

Enjoy {IT}

Informatics is IT for People

Student Handbook AY2010/2011

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Temasek Polytechnic Song

::: Temasek Polytechnic Song :::

We're Temasek Polytechnic,
Full of confidence and pride,
As we go from strength to strength we know,
Success is on our side

There is nothing we can't do - with a team that is the best

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

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

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

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

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

Director's Message

We warmly welcome you to Temasek Informatics & IT School where you will receive a distinctive education which provides you a strong foundation in IT and in domain areas such as financial business, cyber security and digital media. A polytechnic education provides you with much-valued hands-on experience and attachment opportunities to companies in Singapore and overseas. By the end of your three years at the polytechnic, you should be able to apply the skills you have acquired to create applications, manage IT systems that improve business processes, provide greater efficiency and add value to organisations that you join.

You will also develop both leadership and interpersonal skills through the holistic educational experience that is provided. Our strong links with local and overseas universities will enable you to secure places for undergraduate studies and you should note that many of our students have also received prestigious scholarships to further their studies.

Make the most of the opportunities that TP provides such as our excellent sporting and recreational facilities to nurture your talents and enrich your student experience. Seize the chances that come your way and make the next three years of your life here both meaningful and memorable. Work hard, aim high and value the opportunities you have. You can look forward to a meaningful future if you plan and use your time wisely at TP.

Embrace wholesome values and take the time to care for people and the environment. Every year, our students organise overseas community outreach activities to help those who are less fortunate. They have visited villages in China and Cambodia, for instance, to render assistance to those in need. There are also numerous community outreach activities that we are involved in locally to help children and families in need of support. Such involvement helps us to use our varied talents to make a difference in the community. This makes for a rich student experience and it also calls for us to be sensitive to those who are less fortunate.

Do keep in close contact with your care person and course manager as they will be able to advise you on how to make the most of this exciting opportunity. Turn to them at any time when you need assistance and also share with them your aspirations so that they can guide you.

I hope that you will enjoy IT and make the next three years here the best years of your life!

Lim Sok Keow (Ms)
Director, Temasek Informatics & IT School

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FAST System Overview

FAST FRAMEWORK

FAST is the acronym for the Flexible Academic System for Temasek, a credit-based academic system that TP has adopted since July 2002.

This system allows for greater flexibility and is in line with MOE's philosophy of "ability-based" learning. FAST allows TP students more choice to pursue their interests as well as providing a window of exposure to a world beyond their own disciplines, thereby helping to create new connections and new knowledge.

Rationales for FAST Framework

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

- Institution Fixed - holistic development of the individual;
- Industry Fit - preparation of the graduates for the workplace;
- Individual Flexible - delivery of an ability-based education via a more flexible and customised curriculum to maximise the individual's potential.

Benefits to the Students

The FAST system allows for greater flexibility by providing students with more varied educational opportunities and it aims to nurture talent, challenge the more able and provide support to those who need more time to learn and grow.

Specifically, students benefit through:

- taking distinct, self-contained subjects which are assigned weightings called credit units;
- re-taking subjects they have failed in another semester;
- charting their own academic progression through a performance indicator (Grade Point Average);
- broadening their knowledge of subject areas outside their chosen disciplines through cross-disciplinary subjects.

Academic Semesters

There are two academic semesters, namely: April semester and October semester for Academic Year 2010/2011.

CURRICULUM

Subject Classifications

TP core subjects

TP Core Subjects emphasise the importance of interpersonal and communication skills, and include experiential learning opportunities and attachment to the industry. Students are required to pass these subjects for the award of a full-time TP diploma.

These subjects include:

- Communication Skills (CMSK)
- Student Internship Programme (SIP)
- Applied Principles for Effective Living (APEL)

Diploma Subjects

Diploma subjects include 3 sub-groups:

- Diploma core subjects, which are technical subjects in a diploma curriculum that students **must** read and pass.
- Diploma options, which are subject groupings in a diploma curriculum that students **are required to select** to read and pass.
- Diploma electives, which are individual technical or business subjects in a diploma curriculum that students may choose to read. If students fail an elective, they may either retake it or read another elective as a replacement for the failed one.

Cross-Disciplinary Subjects (CDS)

These are subjects that students select from other diplomas or Schools as a requirement for the award of a full-time TP diploma. If students fail a CDS, they may either retake it or read another CDS as a replacement of the failed one. Students must take at least 9 credit units of CDS.

Student Internship Programme (SIP)

The Student Internship Programme is an integral part of the curriculum of all students in TP. It provides students with the opportunities to gain practical skills and experience in the actual workplace. The SIP may take place overseas.

Major Project

The major project in the curriculum of the course involves independent coursework and is to be done in the final year of the diploma.

Subject Dependency

Pre-requisite Subjects

Certain subjects may only be offered to students if they have passed another subject. The subject to be taken before another subject can be applied for is known as a pre-requisite subject.

Subject Levels

Subjects are designated at progressive levels from 1 to 3. The subject levels indicate the relative difficulty of learning or depth of study required.

Levels 1, 2 and 3 typically relate to subjects that would normally be taken as part of the first, second and third year of study respectively.

Students may read subjects across different levels as long as they fulfil the requirements. This provision offers some degree of flexibility that students take to complete the course.

STUDENT STATUS

Students are classified according to the number of credit units they have completed:

- Freshman (less than 40 credit units)
- Junior (≥ 40 and < 80 credit units)
- Senior (≥ 80 credit units)

ACADEMIC PROGRESSION

Minimum and Maximum Credit Units Allowed Per Semester

The minimum and maximum numbers of credit units that a student is allowed to take per semester are as follows:

- Minimum (15 credit units)
- Maximum (28 credit units)

Eligibility to Take Subjects of the Next Higher Level

In general, to be eligible to take a Level 2 subject in his diploma of study, a student must have completed at least 20 credit units of Level 1 subjects.

To be eligible to take a Level 3 subject in his diploma of study, a student must have completed at least 60 credit units of subjects.

Eligibility for Examinations

Students who do not meet the attendance requirement for a subject will be eligible to take both the main, and where applicable, supplementary examination for the subject. However, the affected subject for which the 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, with an associated grade point of 1.0.

Admission to take an examination is based on the following conditions:

- paid all fees due to the Polytechnic
- attended and fulfilled the requirements of the course leading to the examination
- not in breach of the Polytechnic's rules and regulations

Subject Pass Criteria

In order to obtain a pass, students must fulfill the following criteria:

- For a subject with 100% coursework, students are required to obtain at least 50% in order to pass the subject at the main or supplementary assessment.
- For a subject with an end-of-semester examination, students are required to obtain at least 50% in the overall subject mark in order to pass the subject at the main or supplementary assessment.
- For a subject with an end-of-semester examination, and where the supplementary examination is applicable, the total coursework mark attained in the main semester will be used to compute the overall subject mark at the supplementary examination.

Retaking of Subjects

Students who fail any subject that offers supplementary examination/assessment must take the supplementary examination/assessment held at the end of that semester. If he fails the supplementary examination/assessment for a core or option subject, he will re-take the subject when it is next offered and must sit for the examination/assessment in that semester.

Replacing or Repeating a Failed Elective Subject or Cross-Disciplinary Subject (CDS)

Students who fail an elective or cross-disciplinary subject may

- replace it with a new elective or cross-disciplinary subject or
- re-take the failed subject.

Number of Attempts for Repeating a Subject

Every student is allowed no more than two attempts to pass a subject.

Each main examination/assessment and supplementary examination/assessment in the same semester is considered one attempt.

For subjects without supplementary examination/assessment, the main examination/assessment constitutes one attempt.

For an elective subject or CDS, a student will not be eligible to take it a 3rd time if he does not pass it in two attempts.

If a student is awarded an XM* grade for a subject, that "XM attempt" will not be counted in the two attempts rule. However, "XM" is not valid during the supplementary examination.

Grading system

Letter Grades	Descriptors	Conversion (Percentage Range)	Grade Points
Z	Distinction (Up to top 5% of the candidates taking the subject may be awarded Z)	= or > 80	4
A	Excellent	= or > 80	4
B+	Very Good	75 to < 80	3.5
B	Very Good	70 to < 75	3
C+	Good	65 to < 70	2.5
C	Good	60 to < 65	2
D+	Credit	55 to < 60	1.5
D	Credit	50 to < 55	1
P	Pass in supplementary examination/assessment or non-graded Pass due to failure to meet 85% attendance for subject	= or > 50	1
F	Fail	0	0

*XM: Absent from assessment due to medical reasons

The grades for SIP will be “Pass with Commendation”, “Pass” and “Fail”. The grades for SIP will not be included in the calculation of Grade Point Average (GPA).

The grades for APEL Programme will be “Pass” and “Fail”. APEL grades will not be included in the calculation of GPA.

Exemption

At the discretion of the Course Manager, and with the approval of the School Director and Registrar, a student may be granted exemption in accordance with the polytechnic’s guidelines. Such students may be required to sit for special tests set by the respective school to determine whether exemption may be granted. The exemptions, if granted, will count towards the fulfilment of the graduation requirements but will not be factored into the GPA.

The term “Exempted” will be used in the student’s academic records.

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 achievements in the course.

The formula for calculating the GPA is given below:

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

Calculations will be done for Semestral GPA and Cumulative GPA.

Student Internship Programme and APEL Programme grades will NOT be included in the computation of GPA.

A student who repeats a subject (having failed it before) would have his new grade replace his previous fail grade (0 grade point). His new grade point would be used in the calculation of his semester GPA and cumulative GPA.

A student’s transcript of results will show all the subjects that he has taken, together with the grades.

Academic Standing

The Academic Standing of a student reflects how well a student is managing the course of study.

There are six types of academic standing, which will be reflected in the students' results notification slips.

a) Proceed to next semester

- Students who pass all subjects in the current semester, or
- Students who fail a CDS or an elective subject with no supplementary examination/assessment.

b) Proceed to next semester (Academic Warning)

- Students who fail 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.

c) Allowed to take supplementary examination/assessment

- Students who fail at least one subject with supplementary examination/assessment.

d) Removed

- Students who meet the removal criteria.

e) Extended Probation

- Students who are removed but reinstated.
- 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.

f) Completed course of study

- Students who have met the stipulated course graduation requirements.

Criteria for Removal

Students will be recommended to the Board of Examiners for removal from their course of study if any of the following criteria is met:

- Did not fulfil the graduation requirements within the stipulated maximum time allowed to complete the course, in accordance with TP Exam By Laws;
- Cumulative GPA (cGPA) is less than 1.0 for three consecutive semesters;
- Did not pass a core or required diploma option subject in 2 attempts.

Award of Diploma

To qualify for the award of a diploma, a student must fulfil the following conditions:

- Obtained the required minimum number of credit units;
- Passed all compulsory subjects (TP core and diploma core) and required options/electives in the particular field of study;
- Fulfilled TP's Cross Disciplinary Subjects requirement;
- Fulfilled the minimum GPA requirement; and
- Completed at least 3 academic years of study.

Award of Diploma with Merit (DWM)

The award of DWM will be as follows:

- In each diploma, the top 10% of the graduating cohort of students may be considered for the award of DWM.
- The top 10% will be based on the cumulative GPA (cGPA).

A student will be eligible for DWM if:

- he or she completes the course within six semesters and
- he or she has not failed any subject during the course of study.

DIPLOMA TO DEGREE

Temasek Informatics & IT School has advanced standing arrangements with universities in Singapore and abroad. What this means is that our graduates can apply to pursue undergraduate courses at these universities and receive exemptions of between 6 months to 2 years depending on their course of study, their academic results and the university they are applying to.

ACADEMIC ADVISEMENT

Academic advisement services to students are carried out as a poly-wide initiative as well as on a school-based arrangement by the respective diploma course teams.

At Temasek Informatics & IT School, if you have any queries on FAST and subject selection, please approach your Care Person, who will guide you in charting your academic progress and educational plans.

Academic Matters

Learning Modes

Students are expected to attend and participate actively in lectures, tutorials, and laboratory sessions for their learning. During class, they should be considerate and respectful of other students and lecturers, and contribute towards a conducive learning environment for all. Students are expected to:

- Turn off mobile phones and other electronic devices (such as MP3 players, PDAs) at all times so as not to disturb others;
- Take care of lab and classroom equipment and facilities provided;
- Dispose of waste items responsibly.

Classes are conducted in modern Learning Spaces, Lecture Theatres, and Computer Laboratories. In Learning Spaces, laptops with network access are provided for student learning. Tables and chairs can be flexibly arranged for individual and small group learning, providing both comfort and customisation.

Besides face-to-face class sessions, students may learn online via the Online Interactive Virtual Environment (OLIVE), which is TP's learning management system. Using OLIVE, students can easily access lecture notes and other learning resources, and engage in online collaborative learning using tools such as discussion forums and wikis, anywhere, anytime. Students also enjoy full wireless coverage at TP, enabling learning anytime, anywhere and on any device.

Class Duration

Although each lecture/tutorial is allocated a time slot of 1 hour, the lesson proper lasts for only 50 minutes. This allows students to transit from one class to the next so as to ensure that all classes start on time.

Class Attendance and Punctuality

Students must attend **at least 85%** of the total number of lessons for a subject. The total number of lessons for a subject will include all tutorials and laboratory practical sessions.

Students should be punctual for all classes. A student who is late for a class can be denied admission to the class. In such a case, the student will be considered absent for 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 submission of the assignments for tutorials or laboratory sessions.

The following penalties will be given for late submissions:

- Late for less than 1 day: 10% deduction from absolute mark given for the assignment e.g. 75 marks (100 marks max) = > 65 marks (with 10% of 100 marks deducted)
- late ≥ 1 and < 2 days: 20% deduction from absolute mark
- late ≥ 2 days: No marks awarded

For students on Medical Leave/Leave of Absence (MC/LOA), the penalty for late submission of assignments would apply as above as MC/LOA only covers students' attendance and not the assessment.

Students who miss lab tests due to MC/LOA are expected to do a retest for the missed practical assessment.

If students miss any term test, quiz and/or other written assessments due to MC/LOA, the Course Manager-in-charge of subjects will decide the need for a retest or to pro-rate the continuous assessment component.

Class Participation

Class participation is an important aspect that contributes towards the assessment of a student in a particular topic. Factors that count include a positive attitude towards learning, an inquiring mind, active participation during classes, being attentive, and reading further to complement lecture notes.

Assessment Methods

Various methods of assessment are practised in the school. They may be used individually or in part with other methods to allow lecturers to gauge accurately the students' understanding of the subject. More importantly, they also provide feedback for students to analyse their own strengths and weaknesses, and to monitor their progress in a particular subject.

Other reasons for the conducting of assessments are to ascertain a student's ability to progress from one part of the course to another, to grant honours and awards to outstanding students and to certify students' competency in a field of knowledge or practice.

Students are advised to refer to the section under FAST overview for details governing the passing or failing of a subject and for matters concerning promotion to the next level of studies.

Semestral Examinations

All subjects, unless stipulated otherwise, will have an end-of-semester examination of up to 2 hours. Questions may include multiple-choice questions, structured and essay questions.

100% Continuous Assessment Subjects

Some subjects are 100% Continuous Assessment subjects. For such subjects, lecturers will have a system of continuous assessments whereby tutorials and assignments will be graded. In addition to written assignments, class participation will make up a meaningful portion of the marks awarded. The lecturer will look for participation in discussions, initiative in the contribution of ideas, punctuality, general engagement in the proceedings of the class and other important observable attributes. The lecturer will brief all students regarding the marking scheme at the beginning of the term.

Continuous assessment is also utilised by other subjects as part of the on-going monitoring of students' progress. It involves the assignments that are handed in during tutorials and work handed in during laboratory sessions.

Marking Scheme

The marking scheme for each subject will be explained in detail by each subject lecturer.

Student Internship Programme (SIP)

Students will be required to work in the industry for a period of at least 16 weeks and thereafter to submit a written report of the work done. This provides an excellent opportunity to put into practice the skills acquired and to develop an understanding of the expectations that companies have of an IT professional. 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.

PC Matters

You may access useful and important PC information at IIT Cyberhome (<http://it-enjoy.it.tp.edu.sg>). This website provides instructions on how to:

1. Log in to the PC system
2. Log in to the Online Interactive Virtual Environment (OLIVE)
3. Log in to the Student Portal
4. Print in computer labs
5. Report a fault and seek help

You may also find useful information and tools such as:

- Rules and Regulations for Computer Laboratories
- Lab opening hours
- Resource Management System
- Useful links to
 - Cyber Centre (which has information on TP Student Notebook Ownership Scheme and Windows Live@Edu Activation Guide)
 - OLIVE
 - SEAL System
 - TP website
 - MSDNAA Portal (where you can download software licensed under the MSDNAA Programme for education purpose)

Student Behaviour and Attendance

Overview

Students are to observe proper decorum at all times within the polytechnic's premises. In particular, for safety reasons, students should observe proper conduct along staircases, corridors and common public areas.

Expected Behaviour during Lectures/Tutorials/Practical Sessions

Students are expected to behave well during lectures, tutorials and practical sessions. If a student misbehaves in any manner in a class, the student will be asked to leave the class by the lecturer.

Restricted Access into Selected Rooms

General Office

Students may approach staff in the General Office if they need help from 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 use the phone nearest the entrance of the staff room to speak to the lecturer or 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.

Absence with Valid Reasons

1. Medical Certificates (MC)

Students applying for Leave of Absence on medical grounds must submit their forms, attached with the original Medical Certificate (MC), to **locker no. 26 at Block 1 Level 7** within 48 hours of the last day of their medical leave. Only MCs issued by medical practitioners registered with the Singapore Medical Council will be accepted. MCs from Chinese physicians are not accepted.

MCs submitted for tests must indicate clearly:

- that the student is unfit to sit for the test
- the period of illness

2. Leave of Absence (LOA)

Students applying for Leave of Absence must submit their forms, attached with supporting documents, to **locker no. 27 at Block 1 Level 7** at least 14 days before the commencement date of the leave applied for. Students will be informed of the status of their application through e-mail.

Leave of Absence for term test(s) will NOT normally be granted.

The MC/LOA application forms are available online on the Online Interactive Virtual Environment (OLIVE).

Students are not to assume that their application for Leave of Absence has been approved if they have not received an e-mail reply on the decision. If students have not received a reply close to the period of leave applied for, they must check with their respective Year Coordinators/Course Managers on the status of their application.

Leave of Absence will not normally be considered for period(s) exceeding a total of 30 days. Students who request Leave of Absence on medical grounds, which exceeds the normal 30 days period, must submit their request, in writing, before the end of the initial 30-day period. Such requests for extended Leave of Absence must also be substantiated by appropriate medical reports which should also assess the period of further medical disability.

Students who have been granted Leave of Absence should ensure that they catch up with the coursework that they have missed. Leave Of Absence from classes may not be used as an excuse/reason for poor performance in term tests/examinations.

Temasek Informatics & IT School reserves the right to reject any application for Leave of Absence. An application for Leave of Absence may also be rejected if the student's course attendance has been irregular, or if the student has not shown satisfactory progress in his class work, course work and in-course assessments during the semester.

Students who are unable to sit for their semestral and/or supplementary examinations (or part thereof) must submit all details, in writing, to the Secretary, Board of Examiners together with the appropriate documentary evidence. Such applications must be submitted as early as possible before the conduct of such examinations.

Student Disciplinary Policy

1. Category 1 (CAT 1)

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

Category	Type of Offence	Recommended Punitive Actions
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	Suspension and Warning Letter or any punitive actions deemed appropriate
1B	e. Forgery/Tampering of documents f. Theft	Suspension and Warning Letter
	g. Creating nuisance/bringing disrepute to TP h. Pornography i. Vandalism and mischief j. Insubordination and non-compliance to regulations k. Fighting l. Defamation against staff/students m. Unauthorised soliciting of funds and selling of products	<u>First time Offenders</u> Warning Letter <u>Repeat Offenders</u> Suspension or Dismissal

The student is also required to sign an undertaking not to commit any other major or repeated offence again, failing which he/she could be suspended for a semester or dismissed.

Students under suspension will be deemed to have been absent from their classes for the duration of the suspension. 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.

2. Category 2 (CAT 2)

CAT 2 offences include:

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

The 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.

The “No Smoking” boundary extends to the following areas:

- All overhead bridges and bus stops along Tampines Avenue 1; and
- Areas at Bedok Reservoir Park close to TP boundary.

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.

Academic-related Offences

1. Cheating on Main/Supplementary Examination/Assessment

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".

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".

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.

2. Cheating on Coursework

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 Policy

TP's Policy on Plagiarism

Academic integrity is expected of all students at TP. 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.

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.)

Computer Laboratories - Rules & Regulations

Temasek
Informatics
& IT
School

Rules & Regulations for Computer Laboratories



GENERAL INSTRUCTIONS AND INFORMATION

1. Only Temasek Informatics & IT School students and authorised students from other Schools are allowed in the laboratories.
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 treated as trespassers and be handed to the security guards.
3. Please ensure that your computer system and peripherals are in good physical and working condition before proceeding with your lab assignments.
4. Kindly inform your lecturer or the technical support staff of any defective equipment.
5. At the end of the lab session, students are expected to shut down all computer systems, tidy up their workstations and push the chairs under the tables.
6. The Class Representative must ensure that the lab is kept tidy and clean at all times during lab sessions.
7. Reservation of computer systems is **NOT** permitted.
8. There will be at least one laser printer provided in each lab. Students are to provide their own **PRINTING** paper. Students are reminded to use **A4 size, 80gsm papers for printing**.
9. Students using their own storage devices (such as diskettes, zip disks, thumb drives etc) are to ensure that they are **SCANNED FOR VIRUSES BEFORE USE**.

10. **MOBILE PHONES** are **NOT ALLOWED** in the labs unless it is part of the equipment given by the lecturer. Students **MUST WEAR EARPHONES** when listening to music from the PC.

RULES AND REGULATIONS

1. **FOOD and DRINKS** are **NOT ALLOWED** in the labs.
2. **GAMES** of any nature and **INTERNET-based CHATTING** are **NOT ALLOWED**.
3. Installation of software is **NOT PERMITTED** in all labs except the WP/SIP labs, with authorisation.
4. No student may report to the network using wireless/other man-man given by Temasek.

DISCIPLINARY ACTION

Students who are found not observing the Rules and Regulations will be subject to disciplinary action under the Computer-Related Offences.

The penalties of the Computer-Related Offence stated in the Student Disciplinary Guidelines are as follows:

- **1st offence**
Warning Letter
- **Subsequent offences**
\$50 fine. (Increase to subsequent offences)

Use of Electronic Devices on Campus

- 1) The use of electronic devices during lessons must be strictly for learning purposes.
- 2) Collection of data using electronic devices is governed by the prevailing copyright rules, for example, downloading of content from the Internet using a Personal Digital Assistant (PDA).
- 3) Recording of lessons using any electronic devices, for example, videorecording a lecture, requires prior consent from the person(s) conducting the lesson.
- 4) The use of devices must not cause disturbance or embarrassment of any form to any parties.
- 5) The use of devices must not interfere and disrupt the campus wireless or wired networks.

Campus Care Network (CCN)

The Campus Care Network (CCN) is TP's way of caring for students to help them achieve their potential to the fullest. The main objectives of the CCN are to

- enhance personal contact and build rapport between lecturers and students,
- create a family-like environment, and
- maintain a caring culture.

Care Persons (CP)

Under this network, each student will be assigned a Care Person (CP). A student will remain with the same CP for the duration of the student's stay in TP to build a meaningful and lasting relationship. The details of CPs for the AY2010/2011 Intake can be found on p. 68.

The CPs will offer their help whenever possible. In particular, they will assist students who have difficulty 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.

The students will get to know their CPs during the Orientation period and the course of their studies. CPs and their students are encouraged to have social outings at least once a year.

CCN Day

The CCN Day Carnival is held twice a year. This event brings the entire polytechnic together in the spirit of caring and sharing. Students together with their CPs set up stalls to raise funds for TP's needy students.

CCN Financial Schemes

CCN provides financial assistance for TP's needy students.

Short to medium-term financial help from CCN includes:

- **CCN Crisis Assistance Scheme (short term)**
This scheme offers immediate financial help to students facing family emergencies such as death, retrenchment, serious illness or accident of a breadwinner in the family.
- **CCN Education Help Scheme (short term)**
This scheme provides financial help to students coming from low-income families to purchase their books, project tools and others for their study needs in a semester.
- **CCN Emergency Scheme (medium term)**
This is an assistance given to students in great financial difficulties. Monthly allowance will be given to students for their food and transport needs.

More information about the schemes is available at <http://www-eng.tp.edu.sg/home/admissions/schemes.htm>.

Student Counselling

If a student needs advice or counselling on matters that disturb or trouble him or her, he or she may consult counsellors and befrienders at the IIT School for counsel or guidance. The contact details of school-based counsellors are available on p. 70.

Alternatively, students may also approach professional counsellors at the Student Wellness and Counselling Centre (SWCC). Appointments can be made via the SWCC hotline or email or through their CPs.

SWCC

Location	Hotline	Email	Opening Hours
SD30-02-06/3	6780 5959	swcc@tp.edu.sg	Mon - Fri 8.30 am - 6.00 pm

Student Development & Enrichment

The Student Development & Enrichment (SDE) Department offers a range of exciting programmes and activities to help you enjoy yourself and make your life at the polytechnic truly meaningful and memorable.

The range of programmes in the Freshmen Year are meant to help you bond with your course mates and build good teamwork skills. The programmes in the Junior Year focus on helping you to develop confidence in your professional area, while the programmes in the Senior Year help prepare you to enter the workplace and embrace changes positively.

Most of the activities organised by the SDE department are run by the IIT Studies Club. Some of the activities include:

- Student Leadership Programmes
- Adventure Learning Programmes
- Study trips to Japan, France and other countries
- Overseas community projects to countries like China and Cambodia
- External competitions such as The Asia Pacific ICT Awards (APICTA), Asian Wake Park Championships, WorldSkills Competition, Imagine Cup, and the Open Jive Regional Challenge
- Talks given by industry guests from companies such as Oracle Corporation and Microsoft
- Enrichment activities which include the TP Cyber Games

Staff in-charge

Mr Lai Garluck
Manager
Student Development & Enrichment
Tel: 6780 6439
Email: garluck@tp.edu.sg

Mr Vijayan N.
Section Head
Student Development & Enrichment
Tel: 6780 5289
Email: vijayan@tp.edu.sg



IIT Studies Club

IIT Studies Club (IITSC) is a club which looks after the interests of ALL IIT students, be these academic, special interests, social or recreational. The Club is run by a 15-member student management committee and ALL students of IIT School are automatically members of the Club.



Some of the activities which the Club has organised in the past include Director's Cup (inter-diploma games), welfare activities such as *Hands Together 2: City of Sharing*, a community service event with Paya Lebar Kovan CC where members went around the Kovan area to collect donated dry goods for charity, National Day celebrations at TP, and many more.

In addition, IITSC has a link to the Singapore Computer Society (SCS). This link provides students with the connection to mentors in the IT profession, who can share their professional experiences and also the values that the IT industry expects of intending professionals. SCS also sponsors and organises inter-polytechnic events for students across all tertiary institutions in Singapore.



If you have any ideas and activities which you would like to introduce to your fellow IIT friends, the best place to get it started is through IITSC. As an active participant in the Studies Club, you will have opportunities to develop your leadership, organisational and social skills. You can also earn CCA points through your active participation.

Look out for upcoming events and sign up. Balance your academic life with some meaningful and fun activities so that your stay at TP will be a very memorable and exciting one.

Check out the IITSC website at www.iitsc.org for more details today!

One-Stop Service Centre

At the One-Stop Service Centre (OSC), full-time students can make payment for the following services:

- 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 public (walk-ins) to enquire 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 matters
- Submission of financial assistance schemes application (*for newly-enrolled students only*)
- Student information updates
- Change of personal particulars (*for changes of particulars which are not available online*)

Facilities & Services

Retail Outlets & Services

Name	Location & Contact No.	Operating Hours
BookLink Pte Ltd Art and design supplies, gifts and novelties, souvenirs, snacks, bus stamps, stationery, books	Student Development Centre Block 30, Level 1 Contact No: 6781 6016	Weekdays: 9.30am to 7.30pm
1st Avenue A department store managed by students	Temasek Business School Block 26, Level 2	Weekdays: 10.30am to 4.30pm (during term time)
Cheers Convenience Stores A wide variety of snacks, tidbits, and drinks	Temasek Business School Block 26, Level 2 Contact No: 6787 5980	Weekdays: 8.00am to 8.00pm Saturdays: 8.00am to 12.00nn
Postal Agency Postage, delivery and photocopy services	Library Block 27, Level 1 Applied Science School Block 7, Level 3 Engineering School Block 15, Level 3 Student Development Centre Block 30, Level 1	Weekdays: 8.30am to 6.30pm (during term time) Weekdays: 8.30am to 5.30pm (during vacation) Saturdays: 8.30am to 1.00pm (Library only, Others Closed)
ATM Facility	The Plaza, Promenade Level (Near Engineering School entrance, near overhead bridge)	24 hours
AXS Station	The Plaza, Promenade Level (Near Applied Science School general office)	24 hours

Food Outlets

Name	Location & Contact No.	Operating Hours
FOOD COURTS		
Flavours Food & Beverages (air-conditioned)	Temasek Applied Science School/ Temasek Informatics & IT School Block 4, Level 2	Term Time: Weekdays: 7.30am - 7.30pm
The Short Circuit	Temasek Engineering School Block 17, Level 2	Vacation Time: Weekdays: 7.30am - 6.00pm
The Bread Board	Temasek Engineering School Block 25, Level 2	
The Designer Pad	Temasek Design School Block 28, Level 1	
Mensa	Student Development Centre Block 30, Level 1 and 2	
CAFES		
Sugarloaf	Temasek Culinary Academy Block 31, Level 1	Weekdays: 11.00am - 2.30pm (during term time)
Bistro Walk	Student Development Centre Block 30, Level 1	Weekdays: 10.30am - 4.30pm (during term time)
RESTAURANT		
The Top Table	Temasek Culinary Academy Block 31, Level 3 Contact No: 6780 6369	Weekdays: 11.30am - 2.00pm (last order) (during term time)

Sports & Recreational Facilities

Indoor Facilities	Outdoor Facilities
<ul style="list-style-type: none">• Badminton/sepak takraw courts• Table tennis facilities• Dance studios• Volleyball/netball courts• Squash courts• Basketball court• Gymnasium• Rock gymnasium	<ul style="list-style-type: none">• Track & field stadium• Multi-purpose astroturf• 3-dimensional rockwall• Volleyball/netball courts• Netball court• Beach volleyball court• Training pool• Olympic-size swimming pool• Children's/wading pool• Football/rugby pitch• Street soccer courts• Basketball courts• Tennis courts• Cricket pitch• Six-station fitness corner• Rock gymnasium• Adventure Learning Course

Locker Rental Services

Lockers in two sizes are available for rent.

You may access <http://www.rent-a-locker.com> if you wish to:

- sign up for an account
- book a locker
- make your credit card payment online.

Important Telephone Numbers

Fire Command Centre/Security - 6780 5955/5999

Department/School General Office	Telephone No.
One-Stop Service Centre	6787 8000
Career and Course Advising Office	6780 6480
Registrar's Office	6787 8000
Library Enquiry	6780 5773
	6780 5772 (After 5.30pm)
Student & Alumni Affairs Department	6780 5353
Student Wellness & Counselling Centre	6780 5959
Cyber Centre	
(Students' Windows Live@Edu email account enquiry)	6780 5393
Temasek Informatics & IT School	6780 5158
Temasek Humanities & Social Sciences School	6780 6565

Creating A Clean and Green Environment

TP is committed to caring for the environment. TP's Environmental Policy embodies our commitment to environmentally-friendly practices.

TP's Environmental Policy

Temasek Polytechnic shall:

- Actively engage in carrying out exemplary environmental practices by:
 - Exploring efficient use of resources to REDUCE wastage;
 - Identifying creative and practical ways to REUSE our resources; and
 - Promoting opportunities to RECYCLE waste.
- Educate staff and students and communicate to suppliers/contractors about environmental issues.
- Wherever practical, purchase goods and services from suppliers that are environmentally responsible.

- Through an accredited Environmental Management System, commit to continually improve our practices and ensure that we comply with environmental laws and other requirements we subscribe to that relate to our activities, products and services.
- Integrate the principles of environmental management, pollution prevention, and other related green topics in our curriculum.

Green Data Centre

As part of the TP community, Temasek Informatics & IT School is continuously exploring ways to reduce our environmental footprint through green IT. One of the initiatives is the building of the Green Data Centre (GDC), which emphasises on efficient energy consumption and optimal use of IT resources.

Demonstrating Our Care for the Environment

As students of the School, we can show our care for the environment by:

- Reducing wastage of natural resources by switching off PCs, air-conditioners and lights when leaving a lab or classroom, reducing printing, reducing the use of disposable items such as plastic bags and water bottles;
- Reusing resources such as paper and containers;
- Recycling waste such as paper, drink cans and plastic containers;
- Educating people around us about environmentally friendly practices;
- Disposing of waste responsibly and not leaving rubbish on the table when leaving the LT, lab, classroom or canteen.

Let's make our School and TP a clean and green environment to study and work in!

ACADEMIC PLANNER

April '10	May '10	June '10	July '10	August '10	September '10
1 Th	1 Sa	1 Tu	1 Th	1 Su	1 We
2 Fr	2 Su	2 We	2 Fr	2 Mo <small>Semester 1 Week 16</small>	2 Th
3 Sa	3 Mo <small>Semester 1 Week 3</small>	3 Th	3 Sa	3 Tu	3 Fr
4 Su	4 Tu	4 Fr	4 Su	4 We	4 Sa
5 Mo	5 We	5 Sa <small>BREAK (5 JUN - 20 JUN)</small>	5 Mo <small>Semester 1 Week 12</small>	5 Th	5 Su
6 Tu	6 Th	6 Su	6 Tu	6 Fr	6 Mo <small>Semester 1 Week 21 SEMPER PARAN (6 SEP - 20 SEP)</small>
7 We	7 Fr	7 Mo <small>Semester 1 Week 8</small>	7 We	7 Sa <small>BREAK AND STUDY (7 AUG - 5 SEP)</small>	7 Tu
8 Th	8 Sa	8 Tu	8 Th	8 Su	8 We
9 Fr	9 Su	9 We	9 Fr	9 Mo <small>Semester 1 Week 17</small>	9 Th
10 Sa	10 Mo <small>Semester 1 Week 4</small>	10 Th	10 Sa	10 Tu	10 Fr
11 Su	11 Tu	11 Fr	11 Su	11 We	11 Sa
12 Mo	12 We	12 Sa	12 Mo <small>Semester 1 Week 13</small>	12 Th	12 Su
13 Tu	13 Th	13 Su	13 Tu	13 Fr	13 Mo <small>Semester 1 Week 22</small>
14 We	14 Fr	14 Mo <small>Semester 1 Week 9</small>	14 We	14 Sa	14 Tu
15 Th	15 Sa	15 Tu	15 Th	15 Su	15 We
16 Fr	16 Su	16 We	16 Fr	16 Mo <small>Semester 1 Week 18</small>	16 Th
17 Sa	17 Mo <small>Semester 1 Week 5</small>	17 Th	17 Sa	17 Tu	17 Fr
18 Su	18 Tu	18 Fr	18 Su	18 We	18 Sa
19 Mo <small>SEMESTER 1 TERM 1 (19 APR - 4 JUN)</small>	19 We	19 Sa	19 Mo <small>Semester 1 Week 14</small>	19 Th	19 Su
20 Tu	20 Th	20 Su	20 Tu	20 Fr	20 Mo <small>Semester 1 Week 23</small>
21 We	21 Fr	21 Mo <small>SEMESTER 1 TERM 2 (21 JUN - 6 AUG)</small>	21 We	21 Sa	21 Tu <small>VACATION (21 SEP - 24 OCT)</small>
22 Th	22 Sa	22 Tu	22 Th	22 Su	22 We
23 Fr	23 Su	23 We	23 Fr	23 Mo <small>Semester 1 Week 19</small>	23 Th
24 Sa	24 Mo <small>Semester 1 Week 6</small>	24 Th	24 Sa	24 Tu	24 Fr <small>SUPP. EXAM (24 SEP - 8 OCT)</small>
25 Su	25 Tu	25 Fr	25 Su	25 We	25 Sa
26 Mo <small>Semester 1 Week 2</small>	26 We	26 Sa	26 Mo <small>Semester 1 Week 15</small>	26 Th	26 Su
27 Tu	27 Th	27 Su	27 Tu	27 Fr	27 Mo <small>Semester 1 Week 24</small>
28 We	28 Fr	28 Mo <small>Semester 1 Week 11</small>	28 We	28 Sa	28 Tu
29 Th	29 Sa	29 Tu	29 Th	29 Su	29 We
30 Fr	30 Su	30 We	30 Fr	30 Mo <small>Semester 1 Week 20</small>	30 Th
	31 Mo <small>Semester 1 Week 7</small>		31 Sa	31 Tu	

AY2010/2011

October '10	November '10	December '10	January '11	February '11	March '11
1 Fr	1 Mo <small>Semester 2 Week 2</small>	1 We	1 Sa	1 Tu	1 Tu
2 Sa	2 Tu	2 Th	2 Su	2 We	2 We
3 Su	3 We	3 Fr	3 Mo <small>Semester 2 Week 11 TERM 4 (3 JAN - 18 FEB)</small>	3 Th	3 Th
4 Mo <small>Semester 1 Week 25</small>	4 Th	4 Sa	4 Tu	4 Fr	4 Fr
5 Tu	5 Fr	5 Su	5 We	5 Sa	5 Sa
6 We	6 Sa	6 Mo <small>Semester 2 Week 7</small>	6 Th	6 Su	6 Su
7 Th	7 Su	7 Tu	7 Fr	7 Mo <small>Semester 2 Week 16</small>	7 Mo <small>Semester 2 Week 20</small>
8 Fr	8 Mo <small>Semester 2 Week 3</small>	8 We	8 Sa	8 Tu	8 Tu
9 Sa	9 Tu	9 Th	9 Su	9 We	9 We
10 Su	10 We	10 Fr	10 Mo <small>Semester 2 Week 12</small>	10 Th	10 Th
11 Mo <small>Semester 1 Week 26</small>	11 Th	11 Sa	11 Tu	11 Fr	11 Fr
12 Tu	12 Fr	12 Su	12 We	12 Sa	12 Sa <small>YACATION (12 MAR - 24 APR)</small>
13 We	13 Sa	13 Mo <small>Semester 2 Week 8</small>	13 Th	13 Su	13 Su
14 Th	14 Su	14 Tu	14 Fr	14 Mo <small>Semester 2 Week 17</small>	14 Mo <small>Semester 2 Week 21</small>
15 Fr	15 Mo <small>Semester 2 Week 4</small>	15 We	15 Sa	15 Tu	15 Tu
16 Sa	16 Tu	16 Th	16 Su	16 We	16 We
17 Su	17 We	17 Fr	17 Mo <small>Semester 2 Week 13</small>	17 Th	17 Th
18 Mo <small>Semester 1 Week 27</small>	18 Th	18 Sa <small>BREAK (18 DEC - 2 JAN)</small>	18 Tu	18 Fr	18 Fr <small>SUPP. EXAM (18 MAR - 1 APR)</small>
19 Tu	19 Fr	19 Su	19 We	19 Sa <small>STUDY WEEK (19 FEB - 24 FEB)</small>	19 Sa
20 We	20 Sa	20 Mo <small>Semester 2 Week 9</small>	20 Th	20 Su	20 Su
21 Th	21 Su	21 Tu	21 Fr	21 Mo <small>Semester 2 Week 18</small>	21 Mo <small>Semester 2 Week 22</small>
22 Fr	22 Mo <small>Semester 2 Week 5</small>	22 We	22 Sa	22 Tu	22 Tu
23 Sa	23 Tu	23 Th	23 Su	23 We	23 We
24 Su	24 We	24 Fr	24 Mo <small>Semester 2 Week 14</small>	24 Th	24 Th
25 Mo <small>Semester 2 Week 1 TERM 3 (25 OCT - 17 DEC)</small>	25 Th	25 Sa	25 Tu	25 Fr <small>SEM. EXAM (25 FEB - 11 MAR)</small>	25 Fr
26 Tu	26 Fr	26 Su	26 We	26 Sa	26 Sa
27 We	27 Sa	27 Mo <small>Semester 2 Week 10</small>	27 Th	27 Su	27 Su
28 Th	28 Su	28 Tu	28 Fr	28 Mo <small>Semester 2 Week 19</small>	28 Mo <small>Semester 2 Week 23</small>
29 Fr	29 Mo <small>Semester 2 Week 6</small>	29 We	29 Sa		29 Tu
30 Sa	30 Tu	30 Th	30 Su		30 We
31 Su		31 Fr	31 Mo <small>Semester 2 Week 15</small>		31 Th

PUBLIC HOLIDAYS

Labour Day
Vesak Day
National Day

Sat, 1 May 2010
Fri, 28 May 2010
Mon, 9 Aug 2010

Hari Raya Puasa
Deepavali
Hari Raya Haji

Fri, 10 Sep 2010
Fri, 5 Nov 2010
Wed, 17 Nov 2010

Christmas Day
New Year's Day
Chinese New Year

Sat, 25 Dec 2010
Sat, 1 Jan 2011
Thu-Fri, 3-4 Feb 2011

Academic Calendar for AY2010/2011

Semester 1

Term 1	Mon, 19 Apr 2010 - Fri, 4 Jun 2010
Break	Sat, 5 Jun 2010 - Sun, 20 Jun 2010
Term 2	Mon, 21 Jun 2010- Fri 6 Aug 2010
Break and Study	Sat, 7 Aug 2010 - Sun 5 Sep 2010
Semestral Examinations	Mon, 6 Sep 2010 - Mon, 20 Sep 2010
Vacation	Tue, 21 Sep 2010 - Sun, 24 Oct 2010
Supplementary Assessments/Examinations	Fri, 24 Sep 2010 - Fri, 8 Oct 2010

Semester 2

Term 3	Mon, 25 Oct 2010 - Fri, 17 Dec 2010
Break	Sat, 18 Dec 2010 - Sun, 2 Jan 2011
Term 4	Mon, 3 Jan 2011 - Fri, 18 Feb 2011
Study Week	Sat, 19 Feb 2011 - Thu 24 Feb 2011
Semestral Examination	Fri, 25 Feb 2011 - Fri, 11 Mar 2011
Vacation	Sat, 12 Mar 2011 - Sun, 24 Apr 2011
Supplementary Assessments/Examinations	Fri, 18 Mar 2011 - Fri, 1 Apr 2011

Public holidays:

Labour Day	Sat, 1 May 2010
Vesak Day	Fri, 28 May 2010
National Day	Mon, 9 Aug 2010
Hari Raya Puasa	Fri, 10 Sep 2010
Deepavali	Fri, 5 Nov 2010
Hari Raya Haji	Wed, 17 Nov 2010
Christmas Day	Sat, 25 Dec 2010
New Year's Day	Sat, 1 Jan 2011
Chinese New Year	Thu-Fri, 3-4 Feb 2011

Copyright Notice

>> 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/copy 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 of the
COPYRIGHT ACT
could land you with a
hefty **FINE** or even a
JAIL term!

By Order:
The Registrar's Office
April 2010

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.

Withdrawal, Deferment and Transfer of Course

How do I complete the withdrawal procedure?

- Students are strongly advised to consult their care person/course manager before they explore the option to withdraw from the course.
- Obtain a "Notification of Withdrawal from Course" form from Student Services & Admissions - One-Stop Service Centre (OSC).
- Complete the form and settle all outstanding bills and return all property belonging to TP.
- Submit the duly-completed form together with the Student Matriculation card to OSC no later than **one working day** before the start of the study week of the semester.
- Withdrawal request will be processed and effected on the spot if there are no outstanding dues.
- Withdrawal request received on/after the start of study week (refer to Academic Calendar for dates) will not be processed until the release of the exam results. Furthermore, it is only applicable for students whose status remains active i.e. students who have not been removed from course.

How do I defer from course of study? What is the procedure?

- Students are strongly advised to consult their care person/course manager before they explore the option to defer from the course.
- Obtain the "Application for Transfer/Deferment of Course" form from Student Services & Admissions - One-Stop Service Centre (OSC).
- Complete the form and settle all outstanding bills and return all property belonging to TP.
- Submit the duly-completed form together with one of the following documents:
 - Deferment due to Singapore National Service (NS) obligation
NS enlistment letter or rejection letter from the Central Manpower Base on their appeal for NS deferment or a letter from their unit stating their ORD date
 - Deferment due to medical reasons
Medical certification letter from Singapore-registered doctor specialising in the field, stating the medical conditions and the period of rest required
 - Deferment due to other reasons
Supporting documents, if any.
- Students are advised to attend classes while waiting for the outcome of their deferment request.

Am I eligible for a refund?

The Refund Policy is as follows:

i)	New students who withdraw before the commencement of an Academic Semester	Full refund of fees less administrative charge of \$50.00
ii)	New & Existing students who withdraw within the first week of an Academic Semester	Refund of 75% tuition fee and 100% of examinations, sports & wellness and miscellaneous fees
iii)	After the first week of an Academic Semester	No refund

Note: Students are liable to pay fees upon the start of the semester regardless of their attendance.

How do I apply for a transfer to another course?

- This is only applicable for students whose status is active i.e. students who have not been removed from course and have met the Minimum Entry Requirements of the new course. Furthermore, course transfer is subject to individual merit and vacancies.
- Request for course transfer will be accepted after the release of the Semestral or Supplementary examinations results.
- Obtain the "Application for Transfer/Deferment of Course" form from Student Services & Admissions - One-Stop Service Centre (OSC).
- Submit the duly-completed form to OSC by the first week of the start of the semester.

How do I apply for subject exemption?

- This is only applicable to enrolled students at the start of their course of study. They are advised to check with their Course Manager or logon to the Student Portal for details and eligibility.
- Obtain the application form from the Student Portal during the application period.
- Submit the duly-completed form to the Course Manager by the first week of the start of the semester or within the application period for approval.
- Exemption is not automatic and only one application per student is allowed.

Diploma in Cyber & Digital Security

At a Glance

Duration : 3 years full-time
Qualification : Diploma in Cyber & Digital Security

The Course

In the first year, you will master IT fundamentals. As you progress, you will learn to identify and detect how computers are misused and design counter measures against criminal intrusion. You would be able to perform penetration testing and ethical hacking to effectively secure information assets. You will learn how to investigate compromised systems and conduct computer forensics.

At our TP-IBM Centre for IT Security you will be able to use state-of-the-art facilities for hands-on practice in defending and protecting computer systems. You will be able to audit and design security policies, apply knowledge of the legal aspects of IT and enhance access controls through the use of biometric technologies such as fingerprint and iris scans. You will also develop the skills to manage projects and work alongside diverse groups of people.

In the final year, you will be attached to local and overseas security companies to apply your security knowledge and skills, integrating all that you have learned to real-life situations. You would also be able to further your studies by choosing from a range of courses at local or overseas universities, leveraging on the advanced standing arrangements that we have with them.

The course also prepares you to attain professional certifications in networking, open source technology and IT security. These include the Cisco Certified Network Associates certification and Red Hat Certified Technician, which are highly sought after qualifications. These will position you well as an IT security professional in an industry with a global outreach and immense opportunities.

Career Opportunities

- IT security analysts
- IT security specialists
- IT security auditors
- IT security solutions providers

Graduation Requirements

Cumulative Grade Point Average	:	min 1.0
TP Core Subjects	:	21 credit units
Diploma Subjects		
Core Subjects	:	87 credit units
Elective Subjects	:	8 credit units
Cross-Disciplinary Subjects	:	9 credit units
Total Credit Units Completed	:	125 credit units

Course Structure

TP Core Subjects

Subject Code	Subject	Level	Credit Units
CCS1001	Effective Interpersonal Communication (CMSK1)	1	2
CCS1002	Communication in the Workplace (CMSK2)	1	2
CCS1003	Information Literacy for Effective Communication (CMSK3)	1	2
CCS1004	The Essentials of Persuasive Presentations (CMSK4)	1	2
GCD1001	Applied Principles for Effective Living 1 (APEL1)	1	1
GCD1002	Applied Principles for Effective Living 2 (APEL2)	1	1
GCD1003	Applied Principles for Effective Living 3 (APEL3)	1	1
CSI3001	Student Internship Programme (SIP)	3	10

Diploma Subjects - Core Subjects

Subject Code	Subject	Level	Credit Units
CID1C08	Introduction to Human Computer Interaction (iHCI)	1	3
CCD1C01	Basic IT Security (BITS)	1	4
CCD1C02	Enterprise Networking (ENNK)	1	4
CIC1C05	Computer Architecture (CARC)	1	4
CIC1C06	Data Communications & Networking (DCNK)	1	4
CFI1C07	Database Information Systems (DBIS)	1	4
CIT1C05	Problem Solving & Programming (PRSP)	1	4
CIT1C06	Object-Oriented Programming (OOPG)	1	4
CMA1C01	Computing Mathematics 1 (CMATHS1)	1	3
CMA1C02	Computing Mathematics 2 (CMATHS2)	1	3
BLM2007	Legal Aspects of IT (LAIT)	2	4
CCD2C01	Internetworking Security (INKS)	2	4
CCD2C02	Security Application Development (SAPP)	2	4
CCD2C03	Ethical Hacking & Intrusion Prevention (EHIP)	2	4
CCD2C04	Forensics in Digital Security (FDS)	2	4
CCD2C05	IT Security Management & Audit (ITSMA)	2	4
CCD2C06	Servers Administration & Security (SADS)	2	4
CCD2C07	Secure Web Applications (SWAP)	2	8
CIM2C06	Database Administration & Security (DBAS)	2	4
CMP3601	Major Project (CDSMP)	3	10

Diploma Subjects - Elective Subjects

Subject Code	Subject	Level	Credit Units
CCD2E01	Identity & Authentication Technologies (IDAT)	2	4
CCD2E02	Applied Cryptography in E-Services (ACES)	2	4
CFI2C03	IT Project Management (ITPM)	2	4
CFI2E01	IT Outsourcing (ITOS)	2	4
CFI2E02	Introduction to IT Systems in Banking (ITSB)	2	4
CIM2E01	Healthcare Informatics (HCIF)	2	4
CIT2E05	Technology & Innovation (TAIN)	2	4
CIT2E06	Manufacturing & Logistics Business Informatics (MLBI)	2	4
CMC2E04	Tourism Informatics (TRIF)	2	4
CMC2E06	VOIP System & Application (VOIPSA)	2	4

Cross-Disciplinary Subjects

Students are required to obtain a minimum of 9 credit units from the list of Cross-Disciplinary Subjects, which is available at <http://www.tp.edu.sg/cds>

Diploma in Financial Business Informatics

At a Glance

Duration : 3 years full-time
Qualification : Diploma in Financial Business Informatics

The Course

This course equips you with the knowledge and skills to be technically and financially savvy. You will learn how banks and financial institutions are structured to operate in the global financial markets. You will also obtain a good understanding of processes such as e-banking through the training you receive in business processes, systems and IT management. Your knowledge of financial services and IT will give you a distinct advantage when you seek employment.

Upon graduation, besides your diploma, you will also obtain the Statements of Attainment from the Institute of Banking and Finance for Deal Processing & Settlements, Role IV. This will provide you an edge when seeking employment.

You can choose between two possible options of study: Finance or Banking. In the Finance Option, you will study subjects covering fundamentals of investment, foreign exchange and money market processing, fixed income and equity securities processing, derivatives and structured products processing and portfolio performance management. In the Banking Option, you will study subjects covering retail banking processing, private banking, corporate banking processing, customer relationship management and credit risk management.

In your final year, you will get hands-on experience through attachments to banks and financial institutions. This will also provide you a chance to pick up important people skills so that you develop sensitivity to the needs of clients and organisations.

Upon completing the course, many of our students move on to undertake degree programmes in local or overseas universities, leveraging on the advanced standing arrangements we have with these institutions. Take for example the top student from our graduating cohort in 2009 who will be pursuing a double degree in Accountancy and Business on a Nanyang Scholarship at the Nanyang Technological University.

Career Opportunities

- Financial systems consultants
- Investment analysts
- Business Intelligence analysts
- Financial products settlements specialists

Graduation Requirements

Cumulative Grade Point Average	:	min 1.0
TP Core Subjects	:	21 credit units
Diploma Subjects		
Core Subjects	:	75 credit units
Option Subjects	:	20 credit units
Cross-Disciplinary Subjects	:	9 credit units
Total Credit Units Completed	:	min 125 credit units

Course Structure

TP Core Subjects

Subject Code	Subject	Level	Credit Units
CCS1001	Effective Interpersonal Communication (CMSK1)	1	2
CCS1002	Communication in the Workplace (CMSK2)	1	2
CCS1003	Information Literacy for Effective Communication (CMSK3)	1	2
CCS1004	The Essentials of Persuasive Presentations (CMSK4)	1	2
GCD1001	Applied Principles for Effective Living 1 (APEL1)	1	1
GCD1002	Applied Principles for Effective Living 2 (APEL2)	1	1
GCD1003	Applied Principles for Effective Living 3 (APEL3)	1	1
CSI001	Student Internship Programme (SIP)	3	10

Diploma Subjects - Core Subjects

Subject Code	Subject	Level	Credit Units
CID1C08	Introduction to Human Computer Interaction (iHCI)	1	3
BAF1007	Basic Business Finance (BBFin)	1	4
CFI1C01	Quantitative Analysis (QUAN)	1	4
CFI1C02	Core Financial Businesses (CORE)	1	4
CFI1C03	Business Process Management (BPM)	1	4
CFI1C04	Systems Analysis (SAS)	1	4
CFI1C06	Information Systems & Office Fundamentals (ISOFun)	1	3
CFI1C07	Database Information Systems (DBIS)	1	4
CFI1C08	Financial Economics (FECON)	1	4
CIT1C05	Problem Solving & Programming (PRSP)	1	4
CIT1C09	Web Programming (WebP)	1	4
CFI2C02	Business Intelligence Systems (BIS)	2	4
CFI2C03	IT Project Management (ITPM)	2	4
CFI2C04	Quality & Service Management (QSM)	2	4
CFI2C07	Commercial Off-The-Shelf Implementation (COTS)	2	3
CFI3C01	Risk & Governance (RISK)	3	4
CFI3C02	Wealth Management (WEM)	3	4
CMP3801	Major Project (FBIMP)	3	10

Diploma Subjects - Option Subjects

Finance Option

Subject Code	Subject	Level	Credit Units
BAF2006	Fundamentals of Investment (Fund Inv)	2	4
CFI2P14	Foreign Exchange & Money Market Processing (FXMM)	2	4
CFI2P15	Fixed Income & Equity Securities Processing (FIES)	2	4
CFI2P16	Derivatives & Structured Products Processing (DSP)	2	4
CFI2P17	Portfolio Performance Management (PPM)	2	4

Banking Option

Subject Code	Subject	Level	Credit Units
CFI2P24	Retail Banking Processing (RETAIL)	2	4
CFI2P25	Customer Relationship Management Systems (CRMS)	2	4
CFI2P26	Private Banking (PVTB)	2	4
CFI2P27	Corporate Banking Processing (CORP)	2	4
CFI2P28	Credit Risk Management (CREDIT)	2	4

Cross-Disciplinary Subjects

Students are required to obtain a minimum of 9 credit units from the list of Cross-Disciplinary Subjects, which is available at <http://www.tp.edu.sg/cds>

Diploma in Game & Entertainment Technology

At a Glance

Duration : 3 years full-time

Qualification : Diploma in Game & Entertainment Technology

The Course

This course has highly qualified staff with experience in both local and overseas game companies. They will help you acquire the skills to create your own games from the initial design phase, through to programming, the creation of artwork and the inclusion of sound. Before you create a winning game, it helps to understand what people look for in a game. There will be ample opportunities for you to find out and understand this through subjects such as the Introduction to Computer Games.

You will learn digital content creation skills like interface design, human computer interaction, 2D/3D character animation, and level design. You will also study software engineering in industry-standard languages such as C++ and C#, as well as programming concepts from object-oriented programming to artificial intelligence, 3D graphics and game development.

You will be equipped with the skills to manipulate the Graphical User Interface (GUI), employ Artificial Intelligence (AI) as well as sound, and complete game engine integration.

To give you a taste of the pace and nature of work in the game industry, you will get an opportunity to work in related activities by assisting at game launches, exhibitions, competitions as well as local and overseas conventions where you would put your technical, organisational and people skills to good use. You will also work on a Major Project to showcase your talent and abilities for your portfolio and exhibitions.

Our students have successfully created games on iPhone for sale, as well as games for the Ministry of Education, the Ministry of Finance and many other local companies and organisations. You will also have the chance to be attached overseas for internships with companies and universities.

You can also move on to advance your studies at local and foreign universities with which we have good advanced standing arrangements.

Career Opportunities

- Game content developers
- Game software engineers
- Graphics software engineers
- Mobile game developers

Graduation Requirements

Cumulative Grade Point Average	:	min 1.0
TP Core Subjects	:	21 credit units
Diploma Subjects		
Core Subjects	:	85 credit units
Elective Subjects	:	8 credit units
Cross-Disciplinary Subjects	:	9 credit units
Total Credit Units Completed	:	123 credit units

Course Structure

TP Core Subjects

Subject Code	Subject	Level	Credit Units
CCS1001	Effective Interpersonal Communication (CMSK1)	1	2
CCS1002	Communication in the Workplace (CMSK2)	1	2
CCS1003	Information Literacy for Effective Communication (CMSK3)	1	2
CCS1004	The Essentials of Persuasive Presentations (CMSK4)	1	2
GCD1001	Applied Principles for Effective Living 1 (APEL1)	1	1
GCD1002	Applied Principles for Effective Living 2 (APEL2)	1	1
GCD1003	Applied Principles for Effective Living 3 (APEL3)	1	1
CSI3001	Student Internship Programme (SIP)	3	10

Diploma Subjects - Core Subjects

Subject Code	Subject	Level	Credit Units
CFI1C07	Database Information Systems (DBIS)	1	4
CGE1C01	Introduction to Computer Games (INCG)	1	4
CGE1C02	Game Math & Physics (GMAPS)	1	4
CGE1C03	Object-Oriented Game Programming (OOGP)	1	8
CIC1C05	Computer Architecture (CARC)	1	4
CID1C02	Web Design (WDS)	1	4
CID1C08	Introduction to Human Computer Interaction (iHCI)	1	3
CIT1C05	Problem Solving & Programming (PRSP)	1	4
CMA1C01	Computing Mathematics 1 (CMATHS1)	1	3
DNT1310	Visual Literacy & Storyboarding (VisLiStob)	1	4
CGE1C05	Game Design (GADS)	1	3
CGE2C06	Game Development (GADV)	2	3
CGE2C09	Software Engineering (SWEN)	2	4
CGE2C10	Data Structures & Algorithms (DSAG)	2	4
CGE2C04	Introduction to Game AI (IGAI)	2	4
CGE2C08	Online Game Development (ONGD)	2	4
CIC2E01	Introduction to 3D (IN3D)	2	4
CGE3C01	The Business of Computer Games (BSCG)	3	4
CGE3C03	Game Audio (GAUD)	3	3
CMP3701	Major Project (GETMP)	3	10

Diploma Subjects - Elective Subjects

Subject Code	Subject	Level	Credit Units
CGE2C05	AI-Based Game Design & Development (AIGD)	2	4
CGE2E02	Graphics Programming (GRPG)	2	4
CID2P14	3D Visualisation & Animation (3DVA)	2	4
CGE3C02	Mobile Game Programming (MGPG)	3	4

Cross-Disciplinary Subjects

Students are required to obtain a minimum of 9 credit units from the list of Cross-Disciplinary Subjects, which is available at <http://www.tp.edu.sg/cds>

Diploma in Information Technology

At a Glance

Duration : 3 years full-time
Qualification : Diploma in Information Technology

The Course

This course equips you with in-depth software implementation skills to effectively lead, define, design and implement business improvement projects in various key sectors such as government, education, banking, finance, sales and marketing.

You have two options of study in this course:

- (i) The Enterprise IT Option, which focuses primarily on analysis, design, development and integration of enterprise technology to enhance business competitiveness;
- (ii) The Enterprise Business Informatics Option, which focuses on customising and integrating established business software solutions with other new or legacy systems.

You will also take elective subjects which cover various key business domains which have become essential knowledge for an IT professional.

In your final year, you will integrate all the knowledge that you have acquired to complete a major project. You will also be attached to either a local or overseas company as an intern. This will give you the opportunity to gain valuable experience in technical, organisational and people skills so that you have an advantage when you embark on a career in the IT industry.

Career Opportunities

- IT business analysts
- Software analysts/consultants
- Software engineers
- Systems analysts

Graduation Requirements

Cumulative Grade Point Average	:	min 1.0
TP Core Subjects	:	21 credit units
Diploma Subjects		
Core Subjects	:	67 credit units
Elective Subjects	:	8 credit units
Option Subjects	:	20 credit units
Cross-Disciplinary Subjects	:	9 credit units
Total Credit Units Completed	:	min 125 credit units

Course Structure

TP Core Subjects

Subject Code	Subject	Level	Credit Units
CCS1001	Effective Interpersonal Communication (CMSK1)	1	2
CCS1002	Communication in the Workplace (CMSK2)	1	2
CCS1003	Information Literacy for Effective Communication (CMSK3)	1	2
CCS1004	The Essentials of Persuasive Presentations (CMSK4)	1	2
GCD1001	Applied Principles for Effective Living 1 (APEL1)	1	1
GCD1002	Applied Principles for Effective Living 2 (APEL2)	1	1
GCD1003	Applied Principles for Effective Living 3 (APEL3)	1	1
CSI3001	Student Internship Programme (SIP)	3	10

Diploma Subjects - Core Subjects

Subject Code	Subject	Level	Credit Units
CID1C08	Introduction to Human Computer Interaction (iHCI)	1	3
CIC1C05	Computer Architecture (CARC)	1	4
CIC1C06	Data Communications & Networking (DCNK)	1	4
CID1C02	Web Design (WDS)	1	4
CIT1C05	Problem Solving & Programming (PRSP)	1	4
CIT1C08	Fundamentals of Business Information Systems (FBIS)	1	4
CGE1C04	Higher Object-Oriented Programming (HOOP)	1	8
CMA1C01	Computing Mathematics 1 (CMATHS1)	1	3
CMA1C02	Computing Mathematics 2 (CMATHS2)	1	3
CGE2C10	Data Structures & Algorithms (DSAG)	2	4
CGE2C11	Object-Oriented Analysis & Design (OOAD)	2	4
CFI2C05	Database Systems (DBSY)	2	4
CGE2C09	Software Engineering (SWEN)	2	4
CIT2C09	Client-Server Application Development (CSAD)	2	4
CMP3102	Major Project (ITMP)	3	10

Diploma Subjects - Option Subjects

Enterprise IT Option

Subject Code	Subject	Level	Credit Units
CIT2P31	Enterprise Web Development & Testing (EWDT)	2	8
CIT2P32	Enterprise Security & Application Management (ESAM)	2	4
CIT2P33	Enterprise Solutions & Services Management (ESSM)	2	4
CIT2C07	Business Integration Technologies (BSIT)	2	4

Enterprise Business Informatics Option

Subject Code	Subject	Level	Credit Units
CIT2P41	Enterprise Business Processes & Systems (EBPS)	2	8
CIT2P42	Business Solution Integrated Project (BSIP)	2	4
CIT2P43	Enterprise Business Systems Integration (EBSI)	2	4
CIT2P44	Dynamic Web Application Development (DWAD)	2	4

Diploma Subjects - Electives Subjects

Subject Code	Subject	Level	Credit Units
CCD2E01	Identity & Authentication Technologies (IDAT)	2	4
CFI2E01	IT Outsourcing (ITOS)	2	4
CFI2C03	IT Project Management (ITPM)	2	4
CFI2E02	Introduction to IT Systems in Banking (ITSB)	2	4
CGE2E01	Digital Game Development for E-learning (DGDE)	2	4
CID2E01	Immersive 3D (IM3D)	2	4
CID2E02	Web Content Management Systems (WCMS)	2	4
CIM2E01	Healthcare Informatics (HCIF)	2	4
CIT2E05	Technology & Innovation (TAIN)	2	4
CIT2E06	Manufacturing & Logistics Business Informatics (MLBI)	2	4
CIT2E07	Open Source Application Development (OSAD)	2	4
CIT2E08	Mobile Device Programming (MBDP)	2	4
CMC2E04	Tourism Informatics (TRIF)	2	4
CMC2E06	VOIP System & Application (VOIPSA)	2	4

Cross-Disciplinary Subjects

Students are required to obtain a minimum of 9 credit units from the list of Cross-Disciplinary Subjects, which is available at <http://www.tp.edu.sg/cds>

Diploma in Interactive Media Informatics

At a Glance

Duration : 3 years full-time
Qualification : Diploma in Interactive Media Informatics

The Course

In this course, you will explore and use a variety of digital media tools and technologies to create exciting applications. You will learn design, animation and IT fundamentals so that you can create vibrant and practical applications for people and organisations. You will pick up skills that enable you to revolutionise the way people interact on the Web.

Upon completing the course, you will be able to create animated interactive applications for a variety of multimedia projects. You will be skilled in putting together applications with 2D and 3D animation, digital videos, graphics and special effects. The strong foundation you receive in IT and digital design fundamentals will enable you to create exceptional works for organisations and businesses.

You can choose to specialise in one of the following areas: 3D Digital Entertainment, Rich Media Commerce or Edumatics. All of these will prepare you for interesting, long term careers in the digital media, entertainment, business and education sectors.

Our students work on real life projects for organisations such as the Ministry of Finance, schools, commercial organisations and advertising firms. This gives you an edge in building up your portfolio and you also have a chance to gain experience in creating and designing solutions that enrich people and organisations.

You will also have an opportunity to take on an internship position in Singapore or overseas to gain valuable experience in a real life work environment.

Upon completing your studies, you can pursue a related degree in local or overseas universities as we have advanced standing arrangements with many universities. Our students have also secured good scholarships to pursue their university degrees.

Career Opportunities

- 3D animators/modellers
- Educational applications developers
- Interface designers
- Web designers/developers

Graduation Requirements

Cumulative Grade Point Average	: min 1.0
TP Core Subjects	: 21 credit units
Diploma Subjects	
Core Subjects	: 80 credit units
Option Subjects	: 12 credit units
Cross-Disciplinary Subjects	: 9 credit units
Total Credit Units Completed	: min 122 credit units

Course Structure

TP Core Subjects

Subject Code	Subject	Level	Credit Units
CCS1001	Effective Interpersonal Communication (CMSK1)	1	2
CCS1002	Communication in the Workplace (CMSK2)	1	2
CCS1003	Information Literacy for Effective Communication (CMSK3)	1	2
CCS1004	The Essentials of Persuasive Presentations (CMSK4)	1	2
GCD1001	Applied Principles for Effective Living 1 (APEL1)	1	1
GCD1002	Applied Principles for Effective Living 2 (APEL2)	1	1
GCD1003	Applied Principles for Effective Living 3 (APEL3)	1	1
CSI3001	Student Internship Programme (SIP)	3	10

Diploma Subjects - Core Subjects

Subject Code	Subject	Level	Credit Units
CIC1Z01	Computer Systems (CMSY)	1	4
CID1C02	Web Design (WDS)	1	4
CID1C04	Multimedia Project 1 (MMP1)	1	4
CID1C09	Visualisation & Digital Techniques (VDT)	1	4
CID1C10	Motion & Sound (MOS)	1	4
CID1C11	New Media Development and Trends (NMT)	1	4
CID1C12	Animation Programming (ANP)	1	4
CIT1C05	Problem Solving & Programming (PRSP)	1	4
CMA1C01	Computing Mathematics 1 (CMATHS1)	1	3
CMA1C02	Computing Mathematics 2 (CMATHS2)	1	3
CFI1C07	Database Information Systems (DBIS)	1	4
CFI2C03	IT Project Management (ITPM)	2	4
CIC2E01	Introduction to 3D (IN3D)	2	4
CID2C03	Human Computer Interaction (HCI)	2	4
CID2C05	Multimedia Project 2 (MMP2)	2	4
CID2C07	Interactivity & Interface Design (IID)	2	4
CID2C08	Interactive Programming (INP)	2	4
CIT2P28	Web Application Development (WAD)	2	4
CMP3502	Major Project (IMIMP)	3	10

Diploma Subjects - Option Subjects

3D Digital Entertainment Option

Subject Code	Subject	Level	Credit Units
CID2P12	3D Production Foundation (3DPF)	2	4
CID2P13	3D Special Effects (3DSFX)	2	4
CID2P14	3D Visualisation & Animation (3DVA)	2	4

Rich Media Commerce Option

Subject Code	Subject	Level	Credit Units
CID2P41	Content Management System (CMS)	2	4
CID2P42	Rich Media Application Development (RMAD)	2	4
CID2P43	New Media Strategy & Analytics (NMM)	2	4

Edumatics Option

Subject Code	Subject	Level	Credit Units
CID2P35	Introduction to General Pedagogical Approaches for Learning (GPAL)	2	4
CID2P36	Understanding Instructional Design (UNID)	2	4
CID2P37	Building Learning Activities (BULA)	2	4

Cross-Disciplinary Subjects

Students are required to obtain a minimum of 9 credit units from the list of Cross-Disciplinary Subjects, which is available at <http://www.tp.edu.sg/cds>

Diploma in Mobile & Network Services

At a Glance

Duration : 3 years full-time
Qualification : Diploma in Mobile & Network Services

The Course

In this course, you start by learning various core subjects including Computer Architecture, Data Communications & Networking, Mobile and Wireless Security which will lay the foundation for some of the core IT skills that you need as a professional. You will have the choice of specialising in either IT Service Management or Mobile Solutions. Through these options, you will acquire specific skills to help manage IT services for an organisation and create innovative mobile applications that can enhance the lives of people.

In your final year, you will be attached to either a local or overseas company as an intern to gain real life work experience, build people skills and enhance your employability. We work closely with leading companies in the IT industry and this will enable you to have exposure to the latest technologies to gain valuable experience on systems that are used in corporate organisations.

To provide you an edge when you graduate, you can also work towards acquiring professional certifications such as the Avaya Certified Associate, Cisco Certified Network Associate, Cisco Wireless Network Associate, IT Infrastructure Library (ITIL) Certification.

The Informatics & IT School has advanced standing arrangements with local and overseas universities. This would enable you to move on from a diploma to a degree easily to further your studies.

Career Opportunities

- Computer systems and server administrators
- IT operations specialists
- Mobile system development specialists
- Network administrators/engineers

Graduation Requirements

Cumulative Grade Point Average	:	min 1.0
TP Core Subjects	:	21 credit units
Diploma Subjects		
Core Subjects	:	83 credit units
Option Subjects	:	12 credit units
Cross-Disciplinary Subjects	:	9 credit units
Total Credit Units Completed	:	min 125 credit units

Course Structure

TP Core Subjects

Subject Code	Subject	Level	Credit Units
CCS1001	Effective Interpersonal Communication (CMSK1)	1	2
CCS1002	Communication in the Workplace (CMSK2)	1	2
CCS1003	Information Literacy for Effective Communication (CMSK3)	1	2
CCS1004	The Essentials of Persuasive Presentations (CMSK4)	1	2
GCD1001	Applied Principles for Effective Living 1 (APEL1)	1	1
GCD1002	Applied Principles for Effective Living 2 (APEL2)	1	1
GCD1003	Applied Principles for Effective Living 3 (APEL3)	1	1
CSI3001	Student Internship Programme (SIP)	3	10

Diploma Subjects - Core Subjects

Subject Code	Subject	Level	Credit Units
CID1C08	Introduction to Human Computer Interaction (iHCI)	1	3
CMA1C01	Computing Mathematics 1 (CMATHS1)	1	3
CMA1C02	Computing Mathematics 2 (CMATHS2)	1	3
CFI1C07	Database Information Systems (DBIS)	1	4
CIC1C05	Computer Architecture (CARC)	1	4
CIC1C06	Data Communications & Networking (DCNK)	1	4
CID1C02	Web Design (WDS)	1	4
CIT1C05	Problem Solving & Programming (PRSP)	1	4
CIT1C06	Object-Oriented Programming (OOPG)	1	4
CMC1C03	Introduction to Wireless Technologies (IWT)	1	4
CCD2C06	Servers Administration & Security (SADS)	2	4
CGE2C10	Data Structures & Algorithms (DSAG)	2	4
CMC2C10	Server Side Software Development (SSSD)	2	4
CMC2C11	Mobile & Wireless Networking (MWNK)	2	4
CMC2C12	Converged Networking (CONK)	2	8
CMC2C13	Network Management (NKM)	2	4
CMC2P23	Internetworking Technologies (INWT)	2	4
CMC3P22	Mobile & Wireless Security (MBWS)	3	4
CMP3402	Major Project (MNSMP)	3	10

Diploma Subjects - Option Subjects

Mobile Solutions Option

Subject Code	Subject	Level	Credit Units
CGE2C11	Object-Oriented Analysis & Design (OOAD)	2	4
CMC2P11	Mobile System Development (MSYD)	2	4
CMC2P31	Mobile Usability Design (MBUD)	2	4

IT Service Management Option

Subject Code	Subject	Level	Credit Units
CCD2C05	IT Security Management & Audit (ITSMA)	2	4
CMC2P41	IT Infrastructure Management (ITIM)	2	4
CMC2P42	IT Service Desk Management (ITSDM)	2	4

Cross-Disciplinary Subjects

Students are required to obtain a minimum of 9 credit units from the list of Cross-Disciplinary Subjects, which is available at <http://www.tp.edu.sg/cds>

Management Staff



Lim Sok Keow
Director
Temasek Informatics &
IT School
☎ 6780 5151



Dr. Lim Wie Ming
Deputy Director
Capability Development &
Projects
☎ 6780-6438



Ng Koon Seng
Deputy Director
Academic &
Administration
☎ 6780-6478



Mak Yoke Lai
Assistant Director/Technology &
Resource Management
Course Manager
Diploma in Cyber &
Digital Security
☎ 6780 6436



Cheng Huey Chen
Course Manager
Diploma in Financial
Business Informatics
☎ 6780 5327



Pillai Jonathan
Course Manager
Diploma in Game &
Entertainment Technology
☎ 6780 6903



Dr. Eng Pin Kwang
Course Manager
Diploma in
Information Technology
☎ 6780 5343



Peter Choy Hoe Yun
Course Manager
Diploma in Interactive
Media Informatics
☎ 6780 5979



Chin Siew Min, Benny
Course Manager
Diploma in Mobile &
Network Services
☎ 6780 6945



Lai Garluck
Manager
Student Development
& Enrichment/Resource
Management
☎ 6780 6439



Pereira Judy
Manager
Academic Programmes &
Services
☎ 6780 5312



Chan Chun Weng
Manager
Administration &
Academic Operations
☎ 6780 5268

Course Coordinators & Year Coordinators



Seah Chong Poh
Course Coordinator
Diploma in Cyber &
Digital Security
☎ 6780 6936



Lock Hun Ya
Year Coordinator
Diploma in Cyber &
Digital Security
☎ 6780 6947



Kang Meng Siew
Course Coordinator
Diploma in Financial
Business Informatics
☎ 6780 5329



Sarah Bertilla Lin Jia
Year Coordinator
Diploma in Financial
Business Informatics
☎ 6780 6915



Toh Tze Keong Rick
Course Coordinator
Diploma in Interactive
Media Informatics
☎ 6780 6907



Noor Faridah A Rahim
Year Coordinator
Diploma in Interactive
Media Informatics
☎ 6780 5310



Ho Li Chin
Course Coordinator
Diploma in Mobile &
Network Services
☎ 6780 5326



Martin Teo Kong Lip
Year Coordinator
Diploma in Mobile &
Network Services
☎ 6780 6944



Jonathan Chee
Course Coordinator
Diploma in Game
& Entertainment
Technology
☎ 6780 5342



Liow Joon Yew
Year Coordinator
Diploma in Game
& Entertainment
Technology
☎ 6780 5341



Yeak Shaw Wen
Course Coordinator
Diploma in
Information
Technology
☎ 6780 5335



Jason Lim
Year Coordinator
Diploma in
Information
Technology
☎ 6780 5336



Patrick Koh
Year Coordinator
Diploma in
Information
Technology
☎ 6780 6921

Care Person (CP) List - AY2010/2011 Intake

Class Code	CP	Contact No	Office Location
<u>DIPLOMA IN INFORMATION TECHNOLOGY</u>			
C249(B)	Paul Phua	6780 5292	IT4-6-76
C250(B)	Serena Lim Pei Pei	6780 6951	IT4-6-76
C251(B)	Jocelyn Lim Wai Peng	6780 6923	IT4-6-76
C252(B)	Philip Mark	6780 5359	IT5-7-28
C253(B)	Goh Kai Song	6780 5316	IT4-6-76
C254(B)	Yap Chern Nam	6780 5265	IT5-7-28
<u>DIPLOMA IN CYBER & DIGITAL SECURITY</u>			
C255(H)	James Lan Kin Wah	6780 5358	IT5-7-28
C256(H)	Lim Chee Yong	6780 5275	IT5-7-28
C257(H)	Ho Hee Meng	6780 6937	IT5-7-28
<u>DIPLOMA IN GAME & ENTERTAINMENT TECHNOLOGY</u>			
C258(I)	Jet Lim Kim Seng	6780 6925	IT1-7-53
C259(I)	Jonathan Chee	6780 5342	IT1-7-53
C260(I)	Chen Sin Chee	6780 5278	IT5-7-28
C261(I)	Foo Chek Yang	6780 5332	IT1-7-53
C262(I)	Pillai Jonathan	6780 6903	IT1-7-53
<u>DIPLOMA IN FINANCIAL BUSINESS INFORMATICS</u>			
C263(J)	How Woan Ling	6780 6916	IT4-6-76
C264(J)	Jerry Ang	6780 5324	IT4-6-76
C265(J)	Edmund Tham	6780 5328	IT4-6-76
C266(J)	Kang Meng Siew	6780 5329	IT4-6-76
C267(J)	Nami Imanishi	6780 6912	IT4-6-76
<u>DIPLOMA IN INTERACTIVE MEDIA INFORMATICS</u>			
C268(K)	Andrew Tan	6780 5308	IT1-7-53
C269(K)	George Yam	6780 5306	IT1-7-53
C270(K)	Jean Looi Chok Kuan	6780 6952	IT1-7-53
C271(K)	Natasha Low	6780 6902	IT1-7-53
C272(K)	Phone Myint	6780 5274	IT5-7-28
C273(K)	Rita Choo	6780 6911	IT4-6-76
<u>DIPLOMA IN MOBILE & NETWORK SERVICES</u>			
C274(L)	Chin Siew Min, Benny	6780 6945	IT5-7-28
C275(L)	Tok Nam Huat	6780 5270	IT5-7-28
C276(L)	Sng Swee Keat	6780 5269	IT5-7-28

Care Persons - AY 2010/2011 Intake



C249(B)
Paul Phua



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Serena Lim Pei Pei



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Philip Mark



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C254(B)
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James Lan



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Jet Lim Kim Seng



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Jonathan Chee



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C271(K)
Natasha Low



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Phone Myint



C273(K)
Rita Choo



C274(L)
Chin Siew Min, Benny



C275(L)
Tok Nam Huat



C276(L)
Sng Swee Keat

School Counsellors



Mr Ngeow Teck Liang, Simon
Office Location: IT5-7-28
Contact No: 6780-6118
E-Mail: ngeowtl@tp.edu.sg



Mr Phua Kuan Hwee Paul
Office Location: IT4-6-76
Contact No: 6780-5292
E-Mail: paulp@tp.edu.sg



Ms Noor Faridah A Rahim
Office Location: IT1-7-57
Contact No: 6780-5310
E-Mail: faridah@tp.edu.sg

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