

STUDENT HANDBOOK

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INTRODUCTION TO SCI TECHNOLOGY INSTITUTE

SCI Technology Institute is formally known as SCI Print Technology Institute set up in 2007. Within the short span of 4 years, the Institute has trained more than 800 print professionals, about 95% Singaporean and 5% International students.

The senior management of SCI Print Technology Institute viewed that the Institute had potential to grow into business and management training besides vocational skills training. Thus besides the Print and Media Industry training, the Institute will also emerge in technological, language and business development studies. To support the development, the Institute is now registered as SCI Technology Institute.

SCI Technology Institute, aims to be Asia's premier Institute, opening up avenues for individuals who are seeking powerful skillsets, employees who require skill upgrading, and professionals who want to invest in future education and training, to secure a rewarding, professional career in commercial world.

More than this, SCI Technology Institute will serve as a vehicle for skills upgrading as technology continues to change. We are dedicated to provide training and skill enrichment for the industry, and aims to provide a platform for the interaction, sharing and exchange of knowledge and experiences amongst people in different countries.

SCI Technology Institute is committed to develop high quality programmes with accredited trainers, providing training solutions that are pace with the dynamic changes of the commercial world. We are able to provide customised training programmes to meet our students' needs. We also cater to the needs of overseas students who are keen to learn from Singapore by organizing study tours and company visits.

Currently, the Institute offers the logically accredited programme, NITEC in Computerised Prepress Technology, which is accredited by the Institute of Technical Education (ITE), and other Workforce Skills Qualifications (WSQ) programmes, accredited by Workforce Development Agency (WDA). However, moving on, it will also be developing and offering training in Business and Management training.

Currently, SCI Technology Institute occupies the first floor of the building with 3 fully MAC equipped classrooms, a library, a production laboratory and other facilities.

SCI Technology Institute offers both full-time and part-time courses, with student population comprising both Singaporeans and foreigners. The Institute has achieved numerous accreditations over the years, and plans are underway to launch an aggressive marketing campaign to recruit more International students once the Institute obtains the EduTrust certification.

CEO'S MESSAGE

Dear Students,

Welcome to SCI Technology Institute.

You are on the path to success in the commercial industry.

This Student Handbook is a guide for you throughout your student life at SCI Technology Institute. It is designed to give you the necessary information you will need as a student as it includes the information on Student Support services available in our school.

It is important that you read this handbook carefully as it is your responsibility to ensure you are familiar with its contents.

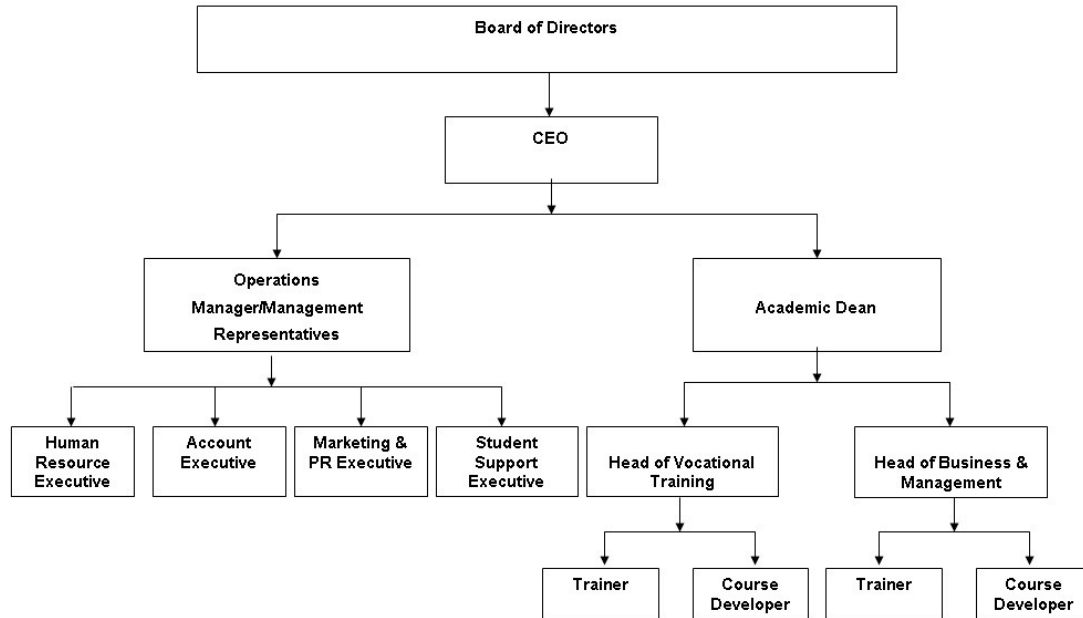
We trust that your time at SCI Technology Institute will be an enjoyable and rewarding one, both in terms of academic achievement and personal development.

Congratulations on choosing to be part of the SCI Technology Institute Community.

Mr. Almond Ko
CEO
SCI Technology Institute

ORGANISATION CHART

**SCI Technology Institute
Organisation Chart**



The managers of SCI Technology Institute, the Private Education System (PEI) registered with CPE are: Mr. Almond Ko and Dr. Francis Kwong.

VISION, MISSION, VALUES & CULTURES

VISION:

To be the region's premier Technological and Business Institute

MISSION:

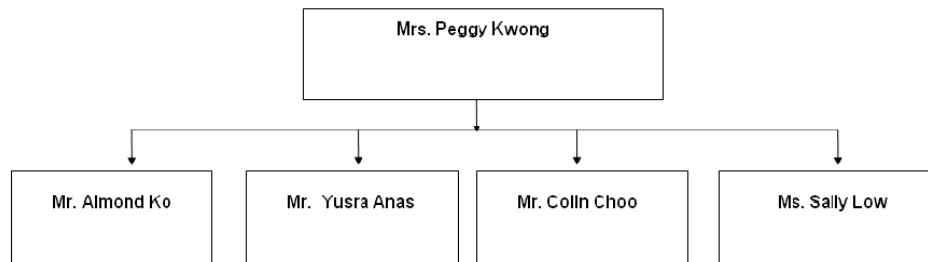
SCI Technology Institute aims to be Asia's premier academy for individual's seeking top notch skill refinement and upgrading as well as professionals investing in future education for self enhancement and career advancement through techno-focused teaching and strategic alliance with world class institutions.

VALUES & CULTURES:

1. **Passion** - We are passionate about what we do and this passion drives us to do our best at all times.
2. **Professionalism** – We demonstrate professionalism through our behavior, image and working environment.
3. **Care & Concern** – We demonstrate care and concern for all our students and to one another at all times.
4. **Results Orientated** - We set targets in what we do and we work towards delivering the desired results.
5. **Continuous Improvement** - We seek to make improvements at all times through our commitment and creativity.

**SCI TECHNOLOGY INSTITUTE ACADEMIC AND EXAMINATION BOARD
COMMITTEE**

**SCI Technology Institute
Academic & Examination Board Committee**



Chairman

Mrs. Peggy Kwong

Members

Mr. Almond Ko

Mr. Yusra Anas

Mr. Colin Choo

Ms. Sally Low

Roles and Responsibilities

- To set objective of the Committee and communicate it clearly to all members
- To document operating policies and approve resource allocation
- To nominate, approve and appoint significantly experienced practitioners in the industry or other relevant industries to be the members of the Committee
- To set and communicate Committee ethics and integrity policy to all members
- To take precautionary and remedial measures to maintain high standard of the curriculum and examinations
- To approve the appointment of qualified trainers and evaluate their performance periodically for further engagement

- To originate, approve, administer, validate, evaluate and review all courses to achieve maximum efficacy
- To apprehend timely requirement of the industry so that relevant courses are designed and created to meet the demand
- To validate and scrutinize all tests, assessments and examination to be free of bias and preferences
- To ensure students are treated fairly during assessments and examinations
- To originate periodic audits of the processes, methodologies, papers and logistics
- To set penal codes and execute penalties for malpractices and misbehavior of the academic cohort, staff members, associates or any related external parties

ACCREDITATIONS

SCI Technology Institute is registered as a Private Education Institution (PEI) with the Council for Private Education (CPE) under the Enhanced Registration Framework (ERF).

The Institute is registered as the Approved Training Provider (ATP) with Institute of Technical Education (ITE) to conduct Nitec in Computerised Prepress Technology.

The Institute is supported by SPRING Singapore and other agencies including the National Trade Union Congress (NTUC) and the Institute of Technical Education (ITE); and endorsed by the Print Media Association of Singapore (PMAS). SCI Technology Institute courses are pre-approved for SDF Funding support.



GENERAL INFORMATION

COUNCIL FOR PRIVATE EDUCATION (CPE)

The Council for Private Education (CPE) envisions a private education sector which is credible, inspires confidence in stakeholders and able to deliver quality education to fulfill the aspirations of students seeking to upgrade themselves

Established under the Private Education Act, CPE is a statutory board empowered with the legislative power to regulate the private education sector. In addition to its role as the sectoral regulator of private education institutions, the Council facilitates capability development efforts to uplift standards in the local private education industry.

The Council is governed by a Board, helmed by Mr. Lin Cheng Ton, Chief Executive Officer of Nanyang Polytechnic International, and comprises experienced individuals from the fields of education, quality assurance and business, as well as economic agencies involved in the promotion of the private education sector. Overseeing the day-to-day operations of the Council is the Chief Executive Officer, Mr. Henry Heng.

For more information please visit the CPE website at www.cpe.gov.sg

CPE Address: 2 Bukit Merah Central
01-05
Singapore 159835
Contact No: (65) 64990300

STUDENT CONTRACT

It is compulsory for all students to sign a Student Contract during registration of courses above 50 hours and/or more than 3 months with the Institute. The Student Contract stipulates important terms and conditions governing the relationship between the Institute and the student. By signing the Student Contract, the students agreed to the terms and conditions as stated in the Contract.

Cooling Off Period

The student is given a cooling-off period of seven (7) days for maximum refund after the date of contract signing. The student can receive the maximum refund stated in the standard school contract if he/she withdraws from the course within seven (7) days after signing of the contract. This cooling-off period of seven (7) days will supersede the refund policy. However, the refund policy will take precedence after the seven (7) days of cooling period.

FEE PROTECTION SCHEME (FPS)

Under EduTrust for Education, the Institute will provide a Fee Protection Scheme (FPS) for both local and international students enrolled by the Institute for ITE - Nitec in Computerised Prepress Technology course.

The FPS serves to protect the international and local students' full course fee (include all tuition and non-tuition fees) inclusive of GST in the event that the Institute is unable to continue operations due to insolvency and/or regulatory closure. Furthermore, the FPS protects the student if the Institute fails to pay penalties or to return fees to students arising from judgments made against it by the Singapore Courts.

The Institute is working with the insurer, **Lonpac Insurance Bhd**, has put in place the Student Tuition and Non-Tuition Fee Insurance as its FPS for international and local students. The maximum insurable limit is **\$30,000.00** and the Policy Number is **Z/11/BM00/000211**. The Student Tuition and Non-Tuition Fee Insurance offer insured students' protection against the following events:

- Loss of tuition fees paid in advance by the insured student to the Institute and not refunded, if the student cannot start or complete his/her course as a result of the Institute becoming insolvent or being required by the Singapore authorities to stop operations;
- The Institute's failure to pay sum awarded by Singapore Courts to the insured student, where such award relates to a dispute between the Institute and the insured student on tuition fees paid by the insured student to the Institute.

MEDICAL INSURANCE

All International students must buy the insurances. Local students can opt out of the medical insurance if they can prove that they are covered under an existing policy.

The Institute appointed **EtiQa Insurance Bhd**, medical insurance provider with the following coverage that consists of:

Description	Sum Insures/Limit (S\$)	Premium Payable for 12 Months
Personal Accident -Death / Permanent Disability	\$5,000	One time charge of S\$60 (inclusive of GST)

-Cover only limits in Singapore		
Repatriation Expenses	\$3,000	
Medical Coverage (Government & Restructured Hospitals- B1 Ward)		
-Hospital & Surgical Expenses/ Emergency Accident Outpatient / Day Surgery	\$20,000	
-Pre-Hospital Expenses up to 90 days		
-Post-Hospital Expenses up to 90 days		
- 24 hours coverage in Singapore and overseas if Student is involved in school-related activities up to maximum 90 days		

STUDENT FEEDBACK AND FEEDBACK MANAGEMENT

The Institute has put in place the feedback channel, through the School Student Survey forms that will be completed by the Institute students after every end of the modules. It gives students the opportunity to tell us about their experience with the services and facilities, teaching, learning quality and appropriateness of the course material.

Student can also speak to our staff on any other feedback.

The Institute will keep the student informed of the status of the feedback investigation. Initial response to a complaint by the Institute should be within 2 days upon receipt.

The Institute shall resolve feedback within a maximum of 21 days upon receipt of the feedback. A feedback investigation will be given to the student.

Dispute Resolution Policy

The Institute is committed to build up a trusting and harmonious relationship with students by establishing processes and procedures that provide students with sufficient information to make informed decisions at the point of registration with the Institute. The

Institute also takes effort to set policies, terms and conditions that are fair to the students, and look into the students' development and well being.

Thus The Institute takes a serious view on students' grievance or complaints. The Institute will involve management level staff and the CEO where necessary, in the resolution of any grievance and complaint from students. The nature of the grievance/ complaint will be investigated and the student will be updated on the progress and course of action(s) taken. All students' grievance / complaints will be resolved within a period of 21 working days from the date of receipt of the grievance / complaint. Should the Institute require more than 21 working day period to resolve the grievance / complaint, the student's agreement will be sought.

In the event that the student and the Institute are unable to resolve the dispute within 21 working days, the student and the institute shall refer the dispute to the mediation at the Singapore Mediation Centre (SMC), or Singapore Institute of Arbitrators (SIArb) through CPE student service center pursuant, and only in respect of such decision of the Singapore Mediation Centre (SMC) or Singapore Institute of Arbitrators (SIArb) shall be final and binding on all parties.

The student and Institute hereby agree to such procedures and to pay such fees as Singapore Mediation Centre (SMC) or Singapore Institute of Arbitrators (SIArb) may prescribe from time to time for the purpose of resolving their dispute

CONFIDENTIALLY AND SECURITY POLICY

All students' particulars obtained are solely for the purpose of completing course submission.

The Institute will seek consent from students should their particulars be used for purpose other than internal marketing and billing purpose.

The Institute will ensure that student information is kept confidential at all times.

Students Personal Data

The Institute is committed to maintaining the confidentiality of the students' personal information and undertakes not to divulge any of the students' personal information to any third party (less Government Agencies) without the prior written consent of the student.

It is highlighted in both the Student Course Registration Form and in the Student Handbook that student particulars are treated with strictest confidence and are meant for internal administrative usage (course application, billing, and administrative purposes) only. Students' consent will be sought should there be a need to use student information for any external purposes (unless requested by Government Agencies).

PHYSICAL FACILITIES

The courses take place at the SCI Technology Institute's premises in Singapore. The Institute boasts state-of-the art equipment and provides excellent practical facilities for course participants. Courses are specifically designed to give first-time, intermediate as well as mature users the opportunity to learn everything.

List of Physical & Infrastructure:

The Institute occupied 440 square meters

Classrooms

- Classroom 1 – 36 capacity (Size: 30.44 square meter)
- Classroom 2 – 16 capacity (18.24 square meter)
- Classroom 3 – 3 capacity (12.8 square meter)

IT Infrastructure

- File server for students, staffs and trainers
- Fuji Xerox office Colour Printer and Scanner
- Fuji Xerox office Black and White Printer and scanner
- Local Area Network (LAN) and 2 wireless access point

IT Facilities

- 26 MAC Station in classroom 1
- 8 MAC Station in classroom 2
- 1 Colour Control Station in classroom 3

Electrical Systems

- Full electrical system supplied with surround electric plucks

Air-conditioned Systems

- All are fully air-conditioned except pantry & student lounge

Library

- 140 books

Academic Resources

- 61 video

Pantry

- Oven

- Refrigerator
- Rice cooker
- Hot water dispenser
- 2 units of microwave

Special Areas

- Student Lounge
- Student Pantry

Production Lab

- File Contact Box
- Computer-to-plate machine
- Computer-to-film machine
- Measuring devices (spectrometer, distimeter)
- 44 inch HP Printer located in classroom 1
- 44 inch Epson Printer located in classroom 2
- 2 units A2 size Desktop HP Printer located in classroom 3
- LightBox located in classroom 1
- Enclosed LightBox located in classroom 2
- Industry Flat-Bed-Scanner located in classroom 2

Toilets

- Male
- Female
- Handicap

Safe Environment

- Water Horse located in Lobby
- First Aid Box located in Lobby
- Fire Extinguisher located in Lobby, Classroom, Production Lab, Student lounge

FIRE EMERGENCY PROCEDURES

In the event of an emergency, a staff member will direct any persons to their assigned assembly points to follow the fire emergency procedures in a quick and orderly manner.

Upon hearing of the Fire Alarm Bell:

- Keep calm
- Do not use the lifts
- Evacuate the classroom / office
- Proceed to the designated assembly points

- Be aware of an emergency situation occurring
- Evaluate via the nearest safe exit or fire stairs
- DO NOT re-enter the building until directed by an Authorised Personnel

Call 995 for any emergencies.

STUDENT SUPPORT SERVICES

The Institute has designated the following staff to be responsible for student counseling, advisory and support services as follow:

- Parking
- Career Guidance Programme
- Student Development Programme
- Orientation programme for students
- Accommodation referral and basic advice
- Advice to students on internal grievance procedures
- Advice on courses and post-graduation opportunities
- Assistance to students facing difficulties adapting to the new environment

Contact person: Student Support Officer

Main line: (65) 6542-6863

Fax: (65) 6542-1320

By mail: education@sci-institute.edu.sg

Operating hours:

Monday to Friday 9am-6pm

Saturday 9am-1pm

1) ORIENTATION PROGRAMME

On the first day of lesson, the Student Support Officer will orientate the Students with the school premise and highlight the following items:

- Overview of SCI TI (History, Profile, Facilities etc)
- Management Team/Lecturer
- Course Syllabus, Course Learning Outcome,
- Course Schedule, Time Table, Assignment/
- Project/Formative & Summative Assessment Dates, Course Minimum Attendance Rate, Promotion & Award Criteria
- Details of Organisation Awarding the Certificate (where applicable)
- Opportunities after Graduation (Further Education & Job Prospect)
- Total Fee Payable
- Key Student Contract Clauses
- Refund Policy

- Transfer & Withdrawal Policy
- Student Support Services
- Grievance & Dispute Handling Procedures
- Fee Protection Scheme
- CPE Official Website
- Course Deferment/Extension Criteria & Procedures
- Rules & Regulations
- Suspension & Expulsion
- Medical Insurance Coverage
- Brief Introduction to Singapore (where applicable)
- External Facilities Around the School
- Important Singapore Laws to Observe during
- Course Duration

2) STUDENT COUNSELING SERVICE

Students who require assistance can approach the school for guidance. Depending on the issue brought up, the school will refer to the appropriate person internally. The student will also be referred to external assistance when necessary.

Pastoral Counselling Programmes

The Pastoral Counselling Framework in SCI Technology Institute includes a series of Pastoral Counselling Programmes targeted to help new students adjust to the new environment and current students foster a stronger bonding among classmates, lecturer and the school:

Types of Programmes

- Trainer-Student Feedback Session
- Festival Celebration Programme
- Counselling Programme
- Student Recognition Programme
 - End of Course Achievement Award (NITEC) (GPA of at least 3.5)

3) POST-GRADUATION OPPORTUNITIES

The school has alumni that students can join after their graduation. The alumni establish a network among print professionals and provide a platform for sharing of print technology advances.

4) CAREER GUIDANCE PROGRAMME

The school provides career advice to students who wish to seek employment in Singapore after graduation from NITEC course. SCI Technology Institute also provides career opening in the print industry in the website.

5) STUDENT DEVELOPMENT PROGRAMME

The school organizes Student Development Programme at the end of every NITEC course to help student acquire personal development and life skills. The programmes may come in the form of internal seminars, external speakers/ trainers, reading materials etc.

6) PARKING IN SCHOOL

Parking is available in school building premises; it's complimentary on first come first serve basis.

7) ACCOMODATION REFERNCE

The school can refer the students who require accommodation to appropriate accommodation agents.

STUDENT RESPONSIBILTY

As a student of SCI Technology Institute, you will be required to comply with all relevant laws, rules, by laws, policies and procedures. Students must also be aware of information on course requirements and academic progress and recognize that cheating and improper use of copyright material is unacceptable.

Code of Conduct

- **Eating or Drinking**

Eating or drinking in any classrooms is prohibited. This will help to keep the classrooms clean and comfortable for all students. Please ensure that rubbish is put in the bins provided.

- **Mobile Phones**

Mobile phones must be switched off or silent mode at all times during class.

- **Gambling**

Any playing of game of chance or gambling is not allowed in the Institute.

- **Dress Code**

Students are required to dress appropriately for classes.

- **Green Environment**

All students are advisable to throw a paper materials into the Paper Recycling boxes at the Institute, and ensure all lights and air-condition are off where there is no student in the classroom during lunch and tea break session.

- **Updating of Personal Particulars**

Students have to proactively inform the Institute should there be any change(s) to their personal particulars provided to the Institute.

Lost Property

The institute would like to advise all students to exercise extra care of their personal belongings, mobile phone, wallet, thumb-drive, multi-purpose student card, etc. should not be left unattended at all times.

If the students lose any item please check the area you last had your missing items. If they are not there please report to the Student Support Officer.

COURSE INFORMATION

COURSE OUTLINES

National Institute of Technical Education Certificate (NITEC) Course Module

Module1: Digital Prepress Fundamentals
Module 2: Digital Imaging
Module 3: Page Composition I
Module 4: Page Composition II
Module 5: Image Scanning
Module 6 : Image Editing
Module 7: Digital Page Imposition
Module 8 : Prepress Output Evaluation

Full-time:

Monday to Friday: 10am – 4pm (1 year course / 920 hours)

Part Time:

Tuesday, Thursday and Saturday: 6:30pm – 10pm (1.5 years course / 920 hours)

Singapore Workforce Skills Qualification (WSQ)

WSQ Essentials for Print and Media Industry : 4 days

WSQ Print Essentials for Graphics Art : 3 days

WSQ Optimum Print Control : 3 days

WSQ Enhancing CTP Workflow Management : 4 days

WSQ Applying Colour Management in Print Production : 3.5 days

LEAVE OF ABSENCE (DEFERRED MODULE)

The Institute allows students to apply for Leave of Absence (defer module), up to a maximum period of 6 months, in the case of one of the following situations:

- a) No available module for study in a semester
- b) Unable to continue studies in a semester due to valid reason/s or require a semester study break

A completed Leave of Absence form has to be submitted by the census date of the semester to Student Support. Decisions on such requests will take into account all information provided, circumstances leading to a request as well as regulatory requirements. An academic and financial penalty may apply, depending on the time the request is submitted. Leave of Absence approval for an international student holding a Student's Pass will be on a case basis subject to exigencies.

If the student is under the age of 18 years, he/she is required to obtain parent or guardian's consent prior to submission

Following approved Leave of Absence, the Institute will:

- Cancel your current enrolment
- Terminate your existing Student Contract
- Cancel the Fee Protection Scheme (FPS) where applicable, and your Student's Pass (for international students)
- Email the student a confirmation of the approved Leave of Absence

At the approaching end of your approved Leave of Absence, the students are required to email the Institute on his / her intention to resume studies. International students must email 8 weeks before expiry of Leave of Absence period and submit a new Student's Pass application form.

TRANSFER / WITHDRAWAL

The Institute takes efforts to conduct pre-course counselling programme and establish sufficient communication channels to disseminate appropriate information to the students prior to them enrolling into the programme. This is to ensure that potential students have sufficient information to help them decide in their Institute and course of interest, and prevent them from unnecessary withdrawal in the midst of the course.

However, should the student wish to withdraw from a course, the Institute have a Withdrawal Policy in place to facilitate such requests.

All students who wish to withdraw from a course have to submit a withdrawal letter, with relevant supporting documents (if any). Upon receipt of the application and documents, a counselling session will be arranged by the Institute for the Operations Manager to meet up with the student, and his parent/guardian if the student is below 18 years of age. The school will discuss and find out the reason(s) behind the withdrawal and work with the student to resolve issues and come out with solutions where possible. If the student (supported by parent/guardian if student is below 18 years of age) still decides to withdraw, the school will consider the reasons behind the withdrawal request, recommend the approval accordingly and proceed to make any refund (if any) according to the Refund Policy. All students will receive the final results of their withdrawal requests within a maximum period of 28 days from date of submission of such requests.

The Institute will also follow up with ICA to cancel the student pass for cases of withdrawal. The Institute will follow up with the FPS provider to coordinate any refund (if any) from FPS.

A student who requests for transfer/withdrawal within the Institute or requests to transfer to another school shall be deemed to have withdrawn from the course and the same refund policy applies.

CANCELLATION OF COURSE BY THE INSTITUTE

If the Institute cancel the course for any reason prior to the completion of the course, the Institute shall within 7 days after receiving the student's notice of withdrawal refund to the student the entire amount if the tuition fees, non-tuition fees and/or additional fees already paid by the student to the Institute for the course.

COURSE COMPLETION AND GRADUATION

NITEC

The examination is conducted in English, 30% theory and 70% practical. The National ITE Examination is conducted during the month of January and June. All students must at least obtain a “D” to be awarded the ITE certification.

For Local students, students have to obtain a minimum of 75% attendance.

For International students, students have to obtain a minimum of 95% attendance.

WSQ

For local students, students have to obtain a minimum of 75% attendance.

ACADEMIC INFORMATON

NITEC

ATTENDANCE

Students must attend all scheduled classes and have their attendance taken. Students are not allowed to take the attendance on behalf of their classmate(s). All students (both local and foreign) need to obtain a minimum attendance percentage as laid out in the course requirements.

For Local students, student has obtained a minimum of 75% attendance.

For International students, student has to obtain a minimum of 95% attendance.

Student attendance will be monitor through weekly and monthly tabulation, during end of the week and month.

Students will be marked as absent if they do not have a Medical Certificate (MC) or do not have the permission from the institute to miss the lesson.

The institute is obliged to report to the Immigration and Checkpoint Authority (ICA) on any foreign student who:

- Fails to attend classes for a continuous period of 7 days or more without a valid reason.

- Percentage attendance in any month of the course is lower than 90% for no valid reason.

ACADEMIC INTEGRITY

Plagiarism

Plagiarism means presenting the work or property of another person as if it were one's own without appropriate acknowledgment or referencing. Plagiarism constitutes academic misconduct and may be penalized accordingly.

Plagiarism includes:

- Copying of sentences, paragraphs or creative products, which are the work of another person;
- Paraphrasing sentences, paragraphs or themes too closely;
- Using another person's work/s or research data without due acknowledgement;
- Submitting work that has been produced by someone else;
- Copying or submitting computer files, code or website content in whole or in part without indicating their origin;
- Submitting previously assessed or published work for assessment or publication elsewhere, without permission or acknowledgement;
- In the case of group projects, falsely representing the individual contributions of the collaborating partners.

SCI Technology Institute regards any act of cheating or dishonesty by way of plagiarism very seriously. There are strong penalties for breaches including annulment of results or termination from SCI Technology Institute.

ASSESSMENTS

Assessments include theory and practical. It must be submitted to the Institute.

Students are expected to submit each assignment on or before the due date and time.

Please refer to assignment outlines or lectures for all submission dates. It is the student responsibility to be aware of all submission dates.

Student may apply for assignment extension before the due date with valid reason:

- Student illness, injury or medical condition supported by medical certificate.
- Family issues (family injury, illness, bereavement)
- Unavoidable and unexpected work commitments (e.g. Relocation)

COLLECTION OF ASSESSMENTS

Please note that all assignments are to be collected either in person for individual assignment or group representative for group assignment.

EXAMINATIONS

The date, time and venue of the examinations are specified in the timetable and Student Notice Board.

Examination dates cannot be changed to cater to individual request.

A student must sit for examination in all modules at the end of each semester unless deferred by the Institute.

All students are required to be familiar with the Examination rules and regulations.

RESULTS

The ITE Examination results will release 3 months after the examination period.

Grade	Grade Scale	Description
DISTINCTION	4	Distinction*
A	4	Excellent
B	3	Very Good
C	2	Good
D	1	Pass
E	1	Subsidiary Pass
F	0	Fail

Compilations of Assessment Results are done by the Operations Manager or Student Support Officer. Hardcopies of assessment results are kept under lock and key. The softcopies are password-protected for security and only accessed by the Operations Manager or Student Support Officer. Computed transcripts and certificates to be awarded to students are kept under lock and key and they must be collected by the student in person or by people authorized by the student. If the transcripts are sent via post, they must be delivered via registered mail to ensure proper delivery.

The school is only allowed to use group assessment results (e.g. group passing rate) for any form of advertisement. Should the school wish to use an individual student's results for any form of advertisement, the student's consent must be sought.

NITEC APPEAL

The students need to go to the ITE HQ for the appeal.

ITE will be collecting a \$20 appeal fee.

Address for ITE HQ:

10, Dover Drive
Singapore 138683

WSQ APPEAL

In circumstances where learners find that they are not assessed fairly which results in them being certified as not-yet-competent (NYC), these learners have the right to make an appeal to SCI Technology Institute for assessment results to be reviewed.

All learners are notified of their results on the day of assessment. If they disagree with the assessment outcome, learners have 3 days to submit a letter of appeal to SCI Technology Institute.

Appeals should be made in writing (email or letter) to the Operations Manager stating the details of the complaint and the reason for the appeal. If appealing via email, the email may be sent to priscilla@sci-institute.edu.sg with the subject title "Letter of Appeal". If approaching via letter, the letter may be handed to any administrative staff in the Admin Office, faxed to 65421320 or mailed to:

SCI Technology Institute
7 Changi South Street 2
Level 1
Singapore 486415

The appeal must be submitted no more than 3 days notification of result. If more than 3 days have elapsed, the learner is deemed to have accepted the result.

The letter of appeal should also include:

- The reason for the appeal;
- A statement that this is a request for an appeal
- The date of assessment, venue and assessor name
- Any information that might help resolve the issue

- The name and NRIC/FIN number of the person making the appeal

FEES AND FINANCE

TUITION FEES

NITEC COURSES

Local Students- \$9,600 plus \$330 non-refundable registration fee

Foreign Students- \$9,600 plus \$500 non-refundable administrative fees (includes visa fees and student pass application fees.), and \$330 non-refundable registration fee

NON-TUITION FEES

(First attempt) Examination Fees: \$50 (per module)

Course Deferment Fee: \$ 80

Late Payment: 1 % every month

Re-examination: \$200

WSQ COURSES

WSQ Essential for Print and Media Industry: \$780.00

WSQ Enhancing CTP Workflow Management: \$1,190

WSQ Optimum Print Control: \$780.00

WSQ Print Essentials for Graphics Art: \$600.00

WSQ Applying Colour Management in Print Production: \$880.00

For all Singaporean and Singapore PR will be eligible for government support scheme.
Contact the Institute to find out more.

Should the Institute be unable to conduct the course, the student will receive 100% refund of all payments made to the Institute. Refund would be made within 7 working days.

REFUND POLICY

Transfer/Withdrawal & Refund Policy

Request for transfer/withdrawal must be made in writing and submitted together with supporting documents to the institute within 30 days notice.

A student who requests for transfer/withdrawal within our institute or requests to transfer to another school shall be deemed to have withdrawn from the course and the same refund policy applies.

Our refund schedule:

% of (the aggregate amount of the course fees and additional fees paid)	Receipt of Student's written Notice of Withdrawal
100%	More than 30 days before the commencement date
50%	Before, but more than 14 days before the commencement date
No refund	Less than 14 days before commencement date

All refunds shall be made in cheque within (7) working days following the approval to the Student's request of withdrawal.

INTERNATIONAL STUDENTS

Student Pass Application

The Institute undertakes to use best efforts to assist the student if he/she requires a Student's Pass from the ICA. This includes, without limitation, providing the student with advice on obtaining such pass, verifying the student's enrolment and immigration status, and doing all such things as may be necessary to procure the Student's Pass on behalf of the student.

Please refer to www.ica.gov.sg for more information.

ICA Address: Immigration and Checkpoints Authority
ICA Building
10 Kallang Road
Singapore 208718
(Beside Lavender MRT)

Contact No: 6391-6100 (24 Hours Call Centre)

Non-transferability of Student Pass

The Student's Pass issued is not transferable and will expire upon the student ceasing to be a student of the Institute. The Institute is under an obligation to inform the ICA of the student's withdrawal from, or completion of his/her course of study at the PEI, and the student shall deliver to the PEI, within 7 working days of the student ceasing to be a student of the Institute, the passport and Student's Pass of the student for cancellation of the Student's Pass.

Withdrawing from the Institute

The Institute shall inform the student immediately within three (3) working days if

1. It fails, for any reason, to commence the Course on the Course Commencement Date;
2. It terminates the Course, for any reason, prior to the Course Commencement Date;
3. It fails, for any reason, to complete the Course by the Course Completion Date;
4. It terminates the Course, for any reason, prior to Course Completion Date;
5. The Student's Pass application is rejected by Immigration and Checkpoint Authority (ICA).

The Institute shall, within seven (7) working days of notifying the student in writing of above circumstances (1) to (5), provide the student with information and details of the alternative confirmed course arrangement to allow the student to make timely and appropriate decision on the alternative arrangement.

The student shall be entitled to immediately withdraw from the course by giving written notice to the Institute of his/her intention to do so if the Institute is in breach of any of its obligations under this agreement or fails to perform its obligation(s) under the circumstances stated above in (1) to (5).

SCHOOL CONTACTS AND OPENING HOURS

The Institute is located just minutes away from Singapore Expo- South East Asia's longest purpose-built exhibition and conventional center.

Address: 7 Changi South Street 2, Level 1
Singapore 486415

Telephone: (65) 6542-6863

Fax: (65) 6542-1320

Website: www.sci-institute.edu.sg

Student Support Services & General Enquiries: education@sci-institute.edu.sg

Marketing / Agent: marketing@sci-institute.edu.sg

Feedback / Operation issues: priscilla@sci-institute.edu.sg

Academic & Exam issues: yusra@sci-institute.edu.sg

Office Hours:

Monday-Friday: 9am-6pm

Saturday: 9am-1pm

Sunday and Public Holiday: Off

LOCATION MAP & DIRECTIONS



Directions:

BY MRT

Board the East-Bound MRT train (on the East-West line), transfer trains at Tanah Merah Station for Expo Station.

BY BUS

From Bedok Bus Interchange, board SBS Transit Service 35 and alight along Xilin Avenue, outside Eagle Global Logistics Building.