

STUDENT HANDBOOK

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1. AN INVITATION TO MARITIME STUDENTS

Dear Students,

A very warm welcome to Wavelink Maritime Institute.

As a Student, you would be wondering how Wavelink Maritime Institute would be able to provide the necessary education and training in your personal objective of achieving a wonderful and rewarding career in the seafaring community. Please allow me to briefly introduce to you Wavelink Maritime Institute (WMI).

Wavelink Maritime Institute is the training arm of the Singapore Maritime Officers' Union (SMOU). We are a premier and professional organization dedicated to providing quality maritime education, training and consultancy services for both the local and international maritime community.

Wavelink Maritime Institute was incorporated with the main thrust of providing relevant, cost effective, with a focus of excellence in service to the maritime and shipping industry. The company is well geared to meet the ever changing needs of the maritime industry with its pool of professional and well qualified staff.

I invite you to explore WMI's Website (<http://www.wavelink.com.sg/wmi>) as well as go through this Handbook. You would find important and relevant information on our Commitment, Refund Policies, Course Fees details etc.

Ms Siti Khaliesah
Head of Administration Department
Wavelink Maritime Institute

2. VISION, MISSION & CORE VALUES

VISION STATEMENT

To be the preferred world-class education and training institution for the maritime industries.

MISSION STATEMENT

To enable members of the maritime industry to realize their potential through the delivery of high quality and cost effective courses and programme.

QUALITY POLICY

WMI's Quality Policy is as follows:

QUALITY POLICY

At WMI, quality is everyone's responsibility. We take pride in our work and emphasise on problem prevention rather than correction. We are committed to comply with the requirements of our customers, and to continually improve our service quality based on feedback and established benchmarks.

Our Quality Assurance Manual (QAM) complies to EduTrust Framework. All WMI staff must comply with the QAM and strive to continuously improve our quality process in the most competitive and effective manner.

CORE VALUES

Professionalism

We uphold the highest standards of excellence

Innovation

We constantly pursue new ideas and creative solutions

Loyalty

We are committed to grow with the organization

Integrity

We earn & uphold the trust and confidence of others in us

Team Spirit

We work as a team to achieve common goals

Caring and Sharing

We adopt a philosophy of caring and sharing with one another

3. CONFIDENTIALITY AND SECURITY POLICY

- a) This Confidentiality and Security Policy applies to all data kept by WMI, including but not limited to:
 - i) Personal data of Student
 - ii) Course assessment materials and results
- b) All course assessment materials and results shall be handled as per WMI's Assessment Process and Assessment Results Process.
- c) All Student information collected shall be handled, maintained and secured as per the PDPA requirement and NTUC's PDPA policy. The confidential policy (i.e. NTUC PDPA Clause) should be printed on all relevant forms whenever Students provide personal data or information to WMI. Reference may be drawn to NTUC's PDPA policy, which is available online.
- d) WMI staff's responsibilities and code of conduct in handling information shall be specified in the Staff Confidentiality Agreement with WMI.
- e) Back-up data is carried out during regular back-up process of the company's server.
- f) Access to the system is limited to staff with user ID and password.
- g) In the event that WMI intends to use data provided for other purposes beyond the original intent of data collection, WMI must seek written permission from the Students and/or staff before using the data, unless requested by government agencies.

4. COURSE FEES

Tripartite Maritime Training Award (Deck) Pre-Sea Preparation Training Course

Fees Breakdown	Total Payable
<u>Tripartite Maritime Training Award (Deck) Pre-Sea Preparation Training Course</u> <u>Breakdown of Modules</u> TN1001 Maritime English TN1002 Mathematics TN1003 Seamanship TN1004 Ship Construction & Stability TN1005 Collision Regulations TN1007 Terrestrial and Coastal Navigation TN1008 Electronic Navigation Aids TN1009 Legislative Requirements TN1010 Meteorology TN1011 Celestial Navigation TN1012 Maritime Labour Convention (MLC 2006) TN1013 Physical Science	\$ 18,000.00
Industry-Wide Course (IWC) Fee Protection Insurance Scheme Premium	\$ 50.00
<u>Sub Total</u> Tripartite Maritime Training Award (Deck) Pre-Sea Preparation Training Course & IWC Premium	\$18,050.00
<u>Prevailing GST</u> 9% based on Sub Total	\$ 1,624.50
<u>Total Fee (Inclusive of Prevailing GST)</u> Tripartite Maritime Training Award (Deck) Pre-Sea Preparation Training Course & IWC Premium	\$19,674.50
<u>Course Fee Funding (Applicable only for selected Singaporeans and PR)</u> Singapore Maritime Officers' Union SkillsFuture Singapore	(\$10,200.00) (\$ 6,000.00)
Total Amount Payable by Student	\$ 3,474.50
Number of Instalments	1

Note:

- Fees are correct at time of printing.
- Fee sponsorships are NOT applicable to International Students.

Tripartite Maritime Training Award (Engine) Pre-Sea Preparation Training Course

Fees Breakdown	Total Payable
<u>Tripartite Maritime Training Award (Engine) Pre-Sea Preparation Training Course</u> <u>Breakdown of Modules</u> Orientation/ Induction Course for Cadet Engineers Engine Room Simulator I Instrumentation Marine Engineering I Marine Engineering II Internal & External Communications Maritime English Electrotechnology I Basic Workshop Practice I (Mechanical) Basic Workshop Practice III (Electrical) Engineering Drawing Ship Stability MLC/Maritime Legislation I Engineering Mathematics	\$ 23,000.00
Industry-Wide Course (IWC) Fee Protection Insurance Scheme Premium	\$ 50.00
<u>Sub Total</u> Tripartite Maritime Training Award (Engine) Pre-Sea Preparation Training Course & IWC Premium	\$23,050.00
<u>Prevailing GST</u> 9% based on Sub Total	\$ 2,074.50
<u>Total Fee (Inclusive of Prevailing GST)</u> Tripartite Maritime Training Award (Engine) Pre-Sea Preparation Training Course & IWC Premium	\$25,124.50
<u>Course Fee Funding (Applicable only for selected Singaporeans and PR)</u> Singapore Maritime Officers' Union SkillsFuture Singapore	(\$14,700.00) (\$ 6,000.00)
Total Amount Payable by Student	\$ 4,424.50
Number of Instalments	1

Note:

- Fees are correct at time of printing.
- Fee sponsorships are NOT applicable to International Students.

5. MISCELLANEOUS FEE

Fees Breakdown (Inclusive of Prevailing GST)	Total Payable
Re-Examination Fee (1 st re-attempt)	\$50.00
Re-Examination Fee (subsequent re-attempts)	\$100.00
Replacement of Certificate or Transcript	\$21.40
Examination Appeal Fee	\$27.25
Banker's Guarantee for 6 or 9 Months	est. \$200.00 to \$300.00
International Student's Airport Pick-up and Related Arrangements	est. \$300.00

Miscellaneous Fee refers to any non-compulsory fees which the Students pay only when applicable. Such fees are normally collected by the PEI when the need arises.

6. INDUSTRY-WIDE COURSE FEE PROTECTION SCHEME

Master Policy No: Z25BM01001164

Validity Period: 13 May 2025 to 12 May 2026

WMI has appointed Lonpac Insurance Bhd for the Industry-Wide Course Fee Protection Scheme.

The indemnity provided shall be limited to the portion of the paid Course Fee deemed un-utilised as at the date of the Termination Event. It would be pro-rated to the time elapsed in respect of that part of the Course as relates to the Course Fee paid and to the extent the same is not refunded to the Student.

Termination Event refers to insolvency of the PEI, regulatory closure of the PEI, refusal to register by a PEI and a Direction issued by the SSG.

For more information, please refer to: [www.tpgateway.gov.sg/resources/information-for-private-education-institutions-\(peis\)/protection-of-course-fees](http://www.tpgateway.gov.sg/resources/information-for-private-education-institutions-(peis)/protection-of-course-fees)

7. COURSE FEE PAYMENT MODES

WMI accepts various modes of payment like PayNow, Telegraphic Transfer (Wire Transfer) or Bank Draft. Kindly note that Cheque or Cash are not accepted.

Payment via PayNow (Recommended)

1. Paynow to Unique Entity Number (UEN): 200718148E
2. Verify that the Company Name is "Wavelink Maritime Institute Pte Ltd"
3. Indicate the amount to be paid and confirm the transfer
4. Take a screenshot including the transaction number
5. Send the proof of payment via email to: kevin@wavelink.com.sg, and cc to khinmm@wavelink.com.sg. Indicate your full name and programme in the email.

Payment by Telegraphic Transfer (Wire Transfer)

If the Student wishes to send the relevant Fee(s) to WMI through Telegraphic Transfer (Wire Transfer), the relevant details are as follows.

Payment Currency: Singapore Dollars.

Bank Name:	OCBC Bank
Bank Address:	460 North Bridge Road, #01-00 Singapore 188734
Bank Code:	7339
Branch Code:	581
Account Name:	Wavelink Maritime Institute Pte Ltd
Account number:	581-309275-001
Swift Code:	OCBCSGSG
Indicate behind:	<ol style="list-style-type: none"> 1. Student's Full Name 2. Student's NRIC or Passport Number 3. Contact Number 4. Name of Course

Payment by Bank Draft

Typically, for smaller amounts (such as the Application Fee), sending funds by Bank Draft would incur lower Bank Charges. The Student may wish to wish to enquire with his Bank before deciding on the Mode of Payment.

If the Student wishes to send the relevant Fee(s) to WMI through Bank Draft, the relevant details are as follows:

Bank Draft must be made payable to "**Wavelink Maritime Institute Pte Ltd**". Payment Currency: Singapore Dollars. On the reverse side of the Bank Draft, the Student is requested to include Full Name, Passport Number, and the Course applying for. Mailing Address for Bank Draft:

Wavelink Maritime Institute Pte Ltd
75 Jellicoe Road
Wavelink Building, #04-02
Singapore 208738

For further assistance on payment related matters, please do not hesitate to contact our Accounts Assistant Manager Ms Khin Myat Myat at Tel (65) 6390 1695 or email khinmm@wavelink.com.sg

8. REFUND POLICY

- 8.1 WMI will notify the Student in writing within three (3) working days after becoming aware of any of the following (each a “Refund Event”):
- It cannot commence the provision of the Course on the Course Commencement Date;
 - It cannot complete the provision of the Course by the Course Completion Date;
 - The Course will be terminated before the Course Completion Date;
 - The Student does not meet the course entry requirements of the relevant Course;
 - The Immigration & Checkpoints Authority of Singapore (the “ICA”) rejects the Student’s application for the Student Pass.
- 8.2 Where any of the Refund Events in Clause 8.1(a) to (c) above has occurred:
- WMI shall use reasonable efforts to make alternative study arrangements for the Student and shall propose such alternative study arrangements in writing to the Student, within ten (10) working days of informing the Student of the Refund Event.
 - If the Student accepts such alternative study arrangements, WMI shall set forth such alternative study arrangements in a written contract and this Contract shall automatically terminate on the date that such new written contract comes into effect.
 - If WMI does not propose alternative study arrangements to the Student within the time stipulated in Clause 8.2(a) above, or the Student does not accept such alternative study arrangements, the Student may forthwith terminate this Contract by way of a written notice to WMI.
- 8.3 Where any of the Refund Events in Clauses 8.1(d) to (e) has occurred, WMI shall forthwith terminate this Contract by way of a written notice to the Student.
- 8.4 If the Contract is terminated pursuant to Clause 8.2(b) read with Clause 8.1(a), WMI shall refund all Course Fees and Miscellaneous Fees paid by the Student within seven (7) working days of the termination.
- 8.5 If the Contract is terminated pursuant to Clause 8.2(b) read with either Clause 8.1(b) or Clause 8.1(c), WMI shall refund the Course Fees and Miscellaneous Fees in proportion to the uncompleted portion or duration of the Course, whichever is higher, to the Student within seven (7) working days of the termination.
- 8.6 If the Contract is terminated pursuant to Clause 8.3 or Clause 8.2(c) read with Clause 8.1(a), WMI shall refund all Course Fees and Miscellaneous Fees paid by the Student within seven (7) working days of the termination.
- 8.7 If the Contract is terminated pursuant to Clause 8.2(c) read with either Clause 8.1(b) or Clause 8.1(c), WMI shall refund the Course Fees and Miscellaneous Fees in proportion to the uncompleted portion or duration of the Course, whichever is higher, to the Student within seven (7) working days of the termination.

8.8 Refund for Withdrawal During the Cooling-Off Period:

Notwithstanding anything herein contained, the Student shall be entitled to, without any liability whatsoever to WMI, forthwith terminate the Contract at any time within the Cooling-Off Period by way of a written notice to WMI. WMI shall return all Course Fees and Miscellaneous Fees paid to it within seven (7) working days of the receipt of the written notice.

8.9 Refund for Withdrawal Outside the Cooling-Off Period:

Without prejudice to Clauses 8.1 to 8.8 above, the Student may terminate the Contract at any time before the Course Completion Date by providing a written notice to WMI. Upon receipt of such notice, WMI shall within seven (7) working days, refund to the Student such amount (if any) as determined in accordance with the Refund Table.

REFUND TABLE

Percentage of the amount of Course Fees and Miscellaneous Fees paid	If Student's written notice of withdrawal is received:
100%	Within the ten (10) calendar days "Cooling Off Period"
80%	more than ten (10) working days before the Course Commencement Date
50%	on or before, but not more than ten (10) working days before the Course Commencement Date
30%	after, but not more than ten (10) working days after the Course Commencement Date
0%	more than ten (10) working days after the Course Commencement Date

9. DEFERMENT AND TRANSFER POLICY

- a) WMI does not encourage deferment as it affects the momentum of study and for Student's Pass Holders, deferment may require an extension of the Student's Pass and the renewal application is subject to ICA's approval. In the event that the ICA rejects the renewal of Student's Pass application, Students will have to withdraw from the programme.
- b) International Students must leave Singapore and submit supporting documents when applying for deferment. For International Students who apply for deferment, they are required to cancel their Student's Pass. Student's Pass needs to be re-applied prior to resumption of study and it is subject to ICA's approval. Charges will be imposed by ICA and WMI for re-application of Student's pass.
- c) Definition of Deferment and Transfer are as below:
 - i) **Deferment:** Student delays or postpones to the next intake of the same course offered by WMI.

- ii) **Transfer:** Student changes to another course offered by WMI, and remains as a Student of WMI.
- d) Student to submit the request for Deferment or Transfer using the relevant Course Deferment Form or Course Transfer Form respectively to the Course Manager. The Student should clearly state the reason of Deferment or Transfer and intended date of the class applying for.
- e) The Course Manager shall review the request together with the Academic Board, with interviews conducted with the Student if required.
- f) For Transfer, the Student has to meet the relevant entry criteria of the new course and selection as per the WMI Selection and Admission Processes. If there is any revision of entry criteria, the Student is required to meet the entry criteria as revised and successfully complete all applicable selection and admission process.
- g) A Notification Letter of Deferment or Transfer indicating the final decision of approval or rejection of the request shall be issued to the Student within 7 working days of the final interview/ counselling. The Student shall acknowledge receipt of the letter.
- h) In the event of approval, the Student shall be deemed as “Withdrawn” from the current course and the Student shall enter into a new Student Contract for the new Course/ Cohort that the Student is applying for.
- i) Any refund applicable shall be calculated based on the Student Contract’s Refund Policy within seven (7) working days of the Letter of Notification for Deferment or Transfer.
- j) If the new Course applied for is of a higher value, the Student is required to top up the difference in Course Fee.
- k) Letter of Notification for Deferment or Transfer should include the following:
 - i) Final Decision of Request (Approve or Reject)
 - ii) Estimated Date of Commencement of the new course.
 - iii) Estimated Date of Late Commencement if Course has already Commenced.
 - iv) Recognition of academic credits/ exemption of modules in the new course, if applicable.
 - v) Course Fee top up amount if applicable
 - vi) Execution of the new Student contract.
- l) In principle, the transfer Student shall join the new course with the immediate next cohort. However, with approval by the Academic Board and WMI Management, the transfer Student may join the current cohort.
- m) The maximum processing time shall not exceed 4 weeks from the point of Student’s request to informing Student of the outcome in writing.
- n) WMI Administration Staff shall inform ICA of any change in the Students’ status and Course Fee Protection Scheme as required for the new course.

- o) It is the personal responsibility of Students receiving any Grants, Subsidies or Funding to check with relevant parties on any penalties imposed in the event of a deemed Withdrawal.

10. MEDICAL INSURANCE COVERAGE

To ensure that Students are protected against the risk of hefty medical expenses, it is mandatory for all international full-time Students to purchase medical insurance coverage during their course duration. The insurance should cover hospitalization and related medical treatment expenses. The medical insurance is not mandatory for local Students.

11. DISPUTE RESOLUTION

- a) Student having any dispute or grievance should bring to the attention of WMI Management Representative, who will investigate.
- b) WMI endeavours to resolve the issue (dispute, grievance, appeals etc) within 14 working days.
- c) Unresolved or difficult issues shall be brought to the attention of WMI Management.
- d) Where there are other parties involved, proper and relevant information shall be provided to them in a timely manner. Where other parties' decision is required, consultation and documentation should be properly done.
- e) In the Private Education Mediation-Arbitration Scheme, parties to a dispute will first be referred for mediation at the Singapore Mediation Centre, and if the dispute is not resolved through mediation, the dispute will be referred for arbitration by an arbitrator appointed by the Singapore Institute of Arbitrators.
 - i) www.mediation.com.sg
 - ii) www.siarb.org.sg

12. STUDENT COUNSELLING OFFICERS

Name: Mr Teo Keong Kok
Email: kk.teo@wavelink.com.sg
Tel: 6796 9655

Name: Mr Kevin Loh
Email: kevin@wavelink.com.sg
Tel: 6796 9651

Name: Mr Reuben Chia
Email: reubenchia@wavelink.com.sg
Tel: 6796 9658

13. STUDENT COMPLAINT/ GRIEVANCE HANDLING PROCEDURE

- a) Student's with complaints/ grievances may raise it to any WMI Full-Time Staff using the Student Complaint Grievance Form. Where complaints/ grievances are raised through other means e.g. phone calls, meetings etc, such complaints/ grievances must be recorded in writing and acknowledged by Students. This is to avoid misunderstanding during the follow up of the complaint/ grievance matter.
- b) The Complaint/ Grievance Form should include the following items:
 - i. Student's Name
 - ii. Description of the Student's Complaint/ Grievance
 - iii. Redress Sought by the Student
- c) The respective WMI Full-Time Staff shall acknowledge the Student's Complaint/ Grievance no later than 3 Working Days from the date when Student had personally handed over the Complaint Grievance
- d) The Student may be interviewed for further clarification.
- e) Every effort shall be made to expedite the investigation. After the Complaint/ Grievance has been investigated, the outcome of the investigation and redress, if applicable, shall be communicated in writing to the Students as soon as possible (in any event, no later than 14 working Days from the date the Student had personally handed over the Complaint/ Grievance).
- f) All official complaint/ grievance cases shall be reviewed, analysed and resolved with best endeavour as per the Dispute Resolution policy. Where necessary, improvement actions may be proposed and approved before implementation.

14. EXAMINATION APPEAL POLICY

- a) The Appeal procedures must be fair, without compromising the integrity of examination process and grading standard.
- b) After receiving the result slip, students may submit an Examination Appeal Form to the Head of Administration for a marking review within 7 working days.
- c) Upon receiving the request, WMI shall appoint a different marker to review the marking. Any variation shall be reported to the Course Manager and approved by the Examination Board.
- d) Results of marking review shall be released no more than 4 weeks after receiving the request for review.
- e) A marking review fee of \$27.25 (inclusive of prevailing GST) is chargeable to the Student to cover the additional cost of marking review.
- f) Students are strongly discouraged from submitting appeals on the following grounds.

- a. Disagreement with Examiner's academic judgement
 - b. Desire for Re-marking Entire Script
 - c. Comparison with Peers
- g) A marking review may not necessarily result in a higher grade and could potentially lead to a lower one.

15. STUDENTS' FEEDBACK PROCEDURE

At WMI, we continuously seek opportunities to improve our processes so that we can continue to serve our customers better. When feedback is received, WMI will review them in earnest and existing processes will be streamlined as appropriate.

WMI would like to request that the following items be included in the Student's Suggestion which may be given in hardcopy to any WMI Full Time Staff, or sent via email to: courses@wavelink.com.sg.

Please include:

- Student's Name
- Description of Area of Concern or Commendation
- Recommendation for Improvement or Commendation

Your feedback will be acknowledged by WMI within 3 working days. WMI will officially respond to your feedback within 14 working days.

16. CONDITIONS/ OBLIGATION AS A STUDENT PASS HOLDER*

***Adapted from Singapore's Immigration and Checkpoints Authority Student's Pass Terms and Conditions Form**

- a) All international Students holding a Student's Pass are required to adhere to the rules and regulations set forth by the Immigration and Checkpoints Authority (ICA) of Singapore. In addition to the guidelines provided herein, Students are responsible for familiarising themselves with and complying with all applicable Singaporean laws during their residence in Singapore.
- b) You shall comply with the provisions of the Immigration Act and any regulations made there under or any statutory modification or re-enactment thereof for the time being in force in Singapore.
- c) If the STP card is lost or stolen (applicable only if you were issued a physical STP card), you are required to make a police report immediately and report to ICA within 7 days to apply for a replacement. Issuance and/or replacement fees will be payable. If you recover possession of your lost STP card after reporting such loss to ICA, you are required to surrender the recovered STP card to ICA for cancellation within 7 days from the date of recovery.
- d) You shall not engage in any activities which are inconsistent with the purpose for which the STP has been issued.

- e) You shall not engage in any activities during your stay in Singapore (political, or otherwise) which may make you an undesirable or prohibited immigrant under the Immigration Act.
- f) You shall not contravene any laws which are for the timing being in force in Singapore.
- g) You shall not smoke, administer to yourself, consume or be in any way engaged in the trafficking of any controlled drug as defined in the Misuse of Drug Act or any written law in force relating to the control of dangerous or harmful drugs.
- h) You shall abide by the conditions specified in regulations 14(1A) of the Immigration Regulations, where applicable. You must not engage in any form of paid employment or in any business, profession, or occupation in Singapore during the validity of your Student's Pass unless you also have a valid work pass issued under the Employment of Foreign Manpower Act (Cap. 91A).
- i) You are required to attend classes regularly. The minimum attendance requirement for Student Pass Holders is at least 90% of the overall attendance. If you fail to attend classes for a continuous period of 7 days, your Student's Pass is liable to be cancelled with effect from the 8th day. The letter of cancellation will be sent to your place of residence as registered with ICA. Remaining in Singapore unlawfully after the cancellation of your Student's Pass is an offence under Section 15 of the Immigration Act and you would be liable for prosecution.
- j) Should you intend to leave Singapore and not return on or before the expiry of the Pass issued to you, you are required to submit a request to ICA to cancel this STP, before your departure from Singapore. Those issued with a physical STP card are also required to surrender it to ICA before or at the time of your departure. Once the STP is cancelled, it shall be invalidated with immediate effect and will no longer be valid for entry into and remaining temporarily in Singapore.
- k) You are required to produce your STP and your valid passport to the Immigration Officer at the Checkpoint each time you leave Singapore and return.
- l) Should you intend to leave Singapore and not return on or before the expiry of the Pass issued to you, you are required to submit a request to ICA to cancel this STP, before your departure from Singapore. Those issued with a physical STP card are also required to surrender it to ICA before or at the time of your departure. Once the STP is cancelled, it shall be invalidated with immediate effect and will no longer be valid for entry into and remaining temporarily in Singapore.
- m) While in Singapore, you are required to furnish the STP for inspection to an Immigration Officer or Police Officer within reasonable time when so requested.
- n) You are required to notify ICA if there is any change in your passport particulars and/or change in personal particulars (including name, sex or place of residence) within 14 days of the change, and seek a replacement STP with the updated particulars. For more information on reporting a change in passport or personal particulars for STP holder, please visit ICA website at www.ica.gov.sg.
- o) You understand that if the Controller of Immigration is satisfied that you or any of your family members breaches the Terms & Conditions mentioned above, or becomes an undesirable or prohibited immigrant, he may cancel the immigration passes issued to you and/or your family, and you and/or any member of your family may be required to leave Singapore within 24 hours of such cancellation.

- p) You understand that your Student's Pass will be cancelled by the Controller of Immigration if you fail to remain or cease to be retained as a Student in your educational institution.
- q) This STP is issued to you on the condition that the Terms & Conditions mentioned above are complied with. Under regulation 40(2) of the Immigration Regulations, any person who without reasonable cause contravenes or fails to comply with any condition imposed in respect of or any direction endorsed on any pass or permit shall be guilty of an offence and shall be liable on conviction to a fine not exceeding \$1,000 or to imprisonment for a term not exceeding 6 months or to both.

17. COST OF LIVING IN SINGAPORE (IF APPLICABLE)

The Estimated Cost of Living in Singapore for an International Student is as below:

Item	Estimated Expenses Per Month
Accommodation (Depending on Type of Accommodation)	S\$500 to S\$900 per month.
Meals	S\$600 to S\$750 per month. (\$20.00 - \$25.00 per day)
Public Transport	S\$100 to S\$120 per month. Based on Adult Fare
Personal Expenses (Depending on Life Style and Spending Habits)	S\$300 to S\$450 per month. (\$10.00 - \$15.00 per day)

18. RULES AND REGULATIONS

WMI is committed to the education and the highest ethical and professional standards of conduct being part of our mission in providing a quality-learning environment.

To achieve this goal, WMI depends on Student's ethical behaviour and integrity, respect for each individual's rights and accountability for his or her actions.

The following terms, rules and clauses are laid down to ensure that the Students taking up any studies with WMI shall adhere to the rules:

- a) I understand the Conditions or Obligations that applies to a Student Pass Holder and I shall not breach any of the Student Pass requirements.
- b) I shall not disclose course syllabus, course notes or any material and information related to the education and/ or training without seeking the permission of WMI.

- c) I shall not violate any code of conduct/ Student discipline rules or policies of WMI.
- d) I shall not wilfully disrupt any teaching, study, assessment or other activities of the administration of WMI.
- e) I shall not wilfully damage or wrongfully deal or steal any property under the control of the WMI or associated training premises of WMI; any property on the premises; or property on a location where a Student is present under the auspices of WMI.
- f) I shall not seek unauthorised entry into; unauthorised use of; misuse of or unauthorised behaviour within the dormitory or training premises such as smoking or consuming any alcoholic drinks without the authorisation of WMI and workshop.
- g) I shall not disobey, without reasonable cause, any instruction of an employee of WMI including failing to leave any premise/ building or part of a premise/ building when directed to do so.
- h) I shall not withhold relevant information or furnish false or misleading information for purposes connected with academic progression or enrolment or proposed enrolment as a Student, whether such withholding or furnishing of information takes place before or after the person becomes a Student of WMI.
- i) I shall not act dishonestly or unfairly with respect to any examination or assessments conducted by WMI within or outside the premises of WMI or workshop.
- j) I shall not do an act or omission that may endanger the safety or health of any person.
- k) I shall not physically or verbally assault or attempt to assault any person.
- l) I shall not be involved in any criminal activities. I shall not administer, consume or be in anyway engaged in the trafficking of any controlled drugs as defined in the Misuse of Drugs Act.

19. STUDENT'S CODE OF CONDUCT

a) Introduction and purpose

This code of conduct is established to foster, protect and preserve the core mission of the Institute to promote educational efficiency and excellence. Discipline not only ensures orderliness of classroom behaviour and proper learning attitude but also of safety in training.

Disciplinary measures may be instituted against Cadets whose misconduct in the classroom, on campus and outside of training centre that may negatively impact the reputation and integrity of WMI or Cadets in terms of their training effectiveness.

Disciplinary measures may be formal or informal and are designed with the aim of educating wrong doing and preventing recurrence of unacceptable behaviour.

b) Definition

The term “Cadets” is used interchangeably with trainees, students and individuals who have paid an acceptable fee, registered for classes and those who have entered into any other contractual relationship with WMI for the purpose of attending training, lectures, lessons, classes and other educational/ learning programme of the institute.

c) Code of Conduct for Cadets

Cadets are expected to comply with the Code of Conduct and any Standing Orders/ Instructions of the Institute during training and in public while in uniform. Cadets are to conduct themselves in an orderly, polite and proper manner appropriate to that of their profession.

i. Personal Conduct

Cadets are expected to avoid all conduct which is disrespectful, inconsiderate or disturbing to training, trainers or other Cadets. All Cadets are expected to maintain a high standard of personal conduct and ethical behavior.

ii. Moral Integrity and Respect

- Cadets are expected to be honest, behave with **dignity** and treat others with utmost **respect** and **courtesy**.
- Treat everyone with respect regardless of differing culture, ability, race, gender, age, religion, or social class.
- Act in a manner which does not adversely affect the reputation of the Institute or undermine its interest in any way.
- Show modesty and uphold the good name of Wavelink and WMI at all times.
- Attend training in the appropriate cadet uniforms that are presentable e.g. neat and clean with shirt tucked in at all times.
- Male cadets are not permitted to dye hair, and female cadets must avoid excessive make-up and accessories.
- Male cadets are not permitted to use any facial accessories e.g. earrings, lip rings, nose rings etc.

iii. Punctuality and Personal Responsibility

- Cadets are expected to be **early** for all classes throughout training.
- Cadets that fail to report 15 minutes before commencement of class will be marked absent for that session.
- Enter or leave a class in progress in an orderly and quiet manner, causing as little disruption as possible.
- Laptops may be used in class solely for the purpose of curriculum activities, subject to instructor approval.
- Cadets should not read newspapers, magazines or other media material not directly related to the subject being taught in class, while a class is in progress.
- Mobile phones shall not be used in class, either for conversations or text-messaging. All mobile phones should be either switched off or set to silent mode during class. Unless the calls are of a grievous or urgent nature, phone calls can only be answered during break times.

iv. Harassment and Violence

Cadets shall not:

- disobey, without reasonable cause, any instruction of an employee of WMI including failing to leave any premise/ building or part of a premise/ building when directed to do so.
 - carry out an act or omission that may endanger the safety or health of any person.
 - physically or verbally assault or attempt to assault any person.
 - Commit and act of violence in any form, but not limited to physical fights, harassment and vandalism.
- v. Vandalism and Property Responsibility
- Shall treat all properties belonging to the institute and Wavelink Building with care.
 - Shall not damage, vandalize or deliberately misuse any equipment or property belonging to the institute or other associated training venues of WMI.
 - Shall not wrongfully steal any property or items/ objects under the control of WMI or associated training premises of WMI.
- vi. Undesirable Personal Habits and Criminal Acts (e.g. smoking, alcohol, drugs, gambling)
- Cadets are expected to attend classes and training sessions free from the influence of tobacco products, alcohol or drugs.
 - **Smoking** is strictly prohibited in class, the building and where food is present. Smoking is only permitted in designated areas.
 - Cadets shall refrain from smoking when in uniform while walking through public places.
 - Consumption of **alcohol** during class times is strictly prohibited.
 - Consumption of alcohol during official Wavelink/ SMOU functions is permitted though not excessively, provided Cadets are aware of their limitations and their capacity to hold the drinks.
 - Cadets must be aware of their alcohol limitations and their capacity to hold the drinks and not be intoxicated to the extent of making a nuisance of themselves or cause disgrace or discomfort to the Event Organiser and/ or the Institute.
 - Consumption or trafficking in any way of any controlled **drugs** as defined in the Misuse of Drugs Act is a criminal offence under the laws of Singapore; and the Institute will act accordingly to report such criminal acts to the authorities.
 - Any act of **gambling** for money or stakes is strictly prohibited
 - Shall not be involved in any **criminal activities** that contravene the laws or by-laws of the Republic of Singapore.
- vii. Sexual Misconduct
- Sexual misconduct such as, but not limited to, rape, molest, sodomy and sexual abuse, will not be tolerated and will be dealt with legal action accordingly.
- viii. Dangerous Weapon
- Possessions of a deadly weapon or use of any object with intent to cause harm is strictly prohibited. This includes, but is not limited to, any type of firearms, explosives, explosive devices, knives, sling shots, fireworks, chemical/ pepper spray etc. Violators will be subject to criminal prosecution and/ or disciplinary action at the discretion of the Institute.
- ix. Academic Conduct
- Academic honesty is of utmost importance and any act of malpractice or dishonesty is absolutely forbidden; it includes, but is not restricted to the following:

- Plagiarizing other people's work as one's own.
- Misrepresenting facts when seeking permission to deviate from deadlines or attendance requirements including falsification of attendance records.
- Disclosure of any course syllabus, course notes, electronic presentation material or any other related information without the written permission of WMI.
- Knowingly providing or receiving information during examinations including possession and/ or use of unauthorized materials, including electronic recording devices, during those examinations.
- A minimum of 75% attendance of the module is required before a Cadet is permitted to attempt an examination of the subject.
- Shall not wilfully disrupt any teaching, study, assessment or other activities of the administration of WMI.

d) Misconduct

Misconduct means any conduct which is a breach of the Code of Conduct and Standing Orders/ Instructions for Cadets and requires disciplinary action. There are basically two levels of misconduct:

i. Minor Misconduct

Which interferes with training efficiency and standards and/or the expected behaviours of the Cadets. It might include:

- Persistent latecomers
- Unauthorized absence
- Failure to meet training standards

ii. Major Misconduct

Which constitutes a serious breach of contractual terms and/ or misbehaviour that could affect the reputation and integrity of Wavelink Maritime Institute/ WMI Cadets. It might include:

- Theft, fraud or deliberate falsification of records
- Cheating in test/ examination
- Physical violence, causing serious harm to others
- Serious bullying or harassment
- Sexual harassment
- Serious insubordination
- Serious incapability brought about by consumption of alcohol, prescription drugs or illegal drugs

20. PROCEEDINGS OF MISCONDUCT

Any misconduct of Students shall be referred to WMI Management who reserves the right to suspend or expel any Students who breach the Code of Conduct. Students are also liable to face legal actions/ proceedings by relevant Singapore Government Departments/ Agencies if they breach any of the Student Pass requirements.

Based on the seriousness of the offence, the appropriate disciplinary measures would be considered:

a) Minor Misconduct

- In cases of Minor Misconduct, the Cadet will be cautioned by the Trainer/ Course Manager.
- An Interview will be conducted with the Cadet to understand the cause and prevention of re-occurrence. A record of the interview will be kept in the Cadet's file.
- If applicable, the Cadet may be referred to counselling with further follow up.

b) Major Misconduct

In the case of a major misconduct or repetition of minor acts of misconduct, the matter will be referred to WMI Management Team.

- A review of the case will be conducted to preside over the nature of the alleged misconduct, evidence and consequences of the case, which may include the conduct of a formal investigation.
- The Cadet, with reasonable notice given, will be given an opportunity to be heard.
- If there has been a serious breach of the rules and regulations, one or more of the following courses of action will be taken:
 - Issue a Letter of Warning to the Cadet indicating the consequences of future misconduct. This offence will be recorded in the Cadet's file.
 - Require the Cadet to compensate for or make good any damage caused to property.
 - Require the Cadet to make appropriate apology for any offence or harm caused, or any damage done.
 - Disciplinary punishment as appropriate which may include; extra duty, cleaning duty.
- If the seriousness of the case warrants a severe disciplinary action, suspension or expulsion from the training programme may be considered.

c) Appeal

The Cadet may appeal against a disciplinary decision. The Cadet may submit his appeal in writing within 10 working days of the date of the disciplinary imposition.

Appeals should be dealt with as promptly as possible. The cadet making the appeal should be informed of the arrangements for appeal hearings and thereafter, the outcome of the hearings and this should be confirmed in writing.

In instances where the Cadet is still not satisfied with the disciplinary decision, the Cadet (and/ or WMI) has the option to refer the appeal to the Singapore Mediation Centre, and if the dispute is not resolved through mediation, the dispute will be referred for arbitration by an arbitrator appointed by the Singapore Institute of Arbitrators.

21. HOW TO CONTACT US

Please feel free to get in touch with us if you have any queries or would like more details on the Courses that we are offering.

Contact Mode	Details
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