

The Singapore Workforce Skills Qualification (WSQ) Student Handbook



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A MESSAGE FROM THE DIRECTOR

Dear WSQ Programme Students

It gives me great pleasure to welcome you to the Singapore Polytechnic (SP). I hope you are looking forward to the start of the course with the Professional and Adult Continuing Education (PACE) Academy at SP. Whether you are a new or returning student, it is my pleasure to welcome you to SP, and thank you for choosing SP.

You have joined the first and foremost Polytechnic in Singapore. Since 1954, SP has educated and trained over 160,000 graduates, who form the core of the Singapore workforce.

You have enrolled into a programme, which has been specially designed for adult learners like yourself. On successful completion of every semester, you will be awarded a certificate in recognition of your accomplishment. When you have completed all the required certificates, you will be eligible for the prestigious award of an SP Post-Diploma/Part-time Diploma.

I am confident you will find your studies with us rigorous but engaging. Our well-qualified and experienced lecturers will work with you to make your learning journey fulfilling and successful. Besides hard work, a key to your successful completion will be managing your time between your work, studies and family.

My team and I hope your experience at SP meets your expectations, and I encourage you to share with me any suggestions and ideas that might assist our efforts to provide you with the best education possible. You may send any feedback that might help us to improve your experience to our e-mail address: pace@sp.edu.sg. Once again, on behalf of our faculty and staff, I welcome you to SP, and wish you a successful and enjoyable experience.

Suresh H Punjabi
Director, PACE Academy
Singapore Polytechnic

ABOUT PACE

Singapore Polytechnic (SP) was the first polytechnic established in 1954. In 1979, it started to offer Continuing Education and Training (CET) courses to meet the upgrading needs of its growing number of graduates. This expanded later to include CET for all professionals, managers and executives or PMEs. In 2008, the Professional & Adult Continuing Education (PACE) Academy was established to enable SP to support the efforts of the National Productivity and Continuing Education Council (NPCEC) which was mandated to prioritise and champion national productivity initiatives at the sectorial and enterprise levels, develop a comprehensive, first-class national CET system and foster a culture of productivity and continuous learning and upgrading in Singapore.

PACE Academy continues to offer quality multi-disciplinary CET programmes to about 30,000 Professionals, Managers and Executives (PMEs) over 1,000 courses runs per year. These programmes cater to adult and PMEs who not only may have relevant experience but also varied training needs.

Our Vision

To be Singapore's leading CET Academy transforming adult learners through innovative educational experiences

Our Mission

To offer a variety of relevant courses for adult learners to enhance their employability

PACE ACADEMY COUNTER OPERATING HOURS @ BLK T1A

Mondays to Fridays: 8.30am to 8.30pm (NETS payment is until 8.00 pm)

Saturdays: 8.30am to 12.30pm (NETS payment is until 12.00 pm)

Closed on Sundays & Public Holidays

For payment services, our counters accept NETS or Cheque as the only mode of payment.

Please note that the office is not fully staffed on weekday nights and Saturdays. Participants are encouraged to make an appointment with the respective programme administrators before coming to the administration office.

Alternatively, if you wish to pay by Cash, please proceed to our Finance Department at Admin Building Level 2.

Mondays to Fridays: 8:30am to 5:00pm

Closed on Saturdays, Sundays & Public Holidays

1. NAVIGATING AROUND SINGAPORE POLYTECHNIC

1.1 FACILITIES & SERVICES

1.1a Singapore Polytechnic Intelligent Computing Environment (SPICE) Service Desk

The SPICE Service Desk provides a single point of contact helpdesk service for IT-related incidents, feedbacks and service requests for staff and participants.

Dedicated IT staff will provide first-line support to end users. The more severe incidents will be escalated to appropriate service group to handle. The status of issues raised is logged and tracked.

The SPICE Service Desk can be contacted as follows:

Telephone: 67721260

Email: ServiceDeskMail@sp.edu.sg

Windows Live: [SPICE_Servicedesk@ichat.sp.edu.sg](https://www.sp.edu.sg/ichat)

In Person:

T1711

- Term Time: 7:45am to 8:00pm
- Vacation: 8:00am to 6:00pm
- Christmas Eve, New Year Eve and Chinese New Year Eve: Closed at 12:00pm
- Public Holidays, Saturdays and Sundays: Closed

T331 & T21111

- Mondays to Fridays: 8:00am to 6:00pm
- Christmas Eve, New Year Eve and Chinese New Year Eve: 9:00am to 12:00pm
- Public Holidays, Saturdays and Sundays and SP School Vacations: Closed

When contacting the Service Desk, please provide the following information for effective assistance to you

- a) Full Name as registered with Singapore Polytechnic.
- b) SPICE User ID (Your ID provided by SP, it can be found on your student ID card, and prefix with alphabet)
- c) Department and course joined
- d) Description of problem/error encountered. If you are sending an email, please include a snapshot of the error page.

1.1b Library

SP has two libraries available to participants. These are located at:

Main Library - Located opposite the Admin Building

Tel : 6772 1575

Fax: 6772 1969

Hilltop Library - Located next to Teaching Block 22

Tel : 6772 1823

Fax: 66772 1953

The Main Library is usually open from 8.30 am to 9.00 pm (weekday – during term time) and 9.00 am to 5.00 pm (Saturday – during term time).

The Hilltop Library is usually open from 8.30 am to 6.00 pm (weekday – during term time).

For actual library operating hours, please visit the SP library website at

<http://eliser.lib.sp.edu.sg/page/opening-hrs>

1.1c ATM Facilities

S/N	ATM Facilities	Location
1	DBS / POSB ATM	- Food Court 5 - Dover MRT Station
2	OCBC ATM	- Food Court 5 - T1A Lobby

3	Citibank/UOB ATMs	- Dover MRT Station
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1.1d Retail & Dining

SP is known for our wide array of food choices in our six food courts and six F&B outlets all around campus.

	LOCATION	OPERATING HOURS DURING TERM TIME*
Food Court 1	Level 2 Design School	Mon – Fri : 7am to 8pm (Drinks stall till 9pm) Sat : 7am to 1pm (selected stalls only)
Food Court 2	Level 1 T1A	Mon - Fri 7.30am - 8pm
Food Court 3	Poly Centre	Mon - Fri 7.30am – 8.30pm, Sat 7.30am – 6.30pm
Food Court 4	Level 1 AEROHUB	Mon - Fri 8am - 8pm, Sat 830am - 1pm (Drinks Stall only)
Food Court 5	Between Swimming Pool & Multi Purpose Field	
	Starbucks	Mon - Fri 7.30am - 9pm, Sat 9am - 4pm
	Subway	Mon - Fri 8am - 8pm, Sat 8am - 1pm
	KFC	Mon - Fri 9am - 8pm, Sat 10am - 5pm
	Bang Deli	Mon - Fri 8am - 8pm, Sat 8am - 5pm
Food Court 6	Level 2 T19	Mon - Fri 7.30am - 8pm, Sat 7am - 8pm (Drinks stall only)
Artease @ T19	Passageway to T19. Near MLT8	Mon - Fri 9am - 6pm
Bang Deli Cafe	Level 2 Hilltop Library	Mon - Fri 8.30am - 7pm
Moberly Café	Moberly Block	Mon - Fri 8.30am - 6pm
McDonald's	Level 1 T16	Mon - Fri 7am - 9pm, Sat 7.30am - 7pm
Hotshot	Level 1 Main Lib	Mon - Fri 8.30am - 9pm Sat 8.30am – 12.30 pm
Cafeteria @InnoV	InnoV	Mon - Sat 8am - 6pm
Food Haven Restaurant	Staff Centre.	Mon- Sun 11am - 3pm, 6pm - 9pm (Closed on National Day & Boxing Day)
Manna Pot Café	Level 1 T11B	Mon- Fri 8am to 6pm
Mobile Food Van	At T12A	Operated by Old Chang Kee Every Mon, Tue, Thur & Fri – 8am to 3pm

* Opening hours are accurate as at 9 March 2015 and may subject to changes by individual vendor.

1.1e Car and Motorcycle Parking

SP is easily accessible by public transport, MRT and buses. In fact, SP is the only polytechnic that is served by MRT at its doorstep, the Dover MRT. Therefore we always recommend for participants to take public transport, as there are limited lots in the campus and there are parking fees to be paid.

Parking Charges:	
Public, visitors, and participants	<ul style="list-style-type: none"> • \$0.016/minute upon exit, or about \$1/hour • Free on Sundays & Public Holidays from 7am to 10pm
Operational Details:	
Operating hours	24 hours/day
Grace period	<ul style="list-style-type: none"> • 30 minutes for taxis and goods vehicles • 15 minutes for all other vehicles

****Parking for Motorbikes are free.***

Although there is advance planning for events and parking spaces, participants are to note that during event days, there is a possibility that you are unable to find a space to park in the campus.

2. GENERAL STUDENT MATTERS

2.1 IT ACCOUNT MANAGEMENT

All participants are issued with two types of accounts when they join the polytechnic. They are:
the SPICE logon account and
the Student Email account.

These student accounts remain valid during the course of their study in the polytechnic.

Participants are to ensure the confidentiality and security of the passwords for their accounts. Generally, they are prompted to change their passwords on a regular basis. Participants can also change their passwords on their own accord. If participants forget their password, they need to generate a new password. Participants may have their account locked out from the network if they are unsuccessful in logging into the network for a number of times. In that case, they need to have the account unlocked and a password generated.

If participants encounter problems with their accounts, they can call the SPICE Service Desk. Details on the SPICE Service Desk are available in Section 1.2a.

The following paragraphs provide more details on the purpose of the accounts, how to change and set password for the accounts and what to do if you are locked out from the network.

2.1a SPICE account

The SPICE logon account allows participants to access PC-based and CAD/CAM- based applications in the labs, print service, Internet and Continuing Education Management System (CEMS).

Reset your password (first time/if you have forgotten the password)

Go to SP Identity Management System (IDMS) at <https://idms.sp.edu.sg> to reset your password. To reset password, click "Forgot password" at the IDMS home page.

Do note that your account gets locked out after 5 invalid attempts using the incorrect password.

Locked account will be unlocked after 30 minutes have lapsed from the account is locked. However, if you need to access the system urgently, you may unlock the account via IDMS at <http://idms.sp.edu.sg>. You need to change or reset your password. Once the password is changed, the account will get unlock.

3. GENERAL COURSE MATTERS

3.1 COURSE REGISTRATION

3.1.1 All PACE courses will be accepted through [Online Registration](#).

3.1.2 All applications are subject to confirmation and PACE Academy will endeavour via email to notify applicants 10 working days before the scheduled commencement date of the course. Applicants for e-learning courses will receive email confirmation within 3 working days.

3.1.3 Closing date for registration of WSQ and short courses is 10 working days prior to scheduled course commencement date or as determined by PACE Academy.

3.1.4 Registration is only confirmed upon full payment of course fees. For self-sponsored registrants, an applicant's place is only confirmed upon receipt of payment. Places are allocated based on a first-come-first served basis with full payment made. For company-sponsored registrants, registration is confirmed when invoices

are paid. Payment is to be made within 14 days from date of invoice. The payment terms are 14 days from the date of invoice or before the commencement of the course, whichever is earlier.

3.1.5 The registration form is to be completed by the course applicant or an authorised representative only.

3.1.6 The data provided to Singapore Polytechnic will be kept strictly confidential and will be used for the purpose of course administration and for communication with the relevant organisations that require the information related to the course.

3.2 PAYMENT OF COURSE FEES

Registration is only confirmed upon full payment of course fees before the commencement of the course. For self-sponsored applicants, an applicant's place is only confirmed upon receipt of payment. For company sponsored applicants, payment must be received before the commencement of the course.

Please note that as places in a course are allocated on a first-come-first-served basis, payment of the course fees upon registration does not guarantee the applicant a place in the course.

Participants with outstanding fees due to the Poly will not be enrolled into the course and shall be barred from attending classes. No student will be allowed to add into the course once course commenced.

The modes of payment available are cheque, NETS, Visa/MasterCard or funds in your Post-Secondary Education Account (PSEA) and SkillsFuture Credit. All payments are to be in Singapore dollars.

For NETS payment, the daily limit is \$2,000 or \$3,000, depending on the bank and your personal limit. Please adjust your daily limit accordingly before attempting to make payment.

For Cheque payment, the cheque must be crossed and made payable to "Singapore Polytechnic". It should not be post-dated. Please ensure that there are sufficient funds in your account before attempting to make payment, as a \$15 administrative fee will be charged for cheques which bounce.

For ePayment, (selected courses, Visa and MasterCard only) please inform our Programme Administrator in advance to initiate the payment mode in our system. The limit is subjected to your available balance at the point of payment. Please ensure that there are sufficient funds in your account before attempting to make payment.

For Telegraphic Transfer (TT), Singapore Polytechnic encourages you to remit in Singapore currency in order to avoid not settling the fees in full due to differences in exchange of the foreign currency. Do note there will be a bank processing fee and other agent bank charges imposed when you make a Telegraphic Transfer. To ensure that the full amount of tax payable is remitted to Singapore Polytechnic, please instruct your bank that "Telegraphic Transfer / other agent bank charges to be borne by the applicant" instead of the beneficiary. Otherwise, the amount remitted may not be sufficient to cover your course fees in full and Singapore Polytechnic may then need to recover any outstanding tax. Any bank charges incurred have to be borne by the remitter.

For payment using PSEA funds, please inform our counter staff if you are utilising the funds. Participants have to be Singaporeans or Participants with Singaporean siblings who have PSEA funds. To find out your PSEA balance, please call MOE's Customer Service at Tel: 6260-0777 or email: contact@moe.edu.sg.

For SkillsFuture Credit, please inform our counter staff you are utilising the funds. Kindly ensure you have sufficient balance in your account. For more information on SkillsFuture credit, please visit <http://www.skillsfuture.sg/credit>.

3.3 Funding (If applicable)

Singaporeans/Permanent Residents (PR) may enjoy various subsidies and fundings on selected courses to help participants offset their training cost. Company-sponsored applicants from Small and Medium Enterprises (SMEs) may also enjoy additional grants.

Please visit SkillsConnect website, the course webpage or consult their Programme Administrator for more information.

All applicants, individual and/or company sponsored must attain a minimum attendance of 75% in the course, attempt all assessments and be certified competent in order to be eligible for the funding. Failing which the individual or the employer is liable to forfeit the grant and bear the full course fees.

The WDA Training Grant Number has to be indicated in the online course registration. Upon confirmation of the course, PACE Academy will confirm the enrolment with WDA.

SkillsFuture Credit (SFC): Singaporeans above 25 years old are eligible for this funding for selected courses.

This is only applicable for self-sponsored applicants and must be applied via [SkillsFuture Portal](#).

Applicants may opt to disburse the SFC claim to PACE Academy. This is applicable when registration is made at least 14 calendar days before course commencement date. Should registration be made thereafter, applicants must disburse the claims to themselves.

SFC claim cannot be used for Withdrawal Penalties. Applicants must bear the outstanding amount. Refer to point 3.3 for the withdrawal policy.

3.4 WITHDRAWAL

Withdrawal notice must be made in writing to the Professional & Adult Continuing Education (PACE) Academy via email to pace@sp.edu.sg.

3.4.1. Participants who wish to withdraw from the course after registration shall submit a [Withdrawal Application Form](#) to the PACE Academy, Singapore Polytechnic.

3.4.2. Please take note that there is **no deferment** for WSQ courses.

3.4.3. Participants shall settle all outstanding bills with the Polytechnic prior to withdrawal. The portion of course fee to be refunded is based on the submission date of Withdrawal Application Form as follows:

- On or after date of commencement – **No refund**
- 2 weeks before the commencement of the course - Full refund of paid course fee
- Less than 2 weeks before commencement of the course - 70% refund of paid course fee

3.5 COURSE CANCELLATION, CHANGES & MODIFICATIONS

3.5.1 PACE Academy course schedules, including course trainer, course fees and course availability are subject to change.

3.5.2 PACE Academy reserves the right to cancel or postpone any course at short notice; & at its absolute discretion without assigning any reason for such cancellation/postponements. In the event that the applicant's chosen course is cancelled prior to its commencement, PACE Academy will make a full refund of course fees already paid by the applicant

3.6 APPEAL

3.6.1. Applicants who wish to i) appeal against a failed test/examination results ii) request to print letter of certification/transcripts/student cards shall submit an [Appeal Form](#) to the PACE Academy, Singapore Polytechnic.

3.6.2. Applicants shall pay a non-refundable administrative fee of \$21.40 (inclusive of GST) by NETS at PACE Academy.

3.7 REPLACEMENT OF MISSED CLASSES

There will be strictly no replacement lessons for classes.

3.8 CERTIFICATES/LETTERS OF COMPLETION/TRANSCRIPTS

Certificates for WSQ courses will be issued to participants who have attained Competency and achieved at least 75% attendance. All participants will have to sign the attendance list for every lesson they attend.

3.9 LIMITED LIABILITY CLAUSE

Singapore Polytechnic, its governors, officers, agents and employees shall not be liable for any loss, damages and/or injury, including loss of life, which participants of our courses may suffer arising out of or in connection with our courses, whether the loss, damage and/or injury was suffered on any of Singapore Polytechnic's premises or at any other venue(s) in connection with our courses.

3.10 STUDENT ATTENDANCE

1. Attendance is a key factor in student progression and achievement. Regular attendance and academic achievement are closely linked. Participants who actively participate in their learning by attending classes regularly are more likely to enjoy a rewarding experience in which their knowledge, skills and abilities are developed.
2. Participants are expected and required to attend all scheduled classes. A minimum attendance of 75% is mandatory. Participants should arrive on time for classes and remain for the duration of the class. Late arrival at, and early departure from, classes is disruptive, discourteous, unprofessional and unfair to other participants and lecturers.
3. **Please note that failure to achieve 75% minimum attendance requirement, you are liable to pay the subsidised portion of the course fee to Singapore Polytechnic.**

4. EXAMINATION, ASSESSMENT AND GRADING

4.1 Conduct in Examinations, Assessments & Breach of Examination Rules

4.1a. Examination Rules of Conduct

1. No candidate is allowed to enter an examination room later than 1 hour after the examination had started, or to leave an examination room within this same period.
2. The identity of all candidates will be checked during the examination. Candidates must place their NRIC at the right hand corner of their examination desk at the commencement of the examination.
3. Candidates may read the examination paper or commence writing only after the invigilator has given permission to do so. Candidates are also required to check that they are given the correct question paper.
4. If a candidate leaves the room after the papers have been given out, he will not be allowed to return to the room unless he has been accompanied by an invigilator while he was away.

5. Handphones, media players and any other telecommunication equipment must be switched off and kept in the bag.
6. Candidates may use an approved, non-programmable, electronic calculator during the exam.
 - . *The calculators must be (i) non-programmable, (ii) battery-operated only, (iii) silent and (iv) without any remote communication capability.*
 - . *No lending or borrowing of calculators will be allowed during the examination*
 - . *Candidates must ensure that their calculators are in good working condition. Request for replacement during the examination will not be allowed.*
7. Candidates are not allowed to pass anything to other candidates during the examination.
8. A candidate must not, for any reason, speak to or have communication with another candidate. If any candidate wishes to ask a question, he must ask the invigilator directly; but no questions on the meaning or interpretation of an examination question may be asked or will be answered.
9. Any candidate who wishes to communicate with an invigilator must remain seated and raise his hand.
10. Candidates' answer scripts will be collected at the end of the examination.
11. Candidates must not leave the room towards the end of the examination until the invigilator tells them to do so.
12. Candidates must leave the answer books and other examination materials on the table.
13. Candidates must not eat or read newspapers during the examination. However, candidates may drink water from their own water bottles.
14. If a candidate is found breaking any of these rules during the examination or afterwards, his paper will not be marked, and he may be told to leave the examination room.
15. Any action by a candidate contrary to these rules whether discovered during the examination or afterwards will disqualify the candidate.
16. Disciplinary action will be taken against any candidate found breaching of any of the examination rules, caught cheating or attempting to cheat.

4.1b Assessment (Signed Interview) Rules of Conduct

1. A participant must arrive 15 minutes earlier for their assessment.
2. Participant must bring all the required assignments.
3. Participants are to ensure they attained the correct grading and to sign on the performance checklist form, together with the lecturer.
4. Participants may, when they are taking a practical examination, take into the examination centre such books or papers as are authorised by the examiners invigilators.

Note

The above rules are to be observed together with all other Polytechnic rules and regulations.

Warning

Any participant who cheats or attempts to cheat will face serious punishment. At the minimum the participant will be failed in all modules. In more serious cases, the participant will be expelled.

4.1c Breach of Examination/Assessment Rules

All students are hereby warned that cheating in examinations and other assessed work is a very serious offence. This includes copying and using plagiarised material. Any student who cheats, attempts to cheat or breaches any examination rules will face disciplinary action. The student is liable to be expelled.

4.2 Grading System

GRADE	GRADE DESCRIPTION
C	COMPETENT
CM*	COMPETENT WITH MERIT

CD*	COMPETENT WITH DISTINCTION
NYC	NOT YET COMPETENT
ABS	ABSENT
EXE	EXEMPTED

***Only for WSQ Diploma in Adult and Continuing Education course**

5. RULES AND REGULATIONS

5.1 STUDENT CODE OF CONDUCT

The Student Code of Conduct represents our ideals for character development and behaviour. It encompasses six core values, namely, Self-discipline, Personal Integrity, Care and Concern, Openness, Responsibility and Excellence - **SP CORE**.

Self-discipline

We shall

- live a healthy lifestyle
- observe the rules of the Polytechnic
- be law-abiding, and
- conduct ourselves well at all times

Personal integrity

We shall

- be truthful in our speech
- be honest in our dealings
- be trustworthy and reliable in our deeds, and
- have the courage to admit and learn from our mistakes

Care and concern

We shall

- be courteous and respectful
- be considerate towards others
- help those in need, and
- treat others as we would like others to treat us

Openness

We shall

- appreciate the views of others
- seek knowledge with an enquiring mind
- be receptive to new ideas, and
- be transparent in our dealings

Responsibility

We shall

- take good care of public property and the environment
- take ownership of our personal and professional development
- take pride in producing quality work, and
- conduct ourselves in a responsible manner

Excellence

We shall aim for excellence in everything we do.

General

1. To observe proper decorum (in behaviour, attire and hairstyle) that is befitting of a Singapore Polytechnic student.
2. Do not engage in any activity that will bring disrepute to Singapore Polytechnic (SP).
3. To comply with all standing regulations including those that are issued from time to time.
4. Enquiries on other rules and regulations concerning student activity can be directed to the Student Development Officer, Department of Student Development.
5. When in doubt, please contact the Student Development Officer, Department of Student Development.

Behaviour

1. No smoking in and around the Polytechnic premises. Under the Smoking Act, it is an offence for a person below the age of 18 years to be in possession of any tobacco product.
2. Behave with propriety at all times, that is, no disrespectful behaviour and insubordination to lecturers and officers of SP.
3. Always carry with you your Polytechnic Student Card.
4. Do not drink or eat in the class/laboratory/workshop/library.
5. Do not consume alcohol.
6. Do not misuse or abuse substances such as drugs, inhalants, psychoactive drugs (e.g. heroin, cocaine, ecstasy).
7. Do not ride or carry a pillion rider without wearing a crash helmet on campus.
8. Do not gamble. Students who are caught gambling would face disciplinary action. Repeat gambling offenders may eventually face expulsion from the Polytechnic.
9. Do not litter.
10. No fighting or acts of disturbance.
11. The use of mobile devices, listening to audio devices (e.g. MP3 player) or viewing video devices (e.g. multimedia player) is not allowed in class, unless authorised.
12. No unauthorised audio and video recording of lessons/ lectures/ tutorials/ practicals etc.
13. No unauthorised removal of polytechnic property, including items from the library. This is tantamount to theft.
14. No unauthorised entry into SP premises.
15. Do not steal Polytechnic property or belongings of others.
16. The use of handphones during assessments/tests is not allowed. They must be switched off.
17. Students are liable to be fined a sum of \$50 if their handphones ring or sound during assessments /tests.
18. Do not damage or lose Polytechnic property. Always report any damage or loss of Polytechnic property to the nearest instructor, lecturer or any Polytechnic staff. Please call 6772-1234, 6772-1411 or 6772-1288 to report any loss or damage.
19. Do not forge medical certificates or other official documents.
20. Males must not intrude into the ladies toilet and vice versa.

Attire

1. Wear proper attire at all times.
2. Do not wear any form of clothing (including slogans on T-shirts), which may be offensive.
3. Pre-sea students should always wear their uniform as required in classes.
4. Covering of face with veil, cloth or mask is not allowed on campus.

Attire At Workshops/Laboratories

1. Students attending workshops/laboratories must wear proper attire and shoes.
2. Do not wear loose clothing, which may get entangled with running machines.
3. Students with long hair should tie it up properly.
4. Safety shoes and footwear are required in workshops/laboratories.
5. Always comply with industrial safety rules as directed by the lecturer or instructor-in-charge

STUDENTS WHO MISBEHAVE IN CLASS/LABORATORY/WORKSHOP/LIBRARY/SPORTS FACILITIES MAY BE ASKED TO LEAVE THE PREMISES BY THE STAFF OF THE POLYTECHNIC. FAILURE TO ABIDE BY THESE RULES MAY RENDER YOU LIABLE FOR DISCIPLINARY ACTION.

ANY FORM OF VANDALISM WILL NOT BE TOLERATED. STUDENTS FOUND GUILTY OF VANDALISM WILL BE SEVERELY DEALT WITH.

5.2 INTELLECTUAL PROPERTY, COPYRIGHT AND PLAGIARISM

a) Intellectual Property

In consideration that Singapore Polytechnic (SP) is a publicly funded institution and the functions and objectives of the polytechnic is to provide education facilities, project work and studies to the participants, all rights, title and interest in Intellectual Property developed in the course or furtherance of your studies or project work shall vest in and belong to SP.

b) Copyright

Copyright is an intellectual property right. The person who owns the copyright (and this could include the author or creator or the publisher) has the exclusive right to stop others from copying or reproducing his work. All books, magazines, plays, musical scores, sculptures, paintings, drawings, sound recordings, films, television and radio broadcasts, cable programmes and computer programs are capable of enjoying copyright protection in Singapore.

You cannot infringe on another person's copyright by reproducing or making an adaptation of the work. A common form of infringement by participants is making a photocopy of the owner's work.

If you photocopy, reproduce or make an adaptation of a copy of the owner's work without the owner's permission, you have infringed on his copyright unless you copy under the following circumstances:

- You copy for the purpose of your own self-study or research. In this case, you may copy up to 100% of an article in a periodical publication, or up to 10% of a book if the book contains 10 or more pages, or up to one chapter if the book is divided into chapters. If you copy an electronic edition of a book whether found in a website on the Internet or in a computer diskette, you may copy up to 10% of the total number of bytes in that electronic edition or up to one chapter if the book is divided into chapters.
- You copy by hand for the purpose of a course of education, which you are undergoing; you may copy up to 100% of the work.
- You make a recording of television or sound broadcasts or cable programmes for your private and domestic use.
- You copy a work after its copyright protection has expired. In the case of literary, dramatic, musical or artistic works, the duration of Singapore copyright protection is generally the lifetime of the author plus 70 years, after which the work is in the public domain.
- You own a genuine (i.e. not pirated) copy of a computer program or an adaptation of a computer program, and you make a reproduction of it as a backup of the original.

If you infringe or intend to infringe copyright, the owner of the copyright can apply for a court injunction against you to prevent you from committing any or any further infringing act and sue you for damages to compensate him for his loss.

The copyright owner can also seek an order to make you pay over the profits that you have made from the infringing act.

If you sell or hire out an infringing article, you can be fined up to \$10,000 for each infringing article or \$100,000, whichever is the lower, or sentenced to imprisonment for a term not exceeding 5 years, or to both a fine and imprisonment.

If you possess 5 or more infringing copies of any work, you are presumed to possess such copies for the purpose of sale.

The court may also order you to hand over to the copyright owner all infringing copies of his work for disposal. The court also has power to authorise the police to conduct searches on premises where the court suspects infringing copies are kept.

c) **PLAGIARISM**

Plagiarism occurs when you take sentences or paragraphs or even the whole article written by another person and pass it off as your own work without acknowledging the author or the original source. This is actually cheating and is a breach of examination rules that will not be condoned by the Polytechnic.

5.3 DISCIPLINARY RULES AND REGULATIONS

In accordance with Regulation 4 of the Singapore Polytechnic (Students) (Conduct & Discipline) Regulations 2000, the Principal hereby issues the following Disciplinary Rules for the maintenance and enforcement of discipline among students:

1. Where a student is reported to have committed any of the minor disciplinary offences in the Singapore Polytechnic, referred to below, the Director of School/Department may, after giving the student an opportunity to exculpate himself before the Director, excuse the student or impose the following penalties accordingly:

OFFENCE	PENALTY
a) Being Improperly Dressed	Fine \$50
b) Having Handphones Ringing during Class	Fine \$50
c) Committing Traffic and Parking Offences on Campus	Fine \$50
d) Smoking on Campus and its Vicinity	Fine \$50 and to enrol in smoking cessation programme at own expense
e) Littering	Fine \$50 and/or corrective work
f) Defacing Furniture, Walls, Posters, etc	Fine \$100, pay cost and/or corrective work
g) Any Other Minor Misconduct	Fine up to \$250 and/or corrective work

- *If the student commits a second minor disciplinary offence, the penalty may be doubled.*
- *If the student commits more than two disciplinary offences, the matter will be referred to the Principal for decision.*
- *Where the Director decides that the offence concerned is major enough, the matter will be referred to the Principal*

for decision.

2. Where a student is reported to have committed a disciplinary offence of:

- a) Causing damage to Polytechnic property or vandalism
- b) Committing theft of Polytechnic or personal property
- c) Bringing disrepute to Singapore Polytechnic
- d) Forging medical certificate or other official documents
- e) Disorderly behaviour, assault, fighting or possession of dangerous weapon
- f) Gambling
- g) Possession or taking of illegal drugs
- h) Intruding into the Ladies toilet
- i) Any other serious misconduct

the matter will be referred to the Principal for decision.

2. Any fine imposed under Section 1 shall be paid to the Singapore Polytechnic within seven days after it is imposed and a copy of the receipt be shown to the School as proof of payment. Any failure to pay a fine within the seven days shall be reported to the Principal who may take such action as he thinks fit.

5.4 ACCEPTABLE USE POLICIES

1) Introduction

As a student of Singapore Polytechnic, you will make use of the Polytechnic's ICT Assets such as information, computers, networks and software in your day-to-day activities. It is important that these important resources provide the service to you and to others for which they were intended. An important part of the proper operation of these ICT Assets is security. Trojans, viruses, worms and spyware can wreak havoc on these assets so the Polytechnic has taken great care to protect them against such threat. That said, you, the student, perform a very important role in maintaining the security and availability of the Polytechnic's student computer resources. We have written this guide to help explain what you need to do, and what rules you need to comply with to help ensure that the confidentiality, availability and integrity of the computing resources of the Polytechnic are protected. This document contains a set of Acceptable Use Policy specifically for Participants. This policy is very serious and is meant to make sure that the Polytechnic's computers and networks keep running smoothly and securely. All Participants of SP are required to strictly comply with the Information Communications Technology (ICT) Security Policy and Standards issued by the Polytechnic.

2) Passwords

You will be given a password to access any computer accounts that you need. You must keep your password secret, and never ever tell anybody else what it is ;

We have some rules to help you select a good password:

- It needs to be at least 9 characters long;
- It has to contain at least 1 letter from the alphabet and 1 number;
- It can't have blanks;
- It can't be your username or User ID;
- It can't be your name or part of your name;
- It can't contain your NRIC/Passport Number;
- It can't contain or be anything that can be associated with you, e.g. your dog's name or street name;
- It can't be a dictionary word.

So, you need to use great care when you pick a password. One easy way to pick one you can remember is to think of a phrase. For example, the phrase "I like Ice Cream" could be converted into a password like 1l1ke1cecream by just putting 1 instead of 'I'; this is a very good password. (Don't use this one though!)

Don't write your password down on a piece of paper or put it in a file on a computer. Somebody else could find it.

If you think someone has guessed your password, or if you accidentally revealed it to somebody else, you need to change it immediately.

One more thing – your password needs to be changed every 180 days, and you can't use the same password again.

3) Your Accounts

Your account is just that – your account, just for you and you alone. You cannot share it with somebody else, for any reason.

You are responsible for everything that comes from your account. So if somebody were to send an email, write a blog, or post something on FaceBook using your account defaming the school, a teacher, or a friend, it's your problem. So again, keeping your password a secret helps to avoid problems like this.

You can't use someone else's account, just like someone else can't use yours. You also can't do things that attempt to mask your account to others to try and hide. You can't use the Polytechnic's resources to spy on others, and you can't change, read, delete, copy or otherwise modify another person's files unless they give you permission to do so.

4) Appropriate Use of SP's Computer Resources

The computer systems, including networks that have been set aside for your use are tools to facilitate your education. These systems should be usable by you just the way they are, and you should not need to change their configuration or add/modify/remove any software. Use common sense in what you do on these systems - if it feels wrong, it probably is.

You should only use Polytechnic computer systems and the Polytechnic's networks for Polytechnic related activities such as coursework or research, and for no other purpose. You should not use these systems for:

- Commercial or financial gain;
- Gambling;
- Unauthorized storage;
- Attacking or hacking Polytechnic or external resources
- Installation of malicious software or code
- Disruptive activities to other participants or the Polytechnic as a whole

When connecting to the Polytechnic's networks, the Polytechnic has the rights to monitor, control and disclose your Internet activities. This will include the rights to accept, terminate or reject your connections, as well as to monitor and record your surfing activities.

Only install authorized software on the Polytechnic's systems. Authorized software is software that is licensed for use, legally acquired, and approved by the Polytechnic for use. By installing unauthorized software you could inadvertently introduce malicious code and cause great harm to the Polytechnic. You could also break the licensing agreements that the Polytechnic has with various software vendors, and without even knowing it.

You must not engage in any use or activities that may be considered misuse or abuse. You must also not break any of the laws of the Republic of Singapore relating to computer use and the use of copyrighted material. In particular, care should be taken to adhere to the following laws:

- The Copyright Act,
- The Computer Misuse and Cybersecurity Act;
- The Spam Control Act.

Only use resources that are for participants. Staff computers are for staff and participants should not use them. If you have a question regarding a computer system's intended use, please ask.

We have spent a lot of time and expense installing security safeguards such as anti- virus, personal firewalls and anti-spyware programs on the Polytechnic's ICT systems. Please do not try and circumvent these safeguards, as you will be endangering both the system and your fellow participants.

Information that goes on the Internet from the Polytechnic is traceable to the Polytechnic. So don't use the Polytechnic's network to post or email on the public Blogs, social networking sites, websites, or any other publicly accessible communication channel, anything that is:

- Distasteful;
- Objectionable;
- Prejudicial to the good name of Singapore Polytechnic;
- Illegal as defined under the laws of the Republic of Singapore;

Again, good sense prevails – defamation, pornography, pictures that are disturbing – if you think it's bad, and then it probably is.

You must not use the Polytechnic's ICT Systems to illicitly exchange or otherwise infringe on the copyrighted intellectual property of others by any means, including but not limited to the use of "peer-to-peer" or "client-to-client" technologies, email or FTP. If you have peer-to-peer or client-to-client software on your personal laptop, either turn it off or don't connect your computer into the Polytechnic's network.

When you use your own Non-SP furnished devices, you can only connect it to networks that are allocated specifically for student or guest use. You cannot attach it to any network reserved for the staff of the Polytechnic.

If you are accessing SPICE networks through Non-SP furnished devices, you are required to secure them. This includes using of proper authentication and keeping your software up to date.

You must not run any diagnostic or vulnerability scanning tools on your Non-SP furnished devices while connected to the Polytechnic's networks.

You must not attach your Non-SP furnished devices to a second network and Singapore Polytechnic's network at the same time; for example, if you have a USB dongle that facilitates connections to a 3G network, then you can't use that dongle at the same time as your device is attached to the Polytechnic's network.

5) Security Violations

If you see something that you think might indicate a security problem, malfunction of a security device or program, or a security violation, please promptly report the matter to the SPICE Service Desk – it is your responsibility to do so.

If violations, such as presence of malware, are detected on your Non-SP furnished devices, the Polytechnic will deny your connections to the Polytechnic's networks.

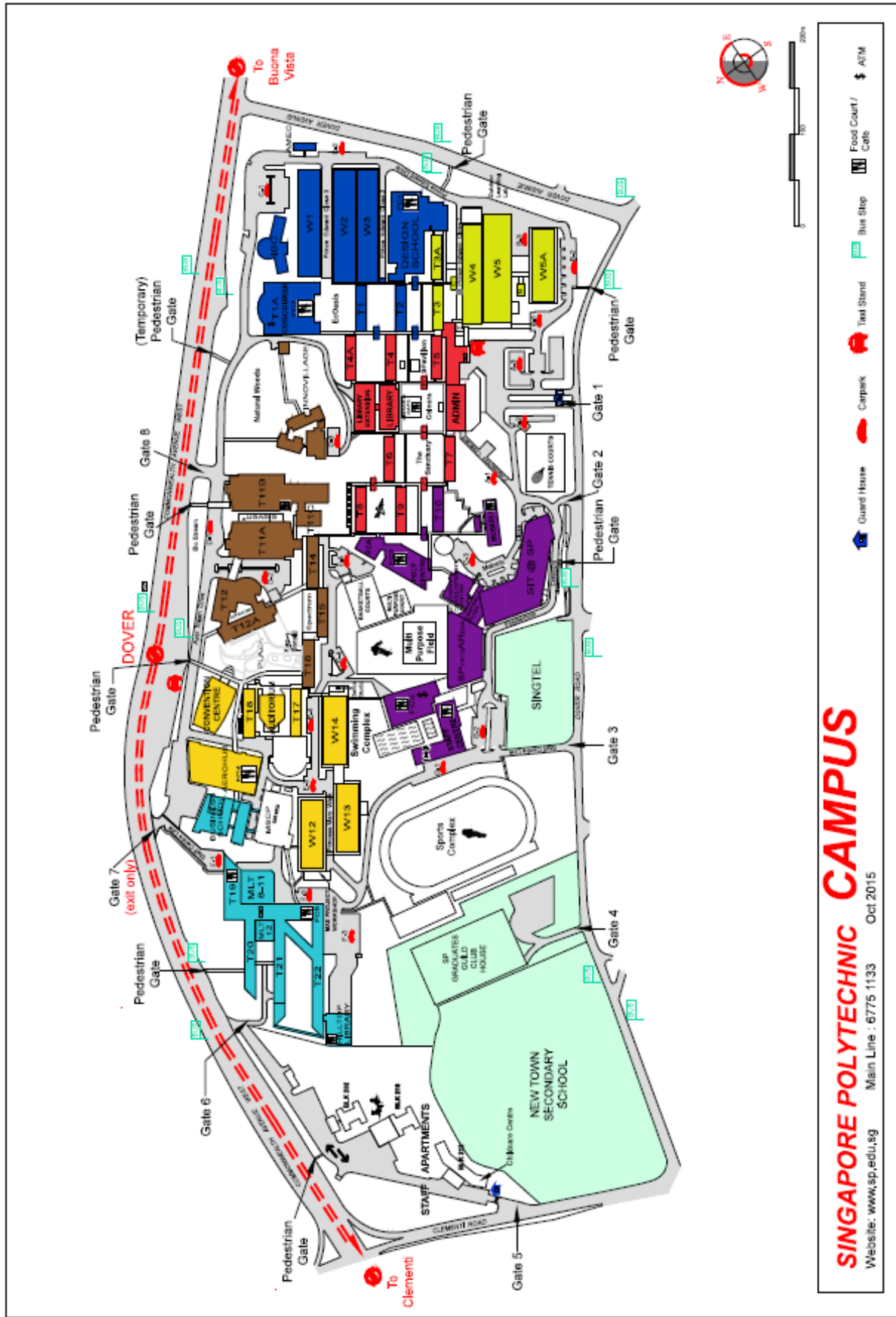
If there is an investigation being conducted by the Polytechnic relating to system misuse, abuse or a security incident/violation, then you understand that during the course of the investigation the Polytechnic's management has the right to examine your account, emails, user files and Non-SP furnished devices that have been connected to the Polytechnic's networks.

You also understand that violation of the Polytechnics computer security policies and acceptable use policies is a very serious matter. Violations may result in:

- Fines against the offending party;

- Confiscation of Non-SP furnished devices;
- Withdrawal of access to the Polytechnic's computing resources and/or network
- Suspension or expulsion from the Polytechnic.

Finally, Singapore Polytechnic reserves the right to take disciplinary or legal action against an offending user in the event that he or she conducts himself or herself in any manner, which is considered by the Polytechnic to be irresponsible; or in the event that the individual is misusing the computing resources allocated to him or her.



SINGAPORE POLYTECHNIC CAMPUS

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