



REPUBLIC
POLYTECHNIC

DISCOVER. TRANSFORM. ACHIEVE

FRESHMEN GUIDE 2018



#DiscoverRP

ACADEMIC CALENDAR FOR AY 2018

SEMESTER 1

Teaching Weeks	Monday, 16 April 2018 - Tuesday, 5 June 2018	7.5 weeks
Break	Wednesday, 6 June 2018 - Sunday, 24 June 2018	2.5 weeks
Study Period and Mid-Semester Assessment	Monday, 25 June 2018 - Thursday, 5 July 2018	2 weeks
Teaching Weeks	Friday, 6 July 2018 - Friday, 17 August 2018	6 weeks
Study Period, End-Semester Examination and Make-up Examination	Monday, 20 August 2018 - Monday, 10 September 2018	3 weeks
Vacation	Tuesday, 11 September 2018 - Sunday 14 October 2018	5 weeks

SEMESTER 2

Teaching Weeks	Monday, 15 October 2018 - Monday, 3 December 2018	7 weeks
Study Period and Mid-Semester Assessment	Tuesday, 4 December 2018 - Friday, 14 December 2018	2 weeks
Break	Saturday, 15 December 2018 - Tuesday, 1 January 2019	2.5 weeks
Teaching Weeks	Wednesday, 2 January 2019 - Thursday, 14 February 2019	6.5 weeks
Study Period, End-Semester Examination and Make-up Examination	Friday, 15 February 2019 - Thursday, 7 March 2019	3 weeks
Vacation	Friday, 8 March 2019 - Sunday, 14 April 2019	5 weeks

Dates indicated are accurate at time of print and are subjected to changes. For updates, refer to www.rp.edu.sg/academic-matters/academic-calendar

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CONFIRMATION OF ACCEPTANCE TO REPUBLIC POLYTECHNIC

ADMISSION TERMS AND CONDITIONS

You are admitted to Republic Polytechnic (RP) based on the academic results which you have furnished at the application stage. Should the situation requires, you will be requested by RP to produce relevant documentary information to verify your academic results. Applicants who have been found to have submitted fraudulent academic results will have their acceptance offer revoked.

Please also note that if you have previously studied in other institutions, you will need to accurately declare the number of semester of tuition grant (TG) subsidy received from the Ministry of Education (MOE). Should there be any inaccuracy in the provided information, applicants may be subjected to admission revocation.

To read up more about RP's admissions terms and conditions, visit the 'Conditions for Admissions' under your qualification used for admission to RP.



ENROLMENT TERMS AND CONDITIONS

You will be issued with a student ID to login to the enrolment portal to start your enrolment process. Simply refer to the enrolment letter and follow the enrolment instructions to furnish all required information such as your personal particulars, forms and/or supporting documents by the due date.

You are encouraged to submit all required information by the due date to enrol into your offered courses. Complete the enrolment process early to expedite the creation of your library account. This will enable you to borrow items from RP library once your account is activated.

To find out more details about RP's enrolment process, visit www.rp.edu.sg/admissions/enrolment/enrolment-guide

Ensure all course fees are paid by the stipulated deadlines. Should you require financial assistance, refer to page 24 to find out more about the various schemes available.



**COURSE
FEES**

WELCOME MESSAGE FROM PRINCIPAL/CEO

Congratulations on your decision to join Republic Polytechnic (RP) and the start of a fruitful, rewarding and enriching learning journey!



RP is home to a big family. We have over 13,000 full-time students, more than 5,400 adult learners, about 37,500 alumnus and more than 1,000 staff. At RP, we nurture you to be professionals, problem-solvers and passionate citizens. Over the years, we are heartened to know that after graduation, many of our students have grown to be well-rounded individuals moving on to exciting new phases in their lives.

RP offers a holistic educational experience through various innovative learning approaches based on Problem-Based Learning (PBL), amongst others. With our rigorous curriculum and exciting student life activities, you will enjoy a vibrant and unique learning experience.

Your education in RP can open the door to a world of opportunities. You will be well prepared to take on the challenges of the real working world. With our extensive network of industry partners, you will gain valuable work experience as you undergo 20 - 24 weeks of industry internship.

As an institution offering lifelong learning, RP is committed to transform you into enterprising, resourceful and motivated individuals. Building on the national SkillsFuture initiative, RP will guide you to pursue your aspirations, interests and passions. Whether you intend to launch your career or further your studies upon graduation, our Education and Career Guidance counsellors will be there to help you explore the wide array of progression pathways and learning prospects.

Your RP experience will be one of self-discovery, transformation and achievement of your personal life goals. Many of our graduates have benefitted from the RP education. We are certain you will too.

Enjoy your learning journey in RP and I look forward to seeing you on campus.

YEO LI PHEOW
PRINCIPAL/CEO

COMPULSORY ACTIONS FOR ALL NEW STUDENTS

1. MEDICAL EXAMINATION

Singapore Citizens and Permanent Residents (SC/PR)

International Students (IS)

PREPARE:

- Medical Report Form

PREPARE:

- Medical Report Form
- ICA Medical Examination Report Form

- Arrange for a medical check-up with a registered medical practitioner/clinic
- The clinic must have X-Ray scanning services
- Complete **Part A** of the medical report form
- Ask the medical practitioner to complete **Part B** of your Medical Report Form

SC/PR Students doing their medical check-up with a registered medical practitioner/clinic in Singapore*

- Bring RP's Medical Report Form to the clinic for medical check-up.
- Collect the completed form from the clinic when ready and submit to RP during your scheduled on-site enrolment date.
- If you are unable to obtain the completed Medical Report Form in time for your scheduled on-site enrolment (date and time stated in your enrolment letter), you will need to reschedule the session. **Refer to your enrolment letter for more information on document submission.**

International Students doing their medical check-up with a registered medical practitioner/clinic in Singapore*

- Bring RP's Medical Report Form and ICA Medical Examination Report Form to the clinic for medical check-up.
- Collect both completed forms from the clinic when ready.
- Submit the completed RP's Medical Report Form to RP during your scheduled on-site enrolment date.
- Submit the completed ICA Medical Examination Report Form to ICA.

* Students may visit a private clinic or their family doctor. Alternatively, students may visit any of the clinics listed in the Annex.

2. PHOTOGRAPH TAKING FOR RP STUDENT CARD

Upon enrolment, you will be issued a Student Card which can be used to gain access to RP learning facilities and to participate in student activities. You must also produce your Student Card for identification during examinations and when loaning materials from the RP Library.

In order to print your Student Card, we have arranged for your photograph to be taken during on-site enrolment. Please refer to your enrolment letter for your enrolment schedule.

If you miss your scheduled photograph taking session during enrolment, email one-stop@rp.edu.sg. You will then be advised on the next course of action.

WHAT YOU NEED TO DO:

- **Take photograph** during on-site enrolment (Dates are found in your enrolment letter)
- Email one-stop@rp.edu.sg if you miss your scheduled photograph taking session during enrolment

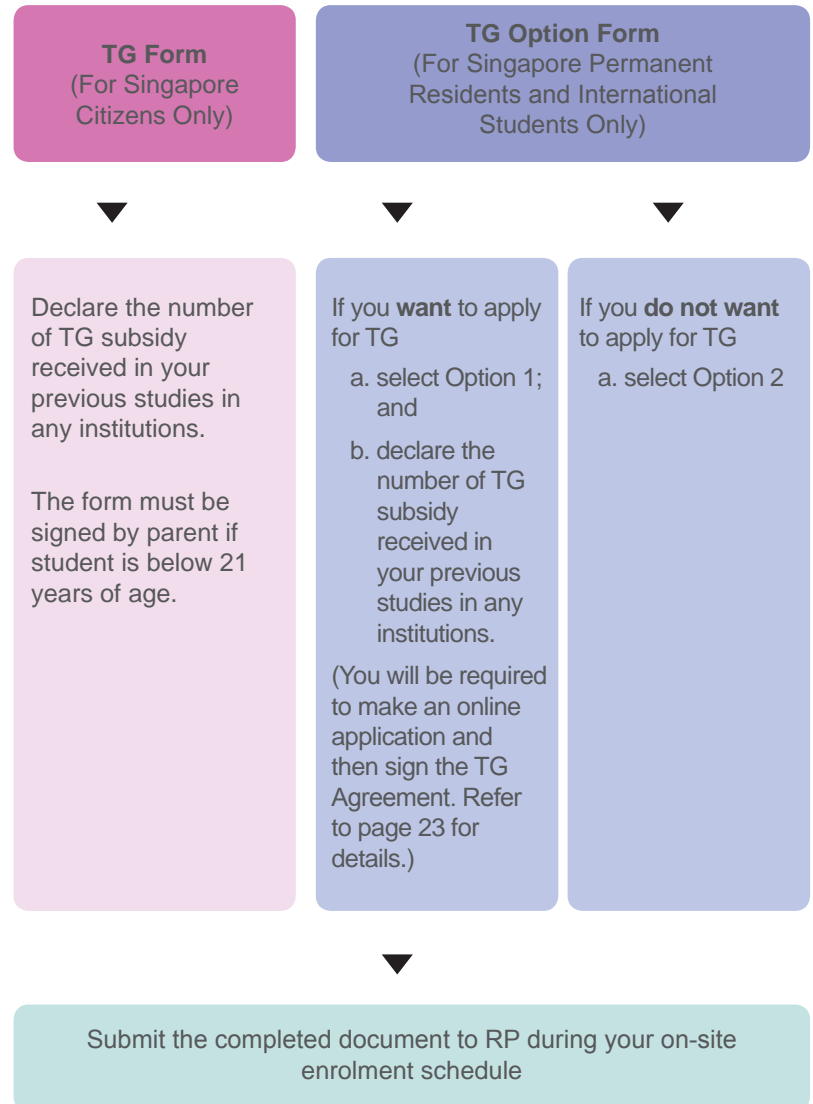


3. COMPLETION OF FINANCIAL FORMS:

I. COMPULSORY FINANCIAL FORMS

1. TUITION GRANT (TG)

To subsidise the high cost of tertiary education in Singapore, the Ministry of Education (MOE) of Singapore hands out TG to all eligible students on a yearly basis. The TG Scheme provides for a maximum of ten (10) semesters of tertiary education.



2. INTERBANK GIRO

Complete the Interbank GIRO form and ensure the signature/thumb print on the form is the same as in the bank's record. For thumb print operated account, bank verification is required before submission.

Submit the completed document to RP during your on-site enrolment schedule stated in your enrolment letter.

Note that each student can only maintain ONE GIRO account with RP, for both deduction and refund purposes.

II. OTHER FINANCIAL FORMS (WHERE APPLICABLE)



1. MENDAKI TERTIARY TUITION FEE SUBSIDY FORM (APPLICABLE TO MALAY STUDENTS ONLY)

Eligible Malay students can obtain support up to 100% of subsidised tuition fees under the Mendaki Tertiary Tuition Fee Subsidy scheme administered by Yayasan MENDAKI. Refer to page 25.

To apply, log on to <http://tfas.mendaki.org.sg> between 15 February 2018 and 30 April 2018. Note that only online applications will be accepted. For details, refer to MENDAKI's website at www.mendaki.org.sg/mendaki-programmes/educational-assistance/tertiary-tuition-fee-subsidy-ttfs.

For enquiries, please contact Yayasan MENDAKI at 6245 5725 or email ttfs@mendaki.org.sg

2. POST-SECONDARY EDUCATION ACCOUNT (PSEA) STANDING ORDER FORM (FOR SINGAPORE CITIZENS ONLY)

Eligible students can utilise funds from their PSEA to pay their tuition fees. Refer to page 26.

Please bring along the completed forms and pass them to RP staff during the on-site enrolment. (Refer to your enrolment letter for your on-site enrolment schedule).

3. CPF EDUCATION SCHEME

Eligible students may apply to pay up to 100% of their tuition fees through the CPF Education Scheme. Refer to page 27.

For Singapore Citizens/ Singapore Permanent Residents, this is an online application, which requires student to log in to CPF website to apply.

For International Students, please submit the hardcopy application to RP during your on-site enrolment schedule (refer to your enrolment letter for your on-site enrolment schedule).

4. TUITION FEE LOAN SCHEME

Eligible students may apply to pay up to 75% of their subsidised tuition fees through the Tuition Fee Loan Scheme. Refer to page 28.

Upon completion of your loan application with DBS Bank, you are required to email the endorsed copy provided by DBS Bank to help-schoolfee@rp.edu.sg

4. CONFIGURATION OF LAPTOP FOR USE IN RP

To support your learning requirements, you are required to have a laptop which meets the minimum requirements stated below. This laptop has to be configured by RP's IT Helpdesk during your scheduled on-site enrolment before you can use it to access the various learning and administrative systems in RP.



Please ensure your laptop meets the following minimum requirements:

- 2.2 GHz 64-bit processor
- 4GB RAM
- 250 GB hard disk space
- Wireless adapter must minimally support IEEE 802.11g standard (Recommended to support dual-band IEEE 802.11a/g/n standard)

You may also purchase a new laptop at a discounted price from RP-appointed vendors during RP's Laptop Road Show.

For more details on the roadshow and configuration exercise, refer to www.rp.edu.sg/notebook

LAPTOP ASSISTANCE

If you intend to apply for laptop assistance, refer to page 30 for more information.

CONFIRMATION OF RP SYSTEMS ACCESS

You will be provided with an RP login and email account upon successful enrolment. Change your password at the first login session and regularly thereafter.

You can use your student ID to login and access the services in RP's Online Academic Student Integrated System (OASIS) and Learning Environment Online (LEO) 2.0.

RP EMAIL ACCOUNT

Your RP email account will be your main tool of communication. RP students are required to access your RP emails to receive important information, circulars and notices. You are also strongly encouraged to use your RP email account to correspond with the polytechnic on academic and RP-related matters.

Online Academic Student Integrated System (OASIS):<https://student-oasis.rp.edu.sg>

This is an information portal that provides students with a host of online related services that are related to their academic needs at RP.

Services	Functions
Personal Information	<ul style="list-style-type: none"> Check your personal information
Academic Information	<ul style="list-style-type: none"> Attendance Academic performance Timetable Module registration
Financial Matters	<ul style="list-style-type: none"> Financial schemes application School fees balance
Scholarship/Bursary	<ul style="list-style-type: none"> Bursary application Disbursement status of scholarship/bursary
Co-curricular activities	<ul style="list-style-type: none"> Overseas Service Training

Learning Environment Online (LEO) 2.0:<https://myleo.rp.edu.sg>

This is a Learning Management System for students and staff of RP. It serves as a platform to provide information and feedback on the module lessons taken during a student's course of study.

What can students use LEO 2.0 for?

Students can:

- identify their team members, work on and discuss their module problems in LEO 2.0
- interact with fellow students and lecturers using the discussion forum and survey option
- take part in online quizzes and access comments from their lecturers

RP Internet Acceptable Use Policy

IMPORTANT:

You should not disclose your RP account(s) password to anyone. Your use of RP account(s) and RP's IT resources are subjected to your compliance with RP's Computer Network, Email and Internet Acceptable Use Policy (AUP). As a new RP system user, you are required to familiarise yourself with the AUP and acknowledge it. Help-IT personnel will request you to acknowledge the AUP during the account issuance and laptop configuration process.



FOR INTERNATIONAL STUDENTS COMPULSORY ACTIONS FOR NEW STUDENTS

5. VERIFICATION OF DOCUMENTS AND APPLICATION OF ICA STUDENT'S, PASS

A. VERIFICATION OF DOCUMENTS

All international students are required to bring along the following items to RP for verification during the on-site enrolment:

- Original and notarised copies of academic transcripts and certificates used during

application for RP's diploma course

- Original Passport

They may refer to their enrolment letter for the date and time of their on-site enrolment schedule.

B. APPLICATION OF ICA STUDENT'S PASS

All international students are required to come to RP during their on-site enrolment schedule to:

1. Complete the ICA Student's Pass application and
2. Collect the ICA Student's Pass on the next appointed date

Documents required for ICA Student's Pass application

- i. One recent colour Singapore passport-sized photograph showing the full face
- ii. Disembarkation/ Embarkation (D/E) card (granted on entry into Singapore) or valid Student's Pass (if any)
- iii. A copy of the In-Principle Approval (IPA) letter
- iv. Valid original passport and a photocopy of the bio-data page in passport
- v. A copy of eForm16 printed from SOLAR (duly-completed and signed by the applicant)
- vi. Medical report in the prescribed format including the original copy of the laboratory report for chest

X-ray and HIV (with translation if the report is not in English)

- vii. Payment receipts made for Issuance fee (S\$60) and Multiple Journey fees (S\$30) (if applicable). Payments should be made online via ICA SOLAR system prior to off-site enrolment
- viii. 2 copies of the document, "Terms & Conditions of Student's Pass (STP)", which can be downloaded from www.ica.gov.sg/cms/files/student/Terms_&Conditions_STP.pdf, to be completed and signed

Important Information for Off-site Collection of Student's Pass

- Students are required to bring their original passport and a signed copy of the Terms and Conditions of Student's Pass for off-site enrolment when collecting their ICA Student's Pass.
- Students are reminded not to leave Singapore until they have collected their ICA Student's Pass.
- Any uncollected Student's Pass will be invalidated by ICA which will result in students having no valid pass to stay in Singapore.

CHECKLIST FOR LOCAL STUDENTS (SINGAPORE CITIZENS AND SINGAPORE PERMANENT RESIDENTS)

Bring these items with you during the RP on-site enrolment exercise:

- 1) **Completed Declaration and Consent Form**
 - To provide the particulars of your parent/guardian/ local representative
- 2) **Completed Medical Report Form**
 - Ensure that the Medical Report Form is completed and signed by the medical practitioner/ clinic
- 3) **Your NRIC/FIN and the NRIC/ identification document of your Next-of-Kin (NOK)**
 - For verification

- 4) **Completed Financial Forms**
 - GIRO form
 - Tuition Grant (TG) form (*refer to the Step-by-Step guide in the enrolment package on how to complete the form*)
 - Standing order for use of Post Secondary Education Account (PSEA) (*optional*)
- 5) **NEU PC Plus Programme Application Form** (*optional*)

CHECKLIST FOR INTERNATIONAL STUDENTS

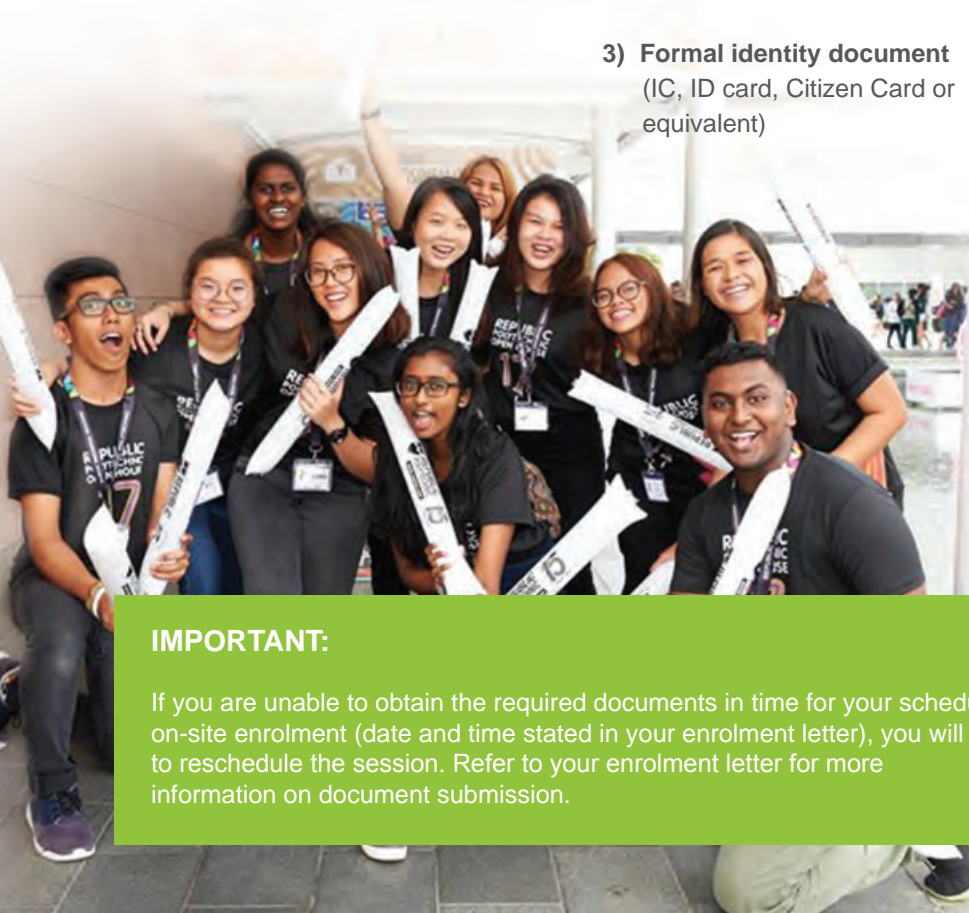
Bring these items with you during the RP on-site enrolment exercise:

- 1) **Original and notarised copies of academic transcripts and certificates used during application for RP's diploma course**
- 2) **Original passport**
- 3) **Formal identity document (IC, ID card, Citizen Card or equivalent)**

- 4) **Completed Declaration and Consent Form**
 - To provide particulars of your parent/guardian/local representative
- 5) **Completed RP's Medical Report Form and the ICA Medical Examination Report Form**
 - Ensure that both Report Forms are completed and signed by the medical practitioner/clinic
- 6) **Documents for completion of Student's Pass formalities**
 - Refer to page 11 for the complete list of documents required
- 7) **Completed Financial Forms**
 - GIRO form
 - Tuition Grant (TG) form (*refer to the Step-by-Step guide in the enrolment package on how to complete the form*)

IMPORTANT:

If you are unable to obtain the required documents in time for your scheduled on-site enrolment (date and time stated in your enrolment letter), you will need to reschedule the session. Refer to your enrolment letter for more information on document submission.



PROGRAMMES FOR NEW STUDENTS



Two fun and exciting events will be organised to help you familiarise yourself with the campus and give you a snapshot of student life at RP.



REPUBLIC POLYTECHNIC ORIENTATION PROGRAMME 2018

This event aims to introduce you to a vibrant and exciting life here at RP, and provide you with the valuable opportunity to bond and build friendships with your peers.

Date: 12 - 13 April 2018

It is **compulsory** for all students to attend this Programme. It will be a useful and enriching time for you as you embark on a new journey with us!

For more details, refer to www.rp.edu.sg/op



SCHOOL WELCOME CAMP 2018

Your enrolled school has organised a Camp to welcome you. This is a great opportunity for you to learn more about the School, to have fun and to make new friends too!

Take note that:

- i. You will be contacted by your School for this Camp.
- ii. More information on your School's **Welcome Camp** and the registration deadline for this event can be obtained at www.rp.edu.sg/op
- iii. You are **REQUIRED** to:
 - Register for your School's Welcome Camp via the website above;
 - Download the Republic Polytechnic Acknowledgment Form; and
 - Submit it on the **FIRST DAY** of the Camp

Note: **This is different from the Orientation Programme indicated above.**

Follow us on:



Republic Polytechnic
Student Council



@republicpolysc



@republicpolysc



channelrp

Hashtag all your wonderful Orientation Programme and School Camp memories by using **#RPOP18** and **#DiscoverRP**. Please set your social media profiles to public so that we can see your posts too!

These two events aim to give you a head start as you begin your journey in RP. We look forward to your attendance and participation!

FRESHMEN WEEK

The Freshmen Week (FW) is planned specially for all Year 1 students. For each day in Week One, time will be set aside for lessons to focus on essential topics needed by incoming students to gear them off to a smooth and successful start.

You will be given an introduction to the structure of your diploma programme, the exciting career choices available to you upon graduation, the important points to note over the three years, and the key people you need to contact. You will also get to participate in fun activities to break the ice with your classmates and tips on how you can excel and thrive in your studies at RP.

In addition, you will have the opportunity to hear personal advice from industry professionals as well as RP graduants who are now in the working force. Join us for an engaging and enriching FW for you, as you embark on a new chapter in your polytechnic education – one in which exciting opportunities await you, enduring friendships are forged, and lasting memories are made!

For the venues and timings of the various segments of the one week programme, visit www.rp.edu.sg/fw/freshman-week

SHUTTLE BUS

RP provides one-way shuttle bus services that ferry students from Sengkang and Tampines MRT stations to RP. These free shuttle bus services are only available during the morning peak periods of the academic term, and exclude weekends, public holidays,

polytechnic examination periods, study periods and school vacation periods.

For more information on pick-up locations and estimated departure time, visit

www.rp.edu.sg/student-care/shuttle-bus-services



IMPORTANT INFORMATION

ACADEMIC MATTERS

For up-to-date information, refer to the Academic Matters section in the RP Student Handbook. The handbook can be accessed on the RP Intranet using your RP student account.

CURRICULUM STRUCTURE

The curriculum structure in RP has a tiered architecture which comprises the following categories:

- **General modules** help build flexible broad-based competencies such as cognitive skills, communication skills, knowledge of organisational behaviour, and other 21st Century Competencies.
- **Discipline modules** focus on foundational underpinning of a chosen field of study by developing competencies and knowledge in the discipline.
- **Specialisation modules** are designed for domain-specific training and for deepening of understanding in the chosen specialisation.
- **Elective modules** are designed to complement the knowledge and skills in a discipline.
- **Freely chosen modules** allow students to pursue peripheral interests other than their chosen field of study.
- **Industry Orientation Programme**, comprising Industry Immersion Programme, Project, and Portfolio Development (for selected courses only), helps lay the foundation for industry readiness.

Students generally take five modules in an academic semester. During the semester, there are continuous and summative assessments of students' learning. Students will also have to complete the Industry Immersion Programme in their third year of study.

To meet the graduation requirement, students will need to achieve a total number of modular credits as stipulated in the graduation criteria of their diploma programme. Students should complete the diploma programme within three years of enrolment.

ASSESSMENT INFORMATION

For each typical module, the Module Grade (MG) will comprise the Continuous Assessment (CA) and Summative Assessment (SA) components.

In a typical module, lecturers will assess students on a daily basis, taking into account what they have learnt, their engagement with knowledge and skills, and their engagement in collaborative learning. These observations will form the basis for the CA grade for that lesson, or cluster of lessons, depending on the module. All CA Grades received by a student will be taken into account in the computation of the CA component of the MG. The CA component of MG will have a weighting of between 20% and 40%, depending on the module.

Correspondingly, the SA component of MG will make up the remaining weighting of between 60% and 80%. The total weighting of the CA component and SA component will add up to 100% of the MG.

The SA component comprises the Mid-Semester Assessment (MSA)* and the End-Semester Examination (ESE). The MSA will have a weighting of between 30% and 40% of the SA grade. Correspondingly, the ESE grade will make up the remaining weighting of between 60% and 70% of the SA grade. The total weighting of the MSA grade and ESE grade will add up to 100% of the SA grade.

**This is applicable to modules of 4 modular credits. For modules of 2 modular credits, there will only be one summative assessment i.e. End-Semester Examination.*

For more information, visit the sections on Academic Matters and Examination Matters in the RP Student Handbook.

ATTENDANCE

Students are expected to be punctual for their classes. Punctuality helps the class to start off smoothly. You should make allowances for heavy traffic and other causes of delay so as to ensure that you arrive for your classes on time.

On each lesson day, if you arrive after the starting time, you will be marked as 'Late' by the lecturer. If you are absent for a significant part of any learning phase, you will be marked as 'Partial' by the lecturer. If you are marked as "Late", "Partial" or "Late and Partial", your CA Grade will be affected by the level of academic engagement for the day.

For more information, visit the section on Academic Information in the RP Student Handbook.

ABSENTEEISM

Students are expected to fully attend and meaningfully participate in their lessons in order to attain the desired learning outcomes. Without full attendance, students may not attain the baseline competence required in a day of learning nor are they able to demonstrate a commitment to their learning.

A student who is absent from a class or summative assessment because of illness covered by a medical certificate or other reasons acceptable by RP may apply for Leave of Absence (LOA).

Penalty for Absenteeism from Class

■ Deregistration

First year students who are continuously absent from classes in the first two weeks of the semester without approved LOA will be liable for deregistration. Deregistered students will not be allowed to resume their course of study and all RP services will be ceased. This also includes being removed from the modules that have been assigned to them in the semester.

■ Zero grade point for End-Semester Examination (ESE)

During any semester, a student should not have more than the stipulated number (depending on the module) of his/her assigned lessons with attendance marked as "Absent", "Partial" and/or "Late and Partial" without approved LOA in a module. Failure to meet this requirement will mean that the student will be assigned zero grade point for his/her

End-Semester Examination (ESE) and Make-up Examination (MUE) for that module.

Students who are absent for prolonged periods should keep their Programme Chairs informed of their status.

Visit the RP Student Handbook for more information on the following:

- List of Programme Chairs
- LOA and the LOA application process
- Penalties for Absenteeism from Class and Summative Assessment

SUBMISSION OF FALSIFIED/ FRAUDULENT MC

This is considered cheating and students who submit a falsified or fraudulent medical certificate (MC) will face the following penalties:

On first offence:

- Where a student receives a grade other than "X" for any day covered by a fraudulent MC (e.g. for partial attendance), that grade will be changed to "F". This includes grades awarded for any CAs, SA, assignments, or other graded assessments.
- The Module Grade for each module whose CA(s) and/or SA(s) were covered in the period of the fraudulent MC will be downgraded by one letter grade, e.g. from C to D, from D+ to F; and
- A letter will be sent to the student's parent/legal guardian informing them of the misconduct and sanctions imposed.

On subsequent offence (including any other instances of cheating):

- Liable for dismissal from RP

NOTE:

If students have committed a prior offence of cheating at RP and are then caught for submitting a fraudulent MC, they will be subjected to dismissal from RP.

A subsequent submission of fraudulent MC is one where the student:

- has been found to have submitted another fraudulent MC after having been issued a warning letter by his/her School for submitting a fraudulent MC previously

OR

- has been discovered to have submitted TWO or more fraudulent MCs during the investigation into his/her first offence

ACADEMIC INTEGRITY

Students must uphold and maintain academic integrity at all times. Academic Misconduct is defined as any activity that tends to undermine the academic integrity of the polytechnic, and may include misrepresentation, deception, dishonesty or any act of falsification done by a student to influence a grade or other academic evaluation. Academic Misconduct also includes intentionally damaging the academic work of others, or assisting other students in acts of dishonesty. Common examples of academically dishonest behaviour include, but are not limited to, the following:

- Cheating – intentionally using or attempting to use unauthorised notes, books, electronic media, student works (softcopy or hardcopy in partial or full) not belonging one's own, electronic communications in a project/assessment/examination; talking with fellow students or looking at another person's work during a project/assessment/examination; submitting work

prepared in advance for an in-class assignment/assessment/examination; having someone take an assignment/assessment/examination for you, or taking an assignment/assessment/examination for someone else; violating other rules governing the administration of all our Summative Assessments

- Altering or forging any academic document, including, but not limited to, academic records, admissions materials, or medical excuses
- Fabrication, including but not limited to, experimental data and/or citations
- Plagiarism – intentionally or knowingly representing the words or ideas or programming works of another as one's own in any academic exercise; failure to give credit to the originality of others when directly quoting another person's actual words, paraphrasing words, ideas, opinions or theories of others, or

borrowing facts or information

- Unauthorised collaboration – working together on work that was meant to be done individually
- Presenting the same work for assessment in more than one project or class, without express and prior permission from lecturer(s) involved
- Facilitating academic dishonesty – intentionally or knowingly help another student to commit an act of academic misconduct. Any student helping or attempting to help another student to cheat will be regarded as if the student was cheating.

All students must read and understand the Rules and Regulations for Students Pertaining to Summative Assessments and Academic Integrity which can be found in the RP student Handbook.



THE REPUBLIC CODE OF HONOUR

The REPUBLIC Code of Honour was formulated by students, for students and serves as a touchstone to guide character development in RP.

There are eight values indicated in this code which students can identify and should adopt in their daily lives.

Through active participation in various academic as well as non-academic activities, RP students are encouraged to “live out” or exude the REPUBLIC Code of Honour to demonstrate the hallmark and spirit desired of an RP student.

The RP approach to the management and discipline of students focuses on character education and is grounded by the values in the REPUBLIC Code of Honour.

All RP staff are committed and empowered to connect with our students whom we teach or work with and guide them to abide by the REPUBLIC Code of Honour.



RP STUDENT CODE OF CONDUCT

Details on the RP Student Code of Conduct can be found in the RP Student Handbook.



DEFERMENT AND WITHDRAWAL

(DEFERMENT IS NOT APPLICABLE TO PFP STUDENTS)

APPLYING FOR DEFERMENT OR WITHDRAWAL

Students who have confirmed their enrolment and subsequently decide to defer or withdraw from RP are required to submit an application. The RP-prescribed application form is available for collection at the One-Stop Centre. The application will be processed after all outstanding amount/items are settled. Deferment or withdrawal requests made via the phone or email will not be accepted.

ADMINISTRATIVE FEES CHARGED FOR DEFERMENT OR WITHDRAWAL

Students who defer or withdraw from RP may be liable to pay an administrative fee. The administrative fee amount payable by the student depends on the date RP receives the student's deferment/withdrawal application form as follows:

Period of Notification of Deferment or Withdrawal	Administrative Fee Chargeable
15 April 2018 or earlier	No Tuition Fee except for enrolment fee
16 to 22 April 2018	25% of Tuition Fee and Supplementary Fees*
23 April 2018 or later	100% of Tuition Fee and Supplementary Fees*

*Note: For the first year of study, your Enrolment Fee will be used to offset your Supplementary Fee

Students seeking to defer their studies must provide a valid reason for deferment to be considered. They must also provide supporting documents together with their application as shown in the table below:

Reason for Deferment	Documents Required
Medical	Medical memorandum or certificate from a Singapore-registered medical practitioner
Other Reasons*	Relevant documents as appropriate

*Male students who have commenced their study at RP are not allowed to defer to be enlisted for National Service (NS)

To be considered officially withdrawn from the active enrolled student records, students must submit their intent to withdraw using the RP prescribed withdrawal application form. Note that absence from class does not constitute withdrawal from the course of study.

Once your application for deferment or withdrawal is approved, you will receive an official notification from RP to certify your deferment or withdrawal from RP. All current polytechnic rules will be applicable until the approval of the application is obtained. This includes deregistration of first year students who are continuously absent from classes in the first two weeks of the semester without approved Leave of Absence. Please refer to page 16 for more details on deregistration.

FOR STUDENTS WHO HAVE SUCCESSFULLY DEFERRED

Students who have successfully deferred from their course of study must confirm their intention to resume their study at the end of their deferment period by sending an email to Help-Registrar@rp.edu.sg. Students who do not notify RP on their intention to resume their study at the end of their deferment period will be deregistered from RP. If they do not indicate their intention to return within one year after they have been deregistered, they will not be allowed to resume their course of study thereafter.

PRIVACY STATEMENT

This Privacy Statement informs you on how RP manages personal data in accordance with the Government's Data Management Policies. By interacting with us, submitting information to us or signing up for any course or services offered by us, you agree and consent to Republic Polytechnic, its related corporations and affiliates, (collectively referred to herein as "RP", "us", "we" or "our"), as well as our respective representatives to collect, use, disclose and share amongst us your Personal Data, and disclosing such Personal Data to RP's authorised service providers and relevant third parties in the manner stated in this Privacy Statement.

Your Personal Data refers to any information from which you, as an individual, may be identified, such as your personal contact information and NRIC number.

RP may collect your personal data in the following ways:

- When you register or submit forms for or use any of RP's services such as courses, scholarships, financial assistance, events or surveys
- When you interact with RP staff
- When you provide feedback and request that we contact you

To safeguard your personal data, all electronic storage and transmission of personal data is secured with appropriate security technologies.

SHARING OF YOUR PERSONAL DATA WITH OTHER GOVERNMENT AGENCIES

We may share necessary data with other government agencies, so as to serve you in the most efficient and effective way. We will NOT share your personal data with non-government entities, except where such entities have been authorised to carry out specific government services.

For your convenience, we may also display to you data you had previously supplied us or other government agencies. This will speed up the transaction and save you the trouble of repeating previous submissions. Do update us accordingly if there are any changes to your provided data.

PURPOSES ON COLLECTION, USE AND DISCLOSURE OF YOUR PERSONAL DATA

RP will take reasonable steps to protect your data from unauthorised disclosure. Generally, RP collects, uses and discloses your personal data for the following purposes:

- a. Administering, processing or responding to your requests or queries;

- b. Managing your relationship and your next-of-kin's relationship with us;
- c. Verifying your identity or matching any personal data which relates to you;
- d. Inviting you to participate in research, during or after your course of study;
- e. Publishing in RP's publications and marketing-related materials;
- f. Enrolling you as an alumni of the polytechnic upon graduation;
- g. Facilitating your course of study and further studies;
- h. Complying with any applicable rules, laws and regulations, code of practice or guidelines or government policy-making or data collection by public agencies to assist law enforcement and investigations by relevant authorities; and or
- i. Any other purposes that may be deemed beneficial to your course of study

For more information on RP's privacy statement, refer to www.rp.edu.sg/privacy-statement

UPDATE OF PERSONAL PARTICULARS

Please provide us with up-to-date information on your personal particulars and those of your next-of-kin's (NOK). Some examples of personal particulars include the following:

Your personal particulars

- Name
- Date of Birth
- NRIC/Foreign Identification Number (FIN)
- Passport Number
- Marital Status
- Religion
- Ethnicity
- Citizenship
- Residency
- Contact Number(s) (Mobile Number and/or Residential Number)
- Residential Address
- Personal Email Address

Your NOK's particulars

- Name of NOK
- NOK's Relationship to Student
- NOK's Residential Address
- NOK's Personal Email Address
- NOK's NRIC/Identification Number
- NOK's Contact Number(s) (Mobile Number and/or Residential Number)

For more information on how to change your personal particulars, refer to the Student Handbook.

CHANGE OF RESIDENCY

Please notify us if you have updated your residency (e.g. from Singapore Permanent Resident to Singapore Citizen). To update your record,

send in all relevant documents (e.g. scanned copy of NRIC for Singapore Permanent Residents) to Help-Registrar@rp.edu.sg.

Course fee payable is dependent on your residency at the end of week 2 of each semester. If you inform us officially on the change in residency after week 2 of each semester, your fees will be adjusted accordingly from the next semester onwards. No refund will be made for the difference in fees already billed.

RP PARENT'S PORTAL

The Parent's Portal is a self-service web-based system targeted for your parents/guardians. Through this access, they will be kept informed of your academic progress in RP. The link to the RP Parent's Portal is <https://parents-portal.rp.edu.sg>

Through secured login to the RP Parent's Portal, your parents/guardians will be able to view these information:

- Student personal details
- Academic information
- Contact information of the mentor assigned to you
- Class schedule
- Summative assessment schedule
- Continuous assessment and summative assessment grades
- Daily attendance
- Web results slip (available for a specified period after the release of academic results for the semester)
- Leave of absence application records
- Scholarships and bursaries
- Awards
- Registered events

They can gain instant access to the system from any location with an Internet connection and the data made available through the portal is updated in a near real-time manner.

Access to the RP Parent's Portal is automatically granted to all parents/guardians whose particulars are provided by the student during the enrolment process. Upon successful activation of the account, an email confirmation containing detailed information on the login procedures will be sent to the registered email addresses of the parents/guardians.

A valid SingPass account is required to log in to the RP Parent's Portal. The following website provides further details on how to register for a SingPass account:

www.singpass.gov.sg/singpass/register/registerinstructions



IMPORTANT INFORMATION FOR INTERNATIONAL STUDENTS

ICA STUDENT'S PASS

All international students are required to hold a valid Student's Pass, issued by the Immigration & Checkpoints Authority (ICA) before the commencement of their diploma programme in RP and at all times while in Singapore.

Staying in Singapore without a valid ICA Student's Pass is a punishable offence.

DEPENDANT'S PASS HOLDERS WHO ARE PURSUING A DIPLOMA PROGRAMME IN RP

A Dependant's Pass holder who wishes to pursue a diploma programme in RP is required to apply for an ICA Student's Pass.

EMPLOYMENT IN SINGAPORE DURING STUDIES IN RP

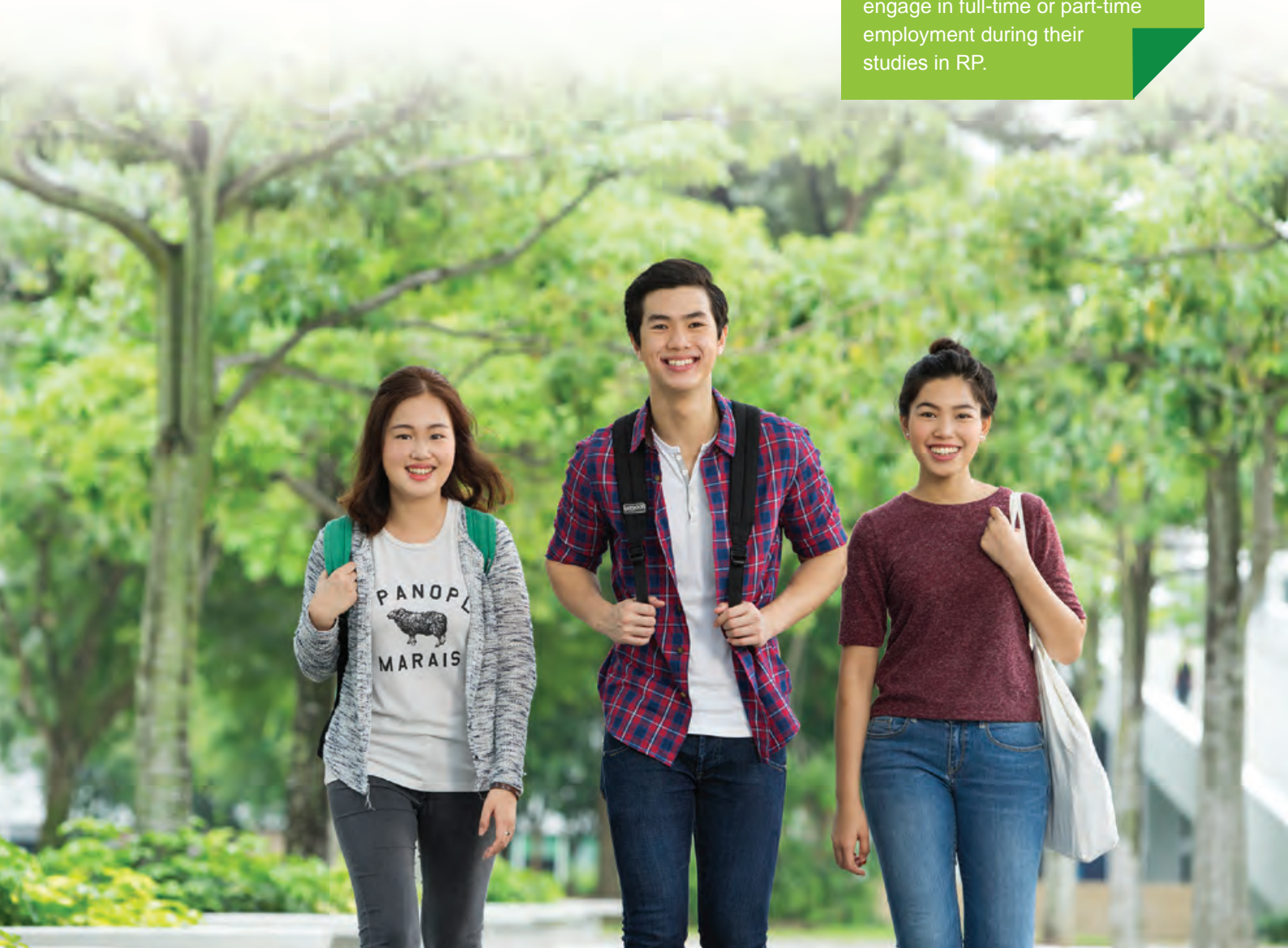
International students are not allowed to engage in any form

of paid employment or in any business, profession or occupation in Singapore during the validity of their Student's Pass unless they:

- have a valid work pass issued under the Employment of Foreign Manpower Act or;
- meet the eligibility criteria for work pass exemption

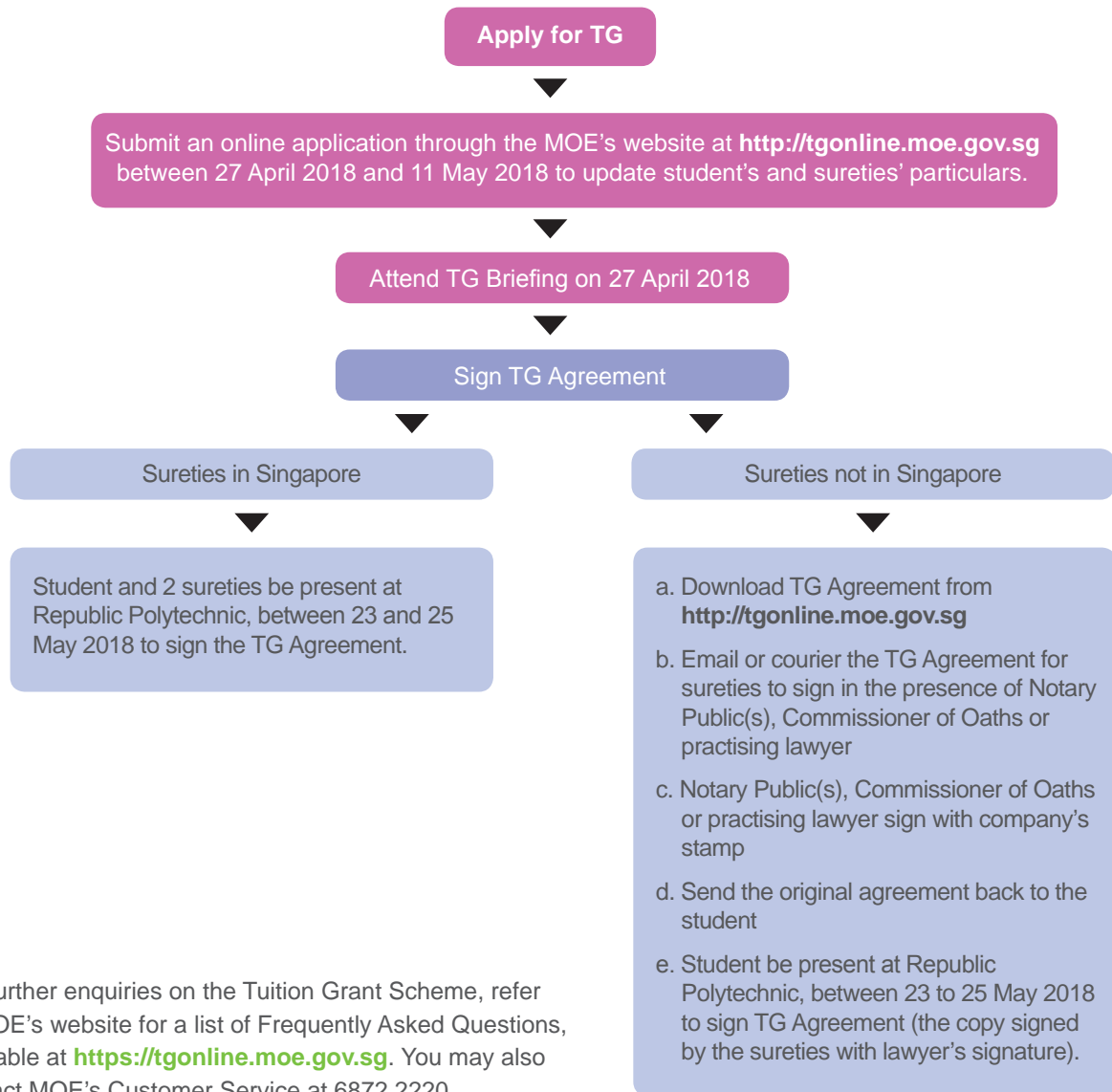
For more information, refer to www.mom.gov.sg/passes-and-permits/work-pass-exemption-for-foreign-students

RP does not encourage international students to engage in full-time or part-time employment during their studies in RP.



TUITION GRANT (TG) AGREEMENT SIGNING (SINGAPORE PRS/INTERNATIONAL STUDENTS)

Singapore Permanent Residents and International Students are required to sign a TG Agreement by which they will be contractually obliged to work in Singapore for a minimum period of three (3) years upon graduation.



For further enquiries on the Tuition Grant Scheme, refer to MOE's website for a list of Frequently Asked Questions, available at <https://tgonline.moe.gov.sg>. You may also contact MOE's Customer Service at 6872 2220.

IMPORTANT NOTES:

- All students are entitled up to a maximum of 10 semesters of Tuition Fee Subsidy from the Ministry of Education (MOE) to pursue their polytechnic education.
- If you have received TG at other institutes of Higher Learning (IHLs) for previous course(s) which you did not complete, this will be taken into account to determine the number of semesters of TG eligibility for the newly enrolled course.

Once you have received TG for the maximum number of semesters, you will no longer be eligible for TG and you are liable to pay full fees. For more information, refer to;
<https://tgonline.moe.gov.sg/tgis/secure/loginStudent.action>

FINANCIAL SCHEMES

There are various financial schemes available to cover the payment duration of your course fees. These schemes come either in the form of a loan or a subsidy. Each has specific terms and conditions.

SUMMARY OF SUBSIDY SCHEMES

The table below provides a breakdown of the fees each subsidy scheme can provide. No repayment is required. (SC = Singapore Citizens, PR = Singapore Permanent Residents, IS = International Students)

Subsidy Scheme	Eligibility by Residency			Subsidised Tuition Fees	Supplementary Fees
	SC	PR	IS		
Tertiary Tuition Fee Subsidy for Malays (Administered by Yayasan MENDAKI)	✓	✓	NA	Up to 100%	NA
Post-Secondary Education Scheme (PSE)	✓	NA	NA	Up to 100%	

SUMMARY OF LOAN SCHEMES

Students who take up the loan schemes will be required to repay the total amount borrowed after their graduation.

Note that repayments are subjected to interest charges. The table below provides a breakdown of the fees the loan schemes can provide.

Loan Scheme	Eligibility by Residency			Subsidised Tuition Fees	Supplementary Fees
	SC	PR	IS		
CPF Education Scheme	✓	✓	✓	Up to 100%	NA
Tuition Fee Loan Scheme	✓	✓	✓	Up to 75%	NA

I. TERTIARY TUITION FEE SUBSIDY FOR MALAYS (ADMINISTERED BY YAYASAN MENDAKI)

The Tertiary Tuition Fee Subsidy (TTFS) scheme, introduced in 1991, is an education subsidy for Malay students, which covers their tuition fees at tertiary institutions.

ELIGIBILITY

You are eligible for the TTFS scheme only if you satisfy all the following conditions:

1. You are a Singapore Citizen or a Permanent Resident of Singapore with one of your parents (natural, adoptive or step parent), living or deceased, who is a Singapore Citizen;
2. Your race or the first component race of a double-barrelled race stated in your NRIC is MALAY (which includes Boyanese, Javanese, Banjarese, Bugis and Indo extract)

$$\text{PCI} = \frac{\text{Total Gross Monthly Income of all Family Members}}{\text{Number of family members in the household}}$$

Per Capita Income (PCI)	Eligible Subsidy
S\$1,400 and below	100%
S\$1,401 - S\$1,700	75%
S\$1,701 - S\$2,000	50%

HOW TO APPLY:

Log on to <http://ffas.mendaki.org.sg> to make an application between 15 February 2018 and 30 April 2018. Only online applications will be accepted.

For details, refer to MENDAKI's website:

www.mendaki.org.sg/mendaki/programmes/educational-assistance/tertiary-tuition-fee-subsidy-ttfs

For more enquiries, you may contact Yayasan MENDAKI at 6245 5725 or ttfs@mendaki.org.sg



II. POST-SECONDARY EDUCATION (PSE) SCHEME

The PSE scheme, administered by the Ministry of Education, is to encourage every Singaporean to complete his post-secondary education.

ELIGIBILITY

Singaporean students who have a valid Post-Secondary Education Account (PSEA) and have funds in the account can apply to use the funds to defray the cost of Tuition and Supplementary Fees.

HOW TO APPLY

1. Fill in the PSEA Standing Order form (enclosed in the Form Folder)
2. If you are below the age of 21 years old, you will need to obtain the endorsement of your parent/legal guardian. If you are utilising the funds of your sibling(s), you will also need to obtain their endorsement if they are above the age of 21 years old.

APPLICATION PERIOD

Standing Order for Use of Post-Secondary Education Account (PSEA) Form (enclosed in the Form Folder) is to be submitted to RP during the on-site enrolment. For details on your on-site schedule, please refer to your enrolment letter.

For enquiries on PSE scheme or checking of PSEA balance, please contact MOE at 6260 0777. More information is available from the MOE website at www.moe.gov.sg/initiatives/post-secondary-education-account

NOTE:

1. There are 2 modes of withdrawal through the PSE scheme. You can withdraw funds by:
 - Establishing a Standing Order with MOE
 - Submitting ad-hoc withdrawal applications as and when withdrawals are to be made
2. The Standing Order (SO) is a one-time application and will apply to all future withdrawals until the SO is terminated or replaced. If you have submitted a SO previously in ITE, it will be automatically be used to pay for your tuition and supplementary fees in Republic Polytechnic.
3. The ad-hoc withdrawal application is an application for a withdrawal for a specific purpose. You will have to submit the ad-hoc withdrawal application form for each specific withdrawal. PSEA ad-hoc application begins after the start of the Academic Year on 16 April 2018.



III. CPF EDUCATION SCHEME

ELIGIBILITY

Depending on the Available Withdrawal Limit for Education, and other CPF rules, you may use your own CPF savings, siblings', spouse's and parents' (including step-parents') CPF savings to pay up to 100% of your subsidised tuition fee. Note that this is subjected to CPF Board's approval.

HOW TO APPLY

Apply online via <https://www.cpf.gov.sg/members/schemes/schemes/other-matters/cpf-education-scheme>

between 16 February 2018 and 15 April 2018.

Information required for online application:

- SingPass of the student
- SingPass of the CPF account holder
- The CPF account no. (i.e. NRIC of the account holder) of the account to withdraw from
- Student's email address for all communication with CPF Board
- The CPF account holder's email address for all communication with CPF Board

Application must be completed by the student himself, using his SingPass, and not by the parent. An

email with the URL will be sent within two days to the CPF member's email address provided in the application form. The CPF member must log in using the member's own SingPass within 14 days from the date of the application, to agree to the use of his CPF savings. Otherwise, the application will be rejected.

For International Students, please submit the hardcopy application to RP during on-site enrolment schedule. (Refer to your enrolment letter for your on-site enrolment schedule).

NOTE:

1. For students who have applied for PSEA (Standing Order) and CPF Education Scheme, the deduction will be made from the PSEA first. Deduction from CPF account will only be activated if the funds in the PSEA are insufficient to pay for the amount payable.
2. More information can be found on the CPF website at <https://www.cpf.gov.sg/members/schemes/schemes/other-matters/cpf-education-scheme>



IV. TUITION FEE LOAN SCHEME

ELIGIBILITY

Under the DBS Tuition Fee Loan Scheme, students of all nationalities can apply for a bank loan of up to 75% of the subsidised tuition fees payable (loan quantum is subject to revision).

KEY FEATURES

- Interest-free during the course of study.
- Interest will be charged at the prevailing average prime rate of the three local banks; i.e, DBS, OCBC and UOB in the year of graduation. For those with NS obligation, the interest will be charged 1 month after ORD.

- Up to 10 years repayment period which starts after end of course.
- Minimum monthly repayment amount is S\$100.

ELIGIBILITY

- All full-time subsidised diploma students.

GUARANTOR REQUIREMENT

- Aged between 21 and 60 and is not an undischarged bankrupt.

Student's Residency	Guarantor's Residency
Singapore Citizen	Singapore Citizen
Permanent Resident/International Student	Singapore Citizen/Permanent Resident

HOW TO APPLY

Download the Tuition Fee Loan Application Form through the Enrolment Portal or from

www.rp.edu.sg/financial-matters/financial-schemes/tuition-fee-loan-scheme

Student and Guarantor can proceed personally to any DBS Bank (not POSB) branch office with the following

- A completed Tuition Fee Loan Application Form
- Original copies of the applicant's and his guarantor's identity cards or passports

The application period is from 1 February 2018 to 31 May 2018.

Upon completion of the application with DBS Bank, email the Bank's endorsed copy to help-schoolfee@rp.edu.sg

FINANCIAL ASSISTANCE SCHEMES

I. BURSARY

Bursaries are available to help RP students defray living expenses. Bursaries are tenable for one year and a fresh application is required for each new academic year.

RP BURSARY

(for Full-Time Diploma Students)

To be eligible, student must:

- be enrolled into a full-time RP diploma
- be a Singapore Citizen
- have a Gross Monthly

Household Per Capita Income (PCI)* ≤ S\$2,250 or Total Gross Monthly Household Income ≤ S\$9,000

- Not be a recipient of a full scholarship/sponsorship that covers tuition fees and provides a monthly or annual living allowance

There are four types of RP Bursaries each with different qualifying PCI or GHI. RP will award the most appropriate bursary type to students based on eligibility criteria and availability of funds. All decisions by RP on the awarded bursary type are final.

PCI Range	Government Funded Bursary	Quantum per Academic Year
S\$0 ≤ PCI ≤ S\$625 S\$0 ≤ GHI ≤ S\$2,500	CDC/CCC Polytechnic Bursary Tier 1	S\$2,350
S\$626 ≤ PCI ≤ S\$1,000 S\$2,501 ≤ GHI ≤ S\$4,000	CDC/CCC Polytechnic Bursary Tier 2	S\$2,150
S\$1,001 ≤ PCI ≤ S\$1,725 S\$4,001 ≤ GHI ≤ S\$6,900	MOE Bursary Tier 1	S\$1,650
S\$1,726 ≤ PCI ≤ S\$2,250 S\$6,901 ≤ GHI ≤ S\$9,000	MOE Bursary Tier 2	S\$800

* Malay students on Mendaki Tertiary Tuition Fee Subsidy scheme are also eligible to apply

PFP BURSARY

(for PFP Students)

To be eligible, student must:

- be enrolled into RP's PFP
- be a Singapore Citizen
- have a Gross Monthly Household Per Capita Income (PCI)* ≤ S\$625 or Total Gross Monthly Household Income ≤ S\$2,500

Each PFP Bursary is worth S\$970 for the whole duration of PFP, i.e. 2 semesters.

APPLICATION PROCEDURE

- Bursary application period for Year 1 and PFP students is scheduled from 25 to 27 April 2018
- Application details will be emailed to students via their RP email account in April 2018

For more information, visit our website at www.rp.edu.sg/financial-assistance/bursaries
For enquiries, email help-FAS@rp.edu.sg

$$\text{PCI}^* = \frac{\text{Total Gross Monthly Household Income of all Family Members (GHI)}}{\text{Number of family members in the household (including student)}}$$

NOTE: Students are to refund the full or partial bursary quantum if he/she is dismissed, voluntarily defers or withdraws from her/his course of study, or is in receipt of a full scholarship/sponsorship that covers tuition fees and provides a monthly or annual living allowance.

II. LAPTOP ASSISTANCE

RP provides laptop assistance to Year 1 and PFP students from lower income families. Students who are eligible can apply for a subsidised laptop.

APPLICATION PROCESS

The application form is enclosed in the enrolment package. The completed application form with the required full supporting documents can be submitted to Financial Assistance booth during on-site enrolment period.

NOTES:

- It will take 6 to 12 weeks to process completed applications.
- All applicants will be notified about the application outcome via their RP and personal email account.
- Successful applicants will also be notified on the date, time and venue to collect their laptops.

More information on laptop assistance can be found on www.rp.edu.sg/financial-assistance/rp-laptop-assistance
For enquiries, email help-FAS@rp.edu.sg

III. NEEDY STUDENT FUND

1. Student Pocket Money Scheme (SPMS)

The Student Pocket Money Scheme assists students from low-income families who find it a challenge to sustain their daily living expenses such as food, transport and other incidental expenses.

* Application details will be emailed to eligible students via their RP email account in June or July 2018.

2. Student Emergency Money Scheme (SEMS)

The Student Emergency Money Scheme provides compassionate assistance to students from low income families in recent emergency and/or crisis situations (e.g. sudden death/hospitalisation/major illness).

More information can be found at www.rp.edu.sg/financial-assistance/needy-student-fund
For enquiries, email help-FAS@rp.edu.sg



SCHOLARSHIPS

Scholarships, in partnership with industry partners and organisations, are offered to students who attain excellent academic results, commendable achievements in non-academic activities and leadership qualities. Scholarships are highly competitive in nature and

are awarded to the most deserving students based on merit. Generally, the tenure of each scholarship is for one academic year. Recipients of scholarship must not be in receipt of another scholarship in the same academic year.

For more information, visit our website at

www.rp.edu.sg/student-support/scholarships-awards

For enquiries, email

help-scholarship@rp.edu.sg

MOE'S SPECIAL EDUCATIONAL NEEDS (SEN) FUND

Students with physical, hearing or visual impairment (PI, HI or VI) can tap on the MOE's SEN Fund to purchase assistive technology devices and support services to enhance their access to education. The purchase of these devices and services will be subject to approval.

During the duration of the diploma course:

- Students with physical impairment

can claim up to S\$5,000*

- Students with hearing impairment or visual impairment can claim up to S\$25,000*

* Students with high needs and who require more help will be assessed on a case-by-case basis

ELIGIBILITY

- Singapore Citizen who is enrolled in a full time diploma course

- Declared his or her SEN to RP

- Provided statement of diagnosis (PI, VI or HI) from relevant medical professionals such as audiologists, physiotherapists and occupational therapists

For more information, visit our

website at www.rp.edu.sg/financial-assistance/moe-special-educational-needs-fund

For enquiries, email

Help-SEN@rp.edu.sg

DIPLOMA STUDENT CONCESSION CARD

Administered by TransitLink, The Diploma Student Concession Card is a stored value smartcard that allows concessionary travel on buses, MRT and LRT. For more information, refer to www.transitlink.com.sg

You are required to check your eligibility status via the TransitLink website. Once deemed eligible, you may proceed to apply your Diploma Student Concession Card directly from TransitLink.

Refer to the table below for details on the application process:

Notes:

- *Due to a huge number of applications during the bulk application period from April to May, it may take up to a month for TransitLink to process your application*

WHAT YOU NEED TO DO:

- **April 2018:** Check eligibility status via www.transitlink.com.sg
- **April – May 2018:** If eligible, apply DIRECTLY with TransitLink
- Wait for collection instructions via RP email

	During Bulk Application Period (1 April to 31 May)	After Bulk Application Period (June onwards)
Application Channels	<ul style="list-style-type: none"> • Ticket Offices (TOs) • Concession Card Replacement Offices (CCROs) • TransitLink website • Mobile Services Application 	<ul style="list-style-type: none"> • Concession Card Replacement Offices (CCROs) • TransitLink website • Mobile Services Application
What to bring for application at TOs/CCROs	<ul style="list-style-type: none"> • RP Student Card; and • Original NRIC/Passport for Singapore Citizens, NRIC/Re-entry Permit for Singapore Permanent Residents, or Passport and Foreign Student Pass (FIN) for foreign students 	
Payment	<p>S\$8.10 payment upon application</p> <p><i>*Refer to TransitLink website for the latest information</i></p>	
Collection/Delivery	<p>Collect card from RP</p> <ul style="list-style-type: none"> • Instructions on collection will be sent to students' RP email • Estimated waiting time will be 1 month from date of successful application 	<p>Website/Mobile Services Application</p> <ul style="list-style-type: none"> • TransitLink will send card by mail <p>Concession Card Replacement Office (CCRO)</p> <ul style="list-style-type: none"> • Collect card immediately

CONTACT US

 Address: 9 Woodlands Avenue 9, Singapore 738964

 RP Main Line: 6510 3000

 Fax Number: 6415 1310

For Enquiries on	Email	Tel
General Matters	one-stop@rp.edu.sg	6510 3000
Student Admissions/Enrolment/ICA Student's Pass/NS Matters (For Prospective Students)	RP-Admissions-Office@rp.edu.sg	
Academic and Administrative Matters (For Existing Students)	Help-Registrar@rp.edu.sg	
Financial Assistance Schemes: i. Bursary ii. Laptop Assistance iii. Needy Student Fund	help-FAS@rp.edu.sg	
Scholarship Matters	help-scholarship@rp.edu.sg	
Student Finance Matters	help-schoolfee@rp.edu.sg	
IT-related Matters	help-IT@rp.edu.sg	6697 1500

Tel	Operating Time on Monday to Friday	Operating Time on Saturday	Sunday and Public Holidays
6510 3000	8:00am – 6:00pm (8:00am – 5:00pm on eve of Major Public Holidays*)	Closed	Closed
6697 1500	8:30am – 5:30pm	Closed	Closed

*Major Public Holidays refer to New Year's Day, Chinese New Year and Christmas Day

General Enquiries on:	Email	Tel
School of Applied Science	help-SAS@rp.edu.sg	6369 8903
School of Engineering	help-SEG@rp.edu.sg	6369 8905
School of Hospitality	help-SOH@rp.edu.sg	6369 8912
School of Infocomm	help-SOI@rp.edu.sg	6369 8904
School of Management and Communication	help-SMC@rp.edu.sg	6369 8901
School of Sports, Health and Leisure	help-SHL@rp.edu.sg	6369 8913
School of Technology for the Arts	help-STA@rp.edu.sg	6369 8906

ANNEX

SATA CommHealth Main Enquiries Tel: 6244 6688	Opening Hours
SATA Woodlands Medical Centre 900 South Woodlands Drive #04-01 Woodlands Civic Centre Singapore 730900	Monday - Friday: 8:30am – 5:00pm Saturday: 8:30am – 1:00pm
SATA Jurong Medical Centre Blk 135 Jurong Gateway Road #04-345 Singapore 600135	Monday - Friday: 8:30am – 5:00pm Saturday: 8:30am – 1:00pm
SATA Tampines Medical Centre 5 Tampines Central 6 #01-01A Telepark Building Singapore 529482	Monday - Friday: 8:30am – 5:00pm Saturday: 8:30am – 1:00pm
SATA Potong Pasir Medical Centre 1 Siang Kuang Avenue Singapore 347919	Monday - Friday: 8:30am – 5:00pm Saturday: 8:30am – 1:00pm
SATA Uttamram Medical Centre 351 Chai Chee Street Singapore 468982	Monday - Friday: 8:30am – 5:00pm Saturday: 8:30am – 1:00pm
SATA Ang Mo Kio Medical Centre Blk 715 Ang Mo Kio Ave 6 #01-4008 / 4010 Singapore 560715	Monday - Friday: 8:30am – 5:00pm Night Clinic: 6:00pm – 9:00pm Saturday: 8:30am – 1:00pm
SATA Tanjong Pagar Clinic Blk 7 Tanjong Pagar Plaza #02-103 Singapore 081007	Monday - Friday: 8:30am – 5:00pm Saturday: 8:30am – 1:00pm

Visit <https://www.sata.com.sg/contact-us/locations-medical-centres-clinics/> for more information on the location of the clinics.

You can also visit <https://www.singhealth.com.sg/PatientCare/GP/Pages/Home.aspx> to view the list of General Practitioners (GPs) or Family Clinics in your area. Note that all Polyclinics do not provide enrolment medical check-up. Do contact the respective clinics directly for assistance.

NOTE:

Students who do not meet the medical pre-requisites of the diploma programme will be contacted by RP to determine if they could continue in the offered diploma programme. Students who are unable to pursue their diploma programmes due to medical reasons may be recommended for course transfer.

PFP CALENDAR FOR ACADEMIC YEAR 2018

SEMESTER 1

Orientation	Monday, 9 April 2018 - Tuesday, 10 April 2018	2 days
Teaching Weeks	Monday, 16 April 2018 - Friday, 1 June 2018	7 weeks
Break	Saturday, 2 June 2018 - Sunday, 24 June 2018	3 weeks
Teaching Weeks	Monday, 25 June 2018 - Friday, 17 August 2018	8 weeks
Study Period & Semester Exam	Monday, 20 August 2018 - Tuesday, 28 August 2018	1.5 weeks
Vacation	Wednesday, 29 August 2018 - Sunday, 14 October 2018	6.5 weeks

SEMESTER 2

Teaching Weeks	Monday, 15 October 2018 - Tuesday, 11 December 2018	8.5 weeks
Break	Wednesday, 12 December 2018 - Tuesday, 1 January 2019	3 weeks
Teaching Weeks	Wednesday, 2 January 2019 - Friday, 15 February 2019	6.5 weeks
Study Period & Semester Exam	Monday, 18 February 2019 - Monday, 25 February 2019	1 week
Supplementary Exam	Wednesday, 20 March 2019 - Friday, 22 March 2019	3 days
Vacation	Tuesday, 26 February 2019 - Sunday, 14 April 2019	7 weeks

Dates indicated are accurate at time of print and are subjected to changes. For updates, refer to www.rp.edu.sg/pfp/academic-calendar





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