



Campus (Singapore)

| VERSION | DATE |
|---------|------------|
| 4 | 20.09.2021 |

POLICY

STUDENT DIRECTIVES

EHL Campus (Singapore)

Administration

| ACCOUNTABILITY | |
|--------------------|-------------------------|
| Designation | Student Affairs Manager |

| APPROVED BY | |
|-----------------------|-------------------|
| Name(s) | Jenny Ang |
| Designation(s) | Managing Director |

| REVISION HISTORY | | | | |
|------------------|---------------|-------------|---|---------------------------|
| Version | Approval Date | Valid as of | Modifications | Modified by (designation) |
| 4 | 15.09.2021 | 20.09.2021 | Art 2. - Learning Model & link to Student Contract Art 4. – update STA services Art 6.2 – specified special measures for examinations Art. 7 – IT service update Art. 8 – Security update Art. 9 – Social media best practices & optional industrial attachment Art. 10 – Tuition fees and other expenses update Art. 13 – EHL Guide for Professional Appearance Art. 14 – Smoking update Section 6 – Disciplinary Measures update | STA |
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Section 1 - Introduction

Art. 1 - Article 1 Content and scope

¹ These Directives provide a framework that enables community life to function properly both during class time and at all other times. They apply to all students enrolled in an academic program offered by Haute Ecole SA, herein after “EHL” taking place on EHL Campus (Singapore), herein after the “School”.

² They determine the rights and duties of students.

³ The present Directives may be modified, completed or cancelled at any time.

⁴ For the purpose of the present Directives, any designation of a person, status or function applies equally to men and women.

Art. 2 - General rights and duties of students

¹ Students are subject to the School's various Rules & Regulations and Directives throughout the entire duration of their studies. They must comply with all measures at all times. Students who follow classes partially or entirely online must comply with all measures at all times as well. Students completing a portion of their studies on a partner campus or during their Industrial Attachment shall comply with the Rules & Regulations and/or Directives of that institution.

² Students have the following rights:

- a. Education within the framework of the programme they have chosen; the School decides the learning methodologies, all methodologies defined by the School are equivalent and lead to the complete execution of the learning contract;
- b. Respect for their personality and private life within the framework of the guidelines defined for community life on and off the campus;
- c. Access to the School's offerings and supplementary services in accordance with the guidelines established.

³ Students have the following duties, in particular:

- a. To comply with Singaporean legislation;
- b. To act in conformity with the School's Rules & Regulations and Directives;
- c. To follow instructions given by EHL faculty and staff, within the framework of the School's Rules & Regulations and Directives;
- d. To show exemplary conduct in accordance with the guidelines established;
- e. To respect and care for School premises and property;
- f. To pay tuition and miscellaneous fees on time as per the terms defined in their Student Contract.

Art. 3 - Communication of the Directives and students' responsibility to learn their content

¹ The present guidelines may be consulted on the School's Intranet, hereafter designated as “myEHL”. It is assumed that every student is aware of the latest updates as soon as they are published.

Section 2 - Student Services

Art. 4 - Student Affairs

¹ The School offers a wide range of services to support students throughout their studies.

² The Student Affairs (hereafter “STA”) department acts as single point of contact for any question or support required by students.



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³ STA supports students in their academic and social activities in the aim of helping them to succeed at EHL. It offers proactive and innovative services throughout student's academic experience across all programs and campuses. As part of these efforts, STA offers services focused on the general development of each student, which are part of the following three categories:

- a. Create opportunities enabling academic and co-curricular engagement. (Engage)
- b. Organize personal development programs. (Develop)
- c. Offer support services that foster student retention and well-being. (Retain)

Art. 5 - Well-being and Sports

5.1 External resources

¹ External resources are available to students, such as medical services, psychologists, religious representatives or sport providers.

² The Student Affairs department advises and orients students towards the appropriate external services collaborating with EHL Campus (Singapore).

Art. 6 - Disabilities

6.1 Physical handicaps

¹ Given the nature of their field of study, students must be able to fully benefit from the education provided at EHL Campus (Singapore). Notwithstanding the above, every effort is made to assist students with disabilities.

² Disabled students are requested to advise the Admissions Office as soon as possible of their disability so that their needs can be discussed. Requests for special measures will be handled on a case by case basis.

6.2 Learning difficulties

¹ EHL Campus (Singapore) authorizes special measures for exams to help students suffering from specific learning difficulties (such as dyslexia or attention-deficit disorder). Requests for benefiting from these special measures are validated by the Examination Board, which can seek advice from specialists depending on the nature of the difficulty. The application file must be submitted latest two weeks after the start of each semester, students are entitled to follow the procedure defined for that purpose and available on "myEHL".

² Any learning difficulties known of before admittance to EHL Campus (Singapore) should be reported in the admission application as well as to Student Affairs department at the beginning of studies, in order to follow the procedure.

³ In the case of unforeseen problems where the consequences are likely to have an effect upon the student's studies for 6 months or longer, it is possible to submit an application to benefit from the same special measures as those offered to students suffering from specific learning difficulties.

⁴ Any medical documents submitted in order to apply for special measures must be validated by the School's consulting doctors or by a specialist designated by the School. The cost of validation will be charged to the student.

⁵ In the case of specific learning difficulties, as well as for any other problem where the consequences are likely to have an effect upon the student's studies, EHL Campus (Singapore) reserves the right to require a full assessment of the student by the School's consulting doctors or by a specialist designated by the School. Related costs will be invoiced to the student.

⁶ A student whose request has been validated is entitled to 25% additional time for all evaluations and exams, excepted individual/group projects or the final project. Students shall be able to take mid-term and final

exams organized by the School's Administration in a separate room. The specific conditions related to these measures, as well as the application procedure, are determined by the School's Administration office in collaboration with the Medical and Psychological assistance Services.

Art. 7 - Use of IT equipment

7.1 IT Service Support

¹ Front office IT Support is offered by Student Affairs to all members of the EHL community for all help, questions, or requests for advice concerning IT problems, the IT services and back office support is provided by EHL IT Department. For technical issues, requiring on site intervention, EHL Campus (Singapore) collaborates with an external IT provider. Students encountering software problems with their own computer shall have limited assistance. No services will be available to students encountering hardware problems with their own computers.

7.2 Means of communication

¹ The School's internal IT network, access to the Internet, the use of the School's e-mail and any other means of communication such as instant messaging, telephoning via the Internet or video conferencing are designed first and foremost for study-related purposes. Their use is authorized only insofar as there is no abuse that it does not overload the IT system (through the storing or transferring of large volumes of data), that it has no commercial purpose and that it is not contrary to legal principles. Use must be consistent with EHL values.

² Sending spam, or messages which can be interpreted as spam, is forbidden. Moreover, students must not take part in chain mails.

³ Students are forbidden to send mass e-mails, but can send emails to their study group.

⁴ In order to ensure optimum efficiency in the EHL IT environment, it is strongly advised not to download any content which is not essential to studies from the Internet, such as games, programmes or other files.

⁵ In order to prevent the introduction of viruses or Trojans into the EHL environment, students should verify the source of files before opening them. Files downloaded from the Internet or attached to an external e-mail coming from an unknown source must be treated with particular care, especially those ending in the following extensions: .exe, .com, .bat, .vb*, .xl*, .doc*. In case of doubt, students should contact Student Affairs or the IT service desk.

⁶ Students will under no circumstances consult, store or disseminate any documents, in whatever form, which represent participation in an illicit act, particularly those which infringe human dignity, are of a pornographic nature, are an incitement to racial hatred or constitute an apologia for crime or violence.

⁷ Students undertake to respect the copyright of third parties: not to copy software illegally or disseminate information belonging to third parties without their authorization, and to mention the sources of information obtained from such third parties.

⁸ Students also undertake not to disseminate information which may be harmful to the reputation of the School. They will take great care before making any comments, whatever the medium used. Students will clearly state that they are expressing a personal opinion, and not speaking on behalf of the School, particularly in any communication which is for public consumption.

⁹ In case of overload or abuse of the network EHL or EHL Campus (Singapore) may block certain services, either individually or collectively (messaging, video-conferencing, telephone via Internet). EHL or EHL Campus (Singapore) may also block access to certain categories of Internet sites which are not essential to studies, in particular:



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- a. Sites which take up too much space in the IT system (e.g. radio or TV sites, video components of messaging, peer-to-peer, etc.);
- b. Games and gaming sites;
- c. Erotic, violent or racist sites.

7.3 Access to IT Services

¹ Students undertake to ensure their password is used in a personal and confidential manner. It is strictly forbidden to use their EHL email account for registering on platforms for private use (e.g. on-line shopping sites). They are responsible for any abusive use of their accounts (student@ehl.ch) by third parties.

² They undertake not to use any accounts other than those for which they have received an authorization. They will refrain from any attempt to appropriate or decode the password of another user or other resources.

³ Students should not modify or destroy files other than those which belong to them, nor access the information of other users, even when the latter have not explicitly protected it. This rule also applies to e-mail conversations which have been neither sent to the recipient directly nor copied to them.

⁴ Students are required to use customary discretion regarding any information they may have obtained through IT systems regarding the internal operations of EHL or EHL Campus (Singapore).

7.4 IT equipment

¹ Students must be in possession of a laptop computer throughout their studies and must be connected to the school's network. The student's laptop is integrated into the school IT environment. Inappropriate use can affect the operation of shared services. EHL's IT Department defines the minimal configuration of the laptop see "General IT Conditions" on "myEHL".

² The laptop must be used for tasks related to studies; the use of other applications installed on the laptop is authorized insofar as it does not represent an abuse and does not overload the infrastructure and the School's IT Services (storage on the servers, transfer to the network and IT support).

³ EHL Campus (Singapore) will no longer guarantee support of computers when the configuration has been repeatedly modified or if there has been repeated abuse. The same applies in cases where the laptop has not been maintained properly or clearly misused (e.g. excessive dust, exposure to liquids or food).

⁴ In order to ensure optimal functioning of the IT environment, students are strongly advised not to modify the technical parameters of their laptop, or the list of controls for accessing e-mails, or to introduce any modifications to the Internet browsers.

⁵ Students undertake not to hamper operations relating to the management of laptops or workstations made available to them (launch of inventory and diagnostic tools, provision of distance support, antivirus systems, etc.). They undertake not to switch off the antivirus protection system.

⁶ The student is responsible for his laptop. If the computer is left unattended, only the student is responsible for any damage or theft.

⁷ The printers, work stations and all other IT equipment made available to the students must be used with the greatest care. The configuration of this equipment must not be modified without the agreement of the EHL IT Department.

7.5 Data storage

¹ Students are responsible for saving the data available on their laptops. The use of an external reliable hard drive is strongly recommended for this purpose.

² Students may store certain data related to their studies, as well as shared data, on collaborative spaces destined to be used for this purpose, but must undertake to clean them regularly.

³ When students bring their equipment to the external IT provider for maintenance, they automatically authorize the provider to access the content of their computers. Students are responsible for backing up any information saved on their computers and removing confidential or personal data.

7.6 Monitoring procedures – general

¹ The general monitoring of the Internet or other IT media of the School here refers to the preparation of anonymous statistics (carried out in such a way that the user cannot be identified), such as statistics on the websites most commonly visited, the number of connections, the total time spent visiting Internet sites, the volume of e-mail and the volume and type of data stored on the servers.

² The person in charge of Internet security carries out general monitoring procedures on a regular basis, in conformity with the legislation on data protection. The direct opening of files and messages is not authorized, except with the agreement of the student. The results of the general monitoring procedures are communicated to the School's Management.

7.7 Monitoring procedures – personal

¹ When general monitoring procedures, or other evidence, reveal that there has been abusive use of the Internet or of IT media, personal monitoring procedures may be carried out.

² The term abusive use refers notably to an abnormal quantity of data being transferred or stored, or to unauthorized visits to sites obviously unrelated to studies.

³ As regards e-mail, monitoring is restricted in principle to the number of messages sent and received, to elements of the addresses used, and to the types and volume of the files attached. During personal monitoring procedures all files or messages may be opened.

7.8 Competent authorities

¹ Personal monitoring can be ordered by a member of the School's Management. It is carried out by the person in charge of IT Security of the EHL group.

7.9 Measures taken in cases of abuse

¹ If the student violates the rules established in this article relating to IT services and the use of IT equipment, disciplinary measures will be taken in conformity with articles 23 and 24 of the present Directives.

² If the student's actions are of a penal nature, the School reserves the right to take legal action.

7.10 Data storage and processing

¹ The Head of IT Security of the EHL group sends all the data that has been gathered to the School's Management. None of the data is retained.

² Management may keep data obtained through personal monitoring procedures for six months, after which it is destroyed.

³ An exception to this rule is made, however, for data which is to be used as part of a disciplinary procedure. The processing of data in personal monitoring procedures is confidential and subject to the legislation on data protection.

7.11 Personal laptops

¹ Students' personal laptop computers are subject to these guidelines only in the context of access to the services provided by the School, such as the network, Internet access, storage space on collaborative spaces and the support provided by Student Affairs and the IT service desk.

² Such services are common to all users and have a limited capacity. The behaviour of one user may affect all the others.

7.12 E-mail account

¹ The electronic mail address comprising the EHL domain name shall not be used in an abusive manner or in such a way that could tarnish the image of EHL as specified in Art. 22 of these Directives, including in relation with the activities of associations whether or not they are officially recognized by EHL. It is strictly forbidden to use their EHL email account for registering on platforms for private use (e.g. online shopping sites).

² All users, including EHL students and alumni who use their EHL e-mail address in a way that runs contrary to paragraph 1 will be subject to disciplinary action as specified in Section 5 of the present Directives, EHL reserves the right, in addition, to suspend the relevant e-mail account immediately.

Art. 8 - Security

8.1 Identity checks

¹ EHL Campus (Singapore) employees and/or members of the Security staff reserve the right, at all times, to ask students to identify themselves by presenting their EHL student card.

8.2 Emergency situations

¹ In the case of events that represent a danger, whether present or potential, for the EHL Campus (Singapore) community, particularly in cases of food/epidemics/gas/chemical/drug intoxication, violent death or acts of violence involving a lot of people, EHL Campus (Singapore) reserves the right to implement extraordinary measures that are not foreseen in these Directives and which may require compulsory compliance. In such circumstances, members of the EHL Campus (Singapore) community are obliged to obey the instructions given by the School's Management.

² In the case of a risk situation that is linked to possible psychological difficulties, the EHL Campus (Singapore) support staff are authorized to ask the reference psychologist to make a psychological assessment of the person without their agreement. In this case the results of the assessment made by the psychologist will not come under the confidentiality clause and will automatically be transmitted to the members of Management who are competent in the field. If the risk is founded, the psychologist is authorized to take all the necessary measures to protect the person concerned and those around them.

³ In the case of a disappearance being reported that concerns a member of the EHL Campus (Singapore) community, whether the report comes from within or outside the School, the School reserves the right to contact anyone who might have information on the health and whereabouts of the person being sought. If, after a period of 24h, the School has not been able to determine that the missing person is physically and psychologically safe, the affair will be transmitted to the competent authorities. To avoid having to resort to such an emergency plan, members of the EHL Campus (Singapore) community are requested to let others know if they have an unscheduled absence lasting more than one day.

⁴ All students have to provide the School with their Emergency Contacts and update them when needed. Upon the School Administration's request, students are required to check their Emergency Contacts and update them if needed.

Section 3 - Information and communication

Art. 9 - Channels and responsibilities

9.1 Channels of communication

¹ The official channels of communication for students of EHL are: the intranet “myEHL”, the weekly student e-newsletter, the School e-mail and the academic platform: EHLisa and LMS.

² It is the responsibility of the School to provide the students with all necessary information through such media.

³ It is the responsibility of students to stay informed with the information available through such media.

9.2 Responsibility of the School

¹ The School is responsible for communicating to the students all necessary information regarding the academic programs and administrative matters relating to EHL Campus (Singapore).

² The School is also responsible for ensuring that the relevant communication channels function correctly at all times.

³ The School declines all responsibility should a student miss any information, nor can the School be held responsible in any way for any resulting consequences, if students do not accept their responsibility to keep abreast of information as defined by the School’s Rules & Regulations and Directives.

9.3 Responsibility of students

¹ Students are responsible for consulting the various electronic communication media daily, in order to keep abreast of any new information, except during holidays, when consultation should be on a weekly basis.

² Students must ensure that they always have normal access to these communication channels (included during their Industrial Attachment) and manage the space allocated to them on the network so as to be able to receive the information communicated by the School.

³ When students temporarily find it impossible to use their laptop, it is nonetheless their responsibility to keep themselves regularly informed with all information distributed by the School and to also regularly consult “myEHL”, the relevant academic platforms and their EHL e-mails.

⁴ Students wishing to publish, comment on or share private or public content that makes reference to the EHL brand must first read the Social Media Guidelines directives, which are available on “myEHL”.

⁵ Students must never share the following with third parties and/or on social networks: internal EHL communications, messages from EHL management, newsletters, recordings/minutes of meetings or conferences, etc. Breach of this requirement could result in disciplinary action being taken as stipulated under section 6 of these directives.

9.4 Students on industrial attachment

¹ Communication with students during their Industrial Attachment takes place through “myEHL” or the students’ EHL e-mail. Students must ensure that their EHL email account works properly and that they access their e-mails at least once a week. Students must also have access to the EHL intranet “myEHL” and the relevant academic platforms.

² If students know that they will not have regular access to the EHL Internet or their EHL e-mails, they are responsible for informing the Career Center of this situation before their departure and also for making the necessary arrangements so as to receive at all times information sent by the School.

9.5 Optional industrial attachment for matriculated students

¹ Matriculated students may request an optional industrial attachment agreement when their employer requires it with laws of the relevant countries. (i.e. industrial attachment outside of their course of studies).

² These industrial attachments shall not count towards the completion of their course of studies.

³ As optional industrial attachment are not subject to the control and supervision of EHL, the optional industrial attachment shall not hold the School liable in any way, even if it is formally validated by the EHL Haute Ecole SA. As such, the intern and the employer are solely responsible for its content and its compliance with local laws.

⁴ The intern and the employer are responsible for verifying the feasibility of such an industrial attachment given the relevant laws pertaining to residency and immigration requirements.

9.6 Optional industrial attachment for exmatriculated students

¹ Within 18 months after graduation, exmatriculated students may request an optional industrial attachment agreement when the employer requires it with laws of the relevant countries, provided that the duration of the industrial attachment does not exceed six months.

² As optional industrial attachment are not subject to the control and supervision of EHL, the optional industrial attachment agreement shall not hold the School liable in any way, even if it is formally validated by EHL Haute Ecole SA. Thus, the intern and the employer are solely responsible for its content and its compliance with local laws.

³ The intern and the employer are also required to check the feasibility of such an industrial attachment with regards to residence and immigration laws.

Section 4 - Expenses and methods of payment

Art. 10 - Tuition fees and other expenses

10.1 Tuition fees and communal services

¹ Tuition fees and communal services correspond to a flat fee, as indicated in the Schedule B of the Student Contract.

² Tuition fees and communal services are invoiced at least once per year in equal amounts, as indicated in Schedule B of the Student Contract.

³ Any additional tuition fees or communal services to be invoiced, for example, due to the repetition of a module, are subject to the signature of an addendum to the Student Contract by both parties.

⁴ The fees are set upon signature of the Student Contract. Students who put their studies on hold or repeat a semester shall pay the fees that are applied to the semester they attend. The communal services includes:

- Facilities, sports and security
- Student affairs services
- Career centre services
- Alumni lifetime membership

⁵ The campuses of EHL Group undergo changes on a regular basis, construction work impacting the campus life may, at any time, be undertaken. In such instances, no compensation or reduction in compulsory fees shall be forthcoming.

10.2 Miscellaneous Fees

¹ Miscellaneous fees correspond to variable fees, as indicated in Schedule C of the Student Contract.

² Miscellaneous fees are invoiced at least once per year, normally at the same time as the tuition fees. EHL Campus (Singapore), however, reserves the right to invoice these fees as they arise during the academic term.

³ Miscellaneous fees are calculated based on the actual consumption of the student over the period covered by the invoice.

10.3 Health insurance

¹ Basic health insurance is compulsory in Singapore, upon requirement students can be offered a health insurance package by EHL Campus (Singapore).

10.4 Other expenses

¹ Living expenses depend upon personal needs and the lifestyle of the individual student. .

10.5 Invoicing – refund policy / contract

¹ The total sum payable for tuition fees is invoiced before the start of each academic year or semester. Settlement takes place according to the terms and conditions specified on the invoice and as per the Student Contract. Any student who repeats one or more semesters will be invoiced at the rate of the re-entry in which integration occurs.

² Students are entitled to a refund as per the conditions marked out in the Student Contract and as per the Refund Policy of EHL Campus (Singapore).

³ Should students suspend their studies during the academic year, they must inform Student Affairs according to the procedure in place. If they return for the following academic term, a pro rata amount will be determined, taking into account the period of absence. This pro rata amount does not apply if students do not resume their studies.

⁴ If the deadlines for the payment of invoices are not respected the School reserves the right to deny access to the final examinations. In order to guarantee access to the final examination session the outstanding payment has to be in EHL Campus (Singapore) bank accounts at least 7 days prior the first day of final examination session.

⁵ EHL Campus (Singapore) invoices reminder expenses and interest on overdue payments. Furthermore it reserves the right to appoint a debt collection agency to collect the amounts due. The collection expenses, interest and procedural expenses of the agency will be charged to the student, in addition to the debt amount.

⁶ All the financial documents including the payment modes, issued by EHL Campus (Singapore) are in secure electronic format. Students are therefore responsible for settling their invoices; it is their responsibility to remit the documents, if necessary, to their parents, guardians or sponsors.

⁷ If the contractual obligations of the School cannot be fulfilled in a normal manner due to a case of force majeure (including but not limited to: government intervention, pandemic, military conflict) the School is authorized to provide replacement services and/or supplementary services as a substitution of the original obligation. The replacement and/or supplementary services lead to the complete execution of the original contractual obligation. In this event, no reimbursement or reduction in tuition or miscellaneous fees will be provided.

If the contractual obligations of the School cannot be fulfilled in the normal manner due to a case of force majeure, the School is authorized to compensate any reimbursement request by extra fees for the replacement and/or supplementary services that are to be provided in response to the exceptional event.

Section 5 - Conduct

Art. 11 - EHL Code of Ethics

¹ As the representatives and ambassadors of EHL and EHL Campus (Singapore), students must defend EHL values, both on and off the campus.

² Students must observe the following points:

- a. Ethics and morals reflect my way of being;
- b. Honesty, legality and justice are part of my daily existence;
- c. My behaviour and appearance reflect my professional vocation;
- d. My time, energy and aptitude contribute to the success of my School;
- e. As a member of an international environment, I respect and tolerate differences, whether social, cultural or religious;
- f. I am responsible for my environment;
- g. Through my words, actions and thoughts I strive to develop and maintain a high level of confidence, honesty and understanding;
- h. Students, professors and staff deserve to be respected by one another;
- i. Through my acts, I protect and preserve the resources put at my disposal;
- j. I can be proud and honoured to be part of this School, while knowing that I should remain humble.
- k. (Code of Ethics drawn up by EHL students and approved by the Management in May 1999)

Art. 12 - EHL Honour Code

¹ Students must respect the Honour Code. It reads as follows:

“As an EHL student, I uphold and defend academic integrity, academic rigour and academic liberty as core values of higher learning. I attest, on my word of honour, that work submitted in my name is my own work, and that any ideas or materials used in support of this work which are not originally my own are cited and referenced accordingly.”

² The students are informed of the purpose and the content of EHL's Honour Code. They are also informed, in detail, of all the actions which could be considered as infringements of the Code.

³ Students are given special additional courses to help them learn how to prepare and write academic papers and especially how to cite and reference their sources.

⁴ The EHL Honour Code will be printed on the front page of all documents submitted to faculty members for grading. The Code must be initialled by the student in each case. If work is performed by a group, all the members are required to initial the document certifying that the work submitted is the result of their own efforts. Faculty members will not grade any document in which the Honour Code has not been initialled.

⁵ If any infringement of the EHL Honour Code should occur, a disciplinary hearing will be held to examine the case. When a case of plagiarism is suspected, but the original sources cannot be identified, the Disciplinary Commission will determine, through questions concerning the work submitted and its bibliography, whether the student has sufficient mastery of the subject and the bibliographical references quoted.

Art. 13 - EHL Guide for Professional Appearance

13.1 General Provisions

¹ The EHL Guide for Professional Appearance, taking into account that EHL Campus (Singapore) is a multicultural learning environment, is based on international hotel school practices as well as international

expectations within the profession. Students are thus required to respect and conform to the standards described in the document “EHL Guide for Professional Appearance”.

13.2 Control

- ¹ Professional appearance checks will be done on a regular basis.
- ² The student not compliant will see their student card confiscated until they change and come back with an adequate presentation. Their name will be recorded in a log.
- ³ The concerned student will have to participate to a professional appearance control session in the following days.
- ⁴ In case of recurrence, a disciplinary procedure based on the Art. 24 of the present Directives can be undertaken against the student and include gradual actions.

Art. 14 - Smoking

- ¹ Smoking is forbidden on all premises at EHL Campus (Singapore), this includes but is not limited to cigarettes, cigars and electronic cigarettes (i.e. “vaping”). It is forbidden to throw cigarette butts on the ground; ash trays are available in the smoking areas.
- ² Smoking areas are available on the Campus.
- ³ Students found smoking in a forbidden area will incur sanctions in accordance with Art. 24 of the present Directives.

Art. 15 - Consumption of alcohol

- ¹ As part of its mission, EHL and EHL Campus (Singapore) must reconcile the knowledge of alcoholic beverages with the need to make students aware of their responsibilities and the risks related to the abuse of alcohol.
- ² Students must consume alcohol only moderately in order to remain fully in control of their behaviour under all circumstances, whether they are at EHL Campus (Singapore), outside the campus and on their Industrial Attachment, as well as during parties and events organized by the School. Excessive consumption of alcohol may lead to disciplinary measures in accordance with Art. 23 and Art. 24 of the present Directives.

Art. 16 - Drugs and intoxicating substances

- ¹ Possession and consumption of any kind of drugs are formally prohibited by Singaporean law, and by extension throughout the whole EHL Campus (Singapore). Management will take all necessary measures to keep drugs off the campus.
- ² Transgressing this rule will be considered as a serious violation under Art. 23 -and Art. 24 -of the present Directives.
- ³ EHL campus (Singapore) can also take measures to preserve evidence, namely photographs, video recordings by security personnel or using fixed cameras at designated places on campus, confiscation, cooperation or the passing of information and recordings to the Singaporean authorities. Any associated costs may be taken into account in a disciplinary procedure as procedural costs and allocated according to the outcome of the procedure.

Art. 17 - Endangerment of others

- ¹ Any act, whether voluntary or the result of negligence, that endangers the health or security of members of the School community will be considered as a serious violation, as defined by articles 23 and 24 of the present Directives.

² The possession of arms or fictive arms on the campus is strictly forbidden and will automatically be considered as voluntary endangerment of others.

Art. 18 - Personal injury

¹ As the respect of others is paramount, any behaviour, whether through words, spoken or written, or acts, that constitutes an attack on others, particularly any form of racism, physical or psychological aggression or harassment, including sexual or sexist harassment, will be considered as a serious violation as defined in Art. 23 -and Art. 24 -of the present Directives.

² Harassment specifically includes behaviour designed to persecute others through repeated words, acts, gestures or written comments using any communication channel, that are hostile to or undesired by the person concerned and that can result in physical or psychological damage and a harmful study and work environment.

³ A single act of serious behaviour can be construed as harassment if it is felt to be harmful and has a lasting deleterious effect on the person concerned.

Art. 19 - Theft

¹ Theft in any form, including granting or receiving benefits, the theft of information or electronic services, will be considered as a serious violation in accordance with Art. 23 -and Art. 24 -of the present Directives.

Art. 20 - Forgery and the use of forgeries

¹ The production of forgeries, the use of forged documents (e.g. medical certificates, degrees and diplomas, admission documents, certificates, grade reports, etc.), the forging of signatures and the use of a false identity will be considered as serious violations in accordance with articles 23 and 24 of the present Directives.

Art. 21 - Class attendance

¹ Class attendance is mandatory for all courses offered, a minimum on-campus presence of 3 hours a day is required.

² Student's attendance dropping under 90% in a month of the course or who fail to attend class for a continuous period of 7 days, without a valid reason, will be reported to the Singaporean authorities, which will cancel the Student Pass.

³ Students, whose Student Pass has been cancelled by the Singaporean authorities, without a valid reason, are not allowed to pursue their studies at EHL Campus (Singapore).

Art. 22 - Damage to the School's image

¹ Students are at all times responsible for safeguarding the School's image, through acts or words, both on and off campus.

² Paragraph 1 of the present article remains valid at all times, especially when participating in festive or sportive events or during recreational outings in public areas.

³ Students are also responsible for safeguarding the School's image as tenants, neighbours, clients or users of someone else's property.

⁴ Any usage of the School's logo or EHL logos or part of these logos and of the name Ecole hôtelière de Lausanne (EHL) and EHL Campus (Singapore), regardless of the support used, has to be validated beforehand by Student Affairs. Upon validation, logos must always be used entirely without any alteration.

⁵ The non-respect of the above paragraphs, will be sanctioned in accordance with articles 23 and 24 of the present Directives.

Section 6 - Disciplinary measures

Art. 23 - Disciplinary Procedure

23.1 General Provisions

¹ In cases of unacceptable behaviour on or off campus which breaches the School's code of conduct as defined in the present Directives, particularly in Chapter 5, the student at fault will be subject to a disciplinary procedure.

² Sanctions may be applicable to a single student or to a group of students depending upon the rule(s) broken and the students involved.

³ A difference is made between minor and serious cases.

⁴ Serious academic infractions include all academic disciplinary infractions as well as suspicions of cheating that were contested by students.

⁵ Serious non-academic infractions include instances where EHL's image and reputation are tarnished as well as the possession or trafficking of illegal substances, alleged dealing of any illicit products of any kind, physical or psychological harassment, endangering others, forging documents or using a falsified document.

⁶ Moreover, the relevant authorities will be informed of criminal infractions.

23.2 Procedure

¹ Minor infractions will be subject to a disciplinary hearing that can be called by any member of the School Management, the Security Prevention Officer appointed by senior management and by the Student Affairs Manager.

23.3 Contestation against the decision

¹ In the case a student contest a decision concerning a disciplinary procedure, the case will be brought before the Disciplinary Commission.

Art. 24 - Disciplinary Commission

24.1 General provisions

¹ In cases of serious breaches of the School's Rules & Regulations or Directives, a Disciplinary Commission will examine the facts and will have the authority to impose disciplinary measures in accordance with article 24.4 of the present Directives.

² Sanctions may be applicable to a single student or to a group of students depending upon the rule(s) broken and the students involved.

³ Minor infringements cases will be penalized by the persons designated in article 23.2.

24.2 Composition of the Disciplinary Commission

¹ The Academic Disciplinary Commission handles in particular the following aspects: deceit, plagiarism or fraud.

² The Non-Academic Disciplinary Commission handles disciplinary measures relative to questions of another nature.

³ It consists of 7 members as follows:

- a. The Dean or Managing Director, who chairs it. The latter can delegate his authority to a member of his department.
- b. Two staff representatives (Program management and/or Student Affairs).
- c. Two members of the faculty appointed by the Plenary Council.
- d. Two students appointed by the Plenary Council.

⁴ In the absence of one of the members of the Commission, a substitute can be appointed by the president of the Commission.

24.3 Procedure

¹ The Student Affairs defines the procedure to be followed to examine a case. The student is guaranteed the right to speak at the hearing. Minutes of the hearing will be taken.

² All warnings and sanctions will be recorded in the student's file.

24.4 Sanctions

¹ The Disciplinary Commission may make one or more of the following decisions:

- a. Warning letter;
- b. Community service;
- c. Assignment of a grade of 1.0 (special letter T) in a disciplinary case of academic nature as per the applicable Rules & Regulations;
- d. Temporary suspension from the School;
- e. Expulsion from the School.

² In cases of minor infringements, persons designate by article 23.2 will be authorized to apply the following sanctions:

- a. Warning letter;
- b. Community service;
- c. Grade of 1.0 (T) in the event of an academic disciplinary measure as per the applicable regulations;
- d. Temporary suspension from the School for a maximum of 5 working days;
- e. Suspension from certain School activities;
- f. Prohibition of joining student committees or running for Plenary Council elections;
- g. Ineligibility to any other role of representation such as "Student Ambassador";

³ All sanctions are recorded in the student files.

24.5 Right of appeal

¹ Students may file a complaint against a decision from the School according to article 3 of the Regulations governing the Complaints Procedure at EHL Campus (Singapore).

² Together with its decision, the Commission informs the student about the possibility to bring the case before the CPE Mediation-Arbitration Scheme.

³ Methods of complaint and appeal are governed by the Rules and Regulations on complaints and appeals procedures of EHL Campus (Singapore).

Section 7 - Confidential Information

Art. 25 - Personal information

¹ Personal information provided by students shall remain confidential and will not be disclosed to a third party without a valid reason.



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² EHL may nonetheless give the parents and/or legal representatives certain information (such as grades, warnings, disciplinary measures, emotional and medical problems, etc.) which has a direct impact on students' studies, provided students give their written consent.

Art. 26 - Data protection

¹ In accordance with the rules of data protection, the School keeps a file for each of its students; this file contains the student's documents related to the studies as well as any other personal data.

² Students have the right to consult the information in their personal files. They have certain rights pursuant to the data protection rules and the EHL Group Privacy Policy.

³ The student is required to read "EHL Group Privacy Policy" which is available on "MyEHL" or in paper form from the administration.

Art. 27 - Intellectual property

¹ Studies or data produced by students as part of their studies, including research projects and consulting missions assigned by EHL campus (Singapore) or EHL, remain the property of the School.

² The rules for the Bachelor end of studies thesis are specific, the usage by the School of a thesis submitted by a student is ruled by a "Statement of consent" duly signed by the student.

Art. 28 - Recording and usage of recordings

¹ Any recording, audio or video, is strictly forbidden. Exceptionally, a written request may be submitted to the Student Affairs for approval.

² Recordings, audio or video, available on the student's learning platform (LMS) are only available for study and revision purposes. Any reproduction, copy, sharing, on line posting, showing, selling or modification are strictly forbidden.

³ The non-respect of the above paragraphs, will be sanctioned in accordance with articles 23 and 24 of the present Directives

Section 8 - Conclusion

Art. 29 - Effective Date

¹ These Directives shall enter into force on September 20, 2021 and replace all previous versions.

EHL Campus (Singapore)

September 15, 2021

Jenny Ang

Managing Director
EHL Campus (Singapore)