

# STUDENT HANDBOOK

## AY2019/2020



Centre for  
Foundation Studies

# ACADEMIC CALENDAR 2019/2020

## Semester 1 (April)

Term 1	15 Apr – 9 Jun 2019
Term Break	10 Jun – 23 Jun 2019
Term 2	24 Jun – 11 Aug 2019
Study Week	12 Aug – 18 Aug 2019
Semestral Examinations	19 Aug – 30 Aug 2019
Vacation	31 Aug – 13 Oct 2019

## Semester 2 (October)

Term 3	14 Oct – 15 Dec 2019
Term Break	16 Dec 2019 – 05 Jan 2020
Term 4	06 Jan – 16 Feb 2020
Study Week	17 Feb – 23 Feb 2020
Semestral Examinations	24 Feb – 06 Mar 2020
Vacation	07 Mar – 19 Apr 2020

Students may make travel plans during the following periods:

April semester: 10 June – 23 June 2019 and 7 Sept – 13 Oct 2019

October semester: 16 Dec 2019 – 5 Jan 2020 and 14 Mar – 19 April 2020

Note: the dates given are correct at the point of publication, and are subject to change. For more information, please refer to <http://www.tp.edu.sg/admissions/academic-calendar>

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# TEMASEK POLYTECHNIC

## MISSION, VISION & VALUES



### **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-centeredness
- Future-orientation

### **Strategic Thrusts**

- Spirit of Excellence and Innovation
- Flexible Academic System for Lifelong Employability
- Partnership and Collaboration
- Staff and Capability Development

## **MESSAGE FROM HEAD/CENTRE FOR FOUNDATION STUDIES**

Dear Students,

Welcome to Polytechnic Foundation Programme @ TP (PFP@TP)!

We are glad that you've chosen TP as your choice of study for this next stage of your studies.

Since its first cohort in 2012, PFP has been a sought-after programme, and till today, remains highly competitive. Thus, I am sure that you would have felt a sense of pride and achievement for being able to enrol into PFP. For that, we congratulate you, and we are confident that you are capable of making a success of your polytechnic education.

At the same time, it will be a period of adjustment to a more independent way of learning. You will have more flexibility in your schedules and the platforms for learning are varied. Some of you will take to this well, while others might need more time.

One thing that we have in TP is a strong caring culture. There will be a Care Person (CPs) assigned to each class, and they are your first point of contact should you need assistance on different aspects of navigating poly life.

On the academic aspect, PFP students who have done well in this one-year programme continue to excel in their diploma programmes. Three cohorts of PFP students have since graduated from TP, and within each cohort, many outperform their peers, obtaining "Diploma with Merit" awards and winning course medals.

On the non-academic aspect, there are plenty of opportunities for you to participate in student-led activities. We also have a PFP Ambassadors programme, where PFP students are selected to be student leaders and mentors to their peers. The Ambassadors also organise exciting events for the students.

You are in a privileged position to make the most of your time in PFP@TP, to give yourself an enriching and holistic experience. The choice is yours to make the best of it. Once again, all the best as you start this new educational journey with PFP@TP!

***Terence Leong***

Head, Centre for Foundation Studies

# STAFF DIRECTORY

## MANAGEMENT STAFF



**MR TERENCE LEONG**

**Head**

Centre for Foundation Studies (CFS)

☎ 6780 6457



**MRS OH-TEO CHEE LENG**

**Course Chair**

Centre for Foundation Studies (CFS)

☎ 6780 4788

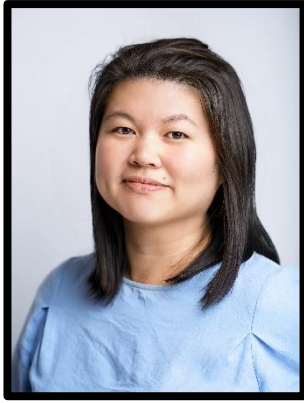


**MS RAWZAH BINTE AMIR**

**Manager**

Centre for Foundation Studies (CFS)

☎ 6780 4785



**MS TEO GEOK BEE**

**Manager**

Centre for Foundation Studies (CFS)

☎ 6780 4776

## ADMINISTRATION

**Ms Mavis Lee Siew Chen**

☎ 6780 4770

**Manager**

**Academic & Administrative Services**

Mr Chong Boon Foh

☎ 6780 4769

Ms Serene Chan Soo Leng

☎ 6780 4768

## TEACHING STAFF

Mr Bryan Li

☎ 6780 1826

Ms Evelyn Ang

☎ 6780 4775

Ms Joey Neo Mei Mei

☎ 6780 4774

Mr Kenny Tan

☎ 6780 4786

Ms Rita Gill

☎ 6780 4777

Ms Siti Arfah Abdul Rahman

☎ 6780 4773

Mr Tan Kok Heng

☎ 6780 4780

## HOTLINE

CFS General Office

☎ 6780 4220



# STAFF CONTACTS

## 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 also the first point of contact between students, parents and TP.

Name	Telephone	E-mail	Care Group
Mr Bryan Li	6780 1826	<a href="mailto:litao@tp.edu.sg">litao@tp.edu.sg</a>	1A1
			1A2
Ms Siti Arfah Abdul Rahman	6780 4773	<a href="mailto:arfah@tp.edu.sg">arfah@tp.edu.sg</a>	1B1
			1B2
Ms Rita Gill	6780 4777	<a href="mailto:ritagill@tp.edu.sg">ritagill@tp.edu.sg</a>	1B3
Ms Joey Neo Mei Mei / Mrs Oh-Teo Chee Leng	6780 4774 / 6780 4788	<a href="mailto:joeyneo@tp.edu.sg">joeyneo@tp.edu.sg</a> <a href="mailto:clteo@tp.edu.sg">clteo@tp.edu.sg</a>	1B4
Mrs Oh-Teo Chee Leng	6780 4788	<a href="mailto:clteo@tp.edu.sg">clteo@tp.edu.sg</a>	1B5
Ms Teo Geok Bee	6780 4776	<a href="mailto:teogb@tp.edu.sg">teogb@tp.edu.sg</a>	1D1
Ms Rawzah Binte Amir	6780 4785	<a href="mailto:rawzah@tp.edu.sg">rawzah@tp.edu.sg</a>	1E1
Ms Evelyn Ang / Mr Tan Kok Heng	6780 4788 / 6780 4780	<a href="mailto:eveang@tp.edu.sg">eveang@tp.edu.sg</a> <a href="mailto:tankh@tp.edu.sg">tankh@tp.edu.sg</a>	1E2
Mr Tan Kok Heng	6780 4780	<a href="mailto:tankh@tp.edu.sg">tankh@tp.edu.sg</a>	1E3
Mr Kenny Tan	6780 4786	<a href="mailto:kennytan@tp.edu.sg">kennytan@tp.edu.sg</a>	1C1
			1C2

## PARA COUNSELLOR

Our Para Counsellors are lecturers who can be approached for personal counselling or guidance. If you would like to make an appointment with a Para Counsellor, you may contact the following for advice and for referrals:

Name	Telephone	E-mail
Ms Siti Arfah Abdul Rahman	6780 4773	<a href="mailto:arfah@tp.edu.sg">arfah@tp.edu.sg</a>
Ms Elizabeth Tan	6780 6576	<a href="mailto:liztan@tp.edu.sg">liztan@tp.edu.sg</a>

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

## STUDENT SUPPORT AND CAREER SERVICES

### STUDENT CARE

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.

### Services Provided by Student Care

- Counselling on financial, personal and studies-related matters. Please refer to Section 3, Page 34 for more information on Financial Assistance.
- TP administered bursary applications

Student Care also organises workshops, such as stress management, effective communication and relaxation techniques to enhance our students' life skills for more effective living.

### Contact Details

Hotline: 6780 5959

Email : [care@tp.edu.sg](mailto:care@tp.edu.sg)

Location: South Wing Block 26B, Level 1, Unit 49

Website: <http://www.tp.edu.sg/student-life/a-caring-campus>

To make an appointment: [bit.ly/booktpcs](http://bit.ly/booktpcs)

### Opening Hours:

Mon – Fri 8:30 am to 5:30 pm

(Closed on Weekends & Public Holidays)

Crisis Hotlines (after office hours)		
Care Corner Helpline (Mandarin)	1800 3535 800	10 am to 10 pm
Samaritans of Singapore (SOS)	1800 221 4444	(24-hours)
IMH Mental Health Crisis Helpline	6389 2222	(24-hours)

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

### Other Self-Help Resources:

- ComCare Helpline: 1800 222 0000
- Singapore Association for Mental Health (SAMH) Helpline: 1800 283 7019
- TOUCHline (Touch Youth Services) Helpline: 1800 377 2252
- Community Health Assessment Team (CHAT) [www.chat.mentalhealth.sg](http://www.chat.mentalhealth.sg)
- IMAlive online crisis chat [www.imalive.org](http://www.imalive.org)

## SUPPORT FOR STUDENTS WITH SPECIAL EDUCATIONAL NEEDS (SEN)

The Polytechnic seeks to develop an inclusive community that promotes a culture of openness, understanding and mutual support in order that students with Special Educational Needs (SEN) can:

- a. have a holistic education experience; and
- b. attain independent living skills and be equipped to access meaningful employment upon graduation.

### Special Educational Needs Support Office

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

SSO provides the following support to students with SEN:

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

### **Financial Support**

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

### **Contact Details**

Hotline: 6780 5959

Email: [SENsupport@tp.edu.sg](mailto:SENsupport@tp.edu.sg)

Location: South Wing Block 26B, Level 1, Unit 49

Website: <http://www.tp.edu.sg/admissions/special-educational-needs-support>

### **Opening Hours:**

Mon – Fri 8:30 am to 5:30 pm

(Closed on Weekends & Public Holidays)

# ACADEMIC MATTERS

## 1. TP CURRICULUM

The TP curriculum comprises core subjects and domain-clustered subjects. Together, these subjects prepare students to be responsible people and skilled professionals.

All course structures have two main categories of subjects:

- **CORE SUBJECTS** – Common subjects for all PFP Students.
  - i. Language & Communication
  - ii. Mathematics & Logical Thinking
  - iii. Research & Reasoning
  - iv. Fitness & Wellness
  - v. Personal Development & Effectiveness
  
- **DOMAIN-CLUSTERED SUBJECTS** – Subjects specific to your diploma course to provide the necessary technical training.

*E.g. Living Chemistry (Applied Science), Understanding Customers (Business), Prototyping (Engineering), Colour Appreciation (Design), Professional IT Skills (Information & IT).*

## 2. ACADEMIC STANDING

There are two 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
  
- b. Removed
  - Students who met the removal criteria. [Refer to section on Removal]

### CRITERIA FOR REMOVAL

Students will be recommended to the Board of Examiners for removal from their course of study if they did not pass one or more PFP subjects.

### 3. EXAMINATIONS

For important information regarding examinations, please visit the following site:

<http://www.tp.edu.sg/student-portal/full-time-student-portal/rulesregulations>

### 4. ALTERNATIVE ASSESSMENT

Alternative Assessments are carried out after the examination period for students who are given approved absence during exams. Only students who missed an examination paper due to valid or medical reasons can appeal for special consideration for absence from examination. Students whose appeals are successful will be arranged to sit for an Alternative Assessment paper. The marks obtained for the paper will be marked down by ONE grade. The Down-one-grade WILL NOT be applied to approved absences granted due to hospitalisation leave, contagious diseases, dengue fever, bereavement of immediate family member and representing in national competition.

### 5. WITHDRAWAL FROM COURSE

1. If you have enrolled and wish to withdraw, you have to submit the withdrawal form to Student Support Services and Admin before course commencement (for new students) or the start of a new semester (for existing students) to avoid fee implication.
2. For **existing students**: If the request for withdrawal is submitted on or after start of Study Week, it will only be processed after the release of the semester's examination results and applicable only to those whose student status remains active.  
<https://www.tp.edu.sg/admissions/academic-calendar>
3. The effective date of the withdrawal will be determined by the Registrar after all the requirements stated on the withdrawal form have been complied with.
4. Information on the policy related to fee charges is available at TP website:  
<https://www.tp.edu.sg/fees-and-financial-matters/course-withdrawal-and-refund-guidelines#tab2>
5. If you have received a scholarship for the current Academic Year, you are required to pay back the full amount of the scholarship.

The application forms can be downloaded from

<https://www.tp.edu.sg/staticfiles/TP/files/student%20services/Course%20Withdrawal%20Form.pdf>

Should you have further queries, please approach your Care Person (CP).

## 6. TRANSFER OF COURSE

PFP students are not allowed to transfer to a different diploma course after the completion of PFP.

# 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. 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.

## **Respect yourself:**

- ❖ Build and uphold personal integrity by being truthful and honest in your own actions.
  - Seek help from your Care Person (CP) or Lecturer 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.
- ❖ 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 (CP) or Lecturer. 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, peoples and languages. Treat others as you would want to be treated.
- ❖ Refrain from participating in any physical or mental activity which can be harmful, intimidating or humiliating to others. Inform your Care Person or Lecturer if you see this happening.
- ❖ Inspire others to do better, and not incite them to break rules. Showcase your skills through proper leadership channels and brighten your future.

### **Abide by the law, rules and regulations:**

- ❖ Everyone has the right to grow and develop in a conducive environment. 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 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. TP's attendance policy requires students to fulfill 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 85% attendance.

## **PUNCTUALITY**

Punctuality is expected of all students. If you turn up for a lesson 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).

## **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://isis2oss.tp.edu.sg/isis2oss/SignIn.aspx>

## 2. STUDENT DISCIPLINARY POLICY

### DEFINITION

The following are the definition of terms or abbreviation used in this policy:

1. Polytechnic Disciplinary Board (PDB) This Committee shall:-
  - a) review and approve disciplinary actions recommended by the School Disciplinary Committee for the following types of disciplinary cases:
    - Category 1A offences
    - Recommended punitive actions which are not in line with the Student Disciplinary Policy
    - Any case as determined by Principal & CEO to require review by PDB
  - b) act as the Board of Inquiry for student dismissal cases; and
  - c) comprise one Deputy Principal as Chairperson, Registrar and one independent Administrative Director. The members will be appointed for a period of 2 years.
2. School Disciplinary Committee – A committee set up by the Schools in TP to investigate student offences
3. Suspension – Students who are temporarily barred from their course of study owing to disciplinary issues
4. Removal – Students who are removed from their course of study because they do not meet the academic requirement(s)
5. Dismissal – Students who committed serious disciplinary offences that warrant the termination of their course of study
6. Coursework – refers to non-examination components, such as project, term test, and assessments

## STUDENT OFFENCE CATEGORIES

Student offences are categorised into Category 1, Category 2 and Academic-related Offences.

### Category 1 (CAT 1)

CAT 1 offences are serious offences that require investigation by the School Disciplinary Committee. CAT 1 offences include: -

Category	Type of offence	Recommended Punitive Actions
1A	<ul style="list-style-type: none"> <li>• Assault</li> <li>• Drug-related offence</li> <li>• Possession, distribution and sale of pornographic materials</li> <li>• Possession of weapons</li> <li>• Religious/racist attacks against staff/students</li> <li>• Rioting</li> <li>• Sexual assault and outrage of modesty</li> </ul>	Suspension with warning or any punitive actions deemed appropriate
1B	<ul style="list-style-type: none"> <li>• Forgery / Tampering of documents</li> </ul>	<p><u>1<sup>st</sup> offence</u></p> <ul style="list-style-type: none"> <li>• Warning Letter</li> <li>• 'Fail' grade for subject (s) covered in the period of the fraudulent MC/document</li> </ul> <p><u>2<sup>nd</sup> offence</u></p> <ul style="list-style-type: none"> <li>• Fail all subjects in semester that MC/document is forged</li> <li>• Suspension in next semester</li> </ul> <p><u>Subsequent</u></p> <ul style="list-style-type: none"> <li>• Dismissal</li> </ul>

	<ul style="list-style-type: none"> <li>• Bullying/Harassment</li> <li>• Fighting</li> <li>• Consumption of alcohol</li> <li>• Creating nuisance/bringing disrepute to TP</li> <li>• Defamation against staff/students</li> <li>• Indecent behavior</li> <li>• Sexual harassment</li> <li>• Viewing of pornographic materials</li> <li>• Insubordination</li> <li>• IT-related offences</li> <li>• Theft</li> <li>• Unauthorised soliciting of funds and selling of products using the name of the Polytechnic</li> <li>• Vandalism / Mischief</li> <li>• Non-compliance to regulations and Student Code of Conduct</li> </ul>	<p><u>First time Offenders*</u> Warning Letter and/or Corrective Works Order (CWO)/ Community Work and make restitution if applicable</p> <p><u>Repeat Offenders</u> Suspension or Dismissal</p>
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*\* The minimum penalty is the issuance of warning letter. Schools may, at their discretion, impose a more severe penalty to commensurate with the seriousness of the offence.*

1. The School Disciplinary Committee shall submit its findings and recommendations to the relevant approving authority as per the Student Disciplinary Procedure. Recommendations shall include mandatory counselling as part of student's overall learning and development. Any academic implications are to be indicated clearly in the recommendations.
2. Warning letters issued by the School must be signed by the Director and copied to the student's parents/guardians and Registrar. The student is also required to sign an undertaking not to commit any other major or repeated offence again, failing which he/she could be suspended or dismissed.

3. Any suspension imposed shall be for a minimum period of one semester and shall apply immediately to the current semester which the offence has been committed. Student shall be deemed to have been absent from his/her classes for the duration of the suspension. Student shall only be reinstated upon fulfilling the required conditions for reinstatement, failing which he/she could be withdrawn from the course of study.
4. Upon the student's reinstatement, the School Counsellor shall follow-up with student to review his/her progress.

### **Category 2 (CAT 2)**

1. CAT 2 offences include:

- Dress code violation
- Littering
- Smoking or vaping (using an electronic cigarette)
- Gambling
- Playing poker cards
- Trespassing into unauthorised areas
- Minor student misconduct

2. The Attire Guidelines for TP Students are as follows:

- **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 for the respective laboratories and workshops, particularly those for safety and protective reasons.

- **Headgear**

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

3. 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

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).

4. Offences in CAT 2 carry a warning letter for the first offence, and a \$100 fine for subsequent offences of the same nature. The fines collected will be channeled to Campus Care Network (CCN) and/or TP-administered bursary funds.

#### Academic-related Offences

Type of Offence	Recommended Punitive Actions
<ul style="list-style-type: none"> <li>• <b>Cheating on Semestral Examination</b> (including possession of unauthorised materials as verified by the Examiner as relevant to the examination paper)</li> </ul>	<ul style="list-style-type: none"> <li>• Allow student to continue with the current and remaining examination papers, if any, pending investigation by the School Disciplinary Committee. The School Disciplinary Committee shall submit its findings and recommendations to the relevant approving authority as per the Student Disciplinary Procedure.</li> <li>• Where the cheating offence is confirmed, student shall be marked 'Fail' for the subject which he/she was found in possession of unauthorized materials or had cheated in.</li> <li>• All other subjects, including coursework-based subjects, taken by the student in the semester shall be given a 'P' grade if he/she passed them.</li> </ul>
<ul style="list-style-type: none"> <li>• <b>Cheating on coursework</b> (Coursework refers to non-examination components such as projects, term tests and assessments)</li> </ul>	<ul style="list-style-type: none"> <li>• School Disciplinary Committee shall submit its findings and recommendations to the relevant approving authority as per the Student Disciplinary Procedure.</li> <li>• Where the cheating offence is confirmed, student will be given zero for the affected component of the subject or heavier penalty, where appropriate.</li> </ul>
<ul style="list-style-type: none"> <li>• <b>Plagiarism</b></li> </ul>	<u>First offence</u> (handled by the Course Manager or delegate)

<p>Disciplinary action taken will depend on the severity and could include failing the subject, suspension and removal from course.</p>	<ul style="list-style-type: none"> <li>• 'F' grade for the component</li> <li>• Student will be required to submit a one-page reflection on the plagiarism incident</li> <li>• Warning letter</li> </ul> <p><u>Second offence</u> (handled by the School Disciplinary Committee for all students)</p> <ul style="list-style-type: none"> <li>• 'F' grade for the subject</li> <li>• Warning letter</li> </ul> <p><u>Third offence</u> (handled by the School Disciplinary Committee for all students)</p> <ul style="list-style-type: none"> <li>• Suspension (minimum 1 semester)/dismissal</li> </ul> <p><u>The School Disciplinary Committee will submit its recommendation to the relevant approving authority as per the Student Disciplinary Procedure.</u></p> <p>If two or more students are involved in the plagiarism, the same penalty shall apply to all students, including the student who knowingly allowed his or her work to be copied and group members, if applicable.</p>
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### 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.



## DEFINATION 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 programmes, 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

Paraphrasing is restating text from source material using other words.

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.)*

### **Samples of Acceptable Practices**

Given the diversity of subjects and curricula of the respective schools, autonomy will be given to the respective schools to cite specific acceptable and unacceptable practices not covered by the baseline definition and to make reference to these in their communication plan to staff and students.

The following lists an example from each school:

#### **From School of Applied Science**

- Using any standard materials like formulae, charts, symbols, conversion tables, calendars, abbreviations, definitions, scientific terminology/nomenclature that are considered general facts.

### **From School of Business**

For IT-related works

- i. Proof-of-concept
- ii. Using pictures on the public domain to show how a web-page would look like but with proper acknowledgement of the source.

### **From School of Design**

- There must be sufficient documentation to suggest the development and thinking process, supporting the evolution of the final expression. This can be in the form of sketches or other associated media. The outcome or manifestation of the idea or concept is different from the original source.

### **From School of Engineering**

- In report writing, students are strongly encouraged to use primary and secondary sources to support their main ideas and arguments. These sources must be duly acknowledged according to proper referencing format as emphasized in the Research Skills online tutorials undertaken by all students as part of their Communication Skills subjects.

### **From School of Humanities & Social Sciences**

- 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.

### **From School of Informatics and IT**

- If the assessment objective is to test certain programming coding concept, open source code or any codes found in the Internet, books or media or other sources cannot be used.
- If the assessment objective is to develop an application, using the open source code as part of the application development, with proper acknowledgement, is considered acceptable.

The only exception to this rule is when the cited information is a direct quote of another person's work (i.e., presented in quotation marks). However, this should be done sparingly, and avoided if possible. Furthermore, quotations should only be used for brief statements and not large sections of text.

## 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 programmes)
- 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

[https://www.ipos.gov.sg/docs/default-source/resources-library/copyright/copyright\\_educators-oct-2012.pdf](https://www.ipos.gov.sg/docs/default-source/resources-library/copyright/copyright_educators-oct-2012.pdf)

## 5. 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.

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

## **GUIDELINES**

Know Temasek Polytechnic Website's Terms of Use (<https://www.tp.edu.sg/about-tp/termsfuse>)

### **BE YOURSELF**

Integrity and honesty. As long as you are a student or staff of Temasek Polytechnic, you are the ambassador of the institution and shall 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.

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 the source of the content. 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 for 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 value add 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 postings 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**

Do not take negative comments or criticism personally but view them constructively. 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. Apologize 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.

## **STUDENT LIFE**

Work hard. Have fun.

This is the start of a new adventure. A different way of learning. A fresh point of view. To do well, you are encouraged to develop a positive learning attitude and practice good work and study habits.

But don't forget to take time out for fun. Explore eateries with your peers. Pick a CCA (or two). Find like-minded friends. Find yourself. Take advantage of the opportunities available at Temasek Polytechnic and Centre for Foundation Studies (CFS) and strive to be the best that you can be.

### **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.

#### **1. LIFELONG LEARNER**

*Self-directed > Resilient > Competent*

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

#### **2. 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.

### 3. 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.

### 1. PFP AMBASSADORS

The PFP Ambassadors are current students who have been specially nominated to be leaders, outreach representatives and mentors to future PFP students. Opportunities are plentiful for those keen in leadership development and to be more involved in student-centred activities.

### 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 <http://www.tp.edu.sg/student-life>.

### SEAL RECORDS FOR CCA

Your participation in Co-Curricular Activities (CCAs) will be captured as a record in the SEAL (Service, Enrichment, Achievement, Leadership) grading system.

**SEAL** stands for: Service, Enrichment, Achievement and Leadership (S-E-A-L).

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

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.

#### **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 and CFS. Participation in these activities will be recorded in the SEAL system.

#### **OTHER DEVELOPMENT PROGRAMMES OUTSIDE TP**

These include competitions, sports activities, community-based activities or other activities outside TP. Participation in these activities will be recorded in the SEAL system.

# STUDENT SERVICES

## 1. FEES FOR ACADEMIC YEAR 2019/2020

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

- a. Semester 1: from 15 Apr 2019 – 13 Oct 2019
- b. Semester 2: from 14 Oct 2019 – 12 Apr 2020

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

For more information, please refer to:

<https://www.tp.edu.sg/fees-and-financial-matters/course-fees-for-pfp>

## 2. POLYTECHNIC FOUNDATION PROGRAMME SCHOLARSHIP

The Centre for Foundation Studies will invite outstanding newly enrolled PFP students who meet the eligibility criteria to apply for the Scholarship.

Eligibility criteria:

- Singapore Citizens (SCs) and Singapore Permanent Residents (PRs) only
- Outstanding ELMAB3\* at the GCE N-Level examinations
- Good CCA records (i.e. Grade A1/A2)
- Good character and conduct
- Not in receipt of any other scholarship or bursary\*\*
- Not financially sponsored by employers

*\*ELMAB3 – English, Mathematics and 3 other best subjects (after deducting CCA bonus points & inclusive of subjects sat for at O-level) of the course student is admitted/enrolled in*

*\*\* Singapore Citizen student who needs financial assistance may apply for the Polytechnic Foundation Programme Bursary. Subject to approval, the student may concurrently hold the scholarship and bursary in this instance.*

### 3. FINANCIAL ASSISTANCE SCHEME

There are a number of financial assistance schemes available for PFP students. Details will be made available through your Care Person at a later date.

#### **CAMPUS CARE NETWORK (CCN)**

At TP, the Campus Care Network (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.

#### CCN FINANCIAL SCHEMES

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

- **CCN Crisis Assistance Scheme (short-term)**

Students who face financial difficulties and/or are experiencing a crisis in their families such as death of a breadwinner/ family member should approach their Care Person (CP) for assessment of their eligibility for this scheme.

- **CCN Emergency Scheme (medium-term)**

This is an assistance given to students in great financial difficulty. Students can approach Student Care for assessment. Please call 67805959 to make an appointment.

For further information on CCN financial scheme applications, please approach your Care Person (CP).

## **BURSARIES**

Bursaries are awarded to students who require financial assistance to continue their course of study at the Polytechnic.

Visit the **Diploma Foundation Programme (DFP) Bursary** web link to find out when bursary applications will commence.

<https://www.tp.edu.sg/fees-and-financial-matters/financial-assistance-schemes#tab8>

For further enquiries on financial assistance schemes and bursaries, please email to [swcc@tp.edu.sg](mailto:swcc@tp.edu.sg).

For more information on financial assistance, please refer to TP Website:

<https://www.tp.edu.sg/fees-and-financial-matters/financial-assistance-schemes#tab2>

# NOTEBOOK / BRING YOUR OWN DEVICE (BYOD)

## SCHEME

In order to connect to information and to facilitate your learning, you are required to bring your own device (BYOD) to class. With your personal laptop, you will also have easy access to e-textbooks, e-learning portals, conduct online research and work on projects and assignments anytime, anywhere on campus.

If you already own a notebook, you are not required to purchase a new one.

However, if you are thinking of purchasing one, you may refer to the given link <http://www.tp.edu.sg/BYOD-Specs> for the required technical specifications for notebooks for your diploma course, list of supported Antivirus software and commonly used freeware. If you are unsure, please approach your Care Person (CP) when you meet him/her during Orientation.

TP has also arranged for IT vendors to put up a roadshow for students who would like to purchase a notebook computer. The details for the roadshow are as follows:

**Date: 29 March 2019 (Friday) to 4 April 2019 (Thursday)**

**Venue: Temasek Polytechnic Auditorium Foyer**

Event Date	Timing
29 March 2019	11am – 6pm
30 March 2019	11am – 3pm
1 & 2 April 2019	11am – 8pm
3 & 4 April 2019	11am – 6pm

Students who face any issues with their notebooks may visit TP's IT Service Management Centre (East Wing Building, Blk 1A, Level 4).

You may refer to **An e-Lifestyle** in Student Life section of TP website for more details or latest updates nearer the date.

<https://www.tp.edu.sg/student-life/an-elifestyle>

## FREQUENTLY ASKED QUESTIONS (FAQs)

### 1. Is it compulsory to own a personal notebook?

Students are required to own a personal notebook as there are many advantages e.g.,

- able to access information and data anywhere
- able to do self-directed learning
- able to connect anywhere
- able to emulate real world working environment where work is portable and convenient

However, you already own a notebook, you are not required to purchase a new one.

### 2. What are the minimum specifications of the notebook computer required?

The notebook should meet the minimum notebook specification as indicated by the Diploma as specified in the website link: <http://www.tp.edu.sg/BYOD-Specs>.

### 3. Can I use my sibling's or family notebook?

The sibling's or family notebook can be used if it meets the minimum notebook specification as indicated by the Diploma as specified in the website link: <http://www.tp.edu.sg/BYOD-Specs>.

### 4. What are the advantages of getting a notebook from our bulk tender notebook suppliers?

- 3-year on-site warranty
- Configurations and settings are set up for use in TP
- Tested for best optimisation with school network and software
- Good pricing for the performance and warranty provided

### 5. Should I purchase Microsoft Office during this roadshow?

Microsoft Office 365 can be downloaded FREE for all full-time students. Please refer to the section on Microsoft Student Advantage Programme.

### 6. If I am using my sibling's or family notebook, am I able to get the software from somewhere?

Yes, you will still be able to obtain the software required from TP's IT Service Management Centre.

**7. Are there any financial aid schemes for notebook purchase?**

Please refer to the BYOD financial assistance scheme weblink for more information. Students can also call 6780 5959.

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

**8. Where can I get help for Wi-Fi and VDI connection issues with my notebook?**

You can visit TP's IT Service Management Centre.

ITSM Centre

East Wing, Block 1A, Level 4, Room 2

IT Services Department

Mondays to Fridays: 8.30am to 6.00pm

Tel: 6780-5933

# MICROSOFT STUDENT ADVANTAGE PROGRAMME

Students enrolled in Temasek Polytechnic can install Microsoft Office software for free on their personal computers through the Student Advantage programme.

The programme provides access to Office 365 ProPlus, a full version of Office, including:

- Word 2016
- Excel 2016
- PowerPoint 2016
- OneNote 2016
- Access 2016
- Lync 2016
- Publisher 2016
- Outlook 2016
- InfoPath 2013

Students can install the software on up to five computers, including Windows and Mac. Students can also access Office mobile applications on iPhones and Android phones.

The software has the same features and functions as other versions of Office and can be used offline; however, students must connect to the Internet once every 30 days to verify they are still eligible for the programme.

The Student Advantage programme is being offered through the Office 365 student email and calendar system, provided by Temasek Polytechnic, in partnership with Microsoft.

To download and Install Office 365 ProPlus:

1. Go to [www.outlook.com/student.tp.edu.sg](http://www.outlook.com/student.tp.edu.sg)
2. Log in using your student email address (typically Admission\_No@student.tp.edu.sg) and password
3. Click on the **gear** icon in the upper right corner, and then select **Office 365 settings**
4. Click **Software** in the left menu
5. Select your desired Language
6. If you are installing Office for Windows, Microsoft recommends using the 32-bit installation
7. Click **Install** to download and install the latest version of Office

If your computer is not compatible with the latest version of Office, you can choose to select the previous version at the bottom of the screen in step 5. For more details, please visit <https://www.tp.edu.sg/student-life/microsoft-student-advantage-programme>.



# **ACCEPTANCE USE OF POLICY FOR TEMASEK POLYTECHNIC 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 organisations' 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**

In TP, you are given an official e-mail account which 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.

## **USE OF POLYTECHNIC PREMISES AFTER OFFICE HOURS**

You are not permitted to stay on TP's premises after 10:30pm (on weekdays) and 6:00pm (on Saturdays), unless authorised in writing by your Course Manager. You are to give your full particulars, i.e. name, matriculation card number, address, and contact number of your guardian/next-of-kin in case of emergency to your Course Manager.

The campus is closed on Sundays and Public Holidays.

# 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. Lift breakdowns)



## 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:**

- i. 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.
- ii. 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:**

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

# 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: <https://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**

*\*Sign words in bold*

*\*\*Do not sing words in brackets*

## SOME USEFUL CONTACT DETAILS

	<u>Phone Number</u>	<u>Email/Website</u>	<u>Location</u>
TP Corporate Hotline <ul style="list-style-type: none"> <li>• Student Fee Enquiries</li> <li>• Examination Matters</li> </ul>	6788 2000	<a href="http://www.tp.edu.sg">http://www.tp.edu.sg</a>  <a href="mailto:fnahotline@tp.edu.sg">fnahotline@tp.edu.sg</a>  <a href="mailto:examinations@tp.edu.sg">examinations@tp.edu.sg</a>	
Student Admissions	6780 4201	<a href="mailto:admissions@tp.edu.sg">admissions@tp.edu.sg</a>	
CFS General Office	6780 4220	<a href="mailto:cfs@tp.edu.sg">cfs@tp.edu.sg</a>  <a href="https://www.tp.edu.sg/centres/centre-for-foundation-studies">https://www.tp.edu.sg/centres/centre-for-foundation-studies</a>	
Library & Information LB27-02-01 Resources	6780 5772	<a href="mailto:asklib@tp.edu.sg">asklib@tp.edu.sg</a>	
Student Services			AD09-02 (Lift Lobby C)
Sports Facilities			SC29-02-07
Student & Alumni Affairs	6780 5656	<a href="mailto:sdaa@tp.edu.sg">sdaa@tp.edu.sg</a>	SW26A-03-15
Student Care	6780 5959	<a href="mailto:care@tp.edu.sg">care@tp.edu.sg</a>	SW26B-01-49
Special Educational Needs Support Office		<a href="mailto:SENsupport@tp.edu.sg">SENsupport@tp.edu.sg</a>	
LMS website		<a href="https://lms.tp.edu.sg">https://lms.tp.edu.sg</a>	



## HOW TO READ YOUR TIMETABLE

Monday	Tuesday	Wednesday	Thursday	Friday
<b>09:00 AM-11:00 AM</b> Engineering Science Tut, EN13-3-45 WK 1-6, 10-17 TK08 Koh Soo Ngnee Audrey (EN13-6-43, 67801890)	<b>09:00 AM-11:00 AM</b> Mathematics & Logical Thinking 1(M&L1) Tut, EN13-5-42 WK 1-6, 10-17 TK08 Teo Chee Leng (EN13-6-41, 67804772)	<b>09:00 AM-11:00 AM</b> Language & Communication 1(L&C1) Tut, EN13-5-42 WK 1-6, 10-17 TK08 Siti Arfah Abdul Rahman (67804773)		<b>09:00 AM-12:00 PM</b> Research & Reasoning 1(R&R1) Tut, EN13-5-45 WK 1-6, 10-17 TK08 Rita Gill (EN13-3-81, 67804777)
<b>11:00 AM-01:00 PM</b> Language & Communication 1(L&C1) Tut, EN13-5-44 WK 1-6, 10-17 TK08 Siti Arfah Abdul Rahman (67804773)	<b>11:00 AM-01:00 PM</b> Fitness & Wellness 1(F&W1) Tut, Sports Hall WK 1-6, 10-17 TK08 Raymond Loh (SW26A-3-15, 67805398)		<b>01:00 PM</b> Language & Communication 1(L&C1) Tut, EN13-5-44 WK 1-6, 10-17 TK08 Siti Arfah Abdul Rahman (EN13-6-43, 67801890)	

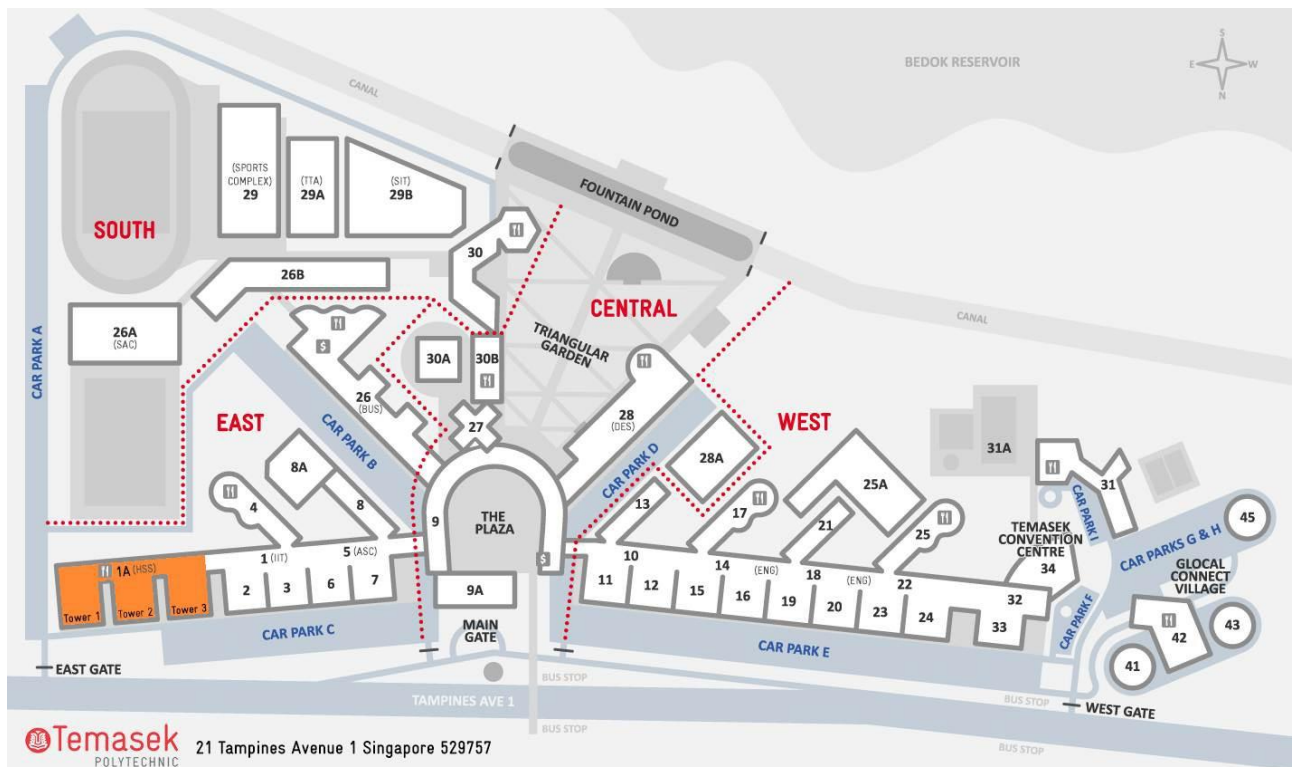
Module name

Your Tutorial Group

Location of your class  
 EN13-5-42 =>  
 Block 13 Level 5

Tutor's name and contact number

## TP CAMPUS MAP



<http://www.tp.edu.sg/about-tp/campus-map>

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

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