PERSONAL DETAILS

Name: ______________________________________________
Admission No: ______________________________________________
Course: ______________________________________________
Class: ______________________________________________
Care Person: ______________________________________________
Contact No: _________________________
Course Manager: ______________________________________________
Contact No: _________________________

IN CASE OF EMERGENCY, PLEASE CONTACT:

Name: ______________________________________________
Relationship: ______________________________________________
Address: ______________________________________________
Mobile No: _________________________
Home: _________________________
Office No: _________________________
## ACADEMIC CALENDAR  2015/2016

### Semester 1

<table>
<thead>
<tr>
<th>Term</th>
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<tbody>
<tr>
<td>Term 1</td>
<td>20 Apr - 05 Jun 2015</td>
</tr>
<tr>
<td>Break</td>
<td>06 - 21 Jun 2015</td>
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<tr>
<td>Term 2</td>
<td>22 Jun - 14 Aug 2015</td>
</tr>
<tr>
<td>Study Week</td>
<td>15 - 23 Aug 2015</td>
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<tr>
<td>Semestral Examinations</td>
<td>24 Aug - 04 Sep 2015</td>
</tr>
<tr>
<td>Vacation</td>
<td>05 Sep - 18 Oct 2015</td>
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### Semester 2

| Term 3    | 19 Oct - 11 Dec 2015    |
| Break     | 12 Dec 2015 - 03 Jan 2016 |
| Term 4    | 04 Jan - 19 Feb 2016    |
| Study Week| 20 Feb - 28 Feb 2016    |
| Semestral Examinations | 29 Feb - 11 Mar 2016 |
| Vacation  | 12 Mar - 24 Apr 2016    |

http://www.tp.edu.sg/admissions/academic-calendar

---

*He who would learn to fly one day must first learn to stand and walk and run and climb and dance; One cannot fly into flying.*

Friedrich Nietzsche
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Freshmen’s Student Handbook AY2015/AY2016 | School of Humanities & Social Sciences
TEMASEK POLYTECHNIC
MISSION, VISION & VALUES

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.

Vision

To be a world-class institution in the global education network, reputed for our programmes, applied research, managerial excellence and innovative corporate culture.

Values

• Responsibility for the continued growth and success of Temasek Polytechnic
• Respect for the dignity of the individual
• Integrity of the highest order
• Student-centredness
• Future-orientation

Strategic Thrusts

• Spirit of Excellence and Innovation
• Flexible Academic System for Lifelong Employability
• Partnership and Collaboration
• Staff and Capability Development
MESSAGE FROM THE SCHOOL DIRECTOR

Dear Students,

Welcome to the School of Humanities & Social Sciences (HSS)!

2015 is an exciting year for Singapore and Temasek Polytechnic (TP) as well. While Singapore celebrates her 50th birthday, TP celebrates our 25th anniversary.

We at HSS get to participate in this milestone too, as we are primed to shift into a brand new space at East Wing, in the later half of 2015. This move is significant because HSS will be getting more dedicated learning facilities for our HSS diplomas. We will share more of this with you in due course.

In the meantime, South Wing is where HSS students and staff call our home. You will enjoy a whole new learning experience in this eco-friendly environment. You will be glad to know that our walkway connects directly to the Sports and Arts Centre. Besides the hustle and bustle of students attending classes, South Wing also comes alive with various student CCA/interest group activities throughout the day and in the evenings. The garden fiesta eateries are only a stone’s throw away. South Wing is also just beside the picturesque Bedok Reservoir. In short, you can expect to experience a vibrant campus life at Temasek Polytechnic.

As you start on a new phase of your education, it may take some getting used to, but some things remain unchanged - our culture of care and commitment to the success of our students. Work closely with your care persons, the staff and your peers. Do not travel this learning journey alone.

Shape your own TP experience beyond the classroom! Participate actively in CCAs, community service, leadership development and student exchange programmes to forge friendships and grow as a whole person. The next three years of your time here is as enriching as you want to it to be.

I wish you an exciting and meaningful experience as you embark on your Polytechnic education!

Ben Lim
Director, School of Humanities & Social Sciences
STAFF DIRECTORY

MANAGEMENT STAFF

MR BEN LIM
Director
School of Humanities & Social Sciences
☎ 6780 5251

MR ANG TECK HUA
Deputy Director
Continuing Education and Training & Projects
Director
Centre for Child Study
☎ 6780 5110

MR VINCENT BONG
Deputy Director
Student Development & Technology
☎ 6780 6513

MRS PEARL CHONG-LEE
Deputy Director
Administration & Academic Support
☎ 6780 5113

MR TERENCE LEONG
Senior Manager
Academic Support & Outreach
☎ 6780 6457

DR KARUNAWATHIE MARTHENIS
Senior Manager
CET & Special Projects
☎ 6780 5208
MR TAN CHEE HONG
Manager
Administration & Quality Development
☎ 6780 6452

MS ELIZABETH TAN
Manager
Student Development
☎ 6780 6576

MS YVONNE TAN
Course Manager
Diploma in Early Childhood Studies
☎ 6780 4052

MS JULIE SPENCER
Course Manager
Diploma in Gerontological Management Studies
☎ 6780 6579

MR CHUA PING TZEUN
Course Manager
Diploma in Psychology Studies
☎ 6780 5923

MS YAYOI SUZUKI
Manager
General Studies
☎ 6780 6151

MS AVA WANG
Principal
PLAY@TP (Kindergarten)
☎ 6780 4069
### SECTION HEAD

<table>
<thead>
<tr>
<th>Section</th>
<th>Staff Name</th>
<th>Contact Details</th>
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<tbody>
<tr>
<td>Early Childhood Studies</td>
<td>Ms Karen Tan</td>
<td>6780 4064</td>
</tr>
<tr>
<td>Gerontological Management Studies</td>
<td>Ms Chin Wan Ping</td>
<td>6780 6459</td>
</tr>
<tr>
<td>Psychology Studies</td>
<td>Ms Shahiraa S. Hameed</td>
<td>6780 5397</td>
</tr>
<tr>
<td></td>
<td>Dr Tan Wah Pheow</td>
<td>6780 6128</td>
</tr>
<tr>
<td>Student Development</td>
<td>Mr Yuichiro Kubo</td>
<td>6780 5259</td>
</tr>
<tr>
<td>General Studies</td>
<td>Mr Jeffrey Tan</td>
<td>6780 5699</td>
</tr>
<tr>
<td></td>
<td>Mr Frankie Toh</td>
<td>6780 5238</td>
</tr>
</tbody>
</table>

### TEACHING STAFF

| General Studies               | Ms Carolyn Street          | 6780 5261       |
|                              | Ms Chao Jang Yuan          | 6780 5260       |
|                              | Ms Hernieyati Mamat        | 6780 5262       |
|                              | Mr Kelvin Hwang            | 6780 4425       |
|                              | Ms Khor Lay Li             | 6780 6456       |
|                              | Ms Laurinda Wee            | 6780 4053       |
|                              | Ms Lynette Wan             | 6780 4054       |
|                              | Ms Sanae Shigeta           | 6780 6481       |
|                              | Ms Tan Seow Wei            | 6780 6569       |
|                              | Mr Teo Khim Ho             | 6780 6455       |
| Psychology Studies           | Mr Arthur Foo              | 6780 4426       |
|                              | Ms Debbie Tan              | 6780 6057       |
|                              | Mr Dennis Tan              | 6780 5249       |
|                              | Mr Emil Cheong             | 6780 5011       |
|                              | Ms Fionna Thong            | 6780 5263       |
|                              | Ms Gabrielle Lai           | 6780 5800       |
|                              | Ms Kek Chee Hui            | 6780 5009       |
|                              | Mr Lee Yong Jun            | 6780 5382       |

| Gerontological Management Studies | Mr Goh Chin Kwee | 6780 6192 |
|                                  | Ms Emily Wong          | 6780 5995 |
|                                  | Mr Fairoz Ahmad        | 6780 6458 |
|                                  | Mr Isaac Heng          | 6780 5932 |
|                                  | Ms Jessica Quek        | 6780 6132 |
|                                  | Ms Normala Manap       | 6780 4073 |
|                                  | Ms Rose Ee             | 6780 4407 |

| Early Childhood Studies         | Ms Agnes Dieu           | 6780 5228 |
|                                 | Ms Midah Dana           | 6780 4074 |
|                                 | Mr Beh Kee Teng         | 6780 5010 |
|                                 | Ms Jenny Cheok          | 6780 6482 |
|                                 | Ms Kathy Koh            | 6780 5243 |
|                                 | Ms Masliah A.R.         | 6780 5697 |
|                                 | Ms Nur Jihan            | 6780 4075 |
|                                 | Ms Stacey Toh           | 6780 4428 |

| PLAY @ TP                      | Ms Farah Aziz           | 6780 4063 |
|                                | Ms Janice Lee           | 6780 4065 |
|                                | Ms Joey Yuen            | 6780 4071 |
|                                | Ms Lindy Liong          | 6780 4067 |
|                                | Ms Low Kuan Kuan        | 6780 4068 |
|                                | Ms Pearly Ting          | 6780 4062 |
|                                | Ms Zhang Yongjing       | 6780 4448 |

### STUDENT DEVELOPMENT

| Ms Sharon Teo                  | 6780 5993 |
ADMINISTRATION

Ms Rachel Lau  ☎ 6780 5251
(Secretary to Director)
Mr Ahmad Shalaby  ☎ 6780 6453
Ms Gan Ping  ☎ 6780 4066
(PLAY @ TP)
Mr Edmund Ku  ☎ 6780 4051
Ms Ong Ai Lin  ☎ 6780 6394
Ms Li Meihui  ☎ 6780 4423
Ms Pamela Yang  ☎ 6780 6451
Mr Lian Seng Guan  ☎ 6780 5115
Ms Norlin Embong  ☎ 6780 5229
Ms Noriah Majid  ☎ 6780 5264

HOTLINES

HSS General Office  ☎ 6780 6565  🏠 AD09-02-21
PLAY @ TP  ☎ 6780 4066  🏠 EN13-02-25
CARE PERSONS

The Care Person (CP) provides pastoral care, guidance and counselling. He or she also handles administrative matters and guides students, where necessary, in problems relating to studies, family relationships as well as personal and financial matters. The CP is the first point of contact between students, parents and TP. Recommendations of students for scholarships and awards are also made by the CP.

DIPLOMA IN EARLY CHILDHOOD STUDIES (ECS)

For Year 1 students

<table>
<thead>
<tr>
<th>Name</th>
<th>Telephone</th>
<th>E-mail</th>
<th>Care Group</th>
</tr>
</thead>
<tbody>
<tr>
<td>Ms Agnes Dieu</td>
<td>6780 5228</td>
<td><a href="mailto:agnesd@tp.edu.sg">agnesd@tp.edu.sg</a></td>
<td>G1C01</td>
</tr>
<tr>
<td>Mr Beh Kee Teng</td>
<td>6780 5010</td>
<td><a href="mailto:ktbeh@tp.edu.sg">ktbeh@tp.edu.sg</a></td>
<td>G1C02</td>
</tr>
<tr>
<td>Ms Karen Tan</td>
<td>6780 4064</td>
<td><a href="mailto:karentaw@tp.edu.sg">karentaw@tp.edu.sg</a></td>
<td>G1C03</td>
</tr>
<tr>
<td>Ms Stacey Toh</td>
<td>6780 4428</td>
<td><a href="mailto:stacey@tp.edu.sg">stacey@tp.edu.sg</a></td>
<td>G1C04</td>
</tr>
<tr>
<td>Ms Yvonne Tan</td>
<td>6780 4052</td>
<td><a href="mailto:yvonnet@tp.edu.sg">yvonnet@tp.edu.sg</a></td>
<td>G1C05</td>
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For Year 2 students

<table>
<thead>
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<th>Name</th>
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<tr>
<td>Mr Beh Kee Teng</td>
<td>6780 5010</td>
<td><a href="mailto:ktbeh@tp.edu.sg">ktbeh@tp.edu.sg</a></td>
<td>G2C01</td>
</tr>
<tr>
<td>Ms Nur Jihan</td>
<td>6780 4075</td>
<td><a href="mailto:nurjihan@tp.edu.sg">nurjihan@tp.edu.sg</a></td>
<td>G2C02</td>
</tr>
<tr>
<td>Ms Midah Dana</td>
<td>6780 4074</td>
<td><a href="mailto:midah@tp.edu.sg">midah@tp.edu.sg</a></td>
<td>G2C03</td>
</tr>
<tr>
<td>Ms Jenny Cheok</td>
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<td><a href="mailto:jcheok@tp.edu.sg">jcheok@tp.edu.sg</a></td>
<td>G2C04</td>
</tr>
</tbody>
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For Year 3 students

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<tr>
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<th>Telephone</th>
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<tr>
<td>Ms Masliah Rahman</td>
<td>6780 5697</td>
<td><a href="mailto:masliah@tp.edu.sg">masliah@tp.edu.sg</a></td>
<td>G3C01</td>
</tr>
<tr>
<td>Ms Agnes Dieu</td>
<td>6780 5228</td>
<td><a href="mailto:agnesd@tp.edu.sg">agnesd@tp.edu.sg</a></td>
<td>G3C02</td>
</tr>
<tr>
<td>Ms Yvonne Tan</td>
<td>6780 4052</td>
<td><a href="mailto:yvonnet@tp.edu.sg">yvonnet@tp.edu.sg</a></td>
<td>G3C03</td>
</tr>
<tr>
<td>Ms Kathy Koh</td>
<td>6780 5243</td>
<td><a href="mailto:kathykoh@tp.edu.sg">kathykoh@tp.edu.sg</a></td>
<td>G3C04</td>
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</table>
### DIPLOMA IN GERONTOLOGICAL MANAGEMENT STUDIES (GEM)

#### For Year 1 students

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<tbody>
<tr>
<td>Mr Isaac Heng</td>
<td>6780 5932</td>
<td><a href="mailto:iheng@tp.edu.sg">iheng@tp.edu.sg</a></td>
<td>G1B01</td>
</tr>
<tr>
<td>Ms Normala Manap</td>
<td>6780 4073</td>
<td><a href="mailto:mala@tp.edu.sg">mala@tp.edu.sg</a></td>
<td>G1B02</td>
</tr>
<tr>
<td>Ms Jessica Quek</td>
<td>6780 6132</td>
<td><a href="mailto:jsquek@tp.edu.sg">jsquek@tp.edu.sg</a></td>
<td>G1B03</td>
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#### For Year 2 students

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<tr>
<td>Mr Mohamed Fairoz Ahmad</td>
<td>6780 6458</td>
<td><a href="mailto:fairoz@tp.edu.sg">fairoz@tp.edu.sg</a></td>
<td>G2B01</td>
</tr>
<tr>
<td>Mr Isaac Heng</td>
<td>6780 5932</td>
<td><a href="mailto:iheng@tp.edu.sg">iheng@tp.edu.sg</a></td>
<td>G2B02</td>
</tr>
<tr>
<td>Ms Ee Sharifah Rose</td>
<td>6780 4407</td>
<td><a href="mailto:sharifah@tp.edu.sg">sharifah@tp.edu.sg</a></td>
<td>G2B03</td>
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#### For Year 3 students

<table>
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<tr>
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<tr>
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<td><a href="mailto:fairoz@tp.edu.sg">fairoz@tp.edu.sg</a></td>
<td>G3B03</td>
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</table>

### DIPLOMA IN PSYCHOLOGY STUDIES (PSY)

#### For Year 1 students

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<th>Name</th>
<th>Telephone</th>
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<tbody>
<tr>
<td>Mr Emil Cheong</td>
<td>6780 5011</td>
<td><a href="mailto:emil@tp.edu.sg">emil@tp.edu.sg</a></td>
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</tr>
<tr>
<td>Ms Gabrielle Lai</td>
<td>6780 5800</td>
<td><a href="mailto:gablai@tp.edu.sg">gablai@tp.edu.sg</a></td>
<td>G1A02</td>
</tr>
<tr>
<td>Ms Sharon Teo</td>
<td>6780 5993</td>
<td><a href="mailto:stlm@tp.edu.sg">stlm@tp.edu.sg</a></td>
<td>G1A03</td>
</tr>
</tbody>
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#### For Year 2 students

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<tbody>
<tr>
<td>Mr Dennis Tan</td>
<td>6780 5249</td>
<td><a href="mailto:denniskh@tp.edu.sg">denniskh@tp.edu.sg</a></td>
<td>G2A01</td>
</tr>
<tr>
<td>Ms Fionna Thong</td>
<td>6780 5263</td>
<td><a href="mailto:fionna@tp.edu.sg">fionna@tp.edu.sg</a></td>
<td>G2A02</td>
</tr>
<tr>
<td>Mr Arthur Foo</td>
<td>6780 4426</td>
<td><a href="mailto:arthur@tp.edu.sg">arthur@tp.edu.sg</a></td>
<td>G2A03</td>
</tr>
</tbody>
</table>

#### For Year 3 students

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</tr>
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<tbody>
<tr>
<td>Ms Kek Chee Hui</td>
<td>6780 5009</td>
<td><a href="mailto:kekch@tp.edu.sg">kekch@tp.edu.sg</a></td>
<td>G3A01</td>
</tr>
<tr>
<td>Mr Lee Yong Jun</td>
<td>6780 5382</td>
<td><a href="mailto:yilee@tp.edu.sg">yilee@tp.edu.sg</a></td>
<td>G3A02</td>
</tr>
<tr>
<td>Ms Debbie Tan</td>
<td>6780 6057</td>
<td><a href="mailto:debtptan@tp.edu.sg">debtptan@tp.edu.sg</a></td>
<td>G3A03</td>
</tr>
</tbody>
</table>
BEFRIENDER & SCHOOL COUNSELLOR

The *Befrienders* are lecturers who can be approached for personal counsel or guidance. Please contact any of the following HSS Befrienders if you need help:

<table>
<thead>
<tr>
<th>Name</th>
<th>Telephone</th>
<th>E-mail</th>
</tr>
</thead>
<tbody>
<tr>
<td>Ms Agnes Dieu</td>
<td>6780 5228</td>
<td><a href="mailto:agnesd@tp.edu.sg">agnesd@tp.edu.sg</a></td>
</tr>
<tr>
<td>Ms Debbie Tan</td>
<td>6780 6057</td>
<td><a href="mailto:debtpTan@tp.edu.sg">debtpTan@tp.edu.sg</a></td>
</tr>
<tr>
<td>Ms Elizabeth Tan</td>
<td>6780 6576</td>
<td><a href="mailto:lizTan@tp.edu.sg">lizTan@tp.edu.sg</a></td>
</tr>
<tr>
<td>Mr Emil Cheong</td>
<td>6780 5011</td>
<td><a href="mailto:emil@tp.edu.sg">emil@tp.edu.sg</a></td>
</tr>
<tr>
<td>Mr Goh Chin Kwee</td>
<td>6780 6192</td>
<td><a href="mailto:gohck@tp.edu.sg">gohck@tp.edu.sg</a></td>
</tr>
<tr>
<td>Mr Isaac Heng</td>
<td>6780 5932</td>
<td><a href="mailto:iheng@tp.edu.sg">iheng@tp.edu.sg</a></td>
</tr>
<tr>
<td>Mr Jeffrey Tan</td>
<td>6780 5699</td>
<td><a href="mailto:tanka@tp.edu.sg">tanka@tp.edu.sg</a></td>
</tr>
<tr>
<td>Ms Midah Dana</td>
<td>6780 4074</td>
<td><a href="mailto:midah@tp.edu.sg">midah@tp.edu.sg</a></td>
</tr>
<tr>
<td>Ms Rose Ee</td>
<td>6780 4407</td>
<td><a href="mailto:sharifah@tp.edu.sg">sharifah@tp.edu.sg</a></td>
</tr>
<tr>
<td>Mr Vincent Bong</td>
<td>6780 6513</td>
<td><a href="mailto:vinbong@tp.edu.sg">vinbong@tp.edu.sg</a></td>
</tr>
<tr>
<td>Ms Yvonne Tan</td>
<td>6780 4052</td>
<td><a href="mailto:yvonnet@tp.edu.sg">yvonnet@tp.edu.sg</a></td>
</tr>
</tbody>
</table>

You may also be referred to a *School-Based Counsellor (SBC)* if necessary. Your HSS SBCs are:

<table>
<thead>
<tr>
<th>Name</th>
<th>Telephone</th>
<th>E-mail</th>
</tr>
</thead>
<tbody>
<tr>
<td>Ms Emily Wong</td>
<td>6780 5995</td>
<td><a href="mailto:emwong@tp.edu.sg">emwong@tp.edu.sg</a></td>
</tr>
<tr>
<td>Ms Fionna Thong</td>
<td>6780 5263</td>
<td><a href="mailto:fionna@tp.edu.sg">fionna@tp.edu.sg</a></td>
</tr>
<tr>
<td>Ms Sharon Teo</td>
<td>6780 5993</td>
<td><a href="mailto:stlm@tp.edu.sg">stlm@tp.edu.sg</a></td>
</tr>
</tbody>
</table>

If you are unsure about who to contact, or would like to find out more about HSS Befrienders and School-Based Counsellors, you may contact the following for advice:

<table>
<thead>
<tr>
<th>Name</th>
<th>Telephone</th>
<th>E-mail</th>
</tr>
</thead>
<tbody>
<tr>
<td>Ms Elizabeth Tan</td>
<td>6780 6576</td>
<td><a href="mailto:lizTan@tp.edu.sg">lizTan@tp.edu.sg</a></td>
</tr>
</tbody>
</table>

All matters disclosed will be kept in strict confidence except when you are at risk of hurting yourself or others.

ACADEMIC/COURSE ADVISORS

The Academic/Course Advisors provide institutional support to assist you in developing and implementing meaningful educational plans so as to realize your academic goals and potential. The advisors also provide school and diploma-specific advising. If you have any questions on academic matters, please approach any of the following advisors:

<table>
<thead>
<tr>
<th>Name</th>
<th>Course</th>
<th>Telephone</th>
<th>E-mail</th>
</tr>
</thead>
<tbody>
<tr>
<td>Mr Arthur Foo</td>
<td>PSY</td>
<td>6780 4426</td>
<td><a href="mailto:arthur@tp.edu.sg">arthur@tp.edu.sg</a></td>
</tr>
<tr>
<td>Mr Goh Chin Kwee</td>
<td>GEM</td>
<td>6780 6192</td>
<td><a href="mailto:gohck@tp.edu.sg">gohck@tp.edu.sg</a></td>
</tr>
<tr>
<td>Ms Agnes Dieu</td>
<td>ECS</td>
<td>6780 5228</td>
<td><a href="mailto:agnesd@tp.edu.sg">agnesd@tp.edu.sg</a></td>
</tr>
</tbody>
</table>
ACADEMIC MATTERS

1. FLEXIBLE ACADEMIC SYSTEM FOR TEMASEK (FAST)

TP adopts the Flexible Academic System for Temasek (FAST), a system that matches your interest and aptitude to your pace of learning.

All course structures have three main categories of subjects:

- **TP CORE SUBJECTS** – Compulsory subjects for all TP Students.
  
  E.g. Student Internship Programme

- **DIPLOMA SUBJECTS** - Subjects specific to your diploma course to provide the necessary technical training.
  

- **CROSS-DISCIPLINARY SUBJECTS** - Subjects outside of your diploma’s curriculum. These provide students with the flexibility of studying other areas of interest for personal and professional development.
  
  E.g. Basics of Nutrition, Transnational Studies.

Some subjects include prerequisites and co-requisites that must be met before you are allowed to take the subjects. You need only retake subjects that you have failed instead of repeating the entire year or semester of study.

Students can approach the Career & Education Services Centre (CESC) in TP for advice on how you can meet your academic and personal goals.

For more details, please visit: [http://www.tp.edu.sg/about-tp/innovative-teaching#tab2](http://www.tp.edu.sg/about-tp/innovative-teaching#tab2)
2. ACADEMIC PROGRESSION

Œ STUDENT CLASSIFICATION

Students are classified by any of the three levels of study they are in:

• Freshman - All registered students who have completed (passed) less than 40 Credit Units
• Junior - All registered students who have completed (passed) 40 Credit Units but less than 80 Credit Units
• Senior - All registered students who have completed (passed) 80 Credit Units or more

Students admitted into TP diploma courses will be at Freshman level, except for those who are given advance standing.

Œ RECOMMENDED PROGRESSION PATH AND WORKLOAD

In general, HSS diplomas have recommended progression paths designed for you to complete your course in three years (6 semesters). You must complete your course of study between six and ten semesters. The maximum workload that you are allowed to take in each semester is typically 28 Credit Units (CUs) and the minimum workload is 15 Credit Units.

Œ ELIGIBILITY CRITERIA FOR TAKING SUBJECTS OF NEXT HIGHER LEVEL

You must complete (pass) a specified number of CUs before taking Level 2 subjects and Level 3 subjects. The required number of CUs may vary from course to course. Do check with your Academic/Course Advisors for more details.

Œ ACADEMIC STANDING

There are five types of academic standing, which will be reflected in the students’ results notification slips.

a) Proceed to next semester
   • Students who passed all subjects in the current semester, or
   • Students who failed a CDS or an elective subject.

b) Proceed to next semester (Academic Warning)
   • Students who failed at least one core subject after the examination/assessment, or
   • Students who are currently in their 9th semester of study and have still not met the graduation requirements, or
   • Students who have two consecutive semesters of cumulative GPA (cGPA) below 1.0.
c) **Removed**
   - Students who met the removal criteria.

d) **Extended Probation**
   - Students who are removed but reinstated for whatever reasons.
   - Such students must obtain a cumulative GPA of at least 1.0 by the end of their “Extended Probation” semester or pass the failed subject(s), otherwise, they will be removed from their course of study.

e) **Completed course of study**
   - Students who have met the stipulated course graduation requirements.

The above rules on Academic Warning will also apply to students on leave of absence for one semester or longer. If students are given Academic Warning prior to their leave of absence, the warning prior to their leave will count towards possible removal.

### CRITERIA FOR REMOVAL

Students will be recommended to the Board of Examiners for removal from their course of study if any of the following criteria is met:

- Did not fulfil the graduation requirements within the stipulated maximum time allowed to complete the course, in accordance with TP Exam Bye Laws.
- Cumulative GPA (cGPA) is less than 1.0 for three consecutive semesters
- Did not pass a core or required diploma option subject in 2 attempts.

### 3. GRADING SYSTEM AND GRADE POINT AVERAGE (GPA)

<table>
<thead>
<tr>
<th>Grade</th>
<th>Grade Point</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Distinction</td>
<td>4.0</td>
<td>Distinction</td>
</tr>
<tr>
<td>A</td>
<td>4.0</td>
<td>Excellent</td>
</tr>
<tr>
<td>B+</td>
<td>3.5</td>
<td>Very Good</td>
</tr>
<tr>
<td>B</td>
<td>3.0</td>
<td>Very Good</td>
</tr>
<tr>
<td>C+</td>
<td>2.5</td>
<td>Good</td>
</tr>
<tr>
<td>C</td>
<td>2.0</td>
<td>Good</td>
</tr>
<tr>
<td>D+</td>
<td>1.5</td>
<td>Credit</td>
</tr>
<tr>
<td>D</td>
<td>1.0</td>
<td>Credit</td>
</tr>
<tr>
<td>F</td>
<td>0</td>
<td>Fail</td>
</tr>
<tr>
<td>P</td>
<td>1.0</td>
<td>Non-Graded Pass</td>
</tr>
<tr>
<td>Fail</td>
<td>N.A.</td>
<td>Fail</td>
</tr>
<tr>
<td>Pass</td>
<td>N.A.</td>
<td>Pass</td>
</tr>
<tr>
<td>XM</td>
<td>N.A.</td>
<td>Absence approved by the Polytechnic</td>
</tr>
</tbody>
</table>
The formula for calculating the GPA is:

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

An example will be:

<table>
<thead>
<tr>
<th>Subjects</th>
<th>Credit Units of Subject</th>
<th>Grades Obtained</th>
<th>Grade Point of Grades</th>
<th>CU x Grade Point</th>
</tr>
</thead>
<tbody>
<tr>
<td>Foundation Psy A</td>
<td>4</td>
<td>A</td>
<td>4</td>
<td>4x4=16</td>
</tr>
<tr>
<td>Foundation Psy B</td>
<td>4</td>
<td>A</td>
<td>4</td>
<td>4x4=16</td>
</tr>
<tr>
<td>Research Methods in Psy A</td>
<td>4</td>
<td>B</td>
<td>3</td>
<td>4x3=12</td>
</tr>
<tr>
<td>Perception &amp; Cognition</td>
<td>4</td>
<td>C</td>
<td>2</td>
<td>4x2=8</td>
</tr>
<tr>
<td>Global Citizenship</td>
<td>3</td>
<td>D</td>
<td>1</td>
<td>3x1=3</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>19</strong></td>
<td></td>
<td><strong>Total</strong></td>
<td><strong>55</strong></td>
</tr>
</tbody>
</table>

GPA  = Total credit points / Total credit units

= 55 / 19

= 2.89

Semester GPA and Cumulative GPA will be calculated.

If you repeat a subject (having failed it before), your new grade will replace your previous fail grade (or grade point). Your new grade point will be used in the calculation of your semester GPA and cumulative GPA. Your transcript of results will show all the subjects that you have taken, together with the grades.

4. **CROSS-DISCIPLINARY SUBJECTS**

**Learning Across Disciplines**

In our effort to provide you with a holistic education at TP, you will be introduced to Cross-Disciplinary Subjects (CDS), which go beyond your diploma specialisation. They include subjects in the arts, humanities, social sciences, as well as those that promote entrepreneurship, character building and a global perspective. The CDS are intended to ensure our students have a broad-based education when they graduate.

TP's academic schools and centres offer a wide range of interesting CDS that will give you an edge in the world of work that increasingly bridges academic disciplines.

The list of CDS offered by the academic schools can be found at http://www.tp.edu.sg/courses/full-time-courses/cross-disciplinary-subjects
5. **EXAMINATIONS**

For important information regarding examinations, please visit the following sites:
http://www.tp.edu.sg/student-portal/full-time-student-portal/rulesregulations#tab1

6. **WITHDRAWAL FROM COURSE**

1. If you have enrolled and wish to withdraw, you have to submit the withdrawal form to One Stop Service Centre before course commencement (for new student) or the start of a new semester (for existing students) to avoid fee implication.

2. For existing students: If the request for withdrawal is submitted on or after start of Study Week (refer to Academic Calendar at [http://www.tp.edu.sg/admissions/academic-calendar](http://www.tp.edu.sg/admissions/academic-calendar)), it will only be processed after the release of the semester's examination results and applicable only to those whose student status remains active.

3. The effective date of the withdrawal will be determined by the Registrar after all the requirements stated on the withdrawal form have been compiled with.


5. If you have received a CDC/CCC-Polytechnic Bursary or MOE Bursary for the current Academic Year, you are required to pay back 50% of the bursary amount if the effective date of your withdrawal is in Semester 1 or within the first week of Semester 2.

6. If you have received a scholarship for the current Academic Year, you are required to pay back the full amount of the scholarship.

The application forms can be downloaded from [http://www.tp.edu.sg/staticfiles/TP/files/one-stop-center/Course%20Withdrawal%20Form.pdf](http://www.tp.edu.sg/staticfiles/TP/files/one-stop-center/Course%20Withdrawal%20Form.pdf)

Should you have further queries, please visit the One-Stop Service Centre (Admin Blk 9, Lift Lobby D, Level 1) to seek clarification.

7. **DEFERMENT FROM COURSE OF STUDY**

1. You are required to settle all outstanding fees/loans/fines and return all properties (e.g. Library books) belonging to Temasek Polytechnic before submitting your form to your Course Manager.
2. You are required to submit your application at least two weeks before the start of the semestral examination as the processing of the deferment application may take two to three weeks.

3. You are to remain in your course of study until you have received an official notification from Registrar’s Office on the outcome of your application. Foreign students should not leave Singapore until you have received the official notification.

The application forms can be downloaded from http://www.tp.edu.sg/staticfiles/TP/files/one-stop-center/course_defer.pdf

Should you have further queries, please visit the One-Stop Service Centre (Admin Blk 9, Lift Lobby D, Level 1) to seek clarification.

8. TRANSFER OF COURSE

1. Only students with active status are eligible to apply for course transfer.

2. Please ensure that you have met the minimum entry requirements and prevailing last aggregate score (http://www.tp.edu.sg/admissions/course-intake-and-last-aggregate-scores) of the new course. Your application will be considered based on a set of criteria not limited to the above and subject to availability of vacancies.

3. You are strongly advised to discuss your intention with your parents and consult your Course Manager before you submit your application.

4. Processing of transfer application may take two to three weeks. You are to submit your application immediately after the release of the Semester’s examination results and before the commencement of new semester so that if you are successful in your application, you may join the new course upon commencement of the subsequent semester.

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

6. For enquiries, please email to admissions@tp.edu.sg.

The application forms can be downloaded from http://www.tp.edu.sg/staticfiles/TP/files/one-stop-center/Course%20Transfer%20Form_201407.pdf

Should you have further queries, please visit the One-Stop Service Centre (Admin Blk 9, Lift Lobby D, Level 1) to seek clarification.
STUDENT CONDUCT

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, peoples 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.

1. ATTENDANCE & ABSENCE

* ATTENDANCE

You are expected to attend all your classes and lectures. TP’s attendance policy requires students to fulfil at least 85% attendance for all graded examinations and assessments. Approved leave of absence e.g. medical certificate issued by a registered medical practitioner, compassionate leave (for immediate family) and official leave (e.g. representing TP in games, official events, debates etc.) will be considered as part of the 85% attendance.

* PUNCTUALITY

Punctuality is expected of all students. If you turn up for a tutorial session beyond the stated start time of the tutorial session, your attendance will be recorded as ‘L’ (Late) in the Student Attendance System. Note that ‘L’ carries the same effect as an ‘A’ (Absence) i.e. it counts towards non-attendance for non-graded pass penalty.
ABSENCE

Submission of Medical Certificate (MC)

During the semester, all medical certificates must be submitted to the HSS General Office within two working days from the last day stated on the MC. Only MC issued by medical practitioners registered with the Singapore Medical Council will be accepted.

Application for Leave of Absence (LOA)

Application for leave of absence (e.g. participation in a school-based performance, official events or competition etc) must be submitted to the HSS General Office with supporting documents at least one week before the date of absence. You must inform the subject tutors concerned and obtain the Care Person’s recommendation and Course Manager’s approval.

Forms:
The MC and LOA forms are available at our HSS General Office.

2. STUDENT DISCIPLINARY POLICY

Student offences are categorised into 3 categories:

- Category 1 - Serious Offences
- 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 ungraded (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.
3. **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 program, 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

Proper citation/acknowledgement AND paraphrasing are BOTH necessary in order to avoid plagiarism. A student who cites/acknowledges an information source MUST still paraphrase that information when including it as part of his/her work.

Paraphrasing is restating text from source material using other words.
Example:

Original Text:

Further acquaintance with the Wong family next door has shown me that they are very warm and pleasant people. The children are courteous and both Mr and Mrs Wong are most helpful.

Unacceptable Paraphrase:

Further acquaintance with the Wong family next door shows me that they are very friendly and nice people. The children are polite and both Mr and Mrs Wong are most willing to offer their help.

(Why is this plagiarism? The writer has largely followed the method of expression and sentence structure used in the original text. He/she has also copied the underlined phrases directly from the source or changed them slightly in form only.)

Acceptable Paraphrase:

After getting to know my neighbours, the Wongs better, I find them very easy to get along with. Mr and Mrs Wong are always ready to lend a helping hand and they have well-mannered children.

(Why is this acceptable? The writer has changed the language and structure of the original text instead of just changing a few words and phrases.)
4. 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 or downloaded to a local or network storage device, it may be protected. Copyright laws grant the creator the exclusive right to reproduce, prepare derivative works, distribute, perform and display the work publicly. Exclusive means only the creator of such work, not anybody who has access to it and decides to grab it.

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. All TP students are expected to know and comply with the copyright laws that affect them.

<table>
<thead>
<tr>
<th>You CAN:</th>
<th>You must NEVER:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Make reasonable copies of a work(s) i.e. 10% of the total number of pages in a physical edition of the work;</td>
<td>Photocopy an entire book/work;</td>
</tr>
<tr>
<td>Make not more than 10% of the total number of bytes in an electronic edition of the work; or</td>
<td>Copy more than 10% of the total number of pages or more than 1 chapter unless new copies are unavailable within a reasonable time at an ordinary price; or</td>
</tr>
<tr>
<td>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).</td>
<td>Copy more than one article from a given periodical, unless they relate to the same subject matter;</td>
</tr>
</tbody>
</table>

If you are in doubt, please feel free to consult your lecturers for clarification. Please DO NOT assume what you are copying is ok.

NOTE that INFRINGING the COPYRIGHT ACT could land you with a hefty FINE or even a JAIL term!
5. RESEARCH ETHICS

The Ethics Committee (EC) has been in operation since 2009. It was formed in response to HSS’ need to set minimum ethical standards for behaviour of both staff and student researchers in their work with human research participants. These standards apply unequivocally to HSS staff and students’ internal research projects, as well as research collaborations with external partners. Having an EC to govern the behaviour of researchers is a norm for Social Science faculties in all reputable universities. HSS’ alignment with industry practice demonstrates her commitment to quality research, integrity and professionalism.

6. 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’re from, what you post could affect the reputation of TP.

You also shouldn’t write as if your views represent TP’s, unless you’re 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: Don’t 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. And if you don’t, you will get into legal trouble under:

**Spam Control Act** – if you send commercial messages in bulk to people who didn’t 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 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>

For more information, please refer to:
**STUDENT LIFE**

Plan for success! As the saying goes: *If you fail to plan, you plan to fail.*

During this part of your life with HSS, 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.

Don't just focus on academic achievement. It is also important that you develop other competencies necessary for your well-being at the Polytechnic and in your future workplace. Find time to develop these skills through co-curricular activities (CCAs) and the various channels available to you in TP.

You may approach *Ms Sharon Teo* at 6780 5993 or stlm@tp.edu.sg for guidance and assistance.

**YOUR MISSION**

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

**CORE ATTRIBUTES**

1. **CHARACTER**
   To be a person of character and integrity, upholding sound moral values.

2. **COMPETENCE**
   - To be a graduate with the relevant knowledge and functional skills in your field of studies.
   - To acquire relevant knowledge and life-long skills that enable you to be effective in the workplace and successful in your career. These life-long skills are:
     - Communication Skills (written & spoken English)
     - Interpersonal and Team Skills
     - Problem-solving Skills

3. **CHANGE-READINESS**
   To be able to respond positively to change and develop yourself through continuous improvement and learning.

To achieve these three core targets, you need to capitalise on and maximize the benefits you can gather from the following student development programmes.
1. **CO-CURRICULAR ACTIVITIES**

**Be actively involved in all aspects of student life!**

The Student & Alumni Affairs Department (SAA) provides students with a well-rounded educational experience through a variety of engaging CCAs.

CCAs are an integral part of campus life and play a fundamental role in the holistic development of students. They contribute towards personal enrichment and pride in the institution. In fact, TP is abuzz with exciting CCAs ranging from the sports and arts to leadership training and community involvement.

With such a wide array of CCAs, life as a TP student is as exciting and rewarding as you make it to be.

For more details, please visit [http://www.tp.edu.sg/student-life/overview#tab2](http://www.tp.edu.sg/student-life/overview#tab2)

** SEAL POINTS for CCA**

**SEAL** stands for: Service, Enrichment, Achievement and Leadership (**S-E-A-L**).

Participation and contribution towards CCA earns you SEAL points. As a student, you challenge yourself by setting the standards that you want to attain. Each year the total points scored will be recorded in the SEAL system. At the end of three years of CCA involvement, the points will culminate into a final year grade.

All non-TP CCA related involvements will be recorded under CCA SEAL system provided there are verification mechanisms and the activities must not be religious or political in nature.

**Points for CCA performed outside TP will be awarded when:**

a) representing approved external organisations in projects, performances, events and/or competitions; or

b) representing approved external organizations or state in National/International projects, performances, events and/or competitions.

Points will **NOT** be awarded when participation is solely for social interaction.
### SERVICE
Students who have rendered organized and voluntary help to an organisation or community with the aim of building a supportive and caring environment. It includes students who have volunteered as organisers, coordinators, chairpersons or sub-committee members and event officials or helpers for the polytechnic, school, department and student organisations’ events, functions, programmes or projects, etc.

### ENRICHMENT
Training or development that students have undergone to improve a skill or an area of interest for self-improvement on a non-compulsory basis. This includes Arts Programmes (AP), Sports Programmes (SP), Personal Development Programmes (PDP), Healthy Lifestyle Programmes (HLP), Leadership Training Programmes (LTP), forums, workshops, seminars, exchange programmes and training camps, etc.

### ACHIEVEMENT
Students who have participated or represented their class, school, student organisation, polytechnic or the nation in an event or competition at Intra-School, Inter-School, Intra-Polytechnic, Inter-Polytechnic, Institute-Varsity-Polytechnic, National or International level, etc. and/or received awards and honours conferred by external organisations e.g. NYAA, NAPFA, National Entrepreneurs, National Skills Competition, etc.

Students who were awarded Polytechnic Colours such as Polytechnic Gold, Distinction, Merit and Recognition Award will have their achievements reflected in this section of the CCA transcript but no point will be given.

### LEADERSHIP
Students who have held office as Executive Committee Members, Management Committee Members, Diploma/Class Representatives, Diploma/Class Treasurers, Diploma/Class Social Representatives; Diploma Groups Leaders & Uniform Groups etc., in the various student organizations/Diplomas/Classes.

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Other TP DEVELOPMENT PROGRAMMES
National Education (NE), National Youth Achievement Award (NYAA), Youth Matters, Campus Care Network (CCN), Open House (OH) and other activities organized by TP, HSS and other schools. Participation in these activities will give you SEAL points.

Other DEVELOPMENT PROGRAMMES Outside TP
Competitions, sports activities, community-based activities or other activities outside TP that contribute to achieving the three core targets. Participation in these activities will also give you SEAL points.
HOW SHOULD YOU PROCEED IN THIS MISSION?

1. **Take charge**
   - Take responsibility of your own development as you participate in the various student development programmes.

2. **Set Goals and Venture Forth**
   - Set personal goals for each level of your studies in HSS so as to maximize your potential.
   - Participate in and benefit from the activities you have chosen to take part in. These activities should be chosen based on fun and potential for personal growth.

3. **Reflect, Consolidate and Advance**
   - Reflect on your learning and development.
   - Compile evidence to showcase your achievements and the skills you have developed.
   - Advance in your journey of continuous improvement.
2. **HSS STUDIES CLUB**

All HSS students are members of the **HSS Studies Club**.

The objective of the HSS Studies Club (HSSSC) is to provide holistic student development extending beyond the classroom. The various activities and programmes organized will help our students to achieve the following learning outcomes: (1) connecting past and present to build pride and sense of belonging (2) challenging the best to inspire the rest (3) caring across the spectrum to build a culture of inclusiveness, (4) contributing to the greater good to strengthen sense of community.

The HSSSC is led by fellow HSS students who are elected annually as members of the HSSSC Executive Committee (HSSSC ExCo). Together with the HSSSC ExCo are Project Coordinators (PCOs) who help to lead in the various sub-committees.

Some of the activities and programmes organized by the HSSSC ExCo include the following:

- Student Forum
- HSS Sports Day
- Overseas Community Project (e.g. 8 day volunteer work in Cambodia)
- Local Community Project

The Advisors are:

<table>
<thead>
<tr>
<th>Name</th>
<th>Telephone</th>
<th>E-mail</th>
</tr>
</thead>
<tbody>
<tr>
<td>Mr Yuichiro Kubo</td>
<td>6780 5259</td>
<td><a href="mailto:kuboy@tp.edu.sg">kuboy@tp.edu.sg</a></td>
</tr>
<tr>
<td>Ms Sharon Teo</td>
<td>6780 5993</td>
<td><a href="mailto:stlm@tp.edu.sg">stlm@tp.edu.sg</a></td>
</tr>
</tbody>
</table>
3. **STUDENT LEADERSHIP PROGRAMME**

The Student Leadership Programme (SLP) is an exciting programme that develops students with exceptional academic and leadership potential. Through a wide range of experiential activities such as expeditions, conferences, workshops and projects, students in the SLP would be given opportunities to develop their personal leadership competencies that relate to five leadership attributes:

- Commitment to excellence
- Strong leadership skills
- Strong team skills
- Community centeredness
- Future orientation

The Temasek student leader is an academic high-achiever who is committed to excellence in his chosen field of study as well as in the diverse activities which he pursues. As a leader with strong team skills and compassion, he not only focuses on achieving team goals, but also looks to the needs of the team members and develops their potential. He is future-oriented and takes great interest in community and global issues.

4. **NATIONAL YOUTH ACHIEVEMENT AWARD (NYAA)**

**ABOUT THE AWARD**

The National Youth Achievement Award (NYAA) was officially launched on 9 May 1992 by the President of the Republic of Singapore at the Istana. The aim of the NYAA Programme is to encourage young people between the ages of 14 and 25 years to develop personal qualities of self-reliance, perseverance and a sense of responsibility to themselves, to society and to the nation.

To date, nearly 130,000 young people in Singapore have been motivated to undertake a variety of voluntary and challenging activities in each of four areas, namely Service, Adventurous Journey, Skills and Physical Recreation. In addition, young people are required to undertake a Residential Project at the Gold level. The criteria for an Award are those of self-improvement and effort as participants are judged on personal achievement and individual capabilities.
LEVEL OF AWARD

There are three levels of the Award in which you can participate - Bronze, Silver and Gold, with each successive level requiring a greater level of commitment and determination. Participants do not have to start at the Bronze level if they are old enough to begin directly at higher levels. You are strongly encouraged to attain one of the NYAA awards as part of your holistic education within HSS. The NYAA Programme is a do-it-yourself kit for youth development allowing you to tailor the programme to suit your own needs, interests and level of commitment. The programme is divided into three levels which vary in difficulty and commitment. Within each level, you are required to complete various sections that will develop your physical, social and mental skills which will serve you well into your future.

<table>
<thead>
<tr>
<th>Level of Award</th>
<th>Age</th>
<th>Minimum Time Period</th>
</tr>
</thead>
<tbody>
<tr>
<td>Bronze</td>
<td>14 &amp; above</td>
<td>6 months</td>
</tr>
<tr>
<td>Silver</td>
<td>15 &amp; above</td>
<td>12 months</td>
</tr>
<tr>
<td>Gold</td>
<td>16 &amp; above</td>
<td>18 months</td>
</tr>
</tbody>
</table>

Look out for more details at this website: [http://www.nyaa.org/](http://www.nyaa.org/)

You may sign up for this programme with the lecturer-in-charge:

<table>
<thead>
<tr>
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<td><a href="mailto:kuboy@tp.edu.sg">kuboy@tp.edu.sg</a></td>
</tr>
</tbody>
</table>

5. STUDENT & ALUMNI AFFAIRS DEPARTMENT (SAA)

SAA is committed to:

- Providing students with a well-rounded educational experience that contributes to personal enrichment;
- Maintaining ties with the alumni to foster the TP spirit; and
- Establishing excellence in student and alumni administrative support services.

SAA offers many programmes and services which include:

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. SEAL grades can be converted to bonus points for admission to local universities. Log on to the universities website for details.
STUDENT WELLNESS & COUNSELLING CENTRE (SWCC)

SWCC provides the following services:

Individual, Group and Family Counseling
- Counseling on financial, personal and studies-related matters
- TP administered bursary applications
- Endorsement for all external bursary applications
- Self-help materials
- Workshops on personal wellness

Contact Details
Phone: 6788 5959
Email: swcc@tp.edu.sg
Location: SD30-02-06

6. CAREERS & EDUCATION SERVICES CENTRE

The Career & Education Services Centre (CESC) at TP provides coaching and preparation workshops on career and advisement for further education. We 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.

CESC provides career & further education services and welcomes all students to visit us. We are located at Plaza, Block 9 Lobby D, Level 2. Hotline: 6780 6480 Email: cesc@tp.edu.sg.
STUDENT SERVICES

1. FEES FOR ACADEMIC YEAR 2015/2016

Your course is heavily subsidised by a subsidy known as the Tuition Grant (TG) Subsidy by the Singapore Government for students who are eligible and apply (opt for) for Tuition Grant scheme.

For Academic Year 2014/2015, the Government is providing a TG subsidy of S$15,100* (exclusive of GST).
*Tuition Grant for Academic Year 2015/2016 is yet to be finalized by Ministry of Education.

There are 2 semesters in each Academic Year (AY). The billing periods for AY 2015/2016 are:

(a) Semester 1: from 20 April 2015 to 18 October 2015.
(b) Semester 2: from 19 October 2015 to 24 April 2016.

Fees are billed and payable by semester. They are usually payable in June for Semester 1 and December for Semester 2.

For more information, please refer to:

2. TUITION GRANT

Eligible and opt in for Tuition Grant

Students enrolled in Full-Time subsidised diploma courses (subject to guidelines under existing policy) at the Polytechnic and have not already attained a diploma or degree or higher qualifications whether on a full-time or part-time basis through another subsidy or sponsorship by the Singapore Government will be eligible to apply for TG.

- Students admitted to MOE-subsidised Full-Time diploma course in the Polytechnic from AY2007 onwards will be granted TG subsidy up to a maximum of 10 semesters.
- If you are a direct-entry student to 2nd year of studies, you will be granted TG subsidy up to a maximum of 8 semesters.
- The maximum of 10 or 8 semesters will include those semesters in which you have received TG subsidy at other institutions for diploma course(s) which you have studied from onwards even though you did not graduate with a diploma qualification.
- If you have received TG at other institutions for previous course(s) which you did not complete, this will be taken into account to determine the number of semesters of TG subsidy eligibility for the newly enrolled course.
- Once you have received TG for the maximum number of semesters, you will no longer be eligible for TG subsidy. You are to pay full fees from then onwards.
Not Eligible for or Do Not Wish to Apply for (Opt Out of) Tuition Grant

- Students who have already attained a diploma or degree or higher qualifications, whether on full-time or part-time basis, through another subsidy or sponsorship by the Singapore Government are **not eligible** for TG subsidy and GST subsidy.
- Singapore Permanent Resident or International Student who are eligible to apply for TG but chose **Not to apply for (opt out of) TG** in the Tuition Grant Option form (Singapore Permanent Resident (SPR) or International Students (IS)) will not be granted TG subsidy and GST subsidy.
- Students who are offered a place in the Polytechnic as **full fee** paying students are **not eligible** for TG and GST subsidy. For more details on TG Scheme, please refer to FAQ for Tuition Grant under Grant Information at MOE’s website: https://tgonline.moe.gov.sg/docs/TG-FAQ.pdf.

For more information, please refer to:

3. **SCHOLARSHIPS & AWARDS**

TP offers a range of prestigious scholarships to full-time students who have excelled academically and with proven track record in co-curricular activities or in other area of talents like sports.

The offer of these scholarships strongly reflects the Polytechnic's commitment to reward deserving students, recognising their outstanding achievements and with the aim to further encourage and inspire them to excel in their pursuit. Award of these scholarships is made possible through TP, the generous donations from reputable donor organisations and individuals.

For more information, please refer to TP website:
4. FINANCIAL ASSISTANCE SCHEME

C Campus Care Network (CCN)

At TP, the Campus Care Network (CCN) has been developed to emphasise personal contact and rapport between lecturers and students, to create a family-like environment, and to maintain a caring culture so as to ensure students’ personal growth.

CCN Financial Schemes

CCN provides financial assistance for TP’s needy students. Short to medium-term financial help from CCN includes:

- **Crisis Assistance Scheme (short-term)**
  Students who face financial difficulties and/or are experiencing a crisis in their families such as death of a bread-winner/ family member will be assessed by their Care Person and CCN Representative for their eligibility for this scheme. Eligible students will receive $200 per application.

- **CCN Emergency Scheme (medium-term)**
  This is an assistance given to students in great financial difficulty. Students can approach the Student Wellness and Counselling Centre (SWCC) for assessment. Eligible students will receive $200 per month for up to 4 months.

Bursaries

Bursaries are awarded to students who require financial assistance to continue their course of study at the Polytechnic.

For AY2015/2016, bursary application opens on **20 April 2015**.

For further enquiries on financial assistance schemes and bursaries, please contact Student Wellness & Counselling Centre at swcc@tp.edu.sg or call 6780 5959.

5. **ONE-STOP SERVICE CENTRE**

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, payment of tuition fees and other financial matters and enquiries. Self-service notebooks are available for students to login to 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.

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

**Operating hours**  
Mon to Fri: 8.30 am to 5.30 pm  
Closed on Sat, Sun & Public Holidays

For more information, please refer to TP website:  
NOTEBOOK / BRING YOUR OWN DEVICE (BYOD) SCHEME

At HSS, we seek to help you to acquire skills and knowledge to prepare you to meet the demands of the working world. We strongly encourage you to bring your personal notebook computer (BYOD or Bring Your Own Device) to connect to information and to the school’s network. In doing so, students would be able to:

- view educational videos and utilize educational applications anytime
- conduct research using their own notebook for mobility and portability
- use the same notebook in school and at home, thus enjoying the convenience and the ability to have access to the special software they need for their studies
- be prepared for their future work environment as they would have understood how to tap onto a “private cloud” to access the software they need

Any brand/model of notebook computer is useable and you need not purchase a new unit if you already have one. However, if you are thinking of purchasing a notebook computer, TP has arranged for IT vendors to put up a roadshow for this purpose. The vendors are able to offer better value at this roadshow e.g. comprehensive 3-year warranty, competitive pricing, and the notebook will be pre-installed with software required to connect seamlessly to the TP network. The details for the roadshow are as follows:

Dates: 20 to 24 April 2015
Time: 9 am – 5 pm
Venue: School of Engineering Foyer

For more details of the notebook brands and models, see http://www.tp.edu.sg/student-life/overview#tab5

Students who require financial assistance, please refer to the IDA NEU PC Plus Programme (www.ida.gov.sg/neupc) or the Opportunity Fund (see the next section for details).

FREQUENTLY ASKED QUESTIONS (FAQs)

1. **Is it compulsory to own a personal notebook computer?**
   HSS strongly encourages students to own a personal notebook computer as there are many advantages e.g.
   - Able to access information anywhere, anytime
   - Able to enhance efficiency and effectiveness
   - Able to emulate real world working environment where work is portable

2. **Can I use my sibling’s or family notebook computer?**
   Yes, as long as the unit was purchased in the last 2 years. Our TP-IBM IT Service Management Centre will help to install the required software to enable connectivity to the TP network at no cost.
3. **What are the minimum specifications of the notebook computer required?**
   There is no minimum specification required, as long as the unit was purchased in the last 2 years.

4. **Are there any advantages of getting a notebook computer from our bulk tender notebook suppliers?**
   - 3-year on-site warranty
   - Basic software needed are pre-installed
   - Configuration and settings are set up for seamless connectivity in TP
   - Tested for best optimization with school network and software
   - Good pricing for the performance and warranty provided

5. **Should I purchase Microsoft Office during this roadshow?**
   Microsoft Office 365 can be downloaded FREE for all full-time students. Please refer to the next page.

6. **If I am getting my sibling’s notebook, am I able to get the connectivity software from somewhere?**
   Yes, you will still be able to obtain the software required for connectivity from our TP-IBM IT Service Management Centre.

7. **Are there any financial aid schemes for notebook?**
   There is an IDA financial aid scheme (www.ida.gov.sg/neupc). There is also an Opportunity Fund available to Singaporeans (with gross monthly household per capita income of not more than $850). You may check with Mr Yuichiro Kubo (kuboy@tp.edu.sg) or Ms Emily Wong (emwong@tp.edu.sg) for details on the Opportunity Fund. Alternatively, the bulk tender suppliers may provide monthly credit card payment schemes. Do check with the suppliers during the roadshow.

8. **Where can I get support for any problem with my computer?**
   You can visit the TP-IBM IT Service Management Centre (IT02-02-57). The operating hours are Mondays to Fridays, 8.30am – 10pm daily.

9. **Who do I contact if I have more enquiries?**
   You can call 6780 5264 or email noriah@tp.edu.sg for general, hardware & software enquiries.
MICROSOFT STUDENT ADVANTAGE PROGRAMME

Students enrolled in Temasek Polytechnic, can install Microsoft Office software for free on their personal computers through the Student Advantage programme.

The programme provides access to Office 365 ProPlus, a full version of Office, including:

- Word 2013
- Excel 2013
- PowerPoint 2013
- OneNote 2013
- Access 2013
- Lync 2013
- Publisher 2013
- Outlook 2013
- InfoPath 2013

Students can install the software on up to five computers, including Windows and Mac. Students can also access Office mobile applications on iPhones and Android phones.

The software has the same features and functions as other versions of Office and can be used offline; however, students must connect to the Internet once every 30 days to verify they are still eligible for the programme.

The Student Advantage programme is being offered through the Office 365 student email and calendar system, provided by Temasek Polytechnic, in partnership with Microsoft.

To download and install Office 365 ProPlus,

1. go to www.outlook.com/student.tp.edu.sg
2. Log in using your student email address (typically <Admission_No@student.tp.edu.sg>) and password
3. Click on the gear icon in the upper right corner, and then select Office 365 settings
4. Click Software in the left menu
5. Select your desired Language
6. If you are installing Office for Windows, Microsoft recommends using the 32-bit installation
7. Click Install to download and install the latest version of Office

If your computer is not compatible with the latest version of Office, you can choose to select the previous version at the bottom of the screen in step 5.

For more details, please visit http://www.tp.edu.sg/student-life/overview#tab6.
GENERAL INFORMATION

COMPUTER LAB

The HSS Computer Lab provides the hardware, software and training required to properly equip you with the skills to meet future job needs. Located at SW26B-02-19 and SW26B-02-25, the labs are equipped with variety of computer softwares.

Here is a list of Do's and Don'ts when using the lab facilities:

What you can do:
- Inform the technical support staff of any missing / faulty equipment
- Upkeep the orderliness & cleanliness of the lab equipment & furniture at all times

What you cannot do:
- Use the lab without prior permission from HSS staff
- Eat & drink in the lab
- Change the setting of computers & equipment
- Install unauthorized software
- Download games, music, movies or videos
- Play computer games
- Violate copyright laws by copying website content
- Visit undesirable websites
- Bring outsiders (non-TP students) to the lab

STUDENT E-MAIL ACCOUNT

In TP, you are given an official e-mail account which serves as an important channel of communication between the tutors, lecturers, administrative staff and you. You are expected to check your e-mail regularly for messages and announcements from the School, your lecturers and tutors. It is your responsibility to clear your mailbox regularly to prevent non-delivery of new incoming e-mails.

USE OF POLYTECHNIC PREMISES AFTER OFFICE HOURS

You are not permitted to stay on TP’s premises after 10:30pm (on weekdays) & 5:00pm (on Saturdays), unless authorized in writing by your Course Manager. You are to give your full particulars i.e. name, matriculation card number, address and contact number of your guardian/next-of-kin in case of emergency to your Course Manager.

The campus is closed on Sundays and Public Holidays.
WHAT TO DO IN CASE OF AN EMERGENCY

1. WHEN YOU ARE ON CAMPUS
   i. Any alarm sounded will be followed by information/instructions on the next steps. Typically, the first alarm will advise that the situation is being assessed. This will be followed by a second alarm, where you will be informed that the situation has been assessed and that either:
      a. There is no need to evacuate, or
      b. You are required to evacuate your location

   ii. When you are asked to evacuate, take the command seriously, even when it is a drill. The purpose of such drills is to ensure that everyone on TP campus is ready for all emergencies.

   iii. If you are in class, listen to your tutor/lecturer for instructions on what to do. Do NOT take the initiative to move before any instructions are issued.

   iv. If you are within one of TP’s facilities e.g. Library, Stadium or Swimming Pool, you may be notified by a TP staff of the need to evacuate. Follow the instructions of the staff member.

   v. If you are on campus grounds and not in class or within any of TP’s facilities, you should also evacuate. Follow the students who are evacuating the building to the assigned assembly areas. Identify yourself to the teacher in-charge and inform him/her that you were in the same building, but not registered for any of the classes running at the time.

   vi. If you come across any person(s) who are in need of assistance e.g. who are injured and unable to evacuate, and whom you are unable to provide assistance to, take note of the specific location and inform the teacher in-charge at the assembly area you have been assigned to. This will enable the wardens to focus their search for any missing persons.

   vii. Do NOT provide assistance to any person(s) unless you are CERTAIN you are able to provide the necessary assistance to enable that/those person(s) to evacuate quickly from the premises.

   viii. Lifts should NOT be used to evacuate the premises under ANY circumstances. Regular lifts will be shut down during an evacuation. Fire lifts are meant ONLY for security and fire personnel to use for quick access to affected areas.

   ix. At all times, do not panic. When an evacuation is in progress, we depend on all persons on campus to behave in a calm and orderly fashion, so that the evacuation can be conducted as quickly and smoothly as possible.
2. **WHEN YOU ARE NOT ON CAMPUS**

i. If you are coming onto campus when the evacuation is activated, you will be prevented from entering TP. Do NOT enter TP campus after the drill is activated. If you have a class at that time, wait for further instructions from the staff at the relevant entrance before proceeding.

ii. Do NOT make any assumptions about the evacuation. If the evacuation is rescinded, classes will continue. Any absence from classes that have been timetabled for you will be noted as an Absence in the TP Student Attendance System.

iii. If you leave TP campus before an evacuation is activated, do NOT attempt to return to TP campus under ANY circumstances. Your added presence during an evacuation will complicate the evacuation process for everyone still on campus.

iv. Do NOT call the General Office or any of the staff phone lines to seek information while an evacuation is in progress. These lines may be needed to communicate urgent information.

3. **IF YOU ARE IMMEDIATELY AND DIRECTLY AFFECTED**

i. If you are injured or otherwise in need of urgent medical assistance, seek help from the person(s) within your immediate vicinity. Provide your details and the details of your injury/complaint to the person(s) you are seeking aid from.

ii. If you notice someone in need of medical assistance, try to get the affected person to be as calm as possible. Get his/her details and any details of his/her injury/complaint. If the injury/complaint affects his/her ability to move, do NOT attempt to move him/her unless there is clear and direct danger to him/her.

iii. Do NOT provide First Aid or other forms of medical assistance unless you have been specifically trained in these areas. Do NOT crowd around the injured person(s) because this may impede the help he/she should be getting.
**TP SONG**

We're Temasek Polytechnic, full of confidence and pride  
As we go from strength and strength we know, success is on our side  
There is nothing we can't do, with a team that is the best  

We're together in our promise, to achieve the very best  
We're the strength of Singapore, and we'll stand up to any test  
We're the pride of a nation, that is going very far  

For the future of our country, we have excellence to give  
We have dreams, hopes and integrity, the truths by which we live  
There is no one to surpass us, we're the best that we can be  

---

Temasek's me, Temasek's you, we are a team  
Temasek's me, Temasek's you, we are a team  
Temasek's me, Temasek's you, we are a team  
Temasek's me, Temasek's you, we are a team  
Temasek's me, Temasek's you, we are a team  
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Temasek's me, Temasek's you, we are a team  
Temasek's me, Temasek's you, we are a team  
Temasek's me, Temasek's you, we are a team
TP SIGN LANGUAGE SONG

Verse
There I see my poly (School)
Fills my heart with glee (joy)
Window lights that shine like stars
Bringing joy to us
We can climb the highest peak
With our strength (strong) and feat (brave)
Working hard in harmony
One big family

Repeat Verse
Repeat Chorus X2

End

Chorus
Go, Temasek Go
I believe
I embrace (hug) you
Go Temasek Go
I rejoice
I adore (admire) you
Students work in harmony
Working for their dreams and goals
Wonderful society
Temasek you, way to go

*Sign words in bold
**Do not sing words in brackets
## SOME USEFUL CONTACT DETAILS

<table>
<thead>
<tr>
<th>Phone Number</th>
<th>Email/Website</th>
<th>Location</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>TP Corporate Hotline</strong>&lt;br&gt;- Student Admissions&lt;br&gt;- Student Fee Enquiry&lt;br&gt;- Examination Matters</td>
<td>6788 2000</td>
<td><a href="http://www.tp.edu.sg">http://www.tp.edu.sg</a></td>
</tr>
<tr>
<td><strong>HSS General Office</strong>&lt;br&gt;HSS Fax Number</td>
<td>6780 6565&lt;br&gt;6789 4080</td>
<td><a href="mailto:hsshotline@tp.edu.sg">hsshotline@tp.edu.sg</a>&lt;br&gt;AD09-02-21</td>
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<tr>
<td><strong>HSS Staff Offices</strong></td>
<td></td>
<td><a href="http://www.tp.edu.sg/schools/hss">www.tp.edu.sg/schools/hss</a>&lt;br&gt;SW26B-03-04</td>
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<tr>
<td><strong>TP Library</strong></td>
<td>6780 5772</td>
<td><a href="http://spark.opac.tp.edu.sg">http://spark.opac.tp.edu.sg</a>&lt;br&gt;LB27-02-01</td>
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<tr>
<td><strong>One-Stop Service Centre</strong></td>
<td></td>
<td>AD09-01&lt;br&gt;(Near Lift Lobby D)</td>
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<td><strong>Security Office/ Fire Command Centre</strong></td>
<td>6780 5999</td>
<td>AD09-01-20</td>
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<tr>
<td><strong>Sports Facilities</strong></td>
<td>6780 6116</td>
<td>SC29-02-07</td>
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<tr>
<td><strong>Student &amp; Alumni Affairs</strong></td>
<td>6788 2000</td>
<td><a href="mailto:saahotline@tp.edu.sg">saahotline@tp.edu.sg</a>&lt;br&gt;SW26A-03-15</td>
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<td><strong>Student Wellness and Counseling Centre</strong></td>
<td>6780 5959</td>
<td><a href="mailto:swcc@tp.edu.sg">swcc@tp.edu.sg</a>&lt;br&gt;SD30-02-06</td>
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<td><strong>Visitor Information Centre</strong></td>
<td>6780 5024</td>
<td>AD09A&lt;br&gt;(Main Foyer)</td>
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<td><strong>Special Educational Needs Support Office (SSO)</strong></td>
<td>6780 5959</td>
<td><a href="mailto:swcc@tp.edu.sg">swcc@tp.edu.sg</a>&lt;br&gt;AD09-02-06</td>
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<td><strong>OLIVE Website</strong></td>
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<td><a href="https://lms-hss.tp.edu.sg">https://lms-hss.tp.edu.sg</a></td>
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<tr>
<td><strong>OPAC Library catalogue</strong></td>
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<td><a href="http://spark.opac.tp.edu.sg">http://spark.opac.tp.edu.sg</a></td>
</tr>
</tbody>
</table>

### HOW TO DECIPHER VENUE CODES

TP venues are addressed as examples below:

- **SW26B-01-22**
  - **SOUTH WING**
  - **BLOCK**
  - **LEVEL**
  - **ROOM**

- **IT08-05-29**
  - **SCHOOL**
  - **BLOCK**
  - **LEVEL**
  - **ROOM**
Information in this handbook is accurate at the time of printing. HSS reserves the right to change the content or any other information without prior notice.

April 2015