STUDENT HANDBOOK

AY 2021 / 2022

There's no place like

127.0.0.1

Temasek POLYTECHNIC | School of Informatics & IT

Contents

Temasek Polytechnic Song

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

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

We're together in our promise, to achieve the very best
We're the strength of Singapore, and we'll stand up to any test
We're the pride of a nation, that is going very far

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

For the future of our country, we have excellence to give
We have dreams, hopes and integrity, the truths by which we live
There is no one to surpass us, we're the best that we can be`

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

Mission, Vision, Values & Logo

Mission

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

Vision

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

Values

- Responsibility for the continued growth and success of Temasek Polytechnic
- Respect for the dignity of the individual
- Integrity of the highest order
- Student-centredness
- Future-orientation

Logo

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

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

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

Red is the corporate colour which gives the logo the likeness of an authoritative seal thus providing it with an aura of distinction which is the hallmark of Temasek Polytechnic.

Director's Message

Dear Freshmen

Welcome to Temasek Polytechnic and the School of Informatics & IT !

As you commence your polytechnic journey, let me share with you the stories of three recent graduates:

Kenneth Soh joined TP with excellent O Level results and received the A*STAR Science Award in his second year of studies. He was the Bronze medalist in the IT Network Systems Administration trade in the WorldSkills Competition in 2020 and he graduates as the top student of the Diploma in Cybersecurity & Digital Forensics, and the recipient of the Lee Kuan Yew Award and the Skills Mastery Award.

'Make the most of your experience in TP. Do your best at every opportunity, spend time on things that excite you in CCCAs and student interest groups, and enjoy learning always.' – Kenneth (previously from Ngee Ann Secondary School)

Alina Seow joined TP after completing an IT course at ITE. Even though she suffers from cerebral palsy and experiences great pain when walking, she participated in many social community outreach activities, excelled academically, and always reached out to help her fellow students. She graduates from the Diploma in IT as the recipient of the Ngee Ann Kongsi Most Outstanding Overcomer Award.

'Everyone is unique and special in their own ways. Do not compare yourself with others Just give your best to everything.' – Alina (previously from ITE College East)

Muhammad Juraimi joined the Diploma in Cybersecurity & Digital Forensics. He was the recipient of the ST Engineering Scholarship and participated actively in various co-curricular activities. He became Vice President of the Lionhearters Club, the President of the Association for Information Security Professionals student interest group, and was the silver medalist for the IT Network Systems Administration trade in the WorldSkills Competition in 2020. Juraimi graduates as the recipient of the CapitalLand Award for All Round Excellence and the Skills Mastery Award.

'Don't be afraid to pursue your interests in TP either by joining new CCAs or participating in the wide variety of activities that TP offers.' – Juraimi (previously from Dunman Secondary)

Director's Message

How would *you* want your story to be written? All of you come from diverse backgrounds – some have prior IT knowledge, some don't; some have good O level results, some don't. Your future is not dependent on where you start, but on where you want to end up. The above three graduates have shown that through determination and hard work, you can achieve a lot in three years. I'm confident that you too will achieve much in the next three years.

I wish you an enriching and enjoyable experience of learning at TP.

All the best !

Dr Eng Pin Kwang
Director/School of Informatics & IT

Management Staff

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Temasek LEADership Programme

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

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

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

1. **Personal Leadership**
2. **Team Leadership**
3. **Community Leadership**
4. **Global Perspectives**

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

- Overseas Academic Exchanges
- Local and Overseas Adventure Expeditions
- Learning Journeys, Dialogue Sessions and Symposiums
- Personal Development Workshops
- Local and Overseas Community Service Projects

Visit this link for more information:
https://www.tp.edu.sg/research-and-industry/centres-of-excellence/centre-for-character-n-leadership-education-ccle.html#temasek-leadership-programme

Co-Curricular Activities

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

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

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

Global experiences also await our students as we work to provide more opportunities for them to go abroad for internships, community service and study trips. Outstanding students who have contributed significantly in their respective CCAs may be eligible for CCA scholarships and awards.

Visit this link for more information about the types of CCAs available at TP:
https://www.tp.edu.sg/life-at-tp

Academic Matters

Academic Semesters

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

AY21/22 Academic Calendar

April Semester	Period
Term 1	19 Apr – 13 Jun 2021
Term Break	14 Jun - 27 Jun 2021
Term 2	28 Jun - 15 Aug 2021
Study Week	16 Aug - 22 Aug 2021
Semestral Examinations	23 Aug - 3 Sep 2021
Vacation	4 Sep - 17 Oct 2021
October Semester	**Period**
Term 3	18 Oct - 19 Dec 2021
Term Break	20 Dec 2021 - 2 Jan 2022
Term 4	3 Jan - 13 Feb 2022
Study Week	14 Feb - 20 Feb 2022
Semestral Examinations	21 Feb - 4 Mar 2022
Vacation	5 Mar - 17 Apr 2022

Please refer to TP's website for more information:
http://www.tp.edu.sg/admissions/academic-calendar

TP Student Profile

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

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-Centred 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.

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:

- Leadership: Essential Attributes & Practice
- Communication Skills
- Career Readiness
- Current Issues & Critical Thinking
- Global Studies
- Guided Learning*
- Innovation & Enterprise
- Sports & Wellness
- Student Internship Programme

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

Student Status

Your student status is classified according to the number of credit units you have completed:

- Freshman: completed less than 40 credit units

- Junior: completed >= 40 and <80 credit units

- Senior: completed >= 80 credit units

Academic Progression

Minimum and Maximum Credit Units Allowed Per Semester

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

Eligibility to Take Subjects of the Next Higher Level

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

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

Assessment Scheme

- **100% Coursework Subjects**

    ◊ No supplementary assessment.
    ◊ If overall mark you get is less than 50%, repeat the subject when the subject is next offered.

- **Subject Pass Criteria**

    In order to obtain a pass, you must fulfil the following criteria:

    ◊ You are required to obtain at least 50% in the overall subject mark in order to pass the subject at the assessment.

Grade Point Average (GPA)

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

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

All subjects without grade point will not be included in the calculation of GPA. These include TPFun subjects with a grading system of 'Pass, Fail' and 'Pass with Commendation'.

The calculation of cumulative GPA (cGPA) will include all subjects with grade point. Any failed elective subjects or Global Studies 2 subjects which were not replaced will be included in the computation of cGPA.

Calculation of GPA (for students who failed subjects)

A student who repeats a subject (having failed it before) will have his new grade replace his old failed grade (zero grade point). His new grade point will be used in the calculation of his semester GPA and cumulative GPA.

Retaking Subjects

Retaking a Failed Elective Subject or Global Studies 2 Subject

Students who fail an elective subject or a Global Studies 2 subject may either take another elective or a Global Studies 2, respectively, or retake the failed subject.

Number of Attempts for Repeating a Subject

You are allowed a maximum of two attempts for each subject. For an elective subject or a Global Studies 2 subject, you will not be eligible to take it a third time if you do not pass it in two attempts.

Grading System

Letter grades will be given for individual subjects except for those with Pass/Fail grades. The grades and assigned numeric grade value is shown below:

Letter Grades	Descriptors	Grade
Z	Distinction (Up to top 5% of the candidates taking the subject may be awarded Z)	4
A	Excellent	4
B+	Very Good	3.5
B	Very Good	3
C+	Good	2.5
C	Good	2
D+	Credit	1.5
D	Credit	1
P	Non-Graded Pass	1
F	Fail	0
Pass	Pass in a subject with no grade point	NA
Fail	Fail in a subject with no grade point	NA
Pass with Commendation	Pass with Commendation in a subject with no grade point	NA
Aegrotat Pass	Aegrotat Pass	NA
In Progress	Assessment in progress at the point of grading	NA

Exemption

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

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

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

Academic Standing

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

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

A. **Proceed to next semester**
   - Students who pass all subjects in the current semester, or
   - Students who fail an elective subject or a Global Studies 2 subject

B. **Proceed to next semester (Academic Warning)**
   - Students who fail a TPFun subject (excluding Global Studies 2 subjects), or a diploma core subject or required diploma option after the examination/ assessment, or
   - Students who are currently in their 9th semester of study and have still not met the graduation requirements, or
   - Students who have two consecutive semesters of Cumulative GPA (cGPA) below 1.0

C. **Removed**
   - Students who meet the removal criteria

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

E. **Completed course of study**
   Students who have met the stipulated course graduation requirements

The above rules on Academic Warning will also apply to students on leave of absence for one semester or longer. If a student has been given an Academic Warning prior to the leave of absence, the warning prior to the leave will count towards possible removal.

Criteria for Removal

You will be recommended to the Board of Examiners for removal from your course of study if any of the following criteria is met:

- Did not fulfil the graduation requirements within the stipulated maximum time allowed to complete the course, in accordance with TP Exam Bye Laws;
- Cumulative GPA (cGPA) is less than 1.0 for three consecutive semesters
- Did not pass a TPFun subject (excluding Global Studies 2 subjects), a diploma core or required diploma option in two attempts.

Award of Diploma

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

- Obtain the required minimum number of credit units;
- Pass all compulsory subjects (TPFun and diploma core) and required options in the particular field of study;
- Fulfil the minimum GPA requirement; and
- Complete at least 3 academic years of study.

Award of Diploma with Merit (DWM)

The award of DWM will be as follows:

- In each diploma, the top 10% of the graduating cohort of students with cGPA of 3.50 and above shall be considered for the award of DWM.
- The top 10% will be based on the Cumulative GPA (cGPA). The calculation of cGPA will include all subjects taken (even if they are over and above graduation requirements) which are assigned a grade point. Subjects without grade point will not be included in the calculation.

You will be eligible for DWM if:

- You complete the course within six semesters;
- have not failed any subject during the course of study; and
- You did not obtain a non-graded pass for any subject.

Beyond Your Diploma

When you complete your diploma course, you may apply to pursue a specialist diploma course under the Work-Study Programmes. This helps you to deepen your skills while working as a professional in industry.

The School of Informatics & IT also has advanced standing arrangements with universities in Singapore and abroad. This means our graduates can apply to pursue degree courses at these universities and receive exemptions of between six months to two years depending on their course of study, their academic results and the university they apply to.

Academic Advisement

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

At the School of Informatics & IT, if you have any queries on subject selection, you can approach your Care Person or the Manager of your course, who will guide you in charting your academic progress and educational plans.

Withdrawal, Deferment and Transfer of Course

You are strongly advised to consult your Care Person or the Manager of your course before you explore the option to withdraw, defer or transfer from your course.

Please refer to TP's website for more information for Course Withdrawal, Course Deferment, Refund Policy and Course Transfer: https://www.tp.edu.sg/admissions-and-finance/student-services.html

Subject Exemptions

Details on subject exemptions, Application Period and Application Form will be posted at TP's Learning Management System >> IIT Community Site at the start of each new academic year: https://lms.tp.edu.sg/webapps/login/.   Do note that applications for subject exemptions need to be submitted timely (usually within two weeks from the start of the academic semester).

Attendance & Absence During the Semester

Class Attendance

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

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.

Absence with Valid Reasons

1. **Medical Certificates (MC)**

   You must apply for Leave of Absence with Medical Certificate using the TP MC/LOA system, accessible from the TP Online Student Services system; or via the TP Oei mobile app. Your application must be submitted within 2 working days from the end of the MC. Only MCs issued by medical practitioners registered with the Singapore Medical Council will be accepted. Original hardcopy MCs must be kept for at least 6 months as you may be required to produce an MC for audit. Failure to produce the hardcopy MC may result in your Leave of Absence with Medical Certificate application being rejected.

2. **Leave of Absence (LOA)**

   Other applications for leave of absence for standard LOA types (e.g. driving test, compassionate reasons, competitions, NS-related) must be submitted using the TP MC/LOA system from TP Online Student Services; or via the TP Oei mobile app, at least 14 days before the commencement date of the event alongside digital copies of the supporting documents. Non-standard/exceptional LOAs are to be applied by completing the LOA application form from the IIT Community Site (https://lms.tp.edu.sg/) and emailing it to iit_mcloa@tp.edu.sg

You must also inform the subject tutors concerned and obtain the Course Chair's approval.

You will be notified via your TP email account if your MC/LOA application has been approved. You are strongly advised to monitor your email for updates on your application, and respond as necessary if your application is pushed-back for amendments.

Absence without Valid Reasons

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

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

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

Absence from Tests/Assessments

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

Students who are absent from any class test (including quizzes, written and lab tests, presentations/demonstrations) or term test must submit a medical certificate (MC) from a doctor registered in Singapore using the TP MC/LOA system. Refer to the section *Absence with Valid Reasons* above for more details on the submission of MCs.

Students who miss lab tests due to medical reasons are expected to do a retest for the missed practical assessment. Students who miss the deadline for submitted work due to medical reasons must submit their work by 6PM of the following working day.

Waivers of submission penalties may be sought for LOAs on a case-by-case basis, for example because of family bereavement, contagious diseases, or participation in national competitions.

- late >=1 and <2 days: 20% deduction from absolute mark
- late >=2 days: 0 marks awarded

Absence on Assignment Due Dates

You are encouraged to submit your assignments on time. Do note that there will be penalties for late submission of assignments without valid and approved reasons. Do refer to your subject teaching plan for more details on these penalties.

Our Courses

We offer the following:

- Common ICT Programme (T63)
- Diploma in Applied Artificial Intelligence (T69)
- Diploma in Big Data & Analytics (T60)
- Diploma in Cybersecurity & Digital Forensics (T62)
- Diploma in Financial Business Informatics (T17)
- Diploma in Game Design & Development (T58)
- Diploma in Information Technology (T30)

Please refer to TP's website for more information:
https://www.tp.edu.sg/schools-and-courses/students/schools/iit.html

Our Facilities

Learning Laboratories & Learning Spaces

The School of Informatics & IT (IIT) has many learning labs and learning spaces with resources that you need in order to do your assignments and projects.

IIT has set up a range of specialist centres in collaboration with the industry. These facilities provide you with a conducive learning environment to undertake your studies.

Specialist Centres & Learning Enterprises

- AI Application Centre
- Agile IT Solutions Centre
- Innovation & Research Centre

AI & Analytics Hub
This Hub comprises the following facilities dedicated to nurturing competent professionals in the area of big data and analytics:
- TP-Huawei AI Innovation Lab
- TP-Pivotal Data Science Academy
- TP-SAS Business Intelligence & Analytics Centre
- TP-Tibco Financial Analytics Centre

Serious Games Hub
This Hub comprises the following facilities dedicated to nurturing competent game designers & developers:
- Select-Start Studios
- Ui/Ux Future Lab
- Game Certification Centre

IT Security & Forensics Hub
This Hub comprises the following facilities dedicated to nurturing cybersecurity & digital forensics professionals:
- Temasek Advanced Learning Nurturing and Testing Laboratory (TALENT Lab)
- TP-Cisco Internet of Everything (IoE) Centre
- Malware Analysis Centre
- Forensics Lab

Please refer to TP's website for more information:
www.tp.edu.sg/schools/iit/about-us/specialist-centres-and-learning-enterprises

Bring Your Own Device

At the School of Informatics & IT, you have the privilege of streaming the software applications that you need for your lessons anytime, anywhere and on any device. This is because we make use of cloud computing technologies to enable you to have a virtual desktop.

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

Students who need computing assistance can visit **TP's IT Service Management Centre** (located at the East Wing Building, Blk 1A, Level 4) which provides one-stop service.

The operating hours of the Centre are:

- Mondays to Fridays: 8.00am – 9.30pm (except for September vacation period where closing time will be at 6.30pm)
- Saturdays: 8,00am – 1.00pm

Students who need to purchase a new laptop but face financial constraints may apply for BYOD financial assistance schemes. Please refer to the following webpage for more details:

https://www.tp.edu.sg/fees-and-financial-matters/financial-assistance-schemes#tab9

Student Services

The Student Services department 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.

Location
Administration Block 9, Level 2, Lift Lobby C

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

Contact
studentservices@tp.edu.sg

Services
- Request for Statement of Examination Results
- Request for Transcript
- Replacement of Certificate
- Replacement of Matriculation Card
- Application for Review of Subject Grade
- Collection of Diploma Certificate by Proxy Form
- Course Withdrawal
- Course Deferment
- Course Transfer
- Appeal for Reinstatement to Course of Study
- Change of Personal Particulars
- Application for Exemption from Sports & Wellness—Existing Students

Other Services
- Certification of TP academic results and Diploma Certificate
- Collection of Diploma by Current Graduates - *Dates for Collection will be Stipulated in the Graduand Package*
- Request for Full-time Student Status Confirmation Letter
- Submission of Enrolment Documents, Financial and Non-financial Application Forms

Payment
All payments by NETS and CashCard only.

Please refer to TP's website for more information:
http://www.tp.edu.sg/student-services

Career Services Centre

The Education & Career Guidance (ECG) division helps students develop their self-concept and equip them with the knowledge, skills and values to make informed decisions for a successful transition from polytechnic to work or further education.

To that end, students and alumni of Temasek Polytechnic can have an individual or group chat with our ECG Counsellors, and participate in career planning and further education workshops/talks/fairs.

This will help them discover who they are, navigate their pathways with confidence, make informed decisions and develop a life-long learning and resilient mindset.

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

Location
Career Services Centre
Admin Block 9, Lobby D, Level 2 (Plaza)

Operating Hours
Opening Hours: 8.30 am — 5.30 pm, Monday — Friday
Closed on Saturday, Sunday & Public Holidays

Contacts
Email: getahead@tp.edu.sg

Or you can make an appointment with an ECG Counsellor at:
bookmyecg.questionpro.com

Special Educational Needs Support Office

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 Special Educational Needs Support Office (SSO) offers services and support for students with physical disabilities or learning disabilities.

Prospective Students
Students with SEN may contact the Admissions Office or SSO for pre-admission course advisement.

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

Financial Support
The Ministry of Education (MOE) has set up a SEN Fund to help students with physical, hearing or visual impairment to have adequate support for their educational needs throughout their education in the polytechnics. Eligible students with SEN can tap into the Fund to purchase Assistive Technology (AT) devices and support services. Click here to download the SEN Fund form for more details on the eligibility criteria and application process.

Useful Information
- Schemes that assist with the transport needs of persons with disabilities
- Services for Youths with Disabilities

Please refer to TP's website for more information:
https://www.tp.edu.sg/life-at-tp/special-educational-needs-sen-support.html

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

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

Contacts
Hotline: 6780-5959
Email: care@tp.edu.sg

Student Care

The Student Care team comprises 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, the team is right behind all students in their journey of change and growth.

Services

- **Consultation/Therapy** - Face to face sessions which are carried out on individual, group or family basis. Confidentiality is assured.

- **Financial Counselling** - Counsellors will explore with students regarding the various financial resources available. Go to *TP Website >> Fees & Financial Matters* for more information on financial assistance schemes.

- **Wellness Programme** - Mental health awareness talks, workshops & roadshows.

Location
Care@TP
South Wing, Block 26B, Level 1 Unit 49

Operating Hours
Mon to Fri, 8.30 am to 5.30 pm
Closed on Sat, Sun & Public Holidays
To make appointment, click on: bit.ly/booktpcs

Contacts
Tel: 6780-5959
Email: care@tp.edu.sg

Crisis Hotline
- Samaritans of Singapore (SOS): 1800 221 4444 (24 hours)
- Institute of Mental Health (IMH): 6389 2222 (24 hours)
- National Family Service Centre: 1800 838 0100
- Help123 Cyber Wellness: 1800 6123123
- Pregnancy Crisis Services: 6339 9770
- National Addictions Management Service: 1800 666 8668
- ComCare: 1800 222 0000

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

Please refer to TP's website for more information:
https://www.tp.edu.sg/student-life/a-caring-campus

Important Phone Numbers

Department	Phone number
Fire Command Centre / Security	6780 5999
Career Services Centre	6780 6480
IT Service Management Centre	6780 5933
TP Library	6780 5772
School of Informatics & IT General Office	6780 5158
Student Development & Alumni Affairs	6780 5353
Student Care & Counselling	6780 5959

Important Websites

Website	Link
TP Site	http://www.tp.edu.sg
IIT Site	http://www.tp.edu.sg/schools/iit
Azure (Microsoft software downloads)	http://portal.azure.com
TP Learning Management System (LMS)	https://lms.tp.edu.sg
Student Portal (Exam results, timetable, etc.)	https://isis2oss.tp.edu.sg/iSIS2OSS
Student Email (Microsoft Office 365)	http://www.outlook.com/student.tp.edu.sg
TP Library	http://www.tp.edu.sg/library
TP eExam Papers (Past exam papers)	http://www.tp.edu.sg/library/exam-papers
Student Services	http://www.tp.edu.sg/student-services

Green Environment

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

TP's Environmental Policy

Temasek Polytechnic shall:

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

Demonstrating Care for the Environment

As students of the School, we can show our care for the environment by:

- Reducing wastage of natural resources by switching off PCs, air-conditioners and lights when leaving a lab or classroom, reducing printing, reducing the use of disposable items such as plastic bags and water bottles;

- Reusing resources such as paper and containers;

- Recycling waste such as paper, drink cans and plastic containers;

- Educating people around us about environmentally friendly practices;

- Disposing of waste responsibly and not leaving rubbish on the table when leaving the LT, learning space or canteen.

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

Campus Map
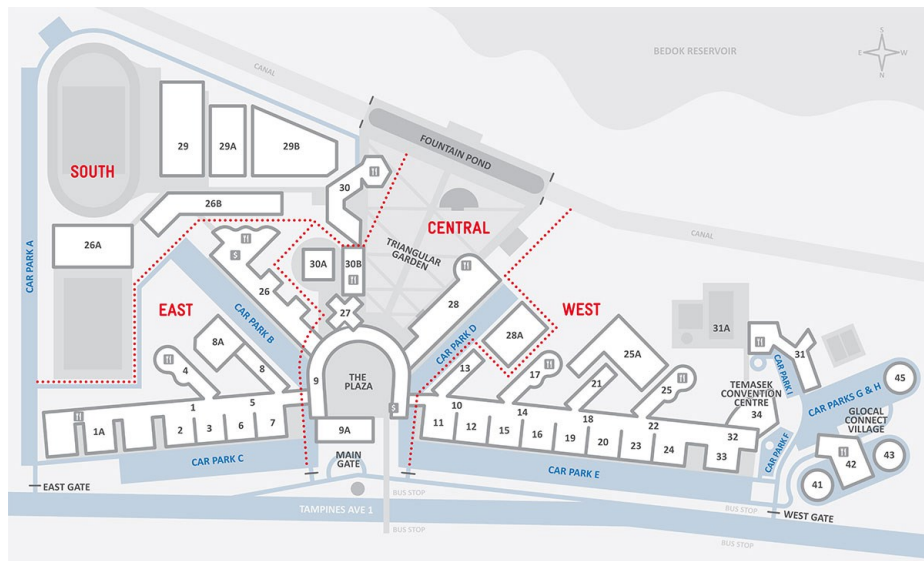
SOUTH

BLK 26A	Sports & Arts Centre
BLK 26B	Auditorium 3 and Foyer
	School of Business (BUS)
BLK 29	Sports Complex
BLK 29A	Temasek Tourism Academy (TTA)
BLK 29B	Singapore Institute of Technology (SIT)
BLK 30	Bistro Lab

EAST

BLK 1A	School of Humanities & Social Sciences (HSS)
	Temasek SkillsFuture Academy (TSA)
BLK 1-4	School of Informatics & IT (IIT)
BLK 5-8	School of Applied Science (ASC)
BLK 8A	Centre for Aquaculture and Veterinary Science (CAVS)
BLK 26	School of Business (BUS)

AMENITIES

$ ATMs   Food

CENTRAL

BLK 9	Administration
	Auditoria 1 & 2 and Foyer
	Student Services
BLK 9A	Main Foyer
BLK 27	Library
BLK 28-28A	School of Design (DES)
BLK 30A	Student and Alumni Hub
BLK 30B	Garden Fiesta
-	The Plaza
-	Triangular Gardens & Fountain Pond

WEST

BLK 10-25A	School of Engineering (ENG)
BLK 31	Temasek Culinary Academy (TCA)
BLK 31A	Swimming Complex
BLK 32-33	School of Engineering (ENG)
BLK 34	Temasek Convention Centre (TCC) and Foyer
BLK 41-43, 45	Glocal Connect Village (GCV)

View the campus map

School of Informatics & IT Map
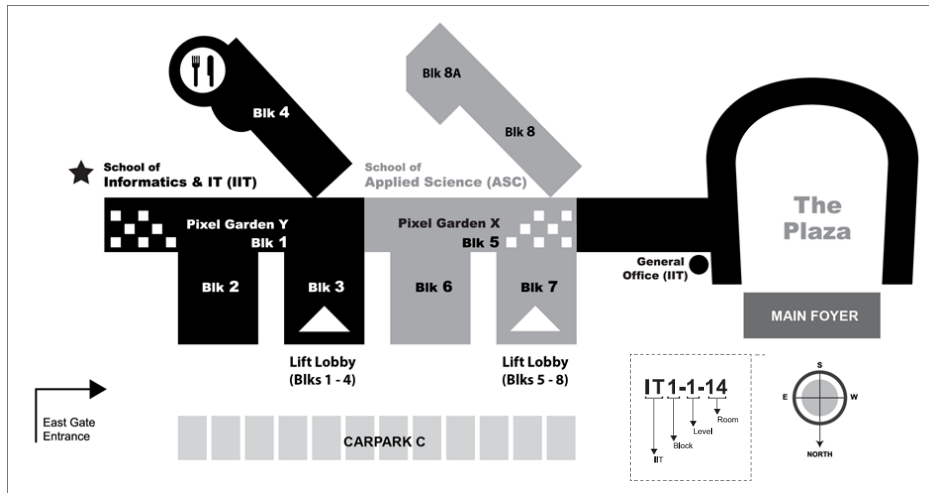
School of Informatics & IT General Office	Blk 5, Level 3 (IT5-3-3)
Staff Rooms (Lift Lobby A)	Blk 4, Level 6 (IT4-6-76)
	Blk 1, Level 7 (IT1-7-53)
	Blk 5, Level 7 (IT5-7-28)
Lecture Theatres 1-4	Blk 3, Level 3
Lecture Theatres 5-8	Blk 7, Level 3
Lecture Theatres 9-12	Blk 3, Level 1
Lecture Theatres 13-16	Blk 7, Level 1
Food Court—Flavours	Blk 4, Level 2 (IT4-2)
AI & Analytics Hub	Blk 6, Level 3
TP-Huawei AI Innovation Lab	
TP-Pivotal Data Science Academy	
TP-SAS Business Intelligence & Analytics Centre	
TP-Tibco Financial Analytics Centre	
Serious Games Hub	Blk 2, Level 3
Select-Start Studios	
Ui/Ux Lab	
Game Certification Centre	
IT Security & Forensics Hub	Blk 2, Level 2
TP-Cisco IoE Centre	
Malware Analysis Centre	
Forensics Lab	
The TALENT Lab	

Regulations & Policies

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.

Do refer to TP Online Student Services >> Useful information >> Student Code of Conduct for more information.

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 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.

Do refer to TP Online Student Services >> Useful information >> Social Media Guidelines for more information.

Campus Opening Hours

The Campus Opening Hours are:

Mondays to Fridays: 0630hrs - 2230hrs, and

Saturdays: 0630hrs—1800hrs.

All students are advised not to stay in the campus beyond the opening hours. If there are valid reasons to do so, students are to obtain approval from the respective school/ department authorities.

Student Disciplinary Policy

At Temasek Polytechnic, students are expected to maintain and uphold the highest standards of integrity and honesty in line with respect of self, respect of others, and abide by the law of the country and the rules and regulations of the Polytechnic as spelt out in the Polytechnic's Student Code of Conduct.

The Student Disciplinary Policy is governed by the Temasek Polytechnic (Students) (Conduct and Discipline) Regulations and it sets out the disciplinary measures the Polytechnic will take when students commit a major or minor disciplinary offence.

Do refer to TP Online Student Services >> Useful information >> Student Disciplinary Policy for more information, including types of offences. Do note also that the Policy requires students to comply with Covid-19 Safe Management Measures.

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 for plagiarism will depend on the severity and includes failing the subject, suspension and removal from course.

Definition of Plagiarism

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

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

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

Do refer to TP Online Student Services >> Useful information >> Plagiarism Policy for more information.

Copyright Issues

Copyright is a protection that covers published and unpublished literary, dramatic, musical and artistic works, whatever the forms of expression, provided such works are fixed in a tangible or material form. This means that as long as you can see it, hear and/or touch it - it may be protected. If it is an essay, a play, a song, a funky original dance move, a photograph, HTML coding or any computer information that can be set on paper, recorded on tape or saved to a hard drive/CD-rom, it may be protected. Copyright laws grant the creator the exclusive right to reproduce, prepare derivative works, distribute, perform and display the work publicly. Exclusive means **only the creator** of such work, not anybody who has access to it and decides to grab it.

It is illegal to violate any of the rights provided by the law to the owner of a copyright. Temasek Polytechnic respects the ownership of intellectual material governed by copyright laws. All TP students are expected to know and comply with the copyright laws that affect them.

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

Here is a list of Do's & Don'ts:

What you **CAN** do:

- Make reasonable copies of a work(s) i.e. **10%** of the total number of pages in a physical edition of the work;

- Make not more than **10%** of the total number of bytes in an electronic edition of the work; or

- Make copies of not more than 1 chapter of the work (even if 1 chapter is more than **10%** of the number of pages or bytes).

What you must **NEVER** do:

- Photocopy an entire book/work;

- Copy more than 10% of the total number of pages or more than 1 chapter unless new copies are unavailable within a reasonable time at an ordinary price;

- Copy more than 1 article from a given periodical, unless they relate to the same subject matter.

- If you are in doubt, please feel free to consult your lecturers for clarification. Please do NOT assume what you are copying is ok.

Ownership and Rights to Intellectual Property

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

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

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

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

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

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

(a) the generation of the IP require the use of pre-existing IP owned, co-owned, or existing within the Polytechnic; or

(b) the IP belong to a body of IP generated by a team including Polytechnic Staff of which the Polytechnic Student is also a member; or

(c) the IP is generated from any form of collaboration with any external parties; or

(d) the IP is generated as a result of funding provided by or obtained through the Polytechnic

7. A Polytechnic Student may request in writing to the Polytechnic for the assignment of an IP solely owned by the Polytechnic (or jointly owned by the Polytechnic and himself/herself) to himself/herself if the said IP is an essential element necessary for:

(a) the Polytechnic Student's pursuit of societal or humanitarian cause which are not-for-profit in nature; or

(b) the Polytechnic Student's for-profit entrepreneurial endeavour and the Polytechnic Student is able to exhibit tangible plan to commercially exploit the IP

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

Total Workplace Safety & Health (TWSH) Policy

1.   **Temasek Polytechnic 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 instil Total Workplace Safety & Health (TWSH) ownership throughout the organisation by:

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

2.   **Important Contact Numbers**

2.1.   Call 6780-5999 for situations where life or property are at imminent risk (e.g. injuries, fire outbreak);

2.2.   Call 6780-5955 for non-emergency matters (e.g. Lift breakdown)

3.   **Emergency Evacuation**

3.1.   Temasek Polytechnic has adopted a 2-alarm system for evacuation.

3.2.   Do familiarize yourselves with the various assembly areas in your area of activity.

3.3.   First Alarm:

3.3.1. If there is no immediate danger:

a.   Prepare to evacuate by turning off the power to your notebook or desktop computers. (i.e. "make-safe" your area and devices)

b.   Wait for instructions.

3.3.2. If there is immediate danger, evacuate immediately:

a.   Follow instructions of staff.

b.   Evacuate in an orderly manner.

c.   Do not run. Walk briskly.

d.   Do not take lifts.

3.4.   Second Alarm:
    3.4.1.   The second alarm could be:
        a.   A continuous alarm, or
        b.   An announcement to evacuate.
    3.3.2.   Please:
        a.   Follow instructions of staff.
        b.   Evacuate in an orderly manner.
        c.   Do not run. Walk briskly.
        d.   Do not take lifts.

4.   Lithium Battery Safety

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

Total workplace Safety & Health
Our way of life!

Please refer to TP's website for more information:
http://www.tp.edu.sg/about-tp/twsh-policy

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 FCC** (Fire Command Centre)
  @ 6780 5999

2) Suspicious Person & Object (including 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 Police : Call 999**
  or SMS 71999 or via SGSecure App

- **Inform 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.

Make a *Difference*

A new journey in your life has just begun here at **IIT**! The next three years will present you with endless opportunities to explore, discover and experience new horizons. So, make the most of these three years to grow and become an individual who dares and cares to make a difference in your own life and in the lives of people around you!

Compassion

"No one has ever become poor by giving." — Anne Frank

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

Action

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

Make a plan to learn a new skill.

Respect

"Men are respectable only as they respect." — Ralph Waldo Emerson

Consider what acts of kindness you could do each day.

Engagement

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

Think of small steps that you can take to support some worthy cause, such as volunteering your time and recycling items.

C A R E

Care Persons - AY2021/2022 Intake

Care Person	Telephone	E-Mail	Class Code
Common ICT Programme			
Mr Desmond Yip	6780 5918	Desmond_YIP@TP.EDU.SG	C21T01
Ms Josephine Tan	6780 5087	Josephine_TAN@TP.EDU.SG	C21T02
Dr Sathish Sritharan	6780 5340	Sathish_SRITHARAN@TP.EDU.SG	C21T03
Ms Judy Pereira	6780 5312	Judy_PEREIRA@TP.EDU.SG	C21T04
Ms Ler Lay Guat	6780 5297	LER_Lay_Guat@TP.EDU.SG	C21T05
Ms Seah Bian Ping	6780 4799	SEAH_Bian_Ping@TP.EDU.SG	C21T06
Mr Dion Ang	6780 5305	Dion_ANG@TP.EDU.SG	C21T07
Diploma in Applied Artificial Intelligence			
Mr Andrew Chong	6780 6930	Andrew_CHONG@TP.EDU.SG	C21U01
Mr Tan Sio Poh	6780 6920	TAN_Sio_Poh@TP.EDU.SG	C21U02
Diploma in Big Data & Analytics			
Ms Iman Tang	6780 5298	Iman_TANG@TP.EDU.SG	C21S01
Mr Goh Kai Song	6780 5316	GOH_Kai_Song@TP.EDU.SG	C21S02
Diploma in Cybersecurity & Digital Forensics			
Mr Willie Lui	6780 5284	Willie_LUI@TP.EDU.SG	C21R01
Mr Jet Lim	6780 6925	Jet_LIM@TP.EDU.SG	C21R02
Mr Jet Lim	6780 6925	Jet_LIM@TP.EDU.SG	C21R03
Ms Bing Tan	6780 5345	TAN_Bing@TP.EDU.SG	C21R04
Ms Pauline Teo	6780 6948	Pauline_TEO@TP.EDU.SG	C21R05
Mr Alfred Teng	6780 5369	Alfred_TENG@TP.EDU.SG	C21R06
Diploma in Financial Business Informatics			
Mr Wong Kok Keong	6780 5368	WONG_Kok_Keong@TP.EDU.SG	C21J01

Care Persons - AY2021/2022 Intake

Care Person	Telephone	E-Mail	Class Code
Diploma in Game Design & Development			
Mr Sean Lim	6780 6922	Sean_LIM@TP.EDU.SG	C21P01
Dr Foo Chek Yang	6780 5332	FOO_Chek_Yang@TP.EDU.SG	C21P02
Diploma in Information Technology			
Ms Hu Huimei	6780 6932	HU_Huimei@TP.EDU.SG	C21B01
Ms Fua Ying Huey	6780 5339	FUA_Ying_Huey@TP.EDU.SG	C21B02
Mr Andrew Tan	6780 5308	Andrew_TAN@TP.EDU.SG	C21B03

School Counsellors

Name	Telephone	E-Mail
Mrs Ho-Tan Liang Gek	6780 5330	HO-TAN_Liang_Gek@TP.EDU.SG
Mr Leong PK John	6780 6939	John_PK_LEONG@TP.EDU.SG
Mr Simon Ngeow	6780 6118	Simon_NGEOW@TP.EDU.SG

IT empowers