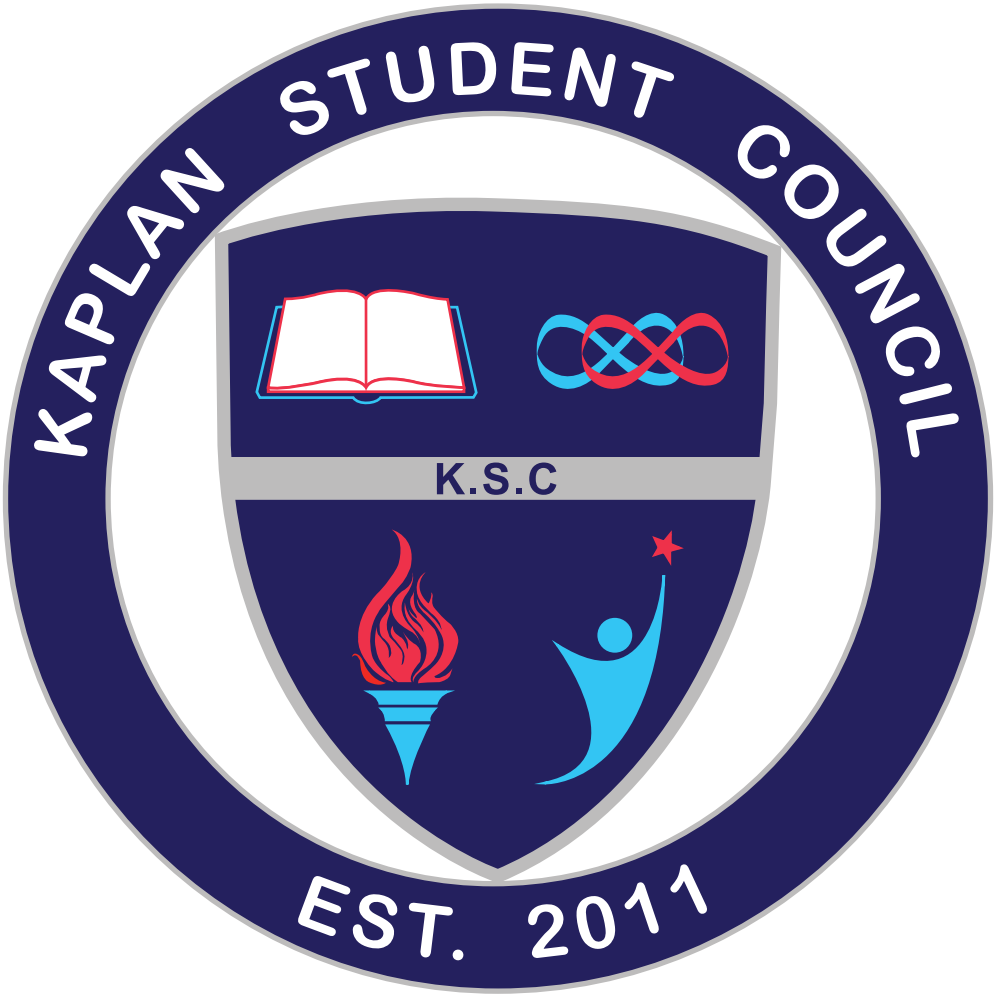

Kaplan Student Council Handbook

KAPSG_V4_4 May 2020

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CONTACT INFORMATION

If you have any queries pertaining to Student Affairs and Graduate Services, you may contact:

Student Affairs: sawc.sg@kaplan.com
Graduate Services: gso.sg@kaplan.com
Alumni Relations: alumni.sg@kaplan.com

Address:
Kaplan Higher Education Academy
Kaplan Higher Education Institute
Kaplan Learning Institute

Student Affairs and Graduate Services Office
Kaplan City Campus @ PoMo
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Content

1 WELCOME

2 STUDENT INVOLVEMENT PHILOSOPHY

3 STUDENT AFFAIRS & GRADUATE SERVICES OFFICE

4 HIERARCHY & STRUCTURE

5 ESTABLISHING A NEW STUDENT CLUB

6 RECOGNITION STATUS OF A STUDENT CLUB

7 MEMBERSHIP POLICIES

8 KAPLAN STUDENT LEADERSHIP PROGRAMME

9 CAMPUS LIFE DAY

10 STUDENT CLUB T-SHIRTS

11 GUIDELINES TO PLANNING EVENTS

12 FINANCES

13 COMMUNICATION & POSTINGS

14 DRESS CODE & BEHAVIOUR

15 SAFETY, FIRST AID & ACCIDENT REPORTING

16 FACILITIES & EQUIPMENT

17 APPRECIATION & RECOGNITION OF ACHIEVEMENTS

18 PRIVATE DATA PROTECTION ACT

19 FORMS

20 ANNEXES

Welcome to the Student Affairs and Graduate Services Office (SAGSO) at Kaplan. We are glad that you want to be part of the Student Council at Kaplan. Getting involved is a great way to meet people, make new friends, gain valuable leadership experience, develop organisational skills and have fun!

This handbook is designed for all members of the Student Council. It will help you to understand the membership policies and procedures that you need to follow and provide you with helpful tips on how you can run an effective interest club or international community club if you are a student leader. Please review the material in this handbook. If you have any questions, please contact SAGSO at sawc.sg@kaplan.com or (65) 63095770

2 STUDENT INVOLVEMENT PHILOSOPHY

Why Get Involved?

Participation in co-curricular activities is valuable for students for many reasons. First of all, it is fun! Secondly, you get to meet many more people outside of your classrooms! Last but not least, there are many different interest clubs and international community clubs that you may participate in with opportunities for you to pick up soft skills, volunteer in projects and community work as well as prepare yourself for work life as you progress in your academic programmes with Kaplan.

In addition, your active participation in student life outside of the curriculum allows you to learn skills that will be valuable to you throughout your lifetime - both in your work-related and career life as well as your personal life. Students involved in committees and/or clubs have opportunies to develop communication skills and improve their problem-solving and decision making skills; students involved in leadership development programmes will develop skills such as know how to lead successful meetings, resolve conflicts amicably and apply ethical leadership. Students involved in volunteer opportunities and/or athletic competition learn about teamwork and dedication to a task, while ideas such as understanding diversity, cultural differences and valuing individuality are valued elements of our campus life.

Being involved on campus enables students to have active lives outside of the classroom. Studying is hard work but you will need time to relax and enjoy the social side of campus life - you can experience it all with Kaplan Campus Life and the Kaplan Student Council (KSC)!

3 STUDENT AFFAIRS & GRADUATE SERVICES OFFICE

The Student Affairs and Graduate Services Office (SAGSO) manages Kaplan Campus Life, http://CampusLife.kaplan.com.sg, which consists of the following:

Student Affairs

a) Student Executive Committee (SEC):

The SEC of KSC organises activities for all students in the below categories:

- Social and recreation
- Enrichment
- Cultural & arts
- Charity and community services

b) Student Clubs

- Interest clubs
- International community clubs

Career Services

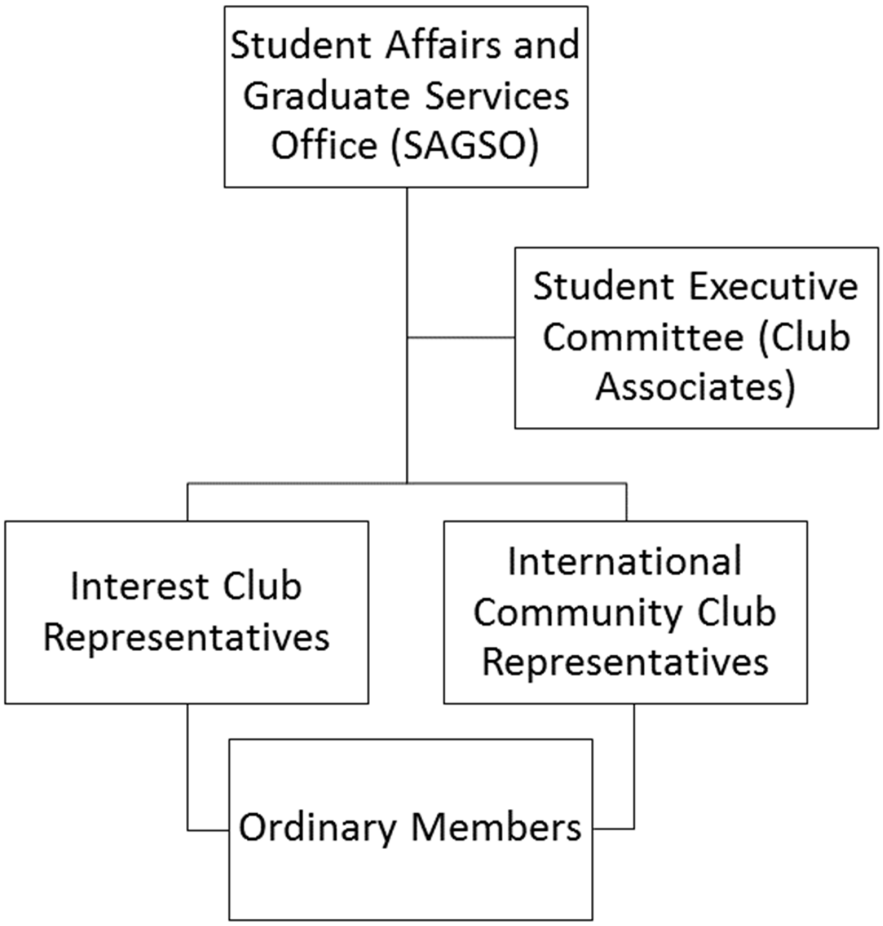
The Career Development Series (CDS) is a 3-dimensional career advisory series of developmental workshops, previews, talks and individual or group career counselling to help prepare you for the industry. Learn how to enhance your employability and stay relevant in the workforce.

Alumni Relations

The Kaplan Alumni is home to a growing body of Kaplan graduates. The aim of the club is to create a sense of belonging for all graduates in the Kaplan community and foster closer relationships with fellow graduates even after they have left Kaplan.

4

HIERARCHY & STRUCTURE



SAGSO oversees the general operations of KSC and all activities under Kaplan Campus Life.

SEC works closely with SAGSO to plan student events for all Kaplan students. They also act as club associates by providing proper guidance and support to the club representatives on all club matters and activities.

The interest and the international community club representatives will work together with their respective club associates to plan club activities for their members or nationality groups. The club representatives are responsible to manage the general operations of their clubs. For matters requiring approval, club representatives shall seek SAGSO's approval or advice.

5 ESTABLISHING A NEW STUDENT CLUB

Procedure to Establish a New Student Club

Existing Kaplan students who are interested in forming a new student club must:

Step 1: Gather a minimum of 10 currently enrolled students interested in forming the student club.

Step 2: Complete the "**New Club Application Form"**. Completed applications must be submitted to SAGSO.

Step 3: Create a student club constitution, a student club logo and elect 5 student club members as club representatives. The student club constitution must consist of the following:

- Club name & logo
- Membership costs
- Elections
- Amendments
- Budget
- Purpose of the club
- Club officers
- Meetings
- Rules and regulations
- Laws of Singapore

**A student club constitution template will be provided to students to create the student club constitution.*

Step 4: SAGSO will decide and inform their decision to the students via email after reviewing the application and the proposed student club constitution.

Post-Approval

After the approval is given by SAGSO for the establishment of the new student club, the student club shall:

a) be assigned an SEC member by SAGSO to act as a club associate to the student club.

b) participate in all meetings which require the student club's presence. All CRs must be present at all student club meetings, unless with valid reasons. Failure to be represented at meetings could forfeit a student club's standing with KSC at the sole discretion of SAGSO.

c) renew student club's recognition status each year through the Annual General Meeting (AGM).

d) follow all policies and procedures outlined in the KSC handbook, the KSC constitution (ANNEX I), its student club constitution and Kaplan Student Code of Conduct (ANNEX II).

6 RECOGNITION STATUS OF A STUDENT CLUB

Student Club Recognition Status

All student clubs' recognition statuses are to be renewed during the AGM. All student clubs will be evaluated and reviewed during the AGM before SAGSO approves to renew the recognition statuses.

All student clubs shall fulfil following criteria to successfully renew recognition statuses:

a) Fulfil the organisation of the minimum number of activities outlined in its student club constitution in a year and;

b) A minimum of 10 club members at the time of AGM

All club representatives are required to present results to show as evidence for the fulfillment of the criteria stated above during the AGM. If the above criteria is not met, SAGSO will review on a case-by-case basis and decide on the student club's recognition status.

Revocation of Student Club Status

A student club may also be denied or revoked if the student club:

a) refuses to comply to Kaplan Student Code of Conduct (ANNEX II);

b) commits an act(s) of violence;

c) disrupts activities held in Kaplan;

d) violates the Republic of Singapore law(s);

e) purchases, serves or sells alcohol at any club function, including meetings and events and;

f) does not adhere to the general policies outlined within the KSC handbook, KSC constitution (ANNEX I) and its student club constitution.

SAGSO shall send a "Notice of Club Termination" email to all members of the student club if a student club's recognition status is revoked. The decision of SAGSO is final and no request to appeal shall be accepted.

Student club members can submit a new club application by following the procedures outlined in Section 5 "Establishing a New Club" to reinstate or set up a different student club after a minimum of 3 months from the date indicated in the " Notice of Termination".

7 MEMBERSHIP POLICIES

Membership Application Procedure

Step 1: Fill in the "Membership Application Form".
Step 2: Fill in the "Indemnity Form".
Step 3: Submit both forms to SAGSO.

Student club members will only receive club event updates if consent is given in the "Membership Application Form". CRs will contact new members directly to inform updates on upcoming club activities. Student club members can also join the respective facebook groups of the clubs signed up to follow club event updates and contact CRs.

Membership Regulations

a) Student clubs must not discriminate on the basis of race, creed, colour, national origin, gender, religion, sexual orientation, marital status, physical or mental disability and age.

b) Student clubs must maintain an open membership programme that encourages prospective members to join. Clubs may not have any political or religious affiliations. Alumni and graduates are also eligible to join these clubs.

c) On-campus meetings and activities are strongly encouraged. All events funded, in whole or in

part, by Kaplan, must be either held on campus or be accessible to all students.

d) The student club and each member understands and agrees to the following:

- When conducting any business related to, or participating in any activity affiliated with, the student club and each member shall abide by the Student Code of Conduct (ANNEX II), KSC handbook, KSC constitution (ANNEX I) and its club constitution;
- All student club activities shall not place club members in danger, or threat of danger and shall not promote acts of violence, or the disruption of Kaplan's operations;
- Student clubs must comply to the Republic of Singapore laws outlined in http://www.singaporelaw.sg;
- No individual member will personally profit from any activity affiliated with the student club, nor solicit funds for personal use from other members;
- The student club will not create or maintain an off-campus bank account;
- The student club will not purchase, serve, or sell alcoholic beverages at any student club function, including meetings and events.

e) Student clubs are not allowed to host fund raising events that are open to the general public, both on and off campus without seeking prior approval from SAGSO.

f) Once a student club is recognised, it may be eligible to receive limited funds from Kaplan. For one-time events, student clubs shall submit an activity proposal, which includes a proposed budget. CRs are expected to submit receipts (including recurring events) of all expenditures to SAGSO within 14 working days from the activity date. No reimbursements will be made to club members without prior written approval for the expenditures.

g) All plans and activities, whether organised by the club or SEC using Kaplan's resources and name must obtain prior approval from SAGSO before the activities takes place.

h) Following any activity hosted that involve students and/or any external parties, all student clubs must submit a write-up and accompanying photos in high resolution for sharing in Campus Life platforms, where appropriate. Post event write-up can include the following:

- Title of event
- Venue
- Summary of event and highlights
- Date of event
- Participation numbers
- Any invited VIP / guests

Only SEC organized events require a completed debrief form. For student club activities, debrief will be conducted during the monthly club meetings among the club representatives.

i) Each member must attain at least 75% attendance rate per year for activities organised by the student club. Members who fall below 75% attendance rate may have their membership terminated at the discretion of club representatives. If the student is still interested to join any student clubs, he/she can re-apply by filling up a new "**Membership Application Form**".

8 KAPLAN STUDENT LEADERSHIP PROGRAMME

The Kaplan Student Leadership Programme (KSLP) is a 6 months programme created with the objective of developing and motivating student leaders to harness leadership potential and take pride in their leadership roles within KSC. SEC and CRs who have at least 8 months in Kaplan from the start date of KSLP are eligible to register for this programme by approaching SAGSO.

KSLP consists of three components:

- Student leadership workshops
- Exposure
- Student leadership camp

9 CAMPUS LIFE DAY

Campus Life Day is a student orientation held once every 2 months for all PBEP and diploma freshmen. This enables them to familiarise themselves with the campus and meet their fellow course mates before school starts! Instead of skipping events and hiding out in their rooms, the students are encouraged to join in the fun. This is especially so for our international students, to have them to get comfortable and start meeting people, before homesickness sets in.

The day starts with an introduction of the Student Affairs and Graduate Services Office (SAGSO). Thereafter, the SEC and club representatives will introduce SEC and their respective student clubs to the new students to promote club membership and participation of student activities.

10 STUDENT CLUB T-SHIRTS

Where appropriate, a club can request to design and print student club t-shirts or jerseys, subject to SAGSO's approval.

All student club t-shirt designs are required to follow the **Student Council Brand Guidelines (ANNEX III)** and be approved by SAGSO.

Student club t-shirts are to be collected at SAGSO with a payment amount or deposit, where appropriate.

11 GUIDELINES TO PLANNING EVENTS

SEC plans events for all Kaplan matriculated students. The interest club representatives plan events specific to their club interests and the international community club representatives plan events for students of the same nation origin which these student activities are related to the culture of their countries.

SEC Events

SEC will plan 12 core student activities in a year and will also involve in other ad hoc activities and not limited to organizing publicity booths, presenting at welcome orientations, conducting class visits and, supporting open house and agent workshops initiatives.

Student Club Events

All club representatives should organise the minimum number of student club activities in a year outlined in their respective student club constitutions.

All club representatives should work closely together with their club associates by having frequent discussions and meetings to plan student activities. The club associates will provide monthly updates during SEC monthly meetings to SAGSO on event outcomes and upcoming

plans of the student clubs.

These student events planned are either one-time student events or recurring student events.

Event Planning Process for One Time Student Events

Before the event:

Step 1:
SEC and CRs who are responsible for organising the event are required to produce an activity proposal and draft poster design at least 8 weeks prior to the event date and submit to SAGSO for approval.

Step 2:
Once the activity proposal and poster are approved, SEC and CRs are expected to begin the necessary event preparations such as event publicity via publicity booths, social media, class visits, event brief and other event logistics required. Site visits may be required for some events. At this stage, SEC and CRs can seek advice from SAGSO.

Step 3:
Once all event preparations and arrangements are completed and confirmed, SEC and CRs should give a final briefing either in monthly meetings or at least 1 day before the event to SAGSO and all event helpers.

During the event:

Step 4:
Event helps to distribute evaluation forms for participants to complete and return to SAGSO.

After the event:

Step 5:
Immediately after all SEC events, SEC is required to complete debrief forms for SAGSO's compilation. For student club activities, CRs will discuss feedback during their student club meetings.

Step 6:
CRs shall send all their student club meeting minutes to SAGSO at sawc.sg@kaplan.com.

Event Planning Process for Recurring Student Events

Step 1:
Once the respective student clubs' budgets are announced, the club representatives are expected to begin planning student club activities and consistently update student club news and activities on their Facebook groups.

CRs need to submit one activity proposal to cover the same recurring activities. CRs should also approach SAGSO to assist in venue booking if necessary.

Student clubs can also continue to conduct recruitment drives to boost membership and participation of their student clubs and their activities.

Step 2:
CRs shall submit receipts for their activity expenditure if any, to SAGSO within 14 working days after the student club activity.

Step 3:
CRs can discuss any feedback about the club activities held during the month, including other ad hoc matters during student club meetings. Meeting minutes are to be sent to SAGSO at sawc.sg@kaplan.com.

12 FINANCES

Expenditure and Budget Allocation

Kaplan can choose to partially subsidise or fully sponsor a student activity, whichever deemed appropriate by SAGSO. SAGSO will allocate yearly budgets to all student clubs. CRs are expected to manage their club budgets and ensure that all costs are kept within the allocated budgets given. For SEC organized events, SAGSO will allocate event budget during the planning stage.

For one-time events, SEC and CRs are to submit activity proposals including projected budget needed to run each event. Activities that are recurring only needs to submit one activity proposal to cover the same recurring activities. However, CRs should be mindful not to exceed their club budgets when planning their student activities.

Co-payments

A minimal fee, known as a co-payment may be collected from all students who register for student events. SAGSO will be responsible to collect co-payments, if any, for student events organised by SEC. Co-payments for student club activities are to be collected by the club representatives and submitted to SAGSO post event. The co-payment amounts are determined by SEC and CRs, in accordance with the allocated budgets.

13 COMMUNICATION & POSTINGS

Event Publicity

SAGSO publicize student events through the following communication channels:

- Campus notice boards
- Campus Life Updates
- Kaplan360
- Campus Life website
- Campus Life social media platforms
- Plasma TV

SEC and CRs can publicize their events and student activities through the following communication channels:

- Messenging apps*
- Student clubs Facebook group
- Welcome orientations
- Publicity booths
- Class visits
- Campus Life Day

**Subject to PDPA regulations*

Approval Process

All postings or communications by SEC and CRs must be submitted to SAGSO for approval. Once granted, approval is good till the date the event is completed. External parties should approach SAGSO if they wish to communicate any information relating and not limited to services, events and student deals.

Content of Postings

All postings should:

a) include "K CampusLife" logo and the student club logo.

b) not advertise, market or promote alcoholic beverages or referring to alcohol or illicit drug use, abuse, sale or distribution; or any other morally undesirable content.

c) represent KSC and Kaplan in a positive manner.

d) reflect the values of Kaplan as embodied in the Student Code of Conduct (ANNEX II).

No postings may be derogatory towards any person, group, department or entity in any manner, including the basis of age, gender, race, religion, ethnic background or sexual orientation. Postings must not contain any profane, vulgar, or inappropriate content, to be determined at Kaplan's sole discretion.

Kaplan reserves the right to reject ideas or to prevent any student postings for reasons deemed appropriate. Kaplan will not allow the production of any posters that contain a direct or indirect reference to any of the following material/subjects:

- Religious content or symbols
- Pornographic material
- Promotion of illegal substances
- Content demeaning to any group of society
- Political content or symbols
- Excessive violence
- Promotion of racism or hate

14

DRESS CODE & BEHAVIOUR

All SEC and CRs are required to:

a) wear Campus Life or student club t-shirts to all student events and activities;

b) avoid wearing sandals and shorts for corporate visits and indoor events and;

c) maintain good professionalism, image and identity during event participation.

15 SAFETY, FIRST AID & ACCIDENT REPORTING

Safety

All event participants are required to sign an **indemnity form** for all student activities. For students under 18 years old, guardians are required to sign on both the event registration form and the indemnity form.

All event participants are expected to co-operate with its efforts to protect their health, safety and welfare by not undertaking risky behaviour or place others at risk by their actions.

First Aid

First Aid is the immediate support given to an injured party upon suffering harm. It is the provision of the minimal assistance required to keep the casualty comfortable until qualified medical help arrives.

Accidents and injuries can be sustained at any time and during any type of activity however safe it is perceived to be. It is therefore essential that prior to any activity, consideration be given to the availability or access of first aid.

a) First aid support:

First aid support should only be conducted by trained or experienced individuals. SAGSO staff are certified first aiders who can carry out any medical assistance if needed during SEC organized events.

It is good practice for each student club to identify qualified first aiders in their group, but where risk assessment has identified a likelihood of injury, those trips should be accompanied by SAGSO. Access to adequate first aid support at all times is also important when taking part in an activity.

b) First aid kits:

Each student activity has access to a first aid kit by signing out from SAGSO. All first aid kits remain the property of SAGSO and shall be returned post event.

SAGSO shall purchase and replenish first aid supplies and ensure that first aid items are not expired.

A first aid kit should be taken to all activities unless the activity is conducted on campus or a place where first aid is readily available.

It the responsibility of SEC and CRs who are using the first aid kit to inform SAGSO as soon as reasonably possible, if an item in the first aid kit is used or for other reason needs replacing.

First aid kits and their contents are not for use on existing injuries, strains, or for preventative measures. (ie. blisters sustained prior to an activity).

Accident Reporting

Any accident, however minor, must be reported to SAGSO.

SEC and CRs are responsible for reporting the accident. An "**Accident Reporting Form**" is to be filled up by the injured person(s), SEC or CRs and be submitted to SAGSO. The emergency contact of the injured person(s) will then be contacted by SAGSO, SEC or any CRs present at the event. If the injured person(s) is under 18 years old, the parent or guardian must be informed.

The reporting of near misses is also essential to ensure that serious accidents can be avoided in the future. Reporting a hazardous incident can highlight the need for more stringent precautions to ensure the safety of participants. Accident reporting guidelines are depicted in the below:

Type of Accident	Action	Timeline
Superficial cuts, bruises, burns or other minor injuries	First aiders to attend to injury. To report if a minimum of 5 participants suffer similar injuries.	Report in the next monthly meeting if necessary.
Injuries that require the attention of GPs, but not life-threatening.	To complete "Accident Reporting Form", submit to SAGSO and devise preventive measures.	Submit "Accident Reporting Form" by next working day. Preventive measures to be discussed in the next monthly meeting.
Injuries that are life threatening or require immediate hospitalization	To complete "Accident Reporting Form", inform emergency contact or guardian (if below 18 years old) and SAGSO immediately.	Submit "Accident Reporting Form" by next working day. Ad hoc meeting to be held within 3 working days to investigate potential causes and devise preventive measures.

16 FACILITIES & EQUIPMENT

All members of KSC are eligible to utilize equipment and facilities owned by SAGSO and Kaplan solely for student activities.

Facilities

KSC members are required to inform and seek approval from SAGSO prior to the need for facilities not limited to publicity booth setups, booking of classrooms for student activities / meetings and event props or equipment. Any misuse of facilities not authorised by SAGSO may be subjected to verbal warnings from SAGSO.

Equipment

It is the responsibility of all members to keep all equipment loaned in good condition. Any damage of the equipment shall be reported to SAGSO on the day of return. A penalty, deemed fit by SAGSO shall be imposed on any members who damaged the equipment, on a case-by-case basis.

17 APPRECIATION & RECOGNITION OF ACHIEVEMENTS

Star Award System

This award is designed to motivate and encourage SEC who deserve appreciation as they have shown exemplary behaviour and/or performed above expectations.

a) How it works:

Each SEC member will obtain 1 star for fulfilling any of the following;

- Campus Life Day
- Publicity booth duty for a minimum of 2 hours per day
- Class visits for a minimum 1 hour per day
- Attendance of student club activities / meetings

Additionally, each SEC member has one star to award to another SEC member. To maintain the spirit of this award, there should not be any exchanges or deals made. The star must be used by the end of each month. Otherwise, it will be forfeited.

There are five levels of certificates to be achieved and awarded; “Shining Star”, “Excellent Star”, “Super Star”, “Amazing Star” and “Supreme Star”. SEC members will be awarded in the above-mentioned sequence by SAGSO for every 10 stars collected.

b) How to track stars:

Each SEC member can inform SAGSO if they wish to use their start to award another SEC member.

Every SEC member is also expected to be diligent in recording their fulfilled duties in the record book which can be found at SAGSO.

SAGSO will peruse the recorded duties indicated in the record book and share with SEC members the accumulated number of stars during SEC monthly meetings.

Outstanding Student Leader of the Year

As a way to encourage and motivate SEC and CRs, SAGSO commends those who exude exceptional leadership. An "Outstanding Student Leader of the Year" award will be presented to a SEC or CR determined by SAGSO who have scored highly on the following:

- Leadership skills
- Interpersonal skills
- Organizational skills
- Adaptability
- Creativity
- Communication

Outstanding Club of the Year

SAGSO will reward the student club which scores the highly on the following:

- Ensures club sessions on a regular basis
- Manages club effectively i.e. resolve conflicts and good CR relationships
- Communicates and update SAGSO on events and sessions well
- Good budget management
- Good succession process

Certificate of Appreciation

Towards the end of their service, SEC, CRs and sub-committee members will be awarded a Certificate of Appreciation to commend and appreciate their contributions.

All certificates shall be requested by SEC, CRs and sub-committee members to SAGSO.

Letter of Recommendation

SAGSO will write a recommendation letter upon request for SEC members who have served in their roles for at least 1 year and CRs who have served at least 6 months. For all requests, SEC and CRs should include a list of their contributions during their service, events they have organized or assisted, participation in competitions or external events representing Kaplan and any other achievements.

Sub-committee members are not entitled to receive the letter of recommendation but will still receive the Certificate of Appreciation upon the end of their service.

SAGSO reserves the right to reject any requests for a letter of recommendation if performance or conduct of the SEC member or club representative is deemed unsatisfactory.

18 PRIVATE DATA PROTECTION ACT

All CRs must receive consent from members in the “Membership Application Form” to be added into their student club contact list. Only members in the student club contact list will receive news and updates about activities. Refer to “Communication and Postings” for more information on approved communication methods.

CRs shall not disclose contact information of their members to other members or non-members of the student clubs who are not in their student club contact list.

SEC shall not make any attempt to obtain contact information from participants to promote or update them on their events. Only SAGSO is authorised to retain participants’ contact information and establish contact with the participants relating to event updates and information.

All SEC and CRs shall follow the PDPA regulations. If any doubt, SEC and CRs can seek SAGSO for advice.

19
FORMS

All forms listed below are available in the Student Affairs and Graduate Services Office (SAGSO). These forms can also be found online at Kaplan CampusLife website, http://CampusLife.kaplan.com.sg

FORM	WHEN IS IT REQUIRED?
Event Registration Form	When a student wishes to join a non-recurring event.
Membership Application Form	When a student wishes to join as a member of an interest club or an international community club.
New Club Application Form	When a group of minimum 10 students wish to set up a new club.
Indemnity Form	When a student who registered for a student activity which is held off campus or sign up as a club member.
Evaluation Form	To be filled up at the end of student activities that are organized by the Student Executive Committee.
Accident Reporting Form	When an accident occurs during a student activity.

Annex I : Constitution of the Kaplan Student Council

Article I: Definition

(a) In this Constitution, unless the context otherwise requires:-

'Student Affairs and Graduate Services Office' refers to the place of business for the Kaplan Student Council and thereafter known as SAGSO;

'Kaplan Student Council' means the student body that comprises the Student Executive Committee, the interest clubs and the international community clubs, thereafter known as KSC;

'Student Executive Committee' means the Student Executive Committee of the Kaplan Student Council and thereafter known as SEC;

'Club representative' means the club representative of an interest club or an international community club, thereafter known as CR;

'Ordinary Member' means a member in interest club or international community club who is not holding any office;

'Student' means an active matriculated student of Kaplan.

(b) The place of business of the Kaplan Student Council shall be:

c/o Student Affairs and Graduate Services Office
Kaplan City Campus @ PoMo
1 Selegie Road, #06-01
Singapore 188306

Article II: Purpose and Objectives

a) Vision
It is the vision of KSC to responsibly serve as a student leader while promoting and safeguarding the interests of the students within Kaplan.

b) Mission
- Advocating the needs and interests of Kaplan students.
- Promoting career development workshops and student activities in the areas of Social and Recreation, Cultural and Arts, Enrichment and Charity.
- Forming interest and international community clubs.

Article III: Membership

a) All memberships of the KSC are free and shall be confined to active matriculated students and alumni of Kaplan.

b) All members except for alumni of Kaplan shall have :

- the right to vote, stand for student club elections and eligible for SEC applications;

c) All members who are holding office shall have :

- the right to vote;
- the right to use all the facilities provided by the KSC;
- such other privileges as KSC may determine from time-to-time.

d) All members shall abide by the Constitution of the Kaplan Student Council and shall not act in any way inconsistent with the purpose and objectives of KSC.

Article IV: Membership Termination

SEC members and CRs can also be relieved from their duties under unforeseen circumstances that may involve:

a) Family issues;

b) Health issues;

c) Inability to cope with studies and;

d) Individual well-being.

All members who fail to comply with the provisions of the constitution and by such standing orders of KSC as may be made from time-to-time shall subject to membership termination at the discretion of SAGSO after investigation and review.

Article V: Leadership

a) KSC shall consist of the following:

- SEC elected by SAGSO;
- CRs elected by respective club members
- sub-committees if applicable and;
- ordinary members of all interest and international community clubs.

b) Term of Office

- The election of CRs must be completed before the tenure ends for any existing office bearers with the interest and international community clubs;
- The tenure of office for a SEC member holds a duration of at least 1 year, including a 3 months of probationary period subjected to peer review. A SEC member is required to sign a one year contract with SAGSO in observations of guidelines as outlined in the agreement;
- A SEC member or CR shall vacate his office when he or she ceases to be an active matriculated student of Kaplan. A SEC member shall also be vacated from his office upon failure to pass the peer review conducted after the probationary period.

c) Duties and Powers

SAGSO shall:

- be responsible for laying down the policies of KSC, consistent with the vision and mission of KSC;
- maintain any premise as may be assigned to it by Kaplan;
- be responsible for the organisation of any functions that are consistent with the vision and mission of KSC;
- control the administration of KSC;
- be responsible for the marketing, publicity and publications of KSC's activities and other publications which KSC may determine necessary;
- make and amend the constitution as may from time-to-time be necessary to align with the directions set out by Kaplan;
- consider any matter affecting the interests of its members and formulate policy on any such matter;
- co-opt members to attend its meetings. Such members may take part in the discussions;
- allocate budgets approved by Kaplan to KSC;
- initiate disciplinary action against any member of KSC who has acted in a manner detrimental to KSC or Kaplan, or contravened any of the provisions of this constitution and;
- exercise control over SEC members and CRs of the Student Council.

SEC shall:

- be responsible for implementing the resolutions and decisions passed or made by SAGSO;
- be responsible for carrying out the general policies of KSC as laid down by SAGSO;
- be the recognised means of communication between CRs and SAGSO;
- be responsible to guide and support CRs of interest and international community clubs in their club matters and events;
- convene all meetings with CRs and;
- co-opt CRs and/or SEC to be present at its meetings and to participate in its deliberations as it thinks fit.

CRs shall:

- ensure that each club consists of at least ten active members;
- be responsible for planning and executing of all activities within their respective clubs;
- convene all meetings within their respective clubs with its club members;
- participate in meetings that SEC and/or SAGSO deemed to be fit;
- be the recognised means of communication its club members and SEC;

- be responsible for carrying out the general policies of KSC and the constitution of its clubs;
- co-opt ordinary members to attend its meetings. Such ordinary members may take part in the discussions;
- report any member of the club who has acted in a manner detrimental to the club or contravened any of the provisions of this constitution or its club constitution to SEC and SAGSO, and;
- drive recruitment of ordinary members within its clubs.

Article VI: Meetings

a) SEC Meetings

SEC meetings shall be held once a month between SEC and SAGSO. SAGSO shall convene SEC meetings. Minutes will be taken at each meeting by a SEC member and approved by SAGSO before the next meeting. Meeting minutes shall be circulated to SAGSO. A quorum will consist of a minimum of ten members.

b) Meetings Among CRs

Meetings shall be held within each club preferably once a month or more or as and when CRs thinks it is necessary. The notice of the meeting and the proposed agenda shall be submitted before the meeting. A CR shall take minutes for his own club. All meeting minutes shall be circulated to SAGSO before the next meeting date. A quorum will consist of a minimum of three members.

c) Annual General Meetings (AGMs)

AGMs shall be held once a year, usually in November or December. SAGSO, SEC members and CRs are required to attend this meeting. The notice of the meeting and agenda will be sent out by SAGSO to each club. SAGSO take minutes of the AGM. A quorum will consist of a minimum of one SAGSO personnel and four CRs for each club.

d) Club Meetings

Club meetings shall be held within each club as and when the CRs think it is necessary between the CRs and its ordinary members. A CR shall take meeting minutes in all club meetings. All meeting minutes shall be circulated to SAGSO before the next club meeting. A quorum will consist of a minimum of five members.

Article VII: Elections

The election of CRs shall be conducted in accordance with provisions prescribed in its club constitution.

Appointment of SEC shall be conducted by SAGSO. The appointment process shall begin with:

- Shortlisting of ordinary member applications. Only ordinary members of a club or non-KSC members are eligible to apply as a candidate of SEC.
- Shortlisted candidates will be asked to attend an interview with the interview panel which consists of:

  - two SAGSO personnels and; - two SEC members.

- Candidates will be informed of the interview results by SAGSO. Selected candidates will sign an agreement with SAGSO to start their tenure with SEC and shall be subjected to a three months probationary period, where a peer review will be conducted to determine the number of votes received for the SEC member to continue his tenure. Should the majority of votes determine the candidate's exit, the agreement between the candidate and SAGSO shall be void.

Article VIII: Discipline

(a) Disciplinary Action

- Disciplinary action will be carried out by SAGSO.
- Disciplinary action of one or all of the following forms may be taken against any member acting in a way derogatory to KSC or in any way violating any of the provisions of the constitution:

  - verbal warning and counselling;

  - written warning and counselling;

  - membership suspension from KSC for a period of one month;

  - an apology to be tendered by the offender or;

  - membership termination;

(b) Duties and Powers

SAGSO shall:

- Investigate and hear all cases of student discipline relating to all members and matters of KSC.
- Review all disciplinary cases and arrange for a counselling session. Any member of KSC who fails without reasonable excuse to attend the counselling session shall be liable to a written warning and a membership termination.
- Call any member of KSC to give evidence and;
- Make a decision after investigation and review of all disciplinary cases. The decision of SAGSO is final and no appeal is allowed.

Article IX: Funding

SAGSO shall have the power to initiate the allocation of funds to any student initiative.

Article X: General

(a) KSC Communication Channels

- SAGSO shall be in charge of all communication channels utilized by KSC to promote its activities.
- All members of KSC shall seek approval from SAGSO before posting any publications or event collaterals via but not limited to social media, notice boards and flyer distribution.

(b) Interpretation of the Constitution

In the event of a controversy arising over the interpretation of its respective club constitutions and the Constitution of the Kaplan Student Council, all members of KSC shall seek clarification from SAGSO and;

(c) Names of CRs

All CRs shall be responsible to update SAGSO of all new office beares appointed after elections.

(d) Statements to the Press

All press releases on matters within the province of KSC shall be made by the designated department in charge within Kaplan;

(e) Compliance with Local Government Regulations

The laws of Singapore will apply to how this Constitution will be read. All members of KSC shall comply with the regulations outlined by all Singapore governing bodies.

Article XI: Amendments and Review

(a) SAGSO may make amendments to the Constitution of Kaplan Student Council and any club constitutions, including the revocation of part or the whole of the mentioned constitutions.

(b) An amendment in any constitution shall take effect immediately after it has been prescribed by SAGSO.

(c) The Constitution of the Kaplan Student Council and all club constitutions shall be reviewed by SAGSO annually, or more frequently if deemed necessary.

Annex II : Kaplan Student Code of Conduct

Kaplan requires students to conduct themselves in accordance with the standards of their future professions. Kaplan has also taken precautions to discourage dishonesty and preserve the academic integrity of its programs. Students will be held accountable for, or should report, the following violations:

• All forms of dishonesty including cheating, plagiarism, forgery, and intent to defraud through falsification, alteration, or misuse of Kaplan documents. Theft, deliberate destruction, damage, misuse, or abuse of Kaplan property or the property of private individuals associated with Kaplan.

• Inappropriate or profane behaviour that causes a disruption of teaching, research, administration, disciplinary proceedings, or other Kaplan activities. Failure to comply with Kaplan officials acting within the scope of their employment responsibilities.

• Students are required to be properly attired at all times and to observe a sense of decorum when they are within Kaplan premises. All students must be readily identifiable at all times with their face uncovered and are required to have their Kaplan Student ID with them.

• Students are required to adhere to the Kaplan Dispute and Grievance Resolution Process (refer to http://www.Kaplan.com.sg/dispute-grievance-resolution-policy10290/) before escalating the complaint or grievance to the next level. The process is in place to ensure resolution with minimum delay and inconvenience to the student. A student who is seeking dispute or grievance resolution should follow the steps outlined in the process. Each step should be completed before going to the next step.

• Failure to comply with all Kaplan regulations, whether contained in official Kaplan publications or announced as administrative policy by a Kaplan official or other person authorized by the Campus President/Executive Director/Principal of Kaplan.

• Abuse, violence or threats of violence toward persons or property of students, faculty, staff, or the Kaplan.

• Improper use of email and Internet access. Please see the Electronic Communications Policy for additional information. Failure to comply with federal copyright and criminal laws forbidding the copying or alteration of copyrightprotected materials, such as computer programs, music, movies, photographs, or written materials.

• The use of alcoholic beverages or controlled substances on Kaplan or externship property, including the purchase, consumption, possession, being under the influence of, or sale of such items.

• The use of any tobacco products in Kaplan buildings, and eating or drinking in the classrooms or any location other than designated areas.

• Bringing animals onto Kaplan property. No animals are allowed on the premises unless they are assisting the physically impaired or are being used as classroom subjects.

• Bringing children into the Kaplan teaching areas. Kaplan does not provide childcare services and cannot assume responsibility for their health and safety.
• Failure to comply with all emergency evacuation procedures, disregarding safety practices, tampering with fire protection equipment, or violation of any other health and safety rules or regulations. Inappropriate use of cell phones, or other electronic devices. All electronic devices must be in the “off” position while in the classroom.

• Bringing dangerous items such as explosives, firearms, or other weapons, either concealed or exposed, onto Kaplan property. Physical abuse, verbal abuse, intimidation, harassment, coercion, stalking, and/or any conduct that threatens or endangers the physical or psychological health/safety of another person.
• Rape, including acquaintance rape and/or sexual assault, in any form.
• Unauthorized presence in, or forcible entry into, a Kaplan facility or Kaplanrelated premises.

• All forms of gambling is strictly prohibited.

• Being in the presence of and/or aiding/abetting any of the aforementioned conduct violations.

A student committing any of the violations listed above may receive a written warning concerning the misconduct and may receive disciplinary action up to and including immediate suspension and/or dismissal.

Annex III: Interest Club & International Community Club Brand Guidelines

The CampusLife Identity

1. Using the CampusLife Logo:

- A registered Interest Club or International Community Club may make use of the CampusLife logo in its title, publications, or letterhead, but may not use the logo in a manner that in any way would constitute an endorsement, approval or underwriting of any organization, product, activity, service, or contract by Kaplan CampusLife.
- Use of alcohol, tobacco, or illegal substance graphics, descriptions or unauthorized use of the trademarks, is prohibited in conjunction with CampusLife's logo or trademarks.
- The CampusLife logos may not be used to promote or imply endorsement of non-CampusLife organised activities.

2. Logo Specifications:

A 3.5cm spacing is required between the "K" Art and "CampusLife".

Colour		**On navy or dark blue background**	
CAMPUSLIFE		CAMPUSLIFE	
Colour Code			
Purple		**Light blue**	
CMKY	C 97 M 100 Y 00 K 18	**CMKY**	C 100 M 17 Y 09 K 00
RGB	R 63 G 00 B 119	**RGB**	R 00 G 152 B 205
Pentone	PMS 2745	**Pentone**	PMS 639
Pink		**Lime**	
CMKY	C 05 M 93 Y 00 K 00	**CMKY**	C 31 M 1 Y 100 K 00
RGB	R 230 G 40 B 153	**RGB**	R 190 G 214 B 00
Pentone	PMS 225	**Pentone**	PMS 382

3.Don’ts:

Do not:	Example
Use Kaplan Logo	
Deform logo	
Rotate the logo	
Add or remove elements into the logo	
Change the colours (tone or shades included)	
Addition of special effect	
Font	

T-Shirt Design

1. Do’s:

- Artist designs must be entirely original.
- Design needs to appeal to both male and female.
- Seek for approval from SAGSO before printing.

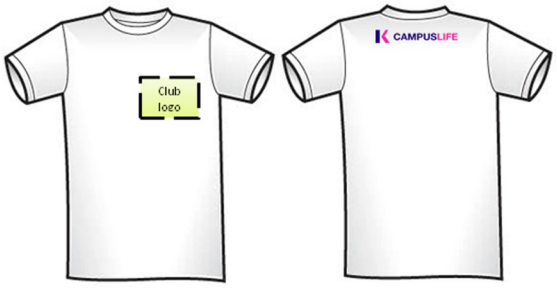
2. Don’ts:

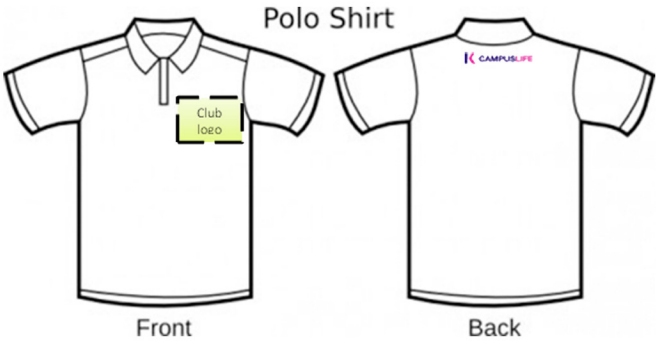
Do not use:	Example
Kaplan Logo	
Inappropriate nudity graphic	
Vulgar language / graphic	
Inappropriate slogan	
Copyright or trademarked pictures,names or logos	
Violence-glorifying content	

Types of Garments

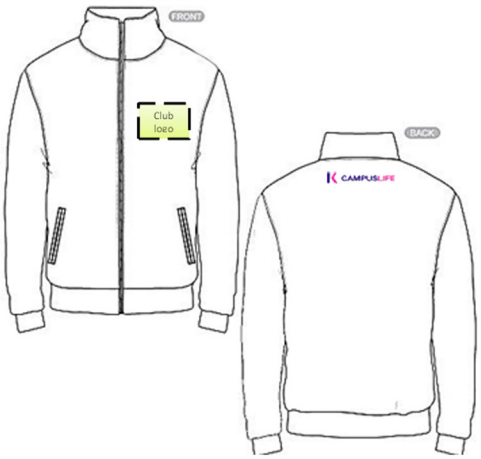
Round - neck V - neck Polo shirt Windbreaker Pullover

Only round / V - neck t-shirts, polo shirts, hoodies and windbreakers are allowed.





Club
logo


FRONT
Club
logo
BACK

https://campuslife.kaplan.com.sg/

https://www.facebook.com/KaplanCampusLife

@kaplancampuslife