



Student Handbook

2023

About Newton International College

Newton International College (NIC), formerly known as SMDC Business School, was established in 2001 as a descendant of Straits Union English School, which had been in operation since the late 1920s. In 2010, the company name was changed to Newton International College to reflect the new business strategy of offering business courses to both foreign and local students.

In 2013, NIC's new shareholders introduced many new diploma programmes to fulfill market demand. NIC developed specialised courses in the PEI sector that were only available at local polytechnics and BCA academy. NIC is the first PEI to offer a specialised course on building operations (post-construction), facilities management (FM), and mechanical and electrical engineering services. "Higher Diploma in FM and M&E Engineering Services" became popular in the sector, and many local companies send their staff to take HDFMME, which covers management and engineering abilities. In a few years, NIC might lead in FM and M&E courses.

Students and graduates refer many new students. Local companies urge their graduates to study building at NIC. More than 95% of our students and graduates are holding work permits, Spass and few employment pass. They're from Bangladesh, India, Myanmar, the Philippines, and China.

Over 300 part-time students are pursuing diplomas at the college, with 10% supported by their companies. Land Transport Authority, Changi Airport Group, Singapore Land Authority, Defence Science & Technology Agency, Singapore Power, Jurong Town Corporation, Surbana, ST Synthesis, ISS Pte Ltd, Singapore Technologies, Jurong Town Corporation, Sang Yong, Peta Ocean, Low Keng Huat (S) Pte Ltd, Woh Hup, CBM, Teambuild Construction Pte Ltd, Fonda Construction, Hyundai Construction, Samsung, and others sponsors.

NIC is a one-stop shop for Diploma courses, Advanced, Higher Diploma courses, and a wide range of Singapore Certificate Courses and WSQ with high accreditation.

For over a decade, NIC has been teaching professionals from both the private and public sectors in Singapore with a comprehensive range of certificate courses, Workforce Skills Qualifications (WSQ) courses, and degrees in business and engineering. Additionally, the Ministry of Manpower and the SCDF have recognised NIC's ability for more than two decades.

Our certificate courses (mainly WSQ) are open to funding through the Skills Future scheme, offering a discounted option for professionals looking to further develop their skills in a rapidly evolving environment to promote student accessibility and multiply teacher workflow performance. Students can now complete their assignments at any time and from anywhere without any problems.

At Newton International College, we aspire to offer excellence and expertise irrespective of the course one has selected, offering consistently high-quality education in our diploma and certificate courses to ensure that our students can support society greatly.

NIC provides our students with the necessary knowledge and skills through our diverse related fields of engineering, built environment, business management, administrative, tourism & hospitality management, occupational safety, and information technology.

The knowledge and development made at NIC with highly resourceful lecturers would fulfill each and every student's needs. NIC is dedicated to educating students who share information in an engaging and versatile way. Therefore, it is established for students as a national and regional academy.

Since the Private Education Act was enacted in 2009, NIC has successfully obtained a consecutive three-time successful 4-year ERF cycle. After the last successful renewal, the management team's business plan is to achieve Edutrust Certification to maintain standards in providing services and continual improvement.

For more than two decades, our true educational services and holistic student development have helped thousands of NIC graduates successfully settle into their employment. Additional activities, such as industry visits and graduation ceremonies at the end of the academic year and inter-college sporting events such as talent shows and celebrations are indeed part of the NIC ethos.

Hundreds of students' honest testimonies enabled us to grow many successful products. Our market presence for long period is due to word of mouth from successful graduates

Vision, Mission And Core Values

Vision

To be the preferred college that provides transformative learning to the community

Mission

Cultivating excellence in chosen technical and knowledge along with ethical standards in ever-changing world

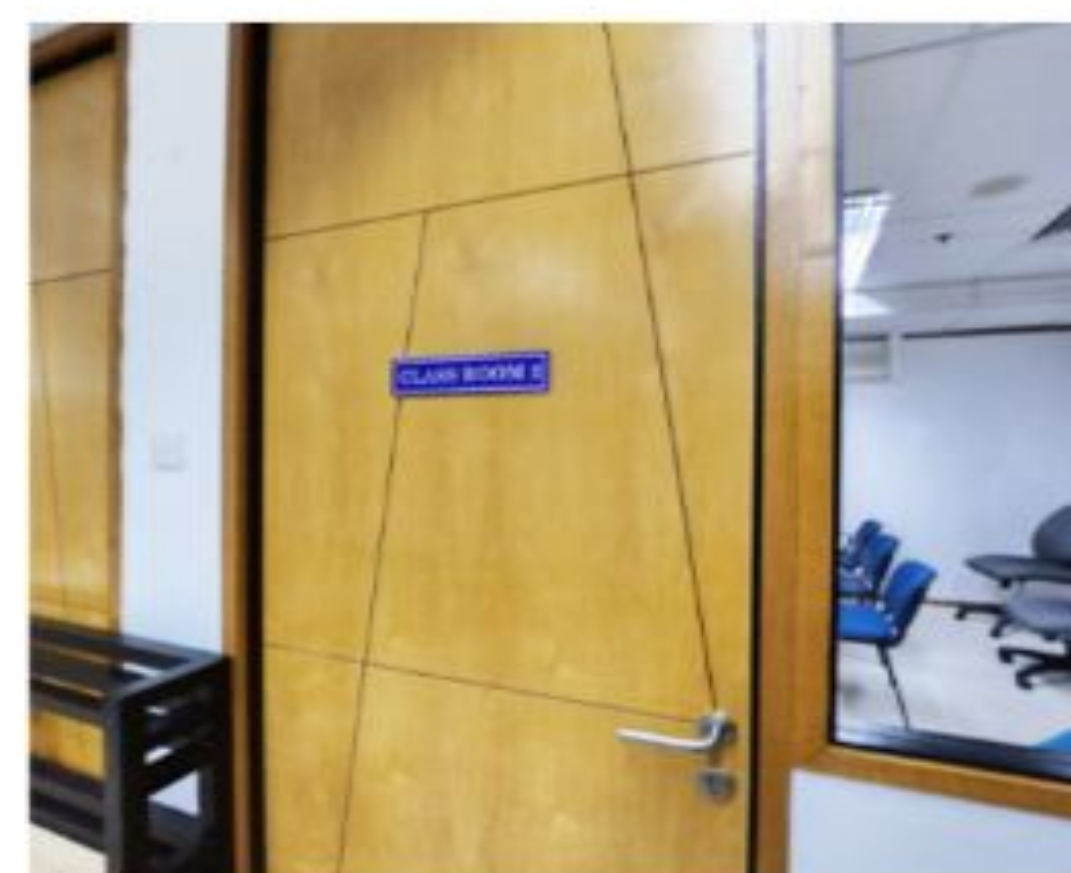
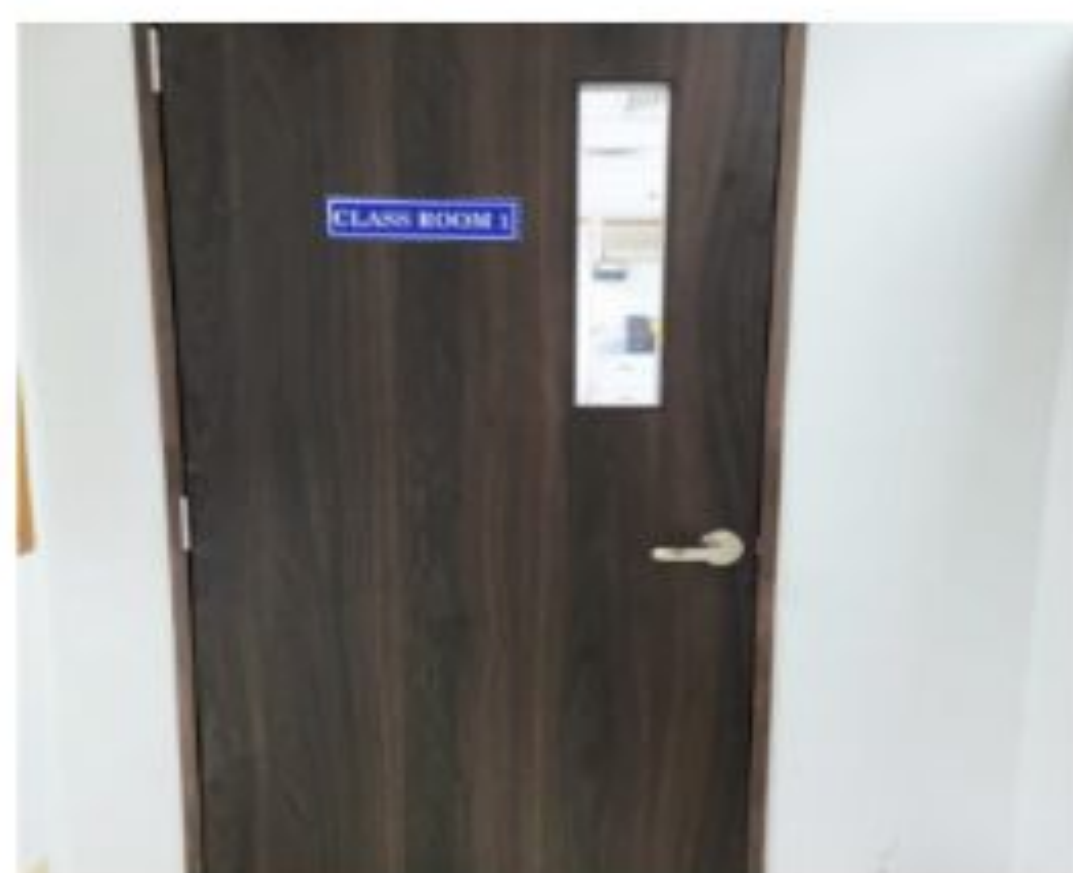
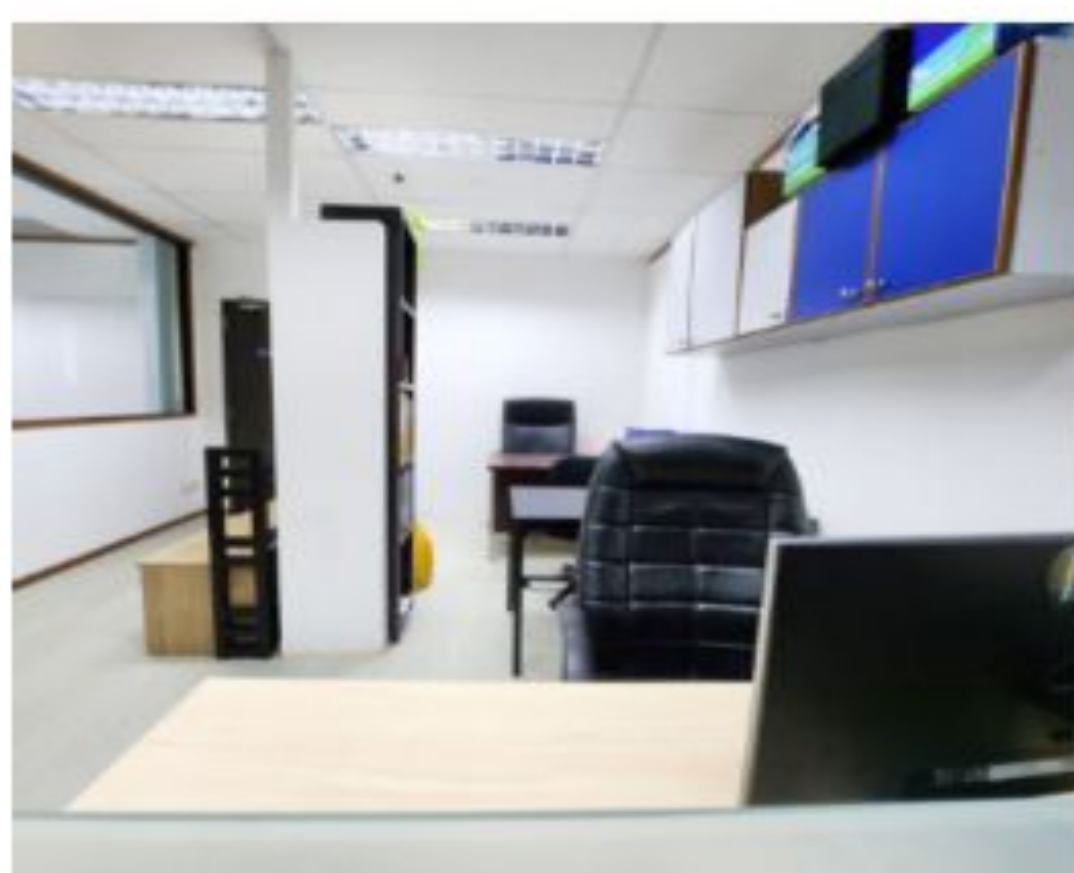
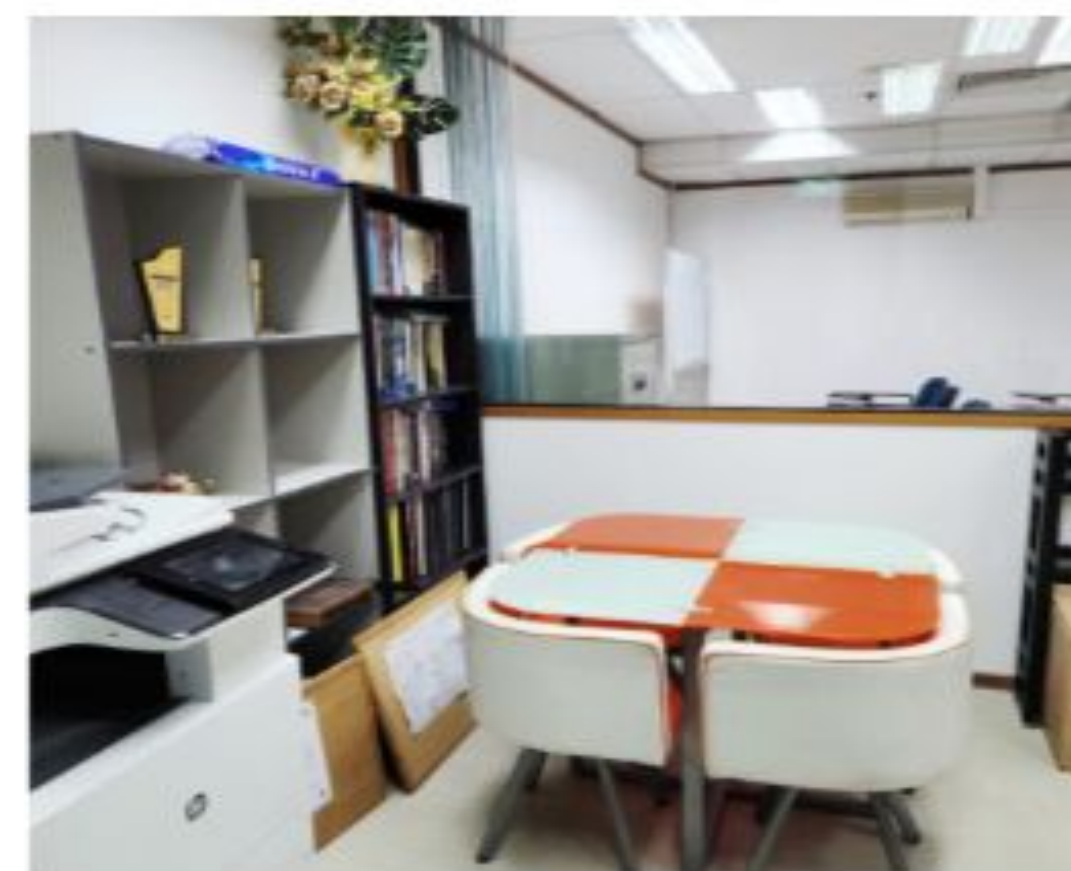
To create a transformative educational experience for our students in a friendly and holistic environment

Put innovation in every action to make the best learning experience

Core Values

N-nurture is our passion
E-empowerment in our communication
W-work with creativity and innovation
T-teamwork is our operation
O-opportunity in every decision
N-nobility is in daily action

Campus and Facilities



Main Campus: 35 Selegie Road #09-14/15, Parklane Shopping Mall, Singapore 188307

Near by : Dhoby Ghat MRT Station (NS24)

Management

MANAGERS

Mr. Selvamani PGDip.BA

Dr. Vignesh Nagaraj Ph.D.

ACADEMIC BOARD MEMBERS

The Academic Board shall develop and review the policies and procedures on all academic matters of the school, to ensure the academic quality of every course that is provided.

Dr. Vignesh Nagaraj Ph.D. (Chairman)

Mr. Selvamani PGDip.BA

Mr. Sundaram Pravveen

Mr. Shanmugam S/O Suppiah

EXAMINATION BOARD MEMBERS

The Examination Board shall develop examination procedures for the school, the security of examination scripts and answer scripts, conduct examinations, moderation of examinations, and handling of appeals.

Dr. Vignesh Nagaraj Ph.D. (Chairman)

Mr. Selvamani PGDip.BA

Mr. Sundaram Pravveen

Mr. Shanmugam S/O Suppiah



Dr. VIGNESH NAGARAJ
*Academic & Exam Board
Chairman*



Mr. SELVAMANI
(Academic & Exam Board Member)



Mr. SUNDARAM PRAVVEEN
(Academic & Exam Board Member)



Mr. SHANMUGAM S/O SUPPIAH
(Academic & Exam Board Member)

Student Conduct and Attendance

SYSTEM / PROCESSES

Students are expected to put in reasonable time, attention and effort to engage in learning, and not to misbehave badly or to engage in wrongful behaviours which go contrary to the objectives for which they have been admitted into NIC. Bad or wrongful behaviours may be subject to disciplinary proceedings.

Examples of bad or wrongful behaviour include but are not limited to the following:

- Possession / consumption of prohibited product or drugs.
- Vandalism
- Plagiarism
- Copying or cheating in tests or assessments
- Physical or verbal abuse
- Abuse or misuse of furniture or equipment
- Stealing
- Fighting, hooliganism and extortion
- Absent without valid reason for more than 7 consecutive days
- Wilful defiance of NIC's rules and regulations
- Serious infringements of the laws of Singapore

If a student is alleged to have misbehaved badly or engaged in wrongful behaviour, the MR conducts an investigation.

Based on the facts that are uncovered, the MR in consultation with the Management Team decides on the appropriate disciplinary measure that is educative and proportionate to the bad or wrongful behaviour.

While not limited to the list below, the disciplinary measure(s) may be one or more of the following

- Counselling
- Issuance of warning letters
- Confiscation of items
- Reduction of marks for a test or assessment
- Suspension
- Expulsion
- A fine
- Cancellation of student pass and repatriation to home country.

There is no refund to the student for the course fees that are consumed during the period of suspension, or for the unutilised course fees in the case of expulsion.

The offender may also have to pay for damages or legal charges.

NIC requires a minimum 75% attendance each month from its international students on ICA's Student Pass.

For other student (e.g. PR, Singaporean, Long term employment visa) who do not require a student pass, the school requires a 75% attendance for the student to be eligible to get the certificate upon completion of the course.

The teacher marks student attendance on a daily basis. The teacher also informs Academic Manager about students with poor conduct or discipline.

Should a student be absent for 2 days in a month without valid reason, the Admin Manager will send a warning letter.

The Admin Manager will arrange to meet a student below 75% of attendance in a module without valid reason, the admin manager will conduct a telephone / direct counselling for student. If its repeated subsequently the student will be issued warning letter

A student who is absent from class for seven (07) consecutive days without valid reasons will be deemed to have withdrawn from the course. If the school has been unable to contact the student, the Admin Manager will make a police report and cancel the Student Pass.

Students who are unable to come for lessons on the following day are expected to apply for a leave of absence at least one day earlier, using **NIC 034 Application for Leave of Absence Form**.

Attendance Tracking and Monitoring System

NIC has a stringent students' attendance monitoring system.

Daily Attendance Monitoring

Step 1: The lecturer will get the Attendance Record from Course Administrator before the class starts.

Step 2: The lecturer will mark the attendance at the beginning and end of every session.

Step 3: The lecturer will sign-off the Attendance Record and return it to the Course Administrator.

Step 4: The Course Administrator will check the attendance at the end of every session and sign-off the Attendance Record.

Step 5: The Attendance Records are kept in cabinet of the Academic Department for reviews and analysis.

Note: Course Administrator communicate the attendance record with students regular basis

Policies :

Confidentiality and Security Policy

The System

1. All student's particular (i.e Application / Registration Form, other personal records) are stored in their respective student's personal data are captured in the computer data base.
2. The personal file and computer records are only accessible by designated staff managing these records. The particulars stored in the computer are to have user Id and Password protected.
3. The manual records of students' particulars are kept in steel cabinets under lock and key outside the school operating hours. During operating hours, only designated staff could have access for their work purposes. The Student records are not permitted to be booked out from the repository, unless permission is obtained from the Records Manager.
4. It was specifically mentioned in the Application / Registration Form that the student's particulars completed through the Form are used only for the School's internal use. Prior permission must be obtained in writing from the student if the particulars are to be used for other purposes. In this instance, the student must give his/her consent by signing a 'Consent Form' where the purpose is mentioned.
5. Permission to use the Students' particulars, data other than for the School Internal marketing or students' billing is to be sought from the School Manager/Principal.
6. The proper use of a Students' particulars is disseminated in the orientation and training programmes of all staff to ensure they are aware of this policy. Internal directive on this is also circulated to existing staff to ensure no one is ignorant of this ruling. This is to inculcate in them sense of responsibility towards safeguarding student data at all times.
7. Failure to comply with the proper use of students' particulars may render those who flout the procedures to disciplinary measures. The penalty Imposed are
 - First-time offenders are given letter of reprimand or warning
 - Repeat offenders may result in dismissal action
 - Court action may be taken for those who willfully repeat the offence

Fee Protection Scheme (FPS)

NIC shall ensure that all prospective students have been informed of the FPS it has adopted.

FPS account shall be unique to NIC as an individual entity and account sharing with other related PEIs (e.g. parent or Sister Company) is strictly prohibited.

FPS shall be applicable to all students (regardless of nationality and the type of passes, i.e. dependent's pass, student's pass, work permit, etc). For more details on the FPS, refer to the FPS Instruction Manual which is available at www.ssg.gov.sg.

Details of the FPS adopted shall be readily available (school notice board, official website, student handbook, and relevant marketing collaterals).

NIC has put in place a Fee Protection Scheme (FPS) in the form of FPS Insurance Scheme (Lonpac Insurance Bhd with the Lonpac Insurance Policy Number: Z/22/BM00/001030)

Implementation of FPS

NIC shall have procedures to inform students (in native languages if necessary) on the operational details of the FPS, including how the students can check the CPE's official website to verify that they are protected under FPS.

NIC shall be responsible for the accuracy of any translation (to other languages) of the FPS which is used to brief international students.

Should NIC offer any discount on the published course fee, the discount amount shall be clearly documented in the student contract.

NIC shall have an updated database to ensure that all its recruited students are protected under FPS.

NIC shall submit FPS data to CPE annually by the 15th of February of the year in a CPE-directed format. The accuracy of data is as at 1st of February of the year.

Both hard and/or soft copies of students' FPS data shall be furnished immediately as and when instructed by CPE (in addition to the annual updates). CPE reserves the right to conduct an ad-hoc inspection of the FPS database without giving any advance notification. Failure to provide such data for verification will be a serious breach of the EduTrust Terms and Conditions.

Under FPS Insurance Scheme, NIC shall purchase insurance to protect the course fees paid by each student within 7 working days from the date of receipt of fees.

As the student contract is binding between the students and NIC, students shall not be allowed to pay any fee directly to other parties (including partner organisations) other than NIC.

NIC shall have procedures to update FPS provider, LONPAC INSURANCE BHD when there is a change to the fee protection status of a student.

NIC shall update FPS service provider, LONPAC INSURANCE BHD within 3 working days when

- a student transfers course of study; or
- a student withdraws from a course of study (termination or pre-mature school leave); or
- a student defers or extends his/her study; or
- Student fee protection status is affected other than the circumstances listed above.

NIC shall not collect fees beyond 12 months.

Course Transfer, Withdrawal and Deferment Policy

The objective of the Course Transfer, Withdrawal and Deferment Policy and Process is to manage students' requests for course transfer or withdrawal or deferment promptly and efficiently within the specified processing time.

Transfer and withdrawal policies

- 1) NIC allows students to withdraw from a course in accordance with its refund policy.
- 2) NIC allows students to transfer from a course X to another course Y within NIC with for free. This is treated as a withdrawal from course X (refund policy will apply) and a re-enrolment with NIC into course Y. NIC 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.
- 3) A transfer to another private education institution is regarded as a withdrawal from NIC.
- 4) If the student is below 18 years of age, the parent or guardian's approval for the transfer / withdrawal will be required.
- 5) A request to transfer to another course can be accepted if the student meets the admission requirements for the course he wants to transfer to, and there are available places in that course.
- 6) For transfers, the service target is to assess and reply to the student's transfer request within 7 working days and to complete the transfer process within 4 weeks.
- 7) For withdrawals, the service target is to complete the process (including assessing and replying to student's request, change of status of student's pass, refund made) within 7 working days.
- 8) Prospective students are briefed on the Transfer / Withdrawal Policy during pre-course counselling and later again during the orientation program. Full details of these policies are also available on the web site and student handbook. Student support/ admin manager checks that the policies and procedures are correctly reflected in the website and other relevant documents.
- 9) During the orientation, students are informed about the implications of the status of the student pass if international students transfer or withdraw from NIC. They are told that:
 - if the international student withdraws from NIC, NIC would login to the ICA system to cancel the student pass. When cancelled the student would have 30 days to remain in Singapore.
 - if the international student transfers to another course, NIC would have to apply for a new student pass. They are warned that should ICA reject the application for new pass the international student would have to return home.
- 10) Students acknowledge their awareness of the transfer / withdrawal policy, and the implications of a transfer or withdrawal when they sign NIC 025-Student Orientation Checklist.

Withdrawal Procedure

The procedure for withdrawal is as follows:

- (a) When the student gives written notice of his intention to withdraw using NIC 023 Withdrawal Request Form, the counter staff hands the completed request form to Student support / Admin Manager, who will talk to the student to find out why he wants to withdraw. NIC 023 requires the signature of the parent/legal guardian if student is under 18 years of age.
- (b) If student does not change his intention, the Student support / Admin Manager will inform MR, who will interview the student to understand his situation and to administer the end course survey (if necessary)
- (c) The Student support / Admin Manager, working with the other managers, attends to the various withdrawal matters including
 - issuance of a letter to student effecting the withdrawal
 - cancellation of the student pass
 - informing the FPS provider within 3 working days
 - update FPS Data File 1
 - refunding the student (if applicable)
 - issuing the past attendance records to students that are enrolling in another course in another PEI

Where a student has withdrawn without informing NIC Student support / Admin manager about any written request (signed hardcopy withdrawal form or the student's email request), NIC will treat this as an absence-for-an-extended-period case. After a continuous 7-day absence from class, the student name will be reported to Immigration and Checkpoints Authority (ICA), the student pass cancelled, and the FPS provider informed.

Students who had to pay more than 3rd due instalment shall be withdrawn from the course unless, otherwise obtain approval on "Deferment of due payment"

Transfer Procedure

The procedure for transfer is as follows:

- (a) When the student gives written notice of his intention to transfer course using **NIC 025 Transfer Request Form**, the counter staff gives the completed request form to the Education Consultant. NIC 025 requires the signature of the parent/legal guardian if student is under 18 years of age.
- (b) The Director will
 - check that the student satisfies the Entry Requirements/Pre-requisite of the requested course
 - discuss with student the reasons for his wanting to transfer, and explain to the student the implications for his student pass, etc. NIC must cancel the current student pass and apply for a new student pass for the new course. Students should not hold NIC liable should the student's pass application not be approved by the Singapore ICA.
 - inform the student that a new application and registration fee is payable upon submission of the form and the fee is non-refundable.
 - inform the student that he can be charged for all modules consumed.
- (c) If the student maintains his intention to transfer to the new course after the discussion, the marketing staff then passes the case to the Student support / Admin Manager for further processing
- (d) Student support / Admin Manager attends to or oversees the various transfer matters including
 - issuance of a letter to student replying to the transfer request
 - signing of the new contract
 - cancellation of the existing student pass and application for a new pass
 - calculate un-used fee for course A to be discounted from course fee for course B
 - refund fees of course A if applicable
 - update FPS Data File 1
 - informing the FPS provider within 3 working days
- (e) Local students will be notified of the outcome within 7 working days from the receipt of the transfer request. International students will be notified of the outcome of student's pass application within 4 to 6 weeks from the receipt of the transfer request (this may vary and depends on ICA processing period).

Students who fail to complete the attendance requirement despite receiving a warning and participating in counselling will be terminated.

In the unlikely event that a student has to transfer from Course A to Course B within NIC because course A is to be phased out, a similar procedure is followed, as follows:

- (a) NIC meets the students and explains to them the reasons for phasing out Course A, and the options open to the student. The MR follows up with a written letter to the affected students and their parents and/or guardians.
- (b) NIC obtains written confirmation from each student (or the parent or guardian, if the student is below 18 years) as to his agreement to take up course B.
- (c) Where the student (or the parent or guardian, if the student is below 18 years) does not wish to take up course B, the MR will meet up with the student / parent / guardian to consider alternatives. If no satisfactory alternative is agreed upon, NIC will propose that the matter be resolved Student support / Admin through the CPE Student Services Centre, using the Dispute Resolution Scheme of the Committee for Private Education, as indicated on 2.6.1 Feedback Management document. This dispute resolution scheme may involve the Singapore Mediation Centre (SMC) or Singapore Institute of Arbitrators (SIArb) as the mediation centres.
- (d) Where the student has agreed to take up Course B, the Student support / Admin Manager will attend to or oversee the various transfer matters including
 - signing of the new contract or of an addendum making the agreed changes to the existing contract, as appropriate. The new contract or the addendum will indicate the fees applicable from then on, taking into consideration any un-used fee for course A to be discounted from the fee for course B
 - cancellation of the existing student pass and application for a new pass
 - updating FPS Data File 1
 - informing the FPS provider within 3 working days

The transfer / withdrawal procedure is described in its website and student handbook.

Student support / Admin Manager informs the FPS service providers, ICA and other relevant government agencies within 3 working days for all withdrawal cases.

Deferment Policy and Procedure

Students are informed during orientation that NIC considers requests from students for course deferment on compassionate grounds.

There must be a good reason deemed acceptable to NIC, and the course must be on-going such that by the time the student returns at the end of the deferment period, he is still able to study all the required modules and successfully complete the requirements for graduation. Acceptable reasons may include:

- family members who are very sick or dying where the student's presence at home is required
- traumatic family circumstances (e.g. death of a parent in an accident) where the family needs to be together to support each other
- sickness or poor health where the student needs to have an extended period of rest
- Deferment in employment status (part-time student)

For deferment requests, the service target is to assess and reply to the student's deferment request within 7 working days.

To request for a course deferment, students are required to write to NIC giving the reason for their request and providing relevant documents (if available).

If the student is under 18 years of age, the Education Consultant will contact the parent / legal guardian and seek confirmation of the request for deferment. The Education Consultant records the exchange and confirmation given, and requests the parent/legal guardian to give written confirmation via email where appropriate.

The MR will consider the deferment request and may consult with his Academic Manager or other relevant staff as appropriate.

Any deferment granted would ordinarily be up to a maximum of one year. If necessary and upon a fresh request, the deferment may be further extended.

Student support / Admin Manager will give a written reply to the student (which may be via email) on whether the deferment request has been accepted, and if so, indicating the deferment period. This reply will include an addendum to the existing contract which the student (or his parent/guardian if the student is below 18) will be requested to sign and return to NIC.

Where a deferment is allowed,

- all supervisory processes are suspended. The student does not undertake any academic work and is considered to be 'inactive'
- no course fees will be charged during the deferment period.
- the length of time of the deferment is not included in the time period for completion of the program and any deadlines will be adjusted accordingly.

The policy of the NIC is not to allow course extensions where a student is given an extended period to complete a course that other students in the same course would not normally be given.

A. Refund for Withdrawal Due to Non-Delivery of Course

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

- (i) It does not commence the Course on the Course Commencement Date;
- (ii) It terminates the Course before the Course Commencement Date;
- (iii) It does not complete the Course by the Course Completion Date;
- (iv) It terminates the Course before the Course Completion Date;
- (v) 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 student contract) within any stipulated timeline set by CPE; or

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.

B. 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 standard student contract version 3.1, NIC 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 in Schedule D of that contract.

The said Schedule D reads as follows:

% of [the amount of fees paid under Schedules B and C]	If Student's written notice of withdrawal is received:
100 %	More than 14 days before the Course Commencement Date
75 %	Between 14 days before and 14 days after the Course Commencement Date
30 %	Between 15 to 40 days after the Course Commencement Date
0 %	More than 40 days after the Course Commencement Date

A. Refund During Cooling-Off Period

NIC 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) of the fees already paid if the Student submits a written notice of withdrawal to NIC within the cooling-off period, regardless of whether the Student has started the course or not.

B. Conditions for cancellation of course and Refund

NIC reserves the right to cancel a course if the student number is four or less in which case the refund policy above applies. NIC will inform students of the cancellation of course not less than three (3) working days before the course commencement. In such a case, the application fee will also be refunded within seven (7) working days after the announcement of cancellation of course.

A. Non Refundable Fees

The following are non-refundable

- a. Application Fee. However, in the circumstance where NIC has decided not to commence a course, the application fee will be refunded within seven (7) working days after the student is notified, unless the student takes up alternative study arrangements with NIC.
- b. Miscellaneous Fees paid to NIC. However, a refund will be made for the scenarios in a 'Refund for Withdrawal Due to Non-Delivery of Course' above.
- c. Third parties charges e.g. Bank charge, AEIS registration fee, ICA Student Pass application fee and Issuing Fee.
- d. No refund of any fee if the student has committed an offence and is expelled by NIC after due process of investigation by a Disciplinary Committee set up by the MR.

The time taken by NIC to process refund requests shall not be more than 7 working days from the student's withdrawal/refund request for the issuing of refund.

Prospective students are briefed on the Refund Policy during pre-course counselling and later again during the orientation program.

Full details of the refund policy are also available on NIC's web site, student contract and student handbook. Finance Manager checks that the refund policy and procedure are correctly reflected in the website and other relevant documents.

The orientation checklist requires that students acknowledge that the refund policy has been explained to them.

Communicate to students on the computation of the refund amount

NIC's refund procedure covers the following commonly occurring situations:

- (a) School's non-performance
- (b) Immigration and Checkpoints Authority does not approve the student pass
- (c) Student changes his mind during the 7 day cooling off period
- (d) Student's withdrawal

The procedure for student initiated refund (due to Student's withdrawal / change of mind during 7 day cooling period, etc) is as follows:

- (a) The student submits NIC023 Withdrawal Request Form or gives a written letter to NIC requesting a refund with the reasons.
- (b) The counter staff give this letter to the HR & Finance Manager for processing.
- (c) Finance Manager looks into the student's eligibility for a refund. She calculates the amount of refund and talks to the student showing the breakdown of the refund. The student then signs an acknowledgement form
- (d) Finance Manager presents the case to MR for approval.
- (e) Finance Manager informs the FPS insurance company of the student's withdrawal and refunds the money directly to students. Where possible (e.g. refunds in cash) the student signs an acknowledgement form confirming receipt of his money.

The procedure for a school initiated refund (due to NIC not performing / ICA not approving the student pass, etc) is as follows:

- (a) The MR / Directors decides not to run the course.
- (b) Upon receipt of written confirmation that the course will not run or that the student pass application has not been successful, HR & Finance Manager calculates the amount of refund due to the students and obtains approval from MR to give the refund.
- (f) Finance Manager writes to inform the FPS insurance company of the student's withdrawal and refunds the money directly to students. Where possible (e.g. refunds in cash) the student signs an acknowledgement form confirming receipt of his money.

Continual Improvement

Newton International College shall conduct regular review of the Student Attendance Policy for continual improvement.

Data Protection

As an established and trusted private educational institution, NIC is committed to maintaining a high standard of confidentiality with respect to the personal data of our students, alumni, employees and associate lecturers in accordance with the requirements of the Personal Data Protection Act 2012 (the “PDPA”).

To help you understand how we collect, use, share and protect the personal data of our students, alumni and associate lecturers please see our Data Protection Policy. Employees can refer to the employee personal data protection policy in HR policy manual in our intranet.

Should you have any feedback or enquiries relating to your personal data, please contact:

The Personal Data Protection Officer (DPO) at the following address:

Email: info@newtoncollege.edu.sg

For more information about the PDPA, please visit the Personal Data Protection Commission’s website at

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

Data Protection Policy

Introduction

“Personal Data” is defined under the PDPA to mean personal information, whether true or not and whether in electronic or other form, about an individual who can be identified:

from that data; or

from that data and other information to which we have access to or are likely to have access to.

Examples of personal data are your name, address, NRIC/FIN/Passport number, photograph or video image, telephone numbers and email addresses.

To find out more about PDPA, you may visit the Singapore Personal Data Protection Commission’s website

Purposes for Collection, Use & Disclosure of Personal Data

Newton International College use and disclose your personal data for the following purposes in connection with the products or services which you have applied for, to the extent applicable:

1. general administration of your application and/or registration and/or enquiry, including those personal data collected by our recruitment agents, for any programme offered by us ;
2. providing the student support and administrative services to you;
3. responding to any complaints, feedback, requests and enquiries by you;
4. disclosing your records to your parent(s) or guardian(s) at their request;
5. informing you of events, talks, seminars, surveys and updates;
6. conducting checks with the DO NOT CALL Registry;
7. maintaining and updating our student, alumni, and associate lecturer records;
8. generating financial, regulatory, management or survey reports and statistics for NIC’s business and administrative purposes;
9. meeting or complying with ‘NIC’ internal policies and procedures and any applicable laws, rules, regulations, codes of practice or guidelines, orders or requests issued by any court, legal or regulatory bodies (including but not limited to disclosures to regulatory bodies, conducting audit checks, surveillance and investigation);
10. preventing, detecting and investigating crime, offences or breaches including that related to the security of NIC premises (including but not limited to the use of security cameras);
11. purposes which are reasonably related to the above.

By providing the Personal Data, including those related to a third party (e.g.: information of your parents) to us through the various channels (e.g.: written form, webpage), you represent and warrant that consent, including that of the third party, has been obtained for collection, use and disclosure of the Personal Data for the respective purposes. In the event the personal data is to be used for a new purpose, NIC will notify you and seek your consent.

NIC ensures that your Personal Data held by us shall be kept confidential. When transferring personal data to our third-party service providers, agents and/or our affiliates or related corporations whether in Singapore or elsewhere to carry out one or more of the purposes listed above, we will require them to ensure that your Personal Data disclosed to them is kept confidential and secure.

Withdrawal of Consent

Associate Lecturers and students may withdraw your consent to any or all use of Personal Data for any or all of the purposes set out in this policy in writing using the Withdrawal of Consent Form and submitting through our DPO email or through our Reception counter in either of NIC campuses. For alumni, you may “unsubscribe” to the relevant notifications from Alumni Engagement.

Without prejudice, if you withdraw your consent to the use of your Personal Data for any or all purposes, depending on the nature of your request, NIC may not be in a position to continue to provide our services to you or administer any contractual relationship in place, in which case NIC reserves the right to cease providing the services and/or terminate the contractual relationship with you.

Without prejudice to the foregoing, you agree and acknowledge that any withdrawal of your consents in accordance with the terms set out in this notice will not affect any consent which you may have provided to NIC in respect of the use of your Singapore telephone number(s) for the receiving of marketing or promotional information.

Awarding and Criteria

Relative weightings and criteria for grading and awards.

NIC device assessment plan for every course that includes information of assessment mode weighting and criterion of grading and awarding

To pass a module, students must score a minimum of 50 marks out of 100. Students are also informed that for the courses where the award is made by NIC, they will need to pass all modules in the course. Students who sign up for courses that are examined externally are informed of the requirements to be achieved in those courses.

The following grading scheme is used for each module:

GRADING SYSTEM		
Grade	MARKS	DESCRIPTION
A	90 – 100%	HONOUR
B	76 – 89%	DISTINCTION
C	60 – 75%	CREDIT
D	50 – 59%	PASS
E	0 – 49%	FAIL

The Project / Assignment / Homework component may have sub-components if deemed appropriate by the teacher. These multiple assessments help teaching staff to establish more reliably the abilities, competencies and learning outcomes of students.