

F. DISCIPLINARY MATTERS

1. Disciplinary Regulations

These regulations drawn up by the SIM Disciplinary Committee will apply to students enrolled with SIM GE and/or other persons/students within the precincts of the Institute. These regulations may from time to time be reviewed and amended by the Disciplinary Committee.

These regulations govern:

- Student conduct that occurs on or as it relates to SIM property or at official functions and SIM-sponsored programs conducted away from the campus.
- Student conduct that occurs off SIM property is subject to this policy if it: (1) adversely affects the health, safety or security of any member of the SIM community or the mission of SIM
- Proceedings initiated under this policy are separate from civil or criminal proceedings that may relate to the same incident.
- SIM reserves the right to report any criminal activity to the police and will not interfere with any action which the police may deem necessary. The Institute will work closely with the appropriate authorities to ensure that the judicial process runs its due course.
- The unexcused failure of a student to appear and/or respond to the conduct process does not prevent SIM GE from proceeding with the conduct process.

2. Conduct

- Students must behave themselves at all times and not interfere with the comfort or convenience of any person, whether in or out of SIM GE.
- Students are to present their SIM GE student cards to any SIM staff upon request.
- Students must be properly and decently dressed on campus. Improper attire such as revealing shorts or skirts, singlets, clothes with offensive messages are examples of unacceptable attire. No student is allowed to put on anything that prevents ready identification.

3. Non-Academic Misconduct

Misconduct is the conduct of a student within or outside the precincts of the Institute that is prejudicial to the good order and discipline of the Institute, or is likely to bring the Institute into disrepute or is conduct unworthy of a student of the Institute. This includes, but are not limited to, the following:

a. Disruptive Behaviour

Negligent or wilful conduct that adversely affects the conduct of the business of the Institute or the work of any person in that person's capacity as a member of the staff of the Institute or student.

Conduct within the precincts of the Institute that is disorderly or

safeguard racial and religious harmony, as well as public order and stability.

- Students shall not raise discontent or disaffection among the SIM student community and/or the general public.
- Students shall not promote feelings of ill-will and hostility between different races or classes of the population of Singapore
- Any act, speech, words, publication or other forms of communication shall be deemed to be seditious if it does not meet the above conditions or if it contravenes the Sedition Act (Singapore).

u. Notification of Criminal Arrest

- A student who has been arrested or under police investigation for a violation should be aware that the Institute may also take disciplinary actions against the student.
- A student is responsible for notifying the Institute of any off-campus arrest.
- When the Institute is informed of the arrest of a student, the Secretariat of the SIM GE Disciplinary Committee may meet up with the student to understand the nature of his or her case and offer necessary support where feasible.
- The student shall also be made aware that he or she is obliged to keep the institution informed of the progress of any pending charge(s) and/or criminal investigation.

v. Misuse of Social Media

- Do not violate trademark and copyright rules and regulations.
- Be careful to ensure the accuracy of content, appropriateness of language used and the impact of what is posted on one's image and the image of the organisation that one is associated with.
- Keep in mind that whatever is shared may remain public for an indefinite period of time, even if there are attempts to modify or delete it.

w. Public Screening of films in SIM

Films and other forms of intellectual property are protected by the Copyright Act of Singapore (Chapter 63). Regulations and guidelines pertaining to this matter are managed by the Media Development Authority of Singapore (MDA), Intellectual Property Office of Singapore (IPOS) and Motion Picture Licensing Cooperation (MPLC).

SIM students who are members of a SIM GE sanctioned club/council and wish to screen films on campus or any other activity related to SIM, are required to abide by the following guidelines:

- Students who wish to organise a movie screening on campus or during an SIM sanctioned event/activity will have to seek approval from the appropriate authority in SIM. Clubs and Student Councils will have to approach Student Development for approval.
- Proposals for such screenings will have to be submitted to SIM at least **1 month before the event date**. To ensure acceptance of your screening event, do comply with the required lead time.
- Films must have the ratings of G, PG or PG13, as defined by the Singapore Board of Censors. Films which do not meet this requirement, or are not approved by the Singapore Board of Censors, will not be allowed to be screened.
- Films must originate from legitimate sources, such as original DVDs and VCDs. Films from illegal sources such as downloads from Peer-to-Peer websites or BitTorrent or pirated media are strictly prohibited.
- Once approval for screening is obtained from SIM, the necessary licenses will have to be applied. The screening will not proceed until these licenses are obtained. SIM will apply for these licenses on the students' behalf.
- Screening of films outside the confines of the home, without the relevant licenses, is illegal, as most film media are meant for home use only. When in doubt, please check the terms and conditions provided with the film media.
- Film screenings are exempted from the licensing regime only if they are meant for academic purposes. This means that the viewing of the film is part of an academic curriculum or module. Sufficient evidence must be provided to prove that this is the case. Under such circumstances, approval must still be sought from the relevant SIM academic authority, e.g. Head of Programme. The approval should state that the film is screened by SIM staff or students in the course of their programme/module, and the

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- immediate risk of the discloser harming himself/herself or others.
- The Institute may also launch an official investigation if the situation involved in a disclosure poses a health and/or safety risk to others in the SIM community. The discloser will be duly informed before the commencement of the investigation.

Exemption for Complainants & Witnesses

- The Institute strongly encourages all students to come forward and report. Complainants and witnesses may have been involved in other misconduct offences during the time of the incident. Therefore, the Institute may not impose disciplinary action against complainants or witnesses if they are found to be in violation of the Student Code of Conduct during the reported incident.
- However, this exemption will be invalid if the violation by the complainants or witnesses is serious and/or puts the health and/or safety of others at risk. The exemption will only apply within the confines of the Institute's jurisdiction and will not prevent action by the police or other authorities.

False Reporting

- The Institute expects all reports made to be truthful and will not condone any act of false reporting.
- Offenders will be subject to disciplinary action by the Institute.

Retaliation

- The Institute does not condone any form of retaliation from any party involved in a report.
- The disciplinary process for the act of retaliation will be treated separately. Offenders will be subject to disciplinary action by the Institute.
- Depending on the severity of the retaliation, offenders may also be subject to further action by the relevant authorities.

5. Disciplinary Actions for Non-Academic Misconduct

a. Action

SIM staff/lecturers/security guards have the right to stop a student from the usage of classrooms/laboratories/library for violating Institute rules or for improper conduct. All SIM staff members have the authority to apprehend any student who commits an offence and to refer the student to SIM Global Education (GE) Programme Manager and/or Head, Student Development for disciplinary action. Depending on the circumstances of the case, the possible outcome of the review includes, but not limited to, the following:

Any expulsion shall only be effected in consultation with the University Partner, if relevant.

f. Definition of Terms

- Damage means the amount or value or any damage to or loss of any property including costs and expenses incidental to the repair or replacement of any property damaged or lost.
- Exclusion