Student Code of Conduct
Year 2025

1.0 Introduction:

We are excited to have you at Newton International College (NIC)! This Code of Conduct outlines essential guidelines for behavior that promotes a positive, respectful, and safe learning environment. It is imperative that all students familiarize themselves with and comply with the policies detailed in this document.

2.0 Disciplinary Policies and Procedures

NIC students must behave properly to ensure a good learning atmosphere.

2.1 Student Dress Code & Attire

Students are expected to dress appropriately and behave properly in school.

- For male students, no sleeveless T-shirts or singlets;
- Female students should not wear revealing clothing.
- Slippers are not to be worn.
- Male students do not have long hair;
- No bright coloring of hair.

Students who are improperly attired may be denied access to the school's premises.

2.2 Smoking

NIC has a vital interest in maintaining a healthy and safe environment for its students, faculty, staff and visitors while respecting individual choice. Consistent with these concerns and Smoking (Prohibited in Certain Places) Act, Singapore, restrict smoking in most areas in all campus buildings, eating places and areas with regular human traffic such as bus stops and food courts etc.

Smoking is permitted only in areas specifically designated and posted as smoking areas. Any students who are found to be smoking in their class room, wash room, or elsewhere in the premises will be subject to the campus student conduct process and appropriate sanctions and/or disciplinary action.

2.3 Gambling or Card Games

Gambling or any form of card games, regardless of whether money is involved, is strictly disallowed in the school premise.

2.4 Facilities and Services

NIC offers facilities and services to give students a complete education. Students must realize that facility and service misuse is prohibited. Vandalism-committing students will be punished harshly.

- Do not remove any equipment from NIC;
- Do not tamper with the computers' hardware or change any settings, screen savers, wallpaper, etc;
- Before opening any file on the computer, make sure that it is not infected. There is an anti-virus programme in every computer. Use it to scan your storage media for viruses before opening any files;
- Do not open any e-mail attachments from people whom you do not know;
- In case of a virus attack/infection, malfunction programs, damaged/faulty computers or missing computer equipment, please notify staff immediately.
- Do not play games in the college.
- Do not use the computers to transmit viruses/spam.
- Do not use the computers to hack other computers or engage in any malicious activities.
- Do not download illegal software.
- Do not visit pornographic sites.

2.5 Spitting & Littering

Spitting and littering are strictly prohibited in the school.

2.6 Classroom Courtesy

We would like all students to study in a conducive environment and not be interrupted by any form of disturbances or distractions during class. For this reason, all hand phones, tablets/iPad and gadgets must be switched off or tuned to the silent mode. It is also a simple courtesy and respect for the lecturer to refrain from listening to music in the class, even if it is through the use of headphones.

2.7 Food and Drink

Students are not allowed to eat or drink in classrooms, computer laboratories, and libraries.

2.8 Parking of Vehicles

A student who drives cars or ride motorcycles to the campus shall park their vehicles at public parking lots available opposite to the school.

2.9 Conduct Outside the School (for international students)

All students who are holding the student's pass must adhere to Singapore laws, rules and regulations:

a. Students are not allowed to enter or to be retained as a student in any other school or course other than that indicated in the Student's Pass.
b. Students are not allowed to engage in any form of employment, or in any business, profession or occupation, whether paid or unpaid.
c. Students must not indulge in any activity which is inconsistent with the purpose for which the Student's Pass has been issued.
d. Students must not smoke in non-smoking area, and engage in drug abuse or illicit traffic of narcotic drugs and psychotropic substances.
e. Students must not be involved in any criminal offence in Singapore.
f. Students are not allowed to visit any vice entertainments in Singapore.

A full list of Singapore legislation and their contents can be found at http://statutes.agc.gov.sg/. You are advised to visit this site and scan any legislation which they believe might be relevant to you:

- Immigration Act
- Road traffic Act
- Sale of drugs Act
- Smoking (Prohibited in Certain Places) Act
- The Private Education Act 2009
- Undesirable Publications Act

3.0 Policies and Procedures on attendance

a. International students

International students are required to spend 3 learning hours per day. International students also must ensure:

- they do not fail to attend classes for a continuous period of 7 days or more without any valid reason;
- they do not have a percentage of attendance less than 90% in any month of the course without any valid reason. Students will have to inform Academic Department in advance or during the period of absence, if

absenteeism happens under genuine and unavoidable circumstances. Valid proof must be required to be submitted to Academic Department supporting the reasons of absence.

b. All other students who do not hold students' passes, attendance must be at least 75% per month.

c. Leave and MC

On Leave: The leave must be approved by NIC respective staff. If students fail to do so, it will be considered as absence.

Medical Certificate: Only the original copy of the Medical Certificate which is issued by registered general practitioners or specialists with the Singapore Medical Council is accepted. For part-time students, a scan-copy of the Medical Certificate may also be accepted.

Medical Certificate (MC) covering the days of absence must be submitted to Academic Department within 48 hours. If students fail to do so, the MC produced is not acceptable. In the case of hospitalisation, MC must be submitted within 48 hours after being discharged from the hospital.

4.0 Academic Integrity

- Honesty: All academic work must be your own unless collaboration has been authorized.
- Plagiarism: Representing someone else's work as your own is prohibited.
- Cheating: Unauthorized use of notes, technology, or other study aids during examinations is forbidden.
- Fabrication: Falsifying or inventing any information or citation in academic work.

5.0 Respect for Persons

- Non-discrimination: NIC is committed to equality and expects students to treat others with respect, regardless of background.

- Harassment: Any conduct resulting in inappropriate behavior, including sexual harassment, is strictly prohibited.
- Violence: Physical violence or threats thereof against any member of the community will not be tolerated.

6.0 Alcohol and Drug Policy

- Alcohol: Consumption of alcohol on premises is allowed only for students over the legal drinking age and only in designated areas.
- Illegal Drugs: The use, possession, or distribution of illegal drugs or controlled substances is strictly prohibited.

7.0 Respect for Property

- Theft and Vandalism: Theft, misappropriation, or vandalism of personal or university property is prohibited.
- Computing Resources: Abuse of computing facilities, unauthorized access to information, or breach of privacy is unacceptable.

8.0 Social Media and Public Expression

- Responsibility: Students are responsible for their public conduct, including on social media platforms, and should avoid content that could cause harm to others or damage to the university's reputation.

9.0 Compliance with Laws and Regulations

- Legal Compliance: Students must abide by all local, state, and federal laws at all times.
- NIC Policies: Ignorance of NIC rules is not an excuse for violations.

10.0 Disciplinary Procedures

- Reporting: Incidents should be reported to the Office immediately.
- Investigation: Reported incidents will be investigated promptly and thoroughly.
- Hearings: Students accused of violating the Code will have the right to a hearing before disciplinary action is taken.
- Sanctions: Penalties may include reprimand, probation, suspension, expulsion, and restitution.

11.0. Rights and Responsibilities

- Fair Treatment: Every student has the right to fair and respectful treatment by university officials.
- Appeal Process: Students have the right to appeal disciplinary decisions through the proper channels.

Conclusion

By adhering to these principles and guidelines, students will contribute positively to our community and their own educational experience.

We appreciate your commitment to these standards and wish you success at the NIC.