



# STUDENT

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# HANDBOOK

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**Message from  
Regional CEO & Chief Academic Officer  
Amity Global Institute**



**Professor Leon Choong**

## **Greetings and Welcome!**

It gives me great pleasure to warmly welcome you to Amity Global Institute as you begin an exciting new chapter in your academic journey. We are especially proud to present our state-of-the-art Orchard Road campus, purposefully designed to inspire learning, foster collaboration, and support your growth in a truly holistic environment. With our strong belief in education without borders, we are delighted to host students from over 45 countries, creating a vibrant, multicultural community that offers you rich global perspectives and opportunities.

As part of the Amity Education Group—one of the world's leading not-for-profit education foundations—we are connected to more than 250,000 students across 16 universities and over 175 international schools and higher education campuses worldwide. Our Singapore campus is dedicated to delivering globally

recognised education with a distinctive edge. Here, you will be guided by faculty who combine deep academic knowledge with real-world industry expertise, helping you to develop the skills and confidence needed to excel in your chosen field.

We offer a wide range of programmes in collaboration with distinguished UK universities, including the University of East Anglia, the University of London, the University of Northampton, and Teesside University. Beyond Singapore, our international exchange pathways open doors to transformative experiences at our campuses in New York (USA), Dubai (UAE), as well as Tashkent (Uzbekistan)—broadening horizons through invaluable cross-cultural learning.

At Amity Global Institute, education goes beyond the classroom. Our new campus has been designed to cultivate creativity,

critical thinking, and collaboration. A vibrant student life awaits you through diverse clubs and societies—from photography, fitness, and performing arts to culture, conservation, and sports—allowing you to pursue your passions, showcase your talents, and build leadership skills that will serve you for life.

Our mission is clear: to provide quality education while shaping students into confident professionals and responsible global citizens. We are committed to equipping you with the knowledge, skills, and global mindset needed to succeed in your career and to make meaningful contributions to the world.

I wish you a safe, enriching, and fulfilling academic journey, and invite you to embrace the transformative experience that awaits you at Amity Global Institute.

Best Regards,

**Professor Leon Choong**  
Regional CEO & Chief Academic Officer



# WHO WE ARE & WHY CHOOSE US

## ■ About Amity Global Institute ■ Advantage Amity

Amity Global Institute, a key institution of the Amity Education Group, is one of the world’s top five education groups and a leading global not-for-profit education foundation.

Amity Global Institute strives to be an institute of excellence that provides quality education and fosters life-long learning to nurture the next generation of global leaders. Amity offers globally recognized degrees in partnership with the University of East Anglia, the University of London, the University of Northampton, and Teesside University, and has articulation pathways with the Queensland University of Technology to provide students with even more academic opportunities.

The campus is located at 228 Orchard Road, S(238853). Strategically located within the Orchard Road precinct, the campus is directly across 313@Somerset, Orchard Gateway and Orchard Central, with many other malls and sights within walking distance.

Our institute enjoys close proximity (merely a 2-minute walk) to Somerset MRT station ensuring easy accessibility and convenience for your daily commute. It is one of the three stations located along the popular shopping belt, Orchard Road.

Amity Global Institute is registered with the SkillsFuture Singapore (SSG). Proud recipient of the 4-year EduTrust certification on multiple consecutive occasions.

### Rich Intellectual Capital

The distinguished faculty comprises of experienced academicians from leading institutions and corporate leaders with rich industry experience.

### Practical and Rigorous Curriculum

The curriculum at Amity is highly industry-oriented with emphasis on all round personality enhancement and is geared towards making students ready for the corporate world even before they step into it.

### Maximum Corporate Interaction

Amity organizes a series of events like CEO Dinner Series, CEO’s Forum, Guest Lectures etc to assist students to regularly interact with Corporate Houses and renowned Management Gurus.

### Campus Life

The students at Amity are made to work really hard at learning the nuances of the corporate world, but there are lots of opportunities for having fun too. The students are endeavoring to make their mark in a highly creative field and it is vital for them to be able to hone their skills and showcase their talents.



# OUR IDENTITY AND ACADEMIC EXCELLENCE

## Vision

To be an educational institution of excellence that advances knowledge and fosters life-long learning.

## Mission

To be an institution that nurtures talent to serve business and society.

## Values & Culture

- Social Responsibility
- Integrity
- Innovation
- Research Focus
- Industry Relevance

For Organizational Chart, please refer to  
<https://www.amitysingapore.sg/about-amity/organisation-chart/>

## Teaching Staff

We believe that in any academic institution, the quality of faculty is of utmost importance. At Amity, we pride ourselves in having some of the most talented and dedicated thought leaders in the country who come from the best institutions around the world. Not only are they academically and professionally amongst the best, but have high standards of moral and ethical values, so that they can be true role models.

## Core Faculty

At Amity, the core faculty comprises of senior academicians in Singapore who have taught in reputed Singapore and foreign universities and have vast industrial experience to add value to the curriculum.

## Visiting Faculty

In addition to the permanent faculty, leading professionals from the corporate world interact regularly with the students in the classroom as well as their workplaces. The students get a different insight into the subject with the rich industry experience the faculty shares with each of them. They encourage the students to look beyond the books and explore the subject with experiential learning.

# EXPLORE OUR CAMPUS

## WELCOME TO AMITY GLOBAL INSTITUTE

Amity Global Institute strives to be an institute of excellence that provides quality education and fosters life-long learning to nurture the next generation of global leaders. Amity offers globally recognised degrees in partnership with the University of East Anglia, University of London, Teesside University, the University of Northampton, and has articulation pathways with the Queensland University of Technology to provide students with even more academic opportunities.

The campus is located at 228 Orchard Road, S(238853). Strategically located within the Orchard Road precinct, the campus is directly across 313@Somerset, Orchard Gateway and Orchard Central, with many other malls and sights within walking distance.

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**A KEY INSTITUTION OF THE AMITY EDUCATION GROUP,  
A LEADING WORLDWIDE NOT FOR PROFIT EDUCATION  
FOUNDATION.**





# LEARNING ENVIRONMENT

## ■ Teaching Methodology

Courses are conducted via a combination of lectures and tutorials. The lessons are supported through audio-visual media, quizzes, discussions, case studies, case analysis, team project, student presentation, role plays, simulation games, seminar and exercises to allow for an overall teaching and learning approach. Amity is dedicated to ensure that every student who participates in the course will understand, interact and enjoy the learning.

## ■ Attendance Requirements

### Attendance Requirement for Local Students (Full Time)

- All students must maintain at least 75% of classroom attendance
- Any student who has not achieved the attendance requirement will be barred from the examinations/assessments of the module concerned. Further, the Student needs to repeat the entire module with attendance and payment of the relevant fees.
- For students studying External Degree Partners' courses, rules specified by the Partners will be applicable.

### Attendance Requirement for International Students

Amity is obliged to report to the Immigration & Checkpoints Authority (ICA) on international students who have failed to meet ICA requirement on attendance.

The student should not fail to attend classes for a continuous period of days or without valid reason.

- The student should not fail to attend classes for a continuous period of days or without a valid reason.



- The student should not have a percentage of attendance of less than 90% in any month of the Course without any valid reason.
- All the International students will spend at least 3 hours per day (5 days a week) within the

school premise engaging in academic studies or meaningful activities (for example, classes, tutorials, project work, enrichment activities or co-curricular activities).

If the student fails to meet any of the above requirements, the Student Pass may be cancelled and renewal will be granted to the student on case-to-case basis and is subject to the Immigration Checkpoints Authority's approval.

International students who have not achieved the attendance requirement of 90% will also be barred from the examinations/assessments of the module concerned. Further, the Student needs to repeat the entire module with attendance and payment of the relevant fees. For students studying External Degree Partners' courses, rules specified by the Partners will be applicable.



## Attendance Requirement for Part-Time Students and Students enrolled for E-learning Courses

- Part-time students and Students enrolled for E-learning Courses are encouraged to achieve an attendance of 75%."

## ■ Leave of Absence during Term

- Leave is not permitted after the commencement of the course, unless for students with valid reasons.
- Applications must be submitted online or through leave application form with supporting documents.
- The teachers and the student will work together to minimise the impact of any leave on the students' studies and to resolve any academic issues. Students must complete the Application for Leave of Absence Form either in hard copy or online.
- International students should refer to the relevant rules and regulations set by the Immigration and Checkpoint Authority (ICA) governing leave of absence for student pass/visa holders; and may only be permitted to take a leave of absence (and return home) in the case of bereavement, medical reasons or circumstances beyond their control.
- Students who take medical leave are required to submit the copy of the medical leave attached to the Application for Leave of Absence Form within the next 3 working day from when the medical leave ends.
- Students are advised that even where leave is granted, their attendance or certification for examinations (where relevant) may be affected. Students who take leave without notifying the school will be considered as 'Absent Without Valid Reason'.
- Student Pass holders who are absent without reason for 7 consecutive days is liable to have their student pass cancelled.

## ■ Attendance Procedures

### Attendance for Full-Time Student (Non-STP Holders)

- The biometric system will serve to monitor Student's class attendance daily and issue necessary intervention.
- Biometric system will automatically email student whenever he/she absents from class for 7 consecutive days.
  - *Should student approach Student Management Staff to clarify on the automated 7 consecutive days warning/discrepancies in attendance and there is found to be errors, Student Management Staff is to rectify the error in attendance record.*
- Student's class attendance will be collated and monitored twice a month; mid-month and end of the month.
- For mid-month monitoring
  - *Warning email / letter is to be sent to students whose attendance rate tabulated from*

*the start of the month to the middle of the month falls below 75%.*

- *Students enrolled in courses with course commencement date falling on the 10th of the month or after, will not be issued a mid-month warning email for that month.*
- *Students who attended counselling as part of mid-month monitoring, will not be issued a warning letter at the end of that month, provided they maintain 75% attendance rate for all remaining lessons in that month following the counselling session.*
- **For end of month monitoring**
  - *Warning email / letter is to be sent to students when attendance rate tabulated from the start of the month to the end of the month falls below 75%.*
  - *Students who attended counselling as part of previous month's end of month monitoring, will not be issued a warning letter for the current month's mid-month and end of the month monitoring, provided they maintain 75% attendance rate for all remaining lessons in the month following the counselling session.*
- iii. Students are required to attend counselling sessions from the 2nd warning email / letter onwards.
- iv. Should student clarify with Student Management Staff on the 1st warning emails / letters, student may submit Leave application for those absent days.
- v. Should student attend the counselling session as part of the 2nd warning email / letter, student may write reflection letter and submit to Student Management Staff. If student does not have any supporting documentation for his/her absence, student may appeal to school to allow the continuation of his/her studies.
- vi. Should student attend the counselling session as part of the final warning email / letter, student must write reflection letter and submit to Student Management Staff. If student does not have any supporting documentation for his/her absence, student may appeal to school to allow the continuation of his/her studies.
- vii. Should student miss /not attend the counselling session arranged after 3 reminders, student may be terminated.
- viii. Any student who has not achieved the attendance requirement will be barred from the examinations/assessments of the module concerned. The Student needs to repeat the entire module with attendance and payment of the relevant fees. For students studying External Degree Partners' courses, rules specified by the Partners will be applicable.

## **Attendance for Part-Time Student and Student enrolled for e-learning Courses**

- i. Part-time students are mature adults and expected to plan their schedule to attend classes.
- ii. Student Management Staff monitors the individual class attendance.
- iii. Part-time students/Student enrolled for e-learning Courses are encouraged to achieve an attendance of 75%.

## **Attendance for Full-Time International Student (STP Holders)**

- i. The biometric system will serve to monitor Student's class attendance daily and issue necessary intervention.
  - a. *Biometric system will automatically email student whenever he/she absents from class for 7 consecutive days.*
  - *i. Should student approach Student Management Staff to clarify on the*

*automated 7 consecutive days warning/discrepancies in attendance and there is found to be errors, Student Management Staff is to rectify the error in attendance record.*

- *ii. Should student be absent for 7 consecutive days without a valid reason and informing/communicating with the School. A police report is to be lodged and informed to ICA. Student's Pass is also liable to be cancelled with effect from the 8th day.*
- ii. **Student's class attendance will be collated and monitored twice a month; mid-month and end of the month.**
  - a. *For mid-month monitoring*
    - *i. Warning email / letter is to be sent to students whose attendance rate tabulated from the start of the month to the middle of the month falls below 85%.*
    - *ii. Students who attended counselling as part of mid-month monitoring, will not be issued a warning letter at the end of that month, provided they maintain 90% attendance rate for all remaining lessons in that month following the counselling session.*
  - b. *For end of month monitoring*
    - *i. Warning email / letter is to be sent to students when attendance rate tabulated from the start of the month to the end of the month falls below 90%.*
    - *ii. Students who attended counselling as part of previous month's end of month monitoring, will not be issued a warning letter for the current month's mid-month and end of the month monitoring, provided they maintain 90% attendance rate for all remaining lessons in the month following the counselling session.*
    - *iii. Should student clarify with Student Management Staff on the 1st warning emails / letters, student may submit Leave application for those absent days.*
- iii. **Should student attend the**

counselling session as part of the 2nd warning email / letter, student may write reflection letter and submit to Student Management Staff. If student does not have any supporting documentation for his/her absence, student may appeal to school to allow the continuation of his/her studies.

- iv. Should student attend the counselling session as part of the final warning email / letter, student must write reflection letter and submit to Student Management Staff. If student does not have any supporting documentation for his/her absence, student may appeal to school to allow the continuation of his/her studies.
- v. Should student miss /not attend the counselling session arranged after 3 reminders, student may be terminated.
- vi. For Student who is less than 18 years old, Parents/Guardian will be informed of the attendance irregularities/attendance warning email/ letter.
- vii. Student Management Staff follows up with the Student when the attendance did not improve in the following ways:
  - I. Implementation of timely intervention measures to help students with poor conduct or attendance in the form of counselling. The evaluation of the intervention measures for effectiveness and improvement in attendance is done by tracking the number of monthly counselling sessions conducted against the percentage of students with less than 90% of attendance in the subsequent month (compared to the counselling session month).
  - II. Debarment from Examination / Assessment for the respective module/s but allow Student to retake the module/s that did not meet the attendance requirements.
  - III. Cancellation of student pass / Termination
  - IV. Student Management Staff follows up on any further action required to be taken by Student and file the record in the student file.
  - V. Monthly Report to be prepared by the Student Management Staff and emailed to ICA.
  - VI. If a Student Pass student's monthly attendance falls below 90% attendance, a warning letter will be sent to the Student, and the Student will meet the Head – Student Management or designated Staff for counselling. This will be recorded in the Student Attendance Counselling Form.
  - VII. Apart from the monthly report, a report will be generated for the Head – Student Management of the following reason:  
If there is no improvement to attendance after three consecutive warning letters (in a year) are sent, and the Student is absent from class without valid reasons, then the student pass will be cancelled.
  - VIII. Further, the Student Management Staff will also monitor individual class attendance.
  - IX. International students who have not achieved the attendance requirement of 90% will also be barred from the examinations/assessments of the module concerned (students will be sent the debarment letter). Further, the student needs to repeat the entire module with attendance and payment of the relevant fees. For students studying External Degree Partners' courses, rules specified by the Partners will be applicable.
  - X. Under any unprecedented challenges like the COVID-19 situation, AGI Singapore shall ensure all its students' health and safety. AGI Singapore shall put necessary precautionary measures to keep our School a safe environment for its students and allow its students to continue learning according to local government guidelines. AGI Singapore shall work closely with its university partners and commit resources to progressively roll out online learning tools. These aim to provide a supplementary source of learning to ensure minimal disruptions to students' academic journey.

## For Face-to-Face Programmes

- Student (Biometric System)
  - a) Students are required to 'thumb in' within 15 minutes from the start of the lesson and 'thumb out' after the end of the lesson using the biometric system to record their attendance.
  - b) Attendance of students will also be marked by lecturers at the beginning of class and at the end of the class.

A student will be considered present only if the following conditions are met:

- The student has successfully 'thumbed in' and 'thumbed out' in accordance with the scheduled lesson timings; and
- The student is marked as present by the lecturer for that session

## Synchronous E-learning

Attendance of students will also be marked by lecturers at the beginning of class and at the end of the class.

## Asynchronous E-Learning

Attendance of students will be marked based on the duration of the logged on status in the Learning Management System (LMS).



# ENROLLING AND LEARNING IN AMITY GLOBAL INSTITUTE

## ■ Fee Protection Scheme (FPS)

The Fee Protection Scheme serves to protect the students' fees in the event a Private Education Institution (PEI) is unable to continue operations due to insolvency, and/or regulatory closure. Furthermore, the FPS protects the student if the PEI fails to pay penalties or return fees to the student arising from judgments made against it by the Singapore courts.

The FPS is applicable to ALL students (regardless of nationality and the type of passes, i.e. dependent's pass, student's pass, work permit etc) taking courses in PEIs with EduTrust certification. It applies to all courses with course duration of more than 1 month or 50 hours.

Amity Global Institute has put in place the FPS Insurance Scheme arrangements to ensure that fees paid by students to the school are insured by SSG-appointed service providers. Course fees paid would be protected under the FPS Group Insurance by Liberty Insurance Pte Ltd (Liberty).

FPS insurance premiums are paid by Amity Global Institute, unless otherwise stated in the Student Contract as payable separately by the student. The insurance coverages shall commence from the fee payment date and cover the course duration the fee is paid for or till the course end date.

Students who seek Deferment/Transfer/Withdrawal resulting in extension of the course duration will have to pay the relevant FPS charges as stated in the Miscellaneous Fees.

Students can make their Course Fee payment at the Accounts & Finance Office in Cash and Cheque. Students are advised to email (email address: [accounts1@singapore.amity.edu](mailto:accounts1@singapore.amity.edu)) and notify Amity immediately of any payment made by any payment mode.

Bank Name:	DBS Bank Ltd
Account Name:	Amity Global Institute Pte Ltd
Account Number:	003-923926-2
Bank Code:	7171
Branch Code:	003
Swift Address:	DBSSSGSG
Bank Address:	DBS Shenton Way Branch, 6 Shenton Way DBS Building Tower 2, Singapore 068809

For more details on Fee Protection Scheme, click to [https://www.tpgateway.gov.sg/resources/information-for-private-education-institutions-\(peis\)/protection-of-course-fees](https://www.tpgateway.gov.sg/resources/information-for-private-education-institutions-(peis)/protection-of-course-fees)  
 Click here to download a copy of the Liberty Insurance FPS Certificate <https://www.amitysingapore.sg/wp-content/uploads/2025/12/Amity-Master-Cert-till-2026.pdf>

## ■ Medical Insurance

All students need to purchase medical insurance throughout their course of studies with Amity. A SC/PR or a non-Student's Pass international student who is protected by his/her own medical insurance in Singapore can opt out from the medical insurance scheme arranged for by the Amity. If you do not have medical insurance, Amity will purchase the medical insurance on your behalf at a fee of \$100 per annum (plus prevailing GST) which will be paid by the student.

This medical insurance scheme shall minimally provide for an annual coverage limit of not less than S\$20,000 per student; with B1 / B2 / C ward in government and restructured hospitals and 24 hours coverage in Singapore

and overseas (if student is involved in school related activities) throughout the course duration, and the Student is encouraged to seek advice on whether more comprehensive insurance cover is required or desired. Students need to submit documentary evidence together with the Claim Form to Liberty Insurance Pte Ltd.

## ■ Product Summary

### Coverage

- Necessary and reasonable medical charges incurred as a result of hospitalization and/or injury.
- 24 hours coverage in Singapore and overseas (if student is involved in school-related activities).

SCHEDULE OF BENEFITS	PLAN 1 (S\$)
1. a) Daily Room & Board <sup>1</sup> b) Intensive Care Unit <sup>2</sup> c) High Dependency Ward <sup>3</sup>	As charged in C / B2 / B1 ward in Singapore Government / Singapore Government Restructured Hospitals
2. Hospital Miscellaneous Services	
3. Surgical Fees (Subject to MOH Table of Surgical Procedure)	
4. In-Hospital Physician's Visit (Subject to maximum 90 days)	
5. Pre-Hospitalisation Specialist Consultation Fees <sup>4</sup>	
6. Pre-Hospitalisation Diagnostic X-Ray & Laboratory Test <sup>4</sup>	
7. Emergency Outpatient Treatment Due To Accident <sup>5</sup>	
8. Emergency Dental Treatment / Registered Traditional Chinese Physician (TCM ) Treatment Due To Accident <sup>5</sup>	1,000
9. Post-Hospitalisation Treatment <sup>6</sup>	As Charged
10. Ambulance Fee	150
11. Medical Report Fee	100
12. Hospitalization Expenses Arising From Infectious Diseases Including Covid-19	As Charged
13. Pro-Ration Factor <sup>7</sup>	65%
<b>Overall Maximum Limit Per Policy Period (S\$) (Item 1 to 13)</b>	<b>S\$20,000</b>

SCHEDULE OF BENEFITS	PLAN 1 (S\$)
Additional Benefit (S\$)	
14. Outpatient Kidney Dialysis and Cancer Treatment	S\$3,000
15. Mental Illness (admission to Institute of Mental Health only)	S\$1,000
16. Special Grant	S\$5,000
17. Personal Accident (Death/Permanent Disablement Scale II)	S\$20,000

**Notes:**

1. Based on 4 to 6 Bed (B1/B2/C Ward) in Singapore Government / Restructured Hospital
2. Subject to overall maximum limit of 120 days including R&B and HDW
3. Subject to overall maximum limit of 120 days including R&D and ICU
4. Within 120 days before hospitalisation or day surgery
5. Within 24 hours from time of Accident
6. Within 120 days following discharge from hospital
7. The Policy will pay the stated percentage if the Insured Person is admitted to a higher ward in Singapore Government/Restructured Hospital OR in a private hospital in Singapore OR in an overseas hospital during school-related activities

## ■ Standard Student Contract

### Private Education Institution-Student Contract

SSG, in aiming to enhance the confidence of students and their parents in the quality of education in Singapore, has stipulated that all Private Education Institutions must sign a Private Education Institution-Student Contract with students. The contract sets out the terms and conditions governing the relationship between the student and Private Education Institution. Amity will honour all terms and conditions in the contract and in all communication materials. Students may request for a copy of the Private Education Institution- Student

Contract from Amity or view it on the SSG website [https://www.tpgateway.gov.sg/resources/information-for-private-education-institutions-\(peis\)/edutrust-certification-scheme/where-can-i-get-more](https://www.tpgateway.gov.sg/resources/information-for-private-education-institutions-(peis)/edutrust-certification-scheme/where-can-i-get-more)

### Cooling-Off Period

There will be of 10 calendar days commencing from and including the date of the endorsement of Private Education Institution - Student Contract. Students have the right to cancel the contract within the 10 calendar days and be refunded all course fees and miscellaneous fees already paid if the students submit written notice of withdrawal to Amity within the cooling off period (refer to Clause 8 of

Private Education Institution-Student Contract). After the cooling-off period, Amity refund policy will apply.

### Award Criteria

To qualify for the award, students must meet the following result criteria:

Course	Criteria
Certificate/Diploma/Advanced Diploma/Degree/ Post Graduate Diploma & Certificate/Masters/Doctorate courses.	Student must pass all prescribed modules (with the exception of exempted modules).

Please visit <https://www.amitysingapore.sg/contact-us/medical-insurance/> to access more information regarding the following.  
 Certificate for Group Medical Insurance  
 Group Student Medical Insurance Policy  
 Student Claim Form  
 Product Summary – Group Hospital & Surgical Insurance

## Step 1: Admission Requirements

Ensure that you have met the entry requirements for the course that you are interested in.

- Please refer to Entry Requirements in the Website ([www.amitysingapore.sg](http://www.amitysingapore.sg))

## Step 2: Fill up all the forms

- Pre-course counselling checklist (in the Student Application Form)
- Student Application Form
- ICA form 16 & V36 (for international student)

## Step 3: Provide the following supporting documents

- 4 passport-size photographs with white background
- 1 photocopy of applicant's original passport (Please photocopy the page showing applicant's personal particulars and the expiry date of the passport)
- Certified / Notarised copies of your highest educational certificates and transcripts
- Proof of English Proficiency; either IELTS/TOEFL scoresheet or a letter from institution certifying English is medium of instruction
- 1 photocopy of original birth certificate (for international student)
- Letter of employers certifying period of employment (If applicant has left school for work after completion of last qualification)
- Documentary proof of financial ability and parent's monthly income statement/ Bank statement/ Fixed Deposit accounts/ Saving accounts indicating deposit of USD \$18,000 equivalent or more (for International Student)
- Legal Guardian's NRIC (as applicant's sponsor - if applicable)  
The Course Application fees is non-transferable and non-refundable & payable to "AMITY GLOBAL INSTITUTE PTE LTD".

## Step 4: Send us your application

You are required to mail application form and all required documents to AMITY GLOBAL INSTITUTE at the following address:

AMITY GLOBAL INSTITUTE

228 Orchard Road, Singapore 238853

Phone: + 65 6602 9500 (9 lines) | Fax: + 65 6602 9509

E-mail: [info@singapore.amity.edu](mailto:info@singapore.amity.edu)

### NOTE:

- Additional supporting documents may be required on a case-to-case basis, which our staff will advise the applicant accordingly.
- Only duplicate copies of these documents (except photographs) should be submitted to the school. Original copies of the documents may be required by the ICA upon approval of the Student's Pass application.
- Applicant **MUST** bring along original copies of these supporting documents when entering Singapore to complete formalities for Student's Pass application at the ICA.
- Documents in foreign languages **MUST** be translated into English language and legally certified
- More Information on Student's Pass application is available on the Immigration & Checkpoints Authority's website at [www.ica.gov.sg](http://www.ica.gov.sg).
- Types of payment Modes for course application fee: Flywire, Cash, Cheque, ATM Transfer, AXS service, PayNow, Internet Banking and Telegraphic Transfer (TT).
- Only payment in S\$ is accepted.

### NOTE:

Please make sure that your application forms and documents reach us at least 3 weeks before course commencement.

## Step 5: Acceptance by the School

When the student meets the entry requirement and application is accepted, the following “Enrolment Documentation” are provided to the student:

- Offer Letter signed by the Principal/designate Form 12 Advisory Note to Students
- Student Contract (2 copies) signed by the Department HOD/Asst HOD – Admissions
- Details for Fee Protection Scheme
- Student Handbook
- Students’ acknowledgment on joining the course after the commencement date (if applicable)
- ICA Form 16 & V16 (for International Students)

Once the above documents are received, student will provide the school with the following.

- Copy of Offer Letter duly signed by the student as accepted
- Advisory Note signed by the student and guardian / parents (where applicable)
- Student Contract (2 copies) signed by the student and guardian / parents (where applicable)
- Students’ acknowledgement on joining the course after the commencement date (if applicable)

Amity will assist students if they are not clear on form filling. Incomplete applications or applications not fulfilling the required details are kept in view for further processing.

## Step 6: Fee Payment

Upon receiving the letter of acceptance from the student, Amity shall also ensure that the following are adhered to: All fees refer to all monies that are paid by the student to be enrolled in the Amity except for Course Application Fee and Miscellaneous Fees.

## Payment Mode

With effect from 1 Jan 2022, course fees paid would be protected under the FPS Group Insurance by Liberty Insurance Pte Ltd (Liberty).

- Wechat
- Telegraphic Transfer (TT)
- Flywire
- Liuzhu Pay
- Credit Card
- Cheque  
(Payable to: Amity Global Institute Pte Ltd.)
- Cash
- NETS
- AXS service
- PayNow
- Internet banking

- Internet Banking and Telegraphic Transfer (TT) directly to:

Bank Name:	DBS Bank Ltd.
Account Name:	Amity Global Institute Pte Ltd
Account Number:	003-923926-2
Bank Code:	7171
Branch Code:	003
Swift Address:	DBSSSGSG
Bank Address:	DBS Shenton Way Branch, 6 Shenton Way DBS Building Tower 2, Singapore 068809

Students should email at: [accounts1@singapore.amity.edu](mailto:accounts1@singapore.amity.edu) and notify Amity immediately of any payment made by any payment mode.

### Note: For International Students

Once the Offer Letter is accepted, Amity will process Student’s Pass Online Application and Registration (SOLAR) portal of Immigration and Checkpoints Authority, Singapore. Following which the Registration Acknowledgement is given to the student to complete the student pass application. Amity will assist students if they are not clear on form filling. Further, assistance will be provided as below:

- Using the SOLAR+ Application No. in the Registration Acknowledgement document the student can check Student’s Pass Application Status online.
- Once student pass is approved, applicants will receive the In Principle Approval letter (if applicable).
- Information on accommodation matters, student services and compulsory medical insurance.

With effect from 1 Jan 2022, course fees paid would be protected under the FPS Group Insurance by Liberty Insurance Pte Ltd (Liberty).



# REFUND POLICY & PROCEDURE

## The school’s refund policy is as follows:

1. Amity Global Institute (“AGI”) will notify the Student in writing within three (3) working days upon discovering any of the following situations, referred to as “Refund Events” under Clause 3.1 of the Student Contract:
  - a. The Course cannot begin on the scheduled Commencement Date.
  - b. The Course cannot be completed by the stated Completion Date.
  - c. The Course will end prematurely before the Completion Date.
  - d. The student fails to meet the entry or matriculation criteria outlined by the organization in Schedule A of the Student Contract.
  - e. The Student’s Pass application is denied by the Immigration and Checkpoints Authority (ICA).
2. AGI will notify the Contracting Party in writing of any alternative study options, if available, within ten (10) working days of the Refund Event.
3. If the Contracting Party agrees to the alternative arrangements for Refund Events (a) to (c):
  - For event (a): The existing contract will be automatically terminated, and a full refund of Course and Miscellaneous Fees will be issued. A new contract must be signed for the alternative arrangement.
  - For events (b) and (c): The contract will be automatically terminated, and AGI will refund Course and Miscellaneous Fees based on the uncompleted portion or duration of the Course whichever is greater within seven (7) working days.
4. If AGI is unable to recommend alternative study arrangements or the

Contracting Party declines the alternative arrangements for Refund Events (a) to (c):

- For event (a): AGI will refund all Course and Miscellaneous Fees paid within seven (7) working days of contract termination.
- For events (b) and (c): The contract will be automatically terminated, and AGI will refund Course and Miscellaneous Fees proportionate to the uncompleted portion or duration of the Course, whichever is higher, within seven (7) working days.
- For events (d) and (e): The contract will be immediately terminated and a full refund will be issued.

### 5. For Refund

- AGI will immediately terminate the contract and refund all Course and Miscellaneous Fees paid within seven (7) working days.

% of [the amount of Course Fees and Miscellaneous Fees paid under Schedules B and C]	If Student’s written notice of withdrawal is received:
[100%]	more than [60] working days before the Course Commencement Date
[25%]	On or before, but not more than [60] working days before the Course Commencement Date
[10%]	after, but not more than [7] working days after the Course Commencement Date
[5%]	More than [7] working days after the Course Commencement Date, but not more than [14] days after the Course Commencement Date
[0%]	more than [14] working days after the Course Commencement Date

## Refund for Withdrawal During the Cooling-Off Period

Notwithstanding anything herein contained, the Contracting Party shall be entitled to, without any liability whatsoever to the AGI, forthwith terminate the Contract at any time within the Cooling-Off Period by way of a written notice to AGI. AGI shall return all Course Fees and Miscellaneous Fees paid to it within seven (7) working days of the receipt of the written notice.

## Refund for Withdrawal Outside the Cooling-Off Period

Without prejudice to Clauses 3.1 to 3.8 of the Standard Student Contract, the Contracting Party may terminate the Contract at any time before the Course Completion Date by providing a written notice to AGI. Upon receipt of such notice, AGI shall within seven (7) working days, refund to the Contracting Party such amount (if any) as determined in accordance with Schedule D of the Standard Student Contract.

## Refund Procedures:

1. Application fee for courses is non-refundable and non-transferable.
2. Requests for refunds arising from withdrawal must be accompanied with an original fully completed hardcopy Withdrawal Request Form and supported with relevant documentary proof, where applicable.

## Student-Initiated Refund

- The student completes and submits the “Withdrawal Request Form” to Amity requesting a refund with the reasons.
- The Course Administrator discuss with Department Head – SS/Designate student’s eligibility for a refund. If eligible, the amount to be refunded is calculated and gets approval from the Principal. Thereafter the Course Administrator explains to the student showing the breakdown of the refund.
- The approved duly completed form is handed over to the Accounts & Finance Officer to process the refund to the student within 7 working days from the date of request.

## Amity-Initiated Refund

- If Amity is unable to run the course, the Principal in consultation with the Management Team decides not to run the course. Upon receipt of written confirmation that the course will not run, the Department Head – SS/Designate will provide alternative study arrangements to the student. If the student does not accept, Student Management Staff calculates the amount of refund due to the students and obtains approval from the Principal to give the refund.
- In other cases, like ICA student pass rejection, excess payment by student, etc, the Account and Finance Officer, after being notified by the respective department, prepares the necessary documents for the refund and gets approval from the Principal. At the same time, Student Management Staff will request for bank account details from the student.



- Upon completion of the request, Student Management Staff will inform the student of the completion along with the computation of the refund amount.
- Course Administrators will prepare the letter of notification or email with the computation of the refund amount. This will either be emailed to the student and handed to the student directly.
- Refund to the Student is processed within 7 working days from the date of request. Should a the bank account details not be available, a cheque / cash may be prepared instead for the student to collect. Student will be informed once the refund has been processed.



# TRANSFER AND WITHDRAWAL POLICY & PROCEDURE

## Policy for Transfer / Withdrawal

The school's Transfer / Withdrawal policy is as follows:

- Amity allows students to transfer from a Course X to another Course Y within the school. This is treated as a withdrawal from Course X (refund policy will apply) and a re-enrolment with Amity into Course Y. Amity may at its discretion give the re-enrolled student a discount on the course fee for Y. The discount may be up to the unused portion of the course fee for X. If the student is below 18 years of age, the parent or guardian's approval for the transfer / withdrawal will be required.
- Amity allows students to withdraw from a course in accordance with the refund policy.
- A transfer to another private school is regarded as a withdrawal from Amity. If the student is below 18 years of age, the parent or guardian's approval for the transfer / withdrawal will be required.
- The table below summarises the key aspects of the transfer and withdrawal policies.

Details	Transfer	Withdrawal
Circumstances in which request will be granted	The (new) course is being run and has vacancies	Principal to approve first
Additional Fee Payable	Refer to Contract	Nil
Status of Student Pass	Cancel existing and apply a new student pass for student	Cancel the existing student pass.
Condition for Refund	As per refund policy	As per refund policy
Time-frame for Processing	4 weeks	4 weeks

- Amity briefs prospective students on the Transfer / Withdrawal Policy during pre-course counselling session (by the Agent/ Course Counsellors and later again during the orientation programme (by Course Administrator).
- Full details of the policy are also available on the school website and student handbook. The school targets students with a minimum of level of proficiency in English, so that they should have sufficient language ability to understand the policy in English.
- Depending on the circumstance, the student will have to sign a new contract or be issued an addendum to the existing contract when a course transfer request has been approved.
- The process will take a maximum of 4 weeks from point of request to informing the student of the outcome in writing.



## Transfer / Withdrawal Procedure

Procedure to withdrawal/transfer to another school

The schools procedure for withdrawal/transfer to another school is as follows:

1. The student gives written notice of his/her intention to withdraw using Withdrawal Request Form to the Head - Student Services/designate who will talk to the student to find out why he/she wants to withdraw.
2. If student does not change his/her intention, the Head - Student Services/designate will inform Principal.
3. When the Withdrawal has been approved by the Principal, The Head - Student Services/ designate proceed with the following matters including
  - Issuance of a letter to student effecting the withdrawal.
  - Cancellation of the student pass (if applicable).
  - Termination of the contract.
  - Refunding the student as per refund procedure.
  - Updating of FPS Year End Adjustment Report
  - Issuing the attendance record, if applicable.

## Procedure to Transfer to another course within the school

1. The student gives written notice of his/her intention to Transfer course using Transfer Request Form. Head - Student Services/designate will talk to the student to find out why he/she wants to transfer and inform student of the implications. If the student is below 18 years of age, the parent or guardian's approval for the transfer will be required.
2. Head - Student Services/designate checks that the student satisfies the Entry Requirements / Pre-requisite of the requested course.
3. The school will cancel the current student pass and apply for a new student pass for the new course. Students should not hold the school liable should Singapore ICA reject the application of student's pass.
4. The student is informed of the school's transfer policy and procedure.
5. Once the student understood and confirms by the transfer by signing the Transfer Request Form. This will be handed to the Principal for approval.
6. Upon approval, the Head - Student Services / Officer follow up with
  - Issuance of a letter to student effecting the transfer
  - Cancellation of the existing student pass and application for a new pass
  - Termination of the existing contract and signing of the new contract / issuance of an addendum depending on the circumstance
  - Updating of FPS Year End Adjustment Report.
  - Transferring the student's account to the new course in accordance with the transfer policy
7. Students will be notified of the outcome within 4 weeks from the receipt of the Transfer request. International students will be notified of the outcome of student's pass application upon approval by Immigration and Checkpoints Authority, Singapore.
8. The Transfer / Withdrawal records in hard copy are kept in the student file. The school's data management system also keeps a record of the student status, as per the requirements for the student register.

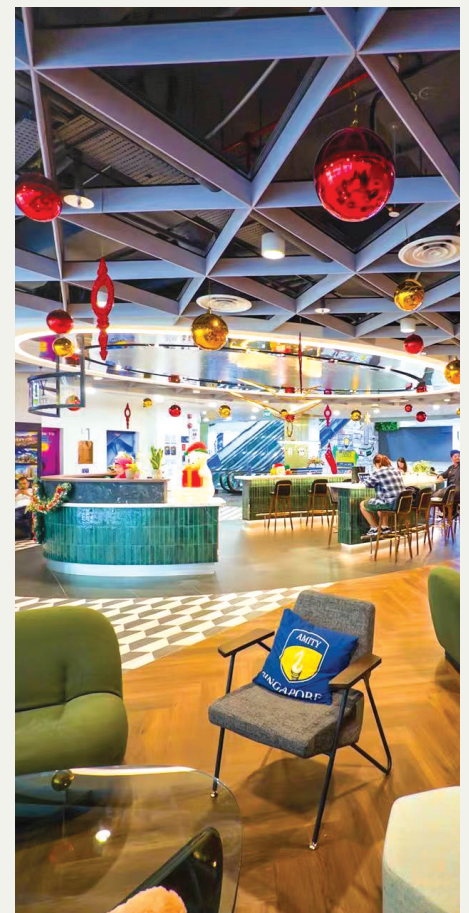




# DEFERMENT POLICY & PROCEDURE

## Policy

- a. Any student wishing to defer his/her studies must submit a fully completed Deferment Request Form indicating the reasons for deferment together with all supporting documents. Deferments are considered only on exceptional circumstances.
- b. If the student is below 18 years of age, the parent or guardian's approval for the request will be required.
- c. Upon receipt of the student request, the Student Services Staff will process the application. For straight forward cases with complete supporting documents, the decision may be communicated in writing to the student concerned within 7 working days.
- d. If the documents submitted are incomplete and/or in situations where further clarifications are required in order for a fair decision to be made, the process may take longer.
- e. If the request for deferment is approved, the student will be required to make a deferment fee payment for the period requested (maximum: within 6 academic months from the date of request for deferment). Students are obligated under the terms and conditions of enrolments and would be required to make their course fee payment in addition to the deferment fee charge.
- f. The student is further obliged to commence / continue the course within the stipulated recommencement date. If the student does not return by the end of the 6-month deferment period, their enrolment will be terminated, and the course fees will be forfeited. Further requests for deferments from the same student will not be entertained.
- g. Depending on the circumstance, the student will have to sign a new contract or be issued an addendum to the existing contract after a course deferment request has been approved, on the first day of their return to school.
- h. The process will take a maximum of 4 weeks from point of request to informing the student of the outcome in writing.



## Procedure

Any student wishing to defer his/her studies must submit a fully completed Deferment Request Form indicating the reasons for deferment together with all supporting documents. If the student is below 18 years of age, the parent or guardian's approval for the deferment will be required.

Upon receipt of the Request Form, the Student Services Staff will process the application. The Principal decides on the outcome for Amity programmes / Others – as per partner institutions guidelines. For straight forward cases with complete supporting documents, the decision may be communicated in writing to the student concerned within 7 working days. If the documents submitted are incomplete and/or in situations where further clarifications are required in order for a fair decision to be made, the process may take longer. The process will take a maximum of 4 weeks from point of request to informing the student of the outcome in writing.

If the request for deferment is approved, the student will be required to make a deferment fee payment for the period requested (maximum: within 6 academic months from the date of request for deferment). For international students, their Student's Pass is to be cancelled and reapplied before the resumption of lessons. Students will be obligated under the terms and conditions of enrolments and would be required to make their course fee payment in addition to the deferment fee charge. The student is further obliged to commence / continue the course within the stipulated recommencement date. If the student does not return by the end of the 6-month deferment period, their enrolment will be terminated, and the course fees will be forfeited. Depending on the circumstance, the student will have to sign a new contract or be issued an addendum to the existing contract

after the course deferment request is approved, on the first day of their return to school. New FPS Insurance entry for the new course period will be submitted. Further requests for deferments from the same student will not be entertained. Any payments that charged by the University partners need to be borne by the student. Important note: Deferment, suspension or cancellation of a student's enrolment may affect his/her student visa. Amity, in accordance with the ICA regulations, will notify the Immigration & Checkpoints Authority (ICA) in such instances.





# APPEAL PROCESS

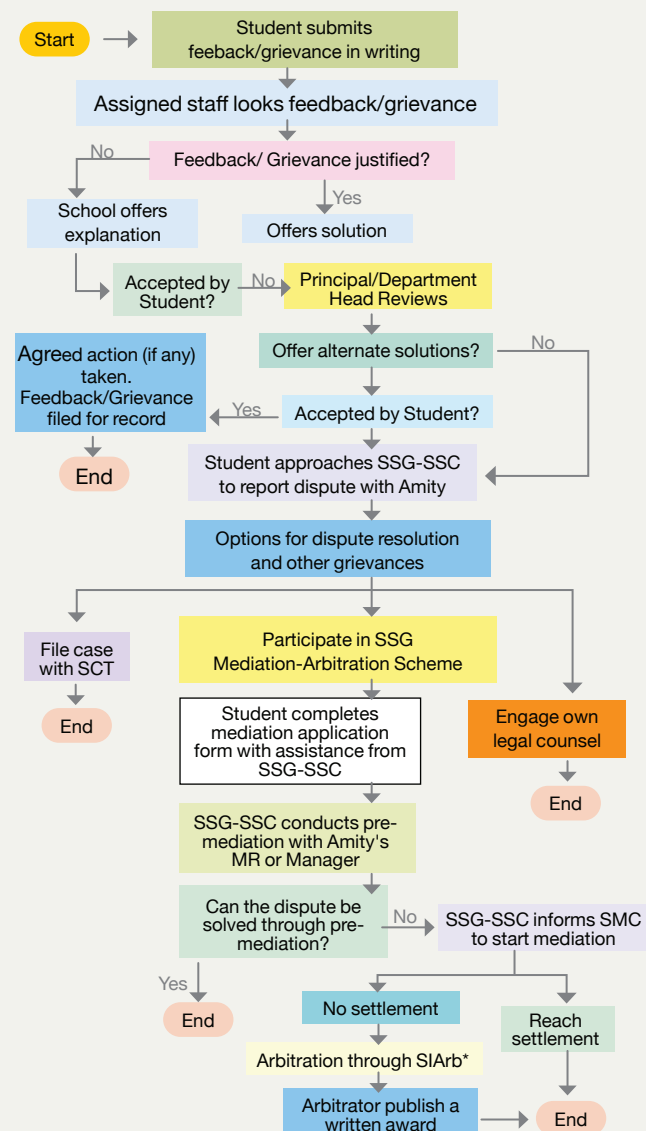
- Students who have not passed their modules may submit an appeal for review of results using Results Appeal Form through the Student Services Staff giving their reasons.
- This appeal must be submitted within 7 working days of the release of exam results.
- The Student Services Staff passes the Appeal Form to the Principal, who obtains the response from the teacher/marker on the merit of the appeal.
- Principal then submits the appeal with the teacher's response to the Examination Board for decision.
- The Principal communicates the decisions of the Examination Board to the students of the outcome of their appeal and the same is updated in the results in the Examination Register and the student is issued with the revised Results Notification Letter. (subject to any changes in the results).
- Amity works within the following timelines for processing and release of the final examination results and appeal results.
  - a) Release of final examination results – within 4 weeks after completion of the final paper of the examination.
  - b) Release of appeal results – within 4 weeks from the official date of release of the exam results (or 3 weeks from the close of the appeal period).
- Amity returns the examination scripts/ assignments to students after 4 weeks or more from the official date of release of the examination results.
- A student whose appeal is unsuccessful may apply to Amity to take a re-test (also referred as re-sit) with payment of a re-test fee. This application must be submitted within 1 week of the release of the appeal results. If the student fails the re-test, he may apply to repeat the module using the Repeat Module Form in order to accumulate the required number of passed modules for graduation.
- A student who chooses not to appeal may apply to Amity to take a re-test, with payment of a re-test fee, within 1 week of the release of the exam results.
- For each module, a student is allowed a maximum of two (2) re-test attempts (also referred as re-sit) and one (1) re-module attempt. Upon failing a module, the student may first apply for a re-test, followed by a re-module and subsequently a second re-test, where applicable. No further attempts will be permitted beyond the second re-test.



# FEEDBACK AND GRIEVANCE PROCEDURE

A student seeking resolution of a grievance should follow the steps outlined below. These steps have been

- The Institute accepts feedback / complaints in hard copy (e.g. Feedback Form, letter or fax) or soft copy (e.g. email) from the public, staff or students.
- The Institute gives an acknowledgement or initial response to the feedback/ complaint within 3 working days.
- The Institute targets to resolve feedback / complaints within 14 working days. Up to a maximum of 21 working days.
- Principal or Designated Staff will make the solution known to the student.
- If the student does not accept the solution, it will be escalated to the CEO for a second solution.
- If the student still refuses to accept the second solution and before the maximum of 21 working days, the school will propose that the matter to be resolved through the Dispute Resolution Scheme of the SkillsFuture Singapore via the Student Services Centre (SSC). For more details refer to the following link:  
<https://www.skillsfuture.gov.sg/pei/dispute-resolution>
- Student may seek redress via:
  - SSG Mediation-Arbitration Scheme; or
  - Small Claims Tribunal (SCT), for clear-cut refund issues of equivalent or less than S\$10,000\*; or
  - Their own legal counsel.
- \*For amounts that exceed S\$10,000 but below S\$20,000, the claim can still proceed with SCT if both parties consent to it in writing.
- All feedback / complaints (including disputes) and the actions taken to resolve them are filed in the school's Feedback Register that also provides information on nature of complaint / grievance and the time taken to resolve.



\*If the parties fail to reach a settlement through mediation, the student may opt to progress to Stage 2 – arbitration for a resolution.



# DISPUTE RESOLUTION POLICY

It is Amity’s policy to reach a fair and amicable solution (that is, a solution to address the grievance that is fair and acceptable to parties, the student and the school).

## Policy

- The school gives an acknowledgement or initial response to the feedback / complaint within 3 working days.
- The school targets to resolve feedback / complaints within 14 working days, up to a maximum of 21 working days.
- The aggrieved party, the student, must submit the grievance in writing to the school.
- Amity has a dispute resolution policy and procedures that are clearly communicated to students. Amity ensures that its dispute resolution policy is aligned to the dispute resolution provision in the Private Education Act.
- Amity endeavours to reach a fair and amicable solution to address a grievance or an appeal for retention, suspension, expulsion or award. All investigations are carried out based on facts and evidences from all stakeholders.
- Amity employs a close-loop feedback and complaint management system to receive and address all feedback / compliments / complaints received (either from the students, public or staff). This involves the acknowledging and evaluating the feedback, doing root cause analysis, evaluating the need for action to ensure that the feedback does not recur, determining and implementing action needed, recording the results of action taken and reviewing the effectiveness of the corrective actions taken and to use feedback to identify what drives positive experiences. Amity also provides updates to the stakeholder during the period of deliberation before the feedback is resolved.
- For continual improvement, Amity reviews its dispute resolution policy, feedback channels, feedback received as well as the feedback management system regularly.





# STUDENT SERVICES AND SUPPORT PROGRAMMES

## Student Support Services

-Amity will provide a range of student support services to meet the needs of students and enhance their educational experience.

-Amity has programmes to develop students holistically and value add to their learning experience.

-Programmes and strategies to develop and promote students' education and career guidance and/or employability skills are available.

## Student Pass Application

Assistance will be given to International students to apply for the Student Pass with ICA.

## Accommodation assistance

- Assistance will be provided to International students with contacts to housing agents and hostels.
- International students will take up direct dealings with the housing agents and hostels to find suitable accommodation.



## Setting up of Bank Account

- Different requirements by the different banks.
- Provide passport and Student Pass for identification.
- Passport needed to cash Travellers' Cheque.
- Receive money from Parents in terms of bank drafts and these can be deposited in the Student's Account and drawn in 1 to 2 working days.



## Airport Pickup & Accommodation

Whenever any new international students are approved by Immigration and Checkpoints Authority for the student's pass, Amity Global Institute will inform the relevant staff of the student's arrival schedule. If requested by the student, Airport Pickup & Accommodation assistance will be provided.



## Learning Environment & Facilities

Superior facilities are offered at Amity for the holistic development of the students. Students may indulge in sports, art, and other literary activities to grow in their respective fields. To ensure that students continue to perform well they will be provided a range of services specially designed for them.

## Student Activities

Student Management Department oversees the planning and organising AGI's activities for students, while AGI's academic staff oversee the planning and organising of AGI's co-curricular activities specifically. Additionally, information about upcoming activities is communicated to students via notices. These also include guest workshops and industry speakers, or workshops.



## Pastoral Counselling

Students who require pastoral counselling will be referred to external agencies.

It is the policy of Amity Global Institute to provide a baseline support for students, by staff who have gone through some training in counselling. For more complicated cases, students are referred to external qualified persons or relevant national agencies.



## Support of students with Special Educational Needs

Amity is committed in providing an education for its students to develop physically and mentally within a caring and supportive environment. The aim of the school is that all students realize their full potential. In order to reach this goal some of its students may require additional teaching, class support or the provision of specialized equipment. In all cases it is the intention to integrate students socially and academically.

## Orientation for all Students

A comprehensive Orientation Programme will be conducted to introduce all Students of Amity to the Course and the administration facilities.

The Orientation Programme will cover:

- School's background, location(s) and a general description of the facilities and infrastructures
- School's Vision, Mission, Values & Culture
- Application requirements and procedures
- Course counseling to match the aspirations of the prospective students with the course learning outcomes
- Course admission requirements and any exemption (if applicable)
- Course modules and outlines
- Course duration and assessment schedules
- Attendance Requirements and consequences of not meeting expected attendance
- Promotion and award criteria, including any special condition
- Type of certification awarded at the end of the course (Certificate / Diploma / Advance Diploma / Degree / Master / PhD, etc)
- Opportunities for further education after graduation or job prospect after graduation
- Total payable fee throughout the course duration. Detailed breakdown of fees. Miscellaneous fees that might be chargeable
- Fee Protection Scheme (FPS) adopted by the school. FPS provider. Payment methods and schedule. Procedures
- Student contract clauses
- Refund policy and procedure
- Transfer, withdrawal and deferment policy & procedures. Implications of a transfer, withdrawal or deferment
- Student support services
- Medical Insurance Scheme (compulsory for all International Students); and Opt-Out from Medical Insurance (only for local and non-student pass holder)
- Feedback & Grievance Procedure. Dispute Resolution Policy & Procedures.
- Fire Safety & Fire Escape Route
- Reference to SSG official website ([www.ssg-wsg.gov.sg](http://www.ssg-wsg.gov.sg)) for more details
- Accessibility of Information required by Private Education Regulations
- Relevant Singapore laws especially those relating to ICA and Ministry of Manpower (MOM). This include, but are not limited to, immigration requirements, laws on driving, drugs and alcohol abuse, employment, smoking, traffic, vandalism and littering
- International Students holding Student's Pass are not permitted to engage in any form of employment or attend an industrial attachment/ internship programme, whether paid or unpaid, without a valid work pass issued by Ministry of Manpower



- Visa and student's pass application requirements and procedures
- Advice on accommodation and the cost of living
- Advice on personal and medical insurance.
- General healthcare services in Singapore
- English language proficiency requirement (if applicable)



# TRAVELLING TO SINGAPORE AND ARRIVAL PROCESSING FOR INTERNATIONAL STUDENTS

## Flight Arrangements

- Student makes flight arrangements to Singapore upon receiving the Conditional Letter of Offer. Ensure status of Student Pass before confirming departure.

## Money

- International students should travel to Singapore with about US\$1,000 (S\$1,700). This will help in the payment of down payment for accommodation and living expenses for about 2 weeks.
- Money-changing services are available at the Airport and at other approved moneychangers in the city.
- International student should also have the means to pay for the first payment of the Course Fees according to the Invoice.

## Relevant original documents for Immigration at Changi Airport, Singapore

Documents to be produced include:

- Valid passport for minimum of 6 months.
- Conditional Letter of Offer from AMITY GLOBAL INSTITUTE.
- Copy of Approved-in-Principle Letter from ICA.

## Arrival Processing by Amity Global Institute

- Amity will process the International Student for admission and payments – including verifying all original documents.
- Payment should be paid according to the Schedule of Payment for the Course as stipulated in the Student Contract.
- Student will proceed to ICA for completion of student pass processing formalities.

## Student Pass processing at ICA

Documents to be produced include

- Valid passport for minimum of 6 months
- Birth Certificate
- Educational Certificates and Result Transcripts
- Conditional Letter of Offer from AMITY GLOBAL INSTITUTE
- Copy of Approved-in-Principle Letter from ICA
- Proof of Fixed Deposit
- Proof of Parents' Occupations
- Other Documents as advised in the In Principle Approval of Student Pass

## Medical Screening

- International students receive the Approved-in-Principle Letter from ICA and proceed for Medical Screening at a clinic. Estimated cost: S\$50.
- Obtain the Medical Report and submit to ICA to exchange for the Student Pass.
- Requires about 3 working days for the whole process





# DO'S AND DON'TS WHILE IN SINGAPORE

- All foreigners entering Singapore are required to hold a valid pass allowing them to stay in Singapore. The purpose of the valid pass is to regulate the stay of foreigners in Singapore. It may be granted at the checkpoint to a foreigner who wishes to enter Singapore for social, business or professional purposes or as a tourist. Students of foreign nationality are not allowed to work in Singapore during study time or vacation time unless they are granted Work Pass exemption under the Employment of Foreign Manpower (Work Pass Exemptions) Notification.

Source: <https://www.mom.gov.sg/passes-andpermits/work-pass-exemption-for-foreign-students>

- Singapore has strict laws on littering of any kind. First-time offenders face a fine and subject to Corrective Work Order (CWO). The CWO requires litterbugs to spend a few hours cleaning a public place, for example, picking up litter in a park. They are made to wear bright jackets, and sometimes, the local media are invited to cover the public spectacle.

Source: <https://www.nea.gov.sg/our-services/public-cleanliness/overview>

- No smoking is allowed in public areas, E.g.; buses, MRT, taxis, lifts, theatres, cinemas, government offices, and in air-conditioned restaurants and shopping centres. Dropping a cigarette butt in the street would lead to a fine of minimum S\$300. Singapore has a mandatory caning sentence for vandalism offences. Caning may also be imposed for immigration violations and other offences.

Source: <https://www.nea.gov.sg/our-services/smoking-prohibition/overview>

- There are strict penalties for possession and use of drugs as well as for trafficking in illegal drugs. Trafficking charges may be brought based on the quantity of illegal drugs in a subject's possession, regardless of whether there is any proven or demonstrated intent to distribute the drugs. Possessing these quantities is considered evidence of trafficking. This

means, if a person possesses these quantities, they are deemed to be a trafficker and therefore subject to the death penalty; is a maximum of 10 years' jail or fine of S\$20,000, or both as defined by the authorities. This MISUSE OF DRUGS ACT (MDA) compels both residents and non-residents to submit to random drug analysis and do not distinguish between drugs consumed before or after entering Singapore in applying local laws.

Source: <https://www.cnb.gov.sg/>

- There are strict penalties for those who possess or carry arms, or who commit crimes with arms while in Singapore. The authorities define "arm" as any firearm, air-gun, air-pistol, automatic gun, automatic pistol and any other kind of gun or pistol from which any shot, bullet or other projectiles can be discharged or from which noxious liquid, flame or fumes can be emitted, and any component part thereof. This definition also includes any bomb or grenade and any component part thereof.

- The unlawful possession of any arm or ammunition could result in imprisonment and caning. Any person convicted of committing a crime with an arm could receive punishment which could result in the maximum penalty of imprisonment for life and caning.

Source: <http://www.customs.gov.sg/leftNav/trav/Controlled+and+Prohibited+Goods.html>

- Any possession Of Cigarettes, Liquors and branded goods are subjected to Customs Clearance.

Source: <https://www.customs.gov.sg/businesses/importing-goods/controlled-and-prohibited-goods-for-import>

- As Singapore is a compact city, we need to share many of our public spaces. It is common for the practices of different races and religions to exist side-by-side in one locality. For example, public housing void decks can be used for private events such as weddings or community functions such as block parties. The Sedition Act and Maintenance of Religious Harmony Act preserves harmony among the different races and religious groups, by preventing individuals from inciting ill-will, division or hatred among different groups, or among those from the same ethnic group. One thing that must be observed in Singapore is not to direct ethnic insults at a person of a different race or religion. We should also not insult or defame the ethnic and religious practices of other groups, our national symbols and other Singaporeans. In Singapore, discussion and mediation are encouraged as ways to solve differences and disputes.

Source: <https://www.mccy.gov.sg/sector/initiatives/national-integration-council>

- Singapore enforces strict laws pertaining to the propriety of behavior between people and the modesty of individuals. The Singaporean law “Outrage of Modesty” is defined as an assault or use of criminal force on any person intended to, or knowing it to be likely to, outrage the modesty of that person. Penalties may include imprisonment for up to two years, a fine, caning, or a combination thereof. Men are sometimes accused of inappropriately touching other people, often women, resulting in their prosecution and punishment under this Singaporean law.

Source: <https://www.ncpc.org.sg/outragemodesty.html>

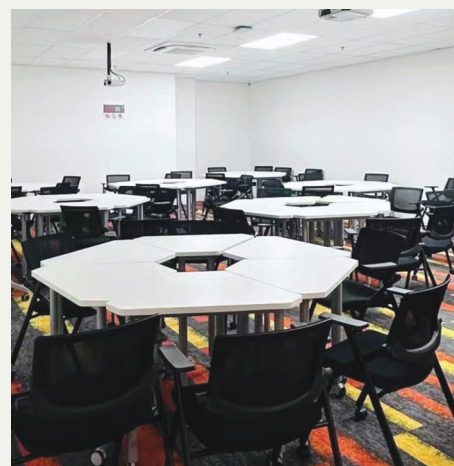
- Students of foreign nationality are not allowed to work in Singapore during term time or vacation time unless they are granted Work Pass exemption under the Employment of Foreign Manpower (Work Pass Exemptions) Notification.

Source: <https://www.mom.gov.sg/passess-and-permits/work-pass-exemption-for-foreign-students>

<http://www.ica.gov.sg/>

- To drive a vehicle in Singapore, a valid Singapore driving licence for the class of vehicle that intended to drive. This requirement applies to all citizens and permanent residents of Singapore and also foreigners who are residing in Singapore for more than twelve (12) months. Foreigners who reside here for less than twelve (12) months must possess a International Driving Permit (IDP) issued by an authorised body in their country of origin e.g. the Automobile Association (AA). If an International Driving Permit is not available, an official translation of your foreign licence in English is required. Driver from ASEAN member countries only need to possess a valid driving licence issued by the relevant driving licence Authority in order to drive in Singapore without IDP.

Source: <https://eservices.police.gov.sg/content/policehubhome/homepage/qualified-drivinglicence.html>



- Other:

A person is below 18 years old, are prohibited from buying and consuming tobacco and liquor.

Residents and visitors to Singapore must abide by all prevailing Singapore laws

Source: <http://www.changiairport.com/>

<https://www.stb.gov.sg/>

<https://sso.agc.gov.sg/>

<https://www.imda.gov.sg/>

<http://www.spf.gov.sg/>



## Culture and Etiquette

- Handshaking is a warm way of greeting others regardless of racial background. Once invited to a home remove your shoes and also while entering a temple or a mosque. Be punctual for the appointments. Exchange of cards is quite common and while giving hold it with both hands. It is considered proper to address by using Mr., Mrs. or Miss and not first names. Don't touch opposite sex as it may not be received in a good light. On the other hand don't point with your finger this is considered rude and you may use entire hand with the palm to draw attention.



Source: <https://www.mccy.gov.sg/sector/initiatives/national-integration-council>

## Additional Information

Cost of living

Expense	Cos Per Month SG\$
Accommodation(rent and utilities)	300-800
Food	300-500
Travel (public transport)	50-100
Books and stationery	30-60
other	200-240
Total per month	800-1700
Total per year	9600-20400

\*Costs are only provided as a guide

## Healthcare

Singapore's healthcare system has gained an international reputation for impeccable standards, with state-of-the-art medical facilities.

### Outpatient Medical Services

Outpatient medical services can be sought at private clinics. In Singapore, you can find a General Practitioner (GP) in practically every neighbourhood. In fact, there is often more than one clinic within a neighbourhood. Anyone can walk into these private clinics, although you may wish to call first for an appointment to cut down on waiting time.

## Hospitals

### Public Hospitals in Singapore

There are seven public hospitals in Singapore comprising seven general hospitals, a women's and children's hospital and a psychiatric hospital.

Six national specialty centres provide specialist services for cancer, cardiac, eye, skin, neuroscience and dental care. There are also community hospitals for intermediate healthcare for the convalescent sick and aged who do not require the care of the general hospitals.

For medical emergencies, you may head straight for a hospital's Accident and Emergency (A&E) unit. Usually, some form of identification and a doctor's referral letter (if any) will be requested for.

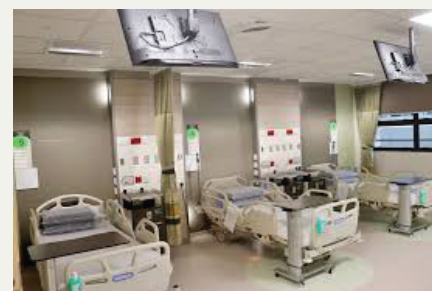
At public hospitals, non Singapore citizens and Permanent Residents may only stay in A (with 1 or 2 beds per room) and B1 (4 beds) wards. The charges in these wards are not subsidised and charges for Class A wards are SGD 200 per day onwards. There are no restrictions for private hospitals which charge from SGD 310 per day for a single room. These charges exclude treatment and other fees.

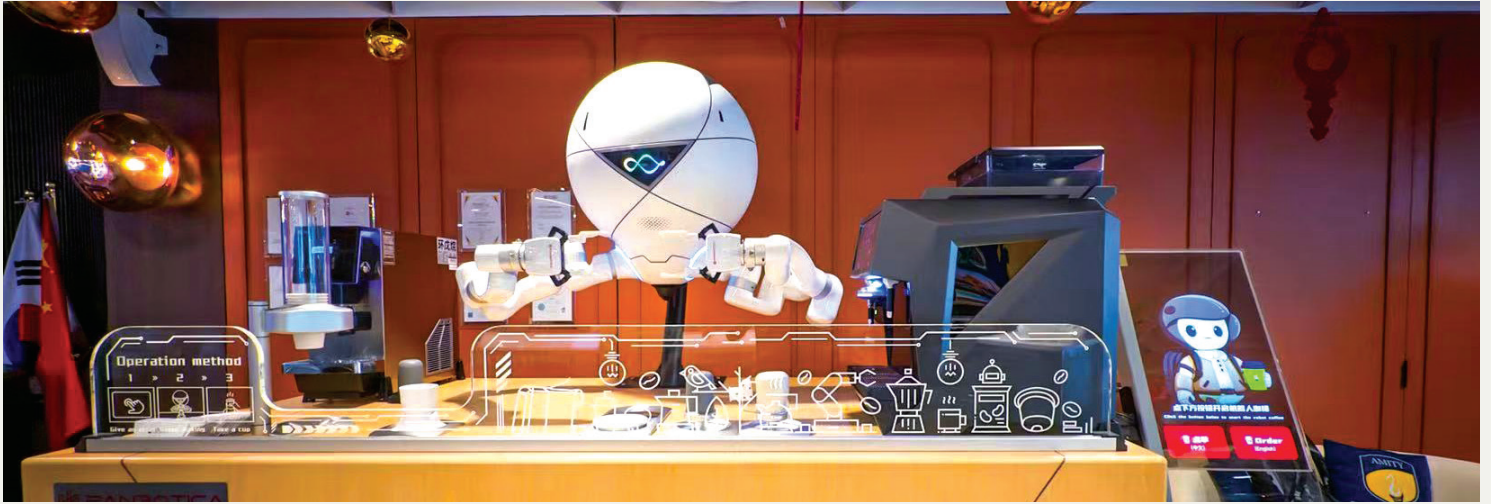
### Private Hospitals in Singapore

The private hospitals in Singapore include Camden Medical Centre, East Shore Hospital, Gleneagles Hospital, Mount Alvernia Hospital, Mount Elizabeth Hospital, Raffles Hospital, Thomson Medical Centre. Most private hospitals offer executive or VIP suites. Some also offer premium medical services, such as Gleneagles Hospital's elite health screening and the International Patients Centre at Raffles Hospital. Camden Medical Centre, which is also centrally located, houses some 59 specialist clinics and the latest suite of supporting medical facilities and services.

### Other Medical Services

There are also many specialist clinics in Singapore offering services in dentistry and optometry.





# STUDENT CODE OF CONDUCT, ACADEMIC HONESTY POLICY & DISCIPLINARY POLICY & PROCEDURES

Integrity is the bedrock value of Amity. It is when all students without exception adheres to the generally held values of good morals, ethics and honesty will be a pleasant and conducive environment that engenders the quest for academic excellence prevails.

This code of conduct and disciplinary policy will help remind all students of the standards that need to be met to create this environment and maintain integrity at Amity.

The Student Code of Conduct and Disciplinary Policy includes, but are not limited to, the following:

## 1. Academic Integrity

As an academic community dedicated to the creation, dissemination, and application of knowledge, Amity is committed to fostering an intellectual and ethical environment based on the principles of academic integrity. Academic integrity is essential to the success of the institution's educational and research missions, and violations constitute serious offenses within the entire academic community.

1.1 Violations of the Amity's Guidelines for Academic Integrity include, but are not limited to:

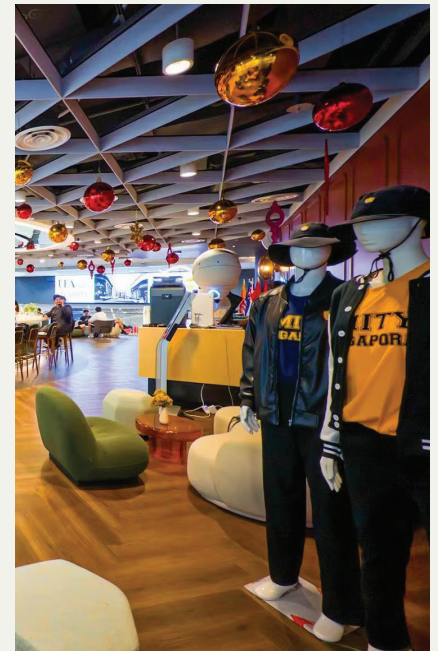
### a. Cheating

*Either intentionally using or attempting to use unauthorized materials, information, people, or study aids in any academic exercise; providing to, or*

*receiving from another person, any kind of unauthorized assistance on any examination or assignment.*

### b. Fabricating Academic Materials

*Unauthorized reproduction, falsification, lack of attribution, or invention of any information or citations in an academic exercise.*



**c. Facilitating Academic Dishonesty/ Plagiarism**

*Intentionally or knowingly representing the words or ideas of another as one's own in any academic exercise.*

- No student shall represent the work of another person as his own in any academic assignment, thesis or project even if the material so represented constitutes only a part of the work submitted.
- No student shall contribute any work to another student if he knows or should know that the latter may submit the work in part of whole as his own.
- Receipt of payment in whatever form of work contributed shall raise a presumption that the Student had such knowledge.

- Any student found to have committed or aided and abetted the offence of plagiarism may be subjected to the disciplinary actions as per the Student Code of Conduct and Disciplinary Policy.

**d. Offering Bribes, Favours, or Threats**

Bribing, attempting to bribe, promising favours to, or making threats against any person with the intention of affecting a record of a grade or evaluation of academic performance; any conspiracy with another person who then takes, or attempts to take action on behalf of, or at the direction of the student.

**e. Examination by Proxy**

Taking or attempting to take an exam for someone else is a violation by both the student enrolled in the course and the proxy or substitute.

**f. Grade Tampering**

Any unauthorized change, attempt to change, or alteration of grades.

**g. Submitting Non-Original Works**

Any unauthorized submission or attempt to submit any written work, written in whole or in part, by someone other than the Student.

1.2 Other applicable policies, rules, guidelines or procedures established by the institution, module brief, or teacher(e.g., in a course syllabus / assessment plans) related to academic integrity. The following may be considered violations of those standards:

**a. Professional Standards**

*Conduct which violates any commonly recognized or generally accepted professional standards including, but not limited to, unacceptable conduct in clinical, practicums, internships, or off-campus training sites.*

**b. Fabrication of Research**

Manipulating or making up research materials, equipment or processes, or changing or omitting data or results such that the research is not accurately represented in the research record.

**c. Unauthorized Collaboration**

Working with others without the expressed permission of the teacher on any submission, whether in draft or final form, to meet course requirements (including a project, take-home exam, computer program, oral presentation, or other work).

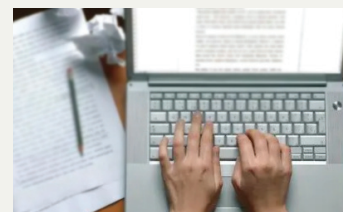
Unauthorized collaboration also means using any work submitted from a previous semester of a course by another student to meet course requirements. Collaboration between students will be considered unauthorized unless expressly part of the assignment in question, or expressly permitted by the teacher.

**d. Abuse of Academic Materials**

Destroying, defacing, stealing, or making inaccessible library or other academic resource material.

**e. Participation in Academically Dishonest Activities**

The school defines participation in academically dishonest activities as any action taken by a student with the intention of gaining an unfair advantage over other students. Examples include, but are not limited to:



- *Misrepresenting oneself or one's circumstances to an teacher;*
- *Purchasing a pre-written paper(s) or assignment(s);*
- *Selling, loaning, or otherwise distributing materials intended for the purpose of cheating, plagiarism, or other academically dishonest acts;*
- *Destroying, altering, stealing, or forging someone else's work, library materials, laboratory materials, academic records, course syllabi, or examination/course/module grades;*
- *Misrepresenting academic documents, including forgery, alteration, or knowing misuse of graded examinations, quizzes, grade lists, or official records of documents, including, but not limited to, transcripts from any institution, letters of recommendation, degree certificates, change of grade slip, examinations, quizzes, or falsifying academic information on one's resume.*

## 2. Standards of Classroom Behaviours

Students are expected to demonstrate behaviour in the classroom that is not disruptive to the educational/learning environment. The primary responsibility for managing classroom behaviour rests with the teacher. Students who engage in any behaviour that results in the disruption of a class may be directed by the teacher to leave the classroom for the remainder of the class period. A student dismissed from a class may be required to meet with staff from the Quality Assurance and Compliance department before the student is permitted to return to the class. If the disruptive behaviour persists, the matter may be referred for

## 3. Health and Safety

Students are expected to behave in a manner that promotes the health and safety of the school's stakeholders. Violations include, but are not limited to:

### 3.1 Alcohol

Possession, use, manufacture, sale, or distribution of alcohol by anyone under the legal age and/or to anyone under the legal age; severe intoxication resulting in concern for a student's well-being or hospitalization; violations of institution's policy and/or local laws related to alcohol/alcohol products; misuse/abuse of products containing alcohol; incapacitation and/or inability to exercise care for one's own safety and/or the safety of others due to the consumption of alcohol.

### 3.2 Controlled Substances (Drugs)

Unlawful and/or unauthorized possession, use, manufacture, sale, or distribution of illegal drugs, controlled substances and/or drug paraphernalia; violations of institution's policies and/or laws pertaining to controlled substances; incapacitation and/or inability to exercise care for one's own safety and/or the safety of others due to the consumption/injection/absorption of controlled substances.

### 3.3 Physical Abuse/Threats/ Violent Behaviour

Intentional and unwanted physical contact with another person, or physical behaviour and/or threats (expressed or implied) directed to any person (including oneself), that:

- a. Endangers the safety, physical or mental health, or life of any person, or creates a reasonable fear of such action;

- b. Substantially interferes with an individual's academic, employment, and/or living conditions/environment, or access to Institution resources and opportunities; and/or
- c. Restricts the freedom of movement of another person by use of physical force.

### 3.4 Harassment

Unwelcome advances or conduct (e.g., physical, psychological, verbal, written, or digital-based), directed toward one or more individuals that is sufficiently severe or pervasive so as to substantially interfere with a person's academic, work, or living environment/conditions and/or impair a person's equal access to institution's resources, activities, or opportunities, and/or creates an intimidating, hostile, or offensive environment.

### 3.5 Bullying / Cyber-bullying

Intentional, repeated, persistent, and/or aggressive behavior (physical, verbal, or written) directed at another person, either in person or through electronic (e.g., email, instant messaging, text messages, blogs, mobile phones, pagers, online games, websites, and social media sites), telephonic or other means, that intentionally or unintentionally causes fear, distress, or harm to another person's body, emotions, self-esteem, or reputation.

processing consistent with this policy. In addition, any behaviour that occurs in the classroom that constitutes a violation of the Student Code of Conduct and Disciplinary Policy will be referred as misconduct.



### 3.6 Hazing

Knowingly requiring the performance of any act by a student or other person in the school's stakeholders for the purpose of induction or admission into any group, organization, or society associated with the school if

- a. *The act is not sanctioned or authorized by the Institution; and*
- b. *The act results in bodily harm to any person or recklessly, intentionally, or unintentionally endangers the mental, physical, or academic health or safety of a student or other person in the Institution stakeholders.*

### 3.7 Violation of Reasonable Expectation of Privacy

Any actual or attempted unauthorized and/or unlawful acts, including the use of electronic or other devices to

- a. *Make an audio, video, or photographic record*
- b. *Stream an audio/video record, or*
- c. *Post photographic images, audio, or video of any person taken in a private location without the prior knowledge and consent of the subject of the images/audio, when such a recording is likely to cause injury, distress, or damage to reputation; and/or surreptitiously viewing an individual(s) in the interior of a private location without that individual's knowledge*

*and consent. Photographs and recordings made in private locations of sexual activity or that contain nudity, without the knowledge and written/recorded consent of all parties identifiable in the photos/recordings, even if the photograph or recording was originally made with the knowledge and consent of those parties. Private locations are settings where a person reasonably expected privacy (e.g., residential living quarters, bathrooms, locker rooms, and personal offices).*

### 3.8 Firearms, Weapons, Explosives, or Dangerous Substances and Devices

Illegal or unauthorized use, possession, or concealment of weapons in the school's premises or at school's activities. Use or brandishing of any item, even if legally possessed, in a manner that harms, threatens, reasonably causes fear, or otherwise endangers any person (including oneself).

### 3.9 Emergencies/Fire Safety

Tampering with, unauthorized activation of, or misuse of emergency or fire safety equipment in any Institution facility; failure to exit or impeding the orderly evacuation of any facility, property, or building when a fire alarm or other emergency notification has been sounded; intentional setting of fires in any Institution facility or on the campus without proper authority; intentionally initiating or causing to be initiated any false report, warning, or threat of fire, explosion, terrorism or other emergency.

## 4. Institution Facilities, Resources, or Operations

Students are expected to use and treat the school's facilities and resources

- a. In a manner consistent with applicable policies, rules, procedures, etc.,
- b. For their intended use, and
- c. Without causing damage or harm thereto.

Further, students should not unduly interfere with any school operations.

Violations include, but are not limited to:

#### 4.1 Misuse of Institution Facilities, Property, and Resources

- Unauthorized entry to, presence in, or use of Institution facilities, property, grounds, services, or resources;
- Unauthorized possession of, receipt of, or use of any Institution services, equipment, resources, or property, including the Institution's name, insignia, or seal;
- Intentional or reckless damage or destruction to, defacing or vandalizing of, or tampering with Institution property or the property of others while on Institution premises or at official Institution functions.

#### 4.2 Misuse of School's Documents/ Materials

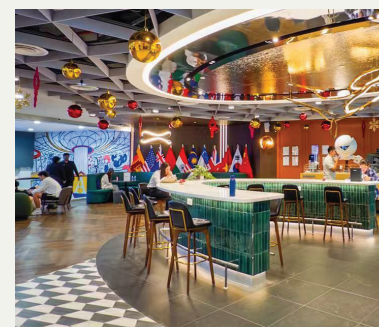
- Forgery, alteration, unauthorized use or misuse of any documents, materials or ID cards belonging to

the school, a student, or member of the school's stakeholders;

- Permitting the use of school's documents by an unauthorized person;
- Possession, manufacture, sale, or distribution of school's materials and identification cards or devices that are false or fraudulent.

#### 4.3 Theft

- Attempted or actual unauthorized taking, misappropriation, possession, retention, or disposal of any property or personal information owned or maintained by the Institution, any member of the Institution stakeholders, individuals attending a Institution sponsored event, or any other person;
- Unauthorized taking or use of any Institution owned or contracted service;



- Attempted or actual theft or burglary; unlawful possession of stolen property; misuse of school's funds.

#### 4.4 Computer Misuse / Technology

- Misuse of school's computers or other school's electronic resources such as computer and electronic communications facilities, networks, systems, and services;
- Misuse of email and internet services (e.g. to harass, threaten, defraud, access the confidential information or stored data of another without authorization);
- Interference with the work of others (including damaging programs or equipment belonging to another) or with the operation of electronic resources;

- Misuse or unauthorized access to a password or account assigned to another person;
- Concealing or misrepresentation of personal identification, account, or device information in network communications;
- Violations of copyright or other laws;
- Use of software or physical devices to enrol an individual (including oneself) in classes by superseding or manipulating the processes specifically delineated by the school.

#### 4.5 Disruption of Institution Activities

- Disruption, interference, or obstruction of orderly conduct, process, or function of the Institution or any of its students, Institution officials, guests, or the surrounding community, or with authorized non-Institution activities on campus;
- Inciting others to participate in the disruption of Institution activities.

#### 4.6 Impersonation

- Assuming or acting under the guise of another person's identity or role through deception or without proper authorization; Misuse of social media to create false profiles/identification.

#### 4.7 Failure to Comply with Institution Directive

- Failing to comply with reasonable directives from Institution officials or emergency personnel acting in the performance of their duties.

#### 4.8 Actions That Adversely Affect the Institution's Stakeholders Interest

- Any conduct or action, on or off campus, which causes significant threat or disruption to
- Any educational process or other legitimate function of the school; or
- The health or safety of any member of the academic community.

## 5. Student Conduct / Misconduct

Students are expected to fully cooperate and abide by the Student Code of Conduct and Disciplinary Policy. Misconduct includes, but is not limited to:

- Failure or refusal to appear upon request or to cooperate in the investigation, hearing, or administration of cases of alleged misconduct;
- Falsification or misrepresentation of information in the investigation, hearing, or administration of the Student Conduct process;
- Any action that does or attempts to retaliate against, intimidate, threaten, coerce, or improperly influence any member of the Institution stakeholders for reporting alleged violations or participating in any conduct proceedings;
- Unauthorized release or disclosure of information related to a Student Conduct proceeding;
- Failure to comply with the sanctions, interim measures, or outcomes imposed for violations of the Standards of Conduct.

## 6. Shared Responsibility for Violations

As a member of the school's stakeholders, students must be accountable for their actions, the actions of others when the student shares any involvement, and the actions of the guest(s) they allow

access to the school stake holders. Violations of shared responsibility include, but are not limited to: acting in concert to violate school policies or regulations; knowingly assisting, hiring, condoning, encouraging, or requiring

an individual(s) to violate school policies or regulations and/or perpetuating or failing to report a violation; allowing, condoning, permitting, or providing opportunity for a guest to violate Institution policies or regulations.

## 7. Corruptible Practices

- Not receive gifts from teachers or lecturers or staff of Amity. If such gifts are received, students must notify management.
- Not fraternize with teachers or lecturers or staff by taking smoke breaks or having meals or engaging in other social activities while unless such activities are part of the official activities organized by Amity.

## 8. Sanctions

Amity will impose serious penalties/sanctions on students who are found to have violated the Student Code of Conduct and Disciplinary Policy. The following sanctions may be imposed (as per External Partner Institution Policies and advise of Academic & Examination Board’s advice for Amity programmes where applicable)

### 8.1 Administrative Sanctions

#### a. Warning

A written warning is official notice to the student that his/her behavior has violated the Student Code of Conduct and Disciplinary Policy of Amity and that further misconduct could result in additional disciplinary action.

#### b. No-Contact Directive

A no-contact directive may be issued on an interim or permanent basis prior to and/or after a hearing if it is believed necessary to protect the safety of a person and/or preserve a safe environment. A no-contact directive prohibits contact with a specific individual or individuals through use of any means, including, but not limited to, direct or indirect (eg. by having others act on his/her behalf) contact via verbal, physical (eg. gestures or on paper), or electronic (eg. email or social networking sites) means.

#### c. Restitution

Restitution requires a respondent to pay for

- Damages caused to people or property, or Reimbursement of misappropriated school funds, or
- Reimbursement of other expenses incurred as a result of violations of the Student Code of Conduct and Disciplinary Policy.
- Proof of full payment shall be required to clear the student's disciplinary record and failure to make payment may result in further disciplinary action.

#### d. Loss of Privileges

Loss of any or all privileges as a student for a prescribed period of time including, but not limited to:

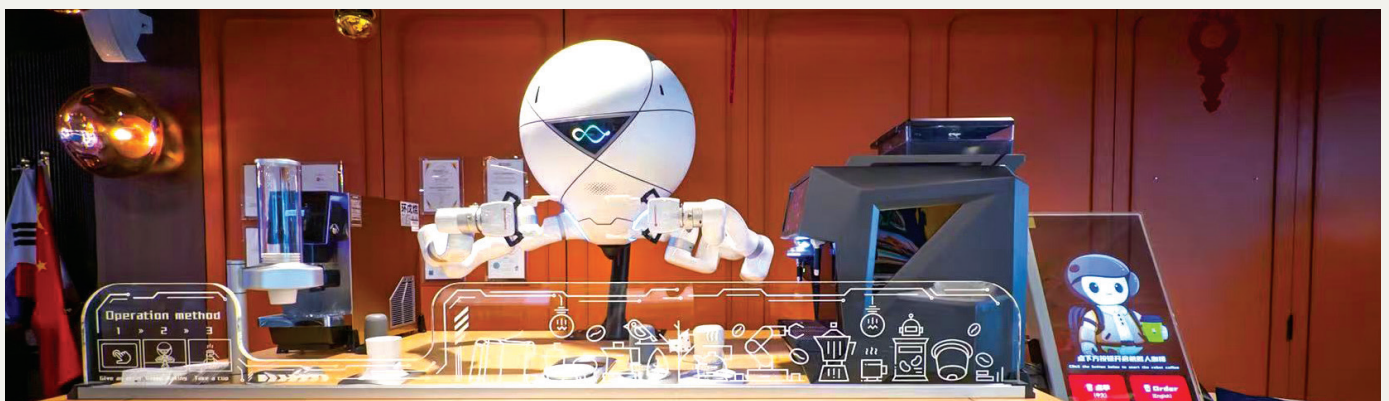
- Access to school premises or resources;
- Eligibility for or continued participate in student leadership positions (elected or appointed), student organization, or club sports;
- Student identification card privileges (if any); and/or
- Eligibility to enrol in a class or classes.

#### e. Restriction or Loss of Computing Privileges

Temporary or permanent restrictions placed on the use of school’s computing resources may include a prohibition on access to, or limitations on use of, computing facilities, equipment, or resource.

#### f. Probation

Probation may be imposed for a specific period of time, during which the student’s behaviour will be closely observed and monitored. The student must demonstrate that he or she is capable of functioning in a way which does not violate the Student Code of Conduct and Disciplinary Policy. Any misconduct by the student while on disciplinary probation may result in additional and, possibly more severe, disciplinary action. Additional restrictions and conditions may be added to the terms of the probation. If all the terms of the probation have been met, it will be lifted. Failure to meet the terms of the probation may lead to further disciplinary action. Probation will be noted on the student’s permanent record during the period of probation.



## 8.2 Developmental Sanctions

### a. Community Service Hours

Community services hours must be completed

- *At a non-profit organization,*
- *Under the supervision of an employee or volunteer coordinator who is not a relative of the student, and*
- *Without payment or other compensation for the work performed. Community service hours may not count towards service learning hours or other community service required by another program, scholarship, or organization. Students must obtain prior written approval for their intended service.*

### b. Educational Experience or Project

Educational experiences or projects include any activity or project that provides space for students to reflect upon their conduct, identify harm to self or to the community, and/or educate other students about the Student Code of Conduct and Disciplinary Policy. Students must provide written verification of their completion of the experience/project and must schedule a meeting with the Department Head - Quality Assurance and Compliance to discuss their experience/project.

### c. Recommendations for Assistance

A recommendation may be made for the student to seek assistance from various resources (eg. counseling services). Contact with these resources is voluntary. Communication with resources that provide confidential services will be made with the student's consent.

## 8.3 Academic Sanctions

### a. Class Removal or Re-assignment

A sanction that removes a student from a class or requires a student to move into a different class or cohort.

### b. Grade Modification (either for specific assignment/test or for the module)

A recommendation to the lecturer for the assignment of a failing grade or modified grade for a module, assignment, presentation, or examination

following a finding that the student violated the academic policies as described in this Policy. No grade will be modified without the consent of the teacher. The student may also be required to redo the original assignment or paper, and/or retake the examination only with the consent of the teacher. Final approval of grade modification will be given by Examination Board of Amity.

### c. Class Re-instatement

When a student has been found responsible for academic misconduct, Amity reserves the right to reinstate a student into the class in which the alleged misconduct occurred, if the student was previously allowed to withdraw in order to impose a grade adjustment or modification.

## 8.4 Elevated Sanctions

### a. Withholding Degree / Diploma

Amity may withhold awarding the diploma or degree (in case of External Partner Institution programmes) otherwise earned until the completion of the handling of discipline issues procedures as set forth in the Student Code of Conduct and Disciplinary Policy, including the completion of all sanctions imposed, if any.

### b. Suspension

Suspension means temporary exclusion from the school for

a specified period of time and includes

- Both a withdrawal from all classes and a prohibition on registration and/or enrolment in classes until the end of the suspension period; and
- Revocation of all student privileges and rights related to access to and participation in school's facilities (subject to arrest for trespassing and a charge of failure to comply), resources, activities, and events (including graduation privileges).

A student may be required to fulfill one or more conditions during the period of suspension in order to qualify for readmission. The student has the right to re-enter the school or have their privileges reinstated after the specified time only if the student provides the required verification that the conditions of suspension, if any, have been met. A student who is suspended from the school is nonetheless responsible for all financial obligations to the school that he or she incurred.

c. Dismissal

Dismissal means exclusion from the school for a specified period of time, after which the student must reapply to be considered for admission. Re-admission is not automatic or guaranteed. Each case shall be reviewed by the appropriate Programme Head or designated staff with full knowledge of the disciplinary dismissal. Dismissal includes

- Both a withdrawal from all classes and a prohibition on registration/enrolment in classes; and
- Revocation of all student privileges and rights related to access to and participation in institution facilities (subject to arrest for trespassing and a charge of failure to comply), resources, activities, and events including graduation privileges.

A student may also be required to fulfill one or more conditions prior to becoming eligible for readmission. A student who is dismissed is nonetheless responsible for any and all financial obligations to the school that he/she incurred.

d. Expulsion

Expulsion is the permanent exclusion from the Amity and immediate termination of all rights and privileges associated with student status with no opportunity for re- application or readmission. A student who is expelled from the school is nonetheless responsible for all financial obligations to the school he/she incurred. This action may include, in consultation with Programme Head, the cancellation of graduation privileges and the withdrawal of or refusal to award diplomas.

e. Misrepresentation and Defamatory Behaviour:

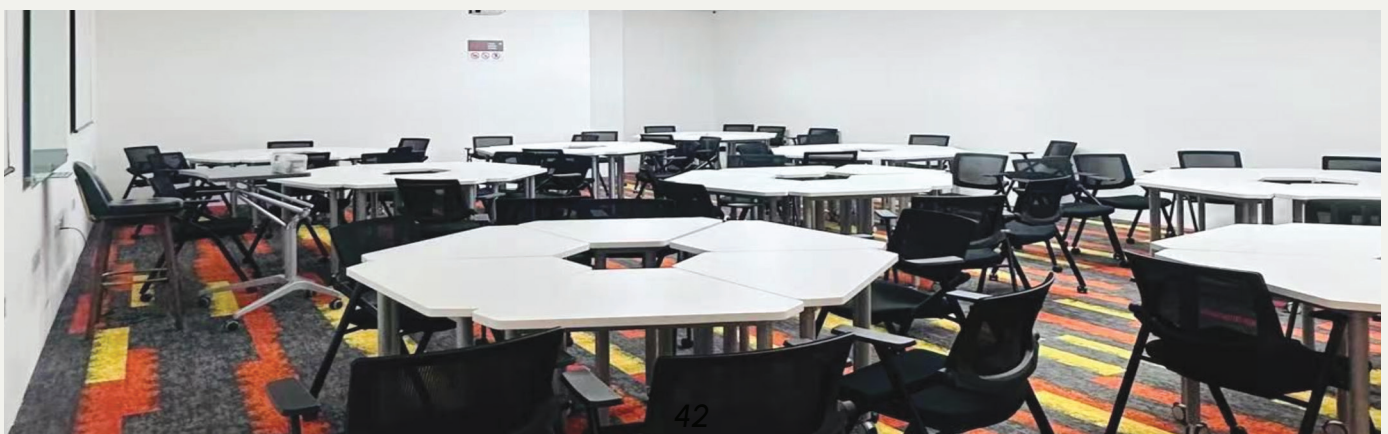
At Amity Global Institute, we are committed to fostering an environment of integrity, respect, and ethical conduct. All students are expected to uphold these values both on campus and in their interactions with the broader community, including online platforms and social media.

Misrepresentation of facts, slander, and the spread of

false or defamatory information regarding the institution, its staff, students, or any affiliated individuals or organizations, is strictly prohibited. Such actions can severely damage the reputation of the institution and its community, and as such, will not be tolerated.

Any student found engaging in these activities, whether knowingly or through negligence, may be subject to serious disciplinary actions. Consequences may include, but are not limited to, formal reprimands, suspension, or in severe cases, expulsion from the institution.

Students are advised to think critically before sharing information and to verify facts from credible sources to avoid the unintentional spread of misinformation. The institution values transparency and accountability, and students are encouraged to raise concerns through appropriate channels rather than engaging in damaging behaviour.



# ■ STUDENT CODE OF CONDUCT & DISCIPLINARY PROCEDURES

## Handling of Misconduct and Disciplinary Issues

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| <p>a. Reporting Student Misconduct</p> <ul style="list-style-type: none"> <li>• Amity encourages public, staff or students to report violations of Amity's Student Code of Conduct and Disciplinary Policy by filing a formal complaint.</li> <li>• Reports may be made utilizing the Amity's incident reporting forms. The completed forms shall be forwarded to <a href="mailto:qac@singapore.amity.edu">qac@singapore.amity.edu</a> / <a href="mailto:feedback@singapore.amity.edu">feedback@singapore.amity.edu</a>.</li> <li>• The school also accepts feedback/ complaints in hard copy (e.g. letter or fax) or soft copy (e.g. email).</li> <li>• To report non-academic misconduct, please use the Student Misconduct Report available at the reception.</li> <li>• To report academic misconduct, please use the Academic</li> </ul> | <p>Integrity Incident Report.</p> <ul style="list-style-type: none"> <li>• Complaints will be reviewed by Quality Assurance and Compliance department, and if there is reliable information indicating that misconduct may have occurred, the Handling of Student's Misconduct process will be initiated, creating a conduct case. Principal reserves the right to initiate a case without a formal complaint and to investigate anonymous reports.</li> </ul> <p>b. Complaint</p> <ul style="list-style-type: none"> <li>• A complaint should be filed as soon as possible after the alleged misconduct occurred and should describe the incident, the alleged violation(s) of the Student Code of Conduct and Disciplinary Policy, and identify</li> </ul> | <p>the individuals involved in or witness to the misconduct.</p> <ul style="list-style-type: none"> <li>• Additional materials that support the complaint should be submitted (e.g. photos, written correspondence, copies of emails and/or texts).</li> <li>• Upon review, if the complaint does not contain adequate documentation, the complainant may be contacted to provide additional information or clarification regarding the incident.</li> </ul> <p>c. False Complaint</p> <ul style="list-style-type: none"> <li>• Amity considers the intentional filing of a false complaint as a serious matter. It is a violation to make an intentionally false complaint.</li> </ul> |
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## Initiation of the Handling of Student's Misconduct Process

Upon receiving a complaint, the Quality Assurance and Compliance department will review the information acquired from the complainant and may conduct an initial investigation to determine if there is sufficient information to proceed with the Handling of Student's Misconduct Conduct process. The school gives an acknowledgement or initial response to the feedback / complaint within 3 working days.

Preliminary meetings with the complainant and/or witnesses may occur prior to initiating the Handling of Student's Misconduct process or contacting the respondent. If the respondent is contacted about the case during the initial investigation, he/she will be made aware that an investigation is occurring which could result in the

initiation of the misconduct process. Quality Assurance and Compliance department will formally contact the respondent only by emails and organise an initial investigative meeting, where applicable.

The initial investigation outcomes include, but are not limited to:

a. Case Not Pursued

If there does not appear to be credible or sufficient information to suggest that a violation occurred, the complaint will not move forward through the formal Handling of Student's Misconduct process. The complaint and any information gathered during the preliminary investigation will be retained by the Quality Assurance and Compliance department to

document that the situation was reviewed.

b. Informal Response

If the conduct described in the complaint does not appear to be a violation (such as repeated low-level behaviours) or falls outside the jurisdiction of the policy, there may still be an institutional response without initiation of the formal Handling of Student's Misconduct Conduct process. For example, the Student may be asked to meet with a staff member to discuss about the misconduct or participate in a mediated conversation.

c. Mutual Agreement

For relatively minor infractions of the conduct code, where

- The Student accepts responsibility

- for the misconduct; and
- Both the Student and complainant agree to a sanction or sanctions prescribed by the Quality Assurance and Compliance department
  - A final decision reflecting that mutual agreement may be issued. That decision will reflect that there will be no subsequent proceedings or right to appeal. The decision that is issued in these circumstances should be signed by both parties, and should specifically reflect the following:
    - That the Student accepts responsibility for violation of the specific misconduct related to their incident;
- d. Deadlines are per Feedback and Grievance Procedure
- All the deadlines related to Complaint Review Process will be in line with the Feedback and Grievance Procedure.
  - The school gives an acknowledgement or initial response to the feedback / complaint within 3 working days.
  - The school targets to resolve feedback / complaints within 14 working days, up to a maximum of 21 working days.
  - If the Student still refuses to accept the second solution before the maximum of 21 working days, the school will propose that the matter to be resolved through the Dispute Resolution Scheme of the SkillsFuture Singapore.
  - All feedback / complaints (including disputes) and the actions taken to resolve them are filed in the School's Complaint Log that also provides information on the nature of complaint / grievance and the time taken to resolve.
- e. Disciplinary Sanctions
- Amity will impose serious penalties on students who
- are found to have violated the Student Code of Conduct and Disciplinary Policy. The following penalties may be imposed:
- Suspension
  - Dismissal
  - Expulsion
  - Zero mark / Fail grade (as per Partner University's Policies and advise of Academic & Examination Board's advice for Amity's programmes)
  - Re-doing / Re-submitting of assignments or reports (as per Partner University's Policies and advise of Academic & Examination Board's for Amity's programmes)
  - Verbal or written warning.
- f. Students' Rights
- Students shall have the right to:
- Receive and participate in a fair and impartial review of the behaviour described in the complaint
  - Be provided with and informed about the Student Code of Conduct and Disciplinary Policy, which is found in the Student Handbook and available in hardcopy with the Student Management Department and Quality Assurance and Compliance Department for ready reference
  - Be provided with a notice of the filing of a complaint, a copy of the complaint, notice of the provisions of the Student Code of Conduct and Disciplinary Policy alleged to have been violated, an opportunity to provide a written response, and an explanation of the procedures for resolution
  - Have an opportunity to review materials relevant to the complaint in a timely manner and receive updates regarding any progress related to the misconduct proceedings
- Have an opportunity to be heard through the appropriate resolution process
  - Be free from compulsory self-incrimination regarding behaviours that may also be the subject of criminal charges, and from a presumption of responsibility as a result of a student's decision not to self-incriminate
  - Request an appeal based on the grounds described in the Student Code of Conduct and Disciplinary Policy
  - Have the misconduct disciplinary records kept confidential consistent with the provisions the Personal Data Protection Act 2012, except as otherwise required by law or legal process or as per requirements of regulatory bodies including the external university partner institutions



# STUDENT RESPONSIBILITIES

## Students involved in the Handling of Student's Misconduct process are expected to:

- a. Treat others with respect and dignity. Students who fail to respect the rights of others may be excused from a proceeding and the process will continue in his/her absence.
- b. Review, understand, and comply with all Amity's rules, policies, and procedures as outlined in the Student Code of Conduct and Disciplinary Policy.
- c. Monitor their email (which is in Amity's records usually provided by the Student at the time of admission or updated by the Student through Student Request Form) to which all correspondence and written notices will be sent.
- d. Review all communications and written notices and seek clarification if there are questions.
- e. Cooperate fully in the misconduct process and to present truthful information. Any student found to have willfully presented false or misleading information or to have withheld information may be subjected to further disciplinary action.
- f. Appear at and participate in all proceedings. If a student, having been provided written notice, fails to appear at a hearing or meeting and fails to produce an explanation acceptable to the hearing officers/committee prior to the proceeding, the hearing may occur in the student's absence and sanctions will be imposed based on the information available.
- g. Provide to the Quality Assurance and Compliance department the names of individuals serving as advisors, legal counsel, and witnesses and arrange for their attendance at conduct proceedings as described in the Student Code of Conduct and Disciplinary Policy.
- h. Comply with and complete all disciplinary sanctions imposed. The Quality Assurance and Compliance department monitoring a student's compliance with any sanction may impose additional sanctions if the student does not successfully complete the sanctions issued through previous conduct proceedings.





# APPEAL PROCESS

The Quality Assurance and Compliance department will review all requests for appeal to determine if the respondent has asserted appropriate grounds for appeal. Appeals will not be granted based solely on a student's disagreement with the outcome.

## a. Filing an Appeal

The respondent may file a request for appeal no later than ten (10) days after receipt of the outcome of the hearing where the respondent has been found responsible for violating one or more of the Student Code of Conduct & Disciplinary Policy. The request for appeal must be submitted through the Student Conduct Appeal Request Form and must include

- A statement explaining the grounds for the appeal
- All relevant supporting evidence and documentation and
- The desired outcome of the appeal request

## b. Grounds for Appeal

An appeal must be based upon one or more of the following grounds:

- Procedural Error

A procedural error occurred in the handling of the complaint which substantially affected the outcome of the hearing.

- New Evidence

New evidence exists, sufficient to alter a decision, which was not available at the time of the original hearing. Information will not be considered "new evidence" if the respondent or complainant did not attend the original hearing or voluntarily withheld information during the original hearing.



- Sanction(s) not Commensurate with Violation(s)

The sanction(s) imposed are not commensurate with the violation(s) for which the respondent was found responsible. A respondent may only utilize this appeal option where the hearing outcome included a sanction of suspension, Dismissal, or expulsion.

#### 4.1.1.11 Information for Appeal Review

The Appeal Committee will, except as required to explain the basis of new evidence, limit its review to the record of the initial hearing, including any documents or written statements considered by the hearing officer/committee, and any supporting documents and statements submitted by the Student as part of the appeal process.

#### 4.1.1.12 Relief Available on Appeal

The decision of the Appeal Committee and any decision resulting from a remand hearing or review are final and no further appeals are allowed. All decisions shall be reported to the student, the complainant, and all appropriate Amity administrators. Appeal Committee members will not be the same members, who were involved in the original Referral Committee and will ensure that there is no conflict of interest.

#### 4.1.1.13 Issuance of Decision

The Appeal Committee will issue its written decision to the respondent within a reasonable period of time not to exceed 7 working days from the date the appeal was received.

#### 4.1.1.14 Finality of Decision

The decision of the Appeal Committee and any decision resulting from a remand hearing or review are final and no further appeals are allowed. All decisions shall be reported to the student, the complainant, and all appropriate Amity administrators. Appeal Committee members will not be the same members, who were involved in the original Referral Committee and will ensure that there is no conflict of interest.





# AMITY

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Amity Global Institute (Registered with SSG\*)

PEI Registration Number: 200606974C

Registration Validity Period: 18 Jul 2023 to 17 Jul 2027

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This brochure contains key information, accurate as at time of print on, 27th April 2026.  
For the most updated and complete program information, refer to our website at <https://amitysingapore.sg/>  
Amity Global Institute reserves the right to change the information, herein at any time.

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