

Raffles

STUDENT HANDBOOK

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1 ABOUT US

1.1 Introduction

Raffles College of Higher Education (Singapore) is a subsidiary of **Raffles Education**, the leading education group in the Asia Pacific region and Europe. We have a network of colleges across countries such as Cambodia, India, Indonesia, Italy, Malaysia, Saudi Arabia, Singapore, and Thailand, and the People's Republic of China.

Raffles Singapore (The College) delivers its programmes through the following faculties:

Raffles Design Institute (RDI) was established in 1990 as an educational institution dedicated to the professional design disciplines of Animation Design, Digital Media Design, Fashion Design, Interior Design, Jewellery Design, Product Design, Visual Communication Design and Video Game Design.

Raffles School of Business (RSB) was established in 1999. It is one of the leading business institutes in Singapore, offering undergraduate courses in Marketing, Banking and Finance, Tourism and Hospitality Management, Entrepreneurship and Small Business Operations, Supply Chain, and Logistics Operations and Management.

Raffles Merchandising Institute (RMI) was established in 2006 as an educational institution dedicated to the professional disciplines of Fashion Marketing and Management, Fashion Communication and Journalism, and Retail Management.

Raffles Academy of Continuing Education (RACE) was established in 2012 that strives to provide quality learning to adult learners aspiring towards continual upgrading of their existing skill sets and expanding their knowledge horizon. Our faculty consists of creative practitioners who are subject matter experts of the industry. Classes conducted include practical sessions so that participants can maximize their learning experience as they embark on this journey with RACE. RACE professional and vocational disciplines include Fashion Design, Fashion Marketing and Management, and Skilled-Short Courses.

Raffles School of Psychology (RSP) was established in 2014 as an educational institution offering undergraduate courses in Psychology. The programmes are designed to offer a modern approach to the wide range of Psychology issues, with a special focus on helping the communities, and to learn the collective ways in which Psychology is applied in all areas of life.

All programmes follow a modern, international curriculum of the highest standard. A unique combination of academic theory and practical experience ensures all graduates possess the necessary skills and knowledge demanded by employers worldwide as well as sound foundation for advanced study.

Raffles Singapore prides itself in sending many award-winning students down the catwalk in international competitions. We continue to strive for excellence in delivering high quality education and providing an enriching learning experience for our students.

1.1.1 Our Vision

Our vision is to be the premier education Group.

1.1.2 Our Mission

We are committed to provide quality education and related services through our network of institutions.

1.1.3 Our Values and Culture

We provide a learning environment that leads to successful careers through educational experiences that promote:

- **S**ocial responsibility
- **P**rofessional excellence for employability
- **A**nalytical thinking for problem solving
- **C**reativity to encourage innovation
- **E**ntrepreneurship

2 QUALITY ASSURANCE

2.1 Enhanced Registration Framework (ERF)

The College's registration, (Registration Number: 201003698C) has been granted under Section 36 (1) of the Private Education Act for a period of four years, with effect 13/06/2023 to 12/06/2027, after renewal of the third 4-year ERF in 2023.

2.2 EduTrust Certification Scheme

CPE has awarded RCHE a **4-year EduTrust Certification** (Certificate Number: EDU-2-2033), with effect 16/01/2020 to 15/05/2024, after renewal of the second 4-year EduTrust Certification in 2019. The prestigious award will enable the College to scale greater heights in its continuous delivery of its quality educational and skills training services and practices to both the local and international learners and industry partners.

2.3 Management Structure



2.4 Academic and Examination Board

1. **Mr. Hector SALAZAR (Chair)**
2. **Ms. Queenie CHAN (Vice-Chair)**
3. **Mr. ONG Kai How**
4. **Mr. Giuseppe (Joe) SPINELLI**
5. **Ms. Rosa Liane DA SILVA LOPES**
6. **Mr. Terrence CHONG**
7. **Mr. Jay QUEK Hong Pern**
8. **Ms. Sandra TJIA Fei Ling**

3 ACADEMIC MANAGEMENT POLICIES AND PROCEDURES

3.1 Academic Calendar and Start of Term

Before the commencement of each term, students will receive the schedule for all the modules that are assigned for that term. In addition, students will also receive the following for each module:

- Course Objectives
- Course Syllabus
- Assessment Criteria
- Textbook and references* (if applicable)
**The course fees do not include provision of textbooks, tools, and materials required for the courses*

The College has four intakes a year. This allows students to commence their studies at a time in the year that is convenient to them.

3.1.1 School Term Dates

Term 1: 1st Monday of January to end of March

Term 2: 1st Monday of April to end of June

Term 3: 1st Monday of July to end of September

Term 4: 1st Monday of October to end of December

Each academic term consists of 11 weeks. Week 11 of each term is for examinations, followed by two weeks of break.

WEEK	IMPORTANT THINGS TO TAKE NOTE OF
1	<ul style="list-style-type: none"> • New term commences
2	<ul style="list-style-type: none"> • Register for additional or retaking of module
3	<ul style="list-style-type: none"> • No deferment or withdrawal of module will be accepted
4	
5	
6	<ul style="list-style-type: none"> • Complete Online Teacher and Course Evaluation
7	
8	<ul style="list-style-type: none"> • Release of previous term result
9	<ul style="list-style-type: none"> • Release of examination schedule
10	
11	<ul style="list-style-type: none"> • Examination week • Release of schedule for the next term • Payment invoice for Course Fee and Retaking Fees will be sent out to students via the RCHE Student Services Portal.
12	<ul style="list-style-type: none"> • Term break
13	<ul style="list-style-type: none"> • Term break • Orientation for new students

3.2 Raffles Email Account

As a student of **Raffles** Singapore, you are automatically registered as:

- **Raffles** Designer for design programmes
- **Raffles** Marketer for merchandising programmes

You will also be given a unique **USER ID** (i.e. UserID@Raffles-Designer.com) and **PASSWORD** to enjoy the following privileges during your course of study:

- Complimentary lifelong **Raffles** Email Account
- Access to College notices and information
- Access to complete the Online Teacher and Course Evaluation

3.3 Raffles Student Portals

The College has two student portals for students to access student-related information. They are:

3.3.1 Pluto Student Management System

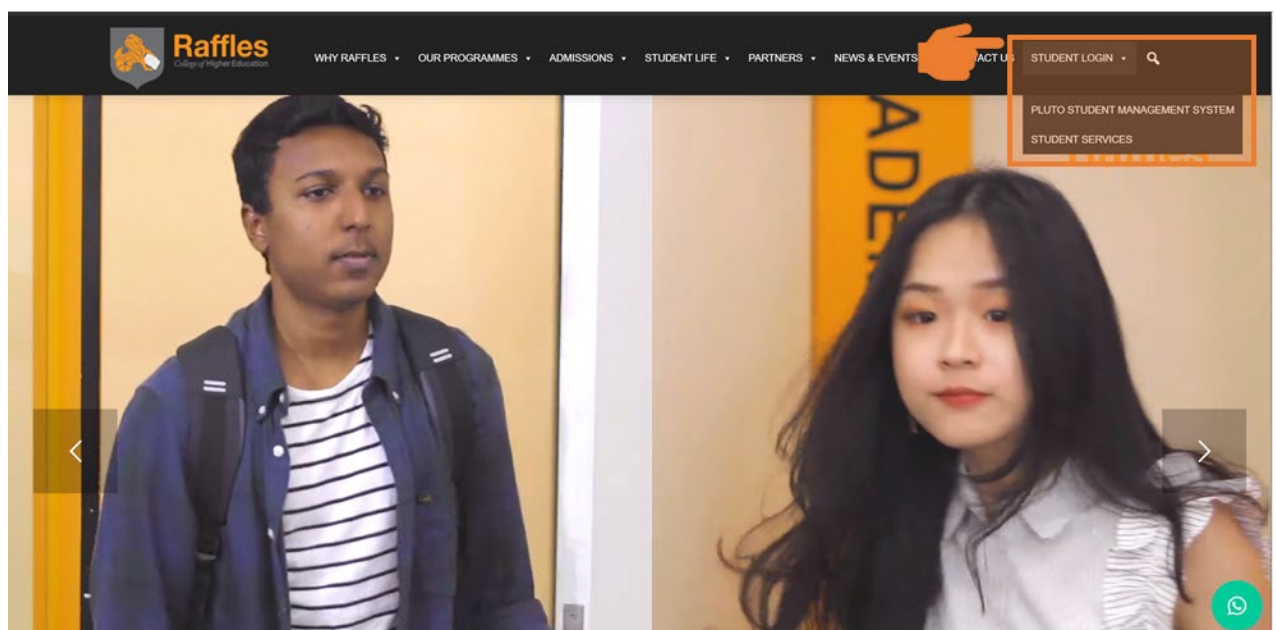
This portal contains individual class schedules and bursary-related records such as invoices and receipts. Students should regularly check Pluto for updates on class schedules and outstanding amount payable, if any.

3.3.2 RCHE Student Services

Students can access the updated version of the Student Handbook and forms from the RCHE Student Services, an online portal Microsoft SharePoint.

The College will not be held responsible for a student's failure to comply with updated policies in the Student Handbook.

These student services portals are accessible from www.Raffles-College.edu.sg under Student Login. Students are required to have their Raffles email ID on hand to login.



3.4 Student Schedule

The schedule for the following term will be made available on Pluto Student Management System in Week 12 of the current term.

Students are responsible for referring to the confirmed schedule in Week 12. The College will not bear any responsibility for students missing classes because of their negligence.

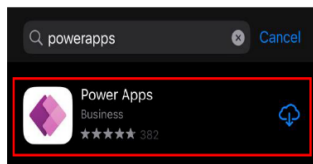
Students with special schedules should bring along their transcripts to Student and Administration Services (SAS) department to seek the Programme Leader for confirmation of schedules.

3.5 Student Identification (Student ID) Card

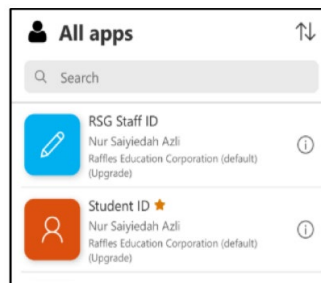
With effect from October 2022 term, students will be issued with a digital **Raffles** Student ID card. You may download the Student ID card by installing the PowerApps from the App Store or Play Store.

Student will be able to view the application 'RSG Student ID' once they have successfully signed in.

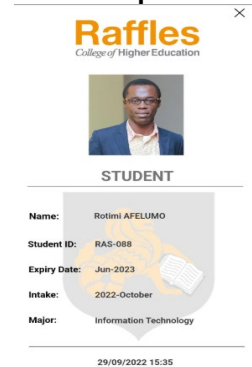
Step 1



Step 2



Step 3



Download and install the PowerApps application from the App Store or Play Store.

Once you have successfully signed-in, tap on "All" and you will see the application 'RSG Student ID' on your page.

This is how your Student ID will look like.

3.6 Notebook Ownership Scheme

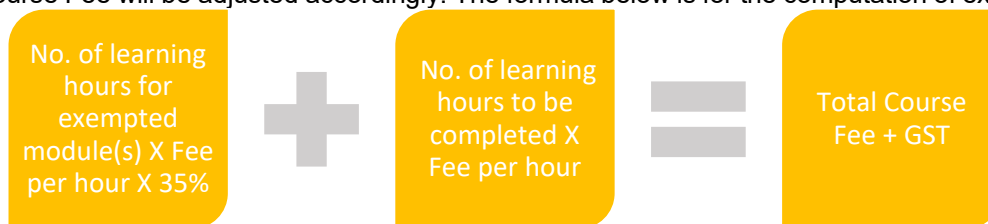
All Digital Media Design, Video Game Design, Animation Design, and Visual Communication Design students should be equipped with their personal notebooks during their course of study. Details will be given during the first week of class.

3.7 Sale of Sewing Tools / Materials

The College sells basic materials needed for production and design classes. These items are available for sale at the **Raffles** Concierge.

3.8 Exemptions

Exemptions are only applicable for students (from other institutions) who attended a module with the exact or similar curriculum. All exemptions are subjected to the approval of the respective Programme Leader and the Course Fee will be adjusted accordingly. The formula below is for the computation of exempted modules:



Applications must be submitted before enrolment. All applications submitted after enrolment will not be accepted. Upon graduation, the exempted modules will be reflected in the final transcript.

3.9 English Language Entry Requirements

Student who enrol into **Raffles** Singapore programmes are required to meet the minimum 'English Language Entry Requirement' by the College and its partnering External Qualification Awarding Bodies.

Students who do not meet the entry requirement are required to undertake the Oxford Online Placement Test and will be required to complete the **Certificate of Achievement in English Language – Advanced** and/or **Higher English Language Programme (HELP)** before commencing to the programme they have enrolled into. **Minimum English competency requirement to commence with Raffles College of Higher Education**

Diploma Programmes

- GCE "O" Level English Language Grade of C6.
- IELTS (International English Language Testing System) score of 5.5 or equivalent, taken during the last two years.
- Completion of **Raffles** Certificate of Achievement in English Language - Advanced programme.

Advanced Diploma Programmes

- GCE "A" Level English Language Grade of C.
- IELTS (International English Language Testing System) score of 6.0 or equivalent, taken during the last two years.
- Completion of minimum 6 months in Polytechnic Diploma and PEI Diploma which is delivered in English.
- Completion of **Raffles** Higher English Language Programme (HELP).

Bachelor and Master Programmes

- IELTS (International English Language Testing System) score of 6.5 or equivalent, taken during the last two years.
- Completion of **Raffles** Higher English Language Programme (HELP)

Raffles English Language Programmes

The College offers two English language programmes: **Certificate of Achievement in English Language – Advanced** (consisting of two levels: Foundation and Advanced), and **Higher English Language Programme (HELP)**. Attendance is compulsory if a student is scheduled for either programme. Student attending either **Raffles** English language programme is required to pay the Course Fee for the programme.

Placement into a specific level/programme is determined by the student's performance in the **Raffles** English Placement Test.

Retaking Fee applies if the student fails any level or programme.

Students who have successfully completed the **Raffles** English Language Programmes may be selected to sit for the IELTS examination at authorized testing centres for the College's continual curriculum review purposes.

4 ACADEMIC INFORMATION

4.1 Grading System

For Diploma and Advanced Diploma programmes:

Grade	Mark Range	Performance
A	80 - 100	An exceptional performance in all criteria of studies assessment
B	70 - 79	A very good average performance in most areas
C	60 - 69	A good performance in most areas
D	50 - 59	An average in many criteria
Q	48 - 49	Conceded pass
F	Below 48 and/or attendance <75%	A clearly unsatisfactory/unacceptable performance
Other Grade Notations		
W	-	Withdrawn. No academic credit
I	-	In Progress. No academic credit

Computation of GPA:

Under the above grading system, GPA for a student who has taken N modules (NGPA) will be computed by the Student Management system based on the following formula:

$$GPA_N = \sum_{i=1,2,\dots,N} \left(\frac{W_i}{\sum_{j=1,2,\dots,N} W_j} \right) * G_i$$

where W_i or W_j is the credit points of the "i or j" module, and G_i is the achieved grade points of the "i" module. i and j are indices used to track specific modules. The computation will include the modules which the student failed.

4.1.1 By Grades

Students' performance is assessed throughout the course of study. There are examinations and assignments for most programmes. For details, please refer to the grading system in point 4.1.

4.1.2 Failure by Attendance

The College maintains a very strict standard of performance and attendance for its courses. **Students who miss an accumulative 25% of course time will automatically fail the module by attendance (with grade “F”).** Therefore, for a typical 11-week term, students cannot miss more than 2 full lessons (or 4 sessions). For extenuating circumstances, the College will assess on a case-by-case basis.

4.2 Academic Progression

The Academic and Examination Board monitors the academic performance and progression of students. In each term, the Board reviews the performance of all students and assesses their academic standing. Sanctions may be rendered against students whose performances are deemed to be ‘at risk’ of not making satisfactory progress.

Students are responsible for successful completion of all programme requirements and are expected to work with their appointed Academic Advisor to ensure that satisfactory progress is being made throughout their academic career.

4.2.1 Addition of Module

Students who wish to take additional module(s) on top of the existing schedule must complete the **Application for Additional Module(s)** form, obtainable from Student Services portal, **no later than Week 2 of the New Term.** After successful addition of module(s), if the student decides to withdraw, the rules on withdrawal of module(s) apply.

Approval from the Programme Leader must be granted before the student can attend the class. An administration fee of S\$108 per additional module is payable on approval of the application.

4.2.2 Retaking of Module

Students will be informed by Student and Administration Services Department on the schedule of the retaking modules and it will be made available on the Student Services Portal in Week 13.

Students are required to pay the retaking fee.

The calculation is as below:

S\$27.00 X (no. of direct contact hours for the module)

Retaking Fee shall be paid on the 1st of the following months: January, April, July and October.

4.2.3 Withdrawal from Module

If students wish to withdraw from a particular module for a term, they must complete the **Application for Withdrawal from Module** form, obtainable from the RCHE Student Services Portal. There is no refund of Course Fees. An administration fee of S\$108 per withdrawn module is payable on approval of the application.

Week	Remarks
1 to 2	This module will not be indicated on the transcript
3 to 6	A “W” for Withdrawn will be reflected
7 to 13	Will not be accepted

For withdrawals after Week 2, students will have to pay a retaking fee. Please refer to Point 4.2.2 for the details of retaking fee.

4.2.4 Transfer of Programme

Students who wish to transfer to another programme (in Singapore campus) must complete the **Application for Transfer of Programme** form, obtainable from Student Services portal, **30 days prior to the commencement of the New Term**. An administration fee of S\$216 will be levied.

Students are allowed to transfer between programmes within the Singapore campus **only once** with the approval of both Programme Leaders.

Course fees will be re-calculated based on the new programme from the effective month of transfer, taking into consideration any exemptions from the previous programme. The new course fees will be paid according to the new payment schedule. No refund will be made for discontinuation of studies in the former programme before the transfer. The College will issue a Standard PEI-Student Contract before the commencement of the New Term.

Continuation in the new programme is also subjected to:

- The module(s) being offered in the term;
- Availability of vacancy; and
- Whether outstanding term/retake fees due have been paid in full.

As a result of this transfer, students may require more than three years to complete their studies. For Student's Pass holders, any extension required is subjected solely to the approval of the Immigration and Checkpoints Authority (ICA).

If the renewal application is not approved, the College will submit an appeal for the first instance. If this is not approved, students may have to discontinue their studies, and may be expected to leave Singapore at short notice. In such an event, students may approach the Student and Administration Services Department for advice.

4.2.5 Withdrawal from Programme

Please consult your Programme Leader regarding your intention to withdraw from the programme. If the decision is still to withdraw, the student must complete the Intention to Withdraw from Programme form, obtainable from RCHE Student Services Portal, and an exit interview will be conducted by the Student and Administration Services Manager.

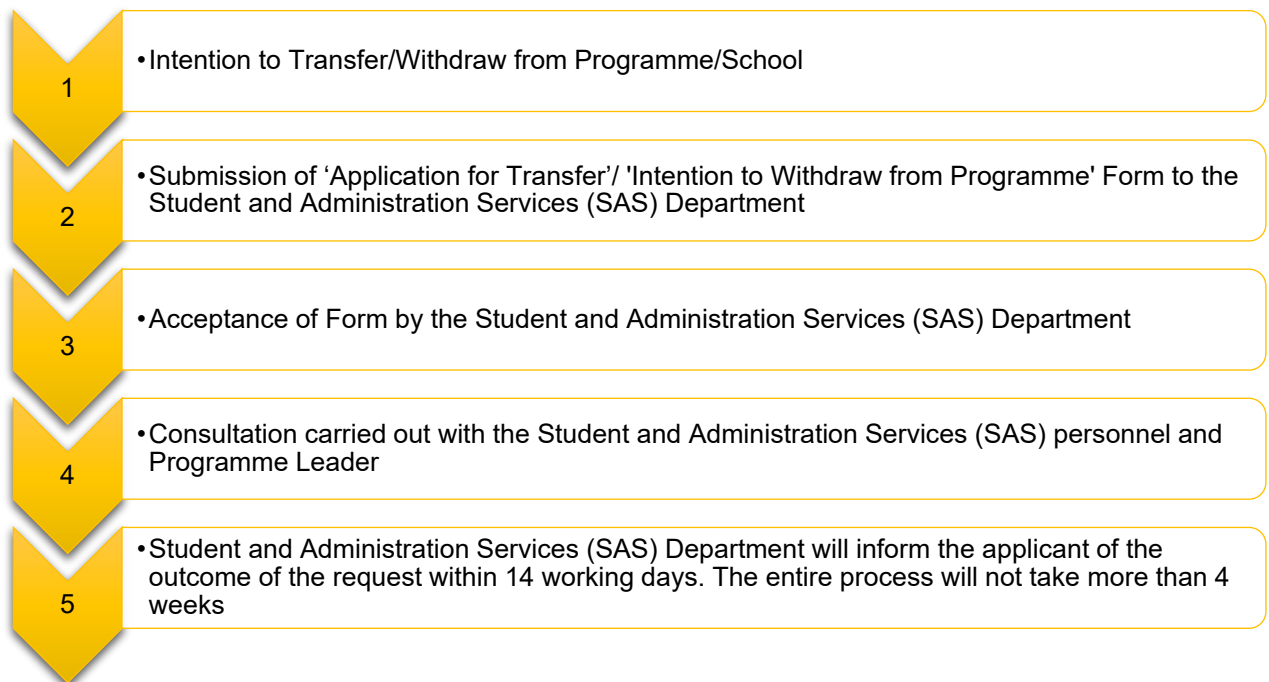
The College will consider each application on a case-by-case basis. An administration fee of S\$216 will be payable.

Upon approval of the withdrawal, student must return any borrowed materials to the Student and Administration Services Department:

The College will issue a Letter of Withdrawal within 14 working days, and international students have to surrender their Student's Passes to ICA.

Any outstanding payments and Course Fees owing to the College must be settled in full. The College will not issue any transcripts and/or certificates to students who have outstanding payments with the College. Due date is as per "Course Fee Payment Schedule". Refund of miscellaneous fees may be considered on a case-by-case basis.

Figure 1 - Programme Transfer/Withdrawal Flowchart



*Students below 18 years old will require parents' or guardians' approval and signature on the application form.

4.2.6 Transfer of School

Students who wish to transfer to another Associate College must complete the **Application for Inter-School Transfer** form, obtainable from Student Services portal, **3 months before the commencement of the New Term**. An administration fee of S\$324 will be levied.

Transferring students will have to pay the remaining Course Fees instalments of the new school. No refund will be made for discontinuation of studies in **Raffles** Singapore before the transfer.

As a result of this transfer, the student may require more than three years to complete their studies. If the student is on Student's Pass, any extension required is subjected solely to the approval of the Immigration and Checkpoint Authority (ICA).

Continuation in the new programme is also subject to:

- The module(s) being offered in the term;
- Availability of vacancy; and
- Whether outstanding term/retake fees due are paid in full.

The transfer is subject to the approval of the Programme Leaders from both Associate Colleges.

4.2.7 Deferment

Students are not allowed to defer their studies once the term has commenced. Students who wish to defer their studies have to complete the Application for Deferment and Resume of Studies form, obtainable from RCHE Student Services Portal, **at least 30 days before commencement of the New Term**. The decision to grant the student deferment will be considered on a case-by-case basis and at the discretion of the College.

Students are allowed to defer their studies up to a maximum period of **12 months**. Students will be deemed to have withdrawn from the programme should they fail to resume studies within 12 months.

To resume studies with the College, students have to submit the **Application for Deferment and Resume of Studies** form to the College **30 days before commencement of the New Term**. Students who wish to re-enrol after deferment are subject to the following requirements:

- The module(s) being offered in the term;
- Availability of vacancy; and
- Whether outstanding term/retake fees due are paid in full.

On resuming their studies, they will have to follow the curriculum in effect. This could mean a change in the number and/or content of the module(s) offered.

An administration fee of S\$216 is payable at the point of application.

No deferment is allowed for the **Raffles English Language Programme** and **Foundation Studies Programme**.

4.3 Academic Probation

Students who have a Fail “F” grade are deemed to be ‘at risk’ of not making satisfactory progress and shall be placed on academic probation by the Academic and Examination Board. Students on academic probation will be issued a Warning Letter by the Student and Administration Services Manager and their parents or guardians shall also be notified. International students will be required to meet with the Student and Administration Services Manager for counselling and be advised on the implication on their Student’s Pass.

Students on academic probation are required to attend academic support meetings with their Academic Advisor. The purposes of these meetings are to:

- Help the students identify difficulties affecting their academic progress, whether academic or otherwise.
- Inform the student of support services available and who they could turn to for further advice.
- Refer the student to specific service or professional for further support or advice.
- Warn international students of the requirements of the Singapore Immigration and Checkpoints Authority (ICA) and the implications on their Student’s Passes.

Students who have previously been placed on probation and fall below the standard for satisfactory progress in a subsequent term will be subject to more serious sanctions and assistance than students who are facing academic difficulties for the first time.

4.4 Enrolment Termination

Students who continue to earn failing grades or otherwise perform very poorly, showing no significant improvement, may have their enrolment at **Raffles** Singapore terminated by the Academic and Examination Board. Upon the termination, student will not be able to enrol into the same programme but may choose to enrol into other programmes offered by the College.

If re-admitted, students must maintain good academic standing through to graduation. If this condition is not met, their enrolment may be terminated by the College without further warning, with no opportunity for re-admission. Such a decision is permanent and irrevocable.

Students who feel that extenuating circumstances warrant continued enrolment may submit an appeal to the Academic and Examination Board to rescind its decision and permit them to continue their course of study without interruption.

A student may be subjected to enrolment termination by the College for any of the following reasons:

- Poor academic performance
- Student has failed the same module three (3) times and is deemed to be de-registered
- Default of Course Fee payment
- Prolonged absenteeism of more than 2 weeks
- Criminal offences
- Misconduct in the College (e.g. bullying, extortion, theft, or police cases)
- Course duration lasting more than 4 years

Students terminated by the College will receive a refund of Course Fee proportional to the number of course modules paid for but have not commenced.

5 ATTENDANCE FOR RAFFLES STUDENTS

5.1 Attendance

At the discretion of the Academic and Examination Board, students may be immediately placed on academic probation or enrolment termination because of particularly poor attendance performance.

5.1.1 All Students

The College maintains a very strict standard of performance and attendance for its programmes. All students are required to attend at **least 75% of the course time**. Students missing more than an accumulative 25% of attendance without valid reasons will automatically fail the module by attendance (with grade "F"). For details of Medical Certificate, please refer to Point 5.1.5.

5.1.2 Student's Pass Holders

The purpose of stay in Singapore for international students on Student's Pass is solely for pursuing a course of study on a full-time basis. Only valid Student's Pass holders are allowed to attend classes at the College and take the programme of study as indicated on their Student's Pass.

Students are required to comply with all the Rules and Regulations of the Immigration and Checkpoints Authority (ICA) and not indulge in activities which are inconsistent with the purpose for which the Student's Pass has been issued.

On renewal of the Student's Pass, the student must approach the Student and Administration Services Department **30 days prior to the expiry date** of the Student's Pass. In the event the collection of the Student's Pass at ICA is after the expiry date, the student must report to the Student and Administration Service Department **7 working days** prior to the Student's Pass expiry date so that the Student and Administration Service Manager can update ICA accordingly.

If, for some reason, the renewal is not approved, the College will appeal on behalf of the student in the first instance. However, the student must be prepared that repatriation may be necessary at short notice.

International students must maintain a **minimum attendance of 90%**. Student and Administration Services Department will inform ICA of students who fail to attend class for a **continuous/collective period of seven (7) days**. International students must personally produce relevant proof of absence for all lessons missed to the Student and Administration Services Department. Student and Administration Services Department will also be submitting a monthly summary of attendance of all international students during week 5, 9 and 13 of each term.

5.1.3 Punctuality

Students should be punctual for class. Attendance would be marked as "Late" should they arrive for class more than 10 minutes after commencement of the class. One (1) late for class is equivalent to 0.5 absent.

5.1.4 Warning Letters for Attendance

All warning letters will be sent to students who are above 18 years old. For students who are below 18 years old, the warning letter will be sent to the guardian or parents. Students are responsible for their own attendance.

SAS will liaise with lecturers to ensure all attendance is marked using the Student Management System (SMS). Attendance will be taken at the start of class. Lecturer will display the unique QR code for each lesson. Students are to use their own mobile device to scan the QR code and login into the School's SMS to register their attendance. Should any student not be able to scan the QR code, the lecturer can update the attendance in the SMS as 'Attended'.

Scanning for attendance is location-based and time-stamped. Therefore, all students are to be physically on campus for attendance to be registered.

SAS will download attendance records for each module at the end of week 2, 5 and 8. They will track all at-risk students during these 3 windows and issue warning letters should a student is at-risk of failing the module by attendance i.e., Overall Module Attendance < 75%. At-risk students would be automatically identified after the download.

SAS will initiate consultations for those at-risk students who do not respond to warning letters i.e., after the 2nd warning letter for that module has been issued.

5.1.5 Medical Certificate

If a student is absent for medical reasons, he or she should submit an original and valid medical certificate to the Student and Administration Services Department on the day he or she resumes studies in College. The College will only accept medical certificates issued by Singapore Registered Medical Practitioners. Submissions will be done using the Absence Justification Form.

The College reserves the right to reject the medical certificate on the following conditions:

- Late submission of medical certificate (it should be **no later than 5 days** from the end of the period the medical certificate was issued for);
- Submission of forged medical certificate
- Traditional Chinese medical certificate
- Medical certificates issued by Non-Singapore Registered Medical Practitioners

It is a crime in Singapore to forge a medical certificate and the concerned Medical Practitioner (clinic/hospital) may pursue criminal charges against any student who forges a certificate. It is also a serious offence and forging of medical certificate can lead to the lodging of a police report followed by expulsion from the College.

5.2 Student's Pass

5.2.1 Eligibility for Student's Pass Application

All international applicants must apply for Student's Pass from the **Immigration and Checkpoints Authority (ICA)** except for dependant pass holders and permanent residents. Social Visit Pass holders are not eligible to study at the College.

Please note that ICA will not issue Student's Pass to international students who are registering for part-time courses. Students are not required to be present in Singapore while their applications are being considered. With effect from 1 June 2007, new applications are to be submitted via the **Student's Pass OnLine Application and Registration+ (SOLAR+)** system at the Immigration and Checkpoint Authority (ICA) website. The College will assist students in the new application of Student's Pass.

The Immigration and Checkpoints Authority (ICA) holds the final decision on the approval of Student's Pass.

5.2.2 Student's Pass Application

Student's Pass application is handled by the **Admissions Department** before applicants are enrolled into the College. Student's Pass holders are allowed to study only in the specific school with the specific course indicated in the Student's Pass. Student's Pass is only for study purposes and not for other purposes.

5.2.3 Renewal of Student's Pass

Student's Pass is valid for only the specific duration stated on the pass. With effect from 1 June 2007, applications to renew Student's Passes are to be submitted via the **Student's Pass OnLine Application and Registration+ (SOLAR+)** system at the Immigration and Checkpoint Authority (ICA) website.

Renewal of Student's Pass must be submitted to the **Student and Administration Services Department** **30 days** before the expiry date of the current Student's Pass. ICA maintains very strict rules for renewal of Student's Pass. **A minimum of 90%** in class attendance must be achieved to qualify for renewal.

Renewal of Student's Pass is subjected to ICA's approval. Application Guidelines can be found on the ICA website (www.ica.gov.sg).

Please note that it is the students' responsibilities to check the status of their student's pass renewal application. The College will not be held responsible for any delay in the application.

The following are the required documents and information for renewal of Student's Pass application:

- Application for Student's Pass Renewal Form, obtainable from Student Services Portal
- A photocopy of Passport.
- A photocopy of Student's Pass.
- Student's Pass renewal fee of \$53.73.

5.2.3.1 Immigration and Checkpoints Authority

Immigration and Checkpoints Authority
10 Kallang Road, #04-00
Singapore 208718 (exit at Lavender MRT Station)

Office hour:	Mondays to Fridays	8:30 am to 5.00 pm
	Saturday	8:30 am to 1:00 pm

Contacts:	Phone	(65) 6391 6100
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Email:	ica_feedback@ica.gov.sg
Website	www.ica.gov.sg

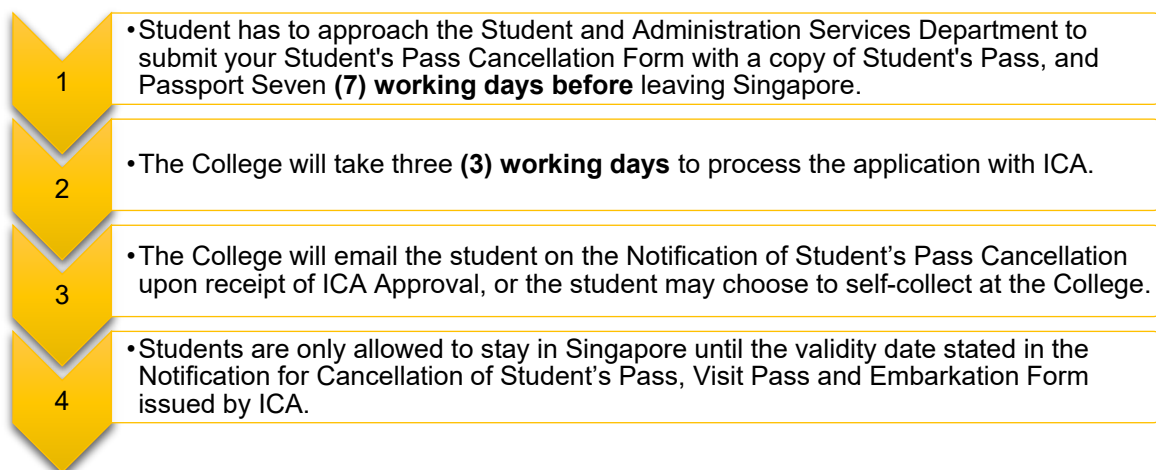
5.2.4 Cancellation of Student's Pass

With effect from 3 November 2008, if students have completed their studies or decide to defer or withdraw from their programme, they must inform the College at least **7 working days before** they leave Singapore, and bring the following documents to the Student and Administration Services Department for e-cancellation of their Student's Pass:

- A photocopy of Passport
- A photocopy of Student's Pass
- Student's Pass Cancellation Form - obtainable from Student Services Portal

ICA will issue a cancellation notification which also serves as a Social Visit Pass and Embarkation Form for the student.

Students are only allowed to stay in Singapore until the validity date stated in the **Notification for Cancellation of Student's Pass, Visit Pass and Embarkation Form** issued by ICA.

Figure 2 - Cancellation of Student's Pass Flowchart

6 RAFFLES PEDAGOGY

6.1 Module Load

Students in a full-time programme of study should normally enrol in a minimum of three modules or equivalent credits in each term unless they are approved to take a reduced load. Part-time students should normally take up to two modules or equivalent credits per term.

In the final term of study, graduating students in the full-time programme will still be considered as full-time students if their enrolment in the remaining modules is less than three modules or the equivalent credits.

6.2 Term Assignments

Coursework assignments should be submitted by the stipulated date. The penalties for handing in late submissions are:

Late Submission of Assignment after Deadline	Deadline falls on Monday	Deadline falls on Friday	Deadline falls on Eve of Public Holiday	Original Marks	Deduction of Marks
1 st day	Tuesday	Saturday	Public Holiday	100/100	90/100
2 nd day	Wednesday	Sunday	1 st School Day	100/100	80/100
3 rd day	Thursday	Monday	2 nd School Day	100/100	70/100
4 th day	Friday	Tuesday	3 rd School Day	Assignment will not be accepted	

No extension of assignment submission will be given to the student if the due date falls on weekends/public holiday.

The stipulated date for submission may be extended after the assessment has been issued to students, under extenuating circumstances. A lecturer must seek permission from the Programme Leader to extend deadlines.

Grades are reported for each module at the end of the term. Students must attempt **ALL** assessments for a module (assessments are listed under Assessment Framework in the Module Outline of each module). If a student misses any assessment without a valid reason, it may lead to failing the module. Students must obtain a grade of 'Q' or better to pass the module.

6.3 Final Examinations

The examination schedule will be confirmed during Week 9 of each term. If a student is not able to take any of the examinations, the student must write in to the College to seek for approval for a replacement examination. If the replacement is approved, a replacement examination will be arranged for the student but at a time convenient to the College.

Students who are unable to take the examination on the actual day due to valid medical reasons and/or any other reasons are required to approach the Student and Administration Services Department **within 3 days from the examination** to justify their absence. The student is also responsible to apply/appeal for a replacement examination, with the Student and Administration Services Department, **no later than Week 2 of the New Term**, with all the supporting documents.

An administration fee of S\$162 has to be paid for every module. All fees must be paid upon approval, which is subject to the Programme Leader's decision.

6.3.1 Rules and Regulations

Preliminary Information

- Students presenting themselves for examination must comply fully to the College's requirements in general, including the payment of fees and completion of the 'Online Teacher and Course Evaluation'.
- Students are warned that any breach of examination rules will result in severe penalties, including the risk of expulsion from the College, and/or that the Academic and Examination Board may deem the candidate to have failed an assessment or series of assessments.

Before the Examination

- Students must arrive at the examination room **10 minutes before** the examination starts. Within 10 minutes after the start of the examination, students will still be allowed to enter if they have a valid reason for lateness – the validity of the reason will be investigated after the examination and if it is found to be invalid or untrue, the student's examination will not be marked. Students who are more than 10 minutes late for the examination will not be allowed to enter the examination room.
- Students must bring along their **Student Identification cards**. Students may be asked to present the Student ID card during the examination.
- Students shall not enter the examination room until instructed to do so by the invigilator(s).
- Any coat, mobile phones, electronic gadgets, bag, or other item brought into the examination room shall be deposited as directed by the invigilator(s).
- It is strictly forbidden to bring into the examination room any books, dictionaries, notes, writing paper, blotting paper, mathematical tables or devices capable of storing electronic data, other than those specifically allowed for the examination. Any such item must be handed to the invigilator(s) before the examination begins.
- If a student has unwittingly brought any unauthorized paper or item into the examination room, this shall be handed to the invigilator(s) before the examination commences.
- Students shall not eat, drink, or smoke in the examination room.

During the Examination

- Students shall not commence writing until the start of the examination is announced by the invigilator(s).
- Students may use only the approved examination stationery. All rough work must be completed on the approved stationery and handed in with the worked scripts.
- Students who wish to attract the attention of the invigilator(s) during the examination shall do so by raising their hands.

- Students shall not leave the examination room temporarily during the period of the examination unless given express permission by the invigilator(s). If such permission is given, students shall not attempt to contact any other person or consultancy material relating to the examination whilst outside the examination room.
- Students who leave the examination room during the period of the examination without the express permission of the invigilator(s) shall be considered to have completed their work and shall not be permitted to re-enter the examination room.
- Students **may not leave the examination room** during the **first 30 minutes** or **last ten minutes** of the examination period.
- Students who complete their work after the **first thirty minutes** and before the **last ten minutes** of the examination period and wish to leave the examination room should notify the invigilator(s) and **hand in their examination scripts and unused answer/worksheets**. Under no circumstances will they be permitted to re-enter the examination room.

The following practices are strictly prohibited:

- Being in possession of any unauthorized information, either written or printed or electronically stored.
- Borrowing instruments or materials from another candidate except by permission of the invigilator(s).
- Attempting to read the work of another student or communicating, or attempting to communicate, with another student by any means whatsoever.
- Causing a disturbance in the examination room.

After the Examination

- Students should stop writing when instructed to do so by the invigilator(s), and remain in their seats in silence whilst scripts, empty answer books, continuation sheets or other papers are collected.
- Students should not remove any papers from the examination room without the express permission of the invigilator(s).
- When authorized to do so by the invigilator(s), students shall leave the examination room in an orderly manner.

6.4 Incomplete/Failing Grades

Under extenuating circumstances, students may be granted an extension of time by the Academic and Examination Board to complete the remaining module requirements including taking a replacement examination. In this case, the 'In Progress' grade of "I" is recorded. The outstanding work must be completed for the module within the next term, or the "I" grade will be automatically converted to an "F" grade for the module.

An "F" grade in a module will permanently remain on the academic transcript and will be factored in when evaluating the student's academic progression. When the module is retaken, the new grade will not replace the original "F"; however, the student can receive the actual 'passing grade' obtained for the repeated module at his/her next examination re-sit. When a student receives an "F" in a required module, the module must be retaken.

6.5 Repeating Modules

Students are not permitted to repeat for credit any modules which they have already passed with a grade of "Q" or better.

6.6 Assignments

All assignments must be submitted **before** the deadline. Details of deadlines for term assignments are stated in Point **6.2**.

6.7 Appeals

Students may appeal to the College for their final results to be reviewed only under genuine circumstances where factors beyond their control have affected their academic performances.

The **Request for Justification of Marks** form, obtainable from RCHE Student Services Portal, must be submitted **within seven (7) working days from the release of the results.**

Late appeals will not be entertained.

Appeals that involve Justification of Marks will incur an administration fee of S\$54.00.

Students should consult the Student and Administration Services Department for appeal.

6.8 Plagiarism, Collusion and Cheating

6.8.1 Plagiarism

This is a serious academic offence that will lead to a penalty. It is deemed as cheating, and involve presenting another person's work, idea or creation as one's own. Students who need to refer to the work of another person must acknowledge the original source.

6.8.2 Collusion

Collusion is when two or more pieces of work are similar in presentation, content, and structure due to unauthorised sharing of work. Collusion is deemed as cheating and all parties involved in collusion will be dealt with equally. A student caught cheating, attempting to cheat, or helping someone to cheat in a final examination, a test, or an assignment will receive a zero (0) mark for that assessment.

6.8.3 Cheating

This is a serious academic offence that will lead to a penalty. Cheating is defined as fraud in relation to any form of assessment. It includes:

- The use, during tests or examinations, of materials, electronic devices or notes written on the person's body or clothing which could provide an aid to that person in obtaining a higher score and which are not expressly permitted in the instructions for the examination or test.
- False excuses for absences or the falsification of medical certificates that enable students to not be penalised for absences from classes or tests.
- Looking at the work of another student during a test or examination.

6.9 General Programme Aims

- To encourage and foster the requisite inherent sense of intellectual curiosity.
- To facilitate appropriate methods of gaining access to, and use of, sources of information.
- To develop suitable analytical and organizational skills.
- To impart appropriate methods of solving design problems.
- To encourage and develop innovation, imagination, and creativity.
- To foster a sense of identity, individuality, and independence in ideas, avenues of expression, and means of autonomous learning.
- To encourage informed critical debate and evaluation.
- To develop appropriate fluency in verbal and written linguistic skills for interpersonal and professional communication.

- To nourish a broad appreciation of the purpose and practice of Design in a societal, cultural and historical matrix.
- To develop and refine aesthetic sensibilities in both criticism and practice.
- To develop and apply sophisticated manipulative skills which draw upon the requisite technical knowledge of materials and methods.
- To inculcate appropriate professional awareness in terms of responsibilities, procedures and ethical codes of practice.

6.10 Teaching and Learning Strategies

Whilst the traditional forms of lecturing, seminars, and workshops contribute to an awareness of the respective academic programmes, the principle modus operandi, particularly in practical project work, is through independent study by the student, with tutorial guidance and advice.

A major concern is to develop powers of discrimination and judgment, to discourage reliance on the formulaic, and to nourish individuality. The process of dialogue between staff and student is therefore much less formal than in many other disciplines.

The primary objective is for each student, through advice and negotiation, to discover and develop the motivational forces, the interests, and the aptitudes that suit the individual for a professional role in what is a very broad professional arena, which in turn will utilize talent which may be highly specialized, or very general.

It is therefore essential that a student is exposed to a broad range of views and experiences in order that the learning process may elicit, sometimes over a prolonged period, appropriate routes for a person to take, particularly in the later stages of the Programme.

The major methods utilized in this process are summarized below:

6.10.1 Practical projects

Practical problem-solving projects constitute a large proportion of the time in the Programme. Each project is designed with specific (and stated) learning objectives which determine the eventual criteria of assessment.

During the first two years of study, group projects are the norm, with project briefs devised by the staff and delivered, in a written form, to the students. These group projects, however, are formulated to encourage and facilitate individuality.

At the third year of study, students are required to formulate briefs, through negotiation with tutors. These are very much geared to the individual and designed to develop the personal abilities discovered in the first two years of studies (equivalent to Advanced Diploma level).

6.10.2 Critiques

At interim periods, and at the end of each project, critiques are conducted.

These are designed to facilitate discussion and qualitative evaluations of each individual's approach and achievement in the context of pre-determined objectives.

6.10.3 Seminars

These enable students to publicly air views and address issues embraced in the concomitant theoretical, practical, historical, societal, and cultural aspects of the type of study covered by the Programme.

6.10.4 Tutorials

With its emphasis on individuality, both formal and ad-hoc tutorial discussions are used extensively.

The close rapport between staff and students, achieved through an ongoing relationship developed over the duration of the Programme, facilitates trust, confidence, and discussion that embraces both academic and pastoral guidance.

In less formal situations, outside of any specific project or other aspect of study, the student and staff member are able to discuss personal aspirations and aptitudes, thus directing the student through the formal framework of the curriculum.

This close relationship enables staff to deal with student problems of a personal nature. However, reference to a professional counsellor is made, if necessary, to develop the insight appropriate to career advice and professional contacts.

6.10.5 Lectures

Administered by full-time and adjunct lecturers and guest speakers, lectures are given to larger groups of students. Whilst most lectures will relate to the formal Programme curriculum, eminent visiting speakers will deliver topics of general or specific areas of interest.

6.10.6 Workshops

This is a component designed to provide hands-on experience of technical processes, rather than the longer problem-solving nature of projects.

6.10.7 Local/Overseas Field Trip and Industry Visits

Visits to exhibitions, industrial organizations, and professional studios are designed to extend students' knowledge and appreciation of the principles, procedures, and practices of the relevant industry.

Local/Overseas field trips are also arranged by academic staff to enhance students' learning. Several skills, including practical and social skills, can be learned during field trips.

6.10.8 Industrial Attachment / Industry and Community Engagement

Certain students are exposed to the professional workspace for a period of six to ten weeks. This exposure enables the student to identify future areas of employment interests, and to prepare for the realities, in a professional context, in the marketplace.

In the event Industrial Attachment is not available, students will be assigned the Industry and Community Engagement module. In this module, students are required to use their design knowledge and skills in industry-focused and/or community-based projects.

6.10.9 Competition / Industry Collaboration

Participating in competitions is a valuable learning experience for students to benchmark their own standards against other students from other institutions.

Industry collaboration is to develop and expand a framework of Industrial Partnership between the College and the Company to collaborate on mutually beneficial projects and events. This is a valuable experience for students to showcase their projects' creativity and innovation.

7 ASSESSMENT

7.1 Rationale and Principles

The assessment scheme is designed and structured to be an integral part of the curricula of the Programmes in order to review and evaluate student development, direction, and attainment in terms of the stated aims and objectives of the Programmes.

In addition, the scheme is designed to inform and assist students with regards to their academic development.

These principles and concerns that underpin the Programmes are explained below, together with the general features of the Assessment Scheme to which they give rise.

The students will learn the fundamentals of how to approach and develop the design processes in a systematic way through assessments and projects.

The College has in place mechanisms to ensure that standards of Programmes/Courses match international standards. This includes internal moderation, Academic and Examination board, dissertation advisory panel and reviews by external examiners.

7.2 Criteria of Assessment

In reviewing student performance at the end of each semester, the assessors will naturally refer to the aims and objectives of specific projects and/or other assignments.

The general framework for assessment criteria is derived from the general schemes of aims and objectives of the Programmes as a whole.

The general criteria of assessment at all stages of the Programmes in all their design and theoretical aspects are as follows:

7.2.1 Problem Solving

The extent to which the solution for a given problem has been resolved by due investigation, analysis, selection, and synthesis of relevant material.

7.2.2 Creativity

The extent to which imagination, creativity, and lateral thinking have been brought to bear upon given design problems.

7.2.3 Aesthetic Awareness

The extent to which aesthetic sensitivity and judgment is apparent in the work.

7.2.4 Individuality and Originality

The extent to which students have utilized personal interests, aptitudes, and abilities that reflect individual personality characteristics and initiative.

7.2.5 Critical Awareness

The extent to which students have demonstrated, through expression in visual, verbal, and/or written language, a mature and critical awareness of the work done.

7.2.6 Development

The extent to which students, through consistent application, have extended their perceptions of, and abilities in, their chosen specialization, and to which they can initiate research, develop hypotheses, and draw conclusions.

7.2.7 Communication

The extent to which students have been able to articulate clearly in verbal and written forms, ideas, feelings, and responses about design.

7.2.8 Programme Knowledge and Society

The extent to which students have the capacity to comprehend theories and concepts of the respective Programmes, and to which they understand the role of the designer in society at large.

7.2.9 Professionalism

The extent to which students demonstrate professional awareness in terms of social and legal responsibilities, procedures, and ethical codes in the practice of design.

The extent to which they demonstrate the expertise to practise as designers through the study of professional practice, office management, and the organization of work and finance.

7.2.10 Technical Skills

The extent to which students demonstrate technical awareness through knowledge of, and facility with, materials and processes, and through expertise in recognised conventions.

All the above criteria will be considered, particularly at the final project assessment. Within specific projects or assignments undertaken, specific criteria may be selected, or given more weight, according to the project's pre-stated objectives.

These will be made clear to students in advance as part of the written project briefing.

8 TRANSCRIPT / CERTIFICATE

8.1 Term Results and Transcripts

Term results will be released to students via the RCHE Student Services portal by Week 8 of the following term. Students are required to check the portal for their term results.

Transcripts will be issued to graduates who have completed all required modules with no outstanding payment and also completed his/her Online Teacher and Course Evaluation. Both certificate and transcript will be issued to the graduate digitally.

8.2 Certificates

Students who have met graduating requirements shall be awarded their digital certificates upon completion of their studies, provided there is no outstanding payment to the College.

8.3 Graduation

Graduation shows are held each year in **June** and **December**. It is a platform for graduating students to exhibit their works to industry partners and potential employers. The College will provide basic infrastructure and guidelines for showcasing graduating students' work. The Centre of Professional Development (CPD) Department will provide more information on the graduation shows in due course.

Student assignments, projects and other school related work may be retained by the school or project sponsors for a **period of up to 6 months** after completion of study for marketing and promotional purposes.

9 STUDENT AND ADMINISTRATION SERVICES

9.1 Operating Hours

The Student and Administration Services Department is open for student services, enquiries, and administrative support during the following office hours:

Office hour:	Mondays to Fridays	9:00 am to 6.00 pm
	Saturdays	8:30am to 12.30pm
Contacts:	Phone:	(65) 6338 5288
	Website:	https://raffles-college.edu.sg/feedback/

9.2 Raffles Centre of Professional Development (CPD)

The Centre of Professional Development (CPD) provides a seamless interface between **Raffles** students and the industry, at all levels of the students' studies, and opens a whole world of career opportunities.

Services provided at the **Raffles** Centre of Professional Development include:

- Industry & Community Engagement (ICE) / Industrial Attachment (IA) placement.
- Career Advice and Counselling.
- Industrial Collaborative Projects.
- Competition Information.

For more details, please email to RafflesCPD@Raffles-College.edu.sg

9.3 Raffles College Counselling Service (RCCS)

The Counselling Service is here to help students address personal or emotional problems that get in the way of their learning experience at the College. This is a free service provided by professional counsellors where sessions are treated in the strictest confidentiality.

To book an appointment, students may:

- Approach Student and Administration Services Department personally to make a formal request to arrange a counselling session.
- Alternatively, students may send an email to talk2me@Raffles.Education to make a formal request to arrange a counselling session.

What happens in counselling?

Counselling is a process that seeks to help you focus on, and understand more clearly, the issues that concern or trouble you. The Counsellor's role is to offer support and understanding, and to listen and respond in a non-judgmental way. Our Counsellors will respect your values, choices, and lifestyle.

Counselling can help you explore your feelings and discover what lies behind whatever seems troubling or confusing. Counselling can also help with making decisions, choices, or changes that are right for you.

Counselling provided follows the brief focal model which normally involves up to 6 sessions. The counsellor will advise on alternative sources of support on case-by-case basis.

9.3.1 Alternative Counselling Service in Singapore

- **Clarity Singapore Limited**

Contact Number: 6757 7990

Email: ask@clarity-singapore.org

Website: www.clarity-singapore.org

9.4 Chaplaincy

The College believes and values in the well-being of every student and hopes that in their learning journey in Raffles Singapore, they will discover and live life to the fullest.

The College has a Chaplain or Pastor to provide students and staff the following services:

Pastoral Care and Counselling:	Tuesdays, Thursdays, and Fridays	10.00am to 11.00am (1 st Session) 14.00pm to 15.00pm (2 nd Session)
Pray and Intercession:	Tuesdays	10.00am – 11.00am (1 st Session) 14.00pm to 16.00pm (2 nd Session)
Bible Study/Biblical Movie:	Thursdays	10.00am – 11.00am (1 st Session) 14.00pm to 16.00pm (2 nd Session)
Weekly Devotion:	Fridays	10.00am – 11.30am (1 st Session) 14.00pm to 15.00pm (2 nd Session)

9.5 Comments and Suggestions

Comments and Suggestions can be made at <https://raffles-college.edu.sg/feedback/> where students can give feedback on their learning journey in the College. The comments and suggestions should be constructive and professional towards the teaching methods, staff, or the College.

The comments and suggestions received will be tabled for discussion internally for prompt action(s) to be taken (if deemed appropriate) within **twenty-one (21) working days**.

9.6 Student Complaints and Grievances Procedure

These procedures seek to ensure that complaints made by students against the College are treated seriously and, if found to be valid, are acted upon to ensure that the students' interests are protected as far as it is possible for the College to do so.

The procedures detailed below are designed for all forms of student complaint.

It should be noted that these complaint procedures are not designed to deal with problems such as missing coursework, unexplained absence of a lecturer, late return of work, etc, unless such concerns are not resolved through simpler procedures or are persistent.

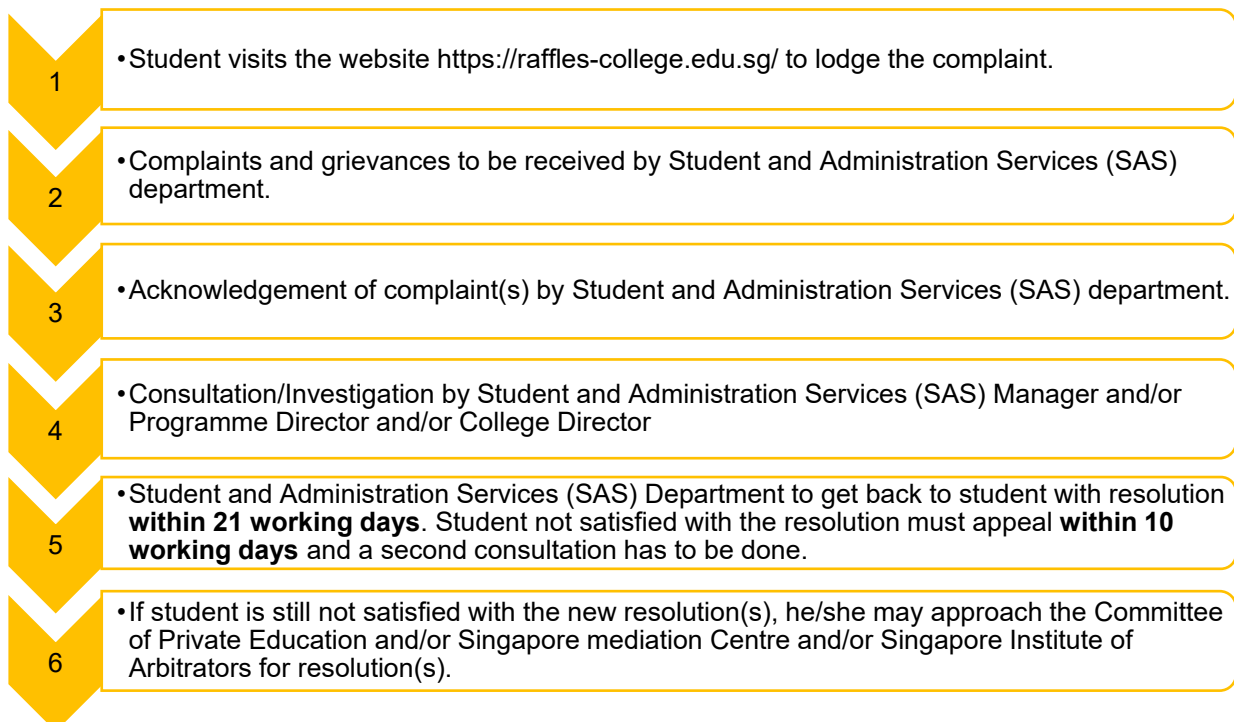
Any dispute in respect of how much Course Fees have been consumed pursuant to this clause shall be referred to mediation at the Singapore Mediation Centre (SMC) of Singapore Institute of Arbitrators (SI Arb) through the CPE Student Services Centre pursuant to Clause 5.4 (refer to Standard Student Contract), and only in respect of such decision, the decision of the Singapore Mediation Centre (SMC) or Singapore Institute of Arbitrators (SI Arb) shall be final and binding on all parties.

9.6.1 Guiding Principles

The guiding principles applied in management of students:

- Treated seriously and with fairness.
- Dealt with quickly, simply, and at the level of the College/ Student/ Administration Department as far as is possible.
- Treated consistently across the College.
- Subject to the principles of natural justice.
- Progressed through two stages – an informal stage and, if necessary, a formal stage.
- Dealt with and resolved wherever possible, at the informal stage, and shall be without prejudice to a student's or group of students' rights to pursue legal remedies outside the College having exhausted the College's complaint procedure.

Figure 3 - Student Complaints and Grievances Procedure Flowchart



9.7 Online Teacher and Course Evaluation

The Online Teacher and Course Evaluation will be conducted in Week 5 of the term for all classes, and it is compulsory to complete the Online Teacher and Course Evaluation for all the modules they are taking in the current term in order to aid the College in assessing and providing continual improvement to students' learning experiences.

Failure to complete the entire evaluation, or incomplete submission, will cause a delay in students receiving their Term Results.

Students can approach Student and Administration Services Department if they have any queries related to the surveys.

9.8 Absence / Late Arrival of Lecturer

Students are required to wait no longer than **10 minutes** for the lecturer, unless a notice on the delay of the lesson has been posted via email or message. If the lecturer does not arrive after the required waiting time, students should inform the Student and Administration Services Department immediately.

9.9 Rescheduling of Cancelled Classes

The College reserves the rights to cancel or reschedule a class before the date of its commencement. Every effort will be made to inform the students via their **Raffles** email account, Microsoft Teams, and Student Services Portal.

10 COLLEGE FACILITIES

10.1 Library and Online Resources

The opening hours for the **Raffles** library are as follows:

Mondays to Fridays	9.00am – 6.00pm
Saturdays	8.30 am – 12.30pm

Whilst every attempt is made to stock the library with an extensive collection of reference texts and periodicals for students, the College encourages students to also visit the National Library Board (NLB) libraries for an extensive collection of titles for your studies. The books in our library are **for reference only**.

The College has also subscribed to online databases like:

10.1.1 WGSN

The College is pleased and excited to announce that we had subscribed to WGSN! WGSN is the world's number 1 and most trusted online fashion forecasting and trend service.

The forecasting and trend predictions include colours, fabrics, textures, materials, prints, graphics, beauty/grooming, accessories, footwear, street style, and other styles that will be presented on the runway and in the stores for the upcoming seasons. WGSN's trend forecasting also focuses on other industries such as interiors, literature, automobiles, medicine, food and beverages.

With the introduction of this new digital platform introduction, staff and students are able to navigate between information on future consumer trends that will enable them to be immerse with limitless information that can enhance their skill set and knowledge.

WGSN is only accessible within **Raffles** College. To access:

- Step 1 - Login to **Raffles** Campus WIFI
- Step 2 - Visit <https://www.wgsn.com/fashion/>.

WGSN's new digital platform houses:

- WGSN Fashion - Trend service for the fashion market
- WGSN Lifestyle and Interiors - Dedicated trend service serving the lifestyle and interiors sector
- WGSN Instock - Newly enhanced version of its retail analytics website
- WGSN Styletrial - Crowd-sourced trend validation product
- WGSN Mindset - Strategic advisory service

For more information on WGSN, please kindly visit the following website for their "cheat sheet" and videos!

- <http://www.wgsn.com/content/help#/cheatsheets>
- <http://www.wgsn.com/content/help#/how-to>

10.1.2 Microsoft Teams

Microsoft Teams is a platform that has been put in place by the College to better facilitate the student's learning experience.

Students will be given a username and password by the College, with which the students will be able to log into Microsoft Teams.

With Microsoft Teams, students can:

- Access all various learning materials online whether by downloading the materials or just simply viewing it online.
- Submit their assignments in any digital content, including, word-processed documents, spreadsheets, images, audio and video clips via Microsoft Teams.
- Communicate with the lecturers via a messaging function within Microsoft Teams.

10.1.3 Grammarly

All students will be provided with a complimentary Grammarly account. Login details will be provided during the first week of the school term.

10.1.4 Printing Services

Students may also make use of the computer terminals and photocopying services. Charges apply for copying of materials and students should not infringe on the copyrights of these reference materials.

10.2 Production Workshops

The College provides free usage of computer and production facilities. The usage of these facilities is conducted in the form of workshops.

Please approach your lecturer for the reservation of these equipment. A time sheet is available in each production room for students to indicate the time of their usage.

10.3 Computer Labs

There are 2 Computer Labs with Macintosh and PC available for students to use after class. Please see the Student and Administration Services Department for usage of computer labs.

Students who wish to use the computer labs (Monday- Friday) are required to sign in at Student and Administration Services. It is subject to availability.

No eating or drinking is allowed in the Computer Labs at all times.

10.4 Lost and Found

Students with any lost and found items can approach the Concierge for assistance.

10.5 National Service / Reservist

Please bring along the letter issued by the Ministry of Defence (MINDEF) and allow **at least five working days** for the processing of your letter. Students have to make sure that they receive the Letter of Confirmation from the Ministry of Defence (MINDEF). The College will not assist in deferment of Individual Physical Proficiency Test (IPPT).

11 COURSE RELATED FEES

11.1 Course Fee, Fee Protection Scheme (FPS) and Hospitalization Surgery Personal Accident (HSPA)

The payment schedule for the Course Fees is outlined in the:

- Application for Admission Form
- Letter of Acceptance
- Standard Student Contract
- Payment Invoices

No extension of payment will be given to the student if the due date falls on Sunday/Public Holiday.

Invoices for subsequent terms will be issued to students and it is the students' responsibility to check their Student Management System (SMS) for their invoices. Failure to pay on time will result in a late payment charge and/or expulsion from the College.

The College will cancel the student's registration and student will be withdrawn from the programme if the College does not receive the payment by the start of the term. Student has to re-register if he/she wishes to resume his/her studies.

The College reserves the right to withhold certificates and/or transcripts from a student who has outstanding payment to the College. Students are liable to pay any late payment charge payments after the due date stipulated in the Letter of Acceptance and Invoices.

It is the student's responsibility to ensure that all outstanding payment and Course Fees are settled promptly to avoid inconvenience to the student as well as the College. The College reserves the right to revise its fees at a time deemed appropriate. Students will be duly informed of any changes.

Course Fees are inclusive of services provided to students leading to enrolment, student services, and Graduation Fee (where applicable). The Course Fees do not include provision of textbooks, tools, and materials required for the courses.

11.1.1 Fee Protection Scheme (Group) FPSG

All international and local students will be insured under the **Fee Protection Scheme** to safeguard the Course Fees paid by the students.

The College opted for a **Fee Protection Scheme (Group)**, administered by Lonpac Insurance Bhd.

Raffles College of Higher Education Pte Ltd

Policy No.: -

Validity Period: 1 January 2024 to 31 December 2024

The Fee Protection Scheme indemnifies students for their Course Fees paid in advance to the College in the event that:

- The College is unable to continue operations due to insolvency and/or regulatory closure.
- The College is unable to return fees to students arising from judgments made against it by the Singapore courts.
- Death or total permanent disability befalls the student.

Please click [here](#) for details.

11.1.2 Hospitalization Surgery Personal Accident (HSPA)

All international students are covered with Medical Insurance - Hospitalisation and Surgical (HS) and Personal Accident (PA) coverage, with NTUC Income Insurance throughout their studies with the College. The benefits include:

- Annual Limit of S\$20,000 per student
- B1 Ward Entitlement (4 Bedded in government and restructured hospitals)
- 24 hours coverage in Singapore and overseas (if student is involved in school-related activities)
- Death or Permanent Disablement coverage of S\$20,000

Students can refer to the College's website on the FAQ and Product Summary, stating clearly the policy's terms and conditions, the claim procedure, any exclusion etc.

Source: <https://raffles-college.edu.sg/medical-insurance/>

11.2 Late Payment Charge

A late payment charge of S\$54.00 **per week** will be imposed after the due date for the following situations:

- Late payment
- Cheques are not honoured by the bank
- Extension of due date is not approved

However, the imposition and quantum of the Late Payment Charge is at the sole discretion of the College.

Student who needs more time to arrange for payment must complete the **Extension of Payment Due Date** form, obtainable from Student Services Portal, and provide all the supporting documents **before** the due date. Approval for granting an extension of the due date for Course Fees payment is decided strictly on a case-by-case basis.

The College will not be able to consider the request in the absence of compelling reasons. If the request is approved, the student may then attend classes as scheduled. However, the Student and Administration Services Department reserves the right to remove the student from classes if payment is not received by the extended due date.

As a result of delayed payment, the continuation in a student's studies is also subject to:

- The module(s) being offered in the term;
- Availability of vacancy;
- Whether outstanding term/retake fees due are paid in full; and
- No further issues arising from the above.

All the approval for late payment or waiver of late payment charge must be approved by the College Director.

11.3 Cash Handling Fee

With effect from 1 July 2014, a cash handling fee of S\$54.00 per transaction will be levied to students who make cash payment for Course Fees and/or retaking fee.

Students are strongly encouraged to use other modes of payment such as Flywire, PayPal, Alipay, NETS, Cheque, Telegraphic Transfer, GIRO, or Credit Card to avoid the cash handling fee.

11.4 Refunds

Please note that all fees payable to **Raffles** College of Higher Education (RCHE), must only be made by the applicants, parents or guardians. Payment made through recruitment agency is not ALLOWED under EduTrust Guidance Document 4, Criterion 3.

- (a) RCHE shall have a fair and reasonable refund policy for any payment made.
- (b) All refunds should be processed in accordance with the Company guidelines. A maximum processing time of not more than 7 working days from the student's withdrawal/refund request for the issuing of refund and RCHE will communicate to students on the computation of the refund amount.
- (c) For refunds, students will be required to complete the "Request for Refund" form, obtainable from the Student Services Department. Where the form is submitted via email, the date of email will be accepted as the date of request.
- (d) Under no circumstances should refunds be issued directly from cash receipts or petty cash.
- (e) Application Fee
 - i) Application fee is payable upon submission of the course application form and is valid for 1 year for student who defer. It is non-refundable and non-transferable.
 - ii) The application fee will not be refunded in the event, where:
 - 1) The Student's Pass Application is rejected by ICA or,
 - 2) Application to External Degree Programme (EDP) is rejected by EDP partner or,
 - 3) Application to RCHE programme is rejected by Admissions Committee.
- (f) Course Fee
 - i) As the Student Contract may differ based on the periods that they are signed, and that each Student Contract is a legally binding document, reference should be made to each Student Contract that is signed RCHE with regards to the refund terms and conditions.
- (g) Refund
 - i) Refund for Withdrawal Due to Non-Delivery of Course
 - 1) The PEI will notify Student within three (3) working days upon knowledge of any of the following:
 - a. It does not commence the Course on the Course Commencement Date;
 - b. It terminates the Course before the Course Commencement Date;
 - c. It does not complete the Course by the Course Completion Date;
 - d. It terminates the Course before the Course Completion Date;
 - e. It has not ensured that the Student meets the course entry or matriculation requirement as set by the organisation stated in Schedule A in the Standard PEI-Student Contract within any stipulated timeline set by CPE; or
 - f. The Student's Pass application is rejected by Immigration and Checkpoints Authority (ICA).
 - g. The Student should be informed in writing of alternative study arrangements (if any), and be entitled to a refund of the entire Course Fees and Miscellaneous Fees already paid should the Student decide to withdraw, within seven (7) working days of the above notice.
 - ii) Refund for Withdrawal Due to Other Reasons
 - 1) If the Student withdraws from the Course for any reason other than those stated in Clause 2.1 in the student contract, the PEI will, within seven (7) working days of receiving the Student's written notice of withdrawal, refund to the Student an amount based on the table in Schedule D in the Standard PEI-Student Contract.

iii) Refund During Cooling-Off Period

- 1) The PEI will provide the Student with a cooling-off period of seven (7) working days after the date that the Contract has been signed by both parties.
- 2) The Student will be refunded the highest percentage (stated in Schedule D of the Standard Student Contract) of the fees already paid if the Student submits a written notice of withdrawal to the PEI within the cooling-off period, regardless of whether the Student has started the course or not.

iv) Refund Table

% of [the amount of fees paid under Schedules B and C]	If Student's Written Notice of Withdrawal if received
[100%] Less Administration Fees	("Maximum Refund") More than [30] days before the Course Commencement Date.
[No Refund]	Before, but not more than [30] days before the Course Commencement Date.
[No Refund]	After, but not more than [7] days after the Course Commencement Date.
[No Refund]	More than [7] days after the Course Commencement Date, but not more than [14] days after the Course Commencement Date.
[No Refund]	More than [14] days after the Course Commencement Date.

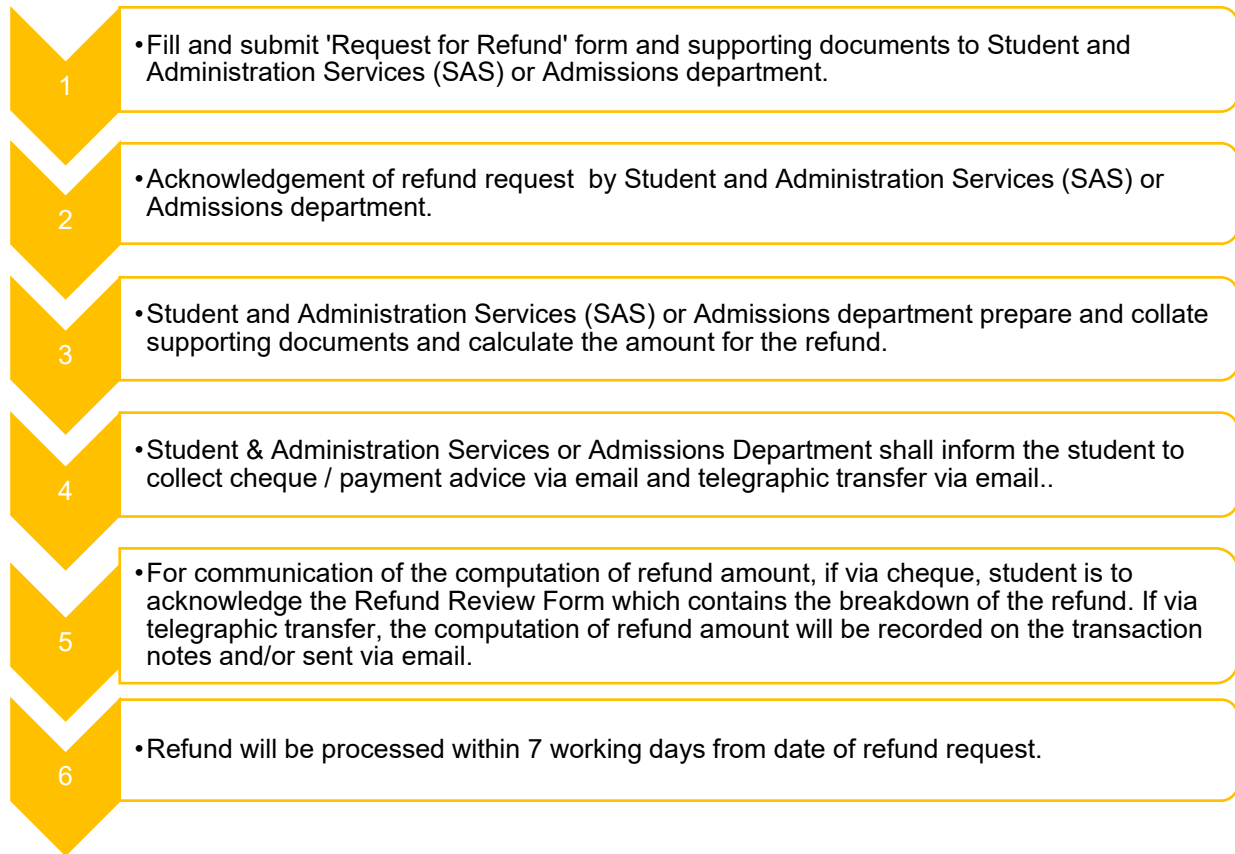
v) Refund for Termination

- 1) Students terminated by the College will receive a refund of Course fee proportional to the number of course modules paid for but have not commenced.

vi) Refund for Transfer of Programme

- 1) Course Fees will be re-calculated based on the new programme from the effective month of transfer, taking into consideration any exemptions from the previous programme. The new Course Fees will be paid according to the new payment schedule. No refund will be made for discontinuation of studies in the former programme before the transfer.

Figure 4 - 7 Steps Refund Procedure Flowchart



12 COLLEGE RULES AND REGULATIONS

12.1 Non-Smoking Policy

The College is a **non-smoking** campus. Under the Singapore's law, **smoking (which includes vaping) is strictly prohibited in school, indoor/enclosed premises, and specific public places** e.g. within 5 metres from an entrance to a mall.

12.2 Update of Personal Particulars

It is important, and the responsibility of the students, to keep the College updated of any changes to their personal particulars including both Singapore and home (for international students) mailing addresses, telephone numbers, and email addresses by completing the **Updates of Personal Particulars** form, obtainable from Student Services Portal. The College will not be able to transmit information pertinent to the student's progress if the College does not have the latest information.

12.3 Decorum

12.3.1 Conduct and Behaviour

Abusive, rude, or inconsiderate behaviour within and outside of College premises, during or after lesson hours, that will distract, annoy, or cause harm to others will not be tolerated.

Such forms of behaviour are unacceptable, and the College will not hesitate to take the necessary actions.

12.3.2 College Property

Vandalism (e.g. damaging furniture and lockers, defacing walls and notices) is a serious offence. Students must not tamper with equipment or fittings in any part of the College premises without proper supervision.

Any student found guilty of vandalism will be expelled and be held accountable for damages caused. The cost of the repair and/or replacement of damaged properties will be borne by the student.

12.3.3 Gambling / Drugs

Any form of gambling, use of illegal drugs, or consumption of alcohol within the College's premises is strictly forbidden. Anyone caught doing so will be handed to the Authorities.

In Singapore, the manufacturing, trafficking, importing or exporting of drugs carries a death penalty.

12.3.4 Environment

It is the duty of everyone in the College to help maintain the cleanliness of the premises.

We are proud of our clean premises and we count on your help and cooperation in maintaining a clean and conducive environment by treating with care for the rooms, furniture, and materials in the College. Littering, spitting, and vandalism in public areas are chargeable offences.

12.3.5 Consumption of Food and Drinks

Food and/or drinks are **NOT** allowed in the College's classrooms, library, computer labs, and the **Raffles** Concierge.

12.3.6 Driving

To drive a vehicle in Singapore, you must possess a valid Singapore driving licence for the class of vehicle that you want 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 valid foreign licence and 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. Drivers from ASEAN member countries only need to possess a valid driving licence issued by the relevant driving licence Authority, without IDP, in order to drive in Singapore. For more information, please visit the Singapore Police Force website.

12.3.7 Fire Drill

The College will notify all students, via email when the Building Management will be conducting the fire drill. Instructions including date, time and location of meeting point will be provided in the email.

13 FORMS OBTAINABLE FROM RCHE STUDENT SERVICES PORTAL

For General Use

Application for Additional Module(s)
Application for Re-sit of Test/Re-submission
Application for (A) Deferment/ (B) Resume Studies
Application for Inter-School transfer
Application for Refund
Application for Module Withdrawal
Application for Transfer of Programme
Absence Justification
Intention to Withdraw from Programme
Lost and Found Record
Letter of Verification
List of Sewing Tools
Letter of Authorization– Collection of Transcripts or Certificate
Letter of Authorization– Delivery of Transcripts or Certificate
Personal Particulars Update Form
Request for Extension of Payment Due Date
Re-issue of Transcript/ Letter of Certification
Request for Justification of Marks
Students Portal Password Reset Form
List of Interior Design Materials
Assignment and Assessment Submission
Request for Certificate Replacement

For International Students

Student's Pass Application Form (Form16 and Form V36)
Application for Student's Pass Renewal and Transfer of Programme Student's Pass
Application for Cancellation of Student's Pass

Raffles College of Higher Education reserves the right to require a student to leave at any stage if the student does not adhere to the above conditions or if a student's presence would, in the opinion of the College, be detrimental to the well-being of staff, other students, or the College.

The College reserves the right to regularly review and make changes to the course curriculum and fees without prior notice.

Please note that the prevailing GST (Goods and Services Tax) is imposed by the Singapore Government. All administrative fees are strictly non-refundable and non-transferable.

All information is correct at time of printing and the most updated Student Handbook is made available on the [RCHE Online Student Services](#)