REPUBLIC POLYTECHNIC
DISCOVER. TRANSFORM. ACHIEVE

FRESHMEN
GUIDE 2018

#DiscoverRP

CONTENTS

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 **https://www.rp.edu.sg/pfp/academic-calendar**

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.

To find out more details about RP's admissions terms and conditions, visit
https://www.rp.edu.sg/admissions/admission-guides/na-level-students

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 course. 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
https://www.rp.edu.sg/admissions/enrolment/enrolment-guide

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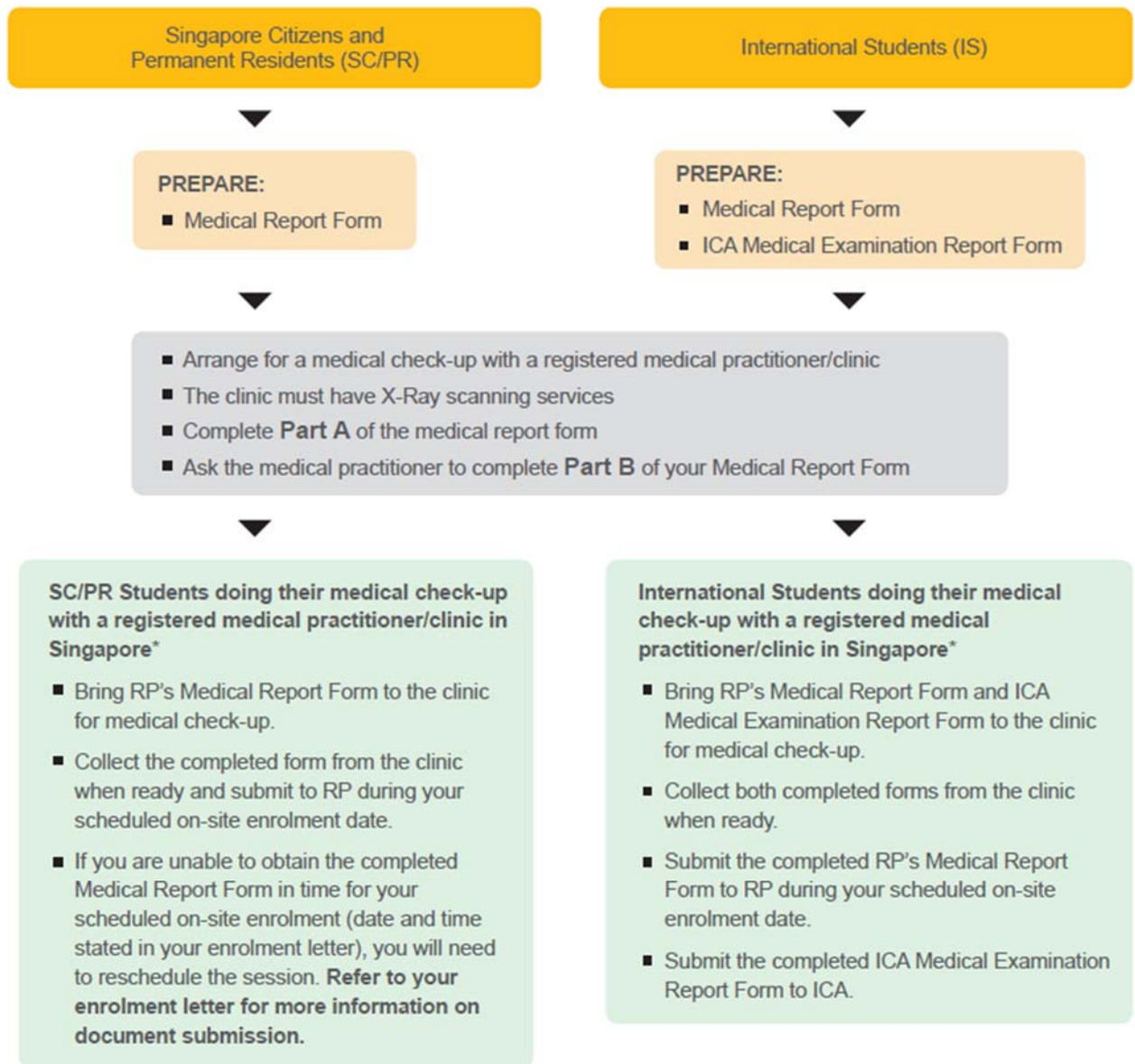
Your RP experience will be one of self-discovery, transformation and achievement of your personal life goals. Many of our graduates have benefitted from the RP education. We are certain you will too.

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

YEO LI PHEOW
PRINCIPAL/CEO

COMPULSORY ACTIONS

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

a) INTERBANK GIRO – *compulsory*
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.

b) POST-SECONDARY EDUCATION ACCOUNT (PSEA) AD-HOC WITHDRAWAL APPLICATION – *optional*
Eligible students can utilise funds from their PSEA to pay their PFP fee.

Please bring along the completed form and pass it to the RP staff during the on-site enrolment. Refer to your enrolment letter for your on-site enrolment schedule.

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, you can refer to **www.rp.edu.sg/notebook**

LAPTOP ASSISTANCE

If you intend to apply for laptop assistance, refer to page 22 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)
accessible via: 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	• Check your personal information
Academic Information	• Timetable • Module registration
Financial Matters	• Financial schemes application • School fees balance
Scholarship/Bursary	• Bursary application • Disbursement status of scholarship/bursary
Co-curricular activities	• Overseas Service Training

Learning Environment Online (LEO) 2.0
accessible via: 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 • view their attendance and academic performance

RP INTERNET ACCEPTABLE USE POLICY
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.

APPLICATION OF ICA STUDENT'S PASS
(for International Students only)

Documents required for application
1) One recent colour Singapore passport-sized photograph showing the full face
2) Disembarkation/Embarkation (D/E) card (granted on entry into Singapore) or valid Student's Pass (if any)
3) A copy of the In-Principle Approval (IPA) letter
4) Valid original passport and a photocopy of the bio-data page in passport
5) A copy of eForm16 printed from SOLAR (duly completed and signed by the applicant)
6) 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)
7) 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.
8) 2 copies of the document – "Terms & Conditions of Student's Pass (STP)" to be completed and signed. It can be downloaded via **https://www.ica.gov.sg/cms/files/student/Terms_&_Conditions_STP.pdf**

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 ON-SITE ENROLMENT

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 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
- Post-Secondary Education Account (PSEA) Ad-Hoc Withdrawal Application (*optional*)

5) NEU PC Plus Programme Application Form *(optional)*

~~~~~~

FOR INTERNATIONAL STUDENTS

Bring these items with you during the RP on-site enrolment exercise:
1) Original passport

2) Formal identity document (*IC, ID card, Citizen Card or equivalent*)

3) Completed Declaration and Consent Form
- To provide the particulars of your parent/guardian/local representative

4) Completed Medical Report Form
- Ensure that the form is completed and signed by the medical practitioner/clinic

5) Completed Financial Form
- GIRO form

PROGRAMMES FOR PFP STUDENTS

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

PRINCIPAL'S WELCOME RECEPTION 2018
Get to know our PFP team, alumni and current PFP students in this welcome reception organised for you and your parents. We will share with you about PFP in RP and your diploma programmes.

Date: 10 March 2018

Invitation has been sent to your email! RSVP to **svc-pfp@rp.edu.sg** by 26 February 2018!

ORIENTATION PROGRAMME 2018
Join us for this fun-filled and exciting two-day programme to bond with your PFP peers and be actively involved in this truly amazing RP experience!

Date: 9 and 10 April 2018

It is a requirement for PFP students to attend this Orientation Programme.

For further enquiries regarding the PFP@RP Orientation Programme 2018, you can send an email to **svc-pfp@rp.edu.sg**.

Follow Us On:

RP Poly Foundation Programme

@pfp.rp

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 polytechnic 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 **https://www.rp.edu.sg/student-care/shuttle-bus-services**.

IMPORTANT INFORMATION
ACADEMIC MATTERS

CURRICULUM STRUCTURE
Students generally take six to seven modules in an academic semester. During a semester, there are continuous and summative assessments of students' learning.

To meet the graduation requirement, students will need to pass all modules taken in PFP.

ASSESSMENT INFORMATION
The assessment of each module is catered to the needs of the module. For PFP, the Module Grade (MG) for each module comprises either:
1) two assessment components, namely the Continuous Assessment (CA) and Summative Assessment (SA); or
2) one assessment component, the Continuous Assessment (CA) only.

A CA grade is awarded to each student by the lecturer of the class based on written test, project, presentation or assignment. All CA grades received by a student will be taken into account in the computation of the CA component of the MG.

For modules with SA component, the CA to SA weighting varies for different modules, student can check with their module chair for more information.

For more information, visit the sections on Academic Matters and Summative Assessment Matters in the **Student Handbook** at **www.rp.edu.sg/StudentHandbook**. The handbook can be accessed on the RP Intranet using your RP student account.

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.

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.

During any semester of enrolment at RP and for each module, a PFP student should not be absent for more than 20% of the scheduled classes in that semester without approved LOA. Failure to meet this requirement will result in zero grade point being assigned for the Semester Examination for that module.

At the end of Semester 1, PFP students who are absent, without approved LOA, for more than 20% of the scheduled classes in that semester for any module, will be put on academic notice. These PFP students will be liable for dismissal if they continue to be absent, without approved LOA, for more than 20% of the scheduled classes in Semester 2 for any module.

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). Students who are absent for prolonged periods should keep the Programme Chair (PFP) informed of their status.

This information can also be found under the "Leave of Absence" section for PFP students in the **Student Handbook**.

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 are also liable to be dismissed 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 accessed at the **Student Handbook**.

WITHDRAWAL

APPLYING FOR WITHDRAWAL
Students who have confirmed their enrolment and subsequently decide to withdraw from RP are required to submit an application. The RP-prescribed application form is available for collection at the One-Stop Centre (OSC).

The application will be processed after all outstanding amount/items are settled. Withdrawal requests made via the phone or email will not be accepted as a valid application.

For students who are under 21 years of age, they must seek consent of their parent/guardian and inform him/her to sign on the withdrawal application form. The completed form with their parent/ guardian's signature has to be submitted to OSC or scanned into the student's withdrawal application in OASIS.

ADMINISTRATIVE FEES CHARGED FOR WITHDRAWAL
Students who 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 withdrawal application form as follows:

Period of Withdrawal Notification	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

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 to certify your withdrawal from RP. All current polytechnic rules will be applicable until the approval of the application is obtained.

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 at the **Student Handbook**.

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 **https://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 update your personal particulars, refer to the "Change of Particulars" section in the **Student Handbook** and send in all relevant documents (e.g. scanned copy of NRIC and deed poll for name change) to **Help-Registrar@rp.edu.sg**.

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

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 **http://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.

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	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.

CALCULATION OF PCI

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

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

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.

For more information, visit our website at **https://www.rp.edu.sg/financial-assistance/bursaries**

For enquiries, email **help-FAS@rp.edu.sg**

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 the Financial Assistance booth during the 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 **https://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 **https://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 **https://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 **https://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:

	During Bulk Application Period (1 April to 31 May)	After Bulk Application Period (June onwards)
Application Channels	• Ticket Offices (TOs) • Concession Card Replacement Offices (CCROs) • TransitLink website • Mobile Services Application	• Concession Card Replacement Offices (CCROs) • TransitLink website • Mobile Services Application
What to bring for application at TOs/CCROs	• 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	S$8.10 payment upon application *Refer to TransitLink website for the latest information*	
Collection/ Delivery	Collect card from RP • Instructions on collection will be sent to students' RP email • Estimated waiting time will be 1 month from date of successful application	**Website/Mobile Services Application** • TransitLink will send card by mail **Concession Card Replacement Office (CCRO)** • Collect card immediately

Note: 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

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.