



TEMASEK APPLIED SCIENCE SCHOOL ▶▶

Student Handbook AY 2007/2008

Name : _____

Admission No. : _____

Course : _____

Address : _____

Tel No. : (H) _____

(HP/pg) _____

In case of emergency, please notify :

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TABLE OF CONTENTS

Director's Message	4
General Information	5
Academic Matters	6
Academic Advising Programme	10
FAST	12
Discipline Guidelines	20
Copyright Guidelines	24
Access & Leave System	26
Examinations	28
Tuition & Other Fees for AY 2007/08	32
Student Services	36
Campus Care Network	39
Applied Science Studies Club	41
Laboratory Rules and Regulations:	42
a) Applied Science Laboratories	
b) Computer Laboratories	
Withdrawal and Deferment from Course of Study	45
Useful Telephone Numbers	48



DIRECTOR'S MESSAGE ►►

Welcome to Temasek Applied Science School!

Each new academic year begins with renewed hopes and aspirations. Uppermost on your minds, I'm sure, are dreams of scoring good grades and creating a large social network. Yes, while these are good intentions, do remember that your three years at Temasek Applied Science School (ASc) should also be spent challenging your personal development. Please do not underestimate the positive impact the rewards of integrity, respect, teamwork and change-readiness have on your future achievements. Do you have these attitudes and skills? If you do, are you effectively applying these skills? How do you know the answers to these questions?

I would like to challenge you to be open to new experiences and learn new things about yourselves. Participate in student activities as members of clubs or even as committee members. Make use of the many facilities that the School offers to broaden your horizons or volunteer to be involved in special projects. In summary, let yourself be humbled by the recognition that there is room for personal improvement and be strengthened by the challenges of new responsibilities as you learn to manage them.

I sincerely hope that your journey with us would be a meaningful and rewarding one and I wish you all the best in your endeavours at Temasek Polytechnic.

Mrs Soon-Ong Meng Wan
Director
Temasek Applied Science School

GENERAL INFORMATION



Learning Modes

Lectures

Lectures are conducted in groups of about 120 students and are usually delivered in lecture theatres. Where the cohort size exceeds 120 students, more than one lecture theatre may be used for the lecture. In this case, the lecturer will present his/her lecture in one lecture theatre and have his/her presentation broadcast live via video link to the other lecture theatres.

During lectures, students are expected to pay attention to the lecturers and refer to notes and projected slides on the overhead projector. Students should not talk, laugh, eat, drink or listen to walkmans/discmans during lectures. Mobile phones and pagers should be turned off at all times so as not to disturb other students.

Tutorials

Tutorials are conducted in groups of about 25 students. Tutorial worksheets, where appropriate, will be given to students one week in advance for students to prepare for the lesson. During tutorials, students will participate in activities outlined by their lecturers. Activities could include group discussions, field trips and peer-tutoring sessions among the students themselves. Students may be asked to present their findings or mini-projects to the class.

Laboratories

Laboratory sessions are held for all science subjects. They usually last for 3 hours. Students are expected to participate in hands-on activities such as experimental techniques, experimental tests and project work (if relevant). Students should observe all laboratory rules and regulations and be aware of safety issues at all times whilst in the laboratory.

Class Duration

Although each lecture/tutorial is allocated a time slot of 1 hour, the lesson proper lasts for about 50 minutes. The remaining 10 minutes are for students to hand in their assignments and transit from one class to the next so as to ensure that all classes start on time.

Class Attendance & Punctuality

Students must satisfy a minimum of 85% attendance. Students who exceed the maximum number of non-attendance sessions could be given a Pass/Fail grade only.

A student is ABSENT when he/she does not come for the lesson at all. A student is LATE when he/she arrives more than 15 minutes after the commencement of class. A student who is LATE is considered ABSENT. A student who is late for a class may also be denied admission to attend the class.

Submission of Assignments

Assignments should be handed in on time. Students should refer to the guidelines given for each particular subject for the rules regarding the handing in of assignments for tutorials or laboratory classes.

If a student has a valid medical certificate (MC) or leave of absence (LOA), the assignment should be handed in on the day that the student is back at school.

Class Participation

Class participation is an important factor that contributes towards the final assessment of a student in a particular subject. Factors that count towards the assessment of class participation include a positive attitude towards learning, an inquiring mind, active participation during classes, attentiveness and a motivation to do supplementary reading to complement the information provided in lecture notes.

Assessment Methods

Various methods of assessment are used in the School. These include tutorial assignments, worksheets, practical reports, laboratory techniques, oral presentations, project interviews and reports, quizzes and tests. They may be used individually or in part with other methods to allow lecturers to gauge more accurately the students' understanding of the subject. More importantly, they also provide feedback for students to analyze their own strengths and weaknesses and to monitor their progress in a particular subject. Other reasons for conducting assessments are to ascertain a student's ability to progress from one part of the course to another (e.g. from one semester to the next), to grant

honours/awards to outstanding students and to confirm students' competency in a field of knowledge or practice.

Students are advised to refer to the section on FAST for details governing the passing or failing of a subject and for matters concerning promotion to subsequent years of study.

Semestral Examinations

All subjects, unless stipulated otherwise, will have an end-of-semester examination of up to 2 hours. These will be held in August in the April semester and in February in the October semester. Questions may include multiple-choice, structured and essay-type questions.

Continuous Assessment

Non-examination subjects do not require students to sit for examinations at the end of each semester. For such subjects, lecturers will have a system of continuous assessments. Lecturers will look out for students' participation in discussions, initiative to contribute ideas, punctuality, role-play involvement and other important observable attributes. Students will be briefed regarding the marking scheme at the beginning of the term. An example of a non-examination subject is Communication Skills for Applied Science 1.

Continuous assessments are also used in examination subjects as part of the on-going monitoring of students' progress. They include the assessment of assignments that are submitted during tutorials and practical sessions.

Marking Scheme

The marking scheme for each subject will be explained in detail by each subject lecturer. Students will be given Study Guides for each subject and it is strongly recommended that students familiarize themselves with the assessment scheme.

Missing Assessments with valid MC/LOA

Please note that if the MC or LOA falls on a date where there is a quiz, test or other forms of assessment, it is the responsibility of the student to find out from the subject leader the date of reassessment. Failing which, no marks will be given to the student for that assessment.

Student Internship Programme (SIP)

Students will be required to work in the industry for a period of 12 to 20 weeks and thereafter to submit a written report of the work done. The purpose of this training is to provide students with industrial experience.

During the industrial attachment, students will perform the duties assigned to them and abide by the rules and regulations of the company to which they are attached.



ACADEMIC ADVISING PROGRAMME ►►

Academic advising is readily available to enrolled students to help them develop their academic potential. The programme ensures that all students are empowered to make informed choices regarding their studies, create new learning experiences and explore varied learning opportunities via the new modular system. In addition, it encourages students to take ownership of their academic achievements.

Programme Goals

The programme is designed to help students:

- a) Relate interests, skills, abilities and values to education and desired careers in their consideration of life goals.
- b) Develop academic plans to ensure that their plans are consistent with their life goals.
- c) Select appropriate subject options and electives that would lead to specific areas of academic/technical specialization.
- d) Evaluate their progress towards the attainment of students' established goals.
- e) Interpret institutional academic policies and requirements accurately.

Students' Needs Analysis

In order to advise students properly, students' personal academic records, transcripts and other relevant student information are reviewed to identify their strengths and learning needs. Students may approach their Care Persons to help them analyze their individual needs.

Programme Design

Student advising is conducted based on the needs of students. While Care Persons perform the role of general advisors, students with special needs are referred to Academic Advisors. Students should collate and submit all relevant information regarding their academic/technical ability to an Academic Advisor prior to consultation.

Responsibilities of Students

The successful outcome of the academic advising programme rests on the active participation of both students and Academic Advisors. Students should be partners in the advisory process and not passive recipients of advice.

Students should:

- a) Participate in all scheduled pre-enrolment and orientation programmes for in-coming students at Polytechnic and School levels.
- b) Acquire the relevant academic and career information to guide decision-making regarding the attainment of academic goals.
- c) Acquire the information needed to assume final responsibility for subject scheduling, course planning and the successful completion of all graduation requirements.
- d) Be knowledgeable in the policies, procedures and rules of the Polytechnic, School and diploma programme.
- e) Have accurate information and relevant materials ready for decision-making when meeting with the academic advisor.
- f) Consult Academic Advisors or Care Persons when in doubt.

What is FAST?

FAST stands for 'Flexible Academic System for Temasek'. It was introduced in the academic year 2002/2003. This new academic architecture is needed to produce quality graduates who have good grounding in essential life skills, sound character and a thirst for continuous learning.

What are the different FAST subject categories?

In the new academic framework, all diploma course structures take on three main subject categories:

1. TP Core Subjects
To develop the desired personal and professional qualities envisioned in the Temasek Polytechnic graduate profile
 2. Diploma Subjects
To provide students with the relevant technical training
 3. Cross-Disciplinary Subjects*
To provide students with the flexibility of studying areas of interest outside their own areas of specialisation for personal and professional development
- * Cross Disciplinary Subjects are additional subjects students may choose to fulfil the requirements of their diploma courses. Subject to the availability of places, students may take these subjects from any school or department in Temasek Polytechnic. Some of these subjects are taught via online learning and e-learning so that students can easily access the learning materials anytime and anywhere using the Internet. There may also be subjects that are taught during vacation periods and in the evenings to provide a greater degree of academic flexibility and choice for students.

What are the underlying academic principles behind FAST?

The FAST framework is designed based on the following three broad rationales:

Institution Fixed	Holistic development of the individual
Industry Fit	Preparation of individuals for the workplace
Individual Flexible	Engagement in a flexible curriculum that is customised to meet the needs of each individual based on the individual's academic choices with regards to his/her pace and preferred scope of learning

Why embark on FAST?

FAST provides students with more choices to pursue their interests so as to drive student performance to new heights. Students will be exposed to a world beyond their own disciplines, thereby helping them to create new connections and new knowledge. With FAST, students are empowered to decide on what they need to develop professionally for the changing world and act upon these decisions.

FAST FEATURES

1. Credit Units

Every subject is assigned credit units (cu). These credit units are a measure of students' workload and reflect the scheduled contact hours for a particular subject. In any subject, 1 credit unit is assigned 15 hours of work. Hence, if a subject were assigned 4 credit units, students taking the subject would have a 60-hour (15 x 4) workload.

2. Award of Credit Units

Before the assigned credit units are awarded, students must have passed the subject assessments and fulfilled the required attendance at lessons.

3. Credit Unit Requirements in Each Semester

The Minimum Rule

In a semester, each student must take subjects that collectively award a minimum of 15 credit units. This minimum rule applies to students in all schools.

The minimum rule also applies to international students. In addition, this group of students is governed by the regulation of the Singapore Immigration & Registration (SIR) Department, which specifies the minimum number of contact hours they must have each week.

However, in the following situations, the minimum rule **will not** apply:

- ◆ When students are on Student Internship Programme during a semester
- ◆ When senior students are about to complete their course of study and require fewer credit units to fulfill the overall graduation requirement for the course

The Maximum Rule

In a semester, each student may take subjects that collectively award a maximum of 26 credit units. This maximum rule applies to all courses in ASc.

At the discretion of the School Director, a student may be allowed to take more than the School's maximum workload in one semester. However, this student must have good academic standing.

4. Credit Unit Requirement for Graduation

To graduate, a student must acquire the stipulated minimum credit units of coursework for the diploma programme.

5. Student Classification by Level of Study

Students are classified according to the level of study they are pursuing in any one academic year. All students admitted into TP, except for those who are given advanced standing, are automatically classified as 'Freshmen'. The table below shows the student classification and requirements for promotion to the next level or graduation.

Student Classification	Requirements for Promotion to the Next Level/Graduation	Remarks
Freshman	All registered students who have fulfilled less than 40 credit units of work.	These do not include students who are given advanced standing.
Junior	All registered students who have fulfilled 40 credit units or more but less than 80 credit units of work.	-
Senior	All registered students who have fulfilled 80 credit units or more of work.	-

6. Letter Grades

The quality of students' achievement in each subject is indicated by letter grades. Letter grades are assigned numeric grade values called 'grade points'.

The table below shows the grading system with the letter grades and their corresponding grade points. The grade points are used to calculate the Grade Point Average (GPA).

Letter Grade	Descriptor	Grade Point
Z	Distinction (Up to top 5% of candidates taking the subject may be awarded Z)	4.0
A	Excellent	4.0
B+	Very Good	3.5
B	Good	3.0
C+	Competent	2.5
C	Satisfactory	2.0
D+	Pass	1.5
D	Marginal Pass	1.0
F	Fail	0
P	Pass Supplementary	1.0
Aegrotat Pass	Aegrotat Pass	NA
XM	Awarded when a student, due to medical reasons or extenuating circumstances, does not complete a subject.	NA

Aegrotat Pass

An aegrotat pass is awarded to the student who, on account of illness or any acceptable reason, is unable to sit for or complete his main examination but who has completed the course of study prescribed by the Senate to the satisfaction of the Examination Board and would have been expected to pass the examination had he been able to sit for the examination.

7. Common Subject Passing Rule

A common subject passing rule is adopted by all schools.

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

For a subject with an end-of-semester assessment/examination, to pass, students need to obtain at least:

- a) 50% of the coursework assessment (CA) mark and
- b) 40% of the end-of-semester assessment/examination (SA) mark and
- c) 50% of the total overall mark (combination of CA and SA results)

8. Attendance Requirement

There will be no debarment against students who fail to attain at least 85% attendance requirement. Students who do not meet the attendance requirement for a subject will be eligible to take both the main, and where applicable, supplementary examination/assessment for the subject. However, affected subject for which attendance requirement of 85% is not met will be awarded with a maximum grade of "P" (non-graded pass) at the main or supplementary examination/assessment, with an associated grade point of 1.0.

9. Admission of Students to Examinations

Permission to sit for an examination is based on the following conditions:

- ◆ All fees due to the Polytechnic have been paid.
- ◆ The requirements of the course leading to the examination have been fulfilled.
- ◆ The student is neither in breach of the Polytechnic's rules and regulations nor under disciplinary action.

10. Grades for Applied Principles for Effective Learning (APEL)

- ◆ The grades are 'Pass' and 'Fail'.
- ◆ The grades for APEL will not be included in the calculation of the GPA.

11. Grade Point Average (GPA)

A student's progress within a programme will be evaluated on the basis of the Grade Point Average (GPA). The GPA is a numerical value that indicates academic standing and serves as a means of measuring the student's academic achievement in the course. Both the Semester GPA and Cumulative GPA are calculated. The grades for SIP and APEL will not be included in the calculation of GPA.

The Cumulative GPA will be computed using the latest attempt of passed subjects. Failed CDS could be replaced with another and that attempt if passed will replace the failed CDS for computation.

12. Supplementary Examination

A student who fails any subject in the main examination is eligible to sit for the supplementary examination. A student who has a medical certificate for any subject during the main examination will have the supplementary examination graded.

13. Re-Taking (Repeating) a Subject

A student who fails a core subject or diploma option subject in both main and supplementary assessments must re-take the subject when it is next offered. The student must attend lessons and complete all coursework assignments for that subject to attain a new subject grade.

14. Number of Attempts Permitted for Re-Taking Subjects

Core Subjects / Required Diploma Options

A total of 2 attempts are allowed for each subject. If a student fails to attain a pass within 2 attempts, he/she would be removed from the course.

A subject taken in the main and supplementary examinations is considered as 1 attempt.

Elective/CDS Subjects

A total of 2 attempts are allowed for each subject. If a student fails to attain a pass within 2 attempts, he will not be allowed to choose the same Elective/CDS again.

15. Eligibility Criteria for Taking Subjects at a Higher Level

Students must have completed the required credit units for subjects at a lower level before they can proceed to take corresponding subjects at a higher level. For example:

- ◆ To be eligible for a Level 2 subject in his diploma of study, a student must have completed at least 20 credit units. These include credit units from corresponding prerequisite Level 1 subjects.
- ◆ To be eligible for a Level 3 subject in his diploma of study, a student must have completed at least 60 credit units. These include credit units from corresponding prerequisite Level 1 and Level 2 subjects.

16. Academic Standing

Proceed to next semester

- ◆ Students who have passed all subjects in current semester, or
- ◆ Students who failed a CDS or an elective subject with no supplementary examination/assessment

Proceed to next semester (Academic Warning)

- ◆ Students who failed at least one core subject after the main or supplementary examination/assessment, or

- ◆ Students who are currently in their 9th semester of study and have still not met the graduation requirements, or
 - ◆ Students who have two consecutive semesters of cumulative GPA (cGPA) below 1.0
- Allowed to take supplementary examination/assessment**
- Students who failed at least one subject with supplementary examination/assessment
- Removed**
- Students who have met the removal criteria
- Extended Probation**
- Students who are removed but reinstated for whatever reasons. Such students must obtain a cumulative GPA of at least 1.0 by the end of their “Extended Probation” semester or pass the failed subject(s). Otherwise, they will be removed from their course of study.
- Completion course of study**
- Students who have met the stipulated course graduation requirements

17. Criteria for Removal from Course of Study

Students will be recommended to the Board of Examiners for removal from their course of study based on any of the following conditions:

- ◆ Failure to pass a core subject or required diploma option subject in 2 attempts
- ◆ Cumulative GPA is less than 1.0 for 3 consecutive semesters
- ◆ Failure to fulfill graduation requirements within 10 semesters of study (this refers to students who are not granted exemptions)



STUDENT DISCIPLINARY POLICY ▶▶

Submission of Medical Certificates

Only medical certificates issued by medical practitioners registered with the Singapore Medical Council will be accepted.

Student Dress Code

The following types of attire are not allowed :

Male Students:

- Unkempt or long hair
- Hair of unnatural tones
- T-shirt with inappropriate motif
- Singlet
- Shirt left unbuttoned
- Torn jeans
- Mask or any headgear that prevents ready identification
- Any inappropriate attire or appearance that could bring disrepute to TP

Female Students:

- Unkempt appearance
- Hair of unnatural tones
- Any clothing that is provocative or revealing
- T-shirt with inappropriate motif
- Mask, veil or any headgear that prevents ready identification
- Any inappropriate attire or appearance that could bring disrepute to TP

Category 1 Offences (CAT 1)

CAT 1 Offences include:

- Forgery of documents
- Theft
- Creating nuisance / bringing disrepute to TP
- Pornography
- Vandalism / mischief
- Insubordination / non-compliance to regulations
- Fighting / Rioting / Assault
- Sexual assault / outrage of modesty
- Drug related offence on campus

- Unauthorised soliciting of funds / selling of products
- Defamation and/or religious/racist attacks against staff / students

Students who commit CAT 1 offences will be subject to investigation by the School Disciplinary Committee.

Category 2 Offences (CAT 2)

CAT 2 Offences include:

- Dress code violation
- Littering
- Smoking **
- Gambling / card playing
- Computer-related offences (except those related to CAT 1 above)
- Trespassing into unauthorised areas

** No-smoking area extends to

- ❖ All bus stops along Tampines Avenue 1
- ❖ All overhead bridges along Tampines Avenue 1
- ❖ Residential area (incl HDB blocks) between Tampines Avenue 1 and Tampines St 81
- ❖ Bedok Reservoir

Offences in CAT 2 carry a warning letter for the first offence, and a \$50 fine for subsequent offences of the same nature.

Academic-related Offences

Cheating on Main/Supplementary Examination / Assessment

Students in possession of unauthorized materials which are verified by the Examiner as relevant to the examination paper will be debarred from the current and remaining examination papers of the Main and Supplementary examination in that semester. All subjects taken in the semester will be marked as 'Fail'.

However, students who cheat in the examination venue (other than possession of unauthorized materials) will be allowed to continue with the current and remaining examination papers, if any, pending investigation by the School Disciplinary Committee. Where the School Disciplinary Committee establishes that the student has cheated, all subjects taken by the student in that semester will be marked as 'Fail'.

In this regard, a student who has cheated in the supplementary examination will have all subjects that he had passed in the main examination marked as 'Fail'. Students will be removed accordingly if they meet any of the course removal criteria due to the failing of these subjects.

Cheating on Coursework

For students who are caught for cheating on coursework, the subject concerned will be marked as 'Fail'. Such students will be debarred from the main and supplementary examination / assessment for that subject.

Plagiarism

Disciplinary action taken for students caught for plagiarism will depend on the severity and includes failing the subject, suspension and removal from course.

Imprisonment Cases

1. Imprisonment / Detention of up to 1 year: Student's parent/guardian is required to apply for course deferment or course withdrawal on behalf of the student. For course deferment cases, the student's parent/guardian is required to confirm the student's release no later than 1 month from date of release, failing which the student will be withdrawn.
2. Imprisonment / Detention of over 1 year: Student will be withdrawn from course of study

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.

Definition of Plagiarism

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

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

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

How to Avoid Plagiarism

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

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



COPYRIGHT NOTICE TO TP FRESHIES ▶▶

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

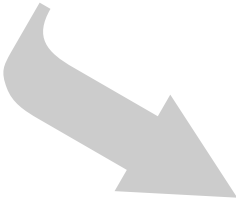
It is **ILLEGAL** to violate any of the rights provided by the law to the owner of a copyright. Temasek Polytechnic respects the ownership of intellectual material governed by copyright laws. All TP students are expected to know and comply with the copyright laws that affect them.



NOTE that INFRINGEMENT the COPYRIGHT ACT

could land you with a
hefty **FINE** or even a
JAIL term!

By Order
The Registrar's Office
April 2007



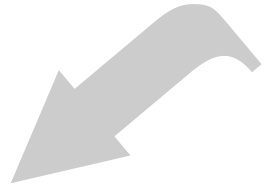
Here is a list of Do's & Don'ts:

What you **CAN** do:

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

What you must **NEVER** do:

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





ACCESS & LEAVE SYSTEM ▶▶

Restricted Access into Selected Rooms

General Office

Students should refrain from entering the General Office unless they need help from the secretary or the administrative staff.

Staff Rooms

The staff rooms are out of bounds to students at all times. A student wishing to see a lecturer should call the lecturer using the phone at the entrance. If the lecturer is not in, the student can leave a message on the phone mail. If the lecturer is in, the student should wait outside for the lecturer to attend to him/her. Students should not enter the staff room by themselves. Any student found loitering in a staff room without permission or supervision would be disciplined accordingly.

Student Leave

Medical Leave

Students are to submit the leave application form* with a copy of the medical certificate within 3 working days from the last day of the medical leave to the General Office, failing which the application will be rejected. The medical certificate should be certified by a medical practitioner who is not a family member of the student. Medical certificates issued by Chinese physicians will not be accepted.

Students who need constant special medical attention (such as diabetes, epilepsy and other special medical conditions) are to inform their CPs of the medical condition as soon as the condition is known. This will help the lecturers react appropriately in cases of emergency.

Leave of Absence (LOA)

Students are to submit the leave application form* with the supporting documents at least 14 working days before commencement date of the leave applied for to the General Office, failing which the application may be rejected.

All applications for Leave of Absence (LOA) will be assessed on a case-by-case basis. An application for LOA may be rejected if the student's course attendance has been irregular, or if the student has not shown satisfactory progress in the class work, course work and in-course assessment during the session.

Temasek Polytechnic reserves the right to reject any leave application for leave of absence.

If a student's medical leave or leave of absence (LOA) falls on a date where there is a quiz or some form of assessment, it is the student's responsibility to find out the date of re-assessment from the lecturer. A student who fails to do so will not be given any marks for that assessment.

Term test and quizzes are compulsory. Students will be permitted to re-sit for a test / quiz only if a medical certificate carries the doctor's remark that the student is "unfit to sit for the test / examination" or an approved leave of absence is presented.

** obtainable from the ASc General Office*

What form of identification is required when sitting for examinations?

Your identity will be checked during examinations. You are therefore required to display one of the following documents at the top right hand corner of your desk at the beginning of each paper:

- Matriculation Card; or
- IC/Passport; or
- EZ-Link Card

Students who fail to produce one of the above identifications during examinations will be issued with a Warning Letter. Your answer booklet will not be marked if you receive more than one Warning Letter. You may even be refused entry into the examination venue.

Will I be allowed to sit for a paper if I am late?

You are permitted to enter the examination venue 20 minutes before the scheduled time of commencement of a paper.

You will be allowed to sit for the paper if you report to the examination venue within 30 minutes after the paper has commenced, after which you will not be allowed to enter the examination venue and thus you are deemed to be absent for the paper.

What items are not allowed in the examination venue?

The following items are not to be brought into the examination venue:

- ◆ Pagers and Mobile phones
- ◆ Unauthorised books/papers/documents
- ◆ Calculator covers
- ◆ Unauthorised instruments and electronic devices (eg, Electronic Dictionary)
- ◆ Food and Drinks

All stationery items brought into the examination venue are to be placed in clear, transparent plastic bags.

Use only instruments that perform strictly calculating functions as calculators. Remember to **remove all calculator covers before you enter the examination venue.**

Will I be debarred from taking the examinations if I do not meet the 85% attendance requirement?

There will be no debarment against students who fail to attain at least 85% attendance requirement. Students who do not meet the attendance requirement for a subject will be eligible to take both the main, and where applicable, supplementary examination/assessment for the subject. However, affected subject for which attendance requirement of 85% is not met will be awarded with a maximum grade of “P” (non-graded pass) at the main or supplementary examination/assessment, with an associated grade point of 1.0.

How am I informed if I do not meet the attendance requirement?

The list of students who do not meet the attendance requirement will be posted on the TP Website 3 working days *before the start of the exams*. Simply go to TP homepage → Sign in to Student Portal → click on ‘My Subject Non-grading Notice’

What happens if I am absent from the examinations?

If you are sick and are not fit to take the examinations, you must report to the Registrar Office on the illness and submit a medical certificate (MC) by a registered medical practitioner within 48 hours of the last day stated on the MC or within 48 hours of the last day of the examinations period, whichever is earlier.

You are to ensure that the medical practitioner indicates the following information clearly on the MC before submitting it to the Registrar’s Office for approval:

- ◆ that you are unfit to sit for the examinations
- ◆ the date/period which you are unfit to sit for the examinations, and
- ◆ the illness/diagnosis

The MC will not be considered valid if one of the above information is not stated clearly on the MC, and you will be deemed to have failed the subject for which you are absent.

What if I fall ill during the examinations?

If you should fall ill during the examinations, the invigilator must be informed. You may then be permitted to seek medical attention from a registered medical practitioner and submit the MC to the Registrar’s Office within the stipulated deadline stated under the paragraph “Absence Due to Illness”.

In the event that you fall ill during the examinations and nevertheless complete the paper, this fact may be taken into account by the Board of Examiners provided

you are examined by a registered medical practitioner and submit the MC to the Registrar's Office within the stipulated deadline stated under the paragraph "Absence Due to Illness".

If you are afflicted by a contagious disease without complications, eg Chickenpox, you will be quarantined and the examinations will be taken in a separate venue. Should you be absent for the examinations, you will be deemed to have failed the paper.

Note : You are required to read through and be familiar with the "Examination Instructions To Candidates" before you sit for your examinations. The "Examination Instructions to Candidates" can be found in the TP website under Examination Matters.

Where and when can I check and print out my Personalised Examinations timetable?

The Examinations Timetable is released around three weeks before the examinations start. You are strongly advised to print out a copy of your personalised examinations timetable. Simply go to TP homepage → Highlights (Top right hand corner) → click on 'The Academic Year Semester Examinations Timetable'. You will then be prompted to supply your log in password.

How will I know my examinations results?

To get your examinations results for each semester, simply go to TP homepage → Sign in → Click on the 'Student Tab' and search under 'Online Services'. You are advised to print out a copy for your own self reference. Any request for an official copy has to be made at the One-Stop Service Centre. Each request is charged at \$3 per copy.

Alternatively, you can register to receive your detailed examination results through your mobile phone via Smart Message Service (SMS). This service will be opened for registration about 2 weeks before the examinations.

Go to TP homepage → Highlights (Top right hand corner) → click on 'Register for Semestral Examinations results via SMS'.

You will receive an official statement of all your examinations results at the end of your last semester with the polytechnic. You are therefore advised to update the Registrar's Office of any change in residential and/or mailing address(es). To update your address, simply go to the website <http://www.tp.edu.sg/siu/login.asp> or you may fill up a form at the One-Stop Service Centre.

Should you fail any subject in the Examinations, you may, upon payment of a non-refundable fee of S\$15 per subject plus prevailing GST, apply for a review of your examination script for that subject within 5 working days from the day the results are released. Forms for request for official examination results and review of examination scripts are available at the One-Stop Service Centre.



Tuition & Other Fees for AY 2007/2008 ►►

Tuition fee for AY 2007/2008 for all full-time diploma courses, payable in 2 semesters are as follows:

Summary of Fees for Full-Time Singaporean & SPR Students

Types of Fees	1st Semester (\$\$)	2nd Semester (\$\$)
Tuition Fee	1102.50	1123.50
Tuition Grant	6982.50	7115.50
Other Fees:		
Examination	31.50	0.00
GPA Insurance	3.00	0.00
Sports & Wellness	25.00	0.00
Miscellaneous	23.50	0.00
Orientation	10.50	0.00
Students' Union	20.00	0.00
Application Fee	7.00	0.00
TOTAL Fees	8205.50	8239.00
Less:		
Tuition Grant Awarded	(6650.00)	(6650.00)
GST Subsidy on Tuition Grant, Fee & Exam Fee	(386.50)	(539.00)
Fee Payable	1169.00	1050.00

Summary of Fees for Full-Time International Students

Types of Fees	1st Semester (S\$)	2nd Semester (S\$)
Tuition Fee	1212.75	1235.85
Tuition Grant	6982.50	7115.50
Other Fees:		
Examination	31.50	0.00
GPA Insurance	3.00	0.00
Sports & Wellness	25.00	0.00
Miscellaneous	23.50	0.00
Orientation	10.50	0.00
GHS Insurance	43.00	0.00
Students' Union	20.00	0.00
Application Fee	7.00	0.00
TOTAL Fees	8358.75	8351.35
Less:		
Tuition Grant Awarded	(6650.00)	(6650.00)
GST Subsidy on Tuition Grant, Fee & Exam Fee	(391.75)	(546.35)
Fee Payable	1317.00	1155.00

Fees are due for payment at the start of each semester. Students will be informed of the amount and types of fees payable, payment methods and payment due date or Inter-Bank GIRO deduction date through:

- ◆ The **Fee Voucher** that is sent to the students' term addresses at the start of each semester.
- ◆ The **Web Enquiry System** accessible by students at the following site address: http://www.tp.edu.sg/home/admissions/fees/fee_status.htm.

The opening hours for the Cashier's counter are:

Monday-Friday	8.30am to 4.30pm
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- ◆ For all enquiries on students' financial schemes, you may call tel. no. **6787-8000** for clarification.
- ◆ For enquiries on individual student's fee account, you may access the **Web Enquiry System** at ***http://www.tp.edu.sg/home/admissions/fees/fee_status.htm*** that allow enquiry by admission number and password.

Financial Schemes

- ◆ CPF Approved Education Scheme
- ◆ Edusave Scheme
- ◆ Tuition Fee Loan Scheme
- ◆ Mendaki Tertiary Tuition Fee Subsidy Scheme

Payment Of Fees

For your own safety and convenience, students are strongly encouraged to participate in Inter-Bank Giro for fee deduction or make payment by NETS over the counter.

Inter-Bank Giro (IBG) is an easy and convenient way for the students to pay fees or receive payment to or from the Polytechnic. Collection/Payment transactions between the student and the polytechnic can be effected through the student's or his guardian's savings or current account with IBG participating banks.

There are 2 types of GIRO application forms. They are (a) Application for Interbank GIRO form and (b) Student Direct Credit Authorisation form. These forms are available at Finance counter and Temasek Polytechnic's website.

- (a) Application for Interbank GIRO form
This form is to authorise the Polytechnic to deduct the fees payable by you directly from your authorised bank account through Interbank GIRO (IBG). Enquiries on the status of application for Interbank GIRO form can be made at the Temasek Polytechnic's website:
<http://www.tp.edu.sg/student/feesquery.htm>
- (b) Student Direct Credit Authorisation (SDC) form
This is a standing instruction to the Polytechnic to pay all monies due (if applicable) to the student through this authorization form.

As this form will not be sent to the bank for verification, the student has to submit this form with a photocopy of the front page of the bankbook or bank statement showing the account number for verification. The form can be submitted to the One Stop Service Centre or Student Finance & Collection section, Finance & Administration Department.

Students who make payment by cheque have to ensure that the cheques are correctly drawn up and with sufficient funds in the bank accounts. **Cheque must be crossed and made payable to “Temasek Polytechnic”**. The following information must be indicated on the reverse side of the cheque for easy reference:

- (a) Student’s name
- (b) Student’s admission number
- (c) Telephone number to contact

Late Fee

Students who fail to pay fees by the due date will be charged **a late fee payment of \$15**.

Reinstatement Fee

An administrative charge of \$50 will be imposed on a student if he or she requests to be reinstated after being officially removed from the course of study.

Issuance Of Receipts

Official receipts would be issued for all payments except for payment through Inter-Bank Giro. For payments made at the cashier counters, official receipts must be obtained on the spot. For cheque payment, official receipts would be given upon request.

Student & Alumni Affairs (SAA)

SAA is committed to:

- ◆ providing students a well-rounded educational experience that contributes to personal enrichment and institutional pride;
- ◆ strengthening ties with the alumni for meaningful partnerships; and
- ◆ establishing excellence in administration and students/alumni support services.

As a reflection of our commitment to providing a well-rounded education, we have embarked on a SEAL CCA Grading System (**S**ervice, **E**nrichment, **A**chievement, **L**eadership), which is a systematic record of students' participation in Co-Curricular Activities (CCAs).

SAA has a wide variety of CCAs to offer and one of the significant programmes we administer is the National Youth Achievement Award (NYAA). NYAA is an effective programme to develop youths into exceptional individuals who can contribute effectively to the society and nation.

SAA offers other student development programmes which include:

- ◆ Sports Programme (e.g. Institute-Varsity-Polytechnic Games, NAPFA)
- ◆ Arts Programme (e.g. Arts Festival, performances and workshops)
- ◆ Leadership Training Programme (e.g. Student Leadership Profile)
- ◆ Experiential Learning Experiences (e.g. Adventure Learning Course)
- ◆ Enrichment Courses (eg Sign Language Courses, Guitar Courses)

SAA also manages the following:

- ◆ SEAL CCA Grading System and Alumni Portal
- ◆ Recreational facilities and Cyber Centre
- ◆ Administration of CCA Awards/Scholarships
- ◆ CCA Transcripts
- ◆ Distribution of Transit Link concessionary passes
- ◆ Student organisations and alumni association

For more details on CCAs and SEAL, please log on to <http://www.tp.edu.sg/admin/saa/>.

Student Wellness & Counselling Centre (SWCC)

Services provided:

- ◆ Individual; group and family counselling
- ◆ Counselling on financial, personal and studies-related matters
- ◆ TP Administered Bursary applications
- ◆ Endorsement for all external bursary applications
- ◆ Self-help materials
- ◆ Workshops on Personal Wellness
- ◆ Workshops for groups

Hotline : 6 780 5959

One-stop Service Centre (OSC)

The One-Stop Service Centre (OSC) provides a convenient ONE-STOP for students to make payment for the following services:

- ◆ Application for Alumni & TP Graduates' Association (TPGA)
- ◆ Booking of sport facilities (for TP Graduates)
- ◆ Events' Ticket Sales
- ◆ Fee Collection for Part-time & short courses
- ◆ Fines
- ◆ Personal Development Programme
- ◆ Rental of Entrepreneurship Carts
- ◆ Replacement of Matriculation Card
- ◆ Resetting of Email Password
- ◆ Result Slips / Transcript/ Diploma Certificate
- ◆ Review of Exam Script
- ◆ Sale of Prospectus

OSC also serves as a first point of contact for students as well as public (walk-ins) to enquire on the following:

- ◆ Application, Admissions Exercises, Enrolment, & other student-related matters
- ◆ Application for course withdrawal, deferment, transfer and subject exemption
- ◆ Application procedure for Scholarship & Bursary
- ◆ Certification of Application & Enrolment documents
- ◆ Collection of Student Matriculation Cards (replacement cases)
- ◆ Location, operating hours & others

- ◆ Request for Student Status Confirmation Letter
- ◆ Request for Update of student information and particulars

Self-service PC Terminals to access TP's website to seek information and make online submissions of applications and requests are available.

Registrar's Office (RO)

Services provided:

- ◆ Administer full-time student admission exercises and enrolment
- ◆ Administer the Polytechnic's full-time examinations
- ◆ Manage the full-time student data system
- ◆ Co-ordinate the Polytechnic's graduation ceremony
- ◆ Administer the student dress code and disciplinary matters

RO Hotline : 6 787 8000

Student Accident Insurance Scheme

Full-time and Part-Time Subsidised students are covered by the Group Personal Accident Policy. This scheme provides 24 hours worldwide insurance coverage for accidents sustained by the students. The benefits include compensation of up to \$50,000 per student upon death, or a proportion thereof for permanent injuries and up to \$6,000 per student for medical expenses incurred from an accident. (The amount of coverage is subject to change every academic year.) The insurance premium per year is part of the fees payable at the start of each academic year. For more details, please refer to the Student Public Folder or your School General Office.

The Campus Care Network (CCN) is Temasek Polytechnic's way of caring for you and to help you achieve your potential to the fullest. The main objectives of the network are to enhance personal contact and build rapport between lecturers and students and among the students themselves.

Under this network, each of you will be assigned to one Care Person (CP). A student will remain under the charge of the same CP for at least a year to build a meaningful and lasting relationship. Each CP will have an average of 20 students in his/her Care Group.

The CPs will offer their help whenever possible. In particular, they will assist students who have difficulties starting off in a tertiary institution, especially in coping with new subjects. They will also offer their advice on financial problems, personal problems and even time management.

You will get to know your CP during the orientation period and your course of study. Care Groups are encouraged to have social outings with their CPs at least once a year.

A team of professional counsellors is also available to help students. The monthly schedule of these professional counsellors is posted on the course notice board. Should you need advice or counseling on matters that disturb or trouble you, you can consult the counsellors during the scheduled hours. Appointments can also be made through your CP.

In each academic year, two CCN days will be held to raise money for the 'CCN Emergency Fund' for students. There will be games, activities and student performances. Through these activities, CPs and students are brought closer together and the caring spirit of TP is reinforced.

Students can receive short to medium-term financial help from CCN from the following schemes.

Crisis Assistance Scheme (short-term)

A death of a bread-winner or a loved one in the immediate family, retrenchment, serious illness or accident etc will qualify a student to receive immediate help of up to \$100 per year. The CP will recommend and the CCN representative in the School will approve. The request is then passed to SWCC and after

processing, payment will be made. Forms are available in the Staff Portal and CCN public folder.

Education Help Scheme (short-term)

The Help Fund was established to help students from families with a total family income of \$2000/month or less. A grant of up to \$100 per semester is given to the student to buy books and to meet other educational needs. Only local students are eligible to apply for this scheme. This scheme is not to be used for payment of school fees or fees related matter. Again the process is similar to the Crisis Assistance i.e. the CP will recommend and the CCN representative in the School can approve. The form will then go to SWCC. The forms are available in the Staff Portal and CCN public folder. Please note that evidence must be produced or a supporting note be made by a lecturer regarding the need to buy certain books or educational materials. Of course the other main consideration is the maximum family income of \$2000 per month.

CCN Emergency Scheme

This is the medium-term assistance given to students in great financial difficulties. The evaluation process is much more rigorous. Students can go to see the counsellors on their own, be referred to by the CP or will be evaluated after receiving help from the Crisis Assistance or Help Fund. The Counsellors at SWCC will not only evaluate the case for financial assistance but also help students to cope with problems or issues confronting them.

The financial help is for daily expense of up to \$200 per month for up to 4 months. Any further help will also be considered. Any request for help for other situations, e.g. hospital bills for emergencies etc will also be considered by the Counsellors.

The Applied Science Studies Club (ASc Studies Club) believes in making a difference in students' lives. It aims to propel the personal growth and development of students by actively promoting the academic, social interests and welfare of its members.

The Management Committee comprises full time students who manage the Club. Every full-time student is an ordinary member and every part-time student may be an associate member of the Studies Club. As students of Temasek Applied Science School, you are therefore automatically enrolled as members of the ASc Studies Club and are therefore entitled to participate in all activities organized by the Club.

The Club provides opportunities for members to be effective and efficient student leaders since the students are entirely responsible for organising activities, maintaining and regulating the Club's premises as well as controlling the provisional annual budget for administrating the Club. Various workshops such as the Adventure Learning Programme for trainers and Outward Bound School programme are available for students to learn leadership and organisational skills.

The Club caters to the different needs of students by organising a wide variety of activities. Besides academic activities such as peer tutoring between seniors and freshmen, the Club also organises sports events and welfare work such as community service for the needy.

You are encouraged to participate in the activities and to support the Club during your stay at the School.



LABORATORY RULES AND REGULATIONS ►►

There are two types of laboratories in Temasek Applied Science School - the applied sciences laboratories and the computer laboratories.

a) Applied Science Laboratories

Lab safety should be a constant concern to everyone in the lab

- ◆ Do not wait along the corridor
- ◆ Do not enter the laboratory unless authorized
- ◆ In the event of accident or injury, inform the staff on duty immediately or call the Emergency Hotline at

6780-5322, ASc General Office (during office hours)

6780-5999, TP Fire Command Center (after Office hours)

- ◆ Always observe lab rules and regulations
- ◆ Always work with the proper self-protective attire
- ◆ Always practise laboratory safety rules and conduct proper laboratory techniques
- ◆ Do not smoke at all times
- ◆ Do not eat or drink unless permitted
- ◆ Do not behave disruptively
- ◆ Always practice good housekeeping
- ◆ Always wash your hands before leaving the laboratory

The following rules should also be observed at all times:

1. Leave all bags and files, except your laboratory manual and your pencil case, in the pigeon holes assigned to you. Do not overcrowd your workbench as this may cause accidents. Valuables such as your wallet should not be left unattended.
2. Laboratory coats should be worn at all times in the laboratories. Students without lab coats and proper Personal Protective Equipment (PPE) are not allowed to conduct lab work in the laboratories. Laboratory coats should not be worn outside the laboratories. Students' names should be sewn or written in permanent ink on their laboratory coats for identification purposes. Used lab coats should be kept in isolation or in a plastic bag to prevent cross contamination.

Note : Laboratory coats designated for food laboratories are not to be worn in any other laboratory.

3. Long hair must be tied up to prevent the hair from being caught in instruments or flames of Bunsen burner or from falling into chemicals.
4. Nails should be kept short and neat for hygiene and safety reasons.
5. During the first laboratory session, students should familiarise themselves with the locations of the first aid cabinets, eye wash, emergency shower, telephones, fire extinguishers and emergency exits and related lab rules and guidelines.
6. Make sure your work area is clean, dry and that all water, gas and electric supplies are turned off before you leave the laboratory.
7. Never work alone in the laboratory unless authorized to do so.
8. Students are liable for any breakage or damage to laboratory materials (glassware, equipment) due to their carelessness. A maximum fine of \$50 per item may be imposed.
9. Students are not allowed to remove any laboratory material or equipment from the laboratory unless authorised to do so.
10. User shall approach staff i/c if he/she wants to know about the material or equipment that they are using in the lab by referring to laboratory operating manual and safety measures specific to that particular laboratory.

b) Computer Laboratories

1. Only students from Temasek Applied Science School are allowed in the labs.
2. It is compulsory for all students using the labs to have their matriculation cards with them. Students are required to produce them upon request by the staff. Students who fail to do so will be deemed as trespassers and handed to security guards
3. The following are NOT allowed in the labs:-
 - ◆ food and drinks
 - ◆ reservation of PC workstations
 - ◆ games of any nature and internet based chatting as well as sending/viewing of any mass/chain emails or vulgar/obscene/ derogatory emails

4. Installation of software is NOT permitted in the labs. Students are also NOT allowed to download unauthorized software, games, music, movies or videos that infringe copyright or other intellectual property laws.
5. No student may log onto the network using accounts other than that given to him/her.
6. Students using their own diskettes, CDs or thumb drives are to ensure that they are scanned for viruses before use.
7. Please keep the computer systems and peripherals in good working condition and inform the lecturers or technical support staff of any faulty equipment.
8. Students are to shut down all computer systems and tidy up the workstations after use.
9. There are 2 printers available in each lab. Students are to provide their own A4-size 80gsm papers for printing. Each student is allowed to print up to 75 sheets/pages per week.

Students found not observing the rules and regulations are subject to disciplinary action in accordance with the Student Disciplinary Policy.

WITHDRAWAL AND DEFERMENT FROM COURSE OF STUDY ▶▶

HOW DO I WITHDRAW FROM MY COURSE?

- Obtain a “Notification of Withdrawal from Course” form Student Services & Admissions - One-Stop Service Centre (OSC)
- Complete the form
- Settle all outstanding bills and return all property belonging to Temasek Polytechnic
- Submit completed form at OSC. The duly completed Notification of Withdrawal Form together with the Student Matriculation card must reach OSC **at least 4 working days** before the start of the Examination period.

Withdrawal will not be processed during the examination period and before the release of the Examination results. For any withdrawals received upon the start of and during the conduct of the exams, the student will be considered to have sat for the exams and may be removed. If the student is not removed, the withdrawal date will be post-dated to the day the results are released.

PAYMENT & REFUND OF FEES

Fees are payable upon commencement of the Academic Year. Students withdrawing after the start of the semester are liable to pay fees regardless of their attendance.

Refund Policy for Approved Withdrawals

Refund of payment will be determined by the effective date of the withdrawal. The refund policy is as follows:

i)	Before the commencement of an Academic Year	Full refund of fees less administrative charge of \$50.00 (inclusive of GST)
ii)	Within the first week of an Academic Year	Refund of 75% tuition fee and 100% of examination, sports and miscellaneous fees.
iii)	After the first week of an Academic Year	No refund.

Students are strongly advised to speak to their Care-Person and to consider carefully before they submit the “Notification of Withdrawal from Course” form to OSC. Those who are withdrawing on financial grounds should consider applying for Financial Assistance Schemes and see the Student Counsellors at the Student Wellness & Counselling Centre, Blk 30, Level 2 Room 6/3 for advice.

CAN I DEFER MY STUDIES?

Students may request for deferment if:

- (i) They are National Service liable and are unsuccessful in obtaining approval from the Central Manpower Base to defer their National Service. Students must submit the rejection letter from CMPB as well as a letter confirming their ORD dates together with their application for deferment.
- (ii) They have been certified by the Singapore-registered doctor to be medically unfit to continue their present course of study. Students must attach the medical certification letter from the doctor, stating his condition and the period of rest recommended, together with their application for deferment.

Application forms are obtainable at Student Services & Admissions-One-Stop Service Centre (OSC).

CAN I TRANSFER TO ANOTHER COURSE?

- Request for course transfer may be accepted after the release of Semestral or Supplementary examination results and before the commencement of each Academic Year or semester.
- Application for Course Transfer is subject to individual merit and vacancies. Only students who have sat for and passed the examinations and have met the minimum Entry Requirements of the new course may apply.
- Application forms are obtainable at Student Services & Admissions-One-Stop Service Centre (OSC).
- Applications must reach OSC by the stipulated deadline (by the first week of term commencement).

CAN I APPLY FOR SUBJECT EXEMPTION?

- Applications will be considered for students only at the commencement of the Academic Year.
- All applications must be made on the prescribed form obtainable from the Student Services & Admissions-One-Stop Service Centre (OSC).
- All applications must be submitted to OSC within the application period. For newly enrolled students, application for subject exemption may be accepted only after enrolment.
- Only one application per student is allowed.

USEFUL TELEPHONE NUMBERS

Department/School General Office	Telephone No.
Fire Command Centre/Security	6780-5955 / 5999
One Stop Service Centre	6780-5167
Registrar's Office	6787-8000
Library Enquiry	6780-5773 6780-5772 (After 5.30pm)
Student & Alumni Affairs Department	6780-5656
Student Wellness & Counselling Centre	6780-5959
Cyber Centre (Student TP-email account enquiry)	6780-5393
Samaritans of Singapore	1800 221 4444 (Daily, 24 hours a day)
Teen Challenge	6793 7933
Touch Youth Community Service	6273 5568
Counselling and Care Centre	6536 6366