This handbook belongs to:-

Name: 

Adm No:  

Contact No:  

Care Group:  

Care Person:  

CP Tel No:  

In case of emergency, please contact

Name:  

Contact No:  

---

**Important Telephone Numbers**

**Fire Command Centre/Security - 6780 5955 / 5999**

**Department / School General Office / Others**  

<table>
<thead>
<tr>
<th>Service</th>
<th>Phone Number</th>
</tr>
</thead>
<tbody>
<tr>
<td>Registrar's Office</td>
<td>6788 2000</td>
</tr>
<tr>
<td>Library Enquiry</td>
<td>6780 5772</td>
</tr>
<tr>
<td>Student &amp; Alumni Affairs Department</td>
<td>6780 5656</td>
</tr>
<tr>
<td>Student Wellness &amp; Counselling Centre</td>
<td>6780 5959</td>
</tr>
<tr>
<td>School of Business</td>
<td>6780 5127</td>
</tr>
<tr>
<td>Samaritans of Singapore (daily, 24hours a day)</td>
<td>1800 221 4444</td>
</tr>
<tr>
<td>Teen Challenge</td>
<td>6793 7933</td>
</tr>
<tr>
<td>Touch Youth Community Service</td>
<td>6273 5568</td>
</tr>
<tr>
<td>Counselling and Care Centre</td>
<td>6536 6366</td>
</tr>
</tbody>
</table>
Vision, Mission & Goals

Director’s Message

Management Staff

Strategic Roadmap for Student Development

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  Student Classification
  Academic Progression
  Academic Advising

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  Befriender and School Counsellor
  Student e-mail account
  Notice Boards

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  Attendance
  Punctuality
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  Careers & Education Services Centre
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  Special Educational Needs Support Office
  Student & Alumni Affairs Department
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  Computer Laboratories
  Study Rooms
  Use of Polytechnic Premises after Office Hours
  Health Bay
  Rental of Student Lockers
  Student Group Personal Accident (GPA) Insurance

Caring For Our Environment

2015/2016 Academic Calendar
Our Vision
To be a world class institution in the global education network, reputed for our programmes, applied research, managerial excellence and innovative corporate culture.

Our Mission
To prepare school-leavers and working adults for a future of dynamic change, with relevant knowledge, life-long skills, character, and a thirst for continuous improvement.

Our Goals
We provide real training for our students by:
- partnering and collaborating with the industry.
- using real industry clients for student projects.
- having both local and overseas student internship programmes.
- providing state-of-the-art facilities.

We ensure that our students acquire relevant knowledge by:
- developing a rigorous and industry-oriented curriculum.
- adopting the Problem-Based Learning approach.
- having well-qualified lecturers with strong industry experience.
- consulting with industry on desired graduate attributes and skills.

We offer a rewarding experience for our students by:
- designing a flexible and ability-based curriculum.
- encouraging a holistic education with co-curricular activities and enrichment programmes.
- having a friendly culture with caring lecturers.
- providing options for further studies through advanced standing with universities.
Dear Freshmen,

Welcome to Temasek Polytechnic and congratulations on progressing to the next stage of your education.

A brand new and exciting chapter of your life awaits you as you embark on your learning journey in the School of Business. As you make the transition to a new environment, staff and students here are more than happy to guide you along. Adopt a willing-to-learn attitude and a can-do spirit to make this experience an enriching and enjoyable one.

At the School of Business, we strive to provide you with a real, relevant and rewarding educational experience. The diplomas are designed to gear you for the industry and prepare you for the corporate world. The opportunity to engage industry leaders and collaborate with companies will make your classroom learning come alive.

To make your time at TP a rewarding one, venture beyond classroom learning. I strongly encourage you to participate in the various CCAs and interest groups. It will further enhance your talents and lead you to ignite new ones. At the end of your three years with us, you would have acquired both work knowledge and life skills.

You can kick-start your journey using this handbook to help you find your bearings in school. Familiarise yourself with important academic and administrative matters. Understanding the rules and regulations will help make your journey a smooth sailing one. The handbook also serves as a planner for you to organise your school work and activities.

I am confident that your student life will be enriched by all the resources and opportunities presented to you.

I wish you success in your new journey.

Daniel Yeow
Director
School of Business
Management Staff

Mr Daniel Yeow
Director
School of Business
Location: 26-3-03
☎ 6780 5121

Ms Khoo Sor Hwa
Deputy Director
Academic & Administration
Location: 26-5-42
☎ 6780 6598

Mr Yong Kit Mun
Deputy Director
Academic & Professional Development
Location: 26-6-36
☎ 6780 5894

Mr Jerry Chen
Deputy Director
Academic & Quality Development
Location: 26-5-44
☎ 6780 5198

Mr Desmond Lim
Assistant Director
Student Development
Course Manager
Diploma in Leisure & Events Management
Location: 29A-05-02
☎ 6780 6175

Mr Tan Hsien Wei
Assistant Director
Temasek Culinary Academy
Course Manager
Diploma in Culinary & Catering Management
Location: 31-03-34
☎ 6780 5873

Ms Tan Siew Kim
Assistant Director
Outreach
Course Manager
Diploma in Communications & Media Management
Course Manager
Communication Skills
Location: 26-6-41
☎ 6780 5856

Mrs Yeo-Chiang Sie Jong, June
Course Manager
Diploma in Accounting & Finance
Location: 26-5-40
☎ 6780 5829
Management Staff

Mr Ng Lim Seng, Vincent
Course Manager
Diploma in Business
Location: 26-5-46
☎ 6780 6256

Mr Benedict Fernandez
Course Manager
Diploma in Business
Information Technology
Location: 26-6-34
☎ 6780 5169

Mr Terence Lou
Course Manager
Business Studies Grouping
Location: 26-5-38
☎ 6780 4108

Mr Prasetya Purnawan
Course Manager
Diploma in Hospitality &
Tourism Management
Manager
Temasek Tourism Academy
Location: 29A-5-02
☎ 6780 6278

Mr Looi Kwok Peng
Course Manager
Diploma in Law &
Management
Manager
Professional Development
Location: 26-5-46
☎ 6780 6256

Mrs Cheryl Wee-Teo
Course Manager
Diploma in Logistics &
Operations Management
Location: 26-6-33
☎ 6780 5878

Ms Sue Lou
Course Manager
Diploma in Marketing
Location: 26-6-51
☎ 6780 5806

Mr Samuel Tan
Course Manager
Diploma in Retail
Management
Location: 26-5-39
☎ 6780 6780

School of Business 5
Management Staff

Mrs Wu-Lee Lai Chan, Joyce
Manager
Academic Support
Location: 26-05-33
☎ 6780 5801

Mr Yeo Khee Chai, Jimmy
Manager
Student Support
Location: 26-6-40
☎ 6780 6080

Dr Sim Heng Chye, Matthew
Manager
Projects
Location: 26-5-47
☎ 6780 5804
“If you fail to plan, you plan to fail”

Plan for success! During this part of your life with School of Business (BUS), plan for success not just in academic achievement but also in your personal and professional development. Enrich yourself, grow and be the best that you can be to the school and the community.

“Don’t just focus on academic achievement, it is also important that you pick up and showcase SKILLS vital for today’s workforce.”

Employers and careers consultants repeatedly give this advice to young job-seekers venturing out into the new economy. And this is precisely what School of Business wants our students to achieve.

Mission for All BUS Students

Equip myself for a future of dynamic change, with relevant Business knowledge, life-long skills, character, and a thirst for continuous improvement.

You have three core targets (the “3 Cs”) in this mission.

THREE CORE TARGETS

1. Character
   • To be a graduate with integrity, upholding sound moral values (e.g. sense of responsibility, honesty).

2. Competence
   • To be a graduate with the relevant knowledge and functional skills from my field of studies.
   • To be a graduate with the life-long skills that enables me to be effective in the workplace and successful in my career. These life-long skills are
     o Communication Skills (written and spoken English)
     o Interpersonal and Team Skills
     o Problem-solving Skills

3. Change-Readiness
   • To be a graduate who is able to respond positively to change and develop myself through continuous improvement and learning.
To achieve the three core targets, you need to capitalise on and maximise the benefits you can gather from the following student development programmes:

1. **Academic Programme**
   - Diploma core subjects, options, electives and cross-disciplinary subjects
   - Student Internship Programme (SIP) or Overseas Student Internship Programme (OSIP)

2. **LEAP Programme**
   - Leadership: Essential Attributes & Practice is a programme that develops leadership competencies, embracing character as a core attribute.

3. **CCA Programme**
   - Co-Curricular Activities Programme that offers participation in activities related to the areas of Service, Enrichment, Achievement and Leadership (SEAL).

4. **Other Development Programmes within the Polytechnic**
   - National Education Programmes and other activities organised by the polytechnic, school and diploma groups.

5. **Other Development Programmes outside the Polytechnic**
   - Competitions, community-based activities or other involvement outside of the Polytechnic that contribute to achieving the three core targets.

**HOW SHOULD I PROCEED IN THIS MISSION?**

1. **Take Charge**
   - Take responsibility for my own development as I participate in the various Student Development Programmes.

2. **Set Goals and Venture Forth**
   - Set personal goals for each level of my study in BUS so as to maximise my potential. Participate in and benefit from a variety of activities that I am interested in. Choose activities on the basis of:

3. **Reflect, Consolidate and Advance Further**
   - Reflect on my learning and development
   - Compile evidence to showcase my achievements, and the skills I have developed
   - Advance in my journey of continuous improvement
The 11 diploma courses offered by School of Business are designed to be practical, skill-based and industry driven. Of these, one course, the Diploma in Business Information Technology, is conducted jointly with School of Informatics & IT. All the courses equip students with core skills such as learning strategies, problem-solving and communications. They aim to better prepare students for the challenges of a corporate world. A variety of approaches is used including Problem-based Learning, and students are expected to participate actively in authentic learning activities such as presentations, interviews, fieldwork and study visits.

COURSES AVAILABLE

The 11 Diploma courses offered are:

- Diploma in Accounting & Finance (A&F)
- Diploma in Business (BUS)
- Diploma in Business Information Technology (BIT)
- Diploma in Communications & Media Management (CMM)
- Diploma in Culinary & Catering Management (CCM)
- Diploma in Hospitality & Tourism Management (HTM)
- Diploma in Law & Management (LAW)
- Diploma in Leisure & Events Management (LEM)
- Diploma in Logistics & Operations Management (LOM)
- Diploma in Marketing (MKG)
- Diploma in Retail Management (RMT)
CHOICE OF DIPLOMA COURSES

Students in the Business Studies Grouping (BUS/LOM/MKG) will be streamed into one of the following diplomas with effect from their third semester of study.

- Diploma in Business
- Diploma in Logistics & Operations Management
- Diploma in Marketing

Students will be required to indicate their choice of diploma course in the early part of the October 2015 semester.

Before making their choice, students will be briefed on various course requirements and career opportunities. Allocation of diplomas will be based on the number of places available, priority of choice, and students’ academic performance in the April 2015 semester.

STUDENT INTERNSHIP PROGRAMME

A special feature of the diploma courses is the Student Internship Programme (SIP). This provides students with 12 to 24 weeks of practical work experience in the industry, depending on the course of study. Students have found the SIP to be very useful in helping them relate their studies to the practices of the world of work so that they are better prepared to face challenges in their future careers.
FAST is the acronym for the “Flexible Academic System for Temasek”, the credit-based modular system implemented since July 2002. This system allows for greater flexibility and is in line with MOE’s philosophy of “ability-based” learning.

CURRICULUM
The three categories of subjects in each diploma (Diploma Core, TP Core, Cross-Disciplinary Subjects) express three broad rationale which may be summed up as the three “IFs”:

Diploma Core subjects: Industry Fit (preparing graduates for the workplace)

TP Core subjects: Institution Fixed (for the holistic development of the individual)

Cross-Disciplinary Subjects (CDS): Individual Flexible (ability-based education via a more flexible curriculum and customisation to maximise an individual’s potential)

Greater flexibility is seen in the following:

- Students choose to take distinct, self-contained units of study (called subjects) that are assigned weightings called credit units;
- Students re-take “failed” subject/s in another semester rather than repeat the entire year of study;
- Students have a say in the pace of their learning progression when they choose the credit units they will take in a semester, subject to the maximum and minimum number of credit units allowable in a semester; and
- Students choose from a wide variety of CDS offered by the six schools, Centre for Character & Leadership Education, and Centre for TransCultural Studies.

Certain subjects have conditions attached to them, such as prerequisites and co-requisites. Students must meet the conditions before taking these subjects. The level of difficulty of each subject is also indicated (e.g. Level 1 subject). Academic Advisors are available to provide diploma-specific advising to help students make their choices wisely so as to meet their academic and personal goals.
STUDENT CLASSIFICATION
Students enroll as Freshmen. After completing 40 credit units and 80 credit units, they progress to Junior and Senior student classifications, respectively.

ACADEMIC PROGRESSION

Recommended Progression Path and Workload
Each diploma has a recommended progression path designed for students to complete the course in three years (six semesters). Students must complete their course of study between six to ten semesters. The maximum workload that each student is allowed to take each semester is 26 credit units and the minimum workload is 15 credit units. (For Dips in BIT, HTM, LEM and CCM, the maximum workload per semester is 28 credit units.)

Eligibility Criteria for Taking Subjects of Next Higher Level
Students must complete (pass) some specified number of credit units before taking Level 2 subjects and Level 3 subjects. The required number of credit units is specified by each diploma.

When taking Cross-Disciplinary Subjects, students are not bound by the above eligibility criteria.

Subject Passing Rule
• For a subject with 100% coursework, students are required to obtain at least 50% in order to pass the subject at the main assessment;
• For a subject with end-of-semester examination, students are required to obtain at least 50% in the overall subject mark in order to pass the subject at the main assessment;

Retaking (repeating) a Subject
Students who fail a core subject will have to retake the subject when it is next offered.

When a student retakes a subject, he/she has to attend lessons and complete coursework assignments. A new coursework assessment (CA) grade has to be obtained.

Students cannot retake a subject which they have passed.

Replacing or Retaking a Failed Elective Subject or Cross-Disciplinary Subject (CDS)
Students who fail an elective or CDS may
• replace it with a new elective or CDS, or
• retake the failed subject.

Any failed elective or CDS forms part of the students’ academic results.
Number of Attempts Allowed for Subjects
Students are allowed a maximum of two attempts for each subject.

If a student fails an elective or CDS in two attempts, he will not be allowed to take the same subject a third time.

Grading System

<table>
<thead>
<tr>
<th>Letter Grades</th>
<th>Descriptors</th>
<th>Grade Points</th>
</tr>
</thead>
<tbody>
<tr>
<td>Z</td>
<td>Distinction</td>
<td>4.0</td>
</tr>
<tr>
<td>A</td>
<td>Excellent</td>
<td>4.0</td>
</tr>
<tr>
<td>B+</td>
<td>Very Good</td>
<td>3.5</td>
</tr>
<tr>
<td>B</td>
<td>Very Good</td>
<td>3.0</td>
</tr>
<tr>
<td>C+</td>
<td>Good</td>
<td>2.5</td>
</tr>
<tr>
<td>C</td>
<td>Good</td>
<td>2.0</td>
</tr>
<tr>
<td>D+</td>
<td>Credit</td>
<td>1.5</td>
</tr>
<tr>
<td>D</td>
<td>Credit</td>
<td>1.0</td>
</tr>
<tr>
<td>P</td>
<td>Non-Graded Pass</td>
<td>1.0</td>
</tr>
<tr>
<td>F</td>
<td>Fail</td>
<td>0</td>
</tr>
</tbody>
</table>

Pass  Pass in a subject with no grade point  NA
Fail  Fail in a subject with no grade point  NA

Grade Point Average (GPA)
A student’s progress within a course of study is evaluated on the basis of the Grade Point Average (GPA). The GPA is a numerical value that indicates the student’s academic achievement in the course.

The formula for calculating the GPA is:

\[
GPA = \frac{\text{sum (credit units assigned to subject x subject grade point)}}{\text{sum (credit units assigned to subject)}}
\]

<table>
<thead>
<tr>
<th>Subjects</th>
<th>Credit Units of subjects</th>
<th>Grades Obtained</th>
<th>Grade Points of grades</th>
<th>CU x Grade Point</th>
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</thead>
<tbody>
<tr>
<td>Bus Accounting</td>
<td>4</td>
<td>A</td>
<td>4</td>
<td>4x4 = 16</td>
</tr>
<tr>
<td>Org Behaviour</td>
<td>4</td>
<td>A</td>
<td>4</td>
<td>4x4 = 16</td>
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<tr>
<td>Bus Statistics</td>
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<td>B</td>
<td>3</td>
<td>4x3 = 12</td>
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<tr>
<td>Microeconomics</td>
<td>4</td>
<td>C</td>
<td>2</td>
<td>4x2 = 8</td>
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<tr>
<td>XYZ</td>
<td>3</td>
<td>D</td>
<td>1</td>
<td>3x1 = 3</td>
</tr>
<tr>
<td>Total</td>
<td>19</td>
<td></td>
<td></td>
<td>55</td>
</tr>
</tbody>
</table>

GPA  = Total credit points / Total credit units
     = 55/19
     = 2.89

Semester GPA and Cumulative GPA will be calculated at the end of the semester/year.
A student who repeats a subject (having failed it before) would have his new grade replace his previous fail grade (0 grade point). His new grade point would be used in the calculation of his semester GPA and cumulative GPA. A student's transcript of results will show all the subjects that he has taken, together with the grades.

**Academic Standing**

Students' results slips will show one of the following:

- Proceed to next semester;
- Proceed to next semester (Academic Warning);
  
  Academic Warning is given for the following reason/s:
  
  - Student has failed a core subject once and has not passed it;
  - His/her cumulative GPA < 1.0 for two consecutive semesters; or
  - He/she is in the ninth semester and has not fulfilled graduation requirements; or
- Removal.

**Criteria for Removal**

Students will be removed from their course of study under the following circumstances:

- They have not fulfilled the graduation requirements within the stipulated maximum time allowed to complete the course;
- They have a cumulative GPA which is less than 1.0 for three consecutive semesters; or
- They have not passed a core or required diploma option subject in two attempts.

**Graduation**

Each diploma has its graduation requirements. To qualify for the award of a diploma, a student must fulfill the following conditions:

- Complete the required minimum number of credit units;
- Pass all compulsory subjects (TP core and diploma core) and required diploma options (where applicable);
- Fulfill the diploma elective requirement;
- Fulfill TP’s Cross-Disciplinary Subjects requirement;
- Fulfill the minimum GPA requirement; and
- Complete at least six semesters of study.

Students will graduate once they meet the graduation requirements.

**Diploma with Merit**

Diploma with Merit is awarded to the top students of a diploma. In order to be eligible for consideration, a student must have completed his course of study within six semesters, have not received an academic penalty of non-graded pass for any subject, and have not failed any subject in the main exam/assessment.
Subject Selection
Each semester, students will be given the opportunity to select Cross Disciplinary Subjects (CDS), and, where applicable, elective or option subjects that they wish to take in the following semester. Selection is done via the Internet through TP’s website. Students are advised to make their selection as soon as the selection exercise begins.

Information and synopses of the subjects available for selection will be posted online. The allocation of subjects to students will be based on academic progression rules, availability, preferences and other criteria.

Vacation Term
Subject/s may be conducted during the Vacation Term (VT). Students who register for a VT subject are to note that:
- the VT is part of the ensuing semester; and
- VT students are required to pay their semestral fee according to existing financial guidelines.

ACADEMIC ADVISING

What is Academic Advising?
Academic advising refers to institutional support for students to assist them in developing and implementing meaningful educational plans so as to realise their academic potential.

Who are the Academic Advisors?
Academic Advisors are lecturers who have been selected to provide school and diploma-specific advising. If you have any questions on FAST, please approach the following advisors:
<table>
<thead>
<tr>
<th>Academic Advisor</th>
<th>Telephone</th>
<th>E-Mail</th>
<th>Location</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Diploma in Accounting &amp; Finance (A&amp;F)</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Ms Christine Cheong</td>
<td>6780 5821</td>
<td><a href="mailto:qcheong@tp.edu.sg">qcheong@tp.edu.sg</a></td>
<td>BS26-6-06</td>
</tr>
<tr>
<td>Mr Chan Seet Meng</td>
<td>6780 5869</td>
<td><a href="mailto:seetmeng@tp.edu.sg">seetmeng@tp.edu.sg</a></td>
<td>BS26-6-03</td>
</tr>
<tr>
<td>Mr Phua Teck Chong</td>
<td>6780 5833</td>
<td><a href="mailto:phuatc@tp.edu.sg">phuatc@tp.edu.sg</a></td>
<td>BS26-6-06</td>
</tr>
<tr>
<td>Mr Lawrence Leong</td>
<td>6780 6248</td>
<td><a href="mailto:lamyew@tp.edu.sg">lamyew@tp.edu.sg</a></td>
<td>BS26-6-05</td>
</tr>
<tr>
<td><strong>Diploma in Business (BUS)</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Mrs Lee-Chang Yang</td>
<td>6780 5843</td>
<td><a href="mailto:changy@tp.edu.sg">changy@tp.edu.sg</a></td>
<td>SW26B-3-04</td>
</tr>
<tr>
<td>Mrs Tay-Chong Mee Chin</td>
<td>6780 5846</td>
<td><a href="mailto:cmeechin@tp.edu.sg">cmeechin@tp.edu.sg</a></td>
<td>SW26B-3-04</td>
</tr>
<tr>
<td>Mdm Philomena Lee</td>
<td>6780 5845</td>
<td><a href="mailto:leephil@tp.edu.sg">leephil@tp.edu.sg</a></td>
<td>SW26B-3-04</td>
</tr>
<tr>
<td>Ms Valerie Mok</td>
<td>6780 6257</td>
<td><a href="mailto:muiwhay@tp.edu.sg">muiwhay@tp.edu.sg</a></td>
<td>SW26B-3-04</td>
</tr>
<tr>
<td><strong>Diploma in Business Information Technology (BIT)</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Mr Kelvin Lim</td>
<td>6780 5242</td>
<td><a href="mailto:tengkwee@tp.edu.sg">tengkwee@tp.edu.sg</a></td>
<td>BS26-6-14</td>
</tr>
<tr>
<td>Mr Elton Cheong</td>
<td>6780 5860</td>
<td><a href="mailto:cheongsc@tp.edu.sg">cheongsc@tp.edu.sg</a></td>
<td>BS26-6-28</td>
</tr>
<tr>
<td>Mdm Pearl Teng</td>
<td>6780 5847</td>
<td><a href="mailto:tengsc@tp.edu.sg">tengsc@tp.edu.sg</a></td>
<td>BS26-6-13</td>
</tr>
<tr>
<td><strong>Business Studies Grouping (BUS/LOM/MKG)</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Ms Jeannie Yang</td>
<td>6780 5942</td>
<td><a href="mailto:yangyy@tp.edu.sg">yangyy@tp.edu.sg</a></td>
<td>BS26-6-11</td>
</tr>
<tr>
<td>Mr Vincent Lim</td>
<td>6780 5853</td>
<td><a href="mailto:vincent@tp.edu.sg">vincent@tp.edu.sg</a></td>
<td>BS26-6-11</td>
</tr>
<tr>
<td>Mr Hansen Yeong</td>
<td>6780 5809</td>
<td><a href="mailto:hansenyg@tp.edu.sg">hansenyg@tp.edu.sg</a></td>
<td>BS26-6-11</td>
</tr>
<tr>
<td><strong>Diploma in Communications &amp; Media Management (CMM)</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Mrs Felicia Nah</td>
<td>6780 6600</td>
<td><a href="mailto:felicia@tp.edu.sg">felicia@tp.edu.sg</a></td>
<td>BS26-6-16</td>
</tr>
<tr>
<td>Ms Angela Chee</td>
<td>6780 6229</td>
<td><a href="mailto:pohyoke@tp.edu.sg">pohyoke@tp.edu.sg</a></td>
<td>BS26-6-16</td>
</tr>
<tr>
<td>Mr Tamil Selvan</td>
<td>6780 6593</td>
<td><a href="mailto:tselvan@tp.edu.sg">tselvan@tp.edu.sg</a></td>
<td>BS26-6-16</td>
</tr>
<tr>
<td><strong>Diploma in Culinary &amp; Catering Management (CCM)</strong></td>
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</tr>
<tr>
<td>Mr Geoffrey Tai Pui Ho</td>
<td>6780 6294</td>
<td><a href="mailto:taiph@tp.edu.sg">taiph@tp.edu.sg</a></td>
<td>CA31-3-34</td>
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<tr>
<td>Academic Advisor</td>
<td>Telephone</td>
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<tr>
<td><strong>Diploma in Hospitality &amp; Tourism Management (HTM)</strong></td>
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<tr>
<td>Ms Quah Siok Sim</td>
<td>6780 5812</td>
<td><a href="mailto:sioksim@tp.edu.sg">sioksim@tp.edu.sg</a></td>
<td>SW29A-5-01/01</td>
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<tr>
<td>Ms Ivy Tan</td>
<td>6780 5818</td>
<td><a href="mailto:tanyong@tp.edu.sg">tanyong@tp.edu.sg</a></td>
<td>SW29A-5-01/01</td>
</tr>
<tr>
<td>Ms Grace Chia</td>
<td>6780 5872</td>
<td><a href="mailto:gracec@tp.edu.sg">gracec@tp.edu.sg</a></td>
<td>SW29A-5-01/01</td>
</tr>
<tr>
<td>Ms Susan Goh</td>
<td>6780 5813</td>
<td><a href="mailto:susangoh@tp.edu.sg">susangoh@tp.edu.sg</a></td>
<td>SW29A-5-01/01</td>
</tr>
<tr>
<td>Ms Selene Goh</td>
<td>6780 5877</td>
<td><a href="mailto:selene@tp.edu.sg">selene@tp.edu.sg</a></td>
<td>SW29A-5-01/01</td>
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<tr>
<td>Ms Lisa Chua</td>
<td>6780 6377</td>
<td><a href="mailto:lisachua@tp.edu.sg">lisachua@tp.edu.sg</a></td>
<td>SW29A-5-01/01</td>
</tr>
<tr>
<td>Ms Evelyn Lim</td>
<td>6780 6240</td>
<td><a href="mailto:ahphong@tp.edu.sg">ahphong@tp.edu.sg</a></td>
<td>SW29A-5-01/01</td>
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<tr>
<td><strong>Diploma in Law &amp; Management (LAW)</strong></td>
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<tr>
<td>Ms Lim Poh Bee</td>
<td>6780 5840</td>
<td><a href="mailto:pohbee@tp.edu.sg">pohbee@tp.edu.sg</a></td>
<td>BS26-6-10</td>
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<tr>
<td>Ms Jean Lau</td>
<td>6780 6983</td>
<td><a href="mailto:jeanolau@tp.edu.sg">jeanolau@tp.edu.sg</a></td>
<td>BS26-6-09</td>
</tr>
<tr>
<td>Ms Cynthia Rodrigo</td>
<td>6780 6255</td>
<td><a href="mailto:cynthiar@tp.edu.sg">cynthiar@tp.edu.sg</a></td>
<td>BS26-6-09</td>
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<tr>
<td><strong>Diploma in Leisure &amp; Events Management (LEM)</strong></td>
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<tr>
<td>Ms Maggie Seow</td>
<td>6780 5062</td>
<td><a href="mailto:magseow@tp.edu.sg">magseow@tp.edu.sg</a></td>
<td>SW29A-5-01</td>
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<tr>
<td>Mr Benjamin Cassim</td>
<td>6780 4113</td>
<td><a href="mailto:benjamin@tp.edu.sg">benjamin@tp.edu.sg</a></td>
<td>SW29A-5-01</td>
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<tr>
<td>Ms Sheila Sim</td>
<td>6780 6781</td>
<td><a href="mailto:ssheila@tp.edu.sg">ssheila@tp.edu.sg</a></td>
<td>SW29A-5-01</td>
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<tr>
<td><strong>Diploma in Logistics &amp; Operations Management (LOM)</strong></td>
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<tr>
<td>Mr Tan Poh Chuan</td>
<td>6780 6271</td>
<td><a href="mailto:pohchuan@tp.edu.sg">pohchuan@tp.edu.sg</a></td>
<td>BS26-6-28</td>
</tr>
<tr>
<td>Ms Cynthia Pang</td>
<td>6780 5857</td>
<td><a href="mailto:yeanhoon@tp.edu.sg">yeanhoon@tp.edu.sg</a></td>
<td>BS26-6-28</td>
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<tr>
<td><strong>Diploma in Marketing (MKG)</strong></td>
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<tr>
<td>Mr Matthew Chua</td>
<td>6780 6982</td>
<td><a href="mailto:mattchua@tp.edu.sg">mattchua@tp.edu.sg</a></td>
<td>BS26-6-02</td>
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<tr>
<td>Ms Germaine Wang</td>
<td>6780 6234</td>
<td><a href="mailto:germaine@tp.edu.sg">germaine@tp.edu.sg</a></td>
<td>BS26-6-02</td>
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<tr>
<td><strong>Diploma in Retail Management (RMT)</strong></td>
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<tr>
<td>Ms Debbie Ng</td>
<td>6780 5816</td>
<td><a href="mailto:laybee@tp.edu.sg">laybee@tp.edu.sg</a></td>
<td>BS26-5-52</td>
</tr>
<tr>
<td>Mr William Wong</td>
<td>6780 5230</td>
<td><a href="mailto:willwong@tp.edu.sg">willwong@tp.edu.sg</a></td>
<td>BS26-5-52</td>
</tr>
</tbody>
</table>
How to Obtain Information

CARE PERSON
The Care Person (CP) as the name suggests is the equivalent of a form teacher in a secondary school or a civics tutor in a junior college. The CP provides pastoral care and guidance and counsels students in areas such as academic studies, financial matters, interpersonal and family relationships. The CP also handles administrative matters and is the point of contact between the students and the polytechnic.

BEFRIENDER AND SCHOOL COUNSELLOR
The Befriender is a lecturer who is trained in counseling skills. Students could approach him or her for additional counsel or guidance after speaking with their Care Persons. Every diploma has Befrienders to work with its students.

The School Counsellor is a certified Counsellor appointed to help students in the school. Students can request to meet with the Counsellor to discuss matters of deeper concern which may require attention over a period of time.

The list of Befrienders and School Counsellors is available at the School General Office and on notice boards. Students can also call the General Office hotline (Tel: 6780 5127) to request to speak with a Befriender or School Counsellor.

<table>
<thead>
<tr>
<th>School Counsellor</th>
<th>Telephone</th>
<th>E-mail</th>
<th>Location</th>
</tr>
</thead>
<tbody>
<tr>
<td>Mr Terence Lou</td>
<td>6780 4108</td>
<td><a href="mailto:tyclou@tp.edu.sg">tyclou@tp.edu.sg</a></td>
<td>BS26-5-38</td>
</tr>
<tr>
<td>Mrs Alice Lew</td>
<td>6780 6285</td>
<td><a href="mailto:alicelew@tp.edu.sg">alicelew@tp.edu.sg</a></td>
<td>BS26-6-05</td>
</tr>
<tr>
<td>Ms Susan Goh</td>
<td>6780 5813</td>
<td><a href="mailto:susangoh@tp.edu.sg">susangoh@tp.edu.sg</a></td>
<td>SW29A-5-01/01</td>
</tr>
<tr>
<td>Mr Jimmy Yeo</td>
<td>6780 6080</td>
<td><a href="mailto:kheechai@tp.edu.sg">kheechai@tp.edu.sg</a></td>
<td>BS26-6-40</td>
</tr>
</tbody>
</table>

STUDENT E-MAIL ACCOUNT
Every student in TP is given an official e-mail account which serves as an important channel of communication between students and their lecturers. Students should check their e-mail regularly for important messages/announcements from the School.

NOTICE BOARDS
Important information is posted on the notice boards outside the lecture theatres at level 2 and at different levels of the School.
Attendance and Absence during Semester

ATTENDANCE

1. The polytechnic's attendance policy requires students to fulfill at least 85% attendance.

2. Approved leave of absence, such as medical leave (with medical certificate issued by a registered medical practitioner), compassionate leave (for matters related to immediate family), and official leave (e.g. to represent TP in games, official events, debates, etc.) will be considered part of the 85% attendance.

PUNCTUALITY

Students are to report punctually for their timetabled classes. A student will be marked late once he/she reports beyond the stated start time of the lesson. Lateness counts towards non-attendance which will affect his/her fulfillment of the attendance requirement. Hence, students are encouraged to report 5 minutes before the stated start time of the lesson.

ABSENCE WITH VALID REASONS

1. Medical Certificates (MC)
   During the semester, all medical certificates must be submitted to the Business General Office within two working days from the date of the last MC. Only medical certificates issued by medical practitioners registered with the Singapore Medical Council will be accepted.

2. Leave of Absence (LOA)
   Other applications for leave of absence (e.g. to participate in School performances, official events or competitions) must be submitted with supporting documents at least one week before the date of absence. Students must inform the subject tutors concerned and obtain the Care Person’s recommendation and Course Manager’s approval.
For a full-semester subject with one tutorial or lab session per week, a student who has been absent from classes for two times without valid reasons will be issued a warning e-mail. Another non-approved absence will result in a ‘non-graded pass’ academic penalty.

A student who does not meet the 85% attendance rule for a subject will be eligible for that subject’s main assessment. However, should the student pass the affected subject at the main assessment, he/she will only be awarded a ‘P’ grade (non-graded pass) with an associated grade point of only 1.0.

The name list of students who have a ‘non-graded pass’ academic penalty for any subject will be posted on the TP Website before the start of the main examinations.

**TESTS**

It is the student’s responsibility to check the timetables for tests, allocated venues and seat numbers. Students are advised to be present at the venue at least 20 minutes before the start of each test.

If you are unable to attend a test due to valid reasons such as bereavement, medical/hospitalisation leave, civil emergencies, etc., you may submit documentary proof for your absence to the Business General Office within 48 hours (excluding Saturday, Sunday and Public Holidays) from the start time of the first affected paper. The School reserves the right to reject the documents if they are submitted late or if there are no valid reasons for the absence from test. No further appeal will be considered.

Please also ensure that you check your student e-mail account for announcements (including rules and regulations) for Mid-Semester Tests.
Student Disciplinary Policy

Student offences are categorised into 3 categories:
- Category 1
- Category 2
- Academic-Related Offences

Category 1 (CAT 1)

1. CAT 1 offences are serious offences. The type of offences include:
   - Assault and Rioting
   - Consumption of alcohol
   - Creating nuisance / bringing disrepute to TP
   - Defamation against staff / students
   - Drug-related offence on campus
   - Fighting
   - Forgery / Tampering of documents
   - Insubordination and non-compliance to regulations
   - Possession of weapons
   - Pornography
   - Religious/racist attacks against staff / students
   - Sexual assault and outrage of modesty
   - Theft
   - Unauthorised soliciting of funds and selling of products
   - Vandalism and mischief

2. Punitive actions such as warning letter, suspension from course of study and even dismissal from the Polytechnic may be meted out by the Polytechnic for CAT 1 offences, depending on the severity of the offence.

3. Students under suspension will be deemed to have been absent from their classes for the duration of the suspension. In instances where short-term suspension is imposed and affects the student’s attendance requirement, the student’s subjects taken that semester would be un-graded (i.e. ‘P’ or ‘F’). Students shall fulfill the reinstatement conditions prescribed by the Polytechnic before being reinstated.

Category 2 (CAT 2)

1. CAT 2 offences include:
   - Dress code violation
   - Littering
   - Smoking
   - Gambling on campus
   - Playing poker cards on campus
   - Computer-related offences (except those related to CAT 1)
   - Trespassing into unauthorised areas
2. The Attire Guidelines for TP Students are as follows:

   - **General Occasions**
     Students must be dressed in a manner that is becoming of a student. This includes neat and tidy hairdo, appropriate clothes and footwear.

   - **Laboratories / Workshops**
     Students must comply with the stipulated dress code for the respective laboratories and workshops, particularly those for safety and protective reasons.

   - **Headgear**
     Students must be readily identifiable at all times. Therefore, any forms of headgear that prevents this are not permitted.

3. The ‘No Smoking’ boundary extends to the following areas:

   - All overhead bridges and bus stops along Tampines Avenue 1; and
   - Areas at Bedok Reservoir Park close to TP boundary.

4. Offences in CAT 2 carry a warning letter for the first offence, and a $50 fine for subsequent offences of the same nature.

**Academic-related Offences**

1. **Cheating on Semestral Examination**
   a. **Cheating on Semestral Examination (With Confirmed Possession of Unauthorised Materials)**
      Students in possession of unauthorised materials, as verified by the Examiner as relevant to the examination paper, will be debarred from the current and remaining examination papers of the semestral examination in that semester. All subjects taken in the semester will be marked as 'Fail'. Student will be removed accordingly if he/she meets any of the course removal criteria due to the failing of these subjects.

   b. **Cheating on Semestral Examination (Other than Confirmed Possession of Unauthorised Materials)**
      Students who cheat in the examination venue (other than possession of unauthorised materials) will be allowed to continue with the current and remaining examination papers, if any, pending investigation by the School Disciplinary Committee. The School Disciplinary Committee shall submit its findings and recommendations to the Principal through
Registrar. Where the cheating offence is confirmed, all subjects taken by the student in that semester will be marked as 'Fail'. Students will be removed accordingly if they meet any of the course removal criteria due to the failing of these subjects.

2. **Cheating on Coursework**
   Coursework refers to projects, term tests, assignments and other non-examination-related assessments.
   
a. **Cheating on Coursework (With Confirmed Possession of Unauthorised Materials)**
   Students who are caught for cheating on coursework (With Confirmed Possession of Unauthorised Materials) will be given zero for the affected component of the subject.

   b. **Cheating on Coursework (Other than Confirmed Possession of Unauthorised Materials)**
   The School Disciplinary Committee shall submit its findings and recommendations to the Principal through Registrar. Where the cheating offence is confirmed, student will be given zero for the affected component of the subject or appropriate disciplinary action.

3. **Plagiarism**
Disciplinary action taken for students caught for plagiarism will depend on the severity and includes failing the subject, suspension and removal from course. Please refer to Plagiarism Policy for the definition, examples and ways to avoid plagiarism.
Plagiarism Policy

Temasek Polytechnic's Policy on Plagiarism
Academic integrity is expected of all students at Temasek Polytechnic. The Polytechnic requires all students to be assessed for their own work only. All students are required to give proper acknowledgement of all original sources of work used in their assignments, projects or other assessed work.

Disciplinary Action Against Students who Plagiarise
Plagiarism is a serious academic offence. Disciplinary action taken for students caught for plagiarism will depend on the severity and includes failing the subject, suspension and removal from course.

Definition of Plagiarism
Plagiarism is the act of taking and using the whole or any part of another person's work and presenting it as your own without proper acknowledgement.

Examples of 'work' include text, writings, computer programme, web page, on-line discussions, video, music, sound recording, image, photograph, technical drawing, invention, research findings, diagram, chart, artwork or design.

If you knowingly allow another student to use the whole or part of your work and to present it as his or her own work, you could be liable for abetting plagiarism. The penalty for abetting plagiarism includes failing the subject, suspension and removal from course.

How to Avoid Plagiarism
To avoid plagiarism in your assignment, projects and other assessed work, you should

- submit work for assessment comprising your original ideas, experience, observations and comments
- acknowledge the original source of work(s) that you use on the appropriate referencing format
- not use any part or the whole of the work of another student or graduate who has taken the subject previously
- not ask someone else to do your assignments, projects or other assessed work
- check with your lecturers, when in doubt and seek advice on the appropriate referencing format for the acknowledgement of all original sources of work used in your assignments, projects or other work
At Temasek Polytechnic, students form a big part of our family. Besides helping you to succeed academically, we also care for your character development. As you go through your diploma journey in Temasek Polytechnic, you will face new challenges and choices and may find yourself in unexpected circumstances.

This code of conduct shall serve as a guide for your conduct in both academic and non-academic aspects of your Polytechnic life. It also serves as a reminder for all of us to work towards a harmonious environment in and out of the campus, and to maintain the good reputation of Temasek Polytechnic.

**Respect yourself:**
- Build and uphold personal integrity by being truthful and honest in your own actions.
  - Seek help from your Care Person or Lecturer early if you face any difficulty, instead of being dishonest in submitting course work that is not entirely your work. Give acknowledgement to all original sources of work, where applicable.
  - Do not attempt to cheat during tests and examinations. The penalty for doing so is heavy.
- Observe proper decorum.
- Dress appropriately. Remember this is an Institution of Higher Learning.
- Be on time or early for lessons. Punctuality is important in life and in the working world.
- Attend all your classes. You made the choice to pursue a Polytechnic education, so respect your decision and put in the effort to study and work diligently.
- Learn to curb impulsive decisions. If it has happened, admit your mistakes and make amends. Be responsible.
- When in doubt of the right decision, always consult your Care Person or Lecturer. They do have more experiences in life and, so, will be better able to advise you accordingly.

**Respect others:**
- Be considerate to others and respect the diversity of cultures, people and languages. Treat others as you would want to be treated.
- Refrain from participating in any physical or mental activity which can be harmful, intimidating or humiliating to others. Inform your Care Person or Lecturer if you see this happening.
- Inspire others to do better, and not incite them to break rules. Showcase your skills through proper leadership channels and brighten your future.
Abide by the law, rules and regulations:

• Everyone has the right to grow and develop in a conducive environment. Do your part to maintain a clean environment and help to keep our campus in good condition for everyone to enjoy the facilities.
• The campus and its surroundings are designated non-smoking areas by law. Contribute to a clean, safe and healthy environment for everyone by refraining from smoking when you are in campus. Please note underage smoking is an offence in Singapore.
• Keep in mind the Social Media Do’s and Don’ts when you use the online media to communicate. Do what is right and you can make more friends, build your support network and your reputation. Refer to the Social Media Do’s and Don’ts at the Full-time Student Portal -> Useful Information -> Rules & Regulations.
• Make sure you have your matriculation card when you are in campus. It is required for access to facilities and for identification purposes.
• All students are to comply with the Student Disciplinary Policy and Student Code of Conduct (available at the Full-time Student Portal -> Useful Information -> Rules & Regulations), failing which, you may face disciplinary action from the Polytechnic.

As a Polytechnic student, you are responsible for your own actions. Remember that there is always a choice and you need to make the right choice. Take a step back, observe the situation and do what is right. For every challenge you face, your choice can change your life.
Copyright Issues

Copyright is a protection that covers published and unpublished literary, dramatic, musical and artistic works, whatever the forms of expression, provided such works are fixed in a tangible or material form. This means that as long as you can see it, hear it and/or touch it – it may be protected. If it is an essay, a play, a song, a funky original dance move, a photograph, HTML coding or any computer information that can be set on paper, recorded on tape or saved to a hard drive/floppy disk, it may be protected.

Copyright laws grant the creator the exclusive right to reproduce, prepare derivative works, distribute, perform and display the work publicly.

It is illegal to violate any of the rights provided by the law to the owner of a copyright. Temasek Polytechnic respects the ownership of intellectual material governed by copyright laws. As such all TP students are expected to know and comply with the copyright laws that affect them.

Here is a list of do's & don'ts:

WHAT YOU CAN DO:
• Make reasonable copies of a work(s) i.e. 10% of the total number of pages in a physical edition of the work;
• Make not more than 10% of the total number of bytes in an electronic edition of the work; or
• Make copies of not more than 1 chapter of the work (even if 1 chapter is more than 10% of the number of pages or bytes).

WHAT YOU MUST NEVER DO:
• Photocopy an entire book/work;
• Copy more than 10% of the total number of pages or more than one chapter unless new copies are unavailable within a reasonable time at an ordinary price;
• Copy more than one article from a given periodical, unless they relate to the same subject matter.

If you are in doubt, please consult your lecturers for clarification.
Social Media Do’s and Don’ts

Keep Private Posts Offline
- Nothing stays private forever. Screenshots will betray you. Privacy settings can fail. So don’t post anything that you wouldn’t want a stranger to know, or which you wouldn’t want to see on the front page of the newspapers.

Keep Secrets Offline
- If someone tells you a secret, or you discover a secret (e.g. while on internship), you can be sued if you disclose it to anyone, including online.

Keep It Real
- Impersonating others (pretending to be someone else) online is unethical and this will get you into trouble once you are discovered.

Say It For Yourself, Not For TP
- When the public finds out which polytechnic you are from, what you post could affect the reputation of TP.
- You also should not write as if your views represent TP’s, unless you are officially representing TP.
- For example, if you have a blog or page or site for your club or student interest group that could be linked to TP, you should state clearly that “the opinions are mine and do not represent the opinions of Temasek Polytechnic.”

Respect Copyright
- Copyright law can be complicated, but one helpful guide to avoid legal trouble is: Do not copy or upload or post words or images or video or any material that are not yours, unless you have clear permission.
- You can post some parts of materials if you are commenting on them or reviewing them – this is called fair use. But if you have any doubts, ask your lecturers.

Respect People
- Respect others and they will respect you. If not, you will get into legal trouble under:
  - Spam Control Act – if you send commercial messages in bulk to people who did not request for them
  - Sedition Act – if you cause ill will between races or groups of people e.g.by being a troll or starting/ joining a flame war
  - Maintenance of Religious Harmony Act – if you cause ill will between religious groups
  - Undesirable Publications Act – if you show or share obscene or undesirable materials
  - Defamation – if you say or post something that lowers the reputation of any person
Respect The Truth
• Before you re-blog or re-post or re-tweet or share anything, find out from trusted sources if it is actually true. In that way you can avoid that awkward moment when you discover you have been fooled into spreading fake news.

Temasek Polytechnic (TP) reserves the right to remove comments or block users from its official social media platforms if they are in breach of the Polytechnic code of conduct, and to take disciplinary action where necessary.

What are you doing online?

<table>
<thead>
<tr>
<th>Use Social Media the RIGHT way and you could……..</th>
<th>Use Social Media the WRONG way and you could…..</th>
</tr>
</thead>
<tbody>
<tr>
<td>Make more friends</td>
<td>Lose friends</td>
</tr>
<tr>
<td>Build network who can support and help</td>
<td>Be embarrassed or humiliated</td>
</tr>
<tr>
<td>Build good reputation</td>
<td>Lose your reputation</td>
</tr>
<tr>
<td>Gain recognition</td>
<td>Get into legal trouble</td>
</tr>
<tr>
<td>Build relationships contacts</td>
<td>Scar you for life and ruin job prospects</td>
</tr>
</tbody>
</table>
Students who do not meet the 85% attendance requirement for a subject will be awarded with a grade of “P” (non-graded pass with an associated grade point of 1.0) if they are able to satisfy the assessment/examination requirements for the subject.

The list of students who do not meet the 85% attendance requirement will be posted on the TP Website 3 working days before the start of the examinations. Please log-in to the Student Portal at the appropriate time to check.

**HOW DO I GET MY PERSONALISED EXAMINATION TIMETABLE?**
You can check your personalised Examination Timetable online at the Student Portal at least two weeks before the examinations. You are strongly advised to print a copy of your personalised timetable for easy reference.

**WHAT FORM OF IDENTIFICATION MUST I PROVIDE TO SIT FOR EXAMINATIONS?**
Your identity will be checked during examinations. You must place your matriculation card at the top right-hand corner of your desk at the commencement of each examination. If you have lost your matriculation card, you may use your identity card, passport or EZ-Link card as proof of your identity.

Students who fail to produce one of the above forms of identification during examinations will be issued with a Warning Letter. If you have been issued with more than one letter of warning, the examination paper stated in the first and subsequent letter(s) of warning may be considered null and void. You may even be refused entry into the examination venue.
WHAT ITEMS ARE NOT ALLOWED IN THE EXAMINATION VENUE?
The following items are not to be brought into the examination venue:

- Mobile phones
- Electronic devices such as smart watches, media players, tablets, mini-laptops, electronic translators, etc.
- Unauthorised books/papers/documents
- Pencil cases and any other casings/pouches
- Calculator covers
- Caps or hats

Candidates must ensure that their mobile phones are switched off and all alarms deactivated before entry into the examination venue. Candidates may leave their mobile phones in their bags before proceeding to their seats. These bags must be placed at designated areas in the examination venue.

Calculators brought into the examination room should perform strictly calculating functions. You are not allowed to have notes and formulae written on your calculators.

Should a mobile phone, smart watch, pencil case, calculator cover, any casing/pouch or cap/hat be inadvertently brought into the examination room, the item(s) must be switched off, if applicable, and be placed under your seat before the start of the examination. Failure to do so will result in the item(s) being confiscated and disciplinary action taken against you.

You are advised not to bring any valuable items to the examination room. The Polytechnic will not be responsible for any loss of bags and/or personal belongings.

WILL I BE ALLOWED TO SIT FOR A PAPER IF I AM LATE FOR THE EXAMINATION?
You are permitted to enter the examination venue 20 minutes before the scheduled time of commencement of a paper.

You will be allowed to sit for the paper if you report to the examination room within the first 30 minutes after the paper has commenced. After which you will not be allowed to enter the examination room and you will be deemed to be absent for the paper.

WHAT HAPPENS IF I AM ABSENT FROM THE EXAMINATIONS?
A student who is absent from the examination is deemed to have failed the paper. Therefore, you are encouraged to sit for the examination as long as you are well enough.
However, a student may submit an Appeal for Special Consideration on Absence from Examination to the Registrar if he/she has missed an examination paper because of valid reason(s) such as bereavement of immediate family member, medical/hospitalisation leave, civil emergencies, etc.

All appeal must be submitted to One-Stop-Service Centre, stating reason(s) and attaching documentary proof for the absence, within 48 hours (excluding Saturday, Sunday and Public Holidays) from the start time of the first affected examination paper. Documentary proof may include death certificate, or medical certificate issued by a registered medical practitioner (who should not be a family member).

**WHAT IF I FALL ILL DURING THE EXAMINATIONS?**

Should you fall ill during an examination and cannot continue with the paper, you must inform the invigilator. In such a circumstance, you are advised to consult a registered medical practitioner (who should not be a family member) and submit an appeal for special consideration with a medical report to One-Stop-Service Centre within 48 hours (excluding Saturday, Sunday and Public Holidays) from the start time of the first affected examination paper. The medical report should state the diagnosis and the date and time of visit to the medical practitioner.

If you fall ill during an examination paper but complete it and subsequently submit an appeal for special consideration with a medical report to the Registrar within the stipulated time, the Board of Examiners may take into account your circumstance.

If you are afflicted by a contagious disease without complications, e.g. Chickenpox, you will be directed to take your examination in a Quarantine Room, subject to the recommendation of your medical practitioner.

Note: You are required to read through and be familiar with the “Examination Instructions to Candidates” before you sit for your examinations. The examination rules and instructions can be found on the TP website via Student Portal/Useful Information/Rules & Regulations/Examination Matters.

**HOW CAN I OBTAIN MY EXAMINATIONS RESULTS?**

Your examinations results for each semester will be posted online in the Student Portal. You may print a copy of the statement of results from the Student Portal for your record.

In addition, you can register to receive your detailed examination results through your mobile phone via Smart Message Service (SMS). This service will be opened for registration about 6 weeks before the examinations. Registration details will be announced on the TP website.
You may apply for an official copy of the statement of results at the One-Stop Service Centre. Each request is charged a non-refundable fee of $3.20 (inclusive of prevailing GST) per copy.

A transcript of all your examination results will be mailed to you upon successful completion of your studies at the polytechnic. You are therefore advised to update any change in residential and/or mailing address(es) in the Student Portal.

**HOW CAN I APPEAL FOR A REVIEW OF MY SUBJECT GRADE?**

You may appeal for a review of the grade of the subject(s) you have taken for the semester. Such appeals must be submitted within 4 working days from the day the results are released, using the appeal form available at the One-Stop-Service Centre. You are required to make a payment of a non-refundable fee of S$16.10 (inclusive of prevailing GST) per subject when you submit your appeal.
MAKING THE MOST OF LECTURES, TUTORIALS AND LAB SESSIONS:
At Temasek Polytechnic, the subjects you take are presented to you through Lectures, Tutorials and Lab Sessions. Here are some quick tips on how you can get the most out of these Lectures, Tutorials and Lab Sessions:

1. The Student Guide
   Every subject has a Student Guide. To make the best use of this Guide, you should
   a. Read it carefully as it provides you with an overview of the subject, the topics to be covered and the requirements to successfully complete the subject.
   b. Pay careful attention to the assessments – the expectations of each individual assessment, the submission deadline, and the weightage the assignment carries.

2. Lectures
   If you wish to fully benefit from attending lectures, your engagement in the following activities before, during and after the lecture is recommended.
   a. Step 1 – Before the lecture
      i. Download the lectures notes from Olive.
      ii. Read the lecture notes and highlight points for which you require added explanation.
      iii. Read the relevant chapter(s) from the subject text book or recommended references that are included in the lecture notes.
   b. Step 2 – During the lecture
      i. Be on time for the lecture.
      ii. Pay full attention to the Lecturer.
      iii. Take notes.
      iv. Make sure that the points you identified during the preparation have been satisfactorily explained.
      v. Pay special attention when the Lecturer makes reference to an “important” slide or piece of information.
   c. Step 3 – After the lecture
      i. Review the lecture notes (again) and the notes that you made during the lecture.
      ii. Identify areas of doubt.
      iii. Do some follow up reading – chapters or reference materials as recommended by the Lecturer.
3. Tutorials / Lab Sessions
Like Lectures, Tutorials and Lab Sessions can be more meaningful if one prepares for these sessions, stays focused during the lesson, and follows through with the required activities thereafter.

a. Step 1 – things to do before the tutorial/lab session date
   i. Download the tutorial worksheet or lesson notes.
   ii. Review the worksheet and prepare answers to any question or problem listed.
   iii. Review your lecture notes.
   iv. If you have the opportunity, discuss the tutorial questions/problems with your fellow course mates to further extend your learning.

b. Step 2 – During the tutorial/lab session
   i. Be on time.
   ii. Pay full attention to your Tutor / Instructor.
   iii. Ensure that all areas of doubts identified are clarified by your Tutor.
   iv. Participate and share in all tutorial discussions.

c. Step 3 – After the tutorial
   i. Review all that you have learnt and discussed during the tutorial
   ii. Make an effort to understand each and every point
   iii. Approach your Tutor for further consultation if you still have doubts.

Document Filing – hot tip!!!
Create a filing system to properly store your lecture notes, tutorial worksheets and any other study/research material for each individual subject.

4. Examinations
Examinations are one of the key assessment platforms used at Temasek Polytechnic. There are a number of things you can do to help in your preparation for examinations.

a. Exam Preparation
   i. Set priorities – starting to study for exams can be daunting as it represents the start of a ‘loss of free time’. Setting priorities helps you to organise your time and put in order what is essential and important.
   ii. Plan your time – start early (at least 6 weeks before the examination period) and draw up a list of what needs to be covered. This will help you to be methodical in your preparation.
   iii. Practice self-discipline – studying is something you have to do, so it is important to practise self-discipline. This will include making sure you stick to the plan you have drawn up; identify time wasters and unnecessary distractions and stay away from them; and minimise activities that interfere with your exam preparations.
iv. Clarify doubts – make sure you seek clarification from Tutors or Lecturers during the course of your exam preparation. DO NOT leave this to the last minute.

v. Study Groups – if you have the opportunity, be a part of a study group. Study groups can be uplifting and a strong source of encouragement.

vi. Past years’ exam papers – going through past years’ exam papers is a practical and helpful approach to take when preparing for examinations.

b. Sitting for the exam
   i. Arrive at the exam centre early (at least 30 minutes before the start of the paper).
   ii. Make sure you have your student matriculation card and all necessary stationery.
   iii. Read the exam questions carefully and pay attention to what the question is asking of you – it is recommended that you read each exam question at least twice before attempting to answer the question.
   iv. As you are reading the exam question, jot down any points or pieces of information that come to mind.
   v. Write your answers legibly and comply with instructions stated on the exam paper.
   vi. One paragraph per point – when writing your answers, try to adhere to the principle of one paragraph per point i.e. each paragraph should contain only one point. You may also want to underline the key phrase in each paragraph as this would help you when reviewing the answers you have written.
   vii. Manage your time – sufficient time is provided for you to complete the exam paper. However, it is important that you manage your time during the exam. Stick to the time you have allocated to answer each question.
Withdrawal and Transfer of Course

HOW DO I COMPLETE THE WITHDRAWAL PROCEDURE?

• Only students with active status are eligible for withdrawal from course.

• The “Notification of Withdrawal from Course” form can be downloaded from http://www.tp.edu.sg/one-stop-service-centre or obtained from the One-Stop Service Centre (OSC).

• Students are strongly advised to discuss with their parents their intention to withdraw from the course and consult their Care Person/Course Manager before submitting their request for processing.

• Students should submit the duly-completed form at the OSC after ensuring that all loaned items have been returned and outstanding payments settled. Information on fees payable can be found at http://www.tp.edu.sg/fees-and-financial-matters/course-withdrawal-and-refund-guidelines.

To avoid fee implication, students should submit their withdrawal documents before course commencement.

• Requests for withdrawal from course received on/after the start of Study Week (you may refer to the Academic Calendar at http://www.tp.edu.sg/admissions/academic-calendar for exact dates) will only be processed after the release of the Semester’s examination results and only applicable to those whose student status remains active.

• A notification letter will be issued to students upon approval of their request for withdrawal from course.
HOW DO I APPLY FOR TRANSFER TO ANOTHER COURSE?

• Only students with ‘active’ status are eligible for course transfer.

• Students seeking to transfer must meet the minimum entry requirements, and the prevailing last aggregate scores of the new course. Students will be considered based on a set of criteria not limited to the above and subject to availability of vacancies.

• Students are strongly advised to discuss with their parents their intention to transfer course and consult their Course Manager before submitting the application for transfer.

• The “Application for Transfer of Course” form can be downloaded from http://www.tp.edu.sg/one-stop-service-centre or obtained from One-Stop Service Centre (OSC).

• Processing of transfer application may take two to three weeks. Students are required to submit their applications immediately after the release of the Semester’s examination results so that if they are successful in their application, they may join the new course upon commencement of the subsequent semester.

• Students are to remain in their present course of study until they have received an official notification from the Polytechnic on the outcome of their application. Please note that if it is approved, the course transfer may be effected either in the current or subsequent semester.

• For enquiries, please send your email to Admissions@tp.edu.sg.
Financial Matters

FEE MATTERS FOR ACADEMIC YEAR 2015/2016

For fee and financial matters, please refer to the following website:

For services relating to payment of tuition fees and other full time student's financial matters enquiry, please refer to the following website:

FINANCIAL ASSISTANCE

TP provides financial assistance to students under various schemes.

Scholarships

For a list of scholarships offered, please refer to the following website:

Financial Assistance Schemes

The following schemes are available:

1. CPF Education Scheme, PSEA, Tertiary Tuition Fee Subsidy (TTFS) for Malay & Tuition Fee Loan (TFL) Scheme
2. Bursaries.
3. Other Financial Assistance Schemes:
   - CCN Crisis Assistance Scheme & CCN Emergency Scheme
CCN Crisis Assistance Scheme
Immediate financial help will be given to students who face a crisis situation such as death, hospitalisation of student, retrenchment or reduction of family income, disaster at home (e.g. fire, robbery). A student whose family per capita income is less than or equal to $500 or total family household income is less than or equal to $2000 could also apply for this scheme. Please note that the per capita income stated is subject to change.

CCN Emergency Scheme
This scheme gives assistance to students in great financial difficulties. Monthly help will be given to students for their food and transport needs. Please note that students MUST see counsellors at SWCC, be counselled and have their cases evaluated.

For more information, please refer to the following website:

How to apply?
Please check with your Care Person if you wish to apply for financial assistance.
Maintaining Physical Fitness as a way of life is important to everyone. Not only does good physical health enhance your mental alertness, it also improves your overall well-being.

For male students, National Service is a natural progression after you graduate from TP. Hence, the NAPFA test is compulsory for all Senior Year male students. At BUS, we will prepare you to keep fit for the rigours of National Service to contribute more effectively to the defence of the nation.

The table below shows the NAPFA test items with effect from 2015.

<table>
<thead>
<tr>
<th>NAPFA Test Items for Pre-NS students in Polytechnics</th>
</tr>
</thead>
<tbody>
<tr>
<td>Sit-Up</td>
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<tr>
<td>Push-Up (New)</td>
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<tr>
<td>Sit-and-Reach</td>
</tr>
<tr>
<td>Standing Broad Jump</td>
</tr>
<tr>
<td>Shuttle Run</td>
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<tr>
<td>2.4 km Run/walk</td>
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</tbody>
</table>
The BUS Running Group
The BUS Running Group was started to provide an impetus and opportunity for students to come together to exercise regularly. Our main purpose is to promote healthy living, by providing students a social network and an atmosphere that is supportive of their fitness goals. Students can come together to run either 2.4km or 5km by the reservoir.

We recognise that without a structured year-round physical education programme, the exercise regimen generally takes a backseat. NS-liable male polytechnic students are also finding it tougher to achieve the needed Gold or Silver award at the NAPFA test to be granted the 2-month reduction in their full-time National Service.

To keep students motivated, SEAL points (under the Enrichment category) will be awarded to students who have participated in our weekly run 3 times in an academic year. Students who help out at the running club events are also given SEAL points (under the Service category).

Students who are interested to join the running group either as a runner, a helper, or as an organising committee member can email the following:

Ms Jeannie Yang yangyy@tp.edu.sg
Ms Nancy Tan pingeng@tp.edu.sg

Date: Every Wednesday
Time: Registration starts at 5:30pm
      Last registration at 6:30pm
Venue: Meet at Koi Pond
       Run either 2.4km or 5km around the reservoir
The One-Stop Service Centre (OSC) caters specifically to the needs of our students and alumni. It offers a wide range of services relating to student academic matters and enquiries. Self-service notebooks are available for students to have access to TP’s various online services, such as updating of personal particulars, retrieval of class timetable and examination results, registration for graduation ceremonies, and booking of sports and library facilities.

Application Forms & Services
You may download the following forms at the OSC website at http://www.tp.edu.sg/one-stop-service-centre

Non-Financial Related Application Forms (PDF)

- Request for Transcript
- Replacement of Certificate (Full time Diploma/Polytechnic Foundation Programme)
- Replacement of Matriculation Card
- Application for Review of Subject Grade
- Course Withdrawal
- Course Deferment
- Course Transfer
- Appeal for Reinstatement to Course of Study – only for deregistered students
- Change of Personal Particulars – only for changes of particulars which are not available in the student online services
- Change of Student and/or Next-Of-Kin Personal Particulars
Other Services
• Request for Statement of Examination Results
• Certification of TP academic results and diploma certificate
• Collection of diploma by current graduates - dates for collection will be stipulated in the graduand package
• Request for Full-time Student Status Confirmation Letter
• Submission of enrolment documents and non-financial application forms

Location

One-Stop Service Centre
Temasek Polytechnic
Administration Block 9, Level 2, Lift Lobby C
21 Tampines Avenue 1
Singapore 529757

Operating hours
Mon to Fri: 8.30 am to 5.30 pm
Closed on Sat, Sun & Public Holidays
CAREER & EDUCATION SERVICES CENTRE
The Career & Education Services Centre (CESC) provides coaching and preparation workshops on career and advisement for further education. CESC will work alongside the student to identify and develop their career and education goals. CESC also organises career & further education fairs and talks for TP students and alumni.

Contact Us
Career & Education Services Centre
Administration Block 9, Level 2, Lift Lobby D
Hotline: 6780 6480
Email: cesc@tp.edu.sg

STUDENT WELLNESS & COUNSELLING CENTRE
The Student Wellness and Counselling Centre (SWCC) is managed by qualified and experienced counsellors who are always ready to lend a listening ear to students’ concerns and worries about academic progress, adjustment to life in a polytechnic, relationships or family problems. Students with financial difficulties can approach the counsellors for the various financial assistance schemes available in the polytechnic. Be it emotional, financial or social, we are right behind you in the journey of change and growth.

Services Provided by SWCC
• Consultation/Therapy - Face to face sessions which are carried out on individual, group or family basis.
• Financial Counselling
• Wellness Programme - Mental health awareness talks, workshops & roadshows.

Contact us
Student Wellness & Counselling Centre
Blk 30 Student Development Centre
Level 2, Unit 30-02-06/3
Hotline: 6780 5959
Email: swcc@tp.edu.sg

Opening hours
Mon to Fri: 8.30 am to 6.00 pm
Closed on Sat, Sun & Public Holidays
The Polytechnic seeks to develop an inclusive community that promotes a culture of openness, understanding and mutual support in order that students with special educational needs (SEN) can:

a. have a holistic education experience; and
b. attain independent living skills and be equipped to access meaningful employment upon graduation.

The Special Educational Needs Support Office (SSO) offers services and support for students with physical disabilities or learning disabilities.

- **Prospective Students**
  Students with SEN may contact the Admissions Office or SSO for pre-admission course advisement.

- **Current Students**
  SSO provides the following support to students with SEN:
  - Coordinate support with respective Academic Schools/Centres for students with greater needs, for example, to look into physical accessibility, sourcing for assistive devices, making special arrangements related to the teaching and learning process, and access arrangements for examinations.
  - Provide ongoing emotional support for students in transition or facing challenges.
  - Provide informational resources on financial assistance, internship and preparation for future employment.

**Contact Us**
Special Educational Needs Support Office (SSO)
One-Stop Service Centre
Administration Block 9, Level 2, Lift Lobby C
Hotline: 6780 5959
Email: swcc@tp.edu.sg

Admissions Office
Hotline: 6788 2000
Email: admissions@tp.edu.sg

**Opening hours**
Mon to Fri: 8.30 am to 5.30 pm
Closed on Sat, Sun & Public Holidays
STUDENT & ALUMNI AFFAIRS DEPARTMENT (SAA)

SAA is committed to:

- providing students with a well-rounded educational experience that contributes to personal enrichment and institutional pride;
- maintaining ties with the alumni to foster the TP spirit; and
- establishing excellence in student and alumni support services.

SAA offers the following:

Student Organisations

- TP Students’ Union
- Academic Studies Clubs
- Adventure Club
- Community Service Club
- Sports Club
- Arts Groups
- Interest Groups
- Sports Teams

Student Development Programmes

- Student Leadership Programmes
- Experiential/Adventure Learning Programmes
- Arts and Sports Programmes
- Personal Development Programmes

SEAL Grading Administration

Your participation in Co-Curricular Activities (CCAs) enables you to gain CCA points in the SEAL (Service, Enrichment, Achievement, Leadership) grading system. The SEAL grading system systematically records your participation in CCAs. More details on CCAs can be found at http://www.tp.edu.sg/student-life/overview

To access the SEAL system, please go to Full-Time Student Portal, Other Services, SEAL System.
STUDENT CLUBS & INTEREST GROUPS

Business Studies Club
The Business Studies Club (BSC) is a constituent club of Temasek Polytechnic Students’ Union. Its objective is to promote the academic interests, social interests and welfare of its members who are the students of School of Business. The BSC’s Management Committee comprises 15 students from the school who are voted into office by students of School of Business.

<table>
<thead>
<tr>
<th>Lecturer-in-charge</th>
<th>Phone</th>
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</thead>
<tbody>
<tr>
<td>Ms Jeannie Yang</td>
<td>6780 5942</td>
</tr>
<tr>
<td>Ms Nancy Tan</td>
<td>6780 5811</td>
</tr>
<tr>
<td>Ms Joan Ho</td>
<td>6780 6195</td>
</tr>
<tr>
<td>Mr Gan See Siong</td>
<td>6780 6239</td>
</tr>
</tbody>
</table>

Business Ambassadors
The Business Ambassadors are a dedicated group of communicatively competent students who thrive on a culture of service to further the school’s activities, events and their own professional development. They serve the school’s interest and represent the school in both internal as well as external events. They are trained to be event comperes, ushers, event managers, emcees as well as professional representatives to manage both local as well as international competitions. Their mission is to be of service and to serve.

<table>
<thead>
<tr>
<th>Lecturer-in-charge</th>
<th>Phone</th>
</tr>
</thead>
<tbody>
<tr>
<td>Mrs Mary Thomas</td>
<td>6780 5835</td>
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</tbody>
</table>
Diploma Interest Group
The Diploma Interest Groups aim to promote the academic interests and welfare of the students in the diploma. The student-leaders in the Diploma Interest Groups organise sports events, and social and community service activities to enrich the students’ campus experience.

**Accounting & Finance (A&F) Interest Group**
**Lecturer-in-charge**
Ms Joanna Tan 6780 6247  
Ms Rachel Lee 6780 5827  
Mr Caleb Tan 6780 6246

**Business Interest Group (BIG)**
**Lecturer-in-charge**
Mr Thomas Lee 6780 6281  
Mrs Tay-Chong Mee Chin 6780 5846  
Ms Valerie Mok 6780 6257

**BIT (Business IT) Interest Group**
**Lecturer-in-charge**
Mr Mark Kor 6780 6778  
Ms Serene Chng 6780 6263

**Business Studies Grouping (BSG)**
**Lecturer-in-charge**
Mr Hansen Yeong 6780 5809  
Ms Wong Lily 6780 6276

**Communications & Media Management (CMM) Interest Group**
**Lecturer-in-charge**
Ms Long Li Yann 6780 6584  
Ms Lilian Khoo 6780 5836

**Culinary & Catering Management (CCM) Interest Group**
**Lecturer-in-charge**
Mr Timothy Kao 6780 6349
Hospitality & Tourism Management (HTM) Interest Group
Lecturer-in-charge
Ms Angeline Chin  6780 6984
Ms Grace Chia  6780 5872

Law & Management Interest Group (Law Inc) Interest Group
Lecturer-in-charge
Mr Benjamin Ang  6780 5900
Ms Chua Wen Xiu  6780 6254

Leisure & Events Management (LEM) Interest Group
Lecturer-in-charge
Ms Clauderlene Tan  6780 5694

Logistics & Operations Management (LOM) Interest Group
Lecturer-in-charge
Mr Benson Tan  6780 6282
Ms Jenny Leong  6780 6269
Ms Cynthia Pang  6780 5857

Marketing (MKG) Interest Group
Lecturer-in-charge
Mr Steven Ng  6780 5822
Mr Gary Lin  6780 6235

Retail Management (RMT) Interest Group
Lecturer-in-charge
Mr William Wong  6780 5230
The School of Business firmly believes in a practical orientation for all its courses. To better prepare students for the world of work, the School has a wide range of laboratories and teaching facilities, which allow students to undergo hands-on training.

For Accounting & Finance students
• Accounting & Finance Hub @ TP (BS26-3-15)

The Rules & Regulations of Computer Laboratories apply.

For Business students
• Kelly Services Career Centre (BS26-3-42/1)
  Opening hours:
  Term Time       Mon-Thurs: 9 a.m. to 6 p.m.
                 Fri        : 9 a.m. to 5.30 p.m.
• Business Enterprise Centre (BS26-4-13)
  Opening hours:
  Term Time       Mon-Thurs: 9 a.m. to 6 p.m.
                 Fri        : 9 a.m. to 5.30 p.m.

For Business Information Technology students
• Business Learning Spaces (BS26-5-14/15)
• Business Technology Labs (BS26-5-24/28/29)
• Business IT Studio (BS26-3-42)

The Rules & Regulations of Computer Laboratories apply.

For Communications & Media Management students
• Publishing Room (BS26-3-32/1)
• Major Project Consultation Room (BS26-3-30/2)
• MediaBiz Studios – fully equipped TV and Radio Studios (BS26-3-28)
• MacLab (BS26-1-33)

For Law & Management students
• LegaLab (BS26-1-15)
• ILAW Chambers (BS26-3-53)

The Rules & Regulations of Computer Laboratories apply.
For Logistics & Operations Management students
• Centre for Logistics & Operations Management (BS26-3-22/23)

The Rules & Regulations of Computer Laboratories apply.

For Marketing students
• The BrandStudy (BS26-3-17)

For Retail Management students
• 1st Avenue (BS26-2-19)

For students from the following diplomas:
Culinary & Catering Management
Hospitality & Tourism Management
Leisure & Events Management

• Temasek Culinary Academy
The Temasek Culinary Academy houses professional kitchens as well as 2 attractive and contemporary dining outlets. The kitchens comprise the Skills Kitchen, Asian & Western Kitchens, Baking & Pastry Kitchens, a Butchery, and a Garde Manger (Cold Kitchen). The restaurants are a quick-service café called, Sugarloaf, and a full-service restaurant called, the ToP Table.
These training facilities will allow our students to hone their skills in food preparation as well as serve as a platform to train students in the art of providing excellent restaurant and café service.

For students from the following diplomas:
Hospitality & Tourism Management
Leisure & Events Management

• Temasek Tourism Academy
The academy is a learning node that is at the forefront of tourism and leisure education. Students in the Diploma in Hospitality & Tourism Management and Diploma in Leisure & Events Management receive experiential and realistic training in the 7-storey Temasek Tourism Academy from instructors with a wealth of industry experience. With a scenic Bedok Reservoir frontage, the academy comprises a hotel lobby, hospitality learning suite, tourism technology rooms, student clubhouse, event hall, event management layout room and event management ideation rooms among others. These facilities will intensify the level of experiential and realistic training for students from these diplomas by collaborating with key industry partners to ensure that training is real, relevant and rewarding.
COMPUTER LABORATORIES

The use of information technology is ubiquitous in business and industry, and the computer labs provide a large variety of hardware, software, systems and training required to properly equip students with the skills to meet future job needs.

Opening Hours:

Monday to Thursday  8.30 a.m. – 5.45 p.m.
Friday 8.30 a.m. – 5.15 p.m.

Please check the BUS Lab website and lab notice board for more information

Lab Rules & Regulations

1. It is compulsory for all students using the labs to have their matriculation cards with them. Students are required to produce them upon request by staff. Students who do not have their matriculation cards are required to submit their cards within 48 hours to the Business General Office.

2. No food or drinks are allowed in the labs.

3. Games of any nature are not allowed in the labs.

4. Installation of software is not permitted in the labs. Students are not to download unauthorised softwares, games, music, movies or videos that infringe copyright or other intellectual property laws. Violation of copyright and intellectual property rights is a criminal offence and is punishable by law.

5. No sending/viewing of any mass/chain email or vulgar/obscene/ derogatory email is allowed in the labs.

6. Hacking in any form is prohibited.

7. No student may logon to the network using accounts and passwords other than that given to him/her. Students who share/disclose their accounts and passwords will be liable for disciplinary action.

8. Non-current School of Business students are strictly not allowed into the labs at all times. Offenders will be handed over to the security guard. Students who bring outsiders to the labs will face disciplinary action.

Students found not observing the Rules and Regulations will be subjected to disciplinary action under Category 2 Offences of the TP Student Disciplinary Guidelines.

The penalties for the offences are as follows:

   First offence: Warning Letter
   Second and subsequent offence: Fine of $50/-
STUDY ROOMS
School of Business has a total of 11 study rooms on level 3 which students can use for group discussion or self-study.

The Opening Hours: Monday – Friday 9.00 a.m. - 5.00 p.m.

Booking of study/discussion rooms can be made by completing a booking slip at the Business General Office.

USE OF POLYTECHNIC PREMISES AFTER OFFICE HOURS
Students are not permitted to stay on the premises after 10 pm unless authorised in writing by their lecturers/tutors giving full student particulars, i.e. name, matriculation card number, the area of study (BS26-xx-xx) and contact number of a person available in case of emergency.

HEALTH BAY
The Health Bay of the School is located at BS26-06-08/5. Students are required to inform their Care Persons, lecturers or the General Office staff if medical attention is required.

RENTAL OF STUDENT LOCKERS
Lockers in two sizes located at level 4 are available for rent. Students can obtain an application form, which specifies the rental charges, from the Business General Office.

Alternatively, students can also go online to www.rent-a-locker.com for further details.

For enquiries, please contact Mr Charles or Ms Elena at Tel: 6282-0868 or email to admin@rent-a-locker.com. Opening hours: 9:00 a.m. to 6:00 p.m.

STUDENT GROUP PERSONAL ACCIDENT (GPA) INSURANCE
All full-time students are covered by the Student Group Personal Accident (GPA) Insurance Policy. This scheme covers students against bodily injury arising out of accidents resulting in Death, Permanent Total Disablement and Medical Expenses incurred. The annual insurance premium is part of the total fees payable at the start of each academic year.
Temasek Polytechnic is committed to caring for our environment. The polytechnic has been certified environment-friendly since December 2001 when it attained the ISO-14001 Environmental Management System certification.

TP’s Environmental Policy Statement sums up the Polytechnic’s commitment for the environment.

**TP’s Environmental Policy Statement**

Temasek Polytechnic shall:

1. Actively engage in carrying out exemplary environmental practices by:
   • Exploring efficient use of resources to REDUCE wastage;
   • Identifying creative and practical ways to REUSE our resources; and
   • Promoting opportunities to RECYCLE waste.

2. Educate staff and students and communicate to suppliers/contractors about environmental issues.

3. Wherever practical, purchase goods and services from suppliers who are environmentally responsible.

4. Through an accredited Environmental Management System, commit to continually improve our practices and ensure that we comply with environmental laws and other requirements we subscribe to that relate to our activities, products and services.

5. Integrate the principles of environmental management, pollution prevention, and other related green topics in our curriculum.
**What can we do for the environment?**

We can care for, show concern and constantly improve our environment actively in the following ways:

- **Reduce** wastage of resources (e.g. paper, water, electricity) by reducing the use of paper, switching off equipment and appliances like air-conditioners and lights in the various rooms when they are not in use.
- **Reuse** resources creatively (e.g. using both sides of the paper before disposal);
- **Recycle** waste (e.g. drink cans, paper, plastic containers) using the recycle bins provided;
- Dispose waste properly (e.g. by not mixing contaminated waste that is hazardous or poisonous with general waste);
- Commit ourselves not to damage, cut down or uproot any trees or plants;
- Participate in environmental activities, promotions and programmes organised by TP.

As environmentally-conscious and concerned individuals, all staff and students can cooperate and participate in TP’s environmental management programmes. These programmes are designed to facilitate a concerted effort towards caring for and improving our environment.

Let us put our hands together in a conscious effort to save and improve our precious environment for the future!

School of Business
April 2015

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Term 1: Mon, 20 Apr – Fri, 5 Jun 2015

- 3 April: Good Friday

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Labour Day 1

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Mid Semester Tests: Tue, 2 Jun – Fri, 5 Jun 2015
(*1 June is a public holiday)
Break: Sat, 6 Jun – Sun, 21 Jun 2015
Term 2: Mon, 22 Jun – Fri, 14 Aug 2015
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August 2015

Study Week: Sat, 15 Aug – Sun, 23 Aug 2015
Semestral Examinations: Mon, 24 Aug – Fri, 4 Sep 2015

National Day Public Holiday

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Vacation: Sat, 5 Sep – Sun, 18 Oct 2015
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November 2015

School of Business
Mid Semester Tests: Mon, 7 Dec – Fri, 11 Dec 2015
Break: Sat, 12 Dec 2015 – Sun, 3 Jan 2016
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Term 4: Mon, 4 Jan – Fri, 19 Feb 2016

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February 2016

Study Week: Sat, 20 Feb – Sun, 28 Feb 2016
Semestral Examinations: Mon, 29 Feb – Fri, 11 Mar 2016

Chinese New Year

School of Business
### March 2016

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Vacation: Sat, 12 Mar – Sun, 24 Apr 2016
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April 2016

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“Your personality is what you are in front of people; your character is who you are when nobody else is looking.” - Mary Levy
“Only virtuous people are capable of freedom.” - Benjamin Franklin
“No act of kindness, no matter how small, is ever wasted. - Aesop
“No one need wait a single moment before starting to improve the world.”
- Anne Frank
“People grow through experience if they meet life Honestly and Courageously. This is how Character is built.” - Eleanor Roosevelt
“Always do Right--this will gratify some and astonish the rest.”
- Mark Twain
“The pursuit of truth will set you free -- even if you never catch up with it.”
- Clarence Darrow
"Kindness is more important than wisdom, and the recognition of this is the beginning of Wisdom." - Theodore Rubin
“In spite of everything, I still believe that people are really good at heart.”
- Anne Frank, From her diary, 1944
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“Truth is the only safe ground to stand on.” - Elizabeth Cady Stanton
“Only I can change my life. No one can do it for me.” - Carol Burnett
“... in about the same degree as you are helpful, you will be happy.” - Karl Reiland
“Son, always tell the truth. Then you’ll never have to remember what you said the last time.” - Sam Rayburn
“Ethics is a matter of being good (Character) and doing right (action).”
- Russell Gough
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“the deepest craving of human nature is the need to be appreciated.”
- William James
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“Example has more followers than reason.” - Bovee
August 2015

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“Think of all the beauty still left around you and be happy.” - Anne Frankin
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“We are what we repeatedly do. Excellence, then, is not an act, but a habit.”
- Aristotle
Semestral Examinations:  
Mon, 24 Aug – Fri, 4 Sep 2015

“You really can change the world if you care enough.” - Marian Wright Edelman
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<td>05-06</td>
<td>“Only Virtuous people are capable of freedom.” - Benjamin Franklin</td>
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“The purpose of life is to live a life of purpose.” - Robert Byme
“There are admirable potentialities in every human being. Believe in your strength and your youth. Learn to repeat endlessly to yourself, ‘it all depends on me.’”

- Andre Gide
“Unethical practices are always self-destructive over the long run, on both a personal and an organization level.”
- Tom Morris (from If Aristotle Ran General Motors)
“Gratitude is not only the greatest of virtues, but the parent of all others.”
- Cicero
“Courage is resistance to Fear, Mastery of Fear - not absence of Fear.”
- Mark Twain


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“What is important is not what happens to us, but how we respond to what happens to us.” - Jean-Paul Sartre
“Always do Right--this will gratify some and astonish the rest.” - Mark Twain
“It is our choices that show what we truly are, far more than our abilities.”

- J. K. Rowling
“Truth is the only safe ground to stand on.” - Elizabeth Cady Stanton
“Energy and Persistence conquer all things.” - Benjamin Franklin
“No act of kindness, no matter how small, is ever wasted.” - Aesop
“Goodness is the only investment that never fails.” - Henry David Thoreau
Mid Semester Tests:  
Mon, 7 Dec – Fri, 11 Dec 2015

Break:  
Sat, 12 Dec 2015 – Sun, 3 Jan 2016

“It is our choices that show what we truly are, far more than our abilities.”  
- J. K. Rowling
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“The ideals which have lighted my way, and time have given me new courage to face life cheerfully, have been Kindness, Beauty, and Truth.” - Albert Einstein
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“It is curious that physical courage should be so common in the world and moral courage so rare.” - Mark Twain
We are what we repeatedly do. Excellence, then, is not an act, but a habit.”
- Aristotle
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“The best way to find yourself is to lose yourself in the service of others.”
- Gandhi

School of Business
“keep true, never be ashamed of doing right, decide on what you think is right and stick to it.” - George Eliot
“Life is a series of problems. Do you want to moan about them or solve them.”
- M. Scott Peck
“it takes less time to do a thing right than to explain why you did it wrong.”
- Henry Wadsworth Longfellow
“It’s not hard to make decisions when you know what your values are.”
- Roy Disney
“The first and best victory is to conquer self.” - Plato
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“Character is what you are in the dark.” - Dwight L. Moody
### February-March 2016

**Semestral Examinations:**
*Mon, 29 Feb – Fri, 11 Mar 2016*

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“No one who desires to become good will become good unless he does good things.” - Aristotle
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“It is a grand mistake to think of being great without goodness.”
- Benjamin Franklin
“Integrity is telling myself the truth. And honesty is telling the truth to other people.” - Spencer Johnson
“People of character don’t allow the environment to dictate their style.”
- Lucille Kallen
“To be persuasive we must be believable; to be believable we must be credible; to be credible we must be truthful.” - Edward R. Murrow
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2015/2016 Academic Calendar

Semester 1
Term 1
Mid Semester Tests
Break

Term 2
Study Week
Semestral Examinations
Vacation

Mon, 20 Apr – Fri, 5 Jun 2015
Tue, 2 Jun* – Fri, 5 Jun 2015
(*1 Jun is a public holiday)
Sat, 6 Jun – Sun, 21 Jun 2015

Mon, 22 Jun – Fri, 14 Aug 2015
Sat, 15 Aug – Sun, 23 Aug 2015
Mon, 24 Aug – Fri, 4 Sep 2015
Sat, 5 Sep – Sun, 18 Oct 2015

Semester 2
Term 3
Mid Semester Tests
Break

Term 4
Study Week
Semestral Examinations
Vacation

Mon, 19 Oct – Fri, 11 Dec 2015
Mon, 7 Dec – Fri, 11 Dec 2015
Sat, 12 Dec 2015 – Sun, 3 Jan 2016

Mon, 4 Jan – Fri, 19 Feb 2016
Sat, 20 Feb – Sun, 28 Feb 2016
Mon, 29 Feb – Fri, 11 Mar 2016
Sat, 12 Mar – Sun, 24 Apr 2016