

**STUDENT**

**HAND**

**AY 2022/2023**

**SCHOOL OF**

**BUSINESS**

**BOOK**

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# Temasek Polytechnic

## Our Vision

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

## Our Mission

To prepare school-leavers and working adults for a future of dynamic change, with relevant knowledge, lifelong skills, character and a thirst for continuous improvement.

## TP Student Profile

Every Temasek Polytechnic student will graduate as a lifelong learner, future-oriented creator and values-centered leader through a wide range of opportunities, activities and experiences offered at Temasek Polytechnic.

### Lifelong Learner

*Self-directed > Resilient > Competent*

Our students are self-directed learners who remain competent in the face of challenges and rapid changes.

### Future-Oriented Creator

*Problem Solving > Digital & Information Literate > Innovative & Entrepreneurial*

Our students are future-oriented creators who possess problem-solving skills and an entrepreneurial spirit.

### Values-Centered Leader

*Character & Citizenship > Leadership > Communicative & Collaborative*

Our students are leaders with a service mindset who, through effective communication and collaboration, contribute generously to the global community as responsible citizens.



## Director's Message



Hello freshmen! Welcome to the School of Business family. We are excited to have you on-board. And I hope you, too, are excited about your brand-new adventure!

The COVID situation remains volatile today, with new variants and new waves disrupting everyday lives. Here at the School of Business, we strive to always remain adaptable in the face of the new normal. Our lesson plans are adjusted accordingly — moving from cohort-level lectures to classroom-level lectures and tutorial sessions — without affecting our commitment to equip you with practical skills that will help you excel in your field of study. Underpinning these skills is a solid foundation of core business management subjects that will springboard you to be part of the business buzz that you desire.

Many of you will be wondering how learning is like in the School of Business. To gear you up for business, you will learn to apply concepts that you have acquired from your lecturers through hands-on projects in our fully-equipped centres of excellence.

In addition, your learning will be interdisciplinary and beyond the classroom. You will get to

- embark on experiential learning journeys to discover more about the business world;
- develop solutions for the business problems of our industry partners; and
- gain on-ground insights from their mentoring and sharing.

No man is an island and as the saying goes, teamwork makes the dream work. You will have the chance to develop important people skills through working closely with your course mates in various industry driven projects. It is also through these projects and common experiences that you forge new memories, friendships and connections that will last a lifetime. I encourage you to seize these learning moments and make the most of them.

To kick-start your journey here with us, we have prepared this handbook to help you get to know more about TP and School of Business. Familiarise yourself with the important academic and administrative matters that will be a large part of your student life here with us.

Apple co-founder Steve Jobs once said: "Let's go invent tomorrow instead of worrying about what happened yesterday." I hope you will find your three years at School of Business a fulfilling, enriching and meaningful one, and I wish you success in your new journey.

Yours sincerely,

A handwritten signature in black ink, which appears to read "Tan Siew Kim".

Tan Siew Kim (Ms)  
Director  
School of Business

## Management Staff



**Ms Tan Siew Kim**  
Director  
School of Business

☎ 6780 5121



**Mrs Yeo-Chiang  
Sie Jong, June**  
Deputy Director  
Academic Affairs  
and Staff Development

☎ 6780 5829



**Ms Nancy Tan**  
Deputy Director  
Academic and  
Academic Services

☎ 6780 5811



**Mr Daniel Ng**  
Deputy Director  
Academic and Learning  
Development

☎ 6780 5301



**Dr Isaac Lim**  
Deputy Director  
Academic and Professional  
& Partnership Development

☎ 6780 4743



**Mr Gary Lin**  
Deputy Director  
Academic and  
Publicity & Outreach

☎ 6780 6235



**Mr Gevin Png**  
Deputy Director  
Academic and Student  
Development

☎ 6780 5817



**Mr Jeremy Sim**  
Assistant Director  
Academic and  
Temasek Culinary  
Academy-Culinary  
Institute of America

☎ 6780 6176



**Ms Jeannie Yang**  
Assistant Director  
Administrative  
Services

☎ 6780 5942



**Ms Tan Ee Ling**  
Course Chair  
Common Business  
Programme

☎ 6780 5870



**Mr Wong Nee Tat**  
Course Chair  
Diploma in  
Accountancy &  
Finance

☎ 6780 6236



**Ms Lisa Chua**  
Course Chair  
Diploma in Business

☎ 6780 6377



**Ms Grace Chia**  
Course Chair  
Diploma in  
Culinary &  
Catering  
Management

☎ 6780 5872



**Ms Sue Lou**  
Course Chair  
Diploma in  
Communications &  
Media  
Management

☎ 6780 5806



**Mr Chew Kian Beng**  
Course Chair  
Diploma in  
Hospitality &  
Tourism  
Management

☎ 6780 5682



**Mr Foo Choo Yen**  
Course Chair  
Diploma in  
International  
Trade &  
Logistics

☎ 6780 6580



**Mr Wong Khai Leng**  
Course Chair  
Diploma in Law &  
Management

☎ 6780 4114



**Ms Maggie Au**  
Course Chair  
Diploma in Marketing

☎ 6780 5061



**Ms Sheila Sim**  
Course Chair  
Professional  
Development

☎ 6780 6781



**Mr Benedict  
Fernandez**  
Course Chair  
Professional  
Development

☎ 6780 5169



**Ms Pek Geok Hong**  
Senior Manager  
Academic Services

☎ 6780 6261



**Mr Jackson Ng**  
Head, Digital  
Business  
Transformation  
Centre

☎ 6780 5850



**Mr Samuel Tan**  
Head, TP Smart E-  
Commerce Centre

☎ 6780 6780



## AY2022/2023 Academic Calendar

<b>Semester 1</b>	
<b>Term 1</b>	Mon, 18 Apr – Sun, 12 Jun 2022
Mid Semester Tests	Mon, 6 Jun – Fri, 10 Jun 2022
Break	Mon, 13 Jun – Sun, 26 Jun 2022
<b>Term 2</b>	Mon, 27 Jun – Sun, 14 Aug 2022
Study Week	Mon, 15 Aug – Sun, 21 Aug 2022
Semestral Examinations	Mon, 22 Aug – Fri, 2 Sep 2022
Vacation	Sat, 3 Sep – Sun, 16 Oct 2022
<b>Semester 2</b>	
<b>Term 3</b>	Mon, 17 Oct – Sun, 18 Dec 2022
Mid Semester Tests	Mon, 12 Dec – Fri, 16 Dec 2022
Break	Mon, 19 Dec – Mon, 2 Jan 2023
<b>Term 4</b>	Tue, 3 Jan – Sun, 12 Feb 2023
Study Week	Mon, 13 Feb – Sun, 19 Feb 2023
Semestral Examinations	Mon, 20 Feb – Fri, 3 Mar 2023
Vacation	Sat, 4 Mar – Sun, 16 Apr 2023





# Student Development Approach

*If you deliberately plan on being less than you are capable of being, then I warn you that you'll be unhappy for the rest of your life.*

~ Abraham Maslow ~

American Psychologist, Creator of Maslow's Hierarchy of Needs (1908 – 1970)

As part of your journey with the School of Business (BUS), we will develop you holistically. Besides academic achievements, it is also important that you pick up and showcase SKILLS vital for today's workforce and be future ready. Enrich yourself, grow and be the best that you can be to the school and the community. And this is precisely what the School of Business wants our students to achieve.

## Mission for All BUS Students

**Equip myself for a future of dynamic change, with relevant business knowledge, lifelong skills, character, and a thirst for continuous improvement.**

To complement Temasek Polytechnic Student Profile, the School of Business will be focusing student development activities along 4 student target levels to better prepare you for the future. The 4 student target levels are: **ENABLE, ENRICH, EMPOWER** and **EXCEL**.



<b>ENABLE</b>	All work and no play make Jack & Jill a dull person. There will be campus wide activities targeted at everyone. You will have the opportunity to participate in activities such as Freshmen Orientation, and Campus Care Network Day.
<b>ENRICH</b>	Enrich your poly life by participating in interest-driven activities such as participation in CCA activities, overseas study trips, community service projects, events organised by Business Studies Club and flex-week activities.
<b>EMPOWER</b>	You will be empowered to serve as leaders in interest groups, CCA groups, representation in forums, seminars, competitions both locally and overseas. You will also have the opportunity to participate in the Temasek LEADership programme*.
<b>EXCEL</b>	Stretch your potential by participating in specially curated programmes for exemplary students under the Temasek LEADership Programme*, such as Outward Bound X and mentorship programmes to hone your leadership capabilities.

\*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.

This unique approach is crafted to stretch the potential of our high-performing students. In the 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:

- a. Personal Leadership
- b. Team Leadership
- c. Community Leadership
- d. Global Perspectives

Temasek LEAD students can look forward to participating in programmes such as:

- a. Overseas academic exchanges
- b. Local and overseas expeditions
- c. Learning Journeys, Dialogue sessions and Symposiums
- d. Personal Development workshops
- e. Local and Overseas community projects

## **HOW SHOULD I PROCEED IN THIS MISSION?**

### **1. Take Charge**

- a. Take responsibility for your development and actively participate in various Student Development Programmes.
  - i. Within School of Business, participate in student-led programmes and events organised by the Business Study Club (BSC) and the respective Diploma or Industry-Specific Interest Groups. Engage your Course Chair, Care Persons or BSC/Interest Group Student Leaders.

### **2. Set Goals and Venture Forth**

- a. Identify and participate in programmes that interest and grow you.
- b. Set personal goals for each level of your study in BUS to maximise your potential.
- c. Keep track of your involvement in student development activities.

### **3. Reflect, Consolidate and Advance Further**

- a. Reflect on your learning and development.
- b. Advance in your journey of continuous improvement.

### **Further Information on Student Development**

- a. For more information on SEAL Points System, click [here](#).
- b. For more information on Student Clubs & Interest groups, click [here](#).

For more Information on student services, click [here](#).

### **Staff-in-charge**

Mr Gevin Png, Deputy Director/Academic & Student Development

Tel: 6780 5817

Email: [gevin\\_png@tp.edu.sg](mailto:gevin_png@tp.edu.sg)

Ms Lisa Chua, Course Chair, Diploma in Business

Tel: 6780 6377

Email: [lisa\\_chua@tp.edu.sg](mailto:lisa_chua@tp.edu.sg)



## Diploma Courses

The School of Business offers 8 diploma courses and the Common Business Programme that are designed to be practical, skills-based and industry driven. All the courses equip students with core skills such as learning strategies, problem-solving, communications and digitalization skills. They aim to better prepare students for the challenges of a corporate world and a future of dynamic changes. A variety of approaches are used including e-Learning and Practice-based Learning, and students are expected to participate actively in authentic learning activities such as presentations, interviews, fieldwork and study visits.

### COURSES AVAILABLE

The common entry programme and 8 diploma courses offered are:

- Common Business Programme (CBP)
- Diploma in Accountancy & Finance (A&F)
- Diploma in Business (BUS)
- Diploma in Communications & Media Management (CMM)
- Diploma in Culinary & Catering Management (CCM)
- Diploma in Hospitality & Tourism Management (HTM)
- Diploma in Law & Management (LAW)
- Diploma in International Trade & Logistics (ITL)
- Diploma in Marketing (MKG)

## **CHOICE OF DIPLOMA COURSES**

Students in the Common Business Programme (CBP) will be streamed into one of the following diplomas with effect from their second semester of study.

- Diploma in Accountancy & Finance (A&F)
- Diploma in Business (BUS)
- Diploma in Culinary & Catering Management (CCM)
- Diploma in Hospitality & Tourism Management (HTM)
- Diploma in Law & Management (LAW)
- Diploma in International Trade & Logistics (ITL)
- Diploma in Marketing (MKG)

Students will be required to indicate their choice of diploma course at the end of the April 2022 semester.

Before making their choice, students will be briefed on various course requirements and career opportunities. Allocation of diplomas will be based on the number of places available, students' aptitude and academic performance in the April 2022 semester, and priority of choice.

## **STUDENT INTERNSHIP PROGRAMME**

The Student Internship Programme (SIP) is a compulsory subject in every Diploma course to provide students with 16-24 weeks of practical work experience.

SIP is carried out with host organisations in a relevant industry where students undertake work activities assigned in real-life situations. SIP can also be carried out overseas to give students the opportunity to gain an international outlook as well as practical experience.

To have a successful internship, students need to plan ahead and be prepared. It is beneficial to start networking and be on the lookout for the ideal internship opportunity to enhance the educational experience and career development.



## **Flexible Academic System for Temasek (FAST)**

FAST is the acronym for the “Flexible Academic System for Temasek”, the credit-based modular system implemented since July 2002. This system allows for greater flexibility and is in line with MOE’s philosophy of “ability-based” learning.

### **TP CURRICULUM**

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

- a. Career Readiness 1 and 2
- b. Current Issues & Critical Thinking
- c. Effective Communication
- d. Professional Communication
- e. Global Studies
- f. Global Studies 2 or Guided Learning\*
- g. Innovation & Entrepreneurship
- h. Leadership Fundamentals (LEADFUN)
- i. Leadership in Action (LEADACT)
- j. Sports & Wellness
- k. Student Internship Programme

[\*Students have a choice to opt for Guided Learning or take one of the following Global Studies 2 subjects: Managing Diversity at Work, Global Citizenship & Community Development, and Expressions of Culture.]

## **STUDENT CLASSIFICATION**

Students are enrolled as Freshmen. After completing 40 credit units and 80 credit units, they will progress to Junior and Senior student classifications respectively.

## **ACADEMIC PROGRESSION**

### **Recommended Progression Path and Workload**

Each diploma has a recommended progression path designed for students to complete the course in three years (six semesters). Students must complete their course of study between six to ten semesters. The maximum workload that each student is allowed to take each semester is 26 credit units and the minimum workload is 15 credit units.

### **Eligibility Criteria for Taking Subjects of Next Higher Level**

Students must complete (pass) some specified number of credit units before taking Level 2 subjects and Level 3 subjects. The required number of credit units is specified by each diploma.

### **Subject Passing Rule**

- For a subject with 100% coursework, students are required to obtain at least 50% in order to pass the subject;
- For a subject with end-of-semester examination, students are required to obtain at least 50% in the overall subject mark in order to pass the subject.

### **Retaking (repeating) a Subject**

Students who fail a core subject will have to retake the subject when it is next offered.

When a student retakes a subject, he/she has to attend lessons and complete the necessary coursework assessments and examinations. A new grade for the subject will be obtained.

Students cannot retake a subject which they have passed.

### **Replacing or Retaking a Failed Elective or Global Studies 2 (GS2) Subject**

Students who fail an elective or GS2 subject may

- replace it with a new elective or GS2 subject respectively, or
- retake the failed subject.

Any failed elective or GS2 subject forms part of the students' academic results.

## Number of Attempts Allowed for Subjects

Students are allowed a maximum of two attempts for each subject.

If a student fails an elective or GS2 subject in two attempts, he will not be allowed to take the same subject a third time.

## Grading System

Letter Grades	Descriptors	Grade Point
Z	Distinction	4.0
A	Excellent	4.0
B+	Very Good	3.5
B	Very Good	3.0
C+	Good	2.5
C	Good	2.0
D+	Credit	1.5
D	Credit	1.0
P	Non-Graded Pass	1.0
F	Fail	0
Pass	Pass in a subject with no grade point	NA
Fail	Fail in a subject with no grade point	NA

## Grade Point Average (GPA)

A student's progress within a course of study is evaluated on the basis of the Grade Point Average (GPA). The GPA is a numerical value that indicates the student's academic achievement in the course.

The formula for calculating the GPA is:

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

Subjects	Credit Units of subjects	Grades Obtained	Subject Grade Point	CU x Grade Point
Business Accounting	4	A	4	4x4 = 16
Principles of Management	4	A	4	4x4 = 16
Business Technology & Analytics	4	B	3	4x3 = 12
Business Economics	4	C	2	4x2 = 8
Current Issues & Critical Thinking	3	D	1	3x1 = 3
Total	19			55

$$\begin{aligned}\text{GPA} &= \text{Total credit points} / \text{Total credit units} \\ &= 55/19 \\ &= 2.89\end{aligned}$$

Semester GPA and Cumulative GPA (cGPA) will be calculated at the end of the semester/year.



A student who repeats a subject (having failed it before) would have his/her new grade replace his/her previous failed grade (0 grade point). His/her new grade point would be used in the calculation of his/her semester GPA and cGPA. A student's transcript of results will show all the subjects that he has taken, together with the grades.

### **Academic Standing**

Students' results slips will show one of the following:

- **Proceed to next semester**
  - Students who have passed all subjects in current semester.
- **Proceed to next semester (Academic Warning)**

Academic Warning is given for the following reason/s:

  - Student has failed a core subject once and has not passed it;
  - His/her cGPA < 1.0 for two consecutive semesters; or
  - He/she is in the ninth semester and has not fulfilled graduation requirements.
- **Removal**
  - Students who have met the removal criteria.
- **Extended Probation**
  - Students who are removed but reinstated.
  - Such students must obtain a cGPA 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.
- **Complete course of study**
  - Students who have met the stipulated course graduation requirements

### **Criteria for Removal**

Students will be removed from their course of study under the following circumstances:

- They have not fulfilled the graduation requirements within the stipulated maximum time allowed to complete the course;
- They have a cGPA which is less than 1.0 for three consecutive semesters; or
- They have not passed a TPFun subject (excluding GS2 subjects), a diploma core or required diploma option subject in two attempts.

## **Director's List for Freshmen and Junior Students**

Students will be considered for the Freshmen Director's List if they fulfil all of the following criteria listed as follows:

- Top 10% of the diploma cohort based on GPA for the Freshmen Year.
- Computation of GPA will be based on a list of subjects of both semesters 1.1 and 1.2 for each diploma, according to the course structure.
- The list of subjects will exclude non-graded subjects and GS2.
- Did not fail any subject offered in semester 1.1 and 1.2 of the course structure while studying at Temasek Polytechnic.
- Did not commit a Category 1 disciplinary offence.

Students will be considered for the Junior Director's List if they fulfil all of the following criteria listed as follows:

- Top 10% of the diploma cohort based on GPA for the Junior Year.
- Computation of GPA will be based on a list of subjects of both semesters 2.1 and 2.2 (core and electives) for each diploma, according to the course structure.
- The list of subjects will exclude non-graded subjects and GS2.
- Did not fail any subject offered in semester 2.1 and 2.2 of the course structure while studying at Temasek Polytechnic.
- For electives: Students must complete the stipulated number of electives based on their course structure. If the students have completed more than the required number of electives, all electives will be taken into consideration for computation.
- Did not commit a Category 1 disciplinary offence.

## **Graduation**

Each diploma has its graduation requirements. To qualify for the award of a diploma, a student must fulfill the following conditions:

- Complete the required minimum number of credit units;
- Pass all compulsory subjects (TPFun and diploma core) and required diploma options (where applicable);
- Fulfill the diploma elective requirement;
- Fulfill the minimum cGPA requirement; and
- Complete at least 3 academic years of study.

## **Diploma with Merit (DWM)**

You will be eligible for DWM if

- you complete the course within six semesters; and
- you have not failed any subject during the course of study; and
- you did not obtain a non-graded pass for any subject; and
- you are in the top 10% of the graduating diploma cohort with cGPA of 3.50 and above. The calculation of cGPA will include all subjects taken (even if they are over and above graduation requirements) which are assigned a grade point.

## Subject Selection

In the semester where students are required to take Global Studies 2 or elective or option subjects, students will be given the opportunity to select 1 out of the 3 Global Studies 2 subjects, and, where applicable, elective or option subjects in the preceding semester. Selection is done via the TP Online Student Services Portal. Students are advised to make their selection as soon as the selection exercise begins.

Information and synopses of the subjects available for selection will be posted online. The allocation of subjects to students will be based on academic progression rules, availability, preferences and other criteria.

## ACADEMIC ADVISING

Academic advisors are lecturers who have been selected to provide school and diploma-specific advising in the following areas:

- Assist students in developing and implementing a meaningful educational plan so as to realise their academic potential and their career plans.
- Help students make informed choices about courses, subjects, and if applicable, elective options or electives to specialise in.
- Provide students with accurate information regarding academic requirements for graduation.
- Help students to understand areas of concern that affect their academic progress.

If you have any questions on academic matters, please approach the following academic advisors:

Academic Advisor	Telephone	E-Mail
<b>Diploma in Accountancy &amp; Finance (A&amp;F)</b>		
Ms Christine Cheong	6780 5821	christine_cheong@tp.edu.sg
Mr Ong Swee Chung	6780 6771	ong_swee_chung@tp.edu.sg
<b>Diploma in Business (BUS)</b>		
Ms Valerie Mok	6780 6257	valerie_mok@tp.edu.sg
Ms Amy Tan Wei Thean	6780 4427	amy_tan@tp.edu.sg
Mr Lim Teng Kwee, Kelvin	6780 5242	kelvin_lim@tp.edu.sg

<b>Academic Advisor</b>	<b>Telephone</b>	<b>E-Mail</b>
<b>Common Business Programme (CBP)</b>		
Ms Carmen Lee	6780 6280	carmen_lee@tp.edu.sg
Mr Fong Kai Yew, Kenneth	6780 5810	kenneth_fong@tp.edu.sg
<b>Diploma in Communications &amp; Media Management (CMM)</b>		
Mrs Felicia Nah	6780 6600	felicia_nah@tp.edu.sg
<b>Diploma in Culinary &amp; Catering Management (CCM)</b>		
Mr Geoffrey Tai Pui Ho	6780 6294	geoffrey_tai@tp.edu.sg
Ms Mark Fong Kim	6780 6341	mark_fong_kim@tp.edu.sg
<b>Diploma in Hospitality &amp; Tourism Management (HTM)</b>		
Ms Quah Siok Sim	6780 5812	quah_siok_sim@tp.edu.sg
Mr Benjamin Cassim	6780 4113	benjamin_cassim@tp.edu.sg
<b>Diploma in Law &amp; Management (LAW)</b>		
Ms Cynthia Rodrigo	6780 6255	cynthia_rodrigo@tp.edu.sg
Ms Lim Poh Bee	6780 5840	lim_poh_bee@tp.edu.sg
<b>Diploma in International Trade &amp; Logistics (ITL)</b>		
Mr Tan Poh Chuan	6780 6271	tan_poh_chuan@tp.edu.sg
Mr Goh Hock Kee	6780 5114	goh_hock_kee@tp.edu.sg
<b>Diploma in Marketing (MKG)</b>		
Mr Matthew Chua	6780 6982	matthew_chua@tp.edu.sg
Ms Germaine Wang	6780 6234	germaine_wang@tp.edu.sg



## How to Obtain Information

### CARE PERSON

The Care Person (CP) as the name suggests is the equivalent of a form teacher in a secondary school or a civics tutor in a junior college. The CP provides pastoral care and guidance and counsels students in areas such as academic studies, financial matters, interpersonal and family relationships. The CP also handles administrative matters and is the point of contact between the students and the Polytechnic.

### SCHOOL PARACOUNSELLOR

The School Paracounsellor is a certified Counsellor appointed to help students in the school. Students can request to meet with the Paracounsellor to discuss matters of deeper concern which may require attention over a period of time. Students could approach him or her for additional counsel or guidance after speaking with their Care Persons.

Students can call the General Office hotline (Tel: 6780 5127) to request to speak with a School Paracounsellor, or contact any of the School Paracounsellors listed below.

<b>School Paracounsellor</b>	<b>Telephone</b>	<b>E-mail</b>
Mrs Alice Lew-Tan	6780 6285	alice_lew-tan@tp.edu.sg
Ms Susan Goh	6780 5813	susan_goh@tp.edu.sg
Ms Samantha Chern	6780 5826	samantha_chern@tp.edu.sg

### STUDENT E-MAIL ACCOUNT

Every student in Temasek Polytechnic is given an official e-mail account which serves as an important channel of communication between students and their lecturers. Students should check their e-mail regularly for important messages/announcements from the School.

## TP OEI

TP Oei is a campus-wide app that connects you to the TP community and keeps you updated with campus happenings. You can access useful resources, download school materials, manage your CCA group activities, keep track of personal calendars, etc. all in one app. TP Oei is also one of the key platforms for important announcements to reach you.

If you have yet to download TP Oei, please do so immediately.

Go to *App Store* or *Google Play Store*. Search for "TP Oei" by Temasek Polytechnic.

- iOS: <http://tiny.cc/TPOeiAppStore>
- Android: <http://tiny.cc/TPOeiGooglePLAY>

Or scan the QR codes below to download the app.



# Attendance and Absence During Semester

## ATTENDANCE

- The Polytechnic's attendance policy requires students to fulfill at least 85% attendance.
- Approved leave of absence, such as medical leave (with medical certificate issued by a registered medical practitioner), compassionate leave (for matters related to immediate family), and official leave (e.g. to represent Temasek Polytechnic in games, official events, debates, etc.) will be considered part of the 85% attendance.

## PUNCTUALITY

Students are to report punctually for their timetabled classes. A student will be marked late once he/she reports beyond the stated start time of the lesson. Lateness counts towards non-attendance which will affect his/her fulfillment of the attendance requirement. Hence, students are encouraged to report 5 minutes before the stated start time of the lesson.

## ABSENCE WITH VALID REASONS

### 1. Medical Certificates (MC)

If you are sick and unable to attend classes, you must apply for leave of Absence with Medical Certificate online via the TP Online Student Services system (TPOSS), together with a scanned copy of the MC uploaded during the online application. (**TPOSS > Attendance > Click Apply/Submit MC**)

All MCs must be submitted within 2 working days (excluding Saturday, Sunday and Public Holidays) from the end of the MC period. For example, if a student is issued with an MC on Monday, he should submit the MC by Wednesday in the same week.

Only MCs issued by medical practitioners registered with the Singapore Medical Council will be accepted. Please note that MCs issued by Traditional Chinese Medical practitioners will not be accepted.

You must retain the original MC for at least 6 months as you may be required to produce the MC for audit check.

## 2. Leave of Absence (LOA)

Applications for LOA (e.g. to participate in School performances, official events or competitions) must be submitted online via TPOSS system.

All LOAs must be submitted at least one week before the date of absence (excluding Saturday, Sunday and Public Holidays), unless it is due to family emergencies, together with a scanned copy of the original supporting documents uploaded during the online application. **(TPOSS > Attendance > Apply/Submit LOA)**

You must retain original supporting documents for at least 6 months as you may be required to produce the supporting documents for audit check.

The outcome of your MC or LOA application will be sent through your TP email account.

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

## ABSENCE WITHOUT VALID REASONS

- For a full-semester subject with one tutorial or lab session per week, a student who has been absent from classes for two times without valid reasons will be issued a warning e-mail. Another non-approved absence will result in a 'non-graded pass' academic penalty.
- A student who does not meet the 85% attendance rule for a subject will be eligible for that subject's main assessment. However, should the student pass the affected subject at the main assessment, he/she will only be awarded a 'P' grade (non-graded pass) with an associated grade point of only 1.0.

The name list of students who have a 'non-graded pass' academic penalty for any subject will be published at TPOSS system before the start of the examinations. **(TPOSS > Attendance > Subject Non-grading Notice)**



## TESTS

It is your responsibility to check the timetables for tests, allocated venues and seat numbers. You are advised to be present at the venue at least 20 minutes before the start of each test.

If you are unable to attend a test due to valid reasons such as bereavement, medical/hospitalization leave, civil emergencies etc, you may submit documentary proof for your absence within 48 hours (excluding Saturday, Sunday and Public Holidays) from the start time of the first affected paper. A scanned copy of the documentary proof must be uploaded during the online application. You must submit your leave of absence application via TPOSS system. **(TPOSS > Attendance > Apply/Submit MC or Apply/Submit LOA)**

The School reserves the right to reject the documents if they are submitted late or if there are no valid reasons for the absence from test. No further appeal will be considered.

Please also ensure that you check your TP e-mail account for announcements (including rules and regulations) for Mid-Semester Tests.



# Examinations

## **RULES & REGULATIONS FOR FULL-TIME STUDENTS TAKING EXAMINATION**

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.

Please refer to TP's website for more information:

<https://www.tp.edu.sg/content/dam/tp-web/files/student-portal/forms/Examination%20Rules%20and%20Regulations.pdf>

## **ELIGIBILITY FOR EXAMINATIONS**

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

The list of students who do not meet the 85% attendance requirement will be published at TP Online Student Services Portal (TPOSS) three working days before the start of the examinations. Please log-in to the portal at the appropriate time to check. (**TPOSS > Attendance > Subject Non-grading Notice**)

Students who fail to pay all fees due to the Polytechnic will not be permitted to take the examinations.

## **EXAMINATION TIMETABLE**

You can check your personalised examination timetable online at TPOSS at least two weeks before the examinations (**TPOSS > Timetable > Exam**). You can also download the TP Student Mobile App or TP Oei App from the Apple App store or Google Play store on your smartphones to view your examination timetable. You are strongly advised to print a copy of your personalised timetable for easy reference.

## **STUDENT IDENTIFICATION**

Your identity will be checked during examinations. You must place your matriculation card at the top right-hand corner of your desk at the commencement of each examination. If you have lost your matriculation card, you should apply for a replacement at Student Services. You may then use your identity card, passport or EZ-Link card as proof of your identity.

## **UNAUTHORISED ITEMS IN THE EXAMINATION ROOM**

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

- Mobile phone and/or smart watch (de-activate all alarms and on switch off mode)
- Electronic devices such as media players, tablets, mini-laptops and electronic translators
- Unauthorised materials such as books, papers, calculators with written notes/formulae and any devices with stored notes/formulae
- Pencil case, calculator cover or any other casing/pouch
- Caps or hats

Should a mobile phone, smart watch or any electronic devices be inadvertently brought into the examination room, the item(s) must be switched off, if applicable, and be placed under your seat before the start of the examination. Failure to do so will result in the item(s) being confiscated and submitted to Academic Affairs Department for disciplinary action.

Cheating during examination and possession of unauthorised 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.

## **REPORTING TIME**

You are permitted to enter the examination venue 20 minutes before the scheduled time of commencement of a paper.

You will be allowed to sit for the paper if you report to the examination room within the first 30 minutes after the paper has commenced. After which you will not be allowed to enter the examination room and you will be deemed to be absent for the paper.

## **ABSENCE FROM EXAMINATION**

A student who is absent from the examination is deemed to have failed the paper. Therefore, you are encouraged to sit for the examination as long as you are well enough.

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 absent from an examination due to valid reasons such as bereavement of immediate family member, medical/hospitalisation leave, civil emergencies etc, may submit an appeal for special consideration for the absence to [examinations@tp.edu.sg](mailto:examinations@tp.edu.sg) via email, together with the documentary evidence. The appeal form can be downloaded from TPOSS (**TPOSS > Useful Information > Academic Matters > Appeal for Absence from Examination**)

The completed appeal form and supporting document must be submitted within 48 hours (excluding Saturday, Sunday and Public Holidays) from the start time of the first affected examination paper. Appeals must not be submitted via the TP Student Mobile App.

The outcome of your appeal for Special Consideration will be published on the TPOSS (**TPOSS > Exam Results > Special Consideration**) within two working days from the submission of your appeal form. Students are required to check the outcome of your appeal in TPOSS.

### **DOWN-ONE GRADE RULE**

Students whose appeal for absence from examinations are successful will be arranged to sit for Special Assessment (SA) for the affected paper. The SA papers will be scheduled immediately after the examination period.

The marks obtained for the paper attempted at Special Assessment will be marked down by one grade. The down-one grade rule will not be applied to approve absences granted due to hospitalization leave, contagious diseases, dengue fever, bereavement of immediate family member and representing in national/international event.

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

### **FALLING ILL DURING THE EXAMINATION**

Should you fall ill during an examination and cannot continue with the paper, you must inform the invigilator. In such a circumstance, you are advised 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 you fall 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 your circumstance.

## **EXAMINATION RESULTS**

Your examinations results for each semester will be posted online at **TPOSS (TPOSS > Exam Results > Current Semester)** and TP Student Mobile App. You may print a copy of the statement of results from the Student Portal for your record.

You may apply for an official copy of the statement of results at Student Services. Each request is charged a non-refundable fee of \$3.20 (inclusive of prevailing GST) per copy.

A transcript of all your examination results will be mailed to you upon successful completion of your studies at the Polytechnic. You are therefore advised to update any change in residential and/or mailing address(es) at TPOSS.

## **REVIEW OF SUBJECT GRADE**

You may appeal for a review of the grade of the subject(s) you have taken for the semester. Such appeals must be submitted within 4 working days from the day the results are released, using the appeal form available at TPOSS (TPOSS > Review of Subject Grade) and email your application to Academic Affairs at [examinations@tp.edu.sg](mailto:examinations@tp.edu.sg). You are required to make a payment of a non-refundable fee of S\$16.10 (inclusive of prevailing GST) per subject when you submit your appeal.



# Student Disciplinary Policy

Student offences are categorized into:

- Academic-related Offences
- Category 1
- Category 2

## Academic-related Offences

- Cheating on Semestral Examination (including possession of unauthorised materials as verified by the Examiner as relevant to the examination paper)
  - Student will be allowed to continue with the current and remaining examination papers, if any, pending investigation by the Disciplinary Committee.
  - Where the cheating offence is confirmed, student will be marked 'Fail' for the subject which he/she was found in possession of unauthorized materials or had cheated in.
  - All other subjects, including coursework-based subjects, taken by the student in the semester will 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)
  - Where the cheating offence is confirmed, student will be given zero for the affected component of the subject or heavier penalty, where appropriate.
- Plagiarism
  - Disciplinary action taken against students caught for plagiarism will depend on the severity and includes failing the subject, suspension and dismissal from course.  
  
Please refer to [Plagiarism Policy](#) for the definition, examples and ways to avoid plagiarism.

## Category 1 (CAT 1)

- CAT 1 offences are serious offences that include:
  - Assault
  - Drug-related offence
  - Possession, distribution and sale of pornographic materials
  - Possession of weapons
  - Religious / racist attacks against staff / students
  - Rioting
  - Sexual misconduct (e.g. sexual assault, outrage of modesty, voyeuristic act) [see section on sexual misconduct below]
  - Forgery / Tampering of documents
  - Bullying / Harassment
  - Fighting
  - Consumption of alcohol
  - Creating nuisance / bringing disrepute to Temasek Polytechnic
  - Defamation against staff / students
  - Indecent behavior
  - Viewing of pornographic materials
  - Insubordination
  - IT-related offences
  - Theft
  - Unauthorised soliciting of funds and selling of products using the name of the Polytechnic
  - Vandalism / Mischief
  - Non-compliance to regulations and Student Code of Conduct
  
- Punitive actions, such as warning letter, corrective works order, community work and making restitution, fail grade for subjects, suspension from course of study for a minimum period of one semester and even dismissal from the Polytechnic, may be meted out by the Polytechnic depending on the severity of the offence.
  
- In determining the appropriate punitive actions, the Polytechnic will consider the totality of the case including, but not limited to, the following factors:-
  - a) the nature and seriousness of the offence;
  - b) prior misconduct by the student, both at the polytechnic or elsewhere;
  - c) the impact or implications of the misconduct on the campus community;
  - d) the student's age; and
  - e) any mitigating, aggravating, or compelling circumstances in order to reach a just and appropriate resolution in each case.
  
- The Polytechnic has a legal duty to report the offence to the police if it constitutes a mandatory reportable offence under the law.

- Students who commit forgery/tampering of documents will be subject to the following punitive actions:

First offence	<ul style="list-style-type: none"> <li>Fail subject(s) covered in the period of the fraudulent MC/document, and</li> <li>Warning Letter</li> </ul>
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Second offence	<ul style="list-style-type: none"> <li>Fail all subjects in semester that MC/document is forged;</li> <li>Suspension in next semester; and</li> <li>Warning letter</li> </ul>
Subsequent offence	<ul style="list-style-type: none"> <li>Dismissal</li> </ul>

- Student on suspension must fulfill all the required conditions for reinstatement in order to be reinstated, failing which he/she will be withdrawn from the course of study.

### Note on Sexual Misconduct

Students who commit acts of sexual misconduct will be subject to very serious punitive actions which include suspension and dismissal.

### Classifications of Sexual Misconduct – List of Common Examples and Factors

Severe or Aggravated Sexual Misconduct
<p>Offences where there is a combination of the following factors <u>and</u> the overall gravity of the offence is substantial:</p> <ul style="list-style-type: none"> <li>Location of touch is at the victim's private parts</li> <li>Duration of sexual misconduct is extensive</li> <li>Number of sexual misconduct incidents or people affected is significant</li> <li>Deliberately incapacitating a person to commit sexual misconduct</li> <li>Victim is a child</li> <li>Possession of child pornography</li> <li>Degree of harm, damage or trauma caused to the victim is substantial</li> <li>Threats or causing fear of physical harm, violence, physical restraints</li> <li>Circulation of sexual/intimate information about another individual</li> <li>Planned or premeditated conduct (e.g. setting up pinhole cameras in bathrooms)</li> <li>Sexual intercourse without consent, i.e. rape</li> </ul>



### **Sexual Harassment**

- Unwelcome/unwanted sexual advances
- Requests for sexual favours
- Sexually explicit remarks or innuendoes of a sexual nature
- Offensive body language or gestures
- Inappropriate physical contact with another person in a sexual manner
- Sending of unwelcome messages/images of sexual nature
- Stalking (e.g. following an individual, making frequent phone calls, sending frequent emails or messages)

### **Other Forms of Sexual Misconduct**

- Attempting an unwelcomed kiss on a date
- Planting an unwanted kiss on the cheeks of a person
- Stroking another person's face without that person's consent
- Giving an unwanted massage on the arms of a person
- Holding the waist or shoulder of a person without that person's consent
- Persistent unwanted advances (e.g. continue to communicate, send flowers or wait for another person even though other person has made clear that he/she is not interested in such advances)
- Staring inappropriately at the breasts of a person
- Making jokes about another person's private parts or sex life
- Using expletive such as "slut" or "whore" on a person
- Stealing undergarments
- Gesticulating body (fully clothed) in a sexually offensive way to another person

## **Category 2 (CAT 2)**

- CAT 2 offences include:
  - Dress code violation
  - Gambling
  - Littering
  - Playing poker cards
  - Smoking or vaping (using an electronic cigarette)
  - Trespassing into unauthorised areas
  - Unauthorised use of Active Mobility Devices (AMD)
  - Minor student misconduct
- Offences in CAT 2 carry a warning letter for the first offence, and a \$100 fine for subsequent offences of the same nature.
- The Polytechnic has the right to withhold the diploma certificates if the fines remain outstanding during graduation. The fines collected will be channelled to Campus Care Network (CCN) and/or TP- administered bursary funds.

### **Attire Guidelines**

- The attire guidelines for Temasek Polytechnic Students are as follows:
  - **General Occasions**  
Students must be dressed in a manner that is becoming of a student. This includes neat and tidy hairdo, appropriate clothes and footwear.
  - **Laboratories/Workshops**  
Students must comply with the stipulated dress code for the respective laboratories and workshops, particularly those for safety and protective reasons.
  - **Headgear**  
Students must be readily identifiable at all times. Therefore, any forms of headgear that prevents this are not permitted.

### **No-smoking Guidelines**

- Temasek Polytechnic is a smoke-free campus. The 'No Smoking' boundary extends to the following areas:

All overhead bridges and bus stops along Tampines Avenue 1;

- Areas at Bedok Reservoir Park close to Temasek Polytechnic boundary; and
- Other non-smoking areas as designated by Temasek Polytechnic

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).

- 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 Science Authority.

### **COVID-19 Safe Management Measures**

- Students must comply with the Safe Management Measures (SafeMM) to ensure that TP remains a safe environment for everyone. Students are to observe the prevailing safe distancing and mask wearing requirements at all times, including outside campus.
- Students caught flouting any of the SafeMM will face the following disciplinary actions:

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

### **Student who is also an Employee of Polytechnic**

- Where a student is referred for 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.

### **Confidentiality**

- All disciplinary proceedings or disciplinary actions taken pursuant to these Regulations shall be strictly confidential. Students shall not disclose to third parties any information relating to the disciplinary proceedings or disciplinary actions taken, except with the written consent of the Polytechnic and/or unless disclosure is required by the laws of Singapore.



# 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 programme, 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/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.



## Student Code of Conduct

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

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

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

### **Respect yourself:**

- Build and uphold personal integrity by being truthful and honest in your own actions.
  - Seek help from your Care Person or Lecturer early if you face any difficulty, instead of being dishonest in submitting course work that is not entirely your work. Give acknowledgement to all original sources of work, where applicable.
  - Do not attempt to cheat during tests and examinations. The penalty for doing so is heavy
- Observe proper decorum
- Dress appropriately. Remember this is an Institution of Higher Learning
- Be on time or early for lessons. Punctuality is important in life and in the working world
- Attend all your classes. You made the choice to pursue a Polytechnic education, so respect your decision and put in the effort to study and work diligently
- Learn to curb impulsive decisions. If it has happened, admit your mistakes and make amends. Be responsible
- When in doubt of the right decision, always consult your Care Person or Lecturer. They do have more experiences in life and, so, will be better able to advise you accordingly

**Respect others:**

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

**Abide by the law, rules and regulations:**

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

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



# Social Media Guidelines

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

## Guidelines

Know Temasek Polytechnic Website's Terms of Use.

### **Be yourself**

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

### **Use of disclaimer**

If you publish your personal views online that make references to Temasek Polytechnic, it is recommended that you include a disclaimer as follows: "The opinions and positions expressed on this site are my own and do not necessarily reflect Temasek Polytechnic's views."

This would especially be applicable if you have a blog, website and/or social media pages for your CCA, club, diploma or Student Interest Group (IG) that could be linked to Temasek Polytechnic.

### **Do not plagiarise**

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

### **Protect confidential and proprietary information**

Be mindful of what you publish online. Ensure that the necessary citations are documented, hyperlinks are not leading to inappropriate content, videos are captioned and transcripts are available. Likewise, do not discuss or disclose confidential and proprietary information pertaining to Temasek Polytechnic.

### **Respect your audience**

Do not post materials or content that is defamatory, derogatory, infringing, indecent, misleading or unlawful. Do not engage in objectionable or inflammatory topics, such as race, politics and religion.

Temasek Polytechnic reserves the right to remove comments or block users from its official social media platforms if they are in breach of the Polytechnic's Code of Conduct for students and staff and to take disciplinary action where necessary.

### **Value add**

Before posting anything online, take some time to pause and think. What you post should ultimately value add and contribute to a healthy exchange of ideas. Some questions to think about:

- Is it relevant to my audience?
- Will it help someone make a better decision?
- Will it help to foster better community ties?
- Will it help the audience improve their knowledge or skills?

### **Adopt a warm, open and approachable tone**

Be positive, open and warm as opposed to brash and curt in your communications. This can help to establish your own personal "brand".

### **Spelling, grammar, punctuation and abbreviations**

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

### **Respond objectively and politely to negative comments and criticism**

Do not take negative comments or criticism personally but view them constructively. Take some time to read through the comments and do not reply hastily. Be clear and concise and back up your response with facts. Getting embroiled in online arguments does not give you credibility. Likewise, putting someone down does not necessarily make you look good. Take private conversations offline. Whatever you post online can be permanent, so be prepared to stand behind anything and everything you post online.

### **Have the courage to admit you are wrong**

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





## Ownership and Rights to Intellectual Property

- 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).
- 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.
- The Polytechnic provides various resources to Polytechnic Student to enhance his/her learning experience in the course of studies in TP. These resources include, but are not limited to, materials, equipment, facilities, expertise and access to proprietary IP subject matters which maybe privileged in nature (collectively referred to as “Resources” hereinafter).
- 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).
- 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).
- 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) where the generation of the IP require the use of pre-existing IP owned, co-owned, or existing within the Polytechnic; or
  - b) where 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) where the IP is generated from any form of collaboration with any external

- parties; or
- d) where the IP is generated as a result of funding provided by or obtained through the Polytechnic.
- 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
  - 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](mailto:inventions@tp.edu.sg) or through their supervisors..



## Acceptable Use Policy (AUP)

The AUP relates to the use of Temasek Polytechnic's computers and network facilities. At the start of each semester, ALL students are required to agree with the AUP before they are allowed access to Temasek Polytechnic's IT network and facilities.

1. All use of the campus computing and network facilities must be consistent with the collaborative mission, goals and objectives of Temasek Polytechnic. Students shall not harass or intentionally deny or degrade another person's legitimate access to computing and network facilities.
2. Communication via the Internet and within Temasek Polytechnic shall not contain materials that are fraudulent, harassing, embarrassing, sexually explicit, obscene, intimidating, defamatory, or which incite religious or racial intolerance or are otherwise deemed inappropriate by Temasek Polytechnic. This includes the download of such materials from the Internet which is strictly prohibited. Any material that is in violation of Singapore's laws and regulations shall not be transmitted through Internet. This includes, but is not limited to, copyrighted materials, threatening or obscene materials, or materials protected by trade secrets.
3. Students must not engage in malicious electronic activities, including, but not limited to the following:
  - a. unauthorised access to computing resources;
  - b. masquerade as another account-holder;
  - c. circumvent security systems;
  - d. exploit or probe for security holes in the Temasek Polytechnic, Government or other organisations' networks;
  - e. attack or degrade the system and network performance, such as Denial of Service of Temasek Polytechnic, the Government, or that of any other organisation;
  - f. cause damage to Temasek Polytechnic, the Government's network and/or that of any other organisation;
  - g. gain passwords, access files and network services, install programmes such as Trojans or rootkits into other user's PCs;
  - h. use peer-to-peer file sharing software, e.g. KaZaA, eDonkey and Bit torrent;
  - i. intentionally introduce computer viruses, worms, trojan horses or the likes into any computer or network;
  - j. connect to or introduce any multicast source (e.g. video streaming servers) that is malicious or contains unauthorised content;
  - k. read, forge, alter or delete any messages (e.g. emails), files or network communication without authorisation;
  - l. run sniffing tools to eavesdrops on passwords, messages or network communications;

- m. tamper, damage or destroy Temasek Polytechnic's IT equipment and communication devices, e.g. network points, cables and computers;
  - n. connect to other external networks in addition to being connected to Temasek Polytechnic's network.
4. Students shall take adequate measures to ensure that their mobile computing devices that are connected to Temasek Polytechnic's systems and networks are adequately protected in order to prevent unauthorised users from using their devices to access Temasek Polytechnic, the Government or other organisation's systems and networks illegally. These measures include, but are not limited to the following:
- using strong passwords/passcodes and changing them regularly;
  - installing security programmes such as antivirus and firewall;
  - patching device operating systems and application software regularly;
  - setting an auto-lock timeout;
  - only installing applications from trusted sources.
5. The above-mentioned terms and conditions provide the main guidelines under which personal devices can be used in Temasek Polytechnic. They are not exhaustive but are meant to ensure that the computing environment remains safe for all users and is not abused by any person. Any ill intent or abusive activity on Temasek Polytechnic's systems and network would be subject to disciplinary action (refer to Student Disciplinary Policy, CAT 1 and CAT 2). Such access to Temasek Polytechnic's systems and network may be immediately and temporarily suspended, pending further investigations by Temasek Polytechnic in the event that students or their mobile computing devices are suspected to have violated the above mentioned terms and conditions.



## Bring Your Own Device (BYOD)

All students are required to bring their own personal laptops to school (Bring Your Own Device, BYOD). With your personal laptop, you will be able to stay connected, have easy access to e-textbooks, e-learning portals, conduct online research, work on projects and assignments anytime, anywhere on campus.

You may refer to <https://www.tp.edu.sg/byod> for the technical specifications of the laptop required for your course. If you already own a laptop, you are not required to purchase a new one if it meets the minimum specifications required for your course.

Students who need to purchase a new laptop but face financial constraints may apply for BYOD financial assistance schemes. Please visit webpage <https://www.tp.edu.sg/admissions-and-finance/fees-financial-matters.html#FAS> for more details to see if you are eligible and the types of laptop available.



# Tips on Achieving Academic Success

## MAKING THE MOST OF E-LEARNING, LECTURES, TUTORIALS AND LAB SESSIONS:

At Temasek Polytechnic, the subjects you take are presented to you through e-learning, lectures, tutorials and lab sessions. Here are some quick tips on how you can get the most out of these lectures, tutorials and lab sessions:

### The student guide

Every subject has a student guide. To make the best use of this guide, you should

- Read it carefully as it provides you with an overview of the subject, the topics to be covered and the requirements to successfully complete the subject.
- Pay careful attention to the assessments – the expectations of each individual assessment, the submission deadline, and the weightage the assignment carries. (Most of these details can be found in the Class Schedule for the subject)

### Lectures

If you wish to fully benefit from attending lectures, your engagement in the following activities before, during and after the lecture is recommended.

- Step 1 – **Before** the lecture or e-lecture
  - i. Download the lectures notes from Temasek Polytechnic Learning Management System (LMS).
  - ii. Read the lecture notes and highlight points for which you require added explanation.
  - iii. Read the relevant chapter(s) from the subject text book or recommended references that are included in the lecture notes.
- Step 2 – **During** the lecture or e-lecture
  - i. Be on time for the lecture.
  - ii. Pay full attention to the Lecturer or e-presentation.
  - iii. Take notes.
  - iv. Make sure that the points you identified during the preparation have been satisfactorily explained.
  - v. Pay special attention when the Lecturer makes reference to an “important” slide or piece of information.
- Step 3 – **After** the lecture or e-lecture
  - i. Review the lecture notes (again) and the notes that you made during the lecture.
  - ii. Identify areas of doubt.
  - iii. Do some follow up reading – chapters or reference materials as recommended by the Lecturer.
  - iv. If you are still in doubt, approach your tutor or your lecturer to seek clarity.

## Tutorials / Lab Sessions / e-Tutorial

Like lectures, tutorials and lab sessions can be more meaningful if one prepares for these sessions, stays focused during the lesson, and follows through with the required activities thereafter.

- Step 1 – Things to do **before** the tutorial/lab session
  - i. Download the tutorial worksheet or lesson notes.
  - ii. Review the worksheet and prepare answers to the questions and problems given.
  - iii. Review your lecture notes to help you with answering the questions/problems.
  - iv. If you have the opportunity, you may wish to discuss the tutorial questions/problems with your fellow course mates to further extend your learning.
  - v. Find out how to access your “e” virtual classrooms or the location of the physical classrooms.
- Step 2 – **During** the tutorial/lab session
  - i. Familiarize yourselves with the online Learning Management System and MS Teams for your e-learning lectures and tutorials.
  - ii. Be on time.
  - iii. Pay full attention to your Tutor / Instructor.
  - iv. Ensure that all areas of doubts identified are clarified by your Tutor.
  - v. Participate and share in all tutorial discussions.
- Step 3 – **After** the tutorial/lab session
  - i. Review all that you have learnt and discussed during the tutorial.
  - ii. Make an effort to understand each and every point.
  - iii. Approach your Tutor for further consultation if you still have doubts.

## Document and Time Management

- Create a filing system to properly store your lecture notes, tutorial worksheets and any other study/research material for each individual subject.
- Get a diary (paper or a phone app like Google Calendar, whatever works best for you) to note down various deadlines and meetings, and even your weekly tutorial/lab sessions

## Tests/Examinations

Tests/Examinations are one of the key assessment platforms used at Temasek Polytechnic. There are a number of things you can do to help in your preparation for tests/examinations.

- Test/Exam Preparation
  - i. Set priorities – starting to study for tests/exams can be daunting as it represents the start of a 'loss of free time'. Setting priorities helps you to organise your time and put in order what is essential and important.
  - ii. Plan your time – start early (at least 6 weeks before the examination period) and draw up a list of what needs to be covered. This will help you to be methodical in your preparation.
  - iii. Practice self-discipline – studying is something you have to do, so it is important to practise self-discipline. This will include making sure you stick to the plan you have drawn up; identify time wasters and unnecessary distractions and stay away from them; and minimise activities that interfere with your test/exam preparations.
  - iv. Get an accountability partner – find a study buddy to study with you.
  - v. White spaces – Maximize flex weeks and semester breaks to catch up on topics that you find challenging.
  - vi. Clarify doubts – make sure you seek clarification from Tutors or Lecturers during the course of your test/exam preparation. DO NOT leave this to the last minute.
  - vii. Study Groups – if you have the opportunity, be a part of a study group. Study groups can be uplifting and a strong source of encouragement.
  - viii. Past years' test/exam papers – going through past years' test/exam papers is a practical and helpful approach to take when preparing for them.
  - ix. Arrive at the test/exam centre early (at least 30 minutes before the start of the paper).
  - x. Make sure you have your student matriculation card and all necessary stationery.
  - xi. Read the test/exam questions carefully and pay attention to what the question is asking of you – it is recommended that you read each test/exam question at least twice before attempting to answer the question.
  - xii. As you are reading the test/exam question, make a mental note of any points or pieces of information that come to mind.
  - xiii. Write your answers legibly and comply with instructions stated on the test/exam paper.
  - xiv. One paragraph per point – when writing your answers, try to adhere to the principle of one paragraph per point i.e. each paragraph should contain only one point. You may also want to underline the key phrase in each paragraph as this would help you when reviewing the answers you have written.
  - xv. Manage your time – sufficient time is provided for you to complete the test/exam paper. However, it is important that you manage your time during the test/exam. Stick to the time you have allocated to answer each question.





## Withdrawal and Transfer of Course

### HOW DO I COMPLETE THE WITHDRAWAL PROCEDURE?

1. Only students with active status are eligible for withdrawal from course.
2. The “Application For Withdrawal From Course (for Full-Time Students)” form can be downloaded from <https://www.tp.edu.sg/admissions-and-finance/student-services.html#appli-form-svc>.
3. Students are strongly advised to discuss with their parents and consult their Care Person/Course Chair before submitting their request for processing.
4. Students should submit the duly-completed form at Student Services after ensuring that all loaned items have been returned and outstanding payments settled. Information on fees payable can be found at <https://www.tp.edu.sg/admissions-and-finance/fees-financial-matters/course-withdrawal-refund-guidelines.html>
5. To avoid fee implication, students should submit their withdrawal documents before course commencement.
6. Request for withdrawal from course submitted on/after the start of Study Week (you may refer to the academic calendar at <https://www.tp.edu.sg/schools-and-courses/for-current-students/academic-calendar.html> for exact dates) will only be processed after the release of the Semester’s examination results and only applicable to those whose student status remains active.
7. A notification email will be issued to students upon approval of their request for withdrawal from course.

## HOW DO I APPLY FOR TRANSFER TO ANOTHER COURSE?

1. Only students with active status are eligible to apply for course transfer.
2. Students seeking to transfer must meet the minimum entry requirements and the prevailing last aggregate score of the new course. Students will be considered based on a set of criteria not limited to the above and subject to availability of vacancies.
3. Students are strongly advised to discuss with their parents and consult their Course Chair before submitting the application.
4. The "Application for Transfer of Course" form can be downloaded from <https://www.tp.edu.sg/admissions-and-finance/student-services.html#appli-form-svc>.
5. Processing of transfer application may take two to three weeks. Students are required to submit the duty-completed form immediately after the release of the Semester's examination results and no later than the first Monday of the new semester.
6. Students are to remain in their present course of study until they have received an official notification from the Polytechnic on the outcome of their application. Please note that if it is approved, the course transfer may be effected either in the current or subsequent semester.
7. For enquiries, please send your email to [admissions@tp.edu.sg](mailto:admissions@tp.edu.sg)



# Financial Matters

## FEE MATTERS FOR ACADEMIC YEAR 2022/2023

For fee and financial matters, please refer to the following website:

<https://www.tp.edu.sg/admissions-and-finance/fees-financial-matters.html>

For services relating to payment of tuition fees and other full time student's financial matters enquiry, please refer to the following website:

<https://www.tp.edu.sg/admissions-and-finance/fees-financial-matters/fees-payment-enquiries.html>

### Scholarships

For a list of scholarships offered, please refer to the following website:

<http://www.tp.edu.sg/scholarships>

## FINANCIAL SCHEMES / FINANCIAL ASSISTANCE SCHEMES

Temasek Polytechnic provides various financial and assistance schemes to students.

### Financial Schemes

<https://www.tp.edu.sg/admissions-and-finance/fees-financial-matters.html#fin-schemes>

The following schemes are available to settle course fees:

- CPF Education Scheme,
- Post Secondary Education Account (PSEA),
- Tertiary Tuition Fee Subsidy (TTFS) for Malay students,
- Tuition Fee Loan (TFL) Scheme

### Financial Assistance Schemes

- Bursaries
- CCN Financial Assistance Scheme
- CCN Emergency Scheme
- BYOD Financial Assistance Schemes (Financial Aid for IT Devices)

### How to apply?

Please visit the following website for updated information and online application:

<https://www.tp.edu.sg/admissions-and-finance/fees-financial-matters.html#FAS>



# Maintaining Physical Fitness

## Physical Fitness & Individual Physical Proficiency Test (IPPT) for all NS-Liable students

Maintaining physical fitness as a way of life is important to everyone. Not only does good physical health enhance your mental alertness, it also improves your overall well-being.

For male students, National Service is a natural progression after you graduate from Temasek Polytechnic. Hence, the IPPT test is compulsory for all senior year male students.

At the School of Business, we will prepare you to keep fit for the rigours of National Service, through iFIT training programme, so as to contribute more effectively to the defence of the nation.

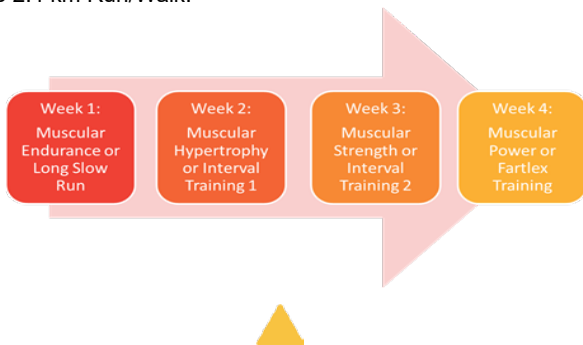
The table below shows the IPPT test items.

### IPPT Test Items for NS-Liable Students in Polytechnics

IPPT Test Items for NS-Liable Students in Polytechnics
Sit-Up
Push-Up
2.4 km Run/walk

### iFIT Training Programme for Temasek Polytechnic

iFIT Training programme is a 4-week programme which focus on the physical demands of IPPT testing. Each week consists of 2 sessions that compromise of a Circuit Training to improve Push-Up and Sit-Up, and a running training to improve the 2.4 km Run/Walk.



# Student Services

## 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 have access to Temasek Polytechnic's various online services, such as retrieval of class timetable and examination results, registration for graduation ceremonies and booking of sports and library facilities.

### Application Forms & Services

You may download the following forms at the student services website at <http://www.tp.edu.sg/student-services>

#### Course Related

- Course Withdrawal
- Course Deferment
- Course Transfer
- Appeal for Reinstatement to Course of Study – only for deregistered students
- Application for Exemption from Sports & Wellness

#### Exam Related

- Request for Statement of Examination Results
- Application for Review of Subject Grade
- Request for Transcript
- Replacement of Certificate
- Collection of Diploma Certificate by Proxy

#### Other Services

- Change of Personal Particulars (e.g. Name, Citizenship, NRIC/Passport/FIN)
- Certification of TP Academic Results and Diploma Certificate
- Collection of Diploma by Current Graduates - Dates for Collection will be Stipulated in the Graduand Package
- Request for Full-time Student Status Confirmation Letter
- Submission of Enrolment Documents and Application Forms

**Online Self-service via TP Oei Student Mobile App** > Resources > Student Support

- Replacement of Matriculation Card
- Student Info Update System (e.g. Contact number, Address, Parents' information)

### **Payment**

All payment by AXS and AXS e-Station only.

### **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 a.m. to 5.30 p.m.  
(closed for lunch break: 12pm - 1pm)  
Closed on Sat, Sun & Public Holidays  
Open till 1pm on the eve of  
Christmas, New Year and Chinese  
New Year.

## **EDUCATION & CAREER GUIDANCE (ECG)**

The Education & Career Guidance Counsellors (ECGCs) from the Student Support & Career Services (SSCS) department help 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 ECGCs, and participate in career planning and further education workshops/talks/fairs, to help them discover who they are, navigate their pathways with confidence, make informed decisions and develop a life-long learning and resilient mindset.

### **Contact Details**

Career Services Centre

Admin Blk 9, Level 2, Lift Lobby D (Plaza)

Email: [getahead@tp.edu.sg](mailto:getahead@tp.edu.sg)

Book an appointment: <https://for.edu.sg/bookmyecg>

Website: <https://www.tp.edu.sg/cs>

Opening hours

Mon to Fri: 8.30 a.m. to 5.30 p.m.

Closed on Sat, Sun & Public Holidays

## **STUDENT CARE & FINANCIAL AID**

Socio-emotional counselling is managed by qualified and experienced counsellors in SSCS who are always ready to lend a listening ear to students' concerns and worries about academic progress, adjustments to life in a Polytechnic, relationships or family problems. Students with financial difficulties can also approach the counsellors on the various financial assistance schemes available.

Services Provided by SSCS at Care@TP:

- Consultation/Therapy - For individual, group or family, students can opt for face to face or online sessions.
- Financial Counselling.
- Wellness Programme - Mental health awareness talks, workshops & roadshows.

### **Contact Details**

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

Hotline: 6780 5959

Email: [care@tp.edu.sg](mailto:care@tp.edu.sg)

Book an appointment: <https://for.edu.sg/booktpcs>

Opening hours

Mon to Fri: 8.30 a.m. to 5.30 p.m.

Closed on Sat, Sun & Public Holidays

## **SPECIAL EDUCATIONAL NEEDS SUPPORT**

The Polytechnic seeks to develop an inclusive community that promotes a culture of openness, understanding and mutual support in order that students with Special Educational Needs (SEN) can:

- have a holistic education experience; and
- attain independent living skills and be equipped to access meaningful employment upon graduation.

The SEN Support in SSCS offers services and support for students with physical disabilities or learning disabilities.

### **Prospective Students**

Students with SEN may contact the Admissions Office or SEN Support at Care@TP for pre- admission course advisement.

### **Current Students**

SEN Support division provides the following assistance to students with SEN:

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

### **Contact Details**

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

Hotline: 6780 5959

Email: care@tp.edu.sg

Admissions Office

Hotline: 6788 2000

Email: admissions@tp.edu.sg



## **STUDENT DEVELOPMENT & ALUMNI AFFAIRS DEPARTMENT (SDAA)**

SDAA is committed to:

1. providing students with a well-rounded educational experience that contributes to personal enrichment and institutional pride;
2. maintaining ties with the alumni to foster the Temasek Polytechnic spirit; and
3. establishing excellence in student and alumni support services.

SDAA offers the following:

### **Student Organisations**

1. Temasek Polytechnic Students' Union
2. Academic Studies Clubs
3. Adventure Club
4. Community Service Club
5. Sports Club
6. Arts Groups
7. Interest Groups
8. Sports Teams

### **Student Development Programmes**

1. Temasek LEADership Programmes
2. Arts Programmes
3. Sports Programmes

### **SEAL Grading Administration**

Your participation in Co-Curricular Activities (CCAs) enables you to gain CCA points in the SEAL (Service, Enrichment, Achievement, Leadership) grading system. The SEAL grading system systematically records your participation in CCAs. More details on CCAs can be found at <https://www.tp.edu.sg/life-at-tp/cca-events.html> and the New Virtual Campus website at <https://virtualcampus.tp.edu.sg/>

To access the SEAL system, please go to

Full-Time Student Portal -> Other Services -> SEAL System

## STUDENT CLUBS & INTEREST GROUPS

### Business Studies Club

The Business Studies Club (BSC) is a constituent club of Temasek Polytechnic Students' Union. Its objective is to promote the academic interests, social interests and welfare of its members who are the students of School of Business. The BSC's Management Committee comprises 15 students from the school who are voted into office by students of School of Business.

#### Lecturer-in-charge

Mr Sebastian Sim  
Mr Benson Tan  
Ms Mark Fong Kim



6780 6594  
6780 6282  
6780 6341

### Business Ambassadors

The Business Ambassadors (BAs) are a dedicated group of service oriented students. BAs thrive on a culture of service excellence and represent the School of Business in both internal and external events. They undergo structured training and are groomed to be event comperees, VIP chaperones, event managers, emcees and professional representatives to manage both local and international competitions. BA's mission is to serve with the following Core Values; **L**eadership, **E**xcellence, **A**ffable, **D**edication, **E**nthusiasm and **R**esponsibility (**LEADER**).

If you are interested to play an active part in school level events and develop yourself professionally as Business Ambassadors, approach your Course Chair or the Staff-in-charge. Nominations from students will be conducted in May 2022.

#### Lecturer-in-charge

Ms Lisa Chua



6780 6377

## Diploma Interest Groups

The Diploma Interest Groups aim to promote the academic interests and welfare of the students in the diploma. The student-leaders in the Diploma Interest Groups organise sports events, and social and community service activities to enrich the students' campus experience.

### Accountancy & Finance (A&F) Interest Group

#### Lecturer-in-charge

Ms Joanna Tan	6780 6247
Mr Kor Lee Pern	6780 5823

### Business Interest Group (BIG)

#### Lecturer-in-charge

Ms Stephanie Neo	6780 5876
Ms Serene Chng	6780 6263

### Communications & Media Management (CMM) Interest Group

#### Lecturer-in-charge

Mr Sebastian Sim	6780 6594
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### Culinary & Catering Management (CCM) Interest Group

#### Lecturer-in-charge

Ms Mark Fong Kim	6780 6341
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### Hospitality & Tourism Management (HTM) Interest Group

#### Lecturer-in-charge

Ms Ivy Tan	6780 5818
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### International Trade & Logistics (ITL) Interest Group

#### Lecturer-in-charge

Mr Poh See Yong	6780 5879
Ms Murray Ho	6780 5861
Mr Selwyn Lim	6780 5866

### Law & Management Interest Group (Law Inc)

#### Lecturer-in-charge

Ms Amanda Neo	6780 5889
Mr Aaron Ong	6780 6286

## **Marketing (MKG) Interest Group**

### **Lecturer-in-charge**

Ms Irene Tan



6780 6243

## **Industry Specific Interest Groups**

The following interest groups aim to broaden students' knowledge on specific industry sector. The students-leaders in these groups organize industry-based events and provide opportunities for exposure to the industry.

### **RadioActive**

RadioActive is TP's campus radio station that offers Diploma in Communications & Media Management students a platform to hone their skills as radio presenters.

#### **Lecturer-in-charge**

Ms Felicia Nah  
Mr Sebastian Sim



6780 6600  
6780 6594

### **Stories & Co.**

Stories & Co., a publication covering campus news and youth-related issues, is produced by student journalists from the Diploma in Communications & Media Management.

#### **Lecturer-in-charge**

Ms Long Li Yann  
Mr Alan Yong



6780 6584  
6780 4135

### **Media Co-Creators**

Media Co-Creators is an independent production outfit for staff and students to co-create media content in collaboration with TP partners and industry clients.

#### **Lecturer-in-charge**

Ms Liew Hwee Min  
Mr Ameer Zakir



6780 6231  
6780 4205

### **TP-IPRS Student Chapter**

The Temasek Polytechnic-Institute of Public Relations of Singapore (TP-IPRS) Student Chapter seeks to create greater awareness of public relations and related industries among TP students.

#### **Lecturer-in-charge**

Ms Elaine Lim



6780 6233

### **TP-SOE Student Chapter**

The Temasek Polytechnic-Spirit of Enterprise (TP-SOE) aims to promote a vibrant entrepreneurial and intrapreneurial culture within TP.

#### **Lecturer-in-charge**

Mr John Low

Mr Darrel Teo



6780 4110

6780 5857



# General Information

## **CENTRES OF EXCELLENCE**

The School of Business firmly believes in a practical orientation for all its courses. To better prepare students for the world of work, the School has a wide range of teaching facilities, which allow students to undergo hands-on training.

### **The BrandStudy (BS26-3-17)**

The learning enterprise provides an ideal setting for you to pick up skills set for branding and digital marketing. You will have opportunities to conceptualise and develop effective marketing strategies to build clients' brands. Digital and social media marketing training, such as with Simulation Games and Google Certification, will mould you into innovative and digitally savvy marketing professionals.

### **Accountancy & Finance Hub @ TP (BS26-3-15)**

The A&F Hub, with its automation applications and accounting software, trains you to use IT tools to perform accounting transactions, analyse financial performances and perform financial analytics. Through hands-on training using one of the most commonly used accounting software and financial analytics, you can also explore the exciting financial markets and access real-time information such as share prices, exchange rates and financial news worldwide.

### **Logistics & Operations Management Centre (BS26-3-22/23)**

The LOM Centre is a collaborative learning space where you get hands-on practical training on the technologies and software that are used in the supply chain and logistics industry. You will be trained on smart warehouse technologies such as automated storage system as well as software such as SynQ, Navision, TradeNet and EasiPlanner.

### **iLaw Chambers (BS26-3-53) & LegaLab (BS26-1-15)**

Equipped with specialised law office management software and other industry-relevant systems, the iLaw Chambers is set up with the intention of exposing you to the full workflow involved in running legal matters from different areas of legal practice. It is used to train you in the day-to-day running of a typical law firm, from the moment a client brings in a new matter to the time the case is closed and the client billed.

### **PERSOLKELLY Career Centre (BS26-3-42/1)**

The centre operates as a branch of a global staffing corporation, PERSOLKELLY (a Fortune 500 company and listed on NASDAQ). If you have a keen interest in and aptitude for Human Resources Management, the HR training by the in-house consultants will develop your practical work skills, particularly in the areas of employee recruitment and selection.

### **MediaBiz Studio (BS26-3-28)**

MediaBiz Studio is where you can obtain hands-on training in video & audio production, journalism and digital media. You can hone your skills in this fully equipped industry-standard facility, which includes the campus radio station, RadioActive. The studio also provides resources for you to apply your knowledge and skills to produce integrated deliverables that are relevant to the different media platforms.

### **Temasek Culinary Academy (Blk 31)**

The award-winning Temasek Culinary Academy is a comprehensive Food & Beverage training facility with specialised culinary training facilities such as the Culinary Theatre, Culinary and Baking & Pastry Skills Kitchen, Tasting Studio and Ideation Room. The modern kitchens, classrooms, student locker rooms, restaurant and café outlets are all located in one building to support the skill-based kitchen and service practicum subjects, wine & beverage training, culinary demonstrations, and lectures.

\* We are honoured to be a 5-time winner of the 'Culinary Institution of the Year' at the World Gourmet Summit Awards.

The Temasek Culinary Academy is currently undergoing Air con replacement starting April 2022. We apologize for the inconvenience caused.

### **Temasek Tourism Academy (Blk 29A)**

The seven-storey Temasek Tourism Academy (TTA), fronting the scenic Bedok Reservoir, comprises a lobby and its observation room, learning suite, tourism technology rooms, layout room, event hall, and event management ideation rooms among others. The TTA collaborates with key industry partners such as lodging operation @ Four Seasons Training Suite and Amadeus GDS Training @ lab to ensure that learning is at the forefront for tourism and leisure education.

### **Digital Business Transformation Centre (DBTC)**

DBTC is a Digital Consultancy managed by students and staff at the School of Business. AT DBTC, students implement digital projects that are aligned to their course of study in collaboration with industry partners.

Since its inception, DBTC has helped companies from diverse industries ranging from retail, hospitality, financial services, construction, and food & beverage realise their digital vision. Areas of DBTC's focus include Digital Marketing, E-Commerce, Digital Content Creation, Live Streaming and Blockchain.

Students who join DBTC as interns or part-time associates are exposed to opportunities to learn and grow through real-life consultancy engagements. Through their stint at DBTC, students build up portfolios of live projects and credentials essential to jumpstart their careers in digital business.

### **Smart E-Commerce Centre of Excellence (SMEC)**

SMEC is an on-campus Omni-Channel Training Centre that offers students an opportunity to conceptualise business ideas, curate merchandise, craft product ideas, develop digital retail marketing skills, and experience online transactions in e-commerce. It is a dynamic space with three unique, live and integrated technology-enhanced business models: 1st Avenue Online, 1st Avenue Omni and 1st Avenue Originals, catering to practice-based and multidisciplinary learning.

Students can experience first-hand the fundamental interplay between experiential and transactional journeys, and navigate the online and offline worlds in e-commerce and retail marketing.



## COMPUTER LABORATORIES

The use of information technology is ubiquitous in business and industry, and the computer labs provide a large variety of hardware, software, systems and training required to properly equip students with the skills to meet future job needs.

### Opening Hours:

Monday to Thursday	8.30 a.m. – 5.30 p.m.
Friday	8.30 a.m. – 5.00 p.m.

*Please check the lab notice board for more information*

### Lab Rules & Regulations

- It is compulsory for all students using the labs to have their matriculation cards with them. Students are required to produce them upon request by staff. Students who do not have their matriculation cards are required to submit their cards within 48 hours to the Business General Office.
- No food or drinks are allowed in the labs.
- Games of any nature are not allowed in the labs.
- Installation of software is not permitted in the labs. Students are not to download unauthorised softwares, games, music, movies or videos that infringe copyright or other intellectual property laws. Violation of copyright and intellectual property rights is a criminal offence and is punishable by law.
- No sending/viewing of any mass/chain email or vulgar/obscene/derogatory email is allowed in the labs.
- Hacking in any form is prohibited.
- No student may logon to the network using accounts and passwords other than that given to him/her. Students who share/disclose their accounts and passwords will be liable for disciplinary action.
- Non-current School of Business students are strictly not allowed into the labs at all times. Offenders will be handed over to the security guard. Students who bring outsiders to the labs will face disciplinary action.

Students found not observing the Rules and Regulations will be subjected to disciplinary action under Category 2 Offences of the Temasek Polytechnic Student Disciplinary Guidelines.

## **STUDY ROOMS**

School of Business has study rooms on level 3 which students can use for group discussion or self-study.

The Opening Hours: Monday – Friday 9.00 a.m. to 5.00 p.m.

Booking of study/project rooms can be made online via [Campus Insights@TP](mailto:Campus_Insights@TP).

## **USE OF POLYTECHNIC PREMISES AFTER OFFICE HOURS**

Students are not permitted to stay on the premises after 10 pm unless authorised in writing by their lecturers/tutors giving full student particulars, i.e. name, matriculation card number, the area of study (e.g. BS26-5-08) and contact number of a person available in case of emergency.

## **HEALTH BAY**

The Health Bay of the School is located at BS26-03-45. Students are required to inform their Care Persons, lecturers or the General Office staff if medical attention is required.

## **RENTAL OF STUDENT LOCKERS**

Lockers in two sizes located at level 4 are available for rent. Students can go online to <http://www.rent-a-locker.com/> for further details.

For enquiries, please contact Ms Molly/Mr Elroy at Tel: 6282 0868 or email to [admin@rent-a-locker.com](mailto:admin@rent-a-locker.com). Opening hours: 9:00 a.m. to 6:00 p.m.

## **STUDENT GROUP PERSONAL ACCIDENT (GPA) INSURANCE**

All full-time students are covered by the Student Group Personal Accident (GPA) Insurance Policy. This scheme covers students against bodily injury arising out of accidents resulting in Death, Permanent Total Disablement and Medical Expenses incurred. The annual insurance premium is part of the total fees payable at the start of each academic year.



## Total Workplace Safety & Health (TWSH) Policy

Temasek Polytechnic is committed to providing a safe, healthy and sustainable working environment and practices for its staff, students, partners and the community. It seeks to instill Total Workplace Safety & Health (TWSH) ownership throughout the organisation by:

1. Complying with prevailing local Workplace Safety & Health laws and regulations;
2. Conducting business in a safe, healthy, responsible and sustainable manner;
3. Implementing programmes and a comprehensive TWSH Management System with periodic audits to improve TWSH and to prevent workplace incidents, injuries and illnesses;
4. Educating staff on TWSH operating techniques to enable competent execution;
5. Continually improving in order to inculcate a world-class TWSH culture in the global education network;
6. Communicating the TWSH policy to all staff and students, and making it available, to partners and the community.

### Important Contact Numbers

1. Call 6780 5999 for situations where life or property are at imminent risk (e.g. injuries, fire outbreak);
2. Call 6780 5955 for non-emergency matters (e.g. Lift breakdown).



## A) Emergency Evacuation

1. Temasek Polytechnic has adopted a 2-alarm system for evacuation.
2. Do familiarise yourselves with the various assembly areas in your area of activity.

### First Alarm

1. If there is no immediate danger:
  - Prepare to evacuate by turning off the power to your notebook or desktop computers. (i.e. "make-safe" your area and devices)
  - Wait for instructions.
2. If there is immediate danger, evacuate immediately:
  - Follow instructions of staff.
  - Evacuate in an orderly manner.
  - Do not run. Walk briskly.
  - Do not take lifts.

### Second Alarm

1. The second alarm could be:
  - A continuous alarm, or
  - An announcement to evacuate.
2. Please:
  - Follow instructions of staff;
  - Evacuate in an orderly manner.
  - Do not run. Walk briskly.
  - Do not take lifts.

B) SG Secure



# Instructions for Students on

**SGSECURE**  
STAY ALERT. STAY UNITED. STAY STRONG.

*What to do in a  
Terrorist Incident*  
@

 **Temasek**  
POLYTECHNIC



## Possible Terrorist Incidents @ TP

### 1) Bomb Threat , Explosion, Assailant or Vehicle Attack

- Alert Police : Call 999 or SMS 71999 or via SGSecure App
- Inform TP FCC (Fire Command Centre) @ 6780 5999

### 2) Suspicious Person & Object (incl Vehicle)

- Move to a safe distance away, at least 100m, preferably with cover & concealment  
*(do not use mobilephone or walkie talkie in vicinity of suspicious object)*
- Alert TP FCC (Fire Command Centre) @ 6780 5999

## **Other Possible Terrorist Scenarios @ TP**

### **3) Fire, Chemical, Biological & Radiological Attack**

- **Alert SCDF : Call 995**
- **Inform FCC (Fire Command Centre) 6780 5999**

### **4) Racial & Religious Disputes involving Students**

- **Inform your respective Care Persons**

### **5) Radicalisation Cases**

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

## DOWNLOAD

EMERGENCY CALL



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

 999

 SMS  
Police

 995



REPORT



EMERGENCY CALL



ALERTS



MORE

## The SGSecure App Today!

*Turn on your phone's Location Services*



**SGSecure**

- **Receive Alerts**
- **Make Emergency Calls**
- **Make Reports**
- **eLearning Module**



**REMEMBER: *During a Terrorist Incident***



**RUN HIDE TELL**

***Ensure your own survival!***

***If you see SUSPICIOUS objects,  
personnel or vehicles***



**Call Police  
999**



**SGSECURE**  
STAY ALERT. STAY UNITED. STAY STRONG.

**C) Lithium Battery Safety**

Do not charge Lithium batteries and leave them unattended (e.g. notebook computers, mobile devices, mobile power banks).

*Total Workplace Safety & Health  
Our way of life!*



## Caring for Our Environment

Temasek Polytechnic is committed to caring for our environment. The TP EcoCampus policies guide us in our sustainability practices, and sums up the Polytechnic's commitment for the environment.



**Environmental Policy**

*Temasek Polytechnic shall:*

- 1** Actively engage in carrying out exemplary environmental practices by: Exploring efficient use of resources to **REDUCE** wastage; Identifying creative and practical ways to **REUSE** our resources; and promoting opportunities to **RECYCLE** waste.
- 2** Educate staff and students and communicate to suppliers/ contractors about environmental issues.
- 3** Wherever practical, purchase goods and services from suppliers that are environmentally responsible.
- 4** Through an accredited Environmental Management System, commit to continually improve our practices and ensure that we comply with environmental laws and other requirements we subscribe to that relate to our activities, products and services.
- 5** Integrate the principles of environmental management, pollution prevention, and other related green topics in our curriculum.

 **Temasek**  
POLYTECHNIC



## Public Holidays

Labour Day	1 May 2022
Hari Raya Puasa	3 May 2022
Vesak Day	15 May 2022
Hari Raya Haji	10 Jul 2022
National Day	9 Aug 2022
Deepavali	24 Oct 2022
Christmas Day	25 Dec 2022
New Year's Day	1 Jan 2023
Chinese New Year	22 Jan 2023
Chinese New Year Holiday	23 Jan 2023
Good Friday	7 Apr 2023

Every effort has been made to ensure the accuracy of the information in this handbook. All information contained in this handbook is correct at the time of publication. The polytechnic reserves the right to amend any of the information without prior notice.





COMMON BUSINESS  
PROGRAMME

ACCOUNTANCY & FINANCE

**CULTIVATE  
TALENT**

BUSINESS

MARKETING



COMMUNICATIONS &  
MEDIA MANAGEMENT

**BUILD  
COLLABORATION  
DRIVE**



CULINARY & CATERING  
MANAGEMENT

LAW & MANAGEMENT

**INNOVATION**



INTERNATIONAL TRADE  
& LOGISTICS