

武汉工商学院

招（议）标文件



招标项目名称：武汉工商学院海外教学中心网站建设项目招
标书

编 号：G2022-29

武汉工商学院招投标办公室

二〇二二年十二月

第一部分 招（议）标邀请

根据我校实际需求，现面向社会邀请具有实力的单位进行我校的海外教学中心网站建设项目招标，欢迎能满足标书要求的厂家前来投标。

一、招标项目名称：武汉工商学院海外教学中心网站建设项目

2023 年 1 月 5 日下午 5:00 前，请有意向的单位将法人授权委托书、被委托人身份证、联系方式、营业执照副本等上述资料彩色扫描件（全部资料扫描为一个 PDF 文件）发送至 331678357@qq.com 邮箱，待招标方审查无误后，将联系供应商进行线上缴纳文件费，每份招标文件 200 元（该费用收取后概不退还）。

二、投标截止时间：

投标单位于 2022 年 月 日，将投标文件交到武汉工商学院招投标办公室。如有延误，视为废标；中标单位应在我校规定的时间内来签订合同，逾期视中标单位放弃中标，我校有权扣留保证金。

付款方式：施工完毕经验收合格后支付总货款的 90%，验收合格满一年后付清余款。

工期：以招标方要求时间为准。

开标时间及地点：另行通知

招标单位：武汉工商学院

执行单位：武汉工商学院招投标办公室

地 址：武汉市洪山区黄家湖西路 3 号

第二部分 投标须知

一、招标方式：邀请招标、议评开标。

二、投标者要求及相关说明：

1、投标者具有独立法人资格，具有相应的经营资质和一定经营规模，具有良好的经营业绩，坚持诚信经营，有良好的服务保障。

2、投标价均按人民币报价，且为含制作、运输、安装、验收及税价。

三、投标费用：无论投标结果如何，投标者自行承担投标发生的所有费用。

四、投标书内容：

1、投标书正本一份，副本伍份。如副本内容与正本内容不符，则以正本为准（投标完后，标书概不退还）；

- 2、产品详细报价，投标保证金缴纳凭证；
- 3、故障响应时间及服务承诺细则；
- 4、投标公司简介、企业法人营业执照、法人代表人身份证复印件和委托代理人身份证复印件、法人授权委托书、税务登记证、主要业绩、针对此次项目的原厂授权证明等。
- 5、投标公司须列举近三年来在相近高校的经营业绩，包含联系人及联系方式，供货日期，合同金额等，至少列举 3 例以上，用表格形式。（务必真实）
- 6、请投标方严格按照我方拟定的标书文件的顺序报价，并注明商品规格，产地等。

五、开标与评标：

- 1、开标时间和地点：另行通知。
- 2、属于下列情况之一者视为废标：
 - 2.1 投标文件送达招标单位的时间超过规定的投标截止时间。
 - 2.2 投标文件未经法定代表人或委托代理人签字。
 - 2.3 开标后发现招标文件内容有虚假材料或信息。
- 3、在开标之前，不允许投标方人员与评标成员接触，如果投标方试图在投标书审查、澄清、比较及签合同时向投标方人员施加不良影响，其投标将被视为无效投标或取消投标资格。
- 4、本次招投标采取评标员集中议标方式，对未中标的单位我方不负责解释。
- 5、投标单位不得相互串通损害招标单位的利益，一旦发现各投标单位之间串通作弊、哄抬标价，招标单位将取消所有参与串通的投标单位的投标资格并没收投标保证金。

六、中标与签订合同

- 1、自开标之日起 7 日内，招标单位向符合条件的单位进行考察，最后商议定标。
 - 2、中标单位如果未按招标单位规定的日期签订合同，或故意拖延签订合同，则招标单位可以扣除其投标保证金并取消其中标资格，另选中标单位。
 - 3、中标单位的投标保证金转为合同履约金。
 - 4、本招标文件未尽事宜，以合同为准。
- 七、投标单位如有任何疑问，可以向我方招标负责人进行咨询。**
- 八、武汉工商学院招投标办公室保留此招标文件的解释权。**

第

三部分

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1.0 Home

USC Principal's Message

A very warm welcome to United Seas College!

United Seas College or USC for short is a new Private Education Institution (PEI) registered with the Committee for Private Education (CPE) in Singapore to operate as a PEI with effect from XXXXX.

Our stakeholders are experienced intellectuals from an established private education institution in China. They are the key stakeholders of Wuhan Technology & Business University (WTBU) in Wuhan, China. They would facilitate sharing of knowledge and pedagogies in technological fields that WTBU excels in. The cross-fertilisation of ideas between USC and WTBU would have a multiplier effect in the build-up and sustenance of USC in the long-run.

USC aspires to be a leading PEI in harnessing the strengths of East and West education systems. Our mission is to provide "Life-long skills development for the good of society. The mission and vision of USC are underpinned with a set of core values, namely, integrity, excellent service, collegiality, fairness and student-centric.

USC hires experienced educators who are subject matter experts in the various fields that USC offers courses in.

We embark on this exciting and challenging journey together with all our stakeholders including students and our staff as well as our partners. We hope to have your strong support!

Thank you.

1.1 Vision Mission Values

USC Vision

USC Mission

USC Values

The Vision of USC is to be

"a Leading PEI to harness the best of East-West Education"

and the choice of Singapore is best suited for such intersection.

USC aims to bring the best and relevant technologies to Singapore.

We shall network and learn from Singapore and the region to achieve the vision together.

USC Vision

USC Mission

USC Values

The Mission of USC is

"Life-long skills development for the good of the society".

Singapore, being an educational hub in this region, is a gateway for China's universities and WTBU, in particular, to link up with the West in educational endeavours.

USC would play its role as the intersection between the East and the West education.

WTBU would give its full support to USC to achieve its aim of becoming a leading PEI in East-West Education intersection.

USC Vision

USC Mission

USC Values

To carry out its mission and achieve its vision successfully, USC underpins them with a set of values as enablers.

The values are

"Integrity, excellent service, collegiality, fairness, student focussed".

1.2

Registration number and period: N/A

2.0 About USC

2.1 Organizational Chart

2.2

Academic and Examination Boards

— Chairman

Dr. Chung Hock Kim, Ph.D, University of Manchester, UK

— Members

Dr. Cao Qi, Ph.D, Nanyang Technological University, Singapore

Dr. Jiang Jing, Ph.D, National University of Singapore, Singapore

2.3

Teachers and Trainers

Teachers and Trainers

2.4

Classrooms and Facilities

N/A

S/N	Name	Course title and module/ subject teaching	Highest qualifications	Full/Part Time	Brief description of any other duties
1	Ms. Tong Meng Lin	Preparatory Course for Hanyu Shuiping Kaoshi (HSK) Level 4	Master of Science, China University of Geosciences	Full Time	
2	Dr. Li Juhui	Professional Certificate in Integrated Circuit Post-Silicon Validation	PhD, National University of Singapore	Part Time	
3	Er. Lee Chuen Fai	Professional Certificate in Enterprise Risk Management	Master of Science, National University of Singapore	Part Time	
4	Mr. Ma Cheng Wei	Professional Certificate in Enterprise Risk Management	Bachelor of Science, National University of Singapore	Part Time	
5	Ms. Lee Yan Keow Jess	Professional Certificate in Enterprise Risk Management	Bachelor of Business, Royal Melbourne Institute of Technology	Part Time	
6					
7					
8					
9					
10					

Updated 1st October 2022

Private Education Act

COMMITTEE FOR PRIVATE EDUCATION (CPE)

ENHANCED REGISTRATION FRAMEWORK (ERF)

The Committee for Private Education (CPE) was appointed by SkillsFuture Singapore (SSG) Board in October 2016 to carry out its functions and powers relating to private education under the Private Education Act. The CPE is supported by a team of dedicated staff from SSG to regulate the sector, provide student services, consumer education and facilitate capability development efforts to uplift standards in the local private education industry.

COMMITTEE FOR PRIVATE EDUCATION (CPE)

ENHANCED REGISTRATION FRAMEWORK (ERF)

The Enhanced Registration Framework (ERF), as set out under the PE Act and the Private Education Regulations and administered by the CPE, spells out the mandatory registration requirements and legislative obligations which all private education institutions (PEIs), operating in and from Singapore, must meet. The ERF aims to ensure that PEIs in Singapore are of a certain standard in order to protect the interest of the students enrolled in their schools.

3.0 Courses

3.1

Professional Certificate In Integrated Circuit Post-Silicon Validation

— Programme Introduction

IC POST-SILICON VALIDATION is a critical engineering function in integrated circuit design companies. This involves software/hardware debug, test concept/methodology, and equipment automations. The objective of IC POST-SILICON VALIDATION is to help engineers to achieve mass production of bug free integrated circuit products with short time-to-market, hence, to help the companies achieve high revenue and less customer returns.

This course is structured into modules as below. Each module comes with interactive presentations, labs and practical sub-projects. This course will be delivered by experienced industrial experts specialised with different modules.

— Programme Objectives

- To provide an opportunity for the participants to acquire comprehensive technical capabilities in IC POST-SILICON VALIDATION. As some parts of the aspects of this course also hold for electronic application systems, this course will also benefit embedded system developers and IoT related application developers.
- To provide the participants with very good understandings of software, hardware, test methodology and equipment automations.
- To provide hands-on practice of the above-mentioned knowledges with well-prepared labs and sub-projects.

Modules

1. MCU based firmware programming

2. Python or other languages

3. Concept and methodology

1. MCU based firmware programming

This module aims to train participants with ARM/RISC V MCU based firmware coding, debug skills and application system development. Once the participant completed this module, they should be able to take part in all kinds of firmware development, system development for IOT products.

2. Python or other languages

This module aims to train participants basic, intermediate, and advanced Python coding skills and methodologies of equipment control. Once the participants completed this module, they should be able to use Python or other languages to control single or multiple equipment to automatically finish major IC validation work with high efficiency.

3. Concept and methodology

This module aims to train participants basic concepts, ideas and methodologies of IC POST-SILICON VALIDATION for different design IPs and modules. It also aims to train participants to understand basic IC design concepts, different IC design IP blocks' functions and their electrical parameters. Once the participants completed this module, they should be able to have a good understanding on IC design basic flow, basic IP modules, basic electrical parameters, and the corresponding validation methodologies.

Course Details	Entry Requirement	Course Fees	Delivery Method
<p>Study Mode & Duration</p> <p>Full-time: 1 month Part-time: 3 months</p> <p>Intakes</p> <p>Feb / Jun / Oct</p> <p>Registration</p> <p>One month prior to intake dates</p> <p>Average Teacher-Student Ratio</p> <p>1:25</p> <p>Assessment</p> <p>The assessment criterion varies from module to module.</p> <p>Graduation Requirement</p> <ul style="list-style-type: none"> • Must passed all modules AND • Must achieve an overall attendance of 75%. 			

Course Details	Entry Requirement	Course Fees	Delivery Method
<p>Candidates must meet the following criteria:</p> <ol style="list-style-type: none"> 1. Minimum age = 18 years of age at course commencement date;AND 2. GCE "O" level pass or equivalent;AND 3. Diploma in Engineering or Equivalent; OR Engineering undergraduate students (2nd year and above). 			

Course Details	Entry Requirement	Course Fees	Delivery Method
S\$4,500			

Course Details	Entry Requirement	Course Fees	Delivery Method
<p>1st month:</p> <p>Module 1 MCU based firmware programming</p> <p>2nd month:</p> <p>Module 2 Python or other languages</p> <p>3rd month:</p> <p>Module 3 Concept and methodology</p>			

Professional Certificate in Enterprise Risk Management

— Programme Introduction

As enterprise risk management gains momentum in Singapore, more risk management professionals are beginning to recognise the value and benefits of risk assessment. They are seeking greater clarity on the implementation of risk control.

Singapore Standards Council published SS IEC 31010:2021 Risk Management – Risk assessment techniques in year 2022. This Singapore Standard provides guidance on the selection and application of techniques for assessing risk in a wide range of situations. The techniques are used to assist in making decisions where there is uncertainty, to provide information about risks and as part of a process for managing risk. This complements the overarching ISO31000.

With risk management professionals believing that the number of crises is on the rise, it is crucial for enterprises to be ready to respond with agility to multiple scenarios that have been rehearsed and tested. Equally important is to understand that many crises can be averted in the first place, allowing enterprises to focus on performance and growth.

Emerging technologies such as Artificial Intelligence (AI) and trends in digital transformation, evolving regulatory compliance, and environmental, social and governance requirements are reshaping the risk landscape and influencing business continuity planning. The learning for new normal is complemented by industry subject matter experts from various key industry sectors (such as technology, healthcare and manufacturing including small and medium enterprises).

This ERM programme is developed in collaboration with the Risk and Insurance Management Association of Singapore (RIMAS) and Wuhan Technology and Business University. It is well designed to lead to national recognized and accredited RIMAS-Certified Professional Enterprise Risk Manager (PERM) credential.

— Programme Objectives

- Apply proven and practical risk management concepts, terms, principles, and framework aligned to industry best practices.
- Manage enterprise and project risks by identifying, analysing, evaluating, and mitigating threats and capitalising on opportunities.
- Integrate ERM into strategy-setting and day-to-day operations for long-term growth and sustainability.
- Establish the right culture and mind-set that manage risks and maximise return.
- Learn industry best practices from senior RIMAS risk practitioners.

Modules

1. Risk Assessment Techniques

2. Enterprise Crisis Management

3. Leveraging Data and Analytics

4. Fundamentals of Cybersecurity and AI Risk

5. Fundamentals of Regulatory Compliance, and ESG Risk

1. Risk Assessment Techniques

In a wide range of situations and contexts, ability to select the right risk assessment technique is crucial to provide relevant information to support decision making to manage uncertainties.

2. Enterprise Crisis Management

To establish crisis management policy and objectives. Implement controls and measures to manage disruptive incidents and monitor the effectiveness of the crisis management process.

3. Leveraging Data and Analytics

To learn how to apply leading practices to take ownership of risk data, effectively explore and promote its uses, and leverage it both internally for improved awareness and risk management and to learn how risk management professionals can better define analytics requirements, identify data needed, evaluate data sources, identify data issues, combine, and enhance data, and visualize data.

4. Fundamentals of Cybersecurity and AI Risk

To enable enterprise risk professionals to integrate Cybersecurity risk management activities more fully into the broader enterprise risk processes. Technologies such as Artificial Intelligence (AI) encompassing elements of machine learning, robotics and natural language processing are at the forefront of increasing process efficiency and enhancing insights. At the same time, new AI-based technologies, products, and services bring technical and societal challenges and risks, including ensuring that AI comports with ethical values.

5. Fundamentals of Regulatory Compliance, and ESG Risk

A robust ESG framework that includes social and environmental aspects preserves value and reduces downside exposure, helping to connect risk, strategy and decision-making while enhancing corporate performance.

**Course
Fees**

Course Details	Entry Requirement	Course Fees	Delivery Method
<p>Study Mode & Duration Part-time: 3.5 months</p> <p>Intakes Feb / Jun / Oct</p> <p>Registration One month prior to intake dates</p> <p>Average Teacher-Student Ratio 1:25</p> <p>Assessment The assessment criterion varies from module to module.</p> <p>Graduation Requirement</p> <ul style="list-style-type: none"> • Must passed all modules; AND • Must achieve an overall attendance of 75%. 			

Course Details	Entry Requirement	Course Fees	Delivery Method
<p>Candidates must meet the following criteria:</p> <ol style="list-style-type: none"> 1. Minimum age = 18 years of age at course commencement date; AND 2. GCE "O" level pass or equivalent; AND 3. A local diploma or equivalent; AND 4. At least 3 years of relevant working experience or supporting evidence of competency readiness. 			

Course Details	Entry Requirement	Course Fees	Delivery Method
\$2,500			

Course Details	Entry Requirement	Course Fees	Delivery Method
<p>1st 5 weeks:</p> <p>Module 1 : Risk Assessment Techniques</p> <p>Module 2 : Enterprise Crisis Management</p> <p>6th – 12th weeks:</p> <p>Module 3 : Leveraging Data and Analytics</p> <p>Module 4 : Fundamentals of Cybersecurity and AI Risk</p> <p>13th – 14th weeks:</p> <p>Module 5 : Fundamentals of Regulatory Compliance, and ESG Risk</p>			

Programme Introduction

The Chinese Proficiency Test (HSK) is an international standardized test organized and implemented in accordance with the International Chinese Proficiency Standards and the HSK Test Syllabus. The HSK test has 6 levels, and its score is a prerequisite for foreign students to study in China and apply for scholarships. It is a language certificate for foreigners to work in China, apply for permanent residence, immigration, etc., and is used by more and more multinational companies as an important basis for employee recruitment and promotion.

This programme includes:

- 424 new HSK Level 4 vocabularies.
- Detailed explanation about 96 key words and grammar points.
- Analyze reading and listening materials from Official Examination Paper of HSK Level 4.
- Review the words students have learnt in HSK 1, HSK 2, HSK 3 courses.
- New words and texts via audio.
- Quizzes of each lesson and HSK test papers.

Preparatory Course for Hanyu Shuiping Kaoshi (HSK) Level 4

Modules

1. Vocabulary and Grammar

2. Exercises and Testing Strategies

Programme Objectives

At the end of the course, students will be able to converse in Chinese on a wide range of topics and are able to communicate fluently with native Chinese speakers. Specifically, students will master certain grammar knowledge containing fundamental sentence structure and usage.

Course Details	Entry Requirement	Course Fees	Delivery Method
<p>Study Mode & Duration Part-time: 2.5 months</p> <p>Intakes Feb / June / Oct</p> <p>Registration One month prior to intake dates.</p> <p>Average Teacher-Student Ratio 1:25</p> <p>Assessment The assessment criterion varies from module to module.</p> <p>Graduation Requirement</p> <ul style="list-style-type: none"> • Must passed all modules; AND • Must achieve an overall attendance of 75%. 			

Course Details	Entry Requirement	Course Fees	Delivery Method
<p>Candidates must meet the following criteria:</p> <ol style="list-style-type: none"> 1. Minimum age = 13 years of age at course commencement date; AND 2. Completed Secondary 3 education and obtained a pass in English subject at Singapore Secondary 3 level; OR 3. Equivalent in country of origin. 			

Course Details	Entry Requirement	Course Fees	Delivery Method
S\$2,000			

Course Details	Entry Requirement	Course Fees	Delivery Method
<p>1st 5 weeks:</p> <p>Part I Vocabulary and Grammar</p> <p>6th-10th week:</p> <p>Part II Exercises and Testing strategies</p>			

4.0 Students Resources

4.1

Student Handbook

4.2

Advisory Note and Student Contracts

Advisory Note

Student Contract (Validation)

Student Contract (ERM)

Student Contract (HSK)

**FORM 12
PRIVATE EDUCATION ACT
(No. 21 of 2009)**

PRIVATE EDUCATION REGULATIONS

ADVISORY NOTE TO STUDENTS

This note is for a prospective student.

You are strongly encouraged to thoroughly research on the private education institution (PEI) conducting the course before signing up for any course. You should consider, for example, the reputation of the PEI, the teacher-student ratio of its classes, the qualifications of the teaching staff, and the course materials provided by the PEI.

By signing and returning the Student Contract (the “Contract”), you agree to the terms and conditions which will bind you and the PEI, if you accept the PEI’s offer of a place in a course of study offered or provided by the PEI.

You should ask the PEI to allow you to read a copy of the Contract (with all blanks filled in and options selected) in both English and the official language of your home country, if necessary. For your own protection, you should review all the PEI’s policies, and check carefully that you agree to all the terms of the Contract, including the details relating to each of the following sections, before signing the Contract:

- a. The duration of the course, including holidays and examination schedules, and contact hours by days and week;
- b. The total fees payable, including course fees and other related costs;
- c. Dates when respective payments are due;
- d. The refund policy in the event of voluntary withdrawal (by you) or enforced dismissal from the course or programme (by PEI);
- e. The Fee Protection Scheme you are subscribed to and its coverage;
- f. The dispute resolution methods available; and
- g. Information about the PEI's policies on academic and disciplinary matters.

- h. The degree or diploma or qualification which will be awarded to you upon successful completion of the course.

If you have any doubt about the contents of the Contract, or if the terms are different from what the agent or the PEI have informed you previously, or advertised, you should always seek advice and/or clarifications before signing the Contract.

This portion below is to be completed by the signatory of the Student Contract, i.e. either the student, or if the student is below the age of 18, his parent or guardian.

I, _____, NRIC/Passport number _____,
(name of student/parent/guardian) (NRIC/passport no.)

have read and understood this advisory note before signing the Student Contract
for myself / my ward** (_____) (NRIC/passport) _____
(name of ward)

with _____.
(name of PEI)

(signature of student or parent / guardian)

Date : _____

**Please delete whichever is inapplicable.*

Refund, Withdrawal, Transfer and Deferment

Refund Policy and Procedure

Withdrawal, Transfer and Deferment Policies and Procedures

USC Refund Policy and Procedures

USC Refund Policy

- (a) College Refund Policy as per clauses stipulated in the Standard Student Contract: - Refund for Withdrawal Due to Non-Delivery of Course. The PEI 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 of the standard student contract within any stipulated timeline set by CPE; or
 - (vi) The Student's Pass application is rejected by Immigration and Checkpoints

Communicate to students the computation of the refund amount

- (a) Computation of the refund amount is to be communicated to the students.
- (b) Refund during Cooling-off Period: The Student should 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.
- (c) Refund for Withdrawal Due to Other Reasons: If the Student withdraws from the Course for any reason other than those stated in Clause 2.1 of the standard student contract, USC 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 of the standard student contract.
- (d) Refund After 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 Standard Student Contract) 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.
- (e) College will notify students within three (3) working days due to Non-Delivery of Course and the relevant refund policy will apply.

Refund Table:

% of [the amount of fees paid under	If Student's written notice of withdrawal is received: Schedules B and C]
[70]	("Maximum Refund") More than 14 days before the Course Commencement Date
[50]	Before, but not more than 14 days before the Course Commencement Date
[30]	After, but not more than 7 days after the Course Commencement Date
[0]	More than 7 days after the Course Commencement Date

USC Withdrawal Transfer and Deferment Policies and Procedures

Transfer and Withdrawal Policies and Procedures

- (a) Student to fill in Student Request Form, including submission of any supporting documents and adhering to the process as stated in the Course Transfer and Withdrawal Procedures.
 - Student service Staff on duty shall acknowledge
 - College shall seek understand the reason for transfer or withdrawal, and advise the student accordingly and professionally
 - All refund matters shall be based on refund policy as signed in the student contract (Cross-Reference: C4.3.1 Refund)
- (b) The policy on Transfer: A student who requests for an internal course transfer within the College must have their existing contract terminated.
 - For International Student, the College shall apply for new student pass (STP).
 - A new student contract will be signed based on the procedures for executing student contracts.
 - The Refund Policy shall apply unless as otherwise agreed between the College and the Student.
- (c) For transfer to new course, the student must also fulfil all the admissions criteria of the new course and will be subjected to the College's student selection and admission procedures.
- (d) A student who withdraws from the College to enroll with another college (i.e. discontinues all its courses with the college) shall be deemed to have withdrawn from the College and the refund policy and procedures shall apply.
- (e) For students that are under 18 years of age, written consent from the parent / legal guardian must be obtained.
- (f) Student Pass Status For Course Transfers
 - For Student's Pass holder, course transfer is subject to ICA's approval of the new Student's Pass.
 - In the event that an application pertaining to transfer is rejected by ICA, the student pass is to be cancelled within 7 working days.
- (g) Student Pass Status For Course Withdrawals
 - Student's Pass holder is required to submit his/her passport and Student's Pass to the College for cancelation of Student's Pass with ICA.
- (h) Timeliness - Timeframe for assessing and processing transfer/ withdrawal cases
 - The entire transfer / withdrawal process, from point of application to the final outcome, should not be more than 4 weeks.

<ul style="list-style-type: none"> If the final outcome is not in favour of the applicant, respective staffs are to handle each situation according to the College's dispute resolution policy (Cross-Reference: C2.6.1)
<p><u>Deferment Policies and Procedures</u></p> <p>(i) The policy on deferment:</p> <ul style="list-style-type: none"> For student who reports late and misses some module(s), the College shall review and advise on make-up classes. <ul style="list-style-type: none"> Students who join the College from the period within the first two weeks of course commencement will be considered late enrolment. In the event the course schedule is extended, an addendum to contract shall be added and signed by the College and student. Beyond 2 weeks, students may be considered as deferment case and they will be required to re-apply for next course date. <ul style="list-style-type: none"> As students are given a certain time limit to enter Singapore (usually 2 months after issuance of the In-Principle Approval (IPA) letter, in sync with the validity stated on the IPA letter), students may be considered as deferred enrolment should they join the College between the 3rd week of the classes and the time limit. However, we will also counsel the student and handle on case by case basis where appropriate for each situation. Timeliness: state the maximum deferment period to be granted is one year. <p>(j) If there is no appearance of the students after the time limit of 2 months and there is no request of withdrawal from the students, they will be automatically deemed as withdrawn from the College.</p> <ul style="list-style-type: none"> The Administration Executive will proceed to carry out the withdrawal procedure. <p>1.3 Communication to Students, especially the status of the student pass on withdrawal (for STP-international students).</p> <p>(a) Communication of Transfer, Withdrawal & Deferment Policy and Procedures</p> <ul style="list-style-type: none"> Communication of the college's transfer and withdrawal policy and procedures will be through the Student Handbook, College's official website to all students, including prospective students

4.4

Personal Data Protection

Personal Data Protection Policy



UNITED SEAS COLLEGE PTE LTD
(Incorporated in the Republic of Singapore)
Company Registration Number: 202008816N

USC PRIVACY AND DATA PROTECTION POLICY

Issued: 22 September 2022

Last Review: 26 September 2022

Introduction

This Personal Data Protection Policy ("Policy") sets forth the basis on which United Seas College (UEN 20208818N) (hereby referred to as "USC,") collects, uses, discloses and processes personal data that you provide or that we possess about you. This Policy follows Singapore's Personal Data Protection Act 2012.

1. This Policy applies to the Personal Data collected in USC's Properties through physical, virtual channels and any services accessed by you.
2. In this Personal Data Privacy Statement and Consent document, the words "we", "our", "us" and "USC" refer to United Seas College and its successors and assigns.
3. By accessing any of our Properties, you accept and consent to the practices set forth in this Policy and authorise USC to act in accordance with this Policy. If you do not agree with the terms of this Policy, please stop any interaction with USC, as which might result in your personal data being transferred to USC. If you have any queries with regard to this Privacy Policy, please contact the USC Data Protection Officer at dpo@usc.sg
4. Your refusal to give consent, withdrawal of consent or failure to supply certain personal data to us (or if we are not permitted by you to process your personal data), it may mean that we will not be able to consider and/or process your Application or to accept you as a student.

Collection of Personal Data

5. In this Policy, personal data means data, whether true or not, about a person who can be identified from that data or from that data and other information to which we have access. These data may include, but not limited to:
 - a. Information that you provide us (which may include your name, address, contact details, nationality, gender, identification numbers, date of birth and other requested particulars, your particulars including medical status and academic status;
 - b. Information automatically collected when you visit our Properties, such as technical information including the Internet protocol (IP) address used to

connect your computer to the Internet and your log-in information, browser type and version, time zone setting, browser plug-in types and versions and operating system;

- c. Information that can enhance your overall user experience and improve fraud management of our services, including information about your interaction with our Properties.
6. We retain personal data only for as long as the applicable Purpose still exists, and will use our best endeavours to expunge it within a reasonable time of that Purpose elapsing.

Use of Personal Data

7. We may use Personal Data for the following Purposes:
- a. Processing your application forms, including but not limited to verifying your identity and any information you provide to us;
 - b. Processing your requests and any necessary related investigations;
 - c. Dealing with any matters relating to the services which you are applying for or have already applied for, including e-mailing to you invoices, school reports or notices, processes which involve disclosing certain Personal Data about you in order to carry out the aforementioned delivery of services;
 - d. Investigating fraud, misconduct, unlawful action or omission, and any suspicion of the aforementioned; and/or
 - e. Complying with applicable law in administering and managing your relationship with us;
 - f. Meeting the requirements imposed by any law, rules, regulations, agreements or schemes imposed by any government regulators, law enforcement agencies, government authorities, dispute resolution or industry bodies or in connection with any investigations;
 - g. Responding to or taking part in legal proceedings, fulfilling legal purposes such as enforcing obligations owed to us or seeking professional advice (including legal advice); and/or
 - h. Any other purposes directly related to the above.
8. If you share your personally identifying and contact information via our website, we may use this information to send further information about Company, its services, news and updates, or to contact you when necessary.



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9. Subject to your prior approval, we may also use and process your Personal Data for other marketing and promotional related purposes listed below (“Additional Purposes”).

Disclosure of Personal Data

10. We will take reasonable steps to protect your personal data against unauthorised disclosure. To the extent permitted by law, we may transfer or disclose your personal data for the Purposes and Additional Purposes to the following entities or parties, whether they are located overseas or in Singapore:
 - a. Counterparties and their respective financial institutions in relation to payments and other transactions;
 - b. Agents, contractors or third party service providers who provide operational services to USC, such as courier services, telecommunications, information technology, payment, payroll, processing, training, market research, storage, archival, customer support investigation services or other services;
 - c. Vendors or other third party service providers, including but not limited to advertisers and event management companies, in connection with promotions and services offered by us;
 - d. Professional advisors and external auditors, including legal advisors, financial advisors and consultants;
 - e. Co-branded and other business partners;
 - g. Personnel, agents, advisers, auditors, contractors, financial institutions, and service providers in connection with our operations or services;
 - h. Persons under a duty of confidentiality to us;
 - i. Persons to whom we are required to make disclosure under applicable laws and regulations in any part of the world (including law enforcement agencies, lawyers, auditors government regulators or authorities and, dispute resolution or industry bodies;
11. USC will keep your personal data confidential unless you have given the written consent to such disclosure or it is within the ambit of permitted disclosures under prevailing laws/guidelines.
12. We may, for any of the Purposes or matters notified in this statement, contact individuals which are identified to us and verified as being your next of kin / parent / legal guardian (collectively, your “NOK”) to the extent reasonably necessary to execute the Purposes. Where so, we will Communicate with your NOK using records provided and verified to us. You will be required to update and verify any

contact particulars at all times as we will use the last known or verified version of such particulars to do so.

Security

13. All Personal Data you provide to us is stored on our secure servers or on the servers of partner companies that owe to us strict data management responsibilities. In all cases, reasonable security measures are applied to prevent the unauthorised access, collection, use, disclosure, copying, modification, disposal, erasure, or loss of Personal Data, including both physical and technical measures such as up-to-date antivirus protection. We also review our information collection, storage and processing practices from time to time to guard against unauthorised access, processing or use.
14. We employ security measures to protect your information from access by unauthorised persons and against unlawful processing, accidental loss, destruction or damage. Astor's website has security measures in place to protect the loss, misuse and alteration of the information under our control. Only authorised employees, agents and contractors (who have agreed to keep information secure and confidential) have access to this information.
15. Please note, however, that the transmission of information via the Internet is not completely secure. We cannot completely guarantee the security of any Personal Data and we cannot be responsible for any unauthorized use of Personal Data by third parties that is attributable to factors beyond our reasonable control.

Withdrawal of Your Consent

16. The consent that you provide for the collection, use and disclosure of your Personal Data in connection with the Purposes will remain valid until such time it is withdrawn by you in writing. You may withdraw consent and request us to stop collecting, using and/or disclosing your Personal Data for any or all of the Purposes listed above by submitting your request in writing or via email to our Data Protection Officer at dpo@usc.sg
17. Upon receipt of your written request to withdraw your consent, we may require reasonable time (depending on the complexity of the request and its impact on our relationship with you) for your request to be processed and for us to notify you of the consequences of us acceding to the same, including any legal consequences which may affect your rights and liabilities to us.



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18. Please note that:

- a. the withdrawal of your consent does not affect our right to continue to collect, use and disclose Personal Data where such collection, use and disclose without consent is permitted or required under applicable laws.
- b. in the event that Singapore personal data protection law permits an organisation such as USC to collect, use or disclose your personal data without your consent, such permission granted by the law shall continue to apply.

Point of Contact

19. You may contact USC Data Protection Officer with regard to this Policy at dpo@usc.sg

4.5

Payment Modes

The following payment methods are accepted by USC

- Cash
- Telegraphic Transfer
- Credit Card at Cashier
- NETS
- PayNow

5.0 Contact USC

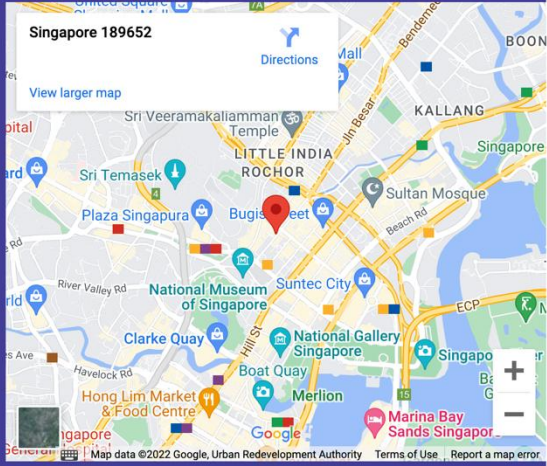
Fill in your details


Name *

Email *

Message

SUBMIT





Operation Hours

Monday – Friday
9:00 am – 6:00 pm
Saturday
9:00 am – 1:00 pm

USC Office

Sunshine Plaza Office Tower, 91 Bencoolen
Street #09-02, Singapore 189652
Tel: (65) 91793579
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