# STUDENT INFORMATION GUIDE

# 2020/2021



# SCHOOL OF ENGINEERING

**Temasek**
POLYTECHNIC

*This Student Information Guide is specially prepared for*

*Students of the School of Engineering.*

*It details the key information that all students should know.*


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

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

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## DIRECTOR'S WELCOME

**Message from Director, School of Engineering**

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

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

As we begin a new semester, it is a good time to reflect on how our environment has been changing over the past decade.  The signs of digitalisation are now all round us – we can see the increasing use of technology in the way we live, work and play.  In our campus, for instance, digital payment modes are now available in our canteens, automated attendance-taking using sensors have been trialled in our campus, and information-providing robots ply our library as well as the concourse during our Open House.

The good news is that, as Singapore strives to become a smart nation, this increasing use of technology offers expanding career opportunities in many engineering disciplines, as professionals with suitable skill-sets are needed to manage and maintain the emerging new technologies and systems.  At the same time, however, advancements in technology can also render many skill-sets obsolete very quickly.  Therefore, it is important for you to keep abreast of technological changes, to be open to new ideas, and most importantly, to be able to adapt to them rapidly.

Learning is a life-long process and you should continue to upgrade your skills even after you have graduated from TP.  For instance, I would urge all of you to consider the Work-Study Degree Programme offered under the national SkillsFuture framework, which lets you work and pursue your further studies simultaneously.  In this way, you can apply your newly acquired knowledge and skill-sets to your job while you upgrade your qualifications, thereby improving your work performance and enhancing your career prospects at the same time.

In the next three years, you will receive not just academic training, but also opportunities to hone your problem-solving skills, cultivate life skills, as well as acquire a global mind-set through overseas internships, community projects or study trips.  There are also diverse Co-Curricular Activities (CCAs) which give you the chance to exercise your leadership qualities, pursue your sporting passion, enrich yourself culturally, or to enlarge your circle of friends.  So do make the best of your student life, because learning can, and should, be enjoyable.

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

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

Wong Kia Ngee
Tel: 6780-5522
Email: kiangee@tp.edu.sg

**MILESTONES IN THE SCHOOL OF ENGINEERING**

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

**MILESTONES IN THE SCHOOL OF ENGINEERING**

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

**MILESTONES IN THE SCHOOL OF ENGINEERING**

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

**MILESTONES IN THE SCHOOL OF ENGINEERING**

| | |
|---|---|
| Jul 2016 | Appointment of Mr Peter Lam as new Principal and CEO of Temasek Polytechnic, taking over from Mr Boo Kheng Hua. |
| Apr 2017 | Discontinuation of Diploma in Infocomm & Network Engineering and Diploma in Media & Communication Technology (no new intake). |
| Apr 2017 | 1st batch of ENG graduates start ELP under the SkillsFuture framework. |
| Jan 2018 | Graduation of 1st batch of SAR-66 AML Training (Part 2) students under the CET/ELP framework. |
| Apr 2018 | 1st batch of Freshies taking the new TP Fundamentals subjects under the revamped curriculum. |
| Feb 2019 | Launch of TP-HRG Robotics Innovation Centre by Senior Minister of State, Mr Chee Hong Tat. |
| Apr 2019 | Discontinuation of Diploma in 3D Interactive Media Technology, Electrical & Electronic Engineering Programme, and Mechatronics & Aerospace Programme (no new intake), and Diploma in Microelectronics (no further streaming). |
| Apr 2019 | Inclusion of Diploma in Business Process & Systems Engineering into Common Engineering Programme |
| Apr 2019 | Transfer of Communication lecturers in ENG School to HSS School / CCS |
| July 2019 | Launch of Through-Train Work-Study Degree Programme for graduates from Diploma in Mechatronics (MTN), Diploma in Green Building & Sustainability (GBS), and Diploma in Integrated Facility Management (IFM).  The programme will start in April 2020. |
| March 2020 | Merging of Biomedical Engineering Research Centre and Temasek Microelectronics Centre to form Healthcare Engineering Centre |

**STUDENT DEVELOPMENT ROADMAP**
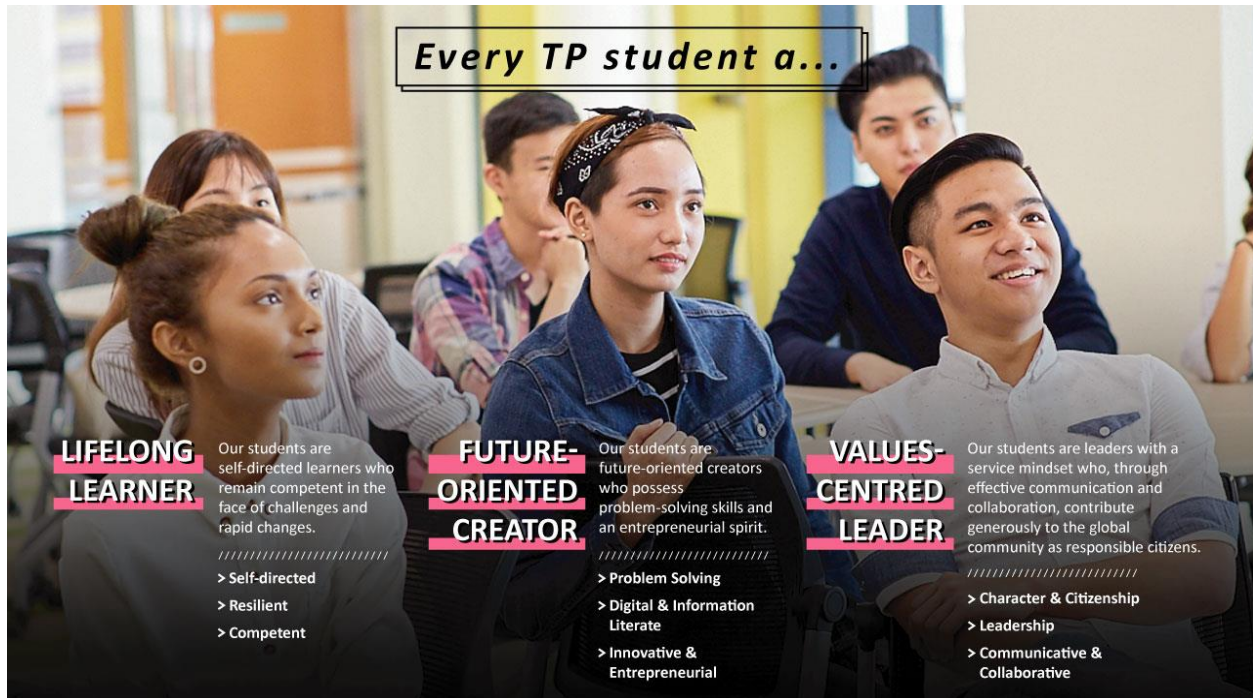


As an engineering student, you are given ample opportunities to achieve success in your academic, personal and professional development in the school.  To realise your full potential, you are encouraged to participate actively in the variety of programmes designed for you.  This student development roadmap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

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

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

**STUDENT ACTIVITIES AT A GLANCE**

Recurrent events organised by the School of Engineering each year.

Below is a list of the recurrent events for 2020.

| MONTH | EVENT |
|---|---|
| APRIL 2020 | • Freshmen Orientation<br>• Commencement of April Semester |
| MAY 2020 | • Campus Care Network (CCN) Day |
| JUNE 2020 | • Term Tests |
| JULY 2020 | • Parents Connect |
| AUGUST 2020 | • April Semestral Examinations<br>• Awards for Excellence Ceremony 2020 |
| OCTOBER 2020 | • Commencement of October Semester |
| NOVEMBER 2020 | • Campus Care Network (CCN) Day<br>• Parents Connect |
| DECEMBER 2020 | • Term Tests |
| JANUARY 2021 | • TP Open House<br>• Joint Admissions Exercise (JAE) |
| FEBRUARY - MARCH 2021 | • October Semestral Examinations |

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

## ACADEMIC CALENDAR FOR 2020 / 2021

| April Semester | Period |
|---|---|
| Term 1 | 20 Apr – 5 Jun 2020 |
| Term Test | 8 Jun – 12 Jun 2020 |
| Term Break | 15 Jun - 26 Jun 2020 |
| Term 2 | 29 Jun - 21 Aug 2020 * |
| Study Week | 24 Aug – 28 Aug 2020 |
| Semestral Examinations | 31 Aug – 11 Sep 2020 |
| Vacation | 13 Sep – 16 Oct 2020 |

*\* Special Break:  27 Jul – 31 Jul 2020 (This week may be used for extra lessons, if necessary)*

| October Semester | Period |
|---|---|
| Term 3 | 19 Oct - 11 Dec 2020 |
| Term Test | 14 Dec – 18 Dec 2020 |
| Term Break | 21 Dec – 31 Dec 2020 |
| Term 4 | 4 Jan - 19 Feb 2021 |
| Study Week | 22 Feb - 26 Feb 2021 |
| Semestral Examinations | 1 Mar - 5 Mar 2021 |
| Vacation | 8 Mar - 16 Apr 2021 |

Please refer to our academic calendar page for more information:
https://www.tp.edu.sg/schools/eng/tp-students#tab8

**ACADEMIC SYSTEM / GRADING SYSTEM**

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

- TP FUNDAMENTAL SUBJECTS - to develop desired qualities as envisioned in the TP graduate profile;

- DIPLOMA SUBJECTS - to provide students with the industry relevant technical knowledge and skills training;

**GRADING SYSTEM**

**HOW CREDIT UNITS ARE COMPUTED**

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

**HOW GRADE POINT AVERAGE (GPA) IS COMPUTED**

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

- The formula for calculating the GPA is given below:

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

- The calculation of cumulative GPA (cGPA) will include all subjects with grade points (i.e. TP Fundamental subjects, Core, Electives, CDS).  Any failed elective subject or CDS which is not replaced will be included in the computation of cGPA.  Exceptions are given to students who are also in the Diploma Plus Programme and Direct Polytechnic Admission students whose three best CDS only will be taken into computation.

- Both Semester GPA and Cumulative GPA will be calculated.

- Subjects without grade point (e.g. LEAP) will not be included in the calculation of GPA.

## ACADEMIC SYSTEM / GRADING SYSTEM

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

# ACADEMIC ADVISOR LIST

## GETTING HELP FROM AN ACADEMIC ADVISOR

An Academic Advisor can:

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

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

**School Academic Advisors:**

| Diploma / Course Chair | Advisor | Telephone | Lead Advisor |
|---|---|---|---|
| AEG<br>Koh Poh Tee<br>5364 | 1. Sue Siew Chai<br>2. Phang Yeh Fenn Dexter<br>3. Lam Darence<br>4. Chan Choon Keong<br>5. Tiow Chee Weng<br>6. Leonard Ong Yong Wah<br>7. Chai Chia Hing<br>8. Yeo Teck Boon, Bern<br>9. Kuschel Matthias | 6780 5478<br>6780 6652<br>6780 5677<br>6780 6661<br>6780 5461<br>6780 5512<br>6780 5514<br>6780 6670<br>6780 5520 | Sue Siew Chai |
| AEL<br>Tang Fook Heng<br>5418 | 1. Ting Lai Horng Jacklyn<br>2. Low Chor Tong, Philip<br>3. Ang Seng Loo Eric<br>4. Ho Jiun Sien<br>5. Tam Yee Keong<br>6. Choo Seng Kok<br>7. Tan Kok Siew<br>8. Ng Kwan Wah<br>9. Tan Kwang Leng Daniel<br>10. L Somasundaram | 6780 5408<br>6780 6610<br>6780 5583<br>6780 5591<br>6780 6713<br>6780 5592<br>6780 5446<br>6780 6613<br>6780 5320<br>6780 5602 | Ting Lai Horng Jacklyn |

## ACADEMIC ADVISOR LIST

| AMS<br>Abbas Ismail<br>5611 | 1. Sumarni B Sarmin<br>2. Wong Irene<br>3. Cyrena Cheong Yoke May<br>4. Farid B Yusof<br>5. Lee Wee Li<br>6. Ong Cheng Leong<br>7. Siow Wei Min Brandon<br>8. Lee Yang Wai Alvin<br>9. Darren Chua<br>10. Muhammad Husain bin Alias<br>11. Desmond Teck Chuan Ng<br>12. Ponmagal D/O Periasamy | 6780 6687<br>6780 4097<br>6780 5629<br>6780 5628<br>6780 5192<br>6780 5452<br>6780 5674<br>6780 5163<br>6780 4018<br>6780 6704<br>6780 5664<br>6780 5631 | Sumarni B Sarmin |
|---|---|---|---|
| BME<br>Danker Adrian Noel<br>5421 | 1. Koo Siang Chuei<br>2. Kwok Siew Loong<br>3. Rangaswamy Raja<br>4. Qian Xi Jun<br>5. Dr Feng Hanhua<br>6. Ngai-Yak Lay Hoon<br>7. Sagun Cathy Padua<br>8. Muhammad Adam Bin Abdul Rahim | 67805461<br>6780 5404<br>6780 6677<br>6780 5479<br>67805450<br>67806623<br>67805530<br>67805433 | Koo Siang Chuei |
| BZE<br>Lo Hing Loon<br>5529 | 1. Lo Hing Loon<br>2. Loh Yue Thong<br>3. Chan Eng Suan<br>4. Ong Chee Hong<br>5. Eu Kee Hoe<br>6. Low Beng Yew<br>7. Tay Yang How<br>8. Ng Lee Siam Christina<br>9. Tan Hui Kuang<br>10. Siew Wilson<br>11. Yeo Teck Chye<br>12. Patrick Phang | 6780 5529<br>6780 5188<br>6780 5532<br>6780 5395<br>6780 6498<br>6780 5670<br>6780 5543<br>6780 5519<br>6780 6669<br>6780 6629<br>6780 5542<br>6780 5088 | Patrick Phang |

## ACADEMIC ADVISOR LIST

| | | | |
|---|---|---|---|
| CEP<br>Dr Ho Peng Ching<br>4457 | 1. Low Kian Mong<br>2. Diong Ming Loong Christopher<br>3. Mary Joseph<br>4. Yee Mei San<br>5. Lee Jillian<br>6. Foong Chee Hoong<br>7. Fu Ling Chen<br>8. Lie Siung Tjen<br>9. Tan Kow Wee Philip<br>10. Simon Gani<br>11. Chen Yoke Yeng<br>12. Rudy Sabarudin<br>13. Cha Cher Liang | 6780 5505<br>6780 6635<br>6780 5407<br>6780 5608<br>6780 5503<br>6780 4030<br>6780 6663<br>6780 5468<br>6780 5465<br>6780 6612<br>6780 5460<br>6780 5498<br>6780 6638 | Chen Yoke Yeng |
| CEN<br>Calaiselvy<br>6614 | 1. Loh Chi Wei<br>2. Lye Sau Lin<br>3. Kerk Chong Jin<br>4. Tan Hock Seng<br>5. Ng Choon Seong<br>6. Aung San Win<br>7. Kit Ai Hwa | 6780 4171<br>6780 5491<br>6780 6626<br>6780 5593<br>6780 5425<br>6780 5143<br>6780 5445 | Loh Chi Wei |
| CER<br>Ng Kee Wee<br>6657 | 1. Chong Beng Leng Fred<br>2. Toh Lee Nah<br>3. Yeo Soo Pin<br>4. Zhu Shihe<br>5. Balajadia, Efren Lansangan | 6780 5447<br>6780 5470<br>6780 5442<br>6780 6609<br>6780 5633 | Chong Beng Leng Fred |
| ELN<br>Lim Chuck Mang<br>5597 | 1. Kwong-Teng Noi Choo, Jacqueline<br>2. Tan Geok Ling<br>3. Lim Hong Sair<br>4. Ramachandran, Maya<br>5. Chee Swee Ann<br>6. Nagu, Naganandhini<br>7. Tan Tai Suan<br>8. Liew Wen Fei<br>9. Wong Peng Soon | 6780 5609<br>6780 5472<br>6780 6099<br>6780 5401<br>6780 5449<br>6780 5467<br>6780 6636<br>6780 5594<br>6780 6615 | Kwong-Teng Noi Choo, Jacqueline |

## ACADEMIC ADVISOR LIST

| | | | |
|---|---|---|---|
| GBS<br>Ho Kuan Tat Jackson<br>6710 | 1. Papineni Satya Praveena<br>2. Cheng Ming Chin<br>3. Lim Kok Hee<br>4. Thong Yu Kiat, Augustine<br>5. Ivan Ho Yuen Pui<br>6. Koh Soo Nghee Aubrey<br>7. Ang Zi Yang Adrian<br>8. Shruti Pilare<br>9. Sowmya Sathish | 6780 5625<br>6780 6688<br>6780 5619<br>6780 5618<br>6780 6711<br>6780 1890<br>6780 5507<br>6780 6708<br>6780 4193 | Papineni Satya Praveena |
| IFM<br>Joanne Koh Phuay Theng<br>6568 | 1. Au Kian Seng<br>2. Wei-Wu Wen Ju, Judy<br>3. Lim Joo Hoe<br>4. Hooi-Lee Yu Hong<br>5. Wiliana Sulistio<br>6. Lim Kian Kok<br>7. Au Kum Yun<br>8. Loh Yeow Meng<br>9. Boey Lai Yin | 6780 5615<br>6780 5624<br>6780 5617<br>6780 5630<br>6780 5612<br>6780 5162<br>6780 5566<br>6780 5455<br>6780 1884 | Au Kian Seng |
| MTN<br>Chan Choy Peng<br>5489 | 1. Kwek Soo Keng, Andy<br>2. Derrick Boey Shee Mun<br>3. Foo Ming Fenn<br>4. Irwan Bin Karim<br>5. Lew Kok Fah<br>6. Lim Shee Soon, Peter<br>7. Loh Ray Hwee<br>8. Peng Wai Meng<br>9. Thia Wang Ling Christopher<br>10. Tay Cheng Hong | 6780 5504<br>6780 6700<br>6780 6679<br>6780 5497<br>6780 5490<br>6780 5516<br>6780 4259<br>6780 5515<br>6780 1872<br>6780 6672 | Irwan Bin Karim |

## EXAMINATIONS & TERM TESTS

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

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

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

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

## EXAMINATIONS & TERM TESTS

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

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

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

**EXAMINATIONS & TERM TESTS**

**Examination Results**

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

Please refer to TP's website for more information:
http://www.tp.edu.sg/student-portal/full-time-student-portal/academic-matters#tab3

**CRITERIA FOR FRESHMEN AND JUNIOR DIRECTOR'S LISTS**

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

**FRESHMEN DIRECTOR'S LIST**

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

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

**JUNIOR DIRECTOR'S LIST**

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

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

Please refer to TP's website for more information:
http://www.tp.edu.sg/schools/eng/tp-students#tab3

**WITHDRAWAL / DEFERMENT / COURSE TRANSFER / SUBJECT EXEMPTION**

**COURSE WITHDRAWAL**

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

To withdraw, students are to:

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

Please refer to TP's website for more information:
http://www.tp.edu.sg/fees-and-financial-matters/course-withdrawal-and-refund-guidelines

**DEFERMENT OF STUDIES**

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

To defer their course of study, students are to:

- Complete the **Course Deferment** form.
- Settle all outstanding bills and return all property belonging to Temasek Polytechnic.
- Submit the completed form together with one of the following documents:

  - Deferment due to Singapore National Service (NS) obligation
    NS enlistment letter or rejection letter from the Central Manpower Base regarding their appeal for NS deferment or a letter from their unit stating their ORD date.

  - Deferment due to medical reasons
    Medical certification letter from a Singapore-registered doctor specialising in the field, stating the medical conditions and the period of rest required.

  - Deferment due to other reasons
    Supporting documents, if any.

Please refer to TP's website for more information:
http://www.tp.edu.sg/staticfiles/TP/files/one-stop-center/course_defer.pdf

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

**WITHDRAWAL / DEFERMENT / COURSE TRANSFER / SUBJECT EXEMPTION**

**COURSE TRANSFER**

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

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

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

To apply, students are to:

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

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

**APPLICATION FOR SUBJECT EXEMPTION**

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

To apply, students are to:

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

**STUDENT CODE OF CONDUCT**

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

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

**STUDENT DISCIPLINARY POLICY / PLAGIARISM / COPYRIGHT ISSUES**

**CATEGORIES OF OFFENCES**

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

Please refer to TP's website for more information:
http://www.tp.edu.sg/student-portal/full-time-student-portal/rulesregulations#tab3

**COPYRIGHT ISSUES**

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

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

What you must **NEVER** do:
- Photocopy an entire book/piece of work;
- Copy more than 10% of the total number of pages or more than one chapter; or
- Copy more than one article from a given periodical, unless they relate to the same subject matter.

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

**OWNERSHIP AND RIGHTS TO INTELLECTUAL PROPERTY**

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

**STUDENT DISCIPLINARY POLICY / PLAGIARISM / COPYRIGHT ISSUES**

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.

**STUDENT DRESS CODE**

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

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

**Laboratories / Workshops:**
Students must comply with the stipulated dress code of the respective laboratories and workshops, for safety reasons.

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

**MEDICAL LEAVE & LEAVE OF ABSENCE**

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

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

**APPLICATION FOR MEDICAL LEAVE**

**During Examinations**

Please refer to TP's website for more information:
http://www.tp.edu.sg/student-portal/full-time-student-portal/rulesregulations#tab1

**During Term Time or Term Tests**

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

**APPLICATION FOR LEAVE OF ABSENCE (LOA)**

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

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

**STUDENT SERVICES**

The Student and Alumni Affairs (SAA) department is committed to:
- Providing students with a well-rounded educational experience that contributes to personal enrichment and institutional pride;
- Maintaining ties with the institution's alumni to foster TP spirit;
- Establishing excellence in student and alumni administrative support services.

SAA offers many programmes and services, which include the management of:
- Student Clubs and Interest Groups
- TP Students' Union
- Sports, Adventure and Community Service Clubs
- Arts, Sports and Special Interest Groups

SAA offers other student development programmes which include the:
- Sports Programme (e.g. Institute-Varsity-Polytechnic Games, NAPFA)
- Arts Programme (e.g. Arts Festival, performances and workshops)
- Leadership Training Programme (e.g. Student Leadership Profile)
- Experiential Learning Experiences (e.g. Adventure Learning Course)
- Enrichment Courses (e.g. Sign Language Courses, Guitar Courses)

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


**"SEAL" GRADING ADMINISTRATION**

Students' participation in Co-Curricular Activities (CCAs) enables them to gain CCA points in the Service, Enrichment, Achievement, Leadership (SEAL) grading system. The SEAL grading system systematically records their participation in Co-Curricular Activities (CCAs).  Students can look out for more details on CCAs and SEAL via the full-time student portal.


**STUDENT CARE & COUNSELLING (SCC)**

The Student Care & Counselling (SCC) team comprises of qualified counsellors who are always ready to lend a listening ear to the students' concerns and worries about academic progress, adjustment to life in a polytechnic, relationships or family problems.

Students with financial difficulties can approach the counsellors for the various financial assistance schemes available in the polytechnic.

Be it emotional, financial or social, we are right behind you in the journey of change and growth.

Please refer to TP's website for more information:
http://www.tp.edu.sg/student-portal/full-time-student-portal/student-services#tab3


## BEFRIENDERS

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

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

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


## CAREER SERVICES CENTRE

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

Please refer to TP's website for more information:
http://www.tp.edu.sg/centres/cs#tab6

**SCHOLARSHIPS**

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

Scholarships offered include:

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

Please refer to TP's website for more information:
http://www.tp.edu.sg/fees-and-financial-matters/tp-scholarships-awards


**BURSARIES**

Bursaries are awarded to students who require financial assistance to continue their course of study at the Polytechnic. Although financial need is a criterion, a satisfactory academic performance is also a pre-requisite for selection.
Please refer to TP's website for more information:
http://www.tp.edu.sg/fees-and-financial-matters/financial-assistance-schemes#tab8


**FINANCIAL ASSISTANCE SCHEMES**

There are a number of financial assistance schemes at TP.
Should you require additional financial assistance, there are several bursary schemes available and you may apply for the most suitable bursary that you qualify for.

Please refer to TP's website for more information:
http://www.tp.edu.sg/fees-and-financial-matters/financial-assistance-schemes#tab2


**TEMASEK LEADERSHIP PROGRAMME (TEMASEK LEAD)**

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

Please refer to TP's website for more information:
https://www.tp.edu.sg/student-life/temasek-leadership-programme

**CAMPUS CARE NETWORK FUND (CCN)**

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

1. CCN Crisis Assistance Scheme
2. CCN Emergency Scheme

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

Please refer to TP's website for more information:
http://www.tp.edu.sg/fees-and-financial-matters/financial-assistance-schemes#tab10

**NEU PC PLUS PROGRAMME**

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

Please refer to TP's website for more information:
http://www.tp.edu.sg/fees-and-financial-matters/financial-assistance-schemes#tab9

**FURTHER EDUCATION PATHWAYS / STUDENT INSURANCE / COMMUNICATION WITH EXTERNAL PARTIES / SOCIAL MEDIA GUIDELINES**

**FURTHER EDUCATION PATHWAYS**

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

Please refer to TP's website for more information:
http://www.tp.edu.sg/courses/full-time-courses/further-education

**STUDENT INSURANCE**

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

Please refer to TP's website for more information:
http://www.tp.edu.sg/student-portal/full-time-student-portal/administrative-matters#tab2

**COMMUNICATION WITH EXTERNAL PARTIES**

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

**SOCIAL MEDIA GUIDELINES**

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

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

Please refer to TP's website for more information:
http://www.tp.edu.sg/student-portal/full-time-student-portal/rulesregulations#tab5

# STUDENT CLUBS & INTEREST GROUPS

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

| Student Club / Interest Group | Advisor | Co-Advisor |
|---|---|---|
| **Air-Borne Group (AEG)** | Leonard Ong Yong Wah | Darence Lam<br>Goh Beng Hu |
| **ASHRAE Student Branch (GBS)** | Shruti Pilare | Aubrey Koh Soo Ngee |
| **Bio-ENGenes (BME)** | Rangaswamy Raja (Dr) | Qian Xi Jun |
| **BiZen (BZE)** | Christina Ng Lee Siam | Ong Chee Hong |
| **BlackBox (AMS)** | Cyrena Cheong Yoke May | Ponmagal D/o Periasamy<br>Wong Irene |
| **Computer Engineering Network (CEN)** | Kok Boon Kiong | - |
| **E2Matrix (CEP/ELN)** | Liew Wen Fei | Maria Teresa Abelanes |
| **Energy Oasis (CER)** | Toh Lee Nah | Yee Soo Pin |
| **Engineering Makers Club (EMC)** | Ho Peng Ching | - |
| **Engineering Studies Club (ESC)** | Patrick Phang Chian Wei | - |
| **G-Force (AEL)** | L Somasundaram | Ng Kwan Wah |
| **IES Student Chapter** | Hu Fang | Patrick Phang Chian Wei |
| **Integrated Facility Management Club (IFM)** | Eric Lim Kian Kok | Au Kum Yun |
| **Rubrics Cube (Maths)** | Goh Toh Hong | Rudy Sabarudin |
| **SME Club (MTN)** | Derrick Boey Shee Mun | Tay Cheng Hong |
| **Student Ambassadors** | Andrew Tham | - |

**IPPT TEST**

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

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

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

Please refer to website for more information:
https://www.cmpb.gov.sg/web/portal/cmpb/home/before-ns/pre-enlistment-process/pre-enlistee-ippt-and-bmi

# Total Workplace Safety & Health (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.

Peter Lam
Principal & CEO

**Temasek**
**POLYTECHNIC**

# Environmental Policy

## Temasek Polytechnic shall:

**1** Actively engage in carrying out exemplary environmental practices by: Exploring efficient use of resources to **REDUCE** wastage; Identifying creative and practical ways to **REUSE** our resources; and promoting opportunities to **RECYCLE** waste.

**2** Educate staff and students and communicate to suppliers/ contractors about environmental issues.

**3** Wherever practical, purchase goods and services from suppliers that are environmentally responsible.

**4** Through an accredited Environmental Management System, commit to continually improve our practices and ensure that we comply with environmental laws and other requirements we subscribe to that relate to our activities, products and services.

**5** Integrate the principles of environmental management, pollution prevention, and other related green topics in our curriculum.

**Temasek**
POLYTECHNIC

**FREE ACCESS LABORATORIES**

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

| Laboratory | Location |
|---|---|
| Basic Electronics | EN13-7-37 & EN16-1-68 |
| Soldering | EN13-7-39 & EN16-1-68 |
| Mechanical Workshop | EN16-1-68 |

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

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

**DRESS CODE IN A LABORATORY / WORKSHOP**

**Dress Code for Computer, Electronics, Physics and Chemistry Laboratories**

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

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

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

**LABORATORY SAFETY RULES & REGULATIONS**

*ALWAYS REMEMBER: SAFETY FIRST*

*IF IN DOUBT, SEEK HELP FROM THE LECTURER OR THE STAFF ON DUTY*
*It is possible to create serious damage due to negligence – both to personnel and property.*

**Safety Rules**

- Enter the lab only if you are accompanied by an authorized personnel.

- Listen and carry out instructions properly as directed by lecturers and staff on duty.

- Be alert and responsible at all times.

- Understand the hazards identified in the WSH-Risk Assessment and follow risk control measures.

- Read carefully and follow WSH-SWP (Safe Work Procedures), instructions and manuals.

- Wear recommended PPE (Personal Protective Equipment).

- Keep the work place clean and tidy at all times.

- Clean up the workplace and dispose any waste in the specified manner.

- Report any unsafe working conditions to the lecturer or staff on duty.

- Report any injuries, however minor, to the lecturer or staff on duty, so that the injured can be properly attended to.

**Lithium Battery Safety**

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

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

**EMERGENCY REPORTING PROCEDURES**

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

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

**Useful Contacts**

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

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

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

**ON DISCOVERING A FIRE**

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

**EMERGENCY REPORTING PROCEDURES**

**ON HEARING THE ALARM**

- Ascertain the situation and prepare to evacuate.

**EVACUATION**

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

Your ASSEMBLY AREA is shown in the diagram below:

21 Tampines Avenue 1, Singapore 529757

Website: www.tp.edu.sg | Email: enghotline.edu.sg | Tel: 6780-5144