

**STATUTES AND REGULATIONS  
OF  
NATIONAL UNIVERSITY OF SINGAPORE**

**TABLE OF CONTENTS**

**STATUTES**

STATUTE 1	INTERPRETATION
STATUTE 2	THE SENATE AND SENATE DELEGACY
STATUTE 3	FACULTIES, SPECIAL CONSTITUENT SCHOOLS AND ACADEMIC UNITS
STATUTE 4	RESEARCH INSTITUTES
STATUTE 5	STUDENT ASSOCIATIONS AND ACTIVITIES
STATUTE 6	DISCIPLINE WITH RESPECT TO STUDENTS
STATUTE 7	GIFTS TO THE UNIVERSITY
STATUTE 8	NATIONAL UNIVERSITY OF SINGAPORE ENDOWMENT FUND

**REGULATIONS**

REGULATION 1	MEETING PROCEDURES FOR SENATE AND SENATE COMMITTEES AND BOARDS
REGULATION 2	OTHER SENATE COMMITTEES AND BOARDS
REGULATION 3	NOTICES
REGULATION 4	FACULTIES AND ACADEMIC UNITS
REGULATION 5	FACULTY BOARDS
REGULATION 6	RESEARCH INSTITUTES
REGULATION 7	DEGREE AND DIPLOMA REQUIREMENTS
REGULATION 8	HONORARY DEGREES AND EMERITUS PROFESSORS
REGULATION 9	STUDENT ASSOCIATIONS AND ACTIVITIES
REGULATION 10	DISCIPLINE WITH RESPECT TO STUDENTS
REGULATION 10A	DISCIPLINE WITH RESPECT TO STUDENTS FOR SEXUAL MISCONDUCT OFFENCES
REGULATION 11	ACADEMIC PERIODS AND HOLIDAYS
REGULATION 12	GIFTS TO THE UNIVERSITY
REGULATION 13	HISTORICAL GIFTS

# NATIONAL UNIVERSITY OF SINGAPORE

## STATUTE 1

### INTERPRETATION

1. In all Statutes (defined below) and Regulations (defined below), capitalised terms not defined herein shall have the same meaning as in the Constitution (defined below). Unless the context shall otherwise require, the following words shall have the following meanings:

“Academic Units” means the institutions, departments, divisions, centres, programmes, or other units of teaching and research of the University;

“academic year” means a period beginning on the first day of the first semester and ending on the day before the first day of the ensuing first semester;

“Constitution” means the Constitution of the National University of Singapore;

“Day” means calendar day;

“Faculty” or “School” means a faculty or school of the University as set out in Statute 3 from time to time. References to “Faculty” shall include “School” and references to “Faculties” shall include “Schools”;

“Regulations” means the regulations, rules and procedures prescribed by the President or the Senate from time to time pursuant to the Statutes;

“Research Institute” means a University-level research institute or centre established in accordance with Statute 4 and as set out in the Regulations;

“Special Constituent School” means a special constituent school of the University with its own charter as set out in Statute 3 from time to time;

“Statutes” means the statutes of the University made or revised by the Board of Trustees from time to time; and

“student” means a person who has:

  - (a) registered for a degree or diploma programme of the University, and has not graduated, withdrawn from candidature, failed to satisfy any continuation requirement for the relevant degree or diploma, or been expelled as a result of disciplinary proceedings pursuant to Statute 6; or
  - (b) registered to study at the University but not for a degree or diploma programme, and has not completed the period of study, withdrawn, or been expelled as a result of disciplinary proceedings pursuant to Statute 6.
2. Words denoting the singular number only shall include the plural and vice versa. Words denoting the masculine gender shall include the feminine gender.
3. A marginal note or heading to any provision of any Statute or Regulation shall not in any way vary, limit, or extend the interpretation of any Statute or Regulation.
4. In construing any Statute or Regulation, regard shall be had to the spirit and intention of the Statute or Regulation and to the purpose for which it was made.

5. Subject to the provisions of the Constitution, the Board of Trustees may from time to time make, revise or revoke such Statutes of the University as may be necessary or expedient for the proper administration of the affairs or for carrying out the functions of the University provided that Statutes which prescribe or provide for matters within the jurisdiction of the Senate, shall only be made, revised or revoked with the concurrence of the Senate.
6. Subject to the provisions of the relevant Statutes, the President may from time to time make, revise or revoke such Regulations of the University as may be necessary or expedient for the proper administration of the affairs or for carrying out the functions of the University except that Regulations which prescribe or provide for matters within the jurisdiction of the Senate, may be made, revised or revoked by the Senate.
7. In the event of:
  - (a) any Statute being inconsistent with the provisions of the Constitution; or
  - (b) any Regulation being inconsistent with the provisions of the Constitution or any Statute,the provisions of the Constitution or Statute, as the case may be, shall prevail and that Statute or Regulation, as the case may be, shall to the extent of the inconsistency be void.

# NATIONAL UNIVERSITY OF SINGAPORE

## STATUTE 2

### THE SENATE AND SENATE DELEGACY

#### The Senate

1. In addition to the President, who is a member and chairman under the provisions of the Constitution, the Senate shall comprise:

- (a) Ex Officio Members

- (i) the Senior Deputy President;
    - (ii) the Provost;
    - (iii) the Deputy President (Research and Technology);
    - (iv) the Deputy President (Innovation & Enterprise);
    - (v) Senior Vice Provosts and Vice Provosts;
    - (vi) the Deans, Deputy Deans and Vice Deans or their equivalents of the Faculties or Special Constituent Schools;
    - (vii) the Dean or Director/Senior Director of Admissions;
    - (viii) the Dean of Students;
    - (ix) the Heads of Academic Units;
    - (x) the Directors of Research Institutes;
    - (xi) all tenured full professors;

- (b) Senate Delegacy Members

all other members of the Senate Delegacy (defined below) who are not members of the Senate pursuant to sub-clauses (a)(i) to (xi) above; and

- (c) Elected Members

ten other members elected by members of the Senate.

2. Without derogating from the generality of the provisions of the Constitution, the powers of the Senate shall be to:

- (a) establish, organise, rename and dissolve Faculties and Academic Units;
  - (b) establish, review and discontinue academic programmes;
  - (c) regulate the admission of persons to programmes of study and their attendance and continuation at such programmes and examinations;
  - (d) appoint and instruct examiners and Boards of Examiners, and oversee examinations;
  - (e) award, deprive or revoke degrees, diplomas, certificates, and other marks of distinction;
  - (f) establish, review and award bursaries, fellowships, scholarships, prizes, and medals;
  - (g) subject to the criteria prescribed by Regulations, award honorary degrees and the title of Emeritus Professor after considering reports of the Nominating Committee for Honorary Degrees and Emeritus Professorships;

- (h) prescribe the academic dress and degree colours to be worn by graduates from the various programmes of study; and
  - (i) establish, organise, rename and dissolve Research Institutes.
3. The Senate shall meet regularly, once in each semester, to receive reports from all standing and special committees.

#### Senate Delegacy

4. For matters requiring the attention of the Senate that arise in between scheduled meetings of the Senate, the Senate shall delegate its powers and duties to the “Senate Delegacy”, which shall comprise:

(a) Ex Officio Members

- (i) the President, who shall chair the Senate Delegacy;
- (ii) the Senior Deputy President;
- (iii) the Provost;
- (iv) the Deans or their equivalent of the Faculties or Special Constituent Schools;

(b) Elected Members

- (i) one member from each Faculty elected by the Deputy Deans, Vice Deans, Heads of Academic Units, and tenured full professors of the respective Faculty or Special Constituent School from among themselves;
- (ii) up to fifteen tenured full professors elected by Senate members who are tenured full professors but not Deans, Deputy Deans, Vice Deans, or Heads of Academic Units from among themselves and if less than fifteen tenured full professors are elected, the President may appoint any number of tenured full professors to fill up some or all of the remainder;
- (iii) up to ten tenure track faculty members elected by and from among the University-wide tenure track faculty members who are not Deans, Deputy Deans, Vice-Deans, Heads of Academic Units, or tenured full professors and if less than ten tenure track faculty members are elected, the President may appoint any number of tenure track faculty members to fill up some or all of the remainder; and

(c) Appointed Members

no more than twelve other University officers appointed by the President.

5. Every power or duty delegated pursuant to Clause 4 shall continue to be vested in the Senate but shall be so vested concurrently in the Senate Delegacy.
6. The delegation pursuant to Clause 4 shall not remove or derogate from the responsibility of the Senate for the exercise or performance of the powers and duties thereby delegated.
7. All actions and decisions of the Senate Delegacy shall have full effect unless overridden by a special meeting of the Senate within fourteen Days of the posting of the relevant Senate Delegacy minutes or circular.

### Terms of Office

8. The terms of office of members of the Senate and Senate Delegacy shall be as follows:
  - (a) Ex officio members shall remain members only for so long as they hold the offices by virtue of which they became members.
  - (b) Elected members shall remain members for up to two academic years, and may not serve more than two consecutive terms.
  - (c) Appointed members shall remain members for such period as the President may determine.
  - (d) No person shall be a member of the Senate Delegacy under more than one limb of Clauses 4(a) to 4(c).
9. Where a casual vacancy among the elected or appointed members of the Senate or Senate Delegacy (as the case may be) should arise due to a member's termination of office or University service, leave of absence, incapacity, or any other reason, that vacancy shall be filled respectively by election or appointment of a member in place of the vacating member in accordance with the relevant provisions of Clauses 1 and 4. A new elected member shall serve the remaining term of the vacating member.

### Regulations

10. The President is empowered to make Regulations governing the provision of notice for meetings of committees and boards appointed by the Senate.

# NATIONAL UNIVERSITY OF SINGAPORE

## STATUTE 3

### FACULTIES, SPECIAL CONSTITUENT SCHOOLS AND ACADEMIC UNITS

1. Pursuant to the Constitution, the University shall be divided into such numbers and names of Faculties, Special Constituent Schools and Academic Units as the Senate may determine from time to time.
2. The Faculties of the University shall be the Faculty of Arts and Social Sciences, the School of Business, the School of Computing, the School of Continuing and Lifelong Education, the Faculty of Dentistry, the College of Design and Engineering, the NUS College, the NUS Graduate School, the Faculty of Law, the Yong Loo Lin School of Medicine, the Yong Siew Toh Conservatory of Music, the Saw Swee Hock School of Public Health and the Faculty of Science. The Academic Units within these Faculties shall be as set out in the Regulations.
3. The Special Constituent Schools shall be the Duke-NUS Medical School, the Lee Kuan Yew School of Public Policy, and the Yale-NUS College. The Special Constituent Schools are governed each by its own charter.
4. Other Academic Units within the University include:
  - (a) Three institutions that are not affiliated with a Faculty, namely, the Centre for English Language Communication, the Chua Thian Poh Community Leadership Centre and NUS-ISS.
  - (b) The Residential Colleges that are teaching units integrating teaching and learning into residences. The Residential Colleges shall be as set out in the Regulations.
  - (c) The College of Humanities and Sciences.
5. There shall be a Faculty Board or its equivalent in each Faculty, the membership and functions of which shall be as set out in the Regulations.
6. The following provisions shall apply to all Faculties:
  - (a) Each Faculty shall consist of its Dean and the academic members in the Academic Units within the Faculty.
  - (b) Pursuant to the Constitution, the Dean of a Faculty shall be appointed by the Board of Trustees upon the recommendation of the President.
  - (c) Deputy Deans and Vice Deans of a Faculty shall be appointed by the President. Associate Deans of a Faculty shall be appointed by the Provost and Assistant Deans of a Faculty shall be appointed by the Dean. The terms of all Deputy Deans, Vice Deans, Associate Deans and Assistant Deans shall lapse upon the end of the term of the Dean.
  - (d) Heads of Academic Units shall be appointed by the Provost.
  - (e) Deputy Heads of Academic Units shall be appointed by the respective Deans of the Faculty in the case of a Faculty-based unit or the Provost in the case of a non-Faculty-based unit. The terms of all Deputy Heads shall lapse upon the end of the terms of the Heads of their respective Academic Units.

# NATIONAL UNIVERSITY OF SINGAPORE

## STATUTE 4

### RESEARCH INSTITUTES

1. A Research Institute shall be established by the University with the approval of the Senate, on its own or jointly with governmental, academic or industrial partners, as the need arises. The Research Institutes shall be as set out in the Regulations.
2. The mission of a Research Institute shall be to mount major research and development effort so as to develop excellence in the identified research areas, which are of a multi-disciplinary nature not readily managed by a single Faculty. In pursuance of its mission, the Research Institute may:
  - (a) develop research programmes in the identified areas;
  - (b) build up research manpower and facilities;
  - (c) assist Faculties in their educational programmes by offering to teach relevant courses and to co-supervise research students;
  - (d) provide advice and consultancy, and generally interact with government agencies and local or international academic or industrial organisations;
  - (e) promote awareness of the disciplines and applications of the research results; and/or
  - (f) develop intellectual properties and promote their commercial exploitations.
3. A Research Institute shall be dissolved with the approval of the Senate when there is no further need for the organisation.
4. A Research Institute shall be headed by a Director, who shall be appointed by the President.
5. A management board may be appointed by the President to provide guidance and assistance to the Director in the development and operation of the Research Institute. The chairman of the management board shall be appointed by the President.
6. Where necessary, the President, in consultation with the Director of the Research Institute, may appoint an advisory board comprising international and local experts to:
  - (a) provide assistance and advice on matters and issues related to research; and
  - (b) review periodically the progress and achievements of the Research Institute.
7. The University shall also host Research Institutes with a high degree of autonomy.



# NATIONAL UNIVERSITY OF SINGAPORE

## STATUTE 5

### STUDENT ASSOCIATIONS AND ACTIVITIES

#### National University of Singapore Students' Union

1. There shall be a student association, to be known as the National University of Singapore Students' Union (the "Union"), which shall be constituted pursuant to the provisions of the NUS Constitution, and which shall consist of such Constituent Bodies as the Board of Trustees may approve from time to time. The Constituent Bodies shall be as defined in the Regulations.
2. The Board of Trustees shall have power to make Regulations, rules, policies and procedures for or with respect to the constitutions, functions, governance and other matters relating to the Union and any of its Constituent Bodies.
3. Membership and management of the Union and its Constituent Bodies shall be as set out in the Regulations.
4. The Union and its Constituent Bodies shall each organise activities consistent with the objectives defined in their respective constitutions.
  - (a) No Constituent Body, other than the Students' Political Association (a Constituent Body of the Union as prescribed by the Statutes and Regulations), may engage in or make pronouncements on matters of a political nature. The Board of Trustees may, in its absolute discretion, decide whether any matter is of a political nature.
  - (b) No person, other than members of the Union, shall participate in any activity of the Union and its Constituent Bodies without the prior approval of the Dean of Students. This shall not apply to activities of a social nature or to activities jointly organised by the Union and/or its Constituent Bodies with external bodies, which have been approved by the Dean of Students.
5. In the event that the Union ceases to exist for any reason, all its assets remaining after the settlement of all its liabilities shall devolve to any successor organisation with similar objects and if there be none, then to the University.

#### Other Student Associations

6. In addition to the Union, there shall be other clubs or societies to cater to the diverse needs and interests of the student body.
7. A "University society" is a club or society not being a Constituent Body of the Union but formed among the students of the University and includes clubs and societies whose members include persons other than students.
8. The President is hereby empowered to make Regulations, rules, policies and procedures to govern such University societies.

# NATIONAL UNIVERSITY OF SINGAPORE

## STATUTE 6

### DISCIPLINE WITH RESPECT TO STUDENTS

1. The President is hereby empowered to make Regulations for carrying out the purposes and provisions of this Statute. Without prejudice to the generality of the foregoing, the President may make Regulations with respect to the following matters:
  - (a) the classification of offences for which students may be subject to disciplinary proceedings and the procedures for initiating disciplinary proceedings;
  - (b) the procedures governing disciplinary proceedings before the Heads of Academic and Non- Academic Units;
  - (c) the procedures governing disciplinary proceedings before the Deans of Faculties or the Dean of Students and the deposit that must be paid for appeals to Deans of Faculties or the Dean of Students;
  - (d) the procedures governing disciplinary proceedings before the Board of Discipline; and
  - (e) the procedures governing disciplinary proceedings before the Disciplinary Appeals Board and the deposit that must be paid for appeals to the Disciplinary Appeals Board.
2. For the purposes of this Statute and any Regulations made pursuant to Clause 1 of this Statute,
  - (a) “Non-Academic Units” refers to all non-academic offices of the University and their constituent departments or divisions which include, without limitation, NUS Information Technology, NUS Libraries, Office of Student Affairs and the management offices of the halls of residence and other student residences;
  - (b) “Deans of Faculties” refers to persons who are appointed as the Dean of a Faculty pursuant to Clause 6(b) of Statute 3 in the case of Faculties and Schools, or persons who are appointed to an equivalent position in the case of Special Constituent Schools;
  - (c) “Heads of Academic Units” refers to:
    - (i) persons who are appointed as the Head of an Academic Unit pursuant to Clause 6(d) of Statute 3 in the case of Faculties and Schools, or persons who are appointed to an equivalent position in the case of Special Constituent Schools; and
    - (ii) persons who are appointed as a Master or Director or an equivalent position in the case of non Faculty-based Academic Units.
  - (d) “student” refers to a person who has been registered or admitted or accepted into any programmes, activities, courses and/or classes offered by the University (regardless of whether such programmes, activities, courses and/or classes are offered solely by the University or in collaboration with any third parties). Unless stated otherwise, a student shall include any person who:

- (i) is an existing student of the University; or
- (ii) has ceased to be a student of the University at the time disciplinary proceedings are instituted or at the time the disciplinary matters are adjudicated either in the first instance or on appeal, provided that the circumstances giving rise to the disciplinary proceedings arose:
  - (A) while the person was a student of the University or in connection with the person's admission into the University; or
  - (B) while the person was a member of the Union, irrespective whether the person's eligibility for membership was under Clause 3 or Clause 4 of Regulation 9.

### Circumstances Giving Rise to Disciplinary Proceedings

3. Any student who is alleged to have committed or attempted to commit, or caused or attempted to cause any other person to commit any of the following offences, may be subject to disciplinary proceedings:
  - (a) contravention of the Constitution, Statutes, Regulations, rules, policies, guidelines, codes of conduct, or procedures as may from time to time be prescribed by the University;
  - (b) an offence involving or resulting in criminal activity;
  - (c) theft, fraud or misapplication in connection with University funds or property of any kind;
  - (d) damage to or defacement of any property of the University or any employee or student of the University;
  - (e) falsification or misuse of University documents or records, including (without prejudice to the generality of the foregoing) certificates in connection with degrees and other academic distinctions;
  - (f) fraud, dishonesty, any act of bad faith, or impersonation of others, within or without the University, in connection with the student's academic attainments or financial awards, the student's admission to the University, or otherwise in connection with the University;
  - (g) contravention of conditions stipulated or undertakings made by the student in connection with admission to the University;
  - (h) defamation of, assault or battery against any employee or student of the University;
  - (i) sexual misconduct, racial or religious discrimination, or any other kind of harassment towards any person;
  - (j) maliciously and without reasonable cause, laying a complaint against any employee or student of the University;
  - (k) ragging, which term shall, without prejudice to the generality of the term, include conduct intended: (i) to humiliate another student or hold such other student up to ridicule; or (ii) to interfere with another student's peaceable enjoyment of his/her privileges, benefits, rights or facilities;
  - (l) plagiarism, giving or receiving unauthorised assistance in academic work, or other forms of academic dishonesty;

- (m) disruption or improper interference or failure to cooperate with: (i) the academic activities or administration of the University; or (ii) the performance of duties by any employee of the University;
- (n) posing an actual or a potential hazard to public health, including without limitation failing to comply with or obstructing the execution of any measure formulated by the University for the control of an infectious disease within the meaning of the Infectious Diseases Act (Cap. 137);
- (o) refusal or failure to appear in person, answer questions fully, or produce any documents as may be required at or during the course of any disciplinary investigation or proceedings, or making a false testimony;
- (p) traffic or parking offences;
- (q) failure to comply with any disciplinary sanction or other requirement imposed on such student;
- (r) engaging in acts of retaliation, harassment, threats, intimidation and coercion against persons who are subject to no-contact orders and/or persons involved in disciplinary investigations or proceedings (such as complainants, witnesses, victims and students subject to the disciplinary investigations or proceedings); or
- (s) acting in a manner which is or may be detrimental to the reputation, dignity, interest, or welfare of the University.

#### Jurisdiction

4. The Heads of Academic and Non-Academic Units are empowered to adjudicate any offences but only in relation to persons who are existing students of the University at the time the allegations of offences are adjudicated.
5. Any appeal against a decision made by the Head of a Faculty-based Academic Unit shall be adjudicated by the Dean of the corresponding Faculty. Any appeal against a decision made by the Head of a non Faculty-based Academic Unit or the Head of a Non-Academic Unit shall be adjudicated by the Dean of Students.
6. In the event that either the Head of an Academic Unit and the Dean of the corresponding Faculty are one and the same person, or a Faculty consists of only one Academic Unit or no Academic Units, the Dean of the corresponding Faculty shall designate one of the Vice Deans (or a person holding an equivalent position) as the Head of Student Discipline for the Faculty. Without prejudice to the foregoing, the Dean of a Faculty may, with the Provost's approval, choose to designate one of the Vice Deans (or a person holding an equivalent position) as the Head of Student Discipline for the Faculty if the Dean is of the view that it would be desirable to do so. A Head of Student Discipline shall be conferred all the powers exercisable by the Head of an Academic Unit, for such period and subject to such conditions or limitations as the Dean may deem fit.
7. In the event that either the Head of a Non-Academic Unit and the Dean of Students are one and the same person, the Dean of Students shall designate the Vice Dean of Students as the Head of Student Discipline for the Non-Academic Unit and such Head of Student Discipline shall be conferred all the powers exercisable by the Head of a Non-Academic Unit under this Regulation, for such period and subject to such conditions or limitations as the Dean may deem fit.
8. The Board of Discipline is empowered to adjudicate any offences in relation to any student of the University.

9. Any appeal against a decision made by the Board of Discipline shall be adjudicated by the Disciplinary Appeals Board. The Disciplinary Appeals Board shall also adjudicate any case that is referred by the President for review pursuant to Clause 23 of this Statute.
- 9A. For the avoidance of doubt, the adjudication of disciplinary matters by the Heads of Academic and Non-Academic Units, the Deans, the Board of Discipline and the Disciplinary Appeals Board (as the case may be) shall be on the balance of probability standard.

#### Disciplinary Powers

10. The Heads of Academic and Non-Academic Units and the Deans shall be entitled to exercise one or more of the disciplinary powers set out below against any person who is an existing student of the University at the time the allegations of offences are adjudicated:
- (a) issuance of an order including, as appropriate, a requirement to comply with specified conditions and a statement of the sanctions to be applied if such conditions are not met;
  - (b) issuance of a reprimand;
  - (c) imposition of any fine not exceeding Singapore Dollars One Thousand (S\$1,000);
  - (d) issuance of a public censure;
  - (e) withdrawal and/or suspension of any academic privileges, benefits, rights or facilities (other than the right to follow courses of instruction or attend examinations) for a period not exceeding one month;
  - (f) withdrawal and/or suspension of any non-academic University privileges, benefits, rights or facilities for a period not exceeding two semesters; and
  - (g) deprivation and/or withdrawal of any academic distinction or grade to be conferred or previously conferred in relation to assignments, projects, any form of continuous or final assessment and a module.

Any sanction imposed on a student shall form part of such student's official record.

11. The Board of Discipline and the Disciplinary Appeals Board shall be entitled to exercise one or more of the disciplinary powers set out below against any student of the University:
- (a) issuance of an order including, as appropriate, a requirement to comply with specified conditions and a statement of the sanctions to be applied if such conditions are not met;
  - (b) issuance of a reprimand;
  - (c) imposition of a fine not exceeding Singapore Dollars Ten Thousand (S\$10,000);
  - (d) issuance of a public censure;
  - (e) withdrawal and/or suspension of any academic or non-academic University privileges, benefits, rights or facilities, including the right to follow courses of instruction or attend examinations;

- (f) termination and/or full or partial repayment of any academic or non-academic funding (such as scholarships, grants, bursaries or other similar forms of financial assistance) previously provided or awarded by the University and/or full or partial payment of any academic or non-academic fees previously waived by the University;
- (g) expulsion from the University; and
- (h) deprivation and/or withdrawal of any degree, diploma, certificate or other academic distinction or grade to be conferred or previously conferred.

Any sanction imposed on a student shall form part of such student's official record.

12. (a) No degree whatsoever will be awarded to a student even if the requirements for a degree have been fulfilled at the time of the decision by the Board of Discipline or the Disciplinary Appeals Board to expel the student.
- (b) Where a student is suspended from candidature or expelled from the University pursuant to Clause 11(e) or (g) of this Statute, the suspension or expulsion shall be annotated on the student's transcript. The student may make a request in writing to the University to remove the annotation from the student's transcript following the expiry of at least 3 years from the date the student graduates from or leaves the University, and the University may in its absolute discretion decide to allow or reject such a request.
13. For the avoidance of doubt, where a student's right to follow courses of instruction or attend examinations is suspended pursuant to Clause 11(e) of this Statute, such period of suspension shall not count towards any minimum residency requirement.
14. The disciplinary powers provided for in Clause 10 and Clause 11 of this Statute may be exercised by the Heads of Academic and Non-Academic Units, the Deans, the Board of Discipline and the Disciplinary Appeals Board (as the case may be) without prejudice to the right to exercise any other disciplinary powers or any other powers contained in the Constitution, Statutes, Regulations, rules, policies, guidelines, codes of conduct, or procedures as may from time to time be prescribed by the University.

#### Summary Action

15. Notwithstanding any other provision of this Statute, the Provost may, by giving notice in writing to a person who is an existing student of the University at the time of the notice, summarily withdraw and/or suspend any academic or non-academic University privilege, benefit, right, or facility or take any other summary action as the Provost may think fit against such student, if the Provost has reason to believe that such urgent action is necessary to:
  - (a) protect the interests of the University or any student or staff of the University; and/or
  - (b) facilitate the smooth and/or proper functioning of the University.
16. Any summary action taken against a student pursuant to Clause 15 of this Statute shall be an interim measure pending the decision of the Board of Discipline in subsequent disciplinary proceedings against the student. Where summary action has been taken against a student, the Provost shall convene the Board of Discipline and refer the case to it within three months after the notice of summary action is given to the student. The Board of Discipline shall thereafter adjudicate the disciplinary matter in accordance with the procedures set out in the Regulations made pursuant to Clause 1 of this Statute, and the summary action that was taken against the student shall automatically lapse once the Board of Discipline issues its decision.

17. A decision made by the Board of Discipline shall be final and binding on the student, subject to any decision on appeal made by the Disciplinary Appeals Board.

#### No-Contact Orders

18. The Provost may, by giving notice in writing to a person who is an existing student of the University at the time of the notice, direct the person to have no contact with another existing student or staff of the University (“No-Contact Order”), if the Provost has reason to believe that the No-Contact Order may:
- (a) protect the interests of the University or any student or staff of the University; and/or
  - (b) facilitate the smooth and/or proper functioning of the University.
19. The Provost may delegate the power to issue No-Contact Orders to any office(s) of the University, and such office(s) may issue No-Contact Orders on behalf of and under the authority of the Provost.
20. A No-Contact Order shall continue until any of the following events occurs:
- (a) the person subject to the No-Contact Order is informed by the University in writing that it shall cease to have effect;
  - (b) the person subject to the No-Contact Order ceases to be an existing student of the University; or
  - (c) the person whom the No-Contact Order relates to ceases to be an existing student or staff of the University.
21. A person subject to the No-Contact Order, or a person whom the No-Contact Order relates to, may at any time make a request in writing to the Provost for the No-Contact Order to cease, and the Provost may in his absolute discretion decide to allow or reject such a request.
22. For the avoidance of doubt, the Provost’s power to issue No-Contact Orders is without prejudice to:
- (a) the entitlement of the Heads of Academic and Non-Academic Units and the Deans to make no-contact orders in the exercise of their disciplinary powers under Clause 10(a) above; and
  - (b) the entitlement of the Board of Discipline and the Disciplinary Appeals Board to make no-contact orders in the exercise of their disciplinary powers under Clause 11(a) above.

For the avoidance of doubt, the provisions in Clause 21 above do not apply to no-contact orders made by the Heads of Academic and Non-Academic Units, the Dean, the Board of Discipline and the Disciplinary Appeals Board. Such no-contact orders made are subject to appeal in accordance with this Statute and Regulation 10.



### Review of BOD and DAB Outcomes

23. Where the President, after considering the advice of the President Disciplinary Advisory Committee, is of the view that:

- (a) there has been a serious procedural irregularity or breach in any disciplinary proceedings before the Board of Discipline and/or the Disciplinary Appeals Board, and the procedural irregularity or breach was likely to have materially prejudiced the fair determination of the matter; or
- (b) evidence which was not previously available has subsequently emerged or become available after the determination of a disciplinary matter by the Board of Discipline and/ or the Disciplinary Appeals Board, and the new evidence would likely have had a material impact on the decision that was reached; or
- (c) other compelling and exceptional circumstances exist;

the President may in his absolute discretion direct that the disciplinary matter in question be referred to a newly-constituted Disciplinary Appeals Board for review. For the avoidance of doubt, the Disciplinary Appeals Board constituted under this Clause shall be entitled to exercise one or more of the disciplinary powers under Clause 11 of this Statute, and to quash or revise any prior decision or determination and substitute its own decision or determination.

### Co-operation

24. During the course of any disciplinary proceedings or appeals, the student shall cooperate fully with the Heads of Academic or Non-Academic Units, the Deans, the Board of Discipline, the Disciplinary Appeals Board, the Provost or any other body or person to whom the task of administering and/or adjudicating any disciplinary matter or appeal may be entrusted, and shall supply to them such information and documents as any of them may require.

### Confidentiality

25. All disciplinary proceedings instituted or summary action or disciplinary action(s) taken pursuant to this Statute shall be strictly confidential. The student and/or any other person(s) requested to appear before the body or person to whom the task of adjudicating any disciplinary matter or appeal may be entrusted shall not disclose to third parties any information and/or documents relating to the disciplinary proceedings instituted or summary action or disciplinary action(s) taken pursuant to this Statute, except with the written consent of the University and/or unless disclosure is required by the laws of Singapore.
26. Notwithstanding Clause 25 of this Statute, the University may at any time disclose to third parties any information and/or documents relating to disciplinary proceedings instituted or summary action or disciplinary action(s) taken pursuant to this Statute, by publication in any manner or medium or otherwise.

### Liability of the University

27. The University, its officers, or any other person or entity associated with them shall have no liability whatsoever for any losses, damages, claims, legal costs or other expenses that a person may suffer or incur, whether directly or indirectly (including any loss of profit or any damage to reputation) by reason of any disciplinary proceedings instituted or summary action or disciplinary action(s) taken pursuant to this Statute and/or the publication or notification of any information relating thereto.



# NATIONAL UNIVERSITY OF SINGAPORE

## STATUTE 7

### GIFTS TO THE UNIVERSITY

1. In this Statute, Statute 8 and any Regulation, unless the context shall otherwise require:

“Donor” means any individual, firm, corporation, association, foundation or other entity that makes a Gift to the University;

“Endowment Gift” refers to any Gift given to the University where only the income, generated from the investment of the Gift, can be used for the Gift Purpose;

“Gift” means a contribution, grant, testamentary disposition or otherwise, property and moneys from a Donor that the University receives without making any commitment of resources or services with a commercial value in return, other than naming opportunities and using the Gift as the Donor may designate;

“Gift Purpose” means the use of the Gift as intended by the Donor which may include, but is not limited to, the support of undergraduate and graduate education, research, fellowships, professorships, equipment, facilities, and buildings; and

“Historical Gifts” refer to all Gifts made to the University prior to 24 July 2007.

2. The President is authorised to set priorities for fund-raising, and to review and set administrative policies and procedures concerning Gifts to the University.

#### Gift Acceptance

3. The University shall promote the solicitation, acceptance and stewardship of Gifts to secure resources that would enable the University to further advance its priorities and commitment to excellence in teaching, learning and research.
4. The University shall not accept any Gift that precludes the University from accepting Gifts from other Donors. The University shall not accept Gifts that violate any applicable law or regulation. The University reserves the right to reject any Gift.
5. The act of giving a Gift to the University shall be irrevocable. The Gift and the Gift Purpose shall be subject to the University’s prevailing policies and procedures.
6. In recognition of a Gift made by a Donor, the University may offer the Donor a naming opportunity. The President is authorised to set a minimum gift level for naming opportunities.
7. If a Donor who has been offered a naming opportunity falls into disrepute, the University reserves the right to discontinue the use of the relevant name.
8. The President shall approve all Gift-related naming opportunities before the naming proposal is presented to the Donor, with the exception of the naming of a Faculty. The naming of a Faculty shall be approved by the Board of Trustees upon the recommendation of the President and in accordance with prevailing MOE guidelines.

#### Donor Rights

9. Subject to Clause 15 below, all Gifts shall be used in accordance with the Gift Purpose.

10. All information pertaining to Donors and their Gifts will be handled with respect and given confidential treatment to the fullest extent available at law.
11. The University shall acknowledge and recognise Donors and their Gifts appropriately.

#### Management of Funds

12. The University shall have the sole right to administer the Gift Purpose.
13. The University shall have the sole right to invest all Gifts.
14. The University may charge all reasonable costs and expenses incurred in administering a Gift or a Gift Purpose to the relevant underlying fund.

#### Gift Purpose

15. The Board of Trustees has the authority, on the recommendation of the President, to make changes to a Gift Purpose, which has in whole or in part ceased to provide a suitable or effective way of using the relevant Gift. The change can only be introduced after reasonable efforts have been made to consult the Donor. Such authority may be exercised by the President in relation to Gifts with a value of Singapore Dollars One Million (S\$1,000,000) and below. The University shall endeavour to use the Gift for such purposes as nearly as possible akin to the original Gift Purpose.

#### Historical Gifts

16. All prevailing provisions governing Historical Gifts prior to 24 July 2007 shall continue to apply, save where these are inconsistent with this Statute, Statute 8 and any Regulations issued pursuant to these Statutes as amended from time to time.
17. The Board of Trustees, on the recommendation of the President, shall have the authority to vary or amend any provisions governing Historical Gifts (including but not limited to the Gift Purpose) that are or become inconsistent with this Statute, Statute 8 and any Regulations issued pursuant to these Statutes as amended from time to time. Such authority may be exercised by the President in relation to small Gifts with a value of Singapore Dollars One Million (S\$1,000,000) and below. The University shall make reasonable efforts to inform the relevant Donor of such variations or amendments prior to effecting such variations or amendments.

# NATIONAL UNIVERSITY OF SINGAPORE

## STATUTE 8

### NATIONAL UNIVERSITY OF SINGAPORE ENDOWMENT FUND

1. The National University of Singapore Endowment Fund (defined below) shall be managed and administered in the manner hereinafter mentioned.
2. In this Statute unless the context shall otherwise require:

“Financial Year” means the period commencing on 1 April of a year and ending on 31 March of the next following year;

“Fund” or “National University of Singapore Endowment Fund” means a fund deemed to be established and to have come into operation on 1 October 1991 under the National University of Singapore constituted under the National University of Singapore Act (Cap. 204, Rev Ed 2002) and now transferred to the University pursuant to the National University of Singapore (Corporatisation) Act (Cap. 204A);

“Fund Income” means any and all income earned from the investment of the Fund; and

“Investment Committee” means the sub-committee of the Board of Trustees which assists the Executive Committee of the Board of Trustees in managing the University’s funds to generate a consistent stream of income to support the activities of the University as a public institution of higher learning.

#### The Fund

3. All endowed gifts donated to the University shall be placed in the Fund and shall constitute the capital of the Fund. All payments required to be paid under this Statute shall be paid out of the Fund Income.

#### Management And Powers

4. The University shall have sole discretion in the management and control of the Fund.
5. The Investment Committee is authorised to invest the Fund in the name of the University in any investment instruments permitted by law and in accordance with any prevailing University policy to earn income.
6. The University shall, out of the Fund Income, pay all expenses for managing the Fund. Subject to Clauses 7 and 8 below, the University may also periodically pay a proportionate share of the administrative expenses of the Faculty, Academic Unit, Research Institute, halls of residence or non-academic office of the University which is administering an endowed fund and apply the balance thereof to the University’s common pool of funds for all or any of the purposes of the University.
7. The University may at any time and from time to time apportion such part of the Fund Income to form part of the capital of the Fund as may be necessary to preserve the value of the capital of the Fund and offset any depreciation in the value of the capital of the Fund due to inflation or other factors and shall invest such sums accordingly.

8. At the start of every Financial Year, each endowed fund shall receive an annual distribution of expendable income at a pre-determined fixed rate. The President shall recommend the fixed rate for the Board of Trustees' approval.

#### Accounts

9. The University shall cause proper books of accounts and records of the Fund to be kept.

#### Dissolution

10. The University shall have the power to terminate and dissolve the Fund with the consent of the Board of Trustees.

# NATIONAL UNIVERSITY OF SINGAPORE

## REGULATION 1

### MEETING PROCEDURES FOR SENATE AND SENATE COMMITTEES AND BOARDS

1. The University Registrar shall be the Secretary to the Senate and the Senate Delegacy.
2. Senate members who are not members of the Senate Delegacy shall be entitled to attend any meeting of the Senate Delegacy as observers.
3. Unless otherwise specified, all representatives of the Senate on Senate committees and boards and other members of Senate committees and boards shall be selected by election and all appointments on Senate committees and boards shall commence on 1 July of each calendar year.
4. The following shall apply to all meetings of the Senate and the committees and boards of the Senate:
  - (a) Unless otherwise specified in the Constitution, Statutes, or Regulations, notices and agendas of meetings shall be delivered seven Days in advance before the date of any such meeting to each person entitled to vote at any such meeting. Any person may waive notice of any meeting, either before or after the time notice would have been required. Attendance at any meeting by a person shall constitute waiver of notice of such meeting, except for attendance by a person for the purpose of objecting that the call for the meeting was not in compliance with the Statutes and/or Regulations.
  - (b) Meetings, regular or special, shall be held at such place and at such time, as shall be specified in a notice given in accordance with the Statutes and Regulations. Unless otherwise specified in the Constitution, Statutes, or Regulations, special meetings shall be called by the Secretary at the request in writing of one-third of the members or at the discretion of the chairman of the Senate.
  - (c) Unless otherwise specified in the Constitution, Statutes, or Regulations, the quorum for any meeting of the Senate and the committees and boards of the Senate shall be fifteen or one-third of the members, whichever is less. The meeting shall act by a majority of votes. In the event of a tie in votes, the chairman of the meeting shall have a casting vote.
  - (d) Proper records of the proceedings of all meetings shall be kept and made readily available to the members for review.
  - (e) Any action required or permitted to be taken may be taken without a meeting if members, who have authority to approve the action, are duly notified of the proposed action and if there is no written objection by one-third or more of the members within five Days. The documents setting forth such consent shall be filed with the relevant records of proceedings.
  - (f) Any or all members may participate in a meeting by means of telephone conference or by any means of communications by which all members participating in the meeting are able to hear one another, and such participation shall constitute presence in person at the meeting.
  - (g) For the purpose of this paragraph, the term “member” refers to a person entitled to vote at a specific meeting.

# NATIONAL UNIVERSITY OF SINGAPORE

## REGULATION 2

### OTHER SENATE COMMITTEES AND BOARDS

#### University Committee on Educational Policy

1. The University Committee on Educational Policy examines and makes recommendations to Senate concerning appropriate action on educational policy over which the Senate has legislative jurisdiction; and shall advise the Senate on the establishment, planning, development, review, revision, and discontinuation of academic programmes upon the advice of the relevant Faculty's Dean and Faculty Board (or its equivalent), and the relevant Academic Unit's Head and his committee.
2. The University Committee on Educational Policy shall consist of the following persons:
  - (a) Ex Officio Members
    - (i) the Senior Vice Provost/Vice Provost (Undergraduate Education);
    - (ii) the Senior Vice Provost/Vice Provost (Graduate Education)/Vice Provost (Masters' Programmes & Lifelong Education) or Deputy President/Senior Vice President/Vice President overseeing Graduate Education;
    - (iii) the Associate Provosts(Undergraduate Education);
    - (iv) the Associate Provosts (Graduate Education);
    - (v) one Deputy Dean or Vice Dean representing each of the Faculties;
    - (vi) subject to the provisions of their respective charters, one representative from each of the Special Constituent Schools;
    - (vii) the Director of the Centre for the Development of Teaching and Learning;
  - (b) Elected Members

three members, elected by members of the Senate;
  - (c) Appointed Members

up to five members appointed by the Provost; and
  - (d) Chair/Deputy Chair of the Committee

the Chair and Deputy Chair of the Committee shall be appointed by the Provost.
3. The terms of office of members of the committee shall be as follows:
  - (a) Ex officio members shall remain members only for so long as they hold the offices by virtue of which they became members.
  - (b) Elected members shall remain members until the end of the second year following their election, or until such date as may in each case be determined by the Senate. An elected member may be eligible for re-election.
  - (c) Appointed members shall remain members until the end of the second year following their appointment, or until such date as may in each case be determined by the Provost. An appointed member may be eligible for re-appointment.

#### Nominating Committee for Honorary Degrees and Emeritus Professorships

4. The Nominating Committee for Honorary Degrees and Emeritus Professorships shall consider nominations of, and make recommendations to the Senate on, candidates worthy of the award of honorary degrees and Emeritus Professorships.
5. The committee shall consist of the following persons:
  - (a) Ex Officio Members  
the Provost, or his nominee(s); and
  - (b) Elected Members  
Five members elected from and by members of the Senate and if less than five such members are elected, the President may appoint any number of Senate members to fill up some or all of the remainder, with the chairman of the committee to be appointed by the President from among these members.
6. The terms of office of members of the committee shall be as follows:
  - (a) Ex officio members shall remain members only for so long as they hold the offices by virtue of which they became members.
  - (b) Elected members shall remain members until the end of the second year following their election, or until such date as may in each case be determined by the Senate. An elected member may be eligible for re-election.

#### NUS Panel for Student Discipline

7. The members of the NUS Panel for Student Discipline may be appointed to sit on the Board of Discipline and/or the Disciplinary Appeals Board in accordance with Clauses 11(b) and 14(b) of these Regulations.
8. The NUS Panel for Student Discipline shall consist of forty members as follows:
  - (a) up to ten members elected from and by the members of the Senate; and
  - (b) the rest of the forty members, which members may include any staff of the University, remaining members of the Senate and the Provost, appointed by the President.
9. The terms of office of members of the NUS Panel for Student Discipline shall be as follows:
  - (a) Elected members shall remain panel members until the end of the second year following their election, or until such date as may in each case be determined by the Senate. An elected panel member may be eligible for re-election.
  - (b) Appointed members shall remain panel members until the end of the second year following their appointment, or until such date as may in each case be determined by the President. An appointed panel member may be eligible for re-appointment.

#### Board of Discipline

10. The Board of Discipline is empowered to deal with all circumstances calling for disciplinary action and exercise any disciplinary powers in accordance with the Statutes,

Regulations, rules, policies, guidelines, codes of conduct, or procedures as may from time to time be prescribed by the University.

11. The Board of Discipline shall consist of the following persons appointed by the Provost, provided that no individual who is materially interested in the outcome of a case shall be eligible to sit on the Board of Discipline:

(a) Chairman

a Deputy President, Vice President, Senior Vice Provost, Vice Provost, Dean of Students, Deputy Dean of Students, or Vice Dean of Students; and

(b) Members

two members appointed by the Provost from the NUS Panel for Student Discipline; and

(c) Student Members

two student members appointed by the Provost from the following panels:

- (i) an undergraduate student panel of up to ten members elected from and by the members of the Union (where the student subjected to the disciplinary proceedings is an undergraduate student); or
- (ii) a graduate student panel of up to ten graduate student members appointed by the Provost (where the student subjected to the disciplinary proceedings is a graduate student).

12. The terms of office of the student members shall be as follows:

- (a) Members of the panel of up to ten Union members elected by the Union pursuant to Clause 11(c)(i) of these Regulations shall remain panel members until the end of the year following their election, or until such date as may in each case be determined by the Union. An elected panel member may be eligible for re-election.
- (b) Members of the panel of up to ten graduate student members appointed by the Provost pursuant to Clause 11(c)(ii) of these Regulations shall remain panel members until the end of the year following their appointment, or until such date as may in each case be determined by the Provost. An appointed panel member may be eligible for re-appointment.

### Disciplinary Appeals Board

13. The Disciplinary Appeals Board shall be the appellate body in respect of any decision made by the Board of Discipline. The Disciplinary Appeals Board shall be entitled to exercise any of the disciplinary powers (including the powers of review) in accordance with the Statutes, Regulations, rules, policies, guidelines, codes of conduct, or procedures as may from time to time be prescribed by the University.

14. The Disciplinary Appeals Board shall consist of the following persons, provided that no individual who is materially interested in the outcome of a case, or has been involved in any prior determination of the case, shall be eligible to sit on the Disciplinary Appeals Board:

(a) Chairman

one member appointed by the Chairman of the Board of Trustees from:



- (i) the Board of Trustees; or
- (ii) the NUS Panel for Student Discipline<sup>1</sup>; and

(b) Members

two members appointed by the President from the NUS Panel for Student Discipline.

15. For the avoidance of doubt, notwithstanding that a case coming for appeal before the Disciplinary Appeals Board was previously referred to the Board of Discipline by the Provost and/or determined by the Board of Discipline whose members were appointed by the Provost, the Provost shall not be considered as a person who is materially interested or involved in the outcome or prior determination of the case on the basis of these facts alone.

Provost Disciplinary Advisory Committee

16. The Provost Disciplinary Advisory Committee shall assist and advise the Provost on disciplinary matters in accordance with the Statutes, Regulations, rules, policies, guidelines, codes of conduct, or procedures as may from time to time be prescribed by the University.
17. The Provost Disciplinary Advisory Committee shall consist of two members appointed by the Provost from the members of the Senate.
18. Appointed members shall remain members until the end of the second year following their appointment, or until such date as may in each case be determined by the Provost. An appointed member may be eligible for re-appointment. An appointed member shall not be eligible for appointment to the Senate Panel for Student Discipline.

President Disciplinary Advisory Committee

19. The President Disciplinary Advisory Committee shall assist and advise the President on disciplinary matters in accordance with the Statutes, Regulations, rules, policies, guidelines, codes of conduct, or procedures as may from time to time be prescribed by the University.
20. The President Disciplinary Advisory Committee shall consist of two members appointed by the President from the members of the Senate.
21. Appointed members shall remain members until the end of the second year following their appointment, or until such date as may in each case be determined by the President. An appointed member may be eligible for re-appointment. An appointed member shall not be eligible for appointment to the Senate Panel for Student Discipline.

---

<sup>1</sup> If the Chairman is appointed from the NUS Panel for Student Discipline, the member must be a more senior staff than the Chairman of the Board of Discipline for the case.

# NATIONAL UNIVERSITY OF SINGAPORE

## REGULATION 3

### NOTICES

1. The President is hereby empowered to make Regulations governing the provision of notice required to be given under any Statutes or Regulations.
2. Unless otherwise specified in the Constitution, Statutes, or Regulations, whenever notice is required to be given under any Statutes or Regulations, it may be given by written notice delivered personally or sent by prepaid mail, commercial message delivery service, electronic mail, or electronic facsimile transmission to the intended recipient at his or her address, electronic mail address, or electronic facsimile number as shown in the records of the University. If sent by prepaid mail to an address in Singapore or to an address outside Singapore, such notice shall be deemed given on the Day following that on which the notice was deposited with postage prepaid in the Singapore Post. If notice is sent by a commercial message delivery service, such notice shall be deemed given, on the Day it is so sent. Notice given electronically shall be deemed delivered when transmitted electronically to the intended recipient's electronic mail address or facsimile number, provided no transmission error message is generated by the transmitting device.

# NATIONAL UNIVERSITY OF SINGAPORE

## REGULATION 4

### FACULTIES AND ACADEMIC UNITS

1. The Academic Units within each Faculty are as follows:
  - (a) The Faculty of Arts and Social Sciences shall consist of the Departments of Chinese Studies, Communications and New Media, Economics, English, Linguistics and Theatre Studies, Geography, History, Japanese Studies, Malay Studies, Philosophy, Political Science, Psychology, Social Work, Southeast Asian Studies, and Sociology and Anthropology, the Centre for Language Studies and the Programme in South Asian Studies.
  - (b) The School of Business shall consist of the Departments of Accounting, Analytics and Operations, Finance, Marketing, Management and Organisation, Real Estate, and Strategy and Policy.
  - (c) The School of Computing shall consist of the Departments of Computer Science, and Information Systems and Analytics.
  - (d) The School of Continuing and Lifelong Education shall consist of the Department of Continuing and Lifelong Education.
  - (e) The Faculty of Dentistry shall consist of the Department of Dentistry and the Division of Graduate Dental Studies.
  - (f) The College of Design and Engineering shall consist of the Departments of Architecture, Biomedical Engineering, the Built Environment, Chemical and Biomolecular Engineering, Civil and Environmental Engineering, Electrical and Computer Engineering, Industrial Systems Engineering and Management, Materials Science and Engineering, Mechanical Engineering and the Division of Industrial Design.
  - (g) The Faculty of Law shall consist of the Department of Law.
  - (h) The Yong Loo Lin School of Medicine shall consist of the Departments of Anaesthesia, Anatomy, Biochemistry, Diagnostic Radiology, Medicine, Microbiology and Immunology, Nursing, Obstetrics and Gynaecology, Ophthalmology, Orthopaedic Surgery, Otolaryngology, Paediatrics, Pathology, Pharmacology, Physiology, Psychological Medicine, and Surgery, and the Division of Graduate Medical Studies.
  - (i) The Yong Siew Toh Conservatory of Music shall consist of the Department of Music.
  - (j) The Saw Swee Hock School of Public Health shall consist of the Department of Public Health.
  - (k) The Faculty of Science shall consist of the Departments of Biological Sciences, Chemistry, Food Science and Technology, Mathematics, Pharmacy and Pharmaceutical Sciences, Physics, and Statistics and Data Science, and the Lee Kong Chian Natural History Museum.
2. The Residential Colleges are teaching units integrating teaching and learning into residences. The numbers and names of the Residential Colleges shall be as determined by the Senate from time to time.

# NATIONAL UNIVERSITY OF SINGAPORE

## REGULATION 5

### FACULTY BOARDS

1. The following provisions shall govern the Faculty Boards or their equivalent:
  - (a) The membership of each Faculty Board shall consist of the Dean of the Faculty, who shall be chairman and such other members of the Faculty as may be approved by the Provost.
  - (b) The Faculty Board or its equivalent of each Faculty shall be responsible to the Senate for the academic affairs of the Faculty and shall report to the Senate thereon from time to time.
  - (c) The Faculty Board or its equivalent of each Faculty shall meet at least once in each semester of every academic year.

# NATIONAL UNIVERSITY OF SINGAPORE

## REGULATION 6

### RESEARCH INSTITUTES

1. The Research Institutes of the University shall be as follows:

Asia Research Institute  
Asian Institute of Digital Finance  
Centre for Advanced 2D Materials  
Centre for Embodied Learning and Living Technology  
Centre for Hydrogen Innovations  
Centre for International Law  
Centre for Maritime Studies  
Centre for Remote Imaging, Sensing and Processing  
East Asian Institute  
Energy Studies Institute  
Global Asia Institute  
Institute for Health Innovation & Technology  
Institute for Mathematical Sciences  
Institute of Data Science  
Institute of Operations Research and Analytics  
Institute of Real Estate and Urban Studies  
Institute of South Asian Studies  
Lloyd's Register Foundation Institute for the Public Understanding of Risk  
Middle East Institute  
NUS Centre for Population Health  
NUS Centre for Trusted Internet and Community  
NUS Environmental Research Institute  
NUS Life Sciences Institute  
NUS Research Institute (Chongqing)  
NUS Research Institute (Suzhou)  
Risk Management Institute  
Singapore Nuclear Research and Safety Initiative  
Singapore Synchrotron Light Source  
Smart Systems Institute  
Solar Energy Research Institute of Singapore  
Sustainable and Green Finance Institute  
Temasek Laboratories  
The Logistics Institute-Asia Pacific  
The N.1 Institute for Health  
Tropical Marine Science Institute  
Yeo Boon Khim Mind Science Centre

# NATIONAL UNIVERSITY OF SINGAPORE

## REGULATION 7

### DEGREE AND DIPLOMA REQUIREMENTS

#### Admission

1. A candidate may be admitted to a programme of study leading to the award of a degree, diploma or certificate only if he satisfies the conditions and criteria specified by the relevant Faculty or Academic Unit, as approved by the Senate.
2. Notwithstanding paragraph 1, the University may, in its absolute discretion, withdraw an offer of admission made to a candidate or expel a candidate who has accepted an offer of admission from the University, where the candidate has, in the opinion of the University, made a false statement or withheld material information in connection with his application.

#### Assessment and Examination

3. Student performance in undergraduate, graduate coursework degree, graduate diploma, artist diploma, and certificate programmes may be assessed through a combination of examinations and continuous assessment. All assessment shall be governed by the Boards of Examiners appointed by the Senate.
4. Student performance in graduate research degree programmes may be assessed through a combination of examinations, continuous assessment, a written thesis, and an oral examination on their thesis and related subject matter.
5. A student may continue in a degree, diploma or certificate programme only if he satisfies the requirements specified by the relevant Faculty or Academic Unit, as approved by the Senate.
6. A student may be barred from enrolling for courses, be barred from an examination, have his grade for a course withheld or have his candidature suspended or terminated if:
  - (a) he has failed to satisfy specific requirements (including administrative requirements) of the relevant Faculty or Academic Unit for admission to the examination or completion of the course;
  - (b) he is in debt to the University (other than through an explicit loan made by the University); or
  - (c) he is so sanctioned arising from disciplinary proceedings as prescribed by established Statutes, Regulations, policies and procedures.
7. A student who has not been admitted to an examination or whose grade for a course has been withheld pursuant to paragraph 6 above shall be deemed to have failed the examination or course.

8. The Senate may, in its absolute discretion, withhold the result of a student in the whole or any part of an examination or course pending the outcome of disciplinary proceedings as prescribed by established Regulations, policies and procedures.
9. The degrees of Doctor of Laws, Doctor of Letters, and Doctor of Science may be conferred on an honorary basis in accordance with established Regulations, policies and procedures.

#### Award of Degree or Diploma

10. The University may confer any of the following degrees:

Doctor of Clinical Psychology  
Doctor of Dental Surgery  
Doctor of Engineering  
Doctor of Laws  
Doctor of Letters  
Doctor of Medicine  
Doctor of Pharmacy  
Doctor of Philosophy  
Doctor of Science  
Doctor of Surgery  
Juris Doctor  
Professional Degree  
Master in International Affairs  
Master in Patient Safety and Healthcare Quality  
Master in Public Administration  
Master in Public Administration and Management  
Master in Public Governance  
Master in Public Management  
Master in Public Policy  
Master in Systems Engineering and Management  
Master of Architecture  
Master of Arts  
Master of Building Science  
Master of Business Administration  
Master of Clinical Embryology  
Master of Clinical Investigation  
Master of Communication  
Master of Comparative Law  
Master of Computing  
Master of Dental Surgery  
Master of Economics  
Master of Engineering  
Master of Landscape Architecture  
Master of Laws  
Master of Medicine  
Master of Music  
Master of Nursing  
Master of Pharmacy  
Master of Philosophy  
Master of Psychology  
Master of Public Health  
Master of Science  
Master of Social Sciences

Master of Social Work  
 Master of Surgery  
 Master of Technological Design  
 Master of Technology  
 Master of Urban Planning  
 Bachelor of Applied Science  
 Bachelor of Architecture  
 Bachelor of Arts  
 Bachelor of Building  
 Bachelor of Business Administration  
 Bachelor of Computing  
 Bachelor of Dental Surgery  
 Bachelor of Engineering  
 Bachelor of Environmental Studies  
 Bachelor of Landscape Architecture  
 Bachelor of Laws  
 Bachelor of Medicine and Bachelor of Surgery  
 Bachelor of Music  
 Bachelor of Pharmacy  
 Bachelor of Real Estate  
 Bachelor of Science  
 Bachelor of Social Sciences  
 Bachelor of Technology

11. In conferring the above degrees, the University may indicate in all official documents the specific disciplines or specialisations undertaken or marks of distinction conferred, and the abbreviated name of the degree.
12. The University may grant graduate diplomas and artist diplomas, and in awarding such diplomas, the University may indicate in all official documents the specific disciplines or specialisations undertaken, and the abbreviated name of the graduate diploma or artist diploma.
13. Concurrent degrees, double degrees, joint degrees and joint diplomas shall be approved by a resolution of the Senate and may be conferred by the University on any person who has completed all of the requirements for the degree, degrees or diploma.
14. Unless specifically authorised, the work submitted by a candidate to fulfill the requirements of a degree or diploma must not have been used to fulfill the requirements of another degree or diploma at the University or elsewhere.
15. A candidate may be awarded a degree or diploma only if:
  - (a) he has successfully completed all the requirements (including administrative requirements) for that degree or diploma; and
  - (b) he is not in debt to the University (other than through an explicit loan made by the University).

#### Award of Certificate

16. A candidate may be awarded a graduate certificate or specialist certificate by a Faculty or Academic Unit only if:



- (a) he has successfully completed all the requirements (including administrative requirements) for that certificate; and
- (b) he is not in debt to the University (other than through an explicit loan made by the University).

Discretion of Senate

- 17. The Senate may, in its absolute discretion, waive any of the requirements in paragraph 15 and paragraph 16 above.
- 18. If the requirements in paragraph 15 or paragraph 16 above are satisfied and a candidate has not been deprived of any degree, diploma, certificate or academic award pursuant to sanctions arising from disciplinary proceedings as prescribed by established Statutes, Regulations, policies and procedures, no person shall be deprived of any degree, diploma, certificate or academic award except for good cause and on a resolution of the Senate.

# NATIONAL UNIVERSITY OF SINGAPORE

## REGULATION 8

### HONORARY DEGREES AND EMERITUS PROFESSORS

#### Honorary Degrees

1. Honorary degrees shall be approved by a resolution of the Senate and may be conferred by the University on any person who has rendered distinguished service to the University or the community, in the advancement of learning and knowledge or otherwise, or who is worthy of such a degree for outstanding human endeavour or devotion to the greater good of mankind.

#### Emeritus Professors

2. The Senate may award the title of Emeritus Professor on a professor who is in good standing on or near retirement in recognition of the professor's sustained and strong contributions to the University and its community. The Senate may also award the title of Emeritus Professor on an exceptional associate professor on or near retirement who has contributed at a comparable and substantive level.
3. Emeritus Professors (for both retired professors and associate professors) shall for ceremonial purposes rank as professors of the University and may, but are not obligated to, participate in the usual academic activities of the University by accepting appointments to undertake the following:
  - a. Teaching
    - (i) teaching at all levels, from the usual undergraduate and graduate courses to specialized seminars or special topics;
    - (ii) contributing to curricular design, development and review; and
    - (iii) supervising undergraduate research projects;
  - b. Research
    - (i) collaborating in research projects;
    - (ii) co-supervising graduate students; and
    - (iii) representing the University as speakers or participants at seminars, conferences or workshops;
  - c. Services
    - (i) mentoring junior faculty members;
    - (ii) serving as members in assessment committees of Academic Units, Faculties or the University for project reviews, research grant proposal review and awards;
    - (iii) serving as advisors in strategic reviews of Academic Units or Faculties;
    - (iv) serving as members of special academic initiatives of the University at various levels; and
    - (v) serving as University representatives in relevant external committees or panels.

# NATIONAL UNIVERSITY OF SINGAPORE

## REGULATION 9

### STUDENT ASSOCIATIONS AND ACTIVITIES

#### (A) NATIONAL UNIVERSITY OF SINGAPORE STUDENTS' UNION

##### Constituent Bodies

1. The Union shall consist of the following Constituent Bodies provided that no Constituent Body shall be formed with fewer than fifty members:
  - (a) Students' Arts and Social Sciences Club;
  - (b) Students' Science Club;
  - (c) Students' Medical Club;
  - (d) Students' Dental Club;
  - (e) Students' Law Club;
  - (f) Students' Business Club;
  - (g) Students' Design and Engineering Club;
  - (h) Students' Computing Club;
  - (i) Students' NUS College Club;
  - (j) Students' Conservatory Club;
  - (k) Students' Sports Club;
  - (l) Students' Cultural Activities Club;
  - (m) Students' Community Service Club; and
  - (n) Students' Political Association.
2. A Constituent Body may not be dissolved except by a resolution of the Board of Trustees.

##### Membership

3. Membership of the Union and its Constituent Bodies shall be confined to registered full-time undergraduate students of the University for whom membership shall be compulsory.
4. A student who has ceased to be a full-time registered student by reason only of his having completed his undergraduate course of study may, at the absolute discretion of the President, be deemed eligible to continue his membership of the Union until the date of the election of the next Union Council (defined below) or until such other date as the President may designate by instrument in writing.
5. Members of the Union shall be members of the Constituent Body relevant to the Faculty in which they are registered students. Membership in one or more of the other Constituent Bodies listed in paragraphs 1(k), (l), (m) and (n) of this Regulation shall be optional provided that membership of the Students' Political Association shall be confined only to members of the Union who are Singapore citizens.

##### Management Committees

6. Each Constituent Body shall be managed by a "Management Committee" consisting of students elected by members of that Constituent Body and/or students co-opted pursuant to paragraph 7 of this Regulation. The President of a Management Committee shall be an elected member.

7. The elected members of a Management Committee shall have powers to co-opt additional members into the Management Committee for the proper administration of the Constituent Body but such co-opted members shall have no voting rights.
8. The size of each Management Committee shall be as follows:
  - (a) a Constituent Body listed in paragraphs 1(a) to (j) of this Regulation that has 1,500 members or less shall have at least four but no more than fifteen Management Committee members (whether elected or co-opted);
  - (b) a Constituent Body listed in paragraphs 1(a) to (j) of this Regulation that has more than 1,500 members shall have at least sixteen but no more than thirty Management Committee members (whether elected or co-opted); and
  - (c) a Constituent Body listed in paragraphs 1(k), (l), (m) or (n) of this Regulation shall have at least four but no more than thirty Management Committee members (whether elected or co-opted).

#### Union Council

9. The Union shall be managed by a “Union Council” consisting of the following:
  - (a) “Union Representatives” elected from each of the Management Committees by members of the respective Management Committees, the ratio of Union Representatives in relation to the size of a Management Committee being 1:5 or part thereof, subject to a maximum of four Union Representatives from each Management Committee. The President of each Management Committee shall be a Union Representative. Co-opted members on any Management Committee shall not increase the proportion of Union Representatives to be elected from that Management Committee and shall not be eligible for election to the Union Council.
  - (b) members of an “Executive Committee” (who shall not concurrently be members of a Management Committee) elected from each of the Constituent Bodies by members of the respective Constituent Bodies. The number of Executive Committee members to be elected shall be determined in accordance with the size of the membership of each body, the ratio being one Executive Committee member to be elected from a Constituent Body with up to one thousand members and two Executive Committee members from a Constituent Body with more than one thousand members. Notwithstanding this ratio, there shall be two Executive Committee members elected from each of the Constituent Bodies listed in paragraphs 1(l), (m), (n) and (o) of this Regulation.
10. A member of the Union shall not be eligible for election to the Union Council or Executive Committee if he is:
  - (a) found guilty of a disciplinary offence under the provisions of the Statute on Discipline with Respect to Students; or
  - (b) under academic warning or probation (or repeating a course of study, if he is from a non- modular Faculty) in the year of election.

#### Governance Documents

11. The Union and its Constituent Bodies may amend, vary, introduce or promulgate its constitutions subject to the prior approval in writing of the Board of Trustees. Such approval in writing of the Board of Trustees shall also be required to amend, vary, introduce or promulgate rules of the Union relating to discipline, elections, finance, meetings, referendums,

the Union Council, the Executive Committee, Management Committees and standing committees. For the purposes of this paragraph 11, the term “rule” means any written law or regulations of the Union.

12. The Office of Student Affairs or such body or persons as the Board of Trustees may designate in writing shall:
  - (a) maintain and publish copies of the constitutions, rules, policies, guidelines, codes of conduct or procedures of the Union and its Constituent Bodies; and
  - (b) compile and maintain an archive of copies of the constitutions, rules, policies, guidelines, codes of conduct or procedures of the Union and its Constituent Bodies.

Such copies or any such material archived as are maintained shall for all purposes be the sole and only proper constitutions, rules, policies, guidelines, codes of conduct or procedures of the Union and its Constituent Bodies that would be applicable at the relevant time.

#### Use of University Premises or Facilities

13. The Board of Trustees may assign to the Union the use of any University building or room on such conditions and for such periods as it thinks fit and may, in its absolute discretion, withdraw any such assignment at any time without giving reasons.
14. Except with the approval of the Dean of Students, no meeting to which members of the general public, not being students, are invited shall be held on University premises. This shall not apply to attendance at meetings of a University society by members of the society who are not students.

#### Finances

15. The Union subscriptions shall be collected and retained by the University in the respective accounts of the Union and its Constituent Bodies.
16. The Union and its Constituent Bodies shall each submit a budget in accordance with its programme of activities and within the limits of its financial resources for the approval of the following persons at the beginning of each academic year:
  - (a) the Dean of Faculty or equivalent in the case of the Constituent Bodies listed in paragraphs 1(a) to (j) of this Regulation; and
  - (b) the Dean of Students in the case of the Union and the Constituent Bodies listed in paragraphs 1(k), (l), (m) and (n) of this Regulation.
17. All payments in respect of expenditure properly incurred by the Union and its Constituent Bodies shall be made by the University from the appropriate accounts of the Union and its Constituent Bodies.
18. All donations to, and funds raised by, the Union and its Constituent Bodies shall be collected and retained by the University in the respective accounts of the Union and its Constituent Bodies.

#### **(B) OTHER STUDENT ASSOCIATIONS**

19. No University society shall be formed without the approval of the President or continue in existence if such approval is withdrawn.

20. No University society shall, without the approval of the President, affiliate with any society which is not a University society.
21. Except with the approval of the Dean of Students, no meeting to which members of the general public, not being students, are invited shall be held in the University premises. This shall not apply to attendance at meetings of a University society by members of the society who are not students.

# NATIONAL UNIVERSITY OF SINGAPORE

## REGULATION 10

### DISCIPLINE WITH RESPECT TO STUDENTS

#### **(A) CLASSIFICATION OF OFFENCES GIVING RISE TO DISCIPLINARY PROCEEDINGS AND PROCEDURES FOR INITIATING DISCIPLINARY PROCEEDINGS**

1. Offences giving rise to disciplinary proceedings shall be classified as:
  - (a) Minor and Moderate Offences; or
  - (b) Serious Offences.
2. Minor and Moderate Offences are offences which may disturb, create a nuisance to others, disrupt or improperly interfere with academic, administrative, sporting, social or other activities of the University to a minor or limited extent.
3. Serious Offences are offences of substantial or significant gravity which may materially or seriously affect and damage the interests and/or proper functioning of the University, including but not limited to:
  - (a) any serious breach of academic integrity in connection with the conferment of any degree, diploma, certificate or other academic assessment;
  - (b) any offence that involves or results in criminal activity;
  - (c) any offence that involves or results in ragging; and
  - (d) any act or behaviour that is or may be materially or seriously detrimental to the reputation, dignity, interest or welfare of the University.
4. Complaints or allegations that a student has committed a Minor or Moderate Offence may be referred to the Head of the relevant Academic or Non-Academic Unit:
  - (a) if the complaint clearly does not involve a possible Serious Offence, the Head shall proceed to adjudicate the case in accordance with the procedures set out in Section B of these Regulations; and
  - (b) if the complaint could involve a possible Serious Offence, the Head shall refer the case to the Provost in accordance with Clause 5 of these Regulations.
5. Complaints or allegations that a student has committed a Serious Offence may be referred to the Provost:
  - (a) if the Provost is of the view that the complaint involves a possible Serious Offence and would be appropriately determined by the Board of Discipline, the Provost shall convene the Board of Discipline in accordance with Regulation 2 to adjudicate the case; and

- (b) if the Provost is of the view that the complaint does not involve a possible Serious Offence and would be appropriately determined by the Head of the relevant Academic or Non-Academic Unit, the Provost shall authorise the Head to adjudicate the case and the Head shall proceed to adjudicate the case in accordance with the procedures set out in Section B of these Regulations.

In deciding whether a complaint should be adjudicated under Clause 5(a) or Clause 5(b) above, the Provost may request for and consider the advice of the Provost Disciplinary Advisory Committee.

- 6. Decisions of the Provost made pursuant to Clause 5 of these Regulations shall be final and binding, save that in any disciplinary matter pending before the Board of Discipline or the Disciplinary Appeals Board, if the Board of Discipline or the Disciplinary Appeals Board (as the case may be) is of the view that the complaint does not involve a possible Serious Offence, the Board of Discipline or the Disciplinary Appeals Board (as the case may be) shall be entitled to recommend to the Provost that the complaint be determined by the Head of the relevant Academic or Non-Academic Unit:

- (a) if the Provost, after considering the advice of the Provost Disciplinary Advisory Committee, accepts the recommendation of the Board of Discipline or Disciplinary Appeals Board (as the case may be), the Provost shall authorise the Head to impose the appropriate sanction(s) in accordance with Clause 10 of these Regulations, based on any factual findings made by the Board of Discipline or Disciplinary Appeals Board (as the case may be); and
- (b) if the Provost, after considering the advice of the Provost Disciplinary Advisory Committee, does not accept the recommendation of the Board of Discipline or the Disciplinary Appeals Board (as the case may be), the Provost shall direct the Board of Discipline or the Disciplinary Appeals Board (as the case may be) to continue to adjudicate and determine the case.

- 7. In the event that there would be a conflict of interest arising from the Provost's exercise of the powers in Clause 5 or 6 of these Regulations, the complaints or allegations shall be referred to the President who shall exercise the powers in Clause 5 or 6 of these Regulations. In the event that there would also be a conflict of interest arising from the President's exercise of the powers in Clause 5 or 6 of these Regulations, the complaints or allegations shall be referred to the Chairman of the Board of Trustees who shall exercise the powers in Clause 5 or 6 of these Regulations.

#### **(B) PROCEDURES FOR DISCIPLINARY PROCEEDINGS BEFORE HEADS OF ACADEMIC AND NON-ACADEMIC UNITS**

- 8. Where disciplinary proceedings are to be adjudicated by the Head of an Academic or Non-Academic Unit, the Head shall ensure that the student who is the subject of the disciplinary proceedings is given:
  - (a) reasonable notice of the alleged offence(s); and
  - (b) a reasonable opportunity to raise any matters which the student wishes to rely on in his or her defence and/or mitigation.



9. The Head shall not reach any decision in respect of the disciplinary proceedings against the student, or exercise any of the disciplinary powers set out in Clause 10 of Statute 6 on Discipline With Respect To Students, unless the requirements in Clause 8 of these Regulations have been satisfied and the Head has given due consideration to the available evidence. In addition, the Head shall only exercise any of the disciplinary powers set out in Clause 10 of Statute 6 on Discipline With Respect To Students if the student is an existing student of the University at the time the alleged offences are adjudicated by the Head.
10. Where the Head is satisfied that the alleged offence(s) was committed by the student, the Head shall notify the student within a reasonable time:
- (a) of the offence(s) which the student is found to have committed;
  - (b) of the sanction(s) imposed against the student;
  - (c) that the student may, within a stipulated time limit and upon payment of a deposit stipulated by these Regulations, appeal to the Dean of the corresponding Faculty (in the case of disciplinary action by a Head of a Faculty-based Academic Unit) or the Dean of Students (in the case of disciplinary action by a Head of a non Faculty-based Academic Unit or a Head of a Non-Academic Unit); and
  - (d) that the Dean of the relevant Faculty or the Dean of Students (as the case may be) may affirm, vary or discharge the sanction(s) imposed in the first instance.
11. A decision made by the Head of an Academic or Non-Academic Unit shall be final and binding on the student, subject to any decision on appeal made by the Dean of the relevant Faculty or the Dean of Students (as the case may be). Where the Head thinks fit, the Head may stay and/or suspend any sanction(s) imposed against the student pending the latter's appeal.
12. For record purposes, the Heads of Academic and Non-Academic Units shall inform the Secretary referred to in Section G of these Regulations in the event that they exercise any of the disciplinary powers set out in Clause 10 of Statute 6 on Discipline With Respect To Students to impose sanction(s) against students who have been found to have committed offence(s).

**(C) PROCEDURES FOR APPEALS TO DEANS**

13. Within fourteen days after receiving notice of the decision of the Head of an Academic or Non-Academic Unit, a student may appeal to the Dean of the corresponding Faculty (in the case of disciplinary action by a Head of a Faculty-based Academic Unit) or the Dean of Students (in the case of disciplinary action by a Head of a non Faculty-based Academic Unit or a Head of a Non-Academic Unit) by:
- (a) giving notices in writing to the Head whose decision is being appealed against and the Dean of the relevant Faculty or the Dean of Students (as the case may be); and
  - (b) making payment of a deposit of Singapore Dollars One Hundred and Fifty (S\$150). If the Dean of the relevant Faculty or the Dean of Students (as the case may be) subsequently discharges or reduces any of the sanction(s) imposed in the first instance, this deposit shall be refunded to the student. Otherwise the deposit shall be forfeited.

14. In response to an appeal, the Dean of the relevant Faculty or the Dean of Students (as the case may be) shall ensure that the student is given a reasonable opportunity to address the Dean on any matters which the student wishes to rely on in his or her appeal.
15. The Dean of the relevant Faculty or the Dean of Students (as the case may be) shall not reach any decision in respect of the student's appeal, or exercise any of the disciplinary powers set out in Clause 10 of Statute 6 on Discipline With Respect To Students, unless the requirements in Clause 14 of these Regulations have been satisfied and the Dean has given due consideration to the available evidence. In addition, the Dean shall only exercise any of the disciplinary powers set out in Clause 10 of Statute 6 on Discipline With Respect To Students if the student is an existing student of the University at the time the appeal is adjudicated by the Dean.
16. Where the Dean of the relevant Faculty or the Dean of Students (as the case may be) decides to allow the student's appeal, the Dean may discharge and/or vary any sanction(s) imposed in the first instance in any manner that the Dean deems fit.
17. Where the Dean of the relevant Faculty or the Dean of Students (as the case may be) decides to dismiss the student's appeal, the Dean shall affirm the sanction(s) imposed in the first instance unless the Dean is of the view that the sanction(s) imposed in the first instance would be manifestly inadequate in all the circumstances of the case, in which case the Dean may impose such other sanction(s) in substitution therefor as the Dean thinks ought to have been imposed.
18. After a decision has been made, the Dean of the relevant Faculty or the Dean of Students (as the case may be) shall notify the student within a reasonable time of the Dean's decision to dismiss or allow the appeal and whether the sanction(s) imposed on the student in the first instance shall be affirmed, varied or discharged.
19. Pending the outcome of any appeal to the Dean of the relevant Faculty or the Dean of Students (as the case may be), and subject to the relevant Head's discretion to stay and/or suspend any sanction(s) imposed against the student pursuant to Clause 11 of these Regulations, the decision being appealed against shall remain in force and be valid and binding upon the student.
20. A decision made by the Dean of the relevant Faculty or the Dean of Students (as the case may be) shall be final and binding on the student.
21. For record purposes, the Deans of Faculties and the Dean of Students shall inform the Secretary referred to in Section G of these Regulations of the outcome of any appeals adjudicated by them.

**(D) PROCEDURES FOR DISCIPLINARY PROCEEDINGS BEFORE THE BOARD OF DISCIPLINE**

22. Where disciplinary proceedings are to be adjudicated by the Board of Discipline, the Board shall meet to adjudicate the disciplinary matter, adjourn and otherwise regulate its meetings in accordance with the following procedures:

#### Notice to student

- (a) Within a reasonable time after the Board of Discipline has been convened, the Secretary to the Board of Discipline shall issue a notice (the "Notice") to the student who is the subject of the disciplinary proceedings. The Notice shall identify the alleged offence(s) giving rise to disciplinary proceedings against the student under Clause 3 of Statute 6 on Discipline With Respect To Students. The Notice shall also contain adequate particulars of the alleged misconduct by the student which constitutes the said offence(s).
- (b) Upon receipt by the student of the Notice, the student may, within such period as may be specified in the Notice, make submissions and provide documentary evidence to the Board of Discipline in respect of the matter(s) specified in the Notice.

#### Documentary evidence and attendance of persons

- (c) The Board of Discipline may at any time request the production of such documentary evidence as the Board of Discipline deems appropriate for the fair adjudication of the matter for the purposes of any oral or paper hearing.
- (d) Except for documentary evidence which is provided to the Board of Discipline by the student, any other relevant documentary evidence or any relevant part of documentary evidence which is provided and/or produced to the Board of Discipline and which will be relied on by the Board of Discipline shall also be provided to the student. The student shall be given a reasonable opportunity to make submissions on any such documentary evidence provided to him or her.
- (e) The Board of Discipline may at any time request the attendance of such persons as the Board of Discipline deems appropriate for the fair adjudication of the matter at any oral hearing.

#### Hearing

- (f) The Board of Discipline shall consider the disciplinary matter before it by way of a paper hearing or an oral hearing as it deems fit. All hearings and proceedings shall be conducted in the English language.
- (g) At the hearing, the Board of Discipline shall adjudicate the matter(s) specified in Notice on the basis of the Notice, any submissions, any relevant documentary evidence provided and/or produced to the Board of Discipline and any oral testimonies of persons appearing before the Board of Discipline (in the case of an oral hearing).
- (h) The Board of Discipline shall have the discretion to adjourn any hearing where it deems fit.
- (i) In the case of an oral hearing, the Board of Discipline shall fix a date and time for the oral hearing and provide the student at least fourteen days' notice of the hearing.
- (j) In the case of an oral hearing, the student shall have the right to attend and make submissions at the hearing. The student may not be accompanied by legal counsel.

- (k) In the case of an oral hearing, the student may be accompanied by a translator provided that due notice is given to the Board of Discipline by the student at least seven days before the hearing date giving the translator's qualifications and other details that the Board of Discipline may require, and the Board of Discipline is of the view that the presence of the proposed translator would be appropriate for the fair adjudication of the matter.
- (l) In the case of an oral hearing, the Board of Discipline shall be entitled to question the student and any persons who appear at the hearing to testify. The Board of Discipline may also grant the student permission to question such persons if the Board of Discipline is of the view that doing so would be appropriate for the fair adjudication of the matter.
- (m) If the student or any other person(s) requested by the Board of Discipline to attend an oral hearing fail(s) to appear at the oral hearing, the Board of Discipline may, upon proof of service of the notice of the hearing, proceed to hear and determine the proceedings in their absence.
- (n) There shall be written minutes or records of any paper or oral hearing. Such records of hearing shall be strictly confidential. The University may use or disclose any records of hearings for any purposes it deems fit. A student shall only be entitled to a copy of the grounds of decision where it relates to disciplinary proceedings that he or she was subject to and (i) for the purposes of an appeal to the Disciplinary Appeals Board by that student or (ii) where disclosure by the University is required by law. The University shall be entitled to dispose of any records of hearing in the usual course of business in accordance with its document disposal policies, practices or procedures as may be applicable from time to time.

#### Rules of Evidence

- (o) Rules of evidence do not apply to the conduct by the Board of Discipline of any disciplinary hearing. The Board of Discipline may attach such weight as it thinks appropriate to any material produced to it, notwithstanding that such material may not be admissible in civil or criminal proceedings.

#### University Legal Counsel

- (p) The Board of Discipline may request legal counsel of the University to attend any paper or oral hearing and/or any meetings of the Board of Discipline for the purpose of giving legal advice to the Board of Discipline.

#### Observer

- (q) The Provost may appoint an observer to attend any hearings and/or meetings of the Board of Discipline, provided that the student does not object. Such an observer shall not be considered a member of the Board of Discipline, and shall not participate in the adjudication of the disciplinary matter.

### Decision

- (r) The Board of Discipline shall not reach any decision in respect of the disciplinary proceedings against the student, or exercise any of the disciplinary powers set out in Clause 11 of Statute 6 on Discipline With Respect To Students, unless the Board of Discipline is satisfied that the student has had a reasonable opportunity to make submissions on the matter(s) specified in the Notice, the relevant or relevant parts of documentary evidence provided and/or produced to the Board of Discipline and any oral testimonies (in the case of an oral hearing), and has been given a fair hearing.
  - (s) In the event that the members of the Board of Discipline are unable to reach a unanimous decision, the Board of Discipline shall render its decision by majority vote.
23. After a decision has been made, the Board of Discipline shall inform the Secretary to the Board of Discipline of its findings and any sanction(s) to be imposed on the student. Within seven days or as soon as reasonably practicable after receipt of the Board of Discipline's decision, the Secretary to the Board of Discipline shall notify the student:
- (a) of the offence(s) which the student is found to have committed;
  - (b) of the sanction(s) imposed against the student;
  - (c) that the student may, within a stipulated time limit and upon payment of a deposit stipulated by these Regulations, appeal to the Disciplinary Appeals Board; and
  - (d) that the Disciplinary Appeals Board may affirm, vary or discharge the sanction(s) imposed in the first instance.
24. A decision made by the Board of Discipline shall be final and binding on the student, subject to any decision on appeal made by the Disciplinary Appeals Board. Where the Board of Discipline thinks fit, the Board of Discipline may stay and/or suspend any sanction(s) imposed against the student pending the latter's appeal.

### **(E) PROCEDURES FOR APPEALS TO THE DISCIPLINARY APPEALS BOARD**

25. Within fourteen days after receiving notice of the decision of the Board of Discipline, a student may appeal to the Disciplinary Appeals Board by:
- (a) giving notice in writing to the Secretary to the Disciplinary Appeals Board. The notice shall set out the grounds of the student's appeal and the relief sought; and
  - (b) making payment of a deposit of Singapore Dollars One Thousand (S\$1000). If the Disciplinary Appeals Board subsequently discharges or reduces any of the sanction(s) imposed in the first instance, this deposit shall be refunded to the person. Otherwise the deposit shall be forfeited.
- 25A. Within twenty-one days after receiving the grounds of decision of the Board of Discipline, the student shall submit in writing to the Secretary to the Disciplinary Appeals Board the full details of the grounds of the student's appeal.

26. The Disciplinary Appeals Board shall consider an appeal, adjourn and otherwise regulate its meetings in accordance with the following procedures:

Documentary evidence and attendance of persons

- (a) An appeal shall not be a full rehearing of the matter. The Disciplinary Appeals Board shall not consider new evidence unless such evidence was not reasonably available to the student or the Board of Discipline (as the case may be) at any time prior to the hearing before the Board of Discipline.
- (b) Subject to the above restriction on the introduction of new evidence, the Disciplinary Appeals Board may at any time request the production of such new documentary evidence as the Disciplinary Appeals Board deems appropriate for the fair adjudication of the matter for the purposes of any oral or paper hearing.
- (c) Except for new documentary evidence which is provided to the Disciplinary Appeals Board by the student, any other new relevant documentary evidence or any relevant part of new documentary evidence which is provided and/or produced to the Disciplinary Appeals Board and which will be relied on by the Disciplinary Appeals Board shall also be provided to the student. The student shall be given a reasonable opportunity to make submissions on any such new documentary evidence provided to him or her.
- (d) Subject to the above restriction on the introduction of new evidence, the Disciplinary Appeals Board may at any time request the attendance of such persons as the Disciplinary Appeals Board deems appropriate for the fair adjudication of the matter at any oral hearing.

Hearing

- (e) The Disciplinary Appeals Board shall consider the appeal by way of a paper hearing unless in the opinion of the Disciplinary Appeals Board, it is inappropriate for the appeal to be considered by way of a paper hearing or unless the student requests that the appeal be considered by way of an oral hearing. All hearings and proceedings shall be conducted in the English language.
- (f) At the hearing, the Disciplinary Appeals Board shall adjudicate the appeal on the basis of the student's notice of appeal, any submissions, the records or minutes of the first instance hearing, the evidence adduced in the first instance and, subject to the restriction on the introduction of new evidence referred to above, any new relevant documentary evidence provided and/or produced to the Disciplinary Appeals Board and any new oral testimonies of persons appearing before the Disciplinary Appeals Board (in the case of an oral hearing).
- (g) The Disciplinary Appeals Board shall have the discretion to adjourn any hearing where it deems fit.
- (h) In the case of a paper hearing, the student, the Provost and/or any member of the Board of Discipline shall, subject to the restriction on the introduction of new evidence referred to above, have the right to make written submissions to the Disciplinary Appeals Board.

- (i) In the case of an oral hearing, the Disciplinary Appeals Board shall fix a date and time for the oral hearing and provide the student at least fourteen days' notice of the hearing.
- (j) In the case of an oral hearing, the student, the Provost and/or any member of the Board of Discipline shall have the right to attend and/or, subject to the restriction on the introduction of new evidence referred to above, the right to make submissions at the hearing. The student may not be accompanied by legal counsel.
- (k) In the case of an oral hearing, the student may be accompanied by a translator provided that due notice is given to the Disciplinary Appeals Board by the student at least seven days before the hearing date giving the translator's qualifications and other details that the Disciplinary Appeals Board may require, and the Disciplinary Appeals Board is of the view that the presence of the proposed translator would be appropriate for the fair adjudication of the matter.
- (l) In the case of an oral hearing, subject to the restriction on the introduction of new evidence referred to above, the Disciplinary Appeals Board shall be entitled to question the student and any persons who appear at the hearing to testify. The Disciplinary Appeals Board may also grant the student permission to question such persons if the Disciplinary Appeals Board is of the view that doing so would be appropriate for the fair adjudication of the matter.
- (m) If the student or any other person(s) requested by the Disciplinary Appeals Board to attend an oral hearing fail(s) to appear at the oral hearing, the Disciplinary Appeals Board may, upon proof of service of the notice of the hearing, proceed to consider the appeal in their absence.
- (n) There shall be written minutes or records of any paper or oral hearing. Such records of hearing shall be strictly confidential. The University may use or disclose any records of hearings for any purposes it deems fit. A student shall only be entitled to a copy of the grounds of decision where it relates to disciplinary proceedings that he or she was subject to and where disclosure by the University is required by law. The University shall be entitled to dispose of any records of hearing in the usual course of business in accordance with its document disposal policies, practices or procedures as may be applicable from time to time.

#### Rules of Evidence

- (o) Save for the restriction on the introduction of new evidence referred to above, rules of evidence do not apply to the conduct of any appeal hearing. The Disciplinary Appeals Board may attach such weight as it thinks appropriate to any material presented before it, notwithstanding that such material may not be admissible in civil or criminal proceedings.

#### University Legal Counsel

- (p) The Disciplinary Appeals Board may request legal counsel of the University to attend any paper or oral hearing and/or any meetings of the Disciplinary Appeals Board for the purpose of giving legal advice to the Disciplinary Appeals Board.

### Decision

- (q) The Disciplinary Appeals Board shall not reach any decision in respect of the student's appeal, or exercise any of the disciplinary powers set out in Clause 11 of Statute 6 on Discipline With Respect To Students, unless the Disciplinary Appeals Board is satisfied that the student has had a reasonable opportunity to make submissions in relation to the appeal, any new relevant documentary evidence or any relevant part of new documentary evidence introduced during the appeal and any new oral testimonies (in the case of an oral hearing), and has been given a fair hearing.
- (r) In the event that the members of the Disciplinary Appeals Board are unable to reach a unanimous decision, the Disciplinary Appeals Board shall render its decision by majority vote.
- (s) Where the Disciplinary Appeals Board decides to allow the student's appeal, the Disciplinary Appeals Board may discharge and/or vary any sanction(s) imposed in the first instance in any manner that the Disciplinary Appeals Board deems fit.
- (t) Where the Disciplinary Appeals Board decides to dismiss the student's appeal, the Disciplinary Appeals Board shall affirm the sanction(s) imposed in the first instance unless the Disciplinary Appeals Board is of the view that the sanction(s) imposed in the first instance would be manifestly inadequate in all the circumstances of the case, in which case the Disciplinary Appeals Board may impose such other sanction(s) in substitution therefor as it thinks ought to have been imposed.

### Power to dismiss frivolous or vexatious appeals

- (u) Notwithstanding any provision to the contrary, if the Disciplinary Appeals Board is satisfied, after considering the notice of appeal submitted by the student pursuant to Clause 25(a) of these Regulations or at any later stage of the appeal proceedings, that the appeal is frivolous or vexatious or was not brought in good faith, the Disciplinary Appeals Board may by unanimous vote decide to refuse to entertain the appeal and dismiss the appeal.
27. After a decision has been made, the Disciplinary Appeals Board shall inform the Secretary to the Disciplinary Appeals Board of its decision to dismiss or allow the appeal and whether the sanction(s) imposed on the student in the first instance shall be affirmed, varied or discharged. Within seven days or as soon as reasonably practicable after receipt of the Disciplinary Appeals Board's decision, the Secretary to the Disciplinary Appeals Board shall notify the student of the same.
28. Pending the outcome of any appeal to the Disciplinary Appeals Board, and subject to the Board of Discipline's discretion to stay and/or suspend any sanction(s) imposed against the student pursuant to Clause 24 of these Regulations, the decision being appealed against shall remain in force and be valid and binding upon the student.
29. A decision of the Disciplinary Appeals Board shall be final and binding on the student.

### **(F) PROCEDURES FOR REVIEWS BY THE DISCIPLINARY APPEALS BOARD**

30. Where a disciplinary matter is referred by the President to the Disciplinary Appeals Board for review pursuant to Clause 23 of Statute 6 on Discipline With Respect To Students:



- (a) within seven days or as soon as reasonably practicable after the President's referral of the matter to the Disciplinary Appeals Board, the Secretary of the Disciplinary Appeals Board shall inform the student who is the subject of the disciplinary proceedings that the matter has been referred by the President to the Disciplinary Appeals Board for review;
- (b) the Disciplinary Appeals Board shall conduct and determine the review in accordance with the procedures set out at Clause 26 of these Regulations, which shall apply with the necessary modifications; and
- (c) after a decision has been made, the Disciplinary Appeals Board shall inform the Secretary to the Disciplinary Appeals Board of the outcome of the review, including whether the original sanction(s) imposed on the student shall be affirmed, varied or discharged. Within seven days or as soon as reasonably practicable after receipt of the Disciplinary Appeals Board's decision, the Secretary to the Disciplinary Appeals Board shall notify the student of the same.

**(G) ADMINISTRATIVE AND LOGISTICAL ARRANGEMENTS**

31. The Office of Student Conduct or such entity as the Provost may designate shall serve as the Secretary to the Board of Discipline and the Disciplinary Appeals Board and shall carry out all administrative and logistical functions pertaining to any disciplinary matters before these two bodies, including but not limited to:
- (a) notifying the student concerned of any summary action taken by the Provost pursuant to Clause 15 of Statute 6 on Discipline With Respect to Students;
  - (b) issuing the Notice to the student concerned pursuant to Clause 22(a) of these Regulations;
  - (c) notifying the student concerned of any decision made pursuant to Clauses 23, 27 and 30 of these Regulations;
  - (d) liaising with the student concerned on the provision of any submissions and documentary evidence by the student, and the provision of any copies of documentary evidence to the student;
  - (e) liaising with the relevant parties on any requests by the Board of Discipline or the Disciplinary Appeals Board for the production of documents or the attendance of persons;
  - (f) notifying the student concerned of the date and time of any oral hearing(s) to be convened; and
  - (g) producing and storing written records of any hearings.

# NATIONAL UNIVERSITY OF SINGAPORE

## REGULATION 10A

### DISCIPLINE WITH RESPECT TO STUDENTS FOR SEXUAL MISCONDUCT OFFENCES

#### **(A) APPLICATION TO SEXUAL MISCONDUCT OFFENCES**

1. These Regulations 10A shall apply to offences involving sexual misconduct (“Sexual Misconduct Offences”).
2. Sexual Misconduct Offences refer to any acts of a sexual nature committed against a victim through force, intimidation, manipulation, coercion or without the victim’s consent. Sexual Misconduct Offences include, but are not limited to the following examples:
  - (a) voyeurism;
  - (b) taking up skirt photographs or videos;
  - (c) indecent exposure;
  - (d) disseminating sexual/intimate information about another individual;
  - (e) verbal or physical contact of a sexual nature;
  - (f) making unwanted sexual advances or requests for sexual favours;
  - (g) sexually-related verbal or physical abuse;
  - (h) sexual assault;
  - (i) rape;
  - (j) intentionally inducing incapacitation in another individual with the objective of engaging in sexual conduct with that individual (regardless of whether such sexual conduct eventually transpires); and
  - (k) involvement with any form of prostitution.
3. These Regulations are intended to add to and supplement Regulation 10, and shall be read together with Regulation 10. In the event of any inconsistency or conflict with Regulation 10, these Regulations shall prevail.

#### **(B) REPORTING AND CLASSIFICATION OF SEXUAL MISCONDUCT OFFENCES**

4. Any complaints or allegations that a student has committed a Sexual Misconduct Offence shall be considered a possible Serious Offence. The case shall be referred to and dealt with by the Provost under Clause 5 of Regulation 10.
5. When a suspected Sexual Misconduct Offence is reported to Campus Emergency and Security, Campus Emergency and Security:
  - (a) shall immediately notify the NUS Care Unit. The NUS Care Unit shall offer counselling and support services to the victim of the suspected Sexual Misconduct Offence; and
  - (b) shall immediately notify the Office of Student Conduct. The Office of Student Conduct may issue a No-Contact Order on behalf of and under the authority of the Provost pursuant to Clause 19 of Statute 6 on Discipline With Respect To Students, if the Office of Student Conduct is of the view that a No-Contact Order would be an appropriate measure in the circumstances.

6. Where a No-Contact Order is issued pursuant to Clause 5(b) above, the No-Contact Order must be strictly complied with. Any breach of the No-Contact Order may be grounds for separate disciplinary action being taken against the person in breach.
7. Persons who are subject to a No-Contact Order issued pursuant to Clause 5(b) above and/or involved in disciplinary investigations or proceedings for a Sexual Misconduct Offence must not be subjected to any acts of retaliation, harassment, threats, intimidation and coercion. A breach of this Clause may be grounds for separate disciplinary action being taken against the person in breach.

**(C) ADDITIONAL PROCEDURES FOR DISCIPLINARY PROCEEDINGS FOR SEXUAL MISCONDUCT OFFENCES BEFORE THE BOARD OF DISCIPLINE**

8. Where disciplinary proceedings are to be adjudicated by the Board of Discipline, the Secretary to the Board of Discipline shall ensure that the victim of the alleged Sexual Misconduct Offence is given:
  - (a) timely updates about the status of the proceedings;
  - (b) a reasonable opportunity to provide a statement of facts to raise any matters regarding the alleged Sexual Misconduct Offence which the victim wishes the Board of Discipline to take into consideration;
  - (c) a reasonable opportunity to provide a victim impact statement;
  - (d) an invitation to attend an oral hearing to address the Board of Discipline on any matters in 8(b) and/or 8(c). The invitation shall also inform the victim that the victim may be accompanied by a care manager from the NUS Care Unit at the hearing;
  - (e) reasonable notice of the date of the oral hearing; and
  - (f) information on the outcome of the proceedings.
9. The Board of Discipline shall not reach any decision in respect of the disciplinary proceedings against the student, or exercise any of the disciplinary powers set out in Clause 11 of Statute 6 on Discipline With Respect To Students, unless the Board of Discipline is satisfied that Clauses 8(b) to 8(e) of these Regulations have been complied with.

**(D) ADDITIONAL PROCEDURES FOR DISCIPLINARY PROCEEDINGS FOR SEXUAL MISCONDUCT OFFENCES BEFORE THE DISCIPLINARY APPEALS BOARD**

10. Where an appeal is made to the Disciplinary Appeals Board by a student who is sanctioned by the Board of Discipline for committing a Sexual Misconduct Offence, the Secretary to the Disciplinary Appeals Board shall ensure that the victim of the alleged Sexual Misconduct Offence is given:
  - (a) timely updates about the status of the proceedings;
  - (b) a reasonable opportunity to provide a statement of facts to raise any additional matters regarding the alleged Sexual Misconduct Offence which the victim wishes the Disciplinary Appeals Board to take into consideration, provided that such additional evidence was not reasonably available to the victim prior to the hearing before the Board of Discipline;

- (c) a reasonable opportunity to provide a victim impact statement to raise any new matters which were not reasonably available prior to the hearing before the Board of Discipline;
  - (d) an invitation to attend an oral hearing to address the Disciplinary Appeals Board on any matters in 10(b) and/or 10(c). The invitation shall also inform the victim that the victim may be accompanied by a care manager from the NUS Care Unit at the hearing;
  - (e) reasonable notice of the date of the oral hearing; and
  - (f) information on the outcome of the proceedings.
11. The Disciplinary Appeals Board shall not reach any decision in respect of the disciplinary proceedings against the student, or exercise any of the disciplinary powers set out in Clause 11 of Statute 6 on Discipline With Respect To Students, unless the Disciplinary Appeals Board is satisfied that Clauses 10(b) to 10(e) of these Regulations have been complied with.

# NATIONAL UNIVERSITY OF SINGAPORE

## REGULATION 11

### ACADEMIC PERIODS AND HOLIDAYS

1. The President shall have the power to fix the dates for the opening and closing of academic years and/or semesters and/or terms, and may fix different dates for different Faculties and Academic Units.
2. The President shall have the power to declare any public holiday a University holiday and to declare any University occasion a holiday for the whole or any part of the University.

# NATIONAL UNIVERSITY OF SINGAPORE

## REGULATION 12

### GIFTS TO THE UNIVERSITY

1. In this Regulation, unless the contrary appears from the context:

“Deferred Gift” means any Gift, which will only be realised when the Donor passes away;

“Designated Gift” means any Gift whose purpose or Recipient has been designated by the Donor with the concurrence of the University. The Gift Recipient must agree to the purpose and terms, if any, prior to Gift Acceptance.

“Expendable Gift” means any Gift where the entire sum may be spent on the Gift Purpose; Gift Recipient” means the University’s Central Administration Units, and the University’s Faculties, Academic Units and Non-academic Units, which administer the Gift;

“Pledge” means any promise by a Donor to make a Gift of a specified amount which may be fulfilled as a one-time payment or in instalments within a fixed period (typically not more than three years);

“Recurring Gift” means any promise by a Donor to make a Gift of a specified amount through a regular Gift fulfilment schedule with no stipulated end date;

“Undesignated Gift” means any Gift whose purpose has not been designated by the Donor. The University will use the Gift for general purposes for the advancement of education.

2. Unless otherwise stipulated in this Regulation, the President is empowered to waive or amend the provisions in this Regulation.

#### Gift Acceptance

3. The University may accept the following types of Gifts:
  - (a) Gifts of cash or cash equivalents, such as shares, unit trusts and other securities;
  - (b) Gifts-in-kind for liquidation, for example land and buildings;
  - (c) Pledges, Recurring Gifts and Deferred Gifts.
4. All Gifts must be accompanied by Gift recording documents in the form of an instruction letter from the Donor, or an acknowledgement letter from the Gift Recipient, or a Gift form, or a Gift agreement, that includes the following information:
  - (a) Name of the Donor or, if the Donor is unknown, Name of the Donor’s representative;
  - (b) Gift amount;
  - (c) Type of gift, endowed or non-endowed gift;
  - (d) Gift designation, if applicable;

(e) Pledge period for Pledges

5. All Donors are required to provide their Singapore tax reference number (e.g. NRIC/FIN/UEN) when they make a Gift to the University in order to be given tax deductions on the Gift. Tax deductions for the Gift will be automatically reflected in the Donors' tax assessments based on the information provided by the University to the Inland Revenue Authority of Singapore (IRAS).
6. The date of receipt of a Gift shall be the date on which the Gift is legally transferred to the University.
7. In the acceptance of all Gifts, the University is to exercise discretion to ensure the Gifts do not cause embarrassment to or affect the good reputation of the University.

Fund-raising Activities

8. For fund-raising activities, such as events, seminars, charity auctions and lucky draws which incur fundraising costs, the Gift amount raised shall be calculated based on the total amount received less the cost of organising the activity (or such other formula which may be applicable by law). Fund-raising costs shall not exceed 30 percent (or such other percentage which may be applicable by law) of the total amount received. The Gift amount and the fund-raising costs shall be accounted for separately.

Government Matching Grant

9. Gifts, listed in paragraph 3, which bring about an actual injection of cash into the University, either from a local or foreign Donor, must fulfil all the following conditions to qualify for 1:1 Government matching:
  - (a) The Gifts must be received for the advancement of education;
  - (b) The Gifts must not be received as part of fulfilling the Donor's legal obligations;
  - (c) The Gifts must not be received in return for a service rendered by the University; and
  - (d) The Gifts must not be conditional upon the purchase of specific goods and/or services prescribed by the Donor.
10. All revenues arising from the usual operations of the University will not be considered gifts and will hence not qualify for Government matching. Similarly, gifts from Government bodies (Ministries and their departments, and Organs of State), or Statutory Boards, whether direct or indirect, will be viewed as Government grants and will also not attract Government matching. However, a gift from a Government-Linked Company (GLC), which is an independent entity separate from the Government, will qualify for Government matching if the donation satisfies the conditions in paragraph 9.
11. All matching grants received from the Government shall be endowed and shall be dealt with as follows:
  - (a) For Designated Endowed Gifts, 1/3 of the matching grant for such Gifts can be placed in the designated endowed fund. Otherwise, the matching grant shall be placed in the University's pooled endowed fund.

- (b) For Undesignated Endowed Gifts, both the Gifts and matching grant for such Gifts shall be placed in the University's pooled endowed fund.
- (c) For Expendable Gifts, the matching grant of expendable gifts shall be credited to the University's pooled endowed fund.
- (d) The income generated by the investment of University's pooled endowed fund can be used for general purposes for the advancement of education as specified by the University.

#### Naming Opportunities

12. Proposals for all naming opportunities must follow the approval process. Careful planning is therefore required in advance of any solicitation involving naming opportunities.
  - (a) Appropriate approvals must be obtained before the naming opportunity is broached with a prospective Donor and before offering the intended recognition of an individual, family, corporation or organisation;
  - (b) Similarly, discussions with Donors who are interested in naming opportunities should only proceed upon obtaining the appropriate approvals.
13. The naming will take effect when at least 50 percent of the required minimum Gift sum has been received by the University. Subject to President's approval, however, naming may take effect immediately where there is a documented understanding that the naming may be altered or removed if the full pledge is not paid in a mutually agreed upon timeframe.
14. Where a naming opportunity involves the use of the name of a deceased person or of a person who is non compos mentis, the agreement of the person's next-of-kin or appointed administrator must be obtained.
15. A naming opportunity after an active University staff member should be deferred until the staff member has retired/resigned from the University.
16. If the naming opportunity being considered is in honour, memory or recognition, but is not accompanied by a gift, the request should follow the same approval process listed in paragraphs 13, 15 and 16.
17. Subject to paragraphs 19 to 32 of this Regulation, the minimum Gift sum for all naming opportunities in the University is Singapore Dollars Fifteen Thousand (S\$15,000) for Expendable Gifts and Singapore Dollars Seventy-five Thousand (S\$75,000) for Endowed Gifts. As such, a new named gift fund in the University can only be set up with a minimum gift sum of Singapore Dollars Fifteen Thousand (S\$15,000) for an expendable fund and Singapore Dollars Seventy-five Thousand (S\$75,000) for an endowed fund.
18. In the event that a Pledge for which a naming opportunity has been offered does not meet the applicable minimum Gift sum within the agreed pledge period, the funds received at the end of the agreed pledge period may be merged with other funds with a similar Gift Purpose and the offer of the naming opportunity shall lapse.
19. For naming opportunities, the University should review the reputation and background of the Donor and the proposed name and establish whether they are consistent with the ethos of the University and the education sector. The University shall use its best endeavours to ascertain that the mission and credentials of the honourees are appropriate, so that the University will not suffer any impairment to its reputation. In addition to financial support, the extent of community or in-kind support rendered in the past, or committed for the future, should also be assessed.



20. The University's naming opportunities shall only bear the name of individuals or entities that exemplify the attributes of integrity, character and leadership consistent with the highest values of the University. If, by the sole determination of the Board of Trustees (BOT), those attributes are not maintained, the BOT reserves the right to remove the offered naming opportunities at any time.
21. If the person or the organisation who has been offered a naming opportunity subsequently decides to be anonymous, the University will remove the naming opportunity. The University may determine, in particular for a significant gift and in consultation with the Donor, an alternative and appropriate way to recognise the Gift.
22. Gifts received as part of the Donor's legal or ordinance obligations are not entitled to naming opportunities. This restriction does not apply to gifts received due to the administering of legal wills of a deceased Donor's estates, or due to the fulfilling of a foundation's mission not required by law.

*Minimum Gift sums for typical Naming Opportunities*

23. The following table shows minimum Gift sums for typical naming opportunities across the University.

Named Gift Purpose	Minimum Gift Sum (S\$)	
	Expendable	Endowed
Medal or Prize	15,000	75,000
Bursary	45,000	150,000
Scholarship	45,000	150,000
Research Fund	150,000	625,000
Fellowship	Not Applicable	625,000
Visiting Professorship	Not Applicable	1,000,000
Professorship	600,000	2,000,000
Distinguished Professorship	Not Applicable	5,000,000

24. Depending on specific programme needs and the Donor's objectives, higher gift amounts than the listed minimum Gift sum may be necessary to achieve the desired outcome.
25. The President will have the latitude to approve the establishment of named funds/Gift Purposes for amounts less than those stated above, or to determine minimum sums for the naming opportunities not outlined in this document.
26. The University shall adopt appropriate and reasonable internal minimum Gift sums for naming opportunities relating to Faculties, Academic Units and buildings and facilities.

*Naming opportunities – Facilities and Buildings*

27. The University should not rename a building or facility whose original name has a rich heritage value, wherever applicable.
28. Unless stated otherwise, any gift-related naming opportunity conferred shall continue to apply for as long as the relevant building, facility or space remains in being. The University reserves the right to rename the building, facility or space if it is affected by redevelopment, expansion or relocation plans.
29. The conferment of a naming opportunity for a building or facility shall not prevent the University from offering naming opportunities for the spaces within the building or facility in recognition of other Gifts.

*Naming Opportunities - Faculties, Academic Units and Research Centres/Institutes*

30. The conferment of a naming opportunity for a Faculty, Academic Unit or Research Centre/ Institute shall not prevent the University from offering naming opportunities for the sub-units within the named Faculty, Academic Unit or Research Centre/ Institute in recognition of other Gifts.

Gift Purpose Administration

31. The University shall have the sole right to administer the Gift Purpose. However, if Donor participation in Gift administration is required, approval from Provost must be obtained before offering such an invitation to participate in Gift administration to the Donor.

# NATIONAL UNIVERSITY OF SINGAPORE

## REGULATION 13

### HISTORICAL GIFTS

1. The following conditions shall govern the Historical Gifts listed in paragraph 2 below –
  - (a) Each scholarship shall be tenable only for the academic year in which it is awarded;
  - (b) The per annum amount of each scholarship award shall be determined by the Senate, using only the income on the original endowment;
  - (c) The Senate may appoint a selection committee to award the scholarships;
  - (d) An award may be withdrawn at any time if, in the opinion of the Senate selection committee, the progress or behaviour of a scholarship holder has not been satisfactory;
  - (e) A scholarship withdrawn or lapsing during the academic year shall not be re-awarded for the remainder of the academic year and any sum of monies remaining after or resulting from such withdrawal or lapse shall be added or accrued to the income portion of the relevant scholarship;
  - (f) A scholarship holder may not, without the approval of the Senate, concurrently hold any other award; and
  - (g) Applications must be made on prescribed forms and submitted to the University at such time as may be stipulated, and are open to previous holders of the scholarship.
2. The Historical Gifts referred to in paragraph 1 above are as follows:
  - (a) John Anderson Scholarship which was constituted in 1928 in memory of the late Sir John Anderson, Kt, formerly of Messrs. Guthrie & Co., Ltd., Singapore, being the interest on the sum of Singapore Dollars Sixteen Thousand (S\$16,000) donated by his widow Dame Winifred Ethel Dunbar Anderson to Raffles College, and which Scholarship is now administered by the University and shall be awarded on the results of the University entrance examinations to a Singapore citizen, Singapore permanent resident, or Malaysian citizen; regardless of race or gender.
  - (b) Cecil C. Smith Scholarship which was historically administered by the then Department of Education, prior to it being transferred to Raffles College in 1940 (vide Government Gazette Notification No. 3242 of 1940), and which Scholarship is now administered by the University and shall be awarded on the results of the University entrance examinations to a Singapore citizen, Singapore permanent resident, or Malaysian citizen; regardless of race or gender.
  - (c) Tan Jiak Chuan Scholarship, being the interest on the sum of Singapore Dollars One Thousand Four Hundred (S\$1,400) bequeathed by the late Mr. Tan Jiak Chuan, which was historically administered by the then Department of Education, prior to it being transferred to the Raffles College in 1940 (vide Government Gazette Notification No. 3183 of 1940), and which Scholarship is now administered by the University and shall be awarded on the results of the University entrance examinations; regardless of nationality, race or gender.

- (d) Sir Ong Siang Song Trust Scholarship which was constituted by a donation of Singapore Dollars Seven Thousand (S\$7,000) in or about 1950 by Lady Helen Song to University of Malaya to endow a scholarship or prize or other suitable award to perpetuate the memory of Sir Ong Siang Song, and which Scholarship is now administered by the University and shall be awarded on academic record; regardless of nationality, race or gender.