

# STUDENT CODE OF CONDUCT (PET LEARNERS)

Updated 26 Mar 2025

# CODE OF CONDUCT

- NYP is committed to ensuring that the campus remains a safe environment, where everyone is treated with respect and dignity.
- We encourage and expect high standards of conduct from all in our community. These expectations of responsible and appropriate behaviour are communicated in our Code of Conduct, available on the Student Portal.





- Let us be considerate, and respect all cultures, races and religions.
- We should all refrain from conduct that demeans, intimidates, threatens, harasses or injures any individual. This can include bullying, fighting, making derogatory remarks, and sexual misconduct (i.e. sexual assault, outrage of modesty or committing a voyeuristic act).

# SMOKING/VAPING

- NYP is a smoke-free campus, no smoking/vaping is allowed.
- The minimum legal age for smoking is now 21. Anyone caught smoking on campus or underaged smokers caught by NEA in any part of Singapore could face prosecution and disciplinary action by the Polytechnic.
- Vaping is illegal in Singapore (regardless of age). Simply purchasing, using or owning an e-vapouriser results in fines of up to \$2,000 per offence by HSA, and further disciplinary action by the Polytechnic.
- Existing evidence shows that Smoking/Vaping is addictive and harmful. You introduce many harmful chemicals into your body when you smoke or vape. Click here to find out the harmful effects of Smoking and Vaping.





# DRUGS

It is an offence\* to:

## Traffick controlled drugs

Depending on the drug class and quantity, the penalty ranges from imprisonment and caning to the mandatory death penalty

## Possess and consume controlled drugs

If found to be in possession, one shall be liable for imprisonment of up to 10 years, or a fine not exceeding S\$20,000, or both

Consume controlled drugs outside of Singapore

Possess drug paraphernalia

Allow and facilitate drug activities



The Misuse of Drugs Act 1973

*\*The above list of offences is not exhaustive*

## If you...

- Suspect someone is involved in drug activities
- See someone abusing drugs
- Come across suspected drug items

## You should...

- Avoid interacting with that individual
- Refrain from handling the items any further
- Contact CNB at 1800-325-6666. In case of any immediate danger, call the Police

Central Narcotics Bureau  
1800-325-6666

For those who wish to **report cases of suspected drug abuse**

Singapore Anti-Narcotics Association  
<https://www.sana.org.sg/live-chat/>

Those who wish to **talk to para-counsellors** about drug-related issues that you or someone close to you might be facing

# SCAMS AND MONEY MULES

**There is an increasing trend of Singapore students being scammed into selling their bank account details (Money Mules).**

## Approach

- Scammers contact students via Telegram or social media, offering easy money

## Incentive

- Promise of monthly rental fees or large lump sums for bank account access. In many cases, victims receive no money, and the scammers become uncontactable after gaining access to the accounts.

## Execution

- Students provide their bank details, including internet banking credentials and sometimes sign authorisation letters.

## Misuse

- The scammers use the accounts for illegal activities, such as money laundering.

## SENTENCING OPTIONS FOR YOUNG OFFENDERS

- To send a strong deterrent signal, probation and community-based sentences are not recommended.
- Imprisonment and reformatory training should be considered instead, even for young offenders.

### FOR JUVENILE OFFENDERS BELOW 16 YEARS OLD

Under the Children and Young Persons Act, they may face:

- Probation between 6 months and 3 years;
- Detention in the Juvenile Rehabilitation Centre for up to 3 years; or
- Detention in the Boys/Girls' Home for up to 6 months

### FOR YOUTH OFFENDERS 16 TO 21 YEARS OLD

The Sentencing Guidelines recommend:

- Detention in the reformatory training centre for at least 6 months; or
- Prison term starting from 6 to 18 months

1) Never share your bank account details - with anyone 2) Be sceptical of unsolicited offers on social media.  
3) Educate yourself about common scam tactics by visiting <https://www.scamshield.gov.sg/>  
or call the Anti-Scam Helpline at 1799.

# RADICALISATION

- Terrorism is a serious threat to the international community, including Singapore. According to the Ministry of Home Affairs (MHA), the domestic terrorism threat to Singapore stems primarily from self-radicalised individuals influenced by extremist materials online, and Singapore is vulnerable to attacks against soft targets by lone actors using easily available objects.
- The Institutes of Higher Learning (such as the Polys, Universities) have an important role to play by being vigilant to signs that someone in their community may have radicalised inclinations. Signs of radicalisation include, but are not limited to, the following:
  - a. frequently surfing radical websites;
  - b. posting/sharing extremist views on social media platforms, such as expressing support/admiration for terrorists/terrorist groups as well as the use of violence;
  - c. sharing their extremist views with friends and relatives;
  - d. making remarks that promote ill-will or hatred towards people of other races or religions;
  - e. expressing intent to participate in acts of violence overseas or in Singapore; and/or
  - f. inciting others to participate in acts of violence.



For more information, please refer to [the MHA website on Singapore Terrorism Threat Assessment Report 2024](#)

# SEXUAL AND HURT OFFENCES

- The government has ramped up their efforts to clamp down on sexual and hurt offences, to provide more protection to victims of these cases.
- Offenders now face more severe penalties, regardless of their educational qualifications or academic potential.
- Please refer to the Sentencing Framework for Sexual and Hurt Offence (by MinLaw and MHA, with support from AGC)





# BULLYING

## What is Bullying?

An aggressive act with the intention to hurt a person on purpose. Bullying can take on the following forms:

### Verbal Bullying

- A direct form of bullying where an individual is hurt or shamed through the use of words
- Examples: malicious teasing, insulting, ridiculing, intimidating or threatening

### Relational Bullying

- An indirect form of bullying that causes harm to a person by damaging friendships and feelings of group acceptance
- Examples: spreading of rumours or gossip to damage the bullied's reputation, manipulation of friendships to blackmail the bullied, or purposefully excluding the bullied from group activities

### Physical Bullying

- A direct form of bullying where deliberate physical aggression is used against an individual, or on his or her belongings
- Examples: hitting, punching, kicking, hair pulling, or taking away/destroying the belongings of the bullied

### Cyberbullying

- A form of bullying carried out through electronic means
- Examples: sending of malicious text messages and emails to the one being bullied, spreading rumours or gossips via text messages or social media platforms, or posting embarrassing images or videos of the bullied on social media platforms

NYP does not tolerate bullying in any form. Students engaging in any form of bullying are subject to disciplinary and punitive actions that can include expulsion.

# ACADEMIC INTEGRITY

- As an educational institution, NYP upholds high standards of academic integrity. Dishonesty in any assessment is taken very seriously, and such offences will be dealt with in accordance to our NYP Academic Integrity Policy.
- Do also note that **facilitating cheating** is an offence. Students must ensure that they do not encourage or allow other students to copy. This includes sharing of assignments.



# WHAT IS CONSIDERED AS CONTRAVENTION OF ACADEMIC INTEGRITY?

Cheating	Fabrication	Deception	Plagiarism
<p>Attempting to get or provide unauthorised assistance in an assessment including:</p> <ul style="list-style-type: none"><li>•Copying another candidate's answers</li><li>•Providing or assisting another candidate with answers</li><li>•Referring to documents that are not allowed in the assessment</li><li>•Referring to information kept in electronic or mobile devices that are not allowed in the assessment</li><li>•Using any devices (such as mobile phones, programmable calculators, smart devices, etc.) when they are not allowed in the assessment</li></ul>	<p>Falsifying data, information, or citations.</p>	<p>Asking another person to complete the work that the candidate is supposed to do.</p>	<p>The act of taking and using the whole or any part of ideas, words or works of others, including contents generated by AI tools and passing it off as one's own work, without acknowledgement of the original source.</p>



# AI POLICY FOR LEARNERS

## Purpose

This Policy provides guidance to learners for responsible and ethical use of AI tools and to ensure learners use the tools effectively in their academic work with clear understanding of the limitations, and to avoid contravening academic integrity.

## Scope

This Policy covers the use of content generated by AI tools in academic work, including but not limited to all graded assessments.

(As AI tools are ever evolving, the AI policy will be reviewed and updated when necessary.)



# AI POLICY FOR LEARNERS

## 1. Learners must:

- uphold academic integrity and always ensure quality of their academic work.
- evaluate the accuracy, credibility, reliability, currency and relevancy of the information generated by AI tools.
- only use the AI tools to supplement their studies, clarify ambiguous concepts, and assist with research, in an ethical and responsible manner.
- properly cite the source and credit the AI tools in their academic work.
- display ethical and responsible use AI tools and properly cite the source and credit the AI tools in their academic work.
- be able to prove that they comprehend the output of the AI tool and know how to apply it in their academic work when being asked.

## 2. Learners must **not:**

- use AI tools for plagiarism or cheating by presenting generated output without proper acknowledgement of the original source.
- be over-reliant on AI tools.

# AI POLICY FOR LEARNERS

## 3. Acknowledgement of use

Where content from AI tools are used, Learners must:

- use good referencing and citation, to paraphrase and acknowledge the original source by declaring the extent of use of AI tools and describe which tool was used and how it had been used.
- cite the specific AI-generated contents they have use or take work or ideas from (text, images, videos, audio, code, etc)
- submit both in-text citation and a reference list and explicitly declare the Author or Group Name of the AI tool, Date retrieved, Title of Work and URL.

## 4. Consequences

Taking and using the whole or any part of ideas, words or works of AI tools and passing it off as one's own work without acknowledgement of the original source is tantamount to Plagiarism. Such acts will be dealt with accordingly under the NYP Academic Integrity Policy.

### Example: Using APA 7<sup>th</sup> edition

APA reference entry	OpenAI (2023, September 28). <i>What is Plagiarism?</i> <a href="https://chat.openai.com/c/03d2a199-e28f-40a3-bccf-e50f345ca7e0">https://chat.openai.com/c/03d2a199-e28f-40a3-bccf-e50f345ca7e0</a>
In-text citation	Parenthetical citation: (OpenAI, 2023) Narrative citation: OpenAI (2023)

# PENALTIES

## ➤ First Offence

- A candidate who, after due disciplinary process, is found to have committed an act that contravenes academic integrity in any assessment of a module/competency unit/competency unit shall fail the module/competency unit. The candidate shall be given an 'F' grade for the module/competency unit with a corresponding grade point of 0 (Zero (0) mark).

## ➤ Second Offence

- A candidate who, after due disciplinary process is, found to have committed an act that contravenes academic integrity for a second time in his/her candidature in NYP shall be deemed to have failed all the registered (but uncompleted) module/competency units. The candidate shall be given an 'F' grade for these module/competency units with a corresponding grade point of 0 (Zero (0) mark).

## ➤ Third Offence

- A candidate who, after due disciplinary process is, found to have committed an act that contravenes academic integrity for a third time in his/her candidature in NYP shall have his/her candidature terminated. He/she shall be deemed to have failed all the registered (but uncompleted) module/competency units. The candidate shall be given an 'F' grade for these module/competency units with a corresponding grade point of 0 (Zero (0) mark).

# Categories of Offences

## Examples of Offences

**Category I**

**I**

Minor misconduct

- Smoking/Vaping
- Littering
- Gambling
- Trespassing
- Acts of disturbance leading to disruption of activities
- Forgery of MC for non-Assessment related reasons

**Category II**

**II**

Misconduct (other than Cat I Offences)

- Bringing disrepute to NYP
- Bullying (including cyber bullying)
- Actions which threaten to disrupt racial and religious harmony
- Unauthorised soliciting of funds/selling of products using the name of NYP

**Category III**

**III**

Infringement of NYP Academic Integrity Policy

- Attempting to get or provide unauthorised assistance in an assessment
- Falsifying data, information or citations
- Asking another person to complete the work that the candidate is supposed to do
- Plagiarism

**Category IV**

**IV**

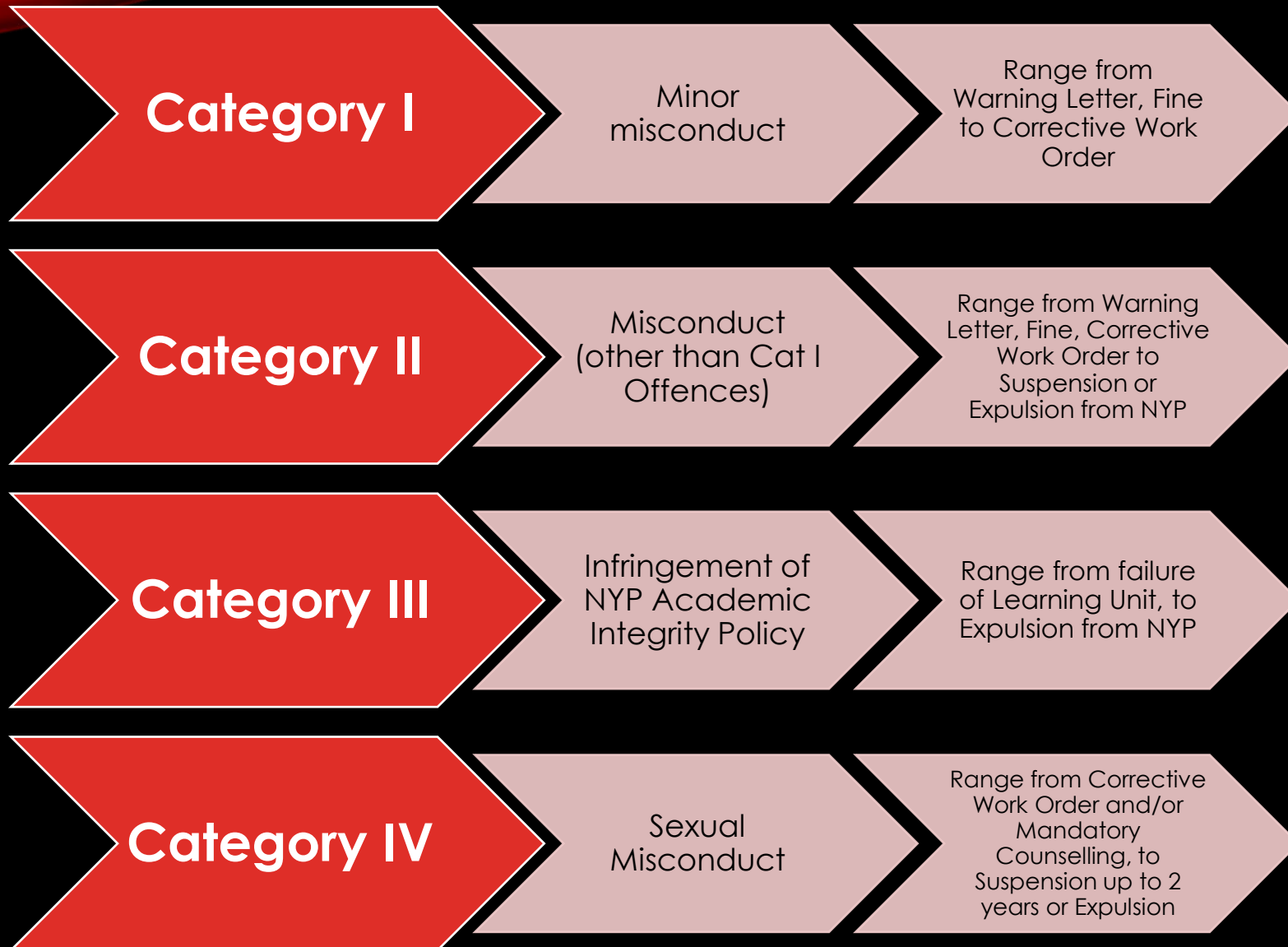
Sexual Misconduct

Acts in the following categories:

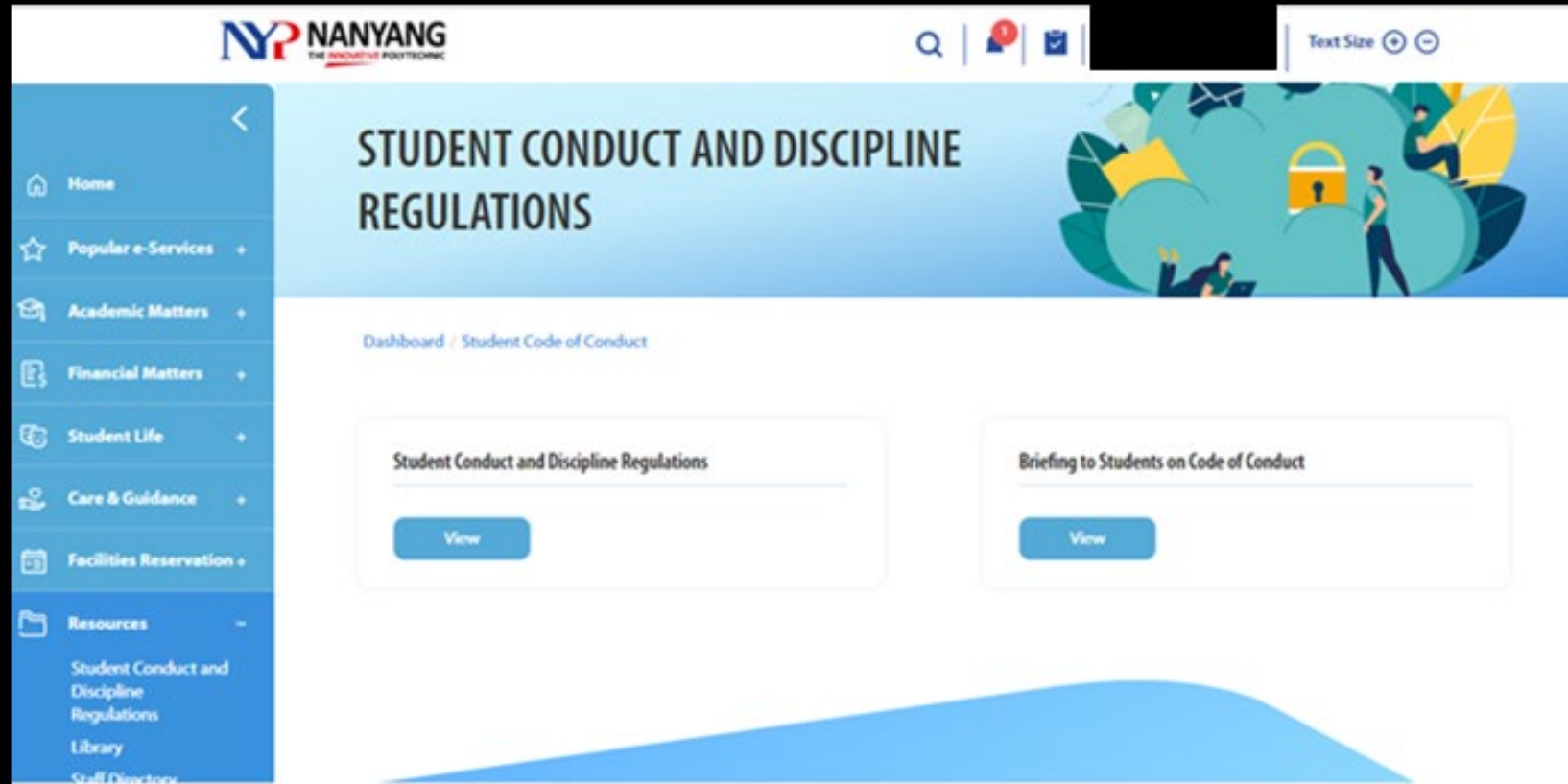
- Category A: Severe or Aggravated Sexual Misconduct
- Category B: Sexual Exploitation
- Category C: Sexual Harassment
- Category D: Other Forms of Sexual Misconduct



# 4 CATEGORIES OF OFFENCES AND PENALTIES



FOR MORE INFORMATION ON THE STUDENT CONDUCT AND DISCIPLINE REGULATIONS & THE ACADEMIC INTEGRITY POLICY, PLEASE REFER TO THE STUDENT PORTAL



## WHAT SHOULD I DO IF..... I AM A VICTIM OR A WITNESS TO AN OFFENCE

If you experience any misconduct, or have seen instances of it, we encourage you to reach out to us to get appropriate help to deal with the situation.

You may contact a lecturer whom you would feel most comfortable with - this could be your personal mentor, a tutor or your CCA mentor, among others.

There are also other channels you can use to reach us.

### **During office hours**

- In person at your School's Admin Office
- In person or via hotline at i@Central (Level 1, Block A or Tel: 6451-5115)
- Via hotline at Campus Security (Tel: 6550-0999)

### **After office hours**

- Via hotline to Campus Security (Tel: 6550-0999)

### **Email**

- [ContactNYP@nyp.edu.sg](mailto:ContactNYP@nyp.edu.sg)



All incidents reported will be investigated fairly and objectively. The privacy and interests of the parties involved will be sensitively treated. Counsellors are also on standby to offer support.



# PSYCHOLOGICAL RESPONSE TO A TRAUMATIC EVENT

- Fight, Flight or Freeze
- It is normal to experience some confusion or feeling at a loss of what to do.
- In the case of outrage of modesty or sexual offences, one might also be overwhelmed by feelings of shame.
- Talk to someone you trust and ask for help. The lecturers and PEMs are here to support you.



## WHAT SHOULD I DO IF..... I AM INVOLVED IN ANY POLICE INVESTIGATION

- Inform your Course Manager/Personal Mentor immediately (who will in turn, keep the Admissions & Academic Affairs Department informed) if you are implicated in any police investigation cases.
- Keep your Course Manager/Personal Mentor informed of any updates to your case
- If you are not sure, please check with your Course Manager/Personal Mentor



NYP does not tolerate misconduct in any form. Students engaging in physical or psychological harm, be it harassment, violence, or illegal acts on-campus and off-campus, are subject to disciplinary and punitive actions that can include expulsion.

The authorities can also investigate incidents that have broken the law.

At NYP, we aim to nurture a culture of safety, support and respect.



THANK YOU