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Overseas Sustainable Innovation Project CC1S11

**Congratulations!
You're in!**

**Learning Express Pre-trip Administrative Briefing
Sep/Oct 2024 trips**

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Learning Express is **NOT** a holiday trip.

It is a **GRADED** module (Overseas Sustainable Innovation Project).

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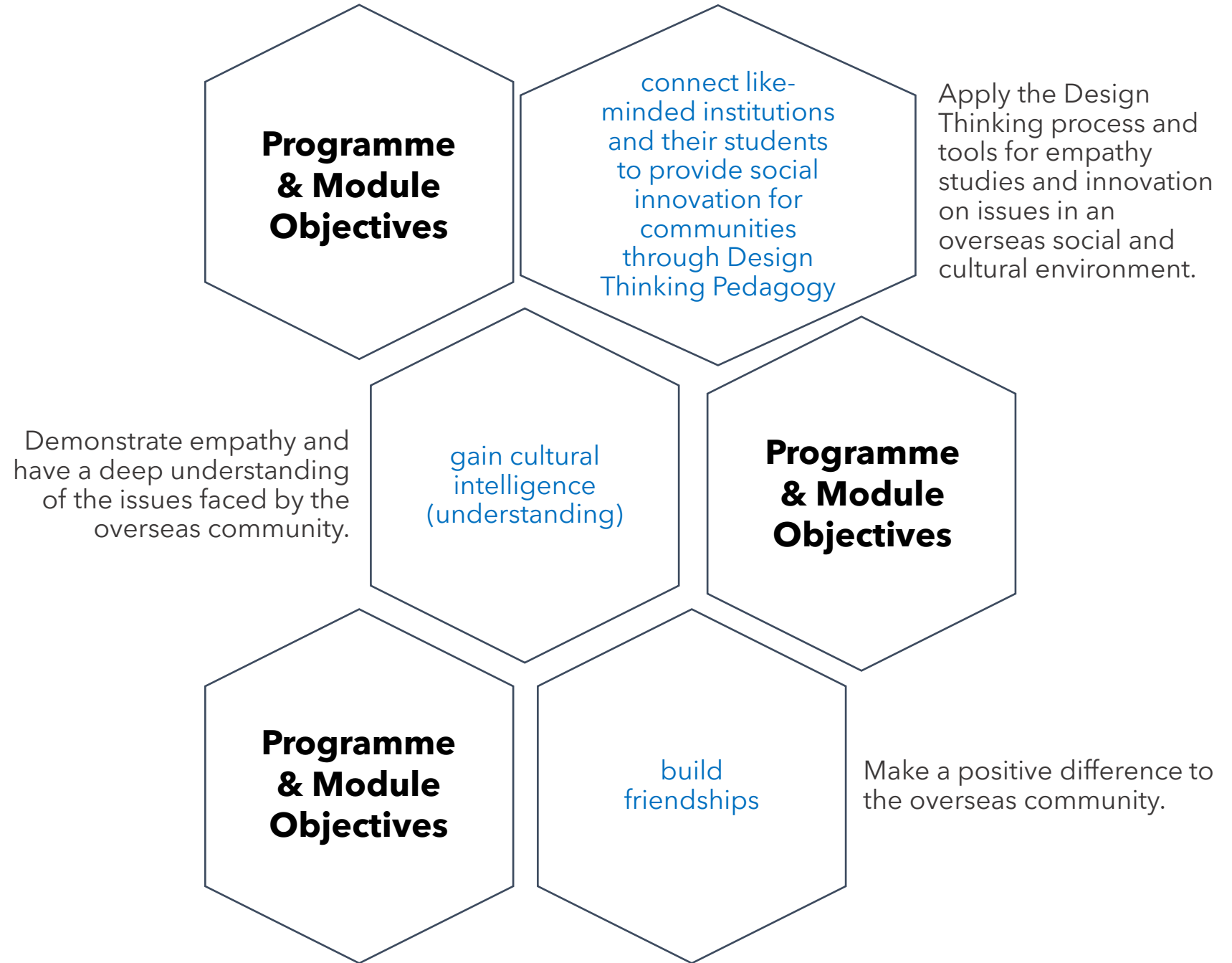
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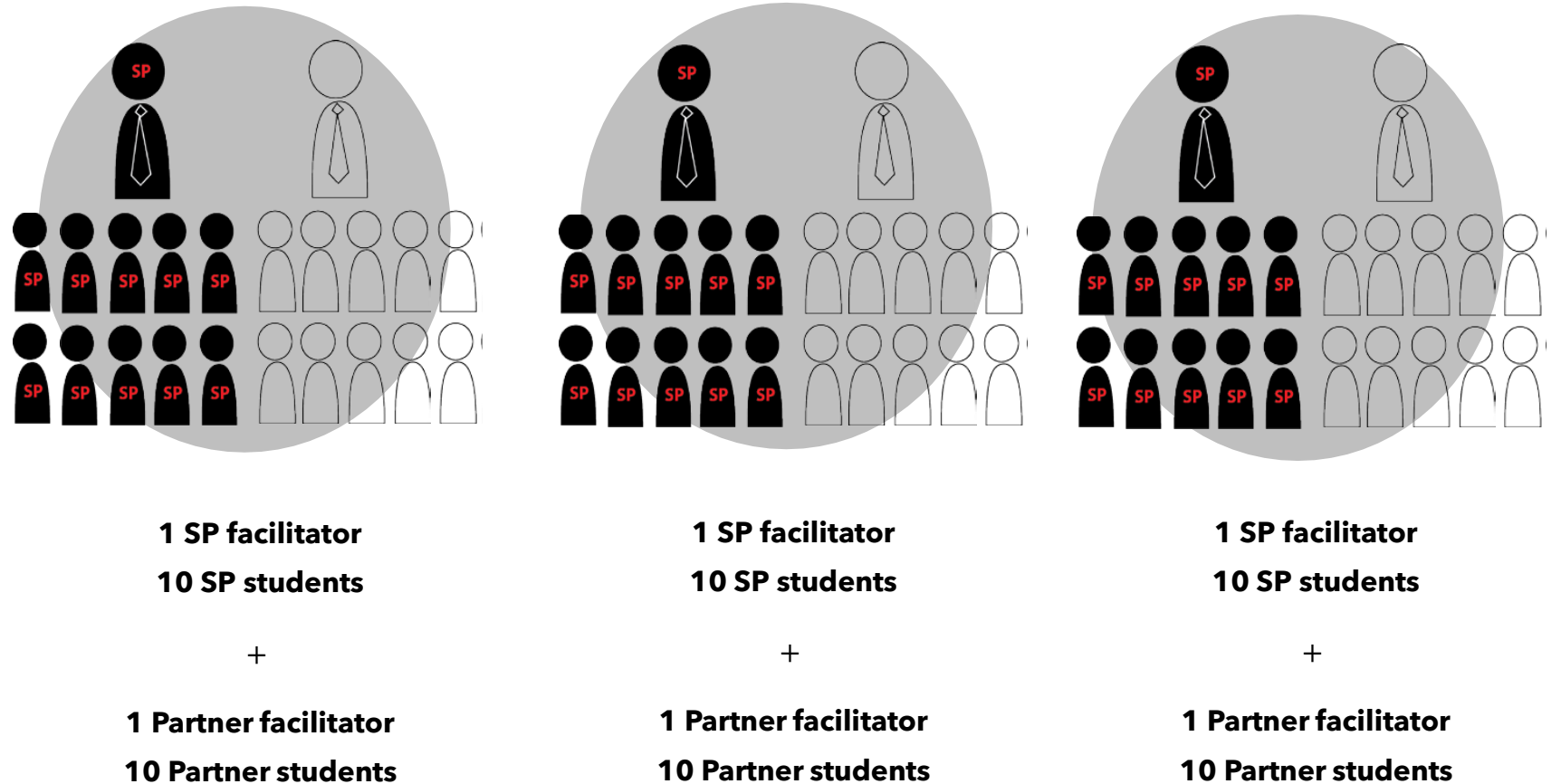
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Singapore Polytechnic + Partner University/Polytechnic



*Some trips may have a different model, but this is the general group breakdown for a LeX/OSIP trip

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Pre-trip Admin Briefing (3 or 10 July) & Design Thinking Training (20 or 27 July)		Establish communication		Research on your project	
Complete MOE Language requirement (for those going to China*, Indonesia, Malaysia & Thailand) + NYC AEP LMS (ALL)				Preparation for your trip e.g., packing / prepare a gift for your buddy	
Day 1: Arrival	Day 2: Icebreakers / DT Recap	Day 3: Homestay Day 1	Day 4: Homestay Day 2	Day 5: Homestay Day 3	Day 6: Revisit Project / Ideation
Day 7: Concept Development / Prototyping	Day 8: Prototyping / Testing	Day 9: Co-creation / Prep for Gallery Walk	Day 10: Gallery Walk	Day 11: Cultural Immersion	Day 12: Home
Quiz and Presentation (2 nd or 3 rd week of Semester 2) Module Assessment					

Other Information You **NEED** to Know

- Terminal transfers (airport departure gate to arrival hall)
- Meals (airport transits, with buddies, homestay, conduct/mannerism, diet requirements, etc)
- Laundry
- Free time/own time
- Dress Code
- Activities with your buddies (NO motorcycle rides)
- Souvenirs, gift exchange, etc.

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Packing List for the LeX trip

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- Passport (including any additional hardcopies) & Visa documents (if applicable)
- 2 event t-shirts (if applicable)
- At least 3 to 4 sleeved SP shirts
- T-shirts with no offensive messages
- Long pants for ALL activities (no FBTs)
- Covered shoes for ALL activities + 1 spare (optional)
- Day Pack (for 3 days of fieldwork)
- **Sleeping Bag**
- **Min. 1L water bottle**
- Socks
- Undergarments
- Sweater/Jacket
- Towel & Toiletries
- Slippers/Sandals for shower
- Umbrella/poncho/raincoat
- Programme Itinerary + Personal Stationery
- **Travel adaptor**
- At least 1 laptop per group
- At least 1 camera per group
- Gifts for Buddy & Homestay Host (e.g.: T-shirt)
- **Foreign notes (equivalent to S\$150 for incidental costs like meals, social programme, airport tax, medical costs, etc)**
- Torch Light + spare batteries
- **Personal medication (eg. Panadol, Inhaler, antihistamine)**

Luggage Limits for the LeX trip

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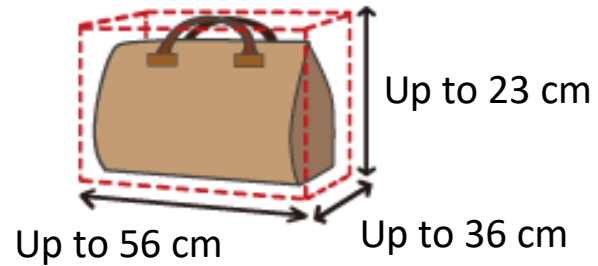
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Carry-on Luggage
(recommended
backpack/duffel bag)

7 kg



Check-in
Luggage

15 kg

Items to take note of for Check-in Luggage

PROHIBITED ITEMS Items not allowed on an aircraft	CHECKED BAGGAGE Items that must be checked in	HAND CARRY BAGGAGE Items that passengers can carry on board an aircraft
EXAMPLES*		
<ul style="list-style-type: none">▶ Explosive, flammable, corrosive or poisonous items▶ Firearms and weapons	<ul style="list-style-type: none">▶ Sharp objects▶ Bulky items▶ Liquids, aerosols and gels of more than 100ml	<ul style="list-style-type: none">▶ Liquids, aerosols and gels kept in containers of not more than 100ml each<ul style="list-style-type: none">• All must fit into a transparent, re-sealable plastic bag with maximum capacity of 1 litre that is completely closed▶ Up to 2 spare lithium batteries for portable electronic devices (including power banks)<ul style="list-style-type: none">• Packed individually to prevent short circuits• Must be hand carried, cannot be checked in
		

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Insurance Coverage

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Group Overseas Travel Insurance Student Plans purchased are aligned across Polytechnics and ITE Students on official trips are covered for:

- Personal Accident
- Medical Expenses
- Other Benefits:
 - Extended stay
 - Compassionate Visit
 - Hospital Visitation
 - Trip Cancellation
 - Shortening of Trips
 - Missed Connection/ Overbooked Flight
 - Flight/ Baggage Delay
 - Lost/ Damaged Baggage
 - Flight Diversion/ Deviation
 - Kidnap/ Hostage

**Student or Parents
can purchase extra
coverage at their
own cost**

Insurance Coverage

Table of cover for Student Plan

			Maximum benefit (S\$) per insured person per trip	
Personal accident and medical expenses benefits			Deluxe	Superior
Main plan	Section 1	Personal Accident	200,000	100,000
	Section 2	Medical expenses overseas	200,000	100,000
		Treatment by a Chinese medicine practitioner or a chiropractor	750 per injury/sickness	750 per injury/sickness
	Section 3	Medical expenses upon return	10,000	5,000
		Treatment by a Chinese medicine practitioner or a chiropractor	750 per injury/sickness	750 per injury/sickness
	Section 4	Emergency medical evacuation	Unlimited	Unlimited
	Section 5	Sending the insured person home	Unlimited	Unlimited
	Section 6	Medical expenses overseas due to COVID-19	150,000	
Section 7	Emergency medical evacuation and sending the insured person home due to COVID-19	Unlimited		
Optional Benefits				
Personal benefits	Section 8a	Cancelling the insured person's trip due to COVID-19	5,000 (shared limit with Section 13a and 13b)	
	Section 8b	Postponing the insured person's trip due to COVID-19		
	Section 8c	Shortening the insured person's trip due to COVID-19		
	Section 9	Trip disruption due to COVID-19	3,000 (shared limit with Section 11)	
	Section 10	Overseas quarantine allowance due to COVID-19	1,400 100 per day up to 14 days	
	Section 11	Trip Disruption	3,000 (shared limit with Section 9)	
	Section 12	Compassionate Visit/Hospital Visitation	3,000	
	Section 13a	Cancelling or postponing the insured person's trip	5,000 (shared limit with Section 8a, 8b and 8c)	
	Section 13b	Shortening the insured person's trip		
	Section 14	Loss or damage of baggage and personal belongings	1,000 Sub-limit for laptop: 1,000 Sub-limit for other items: 500 for each item, set or pair	

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Insurance Coverage

Optiona			Sub-limit for other items: 500 for each item, set or pair
	Section 15	Losing travel documents and money including credit card fraud	1,000
	Section 16	Baggage delay	Sub-limit for money: 300 1,000 200 for every six hours of delay
	Section 17	Missed connections and overbooked public transport	200
	Section 18	Travel delay	1,000 100 for every six hours of delay
	Section 19	Flight diversion or deviation	1,000 100 for every six hours of delay
	Section 20	Kidnap and hostage	3,000 200 for every 24 hours

Non-VITAL SP Plan 20221001

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	Section 21	Emergency phone charges	200 Sub-limit for prepaid phone card: \$10
	Section 22	Personal liability	500,000
	Section 23	Competitive sports extension	Up to maximum benefit for Section 1 to Section 22
	Section 24	Pre-existing medical condition extension	Up to maximum benefit for Section 2, 4, 5, 11 to 13b and 21

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Insurance Coverage (Notes for Insurance Claims)

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- If there are any payments to be made, **you should pay for it** instead of your lecturer.
- If a lecturer pays your medical bills during the trip, please arrange for your parents to meet you at the airport and reimburse the lecturer in full. The reason is that the claim will go back to your name, and your lecturer will not be able to claim on your behalf.
- Where possible, claims should be submitted to NTUC Income within 30 days from your return.
- If you need to make a claim, please email SPI **after you return from your trip** to receive your policy number and the claim form. **Students are to submit their own claims to NTUC Income.**

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Emergency Preparedness

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Emergencies and Risk Management

- The LeX Management team is continually monitoring the destinations for emergencies or disasters.
- Risk assessments have been carried out by SP Facilitators on the ground in a familiarisation trip.
- In case of emergencies, local and Singapore emergency contacts will be provided in a trip itinerary pre-departure.
- All students will be covered under travel insurance.

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Emergencies and Risk Management



Earthquake

- Drop, Cover, and Hold On when the earth shakes
 - Indoors: Take cover under a sturdy desk or table, & hold on to it firmly
 - Outdoors: Move to a clear area; avoid power lines, trees and other hazards
- Improve Safety when the ground stops shaking
- Stay calm and informed
 - Let people know that you are okay
 - Listen to Public Announcements and alerts

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Emergencies and Risk Management

Flood

- Do not
 - walk through moving water
 - drive into flooded areas
 - touch electrical equipment if you are wet or standing in water
- Stay out of any building if it is surrounded by floodwaters
- Listen for news reports or announcements for instructions



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Emergencies and Risk Management

Typhoon

- Stay inside the house and keep calm. In the event that you are outdoors, seek the nearest shelter
- Close the windows
- In case of flooding, turn off the main sources of electricity
- Monitor your local radio & television
- Heed the advice of the local authorities if they ask you to evacuate your area





Emergencies and Risk Management

Tsunami

- Marine Tsunami
 - Get out of the water & move away from it
 - Do not go near the shore to watch a tsunami hit
- Land Tsunami
 - Go to higher ground, at least 10m above sea level
 - If possible move at least 1km away from the water's edge
- Monitor the tsunami's progress
- Listen for warnings or instructions from local officials
- If you are safe when the first tsunami hits, stay put until authorities declare all is safe

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Emergencies and Risk Management

Volcanic Eruption

- Outdoors
 - Seek shelter indoors
 - If your eyes, nose, & throat become irritated from volcanic gases & fumes, move away from the area immediately
- Indoors
 - Close all windows, doors, and fireplace or woodstove dampers
 - Turn off all fans, heating & air conditioning systems
- If lava flow is headed towards you, leave the area immediately

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Emergencies and Risk Management

Fire

- Never ignore or assume fire alarm is false
- Never use an elevator to exit during a fire alarm activation
- Evacuate the building by way of the safest and closest exit &/or stairway
- Once out of the building, move away from the building. Never re-enter the building until it is safe to do so

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Emergencies and Risk Management



RUN

- Consider route of safety. Is it in the line of fire?
- Run as far away from the danger area as possible
- Act quietly and quickly (absolutely don't take selfies or videos)

HIDE

- When looking for a hiding place, avoid dead-ends & bottlenecks
- Lie down behind barriers of protection
- Stay quiet & do not shout for help. Also turn your phone into silent
- Be aware of exits

TELL

- Dial 999 (or local emergency contact number) and tell the operator the location of you and the attackers



Emergencies and Risk Management

Zika Virus

- No vaccine exists to prevent Zika virus disease
- Prevent Zika by avoiding mosquito bites
 - Use insect/ mosquito repellent
 - Reapply insect repellent as directed on the packaging
 - If you are also using sunscreen, apply sunscreen before applying insect/ mosquito repellent
 - Do get mosquito nets at sleeping areas if needed
 - Cover exposed skin as much as possible in mosquito-infested areas by wearing long sleeves/ long pants & covered shoes

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Emergencies and Risk Management

COVID-19

- Practice good personal hygiene
- Adhere to local guidelines
- Wear masks in crowded areas
- ART tests may be required before and after community stay
- Isolate when unwell

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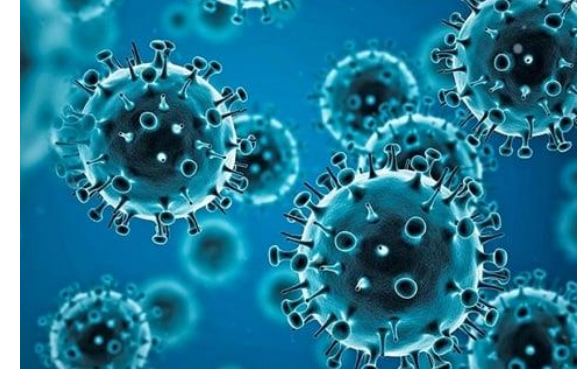
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Emergencies and Risk Management

SOP for students falling ill during trip

- C-19 positive students, in the middle of trip, will continue with LeX following these guidelines:
 - They will be isolated until they test negative and will continue with the programme with the rest of the students once they are well
 - While they are isolating, they will connect with the rest of team virtually at regular intervals
 - They will complete all CAs and SPA
- Students who fall ill in the middle of trip, can continue with the programme following the above if applicable
- Students should bring personal medication if needed
- Orally taken medication will only be prescribed to a student by a medical professional

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Personal Safety/ Responsibilities

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I will **assume responsibility** and take care of my own **safety** and **security** as well as the **safety of my group members**. I will not endanger the lives, safety and security of other persons whom I am in contact with.



I will **respect the privacy** of others and will **observe curfew timing** and be in my own hotel/hostel room by **10pm every night (or any time as informed by the delegation leader/lecturer)**. When I need to leave the hotel during the day and with permission from the delegation leader/lecturer in charge, I will go in group of at least 4 people.

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I will **dress appropriately** and **modestly** (with long sleeves and long pants or long skirts and formal shoes) for all official visits. I will not wear any attire with vulgar slogans/ themes.



To avoid causing unnecessary attention from other occupants or onlookers, I will ensure that I am **always dressed modestly** within the hotel/hostel, and during the community stay. I will **obey the rules and regulations of the accommodation** I am housed at in order to maintain a professional, considerate atmosphere of learning, mutual respect, and safety.

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Not to share rooms with the opposite sex. I will not allow visitors who are not from the delegation in my room at all times. **I will never enter the room of the opposite sex.** I am aware that any **Public Displays of Affection (PDA) is strongly discouraged.**



I must **exercise self-discipline.** Driving or riding of any form of vehicle without approval is not allowed throughout the trip. **At no times will I drive or ride pillion on a motorcycle even if I have a license.**

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For my own safety, **I will not reveal personal details related to my travel** (such as my passport number, mobile number, hotel address or room number) to people outside my delegation.



I will **safeguard my own personal belongings** and I **will not flaunt** my possessions such as expensive IT and electronic gadgets or devices. I will minimise bringing expensive assets e.g. jewellery, luxury perfumes, and carrying excessive monies to avoid temptation for stealing. SP and the local staff will not be responsible for any loss of my belongings that I have brought along unnecessarily.

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I will ensure that my room and luggage are safely secured and locked at all times. Switches in the rooms must be switched off to **conserve power** and **improve safety**.



I will **cooperate** and **uphold my reputation** as well as **Singapore Polytechnic's** reputation. **I will be a good ambassador for both SP and Singapore.**



I will **respect campus and hostel property**. I will **handle all equipment with care** and not attempt anything that will endanger my own safety. Any property damaged (by accident or otherwise) should be reported. I will be responsible for any damage caused by me.

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I will ensure that all documents such as passports, visas, student passes and **personal documents are safely stowed away** and **kept**. Photocopies of important documents would be necessary.



I must be **familiar with the rules and regulations of the visiting country** (example littering etc.) as a student as well as **be adaptive** to the visiting country's culture and living conditions.

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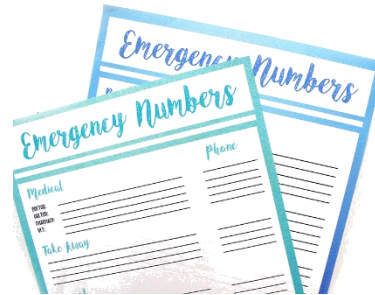
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I will be **responsible for my own behaviour, health and safety**. I will ensure that I have sufficient rest, drink sufficient water and eat well. I will not consume food from street vendors. I will take all precautions to prevent myself from falling sick. I will take the **necessary injections. I will bring suitable personal medication from Singapore.**



I will bring along the necessary **emergency contacts** such as the Singapore Embassy, police, ambulance, hospitals, and insurance and office staff. I will co-operate and look out for all my group members.

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I will be alert and vigilant at all times. I will use overhead bridges and traffic crossings where possible. I will pay attention to my surroundings and look out for potential danger.



I am not allowed to "break away" from my group for any reason and shall **not leave the city or town** where my attachment is located unless the trip to another city or town is organised by the service provider.

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I will **check on all deadlines** for submission of reports/assignments, etc. Late submission of works and unprofessional display of behaviour will not be allowed. I will be **punctual for all meetings, visits**, and other **scheduled times** arranged to meet or based on instructions given by the delegation leader. I will **participate in all the planned activities** and **not go off for my own personal agenda** unless the delegation leader has specifically given permission. I will **attend all compulsory briefings** punctually before, during and after the trip.

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Cultural Sensitivity/ Respect for Others

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I will show **respect** and **courtesy** to all around me especially the delegation leader, tour guides, drivers and members of the public:

- **I will be familiar with the rules and regulations of the visiting country** (example littering etc.) as well as be adaptive to the visiting country's culture and living conditions.

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I will show **respect** and **courtesy** to all around me especially the delegation leader, tour guides, drivers and members of the public:

- **I will not use foul or vulgar language** on others whether in jest or otherwise

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I will show **respect** and **courtesy** to all around me especially the delegation leader, tour guides, drivers and members of the public:

- **I will not engage in any form of playing or physical tussles** whether in jest or otherwise that may give offence to onlookers

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I will show **respect** and **courtesy** to all around me especially the delegation leader, tour guides, drivers and members of the public:

- **I will not** engage in any form of physical or verbal activity which may provoke physical or verbal reaction from the others

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I will show **respect** and **courtesy** to all around me especially the delegation leader, tour guides, drivers and members of the public:

- **I will not** eat, drink, engage in phone or instant messaging activities during company visits or when lecture/instructions are in progress

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Rules and Regulations/ Laws

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I will understand and follow the rules of Singapore Polytechnic and the local laws of my LeX destination:

- **I will not engage in any conduct which is liable to result in police action.** This includes but is not limited to gambling, vandalism, theft of any kind, cheating, infringement of copyright, possessing of prohibited items such as toy gun, knife, etc.

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I will understand and follow the rules of Singapore Polytechnic and the local laws of my LeX destination:

- **I will not purchase and/or smoke** any cigarettes/e-cigarettes or vape, **even if the students from the partner institution are allowed/of legal age** to purchase and/or smoke

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I will understand and follow the rules of Singapore Polytechnic and the local laws of my LeX destination:

- **I will not purchase and/or consume any form of alcohol** (including but not limited to wines, beers, ciders, shandys, malts, etc), **even if the students from the partner institution are allowed/of legal age** to purchase and/or consume alcohol

Failure to adhere to this will result in disciplinary or criminal prosecution

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I will understand and follow the rules of Singapore Polytechnic and the local laws of my LeX destination:

- **I will not visit any "nightspots"** such as bars/nightclubs/pubs/karaoke lounges/ pubs during the visit

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I understand that **possession or consumption of drugs in any place outside of Singapore, will be dealt with as if the offence has been committed in Singapore** under the Misuse of Drugs Act and may also be subjected to **urine testing upon returning to Singapore**. Anyone found to have consumed illegal substances, even outside Singapore, will face the penalty of imprisonment of up to 10 years, fine not exceeding \$20,000, or both. (E.g. Cannabis, Thailand)



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I recognise and agree that all advice given by SP is for my own and my group members' safety, security and professional conduct as a student and tourist. **Failure to comply with any rules, regulations, and code of conduct and display of misbehaviour may cause me to be subjected to disciplinary action by SP** to the extent of **expulsion** from the course.



I will truthfully declare all existing medical conditions to the best of my knowledge.

Failure to do so may endanger myself and my group. If I have not done so yet, I should do it as soon as possible.

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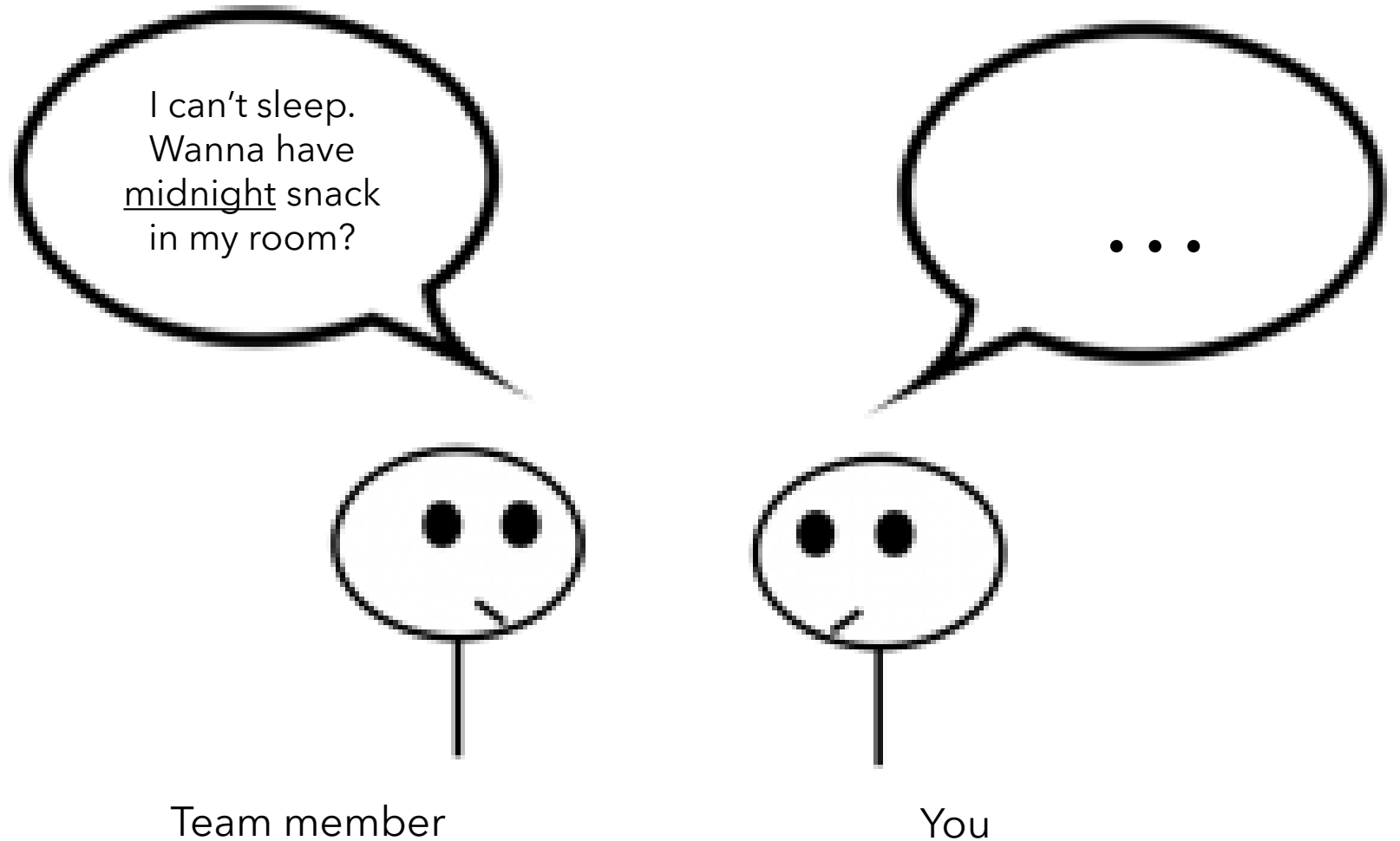
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Case Studies/Consequences

What should you do?



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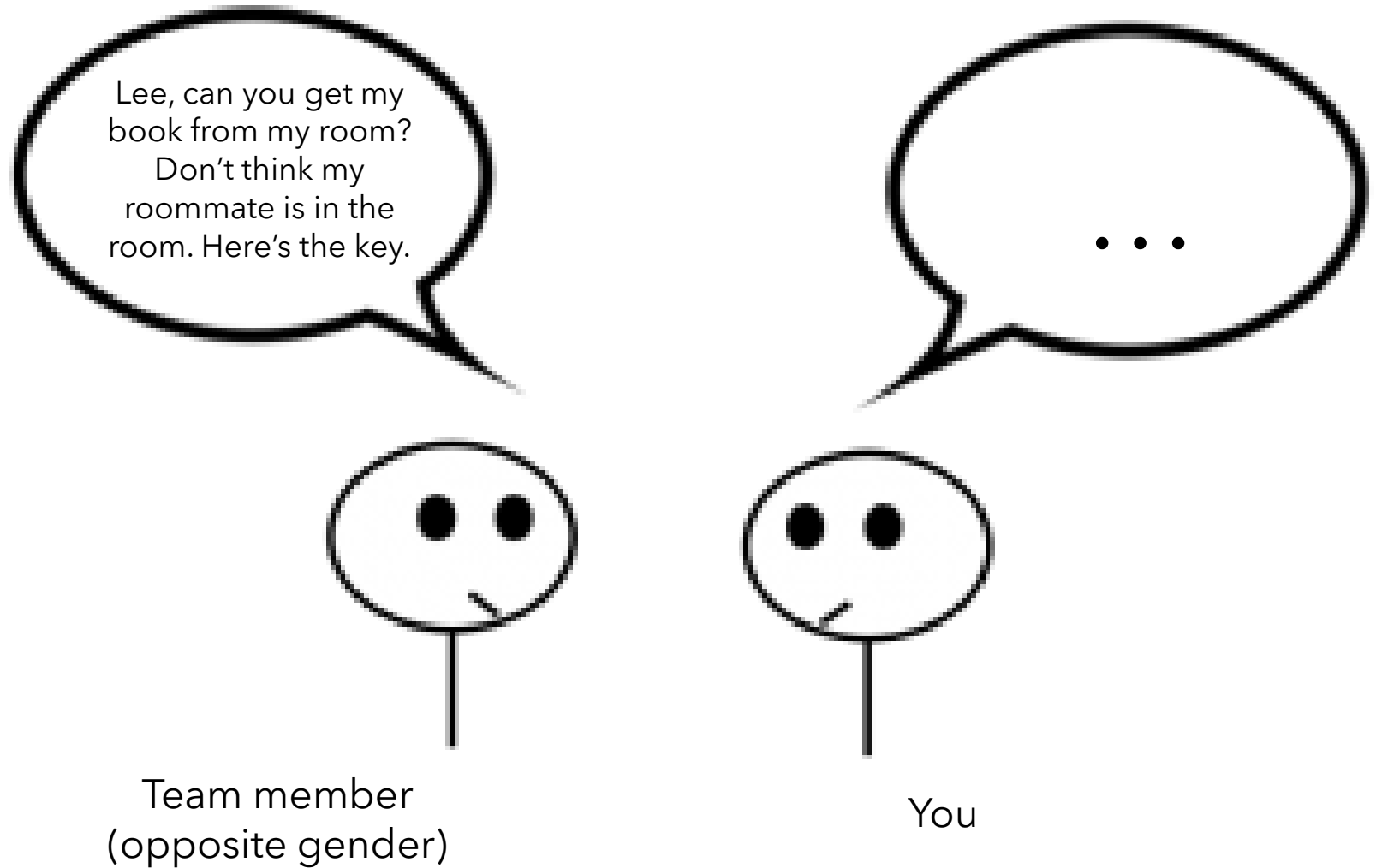
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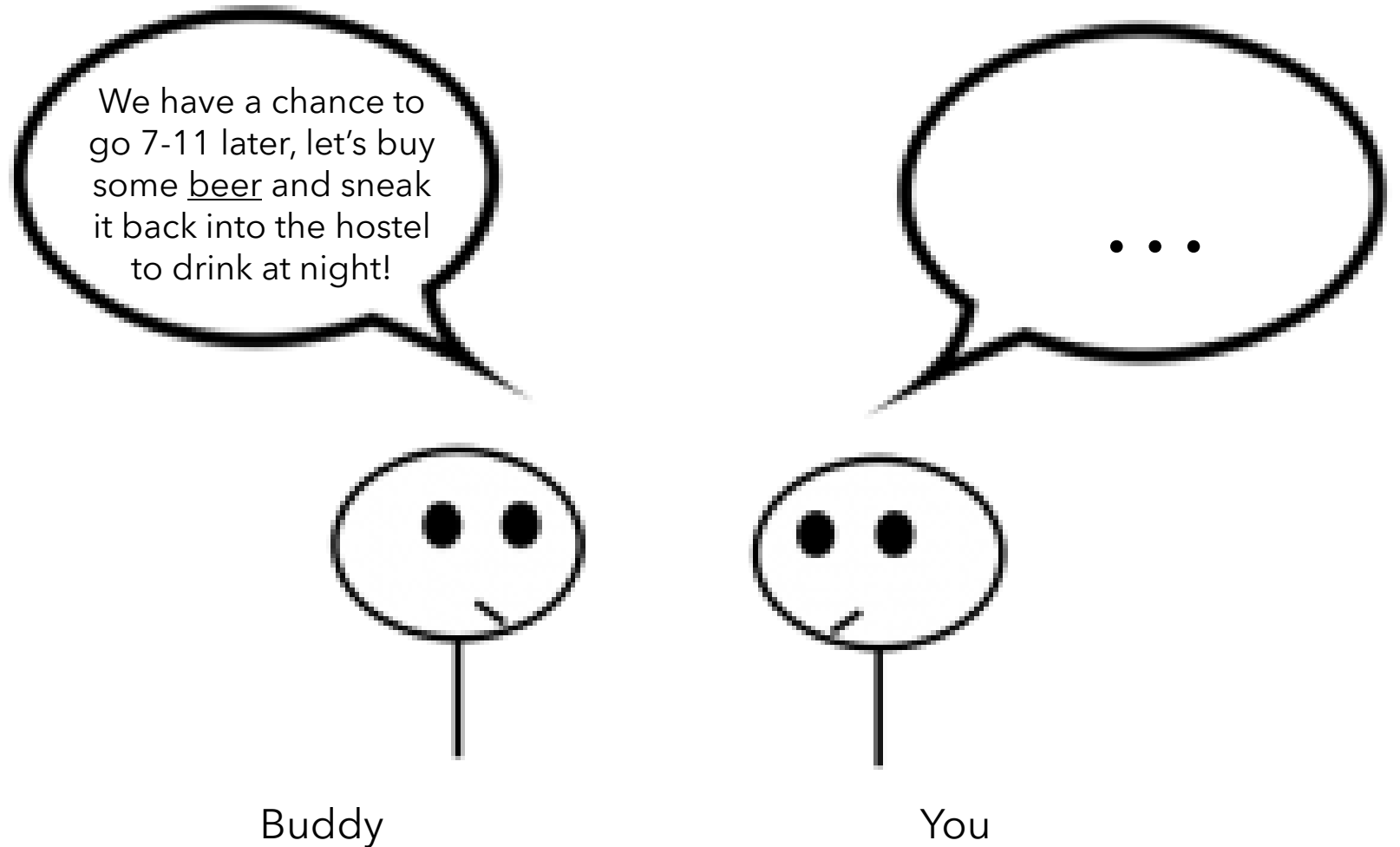
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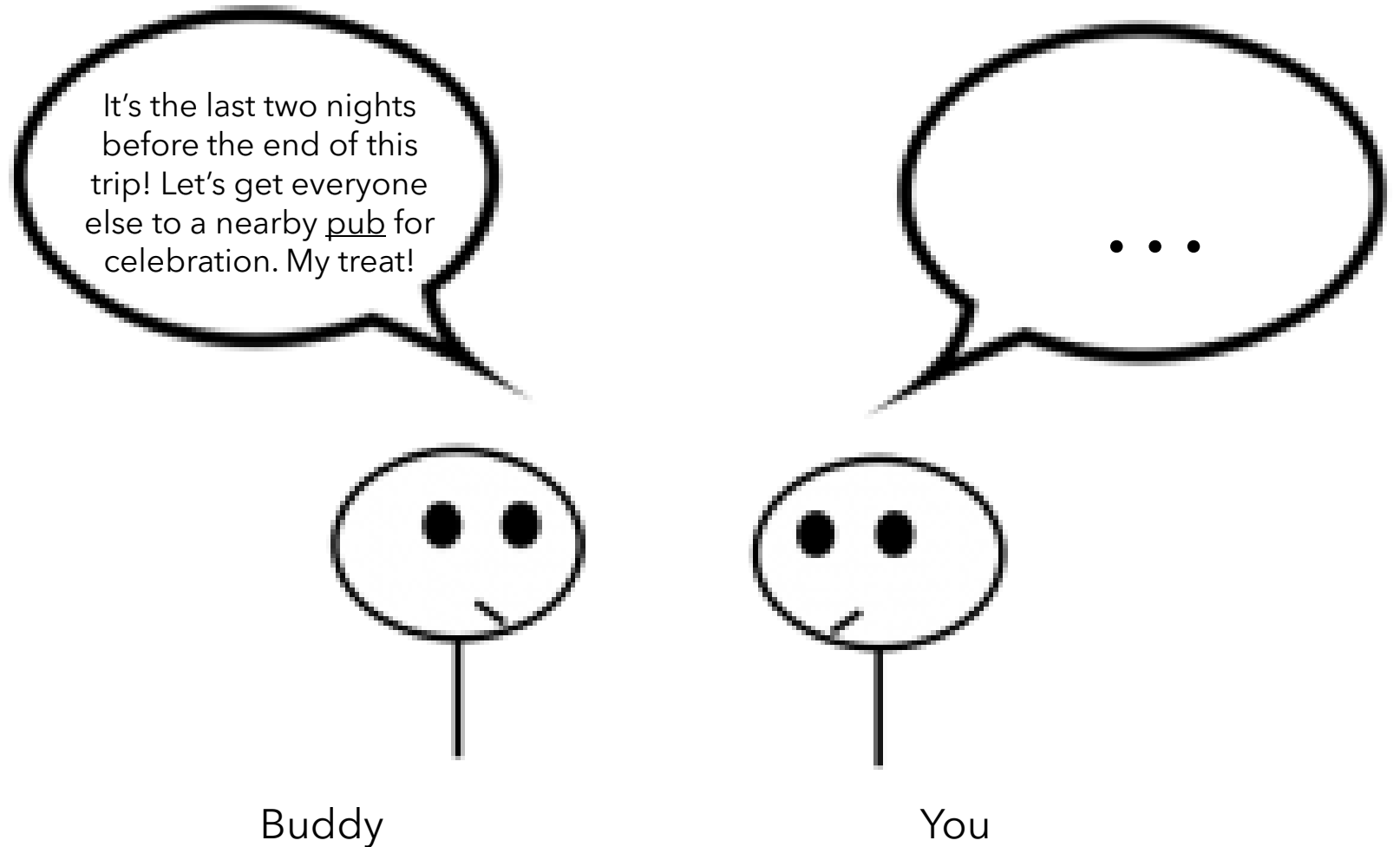
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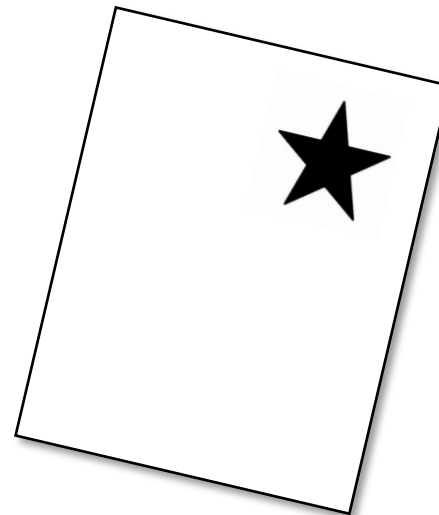
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Depending on the severity of the offence, offenders may be liable for a warning, fine, corrective work, suspension and/or dismissal from the Polytechnic. **All of these will result in the offender having a discipline record.**

Having a discipline record is permanent.

Students with existing discipline records will not be eligible for awards/ scholarships, Diploma with Merit.



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Violation of foreign laws could lead to immediate arrest and detention overseas. In some countries, the judicial process could take months.

Singaporeans convicted of offences overseas could face heavy fines and/or long prison sentences. For drug-related offences, offenders could face a long prison sentence or even capital punishment.

In cases like this, SP/ MFA cannot intervene in the legitimate law enforcement and judicial workings of another country. Therefore, Singaporeans should exercise due care and personal responsibility when travelling overseas, including respecting and abiding by local laws and regulations.*

**extract from MFA advisory: Overseas Travel - Respect and Abide by Local Laws and Regulations [19 October 2016]*

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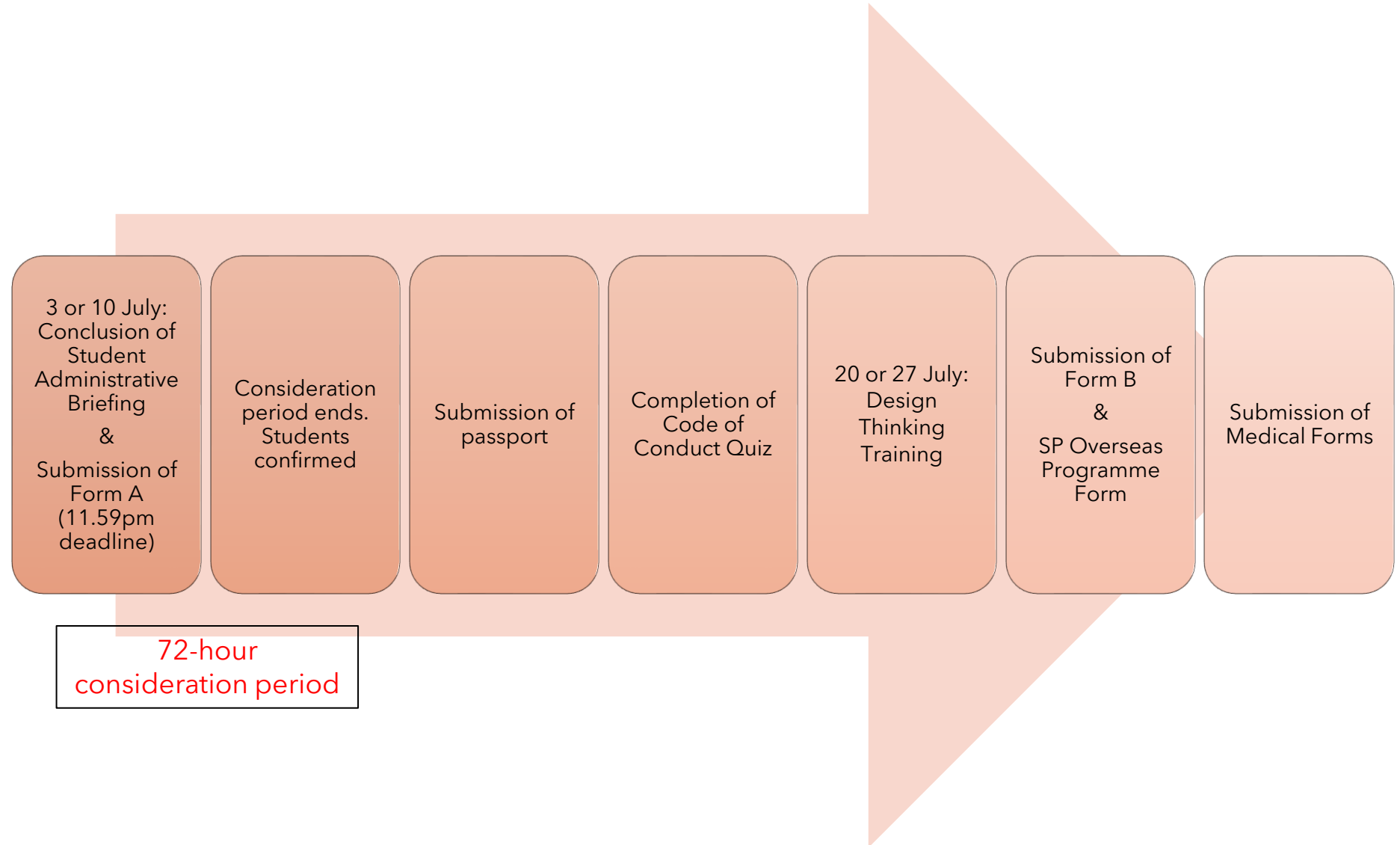
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Completion of Form A - Confirmation of Participation

- You will need to complete the following online form (Form A) by **tonight, 11.59pm**: <https://spintl.typeform.com/SepOct24>. *This link can also be found in your allocation email.*
- This form (Form A) will **serve as a confirmation of participation in Learning Express Sep/Oct 2024**. Please read through the terms carefully before accepting your slot and submitting.
- Your parent/guardian consent will be required. The consent form to upload can be found within your allocation email. Please rename your file to 'Full Name_Trip' (i.e. *Jacqueline Pong_UMY*) prior to attaching it to Form A.
- **Any student who fails to submit by the deadline will be considered withdrawn from LeX.**

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Completion of Form A - Confirmation of Participation

- ALL students who have attended the session **TODAY** will be given a **72-hour grace period for consideration from 3 July, 11.59pm**. You will need to withdraw before **6 July 2359**.
- If you wish to withdraw from your LeX trip, you must withdraw within the abovementioned grace period, with no further action taken.
- To **confirm your withdrawal**, please inform Ms Jacqueline (jacqueline_pong@spi.edu.sg).
- *Note: For students who have informed the SPI team earlier that they are not able to make it for their LeX trip due to valid reasons, the 72-hour grace period does **not** apply to you **if you have not been successfully re-allocated yet**. Kindly wait for more instructions from Ms Jacqueline.*

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Submission of Passports

- If you have successfully submitted your Form A and confirmed your participation, an email will be sent to you from the SPI team to request for **a soft copy of your passport (either in JPG or PDF format)** before the Design Thinking training.
- If your passport is within 6 months of expiry (from 1 September), kindly note that you will be required to submit it for renewal. In the meantime, please submit your old copy, and update the SPI team once your new passport comes in.
- Please wait for instructions prior to submission and abide by the deadline given.
- **Any student who fails to submit by the stipulated deadline will be considered withdrawn from LeX.**

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- The **compulsory Design Thinking training will be held on 20 July 2024**. Please send an email to Ms Jacqueline if you need to be excused from the training. Only students with valid reasons may be excused.
- Please note that **attendance will be captured**, so ensure that you sign against the attendance list upon arriving in class. **Any student who has completed the training but did not sign his/her attendance will be required to attend a makeup training session.**
- You are **reminded to be at your respective venue by 9.20am** and note that no shorts or slippers are allowed. You should be in an **SP T-shirt, jeans/long pants and covered shoes**. In support towards the nation-wide sustainability movement, all students are reminded to bring their own water bottles for the training.

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Partner University	City/Country	Venue
Universitas Muhammadiyah Makassar (UNISMUH)	Makassar, Indonesia	T12A401
Institut Teknologi Bandung (ITB)	Bandung, Indonesia	T12A402
Universitas Muhammadiyah Yogyakarta (UMY)	Yogyakarta, Indonesia	T12A403
Universitas Pembangunan Nasional Veteran Yogyakarta (UPN)	Yogyakarta, Indonesia	T12A404
Rajamangala University of Technology Lanna (RMUTL)	Chiang Mai, Thailand	T12408
Chiang Mai University (CMU)	Chiang Mai, Thailand	T12409
Chitralada Institute of Technology (CDTI)	Bangkok, Thailand	T12410
Chongqing Industry Polytechnic College (CQIPC)	Chongqing, China	T12A405
Universitas Pelita Harapan (UPH)	Jakarta, Indonesia	T12A406
Marikina Polytechnic College (MPC)	Marikina, Philippines	T12A407

**If you are unsure of which Partner University you are heading to, please refer to your allocation email. Note that some cities/countries may have more than 1 Partner University.*

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Partner University	City/Country	Venue
Politeknik Negeri Ujung Pandang (PNUP)	Makassar, Indonesia	T12A401
Bina Nusantara University (BINUS)	Jakarta, Indonesia	T12A402
Universitas Muhammadiyah Malang (UMM)	Malang, Indonesia	T12A403
Universitas Muhammadiyah Surabaya (UMS)	Surabaya, Indonesia	T12A404
Rajamangala University of Technology Thanyaburi (RMUTT)	Bangkok, Thailand	T12A405
Politeknik Ungku Omar (PUO)	Ipoh, Malaysia	T12A406
Isabela State University (ISU)	Isabela, Philippines	T12A407
Batangas State University (BatStateU)	Batangas, Philippines	T12408

**If you are unsure of which Partner University you are heading to, please refer to your allocation email. Note that some cities/countries may have more than 1 Partner University.*

Compulsory Code of Conduct Quiz

- All students going on LeX are required to complete an online Code of Conduct Quiz:

URL:

<https://spintl.typeform.com/cocsep24>

QR Code:



The quiz is now OPEN.

**Please complete the quiz by
11.59pm on 19 July 2024**

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LeX Form B & SPOP Form

- All students who have completed the Student Administrative Briefing and Design Thinking training will be sent an email post-training to **submit their personal particulars (Form B) to the SPI team and the SP Overseas Programme form online via SAS.**
- Further instructions will be sent to you once the Design Thinking training concludes. Please submit the documents within the stipulated deadline.

The SPOP form is required to track your overseas travel within the SP system. You may find that some information required may be repeated, but we seek your patience to complete it as accurately as possible, so that there is no need to re-do it again.

If you do not submit any of these documents by the time of your travel, you will be withdrawn from the programme.

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Compulsory Medical Check-Up

- In line with SP overseas programme practices, **you are only required to take the Typhoid vaccination prior to travel.** However, if you wish to take any additional vaccinations (i.e. Anti-Malaria/Tetanus), you may do so.
- If your COVID-19 vaccinations have expired, we **highly encourage** you to take the booster jab prior to travelling.
- You are also required to go for a medical check-up to certify you fit to travel and submit the medical form to SPI.
- You can choose to go to any clinic of choice, but we do have an existing agreement with Raffles Medical Group for a Medical Check-up Package and the Typhoid vaccination. Please complete the Medical Form prior to heading to the clinic and ensure that you have made an appointment beforehand.

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Compulsory Medical Check-Up

- You can only visit these appointed Raffles Medical clinics for the LeX package:
 - Raffles Medical - Jurong East
 - Raffles Medical - Raffles Holland V
 - HealthCheck @ Raffles Hospital (walk-ins allowed)
 - Raffles Medical - Shaw Centre Orchard
 - Raffles Medical - Tampines 1
- Further instructions will be sent to you once the Design Thinking training concludes.

All vaccination and medical examination costs are to be borne by the LeX/OSIP participant. PLEASE ENSURE THAT YOU DECLARE ALL PRE-EXISTING CONDITIONS

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Sample Form Submission (Medical Form)

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SINGAPORE POLYTECHNIC 

MEDICAL DECLARATION

*(1) I declare that all the medical information provided above is true.

Enrica Quek Enrica 7-8-2018
Name of Participant Signature Date

*(2) I declare that all the medical information provided above is true.

Anna Lee [Signature] 7-8-2018
Name of *Parent/Guardian (3) Signature Date

Footnote
(1) to be completed by participant 21 years and above
(2) to be completed by parent or legal guardian of participant under 21 years
(3) * please delete as appropriate

CERTIFICATION OF FITNESS (*please delete where not applicable)

I have examined Quek Enrica (applicant's name) on 7/8/2018 and found *him / her ☒ (FIT) / UNFIT to participate in the above-mentioned overseas community service project.

Remarks :
.....
.....

He/She has given the following vaccination/medication (please tick)

☒ Typhoid Vaccination ☐ Tetanus Toxoid Vaccination ☐ Influenza Vaccination

☒ Anti-Malaria Medication

DR. LIM TAK YEIN
General Practitioner
(Singapore), Board Cert (O&G, US)
VCR No. M62817D
Raffles Medical!
110 Holland Avenue
Raffles Medical V 205-02
Singapore 275937
Tel: (65) 6250 1411 Fax: (65) 6250 6919

Name of Doctor DR. LIM TAK YEIN Signature [Signature]

Clinic Stamp [Stamp] Date 7/8/2018

- Please remember to sign against your name and your parent/guardian needs to sign as well.
- The doctor needs to specifically tick if you are fit/ unfit as well as tick the vaccinations you have.
- If a tick is missing, you will need to supplement your submission to prove that you have the necessary vaccination.
- **Please ensure that all these details are complete before submission.** The form can be downloaded from Brightspace and will also be sent to you via email.

Payments for SPRs/INTs & Visa Application

- All Singapore Permanent Residents (SPRs) will be required to pay SGD250 and all International (Foreign) Students will be required to pay SGD1000. Further instructions will be sent to you at a later date.
- Only online payment is allowed – no cash will be collected. You will be issued with a receipt as proof of payment, which you will need to submit to the SPI team.
- Students who need to apply for a Visa to the country of travel must do so at least 1.5 months prior to departure. **It is your responsibility to check if you require and apply for the Visa on your own.** Students who require a Visa and fail to obtain one may be denied entry to the country of travel.

If you do not submit any of these documents by the time of your travel, you will be withdrawn from the programme.

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Checklist (part one)

- ☐ Attend Student Administrative Briefing, including Code of Conduct
- ☐ **Submit Form A (Confirmation of Participation) by end of today, 11.59pm**
- ☐ Submit passport (expired/current). If expired, to renew as soon as possible and submit updated copy
- ☐ Attend Design Thinking Training
- ☐ Complete LeX Code of Conduct quiz
- ☐ Submit Form B to SPI team (via email)
- ☐ Submit SPOP through SAS
- ☐ Research on your project

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Checklist (part two)

- ☐ Complete 3-hour asynchronous MOE Language Support Programme via POLITEMall (only applicable to students going to China, Indonesia and Thailand)
- ☐ Attend 3-hour MOE Language Support Lesson (only applicable to students going to China, Indonesia and Thailand)
- ☐ Complete NYC Asia-Ready Exposure Programme LMS (FOR ALL)
- ☐ Schedule an appointment and go for Typhoid vaccination
- ☐ Schedule a medical check up
- ☐ Submit Medical Forms
- ☐ For SPR/INT students: Complete LeX payment (SGD250/SGD1000)
- ☐ Submit a Visa Application (if necessary)

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