Student Support Services

1. Orientation Programme

All studies are preceded and initiated by an Orientation Programme, the contents of which are informational. Information such as course structures, timetables and nature of assessment are discussed in detail. Related matters concerning students' learning needs, student support services and technical help, are also presented. Key email contacts will be highlighted for students to know who they can reach out to for various matters.

Students will be introduced to the vision, mission and core values of the school and how the school's operations and activities are all designed to inculcate the same. They will also be encouraged to take an active part in student activities that are organised by the school together with the Student Council.

The Orientation Programme also addresses the student's rights and responsibilities, including policies and procedures effecting refunds, information on the Fee Protection Scheme/Medical Insurance and grievances. The essentials of the programme have been summarised in the Student Handbook. In a nutshell, students will have an overview of ITC School of Laws, what we do and what is expected of ITC School of Laws' students.

ITCs Student Orientation Session covers detailed information about the following:
- Welcome Address
- Student Handbook – key information such as Academic Staff, Fee Protection Scheme, Refund Policy, Transfer policy, Withdrawal Policy, Usage of School facilities, Attendance Requirement, Expulsion/Suspension, Grievance and Dispute Resolution, Medical Insurance Coverage and Claims Process
- Details that students should take note about CPE
- Classes – Lectures & Tutorials
- Administrative Support
- Academic Support
- Online Registration with University of London
- Materials from University of London
- Exam Registration
- Intensive Revision Course
- How to study Law
- Course Progression and Career Guidance
- Course Deferment
- Classification of Degree
- Obtaining a Qualifying Law Degree
- Student Activities

- * Where applicable ITC shall incorporate into the Orientation Programme for STP Holders, information on assistance to international students to help them to adapt to

- the local environment or seek other support services. For example, general or specialist health services (physiological, dental, mental), drug/alcohol abuse education, problem gambling, sexuality education, advice or services on accommodation options for international students.

ITC also informs students during orientation about course deferment / extension on compassionate grounds where there is a good reason deemed acceptable to the school.

The following may be acceptable reasons:
- sickness or poor health where the student needs to have an extended period of rest
- overseas posting for work/business

2. Student Support

ITC has facilities and/or programmes to enrich the students' educational experiences and develop them holistically so that they become socially responsible people. Such activities would include Moot Competitions, Court Visits, Career Forums, Skills Centric Forums, Social Outreach Activities, Sports & Recreational Activities.

The school provides a variety of student support services to meet the needs of the students. These include:
 a. Student orientation programme by ITC staff.
 b. Medical insurance coverage for hospitalization and related medical treatment for the entire course duration for full-time students. (Exemption for Singaporean/PR students if they are already covered by their own medical insurance plan.)
 c. Student Assistance Support System (SASSY) for students who request for personal academic assistance from lecturers.
 d. Library facilities, lounge and study areas.
 e. Learning Management System via Teamie.
 f. Moot competition
 g. Court visits
 h. Career Forums
 i. Skills Centric Forums
 j. Student Council Activities
 k. Sports & Recreational Activities

3. Holistic Learning

ITC's commitment to provide professional, personalised and holistic care for students is achieved through involving the students in activities outside the formal curriculum. These include:

a. **Moot competitions** – The Annual Moot competition is compulsory for all full-time students and optional for part-time students on the Bachelor of Laws and Certificate of Higher Education in Common Law programmes. This competition is intended to encourage the development of debating and presentation skills tailor-made to the argumentative presentation of legal issues which would be essential to a student's character building in preparation for the work environment.

b. **Court visits** – Encouraged purely on a voluntary basis, students are given an opportunity to make a visit to the High Court, Court of Appeal or State Courts to witness trials or Appellate hearings.

c. **Community engagement** - ITC aims to organise at least one community outreach activity every year in the form of games and entertainment activities for old folks' homes, disabled kids or orphanages

d. **Student council activities** – The ITC student council manages social activities for the student body in the School. These social activities are inclusive but not limited to organising Career Forums, Skills Based Forums and student gatherings.

Academic integrity is the foundation of an academic community and each student is individually responsible for sustaining such integrity. Toward that end students shall:
- ✓ Submit only their own work
- ✓ Not copy another student's paper
- ✓ Not use or consult unauthorised materials during an examination
- ✓ Not pass off the work of another student as their own
- ✓ Not be engaged in any form of collusion with another student during an examination
- ✓ Not falsely swear or bear untrue witness
- ✓ Not provide others with appropriated information or materials
- ✓ Not represent oneself as another student and sit in his/her exam place
- ✓ Not furnish false or misleading information to University officials and ITC School of Laws staff
- ✓ Not make any later claims about degrees or grades, which are not true
- ✓ Not be involved in cheating or fraud of any kind