

# 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.

## 2. Student Offence Categories

### Category 1 (CAT 1)

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

<b>Type of offence</b>	<b>Recommended Punitive actions</b>
<ul style="list-style-type: none"> <li>○ Use of forged or tampered MC/document for lesson attendance</li> </ul>	<p><u>1st offence</u></p> <ul style="list-style-type: none"> <li>○ Warning Letter and</li> <li>○ Fail subject(s) covered in the period of the fraudulent MC/document where attendance is taken</li> </ul> <p><u>2nd offence</u></p> <ul style="list-style-type: none"> <li>○ Warning Letter</li> <li>○ Fail all subjects in semester that MC/document is forged and</li> <li>○ Suspension in next semester</li> </ul> <p><u>3rd offence</u> Dismissal from the Polytechnic</p>

### Academic-related Offences

<b>Type of offence</b>	<b>Recommended Punitive actions</b>
<ul style="list-style-type: none"> <li>○ Cheating on Semestral Examination (including possession of unauthorised materials as verified by the Examiner as relevant to the examination paper)</li> <li>○ Cheating on Coursework such as projects, term tests and assessments</li> <li>○ Plagiarism (refer to <u>Plagiarism Policy</u> for the definition, examples and ways to avoid plagiarism)</li> </ul>	<p>Punitive actions could include the following:</p> <ul style="list-style-type: none"> <li>○ Warning letter</li> <li>○ Failing the assessment item/subject</li> <li>○ Suspension from course of study for a minimum period of one semester</li> <li>○ Dismissal from the Polytechnic</li> </ul>

### Category 2 (CAT 2)

<b>Type of Offence</b>	<b>Recommended Punitive Actions</b>
<ul style="list-style-type: none"> <li>○ Dress code violation<sup>1</sup></li> <li>○ Gambling</li> <li>○ Littering</li> <li>○ Playing poker cards</li> <li>○ Smoking or vaping<sup>2</sup> (including using, possessing or buying a prohibited tobacco product, e.g. vaporizer)</li> <li>○ Trespassing into unauthorised areas</li> <li>○ Unauthorised use of Active Mobility Devices (AMD)</li> <li>○ Minor student misconduct</li> </ul>	<p><u>1<sup>st</sup> offence</u></p> <ul style="list-style-type: none"> <li>○ Warning Letter (For PET student, copied to the student's parents/ guardians)</li> </ul> <p><u>Subsequent offence</u></p> <ul style="list-style-type: none"> <li>○ Warning Letter</li> <li>○ \$100 fine for subsequent offences of the same nature.</li> </ul>

<sup>1</sup> Refer to Section 3 '[Attire Guidelines](#)'

<sup>2</sup> Refer to Section 4 '[No-smoking Guidelines](#)'

### 3. 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.

### 4. No-smoking guidelines

Temasek Polytechnic is a smoke-free campus and 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

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).

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.

Importing, distributing, selling or offering for sale of a prohibited tobacco product is an offence under CAT 1: Non-compliance to regulations and Student Code of Conduct.

### 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 circumstances in order to reach a just and appropriate resolution in each case.
- b) Student on suspension shall not be allowed to attend classes, including online lessons and participation in any form of assessment, assignments and 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.

## **6. 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.

## **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.

*Updated 15 April 2024*