



# Information for Students

## 2019 Intakes

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## **About BYOD (Bring Your Own Device)**

### **1. What is BYOD?**

BYOD is an ITE initiative aimed at using technology to bring out the best learning outcome for our students. Under BYOD, students can enhance their skills through self-directed learning and discovery of information, online assessment and collaboration with peers.

### **2. Which courses have BYOD?**

The following 32 ITE courses have BYOD:

#### School of Business & Services

- *Nitec in Business Services*
- *Nitec in Finance Services*
- *Nitec in Fitness Training*
- *Nitec in Retail Services*
- *Higher Nitec in Accounting*
- *Higher Nitec in Banking Services*
- *Higher Nitec in Early Childhood Education*
- *Higher Nitec in Event Management*
- *Higher Nitec in Human Resource & Administration*
- *Higher Nitec in Leisure and Travel Operations*
- *Higher Nitec in Passenger Services*
- *Higher Nitec in Retail & Online Business*
- *Higher Nitec in Service Management*
- *Higher Nitec in Sport Management*

#### School of Electronics & Info-comm Technology

- *Nitec in Infocomm Technology*
- *Nitec in Web Applications*
- *Higher Nitec in Business Information Systems*
- *Higher Nitec in Cyber & Network Security*
- *Higher Nitec in IT Applications Development*
- *Higher Nitec in IT Systems & Networks*

#### School of Engineering

- *Nitec in Aerospace Avionics*
- *Nitec in Aerospace Technology*
- *Higher Nitec in Civil & Structural Engrg Design*
- *Higher Nitec in Facility Systems Design*
- *Higher Nitec in Marine & Offshore Technology*
- *Higher Nitec in Marine Engineering*
- *Higher Nitec in Offshore & Marine Engrg Design*
- *Higher Nitec in Process Plant Design*
- *TED in Automotive Engineering*

#### School of Hospitality

- *Nitec in Food & Beverages Operations*
- *Nitec in Pastry & Baking*

## BYOD 2019

- *Higher Nitec in Hospitality Operations*

### 3. What does it mean if my course has BYOD?

If you are enrolled in any of the 32 BYOD courses listed above commencing in 2019, you will need to have a portable computing device for your course learning. This can be a laptop or tablet (depending on the course).

### 4. Why must I have a portable computing device?

The device will be your education and communication tool. Study materials will be online, and the device will allow you to access your course materials, tutorials and assignments electronically. With a portable computing device, students can also surf and access Internet resources at any time and at places with wireless hotspots located in the campus.

### 5. What are the requirements for a laptop or tablet?

The requirements for the device will depend on the course. Courses under BYOD have set the type of device needed by students, and the minimum specifications for the device. Students are advised to refer to the information under **Recommended Device Type & Minimum Device Specifications for BYOD Courses (p.5-9)**.

### 6. Can I use an existing portable computing device if I do not wish to buy one?

Yes. Please check if your existing device will be able to meet the required minimum specifications. You may seek the advice of your Lecturers or Class Advisor if in doubt.

### 7. Is there any Financial Assistance for buying the portable computing device?

Yes. Financial Assistance schemes are available to help eligible students purchase a portable computing device. Please refer to the **FAQs on Financial Assistance for PC Purchase (p.11-14)**. You may also check with your Class Advisor or the Student Services Centre for information.

### 8. How do I go about buying a device?

If financial assistance is required, you are encouraged to apply for the Infocomm Media Development Authority (IMDA) NEU PC Plus Programme PC Bundle Scheme to buy your device as it will come with **free software** and **3 years of free broadband** subscription at a subsidised price. Refer to the Recommended Device Type & Minimum Device Specifications for BYOD Courses to confirm if the device required for your course is available under the IMDA NEU PC Plus scheme.

To apply, refer to the info-sheet on **NEU PC PLUS Programme (p.10)**.

If you do not require financial assistance, you may buy the recommended device for your course at any retailer. Ensure that the device meets the minimum specifications required for your course.

### 9. When must I have a recommended device ready for my course?

If your course is on BYOD, you will need to have a device ready latest by the start of Term 2 of the academic calendar.

## Recommended Device Type & Minimum Device Specifications for BYOD Courses

**(A) Nitec Level Courses**

- The following *Nitec* Courses are on BYOD. Students are required to have access to a device as recommended. Please refer to the Minimum Device Specifications column for details.
- Eligible students may apply for subsidy under the IMDA NEU PC Plus Programme PC Bundle scheme\*. To apply, refer to info-sheet on **NEU PC PLUS Programme**.
- Additional subsidy is available from ITE for eligible students. Please refer to the **FAQs on Financial Assistance for PC Purchase**.

Course	ITE College <i>CC- College Central CE – College East CW – College West</i>	Recommended Device Type	Minimum Device Specifications
<i>Nitec</i> in Aerospace Technology	CC	Tablet	<ul style="list-style-type: none"> <li>• Minimum 7-inch screen display</li> <li>• RAM: Minimum 2 Gb Memory</li> <li>• Android / Microsoft OS</li> <li>• Storage: Minimum 8GB</li> <li>• Others: Wireless adapter must minimally support IEEE 802.11n standard @5Ghz</li> </ul>
<i>Nitec</i> in Aerospace Avionics	CC	Laptop	<ul style="list-style-type: none"> <li>• Minimum Intel Core i5</li> <li>• Internet Explorer / Firefox / Chrome browser</li> <li>• Minimum 500 GB HDD and 4 GB RAM</li> <li>• Minimum 10-inch screen display</li> <li>• Minimum Windows 10 Operating System</li> <li>• Anti-virus software</li> <li>• Wireless &amp; VGA</li> <li>• Others: Wireless adapter must minimally support IEEE 802.11n standard @ 5Ghz</li> <li>• Microsoft Office 365 or equivalent word processing, spreadsheet and presentation software</li> </ul>
<i>Nitec</i> in Business Services	CC, CE, & CW		
<i>Nitec</i> in Finance Services	CC, CE & CW		
<i>Nitec</i> in Retail Services	CC, CW		
<i>Nitec</i> in Hospitality Operations	CW		
<i>Nitec</i> in Fitness Training	CC, CE & CW		
<i>Nitec</i> in Pastry & Baking	CW		

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Course	ITE College <i>CC- College Central CE – College East CW – College West</i>	Recommended Device Type	Minimum Device Specifications
<i>Nitec</i> in Web Applications	CC, CE & CW	Laptop	<ul style="list-style-type: none"> <li>• CPU: Intel Core i5</li> <li>• HDD: Minimum 500GB</li> <li>• RAM: Minimum 8GB</li> <li>• Dedicated graphic Video RAM of 2GB</li> <li>• Operating System: Windows 10 or later</li> <li>• Anti-virus software</li> <li>• Others: Wireless adapter must minimally support IEEE 802.11n standard @5Ghz</li> </ul>
<i>Nitec</i> in Infocomm Technology	CC, CE & CW	Laptop	<ul style="list-style-type: none"> <li>• CPU: Intel Core i5</li> <li>• HDD: Minimum 500GB</li> <li>• RAM: Minimum 8GB</li> <li>• Operating System: Windows 10 or later</li> <li>• Anti-virus software</li> <li>• Others: Wireless adapter must minimally support IEEE 802.11n standard @5Ghz</li> </ul>

\* For Laptops available under the IMDA NEU PC Plus Programme only.

### **(B) Higher Nitec Level Courses**

- The following *Higher Nitec* Courses are on BYOD. Students are required to have access to a device as recommended. Please refer to the Minimum Device Specifications column for details.
- Eligible students may apply for subsidy under the IMDA NEU PC Plus Programme PC Bundle scheme\*. To apply, refer to info-sheet on **NEU PC PLUS Programme**.
- Additional subsidy is available from ITE for eligible students. Please refer to the **FAQs on Financial Assistance for PC Purchase**.

Course	ITE College <i>CC- College Central CE – College East CW – College West</i>	Recommended Device Type	Minimum Device Specifications
Higher <i>Nitec</i> in Facility Systems Design	CC	Laptop	Laptop Option No. 4 (4-ALH) available under the IMDA NEU PC Plus meets the requirements for the course. Please refer to details available at: <a href="https://www.imda.gov.sg/community/consumer-education/digital-inclusion/neu-pc-plus-programme/how-to-apply/pc-and-broadband-specifications">https://www.imda.gov.sg/community/consumer-education/digital-inclusion/neu-pc-plus-programme/how-to-apply/pc-and-broadband-specifications</a>
Higher <i>Nitec</i> in Civil & Structural Engrg Design			
Higher <i>Nitec</i> in Offshore & Marine Engrg Design			

**BYOD 2019**

<b>Course</b>	<b>ITE College</b> <i>CC- College Central</i> <i>CE – College East</i> <i>CW – College West</i>	<b>Recommended Device Type</b>	<b>Minimum Device Specifications</b>
Higher <i>Nitec</i> in Process Plant Design			
Higher <i>Nitec</i> in Marine Engineering	CC	Laptop	<ul style="list-style-type: none"> <li>• Minimum Intel Core i5</li> <li>• Internet Explorer / Firefox / Chrome browser</li> <li>• Minimum 500 GB HDD and 4 GB RAM</li> <li>• Minimum 10-inch screen display</li> <li>• Minimum Windows 10 Operating System</li> <li>• Anti-virus software</li> <li>• Wireless &amp; VGA</li> <li>• Others: Wireless adapter must minimally support IEEE 802.11n standard @5Ghz</li> <li>• Microsoft Office 365 or equivalent word processing, spreadsheet and presentation software</li> <li>•</li> </ul>
Higher <i>Nitec</i> in Marine & Offshore Technology			
Higher <i>Nitec</i> in IT Systems & Networks	CC, CE, & CW	Laptop	<ul style="list-style-type: none"> <li>• CPU: Intel Core i5</li> <li>• HDD: Minimum 500GB</li> <li>• RAM: Minimum 8GB</li> <li>• Operating System: Windows 10 or later</li> <li>• Anti-virus software</li> <li>• Others: Wireless adapter must minimally support IEEE 802.11n standard @5Ghz</li> </ul>
Higher <i>Nitec</i> in Cyber & Network Security	CE, CW		
Higher <i>Nitec</i> in IT Applications Development	CC, CE, & CW	Laptop	<ul style="list-style-type: none"> <li>• CPU: Intel Core i5</li> <li>• HDD: Minimum 500GB</li> <li>• RAM: Minimum 8GB</li> <li>• Dedicated graphic Video RAM of 2GB</li> <li>• Operating System: Windows 10 or later</li> <li>• Anti-virus software</li> <li>• Others: Wireless adapter must minimally support IEEE 802.11n standard @5Ghz</li> </ul>

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<b>Course</b>	<b>ITE College</b> <i>CC- College Central</i> <i>CE – College East</i> <i>CW – College West</i>	<b>Recommended Device Type</b>	<b>Minimum Device Specifications</b>
Higher <i>Nitec</i> in Business Information Systems	CE	Tablet	<ul style="list-style-type: none"> <li>• Minimum 7-inch screen display</li> <li>• RAM: Minimum 2 Gb Memory</li> <li>• Android / Apple / Microsoft OS</li> <li>• Storage: Minimum 8GB</li> <li>• Others: Wireless adapter must minimally support IEEE 802.11n standard @5Ghz</li> </ul>
<i>Higher Nitec</i> in Leisure & Travel Operations	CW	Laptop	<ul style="list-style-type: none"> <li>• Minimum Intel Core i5</li> <li>• Internet Explorer / Firefox / Chrome browsers</li> <li>• Minimum 500 GB HDD and 4 GB RAM</li> <li>• Minimum 10-inch screen display</li> <li>• Minimum Windows 10 Operating System</li> <li>• Anti-virus software</li> <li>• Wireless &amp; VGA</li> <li>• Others: Wireless adapter must minimally support IEEE 802.11n standard @5Ghz</li> <li>• Microsoft Office 365 or equivalent word processing, spreadsheet and presentation software</li> </ul>
Higher <i>Nitec</i> in Hospitality Operations			
Higher <i>Nitec</i> in Early Childhood Education	CC, CE & CW		
Higher <i>Nitec</i> in Accounting	CC		
Higher <i>Nitec</i> in Banking Services	CC, CE		
Higher <i>Nitec</i> in Human Resource & Administration			
Higher <i>Nitec</i> in Passenger Services			
Higher <i>Nitec</i> in Event Management			



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Course	ITE College <i>CC- College Central CE – College East CW – College West</i>	Recommended Device Type	Minimum Device Specifications
Higher <i>Nitec</i> in Retail & Online Business	CC		
Higher <i>Nitec</i> in Service Management	CW		
Higher <i>Nitec</i> in Sport Management	CC, CE & CW		

\* For Laptops available under the IMDA NEU PC Plus Programme only.

### (C) Technical Diploma (TED) Level Courses

- The following Technical Diploma Courses are on BYOD. Students are required to have access to a device as recommended. Please refer to the Minimum Device Specifications column for details.
- Eligible students may apply for subsidy under the IMDA NEU PC Plus Programme PC Bundle scheme\*. To apply, refer to info-sheet on **NEU PC PLUS Programme**.
- Additional subsidy is available from ITE for eligible students. Please refer to the **FAQs on Financial Assistance for PC Purchase**.

Course	ITE College <i>CC- College Central CE – College East CW – College West</i>	Recommended Device Type	Minimum Device Specifications
TED in Automotive Engineering	CW	Laptop	Laptop Option No. 4 (4-ALH) available under the IMDA NEU PC Plus meets the requirements for the course. Please refer to details available at: <a href="https://www.imda.gov.sg/community/consumer-education/digital-inclusion/neu-pc-plus-programme/how-to-apply/pc-and-broadband-specifications">https://www.imda.gov.sg/community/consumer-education/digital-inclusion/neu-pc-plus-programme/how-to-apply/pc-and-broadband-specifications</a>  N.B. Minimum 64-bit Operating System

\* For Laptops available under the IMDA NEU PC Plus Programme only.

## NEU PC Plus Programme

The NEU PC Plus Programme offers affordable PCs and broadband access to students. Successful applicants can purchase a PC with **free software** and **3 years of free broadband** subscription at a subsidised price.

### Eligibility Criteria

- Full time ITE student [Singaporean or Permanent Resident (PR)].
- Applicant's combined gross monthly household income must not exceed \$3,400 **OR** the per capita income must not exceed \$900.
- Past recipient of a PC-Bundle under the NEU PC Plus Programme may reapply only after a lapse of three years from last deployment to the household.

### How Do I Apply?

Collect the NEU PC application form from:

ITE College Central

Student & Career Services Centre, Blk A, Level 3, Unit A3-04

ITE College East

Customer & Visitor Centre

ITE College West

Student Services Office, Block 3 Level 2



### Laptop Models and Prices

Type of PC	Brand	PC Model	Payable Amount	
			Tier 1 Singaporean, PCI <=\$700	Tier 2 Singaporean & PR Gross monthly household income <= \$3,400 <b>OR</b> PCI <= \$900
Laptop No. 2	Lenovo	2-JLM	\$223.63	\$447.26
Laptop No. 3	Acer	3-ALM	\$399.11	\$622.74
Laptop No. 4	Acer	4-ALH	\$666.61	\$890.24

Note: Year 1 students may apply for further subsidy for purchase of laptop using the Opportunity Fund provided you are eligible (See more information under FAQ Q4 and Q5)

### Broadband Service Plans (FREE for 3 years)

Type of Broadband	ISP	Bandwidth	Pre-requisite	Data Cap
4G Dongle	M1	150Mbps	None	8 GB
4G MiFi	M1	150Mbps	None	8 GB
Fibre	M1	300Mbps	NGN Fibre-ready	Unlimited

## FAQS ON FINANCIAL ASSISTANCE FOR PC PURCHASE

### 1. What are the financial assistance schemes available to buy PC and how can I qualify?

Financial assistance is provided under the NEU PC Plus Programme and the Opportunity Fund Scheme. Please refer to the Summary Information on the two schemes. You may apply if you meet the eligibility criteria.

### 2. What is the NEU PC Plus Programme and how do I apply?

The NEU PC Plus Programme, by the Infocomm Media Development Authority (IMDA), offers affordable PCs and broadband access to students from low income families. Complete the NEU PC Plus Programme application form obtainable at your College's Student Services Centre/Office. The application procedures and other details will be made known to you by the Colleges.

### 3. If I buy the PC under the NEU PC Plus Programme, can I buy at a subsidised rate?

Yes, the programme provides up to 75% subsidy to cover PC cost, depending on gross monthly household per capita income under a two-tier subsidy. The PC models and payable amount including GST (after subsidy) are as follows:

S/N	Type of PC	Brand	PC Model	Payable Amount	
				Tier 1 Subsidy (up to 75%)	Tier 2 Subsidy (up to 50%)
1	Laptop	Lenovo	2-JLM	\$223.63	\$447.26
2	Laptop	Acer	3-ALM	\$399.11	\$622.74
3	Laptop	Acer	4-ALH	\$666.61	\$890.24

### 4. Does ITE provide further subsidy on NEU PC Plus Programme?

Yes, ITE subsidises up to \$400 from the Opportunity Fund for PC purchase under the NEU PC Plus Programme for Singapore Citizens taking a full-time ITE course. This is provided that you have not purchased a PC before from the Opportunity Fund subsidy and you meet the criteria for the NEU PC Plus Programme (Please refer to the Summary Information on NEU PC Plus Programme).

To enjoy the additional subsidy from Opportunity Fund, you should submit an on-line application for financial assistance to the College. The steps to do so are as follows:

myportal.ite.edu.sg ➔ login with your user ID & Password ➔ Financial Assistance  
➔ Application for Subsidy for Purchase of PC, Laptop or Tablet.

This is to be done concurrently with your submission of the NEU PC Plus Programme application form to the College. Successful applicants will be informed by their Colleges.

### 5. What financial assistance can I apply if I am not eligible for the NEU PC Plus programme?

Singaporean students who are not eligible under the NEU PC Plus Programme can apply for subsidy under the ITE Opportunity Fund Scheme if gross monthly household income (GHI) ≤ \$4,000 or gross monthly household per capita income (PCI) ≤ \$1,000. The subsidy from Opportunity Fund for PC purchase is up to 80% of the purchased price, capped at \$400.

**6. How long will it take to process application for financial assistance?**

- NEU PC Plus : About 1 month upon submission of complete documents
- Opportunity Fund : About 2 weeks upon submission of complete documents

**7. How do I go about buying the PC after obtaining the NEU PC Plus Programme approval?**

- A letter of offer will be issued to you by the College. The PC vendor will call you within 2 weeks from this letter to confirm the order prior to making arrangement for delivery and to activate the broadband service (if you have applied for the free 3-year broadband service). The activation of the broadband service usually takes about 3 weeks.
- If you have also been granted the Opportunity Fund subsidy, you will only need to pay your co-payment portion on delivery of the PC. The vendor will bill the College for the subsidised amount. You will also need to submit the invoice to the College after the delivery of the PC.

**8. How do I go about buying the PC after obtaining the Opportunity Fund approval?**

- For purchase outside the NEU PC Plus, a letter of offer will be issued to you by the College and you will need to purchase the PC within 2 months from the date of the letter.
- You may purchase your PC from any local IT retail shop, or from the list of vendors appointed by the College. The appointed vendors may also participate in roadshows arranged at ITE Colleges from time to time.
- After your purchase, submit the original payment receipt and the letter of offer to your College's Student Services Centre within 4 weeks from the date of purchase to claim for the subsidised amount:

Student Services Centre/Office		
ITE College Central	ITE College East	ITE College West
Blk A, Level 3 Unit A3-04	c/o Customer & Visitor Centre (Student Services Drop-box)	Blk 3, Level 2

**9. How will the subsidised amount be returned to students? How long will it take?**

The amount will be credited into the applicant's bank account. It will take 2 to 3 weeks (student must have a Giro account with ITE).

## Summary Information on Financial Assistance Schemes for PC Purchase

	<b>NEU PC PLUS PROGRAMME</b>	<b>OPPORTUNITY FUND</b>
<b>Eligibility Criteria</b>	<p><u>PC Bundle Scheme</u></p> <ol style="list-style-type: none"> <li>1. SC or PR Full-time students aged 25 years and below.</li> <li>2. Past recipient of a PC bundle under the NEU PC Plus Programme may reapply after a lapse of 3 years.</li> <li>3. Gross monthly household income ≤ \$3,400</li> </ol> <p style="text-align: center;">OR</p> <p>Per Capita Income (PCI) ≤ \$900. If there is a permanently disabled household member, PCI ≤ \$1,125.</p> <ol style="list-style-type: none"> <li>4. Each eligible household can only apply for 1 computer. However, students from one-to-one computing programme are qualified to apply regardless of the fact that their households are current beneficiaries, with support from school.</li> </ol> <p><u>iNSPIRE FUND</u></p> <ol style="list-style-type: none"> <li>1. SC or PR Full-time students aged 25 years and below.</li> <li>2. Gross monthly household income ≤ \$2,500</li> </ol> <p style="text-align: center;">OR</p> <p>PCI of the applicant's household ≤ \$700.</p> <ol style="list-style-type: none"> <li>3. Community Service for iNSPIRE Fund               <ul style="list-style-type: none"> <li>• Desktop – 6 hours</li> <li>• Laptop – 12 hours</li> </ul> </li> </ol>	<ol style="list-style-type: none"> <li>1. Full-time 1<sup>st</sup> year SC student.</li> <li>2. Gross monthly household income (GHI) ≤ \$4,000 or gross monthly household per capita income (PCI) ≤ \$1,000.</li> <li>3. Not under the traineeship scheme.</li> </ol>

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	<b>NEU PC PLUS PROGRAMME</b>	<b>OPPORTUNITY FUND</b>
<b>Support Level</b>	<p>Tier 1* if PCI ≤ \$700                      Tier 2 if PCI &gt; \$700</p> <p>* Tier 1 has higher subsidy support of up to 75% and applies to SC students. Amount payable by applicant for the PC depends on the model selected.</p>	Up to 80% of the cost of PC/tablet, capped at \$400.
<b>Device Type</b>	Laptops and desktops (refer to FAQ 3 for IMDA-approved models of Laptops)	For laptops, desktops and tablets (any model subject to meeting minimum specifications for your course)
<b>Vendor</b>	Only from IMDA approved vendors.	Any local retail IT vendor or College's appointed vendors.

SC – Singapore Citizen

PR – Permanent Resident

STUDENT IT SUPPORT CENTRES

	College Central	College East	College West
Location	Blk J405 (same place as IT support for Staff)	Customer Service Centre: Admin Block, Level 1 (A01-04)	Counter at Mobile Incubation Centre, Blk 2 Level 2 (2204)
Scope of Support Services	<p>Support Wifi Connections only (assist students to connect their notebooks and mobiles devices to College Central WiFi only)</p> <p><b>Does not support</b> hardware repairs, installation of drivers or OS problems.</p>	<ol style="list-style-type: none"> <li>1) Support Wifi Configuration for mobile devices and laptops.</li> <li>2) Advise on access to MyConnexion</li> <li>3) Advise on drivers and OS updates.</li> </ol> <p><u>Redirected to Samsung Tech Hub (T03-21)</u></p> <ol style="list-style-type: none"> <li>4) Advise/Troubleshoot mobile devices.</li> <li>5) Advise on re-firming mobile devices.</li> </ol> <p><b>Does not support</b> hardware repairs, installation of drivers or OS problems</p>	<ol style="list-style-type: none"> <li>1) Setting up wireless connection to campus network.</li> <li>2) Removing viruses from laptops.</li> <li>3) Re-installing apps/software.</li> <li>4) Advise on access to MyConnexion and Office 365.</li> </ol> <p><b>Does not support</b> hardware repairs, installation of drivers or OS problems.</p>
For smartphone devices?	Yes. Wifi setup only.	Yes.	Yes. Wifi setup only.
Available Days/Time	<p><u>Term Time</u> Mon – Thurs: 12:00 to 1:00 pm</p>	<p><u>Term Time</u> Mon: 3:00pm – 5:00pm Wed: 10:00am – 12:00pm</p> <p><b>For Mobile Devices Services:</b> Tue &amp; Thu: 11:00am – 12:00pm</p> <p><b>For Photo Services (<u>Résumé photo</u>)</b>  Monday: 1:00pm - 2:00pm Tuesday: 2:00pm - 3:00pm</p>	<p><u>Term Time</u> Tues &amp; Thurs: 12:00 to 2:00pm</p>
Service Appointment Required?	No.	No.	No.
Do students have to pay for service?	No.	No.	No.