

Student Disciplinary Policy

1. Intent of Policy and Scope

At Temasek Polytechnic, students are expected to maintain and uphold the highest standards of integrity and honesty in line with respect of self, respect of others, and abide by the law of the country and the rules and regulations of the Polytechnic as spelt out in the Polytechnic's Student Code of Conduct.

This Student Disciplinary Policy is governed by the Temasek Polytechnic (Students) (Conduct and Discipline) Regulations and it sets out the disciplinary measures the Polytechnic will take when students commit a major or minor disciplinary offence.

This policy applies to students enrolled in TP, including:

- a. students participating in TP-sanctioned activities over the full duration of the activities; and
- b. students participating in TP-sanctioned overseas trip over the full duration (24 hours round the clock each day during the trip) from the reporting time prior to departing from Singapore to dismissal time upon arrival back in Singapore.

2. Student Offence Categories

Category 1 (CAT 1)

Type of offence	Recommended Punitive actions
<ul style="list-style-type: none">○ Assault○ Bullying/ Harassment○ Consumption of alcohol○ Creating nuisance/bringing disrepute to TP○ Defamation against staff / students○ Drug-related offence○ Fighting○ Indecent behaviour (not for obtaining sexual gratification)○ Insubordination○ IT-related offences○ Possession, distribution and sale of pornographic materials○ Possession of weapons○ Religious/racist attacks against staff / students○ Rioting○ Sexual misconduct (e.g. sexual assault, outrage of modesty, voyeuristic act)○ Theft○ Unauthorised soliciting of funds and selling of products using the name of the Polytechnic○ Vandalism/ Mischief○ Viewing of pornographic materials	<p>Punitive actions could include the following:</p> <ul style="list-style-type: none">○ Warning letter○ Corrective Service Order of minimum 8 hours○ Withdrawal of privileges¹ for at least 1 semester○ Making restitution○ Suspension from course of study for a minimum period of one semester○ Dismissal from the Polytechnic

¹ Privileges may include, but are not limited to, student leadership roles, representing TP in competitions, participation in overseas opportunities, scholarships, and awards

Type of offence	Recommended Punitive actions
<ul style="list-style-type: none"> ○ Non-compliance with regulations and Student Code of Conduct 	
<ul style="list-style-type: none"> ○ Importing, distributing, selling or offering for sale of e-vaporisers ○ Importing, distributing, selling or offering for sale of e-vaporisers with etomidate 	<p>The following punitive actions are to be imposed on top of penalties by the Health Sciences Authority (HSA) or Central Narcotics Bureau (CNB) and this applies to students who are caught vaping on or off campus.</p> <ul style="list-style-type: none"> ○ E-vaporiser: Suspension or dismissal ○ Etomidate e-vaporiser: Dismissal from the Polytechnic
<ul style="list-style-type: none"> ○ Vaping/ possession of e-vaporiser 	<p>The following punitive actions are to be imposed on top of penalties by the Health Sciences Authority (HSA) or Central Narcotics Bureau (CNB) and this applies to students who are caught vaping on or off campus.</p> <p><u>1st Offence</u></p> <ul style="list-style-type: none"> ○ Warning letter ○ Fine of \$100 and/or Corrective Service Order of minimum 8 hours ○ Withdrawal of privileges¹ for at least one semester <p><u>2nd offence</u></p> <ul style="list-style-type: none"> ○ Warning letter ○ Fine of \$200 and/or Corrective Service Order of minimum 16 hours ○ Withdrawal of privileges¹ for at least two semesters <p><u>Subsequent Offence</u></p> <ul style="list-style-type: none"> ○ Warning letter ○ Fine of \$300 and/or Corrective Service Order of minimum 24 hours ○ Suspension for one semester ○ Withdrawal of privileges¹ for at least two semesters upon return from suspension
<ul style="list-style-type: none"> ○ Vaping with etomidate / possession of e-vaporiser with etomidate 	<p><u>1st Offence</u></p> <ul style="list-style-type: none"> ○ Warning letter ○ Fine of \$300 and/or Corrective Service Order of minimum 24 hours ○ Withdrawal of privileges¹ for at least 2 semesters

Type of offence	Recommended Punitive actions
	<p><u>2nd Offence</u></p> <ul style="list-style-type: none"> ○ Warning letter ○ Fine of \$600 and/or Corrective Service Order of minimum 48 hours ○ Suspension for one semester ○ Withdrawal of privileges¹ for at least two semesters upon return from suspension <p><u>Subsequent offence</u></p> <ul style="list-style-type: none"> ○ Dismissal from the Polytechnic
<ul style="list-style-type: none"> ○ Use of forged or tampered MC/document for lesson attendance 	<p><u>1st offence</u></p> <ul style="list-style-type: none"> ○ Warning Letter and ○ Fail subject(s) covered in the period of the fraudulent MC/document where attendance is taken <p><u>2nd offence</u></p> <ul style="list-style-type: none"> ○ Warning Letter ○ Fail all subjects in semester that MC/document is forged and ○ Suspension in next semester <p><u>3rd offence</u></p> <ul style="list-style-type: none"> ○ Dismissal from the Polytechnic

Academic-related Offences

Type of offence	Recommended Punitive actions
<ul style="list-style-type: none"> ○ Cheating on Semestral Examination (including possession of unauthorised materials as verified by the Examiner as relevant to the examination paper) ○ Cheating on Coursework such as projects, term tests and assessments ○ Plagiarism (refer to <u>Plagiarism Policy</u> for the definition, examples and ways to avoid plagiarism) 	<p>Punitive actions could include the following:</p> <ul style="list-style-type: none"> ○ Warning letter ○ Failing the assessment item/subject ○ Suspension from course of study for a minimum period of one semester in the next semester ○ Dismissal from the Polytechnic <p>(In cases of plagiarism involving two or more students, the same penalty shall be imposed on all parties, including the student who knowingly allowed his work to be copied.)</p>

Category 2 (CAT 2)

Type of Offence	Recommended Punitive Actions
<ul style="list-style-type: none"> ○ Dress code violation² ○ Gambling ○ Littering ○ Playing poker cards ○ Smoking³ ○ Trespassing into unauthorised areas ○ Unauthorised use of Active Mobility Devices (AMD) ○ Minor student misconduct 	<p><u>1st offence</u></p> <ul style="list-style-type: none"> ○ Warning Letter (For PET student, copied to the student's parents/guardians) <p><u>Subsequent offence</u></p> <ul style="list-style-type: none"> ○ Warning Letter ○ \$100 fine for subsequent offences of the same nature.

3. Attire guidelines

General Occasions	Students must be dressed in a manner that is becoming of a student. This includes neat and tidy hairdo, wearing appropriate clothes and proper footwear.
Laboratories / Workshops	Students must comply with the stipulated dress code, particularly those for safety and protective reasons.
Headgear and face-covering veil/cloth	Students must always be easily identifiable. Therefore, any headgear or face-covering veil/cloth that obstructs or hinders clear identification is not allowed, except for protective face masks.

4. No-smoking guidelines

<p>Temasek Polytechnic is a smoke-free campus and the 'No Smoking' boundary extends to the following areas:</p> <ol style="list-style-type: none"> a) All overhead bridges and bus-stops along Tampines Avenue 1; b) Areas at Bedok Reservoir Park close to TP boundary; and c) Other non-smoking areas as designated by TP <p>In addition, students are required to adhere to the non-smoking areas listed under the Smoking (Prohibition in Certain Places) Act, which is administered by the National Environment Agency (NEA).</p> <p>Students found in violation of the Singapore's Tobacco (Control of Advertisements and Sale) Act (Chapter 309), which includes using, possessing, buying, importing, distributing, selling or offering for sale of prohibited tobacco products, shall have the products confiscated and their personal particulars submitted to the Health Science Authority (HSA). HSA may interview and take appropriate actions against the students, which may include a fine, imprisonment or both, depending on the severity of the offence.</p>
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² Refer to Section 3 '[Attire Guidelines](#)'

³ Refer to Section 4 '[No-smoking Guidelines](#)'

5. Imposition of Punitive Actions

- a) In determining the appropriate punitive actions, the Polytechnic will consider the totality of the case including, but not limited to, the following factors:-
 - the nature and seriousness of the offence;
 - prior misconduct by the student, both at the polytechnic or elsewhere;
 - the impact or implications of the misconduct on the campus community;
 - the student's age; and
 - any mitigating, aggravating, or compelling factors to reach a fair and appropriate resolution in each case.
- b) Student is required to sign an undertaking not to commit any further major or repeated offence, failing which suspension or dismissal may be imposed.
- c) Student on suspension shall not be allowed to attend classes, including online lessons and participation in any assessment, assignments and or projects. They must fulfil all the required conditions for reinstatement in order to be reinstated, failing which they will be withdrawn from the course of study.
- d) Student's diploma will be withheld if there is outstanding fine.

6. Appeals

Appeals must be submitted in writing to the Registrar (through your School Disciplinary Committee) within 14 calendar days of written notification of the punitive action(s).

7. Referral to Police

The Polytechnic has a legal duty to report the offence to the police if it constitutes a mandatory reportable offence under the law.

8. Student who is also an Employee of Polytechnic

If a student referred for disciplinary action under this Policy is also an employee of the Polytechnic, the alleged violation of the Student Disciplinary Policy shall be reported to the Director of Human Resources.

9. Confidentiality

All disciplinary proceedings or disciplinary actions taken pursuant to these Regulations shall be strictly confidential. Students shall not disclose to third parties any information relating to the disciplinary proceedings or disciplinary actions taken, except with the written consent of the Polytechnic and/or unless disclosure is required by the laws of Singapore.