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Message from Principal

Dear Students,

Welcome To East Asia Institute of Management (EASB™)

Thank you for choosing EASB as your partner in your learning journey towards becoming a Career-Ready Professional – competent, creative, confident and committed. We are here to make sure your study and stay with us is enjoyable, intellectually stimulating and a fulfilling experience. Simply, it is education you can value.

When you arrive at the airport, our friendly student orientation service staff will be on hand to fetch you to your chosen hostel accommodation and help you settle down quickly and comfortably in Singapore.

You will find information in this handbook useful and as a guide while you study in one of Singapore’s top Private Education Institutions. Keep a copy of this handbook at hand as the Appendices and website links contain more details and serve as an information resource for future reference.

All my colleagues, management, academic and administrative, are available and ready to provide assistance whenever you need help and advice. Visit the Registrar’s office or contact our staff at (65) 6252 5550 at the Student Service Centre. They will be only too happy to assist you!

I warmly welcome you on board and wish you every success in your studies here at East Asia Institute of Management (EASB™).

Professor (Dr) Andrew Chua
Principal
Our Vision, Mission, Culture & Key Beliefs

VISION

A vision is a dream that inspires and influences..

To be a global education provider, equipping students with the latest knowledge and technical competence, and imbuing in them high ethical standards, that enable them to be immediate value contributors to businesses and society.

MISSION

A mission is a goal that guides us in our journey..

Our mission is to meet the aspirations of our stakeholders by:

- Providing educational and training opportunities for all who aspire to succeed
- Providing quality services to our customers by inculcating in our people a culture of quality consciousness & speed
- Adopting a process system that is customer driven & service oriented
- Developing our people to the fullest of their potential with integrity and professional competence

CULTURE AND KEY BELIEFS

Culture and key beliefs define who we are and what we do...

- “Market-ing” is our daily thought
- Teamwork is our spirit
- Matrix organization is our practice
- Mentoring is how we lead
- Process is how we ensure quality
- Speed is how we deliver
- Innovation is how we compete
- Meticulous execution is how we ensure desired outcomes

“EduValue” or “Ed-U-Value”

It is an education you can value...

Education, you can value is EASB’s slogan. It signifies our commitment to provide our students an education they can value both in terms of academic quality and trust. It is accredited, affordable and attainable.
Profile of East Asia Institute of Management (EASB™)

Founded in 2001, East Asia Institute of Management (EASB™) is a private education institution offering wide range of undergraduate and postgraduate management, professional and business-related courses, covering fields such as Hospitality, Tourism & Leisure, Business and Management, Information Management and Technology, Applied Health Sciences, Banking and Finance and Accountancy.

The Institute has on-going and established international partnerships with foreign universities such as Queen Margaret University, Cardiff Metropolitan University (formerly UWIC), Herriot-Watt University - Edinburgh Business School, and newer universities with Aston University, Sheffield Hallam University and University of London (London School of Economics and Political Science LSE). Currently, the Institute has more than 3,000 enrolled students studying at its Balestier fully-equipped campus. The majority are international students from countries such as China, Vietnam, Thailand, India and Indonesia.

While the Institute has established a strong reputation as the premier PEI for its Hospitality, Tourism & Leisure programmes, its wide range of Management and Business programmes has also received accolades for its Holistic Education Approach to tertiary education. The Institute has a growing reputation for successfully producing career-ready professionals who are productive immediately upon graduation. The Institute advocates that every student must be an immediate value contributor for business and society and possessing the characteristics of confident in self, creative in ideas, committed to work, competent in skills and culturally adaptable.

It is an executive member of the Association of Private Schools and Colleges Singapore (APSC) and Founding Member of Singapore Education International (SEI) and Singapore Association of Private Education (SAPE).

This SQC award and Edutrust certification are recognized as the very best of private educational institutions in Singapore that have attained a commendable level of performance in their journey to management, education and academic excellence. As such, we are honored to be among the first PEIs to receive the award and certification.
Our Campus & Facilities

Our Campus

Located only 10 minutes from the Central Business District, EASB’s main campus in Balestier is easily accessible by public transport. The campus occupies a land area of 18,000 sqm with a build-up of over 37,000 sqm. It is fully equipped to meet the learning and recreational needs of more than 6,000 enrolled students. New state-of-the-art facilities include 21 classrooms and 3 lecture theatres; learning centre; library; computer, physics & language laboratory; study area at level 3; auditorium; admin/office floor; hospitality training centre; training centre; video-conferencing room; physical health assessment rooms/first aid centre; mindspa; multi-purpose hall; gymnasium; printing store; canteen; student council office; table tennis; football field; basketball court.

Our Facilities

1. Multimedia Computer Laboratory and Learning Center
   - We have modern, up-to-date computing learning facilities. Our computer laboratory and learning centre are key resources for all students to make use of.
   - The Computer Lab and H&T Training Centre are opened to students during the scheduled classes.
   - The Learning Centre is opened from Monday to Friday, 0900 - 1800 and Saturday, 0900 - 1300.
   - We encourage you to use the facilities in the computer laboratory and learning centre for your assignments or project work.

2. Wireless Environment
   Our Balestier campus operates a wireless computing environment so that you can study in all corners of the campus.
3. Notice board

You will find that our Institute notice boards are very important sources of information such as rules, regulations, policies and procedures. Please visit the notice boards regularly to keep in touch with the latest updates and information on the Institute and the various activities.

4. Library

You will find that the library is another key resource for you and provides you with an efficient and up-to-date database. Here, you can have on-line access to our partner universities library resources, and other libraries and information centres in Singapore.

Our Library houses a very wide range of knowledge materials - books, journals, magazines and audio-visual items including CD-ROMs and video resources.

Here you will find books relevant to the courses conducted by the Institute- Business, Management, HRM, Marketing, Economics, Finance, Hospitality, Leisure, Tourism, Accountancy, Sociology, Law, Computing and IT etc.

In the Library, you will also find dedicated computer facilities you can use for your research and assignments. Our Library staff is available to help you to make the best use of these resources and services. Use your Matriculation Card to access the library facilities.

We also provide photocopying facilities. You may purchase prepaid photocopying cards from our campus bookshop.

5. School Operating Hours on Monday to Friday 9 am– 6 pm; and Saturday is 9am – 1pm
Student Support Services

(1) Airport Pick-up & Accommodation

We provide airport pick-up service to help you to settle down quickly for your studies in EASB. Our friendly student service staff will receive you from Changi International Airport on your arrival and bring you to the hostels recommended by us. They will provide you with useful information to help you get around, including the location of nearby banks, Automated Teller Machines (ATM), MRT stations, bus-stops, medical clinics and convenience stores, etc.

Eastern Hall Pte Ltd (EH), an affiliate of EASB, provides hostel services for our International students. It offers competitive rates for Twin or 4-Sharing room with or without attached toilet, to our students.

Other accommodations recommended by EASB are:
1. Pearl’s Hill Hostel, No 5 Pearl’s Hill Road, Singapore 168996
2. Katong Hostel, No 369 Tanjong Katong Road, Singapore 437126
3. Hartawan Hostel, 50 Carlisle Road, Singapore 219650

The above hostels are managed by Vita Holdings Ltd / Eastern Hall Pte Ltd. Amenities and services may vary for each hostel and is subjected to confirmation. EASB will not be responsible for or be a party to any disputes that may arise between the student/s and Vita Holdings Ltd / Eastern Hall Pte Ltd.

Please contact our Student Service Department at (65) 6351 7877 / 878 or email to studentservice@easb.edu.sg for more information.

(2) Student Counseling Service

We provide Student Counseling Service to help you with any personal, emotional or study-related difficulties affecting your studies. Our Counseling staff is trained to provide pastoral counseling and advice. If you need to have a session with our counseling staff, please seek your Head of School assistance to make the arrangement.

In addition, professional counseling is available by appointment only. Alternatively, students with any concerns pertaining to stress or mental health issues may wish to contact Silver Ribbon (Singapore) or Care Corner directly as they are professional counseling organizations. All discussions would be kept confidential.

Silver Ribbon is contactable at 6386 1928 or info@SilverRibbonSingapore.com and Care Corner is contactable at 63531180 or cccc@carecorner.org.sg
Student Admissions & Administration

1. EASB Matriculation Card
You will receive a EASB matriculation card upon enrolment to help you access our campus facilities. Please keep it with you at all times when you are on campus.

2. Course Materials
When you have enrolled and have paid up your course fees and examination/assessment fees, you will receive your course and lesson notes on the first day of class in each term. You can also collect your course notes from your lecturer during class. Subject textbooks are not included.

3. Student Pass Renewal
Please note that you must be in possession of a valid ICA student Pass while staying in Singapore and to remember to renew your student pass when it is due. You can do this by getting the immigration forms from the Student Services Centre and submitting the completed forms, along with a coloured photograph in passport size and a copy of the passport biodata page, together with your student pass, to the school no later than two months before the expiry date. Please note that we can only help you to process your renewal application if you meet ICA’s attendance requirement and have paid up your fees on time. Students will be responsible for the validity or expiry of their student passes. You will need to note that renewal of the expired student passes maybe rejected by the Immigration & Checkpoints Authority (ICA) without any reason given to you and that you will have to make arrangement to leave Singapore.

You will find all necessary details on Student’s Passes on the ICA website at www.ica.gov.sg. Please familiarize yourself with the rules and regulations governing the issuance of student passes.

4. Validity of ICA Student Pass
All international students must possess a valid student pass from the Immigration & Checkpoint Authority (ICA). Failing which may result in severe penalties pertaining to overstaying and illegal immigrants.

5. Request for Official Letters & Documents
If you need official letters and documents, like verification of student status, letter of completion and report cards, you can obtain the Student Request Form from the Student Service Centre, and submit it, duly completed, at least 3 days in advance. The Student Service Centre will inform you when it is ready for collection.

6. Update of Students’ Particulars
You can help us to contact you promptly when there is a need to, by making sure you provide us your latest contact details (eg. telephone number, mobile phone number and residential address). Please use the Contact Update Form (F-1204), which you can get it from Student Service Centre for the updating of your student’s records. It is important that you provide the school with your updated contact information so that the school could advise Immigration & Checkpoints Authority (ICA) appropriately.

7. Confidentiality of Students’ Particulars and Data
The Registrar’s Office is committed to the security and confidentiality of your student data. Your student particulars are solely for internal use and for completing regulatory submission requirements.

8. Fee Payment
For FPS Insurance Scheme, you can pay your fees through any of the following ways: Cash, NETs, cashcard, cheque, China union pay, cashier’s order, bank draft, telegraphic transfer or credit card payment (VISA or MasterCard only). For FPS Escrow Scheme – refer to payment instruction for more details. Please make sure you are given official receipt by the school upon payment of fees. All official receipts must be kept for verification of payment status when required. All fees are subjected to changes.
We have adopted the Council for Private Education’s (CPE) Fee Protection Scheme (FPS). EASB has in place both the escrow account and insurance protection to provide full protection on all fees paid by students and payment schemes as advised by the Council. The details of these schemes are readily available on our website and for more information, you may also refer to the CPE websites at www.cpe.gov.sg.

9. Registration
You should try to arrive in Singapore no later than 3 days before the start of class and to report to the school for your formal enrolment.

If you are able to provide a reasonable explanation for late reporting/enrolment, without prejudice to our contractual arrangement, we can extend a grace period of up to 10 working days. However, if you enroll for a SOC (Start-of-class) late, we reserve the right to allocate you into the next available class of the same proficiency level. Kindly note that maximum time allowable to complete your course of study is within the stipulated time duration plus 1 year.

If you want to apply for deferment (fee applicable), please fill in a Student Request Form and submit it, duly completed, to the Student Service Centre. You will be directed to your respective Head of School within the next 48 hours who will help you with any study-related difficulties and advise you appropriately.

10. Course Induction (Student Administration)
When you have been accepted by the School, you will receive the Letter of Offer and Standard Student Contract, giving details on the course, (the commencement date, the duration, the name of the college, institute or university awarding the qualification, etc.) You will be informed of changes made to the course through memos. These changes will also be placed on department’s notice boards. Please visit these notice boards regularly. An Orientation Booklet or Guidance Notes shall also be given to all newly admitted students to EASB during the Orientation programme.

11. Attendance
All students must achieve a monthly minimum attendance of 90% for their studies on full-time courses; and 75% for part-time courses. In line with ICA’s requirement, international students whose absenteeism rates exceeded 10% shall be liable for dismissal by the school and also may have their student pass automatically cancelled without further notice to them. All international students must maintain an attendance rate of 90% & above. (see section on dismissal).

12. Transfer from one course to another within EASB
Your request for transfer to another course within EASB must be submitted before course commencement in order to be considered.
- if you submit such requests for transfer (fee applicable), you will be deemed to have withdrawn from the original course and the withdrawal policy shall apply. You have to submit a fresh application for the new course and the procedure for new application shall apply.
- Please approach the Student Service Executive for advice and information.

13. Deferment of study
If you wish to defer your study in EASB this is what you should do:
- Obtain and complete the Student Request Form (F-1201) and submit it to the Student Service Centre, along with your parent’s letter of consent for deferment, your student pass, copy of passport and any other documents as appropriate.
- Pay the deferment of study fee at the cashier counter.
- Upon our receipt of the full set of documents, our Student Service Executive shall provide you with detailed advice and information on your request.

14. Transfer Withdrawal to Other Schools
We will process your application for withdrawal (Transfer) to other schools if you meet the following conditions:
- You have attained a minimum of 90% attendance rate (This is an ICA requirement) and average overall conduct in class is good.
- You have paid all outstanding fees, withdrawal & other applicable charges and do not have any arrears in your payment.
Procedure for Transfer / Withdrawal

This is the procedure you must follow to initiate a transfer:

- Complete Post-Enrolment Withdrawal Form (F-1203) and submit along with your parent’s letter of consent for transfer (where applicable), your student pass, passport copy and completed ICA Cancellation Form to the Student Service Centre.
- The finance department will check for any outstanding course fee, if any, within 24 hours.
- Students have to clear their outstanding course fee, if any, that is due for payment.
- There will be an arrangement for you to meet the Academic HOS for a counseling session within 2 days;
- In the meanwhile, the School will contact your parent/s to verify, inform and seek their formal consent to the transfer;
- We will need your parent’s formal letter of consent to confirm the transfer.
- When we have received the full set of your transfer request documents, we will proceed to cancel your student pass and to process the transfer via ICA Solar+ System or via hardcopy V36A form, (whichever is applicable).
- We will not be responsible for the failure of your student pass renewal by ICA or for any disruption to your studies arising from the transfer.

15. Refund / Cooling-Off Period

Please note that all application, enrolment, administrative fee, medical insurance and escrow bank charges/insurance charges paid to EASB™ are non-refundable.

The refund policy adopted by EASB shall be in accordance to Clause 2 of the PEI-Student Contract.

(A) Refund for Withdrawal Due to Non-Delivery of Course:

EASB will notify the Student within three (3) working days upon knowledge of any of the following:

i. It does not commence the Course on the Course Commencement Date;
ii. It terminates the Course before the Course Commencement Date;
iii. It does not complete the Course by the Course Completion Date;
iv. It terminates the Course before the Course Completion Date;
v. It has not ensured that the Student meets the course entry or matriculation requirement as set by the organisation stated in Schedule A within any stipulated timeline set by CPE; or
vi. The Student’s Pass application is rejected by Immigration and Checkpoints Authority (ICA).

The Student shall be informed in writing of alternative study arrangements (if any), and also be entitled to a refund of the entire Course Fees and Miscellaneous Fees already paid should the Student decide to withdraw, within seven (7) working days of the above notice.

(B) Refund for Withdrawal Due to Other Reasons:

If the Student withdraws from the Course for any reason other than those stated in Clause A, the PEI will, within seven (7) working days of receiving the Student’s written notice of withdrawal, refund to the Student an amount based on the table in Schedule D.

(C) Refund During Cooling-Off Period:

The PEI will provide the Student with a cooling-off period of seven (7) working days after the date that the Contract has been signed by both parties. The Student will be refunded the highest percentage (stated in Schedule D) of the fees already paid if the Student submits a written notice of withdrawal to the PEI within the cooling-off period, regardless of whether the Student has started the course or not.
16. Withdrawal (Post-Enrolment)
If you wish to withdraw from EASB voluntarily this is what you should do:

- Obtain and complete the Post-Enrolment Withdrawal Form (F-1203) and submit it to the Student Service Centre, along with your parent’s letter of consent for withdrawal (where applicable), your student pass, copy of passport and completed ICA Cancellation Form.
- The finance department will check for any outstanding course fee, if any, within 24 hours.
- Students have to clear their outstanding course fee, if any, that is due for payment.
- The Student Service Executive will arrange for an appointment for you to meet the Head of School/Head of Student Service for counseling within 2 days;
- In the meantime, the School will contact your parent(s) to verify, inform and seek their formal consent to the drop-out;
- Parent’s formal letter of consent to the withdrawal and to absolve EASB’s responsibilities for any disruption to the child’s study in Singapore is required (where applicable);
- Upon our receipt of the full set of documents and your completion of the withdrawal procedure, the school will proceed to cancel your student pass via ICA Solar+ system.

17. Medical Certificates
When you absent yourself from classes or main examinations due to medical reasons, you are required to submit the original copy of the Medical Certificate and complete the Student Request Form (F-1201) at the Student Service Centre.

Only medical certificates issued by registered clinics (including registered TCM practitioners), polyclinic or hospitals will be accepted by the School. The list of TCM is available in the enclosed URL link, www.tcmpb.gov.sg.

18. Taking Home Leave
You are not allowed to take home leave during an on-going semester. However, under special circumstances, you may obtain approval from the Director of School or Director of Student Service before going on home leave, like home leave on compassionate or medical grounds.

You must apply for official home leave before getting your air tickets. If you fail to inform and obtain the approval of the Director of School or Director of Student Service, you will be considered as being absent without official leave (AWOL). If you are absent for more than 3 consecutive days (or one week as applicable), you will be regarded as having voluntarily withdrawn from the course (Also Refer to Section under Discipline).

To apply for home leave (off-term semester), please follow these procedures:
- Complete the Student Request Form at the Student Service Centre.
- You will be given an appointment with your respective Head of School within the next 48 hours, who will interview you on your reasons for the application.
- You are required to submit a copy of your air-ticket to your respective Department.

Important note:
Any other leave taken by student shall be at his/her own discretion and the total number of days absented should not exceed the prescribed absentism limit of 10%. All international students holding on to ICA student passes must maintained a minimum attendance rate of 90% throughout their course of studies. Disciplinary action shall be taken as necessary should there be a breach in the ICA rules and regulations by any international student with valid ICA student pass like his/her attendance rate falls below 90%, may result in the automatic dismissal from School and cancellation of ICA student pass without further notification to the student.
19. Admission to Final Year/ Postgraduate Degrees
If you seek entry into a final year degree programme/postgraduate degree programme conducted locally through EASB you will need to undergo a formal matriculation process administered by EASB staff in conjunction with University officials. Upon successful matriculation with your University, you will be given a unique university matriculation identification number (ID)/card for identification and use throughout the course duration.

You will be given a provisional acceptance by EASB upon your application or re-enrollment into any diploma, degree or post degree University or our partners’ programmes (final year, master or doctoral level). You will have to ensure that the university matriculation identification number is given to you eventually (normally 3 months from date of first application to the university for admission and completely fulfilling all general and academic requirements). These requirements may change from time to time and you are advised that entry into final / postgraduate degree is at the sole discretion of the University. Its decision is final.

Additionally, all matriculated students are to further abide by all University or our partners’ rules and regulations. You are advised to be familiar with all the university’s or our partners’ rules and regulations (like general, administrative and academic). Failure to comply with university or our partners’ general, administrative and/or academic rules and regulations may result in your disqualification from the course applied or studied and the non-awarding of the degree certification. Please refer to our Guidance Notes or University’s Student Handbook for Degree or Post Degree programmes, as applicable.

20. Admission and Re-enrolment
The Institute admits students on an equal opportunity basis and also relates to academic matters relating to assessments and examinations, re-enrollment and progression, attendance and activities, and graduations are free of discriminatory practices. When you have successfully completed your current course of studies, you will be automatically re-enrolled into the next higher level. We will prepare the re-enrolment documents for your signature shortly after the release of the final academic results of your current course which you would have successfully completed. You will need to confirm your enrolment by completing the respective documents and making the fee payment within the stipulated time. It is usually within the week after signing the PEI-Student contract or before the next course commencement date, whichever date is applicable. You will receive an official receipt for your fee payment. Please keep all official receipts as proof of your payment status.

21. Personal Conduct
Infringement of Authorities’ rules and regulations, breaches of laws, gross misbehaviour, misdemeanour or general poor conduct of any student may result in automatic expulsion from the School without further warnings. Student pass shall be cancelled immediately without any further notification and explanation to student.

22. Updating of Student Handbook
We will regularly update and amend, as necessary, the information contained in this handbook. You should visit our website at www.easb.edu.sg for the latest version.

23. Personal Belongings
Students are reminded to keep their valuables at home. The School shall not be held responsible for any personal items or belongings that may be lost or damage during school time. Students are expected to safeguard their personal items or belongings at all times.
EQUAL EDUCATION OPPORTUNITY (EEO)

The Institute accords equal education opportunity status to any student regardless of gender, race, colour or nationality. No intentional segregation of students or discrimination is permitted or allowed as a general practice of the Institute.

Fair equality of education opportunity is promoted throughout the Institute and it prohibits practices leading to direct or indirect discrimination of students. The objective is to achieve equality for all students based on their academic meritocracies and abilities.

In respect of EEO, unfair practices of students are strictly not allowed, like acts of committing plagiarism and cheating in examinations, are to be dealt with by the Disciplinary Board. Conclusion / Decision of the Disciplinary Board is final and deemed fair. Appeal process is allowed, as appropriate.

Practical considerations are considered in the provision of fair and equal education opportunity for all; albeit continued global challenges facing institutions of higher learning, especially in the internationalizing education across many cultural backgrounds. Nevertheless, the Institute shall continue to work closely with its university partners on their respective interpretations, and abide by their rules and regulations governing such EEO issues, as applicable.

The Institute provides ample education opportunity to students that will enable them to reach to his/her highest potential according to ability. A variety of learning opportunities at different levels are provided to students for better educational experiences and thus, nurturing in them the 4 Cs (Competent, Creative, Confident and Committed) of EASB’s Holistic Education Approach.
Chairman’s Declaration

The founding vision of East Asia Institute of Management (EASB™) to be a world-class educational institution has been established upon the key essentials of delivery and administration of academic and student services within the school. We aim to provide a professional, efficient and responsive service to students in order to achieve and maintain standards of excellence in support of our strategic objectives. Essential to this delivery is our undertaking of a Fee Protection Scheme (FPS). EASB is committed to adhere to transparency, full integrity and ethical values in all transactions; placing the welfare of our students above primary organizational gains.

Service Statement
- We provide educational and training opportunities for all students who aspire to succeed.
- We provide quality services to students by inculcating in our staff a culture of quality consciousness and speed.
- We adopt a process system that is customer driven and service oriented.
- We adhere to full integrity and ethical behavior in all our practices, keeping in mind the welfare of students as a priority above all things.

Service Mission
East Asia Institute of Management (EASB™) has always been aligned to the vision of protecting and enhancing stakeholders’ interests through information and education, and inculcating a culture of fair and ethical practices. To further enhance this alignment of vision, EASB™ is now actively and diligently pursuing the renewal of the Edutrust Mark. EASB™ subscribes to this vision by providing academic and service assurance, the details of which are given to students in the Student Handbook, which they will receive upon their admission into our school.

Academic assurance is primarily a guarantee of quality lecturers with strong industrial experience and teaching professionalism. It also includes other assurances, such as Course Entry Requirements and Course Induction Guarantees etc.

Service assurance is primarily achieved by our adherence to what we promised students prior to enrollment and throughout their journey with us.

The specific guarantees include a proper and clearly-defined feedback-grievance mechanism for students, which can be found in the Course Evaluation Program and Grievance Procedures.

Also included is the guarantee of the confidentiality of Student Particulars and the commitment to inform students of all School Rules and Regulations for their informed compliance. This list is not exhaustive. For more details, please read the Student Handbook.

Fee Protection Scheme (FPS)
In our pursuit to look after the interests of our students, we have adopted FPS:
- Fee Protection Scheme - Insurance
- Fee Protection Scheme - Escrow Account
EASB has a declared policy for all students to enter into a Council of Private Education (CPE) Standard PEI-Student Contract by signing with the student or legal guardian. Students are subsequently advised to pay all their course and miscellaneous fees through EASB’s nominated CPE-Approved FPS Service Provider for the Escrow Account Scheme, where applicable; or if the fees are covered under the CPE-Approved FPS Service Provider for the Insurance Protection Scheme the course and miscellaneous fees shall be remitted to EASB.

The FPS serves to protect the students’ fees in the event a Private Education Institution (PEI) is unable to continue operations due to insolvency, and/or regulatory closure. Furthermore, the FPS protects the student if the PEI fails to pay penalties or return fees to the student arising from judgments made against it by the Singapore courts. EASB has a transparent and legal framework for refund of course fees in the case of transfer and withdrawal. Our Transfer, Refund and Withdrawal policies are clearly stated in the CPE-Standard PEI-Student Contract and the Student Handbook, so that students are duly informed. Students can be assured that East Asia Institute of Management (EASB) is totally committed to live up to our obligations under the declared Service Statement above, in all our academic, administrative and business practices. We view this as fundamental to our vision of being a world-class educational institution. Students can trust that we will be with them every step of the way in their educational pursuit.

In accordance with established guidelines, I declare the following:

- EASB’s average lecturer to student ratios are:
  i. Certificate in Business English: 1 to 40
  ii. EASB and partner Universities academic courses: 1 to 80
- The maximum capacity of EASB Balestier campus is over 6,000 students for Balestier campus.
- We have 1 auditorium, 3 lecture theatres & 21 classrooms at Balestier campus, each with varying sizes accommodating 20 - 200 students.
- EASB has about 30 full-time academic staff and 60 freelance lecturers.
- The amount and types of fees payable can be obtained from the Registrar’s Office.

Prof (Dr) Andrew Chua
Executive Chairman & Principal
East Asia Institute of Management
APPENDIX 2

Management Council

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<th>Role</th>
<th>Name</th>
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<tr>
<td>Chairman</td>
<td>Dr. Andrew Chua</td>
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<tr>
<td>Vice Chairman</td>
<td>Mr. Er Kwong Wah</td>
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<td>Member</td>
<td>Dr. Tan Jing Hee</td>
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<td>Member</td>
<td>Mr. James Chua</td>
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<td>Member</td>
<td>Mr. Lai Hock Meng</td>
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<td>Member</td>
<td>Prof. Er Meng Joo</td>
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The Academic Board

The Academic Board of East Asia Institute of Management (EASB™) consists of distinguished individuals from the industry and academia and the management of the school. Its primary role is to guide the Management Council in policy development and strategy implementation in pursuit of excellence in all aspects of student enrolment, curriculum design, development and delivery, faculty teaching and student learning.

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<th>Role</th>
<th>Name</th>
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<tr>
<td>Chairman</td>
<td>Dr. Tan Jing Hee (Chairman)</td>
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<td>Dr. Andrew Chua</td>
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<td>Mr. Lai Hock Meng</td>
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<td>Prof. Er Meng Joo</td>
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<td>Mr. Reinaldo Wong</td>
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The Examination Board

The Examination Board of East Asia Institute of Management (EASB™), whose members are appointed by the Management Council, is responsible for matters pertaining to the conduct, administration and integrity of examinations, assessment of course work and student academic performance. It ensures that high academic standards are maintained, comparable to those in similar institutions in the industry.

<table>
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<tr>
<th>Role</th>
<th>Name</th>
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<tr>
<td>Chairman</td>
<td>Mr. Er Kwong Wah (Chairman)</td>
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<td>Dr. Poh Lee Guan</td>
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<td>Mr. Reinaldo Wong</td>
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<td>Dr. George Ng Geok See</td>
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<td>Mr. Eric Lim</td>
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<td>Prof. Er Meng Joo</td>
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Academic Programmes
- We offer tertiary programmes at the Bachelor, Masters and Doctorate level, in addition to degree foundation and English courses for entry into our degree programmes.
- Our curricula for the Diploma (Bachelor Year 1) and Advanced Diploma (Bachelor Year 2) programmes are based on the UK Universities’ Credit Accumulation and Transfer Scheme (C.A.T.S) for Advanced Standing and Credit Transfer into degree completion programmes.
- Graduates of our Advanced Diploma will do their final-year degree completion with our foreign university partners and receive their degrees.
- All EASB™ Diploma programmes are articulated to about with about 30 universities located in United Kingdom, Australia, New Zealand and United States of America.

Foundation Programmes
- Diploma in Foundation Studies
- Certificate in Business Management
- Certificate in Business English
- Preparatory Programme for GCE ‘O’ Level Examination

The School of Business, Management and Accountancy
Queen Margaret University
- BA Business Management

Cardiff Metropolitan University (f.k.a University of Wales Institute, Cardiff)
- BA (Hons) Accounting
- BA (Hons) Business and Management Studies

Sheffield Hallam University
- BA (Hons) Sport Business Management
- BA (Hons) Business Management
- BA (Hons) International Business Studies
- BA (Hons) Business and Finance

The School of Hospitality, Tourism and Leisure
Queen Margaret University
- BA International Hospitality and Tourism Management

Sheffield Hallam University
- BA (Hons) Hospitality Business Management with Conference and Events
- BA (Hons) Tourism and Hospitality Business Management

The School of Applied Health Sciences
Queen Margaret University
- BSc Professional Practice - Nursing

Aston University
- BSc (Hons) Medical Bioscience
The School of Postgraduate Studies
Queen Margaret University
- MBA Hospitality Management
- MSc International Hospitality Management & Leadership
- MSc Nursing (Education)
- MSc Nursing (Management)

Herriot-Watt University, Edinburgh Business School
(Available in English and Mandarin)
- MBA
- MBA Financial
- MBA Human Resource Management
- MBA Marketing
- MBA Strategic Planning
(Additional modules required for specialized MBAs)
- MSc Marketing

Cardiff Metropolitan University (f.k.a University of Wales Institute, Cardiff)
- MBA
- MBA Project Management
English Requirements

- While EASB allows students who have attempted the ETEDP final examination to proceed into the Bachelor Year 1 and Year 2 programmes, it is mandatory for all students to have a minimum level of proficiency in English, equivalent to that of IELTS 6.0, TOEFL 550 paper-based score (or 213 computer-based score) in order to gain admission into the universities for completion of the degree programmes.

- If you do not have either of these, you are required to undertake our Certificate in Business English (CBE) and to pass at ETEDP Band 3. Upon successful completion of ETEDP and attaining Band 3, you would be awarded the Certificate of Achievement.

- Students who have obtained a pass in the Cambridge International Examinations ‘GCE’ Ordinary level with a credit pass in English or GCE Advanced level examination with a credit pass in ‘General Paper’ in Singapore would be granted exemption from ETEDP.

Request for Exemption of B-ETEDP & Direct Entry into ETEDP

The Certificate in Business English (CBE) is a complete course. However, you can request for exemption of B-ETEDP and gain direct entry into ETEDP. In such cases, your request will be granted only if you have achieved B-ETEDP Band 3 (equivalent to IELTS 4.0) or above, through the following assessments of proficiency;

i) The student has been awarded IELTS 4.0 or above in the IELTS examination taken not more than 2 years before the time of this assessment;

a. The student must submit the original IELTS Test Report Form to the School of Business English for verification with IELTS Verification Site Service (University of Cambridge, ESOL Examinations).
b. The student must sit for a placement test administrated and assessed by the School of Business English of EASB.
c. In special cases where there is a marked difference between the IELTS result and the placement test result, you will be interviewed by the Head, School of Business English, for final assessment of the student’s proficiency.

ii) You have set for a placement test administered and assessed by the School of Business English and obtain a result of 4.0 or above.
Personal Conduct & Obligations of Students

As an enrolled student of the EASB community, you have certain duties and obligations.

1. General Conduct
   You have an individual and collective responsibility for maintaining a healthy lifestyle, observe good behaviour, contribute to the learning environment and by observing proper personal conduct at all times when you are enrolled as a student of EASB.

2. Appropriate Conduct / Behaviour
   You must refrain from disruptive behavior at all times. Actions that prejudice to the Institute and committed by you shall not be tolerated. Some examples of appropriate conduct:
   - You will adhere to all ICA’s requirements and will not breach any ICA’s regulations which may lead to your dismissal. You must NOT work at all times especially when you are holding on to a valid student pass issued by ICA.
   - You will not be rude or behave aggressively towards lecturers and staff.
   - You will not instigate other students to cause disruption to the smooth running of the school.
   - You will switch off your mobile phone and pager during lessons.
   - You will not leave the class during lessons without permission to answer or make phone calls.
   - You will adhere to the lesson schedule and be punctual for your classes.
   - You will not use vulgarities and/or litter in the school.
   - You will not vandalize the school’s property or cause damage to school equipment.
   - You will not download illegal software or visit pornographic websites.
   - You will not commit any criminal or illegal offence at all times; like fighting, shoplifting etc.
   - You will not post or to instigate derogatory / racially biased remarks about the school, the government and citizens on any social / print media at any time directly or indirectly.

3. Consumption of Food and Drinks / Smoking / Dress Code
   All food and drinks will be consumed in the canteen. Strictly no smoking on school premises. You will wear proper attire when you attend courses in the school.

4. Disciplinary Actions for Breach of Rules & Regulations
   You are liable to be disciplined for any misconduct and/or breach of the school’s rules and regulations. If you persistently violate the school’s rules and regulations, you will be issued a written warning. You will face serious disciplinary action, including dismissal, if you continue to violate the school’s rules after receiving a written warning.

5. Disciplinary Action & Dismissal
   If you persistently breach the school rules and regulations, you will be liable for disciplinary action and may have to appear before a disciplinary committee. If you are dismissed on disciplinary grounds, your student pass will be cancelled immediately, all your fees forfeited, and you will be required to leave Singapore immediately or within the grace period of the social visit pass issued by ICA. Serious breaches of any rules and regulations of the Institute / government bodies, litigation or for causing public disquiet may result in immediate dismissal without notification.

6. The School’s Decision
   The school’s decision is final in relation to all matters pertaining to student issue/s.
Academic Regulations

1. Introduction
You are responsible to acquaint yourself with the school’s academic regulations and those specific to your course, including those related to your assessment and progression through the course and to the award of the degree. You are also, to refer to the respective academic handbook pertaining to your course of study.

2. Admission into EASB
Our policy is to enroll students based on their merit. All applicants for admission to a Bachelor Year 1 course offered by EASB must be at least 17 years of age at the time of application. If you make any false or inaccurate statements in your student application form, your application may be rejected.

3. Course Induction (Academic)
As a new student, you will undergo Course Induction to help you understand the course requirements and academic expectations. The Induction will include familiarization with the course schedule, course outline and lesson plans.

4. Class Attendance
We expect full Attendance from our students. Full-time students must attain a minimum attendance of 90% while for part-time students, a 75% attendance level is needed in order to participate in the school examination. You may be subjected to serious disciplinary actions including dismissal if you do not achieve the minimum attendance requirements without good reasons.

5. School Terms and Breaks
EASB observes the Singapore national holidays.
Apart from these national holidays, you will be given the following study breaks:
- Appropriate breaks after each semester’s examination for all students except students from the English Language program who will have breaks at different times.
- A 2 or 3 weeks break for the Lunar New Year and to be advised by the School.

If you are absent without official approval from the school for 3 consecutive school days you shall be regarded as voluntary withdrawal and your student pass may be cancelled after 7 consecutive School days of absence and your fees shall be forfeited.

6. Deferment of Studies
Your application for deferment will be considered if you submit it 2 weeks before the commencement of the respective course.
An application for deferment will only be allowed under the following conditions:
- medical reasons;
- overseas employment postings;
- army enlistment.

You must submit documentary proof in all cases.
You are given a maximum period of six months (twelve, as appropriate) to return to School to complete your studies. To apply for deferment, please fill in a Student Request Form at the Student Service Centre. You will be directed to your respective Head of School within the next 48 hours. The Head of School will help you with any study-related difficulties and advise you appropriately.

7. Examination Schedule
Examinations are held at the end of each quarter or semester depending on your course of study. A detailed examination schedule from respective departments will be issued to confirm the dates of examination appropriately. You should check the notice board for your examination schedule and details. You must clear all your payment of fees to be allowed to sit for the examinations.

8. Examination Guidelines
You are only allowed into the examination room 15 minutes before the commencement of the examination. You are not allowed to bring into the examination room any unauthorized books, written or printed documents, pictures or drawings, notes or papers. You must switch off your mobile phone and pager while in the examination room. You are only allowed to bring the following into the examination room:
- Pens, pencils (without pencil cases)
- Erasers/correcting liquid
- Non-programmable calculators (without covers)

You are only allowed to leave the examination room two hours after the commencement of the examination. If you are more than half an hour late after the commencement of the examination, you will not be allowed into the examination room. You will need to produce both your student pass and student ID before you can be allowed into the examination room.

9. Cheating in Examinations
Cheating in examinations is a very serious offence and will lead to automatic dismissal. If you are caught cheating during examinations, you will be asked to
a) surrender your student pass and to leave the examination hall immediately
b) appear before a disciplinary committee within one week from the end of examination period. (Refer to section on dismissal).

10. Plagiarism & Unfair Practices
Plagiarism is tantamount to theft and dishonesty. Any student found to have committed plagiarism will be dealt with in the same manner as a student caught cheating in examination. Students are warned that the university partners and EASB take a serious view of plagiarism and any unfair practices, such as, cheating during examination by students. Students will be severely dealt with including a formal reprimand on their record. Students will also be required to re-submit their work and make to pay penalty for reassessment (refer to respective university websites or handbook for details).
11. Absence from Examination
If you are absent without written reasons for both the main examination and the subsequent mandatory re-sit examination, you will be deemed to have opted out of the course. The school reserves the right to terminate your studies and cancel your student pass accordingly. (Refer to section on dismissal).
If you are absent with legitimate reasons, you will be permitted to take the re-sit examinations as your main examination. In this instance, this will be considered as your final examination with no further supplementary examination provided. You are allowed up to a maximum of two attempts for each paper, failing which a re-module would be necessary.

12. Marking, Re-sit and Appeal Process
The school adopts a system of marking of examination answer scripts by 2 different examination markers. The marked scripts are then moderated by External Examiners and the School’s Board of Examiners. If you fail in your main examination paper you are required to do a mandatory re-sit examination. There will be a fee of $150.00 (subject to GST) for each re-sit paper. You can only submit an Academic appeal if you have valid grounds to support your application for review of your marks.

The Examination Board will consider appeals where there are additional compelling and relevant information that are deemed to be appropriate for submission for review. An appeal should be lodged no later than 3 days after the official release of the examination results. If you fail the re-sit papers you will be required to repeat the failed modules. You can appeal to the Examination Board in writing ONLY after the re-sit attempt. An appeal fee of S$100.00 (subject to GST) will be charged. The decision of the Examination Board, after hearing your appeal, is final.

Students may seek to verify their marks for suspicion of error in markings or due to any mitigating circumstances through a formal appeal process involving the submission of an Appeal (refer to the respective university’s websites for details). Alternatively, student may submit their appeal through EASB by way of EASB’s own appeal process and procedures. (refer to EASB/University Academic Regulations).

13. Publication of Examination Results
The school will release the results within one month (longer for university courses) from the end of the examination period. Information on ‘Results Release’ will not be given over the telephone.

14. Repeating a Module
Repeating a module is referred to as ‘re-module’ or ‘re-do module’. A re-module is only allowed if you have undertaken the same unit previously but have failed the main and re-sit examination. A pro-rated fee will have to be paid to the school accordingly.

For Certificate in Business English course, you are allowed to repeat only under the following conditions:
- You have studied the same stage previously but found it difficult to cope;
- You have failed the examination.

Repeating a stage for the English program would require payment of course fees for that stage.
15. Issuance of Transcripts/Certificates
The school issues certificates of attendance and parchments to all students under the Certificate in English, Bachelor Year 1 and Year 2 programs on a quarterly basis.
You must pass ALL required subjects before you are awarded your Diploma/ Degree certificates and your academic transcripts.
If you do not pass ALL required subjects, you will only be given a Certificate of Attendance and your academic transcripts (upon request).
International students should request for the above certificates prior to leaving Singapore. You will only be issued the above items provided you have paid all outstanding dues and fees.

16. Overseas University Placement
If you intend to apply for overseas university upon completion of your studies, you may approach the Overseas University Placement Officer at the Student Service Centre.
You are required to consult the Officer for the relevant application forms to be submitted to the overseas universities way before the closing date for registration.
An Overseas University Placement service fee of S$500.00 (subject to prevailing Goods & Services tax) is chargeable.

17. Scholarships
The EASB Scholarship is awarded to students with outstanding academic performance to pursue their Year 2 or Year 3 studies at East Asia Institute of Management.

Up to 8 scholarships will be awarded to deserving students at the end of each year.

Eligibility

The scholarship is open to Singapore Citizens, permanent residents and international students who graduated within the last 4 semesters (Qtr 4 of previous year to Qtr 3 of current year) and who meets the following criteria:

a. Passed all modules on 1st attempt.
b. 75% of the modules passed must be of distinction grade.
c. Of the 75% distinction, 50% of the modules must be of high distinction grade.
Students who have received subject exemptions will not be eligible for consideration.

Value of Scholarship

- Year 1 & 2 graduates: SGD5,000.00 subsidy on their Year 2 course fee.
Discipline
We will only take disciplinary actions when it is absolutely necessary. We have established procedures for appeal against dismissal.
A student’s disagreement with the judgment of the Disciplinary Board is not in itself ground for an appeal. Any student’s request for an appeal against disciplinary actions must include the support from either the Head of School or lecturer with strong mitigating reasons.

The following situations warrant dismissals;

Violation of ICA’s attendance requirements
- Students with a monthly attendance record below 90%.
- Students who are absent for three consecutive school days.

Misdemeanour
- Students who take home leave without notifying the School or seeking approval as appropriate
- Students who commit offences against the law of Singapore and/or bring the school into disrepute.

Non-payment of Fees
- Students who fail to pay school fees in a timely manner. Non-payment of Fees generally leads to automatic expulsion from the programme or course of study.

Violation of Academic School Rules
- Students who are absent from the main and re-sit examinations without legitimate reasons.
- Students who cheated in an examination.
- Students who committed plagiarism.
- Students who persistently misbehave and are rude to their lecturers and school staff despite advice and warnings from the school.
- Students who instigate other students to cause disruption to the smooth running of the school.
- Students who solicit and instigate fellow students to transfer to other schools.

Dismissal
Students are to surrender their student pass prior to appearing before a Disciplinary Board for persistent breach of school’s rules and regulations. When a dismissal is meted out by the disciplinary committee, the student will have his student pass cancelled and is expected to leave Singapore within 5 days. All fees paid shall be forfeited.

Appeal Process Against Dismissal
The procedure for appeal from dismissal is as follows:
- Upon receipt of the Letter of Dismissal, students have to lodge a final appeal to show cause or strong mitigating reasons for a grant of acquittal from dismissal.
- They are required to write to the Principal within 3 days from their receipt of the Letter of Dismissal.
- Their appeal letter must include the support of the Head of School or lecturer.
- The appeal will be considered by the Principal whose decision will be final.
Feedback and Complaint Procedures

We welcome feedback from our students as it will help us improve our services and to create a better learning environment. This section tells you what the School will do on receiving feedback and suggestions, including complaints from our students.

We will always attend to complaints promptly. Any student who is aggrieved may escalate their feedback or complaints through various channels indicated below. The school has an escalation process to handle complaints and grievances as follows:

- Quarterly course evaluation for students to assess on academic content, course delivery and student support services.
- Regular coffee sessions are conducted by the Academic Head of Schools on a class by class basis to improve two-way communication.
- Students Suggestion Scheme is adopted to elicit new ideas to improve students’ or study experience and learning environment.
- Internet dialogue / facebook /chat are encouraged for all students to provide feedback on any matters.
- Re-enrolment Talk/ Counseling to assist students to make more informed choices for academic progression.
- Meet-the-Principal or In-conversations sessions allow our students the opportunity to discuss any issues or problems with top management.
- Feedback/ Suggestion Box (located at canteen or Student Service Centre)

Regular counseling sessions are available upon request by the students as well as when deemed necessary by the school. You can contact our Student Service Executives at (65) 6351 7872. Alternatively you may email to studentservice@easb.edu.sg to arrange for counselling sessions.
If you have any feedback or complaints, you should communicate verbally or in writing immediately with the school through the Student Service Centre. Upon receipt of your feedback or complaint verbally or in writing, the Student Service Executive will investigate and revert to you within the next two days.

If the Student Service Executive is not able to resolve the case, your complaint will be escalated to your respective Head of School / Head of Department or the Head of Student Service, who will attempt to resolve your case within the following two days.

If the Head of School / Head of Department or the Head of Student Service is not able to resolve the case, it will be brought to the executive director or a review committee appointed by the Principal. The Committee will revert with a decision within three days.

You will receive a formal resolution from the School within 7 or 21 working days, from the date of receipt of complaint. For complaints that relate to external institutions/bodies, the school will endeavour to revert within 21 working days.

The procedures for sending in your grievances can be through any of the following:
- Complete the Feedback Form, which can be obtained from the Student Service Centre or from our website at www.easb.edu.sg;
- Send an email to our general complaint account at complaints@easb.edu.sg
- Contact our student service executives at (65) 6351 7872

We appreciate the valuable feedback of every student, as it is through such feedback that we can continuously improve on our services. We thank you for giving us a chance to serve you better. EASB cares for you and we sincerely hope that you will have a pleasant learning journey with us!

In the event that the student and EASB are still unable to resolve the dispute in accordance with the grievance procedures, the student and EASB may refer the dispute to the Council of Private Education (www.cpe.gov.sg) for mediation. Please refer to Useful Information, Appendix 8. In any case students must approach the school first with the full list of feedback and complaints before referring to any external organizations.
University Partners, Regulatory Requirements

In addition to complying with the regulations laid down by East Asia Institute of Management (EASB™), all Final year/Postgraduate students are required to familiarise and to abide by the respective University’s Rules and Regulations, including the Terms and Conditions of the offer, Guidance Notes and any academic matters established in the respective University’s Student Handbook. The respective universities have the authority to over-ride on key policies relating to the Final year and Postgraduate studies. Additional information are accessible to all students in respective Universities’ websites. Please ensure that you have read them prior to the commencement of your programme.

Sample degrees awarded by our recognized university partners
Some Useful Contacts and Information

Should you have any general enquiries or concerns, you may contact the school at (65) 6252 5550 or fax in at (65) 6252 2334. For matters pertaining to your studies at EASB, please contact our Student Service Centre at (65) 6351 7872/873.

Embassies

China:  
150 Tanglin Road  
Singapore 247969  
Tel: 65 64180252  
Fax: 65 67344737

India:  
31 Grange Road  
Singapore 239702  
Tel: 65 67376777  

Indonesia:  
7 Chatsworth Road  
Singapore 189721  
Tel: 65 67377422

Myanmar  
5 St Martins Drive  
Singapore 257996  
Tel: 65 67350209

Thailand:  
370 Orchard Road  
Singapore 238870  
Tel: 65 64180252  
Fax: 65 67344737

Cambodia:  
152 Beach Road  
Singapore 238870  
Tel: 65 64180252  
Fax: 65 67344737

Vietnam:  
10 Leedon Park  
Singapore 267887  
Tel: 65 64625938

Embassies

Authorities / Government Bodies

Ministry of Education  
1 North Buona Vista Drive  
Singapore 138675  
Tel: 65 68722220  
Fax: 65 6736 9423

Singapore Tourism Board  
Tourism Court  
1 Orchard Spring Lane  
Singapore 247729  
Tel: 65 67366622

Singapore Police Force  
New Phoenix Park  
28 Irrawaddy Road  
Singapore 329560  
Tel: 65 63530000  
(Police Emergency Hotline)  
Hotline: 1800 2550000  
www.spf.gov.sg

Immigration & Checkpoints Authority  
10 Kallang Road ICA Building  
Singapore 208718  
Tel: 65 63916100

Council for Private Education  
Student Service Centre  
2 Bukit Merah Central #01-05  
Spring Singapore Building  
Singapore 159835  
Tel: (65) 6592 2108  
Fax: (65) 6275 1396  
Email:CPE_Contact@cpe.goc.sg  
website: www.cpe.gov.sg

Singapore Civil Defence Force  
91 Ubi Avenue 4  
Singapore 408827  
Tel:995(FireEngine/Ambulance) or 1777 (non-emergency)

Tel: 65 62800000 (General Enquiries)  
www.scdf.gov.sg

EASB Overseas Office - China Office (Guangzhou) Room 606, Yian Plaza, 33rd Jianshe 6th Road  
YueXiu District, GuangZhou GuangDong Province, PRC 510060  
Tel: 8620 8363 3532 / 8363 4029  
Fax: 8620 8732 7872  
www.easb.ac.cn
Summary Listing of Student Services / Facilities / Activities

Induction & Orientation Programme
Student Counselor Support & Counselling
Student Committee Support & Activities
Broad Band Internet Access Facilities
Library Access for references
Educational Tour, if applicable
Internship or Practical Training, if applicable
Student Progress Report
Students’ Outings and Activities
Scholarships for Academic Excellence
Renewal of Student Pass
Annual Convocation and Graduation Day
Annual Dinner (Graduation Night)
Annual Sports Day
Annual Academic Convention
Annual CNY Gathering & Dinner
EASB Musical Night
Placement to Overseas Universities
Job Counselling & Placement
Alumni Administration
This Student Handbook is written to guide you throughout your course of studies. Care has been taken to ensure that the information contained in this handbook accurate at time of print / posting on website / notice board. The Institute reserve so rights to amend, add or delete information in this book at any time. However, the late update is available on the notice board or at www.easb.edu.sg

Jan 2014