

STUDENT HANDBOOK

2022/2023



SCHOOL OF ENGINEERING



*This Student Information Guide is specially prepared for
Students of the School of Engineering.*

It details the key information that all students should know.

Information in the Student Information Guide is accurate at the time of publication.

The School of Engineering reserves the right to amend information without prior notice.

<u>Page</u>	
	<i>Introduction</i>
1	Director's Welcome
2	Milestones in the School of Engineering
7	The Care Person & Student Development Road Map
8	Student Activities at a Glance
9	Academic Calendar for 2022/2023
	<i>Academic Matters</i>
10	Academic System / Grading System
12	ENG Academic Advisors List
16	Examinations & Term Tests
18	Criteria for Freshmen and Junior Director's List Awards
19	Withdrawal / Deferment / Course Transfer / Subject Exemption
21	Student Code of Conduct
22	Student Disciplinary Policy / Plagiarism / Copyright Issues
24	Student Dress Code
25	Medical Leave & Leave of Absence
	<i>Student Matters</i>
26	Student Services / TP Cares / Scholarships / Further Education Pathways
28	Bursaries / Financial Assistance Schemes / NEU PC Plus Programme
29	Career Services / Temasek LEAD / Special Educational Needs (SEN) Support
30	Student Insurance / Communication with External Parties / Social Media Guidelines
31	Engineering Student Clubs & Interest Groups
32	IPPT
	<i>Useful Information</i>
33	Total Workplace Safety & Health (TWSH) Policy
34	Environmental Policy
35	Free Access Laboratories
36	Dress Code in a Laboratory / Workshop
37	Laboratory Safety Rules & Regulations
38	Emergency Reporting Procedures
40	What to do in a terrorist attack at TP

DIRECTOR'S WELCOME



DIRECTOR'S WELCOME

Message from Director, School of Engineering

May I warmly welcome all students to the new academic year.

First, I would like to congratulate all new students for successfully getting a place in our School of Engineering. I am confident that you have made the right choice to join us, and that when you complete your study here, you can certainly look back with pride at the many fond memories of the time spent with us.

As we begin a new semester, it is a good time to reflect on the developments of the past year, and how our educational landscape has evolved. Today, our lessons comprise home-based learning (HBL) as well as face-to-face (F2F) classes where it is essential for you to be physically present. This hybrid arrangement maximises your learning, while ensuring your safety and welfare in view of the current Covid-19 endemic. We will constantly monitor the situation and tweak this arrangement, in line with guidelines issued by MOE. Do rest assured that your health and well-being are of utmost importance to us.

The past year has also opened new doors of opportunity. We have seen an acceleration of digitalisation not just in our country, but globally as well. In line with this technological advancement, our School has recently launched two new facilities – the TP Advanced Manufacturing Centre (TP-AMC) and the Integrative Built Environment Centre (IBEC). TP-AMC allows you to receive multi-disciplinary experiential training in equipment connectivity solutions such as the Industrial Internet of Things (IIoT), automation and artificial intelligence, while IBEC supports Singapore's push for sustainability in the built environment sector by providing training in the use of smart technologies in digital architectural design.

These two new facilities are part of our stable of eleven Centres of Excellence, which spearhead technological research & development in our School. When you get the chance to make use of any of these Centres during your diploma course, do grab the opportunity to learn as much as you can!

We have also introduced “university pathway programmes” that allow you to take university modules in the final year of your diploma course with us, and get a one-year exemption for selected degree courses at local universities. Do check our website for more updates on these programmes.

In the next three years, you will receive not just academic training, but also opportunities to hone your problem-solving skills, cultivate life skills, as well as gain valuable industry exposure through your student internship. There are also diverse Co-Curricular Activities (CCAs) which give you the chance to exercise your leadership qualities, pursue your sporting passion, enrich yourself culturally, or to enlarge your circle of friends. So do make the best of your student life, because learning can, and should, be enjoyable!

At the School of Engineering, we are always open to suggestions for improvement. Should you have any feedback or need help in your personal matters at any time, do contact your lecturers or Care Person. We are always here to assist you.

Finally, may I wish you a very rewarding and meaningful academic year ahead.

Song Kwok Yuen

Tel: 6780-5522

Email: song_kwok_yuen@tp.edu.sg

MILESTONES IN THE SCHOOL OF ENGINEERING

1990	The School of Engineering was established under the wing of the School of Science & Technology at the Stirling Road Campus with a staff strength of 7. (Director: Mr Geoffrey Ng)
Jan 1991	School moved to Grange Road Campus.
Jul 1991	1st batch of Engineering students started their diploma courses in Electronics and Mechatronics. Enrolment for AY91/92: 80 students per course
Oct 1992	The School of Engineering assumed autonomous status. (Director: Mr Ang Keng Loo)
May 1993	School shifted to the Kim Seng Campus. Enrolment for AY 93/94: 240 (Diploma in Electronics) 160 (Diploma in Mechatronics)
Jul 1994	1st batch of students in the Diploma in Quality Engineering & Management.
Jul 1995	1st batch of students in the Diploma in Intelligent Building Technology.
Sep 1995	Temasek Polytechnic moved to its permanent campus in Tampines. AY 95/96 enrolment: 2,240
Jul 1996	1st batch of students in the Diploma in Telecommunications and Diploma in Computer Engineering.
Jan 1997	Official opening of Temasek Polytechnic's new campus at Tampines by Prime Minister, Mr Goh Chok Tong.
Mar 1997	Appointment of Mrs Lay-Tan Siok Lie as Acting Director, School of Engineering. AY 97/98 enrolment: 4,700.
Apr 1998	Appointment of Mrs Lay-Tan Siok Lie as Director, School of Engineering.

MILESTONES IN THE SCHOOL OF ENGINEERING

Jul 1998	1st batch of students in the Diploma in Microelectronics and Diploma in Product Engineering.
Jul 2000	1st batch of students in the Diploma in Info-Communications.
Jul 2001	1st batch of students in the Diploma in Biomedical Informatics & Engineering.
Jul 2001	Launch of School of Engineering's tagline "Where the Future Happens" by Director, School of Engineering, Mrs Lay-Tan Siok Lie.
Jul 2002	1st batch of students in the Diploma in Business Process & Systems Engineering.
Jul 2003	Diploma options (e.g. Aerospace Electronics, Engineering Business, Networking, Robotics) were offered to students from the Diplomas in Electronics, Mechatronics, Info-Communications and Intelligent Building Technology.
Apr 2006	1st batch of students in the Diploma in Integrated Facility Design & Management.
Apr 2007	1st batch of students in the Diploma in Aviation Management & Services.
Nov 2007	Launch of Interactive Digital Centre Asia (IDC Asia).
Mar 2008	Launch of TP-Lufthansa Technical Training (LTT) Centre for aerospace training.
Apr 2008	1st batch of students in the Diploma in Media & Communication Technology and Diploma in Interactive Media Technology.
Apr 2009	1st batch of students in the Diploma in Aerospace Electronics, Diploma in Aerospace Engineering, and Diploma in Clean Energy.

MILESTONES IN THE SCHOOL OF ENGINEERING

Apr 2009	Opening of Clean Energy Research Centre (CERC).
Apr 2010	1st batch of students in the Diploma in Green Building & Sustainability and Diploma in Integrated Facility Management.
Apr 2011	1st batch of students in the Diploma in 3D Interactive Media Technology and Diploma in Infocomm & Network Engineering, as well as Common Engineering Programme, Electrical & Electronic Engineering Programme and Mechatronics & Aerospace Programme.
Apr 2012	Launch of new TP logo.
Apr 2012	TP obtained CAAS SAR-147 approval.
Sep 2012	1st batch of students in the University Preparatory Programme (UPP) for Maths & Foundation Maths modules.
Mar 2013	1st batch of students in the University Preparatory Programme (UPP) for Physics module.
Apr 2013	1st batch of students in the Diploma in Biomedical Engineering.
Apr 2013	1st batch of students for the Poly Foundation Programme for top N(A) level school leavers.
Apr 2014	1st batch of students in the University Preparatory Programme (UPP) for English module.
Jul 2015	Appointment of Mr Wong Kia Ngee as Director, School of Engineering.
Jan 2016	Launch of Temasek Aviation Academy (TAA) by Senior Minister of State, Mrs Josephine Teo.

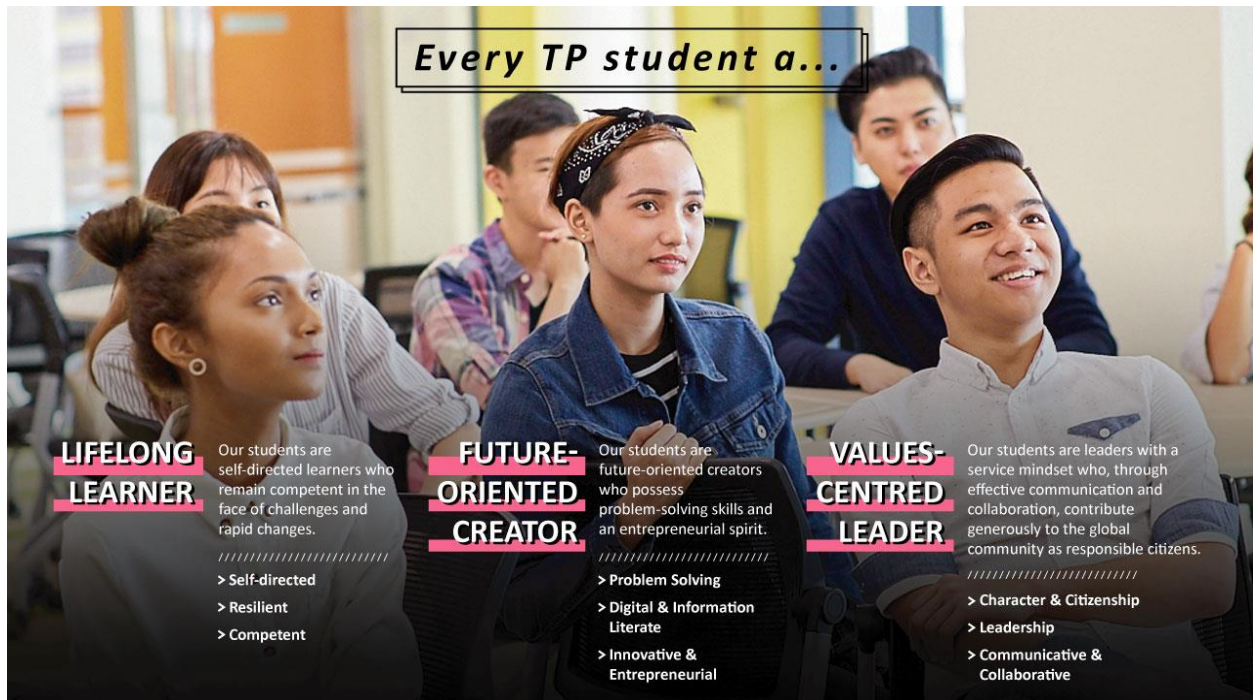
MILESTONES IN THE SCHOOL OF ENGINEERING

Jul 2016	Appointment of Mr Peter Lam as new Principal and CEO of Temasek Polytechnic, taking over from Mr Boo Kheng Hua.
Apr 2017	Discontinuation of Diploma in Infocomm & Network Engineering and Diploma in Media & Communication Technology (no new intake).
Apr 2017	1st batch of ENG graduates start ELP under the SkillsFuture framework.
Jan 2018	Graduation of 1st batch of SAR-66 AML Training (Part 2) students under the CET/ELP framework.
Apr 2018	1st batch of Freshies taking the new TP Fundamentals subjects under the revamped curriculum.
Feb 2019	Launch of TP-HRG Robotics Innovation Centre by Senior Minister of State, Mr Chee Hong Tat.
Apr 2019	Discontinuation of Diploma in 3D Interactive Media Technology, Electrical & Electronic Engineering Programme, and Mechatronics & Aerospace Programme (no new intake), and Diploma in Microelectronics (no further streaming).
Apr 2019	Inclusion of Diploma in Business Process & Systems Engineering into Common Engineering Programme
Apr 2019	Transfer of Communication lecturers in ENG School to HSS School / CCS
Mar 2020	Merging of Biomedical Engineering Research Centre and Temasek Microelectronics Centre to form Healthcare Engineering Centre
Aug 2020	Renaming of IDC Asia to Enabling Technology Collaboratory (ETC)
Oct 2020	Launch of TP-Advanced Manufacturing Centre (TP-AMC)

MILESTONES IN THE SCHOOL OF ENGINEERING

Nov 2020	Launch of TP-SUTD University Pathway Programme
Apr 2021	Discontinuation of Diploma in Clean Energy (no new intake)
Apr 2021	Relaunch of Diploma in Green Building & Sustainability, to Diploma in Architectural Technology & Building Services
Apr 2021	Appointment of Mr Wong Kia Ngee as Senior Director, School of Engineering & Special projects
Apr 2021	Appointment of Mr Song Kwok Yuen as Director, School of Engineering.
Jan 2022	Launch of Integrative Built Environment Centre (IBEC)

STUDENT DEVELOPMENT ROADMAP



As an engineering student, you are given ample opportunities to achieve success in your academic, personal and professional development in the school. To realise your full potential, you are encouraged to participate actively in the variety of programmes designed for you. This student development roadmap shows you how your developmental needs are provided for, as you journey through the 6 semesters in ENG School.

A Care Person (CP) will be assigned to help you through the journey in school. He/she will provide care and guidance in matters pertaining to your academic, personal and professional development in school and will meet you in the LEAP (Leadership: Essential Attributes & Practice) Care Group interaction classes from Level 1 to Level 3.

LEAP is a leadership and character education programme which consists of three core subjects, namely LEAP 1, 2, & 3. It aims to develop your leadership qualities by instilling in you the ideal attitude, skill-sets and knowledge.

STUDENT ACTIVITIES AT A GLANCE

Recurrent events organised by the School of Engineering each year.

Below is a list of the recurrent events for 2022.

MONTH	EVENT
APRIL 2022	<ul style="list-style-type: none">• Freshmen Orientation• Commencement of April Semester• Parents Connect 1
MAY 2022	<ul style="list-style-type: none">• Campus Care Network (CCN) Day• Graduation Ceremony 2022
JUNE 2022	<ul style="list-style-type: none">• Term Tests
JULY 2022	<ul style="list-style-type: none">• Parents Connect 2
AUGUST 2022	<ul style="list-style-type: none">• April Semestral Examinations• Awards for Excellence Ceremony 2022
OCTOBER 2022	<ul style="list-style-type: none">• Commencement of October Semester
NOVEMBER 2022	<ul style="list-style-type: none">• Campus Care Network (CCN) Day
DECEMBER 2022	<ul style="list-style-type: none">• Term Tests
JANUARY 2023	<ul style="list-style-type: none">• TP Open House• Joint Admissions Exercise (JAE)
FEBRUARY - MARCH 2023	<ul style="list-style-type: none">• October Semestral Examinations

* All events listed above are subject to confirmation and may be postponed or cancelled depending on circumstances.

ACADEMIC CALENDAR

April Semester	Period
Term 1	18 Apr – 12 Jun 2022
Term Test	6 Jun – 10 Jun 2022
Term Break	13 Jun – 26 Jun 2022
Term 2	27 Jun – 14 Aug 2022
Study Week	15 Aug – 21 Aug 2022
Semestral Examinations	23 Aug - 3 Sep 2021
Vacation	3 Sep – 16 Oct 2022

October Semester	Period
Term 3	17 Oct – 18 Dec 2022
Term Test	12 Dec – 16 Dec 2022
Term Break	19 Dec 2022 – 2 Jan 2023
Term 4	3 Jan – 12 Feb 2023
Study Week	13 Feb – 19 Feb 2023
Semestral Examinations	20 Feb – 3 Mar 2023
Vacation	4 Mar – 16 Apr 2023

Please refer to our academic calendar page for more information:

<https://www.tp.edu.sg/schools-and-courses/for-current-students/academic-calendar.html>

ACADEMIC SYSTEM / GRADING SYSTEM

The TP academic system offers students more depth and width in the subject offerings. The following are the main categories of subjects:

- TP FUNDAMENTAL SUBJECTS - to develop desired qualities as envisioned in the TP graduate profile;
- DIPLOMA SUBJECTS - to provide students with the industry relevant technical knowledge and skills training;

GRADING SYSTEM

HOW CREDIT UNITS ARE COMPUTED

For all taught subjects involving lectures, tutorials and/or practical, 1 credit unit is awarded for 15 hours of work. Hence a subject is accorded 3 credit units if it is taught over a total of 45 hours, as prescribed in the subject syllabus.

HOW GRADE POINT AVERAGE (GPA) IS COMPUTED

- A student's progress within a programme will be evaluated on the basis of the Grade Point Average (GPA). The GPA is a numerical value that indicates the student's academic achievement in the course. A minimum cumulative GPA of 1.0 is required for graduation.
- The formula for calculating the GPA is given below:

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

- The calculation of cumulative GPA (cGPA) will include all subjects with grade points (i.e. TP Fundamental subjects, Core, Electives). Any failed elective subject which is not replaced will be included in the computation of cGPA.
- Both Semester GPA and Cumulative GPA will be calculated.
- Subjects without grade point (e.g. LEAP) will not be included in the calculation of GPA.

ACADEMIC SYSTEM / GRADING SYSTEM

Letter Grades	Descriptors	Grade Points	Conversion (Percentage Range)
Z	Distinction	4	= or > 80
A	Excellent	4	= or > 80
B+	Very Good	3.5	75 to < 80
B	Very Good	3	70 to < 75
C+	Good	2.5	65 to < 70
C	Good	2	60 to < 65
D+	Credit	1.5	55 to < 60
D	Credit	1	50 to < 55
P	Non-Graded Pass	1	= or > 50
F	Fail	0	< 50
Pass	Pass a subject with no grade point	N A	
Fail	Fail a subject with no grade point	N A	

ACADEMIC ADVISOR LIST

GETTING HELP FROM AN ACADEMIC ADVISOR

An Academic Advisor can:

- Help you use the polytechnic's resources effectively to achieve your academic goals.
- Assist you in developing and implementing a meaningful educational plan so as to realise your academic potential and your career plans.
- Help you make smart choices about courses, subjects, elective options, and areas to specialise in.
- Provide you with accurate information regarding academic requirements for graduation.
- Help you to understand areas of concern that affect your academic progress.
- Identify your strengths as well as areas you may need help in.

School Academic Advising Coordinator/Chair: Sing Kar Lui (6780 6647)

School Academic Advisors:

Diploma / Course Chair	Advisor	Telephone	Lead Advisor
ABS/GBS Wiliana Sulistio 5612	1. Papineni Satya Praveena 2. Cheng Ming Chin 3. Lim Kok Hee 4. Thong Yu Kiat, Augustine 5. Wong Teck Yong 6. Koh Soo Nghee Aubrey 7. Shruti Pilare 8. Sowmya Sathish	6780 5625 6780 6688 6780 5619 6780 5618 6780 6711 6780 1890 6780 6708 6780 4193	Papineni Satya Praveena
AEG Koh Poh Tee 5364	1. Sue Siew Chai 2. Phang Yeh Fenn Dexter 3. Lam Darence 4. Chan Choon Keong 5. Tiow Chee Weng 6. Leonard Ong Yong Wah 7. Chai Chia Hing 8. Yeo Teck Boon, Bern 9. Kuschel Matthias 10. Chee Feng Ping 11. Fong Fook Meng 12. Sharry Ang 13. Tan Wei Nian 14. Bernard Yeo Beng Koon	6780 5478 6780 6652 6780 5677 6780 6661 6780 5461 6780 5512 6780 5514 6780 6670 6780 5520 6780 4027 6780 6668 6780 5356 6780 5806 6780 6651	Sue Siew Chai

ACADEMIC ADVISOR LIST

<p>AEL Tang Fook Heng 5418</p>	<ol style="list-style-type: none"> 1. Ting Lai Horng Jacklyn 2. Low Chor Tong, Philip 3. Ang Seng Loo Eric 4. Ho Jiun Sien 5. Tam Yee Keong 6. Choo Seng Kok 7. Tan Kok Siew 8. Ng Kwan Wah 9. Tan Kwang Leng Daniel 10. L Somasundaram 11. Tan Eng Kiam 12. Julian Choo 	<p>6780 5408 6780 6610 6780 5583 6780 5591 6780 6713 6780 5592 6780 5446 6780 6613 6780 5320 6780 5602 6780 6528 6780 6625</p>	<p>Ting Lai Horng Jacklyn</p>
<p>AMS Abbas Ismail 5611</p>	<ol style="list-style-type: none"> 1. Sumarni B Sarmin 2. Wong Irene 3. Cyrena Cheong Yoke May 4. Farid B Yusof 5. Lee Wee Li 6. Lee Yang Wai Alvin 7. Darren Chua 8. Muhammad Husain bin Alias 9. Desmond Teck Chuan Ng 10. Ponmagal D/O Periasamy 11. Gary Ho 12. Lim QIngwei 	<p>6780 6687 6780 4097 6780 5629 6780 5628 6780 5192 6780 5163 6780 4018 6780 6704 6780 5664 6780 5631 6780 5632 6780 5627</p>	<p>Sumarni B Sarmin</p>
<p>BME Danker Adrian Noel 5421</p>	<ol style="list-style-type: none"> 1. Koo Siang Chuei 2. Kwok Siew Loong 3. Rangaswamy Raja 4. Qian Xi Jun 5. Dr Feng Hanhua 6. Ngai-Yak Lay Hoon 7. Sagun Cathy Padua 8. Muhammad Adam Bin Abdul Rahim 	<p>67805461 6780 5404 6780 6677 6780 5479 67805450 67806623 67805530 67805433</p>	<p>Koo Siang Chuei</p>

ACADEMIC ADVISOR LIST

<p>BZE Lo Hing Loon 5529</p>	<ol style="list-style-type: none"> 1. Chan Eng Suan 2. Chong Kah Lim 3. Eu Kee Hoe 4. Loh Yue Thong 5. Low Beng Yew 6. Ng Lee Siam Christina 7. Ong Chee Hong 8. Siew Wilson 9. Tan Hui Kuang 10. Qiu Shiyun 11. Yeo Teck Chye 12. Tay Yang How 	<p>6780 5532 6780 5651 6780 6498 6780 5188 6780 5670 6780 5519 6780 5395 6780 6629 6780 6669 6780 5527 6780 5542 6780 5543</p>	<p>Ng Lee Siam Christina</p>
<p>CEP Mary Sojan 5407</p>	<ol style="list-style-type: none"> 1. Low Kian Mong 2. Diong Ming Loong Christopher 3. Mary Joseph 4. Yee Mei San 5. Lee Jillian 6. Foong Chee Hoong 7. Fu Ling Chen 8. Lie Siung Tjen 9. Tan Kow Wee Philip 10. Simon Gani 11. Chen Yoke Yeng 12. Rudy Sabarudin 13. Cha Cher Liang 	<p>6780 5505 6780 6635 6780 5407 6780 5608 6780 5503 6780 4030 6780 6663 6780 5468 6780 5465 6780 6612 6780 5460 6780 5498 6780 6638</p>	<p>Chen Yoke Yeng</p>
<p>CEN Calaiselvy 6614</p>	<ol style="list-style-type: none"> 1. Loh Chi Wei 2. Lye Sau Lin 3. Tommy Tai 4. Barnabas Woon 	<p>6780 4171 6780 5491 6780 6644 6780 6698</p>	<p>Loh Chi Wei</p>
<p>CER Efren Balajadia 5633</p>	<ol style="list-style-type: none"> 1. Chong Beng Leng Fred 2. Toh Lee Nah 3. Yeo Soo Pin 	<p>6780 5447 6780 5470 6780 5442</p>	<p>Chong Beng Leng Fred</p>

ACADEMIC ADVISOR LIST

<p>ELN Lim Chuck Mang 5597</p>	<ol style="list-style-type: none"> 1. Kwong-Teng Noi Choo, Jacqueline 2. Ramachandran, Maya 3. Chee Swee Ann 4. Nagu, Naganandhini 5. Tan Tai Suan 6. Wong Peng Soon 7. Adrian Heng 8. Lucas Liu Yu 9. Willie Ng 	<p>6780 5609 6780 5401 6780 5449 6780 5467 6780 6636 6780 6615 67806701 67882000 67805915</p>	<p>Kwong-Teng Noi Choo, Jacqueline</p>
<p>IFM Patrick Phang 5088</p>	<ol style="list-style-type: none"> 1. Au Kian Seng 2. Lim Joo Hoe 3. Hooi-Lee Yu Hong 4. Lim Kian Kok 5. Au Kum Yun 6. Loh Yeow Meng 7. Boey Lai Yin 8. Lim Chan Boon 	<p>6780 5615 6780 5617 6780 5630 6780 5162 6780 5566 6780 5455 6780 1884 6780 4264</p>	<p>Loh Yeow Meng</p>
<p>MTN Chan Choy Peng 5489</p>	<ol style="list-style-type: none"> 1. Kwek Soo Keng, Andy 2. Derrick Boey Shee Mun 3. Foo Ming Fenn 4. Irwan Bin Karim 5. Lew Kok Fah 6. Lo Ray Hwee 7. Peng Wai Meng 8. Tay Cheng Hong 9. Lee Sin Guan 10. Tan Kim Cheng 11. Shi Weixiong 12. Mustafa 13. Daryl Lim Stze Hwow 14. Helen Lu Yuanyuan 	<p>6780 5504 6780 6700 6780 6679 6780 5497 6780 5490 6780 4259 6780 5515 6780 6672 6780 6622 6780 5638 6780 5985 6780 6654 6780 5473 6780 5459</p>	<p>Irwan Bin Karim</p>

EXAMINATIONS & TERM TESTS

Examination Subjects

For all examination subjects, the passing criteria is based on both the continuous assessment and the examination marks. A student is deemed to have passed a subject if he/she obtains a minimum of 50% for that subject.

Non-Examination Subjects

For non-examination subjects, the assessment is based on all the course work components such as class participation, assignments, quizzes, tests and mini-projects. A student is deemed to have passed a subject if he/she obtains a minimum of 50% for that subject.

A student who is required to attend a disciplinary hearing related to a subject, may also be deemed to have failed that subject.

Attendance

The stipulated polytechnic's attendance policy requires students to fulfil at least 85% attendance. If you arrive late in class, your attendance will be computed as ABSENT even though it will be reflected as LATE in the attendance system. A student who attains below 85% attendance in a subject will be graded as 'P' (if he/she passes the subject) and 'F' (if he/she fails the subject). The P grade has a Grade point average of 1. A student who obtains a 'P' grade will not be eligible for the Diploma with Merit and the Director's Lists award (refer to Section on "Criteria for Freshmen and Junior Director's Lists).

Punctuality

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

Rules & Regulations for Full-Time Students

You are to comply strictly with the following rules and regulations, failing which, you will be dealt with by the Disciplinary Board, and you may be suspended / expelled from the Polytechnic. Note that you are also expected to observe rules and regulations during the class or lab test.

Please click [here](#) for more information.

EXAMINATIONS & TERM TESTS

Examinations/Term Test Time-Tables

Examinations and term test time-tables are released about three weeks before the examinations/term tests start. You are strongly advised to print out a copy of your personalised time-table, which also lists the venues and assigned seat numbers for your convenience.

Examination Results

The examination results are made available to students via the student portal. You are encouraged to check your examination results online and print a copy of the Statement of Results for reference.

Please [here](#) for more information.

CRITERIA FOR FRESHMEN AND JUNIOR DIRECTOR'S LISTS

The Director's List is the School of Engineering's academic roll of honour for the top 10% of academic achievers.

FRESHMEN DIRECTOR'S LIST

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

- Top 10% of the diploma cohort based on GPA for the first year of study.
- GPA will be based on a list of subjects (of both freshmen semesters) for each diploma (as stipulated in the course document).
- The list of subjects will exclude LEAP, non-graded subjects and GS2.
- Did not fail any subject in the main examination or assessments while studying at Temasek Polytechnic.

JUNIOR DIRECTOR'S LIST

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

- Top 10% of the diploma cohort based on their GPA for the second year of study.
- Computation of GPA will be based on a list of subjects of both semesters 2.1 & 2.2 (core and electives) for each diploma, according to the course structure.
- List of subjects for computation of the GPA will exclude LEAP, non-graded subjects and GS2.
- Must not fail any subject in the main examination or assessments while studying at TP. (Note that this is the same criterion for Diploma with Merit (DWM)).
- For electives: Students must complete the stipulated number of electives based on their course structure. If students have completed more than the required number of electives, all electives will be taken into consideration for computation.

WITHDRAWAL / DEFERMENT / COURSE TRANSFER / SUBJECT EXEMPTION

COURSE WITHDRAWAL

Students are strongly advised to consult their Care Person / Course Chair before exploring the option to withdraw from the course.

To withdraw, students are to:

- Complete the Course Withdrawal form.
- Settle all outstanding bills and return all property belonging to Temasek Polytechnic
- Submit the completed form together with the student's Student Matriculation card to "Student Services".

DEFERMENT OF STUDIES

Students are strongly advised to consult their Care Person/ Course Chair before exploring the option to defer their course of study.

To defer their course of study, students are to:

- Complete the Course Deferment form.
- Settle all outstanding bills and return all property belonging to Temasek Polytechnic.
- Submit the completed form together with one of the following documents:
 - Deferment due to Singapore National Service (NS) obligation
NS enlistment letter or rejection letter from the Central Manpower Base regarding their appeal for NS deferment or a letter from their unit stating their ORD date.
 - Deferment due to medical reasons
Medical certification letter from a Singapore-registered doctor specialising in the field, stating the medical conditions and the period of rest required.
 - Deferment due to other reasons
Supporting documents, if any.

Note: Students are advised to attend classes while waiting for the outcome of their deferment request.

WITHDRAWAL / DEFERMENT / COURSE TRANSFER / SUBJECT EXEMPTION

COURSE TRANSFER

Only applicable for students whose status is active i.e. who have not been removed from a course and who have met the Minimum Entry Requirements of the new course.

Furthermore, course transfer is subject to individual merit and vacancies.

Requests for course transfer will be accepted after the release of the Semestral examinations results.

To apply, students are to:

- Complete the Course Transfer form
- Submit the completed form to “Student Services” by the first week of the start of the semester

APPLICATION FOR SUBJECT EXEMPTION

Only applicable to enrolled students at the start of their course of study. They are advised to check with their Course Chair or the website of their respective School for eligibility.

To apply, students are to:

- Obtain the application form from the “Student Services”.
- Submit the completed form to “Student Services” by the first week of the start of the semester or within the application period.
- Note that exemption is not automatic and only one application per student per semester is allowed.

Please refer to TP’s website for more information:

<https://www.tp.edu.sg/admissions-and-finance/student-services.html#appli-form-svc>

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 course of study at Temasek Polytechnic, you will face new challenges and choices and may find yourself in unexpected circumstances.

This [Student Code of Conduct](#) serves as a guide for your conduct in both academic and non- academic aspects of your polytechnic life. It also serves as a reminder for all of us to work towards a harmonious environment in and out of the campus, and to maintain the good reputation of Temasek Polytechnic.

STUDENT DISCIPLINARY POLICY / PLAGIARISM / COPYRIGHT ISSUES

CATEGORIES OF OFFENCES

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

Please click [here](#) for more information.

COPYRIGHT ISSUES

Copyright is a form of protection that the law provides to the authors of original creations (writing, drawing, music or art forms or even sound recordings and film) against unlawful copying. It is ILLEGAL to violate any of the rights provided by the law to the owner of a copyright. Temasek Polytechnic respects the ownership of intellectual material governed by copyright laws. All TP students are expected to know and comply with the copyright laws that affect them. Here is a list of Do's & Don'ts:

What you **CAN** do:

- Make reasonable copies of a work(s), i.e. 10% of the total number of pages in a physical edition of the work;
- Copy not more than 10% of the total number of bytes in an electronic edition of the work; or
- Make copies of not more than 1 chapter of the work.

What you must **NEVER** do:

- Photocopy an entire book/piece of work;
- Copy more than 10% of the total number of pages or more than one chapter; or
- Copy more than one article from a given periodical, unless they relate to the same subject matter.

If you are in doubt, please feel free to consult your lecturers for clarification. Please do NOT assume that it is acceptable to copy something, even if it is for your own use.

OWNERSHIP AND RIGHTS TO INTELLECTUAL PROPERTY

1. Ownership of all Intellectual Property (IP) discovered, created or developed by the Polytechnic Student in the course of or in furtherance/fulfilment of his/her study shall vest with the Polytechnic Student unless an agreement is signed to assign the ownership to the Polytechnic or a third party (as may be directed by the Polytechnic).
2. The Polytechnic shall have non-exclusive, royalty-free right to use IP owned by the Polytechnic Student on a worldwide, perpetual basis for its educational, publicity, teaching, research & development purposes non-commercial in nature.

STUDENT DISCIPLINARY POLICY / PLAGIARISM / COPYRIGHT ISSUES

3. The Polytechnic provides various resources to Polytechnic Student to enhance his/her learning experience in the course of studies in TP. These resources include, but are not limited to, materials, equipment, facilities, expertise and access to proprietary IP subject matters which maybe privileged in nature (collectively referred to as “Resources” hereinafter).
4. The Polytechnic also works with industry partners and other external parties to avail attachment/internship opportunities so as to expose the Polytechnic Student to “real world” environment and avail opportunities for Polytechnic Student to participate in activities/projects from which commercially valuable IP may arise (collectively referred to as “Opportunities” hereinafter).
5. In consideration of the Resources and/or Opportunities provided by the Polytechnic, the Polytechnic Student agrees that all rights, titles and interests in IP discovered, created or developed by himself/herself using the Resources and/or arising from the Opportunities shall vest in and belong to the Polytechnic or a third party (as may be directed by the Polytechnic).
6. Where required by the Polytechnic, the Polytechnic Student shall execute any and all documents and take all actions as maybe necessary to give effect to vest full rights, titles and interests to the IP described under Paragraph 5) in favour of the Polytechnic or a third party (as may be directed by the Polytechnic). In particular, the Polytechnic Student participating in any of the following projects or activities will be required to execute a confidentiality and IP assignment agreement before the project or activity commences:
 - (a) the generation of the IP require the use of pre-existing IP owned, co-owned, or existing within the Polytechnic; or
 - (b) the IP belong to a body of IP generated by a team including Polytechnic Staff of which the Polytechnic Student is also a member; or
 - (c) the IP is generated from any form of collaboration with any external parties; or
 - (d) the IP is generated as a result of funding provided by or obtained through the Polytechnic
7. A Polytechnic Student may request in writing to the Polytechnic for the assignment of an IP solely owned by the Polytechnic (or jointly owned by the Polytechnic and himself/herself) to himself/herself if the said IP is an essential element necessary for:
 - (a) the Polytechnic Student’s pursuit of societal or humanitarian cause which are not-for-profit in nature; or
 - (b) the Polytechnic Student’s for-profit entrepreneurial endeavour and the Polytechnic Student is able to exhibit tangible plan to commercially exploit the IP
8. Polytechnic Students are advised to direct any question on the ownership and exploitation of Intellectual Property as described in this Section to Research & Technology Development Department (RTD) by writing to inventions@tp.edu.sg or through their supervisors.

Alternatively, students may visit TP website to chat with Ask TP chatbot > General Enquiries > Library Matters.

STUDENT DRESS CODE

Students are expected to observe a dress code, as follows:

General Occasions:

Students must be dressed in a manner appropriate of a tertiary student. This includes a neat and tidy hairdo, and appropriate clothes and footwear.

Laboratories / Workshops:

Students must comply with the stipulated dress code of the respective laboratories and workshops, for safety reasons.

Headgear:

Students must be readily identifiable at all times. Therefore, any form of headgear that prevents this is not permitted.

MEDICAL LEAVE & LEAVE OF ABSENCE

APPLICATION FOR MEDICAL LEAVE

During Examinations

Please click [here](#) for more information.

During Term Time or Term Tests

- Applications for medical leave must be submitted **online** via the Student Portal within 2 working days (excluding Saturday, Sunday and public holidays) from the **first day** of the medical leave, with a scanned copy of the Medical Certificate (MC).
 - ❖ For example, if a student is issued an MC on Monday, he should submit the MC by Tuesday in the same week.
 - ❖ Login to Student Portal > Click “Attendance” > Click “Apply / Submit MC”.
- A scanned MC must be uploaded during the online application.
- Students must retain the **original copy** of the MC for 6 months.
- Students must submit the hardcopy MC upon request for auditing purposes.
- Only MCs issued by medical practitioners registered with the Singapore Medical Council will be accepted.
- Please note that MCs issued by Traditional Chinese Medicine practitioners will not be accepted.

APPLICATION FOR LEAVE OF ABSENCE (LOA)

- Applications for Leave of Absence (LOA) must be submitted **online** via the Student Portal at least one week before the leave date (excluding Saturday, Sunday and public holidays) or immediately after the date of absence for emergency cases, with a scanned copy of the supporting documents.
 - ❖ Login to Student Portal > Click “Attendance” > Click “Apply / Submit LOA”.
- A scanned copy of the supporting document(s) must be uploaded during the online application.
- Students must retain the **original copy** of the supporting documents for 6 months.
- Students must submit the hardcopy LOA supporting document(s) upon request for auditing purposes.

The outcome of the medical leave or LOA application will be sent through the student’s TP email account.

STUDENT SERVICES / TP CARES / SCHOLARSHIPS / FURTHER EDUCATION

STUDENT SERVICES

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

Please refer to TP's website for more information:

<https://www.tp.edu.sg/admissions-and-finance/student-services.html>

TP CARES

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

Please refer to TP's website for more information:

<https://www.tp.edu.sg/life-at-tp/a-caring-campus.html>

BEFRIENDERS

Troubled by relationship issues?
Burdened with financial difficulties?
Experiencing difficulties with school work?
Think you got into the wrong course?
Want a listening ear?

If you answered "yes" to any of the above, do contact the Befrienders. They are a group of lecturers with a special passion for students' welfare. All meetings with them are treated with the strictest confidentiality.

Please contact **Ms Lim Yoke Ying, Laura at 6780 5051, email: yokeying@tp.edu.sg** who will put you in touch with a Befriender.

STUDENT SERVICES / TP CARES / SCHOLARSHIPS / FURTHER EDUCATION

SCHOLARSHIPS

TP offers a range of prestigious scholarships to full-time students who have excelled academically and with a proven track record in Co-Curricular Activities.

Scholarships offered include:

- Temasek Polytechnic Engineering Scholarship
- Industry-sponsored Scholarships
- Co-Curricular Activities Scholarships
- Co-Curricular Activities Awards

FURTHER EDUCATION PATHWAYS

Temasek Polytechnic has advanced standing arrangements with a number of universities both locally and overseas. This means that our diploma holders may get to enjoy exemptions from certain university modules and hence will be able to complete their degree programme in a shorter time and at a lower cost.

Please refer to TP's website for more information:

<https://www.tp.edu.sg/life-at-tp/career-services.html#scholar>

BURSARIES / FINANCIAL ASSISTANCE SCHEMES / NEU PC PLUS PROGRAMME

BURSARIES

Bursaries are awarded to students who require financial assistance to continue their course of study at the Polytechnic. Although financial need is a criterion, a satisfactory academic performance is also a pre-requisite for selection.

Please refer to TP's website for more information:

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

FINANCIAL ASSISTANCE SCHEMES / BYOD FAS SCHEMES

There are a number of financial assistance schemes at TP.

Should you require additional financial assistance, there are several bursary schemes available and you may apply for the most suitable bursary that you qualify for.

The BYOD FAS offers students from low income households the opportunity to own a new notebook at a highly subsidised rate.

Please refer to TP's website for more information:

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

NEU PC PLUS PROGRAMME

NEU PC Programme offers our students with disabilities or low income households the opportunity to own a brand new computer at an affordable price.

Please refer to IMDA website for more information:

<https://www.imda.gov.sg/programme-listing/neu-pc-plus>

CAMPUS CARE NETWORK FUND (CCN)

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

1. CCN Crisis Assistance Scheme
2. CCN Emergency Scheme

Please note that these CCN Financial Assistance Schemes are subject to change.

Please refer to TP's website for more information:

<https://www.tp.edu.sg/life-at-tp/a-caring-campus.html#campus-care-network>

CAREER SERVICES / TEMASEK LEAD / SEN SUPPORT

CAREER SERVICES CENTRE

At the Career Services Centre, the focus is to help our students develop their sense of self and deepen their understanding and commitment towards the sectors that they are likely to enter after they graduate, to successfully transit to work.

Please refer to TP's website for more information:

<https://www.tp.edu.sg/life-at-tp/career-services.html#aboutus>

TEMASEK LEADERSHIP PROGRAMME (TEMASEK LEAD)

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.

Please refer to TP's website for more information:

<https://www.tp.edu.sg/research-and-industry/centres-of-excellence/centre-for-character-n-leadership-education-cle.html#temasek-leadership-programmehd>

SPECIAL EDUCATIONAL NEEDS (SEN) SUPPORT

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

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

Please refer to TP's website for more information:

<https://www.tp.edu.sg/life-at-tp/special-educational-needs-sen-support.html>

STUDENT INSURANCE / COMMUNICATION WITH EXTERNAL PARTIES / SOCIAL MEDIA GUIDELINES

STUDENT INSURANCE

All full-time students are covered by the Student Group Personal Accident Insurance Policy. This scheme provides insurance coverage for accidents sustained by the students. The annual insurance premium is part of the total fees payable at the start of each academic year.

Please click [here](#) for more information.

COMMUNICATION WITH EXTERNAL PARTIES

Students are to seek written (letter or email) approval from their supervisor or lecturer if, in the course of their project work, they need to act as a representative of TP to communicate with any external party.

SOCIAL MEDIA GUIDELINES

Temasek Polytechnic supports and encourages its students and staff to exercise good netiquette through their dialogue with the community. The intent of the guidelines is to provide a practical and helpful framework to guide students and staff of Temasek Polytechnic in their engagement online.

Social media tools would include, but is not limited to blogs, discussion forums, micro blogs (Twitter, Facebook, and LinkedIn), photo and video sharing sites (e.g. Instagram), podcasts, RSS feeds, social networks, web chat tools and Wikis.

Please click [here](#) for more information.

ENGINEERING STUDENT CLUBS

STUDENT CLUBS & INTEREST GROUPS

The various Student Clubs and Interest Groups are part of the school's diploma courses. Students who are interested to be part of the main committee for these student clubs and interest groups are to contact the respective Advisors in charge, as listed in the table below:

Student Club / Interest Group	Advisor	Co-Advisor
Airborne Interest Group	Leonard Ong	
AvioniX Interest Group	L Somasundaram	
Architectural Technology & Building Services Interest Group	Wong Teck Yong	Aubrey Koh Soo Ngee
BioENGenes Interest Group	Rangaswamy Raja (Dr)	Qian Xi Jun
Business Process & Systems Engineering Interest Group	Thomas Chong	
BlackBox Interest Group	Cyrena Cheong Yoke May	Ponmagal D/o Periasamy
Computer Engineering Network Interest Group	Kok Boon Kiong	Kumbar
Clean Energy Interest Group	Toh Lee Nah	
Electronics Interest Group	Chee Swee Ann	Lucas Liu Yu
Integrated Facility Management Interest Group	Au Kum Yun	
Society of Mechatronics Engineers	Derrick Boey Shee Mun	Tay Cheng Hong
Engineering Makers Club (EMC)	Ho Peng Ching	Pasan Bhashitha De Silva
Engineering Studies Club (ESC)	Patrick Phang Chian Wei	Thomas Chong
IES Student Chapter	Hu Fang	
Student Ambassadors	Andrew Tham	
Global Ambassadors	Wong Yoke Moon Andrew Tham	

IPPT

IPPT

The Individual Physical Proficiency Test (IPPT) is conducted for all final year NS-liable students annually. The three pre-enlistee IPPT stations are:

- Sit-ups
- Push-ups
- 2.4 km run

Final year NS-liable students can refer to the following web site for more information on IPPT test, scoring and benefits.

Please refer to website for more information:

<https://www.cmpb.gov.sg/web/portal/cmpb/home/before-ns/pre-enlistment-process/pre-enlistee-ippt-and-bmi>

TOTAL WORKPLACE SAFETY & HEALTH

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

TWSH POLICY

- **Complying with prevailing local Workplace Safety & Health laws and regulations;**
- **Acknowledging the right of every staff and student to work and learn in a safe, healthy and sustainable manner;**
- **Implementing programmes and a comprehensive TWSH Management System with periodic audits to improve TWSH in TP and to safeguard occupational health and mental well-being against incidents, injuries and illnesses;**
- **Maintaining emergency preparedness for terrorism threats, disease outbreaks and other public health hazards;**
- **Continually improving in order to inculcate a world-class TWSH culture;**
- **Communicating the TWSH policy to all staff and students, and making it available, to partners and the community.**



Peter Lam
Principal & CEO

Updated on 1 Jul 2022

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.

FREE ACCESS LABORATORIES

The following laboratories are open to all engineering students to allow them to work on their assignments outside normal lab sessions.

Laboratory	Location
Basic Electronics	EN16-2-52 & EN16-1-68
Soldering	EN16-2-57 & EN16-1-68
Mechanical Workshop	EN16-1-68

Note:

For safety reasons, the Mechanical Workshop will only be open if there is a Staff present. You may refer to the signage on-site for operating hours.

Students can request through their Subject Leaders, for labs to be opened to allow them to work on their assignments outside of their normal lab sessions.

DRESS CODE IN A LABORATORY / WORKSHOP

Dress Code for Computer, Electronics, Physics and Chemistry Laboratories

- Covered shoes
- T- Shirt / Shirt / Blouse with sleeves

Dress Code for Aerospace, Mechanical and Electronic Prototyping Laboratories / Workshops

- Covered shoes
- T- Shirt / Shirt / Blouse with sleeves
- Long pants

Temasek
POLYTECHNIC

DRESS CODE
for Computer, Electronics, Physics and Chemistry Laboratory

Sleeved T-shirt/shirt/blouse

Covered shoes

SAFETY STARTS WITH ME

Temasek
POLYTECHNIC

DRESS CODE
for Aerospace, Mechanical and Electronic Prototyping Laboratory/Workshop

Inappropriate

Sleeveless, loose/hugging, unsuitable T-shirt/shirt/blouse

Shorts, tight, unsuitable pants that don't cover till the ankles

Open toe shoes, slippers & sandals that don't cover till the ankles

Additional code(s) may be required based on specific laboratory/workshop

Appropriate

Sleeved T-shirt/shirt/blouse

Long pants

Covered shoes

SAFETY STARTS WITH ME

LABORATORY SAFETY RULES & REGULATIONS

ALWAYS REMEMBER: SAFETY FIRST

IF IN DOUBT, SEEK HELP FROM THE LECTURER OR THE STAFF ON DUTY

It is possible to create serious damage due to negligence – both to personnel and property.

Safety Rules

- Enter the lab only if you are accompanied by an authorized personnel.
- Listen and carry out instructions properly as directed by lecturers and staff on duty.
- Be alert and responsible at all times.
- Understand the hazards identified in the WSH-Risk Assessment and follow risk control measures.
- Read carefully and follow WSH-SWP (Safe Work Procedures), instructions and manuals.
- Wear recommended PPE (Personal Protective Equipment).
- Keep the work place clean and tidy at all times.
- Clean up the workplace and dispose any waste in the specified manner.
- Report any unsafe working conditions to the lecturer or staff on duty.
- Report any injuries, however minor, to the lecturer or staff on duty, so that the injured can be properly attended to.

Lithium Battery Safety

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

Note: Students will not be allowed to use any of the facilities in the lab if he/she has been found to infringe any of the stipulated lab rules and regulations or behaved in a manner that is deemed inappropriate.

EMERGENCY REPORTING PROCEDURES

- Call **6780 5999** (Fire Command Centre) for situations where life or property is at imminent risk (e.g. injuries, fire outbreak). Please provide **exact location & contact number** to request for an ambulance, if needed.
- Inform the General Office hotline at 6780 5144 and the General Office staff will contact a TWSH-Working Group member to assist in the situation.
- Stay with the injured person until help arrives.
- If necessary, accompany the injured person to the hospital or arrange for someone to accompany him/her.

For minor injuries, the injured person can be sent to the Sick Bay at **EN17-7-80**.

Useful Contacts

Nearest Hospital : Changi General Hospital
Telephone : 6788 8833 (24-hr Hotline), 6850 1770

Nearest Clinic : Green Cross Medical Centre
Telephone : 6781 3022, 6781 3011
Address : Blk. 824 Tampines St. 81 #01-30
Operating Hours : Mon-Fri, Sun (0900 – 2100), Sat (0900 – 1230)

Nearest Clinic : True Medical Clinic Tampines West
Telephone : 6909 0324
Address : Blk. 824 Tampines St. 81 #01-26
Operating Hours : Mon - Sun & PH (0800 - 1400; 1800 – 2300)

ON DISCOVERING A FIRE

- Activate the nearest break-glass alarm system.
- Attempt to extinguish the fire, without personal risk.
- If the fire is beyond control, evacuate immediately.
- Call 6780 5999 and give the exact location of the fire to the Duty Officer in the Fire Command Centre.

EMERGENCY REPORTING PROCEDURES

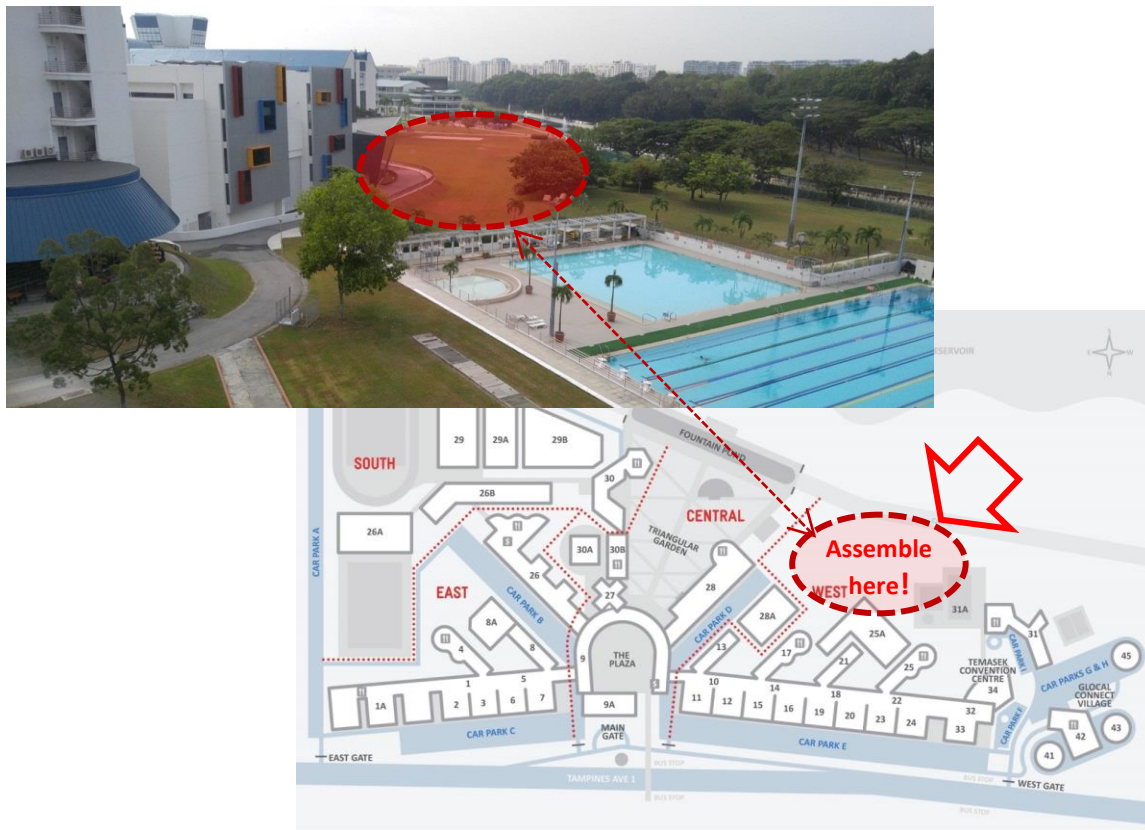
ON HEARING THE ALARM

- Ascertain the situation and prepare to evacuate.

EVACUATION

- An announcement will be made over the Public Address System to evacuate.
- Close all windows and doors and switch off all electrical services and gas appliances.
- Evacuate in an orderly manner via the nearest emergency exit.
- Do not take lifts.
- Report at the designated Assembly Area: Tembusu Grove.
- If the escape route is cut off, go into a room with a window, closing the door behind you. Stand by the window, call for help and await rescue. The fire services will usually arrive in a matter of minutes.

Your ASSEMBLY AREA is shown in the diagram below:



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

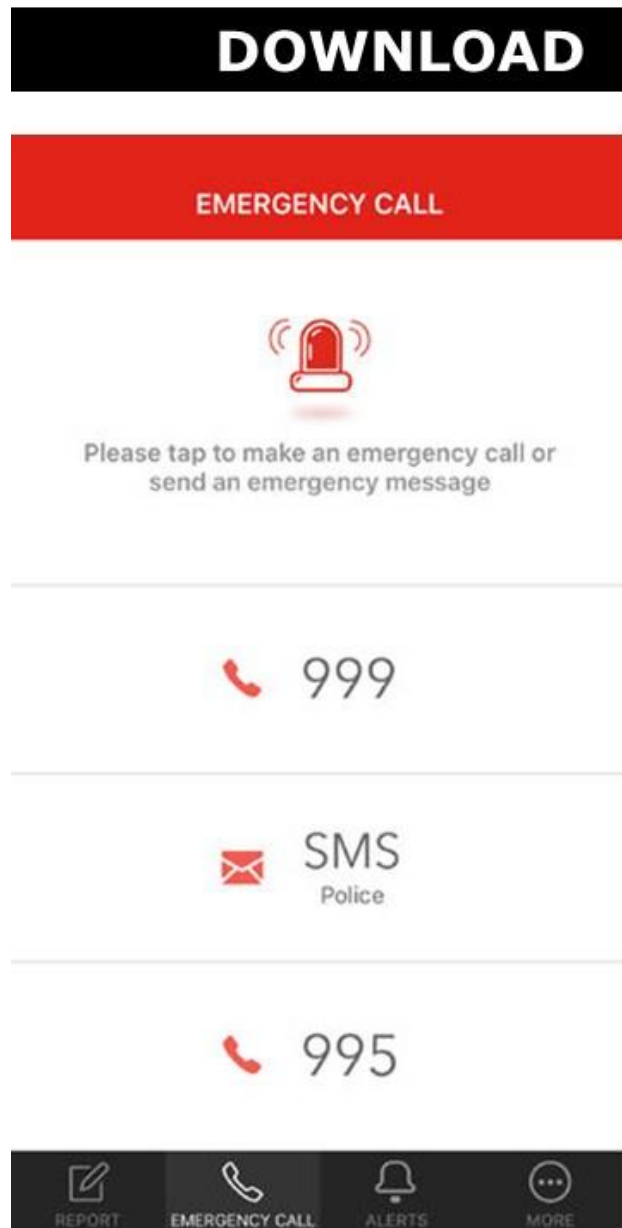
- **Alert SCDF : Call 995**
- **Inform FCC (Fire Command Centre) 6780 59990**

4) Racial & Religious Disputes involving

- **Inform your respective Care Persons**

5) Radicalisation Cases

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



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.



21 Tampines Avenue 1, Singapore 529757
Website: www.tp.edu.sg | Email: enghotline.edu.sg | Tel: 6780-5144