



AMITY  
GLOBAL INSTITUTE

# STUDENT HANDBOOK 2020



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Validity: 30/11/2019 – 29/11/2023

Amity Global Institute (Registered with CPE\*)  
Registration Number: 200606974C  
Registration Period with CPE: 18/07/2019 to 17/07/2023

\*CPE denotes Committee for Private Education which is part of SkillsFuture Singapore (SSG)



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## MESSAGE FROM THE SUPERVISOR

Amity Global Institute is part of the Amity Education Group which has over two decades of experience in the field of education with over 175,000 students currently studying. Amity offers Industry Oriented Management Programmes designed by leading academicians and corporate world members. Benchmarking with the latest content and teaching methodologies across the world, the Programmes are an ideal platform for the launch of ones career or getting on to the Fast-Track. Backed by professionals with decades of experience in the corporate world and in the education field, Amity provides the best mix of practice and theory to ensure your success.

We are passionate of providing the best to our Students and our Mission, Vision and Values provide the foundation for Amity to extend exceptional value in our teaching services. At Amity we have been teaching management for the last 16 years and are continuously ranked top for our practical and industry-oriented teaching.

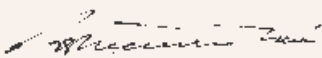
Our teaching faculty is well qualified and experienced. At Amity, we pride ourselves in having some of the most talented and dedicated thought leaders in the country who come from the best institutions around the world. The faculty is ably guided by a senior team of leading scientists and scholars. In addition to permanent faculty, leading professionals from the Corporate World interact regularly with the students.

In Amity, we have a highly conducive Learning Environment to conduct our classes. Students are given necessary Support Services to ensure that their needs and concerns are looked into.

We are committed to meet the requirements and expectations of our Students. We are confident that our Students will achieve their goals of learning at Amity.

We welcome you as our Student and look forward to be of service to you.

With Best Wishes!



Mr. Prabhakaran S/o Narayanan Nair

Supervisor

# ABOUT AMITY GLOBAL INSTITUTE

Amity in Singapore strives to be an institute of excellence that provides quality education and fosters life-long learning to nurture the next generation of global leaders. Amity offers globally recognised degrees in partnership with the University of London, University of Northampton, Teesside University & University for the Creative Arts.

The Amity Campus is located at the House of Tan Yeok Nee, 101 Penang Road Singapore 238466. The House of Tan Yeok Nee is a gazetted national monument and is strategically located within the Orchard Road precinct, directly across the Istana – the Presidential Office of the Republic of Singapore.

Amity's heritage landmark campus also enjoys close proximity (3 minutes' walk) to the Dhoby Ghaut Mass Rapid Transit (MRT) Interchange Station, which serves 3 major lines – The North-South Line, The North-East Line and The Circle Line. Amity is registered with Committee for Private Education (CPE) which is a part of SkillsFuture Singapore (SSG), a statutory board under the Ministry of Education (MOE) of Singapore.

## Advantage Amity

### Rich Intellectual Capital

The distinguished faculty comprises of experienced academicians from leading institutions and corporate leaders with rich industry experience.

### Practical and Rigorous Curriculum

The curriculum at Amity is highly industry-oriented with emphasis on all round personality enhancement and is geared towards making students ready for the corporate world even before they step into it.

### Maximum Corporate Interaction

Amity organizes a series of events like CEO Dinner Series, CEO's Forum, Guest Lectures etc to assist students to regularly interact with Corporate Houses and renowned Management Gurus.

### Campus Life

The students at the Amity are made to work really hard at learning the nuances of the corporate world, but there are lots of opportunities for having fun too. The students are endeavoring to make their mark in a highly creative field and it is vital for them to be able to hone their skills and showcase their talents.



# AMITY GLOBAL INSTITUTE: MISSION, VISION, VALUES & CULTURE

## VISION

To be an educational institution of excellence that advances knowledge and fosters life-long learning.

## MISSION

To be an institution that nurtures talent to serve business and society.

## VALUES & CULTURE

» Social Responsibility

» Integrity

» Innovation

» Research Focus

» Industry Relevance



# LEARNING ENVIRONMENT



## Our Facilities

Amity Global Institute is located at the junction of Penang Road and Clemenceau Avenue in the Museum Planning Area in Singapore.

Address: 101, Penang Road, Singapore 238466

**For our on-campus classroom facilities please refer to website [www.amitysingapore.sg/learning\\_environment.aspx](http://www.amitysingapore.sg/learning_environment.aspx)**

## Teaching Staff

We believe that in any academic institution, the quality of faculty is of utmost importance. At Amity, we pride ourselves in having some of the most talented and dedicated thought leaders in the country who come from the best institutions around the world. Not only are they academically and professionally amongst the best, but have high standards of moral and ethical values, so that they can be true role models.

All the classrooms are equipped with LCD projectors, sound systems, etc

For more information on teaching staff please refer to website [www.amitysingapore.sg](http://www.amitysingapore.sg)

## Core Faculty

At Amity, the core faculty comprises of senior academicians in Singapore who have taught in reputed Singapore and foreign universities and have vast industrial experience to add value to the curriculum.

## Visiting Faculty

In addition to the permanent faculty, leading professionals from the corporate world interact regularly with the students in the classroom as well as their workplaces. The students get a different insight into the subject with the rich industry experience the faculty shares with each of them. They encourage the students to look beyond the books and explore the subject with experiential learning.

# LEARNING ENVIRONMENT



## Teaching Methodology

The conduct of the courses uses a combination of lectures and tutorials. The lessons are supported through audio-visual media, quizzes, discussions, case studies, case analysis, team project, student presentation, role plays, simulation games, seminar and exercises to allow for an overall teaching and learning approach. Amity is dedicated to ensure that every student who participates in the course will understand, interact and enjoy the learning.

## Attendance Requirements

### Attendance Requirement for Local Students (Full Time)

- All students must maintain at least 75% of classroom attendance
- Any student, who has not achieved the attendance requirement, will be barred from the examinations / assessments of the module concerned. Further the student needs to repeat the entire module with attendance and payment of the relevant fees.

### Attendance Requirement for International Students

Amity is obliged to report to the Immigration & Checkpoints Authority (ICA) on international students who have failed to meet ICA requirement on attendance.

The student should not fail to attend classes for a continuous period of days or without valid reason.

- The student should not have a percentage of attendance less than 90% in any month of the course without any valid reason.
- All the International students will spend at least 3 hours per day (5 days a week) within the school premise engaging in academic studies or meaningful activities (for example classes, tutorials, project work, enrichment activities or co-curricular activities).

If the student failed to meet any of the above requirements, the student pass may be cancelled and renewal will be granted to the student on case to case basis and is subject to the Immigration Checkpoints Authority's approval.

International students, who have not achieved the attendance requirement of 90%, will also be barred from the examinations / assessments of the module concerned. Further the student needs to repeat the entire module with attendance and payment of the relevant fees.

### Attendance Requirement for Local Students (Part Time)

- Part time students are encouraged to achieve an attendance of 75%.

The optimum teacher-student ratio stipulated for Amity's courses is as follows:

Course	Teacher : Student Ratio
Doctorate/ Masters / Post Graduate Diploma	1:20
Degree / Diploma / Certificate Courses	1:30
The Association of Chartered Certified Accountants (ACCA) Preparatory Courses	1:30



# LEARNING ENVIRONMENT

## Leave of Absence during Term

Leave is not permitted after the commencement of the course, unless under exceptional circumstances.

Applications must be made in writing to the Student Affairs Officer. Students must state their reasons for the leave of absence and their understanding of the impact on their course of studies.

The teachers and the student will work together to minimise the impact of any leave on the students' studies and to resolve any academic issues.

Students must complete the Application for Leave of Absence form (AGI-SS-FRM-018), available at the Student Affairs Department or reception. The student can only go on leave after the approval has been given by the Department Head - Student Affairs. For non-approved cases and the student proceeds to go on leave, attendance will be taken as 'Absent without Valid Reason'.

International students should refer to the relevant rules and regulations set by the Immigration and Checkpoint Authority (ICA) governing leave of absence for student pass/visa holders; and may only be permitted to take a leave of absence (and return home) in the case of bereavement, medical reasons or circumstances beyond their control.

Should an International Student take leave of absence for more than one week, Amity is required to report such students as being in breach of his/her student visa conditions, for non-attendance.

Students who take medical leave are required to submit the original copy of the medical leave attached to the Application for Leave of Absence form within the next working day from when the medical leave ends.

Students are advised that even where leave is granted, their attendance or certification for examinations (where relevant) may be affected. Students who take leave without notifying the school will be considered as 'Absent Without Valid Reason'.



## Leave with Valid Reasons

### • Medical Leave

A student may apply for medical leave, including medical leave issued by a dentist if:

- The student has informed or attempted to inform the school of his/her absence within 48 hours. Otherwise, the student will be deemed to be absent from school without permission or reasonable excuse leading to absence without valid reasons.
- The medical leave is certified by a Singapore registered doctor. In case the student been treated in overseas country, the doctor issuing the medical certificate shall be registered doctor by the local government authority.

The number of days of a student may be absent with medical reasons depends on course duration and is indicated as below:

Course Duration	Outpatient Non-Hospitalisation Leave (days)	Hospitalisation Leave (days)*
2 months	4	10
6 months	12	30
8 months	16	30
12 months	24	45
More than 12 months	24 days per year and is pro-rated where applicable	45 days per year and is pro-rated where applicable

\* A student is deemed to be hospitalised if he/she is certified by a doctor to be in need of hospitalisation. He/she does not necessarily have to be warded in a hospital.

\* Without the medical certificate, both Outpatient Non-Hospitalisation Leave and Hospitalisation Leave will be deemed as leave without valid reasons.

\* Leaves cannot be brought forward to the next academic year.

### • Compassionate Leave

This leave is to allow an aggrieved student adequate leave of absence to attend to funeral arrangements for his/her beloved ones. The quantum of such leave of absence is dependent on the relationship of the deceased to the student on the occasion of death of a member of his/her 'immediate family' or 'close family'.

For this purpose, 'immediate family' shall be defined as parents, student's legal spouse, children and parents-in-law.

'Close family' shall include immediate siblings like brothers, sisters and grandparents.

# LEARNING ENVIRONMENT

## Quantum of Compassionate Leave

Death of member of a student's Immediate family	7 days
Death of member of a student's close family	3 days

The student shall be required to produce documentary evidence in support of his/her application for compassionate leave. Such documentary evidence shall be produced to the Student Affairs department not later than three (3) days after such leave has been taken.

If it is subsequently found that such evidence is invalid or a misrepresentation of the facts in any whatsoever, the school will take disciplinary action against the student concerned and the leave so taken recorded as absent without valid reasons.

### • Marriage Leave

Amity rejoices with its students on the grand occasion of his/her marriage and in order to allow students adequate time to prepare for such marriage arrangements, the School's policy on Marriage Leave is extended to students on their first legal marriage.

## Quantum of Marriage Leave

All categories of students irrespective of their course	3 days
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A student who intends to marry may apply for such leave to Student Affairs department by completing a leave application form, at least one month before the impended date of marriage. Documentary evidence if available should be produced.

### • Absence due to Work Matters including Travel (applicable to only part time students)

Amity understands that the working adults may have problems related to travelling during the period of scheduled classes. Work leave will be provided on the following quantum:

Course Duration	Work Leave (days)
2 months	4
6 months	12
8 months	16
12 months	24
More than 12 months	24 days per year and is pro-rated where applicable

Note: This applies to only to Part-Time students.

Absence of leave should be provided with relevant documents where possible including travel details, letter from the company.

### • NS Reservist Training Leave

Male Students on NS Reservists Training shall be entitled to the leave provided they submit the documentary evidence to at least 2 weeks before the date of training to the Student Affairs department.

## NS Reservist Training

Male Student who have served NS (National Service) irrespective of their course	Duration as specified by SAF & Home Team
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# ENROLLING AND LEARNING IN AMITY GLOBAL INSTITUTE

## Fee Protection Scheme (FPS)

The Fee Protection Scheme serves to protect the Students' fees in the event a Private Education Institution (PEI) is unable to continue operations due to insolvency, and/or regulatory closure. Furthermore, the FPS protects the student if the PEI fails to pay penalties or return fees to the student arising from judgments made against it by the Singapore courts.

The FPS is applicable to ALL students (regardless of nationality and the type of passes, i.e. dependent's pass, student's pass, work permit etc) taking courses in PEIs with EduTrust certification. It applies to all courses with course duration of more than 1 month or 50 hours.

Amity Global Institute has put in place the Insurance Scheme arrangements to ensure that fees paid by students to the school are insured by CPE-appointed service providers.

All fees refer to all monies that are paid by the student to be enrolled in the Amity except for Course Application Fee and Miscellaneous Fees. GST is not inclusive as part of the fees to be protected.

Students are advised to email (email address: [accounts1@singapore.amity.edu](mailto:accounts1@singapore.amity.edu)) and notify Amity immediately of any payment made by Internet Banking, ATM Transfer or Telegraphic Transfer (TT).

For more details on

Fee Protection Scheme, refer to <https://www.ssg.gov.sg/cpe/for-peis/protection-of-course-fees.html>

FPS Instruction Manual, refer to <https://www.ssg.gov.sg/cpe/for-peis/resources.html>

## Insurance Scheme

Amity has appointed Liberty Insurance Pte Ltd as the provider of Insurance.

FPS Insurance premiums are paid by Amity, unless stated in the Student Contract which has to be paid by the student separately.

Amity will purchase insurance within 7 days upon collection of fees (after signing the Student Contract) through the application system of the insurance provider. Students will receive the insurance certificate via email from the insurance provider.

The insurance coverage shall commence from the fee payment date till the next payment due date or the course end date, whichever is earlier.

Students who seek Deferment resulting in extension of the course duration will have to pay additional premium for the course fees applicable to the extended period.

Students can make their Course Fee payment at the Accounts & Finance Office in Cash and Cheque; or via Internet Banking, ATM Transfer or TT directly to:

Bank Name : DBS Bank Ltd

Account Name : Amity Global Institute Pte Ltd

Account Number : 003-923926-2

Bank Code : 7171

Branch Code : 003

Swift Address : DBSSSGSG

Bank Address : DBS Shenton Way Branch, 6 Shenton Way DBS Building Tower 2, Singapore 068809



## Medical Insurance

Under the EduTrust, all students need to purchase medical insurance throughout their course of studies with Amity. A SC/PR or a non-Student's Pass international student who is protected by his/her own medical insurance in Singapore can opt out from the medical insurance scheme arranged for by the Amity. If you do not have medical insurance, Amity will purchase the medical insurance on your behalf at a fee of \$100 per annum (plus prevailing GST) which will be paid by the student.

Amity has appointed medical insurance provider: Liberty Insurance Pte Ltd.

This medical insurance scheme shall minimally provide for an annual coverage limit of not less than S\$20,000 per student, at least B2 ward in government and restructured hospitals and 24 hours coverage in Singapore and overseas (if student is involved in school related activities) throughout the course duration, and the Student is encouraged to seek advice on whether more comprehensive insurance cover is required or desired. Students need to submit documentary evidence together with the Claim Form to Liberty Insurance Pte Ltd.

All students enrolled with Amity will be covered by the Group Medical Insurance and its benefit details are as follows:

### Coverage

Necessary and reasonable medical charges incurred as a result of hospitalization and/or injury 24 hours coverage in Singapore and overseas (if student is involved in school-related activities)

### Benefit Schedule

1. a) DailyRoom & Board (R&B) <sup>1</sup> b) Intensive Care Unit <sup>1</sup>	S\$
2. Hospital Miscellaneous Services	As charged
3. Surgical Fees (Subject to Surgical Schedule – applicable to Private Hospitals only) <sup>2</sup>	in B2 <sup>1-7</sup> ward
4. In-Hospital Physician's Visits	in Singapore
5. Pre-Hospitalization Specialist Consultation Fees <sup>3</sup>	Government /
6. Pre-Hospitalization Diagnostic X-Ray & Laboratory Test <sup>3</sup>	Singapore
7. Emergency Outpatient Accidental Treatment <sup>4</sup>	Government
8. Post Hospitalization Treatment <sup>5</sup>	Restructured
9. Medical Report Fee <sup>6</sup>	Hospitals
10. Co-insurance will apply if insured student is warded in a higher ward in Singapore Government/ Restructured Hospitals or in private hospitals in Singapore or in hospitals outside Singapore	10%
	20,000
Additional Benefit (S\$)	
11. Outpatient Kidney Dialysis and Cancer Treatment	3,000
12. Mental Illness (admission to Institute of Mental Health only)	1,000
13. Special Grant	5,000
14. Personal Accident (Death/Permanent Disablement Scale II)	20,000



## ENROLLING AND LEARNING IN AMITY GLOBAL INSTITUTE

1. Inclusive of meals, subject to overall maximum limit of 90 days including R&B
2. For surgery procedures performed in private hospitals, the reimbursable amount is based on a percentage of the compensation limit as stated in the Schedule of Surgical Fees in the policy. You may obtain a copy of the Schedule of Surgical Fees from the Insurance Company.
3. Must lead to hospitalization and/or surgical procedure within 90 days.
4. Treatment must be sought in a hospital or clinic within 24 hours from time of accident and with proof of treatment received.
5. For expenses incurred within 90 days from the date of discharge from hospital or day surgery.
6. Reimbursement of medical report fee (maximum up to S\$100)
7. Free upgrade to B1 ward in Singapore Government / Singapore Government restructured Hospital.

Please visit [http://amitysingapore.sg/medical\\_insurance.asp](http://amitysingapore.sg/medical_insurance.asp) to access more information regarding the following.

- Certificate for Group Medical Insurance and Confirmation Letter from Liberty Insurance Pte Ltd
- Student Claim Form
- Product Summary - Group Hospital & Surgical Insurance or more information on the Private Education Bill/EduTrust please log on to the following website: <https://www.ssg-wsg.gov.sg/>





# ENROLLING AND LEARNING IN AMITY GLOBAL INSTITUTE

## Standard Student Contract

### Private Education Institution-Student Contract

CPE, in aiming to enhance the confidence of students and their parents in the quality of education in Singapore, has stipulated that all Private Education Institutions must sign a Private Education Institution-Student Contract with students. The contract sets out the terms and conditions governing the relationship between the student and Private Education Institution. Amity will honour all terms and conditions in the contract and in all communication materials. Students may request for a copy of the Private Education Institution-Student Contract from Amity or view it on the CPE website (<https://www.ssg-wsg.gov.sg/>).

### Cooling-Off Period

There will be a cooling-off period of 7 working days after signing the Private Education Institution-Student Contract. Students have the right to cancel the contract within the 7 working days and be refunded the highest percentage of the fees already paid if the students submit written notice of withdrawal to Amity within the cooling off period (refer to Clause 2.3 of Private Education Institution-Student Contract). After the cooling-off period, Amity refund policy will apply.

### Award criteria

To qualify for the award, students must meet the following result criteria:

Course	Criteria
Certificate/Diploma/Advanced Diploma/Degree/ Post Graduate Diploma/Masters/Doctorate courses	Student must pass all prescribed modules (with the exception of exempted modules).

# ENROLLING AND LEARNING IN AMITY GLOBAL INSTITUTE

## Step 1: Admission Requirements

Ensure that you have met the entry requirements for the course that you are interested in.

- Please refer to Entry Requirements in the Website ([www.amitysingapore.sg](http://www.amitysingapore.sg))

## Step 2: Fill up all the forms

- Pre-course counselling checklist
- Student Application Form
- ICA form 16 & V36 (for international student)

## Step 3: Provide the following supporting documents

- 4 passport-size photographs with white background
- 1 photocopy of applicant's original passport (Please photocopy the page showing applicant's personal particulars and the expiry date of the passport)
- 1 photocopy of original birth certificate
- Certified / Notarised copies of your highest educational certificates and transcripts
- Proof of English Proficiency; either IELTS/TOEFL scoresheet or a letter from institution certifying English is medium of instruction
- 1 photocopy of original birth certificate (for international student)
- Letter of employers certifying period of employment (If applicant has left school for work after completion of last qualification)
- Documentary proof of financial ability and parent's monthly income statement/ Bank statement / Fixed Deposit accounts/ Saving accounts indicating deposit of USD \$18,000 equivalent or more (for International Student)
- Legal Guardian's NRIC (as applicant's sponsor - if applicable)
- The Course Application fees is non-transferable and non-refundable & payable to "AMITY GLOBAL INSTITUTE PTE LTD".
- Course Application fees for Masters, ACCA, Amity PG Diploma, Amity Advance Diploma, Foundation & Certificate courses  
S\$150 -(onetime for Local i.e, Singaporean, Dependent Pass & other Passes)  
S\$350 - (onetime for International students)

- Course Application fees for Bachelors & Amity Diplomas  
S\$100 -(onetime for Local i.e, Singaporean, Dependent Pass & other Passes)  
S\$350 - (onetime for International students)

### NOTE:

- The above application fee is exclusive of 7% GST.
- Additional supporting documents may be required on a case-to-case basis, which our staff will advise the applicant accordingly.
- Only duplicate copies of these documents (except photographs) should be submitted to the School. Original copies of the documents may be required by the ICA upon approval of the Student's Pass application.
- Applicant MUST bring along original copies of these supporting documents when entering Singapore to complete formalities for Student's Pass application at the ICA.
- Documents in foreign languages MUST be translated into English language and legally certified
- More Information on Student's Pass application is available on the Immigration & Checkpoints Authority's website at [www.ica.gov.sg](http://www.ica.gov.sg).
- Types of payment Modes for course application fee: Cash/ Cheques / Demand Draft / Banker's Draft / Online Transfer only
- Only payment in S\$ is accepted

## Step 4: Send us your application

You are required to mail application form and all required documents to AMITY GLOBAL INSTITUTE at the following address:

AMITY GLOBAL INSTITUTE

101, Penang Road, Singapore 238466

Phone: +65 6602 9500; Fax: +65 6602 9509

E-mail : [info@singapore.amity.edu](mailto:info@singapore.amity.edu)

Note: Please make sure that your application forms and documents reach us at least 3 weeks before course commencement



### Step 5 : Acceptance by the School

If the student meets the eligibility requirements, an interview is conducted. Upon clearing the interview, the student application is considered as accepted. Once the student application is accepted, the following "Enrolment Documentation" are provided to the student:

- Offer Letter (generated by Student Management System and signed by the Principal)
- Advisory Note
- Student Contract (2 copies) generated by Student Management System and signed by the Principal
- Student Handbook
- Confidentiality & Non-Disclosure Agreement
- Students' acknowledgement on joining the course after the commencement date (if applicable)
- Students' acknowledgement on availing discount on the course fees instead of Laptop / Ipad (if applicable)
- Declaration for Opt-Out of Medical Insurance Scheme (if applicable)

Once the above documents are received, student will provide the school with the following,

- Copy of Offer Letter with duly signed as accepted
- Advisory Note signed by the student and guardian / parents (where applicable)
- Student Contract (2 copies) signed by the student and guardian / parents (where applicable)

- Confidentiality & Non-Disclosure Agreement
- Students' acknowledgement on joining the course after the commencement date (if applicable)
- Students' acknowledgement on availing discount on the course fees instead of Laptop / Ipad (if applicable)
- Copy of the Medical Insurance policy if the student wants to opt out from the school medical insurance provided that the policy meets the CPE requirements
- Declaration for Opt-Out of Medical Insurance Scheme (if applicable)

Amity will assist students if they are not clear on form filling. Incomplete applications or applications not fulfilling the required details are kept in view for further processing.

**Note:** For International Students

Once the Offer Letter is accepted, Amity will process Student's Pass Online Application and Registration (SOLAR) portal of Immigration and Checkpoints Authority, Singapore. Following which the Registration Acknowledgement is given to the student to complete the student pass application. Amity will assist students if they are not clear on form filling. Further, assistance will be provided as below:

- Using the SOLAR+ Application No. in the Registration Acknowledgement document the student can check Student's Pass Application Status online.
- Once student pass is approved, applicants will receive the In Principle Approval letter (if applicable).
- Information on accommodation matters, student services and compulsory medical insurance.



## HOW TO APPLY



### Step 6: Fee Payment

Upon receiving the letter of acceptance from the student, the Amity shall also ensure that the following are adhered to: All fees refer to all monies that are paid by the student to be enrolled in the Amity except for Course Application Fee and Miscellaneous Fees. GST is not inclusive as part of the fees to be protected.

Students are advised to email at: [accounts1@singapore.amity.edu](mailto:accounts1@singapore.amity.edu) and notify Amity immediately of any payment made by Internet Banking, ATM Transfer or Telegraphic Transfer (TT).

Amity will purchase insurance within 7 days upon collection of fees (after signing the Student Contract) through the application system of the insurance provider. Students will receive the insurance certificate via email from the insurance provider.

#### Payment Mode

- Cash
- Cheque (Payable to: Amity Global Institute Pte Ltd.)
- ATM Transfer

#### • Internet Banking and Telegraphic Transfer (TT) directly to:

Bank Name : DBS Bank Ltd.  
 Account Name : Amity Global Institute Pte Ltd  
 Account Number : 003-923926-2  
 Bank Code : 7171  
 Branch Code : 003  
 Swift Address : DBSSSGSG

Bank Address: DBS Shenton Way Branch,  
 6 Shenton Way DBS Building Tower 2, Singapore 068809

Students should email at: [accounts1@singapore.amity.edu](mailto:accounts1@singapore.amity.edu) and notify Amity immediately of any payment made via ATM Transfer, Internet Banking and TT.

# REFUND POLICY



## The school's refund policy is as follows:

### Refund for Withdrawal Due to Non-Delivery of Course:

Amity will notify the Student within three (3) working days upon knowledge of any of the following:

- It does not commence the Course on the Course Commencement Date;
- It terminates the Course before the Course Commencement Date;
- It does not complete the Course by the Course Completion Date;
- It terminates the Course before the Course Completion Date;
- It has not ensured that the Student meets the course entry or matriculation requirement as set by the organisation stated in Schedule A of the PEI Student Contract within any stipulated timeline set by CPE; or
- The Student's Pass application is rejected by Immigration and Checkpoints Authority (ICA).

The Student should be informed in writing of alternative study arrangements (if any), and also be entitled to a refund of the entire Course Fees and Miscellaneous Fees already paid should the Student decide to withdraw, within seven (7) working days of the above notice.

### Refund for Withdrawal Due to Other Reasons:

If the Student withdraws from the Course for any reason other than those stated in Clause 2.1 of the student contract, Amity will, within seven (7) working days of receiving the Student's written notice of withdrawal, refund to the Student an amount based on the table below:

Percentage of [the aggregate amount of the Course Fees and where applicable the Miscellaneous Fees paid]	If Student's written notice of withdrawal is received
[100%] Refund	("Maximum Refund") More than [60] days before the Course Commencement Date
[25%] Refund	Before, but not more than [60] days before the Course Commencement Date
[10%] Refund	After, but not more than [7] days after the Course Commencement Date
[5%] Refund	More than [7] days after the Course Commencement Date, but not more than [14] days after the Course Commencement Date
No Refund	More than [14] days after the Course Commencement Date

### Refund Procedures:

1. Application fee for courses is non-refundable and non-transferable.
2. Requests for refunds arising from withdrawal must be accompanied with an original fully completed hardcopy Student Request Form and supported with relevant documentary proof, where applicable.



A photograph of two young adults, a man and a woman, sitting on the floor in a library. They are both smiling and looking towards the camera. The man is holding a blue book, and the woman is holding a white book. They are surrounded by bookshelves filled with books. An orange rectangular box is overlaid on the top left of the image, containing the text 'REFUND POLICY' in white capital letters.

## REFUND POLICY

### Refund During Cooling-Off Period

Amity will provide the Student with a cooling-off period of seven (7) working days after the date that the Contract has been signed by both parties.

The Student will be refunded the highest percentage (stated in Schedule D in the student contract) of the fees already paid if the Student submits a written notice of withdrawal to Amity within the cooling-off period, regardless of whether the Student has started the course or not.

# TRANSFER AND WITHDRAWAL POLICY

## Transfer /Withdrawal Policy

The school's Transfer /Withdrawal policy is as follows:

- The school allows students to transfer from a course X to another course Y within the school. This is treated as a withdrawal from course X (refund policy will apply) and a re-enrolment with the school into course Y. The school may at its discretion give the re-enrolled student a discount on the course fee for Y. The discount may be up to the un-used portion of the course fee for X.
- The school allows students to withdraw from a course in accordance with the fee refund policy.
- A transfer to another private school is regarded as a withdrawal from Amity. If the student is below 18 years of age, the parent or guardian's approval for the transfer / withdrawal will be required.

The table below summarises the key aspects of the transfer and withdrawal policies.

Details	Transfer	Withdrawal
Circumstances in which request will be granted	The (new) course is being run and has vacancies.	Principal to interview first
Additional fee payable	Nil	Nil
Status of student pass	Cancel existing and apply a new student pass for student	Cancel the existing student pass
Condition for refund	As per refund policy	As per refund policy
Time frame for processing	4 weeks	4 weeks

- Amity briefs prospective students on the Transfer / Withdrawal Policy during pre-course counselling session (by the Agent/ Course Counsellors and later again during the orientation programme (by Student Affairs Officer).
- Full details of the policy are also available on the school website and student handbook. The school targets students with a minimum of level of proficiency in English, so that they should have sufficient language ability to understand the policy in English.



### Transfer / Withdrawal Procedure

Procedure to withdrawal/transfer to another school

The school's procedure for withdrawal/transfer to another school is as follows:

1. The student gives written notice of his/her intention to withdraw using Withdrawal Request Form to the Student Affairs Officer. Student Affairs Officer hands the notice of withdrawal to the Department Head - Student Affairs, who will talk to the student to find out why he/she wants to withdraw.
2. If student does not change his/her intention, the Student Affairs Officer / Department Head - Student Affairs will inform Principal, who will interview the student to understand his / her situation and to administer the end course survey (if necessary)
3. The Principal, working with the other staff, attends to the various withdrawal matters including
  - issuance of a letter to student effecting the withdrawal
  - cancellation of the student pass
  - termination of the contract
  - informing the FPS provider
  - refunding the student as per refund procedure
  - issuing the attendance record, if applicable

### Procedure to Transfer to another course within the school

The school's procedure for transfer to another course within the school is as follows:

1. The student gives written notice of his/her intention to transfer course using Transfer Request Form. Student Affairs Officer hands the notice of transfer to the Department Head - Student Affairs, who will talk to the student to find out why he/she wants to transfer.
2. If student does not change his /her intention, the Student Affairs Officer/Department Head - Student Affairs will inform Principal, who will interview the student to understand his / her situation
3. The Principal will
  - check that the student satisfies the Entry Requirements/ Pre-requisite of the requested course
  - discuss with student the reasons for his /her wanting to transfer, and explain to the student the implications for his /her student pass, etc. The school must cancel the current student pass and apply for a new student pass for the new course. Students should not hold the school liable should the student's pass application being not be approved by the Singapore ICA.
  - inform the student of the school's transfer policy



## TRANSFER AND WITHDRAWAL POLICY

4. The Principal working with the other support staff, attends to or oversees the various transfer matters including
  - issuance of a letter to student effecting the transfer
  - cancellation of the existing student pass and application for a new pass
  - termination of the existing contract and signing of the new contract
  - informing the FPS provider
  - transferring the student's account to the new course in accordance with the transfer policy
5. Students will be notified of the outcome within 4 weeks from the receipt of the transfer request. International students will be notified of the outcome of student's pass application upon approval by Immigration and Checkpoints Authority, Singapore.
6. The transfer / withdrawal procedure is described in its website and student handbook.
7. The transfer / withdrawal records in hard copy are kept in the student file. The school's data management system also keeps a record of the student status, as per the requirements for the student register.
8. The required relevant document in originals are mailed to the FPS provider. A copy of the document is kept in the student file.
9. ICA, CPE and other relevant government agencies for all withdrawal cases are also informed.



## DEFERMENT POLICY & PROCEDURE

Any student wishing student to defer his/her studies must submit a fully completed student Request form indicating the reasons for deferment together with all supporting documents. Deferments are considered only on exceptional circumstances. Broadly, they are:

- Medical (supporting documents include a medical certificate issued by a registered medical practitioner)
- National Service (supporting documents include an order issued by the Ministry of Defence or an authorised government organisation)
- Compassionate (personal letter and any relevant documents which support the student's request for deferment)

Upon receipt of the Student Request Form, the Student Affairs Officer will process the application. For straight forward cases with complete supporting documents, the decision may be communicated in writing to the student concerned within 7 working days. If the documents submitted are incomplete and/or in situations where further clarifications are required in order for a fair decision to be made, the process may take up to a maximum of 21 working days.

If the request for deferment is approved, the student will be required to make a deferment fee payment for the period requested (maximum of one academic year). Students will be obligated under the terms and conditions of enrolments and would be required to make their course fee payment in addition to the deferment fee charge. The student is further obliged to commence / continue the course within the stipulated recommencement date. Further requests for deferments from the same student will not be entertained.

Important note: Deferment, suspension or cancellation of a student's enrolment may affect his/her student visa. Amity, in accordance with the ICA regulations, will notify the Immigration & Checkpoints Authority (ICA) in such instances.

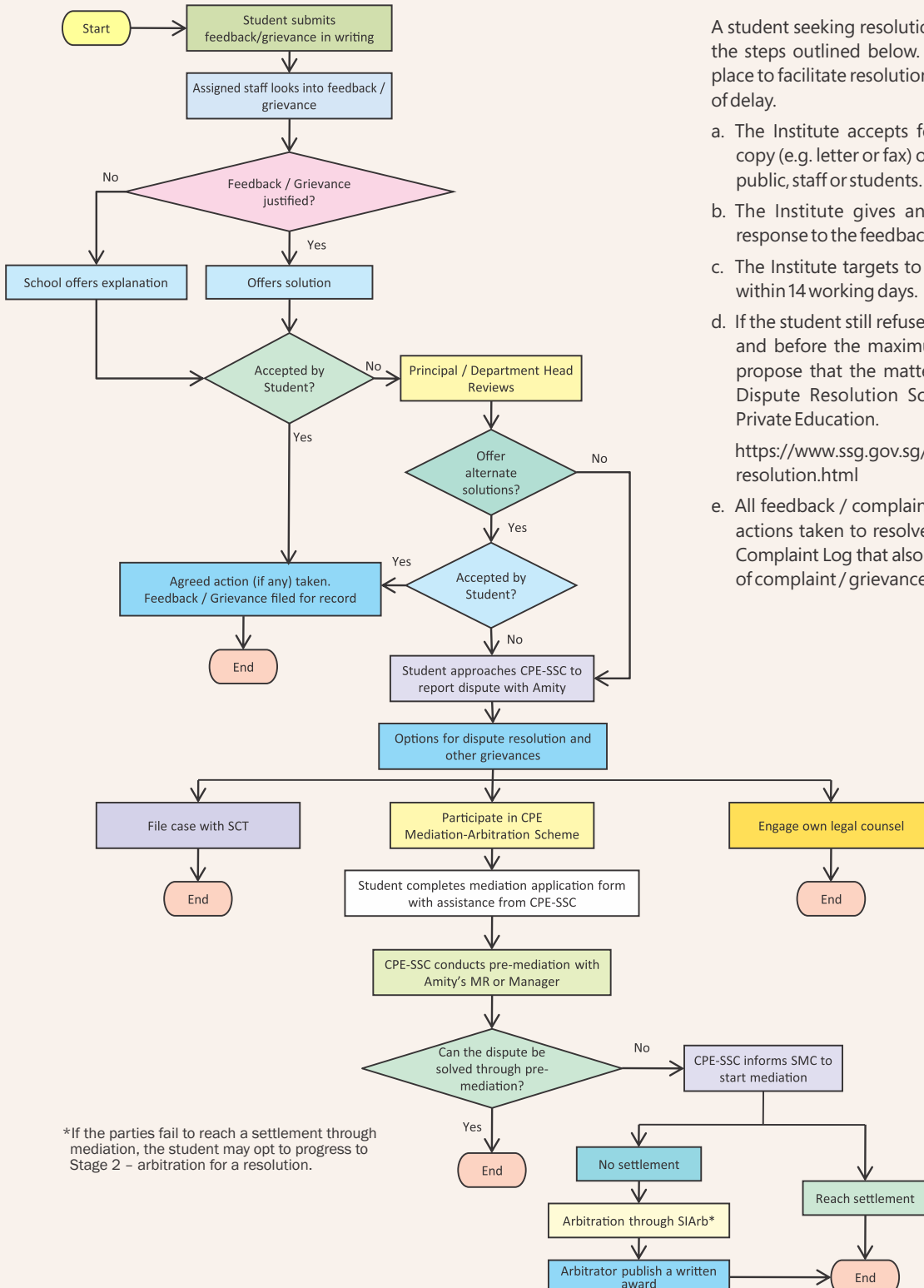


# APPEAL PROCESS



- Students who have not passed their modules may submit an appeal for review of results using Results Appeal Form through the Student Affairs Officer giving their reasons.
- This appeal must be submitted within 1 week of the release of exam results.
- The Student Affairs Officer passes the Appeal Form to the Principal, who obtains the response from the teacher/marker on the merit of the appeal.
- Principal then submits the appeal with the teacher's response to the Examination Board for decision.
- The Principal communicates the decisions of the Examination Board to the students of the outcome of their appeal and the same is updated in the results in the Examination Register and the student is issued with the revised Results Notification Letter. (subject to any changes in the results)
- Amity works within the following timelines for processing and release of the final examination results and appeal results.
  - a) Release of final examination results – within 4 weeks after completion of the final paper of the examination
  - b) Release of appeal results – within 4 weeks from the official date of release of the exam results (or 3 weeks from the close of the appeal period)
- Amity returns the examination scripts / assignments to students after 4 weeks or more from the official date of release of the examination results.
- A student whose appeal is unsuccessful may apply to Amity to take a re-test (also referred as re-sit) with payment of a re-test fee. This application must be submitted within 1 week of the release of the appeal results. If the student fails the re-test, he must either repeat the module in order to accumulate the required number of passed modules for graduation.
- A student who chooses not to appeal may apply to Amity to take a re-test, with payment of a re-test fee, within 1 week of the release of the examination results.

# FEEDBACK AND GRIEVANCE PROCEDURE



\*If the parties fail to reach a settlement through mediation, the student may opt to progress to Stage 2 - arbitration for a resolution.

A student seeking resolution of a grievance should follow the steps outlined below. These steps have been put in place to facilitate resolution of grievances with a minimum of delay.

- The Institute accepts feedback / complaints in hard copy (e.g. letter or fax) or soft copy (e.g. email) from the public, staff or students.
  - The Institute gives an acknowledgement or initial response to the feedback / complaint within 3 days.
  - The Institute targets to resolve feedback / complaints within 14 working days.
  - If the student still refuses to accept the second solution and before the maximum of 21 days, the school will propose that the matter to be resolved through the Dispute Resolution Scheme of the Committee for Private Education.
- <https://www.ssg.gov.sg/cpe/student-services/dispute-resolution.html>
- All feedback / complaints (including disputes) and the actions taken to resolve them are filed in the school's Complaint Log that also provides information on nature of complaint / grievance and the time taken to resolve.

## DISPUTE RESOLUTION POLICY



It is Amity's policy is to reach a fair and amicable solution (that is, a solution is found to address the grievance that is fair and acceptable to parties, the student and the school).

### Policy

- The school gives an acknowledgement or initial response to the feedback / complaint within 3 working days.
- The school targets to resolve feedback / complaints within 14 working days.
- The aggrieved party, the student, must submit the grievance in writing to the school.





## STUDENT SERVICES AND SUPPORT PROGRAMMES

### Student Pass Application

Assistance will be given to International students to apply for the Student Pass with ICA.

### Accommodation assistance

- Assistance will be provided to International students with contacts to housing agents and hostels.
- International students will take up direct dealings with the housing agents and hostels to find suitable accommodation.

### Setting up of Bank Account

- Different requirements by the different banks
- Provide passport and Student Pass for identification
- Passport needed to cash Travellers' Cheque.
- Receive money from Parents in terms of bank drafts and these can be deposited in the Student's Account and drawn in 1 to 2 working days.

### Orientation for all Students

A comprehensive Orientation Programme will be conducted to introduce all Students of Amity to the Course and the administration facilities

The Orientation Programme will cover:

- Amity – Vision, Mission, Values, Culture, Goals, Policy etc.
- Who's Who @ Amity
- Issue of Access cards (if applicable)
- School's location(s) and a general description of the facilities and infrastructures
- Issue of Class Schedule / Timetable
- Attendance requirement and consequences of not meeting expected attendance



# STUDENT SERVICES AND SUPPORT PROGRAMMES



- Details on Course Progression Path
- Details related to Module Guides, Module Definition Forms, etc.
- Details related to Assessment (deadlines, marking, mitigation, academic appeals, assessment criteria and marking standards, etc.)
- Academic regulations
- Type of certification awarded at the end of the course
- Standard Student Contract
- Attendance regulations
- Fee Protection Scheme
- Refund Policies
- Withdrawal Policies
- Transfer Policies
- Feedback and grievance procedures
- School Rules and regulations
- Student Support Services and Welfare
- Highlight the contents of the Student Handbook
- Reference to CPE official website (<https://www.ssg-wsg.gov.sg/>) for more details
- Course Deferment/Extension criteria and procedures related to suspension and expulsion conditions
- Fire Emergency Procedures
- First Aid: For First Aid support please contact Reception
- Feedback, Suggestion Box, Feedback e-mail, etc.
- Emergency Contact Details
- Do's & Don'ts in Singapore
- Relevant Singapore laws especially those relating to ICA and Ministry of Manpower (MOM) including immigration requirements, laws on driving, drugs and alcohol abuse, employment, smoking, traffic vandalism and littering, etc.
- Advice on personal and medical insurance
- Advice on accommodation and the cost of living
- General healthcare services in Singapore

# TRAVELLING TO SINGAPORE AND ARRIVAL PROCESSING FOR INTERNATIONAL STUDENTS

## Flight Arrangements

- Student makes flight arrangements to Singapore upon receiving the Conditional Letter of Offer. Ensure status of Student Pass before confirming departure.

## Money

- International students should travel to Singapore with about US\$1,000 (S\$1,700). This will help in the payment of down payment for accommodation and living expenses for about 2 weeks.
- Money-changing services are available at the Airport and at other approved moneychangers in the city.
- International student should also have the means to pay for the first payment of the Course Fees according to the Invoice.

## Relevant original documents for Immigration at Changi Airport, Singapore

Documents to be produced include:

- Valid passport for minimum of 6 months
- Conditional Letter of Offer from AMITY GLOBAL INSTITUTE
- Copy of Approved-in-Principle Letter from ICA

## Arrival Processing by Amity Global Institute

- Amity will process the International Student for admission and payments – including verifying all original documents

- Payment should be paid according to the Schedule of Payment for the Course as stipulated in the Student Contract.
- Student will proceed to ICA for completion of student pass processing formalities.

## Student Pass processing at ICA

Documents to be produced include

- Valid passport for minimum of 6 months
- Birth Certificate
- Educational Certificates and Result Transcripts
- Conditional Letter of Offer from AMITY GLOBAL INSTITUTE
- Copy of Approved-in-Principle Letter from ICA
- Proof of Fixed Deposit
- Proof of Parents' Occupations
- Other Documents as advised in the In Principle Approval of Student Pass

## Medical Screening

- International students receive the Approved-in-Principle Letter from ICA and proceed for Medical Screening at a clinic. Estimated cost: S\$50
- Obtain the Medical Report and submit to ICA to exchange for the Student Pass.
- Requires about 3 working days for the whole process.

## DO'S AND DON'TS WHILE IN SINGAPORE

- All foreigners entering Singapore are required to hold a valid pass allowing them to stay in Singapore. The purpose of the valid pass is to regulate the stay of foreigners in Singapore. It may be granted at the checkpoint to a foreigner who wishes to enter Singapore for social, business or professional purposes or as a tourist. Students of foreign nationality are not allowed to work in Singapore during study time or vacation time unless they are granted Work Pass exemption under the Employment of Foreign Manpower (Work Pass Exemptions) Notification.

<http://www.mom.gov.sg/foreign-manpower/working-in-singapore/Pages/employment-of-foreign-students.aspx#sthash.agjtseSo.dpuf>  
Source: <http://www.ica.gov.sg/>

- Singapore has strict laws on littering of any kind. First-time offenders face a fine and subject to Corrective Work Order (CWO). The CWO requires litterbugs to spend a few hours cleaning a public place, for example, picking up litter in a park. They are made to wear bright jackets, and sometimes, the local media are invited to cover the public spectacle. Source: <http://www.nea.gov.sg/public-health/public-cleanliness>
- No smoking is allowed in public areas, E.g.; buses, MRT, taxis, lifts, theatres, cinemas, government offices, and in air-conditioned restaurants and shopping centres. Dropping a cigarette butt in the street would lead to a fine of minimum S\$300. Singapore has a mandatory caning sentence for vandalism offences. Caning may also be imposed for immigration violations and other offences. Source: <http://www.nea.gov.sg/public-health/smoking>
- There are strict penalties for possession and use of drugs as well as for trafficking in illegal drugs. Trafficking charges may be brought based on the quantity of illegal drugs in a subject's possession, regardless of whether there is any proven or demonstrated intent to distribute the drugs. Possessing these quantities is considered evidence of trafficking. This means, if a person possesses these quantities, they are deemed to be a trafficker and therefore subject to the death penalty; a maximum of 10 years' jail or fine of S\$20,000, or both as defined by the authorities. This MISUSE OF DRUGS ACT (MDA) compels both residents and non-residents to submit to random drug analysis and do not distinguish between drugs consumed before or after entering Singapore in applying local laws.

Source: <http://www.cnb.gov.sg/drugs/bannedsubstance.aspx>

- There are strict penalties for those who possess or carry arms, or who commit crimes with arms while in Singapore. The authorities define "arm" as any firearm, air-gun, air-pistol, automatic gun, automatic pistol and any other kind of gun or pistol from which any shot, bullet or other projectiles can be discharged or from which noxious liquid, flame or fumes can be emitted, and any component part thereof. This

definition also includes any bomb or grenade and any component part thereof. The unlawful possession of any arm or ammunition could result in imprisonment and



## DO'S AND DON'TS WHILE IN SINGAPORE

caning. Any person convicted of committing a crime with an arm could receive punishment which could result in the maximum penalty of imprisonment for life and caning.

Source: <http://www.customs.gov.sg/leftNav/trav/Controlled+and+Prohibited+Goods.html>

- Any possession Of Cigarettes, Liquors and branded goods are subjected to Customs Clearance.

Source: <http://www.customs.gov.sg/leftNav/trav/Controlled+and+Prohibited+Goods.html>

- As Singapore is a compact city, we need to share many of our public spaces. It is common for the practices of different races and religions to exist side-by-side in one locality. For example, public housing void decks can be used for private events such as weddings or community functions such as block parties. The Sedition Act and Maintenance of Religious Harmony Act preserves harmony among the different races and religious groups, by preventing individuals from inciting ill-will, division or hatred among different groups, or among those from the same ethnic group. One thing that must be observed in Singapore is not to direct ethnic insults at a person of a different race or religion. We should also not insult or defame the ethnic and religious practices of other groups, our national symbols and other Singaporeans. In Singapore, discussion and mediation are encouraged as ways to solve differences and disputes Source: [www.nationalintegratedcouncil.org](http://www.nationalintegratedcouncil.org).
- Singapore enforces strict laws pertaining to the propriety of

behavior between people and the modesty of individuals. The Singaporean law "Outrage of Modesty" is defined as an assault or use of criminal force on any person intended to, or knowing it to be likely to, outrage the modesty of that person. Penalties may include imprisonment for up to two years, a fine, caning, or a combination thereof. Men are sometimes accused of inappropriately touching other people, often women, resulting in their prosecution and punishment under this Singaporean law.

Source: <http://www.ncpc.gov.sg>

- Students of foreign nationality are not allowed to work in Singapore during term time or vacation time unless they are granted Work Pass exemption under the Employment of Foreign Manpower (Work Pass Exemptions) Notification. – <http://www.mom.gov.sg/foreign-manpower/working-in-singapore/Pages/employment-of-foreign-students.aspx#sthash.agjtseSo.dpuf>.

Source: <http://www.ica.gov.sg/>

- To drive a vehicle in Singapore, a valid Singapore driving licence for the class of vehicle that intended to drive. This requirement applies to all citizens and permanent residents of Singapore and also foreigners who are residing in Singapore for more than twelve (12) months. Foreigners who reside here for less than twelve (12) months must possess a International Driving Permit (IDP) issued by an authorised

body in their country of origin e.g. the Automobile Association (AA). If an International Driving Permit is not





available, an official translation of your foreign licence in English is required. Driver from ASEAN member countries only need to possess a valid driving licence issued by the relevant driving licence Authority in order to drive in Singapore without IDP.

Source: [http://driving-in-singapore.spf.gov.sg/services/driving\\_in\\_singapore/services/information.html](http://driving-in-singapore.spf.gov.sg/services/driving_in_singapore/services/information.html)

• Other:

A person is below 18 years old, are prohibited from buying and consuming tobacco and liquor.

Residents and visitors to Singapore must abide by all prevailing Singapore laws

Source link:

<http://www.contactsingapore.sg/>

<http://www.changiairport.com/>

<https://www.stb.gov.sg/>

<http://statutes.agc.gov.sg> (Type penal code on the search and click Penal Code (chapter 224))

<http://www.mda.gov.sg/>

<http://www.spf.gov.sg/>

Refer to Singapore Penal Code for more information on Singapore law

### CULTURE AND ETIQUETTE

- Handshaking is a warm way of greeting others regardless of racial background. Once invited to a home remove your shoes and also while entering a temple or a mosque. Be punctual for the appointments. Exchange of cards is quite common and while giving hold it with both hands. It is considered proper to address by using Mr., Mrs. or Miss and not first names. Don't touch opposite sex as it may not be received in a good light. On the other hand don't point with your finger this is considered rude and you may use entire hand with the palm to draw attention. Source: [www.nationalintegratedcouncil.org](http://www.nationalintegratedcouncil.org).

### ADDITIONAL INFORMATION

Cost of living EXPENSE	COST PER MONTH SG\$
Accommodation (rent and utilities)	300 - 800
Food	300 - 500
Travel (public transport)	50 - 100
Books and stationery	30 - 60
Other	200 - 240
Total per month	800 - 1700
Total per year	9600 - 20400

\*Costs are only provided as a guide.

# DO'S AND DON'TS WHILE IN SINGAPORE

## HEALTHCARE

Singapore's healthcare system has gained an international reputation for impeccable standards, with state-of-the-art medical facilities.

### Outpatient Medical Services

Outpatient medical services can be sought at private clinics. In Singapore, you can find a General Practitioner (GP) in practically every neighbourhood. In fact, there is often more than one clinic within a neighbourhood. Anyone can walk into these private clinics, although you may wish to call first for an appointment to cut down on waiting time.

### Hospitals

#### Public Hospitals in Singapore

There are seven public hospitals in Singapore comprising seven general hospitals, a women's and children's hospital and a psychiatric hospital.

Six national specialty centres provide specialist services for cancer, cardiac, eye, skin, neuroscience and dental care. There are also community hospitals for intermediate healthcare for the convalescent sick and aged who do not require the care of the general hospitals.

For medical emergencies, you may head straight for a hospital's Accident and Emergency (A&E) unit. Usually, some form of identification and a doctor's referral letter (if any) will be requested for.

At public hospitals, non Singapore citizens and Permanent Residents may only stay in A (with 1 or 2 beds per room) and B1 (4 beds) wards. The charges in these wards are not subsidised and charges for Class A wards are SGD 200 per day onwards. There are no restrictions for private hospitals which charge from SGD 310 per day for a single room. These charges exclude treatment and other fees.

#### Private Hospitals in Singapore

The private hospitals in Singapore include Camden Medical Centre, East Shore Hospital, Gleneagles Hospital, Mount Alvernia Hospital, Mount Elizabeth Hospital, Raffles Hospital, Thomson Medical Centre. Most private hospitals offer executive or VIP suites. Some also offer premium medical services, such as Gleneagles Hospital's elite health screening and the International Patients Centre at Raffles Hospital. Camden Medical Centre, which is also centrally located, houses some 59 specialist clinics and the latest suite of supporting medical facilities and services.

#### Other Medical Services

There are also many specialist clinics in Singapore offering services in dentistry and optometry.

# STUDENT CODE OF CONDUCT & DISCIPLINARY POLICY

Integrity is the bedrock value of Amity. It is when all students without exception adheres to the generally held values of good morals, ethics and honesty will be a pleasant and conducive environment that engenders the quest for academic excellence prevails.

This code of conduct and disciplinary policy will help remind all students of the standards that need to be met to create this environment and maintain integrity at Amity.

The Student Code of Conduct and Disciplinary Policy includes, but are not limited to, the following:

## 1 ACADEMIC INTEGRITY

As an academic community dedicated to the creation, dissemination, and application of knowledge, Amity is committed to fostering an intellectual and ethical environment based on the principles of academic integrity. Academic integrity is essential to the success of the institution's educational and research missions, and violations constitute serious offenses within the entire academic community.

### 1.1 Violations of the Amity's Guidelines for Academic Integrity include, but are not limited to:

#### a. Cheating

Either intentionally using or attempting to use unauthorized materials, information, people, or study aids in any academic exercise; providing to, or receiving from another person, any kind of unauthorized assistance on any examination or assignment.

#### b. Fabricating Academic Materials

Unauthorized reproduction, falsification, lack of attribution, or invention of any information or citations in an academic exercise.

#### c. Facilitating Academic Dishonesty/Plagiarism

Intentionally or knowingly representing the words or ideas of another as one's own in any academic exercise.

#### d. Offering Bribes, Favours, or Threats

Bribing, attempting to bribe, promising favours to, or making threats against any person with the intention of affecting a record of a grade or evaluation of academic performance; any conspiracy with another person who then takes, or attempts to take action on behalf of, or at the direction of the student.

#### e. Examination by Proxy

Taking or attempting to take an exam for someone else is a violation by both the student enrolled in the course and the proxy or substitute.

#### f. Grade Tampering

Any unauthorized change, attempt to change, or alteration of grades.

#### g. Submitting Non-Original Works

Any unauthorised submission or attempt to submit any written work, written in whole or in part, by someone other than the student.

# STUDENT CODE OF CONDUCT & DISCIPLINARY POLICY

**1.2 Other applicable policies, rules, guidelines or procedures established by the institution, module brief, or teacher(e.g., in a course syllabus / assessment plans) related to academic integrity. The following may be considered violations of those standards:**

**a. Professional Standards**

Conduct which violates any commonly recognized or generally accepted professional standards including, but not limited to, unacceptable conduct in clinical, practicums, internships, or off-campus training sites.

**b. Fabrication of Research**

Manipulating or making up research materials, equipment or processes, or changing or omitting data or results such that the research is not accurately represented in the research record.

**c. Unauthorized Collaboration**

Working with others without the expressed permission of the teacher on any submission, whether in draft or final form, to meet course requirements (including a project, take-home exam, computer program, oral presentation, or other work). Unauthorized collaboration also means using any work submitted from a previous semester of a course by another student to meet course requirements. Collaboration between students will be considered unauthorized unless expressly part of the assignment in question, or expressly permitted by the teacher.

**d. Abuse of Academic Materials**

Destroying, defacing, stealing, or making inaccessible library or other academic resource material.

**e. Participation in Academically Dishonest Activities**

The school defines participation in academically dishonest activities as any action taken by a student with the intention of gaining an unfair advantage over other students. Examples include, but are not limited to:

- Misrepresenting oneself or one's circumstances to an teacher;
- Purchasing a pre-written paper(s) or assignment(s);
- Selling, loaning, or otherwise distributing materials intended for the purpose of cheating, plagiarism, or other academically dishonest acts;
- Destroying, altering, stealing, or forging someone else's work, library materials, laboratory materials, academic records, course syllabi, or examination/course/module grades;
- Misrepresenting academic documents, including forgery, alteration, or knowing misuse of graded examinations, quizzes, grade lists, or official records of documents, including, but not limited to, transcripts from any institution, letters of recommendation, degree certificates, change of grade slip, examinations, quizzes, or falsifying academic information on one's resume.



# STUDENT CODE OF CONDUCT & DISCIPLINARY POLICY

## 2 STANDARDS OF CLASSROOM BEHAVIOURS

Students are expected to demonstrate behaviour in the classroom that is not disruptive to the educational/learning environment. The primary responsibility for managing classroom behaviour rests with the teacher. Students who engage in any behaviour that results in the disruption of a class may be directed by the teacher to leave the classroom for the remainder of the class period. A student dismissed from a class may be required to meet with staff from the Quality Assurance and Compliance department before the student is permitted to return to the class. If the disruptive behaviour persists, the matter may be referred for processing consistent with this policy. In addition, any behaviour that occurs in the classroom that constitutes a violation of the Student Code of Conduct and Disciplinary Policy will be referred as misconduct.

## 3 HEALTH AND SAFETY

Students are expected to behave in a manner that promotes the health and safety of the school's stakeholders. Violations include, but are not limited to:

### 3.1 Alcohol

Possession, use, manufacture, sale, or distribution of alcohol by anyone under the legal age and/or to anyone under the legal age; severe intoxication resulting in concern for a student's well-being or hospitalization; violations of institution's policy and/or local laws related to alcohol/alcohol products; misuse/abuse of products containing alcohol; incapacitation and/or inability to exercise care for one's own safety and/or the safety of others due to the consumption of alcohol.

### 3.2 Controlled Substances (Drugs)

Unlawful and/or unauthorized possession, use, manufacture, sale, or distribution of illegal drugs, controlled substances and/or drug paraphernalia; violations of institution's policies and/or laws pertaining to controlled substances; incapacitation and/or inability to exercise care for one's own safety and/or the safety of others due to the consumption/injection/absorption of controlled substances.

### 3.3 Physical Abuse/Threats/Violent Behaviour

Intentional and unwanted physical contact with another person, or physical behaviour and/or threats (expressed or implied) directed to any person (including oneself), that:

- a. Endangers the safety, physical or mental health, or life of any person, or creates a reasonable fear of such action;
- b. Substantially interferes with an individual's academic, employment, and/or living conditions/environment, or access to Institution resources and opportunities; and/or
- c. Restricts the freedom of movement of another person by use of physical force.

### 3.4 Harassment

Unwelcome advances or conduct (e.g., physical, psychological, verbal, written, or digital-based), directed toward one or more individuals that is sufficiently severe or pervasive so as to substantially interfere with a person's academic, work, or living environment/conditions and/or impair a person's equal access to institution's resources, activities, or opportunities, and/or creates an intimidating, hostile, or offensive environment.

# STUDENT CODE OF CONDUCT & DISCIPLINARY POLICY

## 3.5 Bullying/Cyber-bullying

Intentional, repeated, persistent, and/or aggressive behavior (physical, verbal, or written) directed at another person, either in person or through electronic (e.g., email, instant messaging, text messages, blogs, mobile phones, pagers, online games, websites, and social media sites), telephonic or other means, that intentionally or unintentionally causes fear, distress, or harm to another person's body, emotions, self-esteem, or reputation.

## 3.6 Hazing

Knowingly requiring the performance of any act by a student or other person in the school's stakeholders for the purpose of induction or admission into any group, organization, or society associated with the school if

- a. The act is not sanctioned or authorized by the Institution; and
- b. The act results in bodily harm to any person or recklessly, intentionally, or unintentionally endangers the mental, physical, or academic health or safety of a student or other person in the Institution stakeholders.

## 3.7 Violation of Reasonable Expectation of Privacy

Any actual or attempted unauthorized and/or unlawful acts, including the use of electronic or other devices to

- a. Make an audio, video, or photographic record
- b. Stream an audio/video record, or
- c. Post photographic images, audio, or video of any person taken in a private location without the prior knowledge and consent of the subject of the images/audio, when such a recording is likely to cause injury, distress, or damage to reputation; and/or surreptitiously viewing an individual(s) in the interior of a private location without that individual's knowledge and consent. Photographs and recordings made in private locations of sexual activity or that contain nudity, without the knowledge and written/recorded consent of all parties identifiable in the photos/recordings, even if the photograph or recording was originally made with the knowledge and consent of those parties. Private locations are settings where a person reasonably expected privacy (e.g., residential living quarters, bathrooms, locker rooms, and personal offices).

## 3.8 Firearms, Weapons, Explosives, or Dangerous Substances and Devices

Illegal or unauthorized use, possession, or concealment of weapons in the school's premises or at school's activities. Use or brandishing of any item, even if legally possessed, in a manner that harms, threatens, reasonably causes fear, or otherwise endangers any person (including oneself).

## 3.9 Emergencies/Fire Safety

Tampering with, unauthorized activation of, or misuse of emergency or fire safety equipment in any Institution facility; failure to exit or impeding the orderly evacuation of any facility, property, or building when a fire alarm or other emergency notification has been sounded; intentional setting of fires in any Institution facility or on the campus without proper authority; intentionally initiating or causing to be initiated any false report, warning, or threat of fire, explosion, terrorism or other emergency.

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## 4 INSTITUTION FACILITIES, RESOURCES, OR OPERATIONS

Students are expected to use and treat the school's facilities and resources

- a. In a manner consistent with applicable policies, rules, procedures, etc.,
- b. For their intended use, and
- c. Without causing damage or harm thereto.

Further, students should not unduly interfere with any school operations. Violations include, but are not limited to:

### 4.1 Misuse of Institution Facilities, Property, and Resources

- Unauthorised entry to, presence in, or use of Institution facilities, property, grounds, services, or resources;
- Unauthorized possession of, receipt of, or use of any Institution services, equipment, resources, or property, including the Institution's name, insignia, or seal;
- Intentional or reckless damage or destruction to, defacing or vandalizing of, or tampering with Institution property or the property of others while on Institution premises or at official Institution functions.

### 4.2 Misuse of School's Documents/Materials

- Forgery, alteration, unauthorized use or misuse of any documents, materials or ID cards belonging to the school, a student, or member of the school's stakeholders;
- Permitting the use of school's documents by an unauthorised person;
- Possession, manufacture, sale, or distribution of school's materials and identification cards or devices that are false or fraudulent.

### 4.3 Theft

- Attempted or actual unauthorized taking, misappropriation, possession, retention, or disposal of any property or personal information owned or maintained by the Institution, any member of the Institution stakeholders, individuals attending a Institution sponsored event, or any other person;
- Unauthorized taking or use of any Institution owned or contracted service;
- Attempted or actual theft or burglary; unlawful possession of stolen property; misuse of school's funds.

### 4.4 Computer Misuse/Technology

- Misuse of school's computers or other school's electronic resources such as computer and electronic communications facilities, networks, systems, and services;
- Misuse of email and internet services (e.g. to harass, threaten, defraud, access the confidential information or stored data of another without authorization);
- Interference with the work of others (including damaging programs or equipment belonging to another) or with the operation of electronic resources;

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- Misuse or unauthorized access to a password or account assigned to another person;
- Concealing or misrepresentation of personal identification, account, or device information in network communications;
- Violations of copyright or other laws;
- Use of software or physical devices to enrol an individual (including oneself) in classes by superseding or manipulating the processes specifically delineated by the school.

#### 4.5 Disruption of Institution Activities

- Disruption, interference, or obstruction of orderly conduct, process, or function of the Institution or any of its students, Institution officials, guests, or the surrounding community, or with authorized non-Institution activities on campus;
- Inciting others to participate in the disruption of Institution activities.

#### 4.6 Impersonation

- Assuming or acting under the guise of another person's identity or role through deception or without proper authorization;
- Misuse of social media to create false profiles/identification.

#### 4.7 Failure to Comply with Institution Directive

- Failing to comply with reasonable directives from Institution officials or emergency personnel acting in the performance of their duties.

#### 4.8 Actions That Adversely Affect the Institution's Stakeholders Interest

Any conduct or action, on or off campus, which causes significant threat or disruption to

- Any educational process or other legitimate function of the school; or
- The health or safety of any member of the academic community.

### 5 STUDENT CONDUCT PROCESS

Students are expected to fully cooperate and abide by the Student Code of Conduct and Disciplinary Policy. Misconduct includes, but is not limited to:

- Failure or refusal to appear upon request or to cooperate in the investigation, hearing, or administration of cases of alleged misconduct;
- Falsification or misrepresentation of information in the investigation, hearing, or administration of the Student Conduct process;
- Any action that does or attempts to retaliate against, intimidate, threaten, coerce, or improperly influence any member of the Institution stakeholders for reporting alleged violations or participating in any conduct proceedings;
- Unauthorized release or disclosure of information related to a Student Conduct proceeding;
- Failure to comply with the sanctions, interim measures, or outcomes imposed for violations of the Standards of Conduct.



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## 6 SHARED RESPONSIBILITY FOR VIOLATIONS

As a member of the school's stakeholders, students must be accountable for their actions, the actions of others when the student shares any involvement, and the actions of the guest(s) they allow access to the schoolstakeholders. Violations of shared responsibility include, but are not limited to: acting in concert to violate school policies or regulations; knowingly assisting, hiring, condoning, encouraging, or requiring an individual(s) to violate school policies or regulations and/or perpetuating or failing to report a violation; allowing, condoning, permitting, or providing opportunity for a guest to violate Institution policies or regulations.

## 7 CORRUPTIBLE PRACTICES

- Not receive gifts from teachers or lecturers or staff of Amity. If such gifts are received, students must notify management.
- Not fraternize with teachers or lecturers or staff by taking smoke breaks or having meals or engaging in other social activities while unless such activities are part of the official activities organized by Amity.

## 8 SANCTIONS

Amity will impose serious penalties/sanctions on students who are found to have violated the Student Code of Conduct and Disciplinary Policy. The following sanctions may be imposed (as per External Partner Institution Policies and advise of Academic & Examination Board's advice for Amity programmes where applicable)

### 8.1 Administrative Sanctions

#### a. Warning

A written warning is official notice to the student that his/her behavior has violated the Student Code of Conduct and Disciplinary Policy of Amity and that further misconduct could result in additional disciplinary action.

#### b. No-Contact Directive

A no-contact directive may be issued on an interim or permanent basis prior to and/or after a hearing if it is believed necessary to protect the safety of a person and/or preserve a safe environment. A no-contact directive prohibits contact with a specific individual or individuals through use of any means, including, but not limited to, direct or indirect (eg. by having others act on his/her behalf) contact via verbal, physical (eg. gestures or on paper), or electronic (eg. email or social networking sites) means.

#### c. Restitution

Restitution requires a respondent to pay for

- Damages caused to people or property, or
- Reimbursement of misappropriated school funds, or
- Reimbursement of other expenses incurred as a result of violations of the Student Code of Conduct and Disciplinary Policy.
- Proof of full payment shall be required to clear the student's disciplinary record and failure to make payment may result in further disciplinary action.

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## d. Loss of Privileges

Loss of any or all privileges as a student for a prescribed period of time including, but not limited to:

- Access to school premises or resources;
- Eligibility for or continued participate in student leadership positions (elected or appointed), student organization, or club sports;
- Student identification card privileges (if any); and/or
- Eligibility to enrol in a class or classes.

## e. Restriction or Loss of Computing Privileges

Temporary or permanent restrictions placed on the use of school's computing resources may include a prohibition on access to, or limitations on use of, computing facilities, equipment, or resource.

## f. Probation

Probation may be imposed for a specific period of time, during which the student's behaviour will be closely observed and monitored. The student must demonstrate that he or she is capable of functioning in a way which does not violate the Student Code of Conduct and Disciplinary Policy. Any misconduct by the student while on disciplinary probation may result in additional and, possibly more severe, disciplinary action. Additional restrictions and conditions may be added to the terms of the probation. If all the terms of the probation have been met, it will be lifted. Failure to meet the terms of the probation may lead to further disciplinary action. Probation will be noted on the student's permanent record during the period of probation.

## 8.2 Developmental Sanctions

### a. Community Service Hours

Community services hours must be completed

- i. At a non-profit organization,
- ii. Under the supervision of an employee or volunteer coordinator who is not a relative of the student, and
- iii. Without payment or other compensation for the work performed. Community service hours may not count towards service learning hours or other community service required by another program, scholarship, or organization. Students must obtain prior written approval for their intended service.

### b. Educational Experience or Project

Educational experiences or projects include any activity or project that provides space for students to reflect upon their conduct, identify harm to self or to the community, and/or educate other students about the Student Code of Conduct and Disciplinary Policy. Students must provide written verification of their completion of the experience/project and must schedule a meeting with the Department Head - Quality Assurance and Compliance to discuss their experience/project.

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c. **Recommendations for Assistance**

A recommendation may be made for the student to seek assistance from various resources (eg. counseling services). Contact with these resources is voluntary. Communication with resources that provide confidential services will be made with the student's consent.

### 8.3 Academic Sanctions

a. **Class Removal or Re-assignment**

A sanction that removes a student from a class or requires a student to move into a different class or cohort.

b. **Grade Modification (either for specific assignment/test or for the module)**

A recommendation to the lecturer for the assignment of a failing grade or modified grade for a module, assignment, presentation, or examination following a finding that the student violated the academic policies as described in this Policy. No grade will be modified without the consent of the teacher. The student may also be required to redo the original assignment or paper, and/or retake the examination only with the consent of the teacher. Final approval of grade modification will be given by Examination Board of Amity.

c. **Class Re-instatement**

When a student has been found responsible for academic misconduct, Amity reserves the right to reinstate a student into the class in which the alleged misconduct occurred, if the student was previously allowed to withdraw in order to impose a grade adjustment or modification.

### 8.4 Elevated Sanctions

a. **Withholding Degree / Diploma**

Amity may withhold awarding the diploma or degree (in case of External Partner Institution programmes) otherwise earned until the completion of the handling of discipline issues procedures as set forth in the Student Code of Conduct and Disciplinary Policy, including the completion of all sanctions imposed, if any.

b. **Suspension**

Suspension means temporary exclusion from the school for a specified period of time and includes

- Both a withdrawal from all classes and a prohibition on registration and/or enrolment in classes until the end of the suspension period; and
- Revocation of all student privileges and rights related to access to and participation in school's facilities (subject to arrest for trespassing and a charge of failure to comply), resources, activities, and events (including graduation privileges).

A student may be required to fulfill one or more conditions during the period of suspension in order to qualify for readmission. The student has the right to re-enter the school or have their privileges reinstated after the specified time only if the student provides the required verification that the conditions of suspension, if any, have been met. A student who is suspended from the school is nonetheless responsible for all financial obligations to the school that he or she incurred.

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## c. Dismissal

Dismissal means exclusion from the school for a specified period of time, after which the student must reapply to be considered for admission. Re-admission is not automatic or guaranteed. Each case shall be reviewed by the appropriate Programme Head or designated staff with full knowledge of the disciplinary dismissal. Dismissal includes

- Both a withdrawal from all classes and a prohibition on registration/enrolment in classes; and
- Revocation of all student privileges and rights related to access to and participation in institution facilities (subject to arrest for trespassing and a charge of failure to comply), resources, activities, and events including graduation privileges.

A student may also be required to fulfill one or more conditions prior to becoming eligible for readmission. A student who is dismissed is nonetheless responsible for any and all financial obligations to the school that he/she incurred.

## d. Expulsion

Expulsion is the permanent exclusion from the Amity and immediate termination of all rights and privileges associated with student status with no opportunity for re-application or readmission. A student who is expelled from the school is nonetheless responsible for all financial obligations to the school he/she incurred. This action may include, in consultation with Programme Head, the cancellation of graduation privileges and the withdrawal of or refusal to award diplomas.

