

Student handbook

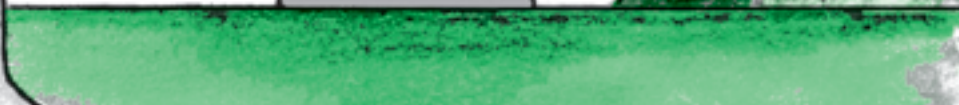
Temasek

Applied











Science

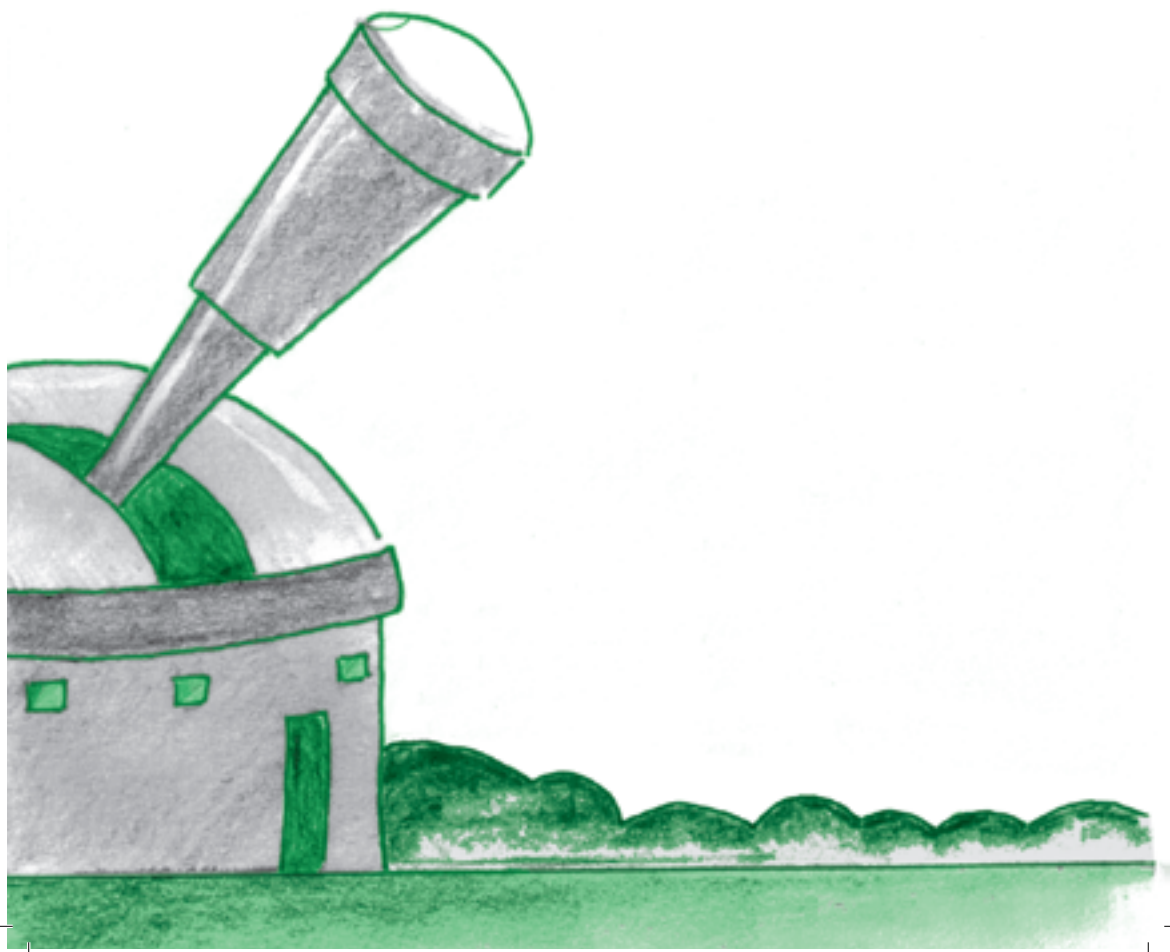
School

AY 10/11





 BIO  Vet  
 PHS    
 FS N  CST  
 BCS  BMS   
 CHE    






# Temasek Applied Science School

Student Handbook AY 2010/2011

Name : .....

Admission No. : .....

Course : .....

Address : .....

.....

Tel No. : (H) .....

(HP/pg) .....

*In case of emergency, please notify :*

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## Director's Message

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Welcome to Temasek Applied Science School!

As you embark on your studies with us, we hope that you would be as committed to your studies and personal development as we would be in developing you professionally.

Our curriculum offers you multiple avenues to develop holistically. While you fulfil the requirements of your courses, do seize opportunities to participate in research programmes that hone analytical thinking and critical reasoning skills, and other enrichment programmes that develop leadership skills and enhance your acumen in innovation and enterprise.

Our programmes offer quality learning that you cannot get from books alone. This is because they are designed to offer experiences that develop students' competence, character and change-readiness and equip you with skills desired by employers such as problem-solving skills, communication skills and team skills as well as attributes such as digital literacy, service mindset and transnational mindset. These skills cannot be acquired overnight. What is of utmost importance to us is that you enjoy the process of learning as you look forward to developing a more confident you.

I wish you many enriching and rewarding experiences in ASc.

Mrs Soon-Ong Meng Wan  
Director  
Temasek Applied Science School



# Academic Matters

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## 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/MP3, play portable games 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.

### Problem-based Learning (PBL)

Problem-based learning (PBL) is a teaching and learning methodology that encourages students to enquire, problem-solve and work effectively in teams. The problem-driven curriculum in PBL captures the students' attention and sustains their academic interest by challenging them to seek solutions

to given problem scenarios from the multiple perspectives offered by the team members. The essence of enquiry requires them to seek evidence to support, refute or throw doubt on a hypothesis or proposed solution. This process helps the students to develop an open but questioning mind much valued in the science classroom

### e-Learning

With the advent of technology that is both economical and widely accessible, the face of education has changed to incorporate the use of ICT (Information and Communication Technology) in the classroom.

At Temasek Applied Science School (ASc), we believe in using ICT tools that are available to us to enhance teaching and learning. There are basically two major uses of ICT tools that we are exploiting to make learning more interesting and meaningful. The first being enhanced course delivery specifically in the use of multimedia elements to cater for students with different learning styles. Secondly, our tutors are trained to use the LMS (Learning Management System) and tools that most students are already familiar with (such as a Chat tool, blogs and wikis) to enhance interactions between students and tutors.

Students are prepared for this new platform by induction workshops conducted by the tutors to provide a glimpse of what it is like to use these ICT tools in an academic setting and to be engaged in ICT supported collaborative learning.

### **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 Assessments

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

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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.



## FAST

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### 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.

All courses at TP come under the Flexible Academic System for Temasek, or FAST. This system provides you with greater flexibility in matching your interest and aptitude, while adapting your academic workload to suit your pace of learning.

### What are the different FAST subject categories?

In this academic framework, all diploma course structures have three main categories of subjects:

**TP Core Subjects** – compulsory subjects for all TP students. These develop the desired qualities as envisioned in the TP graduate profile;

**Diploma Subjects** – subjects specific to your diploma course. These provide students with the necessary technical training;

**Cross-Disciplinary Subjects** – subjects beyond your diploma specialisation. These provide students with the flexibility of studying other 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).

Grade	Descriptor	Grade Points	Conversion (Percentage Range)
Z	Distinction (up to top 5%)	4	= or > 80
A	Excellent	4.0	= or > 80
B+	Very Good	3.5	75 to < 80
B	Very Good	3.0	70 to < 75
C+	Good	2.5	65 to < 70
C	Good	2.0	60 to < 65
D+	Credit	1.5	55 to < 60
D	Credit	1.0	50 to < 55
P	Non-Graded Pass	1.0	= or > 50
F	Fail	0	< 50

## 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.

#### **7.1 Subjects with 100% Coursework**

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

#### **7.2 Examination Subjects**

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

In computing the total subject mark for the supplementary examination, the coursework mark attained in the same semester will be used to compute the total mark for the subject.

#### **7.3 Supplementary Examination - Award of Grade with Medical Certificate**

Students who successfully complete the supplementary examination for a subject after the submission of a valid medical certificate for missing the main examination, would be awarded a grade regardless of their coursework mark.

### **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

### Student Offence Categories

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

### Category 1 (CAT 1)

2. CAT 1 offences are serious offences that require investigation by the School Disciplinary Committee. CAT 1 offences include:

#### CAT 1A

- a. Sexual assault and outrage of modesty
- b. Drug-related offence on campus
- c. Assault and Rioting
- d. Religious/racist attacks against staff/students

## CAT 1B

- a. Forgery/tampering of documents
  - b. Theft
  - c. Creating nuisance/bringing disrepute to TP
  - d. Pornography
  - e. Vandalism and mischief
  - f. Insubordination and non-compliance to regulations
  - g. Fighting
  - h. Defamation against staff/students
  - i. Unauthorised soliciting of funds and selling of products
3. Students who commit CAT 1A or 1B offences will be investigated by the School Disciplinary Committee. The School Disciplinary Committee shall submit its findings and recommendations to the Principal through Registrar.
4. Where a student commits a CAT 1A offence, the School Disciplinary Committee could recommend suspension or any other punitive action as deemed appropriate for CAT 1A offences.
5. Where a student commits a CAT 1B offence, the School Disciplinary Committee would recommend a warning, short-term suspension (e.g. 3-weeks) or any other action deemed appropriate. ***The period for the short-term suspension must not fall within or encroach into the Study Week or Exam periods.***
6. Where the School Disciplinary Committee feels that a warning suffices, it could recommend the following:
- Issued a stern warning letter by the School (copied to the student’s parents and Registrar’s Office)
  - Required to sign an undertaking not to commit any major offence again, failing which he/she could be suspended for a semester or dismissed.
  - Required to meet up with the School Counsellor
7. Where the School Disciplinary Committee feels that the degree of the offence is serious and the above are not appropriate, it could recommend a short-term suspension (e.g. 3-weeks) or any other action deemed appropriate. Students under short-term suspension will be deemed to have been absent from their classes for the duration. In instances where short-term suspension is imposed and affects the student’s attendance requirement, the student’s subjects taken that semester would be un-graded (i.e. ‘P’ or ‘F’). Students who are suspended and are required to fulfil certain follow-up actions will be required to notify the Registrar’s Office when all required follow-up

actions have been fulfilled, before reinstatement will be processed. The student will be withdrawn from the course of study if Registrar's Office does not receive the notification.

8. Upon the student's reinstatement, the School Counsellor shall follow up with the student to ensure that he/she has learnt lessons from his/her mistakes.
9. The School shall record the CAT 1 offence details in the TP Student & Management System (TPSAMS), except for suspension or dismissal cases.
10. Where students commit a repeated CAT 1 offence, he/she could be suspended for one semester or dismissed. For cases that occur nearing the examination period, Schools should factor in the processing time.

### Category 2 (CAT 2)

11. CAT 2 offences include:

- a. Dress code violation
- b. Littering
- c. Smoking on campus
- d. Gambling on campus
- e. Computer-related offences (except those related to CAT 1A & 1B)
- f. Trespassing into unauthorised areas

12. The Revised Attire Guidelines for TP Students are as follows:

#### General Occasions

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

#### Laboratories/Workshops

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

#### Headgear

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

13. Offences in CAT 2 carry a warning letter for the first offence, and a \$50 fine for subsequent offences of the same nature. The fines collected would be channeled to CCN and/or TP administered bursary funds.
14. The School shall record the CAT 2 offence details in the TP Student & Management System (TPSAMS).

## Academic-related Offences

### Cheating on Main/Supplementary Examination/Assessment

15. Students in possession of unauthorised 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 unauthorised 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'.
- 16a. 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.
- 16b. Students who are caught cheating on non examination-based subject (ie; 100% coursework subject) at the supplementary assessment will have all his subjects marked as 'Fail' for both the main and supplementary examination in the semester. Students will be removed accordingly if they meet any of the course removal criteria due to the failing of these subjects.

### Cheating on Coursework

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

### Plagiarism

18. Disciplinary action taken for students caught for plagiarism will depend on the severity and includes failing the subject, suspension and removal from course. The Plagiarism Policy Document, Procedure and Guidelines are appended in Appendices A and B respectively.

### Imprisonment Cases

19. Where a student is imprisoned, the following course of action will be taken:
  - a. Imprisonment 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.

- b. Imprisonment of over 1 year: Student will be withdrawn from course of study



## Plagiarism Policy Document

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### Rationale

1. As part of the institution's practice of academic integrity, the act of plagiarism is not condoned. A study of other Institutions of Higher Learning has provided input on the extent of student plagiarism as well as some of the measures that have been adopted to deal with student plagiarism.

While Temasek Polytechnic (TP) has in place some measures to deal with plagiarism, a need for an institution wide approach is deemed necessary to effectively address this issue. The approach to be adopted will emphasise values of learning and teaching which will use a range of measures to deter, detect and deal with student plagiarism.

### Definition of Plagiarism & published communication on Plagiarism

2. All schools will share a common baseline definition. The published communication to all TP students by all schools on plagiarism (eg., in the student handbook) should include the following basic 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 only. All students are required to give proper acknowledgement of all original sources of work used in their assignments, projects or other assessed work.

#### Disciplinary Action Against Students who Plagiarise

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

#### Definition of Plagiarism

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

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

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

### How to Avoid Plagiarism

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

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

### **Samples of Acceptable Practices**

3. Given the diversity of subjects and curricula of the respective schools, autonomy will be given to the respective schools to cite specific acceptable and unacceptable practices not covered by the baseline definition and to make reference to these in their communication plan to staff and students.

The following lists an example from each school:

#### From the School of Applied Science

- Using any standard materials like formulae, charts, symbols, conversion tables, calendars, abbreviations, definitions, scientific terminology/nomenclature that are considered general facts

#### From the School of Business

- For IT-related works Proof-of-concept Using pictures on the public domain to show how a web-page would look like but with proper acknowledgement of the source

### From the School of Design

- There must be sufficient documentation to suggest the development and thinking process, supporting the evolution of the final expression. This can be in the form of sketches or other associated media. The outcome or manifestation of the idea or concept is different from the original source

### From the School of Engineering

- In report writing, students are strongly encouraged to use primary and secondary sources to support their main ideas and arguments. These sources must be duly acknowledged according to proper referencing format as emphasized in the Research Skills online tutorials undertaken by all students as part of their Communication Skills subjects.

### From the School of Informatics and Information Technology

- If the assessment objective is to test certain programming coding concept, open source code or any codes found in the Internet, books or media or other sources cannot be used
- If the assessment objective is to develop an application, using the open source code as part of the application development, with proper acknowledgement, is considered acceptable

### From School of Humanities & Social Sciences

- Proper citation/acknowledgement AND paraphrasing are BOTH necessary in order to avoid plagiarism. A student who cites/acknowledges an information source MUST still paraphrase that information when including it as part of his/her work.

The only exception to this rule is when the cited information is a direct quote of another person's work (i.e., presented in quotation marks). However, this should be done sparingly, and avoided if possible. Furthermore, quotations should only be used for brief statements and not large sections of text.

Paraphrasing is restating text from source material using other words.

Example:

#### Original text:

Further acquaintance with the Wong family next door has shown me that they are very warm and pleasant people. The children are courteous and both Mr and Mrs Wong are most helpful.

#### Unacceptable Paraphrase:

Further acquaintance with the Wong family next door shows me that they are very friendly and nice people. The children are polite and both Mr and Mrs Wong are most willing to offer their help.

(Why is this plagiarism? The writer has largely followed the method of expression and sentence structure used in the original text. He/she has also copied the underlined phrases directly from the source or changed them slightly in form only.)

#### Acceptable Paraphrase:

After getting to know my neighbours, the Wongs better, I find them very easy to get along with. Mr and Mrs Wong are always ready to lend a helping hand and they have well-mannered children.

(Why is this acceptable? The writer has changed the language and structure of the original text instead of just changing a few words and phrases.)

### **Procedures and Disciplinary Guidelines in Dealing with Student Plagiarism**

4. Plagiarism is an academic-related offence under the institution's Student Disciplinary Policy. Guidelines and procedures to deal with the violation will be clearly defined on an institution basis and reinforced at the school level.

To emphasise the seriousness of plagiarism and for deterrent effect, all subject teams will require a declaration to be included on the cover page or any other suitable material which accompanies any assessed coursework submitted by students that they are the originators of the projects or assignments submitted. This will not apply where the assessed coursework relates to tests or work that is done in class or laboratory and submitted immediately. A sample of this declaration is as follows:

"By submitting this work, I am/we are declaring that I am/we are the originator(s) of this work and that all other original sources used in this work has been appropriately acknowledged. I/We understand that plagiarism is the act of taking and using the whole or any part of another person's work and presenting it as my/our own without proper acknowledgement. I/We also understand that plagiarism is an academic offence and that disciplinary action will be taken for plagiarism."

In addition, measures will be taken to educate the TP staff and students on the proper use of academic conventions and study skills and strategies as part of or outside curriculum. Schools are strongly encouraged to use the Library's research tutorials for students, specifically designed for this purpose.



# Access & Leave System

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## 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 phonemail. 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



## Examinations

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### Examination Rules & Regulations for All Full-Time and Part-Time Subsidised Students

#### BREACH OF EXAMINATION RULES

1. Students are to comply strictly with the examination rules and instructions. If you breach any of the examination rules, you are liable to be dealt with by the Board of Inquiry (Exams).

#### DRESS CODE

2. Students are to observe all prevailing rules governing students' **dress code** in the Polytechnic. If you are inappropriately dressed, you may be barred from entering the examination room.

#### REPORTING TIME

3. Students are allowed to enter an examination room **20 MINUTES** before the time scheduled for the commencement of the examination. You are permitted to read the examination question paper **10 MINUTES** before the commencement of the examination. However, no writing is permitted at this stage.
4. If you report to the examination room late, you will not be given any extra time to complete your paper.
5. If you fail to report to the examination room within 30 minutes after the commencement of the examination, you will be considered as being absent for the paper.

6. You are not allowed to leave the examination room within the first 30 minutes after the commencement of the examination and during the last 10 minutes of the examination.

### **STUDENT IDENTIFICATION**

7. Students must place their matriculation card at the top right-hand corner of their desk at the commencement of each examination.
8. If you have lost your matriculation card, you may use your identity card, passport or EZ-link card as proof of your identity.
9. Do not write your name on the answer booklet. Your matriculation number should be clearly and correctly written on the front cover of each answer booklet.

### **CONDUCT IN THE EXAMINATION ROOM**

10. Students must observe the following during the examination:
  - Raise your hand if you need to communicate with the Invigilator;
  - Check that you receive the correct and complete set of question papers;
  - Remain seated while all completed answer booklets are being collected by the Invigilator at the end of the examination; and
  - Clear your desk before leaving the examination room.
11. Students must **not**:
  - Eat or drink in the examination room;
  - Communicate by word of mouth or otherwise with other candidates in the examination room;
  - Leave their seat without the permission of the Invigilator; and
  - Talk or discuss outside the examination room after each paper as this will disturb other students who are still sitting for the paper.

### **STATIONERY**

12. Students are to observe the following rules concerning stationery items brought into the examination room:
  - You must use only clear, transparent bags to contain your stationery items;
  - You must use only black or dark blue ball-point pens for writing answers;
  - You must use only instruments that perform strictly calculating functions as calculators, and covers for any instruments used must first be removed before they are brought into the examination room;

- You must not borrow any instrument, stationery, etc. from another candidate while the examination is in progress; and
- You must not remove any unused answer booklets, stationery items and equipment belonging to the Polytechnic from the examination room, except your own question paper.

## UNAUTHORISED ITEMS IN THE EXAMINATION ROOMS

13. You must leave all bags and other belongings at the front of the examination room. The Polytechnic will not be responsible for the loss of bags and other belongings. All mobile telephones and electronic translators are banned from the examination room and will be confiscated, if found.
14. Any unauthorized book, paper, document or picture inadvertently taken into the room must be promptly surrendered to the Invigilators before the commencement of the examination. Students are also not allowed to receive any unauthorized book, paper, document or picture from any other person during examination. A BREACH OF THIS RULE WILL RENDER YOU LIABLE TO DISCIPLINARY ACTION.

## ABSENCE FROM EXAMINATION

15. If you are absent from the **Main Examination** due to illness, you may be permitted by the Board of Examiners to sit for the supplementary examination, where appropriate, with grading provided that:
  - You have fulfilled the attendance requirement for the examination subject(s);
  - You have submitted a medical certificate issued by a registered medical practitioner to the Registrar **within forty-eight hours from the date of absence for the affected examination subject(s)**. The medical practitioner, who should not be a family member, must indicate the following information clearly on your medical certificate:
    - o that you are unfit to sit for the examination(s);
    - o the period that you are unfit for examination(s); and
    - o the diagnosis.
16. The submission of medical certificate is **not applicable for Supplementary Examination**. Hence, you are strongly advised to sit for the examination if you suffer minor ailments such as cough and sore throat.

## Contagious Disease (e.g. chicken pox)

17. You will be quarantined in a separate room to take your examination, subject to the recommendation of your medical practitioner.

## Falling Ill during the Examination

18. You must inform the Invigilator if you are not feeling well and cannot proceed with the examination. In such a circumstance, you may be permitted to report to a registered medical practitioner, who should not be a family member, for a medical examination and to submit a medical report to the Registrar **within 48 hours from the date of absence for the affected examination subject(s)**. The medical report should state the diagnosis and the date and time of visit to the medical practitioner.
19. If you fall ill during an examination paper but nevertheless complete the examination paper, this fact may be taken into account by the Board of Examiners if you submit a medical report to the Registrar within 48 hours from the date of absence for the affected examination subject(s). The medical report should state the diagnosis and the date and time of visit to the medical practitioner.

## Other Forms of Absenteeism

20. You are deemed to have sat and failed the examination if you fail to take any examination for which you are eligible to sit, unless the Board of Examiners is satisfied that there is good and sufficient reason for such failure to take the examination.

## Tuition & Other Fees for AY 2010/2011

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For Tuition fees and other finance related matters, please refer to the following website <http://www.tp.edu.sg/home/admissions/fees>

## Student Services

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### Student & Alumni Affairs (SAA)

SAA is committed to:

- 1) providing students a well-rounded educational experience that contributes to personal enrichment and institutional pride;
- 2) strengthening ties with the alumni for meaningful partnerships; and
- 3) 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 (Service, Enrichment, Achievement, Leadership), 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:

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

SAA also manages the following:

- 1) SEAL CCA Grading System and Alumni Portal
- 2) Recreational facilities and Cyber Centre
- 3) Administration of CCA Awards/Scholarships
- 4) CCA Transcripts
- 5) Distribution of Transit Link concessionary passes
- 6) Student organisations and alumni association



## Campus Care Network (CCN)

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At TP, the Campus Care Network (CCN) has been developed to emphasise personal contact and rapport between lecturers and students, to create a family-like environment, and to maintain a caring culture so as to ensure students' personal growth.

### CCN Day

CCN Day Carnival is the signature event of the TP Campus Care Network. The CCN Day Carnival is held twice a year. This event brings the entire polytechnic together in the spirit of caring and sharing. Staff and students collaborate to set up stalls to raise funds for TP's needy students in every CCN Day Carnival. The enthusiastic participation of both staff and students shows the caring spirit in Temasek Polytechnic.

### Care Persons (CPs)

Temasek Polytechnic understands the transition students will have to make into polytechnic education. All full-time students will be provided a Care

Person (CP). The CP is a lecturer who will provide guidance and care to help you through both your academic studies as well as personal issues that you may have to deal with.

CP refresher courses are organised regularly to hone and equip CPs to provide help and guidance to the students.

Some of the courses that have been organised include:

- Helping teenagers cope with peer pressure
- Helping teenagers cope with stress
- Helping teenagers manage break-ups
- Engaging today's youth
- Keys to Mentoring Teens

### CCN Financial Schemes

CCN provides financial assistance for TP's needy students.

Short to medium-term financial help from CCN includes:

- **CCN Crisis Assistance Scheme**  
Immediate financial help will be given to students who face a crisis situation such as death, retrenchment, serious illness or accident of a loved one in the family.
- **CCN Education Help Scheme**  
Students coming from low-income family will receive financial help to purchase their books, project tools etc, in every semester.
- **CCN Emergency Scheme**  
This is an assistance given to students in great financial difficulties. Monthly help will be given to students for their food and transport needs.

### **Student Wellness & Counselling Centre (SWCC)**

The doors of TP's Student Wellness & Counselling Center (SWCC) are always open to all TP students who may require help with emotional, financial, career and other personal issues. Qualified professional counsellors at SWCC, trained in the area of psychology and counselling, are ready to offer you a listening ear.

In addition, a pool of lecturers and staff, with an interest and passion for helping students, has also been selected and trained within each School. These School-based counsellors and befrienders are equipped to provide help and are ready to listen when you approach them for counsel or guidance.

SWCC also organises workshops, such as stress management, effective communication and relaxation techniques to enhance our students' life skills for more effective living.

### **One-stop Service Centre (OSC)**

The One-Stop Service Centre (OSC) provides a convenient location for full-time students to make payment for the following:

- Breakages and fines
- Entrepreneurship cart rental
- Personal development programmes and workshops
- Reprint of statement of examination results/transcript
- Replacement of diploma certificate
- Replacement of matriculation card
- Review of examination script
- Student clubs' event tickets
- Overseas community projects
- Other payment services:
- Application for alumni membership card (for TP graduates only)
- Booking of sports facilities (for TP graduates only)
- Part-time students course fees
- Prospectus

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

- Application for admissions to full-time diploma courses
- Application for withdrawal and deferment from course
- Application for transfer of course
- Matriculation card application (for newly enrolled students only)
- Certification and submission of application supporting documents (for DAE applicants only)
- Certification and submission of enrolment supporting documents
- Certification of TP results and certificates
- Collection of diploma certificate (after the prevailing year's graduation ceremony)
- Enrolment registration for full-time diploma courses
- Student status confirmation letter (for full-time students only)
- Lost and found
- Submission of financial assistance schemes application (for newly enrolled students only)
- Student information update
- Change of personal particulars (for changes of particulars which are not available online)

### **Address & Operating Hours**

Administration Block 9, Level 2, (next to Lobby C)  
Temasek Polytechnic  
21 Tampines Avenue 1  
Singapore 529757

Weekdays: 8.30am to 5.30pm  
Saturday, Sunday & Public Holiday: Closed

### **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

### **An e-Lifestyle**

A campus-wide IT network harnesses the latest technology for teaching, learning and administrative support. TP has embarked on an initiative to realise Singapore's Public Service 21 (PS21) vision of service excellence through the delivery of "one-stop, non-stop" electronic services to students, staff, industry partners and the public.

This initiative, known as ePoly, allows staff and students to have a personalised web space where almost every service and learning resource can be accessed from within and outside the campus.

Among the services available now are a personalised timetable and an online storage space that can be accessed anywhere. You can also update your personal particulars, check your examination results and enrol for courses online.

TP students are also able to read news and announcements, access information resources stored in TP's library, submit work assignments from home, study online, attend virtual tutorials and group discussions, and chat online with lecturers.

These are all part of the growing e-lifestyle for you at TP.

## Rental of lockers

Lockers are available for rental by TP Students.  
For more information please refer to

[www.rent-a-locker.com](http://www.rent-a-locker.com)  
or Call 6282 0868

## Applied Science Studies Club

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

All students of Temasek Applied Science School (ASc) automatically become members of the Applied Science Studies Club and are entitled to take part in the wide variety of sport events, academic activities and welfare work organised by the Club.

The members are solely responsible for organising the club activities, maintaining and regulating the use of the club premises as well as controlling the provisional annual budget for administrating the club. Through these activities, students are given opportunities to develop their leadership qualities. They will also be offered participation in leadership training programmes such as leadership workshops, Adventure Learning Programmes for trainers and Poly-wide forums.

## Laboratory Rules and Regulations

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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. There is no limit to the number of pages students can print.

## Useful Telephone Numbers

Applied Science School General Office Tel: 6780 5322 Fax: 6780 5498

Departments/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

## Diploma Courses at Applied Science School

The Temasek Applied Science School is entrusted to develop and conduct diploma courses, which emphasise the effective application of applied sciences in the applied sciences industries. Currently, the School offers eight full-time courses for GCE "O" and "A" level qualification holders. The role of the School is to ensure that graduates of its courses are equipped with the necessary technical skills and knowledge for the relevant industry. In addition, graduates should also be able to work independently as well as work as an effective member of a team.

All courses emphasise the development of problem solving, communication and team working abilities. Opportunities are provided for students to exhibit their creative thinking through project based assignments and final

year projects. The School works closely with employers to ensure that the curriculum of its courses remain relevant to industry needs. Students are also attached to various business and industrial organizations during the Student Internship Programme to gain first hand experience of the realities of industrial demand.

**The eight diplomas courses offered are:**

**Diploma in Applied Food Science and Nutrition –**

[http://www-as.tp.edu.sg/asc\\_home/asc\\_courses/asc\\_ft\\_courses/asc\\_courses\\_afsn.htm](http://www-as.tp.edu.sg/asc_home/asc_courses/asc_ft_courses/asc_courses_afsn.htm)

**Diploma in Baking and Culinary Science –**

[http://www-as.tp.edu.sg/asc\\_home/asc\\_courses/asc\\_ft\\_courses/asc\\_courses\\_bcs.htm](http://www-as.tp.edu.sg/asc_home/asc_courses/asc_ft_courses/asc_courses_bcs.htm)

**Diploma in Biomedical Science –**

[http://www-as.tp.edu.sg/asc\\_home/asc\\_courses/asc\\_ft\\_courses/asc\\_courses\\_bms.htm](http://www-as.tp.edu.sg/asc_home/asc_courses/asc_ft_courses/asc_courses_bms.htm)

**Diploma in Biotechnology –**

[http://www-as.tp.edu.sg/asc\\_home/asc\\_courses/asc\\_ft\\_courses/asc\\_courses\\_bio.htm](http://www-as.tp.edu.sg/asc_home/asc_courses/asc_ft_courses/asc_courses_bio.htm)

**Diploma in Chemical Engineering –**

[http://www-as.tp.edu.sg/asc\\_home/asc\\_courses/asc\\_ft\\_courses/asc\\_courses\\_che.htm](http://www-as.tp.edu.sg/asc_home/asc_courses/asc_ft_courses/asc_courses_che.htm)

**Diploma in Consumer Science and Technology –**

[http://www-as.tp.edu.sg/asc\\_home/asc\\_courses/asc\\_ft\\_courses/asc\\_courses\\_cst.htm](http://www-as.tp.edu.sg/asc_home/asc_courses/asc_ft_courses/asc_courses_cst.htm)

**Diploma in Pharmaceutical Science –**

[http://www-as.tp.edu.sg/asc\\_home/asc\\_courses/asc\\_ft\\_courses/asc\\_courses\\_phs.htm](http://www-as.tp.edu.sg/asc_home/asc_courses/asc_ft_courses/asc_courses_phs.htm)

**Diploma in Veterinary Technology –**

[http://www-as.tp.edu.sg/asc\\_home/asc\\_courses/asc\\_ft\\_courses/asc\\_courses\\_vet.htm](http://www-as.tp.edu.sg/asc_home/asc_courses/asc_ft_courses/asc_courses_vet.htm)

# APRIL 2010

Projects / Assignments	Due	Done	Remarks
19 Mon - START OF TERM 1 (19 APR - 4 JUN)			
20 Tue			
21 Wed			
22 Thu			
23 Fri			
24 Sat			
25 Sun			

Projects / Assignments	Due	Done	Remarks
26 Mon			
27 Tue			
28 Wed			
29 Thu			
30 Fri			
1 Sat - <b>LABOUR DAY</b>			
2 Sun			

APR 2010	S	M	T	W	T	F	S
					1	2	3
	4	5	6	7	8	9	10
	11	12	13	14	15	16	17
	18	19	20	21	22	23	24
	25	26	27	28	29	30	

MAY 2010	S	M	T	W	T	F	S
	30	31					1
	2	3	4	5	6	7	8
	9	10	11	12	13	14	15
	16	17	18	19	20	21	22
	23	24	25	26	27	28	29

# MAY 2010

	Projects / Assignments	Due	Done	Remarks
3 Mon				
4 Tue				
5 Wed				
6 Thu				
7 Fri				
8 Sat				
9 Sun				

Projects / Assignments	Due	Done	Remarks
10 Mon			
11 Tue			
12 Wed			
13 Thu			
14 Fri			
15 Sat			
16 Sun			

MAY 2010	S	M	T	W	T	F	S
	30	31					1
	2	3	4	5	6	7	8
	9	10	11	12	13	14	15
	16	17	18	19	20	21	22
	23	24	25	26	27	28	29

JUN 2010	S	M	T	W	T	F	S
			1	2	3	4	5
	6	7	8	9	10	11	12
	13	14	15	16	17	18	19
	20	21	22	23	24	25	26
	27	28	29	30			

# MAY 2010

Projects / Assignments	Due	Done	Remarks
17 Mon			
18 Tue			
19 Wed			
20 Thu			
21 Fri			
22 Sat			
23 Sun			

Projects / Assignments	Due	Done	Remarks
24 Mon			
25 Tue			
26 Wed			
27 Thu			
28 Fri - <b>VESAK DAY</b>			
29 Sat			
30 Sun			

MAY 2010	S	M	T	W	T	F	S
	30	31					1
	2	3	4	5	6	7	8
	9	10	11	12	13	14	15
	16	17	18	19	20	21	22
	23	24	25	26	27	28	29

JUN 2010	S	M	T	W	T	F	S
			1	2	3	4	5
	6	7	8	9	10	11	12
	13	14	15	16	17	18	19
	20	21	22	23	24	25	26
	27	28	29	30			

# MAY / JUN 2010

Projects / Assignments	Due	Done	Remarks
31 Mon			
1 Tue			
2 Wed			
3 Thu			
4 Fri - <i>END OF TERM 1 (19 APR - 4 JUN)</i>			
5 Sat - <i>BREAK (5 JUN - 20 JUN)</i>			
6 Sun			

Projects / Assignments	Due	Done	Remarks
7 Mon			
8 Tue			
9 Wed			
10 Thu			
11 Fri			
12 Sat			
13 Sun			

JUN 2010	S	M	T	W	T	F	S
			1	2	3	4	5
	6	7	8	9	10	11	12
	13	14	15	16	17	18	19
	20	21	22	23	24	25	26
	27	28	29	30			

JUL 2010	S	M	T	W	T	F	S
					1	2	3
	4	5	6	7	8	9	10
	11	12	13	14	15	16	17
	18	19	20	21	22	23	24
	25	26	27	28	29	30	31

# JUNE 2010

	Projects / Assignments	Due	Done	Remarks
14 Mon				
15 Tue				
16 Wed				
17 Thu				
18 Fri				
19 Sat				
20 Sun				

Projects / Assignments	Due	Done	Remarks
21 Mon - <i>START OF TERM 2 (21 JUN - 6 AUG)</i>			
22 Tue			
23 Wed			
24 Thu			
25 Fri			
26 Sat			
27 Sun			

JUN 2010	S	M	T	W	T	F	S
			1	2	3	4	5
	6	7	8	9	10	11	12
	13	14	15	16	17	18	19
	20	21	22	23	24	25	26
	27	28	29	30			

JUL 2010	S	M	T	W	T	F	S
					1	2	3
	4	5	6	7	8	9	10
	11	12	13	14	15	16	17
	18	19	20	21	22	23	24
	25	26	27	28	29	30	31

# JUN / JUL 2010

Projects / Assignments	Due	Done	Remarks
28 Mon			
29 Tue			
30 Wed			
1 Thu			
2 Fri			
3 Sat			
4 Sun			

Projects / Assignments	Due	Done	Remarks
5 Mon			
6 Tue			
7 Wed			
8 Thu			
9 Fri			
10 Sat			
11 Sun			

JUL 2010	S	M	T	W	T	F	S
					1	2	3
	4	5	6	7	8	9	10
	11	12	13	14	15	16	17
	18	19	20	21	22	23	24
	25	26	27	28	29	30	31

AUG 2010	S	M	T	W	T	F	S
	1	2	3	4	5	6	7
	8	9	10	11	12	13	14
	15	16	17	18	19	20	21
	22	23	24	25	26	27	28
	29	30	31				

# JULY 2010

Projects / Assignments	Due	Done	Remarks
12 Mon			
13 Tue			
14 Wed			
15 Thu			
16 Fri			
17 Sat			
18 Sun			

Projects / Assignments	Due	Done	Remarks
19 Mon			
20 Tue			
21 Wed			
22 Thu			
23 Fri			
24 Sat			
25 Sun			

JUL 2010	S	M	T	W	T	F	S
					1	2	3
	4	5	6	7	8	9	10
	11	12	13	14	15	16	17
	18	19	20	21	22	23	24
	25	26	27	28	29	30	31

AUG 2010	S	M	T	W	T	F	S
	1	2	3	4	5	6	7
	8	9	10	11	12	13	14
	15	16	17	18	19	20	21
	22	23	24	25	26	27	28
	29	30	31				

# JUL / AUG 2010

Projects / Assignments	Due	Done	Remarks
26 Mon			
27 Tue			
28 Wed			
29 Thu			
30 Fri			
31 Sat			
1 Sun			

# AUGUST 2010

Projects / Assignments	Due	Done	Remarks
2 Mon			
3 Tue			
4 Wed			
5 Thu			
6 Fri - <i>END OF TERM 2 (21 JUN - 6 AUG)</i>			
7 Sat - <i>BREAK &amp; STUDY WEEK (7 AUG - 5 SEP)</i>			
8 Sun			

AUG 2010	S	M	T	W	T	F	S
	1	2	3	4	5	6	7
	8	9	10	11	12	13	14
	15	16	17	18	19	20	21
	22	23	24	25	26	27	28
	29	30	31				

SEP 2010	S	M	T	W	T	F	S
				1	2	3	4
	5	6	7	8	9	10	11
	12	13	14	15	16	17	18
	19	20	21	22	23	24	25
	26	27	28	29	30		

# AUGUST 2010

Projects / Assignments	Due	Done	Remarks
9 Mon - NATIONAL DAY			
10 Tue			
11 Wed			
12 Thu			
13 Fri			
14 Sat			
15 Sun			

# AUGUST 2010

Projects / Assignments	Due	Done	Remarks
16 Mon			
17 Tue			
18 Wed			
19 Thu			
20 Fri			
21 Sat			
22 Sun			

AUG 2010	S	M	T	W	T	F	S
	1	2	3	4	5	6	7
	8	9	10	11	12	13	14
	15	16	17	18	19	20	21
	22	23	24	25	26	27	28
	29	30	31				

SEP 2010	S	M	T	W	T	F	S
				1	2	3	4
	5	6	7	8	9	10	11
	12	13	14	15	16	17	18
	19	20	21	22	23	24	25
	26	27	28	29	30		

# AUGUST 2010

Projects / Assignments	Due	Done	Remarks
23 Mon - NATIONAL DAY			
24 Tue			
25 Wed			
26 Thu			
27 Fri			
28 Sat			
29 Sun			

Projects / Assignments	Due	Done	Remarks
30 Mon			
31 Tue			
1 Wed			
2 Thu			
3 Fri			
4 Sat			
5 Sun			

SEP 2010	S	M	T	W	T	F	S
				1	2	3	4
	5	6	7	8	9	10	11
	12	13	14	15	16	17	18
	19	20	21	22	23	24	25
	26	27	28	29	30		

OCT 2010	S	M	T	W	T	F	S
	31					1	2
	3	4	5	6	7	8	9
	10	11	12	13	14	15	16
	17	18	19	20	21	22	23
	24	25	26	27	28	29	30

# SEPTEMBER 2010

Projects / Assignments	Due	Done	Remarks
6 Mon - <i>START OF SEM. EXAM (6 SEP - 20 SEP)</i>			
7 Tue			
8 Wed			
9 Thu			
10 Fri - <i>HARI RAYA PUASA</i>			
11 Sat			
12 Sun			

Projects / Assignments	Due	Done	Remarks
13 Mon			
14 Tue			
15 Wed			
16 Thu			
17 Fri			
18 Sat			
19 Sun			
<hr/>			
20 Mon - <i>END OF SEM. EXAM (6 SEP - 20 SEP)</i>			
21 Tue - <i>VACATION (21 SEP - 24 OCT)</i>			
22 Wed			
23 Thu			
24 Fri - <i>START OF SUPP. EXAM (24 SEP - 8 OCT)</i>			
25 Sat			
26 Sun			
<hr/>			
27 Mon			
28 Tue			
29 Wed			
30 Thu			
1 Fri			
2 Sat			
3 Sun			

SEP 2010	S	M	T	W	T	F	S
				1	2	3	4
	5	6	7	8	9	10	11
	12	13	14	15	16	17	18
	19	20	21	22	23	24	25
	26	27	28	29	30		

OCT 2010	S	M	T	W	T	F	S
	31					1	2
	3	4	5	6	7	8	9
	10	11	12	13	14	15	16
	17	18	19	20	21	22	23
	24	25	26	27	28	29	30

# OCTOBER 2010

Projects / Assignments	Due	Done	Remarks
4 Mon			
5 Tue			
6 Wed			
7 Thu			
8 Fri - <i>END OF SUPP. EXAM (24 SEP - 8 OCT)</i>			
9 Sat			
10 Sun			
11 Mon			
12 Tue			
13 Wed			
14 Thu			
15 Fri			
16 Sat			
17 Sun			
18 Mon			
19 Tue			
20 Wed			
21 Thu			
22 Fri			
23 Sat			
24 Sun			

# OCTOBER 2010

Projects / Assignments	Due	Done	Remarks
25 Mon - <i>START OF TERM 3 (25 OCT - 17 DEC)</i>			
26 Tue			
27 Wed			
28 Thu			
29 Fri			
30 Sat			
31 Sun			

OCT 2010	S	M	T	W	T	F	S
	31					1	2
	3	4	5	6	7	8	9
	10	11	12	13	14	15	16
	17	18	19	20	21	22	23
	24	25	26	27	28	29	30

NOV 2010	S	M	T	W	T	F	S
		1	2	3	4	5	6
	7	8	9	10	11	12	13
	14	15	16	17	18	19	20
	21	22	23	24	25	26	27
	28	29	30				

# NOVEMBER 2010

	Projects / Assignments	Due	Done	Remarks
1 Mon				
2 Tue				
3 Wed				
4 Thu				
5 Fri - DEEPAVALI				
6 Sat				
7 Sun				

# NOVEMBER 2010

Projects / Assignments	Due	Done	Remarks
8 Mon			
9 Tue			
10 Wed			
11 Thu			
12 Fri			
13 Sat			
14 Sun			

NOV 2010	S	M	T	W	T	F	S
		1	2	3	4	5	6
	7	8	9	10	11	12	13
	14	15	16	17	18	19	20
	21	22	23	24	25	26	27
	28	29	30				

DEC 2010	S	M	T	W	T	F	S
				1	2	3	4
	5	6	7	8	9	10	11
	12	13	14	15	16	17	18
	19	20	21	22	23	24	25
	26	27	28	29	30	31	

# NOVEMBER 2010

Projects / Assignments	Due	Done	Remarks
15 Mon			
16 Tue			
17 Wed - HARI RAYA HAJI			
18 Thu			
19 Fri			
20 Sat			
21 Sun			

# NOVEMBER 2010

	Projects / Assignments	Due	Done	Remarks
22 Mon				
23 Tue				
24 Wed				
25 Thu				
26 Fri				
27 Sat				
28 Sun				

NOV 2010	S	M	T	W	T	F	S
		1	2	3	4	5	6
	7	8	9	10	11	12	13
	14	15	16	17	18	19	20
	21	22	23	24	25	26	27
	28	29	30				

DEC 2010	S	M	T	W	T	F	S
				1	2	3	4
	5	6	7	8	9	10	11
	12	13	14	15	16	17	18
	19	20	21	22	23	24	25
	26	27	28	29	30	31	

# NOV / DEC 2010

Projects / Assignments	Due	Done	Remarks
29 Mon			
30 Tue			
1 Wed			
2 Thu			
3 Fri			
4 Sat			
5 Sun			

# DECEMBER 2010

Projects / Assignments	Due	Done	Remarks
6 Mon			
7 Tue			
8 Wed			
9 Thu			
10 Fri			
11 Sat			
12 Sun			

DEC 2010	S	M	T	W	T	F	S
				1	2	3	4
	5	6	7	8	9	10	11
	12	13	14	15	16	17	18
	19	20	21	22	23	24	25
	26	27	28	29	30	31	

JAN 2011	S	M	T	W	T	F	S
	30	31					1
	2	3	4	5	6	7	8
	9	10	11	12	13	14	15
	16	17	18	19	20	21	22
	23	24	25	26	27	28	29

# DECEMBER 2010

Projects / Assignments	Due	Done	Remarks
13 Mon			
14 Tue			
15 Wed			
16 Thu			
17 Fri - <i>END OF TERM 3 (25 OCT - 17 DEC)</i>			
18 Sat - <i>BREAK (18 DEC - 2 JAN)</i>			
19 Sun			

# DECEMBER 2010

Projects / Assignments	Due	Done	Remarks
20 Mon			
21 Tue			
22 Wed			
23 Thu			
24 Fri			
25 Sat - <i>CHRISTMAS DAY</i>			
26 Sun			

DEC 2010	S	M	T	W	T	F	S
				1	2	3	4
	5	6	7	8	9	10	11
	12	13	14	15	16	17	18
	19	20	21	22	23	24	25
	26	27	28	29	30	31	

JAN 2011	S	M	T	W	T	F	S
	30	31					1
	2	3	4	5	6	7	8
	9	10	11	12	13	14	15
	16	17	18	19	20	21	22
	23	24	25	26	27	28	29

**DEC 10 / JAN 2011**

Projects / Assignments	Due	Done	Remarks
27 Mon			
28 Tue			
29 Wed			
30 Thu			
31 Fri			
1 Sat - <i>NEW YEAR'S DAY</i>			
2 Sun			

# JANUARY 2011

Projects / Assignments	Due	Done	Remarks
3 Mon - <i>START OF TERM 4 (3 JAN - 18 FEB)</i>			
4 Tue			
5 Wed			
6 Thu			
7 Fri			
8 Sat			
9 Sun			

JAN 2011	S	M	T	W	T	F	S
	30	31					1
	2	3	4	5	6	7	8
	9	10	11	12	13	14	15
	16	17	18	19	20	21	22
	23	24	25	26	27	28	29

FEB 2011	S	M	T	W	T	F	S
			1	2	3	4	5
	6	7	8	9	10	11	12
	13	14	15	16	17	18	19
	20	21	22	23	24	25	26
	27	28					

# JANUARY 2011

Projects / Assignments	Due	Done	Remarks
10 Mon			
11 Tue			
12 Wed			
13 Thu			
14 Fri			
15 Sat			
16 Sun			

# JANUARY 2011

Projects / Assignments	Due	Done	Remarks
17 Mon			
18 Tue			
19 Wed			
20 Thu			
21 Fri			
22 Sat			
23 Sun			

JAN 2011	S	M	T	W	T	F	S
	30	31					1
	2	3	4	5	6	7	8
	9	10	11	12	13	14	15
	16	17	18	19	20	21	22
	23	24	25	26	27	28	29

FEB 2011	S	M	T	W	T	F	S
			1	2	3	4	5
	6	7	8	9	10	11	12
	13	14	15	16	17	18	19
	20	21	22	23	24	25	26
	27	28					

# JANUARY 2011

Projects / Assignments	Due	Done	Remarks
24 Mon			
25 Tue			
26 Wed			
27 Thu			
28 Fri			
29 Sat			
30 Sun			

Projects / Assignments	Due	Done	Remarks
31 Mon			
1 Tue			
2 Wed			
3 Thu - CHINESE NEW YEAR (3 FEB - 4 FEB)			
4 Fri			
5 Sat			
6 Sun			

FEB 2011	S	M	T	W	T	F	S
			1	2	3	4	5
	6	7	8	9	10	11	12
	13	14	15	16	17	18	19
	20	21	22	23	24	25	26
	27	28					

MAR 2011	S	M	T	W	T	F	S
			1	2	3	4	5
	6	7	8	9	10	11	12
	13	14	15	16	17	18	19
	20	21	22	23	24	25	26
	27	28	29	30	31		

# FEBRUARY 2011

Projects / Assignments	Due	Done	Remarks
7 Mon			
8 Tue			
9 Wed			
10 Thu			
11 Fri			
12 Sat			
13 Sun			

# FEBRUARY 2011

Projects / Assignments	Due	Done	Remarks
14 Mon			
15 Tue			
16 Wed			
17 Thu			
18 Fri - <i>END OF TERM 4 (3 JAN - 18 FEB)</i>			
19 Sat - <i>BREAK &amp; STUDY WEEK (19 FEB - 24 FEB)</i>			
20 Sun			

FEB 2011	S	M	T	W	T	F	S
			1	2	3	4	5
	6	7	8	9	10	11	12
	13	14	15	16	17	18	19
	20	21	22	23	24	25	26
	27	28					

MAR 2011	S	M	T	W	T	F	S
			1	2	3	4	5
	6	7	8	9	10	11	12
	13	14	15	16	17	18	19
	20	21	22	23	24	25	26
	27	28	29	30	31		

# FEBRUARY 2011

Projects / Assignments	Due	Done	Remarks
21 Mon			
22 Tue			
23 Wed			
24 Thu			
25 Fri - <i>START OF SEM. EXAM (25 FEB - 11 MAR)</i>			
26 Sat			
27 Sun			

Projects / Assignments	Due	Done	Remarks
28 Mon			
1 Tue			
2 Wed			
3 Thu			
4 Fri			
5 Sat			
6 Sun			

MAR 2011	S	M	T	W	T	F	S
			1	2	3	4	5
	6	7	8	9	10	11	12
	13	14	15	16	17	18	19
	20	21	22	23	24	25	26
	27	28	29	30	31		

APR 2011	S	M	T	W	T	F	S
						1	2
	3	4	5	6	7	8	9
	10	11	12	13	14	15	16
	17	18	19	20	21	22	23
	24	25	26	27	28	29	30

# MARCH 2011

Projects / Assignments	Due	Done	Remarks
7 Mon			
8 Tue			
9 Wed			
10 Thu			
11 Fri - <i>END OF SEM. EXAM (25 FEB - 11 MAR)</i>			
12 Sat - <i>VACATION (12 MAR - 24 APR)</i>			
13 Sun			

Projects / Assignments	Due	Done	Remarks
14 Mon			
15 Tue			
16 Wed			
17 Thu			
18 Fri - <i>START OF SUPP. EXAM (18 MAR - 1 APR)</i>			
19 Sat			
20 Sun			

MAR 2011	S	M	T	W	T	F	S
			1	2	3	4	5
	6	7	8	9	10	11	12
	13	14	15	16	17	18	19
	20	21	22	23	24	25	26
	27	28	29	30	31		

APR 2011	S	M	T	W	T	F	S
						1	2
	3	4	5	6	7	8	9
	10	11	12	13	14	15	16
	17	18	19	20	21	22	23
	24	25	26	27	28	29	30

# MARCH 2011

Projects / Assignments	Due	Done	Remarks
21 Mon			
22 Tue			
23 Wed			
24 Thu			
25 Fri			
26 Sat			
27 Sun			

Projects / Assignments	Due	Done	Remarks
28 Mon			
29 Tue			
30 Wed			
31 Thu			
1 Fri - <i>END OF SUPP. EXAM (18 MAR - 1 APR)</i> - <i>GOOD FRIDAY</i>			
2 Sat			
3 Sun			

APR 2011	S	M	T	W	T	F	S
						1	2
	3	4	5	6	7	8	9
	10	11	12	13	14	15	16
	17	18	19	20	21	22	23
	24	25	26	27	28	29	30

MAY 2011	S	M	T	W	T	F	S
	1	2	3	4	5	6	7
	8	9	10	11	12	13	14
	15	16	17	18	19	20	21
	22	23	24	25	26	27	28
	29	30	31				

# NOTES

A series of horizontal dotted lines for writing notes, spanning the width of the page below the 'NOTES' header.