

# **THIS IS ICRI STUDENT HANDBOOK**



ICRI Global research-Singapore Campus is a pioneer in the educational field of Clinical Research and Healthcare Education in Singapore. ICRI Global offers post graduate full-time courses in the field of Clinical Research and Healthcare management. ICRI has state-of-the-art campuses across the globe in UK, USA, India and Singapore.

To take this quest of quality education ahead and to ensure that maximum number of students benefit from these professional and highly beneficial courses.

Singapore campus is among the newest branch of the ICRI Global Research, our office and campus are located in

**231 Mountbatten Road, Guillemard Crescent Entrance. Block D, #01-03. Singapore 397999.**

We are only a few steps away from Geylang Street for great food and interesting night scenes ambiances. There are 2 MRT Train station close to our campus. Mountbatten Station and Kallang Station. And doorsteps with several public buses traveling to huge shopping malls and town within 10min.

## Contents

Direction to ICRI Campus  
ICRI Vision, Mission, Values and Cultures  
Our Service Guarantee  
Why study at ICRI  
What is in the School Facilities?  
Student grievance procedures  
Transfer / Withdrawal / Deferment Procedure  
Student Conduct Policy  
Student Pass For International Student  
Relevant Singapore Laws  
Student Support Services  
Medical Insurance Coverage  
Fee Protection Scheme  
Progression Path  
Frequently Asked Questions  
  
Acknowledgement Forms  
STUDENT'S ACCEPTANCE

## Direction to ICRI Campus...

### ICRI CENTRE FOR LIFE SCIENCES AND PROFESSIONAL MANAGEMENT

Address: No. 231 Mountbatten Road, Block D, #01-03 / 05  
 Singapore 397999  
 Tel: +65 62936294 Fax: +65 62476292

### BUSES AVAILABLE:

SBS bus number 7, 70, 70M, 197,  
 SMRT bus numbers 641

### MRT SERVICES:

The nearest MRT station is Mountbatten at CC7.  
 7min walking distance from Mountbatten Station to ICRI Campus.

The 2<sup>nd</sup> nearest MRT station is Kallang at EW10.  
 Turn right after exit from the MRT, to the bus stop.  
 From there take bus number 7 or 70. Travel distance for 3 bus stops.

### CAMPUS OPENING HOURS

Monday – Friday: 9:30am – 7:00pm  
 Saturday, Sunday and Public Holidays: Closed

### COMPUTER LAB / KNOWLEDGE CENTRE HOURS

Monday – Friday: 9:30am – 7:00pm  
 Saturday, Sundays and Public Holidays: Closed





Public Bus Stop No. along Guillemard Road



Entrance of the building



Block D, ICRI Campus Exterior – Ground Level

# ICRI Mission, Vision, Values and Cultures.....

## MISSION STATEMENT

TO DELIVER HIGH QUALITY RESEARCH, EDUCATION AND CONSULTANCY TO CURRENT AND FUTURE PRACTITIONERS IN THE LIFE SCIENCES, CLINICAL RESEARCH, HEALTHCARE AND GENERAL MANAGEMENT THROUGH THE INNOVATIVE DEVELOPMENT, SHARING AND APPLICATION OF WORLD-LEADING KNOWLEDGE, EXPERTISE AND INFRASTRUCTURE AND THEREBY SUPPORTING LOCAL, NATIONAL AND INTERNATIONAL ASPIRATIONS AND DEVELOPMENT GOALS

## VISION

TO BE A WORLD-LEADING ORGANIZATION AT THE FOREFRONT OF RESEARCH, EDUCATION AND CONSULTANCY IN OUR CHOSEN SECTORS. THROUGH THE PROVISION AND APPLICATION OF HIGH QUALITY SERVICES EXCEEDING THE EXPECTATIONS OF ALL OUR STAKEHOLDERS, WE SEEK TO DELIVER THE PROMISE OF TOMORROWS TECHNOLOGY & MANAGEMENT PROCESSES TODAY.

## ICRI VALUES AND CULTURE

WE ARE DEDICATED TO MEETING THE NEEDS OF:

- **OUR STUDENTS** - TO IMPART KNOWLEDGE TO MAKE THEM EXCEL IN THEIR CHOSEN FIELD.
- **OUR FACULTY AND STAFF** - TO ENABLE THEM TO CONTRIBUTE AND UTILIZE THEIR TRUE POTENTIAL IN RESEARCH, TEACHING AND CONSULTANCY AND IN SO DOING CREATE A REWARDING WORKING ENVIRONMENT
- **INDUSTRY PARTNERS** - TO PROVIDE WORLD-LEADING KNOWLEDGE AND EXPERTISE THROUGH PROVISION OF TRAINED PRACTITIONERS EITHER AS EMPLOYEES OR AS FACILITATORS SUPPORTING THEIR BUSINESS OBJECTIVES

WE ARE COMMITTED TO MAINTAIN A CULTURE WHICH ALLOWS STAFF DIVERSE CULTURES AND NATIONALITIES TO FORM A COHESIVE FAMILY SUPPORTING MULTINATIONAL STUDENTS FROM DIFFERENT CULTURES AS THEY DEVELOP AND EXPAND THEMSELVES INTO GLOBAL CITIZENS ENRICHING THE SOCIETY AND COMMUNITIES IN WHICH THEY LIVE. THE ORGANIZATION HAS A ZERO-TOLERANCE POLICY TO ALL FORMS OF DISCRIMINATION AND FOSTERS COMMUNICATION AND COLLABORATION AS A WAY TO REMOVE BARRIERS

## Our Service Guarantee

We will clearly advise prospective Students on pre-requisites and requirements applicable to the various courses.

We are committed to protect Students against non-conformance to course guidelines.

The Institution will not be responsible in any way whatsoever for the performance of the student in any examination/interview/job/extracurricular activities etc. The institute shall not be responsible for holding of any examination in case there is any delay /lapse on the part of the awarding body. The institute is also not responsible in any way for ensuring job /placement of any nature whatsoever. Whilst the institute cannot take responsibility of giving a job or placement to any student, the institute will Endeavour to organize interviews for students (who are desirous for such interviews) and have duly qualified and passed all necessary examinations and have been awarded the certificate, diploma etc by the awarding body with prospective employers at appropriate time. However recruitment of the candidate shall solely depend on the performance of the candidate at such interviews and the college shall not be liable or responsible in this behalf in any manner whatsoever.

That the institute at present is operating from the venue i.e. as mentioned in the prospectus and as per terms of the lease the same venue is likely to continue during the entire course for which student has joined. However the student shall not have any claim or right, interest to continue at the same venue throughout the currency of the course and the college shall have the right to shift the venue to any other location without assigning any reason whatsoever to the student.

### Contractual Commitment

All prospective Students will enter into a Standard Student Contract with our School upon confirmation on enrolment into the courses. Under the Fee Protection Scheme, All Local and International Students will need to open a Student Tuition Fee ESCROW Account with a CPE-endorsed bank.

### Security and Confidentiality of Student Information

All Students' particulars obtained are solely for the purposes of completing course submission.

We will seek consent from Students should their particulars be used for purposes other than internal marketing and billing purposes.

We will ensure that the Student information is kept confidential at all times.

### Payment and Refund

We are committed to the accuracy of charging our Students.

The exact amount of tuition fees and non-tuition fees (including security deposits if any), the payment terms, refund policy and transfer / withdrawal policy relating to the course will be clearly specified in the Standard Student Contract/Student Handbook.

Method of payment for all fees will be in Singapore dollar. Types of payment accepted include cash, cheque, Credit cards, Nets, T/T. We will issue receipts to acknowledge down payments and all payments.

### Discounted and Promotional Prices

Any discounted prices for selected courses shall be prominently displayed and communicated to the Students.

For any promotions introduced, the period for which the promotion is valid shall be clearly stated.

### Business Ethics

Our staffs shall not engage in unethical sales tactics to mislead the students.

Students are encouraged to report any unethical incidence to the management immediately.

### Course Administration and Orientation Programmes

An orientation programme will be conducted for all new students and shall cover the following:

- Details of support programs
- Student's pass information
- Basic understanding about Singapore information (for international student)
- Details of the protection of the students' tuition fees under the Fee Protection Scheme ESCROW.
- Medical Insurance Scheme
- Student grievance procedures
- Details of the procedures and any implications of student's withdrawal from course, non-attendance, termination of course
- Refunds policy
- Disciplinary Action in case of non- adherence to guidelines laid by the Institution
- Information on various accommodation options for students (if any)

## WHY STUDY AT ICRI?

Singapore has already established itself as an attractive overseas education destination especially for Asian students. Each year, ICRI welcomes talented students from all over the globe seeking a supportive learning environment to help them nurture and achieve their personal and professional goals.

Here are a few reasons why many students choose to study at ICRI: Quality Education is assured. At ICRI, you will discover a diverse range of high quality courses intended to maximize your choices in a rapidly changing world. Our courses are approved by Singapore's Ministry of Education and Registered with Council of Private Education.

### **Courses that we offer include:**

Master of Science in Clinical Research (2 years full time)

Master in Health Administration (2 years full time)

### **AN INSPIRING & STIMULATING ENVIRONMENT**

ICRI's Campus is in 10min travel distance to the town area, and is a stone's throw from Suntec City Mall, Geylang and Kallang Leisure World, a home to a colorful kaleidoscope of hip entertainment, dining outlets, wine bars and retail shops. It is also just around 15min via a taxi distance from many historic, cultural and entertainment areas such as Fullerton Hotel, Padang, and Esplanade –Theatre on the Bay, Robertson Quay and Chinatown. The School is also easily accessible by public transport, being just across the road from the Mountbatten Station and Kallang Station Mass Rapid Transport (MRT) station and steps away from the public bus stops.

### **LECTURE CLASSROOMS SIZE**

One of the benefits of studying at ICRI is its small class sizes. Lecture classes have a maximum of 28 students and are complemented by small group tutorial so students are assured of a superior level of academic contact and support.

### **STRONG INDUSTRY FOCUS**

ICRI has forged close links and built strong relationships with business, clinical professional industry and the community of professions. It is through these alliances and links that ICRI remains in touch, enabling it to continually renew its focus to ensure its courses remain contemporary and meet the changing needs of both students and partners. Some of our graduates excel in organizations such as: Teaching excellence ICRI has always placed high emphasis on the quality of its teaching and learning and on the use of highly innovative teaching and delivery methods. Its reputation for excellent teaching and innovative course delivery has been recognized through the many awards and highest ratings in surveys of graduate satisfaction. We also have one of the highest students to faculty ratio in the industry.

ICRI – a valued partner of MUSC - **Medical University of South Carolina, USA**

ICRI has developed a close and mutually beneficial relationship with MUSC. Student has the option to complete their Foundation Year 1 in Singapore, UK or in India; Year 2 will be delivered by MUSC material from Singapore, UK, and MUSC in USA.

# ICRI CAMPUS FACILITIES

The teaching facilities include computer lab in our Knowledge Centre.

All classrooms are fully equipped with overhead projector, 46" LCD TV, high resolution web camera for "live-class" delivery by overseas professional faculty members and visiting faculty from the clinical or health industry professional level. Inclusive a high-speed system computer for the teaching lecturer. Ceiling-mounted air-conditioning (AC).

Students are given a login ID and password to access to the Knowledge Centre computer unit. Students are freely able to tag on the Free Wi-Fi internet access for them to interact with online resources and course information.

Students are encouraged to interact socially and discuss material informally among peers as part of the learning process. Often this takes place in student lounge area, conference room or classrooms.

ICRI has a cold drinking vending machine and lounge area for student to interact with each other. Knowledge centre books are also available for ICRI student to borrow.



## Student's Grievance Procedures

ICRI Centre For Life Sciences & Professional Management has designated staffs responsible for student counseling, advisory and support services like:

- Orientation programmed for students
- Assistance to students facing difficulties adapting to the new environment
- Accommodation advice and information (if any)
- Advice on courses and post-graduation opportunities:
- Advice to students on internal grievance procedures

Student's feedback / complaints are to be documented using the **Student Feedback / Complaint Form / Suggestion Box**.

Note: Feedback / complaints received from email shall be managed using email correspondence.

The responsibility of staffs to ensure Student Feedback / Complaint are properly handled are defined in the **Student Feedback / Complaint Form** to ensure effectiveness in resolving the issues that were raised.

ICRI Centre For Life Sciences & Professional Management will keep complainant informed of the status of the complaint investigation.

Initial response to a complaint by ICRI Centre For Life Sciences & Professional Management should be within 2 days upon receipt.

ICRI Centre For Life Sciences & Professional Management shall resolve complaints within a maximum of 21 days upon receipt of the complaint.

In the event that the Student and ICRI Centre For Life Sciences & Professional Management is unable to resolve the dispute in accordance with the grievance procedure above, the Student and the school shall refer the dispute to **CPE Student Services Centre (SSC)** for mediation prior to instituting any legal action or proceedings.

The CPE Student Services Centre (SSC) is a one-stop service point to address students' enquiries, provide authoritative and reliable information on studying and living in Singapore, and offer support to students who encounter problems during their course of study.

Refer to CPE website <http://www.cpe.gov.sg> for more details.

1 Orchard Road (YMCA Building),  
 #01-01 Singapore 238824  
 Nearest MRT: Dhoby Ghaut (Exit A)  
 Tel: (65) 6592 2108  
 Fax: (65) 6337 1584  
 E-mail: [CPE\\_CONTACT@cpe.gov.sg](mailto:CPE_CONTACT@cpe.gov.sg)  
 Website: [www.cpe.gov.sg](http://www.cpe.gov.sg)

## Student's Attendance Policy

All Students must attend all scheduled classes with the attendance taken, Students are not allowed to take the attendance on behalf of their classmate(s).

Students will be marked as Absent if they do not have a medical Certificate (MC) or do not have the permission from ICRI Centre For Life Sciences & Professional Management to miss the lesson.

You need to visit a doctor if you are not well or giving any exception reason for not attending any classes.

ICRI has student attendance policy, whereby the student has to fill up the Student Leave Application Form and write in formally to provide the reason of leave application to the school office.

Warning Letters will be given to student who failed to attend class punctually / missed classes too often.

Student will received warning letters from the Principal and from the Academic Board.

After the student has received the 3<sup>rd</sup> and Final Warning Letter, Student may not be able to sit for exam or promote to next year.

All cases by cases will be reviewed strictly by the school discretion.

### **INTERNATIONAL STUDENT ATTENDANCE REQUIREMENTS BY ICA**

According to the Immigration Act (Chapter 133), Regulations 21, international students must not be absent from class for more than five (5) continuous days or the percentage of attendance for the course is 90% or below without valid reasons. ICA reserves the right to cancel the Student Pass if students fail to attend class without any valid reason.

### Transfer / Withdrawal / Deferment from course

Request for transfer / withdrawal / deferment must be made in writing and submitted together with supporting documents to ICRI Centre For Life Sciences & Professional Management.

Student who request for transfer / withdrawal / deferment within our training centre or request to transfer to another training centre shall be deemed to have withdrawn from the course and the same refund policy applies.

ICRI Centre For Life Sciences & Professional Management shall consider the validity of the reasons for deferment and make a decision and informed the student the outcome within fourteen (14) days after receiving such request.

## Our Refund Policy

The School has a refund policy as stated below:

### A. **REFUND due to the School's non-performance**

1. Non-commencement of Course without good reason on commencement date.
2. Non-completion of Course without good reason by completion date.
3. Termination of Course without good reason prior to course completion.
4. Breach of obligation under the Standard Student Contract.

**Amount:** Entire amount of the Tuition Fees (plus GST) and application processing fee less 3<sup>rd</sup> party charges (e.g. ICA application fee, insurance or escrow charges, bank charges for sending money back to students)

**Time Frame for Refund:** Within 7 working days with necessary documentation

### B. **REFUND due to ICA not approving the student pass**

**Amount:** Entire amount of the Tuition Fees (plus GST) less 3<sup>rd</sup> party charges (e.g. ICA application fee, insurance, bank charges) less a further \$500 refund charge

**Time Frame for Refund:** Within 7 working days with necessary documentation

### C. **REFUND due to Student's withdrawal:**

**Amount:** The amount refunded is based on when the student's written notice of withdrawal is received, as indicated in the table below:

% of [the aggregate amount of the fees paid under Clause 1.11 and 1.12]	If Student's written notice of withdrawal is received
50%	("Maximum Refund") More than 30 days before the Course Commencement Date
10%	Before, but not more than 14 days before the Course Commencement Date
0%	Before, but not more than 7 days before the Course Commencement Date

**Time Frame for Refund:** Refund made within 7 working days from effective date of withdrawal.

Students have a 7 day cooling off period after signing the contract, during which they are entitled to get the maximum refund as above.

Course deferments (e.g. the student is outside Singapore and requests to defer his admission) are only allowed for those who have not collected their student pass. A deferment fee will apply. Deferments are not allowed once the student pass has been collected, as there will be a need to cancel the pass. Once the student has applied for a deferment, it is deemed that the course has already commenced for more than 7 days, and there will be no refund of the fees.

Full details of the policy are also available on the school web site, student contract.

The school will regularly review its refund policy to ensure that it remains fair to students.

## Refund Procedure

The school's refund procedure covers the following commonly occurring situations:

- a. School's non-performance
- b. ICA not approving the student pass
- c. Student changes his mind during the 7 day cooling off period
- d. Student's withdrawal
- e. Course deferment
- f. Student going to a Government school for further studies

The procedure for student initiated refund (due to Student's withdrawal / change of mind during 7 day cooling period, etc) is as follows:

- a. The student gives a written letter to the school requesting a refund with the reasons.
- b. Campus Administrator presents the case to Principal.
- c. The student is counseled for mitigating the reasons stated in his application by the Principal.
- d. Once the Principal approves for the refund after counseling, the application moves to the Campus Administrator.
- e. Campus Administrator looks into the student's eligibility for a refund. She calculates the amount of refund and talks to the student showing the breakdown of the refund. The student then signs an acknowledgement form
- f. After Principal has approved, Campus Administrator writes to the escrow account provider (if the student is on this scheme) to return money to students. The school will then email a copy of the acknowledgment given by the escrow account provider to the school. The escrow account provider will refund the money direct to the student.

The procedure for a school initiated refund (due to the school not performing / ICA not approving the student pass, etc) is as follows:

- a. The Principal / Management Team decide not to run the course.
- b. Upon receipt of written confirmation that the course will not run, Campus Administrator calculates the amount of refund due to the students and obtains approval from Principal to give the refund.
- c. After Principal has approved, Campus Administrator writes to the escrow account provider (if the student is on this scheme) to return money to students. The school will then email a copy of the acknowledgment given by the escrow account provider to the school. The escrow account provider will refund the money direct to the student.

The school will regularly review its refund procedures for continual improvement.

### Transfer / Withdrawal / Deferment Policy

The school allows students to transfer from a course X to another course Y within the school with payment of a transfer fee.

Should a student transfer from course X to another course Y, then withdraw from course Y during the 7 day cooling off period, this is treated as a withdrawal from the original course X.

The school allows students to withdraw from a course in accordance with the fee refund policy.

A transfer to another private school is regarded as a withdrawal from ICRI CENTRE FOR LIFE SCIENCES & PROFESSIONAL MANAGEMENT.

Students who withdraw because they are successful in their application for educational institutions funded by the Singapore Government (Institute of Technical Education, the polytechnics or universities) and can show an acceptance letter are given a refund as per the refund policy

The table below summarizes the key aspects of the transfer and withdrawal policies.

	Transfer	Withdrawal
Circumstances in which request will be granted	The (new) course is being run and has vacancies.	Principal to interview first
Additional fee payable	Transfer fee as per fee schedule	\$500 admin fee for refund request
Status of student pass	Apply a new student pass for student	Cancel the existing student pass.
Condition for refund	Balance of student's money can be transferred to new course. But the 7 day cooling period does not apply	Not more than 7 days after course commencement
Time frame for processing	4 weeks	4 weeks

Full details of the policy are also available on the school web site, student contract.

Students should note the following which is very important for their stay in Singapore on withdrawal from the school:

- if the international student withdraws from the school, the school would login to the ICA system to cancel the student pass. When cancelled the student would have 30 days to remain in Singapore.
- if the international student transfers to another course, the school would have to apply for a new student pass. They are warned that should ICA reject the application for new pass, and cancel the old one, the international student would be forced to return home.

The school will regularly review its transfer / withdrawal policy to ensure that it remains fair to the students.

## Transfer / Withdrawal Procedures

The school's procedure for withdrawal/transfer to another school is as follows:

- a. When the student gives written notice of his intention to withdraw, the marketing personnel will talk to the student to find out why he wants to withdraw.
- b. If student does not change his intention, the Principal, will interview the student to understand his situation and to administer the end course survey (if necessary)
- c. Principal then passes the case to the Campus Administrator with instructions, if any, for processing.
- d. The Campus Administrator attends to the various withdrawal matters including
  - issuance of a letter to student effecting the withdrawal
  - cancellation of the student pass
  - termination of the contract
  - informing the FPS provider
  - refunding the student
  - issuing the attendance record, if applicable

The school's procedure for transfer to another course within the school is as follows:

- a. When the student gives written notice of his intention to transfer course, the counter staff gives the letter of transfer to the campus administrator.
- b. The campus administrator will discuss with student the reasons for his wanting to transfer, and explain to the student the implications for his student pass, etc. The student is invited to decide how he wants to proceed, whether to:
  - stop temporarily and start again later in his new course, or
  - maintain his current course and apply for a new student pass simultaneously for the new course.

If the student wishes to stop temporarily,

- a. The campus Administrator will inform Principal, who will interview the student to understand his situation.
- b. Principal then passes the case to the Campus Administrator with instructions, if any, for processing.
- c. The Campus Administrator attend to the various transfer matters including
  - issuance of a letter to student effecting the transfer
  - cancellation of the student pass and applying for a new one
  - termination of the existing contract and issuance of a new one
  - informing the FPS provider
  - transferring the student's account to the new course (unused fee, how much to top up, etc)
  - Issuing invoice for the differential fee and collecting it and issuing receipt

4.4.2.2 On the other hand, if the student wishes to maintain his current course and simultaneously apply for a new student pass for new course

- a. the Campus administrator will apply student pass
- b. the Marketing Mgr gives a new contract (already signed by Principal to the student.
- c. if new student pass is approved, the transfer takes place. Campus administrator inform FPS provider. Based on the date, campus administrator will inform CPE within 3 days.
- d. The student signs the contract, and pays the transfer fee
- e. Campus Administrator issues receipt

The school's transfer / withdrawal procedure is also available on the website.

The school will regularly review its transfer / withdrawal procedures for continual improvement.

# All Student Conduct Rules and Policies

## Attendance

Students must attend all scheduled classes with the attendance taken, at least 90% rate attendance for all students. Students are not allowed to take the attendance on behalf of their classmate(s).

Students will be marked as absent if they do not have a medical Certificate (MC) or do not have the permission from ICRI Centre For Life Sciences & Professional Management for leave.

ICRI Centre For Life Sciences & Professional Management is obliged to report to the Immigration and Checkpoints Authority (ICA) on any foreign student who:

- Fails to attend classes for a continuous period of 7 days or more without a valid reason
- Percentage attendance in any month of the course is lower than 90% for no valid reason.

## Leave of Absence

If you are unable to attend classes, you must inform the school within 3 working days by submitted the Leave of Absence form. For medical reasons, a medical certificate (MC) of absence must be issued by a registered medical practitioner declaring that you are unfit to attend classes on the days absent.

NOTE: Student's Pass is subject to approval by ICA. In the event of non-approval, you will not be able to commence studies in Singapore.

## Student conduct policy and responsibility

The Student conduct policy represents our ideals for character development and behaviors in both the academic and non-academic areas of University life.

## Academic misconduct

Any activity that tends to compromise the academic integrity of the campus, or subvert the educational process.

Examples of academic misconduct include, but are not limited to:

1. Violation of course rules as contained in the course syllabus or other information provided to the student; violation of program regulations as established by departmental committees and made available to students;
2. Knowingly providing or receiving information during examinations such as course examinations and candidacy examinations; or the possession and/or use of unauthorized materials during those examinations;
3. Knowingly providing or using assistance in the course assignment;
4. Submitting plagiarized work for an academic requirement. Plagiarism is the representation of another's work or ideas as one's own; it includes the unacknowledged word-for-word use and/or paraphrasing of another person's work, and/or the inappropriate unacknowledged use of another person's ideas;
5. Submitting substantially the same work to satisfy requirements for one course or academic requirement that has been submitted in satisfaction of requirements for another course or academic requirement, without permission of the instructor of the course for which the work is being submitted or supervising authority for the academic requirement;
6. Falsification, fabrication, or dishonesty in creating any other assignments
7. Serving as, or enlisting the assistance of a substitute for a student in the taking of examinations;
8. Alteration of grades or marks by the student in an effort to change the earned grade or credit;
9. Alteration of academically-related university forms or records, or unauthorized use of those forms or records; and
10. Engaging in activities that unfairly place other students at a disadvantage, such as taking, hiding or altering resource material, or manipulating a grading system.

**Vandalism, Mutilation and Theft**

All acts of theft, vandalism and willful destruction or damage to ICRI property, including mutilation of books and theft of signage, furniture, etc. whether done intentionally or with reckless disregard.

**Theft/unauthorized use of property**

Theft, or the unauthorized use or possession of university property or services, or the property of others.

**Inappropriate or Endangering Behavior**

Taking or threatening action that endangers the safety, physical or mental health, or life of any person, or creates a reasonable fear of such action, whether intentionally or as a result of recklessness or gross negligence. Disrespectful behavior or insubordination to staff of the University including security officers.

**Dishonest conduct**

Dishonest conduct, including, but not limited to, knowingly reporting a false emergency; knowingly making false accusation of misconduct; misuse or falsification of university documents by actions such as forgery, alteration, or improper transfer; submission to a university official of information known by the submitter to be false.

**Discrimination and Harassment**

Discrimination is any practice that makes distinctions between individuals or groups so as to disadvantage some people and advantage others on the basis of an attribute (such as sex, race, religion), or on the basis of characteristics generally attributed to persons with that attribute.

Harassment is behavior that causes concern or distress to the recipient, and is believed by the recipient to be affecting progress. It may arise from an act, a decision, or an omission which is perceived by the person whom it affects as wrong, unjust, unfair or discriminatory. It may be a single incident or a series of incidents. Harassment may consist of offensive, abusive, belittling, humiliating threatening or intimidating behavior directed at a person (or a group of people) because of some real or perceived attribute.

**Punctuality**

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

**Drugs**

Students would be punished under law for use, production, distribution, sale, or possession of drugs in a manner prohibited under law. Students convicted for the offence of consumption of ecstasy tablets can expect to be sentenced to not less than 12 months imprisonment under the Singapore Law. Carrying or possessing illegal drugs in Singapore is banned and if caught with it is death penalty under Singapore Laws.

**Alcohol**

Students would be punished under law for use, production, distribution, sale, or possession of alcohol in a manner prohibited under law or applicable university policy unless otherwise provided for such as in approved food outlets on campus or during approved conferences, conventions and cultural events.

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

**Smoking**

In order to safeguard the general health of staff and students, all smokers must respect the University non-smoking policy, which is applicable in all campus buildings, eating places and areas with regular human traffic such as bus stops and sports grounds. For those who really need to smoke, it must be done outside of the University Campus

**Student's Attire**

Students are required to be properly attired at all times and to observe a sense of decorum when they are within the University premises. Attire with offensive or provocative messages is not allowed.

**Use of Handphones and Pagers**

All handphones and pagers are to switch to silent mode during lectures, tutorials, meetings and briefings and in areas such as the laboratories, libraries, computer clusters, classes and examination centers.

**Recording of Images without Knowledge**

Using electronic or other means to make a video or photographic record of any person in a location where there is a reasonable expectation of privacy without the person's prior knowledge, when such a recording is likely to cause injury, distress, or damage to reputation. This includes, but is not limited to, taking video or photographic images in shower/locker rooms, residence hall rooms, and restrooms. The storing, sharing, and/or distributing of such unauthorized records by any means is also prohibited.

**Solicitation**

Solicitation of students by any one (including our own students) without the approval of the university authority responsible for the administration of the campus area in which the proposed solicitation will take place.

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

**Cleanliness and Tidiness**

All students are reminded to maintain cleanliness of the laboratories, classrooms, lecture theatres, corridors of building and common areas. Food and drinks are strictly prohibited in teaching facilities, library and student lounge.

**Parking within the Campus**

Student who drive cars or ride motorcycles into the campus shall park their vehicles at designated parking lots only.

**Penalty Guidelines**

The following are penalties to be imposed on students for disciplinary offences:

- Verbal and/or written warning
- Informing student's parents/guardians of the misconduct
- Fine not exceeding S\$100
- Dismissal from ICRI Centre For Life Sciences and Professional Management

## Student Pass For International Student

### Student's Pass Application

We undertake to use best efforts to assist the Student if he/she requires a Student's Pass from the ICA.

This includes, without limitation, providing the Student with advice on obtaining such pass, verifying the Student's enrolment and immigration status, and doing all such things as may be necessary to procure the Student's Pass on behalf of the Student

The Student has to comply with the terms and conditions of student pass, government regulations, MUSC guidelines and any guidelines that may be framed by the Institution

### Student's Pass Renewal

It is the YOUR responsibility to ensure that your passes are renewed on time. The school will not be responsible if the pass expires or is being rejected by the ICA due to lateness in renewing.

Foreign students holding student's passes are strictly not allowed to engage in any form of employment, whether paid or unpaid, or in any business, profession or occupation in Singapore during the validity of the Student's Pass unless the student have the consent in writing of the Controller of Immigration. Violators will be prosecuted by law.

([http://app.ica.gov.sg/serv\\_visitor/student\\_pass/student\\_pass\\_faq.asp#p10](http://app.ica.gov.sg/serv_visitor/student_pass/student_pass_faq.asp#p10))

### Student's Pass Not Transferable

The Student's Pass issued is not transferable and will expire upon the Student ceasing to be our student.

We are under an obligation to inform the ICA of the Student's withdrawal from, or completion of his/her course of study with us, and the Student shall deliver to us, within 7 days of the Student ceasing to be a student of our training centre, the passport and Student's Pass of the Student for cancellation of the Student's Pass.

### Withdrawing from ICRI Centre For Life Sciences and Professional Management

A Student who withdraws from our training centre to enroll with another training centre shall be deemed to have withdrawn from the course. In case the student does not report to the Center or stays absent from the center without information for a period of more than 7 days, it will be deemed that the student has withdrawn from the course and the student's name will be struck off from the list of registered students. Also the same will be reported to ICA.

Students must maintain good conduct at all times and must observe:

- The conditions under which the Student Pass is granted by ICA;
- The law of the Republic of Singapore
- **Student Pass holders who are caught working in Singapore will be reported to ICA.**

Any student found to be in violation of any rules, regulations or law will be subjected to appropriate disciplinary action by the relevant authorities. In severe cases, a student may be expelled from the course of study or even deported back to their home country.

## Relevant Singapore Laws

### Relevant Singapore laws

Especially those relating to ICA and Ministry of Manpower

This include, but are not limited to, immigration requirements, laws on driving, drugs and alcohol abuse, employment, smoking, traffic and littering;

**IMPORTANT POINT: IGNORANCE OF THE LAW IS NO EXCUSE TO BREAK THE LAW, THE RESPONSIBILITY LIES ON EVERYONE TO KNOW THE LAW.**

	<b>Relevant Law</b>
<b>Immigration</b>	• All international students studying in Singapore must have a valid passport and a Student Pass from the ICA (Immigration and Checkpoint Authority).
<b>Employment</b>	• International students are not allowed to work in Singapore without a Work Pass Exemption from the MOM (Ministry of Manpower).
<b>Driving</b>	• All drivers must be in possession of a valid Singapore driving license and the vehicle must be insured.
<b>Drugs</b>	• Possession of Controlled Drugs is presumed to be for trafficking, an offence which can carry the death penalty.
<b>Alcohol Abuse</b>	• Any offense committed while being intoxicated (drunk) is punishable under the law. Drunk driving is a serious offence.
<b>Smoking</b>	• Smoking in specific public places and indoor restaurants is prohibited.
<b>Traffic</b>	• Jay walking is an offence.
<b>Littering</b>	• Littering, spitting and vandalism (with graffiti) in public areas are serious offences.

## Student Support Services

### Student Accommodation

We do not provide accommodation services to our students. Students are to look for their accommodation needs themselves. Refer to Singapore Tourism Board (STB) website for accommodations information if necessary at [www.stb.gov.sg](http://www.stb.gov.sg). All students are responsible for their own living expenses and must therefore ensure that they have secured the necessary funding before the start of their program. No assistance from the College may be assumed, except for scholarships or grants as notified in writing in advance of registration.

There are many different variety of accommodation in Singapore that caters to the students with different budgets and needs.

### The various types of accommodation available are:

#### Private Hostels

- Run by private agencies
- Single room, twin or more sharing are normally available
- Meals, laundry and other services may be available at additional charges

#### Home Stay

- Some households in Singapore open up their home and offer full boarding for international students.
- The cost for home stay ranges from S\$500 to S\$1,000 per month.
- Contact the Association of Management Corporations in Singapore for more information.

#### HDB Flats / Private Apartment/Houses

- Rent directly from the owners of HDB Flats or private condominium, apartment or houses.
- Whole unit, single room, twin or more sharing are normally available
- Required to sign a rental contract with the owner or property agent
- Expected to pay at least one month advance rent and one month security deposit.
- Refer to classified advertisement in the major newspaper or source for a reliable housing agent for the rental

#### Student Locker

Locker services are available to all students. These lockers come in 2 sizes and rental is on a semester / yearly basis. Please contact the office-in-charge for assistance upon arrival. You will need to fill up locker application form from the office.

#### Student Feedback and Grievances

Within the campus, there are many feedback boxes set up to provide feedback forms for students. The information provided by students on these feedback forms assists service areas to improve service and resource provision.

#### Student Lounge

There is one student lounges in the campus and it offers a relaxed sitting for students. Vending machine is available in the campus.

#### Free Wireless Internet Connection Services in Campus and Classrooms

The campus is fully equipped with wide wireless internet connectivity and its available for use of students as an integral part of the School's curriculum under which students may be required to access the internet in a focused and directed manner to undertake research activities related to the specific assigned projects. In addition, students would be able to locate and access a large variety of information and educational materials that would support the educational needs and requirements of the programmes.

#### Knowledge Centre and Computer Lab

The campus has a knowledge centre and computer lab, where students could log on to electronic resource, electronic-reading of studying material relating to their courses.

#### Financial Assistance for Education Loan

For Singapore Citizen and Singapore P.R., you may seek education loan assistance from RHB Bank "*RHB Edu Loan*"

RHB Telephone: 1800 3230100.

[http://www.rhb.com.sg/personal/loans/education\\_loan.html](http://www.rhb.com.sg/personal/loans/education_loan.html)

**ICRI Student ID card**

ICRI Centre for Life Sciences and Professional Management issues all enrolled students with a student identification (ID) card. This card incorporates your photograph, student ID number and enrolment status. Please keep your ID card in good condition, as a fee will be charged for replacement cards. Do not lend your ICRI student card to anyone.

- This ID card must be presented to the management on demand.
- Loss of ID card must be reported immediately to the institution.
- The ID card is non-transferable.
- Issue of duplicate ID card will be at the cost of \$30.00

## Medical Insurance Coverage

EduTrust also requires that the students must be covered under a medical insurance coverage for the student's hospitalization, surgery and treatment costs throughout their course duration. International students holding passes other than the Student's Pass, and students who are Singapore citizens or permanent residents, who are already covered by their own medical insurance plans, can opt out of the medical insurance scheme.

However, they have to provide ICRI Centre for Life Sciences and Professional Management a copy of their medical insurance policy/certificate which meets the following EduTrust stipulated requirements:

- Annual limit not less than S\$20,000.00 medical costs coverage per student; - at least B2 ward stay (in government and restructured hospitals); and - 24 hours coverage in Singapore and overseas (if student is involved in school-related activities).

For more details please visit the CPE website: <http://www.cpe.gov.sg> or contact the CPE Student Services at 6592 2108

### Medical Claim Form

The form can be downloaded from <http://www.icrisingapore.sg> website.

### ICRI's Student's Medical Insurance Service Provider is by AXA Insurance Singapore

Please send claim form and documents to:

#### **AEGIS INSURANCE SERVICES PTE LTD**

15 Queen Street, #03-07 Tan Chong Tower

Singapore 188537

Tel: (65) 6837 0306 Fax: (65) 6837 0305

Email: [customerservice@aegisic.com](mailto:customerservice@aegisic.com)

[www.aegisic.com](http://www.aegisic.com)

### Following is a list of Singapore Public/Restructured Hospitals:

Alexandra Hospital: 6472 2000 / Emergencies Department: 6379 3162

Changi General Hospital: 6788 8833

National University Hospital: 6779 5555

Singapore General Hospital: 6222 3322 / Accident & Emergencies: 6321 4311

Tan Tock Seng Hospital: 6256 6011 / Emergencies Department: 6357 8766

## Fee Protection Scheme

### EduTrust

A new Private Education Act 2009 and Private Education Regulations 2009 was enacted in December 2009 and along with it the Council for Private Education (CPE) which also launched the EduTrust certification scheme to replace the CaseTrust certification scheme.

### Escrow Account

Under the Fee Protection Scheme, all Students will need to open a Student Tuition Fee ESCROW Account approved by CPE.

The FPS serves to protect the students' fees in the event ICRI Centre For Life Sciences & Professional Management is unable to continue operations due to insolvency, and/or regulatory closure. Moreover, the FPS protects the students if ICRI Centre For Life Sciences & Professional Management fails to pay penalties or return fees to the student arising from judgments made against it by Singapore Courts.

A copy of the Master Escrow Agreement between CPE, DBS Bank Ltd (the "Master Escrow Agreement") and acceded to by ICRI Centre For Life Sciences and Professional Management is available at [www.icrisingapore.sg](http://www.icrisingapore.sg). The Master Escrow Agreement sets out, among other things, the details upon which ICRI had establish an Escrow Account with the Escrow Bank, DBS Bank Ltd for the purposes of receiving payment of the Student's Fee.

ICRI Centre For Life Sciences and Professional Management hereby confirms and undertakes to the Student that it has in a place Student Tuition Fee Account (Escrow) with DBS Bank Ltd.

The School Escrow account name is under the FPS scheme should be paid to:

<b>Escrow Account name:</b>	ICRI Ctr for LSPM Pte Ltd STFA Escrow
<b>Escrow Account number:</b>	003-910513-4.

For more information on Fee Protection Scheme, please visit the website  
<http://www.cpe.gov.sg/cos/o.x?c=/cpe/pagetree&func=view&rid=486>

### Please note:

There is a late payment charge of SGD 20.00 per week for payments received later than 7 days after the due date. The school reserves the right to cancel the student pass of a student who has not made payment 15 days after the due date.

## ICRI'S SINGAPORE BANK ACCOUNT INFORMATION

### Current Bank Account

Name of the Bank: DBS Bank Ltd  
Name of the Account: ICRI Centre for Life Sciences and Professional Management Pte Ltd.”  
Account No: 003-910547-9  
Address of the Bank: 6, Shenton Way, DBS Building, Singapore-068809  
SWIFT Code: DBSSSGSG  
CHIPS UID Code: 034675  
Telex No.: RS 24455

Type of payment refers to: 7% GST, Misc Payment, Ad-hoc, Non-compulsory Fee, transportation, etc.

### DBS Escrow Account (Fee Protection Scheme)

Name of the Bank: DBS Bank Ltd  
Escrow Account Name: ICRI Ctr For LSPM Pte Ltd STFA (Escrow)  
Escrow account No.: 003-910513-4

Type of payment refers to: Course Fee, ICA Student pass (int'l student), medical insurance, escrow fee, Compulsory fee,

All banking charges via remittance mode, if any, are to be borne by the sender. Students are required to quote the student's name and course details in the remittance document as the remittance message for verification.

### CONTACTING US - CAMPUS DETAILS

**ICRI Centre for Life Sciences & Professional Management**  
231 Mountbatten Road, Guillemard Crescent Entrance, Mountbatten Centre  
Block D, #01-03 to 05, Singapore 397999  
Tel: (+65) 6293 6294  
Email: [Singapore@icriglobal-research.com](mailto:Singapore@icriglobal-research.com)

## Important Contacts Numbers

Campus Contacts	
ICRI Centre For Life Sciences & Professional Management	62936294, Fax 62476292
Campus Administrator	62936294, Evon's Mobile – 90255625, <a href="mailto:evon@icriglobal-research.com">evon@icriglobal-research.com</a> Dr. Reza's Mobile – 97871583 <a href="mailto:reza@icriglobal-research.com">reza@icriglobal-research.com</a>
Emergency Contacts	
Police	999 (toll-free)
Emergencies/Ambulance/Fire Brigade	995 (toll-free)
Samaritans of Singapore (SOS)	1800-221-4444 (24hours Emergency Counseling)
Important Contacts	
Police Hotline	6225 0000
Traffic Police	6547 0000
AAS Emergency Road Service	6748 9911
Non-emergency ambulance	1777
Civil Defense Emergency Information	1800-2865555
Singapore General Hospital	1800-3213591
Power Grid Hotline (Blackout)	1800-7786666
Immigration Checkpoint Authority Hotline	6391 6100 (Web: <a href="http://www.ica.gov.sg">www.ica.gov.sg</a> )
Council for Private Education	6499 0300 (Web: <a href="http://www.cpe.gov.sg">www.cpe.gov.sg</a> )
CPE Student Services Centre	6592 2108 (Web: <a href="http://www.cpe.gov.sg">www.cpe.gov.sg</a> )
Ministry of Manpower	6438 5122
Consumers Association of Singapore –For consumer mediation & advise	6433 1811 (Web: <a href="http://www.case.org.sg">www.case.org.sg</a> )

## FREQUENTLY ASKED QUESTIONS

### INTERNATIONAL STUDENT ATTENDANCE REQUIREMENTS BY ICA

According to the Immigration Act (Chapter 133), Regulations 21, international students must not be absent from class for more than five (5) continuous days or the percentage of attendance for the course is 90% or below without valid reasons. ICA reserves the right to cancel the Student Pass if students fail to attend class without any valid reason.

ICRI has student attendance policy, whereby the student has to fill up the leave application form and write in formally to provide the reason of leave application to the school office.

### WHAT ARE THE COURSE FEES?

Total Course Fee is S\$18,000 excluding 7% GST Tax for Singapore Campus  
ICRI engaged an agency in Singapore to process student visa application which cost S\$500. The cost of S\$500 is inclusive of \$90.00 ICA student card issuance and Multiple Entry Visa.  
Which is not inclusive the S\$18,000 course fee.

However, International Student has the free option to source their personal visa agent for Singapore ICA student pass application.

The course fee is subject to amendments and changes.

Student has to pay MUSC via credit card on the MUSC web. The fee is US95 and US485.

### WHAT IS THE COURSE DURATION?

There are several courses offered at ICRI. Foundation year is approx. 12 months offered by ICRI, Year 2 is offered by MUSC/ICRI for approx. 12 months. Thus, the course duration is approx. 24 months

However for specific details, please contact ICRI Singapore at +65 6293 6294 or email: [singapore@icriglobal-research.com](mailto:singapore@icriglobal-research.com) for further assistance and clarification.

### CAN I PAY THE COURSE FEES IN INSTALMENTS OR BANK ASSISTANCES?

Yes. As of now, ICRI Centre is not yet EduTrust Certified by CPE. Students are required to pay their Course fee by 2 (two) installment term basis.

Otherwise, the payment has to be making in 1 time payment. However, if you face some difficulties with paying for your course fees in full, Students may seek local bank in their home countries for financial education / study loan.

### ARE THE CERTIFICATES ISSUED BY ICRI RECOGNISED INTERNATIONALLY?

The 2 Master courses are registered with the Ministry of Education, Singapore and Council of Private Education, Singapore. Therefore, the School is fully committed to offer high quality courses as well as maintain high academic standards. On successful completion of the Master courses, Student proceed to workforces for job seeking, it will then depend on individual employer on the recognition of the certificates. Medical University of South Carolina is ranked top 10 in the world. In health professional industry MUSC is well-known.

### WHAT IS THE SCHOOL REFUND POLICY?

The School Refund Policy is available in the Standard Student Contract, ICRI Student Handbook, and on the school website [www.icrisingapore.com](http://www.icrisingapore.com)

### WILL MY TUITION FEES BE REFUNDED IF MY STUDENT PASS IS REJECTED BY ICA?

If your first Student Pass application is rejected by the Singapore Immigration & Checkpoint Authority (ICA), any tuition fees received will be refunded to you within fourteen (14) working days by cheque drawn in a Singapore bank only. Application and Student-Pass Application fees are non-refundable.

If you are a progressing student and your Student Pass application is rejected by the Singapore Immigration & Checkpoint Authority (ICA), any tuition fees that are for courses yet to be commenced will be refunded accordingly. Application and Student-Pass Application fees are non-refundable.

### **AS A FOREIGN STUDENT, CAN I WORK IN SINGAPORE?**

All international students issued with a valid Student Pass must adhere to the rules and regulations set by Singapore Immigration and Checkpoints Authority (ICA) for full time study in a recognized education provider. Students issued with a Student Pass are not permitted to engage work-related activities for the duration of their stay in Singapore unless otherwise stated or authorized by Government regulations. Whether the students get paid or not paid in any form of employment is not allowed as well.

### **WHAT DOCUMENTS ARE REQUIRED FOR THE APPLICATION OF THE STUDENT'S PASS?**

1. The following documents are required:
2. Duly completed Student Pass Application Form 16, V36A
3. Applicant's birth certificate
4. Applicant's highest academic qualification and result transcripts
5. Photocopy of applicant's valid passport showing his/her full particulars and date of expiry
6. Applicant and/or Parent's letter of employment (in English translation)
7. Applicant study plan and resume
8. Three (3) passport-sized photographs (white background as per ICA requirement)
9. Photocopy of local sponsor's Singapore identity card, if applicable
10. Documentary proof of financial ability in the form of bank statement/fixed deposit accounts/savings account

### **EDUTRUST, FEE PROTECTION SCHEME AND MEDICAL INSURANCE SCHEME**

#### **What is EduTrust?**

EduTrust is a voluntary certification scheme for private education institutions (PEIs) in Singapore. A private education institution is awarded EduTrust certification if it has achieved the stipulated standards in the areas of:

- Management of the school;
- Provision of educational services; and
- Financial health.

#### **Who Administers EduTrust?**

The EduTrust certification scheme is administered by the Council for Private Education (CPE), a statutory board that was formed in 2009 to regulate, develop and raise quality standards in the private education sector.

#### **What is Fee Protection Scheme?**

ICRI plays a complementary role to our public education sector in developing human capital and supports Singapore's position as a global education hub. In addition, the Council for Private Education (CPE), a statutory board under Ministry of Education (MOE), Singapore, has been set up in 2009 to ensure a balanced and holistic approach in regulating the private education sector under a new regulatory regime, promoting greater public and consumer awareness, and facilitating the development of the sector. ICRI Institute will honor this approach to benefit the local and international students and raise standards in the industry over time.

Also as required by CPE, we have in placed a Fee Protection Scheme (FPS). The Fee Protection Scheme (FPS) serves to protect students' fees in the event ICRI is unable to continue operating due to insolvency, and/or regulatory closure. The Fee Protection Scheme also protects students if ICRI fails to pay penalties or return fees to the students arising from judgment made against it by the Singapore courts. This scheme is compulsory for all students. For more information on this scheme, please visit [www.ICRI.edu.sg/fps.php](http://www.ICRI.edu.sg/fps.php). More details can be found from Council for Private Education official website at [www.cpe.gov.sg](http://www.cpe.gov.sg)

**What is Medical Insurance Scheme?**

ICRI has in place a medical insurance scheme for all its students as required by CPE under EduTrust certification scheme. This medical insurance scheme shall minimally provide for an annual coverage limit of not less than S\$20,000 per student, at least B2 ward in government and restructured hospitals and 24 hours coverage in Singapore and overseas (if student is involved in school-related activities) throughout the course duration, and the Student is encouraged to seek advice on whether more comprehensive insurance cover is required or desired.

**ICRI's Medical Insurance Provider: AXA Insurance Singapore****HOW LONG DOES IT TAKE TO PROCESS THE STUDENT'S PASSES APPLICATION?**

The application process will normally takes 4 to 6 weeks.

**WHY IS THERE A NEED TO TRANSLATE ALL THE DOCUMENTS INTO ENGLISH?**

English is widely regarded as the main language of instruction and business language in Singapore. Thus, any supporting documents required by ICA in the application of Student Pass such as birth certificate, academic qualifications etc. must be translated into English language. ICRI Centre for Life Sciences and Professional Management Pte Ltd reserves the right to reject any submitted documentation in any language other than English.

**ACKNOWLEDGEMENT – Student's Copy**

The Student acknowledges that he/she

1. Receives a copy of the Student Handbook
2. Has been briefed and has understood the contents of the Student Handbook
3. Agrees to comply to the requirements specified in the Student Handbook
4. Complies with all the regulations of the Institution and MUSC

Name of Student: \_\_\_\_\_

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

Centre Orientation Officer: \_\_\_\_\_

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

**ACKNOWLEDGEMENT – School's Copy**

The Student acknowledges that he/she

1. Receives a copy of the Student Handbook
2. Has been briefed and has understood the contents of the Student Handbook
3. Agrees to comply to the requirements specified in the Student Handbook
4. Complies with all the regulations of the Institution and MUSC

Name of Student: \_\_\_\_\_

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

Centre Orientation Officer: \_\_\_\_\_

Signed: \_\_\_\_\_ Date: \_\_\_\_\_