

## **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 interferes with the comfort or convenience of any person.

**b. Smoking**

SIM premises have been declared "smoke-free" under the Smoking (Prohibition in Certain Places) Act and its Smoking Prohibition Extension. Smoking is not permitted in any part of SIM premises, except for the designated smoking area. For details, please refer to Section 4b on "Specific Disciplinary Actions for the Violation of Smoke-Free Campus Policy".

**c. Littering**

Littering on the premises is an anti-social behaviour. We appeal to you to help us keep the campus clean.

**d. Eating and Drinking in Campus Facilities**

No eating or drinking is permitted in lecture theatres, classrooms, laboratories, the library, Grand Hall, study rooms and discussion rooms.

**e. Gambling**

The playing of any game of chance or mixed game of chance and skill shall be strictly prohibited in the precincts of the Institute.

**f. Use, Possession, or Distribution, Sale or Solicitation of Any Illegal Substance**

Students are forbidden to unlawfully manufacture, distribute, dispense, possess, use, or sell any controlled or prohibited substances as defined by Singapore law.

**g. Alcohol**

The consumption, use or possession of alcoholic beverages by students is prohibited on SIM campus.

**h. Failure to Comply with Instructions**

Failing to comply with the direction of SIM staff who are performing their duties. Students are required to comply with instructions or directions given by SIM staff, including, but not limited to, an instruction to present identification and an instruction to appear at conduct proceedings or other mandatory meetings.

Failure by or within the required date or period to pay any course fees due to SIM GE or otherwise observe any fine or other penalty imposed pursuant to any regulation spelt out in this handbook.

**i. Unauthorised and/or Improper Usage of Property**

Entering any part of the property of the Institute when not entitled to do so.

Failure to comply with any authorised regulation, rule, order or notice in/or relating to the whole or any part of the property of the Institute.

Wrongful/improper handling of any property within the precincts of the Institute.

**j. Vandalism, Mischief and/or Theft**

- Wilful or negligent acts causing damage to, loss, removal or theft of, or any other wrongful interference with any property of the Institute by any student.
- Theft, including but not limited to, possessing property known to be stolen, or taking property of another without consent, even with an intent to return the property.
- To steal or knowingly possess stolen property, including by such acts as misappropriation of data or of copyrighted material or software.

**k. Sale/Promotion of Goods and Services on Campus**

Students are not allowed to sell and/or promote any goods and services within the precincts of the Institute for personal and/or commercial profit. Approval from the Institute has to be sought for any sales of goods and services on the campus.

**l. False Representation and Disclosure of Confidential Information**

Any false representation, whether oral or written on a matter concerning or affecting the Institute, and/or staff of the Institute, and/or the student and or/any other person(s) relating to the Institute.

Students are also prohibited from provide false information to any SIM staff or department. The forgery, alteration, or unauthorised possession or use of SIM documents or records, or instruments of identification (including, but not limited to, student identification cards), forged or fraudulent communications (whether in the form of paper or other forms of electronic/internet based communication) are strictly prohibited.

Publishing and/or circulating in any way whatsoever any confidential information or otherwise including but not limited to class name lists and/or other student information of or held by the Institute.

**m. Assault**

Any assault and/or verbal abuse by the student or any person directed by the student upon any person.

To endanger another person, including but not limited to such acts as: introducing a weapon into a fight, whether or not the weapon was used; using one's body parts as a weapon.

**n. Unauthorised Attendance at Courses**

Attending course/s which the student is not entitled to attend without prior permission from an authorised staff of the Institute. This includes assisting another party to attend courses which that party is not entitled to attend.

**o. Copyright Infringement**

- Copying more than one chapter of a book or more than 10% of a book without chapters.
- Copying more than 1 article from a periodical magazine.
- Making multiple copies of an item.

**p. Unauthorised Use of Handphones**

All handphones are required to be switched to silent mode prior to attending lectures, classes, examinations, meetings, events and in areas such as libraries and computer laboratories.

**q. Recording of Audio and/or Visual Images without Permission**

There should be no electronic or other means to make an audio and/or visual record of any person on SIM campus where such a recording is a violation to privacy and/or likely to cause injury, distress or damage to reputation. The storing, sharing and/or distributing of such unauthorised records are also prohibited.

**r. Violation of Parking Regulations**

Car parking is limited and drivers who park their cars on campus are required to comply with the parking regulations and co-operate with the parking attendants authorised to manage the car parks. Any motor vehicle driven on SIM campus should be operated by a legally licensed driver. The driver will have the license in their possession at all times when operating their vehicle. Vehicles violating the parking policies may risk enforcement measures.

**s. Hazing**

Any action or situation that recklessly or intentionally endangers the health, safety, or welfare of an individual for the purpose of initiation, participation, admission into or affiliation with any organisation or group at SIM GE.

Hazing includes, but is not limited to, any abuse of a mental or physical nature, forced consumption of any food, liquor, drugs, or substances, or any forced physical activity that could adversely affect the health or safety of an individual. Hazing also includes any activity that would subject the individual to embarrassment or humiliation, the willingness of the participant in such an activity notwithstanding.

**t. Seditious**

Singapore is a multi-racial and multi-religious society. Students must demonstrate sensitivity towards different racial or religious groups, and the prevailing social norms of Singapore. This is necessary to

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**

SIM students are to use social media in a constructive and responsible manner. They are not to bring SIM and/or its entities into disrepute through their social media communication. Students are to abide by the following guidelines:

- If comments are stated on social media, state that your views are strictly personal.
- Do not post anything that is offensive, vulgar, distasteful, sexually suggestive, seditious, or libellous.
- Do not post anything involving named or pictured individuals without their knowledge and permission. Parties are advised to consider the implications of the Personal Data Protection Act and to take all responsibilities that arise out of the violation of the Act.
- Do not post confidential or proprietary information about SIM/entities, its faculty, students, alumni or employees.
- Do not post anything that may portray SIM/entities, its faculty, students, alumni or employees in a negative light, even if it is a personal experience in SIM.
- Abide by the rules and regulations of different social media sites and the prevailing social media laws.
- Keep in mind that on many social media sites, the individual's name and photo/icon appear next to the content that is posted and can hence be associated with that individual and/or SIM.

- 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

audience is limited to individuals who are taking part in that programme/module.

- Admission fees for the film screenings are not to be collected under all circumstances.
- Copyright infringement is a serious offence. Offenders will be charged in court and may be subject to pay a fine of up to \$10,000 and/or a maximum jail term of 5 years.

#### **x. Harassment**

- Harassment is an unwanted and inappropriate physical or verbal or non-verbal behaviour which is humiliating, offensive and/or intimidating to another party.
- Such behaviour can be exhibited in person and/or via other communication channels such as the Internet and mobile phones.
- Harassment can be a single or continuous occurrence. Types of harassment include, but not limited to, stalking, cyber-bullying and sexual harassment.
- Students are prohibited from exhibiting such behaviour at all times, regardless of whether it is within or beyond the Institute's premises.
- As it is considered a criminal offence, offenders may be referred to the police for further investigation.

#### **y. Sexual Misconduct**

Sexual misconduct is generally defined as a non-consensual sexual behaviour or act that is committed by force or intimidation. Sexual misconduct includes but are not limited to the following:

- Sexual Harassment
- Sexual Assault
- Sexual Exploitation
- Voyeurism
- Unwanted Physical Contact
- Indecent Exposure

Sexual misconduct can occur between strangers, individuals who know each other or are involved in a personal or intimate relationship.

#### **z. Decorum and Respect**

- All members of the SIM community, including staff and students, are expected to conduct themselves in a manner that reflects the core values of the Institution.
- Civility and mutual respect should be practiced at all times, regardless of the situation.
- Anti-social or disrespectful behaviours such as verbal/non-verbal abuse or the use of profanities will not be condoned.

#### 4. Reporting of Incidents involving harmful, threatening or violent criminal acts

The Institute strongly encourages members of its community to come forward and lodge a formal report if they feel that they have been a victim of harmful, threatening or violent criminal acts. Such acts include but are not limited to:

- Harassment (physical/verbal/online).
- Assault (physical and/or sexual), Sexual Misconduct, Hazing or Bullying.

Affected individuals have the right to lodge a formal report with the Police or the Institute.

- While there is no time limit to report such incidents, the Institute strongly encourages affected individuals to lodge a formal report as soon as possible. The Institute recognises that it may be difficult for some individuals to come forward. However, any delays may pose challenges to the investigation process as it may affect the quality of available evidence.
- The Institute reserves the right to report any arrestable offences to the Police. Such offences include but not limited to sexual offences such as sexual assault and outrages of decency.
- Students who wish to lodge a formal report may do so via the SDEV Care Team at [care@sim.edu.sg](mailto:care@sim.edu.sg).
- Affected students who wish to have counselling may write to the Student Care unit at [care@sim.edu.sg](mailto:care@sim.edu.sg). There is also a list of external support services in the SIM GE Student Handbook → Student Support Services → Victim/Survivor Support Services.
- Students who wish to lodge a formal report on harassment or sexual misconduct incidents may do so anonymously. They can lodge an anonymous report online via the following [form](#). However, in most cases, complainants will have to provide their full names and SIM IDs. The Institute may act on anonymous reports if:
  - i. It believes that the alleged offender need not be aware of the identity of the complainant for investigations to proceed.
  - ii. There is sufficient independent evidence to investigate the incident fairly.
- If a complainant makes a report which involved an external party (e.g. Not a member of the SIM community), the Institute will not be able to conduct an investigation and/or take disciplinary action against that party. However, the Institute will review the circumstances of the report and take the necessary steps within its jurisdiction.
- Students can talk to a counsellor appointed by the Institute confidentially about an incident and may choose not to lodge an official report with the Institute. This will be considered as a disclosure.
- All disclosures will be treated with strict confidentiality. However, this confidentiality will be broken if the Institute believes that there is an



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:

- Further investigation is not necessary;
- The student shall be given a warning as to future behaviour;
- The student shall take remedial action(s);
- A record be made in student personal file, as well as student life division's disciplinary record file;
- The case be referred to the Disciplinary Committee

**b. Specific Disciplinary Actions for the Violation of Smoke-Free Campus Policy**

First offence: Student's name, identity number and programme shall be registered in the list of offenders. First warning letter will be issued.

Second offence: Second warning letter to be issued by Student Development department, and student must attend smoking cessation clinic at his own cost, producing evidence of his attendance thereafter.

Third Offence: Names of third offenders shall be sent to the National Environment Agency (NEA) for further action.

**c. SIM Disciplinary Committee**

The SIM Disciplinary Committee shall have the authority to take disciplinary action against any student who violates SIM GE's or Institute's rules and policies.

The Disciplinary Committee shall hear and determine any offence referred to it and upon being satisfied that the student concerned is guilty of misconduct, may impose any one or more of the following penalties:

- **Reprimand**  
Notice to the student, verbally or in writing, that he/she has violated SIM GE rules and that continuation or repetition of the conduct found wrongful, within a period of time stated in the warning, may be cause for more severe disciplinary action.
- **Letter of Undertaking**  
The student may be required to give a written undertaking as to his/her subsequent conduct within the Institute.
- **Disciplinary Probation**  
Exclusion from participation in privileges or co-curricular activities as set forth in the notice of disciplinary probation for a specified period of time.
- **Community Service**  
Student may be required to perform a certain number of hours of community service, depending on the severity of the violation.

- **Suspension**  
Suspension is separation from SIM GE for a designated period of time after which the suspended student may appeal for readmission. The appeal must demonstrate that the student has satisfied any accompanying terms of the suspension. A suspended student is prohibited from participating in any SIM GE activity.
- **Expulsion**  
Expulsion is permanent separation from SIM GE and/or partner institution. A student who has been expelled is prohibited from entering the Institute's premises and participating in any SIM GE activity or program without explicit permission from the Institute.

The SIM Disciplinary Committee may impose accompanying terms to any penalty designed to ensure responsible behaviour and the well-being of the SIM community and help the responsible student learn from the experience. The following terms may accompany any of the sanctions described above.

- **Parent/guardian notification**  
Parents/guardians may be notified, in accordance with applicable regulations, of the outcome of any student conduct hearing.
- **Restitution**  
Restitution is the repayment to the Institution or to an affected party for damages to property resulting from a violation of the SIM Discipline Regulations.
- **Other accompanying terms**  
Other terms designed to ensure responsible behaviour may accompany the sanction of any student conduct hearing. These terms may include, but are not limited to, meetings with counsellors, community service and other assignments.

#### **d. Appeal against Disciplinary Action**

Following the result of the hearing, the student has a right of appeal against the sanctions meted out to him or her. The appeal must be in writing, addressed to the Director, Higher Education and should outline the basis of the appeal. The letter and any supporting documentary evidence must be received no later than 2 weeks from the date of the notification to the student.

#### **e. Expulsion for Gross Misconduct**

The Chief Executive Officer has the right to expel any student because of the gross misconduct of that student.

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** means the removal for a specified period of time of a person's right to enter and to remain in all or specified part of the precincts of the Institute and to participate in classes, examinations, tests and other activities of or under the control of the Institute.
- **Expulsion** means the permanent removal of a person's right to be a student of the Institute, and to enter and to be in any of the precincts of the Institute.
- **Institute** means the Singapore Institute of Management.
- **Precincts of the Institute** means the buildings, premises, streets, driveways, footways, areas and other real estate that is at any time and from time to time owned by or under the control or in the possession of the Institute. The buildings at present include SIM Headquarters at 461 Clementi Road and SIM Centre at Namly Avenue.
- **Property of the Institute** means the library books, equipment, and fixtures, fittings and furniture that are at any time and from time to time owned by or under the control or in the possession of the Institute.
- **Staff** includes its employees, lecturers and/or any part-time or full-time contracted staff.
- **Student** means a person who is enrolled at the Institute as a student, whether full-time or part-time or who was so enrolled at the time when the misconduct is alleged to have been committed.