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

Important Telephone Numbers

<table>
<thead>
<tr>
<th>Department/ School General Office/ Others</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>Cyber Centre (Student TP-email account enquiry)</td>
<td>6780 5393</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>
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.
An exciting chapter of your life awaits you as you embark on your journey in the School of Business. Even as you adjust to your new surroundings, staff and students are more than happy to help you along the way. With a willingness to learn and a can-do spirit, you can make this journey a memorable one.

Our industry-driven diplomas are designed to provide you with a strong foundation to prepare you for your chosen career path. Make full use of every opportunity to learn by interacting with your lecturers, tutors and classmates. Your learning will become real, relevant and rewarding as you acquire both work knowledge and life skills.

Life in TP is not just about formal learning in the classrooms. I strongly encourage you to participate in the various CCAs and interest groups. This will further enhance your talents and lead you to discover new ones.

To help you navigate this journey, use this handbook to familiarise yourself with important academic and administrative matters. Understanding the rules and regulations will help make your journey a rewarding 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 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: 26-6-56  
☎ 6780 5894

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

Mr Lim Choon Khee, Desmond  
Assistant Director  
Student Development  
Course Manager  
Diploma in Leisure & Resort Management  
Location: 26-6-57  
☎ 6780 6175

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

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

Dr Sim Heng Chye, Matthew  
Course Manager  
Diploma in Business  
Location: 26-5-47  
☎ 6780 5804
Management Staff

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

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

Mr Prasetya Purnawan
Course Manager
Diploma in Hospitality & Tourism Management
Location: 26-5-45
☎ 6780 6278

Mr Looi Kwok Peng
Course Manager
Diploma in Law & Management
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
Management Staff

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

Mr Yeo Khee Chai, Jimmy
Manager
Special Projects
Location: 26-6-40
☎ 6780 6080
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 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
   
   - Communication Skills (written and spoken English)
   - Interpersonal and Team Skills
   - 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. **APEL Programme**
   - Applied Principles for Effective Living Programme aimed at nurturing in students the attitudes, skills and knowledge for effective living.

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
INTRODUCTION

The 11 diploma courses offered by School of Business are designed to be practical, skill-based and market-demand 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 how to learn, problem-solving and communications. They aim to better prepare students for the challenges of a fast-changing world of work. 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
• Diploma in Business
• Diploma in Business Information Technology
• Diploma in Communications & Media Management
• Diploma in Culinary & Catering Management
• Diploma in Hospitality & Tourism Management
• Diploma in Law & Management
• Diploma in Leisure & Resort Management
• Diploma in Logistics & Operations Management
• Diploma in Marketing
• Diploma in Retail Management
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 2013 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 2013 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 industry, depending on the course of study. Students have found the SIP 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 in 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.

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, LRM and CCM, the maximum workload per semester is 28 cu.)

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 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 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 to attempt a subject a maximum of two times.

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>
<tr>
<td>Pass</td>
<td>Pass in a subject with no grade point</td>
<td>NA</td>
</tr>
<tr>
<td>Fail</td>
<td>Fail in a subject with no grade point</td>
<td>NA</td>
</tr>
</tbody>
</table>

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>
</tr>
</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>
</tr>
<tr>
<td>Bus Statistics</td>
<td>4</td>
<td>B</td>
<td>3</td>
<td>4x3 = 12</td>
</tr>
<tr>
<td>Microeconomics</td>
<td>4</td>
<td>C</td>
<td>2</td>
<td>4x2 = 8</td>
</tr>
<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>

\[
GPA = \frac{\text{Total credit points}}{\text{Total credit units}} = \frac{55}{19} = 2.89
\]

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:
  o Student has failed a core subject once and has not passed it;
  o His/her cumulative GPA < 1.0 for two consecutive semesters; or
  o 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 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>BS26B-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>BS26B-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>BS26B-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>BS26B-3-04</td>
</tr>
<tr>
<td>Mr Vincent Ng</td>
<td>6780 6290</td>
<td><a href="mailto:limseng@tp.edu.sg">limseng@tp.edu.sg</a></td>
<td>BS26B-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 Tan Ee Ling</td>
<td>6780 5870</td>
<td><a href="mailto:tanel@tp.edu.sg">tanel@tp.edu.sg</a></td>
<td>BS26-5-34</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>BS26-5-34</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>BS26-5-34</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>Mr Ethan Guo</td>
<td>6780 5895</td>
<td><a href="mailto:ethanguo@tp.edu.sg">ethanguo@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 (CMM)</strong></td>
<td></td>
<td></td>
<td></td>
</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>
</tr>
<tr>
<td>Mr Shawn Tripp</td>
<td>6780 6242</td>
<td><a href="mailto:satripp@tp.edu.sg">satripp@tp.edu.sg</a></td>
<td>CA31-3-34</td>
</tr>
</tbody>
</table>

16  School of Business
<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 Hospitality &amp; Tourism Management (HTM)</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Ms Quah Siok Sim</td>
<td>6780 5812</td>
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<tr>
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<td>BS26-5-11</td>
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<tr>
<td><strong>Diploma in Law &amp; Management (LAW)</strong></td>
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<td>Ms Lim Poh Bee</td>
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<tr>
<td><strong>Diploma in Leisure &amp; Resort Management (LRM)</strong></td>
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<tr>
<td><strong>Diploma in Logistics &amp; Operations Management (LOM)</strong></td>
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<tr>
<td><strong>Diploma in Marketing (MKG)</strong></td>
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<tr>
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<tr>
<td><strong>Diploma in Retail Management (RMT)</strong></td>
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<td>Ms Debbie Ng</td>
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<tr>
<td>Ms Jaclyn Tan</td>
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</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.

BEFRINDER 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>BS26-05-38</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 for 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**

Punctuality is expected of all students. The following rules will apply to all BUS students in respect of all timetabled classes for which attendance is taken:

1. When a student is late for class by up to 15 minutes, he or she will be marked as “Late” for that class.

2. When a student is more than 15 minutes late for a class, he or she will be marked as “Absent” for that class.

**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 careperson’s recommendation and Course Manager’s approval.
The forms required for the submission of MC and LOA are obtainable from the Business General Office.

For approved absence from classes, the student concerned must arrange with the respective subject tutors for make-up tutorials, at least one week in advance.

**ABSENCE WITHOUT VALID REASONS**

1. 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.

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

3. 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 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.

Please also ensure that you check your student e-mail account for announcements (including rules and regulations) for Mid Semester Tests.
SUBMISSION OF MEDICAL CERTIFICATES

Only medical certificates issued by medical practitioners registered with the Singapore Medical Council will be accepted.

GENERAL ATTIRE GUIDELINES FOR TP STUDENTS

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 form of headgear that prevents identification is not permitted.

STUDENT DISCIPLINARY POLICY

Category 1 (CAT 1)

1. CAT 1 offences are serious offences. The types 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
   - Religious/racist attacks against staff / students
   - Sexual assault and outrage of modesty
   - Theft
   - Possession of weapons
   - Pornography
   - 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 who are suspended and are required to fulfill certain follow-up actions will be required to notify the School when all required follow-up actions have been fulfilled, before the Registrar’s Office can reinstate the student. The student will be withdrawn from the course of study if the Registrar’s Office does not receive any notification.

**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 ‘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.

3. 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**

**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’. Students will be removed accordingly if they meet any of the course removal criteria due to the failing of these subjects.
Cheating on Semestral Examination (other than confirmed possession of unlawful 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 School Disciplinary Committee establishes that the student has cheated, 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.

Cheating on Coursework

Coursework refers to projects, term tests, assignments and other non-examination-related assessments. Students who are caught cheating on coursework will be given zero for the affected component of the subject.

For complete information about Rules and Regulations, please visit this link: [http://www.tp.edu.sg/isis/isis_rl_disc.htm](http://www.tp.edu.sg/isis/isis_rl_disc.htm)

Plagiarism

Disciplinary action taken for students caught for plagiarism will depend on the severity of the offence and includes failing the subject, suspension and removal from course.

Plagiarism Policy

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 of the offence and includes failing the subject, suspension and removal from course.

Definition of Plagiarism

Plagiarism is an 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 texts, writings, computer programmes, web pages, online discussions, videos, music, sound recordings, images, photographs, technical drawings, inventions, research findings, diagrams, charts, artworks or designs.

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

The following should be considered in order to avoid plagiarism in your assignment, projects and other assessed work.

Do

• submit work for assessment comprising your original ideas, experiences, observations and comments.
• acknowledge the original source of work(s) using the appropriate referencing format.
• 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.

Do not

• use any part or the whole of the work of another student or graduate who has taken the subject previously.
• ask someone else to do your assignments, projects or other assessed work.

For complete information about our Plagiarism Policy, please visit this link: http://www.tp.edu.sg/isis/isis_rl/isis_rl_plagiarism.htm

Imprisonment Cases

Where a student is imprisoned, the following course of action will be taken:

• Imprisonment of up to 1 year: The student’s parent/guardian is required to apply for course deferment or course withdrawal on behalf of the student. For course deferment cases, the student’s parent/guardian is required to confirm the student’s release no later than 1 month from the date of release, failing which the student will be withdrawn.
• Imprisonment of over 1 year: The student will be withdrawn from the course of study.

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.
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.
HOW DO I KNOW IF I HAVE MET THE ATTENDANCE REQUIREMENTS?

Students who do not meet the 85% attendance requirement for a subject will be awarded with a maximum grade of “P” (non-graded pass with an associated grade point of 1.0) if they satisfy the assessment/examination requirements for the subject.

The list of students who do not meet the 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 HAVE 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 a Warning Letter. If you have been issued 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 room.
WHAT ITEMS ARE NOT ALLOWED IN THE EXAMINATION VENUE?

The following items are not to be brought into the examination venue:

- Electronic devices such as media players, tablets, mini-laptops, electronic translators etc. (Mobile phones must be switched off and left in the bag to be placed at the front of the room)
- Unauthorised books/papers/documents
- Food and drinks

Calculators brought into the examination room should perform strictly calculating functions. Remember to remove the covers and any written notes accompanying the calculator before you enter the examination room. Notes and formulae scribbled on the calculators are not allowed.

All stationery brought into the examination room is to be placed in clear, transparent plastic holders.

WILL I BE ALLOWED TO SIT FOR A PAPER IF I COME LATE FOR THE EXAMINATION?

You are permitted to enter the examination room 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 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 to the Registrar if he/she has missed an examination paper because of valid reason(s) such as bereavement, medical/hospitalisation leave, civil emergencies, etc. All appeals must be submitted to One-Stop Service Centre, stating reason(s) and attaching documentary proof for the absence, within 48 hours from the start of the examination paper (excluding Saturday, Sunday and Public Holidays). Documentary proof may include death certificate, or medical certificate issued by a registered medical practitioner (who ought not to be a family member).
WHAT IF I FALL ILL DURING THE EXAMINATIONS?

If you should fall ill during the examinations, the invigilator must be informed. You may then be permitted to seek medical attention from a registered medical practitioner (who ought not to be a family member) and submit an Appeal for Special Consideration to the Registrar within 48 hours of the start of the examination paper, excluding Saturday, Sunday and Public Holidays.

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 WILL I KNOW 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 $3.10 (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 EXAMINATION SCRIPT?

Should you fail any subject in the Examinations, you may, upon payment of a non-refundable fee of $16.10 per subject (inclusive of prevailing GST) appeal for a review of your examination script for that subject. Appeals must be submitted within 5 working days from the day the results are released, via an appeal form available at the One-Stop Service Centre.
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, stay focused during the lesson, and follows through with the required activities thereafter.

   a. Step 1 – Before the tutorial/lab session date  
      i. Download the tutorial worksheet or lesson notes.  
      ii. Review the worksheet and prepare answers to any questions or problems listed.  
      iii. Review your lecture notes.  
      iv. If you have the opportunity, discuss the tutorial questions/problems with your fellow course mates as this further extends 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 you 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 often 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 to do so, become 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. Get to 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.
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 www.tp.edu.sg/home/life/stu_service.htm or obtained from the One-Stop Service Centre (OSC).

- Students are strongly advised to discuss their intention to withdraw with their parents and consult their Care Person / Course Manager / Director before submitting their “Notification of Withdrawal from Course” form.

- 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 fee charges can be found at http://www.tp.edu.sg/home/admissions/fees/tp_fna_faq_withdrawal.htm

- To avoid fee implication, students should submit their withdrawal documents before the commencement of a course.

- 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/home/courses/calendar.htm 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 prevailing cut-off points 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 their intention to transfer with their parents and consult their Course Manager before submitting the application for transfer.

• The “Application for Transfer of Course” form can be downloaded from www,tp.edu.sg/home/life/stu_service.htm or obtained from One-Stop Service Centre (OSC).

• Processing of transfer applications 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 2013/2014

For fee and financial matters, please refer to the following website:
http://www.tp.edu.sg/home/admissions/fees/tp_fna_faq_ft_sc.htm

FINANCIAL ASSISTANCE

TP provides financial assistance to students under various schemes.

Scholarships

For a list of scholarships offered, please refer to the following website:
http://www.tp.edu.sg/home/admissions/scholarship.htm

Financial Assistance Schemes

The following schemes are available:

1. CPF Education Scheme, PSEA, Tertiary Tuition Fee Subsidy (TTFS) for Malays & Tuition Fee Loan

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, retrenchment, serious illness or accident of a loved one in the family. A student whose family per capita income is less than or equal to $500 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:
http://www.tp.edu.sg/home/admissions/schemes.htm

How to apply?

Please check with your Care Person if you wish to apply for financial assistance.
Maintaining Physical Fitness

Physical Fitness & National Physical Fitness Award (NAPFA)

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. At BUS, we prepare you to keep fit and obtain the NAPFA Silver Award or better at your senior year of study. Obtaining the Silver Award or better will also enable you to serve a shorter duration during National Service. It will also help you be more prepared for the rigours of National Service and contribute more effectively to the defence of the nation.

The tables below serve as a reminder of the standards required for various stations of a NAPFA test. Hence, you would need to start keeping fit from your Freshmen year of study.

National Physical Fitness Award (NAPFA) Challenge Standards for Males

<table>
<thead>
<tr>
<th>Age Group</th>
<th>Performance Grade</th>
<th>Points</th>
<th>No.of sit-up in 1 min</th>
<th>Standing Broad Jump Distance</th>
<th>Sit &amp; Reach Distance</th>
<th>No.of pull-ups</th>
<th>4X10m shuttle Run Time (sec)</th>
<th>2.4km Run Walk Time (min : sec)</th>
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<tbody>
<tr>
<td>18 years of age</td>
<td>A</td>
<td>5</td>
<td>&gt; 42</td>
<td>&gt; 251cm</td>
<td>&gt; 48cm</td>
<td>&gt; 10</td>
<td>&lt; 10.2 sec</td>
<td>&lt; 10.21</td>
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<td></td>
<td>B</td>
<td>4</td>
<td>40 - 42</td>
<td>242 - 251</td>
<td>45 - 48</td>
<td>9 - 10</td>
<td>10.2 - 10.3</td>
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<td>C</td>
<td>3</td>
<td>37 - 39</td>
<td>232 - 241</td>
<td>41 - 44</td>
<td>7 - 8</td>
<td>10.4 - 10.5</td>
<td>11.11 - 11.50</td>
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<td>34 - 36</td>
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<td>10.6 - 10.7</td>
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<td>E</td>
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<td>31 - 33</td>
<td>212 - 221</td>
<td>32 - 36</td>
<td>3 - 4</td>
<td>10.8 - 10.9</td>
<td>12.41 - 13.30</td>
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<tr>
<td>19 years of age</td>
<td>A</td>
<td>5</td>
<td>&gt; 42</td>
<td>&gt; 251cm</td>
<td>&gt; 48cm</td>
<td>&gt; 10</td>
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<td>10.8 - 10.9</td>
<td>12.41 - 13.30</td>
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<tr>
<td>20-24 years of age</td>
<td>A</td>
<td>5</td>
<td>&gt; 39</td>
<td>&gt; 242cm</td>
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<td>&gt; 10</td>
<td>&lt; 10.4 sec</td>
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<td>10.8 - 10.9</td>
<td>11.41 - 12.20</td>
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Bronze award requirement:
At least a total of 6 points and above with a minimum E grade in all 6 test items

Silver award requirement:
At least a total of 15 points and above with a minimum D grade in all 6 test items

Gold award requirement:
At least a total of 21 points and above with a minimum C grade in all 6 test items
The NAPFA test is compulsory for all Senior Year male students. **Pre-enlistees who attain a NAPFA Gold or Silver award will attend a 9-week Basic Military Training (BMT) and enjoy a 2-month reduction in your full-time National Service. Those who fail to attain the required fitness level will have to undergo an 8-week Physical Training Phase (PTP) before attending the 9-week BMT.

**Those who have not completed NS are also known as Pre-enlistees.

Pre-enlistees may visit [http://www.ns.sg/iPrepNS](http://www.ns.sg/iPrepNS) for more information regarding NS.

**The BUS Running Club**

The BUS Running Club 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 club 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 the Koi Pond
Run either 2.4km or 5km around the reservoir
Student Services

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 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 from the OSC website at http://www.tp.edu.sg/home/life/stu_service.htm

Non-Financial Related Application Forms (PDF)
  • Transcript
  • Replacement of Diploma Certificate
  • Replacement of Matriculation Card
  • Appeal to Review Examination Scripts
  • Course Withdrawal
  • Course Deferment
  • Course Transfer
  • Change of Personal Particulars – only for changes of particulars which are not available in the student online services

Financial Related Application Forms (PDF)
  • Tuition Grant - Applicable to Singapore Citizens only
  • Tuition Grant Subsidy Option Form - Applicable to Singapore Permanent Residents (SPRs) & foreign students
  • Interbank Giro - Applicable to full-time students
  • Standing Order for use of Post Secondary Education Account (PSEA)
  • Adhoc Application for use of Post Secondary Education Account (PSEA)
  • Mendaki Subsidy - Applicable to Malay students

Tuition Fee Loan Form - to be collected at counters
Other Services
- 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, financial and non-financial application forms
- Request for statement of examination results

Payment
All payments can be made either in Cash, via NETS, CashCard or Cheques. Cheques should be crossed and made payable to “Temasek Polytechnic”. Postdated cheques will not be accepted.

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
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

Student Wellness & Counselling Centre

• Individual and group counselling
• Counselling on financial, personal and studies-related matters
• CDC/CCC Polytechnic Bursary, MOE & TP administered bursary applications
• Endorsement for all external bursary applications
• Self-help materials
• Workshops on Personal Wellness

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. You can look out for more details on CCAs and SEAL at http://www.tp.edu.sg/home/life/stu_cca.htm and https://tp-eservices.tp.edu.sg/tpappl/eservices/cca/ respectively.
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 the members.

Lecturer-in-charge
Ms Jeannie Yang 6780 5942
Ms Nancy Tan 6780 5811
Mr Christopher Lim 6780 5914
Mr William Wong 6780 5230

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 and 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 really to serve and be of service.

Lecturer-in-charge
Mrs Mary Thomas 6780 5835
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)
Lecturer-in-charge
Ms Joanna Tan 6780 6247
Ms Kok Wai Ling 6780 5799
Mr Caleb Tan 6780 6246

Business Interest Group (BIG)
Lecturer-in-charge
Ms Paulyn Leong 6780 5897
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 Ling 6780 6276

Communications & Media Management (CMM) Interest Group
Lecturer-in-charge
Ms Hazlina Abdul Halim 6780 6594

Culinary & Catering Management (CCM) Interest Group
Lecturer-in-charge
Mr Roger Chan 6780 6987
Hospitality & Tourism Management (HTM) Interest Group  
Lecturer-in-charge  
Ms Angeline Chin  6780 6984

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

Leisure & Resort Management (LRM) Interest Group  
Lecturer-in-charge  
Ms Joan Ho  6780 6195  
Mr Lee Yu Chuen Eugene  6780 4110

Logistics & Operations Management (LOM) Interest Group  
Lecturer-in-charge  
Mr Benson Tan  6780 6282  
Ms Oh Hui Ling  6789 5879

Marketing (MKG) Interest Group  
Lecturer-in-charge  
Mr Dennis Toh  6780 6233  
Mr Steven Ng  6780 5822

Retail Management (RMT) Interest Group  
Lecturer-in-charge  
Mr William Wong  6780 5230
CENTRES OF EXCELLENCE

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)

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.

For Business Information Technology students
- Silicon Studios (BS26-5-14/15)
- Business Technology Labs (BS26-5-24/28/29)
- E-Business Centre (BS26-3-42)

The Rules & Regulations of Computer Laboratories apply.

For Communications & Media Management students
- Publishing & Newsrooms (BS26-3-30 & BS26-3-32)
- MediaBiz Studios – fully equipped TV and Radio Studios (BS26-3-28)
- MacLab
- The Communication Hub (BS26-4-13)

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)
  Opening hours:
  Term Time       Mon to Thur : 8.30 a.m. – 5.45 p.m.
  Fri : 8.30 a.m. – 5.15 p.m.

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 & Resort 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).

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.

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:

Term Time
Monday to Thursday 8.00 a.m. – 5.45 p.m.
Friday 8.00 a.m. – 5.15 p.m.
Saturday 8.00 a.m. – 12.45 p.m.

Vacation
Weekdays 8.30 a.m. – 5.45 p.m.
Friday 8.30 a.m. – 5.15 p.m.
Saturday Closed

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 the 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 other than that given to him/her. Students who share/disclose their accounts will be liable for disciplinary action.
8. Outsiders 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.

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.

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 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 provides insurance coverage for accidents sustained by the students. The annual insurance premium is part of the total fees payable at the start of each academic year.
Caring For Our Environment

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 natural 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 2013

Term 1: Mon, 22 Apr – Fri, 07 Jun 2013
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**May 2013**

52 School of Business
Mid Semester Tests: Mon, 03 June - Fri, 07 June 2013
Break: Sat, 08 June – Sun, 23 June 2013
Term 2: Mon, 24 June – Fri, 16 Aug 2013

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Study Week: Sat, 17 Aug – Sun, 25 Aug 2013
Semestral Examinations: Mon, 26 Aug – Fri, 06 Sep 2013

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August 2013

School of Business  55
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Vacation: Sat, 07 Sep – Sun, 20 Oct 2013
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Mid Semester Tests: Mon, 09 Dec - Fri, 13 Dec 2013
Break: Sat, 14 Dec – Wed, 01 Jan 2014
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Term 4: Thur, 02 Jan – Fri, 14 Feb 2014
### February 2014

**School of Business 61**

Study Week: Sat, 15 Feb – Sun, 23 Feb 2014
Semestral Examinations: Mon, 24 Feb – Fri, 07 Mar 2014

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Vacation: Sat, 08 Mar – Sun, 20 Apr 2014
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School of Business   63
Term 1: Mon, 22 Apr – Fri, 07 Jun 2013

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27 - 28

“The greatest reward is not what we receive for our labor, but what we become by it.” - John Ruskin
“No one need wait a single moment before starting to improve the world.” - Anne Frank
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“No act of kindness, no matter how small, is ever wasted. - Aesop
“Only virtuous people are capable of freedom.” - Benjamin Franklin
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“People grow through experience if they meet life Honestly and Courageously. This is how Character is built.” - Eleanor Roosevelt
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“Always do Right—this will gratify some and astonish the rest.”
- Mark Twain
Mid Semester Tests:
Mon, 03 June - Fri, 07 June 2013

Mon, 03

Tue, 04

Wed, 05

Thu, 06

Fri, 07

Break: Sat, 08 June – Sun, 23 June 2013

Sat / Sun, 08 - 09

“The pursuit of truth will set you free — even if you never catch up with it.” - Clarence Darrow

School of Business
“You really can change the world if you care enough.”
- Marian Wright Edelman
“Think of all the beauty still left around you and be happy.”
- Anne Frank
Term 2: Mon, 24 June – Fri, 16 Aug 2013

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“Ethics is a matter of being good (character) and doing right (action).”

- Russell Gough
“...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
“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
“In spite of everything, I still believe that people are really good at heart.” - Anne Frank, from her diary, 1944
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<td>“Truth is the only safe ground to stand on.” - Elizabeth Cady Stanton</td>
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</table>
“We are what we repeatedly do. Excellence, then, is not an act, but a habit.” - Aristotle
“Kindness is more important than wisdom, and the recognition of this is the beginning of Wisdom.” - Theodore Rubin
Semestral Examinations:
Mon, 26 Aug – Fri, 06 Sep 2013

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“In spite of everything, I still believe that people are really good at heart.” - Anne Frank, from her diary, 1944
Vacation: Sat, 07 Sep – Sun, 20 Oct 2013

“Truth is the only safe ground to stand on.” - Elizabeth Cady Stanton
“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
“Gratitude is not only the greatest of virtues, but the parent of all others.” - Cicero
“Only I can change my life. No one can do it for me.” - Carol Burnett
“Change your thoughts and you change your world.”
- Norman Vincent Peale
“It is our choices that show what we truly are, far more than our abilities.” - J. K. Rowling
“Unethical practices are always self-destructive over the long run, on both a personal and an organizational level.”
- Tom Morris (from If Aristotle Ran General Motors)
“It is curious that physical courage should be so common in the world and moral courage so rare.” - Mark Twain
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“The purpose of life is to live a life of purpose.” - Robert Byrne
Deepavali

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“Courage is resistance to Fear, mastery of Fear - not absence of Fear.”
- Mark Twain
“What is important is not what happens to us, but how we respond to what happens to us.” - Jean-Paul Sartre
“Your personality is what you are in front of people; your character is who you are when nobody else is looking.” - Mary Levy
“Goodness is the only investment that never fails.”
- Henry David Thoreau
“I hope I shall possess firmness and virtue enough to maintain what I consider the most enviable of all titles, the character of an honest man.”
- George Washington
Mid Semester Tests:  
Mon, 09 Dec - Fri, 13 Dec 2013

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“*The ideals which have lighted my way, and time after time have given me new courage to face life cheerfully, have been Kindness, Beauty, and Truth.*” - Albert Einstein
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“No act of kindness, no matter how small, is ever wasted. - Aesop"
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"Only virtuous people are capable of freedom." - Benjamin Franklin
### December-January 2013-2014

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New Year’s Day

Term 4: Thur, 02 Jan – Fri, 14 Feb 2014

“It is our choices that show what we truly are, far more than our abilities.” - J. K. Rowling
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“Keep true, never be ashamed of doing right, decide on what you think is right and stick to it.” - George Eliot
“We are what we repeatedly do. Excellence, then, is not an act, but a habit.” - Aristotle
“Always do Right–this will gratify some and astonish the rest.”
- Mark Twain
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“Example has more followers than reason.” - Bovee
“The best way to find yourself is to lose yourself in the service of others.”
- Ghandi
Study Week:
Sat, 15 Feb – Sun, 23 Feb 2014

15 - 16

“Energy and Persistence conquer all things.” - Benjamin Franklin
“Life is a series of problems. Do you want to moan about them or solve them?” - M. Scott Peck
Semestral Examinations:  
Mon, 24 Feb – Fri, 07 Mar 2014

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“It’s not hard to make decisions when you know what your values are.”
-Roy Disney
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Vacation: Sat, 08 Mar – Sun, 20 Apr 2014

SAT / SUN

08 - 09

“Integrity is telling myself the truth. And honesty is telling the truth to other people.” - Spencer Johnson
“Character is what you are in the dark.” - Dwight L. Moody
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“People of character don’t allow the environment to dictate their style.”
- Lucille Kallen
“It takes less time to do a thing right than to explain why you did it wrong.” - Henry Wadsworth Longfellow
“Keep true, never be ashamed of doing right, decide on what you think is right and stick to it.” - George Eliot
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“The first and best victory is to conquer self.” - Plato
“It is a grand mistake to think of being great without goodness.”
- Benjamin Franklin
“To be persuasive we must be believable; to be believable we must be credible; to be credible we must be truthful.” - Edward R. Murrow
Labour Day

"No one who desires to become good will become good unless he does good things." - Aristotle
2013/2014 Academic Calendar

Semester 1
Term 1
Mid Semester Tests
Break
Term 2
Study Week
Semestral Examinations
Vacation

Mon, 22 Apr – Fri, 07 Jun 2013
Mon, 03 June - Fri, 07 June 2013
08 June – Sun, 23 June 2013
Mon, 24 June – Fri, 16 Aug 2013
17 Aug – Sun, 25 Aug 2013
Mon, 26 Aug – Fri, 06 Sep 2013
Sat, 07 Sep – Sun, 20 Oct 2013

Semester 2
Term 3
Mid Semester Tests
Break
Term 4
Study Week
Semestral Examinations
Vacation

Mon, 21 Oct – Fri, 13 Dec 2013
Mon, 09 Dec - Fri, 13 Dec 2013
Sat, 14 Dec – Wed, 01 Jan 2014
Thur, 02 Jan – Fri, 14 Feb 2014
Sat, 15 Feb – Sun, 23 Feb 2014
Mon, 24 Feb – Fri, 07 Mar 2014
Sat, 08 Mar – Sun, 20 Apr 2014

Important Note: The dates given are correct at the point of publication, and are subject to change.
### Calendar 2013

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### Calendar 2014

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### School Holiday:
- 08 Jun – 23 Jun 2013
- 07 Sep – 20 Oct 2013
- 08 Mar – 20 Apr 2014

### Public Holiday:
- 01 Jan : New Year’s Day
- 10-12 Feb : Chinese New Year
- 29 Mar : Good Friday
- 01 May : Labour Day
- 03 Nov : Deepavali
- 08 Aug : Hari Raya Puasa
- 09 Aug : National Day
- 24 May : Vesak Day
- 25 Dec : Christmas Day

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Every effort has been made to ensure the accuracy of the information in this handbook. All information contained in this handbook is correct at the time of printing.

The Polytechnic reserves the right to amend any of the information without prior notice.

Please direct all enquiries to School of Business General Office Tel. No.: 67805127