

STUDENT HANDBOOK

2023/2024



SCHOOL OF ENGINEERING



CREATING TOMORROW

*This Student Information Guide is specially prepared for
Students of the School of Engineering.
It details the key information that all students should know.*

*Information in the Student Information Guide is accurate at the time of publication.
The School of Engineering reserves the right to amend information without prior notice.*

<u>Page</u>	
	<i>Introduction</i>
1	Director's Welcome
2	Milestones in the School of Engineering
3	The Care Person & Student Development Road Map
4	Student Activities at a Glance
5	Academic Calendar for 2023/2024
	<i>Academic Matters</i>
6	Academic System / Grading System
8	ENG Academic Advisors List
9	Examinations & Term Tests
11	Criteria for Freshmen and Junior Director's List Awards
12	Student Code of Conduct
13	Student Disciplinary Policy / Plagiarism / Copyright Issues
16	Medical Leave & Leave of Absence
	<i>Student Matters</i>
18	Student Services Digital / TP Cares / Scholarships / Career Services
20	Financial Assistance Schemes / DigitalAccess@HOME
21	Temasek LEAD / Special Educational Needs (SEN) Support
22	Student Insurance / Communication with External Parties / Social Media Guidelines
23	Engineering Student Clubs & Interest Groups
24	IPPT
	<i>Useful Information</i>
25	Total Workplace Safety & Health (TWSH) Policy
26	Environmental Policy
27	Free Access Laboratories
28	Dress Code in a Laboratory / Workshop
29	Laboratory Safety Rules & Regulations
30	Emergency Reporting Procedures
32	What to do in a terrorist attack at TP

DIRECTOR'S WELCOME



DIRECTOR'S WELCOME

Message from Director, School of Engineering

May I warmly welcome all students to the new academic year.

First, I would like to congratulate all new students for successfully getting a place in our School of Engineering. I am confident that you have made the right choice to join us, and that when you complete your study here, you can certainly look back with pride at the many fond memories of the time spent with us.

As we begin a new semester, it is a good time to reflect on the developments of the past year, and how our educational landscape has evolved. Today, our lessons comprise home-based learning (HBL) as well as face-to-face (F2F) classes where it is essential for you to be physically present. This hybrid arrangement maximises your learning, while ensuring your safety and welfare in view of the current Covid-19 endemic. We will constantly monitor the situation and tweak this arrangement, in line with guidelines issued by MOE. Do rest assured that your health and well-being are of utmost importance to us.

The past year has also opened new doors of opportunity. We have seen an acceleration of digitalisation not just in our country, but globally as well. In line with this technological advancement, our School has recently launched two new facilities – the TP Advanced Manufacturing Centre (TP-AMC) and the Integrative Built Environment Centre (IBEC). TP-AMC allows you to receive multi-disciplinary experiential training in equipment connectivity solutions such as the Industrial Internet of Things (IIoT), automation and artificial intelligence, while IBEC supports Singapore's push for sustainability in the built environment sector by providing training in the use of smart technologies in digital architectural design.

These two new facilities are part of our stable of eleven Centres of Excellence, which spearhead technological research & development in our School. When you get the chance to make use of any of these Centres during your diploma course, do grab the opportunity to learn as much as you can!

We have also introduced “university pathway programmes” that allow you to take university modules in the final year of your diploma course with us, and get a one-year exemption for selected degree courses at local universities. Do check our website for more updates on these programmes.

In the next three years, you will receive not just academic training, but also opportunities to hone your problem-solving skills, cultivate life skills, as well as gain valuable industry exposure through your student internship. There are also diverse Co-Curricular Activities (CCAs) which give you the chance to exercise your leadership qualities, pursue your sporting passion, enrich yourself culturally, or to enlarge your circle of friends. So do make the best of your student life, because learning can, and should, be enjoyable!

At the School of Engineering, we are always open to suggestions for improvement. Should you have any feedback or need help in your personal matters at any time, do contact your lecturers or Care Person. We are always here to assist you.

Finally, may I wish you a very rewarding and meaningful academic year ahead.

Song Kwok Yuen

Tel: 6780-5023

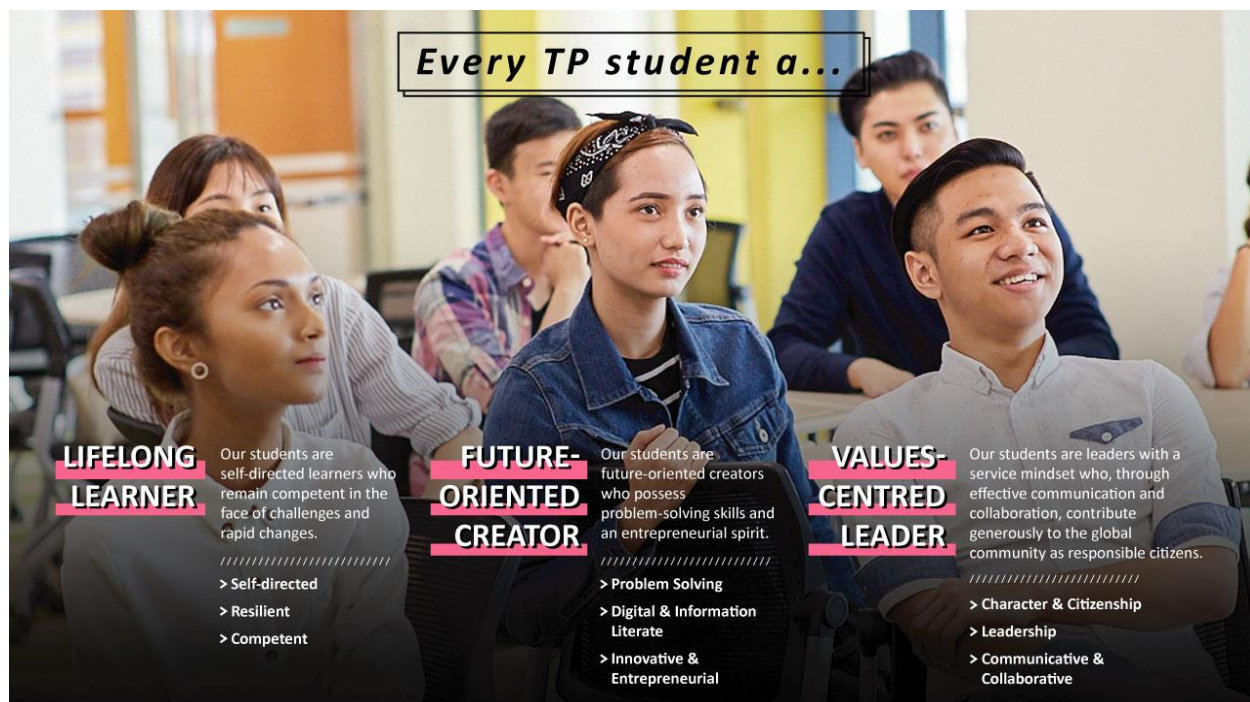
Email: song_kwok_yuen@tp.edu.sg

MILESTONES IN THE SCHOOL OF ENGINEERING

Mar 2020	Merging of Biomedical Engineering Research Centre and Temasek Microelectronics Centre to form Healthcare Engineering Centre
Aug 2020	Renaming of IDC Asia to Enabling Technology Collaboratory (ETC)
Oct 2020	Launch of TP-Advanced Manufacturing Centre (TP-AMC)
Nov 2020	Launch of TP-SUTD University Pathway Programme
Apr 2021	Discontinuation of Diploma in Clean Energy (no new intake)
Apr 2021	Relaunch of Diploma in Green Building & Sustainability, to Diploma in Architectural Technology & Building Services
Apr 2021	Appointment of Mr Wong Kia Ngee as Senior Director, School of Engineering & Special projects
Apr 2021	Appointment of Mr Song Kwok Yuen as Director, School of Engineering.
Jan 2022	Launch of Integrative Built Environment Centre (IBEC)
Apr 2023	Launch of TP-NUS University Pathway Programme
Apr 2023	Launch of School of Engineering LinkedIn account

Click [here](#) to view the full ENG Milestone.

STUDENT DEVELOPMENT ROADMAP



As an engineering student, you are given ample opportunities to achieve success in your academic, personal and professional development in the school. To realise your full potential, you are encouraged to participate actively in the variety of programmes designed for you. This student development roadmap shows you how your developmental needs are provided for, as you journey through the 6 semesters in ENG School.

A Care Person (CP) will be assigned to help you through the journey in school. He/she will provide care and guidance in matters pertaining to your academic, personal and professional development in school and will meet you in the LEADFUN (Leadership Fundamental), LEADACT (Leadership in Action), and Care Group interaction classes from Level 1 to Level 3.

LEADFUN and LEADACT are subjects that are part of a leadership and character education programme. They aim to develop your leadership qualities by instilling in you the ideal attitude, skill-sets and knowledge.

STUDENT ACTIVITIES AT A GLANCE

Recurrent events organised by the School of Engineering each year.

Below is a list of the recurrent events for 2023.

MONTH	EVENT
APRIL 2023	<ul style="list-style-type: none">• Freshmen Orientation• Commencement of April Semester• Parents Connect 1
MAY 2023	<ul style="list-style-type: none">• Campus Care Network (CCN) Day• Graduation Ceremony 2023
JUNE 2023	<ul style="list-style-type: none">• Term Tests
JULY 2023	<ul style="list-style-type: none">• Parents Connect 2
AUGUST 2023	<ul style="list-style-type: none">• April Semestral Examinations• Awards for Excellence Ceremony 2023
OCTOBER 2023	<ul style="list-style-type: none">• Commencement of October Semester
NOVEMBER 2023	<ul style="list-style-type: none">• Campus Care Network (CCN) Day
DECEMBER 2023	<ul style="list-style-type: none">• Term Tests
JANUARY 2024	<ul style="list-style-type: none">• TP Open House• Joint Admissions Exercise (JAE)
FEBRUARY - MARCH 2024	<ul style="list-style-type: none">• October Semestral Examinations

* All events listed above are subject to confirmation and may be postponed or cancelled depending on circumstances.

ACADEMIC CALENDAR

April Semester	Period
Term 1	17 Apr – 11 Jun 2023
Term Test	5 Jun – 9 Jun 2023
Term Break	12 Jun – 25 Jun 2023
Term 2a	26 Jun – 21 Jul 2023
Special Term Break	22 Jul – 30 Jul 2023#
Term 2b	31 Jul - 18 Aug 2023
Study Week	21 Aug – 25 Aug 2023
Semestral Examinations	28 Aug – 8 Sep 2023
Vacation	9 Sep – 15 Oct 2023

October Semester	Period
Term 3	16 Oct – 8 Dec 2023
Term Test	11 Dec – 15 Dec 2023
Term Break	16 Dec 2023 – 1 Jan 2024*
Term 4	2 Jan – 9 Feb 2024
Study Week	12 Feb – 16 Feb 2024
Semestral Examinations	19 Feb – 1 Mar 2024
Vacation	2 Mar – 14 Apr 2024

13th WorldSkills ASEAN Competition

* New Year's Day, 1 January 2024 falls on Monday

Please refer to our academic calendar page for more information:

<https://www.tp.edu.sg/schools-and-courses/for-current-students/academic-calendar.html>

ACADEMIC SYSTEM / GRADING SYSTEM

The TP academic system offers students more depth and width in the subject offerings. The following are the main categories of subjects:

- TP FUNDAMENTAL SUBJECTS - to develop desired qualities as envisioned in the TP graduate profile;
- DIPLOMA SUBJECTS (CORE and ELECTIVES) - to provide students with the industry relevant technical knowledge and skills training.

GRADING SYSTEM

HOW CREDIT UNITS ARE COMPUTED

For all taught subjects involving lectures, tutorials and/or practical, 1 credit unit is awarded for 15 hours of work. Hence a subject is accorded 3 credit units if it is taught over a total of 45 hours, as prescribed in the subject syllabus.

HOW GRADE POINT AVERAGE (GPA) IS COMPUTED

- A student's progress within a programme will be evaluated based on the Grade Point Average (GPA). The GPA is a numerical value that indicates the student's academic achievement in the course. A minimum cumulative GPA of 1.0 is required for graduation.
- The formula for calculating the GPA is given below:

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

- The calculation of cumulative GPA (cGPA) will include all subjects with grade points (i.e. TP Fundamental subjects, Core, Electives). Any failed elective subject which is not replaced will be included in the computation of cGPA.
- Both Semester GPA and Cumulative GPA will be calculated.
- Subjects without grade point (e.g. Sports & Wellness) will not be included in the calculation of GPA.

ACADEMIC SYSTEM / GRADING SYSTEM

Letter Grades	Descriptors	Grade Points	Conversion (Percentage Range)
Z	Distinction	4	= or > 80
A	Excellent	4	= or > 80
B+	Very Good	3.5	75 to < 80
B	Very Good	3	70 to < 75
C+	Good	2.5	65 to < 70
C	Good	2	60 to < 65
D+	Credit	1.5	55 to < 60
D	Credit	1	50 to < 55
P	Non-Graded Pass	1	= or > 50
F	Fail	0	< 50
Pass	Pass a subject with no grade point	N A	
Fail	Fail a subject with no grade point	N A	

ACADEMIC ADVISOR LIST

GETTING HELP FROM AN ACADEMIC ADVISOR

An Academic Advisor can:

- Help you use the polytechnic's resources effectively to achieve your academic goals.
- Assist you in developing and implementing a meaningful educational plan to realise your academic potential and your career plans.
- Help you make smart choices about courses, subjects, elective options, and areas to specialise in.
- Provide you with accurate information regarding academic requirements for graduation.
- Help you to understand areas of concern that affect your academic progress.
- Identify your strengths as well as areas you may need help in.

Click [here](#) to view the list of Academic Advisor.

EXAMINATIONS & TERM TESTS

Examination Subjects

For all examination subjects, the passing criteria is based on both the continuous assessment and the examination marks. A student is deemed to have passed a subject if he/she obtains a minimum of 50% for that subject.

Non-Examination Subjects

For non-examination subjects, the assessment is based on all the course work components such as class participation, assignments, quizzes, tests and mini-projects. A student is deemed to have passed a subject if he/she obtains a minimum of 50% for that subject.

A student who is required to attend a disciplinary hearing related to a subject, may also be deemed to have failed that subject.

Attendance

The stipulated polytechnic's attendance policy requires students to fulfil at least 85% attendance. If you arrive late in class, your attendance will be computed as ABSENT even though it will be reflected as LATE in the attendance system. A student who attains below 85% attendance in a subject will be graded as 'P' (if he/she passes the subject) and 'F' (if he/she fails the subject). The P grade has a Grade point average of 1. A student who obtains a 'P' grade will not be eligible for the Diploma with Merit and the Director's Lists award (refer to Section on "Criteria for Freshmen and Junior Director's Lists).

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.

Rules & Regulations for Full-Time Students

You are to comply strictly with the following rules and regulations, failing which, you will be dealt with by the Disciplinary Board, and you may be suspended / expelled from the Polytechnic. Note that you are also expected to observe rules and regulations during the class or lab test.

Please click [here](#) for more information.

EXAMINATIONS & TERM TESTS

Examinations/Term Test Timetables

Examinations and term test timetables are released about three weeks before the examinations/term tests start. You are strongly advised to print out a copy of your personalised timetables, which also lists the venues and assigned seat numbers for your convenience.

Examination Results

The examination results are made available to students via the student portal. You are encouraged to check your examination results online and print a copy of the Statement of Results for reference.

Please [here](#) for more information.

CRITERIA FOR FRESHMEN AND JUNIOR DIRECTOR'S LISTS

The Director's List is the School of Engineering's academic roll of honour for the top 10% of academic achievers.

FRESHMEN DIRECTOR'S LIST

Students will be considered for the Freshmen Director's List if they fulfil all of the following criteria listed below:

- Top 10% of the diploma cohort based on GPA for the first year of study.
- GPA will be based on a list of subjects (of both freshmen semesters) for each diploma (as stipulated in the course document).
- The list of subjects will exclude non-graded subjects and GS2.
- Did not fail any subject in the main examination or assessments while studying at Temasek Polytechnic.

JUNIOR DIRECTOR'S LIST

Students will be considered for the Junior Director's List if they fulfil all of the following criteria listed below:

- Top 10% of the diploma cohort based on their GPA for the second year of study.
- Computation of GPA will be based on a list of subjects of both semesters 2.1 & 2.2 (core and electives) for each diploma, according to the course structure.
- List of subjects for computation of the GPA will exclude non-graded subjects and GS2.
- Must not fail any subject in the main examination or assessments while studying at TP. (Note that this is the same criterion for Diploma with Merit (DWM)).
- For electives: Students must complete the stipulated number of electives based on their course structure. If students have completed more than the required number of electives, all electives will be taken into consideration for computation.

STUDENT CODE OF CONDUCT

Student Code of Conduct (For PET students)

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

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

Please click [here](#) for more information.

STUDENT DISCIPLINARY POLICY / PLAGIARISM / COPYRIGHT ISSUES

STUDENT DISCIPLINARY POLICY

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

Please click [here](#) for more information.

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. All students are required to provide proper acknowledgement or attribution of all original sources used in their assignments, projects or other assessed work. Student who use Artificial Intelligence (AI) programmes to assist in writing their assignments and who submit the work obtained from these AI programmes as their own are considered to have plagiarised the work.

Please click [here](#) for more information.

COPYRIGHT ISSUES

Copyright is a form of protection that the law provides to the authors of original creations (writing, drawing, music or art forms or even sound recordings and film) against unlawful copying. 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;
- Copy 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.

What you must **NEVER** do:

- Photocopy an entire book/piece of work;
- Copy more than 10% of the total number of pages or more than one chapter; or

STUDENT DISCIPLINARY POLICY / PLAGIARISM / COPYRIGHT ISSUES

- 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 that it is acceptable to copy something, even if it is for your own use.

OWNERSHIP AND RIGHTS TO INTELLECTUAL PROPERTY

1. Ownership of all Intellectual Property (IP) discovered, created or developed by the Polytechnic Student in the course or in furtherance/fulfilment of his/her study shall vest with the Polytechnic Student unless an agreement is signed to assign the ownership to the Polytechnic or a third party (as may be directed by the Polytechnic).
2. The Polytechnic shall have non-exclusive, royalty-free right to use IP owned by the Polytechnic Student on a worldwide, perpetual basis for its educational, publicity, teaching, research & development purposes non-commercial in nature.
3. The Polytechnic provides various resources to Polytechnic Student to enhance his/her learning experience in the course of studies in TP. These resources include, but are not limited to, materials, equipment, facilities, expertise and access to proprietary IP subject matters which maybe privileged in nature (collectively referred to as “Resources” hereinafter).
4. The Polytechnic also works with industry partners and other external parties to avail attachment/internship opportunities so as to expose the Polytechnic Student to “real world” environment and avail opportunities for Polytechnic Student to participate in activities/projects from which commercially valuable IP may arise (collectively referred to as “Opportunities” hereinafter).
5. In consideration of the Resources and/or Opportunities provided by the Polytechnic, the Polytechnic Student agrees that all rights, titles and interests in IP discovered, created or developed by himself/herself using the Resources and/or arising from the Opportunities shall vest in and belong to the Polytechnic or a third party (as may be directed by the Polytechnic).
6. Where required by the Polytechnic, the Polytechnic Student shall execute any and all documents and take all actions as maybe necessary to give effect to vest full rights, titles and interests to the IP described under Paragraph 5) in favour of the Polytechnic or a third party (as may be directed by the Polytechnic). In particular, the Polytechnic Student participating in any of the following projects or activities will be required to execute a confidentiality and IP assignment agreement before the project or activity commences:
 - (a) the generation of the IP require the use of pre-existing IP owned, co-owned, or existing within the Polytechnic; or
 - (b) the IP belong to a body of IP generated by a team including Polytechnic Staff of which the Polytechnic Student is also a member; or
 - (c) the IP is generated from any form of collaboration with any external parties; or
 - (d) the IP is generated as a result of funding provided by or obtained through the Polytechnic

STUDENT DISCIPLINARY POLICY / PLAGIARISM / COPYRIGHT ISSUES

7. A Polytechnic Student may request in writing to the Polytechnic for the assignment of an IP solely owned by the Polytechnic (or jointly owned by the Polytechnic and himself/herself) to himself/herself if the said IP is an essential element necessary for:
 - (a) the Polytechnic Student's pursuit of societal or humanitarian cause which are not-for-profit in nature; or
 - (b) the Polytechnic Student's for-profit entrepreneurial endeavour and the Polytechnic Student is able to exhibit tangible plan to commercially exploit the IP

8. Polytechnic Students are advised to direct any question on the ownership and exploitation of Intellectual Property as described in this Section to Research & Technology Development Department (RTD) by writing to inventions@tp.edu.sg or through their supervisors.

Alternatively, students may visit TP website to chat with Ask TP chatbot > General Enquiries > Library Matters.

MEDICAL LEAVE & LEAVE OF ABSENCE

APPLICATION FOR MEDICAL LEAVE

During Examinations

Please click [here](#) for more information.

During Term Time or Term Tests

- Applications for medical leave must be submitted **online** via the Student Portal within 2 working days (excluding Saturday, Sunday and public holidays) from the **first day** of the medical leave, with a scanned copy of the Medical Certificate (MC).
 - ❖ For example, if a student is issued an MC on Monday, he should submit the MC by Tuesday in the same week.
 - ❖ Login to Student Portal > Click “Attendance” > Click “Apply / Submit MC”.
- A scanned MC must be uploaded during the online application.
- Students must retain the **original copy** of the MC for 6 months.
- Students must submit the hardcopy MC upon request for auditing purposes.
- Only MCs issued by medical practitioners registered with the Singapore Medical Council will be accepted.
- Please note that MCs issued by Traditional Chinese Medicine practitioners will not be accepted.
- When the number of MC applications is too frequent, you will be required to meet your Course Chair together with your parents/guardians before your MC can be processed.

MEDICAL LEAVE & LEAVE OF ABSENCE

APPLICATION FOR LEAVE OF ABSENCE (LOA)

- Applications for Leave of Absence (LOA) must be submitted **online** via the Student Portal at least one week before the leave date (excluding Saturday, Sunday and public holidays) or immediately after the date of absence for emergency cases, with a scanned copy of the supporting documents.
 - ❖ Login to Student Portal > Click “Attendance” > Click “Apply / Submit LOA”.
- A scanned copy of the supporting document(s) must be uploaded during the online application.
- Students must retain the **original copy** of the supporting documents for 6 months.
- Students must submit the hardcopy LOA supporting document(s) upon request for auditing purposes.

The outcome of the medical leave or LOA application will be sent through the student's TP email account.

STUDENT SERVICES / TP CARES / SCHOLARSHIPS / CAREER SERVICES

STUDENT SERVICES DIGITAL

The Student Services 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, such as updating of personal particulars, retrieval of class timetable and examination results, registration for graduation ceremonies and booking of sports and library facilities.

Please refer to Student Services website for more information:

<https://studentservices.tp.edu.sg/>

TP CARES

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

Please refer to TP's website for more information:

<https://www.tp.edu.sg/life-at-tp/a-caring-campus.html>

BEFRIENDERS

Troubled by relationship issues?
Burdened with financial difficulties?
Experiencing difficulties with school work?
Think you got into the wrong course?
Want a listening ear?

If you answered "yes" to any of the above, do contact the Befrienders. They are a group of lecturers with a special passion for students' welfare. All meetings with them are treated with the strictest confidentiality.

Please contact **Ms Lim Yoke Ying, Laura at 6780 5051, email: yokeying@tp.edu.sg** who will put you in touch with a Befriender.

STUDENT SERVICES / TP CARES / SCHOLARSHIPS / CAREER SERVICES

SCHOLARSHIPS & AWARDS

TP offers a range of prestigious scholarships to full-time students who have excelled academically and with a proven track record in Co-Curricular Activities.

Scholarships offered include:

- Temasek Polytechnic Engineering Scholarship
- Industry-sponsored Scholarships
- Co-Curricular Activities Scholarships
- Co-Curricular Activities Awards

Please refer to TP's website for more information:

<https://www.tp.edu.sg/admissions-and-finance/fees-financial-matters.html#FAS>

CAREER SERVICES

TP Career Services Centre offers a range of services such as Education and Career Guidance services to help our students and alumni make informed career and further education decisions.

Please refer to TP's website for more information:

<https://www.tp.edu.sg/life-at-tp/career-services.html#scholar>

FINANCIAL ASSISTANCE SCHEMES / DigitalAccess@HOME

FINANCIAL ASSISTANCE SCHEMES

There are a number of financial assistance schemes at TP, and students requiring financial assistance for their education are strongly advised to take up the Tuition Fee Loan Scheme from DBS Bank which provides a loan of up to 75% of the tuition fees.

Should they require additional financial assistance, there are several bursary schemes available and they may apply for the most suitable bursary that they qualify for.

As a general rule, students may only receive one bursary for each academic year. In addition to the Tuition Fee Loan Scheme and bursaries, there are other financial assistance schemes for students.

1. Government Bursaries (For Full-Time Diploma & PFP Students)
2. Donor-sponsored Bursaries
3. BYOD Financial Assistance Scheme
4. CCN Financial Assistance Scheme
5. CCN Emergency Scheme
6. ST Telemedia Catalyst Award

Please refer to TP's website for more information:

<https://www.tp.edu.sg/admissions-and-finance/fees-financial-matters.html#FAS>

DigitalAccess@HOME

DigitalAccess@Home provides subsidised broadband and laptops/tablets to lower-income households to support their lifestyle needs, including work and social activities.

Please refer to IMDA website for more information:

<https://www.imda.gov.sg/dah>

TEMASEK LEAD / SEN SUPPORT

TEMASEK LEADERSHIP PROGRAMME (TEMASEK LEAD)

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

The Temasek LEADership Programme (Temasek LEAD) is an inclusive talent development programme for high-performing students. LEAD students can look forward to an amazing journey of self-discovery and enjoy exciting experiences that will take them beyond the classroom and academic pursuits. These include overseas academic exchanges, community service projects, local and overseas adventure expeditions, and more.

Please refer to TP's website for more information:

<https://www.tp.edu.sg/research-and-industry/centres-of-excellence/centre-for-character-n-leadership-education-ccle.html#temasek-leadership-programmehd>

SPECIAL EDUCATIONAL NEEDS (SEN) SUPPORT

TP drives inclusivity and promotes a culture of openness, understanding and mutual support for students to achieve a holistic educational experience, attain independent living skills and meaningful employment upon graduation. The SEN Support in Student Support and Career Services (SSCS) offers services and support for students with disabilities / special educational needs. Disabilities and special needs may include the following conditions:

- Physical and Sensory Difficulties (e.g. physical impairment, hearing loss and vision loss)
- Social and Behavioural Difficulties (e.g. autism spectrum disorder, ADHD)
- Learning and Language Difficulties (e.g. dyslexia)

Please refer to TP's website for more information:

<https://www.tp.edu.sg/life-at-tp/special-educational-needs-sen-support.html>

STUDENT INSURANCE / COMMUNICATION WITH EXTERNAL PARTIES / SOCIAL MEDIA GUIDELINES

STUDENT INSURANCE

All full-time students are covered by the Student Group Personal Accident Insurance Policy. This scheme provides insurance coverage for accidents sustained by the students. The annual insurance premium is part of the total fees payable at the start of each academic year.

Please click [here](#) for more information.

COMMUNICATION WITH EXTERNAL PARTIES

Students are to seek written (letter or email) approval from their supervisor or lecturer if, in the course of their project work, they need to act as a representative of TP to communicate with any external party.

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.

Social media tools would include, but is not limited to blogs, discussion forums, micro blogs (Twitter, Facebook, and LinkedIn), photo and video sharing sites (e.g. Instagram), podcasts, RSS feeds, social networks, web chat tools and Wikis.

Please click [here](#) for more information.

ENGINEERING STUDENT CLUBS

STUDENT CLUBS & INTEREST GROUPS

The various Student Clubs and Interest Groups are part of the school's diploma courses. Students who are interested to be part of the main committee for these student clubs and interest groups are to contact the respective Advisors in charge, as listed in the table below:

Student Club / Interest Group	Advisor	Co-Advisor
Airborne Interest Group	Sharry Ang	
AvioniX Interest Group	L Somasundaram	
Architectural Technology & Building Services Interest Group	Wong Teck Yong	
BioENGenes Interest Group	Rangaswamy Raja (Dr)	Qian Xi Jun
Business Process & Systems Engineering Interest Group	Yeo Teck Chye	Tyler Yong Sheng Ming
BlackBox Interest Group	Lim Qingwei	Ponmagal D/o Periasamy
Computer Engineering Network Interest Group	Kok Boon Kiong	Kumbar
Clean Energy Interest Group	Toh Lee Nah	
Electronics Interest Group	Chee Swee Ann	Lucas Liu Yu
Integrated Facility Management Interest Group	Bryan Ho	Au Kum Yun
Society of Mechatronics Engineers	Daryl Lim	Tay Cheng Hong
Engineering Makers Club (EMC)	Pasan Bhashitha De Silva	
Engineering Peer Mentors	Janessa Thng	Rudy Sabarudin
Engineering Studies Club (ESC)	Tyler Yong Sheng Ming	Andrew Tham
IES Student Chapter	Hu Fang	
Student Ambassadors	Andrew Tham	
Global Ambassadors	Wong Yoke Moon	Andrew Tham

IPPT

The Individual Physical Proficiency Test (IPPT) is conducted for all final year NS-liable students annually. The three pre-enlistee IPPT stations are:

- Sit-ups
- Push-ups
- 2.4 km run

Final year NS-liable students can refer to the following web site for more information on IPPT test, scoring and benefits.

Please refer to website for more information:

<https://www.cmpb.gov.sg/web/portal/cmpb/home/before-ns/pre-enlistment-process/pre-enlistee-ippt-and-bmi>

TOTAL WORKPLACE SAFETY & HEALTH

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

TWSH POLICY

- **Complying with prevailing local Workplace Safety & Health laws and regulations;**
- **Acknowledging the right of every staff and student to work and learn in a safe, healthy and sustainable manner;**
- **Implementing programmes and a comprehensive TWSH Management System with periodic audits to improve TWSH in TP and to safeguard occupational health and mental well-being against incidents, injuries and illnesses;**
- **Maintaining emergency preparedness for terrorism threats, disease outbreaks and other public health hazards;**
- **Continually improving in order to inculcate a world-class TWSH culture;**
- **Communicating the TWSH policy to all staff and students, and making it available, to partners and the community.**



Peter Lam
Principal & CEO

Updated on 1 Jul 2022

Environmental Policy

Temasek Polytechnic shall:

- 1** 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.
- 2** Educate staff and students and communicate to suppliers/ contractors about environmental issues.
- 3** Wherever practical, purchase goods and services from suppliers that are environmentally responsible.
- 4** 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.
- 5** Integrate the principles of environmental management, pollution prevention, and other related green topics in our curriculum.

FREE ACCESS LABORATORIES

The following laboratories are open to all engineering students to allow them to work on their assignments outside normal lab sessions.

Laboratory	Location
Basic Electronics	EN16-2- (ENG Community Space) & EN16-1-68
Soldering	EN16-2 (ENG Community Space) & EN16-1-68
Mechanical Workshop	EN16-1-68

Note:

For safety reasons, the Mechanical Workshop will only be open if there is a Staff present. You may refer to the signage on-site for operating hours.

Students can request through their Subject Leaders, for labs to be opened to allow them to work on their assignments outside of their normal lab sessions.

DRESS CODE IN A LABORATORY / WORKSHOP

Dress Code for Computer, Electronics, Physics and Chemistry Laboratories

- Covered shoes
- T- Shirt / Shirt / Blouse with sleeves

Dress Code for Aerospace, Mechanical and Electronic Prototyping Laboratories / Workshops

- Covered shoes
- T- Shirt / Shirt / Blouse with sleeves
- Long pants

Temasek
POLYTECHNIC

DRESS CODE
for Computer, Electronics, Physics and Chemistry Laboratory

Sleeved T-shirt/shirt/blouse

Covered shoes

SAFETY STARTS WITH ME

Temasek
POLYTECHNIC

DRESS CODE
for Aerospace, Mechanical and Electronic Prototyping Laboratory/Workshop

Inappropriate

Sleeveless, loose/hugging, unsuitable T-shirt/shirt/blouse

Shorts, tight, unsuitable pants that don't cover till the ankles

Open toe shoes, slippers & sandals that don't cover till the ankles

Additional code(s) may be required based on specific laboratory/workshop

Appropriate

Sleeved T-shirt/shirt/blouse

Long pants

Covered shoes

SAFETY STARTS WITH ME

LABORATORY SAFETY RULES & REGULATIONS

ALWAYS REMEMBER: SAFETY FIRST

IF IN DOUBT, SEEK HELP FROM THE LECTURER OR THE STAFF ON DUTY

It is possible to create serious damage due to negligence – both to personnel and property.

Safety Rules

- Enter the lab only if you are accompanied by an authorized personnel.
- Listen and carry out instructions properly as directed by lecturers and staff on duty.
- Be alert and responsible at all times.
- Understand the hazards identified in the WSH-Risk Assessment and follow risk control measures.
- Read carefully and follow WSH-SWP (Safe Work Procedures), instructions and manuals.
- Wear recommended PPE (Personal Protective Equipment).
- Keep the work place clean and tidy at all times.
- Clean up the workplace and dispose any waste in the specified manner.
- Report any unsafe working conditions to the lecturer or staff on duty.
- Report any injuries, however minor, to the lecturer or staff on duty, so that the injured can be properly attended to.

Lithium Battery Safety

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

Note: Students will not be allowed to use any of the facilities in the lab if he/she has been found to infringe any of the stipulated lab rules and regulations or behaved in a manner that is deemed inappropriate.

EMERGENCY REPORTING PROCEDURES

- Call **6780 5999** (Fire Command Centre) for situations where life or property is at imminent risk (e.g. injuries, fire outbreak). Please provide **exact location & contact number** to request for an ambulance, if needed.
- Inform the General Office hotline at 6780 5144 and the General Office staff will contact a TWSH-Working Group member to assist in the situation.
- Stay with the injured person until help arrives.
- If necessary, accompany the injured person to the hospital or arrange for someone to accompany him/her.

For minor injuries, the injured person can be sent to the Sick Bay at **EN17-7-80**.

Useful Contacts

Nearest Hospital : Changi General Hospital
Telephone : 6788 8833 (24-hr Hotline), 6850 1770

Nearest Clinic : Green Cross Medical Centre
Telephone : 6781 3022, 6781 3011
Address : Blk. 824 Tampines St. 81 #01-30
Operating Hours : Mon-Fri, Sun (0900 – 2100), Sat (0900 – 1230)

Nearest Clinic : True Medical Clinic Tampines West
Telephone : 6909 0324
Address : Blk. 824 Tampines St. 81 #01-26
Operating Hours : Mon - Sun & PH (0800 - 1400; 1800 – 2300)

ON DISCOVERING A FIRE

- Activate the nearest break-glass alarm system.
- Attempt to extinguish the fire, without personal risk.
- If the fire is beyond control, evacuate immediately.
- Call 6780 5999 and give the exact location of the fire to the Duty Officer in the Fire Command Centre.

EMERGENCY REPORTING PROCEDURES

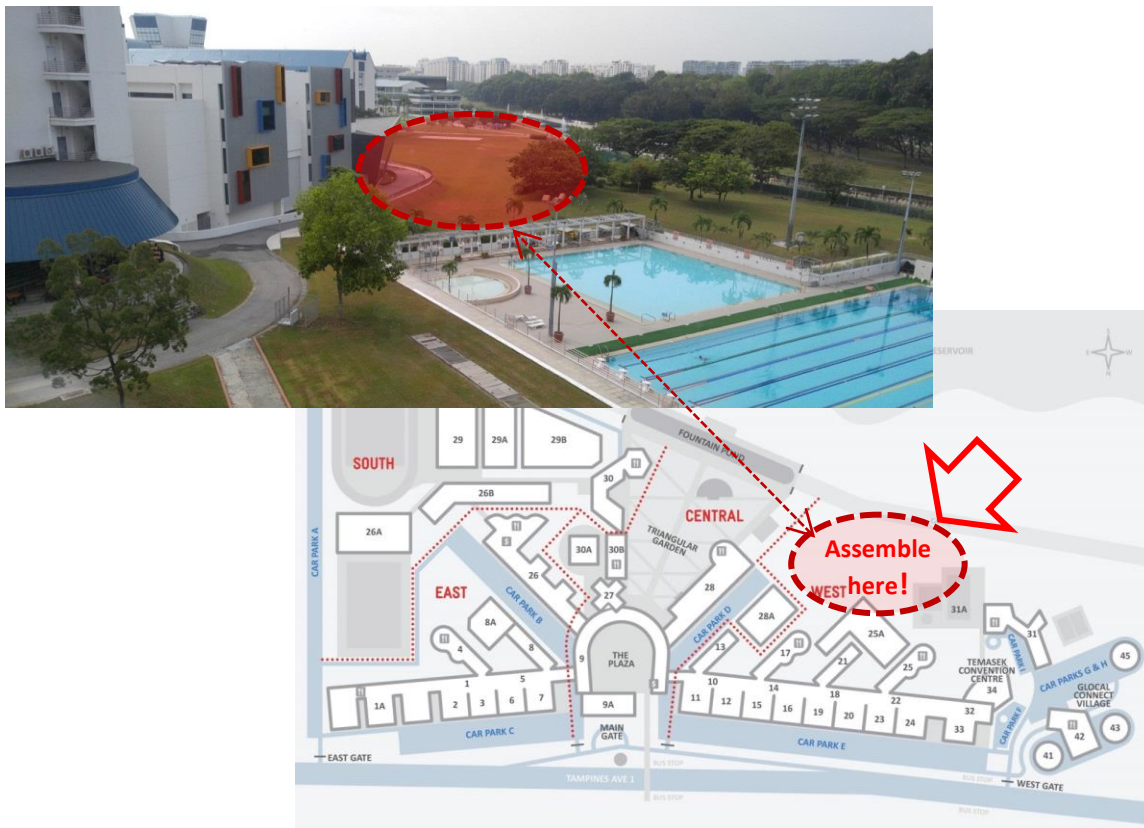
ON HEARING THE ALARM

- Ascertain the situation and prepare to evacuate.

EVACUATION

- An announcement will be made over the Public Address System to evacuate.
- Close all windows and doors and switch off all electrical services and gas appliances.
- Evacuate in an orderly manner via the nearest emergency exit.
- Do not take lifts.
- Report at the designated Assembly Area: Tembusu Grove.
- If the escape route is cut off, go into a room with a window, closing the door behind you. Stand by the window, call for help and await rescue. The fire services will usually arrive in a matter of minutes.

Your ASSEMBLY AREA is shown in the diagram below:



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

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

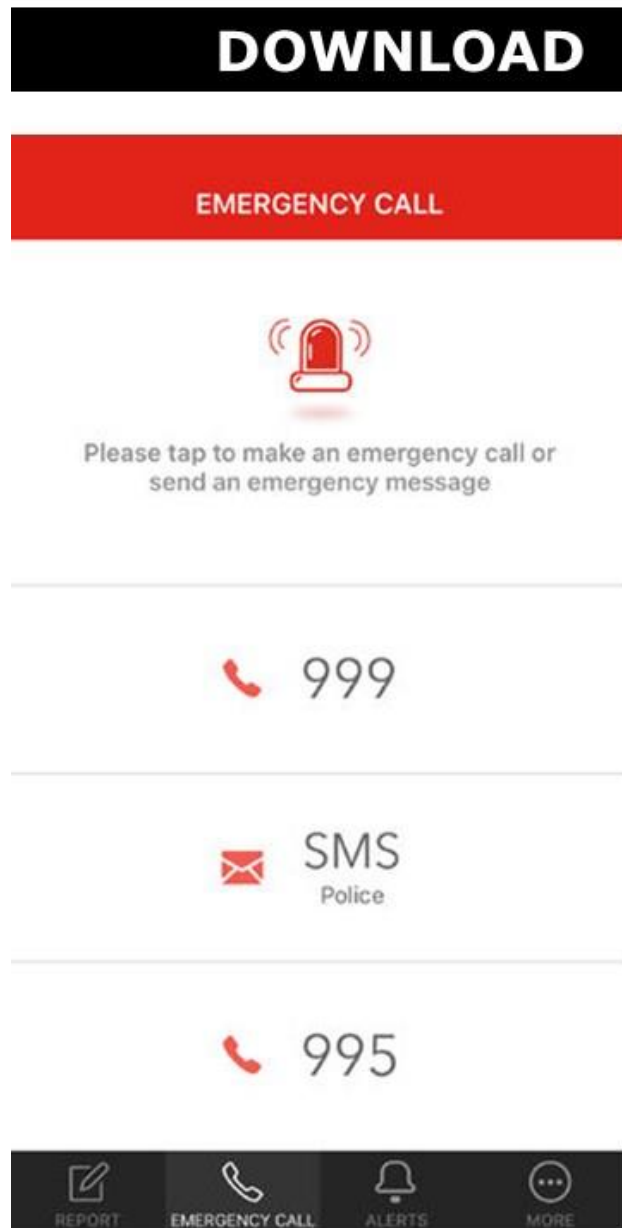
- **Contact ISD Counter-Terrorism Centre Hotline @ 1800 – 2626 - 473**

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.**



The SGSecure App Today!

Turn on your phone's Location Services



SGSecure

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

REMEMBER: *During a Terrorist Incident*



RUN



HIDE



TELL

Ensure your own survival!

***If you see SUSPICIOUS objects,
personnel or vehicles***



**Call Police
999**



SGSECURE
STAY ALERT. STAY UNITED. STAY STRONG.



21 Tampines Avenue 1, Singapore 529757
Website: www.tp.edu.sg | Email: enghotline.edu.sg | Tel: 6780-5144
Instagram: @Tpengine
Facebook: TPEngineering