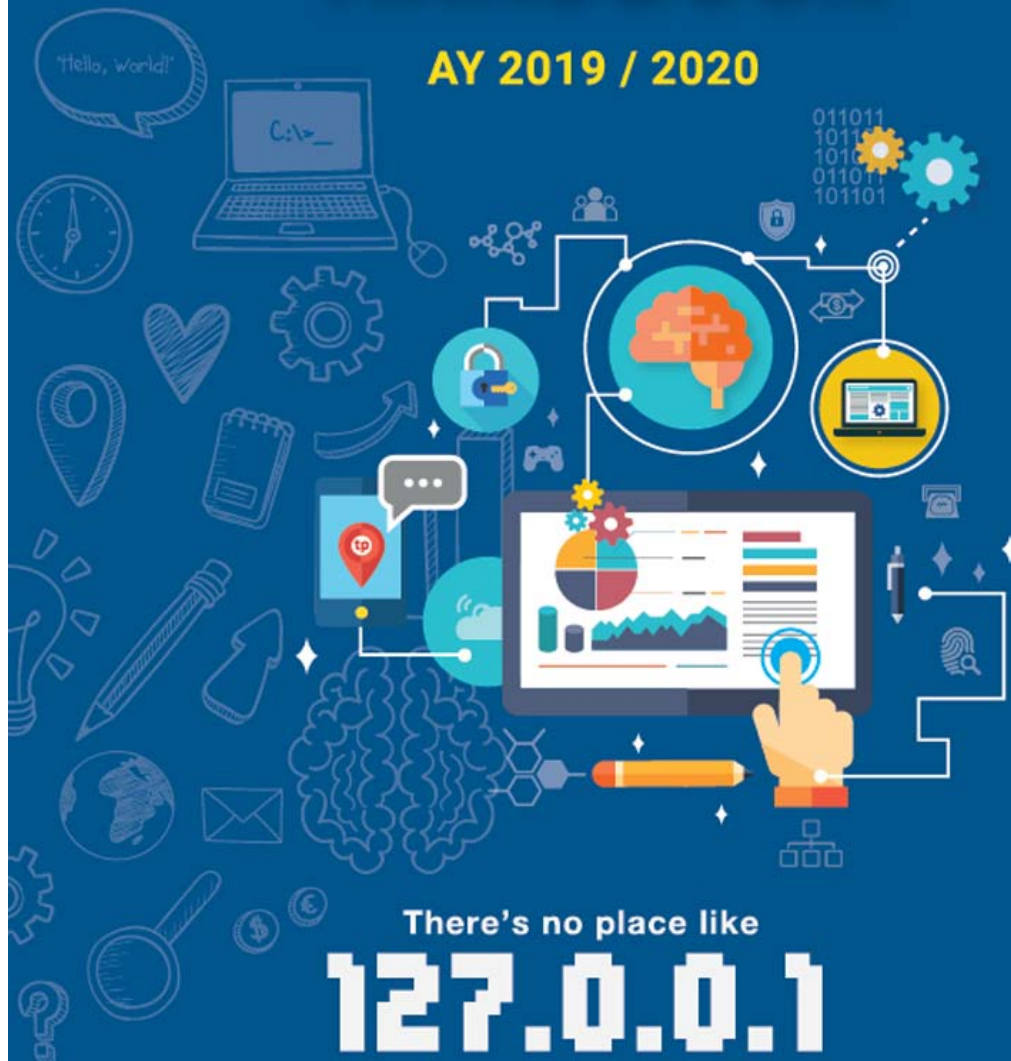


STUDENT HANDBOOK

AY 2019 / 2020



There's no place like
127.0.0.1

 **Temasek**
POLYTECHNIC

School of Informatics & IT

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Temasek Polytechnic Song

We're Temasek Polytechnic,
Full of confidence and pride
As we go from strength to strength we know,
Success is on our side
There is nothing we can't do, with a team that is the best

*Temasek's me, Temasek's you, we are a team
Temasek's me, Temasek's you, we are a team*

We're together in our promise, to achieve the very best
We're the strength of Singapore, and we'll stand up to any test
We're the pride of a nation, that is going very far

*Temasek's me, Temasek's you, we are a team
Temasek's me, Temasek's you, we are a team*

For the future of our country, we have excellence to give
We have dreams, hopes and integrity, the truths by which we live
There is no one to surpass us, we're the best that we can be

*Temasek's me, Temasek's you, we are a team
Temasek's me, Temasek's you, we are a team*



Mission, Vision, Values & Logo

Mission

To prepare school-leavers and working adults for a future of dynamic change, with relevant knowledge, life-long skills, character, and a thirst for continuous improvement.

Vision

To be a world-class institution in the global education network, reputed for our programmes, applied research, managerial excellence and innovative corporate culture.

Values

- Responsibility for the continued growth and success of Temasek Polytechnic
- Respect for the dignity of the individual
- Integrity of the highest order
- Student-centredness
- Future-orientation

Logo



The Temasek Polytechnic logo captures the spirit of Singapore, the Lion City. After 21 years, it has since been given a more contemporary look. Besides refreshing the overall image and complementing the new typeface, the transformation from a square to a round identity suggests the dynamic world of change. The circular identity signifies the fluidity and continuous process of learning, and its infinite possibilities. Likewise, the symbol also represents the polytechnic's connectedness with all her stakeholders.

The composition consists of an open book for knowledge, a central "T" as a torch for enlightenment, glory and hope. It also represents a sword for righteousness. The ascending staircases represent multiple entry points into the Polytechnic as well as indicate that education is a life-long, continual process.

The logo also depicts a stylised picture of a lion face. The symmetrical layout indicates the sound foundation for the goals.

Red is the corporate colour which gives the logo the likeness of an authoritative seal thus providing it with an aura of distinction which is the hallmark of Temasek Polytechnic.



Director's Message

"We must and we will continue to invest in science, technology and innovation in a balanced, sustained and sustainable manner. (This is) in order to keep Singapore competitive and relevant globally, and seed exciting new opportunities for our future economy"

[Prime Minister Lee Hsien Loong , 27 March 2019]

Welcome to the School of Informatics & IT !



Today, disruptive technological changes are happening at a rapid pace. In the past, you would wait and flag down a taxi but now, you use Grab to bring the taxi to you. Similarly, instead of shopping at physical shopfronts, you now shop online through platforms like Lazada and Qoo10 in the comfort of your home. Many other businesses are also transforming themselves digitally and they will need people with IT skills to make the transformation. You can be sure that you will be highly sought after when you graduate.

In our School, you will undertake a common Year 1 curriculum and go through the TP Fundamentals programme. These subjects will help you acquire key foundation skills in IT alongside lifeskills such as communication, critical thinking and a global mindset. Beyond these, it is also important to develop a passion for learning. The future of work requires you to always learn, unlearn and relearn as you navigate your way in your career.







Your Course Chair and Manager are important points of contact for academic related matters. You will also be assigned a Care Person, who is an academic staff whom you can turn to for advice on academic, financial and personal matters.

Make use of the next three years to explore opportunities and discover your strengths. I am confident that you will find your experience at TP to be an enriching and enjoyable one!

Dr Eng Pin Kwang
Director, School of Informatics & IT



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Temasek LEADership Programme

At Temasek Polytechnic, we believe that talent is there to be nurtured, and every student is given opportunities to achieve their personal best.

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

Our unique approach is crafted to stretch the potential of our high-performing students. In Temasek LEAD, students can expect to embark on an exciting journey of self-discovery and holistic development to attain the following four key areas of leadership:

1. Personal Leadership
2. Team Leadership
3. Community Leadership
4. Global Perspectives

Temasek LEAD students can look forward to participating in programmes such as:

- Overseas Academic Exchanges
- Local and Overseas Adventure Expeditions
- Learning Journeys, Dialogue Sessions and Symposiums
- Personal Development Workshops
- Local and Overseas Community Service Projects

Visit this link for more information:

<https://www.tp.edu.sg/student-life/temasek-leadership-programme>



Co-Curricular Activities

TP's scenic campus belies the hive of youthful energy that throbs within it. With a student population of around 14,000, there is a huge amount of creative energy on campus that is unleashed through many student-led activities including arts performances, project displays showcasing the latest innovative ideas, student DJs broadcasting the latest hits, and entrepreneurial activities by students. TP is a hub of intellectual and creative activities all-year round!

This exciting hub is the result of our commitment to providing a well-rounded educational experience that not only maximizes our students' academic learning, but also contributes to their personal enrichment and growth.

Life as a TP student is as exciting and enriching as the student wants it to be, whether they are interested in academic excellence, developing their sports or leadership potential or perfecting their cultural pursuits. There is a myriad of opportunities to hone and showcase their talents and interests.

Global experiences also await our students as we work to provide more opportunities for them to go abroad for internships, community service and study trips. Outstanding students who have contributed significantly in their respective CCAs may be eligible for CCA scholarships and awards.

Visit this link for more information about the types of CCAs available at TP: <https://www.tp.edu.sg/student-life>



Academic Matters

Academic Semesters

There are two academic semesters for each academic year, namely, the April Semester and October Semester.

AY19/20 Academic Calendar

April Semester	Period
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
October Semester	Period
Term 3	14 Oct – 15 Dec 2019
Term Break	16 Dec 2019 – 5 Jan 2020*
Term 4	6 Jan – 15 Feb 2020
Study Week	17 Feb – 23 Feb 2020
Semestral Examinations	24 Feb – 6 Mar 2020
Vacation	7 Mar – 19 Apr 2020

**Term break ends on 29 Dec 2019 (Sunday). Term break to be extended by one week to 5 Jan 2020 (Sunday). Term 4 to start on 6 Jan 2020 (Monday).*

Please refer to TP's website for more information:

<http://www.tp.edu.sg/admissions/academic-calendar>

TP Student Profile

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

Lifelong Learner

Self-directed > Resilient > Competent

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

Future-Oriented Creator

Problem Solving > Digital & Information Literate > Innovative & Entrepreneurial

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

Values-Centred Leader

Character & Citizenship > Leadership > Communicative & Collaborative

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

TP Curriculum

The TP curriculum comprises TP Fundamentals (TPFun) subjects, Diploma Core subjects and Diploma Electives/Options. Together, these subjects prepare students to be responsible people and skilled professionals. The TPFun subjects imbue students with core competencies to lead, communicate, create and collaborate. Through these subjects, students attain a mastery of skills and passion for lifelong learning, and are equipped to contribute positively as citizens. All students will take the TPFun subjects starting from their first year. They comprise the following:

- Leadership: Essential Attributes & Practice
- Communication Skills
- Career Readiness
- Current Issues & Critical Thinking
- Global Studies
- Guided Learning*
- Innovation & Enterprise
- Sports & Wellness
- Student Internship Programme

[*Students have a choice to opt for Guided Learning or take one of the following Global Studies subjects: *Managing Diversity at Work, Global Citizenship & Community Development, and Expressions of Culture.*]

Student Status

Your student status is classified according to the number of credit units you have completed:

- Freshman: completed less than 40 credit units
- Junior: completed ≥ 40 and < 80 credit units
- Senior: completed ≥ 80 credit units

Academic Progression

Minimum and Maximum Credit Units Allowed Per Semester

You are allowed to take a minimum of 15 credit units and a maximum of 28 credit units in a semester.

Eligibility to Take Subjects of the Next Higher Level

In general, to be eligible to take a Level 2 subject in your diploma of study, you must have completed at least 20 credit units of subjects.

To be eligible to take a Level 3 subject in your diploma of study, you must have completed at least 60 credit units of subjects.

- **100% Coursework Subjects**
 - ◇ No supplementary assessment.
 - ◇ If overall mark is less than 50% for the subject, repeat the subject when it is next offered.

Assessment Scheme

- ◇ If overall mark you is less than 50%, repeat the subject when the subject is next offered.
 - ◇ Students may appeal for special consideration if they have missed an **examination** paper because of valid reasons (e.g. bereavement) or if they have a Medical Certificate (MC).
- **Subject Pass Criteria**

In order to obtain a pass, you must fulfil the following criteria:

 - ◇ You are required to obtain at least 50% in the overall subject mark in order to pass the subject at the assessment.

Special Consideration for Absences in Exams

Only students who have missed an examination paper due to valid or medical reasons may submit an appeal for special consideration for absence in examinations.

If the appeal for special consideration is granted, students may be required to take a Special Assessment (SA) paper which will be scheduled immediately after the examination period.

Important—All cases of special consideration, if granted, will NOT be eligible for award of Distinction.

Assessment Matters

Eligibility for Examinations

Students who do not meet the attendance requirement for a subject can still take the examination for the subject. However, if students have not met the attendance requirement of 85% for the subject, they can only be awarded with a maximum grade of "P" (non-graded pass) at the examination, with an associated grade point of 1.0.

Admission to take an examination is based on the following conditions:

- paid all fees due to the Polytechnic
- attended and fulfilled the requirements of the course leading to the examination
- not in breach of the Polytechnic's rules and regulations

Valid Reasons for Appeal

Only students who have missed an examination paper due to valid or medical reasons may submit an appeal for special consideration for absence in examinations.

If the appeal for special consideration is granted, students may be required to take a Special Assessment (SA) paper which will be scheduled immediately after the examination period.

Important – All cases of special consideration, if granted, will NOT be eligible for award of Distinction.

The following are some valid reasons for appeal:

- Death of immediate family member, i.e. parent, sibling, grandparent, spouse, children
- Medical & Hospitalisation leave
- Special cases, e.g. accidents. Such appeals are subject to special consideration on a case-by-case basis.

Process for Appeal for Special Consideration

- A student who is unable to sit for an examination due to valid reasons may appeal to the Registrar for special consideration by submitting the "Appeal for Special Consideration on Absence from Examination" form with the supporting document. The form is available at the Student Services.
- The completed appeal form and supporting document must be submitted to Student Services within **48 hours** (excludes Saturday, Sunday and Public Holidays) from the **START TIME** of the **FIRST affected examination paper**.
- The outcome of your appeal for Special Consideration will be published in the TP Online Student Services Portal (TPOSS -> Exam Results -> Special Consideration) **within 2 working days** from the submission of your appeal form. Students are required to check the outcome of their appeal in the TP Online Student Services Portal.
- More details, including what type of supporting documents can be found on <http://www.tp.edu.sg/student-portal/full-time-student-portal/rulesregulations>

Special Assessment Papers

If the appeal for special consideration is granted, students may be required to take a Special Assessment (SA) paper which will be scheduled immediately after the examination period.

Students who have missed their SA papers will be deemed to have failed the paper even if there are any valid reasons for the absence.

The mark obtained for the SA paper will be downgraded by ONE grade and it will take the place of that for the semestral examination.

Retaking of Subjects

Students who fail a core or option subject will re-take the subject when it is next offered and must sit for the examination/assessment in that semester.

Rules & Regulations for Full-Time Students taking Exams

You are to conduct yourself in a proper manner and observe all the examination rules and regulations governing the conduct of examinations. If you breach any of the rules, you will be liable to disciplinary action.

Please refer to TP's website for more information:

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

Grade Point Average (GPA)

Your progress within a programme will be evaluated on the basis of the Grade Point Average (GPA). The GPA is a numerical value that indicates your academic achievements in the course. A minimum cumulative GPA of 1.0 is required for graduation. The formula for calculating the GPA is given below:

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

All subjects without grade point will not be included in the calculation of GPA. These include TPFun subjects with a grading system of 'Pass, Fail' and 'Pass with Commendation'.

The calculation of cumulative GPA (cGPA) will include all subjects with grade point. Any failed elective subjects or Global Studies 2 subjects which were not replaced will be included in the computation of cGPA.

Calculation of GPA (for students who failed subjects)

A student who repeats a subject (having failed it before) will have his new grade replace his old failed grade (zero grade point). His new grade point will be used in the calculation of his semester GPA and cumulative GPA.

Retaking Subjects

Retaking a Failed Elective Subject or Global Studies 2 Subject

Students who fail an elective subject or a Global Studies 2 subject may either take another elective or a Global Studies 2, respectively, or retake the failed subject.

Number of Attempts for Repeating a Subject

You are allowed a maximum of two attempts for each subject. For an elective subject or a Global Studies 2 subject, you will not be eligible to take it a third time if you do not pass it in two attempts.

Grading System

Letter grades will be given for individual subjects except for those with Pass/Fail grades. The grades and assigned numeric grade value is shown below:

Letter Grades	Descriptors	Grade Points
Z	Distinction (Up to top 5% of the candidates taking the subject may be awarded Z)	4
A	Excellent	4
B+	Very Good	3.5
B	Very Good	3
C+	Good	2.5
C	Good	2
D+	Credit	1.5
D	Credit	1
P	Non-Graded Pass	1
F	Fail	0
Pass	Pass in a subject with no grade point	NA
Fail	Fail in a subject with no grade point	NA
Pass with Commendation	Pass with Commendation in a subject with no grade point	NA
Aegrotat Pass	Aegrotat Pass	NA
In Progress	Assessment in progress at the point of grading	NA

Exemption

At the discretion of the Course Chair, and with the approval of the School Director and Registrar, you may apply for and be granted subject exemption in accordance with the Polytechnic's guidelines. You may be required to sit for special tests set by the respective school to determine whether exemption may be granted.

The exemptions, if granted, will count towards the fulfilment of the graduation requirements but will not be factored into the GPA. The term "Exempted" will be used in your academic records.

See the section Subject Exemptions for more details on applying for exemptions.

Academic Standing

Your academic standing indicates how well you are managing the course of study.

There are five types of academic standing, which will be reflected in your results notification slip.

- A. Proceed to next semester**
 - Students who pass all subjects in the current semester, or
 - Students who fail an elective subject or a Global Studies 2 subject

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

- C. Removed**
 - Students who meet the removal criteria

- D. Extended Probation**
 - Students who are removed but reinstated
 - Such students must obtain a cumulative GPA of at least 1.0 by the end of their "Extended Probation" semester or pass the failed subject(s), otherwise, they will be removed from their course of study.

- E. Completed course of study**
 - Students who have met the stipulated course graduation requirements

The above rules on Academic Warning will also apply to students on leave of absence for one semester or longer. If a student has been given an Academic Warning prior to the leave of absence, the warning prior to the leave will count towards possible removal.

Criteria for Removal

You will be recommended to the Board of Examiners for removal from your course of study if any of the following criteria is met:

- Did not fulfil the graduation requirements within the stipulated maximum time allowed to complete the course, in accordance with TP Exam Bye Laws;
- Cumulative GPA (cGPA) is less than 1.0 for three consecutive semesters
- Did not pass a TPFun subject (excluding Global Studies 2 subjects), a diploma core or required diploma option in two attempts.

Award of Diploma

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

- Obtain the required minimum number of credit units;
- Pass all compulsory subjects (TPFun and diploma core) and required options in the particular field of study;
- Fulfil the minimum GPA requirement; and
- Complete at least 3 academic years of study.

Award of Diploma with Merit (DWM)

The award of DWM will be as follows:

- In each diploma, the top 10% of the graduating cohort of students with cGPA of 3.50 and above shall be considered for the award of DWM.
- The top 10% will be based on the Cumulative GPA (cGPA). The calculation of cGPA will include all subjects taken (even if they are over and above graduation requirements) which are assigned a grade point. Subjects without grade point will not be included in the calculation.

You will be eligible for DWM if:

- You complete the course within six semesters;
- You have not failed any subject during the course of study; and
- You did not obtain a non-graded pass for any subject.

Beyond Your Diploma

When you complete your diploma course, you may apply to pursue a specialist diploma course under the Earn & Learn Programme in which you work and learn. This helps you to deepen your skills while working as a professional in industry.

The School of Informatics & IT also has advanced standing arrangements with universities in Singapore and abroad. This means our graduates can also apply to pursue undergraduate courses at these universities and receive exemptions of between six months to two years depending on their course of study, their academic results and the university they apply to.

Academic Advisement

Academic advisement services to students are carried out as a poly-wide initiative as well as on a school-based arrangement by the respective diploma course teams.

At the School of Informatics & IT, if you have any queries on subject selection, you can approach your Care Person or the Manager of your course, who will guide you in charting your academic progress and educational plans.

Withdrawal, Deferment and Transfer of Course

You are strongly advised to consult your Care Person or the Manager of your course before you explore the option to withdraw, defer or transfer from your course.

Please refer to TP's website for more information for Course Withdrawal, Course Deferment, Refund Policy and Course Transfer:
<http://www.tp.edu.sg/student-services>

Subject Exemptions

Details on subject exemptions, Application Period and Application Form can be found at: <http://www.tp.edu.sg/schools/iit/tp-students#tab3>



Attendance & Absence During the Semester

Class Attendance

The stipulated polytechnic's attendance policy requires students to fulfil at least 85% attendance.

Punctuality

Punctuality is expected of all students. With respect to all timetabled classes for which attendance is taken, late comers who come after the official start of the class will have their attendance marked as late. Being marked late in attendance is equivalent to being marked absent. That is, a lesson for which the student is marked late will not be considered part of the 85% attendance.

Absence with Valid Reasons

1. Medical Certificates (MC)

You must apply for Leave of Absence with Medical Certificate using the TP MC/LOA system, accessible from the TP Online Student Services system. Your application must be submitted within 2 working days from the end of the MC. Only MCs issued by medical practitioners registered with the Singapore Medical Council will be accepted. Original hardcopy MCs must be kept for at least 6 months as you may be required to produce an MC for audit. Failure to produce the hardcopy MC may result in your Leave of Absence with Medical Certificate application being rejected.

2. Leave of Absence (LOA)

Other applications for leave of absence for standard LOA types (e.g. driving test, compassionate reasons, competitions, NS-related) must be submitted using the TP MC/LOA system from TP Online Student Services, at least 14 days before the commencement date of the event alongside digital copies of the supporting documents. Non-standard/exceptional LOAs are to be applied by completing the LOA application form from the IIT Community Site (<https://lms.tp.edu.sg/>) and emailing it to iit_mcloa@tp.edu.sg

You must also inform the subject tutors concerned and obtain the Course Chair's approval.

You will be notified via your TP email account if your MC/LOA application has been approved.

Absence without Valid Reasons

A student who misses lessons will be issued a warning e-mail and a letter will be sent to his/her parent/guardian.

Students who do not meet the 85% attendance requirement for a subject will still be eligible to take the examination for the subject. However, for that subject, a maximum grade of "P" (non-graded pass) with an associated grade point of 1.0 will be awarded.

Subjects for which a student is being non-graded will be published on the website *TP Online Student Services >> Attendance >> Subject Non-grading Notice* before the start of the main exam.

Absence from Examinations

If you fall ill do consult a registered medical practitioner, who should not be a family member, and submit an appeal for special consideration with a medical report to Student Services within 48 hours (excluding Saturday, Sunday and Public Holidays) from the Start Time of the first affected examination paper. The Down-One-Grade rule may apply. Do see this link for more details: <http://www.tp.edu.sg/student-portal/full-time-student-portal/rulesregulations>
>> Down-One-Grade Rule

Absence from Tests/Assessments

LOA applications due to non-medical reasons which lead to a student missing a test(s) or an assessment(s) will NOT normally be granted.

Students who are absent from any class test (including quizzes, written and lab tests, presentations/demonstrations) or term test must submit a medical certificate (MC) from a doctor registered in Singapore using the TP MC/LOA system. Refer to the section *Absence with Valid Reasons* above for more details on the submission of MCs.

Students who miss lab tests due to medical reasons are expected to do a retest for the missed practical assessment. Students who miss the deadline for submitted work due to medical reasons must submit their work by 6PM of the following working day.

Waivers of submission penalties may be sought for LOAs on a case-by-case basis, for example because of family bereavement, contagious diseases, or participation in national competitions.

- late ≥ 1 and < 2 days: 20% deduction from absolute mark
- late ≥ 2 days: 0 marks awarded

Absence on Assignment Due Dates

You are encouraged to submit your assignments on time. Do note that there will be penalties for late submission of assignments without valid and approved reasons. Do refer to your subject's teaching plan for more details on these penalties.

Our Courses

We offer the following:

- [Common ICT Programme](#) (T63)
- [Diploma in Big Data & Analytics](#) (T60)
- [Diploma in Cybersecurity & Digital Forensics](#) (T62)
- [Diploma in Financial Business Informatics](#) (T17)
- [Diploma in Game Design & Development](#) (T58)
- [Diploma in Information Technology](#) (T30)

Please refer to TP's website for more information:

<http://www.tp.edu.sg/courses/full-time-courses/diplomas-by-schools#school-of-informatics--it>



Our Facilities

Learning Laboratories & Learning Spaces

The School of Informatics & IT (IIT) has many learning labs and learning spaces with resources that you need in order to do your assignments and projects.

IIT has set up a range of specialist centres in collaboration with the industry. These facilities provide you with a conducive learning environment to undertake your studies.

Specialist Centres & Learning Enterprises

- Agile IT Solutions Centre
- Innovation & Research Centre

Big Data & Analytics Hub

This Hub comprises the following facilities dedicated to nurturing competent professionals in the area of big data and analytics:

- TP-Pivotal Data Science Academy
- TP-SAS Business Intelligence & Analytics Centre
- TP-Thomson Reuters Financial Risk Management Centre

TP-Autodesk Serious Games Hub

This Hub comprises the following facilities dedicated to nurturing competent game designers & developers:

- Select-Start Studios
- Ui/Ux Future Lab
- Game Certification Centre

IT Security & Forensics Hub

This Hub comprises the following facilities dedicated to nurturing cybersecurity & digital forensics professionals:

- Temasek Advanced Learning Nurturing and Testing Laboratory (TALENT Lab)
- TP-Cisco Internet of Everything (IoE) Centre
- TP-IBM Security Operations Centre
-

Please refer to TP's website for more information:

www.tp.edu.sg/schools/iit/about-us/specialist-centres-and-learning-enterprises

Bring Your Own Device

At the School of Informatics & IT, you have the privilege of streaming the software applications that you need for your lessons anytime, anywhere and on any device. This is because we make use of cloud computing technologies to enable you to have a virtual desktop.

All students are required to bring their own personal laptops to school (Bring Your Own Device, BYOD). With your personal laptop, you will be able to stay connected, have easy access to e-textbooks, e-learning portals, conduct online research, work on projects and assignments anytime, anywhere on campus.

You may refer to the given link: <http://www.tp.edu.sg/BYOD-Specs> for the required technical specifications for notebooks, list of supported Antivirus software and commonly used freeware. If you already own a notebook, you are not required to purchase a new one (subject to your notebook meeting the minimum specifications required for your course).

Students who need computing assistance can visit **TP's IT Service Management Centre** (located at the East Wing Building, Blk 1A, Level 4) which provides one-stop service.

The operating hours of the Centre are from Mondays to Fridays, 8.30am – 6pm.

Students who need to purchase a new laptop but face financial constraints may apply for BYOD financial assistance schemes. Please refer to the following webpage for more details:

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

Student Services

The Student Services department caters specifically to the needs of our students and alumni. It offers a wide range of services relating to student academic matters and enquiries. Self-service notebooks are available for students to login to access to TP's various online services.

Location

Administration Block 9, Level 2, Lift Lobby C

Operating hours

Mon to Fri, 8.30 am to 5.30 pm

Closed on Sat, Sun & Public Holidays

Services

- Request for Statement of Examination Results
- Request for Transcript
- Replacement of Certificate
- Replacement of Matriculation Card
- Application for Review of Subject Grade
- Collection of Diploma Certificate by Proxy Form
- Course Withdrawal
- Course Deferment
- Course Transfer
- Appeal for Reinstatement to Course of Study
- Change of Personal Particulars
- Application for Exemption from Sports & Wellness—Existing Students

Other Services

- Certification of TP academic results and Diploma Certificate
- Collection of Diploma by Current Graduates - *Dates for Collection will be Stipulated in the Graduand Package*
- Request for Full-time Student Status Confirmation Letter
- Submission of Enrolment Documents, Financial and Non-financial Application Forms

Payment

All payments by NETS and CashCard only.

Please refer to TP's website for more information:

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

Career Services Centre

The Career Services Centre focuses on helping students develop their self-concept and deepen their understanding and commitment towards the sectors that they are likely to enter after they graduate, to successfully transit to work. The Centre provides the following services for students:

- Education & Career Guidance (ECG)
- Career Preparation
- Career Discovery
- Further Education

For more information about the services provided by the Career Services Centre, visit this link: <https://www.tp.edu.sg/centres/cs#tab6>

Location

Administration Block 9, Lobby D, Level 2 (Plaza)

Operating Hours

Mon to Fri, 8.30 am to 5.30 pm
Closed on Sat, Sun & Public Holidays

Contacts

Hotline: 6780-6480
Email: getahead@tp.edu.sg

Special Educational Needs Support Office

The Polytechnic seeks to develop an inclusive community that promotes a culture of openness, understanding and mutual support in order that students with Special Educational Needs (SEN) can have a holistic education experience and attain independent living skills and be equipped to access meaningful employment upon graduation.

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

Prospective Students

Students with SEN may contact the Admissions Office or SSO for pre-admission course advisement.

Current Students

SSO provides the following support to students with SEN:

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

Financial Support

The Ministry of Education (MOE) has set up a SEN Fund to help students with physical, hearing or visual impairment to have adequate support for their educational needs throughout their education in the polytechnics. Eligible students with SEN can tap into the Fund to purchase Assistive Technology (AT) devices and support services. [Click here](#) (DOC: 103KB) to download the SEN Fund form for more details on the eligibility criteria and application process.

Useful Information

- [Schemes that assist with the transport needs of persons with disabilities](#)
- [Services for Youths with Disabilities](#)

Please refer to TP's website for more information:

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

Location

Care@TP
South Wing, Blk 26B, Level 1 Unit 49

Contacts

Hotline: 6780-5959
Email: care@tp.edu.sg

Operating Hours

Mon to Fri, 8.30 am to 5.30 pm
Closed on Sat, Sun & Public Holidays

Student Care

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

Services

- **Consultation/Therapy** - Face to face sessions which are carried out on individual, group or family basis. Confidentiality is assured.
- **Financial Counselling** - Counsellors will explore with students regarding the various financial resources available. Go to *TP Website >> Fees & Financial Matters* for more information on financial assistance schemes.
- **Wellness Programme** - Mental health awareness talks, workshops & roadshows.

Location

Care@TP
South Wing, Block 26B, Level 1 Unit 49

Operating Hours

Mon to Fri, 8.30 am to 5.30 pm
Closed on Sat, Sun & Public Holidays
To make appointment, click on: bit.ly/booktpcs

Contacts

Tel: 6780-5959
Email: care@tp.edu.sg

Book an appointment: bit.ly/booktpcs

Please refer to TP's website for more information:
<https://www.tp.edu.sg/student-life/a-caring-campus>

Important Phone Numbers

Department	Phone number
Fire Command Centre / Security	6780 5999
Career Services Centre	6780 6480
IT Service Management Centre	6780 5933
TP Library	6780 5772
School of Informatics & IT General Office	6780 5158
Student Development & Alumni Affairs	6780 5353
Student Care & Counselling	6780 5959

Important Websites

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

Green Environment

TP is committed to caring for the environment. TP's Environmental Policy embodies our commitment to environmentally-friendly practices.

TP's Environmental Policy

Temasek Polytechnic shall:

- Actively engage in carrying out exemplary environmental practices by:
 - ◊ Exploring efficient use of resources to REDUCE wastage;
 - ◊ Identifying creative and practical ways to REUSE our resources; and
 - ◊ Promoting opportunities to RECYCLE waste.
- Educate staff and students and communicate to suppliers/contractors about environmental issues.
- Wherever practical, purchase goods and services from suppliers that are environmentally responsible.
- Through an accredited Environmental Management System, commit to continually improve our practices and ensure that we comply with environmental laws and other requirements we subscribe to that relate to our activities, products and services.
- Integrate the principles of environmental management, pollution prevention, and other related green topics in our curriculum.

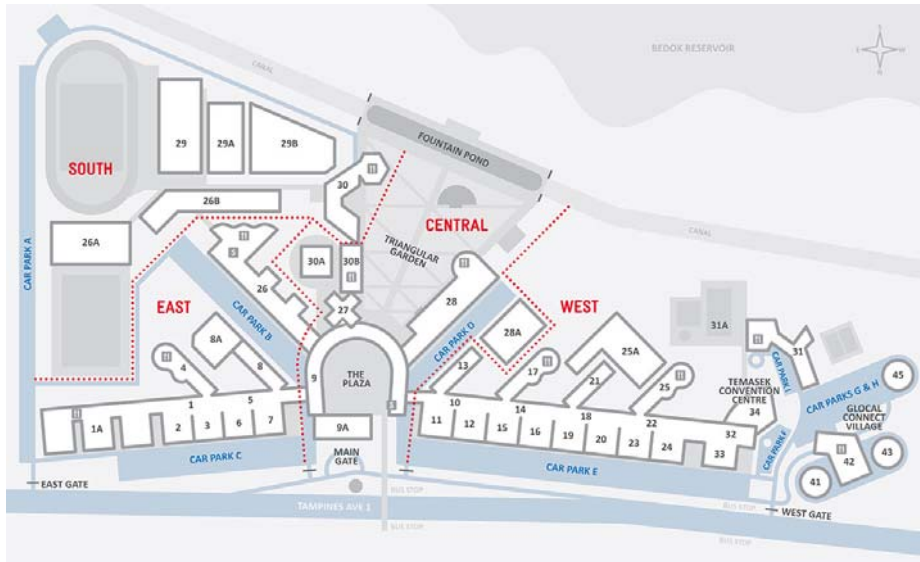
Demonstrating Care for the Environment

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

- Reducing wastage of natural resources by switching off PCs, air-conditioners and lights when leaving a lab or classroom, reducing printing, reducing the use of disposable items such as plastic bags and water bottles;
- Reusing resources such as paper and containers;
- Recycling waste such as paper, drink cans and plastic containers;
- Educating people around us about environmentally friendly practices;
- Disposing of waste responsibly and not leaving rubbish on the table when leaving the LT, learning space or canteen.

Let's make our School and TP a clean and green environment to study and work in!

Campus Map



SOUTH

BLK 26A	Sports & Arts Centre
BLK 26B	Auditorium 3 and Foyer Temasek SkillsFuture Academy (TSA) School of Business (BUS)
BLK 29	Sports Complex
BLK 29A	Temasek Tourism Academy (TTA)
BLK 29B	Singapore Institute of Technology (SIT)
BLK 30	Bistro Lab

EAST

BLK 1A	School of Humanities & Social Sciences (HSS)
BLK 1-4	School of Informatics & IT (IIT)
BLK 5-8	School of Applied Science (ASC)
BLK 8A	Centre for Aquaculture and Veterinary Science (CAVS)
BLK 26	School of Business (BUS)

AMENITIES

ATMs Food

CENTRAL

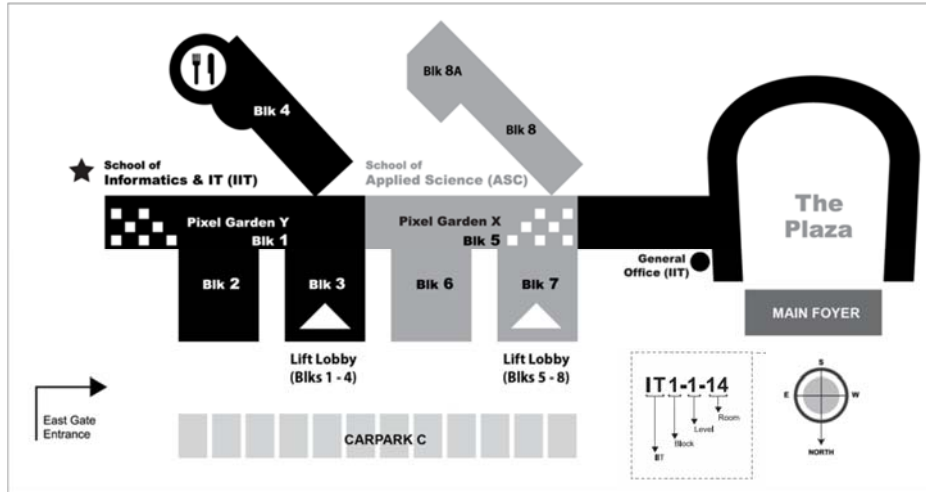
BLK 9	Administration Auditoria 1 & 2 and Foyer Student Services and Information
BLK 9A	Main Foyer
BLK 27	Library
BLK 28-28A	School of Design (DES)
BLK 30A	Student and Alumni Hub
BLK 30B	Garden Fiesta
-	The Plaza
-	Triangular Gardens & Fountain Pond

WEST

BLK 10-25A	School of Engineering (ENG)
BLK 31	Temasek Culinary Academy (TCA)
BLK 31A	Swimming Complex
BLK 32-33	School of Engineering (ENG)
BLK 34	Temasek Convention Centre (TCC) and Foyer
BLK 41-43, 45	Glocal Connect Village (GCV)

View the [campus map](#)

School of Informatics & IT Map



School of Informatics & IT General Office

Blk 5, Level 3 (IT5-3-3)

Staff Rooms (Lift Lobby A)

Blk 4, Level 6 (IT4-6-76)
Blk 1, Level 7 (IT1-7-53)
Blk 5, Level 7 (IT5-7-28)

Lecture Theatres 1-4
Lecture Theatres 5-8
Lecture Theatres 9-12
Lecture Theatres 13-16

Blk 3, Level 3
Blk 7, Level 3
Blk 3, Level 1
Blk 7, Level 1

Food Court—Flavours

Blk 4, Level 2 (IT4-2)

Big Data & Analytics Hub

Blk 6, Level 3

TP-Pivotal Data Science Academy
TP-IBM Retail Analytics Centre
TP-SAS Business Intelligence & Analytics Centre
TP-Thomson Reuters Financial Risk Management Centre

TP-Autodesk Serious Games Hub

Blk 2, Level 3

Select-Start Studios
Ui/Ux Lab
Game Certification Centre

IT Security & Forensics Hub

Blk 2, Level 2

TP-Cisco IoE Centre
TP-IBM Security Operations Centre
Resource Management Centre
The TALENT Lab



Regulations & Policies

Student Code of Conduct

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

The Polytechnic's 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 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 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.

The code of conduct is available here:

<http://www.tp.edu.sg/staticfiles/TP/files/studentportal/Student%20Code%20of%20Conduct%20for%20PET%20students.pdf>

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.

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's Code of Conduct for students and staff and to take disciplinary action where necessary.

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.

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. Apologise if necessary and move forward. In order to avoid such situations, ensure that whatever you post online is true and accurate from trusted sources.

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

Student Disciplinary Policy

Student Offence Categories

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

1. CAT 1 offences are serious offences. The type of offences include:

- ◇ Assault
- ◇ Drug-related offence
- ◇ Possession, distribution and sale of pornographic material
- ◇ Possession of weapons
- ◇ Religious/racist attacks against staff / students
- ◇ Rioting
- ◇ Sexual assault and outrage of modesty
- ◇ Forgery / Tampering of documents
- ◇ Bullying / Harrassment
- ◇ Fighting
- ◇ Consumption of alcohol
- ◇ Creating nuisance / bringing disrepute to TP
- ◇ Defamation against staff / students
- ◇ Indecent behavior
- ◇ Viewing of pornographic material
- ◇ Insubordination
- ◇ IT-related offences
- ◇ Theft
- ◇ Unauthorised soliciting of funds and selling of products using the name of the Polytechnic
- ◇ Vandalism and mischief
- ◇ Non-compliance to regulations and Student Code of Conduct

Punitive actions, such as warning letter, corrective works order, community work and making restitution, fail grade for subjects, suspension from course of study for a minimum period of one semester and even dismissal from the Polytechnic, may be meted out by the Polytechnic depending on the severity of the offence.

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

Academic-related Offences

Academic-related offences are:

- Cheating on Semestral Examination
- Cheating on Coursework
- Plagiarism

Please refer to TP's website for more information:

<http://www.tp.edu.sg/student-portal/full-time-student-portal/rulesregulations#tab3>



Plagiarism Policy

Temasek Polytechnic's Policy on Plagiarism

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

Disciplinary Action Against Students who Plagiarise

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

Definition of Plagiarism

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

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

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

How to Avoid Plagiarism

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

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

Refer to TP's website for more information:
<http://www.tp.edu.sg/staticfiles/TP/files/studentportal/Plagiarism%20Policy.pdf>

Plagiarism Policy

Sample 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. The following lists an example from IIT:

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.

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.)

Refer to TP's website for more information about TP's Plagiarism Policy:
<http://www.tp.edu.sg/staticfiles/TP/files/studentportal/Plagiarism%20Policy.pdf>

Copyright Issues

Copyright is a protection that covers published and unpublished literary, dramatic, musical and artistic works, whatever the forms of expression, provided such works are fixed in a tangible or material form. This means that as long as you can see it, hear and/or touch it—it may be protected. If it is an essay, a play, a song, a funky original dance move, a photograph, HTML coding or any computer information that can be set on paper, recorded on tape or saved to a hard drive/CD-rom, it may be protected. Copyright laws grant the creator the exclusive right to reproduce, prepare derivative works, distribute, perform and display the work publicly. Exclusive means **only the creator** of such work, not anybody who has access to it and decides to grab it.

It is illegal to violate any of the rights provided by the law to the owner of a copyright. Temasek Polytechnic respects the ownership of intellectual material governed by copyright laws. All TP students are expected to know and comply with the copyright laws that affect them.

NOTE that INFRINGING the COPYRIGHT ACT could land you with a hefty FINE or even a JAIL term!

Here is a list of Do's & Don'ts:

What you **CAN** do:

- Make reasonable copies of a work(s) i.e. **10%** of the total number of pages in a physical edition of the work;
- Make not more than **10%** of the total number of bytes in an electronic edition of the work; or
- Make copies of not more than 1 chapter of the work (even if 1 chapter is more than **10%** of the number of pages or bytes).

What you must **NEVER** do:

- Photocopy an entire book/work;
- Copy more than 10% of the total number of pages or more than 1 chapter unless new copies are unavailable within a reasonable time at an ordinary price;
- Copy more than 1 article from a given periodical, unless they relate to the same subject matter.
- If you are in doubt, please feel free to consult your lecturers for clarification. Please do NOT assume what you are copying is ok.

Total Workplace Safety & Health (TWSH) Policy

1. Temasek Polytechnic TWSH Policy

Temasek Polytechnic is committed to providing a safe, healthy and sustainable working environment and practices for its staff, students, partners and the community. It seeks to instil Total Workplace Safety & Health (TWSH) ownership throughout the organisation by:

- Complying with prevailing local Workplace Safety & Health laws and regulations;
- Conducting business in a safe, healthy, responsible and sustainable manner;
- Implementing programmes and a comprehensive TWSH Management System with periodic audits to improve TWSH and to prevent workplace incidents, injuries and illnesses;
- Educating staff on TWSH operating techniques to enable competent execution;
- Continually improving in order to inculcate a world-class TWSH culture in the global education network;
- Communicating the TWSH policy to all staff and students, and making it available, to partners and the community.

2. Important Contact Numbers

- 2.1. Call 6780-5999 for situations where life or property are at imminent risk (e.g. injuries, fire outbreak);
- 2.2. Call 6780-5955 for non-emergency matters (e.g. Lift breakdown)

3. Emergency Evacuation

- 3.1. Temasek Polytechnic has adopted a 2-alarm system for evacuation.
- 3.2. Do familiarize yourselves with the various assembly areas in your area of activity.
- 3.3. First Alarm:
 - 3.3.1. If there is no immediate danger:
 - a. Prepare to evacuate by turning off the power to your notebook or desktop computers. (i.e. "make-safe" your area and devices)
 - b. Wait for instructions.
 - 3.3.2. If there is immediate danger, evacuate immediately:
 - a. Follow instructions of staff.
 - b. Evacuate in an orderly manner.
 - c. Do not run. Walk briskly.
 - d. Do not take lifts.

- 3.4. Second Alarm:
 - 3.4.1. The second alarm could be:
 - a. A continuous alarm, or
 - b. An announcement to evacuate.
 - 3.3.2. Please:
 - a. Follow instructions of staff.
 - b. Evacuate in an orderly manner.
 - c. Do not run. Walk briskly.
 - d. Do not take lifts.

4. Lithium Battery Safety

- 4.1. Do not charge Lithium batteries unattended (e.g. notebook computers, mobile devices, mobile power banks).

***Total workplace Safety & Health
Our way of life!***

Please refer to TP's website for more information:
<http://www.tp.edu.sg/about-tp/twsh-policy>



Make a *Difference*

A new journey in your life has just begun here at IIT! The next three years will present you with endless opportunities to explore, discover and experience new horizons. So, make the most of these three years to grow and become an individual who dares and cares to make a difference in your own life and in the lives of people around you!

Compassion

"No one has ever become poor by giving." — Anne Frank

Make it your goal to participate in a community project, local or overseas.

Action

"If you have time to whine and complain about something then you have the time to do something about it." — Anthony D'Angelo

Make a plan to learn a new skill.

Respect

"Men are respectable only as they respect." — Ralph Waldo Emerson

Consider what acts of kindness you could do each day.

Engagement

"If you think you're too small to make a difference, you've never been in bed with a mosquito." — Michelle Walker

Think of small steps that you can take to support some worthy cause, such as volunteering your time and recycling items.



Care Persons—AY2019/2020 Intake

Care Person	Telephone	E-Mail	Class Code
Common ICT Programme			
Tan Sio Poh	6780 6920	siopoh@tp.edu.sg	C19T01
Andrew Tan	6780 5308	andrewt@tp.edu.sg	C19T02
Sathish Sritharan	6780 5340	sathish@tp.edu.sg	C19T03
Judy Pereira	6780 5312	judyp@tp.edu.sg	C19T04
Andrew Chong	6780 6930	chongkt@tp.edu.sg	C19T05
Seah Bian Ping	6780 4799	bianping@tp.edu.sg	C19T06
Ho Li Chin	6780 5326	lichinho@tp.edu.sg	C19T07
Diploma in Big Data & Analytics			
Zaw Htet Wai	6780 4199	zawhtet@tp.edu.sg	C19S01
Zhang Huiyu	67805405	zhanghy@tp.edus.g	C19S02
Diploma in Financial Business Informatics			
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