PROFESSIONAL DEVELOPMENT CENTRE

Part-time Student Handbook 2014/2015
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Welcome to Temasek Polytechnic

Thank you for choosing Professional Development Centre (PDC) of Temasek Polytechnic (TP) as your partner in this journey of lifelong learning.

The change brought about by technological advancements and global competition makes it imperative that we are nimble and adaptable to stay competitive. To remain employable and relevant in the industry, one needs to up-skill and gain new knowledge to keep abreast of changing technology and business environment. Hence, ensuring that the training we provide is relevant to the needs of industry forms the key thrust of PDC.

This handbook has been prepared to assist you in providing useful information and instructions for new students. On behalf of PDC, I look forward to welcoming you in your quest to develop your professional life and wish you an enriching learning journey ahead.

Mr Leong Kit Hoong, John
Director
Professional Development Centre

Academic Calendar

<table>
<thead>
<tr>
<th>CET Academic Calendar 2014/2015</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>April Semester</strong></td>
<td></td>
</tr>
<tr>
<td>Term 1</td>
<td>Mon, 21 Apr 2014 – Sun, 22 Jun 2014</td>
</tr>
<tr>
<td>Term 2</td>
<td>Mon, 23 Jun 2014 – Sat, 23 Aug 2014</td>
</tr>
<tr>
<td>Study Week</td>
<td>Sun, 24 Aug 2014 – Sun, 31 Aug 2014</td>
</tr>
<tr>
<td>Examination</td>
<td>Mon, 1 Sep 2014 – Sat, 6 Sep 2014</td>
</tr>
<tr>
<td>Vacation</td>
<td>Sun, 7 Sep 2014 – Sun, 19 Oct 2014</td>
</tr>
<tr>
<td><strong>October Semester</strong></td>
<td></td>
</tr>
<tr>
<td>Term 1</td>
<td>Mon, 20 Oct 2014 – Sun, 4 Jan 2015</td>
</tr>
<tr>
<td>Term 2</td>
<td>Mon, 5 Jan 2015 – Sat, 28 Feb 2015</td>
</tr>
<tr>
<td>Study Week</td>
<td>Sun, 1 Mar 2015 – Sun, 8 Mar 2015</td>
</tr>
<tr>
<td>Examination</td>
<td>Mon, 9 Mar 2015 – Sat, 14 Mar 2015</td>
</tr>
<tr>
<td>Vacation</td>
<td>Sun, 15 Mar 2015 – Sun, 19 Apr 2015</td>
</tr>
</tbody>
</table>

- Inclusive of 1 to 2 week(s) of mid-term break, depending on the course. The course timetable will be made available to students before the commencement of a new semester.

Depending on the course structure, some courses do not adhere to the Academic Calendar. Please also refer to the timetable issued.
Matriculation Card

Will I be given a Student Matriculation Card and what are its uses?
All students* of the Polytechnic will be issued with a matriculation card. To facilitate identification, please carry the matriculation card when you are in campus. The matriculation card gives you access to library and sports facilities unless indicated otherwise.
* excludes participants of short courses.

What if I lose or damage my Student Matriculation Card?
You need to report it to PDC immediately to prevent unauthorised use of your card. If you lose your card, you will need to submit a copy of the Application for Replacement of Matriculation Card form. You must also inform the library staff immediately of the loss of matriculation card to prevent unauthorised loans. A replacement fee is chargeable.

Attendance

Do I need to be present for all lessons?
You must attain at least 50%* overall attendance for classes. Medical leave and Leave of Absence (LOA) will not be considered part of the 50% attendance. For example, if you have 16 lessons for a subject, you will need to be present for at least 8 lessons. Should you be absent for an assessment, you will need to have a medical certificate or approved LOA in order to be eligible for a re-assessment.

* 85% for DECE-T
* If you are a WTS recipient or you are under company sponsorship which is applying for absentee payroll, you will need to meet the minimum attendance requirement of 75% for each subject as part of the terms and conditions for WDA’s scheme. Medical leave and LOA will not be considered part of the 75% attendance.

You will need to submit the Submission of Medical Leave form to PDC with the original medical certificate or certified true copy within 3 working days from the last day of your medical leave.

If you need to apply for LOA, please submit the Application for Leave of Absence form to PDC with the supporting documents not later than 1 week from the date of absence.

• Approval for LOAs may not be granted if the submission for LOA falls outside the stipulated timeline.
• Application for LOAs will be assessed on a case-by-case basis. PDC will inform you of the outcome of your application.

Should you be absent for an assessment or class test, you will need to apply to retake an assessment or class test with supporting documents like a medical certificate or approved LOA. All applications are subject to approval.

If I miss a class, will there be a make-up session?
There will be no make-up session(s) if you are not able to attend the class.

What happens if the teaching staff fails to turn up for lectures/classes?
All lectures/classes are deemed to be cancelled if the teaching staff fails to turn up 30 minutes after the start of class.

Please inform PDC of the cancellation by calling us at 6788 1212 the next working day.
Timetable

How and when will I get my course timetable?
New students will receive a hard copy timetable about 1 month before the course commences. Existing students, including repeat students, are to check their next semester’s timetable via the Part-Time Student Portal about 1 month before the semester commences.

Lessons with the R symbol on your timetable will be recorded and the videos will be available for viewing after two working days.

What information do I need to prepare to access my course timetable?
You need to log in using your admin number and email password to the Part-Time Student Portal. You need to know your course title, intake number and modular certificate or post-diploma certificate number.

Will the days of lessons remain the same throughout the whole duration of my course?
The timetable may change due to availability of facilities and lecturers.

Student Status/Particulars & Correspondence

I need a letter to certify that I am taking a part-time course. How can I get it?
Please submit the Student Status Letter Request form to PDC. A letter certifying your student status will be generated at no charge.

How and where do I send my correspondences to?
Each student will be issued a TP email account. Any request that you send us must be via your TP email account. Please include in the email your name registered with TP at the time of admission, your admission number and course title.

PDC will send emails to students via this TP email account. You are required to check your TP email account frequently for official notifications, updates on schedule changes and other course-related correspondences.

Please send all correspondence via your TP email account to:

Professional Development Centre (PDC)
Temasek Polytechnic
South Wing Blk 26B, Level 1, Unit 49
21 Tampines Avenue 1
Singapore 529757

Tel: 6788 1212
Fax: 6788 1475
Email: pdc@tp.edu.sg

PDC is open Mon-Fri, 8.30am-7pm. Students may drop off their documents in the Drop Box located next to PDC main door after 7pm. Please indicate your name, admission number and course title on your documents.

I have changed my home address/contact number. How do I inform PDC?
You may submit the Information Update form, together with the supporting document to PDC. The information will be updated within 2 working days.

<table>
<thead>
<tr>
<th>Types of Updates</th>
<th>Supporting Documents Required</th>
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</thead>
<tbody>
<tr>
<td>Change in name in NRIC/Passport</td>
<td>NRIC/Passport</td>
</tr>
<tr>
<td>Change in citizenship</td>
<td>NRIC/Passport/Citizenship Certificate</td>
</tr>
<tr>
<td>Change in Foreign Identification No.</td>
<td>Work Permit/Employment Pass</td>
</tr>
<tr>
<td>Change in sponsoring company</td>
<td>Letter from the sponsoring company</td>
</tr>
</tbody>
</table>
I wish to withdraw from the course. What should I do?
Please submit an Application for Withdrawal form to PDC together with your matriculation card. If you have outstanding course fees or library loans, please settle all fees and return all library books before submitting your request. Course fee will NOT be refunded after a course has commenced.

No withdrawal will be allowed once the study week commenced till the release of the examination results.

Can I defer my course?
There is no deferment of course. You may take a semester break in between the Modular Certificates (MCs) / Post-Diploma Certificates (PDCs). However, it is your responsibility to plan your study accordingly so that you can complete the Diploma within 5 years / Post-Diploma within 2 years.

What happens if I need to repeat a subject?
There is no supplementary exam If you fail any of the subject(s). You will take the repeat subject(s) upon completion of the 5th MC/2nd PDC.

Repeat of subject(s) is conditional on:
- no clash in schedule
- approval by TP
- offered in that semester
- repeat subjects are within the same MC/PDC

Repeat Subject(s) Fee Computation:
There is no MOE funding for repeat subject(s).

e.g. Student A failed 2 subjects from the Certificate in Introductory Management 1

Full Course Fee per MC: $3,290

Each MC consists of 3 subjects

Hence, student would have to pay the repeat fee of ($3,290/3) x 2 = $2,200 before semester starts for the MC.

Please contact your Programme Officer if you need any advisement.

Parking

TP will be introducing charged parking with effect from 1 June 2014.

Students who park their vehicles on campus will be required to pay the public rate.

<table>
<thead>
<tr>
<th></th>
<th>Day of the week</th>
<th>Rate</th>
<th>Grace Period</th>
</tr>
</thead>
<tbody>
<tr>
<td>Students</td>
<td>Mon – Sun *</td>
<td>$1.00/hr (capped at $6/day)</td>
<td>15 min.</td>
</tr>
<tr>
<td>Public</td>
<td>Mon – Sun *</td>
<td>$1.00/hr (capped at $6/day)</td>
<td>15 min.</td>
</tr>
<tr>
<td>Motorcycles</td>
<td>Mon – Sun *</td>
<td>$0.65/entry</td>
<td>15 min.</td>
</tr>
</tbody>
</table>

* Campus is operational from 0630-2230hrs on weekdays and 0630-1500hrs on Saturdays
Any vehicle that is not parked in a designated parking lot will be wheel-clamped. Students are not allowed to park in the reserved red lots before 1800 hrs or their vehicle will be wheel-clamped.

Vehicles that are wheel-clamped will be issued with a notice. Please follow the instructions on the notice to make payment at the Fire Command Centre (FCC) located at South Wing, Blk 26B.

**Smoking**

No smoking is allowed on campus. Disciplinary action will be taken against students caught for the offence.

**Sports and Recreational Facilities**

Only part-time students with valid matriculation cards are allowed to use the sports and recreational facilities.

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**How is the Credit Unit Computed**

Every subject is assigned credit units (CU). These credit units are a measure of students’ workload. In any subject, 1 credit unit is normally assigned for 15 hours of work. For example, a subject with 4 credit units will have a 60-hour (15 x 4) workload. Students must pass the subject assessments in order to be awarded the assigned credit units.

**How is the Grade Point (GPA) Computed**

Students’ progression within a course of study will be evaluated on the basis of the Grade Point Average (GPA). The GPA is a numerical value that indicates the student’s academic achievement in the course. Both the semester GPA and cumulative GPA are calculated.

The formula for calculating the GPA is given below:

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

The calculation of cumulative GPA (cGPA) will include all subjects with grade points and will be computed based on the grades obtained by the student at the latest attempt of the examination for each subject.

**How to Apply for Subject Exemption**

Application for subject exemption can be considered up to Week 2 of the semester and only ONE application is allowed per student per modular certificate/post-diploma certificate. All applications are subject to approval. Students will be notified on the outcome of their application within 1 month from the date of the application. Please contact the relevant Programme Officers for more details.

Students are deemed to have satisfied the requirements for subjects that they are granted exemption. The corresponding credit units of the exempted subjects will be accorded to the students and are counted towards satisfying the course graduation requirements.

Students will be given an “exempted” grade for subject(s) they are exempted. Where GPA applies, the credit units awarded will NOT be used in the GPA computation.
Assessment Scheme

Examination subjects
For a subject with an end-of-semester examination, students need to obtain at least 50% of the total subject mark in order to pass it. This total subject mark would be the combined marks from the coursework and examination taken in the same semester.

Non-examinable subjects
For a subject with 100% coursework, students need to obtain at least 50% of the total coursework mark in order to pass it.

Graduation requirements
Students will be awarded a diploma/post-diploma qualification upon fulfillment of the graduation requirements within the maximum candidature of the course from the date of enrolment, failing which they will be removed from the course of study.

Please refer to the Part-Time Student Portal for all Examination Matters including Examination Rules & Regulations.

Academic-Related Offences

Cheating on Semestral Examination (with confirmed possession of unauthorised materials)
Students in possession of unauthorised materials, as verified by the Examiner as relevant to the examination paper, will be debarred from the current and remaining examination papers of the semestral examination in that semester. All subjects taken in the semester will be marked as ‘Fail’. Students will be removed accordingly if they meet any of the course removal criteria due to the failing of these subjects.

Cheating on Semestral Examination (other than confirmed possession of unauthorised materials)
Students who cheat in the examination venue (other than possession of unauthorised materials) will be allowed to continue with the current and remaining examination papers, if any, pending investigation by the Polytechnic. The findings and recommendations shall be submitted to the Principal through Registrar. Where it is established that the student has cheated, all subjects taken by the student in that semester will be marked as ‘Fail’. Students will be removed accordingly if they meet any of the course removal criteria due to the failing of these subjects.

Cheating on Coursework
Coursework refers to projects, term tests, assignments and other non-examination-related assessments. Students who are caught for cheating on coursework will be given zero for the affected component of the subject.

Plagiarism
The disciplinary action to be taken for students caught for plagiarism will depend on severity and range from failing the affected component of the subject to removal from course.
Copyright

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

What you CAN do:
• Make reasonable copies of a work/s i.e. 10% of the total number of pages in a physical edition of the work;
• Make not more than 10% of the total number of bytes in an electronic edition of the work; or
• Make copies of more than one chapter of the work (even if one 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 one chapter unless view copies are unavailable within a reasonable time at an ordinary price;
• Copy more than one article from a given periodical, unless they relate to the same subject matter.

If you are in doubt, please feel free to consult your lecturers for clarification. Please do NOT assume what you are copying is ok.

E-Learning

OLIVE
In the course of your study in TP, you will have many opportunities to engage in e-learning. You will acquire valuable skills in learning how to learn and how to create knowledge in an online environment. You will have the opportunity to be exposed to both independent and collaborative learning online through TP’s platform, OLIVE (Online Learning Interactive Virtual Environment). The flexibility of e-learning means that you will be able to study when and where you like in TP’s wireless environment.

Lecture Capture Management System
As working adults, we understand the challenges to balance studies, work and personal life. TP has implemented the Lecture Capture Management System (LCMS) which allows you to view lessons delivered in lecture delivery mode. Lessons with the R symbol on your timetable will be recorded and the videos will be available for viewing through OLIVE after 2 working days.
How to Sign-in to OLIVE

Step 1

Step 2
Login with your user name and password
Step 3
An example of what you will see
Step 2
Login with your user name and password

Step 3
An example of what you will see

Step 4
Click on the video(s) that you will like to view

Click No upon seeing this to view the video(s)
Part-Time Student Portal

This is a one-stop portal that allows you to access information at your own time. From the portal, you will be able to view and access the following:

- Course & Exam Timetable
- Exam Results
- OLIVE
- Library
- Announcements
- Student & Exam Rules & Regulations
- Student Handbook
- Forms, e.g. Submission of Medical Leave/Application for Leave of Absence

How to Sign-in

Step 1
Step 2
Login with your login id and password

TP Login ID: Admission No.

Password: ‘t’ + barcode no. e.g. tM423509
**Student Email Account**

The Microsoft Office 365 program provides institutions of higher education with a suite of hosted communication for students and alumni.

**How to Sign-in**

Step 1

Click on Microsoft Office 365
Step 2
Login with your login id and password

Login ID: ‘Admission No.’ @student.tp.edu.sg
  e.g. 1170611F@student.tp.edu.sg

Password: ‘t’ + barcode no.
  e.g. tM423509
**IMPORTANT NOTE**

The default password is the same for the Part-Time Student Portal, OLIVE and Student Email Account.

However, should you change or re-set the default password, please note that the password for your Part-Time Student Portal & OLIVE is not the same as your Student Email Account.

<table>
<thead>
<tr>
<th></th>
<th>Default Password</th>
<th>Resetting of Password</th>
</tr>
</thead>
</table>
| **Part-Time Student Portal & OLIVE** | Login ID/User Name: Admission No.  
Password: ‘t’ + barcode no. on student card, e.g. tA123456 | Proceed to the Library’s Customer Service Counter at Level 2:  
**Term Time**  
Mon - Fri: 8am to 9pm  
Sat: 8.30am to 5.30pm  
Sun, PH & where the eve of PH falls on a Sat: Closed  
**Term Break**  
Mon - Fri: 8.30am to 7pm  
Sat: 8.30am to 1pm  
Sun, PH & where the eve of PH falls on a Sat: Closed  
Tel: 6780 5772 |
| **Student Email Account** | Login ID/User Name: Admission No.  
@student.tp.edu.sg  
Password: ‘t’ + barcode no. on student card, e.g. tA123456 | Contact your Programme Officer for assistance |
# Contact Information

Professional Development Centre  
South Wing Blk 26B, Level 1, Unit 49  
Temasek Polytechnic  
21 Tampines Avenue 1. Singapore 529757

Tel: (65) 6788 1212  |  Fax: (65) 6788 1475  |  Email: pdc@tp.edu.sg  
Website: [http://www.tp.edu.sg/centres/professional-development-centre.asp](http://www.tp.edu.sg/centres/professional-development-centre.asp)

**Operating Hours**  
Monday to Friday: 8.30am to 7.00pm  |  Closed on Saturday, Sunday and Public Holidays

One-Stop Service Centre  
Administration Block 9, Level 2, Lift Lobby C  
Temasek Polytechnic  
21 Tampines Avenue 1. Singapore 529757

**Operating Hours**  
Monday to Friday: 8.30am to 5.30pm  |  Closed on Saturday, Sunday and Public Holidays

<table>
<thead>
<tr>
<th>Service</th>
<th>Phone Number</th>
</tr>
</thead>
<tbody>
<tr>
<td>TP Hotline</td>
<td>6788 2000</td>
</tr>
<tr>
<td>Fault Reporting Centre</td>
<td>6780 5955/6785 9121</td>
</tr>
<tr>
<td>Main Guard House</td>
<td>6787 2520</td>
</tr>
<tr>
<td>Security Office/Fire Command Centre</td>
<td>6780 5999</td>
</tr>
<tr>
<td>Library</td>
<td>6780 5772</td>
</tr>
<tr>
<td>School of Applied Science</td>
<td>6780 5322</td>
</tr>
<tr>
<td>School of Business</td>
<td>6780 5127</td>
</tr>
<tr>
<td>School of Design</td>
<td>6780 5133</td>
</tr>
<tr>
<td>School of Engineering</td>
<td>6780 5144</td>
</tr>
<tr>
<td>School of Humanities &amp; Social Sciences</td>
<td>6780 6565</td>
</tr>
<tr>
<td>School of Informatics and IT</td>
<td>6780 5158</td>
</tr>
</tbody>
</table>

Updated on 12 April 2014