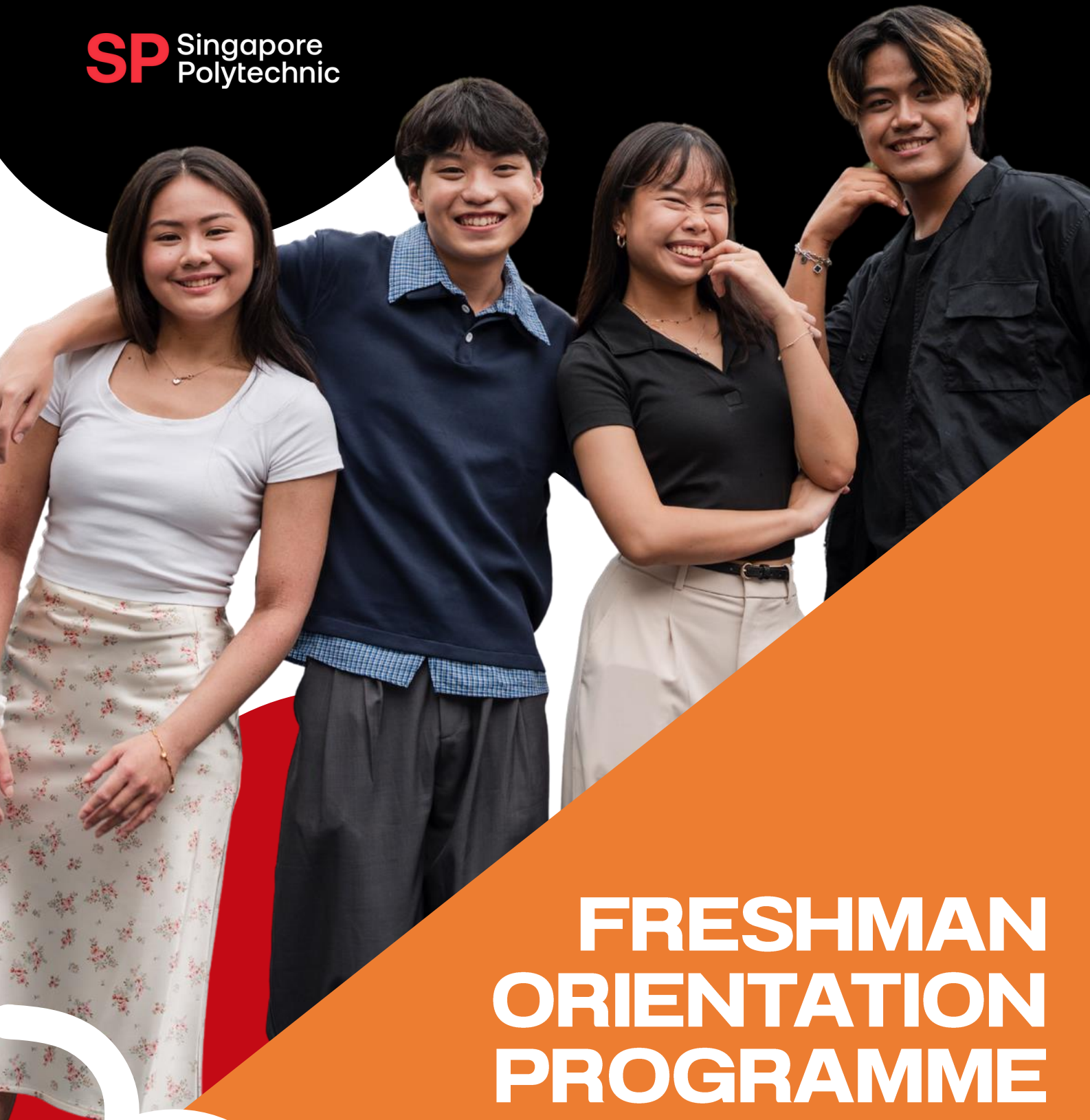




FRESHMAN ORIENTATION PROGRAMME 2026

SCHOOL OF BUSINESS



Dear Freshman,

Welcome to **SP School of Business (SB)** !

We have many activities in store to make your orientation enjoyable and meaningful.

Have a wonderful FOP week!

If you are lost, please approach our information booth located in front of SP Convention Centre (SPCC) for help.

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Director Welcome Address



Dear SB 2026 Freshmen,
Welcome to Singapore Polytechnic's School of Business (SB)! Congratulations on earning your place here! This achievement did not come easily, and it reflects your commitment, resilience, and potential. As you enter our Freshmen Orientation Programme, take in the moment: new connections to make, possibilities ahead, and the first steps of a journey that will shape who you become. This is where you will find your community, discover your strengths, and begin building the impact you want to create.

At SB, business is multidisciplinary. To create impact across the three Ps—People, Planet, and Profits, we integrate knowledge and skills from diverse fields. When we meet human needs, adopt sustainable practices, and build viable enterprises, we shape a better future together. Our aim is clear: to nurture you into responsible and highly successful business professionals. Individuals who balance performance with principles, and who lead with both competence and character.

Over the next three years, you will experience rigorous, applied learning that connects ideas to outcomes. Expect hands-on modules that stretch your thinking; visits to organisations where business happens in real time; engagement with leaders and mentors who will challenge and guide you; overseas study trips that expand your worldview; and real-client projects that develop you into business consultants capable of crafting solutions relevant to your diploma. Together, these experiences create an exciting pathway that is demanding, practical, and distinctly SB—the start of an amazing journey that is uniquely yours.

Progress, however, is never a straight line. Setbacks are normal and everyone, including the best business leaders globally, encounter them. Here, we treat them as part of learning: act, reflect, and transform (A.R.T). When grades begin to feel like the entire story, remember that your CGPA is important, but your mental and physical health matter more. Success is broader than a number; it is your all-rounded development that includes how thoughtfully you think, how reliably you show up, how well you collaborate, and how you care for yourself and your peers. Don't chase perfection; aim to be better each semester, for example, by contributing stronger team discussions, preparing more deeply for tutorials, seeking feedback early and acting on it, or encouraging a classmate who needs a lift.

Alongside rigorous learning, make space for joy. Build friendships that challenge and support you. Join SB Club initiatives, try a new CCA, start a passion project, cheer fiercely at internal and external events, and say yes to opportunities—hackathons, service activities, industry talks, and overseas trips. Take time to laugh, reflect, and create memories you'll be proud of. These three years are yours, so lean in, have fun, and enjoy the journey as curiosity and discipline work hand in hand.

As you begin this chapter, carry this with you: "Do the best you can until you know better. Then when you know better, do better." — Maya Angelou
Welcome to the SB family!

Lucas Tok
Director
SP School of Business

Essentials TO DOs before FOP

1. Complete the **6 “things to do”** before coming to school” on the FOP webpage: [Link is here.](#)

For same link, remember to complete the modules in BrightSpace by **30 April 2026.**

- **Spice Essentials Training Materials**
- **Workplace Safety And Health Awareness Training**
- **Respect In Relationship**
- **Service-Learning Toolkit**

2. **SB PTN Kit** – Read this eLearning kit which contains all important information as part of your preparation work before coming to school and meeting your personal tutor. Password will be sent to you from 26 March 2026 onwards. Link is here [SB PTN KIT](#)

3. Read our Student Handbook on the school rules. [Link is here.](#)



USEFUL INFORMATION

1. Dress code:

- **Day 1:** T-shirts with long pants, jeans, or Bermudas
Day 2: SB T-shirt with jeans, pants, or Bermudas
Day 3: T-shirts with long pants, jeans, or Bermudas
Day 4: SP T-shirt with long pants or jeans & bring something orange.
- **Please wear covered shoes on all days.** SB and SP T shirts will be given out on day 1.

2. Things to bring:

- Your student matriculation card (required for entry into SP).
- If you have not received your card, please print the email confirming your successful matriculation and bring the hard-copy along.
- A sweater or jacket if needed, especially for air-conditioned venues.

SCHEDULE HIGHLIGHTS



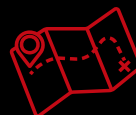
**SP
CARES**

Date: 14 to 17 April 2026
Time: To check with PTN
Venue: All across Singapore



**CCA
CARNIVAL**

Date: 16 & 17 April 2026
Time: 11am to 6pm/8.30am
Venue: T16 Heartbeat



**SP JUMBA
HUNT**

Date: 13 to 17 April 2026
Deadline: 5pm (17 April 2026)
Venue: Singapore Polytechnic

SP FOP Programme

Key Events



CCA CARNIVAL

DATE: 16 APR 2026 (THURS) - 12:00pm - 6:00pm
17 APR 2026(FRI) - 12:00pm - 8:30pm
VENUE : T16L1 - HEARTBEAT

An interactive event where students scan a QR code to complete a profiling quiz, discover their interests, and find out which of the 89 clubs suits them best!

SB MASS GAMES

DATE: WED, 15 APR 2026
TIME: 2.00PM-5.00PM
VENUE: SP CONVENTION CENTER



SB MASS CHEER & SCHOOL CHAMPSHIONSHIP

DATE: FRIDAY, 17 APR 2026
TIME: 5.00PM TO 8.30PM
VENUE: SPAR LEVEL 4



SP Cares 2026



Event Details

SP Cares is the first chance for our freshmen to bond with classmates while giving back to the community.

What will our freshmen be doing?

Freshmen will engage with seniors from Active Ageing Centres, Senior Day Care Centres, and Nursing Homes across Singapore.

Who will be involved?

- All schools (MAD, EEE, SMA, ABE, SOC, SB, MAE, CLS)
- Partner Organisation: NTUC Health – Singapore's largest senior care provider

How will freshmen be deployed?

Personal Tutors and students are to coordinate and report as a class to their assigned centre during their allocated venue and time slot.

SB Event Schedule: SP Cares 2026

Event date: 17 April (Friday)

Event time: 9:30am – 12.00pm

To be further advised by Personal Tutor



SP Jumba Hunt - The Ultimate Scavenger Hunt

Activity	When & Where
Explore the sprawling SP campus like never before with the Jumba Hunt ! This gamified scavenger hunt will take your team within SP, from the historic Moberly building to the modern Heartbeat and FabLab.	13 April to 17 April (5pm) All around SP key locations!

SP Find Hunt!



Think you know your way around? Think again. The Jumba Hunt is turning the entire SP campus into a massive, gamified playground.

How to Play 🎮

- Gather Your Squad: Form a dream team of 5 classmates.
- Group Name: School's Acronym_GroupName (eg.CLS_Avengers).
- Solve & Snap: Use the official app to crack riddles and complete photo challenges at 20 iconic spots.
- Learn the Lore: Discover "Fun Facts" about SP while racking up points for your school.

The "Radius" Challenge 📍

No shortcuts allowed! The app uses GPS—you can only submit your answers when you are within a 10m radius of the location. Lace up those sneakers; it's time to get moving!

Event Timeline

- 📅 Starts: 13 April
- ⌚ Ends: 17 April (Strictly by 5:00 PM)

For More Information: [Link](#)
Play [HERE](#)



SB FOP Programme Outline - Day 1

14 April 2026

10:00am Report to Assigned Class

**10:00am – Class Bonding & Class
12:00pm Leader Sharing**

**12:00pm – Lunch
02:00pm**

**02:00pm – SP Library Tour
03:30pm**

**02:00pm – SP Jumba Hunt
04:00pm**

04:00pm End Of The Day



**Our Student
Leaders will
be wearing
the Black SB
Shirt!**

SB FOP Programme Outline - Day 2

15 April 2026

10:00am **Report to Class**

10:00am – **Class Bonding**
10:30pm

10:30pm – **SP Jumba Hunt**
12:00pm

10:30pm – **SP Library Tour**
12:00pm

12:00pm – **Lunch (Visit the Foyer @ T18B level 2)**
02:00pm
*stand a chance to win prizes and more

02:00pm– **Mass Activities with**
05:00pm **Business & Creatives**

05:00pm **End Of The Day**



Ask your
student
facilitators
anything from
BETA to Life
in SP!

SB FOP Programme Outline - Day 3

16 April 2026

11:00am **Report to Class**

10:00am - **Class Bonding & Class**
12:00pm **Leader Sharing**

12:00pm - **Lunch**
02:00pm

02:00pm - **PTN Meeting and Briefing**
03:00pm

03:00pm - **Mass Games**
05:00pm

05:00pm - **End of the day**



SB FOP Programme Outline - Day 4

17 April 2026

9:30am **Report to Active Ageing
Centre - (Venue advised by PT)**

10:00pm - **SP Cares**
1:00pm

12:00pm - **Lunch/CCA Carnival**
04:00pm

05:00pm - **Dinner (Provided by SB)**
06:30pm

06:30pm - **Mass Cheers**
07:00pm

07:00pm- **SP School Championship**
08:30pm **Announcement**

08:30pm **End Of The Day**

Dress Code: SP Main T Shirt for SP Cares

SP School Championship

Announcement: Bring something orange to
change into for the night!

Example: Jacket/Socks/Shirt

SCHOOL OF BUSINESS (SB)

FOP Schedule

Please remember to check your assigned class on 13 April 2026.

If your assigned class is, EG. DCBP/FT/1A/11

This means

- DCBP – Common Business Programme
- FT – Full Time
- 1A – First Semester
- 10 – Class 10

**Common Business Programme
(CBP)**

PG 15-18

**Diploma in Business Administration
(DBA)**

PG 19-22

**Diploma in Human Resource
Management with Psychology
(DHRMP)**

PG 23-26

**Diploma in Accountancy
(DAC)**

PG 27 -30

Diploma in Banking and Finance

PG 31-34

Common Business Programme (CBP) - DAY 1

Time	Activity	Classes / Venue
10.00am -12.00pm	Report to classroom & Attendance Taking AM Briefing & Administrative matters	DCBP/FT/1A/01 - T18B502 DCBP/FT/1A/02 - T18B503 DCBP/FT/1A/03 - T18B504 DCBP/FT/1A/04 - T18B505 DCBP/FT/1A/05 - T18B506 DCBP/FT/1A/06 - T18B507 DCBP/FT/1A/07 - T18B508 DCBP/FT/1A/08 - T18B509 DCBP/FT/1A/09 - T18B510 DCBP/FT/1A/10 - T18B512
12.00pm - 2.00pm	Lunch	SP Food Courts
2.00pm – 4.00pm	SP Jumba Hunt	Around SP Campus

Common Business Programme (CBP) - DAY 2

Time	Activity	Classes / Venue
10.00am -10.30am	Report to classroom & Attendance Taking	Assigned classrooms (same as Day 1)
10.30am-12.00pm	SP Library Tour & SP Jumba Hunt	DCBP 01 to 05 : 11.00am to 11.30am DCBP 06 to 10 : 11.30am to 12.00pm
12.00pm – 2.00pm	Lunch	SP Food Courts (Visit the Foyer at T18B Level 2)
2.00-5.00pm	Mass Activities	SPCC

Common Business Programme (CBP) - DAY 3

Time	Activity	Classes / Venue
11.00am-12.00am	Report to classroom & Attendance Taking	Assigned classrooms (same as Day 1)
12.00pm-2.00pm	Lunch	SP Food Courts
2.00pm – 3.00pm	PTN Meet Up & Briefing	Assigned classrooms (same as Day 1)
3:00pm – 5:00pm	Mass Games	Sports Arena level 4

Common Business Programme (CBP) - DAY 4

Time	Activity	Classes / Venue
9.30am -1.00pm	SP CARES	Allocated Venue
1.00pm-2.00pm	Lunch	Around SP Food Courts
2.00pm-4.00pm	CCA Carnival	Heartbeat (T16)
5.00-6.30pm	Dinner (Provided by SB/Mass cheers)	SPAR Level 4
7.00pm-8.30pm	SP School Championship Announcement	Heartbeat (T16)

Diploma in Business Administration (DBA) - DAY 1

Time	Activity	Classes / Venue
10.00am -12.00pm	Report to classroom & Attendance Taking AM Briefing & Administrative matters	DBA/FT/1A/01 - T18B401 DBA/FT/1A/02 - T18B402 DBA/FT/1A/03 - T18B411 DBA/FT/1A/04 - T18B412 DBA/FT/1A/05 –T18B410
12.00pm - 2.00pm	Lunch	SP Food Courts
2.00pm – 2.30pm	SP Jumba Hunt	Around SP Campus
2.30pm-3pm	SP Library Tour	Library
3pm-3.30pm	SP Jumba Hunt	Around SP Campus

Diploma in Business Administration (DBA) - DAY 2

Time	Activity	Classes / Venue
10.00am -10.30am	Report to classroom & Attendance Taking	Assigned classrooms (same as Day 1)
10.30am-12.00pm	SP Jumba Hunt	Around SP Campus
12.00pm – 2.00pm	Lunch	SP Food Courts (Visit the Foyer at T18B Level 2)
2.00-5.00pm	Mass Activities	SPCC

Diploma in Business Administration (DBA) - DAY 3

Time	Activity	Classes / Venue
11.00am-12.00am	Report to classroom & Attendance Taking	Assigned classrooms (same as Day 1)
12.00pm-2.00pm	Lunch	SP Food Courts
2.00pm – 3.00pm	PTN Meet Up & Briefing	Assigned classrooms (same as Day 1)
3:00pm – 5:00pm	Mass Games	Sports Arena Level 4

Diploma in Business Administration (DBA) - DAY 4

Time	Activity	Classes / Venue
9.30am -1.00pm	SP CARES	Allocated Venue
1.00pm-2.00pm	Lunch	SP Food Courts
2.00pm-4.00pm	CCA carnival	T16 Heartbeat (T16)
5.00-6.30pm	Dinner (Provided by SB/Mass cheers)	SPAR Level 4
7.00pm-8.30pm	SP School Championship Announcement	Heartbeat (T16)

Diploma in Human Resource Management with Psychology (DHRMP) - DAY 1

Time	Activity	Classes / Venue
10.00am -12.00pm	Report to classroom & Attendance Taking AM Briefing & Administrative matters	DHRMP/FT/1A/01 - T18B514 DHRMP/FT/1A/02 - T18B515 DHRMP/FT/1A/03 - T18B516 DHRMP/FT/1A/04 - T18B517 DHRMP/FT/1A/05 –T18B518
12.00pm - 2.00pm	Lunch	SP Food Courts
2.00pm – 2.30pm	SP Library Tour	Library
2.30pm-3.30pm	SP Jumba Hunt	Around SP Campus

Diploma in Human Resource Management with Psychology (DHRMP) - DAY 2

Time	Activity	Classes / Venue
10.00am -10.30am	Report to classroom & Attendance Taking	Assigned classrooms (same as Day 1)
10.30am-12.00pm	SP Jumba Hunt	Around SP Campus
12.00pm – 2.00pm	Lunch	SP Food Courts (Visit the Foyer at T18B Level 2)
2.00-5.00pm	Mass Activities	SPCC

Diploma in Human Resource Management with Psychology (DHRMP) - DAY 3

Time	Activity	Classes / Venue
11.00am-12.00am	Report to classroom & Attendance Taking	Assigned classrooms (same as Day 1)
12.00pm-2.00pm	Lunch	SP Food Courts
2.00pm – 3.00pm	PTN Meet Up & Briefing	Assigned classrooms (same as Day 1)
3:00pm – 5:00pm	Mass Games	Sports Arena Level 4

Diploma in Human Resource Management with Psychology (DHRMP) - DAY 4

Time	Activity	Classes / Venue
9.30am -1.00pm	SP CARES	Allocated Venue
1.00pm-2.00pm	Lunch	SP Food Courts
2.00pm-4.00pm	CCA carnival	Heartbeat (T16)
5.00-6.30pm	Dinner (Provided by SB/Mass cheers)	SPAR Level 4
7.00pm-8.30pm	SP School Championship Announcement	Heartbeat (T16)

Diploma in Accountancy (DAC) DAY 1

Time	Activity	Classes / Venue
10.00am -12.00pm	Report to classroom & Attendance Taking AM Briefing & Administrative matters	DAC/FT/1A/01 - T18B601 DAC/FT/1A/02 - T18B611 DAC/FT/1A/03 - T18B612 DAC/FT/1A/04 - T18B613
12.00pm - 2.00pm	Lunch	SP Food Courts
2.00pm – 4.00pm	SP Jumba Hunt	Around SP Campus

Diploma in Accountancy (DAC) DAY 2

Time	Activity	Classes / Venue
10.00am -10.30am	Report to classroom & Attendance Taking	Assigned classrooms (same as Day 1)
10.30am-11.00am	SP Library Tour	Library
11.00am-12.00pm	SP Jumba Hunt	Around SP Campus
12.00pm – 2.00pm	Lunch	SP Food Courts (Visit the Foyer at T18B Level 2)
2.00-5.00pm	Mass Activities	SPCC

Diploma in Accountancy (DAC) DAY 3

Time	Activity	Classes / Venue
11.00am-12.00am	Report to classroom & Attendance Taking	Assigned classrooms (same as Day 1)
12.00pm-2.00pm	Lunch	SP Food Courts
2.00pm – 3.00pm	PTN Meet Up & Briefing	Assigned classrooms (same as Day 1)
3:00pm – 5:00pm	Mass Games	Sports Arena Level 4

Diploma in Accountancy (DAC) DAY 4

Time	Activity	Classes / Venue
9.30am -1.00pm	SP CARES	Allocated Venue
1.00pm-2.00pm	Lunch	SP Food Courts
2.00pm-4.00pm	CCA carnival	Heartbeat (T16)
5.00-6.30pm	Dinner (Provided by SB/Mass cheers)	SPAR Level 4
7.00pm-8.30pm	SP School Championship Announcement	Heartbeat (T16)

Diploma in Banking & Finance (DBKF) - DAY 1

Time	Activity	Classes / Venue
10.00am -12.00pm	Report to classroom & Attendance Taking AM Briefing & Administrative matters	DBKF/FT/1A/01 - T18B603 DBKF/FT/1A/02 - T18B604 DBKF/FT/1A/03 - T18B610 DBKF/FT/1A/04 - T18B608 DBKF/FT/1A/05 - T18B609
12.00pm - 2.00pm	Lunch	SP Food Courts
2.00pm – 3.00pm	SP Library Tour	Library
3.00pm-3.30pm	SP Jumba Hunt	Around SP Campus

Diploma in Banking & Finance (DBKF) - DAY 2

Time	Activity	Classes / Venue
10.00am -10.30am	Report to classroom & Attendance Taking	Assigned classrooms (same as Day 1)
10.30am-12.00pm	SP Jumba Hunt	Around SP Campus
12.00pm – 2.00pm	Lunch	SP Food Courts (Visit the Foyer at T18B Level 2)
2.00-5.00pm	Mass Activities	SPCC

Diploma in Banking & Finance (DBKF) - DAY 3

Time	Activity	Classes / Venue
11.00am-12.00am	Report to classroom & Attendance Taking	Assigned classrooms (same as Day 1)
12.00pm-2.00pm	Lunch	SP Food Courts
2.00pm – 3.00pm	PTN Meet Up & Briefing	Assigned classrooms (same as Day 1)
3:00pm – 5:00pm	Mass Games	Sports Arena Level 4

Diploma in Banking & Finance (DBKF) - DAY 4

Time	Activity	Classes / Venue
9.30am -1.00pm	SP CARES	Allocated Venue
1.00pm-2.00pm	Lunch	SP Food Courts
2.00pm-4.00pm	CCA Carnival	Heartbeat (T16)
5.00-6.30pm	Dinner (Provided by SB/Mass cheers)	SPAR Level 4
7.00pm-8.30pm	SP School Championship Announcement	Heartbeat

Locating School of Business & other useful tips

Locating My Classroom

How do I locate my classroom in SB? What to look out for? What are some facilities we have in SB?

SB is located at T18B.

Our classroom is identified for example as follows

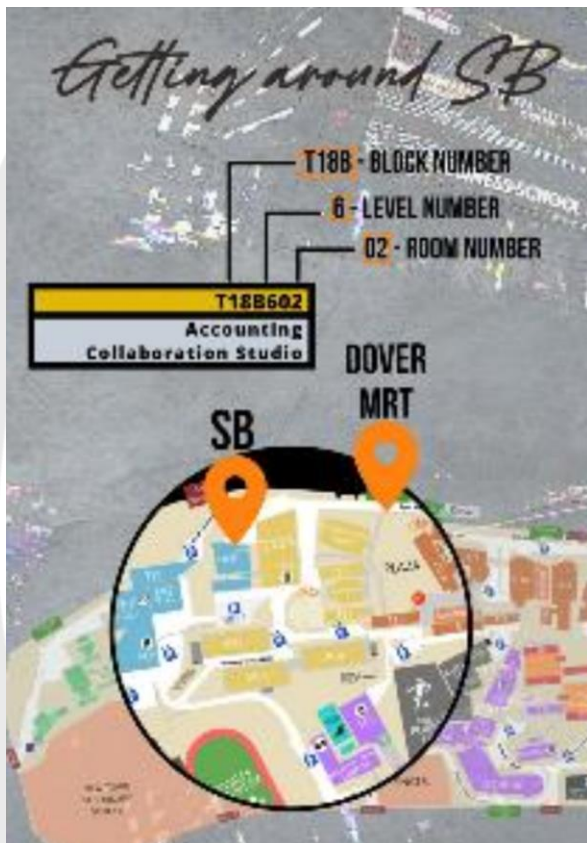
T18B512 or **T18B601** etc

T18B is our block number

The next number, **5** or **6** refers to 5th floor or 6th floor

The next 2 digits, **12** or **01** refers to the classroom numbers on each floor.

For more info, please check out this [video](#).



SP Campus Map

For SP, please use this link.
[Map](#)

SP Food Courts

For SP Food Courts, please use this link.

[Retail & Dining at SP facilities](#)

School of Business Student Guides

- If you are taking public transport, please look out for School of Business student guides/helpers wearing the following T shirt just after the Dover MRT link way on Level 2, in front of the SP Convention Centre (SPCC).



- Turn right and follow the link bridge walkway to guide you to our SB classrooms. Our SB guides will also be at level 2 if you need any help.
- Please be **PUNCTUAL** and be at your classrooms at the indicated time.

ABOUT THE SCHOOL

Singapore Polytechnic School of Business (SB) proudly offers four diplomas with different specialisations and a Common Business Programme.

It has forged important links with academic institutions as well as industry players, both locally and abroad. As part of its close collaboration with the industry, the School has developed various enhanced internship programs in order to provide students with meaningful opportunities to apply their classroom learning in the workplace. Most of our graduates have attained successful and satisfying careers in various sectors of the Singapore economy.

The academic staff of SB are a group of dynamic and student-oriented people, with rich experiences gleaned from their years in the industry prior to their joining the School. Our lecturers are not just facilitators of education; they are friends and mentors to their students.

In keeping up with the changes in technology as well as evolving needs of the industry, the School has also built new teaching facilities and laboratories as part of its commitment to provide a conducive learning environment for its students.

At SB, we believe in providing our students with a quality education, characterized by broad-based learning complemented with specialised training. With an emphasis on core business and life skills, students will be well-equipped to meet the demands of an ever-expanding global economy

For enquiries on Freshman Orientation Programme, please contact :

Name	SP School of Business	
Telephone	67751133	
Email	contactus@sp.edu.sg	

GETTING TO KNOW SP

1. What is the acronym of my School?

School	Acronym
Media, Arts & Design School	MAD
School of Architecture & the Built Environment	ABE
School of Business	SB
School of Chemical & Life Sciences	CLS
School of Computing	SoC
School of Electrical & Electronic Engineering	EEE
Singapore Maritime Academy	SMA
School of Mechanical & Aeronautical Engineering	MAE
School of Mathematical Sciences & Analytics (Poly Foundation Programme)	MSA (PFP)

Please click on > [School and Course Information](#) for more information.

2. What class am I in?

To find your class information, login to [Class Information](#) using your student account provided by SP.

Example of class information: DIT/FT/1A/01 (Course Code/Full Time/Phase of Study/Class Number)

Where do I go for my lesson?

Venue codes

LT = Lecture Theatre, e.g. LT4A

MLT = Main Lecture Theatre, e.g. MLT8

T = Teaching Block, e.g. T3A

W = Workshop, e.g. W5

Classroom and Office Location

Example 1 : T334

Location : Teaching Block 3, Level 3, Room 4

Example 2 : T3A21

Location : Teaching Block 3A, Level 2, Room 1

GETTING TO KNOW SP

3. Where is my School Admin Office?

ABE – T3A Level 4
CLS – T11A Level 6
EEE – T14 Level 7
SB – T18B Level 7
SoC – T19 Level 4
SMA – T1A Level 7
MAD – T19 Level 4
MAE – T18 Level 6
MSA – T7 Level 4

4. Where can I find information on IT Support and Services? Please click on [> IT Support and Applications](#)
IT Service hotline: 67721260

5. I am an international student, where can I find information to help me settle into SP? Please click on [> Resource Information for International Students](#)

6. Where can I find information on CCAs in SP?
For information on CCA, please click on [> CCA Information, Events and Programmes](#)

7. I need financial assistance for my studies, where can I find information or assistance?
Please click on [> Course Fees, Scholarships and Financial Assistance Schemes](#)

8. What are the sports and recreational facilities available in SP? Check out the following facilities to take a break from studies or to keep fit:

1. Swimming Pool
2. Gym@Pool
3. Tennis Courts
4. Badminton Courts
5. Squash Courts
6. Basketball Courts
7. Running Track

For more information and booking procedures, please click on [> Sports Facilities](#)

9. Be part of Go Green SP Pledge [here](#) to support SP's sustainability efforts.

10. SP Campus Map

View our campus map at [SP Campus Map](#)