

Nanyang Technological University
National Institute of Education
1 Nanyang Walk
Singapore 637616
Republic of Singapore
Telephone: 67903888
Fax: 68969274

NTU Reg. No. 200604393R

Jan 2012

ENQUIRIES

For enquiries on admission to initial teacher preparation (ITP) programmes offered by NIE, please email to:

nieadmtp@nie.edu.sg

You may wish to visit the following NIE homepage for information on the ITP programmes:

<http://www.nie.edu.sg>

Because of the large number of candidates seeking admission, we regret that no telephone or personal enquiries will be entertained.

CONTENTS

	Page
National Institute of Education	1
NIE Council	13
Academic Calendar	15
Procedures for Application	18
Appointment to the Education Service as Untrained Teachers	21
Tuition Fees and Tuition Grants	27
• For MOE-Employed Candidates in Academic Year 2011 – 2012	
• Rules on Payment of Fees	
Tuition Fees and & Other Miscellaneous Fees	33
• For Full-Fee Paying Candidates in Academic Year 2011 – 2012	
• Rules on Payment of Fees	
Appointment to the Education Service as Trained Teachers	41
Leave of Absence, Marriage and Paternity Leave, Part-time Employment, Medical/Dental Claims, Extension of Teacher Training Programme to Clear/Repeat Courses, Academic Warning, Probation and Dismissal	42
Copyright and You	47
Dress Code for Student Teachers on Campus	52
Scholarships and Financial Assistance Schemes	57
Prizes & Awards	60
The NIE Wellness Centre	73
Facilities	74
NTU Facilities/Services	88
Trainee Teachers' Club	98

	Page
Other Student Organisations	101
CCA System	102
The NIE Club Award	104
The Passion Award	106
The NIE Award	107
Emergency Escape Routes	108

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 Vision

To be an Institute of Distinction

NIE's Mission

To excel in teacher education and educational research

Objectives

- to equip teachers and school leaders with the knowledge and professional expertise necessary to teach and manage educational programmes in challenging school environments
- to provide academic programmes at all levels in Education, Physical Education and Sports Science, the Arts and Sciences
- to undertake and promote research in Education, Physical Education and Sports Science, the Arts and Sciences, and other disciplines relevant to teacher training
- to offer continuing education and professional development programmes to meet the needs of other government bodies and the general public.

Programmes

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

The **bachelor's degree programmes** aim to provide rigorous university education and to produce graduates with the skills to teach in schools. The programmes lead to the award of the following degrees:

- **Bachelor of Arts (Education) [BA (Ed)] (Full Time)**
- **Bachelor of Science (Education) [BSc (Ed)] (Full Time)**
- **Bachelor of Education (Primary) [B Ed (Pri)] (Part Time)**

Candidates may be awarded honours degrees based on excellent overall performance in these programmes.

Other programmes of initial teacher preparation 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, junior college teaching, 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 [for Dip Ed (General) and Dip Ed (Chinese/Malay/Tamil)] and in secondary schools [for Dip Ed (Art/ Music/ Malay/Tamil Specialisation)] as well as GCE 'O' Level holders to teach **Chinese Language in primary schools** (after completing the Diploma in Chinese Studies (Teaching) at Ngee Ann Polytechnic.)

- **Diploma in Physical Education [Dip PE]**
(which qualifies GCE 'A' level holders and Polytechnic Diploma holders to teach Physical Education in primary schools.)
- **Diploma in Art/Music/Home Economics Education [Dip Art/Mus/HE Ed]**
(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)
- **Diploma in Special Education [DISE]**
(which qualifies nominated teachers of special education organisations and /Allied Educator (Learning & Behavioural Support) officers of the Ministry of Education to teach special needs children in organisations and schools)

The Institute also conducts leadership programmes for practising teachers who may assume leadership positions. These include the:

- **Management and Leadership in Schools [MLS]**
(which provides training for teachers to function as effective Level and Subject Heads and Heads of Departments in their schools)
- **Senior Teachers Programme [STP]**
(a professional development programme for senior teachers)
- **Advanced Senior Teachers Programme [ASTP]**
(a professional development programme for senior teachers to take on higher leadership responsibilities)
- **Leaders in Education Programme [LEP]**
(designed to prepare education officers for school principalship)
- **Leader for Leaders Programme [LLP]**
(an advanced executive programme for senior leaders)

- **Building Education Bridges [BEB]: Innovation for School Leadership**
(a joint programme for school leaders to explore key leadership issues in a national and international context)

For more information on leadership programmes, please visit www.nie.edu.sg/gpl/ll

Higher Degree Programmes by Research

The Institute provides opportunities for students to undertake research in a field of their own interest through the following higher degree studies by research:

- Doctor of Philosophy (Education, Humanities, Physical Education and Sciences)
- Doctor in Education (Dual Award Programme with Institute of Education, University of London)
- Master of Arts (Education, Humanities and Physical Education)
- Master of Science (Physical Education and Sciences)

Higher Degree Programmes by Coursework

The Institute also offers a wide range of Master's degree by coursework programmes with the options of completing the programme through either a coursework only or a coursework with dissertation route:

Doctoral programme (by Coursework with Dissertation)

■ Doctor in Education

The Doctor in Education (EdD) programme is designed for professionals in education and education-related fields, who would like to extend their expertise and training and develop skills in research, evaluation and reflection on practice. It has the rigour and expectations of a PhD, but with a professional focus. One of the major aims of the EdD is to develop professional leaders who are able to identify and solve complex "field based" problems. Professional doctorates stress the application of research, development of professional knowledge and creation of knowledge within the profession.

Master's programmes (either by Coursework Only or by Coursework with Dissertation)

■ Master of Arts (Applied Linguistics)

Focusing on the needs of English language teachers, curriculum specialists, school inspectors, school heads of departments and language lecturers of tertiary institutions, this programme balances coverage of theoretical knowledge with practical application. Participants will critically review current research in applied linguistics and develop a strong foundation in linguistics and language learning concepts. They will also have opportunities to apply their new knowledge to their specific language education contexts. As part of their overall professional development as language educators, participants will learn relevant skills for conducting classroom research.

■ Master of Arts (Educational Management)

This programme is designed to enhance the leadership capabilities of school executives as well as managers of other educational sectors, and adds value to the continual development of human resources in their organisations. It aims to enable aspiring leaders in education to become more informed about critical issues in educational management, and to cope positively and effectively with the management challenges that are currently impacting on education.

■ Master of Arts (Instructional Design & Technology)

This programme is designed for educational and training professionals working in schools, universities, polytechnics, businesses and e-learning industries. Participants will learn about the design, application, development and management of information technologies (including the use of e-learning), as well as theoretical underpinnings of designing learning environments. It

aims to impart to participants the theoretical knowledge and practical skills in solving instructional problems in school and corporate learning environments.

■ Master of Arts (Social Studies)

This is a programme which can support teachers who may need to respond with cross-disciplinary perspectives in the disciplines of geography, history and social studies. It aims to help participants develop a critical understanding of social studies, history and geography with a strong grounding in the philosophies that have guided both scholarship and the development of each of the relevant disciplines and how these can be applied to studies of the social issues of our time. While the programme is designed for those who have relevant background knowledge in one or more of the disciplines of geography, history and social studies, it is also tailored for participants wishing to broaden their multi-disciplinary perspectives in the development of our societies.

■ Master of Education

This programme is primarily designed for educators working in Singapore schools and the Ministry of Education, although university graduates with a background in teaching and wishing to advance their knowledge and skills in education may also be admitted. It offers the degree in any of the following 18 areas of specialisation:

- Art
- Chinese Language
- Curriculum and Teaching
- Developmental Psychology
- Drama
- Early Childhood
- Educational and Psychological Measurement and Evaluation
- English Language
- English Literature

- Gifted Education
- Learning Sciences and Technologies
- Malay Language
- Mathematics
- Music
- Primary
- Science
- Special Education
- Tamil Language

■ Master of Science (Exercise & Sport Studies)

This programme is designed for participants with a general interest in human movement studies, including physical education, sport, fitness, health and wellness. It enables participants to work with the faculty in areas of a particular interest and to complement these interest areas with related courses from the Physical Education and Sports Science Academic Group as well as across the university. Participants will acquire research skills (both qualitative and quantitative) which will encourage critical inquiry and creative thinking in dimensions of the human movement sciences.

■ Master of Science (Life Sciences)

This programme is designed to meet the needs of teachers, science graduates and professionals interested in the life sciences. It aims to provide teachers and science graduates with specialised knowledge in the various fields of life sciences, by addressing not only the knowledge base but also the necessary experimental skills required. Without sacrificing the necessary breadth and depth of the multi-disciplinary nature of the life sciences, participants are offered a highly personalised roadmap in which the most recent scientific developments are taught, and social and bioethical issues are discussed. As participants receive training in basic concepts, and conduct experiments and projects under experienced and highly qualified scientists, they are given the opportunity to interact and explore vast new realms in the life sciences.

There are 5 areas of specialisation:

- Applied Physics
- Applied Plant Sciences
- Chemistry
- Environmental Science
- Zoological Sciences

Master's Programmes (by Coursework only)

■ Master of Science (Mathematics for Educators)

This programme is designed to cater to the professional needs of mathematics educators, emphasising the acquisition of wide and in-depth content knowledge in mathematics as well as its linkage to mathematics teaching. Participants will have the opportunity to study courses in different areas of mathematics, conducted by active working mathematicians, many of them holding a qualification in teaching of mathematics. A strong mastery of mathematics will enable educators to teach better and to promote higher order thinking among students in the learning of mathematics. Mathematics specialists in education institutes will also benefit from this programme because a good understanding of mathematics is crucial for handling various tasks related to mathematics education, such as the design of contemporary and rigorous curricula, assessment of mathematics learning, and development of teaching resources.

Master's Programmes (by Coursework with Dissertation only)

■ Master of Arts (Applied Psychology)

The aim of this programme is to produce graduates who will become leaders in the field of psychological service. In recent years, there has been increasing recognition of the importance of pupil counselling and career guidance in schools. Since the introduction of pastoral care and career guidance in schools, more and more teachers are motivated to acquire knowledge and skills in

counselling. The inclusion of the Learning Support Programme in primary schools has also highlighted the crucial role played by educational psychologists in schools. In the meantime, Family Service Centres have mushroomed all over Singapore whilst counselling agencies already established in the community have grown from strength to strength. To cater to the changing needs of clients and expansion of services, there is a need for professional growth and upgrading for the counsellors and psychologists working in these organisations. This programme is designed to provide theoretical knowledge and research insights as well as practical skills to interested individuals who have the pre-requisite qualifications to train as specialists in the field of Educational Psychology or Counselling Psychology.

■ Master of Arts (Counselling and Guidance)

This programme is designed to equip counselling graduates with skills and knowledge in various counselling core areas to maximise the counsellor's level of functioning and the capacity to conduct research. The programme emphasises a developmental perspective, focusing on issues pertinent to providing counselling and guidance services and programme development. The counsellors' personal and professional growth and development, appreciation of diversity and demonstration of understanding ethical and legal issues are also emphasised. The practicum allows application of theories and techniques leading to effective individual and group counselling. This rigorous, informative and structured training programme is a course-work oriented professional degree that is designed to prepare new entrants into the fields of counselling and guidance as highly competent and caring counsellors. It is also designed to enhance and upgrade the knowledge and skills of counsellors at a master's level and to prepare those who may wish to pursue a doctoral education later.

Master's Programmes (by Coursework with Professional Inquiry Project)

■ Master of Teaching

The Master of Teaching (M Teach) programme combines the best of university academic learning and workplace professional learning to offer participants a sustained experience in developing excellence in teaching as a profession. Aimed at graduate teachers with at least two years of experience, the programme optimizes the theory-practice balance in learning situated **within each participant's own** unique professional context. All M Teach participants complete 8 core courses and a Professional Inquiry Project (PIP). The PIP which is different from the academic dissertation is a platform for teacher participants to create and demonstrate new professional knowledge based on critical reflections of their learning in the programme and evidence gathered from practice-related inquiry. All M Teach participants are supported by a Professional Learning Mentor (PLM) from their own communities of practice and an Academic Learning Mentor (ALM) from the university.

For more information on higher degree programmes, please visit www.nie.edu.sg/gpl/hd

The Institute has a wide range of exciting and interesting courses and programmes for teacher professional development. Participants can apply to be conferred an Advanced Diploma upon attaining the required number of Academic Units.

The list of Advanced Diploma is as follows:

- Advanced Diploma in Malay Language Education
- Advanced Diploma in Teaching
- Advanced Diploma in Teaching Pupils with High Ability
- Advanced Diploma in Special Learning and Behavioural Needs
- Advanced Diploma in Primary Art Education
- Advanced Diploma in Primary Music Education

Also available are three in-service Diploma Programmes

- Diploma in Physical Education (In-Service)
- Diploma in School Counselling
- Diploma in Educational Psychology

For more information on teacher professional development programmes, please visit www.nie.edu.sg/gpl/pd

NIE Council

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

Chairperson

Mrs Tan Ching Yee
Permanent Secretary
Ministry of Education

Deputy Chairman

Mr Chia Mia Chiang
Principal
Ngee Ann Polytechnic

Members

Prof Lee Sing Kong (Ex-officio)
Director
National Institute of Education

Prof Er Meng Hwa
Vice President (International Affairs)
Nanyang Technological University

Prof Tan Eng Chye
Deputy President (Academic Affairs) and Provost
National University of Singapore

RADM (NS) Ronnie Tay
Chief Executive Officer
Infocomm Development Authority

Mr Edward D'Silva
Senior Advisor
SAA Architects Pte Ltd

Mdm Low Khah Gek
Deputy Director-General of Education (Schools)/
Director, Schools
Ministry of Education

Mr Lu Cheng Yang
Director, HR Solutions and Capabilities
Ministry of Education

Mr Manogaran Suppiah
Executive Director
Academy of Singapore Teachers
Ministry of Education

Dr Benedict Tan
Medical Director & Senior Consultant
Singapore Sports Medicine Centre
Head, Division of Sports Medicine
Changi General Hospital

**National Institute of Education
Academic Calendar
Academic Year 2011-2012**

Programme	Dates of Orientation (O+) Teaching Weeks (TW) / Recess (R) / Vacation (V)	Dates of Revision / Examination	Dates of Practicum
Dip Ed Year 1 Dip PE Year 1 Dip Art Ed Year 1 Dip Music Ed Year 1	Semester 1 O : 26 Jul 2011 – 05 Aug 2011 TW: 08 Aug 2011 – 02 Dec 2011 R : 24 Sep 2011 – 02 Oct 2011 V : 03 Dec 2011 – 08 Jan 2012 Semester 2 TW: 09 Jan 2012 – 04/18 May 2012@ R : 25 Feb 2012 – 04 Mar 2012 V : 05/19 May 2012 – 05 Aug 2012**	12 Nov 2011 – 02 Dec 2011 14 Apr 2012 – 04 May 2012	Nil 25 Jun 2012 – 27 Jul 2012 (5 weeks of Teaching Assistantship during the vacation before Year 2)
Dip Ed Year 2 Dip PE Year 2 Dip Art Ed Year 2 Dip Music Ed Year 2	Semester 1 TW: 08 Aug 2011 – 02 Dec 2011 R : 24 Sep 2011 – 02 Oct 2011 V : 03 Dec 2011 – 08 Jan 2012 Semester 2 TW: 09 Jan 2012 – 18 May 2012 R : 10 Mar 2012 – 18 Mar 2012	12 Nov 2011 – 02 Dec 2011 07 May – 18 May 2012 (Compulsory Enrichment Programme)	Nil 20 Feb 2012 – 04 May 2012* (10 weeks of Teaching Practice)
Dip HE Ed (1-Year Prog) Dip Ed (1-Year CL Prog)	Semester 1 O : 26 Jul 2011 – 05 Aug 2011 TW: 08 Aug 2011 – 02 Dec 2011 R : 24 Sep 2011 – 02 Oct 2011 V : 03 Dec 2011 – 08 Jan 2012 Semester 2 TW: 09 Jan 2012 – 18 May 2012 R : 10 Mar 2012 – 18 Mar 2012	- 07 May – 18 May 2012 (Compulsory Enrichment Programme)	Nil 20 Feb 2012 – 04 May 2012* (10 weeks of Teaching Practice)
Dip Art Ed (1-Year Prog) Dip Music Ed (1-Year Prog)	Semester 1 O : 26 Jul 2011 – 05 Aug 2011 TW: 08 Aug 2011 – 02 Dec 2011 R : 24 Sep 2011 – 02 Oct 2011 V : 03 Dec 2011 – 08 Jan 2012 Semester 2 TW: 09 Jan 2012 – 18 May 2012 R : 10 Mar 2012 – 18 Mar 2012	- 07 May – 18 May 2012 (Compulsory Enrichment Programme)	27 Jun 2011 – 22 Jul 2011 (4 weeks of School Experience) 20 Feb 2012 – 04 May 2012* (10 weeks of Teaching Practice)
DISE (1-Year Prog)	Semester 1 O : 26 Jul 2011 – 05 Aug 2011 TW: 08 Aug 2011 – 02 Dec 2011 R : 24 Sep 2011 – 02 Oct 2011 V : 03 Dec 2011 – 08 Jan 2012 Semester 2 TW: 09 Jan 2012 – 04 May 2012 R : 10 Mar 2012 – 18 Mar 2012	- -	Nil 20 Feb 2012 – 04 May 2012* (10 weeks of Practicum)

* If NTU recess falls within the Practicum period, that programme will follow the school's one-week break

+ Orientation includes Registration of Courses

** Practicum starts during vacation period

@ Student Teachers taking CS English Language will attend CELS sessions from 07 to 18 May 2012

Programme	Dates of Orientation (O+) Teaching Weeks (TW) / Recess (R) / Vacation (V)	Dates of Revision / Examination	Dates of Practicum
BA/BSc (Ed) Year 1	Semester 1 O : 25 Jul 2011 – 05 Aug 2011 TW: 08 Aug 2011 – 02 Dec 2011 R : 24 Sep 2011 – 02 Oct 2011 V : 03 Dec 2011 – 08 Jan 2012 Semester 2 TW: 09 Jan 2012 – 04 May 2012 R : 25 Feb 2012 – 04 Mar 2012 V : 05 May 2012 – 05 Aug 2012**	12 Nov 2011 – 02 Dec 2011 14 Apr 2012 – 04 May 2012	Nil 02 Jul 2012 – 13 Jul 2012 (2 weeks of School Experience during the vacation before Year 2)
BA/BSc (Ed) Year 2 B Ed Year 2	Semester 1 TW: 08 Aug 2011 – 02 Dec 2011 R : 24 Sep 2011 – 02 Oct 2011 V : 03 Dec 2011 – 08 Jan 2012 Semester 2 TW: 09 Jan 2012 – 04/18 May 2012@ R : 25 Feb 2012 – 04 Mar 2012 V : 05/19 May 2012 – 05 Aug 2012**	12 Nov 2011 – 02 Dec 2011 14 Apr 2012 – 04 May 2012	Nil 25 Jun 2012 – 27 Jul 2012 (5 weeks of Teaching Assistantship during the vacation before Year 3 for BA/BSc (Ed) only)
BA/BSc (Ed) Year 3 B Ed Year 3	Semester 1 TW: 08 Aug 2011 – 02 Dec 2011 R : 24 Sep 2011 – 02 Oct 2011 V : 03 Dec 2011 – 08 Jan 2012 Semester 2 TW: 09 Jan 2012 – 04 May 2012 R : 25 Feb 2012 – 04 Mar 2012 V : 05 May 2012 – 05 Aug 2012**	12 Nov 2011 – 02 Dec 2011 14 Apr 2012 – 04 May 2012	Nil 25 Jun 2012 – 27 Jul 2012 (5 weeks of Teaching Practice I during the vacation before Year 4 for BA/BSc (Ed) only)
BA/BSc (Ed) Year 4 B Ed Year 4	Semester 1 TW: 08 Aug 2011 – 02 Dec 2011 R : 24 Sep 2011 – 02 Oct 2011 V : 03 Dec 2011 – 08 Jan 2012 Semester 2 TW: 09 Jan 2012 – 18 May 2012 R : 10 Mar 2012 – 18 Mar 2012	12 Nov 2011 – 02 Dec 2011 14 Apr 2012 – 04 May 2012 07 May 2012 – 18 May 2012 (Compulsory Enrichment Programme)	Nil 20 Feb 2012 – 04 May 2012* (10 weeks of Teaching Practice II for BA/BSc (Ed) only)

* If NTU recess falls within the Practicum period, that programme will follow the school's one-week break

+ Orientation includes Registration of Courses

** Practicum starts during vacation period

@ Student Teachers taking CS English Language but not doing English as AS will attend CELS sessions from 07 to 18 May 2012

Programme	Dates of Orientation (O+) Teaching Weeks (TW) / Recess (R) / Vacation (V)	Dates of Revision / Examination	Dates of Practicum
PGDE (Pri/Sec/JC) (Jul 2011 Intake)	Semester 1 O : 26 Jul 2011 – 29 Jul 2011 TW: 01 Aug 2011 – 02 Dec 2011 V : 03 Dec 2011 – 08 Jan 2012 Semester 2 TW: 09 Jan 2012 – 08 Jun 2012 R : 10 Mar 2012 – 18 Mar 2012	- 28 May – 08 Jun 2012 (Compulsory Enrichment Programme)	Nil 20 Feb 2012 – 04 May 2012* (10 weeks of Teaching Practice)
PGDE (PE) Year 1	Semester 1 O : 26 Jul 2011 – 29 Jul 2011 TW: 01 Aug 2011 – 02 Dec 2011 V : 03 Dec 2011 – 08 Jan 2012 Semester 2 TW: 09 Jan 2012 – 04 May 2012 R : 25 Feb 2012 – 04 Mar 2012 V : 05 May 2012 – 05 Aug 2012**	12 Nov 2011 – 02 Dec 2011 14 Apr 2012 – 04 May 2012	Nil 25 Jun 2012 – 27 Jul 2012 (5 weeks of Teaching Practice 1 during the vacation before Year 2)
PGDE (PE) Year 2	Semester 1 TW: 01 Aug 2011 – 02 Dec 2011 V : 03 Dec 2011 – 08 Jan 2012 Semester 2 TW: 09 Jan 2012 – 08 Jun 2012 R : 10 Mar 2012 – 18 Mar 2012	12 Nov 2011 – 02 Dec 2011 28 May – 08 Jun 2012 (Compulsory Enrichment Programme)	Nil 20 Feb 2012 – 04 May 2012* (10 weeks of Teaching Practice 2)
PGDE (S) (Jan 2011 Intake)	O : 04 Jan 2011 – 07 Jan 2011 S1: 10 Jan 2011 – 27 May 2011 V : 28 May 2011 – 26 Jun 2011 S2: 27 Jun 2011 – 25 Nov 2011 R : 03 Sep 2011 – 11 Sep 2011	- - 21 Nov 2011 – 25 Nov 2011 (Compulsory Enrichment Programme)	Nil 27 Jun 2011 – 02 Sep 2011 (10 weeks of Teaching Practice)
PGDE (S) (Jan 2012 Intake)	Semester 1 O : 03 Jan 2012 – 06 Jan 2012 TW: 09 Jan 2012 – 25 May 2012 V : 26 May 2012 – 24 Jun 2012 Semester 2 TW: 25 Jun 2012 – 23 Nov 2012 R : 01 Sep 2012 – 09 Sep 2012	- 19 Nov 2012 – 23 Nov 2012 (Compulsory Enrichment Programme)	Nil 25 Jun 2012 – 31 Aug 2012 (10 weeks of Teaching Practice)
PGDELT	Semester 1 O : 28 Jul 2011 – 05 Aug 2011 TW: 08 Aug 2011 – 02 Dec 2011 R : 24 Sep 2011 – 02 Oct 2011 V : 03 Dec 2011 – 08 Jan 2012 Semester 2 TW: 09 Jan 2012 – 04 May 2012 R : 25 Feb 2012 – 04 Mar 2012	12 Nov 2011 – 02 Dec 2011 -	Nil Nil

* If NTU recess falls within the Practicum period, that programme will follow the school's one-week break

+ Orientation includes Registration of Courses

** Practicum starts during vacation period

+ Orientation includes Registration of Courses

** Practicum starts during vacation period

Procedures for Application

Applications for admission to the programmes leading to the Bachelor of Arts (Education) and Bachelor of Science (Education) must be submitted online through the Nanyang Technological University website at <http://www.ntu.edu.sg> and through the Ministry of Education website at <http://www.moe.gov.sg/careers/teach/>. For polytechnic diploma holders, the admission exercise is normally held in February **while in the case of GCE 'A' level holders, the admission exercise is normally held in March.** The programme commences in August each year.

Applications by university degree holders for admission to the programme leading to the Postgraduate Diploma in Education and **applications by GCE 'A' Level or Polytechnic Diploma holders for admission to the programmes leading to the Diploma in Education, Diploma in Physical Education, and Diploma in Art/Music Education** can be made by applying online through the MOE website at <http://www.moe.gov.sg/careers/teach/> for those seeking sponsorship from the Ministry of Education.

Applications by GCE 'O' Level holders for the one-year Diploma in Art/Music/Home Economics Education and Diploma in Education (Chinese Language) Programmes must be applied online through the MOE website at <http://www.moe.gov.sg/careers/teach/> during the annual recruitment exercise. Applications for these programmes are normally invited in January/February each year.

The Diploma in Special Education Programme is attended by nominated teachers of special education organisations and Allied Educators (Learning & Behavioural Support) of the Ministry of Education.

For the Bachelor of Arts (Education), Bachelor of Science (Education), Postgraduate Diploma in Education, Diploma in Education and Diploma in Special Education Programmes, apart from admission under sponsorship by the Ministry of Education, applications may also be considered under the full-fee paying

scheme. Details on this scheme and the application can be obtained from www.nie.edu.sg/teacher-ed/admissions. Applications normally open from February to mid-March.

Trained non-graduate teachers who are interested in pursuing a degree programme can apply for admission to the full-time Bachelor of Arts (Education)/Bachelor of Science (Education) Programme or the part-time Bachelor of Education (Primary) Programme. Applications normally open from mid-February to mid-March. During the admission exercise, details can be obtained from www.nie.edu.sg/teacher-ed/admissions.

Applications for admission to the programmes leading to the degrees **of Master's by coursework in the various disciplines must be made** through the online application system in the NIE website at www.nie.edu.sg/gpl/appl_course.htm. There are generally two intakes a year (January and August). You are advised to visit the **website and look out for NIE's announcements in July and December** to confirm if the programme will be open for application at any particular intake. For more details on the programmes, please visit our website at www.nie.edu.sg/gpl/hd.

For admission to the research degree programmes such as Doctor of Philosophy, Master of Arts and Master of Science, applications must be made through the online application system in the NIE website at www.nie.edu.sg/gpl/appl_research.htm. There are two intakes a year (January and August). For more details on the programmes, please visit the website www.nie.edu.sg/gpl/hd.

For the Doctor in Education (dual award programme with Institute of Education, University of London), the programme details are available at www.nie.edu.sg/edd_ioe. For those choosing NIE as the home institution, the programme is generally available for the August intake. Applications may be made online. For more information on the application details, please visit www.nie.edu.sg/gpl/appl_edd_ioe.htm. For those choosing Institute of Education (IoE) as the home institution, the programme is generally available for the October intake. Applicants are then

advised to visit the IoE website at http://www.ioe.ac.uk/study/researchDegrees/RED9_EDUNIE.html to apply.

Details of the programmes and entry requirements pertaining to the programmes mentioned in this section are available in handbooks published separately.

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

Appointment to the Education Service as Untrained Teachers

The Ministry of Education (MOE) will appoint candidates under its sponsorship as General Education Officers (GEO)(Untrained) upon successful application. As untrained teachers, MOE will send them to National Institute of Education (NIE) for the PGDE, Dip Ed, Dip Art/Mus/HE Ed, Dip PE or BA/BSc (Education) programmes. Tuition fees 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, candidates sponsored by the Ministry of Education undergoing the PGDE, Dip Ed, Dip PE and two-year Dip Art/Mus Ed programmes will be bonded to serve MOE for three years while those undergoing the BA/BSc (Education) programmes will be bonded to serve MOE for four years. Those undergoing the Dip HE Ed Programme after completing the Diploma in Consumer Science and Technology from Temasek Polytechnic, one-year Dip Ed (Chinese) Programme after completing the Diploma in Chinese Studies (Teaching) from Ngee Ann Polytechnic and Dip Art/Mus Ed Programme after completing the Diploma in Art/Music (Teaching) from Nanyang Academy of Fine Arts will be bonded to serve the MOE for five years.

All Education Officers are appointed on the Education Scheme of Service (EDUN) 2008, with effect from 1 Apr 2008.

Salaries for Graduate Teachers (Untrained)

Postgraduate Diploma in Education Programme (PGDE)

When first appointed, candidates on EDUN 2008 will be put on the GEO 1.2 (Untrained) salary range. The monthly salary range will be from \$2,000 to \$4,340.

The gross starting salary* payable to teachers is:

Postgraduate Diploma in Education (one-year programme)	
Qualification	Gross Starting Salary
Honours degree holders	\$3,100 - \$3,250
Pass with merit degree holders	\$2,900
Pass degree holders	\$2,770
Postgraduate Diploma in Education (Physical Education) (two-year programme)	
Honours degree holders	\$3,100 - \$3,250
Pass with merit degree holders	\$2,900
Pass degree holders	\$2,770

* Additional increments may be granted for the completion of full-time National Service.

Note: The above is only applicable to candidates first appointed as GEO trainee with effect from 1 August 2011.

All salaries are subject to review and change.

Salaries for Non-Graduate Teachers (Untrained)

Diploma in Education (Dip Ed)

Diploma in Physical Education (Dip PE)

Diploma in Art/Music Education (Dip Art/Mus Ed) (Two-Year Programme)

Diploma in Art/Music/Home Economics Education (Dip Art/Mus/HE Ed) (One-Year Programme)

Diploma in Education (Chinese Language) (Dip Ed CL) (One-Year Programme)

When first appointed, candidates on EDUN 2008 will be put on the GEO 2.2 (Untrained) salary range. The monthly salary range will be from \$1,480 to \$2,550.

Diploma in Education (two-year programme) Diploma in Physical Education (two-year programme) Diploma in Art/Music Education (two-year programme)	
Qualification	Gross Salary
For GCE 'A' level holders	\$1,480
For Diploma holders (non-technical)	\$1,800
For Diploma holders (technical)	\$1,920
Diploma in Home Economics Education (one-year programme) [For those who have completed the Diploma in Consumer Science and Technology Programme at Temasek Polytechnic]	
For Diploma holders (technical)	\$1,920
Diploma in Art/Music Education (one-year programme) [For those who have completed the Diploma in Art/Music (Teaching) Programme at Nanyang Academy of Fine Arts]	
For Diploma holders (non-technical)	\$1,800

Diploma in Education (Chinese Language) (one-year programme) [For those who have completed the Diploma in Chinese Studies (Teaching) Programme at Ngee Ann Polytechnic]	
For Diploma holders (non-technical)	\$1,800

* Additional increments may be granted for the completion of full-time National Service.

Note: The above is only applicable to candidates first appointed as GEO trainee with effect from 1 August 2011.

All salaries are subject to review and change.

Bachelor of Arts (Education)/Bachelor of Science (Education) [BA (Edun)/BSc (Edun)]

Candidates sponsored by the Ministry of Education for the four-year Bachelor of Arts (Education) / Bachelor of Science (Education) programmes will be appointed as GEO 2.2 (Untrained) and subsequently as GEO 1.1 (Trained) upon release of their final year examination results. For the first two years, undergraduates will receive salaries similar to the Dip Ed candidates with similar qualifications. 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. Undergraduates should maintain consistent academic performance throughout the 4 years. Candidates awarded the MOE stipend will receive a stipend of \$5,000 per annum for Years 3 and 4. During the programme, their tuition fee and approved fees will be paid for by MOE. On successful completion of the programme, candidates will be bonded to serve MOE for four years.

The gross starting salary* payable to teachers is:

Bachelor of Arts (Education)/Science (Education) (four-year programme)	
Qualification	Gross Salary
For GCE 'A' level holders - 1st and 2nd Year - 3rd and 4th Year	\$1,480 \$5,000 pa**
For Diploma holders (non-technical) - 1st and 2nd Year - 3rd and 4th Year	\$1,800 \$5,000 pa**
For Diploma holders (technical) - 1st and 2nd Year - 3rd and 4th Year	\$1,920 \$5,000 pa**

* Additional increments may be granted for the completion of full-time National Service.

** Subject to eligibility

Note: The above is only applicable to candidates first appointed as GEO trainee with effect from 1 August 2011.

All salaries are subject to review and change.

Tuition Fees & Tuition Grants for MOE-Employed Candidates

A) Subsidized Tuition Fees and Tuition Grants for MOE-Employed Full-time Candidates in Academic Year 2011/2012

For candidates who join the programmes in Academic Year 2011/2012, the subsidized tuition fee payable and tuition grant per annum are as follow:

Programme	Subsidized Tuition Fee	Tuition Grant
	\$	\$
Bachelor of Arts (Education)		
(i) Singapore Citizen	7,170	19,000
(ii) Singapore Permanent Resident	9,040	19,000
(iii) Foreigner	12,340	19,000
Bachelor of Science (Education)		
(i) Singapore Citizen	7,170	26,400
(ii) Singapore Permanent Resident	9,040	26,400
(iii) Foreigner	12,340	26,400
Postgraduate Diploma in Education	1,080	-
Postgraduate Diploma in Education (Physical Education)	540	-
Diploma in Home Economics Education (Home Economics Teacher Training Scheme)	1,080	-
Diploma in Art/Music/Chinese Language Education (1 year programme)	1,080	-

Diploma in Art/Music Education (2 years programme)	540	-
Diploma in Education	540	-
Diploma in Physical Education	540	-

All amounts quoted are exclusive of GST.

In addition to the subsidized tuition fee payable (as indicated in the above table), the other fees payable are as follows:

Other Fees	\$
Registration Fee*	16.05
NTU Students' Union Entrance Fee*	10.70
NTU Students' Union Annual Subscription Fee* Per Annum	25.60
Amenities Fee* Per Annum	12.80
Computer Fee* Per Annum	13.90
Group Personal Accident Insurance* Per Annum	5.35
Laboratory Fee* Per Annum (for laboratory-based course & PE candidates)	16.05
Microscope Fee* # Per Annum	48.15
Sports Fee* Per Annum	25.60
Student Health Service Fee Per Annum	64.20
University Copyright Licence Fee Per Annum	10.00
Group Hospitalisation and Surgical Insurance Fee Per Annum@	83.00

* The figures given above are GST inclusive.

For students teachers using microscope in their course of study

@ For Singapore Permanent Resident and Non-Singaporean student teachers.

Other Fees quoted above are subject to change

MOE-Sponsored Candidates

For those candidates who are sponsored by MOE, the subsidised tuition fee and other fees (except for Student Health Service Fee and Group Hospitalisation and Surgical Insurance Fee) will be borne by MOE. Candidates will need to pay the Student Health Service Fee of \$64.20 (inclusive of GST) per annum. In addition to the Student Health Service Fee, Singapore Permanent Residents and Non-Singaporean candidates will need to pay the Group Hospitalisation and Surgical Insurance Fee of \$83.00 (inclusive of GST) per annum.

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

B) Subsidized Tuition Fees for MOE-Employed Part-time Candidates in Academic Year 2011/2012

For candidates who join the programmes in **Academic Year 2011/2012**, the subsidized tuition fee payable per annum is as follow:

Programme	Subsidized Tuition Fee
Bachelor of Education (Part-time)	\$ 7,600

The amount quoted is exclusive of GST.

In addition to the subsidized tuition fee payable (as indicated in the above table), the other fees payable are as follows:

Other Fees	\$
Registration Fee*	16.05
Computer Fee* Per Annum	13.90
University Copyright Licence Fee Per Annum	5.00

* *The figures given above are GST inclusive.
Other Fees quoted above are subject to change*

C) 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. No candidate shall be entitled to be admitted to an Institute examination unless the Head of Finance certifies that he is not in debt to the Institute (otherwise than as a result of a loan made by the Institute/University) or to any University hall of residence.
- 4 A candidate who leaves the Institute after having attended classes for two or more weeks in a semester is liable for the payment of fees.
- 5 Apart from the scheduled fees indicated above, candidates may be requested from time to time to make payments for various activities conducted and materials used during their programmes. All fees quoted are subject to revision.

D) Instructions for payment of fees to the National Institute of Education

Payment can be made by using any of the following modes of payment.

1) Cheque Payment

Cheques should be crossed and made payable to “National Institute of Education”. Post dated cheques are not acceptable. Please send cheque to:

National Institute of Education
1, Nanyang Walk,
Finance Dept, Admin Building, Level 2
Singapore 637616

2) NETS or Cash Payment

NETS or cash payment can be made at NIE Student Services Centre, Blk 3B, Student Hub, Level 1. The opening hours for NIE Student Services Centre are as follows:

Mon to Thurs: 9:00 am to 5 pm
Fri: 9:00 am to 4.30 pm

3) Telegraphic Transfer

a) For telegraphic transfer, please transfer fund to

Account Name:	National Institute of Education
Bank:	Hongkong & Shanghai Banking Corporation
Address:	Tanglin Branch 6 Claymore Hill #01-00 Claymore Plaza Singapore 229571
Bank code:	7232
Branch code:	143
Account code:	011617-001
Swift code:	HSBCSGSG
Fax:	(65) 68340503
Tel:	(65) 67315133

b) All payment must be made in Singapore dollars.

c) Please note that payee is to bear all overseas remittance **charges, including that of the Institute's charges.**

d) Please quote the tax invoice number in the telegraphic transfer form.

Tuition Fees & Other Miscellaneous Fees for Full-Fee Paying Candidates

A) Tuition Fees & Other Miscellaneous Fees for Full-Fee Paying Full-time Candidates in Academic Year 2011/2012

For full-fee paying candidates who join the programmes in **Academic Year 2011/2012**, the full tuition fees payable per annum are as follow:

Programme	All Full Fee paying candidate
Bachelor of Arts (Education)	S\$26,240
Bachelor of Science (Education)	S\$26,240
Postgraduate Diploma in Education	S\$18,380
Postgraduate Diploma in Education (Physical Education)	S\$17,840
Diploma in Education	S\$17,840
Diploma in Art/Music Education	S\$17,840
Diploma in Physical Education	S\$17,840
Diploma in Home Econ/Art/Music/Chinese Language Education (1 year programme)	S\$18,380

** The figures provided are exclusive of GST.*

Fees

The tuition fees as well as other fees payable are shown below.

Postgraduate Diploma in Education Postgraduate Diploma in Education (Physical Education)

Fees	PGDE	PGDE (PE)
Direct Tuition Fee* per annum	S\$19,666.60	S\$19,088.80
Registration Fee* (payable on admission for full-fee paying student)	S\$16.05	S\$16.05
NTU Students' Union Entrance Fee*	S\$10.70	S\$10.70
NTU Students' Union Annual Subscription Fee* per annum	S\$25.60	S\$25.60
Amenities Fee* per annum	S\$12.80	S\$12.80
Computer Fee* per annum	S\$13.90	S\$13.90
Group Personal Accident Insurance* per annum	S\$5.35	S\$5.35
Laboratory Fee* per annum (for laboratory-based course & PE candidates)	S\$16.05	S\$16.05
Microscope Fee* # Per Annum	S\$48.15	S\$48.15
Sports Fee* per annum	S\$25.60	S\$25.60
University Copyright Licence Fee per annum	S\$10.00	S\$10.00
Student Health Service Fee* per annum	S\$64.20	S\$64.20
Group Hospitalisation & Surgical Insurance* (GHSI) (for SPR and Foreign students only)	S\$83.00	S\$83.00

* The figures given above are GST inclusive.

For students using microscope in their course of study
Other Fees quoted above are subject to change

Diploma in Education
Diploma in Art/Music Education
Diploma in Physical Education

Fees	All Full Fee paying candidate
Direct Tuition Fee* per annum	S\$19,088.80
Registration Fee* (payable on admission for full-fee paying student)	S\$16.05
NTU Students' Union Entrance Fee*	S\$10.70
NTU Students' Union Annual Subscription Fee* per annum	S\$25.60
Amenities Fee* per annum	S\$12.80
Computer Fee* per annum	S\$13.90
Group Personal Accident Insurance* per annum	S\$5.35
Laboratory Fee* per annum (for laboratory-based course & PE candidates)	S\$16.05
Microscope Fee* # Per Annum	S\$48.15
Sports Fee* per annum	S\$25.60
University Copyright Licence Fee per annum	S\$10.00
Student Health Service Fee* per annum	S\$64.20
Group Hospitalisation & Surgical Insurance* (GHSI) (for SPR and Foreign students only)	S\$83.00

* The figures given above are GST inclusive.

For students using microscope in their course of study

Other Fees quoted above are subject to change

Diploma in Home Econ/Art/Music/Chinese Language Education (1 year programme)

Fees	All Full Fee paying candidate
Direct Tuition Fee* per annum	S\$19,666.60
Registration Fee* (payable on admission for full-fee paying student)	S\$16.05
NTU Students' Union Entrance Fee*	S\$10.70
NTU Students' Union Annual Subscription Fee* per annum	S\$25.60
Amenities Fee* per annum	S\$12.80
Computer Fee* per annum	S\$13.90
Group Personal Accident Insurance* per annum	S\$5.35
Laboratory Fee* per annum (for laboratory-based course & PE candidates)	S\$16.05
Microscope Fee* # Per Annum	S\$48.15
Sports Fee* per annum	S\$25.60
University Copyright Licence Fee per annum	S\$10.00
Student Health Service Fee* per annum	S\$64.20
Group Hospitalisation & Surgical Insurance* (GHSI) (for SPR and Foreign students only)	S\$83.00

* The figures given above are GST inclusive.

For students using microscope in their course of study

Other Fees quoted above are subject to change

Bachelor of Arts (Education) (Full-time)
Bachelor of Science (Education) (Full-time)

Fees	All Full Fee paying Candidates
Direct Tuition Fee* per annum	S\$28,076.80
Registration Fee* (payable on admission for full-fee paying student)	S\$16.05
NTU Students' Union Entrance Fee*	S\$10.70
NTU Students' Union Annual Subscription Fee* per annum	S\$25.60
Amenities Fee* per annum	S\$12.80
Computer Fee* per annum	S\$13.90
Group Personal Accident Insurance* per annum	S\$5.35
Laboratory Fee* per annum (for laboratory-based course & PE candidates)	S\$16.05
Microscope Fee*# per annum	S\$48.15
Sports Fee* per annum	S\$25.60
University Copyright Licence Fee per annum	S\$10.00
Student Health Service Fee* per annum	S\$64.20
Group Hospitalisation & Surgical Insurance* (GHSI) (for SPR and Foreign students only)	S\$83.00

* The figures given above are GST inclusive.

For students using microscope in their course of study

Other Fees quoted above are subject to change

B) Rules on Payment of Fees

- 1 The Institute reserves the right to alter fees at any time.
- 2 Fees are payable either in full on a per annum basis or in two instalments each year, at the beginning of Semesters I and II.
- 3 Fees must be paid during the period specified. No candidate shall be entitled to be admitted to an Institute examination unless the Head of Finance certifies that he is not in debt to the Institute (otherwise than as a result of a loan made by the Institute/University) or to any University hall of residence.
- 4 A candidate who leaves the Institute after having attended classes for two or more weeks in a semester is liable for the payment of fees.
- 5 Apart from the scheduled fees indicated above, candidates may be requested from time to time to make payments for various activities conducted and materials used during their programmes. All fees quoted are subject to revision.

C) Instructions for payment of fees to the National Institute of Education

Payment can be made by using any of the following modes of payment.

1) Cheque Payment

Cheques should be crossed and made payable to “National Institute of Education”. Post dated cheques are not acceptable.
Please send cheque to:

National Institute of Education
1, Nanyang Walk,
Finance Dept, Admin Building, Level 2
Singapore 637616

2) NETS or Cash Payment

NETS or cash payment can be made at NIE Student Services Centre, Blk 3B, Student Hub, Level 1. The opening hours for NIE Student Services Centre are as follows:

Mon to Thurs: 9:00 am to 5 pm
Fri: 9:00 am to 4.30 pm

3) Telegraphic Transfer

a) For telegraphic transfer, please transfer fund to

Account Name:	National Institute of Education
Bank:	Hongkong & Shanghai Banking Corporation
Address:	Tanglin Branch 6 Claymore Hill #01-00 Claymore Plaza Singapore 229571
Bank code:	7232
Branch code:	143
Account code:	011617-001
Swift code:	HSBCSGSG
Fax:	(65) 68340503
Tel:	(65) 67315133

b) All payment must be made in Singapore dollars.

c) Please note that payee is to bear all overseas remittance **charges, including that of the Institute's charges.**

d) Please quote the tax invoice number in the telegraphic transfer form.

Appointment to the Education Service as Trained Teachers

Upon successful completion of training, candidates sponsored by the Ministry of Education will be placed on the General Education Officer (GEO) 1 or 2 trained teacher salary scales. Salary adjustments will be made upon successful completion of the teacher training programme.

Postgraduate Diploma in Education

Candidates, under EDUN (2008) Scheme of Service, sponsored by the Ministry of Education who successfully complete the PGDE programme will be put on the GEO 1.1 (Trained) salary scale. The monthly salary range for GEO 1.1 (Trained) will be from \$2,160 to \$4,500.

Diploma in Education/Physical Education/ Diploma in Art/Music/Home Economics Education/ Diploma in Education (Chinese Language)

Candidates, under EDUN (2008) Scheme of Service, sponsored by the Ministry of Education who successfully complete the Dip Ed/PE and Dip Art/Mus/HE Ed programmes will be put on the GEO 2.1 (Trained) salary scale. The monthly salary range for GEO 2.1 (Trained) will be from \$1,600 to \$2,730.

Bachelor of Arts (Education)/Bachelor of Science (Education)

Candidates, under EDUN (2008) Scheme of Service, sponsored by the Ministry of Education who successfully complete the BA (Edun) / BSc (Edun) programme will be put on the GEO 1.1 (Trained) salary scale. The monthly salary range for GEO 1.1 (Trained) will be from \$2,160 to \$4,500.

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

Leave of Absence

Student teachers who cannot attend classes for any good reasons must apply for leave of absence. Student teachers who absent themselves without approval or medical certificate issued by medical practitioners in Singapore may be subject to disciplinary action being taken against them. This may lead to termination of service for errant offenders.

It is the onus of student teachers to contact lecturers in charge to explain the reasons for their absence not later than two working days from the date of absence. Those who fail to do so will be issued with a notice of absence letter, a copy of which will be extended to the Ministry of Education. Where the absence is due to medical leave, student teachers are required to produce medical certificates issued by registered medical practitioners in Singapore. Even if it is an ailment for which the student teacher has the necessary medication, a medical certificate is still required to substantiate that the leave is on medical grounds.

Student teachers are required to show the original medical certificates to the lecturers concerned before submitting it to the Office of Teacher Education (OTE) (Block 1, Level 1). The deadline for submission is two weeks from the date of issue of the medical certificate. Beyond this deadline, if the original medical certificate has not been shown to the lecturer, a notice of absence letter will be issued. A copy of this letter will be extended to the Ministry of Education. The penalty for unauthorised absence would range from withdrawal of the salary, withholdment of increment, suspension or discontinuation of payment of benefits, or termination of service.

Applications for leave must be made on the prescribed form entitled, **“Application for Leave of Absence During Term Time”** which can be obtained from the NIE Portal at <http://nieportal.nie.edu.sg> under ‘Student Services’. Applications for leave of absence must be

submitted to the Office of Teacher Education (Block 1, Level 1) at least five days in advance. Where the leave is for the purpose of participating in Games, the application should be submitted at least three weeks in advance to allow for processing. Student teachers should not go on leave until approval has been obtained. Late leave applications will not be considered.

Student teachers in the PGDE, PGDE (PE), Dip Ed, Dip PE, Dip Art/Music/Home Economics Education, BA/BSc (Ed) and B Ed Programmes may leave for holidays overseas during public holidays, weekends and the NIE vacation as long as there are no programme commitments to fulfil during the period concerned. However, final year student teachers are required to attend the compulsory enrichment and induction programmes immediately after the end of their NIE examinations. You will then assume teaching duties in your posted school immediately thereafter.

Participants attending the LEP and MLS Programmes are required to seek permission from NIE through Associate Dean, Leadership Programmes if they intend to leave Singapore (beyond the Johor Bahru town limit) during public holidays, weekends and the NIE vacation. This is in compliance with para H22 of Instructional Manual 2.

Female student teachers who are likely to be on maternity leave during semester time are advised to consult Assistant Head/Admissions and Records at the Office of Teacher Education (Block 1, Level 1) at least one month prior to the expected commencement of leave. Student teachers may be allowed a maximum of 28 days maternity leave during semester time if there are at least 13 teaching weeks in that semester. If maternity leave takes place during a semester that has fewer teaching weeks, student teachers may face a higher risk of not being able to fulfil their programme commitments and as a result, may have to extend their programme of study beyond the normal duration at their own cost. Student teachers who are on maternity leave during Practicum will have to extend their period of Practicum accordingly at their own cost.

In view of the above, student teachers who are likely to be on maternity leave during semester time are required to check with course lecturers on the implications of their absence before they go on maternity leave.

Marriage and Paternity Leave

Student teachers, who have completed at least three months of service and are not on no-pay leave at the time of taking the leave, are eligible for full-pay unrecorded leave for 3 consecutive days on the occasion of their first marriage. Married male student teachers may also be granted full-pay unrecorded leave for 3 consecutive calendar days each on the occasion of the birth of their first four children (excluding legally adopted and step children), to be taken within 6 months from the birth of the child. This is provided that they are not on no-pay leave at the time of taking the leave.

Application forms for full-pay unrecorded leave for the above purposes can be obtained from NIE Portal at <http://nieportal.nie.edu.sg> and should be submitted to MOE through NIE at least 7 days in advance.

Part-Time Employment / Programme

Student teachers sponsored by the Ministry of Education 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 or programmes outside the service. As education officers and civil servants, student teachers are advised not to take up part-time employment or programmes while they are undergoing teacher-training.

If there are any enquiries, please contact Ministry of Education at MOE_TTMU@moe.gov.sg.

Medical and Dental Claims

Student teachers 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 and full-fee paying students. For those who are eligible, the claims can be made online through the Pac@Gov at <https://www.pac.gov.sg/pac/portal/jsp/login/index1.jsp>. The claims have to be made within 1 month of the receipt of the medical or dental treatment. Please retain the receipts for 2 months and if you are prompted by the system to submit the receipts, please submit them to Mdm Puvan for verification at:

MOE Building
8th Floor, Vital.Org (Payroll and Claims)
1 North Buona Vista Drive, Singapore 138675
Attn: Mdm Puvan

If there are any queries or problems accessing Pac@Gov, please contact Ms Ivy Ang at Ivy_Ang@vital.gov.sg.

Extension of Teacher Training Programme to Clear/Repeat Courses

The programme fees and salary for student teachers who are appointed to the Singapore Education Service will be sponsored by the Ministry of Education for the stipulated period of the programme. In the event that student teachers are required to extend their programme beyond the stipulated period for the purpose of clearing/repeating courses, they will be placed on compulsory no-pay leave. Student teachers may be allowed to teach on part-time basis, **subject to the Ministry and Principal's approval, if they are repeating 1 or 2 courses (excluding Practicum)** in the extended period of their programme. This does not apply to student teachers who are repeating courses in their final semester before reaching the maximum candidature. In addition, student teachers will be required to bear the programme fees and miscellaneous fees for the extended period of their programme.

ACADEMIC WARNING, PROBATION AND DISMISSAL

Student teachers sponsored by the Ministry of Education, whose work is unsatisfactory, may be given a series of warnings by NIE/MOE. The following indicates 3 categories of warnings in ascending order of severity and the consequences:

Type of Warning	Criteria	Consequence
Unsatisfactory Performance	Maintain a minimum CGPA of 2.00 and completing less than 75% of the normal Academic Unit workload	Warning Letter
Academic Warning	CGPA falls below 2.00 for the semester	Warning Letter; and Placed on half-pay
Academic Probation	CGPA falls below 2.00 for the following semester	Warning Letter; and Placed on no-pay

Student teachers will be placed back on full-pay if they are restored to good standing in the next semester. There will not be any retrospective payments of salary. Student teachers will be given Academic Termination to their programme of study and liable to pay liquidated damages to the Government in one lump sum if they still fail to restore themselves to good standing or obtain a CGPA (cumulative grade point average) of less than 2.00 for the 3rd consecutive semester / at the end of the final semester of study.

COPYRIGHT AND YOU

What is Copyright?

Copyright is an intellectual property right recognized and protected by law. In Singapore this is essentially covered under the Copyright Act (Cap. 63).

Copyright exists in all forms of works, such as books, periodicals, magazines, compilations of information, photographs, diagrams, dances, scripts for plays, computer programs, drawings, sculpture, musical scores, lyrics, sound recordings, cinematographic films, television broadcasts, sound recordings and cable programme etc.

Who Owns Copyright and What Does It Entitle?

Generally, the author of a literary, dramatic, musical or artistic work is the owner of the copyright.

In the case of other forms of copyrighted materials etc, sound recordings and films, the producer is the copyright owner, although in both cases, these rights could be subject to assignments.

The owner of a copyrighted work has monopoly rights to reproduce, publish, perform or broadcast the work. It is an infringement of such rights for any other person to do such acts without the consent of the copyright owner.

Where a student photocopies an entire or substantial portion of a book he would have infringed copyright. In the context of students in Singapore, this is the most frequent type of copyright infringement. It is also an infringement to authorise others to infringe copyright. To illustrate the latter, if you take a book to a photocopying shop and request for a copy of the book, you as the person who authorises the copying are liable for copyright infringement even though the shop does the actual photocopying.

What Are The Consequences of Copyright Infringement?

A person found guilty of copyright infringement could be liable for civil and criminal sanctions depending on the nature of the offending acts.

Civil liabilities include an order by the Court for the infringer to pay the copyright owner compensation in the form of monetary damages. If you have made any profit from the infringing acts, you could be made to pay all profits you may have made. The copyright owner would probably also obtain an injunction to prevent further infringement.

Criminal sanctions may be very serious. A person in the possessions of 5 or more infringing copies of any work is presumed to be in possession of the same for sale. The statutory penalties for copyright infringement for the purpose of sale are a fine of \$10,000/- for each infringing copy or \$100,000/- per charge. The Court may also impose a term of imprisonment not exceeding 5 years.

In both cases, the Court may also order that all infringing copies or any article predominantly used for making infringing copies be either destroyed or surrendered to the owner.

Is Any Copying Permitted?

Yes, the law provides certain exceptions under which copying is not considered infringement.

Copying of works in the following instances will not constitute infringement:-

1. You are deemed to have copied for the purpose of self-study or research and therefore not infringed copyright if:-
 - (a) you copy one article in a periodical publication;
 - (b) where a literary, dramatic or musical work is in a published edition of:

- at least 10 pages divided into chapters, you copy not more than 10% of the total number of pages; or not more than one chapter, whichever is greater.
- at least 10 pages but not divided in chapters, you copy not more than 10% of the total number of pages.

(c) where a literary, dramatic or musical work is an edition stored on an electronic medium and is not divided into pages, you copy:

- not more than 10% of the total number of bytes in the edition; or
- not more than 10% of the total number of words in that edition; or
- not more than 10% of the contents of that edition.

(d) where a literary, dramatic or musical work is an edition stored on an electronic medium and is divided into chapters, you copy:

- not more than 10% of the total number of bytes in the edition; or
- not more than 10% of the total number of words in that edition; or
- not more than 10% of the contents of that edition, but contains only the whole or part of a single chapter of the work.

2. If you copy in excess of the above limits, you will be deemed not to have copied for the purpose of self-study or research. You will then have the burden of proving that your copying constitutes a fair dealing of the work. The factors to be considered are:-

- (i) the purpose and character of the dealing, including whether such dealing is of a commercial nature or is for non-profit educational purpose;

- (ii) the nature of the work or adaptation;
 - (iii) the amount and substantiality of the part copied taken in relation to the whole work or adaptation;
 - (iv) the effect of the dealing upon the potential market for, or value of, the work or adaptation; and
 - (v) the possibility of obtaining the work or adaptation within a reasonable time at an ordinary commercial price.
3. The making of a copy of a computer program is not copyright infringement if the reproduction is made on behalf of the owner and the reproduction is for the purpose of being used as a back-up copy of the original computer program.
 4. Subject to certain qualifications specified in the Copyright Act, you will not infringe copyright in an audio-visual work (such as sound recording, cinematograph film, sound broadcast, television broadcast or cable programme) if the copying was for research or private study.
 5. You may copy a film or recording of television or sound broadcast or cable programmes provided that such copy is made for private and domestic use. If the film or recording is seen or heard in public, it shall be deemed to be made not for private and domestic use.
 6. You may copy a work after the copyright in the work ceases to subsist.

How Long Does Copyright Subsist?

Literary, dramatic, musical, artistic works	<p>70 years from the end of the year in which the author died.</p> <p>If the work is published after the death of the author, it lasts for 70 years from the end of the year in which the work was first published.</p>
---	---

Published editions of literary, dramatic, musical or artistic works (layout)	25 years from the end of the year in which the edition was first published.
Sound recordings and films	70 years from the end of the year of release of the sound recording or film.
Broadcasts and cable programmes	50 years from the end of the year of making the broadcast or cable programme.
Performances	70 years from the end of the year of the performance.

Conclusion

The University takes a serious view of any infringement of copyright by students and a contravention of the provisions of the Copyright Act is deemed to be a breach of the University's rules and regulations, which could result in disciplinary action.

The University advises all students to respect the copyright of all copyright owners' works and encourages the purchase of original textbooks and/or other copyrighted materials that are required for your courses of study. The cost of these materials is insignificant compared to the penalties for copyright infringement.

Dress Code for Student Teachers on Campus

NIE aims to cultivate a positive teacher culture among its student teachers so that they may develop into cultured teachers. A cultured teacher is one who is smart looking, confident, caring, creative, and a mentor, learner and leader.

As part of the desire to project a positive total image of teachers, a dress code for student teachers on campus has been established and student teachers are expected to observe the code.

<i>Unacceptable Attire for Males</i>	<i>Unacceptable Attire for Females</i>
<ol style="list-style-type: none">1. Face covering that prevents ready identification of the wearer2. Vulgarities, obscenities or offensive prints on T-shirts3. Translucent or body hugging T-shirts4. Singlets5. Sleeveless T-shirts	<ol style="list-style-type: none">1. Face covering that prevents ready identification of the wearer2. Vulgarities, obscenities or offensive prints on T-shirts/ blouses3. Translucent or body hugging outfits4. Provocative & revealing attire (e.g. exposed midriffs, bare backs, spaghetti straps, tubes, tank-tops)

6. Torn jeans	5. Torn jeans
7. Shorts	6. Shorts
	7. Hipsters and skin-fit bottoms
	8. Skirts shorter than 4 fingers above the knees

<i>Unacceptable Hair/Accessories for Males</i>	<i>Unacceptable Hair/Accessories for Females</i>
<ol style="list-style-type: none"> 1. Unnatural hair colour 2. Hair covering ears, eyebrows or shirt collars 3. Multiple ear-studs/earrings 4. Body piercing 	<ol style="list-style-type: none"> 1. Unnatural hair colour 2. Multiple ear-studs/earrings 3. Body piercing
<i>Unacceptable Footwear for Males</i>	<i>Unacceptable Footwear for Females</i>
<ol style="list-style-type: none"> 1. Footwear without heel straps (e.g. slippers) 	<ol style="list-style-type: none"> 1. Footwear without heel straps (e.g. slippers)
<i>Attire for PE Student Teachers</i>	
<p><i>Acceptable</i></p> <ol style="list-style-type: none"> 1. PESS (Hanes) T-shirts or PESS/NIE event T-shirts (biathlon, netball carnival, etc) 2. Sports brand T-shirts & collared shirts 3. Bermudas / track pants / shorts at knee length 4. Appropriate attire for respective sports courses 	

Unacceptable

1. Face covering that prevents ready identification of the wearer
2. Printed T-shirts (of cartoons, advertisements or external events / organisations)
3. Translucent, body-hugging tops / spaghetti straps / midriff-baring tops for ladies
4. Singlets / sleeveless T-shirts
5. Torn jeans
6. Running shorts or short shorts
7. Cargo or beach shorts / three-quarter pants
8. Skirts shorter than 4 fingers above the knees

Unacceptable Hair/Accessories

1. Unnatural hair colour
2. Hair covering ears, eyebrows or shirt collars (for males)
3. Multiple ear-studs/earrings
4. Body piercing

Acceptable Footwear

1. Sports shoes with socks

2. Sports sandals for theory classes only (heel straps must be properly worn at ALL times)

Unacceptable Footwear

1. Slippers

Scholarships and Financial Assistance Schemes

There are a number of University administered scholarships, loans and bursaries which are donated by commercial organisations, professional bodies, private individuals and Foundations to encourage academic excellence and assist student teachers who are in financial need. Scholarships are awarded based on academic merit while loans and bursaries are given to assist student teachers who encounter financial difficulties.

Scholarships Administered by NTU Office of Admissions & Financial Aid

The Sponsored Scholarships are open to student teachers reading undergraduate programmes who are citizens of Singapore and, if so prescribed by the donors, permanent residents of Singapore or citizens of other countries, and who are not in receipt of other scholarships/awards. Student teachers who receive funding from MOE for example by way of salary, stipend and whose fees are paid by MOE, etc are not eligible to apply for these scholarships.

For details, please refer to:

<http://admissions.ntu.edu.sg/UndergraduateAdmissions/Pages/ExistingNTUScholarship.aspx>

Financial Assistance Schemes

There are a number of University administered loans and bursaries which are donated by commercial organisations, professional bodies, private individuals and Foundations to assist student teachers who are in financial need.

Loans and Bursaries Administered by NTU Office of Admissions and Financial Aid

NIE student teachers who are neither drawing salary/stipend from MOE nor paying non-subsidised tuition fees are eligible to apply for the PC Loan, Student Loan and Bursaries administered by NTU Office of Admissions and Financial Aid. For details, please refer to:

<http://admissions.ntu.edu.sg/UndergraduateAdmissions/FinancialAssistance/Pages/default.aspx>

Schemes Administered by NIE Finance Department

Needy BA/BSc student teachers who do not receive salary, stipend and whose fees are not paid by MOE may apply for any of the following to fund their tuition fees:

- a) Tuition Fee Loan – submit directly to the agent banks appointed by NTU
- b) CPF Education Scheme – submit to NIE Student Services Centre at Student Hub, Level 1
- c) Mendaki Tertiary Tuition Fee Subsidy – submit to NIE Student Services Centre at Student Hub, Level 1

Full fee paying student teachers and part-time student teachers are not eligible for these schemes.

Student teachers can refer to the NIE Portal (<http://nieportal.nie.edu.sg>) for details. More information on the Tuition Fee Loan from agent banks appointed by NTU can be obtained at:

<http://www.nie.edu.sg/student-services-centre/financial-aid>

More information on the CPF Education Scheme can be obtained at http://mycpf.cpf.gov.sg/Members/Gen-Info/Features/CPFEdn_Scheme.htm

More information on the Mendaki Tertiary Tuition Fee Subsidy can be obtained at <http://www.mendaki.org.sg>

Rotary Students' Loan Trust Fund (Administered by NIE Student Services Centre)

The Students' Loan Trust Fund of the Rotary Club of Singapore is meant to help final year student teachers with financial difficulties to complete their studies in tertiary institutions in Singapore. Loans are not given to first year student teachers.

The details governing the loan scheme are given in NIE Portal (<http://nieportal.nie.edu.sg>). Applications will be considered more favourably if they have the support of the Institute. Student teachers are advised to submit their applications through Head Student Services Centre in NIE.

Prizes and Awards

Awards for outstanding performance in Initial Teacher Preparation Programmes:

No.	Name of Award	Type/Value	Criteria for Award
1	The NIE Award	Each award comprises a Certificate of Recognition and cash prize of \$300	<p>Award presented to student teachers who have excelled in academic studies and service to the Institute's community. One award is presented to the awardee of the following initial teacher preparation programmes at each Teachers' Investiture Ceremony:</p> <p>Postgraduate Diploma in Education Diplomas Bachelor of Arts (Education) or Bachelor of Science (Education)</p>
2	Rotary International 75th Anniversary Gold Medals	3 Gold Medals	<p>The medals are awarded to student teachers of the following programmes on the basis of excelling in the final examination and of their outstanding leadership and dedication to student activities in the Institute or services to the community:</p> <p>Postgraduate Diploma in Education Degree Diploma</p>

Awards for outstanding performance in Bachelor of Arts/Science (Education) Programmes:

No.	Subject	Name of Award	Type/Value	Criteria for Award
1	General	Lee Kuan Yew Gold Medals	2 Gold Medals	<p>The medals are awarded to the student teachers who are first in general proficiency throughout their programme of study and who have obtained a First Class Honours in the following degrees:</p> <p>Bachelor of Arts (Education) Bachelor of Science (Education)</p>
2	General	The Sng Yew Chong Award	1 Gold Medal and \$600 Cash Prize	The medal and \$600 cash prize are awarded to the best student teacher in the Bachelor of Science (Education). The recipient must have obtained the degree with at least an Honours classification.
3	Art	The Art Book Prize	Book Prize of \$400	The prize is awarded to the best student teacher in Art in the programme leading to the degree of Bachelor of Arts (Education).
4	Biology	Economic Development Board Book Prize	Book Prize of \$300	The prize is awarded to the best student teacher in Biology in the final year of the programme leading to the degree of Bachelor of Science (Education).
5	Biology	The Singapore Institute of Biology Book Prize	Book Prize of \$200	The prize is awarded to the best student teacher with the best aggregate results in the Biology courses leading to the degree of Bachelor of Science (Education). The recipient must also excel in the research course (minimum B grade) that is compulsory in the fourth year of the programme.

No.	Subject	Name of Award	Type/Value	Criteria for Award
6	Chinese Language & Literature	Dr Wu Teh Yao Book Prize	Book Prize of \$400	The prize is awarded to the student teacher in the Bachelor of Arts (Education) (Chinese Specialisation) who has obtained at least a Credit for final Teaching Practicum and has the best overall results in all Chinese courses.
7	English Language	The Victor Neo Book Prize	Book Prize of \$400	The prize is awarded to the best student teacher in English Language in the programme leading to the degree of Bachelor of Arts (Education).
8	Geography	Pacific Andes Book Prize	Book Prize of \$400	The prize is awarded to the final year student teacher with the best aggregate results in the Geography courses and has obtained at least a Credit in the final Teaching Practicum of the Bachelor of Arts (Education).
9	History	The Jurong Shipyard Book Prize	Book Prize of \$400	The prize is awarded to a final year student teacher who has the best overall performance in history courses during the four years of study in the degree of Bachelor of Arts (Education) programme. The recipient must also obtain a Credit in the final Teaching Practicum.
10	Malay Language & Literature	Singapore Malay Teachers Cooperative Ltd Book Prize	Book Prize of \$300	The prize is awarded to the student teacher in the Bachelor of Arts (Education) (Malay Language and Literature Specialisation) who has obtained at least a Credit for final Teaching Practicum and has the best overall results in all Malay courses.

No.	Subject	Name of Award	Type/Value	Criteria for Award
11	Mathematics	Association of Mathematics Educators Book Prize	Book Prize of \$300	The prize is awarded to the best student teacher in the Teaching of Mathematics in the programme leading to the degree of Bachelor of Arts (Education) or Bachelor of Science (Education).
12	Mathematics	Singapore Mathematical Society Book Prize	Book Prize of \$500	The prize is awarded to the best student teacher in Mathematics in the Bachelor of Science (Education) (Secondary) programme.
13	Mathematics	Southeast Asian Mathematical Society Book Prize	Book Prize of \$250	The prize is awarded to the best student teacher in all Mathematics courses in the Bachelor of Science (Education) (Primary) programme.
14	Mathematics	The Mathematics Book Prize	Book Prize of \$400	The prize is awarded to the best student teacher in the Academic Subject: Mathematics in the programme leading to the honours degree of Bachelor of Science (Education).
15	Music	The Association of Nanyang University Graduates Book Prize	Book Prize of \$400	The prize is awarded to the best student teacher in Music in the programme leading to the degree of Bachelor of Arts (Education).
16	Music	Mrs Paul Feng Pei-Djen Book Prize	Book Prize of \$400	The prize is awarded to the best student teacher in either the Performance Studies course or the Conducting project course of the subject Music in the final year of the programme leading to the undergraduate degree offered in NIE.
17	Physics	The IPS Book Prize	Book Prize of \$150 and a Certificate	The prize is awarded to the student teacher with the best aggregate results in the Physics courses of the Bachelor of Science (Education) and has obtained at least a Credit in the final Teaching Practicum.

No.	Subject	Name of Award	Type/Value	Criteria for Award
18	Physical Education	Singapore National Olympic Council Book Prize	Book Prize of \$300	The prize is awarded to the best student teacher in Physical Education (specialising in Sports Studies track) in the second to fourth years of the programme leading to the degree of Bachelor of Science (Education).
19	Physical Education	Singapore National Olympic Council Book Prize	Book Prize of \$300	The prize is awarded to the student teacher in Physical Education in the programme leading to the degree of Bachelor of Science (Education), who has the best score for instructional (pedagogy) courses with a 'Distinction' grade for final practicum.
20	Physical Education	Singapore Sports Council Book Prize	Book Prize of \$300	The prize is awarded to the best student teacher in Physical Education (specialising in Sports Science track) in the second to fourth years of the programme leading to the degree of Bachelor of Science (Education).
21	Physical Education	Singapore Sports Council Book Prize	Book Prize of \$300	The prize is awarded to the student teacher in Physical Education in the programme leading to the degree of Bachelor of Science (Education), who has the best all-round score for all Curriculum Studies (sports and games) courses in the four years.
22	Social Studies	SPC Book Prize	Book Prize of \$250	The prize is awarded to the best overall student teacher in Primary Social Studies in the final year of the programme leading to the degree of Bachelor of Arts (Education) or Bachelor of Science (Education).

Awards for outstanding performance in Diploma Programmes:

No.	Subject	Name of Award	Type/Value	Criteria for Award
1	General	The Dr Shila Fernandez Prize	Cash Prize of \$600 and a Certificate	The prize is awarded to the best overall student teacher in the Diploma in Education (General, Primary) programme. (With at least a B+ grade in Communication Skills for Teachers and English for Academic and Professional Purposes).
2	Art	Yu She Yuen Book Prize	Book Prize of \$400	The prize is awarded to the best student teacher in the subject The Teaching of Art in the final year of the programme leading to the Diploma in Education (Secondary) or Diploma in Art Education.
3	English Language	The British Council Book Prize	Book Prize of \$400	The prize is awarded to the best overall student teacher in English Language in the Diploma in Education based on the performance in Subject Knowledge and Curriculum Studies courses.
4	Malay	Singapore Malay Teachers' Union Book Prize	Book Prize of \$300	The prize is awarded to the best student teacher in the Diploma in Education (Malay Specialisation) (Primary or Secondary) programme.
5	Mathematics	Beng Kim Holdings Book Prizes	2 Book Prizes of \$150 each	One prize is awarded to the best student teacher in the Subject Knowledge courses in Mathematics and the other to the best student teacher in the Curriculum Studies Teaching of Mathematics for the Diploma in Education or Diploma in Physical Education programme.

No.	Subject	Name of Award	Type/Value	Criteria for Award
6	Mathematics or Music	Wong Hee Hua Memorial Prizes	2 Cash Prizes of \$450 each	One prize is awarded to the best student teacher in the Subject Knowledge courses and the Teaching of Mathematics and the other to the best student teacher in the Subject Knowledge courses and the Teaching of Music in the Diploma in Education programme.
7	Physical Education	Singapore Physical Education Association Book Prize	Book Prize of \$400	The prize is awarded to the best graduating student teacher in Physical Education from the Diploma in Physical Education (Primary or Secondary) programme and has obtained at least a Credit in the Teaching Practicum.
8	Social Studies	SPC Book Prize	Book Prize of \$250	The prize is awarded to the best overall student teacher in Primary Social Studies in the final year of the Diploma in Education programme.
9	Tamil	Singapore Tamil Teachers' Union Book Prize	Book Prize of \$300	The prize is awarded to the final year student teacher who has the best overall results in all Tamil courses and has obtained at least a Credit in the Teaching Practicum in the Diploma in Education (Tamil Specialisation) programme.

Awards for outstanding performance in Postgraduate Diploma in Education Programmes:

No.	Subject	Name of Award	Type/Value	Criteria for Award
1	General	Singapore Teachers' Union Book Prizes	2 Book Prizes of \$500 each	<p>One prize is awarded to the best student teacher in the Postgraduate Diploma in Education (Primary) programme.</p> <p>One prize is awarded to the best student teacher in the Postgraduate Diploma in Education (Secondary/Junior College) programme.</p>
2	Accounting or Elements of Business Skills	LCCI Prize	2 Cash Prizes of \$600 each	The prizes are awarded to the best graduating student teachers in the Teaching of Accounting and/or in the Teaching of Elements of Business Skills for the January and/or July intakes in the programme leading to the Postgraduate Diploma in Education (Secondary/Junior College) and has obtained at least a Credit in the Teaching Practicum.
3	Chinese	Singapore Chinese Teachers' Union Book Prizes	Book Prize of \$400	The prize is awarded to the best final year student teacher in the July intake of the Postgraduate Diploma in Education (Primary or Secondary) (Chinese Specialisation) programme and has obtained at least a Credit in the Teaching Practicum.
4	Education Studies	Justice Choor Singh Book Prize	Book Prize of \$400	The prize is awarded to the best student teacher in Education Studies with Distinction in Teaching Practicum in the final examination for the Postgraduate Diploma in Education (Secondary/Junior College) or Postgraduate Diploma in Education (Primary) programme.

No.	Subject	Name of Award	Type/Value	Criteria for Award
5	Geography	Geography Teachers' Association of Singapore Book Prize	Book Prize of \$300	The prize is awarded to the best student teacher in the Teaching of Geography and has obtained at least a Credit in the Teaching Practicum in the Postgraduate Diploma in Education (Secondary/Junior College) programme.
6	History	History Association of Singapore Book Prize	Book Prize of \$300	The prize is awarded to the best student teacher in the Teaching of History and has obtained at least a Credit in the Teaching Practicum in the Postgraduate Diploma in Education (Secondary/Junior College) programme.
7	Mathematics	Association of Mathematics Educators Book Prizes	3 Book Prizes of \$300 each	<p>One prize is awarded to the best graduating student teacher in the Teaching of Mathematics in the Postgraduate Diploma in Education (Primary) programme and has obtained at least a Credit in the Teaching Practicum.</p> <p>One prize for January intake and one prize for July intake are awarded to the best graduating student teacher in the Teaching of Mathematics or Teaching of Lower Secondary Mathematics in the Postgraduate Diploma in Education (Secondary/Junior College) programme and has obtained at least a Credit in the Teaching Practicum.</p>

No.	Subject	Name of Award	Type/Value	Criteria for Award
8	Physical Education	Singapore Physical Education Association Book Prize	Book Prize of \$400	The prize is awarded to the best graduating student teacher in Physical Education from the Postgraduate Diploma in Education (Specialisation in the Teaching of Physical Education at Primary or Secondary level) programme and has obtained at least a Credit in the Teaching Practicum.
9	Science	SAAS Prize	3 Cash Prizes of \$500 each and a Certificate	<p>One prize is awarded to the best graduating student teacher in the Teaching of Science in the programme leading to the Postgraduate Diploma in Education (Primary) and has obtained at least a Credit in the Teaching Practicum.</p> <p>Another prize for each intake is awarded to the best graduating student teacher in the Teaching of Biology or Physics or Chemistry in the programme leading to the Postgraduate Diploma in Education (Secondary/Junior College) and has obtained at least a Credit in the Teaching Practicum.</p>

Awards for outstanding performance in Leadership Programmes:

No.	Name of Award	Type/Value	Criteria for Award
1	Dr Ruth Wong Medals	2 Gold Medals	<p>One gold medal is awarded to the participant who exemplifies the highest performance in the Creative Action Project (CAP) in the Leaders in Education programme.</p> <p>One gold medal is awarded to the participant who demonstrates the best overall performance in the Management and Leadership in Schools programme.</p>
2	Academy of Principals Prize for Leadership Learning	Book Prize of \$300	The prize is awarded to the participant who exemplifies the highest level of learning through the journal in the Leaders in Education Programme.
3	The Lee Kuan Yew Leaders in Education Programme Award	A plaque & \$1,000 Cash Prize	The plaque and \$1,000 cash prize are awarded to the participant who demonstrates the best overall performance in the Leaders in Education Programme (LEP).
4	Dr J.M. Nathan Memorial Prize for Curriculum Project	Book prize of \$200 & a certificate for each member of the team	The prize is awarded to the team that demonstrates the highest level of standard in its Curriculum Project as part of the assessment of the core course in the Management and Leadership in Schools.

Awards for outstanding performance in Master's Programmes:

No.	Name of Award	Type/Value	Criteria for Award
1	ASCD Medal	Gold Gold Medal	<p>One gold medal is awarded to the top graduate with outstanding performance in the MEd programme specializing in Curriculum & Teaching.</p> <p>The award is sponsored by Association for Supervision and Curriculum Development (ASCD).</p>
2	ASCD Prize	Book Book Prize of \$300	<p>One book prize is awarded for the best dissertation submitted for examination by the graduate from the MEd programme specializing in Curriculum & Teaching.</p> <p>The book prize is sponsored by Association for Supervision and Curriculum Development (ASCD).</p>
3	ASCD Prize	Book Book Prize of \$200	<p>One book prize is awarded for the best Critical Inquiry project submitted for examination by the graduate from the MEd programme specializing in Curriculum & Teaching.</p> <p>The book prize is sponsored by Association for Supervision and Curriculum Development (ASCD).</p>
4	Educational Management Gold Medal	Gold Medal	<p>One gold medal is awarded to the top graduate with outstanding performance in the Master of Arts (Educational Management) programme either through the Coursework with Dissertation route or Coursework Only route</p> <p>The award is sponsored by the Singapore Teachers' Union (STU).</p>

No.	Name of Award	Type/Value	Criteria for Award
5	ERAS Medal	Gold Gold Medal	<p>One gold medal is awarded to the top graduate with outstanding performance in the MEd programme through the Coursework with Dissertation route.</p> <p>The award is sponsored by the Educational Research Association of Singapore (ERAS).</p>
6	Instructional Design & Technology Gold Medal	Gold Medal	<p>One gold medal is awarded to the top graduate with outstanding performance in the MA (Instructional Design & Technologies) programme or the MEd (Learning Sciences & Technologies) programme, either through the Coursework with Dissertation route or Coursework Only route.</p> <p>The award is sponsored by the Singapore Teachers' Union (STU).</p>
7	STU Gold Medal	Gold Medal	<p>One gold medal is awarded to the top graduate with outstanding performance in the MEd programme through the Coursework Only route.</p> <p>The award is sponsored by the Singapore Teachers' Union (STU).</p>
8	The Applied Psychology Award	Gold Medal	<p>One gold medal is awarded to the top graduate with outstanding performance in the MA (Applied Psychology) programme based on performance in courses and dissertation.</p> <p>The award is sponsored by the NIE's Psychological Studies Academic Group.</p>

The NIE Wellness Centre

The NIE Wellness Centre on the NIE campus provides psychological services and counselling for student teachers.

If student teachers feel stressed or burdened by personal problems and would like to see a counsellor, they may call the NIE *Wellness Centre*. The Centre is located at the basement of the Education building (Block 2), Room 2-B1-01. The Centre operates on an appointment basis and fees are waived for student teachers. For enquiries or appointments, call 6790-3318 between 9am to 5pm on week days. Details are also available on the NIE Portal: <http://nieportal.nie.edu.sg> under **“Services”**, and then click **“Student Services”**, and **“Health and Wellness”** to Psychological Services and Counselling.

Facilities

ICT Facilities & Services

NIE has equipped the campus with Information and Communication Technology (ICT) facilities to support learning and teaching. All teaching facilities in NIE are equipped with ICT presentation systems. In addition, most rooms are specially designed to facilitate collaborative learning among student teachers. These rooms are equipped with mobile furniture arranged in group settings, LCD flat panel screens and some rooms with smart interactive whiteboards. Student teachers can tap on the learning environment using their mobile devices and wireless access. Wireless access is available to student teachers through iSurf@NIE or Wireless@NIE. The Wireless Support website (<http://wireless.nie.edu.sg>) provides more information.

Printing & Photocopying Services

There are printing services available in Library, Student Hub and ACIS IT Laboratories for student teachers to print or photocopy their assignments, project reports, course notes, lecture notes and other teaching materials at reasonable prices through convenient payment modes via cash, cash card and EZ-link card.

NIE Portal

A variety of computing services can be accessed by student teachers via the NIE Portal (<http://nieportal.nie.edu.sg>). A new NIE Community in the NIE Portal allows the creation of personal blogs, collaboration and sharing in the online forums. Student teachers can utilize the NIEShare platform in NIE Portal to link and share resources with existing school teachers.

MyDisk

In addition, student teachers can tap on MyDisk (<http://home.nie.edu.sg>), a virtual space for them to store their work, share files securely and create their personalised web pages. Student teachers also enjoy free access to the Internet and online resources.

GeNIEus

Student teachers have the opportunity to access social and open collaborative learning platforms such as wikis, blogs, Google apps as well as NIE's Learning Management System, GeNIEus. ICT-based workshops are provided every semester to equip student teachers with the skills to more effectively integrate ICT for learning while in NIE and subsequently for teaching when they are posted to schools. Online video tutorials and teaching resources are readily available in NIE-Learning (<http://www.cel.nie.edu.sg/nielearning>) for student teachers as well. Training and pedagogical consultation for e-learning and blended forms of learning are provided by the Centre for e-Learning (<http://www.cel.nie.edu.sg>). The latest announcements and events from the CeL are available on Facebook (<http://www.facebook.com/centreforelearning>) and Twitter (http://twitter.com/cel_nie).

Mobility in NIE

Student teachers and visitors can keep abreast of the activities relating to the institute with NIE Mobile (<http://itunes.apple.com/sg/app/nie-mobile/id453167597?mt=8>) and obtain the information they require on-the-go through this intuitive and user-friendly interface.

Library and Information Services Centre (LIBRIS)

Founded in 1950 as the Teachers' Training College Library, the NIE Library and Information Services Centre (LIBRIS) is the largest education library in Singapore. LIBRIS provides resources and services to support the teaching and research programmes of the Institute. It also reaches out to meet the needs of the education professionals in the Ministry of Education, schools and other related organisations.

Opening Hours

Term Time	Weekdays: 8.30 am - 8.00 pm Saturdays: 8.30 am - 5.00 pm
Vacation Time	Weekdays: 8.30 am - 5.15 pm Saturdays: 8.30 am - 1.00 pm
Sundays & Public Holidays	CLOSED

Note: Counter services cease 30 minutes before the Library closes.

Essential URLs

Library Portal	http://libris.nie.edu.sg
Library Catalogue	http://opac.nie.edu.sg
Library Guide for Students	http://libris.nie.edu.sg/NIE_students
Get To Know Your Library	http://libris.nie.edu.sg/get_know_your_library

Membership

All full-time student teachers are automatically registered as members of LIBRIS. Your matriculation card is your library card. If you lose your card, please report the loss to the Loan Counter immediately to prevent unauthorised use of the card.

Collection

LIBRIS houses approximately 350,000 volumes of books, 74,000 e-book titles, 835 print journal titles, 42,000 volumes of AV materials, 27,500 e-journal titles and 107 databases. Special collections include the Singapore Educational Resources Collection, the C.J. Koh Collection which focuses on teacher education/teaching methods, and instructional resources for teachers.

Photocopying and Printing Services

Cashcard- and EZlink card-operated photocopiers and network printers are available on all levels of the library. Other services provided by the vendor include laminating, binding, scanning, sale and top-up of cashcards.

LearningHub@LIBRIS

The LearningHub on Level 3 provides a conducive environment to promote information sharing and collaborative learning in NIE. Facilities available include a general area for informal gatherings or official events; a lounge with multimedia players, plasma displays and speaker domes; a SMART (Sharing, Multidisciplinary, Autonomous, Reflective and Technology-enabled) Room equipped with interactive whiteboard technology; and a lifestyle café.

Service Points

Information Desk

(Level 2. Tel: 6790-3626. Email: LIBRIS@nie.edu.sg)

General enquiries, guidance on the use of WebOPAC and self-check machines, booking of discussion room.

Loan Counter (Level 2, Tel: 6790-3627. Email: libcirc@nie.edu.sg)

Membership/loan enquiries, loan transactions of print and media resources, library account matters, book delivery service.

Reference Counter

(Level 2. Tel: 6790-3623. Email: libref@nie.edu.sg)

Reference/research enquiries, instruction on the use of library resources, document delivery service.

Computer Laboratory & Services Hub

(Level 4. Tel: 6790-3033. Email: servicedesk@nie.edu.sg)

IT-related enquiries, booking of computers.

The Nanyang Playhouse

The Nanyang Playhouse is a free-standing building close to the Arts Building. It houses purpose-built spaces for the Drama programme - performance area, workshop, rehearsal room, wardrobe, classroom and office. The performance area is a 'black box' - that is, it is predominantly black to minimise interference with all-round lighting design capacity, and has no fixed seating. A flexible system of portable risers and platforms allows for many configurations of audience seating and temporary stage arrangements. Seating numbers vary according to the set-up used: the maximum is around 150 and 120 could be regarded as optimal. The spaces constitute the Drama programme's teaching areas as well as being used for performance. The Drama programme operates from within the Visual and Performing Arts Academic Group.

The Art Gallery

The Art Gallery is designed as a teaching space and for students' exhibitions, as well as for hosting local, regional and international shows.

Its mission is to support pedagogy, research and practice aspects in the Visual and Performing Arts programme. It extends the teaching of Visual Arts beyond the boundaries of the art studios/classrooms by providing:

1. A platform for the extension and exchanges of visual ideas
2. Opportunities for student-teachers to develop and curate art exhibitions

The Art Gallery is situated in a prominent and accessible location next to the Arts Block along Nanyang Crescent. Its Committee welcomes exhibition proposals from schools, staff members and artists.

NIE Student Hub U.iD

There is a NIE Student Hub U.iD on campus. It is equipped with an amphitheatre, six meeting rooms and comfortable furniture for students to relax, socialise, enjoy campus life and conduct club activities.

The opening hours of the Hub are as follows:

Mondays to Fridays	:	7.00 am to 8.00 pm
Saturdays	:	7.00 am to 4.00 pm
Sundays & Public Holidays	:	Closed

The term “U.iD” stands for “Unity in Diversity”. It reflects the primary role of the Student Hub in bringing together student teachers from all initial teacher preparation programmes, teachers from graduate programmes as well as alumni. In addition, the abbreviation “U.iD” may also be loosely interpreted as “your i.d.” or “your identity” reflecting how the Student Hub could be the place where student teachers carve out their niche or identity through student-led activities.

Student Services Centre

The Student Services Centre (SSC) is a one-stop service centre that caters to the administrative needs and general enquiries of students and alumni.

Location of SSC

Block 3B, Student Hub, Level 1
1 Nanyang Walk
Singapore 637616

Operating Hours of SSC

Mon - Thu	: 9 am to 5 pm
Fri	: 9 am to 4.30 pm
Sat, Sun & Public Holidays	: Closed

Scope of Services

Requests

- Application for Transcript
- Request for Certification Letter
- Request for Statement for Lost Certificate
- Request for certification of 'True Copy' on photocopied NTU/NIE certificates (NIE graduands are advised to make an appointment before coming down to SSC)
- Request and Payment for Review of Exam Results
- Request and Payment for Duplicate Copy of Examination Results
- Request and Payment for Late Add/Drop of Courses by graduate students
- Request for Student Webmail Account and Research Workstation (for Full-Time Higher Degree Research students only)

- Application and payment for course deferment by Masters PDCM 433 students
- Request for Additional Copy of Exam Results by Non-Graduating Students
- Booking of Student Hub facilities by students for non-club activities

Cards

- Registration/Matriculation Cards
- Application for Ezlink Cards (for eligible student teachers only)

Enquiries

- Financial Aid
- Accommodation
- Insurance Claims
- Lost and Found
- Medical Scheme

Please email your enquiries to studentservices@nie.edu.sg

Collection of Fees

- Admin fees
- Tuition and Research fees
- Hostel fees
- Medical fees
- Fees for Physical Proficiency Tests

E-Matriculation

- E-Matriculation of student teachers and higher degree students
- Verification of documents for Coursework (non PDCM), Research and Non-Graduating Students

Forms

- CPF Scheme
- Mendaki Tertiary Tuition Fee Subsidy
- GIRO
- Tuition Grant
- Hostel Application (for student teachers only)
- Locker Application
- Facilities Booking Form
- Requisition for Goods and Services

Self-Service Kiosks

There are 4 self-service kiosks located outside Student Services Centre to provide students with the ease to access a one-stop information service such as checking of portal information, updating of student profile, accessing student online applications and printing of online services forms.

Printer and Photocopier

There is a self-service printer and photocopier at Student Hub, level 1 to provide students with the ease to print or photocopy documents. Payment is by cash card or ezlink card only. Students may contact the hotline number displayed on the printer and photocopier if they encounter problems.

Drop-Boxes

Drop-boxes are located outside SSC to enable students to drop their documents/forms for various purposes like:

- Update of Personal Particulars
- Submission of MCs
- Cheque Deposit
- Feedback

Sports and Games Facilities

There are outdoor and indoor sports facilities at the Institute's Physical Education Complex. Outdoor facilities include an artificial turf hockey pitch, a teaching pool, four tennis courts, two sepak takraw courts and five outdoor courts which can be used for basketball, netball, handball and volleyball. For indoor sports, there are five squash courts and a large multipurpose sports hall which can accommodate several activities. There is a fully-equipped weight-training facility, cardiovascular training facility and a studio for dance. All facilities are meant for teaching purposes but can be booked for recreation outside the teaching schedule, on an approval basis.

Users must conform to all rules and regulations governing the appropriate use of the Sports and Games Facilities.

Canteens

The canteen is located on Basement 1 of Block 4. There are 10 stalls in the canteen selling a variety of food and drinks. 5 of the stalls serve Halal food. The canteen is open from 7.00 am to 6.00 pm on Mondays to Fridays. Other canteens are also available within the Yunnan Garden Campus of NTU.

Public Payphones

Public payphone is located on level 1 of Block 1. The public payphone only accepts phone cards.

Telephones for Emergency Use

Telephones for use in an emergency are located outside some of the tutorial rooms and near staircase landing of levels 2 and 3 in Blocks 2, 3, 5 and 7 (refer to the NIE location map at the end of this handbook for the location of the telephones on the plaza level).

These telephones are for internal use only, i.e. for calls to be made within the campus. Some essential numbers are:

Building and Related Services:	24 hours Fault Reporting Centre	6790-3000(ext)
Campus Security Service:	24 hours Campus Security	6790-3999(ext)

Car Parks

There are 6 car parks in the campus which are open to staff, student teachers and visitors. Car Park 1, Car Park 2, Car Park 3, Car Park 4, Car Park 5 and Car Park 7 are operating on an Electronic Parking System (EPS). This system is based on the Electronic Road Pricing technology that is in use on roads in Singapore. The EPS works by having antennas at the entry and exit points of the car parks which allow vehicles to enter and leave the car parks by in-vehicle unit (IU) identification for users.

The pay parking operating hours and rates are:

Operating Hours

Mondays to Fridays: 8.00am to 6.00pm

Parking is free for other times, on weekends and Public Holidays.

Rates

<i>Car Park</i>	<i>Rate</i>
Car Park 1	2 cents per minute Maximum cap of \$4.80* per day with NO multiple entries to below-mentioned car parks (including Car Park 1)

Car Parks 2, 3, 5 & 7	1 cent per minute Maximum cap of \$3.60* per day for multiple entries to any of these 4 car parks (excluding Car Park 1)
Car Park 4	1 cent per minute Maximum cap of \$1.80* per day for multiple entries to the same car park only

*The free parking periods and parking charges may be reviewed from time to time

Wheel clamping is enforced in the campus. Vehicles which are parked illegally or indiscriminately may be wheel clamped. A fee of \$50 is imposed for the release of the wheel clamp.

Bicycle Stands

Bicycle stands are located in the following buildings: Block 2 (level B1), Block 3 (levels B1 and B3), Block 5 (levels B3 and B4), Block 7 (levels B1 and B3) and Block 7A (level B4).

Motor Cycle Parking Lots

Motor cycle parking lots are available in Car Park 1, Car Park 2 (between Blocks 2 and 3), Car Park 3 (opposite Bin Centre at Block 4), Car Park 5 (beside Block 5) and Car Park 7.

Other Amenities

There are drinks vending machines installed at the basement levels of Blocks 3, 5, 7, Student Hub (U.iD), shed near the tennis courts and in the canteen.

Hot water dispensers are located in the canteen and in all the main buildings in the campus.

There are rooms for nursing mothers on level 2 of Blocks 2, 3 and 7.

Smoking on Campus

In line with the National Environment Agency's expanded health-oriented policy, smoke-free places in the University (including NIE) have been extended to include all indoor public places and outdoor public facilities with effect from 1 January 2009. The majority of walkways, corridors and plazas, covered car parks, lift lobbies, entrances and exits of all buildings are smoke-free.

In NIE, the designated smoking areas are only in the open car parks, 5 metres radii away from the entrances and exits of buildings.

Bookstore

The bookstore is located at Basement 1 of the Library Building (NIE 4 B1-10), next to canteen.

Opening Hours	Monday – Friday Saturday Sunday & Public Holiday	9.00 am - 7.00 pm 9.00 am - 2.00 pm Closed
Merchandise	Text & Reference Books Magazines Stationery Sundry Goods Souvenirs	

NTU Facilities/Services

The following facilities/services in NTU are available for use by all student teachers:

1. NTU Sports & Recreation Centre
2. Medical Scheme
3. Hostel Accommodation

NTU Sports & Recreation Centre

The NTU Sports & Recreation Centre (S & R Ctr) caters to the sporting and recreational needs of the University community. It organizes various intra-mural, extramural and inter-tertiary (both local and overseas) competitions for student athletes from NTU and **NIE. S&R Ctr also organizes recreational programs such as Re'kre-at and Pretty Tuff for the student population.**

Bookings of selected sporting facilities can be made either online or in person at the S & R Ctr. Facilities bookings for events are only applicable for organized groups. There is also a wide selection of sporting equipments available for loan from the counter for usage. Showering facilities and free locker service are also provided at the S & R Ctr.

The S & R Ctr offers the following sports facilities:

Sports Facilities in NTU

The NTU Sports & Recreation Centre (S & R Ctr) offers the following sports facilities:

Indoor Facilities

- 3 Multi-Purpose Sports Halls
- Volleyball, Floorball, Netball, Sepak Takraw, Basketball, Martial Arts, Archery, etc.
- Sports Hall 2 and 3 estimated gallery seating capacity at 200 pax each.
- 4 Activity Rooms
- Martial Arts, Dance, Aerobics, Rock Climbing Wall, etc
- 2 Fitness Gyms
- 4 Squash Courts

Outdoor Facilities

Within the Centre

- 1 Archery Range
- 1 Cricket Training Net
- 1 8-Lane, 400m Running Track
- 1 Football Field with estimated gallery seating capacity at 1000 pax.
- 3 Multi-Purpose Fields
 - Softball, Football, Rugby, Cricket, Ultimate Frisbee
- Softball, Football, Rugby, Cricket, Ultimate Frisbee
- 3 Basketball Courts
- 1 Street Soccer Court
- 3 Multi-Purpose Courts
 - Handball, Netball, Football
- 2 Sepak Takraw Courts
- 6 Tennis Courts (one with practice wall)

Beside Hall of Residence 2

- 1 Street Soccer Court
- 1 Volleyball Court

Aquatic Facilities

- 1 50m 8-Lane Swimming Pool
- 1 Diving Pool
- 1 Children Wading Pool

For further details, please refer to this website:
<http://www.ntu.edu.sg/campus/Sports>

Medical Scheme

All full-time matriculated students who have paid an annual health service fee (S\$64.20 [inclusive of GST] per year) are eligible for this scheme.

The benefits of the Medical Scheme are applicable in Singapore only.

If you want to seek a claim under this scheme, call the [Medical Centre](#) on campus at 67936974 or 67936828 and arrange an appointment to see Dr Calvin Tan. Please state that the purpose of the appointment is to seek a claim under the Medical Scheme. If further assistance is required after having approached the Medical Centre on campus, please contact Mr Edwin Tan of NIE Student Services Centre, Student Hub Level 1 (tel: 6219 6082).

Salient points of the scheme

- Prepaid outpatient treatment at the Medical Centre on campus (non-standard drugs will be charged at cost).
- Consultation at Specialist Outpatient Clinics at the National University Hospital and all Government Restructured Hospitals.
- Admission to the B2 or subsidised ward of National University Hospital and all Government Restructured Hospitals. There will be no reimbursement of bills incurred in any other wards (For more information, please look under "Additional Points").
- A student will be covered up to only 21 days of hospitalisation in each academic year.
- Ambulance fee: only emergencies from campus to National University Hospital or the nearest Government Restructured Hospital will be covered.
- All medical bills eligible for reimbursement must be claimed within 2 months of the date of the bill/receipt.
- There will be no reimbursement of any medical bills incurred in the non-subsidised outpatient clinics of Government

Restructured Hospitals and National University Hospital. For exceptional cases, please look under "Additional Points".

- All benefits are subject to review.
- Students will cease to be eligible for the Scheme when they cease to be matriculated students of the University. (Where applicable, cover for final-year students in the second semester shall cease on 30 June.)

Items not covered by the scheme

- Consultations at private clinics
- Consultation fees, hospital charges and operation fees incurred at private hospitals or at any private nursing homes
- Dental Care
- Eye refraction and purchase of spectacles
- Medical aids and appliances
- Maternity care
- All pre-existing illnesses
- Contact-lens-related illnesses
- Cosmetic treatment

Additional points

- The Medical Centre on campus will reimburse only medical expenses of referral cases that have been referred by the Centre or the government polyclinics.
- Referrals to Specialist Outpatient Clinics (SOCs) at Government Restructured Hospitals and National University Hospital by the Medical Centre on campus:
 - Medical expenses at these SOC's are reimbursable only at prorated B2 rates. Please note that there are only two categories of patients defined at these SOC's, either the

subsidized patient referred from a government polyclinic or a paying class patient (only A class rates) referred from a non-polyclinic doctor. The doctor at the Medical Centre on campus is considered a non-polyclinic doctor. For international students, all investigations at these SOC's will be done at the A class rate without exception.

- Expenses at these SOC's are reimbursable only when the referral has been deemed necessary by the Centre. The medical expenses for self-requested referral cases will not be reimbursed.

Note:

It is important for all student teachers to visit <http://www.ntu.edu.sg/Services/StudentServices/health/insurance/Pages/medicalscheme.aspx> to know the full details of the Medical Scheme. As the above information may be accurate only at the point of publication, student teachers are advised to log on to this web page for updated information.

Student Accommodation on NTU Campus

The sixteen Halls of Residence are home to some 9200 students. This community forms a massive family unit, actively engaging in social exchange and mutual help. Living in a hall is a unique experience that can only be reminisced about.

The halls of residence offer similar styled accommodation. With the exception of Halls 1 & 2 which offer shared suite-style attached shower and toilets, all halls have gender specific communal showers and toilets. All halls are co-ed by floor or wing and offer single and double occupancy rooms. Rooms are furnished with a desk, desk chair, shelving, bed and wardrobe per resident. There are internet connections in each room.

PGDE, Diploma and BA/BSc student teachers are eligible to apply for accommodation in the Halls of Residence in NTU. The current rental fees (subject to revision) in the various halls in NTU are:

Double occupancy: S\$180 - \$220

Single occupancy: S\$250 - \$305

Rooms at Hall 3, 8 to 16 are fitted with air-conditioners. To use the air-conditioners, residents may purchase a zero-valued Pre-Paid Card (PPC) from their Hall Office. The PPC may be topped up with stored value at any of the top-up kiosks located at these Halls.

New student teachers will be invited to apply for hall when they receive their letter of offer of admission. **Closing date for hall application is 31 Jan 2012.** An application fee of \$16.05 (inclusive of GST) is payable and non refundable. For new student teachers who register late with NIE in Jan, they can enquire about accommodation in Halls of Residence at NIE Student Services Centre (Block 3B, Student Hub, Level 1).

New student teachers will be offered a place (not eligible for single rooms) in the hall if they apply but have no choice of hall and room. However, there is an option in the application form for students to indicate not to be allocated to the Halls with rooms fitted with air-

conditioner. For applicants who do not select this option, the system will allocate him/her to any one of the 16 Halls of Residence.

As many of the rooms have already been allocated to the July 2011 intake of NTU students and NIE student teachers, there are very few places left. There is a very high possibility that applicants are not offered accommodation due to shortage of places. In this regard, applicants will be placed on the waiting list. Similarly, due to the limited empty rooms available, there is a high possibility that students who wish to stay together as roommate will not be allocated to the same hall or same room.

Allocation of Hall and room is final and request to transfer hall will not be entertained.

Applicants who need accommodation on immediate basis are advised to look for alternative off-campus accommodation arrangement:

- i) Logon to our Off-Campus Accommodation System (OCAS) on SAO website. You could access with your matric and pin number.
- ii) EM Services Pte Ltd offers furnished single or twin-sharing rooms in nearby **Boon Lay** and **Jurong East hostels**. For more details, please contact 6261 7082 or 65607122 or visit website at <http://www.yoha.com.sg/boonlay/facilities.html>
- iii) Jalan Bahar Student Hostel which provides student apartments at Jalan Bahar, a short bus ride from the campus grounds. For details, please contact : 9129 3688 or email : eileen@jianyu.com.sg.
- iv) Boon Lay Residence which offers fully furnished units on per apartment basis at Blk 216-220 Boon Lay Avenue. For more details, please contact: 6265 5595.
- v) Browse through the local newspaper The Straits Times, **classified section on 'Rental'**.

For more information on hall living, please visit the website at <http://www.ntu.edu.sg/campus/Accommodation/Undergrad/Pages/default.aspx>

Accommodation for Higher Degree International Students

International students are advised to seek off-campus accommodation as there are limited places for on-campus accommodation in NTU. On-campus accommodation is therefore not available for married couples. Students with spouse or family are advised to find their own accommodation outside the University.

For more information on on-campus graduate housing, please refer to the NTU website at

<http://www.ntu.edu.sg/isc/LivinginSingapore/Housing/On-campusgraduatehousing/Pages/default.aspx>

International students who wish to rent a room or an apartment outside campus may logon/contact the following:

- i) Off-Campus Accommodation System (OCAS) on NTU Student Affairs Office (SAO)'s website. You could access https://wis.ntu.edu.sg/webexe/owa/oca_main.mainpage with your matric and pin number.

Off-campus accommodation guide book:

<http://www.ntu.edu.sg/isc/LivinginSingapore/Housing/Pages/Off-campushousing.aspx>

- ii) EM Services Pte Ltd offers furnished single or twin-sharing rooms in nearby **Boon Lay** HDB flats or their newly constructed Triple/Quad Sharing Room at Jurong East. For more details, please contact 6261 7082 or 65607122 or visit website at <http://www.yoha.com.sg/boonlay/facilities.html>
- iii) Jalan Bahar Student Hostel which provides student apartments at Jalan Bahar, a short bus ride from NTU and NIE. For details, please contact :9129 3688 or email : eileen@jianyu.com.sg.

- iv) Boon Lay Residence which offers fully furnished units on per apartment basis at Blk 216-220 Boon Lay Avenue. For more details, please contact: 6265 5595.
- v) Browse through the local newspaper The Straits Times, classified section on **'Rental'**.
- vi) Scholarslink Pte Ltd offers 31 furnished and fully equipped apartment units with 93 common rooms and Master Bedroom suites. For more details, please refer to website at www.scholarsresidence.com

Trainee Teachers' Club

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

- a) Matriculated student teachers who are reading a full-time undergraduate programme of study leading to a Bachelor's degree;
- b) Student teachers not holding a Bachelor's degree who are reading a full-time programme of study leading to a diploma, the duration of which is not less than two academic years;
- c) Graduate student teachers pursuing a full-time programme of study leading to the Postgraduate Diploma in Education, the duration of which is either one academic year or, in the case of a candidate specialising in Physical Education, two academic years.

The NTUSU consists of 16 constituent bodies, of which the Trainee Teachers' Club is one. Only student teachers who are members of the NTUSU are eligible for full membership of the Trainee Teachers' Club.

Student teachers 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 Trainee Teachers' Club is to promote and safeguard the interests and welfare of student teachers in NIE. The Trainee Teachers' Club comprises 13 sub-clubs:

- a. ASEAN Club
- b. Bachelor of Arts Club
- c. Bachelor of Science Club
- d. Chinese Language Education & Research (CLEAR) Club
- e. Club Jeux
- f. DanceFuzion
- g. English Language & Literature (ELL) Club
- h. Family and Consumer Science Club
- i. NIE Green Club
- j. NIE Travel Club
- k. Physical Education and Sports Science Club
- l. Service Learning Club
- m. Tamil Language Club

Together with its sub-clubs, the Trainee Teachers' Club organises a range of social, sports, cultural and educational activities for student teachers.

The administration of the Trainee Teachers' 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 to be the Second Advisor.

Other Student Organisations

Besides the Trainee Teachers' Club, there are approximately 110 student organisations in NTU which cater to a variety of interests among NTU students and NIE student teachers. Details of NTU student organizations can be found at <http://www.ntu.edu.sg/campus/clubs/Pages/Clubssocieties.aspx>

There is one club in NIE that is not a constituent club of the NTUSU but is registered with the Registry of Societies as an independent student body. This is the Malay Language and Cultural Society. Their sole purpose is to promote Malay Language, literary, cultural, educational interests and activities in NIE.

CCA System

There is a CCA System which allows student teachers to keep a record of their participation in the various CCAs during their programme of study at NIE. Student teachers can use the CCA link **in the NIE's Portal by doing the following:**

- Go to <http://nieportal.nie.edu.sg>
- Log in
- **Click on 'My Workspace' followed by 'Online Services' and 'Current Curriculum Activities'** The application will open up in a new internet explorer window.

If you are not sure how to access the CCA system, please refer to the CCA User Guide found in the home page of portal:

- Click on Student Services, click on CCA, click on CCA again, click on Open for CCA User Guide

Student teachers must ensure they have the supporting documents before entering their CCA data. They will be responsible for updating their CCA details accurately.

The CCA record will only capture the following 4 groups of CCA:

- Activities within NIE/NTU
- Activities representing NTU
- Activities representing NIE
- NIE driven projects/programmes

Student teachers may key in information about their CCA activities outside NIE/NTU. However they will not be reflected in the NIE CCA Record.

At any time during their programme of study in NIE or before they graduate, student teachers can request for an official copy of their CCA Records at the Office of Teacher Education (TE) - Programme & Student Development Unit at Block 2, Level 3. Student teachers will have to bring along all documentary proof for the CCAs that they have keyed in.

TE staff will not print the CCA Record for student teachers if there are no documents to substantiate their CCAs.

The NIE Club Award

The NIE Club Award, introduced in 2005 is to recognize NIE clubs that have significantly contributed to student life on campus and/or contributed to NIE in terms of promoting the brand name of NIE, and undertaking projects to serve the Institute community. All clubs **except the Trainee Teachers' Club (TTC) are considered for the award.**

The criteria for consideration are:

1. Successful recruitment and participation of members
2. Sustained activities for members
3. Contribution towards developing a vibrant campus at NIE including successful collaboration with other clubs on campus
4. Promoting the brand name of NIE through activities and projects

The period of review will be the current academic year.

3 awards are given each year to clubs which satisfy the criteria. The awards are:

Gold
Silver
Bronze

All clubs that participate in the selection exercise will each get a certificate of recognition.

Winning clubs will receive a cash award to be used for club activities in the next academic year. The cash award is valued at:

\$500 for Gold
\$300 for Silver
\$200 for Bronze

A special award ‘Most Promising New Club’ with cash value of \$100 has been introduced wef 2008. This award is given to new clubs who have shown potential to be an outstanding club. This award is not an annual award. It will only be awarded if there are outstanding work from a newly formed club.

An award selection board comprising Dean/Teacher Education as Chairman, TE staff from Student Liaison Unit, TTC and student teacher representatives as members will select winners for the award.

The Passion Award

The Passion Award, introduced in 2005 is to acknowledge dedicated and committed student teachers for their invaluable service to the NIE community.

A maximum of 12 such awards is given annually to final year student teachers who satisfy the following selection criteria:

1. Served the NIE community consistently and whole-heartedly during their programme of study at NIE
2. Initiated and organized activities that added vibrancy to student life on campus
3. Promoted the brand name of NIE through activities and projects
4. Contributed time and effort beyond the call of duty
5. Played a significant role in recruiting student teachers for student activities
6. Should have at least passed their final year examinations and Practicum

An Honour category for the award is given to two most deserving of the awardees in the area of service to NIE.

Nominations are invited from staff and student teachers for the award. The candidates will be selected and recommended to Dean/Teacher Education and Director/NIE for approval by a selection board.

The award and a certificate of recognition are presented to the **awardees during Teachers' Day** celebrations in NIE every year.

The NIE Award

The NIE Award represents the National Institute of Education's recognition of student teachers who have excelled in academic studies and service to the Institute's community. One award is presented to the awardee of the following initial teacher preparation programmes at each Teachers' Investiture Ceremony:

- Postgraduate Diploma in Education (Primary, Secondary or Junior College)
- Diplomas
- Bachelor of Arts (Education) or Bachelor of Science (Education)

Each NIE Award comprises a Certificate of Recognition and cash prize of \$300 each.

Candidates for the NIE Award must have qualified for the award of their respective programmes with excellent academic performance and a proven record of active co-curricular activities participation within the NIE and/or significant contribution in service to the NIE community.

The awards shall be made by the National Institute of Education to student teachers selected by a board, comprising the Director/NIE or Dean/Teacher Education as Chairman, Assoc Dean/ Programme & Student Development, Sub-Deans of PGDE, Diploma and Degree, Assistant Head/Student Liaison and a student teacher representative. The selection board shall select the winners from among candidates shortlisted.

Emergency Escape Routes

In the event of an emergency situation occurring in the campus, such as, a fire, all student teachers will be evacuated from the buildings to designated assembly areas in the car parks. The emergency escape routes are shown in the map at the end of this handbook. Maps showing the emergency escapes routes are also displayed behind the doors of all lecture theatres and tutorial rooms.