

## **CODE OF CONDUCT FOR THE PREPARATORY COURSE LEADING TO PART B OF THE SINGAPORE BAR EXAMINATIONS**

### **1. SATISFACTORY STANDARD OF CONDUCT**

- 1.1 It is incumbent on the Singapore Institute of Legal Education (“the Institute”) to train every student to comport and conduct himself at all times appropriately and with the decorum that is expected of an advocate and solicitor of the Supreme Court of Singapore.
- 1.2 To this end, every student is expected during the preparatory course leading to Part B of the Singapore Bar Examinations (“the Course”):
- (1) to maintain a satisfactory record of attendance;
  - (2) to be punctual and to meet deadlines;
  - (3) to comply with instructions;
  - (4) to maintain the highest standards of academic integrity in all work that they do and submit; and
  - (5) to dress appropriately.

### **2. ATTENDANCE & PUNCTUALITY**

- 2.1 In the following paragraphs, the expression “Scheduled Class” means any lecture, tutorial, drafting class, practice class, workshop, Advocacy Training session, dining term, or legal clinic session at which attendance is taken.
- 2.2 The Course is a full-time course. Every student is obliged to attend every Scheduled Class from the start to the end of the session.
- 2.3 If a student is absent from a Scheduled Class due to illness, he must submit to the Director within 2 working days after the period of absence a valid medical certificate covering the entire period of absence issued by a medical practitioner who is not related to the student.
- 2.4 Punctuality is a sign of professional courtesy to lecturers, tutors, instructors, facilitators and fellow students. Lateness at every Scheduled Class shall be recorded. Any student who is late must give reasons for his lateness by way of a letter addressed to the Director.

### **3. BEHAVIOUR**

- 3.1 Discourtesy or insubordination to the Institute, its members, the Director, Deputy Director and other employees of the Institute, lecturers, tutors, facilitators and instructors is unacceptable. Discourteous behaviour includes disruptive behaviour, such as talking, during a lecture or instructional session.
- 3.2 A student must not behave in a manner that is unbecoming of an advocate or solicitor or that lowers the dignity of the legal profession.
- 3.3 A student must not directly or indirectly damage or deface the Institute's property, which includes the website and webpages of the Institute.
- 3.4 A student must not infringe the Institute's intellectual property rights.
- 3.5 A student must not do any act or behave in a manner that is prejudicial to good order or discipline or to the smooth running of the Course or to the work of the Institute.

### **4. ACADEMIC INTEGRITY & HONESTY**

- 4.1 All work submitted by a student must be the student's own work. Subject to Paragraph 4.2 below copying in part or in whole the work of any other person whether on exams, assignments or tasks is cheating, is dishonest and will carry severe consequences.
- 4.2 A student may use forms and precedents from recognised texts and publications as long as those forms and precedents have been adapted as appropriate for the specific task or assignment and the source of the form or precedent is identified. Students may not use as a form or a precedent the unpublished work of another person.
- 4.3 While students are encouraged to discuss or plan tasks or assignments in pairs or groups, the document eventually submitted by a student must be that student's own work which he has prepared through his own efforts alone.
- 4.4 Subject to Paragraph 4.2 above, copying includes:
  - (1) Passing off as a student's own work, any work which is in whole or part substantially the same as the work of any other person;
  - (2) Reproducing any work, whether in written form or otherwise, which has been provided to that student by any other person, or which is taken from any word processing or information storage and retrieval system or the Internet; and
  - (3) Providing a student's work, whether completed or in draft form, to another student.
- 4.5 A student must not furnish to the Institute any information or documents which he knows, has reason to believe or suspects to be false, incomplete or misleading in a material particular or which has been dishonestly procured.

## **5. DRESS**

- 5.1 The Course prepares students for admission as advocates and solicitors. The Courts, other practitioners, clients and the public expect advocates and solicitors to meet certain minimum standards in their dress and personal appearance. Students should therefore appear clean, tidy and generally acceptable.
- 5.2 When attending the Advocacy Training Programme, the dress code is court attire.
- 5.3 When attending lectures or workshops at the Supreme Court premises and classes (other than the Advocacy Training Programme) at the State Courts premises, students should dress as a practitioner might dress, that is, in business attire. Jacket and tie are optional.
- 5.4 As the dining term is a formal dining event, the dress code is formal. For men, it is business shirt and tie, jacket optional. For women, it is appropriate business dress.

## **6. EATING, DRINKING, OR SMOKING**

- 6.1 Smoking in or at the premises or precincts of the Supreme Court and State Courts is strictly prohibited by law.
- 6.2 A student is not to eat or drink in or bring food or drink (no matter how well-packed) into the Supreme Court Auditorium, judges' and registrars' chambers and training rooms in the Supreme Court Building or into courtrooms and training rooms in the State Courts Building.
- 6.3 Any student who spills any food or drink, or soils any part of the premises or furniture, must immediately apologise to the instructor at hand, and as soon as practicable personally make good the spillage or soilage by cleaning the affected premises or furniture. If damage has been caused which cannot be made good in this way, the student shall be responsible for the costs of making good the damage.

## **7. EMPLOYMENT AND ATTENDANCE ON OTHER COURSES**

A student is not permitted to engage in any employment, to attend any other course of instruction or to sit for any tests or examinations other than those comprised in the Course unless the prior written consent of the Director has been obtained.

## **8. DISCIPLINARY ACTION**

Any student who fails to comply with any provision of this Code shall be subject to disciplinary action taken in accordance with applicable subsidiary legislation.