

TEMASEK POLYTECHNIC SCHOOL OF DESIGN

Rules and Regulations for Full-Time Students

1. ATTENDANCE POLICY

- Students are to report punctually and attend all classes as indicated in the timetable.
- TP's attendance policy requires students to fulfil at least 85% overall attendance for each subject.
- Students failing to meet the attendance requirement will be awarded with only a maximum grade of 'P' (non-graded pass) at the semestral assessments with an associated grade point of only 1.0. This means that the student will only be awarded a 'P' (Pass) or/and 'F' (Fail). The maximum GPA for a 'P' (Pass) is '1' (one) and 'F' grade is '0' (zero). This could affect the students overall Cumulative GPA (CGPA).
- This policy is applicable to all subjects where the 85% attendance is stipulated as a requirement for assessment eligibility except for the below TPFun subjects where students who do not attain at least 85% overall attendance will be considered to have failed the subject.
 - Current Issues & Critical Thinking (GCC1001)
 - Leadership Fundamentals (GTP1101)
 - Career Readiness 1 (GTP1201)
 - Current Issues & Critical Thinking (GTP1301)
 - Leadership: Essential Attributes & Practice 3 (LEA1003)
 - Leadership: Essential Attributes & Practice 1 (LEA1011)
 - Leadership: Essential Attributes & Practice 2 (LEA1012)
 - Leadership: Essential Attributes & Practice 3 (LEA1013)
 - Sports & Wellness (LSW1002)
 - Career Readiness 1 (MCR1001)
 - Career Readiness 2 (MCR1002)
 - Career Readiness 3 (MCR1003)
- Approved leave of absence, such as medical leave (with medical certificate issued by a registered medical practitioner), compassionate leave (for matters related to immediate family), and official leave (e.g. to represent Temasek Polytechnic in games, official events, debates, etc.) will be considered part of the 85% attendance.

2. **ABSENCE WITH VALID REASONS**

- **Medical Certificates(MC)**

Students must apply for leave of Absence with Medical Certificate online via TPOSS system or TP Oei mobile app if unwell and unable to attend classes. A scanned copy of the MC to be uploaded during the online application.

All MCs must be submitted **within 2 working days** (excluding Saturday, Sunday and Public Holidays) from the last day stated on the MC. Only MCs issued by medical practitioners registered with the Singapore Medical Council, including telemedicine providers under MOH's list will be accepted.

Please note that MCs issued by Traditional Chinese Medical practitioners will not be accepted.

Students must retain the original MC for at least 6 months, as it may be required for audit check.

- **Leave of Absence(LOA)**

Applications for LOA (e.g. to participate in School performances, official events or competitions) must be submitted online via TPOSS system or TP Oei mobile app.

Students must inform the subject tutors concerned and obtain the Care Person's recommendation and Course Chair's approval.

All LOAs must be submitted **at least 1 week before** the date of absence (excluding Saturday, Sunday and Public Holidays), unless it is due to family emergencies, together with a scanned copy of the original supporting documents uploaded during the online application.

The outcome of MC or LOA application will be sent through TP email account. For approved absence from classes, the student concerned must arrange with the respective subject tutors for make-up tutorials, at least one week in advance.

3. ABSENCE WITHOUT VALID REASONS

- A student who does not meet the 85% attendance rule for a subject will be eligible for the assessment. However, should the student meet the minimum assessment criteria of the affected subject, he/she will only be awarded a 'P' grade (non-graded pass) with an associated grade point of only 1.0, or 'F' (Fail).

4. LATE WORK SUBMISSION POLICY

- The observance of deadlines is an important academic requirement. All students are responsible to check the submission details such as date, time, venue and/or mode of submission. Submissions that breach stipulated deadlines without any valid reasons (e.g. MC or LOA etc.) shall be taken seriously.
- There will be penalties for the late submissions without valid and approved reasons;
 - Late submissions without valid reasons that meet the minimum assessment criteria will be awarded the maximum of 50 marks (Pass). This applies to assignments / projects submitted by the next working day or within a 24 hour time frame.
 - Assignments / projects submitted later than the stipulated time frame would be deemed to have failed and will be managed on a case-by-case basis.

5. SUBMISSION / PRESENTATION FOR STUDENTS WITH VALID MC or LOA

- If the student has a valid medical certificate (MC) or leave of absence (LOA), the assignment/presentation should be handed/conducted on the next working day after the expiration of the MC or LOA (or the soonest possible date).
- Such extension is subject to special consideration on a case-by-case basis supported by the relevant supporting documents. The School reserves the right to reject the documents if they are submitted late or if there are no valid reasons for the absence.
- Medical Certificates issued later than the submission/presentation date/time are not acceptable. The medical certificate should state the date and time of visit to the medical practitioner.