

# Unisim student handbook assignment

[Education](#)



While the information provided in this Handbook was correct at the time of publication, the University reserves the right to alter procedures, fees and regulations should the need arise. You should carefully read all official correspondence, other sources of information or students and the official University notice boards to be aware of changes to the information in this Handbook. Apart from this Handbook, you will receive other course/study guides at the Start Of your studies, produced by your School, setting out all the essential information pertaining to your programme of study and the academic requirements.

The University reserves the right to discontinue or vary courses at any time without notice. You should always check with your School's officers when planning your courses. Some courses and units may be altered or may not be offered due to insufficient registration or changes to teaching personnel.

Rights and responsibilities You have both rights and responsibilities as a student at the University. The formal relationship between you and the University is set out in the Honor Code and Student Contract which you signed at enrolment. This included an undertaking to abide by all the University's rules and regulations.

The key rules and regulations are set out in Section 5 of this Handbook. The Honor Code is set out in the Appendix to this Handbook. The University is keen to ensure that your student experience is a positive one. Making your views known can help to bring about improvements, both for you and for future students. If you feel something is not right, please raise your concerns promptly. The Student Grievance Procedure (see Section 5) provides

guidance on how you can initially try to resolve the problem informally and also sets out the more formal procedures available to you.

**Equality** The University values the diversity of the student body and is committed to creating and sustaining a positive and mutually supportive environment. All students are equally valued and respected and are encouraged to thrive academically. Brief facts about the University

**Background and Core Values** SIMI University is a university in Singapore dedicated to working adults, allowing them to pursue lifelong learning and higher education while balancing career, family and social responsibilities.

It adopts a flexible and practice-focused learning approach and offers more than 50 academic programmes in various disciplines. Eligible Singapore and Permanent Residents taking SIMI University undergraduate programmes enjoy a government subsidy of up to 55% of tuition fees. Page 1 The University's core values are: Spirit of learning Passion for excellence integrity Respect and trust for the individual Innovation Teamwork Management The governance of the University comes under the purview of the Board of Trustees (the "Board").

The Board appoints staff and determines the terms of appointment. It also controls the University's finances, property and general affairs. The highest academic body of the University is the Academic Board, which regulates the admission and examination policies and processes of the University and has the power to award degrees, diplomas and certificates. The President is the academic and administrative head of the University, assisted by the Provost, Registrar, Vice-President (Learning Services) and Deans of the Schools.

Academic Structure The University has four Schools offering courses on a diverse range of subject areas, each led by a Dean: School of Arts and Social Sciences, School of Business, School of Human Development and Social Services, and School of Science and Technology. Each School comprises a number of programmes each managed by a Head of Programme ('HOP'). Although students may read courses from more than one programme, each student belongs to one School only, for administrative purposes.

Page 2 GLOSSARY OF TERMS AT Academic Termination GET Continuing Education and Training CAP Cumulative Grade Point Average credit exemption a credit exemption award exempts a student from one or more specific courses in a programme credit recognition a credit recognition award reduces the number of units that a student needs to obtain to qualify for the degree that he/she is pursuing Curriculum Plan Credit Unit DAB Disciplinary Appeals Board Examination Administration Department EACH Examinations and Awards Committee eCRU Electronic Course Registration GAP Grade Point Average GAS General Studies HOP Head of Programme Family the email account provided by the University to each student for use in the course of his/her studies with the University Unisim the University's Learning Management System COCAS Overall Continuous Assessment Score GOES Overall Examinable Score

SOAR Office of Student and Alumni Relations RSI Rank Score SACS Student Affairs and Support Committee SAG Student Disciplinary Group TAMA Tutor-marked Assignment TOP Transfer of Programme Score University Core Courses page 3 Enrolment and Course Registration Enrolment is the process through which you formalise your agreement with the University to  
<https://assignbuster.com/unisim-student-handbook-assignment/>

undertake your studies for a given academic programme. When you enroll, you become entitled to receive tuition, use the university facilities and ultimately receive the qualification for which you are studying. It also imposes on you an obligation to pay all tuition and other applicable fees to the University. The sanction against non-payment of debts to the University begins with having certain services withdrawn (e. G. Library and computing access) and can lead to withdrawal of your enrolment. The university wants to help you resolve any financial, academic and/or other problems that you may have.

Please contact the Student Support Department for help in dealing with any difficulties as soon as possible in order to resolve these prior to course registration.

1. 1 Enrolment

1. 1. 1 New students. To be admitted into the University, you must accept the University's offer of a programme on or before the specified deadline. If you fail to do so, the University's offer will be deemed to have been withdrawn.

1. 1. 2 Existing students. You are entitled to continue your studies in each subsequent semester, provided: you have completed the electronic course registration for the following semester (see Section 12. 1 below); and

1. 1. 3 you are not in debt to the University; you have made academic progress within the maximum candidature period (see Section 1-8. 1 below).

To qualify to be enrolled as a student of the University, you must fulfill the following age criteria as at 1 January / 1 July of the semester of study: (a) . 2 18 years or older if you are applying for the Continuing Education and Training ("GET") courses; and 21 years or older if you are applying for all other programmes.

Course registration

1. 2. 1 Electronic Course Registration

<https://assignbuster.com/unisim-student-handbook-assignment/>

(" ecru"). The ecru is an important tool to help you plan the course(s) that you would like to read for the following semester (including those that you need to repeat). In April and October of each year, you will be informed via an announcement in the Student Portal to choose your next semester's course(s) by the stipulated deadline through the ecru subject to you passing all the courses in the then current semester).

If you do not submit your course registration by the stipulated deadline, you will not be able to proceed to the next stage of your programme and your enrolment may be withdrawn at the discretion of the University (see Section 1. 8. 2 below). Please refer to the ecru guide for more information. Note: You are required to complete your course registration notwithstanding that you do not wish to take any course in the following academic semester or that you will complete your programme (I. E. Acquiring remaining final cue) by the end of the then current academic semester. This enables you to exercise your option to " repeat" if necessitated by your results of the then current semester. Page 4 122 Offer of course(s).