



STUDENT HANDBOOK
AY2021/22

School of
Humanities & Social Sciences

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Academic Calendar

AY21/22

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

Mid-Semester Tests

Apr Semester: 7 Jun – 11 Jun 2021

Oct Semester: 13 Dec – 17 Dec 2021

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

**Knowledge is not power
until it's applied.**

Dale Carnegie

”

Temasek Polytechnic

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



HSS Director says HELLO!

Dear Students

Welcome to the School of Humanities & Social Sciences (HSS).

2020 was a special year. When COVID-19 emerged and we had to stay home for school, everyone worked tirelessly to get lessons digitalised. All of us had to school ourselves on the various platforms and software for virtual lessons. There was no giving up, no matter how difficult or how tech illiterate we are, because our students' learning is at stake. I'm glad to say – with perseverance, cooperation and lots of patience - we overcame the obstacles together.



The buzzword for today is 'interdisciplinary learning'. This is one of the positives that emerged from the pandemic. It forced everyone to try out new and unfamiliar things, and in the process, gain new knowledge. Once, we were all averse, and even afraid, to traverse new territories that is not part of our field or expertise, but now we are accustomed (maybe even excited) to explore the unfamiliar. It not only makes us more versatile, but better problem-solvers with the accumulated interdisciplinary knowledge that we have.

That is what a polytechnic education brings. Your learning comes from myriad of sources, not just your chosen course. You become an interdisciplinary learner.

In HSS, we want to help you see the relevance of your education beyond the classroom. Our diplomas are people-oriented with an emphasis on community or social service. We also focus on applied learning. Knowledge you gain in the classroom will be applied in real-life projects with industry partners.

I would also like to encourage you to create your own memorable path during your time here. Opportunities abound for you to develop your sports, creative, or leadership potential. Join a CCA. Participate in competitions. Although physical overseas trips for this year are unlikely, we are still globally connected. You can participate in virtual trips and interact with participants abroad. Make life at TP exciting and rewarding for yourself.

With vaccination carried out progressively, I hope students can come back to campus for more face-to-face classes. It is important that you have the opportunity to physically meet your fellow classmates and lecturers.

We wish you the very best as you embark on an enriching journey in TP. Keep healthy and stay active.

Ben Lim

MANAGEMENT STAFF



Mr Ben Lim
Director

School of Humanities & Social Sciences
6780 5251



Mr Vincent Bong
Deputy Director

Capability Development
6780 6513

Head

Centre for Life Skills (CLS)



Mr Eric Koh
Deputy Director

SkillsFuture & Student
Development
6780 4190



Mr Terence Leong
Deputy Director

Academic &
Administrative Services
6780 6457

Head

Centre for Foundation
Studies (CFS)



Ms Dorcas Tang
Campus Head - NIEC (TP)

National Institute of Early Childhood Development
6780 5229



Ms Jeannie Ng
Course Chair - NIEC (TP)

Diploma in Early Childhood Development
& Education (ECDE)
6780 5697



Ms Fionna Thong
Course Chair

Diploma in Psychology Studies (PSY)
6780 5263



Ms Emily Wong
Course Chair

Diploma in Social Sciences in Gerontology (GEM)
6780 5995



Ms Oh-Teo Chee Leng
Course Chair

Polytechnic Foundation Programme (PFP)
6780 4788



Dr Tan Wah Pheow
Head

Centre for Applied Behavioural & Social Sciences
6780 6128



Ms Yayoi Suzuki
Senior Manager

Academic Support & Outreach
6780 6151



Mr Tan Chee Hong
Senior Manager

Administration & Quality Management
6780 6452



Ms Elizabeth Tan
Senior Manager
Centre for Life Skills (CLS)
6780 6576



Ms Lynn Ng
Senior Manager
Centre for Life Skills (CLS)
6780 5313



Ms Sandra Lee
Senior Manager
Centre for Life Skills (CLS)
6780 5438



Ms Teo Yuan Ching
Senior Manager
Centre for Life Skills (CLS)
6780 6253



Ms Fiona Yow
Manager – NIEC (TP)
Diploma in Early Childhood Development & Education (ECDE)
6780 4428



Mr Lee Yong Jun
Manager – NIEC (TP)
Diploma in Early Childhood Development & Education (ECDE)
6780 5382



Ms Yeo May Ling
Manager – NIEC (TP)
Diploma in Early Childhood Development & Education (ECDE)
6780 5228



Ms Midah Dana
Manager – NIEC (TP)

Diploma in Early Childhood Development & Education (ECDE)
6780 4074



Mr Izad Bin Ghalid
Manager

Diploma in Psychology Studies (PSY)
6780 4073



Mr Sam Sim
Manager

Diploma in Social Sciences in Gerontology (GEM)
6780 6792



Ms Mavis Lee
Manager

Academic & Administrative Services
6780 4770



Mr Eric Quek
Manager

Centre for Life Skills (CLS)
6780 6144



Ms D'Cotta Joan Thelma
Manager

Centre for Life Skills (CLS)
6780 6631



Ms Fairuz Said Abdul Rahman
Manager

Centre for Life Skills (CLS)
6780 5637



Ms Laurinda Wee
Manager

Centre for Life Skills (CLS)
6780 4053



Ms Vera Tay
Manager

Centre for Life Skills (CLS)
6780 6266



Ms Viji Vijaykumarr
Manager

Centre for Life Skills (CLS)
6780 6411



Mr Wang Yong
Manager

Centre for Life Skills (CLS)
6780 6773



Ms Rawzah Binte Amir
Manager

Centre for Foundation Studies (CFS)
6780 4785



Ms Teo Geok Bee
Manager

Centre for Foundation Studies (CFS)
6780 4776

TEACHING STAFF

Senior Academic Mentor (SAM)

Ms Asha Kumaran	6780 5854
Ms Shirley Joseph	6780 5484

Early Childhood Development & Education (ECDE), NIEC (TP)

Ms Angeline Lim	6780 5083
Ms Christina Lim	6780 5932
Ms Chua Su Wei	6780 4425
Ms Claire Chan	6780 6459
Ms Daphne Tan	6780 5208
Ms Felicia Gibbins	6780 6569
Ms Jenny Cheok	6780 6482
Ms Karyn Phua	6780 5181
Ms Magdelene Chong	6780 5397
Ms Marie Angelie	6780 4062
Ms Nur Jihan Jamil	6780 4075
Ms Ng Cheng Khim	6780 4069
Ms Samantha Morier	6780 5261
Mr Terence Lin	6780 4063

Psychology Studies (PSY)

Dr Anna Neo	6780 6426
Ms Debbie Tan	6780 6057
Mr Emil Cheong	6780 5011

Social Sciences in Gerontology (GEM)

Mr Bennie Chia	6780 6132
Ms Ee Sharifah Rose	6780 4407
Ms Geetika Gupta	6780 5729
Mr Goh Chin Kwee	6780 6192
Ms Julie Spencer	6780 6579
Ms Nurdiyanah Kamsan	6780 6795
Ms Nurulhuda Bte Adanan	6780 4408

Centres of Excellence

Centre for Applied Behavioural & Social Sciences (CABSS)

Dr Chee Chew Sim	6780 6794
Ms Gabrielle Lai	6780 5800
Ms Kek Chee Hui	6780 5009
Mr Tey Beng Huan	6780 6454

Centre for Life Skills (CLS)

Ms Alice Ling	6780 5671
Ms Ann Tay	6780 5993
Ms Anne John	6780 5293
Ms Caroline Lu	6780 4766
Ms Chao Jang Yuan	6780 5260
Ms Charmaine Oei	6780 6671
Ms Chng Siew Li	6780 5855
Mr Edwin Ollikkala	6780 5483
Mr Gilbert Rozario	6780 5947
Ms Hernieyati Mamat	6780 5262
Ms Isabelle Clemant	6780 6747
Mr Jai Simman	6780 6762
Ms Jean Kee	6780 6655
Mr Jeffrey Tan	6780 5699
Ms Jenny Ling	6780 6910
Mr Joshua Chan	6780 6410
Mr Kevin Tan	6780 6532
Ms Khor Lay Li	6780 6456
Mr Kubo Yuichiro	6780 5259
Ms Lily Lim	6780 5071
Ms Mary Thomas	6780 5835
Ms Melissa Chan	6780 4064
Ms Nazlene Zainal	6780 5887
Mr Ned Low	6780 5502
Ms Nurzahiah Jumat	6780 6908
Mr Paul Davidson	6780 6678
Ms Pauline Lau	6780 6265

Mr Roche Allen Jeffrey	6780 6977
Ms Salena Saleh	6780 6906
Ms Sanae Shigeta	6780 6481
Ms Serene Wan	6780 6641
Ms Sheena K Singh	6780 5249
Mr Tamil Selvan	6780 6593
Mr Teo Khim Ho	6780 6455
Ms Vivienne Mahony-Paul	6780 6621

Centre for Foundation Studies (CFS)

Ms Chan Hui Ying	6780 4775
Ms Faith Yong	6780 4765
Ms Joey Neo	6780 4774
Ms Ng Lee Koon	6780 4786
Ms Nursharini Binte Arifin	6780 4773
Ms Rina Lim	6780 4778
Ms Rita Gill	6780 4777
Mr Tan Kok Heng	6780 4780
Ms Winnie Kuan	6780 4779

Academic Support

Mr Ahmad Shalaby	6780 6453
Ms Amy Ngew	6780 6789
Mr Lian Seng Guan	6780 5115
Mdm Noriah Majid	6780 5264

Administration

Mr Chong Boon Foh	6780 4769
Mr Edmund Ku	6780 4051
Mdm Hasnah Jantan	6780 6790
Ms Ong Ai Lin	6780 6394
Ms Pamela Yang	6780 6451
Ms Rachel Lau	6780 5251
Ms Serene Chan	6780 4768

HSS Staff Office



EW1A-08-08 (Staff Office A)
EW1A-08-42 (Staff Office B)
EN13-03-81 (CFS Staff Office)

HSS General Office



EW1A-03-111
6780 6565

Care Persons

The Care Person (CP) provides pastoral care, guidance and counselling. He or she also handles administrative matters and guides students, where necessary, in problems relating to studies, family relationships as well as personal and financial matters. The CP is the first point of contact between students, parents and TP. Recommendations of students for scholarships and awards are also made by the CP.

Diploma in Early Childhood Development & Education

Year 1 Students

Name	Telephone	Email	Care Group
Ms Claire Chan	6780 6459	Claire_CHAN@niec.edu.sg	G21E01
Ms Karyn Phua	6780 5181	Karyn_PHUA@niec.edu.sg	G21E02
Ms Magdelene Chong	6780 5397	Magdelene_CHONG@niec.edu.sg	G21E03
Ms Marie Angelie	6780 4062	Marie_ANGELIE@niec.edu.sg	G21E04
Ms Angeline Lim	6780 5083	Angeline_LIM@niec.edu.sg	G21E05
Ms Daphne Tan	6780 5208	Daphne_TAN@niec.edu.sg	G21E06
Ms Midah Dana	6780 4074	Midah_DANA@niec.edu.sg	G21E07
Ms Ng Cheng Khim	6780 4069	NG_Cheng_Khim@niec.edu.sg	G21E08

Year 2 Students

Name	Telephone	Email	Care Group
Ms Felicia Gibbins	6780 6569	Felicia_GIBBINS@niec.edu.sg	G20E01
Ms Karyn Phua	6780 5181	Karyn_PHUA@niec.edu.sg	G20E02
Ms Fiona Yow	6780 4426	Fiona_YOW@niec.edu.sg	G20E03
Ms Chua Su Wei	6780 4425	CHUA_Su_Wei@niec.edu.sg	G20E04
Ms Nur Jihan Jamil	6780 4075	Nur_Jihan_JAMIL@niec.edu.sg	G20E05
Ms Samantha Morier	6780 5261	Samantha_MORIER@niec.edu.sg	G20E06
Ms Christina Lim	6780 5932	Christina_LIM@niec.edu.sg	G20E07
Ms Yeo May Ling	6780 5528	YEO_May_Ling@niec.edu.sg	G20E08

Year 3 Students

Name	Telephone	Email	Care Group
Ms Claire Chan	6780 6459	Claire_CHAN@niec.edu.sg	G19E01
Ms Chua Su Wei	6780 4425	CHUA_Su_Wei@niec.edu.sg	G19E02
Ms Yeo May Ling	6780 5528	YEO_May_Ling@niec.edu.sg	G19E03
Ms Marie Angelie	6780 4062	Marie_ANGELIE@niec.edu.sg	G19E04
Ms Angeline Lim	6780 5083	Angeline_LIM@niec.edu.sg	G19E05
Mr Terence Lin	6780 4063	Terence_LIN@niec.edu.sg	G19E06
Ms Jenny Cheok	6780 6482	Jenny_CHEOK@niec.edu.sg	G19E07
Ms Midah Dana	6780 4074	Midah_DANA@niec.edu.sg	G19E08

Diploma in Psychology Studies

Year 1 Students

Name	Telephone	Email	Care Group
Dr Anna Neo	6780 6426	Anna_NEO@tp.edu.sg	G21A01
Mr Emil Cheong	6780 5011	Emil_CHEONG@TP.EDU.SG	G21A02
Ms Debbie Tan	6780 6057	Debbie_TAN@TP.EDU.SG	G21A03

Year 2 Students

Name	Telephone	Email	Care Group
Ms Kek Chee Hui	6780 5009	KEK_Chee_Hui@TP.EDU.SG	G20A01
Ms Gabrielle Lai	6780 5800	Gabrielle_LAI@TP.EDU.SG	G20A02

Year 3 Students

Name	Telephone	Email	Care Group
Ms Fionna Thong	6780 5263	Fionna_THONG@TP.EDU.SG	G19A01
Mr Izad Ghalid	6780 4073	Izad_GHALID@TP.EDU.SG	G19A02
Ms Debbie Tan	6780 6057	Debbie_TAN@TP.EDU.SG	G19A03

Diploma in Social Sciences in Gerontology

Year 1 Students

Name	Telephone	Email	Care Group
Mr Bennie Chia	6780 6132	Bennie_CHIA@TP.EDU.SG	G21F01
Ms Ee Sharifah Rose	6780 4407	Sharifah_Rose_EE@TP.EDU.SG	G21F02

Year 2 Students

Name	Telephone	Email	Care Group
Ms Nurulhuda Binte Adanan	6780 4408	Nurulhuda_ADANAN@TP.EDU.SG	G20F01
Mr Sam Sim Kim Yang	6780 6792	Sam_SIM@TP.EDU.SG	G20F02

Year 3 Students

Name	Telephone	Email	Care Group
Ms Nurulhuda Binte Adanan	6780 4408	Nurulhuda_ADANAN@TP.EDU.SG	G19F01
Mr Goh Chin Kwee	6780 6192	GOH_Chin_Kwee@TP.EDU.SG	G19F02

HSS Student Support

HSS extends support to our students who needs academic support with special learning needs, or if you need a listening ear. You may contact the following for advice and for referrals:

Ms Elizabeth Tan

6780 6576

Elizabeth.TAN@TP.EDU.SG

HSS BEFRIENDERS

Our HSS Befrienders are lecturers who can be approached for personal counsel or guidance. Please contact any of the following HSS Befrienders if you need help.

All matters disclosed will be kept in strict confidence except when you are at risk of hurting yourself or others.

Name	Telephone	Email
Ms Alice Ling	6780 5671	Alice_LING@TP.EDU.SG
Ms Ann Tay	6780 5993	Ann_TAY@TP.EDU.SG
Ms Debbie Tan	6780 6057	Debbie_TAN@TP.EDU.SG
Ms Elizabeth Tan	6780 6576	Elizabeth_TAN@TP.EDU.SG
Mr Goh Chin Kwee	6780 6192	GOH_Chin_Kwee@TP.EDU.SG
Mr Jeffrey Tan	6780 5699	Jeffrey_TAN@TP.EDU.SG
Mr Yuichiro Kubo	6780 5259	Yuichiro_KUBO@TP.EDU.SG
Ms Laurinda Wee	6780 4053	Laurinda_WEE@TP.EDU.SG
Mr Lee Yong Jun	6780 5382	LEE_Yong_Jun@niec.edu.sg
Ms Midah Dana	6780 4074	MIDAH_dana@niec.edu.sg
Ms Nur Jihan Jamil	6780 4075	Nur_Jihan_JAMIL@niec.edu.sg
Mr Paul Davidson	6780 6678	Paul_DAVIDSON@TP.EDU.SG
Ms Sandra Lee	6780 5438	Sandra_LEE@TP.EDU.SG
Ms Sharifah Rose Ee	6780 4407	Sharifah_Rose_EE@TP.EDU.SG
Ms Shirley Joseph	6780 5484	Shirley_JOSEPH@TP.EDU.SG
Ms Viji Vijaykumarr	6780 6411	Viji_VIJAYKUMARR_@TP.EDU.SG
Ms Yayoi Suzuki	6780 6151	Yayoi_SUZUKI@TP.EDU.SG
Mr Vincent Bong	6780 6513	Vincent_BONG@TP.EDU.SG

PARA-COUNSELLORS

You may also be referred to a **Para-Counsellor** if necessary. HSS Para-Counsellors are:

<i>Name</i>	<i>Telephone</i>	<i>Email</i>
Mr Emil Cheong	6780 5011	Emil_CHEONG@TP.EDU.SG
Ms Emily Wong	6780 5995	Emily_WONG@TP.EDU.SG
Ms Isabelle Clemant	6780 6747	Isabelle_CLEMANT@TP.EDU.SG

SEN SUPPORT

For students who have special learning needs and require academic support in this area, you may also be referred to the following HSS SEN Support Champions:

<i>Name</i>	<i>Telephone</i>	<i>Email</i>
Ms Elizabeth Tan	6780 6576	Elizabeth_TAN@TP.EDU.SG
Mr Paul Davidson	6780 6678	Paul_DAVIDSON@TP.EDU.SG

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 retrieval of class timetable and examination results, registration for graduation ceremonies and booking of sports and library facilities.

The counter services at Student Services will be available to public (including Alumni) by appointments only. For your safety and well-being, no walk-ins are allowed. You may book your appointment at <https://form.gov.sg/#!/5f069c819e6a4a0011e9869d> or by scanning the QR code below, at least two working days in advance.



Other Services

- Certification of TP Academic Results and Diploma Certificate
- Collection of Diploma by Current Graduates – Dates for collection will be stipulated in the Graduand Package
- Request for Full-time Student Status Confirmation Letter
- Submission of Enrolment Documents and Application Forms

Contact Details

Hotline	6780 4031 / 6780 4014 / 6780 4798
Email	studentservices@tp.edu.sg
Location	Student Services, Administration Block 9, Level 2, Lift Lobby C
Opening Hours	Mon-Fri 8:30am to 5:30pm (closed on weekends & public holidays)

For more information

Please refer to [TP Oei mobile app](#) (also see page 52), look under Resources – Contact Information – Student Services.

At TP, your welfare matters to us. You will find an array of support services and resources to help you through your journey to make the most of your polytechnic education.

CAMPUS CARE NETWORKS (CCN)

CCN has been developed to emphasise personal contact and rapport between lecturers and students, to create a family-like environment, and to maintain a caring culture so as to ensure students' personal growth. The CCN Day Carnival, held twice a year, brings the entire polytechnic together in the spirit of caring and sharing. Staff and students collaborate to set up stalls to raise funds for TP's students in need of financial aid.

CCN FINANCIAL SCHEMES

CCN provides financial assistance for TP's needy students. Short to medium-term financial help from CCN includes:

- CCN Financial Assistance Scheme

Immediate financial help will be given to students who face a crisis situation such as death, retrenchment, serious illness or accident of a loved one in the family.

- CCN Emergency Scheme

Eligible students will receive assistance worth up to \$300 per month for up to 4 months.

For further information on CCN financial scheme applications, please approach your Care Persons (CPs) or call the below to make an appointment.

Contact Details

Hotline	6780 5959
Email	care@tp.edu.sg
Location	CARE@TP, Blk 26B, Level 1 Unit 49
Opening Hours	Mon-Fri 8:30am to 5:30pm (closed on weekends & public holidays)
Website	www.tp.edu.sg/life-at-tp/a-caring-campus.html

For more information

Please refer to [TP Oei mobile app](#) (also see page 52), look under Resources – Financial Matters – Financial Schemes

COUNSELLING

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

All counselling & support services at Student Care have been moved online due to COVID-19. Students can make their appointments using the contact details below. However, if any student feels that he/she requires a face-to-face consultation or meeting, please email any of our [HSS Befrienders](#) (page 15).

Contact Details

Hotline	6780 5959
Email	care@tp.edu.sg
Location	CARE@TP, Blk 26B, Level 1 Unit 49
Opening Hours	Mon-Fri 8:30am to 5:30pm (closed on weekends & public holidays)
Website	www.tp.edu.sg/life-at-tp/a-caring-campus.html

Services Available

- Consultation/Therapy – Face to face sessions which are carried out on individual, group or family basis. Confidentiality is assured.
- Financial Counselling – Counsellors will explore with students regarding the various financial resources available.
- Wellness Programme – Mental health awareness talks, workshops & roadshows.

Crisis Hotlines (after office hours)		
Samaritans of Singapore (SOS)	1800-221 4444	24 hours
Care Corner Helpline (Mandarin)	1800-3535 800	10am - 10pm
Family Service Centre	1800-838 0100	-

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

For more information

Please refer to [TP Oei mobile app](#), look under Resources – Counselling and SEN, or use the Wysa app for additional support. Please look under General Information of this Handbook (pg 52) for more details.

SPECIAL EDUCATION NEEDS (SEN) SUPPORT

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

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

Contact Details

Hotline	6780 5959
Email	care@tp.edu.sg
Location	CARE@TP, Blk 26B, Level 1 Unit 49
Opening Hours	Mon-Fri 8:30am to 5:30pm (closed on weekends & public holidays)
Website	www.tp.edu.sg/life-at-tp/special-educational-needs-sen-support.html

Support Services

SEN Support 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 learning and 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 in the polytechnics. Eligible students with SEN can tap into the Fund to purchase Assistive Technology (AT) devices and support services.
- Visit the webpage to download the SEN Fund form for more details on the eligibility criteria and application process.

For more information

Please refer to [TP Oei mobile app](#), look under Resources – Counselling and SEN, or use the Wysa app for additional support. Please look under General Information of this Handbook (pg 52) for more details.

EDUCATION & CAREER GUIDANCE (ECG)

The Education & Career Guidance Counsellors (ECGCs) from the Student Support & Career Services (SSCS) department help students develop their self-concept and equip them with the knowledge, skills and values to make informed decisions for a successful transition from polytechnic to work or further education. To that end, students and alumni of Temasek Polytechnic can have an individual or group chat with our ECGCs, and participate in career planning and further education workshops/talks/fairs, to help them discover who they are, navigate their pathways with confidence, make informed decisions and develop a life-long learning and resilient mindset.

Contact Details

Career Services Centre

Location

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

Email

getahead@tp.edu.sg

Book an appointment

bit.ly/bookmyecg

Website

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

Opening hours

Mon-Fri: 8:30am to 5:30pm (closed on Sat, Sun & Public Holidays)

For more information

Please refer to [TP Oei mobile app](#) (also see page 52), look under Resources – Contact Information – Career Services

Academic Matters

ACADEMIC / COURSE ADVISORS

The Academic/Course Advisors provide institutional support to assist you in developing and implementing meaningful educational plans, so as to realise your academic goals and potential. The advisors also provide school and diploma-specific advising. If you have any questions on academic matters, please approach any of the following advisors:

Name	Course	Telephone	Email
Mr Lee Yong Jun	ECDE	6780 5382	LEE_Yong_Jun@niec.edu.sg
Mr Goh Chin Kwee	GEM	6780 6192	GOH_Chin_Kwee@TP.EDU.SG
Mr Izad Bin Ghalid	PSY	6780 4073	Izad_GHALID@TP.EDU.SG

1. TP Curriculum

The TP curriculum comprises TP Fundamental (TPFun) subjects, Diploma Core subjects and Diploma Electives/Options. Together, these subjects prepare students to be responsible people and skilled professionals.

All course structures have two main categories of subjects:

- **TP FUNDAMENTAL (TPFun) SUBJECTS** - Compulsory subjects for all TP students

TP Fundamental Subject	Grading System
Communication & Information Literacy, Persuasive Communication, Workplace Communication	Graded
Current Issues & Critical Thinking (CICT)	Pass, Fail
Career Readiness (CARE) 1 ~ 3	Pass, Fail
Global Studies (GS)	Graded
Global Studies 2 (GS2) * <i>Students must choose to take either one of these three subjects or TGL1001 Guided Learning Expressions of Culture</i> Global Citizenship & Community Development Managing Diversity at Work	Graded
Guided Learning (GL)	Pass, Fail
Innovation & Entrepreneurship (INNOVA)	Graded
Leadership: Essential Attributes and Practice (LEAP) 1 ~ 3	Pass with Commendation, Pass, Fail
Student Internship Programme (SIP)	Graded
Sports & Wellness	Pass, Fail

- **DIPLOMA SUBJECTS** - Subjects specific to your diploma course to provide the necessary technical training [e.g. Foundation Psychology (PSY), Introduction to Gerontology (GEM), Child Development 1 (ECDE)]

Each term will have a **Flex Week**, which is catered for students to engage in meaningful developmental activities such as industry visits, learning journeys, overseas trips, community projects, and multi-disciplinary projects.

2. Academic Progression

STUDENT CLASSIFICATION

Students are classified by any of the three levels of study they are in:

- Freshman - All registered students who have completed (passed) less than 40 Credit Units
- Junior - All registered students who have completed (passed) 40 Credit Units but less than 80 Credit Units
- Senior - All registered students who have completed (passed) 80 Credit Units or more

Students admitted into TP diploma courses will be at Freshman level, except for those who are given advanced standing.

RECOMMENDED PROGRESSION PATH AND WORKLOAD

In general, HSS diplomas have recommended progression paths designed for you to complete your course in three years (6 semesters). You must complete your course of study between six and ten semesters. The maximum workload that you are allowed to take in each semester is typically 28 Credit Units (CUs) and the minimum workload is 15 CUs.

ELIGIBILITY CRITERIA FOR TAKING SUBJECTS OF NEXT HIGHER LEVEL (Applies only to PSY and GEM courses. There is no eligibility criteria for ECDE course.)

- To be eligible to take a Level 2 subject in his/her diploma of study, a student must have completed at least 13 cu of Level 1 subjects.
- To be eligible to take a Level 3 subject in his/her diploma of study, a student must have completed at least 45 cu of Level 2 subjects.
- To be eligible for SIP and Major Project, students must have obtained at least 60 cu.

ACADEMIC STANDING

There are five types of academic standing, which will be reflected in the students' results notification slips.

a. Proceed to next semester

- Students who passed all subjects in the current semester, or
- Students who failed an elective subject or a Global Studies 2 subject.

b. Proceed to next semester (Academic Warning)

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

c. Removed

- Students who met the removal criteria [refer to section on **REMOVAL**].

d. Extended Probation

- Students who are removed but reinstated for whatever reasons.
- 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 (LOA) for one semester or longer. If students are given Academic Warning prior to their LOA, the warning prior to their leave will count towards possible removal.

CRITERIA FOR REMOVAL

Students will be recommended to the Board of Examiners for removal from their 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 subject in 2 attempts.

3. Grading System and Grade Point Average

Letter Grades	Description	Grade Point	Conversion (% range)
Z	Distinction (up to top 5% of candidates taking the subject may be awarded Z)	4.0	= or > 80
A	Excellent	4.0	= or > 80
B+	Very Good	3.5	75 to < 80
B	Very Good	3.0	70 to < 75
C+	Good	2.5	65 to < 70
C	Good	2.0	60 to < 65
D+	Credit	1.5	55 to < 60
D	Credit	1.0	50 to < 55
P	Non-Graded Pass	1.0	= or > 50
F	Fail	0	< 50
Pass	Pass in a subject with no grade point	N.A.	
Fail	Fail in a subject with no grade point	N.A.	

Letter Grades	Description	Grade Point	Conversion (% range)
Pass with Commendation	Commendation Pass in a subject with no grade point	N.A.	
Aegrotat Pass	Aegrotat Pass	N.A.	
In Progress	Assessment in progress at the point of grading	N.A.	

The formula for calculating the GPA is:

GPA =	sum (credit units assigned to subject x subject grade point)
	sum (credit units assigned to subject)

An example will be:

Subjects	Credit Units of Subjects	Grades Obtained	Grade Point of Grades	CU x Grade Point
Foundation Psychology	4	A	4	4 x 4 = 16
Social Psychology	4	A	4	4 x 4 = 16
Cognitive Psychology	4	B	3	4 x 3 = 12
Counselling Psychology	4	C	2	4 x 2 = 8
Global Studies	3	D	1	3 x 1 = 3
Total	19			55

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

Semester GPA and Cumulative GPA will be calculated.

All subjects without grade point will not be included in the calculation of GPA.

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.

A student who repeated a subject (having failed it before) would have his/her new grade replaced his/her old failed grade (zero grade point). His/her new grade point would be used in the calculation of his/her semester GPA and cumulative GPA.

A student's Results Transcript will show all the subjects that he had taken, together with the grades.

4. Examinations

For important information regarding examinations, please visit the following site:
<https://bit.ly/3bBJ6nD>

5. Award of Diploma

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

- Obtained the required minimum number of credit units;
- Passed all compulsory subjects (TPFun and diploma core) and required options in the particular field of study;
- Fulfilled the minimum GPA requirement; and
- Completed at least 3 academic years of study.

6. Award of Diploma with Merit (DWM)

The guidelines for the award of Diploma with Merit (DWM) shall be as follows:

- Subjects of different levels will be given equal “weightage”.
- 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 course team could seek the special approval of the Board to award the DWM to the top students who did not meet the cGPA requirement.
- The top 10% will be based on cGPA. The calculation of cGPA will include all subjects taken (even if they are over and above graduation requirements) which are assigned grade point. Subjects without grade point will not be included in the calculation.
- A student will be eligible for DWM if he completes his course within 6 semesters and he did not fail any subject during his course of study. Student who obtained a non-graded pass for any subject will not be eligible for DWM.

7. Withdrawal from Course

For important information regarding withdrawal from course, please visit the following sites:
www.tp.edu.sg/content/dam/tp-web/forms/student-services/course-withdrawal-form.pdf

8. Deferment from Course of Study

For important information regarding deferment from course of study, please visit the following site: www.tp.edu.sg/content/dam/tp-web/forms/student-services/course_defer.pdf

Should you have further queries, please visit Student Services (Admin Blk 9, Lift Lobby C, Level 2) to seek clarification.

9. Transfer of Course

For important information regarding transfer of course, please visit the following site:
www.tp.edu.sg/content/dam/tp-web/forms/student-services/course-transfer.pdf

Should you have further queries, please visit Student Services (Admin Blk 9, Lift Lobby C, Level 2) to seek clarification.

10. 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).
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 Conduct

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

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

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

RESPECT YOURSELF:

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

RESPECT OTHERS:

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

ABIDE BY THE LAW, RULES AND REGULATIONS:

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

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

1. Attendance & Absence

ATTENDANCE

You are expected to attend all your classes and lectures. TP's attendance policy requires students to fulfil at least 85% attendance. Approved leave of absence e.g. medical certificate issued by a registered medical practitioner, compassionate leave (for immediate family) and official leave (e.g. representing TP in games, official events, debates, etc.) will be considered as part of the attendance.

PUNCTUALITY

Punctuality is expected of all students. If you turn up for a tutorial session beyond the stated start time, your attendance will be recorded as 'L' (Late) in the Student Attendance System. Note that 'L' carries the same effect as an 'A' (Absence), i.e. it counts towards non-attendance for non-graded pass penalty.

ABSENCE

Submission of Medical Certificate (MC)

During the semester, all medical certificates must be submitted within two working days from the last day stated on the MC. Only MCs issued by medical practitioners registered with the Singapore Medical Council will be accepted.

Application for Leave of Absence (LOA)

Application for leave of absence (e.g. participation in a school-based performance, official events or competition etc.) must be submitted, with supporting documents, at least one week before the date of absence. You must inform the subject tutors concerned and obtain the Care Person's recommendation and Course Chair's approval.

Both MCs and LOAs are to be submitted online via the Student Portal (<https://services.tp.edu.sg/my.policy>) or [TP Oei mobile app](#) (Resources – Attendance).

2. Student Disciplinary Policy

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

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

SCOPE

This policy applies to students enrolled in TP.

Student offences are categorised into:

- Category 1
- Academic-related Offences
- Category 2

CATEGORY 1 (CAT 1)

1. CAT 1 offences are serious offences that include:

- Assault
- Drug-related offence
- Possession, distribution and sale of pornographic materials
- Possession of weapons
- Religious/racist attacks against staff / students
- Rioting
- Sexual misconduct (e.g. sexual assault, outrage of modesty, voyeuristic act)
- Forgery / Tampering of documents
- Bullying/ Harassment
- Fighting
- Consumption of alcohol
- Creating nuisance/bringing disrepute to TP
- Defamation against staff / students
- Indecent behaviour
- Viewing of pornographic materials
- Insubordination
- IT-related offences
- Theft
- Unauthorised soliciting of funds and selling of products using the name of the Polytechnic
- Vandalism/ Mischief
- Non-compliance to regulations and Student Code of Conduct

2. Punitive actions, such as warning letter, corrective works order, community work and making restitution, fail grade for subjects, suspension from course of study for a minimum period of one semester and even dismissal from the Polytechnic, may be meted out by the Polytechnic.
3. In determining the appropriate punitive actions, the Polytechnic will consider the totality of the case including, but not limited to, the following factors:-
 - a. the nature and seriousness of the offence;
 - b. prior misconduct by the student, both at the polytechnic or elsewhere;
 - c. the impact or implications of the misconduct on the campus community;
 - d. the student's age; and
 - e. any mitigating, aggravating, or compelling circumstances in order to reach a just and appropriate resolution in each case.
4. Students who commit forgery/tampering of documents will be subject to the following punitive actions:

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

5. The Polytechnic has a legal duty to report the offence to the police if it constitutes a mandatory reportable offence under the law.
6. Students on suspension must fulfil all the required conditions for reinstatement in order to be reinstated, failing which they will be withdrawn from the course of study.

ACADEMIC-RELATED OFFENCES

1. Cheating on Semestral Examination

Students will be allowed to continue with the current and remaining examination papers, if any, pending investigation by the Disciplinary Committee.

Where the cheating offence is confirmed, students will be marked 'Fail' for the subject which they were found in possession of unauthorised materials or have cheated in.

All other subjects, including coursework-based subjects, which students have passed in the semester will be given a 'P' grade.

2. Cheating on Coursework

Coursework refers to non-examination-related components such as projects, term tests and assignments. Students will be given zero for the affected component of the subject or heavier penalty, where appropriate.

3. Plagiarism

Disciplinary action taken against students caught for plagiarism will depend on the severity and includes failing the subject, suspension and dismissal from course.

Please refer to Plagiarism Policy for the definition, examples and ways to avoid plagiarism.

CATEGORY 2 (CAT 2)

1. CAT 2 offences include:

- Dress code violation
- Gambling
- Littering
- Playing poker cards
- Smoking or vaping (using an electronic cigarette)
- Trespassing into unauthorised areas
- Unauthorised use of Active Mobility Devices (AMD)
- Minor student misconduct

2. Offences in CAT 2 carry a warning letter for the first offence, and a \$100 fine for subsequent offences of the same nature.

3. The Polytechnic has the right to withhold the diploma certificates if the fines remain outstanding during graduation.

ATTIRE GUIDELINES

General Occasions

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

Laboratories / Workshops

Students must comply with the stipulated dress code, particularly those for safety and protective reasons.

Headgear

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

NO-SMOKING GUIDELINES

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

- a. All overhead bridges and bus stops along Tampines Avenue 1;
- b. Areas at Bedok Reservoir Park close to TP boundary; and
- c. Other non-smoking areas as designated by TP.

2. In addition, students are required to adhere to the non-smoking areas listed under the Smoking (Prohibition in Certain Places) Act, which is administered by the National Environment Agency (NEA).
3. In accordance with the Singapore's Tobacco (Control of Advertisements and Sale) Act students caught in possession or using any device that resembles tobacco products, including vaporisers, shall have the device confiscated and their particulars submitted to the Health Science Authority.

COVID-19 Safe Management Measures

1. Students must comply with Safe Management Measures (SafeMM) to ensure that TP remains a safe environment for everyone. Students are to observe the prevailing safe distancing and mask wearing requirements at all times, including outside campus such as the overhead bridges and bus stops along Tampines Avenue 1.
2. Students caught flouting any of the SafeMM will face disciplinary actions, which can include corrective work order or suspension.

STUDENT WHO IS ALSO AN EMPLOYEE OF POLYTECHNIC

Where a student is referred for action under this Policy and he also an employee of the Polytechnic, any alleged violation of the Student Disciplinary Policy shall be notified to the Director of Human Resources.

CONFIDENTIALITY

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

3. Plagiarism Policy

TEMASEK POLYTECHNIC'S POLICY ON PLAGIARISM

Academic integrity is expected of all students at Temasek Polytechnic. The Polytechnic requires all students to be assessed for their own work only. All students are required to give proper acknowledgement of all original sources of work used in their assignments, projects or other assessed work.

DISCIPLINARY ACTION AGAINST STUDENTS WHO PLAGIARISE

Plagiarism is a serious academic offence. Disciplinary action taken for students caught for plagiarism will depend on the severity and includes failing the subject, suspension and removal from course.

DEFINITION OF PLAGIARISM

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

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

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

HOW TO AVOID PLAGIARISM

To avoid plagiarism in your assignment, projects and other assessed work, you should

- submit work for assessment comprising your original ideas, experience, observations and comments
- acknowledge the original source of work(s) that you use on the appropriate referencing format
- not use any part or the whole of the work of another student or graduate who has taken the subject previously
- not ask someone else to do your assignments, projects or other assessed work
- check with your lecturers, when in doubt and seek advice on the appropriate referencing format for the acknowledgement of all original sources of work used in your assignments, projects or other work

Proper citation/acknowledgement AND paraphrasing are BOTH necessary in order to avoid plagiarism. A student who cites/acknowledges an information source MUST still paraphrase that information when including it as part of his/her work.

EXAMPLE

Original Text:

Further acquaintance with the Wong family next door has shown me that they are very warm and pleasant people. The children are courteous and both Mr and Mrs Wong are most helpful.

Unacceptable Paraphrase:

Further acquaintance with the Wong family next door shows me that they are very friendly and nice people. The children are polite and both Mr and Mrs Wong are most willing to offer their help.

(Why is this plagiarism? The writer has largely followed the method of expression and sentence structure used in the original text. He/she has also copied the underlined phrases directly from the source or changed them slightly in form only.)

Acceptable Paraphrase:

After getting to know my neighbours, the Wongs better, I find them very easy to get along with. Mr and Mrs Wong are always ready to lend a helping hand and they have well-mannered children.

(Why is this acceptable? The writer has changed the language and structure of the original text instead of just changing a few words and phrases.)

4. Copyright Issues

Copyright protects works like novels, computer programmes, plays, sheet music and paintings. Generally, the creator of a copyright work has the right to reproduce, publish, perform, communicate and adapt his/her work.

The following may be protected under copyright law:

- Literary works (e.g. written works, source codes of computer programs)
- Dramatic works (e.g. scripts for films and dramas)
- Musical works (e.g. melodies)
- Artistic works (e.g. paintings, photographs)
- Published editions of the above works
- Sound recordings
- Films
- Television and radio broadcasts
- Cable programmes
- Performances

Students must observe copyright rules. This means they are not to print or photocopy more than:

- 10% or one chapter of a book
- one article per magazine issue
- 10% of the total number of bytes of an electronic work

Violation of copyright is a serious offence. For more information, refer to www.ipos.gov.sg/understanding-innovation-ip/copyright

5. Research & Ethics

The Ethics Committee's (EC) main task is to review all proposed research of HSS staff and students, including their research collaborations with any external parties, to protect the welfare and rights of research participants/subjects (both human beings and animals).

It does so by ensuring that HSS researchers and their partners in research are committed to adopt and adhere to appropriate standards of professional behaviour when dealing with their research participants/subjects. For more information, please visit the following site:

<https://bit.ly/38aoGjb>

6. Social Media Guidelines

Temasek Polytechnic supports and encourages students and staff to exercise proper etiquette in your dialogue with the community. These guidelines are intended to provide a practical and helpful framework to guide TP students and staff in their online engagements.

If you are creating or participating in social media activities these guidelines are for you. Social media platforms include, but are not limited to, blogs, discussion forums, micro blogs (Instagram, Twitter, Facebook, and LinkedIn), photo and video sharing sites, podcasts, RSS feeds, social networks, web chat tools and Wikis.

GUIDELINES

Know Temasek Polytechnic Website's Terms of Use (www.tp.edu.sg/termsfuse).

BE YOURSELF

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

USE OF DISCLAIMER

If you publish your personal views online that make references to Temasek Polytechnic, it is recommended that you include a disclaimer as follows:

"The opinions and positions expressed on this site are my own and do not necessarily reflect Temasek Polytechnic's views."

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

DO NOT PLAGIARISE

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

PROTECT CONFIDENTIAL AND PROPRIETARY INFORMATION

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

RESPECT YOUR AUDIENCE

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

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

VALUE ADD

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

- Is it relevant to my audience?
- Will it help someone make a better decision?

- Will it help to foster better community ties?
- Will it help the audience improve their knowledge or skills?

ADOPT A WARM, OPEN AND APPROACHABLE TONE

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

SPELLING, GRAMMAR, PUNCTUATION AND ABBREVIATIONS

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

RESPOND OBJECTIVELY AND POLITELY TO NEGATIVE COMMENTS AND CRITICISM

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

HAVE THE COURAGE TO ADMIT YOU ARE WRONG

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

Information in this section is taken from the Social Media Guidelines at the Full-time Student Portal -> Useful Information -> Rules & Regulations.

PLAN FOR SUCCESS!

As the saying goes: If you fail to plan, you plan to fail.

Through your diploma journey with HSS, we would like to see you excel, not only in your academic achievements, but also in your personal and professional development. Grab hold of the opportunities that Temasek Polytechnic and the School of Humanities & Social Sciences (HSS) will offer you to *enrich yourself, grow and be the best that you can be.*

You may approach the following Student Development staff for guidance and assistance:

Name	Telephone	Email
Mr Yuichiro Kubo	6780 5259	Yuichiro_KUBO@TP.EDU.SG
Ms Ann Tay	6780 5993	Ann_TAY@TP.EDU.SG

Your Mission

Equip yourself for a “future of dynamic change, with relevant knowledge, life-long skills, character, and a thirst for continuous improvement”.

The TP Student Profile

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

LIFELONG LEARNER : *Self-directed > Resilient > Competent*

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

FUTURE-ORIENTED CREATOR : *Problem Solving > Digital & Information Literate > Innovative & Entrepreneurial*

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

VALUES-CENTRED LEADER : *Character & Citizenship > Leadership > Communicative & Collaborative*

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

How should you proceed in this mission?

1. Take Charge

- Take responsibility of your own development as you participate in the various student development programmes.

2. Set Goals and Venture Forth

- Set personal goals for each level of your studies in HSS so as to maximise your potential.
- Participate in and benefit from the activities you have chosen to take part in. These activities should be chosen based on fun and potential for personal growth.

3. Reflect, Consolidate and Advance

- Reflect on your learning and development.
- Compile evidence to showcase your achievements and the skills you have developed.
- Advance in your journey of continuous improvement.

1. 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

For more details, visit: www.tp.edu.sg/research-and-industry/centres-of-excellence/centre-for-character-n-leadership-education-ccle.html#temasek-leadership-programme.html

2. Co-curricular Activities

The Student Development & Alumni Affairs Department (SDAA) is committed to providing students with a well-rounded educational experience through a variety of engaging CCAs.

CCAs are an integral part of campus life and play a fundamental role in the holistic development of students. They contribute towards personal enrichment and pride in the institution. In fact, TP is abuzz with exciting CCAs ranging from the sports and arts to leadership training and community involvement. With such a wide array of CCAs, life as a TP student is as exciting and rewarding as you make it to be.

For more details, please visit www.tp.edu.sg/life-at-tp/cca-events.html.

SEAL POINTS for CCA

Participating in Co-Curricular Activities (CCAs) enables you to gain CCA points in the SEAL (Service, Enrichment, Achievement, Leadership) grading system. The SEAL grading system systematically records your participation in CCAs.

Challenge yourself by setting the standards that you want to attain. Each year the total points scored will be recorded in the SEAL system. At the end of three years of CCA involvement, the points will culminate into a final year grade. SEAL grades can be converted to bonus points for admission to local universities. Log on to the universities' websites for details.

SERVICE	<ul style="list-style-type: none"> • Local community service: voluntary help to an organisation or community • Overseas community service • Campus Care Network • Organisers, coordinators, chairpersons or sub-committee members and event officials or helpers for the TP, HSS or diploma events
ENRICHMENT	<ul style="list-style-type: none"> • Training or development forums/ seminars/ workshops/ talks (non-compulsory basis) • Exchange programmes • Overseas student internship programmes • Overseas study trips
ACHIEVEMENT	<ul style="list-style-type: none"> • Local and overseas competitions (e.g. Intra-School, Inter-School, Intra-Polytechnic, Inter-Polytechnic, Institute-Varsity-Polytechnic, National or International level) • Awards and honours conferred by external organisations (e.g. NYAA) • Certifications • Expeditions
LEADERSHIP	<ul style="list-style-type: none"> • Orientation Leaders training • Student Leadership Programme • Leadership appointments held (e.g. in CCAs, Interest Groups, Care Group) • Leadership Camps

All non-TP CCA related involvements will be recorded under CCA SEAL system provided there are verification mechanisms and the activities must not be religious or political in nature.

Points for CCA performed outside TP will be awarded when:

- a. representing approved external organisations in projects, performances, events and/or competitions; or
- b. representing approved external organisations or state in National/International projects, performances, events and/or competitions.

Points will NOT be awarded when participation is solely for social interaction.

Other TP DEVELOPMENT PROGRAMMES

National Education (NE), National Youth Achievement Award (NYAA), Youth Matters, Campus Care Network (CCN), Open House (OH) and other activities organised by TP, HSS and other schools. Participation in these activities will give you SEAL points.

Other DEVELOPMENT PROGRAMMES Outside TP

Competitions, sports activities, community-based activities or other activities outside TP that contribute to achieving the three core targets. Participation in these activities will also give you SEAL points.

3. HSS Studies Club

All HSS students are members of the HSS Studies Club (HSSSC).

The objective of the HSSSC is to provide holistic student development extending beyond the classroom. The various activities and programmes organised will help our students to achieve the following mission:



The HSSSC is led by fellow HSS students who are elected annually as members of the HSSSC Executive Committee (HSSSC ExCo). Together with the HSSSC ExCo, our student Project Coordinators (PCOs) also help to lead in the various sub-committees. Some of the activities and programmes organised by the HSSSC ExCo include the following:

- Freshmen Orientation
- HSS Sports Day
- Student Forum

- Local Community Project
- Overseas Community Project (e.g. volunteer work in Cambodia – Suspended temporarily due to COVID-19)

The Advisors of HSSSC are:

Name	Telephone	Email
Mr Yuichiro Kubo	6780 5259	Yuichiro_KUBO@TP.EDU.SG
Ms Ann Tay	6780 5993	Ann_TAY@TP.EDU.SG

4. HSS Diploma Interest Groups

Early Childhood Development & Education Interest Group (ECDE_IG)

All students of the Diploma in Early Childhood Development & Education (ECDE) are members of the ECDE_IG.

The aims of the ECDE_IG are to:

1. provide platforms to transform learning into practice in Early Childhood settings and the wider community
2. create opportunities to deepen and hone skills relating to Early Childhood
3. connect with fellow Early Childhood peers from other NIEC campuses and Early Childhood experts

Some of the activities and programmes organized by the ECDE_IG main committee include:

- Industry Talks
- Local Learning Journeys
- ECDE_IG Sharing Sessions

The Advisors of ECDE-IG are:

Name	Telephone	Email
Ms Angeline Lim	6780 5083	Angeline_LIM@niec.edu.sg
Ms Samantha Morier	6780 5261	Samantha_MORIER@niec.edu.sg

Social Sciences in Gerontology Interest Group (GEM-IG)

All students of the Diploma in Social Sciences in Gerontology (GEM) are members of the GEM-IG.

The aims of the GEM-IG are to:

1. provide opportunities for all GEM students to learn and apply skills in gerontology beyond the classroom
2. foster a sense of belonging among GEM students
3. cultivate a passion for gerontology

4. develop leadership and interpersonal skills and
5. inculcate a sense of social responsibility.

Some of the activities and programmes organised by the GEM-IG main committee include:

- Sharing Sessions
- Industry Talks
- Local Learning Journeys
- Local Community Projects



The Advisors of GEM-IG are:

Name	Telephone	Email
Ms Nurulhuda Binte Adanan	6780 4408	Nurulhuda_ADANAN@TP.EDU.SG
Mr Sam Sim	6780 6792	Sam_SIM@TP.EDU.SG

Psychology Student Interest Group (PSIG)

All students of the Diploma in Psychology Studies (PSY) are members of the PSIG.

The aims of PSIG are:

1. to extend and cultivate students' interest and knowledge in the field of psychology
2. to provide psychology students with opportunities to enhance their professional and personal capacities through the engagement of relevant and thoughtful activities within the field.

Further, PSIG also serves as a platform for current students to network with alumni and psychology students from other institutions and organisations, and foster the facilitation of contact between them.

Some of the activities and programmes organised by the PSIG main committee include:

- Local Learning Journeys
- Industry Talks
- Sharing Sessions (on topics in psychology)

The Advisor of PSIG is:

Name	Telephone	Email
Mr Emil Cheong	6780 5011	Emil_Cheong@TP.EDU.SG

5. Physical Fitness & Wellness

INDIVIDUAL PHYSICAL PROFICIENCY TEST (IPPT) FOR NS-LIABLE MALE STUDENTS

The IPPT is conducted by the Student Development & Alumni Affairs Department (SDAA) annually. It is compulsory for all final-year polytechnic male students, who are NS-liable. The test will include:

- Push-Up
- Sit-up
- 2.4 km Run/walk

Final year NS-liable male students can refer to the CMPB website for more information about pre-enlistee physical fitness information:

www.cmpb.gov.sg/web/portal/cmpb/home/before-ns/pre-enlistment-process

HSS RUNNING CLUB

The HSS Running Club was started to provide an opportunity for HSS staff and students to interact and exercise regularly together. We aim to promote healthy living by encouraging each other to meet our fitness goals. This also provides a good social platform for NS-liable male polytechnic students to exercise together, and achieve the needed Gold or Silver award at the IPPT so that you can be granted the 2-month reduction in your full-time National Service.

The HSS Running Club runs around Bedok Reservoir (4.3km) twice a week. As a special incentive, when you complete 10 rounds of the reservoir, you will get a special HSS Running Club T-shirt.

Students who are interested in joining the HSS Running Club can contact the following staff advisor:

Name	Telephone	Email
Mr Yuichiro Kubo	6780 5259	Yuichiro_KUBO@TP.EDU.SG

6. National Youth Achievement Award

ABOUT THE AWARD

The National Youth Achievement Award Is one of the premier youth development programmes in Singapore. Officially launched on 9 May 1992 by the President of the Republic of Singapore at the Istana, the NYAA Programme aims to encourage young people between the ages of 13 and 30 years to develop personal qualities of self-reliance, perseverance and a sense of responsibility to themselves, to society and to the nation.

LEVELS OF AWARD

BRONZE

For those who are 13 and under 30 years old. Minimum period of involvement: 6 months



SILVER

For those who are 15 and under 30 years old. Minimum period of involvement: 12 months



GOLD

For those who are 16 and under 30 years old. Minimum period of involvement: 18 months



Look out for more details at this website: <http://www.nyaa.org/levelsofaward.html>

Fees & Financial Matters

1. Course Fees for Full-Time Diploma Courses

The Tuition Grant (TG) Scheme was introduced by the Government to help students with the costs of tertiary education in Singapore. Tuition Grant (inclusive of any GST subsidy) is granted to students on Tuition Grant Scheme. For details on TG, please refer to Tuition Grant Eligibility: www.tp.edu.sg/admissions-and-finance/fees-financial-matters.html

There are two semesters in each Academic Year (AY). The billing periods for AY 2021/2022 are:

- a. Semester 1 : from 19 April 2021 - 17 October 2021
- b. Semester 2 : from 18 October 2021 - 17 April 2022

Fees are billed and payable by semester. They are usually payable in **June** for Semester 1 and **December** for Semester 2.

2. Financial Schemes

There are a number of Financial Schemes available to settle course fees. Post Secondary Education Account (PSEA) can be used to settle both Tuition Fee and Other Fees but Tertiary Tuition Fee Subsidy (TTFS) for Malays (Mendaki), SkillsFuture Credit, CPF Education Loan Scheme and Tuition Fee Loan Scheme cover only Tuition Fee.

(According to sequence of payment if multiple Financial Schemes are approved)

[Tertiary Tuition Fee Subsidy \(TTFS\) for Malays \(Mendaki\)](#)

[SkillsFuture Credit \(Only for Singapore Citizens aged 25 and above\)](#)

[Post Secondary Education Account \(PSEA\)](#)

[CPF Education Loan Scheme](#)

[Tuition Fee Loan Scheme \(TFL\)](#)

Please note that as per MOE's guidelines, for awardees with scholarships that specifically indicated tuition fees coverage, TTFS/SkillsFuture Credit/PSEA/CPF/TFL utilisations are not allowed if the amount awarded are adequate to cover the students' tuition fees.

3. Financial Assistance Schemes

There are a number of financial assistance schemes at TP, and students requiring financial assistance for their education are strongly advised to take up the Tuition Fee Loan Scheme from DBS Bank which provides a loan of up to 75% of the tuition fees.

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

As a general rule, students may only receive one bursary for each academic year. In addition to the Tuition Fee Loan Scheme and bursaries, there are other financial assistance schemes for students.

Overview of Financial Assistance Schemes For Full-time Students			
	Singapore Citizen	Singapore PR	International Students
Government Bursary By Application	✓		
Donor Bursary By Nomination	✓	✓	✓
BYOD Financial Assistance By Application	✓	✓	
CCN Assistance Schemes By Application	✓	✓	✓
All schemes are subject to meeting eligibility criteria			

4. Scholarships & Awards

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.

The offer of these scholarships strongly reflects the Polytechnic's commitment to recognise deserving students for their outstanding achievements with the aim to further encourage and inspire them to excel in their academic pursuits. The award of these scholarships is made possible through TP and by the generous donations from reputable donor organisations and individuals.

For more information please refer to:

Website: www.tp.edu.sg/admissions-and-finance/fees-financial-matters.html

[TP Oei mobile app](#): look under Resources – Financial Matters

BYOD Scheme

At HSS, we seek to help you to acquire skills and knowledge to prepare you to meet the demands of the working world. We strongly encourage you to bring your personal notebook computer (BYOD or Bring Your Own Device) to connect to information and to the school's network. In doing so, you would be able to:

- view educational videos and utilise educational applications anytime
- conduct research using your own notebook for mobility
- use the same notebook in school and at home, thus enjoying the convenience and the ability to have access to the special software you need for your studies
- be prepared for your future work environment as you would have understood how to tap onto a "private cloud" to access the software you need

Any brand/model of notebook computer is usable and you need not purchase a new unit if you already have one. However, if you are thinking of purchasing a notebook computer, TP has arranged for IT vendors for this purpose.

The vendors are able to offer better value e.g. comprehensive 3-year warranty, competitive pricing, and the notebook will be pre-installed with software required to connect seamlessly to the TP network.

You can purchase the notebook computer from the vendors listed in: <https://www.tp.edu.sg/life-at-tp/tp-students-digital-access-it-matters/students-it-needs.html#byod> as well as other information on BYOD.

Acceptance Use of Policy for TP Students

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

4. Students shall take adequate measures to ensure that their mobile computing devices that are connected to TP's systems and networks are adequately protected in order to prevent unauthorised users from using their devices to access TP, the Government or other organisation's systems and networks illegally. These measures include, but are not limited to the following:
- a. using strong passwords/passcodes and changing them regularly;
 - b. installing security programs such as antivirus and firewall;
 - c. patching device operating systems and application software regularly;
 - d. setting an auto-lock timeout;
 - e. only installing applications from trusted sources.
5. The above-mentioned terms and conditions provide the main guidelines under which personal devices can be used in TP. They are not exhaustive but are meant to ensure that the computing environment remains safe for all users and is not abused by any person. Any ill intent or abusive activity on TP's systems and network would be subject to disciplinary action. Such access to TP's systems and network may be immediately and temporarily suspended, pending further investigations by TP in the event that students or their mobile computing devices are suspected to have violated the above-mentioned terms and conditions.

General Information

STUDENT EMAIL ACCOUNT

You are given an office 365 student email and calendar system, provided by Temasek Polytechnic, in partnership with Microsoft. Your email serves as an **important channel of communication** between the tutors, lecturers, administrative staff and you. You are expected to check your e-mail regularly for messages and announcements from the School, your lecturers and tutors. It is your responsibility to clear your mailbox regularly to prevent non-delivery of new incoming e-mails.

You can login to the email account using the following:

Website: www.outlook.com/student.tp.edu.sg

TP Oei mobile app: Look under Resources – TP Student Email

Student email account: (e.g. 1234567A@student.tp.edu.sg)

Password: (e.g. † + [barcode no.] of student admin no.)

TP OEI MOBILE APP

TP Oei is the official campus app for all full-time students.

All full-time students **must download** the **TP Oei** mobile app to access campus information, useful resources and important contacts. It would be the key channel for official announcements and communication within the TP community.

Freshmen can view and subscribe to orientation guides, check their timetable, sign up for CCA events, and navigate around the campus with **TP Oei**. Information on orientation will be updated in Orientation Guide 2021.

Downloading and Logging In

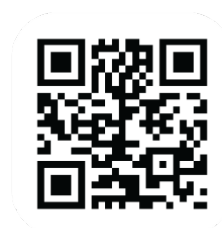
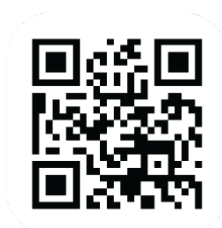
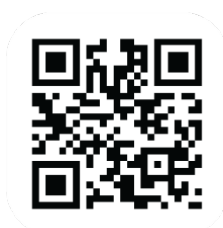
- I. Install the app with the QR codes below or search for “TP Oei” in Google Play or App Store.
- II. Launch the App
 - Click next and choose “TP Full-Time Student”
 - Log in with your Office 365 ID

Office 365 ID: <Admission No.>@student.tp.edu.sg

(e.g. 1112345A@student.tp.edu.sg)

Password: †<Barcode No.> (e.g. †G123456)

(The Admission No. and Barcode No. are printed on your Enrolment Notice)



III. Finish Set Up

- Go through the rest of the setup screens
- You may choose to link your Facebook, Twitter, Instagram, and Snapchat accounts (Note: These will be visible to app users)

WYSA MOBILE APP



TP has recently launched the Wysa app [premium account] for all TP students.

Wysa is an AI 'emotionally intelligent' bot, a virtual coach that responds to students' expressed emotions through the chatting platform and uses evidence-based cognitive-behavioural techniques (CBT), dialectical behaviour therapy (DBT), meditation, breathing, motivational interviewing and micro-actions to help the student build mental resilience skills and feel better.

Wysa can help in the following ways:

- Be a non-judgemental chat buddy for the students
- Offers features such as guided audio, videos and exercises on self-care
- Is available 24/7
- Reduces stigma for students seeking help
- Has an SOS button to TP Counselling or SOS hotline
- Allows for emailing to a TP Counsellor

All chats are anonymous!



You are strongly encouraged to download the app. Scan the QR code or visit <https://go.gov.sg/tp-wysa> to download the app. *This is a premium version that is acquired for TP Students. It is different from the one in the app stores.* Available on iOS and Android.

CONTACT ITSM

Students may contact **TP's IT Service Management (ITSM) Centre** at 6780 5933 or email at itsm@TP.EDU.SG for the following services:

- a. Microsoft Office 365
- b. Cloud Virtual Desktop Infrastructure (VDI)
- c. e-Assessment (e-Assess)
- d. Wi-Fi Connectivity in TP Campus
- e. TP Password Reset

Location: East Wing Building, Block 1A, Level 4, Unit 02

Operating hours: Mondays to Fridays: 8.00am to 9.30pm
Saturdays: 8.00am to 1.00pm
(except for September vacation period where closing time will be at 6.30pm)

For more information please refer to:

Website: www.tp.edu.sg/life-at-tp/tp-students-digital-access-it-matters/students-it-needs.html

[TP Oei mobile app](#): Look under Resources – IT Matters

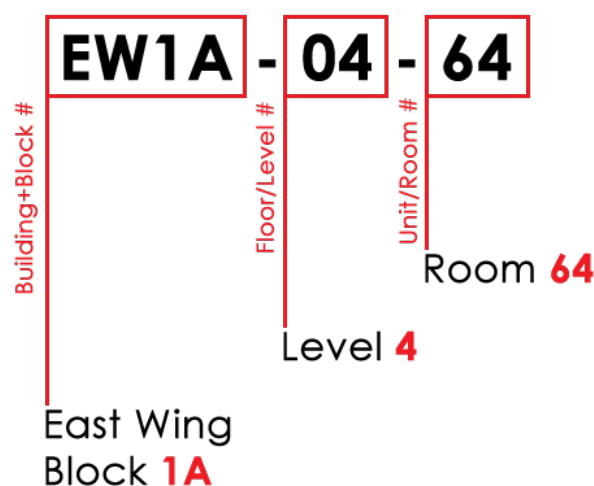
CONTACT DETAILS & FACILITIES IN TP

Website: www.tp.edu.sg/about-tp/contact-us.html

[TP Oei mobile app](#): Look under Resources – Contact Information, Resources – Facilities

HOW TO DECIPHER VENUE CODES

TP venues are addressed as the example below:



In an Emergency

1. Temasek Polytechnic TWSH Policy

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

2. Important Contact Numbers

- Call 6780 5999 for situations where life or property are at imminent risk (e.g. injuries, fire outbreak);
- Call 6780 5955 for non-emergency matters (e.g. toilet flush system is not working)



6780 5999
EMERGENCIES



6780 5955
TECHNICAL FAULTS

 Temasek
POLYTECHNIC

3. Emergency Evacuation

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

1. First Alarm

- 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.
- 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.

2. Second Alarm

- The second alarm could be:
 - a. A continuous alarm, or
 - b. An announcement to evacuate.
- 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

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

Total Workplace Safety & Health
Our way of life!

TP 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*

View the YouTube video: www.youtube.com/watch?v=0oowF6Ecs3A

TP Sign Language Song

Verse

There I see my poly (**School**)
Fills my **heart** with glee (**joy**)
Window lights that **shine** like **stars**
Bringing joy to us
We can **climb** the **highest peak**
With our strength (**strong**) and feat (**brave**)
Working hard **in harmony**
One big **family**

Repeat Verse

Repeat Chorus x2

End

Chorus

Go, Temasek Go
I believe
I embrace (**hug**) **you**
Go Temasek Go
I rejoice
I adore (**admire**) **you**
Students work in harmony
Working for their **dreams and goals**
Wonderful society
Temasek you, way to go

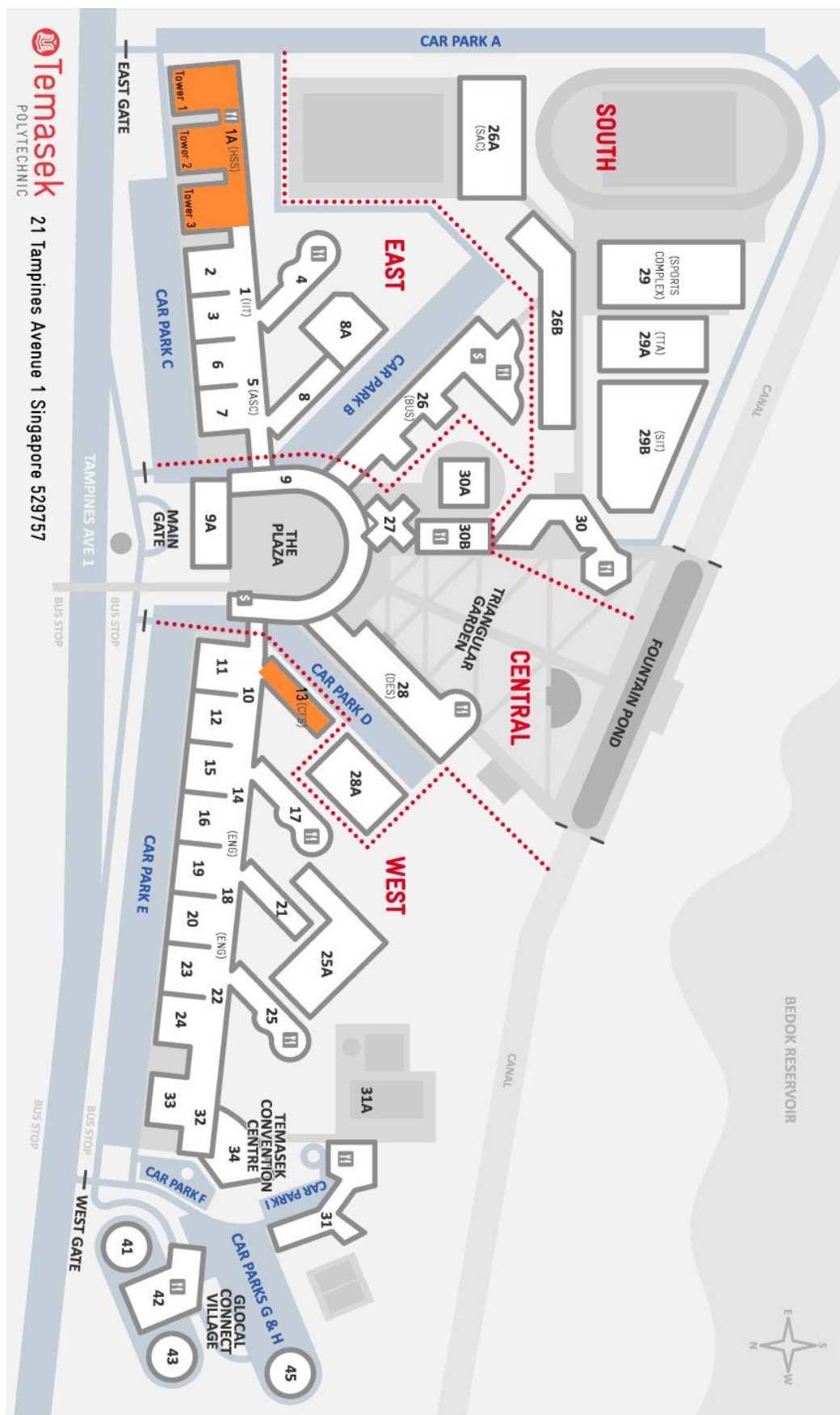
Listen to the song here:

www.youtube.com/watch?v=R2okyzeNmV0

* Sign words in bold

** Do not sing words in brackets

TP Campus Map



Website: www.tp.edu.sg/about-tp/our-campus-map-facilities.html
[TP Oei mobile app](#): Look under Resources – TP Virtual Campus.

Information in this handbook is accurate at the time of publishing. HSS reserves the right to change the content or any other information without prior notice.

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