

Getting to know you



<https://for.edu.sg/lscfop24>

Our Warmest Welcome to all Freshmen!

COURSE BRIEFING FOR
LANDSCAPE DESIGN & HORTICULTURE

APR 2024



Hello and Welcome to LDH!





Introduction

Dr Akasta Sinaga

You can find me at:

- 6460 8968
- akasta_sinaga@np.edu.sg

meet your Lecturers



Ms Seahmala
Muniandy



Mr Saiful Anuar
Mohd Said



Mr Gregory Chow



Ms Chris Chia



Mr Soh Eng Lam



Dr Rajam Chitra



Ms Surinam Sumsudin



Dr Akasta Sinaga

Overview of Course Briefing

- **About the course - objectives and structure**
- **How You Will Learn - Learning @NP**
- **Student Code of Conduct + Attendance**
- **Safety & Emergency**
- **Q&A**



meet your

Class Advisors

Every student is assigned an Advisor who will journey with you for the next 3 years

Your Advisor will guide you as part of Education & Career Guidance (ECG) in NP

Main point of contact for you should you need help, information or advice.



Mr Saiful Anuar
Mohd Said

Class: 1G01

- Advisor: Mr Saiful Anuar Mohd Said
- Contact: 6460 8926
- Email: Saiful_Anuar_SAID@np.edu.sg



Ms Surinam Sumsudin

Class: 1G02

- Advisor: Ms Surinam Sumsudin
- Contact: 6460 6819
- Email: Surinam_SUMSUDIN@np.edu.sg

Level 1

- 2 classes
- Each class mapped to either sub-level 1.1 or 1.2
- And will take a set of prescribed modules
- Class will swap sub-level in Semester 2

1G01

EAIN CHU MAY
ESTELLE YEO RUI EN
FAITH CHEN WEN XIN
JERMAINE BOON JIA PEI
JUSTIN TAN JUN XIANG
KAYDEN LEE JIE HAO
KAYLEN TEO QI RUI
KE YANG LIN, LYNN
KRISTEN KOH
LIM XIAO HUI
MA WENYI WENDY
NADIFA KHAIRUNISA BINTE MASHUD
ONG YI XUAN JOVITA
TAN XUAN LE, SIERRA PASIA
WANG HUI MIN
WEE LUCAS

1G02

AW JIE XIANG BRYAN
GENA LEE PEI XUAN
HANNAH LUM SI-EN
KHILFI AFEEF BIN ABDUL GHANI
KIMI TUOMINEN NG
LAM JUN YANG (LAN JUNYANG)
LI YINGSHAN
NG YONG WEI
NUR FIRZANAH BINTE AZMIN
OH RYAN
QISTINA MARSYA
SAM JIA JU, ETHAN
SASIKUMAR VARSHASHREE
SOON ZHANG ZHENG
TAN CHING YEE
TAN WEI KANG
YONG SHER HAN

Note: Namelist as at 3 Apr 2024

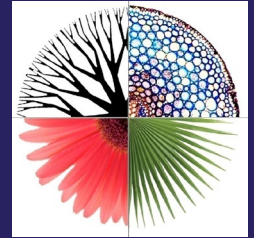
LANDSCAPE DESIGN & HORTICULTURE

LANDSCAPE DESIGN & HORTICULTURE

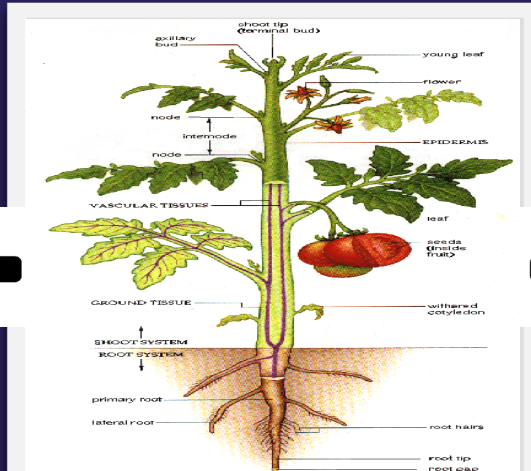
mixed disciplines

h y b r i d

One and ONLY course at the tertiary level in Singapore



landscape design
creating quality green spaces

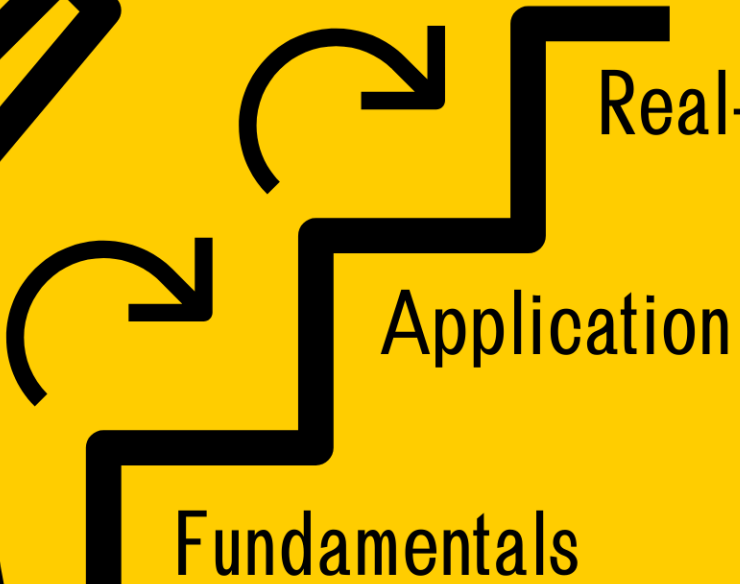


plant science
the biology



horticulture
art, science, technology of growing plants

Stepped Progression of your learning in NP



Real-World Application

Application

Fundamentals

NP's Signature Pedagogy: Service-Learning

- Apply what you learn in the classroom to meaningful community projects that address real needs
- Gain a deeper appreciation of your course of study and hone your critical thinking skills
- Experience personal growth and be inspired to make the world a better place!



Other pedagogies or way of learning in LDH

to train you for the professions in the
landscape industry



Project-Based Learning

Actively learn and integrate knowledge & skills, investigate and respond to complex real-world problems over an extended period of time

Field Based Learning

Extends walls of classroom, direct interaction with an environment in which concepts taught are applied or used

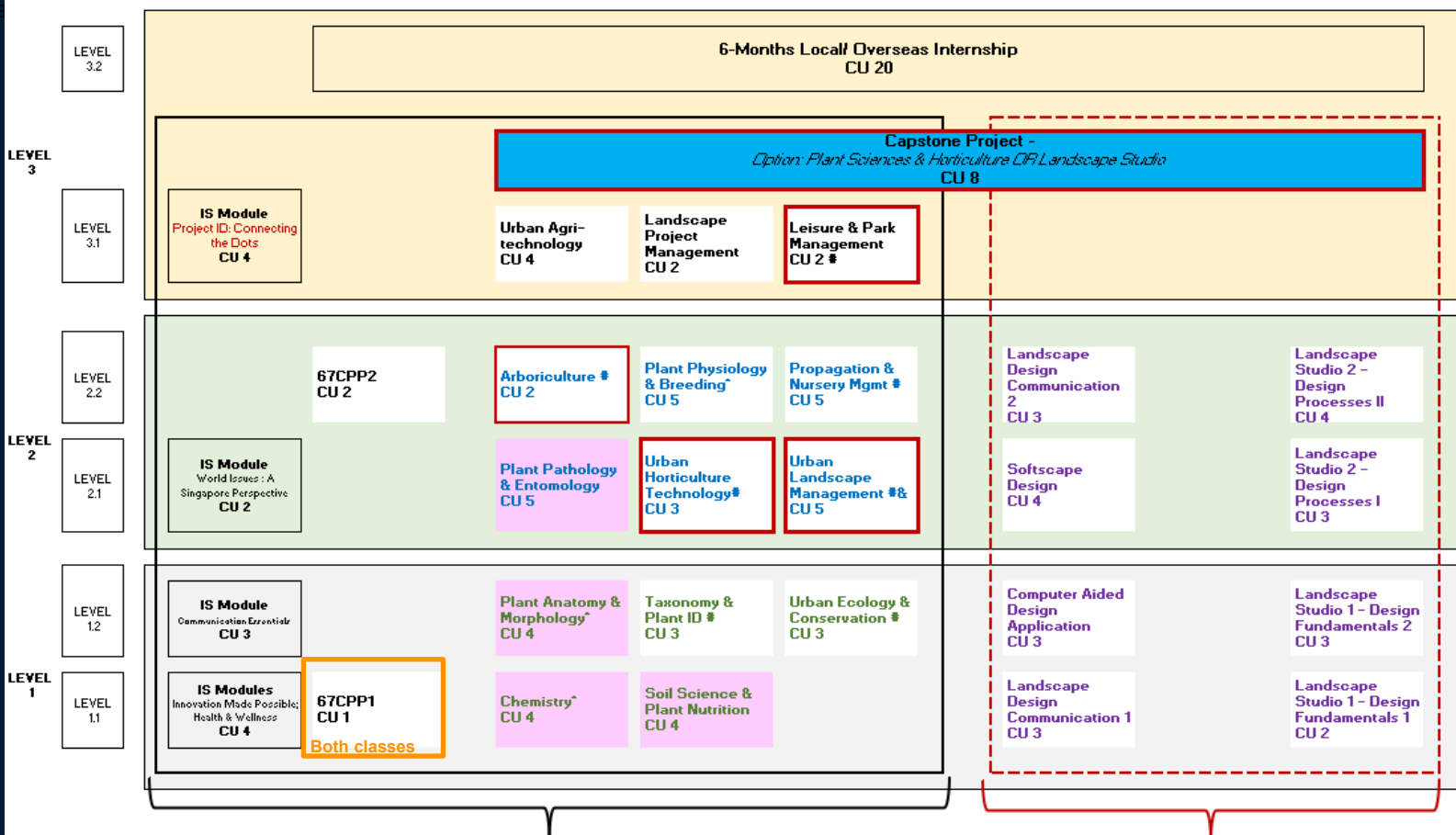
Lab Based Learning

Design & conduct experiments, manage project, analyse and interpreting data, communicate findings and conclusions with the laboratory as the central focus

Flipped Learning

Online, Self-paced in preparation for deeper learning engagement when lessons are face-to-face

Curriculum Structure



Modules to be offered flip-flop
Project-Based Learning unless otherwise stated
Field-Based Learning
^ Lab-Based Learning
& Incorporate Service-Learning

Modules to be offered sequentially
All Project-Based Learning (PjBL)

Career & Further Studies opportunities

Career

Horticulturist
Horticulture Product Specialist
Park Officer
Turfgrass Specialist
Urban Farmer
Nursery Supervisor
Landscape Designer
Landscape Project Executive
Lab Technologist
Research Officer

Studies

Local universities
BLA in NUS

Australia

Uni of Queensland, Western
Australia, Melbourne, Tasmania

New Zealand

UK

US



Carissa Kwa
Landscape Design &
Horticulture graduate, Class
of 2016

Carissa is an assistant project manager and certified arborist at Mao Sheng Quanji Construction Pte Ltd.



Siti Zaleha Abdullah
Landscape Design &
Horticulture graduate, Class
of 2016

Zaleha is a flora specialist in Camphora Pte Ltd.



Tan Jing Xiang
Horticulture & Landscape
Management* graduate, Class
of 2010

Jing Xiang was awarded a CapitaLand scholarship to pursue a Masters in Architecture. He recently received the SG Eco Fund grant to start a food waste recycling programme at his farm in Bukit Timah

*Renamed the Diploma in Landscape Design & Horticulture



Emelia Quek
Landscape Design & Horticulture graduate, Class of 2022

Emelia is currently pursuing a Bachelor's degree in Environmental Earth Systems Science at NTU



Kevin Ang
Landscape Design & Horticulture graduate, Class of 2018

Kevin is pursuing a degree in Landscape Architecture at NUS

Learning @NP



- Academic Calendar
- Essential Learning Tools
- Grading & Assessments
- IT matters
- Timetable

Academic Calendar

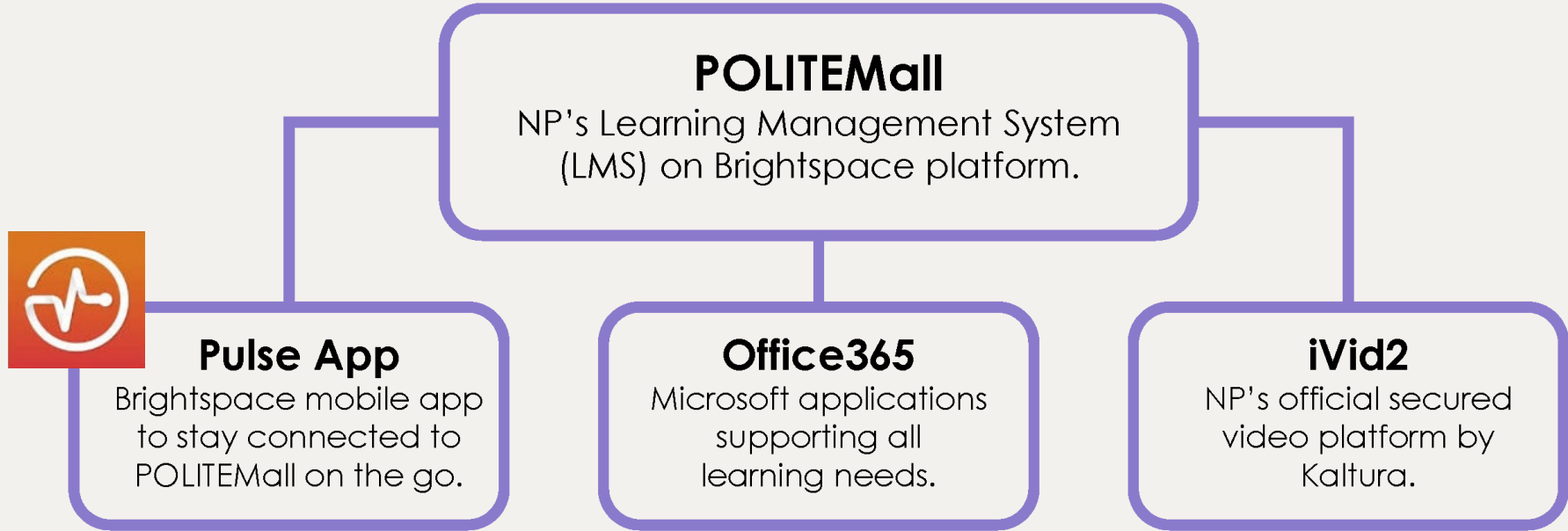
Academic Calendar

- 15 teaching weeks
- 1 week common test week
- 2 weeks Study & Exam week
- 2 weeks term break
- End of semester long vacation

April 2024 Semester 1	
Teaching Weeks	15 Apr 2024 to 9 Jun 2024
Break	10 Jun 2024 to 23 Jun 2024
Teaching Weeks	24 Jun 2024 to 11 Aug 2024
Study & Examination Weeks	12 Aug 2024 to 25 Aug 2024
Vacation	26 Aug 2024 to 13 Oct 2024

Essential Learning Tools

NP's Essential Tools for Learning Online




Note: Lecturers may at times use other tools available online to support their teaching style.

Key Applications



NP Website

- <http://www.np.edu.sg>
- Click on Menu  & scroll thru the left navigation for useful links.

1

NPAl Student

<https://npalstudent.np.edu.sg>

2

mStudent

- Mobile version of NPAl Student. Scan the QR to install
- Remember to **enable Notification** for the mStudent app so that you don't miss out on important alerts from NP.



3

How Do I Login?



What is my User ID?

- Derive your User ID from your student number.
- If your student number is 12345678A,
Your User ID would be **S**12345678 (prefix with “**S**” and drop the check digit at the end of your student number, eg. “A”)

1

What's my NP Email Address?

- The format of your email address is {User ID}@connect.np.edu.sg
- Example: **S12345678@connect.np.edu.sg**

2

Oops, I forgot my Password

- if you have registered your Personal Email in NPAl for password recovery purposes, you may Reset your password **HERE**.
- **If not**, please email Dora.ITCare@np.edu.sg for assistance

3

POLITEMall - NP Courses

NGEE ANN POLYTECHNIC

KN KAMARIAH BINTE YAHYA NP

Quick Eval Data Access ▾ Instructor Quick Start Guides More Resources ▾ Go to POLITEMall Courses

Ngee Ann Polytechnic

My Courses ▾

All Pinned Brightspace Non-Term Sandboxes

FLIPPED LEARNING DESIGN, FACILITATION & DEPLOYMENT WITH BRIGHTSPACE LMS
2152-CLTE_FLIPLEARN_BSLMS
• Non-Term

Brightspace Learner Simulation
CO_LEARNERSIM1_D2L • Brightspace

Announcements ▾

Welcome to NP Brightspace

You can now rework/create your content in NP POLITEMall (Brightspace) and be ready for the NP-wide rollout in April 2022. With the intuitive user interface of Brightspace, we believe that you will enjoy your experience even more.

Watch the 1-minute video of what Brightspace can do :

D2L Brightspace 101 What is D2L Brig... Watch later Share

Reach every learner

Click this logo to return to this page.

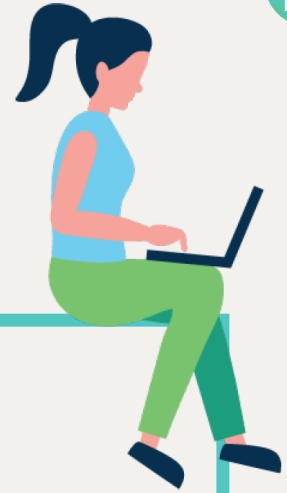


Upon clicking on "NP Courses" in POLITEMall Main Page, you will arrive at NP Courses Page.

Here, you can find widgets for "**Announcements**" and the courses you are enrolled in under "**My Courses**".

At any point you want to return to this page, click on **NP logo** on the top left-hand corner.

How to Access Your NP Email



It is essential that you know how to access your NP email as **important messages are sent to you via NP email.**

3 ways to access your email:

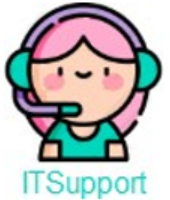
- i. Direct web link: <https://outlook.office365.com>
- ii. Microsoft Portal: <https://portal.office.com>
Here you can access your NP email and other Microsoft apps off the Office365 Cloud
- iii. Install the Microsoft Outlook or Office apps locally into your computer.
Go to <https://portal.office.com> and click [INSTALL OFFICE].
Launch Outlook after installing and login.

Get ready your NP Email address and Password for access.

IT Helpdesk

- Email : Dora.ITCare@np.edu.sg
- Operating hours: Mon – Fri: 8.30am to 6pm

Closed on Public Holidays



Grading & Assessments

Assessments

Examinable Module

1. End-of-semester Exam
2. Mid-term Common Test
3. Assignment/ Project/
Practical etc

Continuous Assessment Module

1. Test/ Quiz
2. Project
3. Assignment
4. Practical etc

Pass/Fail Module

1. Project
2. Assignment

- You will be informed of the types of assessment by your module leader.
- Work must be submitted on time. **ZERO TOLERANCE on late submission.**
- Individual + Group work

How GPA (Grade Point Average) Works

Grades	Description	Grade Point	Criteria
AD	Distinction	4.0	Top 5%
A+	Excellent	4.0	> 85%
A		80 - 84%	
B+	Very Good	3.5	75 - 79%
B		70 - 74%	
C+	Good	2.5	65 - 69%
C		60 - 64%	
D+	Pass	1.5	55 - 59%
D		50 - 54%	
F	Fail	-	0 - 49%
PX	Pass	-	Pass for modules graded as "Pass or Fail"

How GPA (Grade Point Average) Works

- GPA = Grade Point Average
- Used to measure academic standing
- Calculated based on graded modules taken in the semester
- Current GPA vs. Cumulative GPA

$$\text{Current GPA} = \frac{\text{Sum of (Credit Units x Grade Points)}}{\text{Total credit units for graded modules in the current semester}}$$

Timetable

Looking Forward: Preparing for Your First Class

- Check your timetable on **mStudent App** or **NPal Student Portal**
- Look out for your **Tutorial/Practical Group** (e.g. T01)
- You will see the following in your timetable:
 - Course Code (i.e. HORTICUL)
 - Module Code (e.g. 67SOIL)
 - Class Section (e.g. T01)
 - Location (e.g. LT 51A)
 - Lecturer's Name

Student Set Timetable

Student Set LDH1G01

Term April Semester 2023

Note: Dates where displayed indicate the first and last sessions of the class in that venue.

Online Asynchronous Learning (Self-Paced)

Module	Required hours per week	Lecturer	Class
1 HORTICUL 2PAM	2	SEAHMALA D/O MUNIANDY	L01
2 HORTICUL 67CHEM	2	SINAGA AKASTA	L01

Self-directed, independent learner with good time management skills

In-Person Learning (On-Campus)

Time	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
8:00AM						
9:00AM		HORTICUL 67CHEM 83-07-0004 SINAGA AKASTA P01 ODD weeks		HORTICUL 2PAM 82-04-0005 SEAHMALA D/O MUNIANDY P01		
10:00AM	HORTICUL 67CADIM 82-04-0001 CHIA WAN YE CHRIS P01					
11:00AM		HORTICUL 67CPP1 82-04-0001 CHIA WAN YE CHRIS T01 EVEN weeks				
12:00PM					IS modules Check TT from 10 Apr onwards	
1:00PM				HORTICUL 67LSDF1 82-04-0001 SOH ENG LAM P01		
2:00PM						
3:00PM				HORTICUL 4PCH1 72-04-0009 CHIA WAN YE CHRIS P01		
4:00PM						
5:00PM						

Schedule for In-Person learning in NP campus

In-Person Learning (On-Campus)

Time	Monday
8:00AM	SAMPLE
9:00AM	
10:00AM	<u>HORTICUL 67TXP</u> 50-04-0005 WONG LI XING STEPHANIE P01 KAN SIEW MUN P01

This is how you read your timetable

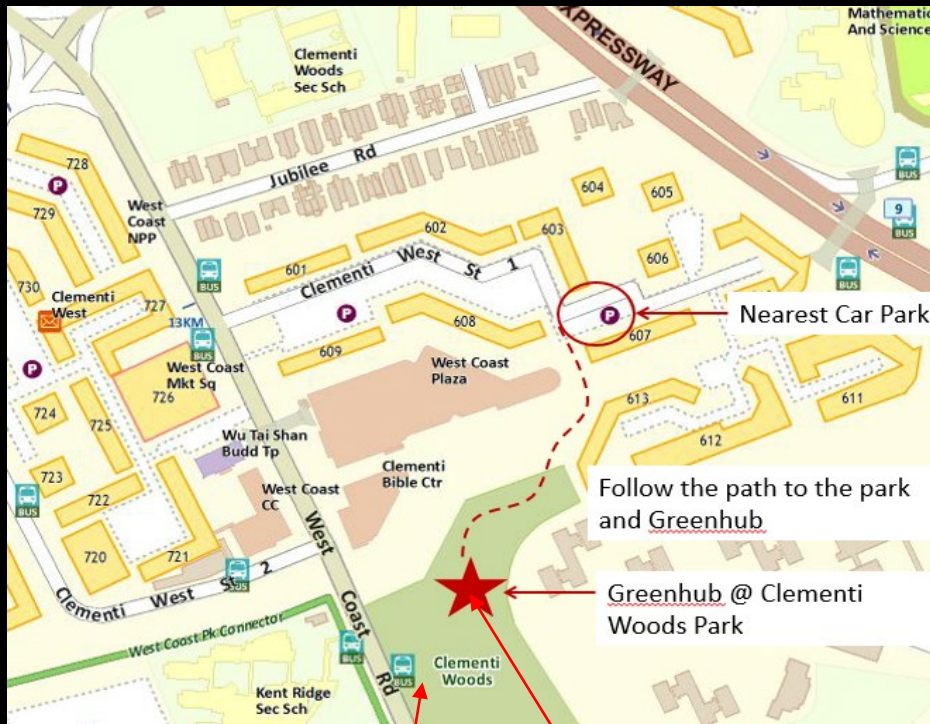
Course -
In this case HORTICUL = LDH

HORTICUL 67TXP
50-04-0005
WONG LI XING
STEPHANIE

KAN SIEW MUN
P01

- Module Catalog ID
67TXP = Taxonomy & Plant ID
- Class Venue
Blk-Level-Room No.
- Staff providing technical support
- Name of Lecturer
- Class type
*L – lecture
T – Tutorial
P - Practical*

**DIRECTIONS TO GREENHUB
@ CLEMENTI WOODS PARK**



By vehicle

- i) Exit 10A and join Clementi Ave 2
- ii) In about 100m, turn left into West Coast Road
- iii) In about 200m, turn left into the Car Park at Clementi West Street 1

If you are driving from Clementi Road,

- i) Turn into West Coast Road
- ii) In about 1km, turn right into the Car Park at Clementi West Street 1

The parking charges of the ERP Car Park at Clementi West Street 1 is calculated on a per-minute basis (60 cents per half an hour).

By Bus

Greenhub is serviced by the following bus routes;

- 30, 51, 143, 175, 201, 533 & 655 (Bus Stop ID: 17039)
- 30, 51, 143, 175, 201 & 655 (Bus Stop ID: 17031)

By Taxi

Alight near the Bus Stop (ID: 17039)

**Learning Out of Campus
in real world setting**



00-LS-GHCW

Timetable official release on 12 Apr 2024
Login to mStudent (download the app) or NPai to
check timetable

Full online lectures

Note: Year 1 Lectures are F2F for first 2 weeks

Your lecturers will provide a more detailed lesson plan

Module	Lecturer	Date	Time	Venue
2PAM Plant anatomy & morphology	Seahmala	17 Apr 24 Apr	9am – 10am	71-02-0016
67CHEM Chemistry	Akasta	17 Apr 24 Apr	10am – 12pm	71-02-0016
67TXP Taxonomy & plant identification	Surinam	17 Apr 24 Apr	2pm – 3pm	71-02-0016
67SOIL Soil science and Plant Nutrition	Seahmala	17 Apr 24 Apr	3pm – 4pm	71-02-0016
67UEC Urban ecology & conservation	Saiful	17 Apr 24 Apr	4pm – 5pm	71-02-0016

Where do I get the detailed schedule of lesson topics?



Refer to **module information** page in your module

Module Information

Module Information

Attendance Policy 0/5

- Plagiarism Warning
- Netiquette
- Software Requirements

End of Unit

Teaching & Learning approach

Assignments & Quizzes

Lesson topics by weeks

Week no.	Week no/m	Lecture (Lec)	Lab	Tutorial (Tut)	Practical (Prac)	Assessment (Ass)	Remarks
1	11 Oct	School of Engineering white space week					
2	24 Oct	Topic 2		Tutorial 1	2 Lab	2	
3	31 Oct	Topic 3		Tutorial 2	2 Lab	2	
4	7 Nov	Topic 4	2	Tutorial 3	2 Lab	2	
5	14 Nov	Topic 5	2	Tutorial 4	2 Lab	2	
6	21 Nov	Topic 6	2	Tutorial 5	2 Lab	2	
7	28 Nov	Topic 7	2	Tutorial 6	2 Lab	2	
8	5 Dec	Topic 8	2	Tutorial 7	2 Lab	2	
9	12 Dec	Common Test week					
10	19 Dec	Term Break					
11	26 Dec	Term Break					
12	2 Jan	Topic 9	2	Tutorial 8	2 Lab	2	
13	9 Jan	Topic 10	2	Tutorial 9	2 Lab	2	
14	16 Jan	Topic 11	2	Tutorial 10	2 Lab	2	
15	23 Jan	No Lecture	4	Tutorial 11	1 Lab	2	
16	30 Jan	Topic 12	2	Tutorial 12	2 Lab	2	
17	6 Feb	Exam Review	2	Exam Review	1 Lab	2	
18	13 Feb	Study & Examination week					
19	20 Feb	Examination week					
20-18	27 Feb	Vacation					

Attendance



- Attendance policy
- Punctuality policy
- Grade Cap policy

ATTENDANCE POLICY

Attendance is a key factor in your academic progress. Regular attendance correlates with better results.

- Must meet minimum 70% overall attendance for lectures, tutorials & practicals
- Only valid reasons are accepted for absence from class
- Submit reasons with supporting proofs within two (2) working days
- 1st warning given when attendance falls to 80%
- 2nd and final warning when attendance falls to 73%
- **Grade cap kicks in automatically when attendance rate falls below 70%**

PUNCTUALITY POLICY

No grace period for attendance-taking in classes

Late without valid reasons will be marked “Absent”

- Being punctual shows **respect for others** and **maximises lesson time for all**.
- **Be self-responsible** in attending classes regularly and punctually.
- **Cultivate good habits** that will serve you well in life.

GRADE CAP POLICY - 4 THINGS TO KNOW

1	Attendance required	Minimum 70% overall attendance
2	Grade Cap	<p>If you pass the module and do not meet the minimum attendance requirement, your module grade will be <u>capped at the passing grade:</u></p> <ul style="list-style-type: none"> - “D” grade for examinable and continuous assessment modules - “PX” or “Pass” grade for modules graded Pass/ Pass with Merit/ Fail
3	Reasons for absence	<p>Only valid reasons are accepted. Submit them within two (2) working days.</p>
4	Notifications on low attendance	<p>Max 2 warnings will be sent to you and your parents/guardians:</p> <ul style="list-style-type: none"> - 1st warning when attendance rate falls to 80% - 2nd and <u>final</u> notification when attendance rate falls to 73% - Grade cap kicks in automatically when attendance rate < 70%

Submit medical certificates or other supporting documents for missing class in NPal. You can use the mStudent app to access as well.


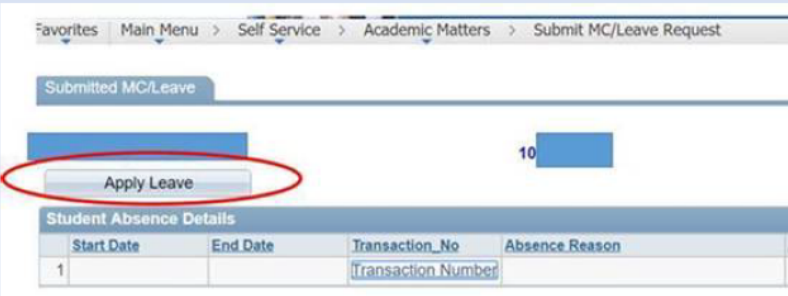


Refer to steps here:

https://www2.np.edu.sg/cc/NPalStudent/Documents/NPal2_Steps_to_submit_MC_otherdocs.pdf

Steps to submit MC/ other leave application

- Do note that students will still be required to submit the original hard copy MC/ other document to schools within 48 hours for certain situations such as exam/test/other assessment.
- Please read the instructions below carefully.

Step	Instruction								
1.	<p>Access the Npal Student Self Service @ https://npalstudent.np.edu.sg Log in using your NP Student ID and password</p>								
2.	<p>Go to Main Menu > Self Service > Academic Matters > Submit MC/Leave Request</p>  <p>The screenshot shows the 'Academic Matters' page with a navigation breadcrumb: 'Main Menu > Self Service > Academic Matters'. Below the breadcrumb, there are several menu items: 'My Academic Profile', 'Absence Summary', 'Exam Results (Current)', 'Exam Results (History)', 'Submit MC/Leave Request', and 'Statement of Results'. The 'Submit MC/Leave Request' button is circled in red.</p>								
3.	<p>Click “Apply Leave”</p>  <p>The screenshot shows the 'Submit MC/Leave Request' page with a breadcrumb: 'Main Menu > Self Service > Academic Matters > Submit MC/Leave Request'. Below the breadcrumb, there is a 'Submitted MC/Leave' section with a blue bar and a '10' next to it. Below this, there is an 'Apply Leave' button circled in red. At the bottom, there is a 'Student Absence Details' table.</p> <table border="1" data-bbox="150 846 904 936"><thead><tr><th>Start Date</th><th>End Date</th><th>Transaction_No</th><th>Absence Reason</th></tr></thead><tbody><tr><td>1</td><td></td><td>Transaction Number</td><td></td></tr></tbody></table>	Start Date	End Date	Transaction_No	Absence Reason	1		Transaction Number	
Start Date	End Date	Transaction_No	Absence Reason						
1		Transaction Number							
4.	<p>Select the correct reason for application of leave, e.g. you have a MC for that day. (Do note that the “Work Related” reason is applicable for adult CET students only)</p>								

Favorites | Main Menu > Self Service > Academic Matters > Submit MC/Leave Request

Student Name: [REDACTED]

Absence Reason: MC - Medical Certificate

Absence Details

Start Date: [REDACTED] Transaction Code: NEW

End Date: [REDACTED] Duration: 0

MC #: [REDACTED]

Date Issued: [REDACTED]

Clinic/Hospital Tel No: [REDACTED]

Compassionate Leave
Hospitalisation
MC - Medical Certificate
Medical Appointment @ Hospital
NS Related
O Level Exam
Other
Participate School/Natl Event
Work Related

5. **Complete all the required information**

Start and End Date

MC/ Document number

Date issued (i.e. date that the doc. was issued)

Clinic/ Hospital Tel. number

Name of Clinic/ Hospital

Submit the MC/ other doc. such as MC, NS enlistment letter etc. by **attaching a soft copy PDF or JPEG file** (e.g. take a photo of the MC and save as a JPEG)

(Note that the final approval for leave application is subjected to approval by schools)

Select the **start date as 9 April** and **end date as 9 April** according to the MC (e.g. MC for 1 day on 9/4/19)

Favorites | Main Menu > Self Service > Academic Matters > Submit MC/Leave Request

Student Name: JOHN DOE 1081

Absence Reason: MC - Medical Certificate

Absence Details

Start Date: 09/04/2019 Transaction Code: NEW

End Date: 09/04/2019 Duration: 1

MC #: MC201904090001

Date Issued: 09/04/2019

Clinic/Hospital Tel No: 62341234

**This contact number is for MC Verification purposes

Clinic/Hospital Name or Other Comments: ABC GP CLINIC

File Name: mc_...Copy.pdf

Attached File: mc_...Copy.pdf

+ Add Attachment View Attachment Delete Attachment **Only upload photo with JPEG extension or PDF file only. **File size must not exceed 2MB.

Absence From: Lesson

Select the **start date as 8 April** and **end date as 9 April** according to the MC (e.g. MC for 2 days on 8 & 9 April)

Favorites | Main Menu > Self Service > Academic Matters > Submit MC/Leave Request

Student Name: JANE DOE 1511

Absence Reason: MC - Medical Certificate

Absence Details

Start Date: 08/04/2019 Transaction Code: NEW

End Date: 09/04/2019 Duration: 2

MC #: MC201904080001

Date Issued: 08/04/2019

Clinic/Hospital Tel No: 62341234

**This contact number is for MC Verification purposes

Clinic/Hospital Name or Other Comments: AMK POLYCLINIC

File Name: mc_...Copy.pdf

Attached File: mc_...Copy.pdf

+ Add Attachment View Attachment Delete Attachment **Only upload photo with JPEG extension or PDF file only. **File size must not exceed 2MB.

Absence From: Common Test

6. **Select the correct reason for absence for the day(s) under "Absence From:"** (e.g. student was absent from lesson and there was no test/ assessment on that day)

Add Attachment View Attachment Delete Attachment **Kindly upload photo with JPEG extension or PDF file only.
**File size must not exceed 2MB.

Absence From: Lesson

NOTE: Students are to retain original MC/ Other Documents for 6 months, and produce on demand for verification.

DECLARATION: Lesson

I am aware that forgery of original MC/Supporting Document is a serious disciplinary offence, and will be referred to the Student Disciplinary Committee. If found guilty, students will face severe punishment which may include suspension or even expulsion from the polytechnic.

Submit Submitted DateTime:

7. If the reason for "Absence" is absence from "Lesson" or "School/Poly/CCA Event" for that day(s)

-Pl. be reminded to retain the original MC/Doc. for 6 months for verification by the school/dept.

Absence From: Lesson

NOTE: Students are to retain original MC/ Other Documents for 6 months, and produce on demand for verification.

If the reason for "Absence" is absence from "Internship" (for all courses except nursing course/ "Clinical Attachment" (for nursing students only) for that day(s)

-Pl. be reminded to submit the original document according to school requirements

Absence From: Internship

NOTE: Students to submit original hardcopy/ Other Documents according to school requirements.

If you are absent from situations such as "Class Test", "Common Test", "Exams", "Other Assessment"

-Pl. be reminded that your leave application will **NOT** be approved by your school if the original MC/ document was not submitted within 2 days from the end date of the MC.

Absence From: Class Test

NOTE: Please be reminded that you must submit your original MC or Supporting Documents to the School's General Office (for full-time students) or CET Academy (for part-time students) within 48 hours from the End Date of MC or Leave Request.

8. Read the statement carefully and perform the online declaration > Click "Submit"

DECLARATION:

I am aware that forgery of original MC/Supporting Document is a serious disciplinary offence, and will be referred to the Student Disciplinary Committee. If found guilty, students will face severe punishment which may include suspension or even expulsion from the polytechnic.

Submit Submitted DateTime:

9. Upon successful submission, the leave status will appear in the "Student Absence Details"

Submitted MC/Leave

JOHN DOE 7681

10187081C

Apply Leave

Student Absence Details

Start Date	End Date	Transaction No	Absence Reason	Approval Status	Approve/Reject Reason	MC Related	Submit On
11/04/2019	10/04/2019	MC-5870-001	MC - Medical Certificate	Pending		Lesson	11/04/19 4:57:04PM

10. Student will also receive an **acknowledgement email** (see sample below)

From: NPAL_CS_Administrator@np.edu.sg <NPAL_CS_Administrator@np.edu.sg>
Sent: Thursday, April 11, 2019 5:40 PM
To: Z2NPAL1 <Z2NPAL1@np.edu.sg>
Subject: Acknowledgement of MC/Leave Request Submission

Dear Student,

We have received your MC/Leave Request: submitted on 11-Apr-2019 at 05:39:29 PM with the following details:

Transaction #: MC-5870-001
 Absence Reason: MC - Medical Certificate
 Start Date/End Date: 01-Apr-2019 to 02-Apr-2019
 Clinic/Hospital Name or Other Comments: a
 Absence From: Lesson

NOTE:

Students are to retain original MC/ Other Documents for 6 months, and produce on demand for verification.

NOTICE: This message may contain privileged/confidential information. If you are not the intended recipient of this email, please delete it immediately and notify the sender.

11. In the event that the submission was rejected by the school, student will **receive an email informing them of the reject reason** (see sample below).

From: NPAL_CS_Administrator@np.edu.sg <NPAL_CS_Administrator@np.edu.sg>
Sent: Thursday, April 11, 2019 5:44 PM
To: Z2NPAL1 <Z2NPAL1@np.edu.sg>
Subject: MC/ Leave Request has been Rejected

Dear Student,

Please be informed that your MC/Leave Request has been rejected for the following reason: MC wrong date

Transaction #: MC-5870-001
 Absence Reason: MC - Medical Certificate
 Start Date/End Date: 01-Apr-2019 to 02-Apr-2019
 Clinic/Hospital Name or Other Comments: a
 Absence From: Lesson

For any clarification:

For full-time students, please contact your School's General Office.

For CET students, please contact CET Academy.

NOTICE: This message may contain privileged/confidential information. If you are not the intended recipient of this email, please delete it immediately and notify the sender.

12. Once the MC/ Leave application has been approved by the school, your attendance for that day(s) will be updated accordingly.

**Some
reminders for
your first
weeks...**



1

Check out the Catalyst website

- Freshmen Onboarding Site
- Find out more about all the student life opportunities at NP

*Catalyst can also be accessed via the mStudent app and Student Portal



2

Download the mStudent App

- Timetable, exam schedules and more... Find it on the Apple App or Google Play Stores



3

Look out for CCA Fiesta 2024

- CCA Fair at Atrium
- Sign up for a CCA in NP
- Check Catalyst for more info closer to the date



Bridging courses for Freshmen

- Short workshop for basic biology and chemistry on Friday 12 Apr 2024
 - 9-11 AM: Biology
 - 1-3 PM: Chemistry
- Only for those with no O-level Chemistry and/or Biology background

Check your Freshmen Orientation 2024 website for the links

SAFETY FIRST

Wear proper attire for Laboratory, Greenhouse, Shadehouse and practical work outdoors including field trips/ Your lecturers will brief you on the attire required.

YOU
are not
ALONE





Support Structure

Counsellors, Para-counsellors

- Everyone goes through ups and downs
- You can make an appointment to speak with a counsellor from the NP Student & Alumni Services (SAS) at **6460 6777**
- Or chat with a School-based Para-counsellor.
- Your first point of contact when you need help is your class advisor.
- Or you can always contact the course chair or any lecturers that you are comfortable with.

THANK
YOU!



The LDH family welcomes you and we wish you a fruitful journey with us!
Be Well!



Any questions?
Please contact your
advisor or course chair

