

TERMS AND CONDITIONS:

1 DEFINITIONS

- 1.1 “Competition” refers to the competition titled “POSTCARDS FROM PUNGGOL” Photo Contest, which shall be governed by the terms and conditions set out herein.
- 1.2 “Entry” or “Entries” refer to photographs and written entries for the Competition that are validly submitted by Participants in accordance with the terms and conditions set out herein.
- 1.3 “Organiser” refers to the organiser of the Competition, namely the Singapore Institute of Technology (“SIT”).
- 1.4 “Participant” refers to any qualifying individual who submits an Entry or Entries for the Competition.
- 1.5 “Submission Form” refers to the Competition submission form located at the hyperlink [here](#) (for SIT students and staff) and [here](#) (for SIT alumni), which all Participants must use to submit their required particulars, details and agreement to be bound by these Terms and Conditions.
- 1.6 “Terms and Conditions” refers to these terms and conditions set out herein, as may be amended from time to time by the Organiser.

2 ACCEPTANCE OF TERMS AND CONDITIONS

- 2.1 By submitting an Entry for this competition, Participants acknowledge that they have read and agreed to these terms and conditions. The Organiser reserves the right to terminate this competition at any point of time during the competition period set out in Clause 4.1 below.
- 2.2 The Organiser reserves the right to, at any time in its absolute discretion, amend, including without limitation delete, modify, vary and/or supplement, any of these Terms and Conditions without prior notice and the Participants agree that continued participation in the Competition shall constitute their acceptance of the Terms and Conditions (as amended from time to time).
- 2.3 The Organiser reserves the right to disqualify and/or exclude any entries from the Competition at its sole discretion, including but not limited to when there is any breach of these Terms and Conditions.

3 ELIGIBILITY

- 3.1 To be eligible for the Competition, the Participants must comply with the following:
- (a) Be a SITizen (SIT student or alumni) or SIT Staff (Faculty and corporate staff) as of the date of participation in this Competition;
 - (b) Be at least 18 years of age; and
 - (c) Agree and adhere to the Terms and Conditions herein.
- 3.2 Participants shall make full and honest disclosure of particulars as requested for in the Competition, including but not limited to the particulars so required in the Submission Form. Any misrepresentation of facts or particulars may result in disqualification at the Organiser's sole discretion.
- 3.3 In the event that an ineligible person is found to have participated in the Competition, their Entries will be disqualified, even if they have won any prizes. Such disqualified prize winners shall return all prizes to the Organiser without demand and without any claim against the Organiser.

4 COMPETITION PERIOD

- 4.1 Participants must submit both their Submission Form and Entries for the Competition from 16 September 2026 at 0800 hrs to 30 October 2026 at 1800 hrs. Entries and/or Submission Forms received before or after the stated period will not be processed or considered. The Organiser reserves the right to change the said deadline at its sole discretion.

5 SUBMISSION REQUIREMENTS

- 5.1 Participants must complete the Submission Form fully, honestly and accurately.
- 5.2 Participants shall ensure that the photograph submission for their Entry is captured at SIT's Punggol Campus (SIT Campus Court and SIT Campus Heart) and the photograph captured relates to the theme "Postcards from Punggol".
- 5.3 Entries must be the original work of the Participants, and they must not have been entered in any previous competitions, or any other public display and they must not have been previously published in any form or in any other place in Singapore or internationally.
- 5.4 Participants shall also comply with the following technical guidelines for the photographs submitted per Entry:

- (a) There shall strictly be no submission of any digital manipulations that distort the reality of photographs. Basic and minimal enhancements such as sharpening, cropping, contrast adjustment, and converting colour images to black and white are permitted.
- (b) There shall strictly be no submission of any photographs that are generated with artificial intelligence. Participants understand that the submission of any photographs generated wholly or partially using artificial intelligence shall be disqualified.
- (c) Participants shall not enter any restricted areas to capture their photographs or conduct themselves in a manner which disrupts SIT's operations or breaches SIT's security/safety rules. Participants should also take care to avoid capturing images of confidential information, restricted facilities and/or of persons in sensitive situations.
- (d) Participants are to abide by the laws of the land in relation to no-fly zones.
- (e) Participants who wish to submit photographs featuring identifiable individuals must obtain consent from these individuals to be featured in the photographs, and for the photographs to be used for the purposes of this Competition and as provided for in these Terms and Conditions. Photographs of crowds taken in public campus areas are exempt from this requirement.

5.5 Participants must submit their Entry/Entries by attaching the Entry/Entries to the Competition submission form located at the hyperlink [here](#) (for SIT students and staff) and [here](#) (for SIT alumni). Each Entry must comply with the following:

- (a) Each photograph submitted per Entry must be in a JPG, PNG or HEIF format with a minimum size of 1800 x 1200 pixels. The Entry shall be limited to a file size of 100MB per image.
- (b) Each Entry shall include a title and a brief description of the photograph submitted. The description shall not exceed 50 words.
- (c) Your artwork file shall be named as follows: ***"Staff/Student ID_Name_Photo Name.jpg"***. This helps us efficiently catalogue and identify your submission.
- (d) Participants shall promptly provide the original photograph file attached to the Entry upon the Organiser's request. This is to ensure the highest quality of work is maintained and verified.

- 5.6 Each Participant is allowed to submit a maximum of three (3) Entries. The Entries submitted by the same Participant shall not be substantially similar. The Organiser reserves the right to determine what constitutes “substantial similarity” at its sole discretion.
- 5.7 Entries shall not be amended or withdrawn once submitted.
- 5.8 The Organiser is not responsible for Entries which are inaccessible, lost, misdirected, fail to reach the Organiser in the desired or anticipated form and manner, or are processed, reported, or transmitted late or incorrectly or are lost for any reason including any electronic, computer, network or communication malfunction or error.
- 5.9 Entries with content deemed as irrelevant, offensive, defamatory or sensitive by the Organiser will be removed and disqualified at the Organiser’s sole discretion, including but not limited to following types of Entries – (a) spam; (b) contain vulgar language or violence; (c) contain pornography, obscenity; and/or (d) are, in the Organiser’s view, of inappropriate nature to be published on the Internet or any other medium.
- 5.10 Where the Organiser suspects that an Entry has breached Clause 5.5(b) above, the Organiser reserves the right to request the Participant to produce his/her original files, metadata, source materials and/or other information reasonably required to verify the authenticity of the Entry. If the Organiser is unable to verify, to its satisfaction, that an Entry complies with these Terms and Conditions, the Organiser may disqualify the Entry.
- 5.10 All Entries and any other materials that are submitted by the Participants, whether online or physically, will not be returned to the Participants.

6 JUDGING CRITERIA, PRIZES AND ACKNOWLEDGMENT

- 6.1 A panel of judges selected by the Organiser will, at its sole discretion, review the Entries submitted based on the following matrix.

Criteria	Description	Percentage
Meaningful Storytelling	The Entry (Photograph and Title) shall tell a compelling story which evokes emotions.	30%
Technical Quality	The photograph’s resolution, clarity, exposure, focus, and editing efforts are tasteful and subtle.	30%
Composition and Framing	The photograph shall feature strong compositional principles or unique framing.	20%
Creativity and Originality	The photograph shall feature a unique perspective or concept. For example, the photograph may be shot at	20%

	unique angles, with motion blur, filters or other interesting camera effects.	
	Total:	100%

6.2 The prizes for the Competition are as follows:

- (a) First Prize: S\$500 worth of shopping vouchers;
- (b) Second Prize: S\$300 worth of shopping vouchers; and
- (c) Third Prize: S\$100 worth of shopping vouchers.

6.3 The Organiser will also conduct a vote amongst the SITizens and SIT Staff for the “Lucky Voter” prize. The “Lucky Voter” competition will be based on the top five (5) Entries submitted for the Competition as selected by the judges. Voters shall submit their vote based on which Entry they think will be the winning entry. A total of two (2) voters who correctly voted for the winning entry will be selected at random to win S\$100 worth of shopping vouchers. There will only be one (1) winner from the SIT Staff category and one (1) winner from the SITizen Category (SIT students and alumni).

6.4 The Organiser shall inform the SITizens and SIT Staff of the voting period for the “Lucky Voter” award *via* email, and such voting shall be hosted on Microsoft Forms. Votes received before or after the stated voting period will not be considered. The Organiser reserves the right to change the deadline of the said voting period at its sole discretion.

6.5 The Organiser reserves the right to substitute or modify the judging panel at any time and for any reason. The decision of the judging panel is final and binding and not subject to appeal. The Organiser and the judging panel will be under no obligation to provide any reasons for the judging panel's decision. No questions regarding the judging panel's decision will be entertained. No Participant may under any circumstances attempt to contact a judge regarding the Competition during or before the Competition. Any such behaviour will result in disqualification.

6.6 The Organiser will contact the winners directly by email in November 2026. Should a winner fail to respond within thirty (30) days, he/she is taken to have forfeited and irrevocably given up and waived all rights to participate and to claim the prize. In such an event, another winner will be selected to replace the winner who failed to respond.

7 RIGHTS, PERMISSIONS AND INTELLECTUAL PROPERTY

7.1 Participants warrant and guarantee that:

- (a) There is nothing to prevent their participation and submission of their Entry/Entries in this Competition and the use of their Entry/Entries by the Organiser in accordance with these Terms and Conditions.
- (b) They are the sole author and owner of their Entry/Entries, including but not limited to all materials and intellectual property rights (if any) in their Entry/Entries, and that no third party has any right, title, claim or interest in their Entry/Entries.
- (c) Their Entry/Entries are their original work and design, devoid of any form of plagiarism.
- (d) Their Entry/Entries do not violate or infringe any copyright, trademark or other intellectual property rights of any person or entity, and do not violate or infringe on the moral rights, rights of privacy or other rights of any person or entity.

7.2 Participants understand that any breach of Clause 7.1 above will result in an immediate disqualification of the relevant Entry/Entries.

7.3 By participating in the Competition, Participants agree to grant the Organiser an unfettered, perpetual, royalty-free, exclusive and worldwide license to use, modify, reproduce, and distribute the Entry/Entries for promotional, educational, and other purposes. The Organiser will credit the Participants for use of their photographs where appropriate.

8 PUBLICITY

8.1 Each Participant consents to participate in the publicity activities of the Organiser in relation to the Competition and other future publicity without any payment or compensation thereof.

8.2 Each Participant consents to the disclosure of his/her name and other details submitted for the Competition, as the case may be, for administering the Competition and for publicity purposes without obtaining prior permission. Each Participant consents to the use of any idea provided by such Participant for any publicity effort by the Organiser or by any third party acting on behalf of the Organiser, without obtaining prior permission or any payment or compensation thereof. Such use includes, but is not limited to the following purposes:

- (a) Operating, administering and promoting the Competition;
- (b) Displaying the Participant's idea on any media or community space; and
- (c) Issuance of any media release, media stories or posting on newsletters and online social media channels.

- 8.3 The Competition is a matter of public record. If any Participant submits any confidential business information or personal information pertaining to themselves or their company, that person thereby waives any claims to confidentiality and thereby consents to public disclosure by the Organiser of their personal and business information, including posting on the Internet, of all such information they submit and its use for future communication activities. The Organiser shall not be responsible for the disclosure of any Participant's confidential information.
- 8.4 Participants are not granted the permission to use or display any of the Organiser's trademarks (e.g. logo) or rights in any form. Participants agree to seek the prior written consent of the Organiser prior to promoting or publicising their participation or activities related to the Competition.

9 LIABILITY AND INDEMNITY

- 9.1 To the extent permissible by law, Participants (including their heirs, parents, legal guardians, executor and/or administrators) accept and shall not hold the Organiser and the Organiser's agents responsible for all risks of injury, loss, costs, expenses and damage of any nature whatsoever that may arise from their making or creation of their Entries and/or participation in this Competition.
- 9.2 To the extent permissible by law, Participants (including their heirs, parents, legal guardians, executor and/or administrators) shall hold harmless and indemnify the Organiser and the Organiser's agents against any and all liabilities, losses, damages, claims, injury, actions, proceedings, expense and cost which may result in relation to their Entries, participation in the Competition and/or breach of these Terms and Conditions, except for liability which cannot be excluded by law.
- 9.3 To the extent permissible by law, the Organiser and the Organiser's agents shall not be liable in any way, including but not limited to for costs and expenses incurred in creating the Entries as well as loss of chance, for anything related to the Competition, including but not limited to the following instances:
- (a) any aspect of the Competition not being capable of running as planned;
 - (b) any Entries that are lost, misdirected, unreadable, incomplete, mutilated, tampered with or irregular;
 - (c) any breakdown or malfunction in any computer system or equipment, infection by computer virus, network failure, bugs, tampering, unauthorised intervention, fraud or technical failures;
 - (d) any cause beyond the control of the Organiser which corrupts or affects the administration, security, fairness, integrity or proper conduct of the Competition;

- (e) any unauthorised use of the Entries displayed on the Organiser's websites or online channels; and
- (f) any cancellation, termination, modification or suspension of this Competition, or disqualification or exclusion of any Entries, at the Organiser's sole discretion.

10 PERSONAL DATA

- 10.1 The Organiser collects personal data (including but not limited to personal and business name, email address, Facebook page URL and/or Twitter handle, and phone number) from the Participants in order to conduct the Competition. The Organiser may collect, use and disclose personal data in order to administer the Competition and for the Organiser's marketing and promotional purposes and to attribute Participant as the creator/author of the Entries, materials and works that the Participant creates for the purposes of the Competition ("Purposes"). Each Participant hereby consents to the Organiser's collection, use and disclosure of personal data for the Purposes.
- 10.2 Participants agree that the Organiser may, for an indefinite period, unless otherwise advised, use the personal data collected for promotional, marketing and publicity purposes for the Competition, for internet posts and/or for future communication activities by the Organiser.
- 10.3 The Organiser will not disclose personal data outside this Competition to third parties not for the Purposes without first obtaining the relevant Participant's consent unless disclosure is to any officer of prescribed law enforcement agency upon production of written authorisation signed by the head or the director of that law enforcement agency or a person of similar rank, certifying that the personal data is necessary for the purposes of the functions or duties of the officer, disclosure without consent is permitted under the Singapore's Personal Data Protection Act 2012, or disclosure is required or authorised by applicable laws and/or regulations.

11 MISCELLANEOUS

- 11.1 Should any dispute arise in connection with the Competition, or with the interpretation and/or implementation of these Terms and Conditions, the Organiser's decision will be final and no appeal will be entertained.
- 11.2 These Terms and Conditions and all its subsequent amendments, if any, as well as any dispute arising in connection with the Competition shall be subject to, governed by and construed in accordance with the laws of Singapore and shall be subject to the exclusive jurisdiction of the Singapore courts.

- 11.3 A person who is not a party to these Terms and Conditions shall have no right under the Contracts (Rights of Third Parties) Act 2001 to enforce any of these Terms and Conditions.
- 11.4 The Organiser's failure to enforce any term of these Terms and Conditions shall not constitute a waiver of that provision.
- 11.5 To the extent that any provision of these Terms and Conditions is held by a court of competent jurisdiction to be wholly or partly illegal, invalid or unenforceable, the same shall be deemed to be severed from these Terms and Conditions and shall be of no force and effect. The remaining provisions shall remain in full force and effect.
- 11.6 Given the expected volume of entries, the Organiser will only contact shortlisted Participants. The Organiser appreciates every submission and encourages all participants to bring their best creativity forward.
- 11.7 For questions regarding the Competition, please contact us at staffintranet@singaporetech.edu.sg (Staff) or studentintranet@singaporetech.edu.sg (SITizen).