

# STUDENT HANDBOOK

AY 2022 / 2023



There's no place like

# 127.0.0.1

 **Temasek**  
POLYTECHNIC

School of Informatics & IT

## Contents

<b>Temasek Polytechnic Song</b> .....	<b>3</b>
<b>Mission, Vision, Values &amp; Logo</b> .....	<b>4</b>
<b>Director’s Message</b> .....	<b>5</b>
<b>Management Staff</b> .....	<b>6</b>
<b>Temasek LEADership Programme</b> .....	<b>10</b>

### **Academic Matters**

TP Curriculum .....	11
Student Status .....	12
Academic Progression.....	12
Assessments Scheme .....	12
Grade Point Average (GPA).....	13
Retaking Subjects.....	14
Academic Advisement .....	17
Attendance & Absence Matters .....	18
Our Courses .....	20

### **Our Campus**

Our Facilities .....	21
BYOD.....	22
Student Services .....	23
Career Services Centre.....	24
Special Educational Needs Support Office .....	25
Important Phone Numbers.....	26
Important Websites .....	26
Green Environment .....	27
School of Informatics & IT Map .....	28

### **Regulations & Policies**

Copyright Issues.....	29
Ownership and Rights to Intellectual Property.....	30
Total Workplace Safety & Health (TWSH) Policy .....	32
Instructions for Students on SGSecure .....	34

### **Our Staff**

Care Persons .....	40
School Counsellors.....	42

## 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 !

You are commencing your studies during a time when there is a significant demand for IT professionals in industry and IT skills will continue to be very much in demand for many years to come. The Polytechnic offers you a rich opportunity for learning and acquiring deep skills. Our lessons are applied in nature, ensuring that you graduate with highly relevant as well as practical skills.

Leverage on the opportunities the Polytechnic provides for learning and growing holistically. Take part in the diverse programmes available to you such as webinars, social/cultural/sports co-curricular activities, Learning Journeys, ICT competitions etc.

TP's tagline is "Creating Tomorrow" and in the next three years, we will empower you with IT skills for you to create your own tomorrow. For some, their tomorrow may be to land a high-paying exciting IT job, for others it may be to secure a place in a good university and yet others may aspire to be entrepreneurs. Whatever your desire may be, begin with the end in mind and work towards your own "tomorrow". I'm confident that you 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-cle.html#temasek-leadership-programme>



# Academic Matters

**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 Fundamentals
- Leadership in Action
- Career Readiness 1 and 2
- Current Issues & Critical Thinking
- Effective Communication
- Professional Communication
- Global Studies
- Global Studies 2 / Guided Learning
- Innovation & Entrepreneurship
- 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  $\geq 40$  and  $< 80$  credit units
- Senior: completed  $\geq 80$  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.



## 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 9<sup>th</sup> 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.
- The top 10% of students will be considered for a Diploma with Merit if they have a cGPA of 3.50 and above.
- In order to be eligible for consideration, a student must have completed his/her course of study within six semesters, have not received an academic penalty of non-graded pass for any subject, and have not failed 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.





## 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 Defemment, 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. [A student who is Covid positive does not need to submit an MC. Just inform your Care Person who will advise you on the next steps.]

### 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.

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 and < 1 day: 10% deduction from absolute mark
- late  $\geq 1$  and < 2 days: 20% deduction from absolute mark
- late  $\geq 2$  days: 0 marks awarded



## Absence on Assignment Due Dates

You are expected 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 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
- TP-IBM Technology Experience 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](http://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 Graduation 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](mailto:getahead@tp.edu.sg)

Or you can make an appointment with an ECG Counsellor at:

[bookmyecg.questionpro.com](http://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](mailto:care@tp.edu.sg)



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



## 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

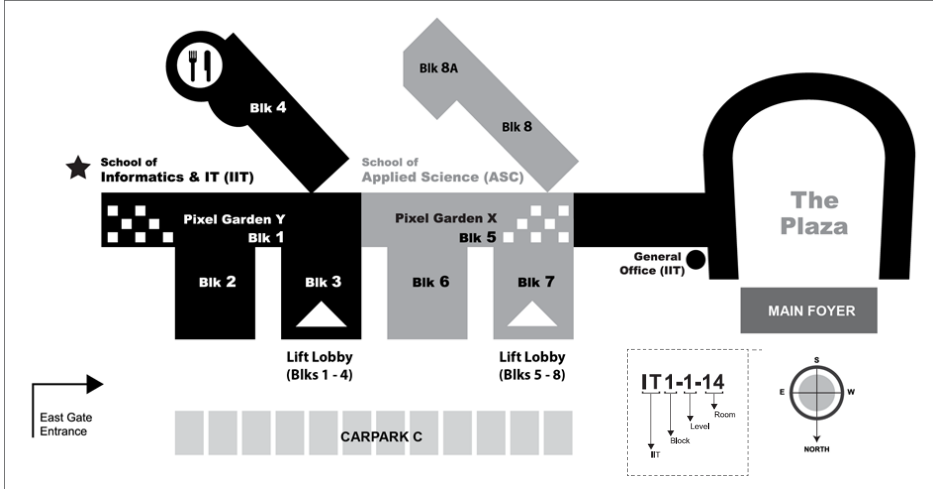
As students of the School, we can show our care for the environment by:

- 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!



# 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 Application Centre**

Blk 9, Level 2 (AD9-2-2)

**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

*Forensics Lab*

*Malware Analysis Centre*

*Operational Technology Security Lab*

*TP-IBM Technology Experience Centre*

*Temasek Advanced Learning, Nurturing and Testing Laboratory*

*(TALENT Lab)*



# 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 COPYRIGHT 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](mailto: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 TP FCC (Fire Command Centre) @ 6780 5999

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

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

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

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

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

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

- **Inform your respective Care Persons**

### **5) Radicalisation Cases**

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

# DOWNLOAD

## EMERGENCY CALL



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



999



SMS  
Police



995



REPORT



EMERGENCY CALL



ALERTS



MORE

# The SGSecure App Today!

*Turn on your phone's Location Services*



## SGSecure

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

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



**RUN**



**HIDE**



**TELL**

***Ensure your own survival!***

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



**Call Police**

**999**

**SGSECURE**

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

# 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.**



# Care Persons - AY2022/2023 Intake

Care Person	Telephone	E-Mail	Class Code
<b>Common ICT Programme</b>			
Mr Desmond Yip	6780 5918	Desmond_YIP@TP.EDU.SG	C22T01
Ms Josephine Tan	6780 5087	Josephine_TAN@TP.EDU.SG	C22T02
Dr Sathish Sritharan	6780 5340	Sathish_SRITHARAN@TP.EDU.SG	C22T03
Ms Judy Pereira	6780 5312	Judy_PEREIRA@TP.EDU.SG	C22T04
Ms Ler Lay Guat	6780 5297	LER_Lay_Guat@TP.EDU.SG	C22T05
Ms Seah Bian Ping	6780 4799	SEAH_Bian_Ping@TP.EDU.SG	C22T06
Ms Jocelyn Lim	6780 6923	Jocelyn_LIM@TP.EDU.SG	C22T07
Mr Lim Kok Yau	6780 5325	LIM_Kok_Yau@TP.EDU.SG	C22T08
<b>Diploma in Applied Artificial Intelligence</b>			
Ms Cheng Shuyun	6780 6955	CHENG_Shuyun@TP.EDU.SG	C22U01
Ms Liu Yanyan	6780 1831	Yanyan_LIU@tp.edu.sg	C22U02
<b>Diploma in Big Data &amp; Analytics</b>			
Mr Zaw Htet Wai	6780 4199	Zaw_Htet_Wai@TP.EDU.SG	C22S01
Ms Zhang Huiyu	6780 5316	ZHANG_Huiyu@TP.EDU.SG	C22S02
<b>Diploma in Cybersecurity &amp; Digital Forensics</b>			
Mr Poh Zhi Yuan	6780 5362	POH_Zhi_Yuan@TP.EDU.SG	C22R01
Mr John PK Leong	6780 6939	John_PK_LEONG@TP.EDU.SG	C22R02
Mr Simon Ngeow	6780 6118	Simon_NGEOW@TP.EDU.SG	C22R03
Ms Rosita Binte Jupri	6780 1875	Rosita_JUPRI@tp.edu.sg	C22R04
Ms Nurul Arifah Shukor	6780 1878	Nurul_Arifah_SHUKOR@tp.edu.sg	C22R05
Mr Shaun Tan	6780 5269	Shaun_TAN@TP.EDU.SG	C22R06





## Care Persons - AY2022/2023 Intake

Care Person	Telephone	E-Mail	Class Code
<b>Diploma in Game Design &amp; Development</b>			
Mr Nash Lin	6780 5331	Nash_LIN@TP.EDU.SG	C22P01
Ms Nur Aisha Bte Khalid	6780 6928	Nur_Aisha_KHALID@TP.EDU.SG	C22P02
<b>Diploma in Information Technology</b>			
Mr Sankara Rajulu	6780 5309	Sankara_RAJULU@TP.EDU.SG	C22B01
Ms Roselind Nah	6780 5307	Roselind_NAH@TP.EDU.SG	C22B02
Mr Lau Zhao Hong	6780 6919	LAU_Zhao_Hong@TP.EDU.SG	C22B03
Mr Surojit Dutta	6780 4042	Surojit_DUTTA@TP.EDU.SG	C22B04



# School Counsellors

<b>Name</b>	<b>Telephone</b>	<b>E-Mail</b>
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

**TEMASEK POLYTECHNIC | SCHOOL OF INFORMATICS & IT**  
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Tel: (+65) 6780 5158 | Fax: (+65) 6789 6872  
Email: [iit@tp.edu.sg](mailto:iit@tp.edu.sg) | Website: [www.tp.edu.sg/iit](http://www.tp.edu.sg/iit)

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.