Co-Curricular Activities

The provision of a balanced and well-rounded education is part of SP’s mission to educate and train our students to excel in work and in life. The Department of Student & Alumni Affairs (SAA) has played an important institutional role to facilitate the interweaving of students’ academic, interpersonal and developmental experiences to realise this holistic education.

Co-curricular Activities (CCA) is an integral part of our education system to drive home the repeated message that good subject grades alone are an insufficient gauge of student quality. The current global competition, and push towards a knowledge-based economy require soft skills such as creativity, leadership abilities, teamwork, versatility, communication skills, resilience and an enterprising spirit.

The SP CCA Point Awarding and Grading System, which was introduced in 2000/2001 to consolidate students’ achievements in outside classroom learning, aims to motivate students to engage in a broader educational experience and be more pro-active in embracing these intangibles of non-academic achievement. The hopeful outcome: balanced and well-rounded graduates who are better prepared for the challenges and opportunities of the 21st century.

Student Welfare and Services

To get a well-rounded education, you can join any one of the 88 clubs that are overseen by SAA. Work with the Student Development Officer in charge of each club. These Officers serve as liaison persons between student organisations in the Polytechnic and the Polytechnic Administration. Amongst other things, they:

- Oversee the activities of the Students’ Union including 88 student clubs and groups catering to a wide variety of interests,
- Channel problems faced by student organisations to the Administration for attention, advice and action,
- Organise the elections of committee members to the Union and the clubs,
- Provide assistance and guidance to student organisations in organising...
STUDENT SERVICES

social, recreational, cultural and educational activities like concerts, get-togethers for student leaders and staff, overseas educational tours for student delegations, and orientation talks for new students, etc.

- Handle bookings of Polytechnic premises by student organisations,
- Issue testimonials for student leaders on student co-curricular activities,
- Assist students with the application and renewal of Tertiary Concession ez-link cards, applications for lockers, concessionary travel tickets on Malaysian Railway, etc,
- Plan leadership development programmes for student leaders such as leadership training courses for student bodies both in-house and residential ones outside the Polytechnic, and
- Evaluate the clubs’ achievements for awards.

Student Hub@Moberly

Moberly block is a historical building built during the British Colonial times (1950s) and located in a scenic spot amidst lush rich greenery. It has been restored and refurnished into a student hub with most of the facilities requested by students. The primary objective of this restoration project was to facilitate a vibrant campus life so that students will have unique and memorable campus experiences.

Operating Hours:
Mon - Fri (11 am to 10 pm)

Facilities include:
Café@Moberly
Relax@Moberly – Lounge
Shoot@Moberly – Pool and Foosball
Mug@Moberly – Study Room
Digital Life@Moberly – Computer Gaming
Pose@Moberly – Photographic Studio
Corner for Board Games eg Carroms
TV/ Movie Lounge
Digital Gaming room
K@Moberly – Karaoke
Jam@Moberly – Music Rooms
Meeting Rooms
Dance Studio
Sizzles@Moberly – Hotplate BBQ
Outdoor amphitheatre for performances
Outdoor Graffiti walls
Water features
Speed climbing wall
Indoor and outdoor Push carts to practise entrepreneurial skills
Outdoor tables and chairs

It also contains 2 ‘Walls of Fame’, namely the Donors’ Wall and the Singapore Polytechnic Students’ Union Presidents’ Wall.

Service Centres

Courses and Careers Guidance Centre (CCGC)

Our Courses and Careers Guidance Centre assists secondary school-leavers, students and recent graduates in identifying courses and careers that are most suitable for them. The Centre is located at the Department of Student & Alumni Affairs.

Information on Singapore Polytechnic’s courses and entry requirements; and further education at both local and overseas universities are available at the Centre’s self-access resource library. Students or alumni who are looking for job opportunities are encouraged to register with Singapore Polytechnic Career Portal (http://sp.jobsfactory.com) so that they can search for suitable jobs posted in the portal.

Other resources available at the Centre include audio-visual and printed materials. Individual or group counselling is available.

Clementi Student Service Centre (CSSC)

The Singapore Polytechnic, together with the South West Community Development Council and Clementi Citizens’ Consultative
Committee, manages and operates the Clementi Student Service Centre. We are the first tertiary institution in Singapore to initiate such a student service centre. The centre aims to provide a conducive environment for study, accessing Internet, and project discussions. It is located at Block 322, Clementi Avenue 5, #01-243, Singapore 120322, Tel: 67736915.

Ordinary membership is open to primary, secondary and tertiary students whereas Associate Membership is open to working adults on a programme basis. Student volunteers under the leadership of the Singapore Polytechnic Students’ Union, operate the Centre.

Through the operation and programmes of the Centre, our students will develop a keen interest in providing service to the community. The Centre also helps to strengthen social cohesion within Singapore.

Student Organisations

SPSU (Singapore Polytechnic Students’ Union)

The objectives of SPSU are:
• to promote and safeguard the interests of the Polytechnic and the Union,
• to promote social, cultural, educational and recreational activities and sports among its members,
• to foster among its members a sense of esprit de corps, but without any religious, racial or political bias, and
• to promote a spirit of unity, loyalty and patriotism.

The Constituent Clubs are:

Academic Clubs
• Built Environment Club
• School of Business Club
• Chemical & Life Sciences Club
• School of Design Club
• Electrical & Electronic Engineering Club
• Media and Info-Communications Technology Club
• Mechanical & Manufacturing Engineering Club
• Singapore Maritime Academy Club

Optional Clubs
• Community Service & Cultural Club
• Current Affairs & Debating Club
• Sports Club

Other Clubs / Societies

In addition to all the above clubs, there are more than 90 other student clubs and interest groups catering for a wide spectrum of interests including the arts and culture, music, welfare services, computers, hobbies and the great outdoors.

Membership

Full-time students are automatically ordinary members of the Union as well as of the club relevant to their School of study. Part-time students are associate members of the Union as well as of the club relevant to the School wherein they are enrolled. Ordinary members of the Union and academic clubs may participate in the events organised by the Union and clubs, and are eligible to stand for elections as well as exercise voting rights. Other than Academic Clubs, membership in all other clubs is optional.

All students are encouraged to be involved in at least one or more areas of sports activities, community services, current affairs and cultural activities.

The SPARC (Singapore Polytechnic Ambassadorial Relations Corps)

SPARC is a group of students trained to host official functions organised by the institution. They are trained in communication skills, interpersonal skills, social skills, leadership skills, protocol handling, deportment and personal grooming. They also get opportunities to assist in community and national events.

Those interested in becoming a SPARC member may approach SAA. Benefits are two-fold. Not only will members of SPARC acquire effective interpersonal and communication skills, they will also learn to lead with confidence and serve with commitment. These skills will prove useful in their future careers.

SPDP (Student Personal Development Programme)

Learn how to dance the hip-hop, prepare a sumptuous meal and wind surf within two weeks? Yes, you can! Twice a year, SAA organises the SPDP during the first two weeks of vacation. With a wide variety
Many types of financial aid open to students.

of interesting workshops and activities to choose from, you will find something to develop your interests, potential and skills.

Leaders of Tomorrow Camp

Do you have the desire, aptitude and potential to take up positions of responsibility in the various clubs? If you are a student leader, you will have opportunities for leadership training. Leadership Training Camp or LTC which is also the acronym for Leaders of Tomorrow Camp will be organised for student leaders during the vacation. Through LTC, student leaders, comprising Presidents of various student clubs, Council members of SP Students’ Union, and other student leaders are developed in various soft skills ranging from social etiquette to outdoor adventure training so that they become more effective student leaders. The objectives of LTC are to groom SP’s student leaders to be the future leaders of Singapore to hone organisational, leadership and other skills of student leaders via workshops, adventure learning programmes and to provide global exposure and learning beyond the classroom environment.

Student Insurance Scheme

All full-time students are required to purchase the Group Personal Accident Insurance Scheme. The estimated insurance premium of $4.50 per year must be paid together with the tuition fee at the start of the academic year. This scheme provides 24-hour worldwide insurance coverage for accidents sustained by students. The benefits include compensation upon death or permanent injuries suffered in an accident. The coverage also includes medical reimbursement for accidents.

Student Counselling Services

There are times in most of our lives when we experience distressful events which seem to have no end or solution in sight. All we know is that our lives have become uncomfortable, difficult or even intolerable. If our anxiety becomes too great we will not be able to function well. We may respond inappropriately to people and situations with undesirable outcomes. Counselling can help people to clarify their thoughts and feelings so that they can arrive at their own decisions or even make major changes in their lives.

Our counselling services include individual counseling, group counseling, referrals to external helping agencies, psychological testing, and self-management workshops. Self-Management Workshop topics revolve around managing your time, friendship, stress, self-esteem, group effectiveness, anger, sadness, finances, learning opportunities, career skills and life crises.

CCA Points will be awarded for successful attendance of each workshop. Registration is via the Student Administration System.

Personal Tutorship Network (PTN)

Under the PTN scheme, each student on admission is assigned a Personal Tutor. The scheme aims to help new students transit smoothly into a new learning environment. Second and third year full-time students continue to receive PTN support. Students can approach their Personal Tutors for personal assistance, whether on personal problems or studies. To facilitate bonding, Personal Tutors organise group gatherings for students under their charge. SP grants a subsidy of $7.50 per student per semester for such gatherings.

Financial Aid

Bursaries and Scholarships

There are a number of bursaries and scholarships available for full-time students needing financial assistance. Application details and procedures will be posted at SP’s e-learning platform, BlackBoard, the SAS student self-service system, and student webmail.

Study Loans

The Polytechnic makes available interest-free study loans to assist full-time students who encounter financial difficulties in the course of their studies. Details and application forms are also obtainable from the Student Counsellor in charge of Financial Assistance.

Needy Funds

The Singapore Polytechnic Students’ Union (SPSU) also provides ad hoc financial assistance to needy students. Details are available from the SPSU Welfare Secretary or the Student Counsellor in charge of Financial Assistance. Academic Schools’ Needy Funds are available for contingency purposes. Application is through the Personal Tutors.

Notebook PC Loan and Rental Scheme

Students from low income families may apply for an interest-free loan to purchase a notebook or computer or apply to rent a notebook computer. Application details and procedures will be posted on SP’s website and e-Learning@SP.
Sports and Recreation

One of the most popular pastimes on campus is sports activities which reflect the excellent facilities provided. The Polytechnic is well-equipped with a wide range of sports facilities which include an Olympic-size swimming pool, an IAAF (International Association of Athletics Federation) Class 2 certified track, beach volleyball court, a squash complex with 6 glass courts, 2 aerobics/dance rooms, 3 fitness gyms, 4 rock climbing walls, 3 basketball/volleyball courts, 3 street soccer courts, 1 multi-purpose court for floorball, netball and sepak takraw, 1 multi-purpose field for archery, cricket, rugby, soccer and softball, 2 sports halls for badminton, basketball, table-tennis and volleyball, and 8 tennis courts.

Besides the annual championship for events such as badminton, chess, squash, tennis, table-tennis, track & field and Poly 50 Campus Relay, selected sportsmen also participate in the Institute-Varsity-Polytechnic and Poly-ITE Games and national competitions. The Sports Officers, together with the members of the Sports Club also organise various competitions at Inter-School level and the Sports Games Tour.

In line with the national objective of healthy living, the Sports Electives programmes are also conducted twice annually to encourage students to select a sport of their choice from the available list of sports programmes that range from aerobics to tennis, and to participate in the compulsory NAPFA tests for graduating students.

A favourite sporting activity is the traditional Poly 50 Campus Relay, which often attracts more than 1,000 runners. Other major sporting events are the Singapore River Raft Race, Street Soccer Tournament, Rockmaster – climbing competition, Basketball Tournament, Sports Day and the Staff-Student Games.

Arts and Culture

Arts@sp was formed to promote, coordinate, create and stage artistic events for SP. It is more like “glue” or a web to bring artistic talent together from all SP schools and departments. Therefore Arts@sp coordinates the artistic efforts of every school and department in SP.

Director SAA’s office is currently overseeing Arts@sp operations.

You can jazz and groove to the rhythm of Latin music, be serenaded by the quietness of strings or energised by the symphonic band, Chinese orchestra and Japanese Daiko music.

Performing groups such as the Symphonic Band, Daiko Drum and Chinese Orchestra have travelled overseas to places such as London, Korea, Australia and Hong Kong for music festivals and competitions.

In October 2006, SP produced its maiden musical entitled ‘Superstar – The Pop Musical’ at the University Cultural Centre. The Guest-of-Honour was President Nathan. It was an outstanding success.

Other interest groups include the Singapore Polytechnic Choir, Theatre Compass, Dance Club, Dancesports, SP Guitarists, the SP Life Art Club and the SP Photographers. Singapore’s emphasis on multi-cultural activities is promoted through the Indian Cultural Club, Malay Language Society and Chinese Music and Cultural Club. We also have other new clubs like the Bagpipers and Deejays and the Symphonic Band.

Awards for Co-Curricular Activities

The Annual Excellence Awards Ceremony is organised to recognise model students who excel in studies and in CCAs, outstanding student leaders who provide excellent services to their members and elite sportspersons who have brought honours to SP and the nation.

With the emphasis on CCA grades that are reflected in the students’ final-year transcript, all students are encouraged to be involved in at least one or more areas of sports activities, community services, current affairs and cultural activities.
Community Service

Local Community Service
Recognised as an important CCA, community service trains you to take up social and community responsibilities and at the same time practise and live out the SP CORE value of care and concern. On a regular basis, student groups participate in fund-raising activities or volunteer their services to help the disadvantaged and needy in the community through various voluntary welfare organisations.

Students can choose to participate in fun and rewarding service with the elderly, the children or the physically disabled. Some of the meaningful projects undertaken by students include mentoring primary schoolchildren, organising holiday camps / outings for children from a disadvantaged background, organising carnivals and festive celebrations, collaborating with voluntary organisations and visits to aged homes, etc.

Overseas Community Service
For the last few years, SAA has spearheaded many overseas community service programmes in SP as part of youth development and community outreach. Staff and alumni and students have travelled to different parts of ASEAN and Asian countries such as Philippines, Sri Lanka, China, Sarawak, Thailand, Cambodia, Vietnam, India, Indonesia and Myanmar and even Turkey for periods of up to three weeks to help needy communities in these countries.

Being exposed to adverse conditions in other countries, students experience physical and mental ruggedness and learn to develop new skills and global awareness. Such projects also provide opportunities for self-awareness and discovery, character building and team development. The learning experience also inculcates a spirit of voluntarism in students and inspires them to contribute locally. Intensive pre-departure orientation and training prepare them mentally and physically for the trip.

SAA works with various sponsors and partners in overseas projects, tapping on their technical, training, administrative and financial contributions. Various sources of funding are available to students selected for participation such as the National Youth Council, Department of Student & Alumni Affairs and respective academic schools etc.

Student Exchange

MILE (Mobile Intensive Learning Experience) Programme
The MILE Programme is an exciting exchange programme between Kanazawa Technical College (KTC) and SP. Every year, a delegation of one staff member and 12 students embark on the two-week programme to Kanazawa, Japan during the vacation. They will stay with host families and participate in various educational and recreational activities organised by KTC. Through the programme, participants not only get opportunities for global education, but also gain better understanding, cooperation and networking and a first-hand experience of the customs and culture, educational system and technology of Japan. They are also given opportunities to showcase their talents and aspects of the Singapore culture through a cultural performance at the Farewell or Sayonara Party.

The programme enjoys a generous subsidy from the SPSU Fund and participants must be active student leaders who are prepared to undergo rigorous interview / selection process and intensive pre-departure orientation and training.

Singapore-Miyazaki Student Exchange Programme
This is a student exchange programme between ASEAN-Japan Friendship Association for the 21st Century (SAJAF-A21) and the 21 Miyazaki Singapore Friendship Association (MISFA-21). It is a one-week programme consisting of home-stay, school tour and sightseeing in Miyazaki Prefecture, Japan. The programme aims to broaden students’ international outlook and provide a first-hand experience of Japanese customs and culture, its education system and its technology.

Chiba Cultural Exchange Programme
This is another educational and cultural exchange programme, initiated in June 2004 with the Chiba Institute of Science. The week-long programme consists of home-stay, campus tour and student interactions, industry visits, cultural and sightseeing activities in Choshi city and Tokyo. For those who participate in the programme, it is an opportunity to develop cross-cultural understanding and a global outlook of life.

Hiroshima Institute of Technology Polytechnic (HITP) and Oita Student Exchange Programmes
These two student exchange programmes were newly launched in AY2007/2008. Participants had the opportunity to experience home stay, immerse in cultural activities, visit industries, tertiary institutions etc.
A united alumni body will lead to synergistic advantages for all alumni, like business advancement, entrepreneurial collaboration, industry research, lifelong learning, and networking with staff and current students.

Where does it all start? It begins with you as you join SP – how many lifelong friendships you make and maintain; how your campus experiences enrich your memories; and how much you want to help future generations of students. It is a lifetime bond.

Our main means of communication with graduates are through emails and the alumni magazine, SPAN News (Singapore Polytechnic Alumni Network News) which is published four times yearly – twice in magazine format that is sent to all alumni free of charge and twice in The Straits Times. Here you can get news on interesting alumni, happenings at Singapore Polytechnic, continuing education and enrichment courses, and networking events and projects with alumni.

To find out about the employability and job search experiences of SP graduates, the Alumni Relations Section co-ordinates the Joint-Poly Graduate Employment Survey annually. Other information sought includes their salaries, the nature of their employment, and their response to the relevance of training provided by Singapore Polytechnic to their current jobs. Data regarding the graduates’ intention to pursue further studies is also collected.

Alumni can stay in touch with SP through SPAN (Singapore Polytechnic Alumni Network) – a committee comprising lecturers from all academic Schools. Activities like homecoming dinners and personal development talks are organised for alumni to meet up with each other and renew ties with their former lecturers. Fun and exciting enrichment workshops are also conducted for alumni and their families.

There are also alumni special interest groups (ASIGs) catering to varied interests of the alumni. Those who were formerly in the Adventurers, Concert Band, Rock Climbers, SPARC, Dragon Boat team can continue in these special interest groups.

In case you have not noticed, Singapore Polytechnic has the highest number of alumni among local polytechnics – around 140,000 graduates. Many of them are successful entrepreneurs, industry leaders and well-known professionals.
Aspiring to be an entrepreneur? Join **SPEC (Singapore Polytechnic Entrepreneurs’ Club)** as a student member. Launched in 1993, SPEC is a meeting-point for graduates to network with successful entrepreneurs. With successful alumni at its helm, SPEC provides opportunities for younger and budding entrepreneurs to learn from the more established ones. As a registered body, it offers four types of membership – Life, Ordinary, Associate and Student.

Students are welcome to use the facilities of the **SPGG (Singapore Polytechnic Graduates’ Guild)** which was formed as a society in 1971. It is an independent members’ club situated right beside the campus. It has a swimming pool, snooker and pool tables, game machines, bowling alley as well as seminar rooms and restaurants. There are also many social and sporting activities for members and their families, besides networking opportunities.

For enquiries about any alumni matters, please contact the Alumni Relations Section, Department of Student & Alumni Affairs, Singapore Polytechnic, at Tel: 6879 0408 / 6772 1342.

Check for more information on alumni services at [http://span.sg](http://span.sg)
Singapore Polytechnic has a long tradition of welcoming international students to study in our institution. We have services available to assist students to settle down to life in Singapore and the Polytechnic. These include assistance with enrolment-related matters, orientation activities for new students, accommodation arrangements, social recreational activities, peer support groups, and other welfare and advice services.

International students are advised to contact the Department of Student & Alumni Affairs upon or even before enrolment in the Polytechnic for any assistance or information.

Admissions, Fees and Examinations

Do refer to the relevant sections in this Prospectus for more information on admission procedures, fees applicable to international students (including the provision of the Tuition Grant by the Singapore Government) and the examination system of the Polytechnic.

Immigration

International students will be admitted to Singapore upon production of a valid passport. On arrival, social visit passes will be issued for an initial stay of two weeks.

Nationals from the following countries may enter Singapore without a visa: Malaysia, Indonesia, Brunei, Thailand, Australia, Canada, Hong Kong (British passport), Netherlands, New Zealand, Sri Lanka, Switzerland, United Kingdom and the United States of America.

Nationals from other countries should obtain a visa to enter Singapore but are not required to pay for visa application. Only upon approval of the application, a fee for the issuance of your Student’s Pass at $40 per year or part thereof is required. If a visa is required to enter Singapore, an additional fee of $20 for the visa is payable during the collection of the Student Pass from the Immigration & Checkpoints Authority.

Student Pass

All international students will be required to apply for a Student Pass from the Immigration & Checkpoints Authority at least two months from the course commencement date. Student pass application must be done electronically via Internet at http://app.ica.gov.sg. Full details of the procedure will be given in your enrolment package.
Estimate of Living Expenses

Living expenses vary according to individual lifestyles and means. The amounts indicated are estimates and serve as a reference only. Please refer to the Table on the right.

Arrival in Singapore and Getting to Singapore Polytechnic

Once accepted by the Polytechnic, all international students will be given a copy of the “Enrolment Guide 2008”. Information on other student services such as accommodation, insurance, financial assistance, ez-link card and counselling that the Department of Student & Alumni Affairs provides can be found in the guide.

Accommodation

The Department of Student & Alumni Affairs provides landlord listing services to help international students who are looking for accommodation in the Polytechnic’s vicinity.

Accommodation costs vary according to geographical area, type of accommodation, demand, facilities provided and the number of people sharing a room.

There is a strong demand for accommodation and available units are taken up very quickly. Students are therefore advised to arrive as early as possible, and to act promptly on being informed of vacant units.

Group Hospitalisation & Surgical Insurance

All international full-time students pursuing a diploma course in Singapore Polytechnic are required to purchase the Group Hospitalisation and Surgical Insurance Scheme arranged by the Department of Student & Alumni Affairs. The premium is estimated at $43. The scheme includes 24-hour worldwide coverage.

Further details on the benefits and exclusions may be obtained from the Enrolment Guide 2008. Such information is also available on the Blackboard e-learning platform which is also made accessible from the Singapore Polytechnic Homepage.

<table>
<thead>
<tr>
<th>Item</th>
<th>Month</th>
<th>Year</th>
</tr>
</thead>
<tbody>
<tr>
<td>Deposit per person on room rental (2 months rent - two to a room)</td>
<td></td>
<td>$700</td>
</tr>
<tr>
<td>Other initial expenses</td>
<td></td>
<td>$350</td>
</tr>
<tr>
<td>Group hospitalisation &amp; surgical insurance</td>
<td>$43*</td>
<td></td>
</tr>
<tr>
<td>Rent per person (two to a room)</td>
<td>$350</td>
<td>$4200</td>
</tr>
<tr>
<td>Gas, water, electricity &amp; telephone</td>
<td>$80</td>
<td>$960</td>
</tr>
<tr>
<td>Food</td>
<td>$300</td>
<td>$3600</td>
</tr>
<tr>
<td>Transport</td>
<td>$70</td>
<td>$840</td>
</tr>
<tr>
<td>Books/stationery/equipment</td>
<td>$40</td>
<td>$480</td>
</tr>
<tr>
<td>Toiletries</td>
<td>$20</td>
<td>$240</td>
</tr>
<tr>
<td>Entertainment/recreation</td>
<td>$30</td>
<td>$360</td>
</tr>
<tr>
<td>Total average estimate</td>
<td>$890</td>
<td>$11,773</td>
</tr>
</tbody>
</table>

* Subject to confirmation after negotiations of new terms

Financial Assistance Scheme

Financial assistance schemes include:

- DBS Tuition Fee Loan
- Kuok Foundation Berhad Educational Assistance (for Malaysians only)

Further information and application forms are available from the Department of Student & Alumni Affairs.

Employment

Information regarding vacation employment can be obtained from the Courses and Careers Guidance Centre (CCGC) at the Department of Student & Alumni Affairs.

Counselling Services

As a student in a new country and learning environment, there may be times when there is a need for sympathetic support and informed advice. Counselling offers the opportunity to work through concerns and anxieties. All discussions are confidential unless consent is given for others to be involved. International Students are encouraged to approach the Student Counsellor from the Department of Student & Alumni Affairs.

The Polytechnic provides many services to help international students settle into life on campus.