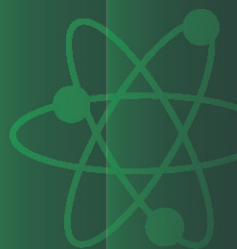


School of Applied Science

AY **2020/2021**

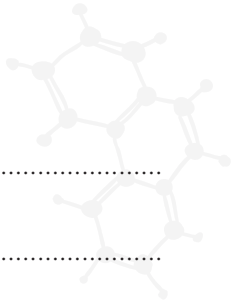
Student Handbook

Temasek Polytechnic



SCHOOL OF APPLIED SCIENCE

Student Handbook AY 2020/2021



Name :

Admission No. :

Course :

Address :

.....

Tel No. : (H)

(HP)

In case of emergency, please notify :

.....

The information in this handbook is accurate at the time of printing and in no way constitutes any contractual obligation on the part of School of Applied Science. School of Applied Science reserves the right to withdraw or revise any information without prior notice.

TABLE OF CONTENTS

Director's Message.....	3
School Director, Deputy Directors, Assistant Directors, and Course Management Teams.....	5
Academic Matters.....	8
Academic Advising Programme.....	11
Academic Systems	13
Student Disciplinary Policy.....	18
Access & Leave System.....	28
Examinations.....	32
Tuition & Other Fees	37
Student Services.....	37
Applied Science Studies Club.....	46
Science Laboratory Rules and Regulations.....	46
Useful Telephone Numbers.....	47
Diploma courses at School of Applied Science.....	48
Weekly Planner.....	49
Notes.....	96

DIRECTOR'S MESSAGE

A warm welcome to the School of Applied Science (ASC)!

Your academic year in 2020 is off to an unusual start in light of the COVID-19 situation. The Regatta which used to wrap up Orientation week has been shelved, and many other mass activities done in smaller groups this time. However, 2020 still promises to be a memorable one because this year, TP celebrates her 30th anniversary and ASC our 20th! Please refer to the Director's Message on the school website for further details when they are available.

ASC has been conducting focus groups and surveys to gather feedback from students for improvement in our teaching and facilitation of students' learning. We want you to know that we hear you, that pedagogy changes towards more hands-on and more overseas experience are in the making. Projects offered by ASC research centres will also offer a continuum, so that students have the opportunity to deepen or broaden their skills in their three years here. Look out for the ASC Centre Open House offered by the following centres:

- Centre for Applied Nutrition & Services (CANS)
- Centre for Aquaculture and Veterinary Science (CAVS)
- Centre for Research & Opportunities in Plant Science (CROPS)
- Centre for Urban Sustainability (CUS)
- Centre of Innovation for Complementary Health Products (COI-CHP)

At the Centre Open House, you can sign up for Differential Research Project (DRP) that you can continue to work on to fulfil the subject requirement for Guided Learning (GL), and morph into Major Project (MP) in your final year. Those who prefer a teaser of different domains may sign up for DRP at a different centre or under a different supervisor each semester. It all depends on how you prioritise and organise your time as DRP is not compulsory, but a privileged holistic development initiative found only at ASC.

So, get ready, get set, and have fun learning and discovering your new potentials this year!

Goh Lay Beng (PhD)

Director, School of Applied Science

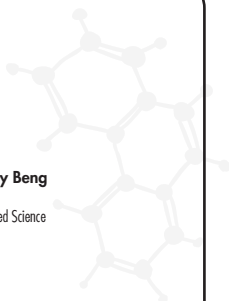


$$a^2 + b^2 = c^2$$

Director



Dr Goh Lay Beng
Director
School of Applied Science
X1822



Deputy/Assistant Directors



Mr Loh Gin Hin
Deputy Director/
Quality Development & Planning
X5373



Mrs Tay-Chan Su Chin
Deputy Director/Academic and
Student Development
X5317



**Mr Lim Tse
Loong Wallace**
Deputy Director /
Administration &
Skills Future
X6215



Ms Tan Lay Khee
Asst. Director/ Academic
Development
X6412



Ms Lim Petrina
Head of Translational Projects
X6204



Dr Wang Shy Chyi
Assistant Director /
Technology Development
Covering Head for Centre
for Aquaculture and
Veterinary Science
X6219



Dr Kalpana Bhaskaran
Head for Centre for Applied
Nutrition Services
X5355



Dr Wong Sook Fun
Head for Centre for
Urban Sustainability
X6217



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

Chemical Engineering



Dr Leong Meng Fatt
Course Chair
X6214

Food, Nutrition and Culinary Science



Mdm Ong Eng Gim
Course Chair
X6205

Medical Biotechnology



Mr Zhang Pengchi
Course Chair
X6209

Pharmaceutical Science



**Dr Foo Chun Shin @
Maisha**
Course Chair
X4288

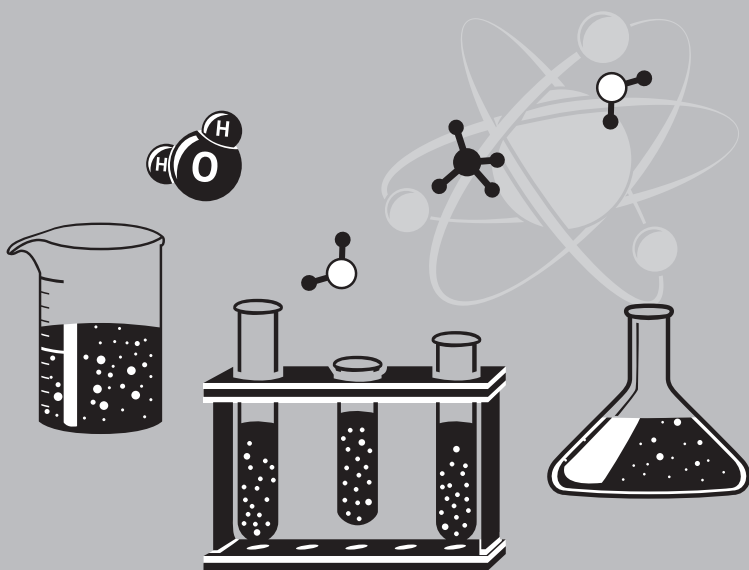
Veterinary Technology



Ms Koh Seow Wei, Valerie
Course Chair
X1854

$$a^2 + b^2 = c^2$$

GENERAL INFORMATION



1 ACADEMIC MATTERS

Learning Modes

Lectures

Lectures are conducted in groups of about 100 students and are usually delivered in lecture theatres. Where the cohort size exceeds 100 students, more than one lecture theatre may be used for the lecture.

During lectures, students are expected to pay attention to the lecturers and refer to notes and projected slides on the overhead projector. Students should not talk, laugh, eat, drink, listen to music or play portable games during lectures. Mobile phones should be switched to silent mode at all times so as not to disturb other students.

Tutorials

Tutorials are conducted in groups of about 25 students. Tutorial worksheets, where appropriate, will be given to students one week in advance for students to prepare for the lesson. During tutorials, students will participate in activities outlined by their lecturers. Activities may include group discussions, field trips 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.

E-Learning

With the advent of technology that is both economical and widely accessible, the face of education has changed to incorporate the use of ICT (Information and Communication Technology) in the classroom.

At School of Applied Science (ASC), we believe in using ICT tools that are available to us to enhance teaching and learning. There are basically two major uses of ICT tools that we are exploiting to make learning more interesting and meaningful. The first being enhanced course delivery specifically in the use of multimedia elements to cater for students with different learning styles. Secondly, our tutors are trained to use the LMS (Learning Management System) and tools that most students are already familiar with (such as a Chat tool, blogs and wikis) to enhance interactions between students and tutors.

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. Students should refer to the guidelines given for each particular subject for the rules regarding the handing in of assignments for tutorials or laboratory classes.

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.

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, skills test, oral presentations, project interviews and reports, quizzes and tests. They may be used individually or in part with other methods to allow lecturers to gauge more accurately the students' understanding of the subject. 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 Communication & Information Literacy.

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 marking scheme for each subject will be explained in detail by each subject lecturer. Students will be given Study Guides for each subject and 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 (SIP)

Students will be 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. The purpose of this training is to provide students with industrial experience.

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.

2 ACADEMIC ADVISING PROGRAMME

Academic advising is readily available to enrolled students to help them develop their academic potential. The programme ensures that all students are empowered to make informed choices regarding their studies, create new learning experiences and explore varied learning opportunities via the new modular system. In addition, it encourages students to take ownership of their academic achievements.

Programme Goals

The programme is designed to help students:

- a) relate interests, skills, abilities and values to education and desired careers in their consideration of life goals.
- b) develop academic plans to ensure that their plans are consistent with their life goals.
- c) select appropriate subject options and electives that would lead to specific areas of academic/technical specialization.
- d) evaluate their progress towards the attainment of students' established goals.
- e) interpret institutional academic policies and requirements accurately.

Students' Needs Analysis

In order to advise students properly, students' personal academic records, transcripts and other relevant student information are reviewed to identify their strengths and learning needs. Students may approach their Care Persons to help them analyze their individual needs.

Programme Design

Student advising is conducted based on the needs of students. While Care Persons perform the role of general advisors, students with special needs are referred to Academic Advisors. Students should collate and submit all relevant information regarding their academic/technical ability to an Academic Advisor prior to consultation.

Responsibilities of Students

The successful outcome of the academic advising programme rests on the active participation of both students and Academic Advisors. Students should be partners in the advisory process and not passive recipients of advice.

Students should:

- a) participate in all scheduled pre-enrolment and orientation programmes for in-coming students at Polytechnic and School levels.
- b) acquire the relevant academic and career information to guide decision-making regarding the attainment of academic goals.

- c) acquire the information needed to assume final responsibility for subject scheduling, course planning and the successful completion of all graduation requirements.
- d) be knowledgeable in the policies, procedures and rules of the Polytechnic, School and diploma programme.
- e) have accurate information and relevant materials ready for decision-making when meeting with the academic advisor.
- f) consult Academic Advisors or Care Persons when in doubt.

3 ACADEMIC SYSTEMS

TP Curriculum

The TP curriculum comprises 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 TPFun subjects starting from their first year. They comprise the following:

Leadership: Essential Attributes & Practice (LEAP)
Career Readiness
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 pass the subject assessments and fulfil the required attendance for 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 formula for calculating the GPA:

$$\text{GPA} = \frac{\text{sum (credit units assigned to subject X subject grade point)}}{\text{sum (credit units assigned to all subjects allocated)}}$$

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 assessments 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 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.

Scope

The guidelines apply to students enrolled in TP.

Definition

The following are the definition of terms or abbreviation used in this policy:

a) Student Discipline Review Committee

This Committee shall:-

- review and approve changes to Temasek Polytechnic (Students) (Conduct and Discipline) Regulations;
- review and determine outcome of dismissal appeals; and
- comprise Deputy Chairman/Board of Governors (BOG), one BOG member and one independent member.

b) Polytechnic Disciplinary Board (PDB)

This Committee shall:-

- review the recommended punitive actions for Category 1A offences;
- review and approve the recommended punitive actions which are not in line with the Student Disciplinary Policy and any case as determined by the Principal to require review by PDB;
- act as the Board of Inquiry for student dismissal cases; and
- comprise one Deputy Principal as Chairperson and two independent Administrative Directors

c) PET - Pre-employment Training for students enrolled in the full-time course.

d) CET - Continuing Education and Training for students enrolled in the parttime course.

- e) TSA - Temasek SkillsFuture Academy
- f) School Disciplinary Committee (SDC) - A committee set up by the Schools or TSA (for CET students) to investigate student offences.
- g) Exclusion - where a student is temporarily barred from his/her course of study pending outcome of the police investigation and/or the disciplinary proceeding by the Polytechnic.
- h) Suspension - where the disciplinary proceeding has been completed and the punitive action is that the student is barred from his/her course of study for a specific period of time.
- i) Dismissal - where a student has committed a serious disciplinary offence and is terminated from his/her course of study.
- j) Coursework - refers to non-examination components, such as project, term test and assessments.

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 SDC.

Category	Type of Offence	Recommended Punitive Actions
1A	<ul style="list-style-type: none"> • Assault • Drug-related offence • Possession, distribution and sale of pornographic materials • Possession of weapons • Religious/racist attacks against staff / students • Rioting • Sexual assault and outrage of modesty 	The recommended punitive actions may range from suspension to dismissal depending on severity/mitigating/aggravating factors.
1B	<ul style="list-style-type: none"> • Forgery / Tampering of documents 	<p>1st Offence</p> <ul style="list-style-type: none"> • Warning Letter • "Fail" grade for subject(s) covered in period of the fraudulent MC/document <p>2nd Offence</p> <ul style="list-style-type: none"> • Fail all subjects in semester that the MC/ document is forged • Suspension in the next semester

Category	Type of Offence	Recommended Punitive Actions
		3 rd Offence • Dismissal
	<ul style="list-style-type: none"> • Bullying/Harassment • Fighting • Consumption of alcohol • Creating nuisance/bringing disrepute to TP • Defamation against staff/ students • Indecent behaviour • Viewing of pornographic materials 	First time Offenders* Warning Letter and/or Corrective Works Order (CWO)/ Community Work and make restitution, if applicable <u>Repeat Offenders</u> Suspension or Dismissal
	<ul style="list-style-type: none"> • Insubordination • IT-related offences • Theft • Unauthorised soliciting of funds and selling of products using the name of TP • 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 students age; and
- e) any mitigating, aggravating or compelling circumstances in order to reach a just and appropriate resolution in each case.

Referral to Police

- 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.

Academic-related Offences

2.1 The offences are categorized 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)	<ul style="list-style-type: none">• 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)	<ul style="list-style-type: none">• 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.

<p>Plagiarism Please refer to the Plagiarism Policy in this section</p>	<p>First offence (handled by the Course Manager)</p> <ul style="list-style-type: none"> • “F” grade for the component. • Student shall be required to submit a one-page reflection on the plagiarism incident. • Warning letter <p>Second offence</p> <ul style="list-style-type: none"> • ‘F’ grade for the subject, • Warning letter <p>Third offence (handled by the SDC)</p> <ul style="list-style-type: none"> • Suspension / dismissal. <p>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.</p>
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Imposition of Punitive Actions

- 3.1. Warning letters issued by SDC must be signed by the Director and copied to the students 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.
- 3.2. 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.
- 3.3. Student shall only be reinstated upon fulfilling the required conditions for reinstatement, failing which he/she could be withdrawn from the course of study.
- 3.4. 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.
- 3.5. For PET students, the School Counsellor shall follow-up with student to review his/her progress upon reinstatement

Category 2 (CAT 2)

- 4.1. 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
- 4.2. 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.

Attire Guidelines

- 5.1. 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.
- 5.2. Laboratories /workshops: Students must comply with the stipulated dress code, particularly those for safety and protective reasons.
- 5.3. Headgear: Students must be readily identifiable at all times. Therefore, any forms of headgear that prevents this are not permitted.

No-smoking Guidelines

- 6.1. 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.
 - 6.2. 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).
 - 6.3. 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.
7. 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.

Plagiarism Policy

Temasek Polytechnic's Policy on Plagiarism

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

Disciplinary Action Against Students who Plagiarise

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

Definition of Plagiarism

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

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

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

How to Avoid Plagiarism

To avoid plagiarism in your assignment, projects and other assessed work, you should

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

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.

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 may be 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.

5 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 using the phone at the entrance. If the lecturer is not in, the student can leave a message on the phonemail. 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 Portal (TPOSS)

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 <u>Note:</u> 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. Medical certificates from other overseas medical institutions may be accepted on a case by case basis subject to approval from Course Chair or designate

Category	Reason for LOA	No. of Days LOA	Supporting Documents
Medical	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. <u>Note:</u> 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 <u>not</u> 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, aunts 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
Event-Related	Marriage of student	1 day; subject to approval from D/School or designate	Marriage certificate
	Marriage of family members	Case by case basis subject to approval from Course Chair or designate	Letter from parents

Category	Reason for LOA	No. of Days LOA	Supporting Documents
Event-Related	Representative / participant in international/ external events	Duration of event; subject to approval from Course Chair or designate	Letter from parents
	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

Others	Attendance/ participation in courses applied through TP	Duration of Course	Verification with CP/ CC
	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:-

- bereavement of immediate family members, including spouse, parents, grandparents, siblings and children
- medical & hospitalisation leave
- participation in approved international/national events
- civil emergencies such as floods or disruptions to national transportation system
- special cases such as accidents are subject to special consideration on a case-by-case basis.

6 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 after the first 30 minutes 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. STATIONERY AND CALCULATORS

- 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. MOBILE PHONES, ELECTRONICS DEVICES AND PERSONAL BELONGINGS

- 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. UNAUTHORISED ITEMS IN THE EXAMINATION ROOM

- 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. CONDUCT IN THE EXAMINATION ROOM

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 student.
 - 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.

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.

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 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.

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.

7 TUITION & OTHER FEES

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

8 STUDENT SERVICES

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, and entrepreneurial activities by students. TP is a hub of intellectual and creative activities all-year round!

This exciting hub is the result of our commitment to providing a well-rounded educational experience that not only maximizes our student's academic learning, but also contributes to their personal enrichment and growth.

Life as a TP student is as exciting and enriching as the student wants it to be, whether they are interested in academic excellence, developing their sports or leadership potential or perfecting their cultural pursuits. There is

a myriad of opportunities to hone and showcase their talents and interests. Global experiences also await our students as we work to provide more opportunities for them to go abroad for internships, community service and study trips.

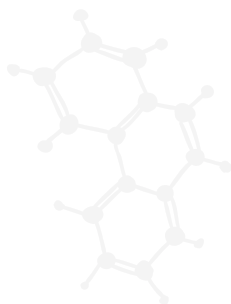
Our comprehensive range of CCAs covers:

- **Adventure**
Students with a love for the outdoors can choose from two CCAs to satisfy their adventurous streak: the **Adventure Club** and **Experiential Learning Facilitators (ELF)**. Both CCAs feature challenging fun-filled outdoor activities such as cycling, kayaking and rock climbing.
- **Experiential Learning Facilitators (ELF) Interest Group**
The Experiential Learning Facilitators (ELF) are trained to conduct adventure learning through high ropes courses, abseiling, rock climbing and team building/confidence/leadership activities for the TP student population. We model ourselves after Outward Bound instructors and are trained by TP staff who were also from Outward Bound (Singapore).
- **Community Service & Leadership**
Students who have a knack for leadership and volunteerism can develop their skills with a range of CCAs such as Toastmasters club, debate club, community service club, students' union and various academic studies clubs.
- **Students' Union**
Temasek Polytechnic Students' Union
- **Academic Studies Clubs**
Applied Science Studies Club
Business Studies Club
Design Studies Club
Engineering Studies Club
Humanities & Social Sciences Studies Club
Informatics & IT Studies Club
- **Community Service**
Community Service Club

Interest Groups

- Association of Information Security Professionals (AISP) Student Chapter
- BUS Student Ambassadors
- DES Student Ambassadors
- ENG Student Ambassadors

- Engineering Makers Club
- Enactus
- European Cultural Group
- Global Connect Club
- Green Interest Group
- International Students
- Japanese Cultural Group
- Mind Sports Interest Group
- NYAA Challenge
- PACEsetters
- School of Business Running Group
- TP-BP Mentors
- TP-CD Lionhearters Club
- TP Cliquers
- TP Debates
- TP Enactus
- TP Fitness
- TP-IPRS
- TP Stargazers
- TP Toastmasters



- **Sports**

Athletic students will be spoilt for choice when it comes to CCAs. TP has state-of-the-art facilities such as a rock wall, Olympic-sized swimming pool, well-equipped gym and an astro-turf hockey pitch. The Bedok reservoir just behind the campus is ideal for students' sea sport activities.

- Sports Club
- 10-Pin Bowling
- Akido
- Archery
- Badminton
- Basketball
- Dragon Boat
- Floorball
- Hockey
- Inline Skating
- Judo
- Kayak Racing
- Life-Saving
- Netball
- Rugby
- Silat
- Soccer
- Sport Climbing

- Swimming
- Table Tennis
- Taekwondo
- Tchoukball
- Tennis
- Touch Football
- Track & Field
- Triathlon
- Ultimate Frisbee
- Volleyball
- Wakeboarding
- Water Polo

- **Arts & Culture (Temasek Arts Centre)**

Temasek Arts Centre (TAC), the arts and culture wing of Temasek Polytechnic's Student Development and Alumni Affairs Department (SDAA), believes in cultivating the arts in students through providing training, opportunities and platforms for aspiring young artistes to express their talents and hone their craft. All our members are handpicked through a selection process.

- Band
- Chinese Orchestra
- Chorale
- Dance Ensemble (Modern & Hip Hop)
- Dikir Barat
- Divo Diva
- Fusion Percussion
- Indian Dance
- Malay Dance
- Music Vox
- Production Crew
- Salvo Drums
- Teatro (DramaTec & Titisan Temasek)

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

A Caring Campus

At Temasek Polytechnic, our students' welfare matters. You will find an array of support services and resources to help our students through their journey to make the most of their polytechnic education at TP.

Campus Care Network (CCN)

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

CCN Day

CCN Day Carnival is the signature event of the TP Campus Care Network. The CCN Day Carnival is held twice a year. This event brings the entire polytechnic together in the spirit of caring and sharing. Staff and students collaborate to set up stalls to raise funds for TP's needy students in every CCN Day Carnival. The enthusiastic participation of both staff and students shows the caring spirit in Temasek Polytechnic.

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.

CP refresher courses are organised regularly to hone and equip CPs to provide help and guidance to the students.

Some of the courses that have been organised include:

- Helping teenagers cope with peer pressure
- Helping teenagers cope with stress
- Helping teenagers manage break-ups
- Engaging today's youth
- Keys to Mentoring Teens

CCN Financial Schemes

CCN provides financial assistance for TP's needy students.

Short to medium-term financial help from CCN includes:

- **CCN Crisis Assistance Scheme** Immediate financial help will be given to students who face a crisis situation such as death, retrenchment, serious illness or accident of a loved one in the family.
- **CCN Emergency Scheme** This is an assistance given to students in great financial difficulties. Monthly help will be given to students for their food and transport needs.

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

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.

Making Enquiry & Appointment

Location : Care@TP, Blk 26B, Level 1 Unit 49

Tel : 6780 5959

Email : care@tp.edu.sg

Opening hours : Mon-Fri 8.30 am to 5.30 pm (Closed on Weekends & Public Holidays) To make appointment, click on: bit.ly/booktpcs

Services Available

- **Consultation/Therapy** - Face to face sessions which are carried out on individual, group or family basis. Confidentiality is assured.
- **Financial Counselling** - Counsellors will explore with students regarding the various financial resources available.
- **Wellness Programme** - Mental health awareness talks, workshops & roadshows.

Crisis Hotline (After office hours)

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

Student Services

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 updating of personal particulars, retrieval of class timetable and examination results, registration for graduation ceremonies and booking of sports and library facilities.

The services includes:

- 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

Other Services

- Certification of TP Academic Results and Diploma Certificate
- Collection of Diploma by Current Graduates - *Dates for Collection will be Stipulated in the Graduant Package*
- Request for Full-time Student Status Confirmation Letter
- Submission of Enrolment Documents and Non-Financial Application Forms

Payment

All payments by NETS and CashCard only.

Location

Student Services

Temasek Polytechnic
Administration Block 9, Level 2, Lift Lobby C
21 Tampines Avenue 1
Singapore 529757

Operating hours

Mon to Fri: 8.30 am to 5.30 pm
Closed on Sat, Sun & Public Holiday

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

www.tp.edu.sg

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



An e-Lifestyle

A campus-wide IT network harnesses the latest technology for teaching, learning and administrative support. TP has embarked on an initiative to realise Singapore's Public Service 21 (PS21) vision of service excellence through the delivery of "one-stop, non-stop" electronic services to students, staff, industry partners and the public.

This initiative, known as ePoly, allows staff and students to have a personalised web space where almost every service and learning resource can be accessed from within and outside the campus.

Among the services available now are a personalised timetable and an online storage space that can be accessed anywhere. You can also update your personal particulars, check your examination results and enrol for courses online.

TP students are also able to read news and announcements, access information resources stored in TP's library, submit work assignments from home, study online, attend virtual tutorials and group discussions, and chat online with lecturers.

These are all part of the growing e-lifestyle for you at TP.

Bring Your Own Device (BYOD)

Temasek Polytechnic strives to provide a conducive environment for students to acquire the skills and knowledge to meet the demands of the world of work.

Towards this end, 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;
- use their own devices in school and at home, thus enjoying convenience and accessibility to course-specific software whenever feasible;
- and contribute towards a greener environment.

You may refer to the given link: <http://www.tp.edu.sg/BYOD-Specs> for the required technical specifications for notebooks, list of supported Antivirus software and commonly used freeware. If you already own a notebook, you are not required to purchase a new one (subject to your notebook meeting the minimum specifications required for your course).

Students who are faced with any problem, 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.

9 APPLIED SCIENCE 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 School of Applied Science (ASC) 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.

10 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.
4. Laboratory coats should not be worn outside the laboratories.
5. Student's 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.

6. 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.
7. Nails should be kept short and neat for hygiene and safety reasons.
8. 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.
9. Make sure your work area is clean, dry and that all water, gas and electric supplies are turned off before you leave the laboratory.
10. Do not smoke, eat or drink in the laboratory.
11. Never work alone in the laboratory unless authorized to do so.
12. 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.
13. Students are not allowed to remove any laboratory material or equipment from the laboratory unless authorised to do so.
14. Always practice good housekeeping and wash your hands before leaving the laboratory.
15. 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.
16. 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)



USEFUL TELEPHONE NUMBERS

School of Applied Science General Office
Tel: 6780 5322

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

The School of Applied Science is entrusted to develop and conduct diploma courses, which emphasise 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 emphasise 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 industrial 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>

YEAR PLANNER



Projects / Assignments	Due	Done	Remarks
20 Mon - <i>START OF TERM 1 (20APR - 14 JUN)</i>			
21 Tue			
22 Wed			
23 Thu			
24 Fri			
25 Sat			
26 Sun			


Projects / Assignments	Due	Done	Remarks
27 Mon			
29 Tue			
29 Wed			
30 Thu			
1 Fri - <i>LABOUR DAY</i>			
2 Sat			
3 Sun			

APR 2020

S	M	T	W	T	F	S
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19	20	21	22	23	24	25
26	27	28	29	30		

MAY 2020

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31					1	2
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17	18	19	20	21	22	23
24	25	26	27	28	29	30

Projects / Assignments	Due	Done	Remarks
4 Mon			
5 Tue			H^2O
6 Wed			
7 Thu - <i>VESAK DAY</i>			
8 Fri			
9 Sat			
10 Sun			

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

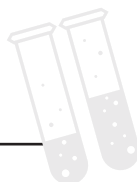
APR 2020

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MAY 2020

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

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




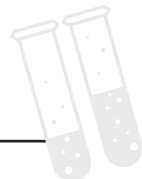
Projects / Assignments	Due	Done	Remarks
25 Mon			
26 Tue			
27 Wed			
28 Thu			
29 Fri			
30 Sat			
31 Sun			

MAY 2020

S	M	T	W	T	F	S
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JUNE 2020

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21	22	23	24	25	26	27
28	29	30				

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



Projects / Assignments	Due	Done	Remarks
8 Mon			
9 Tue			
10 Wed			
11 Thu			
12 Fri			
13 Sat			
14 Sun - <i>END OF TERM 1 (20 APR - 14 JUN)</i>			

JUN 2020

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21	22	23	24	25	26	27
28	29	30				

JUL 2020

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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
15 Mon - <i>TERM BREAK (15 JUN - 28 JUN)</i>			
16 Tue			
17 Wed			
18 Thu			
19 Fri			
20 Sat			
21 Sun			


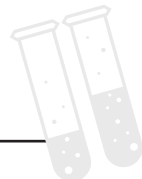
Projects / Assignments	Due	Done	Remarks
22 Mon			
23 Tue			
24 Wed			
25 Thu			
26 Fri			
27 Sat			
28 Sun			

JUN 2020

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

JUL 2020

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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
29 Mon - <i>START OF TERM 2 (29 JUN - 26 JUL)</i>			
30 Tue			
1 Wed			
2 Thu			
3 Fri			
4 Sat			
5 Sun			



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

JUL 2020

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

AUG 2020

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

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



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

JUL 2020

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	

AUG 2020

S	M	T	W	T	F	S
30	31					1
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16	17	18	19	20	21	22
23	24	25	26	27	28	29

Projects / Assignments	Due	Done	Remarks
27 Mon - <i>SPECIAL BREAK (27 JUL - 2 AUG)</i>			
28 Tue			
29 Wed			
30 Thu			
31 Fri - <i>HARI RAYA HAJI</i>			
1 Sat			
2 Sun			

Projects / Assignments	Due	Done	Remarks
3 Mon - <i>START OF TERM 2 (3AUG - 23 AUG)</i>			
4 Tue			
5 Wed			
6 Thu			
7 Fri			
8 Sat			
9 Sun - <i>NATIONAL DAY</i>			

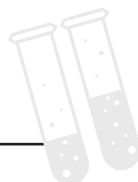
AUG 2020

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30	31					1
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23	24	25	26	27	28	29

SEP 2020

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

Projects / Assignments	Due	Done	Remarks
10 Mon			
11 Tue			
12 Wed			
13 Thu			
14 Fri			
15 Sat			
16 Sun - <i>HARI RAYA HAJI</i> - <i>END OF TERM 2 (24 JUN - 11 AUG)</i>			



Projects / Assignments	Due	Done	Remarks
17 Mon			
18 Tue			
19 Wed			
20 Thu			
21 Fri			
22 Sat			
23 Sun - <i>END OF TERM 2 (29 JUN - 23 AUG)</i>			

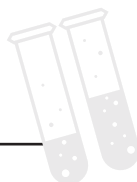
AUG 2020

S	M	T	W	T	F	S
30	31					1
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9	10	11	12	13	14	15
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SEP 2020

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20	21	22	23	24	25	26
27	28	29	30			

Projects / Assignments	Due	Done	Remarks
24 Mon - <i>STUDY WEEK (24 AUG - 30 AUG)</i>			
25 Tue			
26 Wed			
27 Thu			
28 Fri			
29 Sat			
30 Sun			




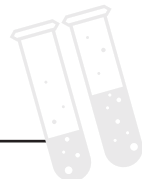
Projects / Assignments		Due	Done	Remarks
31	Mon - <i>SEMSTRAL EXAMINATIONS</i> (31 AUG - 11 SEP)			
1	Tue			
2	Wed			
3	Thu			
4	Fri			
5	Sat			
6	Sun			

AUG 2020

S	M	T	W	T	F	S
30	31					1
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SEP 2020

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20	21	22	23	24	25	26
27	28	29	30			

Projects / Assignments	Due	Done	Remarks
7 Mon			
8 Tue			
9 Wed			
10 Thu			
11 Fri			
12 Sat - <i>VACATION (12 SEP - 18 OCT)</i>			
13 Sun			

Projects / Assignments	Due	Done	Remarks
14 Mon			
15 Tue			
16 Wed			
17 Thu			
18 Fri			
19 Sat			
20 Sun			
21 Mon			
22 Tue			
23 Wed			
24 Thu			
25 Fri			
26 Sat			
27 Sun			
28 Mon			
29 Tue			
30 Wed			
1 Thu			
2 Fri			
3 Sat			
4 Sun			

SEP 2020

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OCT 2020

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


Projects / Assignments	Due	Done	Remarks
19 Mon - <i>START OF TERM 3 (19 OCT - 20 DEC)</i>			
20 Tue			
21 Wed			
22 Thu			
23 Fri			
24 Sat			
25 Sun			

OCT 2020

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

NOV 2020

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

Projects / Assignments	Due	Done	Remarks
26 Mon			
27 Tue			H^2O
28 Wed			
29 Thu			
30 Fri			
31 Sat			
1 Sun			


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

NOV 2020

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29	30					

DEC 2020

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27	28	29	30	31		

Projects / Assignments	Due	Done	Remarks
9 Mon			
10 Tue			H^2O
11 Wed			
12 Thu			
13 Fri			
14 Sat - <i>DEEPAVALI</i>			
15 Sun			


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

NOV 2020

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29	30					

DEC 2020

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

Projects / Assignments	Due	Done	Remarks
23 Mon			
24 Tue			H^2O
25 Wed			
26 Thu			
27 Fri			
28 Sat			
29 Sun			

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

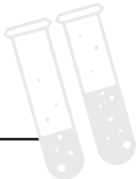
NOV 2020

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22	23	24	25	26	27	28
29	30					

DEC 2020

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

Projects / Assignments	Due	Done	Remarks
7 Mon			
8 Tue			H^2O
9 Wed			
10 Thu			
11 Fri			
12 Sat			
13 Sun			



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

DEC 2020

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27	28	29	30	31		

JAN 2021

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31					1	2
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24	25	26	27	28	29	30

Projects / Assignments	Due	Done	Remarks
21 Mon - <i>TEAM BREAK (21 DEC - 3 JAN)</i>			
22 Tue			
23 Wed			
24 Thu			
25 Fri - <i>CHRISTMAS DAY</i>			
26 Sat			
27 Sun			





Projects / Assignments	Due	Done	Remarks
28 Mon			
29 Tue			
30 Wed			
31 Thu			
1 Fri - <i>NEW YEAR'S DAY</i>			
2 Sat			
3 Sun			

DEC 2020

S	M	T	W	T	F	S
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13	14	15	16	17	18	19
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27	28	29	30	31		

JAN 2021

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31					1	2
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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
4 Mon - <i>START OF TERM 4 (4 JAN - 14 FEB)</i>			
5 Tue			
6 Wed			
7 Thu			
8 Fri			
9 Sat			
10 Sun			



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

JAN 2021

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

FEB 2021

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						

Projects / Assignments	Due	Done	Remarks
18 Mon			
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			
31 Sun			

JAN 2021

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

FEB 2021

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7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28						

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



Projects / Assignments	Due	Done	Remarks
8 Mon			
9 Tue			
10 Wed			
11 Thu			
12 Fri - <i>CHINESE NEW YEAR</i>			
13 Sat			
14 Sun - <i>END OF TERM 4 (4 JAN - 14 FEB)</i>			

FEB 2021

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						

MAR 2021

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			

Projects / Assignments	Due	Done	Remarks
15 Mon - <i>STUDY WEEK (15 FEB - 21 FEB)</i>			
16 Tue			
17 Wed			
18 Thu			
19 Fri			
20 Sat			
21 Sun			


Projects / Assignments	Due	Done	Remarks
22 Mon - <i>SEMESTRAL EXAMINATION</i> (22 FEB - 5 MAR)			
23 Tue			
24 Wed			
25 Thu			
26 Fri			
27 Sat			
28 Sun			

FEB 2021

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						

MAR 2021

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			

Projects / Assignments	Due	Done	Remarks
1 Mon			
2 Tue			H^2O
3 Wed			
4 Thu			
5 Fri			
6 Sat - VACATION (6 MAR - 18 APR)			
7 Sun			

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

MAR 2021

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

APR 2021

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Projects / Assignments	Due	Done	Remarks
15 Mon			
16 Tue			
17 Wed			
18 Thu			
19 Fri			
20 Sat			
21 Sun			
22 Mon			
23 Tue			
24 Wed			
25 Thu			
26 Fri			
27 Sat			
28 Sun			
29 Mon			
30 Tue			
31 Wed			
1 Thu			
2 Fri			
3 Sat			
4 Sun			

MAR 2021	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			

APR 2021	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	

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			

APR 2021

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	

MAY 2021

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

NOTES



$$a+b^2=c^2$$



Bringing education to life
and life to education