

Student Disciplinary Policy

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.

Scope

This policy applies to students enrolled in TP.

Student offences are categorised into:

- Category 1
- Academic-related Offences
- Category 2

1. Category 1 (CAT 1)

1.1 CAT 1 offences are serious offences that include:

- Assault
- Drug-related offence
- 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)

- Forgery / Tampering of documents

- Bullying/ Harassment
- Fighting

- Consumption of alcohol
- Creating nuisance/bringing disrepute to TP
- Defamation against staff / students

- Indecent behaviour
- Viewing of pornographic materials

- Insubordination
- IT-related offences
- Theft
- Unauthorised soliciting of funds and selling of products using the name of the Polytechnic
- Vandalism/ Mischief
- Non-compliance to regulations and Student Code of Conduct

- 1.2 Punitive actions, such as warning letter, corrective works order, community work and making restitution, fail grade for subjects, suspension from course of study for a minimum period of one semester and even dismissal from the Polytechnic, may be meted out by the Polytechnic.
- 1.3 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 circumstances in order to reach a just and appropriate resolution in each case.

1.4 Students who commit forgery/tampering of documents will be subject to the following punitive actions:

First offence	<ul style="list-style-type: none"> ○ Fail subject(s) covered in the period of the fraudulent MC/document; and ○ Warning Letter
Second offence	<ul style="list-style-type: none"> ○ Fail all subjects in semester that MC/document is forged; ○ Suspension in next semester; and ○ Warning Letter
Subsequent offence	<ul style="list-style-type: none"> ○ Dismissal

- 1.5 The Polytechnic has a legal duty to report the offence to the police if it constitutes a mandatory reportable offence under the law.
- 1.6 Students on suspension must fulfil all the required conditions for reinstatement in order to be reinstated, failing which they will be withdrawn from the course of study.

2. Academic-related Offences

2.1 Cheating on Semestral Examination

Students will be allowed to continue with the current and remaining examination papers, if any, pending investigation by the Disciplinary Committee.

Where the cheating offence is confirmed, students will be marked 'Fail' for the subject which they were found in possession of unauthorised materials or have cheated in.

All other subjects, including coursework-based subjects, which students have passed in the semester will be given a 'P' grade.

2.2 Cheating on Coursework

Coursework refers to non-examination-related components such as projects, term tests and assignments.

Students will be given zero for the affected component of the subject or heavier penalty, where appropriate.

2.3 Plagiarism

Disciplinary action taken against students caught for plagiarism will depend on the severity and includes failing the subject, suspension and dismissal from course.

Please refer to Plagiarism Policy for the definition, examples and ways to avoid plagiarism.

3. **Category 2 (CAT 2)**

3.1 CAT 2 offences include:

- Dress code violation
- Gambling
- Littering
- Playing poker cards
- Smoking or vaping (using an electronic cigarette)
- Trespassing into unauthorised areas
- Unauthorised use of Active Mobility Devices (AMD)
- Minor student misconduct

3.2 Offences in CAT 2 carry a warning letter for the first offence, and a \$100 fine for subsequent offences of the same nature.

3.3 The Polytechnic has the right to withhold the diploma certificates if the fines remain outstanding during graduation.

4. **Attire Guidelines**

- General Occasions
Students must be dressed in a manner that is becoming of a student. This includes neat and tidy hairdo, appropriate clothes and footwear.
- Laboratories / Workshops
Students must comply with the stipulated dress code, particularly those for safety and protective reasons.

- Headgear
Students must be readily identifiable at all times. Therefore, any forms of headgear that prevents this are not permitted.

5. No-smoking Guidelines

- 5.1 Temasek Polytechnic is a smoke-free campus. The 'No Smoking' boundary extends to the following areas:
 - 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
- 5.2 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).
- 5.3 In accordance with the Singapore's Tobacco (Control of Advertisements and Sale) Act students caught in possession or using any device that resembles tobacco products, including vaporisers, shall have the device confiscated and their particulars submitted to the Health Science Authority.

6. COVID-19 Safe Management Measures

- 6.1 Students must comply with Safe Management Measures (SafeMM) to ensure that TP remains a safe environment for everyone. Students are to observe the prevailing safe distancing and mask wearing requirements at all times, including outside campus such as the overhead bridges and bus stops along Tampines Avenue 1.
- 6.2 Students caught flouting any of the SafeMM will face disciplinary actions, which can include corrective work order or suspension.

7. Student who is also an Employee of Polytechnic

Where a student is referred for action under this Policy and he also an employee of the Polytechnic, any alleged violation of the Student Disciplinary Policy shall be notified to the Director of Human Resources.

8. 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.