

STUDENT HANDBOOK

AY2020/2021



ACADEMIC CALENDAR 2020/2021

Semester 1 (April)

Term 1	20 Apr – 14 Jun 2020
Term Break	15 Jun – 28 Jun 2020
Term 2	29 Jun – 26 July 2020
Special Break	27 July – 2 Aug 2020
Term 2	3 Aug – 23 Aug 2020
Study Week	24 Aug – 30 Aug 2020
Semestral Examinations	31 Aug – 11 Sep 2020
Vacation	12 Sep – 18 Oct 2020

Semester 2 (October)

Term 3	19 Oct – 20 Dec 2020
Term Break	21 Dec 2020 – 3 Jan 2021
Term 4	4 Jan – 14 Feb 2021
Study Week	15 Feb – 21 Feb 2021
Semestral Examinations	22 Feb – 5 Mar 2021
Vacation	6 Mar – 18 Apr 2021

Students may make travel plans during the following periods:

April semester: 15 Jun – 28 Jun 2020; 19 Sep – 18 Oct 2020

October semester: 21 Dec – 3 Jan 2021; 13 Mar – 18 Apr 2021

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 for this next stage of your studies.

Since 2013, PFP has been a sought-after programme, and till today, remains highly competitive. I am sure that you would have felt a sense of achievement for being able to enrol into PFP. For that, we congratulate you, and we believe 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 your learning platforms are more 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 (CP) for each class, and they are your first point of contact if you need assistance on different aspects of navigating poly life.

Academic wise, PFP students who have done well in this one-year programme continue to excel in their diplomas. Four cohorts of PFP students have since graduated from TP. Within each cohort, many outperform their peers, obtaining "Diploma with Merit" awards and winning course medals.

On the non-academic front, there are numerous 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 Faith Yong ☎ 6780 4765

Ms Joey Neo ☎ 6780 4774

Mdm Ng Lee Koon ☎ 6780 4786

Ms Rina Lim ☎ 6780 4778

Ms Rita Gill ☎ 6780 4777

Ms Siti Arfah Abdul Rahman ☎ 6780 4773

Mr Tan Kok Heng ☎ 6780 4780

Ms Winnie Kuan ☎ 6780 4779

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
Ms Teo Geok Bee	6780 4776	teogb@tp.edu.sg	1A1
Mdm Ng Lee Koon	6780 4786	leekoon@tp.edu.sg	1A2
Ms Rawzah Amir	6780 4785	rawzah@tp.edu.sg	1B1
Ms Evelyn Ang	6780 4775	eveang@tp.edu.sg	1B2
Mr Bryan Li	6780 1826	litao@tp.edu.sg	1B3
Mr Tan Kok Heng	6780 4780	tankh@tp.edu.sg	1B4
Ms Winnie Kuan	6780 4779	winnkuan@tp.edu.sg	1D1
Ms Faith Yong	6780 4765	faithy@tp.edu.sg	1E1
Ms Joey Neo	6780 4774	joeyneo@tp.edu.sg	1E2
Ms Siti Arfah Abdul Rahman	6780 4773	arfah@tp.edu.sg	1E3
Ms Rita Gill	6780 4777	ritagill@tp.edu.sg	1G1
Mrs Oh-Teo Chee Leng	6780 4788	clteo@tp.edu.sg	1C1
Ms Rina Lim	6780 4778	rinalim@tp.edu.sg	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	arfah@tp.edu.sg
Ms Elizabeth Tan	6780 6576	liztan@tp.edu.sg

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 Page 37 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

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

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
- IMAlive online crisis chat www.imalive.org

EDUCATION & CAREER GUIDANCE (ECG)

Career Services offers one-to-one and group ECG at a mutually-arranged timing. Our ECG Counsellors will support students and alumni to find their strengths, interests, skills and the available education and career options interweaved with the coaching from the counsellors. To make an appointment for ECG Counselling, go to bit.ly/bookmyecg.

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.

- 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

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. For example:
 - School of Applied Science:** *Living Chemistry, Living Biology*
 - School of Business:** *Understanding Customers, Financial Aspects of Business*
 - School of Design:** *Colour Appreciation, Understanding Form*
 - School of Engineering:** *Prototyping, Engineering Science*
 - School of Humanities & Social Sciences:** *Sociological Perspectives, Basic Principles & Applications in Psychology*
 - School of Information & IT:** *Professional IT Skills, Social Media & IT Trends*

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.

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 Services 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.

7. INTELLECTUAL PROPERTY

Ownership and Rights to Intellectual Property

1. Ownership of all Intellectual Property (IP) discovered, created or developed by the Polytechnic Student in the course or in furtherance/fulfillment of his/her study shall vest with the Polytechnic Student unless an agreement is signed to assign the ownership to the Polytechnic or a third party (as may be directed by the Polytechnic).
2. The Polytechnic shall have non-exclusive, royalty-free right to use IP owned by the Polytechnic Student on a worldwide, perpetual basis for its educational, publicity, teaching, research & development purposes non-commercial in nature.
3. The Polytechnic provides various resources to Polytechnic Student to enhance his/her learning experience in the course of studies in TP. These resources include, but are not limited to, materials, equipment, facilities, expertise and access to proprietary IP subject matters which maybe privileged in nature (collectively referred to as “Resources” hereinafter).
4. The Polytechnic also works with industry partners and other external parties to avail attachment/internship opportunities so as to expose the Polytechnic Student to “real world” environment and avail opportunities for Polytechnic Student to participate in activities/projects from which commercially valuable IP may arise (collectively referred to as “Opportunities” hereinafter).

5. In consideration of the Resources and/or Opportunities provided by the Polytechnic, the Polytechnic Student agrees that all rights, titles and interests in IP discovered, created or developed by himself/herself using the Resources and/or arising from the Opportunities shall vest in and belong to the Polytechnic or a third party (as may be directed by the Polytechnic).
6. Where required by the Polytechnic, the Polytechnic Student shall execute any and all documents and take all actions as maybe necessary to give effect to vest full rights, titles and interests to the IP described under Paragraph 5) in favour of the Polytechnic or a third party (as may be directed by the Polytechnic). In particular, the Polytechnic Student participating in any of the following projects or activities will be required to execute a confidentiality and IP assignment agreement before the project or activity commences:
 - (a) the generation of the IP require the use of pre-existing IP owned, co-owned, or existing within the Polytechnic; or
 - (b) the IP belong to a body of IP generated by a team including Polytechnic Staff of which the Polytechnic Student is also a member; or
 - (c) the IP is generated from any form of collaboration with any external parties; or
 - (d) the IP is generated as a result of funding provided by or obtained through the Polytechnic
7. A Polytechnic Student may request in writing to the Polytechnic for the assignment of an IP solely owned by the Polytechnic (or jointly owned by the Polytechnic and himself/herself) to himself/herself if the said IP is an essential element necessary for:
 - (a) the Polytechnic Student's pursuit of societal or humanitarian cause which are not-for-profit in nature; or
 - (b) the Polytechnic Student's for-profit entrepreneurial endeavour and the Polytechnic Student is able to exhibit tangible plan to commercially exploit the IP
8. Polytechnic Students are advised to direct any question on the ownership and exploitation of Intellectual Property as described in this Section to Research & Technology Development Department (RTD) by writing to inventions@tp.edu.sg or through their supervisors.

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.

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.

CAT 1 offences include:

Category	Type of offence	Recommended Punitive Actions
1A	<ul style="list-style-type: none">• 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,	Suspension with warning or any punitive actions deemed appropriate, including dismissal.

	outrage of modesty, voyeuristic act)	
1	<ul style="list-style-type: none"> Forgery / Tampering of documents 	<p><u>1st offence</u></p> <ul style="list-style-type: none"> Corrective Works Order (CWO)/Community Service <p><u>2nd offence</u></p> <ul style="list-style-type: none"> Suspension for the semester. Return to join next cohort for the same semester <p><u>Subsequent</u></p> <ul style="list-style-type: none"> Dismissal
	<ul style="list-style-type: none"> Bullying/Harassment Fighting Consumption of alcohol Creating nuisance/bringing disrepute to TP Defamation against staff/students Indecent behaviour Sexual harassment 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 	<p><u>First time Offenders</u></p> <p>Warning Letter and/or Corrective Works Order (CWO)/Community Work and make restitution if applicable</p> <p><u>Repeat Offenders</u></p> <p>Suspension or Dismissal</p>

Disciplinary Actions for CAT 1A Offences

The recommended punitive actions may range from suspension to dismissal depending on severity/mitigating/aggravating factors.

(1) For 'Severe or Aggravated Sexual Misconduct' offences where there are substantial mitigating factors, the Polytechnic can consider the alternative of imposing a suspension, including indefinite suspension, on the offender and, if necessary, require that he/she be assessed by a medical professional and be deemed to be ready to resume his study before reinstating him/her.

(2) Principal will determine the offences to be placed in this category based on recommendations from Registrar. The focus of sanctions for 'Other Forms of Sexual Misconduct' should be on the education and rehabilitation of offenders (e.g. counselling, reflections, reconciliation, community service, community work order, warning letter to help them achieve sustainable behavioural change.)

(3) The sanctions for 'Sexual Exploitation' and 'Sexual Harassment' can be supplemented by additional sanctions, e.g. mandatory counselling and rehabilitation, community service and warning letter.

Classifications of Sexual Misconduct – List of Common Examples and Factors

Severe or Aggravated Sexual Misconduct
Offences where there is a combination of the following factors <u>and</u> the overall gravity of the offence is substantial: <ul style="list-style-type: none">• Location of touch is at the victim's private parts• Duration of sexual misconduct is extensive• Number of sexual misconduct incidents or people affected is significant• Deliberately incapacitating a person to commit sexual misconduct• Victim is a child• Possession of child pornography• Degree of harm, damage or trauma caused to the victim is substantial• Threats or causing fear of physical harm, violence, physical restraints• Circulation of sexual/intimate information about another individual• Planned or premeditated conduct (e.g. setting up pinhole cameras in bathrooms)• Sexual intercourse without consent, i.e. rape

Sexual Exploitation
<ul style="list-style-type: none">• Voyeurism, which can include making, distributing, possessing or accessing of voyeuristic recordings (e.g. up-skirt photographs or recordings)• Peeping tom• Indecent exposure

Sexual Harassment
<ul style="list-style-type: none">• Unwelcome/unwanted sexual advances• Requests for sexual favours• Sexually explicit remarks or innuendoes of a sexual nature• Offensive body language or gestures• Inappropriate physical contact with another person in a sexual manner• Sending of unwelcome messages/images of sexual nature• Stalking (e.g. following an individual, making frequent phone calls, sending frequent emails or messages)

Other Forms of Sexual Misconduct
<ul style="list-style-type: none">• Attempting an unwelcomed kiss on a date• Planting an unwanted kiss on the cheeks of a person• Stroking another person's face without that person's consent• Giving an unwanted massage on the arms of a person• Holding the waist or shoulder of a person without that person's consent• Persistent unwanted advances (e.g. continue to communicate, send flowers or wait for another person even though other person has made clear that he/she is not interested in such advances)• Staring inappropriately at the breasts of a person• Making jokes about another person's private parts or sex life• Using expletive such as "slut" or "whore" on a person• Stealing undergarments• Gesticulating body (fully clothed) in a sexually offensive way to another person

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"> Cheating on Semestral Examination (including possession of unauthorised materials as verified by the Examiner as relevant to the examination paper) 	<ul style="list-style-type: none"> Student shall be suspended for one semester. Return to join next cohort for the same semester.
<ul style="list-style-type: none"> Cheating on coursework (Coursework refers to non-examination components such as projects, term tests and assessments) 	<ul style="list-style-type: none"> Student shall be given zero for the affected component of the subject or CWO/Community Service where appropriate.
<ul style="list-style-type: none"> Plagiarism Disciplinary action taken will depend on the severity and could include failing the subject, suspension and removal from course. 	<p><u>First offence</u> (handled by the Course Chair)</p> <ul style="list-style-type: none"> 'F' grade for the component Student will be required to submit a one-page reflection on the plagiarism incident Warning letter <p><u>Second offence</u> (handled by the School Disciplinary Committee)</p> <ul style="list-style-type: none"> Suspension for the semester. Return to join next cohort for the same semester <p><u>Third offence</u> (handled by the School Disciplinary Committee)</p> <ul style="list-style-type: none"> Dismissal

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

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:

www.tp.edu.sg/schools/hss/research-and-ethics

6. 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.

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 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.

4. 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.

5. 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).

S ervice	<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 or CFS
E nrichment	<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
A chievement	<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, NAPFA)• Certifications

	<ul style="list-style-type: none"> • Expeditions
L eadership	<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.

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 2020/2021

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

- a. Semester 1: from 20 April 2020 to 18 October 2020
- b. Semester 2: from 19 October 2020 to 18 April 2021

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.

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 Special Crisis Fund (short-term)**

This is an assistance given to students whose family is facing financial difficulty due to COVID-19. It will be enforced until end of AY2020/21.

- **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.

For more information on financial assistance, please refer to:

<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 <https://www.tp.edu.sg/PET-BYOD-Specs> for the required technical specifications for notebooks for your diploma course, list of supported Antivirus software and commonly used freeware.

You may also refer to the TP BYOD link <https://www.tp.edu.sg/byod> for the list of IT notebook vendors arranged by TP.

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

You may refer to **an e-Lifestyle** in Student Life section for more details:

<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, if 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/PET-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/PET-BYOD-Specs>.

4. What are the advantages of getting a notebook from TP 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. Do I need to purchase Microsoft Office for my new laptop?

Microsoft Office 365 can be downloaded for FREE for all full-time students. Please refer to the section on Microsoft Student Advantage Programme or the following link: <https://www.tp.edu.sg/student-life/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. You may also call 6780 5959 for more information.

<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 04-02

Monday to Friday: 8.00am to 9.30pm Saturday: 8.00am to 1.00pm

(except September vacation period where closing time will be at 6.30pm)

Tel: 6780 5933 or email to helpdesk@tp.edu.sg

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
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. You can login to email account using <https://outlook.com/student.tp.edu.sg>

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

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

Password: tG<Barcode No.> (e.g. tG123456)

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

LEARNING MANAGEMENT SYSTEM (LMS)

Online learning will take place on LMS. Therefore, it is important for all students to be able to log in and access module-related materials as well as read the announcements for any update. Please go to <https://lms.tp.edu.sg> to login. The link to student guides related to TP LMS is on the login page.

TP MOBILE APP

Download the TP Student Mobile App from App store or Google Play. You can refer to it for all administrative matters (e.g. leave application, examination schedule, and timetable)

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 Chair. 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 Chair.

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

 **Temasek**
POLYTECHNIC

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:**

- If there is no immediate danger:
 - Prepare to evacuate by turning-off the power to your notebook or desktop computers. (i.e. “make-safe” your area and devices)
 - Wait for instructions.
- If there is immediate danger, evacuate immediately:
 - Follow instructions of staff;
 - Evacuate in an orderly manner.
 - Do not run. Walk briskly.
 - Do not take lifts.

2) **Second Alarm:**

- The second alarm could be:
 - A continuous alarm, or
 - An announcement to evacuate.
- Please:
 - Follow instructions of staff;
 - Evacuate in an orderly manner.
 - Do not run. Walk briskly.
 - Do not take lifts.

4. SG SECURE: WHAT TO DO IN A TERRORIST ATTACK

Possible Terrorist Incidents @ TP

1) Bomb Threat, Explosion, Assailant or Vehicle Attack

- Alert Police : Call 999 or SMS 71999 or via SGSecure App
- Inform FCC (Fire Command Centre) @ 6780 5999

2) Suspicious Person & Object (including Vehicle)

- Move to a safe distance away, at least 100m, preferably with cover & concealment
(do not use mobilephone or walkie talkie in vicinity of suspicious object)
- Alert Police : Call 999 or SMS 71999 or via SGSecure App
- Inform FCC (Fire Command Centre) @ 6780 5999

Other Possible Terrorist Scenarios @ TP

3) Fire, Chemical, Biological & Radiological Attack

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

4) Racial & Religious Disputes involving students

- Inform your respective Care Persons

5) Radicalisation Cases

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

DOWNLOAD

EMERGENCY CALL



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

999

SMS
Police

995



The SGSecure App Today!

Turn on your phone's Location Services



SGSecure

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

REMEMBER: During a Terrorist Incident



Ensure your own survival!

If you see SUSPICIOUS objects, personnel or vehicles



5. 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	6788 2000	http://www.tp.edu.sg	
• Student Fee Enquiries		fnahotline@tp.edu.sg	
• Examination Matters		examinations@tp.edu.sg	
Student Admissions	6780 4201	admissions@tp.edu.sg	
CFS General Office	6780 4220	cfs@tp.edu.sg https://www.tp.edu.sg/centres/centre-for-foundation-studies	
Library & Information LB27- 02-01 Resources	6780 5772	asklib@tp.edu.sg	
Student Services			AD09-02 (Lift Lobby C)
Sports Facilities			SC29-02-07
Student & Alumni Affairs	6780 5656	sdaa@tp.edu.sg	SW26A-03-15
Student Care	6780 5959	care@tp.edu.sg	SW26B-01-49
Special Educational Needs Support Office		SENsupport@tp.edu.sg	
LMS website		https://lms.tp.edu.sg	

HOW TO READ YOUR TIMETABLE

Monday	Tuesday	Wednesday	Thursday	Friday
09:00 AM-11:00 AM Engineering Science Kofi Sidi Ngnee Audrey (EN13-6-43, 67801890)	09:00 AM-11:00 AM Mathematics & Logical Thinking 1(M&L1) Tut, EN13-5-45 WK 1-6, 10-17 TK08 Teo Chee Leng (EN13-6-14, 67804772)	09:00 AM-11:00 AM Language & Communication 1(L&C1) Tut, EN13-5-42 WK 1-6, 10-17 TK08 Siti Arfah Abdul Rahman (67804773)		09:00 AM-12:00 PM Research & Reasoning 1(R&R1) Tut, EN13-5-45 WK 1-6, 10-17 TK08 Rita Gill (EN13-3-81, 67804777)
11:00 AM-01:00 PM Language & Communication 1(L&C1) Tut, EN13-5-44 WK 1-6, 10-17 TK08 Siti Arfah Abdul Rahman (67804773)	11:00 AM-01:00 PM Fitness & Wellness 1(F&W1) Tut, Sports Hall WK 1-6, 10-17 TK08 Raymond Loh (SW26A-3-15, 67805398)	01:00 PM Mathematics & Logical Thinking 1(M&L1) Tut, EN13-5-45 WK 1-6, 10-17 TK08 Teo Chee Leng (EN13-6-14, 67804772)	01:00 PM Research & Reasoning 1(R&R1) Tut, EN13-5-45 WK 1-6, 10-17 TK08 Rita Gill (EN13-3-81, 67804777)	

Module name

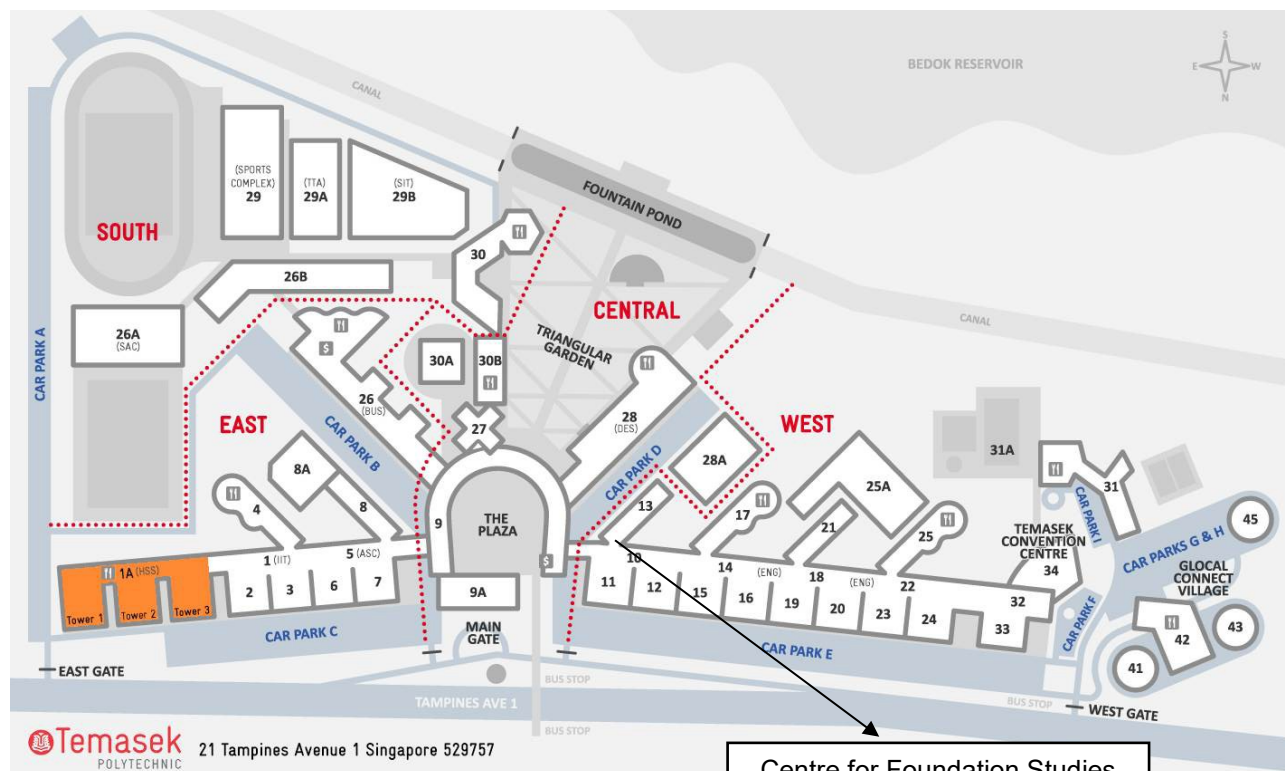
Your Tutorial Group

Location of your class

EN13-5-42 =>
Block 13 Level 5
Room 42

Tutor's name and contact number

TP CAMPUS MAP



Centre for Foundation Studies
Blk 13 Level 3 (near lift lobby E)

<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.

March 2020