

## **BITC Student Code of Conduct**

BITC requires Students to conduct themselves in accordance with the standards of their future professions. BITC has also taken precautions to discourage dishonesty and preserve the academic integrity of its programs. Students will be held accountable for, or should report, the following violations:

- All forms of dishonesty including cheating, plagiarism, forgery, and intent to defraud through falsification, alteration, or misuse of BITC documents. Theft, deliberate destruction, damage, misuse, or abuse of BITC property or the property of private individuals associated with BITC. Any kind of physical abuse, verbal abuse, intimidation, harassment, coercion, stalking, and/or any conduct that threatens or endangers the physical or psychological health/safety of another person will be not allowed.
- Failure to comply with all emergency evacuation procedures, disregarding safety practices, tampering with fire protection equipment, or violation of any other health and safety rules or regulations. All electronic devices must be in the “off/ silent” mode while in the classroom. Inappropriate use of cell phones and other electronic devices may include:
  - Cheating on tests and class work with texting and cameras;
  - Circulation of inappropriate photos taken in restrooms and locker rooms;
  - Video game/music distractions and Ringing/texting during instructional time;
  - Signalling for leaving class/ditching;
  - Loss of instructional time to address cell phone and other electronic device distractions;
  - Setting up fights, making drug deals and impeding emergency efforts;
  - Time spent investigating the theft of cell phones and electronic devices rather than focusing on instructional time.
- Violation of ICA rules & regulations (for International Students)
- Student’s Pass holders who have been caught working in Singapore will lead to expulsion and deportation.
- Misconduct - fighting, gambling, smoking or behaving disorderly.
- Defamation - spreading untruth and damaging remarks about the College, its staff, or fellow Students which are deemed to be detrimental to the good name and reputation of the College.
- Vandalism, Mischief and/or theft and all forms of gambling are strictly prohibited.
- Students found to have participated in any wilful or negligent acts that result in damage, loss, theft or activities not befitting the good name of the College.
- Cheating in examinations / tests - Any form of plagiarism or cheating in tests and examinations may result in disciplinary action, not excluding expulsion from the course.
- Attendance - Students who do not meet the attendance requirement as follows may result in termination or expulsion.

- International Students on Student Pass  $\geq 90\%$
- Local Student or Non-Student Pass Holders  $\geq 75\%$
- Inappropriate or profane behaviour that causes a disruption of teaching, administration, disciplinary proceedings, or other activities. Inappropriate or profane behaviour that causes Student to disagree to obey the staff acting within the scope of their employment responsibilities.
- Students are required to be properly attired at all times and to observe a sense of decorum when they are within BITC premises. All Students must be readily identifiable at all times with their face uncovered and are required to have their ID with them.
- Students are required to adhere to the BITC Dispute and Grievance Resolution Process before escalating the complaint or grievance to the next level. The process is in place to ensure resolution with minimum delay and inconvenience to the Student. A Student who is seeking dispute or grievance resolution should follow the steps outlined in the process.
- Failure to comply with all BITC regulations, whether contained in official BITC publications or announced as administrative policy by a BITC official or other person authorized by the Principal/Management of BITC.
- Abuse, violence or threats of violence toward persons or property of Students, faculty, staff, or the BITC. Misuse Internet access, emails, copying or alteration of copyright protected materials, such as computer programs, music, movies, photographs, written materials and Filming and Video Recording is not Allowed in BITC.
- The use of alcoholic beverages or controlled substances in BITC premises, including the purchase, consumption, possession, being under the influence of, or sale of such items.
- The use of any tobacco products in BITC buildings, and eating or drinking in the classrooms or any location other than designated areas. No animals are allowed on the BITC premises
- Bringing children into the BITC teaching areas. BITC does not provide childcare services and cannot assume responsibility for their health and safety.
- Bringing dangerous items such as explosives, firearms, or other weapons, either concealed or exposed, onto BITC property.
- Rape, including acquaintance rape and/or sexual assault, in any form. Unauthorized presence in, or forcible entry into, a BITC facility or BITC related premises is not allowed.
- Being in the presence of and/or aiding/abetting any of the aforementioned conduct violations. A Student committing any of the violations listed above may receive a written warning concerning the misconduct and may receive disciplinary action up to and including immediate suspension and/or dismissal.