



STUDENT HANDBOOK

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The information in this handbook is correct at the time of printing (Apr 2016).

SP reserves the right to amend any of the specific information in this handbook.

MESSAGE FROM THE DIRECTOR

Dear 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 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

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

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

Closed on Sundays & Public Holidays

Nets or Cheque payments can be made over the counter.

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

1. NAVIGATING AROUND SINGAPORE POLYTECHNIC

1.1 FACILITIES & SERVICES

1.1a IT 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 students.

Dedicated IT staff will provide first-line support to end users. The more complex 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

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 P)
- 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 students. They 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: 6772 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

1.1d Retail & Dining

SP is known for its wide array of food choices in our food courts and F&B outlets all around the campus. Please click [here](#) for details.

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 recommend for students to take public transport as there are limited parking lots in the campus. The parking charges are listed below.

Parking Charges:	
Public, visitors, and students	<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

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

2. GENERAL STUDENT MATTERS

2.1 ACADEMIC CALENDAR

For the latest Academic Calendar, please visit the SP website at <http://www.sp.edu.sg/calendar>

2.2 STUDENT CARD

All students are issued with a student card. It is your identification document at the Polytechnic. You should not allow their Student Card to be used by others and must carry it with you at all times when you are on polytechnic grounds.

The student card is need for the following:

- Borrow books and multimedia from the library
- Use of swimming pool and gym
- Booking of facilities in SP
- Identification for exam

Should you lose your student card, please contact us immediately at 6772-1288 or email us at ptenquiry@sp.edu.sg

Replacement cost for student card is \$20.00 (excluding of GST).

2.3 IT ACCOUNT MANAGEMENT

All students are issued with the following two accounts:

- 1) SPICE account, and
- 2) iChat email account.

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

You are to ensure the confidentiality and security of your password. You will be prompted to change your password on a regular basis. You can also change the passwords on your own accord.

If you have forgotten your password or being locked out from the SPICE network, you can go to SP Identity Management System (IDMS) to reset your password or unlock your account.

If you encounter problems with your accounts, please 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.

2.3a SPICE Account

SPICE account is a SP computer account that enables students to access SPICE services provided by SP. These services include wireless network, Student Portal (PACE), e-Learning system, library, etc.

You can access the Student Portal (PACE) to check your exam schedule, exam results, update contact details, apply leave of absent, etc.

You can access the e-learning system (<http://esp.sp.edu.sg>) to find the latest announcements, access course information and materials, view grades and check quiz schedule. In addition, you can submit their course assignments online, participate in discussion boards and edit personal information via the e-learning homepage.

Please click [here](#) for the list of available e-Services.

Reset your SPICE password

You can reset your SPICE password through Identity Management System (IDMS) (<https://idms.sp.edu.sg>). To reset your password, please click "Forget password" at the IDMS home.

Please note that your SPICE account will be locked after 5 invalid attempts of login. The locked account will be unlocked after 30 minutes. In the event that you need to access the SPICE systems urgently, you may unlock the account via the IDMS.

2.3b iChat Email Account

iChat email is a friendly email service provided by Microsoft for SP students. It offers a mailbox of 25 GB storage space, integrated calendaring, enhanced protection with virus scanning and cleaning, plus advanced filtering to help keep junk emails out of your mailbox.

The URL for the ichat email is <http://www.outlook.com/ichat.sp.edu.sg>. The link is also available at the SP website >> e-Services.

Please note that all official emails from SP will be sent to your iChat email account. For example:

- a. Status of Leave of Absence
- b. Exam results
- c. Course fee payment
- d. Graduation matters
- e. Certificate collection
- f. Cancellation of class/changes in timetable
- g. Other important announcements

You may use the “E-mail Forwarding” feature in iChat email to forward incoming emails to another email account of your choice (e.g your office email account or your personal email), so that you do not miss any important announcements.

Please contact SPICE Service Desk if you encountered problems with your ichat email. Please refer to section 1.1a for the SPICE Service Desk details.

For security reasons, all students should log out from their mail file or application if they no longer need to use them. They are also to observe the Standards & Guidelines on Use of Electronic Mail. For more details on the standards and guidelines, please refer to **Section 5.4 Acceptable Use Policies**.

3. GENERAL COURSE MATTERS

3.1 PAYMENT OF FEES

All students who intend to continue in their course of studies are liable to pay their semester course fees **before** the commencement of the course semester. This applies to company sponsored students too.

Students with outstanding fees due to SP will not be enrolled into the course and shall not be allowed to attend classes. No student will be allowed to admit into the course after the 2nd academic week.

Students with financial difficulty may refer to **section 3.2 Financial Assistance Scheme** available to them or contact their Programme Administrator.

The modes of payment available are cheque, Nets, e-banking, Visa/MasterCard or funds in your Post-Secondary Education Account (PSEA). All payments are to be made in Singapore dollars.

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 bank account before attempting to make payment, as a \$15 administrative fee will be charged for cheques which bounce.

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 credit card payment, the limit is subjected to your available balance at the point of payment. We accept Visa & MasterCard only. Please ensure that there are sufficient funds in your account before attempting to make payment.

For payment using PSEA funds, students must be Singaporeans or students 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.

3.2 FINANCIAL ASSISTANCE SCHEME

MOE Bursary

Eligibility Criteria:

1. Singaporeans; and
2. Part-time Diploma students (not applicable to DMOM students); and
3. Gross monthly household per capita income (PCI*) of \$1,900 and below; and
4. Not in receipt of the CDC/CCC-Polytechnic Bursary in the same Academic Year.

For Part-Time Diploma students	
PCI*	Quantum
\$1,400 or less	\$495 / Modular Cert
\$1,401-\$1,900	\$250 / Modular Cert

$$\text{*Monthly Per Capita Income (PCI)} = \frac{\text{Total gross monthly household income}}{\text{No. of household members living with applicant}}$$

Gross income refers to amount before deduction of CPF. It includes allowances, overtime, commissions etc.

To apply, please download the **MOE Bursary Form** from the PACE website (<http://pace.sp.edu.sg>) >> **Current Student >> Part-time Diploma >> Financial Forms/Guides**. Complete the form and submit it together with the supporting documents listed in the form to PACE office during office hours. Please note that application for the MOE bursary is on a semestral basis.

3.3 STUDENT ATTENDANCE

1. Attendance is a key factor in student progression and achievement. Regular attendance and academic achievement are closely linked. Students 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. Students are expected and required to attend all scheduled classes. Students 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 students and lecturers.

3. Please take note of the following:
 - a. With effect from Academic Year 2013/2014, a student will be marked absent if he/she is late by more than **15 minutes** (e.g. for a 6:30 pm lecture, a student who enters the class after 6:45 pm will be marked absent).
 - b. A student is required to attain **at least 50%** of the aggregated attendance for lectures, tutorials and practical sessions of a module. Students who are unable to attend classes (include lectures, tutorials and practical sessions, etc.) or assessments may apply for **Leave of Absence (LOA)** via the Student Portal (PACE).
 - c. A student whose attendance for a module **falls below 50%** will be allowed to take the semestral examination and be given either a **Pass (P)** or **Fail (F) grade** in that module.

4. **Please note that if you are sponsored by your company, your company will not be able to claim for absentee payroll if your attendance is below 75%.**

3.4 ELIGIBILITY TO SIT FOR EXAMS

For students to sit for the Semestral Examinations, they must satisfy at least 50% of the aggregated attendance for lectures, tutorials and practical sessions, and show satisfactory progress in class work, course work and term tests.

They must:

- have paid up all fees due to SP
- have not been barred from sitting any exam.

A student whose attendance for a module falls below 50% will be allowed to take the semestral examination for that module without grade. This means that he will only be given either a Pass (P) or Fail (F) grade in the module.

Student attendance computation will be based on the total number of sessions conducted in the semester, which is typically 15 weeks.

3.5 LEAVE OF ABSENCE

Student must attain at least 50%* overall attendance for classes including approved Leave of Absence (LOA). The total no. of approved LOA per semester shall not more than **14 days**.

Student whose attendance for a module falls below 50% will be allowed to take the semestral examination and be given either a Pass (P) or Fail (F) grade in that module. Student whose attendance for a module falls below 50% will not be allowed apply for examination leave of absence.

Students who are unable to attend classes (include lectures, tutorials and practical sessions, etc.) or assessments may apply for **Leave of Absence (LOA)** with the supporting document(s) via the

Student Portal (PACE). For **DMOM** students, please write to ptenquiry@sp.edu.sg or approach PACE customer counter for the application form.

The LOA form must be submitted **two weeks prior** to the leave of absence application period. **Leave of absence due to work commitments must be supported by company documents.**

In cases of absence due to illness, students are encouraged to submit the LOA application with the supporting document(s) **within two days** after your medical leave. Students may be requested to furnish the ORIGINAL documentary proof to their school after submitting the online application. Only medical certificates issued by medical practitioners registered with the Singapore Medical Council will be accepted. All other medical certificates, for example, those issued by Chinese physicians, are not accepted.

Approval for LOAs may not be granted if the LOA is submitted after the deadline which is 1 day before the commencement of semester examination week. (Please refer to the [link](#) for the start date of the semester examination week)

Application for Leave of Absence for personal holiday trips will not be considered.

Leave of Absence from Semestral Examination

1. A student who is absent without a valid reason from the semestral examination for a module shall be considered to have failed the module.
2. If a student has a valid reason for missing the semestral examination, he can apply for leave of absence (LOA) from semestral examination using the LOA form.
3. Where the reason for absence from the semestral examination is known beforehand, the student must submit his application for leave of absence from the semestral exam before the day of the examination. For all other reasons for absence, which could not be known beforehand, such application for leave of absence must be submitted within **2 working days** from the day of absence.

Note: For leave of absence due to illness, only medical certificates issued by medical practitioners registered with the Singapore Medical Council will be accepted. (Exception: Malaysian students residing in JB may submit medical certificates issued in JB.) All other medical certificates, for example, those issued by Chinese physicians, are not accepted.

4. Students are not to assume that their application for leave of absence has been approved, they should check their iChat account for the application status closer to the period applied for.
5. Where a student is granted leave of absence from the semestral exam, the module shall be removed from the list of modules registered by him for that semester and he shall not be considered to have made one attempt in the examination for that module. The student must attend all classes and sit for all assessments for the module in a subsequent semester in which that module is offered, subject to the maximum number of modules allowed for that stage of study and the constraints of the class time-table.
6. Notwithstanding Paragraph (4) above, a student who is granted leave of absence from the semester examination may apply to the Director of his School to be exempted from attending classes for the subsequent sitting and/or to be allowed to carry forward his past in-course assessed component marks. The application will be considered on a case-by-case basis.
7. A student shall only be granted one deferment for each of the modules that he is taking.

3.6 WITHDRAWAL FROM COURSE

Students intending to withdraw from their course of study must complete a prescribed "Withdrawal Form" and return it to the PACE Office as soon as possible.

Students are not allowed to withdraw during the official examination period. For any withdrawals received upon the start of and during the conduct of the semestral exam, the student will be considered to have sat for the exam. The withdrawal date will be post-dated to the day semestral results are released.

Student shall settle all outstanding bills with the Polytechnic prior to withdrawal.

The portion of course fee to be refunded is based on when withdrawal form reaches PACE

Office:

If the withdrawal form reaches PACE Office:

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

4 EXAMINATION AND GRADING

4.1 CONDUCT IN EXAMINATIONS & BREACH OF EXAM 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 (that is, the first 10 minutes reading time plus 50 minutes thereafter). For example, if an examination begins at 7.00pm, with 10 minutes given for reading, no candidate will be allowed to enter the examination room later than 8.00 pm. Similarly, no candidate will be allowed to leave the room earlier than 8.00 pm.
2. The identity of all candidates taking Polytechnic Examinations will be checked during the examination. Candidates must bring their SP Student Card and place it at the right hand corner of their examination desk at the commencement of each 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. Candidates are not allowed to bring to the examination room notes, drawings, pictures, tracings, books, dictionaries (both in book or electronic form), etc, other than those specially permitted by the detailed regulations for the module. They are also not allowed to wear caps or hats during the exam.
6. Handphones, media players and any other telecommunication equipment must be switched off and left at the front/back of the examination room. Candidates are liable to be fined a sum of \$50 if their handphones ring or sound during the examination.
7. Candidates may, when they are taking a practical examination, take into the examination centre such books or papers as are authorised by the examiners/invigilators.
8. Unless otherwise stated, a candidate may use an approved, non-programmable, electronic calculator and drawing instruments, provided they contain only the "Approved for use in SP Examinations" sticker, the manufacturers' mark and nothing else.
 - Only calculators with "Approved for use in SP Examinations" stickers attached to them are permitted for personal use in the examination rooms. The stickers, obtainable from academic schools, must not be tampered with or altered in any way, and should remain intact on the calculators.

- The calculators must be (i) non-programmable, (ii) battery-operated only, (iii) silent and (iv) without any remote communication capability.
 - Any candidate who brings a calculator in a calculator case must detach the calculator case and place it on the floor below his desk before the start of the examination. 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.
9. Candidates are not allowed to pass anything to other candidates during the examination.
 10. 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.
 11. Any candidate who wishes to communicate with an invigilator must remain seated and raise his hand.
 12. Candidates' answer scripts, unless previously given up, will be collected at the time fixed for the end of the examination.
 13. Candidates must not leave the room towards the end of the examination until the invigilator tells them to do so.
 14. Candidates must leave the answer books, drawing papers and other examination materials on the table. However, for some modules, candidates are allowed to take away the question paper only.
 15. Candidates must not eat, drink or read newspapers during the examination. However, candidates may request for permission from the invigilator to drink water from their own water bottles.
 16. 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.
 17. Any action by a candidate contrary to the letter or spirit of these rules whether discovered during the examination or afterwards will disqualify the candidate.
 18. Disciplinary action will be taken against any candidate found breaching any of the examination rules, caught cheating or attempting to cheat.

Note

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

Warning

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

4.1b Breach of Examination 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 EXAM TIME-TABLE AND VENUE

Starting from Academic Year 2015 Semester 1, students will be able to view the exam timetable and venue via the student portal (PACE), 3 weeks before the examination.

4.3 GRADING SYSTEM

GRADE	GRADE DESCRIPTION	GRADE POINTS
DIS	DISTINCTION	4.0
A	EXCELLENT (80% - 100%)	4.0
B+	VERY GOOD (75% - 79%)	3.5
B	GOOD (70% - 74%)	3.0
C+	GOOD CREDIT (65% - 69%)	2.5
C	CREDIT (60% - 64%)	2.0
D+	GOOD PASS (55% - 59%)	1.5
D	PASS (50% - 54%)	1.0
D-	SUBSIDIARY PASS	0.5
P	PASS	0.5
F	FAIL	0.0
EX	EXEMPTED	NA
ABS	ABSENT	0.0

The GPA (Grade Point Average) is a system which provides an overview of a student's academic performance. The GPA would allow students to keep track of their performance throughout their course of study and allow lecturers to identify their students' academic needs and provide advice and guidance to students.

The GPA System takes effect in the academic year 2004/2005 and the regulations apply to all students entering the Singapore Polytechnic that year and in subsequent years. In the Singapore Polytechnic, the 4-point scale grading system as shown in the table above will be used.

The GPA is derived using the formula:

$$\text{GPA} = \frac{\sum (\text{module credit units} \times \text{module grade point})}{\sum (\text{module credit units})}$$

Two GPA figures will be computed:

- Semester GPA - sum of (grade point X credit units) / sum of (credit units) for modules examined (including failed modules) in the semester.
- Cumulative GPA - sum of (grade point X credit units) / sum of (credit units) for all modules examined (including failed modules) up to and including the current semester.

4.4 EXAM RESULTS AND APPEAL

4.4a. Examination Results

Students are able to view their exam results on the day of release by checking their SP iChat e-mail account or Student Portal (PACE).

Note: If you cannot find your exam results email in your inbox, please check your junk mail or bulk mail folders.

If you encounter problems accessing iChat email, please contact the SPICE Service Desk.

4.4b. Appeal Procedure

Student may appeal against a failed module in the semester examination. All appeals must be lodged within 4 working days from the release date of the examinations results. Appeals made after the deadline will not be entertained. Only one appeal can be lodged and no re-appeals are permitted.

Appeal forms are obtained from PACE website >> Current Student >> Part time diploma >> Common Forms. A non-refundable fee of S\$21.40 (inclusive of GST) will be charged. Students are to settle all outstanding bills with SP prior to submission of this form.

Appeal application is subject to the approval by SP. SP's decision is final and no reason will be given. Students will be notified of the outcome of your appeal via email within 10 working days after the submission date of this form. All applications will be processed on a first-come-first-served basis.

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. Students are liable to be fined a sum of \$50 if their handphones ring or sound during assessments /tests.
17. 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 6772-1628 to report any loss or damage.
18. Do not forge medical certificates or other official documents.
19. 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 students, 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 students 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:

- 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.*

- 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.

- 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 Polytechnics 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 Students. This policy is very serious and is meant to make sure that the Polytechnic's computers and networks keep running smoothly and securely. All Students of SP are required to strictly comply with the Information Communications Technology (ICT) Security Policy and Standards issued by the Polytechnic.

2. Student Security Awareness

You should receive security awareness training as part of your introduction to the Polytechnic. This training will ensure that you understand the risks and your responsibilities towards helping to reduce those risks.

You understand that you are responsible to comply with all security related policies. These policies are important and protect not only you, but everybody else who needs to use these resources.

3. 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.

Please exercise 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 'l'; 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.

4. Your Computer Accounts

Your account is 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. 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 files unless they give you permission to do so.

5. Appropriate Use 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 students 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 students. Staff computers are for staff and students 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 students.

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, 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.

6. Email

The Polytechnic may have created a student email account for your exclusive use. You are fully accountable for all emails transmitted from your Polytechnic email account so you must ensure that nobody else can access this account. When you use your Polytechnic email account, you are in effect representing the Polytechnic. You must exercise care and discretion when you send mail, and you must not use your Polytechnic email account to:

- Send spam or commercial emails;
- Solicit for political candidates;
- Engage in illegal, unethical or improper activities;
- Disseminate internal email addresses to external mailing lists;
- Conduct personal business

7. 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.

Wireless Network Usage Policy

Users of the Singapore Polytechnic wireless network are any person who uses the wireless network, for any reason, regardless of their role or position.

The Wireless Network Policy applies to all users of the wireless network, regardless of role or position and whether student, visitor, vendor or guest in Singapore Polytechnic.

Users are required to:

- Install and maintain up to date Anti-virus software
- Endeavor to ensure that the latest service pack and hot fixes for their system are installed, regardless of the operating system type
- Install and operate personal firewall software wherever possible
- Comply with all legal and statutory requirements
- Comply with all Singapore Polytechnic Policies
- Not install or operate unauthorized wireless networks, including ad-hoc networks
- Not connect to the wireless network and untrusted networks at the same time. (i.e. you must not dial up to an ISP while connected to the wireless network)
- Use only the secure network for access to confidential or sensitive information
- Protect any encryption key issued to them and ensure the confidentiality of that key
- Read the policies and instructions issued by Singapore Polytechnic
- Avoid using high-bandwidth applications on the wireless network
- Not rely solely on the wireless network for high-availability systems

Microsoft Volume Licensing - Enrolment for Education Solutions (EES): Student Advantage Program

“Office 365 ProPlus for Students” is offered to Singapore Polytechnic students at no additional charge via Singapore Polytechnic EES agreement effective from 1 May 2015 to 30 Apr 2016.

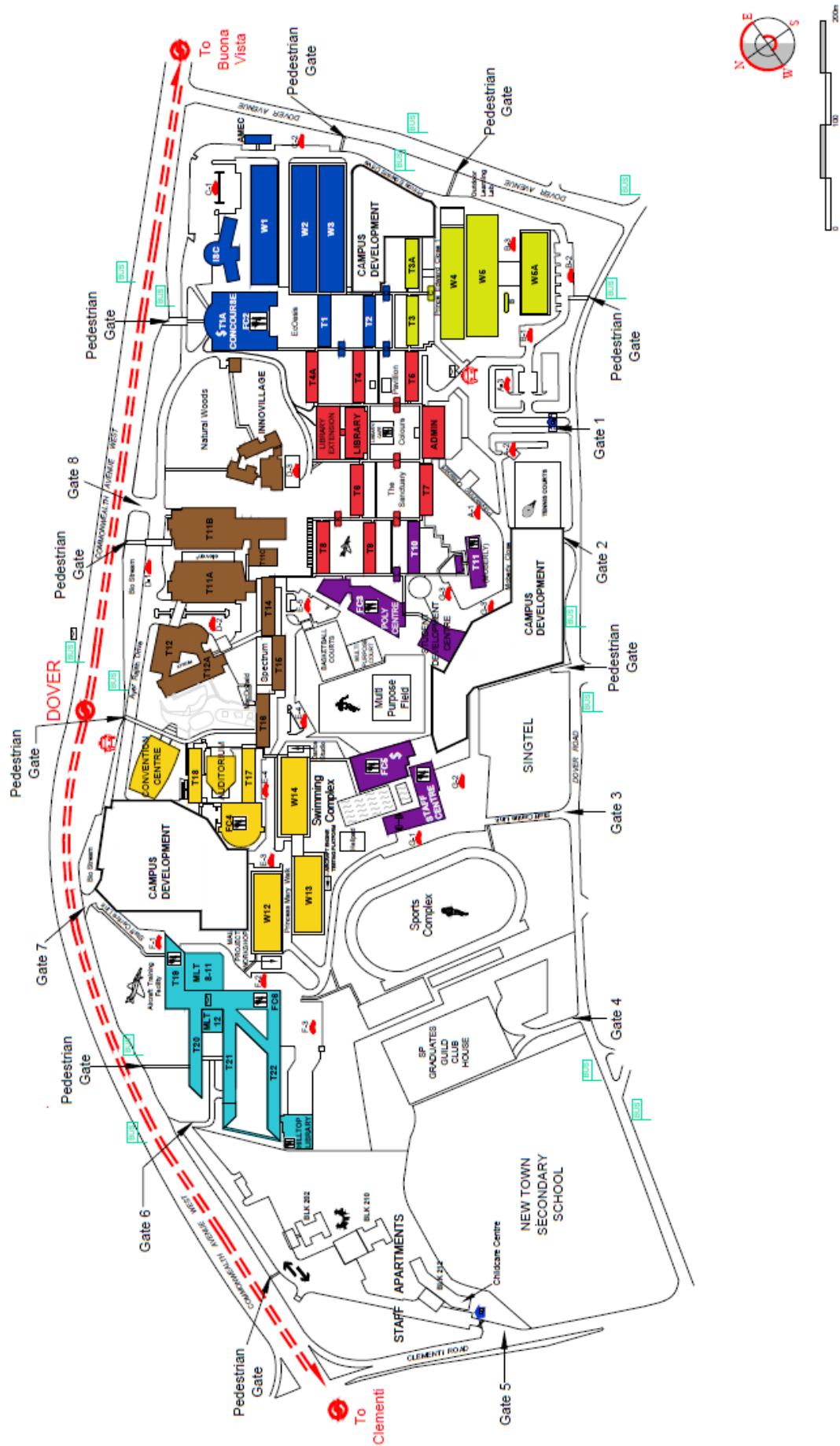
Office 365 ProPlus for Students includes the following:

- Office 365 ProPlus for PC
- Office 365 ProPlus for Mac
- Office Mobile for iPhone
- Office Mobile for Android

Students are allow to run Office on up to five machines being Mac or PC. Students can also run Office Mobile for Android or Office Mobile for iPhone on up to 5 mobile devices. This Office 365 ProPlus for students subscription license will expire when students leave Singapore Polytechnic.

Transferring of License to other users are not permitted. Students may assign the software license to another device, when you assign the software license to a new device, the software will no longer run on the prior device.

Students will use Singapore Polytechnic iChat email account to download Office 365 ProPlus installation, students are not permitted to acquire, create and/or replicate the Office 365 ProPlus installation physical media.



SINGAPORE POLYTECHNIC CAMPUS

Website: www.sp.edu.sg Main Line : 6775 1133 Apr 2014

- Guard House
- Carpark
- Taxi Stand
- Bus Stop
- Food Court / Cafe
- ATM