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## **1. CODE OF STUDENT CONDUCT**

### **1.1 Introduction to the Code of Student Conduct**

The University has jurisdiction over an NUS student's conduct that occurs whether on or off Campus.

In determining the disciplinary action over any misconduct, the University takes into consideration the seriousness of the alleged offence, the risk of harm involved, and whether the conduct is prejudicial to the reputation of the University.

### **1.2 Code of Student Conduct and Responsibility**

This reflects the University's expectations regarding standards of responsible behaviour in both the students' academic and non-academic areas of University life. It serves to provide a framework for a meaningful learning experience on campus.

### **1.3 Academic Integrity**

The University endeavours to inculcate academic integrity in our students by not condoning cheating in any form, deceptive fabrication, plagiarism and violation of intellectual property and copyright laws. As a student of the University, you have a responsibility to uphold personal integrity, respect intellectual property rights and protect the high standards of integrity of the institution. To ensure that your academic concerns receive fair and proper attention, you should channel your concerns directly to the Head of Department, Dean of Faculty, Registrar, Vice-Provost or Provost, depending on the seriousness of the case.

## 2. CONDUCT OF STUDENT ACTIVITIES

### 2.1 Orientation Programmes

The objective of orientation is to welcome new students (Freshman) to the University and assist them to settle into their Faculties and the University. Hence, all orientation programmes should be conducted in a way that new students feel welcome and are given necessary assistance to adjust to University life, (and to the Singapore society in the case of international students).

Negative and improper orientation practices that makes new students uncomfortable is known as “ragging”. Ragging constitutes **any activities that intimidate, humiliate or violate one’s dignity as an individual**. Such practices are banned as they accord a basic lack of respect for students. Not only does “ragging” imperil our students physically, it may unintentionally cultivate an unhealthy atmosphere of fear and intimidation on campus. Orientation Programmes should be informative and fun, not frightening or fearful.

The University takes a serious view on Orientation Programmes with “ragging” activities, harassment or any method of initiation which causes bodily danger or mental intimidation/humiliation to other students (Freshmen).

Report to the **Office of Student Affairs** immediately if you feel you have been a victim of the following:

- i. Put through activities that led to some form of harassment or undesirable behaviour;
- ii. Put through activities that may cause physical harm or emotional distress;
- iii. Asked to participate in activities aimed at testing your physical prowess, level of confidence, instilling fear, etc.
- iv. Forced to participate in certain activity despite voicing out your discomfort.

## 2.2 Religious Activities

As an institution of higher learning, NUS is not only a place to acquire knowledge but it is also a vibrant campus that encourages its students to pursue their interests outside the classroom in co-curricular activities.

As an educational institution, the university is also a secular place. The university community comprises multi-ethnic and multi-religious groups. Students are reminded to maintain harmony among the diverse communities on campus. All members of the University community are expected to be respectful towards the religious beliefs, customs, and sensitivities of others.

All student activities, views expressed, and publicity materials should not contain any content that shows any racial and religious insensitivity and disrespect.

The following basic principles should be observed in order to maintain harmony and peace.

### Basic Principles

- 1) Students are to exercise tolerance and restraint.
- 2) Keep religion separate from personal views that are publicly expressed.
- 3) Maintain the common secular space that the NUS community shares.
- 4) Religious events should be held within enclosed premises.
- 5) Proselytising in any form is prohibited.
- 6) Participants should attend out of their own will and not be coerced into attending the event.
- 7) Advertisements/campaigns promoting any religion in common spaces are prohibited.
- 8) Activities are meant for NUS students only.
- 9) Activities must not impinge on other faiths.

## 2.3 Political Activities

As an educational institution, NUS is committed to the expression and discussion of a diversity of ideas and opinions, including those on political and social-political issues. This however, is subject to the University's duty to maintain political neutrality, compliance with applicable laws, and assurance of providing a safe and secure forum.

NUS students are to bear the following guiding principles when organising any forums on political and socio political themes:

### Guiding Principles

- a) The University is a neutral ground for rational discourse and objective study.
- b) The University is a place where students are preparing for informed and reasoned involvement in community life by calm and cooperative study of social, economic and political issues.
- c) The University is not a recruiting ground for partisan politics.
- d) Discussion of political issues is acceptable only when it clearly serves educational purposes. Such discussion is not intended to advance the interest of any group, political or otherwise.

### Students' Political Views

1. Students of the University are free to express their views provided they understand and make clear they are speaking in their own personal capacity, and not in the name of NUS or using any NUS platform (e.g. student publications) to do so.
2. Students should also understand that these views are subject to the limitation of avoiding:
  - a) the purveying or dissemination of pejorative viewpoints along sectarian lines (including but not limited to issues on race, language, religion, sex, sexuality, age, nationality)
  - b) any incitements to violent and/or criminal acts.

## **3. GENERAL CONDUCT**

### **3.1 Vandalism, Mutilation and Theft**

The University provides good facilities and a pleasant environment for the benefit of all members of the University community. Therefore, all acts of theft, vandalism and wilful destruction or damage to University property, including mutilation of books and theft of signages, furniture, etc. will not be condoned.

### **3.2 Inappropriate Behaviour**

NUS students should not be associated with disorderly or offensive behaviour. The University encourages students to practise consideration, kindness and responsibility in their dealings with other members of NUS and to shun unbecoming conduct that encompasses threats, intimidation, drunkenness, lewdness, participation in any disturbance of peace and unlawful assembly.

### **3.3 Dress-Code: Students' Attire**

Students are encouraged to project a good and appropriate image by being decently attired when they are on campus. Being well-dressed is also a show of respect for others around you and creates a positive impression with people you meet. Improper attire such as indecently revealing shorts, singlets, clothes with vulgar words or caricatures, as well as slippers meant for domestic use may give people an unfairly prejudicial impression of NUS. Students are advised to uphold this dress code on campus.

For security reasons, students must be readily identifiable at all times with their faces uncovered. No student shall be attired in any way that prevents ready identification, for example, wearing a full-face motorcycle helmet, mask or veil.

### 3.4 Smoking Policy

The University believes in providing an environment of clean air for everyone on campus and so has made our premises a “smoke free” zone. Enforcement on the University campus is carried out by the wardens of the Office of Campus Security. Students who are caught smoking on campus will be issued a Letter of Warning by their parent-Faculty for their first offence, and subsequent offences shall carry a maximum fine of S\$300. Students, who are charged under the **Smoking (Prohibition in Certain Places) Act**, shall be liable for the maximum fine of S\$1000. Students who wish to quit smoking may enrol in Smoking Cessation Clinics managed by the University Health Centre. A self-help manual on how to quit smoking is also available on request.

### 3.5 Alcohol Policy

As members of an institute of higher learning, students on campus should always be in a state of mind that optimizes learning and intellectual pursuits. In view of this, no alcohol should be sold or consumed on University premises unless otherwise provided for such as in approved food outlets on campus or during approved (only issued by appropriate Offices of the University) events and activities.

In compliance with the Singapore Law, no alcoholic drinks shall be sold or served to individuals below 18 years of age. Students should observe socially responsible behaviour when drinking e.g., not driving under the influence of alcohol.

### 3.6 Drugs

Drug abuse is viewed seriously under national laws. The trafficking, manufacturing, importing or exporting of drugs carries a death penalty. Unauthorised consumption also carries a heavy penalty.

### 3.7 Gambling

The University is a place for the purpose of academic development and furtherance of higher education. Gambling or the playing of any game of chance is improper within the University environment and students are therefore advised not to engage in gambling practices on campus, including students' accommodation on campus.

### 3.8 Solicitation Policy

Campus is a place for learning, and should not be exploited for any commercial purpose or political cause. As such, solicitation of students by anyone (including our own students) without the approval of the University authority is prohibited.

Solicitation is defined as any approach of one person by another for sale of goods and services, recruitment of students for an external organisation or cause, or for the purpose of distributing publicity material on sales and services, or on any political or social cause.

### **3.9 Use of Communication Devices**

Common courtesy and mutual respect for one another in the University community require students to switch all forms of communication devices to “silent” mode during lectures, tutorials, meetings and briefings and in areas such as the laboratories, libraries, computer clusters, classes and examination centres.

### **3.10 Use of Social Media**

Digital and social media platforms generally refer to Facebook, Twitter and YouTube as commonly used to share, interact and connect. Below are guidelines on the usage of social media.

1. Keep University and personal social media accounts separate.
2. Be transparent and respectful.
3. Be accurate, concise and helpful.
4. Think before you post.
5. Engage the community
6. Respect the University’s image and corporate identity.
7. Respect intellectual property rights.
8. Protect confidentiality.
9. Avoid the use of obscenity or crude language

### **3.11 Use of Computer Resources**

All students sign a “User Agreement” when applying for computer accounts in the University. The guidelines in the agreement (available on NUSNET) help students with understanding the proper use of the University’s computer resources. Those IT facilities aid student learning and facilitate knowledge dissemination. Students should observe good computer etiquette and not abuse these privileges by utilising our IT resources for transmission of obscene or inflammatory information. Such IT resources should not be used for personal and/or private monetary profit. Users of our computers should realize that computer crimes are punishable under the laws of the country and should therefore be heedful not to break these laws by accessing network sites without proper authorization.

### **3.12 Illegal Downloads**

You are not allowed to download or distribute copyrighted materials over the NUS network by any means or methods. Violation of the NUS Acceptable Use Policy will subject you to penalties ranging from fines to other more serious disciplinary actions.

Refer to <https://inetapps.nus.edu.sg/AUP/aup.htm> for more information.

### **3.13 Parking on Campus**

Parking space on campus is in great demand and there is limited land that can be used as parking areas. Drivers who park their cars on campus are required to comply with the parking regulations and respect traffic laws. The Traffic Police has jurisdiction over traffic offences committed on campus roads, which are gazetted areas. Students are therefore advised to exercise care and observe traffic and parking rules so as to avoid enforcement measures (e.g. traffic summons, wheel-clamped or vehicle being towed away). Inconsiderate and unauthorized parking also poses inconvenience and hazards to the University community. A disciplinary committee may be formed to deal with students who intentionally parked their vehicles in unauthorized areas. Please note that students with persistent parking offences may not be eligible for season parking privileges.

Please refer to <http://www.nus.edu.sg/oed/services/csd/transportation/carpark.htm> on car parking regulations in NUS pay car parks.

### **3.14 Tidiness in Research Laboratories and Common Rooms**

All students are reminded to maintain cleanliness of the research laboratories and common rooms such as tutorial rooms, lecture theatres, corridors of building and common areas. Let us all be proud of our pleasant and clean environment.

### **3.15 NUS Student Accommodation**

Student accommodation at our University should always be safe and pleasant; they are also conducive to learning and promote positive personal development. The University places great importance on the safety of our students and has put in place policies and systems to provide an environment free of crime and other negative elements for students to live in. Student accommodation has regulations regarding guest visitation to ensure that outsiders do not violate the living environment of our students. Subletting and unauthorized occupation of hostel rooms invites unpredictable elements into this safe environment and exposes the resident students to the risks of various dangers and inconveniences.

### **3.16 Punctuality**

Observing punctuality is a good practice as well as a form of courtesy and respect to others. Students should be punctual when they attend all academic and non-academic functions.

### **3.17 Maintaining Order**

University authorities ensure that the campus is properly managed so that students can have the benefit of safe, well-maintained grounds and facilities. Failure to identify oneself or comply with directions of University officials (including campus security wardens) acting in the performance of their duties while on campus, or resisting or obstructing University officials in the performance of their duties will therefore encumber the University's system of maintaining order and proper function of the institution.

## 4. STATUTES & REGULATIONS

### REMINDER

You are reminded that conduct incongruous to your role as responsible adults in this University carries penalties according to the seriousness of the misconduct.

For further details, refer to the following guidelines and documents:

<http://www.nus.edu.sg/osa/activities/svcs/guidelines.html> for general guidelines to organizing activities on campus.

<https://share.nus.edu.sg/registrar/student/info/BODPenaltyGuidelines2007.pdf> for the penalty guidelines for scheduled disciplinary offences.

<http://www.nus.edu.sg/registrar/adminpolicy/discipline.html> and <http://www.nus.edu.sg/registrar/adminpolicy/statutes.html> to know more about the following:

<b>Statute 6:</b>	Discipline with Respect to Students
<b>Regulation 10:</b>	Discipline with Respect to Students
<b>Regulation 10A:</b>	Responsibilities, Powers and Functions of Deans and Heads
<b>Regulation 10B:</b>	Responsibilities, Powers and Functions of the Board of Discipline
<b>Regulation 10C:</b>	Appeal Procedures and the Disciplinary Appeals Board

## **5. STUDENT LEADERS CODE OF CONDUCT**

NUS student leaders are recognised as elected or appointed leaders and are placed in positions of influence and authority. They represent the various student organisations and form an important link between the University and the general student body. In the course of carrying out their roles and responsibilities, they are expected to abide by the following code of conduct:

1. To comply with the Statutes and Regulations of the University;
2. To uphold the dignity and honour of the University;
3. To be fair, objective and impartial, and act in the best interest of the student organisation represented, and the University;
4. To exercise accountability to the student community and the University;
5. To conduct themselves responsibly, with mutual respect and integrity;
6. To lead by good example and be committed to the pursuit of excellence;
7. To respect and be sensitive to different viewpoints and opinions, and to keep an open mind in all matters;
8. To be a leader of change that contributes to society and the global community.

## **6. THE UNIVERSITY PLEDGE**

We, the students of the National University of Singapore,

Pledge to uphold the dignity and honour of the University,

We dedicate ourselves to learning, and are committed to the pursuit of excellence in all that we do.

We will conduct ourselves responsibly, with mutual respect and integrity,

And will do our utmost to become effective members of society, country and the global community.