
GENERAL INFORMATION

1997-98

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REFERENCE



NANYANG TECHNOLOGICAL UNIVERSITY
NATIONAL INSTITUTE OF EDUCATION



ENQUIRIES

All enquiries on admission to courses/programmes offered by NIE are to be directed to:

Manager
Student Affairs Division
Nanyang Technological University
National Institute of Education
469, Bukit Timah Road
Singapore 259756

Because of the large number of candidates seeking admission, it is regretted that no telephone or personal enquiries will be entertained.

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CONTENTS

	Page
National Institute of Education	1
NIE Council	4
Academic Calendar	6
Procedures for Application	8
Appointment to the Education Service as Untrained Teachers	10
Tuition Fees and Tuition Grants	14
Appointment to the Education Service as Trained Teachers	21
Leave of Absence, Part-time Employment, Medical/Dental Claims	23
Scholarships, Loans & Other Financial Assistance Schemes	25
Prizes & Awards	27
Student Counselling Service/Facilities	33
Students' NIE Club	39
Other Student Organisations	40

The information in this handbook is based on information available at the time of publication. The Institute reserves the right to make alterations without notice.

National Institute of Education

Establishment

The National Institute of Education (NIE) was established on 1 July 1991 as an institute of the Nanyang Technological University (NTU).

NIE's Mission

As the sole teacher-training institute in Singapore, NIE's primary concern is to train teachers and school leaders to meet Singapore's needs.

As a University Institute, NIE will:

- promote research in Education, Arts, Science, Physical Education and other related disciplines in teacher-training;
- provide postgraduate programmes in Education, Arts, Science and Physical Education; and
- offer Continuing Education programmes to meet the needs of other government bodies and the public in general.

Courses/Programmes

The Institute offers a variety of courses/programmes leading to a range of qualifications from diplomas to bachelor degrees to postgraduate degrees.

The four-year bachelor degree courses aim to provide rigorous University education and to produce graduates with the skills to teach in schools. The courses lead to the award of the following degrees:

- Bachelor of Arts with Diploma in Education [BA]
- Bachelor of Science with Diploma in Education [BSc]

Candidates may be selected for admission to an Honours course.

Other programmes of initial teacher-training lead to the award of the following qualifications:

- Postgraduate Diploma in Education [PGDE]
(which qualifies a university degree holder to join the teaching profession and which has several specialisations, namely, secondary school teaching, primary school teaching and teaching of Physical Education)
- Diploma in Education [Dip Ed]
(which qualifies GCE 'A' level holders and Polytechnic Diploma holders to teach in primary schools)
- Diploma in Physical Education [Dip PE]
(which qualifies GCE 'A' level holders to teach Physical Education in primary or secondary schools and Polytechnic Diploma holders to teach Physical Education in primary schools)
- Diploma in Art/Music/Home Economics Education [Dip Art/Music/Home Economics Education]
(which qualifies holders of diplomas from the polytechnics, the Nanyang Academy of Fine Arts or the LaSalle-SIA College of the Arts to teach Art, Music or Home Economics in secondary schools)

The Institute also conducts formal professional programmes for practising teachers, and University and Polytechnic lecturers. These include the:

- Postgraduate Diploma of Teaching in Higher Education [PGDipTHE]
(designed for the teaching staff of polytechnics and universities)
- Diploma in Educational Administration [DEA]
(designed to prepare teachers to function as effective principals and vice-principals of schools)
- Further Professional Diploma in Education [FPDE]
(which provides training for teachers to function as effective Heads of Departments in their schools)

In line with the increasing emphasis on research in the Humanities, Sciences, Education and Physical Education, the Institute also offers higher degree studies by research leading to the degrees of:

- **Master of Arts**
- **Master of Science**
- **Doctor of Philosophy**

In addition to the above programmes, the Institute offers the following Master's programmes by coursework and dissertation:

- **Master of Arts in Applied Linguistics**

Designed to cater for a wide range of English Language professionals who wish to upgrade their qualifications either for career development in schools or to qualify them to work in other educational institutions.

- **Master of Education**

Designed to provide practising teachers, principals and other education professionals with an opportunity to pursue professional development.

- **Master of Arts (Applied Psychology)**

Designed to provide theoretical knowledge as well as practical skills to qualified teachers from schools and interested individuals who have the pre-requisite qualifications to train as specialists in the field of educational psychology or school counselling.

- **Master of Arts (Educational Management)**

Designed to enhance the capability of school executives and managers to add value to the continual development of human resources in their organisations.

NIE Council

The Institute's operations are overseen by a Council consisting of the following members:

Chairman

Dr Cham Tao Soon
President
Nanyang Technological University

Members

Professor Leo Tan
Director NIE

Mr Wee Heng Tin
Director of Education & Director of Schools
Ministry of Education

Professor Chong Chi Tat
Deputy Vice-Chancellor
National University of Singapore

Assoc Prof Ernest Chew Chin Tiong
Dean
Faculty of Arts & Social Sciences
National University of Singapore

Dr Law Song Seng
Chief Executive Officer/Director
Institute of Technical Education

Mrs Rosa Daniel
Director, Personnel Recruitment & Development
Ministry of Education

NIE Council

(cont'd)

Mr Noel Hon
Managing Director
NEC Singapore

Dr Teh Kong Chuan
Director, Sports Medicine & Fitness
Singapore Sports Council

Mr Lee Kah Chuen
Principal
Tampines Junior College

Ms Susan Leong Kum Mei
Principal
Outram Secondary School

Mr Fong Whay Chong
Principal
Radin Mas Primary School

Academic Calendar

Academic Year 1997-98

Programme/ Course	Semester	Dates of Semester/ Recess(R) /Vacation(V)	Dates of Revision/ Examination	Dates of Practicum
BA/BSc (Yr 1) Dip Ed (Yr 1) Dip PE (Yr 1) Dip Art / Music/Home Economics Education (Yr 1)	I	14 Jul 97 - 01 Nov 97 R: 07 Sep 97 - 14 Sep 97 V: 02 Nov 97 - 04 Jan 98	12 Oct 97 - 01 Nov 97	Nil
	II	05 Jan 98 - 16 May 98 R: 01 Mar 98 - 08 Mar 98 V: 17 May 98 - 12 Jul 98	03 May 98 - 16 May 98	05 Jan 98 - 06 Feb 98
Dip Ed (Yr 2) Dip PE (Yr 2) Dip Art / Music/Home Economics Education (Yr 2)	I	14 Jul 97 - 08 Nov 97 R: 06 Sep 97 - 14 Sep 97 V: 09 Nov 97 - 11 Jan 98	19 Oct 97 - 08 Nov 97	25 Aug 97 - 17 Oct 97
	II	12 Jan 98 - 02 May 98 R: 01 Mar 98 - 08 Mar 98 V: 03 May 98 - 12 Jul 98	12 Apr 98 - 02 May 98	Nil
BA/BSc (Yr 2) BA/BSc (Yr 4)	I	14 Jul 97 - 15 Nov 97 R: 07 Sep 97 - 14 Sep 97 V: 16 Nov 97 - 11 Jan 98	26 Oct 97 - 15 Nov 97	Nil
	II	12 Jan 98 - 16 May 98 R: 01 Mar 98 - 08 Mar 98 V: 17 May 98 - 12 Jul 98	15 Mar 98 - 04 Apr 98	07 Apr 98 - 16 May 98
BA/BSc (Yr 3)	I	14 Jul 97 - 15 Nov 97 R: 07 Sep 97 - 14 Sep 97 V: 16 Nov 97 - 11 Jan 98	26 Oct 97 - 15 Nov 97	15 Sep 97 - 26 Sep 97
	II	12 Jan 98 - 16 May 98 R: 01 Mar 98 - 08 Mar 98 V: 17 May 98 - 12 Jul 98	26 Apr 98 - 16 May 98	Nil
PGDE/ PGDE (PE) (Yr 2)	I	14 Jul 97 - 08 Nov 97 R: 07 Sep 97 - 14 Sep 97 V: 09 Nov 97 - 11 Jan 98	26 Oct 97 - 08 Nov 97	15 Sep 97 - 19 Sep 97
	II	12 Jan 98 - 16 May 98 R: 14 Mar 98 - 22 Mar 98 V: 17 May 98 - 12 Jul 98	26 Apr 98 - 18 May 98	16 Feb 98 - 24 Apr 98

Academic Calendar

(cont'd)

Academic Year 1997-98

Programme/ Course	Semester	Dates of Semester/ Recess(R) /Vacation(V)	Dates of Revision/ Examination	Dates of Practicum
PGDE (PE) (Yr 1)	I	14 Jul 97 - 08 Nov 97 R: 07 Sep 97 - 14 Sep 97 V: 09 Nov 97 - 11 Jan 98	26 Oct 97 - 08 Nov 97	Nil
	II	12 Jan 98 - 16 May 98 R: 01 Mar 98 - 08 Mar 98 V: 17 May 98 - 12 Jul 98	26 Apr 98 - 16 May 98	Nil
FPDE	I	14 Jul 97 - 01 Nov 97 R: 07 Sep 97 - 14 Sep 97 V: 02 Nov 97 - 11 Jan 98	19 Oct 97 - 01 Nov 97	Nil
	II	12 Jan 98 - 02 May 98 R: 01 Mar 98 - 08 Mar 98 V: 03 May 98 - 12 Jul 98	19 Apr 98 - 02 May 98	09 Mar 98 - 17 Apr 98
DEA	I	14 Jul 97 - 01 Nov 97 R: 07 Sep 97 - 14 Sep 97 V: 02 Nov 97 - 11 Jan 98	19 Oct 97 - 01 Nov 97	21 Sep 97 - 16 Oct 97
	II	12 Jan 98 - 02 May 98 R: 01 Mar 98 - 08 Mar 98 V: 03 May 98 - 12 Jul 98	19 Apr 98 - 02 May 98	02 Feb 98 - 27 Feb 98
PGDipTHE	I	14 Jul 97 - 01 Nov 97 R: 07 Sep 97 - 14 Sep 97 V: 02 Nov 97 - 11 Jan 98	19 Oct 97 - 01 Nov 97	Nil
	II	12 Jan 98 - 02 May 98 R: 01 Mar 98 - 08 Mar 98 V: 03 May 98 - 12 Jul 98	19 Apr 98 - 02 May 98	Nil

Procedures for Application

Applications for admission to the courses leading to the Bachelor of Arts with Diploma in Education and Bachelor of Science with Diploma in Education must be made on prescribed application forms obtainable from the Joint Admissions Office of the National University of Singapore/Nanyang Technological University. The admission exercise for these courses is normally advertised in February/March for the commencement of term in July of the same year.

Applications for admission to the programmes leading to the Postgraduate Diploma in Education, Diploma in Education, Diploma in Physical Education and Diploma in Art/Music/Home Economics Education must be made on prescribed application forms obtainable from the lobby of the Ministry of Education. The programmes commence in July each year. Although applications are accepted throughout the year, it is advisable to submit applications by March if you wish to be considered for admission in July of the same year.

The Postgraduate Diploma of Teaching in Higher Education programme is normally restricted to the teaching staff of polytechnics and universities. The prescribed application forms will be sent to these institutions for completion by nominees identified to attend the programme.

Applications for admission to the programmes leading to the degrees of Master of Arts (Applied Psychology), Master of Arts (Educational Management) and Master of Education must be made on prescribed forms obtainable from the Student Affairs Division of NIE. The admission exercises are normally held in July/August for commencement of the programmes in January of the following year.

The admission for Master of Arts in Applied Linguistics is normally advertised in September for commencement of the programme in July of the following year. Applications must be made on prescribed forms obtainable from the Student Affairs Division of NIE.

For admission to the research degree programmes such as Master of Arts, Master of Science and Doctor of Philosophy, applications must be made on prescribed forms obtainable from the Student Affairs Division of NIE or the Registrar, Nanyang Technological University. Application forms may be submitted at any time.

The Further Professional Diploma in Education (Primary School), Further Professional Diploma in Education (Secondary School), Diploma in Educational Administration (Primary School) and Diploma in Educational Administration (Secondary School) programmes are normally restricted to teachers sponsored by the Ministry of Education. The Ministry would notify Singapore schools of the commencement of these programmes and interested applicants who satisfy the entry requirements must apply on official application forms obtainable from the Ministry.

Details of the courses/programmes and entry requirements pertaining to the courses/programmes mentioned in this section are given in booklets published separately.

NO STUDENT MAY PURSUE CONCURRENTLY ANY COURSE/ PROGRAMME OF STUDY AT ANOTHER INSTITUTION OF LEARNING WHEN ENROLLED AS A FULL-TIME STUDENT AT THIS INSTITUTE.

Appointment to the Education Service as Untrained Teachers

Ministry of Education (MOE) will appoint candidates as General Education Officers (GEO)(Untrained) immediately upon successful application. As untrained teachers, MOE will send them to National Institute of Education (NIE) for the PGDE, Dip Ed, Dip in Art/Music/Home Economics Education, Dip PE or BA/BSc with Dip Ed programmes/courses. Tuition Fee and approved fees at NIE will be paid for by MOE. MOE may withdraw payment of the tuition and other fees on candidates' behalf if candidates do not perform well in their studies.

On successful completion of the NIE programmes/courses, candidates undergoing the PGDE, Dip Ed, Dip PE and Dip in Art/Music/Home Economics Education programmes will be bonded to serve MOE for three years while those undergoing the BA/BSc with Dip Ed courses will be bonded to serve MOE for five years.

Salaries for Graduate Teachers (Untrained) Postgraduate Diploma in Education Programme (PGDE)

When first appointed, candidates will be put on the GEO 1 (Untrained) salary scale. The monthly salary scale is: \$1,600 x 160 - 3,680. The gross starting salary payable to teachers is:

Postgraduate Diploma in Education (one-year programme)		
Qualifications	Without NS	With NS
Honours degree holders	\$2,298 pm	\$2,638 pm
Pass with merit degree holders	\$1,958 pm	\$2,298 pm
Pass degree holders	\$1,789 pm	\$2,128 pm

Postgraduate Diploma in Education (Physical Education) (two-year programme)		
Qualifications	Without NS	With NS
Honours degree holders		
- 1st Year	\$2,298 pm	\$2,638 pm
- 2nd Year	\$2,468 pm	\$2,807 pm
Pass with merit degree holders		
- 1st Year	\$1,958 pm	\$2,298 pm
- 2nd Year	\$2,128 pm	\$2,468 pm
Pass degree holders		
- 1st Year	\$1,789 pm	\$2,128 pm
- 2nd Year	\$1,958 pm	\$2,298 pm

Salaries for Non-Graduate Teachers (Untrained)

Diploma in Education (Dip Ed)

Diploma in Physical Education (Dip PE)

Diploma in Art/Music/Home Economics Education (Dip Art/Music/Home Economics Education)

When first appointed, candidates will be put on the GEO 2 (Untrained) salary scale. The monthly salary scale is: \$1,045 x 70 - 1,325/1,430 x 90 - 1,790/1,960 x 120 - 2,800. The gross starting salary payable to teachers is:

Diploma in Education (two-year programme)		
Qualifications	Without NS	With NS
For GCE 'A' level holders - 1st Year - 2nd Year	\$1,199 pm \$1,274 pm	\$1,348 pm \$1,422 pm
For Diploma holders - 1st Year - 2nd Year	\$1,348 pm \$1,422 pm	\$1,496 pm \$1,608 pm
Diploma in Physical Education (two-year programme)		
For GCE 'A' level holders - 1st Year - 2nd Year	\$1,199 pm \$1,274 pm	\$1,348 pm \$1,422 pm
For Diploma holders - 1st Year - 2nd Year	\$1,348 pm \$1,422 pm	\$1,496 pm \$1,608 pm
Diploma in Art/Music/Home Economics Education (two-year programme)		
For Diploma holders - 1st Year - 2nd Year	\$1,348 pm \$1,422 pm	\$1,496 pm \$1,608 pm

Bachelor of Arts/Science with Diploma in Education (BA/BSc with Dip Ed)

Candidates successful in their application for the four-year Bachelor of Arts/ Science with Diploma in Education courses will be appointed as GEO 2 (untrained). For the first two years, undergraduates will receive salaries similar to the Dip Ed ('A' level) candidates. At Year 3 and Year 4, no-pay leave will be granted. Candidates who have done exceptionally well in the Year 1 and Year 2 will be eligible for the MOE stipend in Year 3 and Year 4 and even up to the Honours year if applicable. Undergraduates should maintain consistent academic performance from Year 3 to Honours year, if applicable. Candidates awarded the MOE stipend will receive a stipend of \$5,000 per annum for a maximum of three years. During the course, their tuition fee and approved fees will be paid for by MOE. On successful completion of the course, candidates will be bonded to serve MOE for five years.

Bachelor of Arts/Science with Diploma in Education (four-year course)		
Qualifications	Without NS	With NS
- 1st Year	\$1,199 pm	\$1,348 pm
- 2nd Year	\$1,274 pm	\$1,422 pm
- 3rd Year	\$5,000 pa	\$5,000 pa
- 4th Year	\$5,000 pa	\$5,000 pa

Tuition Fees & Tuition Grants

At present, the full tuition fees payable by students are as follows:

Programme/Course	Fees
Postgraduate Diploma in Education	\$17,400
Postgraduate Diploma in Education (Physical Education)	\$17,400
Diploma in Education	\$17,400
Diploma in Art/Music/Home Economics Education	\$17,400
Diploma in Physical Education	\$17,400
Bachelor of Arts with Diploma in Education	\$20,800
Bachelor of Science with Diploma in Education	\$25,300

However, since a student's education at the Institute is subsidised by the Government of Singapore, tuition grants may be awarded by the Singapore Ministry of Education to offset the major part of the tuition fees. The direct fees payable by the students is the difference between the tuition fee and the tuition grant. At present, the direct fees payable and tuition grants are as follows:

Programme/Course	Direct Payment	Tuition Grant
Postgraduate Diploma in Education	\$1,080 (\$32.40)	\$16,320
Postgraduate Diploma in Education (Physical Education)	\$ 540 (\$16.20)	\$16,860
Diploma in Education	\$ 540 (\$16.20)	\$16,860
Diploma in Art/Music/Home Economics Education	\$ 540 (\$16.20)	\$16,860
Diploma in Physical Education	\$ 540 (\$16.20)	\$16,860
Bachelor of Arts with Diploma in Education	\$4,300 (\$125.24)	\$16,500
Bachelor of Science with Diploma in Education	\$5,400 (\$157.28)	\$19,900

() The figures in the brackets reflect the GST on tuition fee offset by the University

Fees

MOE may withdraw payment of the tuition and other fees on candidates' behalf if candidates do not perform well in their studies.

The direct-payment fees as well as other fees payable are shown below. Fees are payable in two instalments a year, at the beginning of Semesters I and II.

Postgraduate Diploma in Education

Fees	PGDE	PGDE (PE)
Direct Tuition Fee	\$1,080 per annum	\$540 per annum
Registration Fee *	\$5.15	\$5.15
Computer Fee *	\$10.30 per annum	\$10.30 per annum
Laboratory Fee * (for laboratory-based course & PE candidates)	\$15.45 per annum	\$15.45 per annum

* The figures given above are GST inclusive.

Diploma in Education
Diploma in Art/Music/Home Economics Education
Diploma in Physical Education

Fees	Dip Ed Dip in Art/Music/Home Economics Education Dip PE
Direct Tuition Fee	\$540 per annum
Registration Fee *	\$5.15
NTU Students' Union Entrance Fee *	\$10.30
NTU Students' Union Annual Subscription Fee *	\$24.72 per annum
Computer Fee *	\$10.30 per annum
Laboratory Fee * (for laboratory-based course & PE candidates)	\$15.45 per annum

* The figures given above are GST inclusive.

Bachelor of Arts with Diploma in Education

Fees	BA with Dip Ed
Direct Tuition Fee	\$4,300 per annum
Registration Fee *	\$5.15
Computer Fee *	\$10.30 per annum
NTU Students' Union Entrance Fee *	\$10.30
NTU Students' Union Annual Subscription Fee *	\$24.72 per annum
Laboratory Fee *(for laboratory-based course & PE candidates)	\$15.45 per annum
Microscope Fee * #	\$46.35 per annum

* The figures given above are GST inclusive.

Payable by all students using a microscope.

Bachelor of Science with Diploma in Education

Fees	BSc with Dip Ed
Direct Tuition Fee	\$5,400 per annum
Registration Fee *	\$5.15
Computer Fee *	\$10.30 per annum
NTU Students' Union Entrance Fee *	\$10.30
NTU Students' Union Annual Subscription Fee *	\$24.72 per annum
Laboratory Fee *(for laboratory-based course & PE candidates)	\$15.45 per annum
Microscope Fee * #	\$46.35 per annum

* The figures given above are GST inclusive.

Payable by all students using a microscope.

In addition to the above fees, candidates may need to pay some fees that are not borne by MOE. The other fees payable by candidates are as follows:

Courses / Programmes							
Fees	PGDE	PGDE (PE)	Dip Ed	Dip PE	Dip Art/ Music/Home Economics	BA/BSc with Dip Ed	
	\$	\$	\$	\$	\$	Non-PE \$	PE \$
Informational and instructional package	25	25	24	24	24	29	29
Group Personal Accident Insurance	2	13	2	13	2	2	13

Rules on Payment of Fees

- 1 The Institute reserves the right to alter fees at any time.
- 2 Fees are payable in two instalments each year, at the beginning of Semesters I and II.
- 3 Fees must be paid during the period specified. A student whose fees are not paid by the end of the stipulated period may be suspended from attendance at classes until all fees, including the late fee of \$10 are paid in full.
- 4 An acceptance fee of \$50 is payable at the time a student accepts the Institute's offer of admission. This acceptance fee is forfeited if the student subsequently does not enter the Institute. It will otherwise be credited to the student's account and his fees will be adjusted accordingly on his entering the Institute.
- 5 A student who leaves the Institute after having attended classes for two or more weeks in a semester is liable for the payment of fees.
- 6 Apart from the scheduled fees indicated above, students may be requested from time to time to make payments for various activities conducted and materials used during their courses. All fees quoted are subject to revision.
- 7 An examination fee of \$10 is payable being fee for late entry to examination.

Appointment to the Education Service as Trained Teachers

Upon successful completion of training, candidates will be placed on the General Education Officer (GEO) 1 or 2 trained teacher salary scale. Graduates are appointed as GEO 1 and non-graduates as GEO 2.

The monthly salary scale for GEO 1 (Trained) is:

\$1,680 X 160 - 3,760

The gross starting salary payable to trained graduate teachers is:

General Education Officer 1 (Trained) PGDE (one-year programme)		
Qualifications	Without NS	With NS
Honours degree holders	\$2,553 pm	\$2,892 pm
Pass with merit degree holders	\$2,213 pm	\$2,553 pm
Pass degree holders	\$2,043 pm	\$2,383 pm
General Education Officer 1 (Trained) PGDE (PE) (two-year programme)		
Honours degree holders	\$2,722 pm	\$3,062 pm
Pass with merit degree holders	\$2,383 pm	\$2,722 pm
Pass degree holders	\$2,213 pm	\$2,553 pm

The monthly salary scale for GEO 2 (Trained) is:

\$1,080 x 70 - 1,360/1,475 x 90 - 1,835/2,020 x 120 - 2,860

The gross starting salary payable to trained non-graduate teachers is:

General Education Officer 2 (Trained)		
Qualifications	Without NS	With NS
'A' level holders	\$1,385 pm	\$1,534 pm
Diploma holders	\$1,534 pm	\$1,752 pm

Candidates who successfully complete the BA/BSc with Diploma in Education course will be on the GEO 1 (Trained) salary scale. The monthly salary scale is:

\$1,680 x 160 - 3,760

The gross starting salary payable is as follows:

General Education Officer 1 (Trained) BA/BSc with Dip Ed		
Qualifications	Without NS	With NS
Honours degree holders	\$2,553 pm	\$2,892 pm
Pass with merit degree holders	\$2,213 pm	\$2,553 pm
Pass degree holders	\$2,043 pm	\$2,383 pm

Leave of Absence, Part-Time Employment and Medical/Dental Claims

Leave of Absence

Students who cannot attend classes for any good reasons must apply for leave of absence.

Applications must be made on the prescribed form entitled, "Application for Leave of Absence During Term Time" which can be obtained from the Student Affairs Division. Applications for leave of absence must be submitted to the Student Affairs Division at least five days in advance. Students should not go on leave until approval has been obtained.

In accordance with para H22 of Instructional Manual 2, students who wish to leave Singapore (except if they are only travelling within the Johore Bahru town limit) during NIE's vacation, on weekends or public holidays during NIE's term time, must seek permission from Miss Irene Soh of the Establishment Matters Branch of Ministry of Education (Tel: 4709348).

When a student is granted medical leave, the original medical certificate must be submitted to the Student Affairs Division as soon as it is practical to do so.

Part-Time Employment

Students are civil servants by virtue of the fact that they are appointed as education officers on salary terms. As a general rule, civil servants are not allowed to take up any form of part-time employment outside the service. As newly appointed education officers, it would not be advisable for students to take up part-time employment while they are undergoing teacher-training.

If there are any enquiries on part-time employment, the officers from the Establishment Matters Branch of the Ministry of Education to contact are as follows:

Mrs Norien Johari	(Tel: 4709338)
Mrs Sara-U Krishnamoorthy	(Tel: 4709343)

Medical and Dental Claims

Students who are receiving monthly salary from the Ministry of Education are eligible for medical and dental benefits under the Medisave-cum-Subsidised Outpatient (MSO) Medical Benefits Scheme. These benefits are not applicable to those on no-pay leave.

For those who are eligible, the claim forms can be obtained from the Student Affairs Division. Students must submit the completed claim forms to the Claims and Wages Unit 1 of the Ministry of Education's Salaries Section by the 6th of the following month. A reimbursement can be expected one month later. Late claims will be accepted so long as they are submitted within three months from the date incurred.

If there are any queries, the following are the officers from the Ministry of Education to contact:

Miss Daphne Samraj	(Tel: 4709329)
Miss Farhati Bte Ahmad	(Tel: 4709328)

Scholarships, Loans and Other Financial Assistance Schemes

There are a number of University-administered scholarships, student loan funds and bursaries which are donated by commercial organisations, professional bodies, private individuals and Foundations to encourage academic excellence and assist students who are in financial need. Scholarships are generally awarded to reward students' for academic merit while student loan funds and bursaries are given out to assist those students who, in the course of their studies, have encountered financial difficulties.

Scholarships are administered by the Registrar's Office. They are awarded to students reading undergraduate courses who are citizens of Singapore and, if so prescribed by the donors, permanent residents of Singapore or citizens of other countries.

Besides scholarships, the Registrar's Office also administers other financial assistance schemes as follows:

- a) Tuition Fee Loans
- b) CPF Education Scheme
- c) Mendaki Tertiary Tuition Fee Subsidy

NIE bursary/scholarship holders are not eligible for the above loans. However Year 3 and Year 4 undergraduate students who are not on scholarships are eligible to apply for these loans.

Student loan funds, bursaries, and other awards are handled by the Student Affairs Office in Yunnan Garden campus. Applications for such financial assistance are open to students pursuing the diploma programmes and undergraduate courses as follows:

- a) Diploma in Education
- b) Diploma in Physical Education
- c) Diploma in Art/Music/Home Economics Education
- d) Bachelor of Arts/Science with Diploma in Education

Details of available scholarships, student loan funds, bursaries, and other awards will be made known in July of each academic year. Other financial assistance schemes such as the CPF Education Scheme will be announced separately in November and March. The Tuition Fee Loans and Mendaki Tertiary Tuition Fee Subsidy will be made known in early June. Students are to refer to the Student Affairs notice board outside the NIE Library for the availability of the various awards and loans.

Applications must be made on prescribed forms obtainable from the Assistant Manager/Student Liaison (AM/SL) of NIE.

The completed forms should be submitted, by the stipulated deadline as follows:

- a) Scholarships - through AM/SL to the Registrar's Office.
- b) Tuition Fee Loans - directly to the agent banks appointed by the University.
- c) CPF Education Scheme - through Finance Div in NIE to the Bursar's Office.
- d) Mendaki Tertiary Tuition Fee Subsidy - through AM/SL to the Registrar's Office.
- e) Student Loan Funds, Bursaries, and other awards - through AM/SL to the Student Affairs Office.

Rotary Club of Singapore Students' Loan Trust Fund

The Rotary Club of Singapore has extended its Students' Loan Trust Fund to help Year 4 BA/BSc, Year 3 BA/BSc, Year 2 Dip Ed/Dip PE and Year 2 Dip Art/Music/Home Economics students with financial difficulties to complete their studies in the Institute. Loans are not given to first year students. The details governing the loan scheme are available from the Student Affairs Division.

Prizes and Awards

A number of academic prizes and awards is available for good performance by students:

No.	Name of Award	Type/Value	Criteria for Award
1	Dr Ruth Wong Medals	4 Gold Medals	<p>One gold medal each is awarded to the best student of the following programmes:</p> <p>Diploma in Educational Administration (Primary) Diploma in Educational Administration (Secondary) Further Professional Diploma in Education (Primary) Further Professional Diploma in Education (Secondary)</p>
2	K Kulasegaram Awards	2 Cash Awards of \$2,500 each	<p>These awards are made to students from the School of Physical Education on the basis of their sporting excellence, sportsmanship, contribution to sports, commitment, potential and financial needs.</p>
3	Rotary International 75th Anniversary Gold Medals	5 Gold Medals and 5 Certificates	<p>These medals are awarded to students of the following programmes on the basis of their excellence in the final examinations as well as outstanding leadership and dedication to student activities in the institute:</p> <p>Diploma in Education Postgraduate Diploma in Education (Primary) Postgraduate Diploma in Education (Secondary) Physical Education (Primary) Physical Education (Secondary)</p>

No.	Name of Award	Type/Value	Criteria for Award
4	Singapore Teachers' Union Book Prizes	2 Book Prizes of \$500 each	One prize each is awarded to the best student in the Postgraduate Diploma in Education (Primary) programme and Postgraduate Diploma in Education (Secondary) programme.
5	Jurong Shipyard Gold Medal	1 Gold Medal	The medal is awarded to the best overall student in the subject <i>History</i> in the final examination for the degree of Bachelor of Arts with Diploma in Education.
6	Sng Yew Chong Award	1 Gold Medal, 1 Gold Pin and \$600 Cash Prize	The medal with gold pin and \$600 cash prize is awarded to the best student in the final examination for the degree of Bachelor of Science with Diploma in Education.
7	Wong Hee Hua Memorial Prizes	2 Cash Prizes of \$450 each	<p>The prizes are awarded to students who have shown outstanding performance in the study of the following subjects as their teaching subjects in the Diploma in Education programme:</p> <p>1 <i>Mathematics</i> 2 <i>Music</i></p>
8	NTU Alumni Prizes	2 Cash Prizes of \$300 each	<p>One cash prize is awarded to the final year student in the School of Arts who has excelled in both academic and extra-curricular activities.</p> <p>One cash prize is awarded to the final year student in the School of Science who has excelled in both academic and extra-curricular activities.</p>

No.	Name of Award	Type/Value	Criteria for Award
9	SPC Book Prizes	2 Book Prizes of \$250 each	The Book Prizes are awarded to the best overall students in the subject <i>History</i> in the first and second examination for the degree of Bachelor of Arts with Diploma in Education.
10	Dr Wu Teh Yao Book Prize	Book Prize of \$400	The prize is awarded to the best student in the subject <i>Chinese Language</i> in the final year of the course leading to the Honours degree of Bachelor of Arts with Diploma in Education.
11	British Council Gold Medal	1 Gold Medal	The medal is awarded to the best student in the subject <i>English Literature</i> in the final examination for the degree of Bachelor of Arts with Diploma in Education.
12	Economic Development Board Book Prize	Book Prize of \$300	The prize is awarded to the best student in the subject <i>Biology</i> in the final year of the course leading to the degree of Bachelor of Arts/Science with Diploma in Education.
13	Singapore Sports Council Gold Medal	1 Gold Medal	The medal is awarded to the best student in Physical Education (specialising in Sports Science) in the final year of the course leading to the Honours degree of Bachelor of Science with Diploma in Education.
14	Singapore National Olympic Council Gold Medal	1 Gold Medal	The medal is awarded to the best student in Physical Education (specialising in Sports Studies) in the final year of the course leading to the Honours degree of Bachelor of Science with Diploma in Education.

No.	Name of Award	Type/Value	Criteria for Award
15	Singapore Sports Council Book Prize	Book Prize of \$300	The prize is awarded to the best student in Physical Education in the final year of the course leading to the degree of Bachelor of Science with Diploma in Education.
16	Singapore National Olympic Council Book Prize	Book Prize of \$300	The prize is awarded to the best student in Physical Education in the final year of the course leading to the degree of Bachelor of Arts with Diploma in Education.
17	History Association of Singapore Book Prize	Book Prize of \$250	The prize is awarded to the best student in the <i>Teaching of History</i> in the programme leading to the Postgraduate Diploma in Education (Secondary).
18	Association of Mathematics Educators Book Prize	Book Prize of \$300	The prize is awarded to the best student in the curriculum studies <i>Teaching of Mathematics</i> for the degree of Bachelor of Arts/ Science with Diploma in Education.
19	Singapore Mathematical Society Book Prize	Book Prize of \$500	The prize is awarded to the best student in the academic subject <i>Mathematics</i> in the final examination for the degree of Bachelor of Arts/Science with Diploma in Education.
20	The Mathematics Gold Medal	Gold Medal	The medal is awarded to the best student in the academic subject <i>Mathematics</i> in the Honours Year Examination for the degree of Bachelor of Arts/ Science with Diploma in Education.

No.	Name of Award	Type/Value	Criteria for Award
21	Beng Kim Holdings Book Prizes	2 Book Prizes of \$150 each	One prize is awarded to the best student in the academic subject <i>Mathematics</i> and the other to the best student in the curriculum studies <i>Teaching of Mathematics</i> for the Diploma in Education/Physical Education.
22	The Victor Neo Gold Medal	Gold Medal	The medal is awarded to the best student in the subject <i>English Language</i> in the final examination for the degree of Bachelor of Arts with Diploma in Education or Bachelor of Science with Diploma in Education.
23	National Science and Technology Board Gold Medal	Gold Medal	The medal is awarded to the student with outstanding performance in both research and academic work in the Bachelor of Science (Honours)/Bachelor of Science (Honours) with Diploma in Education.
24	Genetron Engineering Corporation Book Prize	2 Book Prizes of \$250 each	One award will be made to the best student in <i>Physics</i> in the final examination for the degree of Bachelor of Science with Diploma in Education and another to the best student in <i>Physics</i> in the final year of the course leading to the Honours degree of Bachelor of Science with Diploma in Education.
25	Longman Singapore Publishers Book Prize	Book Prize of \$300	The prize is awarded to the best honours student in <i>Geography</i> in the final year of the course leading to the Bachelor of Arts(Honours)/Bachelor of Arts (Honours) with Diploma in Education.
26	The Art Gold Medal	Gold Medal	The medal is awarded to the best student in the subject <i>Art</i> in the final examination for the degree of Bachelor of Arts with Diploma in Education.

No.	Name of Award	Type/Value	Criteria for Award
27	Geography Teachers' Association of Singapore Book Prize	Book Prize of \$300	The prize is awarded to the best student in the <i>Teaching of Geography</i> in the programme leading to the Postgraduate Diploma in Education (Secondary).
28	Lee Kuan Yew Gold Medals	2 Gold Medals	<p>The medals are awarded to the students who are first in general proficiency throughout their course of study and who have obtained a First Class Honours in the following degrees:</p> <p>Bachelor of Arts (Honours) with Diploma in Education Bachelor of Science (Honours) with Diploma in Education</p>
29	Association for Supervision & Curriculum Development Book Prizes	2 Book Prizes of \$300 each	One prize each is awarded to the best student in the subject <i>School Management</i> in the Further Professional Diploma in Education (Primary) programme and Further Professional Diploma in Education (Secondary) programme.
30	Singapore Educational Administration Society Book Prizes	2 Book Prizes of \$300 each	One prize each is awarded to the best student in the subject <i>School Management</i> in the Diploma in Educational Administration (Primary) programme and Diploma in Educational Administration (Secondary) programme.

Student Counselling Service

A student counselling service is available upon request from students. It is provided by qualified counsellors from the Division of Psychological Studies, School of Education. Students may approach Head, Division of Psychological Studies at Room 214, Oei Tiong Ham Building, to make a request for a counsellor to be assigned to them. Alternatively, they could obtain help through referral by their own course lecturers or tutors.

Facilities

Computer Services Centre

The NIE Computer Services Centre (CSC) provides Information Technology services to staff and students in the campus. Its mission is to promote, educate and support the Information Technology programmes of the Institute in the areas of administration, teacher-training and educational research.

The Centre is equipped with an IBM mainframe, a VAX 4000 and an Alpha 2100 Mini-computer. These computers support the Research Computing, Administration, Management/Decision Support, Library Automation and the Office Automation systems. Special systems like OMR, OCR and Colour Printers are centralised in CSC to allow shared resources among the staff.

CSC also focuses on End-User Computing whereby training and consultancy services are provided to staff for the use of computer facilities and academic computing needs. Workstations are installed with Windows 95, Microsoft Office software, Computer-Based Training software, Internal browser software and electronic mail software for the users.

The campus computing facilities are distributed to every user desk through the Fiber Network Infrastructure. Mainframe, Mini-Computer, Information servers, World Wide Web Server, workstations and printers are integrated so that staff and students can make use of the computer facilities through the network and gain access to the NTU computer facilities for research purposes and overseas computing facilities through Internet services for group

discussion and remote transfer of information. Staff and students can also get access to the facilities through NIE Home Dial-in System.

The NIE computing facilities are restricted to NIE students and staff. The administrative functions are segregated from students and academic staff for security and confidentiality. The Centre regards acts of computer hacking, software pirating, wilful damaging of computer equipment and disclosure of personal privileges (user ID and password) to others as serious offences and will take severe disciplinary action against offenders. Each NIE student and staff must register with the Centre for a user ID to gain access to the computing facilities.

Educational Computing Laboratories

For the purpose of teaching computer education courses to participants of NIE training programmes, seven computing laboratories have been set up. Since July 1986, the laboratories have been used to run three levels of courses to teach the participants to use the computers as tool, tutor or tutee. Academic staff members also use the computers to create their own teaching materials.

Students work on two different systems of computers: IBM compatibles and Macintosh computers to create teaching materials and to be familiar with computer-based learning systems.

Library

The NIE Library is one of the three libraries of the NTU Library System. It has a seating capacity of 480 and houses a collection of approximately 207,000 books and bound periodicals in the four official languages. Besides the general book collection, the library also has a range of special resources, including test materials, theses and ERIC documents in microform, and a wide variety of compact discs, slides, art prints, video cassettes as well as materials in other formats. AV materials and equipment are housed in the Media Room. The test materials and microfilms are shelved in the Reference Unit. It also receives about 1,182 current periodicals, out of which 135 are gifts.

Most materials are arranged on the open shelves by subject according to the Library of Congress classification system.

Access to library holdings is through OPAC, the online public access catalogue.

Twenty-two microcomputers are available for students' use in the library, 16 of which are networked and run Windows software. Microform reader/printers and self-service photocopiers are also available.

The Library currently subscribes to three stand-alone and ten networked CD-ROM databases. The stand-alone databases, GPO (General Periodicals Ondisc), POPLINE and Child Abuse and Neglect, are available in the Reference Office. The networked databases, ERIC (Educational Resources Information Center), LLBA (Linguistics and Language Behaviour Abstracts), MLA (Modern Language Association International Bibliography), MUSE (MUSICSearch), OED (Oxford English Dictionary), PsycLIT, SPORT Discus, SMC (Singapore/Malaysia Collection), Biological Abstracts and Physics Abstracts, are accessible via the campus network. In addition, two regional databases, REIN (Regional Educational Information Network) and SEARRAG (Southeast Asian Research and Advisory Group) and three fee-based online databases, DIALOG, FirstSearch and SILAS are also available in the Reference Office.

The inter-library loan service, which supplements the NIE Library's collection, is offered to academic staff and higher degree students engaged in research.

All students must register with the library. Upon registration, they may use the matriculation card or student registration card to borrow library materials. Fines are charged for overdue loans.

The opening hours are as follows:

		Loan Counter	Media/Reference Counter
During term	Mondays to Fridays	8.30 am - 8.00 pm	8.30 am - 5.00 pm
	Saturdays	8.30am - 5.00 pm	8.30am - 5.00 pm
During vacation	Mondays to Fridays	8.30am - 5.00 pm	8.30 am - 5.00 pm
	Saturdays	8.30 am - 1.00 pm	8.30 am - 1.00 pm

The Library issues an electronic news bulletin, Library Update Online, to keep users up-to-date concerning library news and services. Back and current issues of Library Update Online are also accessible via the Library Homepage at:

<http://www.nie.ac.sg:8000/~wwwlib>

Bibliographic instruction on the use of library resources and library tours can also be arranged upon request.

Sports and Games Facilities

There are outdoor and indoor sports facilities available at the Institute's School of Physical Education Sports Complex. Outdoor facilities include a six-lane athletic track with a centre pitch suitable for both soccer and rugby, an artificial hockey pitch, an Olympic-size swimming pool and a teaching pool. There are five outdoor courts which can be used for basketball, netball, handball and volleyball. There are also five tennis courts and two sepak takraw courts. For indoor sports, there is a large multipurpose sports hall which can accommodate several activities. There is also a gymnasium catering specially for gymnastics, a dance studio and seven squash courts. Inquiries on the use of the sports facilities in the School of Physical Education may be made at the Singapore Sports Council office located in the School.

Canteens

There are two canteens and a cafeteria in the campus. Canteen 1 is located on the first storey of the Students' Recreation Centre and is self-service. It is open from 7.00 am to 5.00 pm on Mondays to Fridays and from 7.00 am to 2.30 pm on Saturdays. There are also three food stalls outside the canteen extension. Canteen 2 is located in the Staff House. It is open from 8.00 am to 8.00 pm on Mondays to Saturdays. In addition, there are seven food stalls in the Staff House extension. The self-service cafeteria is located on the first storey of the Raffles Building. It is open from 8.00 am to 7.00 pm on Mondays to Fridays and from 8.00 am to 4.00 pm on Saturdays. The canteens and cafeteria are closed on Sundays and public holidays.

Student Activities Centre

There is a Student Activities Centre in the campus which the Students' NIE Club and other clubs use for their meetings and activities. The Centre is open daily from 8.30 am to 11.00 pm except Sundays and public holidays.

Students' Lounge

There are two Students' Lounges serving the general student body. One Students' Lounge is situated on the second storey of the Students' Recreation Centre, while the other is located in the School of Physical Education.

Bookshop

There is a bookshop for the convenience of students. It is located at the annex of the Staff House.

Sundry Store

There is a sundry store situated on the first storey of the Students' Recreation Centre.

Cash-on-line Facilities

There is a POSB automated teller machine installed on the first storey of the Students' Recreation Centre, next to the sundry store.

Post Box Facilities

A post box is located along the covered walkway in front of Block B courtyard. Collection of mail is made once a day by Singapore Post. There is no mail collection on Sundays and public holidays.

Public Payphones

Public payphones are located in the foyer of Oei Tiong Ham Building, outside the Library, Lecture Theatre 4, Lecture Theatre 3, Lecture Hall and House No 5 and in the Students' Recreation Centre, School of Physical Education and Raffles Building. Most of these public payphones accept phone cards. Coin payphones are located in Oei Tiong Ham Building foyer, Raffles Building, School of Physical Education and outside Lecture Hall. The public payphones have STD and IDD facilities which enable telephone users to make calls to Malaysia and overseas.

Telecom Call Zone Base Station

Singapore Telecom's call zone service is available from two locations in the campus. The two call zone stations are located in the Staff House porch and the lobby of the Students' Recreation Centre.

Car Parking Facilities

Car parks in the campus are designated for staff and visitors. Car parking lots which are marked red or yellow are reserved for staff. Visitors may park their vehicles in the white car parking lots. Car parking facilities for students and visitors are located in the following areas: along both sides of the access road leading to Bukit Timah Road, in front of Oei Tiong Ham Building, in the compounds of the Staff House and House No 5, in the vicinity of Raffles Building, next to the Library Building and in front of the Students' Recreation Centre. Parking facilities for motor-cycles and scooters are located in front of the Students' Recreation Centre and outside the Security Guard House. A one-way traffic system is strictly observed on campus. Any motorist found disregarding the one-way signs will be referred to the Traffic Police.

Students' NIE Club

The Nanyang Technological University Students' Union (NTUSU) is the supreme body of students in NTU. Membership of the NTUSU is automatic for the following categories of students in NTU:

- a) Matriculated students who are reading a full-time undergraduate course of study leading to a Bachelor's degree and
- b) Students not holding a Bachelor's degree who are reading a full-time course of study leading to a diploma, the duration of which is not less than two academic years.

The NTUSU consists of ten constituent bodies, of which the Students' NIE Club is one. Only students who are members of the NTUSU are eligible for full membership of the Students' NIE Club.

Students of NIE other than those defined under ordinary membership and students from other schools in NTU may apply for affiliate membership subject to the approval of the Management Committee and recommendation of the Advisor of the Club.

The main role of the Students' NIE Club is to promote and safeguard the interests and welfare of students in NIE. Through its sub-committees, the Students' NIE Club also organises a range of social, sports, cultural and educational activities for students on Bukit Timah campus.

The administration of the Club is vested in the hands of an elected Management Committee. The elections are held annually. The Committee members hold office from the date of election until the next occasion upon which a new Committee is elected.

The Club's Management Committee operates with the advice and guidance of two Club Advisors. Director NIE is the Chief Advisor whilst an academic staff from NIE is appointed annually to be the Second Advisor.

Other Student Organisations

Besides the Students' NIE Club, there are other student organisations in the Yunnan Garden and Bukit Timah campuses which cater to a variety of interests among the students. Details of student clubs and societies in Yunnan Garden campus can be found in a Student Handbook published yearly by NTU and obtainable from the Assistant Manager/Student Liaison of NIE.

There are clubs/societies established in Bukit Timah campus as independent student bodies registered with the Registrar of Societies or as sub-clubs of some of the clubs/societies in Yunnan Garden campus. The objective of the sub-clubs is to organise activities for students on Bukit Timah campus on behalf of their parent clubs in Yunnan Garden campus. These sub-clubs include:

Buddhist Society

Campus Crusade for Christ

Catholic Students' Apostolate

Chinese Society

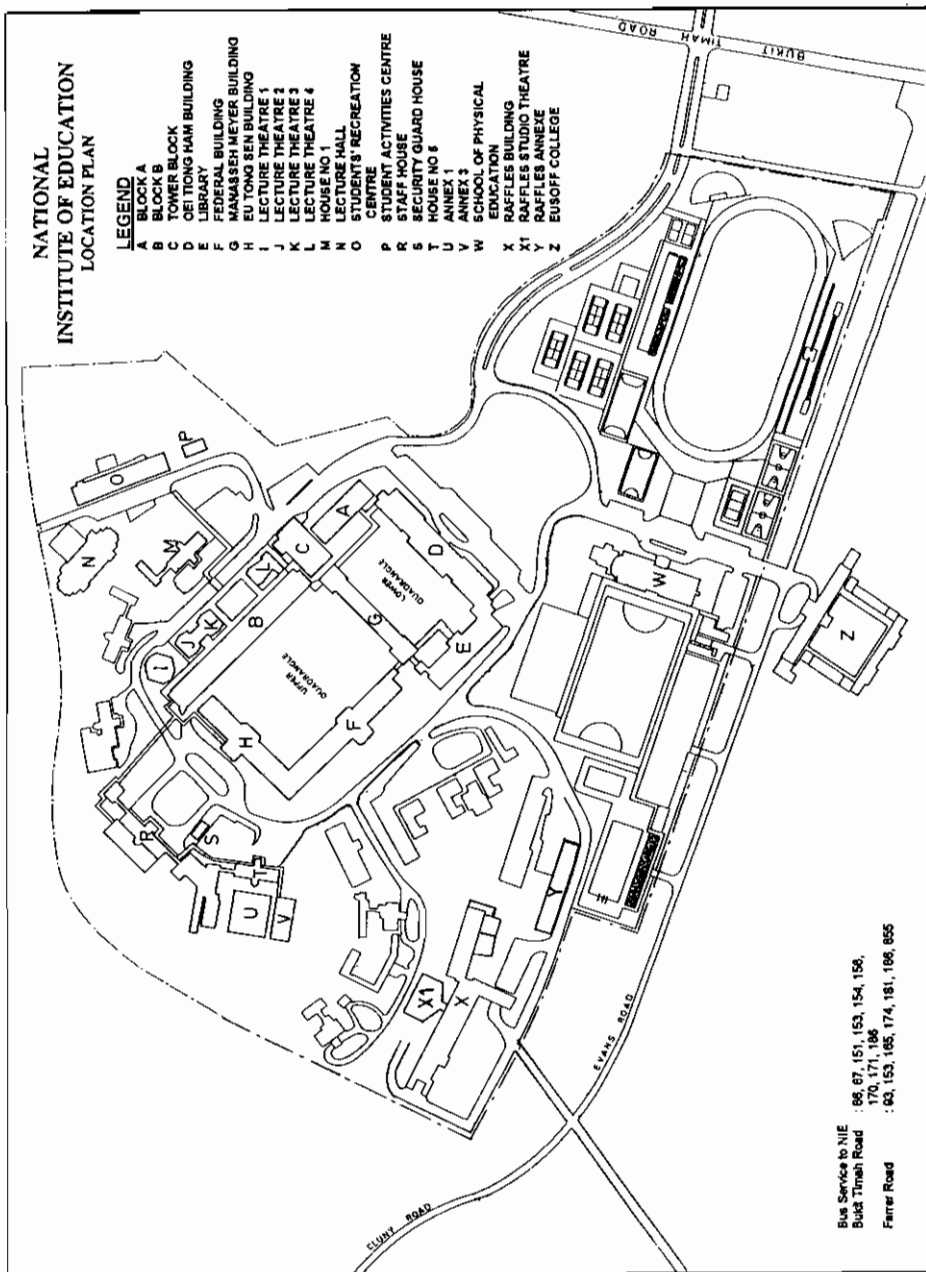
Christian Fellowship

The Malay Language and Cultural Society is the only other students' society in NIE which is not a branch or sub-unit of the corresponding students' society in Yunnan Garden campus.

NATIONAL INSTITUTE OF EDUCATION LOCATION PLAN

LEGEND

- A BLOCK A
- B BLOCK B
- C TOWER BLOCK
- D OET TONG HAM BUILDING
- E LIBRARY
- F FEDERAL BUILDING
- G MANASSEH MEYER BUILDING
- H EU TONG SEN BUILDING
- I LECTURE THEATRE 1
- J LECTURE THEATRE 2
- K LECTURE THEATRE 3
- L LECTURE THEATRE 4
- M HOUSE NO 1
- N LECTURE HALL
- O STUDENT'S RECREATION CENTRE
- P STUDENT ACTIVITIES CENTRE
- R STAFF HOUSE
- S SECURITY GUARD HOUSE
- T HOUSE NO 2
- U ANNEX 1
- V ANNEX 2
- W SCHOOL OF PHYSICAL EDUCATION
- X RAFFLES BUILDING
- X1 RAFFLES STUDIO THEATRE
- Y RAFFLES ANNEXE
- Z EUSOFF COLLEGE



Bus Service to NIE
Bukit Timah Road
170, 171, 186
Farmer Road
93, 153, 165, 174, 181, 186, 855