STUDENT HANDBOOK
2017/2018

Health Sciences • Engineering • Chemical & Life Sciences
Interactive & Digital Media • Business Management
Information Technology • Design
OUR VALUES FOR STUDENT DEVELOPMENT

RESPECT
Believing in one’s self-worth, as well as the intrinsic value of others, and being gracious to all.

RESILIENCE
Having the emotional strength, mental fortitude and resourcefulness to press on in the face of challenges.

INTEGRITY
Committing to honour moral and ethical principles in our choices, actions and deeds.

CARING
Demonstrating kindness and compassion, while actively contributing to the community.

TEAMWORK
Sharing responsibility, collaborating effectively with others to achieve a common goal.

"Your beliefs become your thoughts,
Your thoughts become your words,
Your words become your actions,
Your actions become your habits,
Your habits become your values,
Your values become your destiny."

- Mahatma Gandhi
<table>
<thead>
<tr>
<th>Section</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>THE NYP EXPERIENCE</td>
<td>5</td>
</tr>
<tr>
<td>INTRODUCTION OF NYP</td>
<td>5</td>
</tr>
<tr>
<td>LEARNING AT NYP</td>
<td>5</td>
</tr>
<tr>
<td>WIDE RANGE OF COURSES</td>
<td>5</td>
</tr>
<tr>
<td>INNOVATIVE TEACHING &amp; LEARNING</td>
<td>6</td>
</tr>
<tr>
<td>GLOBAL OPPORTUNITIES FOR NYP STUDENTS</td>
<td>6</td>
</tr>
<tr>
<td>YOU'RE IN GOOD HANDS!</td>
<td>7</td>
</tr>
<tr>
<td>MODERN FACILITIES</td>
<td>8</td>
</tr>
<tr>
<td>VIBRANT CAMPUS LIFE AT NYP</td>
<td>8</td>
</tr>
<tr>
<td>LIFE AFTER NYP</td>
<td>9</td>
</tr>
<tr>
<td>GENERAL STUDENT MATTERS</td>
<td>10</td>
</tr>
<tr>
<td>i@CENTRAL</td>
<td>10</td>
</tr>
<tr>
<td>STUDENT CARD</td>
<td>10</td>
</tr>
<tr>
<td>TRANSITLINK DIPLOMA STUDENT CONCESSION CARD</td>
<td>11</td>
</tr>
<tr>
<td>APPLICATION FOR THE DIPLOMA STUDENT CONCESSION CARD</td>
<td>11</td>
</tr>
<tr>
<td>LOSS OF DIPLOMA STUDENT CONCESSION CARD</td>
<td>11</td>
</tr>
<tr>
<td>LOST &amp; FOUND</td>
<td>11</td>
</tr>
<tr>
<td>CAMPUS MAP</td>
<td>11</td>
</tr>
<tr>
<td>USEFUL PLACES &amp; CONTACT NUMBERS</td>
<td>11</td>
</tr>
<tr>
<td>USEFUL INFORMATION</td>
<td>13</td>
</tr>
<tr>
<td>E-SERVICES ON STUDENT PORTAL</td>
<td>15</td>
</tr>
<tr>
<td>ACADEMIC MATTERS</td>
<td>15</td>
</tr>
<tr>
<td>ACADEMIC CALENDAR 2017/2018</td>
<td>15</td>
</tr>
<tr>
<td>ATTENDANCE POLICY</td>
<td>15</td>
</tr>
<tr>
<td>WITHDRAWAL FROM COURSE OF STUDY</td>
<td>16</td>
</tr>
<tr>
<td>PROCEDURE</td>
<td>16</td>
</tr>
<tr>
<td>REGULATIONS</td>
<td>16</td>
</tr>
<tr>
<td>CODE OF CONDUCT FOR STUDENTS</td>
<td>16</td>
</tr>
<tr>
<td>STUDENT DRESS CODE &amp; ATTIRE</td>
<td>17</td>
</tr>
<tr>
<td>GAMBLING</td>
<td>17</td>
</tr>
<tr>
<td>SMOKING</td>
<td>18</td>
</tr>
<tr>
<td>POLYTECHNIC PROPERTY</td>
<td>18</td>
</tr>
<tr>
<td>PARKING WITHIN THE CAMPUS</td>
<td>18</td>
</tr>
<tr>
<td>DISCIPLINARY REGULATIONS</td>
<td>19</td>
</tr>
</tbody>
</table>
THE NYP EXPERIENCE

WELCOME TO A WELL-ROUNDED CAMPUS LIFE that is fun-filled and enriching; where you’ll be immersed in a holistic learning environment that promotes academic excellence, creative thinking and personal growth! Beyond academics, you’ll also be developing your personal talents – be they in sports or the arts – through our many exciting activities and special interest groups.

And when you graduate, you’ll be a professional, ready to embark on your chosen career; an innovative and enterprising individual primed to succeed, all while seeking lifelong learning. Your NYP Experience will be all these and more, as you journey with us to expand your knowledge, skills and perspectives — in and out of the classroom.

So get ready for an exciting ride that is the NYP Experience!

INTRODUCTION OF NYP

Nanyang Polytechnic (NYP) was established in 1992 and is a premiere tertiary institution dedicated to the aspirations of students and meeting the manpower needs of Singapore. Click here for a factsheet about our history, campus, student intakes and organisational achievements.

LEARNING AT NYP

WIDE RANGE OF COURSES

To meet the demands of different interests and aspirations, the various Schools in NYP offer a wide range of courses in Business Management, Chemical & Life Sciences, Design, Engineering, Health Sciences, Information Technology and Interactive & Digital Media. These courses are developed and reviewed regularly in close consultation with the industry to ensure timeliness and relevancy in fast-paced Singapore. Find out more about our Schools by clicking on the links below:

SCHOOL OF BUSINESS MANAGEMENT (SBM)
SCHOOL OF CHEMICAL & LIFE SCIENCES (SCL)
SCHOOL OF DESIGN (SDN)
SCHOOL OF ENGINEERING (SEG)
SCHOOL OF HEALTH SCIENCES (SHS)
SCHOOL OF INFORMATION TECHNOLOGY (SIT)
SCHOOL OF INTERACTIVE & DIGITAL MEDIA (SIDM)
INNOVATIVE TEACHING & LEARNING

TEACHING FACTORY CONCEPT - We Bring the Industry to You!

Learning at NYP happens in an integrated environment that emulates the real world. This involves recreating authentic industry environments and facilities within the campus, so that you train with latest equipment and technologies. You will have the opportunity to get a taste of real work processes through attachments and participation in industry-commissioned projects, supervised by experienced staff.

This means that when you graduate, you’ll be well equipped with the knowledge and skills that are relevant to the industry of your choice, or in the discipline of your further education.

E-LEARNING & AES®

The subjects in your curricula have been developed into multimedia packages, allowing you to carry out self-paced e-learning, made all the more accessible via Internet-enabled PCs throughout the campus. This successful e-learning framework is made possible by our Accumulated Experience Sharing (AES®) innovation, an in-house repository of knowledge and experiences gained from past industry projects completed by NYP students and staff.

Currently, we have over 5,000 cases captured in AES®, each containing key learning points, project requirements and specifications in multiple media. This means you will have access to information about a wide range of projects, representing different Schools and industries, often beyond your own scope of study.

MODULAR & CREDIT-BASED ACADEMIC SYSTEM

Courses at NYP adopt a modular & credit-based academic system. Find out more about it here.

For an all-rounded education, we also provide opportunities for learning subject areas outside your main discipline under the General Studies Modules. For instance, you can learn about nanotechnology or the science and chemistry of make-up, or take up a new language and learn a new sport.

GLOBAL OPPORTUNITES FOR NYP STUDENTS

Travel, learn and in the process, broaden your horizons. We have built strong collaborations with renowned overseas institutions and key industry partners, creating extensive opportunities for you to study and work outside of Singapore. Such overseas stints give you first-hand experiences in a cultural, educational and business environment that is markedly different from our own. This international exposure can take several forms:

ATTACHMENT AND EXCHANGE PROGRAMMES

You’ll have the opportunity to go for overseas attachments or study visits to the US, Europe, the UK, Australia, China and other parts of Asia, to help you develop a global mind-set. Through programmes with foreign universities and institutions, you get to exchange ideas with local students and professionals, and gain invaluable insight into international developments and joint project ventures.
PARTICIPATION IN INTERNATIONAL COMPETITIONS

NYP students are chalking up a distinct reputation as record breakers in prestigious international competitions like the WorldSkills Competition, Microsoft Imagine Cup, and the FIRA RoboWorld Cup. You are encouraged to benchmark your own knowledge and skills by participating in international competitions to pit yourself against the best, and make your mark on the world.

FOREIGN LANGUAGE TRAINING

We prepare you for international exposure through our Foreign Language Centre (FLC), which provides full-time NYP students with foreign language training in French, German, Japanese and Korean. The lessons are not confined to the classroom as they are often conducted through interactive e-learning and mobile learning.

You may also choose to participate in the four corresponding foreign cultural clubs (L’Hexagone French Club, Der Treff German Club, the Sakuran Japanese Cultural Club and K-Wave Club). They regularly organise cultural and sports activities, exchange programmes, overseas study tours and company visits. Locally, there are also many exciting foreign language-related competitions and cultural events organised by the target language communities; allowing you to improve your acquired foreign language and cultural skills.

YOU’RE IN GOOD HANDS!

QUALIFIED & EXPERIENCED LECTURERS

The education you will receive at NYP is multi-faceted and immersive, with caring lecturers who are industry experts in their respective fields. Tap into their wealth of real-world knowledge about scenarios and applications. This can help you develop a sense of innovation and enterprise, prepare you for your career and further education. In addition, NYP has a Centre for Professional & Leadership Development to continually enhance teaching and learning approaches at the polytechnic.

CARING, NUTURING & INSPIRING MENTORS

Every student in NYP will have your very own Personal Mentor! These mentors are here to help you adjust to polytechnic life, walk alongside with you and give you guidance.

PROFESSIONAL COUNSELLORS

Professional counsellors are available to listen and offer advice if you face difficulties coping with your studies, or encounter challenges in your personal life. Click here for more information on how you can avail yourself to these services.

For more information, there is a section later in this handbook under the “Student Care & Guidance Department”.

GET AHEAD WITH BOND-FREE SCHOLARSHIPS AT NYP

NYP has many prestigious scholarships you can apply for.
MODERN FACILITIES

BEAUTIFUL ENVIRONMENT

Our campus features modern architecture softened by lush landscaping, cascading water features, and koi ponds. Shaded pergolas, eco-gardens and trellised gazebos provide a scenic, relaxing environment, while covered walkways connecting different activity zones let you traverse the campus grounds with ease.

TEACHING FACILITIES

Through our strategic alliances with many institutions and industry partners, we are able to provide state-of-the-art equipment to give you more opportunities to train and develop your industry-related skills. Through these active collaborations, we also keep abreast of the latest technology and trends, and are able to provide up-to-date training pedagogies, equipment and facilities.

Our Specialist Centres are the result of our strong partnership with industry leaders. These Centres provide our students with the relevant hands-on training and skills during their course of study.

AMENITIES

You will be spoilt for choices whether you’re looking for a quick snack or a complete meal on campus. You can head to the fast-food outlet, air-conditioned food courts, the library’s L’Cafe, or any of our spacious canteens. There’s also our training restaurant, L’Rez, for a fine dining experience.

Other amenities include a bookshop, retail shops featuring several lifestyle brands, a convenience store, ATMs, as well as SAM and AXS machines.

CONVENIENT LOCATION

NYP is a prominent landmark in Ang Mo Kio. You can reach the campus by MRT and bus from all parts of Singapore. Both the Yio Chu Kang MRT station and the bus terminal are linked to the Polytechnic via a covered pedestrian walkway. Our close proximity to the Central Expressway, or CTE, also makes the campus readily accessible by car.

SPORTS & RECREATION FACILITIES

We actively promote fitness and healthy lifestyle programmes. We have a brand new student recreation centre with a range of facilities that cater to different interests and activities. You can book these facilities for use through the electronic Facility Reservation System. Get information about our campus, the state-off-the-art gym at T-Junction and other facilities here.

VIBRANT CAMPUS LIFE AT NYP

At NYP, we encourage you to develop a broad variety of interests and discover your hidden talents by participating in the numerous and varied CCAs coordinated by the Student Development department. You may want to choose activities from the various categories:
ACADEMIC CLUBS

In NYP, every school has its own academic club to serve, nurture and support NYP students in the school. Our academic clubs focus on creating opportunities for students to build further on their teamwork and interests within their chosen schools.

ARTS & CULTURE

NYP campus life is hallmarked by its vibrant arts scene! Take a peep here to find out how you can immerse yourself in the artistic arena.

COMMUNITY SERVICE & ENVIRONMENT

NYP students have always demonstrated their compassion for the less privileged. Apply your unique personality and various talents by engaging in community service through local and regional activities.

SPORTS & ADVENTURE

Come relax your mind after a hard day of studying and get a good workout at one of our excellent sports facilities. Choose from a host of activities and get the chance to socialise with your peers.

LEADERSHIP & CHARACTER DEVELOPMENT

Learning at NYP goes beyond the classroom. Develop your interests and realise your leadership potential through activities like seminars, workshops, training camps and exchange programmes with youths from regional institutions.

SOCIETIES

The Registry of Societies (ROS) Clubs were formed by students to promote awareness and understanding of the various faiths and cultures within the NYP student community.

For more information, there is a section later in this handbook under the “Student Care & Guidance Department”.

LIFE AFTER NYP

GOOD CAREER PROSPECTS

Your well-recognised diploma from NYP is your personal passport to a bright future. Upon graduation, you will have acquired the knowledge and skills to become competent technologists and business professionals; and have inculcated the confidence of an innovative and enterprising individual. NYP graduates through the years have earned the confidence of employers and industry. They are among the top salary earners of their peers from similar courses at other institutions. When you graduate from NYP, you too will enjoy this competitive advantage.
OPPORTUNITIES FOR FURTHER EDUCATION

The NYP Diploma is widely recognised by local and foreign universities. As a result, these universities grant advanced standing and credit transfers for admission into their degree programmes. Many NYP graduates go on to further their studies with distinction, achieving exceptional undergraduate and postgraduate results. This is a listing of universities offering advanced standing for NYP graduates.

GENERAL STUDENT MATTERS

i@CENTRAL

i@Central is NYP’s Information and Service Centre. Conveniently located at Block A, Level 1, i@Central serves as the first point of contact for students, alumni and visitors to obtain key services and make enquiries on academic/administrative, tuition fees and financial matters.

STUDENT CARD

Upon enrolment, you will be issued an identification card known as the Student Card. You should not allow others to use your Student Card, and must carry it with you at all times when you are on polytechnic grounds.

You are advised to check the status of your Student Card upon issuance. If you encounter any problems with the card, you should report it to i@Central for rectification within two weeks from the day it was issued to you.

Defective cards will be replaced free-of-charge. Replacement of damaged cards due to mishandling will be subjected to a replacement fee of $6.40 (inclusive of GST). You will have to bear the full replacement cost of a defective/damaged card after the two-week grace period.

Should you lose your Student Card, you must deactivate it immediately through the myNYP Portal. If the card is not found after 2 days, you may request for replacement. The cost of the replacement of a Student Card is $6.40 (inclusive of GST).

Entry to NYP Sports Facilities

• Nanyang Polytechnic’s Sports Facilities are provided for the enjoyment of all NYP students and staff. These Sports Facilities are not open to outsiders except persons permitted by the Polytechnic.
• All students are requested to use their own Student Card to gain entry to the Sports Facilities.
• Students are reminded that they should not lend their Student Card to other students or persons not connected to the Polytechnic.
• Please note that it is a major offence to lend your Student Card to any other persons or to use someone’s Student Card.
TRANSITLINK DIPLOMA STUDENT CONCESSION CARD

APPLICATION FOR THE DIPLOMA STUDENT CONCESSION CARD

All full-time enrolled students are eligible to apply for concessionary travel on buses, MRT and LRT with the Diploma Student Concession Card. Please check the TransitLink website for information on the concession scheme, as well as the application process.

For students who apply for the Diploma Student Concession Card during the major enrolment period between March and end May, you need not submit a photo to TransitLink separately as the photo image will be retrieved from the polytechnic’s database. i@Central will assist in the card distribution to students when the cards are ready for collection. Click for the campus map to get to i@Central, located on level 1 at Block A.

For students who apply after the major enrolment period, you may like to refer to TransitLink website.

LOSS OF DIPLOMA STUDENT CONCESSION CARD

The TransitLink website details how you can get a replacement card.

LOST & FOUND

Click here if you have a lost or found an item.

CAMPUS MAP

This is a useful map if you need to find your way around.

USEFUL PLACES & CONTACT NUMBERS

<table>
<thead>
<tr>
<th>ITEM</th>
<th>WHERE TO GO/WHO TO LOOK FOR</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>CCA:</strong> When you have CCA issues or a problem with CCA Transcript</td>
<td>Student Development Department</td>
</tr>
<tr>
<td><strong>Facility Reservation:</strong></td>
<td></td>
</tr>
<tr>
<td>Problem with Booking of Sports Facilities</td>
<td>Blk E, Level 4, Rm E407</td>
</tr>
<tr>
<td></td>
<td>Opening Hours:</td>
</tr>
<tr>
<td></td>
<td>8.30am - 6.00pm, Mon to Thu</td>
</tr>
<tr>
<td></td>
<td>8.30am - 5.30pm, Fri</td>
</tr>
<tr>
<td></td>
<td>(Closed on Sat, Sun and Public Holidays)</td>
</tr>
<tr>
<td><strong>Card:</strong> Student Card and Concession Card matters</td>
<td>i@Central</td>
</tr>
<tr>
<td></td>
<td>Blk A Level 1 Unit A.146</td>
</tr>
<tr>
<td><strong>Financial Matters:</strong></td>
<td></td>
</tr>
<tr>
<td>Application/ Submission of Documents for Financial Assistance Schemes:</td>
<td>Opening Hours:</td>
</tr>
<tr>
<td>Bursaries/Tertiary Tuition Fee Subsidy for</td>
<td>8.30am - 5.30pm, Mon to Thu</td>
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<tr>
<td></td>
<td>8.30am - 5.00pm, Fri</td>
</tr>
</tbody>
</table>
Malays/Post-Secondary Education Account Scheme/CPF Education Scheme/Tuition Fee Loan/NYP Study Loan/NEU PC Plus Programme

**Reset PIN:** myNYP Portal Pin

**Lost & Found**

**Lost Pass:** International Student

For replacement, please see ICA’s [website](#).

**Insurance:** Personal Accident Insurance

Accident charges incurred by full-time students

**Insurance:** Group Hospitalisation & Surgical Insurance

(for **Full-time International Students (IS) only**)

Please find out more [here](#).

**MC/Exemption Letter:** submission for NS-eligible students who have to take IPPT (test)

Individual School’s GSM [Co-ordinator](#) or

**MC:** submission (during exams)

i@Central or

**MC:** submission (during term time)

School Administrative Offices

**Centralised Student IT Helpdesks Services:**

When you have a problem with your computer

Please seek support [here](#).

You might also want to bookmark this [site](#) with useful numbers to your Schools.
# USEFUL INFORMATION

<table>
<thead>
<tr>
<th>Situation</th>
<th>What to Do</th>
<th>Where to Go</th>
<th>Fee(s) Payable</th>
<th>Remarks</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Loss of Student Card</strong></td>
<td>Deactivate card immediately. Enquire if card has been found at i@Central.</td>
<td>myNYP Portal</td>
<td>(Not applicable)</td>
<td>Students should carry their Student Card with them at all times when on Polytechnic premises</td>
</tr>
<tr>
<td><strong>Replacement of Student Card</strong></td>
<td>Request for card replacement if card not found 2 days after deactivation</td>
<td>i@Central</td>
<td>$6.40 payable by NETS or Cashcard upon request for new card</td>
<td></td>
</tr>
<tr>
<td><strong>Defective or Damaged Student Card</strong></td>
<td>Report defect or damage</td>
<td>i@Central</td>
<td>Defective cards replaced at no charge within 2 weeks from day of issue. $6.40 replacement fee payable by NETS or Cashcard if due to misuse or after 2-week grace period</td>
<td></td>
</tr>
<tr>
<td><strong>Accident charges incurred by full-time students</strong></td>
<td>Print out <a href="#">claim form</a>. Claims should be submitted within 30 days of the accident/treatment. If more time is required, please go to <a href="http://www.mycg.com.sg/poly-gpa">www.mycg.com.sg/poly-gpa</a> and submit the “Claim Notification” online form</td>
<td>MYCG Pte Ltd Email: <a href="mailto:customercare@mycg.com.sg">customercare@mycg.com.sg</a> Web: <a href="http://www.mycg.com.sg/poly-gpa">www.mycg.com.sg/poly-gpa</a> Phone: +65 6476 3829 Fax: +65 6474 0089 24-hr Emergency Hotline: +65 9336 0159 (for emergencies after business hours)</td>
<td>(Not applicable)</td>
<td>The insurance provides 24-hr world-wide coverage</td>
</tr>
<tr>
<td><strong>Full-time international students seeking medical treatment</strong></td>
<td>For more information and to print the claim forms, please visit the website.</td>
<td>MYCG Pte Ltd Email: <a href="mailto:customercare@mycg.com.sg">customercare@mycg.com.sg</a> Web: <a href="http://www.mycg.com.sg/poly-ghsi">www.mycg.com.sg/poly-ghsi</a></td>
<td>(Not applicable)</td>
<td>For further information related to International students, click <a href="#">here</a>.</td>
</tr>
<tr>
<td>with hospitalisation</td>
<td>Or contact the Office for International Students (OIS) for more information and assistance</td>
<td>Phone : +65 6476 3829 Fax: +65 6474 0089 24-hr Emergency Hotline: +65 9336 0159 (for emergencies after business hours)</td>
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<td></td>
</tr>
<tr>
<td>Forget Student Email Account Password</td>
<td>Bring along student card/NRIC/Passport to the i@Central, to request for reset of password</td>
<td>(Not applicable)</td>
<td>Students should change default PIN as soon as possible</td>
<td></td>
</tr>
<tr>
<td>Change Student PIN</td>
<td>Have in mind new number which you would like for PIN</td>
<td>myNYP Portal</td>
<td>(Not applicable)</td>
<td>Students should change PIN to a number which is easy to remember</td>
</tr>
<tr>
<td>Lost and/or Found Item(s)</td>
<td>Enquire about / report lost and found items</td>
<td>(Not applicable)</td>
<td>Lost and/or Found items are kept for 3 months after which they will be disposed of at the Polytechnic’s discretion</td>
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</tr>
</tbody>
</table>
E-SERVICES ON STUDENT PORTAL

You can check your timetables, book a tennis court, among other services on the student portal.

ACADEMIC MATTERS

ACADEMIC CALENDAR 2017/2018

Our Academic year starts in April, with major breaks in June and December. Find out more here.

ATTENDANCE POLICY

1. The following NYP Assessment Regulation shall be applied to all modules, unless otherwise stated, that are given a letter-grade (i.e. modules that have letter grades of DIST, A, B, C, D and F) taken by students in a Semester:
   Under the NYP Assessment Regulations, students who do not achieve 75% or above for attendance shall be allowed to continue with their studies and sit for assessment and but will have their final overall grade capped at ‘D’ with a corresponding grade point of 1.0 (50 marks) if they pass the module.

2. While NYP will send notifications on attendance to students and parents/guardians, students are strongly encouraged to check their attendance records frequently through the Student Attendance System. To help you keep track of your attendance, NYP has developed a mobile-friendly interface (https://attendance.nyp.edu.sg) where you can access using any of the web browsers in your mobile device. Alternatively, you can also continue to check your attendance records through the Student Portal.

3. The computation of your attendance rate will take into account approved absence with valid reasons, i.e. medical leave or other approved leave will not affect your attendance computation.

   The only absenteeism officially accepted are:
   a. Medical leave supported by an official medical certificate
   b. NYP Student Activities (Representing Singapore/NYP at official events with prior approval from NYP)
   c. Re-taking of GCE ‘O’-Level examinations
   d. Compassionate leave (death of close family members)
   e. National Service-related reasons (e.g. medical check-up at CMPB)
   f. Disruption to Public Transport
   g. Attend ITE/Secondary School Graduation

4. Please go to the Statement of Absence system in the myNYP Portal to update your absence from classes. You must submit the original documentary evidence, including medical certificates, within the next two (2) working days following your absence to your school’s administration office. Once this is done, your absence will not be counted in the calculation of your attendance.
WITHDRAWAL FROM COURSE OF STUDY

PROCEDURE

1. Students who wish to withdraw from their course must complete a Withdrawal Form which can be obtained from myNYP Portal or their respective School’s General Administration Office. The completed form should be submitted to the i@Central, at Blk A, Level 1, Unit A.146.

2. Students must return all property belonging to Nanyang Polytechnic and settle all outstanding bills prior to the submission of the withdrawal form.

3. Students under 21 are to obtain their parent’s/guardian’s signature.

4. All students must proceed to the following offices before submitting the withdrawal forms personally to the i@ Central, at Blk A, Level 1, Unit A.146:
   a. Respective School’s General Administration Office
   b. Library @ Blk A, Level 4

5. International students must return their Student Pass to Immigration and Checkpoints Authority (ICA) within seven (7) days from the date of withdrawal

REGULATIONS

• If you have paid your fees, the fees will be refunded to you based on the refund guidelines as stated here.
• However, if you have not paid your fees upon withdrawal, you will be billed the fees payable.

There will be no processing of withdrawal from 15th week of the 1st or 2nd Semester till the release of the semestral results. For any withdrawals received during the above period, the student will be considered to have sat for the exam and may be removed. If the student is not removed, the withdrawal date will be post-dated to the day the semestral results are released.

Nanyang Polytechnic reserves the right to take any appropriate action it deems necessary where a student fails to comply with withdrawal procedures and regulations.

CODE OF CONDUCT FOR STUDENTS

Students of NYP are members of a community dedicated to learning and the pursuit of academic excellence. As a community, how we conduct ourselves, as staff and students, is important.

This code of conduct, which is not meant to be exhaustive in scope, is a reminder of the standards we have set for ourselves to foster a campus environment which all of us can be proud of. Our commitment to these standards contributes to the good image of the polytechnic and a pleasant environment for everyone.
STUDENT DRESS CODE & ATTIRE

Students are required to be properly attired at all times and to observe a sense of etiquette when they are within the Polytechnic premises. All students must be readily identifiable at all times with their faces uncovered and are required to wear their personal Student ID Card together with the School’s lanyard. No student is allowed to put on anything that prevents ready identification.

Students who are improperly attired may be denied access to the Polytechnic premises. Refusal to comply with these rules on attire is an offence which will render the student liable for disciplinary action.

The following are examples of unacceptable attire within the campus:

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<thead>
<tr>
<th>Examples of Unacceptable Attire</th>
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<tbody>
<tr>
<td><strong>For Female Students</strong></td>
</tr>
<tr>
<td>Attire with offensive messages</td>
</tr>
<tr>
<td>Singlets</td>
</tr>
<tr>
<td>Torn clothing</td>
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<tr>
<td>Mini-shorts/Mini-skirts</td>
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<tr>
<td>Provocative &amp; revealing attire</td>
</tr>
<tr>
<td>(e.g. exposed midriffs, bare backs, spaghetti straps, cropped tops)</td>
</tr>
<tr>
<td>Artificially coloured hair</td>
</tr>
<tr>
<td>Slippers &amp; sandals without heel straps</td>
</tr>
<tr>
<td>Caps (except for safety reasons)</td>
</tr>
<tr>
<td>Full face motorcycle helmets</td>
</tr>
<tr>
<td>(except when riding), masks or veils</td>
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</tbody>
</table>

GAMBLING

Gambling is strictly prohibited in NYP. Given the difficulty in deciding what is gambling and what is not, the Polytechnic’s stand is that any form of card game, regardless whether money is involved, will be deemed as gambling.

All forms of activities which have obvious associations with gambling, the playing of cards or any other game of chance is strictly disallowed.

Anyone found engaging in such activities will be considered to have committed the serious offence of gambling, regardless whether money was involved.
SMOKING

It is against the law for anyone below the age of 18 to smoke. This will soon be revised to a legal age of 21. Anyone found guilty of the offence will be dealt with by the relevant government authorities.

It is also against the law of Singapore for anyone to smoke within the polytechnic premises. Anyone found guilty of the offence may be fined up to $1,000 by the courts.

At NYP, we believe that every person is entitled to a smoke-free environment. To safeguard the general health of staff and students, smoking is strictly prohibited on campus grounds.

POLYTECHNIC PROPERTY

Students must report any loss or damage of property to any polytechnic staff or office immediately.

Students should not copy/store unnecessary files in computers at the common computer laboratories as this may introduce viruses into the system or clutter up hard disk space.

Students are warned against vandalising table tops and other furniture in the lecture theatres, laboratories, studios, classrooms and other areas of the Polytechnic.

Students are also warned against damaging any fixtures/furnishings of the Polytechnic. Such acts amount to vandalism and will not be tolerated. This also inconveniences other students who may not be able to make full use of facilities provided. Any form of vandalism will not be tolerated and students found guilty will be severely dealt with.

In addition, in order to promote graciousness, NYP has an ongoing “Return Your Tray” campaign. Everyone is encouraged to return their own tray, crockery and cutlery after meals at all NYP canteens and food courts.

PARKING WITHIN THE CAMPUS

Students who drive may park their vehicles at any of the white lots located at Car Park 9 & 10 (near the Sports Complex), Car Park 13 (on the eastern side of the campus, opposite the School of Health Sciences) and Car Park 17 & 18 (opposite the School of Information Technology).

Students who ride motorcycles shall park at the designated motorcycle park only. The entrance to this motorcycle park is located next to the overhead pedestrian bridge along Ang Mo Kio Ave 8. Please refer to the NYP Campus Map. Students riding bicycles into the campus should park at bicycle racks provided throughout the campus.

Disciplinary action will be taken against students who flout the traffic and parking rules of the Polytechnic.
DISCIPLINARY REGULATIONS

DISCIPLINE

Student discipline in NYP is governed by the Nanyang Polytechnic Student Conduct and Discipline Regulations, 1998. These regulations serve as a reference for the Polytechnic’s Management when dealing with disciplinary matters. This is necessary to ensure fairness and consistency when handling violations and breaches in conduct and discipline.

The regulations cover disciplinary offences ranging from “minor” cases such as those covered in the Code of Conduct to “major” ones such as vandalism and assault.

DISCIPLINARY AUTHORITY

All staff are empowered by the Polytechnic to enforce discipline on campus. When a staff member encounters an offence, they have the authority to:

(a) reprimand the student for the offence;
(b) demand for, and make a copy of, the Student Card;
(c) report the offence to the Registrar, or School Director, for follow-up action.

DISCIPLINARY OFFENCES

Disciplinary offences include (but are not restricted to) the following:

(a) smoking within the Polytechnic, sporting of long hair by a male student (unless required under medical grounds), littering, improper and indecent dressing, acts of disturbance, cheating or dishonesty in examinations or fighting;

(b) vandalism, destruction of, or damage to, Polytechnic property or other property within the Polytechnic’s premises, theft, disrespectful behaviour and insubordination to lecturers and other officers of the Polytechnic, non-compliance with, or disobedience of, orders made by the Principal, or such other officer as may be authorised by, or acting on behalf of, the Principal;

(c) possession of dangerous weapons, the possession or consumption of drugs or alcohol or intoxicating substances (as defined by the Intoxicating Substances Act), immoral or indecent behaviour, forging of documents or possession of forged documents;

(d) unauthorised use and illegal copying of copyright materials including printed and/or non-printed matters and computer software, the disclosure of computer passwords to others;

(e) the breach of, or non-compliance with, or non-observance of, such rules and regulations as may be made from time to time by the Polytechnic or the Nanyang Polytechnic Students’ Union or any of its constituent bodies;

(f) such other acts, conduct or neglect that is prejudicial to good order and discipline of the Polytechnic, or likely to bring the Polytechnic into disrepute as the Principal, or the Authorised Person, or the Disciplinary Committee, may determine.
Where a report of smoking within the Polytechnic, sporting of long hair by a male student (unless required under medical grounds), littering or any other minor misconduct by a student has been made to the Principal, or an Authorised Person, he or she may, after hearing such explanation as the student may tender:

(a) acquit the student;
(b) appoint one or more members of the staff as investigating officer(s) to investigate into the allegation and to submit a report to the Principal, or Authorised Person;
(c) impose an appropriate penalty according to item (1) in the Schedule of Penalties; or
(d) refer the case to the Disciplinary Committee for consideration, if deemed necessary.

Where a student has been convicted of a criminal offence or has been proved to have mis-conducted himself, or has committed any act outside the Polytechnic premises that will, or is likely to, bring disrepute to the Polytechnic, the Principal or an Authorised Person may:

(a) consider the investigation report of the Police and/or any law enforcement authority and/or record of the proceedings of the court, and impose any of the penalties described in the Schedule of Penalties as he may deem appropriate, or

(b) refer the investigation report of the Police and/or any law enforcement authority and/or record of the proceedings of the court to the Disciplinary Committee for consideration.

SCHEDULE OF PENALTIES

1. In the case of any of the following Disciplinary Offences:

   (a) Smoking within the Polytechnic;
   (b) Wearing long hair by a male student (unless required under medical grounds);
   (c) Littering;
   (d) Improper and indecent dressing;
   (e) Committing acts of disturbance;
   (f) Any other act which the Principal or the Authorised Person determines is a misconduct;

the Principal or the Authorised Person may impose one or more of the following penalties on a student:

   (i) Any physical work which the Principal or the Authorised Person deems to be appropriate;
   (ii) Any course-related work;
   (iii) Verbal and/or written warning;
   (iv) Fine not exceeding $100.

2. Where a student has on a separate or similar occasion committed a second disciplinary offence referred to above, whether it is the same offence or different offences, he may be fined an amount not exceeding $200.

3. Where a student has on a separate or similar occasion committed three or more disciplinary offences referred to above, whether they are the same offence or different offences, or he has committed one or more of the following Disciplinary Offences:

   (a) Cheating or dishonesty in examinations;
   (b) Fighting;
(c) Vandalism, destruction of or damage to the Polytechnic’s property or other property within the Polytechnic’s premises;
(d) Theft;
(e) Disrespectful behaviour and insubordination to lecturers and other officers of the Polytechnic;
(f) Possession of dangerous weapons;
(g) Non-compliance with or disobedience of orders made by the Principal or such officer as may be authorised by or acting on behalf of the Principal;
(h) Possession and/or consumption of drugs or alcohol or intoxicating substances;
(i) Immoral or indecent behaviour;
(j) Forging of documents or possession of forged documents;
(k) Unauthorised use and illegal copying of copyrighted materials including printed and/or non-printed matters and computer software, the disclosure of computer passwords to others;
(l) Breach of or non-compliance with or non-observance of such rules and regulations as may be made from time to time by the Polytechnic;
(m) Any other act, conduct or neglect which is prejudicial to good order or discipline in the Polytechnic or is likely to bring the Polytechnic into disrepute;
(n) Any other Disciplinary Offence not mentioned in paragraph 1 herein;

one or more of the following penalties may be imposed:

(i) Any physical work which the Principal or the Authorised Person deems to be appropriate;
(ii) Any course-related work;
(iii) Verbal and/or written warning;
(iv) A fine not exceeding $200;
(v) Deemed failure in part of or the whole course module/subject;
(vi) Deemed failure in part of or the whole semestral examination and/or supplementary examination;
(vii) Exclusion from any examination;
(viii) Temporary suspension from classes for not more than 1 year;
(ix) Dismissal from the Polytechnic.

APPEALS

All decisions of the Principal, the Authorised Person and the Disciplinary Committee shall be final, save in the case of a student who has been dismissed by the Disciplinary Committee, or suspended for more than 21 days.

If a Student is dismissed from the Polytechnic, or suspended for more than 21 days by the Disciplinary Committee, he may appeal to the Chairman of the Board of Governors for review within seven (7) days from the date of notification of the Disciplinary Committee’s decision.

Upon receipt of the appeal, the Chairman of the Board or the person authorised by the Chairman of the Board may determine the appeal in such manner as he may deem fit or appoint an Appeals Committee, chaired by a member of the Board, and comprising such persons as may be deemed appropriate to determine the appeal.

The decision of the Chairman of the Board or the person authorised by the Chairman of the Board or the Appeals Committee shall be final.
PAYMENT OF FINES

Unless the Principal otherwise directs, any fine imposed shall be paid within seven (7) days after it is imposed. All fines are to be paid promptly by NETS or CashCard at i@Central located at Blk A, Level 1, Unit A.146.

STUDENT CARE SERVICES

We have a network for you to fall back on if you feel that you cannot cope with problems and issues in your life. Counsellors are available to help you, and students are assigned personal mentors who can help you with any issues that might crop up.

STUDENT CARE & GUIDANCE DEPARTMENT

Sometimes, life’s problems may seem too big for us to handle alone. Talking to a counsellor may help to put things in perspective. Our counsellors also hold workshops on topics like exam skills, conflict management and managing boy-girl relationships.

SPECIAL EDUCATION NEEDS UNIT

To develop an inclusive community that promotes a culture of openness, understanding and mutual support, we have help tailored for students with special education needs.

EDUCATION & CAREER GUIDANCE (ECG)

ECG@Central is a career counselling and resource centre located in NYP that is committed to assisting students with making connections between their academic experiences and career paths. The centre provides help for students to set academic and career goals, further explore job & employment opportunities, and develop the necessary skills to transit to the workplace successfully.

ONLINE JOB SEARCH & RESOURCE PORTALS

NYP has a jobs database portal here.

INTERNATIONAL STUDENTS

For new foreign student, we are here to help you to adjust and adapt to life in Singapore and NYP.
STUDENT INSURANCE SCHEMES

We have a Group Personal Accident Insurance scheme for full-time students.

STUDENT BILL MATTERS & FINANCIAL SCHEMES

Need to know how to pay your fees or apply for tuition grants? Check out this section for fee-related matters and financial schemes.

SCHOLARSHIPS & SPONSORSHIPS

Be an NYP scholar! We have a wide range of scholarships and sponsorships available.

LIBRARY & INFORMATION SERVICES

The NYP Library is more than just a place for borrowing books. It has high-tech facilities, cool study areas and even a café for you to chill out.

THE COPYRIGHT ACT

The Copyright Act came into effect in 1987. The following highlights some aspects of the Act, which are of relevance to you.

(a) What is Copyright?
   It is a form of protection given by Law to the authors or original works. Almost all works in the Library are protected by Copyright.

(b) How much can I legally copy?
   The “fair dealing” provisions allow you to copy
   (i) Single copies for research/private study
   (ii) Either 10 per cent (from a book/ebook without chapters) or ONE chapter of a book/ebook
   (iii) One article of a periodical/magazine/e-journal

(c) What about computer software?
   You CANNOT copy any computer software borrowed from the Library, or those stored in computers anywhere in the Polytechnic. You MUST NOT use any illegal copies of software on any computer in the Polytechnic.

(d) Personal Responsibility and Liability
   Users are personally responsible and liable for any infringement of the Copyright Act.

For more details on the Copyright Act, please refer to the Intellectual Property Office of Singapore website.
COMMUNICATIONS & OUTREACH DEPARTMENT

The Communications & Outreach (C&O) Department plays an important role in the branding of NYP. It helps build strong camaraderie and a sense of belonging among the NYP community by communicating important messages through various media platforms to key stakeholders. These range from publications, posters, websites and media stories, to promotional materials on NYP courses and campus life.

STAYING IN TOUCH THROUGH SOCIAL MEDIA

C&O offers you various social media platforms for you and your friends to keep in touch with NYP through the official NYP Facebook page, our Twitter account and NYP’s Instagram profile.

In addition, our blog has articles written by NYP students.

You can access all of this through NYP’s student portal, called MyNYP.

The Communicators

We also have a CCA group called The Communicators. Here, students not only help handle the polytechnic’s social media channels and blogs, they will also be the polytechnic’s ambassadors to secondary schools. The Communicators will be called upon to provide advice to secondary school students on their choices and course options. The Communicators will also get training in public-speaking skills, event management and leadership. Join us to help showcase NYP’s courses, as well as the fun and exciting elements of student life, all while earning CCA points.

COME AND CONTRIBUTE

C&O is constantly looking for students - like you - to be involved in our events and activities. Write to us at NYP_Comms@nyp.edu.sg to be part of C & O’s activities. We would love to hear from you!

ALUMNI RELATIONS

Stay in touch with us after you graduate! Our Alumni Office has a wide range of exciting events lined up for you!

STUDENT DEVELOPMENT

The Student Development (SD) department provides several student services which include the booking of sports & recreation facilities, locker rentals and conducting of National Physical Fitness Tests.
SPORTS & RECREATION FACILITIES
Need to unwind after a hard day of mugging? You can go for a dip in the swimming pool, play badminton with friends or do a spot of rock-climbing! And there’s T-Junction, our dedicated student recreation centre.

LOCKER RENTAL SERVICES
You don’t have to lug around your stuff in campus. Lockers are available for rental at affordable rates.

INDIVIDUAL PHYSICAL PROFICIENCY TEST
This is for medically-fit, final-year NS-eligible students. Find out more here.

STUDENT ORGANISATIONS
The SD department functions as a liaison body between the many NYP student organisations and the Polytechnic Management. In addition, by supporting the Nanyang Polytechnic Students’ Union (NYPSU), its Constituent Clubs and other student organisations, it seeks to inject student life at NYP with colour, enthusiasm and diversity. Students are encouraged to adopt an active and enriched lifestyle through involvement in the various activities and programmes organised by the many student organisations in NYP.

NANYANG POLYTECHNIC STUDENTS’ UNION (NYPSU)
Students automatically become members of the Union as well as their Schools’ respective Academic Clubs.

FORMING A NEW CLUB OR INTEREST GROUP
Students who have a particular interest or are interested in activities not available in NYP can submit a proposal to set up a new Club or Interest Group to promote the activity.

All applications must be completed using official forms at the SD department and must be accompanied by details such as the aims and objectives, the proposed start-up operating budget, and a list of proposed activities for the first year.

Students requiring further information may visit the SD department and ask to speak to any Student Development Officer (SDO).

RULES AND REGULATIONS FOR STUDENT ORGANISATIONS

Use of Polytechnic premises and facilities

1. If a club or society (hereafter called “student organisation”) wishes to make use of the premises of the Polytechnic for any gathering or to conduct any activity, the student organisation must apply to Director/ Student Development for approval to make use of the premises.

2. If the gathering or activity is to be attended by persons who are not students or staff of NYP, the student organisation must also submit an application to Director/Student Development for permission for such persons to attend the gathering who shall at his discretion be at liberty to
refuse permission for persons who are not students or staff of NYP entry to the premises of the Polytechnic.

3. Director/Student Development or his appointed officer, may, as a condition for granting approval for the use of the premises, require the payment of a deposit or a fee.

4. Premises which are allocated to the student organisation shall not be used for any other activity other than those related to the student organisation concerned.

Notices, Posters, Banners and Flags
5. Student organisations must obtain the official stamped approval from the SD department for the display of notices and posters on notice boards in the campus.
6. All banners must not exceed 3m x 1m in size.
7. All notices must not exceed A3 size.
8. Student organisations may seek exemption from the above rules for special occasions.
9. The approved display must be confined to the designated notice boards in the campus. If the display is to be placed at locations other than notice boards, prior approval must be obtained from Director/Student Development and Director/Estates Management.
10. All banners must be securely erected on the approved sites so as not to cause any obstruction.
11. All notices, posters and banners must be removed within 24 hours after the end of the event by the student organisations. Failure to remove the notices, posters and banners will result in the student organisation being banned from putting up any publicity for a period deemed appropriate by the SD department.
12. The Polytechnic has the right to remove any notices, posters or banners in the campus if it is deemed appropriate and necessary.

Club Report
13. When requested by the SD department, student organisations are required to submit 2 copies of its club and inventory reports.
14. The SD department reserves the right to inspect all club rooms and club inventory without notice.

Use of Facilities by Student Organisations
15. Rooms allocated to the Union, clubs and other student organisations must be used to carry out the affairs of the relevant organisations.
16. The organisations shall ensure proper utilisation of these facilities or any part of the rooms allocated to them.
17. The student organisations shall be responsible for opening and closing their respective rooms but these must be conducted between the hours specified below:
   Mondays to Fridays 8.30am to 9.00pm
   Saturdays 8.30am to 5.00pm
   Sundays & Public Holidays Closed
18. Requests for the use of these facilities or rooms outside the specified hours must be approved by the SD department and/or respective Departments.
19. Requests for the use of the common facilities must be made on prescribed forms available at the School Admin Services offices or the SD department.
20. Student organisations must ensure that:
   a. the premises are kept clean at all times
   b. the furniture and fittings are kept in good condition, failing which the student organisation will be liable for any damage whatsoever
   c. no activity which is considered a nuisance to anyone is to be conducted
d. no part of the premises is to be defaced - no slogans or any writings, stickers are to be pasted onto the walls

21. Any activity which infringes the law and the Polytechnic’s rules and regulations is not permitted in these premises. Gambling, ragging, consumption of alcohol, smoking, cooking of food and activities not within the constitutions of the Polytechnic are prohibited.

22. The student organisations will be responsible for notifying the School Admin Services offices or the SD department without delay if any repair or other maintenance work is necessary for any part of the premises.

23. No installations, additions, alterations or renovations of any kind may be made to the premises without prior approval from the Polytechnic administration.

24. Disciplinary action will be taken against any student found violating the rules and regulations of the use of such facilities in NYP.

**CO-CURRICULAR ACTIVITIES (CCA) SCORING & GRADING SYSTEM**

When you join CCAs, you will be rewarded with CCA points. Find out how this works.