FOOD, NUTRITION
& CULINARY SCIENCE

PHARMACEUTICAL
SCIENCE

School of Applied Science
AY 2022/2023
Student Handbook
Temasek Polytechnic

MEDICAL
BIOTECHNOLOGY

CHEMICAL
ENGINEERING

VETERINARY
TECHNOLOGY

SCHOOL OF APPLIED SCIENCE

Student Handbook AY 2022/2023

Name : ....

Admission No. : ....

Course : ....

Address : ....

....

Tel No. : (H) ....

(HP) ....

In case of emergency, please notify :

....

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DIRECTOR'S MESSAGE

Living with the pandemic has taught us much. We've gone ageless and digital, creating very different ways for students to learn and for staff to teach. Heartened to share that our School of Applied Science (ASC) is Future Ready Today…

• Students have the option to attend hybrid tutorials on site or online – Under the "Hyflex Digital Factory" project, those who are kept away due to stay-home-notice, etc, shall miss class no more. Staff can now concurrently engage on-site and online students, giving them due attention for effective learning…

• Student leaders have learnt how to generate e-memos, e-forms, e-risk assessments and e-signatures, speeding up the approval of student-led activities…

• Where social gatherings and tours of research centres need to be replaced by home-made videos, students and staff have stepped up in their ability to create engaging digital content, delivered from the heart just to stay in touch with one another…

Every student shall be nurtured and given a chance to explore various opportunities. We take pride in having alumni such as Ms Viyshnatulasiy, recipient of the 2021 Lee Hsien Loong Outstanding All Round Achievement Award (and many other awards). ASC shall continue our endeavour to bring effective, skills-based and all-rounded learning to students.

The academic year in 2022 sees the launch of new common subjects for Year 1 ASC Pre-Employment Training (PET) students. PET students can look forward to applying scientific knowledge in areas that affect our lives – digitalization, sustainability, nutrition and health, etc. Adult learners can look out for new exciting courses under our Continuing Education & Training (CET) programmes.

To round off, I would like to share with you the voices of our ASC Senior Management. We look forward to fostering closer ties with the industry and mentoring students through another year of fun and self-discovery…

"When love and skill work together, expect a masterpiece – John Ruskin" – a favourite quote for Dr Loh Gin Hin, Deputy Director

"Be open to see the opportunities, then be game!" – Dr Wuang Shy Chyi, Deputy Director

"Curiosity is a powerful tool for learning. Be inquisitive and discover the joy of learning." – Dr Leong Meng Fatt, Assistant Director

"Be a change-maker. It is not the brightest or strongest who will succeed, but those who show resilience and grit." – Mr Tan Keng Beng, Assistant Director

Cheerio!

Goh Lay Beng (PhD)
Director, School of Applied Science

School of Applied Science Milestones

| Year	Academic Developments & Initiatives	Technical Facilities & Competencies
2000 - 2003	• Applied Science School was established • Mrs Soon-Ong Meng Wan appointed as School Director • School Advisory Committee was established • 1st Intake for: • Diploma in Applied Food Science & Nutrition • Diploma in Biotechnology • Diploma in Chemical Engineering • Diploma in Consumer Science & Technology • Diploma in Biomedical Science	• Opening of: • TP Hydroponics Greenhouse • Aquaculture Workstation • Food Preparation Laboratory • Food Product Development Laboratory • Developed: • Glycemic Index (GI) Testing • Traditional Chinese Medicine (TCM) Analysis • Hydroponics Orchid Growth System
2004 - 2007	• 1st Intake for: • Diploma in Baking & Culinary Science • Diploma in Veterinary Technology	• Institutional Animal Care and Use Committee (IACUC) was established • Opening of: • Temasek Animal Facility • Temasek Applied Science Research Centre • KoolWerkz Ice Cream Training Factory • Tissue Culture Plantlets Production Training Unit • Developed Singapore's 1st low GI bread
2008 - 2009	• 1st Intake for Diploma in Pharmaceutical Science	• Attained Singapore Accreditation Scheme (SINGLAS) accreditation for functional food testing, and chemical and biological testing • Opening of: • Culinary Laboratories • Glycemic Index Research Unit • Bistro Walk Training Café
2010 - 2013	• Dr Lee Chee Wee appointed as School Director • Rebranded as School of Applied Science • 1st Intake for: • CET Diploma in Applied Science (Chemical Technology) • CET Diploma in Applied Science (Forensics) • CET Diploma in Applied Science (Aquaculture) • Specialist Diploma in Environment & Water Technology • Skills Certificate in Pet Care and Management	• Opening of: • Agilent Partner Laboratory in SEA & Korea region • TP Animal Clinic • Centre for Applied Nutrition Services (CANS) • Deli Delite Training Food Kiosk • TP-InvitroCue Toxicology laboratory • Developed 1st local Asian food GI database
2014 - 2016	• Discontinued Diploma in Consumer Science & Technology • 1st Intake for: • BOOST (Biologics Overseas Skills Training) programme (in conjunction with WDA, EDB) • Specialist Diploma in Biopharmaceutical Technology • Specialist Diploma in Laboratory Management & Instrumentation	• Institutional Review Board (IRB) was established • 1st commemorative cookbook, Singapore Hawker Classics Unveiled (supported by SG50 and NHB) • Opening of: • Centre of Innovation for Complementary Health Products (COI-CHP)

School of Applied Science Milestones

Year	Academic Developments & Initiatives	Technical Facilities & Competencies
2014 - 2016	• Surge Research & Education (SuRE) Programme • Specialist Diploma in One Health (in collaboration with AVA, MOH and NEA)	• Centre for Aquaculture & Veterinary Science (CAVS) • Village Café Social Learning Enterprise

2017 - 2018	• President's Award for Teachers 2018 Awarded to ASC's Ms Tan Lay Khee
	• Launch of the Joint-Poly Diploma in Applied Science (Medical Laboratory Science)
		• Opening of:
		  • Centre for Traditional Medicine (CTM)
		  • Centre for Molecular Diagnostic(CMD)
		  • Bistro Lab Training Cafeteria and Production Kitchen Facility
		• Hosted Sustainable & Liveable Garden City @Pavilion, Bedok Reservoir Park
		• Launch of eco-friendly park bench at Bedok Reservoir
		• Organised the inaugural Laboratory Medicine Conference

2019 - 2021	• Dr Goh Lay Beng appointed as School Director
	• ASC's Mr Zhang Pengchi was a finalist for the President's Award for Teachers 2020
	• Hyflex Learning Space - 1st TP Digital Factory Project for Teaching & Learning
	• Merger of Diploma in Biomedical Science and Diploma of Biotechnology to form Diploma in Medical Biotechnology
	• Merger of Diploma in Applied Food Science & Nutrition and Diploma in Baking & Culinary Science to form Diploma in Food, Nutrition & Culinary Science
	• Launched RNA Virus Molecular-Based Testing Training course in end 2020 and trained 236 students by end of 2021
	• 3 CET short courses on Sustainable Materials and 4 CET Certification courses was approved, with potential integration into TP/ASC's stackable Sustainability CET course program (Collaboration with ACI-SC)
	• 1st Intake for:
	  • Diploma in Food, Nutrition & Culinary Science
	  • Diploma in Medical Biotechnology
	  • CET Diploma in Applied Science (Veterinary Technology)
	  • Specialist Diploma in Veterinary Wellness Care
	  • Work-Study Certificate in Hawkerpreneurship
	  • Up-Skill in Aquaculture Technology
	  • Inspection & Repair of Concrete Structure (for HDB Officers)
		• Hosted:
		  • ACI-ASConference 2019 (Jointly organized by TP/ASC & ACI-SC (American Concrete Institute-Singapore Chapter))
		  • Inaugural WorldSkills Singapore (WSS) for Chemical Laboratory Technology (CLT) trade
		  • Joint Polytechnic/ITE Pharmaceutical Science e-Forum
		  • Inaugural Singapore-Shizuoka Agri-food Forum (SSAFF)
		• Opening of:
		  • Centre for Urban Sustainability (CUS)
		  • Centre for Research and Opportunities in Plant Science (CROPS)
		  • Aquaculture Innovation Centre (AIC) (Centre of Innovation)
		  • Urban Fungi Development Lab (Salt Asia Pte Ltd)
		  • Microbiome Lab @Applied Science School (NUS Department of Surgery; Yong Loo Lin School of Medicine)

2022 (Jan)	• Hyflex Learning Space was give MOE's endorsement for the UNESCO King Hamad bin Isa Al-Khalifa Prize • 1st Intake for Air Pollution Control course (for NEA personnel)	• TP has been awarded a major government RIE Innovation Infrastructure Grant for the Phase 2 development of COI-CHP between 2022 and 2024

Director

Dr Goh Lay Beng
Director
School of Applied Science
X1822

Deputy/Assistant Directors & Heads

Dr Loh Gin Hin
Deputy Director/
Quality Development & Planning
X5373
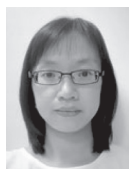
Dr Wuang Shy Chyi
Deputy Director/
Technology Development
X6219

Dr Leong Meng Fatt
Assistant Director/Academic
Development & Technology
Management
X6214

Mr Tan Keng Beng
Assistant Director/Student
Development
X5287

Dr Kalpana Bhaskaran
Head/Centre for Applied
Nutrition Services
X5355

Ms Lim Petrina
Head/Translational Projects
X6204

Dr Tian Feng, Edmund
Head/Centre of Innovation
for Complementary
Health Products
X4165

Dr Wong Sook Fun
Head/Centre for
Urban Sustainability
X6217

Dr Jason Chang
Head/Centre for
Aquaculture & Veterinary
Science
X6228

**Dr Patel Kadamb
Haribhai**
Head/Centre for Research &
Opportunities in Plant Science
X6203

Chemical Engineering

Dr Miao Huang
Course Chair
Diploma in Chemical Engineering
X4163

Food, Nutrition and Culinary Science

Mr Zhang Pengchi
Course Chair
Diploma in Food, Nutrition and Culinary Science
X6209

Medical Biotechnology

Dr Chan Giek Far
Course Chair
Diploma in Medical Biotechnology
X4196
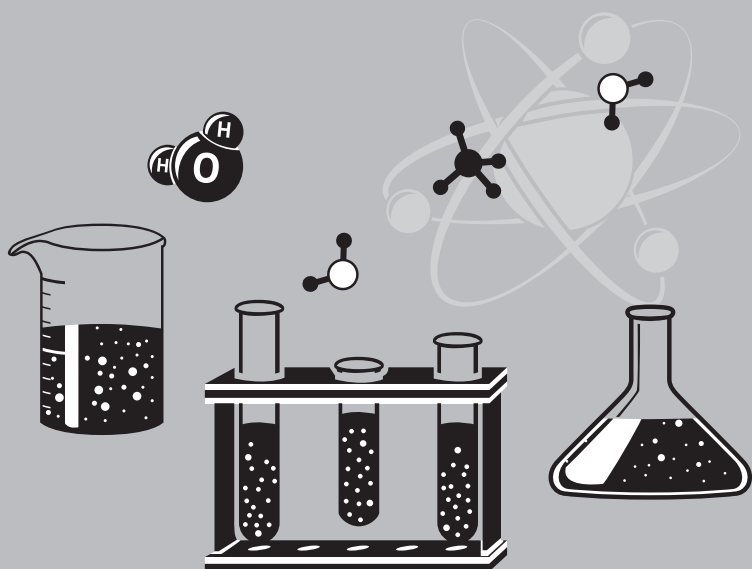
Pharmaceutical Science

Dr Foo Chun Shin @Maisha
Course Chair
Diploma in Pharmaceutical Science
X4288

Veterinary Technology

Ms Koh Seow Wei, Valerie
Course Chair
Diploma in Veterinary Technology
X1854

GENERAL INFORMATION

2 ACADEMIC MATTERS

Life @ ASC

At ASC, students undertake a broad-based training through the integration of various disciplines using modes of authentic learning such as project-based learning, simulated practice and workplace learning. For selected subjects where Problem-based learning is employed, students identify their own learning gaps, conduct research, and construct solutions to solve the problem. We challenge our students to widen their perspective and embrace a global outlook through overseas community and industrial projects, as well as overseas internship programmes.

Learning also takes place beyond the classrooms. Some diplomas employ workplace learning training programmes in the related on-campus Learning Enterprises (such as Bistro Lab cafeteria and TP Animal Clinic & Wellness), as well as external organisations such as retail pharmacies. These equip our students with the necessary skills, attitudes and knowledge to deepen students' skills and enhance employability.

Diploma Courses at School of Applied Science

The School of Applied Science is entrusted to develop and conduct diploma courses, which emphasize the effective application of applied sciences in the applied sciences industries. Currently, the School offers five full-time courses for GCE "O" and "A" level qualification holders. The role of the School is to ensure that graduates of its courses are equipped with the necessary technical skills and knowledge for the relevant industry. In addition, graduates should also be able to work independently as well as work as an effective member of a team.

All courses emphasize the development of problem solving, communication and team working abilities. Opportunities are provided for students to exhibit their creative thinking through project based assignments and final year projects. The School works closely with employers to ensure that the curriculum of its courses remain relevant to industry needs. Students are also attached to various business and industrial organizations during the Student Internship Programme to gain first hand experience of the realities of industry demand.

The five diplomas courses offered are:

Diploma in Chemical Engineering –
https://www.tp.edu.sg/schools/asc/chemical-engineering

Diploma in Food, Nutrition and Culinary Science –
https://www.tp.edu.sg/schools/asc/food-nutrition-and-culinary-science

Diploma in Medical Biotechnology –
https://www.tp.edu.sg/schools/asc/medical-biotechnology

Diploma in Pharmaceutical Science –
http://www.tp.edu.sg/schools/asc/pharmaceutical-science

Diploma in Veterinary Technology –
http://www.tp.edu.sg/schools/asc/veterinary-technology

Learning Modes

Lectures

E-lectures may be conducted synchronously on Microsoft Teams or asynchronously through e-recordings. Alternatively, face-to-face lectures are conducted in groups of about 100 students and are usually delivered in lecture theatres.

Tutorials

Tutorials are conducted in groups of about 25 students. Tutorial worksheets, where appropriate, will be given one week in advance for students to prepare for the lesson. During tutorials, students will participate in activities outlined by their lecturers. Activities could include group discussions and peer-tutoring sessions among the students themselves. Students may be asked to present their findings or mini-projects to the class.

Laboratories

Laboratory sessions are held for all science subjects. They usually last for 2 to 3 hours. Students are expected to participate in hands-on activities such as experimental techniques, experimental tests and project work (if relevant). Students should observe all laboratory rules and regulations and be aware of safety issues at all times whilst in the laboratory.

Problem-based Learning (PBL)

Problem-based learning (PBL) is a teaching and learning methodology that encourages students to enquire, problem-solve and work effectively in teams. The problem-driven curriculum in PBL captures the students' attention and sustains their academic interest by challenging them to seek solutions to given problem scenarios from the multiple perspectives offered by the team members. The essence of enquiry requires them to seek evidence to support, refute or throw doubt on a hypothesis or proposed solution. This process helps the students to develop an open but questioning mind much valued in the science classroom.

Bring Your Own Device (BYOD)

All students are required to bring their own notebooks for lessons. They will be able to:

- Access e-resources such as e-text books, videos, and educational apps.
- Conduct online research and work on their assignments using their own devices.
- Accessibility to course-specific software whenever feasible.
- Contribute towards a greener environment.

For details on which notebook to buy, please refer to https://www.tp.edu. sg/life-at-tp/tp-students-digital-access-it-matters/students-it-needs.html

Students who face technical issues are encouraged to visit TP's IT Service Management Centre (East Wing Building, Blk 1A, Level 4), which will be able to provide one-stop service.

The operating hours of the Centre are from Mondays to Fridays, 8.30am – 6pm daily.

Microsoft 365 Student Use Benefits

Students enrolled in Temasek Polytechnic can install Microsoft Office software for free on their personal computers through the Microsoft 365 Student Use Benefits programme.

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

- Word 2016
- Excel 2016
- PowerPoint 2016
- OneNote 2016
- Access 2016
- Skype for Business 2016
- Publisher 2016
- Outlook 2016
- InfoPath 2013

Students can install the software on up to five computers, including Windows and Mac. Students can also access Office mobile applications on iPhones and Android phones. The software has the same features and functions as other versions of Office and can be used offline. However, students must connect to the Internet once every 30 days to verify that they are still eligible for the programme.

Class Duration

Although each lecture/tutorial is allocated a time slot of 1 hour, the lesson proper lasts for about 50 minutes. The remaining 10 minutes are for students to hand in their assignments and transit from one class to the next so as to ensure that all classes start on time.

Class Attendance & Punctuality

Students must satisfy a minimum of 85% attendance. Students who exceed the maximum number of non-attendance sessions could be given a Pass/Fail grade only.

Students will be marked as 'Late' once they report beyond the stated start time of the lesson. Both 'Late' ('L') and 'Absent' ('A') records will be considered as non-attendance and counted towards the computation of attendance requirement for non-graded pass penalty.

Submission of Assignments

Assignments should be handed in on time. If a student has a valid medical certificate (MC) or leave of absence (LOA), the assignment should be handed in on the day that the student is back at school. You can refer to each subject's study guide for the guidelines regarding the submission of assignments for tutorials or laboratory classes.

Class Participation

Class participation is an important factor that contributes towards the final assessment of a student in a particular subject. Factors that count towards the assessment of class participation include a positive attitude towards learning, an inquiring mind, active participation during classes, attentiveness and a motivation to do supplementary reading to complement the information provided in lecture notes.

Assessment Methods

Various methods of assessment are used in the school. These include tutorial assignments, worksheets, practical reports, laboratory techniques, oral presentations, project interviews and reports, quizzes and tests. They may be used individually or in part with other methods for lecturers to gauge the students' understanding of the subject more accurately. More importantly, they also provide feedback for students to analyze their own strengths and weaknesses and to monitor their progress in a particular subject. Other reasons for conducting assessments are to ascertain a student's ability to progress from one part of the course to another (e.g.

from one semester to the next), to grant honours/awards to outstanding students and to confirm students' competency in a field of knowledge or practice.

Students are advised to refer to the section on Academic Systems for details governing the passing or failing of a subject and for matters concerning promotion to subsequent years of study.

Semestral Examinations

All subjects, unless stipulated otherwise, will have an end-of-semester examination of up to 2 hours. These will be held in August during the April semester and in February during the October semester. Questions may include multiple-choice, structured and essay-type questions.

Continuous Assessments

Non-examination subjects do not require students to sit for examinations at the end of each semester. For such subjects, lecturers will have a system of continuous assessments. Lecturers will look out for students' participation in discussions, initiative to contribute ideas, punctuality, role-play involvement and other important observable attributes. Students will be briefed regarding the marking scheme at the beginning of the term. An example of a non-examination subject is Effective Communication.

Continuous assessments are also used in examination subjects as part of the on-going monitoring of students' progress. They include the assessment of assignments that are submitted during tutorials and practical sessions.

Marking Scheme

The assessment scheme for each subject will be given in the study guide for each subject and explained during the subject briefing. It is strongly recommended that students familiarize themselves with the assessment scheme.

Missing Assessments with valid MC/LOA

Please note that if the MC or LOA falls on a date where there is a quiz, test or other forms of assessment, it is the responsibility of the student to find out from the subject leader the date of reassessment. Failing which, no marks will be given to the student for that assessment.

Student Internship Programme

The objective of the Student Internship Programme (SIP) is to provide students with the opportunity to relate their academic learning in the course of study to a relevant work environment. This experience will facilitate their ability to adapt when joining the workforce in the future.

SIP is usually carried out with local host organisations in a relevant industry where students undertake various activities assigned and experience problem solving in practical, real-life situations. Alternatively, SIP can be carried out overseas (OSIP) whereby students are given the opportunity to gain an international outlook while gaining practical experience and life skills in a real work environment overseas.

Students are required to work in the industry for a period of 20 to 26 weeks and thereafter to submit a written report of the work done. During the industrial attachment, students will perform the duties assigned to them and abide by the rules and regulations of the company to which they are attached.

3 ACADEMIC SYSTEMS

TP CURRICULUM

The TP curriculum comprises of TP Fundamentals (TPFun) subjects, Diploma Core subjects and Diploma Electives cluster subjects. Together, these subjects prepare students to be responsible people and skilled professionals. The TPFun subjects imbue students with core competencies to lead, communicate, create and collaborate. Through these subjects, students attain a mastery of skills and passion for lifelong learning, and are equipped to contribute positively as citizens. All students will take the TPFun subjects starting from their first year. They comprise the following subjects:

Leadership Fundamentals (LEADFUN)
Career Readiness (CARE)
Innovation & Entrepreneurship
Current Issues & Critical Thinking
Global Studies
Guided Learning
Sports & Wellness
Communication Skills
Student Internship Programme

FEATURES

1. Credit Units

Every subject is assigned credit units (cu). These credit units are a measure of students' workload and reflect the scheduled contact hours for a particular subject. In any subject, 1 credit unit is assigned 15 hours of work. Hence, if a subject were assigned 4 credit units, students taking the subject would have a 60-hour (15 x 4) workload.

2. Award of Credit Units

Before the assigned credit units are awarded, students must have passed the subject assessments and fulfilled the required attendance at lessons.

3. Credit Unit Requirements in Each Semester

The Minimum Rule

In a semester, each student must take subjects that collectively award a minimum of 15 credit units. This minimum rule applies to students in all schools.

The minimum rule also applies to international students. In addition, this group of students is governed by the regulation of the Singapore Immigration & Registration (SIR) Department, which specifies the minimum number of contact hours they must have each week.

However, in the following situations, the minimum rule **will not** apply:
• When students are on Student Internship Programme during a semester
• When senior students are about to complete their course of study and require fewer credit units to fulfill the overall graduation requirement for the course

The Maximum Rule

In a semester, each student may take subjects that collectively award a maximum of 26 credit units. This maximum rule applies to all courses in ASC.

At the discretion of the School Director, a student may be allowed to take more than the School's maximum workload in one semester. However, this student must have good academic standing.

4. Credit Unit Requirement for Graduation

To graduate, a student must acquire the stipulated minimum credit units of coursework for the diploma programme.

5. **Student Classification by Level of Study**

Students are classified according to the level of study they are pursuing in any one academic year. All students admitted into TP, except for those who are given advanced standing, are automatically classified as 'Freshmen'. The table below shows the student classification and requirements for promotion to the next level or graduation.

Student Classification	Requirements for Promotion to the Next Level/Graduation	Remarks
Freshman	All registered students who have fulfilled less than 40 credit units of work.	These do not include students who are given advanced standing.
Junior	All registered students who have fulfilled 40 credit units or more but less than 80 credit units of work.	-
Senior	All registered students who have fulfilled 80 credit units or more of work.	-

6. **Letter Grades**

The quality of students' achievement in each subject is indicated by letter grades. Letter grades are assigned numeric grade values called 'grade points'.

The table below shows the grading system with the letter grades and their corresponding grade points. The grade points are used to calculate the Grade Point Average (GPA).

Letter Grade	Descriptor	Grade Point
Z	Distinction (Up to top 5% of candidates taking the subject may be awarded Z)	4.0
A	Excellent	4.0
B+	Very Good	3.5
B	Good	3.0
C+	Competent	2.5
C	Satisfactory	2.0
D+	Pass	1.5
D	Marginal Pass	1.0
F	Fail	0
P	Pass Supplementary	1.0

7. **Common Subject Passing Rule**
   A common 'Subject Passing Rule' is adopted by all schools. Students need to obtain at least 50% of the subject marks in order to pass it.

8. **Attendance Requirement**
   There will be no debarment against students who fail to attain at least 85% attendance requirement. Students who do not meet the attendance requirement for a subject will be eligible to take both the semestral examination, and where applicable, special assessment for the subject. However, affected subject for which attendance requirement of 85% is not met will be awarded with a maximum grade of "P" (non-graded pass) at the semestral examination or special assessment, with an associated grade point of 1.0.

9. **Admission of Students to Examinations**
   Permission to sit for an examination is based on the following conditions:
   - All fees due to the Polytechnic have been paid.
   - The requirements of the course leading to the examination have been fulfilled.
   - The student is neither in breach of the Polytechnic's rules and regulations nor under disciplinary action.

10. **Grade Point Average (GPA)**
    A student's 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 the student's academic achievement in the course. Both the Semester GPA and Cumulative GPA are calculated. The grades for certain TPFun subjects (e.g. CARE) will not be included in the calculation of GPA.

    > **The formula for calculating the GPA:**
    > **GPA = <u>sum (credit units assigned to subject X subject grade point)</u>**
    > **sum (credit units assigned to all subjects allocated)**

    The Cumulative GPA will be computed using the latest attempt of passed subjects.

11. **Re-Taking (Repeating) a Subject**
    A student who fails a core subject in main assessment must re-take the subject when it is next offered. The student must attend lessons and complete all coursework assignments for that subject to attain a new subject grade.

12. **Number of Attempts Permitted for Re-Taking Subjects**
Core Subjects
A total of 2 attempts are allowed for each subject. If a student fails to attain a pass within 2 attempts, he/she would be removed from the course.

Elective Subjects
A total of 2 attempts are allowed for each subject. If a student fails to attain a pass within 2 attempts, he will not be allowed to choose the same Elective again.

13. **Eligibility Criteria for Taking Subjects at a Higher Level**
Students must have completed the required credit units for subjects at a lower level before they can proceed to take corresponding subjects at a higher level. For example:
- To be eligible for a Level 2 subject in his diploma of study, a student must have completed at least 20 credit units. These include credit units from corresponding prerequisite Level 1 subjects.
- To be eligible for a Level 3 subject in his diploma of study, a student must have completed at least 60 credit units. These include credit units from corresponding prerequisite Level 1 and Level 2 subjects.

14. **Academic Standing**
- **Proceed to next semester**
  - Students who have passed all subjects in current semester, or
  - Students who failed a TPFun subject

- **Proceed to next semester (Academic Warning)**
  - Students who failed at least one core subject after the semestral examination/special 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

- **Removed**
  Students who have met the removal criteria

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

- **Completion course of study**
  Students who have met the stipulated course graduation requirements.

15. **Criteria for Removal from Course of Study**

    Students will be recommended to the Board of Examiners for removal from their course of study based on any of the following conditions:

    - Failure to pass a diploma core subject or required diploma elective subject in 2 attempts
    - Cumulative GPA is less than 1.0 for 3 consecutive semesters
    - Failure to fulfill graduation requirements within 10 semesters of study (this refers to students who are not granted exemptions)

4 STUDENT CODE OF CONDUCT

At Temasek Polytechnic, students form a big part of our family. Besides helping you to succeed academically, we also care for your character development. As you go through your diploma journey in Temasek Polytechnic, you will face new challenges and choices and may find yourself in unexpected circumstances.

This code of conduct shall serve as a guide for your conduct in both academic and non-academic aspects of your Polytechnic life. You are expected to:

a. treat one another with mutual respect and dignity in interactions and communications;
b. conduct yourself in ways that promote a safe, respectful and harmonious community in and out of the campus; and
c. uphold the good reputation of Temasek Polytechnic.

Respect yourself:

- Build and uphold personal integrity by being truthful and honest in your own actions.
    - Seek help from your Care Person or Tutor early if you face any difficulty, instead of being dishonest in submitting course work that is not entirely your work. Give acknowledgement to all original sources of work, where applicable.
    - Do not attempt to cheat during tests and examinations. The penalty for doing so is heavy.
    - Do not falsely represent yourself as acting on behalf of the Polytechnic and engage in any activity or conduct with the intent to obtain benefit through that false representation.
- Observe proper decorum.
- Dress appropriately. Remember this is an Institution of Higher Learning.
- Be on time or early for lessons. Punctuality is important in life and in the working world.

- Attend all your classes. You made the choice to pursue a Polytechnic education, so respect your decision and put in the effort to study and work diligently.
- Learn to curb impulsive decisions. If it has happened, admit your mistakes and make amends. Be responsible.
- When in doubt of the right decision, always consult your Care Person or Tutor. They do have more experiences in life and so, will be better able to advise you accordingly.

Respect others:

- Be considerate to others and respect the diversity of cultures, races and religions. Treat others as you would want to be treated.
- Inspire others to do better, and not incite them to break rules. Showcase your skills through proper leadership channels and brighten your future.
- Refrain from any conduct that demeans, intimidates, threatens, harasses or injures any individual, such as bullying, fighting, making derogatory remarks, sexual misconduct (e.g. sexual assault, outrage of modesty).
- Inform your Care Person, Tutor or Course Chair if you see or encounter any such misconduct. You can also report such misconduct to the campus security at 67805999.

Abide by the law, rules and regulations:

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

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

Social Media guidelines

Temasek Polytechnic supports and encourages students and staff to exercise proper etiquette in your dialogues with the online community. These guidelines are intended to provide a practical and helpful framework to guide TP students and staff in their online engagements. If you are creating or participating in social media activities, these guidelines are for you. Social media platforms include, but are not limited to, blogs, discussion forums, micro blogs (Instagram, Twitter, Facebook, and LinkedIn), photo and video sharing sites, podcasts, RSS feeds, social networks, web chat tools and Wikis.

Guidelines
Know Temasek Polytechnic Website's Terms of Use at https://www.tp.edu.sg/termsofuse

Be yourself
Display integrity and honesty. As long as you are a student or staff of Temasek Polytechnic, you are an ambassador of the institution and should project a positive online image at all times. You must use your real name and identify your relationship with the polytechnic. Do not use someone else's identity nor contribute to discussions anonymously.

Use of disclaimer
If you publish your personal views online that make references to Temasek Polytechnic, it is recommended that you include a disclaimer as follows: "The opinions and positions expressed on this site are my own and do not necessarily reflect Temasek Polytechnic's views." This would especially be applicable if you have a blog, website and/or social media pages for your CCA, club, diploma or Student Interest Group (IG) that could be linked to TP.

Do not plagiarise
When posting content that is not your own, add a reference to its source. The reference should include the date the original content was produced, and the source from which it was obtained. By passing off content that belongs to someone else as your own, you can be charged with infringement of copyright laws.

Protect confidential and proprietary information
Be mindful of what you publish online. Ensure that the necessary citations are

documented, hyperlinks are not leading to inappropriate content, videos are captioned and transcripts are available. Likewise, do not discuss or disclose confidential and proprietary information pertaining to Temasek Polytechnic.

<u>Respect your audience</u>
Do not post materials or content that is defamatory, derogatory, infringing, indecent, misleading or unlawful. Do not engage in objectionable or inflammatory topics, such as race, politics and religion. Temasek Polytechnic reserves the right to remove comments or block users from its official social media platforms if they are in breach of the Polytechnic's Code of Conduct for students and staff, and to take disciplinary action where necessary.

<u>Value add</u>
Before posting anything online, take some time to pause and think. What you post should ultimately add value and contribute to a healthy exchange of ideas. Some questions to think about include:
• Is it relevant to my audience?
• Will it help someone make a better decision?
• Will it help to foster better community ties?
• Will it help the audience improve their knowledge or skills?

<u>Adopt a warm, open and approachable tone</u>
Be positive, open and warm as opposed to brash and curt in your communications. This can help to establish your own personal "brand".

<u>Spelling, grammar, punctuation and abbreviations</u>
You want your posts to reach out to the largest possible audience. Thus it is best to pay attention to spelling, grammar and punctuation. Be mindful of using too many abbreviations if you have a global audience. A good practice will be to define the abbreviation at least once.

<u>Respond objectively and politely to negative comments and criticism</u>
Take some time to read through the comments and do not reply hastily. Be clear and concise and back up your response with facts. Getting embroiled in online arguments does not give you credibility. Likewise, putting someone down does not necessarily make you look good. Take private conversations offline. Whatever you post online can be permanent, so be prepared to stand behind anything and everything you post online.

<u>Have the courage to admit you are wrong</u>
Trust has to be earned. If you make a factual error, be honest about it and rectify it immediately. Do document and communicate clearly to your audience that modifications were made, e.g. to an erroneous blog entry. Apologise if necessary and move forward. In order to avoid such situations, ensure that whatever you post online is true and accurate from trusted sources.

Instructions for Students on

SGSECURE
STAY ALERT. STAY UNITED. STAY STRONG.

What to do in a Terrorist Incident @ Temasek
POLYTECHNIC

Possible Terrorist Incidents @ TP

1) Bomb Threat , Explosion, Assailant or Vehicle Attack

- Alert Police : Call 999
  or SMS 71999 or via SGSecure App

- Inform TP FCC (Fire Command Centre)
  @ 6780 5999

2) Suspicious Person & Object (incl Vehicle)

- Move to a safe distance away, at least 100m, preferably with cover & concealment
  (do not use mobile phone or walkie talkie in vicinity of suspicious object)

- Alert TP FCC (Fire Command Centre)
  @ 6780 5999

Other Possible Terrorist Scenarios @ TP

3) Fire, Chemical, Biological & Radiological Attack

- Alert SCDF : Call 995

- **Inform FCC (Fire Command Centre) 6780 5999**

4) Racial & Religious Disputes involving

- **Inform your respective Care Persons**

5) Radicalisation Cases

- Contact ISD Counter-Terrorism Centre **Hotline @ 1800 – 2626 - 473**

DOWNLOAD

EMERGENCY CALL

Please tap to make an emergency call or send an emergency message

📞 999

✉ SMS
Police

📞 995

REPORT   EMERGENCY CALL   ALERTS   MORE

The SGSecure App Today!

Turn on your phone's Location Services

SGSecure

- *Receive Alerts*

- *Make Emergency Calls*

- *Make Reports*

- *eLearning Module*

REMEMBER: *During a Terrorist Incident*

RUN HIDE TELL

Ensure your own survival!

If you see SUSPICIOUS objects, personnel or vehicles

Call Police
999

SGSECURE
STAY ALERT. STAY UNITED. STAY STRONG.

5 STUDENT DISCIPLINARY POLICY

Intent of Policy

At Temasek Polytechnic, students are expected to maintain and uphold the highest standards of integrity and honesty in line with respect of self, respect of others, and abide by the law of the country and the rules and regulations of the Polytechnic as spelt out in the Polytechnic's Student Code of Conduct. This Student Disciplinary Policy is governed by the Temasek Polytechnic (Students) (Conduct and Discipline) Regulations and it sets out the disciplinary measures the Polytechnic will take when students commit a major or minor disciplinary offence.

Student Offence Categories

Student offences are categorised into Category 1, Academic-related offences and Category 2.

Category 1 (CAT 1)

1. CAT 1 offences are serious offences that require investigation by the Student Disciplinary Committee (SDC).

Category	Type of Offence	Recommended Punitive Actions
1A	• Assault • Drug-related offence • Possession, distribution and sale of pornographic materials • Possession of weapons • Religious/racist attacks against staff / students • Rioting • Sexual misconduct (e.g. sexual assault, outrage of modesty, voyeuristic act)	The recommended punitive actions may range from suspension to dismissal depending on severity/ mitigating/aggravating factors.
1B	• Forgery / Tampering of documents	1st Offence • Warning Letter • "Fail" grade for subject(s) covered in period of the fraudulent MC/document 2nd Offence • Fail all subjects in semester that the MC/ document is forged • Suspension in the next semester 3rd Offence • Dismissal

Category	Type of Offence	Recommended Punitive Actions
1B	• Bullying/Harassment • Fighting • Consumption of alcohol • Creating nuisance/bringing disrepute to TP • Defamation against staff/students • Indecent behaviour • Viewing of pornographic materials	<u>First time Offenders*</u> Warning Letter and/or Corrective Works Order (CWO)/ Community Work and make restitution, if applicable <u>Repeat Offenders</u> Suspension or Dismissal
	• Insubordination • IT-related offences • Theft • Unauthorised soliciting of funds and selling of products using the name of the Polytechnic • Vandalism/ Mischief • Non-compliance to regulations and Student Code of Conduct	

* 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.

1.2. In recommending the appropriate punitive actions, SDC shall consider the totality of the case including, but not limited to, the following factors:

a) the nature and seriousness of the offence;

b) prior misconduct by the student, both at the polytechnic or elsewhere;

c) the impact or implications of the misconduct on the campus community;

d) the student's age; and

e) any mitigating, aggravating, or compelling circumstances in order to reach a just and appropriate resolution in each case.

<u>Referral to Police</u>

1.3. TP has the legal duty to report offences which constitute mandatory reportable offences under the Criminal Procedure Code (Chapter 68) to the police. For such reportable offence, SDC shall alert Academic Affairs (AA) before conducting an inquiry with student.

1.4. Before a police report is made, SDC shall meet the student and his/her parent(s)/guardian (for PET students), together with AA.

The reasons for reporting the case to the police should be explained to them so that they understand what is happening and are prepared when the police contact them.

1.5. Pending police investigations, SDC may concurrently conduct its inquiry/investigation for the following instances:
- The offence is committed on campus and there are sufficient evidences (e.g. eye witnesses, CCTV footages), or
- The student poses a threat to the safety and well-being of TP community.

1.6. Immediate exclusion, as determined Polytechnic Disciplinary Board, may be imposed on the accused pending the outcome of police investigation and/or TP's investigation.

1.7. TP is required to keep MOE informed of severe disciplinary offences or those with issues related to public sensitivity.

Academic-related Offences

2.1 The offences are catergorized as follows:

Type of Offence	Recommended Punitive Actions
Cheating on Semestral Examination (including possession of unauthorised materials as verified by the Examiner as relevant to the examination paper)	• Student is allowed to continue with the current and remaining examination papers, if any, pending investigation by the SDC. • The SDC shall submit its findings and recommendations to the approving authority. • Where the cheating offence is confirmed, student shall be marked 'Fail' for the subject which he/she was found in possession of unauthorised materials or had cheated in. • All other subjects, including coursework-based subjects, taken by the student in the semester shall be given a 'P' grade if he/she passed them.
Cheating on Coursework (Coursework refers to non-examination components such as projects, term tests and assessments)	• SDC shall submit its findings and recommendations to the relevant approving authority as per the Student Disciplinary Procedure. • Where the cheating offence is confirmed, student shall be given zero for the affected component of the subject or heavier penalty, where appropriate.
Plagiarism Please refer to the Plagiarism Policy in Appendix B	<u>**First offence**</u> (handled by the Course Manager) • "F" grade for the component. • Student shall be required to submit a one-page reflection on the plagiarism incident. • Warning letter

Plagiarism	**Second offence**
Please refer to the Plagiarism Policy in Appendix B	• 'F' grade for the subject, • Warning letter **Third offence** (handled by the SDC) • Suspension / dismissal. If two or more students are involved in the plagiarism, the same penalty shall apply to all students, including the student who knowingly allowed his or her work to be copied and group members, if applicable.

3. Submission Timeline

3.1. SDC shall submit its findings and recommendations to the approving authority within 2 weeks from the offence date in order to ensure that follow-up actions and decisions are made expeditiously. Any academic implications, known psychiatric conditions, special educational needs (SEN) of the student should be clearly indicated in the report as such information are critical consideration factors. For PET students, the recommendations shall include mandatory counselling as part of student's overall learning and development.

3.2. If an offence is committed near the Study Week or Exams period, SDC is to alert Academic Affairs by phone immediately, especially if the likely punitive action may involve suspension or has academic implications.

4. Imposition of Punitive Actions

4.1. Warning letters issued by SDC must be signed by the Director and copied to the student's parents/ guardians/ sponsoring company (for CET students) and Registrar. 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 or dismissed.

4.2. Any suspension imposed shall be for a minimum period of one semester and shall apply immediately to the current semester which the offence has been committed. Student shall be deemed to have been absent from his/her classes for the duration of the suspension.

4.3. Student shall only be reinstated upon fulfilling the required conditions for reinstatement, failing which he/she could be withdrawn from the course of study.

4.4. If the punitive action is dismissal, the case shall be reviewed by PDB and approved by the Principal. Any appeal for dismissal is to be approved by the Student Discipline Review Committee.

4.5. For PET students, the School Counsellor shall follow-up with student to review his/her progress upon reinstatement.

5. Category 2 (CAT 2)

5.1. CAT 2 offences include:

- o Dress code violation
- o Gambling
- o Littering
- o Playing poker cards
- o Smoking or vaping (using an electronic cigarette)
- o Trespassing into unauthorised areas
- o Unauthorised use of Active Mobility Devices (AMD)
- o Minor student misconduct

5.2. Offences in CAT 2 carry a warning letter (copied to the student's parents/ guardians), and a $100 fine for subsequent offences of the same nature. The student's diploma will be withheld during graduation if there is outstanding fine. The fines collected will be channelled to Campus Care Network (CCN) and/or TP- administered bursary funds.

6. Attire Guidelines

6.1. 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.

6.2. Laboratories / Workshops
Students must comply with the stipulated dress code, particularly those for safety and protective reasons.

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

7. No-smoking Guidelines

7.1. Temasek Polytechnic is a smoke-free campus and the 'No Smoking' boundary extends to the following areas:
a) All overhead bridges and bus stops along Tampines Avenue 1;
b) Areas at Bedok Reservoir Park close to TP boundary; and
c) Other non-smoking areas as designated by TP

7.2. In addition, students are required to adhere to the non-smoking areas listed under the Smoking (Prohibition in Certain Places) Act, which is administered by the National Environment Agency (NEA).

7.3. In accordance with the Singapore's Tobacco (Control of Advertisements and Sale) Act students caught in possession or using any device that resembles tobacco products, including vaporisers shall have the device confiscated and their particulars submitted to the Health Sciences Authority.

8. COVID-19 Safe Management Measures

8.1 Students must comply with the Safe Management Measures (SafeMM) to ensure that TP remains a safe environment for everyone. Students are to observe the prevailing safe distancing and mask wearing requirements at all times, including outside campus.

8.2 Students caught flouting any of the SafeMM will face the following disciplinary actions:

Offence	Recommended punitive actions
1st occurrence	To be advised and given a verbal warning
1st repeat occurrence	To be investigated and if found guilty, to have the offence recorded as a 1st offence of Cat 1B "non-compliance to regulations" and be issued a written warning letter
2nd repeat occurrence	If found guilty, to have the offence recorded as a 2nd offence of Cat 1B "non-compliance to regulations", be issued a written warning letter and required to serve Corrective Work Order
Subsequent repeat occurrence	Subject to more severe penalties, including suspension

9. Student who is also Employee of Polytechnic Where a student is referred for disciplinary action under this Policy and he is also an employee of the Polytechnic, any alleged violation of the Student Disciplinary Policy shall be notified to the Director of Human Resources.

Appendix B

PLAGIARISM POLICY DOCUMENT

Rationale
As part of the institution's practice of academic integrity, the act of plagiarism is not condoned. A study of other Institutions of Higher Learning has provided input on the extent of student plagiarism as well as some of the measures that have been adopted to deal with student plagiarism.

Definition of Plagiarism & published communication on Plagiarism
All schools will share a common baseline definition. The published communication to all TP students by all schools on plagiarism (eg. in the student handbook) should include the following basic information:

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

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

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

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

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

How to Avoid Plagiarism
To avoid plagiarism in your assignment, projects and other assessed work, you should
- submit work for assessment comprising your original ideas, experience, observations and comments
- acknowledge the original source of work(s) that you use on the appropriate referencing format
- not use any part or the whole of the work of another student or graduate who has taken the subject previously
- not ask someone else to do your assignments, projects or other assessed work
- check with your lecturers, when in doubt and seek advice on the appropriate referencing format for the acknowledgement of all original sources of work used in your assignments, projects or other work

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Samples of Acceptable Practices
Given the diversity of subjects and curricula of the respective schools, autonomy will be given to the respective schools to cite specific acceptable and unacceptable practices not covered by the baseline definition and to make reference to these in their communication plan to staff and students.

From the School of Applied Science
• Using any standard materials like formulae, charts, symbols, conversion tables, calendars, abbreviations, definitions, scientific terminology / nomenclature that are considered general facts

The only exception to this rule is when the cited information is a direct quote of another person's work (i.e., presented in quotation marks). However, this should be done sparingly, and avoided if possible. Furthermore, quotations should only be used for brief statements and not large sections of text.

Paraphrasing is restating text from source material using other words.

Example:
Original Text:

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

Unacceptable Paraphrase:

Further acquaintance with the Wong family next door **shows** me that they are very **friendly** and nice people. The children are **polite** and both Mr and Mrs Wong are **most** willing to offer their help.
(Why is this plagiarism? The writer has largely followed the method of expression and sentence structure used in the original text. He/she has also copied the underlined phrases directly from the source or changed them slightly in form only.)

Acceptable Paraphrase:

After getting to know my neighbours, the Wongs better, I find them very easy to get along with. Mr and Mrs Wong are always ready to lend a helping hand and they have well-mannered children.
(Why is this acceptable? The writer has changed the language and structure of the original text instead of just changing a few words and phrases.)

Procedures and Disciplinary Guidelines in Dealing with Student Plagiarism
Plagiarism is an academic-related offence under the institution's Student

Disciplinary Policy. Guidelines and procedures to deal with the violation will be clearly defined on an institution basis and reinforced at the school level.

To emphasise the seriousness of plagiarism and for deterrent effect, all subject teams will require a declaration to be included on the cover page or any other suitable material which accompanies any assessed coursework submitted by students that they are the originators of the projects or assignments submitted. This will not apply where the assessed coursework relates to tests or work that is done in class or laboratory and submitted immediately. A sample of this declaration is as follows:

"By submitting this work, I am / we are declaring that I am / we are the originator(s) of this work and that all other original sources used in this work has been appropriately acknowledged. I / We understand that plagiarism is the act of taking and using the whole or any part of another person's work and presenting it as my/ our own without proper acknowledgement. I / We also understand that plagiarism is an academic offence and that disciplinary action will be taken for plagiarism."

In addition, measures will be taken to educate the TP staff and students on the proper use of academic conventions and study skills and strategies as part of or outside curriculum. Schools are strongly encouraged to use the Library's research tutorials for students, specifically designed for this purpose.

Communication Plan

Each school will undertake the responsibility to implement an effective communication plan to disseminate and reinforce the issue of plagiarism and its consequences. This information will be presented in several media, as decided by the respective schools.

In addition, the following will be made available to all students:

- The Library will work with schools to enhance the current online resources that educate students on academic conventions.
- The Library will produce a video clip which will educate students on plagiarism and how to avoid plagiarism. This will be shown to all students during the Freshmen Orientation as well as made available on the Library Digital Portal.

Appendix C

Ownership and Rights to Intellectual Property

1. Ownership of all Intellectual Property (IP) discovered, created or developed by the Polytechnic Student in the course or in furtherance/ fulfillment of his/her study shall vest with the Polytechnic Student unless an agreement is signed to assign the ownership to the Polytechnic or a third party (as may be directed by the Polytechnic).

2. The Polytechnic shall have non-exclusive, royalty-free right to use IP owned by the Polytechnic Student on a worldwide, perpetual basis for its educational, publicity, teaching, research & development purposes non-commercial in nature.

3. The Polytechnic provides various resources to Polytechnic Student to enhance his/her learning experience in the course of studies in TP. These resources include, but are not limited to, materials, equipment, facilities, expertise and access to proprietary IP subject matters which maybe privileged in nature (collectively referred to as "Resources" hereinafter).

4. The Polytechnic also works with industry partners and other external parties to avail attachment/internship opportunities so as to expose the Polytechnic Student to "real world" environment and avail opportunities for Polytechnic Student to participate in activities/ projects from which commercially valuable IP may arise (collectively referred to as "Opportunities" hereinafter).

5. In consideration of the Resources and/or Opportunities provided by the Polytechnic, the Polytechnic Student agrees that all rights, titles and interests in IP discovered, created or developed by himself/ herself using the Resources and/or arising from the Opportunities shall vest in and belong to the Polytechnic or a third party (as may be directed by the Polytechnic).

6. Where required by the Polytechnic, the Polytechnic Student shall execute any and all documents and take all actions as maybe necessary to give effect to vest full rights, titles and interests to the IP described under Paragraph 5) in favour of the Polytechnic or a third party (as may be directed by the Polytechnic). In particular, the Polytechnic Student participating in any of the following projects or activities will be required to execute a confidentiality and IP assignment agreement before the project or activity commences:

   (a) the generation of the IP require the use of pre-existing IP owned, co-owned, or existing within the Polytechnic; or
   (b) the IP belong to a body of IP generated by a team including Polytechnic Staff of which the Polytechnic Student is also a member; or
   (c) the IP is generated from any form of collaboration with any external parties; or
   (d) the IP is generated as a result of funding provided by or obtained through the Polytechnic

7. A Polytechnic Student may request in writing to the Polytechnic for the assignment of an IP solely owned by the Polytechnic (or jointly owned by the Polytechnic and himself/herself) to himself/herself if the said IP is an essential element necessary for:
    (a) the Polytechnic Student's pursuit of societal or humanitarian cause which are not-for-profit in nature; or
    (b) the Polytechnic Student's for-profit entrepreneurial endeavour and the Polytechnic Student is able to exhibit tangible plan to commercially exploit the IP

8. Polytechnic Students are advised to direct any question on the ownership and exploitation of Intellectual Property as described in this Section to Research & Technology Development Department (RTD) by writing to inventions@tp.edu.sg or through their supervisors.

6 ACCESS & LEAVE SYSTEM

Restricted Access into Selected Rooms

General Office
Students should refrain from entering the General Office unless they need help from the secretary or the administrative staff.

Staff Rooms
The staff rooms are out of bounds to students at all times. A student wishing to see a lecturer should call the lecturer via MS Teams. If the lecturer is in, the student should wait outside for the lecturer to attend to him/her. Students should not enter the staff room by themselves. Any student found loitering in a staff room without permission or supervision would be disciplined accordingly.

Student Leave

Part I : Absence from Classes

Leave is to be applied using the TP Online Student Services.

Category	Reason for LOA	No. of Days LOA	Supporting Documents
Medical	Hospitalisation/ Medical leave taken by student	Duration of the hospitalization/ medical leave	Medical certificate Note: Only medical certificates issued by a medical practitioner registered with the Singapore Medical Council or from a dental practitioner registered with the Singapore Dental Council shall be accepted.

Category	Reason for LOA	No. of Days LOA	Supporting Documents
Medical			Medical certificates from other overseas medical institutions may be accepted on a case by case basis subject to approval from Course Chair or designate
	Excused from physical exercise	(For PE-related lessons on the day/period as indicated on supporting documents)	Medical certificate or doctor's memo indicating that the student is unfit for physical exercise/PE. Note: Only medical certificate/ memo issued by a medical practitioner registered with the Singapore Medical Council or from a dental practitioner registered with the Singapore Dental Council shall be accepted. Parents' letters are not acceptable.
	Medical / Dental appointments	Up to 1 day	Time chit or appointment card
Family-Related	Death of immediate family members, including grandparents, parents, sibling, spouse, and children	Up to 5 days; subject to approval from Course Chair or designate* *Request for additional days – subject to approval from Course Chair or designate	Death certificate
	Death of relatives (e.g. related uncles, aunties and cousins)	1 day; subject to approval from Course Chair or designate* *Request for additional days – subject to approval from Course Chair or designate	Death certificate
	Family Emergencies	Case by case basis subject to approval from D/School or designate	Letter from parents
	Marriage of student	1 day; subject to approval from D/School or designate	Marriage certificate

Category	Reason for LOA	No. of Days LOA	Supporting Documents
Family-Related	Marriage of family members	Case by case basis subject to approval from Course Chair or designate	Letter from parents
Event-Related	Representative / participant in international/ external events	Duration of event; subject to approval from Course Chair or designate	Letter from organiser
	Representative / participant in TP organised events	Duration of event	Memo / email from organizing department or letter from organiser
	ITE Graduation (ITE Students only)	Duration of event	Letter from ITE
	Festivities for International Students	Lunar New Year – up to 3 days; subject to approval from Course Chair or designate Others - case by case basis; subject to approval from Course Chair or designate	Air/train/bus ticket and/or passport
NS-Related	Medical Examination	Duration of appointment	Letter/Appointment Booking Form/Sighting of SMS Notification from MINDEF
	In-Camp Training	Duration of in-camp training	Letter from MINDEF
Assessment-Related	Exams / Tests outside TP (e.g. retaking of 'O' levels, music, driving)	Duration of exams/ test; subject to approval from Course Chair or designate	Letter or entry proof from MOE, organization conducting exam/ test
	Attendance/ participation in courses applied through TP	Duration of course	Verification with CP/ CC
Emergencies, Crises, and Pandemics	For the safety, security and well-being of students.	In accordance with prevailing TP guidelines	Medical Certificate (MC), Quarantine Order (QO), Stay-Home Notice (SHN), or any other official document from a government agency.

Category	Reason for LOA	No. of Days LOA	Supporting Documents
Emergencies, Crises, and Pandemics			Note: Only medical certificates issued by a medical practitioner registered with the Singapore Medical Council shall be accepted. Where no MC is available, case-by-case basis subject to approval from Course Chair or designate in accordance with prevailing TP guidelines.
Others	Court attendance	Duration of court appearance; subject to approval from Course Chair or designate	Letter from Police, Lawyer or Court
	Interviews for scholarships, bursary, sponsorship, jobs, etc	Duration of interview; subject to approval from Course Chair or designate	Letter/email from organisation
	Immigration matters	Up to 1 day; subject to approval from Course Chair or designate	Immigration letter

Part II : Absence from Examination

Students who are absent from examination due to extenuating circumstances may submit an appeal with supporting documentary evidence to the Academic Affairs for special consideration, no later than forty-eight hours from the start time of the first affected examination paper (excluding Saturday, Sunday and Public Holidays). Where the reason for absence from examination is known beforehand, students must submit their application for leave of absence at least 3 weeks before the start of each Semestral Examination.

The valid reasons include:-
a) Bereavement of immediate family members, including spouse, parents, grandparents, siblings and children
b) Medical & hospitalisation leave
c) Participation in approved international/national events
d) Civil emergencies such as floods or disruptions to national transportation system
e) Special cases such as accidents are subject to special consideration on a case-by-case basis.

7 EXAMINATIONS

All students must conduct themselves in a proper manner and observe all the examination rules and regulations governing the conduct of examinations. Students who breach any of these rules will be liable to disciplinary action.

1. ATTIRE
- Students are required to be dressed appropriately in accordance to the prevailing "Attire Guidelines" for TP Students. Coats or sweaters are allowed as the examination rooms are air-conditioned.
- Students who are inappropriately dressed may be barred from entering the examination room.
- Caps or hats are **NOT allowed** in the examination room.

2. REPORTING TIME
- Students are allowed to enter the examination room **20 MINUTES** before the start of the examination.
- To minimise disruption to the conduct of the examination, **students are strongly advised to use the washroom before entry into the examination room.**
- Students who have entered the examination room are **NOT allowed** to leave the room until <u>after the first 30 minutes</u> of the examination.
- Students are given **10 MINUTES** to read the question paper before the start of the examination.
- Latecomers who arrive **within the first 30 minutes** after the start of the examination will be allowed to enter the examination room. No extra time will be given.
- Latecomers who arrive **after the first 30 minutes** of the examination **will NOT be allowed to sit for the examination.**

3. STUDENT IDENTIFICATION
- Students are required to produce their matriculation card as proof of identity for all examinations. Students who have lost their matriculation card should apply for a replacement at Student Services.
- Students who do not have the matriculation card during examination may use Identity Card / Passport / Driving Licence/Diploma Student Concession Card (EZ-link card) as proof of identity.

4. <u>STATIONERY AND CALCULATORS</u>

- Only black or dark blue ball-point pens are allowed for writing of answers, and 2B pencils, if necessary, for the shading of the OMR forms.
- Only calculators that perform strictly calculating functions are allowed.
- Pencil case, calculator cover or any other casing/pouch are **NOT allowed** in the examination room.

5. <u>MOBILE PHONES, ELECTRONICS DEVICES AND PERSONAL BELONGINGS</u>

- Students are **NOT allowed** to have any mobile phone or smart watch with them when seated in the examination room.
- All handphone alarms must be **de-activated** and all devices **switch-off BEFORE** entry into the examination room.
- All other electronic devices with communication and/or storage capabilities, such as media players, tablets, mini-laptops and electronic translators, are **NOT allowed** in the examination room.
- Any of these items found on a student at the assigned seat in the examination room will be confiscated and submitted to Academic Affairs Department for disciplinary action.
- Students are advised not to bring any valuable item to the examination room. The Polytechnic will not be responsible for any loss of bags and/or personal belongings.

6. <u>UNAUTHORISED ITEMS IN THE EXAMINATION ROOM</u>

- Unauthorized materials are **NOT allowed** into the examination room. These include, but are not limited to, books, papers, calculators with written notes/formulae and any device with stored notes/formulae.
- Cheating during examination and possession of unauthorized materials (with or without intention to cheat) are serious offences. Students who committed such offences will be subject to disciplinary action in accordance with the Student Disciplinary Policy.

7. <u>CONDUCT IN THE EXAMINATION ROOM</u>

Students are expected to observe the following once reported to the examination room:

- Place all bags and personal belongings at the designated "Bag Area" in front of the examination room before proceeding to the assigned seat.
- Place the following unauthorised items under your assigned seat, if you have brought them into the examination room:
  - a) Mobile phone and/or smart watch (**de-activate** all alarms and on **switch off** mode)
  - b) Pencil case, calculator cover or any other casing/pouch
  - c) Caps or hats

- Surrender any unauthorised materials and/or any other electronic devices with communication and/or storage capabilities, inadvertently brought into the examination room, to the invigilators before the start of the examination.
- Place the matriculation card at the top right-hand corner of the desk.
- Students are to check that they have the **correct and complete set of question paper** when permitted to do so.
- Students must write their admission number clearly on the front cover of the answer booklet and on other supplementary sheets of paper.
- Students are **NOT ALLOWED** to :
  a) Eat, drink or have any form of communication with other candidates in the examination room.
  b) Receive unauthorized materials from other students during the examination.
  c) Borrow any instrument, stationery, etc. from another students.
  d) Leave your seat without the permission of the Invigilator.
- Students are required to raise their hand before communicating with the Invigilator. Questions pertaining to the meaning or interpretation of an examination question will not be answered.
- At the end of the examination:
  a) Students are **NOT allowed to remove** any unused answer booklets, stationery items and equipment belonging to the Polytechnic from the examination room except your question paper, unless otherwise specified.
  b) Students are required to **remain seated** while all completed answer booklets are being collected by the Invigilator at the end of the examination. Students are allowed to leave the examination room only when permission is given by the invigilator.
  c) Students are not allowed to talk or discuss outside the examination room after each paper as this will disturb other students who are still sitting for the paper.

8. ABSENCE FROM EXAMINATION
- A student who is absent for an examination is deemed to have sat and failed the examination.
- A student who is unable to sit for an examination due to participation in a national or international event may submit an appeal for special consideration in writing to the Registrar, through your School, at least one month before the examination. The organizer's confirmation letter of the participation in the event must be submitted together with the appeal as supporting document. The student will receive the appeal outcome via letter.

- A student who is unable to sit for an examination due to valid reason may appeal to the Registrar for special consideration by submitting the "Appeal for Special Consideration on Absence from Examination" form with the required supporting document. The form is available at the Student Services.

Valid Reason for Appeal	Required Supporting Documents
Medical leave	Medical Certificate issued by a Singapore registered medical practitioner and should not be a family member
Hospitalization leave	Hospitalization Leave Certificate
Death of immediate family member, i.e. parent, sibling, grandparent, spouse, children	Death Certificate
Special cases, eg accidents. Such appeals are subject to special consideration on a case-by-case basis	Relevant supporting documents

- The completed appeal form and supporting document must be submitted to Student Services **within 48 hours** (excludes Saturday, Sunday and Public Holidays) **from the START TIME** of the FIRST affected examination paper**.**
- If the student is unable to submit in person, the completed appeal form and supporting document may be submitted by a proxy (e.g. a family member or a friend).
- The Polytechnic reserves the right to reject an appeal if the appeal is submitted late or if there are no valid reasons and/or valid supporting documents for the absence from examination. No further appeal will be accepted thereafter.
- The outcome of your appeal for Special Consideration will be published in the TP Online Student Services Portal (TPOSS -> Exam Results -> Special Consideration) **within 2 working days** from the submission of your appeal form. Students are required to check the outcome of your appeal in the TP Online Student Services Portal.
- The medical practitioner must indicate clearly on the medical certificate the period unfit for the examination.
- Medical certificates issued after the date of absence from the examination are not acceptable.
- Medical certificates from Traditional Chinese Medicine (TCM) practitioners or foreign medical practitioners are not acceptable.

9. DOWN-ONE-GRADE RULE

- Students whose appeal for absence from examination are successful will be arranged to sit for Special Assessment (for diploma students) or alternative Assessment (for PFP students) for the affected paper.
- The marks obtained for the paper attempted at Special Assessment or alternative Assessment will be marked **down by ONE grade** and it will take the place of that for the Semestral Examination.
- The down-one-grade rule **WILL NOT** be applied to approved absences granted due to hospitalization leave, contagious diseases, dengue fever, bereavement of immediate family member and representing in national/international event.

10. CONTAGIOUS DISEASE (E.G. CHICKEN POX, HAND, FOOT AND MOUTH DISEASE)

- Students who are unwell due to a contagious disease such as chicken pox and hand, foot and mouth disease are **NOT allowed** to sit for the examination. Students are expected to exercise social responsibility by not reporting to the examination room.
- Students who have missed the examination due to the contagious disease you may appeal to the Registrar for special consideration by submitting the "Appeal for Special Consideration for Absence Examination" form with the supporting document. Please refer to the Section on '**Absence from Examination**' for the appeal procedures.

11. FALLING ILL DURING THE EXAMINATION

- A student who is unwell during the examination and cannot continue with the examination must inform the Invigilator immediately.
- In such a circumstance, the student is to consult a registered medical practitioner, who should not be a family member, and submit an appeal for special consideration with a medical report to Student Services **within 48 hours** (excluding Saturday, Sunday and Public Holidays) **from the START TIME** of the **FIRST affected examination paper.**
- The medical report should state the diagnosis and the date and time of visit to the medical practitioner.
- If a student falls ill during an examination paper but complete it and subsequently submit an appeal for special consideration with a medical report to the Registrar within the stipulated time, the Board of Examiners may take into account the circumstance.

MAJOR TRAIN SERVICE DISRUPTION DURING EXAMINATION
- Students are expected to arrive at your designated examination room 30 minutes before the start of the examination.
- Students who are affected by a train service disruption should follow the instructions provided at the train station on the bridging transport services available, or go to the Passenger Service Centre for assistance. The affected students should still report for the examination.
- The affected students who arrive at the examination room within the first 30 minutes of the examination will be allowed to sit for the examination with no extension of time.
- Affected students who arrive late and are not allowed to take the examination may appeal to the Registrar for special consideration by submitting the "Appeal for Special Consideration on Absence from Examination" form with the supporting document (e.g. Excuse Chit from SMRT). The appeal form and supporting document are to be submitted to Student Services **within 48** hours (excludes Saturday, Sunday and Public Holidays) from the **START TIME** of the affected examination paper. Each appeal shall be evaluated on a case-by case basis.

8 SCIENCE LABORATORY RULES AND REGULATIONS

Lab safety should be a constant concern to everyone in the lab. The following rules should also be observed at all times :

1. Do not wait along the corridor or enter the laboratory unless authorized
2. Leave all bags and files, except your laboratory manual and your pencil case, in the pigeon holes. Do not overcrowd your workbench as this may cause accidents. Valuables such as your wallet should not be left unattended.
3. Laboratory coats should be worn at all times in the laboratories. Students without lab coats and proper Personal Protective Equipment (PPE) are not allowed to conduct lab work in the laboratories. Laboratory coats should not be worn outside the laboratories.
   Students' names should be sewn or written in permanent ink on their laboratory coats for identification purposes. Used lab coats should be kept in isolation or in a plastic bag to prevent cross contamination. Note : Laboratory coats designated for food laboratories are not to be worn in any other laboratory.
4. Long hair must be tied up to prevent the hair from being caught in instruments or flames of Bunsen burner or from falling into chemicals.
5. Nails should be kept short and neat for hygiene and safety reasons.
6. During the first laboratory session, students should familiarise

themselves with the locations of the first aid cabinets, eye wash, emergency shower, telephones, fire extinguishers and emergency exits and related lab rules and guidelines.

7. Make sure your work area is clean, dry and that all water, gas and electric supplies are turned off before you leave the laboratory.
8. Do not smoke, eat or drink in the laboratory.
9. Never work alone in the laboratory unless authorized to do so.
10. Students are liable for any breakage or damage to laboratory materials (glassware, equipment) due to their carelessness. A maximum fine of $50 per item may be imposed.
11. Students are not allowed to remove any laboratory material or equipment from the laboratory unless authorised to do so.
12. Always practice good housekeeping and wash your hands before leaving the laboratory.
13. User shall approach staff i/c if he/she wants to know about the material or equipment that they are using in the lab by referring to laboratory operating manual and safety measures specific to that particular laboratory.
14. In the event of accident or injury, inform the staff on duty immediately or call the Emergency Hotline at

6780-5322, ASC General Office (during office hours)
6780-5999, TP Fire Command Center (after Office hours)

9 HOLISTIC STUDENT DEVELOPMENT

Beyond academic excellence, ASC also strives to provide a rich array of recreational and social activities to engage our students and nurture them to become creative, enterprising and caring individuals.

Differential eXperiential Programme (DXP)
This unique DXP allows students to delve further into related areas by initiating into exploratory work through Guided Learning (GL) projects, and after expand the scope for deep learning in their final year Major Projects (MP). The nature of projects span across different disciplines within the science arena.

Being part of the DRP-GL-MP continuum, it starts with a Differential Research Programme (DRP), a 90-hour stint for students during their semester breaks to learn new skills through laboratory experimentations, research methodologies or analysis. Year 1 students may embark with a DRP project of their choice and upon completion, may consider fulfilling the subject requirement for GL in Year 2 by exploring in that similar initiated area. By Year 3, the student can further hone their scientific and laboratory skills by working full-time on the project as part of their MP for 2 to 6 months.

Co-Curricular Activities

TP's scenic campus belies the hive of youthful energy that throbs within it. With a student population of around 14,000, there is a huge amount of creative energy on campus that is unleashed through many student-led activities including arts performances, project displays showcasing the latest innovative ideas, student DJs broadcasting the latest hits, a vibrant sporting culture and entrepreneurial activities by students. TP is a hub of intellectual and creative activities all-year round!

Performing Arts CCAs

Temasek Arts Centre (TAC), the arts and culture wing of TP's Student Development & Alumni Affairs Department (SDAA), believes in cultivating the arts on campus and in nurturing our student-artists through talent and leadership development, performance opportunities and platforms for artistic expression. All our members are handpicked through a selection process. Through high-quality concerts and productions, our student-artists express their creativity, hone their craft and aspire to be artists creating works in the local and global artistic landscapes.

Our performing arts CCAs include:

➢ Band
➢ Chinese Orchestra
➢ Chorale
➢ Dance Ensemble (Modern, Hip Hop & BBoys)
➢ Digital Media and Production Crew
➢ Dikir Barat
➢ Fusion Percussion
➢ Indian Dance
➢ Malay Dance
➢ Music Vox
➢ Salvo Drums
➢ String Ensemble
➢ Teatro
➢ TP Emcees

Sports CCAs

Over many years of discipline, diligence and doggedness, many of Temasek Polytechnic's high performing sports teams have achieved sustained results at the Polytechnic-ITE (POL-ITE) and Institute-Varsity-Polytechnic (IVP) Games. They have brought much honour and pride to TP. In addition, TP has a wide range of sports facilities that serve as venues for sports competitions and friendlies. The close proximity to the scenic and idyllic Bedok Reservoir is also an ideal backyard with ample

green and blue spaces for our students to be engaged in trail running or water sports activities. Sports in TP will surely provide plenty of excitement and spectacle for athletes, fans and supporters.

Our Sports CCAs include:

➢ 10-Pin Bowling
➢ Akido
➢ Archery
➢ Badminton
➢ Basketball
➢ Dragon boat
➢ Field hockey
➢ Floorball
➢ Handball
➢ Inline Skating
➢ Judo
➢ Karate
➢ Kayak racing
➢ Life saving
➢ Mind sports
➢ Netball
➢ Rugby
➢ SIlat
➢ Soccer
➢ Sport Climbing
➢ Swimming
➢ Table Tennis
➢ Taekwondo
➢ Tchoukball
➢ Tennis
➢ Touch Football
➢ TP Fitness
➢ Track & Field
➢ Triathlon
➢ Ultimate Frisbee
➢ Volleyball
➢ Wakeboarding
➢ Water Polo
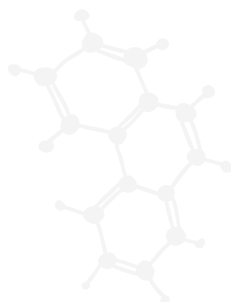
P10 Clubs & Interest Groups

Temasek Polytechnic offers our students exciting opportunities for leadership development through our P10 Clubs (Students' Union and 9 Constituent Clubs), CCAs and Interest Groups. Serve, lead and make a positive impact to the student community, and in the process stretch and hone your leadership skills and develop competencies in the non-

academic domains, as you create a fun, caring and vibrant campus that you will be proud of.

About the ASC Studies Club
Applied Science Studies Club believes in making a difference in the students' lives. It aims to develop personal growth of students by actively promoting the academic, social interests and welfare of its members.

All students of the School of Applied Science automatically become members of the Applied Science Studies Club and are entitled to take part in the wide variety of sport events, academic activities and welfare work organised by the Club.

The members are solely responsible for organising the club activities, maintaining and regulating the use of the club premises as well as controlling the provisional annual budget for administrating the club. Through these activities, students are given opportunities to develop their leadership qualities. They will also be offered participation in leadership training programmes such as leadership workshops, Adventure Learning Programmes for trainers and Poly-wide forums.

Other P10 clubs and interest groups include:

➢ Adventure Club
➢ Community Service Club
➢ Sports Club
➢ TP Students' Union
➢ Entrepreneurship Group
➢ Global Connect Student Group
➢ Green Interest Group
➢ IES Student Chapter
➢ Japanese Cultural Group
➢ NYAA Challenge
➢ Toastmasters
➢ TP-BP Mentors
➢ TP-CD Lionhearters
➢ TP-Institute of Public Relations of Singapore Student Chapter
➢ TP Ambassadors
➢ TP Debates
➢ TP International Students Group (TPISG)
➢ TP Social Impact Catalyst (SIC)
➢ TP Spirit of Enterprise

Temasek LEADership Programme
At Temasek Polytechnic, we believe that talent is there to be nurtured, and every student is given opportunities to achieve their personal best.

The Temasek Leadership Programme (Temasek LEAD) is a talent development programme that aims to groom our high-performing students into leaders with vision, character and heart, beyond academic pursuits.

Our unique approach is crafted to stretch the potential of our high-performing students. In Temasek LEAD, students can expect to embark on an exciting journey of self-discovery and holistic development to attain the following four key areas of leadership:

1. Overseas Academic Exchanges
2. Local and Overseas Adventure Expeditions
3. Learning Journeys, Dialogue Sessions and Symposiums
4. Personal Development Workshop
5. Local and Overseas Community Service Projects

Campus Care Network
The Campus Care Network (CCN) was established in 1991 and has been instrumental in developing personal contact and rapport between lecturers and students, creating a family-like environment, and maintaining a caring culture so as to ensure students' personal growth.

The CCN Day carnival held on campus every year, brings staff and students together in the spirit of caring and sharing to raise funds for needy students. This poly-wide event aims to cultivate community spirit, while providing an opportunity for staff and student to bond.

Care Persons (CPs)

Temasek Polytechnic understands the transition students will have to make into polytechnic education. All full-time students will be provided a Care Person (CP). The CP is a lecturer who will provide guidance and care to help you through both your academic studies as well as personal issues that you may have to deal with.

CCN Financial Schemes

Students can receive short to medium-term financial help from CCN from the following schemes.

1. CCN Financial Assistance Scheme (short-term)
A death of a bread-winner or a loved one in the immediate family, retrenchment, serious illness, accident, etc. will qualify a student to receive immediate help of **S\$250 per application**. The CP will recommend and the CCN representative in the School will approve. Completed form and supporting documents are to be submitted to Financial Aid & Awards (FAA) at Blk 26B CARE@TP, #01-49. FAA will process the form and

payment will be disbursed using PayNow (under NRIC). CCN Financial Assistance Scheme form is also available in the CCN Portal.

2. CCN Emergency Scheme
This is the medium-term assistance given to students facing great financial difficulty. The evaluation process is much more rigorous. Students can make an appointment to see the counsellor on their own, be referred to by the CP or be evaluated by Financial Aid & Awards (FAA) after receiving help from the Financial Assistance Scheme. The Counsellors at Student Care (SC) will not only evaluate the student for further financial assistance but also help students to cope with problems or issues confronting them.

The financial help is for daily expense of up to **S$300 per month for up to 4 months**. Additional financial assistance or request for help for other situation such as hospital bills for emergencies, etc. will also be considered by the Counsellors.

Please note that to qualify for the CCN Emergency Scheme, the students **MUST** see the counsellors at SC, be counselled and the case evaluated.

For more information about the schemes, please refer to your care person.

For Tuition fees and other finance related matters, please refer to the following website https://www.tp.edu.sg/admissions-and-finance/fees-financial-matters.html

For other financial assistance schemes in TP, refer to https://www.tp.edu.sg/admissions-and-finance/fees-financial-matters.html#FAS

Counselling
At TP, your welfare matters to us. You will find an array of support services and resources to help you through your journey to make the most of your polytechnic education.

Student Care

The Student Care team comprises of qualified counsellors who are always ready to lend a listening ear to the students' concerns and worries about academic progress, adjustment to life in a polytechnic, relationships or family problems. Students with financial difficulties can approach the counsellors for the various financial assistance schemes available in the polytechnic. Be it emotional, financial or social, we are right behind you in the journey of change and growth.

Student care services include consultation/therapy, financial counselling and wellness programme such as Mental Health Awareness Talks.

Samaritans of Singapore (SOS) -
1800-221 4444 (24 hours)
Care Corner Helpline (Mandarin) -
1800-3535 800 (10am – 10pm)
Family Service Centre
1800-838 0100

If you require emergency services because of a life-threatening situation, please call 999 or 995. If you require urgent care after office hours and on weekends, please contact the hospital emergency department nearest your home.

Accessibility

TP drives inclusivity and promotes a culture of openness, understanding and mutual support for students to achieve a holistic educational experience, attain independent living skills and meaningful employment upon graduation. The SEN Support in Student Support and Career Services (SSCS) offers services and support for students with disabilities / special educational needs. Disabilities and special needs may include the following conditions:

• Physical and Sensory Difficulties (e.g. physical impairment, hearing loss and vision loss)
• Social and Behavioural Difficulties (e.g. autism spectrum disorder, ADHD)
• Learning and Language Difficulties (e.g. dyslexia)

SEN Support Services

SEN Support provides the following services to current students with SEN:

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

The Ministry of Education (MOE) has set up a SEN Fund to help students with physical, hearing or visual impairment in the polytechnics. Eligible students with SEN can tap into the Fund to purchase Assistive Technology (AT) devices and support services.

The Student Services Centre

The Student Services caters specifically to the needs of our students and alumni. It offers a wide range of services relating to student academic matters and enquiries. Self-service notebooks are available for students to login to access to TP's various online services, such as retrieval of class timetable and examination results, registration for graduation ceremonies and booking of sports and library facilities.

Service available at the centre include:

- Request for Statement of Examination Results
- Request for Transcript
- Replacement of Certificate (Full Time Diploma / Polytechnic Foundation Programme)
- Replacement of Matriculation Card
- Application for Review of Subject Grade
- Course Withdrawal
- Course Deferment
- Course Transfer
- Appeal for Reinstatement to Course of Study – *only for deregistered students*
- Change of Personal Particulars – *only for changes of particulars which are not available in the student online services*
- Application for Exemption from Sports and Wellness
- Certification of TP Academic Results and Diploma Certificate Collection of Diploma by Current Graduates - *Dates for Collection will be Stipulated in the Graduand Package*
- Request for Full-time Student Status Confirmation Letter
- Submission of Enrolment Documents and Non-Financial Application Forms

You can refer to https://www.tp.edu.sg/student-services for relevant application forms and other services.

Education and Career Guidance

The Education & Career Guidance (ECG) division helps students develop their self-concept and equip them with the knowledge, skills and values to make informed decisions for a successful transition from polytechnic to work or further education. To that end, students and alumni of Temasek Polytechnic can have an individual or group chat with our ECG Counsellors, and participate in career planning and further education workshops/talks/fairs. This will help them discover who they are, navigate their pathways with confidence, make informed decisions and develop a life-long learning and resilient mindset.

You can have a chat with any of our friendly ECG Counsellors at TP Career Services Centre, located at

Admin Block 9
Lobby D, Level 2 (Plaza)
Opening Hours: 8.30am – 5.30pm, Monday-Friday
Closed on Saturday, Sunday and Public Holidays
Email: getahead@tp.edu.sg

Or you can make an appointment with an ECG Counsellor at bit.ly/bookmyecg

10 USEFUL TELEPHONE NUMBERS

School of Applied Science General Office
Tel: 6780 5322   Fax: 6780 5498

For other numbers, please refer to :
https://www.tp.edu.sg/about-tp/contact-us

YEAR
PLANNER

Projects / Assignments	Due	Done	Remarks
18 Mon *- START OF TERM 1 (18 APR - 12 JUN)*			
19 Tue			
20 Wed			
21 Thu			
22 Fri			
23 Sat			
24 Sun			
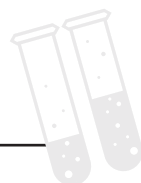
Projects / Assignments	Due	Done	Remarks
25 Mon			
26 Tue			
27 Wed			
28 Thu			
29 Fri			
30 Sat			
1 Sun *- LABOUR DAY*			

APR 2022

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3	4	5	6	7	8	9
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MAY 2022

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22	23	24	25	26	27	28
29	30	31				

School of Applied Science 2022/2023

Projects / Assignments	Due	Done	Remarks
2 Mon			
3 Tue *- HARI RAYA PUASA*			
4 Wed			
5 Thu			
6 Fri			
7 Sat			
8 Sun			

School of Applied Science 2022/2023

Projects / Assignments	Due	Done	Remarks
9 Mon			
10 Tue			
11 Wed			
12 Thu			
13 Fri			
14 Sat			
15 Sun - *VESAK DAY*			
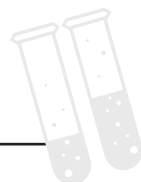
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MAY 2022	S	M	T	W	T	F	S
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Projects / Assignments	Due	Done	Remarks
16 Mon			
17 Tue			
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19 Thu			
20 Fri			
21 Sat			
22 Sun			

Projects / Assignments	Due	Done	Remarks
23 Mon			
24 Tue			
25 Wed			
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27 Fri			
28 Sat			
29 Sun			

APR 2022	S	M	T	W	T	F	S
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MAY 2022	S	M	T	W	T	F	S
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Projects / Assignments	Due	Done	Remarks
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1 Wed			
2 Thu			
3 Fri			
4 Sat			
5 Sun			

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Projects / Assignments	Due	Done	Remarks
6 Mon			
7 Tue			
8 Wed			
9 Thu			
10 Fri			
11 Sat			
12 Sun *- END OF TERM 1 (18 APR - 12 JUN)*			
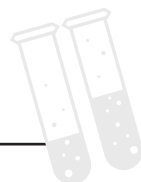
MAY 2022

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JUNE 2022

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Projects / Assignments	Due	Done	Remarks
13 Mon - *TERM BREAK (13 JUN - 26 JUN)*			
14 Tue			
15 Wed			
16 Thu			
17 Fri			
18 Sat			
19 Sun			

School of Applied Science 2022/2023

Projects / Assignments	Due	Done	Remarks
20 Mon			
21 Tue			
22 Wed			
23 Thu			
24 Fri			
25 Sat			
26 Sun			

MAY 2022

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JUNE 2022

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26	27	28	29	30		

Projects / Assignments	Due	Done	Remarks
27 Mon - *START OF TERM 2 (27 JUN - 14 AUG)*			
28 Tue			
29 Wed			
30 Thu			
1 Fri			
2 Sat			
3 Sun			

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School of Applied Science 2022/2023
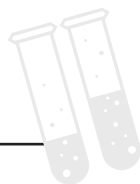
	Projects / Assignments	Due	Done	Remarks
4	Mon			
5	Tue			
6	Wed			
7	Thu			
8	Fri			
9	Sat			
10	Sun - *HARI RAYA HAJI*			

JUN 2022

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JUL 2022

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10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

Projects / Assignments	Due	Done	Remarks
11 Mon			
12 Tue			
13 Wed			
14 Thu			
15 Fri			
16 Sat			
17 Sun			

School of Applied Science 2022/2023

Projects / Assignments	Due	Done	Remarks
18 Mon			
19 Tue			
20 Wed			
21 Thu			
22 Fri			
23 Sat			
24 Sun			

JUN 2022

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JUL 2022

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17	18	19	20	21	22	23
24	25	26	27	28	29	30

School of Applied Science 2022/2023

JUL 2022

Projects / Assignments	Due	Done	Remarks
25 Mon			
26 Tue			
27 Wed			
28 Thu			
29 Fri			
30 Sat			
31 Sun			

School of Applied Science 2022/2023

	Projects / Assignments	Due	Done	Remarks
1	Mon			
2	Tue			
3	Wed			
4	Thu			
5	Fri			
6	Sat			
7	Sun			

JUL 2022

S	M	T	W	T	F	S
31					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

AUG 2022

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14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

School of Applied Science 2022/2023

Projects / Assignments	Due	Done	Remarks
8 Mon			
9 Tue - *NATIONAL DAY*			
10 Wed			
11 Thu			
12 Fri			
13 Sat			
14 Sun - *END OF TERM 2 (27 JUN - 14 AUG)*			

School of Applied Science 2022/2023
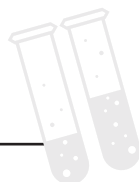
Projects / Assignments	Due	Done	Remarks
15 Mon - *STUDY WEEK (15 AUG - 21 AUG)*			
16 Tue			
17 Wed			
18 Thu			
19 Fri			
20 Sat			
21 Sun			

AUG 2022

S	M	T	W	T	F	S
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28	29	30	31			

SEP 2022

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11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

Projects / Assignments	Due	Done	Remarks
22 Mon - *SEMESTRAL EXAMINATIONS* *(22 AUG - 2 SEP)*			
23 Tue			
24 Wed			
25 Thu			
26 Fri			
27 Sat			
28 Sun			

School of Applied Science 2022/2023
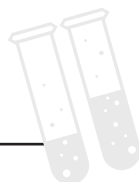
Projects / Assignments	Due	Done	Remarks
29 Mon			
30 Tue			
31 Wed			
1 Thu			
2 Fri			
3 Sat - *VACATION (3 SEP - 16 OCT)*			
4 Sun			

AUG 2022	S	M	T	W	T	F	S
		1	2	3	4	5	6
	7	8	9	10	11	12	13
	14	15	16	17	18	19	20
	21	22	23	24	25	26	27
	28	29	30	31			

SEP 2022	S	M	T	W	T	F	S
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	11	12	13	14	15	16	17
	18	19	20	21	22	23	24
	25	26	27	28	29	30	

SEP 2022

Week 21 / 22 / 23

Projects / Assignments	Due	Done	Remarks
5 Mon			
6 Tue			
7 Wed			
8 Thu			
9 Fri			
10 Sat			
11 Sun			
12 Mon			
13 Tue			
14 Wed			
15 Thu			
16 Fri			
17 Sat			
18 Sun			
19 Mon			
20 Tue			
21 Wed			
22 Thu			
23 Fri			
24 Sat			
25 Sun			

SEP 2022	S	M	T	W	T	F	S
					1	2	3
	4	5	6	7	8	9	10
	11	12	13	14	15	16	17
	18	19	20	21	22	23	24
	25	26	27	28	29	30	

OCT 2022	S	M	T	W	T	F	S
	30	31					1
	2	3	4	5	6	7	8
	9	10	11	12	13	14	15
	16	17	18	19	20	21	22
	23	24	25	26	27	28	29

School of Applied Science 2022/2023

SEP / OCT 2022

	Projects / Assignments	Due	Done	Remarks
26 Mon				
27 Tue				
28 Wed				
29 Thu				
30 Fri				
1 Sat				
2 Sun				
3 Mon				
4 Tue				
5 Wed				
6 Thu				
7 Fri				
8 Sat				
9 Sun				
10 Mon				
11 Tue				
12 Wed				
13 Thu				
14 Fri				
15 Sat				
16 Sun				

OCT 2022

S	M	T	W	T	F	S
30	31					1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29

NOV 2022

S	M	T	W	T	F	S
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6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

School of Applied Science 2022/2023

Projects / Assignments	Due	Done	Remarks
17 Mon *- START OF TERM 3 (17 OCT - 18 DEC)*			
18 Tue			
19 Wed			
20 Thu			
21 Fri			
22 Sat			
23 Sun			

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School of Applied Science 2022/2023

Projects / Assignments	Due	Done	Remarks
24 Mon *- DEEPAVALI*			
25 Tue			
26 Wed			
27 Thu			
28 Fri			
29 Sat			
30 Sun			

OCT 2022

S	M	T	W	T	F	S
30	31					1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29

NOV 2022

S	M	T	W	T	F	S
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6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

	Projects / Assignments	Due	Done	Remarks
31 Mon				
1 Tue				
2 Wed				
3 Thu				
4 Fri				
5 Sat				
6 Sun				

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School of Applied Science 2022/2023

	Projects / Assignments	Due	Done	Remarks
7	Mon			
8	Tue			
9	Wed			
10	Thu			
11	Fri			
12	Sat			
13	Sun			

NOV 2022	S	M	T	W	T	F	S
			1	2	3	4	5
	6	7	8	9	10	11	12
	13	14	15	16	17	18	19
	20	21	22	23	24	25	26
	27	28	29	30			

DEC 2022	S	M	T	W	T	F	S
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	4	5	6	7	8	9	10
	11	12	13	14	15	16	17
	18	19	20	21	22	23	24
	25	26	27	28	29	30	31

Projects / Assignments	Due	Done	Remarks
14 Mon			
15 Tue			
16 Wed			
17 Thu			
18 Fri			
19 Sat			
20 Sun			

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School of Applied Science 2022/2023
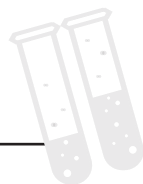
Projects / Assignments	Due	Done	Remarks
21 Mon			
22 Tue			
23 Wed			
24 Thu			
25 Fri			
26 Sat			
27 Sun			

NOV 2022

S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

DEC 2022

S	M	T	W	T	F	S
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11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

School of Applied Science 2022/2023

Projects / Assignments	Due	Done	Remarks
28 Mon			
29 Tue			
30 Wed			
1 Thu			
2 Fri			
3 Sat			
4 Sun			

School of Applied Science 2022/2023
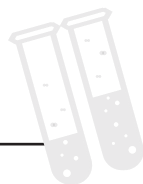
	Projects / Assignments	Due	Done	Remarks
5	Mon			
6	Tue			
7	Wed			
8	Thu			
9	Fri			
10	Sat			
11	Sun			

NOV 2022	S	M	T	W	T	F	S
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	6	7	8	9	10	11	12
	13	14	15	16	17	18	19
	20	21	22	23	24	25	26
	27	28	29	30			

DEC 2022	S	M	T	W	T	F	S
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	11	12	13	14	15	16	17
	18	19	20	21	22	23	24
	25	26	27	28	29	30	31

DEC 2022

Projects / Assignments	Due	Done	Remarks
12 Mon			
13 Tue			
14 Wed			
15 Thu			
16 Fri			
17 Sat			
18 Sun - *END OF TERM 3 (18 OCT - 18 DEC)*			

School of Applied Science 2022/2023

Projects / Assignments	Due	Done	Remarks
19 Mon - *TERM BREAK (19 DEC - 02 JAN)*			
20 Tue			
21 Wed			
22 Thu			
23 Fri			
24 Sat			
25 Sun - *CHRISTMAS DAY*			

DEC 2022

S	M	T	W	T	F	S
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4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

JAN 2023

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15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

School of Applied Science 2022/2023

Projects / Assignments	Due	Done	Remarks
26 Mon			
27 Tue			
28 Wed			
29 Thu			
30 Fri			
31 Sat			
1 Sun			

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School of Applied Science 2022/2023

	Projects / Assignments	Due	Done	Remarks
2	Mon			
3	Tue *- START OF TERM 4 (03 JAN - 12 FEB)*			
4	Wed			
5	Thu			
6	Fri			
7	Sat			
8	Sun			

DEC 2022

S	M	T	W	T	F	S
				1	2	3
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18	19	20	21	22	23	24
25	26	27	28	29	30	31

JAN 2023

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15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

Projects / Assignments	Due	Done	Remarks
9 Mon			
10 Tue			
11 Wed			
12 Thu			
13 Fri			
14 Sat			
15 Sun			

School of Applied Science 2022/2023

Projects / Assignments	Due	Done	Remarks
16 Mon			
17 Tue			
18 Wed			
19 Thu			
20 Fri			
21 Sat			
22 Sun			

JAN 2023

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29	30	31				

FEB 2023

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Projects / Assignments	Due	Done	Remarks
23 Mon			
24 Tue			
25 Wed			
26 Thu			
27 Fri			
28 Sat			
29 Sun			

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School of Applied Science 2022/2023

JAN / FEB 2023

Projects / Assignments	Due	Done	Remarks
30 Mon			
31 Tue			
1 Wed			
2 Thu			
3 Fri			
4 Sat			
5 Sun			

JAN 2023

S	M	T	W	T	F	S
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22	23	24	25	26	27	28
29	30	31				

FEB 2023

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19	20	21	22	23	24	25
26	27	28				

	Projects / Assignments	Due	Done	Remarks
6	Mon			
7	Tue			
8	Wed			
9	Thu			
10	Fri			
11	Sat			
12	Sun *- END OF TERM 4 (02 JAN - 12 FEB)*			

School of Applied Science 2022/2023

Projects / Assignments	Due	Done	Remarks
13 Mon - *STUDY WEEK (13 FEB - 19 FEB)*			
14 Tue			
15 Wed			
16 Thu			
17 Fri			
18 Sat			
19 Sun			

FEB 2023

S	M	T	W	T	F	S
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19	20	21	22	23	24	25
26	27	28				

MAR 2023

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12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

Projects / Assignments	Due	Done	Remarks
20 Mon - *SEMESTRAL EXAMINATIONS* *(20 FEB - 3 MAR)*			
21 Tue			
22 Wed			
23 Thu			
24 Fri			
25 Sat			
26 Sun			

School of Applied Science 2022/2023

FEB / MAR 2023

Projects / Assignments	Due	Done	Remarks
27 Mon			
28 Tue			
1 Wed			
2 Thu			
3 Fri			
4 Sat - *VACATION (4 MAR - 16 APR)*			
5 Sun			

FEB 2023	S	M	T	W	T	F	S
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	12	13	14	15	16	17	18
	19	20	21	22	23	24	25
	26	27	28				

MAR 2023	S	M	T	W	T	F	S
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	12	13	14	15	16	17	18
	19	20	21	22	23	24	25
	26	27	28	29	30	31	

MAR/APR 2023

Projects / Assignments	Due	Done	Remarks
6 Mon			
7 Tue			
8 Wed			
9 Thu			
10 Fri			
11 Sat			
12 Sun			
13 Mon			
14 Tue			
15 Wed			
16 Thu			
17 Fri			
18 Sat			
19 Sun			
20 Mon			
21 Tue			
22 Wed			
23 Thu			
24 Fri			
25 Sat			
26 Sun			

MAR 2023

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19	20	21	22	23	24	25
26	27	28	29	30	31	

APR 2023

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16	17	18	19	20	21	22
23	24	25	26	27	28	29

School of Applied Science 2022/2023

Projects / Assignments	Due	Done	Remarks
27　Mon			
28　Tue			
29　Wed			
30　Thu			
31　　Fri			
1　　Sat			
2　　Sun			
3　　Mon			
4　　Tue			
5　　Wed			
6　　Thu			
7　　Fri			
8　　Sat			
9　Sun			
10　Mon			
11　Tue			
12　Wed			
13　Thu			
14　Fri			
15　Sat			
16　Sun			

APR 2023

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MAY 2023

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Temasek
POLYTECHNIC

Bringing education to life
and life to education