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Temasek Polytechnic Song

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

Temasek's me, Temasek's you, we are a team
Temasek's me, Temasek's you, we are a team

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

Temasek's me, Temasek's you, we are a team
Temasek's me, Temasek's you, we are a team

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
Mission, Vision, Values & Logo

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

Logo

The Temasek Polytechnic logo captures the spirit of Singapore, the Lion City. After 21 years, it has since been given a more contemporary look. Besides refreshing the overall image and complementing the new typeface, the transformation from a square to a round identity suggests the dynamic world of change. The circular identity signifies the fluidity and continuous process of learning, and its infinite possibilities. Likewise, the symbol also represents the polytechnic’s connectedness with all her stakeholders.

The composition consists of an open book for knowledge, a central "T" as a torch for enlightenment, glory and hope. It also represents a sword for righteousness. The ascending staircases represent multiple entry points into the Polytechnic as well as indicate that education is a life-long, continual process.

The logo also depicts a stylised picture of a lion face. The symmetrical layout indicates the sound foundation for the goals.

Red is the corporate colour which gives the logo the likeness of an authoritative seal thus providing it with an aura of distinction which is the hallmark of Temasek Polytechnic.
We are pleased to welcome you to Temasek Polytechnic where you will commence a new chapter of your life. Temasek Polytechnic provides rich opportunities to help you transform from a novice to a professional in your chosen field.

The field of Information Technology is an exceptionally exciting one. All around us we see how IT is influencing the way we live and work. Before you begin this new journey, think ahead and set goals for yourself. Consider what you want to achieve during your three years at TP in the areas of academic and personal development. We have a wide range of co-curricular activities, study trips and enrichment programmes to complement the courses we offer. These will help you develop excellent interpersonal and leadership skills, so seize these opportunities to help you grow.

IT professionals are entrusted with great responsibility to provide creative, practical and efficient solutions to everyday problems. Therefore, it is important that you read widely and are aware of the needs of society. This will enable you to use your skills and knowledge to develop innovative solutions that will benefit others. At TP, we provide you with real hands-on experience in our Learning Enterprises, as well as industry attachment opportunities in Singapore and overseas. Make the most of these opportunities to hone your skills.

You are now part of the IIT family and there are staff and students around you who care about your welfare and are equally passionate about IT. Embrace and always respect the diversity of races and cultures around you. Keep in close contact with your Care Person, Course Co-ordinator and Course Managers. Let them know if you require assistance on financial matters, academic programmes, scholarships, further education opportunities and overseas attachments.

I am confident that you will find your experience at TP to be an enriching and enjoyable one. Make the next three years at TP the best years of your life!

Mrs Lee-Lim Sok Keow
Director, School of Informatics & IT
At the School of Informatics & IT, you will be exposed to opportunities to grow your passion, develop confidence and flexibility to meet the challenges of this fast-changing world. You can look forward to exciting programmes put together for you under the Student Development Framework – **SEAL**

The Student Development Framework – **SEAL** comprises of the following:

**Service to Others**
- Campus Care Network
- School & Local Community Projects
- Overseas Community Projects

**Enrichment**
- Talks by school-based counselors
- NAPFA & Fitness Star Program
- Care Group activities
- Overseas Internships and study trips
- Diploma Special Interest Groups
- Youth Matters Forums organized by industry leaders, Permanent Secretaries from Government Ministries, Generals & Colonels from the Singapore Armed Forces, Members of Parliament, as well as other well-known figures in Singapore

**Achieving Mindset**
- Competitions (Local/Overseas)
- Certifications
- Expeditions

**Leadership**
- Orientation Leader Training
- Student Leadership Program
- TP Rawks/Open House Guides
- Care Groups/Special Interest Groups/CCA Leadership Appointment
- Leadership Camps
Make the Most of Life @ IIT!

As an IIT student, you will be given opportunities to broaden your learning experience through internships, competitions and community services.

Here are some of the activities our students have been/will be involved in:

**Competitions**
- WorldSkills Singapore 2014
- Junior Achievement Company of the Year Competition 2014
- SCS Splash Awards 2013
- IPv6 Innovation Challenge 2013

**Overseas Student Internship Programmes**
- France
- Japan
- Myanmar
- USA
- UK
- Australia
- China
- Vietnam
- Ireland

**Community Projects**
- Silver Infocomm Day 2013
- Overseas Community Projects (Cambodia and Hainan)
- Project Home Makeover

**Study Trips**
- Japan
- France
- England
- Malaysia

**Key Student Interest Groups**
- IIT Studies Club
- TP-ISACA Student Group
- Open Source Student Interest Group
- Microsoft Student Partners
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.

Co-Curricular Activities

From sports to arts and leadership training, you will experience a whole range of co-curricular activities that will provide you with a well-rounded educational experience and contribute to your personal enrichment. With a broad range of clubs, sports and societies/organisations on campus, you will have no trouble finding CCAs that will excite you and match your interests. Furthermore, with the Bedok Reservoir right in our backyard, you will have a whole host of water sports activities to choose from as well.

Outstanding students who have contributed significantly in their respective CCAs may be eligible for CCA scholarships and awards.
Academic Matters

Academic Semesters

There are two academic semesters, namely: April Semester and October Semester for each academic year.

Academic Calendar

<table>
<thead>
<tr>
<th>Semester 1</th>
<th>Period</th>
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</thead>
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<tr>
<td>Term 1</td>
<td>21 Apr – 06 Jun 2014</td>
</tr>
<tr>
<td>Break</td>
<td>07 Jun – 22 Jun 2014</td>
</tr>
<tr>
<td>Term 2</td>
<td>23 Jun – 15 Aug 2014</td>
</tr>
<tr>
<td>Study Week</td>
<td>16 Aug – 24 Aug 2014</td>
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<td>Semestral Examinations</td>
<td>25 Aug – 05 Sep 2014</td>
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<tr>
<td>Vacation</td>
<td>06 Sep – 19 Oct 2014</td>
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<table>
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<th>Semester 2</th>
<th>Period</th>
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<tr>
<td>Term 3</td>
<td>20 Oct – 12 Dec 2014</td>
</tr>
<tr>
<td>Break</td>
<td>13 Dec – 04 Jan 2015</td>
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<td>Term 4</td>
<td>05 Jan – 20 Feb 2015</td>
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<tr>
<td>Study Week</td>
<td>21 Feb – 01 Mar 2015</td>
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<td>Semestral Examinations</td>
<td>02 Mar – 13 Mar 2015</td>
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<tr>
<td>Vacation</td>
<td>14 Mar – 19 Apr 2015</td>
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Public Holidays 2014 - 2015

<table>
<thead>
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<th>2014</th>
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<tr>
<td>New Year's Day</td>
<td>01 Jan 2014</td>
<td>01 Jan 2015</td>
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<tr>
<td>Chinese New Year</td>
<td>31 Jan &amp; 1 Feb 2014</td>
<td>19 – 20 Feb 2015</td>
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<tr>
<td>Good Friday</td>
<td>18 Apr 2014</td>
<td>03 Apr 2015</td>
</tr>
<tr>
<td>Labour Day</td>
<td>01 May 2014</td>
<td>01 May 2015</td>
</tr>
<tr>
<td>Vesak Day</td>
<td>13 May 2014</td>
<td>03 May 2015*</td>
</tr>
<tr>
<td>National Day</td>
<td>09 Aug 2014</td>
<td>09 Aug 2015*</td>
</tr>
<tr>
<td>Hari Raya Haji</td>
<td>05 Oct 2014*</td>
<td>24 Sep 2015</td>
</tr>
<tr>
<td>Deepavali</td>
<td>23 Oct 2014#</td>
<td>11 Nov 2015#</td>
</tr>
</tbody>
</table>

*The following Monday will be a public holiday.

#The dates, 23 Oct 2014 & 11 Nov 2015, for Deepavali needs to be checked against the Indian Almanac when it is available. Should there be a change in date, the Ministry of Manpower will issue a media release to announce the change.
FAST Framework

All courses at TP come under the Flexible Academic System for Temasek, or FAST. This system provides you with greater flexibility in matching your interest and aptitude, while adapting your academic workload to suit your pace of learning.

Under FAST, each subject is a distinct and self-contained unit of study. As such, you need only retake subjects that you have failed instead of repeating the entire year or semester of study. To give you a good foundation, some subjects include prerequisites and co-requisites that must be met before you are allowed to take the subjects.

Curriculum

Subject Classifications

a. TP Core Subjects
   TP core subjects emphasise the importance of interpersonal and communication skills, and include experiential learning opportunities and attachment to the industry. You are required to pass these subjects for the award of a full-time TP diploma.

   These subjects include:
   • Communication Skills (CMSK)
   • Student Internship Programme (SIP)
   • Leadership: Essential Attributes & Practice (LEAP)

b. Diploma Subjects
   Diploma subjects include 3 sub-groups:
   • Diploma core subjects, which are technical subjects in a diploma curriculum that you must read and pass.
   • Diploma options, which are subject groupings in a diploma curriculum that you are required to select to read and pass.
   • Diploma electives, which are individual technical or business subjects in a diploma curriculum that you may choose to read. If you fail an elective, you may either retake it or read another elective as a replacement for the failed one.

c. Cross-Disciplinary Subjects (CDS)
   These are subjects that you select from other diplomas or Schools as a requirement for the award of a full-time TP diploma. If you fail a CDS, you may either retake it or read another CDS as a replacement of the failed one. You must take at least 9 credit units of CDS (6 credit units for Direct Year 2 entry students).
d. **Student Internship Programme (SIP)**
   The Student Internship Programme is an integral part of the curriculum of all students in TP. It provides you with the opportunities to gain practical skills and experience in the actual workplace. The SIP may take place overseas.

e. **Major Project**
   The major project in the curriculum of the course involves independent coursework and is to be done in the final year of the diploma.

**Subject Levels**

Subjects are designated at progressive levels from 1 to 3. The subject levels indicate the relative difficulty of learning or depth of study required.

Levels 1, 2 and 3 typically relate to subjects that would normally be taken as part of the first, second and third year of study respectively.

You may read subjects across different levels as long as you fulfil the requirements. This provision offers some degree of flexibility that you take to complete the course.

**Student Status**

Your student status is classified according to the number of credit units you have completed:
- Freshman: completed less than 40 credit units
- Junior: completed >= 40 and <80 credit units
- Senior: completed >= 80 credit units

**Academic Progression**

**Minimum and Maximum Credit Units Allowed Per Semester**

You are allowed to take a minimum of 15 credit units and a maximum of 28 credit units in a semester.

**Eligibility to Take Subjects of the Next Higher Level**

In general, to be eligible to take a Level 2 subject in your diploma of study, you must have completed at least 20 credit units of subjects.

To be eligible to take a Level 3 subject in your diploma of study, you must have completed at least 60 credit units of subjects.

**Eligibility for Examinations**

Students who do not meet the attendance requirement for a subject will be eligible to take the examination for the subject. However, the affected subject for which the
attendance requirement of 85% is not met will be awarded with a maximum grade of “P” (non-graded pass) at the examination, with an associated grade point of 1.0.

Admission to take an examination is based on the following conditions:
- paid all fees due to the Polytechnic
- attended and fulfilled the requirements of the course leading to the examination
- not in breach of the Polytechnic’s rules and regulations

Assessment Scheme

- **100% Coursework Subjects**
  - No supplementary assessment.
  - If overall mark is less than 50%, repeat the subject when it is next offered.
- **Examination Subjects**
  - No supplementary examination.
  - If overall mark is less than 50%, repeat the subject when it is next offered.
  - Students may appeal for special consideration if they have missed an examination paper because of valid reasons or if they have a Medical Certificate (MC).

Subject Pass Criteria

In order to obtain a pass, you must fulfil the following criteria:
- You are required to obtain at least 50% in the overall subject mark in order to pass the subject at the assessment.

Special Consideration for Absences in Exams

Only students who have missed an examination paper due to valid or medical reasons may submit an appeal for special consideration for absence in examinations.

If the appeal for special consideration is granted, students may be required to take a Special Assessment (SA) paper which will be scheduled immediately after the examination period.

Important – All cases of special consideration, if granted, will NOT be eligible for award of Distinction.

Valid Reasons for Appeal

- Bereavement (immediate family members eg. spouse, parents, grandparents, siblings & children)
- Medical & Hospitalisation Leave
- Official Leave of Absence (LOA) (e.g. representing in national competition; must be endorsed by Registrar)
• Civil emergencies such as floods or disruptions to national transportation system
• Special cases such as accidents which TP may consider on a case-by-case basis

**Process for Appeal for Special Consideration**

- Submit the appeal to the One-Stop Service Centre, stating the reason and attaching documentary proof for your absence.
- Submit the appeal within 48 hours from the start of the examination paper for which you were absent.
- The appeal outcome and instructions will be published in the TP Online Student Services.
- You are required to check the TP Online Student Services for your appeal outcome and instructions.
- You may approach your Course Managers for any queries relating to the outcome. In the event that the Course Manager is not available, you may see your Subject Lecturers.

**Special Assessment Papers**

If the appeal for special consideration is granted, students may be required to take a Special Assessment (SA) paper which will be scheduled immediately after the examination period.

Students who have missed their SA papers will be deemed to have failed the paper even if there are any valid reasons for the absence.

The mark obtained for the SA paper will be downgraded by ONE grade and it will take the place of that for the semestral examination.

**Re-taking of Subjects**

Students who fail any examination/assessment for a core or option subject will re-take the subject when it is next offered and must sit for the examination/assessment in that semester.

**Replacing or Repeating a Failed Elective Subject or Cross-Disciplinary Subject**

Students who fail an elective or cross-disciplinary subject may
- replace it with a new elective or cross-disciplinary subject or
- re-take the failed subject.

**Number of Attempts for Repeating a Subject**

You are allowed no more than two attempts to pass a subject.

Each examination/assessment in the same semester is considered one attempt.
For an elective subject or CDS, a student will not be eligible to take it a 3rd time if he does not pass it in two attempts.

**Grade Point Average (GPA)**

Your progress within a programme will be evaluated on the basis of the Grade Point Average (GPA). The GPA is a numerical value that indicates academic standing and serves as a means of measuring your academic achievements in the course.

The formula for calculating the GPA is given below:

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

Calculations will be done for Semestrual GPA and Cumulative GPA. Student Internship Programme and LEAP Programme grades will NOT be included in the computation of GPA.

A student who repeats a subject (having failed it before) would have his/her new grade replace his/her previous fail grade (0 grade point). His/Her new grade point would be used in the calculation of his semester GPA and cumulative GPA.

Your transcript of results will show all the subjects that you have taken, together with the grades.

**Grading System**

<table>
<thead>
<tr>
<th>Letter Grades</th>
<th>Descriptors</th>
<th>Percentage Range</th>
<th>Grade Points</th>
</tr>
</thead>
<tbody>
<tr>
<td>Z</td>
<td>Distinction (Up to top 5% of the candidates taking the subject may be awarded Z)</td>
<td>= or &gt; 80</td>
<td>4</td>
</tr>
<tr>
<td>A</td>
<td>Excellent</td>
<td>= or &gt; 80</td>
<td>4</td>
</tr>
<tr>
<td>B+</td>
<td>Very Good</td>
<td>75 to &lt; 80</td>
<td>3.5</td>
</tr>
<tr>
<td>B</td>
<td>Very Good</td>
<td>70 to &lt; 75</td>
<td>3</td>
</tr>
<tr>
<td>C+</td>
<td>Good</td>
<td>65 to &lt; 70</td>
<td>2.5</td>
</tr>
<tr>
<td>C</td>
<td>Good</td>
<td>60 to &lt; 65</td>
<td>2</td>
</tr>
<tr>
<td>D+</td>
<td>Credit</td>
<td>55 to &lt; 60</td>
<td>1.5</td>
</tr>
<tr>
<td>D</td>
<td>Credit</td>
<td>50 to &lt; 55</td>
<td>1</td>
</tr>
<tr>
<td>P</td>
<td>Non-Graded Pass due to failure to meet 85% attendance for subject</td>
<td>= or &gt; 50</td>
<td>1</td>
</tr>
<tr>
<td>F</td>
<td>Fail</td>
<td>&lt; 50</td>
<td>0</td>
</tr>
</tbody>
</table>

The grades for SIP will be “Pass with Commendation”, “Pass” and “Fail”. The grades for SIP will not be included in the calculation of Grade Point Average (GPA).
The grades for LEAP Programme will be “Pass” and “Fail”. LEAP grades will not be included in the calculation of GPA.

Exemption

At the discretion of the Course Manager, and with the approval of the School Director and Registrar, you may be granted exemption in accordance with the Polytechnic’s guidelines. You may be required to sit for special tests set by the respective school to determine whether exemption may be granted.

The exemptions, if granted, will count towards the fulfilment of the graduation requirements but will not be factored into the GPA. The term “Exempted” will be used in your academic records.

See the section Subject Exemptions for more details on applying for exemptions.

Academic Standing

Your academic standing indicates how well you are managing the course of study.

There are six types of academic standing, which will be reflected in your results notification slips.

a) **Proceed to next semester**
   - Students who pass all subjects in the current semester, or
   - Students who fail a CDS or an elective subject

b) **Proceed to next semester (Academic Warning)**
   - Students who fail 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 meet the removal criteria

d) **Extended Probation**
   - Students who are removed but reinstated
   - 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
Criteria for Removal

You will be recommended to the Board of Examiners for removal from your 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 By 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.

Award of Diploma

To qualify for the award of a diploma, you must fulfill the following conditions:

• Obtained the required minimum number of credit units;
• Passed all compulsory subjects (TP core and diploma core) and required options/electives in the particular field of study;
• Fulfilled TP’s Cross Disciplinary Subjects requirement;
• Fulfilled the minimum GPA requirement; and
• Completed at least 3 academic years of study.

Award of Diploma with Merit (DWM)

The award of DWM will be as follows:

• In each diploma, the top 10% of the graduating cohort of students may be considered for the award of DWM.
• The top 10% will be based on the Cumulative GPA (cGPA).

You will be eligible for DWM if:

• you complete the course within six semesters and
• you have not failed any subject during the course of study.

Diploma to Degree

Temasek Polytechnic School of Informatics & IT has advanced standing arrangements with universities in Singapore and abroad. What this means is that our graduates can apply to pursue undergraduate courses at these universities and receive exemptions of between six months to two years depending on their course of study, their academic results and the university they are applying to.

Academic Advisement

Academic advisement services to students are carried out as a poly-wide initiative as well as on a school-based arrangement by the respective diploma course teams.

At Temasek Polytechnic School of Informatics & IT, if you have any queries on FAST and subject selection, you could approach your Care Person, who will guide you in charting your academic progress and educational plans.
Withdrawal, Deferment and Transfer of Course

Course Withdrawal

- You are strongly advised to consult your Care Person / Course Manager before you explore the option to withdraw from the course.
- Obtain a “Notification of Withdrawal from Full-time Course” form from the One-Stop Service Centre (OSC).
- Complete the form and settle all outstanding bills and return all property belonging to TP.
- Submit the duly-completed form together with the Student Matriculation Card to the OSC no later than one working day before the start of the study week of the semester.
- Withdrawal request will be processed and effected on the spot if there are no outstanding dues.
- Withdrawal request received on/after the start of study week (refer to Academic Calendar for dates) will not be processed until the release of the exam results. Furthermore, it is only applicable for students whose status remains active, i.e. students who have not been removed from course.

Course Deferment

- You are strongly advised to consult your Care Person / Course Manager before you explore the option to defer from the course.
- Obtain the “Application for Transfer/Deferment of Course” form from the One-Stop Service Centre (OSC).
- Complete the form and settle all outstanding bills and return all property belonging to TP.
- Submit the duly-completed form together with one of the following documents:
  - Deferment due to Singapore National Service (NS) obligation - NS enlistment letter or rejection letter from the Central Manpower Base on your appeal for NS deferment or a letter from your unit stating your ORD date
  - Deferment due to medical reasons - Medical certification letter from Singapore-registered doctor specialising in the field, stating the medical conditions and the period of rest required
  - Deferment due to other reasons - Supporting documents, if any.
- You are advised to attend classes while waiting for the outcome of your deferment request.
## Refund Policy

The Refund Policy is as follows:

<table>
<thead>
<tr>
<th>Scenario</th>
<th>Refund Details</th>
</tr>
</thead>
<tbody>
<tr>
<td>New students who withdraw before the commencement of an Academic Semester</td>
<td>Full refund of fees less administrative charge of $50.00</td>
</tr>
<tr>
<td>New &amp; Existing students who withdraw within the first week of an Academic Semester</td>
<td>Refund of 75% tuition fee and 100% of examinations, sports &amp; wellness and miscellaneous fees</td>
</tr>
<tr>
<td>After the first week of an Academic Semester</td>
<td>No refund</td>
</tr>
</tbody>
</table>

**Note:** You are liable to pay fees upon the start of the semester regardless of your attendance.

## Course Transfer

- This is only applicable for students whose status is active, i.e. students who have not been removed from the course and have met the Minimum Entry Requirements of the new course. Furthermore, course transfer is subject to individual merit and vacancies.
- Request for course transfer will be accepted after the release of the Semestral examinations results.
- Obtain the “Application for Transfer/Deferment of Course” form from the One-Stop Service Centre (OSC).
- Submit the duly-completed form to the OSC by the first week of the start of the semester.
Subject Exemptions

For full-time students using ITE (Higher Nitec) or Singapore-Cambridge GCE ‘A’ level or GCE ‘O’ level (for applied subjects only)

More details on subject exemptions can be found at IIT website >> TP Students >> Subject Exemptions.

Please read the following instructions and regulations carefully before completing the application form:

- Application for Subject Exemption is open only to newly enrolled Freshman.
- Subject Exemption is not automatic. Eligible students who meet their course subject exemption criteria may apply for subject exemption using the official application form, and can do so only once at the commencement of their course of study.
- Application for subject exemption opens one week before commencement of the semester and will close on the last working day in Week 2 of the semester. Late application will not be considered.
- Only one application per student is allowed. Multiple applications will be rejected.
- Prior learning experience must also not be obtained more than 3 years from the date of application.
- Subject exemption cannot be granted for subjects that were earlier granted exemption in your previous studies. You will also not be considered for subjects which you have attempted in your course of study at TP.
- The Subject Exemption application form can be downloaded from your School website. Submit the completed form to your Course Co-ordinators / Course Manager together with a copy of your ITE or ‘A’ or ‘O’ results. Bring along the original copy of your ITE transcript/Statement of results for all semesters or ‘A’ or ‘O’ level results slips(s) for verification purpose.
- A confirmation on your exempted subjects will be sent to you by post within 3 weeks from the approval date. Please note that you MUST continue to attend lectures and classes for all subjects unless approval for exemption has been granted.
Attendance and Absence during the Semester

Class Attendance

The stipulated polytechnic’s attendance policy requires students to fulfil at least 85% attendance.

Punctuality

Punctuality is expected of all students. In respect to all timetabled classes for which attendance is taken, late comers who come after the official start of the class will have their attendance marked as late. Being marked late in attendance is equivalent to being marked absent. That is, a lesson for which the student is marked late will not be considered part of the 85% attendance.

Absence with Valid Reasons

1. Medical Certificates (MC)
During the semester, all medical certificates (MC) (with Leave of Absence form attached) must be submitted to the dedicated locker for MCs at Block 1 Level 7 within 48 hours of the last day of their medical leave. Only MCs 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. participation in official events or competition) must be submitted to the dedicated locker for LOAs at Block 1 Level 7 with supporting documents accompanying the LOA form at least 14 days before the first day of absence. You must inform the subject tutors concerned and obtain the Course Manager’s or Course Co-ordinator’s approval.

The MC/LOA application form is available from the OLIVE Learning Management System.

You will be notified via your TP email account if your MC/LOA application has been approved.
Absence without Valid Reasons

A student who misses lessons will be issued a warning e-mail and a letter will be sent to his/her parent/guardian.

Students who do not meet the 85% attendance requirement for a subject will be eligible to take the examination for the subject. However, for that subject, a maximum grade of “P” (non-graded pass) with an associated grade point of 1.0 will be awarded.

Subjects for which a student is being non-graded will be published on the website Student Portal » Attendance » Subject Non-grading Notice before the start of the main exam.

Absence from Examinations

MCs for examinations are to be submitted directly to the Registrar via the One-Stop Service Centre within 48 hours from the start of the examination paper for which the student was absent.

Absence from Tests/Assessments

LOA applications due to non-medical reasons which lead to a student missing a test(s) or an assessment(s) will NOT normally be granted.

Students who are absent from any class test (including quizzes, written and lab tests, presentations/demonstrations) or term test must submit an MC from a doctor registered in Singapore. Refer to the section Absence with Valid Reasons above for more details.

Students who miss lab tests due to MC/LOA are expected to do a retest for the missed practical assessment.

If students miss any term test, quiz and/or other written assessments due to MC/LOA, the Course Manager-in-charge of subjects will decide the need for a retest or to pro-rate the continuous assessment component.

Absence on Assignment Due Dates

MC/LOA does NOT cover assignment submission. Therefore, for students on MC/LOA, the usual penalty for late submission of assignments would apply as below:

- Late for less than 1 day: 10% deduction from absolute mark given for the assignment [e.g. 75 marks (100 marks max) becomes 65 marks (with 10% of 100 marks deducted)]
- late >=1 and <2 days: 20% deduction from absolute mark
- late >=2 days: No marks awarded
Diploma in Business Intelligence & Analytics

This course equips you with business intelligence and analytics competencies in 4 identified areas: Analytics Skills, IT Skills, Business Skills and Project Management Skills. You will develop a good IT foundation, business knowledge, business analytics concepts and an in-depth knowledge of business analytics applications.

Course Structure

Level 1.1
- BRM1005 Marketing Fundamentals (4 CUs)
- CCS1001 Effective Interpersonal Communication (2 CUs)
- CIA1C04 Quantitative Analysis 1 (4 CUs)
- CIM1C07 Human Computer Interaction (4 CUs)
- CIT1C05 Problem Solving and Programming (4 CUs)
- CIT1C12 Introduction to Computing (1 CU)
- CIT1C13 Business Information Systems (3 CUs)
- LEA1001 Leadership: Essential Attributes & Practice 1 (1 CU)

Level 1.2
- CCS1003 Information Literacy for Effective Communication (2 CUs)
- CFI1C07 Database Information Systems (4 CUs)
- CFI1C11 Business Process Management (3 CUs)
- CIA1C02 Quantitative Analysis 2 (3 CUs)
- CIA1C03 Analytics Research Methodologies (4 CUs)
- CMC1C05 IT Infrastructure (4 CUs)
- 1 cross-disciplinary subject (3 CUs)

Level 2.1
- CCS1004 The Essentials of Persuasive Presentations (2 CUs)
- CIA2C01 Data Warehouse Modelling (4 CUs)
- CIA2C02 Data Analytics and Presentation (4 CUs)
- CIA2C08 Systems Analysis and Design (4 CUs)
- CIA2C09 Quantitative Analysis 3 (3 CUs)
- CIA2C10 Customer Relationship Management and Analytics (4 CUs)
- LEA1002 Leadership: Essential Attributes & Practice 2 (1 CU)
- 1 cross-disciplinary subject (3 CUs)

Level 2.2
- CCS1002 Communication in the Workplace (2 CUs)
- CFI2C03 IT Project Management (4 CUs)
- CIA2C04 Business Intelligence Concepts and Techniques (4 CUs)
- CIA2C05 Data Mining Concepts and Techniques (4 CUs)
- CIA2C06 Business Intelligence Applications (4 CUs)
- CIA2C07 Predictive Analytics (4 CUs)
- 1 cross-disciplinary subject (3 CUs)
Level 3.1
LEA1003 Leadership: Essential Attributes & Practice 3 (1 CU)
2 elective subjects (4 CUs each)
CMP3103 Major Project (10 CUs)
OR CSI3001 Student Internship Programme (10 CUs)

Level 3.2
CMP3103 Major Project (10 CUs)
OR CSI3001 Student Internship Programme (10 CUs)

Elective Subjects
CFI3E01 Financial Analytics (4 CUs)
CIA2E01 Text and Social Media Analytics (4 CUs)
CIA2E02 Data Governance (4 CUs)
CIT3P51 Web Analytics (4 CUs)
CIT3P71 IT Governance and Service Management (4 CUs)

Career Opportunities
• Business intelligence analysts
• Business analytics specialists / tech consultants
• CRM analysts
• Data mining specialists
• Data warehousing specialists
• Web & social media analysts
• Research analysts
Diploma in Cyber & Digital Security

This course equips you with the technical skills to defend computer systems and applications against attacks and detect security loopholes in the systems. You will also learn the legal aspects of IT security and various security standards to perform security management and audits.

### Course Structure

<table>
<thead>
<tr>
<th>Level 1.1</th>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>CCS1001</td>
<td>Effective Interpersonal Communication (2 CUs)</td>
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<td></td>
<td>CIC1C05</td>
<td>Computer Architecture (4 CUs)</td>
<td></td>
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<tr>
<td></td>
<td>CIC1C06</td>
<td>Data Communications &amp; Networking (4 CUs)</td>
<td></td>
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<tr>
<td></td>
<td>CIM1C07</td>
<td>Human Computer Interaction (4 CUs)</td>
<td></td>
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<tr>
<td></td>
<td>CIT1C05</td>
<td>Problem Solving &amp; Programming (4 CUs)</td>
<td></td>
</tr>
<tr>
<td></td>
<td>CIT1C12</td>
<td>Introduction to Computing (1 CU)</td>
<td></td>
</tr>
<tr>
<td></td>
<td>CMA1C01</td>
<td>Computing Mathematics 1 (3 CUs)</td>
<td></td>
</tr>
<tr>
<td></td>
<td>CMA1C02</td>
<td>Computing Mathematics 2 (3 CUs)</td>
<td></td>
</tr>
<tr>
<td></td>
<td>LEA1001</td>
<td>Leadership: Essential Attributes &amp; Practice 1 (1 CU)</td>
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<td>Enterprise Networking (4 CUs)</td>
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<td>CCD1C03</td>
<td>Basic IT Security (3 CUs)</td>
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<td></td>
<td>CCS1003</td>
<td>Information Literacy for Effective Communication (2 CUs)</td>
<td></td>
</tr>
<tr>
<td></td>
<td>CFI1C07</td>
<td>Database Information Systems (4 CUs)</td>
<td></td>
</tr>
<tr>
<td></td>
<td>CIT1C06</td>
<td>Object-Oriented Programming (4 CUs)</td>
<td></td>
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<td></td>
<td>CIT1C14</td>
<td>Data Structures &amp; Algorithms (4 CUs)</td>
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<tr>
<td></td>
<td></td>
<td>2 cross-disciplinary subjects (3 CUs each)</td>
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</table>

<table>
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<th>Credits</th>
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<td>BLM2007</td>
<td>Legal Aspects of IT (4 CUs)</td>
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<td>CCD2C01</td>
<td>Internetworking Security (4 CUs)</td>
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<td>CCD2C06</td>
<td>Servers Administration &amp; Security (4 CUs)</td>
<td></td>
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<tr>
<td></td>
<td>CCS1004</td>
<td>The Essentials of Persuasive Presentations (2 CUs)</td>
<td></td>
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<tr>
<td></td>
<td>CMC2C15</td>
<td>Operating Systems (4 CUs)</td>
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</tr>
<tr>
<td></td>
<td>LEA1002</td>
<td>Leadership: Essential Attributes &amp; Practice 2 (1 CU)</td>
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<td></td>
<td></td>
<td>1 cross-disciplinary subject (3 CUs)</td>
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<table>
<thead>
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<th>Level 2.2</th>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
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<tr>
<td></td>
<td>CCD2C03</td>
<td>Ethical Hacking &amp; Intrusion Prevention (4 CUs)</td>
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<tr>
<td></td>
<td>CCD2C04</td>
<td>Forensics in Digital Security (4 CUs)</td>
<td></td>
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<tr>
<td></td>
<td>CCD2C05</td>
<td>IT Security Management &amp; Audit (4 CUs)</td>
<td></td>
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<tr>
<td></td>
<td>CCD2C08</td>
<td>Secure Web Applications (4 CUs)</td>
<td></td>
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<tr>
<td></td>
<td>CCS1002</td>
<td>Communication in the Workplace (2 CUs)</td>
<td></td>
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</tbody>
</table>
Level 3.1

CCD2C09  Enterprise System Security and Assurance (4 CUs)
CCD3C01  Security Technology and Innovation (4 CUs)
LEA1003  Leadership: Essential Attributes & Practice 3 (1 CU)
1 elective subject (4 CUs)

CMP3601  Major Project (10 CUs)
OR  CSI3001  Student Internship Programme (10 CUs)

Level 3.2

CMP3601  Major Project (10 CUs)
OR  CSI3001  Student Internship Programme (10 CUs)

Elective Subjects

CCD2E03  Cloud Computing & Security (4 CUs)
CCD2E04  Malware Analysis (4 CUs)
CFI2C03  IT Project Management (4 CUs)
CFI2E01  IT Outsourcing (4 CUs)
CMC2E04  Tourism Informatics (4 CUs)

Career Opportunities

- IT security analysts/specialists
- IT security auditors
- IT security solution developers
- Network & systems specialists
Diploma in Digital Forensics

This course equips you to carry out forensic investigations of incidences and crimes committed using technology. You will learn to collect, examine and reconstruct digital evidence that can be used in court to prosecute criminals who have stolen information, committed fraud, hacked into computers or intruded into the network systems of companies and organisations.

Course Structure

<table>
<thead>
<tr>
<th>Level</th>
<th>Course Code</th>
<th>Course Title</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>Level 1.1</td>
<td>CCS1001</td>
<td>Effective Interpersonal Communication (2 CUs)</td>
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<tr>
<td></td>
<td>CIC1C05</td>
<td>Computer Architecture (4 CUs)</td>
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<td>CIC1C06</td>
<td>Data Communications &amp; Networking (4 CUs)</td>
<td></td>
</tr>
<tr>
<td></td>
<td>CIM1C07</td>
<td>Human Computer Interaction (4 CUs)</td>
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<td>CIT1C05</td>
<td>Problem Solving and Programming (4 CUs)</td>
<td></td>
</tr>
<tr>
<td></td>
<td>CIT1C12</td>
<td>Introduction to Computing (1 CU)</td>
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<tr>
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<td>CMA1C01</td>
<td>Computing Mathematics 1 (3 CUs)</td>
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<td>LEA1001</td>
<td>Leadership: Essential Attributes &amp; Practice 1 (1 CU)</td>
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<td>CCS1003</td>
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<tr>
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<td>CDF1C01</td>
<td>Introduction to Digital Forensics (3 CUs)</td>
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<td>CFI1C07</td>
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<td>Object-Oriented Programming (4 CUs)</td>
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<td>Data Structures and Algorithms (4 CUs)</td>
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<td>1 cross-disciplinary subject (3 CUs)</td>
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<td>Level 2.1</td>
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<td>Enterprise Networking (4 CUs)</td>
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<td>CDF2C01</td>
<td>Digital File Systems (4 CUs)</td>
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<td>GEN1016</td>
<td>Introduction to Psychology of Deviant Behaviour (3 CUs)</td>
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<td>LEA1002</td>
<td>Leadership: Essential Attributes &amp; Practice 2 (1 CU)</td>
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<td>Criminal Procedure for Forensic Analysts (4 CUs)</td>
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<td></td>
<td>CCS1002</td>
<td>Communication in the Workplace (2 CUs)</td>
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<td>CDF2C02</td>
<td>Digital Media Forensics (4 CUs)</td>
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<td>CDF2C03</td>
<td>Network Security and Forensics (4 CUs)</td>
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<td>1 cross-disciplinary subject (3 CUs)</td>
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</table>
Level 3.1  
CDF2C04  Investigation Methodology and Techniques (4 CUs)  
CDF2C05  Application Forensics (4 CUs)  
CDF2C06  Fraud Investigation and Audit (4 CUs)  
LEA1003  Leadership: Essential Attributes & Practice 3 (1 CU)  
CMP3901  Major Project (10 CUs)  
OR CSI3001  Student Internship Programme (10 CUs)

Level 3.2  
CMP3901  Major Project (10 CUs)  
OR CSI3001  Student Internship Programme (10 CUs)

Career Opportunities

- Computer forensics analysts
- Computer forensics investigator/researchers
- Incident response analysts
- IT auditors
Diploma in Financial Business Informatics

This course equips you to be professionals who have both valuable IT skills and sound knowledge of business processes in the banking and financial services industry.

**Course Structure**

<table>
<thead>
<tr>
<th>Level 1.1</th>
<th>Course Code</th>
<th>Course Title</th>
<th>Credit Units</th>
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<tbody>
<tr>
<td></td>
<td>BAF1009</td>
<td>Fundamentals of Accounting</td>
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<td>CCS1001</td>
<td>Effective Interpersonal Communication</td>
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<tr>
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<td>CIA1C04</td>
<td>Quantitative Analysis</td>
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<td>Human Computer Interaction</td>
<td>4 CUs</td>
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<td>Problem Solving and Programming</td>
<td>4 CUs</td>
</tr>
<tr>
<td></td>
<td>CIT1C12</td>
<td>Introduction to Computing</td>
<td>1 CU</td>
</tr>
<tr>
<td></td>
<td>CIT1C13</td>
<td>Business Information Systems</td>
<td>3 CUs</td>
</tr>
<tr>
<td></td>
<td>LEA1001</td>
<td>Leadership: Essential Attributes &amp; Practice</td>
<td>1 CU</td>
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<table>
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<td></td>
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<td>Basic Business Finance</td>
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<td>CFI1C07</td>
<td>Database Information Systems</td>
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<td>CFI1C10</td>
<td>Core Banking and Financial Businesses</td>
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<td>CFI2C02</td>
<td>Business Intelligence Systems</td>
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<td>CFI2C03</td>
<td>IT Project Management</td>
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<td>CFI2C08</td>
<td>Fixed Income and Equities Processing</td>
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<td></td>
<td>CFI2P14</td>
<td>Foreign Exchange and Money Market Processing</td>
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</tr>
<tr>
<td></td>
<td></td>
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<td>3 CUs</td>
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<tr>
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<td></td>
<td>1 elective subject</td>
<td>4 CUs</td>
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Level 3.1
- CFI3C01 Risk & Governance (4 CUs)
- CFI3C02 Wealth Management (4 CUs)
- LEA1003 Leadership: Essential Attributes & Practice 3 (1 CU)
- 1 elective subject (4 CUs)
- CMP3801 Major Project (10 CUs)
  OR CSI3001 Student Internship Programme (10 CUs)

Level 3.2
- CMP3801 Major Project (10 CUs)
  OR CSI3001 Student Internship Programme (10 CUs)

Elective Subjects
- CFI2E01 IT Outsourcing (4 CUs)
- CFI2E05 Derivatives and Structured Products (4 CUs)
- CFI3E01 Financial Analytics (4 CUs)
- CFI3E02 Mobile Banking (4 CUs)
- CFI3E03 Portfolio Performance Management (4 CUs)
- CIA2C10 Customer Relationship Management and Analytics (4 CUs)

Career Opportunities
- Operations analysts (Banking)
- IT/Business analysts
- Financial products settlements specialists
- Financial systems consultants
Diploma in Game Design & Development

The course equips you with the skills to develop exciting and engaging games. You will learn about various aspects of game production, including conceptualising, producing and publishing games. You can then choose to specialise in Advanced Game Development or 3D Game Design & Development to gain further exposure in Game Programming and Game Design.

Course Structure

<table>
<thead>
<tr>
<th>Level 1.1</th>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
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<tbody>
<tr>
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<tr>
<td>CGE1C09</td>
<td>Introduction to Computer Games</td>
<td>3 CUs</td>
<td></td>
</tr>
<tr>
<td>CIC1C05</td>
<td>Computer Architecture</td>
<td>4 CUs</td>
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<tr>
<td>CIC1C06</td>
<td>Data Communications and Networking</td>
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<tr>
<td>CIM1C07</td>
<td>Human Computer Interaction</td>
<td>4 CUs</td>
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</tr>
<tr>
<td>CIT1C05</td>
<td>Problem Solving &amp; Programming</td>
<td>4 CUs</td>
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<tr>
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<td>Introduction to Computing</td>
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<td>Game Modelling</td>
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<td>CGE2C15</td>
<td>Game Math &amp; Physics</td>
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<td>Game Development</td>
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<th>Credits</th>
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<td>CGE2C04</td>
<td>Introduction to Game AI</td>
<td>4 CUs</td>
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<tr>
<td>CGE2C07</td>
<td>3D Game Texturing, Lighting &amp; Animation</td>
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<td>CGE2C17</td>
<td>Game Development Project</td>
<td>4 CUs</td>
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<td>1 cluster elective subject</td>
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<td>4 CU</td>
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<tr>
<td>1 cross-disciplinary subject</td>
<td></td>
<td>3 CUs</td>
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</table>
### Level 3.1
- CGE3C06  Game Production and Publishing (4 CUs)
- LEA1003  Leadership: Essential Attributes & Practice 3 (1 CU)
- 2 cluster elective subjects (4 CUs each)
- CMP3702  Major Project (10 CUs)
  OR  CSI3001 Student Internship Programme (10 CUs)

### Level 3.2
- CMP370  Major Project (10 CUs)
  OR  CSI3001 Student Internship Programme (10 CUs)

### Cluster Elective Subjects

**Advanced Game Development Cluster**
- CGE2E02  Graphics Programming (4 CUs)
- CGE2P11  Advanced Game AI (4 CUs)
- CGE3C02  Mobile Game Programming (4 CUs)

**3D Game Design & Development Cluster**
- CGE2P21  Advanced Game Modelling (4 CUs)
- CGE2P22  Advanced Game Design (4 CUs)
- CGE3P21  Game Engine Scripting (4 CUs)

### Career Opportunities
- Game developers
- Level designers
- 3D game modellers
Diploma in Information Technology

This course will give you a strong foundation in software development and also a broad knowledge base of one of the following areas: Business Analytics or Project Management.

Course Structure

<table>
<thead>
<tr>
<th>Level 1.1</th>
<th>Course Code</th>
<th>Course Title</th>
<th>Credit Units</th>
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<tr>
<td>CIC1C05</td>
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<td>CIT1C05</td>
<td>Human Computer Interaction</td>
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<td>CIC1C05</td>
<td>CIT2C11</td>
<td>Enterprise Solutions &amp; Entrepreneurship</td>
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<td>Advanced Data Structures &amp; Algorithms</td>
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<td>CIT2P44</td>
<td>Dynamic Web Application Development</td>
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<table>
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<td>Enterprise Web Development &amp; Testing</td>
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<td>CIT2P32</td>
<td>Enterprise Security &amp; Application Management</td>
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1 cross-disciplinary subject (3 CUs)
1 cluster elective subject (4 CUs)

**Level 3.1**
- CGE2C09 Software Engineering (4 CUs)
- CIT2C13 Business Systems & Processes Integration (4 CUs)
- LEA1003 Leadership: Essential Attributes & Practice 3 (1 CU)
- 1 cluster elective subject (4 CUs)
- CMP3102 Major Project (10 CUs)
  - OR CSI3001 Student Internship Programme (10 CUs)

**Level 3.2**
- CMP3102 Major Project (10 CUs)
  - OR CSI3001 Student Internship Programme (10 CUs)

**Cluster Elective Subjects (choose two from the same cluster)**

**Business Analytics Cluster**
- CFI2C02 Business Intelligence Systems (4 CUs)
- CIA2C10 Customer Relationship Management & Analytics (4 CUs)
- CIT3P51 Web Analytics (4 CUs)

**Project Management Cluster**
- CFI2C03 IT Project Management (4 CUs)
- CIT3P71 IT Governance & Service Management (4 CUs)
- CMC2P42 IT Service Desk Management (4 CUs)

**Career Opportunities**
- E-commerce/enterprise application developers
- IT business analysts
- Software/system engineers
- Systems analysts
Diploma in Mobile & Network Services

The course grooms you to become an expert in network systems who specialises in either Advanced Internet of Things (IoT) or IT Service Management (ITSM). You will learn to develop IoT applications and be trained in ITSM best practices using the ITSM tools from IBM.

Course Structure

**Level 1.1**
- CCS1001 Effective Interpersonal Communication (2 CUs)
- CIC1C05 Computer Architecture (4 CUs)
- CIM1C07 Human Computer Interaction (4 CUs)
- CIT1C05 Problem Solving & Programming (4 CUs)
- CIT1C12 Introduction to Computing (1 CU)
- CMA1C01 Computing Mathematics 1 (3 CUs)
- CMC1C06 Introduction to Internet of Things (3 CUs)
- LEA1001 Leadership: Essential Attributes & Practice 1 (1 CU)

**Level 1.2**
- CCS1003 Information Literacy for Effective Communication (2 CUs)
- CFI1C07 Database Information Systems (4 CUs)
- CIC1C06 Data Communications & Networking (4 CUs)
- CIT1C06 Object-Oriented Programming (4 CUs)
- CIT1C14 Data Structures and Algorithms (4 CUs)
- CMA1C02 Computing Mathematics 2 (3 CUs)
- 1 cross-disciplinary subject (3 CUs)

**Level 2.1**
- CCD2C06 Servers Administration & Security (4 CUs)
- CCS1004 The Essentials of Persuasive Presentations (2 CUs)
- CMC2C10 Server Side Software Development (4 CUs)
- CMC2C11 Mobile & Wireless Networking (4 CUs)
- CMC2C15 Operating Systems (4 CUs)
- CMC2P23 Internetworking Technologies (4 CUs)
- LEA1002 Leadership: Essential Attributes & Practice 2 (1 CU)
- 1 cross-disciplinary subject (3 CUs)

**Level 2.2**
- CCS1002 Communication in the Workplace (2 CUs)
- CMC2C16 IoT Application Development (4 CUs)
- CMC2C17 Smart Systems Development (4 CUs)
- 3 option subjects (4 CUs each)
- 1 cross-disciplinary subject (3 CUs)
### Level 3.1
- **CCD2E03** Cloud Computing and Security (4 CUs)
- **CMC3C02** Software-Defined Networking (4 CUs)
- **LEA1003** Leadership: Essential Attributes & Practice 3 (1 CU)
- **CSI3001** Student Internship Programme (10 CUs)
  - OR **CMP3402** Major Project (10 CUs)

### Level 3.2
- **CSI3001** Student Internship Programme (10 CUs)
  - OR **CMP3402** Major Project (10 CUs)

### Option Subjects

**Advanced Internet of Things (IoT) Option**
- **CMC2P51** IoT Data Management (4 CUs)
- **CMC2P52** IoT Security & Privacy (4 CUs)
- **CMC2P53** IoT System Design (4 CUs)

**IT Service Management Option**
- **CCD2C05** IT Security Management & Audit (4 CUs)
- **CMC2P41** IT Infrastructure Management (4 CUs)
- **CMC2P42** IT Service Desk Management (4 CUs)

### Career Opportunities
- Mobile system development specialists
- Network administrators/engineers
- Computer systems and server administrators
- IoT application developers
School of Informatics & IT (IIT) Facilities

Learning Laboratories & Learning Spaces

The School of Informatics & IT (IIT) has many learning labs and learning spaces with resources that you need in order to do your assignments and projects. You may use the printers in the learning labs to print your schoolwork; you will have to supply your own paper (not less than 80-gsm).

For more information on the learning labs and learning spaces, see the section on IIT Self Service Portal.

Specialist Centres & Learning Enterprises

IIT has developed a range of specialist centres in collaboration with the industry.

- Advanced Cyber Security Training Facility (in collaboration with MHA)
- Centre for Digital Security & Investigations (in collaboration with MHA)
- Cloud Technology & Innovation Centre (Huawei)
- TP Green Data Centre
- TP-IBM IT Service Management Centre
- TP-SAS Business Intelligence & Analytics Centre
- TP-Thomson Reuters Financial Risk Management Centre
- Human Computer Interaction Centre
- Retail Analytics Centre (in collaboration with IBM)
- The Game Studio (with Autodesk and Unity technologies)

You may read more about these facilities at the IIT Website ›› About Us ›› Competency Units and Specialist Centres.
Our Private Cloud

At the School of Informatics & IT you have the privilege of streaming the software applications that you need for your lessons anytime, anywhere and on any device. This is because we have made use of cloud computing technologies that enable you to have a virtual desktop. Our ITSM Centre will guide you on how to obtain the software you need to enjoy this privilege.

Green Data Centre & TP-IBM IT Service Management Centre

The School manages its IT resources via its Green Data Centre (GDC) and TP-IBM IT Service Management Centre (ITSM). The GDC stores the School’s IT applications in an eco-friendly centre, emphasising an efficient use of energy and optimal use of IT resources. The TP-IBM ITSM is the one-stop service centre to assist students and staff in any IT or administrative matters.
IT Support

IIT Self Service Portal  (http://iit-ssp.iit.tp.edu.sg/default.aspx)

The IIT Self Service Portal is a website that provides technical support information to IIT students.

The website includes:
1. Quick links to useful websites such as
   - the TP website;
   - the Online Interactive Virtual Environment (OLIVE), the online content management system that houses the learning materials and subject information of all TP subjects that you take in a given semester;
   - the Student Portal, which provides access to your class and term test/exam timetables, term test/exam results, learning tasks of LEAP subjects, SEAL point record, attendance record and other information related to academic operations;
   - the SEAL System, an online system that records your CCA participation at TP;
   - the Microsoft DreamSpark™ Premium, the website of a programme which allows you to install Microsoft platform, servers, and developer tools software onto your PC or laptop for educational purposes.

2. Instructions and FAQ on how to
   - log in to the PC system in the lab
   - log in to the Virtual Desktops for lab resources
   - log in to the student Virtual Private Network (VPN) for home access
   - print in the labs
   - report a fault and seek help for lab-related problems

3. Useful information such as:
   - announcements on lab-related matters, such as the opening hours and availability of labs
   - the locations of the lab / learning space
   - rules and regulations for the use of labs / learning spaces
One-Stop Service Centre (OSC)

The One-Stop Service Centre (OSC) 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.

Location
Administration Block 9, Level 2, Lift Lobby C

Operating hours
Mon to Fri, 8.30 am to 5.30 pm

Services
- Replacement of matriculation cards
- Request for Statement of Examination Results
- Certification of TP academic results and diploma certificate
- Collection of diploma by current graduates - dates for collection will be stipulated in the graduand package
- Request for Full-time Student Status Confirmation Letter
- Submission of enrolment documents, financial and non-financial application forms

Various application forms are available for download at the TP website >> One-Stop Service Centre.
Career & Course Advising Office (CCAO)

Established in July 2001, the CCAO provides post-diploma career and course advising services and seeks to enhance TP graduates’ employability.

Location
Student Development Centre
Block 30, Level 1, next to TP bookshop

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

Services
- Guidance on career and further education at local and overseas universities
- A resource centre providing prospectuses, guidebooks, job listings, online materials and career profiling tool
- Events related to career and further education
- Local and overseas student internship opportunities with the industry
- Notice of part-time/full-time career opportunities

CCAO partners our six academic schools to organise activities on career and further education.

Walk-ins
The Resource Centre is open to all students during office hours and CCAO staff will be available for quick questions. For in-person advising, please email ccaohotline@tp.edu.sg for assistance.

Contacts
Tel: 6780-5199
Fax: 6789-4409
Hotline: ccaohotline@tp.edu.sg
## Important Phone Numbers

<table>
<thead>
<tr>
<th>Department / School General Office</th>
<th>Phone Number</th>
</tr>
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<tbody>
<tr>
<td>Career and Course Advising Office</td>
<td>6780-5199</td>
</tr>
<tr>
<td>IT Service Management Centre</td>
<td>6780-6933</td>
</tr>
<tr>
<td>Library Enquiry</td>
<td>6780-5773</td>
</tr>
<tr>
<td>One-Stop Service Centre</td>
<td>6787-8000</td>
</tr>
<tr>
<td>Registrar’s Office</td>
<td>6788-2000</td>
</tr>
<tr>
<td>School of Informatics &amp; IT General Office</td>
<td>6780-5158</td>
</tr>
<tr>
<td>Student &amp; Alumni Affairs Department</td>
<td>6780-5353</td>
</tr>
<tr>
<td>Student Wellness &amp; Counselling Centre</td>
<td>6780-5959</td>
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## Important Websites

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<thead>
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<th>Website</th>
<th>How to Access</th>
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<td>TP Site</td>
<td><a href="http://www.tp.edu.sg">http://www.tp.edu.sg</a></td>
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<tr>
<td>IIT Site</td>
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<td>TP Website ›› Informatics &amp; IT</td>
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<tr>
<td>IIT Site ›› IIT Self-Help Portal</td>
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<tr>
<td>Microsoft DreamSpark™ Premium (Microsoft software downloads)</td>
<td>IIT Self Service Portal ›› Microsoft DreamSpark™ Premium</td>
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<tr>
<td>Student Portal (Exam results, timetable, etc.)</td>
<td>TP Site ›› Full-time Student Portal</td>
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<td>Student Email (Microsoft Office 365)</td>
<td>TP Site ›› Microsoft Office 365</td>
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<td>TP Library &amp; Information Resources</td>
<td>TP Site ›› Library</td>
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<tr>
<td>TP eExam Papers (Past exam papers)</td>
<td>TP Library &amp; Information Resources ›› Exam Papers</td>
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<tr>
<td>TP One-Stop Service Centre</td>
<td>TP Site ›› One-Stop Service Centre</td>
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</table>
Green Environment

TP is committed to caring for the environment. TP's Environmental Policy embodies our commitment to environmentally-friendly practices.

TP’s Environmental Policy

Temasek Polytechnic shall:
- 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.
- Educate staff and students and communicate to suppliers/contractors about environmental issues.
- Wherever practical, purchase goods and services from suppliers that are environmentally responsible.
- 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.
- Integrate the principles of environmental management, pollution prevention, and other related green topics in our curriculum.

Demonstrating Our Care for the Environment

As students of the School, we can show our care for the environment by:
- Reducing wastage of natural resources by switching off PCs, air-conditioners and lights when leaving a lab or classroom, reducing printing, reducing the use of disposable items such as plastic bags and water bottles;
- Reusing resources such as paper and containers;
- Recycling waste such as paper, drink cans and plastic containers;
- Educating people around us about environmentally friendly practices;
- Disposing of waste responsibly and not leaving rubbish on the table when leaving the LT, learning space or canteen.

Let's make our School and TP a clean and green environment to study and work in!
Student Disciplinary Policy

Student Offence Categories
Student offences are categorised into 3 categories, namely, Category 1, Category 2 and Academic-Related Offences.

Category 1 (CAT 1)

CAT 1 offences are serious offences that require investigation by the School Disciplinary Committee. The Committee shall submit its findings and recommendations to the Principal through Registrar. CAT 1 offences include:

<table>
<thead>
<tr>
<th>Category</th>
<th>Type of Offence</th>
<th>Recommended Punitive Actions</th>
</tr>
</thead>
</table>
| 1A       | • Assault and Rioting  
           • Drug-related offence on campus  
           • Religious/racist attacks against staff / students  
           • Sexual assault and outrage of modesty                                                                                                           | Suspension and Warning Letter or any punitive actions deemed appropriate |
| 1B       | • Forgery/Tampering of documents  
           • Theft                                                                                                                                              | Suspension and Warning Letter                                      |
|          | • Consumption of alcohol  
           • Creating nuisance/bringing disrepute to TP  
           • Defamation against staff / students  
           • Fighting  
           • Insubordination and non-compliance to regulations  
           • Possession of weapons  
           • Pornography  
           • Unauthorised soliciting of funds and selling of products  
           • Vandalism and mischief                                                                                                                             | First time Offenders*  
           Warning Letter  
           Repeat Offenders  
           Suspension or Dismissal |

* The minimum penalty is the issuance of warning letter. Schools may, at their discretion, impose a more severe penalty to commensurate with the seriousness of the offence.

Warning letters issued by the School must be copied to the student’s parents for first time offenders. The student is also required to sign an undertaking not to commit any other major or repeated offence again, failing which he/she could be suspended for a semester or dismissed.

For short-term suspension (eg. 2-3 weeks), the period of suspension must not fall within or encroach into the Study Week, Exam or Vacation period.
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 fulfil certain follow-up actions will be required to notify the School when all required follow-up actions have been fulfilled, before Registrar's Office can reinstate the student. The student will be withdrawn from the course of study if Registrar’s Office does not receive the notification and/or student does not fulfil the required follow-up actions upon reinstatement date.

Upon the student’s reinstatement, the School Counsellor shall follow up with the student to ensure that he/she has learnt lessons from his/her mistakes.

Where the Principal decides that further investigation is necessary, he may convene an Inquiry. In accordance with Regulation 9 of the Temasek Polytechnic (Students) (Conduct & Discipline) Regulations 1990 (Amended 2000), the Inquiry Committee shall comprise:

- Registrar (Chairperson)
- Four other members appointed by the Principal

### Category 2 (CAT 2)

CAT 2 offences include:

- a. Dress code violation
- b. Littering
- c. Smoking
- d. Gambling on campus
- e. Playing poker cards on campus
- f. Computer-related offences (except those related to CAT 1A & 1B)
- g. Trespassing into unauthorised areas

The attire guidelines for TP students are as follows:

<table>
<thead>
<tr>
<th><strong>General Occasions</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td>Students must be dressed in a manner that is becoming of a student. This includes neat and tidy hairdo, appropriate clothes and footwear.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th><strong>Laboratories / Workshops</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td>Students must comply with the stipulated dress code for the respective laboratories and workshops, particularly those for safety and protective reasons.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th><strong>Headgear</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td>Students must be readily identifiable at all times. Therefore, any forms of headgear that prevents this are not permitted.</td>
</tr>
</tbody>
</table>
The ‘No Smoking’ boundary extends to the following areas:
   a. All overhead bridges and bus stops along Tampines Avenue 1; and
   b. Areas at Bedok Reservoir Park close to TP boundary.

Offences in CAT 2 carry a warning letter for the first offence, and a $50 fine for subsequent offences of the same nature. The fines collected would be channelled to CCN and/or TP administered bursary funds.

**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 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 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 for cheating on coursework will be given zero for the affected component of the subject.

**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
Copyright Issues

>> Copyright Notice

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. 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.

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

TO TP FRESHIES

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 feel free to consult your lecturers for clarification. Please do NOT assume what you are copying is ok.
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Studying at a polytechnic can be challenging and stressful at times. Here are some tips on studying more effectively and productively to make your polytechnic life a more enjoyable experience.

**Tips**

**Study Smart & Save Time**

**Be informed and organised.**
- Keep a planner to note information such as assignment requirements and deadlines, appointments, and exam dates.
- Check for updates on OLIVE and the Student Portal.
- Check your TP student email account regularly.

**List, prioritise and break down your tasks.**
- List and prioritise tasks into urgent, important and not urgent.
- Break large assignments into smaller, more manageable portions.
- Estimate the amount of time to spend and set deadlines for each portion.

**Manage time effectively and efficiently.**
- Establish a routine - study at a regular time and in a regular place.
- Study in blocks of 1 to 2 hours and take short breaks in between.
- Use time between classes to complete smaller tasks, e.g. doing a few tutorial questions.

**Make the best of your class time.**
- Before class, read your notes from the previous session and the content to be covered in the current session.
- Prepare to ask questions and participate. Take good notes in class.
- Go over your notes again within 24 hours of the class.

**Make useful brief notes.**
- Make notes of key ideas; underline or highlight important ones.
- Use colours and pictures to create mind maps.
Make a Difference!

A new journey in your life has just begun here at [IT]. The next three years will present you with endless opportunities to explore, discover and experience new horizons.

So, make the most of these three years to grow and become an individual who dares and cares to make a difference in your own life and in the lives of people around you.

Compassion
(No one has ever become poor by giving.
—Anne Frank)

→Make it your goal to participate in a community project, local or overseas.

Action
(If you have time to whine and complain about something then you have the time to do something about it.
—Anthony D'Angelo)

→Make a plan to learn a new skill.

Respect
(Men are respectable only as they respect.
—Ralph Waldo Emerson)

→Consider what acts of kindness you could do each day.

Engagement
(If you think you're too small to make a difference, you've never been in bed with a mosquito.
—Michelle Walker)

→Think of small steps that you can take to support some worthy causes, such as volunteering your time to tutor underprivileged children, reducing (e.g. plastic/paper bags) and recycling (e.g. paper, drinking cans, glass) for a greener environment.

C.A.R.E

Two roads diverged in a wood, and I,
I took the one less traveled by,
And that has made all the difference.
(Robert Frost)
The information in this handbook is accurate at the time of printing. Temasek Polytechnic School of Informatics & IT reserves the right to withdraw or revise any information without prior notice.