their wallets. All other items such as files, notes and textbooks must be placed at the back of the examination room in candidate's briefcase or rucksack. No electronic dictionary of any form is allowed.
- Identity cards should be placed face-up in a clearly visible location on the candidate's desk so as to allow for student identity verification by the Invigilator upon the student signing in to the examination.
- Candidates may only turn over their examination papers once they are instructed to do so by the Invigilator.
- Candidates are responsible for reading examination instructions themselves (i.e. "Answer 4 questions from Section A, ..."). The Invigilator will not give any advice with respect to these instructions.
- No candidates may leave the examination room at any time without the express permission of the Invigilator. This includes candidates who have finished the examination and wish to hand in their script.
- No candidate is permitted to leave the examination, handing in his or her script, within the first thirty (30) minutes upon commencement and before the end of the examination.
- The Invigilators' attention must be sought by raising a hand silently. Any vocal outburst– which imposes a detrimental externality upon other candidates – shall be noted in the Invigilator's report.
- The Invigilator will advise candidates of the time elapsed in the following manner:  
During a normal 3-hour examination, after 2 hours the Invigilator will advise that candidates have 1 hour remaining. After 2<sup>1</sup>/<sub>2</sub> hours the Invigilator will advise that candidates have <sup>1</sup>/<sub>2</sub> an hour remaining. After this second announcement, no candidate may return their script or leave the examination room until the complete examination period is over. After 2 hours and 55 minutes have elapsed, the Invigilator will advise that there are 5 minutes remaining.
- Upon completion of the allotted examination time, the Invigilator will advise time up. Candidates must immediately cease writing/drawing/calculating.
- Candidates must remain seated and silent until all examination scripts have been collected by Invigilators and until they have completed any necessary tallying and administrative matters. Examination conditions prevail until the Invigilator announces that candidates may leave.

## 8.6 Publication of Results

The results of all course assessments and examinations shall be finalised by the Examination Board. For courses other than the Bachelors and Masters degree courses, confirmed results shall be displayed on the noticeboard usually during week two (02) and on SIC website on week three (03) of the new term.

Original result slips (transcripts) will only be issued upon the respective Universities or SIC's graduation ceremonies.

To protect privacy and ensure accuracy of information, results will not be released over the telephone.

## 8.7 Examination Grades

Generally, all examination grades will be moderated and issued by Examination Board of respective awarding bodies. The grades of award for a pass performance in a module within the courses are indicative as follows:

### Diploma, Advanced Diploma

90% and above	A+
85% - 89%	A
80% - 84%	A-
75% - 79%	B+
70% - 74%	B
65% - 69%	B-
60% - 64%	C+
50% - 59%	C
40% - 49%	D
39% and less	F

### EFL

>60	Pass / Satisfactory
<59	Fail / Unsatisfactory

## 8.8 Meaning of Grades

The final assessment grades for each course are as follows:

### **A Range**

Work of outstanding quality, broadly speaking, which may be demonstrated by means of criticism, logical argument, and interpretation of materials or use of methodology. This grade may also be given to recognize particular originality or creativity.

### **B Range**

Work of superior quality demonstrating a sound grasp of content, together with efficient organization and selectivity.

### **C Range**

Work of good quality showing more than satisfactory achievement.

### **D Range**

Work showing at least satisfactory achievement in more important aspects, but with unsatisfactory (though close to satisfactory) achievement on some other aspects. A 'D' grade is deemed to satisfy pre-requisite knowledge requirements. Students must not obtain more than two (02) 'D' grades in one particular course or they will not be allowed to progress to the next level.

### **F – Fail**

Unsatisfactory performance in cases where a 'D' grade may not be appropriately awarded.

### **WD – Withdrawn with Academic Penalty**

Students fail to complete all unit assessment requirements. Students awarded a WD will not be eligible for a supplementary examination.

### **WH – Results With-Held**

Results With-Held due to non payment of fees or other reasons deemed fit by the University of institution. In this case, please contact the School immediately for clarification.

## **8.9 Conditions for Supplementary Examination**

Generally, there will be a supplementary examination on Week seven (07) of the following term, after the release of confirmed results (for Diploma/Advanced Diploma) and provisional results (for Bachelor and Master) unless otherwise advised.

Students who are required to take the supplementary examinations after the results have been reviewed and confirmed by the Examination Board will be informed by the School.

A referred candidate is required to sit a supplementary examination and/or submit supplementary coursework and must achieve a pass mark. These must normally be completed successfully before proceeding to the next level.

A student who sat and passed the supplementary examination will only be awarded a Pass `D' grade, regardless of the score achieved. However, if a student failed the Supplementary Examination, he/she will be awarded a Fail Supplementary `F' grade.

Students who obtain `WD` grade due to absence from in-course assessment are not entitled to a supplementary examination. In this case, students will be required to re-module the subject and a re-module fee is payable.

## **8.10 Re-module**

Students receiving a `F' grade after failing the Supplementary Examination or absence from in-course assessment will need to redo the entire subject of which payment for the subject will need to be made. They can do this in the term when the subject is next offered. Students will be sent a re-module notification and he/she is expected to duly complete and submit the Re-module Application Form to the School.

## **8.11 Application for Review of Grade**

A student may apply for a review of a final grade if they have reason(s) to believe that an error has occurred, or where circumstances of misadventure have not been taken into account. All applications must be lodged on the appropriate request form available at the Student Affairs counter. In the first instance, it is advisable to speak with your subject lecturer before you lodge your application. All applications must be lodged within fourteen (14) working days of the official release of results. A fee of S\$100 (subject to prevailing GST) will be charged with the application.

## 8.12 Cheating in Examination and Plagiarism Policy

### Cheating in Examinations

Cheating of any form, such as but not limited to, talking, passing of notes and paper scraps, possession of mobile phones, hidden notes and any gadgets/devices/paraphernalia used to achieve an unfair advantage over fellow students, is expressly forbidden at SIC. Any student, who cheats, attempts to cheat or is deemed by Invigilators to have cheated or to have attempted to cheat shall be reported to the Academic Board.

Any student reported on cheating will have to attend a formal enquiry. The penalty may include disqualification or expulsion from the school.

### Plagiarism

It is unfair to honest students that other students cheat or plagiarise. SIC takes a serious view of plagiarism and cheating in any form of assessment and will take appropriate steps to detect plagiarism, including using electronic plagiarism detectors.

Plagiarism consists of a person using the words or ideas of another as if they were his or her own. That is, using, or attempting to use, another person's work without acknowledgement. The important message here is that if you use the word of another person, then it must be acknowledged.

The phrase "using another person's work" includes, but is not limited to:

- Using study guide material without acknowledgement.
- Directly copying any part of another person's work.
- Summarising the work of another person.
- Using or developing an idea or theme derived from another person's work.
- Using experimental results obtained from another person's work.

The school takes plagiarism and cheating in exams very seriously and there will be a formal investigation by the disciplinary council. We would like to highlight that if the charges are substantiated, the consequences will be as follows:

- 1) Automatic failure of the unit, which will have to be repeated; and fees will be charged for this resit.
- 2) This incident will be entered into your student record.
- 3) The findings of the inquiry will be forwarded to your parents/guardian.
- 4) Any further incidence of cheating will result in you being expelled.

### Actions

<b>Remedial Actions</b>	<b>May be performed by</b>
1) Counselling or training on proper academic conventions and techniques.	Any faculty staff
<b>Penalties</b>	<b>May be determined (imposed) by</b>
2) Attempt the assessment item again with a capped mark.	Faculty staff with approval from Examination Board
3) Completion of a new piece of work with a capped mark.	Faculty staff with approval from Examination Board
4) Award a mark appropriate to the work completed, excluding any parts resulting from dishonest practices.	Faculty staff with approval from Examination Board
5) Award no marks for the assessment item.	Examination Board
6) A grade of fail in the course.	Examination Board
7) Exclusion from enrolment in a particular program and/or course(s) permanently or for a lesser period.	Examination Board
8) Such other penalty as is deemed appropriate.	Examination Board

### **8.13 Graduation**

#### *For Diplomas, Advanced Diplomas Courses*

##### *Conditions for an award:*

To be eligible for the award of the respective courses, the student must fulfil all coursework and examination requirements and achieve satisfactory grades. A student is not allowed to obtain more than two (2) 'D' grade in any one course. Should a student obtain a third 'D' grade, he/she will automatically Failed this subject and be required to sit for supplementary examination.

#### *For other Bachelors and Masters degree Courses*

##### *Procedure to apply, for graduation:*

Students must be aware that completion of the course does not constitute graduation. Students are required to submit an Application to Graduate Form during their final term of the course.

Upon confirmation of the grades for final subjects and eligibility to graduate, the University will keep students informed of graduation details.

##### *SIC Graduation:*

The School will inform all students of scheduled graduation dates and invite students to apply to attend.

## 9.0 SCHOOL FACILITIES

The School has provided facilities and services to enable you to study effectively and to achieve good results. As such we advise that you take good care of such facilities and refrain from committing any form of vandalism while in the premises of the School.

### 9.1 Library

Students are encouraged to utilise the Library resources of our other campuses to do their researches or projects. Students should ask their lecturers about your area of research/interest and they will be able to advise you which library you should go to.

<i>LOCATION</i>	<i>OPENING HOURS</i>	<i>GETTING THERE</i>
SIC Library 1192 Upper Serangoon Road SIC Building Singapore 534787	<i>Monday to Friday:</i> 9am to 8.30pm <i>Saturday:</i> 10am to 2pm Closed on Sundays & Public Holiday	Nearest MRT: Hougang (NE14)  Buses nos: 147, 74, 136

#### Library Rules & Regulations

- Only mineral water is allowed in the library. Eating is not allowed.
- Students are to maintain silence at all times. Please ensure that your mobile phone is on silent mode.
- Please leave your Student Card with the librarian when you enter the library. Without it, entry may be denied.
- You must produce your library card for the borrowing of books.
- Place your bags, brief cases, carrier bags etc. on the shelf or on the floor near the staff counter when entering the library.
- Reference materials are only for in-house consultation.
- All the printed publications are protected by the Copyright Act. Students are only allowed to copy up to an article or a chapter from both books and journals.
- Library is a study area; please do not treat it as your resting place.

It is an offence to write in, damage, lose or refuse to return library material. For any lost item, the borrower will be required to pay for the replacement copy and an administration fee.

#### Computer Usage at Library

Students are allowed to use the computers at the libraries to do research for their assignments or project but there will be no access to printing facilities.

There are penalties for abusing computers usage.

You are NOT to:

- 1) install or remove software (S\$100 minimum fine \*),
- 2) change any Windows settings (S\$100 minimum fine \*),
- 3) use the Internet for other than study purposes,
- 4) store files on the computer's hard drive,
- 5) bring food into the computer lab.

Please DO:

- 1) use the available software and the Internet for your study,
- 2) store your work files and assignments etc. on your own memory stick,
- 3) shut down the computer properly and switched off the monitor when you are finished.

\* Fines are based on time taken to repair damage, with a rate of S\$100 (subject to prevailing GST) per hour or part thereof.

## **9.2 Booking of Discussion Rooms**

Bookings have to be made through the Student Affairs Office and a maximum of three (03) hours is allowed for the usage of each room.

Discussion rooms are meant for discussion only and not for studying and chatting. A minimum of four (04) people is required per room. For extension on using the rooms, please check with the librarians.

Chairs are to be returned to their original positions, and boards must be wiped after use. No litter is to be left on the table.

## **9.3 Photocopying Facilities**

Photocopying services are available at the Course Admin counter in the library. Students will be charged a nominal fee of S\$0.10 per copy.

## **9.4 Lost and Found Service**

There is a lost and found service in the School. Any articles found within the School can be referred to the Student Affairs Office. Students can approach the Student Affairs Office to check for their lost article. Lost articles not claimed within fourteen (14) working days will be discarded.

Students are reminded not to leave valuable belongings in the classroom at all times.

## **10.0 INTELLECTUAL PROPERTY RIGHTS**

### **10.1 Protection of Intellectual Property Rights**

- 1) The protection of Intellectual Property Rights is of great importance to Singapore's economic growth, particularly in a knowledge-based economy. We therefore need to recognise the value of and respect the intellectual property rights of others.
- 2) Please note that students are not allowed to tape (whether in video or audio format) lectures delivered by lecturers appointed by SIC or visiting lecturers/speakers from partner universities or from the industry.
- 3) Students with disabilities who wish to make a recording of the lectures must seek permission from the School, in writing. Such students, if granted permission, must abide by the Intellectual Property Rights and their covenant with SIC that the recordings must only be used for his or her own revision purposes only. The tapes are non-transferable and the contents are not to be used for other purposes apart from the pursuit of his or her course of study.
- 4) All students should note that making copies of the course materials notes and textbooks without consent of the right-holder (i.e. SIC and publishers) amounts to an infringement.

## 11.0 MANAGING THE SIC PROGRAMS

Success in the SIC programs depends upon many different factors, this does include your commitment and motivation. Regardless of your educational qualifications this is possibly the most important factor in successfully completing the degree. The following are helpful hints and tips to successfully managing the programme.

### The 'SIC Way'

In the exams SIC is testing your understanding of the subject, rather than your ability to memorise model answers. This means that you have to demonstrate to the examiner that you understand the topic and the issues involved.

#### Time

Managing your time is important. Far too frequently students leave everything to the last few weeks and rely on their ability to 'sprint' through the revision. All too often it doesn't work! Its better to plan your study and maximise the time available.

- Identifying regular time slots for your studies and sticking to them.
- Drawing up a timetable and allocating specific slots for different subjects.
- Not wasting time on needless activities and being able to prioritise.

#### Help

The lecturers are here to help. If you are unsure of something, or didn't understand some of the issues in a lecture, please don't hesitate to seek assistance. This is useful feedback for the lecturers so they can make sure everyone is following the lecture. What ever happens don't leave it to the end of the year, as its too late.

#### Study Group

An ideal way to study for the SIC programs is through the formation of study groups. Study groups should consist of about 4 to 6 members and it is recommended that the study group meets at least once a week outside normal class hours.

#### Examinations

We always advise all students to carefully read the study guide. We will also spend more time looking at the whole issue of exams, as we get closer to our SIC Internal exams.

What are the examiners looking for?

- Evidence of understanding the syllabus.
- An ability to shape a structured response to a question.
- Application of theories to a problem.
- Analytical skills.

How do examiners mark and grade?

- Some questions are very 'tightly marked'.
- Some questions are open ended (many interpretations).
- Higher marks will be scored if the answer addresses the issues.
- Mark for a quality response.

How to answer a question?

- Understand the question by identifying what the question is NOT ASKING.
- Always plan your answer.
- Mind maps can be very useful.
- Write down key words and concepts.
- Always write your thoughts down.
- Give structure to your answer.

What to do during examinations?

- Read questions carefully.
- Read questions carefully again.
- Interpret question.
- Give answer that fits your interpretation.
- Practice past years' examination questions. Past years' papers will help you in understanding the format and style of the examination.

How to score good grades for essay-type questions?

- Make yourself understood.
- Demonstrate an ability to read around the subject areas.
- Demonstrate an awareness of recent literature.
- You will be marked on your knowledge and ability in the subject and not your English style. However, English is important and you must make yourselves understood. If your statements are confused, examiners cannot second-guess you!
- Provide references to support your claims. For example, after providing a definition of what "management theories" given by an author, say Mullins in his 2002 book, you must write down Mullins as a reference.

Before your examinations...

- Timing is essential for examinations, but thinking about timing should not just be during the examination but also before it takes place.
- What time should I arrive? About thirty minutes before the examination starts is the best time to arrive.
- Leaving the examination room: Don't leave early.
- The night before: Get an early night. Staying up very late will make you tired during the examination.
- Scheduling in the examination: Divide your time accurately between the questions.

The information contained in this publication is correct at the time of printing. SIC reserves the right to vary the contents or methods of presentation for any unit of study, or withdraw any unit of study which it offers, or to impose limitations on enrolment in any unit or course of study, as advised by the relevant Examination Body.

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