STUDENT HANDBOOK

AY2023/2024

CENTRE FOR FOUNDATION STUDIES

Polytechnic Foundation Programme

Semester 1 (April)

Term 1	17 Apr – 11 Jun 2023
Term Break	12 Jun – 25 Jun 2023
Term 2	26 Jun – 23 Jul 2023
Special Term Break	24 Jul – 30 Jul 2023#
Term 2	31 Jul – 20 Aug 2023
Study Week	21 Aug – 27 Aug 2023
Semestral Examinations	28 Aug – 8 Sep 2023
Vacation	9 Sep – 15 Oct 2023

Semester 2 (October)

Term 3	16 Oct – 17 Dec 2023
Term Break	18 Dec 2023 – 1 Jan 2024*
Term 4	2 Jan – 11 Feb 2024
Study Week	12 Feb – 18 Feb 2024
Semestral Examinations	19 Feb – 1 Mar 2024
Vacation	2 Mar – 14 Apr 2024

Students may make holiday plans during the following periods:
April semester: 12 Jun – 25 Jun 2023; 16 Sep – 15 Oct 2023
October semester: 18 Dec – 1 Jan 2024*; 9 Mar – 14 Apr 2024

13th WorldSkills ASEAN Competition
* New Year's Day, 1 Jan 2024 falls on Monday

Note: the dates given are correct at the point of publication and are subject to change.
For more information, please refer to https://www.tp.edu.sg/schools-and-courses/for-current-students/academic-calendar.html

Learn continually – there's always "one more thing" to learn!
Steve Jobs

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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

Dear Students,

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

We are glad that you have chosen TP for the next stage of your educational experience.

Ever since PFP started in 2013, the programme continues to be highly sought after. Congratulations for being the top 15% performers amongst your peers in the N-level examinations; the excellence shows that you are capable of being successful here at TP as well.

I believe you are excited to start your polytechnic education. Part of the excitement comes from the unknowns that you'll discover, of new experiences that await you, and also, more about yourself. Part of the new experiences that you'll encounter, is a more independent way of learning. You have more flexibility in your schedules and your learning environment is more varied. We do expect you to take responsibility & ownership of your learning, your deliverables and your performances.

Besides excitement, venturing into the unknown, may come with some discomfort. As with all changes, some of you will take to them well, while others might need more time. A caring culture is something we provide, here at TP. There is a Care Person (CP) for each class, who is also one of your tutors. They are your first point of contact if you need assistance on different areas of polytechnic life. Please do not hesitate to ask for help should you need any.

Academic wise, students who do well in PFP, continue to excel in their diplomas. Within each cohort that has graduated from TP, many outperform their peers, obtaining "Diploma with Merit" awards and winning course medals. On the non-academic front, PFP students have one more year of participating in various student activities, and many end up distinguishing themselves in these areas too.

Similarly, beyond the classroom, we want you to experience student life in various activities. For example, we have a PFP Ambassadors programme, where PFP students are selected to be student leaders and mentors to their peers. We have the PFP Pipeline, a student-led publication, where PFP students pen down and share their experiences on polytechnic life.

You are in a privileged position here in PFP@TP, to have 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

MANAGEMENT STAFF

Mr Terence Leong
Head
Centre for Foundation Studies (CFS)
6780 6457

Mrs Oh-Teo Chee Leng
Course Chair
Polytechnic Foundation Programme
6780 4788

Ms Rawzah Binte Amir
Manager
Centre for Foundation Studies (CFS)
6780 4785

Ms Rita Kumari Gill
Manager
Centre for Foundation Studies (CFS)
6780 4777

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

Name	Telephone	Email	Care Group
Ms Joey Neo	6780 4774	Joey_NEO@tp.edu.sg	1A1
Ms Cheong San San	6780 6454	CHEONG_San_San@tp.edu.sg	1A2
Ms Thong Wei Qi	6780 4756	THONG_Wei_Qi@tp.edu.sg	1B1
Ms Chua Shu Ying	6780 4767	CHUA_Shu_Ying@tp.edu.sg	1B2
Ms Sabrina Lim	6780 4764	Sabrina_LIM@tp.edu.sg	1B3
Mr Caron Ong	6780 4780	Caron_ONG@tp.edu.sg	1B4
Ms Chan Hui Ying	6780 4775	CHAN_Hui_Ying@tp.edu.sg	1D1
Ms Rina Lim	6780 4778	Rina_LIM@tp.edu.sg	1E1
Mrs Winnie Kuan	6780 4779	Winnie_KUAN@tp.edu.sg	1E2
Mdm Ng Lee Koon	6780 4786	NG_Lee_Koon@tp.edu.sg	1E3
Ms Nursharini Binte Arifin	6780 4773	Nursharini_ARIFIN@tp.edu.sg	1E4
Ms Rawzah Binte Amir	6780 4785	Rawzah_AMIR@tp.edu.sg	1G1
Mrs Oh-Teo Chee Leng	6780 4788	TEO_chee_leng@tp.edu.sg	1C1
Ms Rita Kumari Gill	6780 4777	Rita_KUMARI@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	Email
Ms Elizabeth Tan	6780 6576	Elizabeth_TAN@TP.EDU.SG
Ms Melissa Chan	6780 4064	Melissa_CHAN@TP.EDU.SG

Staff Contacts

CFS is supported by the following staff:

ACADEMIC SUPPORT

Ms Yayoi Suzuki **Senior Manager** Academic Support	6780 6151
Mr Ahmad Shalaby	6780 6453
Ms Amy Ngew	6780 6789
Mr Lian Seng Guan	6780 5115

ADMINISTRATION

Mr Tan Chee Hong **Senior Manager** Administrative & Quality Management	6780 6452
Ms Mavis Lee Siew Chen **Manager** Academic & Administrative Services	6780 4770
Mr Chong Boon Foh	6780 4769
Mr Edmund Ku	6780 4051
Mdm Hasnah Jantan	6780 6790
Ms Ong Ai Lin	6780 6394
Ms Pamela Yang	6780 6451
Ms Serene Chan	6780 4768

Centre for Foundation Studies General Office

Location: EN13-03-81 (Block 13, Level 3, Unit 81)

Tel: 6780 4220

A Caring Campus

OVERVIEW

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, we are right behind you in the journey of change and growth.

Students can make their appointments using the contact details below. Students with financial difficulties can also approach the counsellors for the various financial assistance schemes available in the polytechnic.

Contact Details

Hotline   6780 5959
Email   care@tp.edu.sg
Location   South Wing Block 26B, Level 1, Unit 49
Website   https://www.tp.edu.sg/life-at-tp/a-caring-campus.html

To make an appointment: https://calendly.com/booktpcs

Opening Hours:

Mon – Fri   8:30 am to 5:30 pm
(Closed on Weekends & Public Holidays)

Services Available

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

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

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
National Family Service Centre	1800 838 0100	9 am to 6 pm (Mon – Fri) 9 am to 1 pm (Sat)

SPECIAL EDUCATIONAL NEEDS (SEN) SUPPORT

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 as well as be equipped with access to meaningful employment upon graduation.

Current Students

SEN Support provides the following support to students with SEN:

• Coordinate support with respective Academic Schools/Centres for students with greater needs, for example, to look into physical accessibility, sourcing for assistive devices, making special arrangements related to the teaching and learning process, and access arrangements for examinations.

• Provide ongoing learning and emotional support for students in transition or facing challenges.

• Provide informational resources on financial assistance, internship and preparation for future employment.

Financial Support

• The Ministry of Education (MOE) has set up a SEN Fund to help students with physical, hearing or visual impairment in the polytechnics. Eligible students with SEN can tap into the Fund to purchase Assistive Technology (AT) devices and support services.

• Click here to download the SEN Fund form for more details on the eligibility criteria and application process.

Contact Details

Website: https://www.tp.edu.sg/life-at-tp/special-educational-needs-sen-support.html
Hotline: 6780 5959
Email: care@tp.edu.sg
Location: Care@TP, Block 26B, Level 1, Unit 49

Opening Hours:

Mon – Fri, 8:30 am to 5:30 pm
(Closed on Weekends & Public Holidays)

EDUCATION & CAREER GUIDANCE (ECG)

The Education & Career Guidance Counsellors (ECGCs) from the Student Support & Career Services (SSCS) department help students develop their self-concept and equip them with the knowledge, skills and values to make informed decisions for a successful transition from polytechnic to work or further education.

To that end, students and alumni of Temasek Polytechnic can have an individual or group chat with our ECGCs, and participate in career planning and further education workshops/talks/fairs. This will help them discover who they are, navigate their pathways with confidence, make informed decisions and develop a life-long learning and resilient mindset.

Contact Details

Career Services Centre
Location   Admin Blk 9, Level 2, Lift Lobby D (Plaza)
Opening hours   Mon-Fri: 8:30am to 5:30pm (closed on Sat, Sun & Public Holidays)
Email   getahead@tp.edu.sg
Book an appointment   www.tp.edu.sg/life-at-tp/career-services/make-an-appointment.html

Please refer to the following website for more information: www.tp.edu.sg/cs

1. CURRICULUM

The curriculum of PFP@TP comprises two main categories of subjects: common subjects and domain subjects.

PFP@TP offers a practice-oriented curriculum specially designed to:
i. Lay a strong foundation through applied and group-based learning
ii. Provide students a foretaste of chosen diplomas
iii. Enable an encouraging and nurturing transition to tertiary education
iv. Develop self-directedness in learning and desired real world competencies

COMMON SUBJECTS – Subjects which will be taken by all PFP students:
i. Language & Communication
ii. Mathematics & Logical Thinking
iii. Research & Reasoning
iv. Fitness & Wellness
v. Personal Development & Effectiveness

DOMAIN 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*

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

2. EXAMINATIONS

For important information regarding examinations, please visit the following site:
https://www.tp.edu.sg/content/dam/tp-web/files/student-portal/forms/Examination%20Rules%20and%20Regulations.pdf

3. 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 <u>marked down by ONE grade</u>. The down-one-grade <u>WILL NOT</u> be applied to approved absences granted due to hospitalisation leave, contagious diseases, dengue fever, bereavement of immediate family members and representing in national/international competition.

4. WITHDRAWAL FROM COURSE

- 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.

- 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. Please refer to the Academic Calendar: https://www.tp.edu.sg/schools-and-courses/for-current-students/academic-calendar.html

- 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.

- Information on the policy related to fee charges is available at TP website: https://www.tp.edu.sg/admissions-and-finance/fees-financial-matters/course-withdrawal-refund-guidelines.html#Policyrelatedtofeechargesforwithdrawal

- 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 form can be downloaded here: https://www.tp.edu.sg/content/dam/tp-web/forms/student-services/course-withdrawal-form.pdf

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

5. TRANSFER OF COURSE

PFP students are not allowed to transfer to a different diploma course after their acceptance of the programme.

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, you will face new challenges and choices and may find yourself in unexpected circumstances.

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

    a. treat one another with mutual respect and dignity in interactions and communications;

    b. conduct yourself in ways that promote a safe, respectful and harmonious community in and out of the campus; and

    c. uphold the good reputation of Temasek Polytechnic.

RESPECT YOURSELF

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

RESPECT OTHERS:

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

ABIDE BY THE LAW, RULES AND REGULATIONS

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

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

1. ATTENDANCE & ABSENCE

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

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

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

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

Both MCs and LOAs are to be submitted online via the Student Portal (https://services.tp.edu.sg/my.policy) or TP Oei mobile app (Resources – Attendance). Please note that submission of MC and/or LOA does not equate to an approval of absence. Students should check their TP email as well as TPOSS/TP Oei to ensure that submission is approved.

2. STUDENT DISCIPLINARY POLICY

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

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

This policy applies to students enrolled in TP.

STUDENT OFFENCE CATEGORIES

Category 1 (CAT 1)

Type of Offence	Recommended Punitive Actions
o Assault o Bullying/ Harassment o Consumption of alcohol o Creating nuisance/bringing disrepute to TP o Defamation against staff / students o Drug-related offence o Fighting o Indecent behaviour (not for obtaining sexual gratification) o Insubordination o IT-related offences o Possession, distribution and sale of pornographic materials o Possession of weapons o Religious/racist attacks against staff / students o Rioting o Sexual misconduct (e.g., sexual assault, outrage of modesty, voyeuristic act) o Theft o Unauthorised soliciting of funds and selling of products using the name of the Polytechnic o Vandalism/ Mischief o Viewing of pornographic materials o Non-compliance to regulations and Student Code of Conduct	Punitive actions could include the following: • Warning letter • Corrective Works Order/Community Work • Making restitution • Suspension from course of study for a minimum period of one semester • Dismissal from the Polytechnic

Type of Offence	Recommended Punitive Actions
Use of forged or tampered MC/document for lesson attendance	**1st offence** • Warning Letter and • Fail subject(s) covered in the period of the fraudulent MC/document where attendance is taken **2nd offence** • Warning Letter • Fail all subjects in semester that MC/document is forged and • Suspension in next semester **3rd offence** • Dismissal from the Polytechnic

Academic-related Offences

Type of Offence	Recommended Punitive Actions
o Cheating on Semestral Examination (including possession of unauthorised materials as verified by the Examiner as relevant to the examination paper) o Cheating on Coursework such as projects, term tests and assessments) o Plagiarism (refer to Plagiarism Policy for the definition, examples and ways to avoid plagiarism)	Punitive actions could include the following: • Warning letter • Failing the component/subject • Suspension from course of study for a minimum period of one semester • Dismissal from the Polytechnic

Category 2 (CAT 2)

Type of Offence	Recommended Punitive Actions
o Dress code violation[1] o Gambling o Littering o Playing poker cards o Smoking or vaping[2] (including using, possessing or buying a prohibited tobacco product, e.g., vaporizer) o Trespassing into unauthorised areas o Unauthorised use of Active Mobility Devices (AMD) o Minor student misconduct	**1st offence** • Warning Letter (For PET student, copied to the student's parents/ guardians) **Subsequent offence** • Warning Letter • $100 fine for subsequent offences of the same nature.

[1] Refer to 'Attire Guidelines' on Page 19
[2] Refer to 'No Smoking Guidelines' on Page 19

ATTIRE GUIDELINES

General Occasions

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

Laboratories / Workshops

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

Headgear

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

NO-SMOKING GUIDELINES

Temasek Polytechnic is a smoke-free campus, and 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).

Students found in violation of the Singapore's Tobacco (Control of Advertisements and Sale) Act (Chapter 309), which includes using, possessing, buying, importing, distributing, selling or offering for sale of prohibited tobacco products, shall have the products confiscated and their personal particulars submitted to the Health Science Authority (HSA). HSA may interview and take appropriate actions against the students, which may include a fine, imprisonment or both, depending on the severity of the offence.

Importing, distributing, selling or offering for sale of a prohibited tobacco product is an offence under CAT 1: Non-compliance to regulations and Student Code of Conduct.

IMPOSITION OF PUNITIVE ACTIONS

a) In determining the appropriate punitive actions, the Polytechnic will consider the totality of the case including, but not limited to, the following factors:-
   - the nature and seriousness of the offence;
   - prior misconduct by the student, both at the polytechnic or elsewhere;
   - the impact or implications of the misconduct on the campus community;
   - the student's age; and
   - any mitigating, aggravating, or compelling circumstances in order to reach a just and appropriate resolution in each case.

b) Student on suspension shall not be allowed to attend classes, including online lessons and participation in any form of assessment, assignments and projects. They must fulfil all the required conditions for reinstatement in order to be reinstated, failing which they will be withdrawn from the course of study.

REFERRAL TO POLICE

The Polytechnic has a legal duty to report the offence to the police if it constitutes a mandatory reportable offence under the law.

STUDENT WHO IS ALSO AN EMPLOYEE OF POLYTECHNIC

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

CONFIDENTIALITY

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

(Updated 16 October 2023)

3.   PLAGIARISM POLICY

TEMASEK POLYTECHNIC'S POLICY ON PLAGIARISM

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

DISCIPLINARY ACTION AGAINST STUDENTS WHO PLAGIARISE

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

DEFINITION OF PLAGIARISM

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

Examples of 'work' include text, writings, computer 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.

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
- Proof-of-concept
- 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.

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.)*

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/about-ip/copyright.

5. RESEARCH ETHICS

The Ethics Committee's (EC) main task is to review all proposed research of 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 researchers and their partners in research are committed to adopt and adhere to appropriate standards of professional behaviour when dealing with their research participants/subjects. For more information, please visit the following site:
https://www.tp.edu.sg/schools-and-courses/students/schools/hss/about-school-of-humanities-social-sciences/life-at-humanities-social-sciences.html#Research%20&%20Ethics

SOCIAL MEDIA GUIDELINES

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

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

GUIDELINES

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

BE YOURSELF

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

USE OF DISCLAIMER

If you publish your personal views online that make references to Temasek Polytechnic, it is recommended that you include a disclaimer as follows: "The opinions and positions expressed on this site are my own and do not necessarily reflect Temasek Polytechnic's views." This would especially be applicable if you have a blog, website and/or social media pages for your CCA, club, diploma or Student Interest Group (IG) that could be linked to TP.

DO NOT PLAGIARISE

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

PROTECT CONFIDENTIAL AND PROPRIETARY INFORMATION

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

RESPECT YOUR AUDIENCE

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

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

VALUE ADD

Before posting anything online, take some time to pause and think. What you post should ultimately 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

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

HAVE THE COURAGE TO ADMIT YOU ARE WRONG

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

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

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 practise good work and study habits.

But do not 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.

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.

PFP Ambassadors Executive Committee (AY2022/2023)

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 https://www.tp.edu.sg/landing/students.html .

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.

Service	• Local community service: voluntary help to an organisation or community • Overseas community service • Campus Care Network • Organisers, coordinators, chairpersons or sub-committee members and event officials or helpers for the TP, HSS or diploma events
Enrichment	• Training or development forums/seminars/workshops/talks (non-compulsory basis) • Exchange programmes • Overseas student internship programmes • Overseas study trips
Achievement	• Local and overseas competitions (e.g. Intra-School, Inter-School, Intra-Polytechnic, Inter-Polytechnic, Institute-Varsity-Polytechnic, National or International level) • Awards and honours conferred by external organisations (e.g. NYAA) • Certifications • Expeditions
Leadership	• 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, HSS and other schools. Participation in these activities will give you SEAL points.

OTHER DEVELOPMENT PROGRAMMES Outside TP

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

1. FEES FOR ACADEMIC YEAR 2023/2024

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

Semester 1: from 17 April 2023 to 15 October 2023

Semester 2: from 16 October 2023 to 14 April 2024

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/admissions-and-finance/fees-financial-matters.html#feespfp

2. TP POLYTECHNIC FOUNDATION PROGRAMME (TP-PFP) 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 (except for the government bursary i.e. Diploma Foundation Programme (DFP) Bursary for Singapore Citizen students)
- 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

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 Emergency Scheme (medium-term)**

This is an assistance given to students in great financial difficulty. Students can approach Student Care for assessment. Please call 6780 5959 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.

Please refer to the link below to find out more about the Diploma Foundation Programme (DFP) Bursary and other information on financial assistance: https://www.tp.edu.sg/fees-and-financial-matters/financial-assistance-schemes#tab8

For Bursary Inquiry, please email to: bursary@tp.edu.sg

BRING YOUR OWN DEVICE (BYOD)

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 https://for.edu.sg/tpbyod (under *What To Buy* section) for the technical specifications of the laptop required for your course. If you already own a laptop, you are not required to purchase a new one if it meets the minimum specifications required for your course.

Students who need to purchase a new laptop but face financial constraints may apply for BYOD Financial Assistance Scheme. Please visit https://for.edu.sg/tpbursary for more details.

If you wish to apply for the BYOD FAS, you are required to submit bursary application at https://for.edu.sg/tpbursary (under *Government Bursaries (For Full-time Diploma & PFP Students)* section) for assessment of eligibility. Please submit bursary application early to avoid delay in your BYOD FAS application processing.

Microsoft 365 Student Use Benefits Programme

Students enrolled in Temasek Polytechnic can install Microsoft Office software for free on their personal computers through the Microsoft 365 Student Use Benefits 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
- Skype for Business 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 Microsoft 365 Student Use Benefits 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/life-at-tp/tp-students-digital-access-it-matters/students-it- needs.html#microsoft

Acceptance Use of Policy for TP Students

1. All use of the campus computing and network facilities must be consistent with the collaborative mission, goals and objectives of TP. Students shall not harass or intentionally deny or degrade another person's legitimate access to computing and network facilities.

2. Communication via the Internet and within TP shall not contain materials that are fraudulent, harassing, embarrassing, sexually explicit, obscene, intimidating, defamatory, or which incite religious or racial intolerance or are otherwise deemed inappropriate by TP. This includes the download of such materials from the Internet which is strictly prohibited. Any material that is in violation of Singapore's laws and regulations shall not be transmitted to Internet. This includes, but is not limited to, copyrighted materials, threatening or obscene materials, or materials protected by trade secrets.

3. Students must not engage in malicious electronic activities, including, but not limited to the following:

   a. unauthorised access to computing resources;

   b. masquerade as another account-holder;

   c. circumvent security systems;

   d. exploit or probe for security holes in the TP, Government or other organisations' networks;

   e. attack or degrade the system and network performance, such as Denial of Service of TP, the Government, or that of any other organisation;

   f. cause damage to TP, the Government's network and/or that of any other organisation;

   g. gain passwords, access files and network services, install programs such as Trojans or rootkits into other user's PCs;

   h. use peer-to-peer file sharing software, e.g. KaZaA, eDonkey and Bittorrent;

   i. intentionally introduce computer viruses, worms, Trojan horses or the likes into any computer or network;

   j. connect to or introduce any multicast source (e.g. video streaming servers) that is malicious or contains unauthorised content;

   k. read, forge, alter or delete any messages (e.g. emails), files or network communication without authorisation;

   l. run sniffing tools to eavesdrop on passwords, messages or network communications;

   m. tamper, damage or destroy TP's IT equipment and communication devices, e.g. network points, cables and computers;

   n. connect to other external networks in addition to being connected to TP's network.

4. Students shall take adequate measures to ensure that their mobile computing devices that are connected to TP's systems and networks are adequately protected in order to prevent unauthorised users from using their devices to access TP, the Government or other organisation's systems and networks illegally. These measures include, but are not limited to the following:

   a. using strong passwords/passcodes and changing them regularly;

   b. installing security programs such as antivirus and firewall;

   c. patching device operating systems and application software regularly;

   d. setting an auto-lock timeout;

   e. only installing applications from trusted sources.

5. The above-mentioned terms and conditions provide the main guidelines under which personal devices can be used in TP. They are not exhaustive but are meant to ensure that the computing environment remains safe for all users and is not abused by any person. Any ill intent or abusive activity on TP's systems and network would be subject to disciplinary action. Such access to TP's systems and network may be immediately and temporarily suspended, pending further investigations by TP in the event that students or their mobile computing devices are suspected to have violated the above-mentioned terms and conditions.

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: **t**<Barcode No.> (e.g. **t**G123456)

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

TP 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://tplms.polite.edu.sg/d2l/home to log in. The link to student guides related to TP LMS is on the login page.

TP OEI MOBILE APP

All full-time students *must download* the TP Oei mobile app to access campus information, useful resources and important contacts. It would also be a key announcement and communication channel within the TP community. For a quick overview of what the app has to offer, click on the following video link https://www.youtube.com/watch?v=BBuAyqqdWjE

Install the app with the QR codes below or search for "TP Oei" in Google Play, App Store or HUAWEI App Gallery:

Launch the app > Click next > Choose "TP Full-Time Student"

Log in with your Office 365 ID and password (same as your student email login details above)

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.

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.

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)

6780 5999 EMERGENCIES

6780 5955 TECHNICAL FAULTS

Temasek POLYTECHNIC

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

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

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

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

5. SG SECURE: WHAT TO DO IN A TERRORIST INCIDENT @ TEMASEK POLYTECHNIC

Instructions for Students on

SGSECURE
STAY ALERT. STAY UNITED. STAY STRONG.

What to do in a Terrorist Incident @ **Temasek POLYTECHNIC**

Possible Terrorist Incidents @ TP

1) Bomb Threat , Explosion, Assailant or Vehicle Attack

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

2) Suspicious Person & Object (incl 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 TP FCC (Fire Command Centre) @ 6780 5999

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

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

Threat of Radicalisation

Remain vigilant to signs that someone may be radicalised.

Possible signs of radicalisation include the following:

- frequently surfing radical websites;
- posting/sharing extremist views on social media platforms, such as expressing support/admiration for terrorists/terrorist groups as well as the use of violence;
- sharing their extremist views with friends and relatives;
- making remarks that promote ill-will or hatred towards people of other races or religions;
- expressing intent to participate in acts of violence overseas or in Singapore; and/or
- inciting others to participate in acts of violence.

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

TP Song

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

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

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

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

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

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

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

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

<u>**End**</u>

<u>Chorus</u>

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

View the YouTube video: https://www.youtube.com/watch?v=R2okyzeNmV0

Some Useful Contact Details

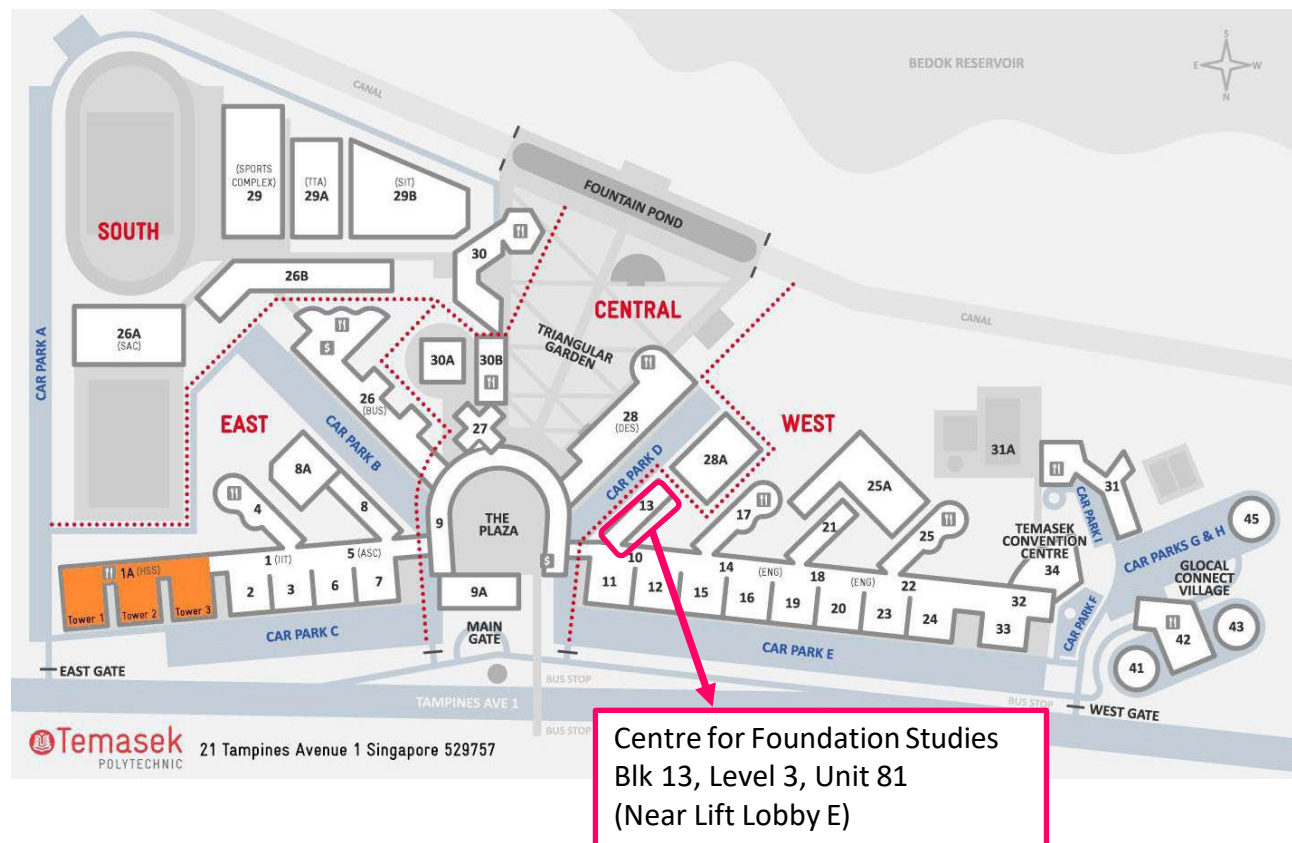|	Phone Number	Email/Website	Location
TP Corporate Hotline • **Student Fee Enquiries** • **Examination Matters**	6788 2000	https://www.tp.edu.sg fnahotline@tp.edu.sg examinations@tp.edu.sg	
Student Admissions	6780 4201	admissions@tp.edu.sg	
CFS General Office	6780 4220	cfs@tp.edu.sg https://www.tp.edu.sg/centre-for-foundation-studies	**Centre for Foundation Studies** Temasek Polytechnic Block 13, Level 3, Unit 81, (Near Lift Lobby E) 21 Tampines Avenue 1 Singapore 529757
Library & Information Resources	6780 5772	asklib@tp.edu.sg	

Some Useful Contact Details

	Phone Number	Email/Website	Location
Student Services	6780 4191	studentservices@tp.edu.sg	**Student Services** Temasek Polytechnic Administration Block 9, Level 2, Lift Lobby C, 21 Tampines Avenue 1 Singapore 529757
Student Support & Career Services / SEN Support	6780 5959	care@tp.edu.sg	**Student Support & Career Services / SEN Support** Temasek Polytechnic Care@TP, Blk 26B, Level 1, Unit 49 21 Tampines Avenue 1 Singapore 529757
TP LMS website		https://tplms.polite.edu.sg/d2l/home	

Monday	Tuesday	Wednesday	Thursday	Friday
09:00 AM-11:00 AM	**09:00 AM-11:00 AM**	**09:00 AM-11:00 AM**	**09:00 AM-11:00 AM**	**09:00 AM-11:00 AM**
Mathematics & Logical Thinking 2(M&L2)	Fitness & Wellness 2(F&W2)	Mathematics & Logical Thinking 2(M&L2)	Mathematics & Logical Thinking 2(M&L2)	Business Management with Technology(BMTECH)
Chan Hui Ying	Tut, Sports Complex WK 1-8, 12-17 TK05 Jonathan Chua (67804136)	Tut, EN13-5-35 WK 1-8, 12-17 TK05 Chan Hui Ying	Tut, WK 1-8, 12-17 TK05 Chan Hui Ying	Tut, BS26-3-13 WK 1-8, 12-17 TK03 Stephanie Neo (67805876)
		11:00 AM-01:00 PM	**11:00 AM-01:00 PM**	
		Financial Aspects of Business(FINASBUS) Tut, BS26-4-02 WK 1-8, 12-17 TK03 Koh Kwang Meng Gerald (BS26-6-3. 67805825)	Language & Communication 2(L&C2) Tut, WK 1-8, 12-17 TK05 Violet Lee Puay Chin	

Module name

Your Tutorial Group

Location of your class
EN13-5-35 →
Block 13 Level 5 Room 35

If the location is not stated, the lesson is a home-based learning (HBL) lesson

Tutor's name and contact number

TP CAMPUS MAP

Centre for Foundation Studies
Blk 13, Level 3, Unit 81
(Near Lift Lobby E)

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 2023