



**NIE**

NATIONAL  
INSTITUTE OF  
EDUCATION

# General Information

Jan-Dec 2005

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An Institute of **Nanyang**  
Technological University

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NATIONAL INSTITUTE OF EDUCATION  
LIBRARY, SINGAPORE

## ENQUIRIES

Please direct all enquiries on admission to courses/programmes offered by NIE to:

Head  
Student and Academic Services Department  
Nanyang Technological University  
National Institute of Education  
1 Nanyang Walk  
Singapore 637616

or visit the NIE homepage at:

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

Because of the large number of candidates seeking admission, it is regretted that we cannot entertain telephone or personal enquiries.

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*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**

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## **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.

## **Courses/Programmes**

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

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

- **Bachelor of Arts (Education) [BA (Ed)]**
- **Bachelor of Science (Education) [BSc (Ed)]**

Candidates may be awarded honours degrees based on excellent overall performance in the four year courses.

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

- **Postgraduate Diploma in Education [PGDE]**  
(which qualifies a university degree holder to join the teaching profession and which has several specialisations, namely, secondary school teaching, primary school teaching and teaching of Physical Education)
- **Diploma in Education [Dip Ed]**  
(which qualifies GCE 'A' level holders and Polytechnic Diploma holders to teach in primary schools [for Dip Ed(General) and Dip Ed(Chinese/Malay/Tamil specialisation)] and in secondary schools [for Dip Ed (Art/ Music/ Home Economics/ Malay/ Tamil Specialisation) ])
- **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 Chinese/Malay/Tamil Language Education [Dip CL/ML/TL Ed]**  
(which qualifies GCE 'O' level holders to teach Mother Tongue in primary schools)

The institute also conducts formal professional programmes for practising teachers. These include the :

- **Diploma in Departmental Management [DDM]**  
(which provides training for teachers to function as effective Heads of Departments in their schools)
  
- **Senior Teachers Programme**  
(a professional development course for Senior Teachers)
  
- **Leaders in Education Programme [LEP]**  
(designed to prepare education officers for school principalship)

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

- **Doctor of Philosophy (Science, Arts and Education)**
- **Master of Arts (Education and Arts)**
- **Master of Science (Science, Mathematics and Sports Science)**

In addition to the above programmes, the Institute offers the following Master's programmes:

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

■ **Master of Arts (Applied Linguistics)**

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

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

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

■ **Master of Arts (Instructional Design & Technology)**

Designed for educational and training professionals working in schools, universities, polytechnics, businesses and industries who are concerned with the application, development and management of information technologies in the school environment and corporate learning environment.

■ **Master of Education**

Primarily designed for teachers and colleagues working for the Ministry of Education. It provides participants with an opportunity to explore the latest issues in education. The programme has 15 areas of specialization which allows participants to choose the area that best fits with their interest as well as their career path, whether that path is towards the Master Teacher Track, Specialist Track, or a general desire to update their knowledge and skills.



## ■ **Master of Science (Exercise & Sport Studies)**

Designed for participants with an interest generally in the health and wellness industry and specifically for professionals with a background in physical education, sport and fitness.

## **Master's Programmes (by Coursework with Dissertation)**

### ■ **Master of Arts (Applied Psychology)**

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

### ■ **Master of Science (Life Sciences)**

Designed for teachers, science graduates, and other professionals working in the field of sciences and science-related disciplines. The programme will equip professionals with the skills and knowledge associated with the Life Sciences to implement Singapore's initiative in the Life Sciences. There are 4 specialisations that allow participants to focus on their area of interest.

The Institute also offers the following Advanced Diploma and Advanced Postgraduate Diploma programmes:

## **ADVANCED DIPLOMA PROGRAMMES**

### ■ **Advanced Diploma in Chinese Language Education**

Designed to provide teachers with in-depth training in the knowledge of Chinese language and literature, enhancement in the communicative skills in teaching Chinese Language and

professional development in pedagogy for teaching Chinese Language.

■ **Advanced Diploma in English Language Education**

Designed to provide teachers with a deeper understanding of developments in the teaching and learning of English, exploring integrative approaches to the teaching and learning of English and appropriate strategies for teaching English.

■ **Advanced Diploma in Guidance and Counselling**

Designed to provide teachers with in-depth training in guidance and counselling and skills in planning, co-ordinating, guiding and evaluating counselling programmes.

■ **Advanced Diploma in Information Technology in Education**

Designed to provide teachers with in-depth training in the area of integrating IT into education and equipping them with skills to situate IT in the learning environment in such a way that learning is enhanced.

■ **Advanced Diploma in Primary Mathematics Teaching**

Designed to provide teachers with in-depth training in primary mathematics teaching and skills in planning, co-ordinating, guiding and evaluating the mathematics curriculum.

■ **Advanced Diploma in Primary Music Education**

Designed to provide teachers with in-depth training in primary music teaching and skills in planning and organising music curriculum for schools.

## ■ **Advanced Diploma in Primary Social Studies**

Designed to provide teachers with in-depth training in Primary Social Studies teaching and skills in planning, co-ordinating, guiding and evaluating the Social Studies curriculum.

## ■ **Advanced Diploma in Teaching Pupils with Special Learning and Behavioural Needs in Primary Schools**

Designed to provide teachers with in-depth training in how to meet the variety of special learning and behavioural needs of pupils in primary schools as well as how to assess, plan, implement and evaluate programmes.

## **ADVANCED POSTGRADUATE DIPLOMA PROGRAMMES**

### ■ **Advanced Postgraduate Diploma in Guidance and Counselling**

Designed to provide teachers with in-depth training in guidance and counselling and skills in planning, co-ordinating, guiding and evaluating counselling programmes.

### ■ **Advanced Postgraduate Diploma in Life Sciences**

Designed to provide teachers with in-depth training in the life sciences and their applications to everyday life as well as integrative approaches for the teaching and learning of the life sciences in schools.

### ■ **Advanced Postgraduate Diploma in Primary Social Studies**

Designed to provide teachers with in-depth training in Primary Social Studies teaching and skills in planning, co-ordinating, guiding and evaluating the Social Studies curriculum.

## ■ **Advanced Postgraduate Diploma in Upper Secondary Social Studies**

Designed to provide teachers with in-depth training in Upper Secondary Social Studies teaching and skills in planning, co-ordinating, guiding and evaluating the Social Studies curriculum.

## ■ **Advanced Postgraduate Diploma In Drama And Drama Education**

Designed to provide understanding of the issues and practices that will enable participants to work within schools using drama as a pedagogical tool and a means of making theatre. Aspects of theory and practice will be explored within workshop teaching sessions, with opportunities to improve performing and facilitating skills.

## **NIE Council**

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

### ***Chairman***

LG (NS) Lim Chuan Poh  
Permanent Secretary  
Ministry of Education

### ***Deputy Chairman***

Mr Khoo Chin Hean  
Chief Executive  
Energy Market Authority of Singapore

### ***Members***

Prof Leo Tan Wee Hin  
Director  
National Institute of Education

Prof Cheong Hee Kiat  
Deputy President,  
Dean/ Graduate Studies and  
Dean/ School of Civil & Environmental Engineering  
Nanyang Technological University

Prof Lily Kong  
Vice-Provost (Education)  
Office of the Provost  
National University of Singapore

Dr Christopher Chia  
Chief Executive Officer  
Media Development Authority

Mr Lu Cheng Yang  
Director, Personnel  
Ministry of Education

Mr Chia Wee Boon  
Senior Vice President  
Customer Solutions Group  
Asia Pacific and Japan  
Hewlett-Packard Far East Pte Ltd

Ms Seah Jiak Choo  
Director-General of Education and  
Director of Schools  
Ministry of Education

Ms Ho Peng  
Director, Curriculum Planning & Development  
Ministry of Education

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

BG (NS) Yam Ah Mee  
Deputy Secretary (Sea & Air)  
Ministry of Transport

## Academic Calendar Jan – Dec 2005

Programme/Course	Dates of Semester/ Recess (R) / Vacation (V)	Dates of Revision/ Examination	Dates of Practicum
DDM (Jan 2005 Intake)	17 Jan 05 – 13 May 05 R: 20 Feb 05 – 27 Feb 05	–	Nil
PGDE (S) (Jan 2005 Intake)	10 Jan 05 – 27 May 05 R: 13 Mar 05 – 20 Mar 05 V: 28 May 05 – 10 July 05  11 July 05 – 11 Nov 05 R: 4 Sep 05 – 11 Sep 05	–  ( Compulsory Enrichment Programmes : 31 Oct 05 to 11 Nov 05)	10 Jan 05 – 11 Feb 05 (School Experience)  11 July 05 – 2 Sep 05

## **Procedures for Application**

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Applications for admission to the courses 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>. 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 course commences in July each year.

Applications for admission to the programmes leading to the Postgraduate Diploma in Education, Diploma in Education, Diploma in Physical Education, and Diploma in Art/Music/Home Economics Education must be made online through the MOE website at <http://www.moe.gov.sg/teach/>. All programmes commence in July each year. Although applications are accepted throughout the year, it is advisable to submit applications at least three months prior to the intake for which you wish to be considered.

Applications by GCE 'O' Level holders for the Diploma in Chinese/Malay/Tamil Language Education Programmes and the Diploma in Art/Music/Home Economics Education Programmes must be made on prescribed application forms obtainable from the Ministry of Education. Applications for these programmes are normally invited in March each year.

Applications for admission to the programmes leading to the degrees of Master of Arts (Applied Linguistics), Master of Arts (Applied Psychology), Master of Arts (Educational Management), Master of Arts (Instructional Design & Technology), Master of Education, Master of Science (Exercise & Sport Studies) and Master of Science (Life Sciences) must be made through the online application system in the NIE Website at [http://www.nie.edu.sg/html/gpr\\_appl\\_course.htm](http://www.nie.edu.sg/html/gpr_appl_course.htm). Applications are normally invited through an advertisement in the Singapore's newspaper The Straits Times on the first Saturday of July each year



for admission in January of the following year.

For admission to the research degree programmes such as Doctor of Philosophy (including disciplines in Science, Arts and Education), Master of Science and Master of Arts (including disciplines in Education), applications must be made through the online application system in the NIE Website at [http://www.nie.edu.sg/html/gpr\\_appl\\_research.htm](http://www.nie.edu.sg/html/gpr_appl_research.htm). There are 2 intakes a year – in January and July and the application deadlines are given in the website.

The Diploma in Departmental Management, Senior Teachers Programme and Leaders in Education Programmes are normally restricted to Education Officers sponsored by the Ministry of Education. The Ministry notifies Singapore schools of the commencement of these programmes and interested applicants who satisfy the entry requirements must apply on official application forms obtainable from the Ministry.

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

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

## **Appointment to the Education Service as Untrained Teachers**

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The Ministry of Education (MOE) will appoint candidates 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, Dip CL/ML/TL Ed or BA/BSc (Education) programmes/courses. 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/courses, candidates undergoing the PGDE, Dip Ed, Dip PE and two-year Dip Art/Mus/HE Ed programmes will be bonded to serve MOE for three years while those undergoing the BA/BSc (Education) courses will be bonded to serve MOE for four years. Those undergoing the Dip CL/ML/TL Ed programmes, Dip HE Ed Programme after completing the Diploma in Consumer Science and Technology from Temasek 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.

### **Salaries for Graduate Teachers (Untrained)**

#### **Postgraduate Diploma in Education Programme (PGDE)**

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

The gross starting salary payable to teachers is:

<b>Postgraduate Diploma in Education (one-year programme)</b>		
<b>Qualification</b>	<b>Without NS</b>	<b>With NS</b>
Honours degree holders	\$2,406.76 - \$2,565.78 pm	\$2,724.80 - \$2,883.81 pm
Pass with merit degree holders	\$2,088.71 pm	\$2,406.76 pm
Pass degree holders	\$1,929.70 pm	\$2,247.74 pm
<b>Postgraduate Diploma in Education (Physical Education) (two-year programme)</b>		
Honours degree holders - 1st Year	\$2,406.76 - \$2,565.78 pm	\$2,724.80 - \$2,883.81 pm
- 2nd Year	\$2,565.78 - \$2,724.80 pm	\$2,724.80 - \$3,042.83 pm
Pass with merit degree holders - 1st Year	\$2,088.71 pm	\$2,406.76 pm
- 2nd Year	\$2,247.74 pm	\$2,565.78 pm
Pass degree holders - 1st Year	\$1,929.70 pm	\$2,247.74 pm
- 2nd Year	\$2,088.71 pm	\$2,406.76 pm

## Salaries for Non-Graduate Teachers (Untrained)

**Diploma in Education (Dip Ed)**

**Diploma in Physical Education (Dip PE)**

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

**Diploma in Chinese/Malay/Tamil Language Education (Dip CL/ML/TL Ed)**

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

When first appointed, candidates will be put on the GEO 2 (Untrained) salary scale. The monthly salary scale is: \$1115 x 70 – 1325/ 1430 x 90 – 2060. The gross starting salary payable to teachers is:

<b>Diploma in Education (two-year programme)</b> <b>Diploma in Physical Education (two-year programme)</b> <b>Diploma in Art/Music/Home Economics Education (two-year programme)</b>		
Qualification	Without NS	With NS
For GCE 'A' level holders		
- 1st Year	\$1,431.84 pm	\$1,586.45 pm
- 2nd Year	\$1,509.15 pm	\$1,663.75 pm
For Diploma holders (non-technical)		
- 1st Year	\$1,509.15 pm	\$1,663.75 pm
- 2nd Year	\$1,586.45 pm	\$1,779.69 pm
For Diploma holders (technical)		
- 1st Year	\$1,663.75 pm	\$1,879.07 pm
- 2nd Year	\$1,779.69 pm	\$1,978.47 pm

<b>Diploma in Chinese/Malay/Tamil Language Education (four-year programme)</b>		
Qualification	Without NS	With NS
For GCE 'O' level holders		
Allowance During Preparatory Course		
- 1st Year	\$800 pm	\$800 pm
- 2nd Year	\$800 pm	\$800 pm
Salary During Diploma Programme		
- 1st Year	\$1,431.84 pm	\$1,586.45 pm
- 2nd Year	\$1,509.15 pm	\$1,663.75 pm
<b>Diploma in Home Economics Education (one-year programme) (For those who have completed the Diploma in Consumer Science and Technology Course at Temasek Polytechnic)</b>		
For Diploma Holders (Technical)	\$1,663.75 pm	\$1,879.07 pm
<b>Diploma in Art/Music Education (one-year programme) [For those who have completed the Diploma in Art/Music (Teaching) Course at Nanyang Academy of Fine Arts]</b>		
For Diploma Holders (Non-Technical)	\$1,509.15 pm	\$1,663.75 pm

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

Candidates successful in their application for the four-year Bachelor of Arts (Education)/ Bachelor of Science (Education) courses will be appointed as GEO 2 (Untrained) and subsequently as GEO 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 course, their tuition fee and approved fees will be paid for by MOE. On successful completion of the course, candidates will be bonded to serve MOE for four years.

<b>Bachelor of Arts (Education)/Science (Education) (four-year course)</b>		
<b>Qualification</b>	<b>Without NS</b>	<b>With NS</b>
For GCE 'A' level holders		
- 1st Year	\$1,431.84 pm	\$1,586.45 pm
- 2nd Year	\$1,509.15 pm	\$1,663.75 pm
- 3rd Year	\$5,000 pa*	\$5,000 pa*
- 4th Year	\$5,000 pa*	\$5,000 pa*
For Diploma holders (non-technical)		
- 1st Year	\$1,509.15 pm	\$1,663.75 pm
- 2nd Year	\$1,586.45 pm	\$1,779.69 pm
- 3rd Year	\$5,000 pa*	\$5,000 pa*
- 4th Year	\$5,000 pa*	\$5,000 pa*

cont'd

For Diploma holders (technical)		
- 1st Year	\$1,663.75 pm	\$1,879.07 pm
- 2nd Year	\$1,779.69 pm	\$1,978.47 pm
- 3rd Year	\$5,000 pa*	\$5,000 pa*
- 4th Year	\$5,000 pa*	\$5,000 pa*

\*Subject to eligibility

Note: Figures are correct as at 1 Sep 04

## **Tuition Fees & Tuition Grants**

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### **A) Tuition Fees and Tuition Grants for Full-time Candidates in Academic Year 2004 - 2005**

For candidates who join the programmes/courses in July 2004, the full tuition fees payable by them are as follows:

<b>Programme/Course</b>	<b>Fees</b>
Postgraduate Diploma in Education	\$17,680
Postgraduate Diploma in Education (Physical Education)	\$17,140
Diploma in Education	\$17,140
Diploma in Art/Music/Home Economics Education	\$17,140
Diploma in Chinese/Malay/Tamil Language Education	\$17,140
Diploma in Physical Education	\$17,140
Bachelor of Arts (Education) (Full-time)	\$19,350
Bachelor of Science (Education) (Full-time)	\$21,350



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

<b>Programme/Course</b>	<b>Direct Payment</b>	<b>Tuition Grant</b>
Postgraduate Diploma in Education	\$1,080 (\$51.43)	\$16,600
Postgraduate Diploma in Education (Physical Education)	\$ 540 (\$25.71)	\$16,600
Diploma in Education	\$ 540 (\$25.71)	\$16,600
Diploma in Art/Music/Home Economics Education	\$ 540 (\$25.71)	\$16,600
Diploma in Chinese/Malay/Tamil Language Education	\$ 540 (\$25.71)	\$16,600
Diploma in Physical Education	\$ 540 (\$25.71)	\$16,600
Bachelor of Arts (Education) (Full-time)	\$5,650 (\$269.05)	\$13,700
Bachelor of Science (Education) (Full- time)	\$5,650 (\$269.05)	\$15,700

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

## Fees

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

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

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

<b>Fees</b>	<b>PGDE</b>	<b>PGDE (PE)</b>
Direct Tuition Fee	\$1,080 per annum	\$540 per annum
Registration Fee *	\$5.25	\$5.25
Student Card Fee *	\$3.15	\$3.15
NTU Students' Union Entrance Fee *	\$10.50	\$10.50
NTU Students' Union Annual Subscription Fee *	\$25.20 per annum	\$25.20 per annum
Computer Fee *	\$10.50 per annum	\$10.50 per annum
Group Personal Accident Insurance	\$3.00 per annum	\$3.50 per annum
Laboratory Fee * (for laboratory-based course & PE candidates)	\$15.75 per annum	\$15.75 per annum
Sports Fee*	\$25.20 per annum	\$25.20 per annum
University Copyright Licence Fee	\$5.00 per annum	\$5.00 per annum

\* The figures given above are GST inclusive.

**Diploma in Education**  
**Diploma in Art/Music/Home Economics Education**  
**Diploma in Chinese/Malay/Tamil Language Education**  
**Diploma in Physical Education**

<b>Fees</b>	<b>Dip Ed Dip Art/Mus/HE Ed Dip CL/ML/TL Ed</b>	<b>Dip PE</b>
Direct Tuition Fee	\$540 per annum	\$540 per annum
Registration Fee *	\$5.25	\$5.25
Student Card Fee *	\$3.15	\$3.15
NTU Students' Union Entrance Fee *	\$10.50	\$10.50
NTU Students' Union Annual Subscription Fee *	\$25.20 per annum	\$25.20 per annum
Computer Fee *	\$10.50 per annum	\$10.50 per annum
Group Personal Accident Insurance	\$3.00 per annum	\$3.50 per annum
Laboratory Fee* (for laboratory-based course & PE candidates)	\$15.75 per annum	\$15.75 per annum
Sports Fee*	\$25.20 per annum	\$25.20 per annum
University Copyright Licence Fee	\$5.00 per annum	\$5.00 per annum

\* The figures given above are GST inclusive.

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

<b>Fees</b>	<b>BA (Edun) (Full-time) / BSc (Edun) (Full-time)</b>
Direct Tuition Fee	\$5,650 per annum
Registration Fee *	\$5.25
Matriculation Fee *	\$10.50
Computer Fee *	\$13.65 per annum
Group Personal Accident Insurance	\$3.00 per annum (non-PE) \$3.50 per annum (PE)
NTU Students' Union Entrance Fee*	\$10.50
NTU Students' Union Annual Subscription Fee *	\$25.20 per annum
Laboratory Fee * (for laboratory-based course & PE candidates)	\$15.75 per annum
Microscope Fee * #	\$ 47.25 per annum
Sports Fee*	\$25.20 per annum
University Copyright Licence Fee	\$5.00 per annum

\* The figures given above are GST inclusive.

# Payable by all students using a microscope.

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

Fees	Courses/Programmes	
	PGDE PGDE (PE)	Dip Ed Dip PE Dip CL/ML/TL Ed Dip Art/Mus/HE Ed BA/BSc (Edun)(Full-time)
	\$	\$
Informational and Instructional Package	35	20
Medical Fee	52.50	52.50

## **Tuition Fees for Part-time Candidates in Academic Year 2004 - 2005**

For candidates who join the BA/BSc (Edun) (Part-time) programme in July 2004, the following fees are payable by them during the part-time semesters:

### **Bachelor of Arts (Education) (Part-time) Bachelor of Science (Education) (Part-time)**

<b>Fees</b>	<b>BA/BSc (Edun) (Part-time)</b>
Direct Tuition Fee	\$3,000 per semester
Registration Fee *	\$5.25
Matriculation Fee *	\$10.50
Computer Fee *	\$13.65 per annum
Laboratory Fee * (for laboratory-based course & PE candidates)	\$15.75 per annum
Microscope Fee * #	\$47.25 per annum
University Copyright Licence Fee	\$2.50 per annum
Informational and instructional package	\$20.00

\* The figures given above are GST inclusive.

# Payable by all students using a microscope.

The fees payable by the BA/BSc (Edun) (Part-time) programme candidates during the final full-time semester will be the same as those payable by the full-time students.

## **B) Tuition Fees and Tuition Grants for Full-time Candidates in Year Jan-Dec 2005**

At present, the full tuition fees payable by trainee teachers of the Postgraduate Diploma in Education programme who join the programme in January 2005 is \$17,680. However, since a trainee teacher's education at the Institute is subsidised by the Government of Singapore, tuition grants may be awarded by the Singapore Ministry of Education to offset the major part of the tuition fees. The direct fees payable by the trainee teachers is the difference between the tuition fees and the tuition grants. At present, the direct fees payable and tuition grants are as follows:

### **Postgraduate Diploma in Education**

<b>Full Tuition Fees</b>	<b>Tuition Grants</b>	<b>Direct Payment</b>
\$17,680	\$16,600	\$1,080 (\$51.43)

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

### **Fees**

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

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

## Postgraduate Diploma in Education

<b>Fees</b>	<b>Amount</b>
Direct Tuition Fee	\$1,080 per annum
Registration Fee *	\$5.25
Student Card Fee *	\$3.15
NTU Students' Union Entrance Fee *	\$10.50
NTU Students' Union Annual Subscription Fee *	\$25.20 per annum
Computer Fee *	\$10.50 per annum
Group Personal Accident Insurance	\$3.00 per annum
Laboratory Fee * (for laboratory-based course & PE candidates)	\$15.75 per annum
Sports Fee*	\$25.20 per annum
University Copyright Licence Fee	\$5.00 per annum

\* The figures given above are inclusive of 5% GST

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

<b>Fees</b>	<b>Amount</b>
Informational and Instructional Package	\$26
Medical Fee	\$52.50



### **C) Rules on Payment of Fees for All Candidates**

- 1 The Institute reserves the right to alter fees at any time.
- 2 Fees are payable in two instalments each year, at the beginning of Semesters I and II.
- 3 Fees must be paid during the period specified. A candidate whose fees are not paid by the end of the stipulated period may be suspended from attendance at classes until all fees, including the late fee of \$10 are paid in full.
- 4 An acceptance fee of \$50 is payable at the time a candidate accepts the Institute's offer of admission. This acceptance fee is forfeited if the candidate subsequently does not enter the Institute. It will otherwise be credited to the candidate's account and his fees will be adjusted accordingly on his entering the Institute.
- 5 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.
- 6 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 courses. All fees quoted are subject to revision.
- 7 An examination fee of \$10 is payable for late entry to examinations.

## **Appointment to the Education Service as Trained Teachers**

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Upon successful completion of training, candidates will be placed on the General Education Officer (GEO) 1 or 2 trained teacher salary scales. Graduates are appointed as GEO 1 and non-graduates as GEO 2. Salary adjustments will be made upon successful completion of the teacher training programme by matching it onto the next point on the trained teacher salary scale.

### **Postgraduate Diploma in Education**

Candidates who successfully complete the PGDE programme will be put on the GEO 1 (Trained) salary scale. The monthly salary scale for GEO 1 (Trained) is:

\$1,680 x 160 - 3,760

The gross starting salary payable to trained graduate teachers is:

<b>General Education Officer 1 (Trained) PGDE (one-year programme)</b>		
<b>Qualification</b>	<b>Without NS</b>	<b>With NS</b>
Honours degree holders	\$2,762.52 - \$2,939.21 pm	\$3,115.88 - \$3,292.59 pm
Pass with merit degree holders	\$2,409.14 pm	\$2,762.52 pm
Pass degree holders	\$2,232.46 pm	\$2,585.85 pm

<b>General Education Officer 1 (Trained) PGDE (PE) (two-year programme)</b>		
Qualification	Without NS	With NS
Honours degree holders	\$2,939.21 - \$3,115.88 pm	\$3,292.59 - \$3,469.27 pm
Pass with merit degree holders	\$2,585.85 pm	\$2,939.21 pm
Pass degree holders	\$2,409.14 pm	\$2,762.52 pm

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

Candidates who successfully complete the Dip Ed/PE and Dip Art/Mus/HE Ed programmes will be put on the GEO 2 (Trained) salary scale. The monthly salary scale for GEO 2 (Trained) is:

\$1205 x 90 - 2195

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

<b>General Education Officer 2 (Trained)</b>		
Qualification	Without NS	With NS
'A' level holders	\$1,630.62 pm	\$1,829.39 pm
Diploma holders (non-technical)	\$1,730.00 pm	\$1,928.77 pm
Diploma holders (technical)	\$1,928.77 pm	\$2,127.55 pm

\*The salaries stated in the tables take effect from a trained teacher's incremental month.

## **Diploma in Chinese/Malay/Tamil Language Education**

Candidates who successfully complete the Dip CL/ML/TL Ed programme will be put on the GEO 2 (Trained) salary scale. The monthly salary scale for GEO 2 (Trained) is:

\$1205 x 90 - 2195

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

<b>General Education Officer 2 (Trained)</b>		
Qualification	Without NS	With NS
Dip CL/ML/TL Ed	\$1,630.62 pm	\$1,829.39 pm

\*The salaries stated in the tables take effect from a trained teacher's incremental month.

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

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

\$1,680 x 160 - 3,760

The gross starting salary\* payable is as follows:

<b>General Education Officer 1 (Trained) BA (Edun)/BSc (Edun)</b>		
<b>Qualification</b>	<b>Without NS</b>	<b>With NS</b>
Honours degree holders (2nd Upper & better)	\$2,939.21 pm	\$3,292.59 pm
Honours degree holders (2nd Lower & 3rd Class)	\$2,762.52 pm	\$3,115.88 pm
Pass with merit degree holders	\$2,409.14 pm	\$2,762.52 pm
Pass degree holders	\$2,232.46 pm	\$2,585.85 pm

\* The salaries stated in the tables take effect from a trained teacher's incremental month.

Note: Figures are correct as at 1 Sep 04

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

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### **Leave of Absence**

Trainee teachers who cannot attend classes for any good reasons must apply for leave of absence. Trainee teachers who absent themselves without approval or medical certificate 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 trainee teachers to contact lecturers in charge and explain the reasons for their absence not later than two working days after the date of absence. Those who fail to do so will be issued a letter of warning, a copy of which 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 must be made on the prescribed form entitled, "Application for Leave of Absence During Term Time" which can be obtained from the Student and Academic Services Department or the NIE Portal at <http://nieportal.nie.edu.sg>. Applications for leave of absence must be submitted 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. Trainee teachers should not go on leave until approval has been obtained.

Trainee teachers in the PGDE, PGDE(PE), Dip Ed, Dip PE, Dip CL/ML/TL Ed, Dip Art/ Music/ Home Economics Education and BA/BSc (Ed) courses 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 trainees are required to attend the compulsory enrichment and induction 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 DDM Programmes are required to seek permission from their schools if they intend to leave Singapore (beyond the Johor Baru town limit) during public holidays, weekends and the NIE vacation. This is in compliance with para H22 of Instructional Manual 2.

When a Trainee teacher is granted medical leave, the original medical certificate issued by a registered medical practitioner in Singapore must be submitted to the Student and Academic Services Department as soon as it is practical to do so. Even if it is an ailment for which trainee teachers have the necessary medication, a medical certificate is still required to substantiate that the leave is on medical grounds.

Female trainee teachers who are likely to be on maternity leave during semester time are advised to consult Assistant Head/Admissions and Records at the Student and Academic Services Department at least one month prior to the expected commencement of leave. Trainee teachers may be allowed a maximum of 28 days maternity leave during semester time if there are 13 teaching weeks in that semester. If maternity leave takes place during a semester that has fewer teaching weeks, trainee 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. Trainee 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, trainee teachers who are likely to be on maternity leave during semester time are required to check with module lecturers on the implications of their absence before they go on maternity leave.

## **Marriage and Paternity Leave**

Trainee teachers, who have completed at least three months of service at the time of taking the leave, are eligible for full-pay unrecorded leave for 3 days on the occasion of their first marriage. Married male trainee teachers may also be granted full-pay unrecorded leave for 3 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 the Student and Academic Services Department or the 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**

Trainee teachers are civil servants by virtue of the fact that they are appointed as education officers on salary terms. As a general rule, civil servants are not allowed to take up any form of part-time employment outside the service. As newly appointed education officers, trainee teachers are advised not to take up part-time employment while they are undergoing teacher-training.

If there are any enquiries, please contact the following officers from the Trainee Teacher Unit of the Ministry of Education:

PGDE and	: Miss Sheryn Foo	68797186 / 68797176
Dip CL/MTL/TL Ed	Mr Lian Ji-Wei	68797180 / 68797176

BA/BSc	: Ms Irene See	68797177 / 68797183
Dip Ed and	Ms Alethea Liew	68797181 / 68797179
Dip Art/Mus/HE Ed		

Other contact numbers:		68797184 / 68797178
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## **Medical and Dental Claims**

Trainee 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. For those who are eligible, the claims can be made online through the Pac@Gov in the MOE Intranet. The claims have to be made within 1 month of the receipt of the medical or dental treatment. If there are any queries or problems accessing Pac@Gov, please contact Ms Annie Tan of the Ministry of Education at Tel: 68796991 or Mdm Teo Bee Loh at Tel: 68723816 or TEO\_Bee\_Loh@moe.gov.sg

## **Extension of Teacher Training Programme to Clear/Repeat Modules**

The programme fees and salary for trainee teachers will be sponsored by the Ministry of Education for the stipulated period of the programme. In the event that trainee teachers are required to extend their programme beyond the stipulated period for the purpose of clearing/repeating modules, they will be placed on compulsory no-pay leave. Trainee 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 modules (excluding Practicum) in the extended period of their programme. In addition, trainee teachers will be required to bear the programme fees and miscellaneous fees for the extended period of their programme.

## **ACADEMIC WARNING, PROBATION AND DISMISSAL**

Trainees, whose work is unsatisfactory, may be given a series of warnings by NIE/MOE. The following indicates 4 categories of warnings in ascending order of severity:

<b>Type of Warning</b>	<b>Criteria</b>	<b>Consequence</b>
Unsatisfactory Performance	Obtain more than 50% but less than 100% of the total Academic Units taken in a semester	Warning letter
Academic Warning	Obtain more than 40% but less than 50% of the total Academic Units taken in a semester	Warning letter; and Placed on half-pay
Academic Probation 1	Obtains less than 40% of the total Academic Units taken in a semester  OR  Obtains less than 50% of the Academic Units in a semester following the issue of an academic warning.	Warning letter; and Placed on half-pay
Academic Probation 2	Obtains less than 50% of the Academic Units in a semester following the issue of an academic probation 1.	Warning letter; and Placed on no-pay

Trainees 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. Trainees will be refused re-admission to their course of study and liable to pay liquidated damages in one lump sum if they are placed on academic probation for 2 consecutive semesters and failed to restore himself to good standing in the following semester.

## **COPYRIGHT AND YOU**

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### **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 portions of a book he would probably 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 and 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 article or \$100,000/- whichever is lower. 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 not less than 10 pages, you copy up to 10% of the number of pages in a published edition of the work or if the work is divided into chapters, up to one chapter.

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; and
- (iv) the effect of the dealing upon the potential market for, or value of, the work or adaptation.

2. In the case of literary, dramatic or musical works in electronic form, you are deemed to have copied for the purpose of self-study or research and therefore not infringed copyright if:-

- (a) you copy not more than 10% of the total number of bytes in that edition; or
- (b) where the work is divided into chapters, you copy more than 10% of the total number of bytes in that edition but this copying contains only whole or part of a single chapter.

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, and the factors in 1(i) to (iv) will be considered to establish fair dealing in the work.

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?

For all literary, dramatic, musical and artistic works, copyright shall subsist for the lifetime of the author and 50 years after his death.

Copyright in all other types of works such as sound recordings, films etc. will subsist for 50 years from the date of first publication.

## **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 Trainee Teachers on Campus**

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NIE aims to cultivate a positive teacher culture among its trainee 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 trainee teachers on campus has been established and trainee teachers are expected to observe the code.

<b><i>Unacceptable Attire for Males</i></b>	<b><i>Unacceptable Attire for Females</i></b>
1. Vulgarities, obscenities or offensive prints on T-shirts	1. Skirts shorter than 4 fingers above the knees
2. Translucent or body hugging T-shirts	2. Provocative & revealing attire (eg. exposed midriffs, bare backs, spaghetti straps, tubes, tank-tops)
3. Torn jeans	3. Vulgarities, obscenities or offensive prints on T-shirts/blouses
4. Shorts	4. Translucent or body-hugging outfits
5. Singlets	5. Hipsters and skin-fit bottoms
6. Sleeveless T-shirts	6. Torn jeans
7. Face coverings that prevent ready identification of the wearer	7. Shorts
	8. Face coverings that prevent ready identification of the wearer



<b><i>Unacceptable Attire for Males</i></b>	<b><i>Unacceptable Attire for Females</i></b>
<p data-bbox="154 167 386 231"><b><i>Unacceptable Hair/Accessories</i></b></p> <ol data-bbox="154 263 509 462" style="list-style-type: none"> <li data-bbox="154 263 470 295">1. Unnatural hair colour</li> <li data-bbox="154 327 509 391">2. Hair covering ears, eyebrows or shirt collars</li> <li data-bbox="154 422 380 454">3. Body piercing</li> </ol>	<p data-bbox="573 167 991 199"><b><i>Unacceptable Hair/Accessories</i></b></p> <ol data-bbox="573 263 946 462" style="list-style-type: none"> <li data-bbox="573 263 879 295">1. Unnatural hair colour</li> <li data-bbox="573 327 784 359">2. Body piercing</li> <li data-bbox="573 422 946 454">3. Multiple ear-studs/earrings</li> </ol>
<p data-bbox="154 518 476 550"><b><i>Unacceptable Footwear</i></b></p> <ol data-bbox="154 582 509 646" style="list-style-type: none"> <li data-bbox="154 582 509 646">1. Footwear without heel straps (eg slippers)</li> </ol>	<p data-bbox="573 518 890 550"><b><i>Unacceptable Footwear</i></b></p> <ol data-bbox="573 582 968 646" style="list-style-type: none"> <li data-bbox="573 582 968 646">1. Footwear without heel straps (eg slippers)</li> </ol>

## **Attire for PE Trainee Teachers**

### **Acceptable**

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 modules

### **Unacceptable**

1. Singlets / sleeveless T-shirts
2. Translucent, body-hugging tops / spaghetti straps / midriff-baring tops for ladies
3. Printed T-shirts (of cartoons, advertisements or external events / organisations)
4. Running shorts or short shorts
5. Cargo or beach shorts / three-quarter pants

### **Unacceptable Hair/Accessories**

1. Unnatural hair colour
2. Hair covering ears, eyebrows or shirt collars (for males)
3. 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, Loans and Other Financial Assistance Schemes**

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

### **Scholarships/Financial Assistance Schemes Administered By NTU Office of Academic Services**

The NTU administered scholarships are open to trainee teachers reading undergraduate courses 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. Trainee teachers who receive funding from MOE for example by way of salary, stipend, etc are not eligible to apply for these scholarships.

Details of available scholarships will be made known in July of each academic year. Trainee teachers can refer to the NIE Portal (<http://nieportal.nie.edu.sg>) for such information. Application for the NTU administered scholarships can be submitted on-line to NTU Office of Academic Services at

**<http://www.ntu.edu.sg/oas/undergraduate+studies/scholarships/Scholarships+Administered+by+NTU.htm>**

Besides scholarships, the Office of Academic Services at NTU also administers the following financial assistance schemes:

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

Undergraduate trainee teachers whose tuition fees are not paid for by MOE are eligible to apply for the above loan/scheme/subsidy.

Details of the Tuition Fee Loan Scheme, Mendaki Tertiary Tuition Fee Subsidy and CPF Education Scheme will be made known in March every year. Trainee teachers can refer to the NIE Portal (<http://nieportal.nie.edu.sg>) for such information. More information on the CPF Education Scheme can be obtained at <http://www.cpf.gov.sg>

Application for Tuition Fee Loan must be submitted directly to the agent banks appointed by the University.

Application for CPF Education Scheme must be submitted to NIE Finance Department.

Application for Mendaki Tertiary Tuition Fee Subsidy must be submitted to Assistant Head/Student Liaison (AH/SL) of NIE.

### **Financial Assistance Schemes Administered by NTU Student Affairs Office (SAO)**

Applications for such financial assistance are open to trainee teachers pursuing the following programmes:

- a) Postgraduate Diploma in Education
- b) Diploma in Education
- c) Diploma in Physical Education
- d) Diploma in Art/Music/Home Economics Education
- e) Diploma in Chinese/Malay/Tamil Language Education
- f) Bachelor of Arts/Science with Diploma in Education (including specialisation in Physical Education)
- g) Bachelor of Arts/Science (Education)

Details of available student loan funds, bursaries, and other awards handled by NTU SAO can be found at the following website:

**[www.ntu.edu.sg/sao/support+services/financial+assistance](http://www.ntu.edu.sg/sao/support+services/financial+assistance)**

### **NTU Student Personal Computer Loan**

Applications for the NTU Student Personal Computer Loan are open to all BA/BSc trainee teachers to assist them in purchasing a personal microcomputer. Application is open all year round, subject to availability of funds. Interested trainee teachers may submit applications online through StudentLink at

**[http://wis.ntu.edu.sg/webexe/owa/clas\\_student.login\\_nie](http://wis.ntu.edu.sg/webexe/owa/clas_student.login_nie)**

### **Loans Administered By Student & Academic Services (SAS) Department, NIE**

#### **Rotary Club of Singapore Students' Loan Trust Fund**

The Students' Loan Trust Fund of the Rotary Club of Singapore is meant to help Year 3 & 4 BA/BSc and Year 2 Dip Ed/Dip PE/Dip Art/Mus/HE Ed/Dip CL/ML/TL Ed trainee teachers with financial difficulties to complete their studies in the Institute. Loans are not given to the first year trainee teachers. Trainee teachers can refer to NIE Portal (**<http://nieportal.nie.edu.sg>**) for details. Application forms for this loan can also be downloaded from the NIE Portal.

## Prizes and Awards

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### Awards for outstanding performance in Initial Teacher Training Programmes/Courses:

No.	Name of Award	Type/Value	Criteria for Award
1	Rotary International 75 <sup>th</sup> Anniversary Gold Medals	5 Gold Medals	<p>These medals are awarded to trainee teachers of the following programmes on the basis of their excellence in the final examinations as well as outstanding leadership and dedication to student activities in the institute:</p> <p>Diploma in Education Postgraduate Diploma in Education (Primary) Postgraduate Diploma in Education (Secondary) Physical Education (Primary) Physical Education (Secondary)</p>

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

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 trainee teachers who are first in general proficiency throughout their course of study and who have obtained a First Class Honours in the following degrees:</p> <p>Bachelor of Arts (Education) Bachelor of Science (Education)</p>
2	General	NTU Alumni Gold Medals	2 Gold Medals	<p>One gold medal is awarded to the final year trainee teacher in the Bachelor of Arts (Education) who has excelled in both academic and extra-curricular activities.</p> <p>One gold medal is awarded to the final year trainee teacher in the Bachelor of Science (Education) who has excelled in both academic and extra-curricular activities.</p>
3	General	Sng Yew Chong Award	1 Gold Medal, 1 Gold Pin and \$600 Cash Prize	<p>The medal with gold pin and \$600 cash prize is awarded to the best trainee teacher in the Bachelor of Science (Education). The recipient must have obtained the degree with at least a Pass with Merit.</p>
4	Art	The Art Gold Medal	Gold Medal	<p>The medal is awarded to the best trainee teacher in Art in the course leading to the degree of Bachelor of Arts (Education).</p>

5	Biology	Economic Development Board Book Prize	Book Prize of \$300	The prize is awarded to the best trainee teacher in Biology in the final year of the course leading to the degree of Bachelor of Science (Education).
6	Biology	The Singapore Institute of Biology Book Prize	Book Prize of \$300	The prize is awarded to the best trainee teacher with the best aggregate results in the Biology modules leading to the degree of Bachelor of Science (Education). The recipient must also excel in the research module (minimum B grade) that is compulsory in the fourth year of the programme.
7	Chinese Language & Literature	Dr Wu Teh Yao Book Prize	Book Prize of \$400	The prize is awarded to the trainee teacher in the Bachelor of Arts (Education)(Chinese specialisation) who has obtained at least a Credit for Teaching Practicum and has the best overall results in all Chinese modules.
8	Education Studies	Harvard Club of Singapore Book Prize	Book Prize of \$250	The prize is awarded to the best trainee teacher in Education Studies in the first examination for the degree of Bachelor of Arts (Education) or Bachelor of Science (Education).
9	English Language & Literature	The Victor Neo Gold Medal	Gold Medal	The medal is awarded to the best trainee teacher in English Language and Literature in the course leading to the degree of Bachelor of Arts (Education).
10	Geography	Pacific Andes Gold Medal	Gold Medal	The prize is awarded to the final year trainee teacher with the best aggregate results in the Geography modules and has obtained at least a Credit in the Teaching Practicum of the Bachelor of Arts (Education)



11	History	The Jurong Shipyard Gold Medal	Gold Medal	The medal is awarded to a final year trainee teacher who has the best overall performance in history modules during the four years of study in the degree of Bachelor of Arts (Education) programme. The recipient must also obtain a credit in the teaching practicum.
12	Malay Language & Literature	Singapore Malay Teachers' Cooperative Ltd Book Prize	Book Prize of \$300	The prize is awarded to the trainee teacher in the Bachelor of Arts (Education) (Malay Language & Literature specialisation) who has obtained at least a Credit for Teaching Practicum and has the best overall results in all Malay modules.
13	Mathematics	Association of Mathematics Educators Book Prize	Book Prize of \$300	The prize is awarded to the best trainee teacher in the Teaching of Mathematics in the course leading to the degree of Bachelor of Arts/Science (Education).
14	Mathematics	Singapore Mathematical Society Book Prize	Book Prize of \$500	The prize is awarded to the best trainee teacher in Mathematics in the course leading to the degree of Bachelor of Science (Education).
15	Music	The Association of Nanyang University Graduates Gold Medal	Gold Medal	The medal is awarded to the best trainee teacher in Music in the course leading to the degree of Bachelor of Arts (Education).
16	Music	Mrs Paul Feng Pei-Djen Gold Medal	Gold Medal	The medal is awarded to the best trainee teacher in the Performance Studies component of the subject Music in the final year in the course leading to the undergraduate degree offered in NIE.
17	Physics	The IPS Gold Medal	Gold Medal and a Certificate	The medal is awarded to the trainee teacher with the best aggregate results in the Physics modules of the Bachelor of Science (Education) and has obtained at least a Credit in the Teaching Practicum.

18	Social Studies	SPC Book Prize	Book Prize of \$250	The prize is awarded to the best overall trainee teacher in Primary Social Studies in the final year of the course leading to the degree of Bachelor of Arts (Education) or Bachelor of Science (Education).
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### **Awards for outstanding performance in Diploma Programmes:**

<b>No.</b>	<b>Subject</b>	<b>Name of Award</b>	<b>Type/Value</b>	<b>Criteria for Award</b>
1	General	Singapore Chinese Teachers' Union Book Prize	2 Book Prizes of \$400 each	<p>One prize is awarded to the best final year trainee teacher in the Diploma in Education (Chinese Specialisation) programme.</p> <p>One prize is awarded to the best final year trainee teacher in the Diploma in Chinese language Education programme.</p>
2	General	Singapore Malay Teachers' Union Book Prize	Book Prize of \$300	The prize is awarded to the best trainee teachers in the Diploma in Education (Malay Specialisation) [Primary] programme or Diploma in Education (Malay Specialisation) (Secondary) programme.
3	General	Singapore Physical Education Association Book Prize	Book Prize of \$400	The prize is awarded to the best graduating trainee teacher in Physical Education from the Diploma in Physical Education (Primary or Secondary specialisation) programme.
4	General	Singapore Tamil Teachers' Union Book Prize	Book Prize of \$300	One book prize is awarded to the best final year trainee teacher in the Diploma in Education (Tamil specialisation) or Diploma in Tamil Language Education programme.

5	General	Wong Hee Hua Memorial Prizes	2 Cash Prizes of \$450 each	<p>The prizes are awarded to trainee teachers who have shown outstanding performance in the study of the following subjects as their teaching subjects in the Diploma in Education programme:</p> <ol style="list-style-type: none"> <li>1. Mathematics</li> <li>2. Music</li> </ol>
6	Art	Yu She Yuen Gold Medal	Gold Medal	The medal is awarded to the best trainee teacher in the subject The Teaching of Art in the final year of the programme leading to the Diploma in Education (Secondary specialisation) or Diploma in Art Education.
7	English Language and Literature	The British Council Gold Medal	Gold Medal	The medal is awarded to the best trainee teacher in English Language and Literature in the Diploma in Education based on the performance in Academic Subject, Curriculum Studies and Curriculum Content modules.
8	Mathematics	Beng Kim Holdings Book Prizes	2 Book Prizes of \$150 each	One prize is awarded to the best trainee teacher in the academic subject Mathematics and the other to the best trainee teacher in the curriculum studies Teaching of Mathematics for the Diploma in Education/Physical Education.
9	Social Studies	SPC Book Prize	Book Prize of \$250	The book prize is awarded to the best overall trainee teacher in Primary Social Studies in the final year of the Diploma in Education.

## Awards for outstanding performance in Postgraduate Diploma in Education Programme:

No.	Subject	Name of Award	Type/Value	Criteria for Award
1	General	Singapore Chinese Teachers' Union Book Prizes	2 Book Prizes of \$400 each	<p>One prize is awarded to the best final year trainee teacher in the Postgraduate Diploma in Education (Primary) (Chinese Specialisation) programme.</p> <p>One prize is awarded to the best final year trainee teacher in the Postgraduate Diploma in Education (Secondary)(Chinese Specialisation) programme.</p>
2	General	Singapore Teachers' Union Book Prizes	2 Book Prizes of \$500 each	<p>One prize is awarded to the best trainee teacher in the Postgraduate Diploma in Education (Primary) programme.</p> <p>One prize is awarded to the best trainee teacher in the Postgraduate Diploma in Education (Secondary) programme.</p>
3	General	Singapore Physical Education Association Book Prize	Book Prize of \$400	The prize is awarded to the best graduating trainee teacher in Physical Education from the Postgraduate Diploma in Education (Specialisation in the Teaching of Physical Education at Primary or Secondary level) programme.
4	Education Studies	Justice Choor Singh Gold Medal	Gold Medal	The medal is awarded to the best trainee teacher in Education Studies with Distinction in Practicum in the final examination for the Postgraduate Diploma in Education (Secondary) or Postgraduate Diploma in Education (Primary) programme.

5	Elements of Office Administration	Maybank Book Prize	Book Prize of \$500	The book prize is awarded to the best trainee teacher with outstanding performance in the Teaching of Elements of Office Administration and has obtained at least a Credit in the Teaching Practicum in the Postgraduate Diploma in Education (Secondary) programme.
6	Geography	Geography Teachers' Association of Singapore Book Prize	Book Prize of \$300	The prize is awarded to the best trainee teacher in the Teaching of Geography and has obtained at least a Credit in the Teaching Practicum in the Postgraduate Diploma in Education (Secondary) programme.
7	History	History Association of Singapore Book Prize	Book Prize of \$250	The prize is awarded to the best trainee teacher in the Teaching of History and has obtained at least a Credit in the Teaching Practicum in the Postgraduate Diploma in Education (Secondary) programme.
8	Mathematics	Association of Mathematics Educators Book Prizes	3 Book Prizes of \$300 each	<p>One prize is awarded to the best graduating trainee teacher in the Teaching of Mathematics in the Postgraduate Diploma in Education (Primary) programme.</p> <p>One prize for Jan intake and one prize for July intake is awarded to the best graduating trainee teacher in the Teaching of Mathematics or Teaching of Lower Secondary Mathematics in the Postgraduate Diploma in Education (Secondary) programme.</p>

## Awards for outstanding performance in Further Teacher Training Programmes:

No.	Name of Award	Type/Value	Criteria for Award
1	Dr Ruth Wong Medals	2 Gold Medals	<p>One gold medal each is awarded to the best participant who demonstrates the best overall performance in the following programmes :</p> <p>Leaders in Education Diploma in Departmental Management</p>
2	Association for Supervision & Curriculum Development Book Prize	Book Prize of \$300	One prize is awarded to the participant who exemplifies the highest level of learning across the Diploma in Departmental Management programme.
3	Academy of Principals Prize for Leadership Learning	Book Prize of \$300	The prize is awarded to the best participant who exemplifies the highest level of learning across the Leaders in Education Programme.
4	Dr J.M. Nathan Memorial Prize for Creativity	Book Prize of \$200 & a certificate for each member of the team	The prize is awarded to the team of Diploma in Departmental Management (DDM) participants that demonstrates the highest level of creativity in its multimedia presentation as part of the assessment of the core module 'A Dynamic Learning System'.
5	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).

## **Psychological Services and Counselling**

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A *Psychology Clinic* on the NIE campus provides psychological services and counselling for trainee teachers.

If trainee teachers feel stressed or burdened by personal problems and would like to see a counsellor, they may call the *Psychology Clinic* at 6790-3318 to make an appointment. The Clinic operates on an appointment basis (9 a.m. to 9 p.m.). Fees for trainee teachers are \$15 per hour for individual therapy sessions. Fees will be waived if trainee teachers are referred to the Clinic by the Foundation Programmes Office or Academic Groups. The *Psychology Clinic* is located in the basement of the Education building (Block 2), Room 2-B1-01. Enquiries **6790-3318**. Details also available on the NIE Portal (<http://nieportal.nie.edu.sg>).

## **Facilities**

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### **Centre for IT in Education**

The Centre for IT in Education (CITE) provides e-Learning and media services to NIE staff to enhance their instructions through the use of Information and Communication Technologies. Specifically, the Centre supports NIE staff through the following services:

- (i) Instructional design
- (ii) e-Learning Systems support
- (iii) Video recording and post-production
- (iv) New Media design and
- (v) Photography

The Centre also helps to identify and evaluate emerging educational technologies that are applicable in NIE. For example, the Centre has recently installed video-based online instructional system as well as acquired new content development tools like Learning Director and Impactica. The Centre also provides e-Learning support to NIE trainees, particularly in the Blackboard learning management system.

### **Computer Services Centre**

The Computer Services Centre (CSC) provides information technology services to staff, trainee teachers and teachers in the campus. Our role is to promote and support the information communication technology programmes in the area of administration, teachers-training and educational research.

The centre is equipped with a wide range of computer servers supporting the NIE Administrative functions, Academic Computing, Library and Office Automation Systems and Internet Computing.

The wired and wireless network infrastructure enables a Distributive Computing Environment in the campus. Mini computers, networks



servers, high-end workstations and network laser printers are integrated with hundreds of personal computers and notebooks. Staff and trainee teachers are able to access the NIE computing resources, as well as NTU computing resources like the NTU Library system and other web services from their personal computers.

Web services are provided to staff and trainee teachers so that they can access Internet resources for research, group discussions, communications and sharing of information. Staff and trainee teachers also can access NIE computing resources through their home internet connection.

Trainee teachers and staff can easily access a variety of computing services via the student portal or staff portal using a single portal account ID and password. The portal can be customized and personalized to suit the needs of the individual user. The campus is also equipped with wireless LAN facilities such that information is readily accessible from notebooks and PDAs anywhere on the campus.

## **Computing Facilities**

To integrate the use of IT into the NIE curricula, the Institute has 29 computing laboratories which are divided into (i) specialised laboratories under the charge of the respective Academic Groups; and (ii) common access laboratories under the charge of the Centre for User Support. The Institute has two laboratories which are Macintosh-based: one serves as a Macintosh Centre for the Institute and the other is for English Language teaching. Each of the remaining PC-based laboratories is equipped with Pentium machines and all the computer systems are networked and connected to the Internet. The Institute also has a campus-wide network consisting of more than 300 access points. The wireless network simultaneously supports IEEE 802.11a, 802.11b and 802.11g.

The computing facilities are used to support teaching and learning in the various programmes. They are used to teach trainee teachers

and in-service teachers attending the foundation course module in instructional technology as well as those attending course modules on the integration of IT into the school curriculum subjects. When these facilities are not being used for teaching, they are available to students for project work which includes the creation of computer-based teaching and learning materials.

### **Library and Information Services Centre (LIBRIS)**

(A Centre of Academic Computing and Information Services)

URL: <http://www.acis.nie.edu.sg/libris>

Email: [LIBRIS@nie.edu.sg](mailto:LIBRIS@nie.edu.sg) Tel: (65)67903626 Fax: (65)68969426

Founded in 1950 as a 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.

### **Collection**

LIBRIS houses a collection of over 300,000 volumes and about 1,100 journal titles. Special collections of LIBRIS include the Singapore Education Resources Collection and the C.J. Koh Collection which focuses on teacher training / education and teaching methods. Other notable resources include ERIC (Education Resources Information Center) documents and curriculum resource materials for teachers. LIBRIS members also have access to electronic resources such as e-books, e-journals and e-databases. Members with NIE Campus Network Account may also access the IP-restricted electronic resources remotely.

### **Facilities**

Among the facilities available at LIBRIS are self-check machines for borrowing books, an automated CD Storage and Dispensing/Returning Machine and the LearningHub@LIBRIS. The LearningHub@LIBRIS is an area on the 3rd storey designed to

provide the ambience and environment for collaborative learning and to stimulate creative thinking and discussion among users who can easily access the campus network via wired and wireless technology. There are two plasma monitors at the lounge area which can be booked for small group discussions or project work. A soundproof room, with a seating capacity of 20 people, is equipped with a rear-projection SMARTBoard which has interactive whiteboard software, a turntable system and other audio-visual equipment. A Café offering hot/cold drinks and cakes/pastries is also located at the LearningHub on Level 3.

### **Services**

Services provided by LIBRIS include loans; inter-library loans; document delivery; information and database search; user instruction on information retrieval; and assistance in use of print and multimedia materials.

### **Catalogue**

The LIBRIS collection is classified according to the Library of Congress Classification Scheme. The online public access catalogue (OPAC) is available on the Web to provide off-campus access. The WebOPAC is accessible via the LIBRIS homepage at <http://www.acis.nie.edu.sg/libris> . Transactions/facilities available through the WebOPAC include checking one's library account, loan renewals, placing holds (reservations) on books which are out on loan and cancellation of reservations for books which are no longer required.

LIBRIS has just migrated to a new integrated library system. Some of the new features available include:

- Ability to set up a personalised profile
- Display of estimated waiting time for a book which is out on loan
- Ability to mark items for reviewing/emailing/printing

### **Membership**

All full-time students are automatically registered as members of LIBRIS. Non-graduating students and students on short courses and ad-hoc programmes are required to register at LIBRIS personally.

**Publications** (Electronic versions are accessible via the LIBRIS homepage)

*a) Guide for NIE Students and Trainee Teachers*

This Guide contains a summary of the resources and services that are available to students/trainee teachers.

*b) Dissertations and Theses Abstracts Online*

Dissertations and Theses Abstracts Online allows users to browse and search NIE dissertations and theses abstracts via the LIBRIS Website.

*c) Examination Papers Online*

Examination Papers Online provides remote and simultaneous access to past years' examination papers.

*d) User Guides*

LIBRIS staff have compiled a number of user guides which provide information on how to search the various electronic databases. There are also guides on searching the OPAC for various types of resources.

**Opening Hours\*\***

		<b>LIBRIS</b>	<b>Reference Counter</b>	<b>Media Counter</b>
<b>Term time</b>	Monday - Friday	8.30 am - 8.00 pm	8.30 am - 5.00 pm	11.00 am - 5.00 pm
	Saturday	8.30 am - 5.00 pm	8.30 am - 12.30 pm	9.00 am - 12.30 pm
<b>Vacation Time</b>	Monday - Friday	8.30 am - 5.00 pm	8.30 am - 5.00 pm	11.00 am - 5.00 pm
	Saturday	8.30 am - 12.45 pm	8.30 am - 12.30 pm	8.30 am - 12.30 pm

The Library is closed on Sundays and Public Holidays.

Loan Services and Computer Lab facilities/services cease 30 minutes before LIBRIS closes.

\*\* Please check the LIBRIS homepage for latest update on opening hours.

**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 minimize 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. Other programmes and groups may request use of the theatre; the main considerations will be whether the space can be made free at the requested times, and the limits of available technical manpower. The Drama programme operates from within the Visual and Performing Arts Academic Group.

## **The Art Gallery**

This Art Gallery is the first "purpose built gallery" in Singapore. It is a free-standing two-storied building situated at the plaza level close to the Arts Building. The high ceilings and lighting arrangements render it an effective space for visual art exhibitions. The mission of the Art Gallery is to support the pedagogy, research, and practice aspects in the Visual Art programme within the Visual and Performing Arts Academic Group. The Gallery programme features exhibitions by art student-teachers, as well as local and international shows that are not only interesting and entertaining, but are cross disciplinary and on the cutting edge of contemporary visual art. The Art Gallery Committee welcomes exhibition proposals from schools, staff members, young emerging artists as well as established practitioners both locally and from the region. The proposals are selected based on their merits and their contribution to the teacher-education programme in visual and performing arts. The Art Gallery proposal forms and guidelines are available from <http://www.vpa.nie.edu.sg> and [nievpa@nie.edu.sg](mailto:nievpa@nie.edu.sg)

## **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.

## **Canteens**

The canteen is located on basement 1 of the Library Building. There are 10 stalls in the canteen selling a variety of food and drinks. 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 payphones are located on the first level of Building 1 and in the canteen. The public payphones can accept both coins and phone cards.

## **Car Parks**

There are 6 car parks in the campus which are open to staff, trainee teachers and visitors. Car Park 1, Car Park 2, part of Car Park 3 and Car Park 7 are operating on an automated paid parking system using the cash card. The other car parks are free.

The paid parking operating hours and rates are:

### *Operating Hours*

Mondays to Fridays : 5.00 am to 5.30 pm

Parking is free for other times, on week-ends and Public Holidays.

### *Rates*

#### *Car Park 1*

2 cents per minute

#### *Car Parks 2, 3 and 7*

\$1.00 per hour

\$3.00 for more than two hours

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: Building 2 (level B1), Building 3 (levels B1 & B3), Building 5 (levels B2 & B3), Building 7 (levels B1 & B3) and Building 7A (level B4).

### **Motor Cycle Parking Lots**

Motor cycle parking lots are available in Car Park 1, Car Park 2 (between Buildings 2 & 3), Car Park 5 (beside Building 5) and Car Park 7.

### **Drinks Vending Machines**

There are drinks vending machines installed at the basement levels of Buildings 2, 3, 4, 5 and 7 and in the canteen.

## 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**

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The following facilities/services in NTU are available for use by all trainee 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 recreation needs of the University community. It organizes various intramural and inter-collegiate sports activities and games for NTU students and NIE trainee teachers.

Bookings of selected sporting facilities for personal use can be made either on-line or in person at the S & R Ctr. A wide selection of sporting equipment is available for loan from the counter. Showering facilities and free locker service are provided at the S & R Ctr.

The S & R Ctr offers the following sports facilities:

### **Indoor Facilities**

- 3 Multi-Purpose Sports Halls
- 3 Activity Rooms
- 1 Table Tennis Room
- 4 Squash Courts
- 2 Gymnasiums (Cardio And Weight-Training)

## **Outdoor Facilities**

- 1 Multi-Purpose Field (Cricket; Rugby; Softball; Archery; Hockey)
- 1 Soccer Field
- 1 Synthetic, 8-Lane, 400-Metre Running Track
- 3 Basketball Courts
- 2 Sepak Takraw Courts
- 3 Multi-Purpose Courts
- 6 Tennis Courts
- 1 Bouldering Wall (besides Hall of Residence 6)
- 1 Volleyball Court (at Hall 2)
- 1 Futsal Court (at Hall 2)
- 1 Archery Range

## **Aquatic Facilities**

- 1 50-Metre Swimming Pool
- 1 Diving Pool

For further details, please refer to this website:

**<http://www.ntu.edu.sg/SAO/SPORTS/>**

## Medical Scheme

All full-time registered trainee teachers who have paid an annual health service fee are eligible for this scheme.

### Salient Points of the Scheme

1. Free outpatient treatment at the Medical Centre on campus (Non-standard drugs will be charged at cost).
2. Consultation at Specialist Outpatient Clinics in National University Hospital and all Government Restructured Hospitals.
3. Hospitalisation:
  - a. Trainee teachers are eligible for 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 exceptional cases, please look under "What Students Also Need To Know" (applicable to both NTU students and NIE trainee teachers) at this website: <http://www.ntu.edu.sg/studentlink/sao/scheme.htm>
  - b. A trainee teacher will only be covered up to 21 days of hospitalisation in each academic year.
4. Items not covered by the scheme:
  - a. Consultation at private clinics
  - b. Consultation fees, hospital charges and operation fees incurred at private hospitals or at any private nursing homes
  - c. Dental Care
  - d. Eye refraction and purchase of spectacles

- e. Medical aids and appliances
  - f. Maternity care
  - g. All pre-existing illnesses
5. The benefits of the Medical Scheme, although available to trainee teachers throughout their course of study, are available in Singapore only.
6. Conveying sick/injured trainee teachers to Medical Centre on campus/hospital:
- a. After operation hours of Medical Centre on campus  
  
Minor injury and normal sickness – Campus Security Division (CSD) will help to call for a taxi to send the patient to hospital.  
  
Emergency cases – In cases involving serious injury or illness, when the patients are in need of emergency treatment, CSD will call the Singapore Civil Defence Force for an ambulance to convey the patient to hospital as well as to provide emergency treatment.
  - b. During normal office hours  
  
The Sports and Recreation Centre may request CSD to assist in sending the trainee teacher to the Medical Centre on campus if no transport is available. The Sports and Recreation Centre does not need to send the injury report to CSD.
  - c. Ambulance fee: only emergencies from campus to the nearest hospital will be covered.
7. All medical bills eligible for reimbursement must be claimed within 2 months of the date of the bill/receipt.

8. 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 : "What Students Also Need To Know" at <http://www.ntu.edu.sg/studentlink/sao/scheme.htm>
9. All benefits are subject to review.
10. Trainee teachers will cease to be eligible for the scheme when they cease to be registered trainee teachers of the Institute.

Note: It is important for all trainee teachers to visit <http://www.ntu.edu.sg/studentlink/sao/scheme.htm> to know the full details of the Medical Scheme. As the above information may be accurate only at the point of publication, trainee teachers are advised to log on to this web page for updated information.

## **Hostel Accommodation**

PGDE, Diploma and BA/BSc trainee teachers are eligible to apply for hostel accommodation in NTU.

The rates chargeable for accommodation of the hostel room in the various Halls in NTU are as follows:

Double-occupancy : \$135 - \$160 per month

Single-occupancy : \$160 - \$190 per month

A non-refundable application fee of \$15.75 (inclusive of GST = \$0.75) will have to be paid at the time of application.

Application for hostel accommodation will be open to current trainee teachers in April every year. New trainee teachers will be invited to apply for hostel when they receive their letter of offer of admission.

Only newly-recruited trainee teachers will be assured of hostel rooms if they apply. (They can apply for double-occupancy hostel rooms only.) All other trainee teachers except Jan 2005 intake trainee teachers, will have to compete for hostel rooms with other NTU students on the basis of ECA points.

Details of the ECA Points for Hostel Accommodation for AY 2005/2006 are available in NIE Portal. Trainee teachers can also refer to the Points Award Scheme for Hostel Allocation at <http://www.ntu.edu.sg/sao/Accommodation/Application>

## **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 trainee teachers in NIE:

- a) Matriculated trainee teachers who are reading a full-time undergraduate course of study leading to a Bachelor's degree;
- b) Trainee teachers not holding a Bachelor's degree who are reading a full-time course of study leading to a diploma, the duration of which is not less than two academic years;
- c) Graduate trainee teachers pursuing a full-time course of study leading to the Postgraduate Diploma in Education, the education 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 twelve constituent bodies, of which the Trainee Teachers' Club is one. Only trainee teachers who are members of the NTUSU are eligible for full membership of the Trainee Teachers' Club.

Trainee 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 trainee teachers in NIE. The Trainee Teachers' Club comprises seven sub-clubs:

- a. Bachelor of Arts Club
- b. Bachelor of Science Club

- c. Chinese Language Education & Research (CLEAR) Club
- d. NIE Green Club
- e. Physical Education and Sports Science Club
- f. Service Learning Club
- g. Tamil Language Club

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

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Besides the Trainee Teachers' Club, there are other student organisations in NTU which cater to a variety of interests among NTU students and NIE trainee teachers. Details of NTU student clubs and societies can be found at <http://www.ntu.edu.sg/publicportal/students/default.htm> under 'Student Activities'. Further information can also be found at NTU Student Affairs Office's website at <http://www.ntu.edu.sg/sao/home>

There is one club in NIE that is not a constituent club of the NTUSU but is registered with the Registrar 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.

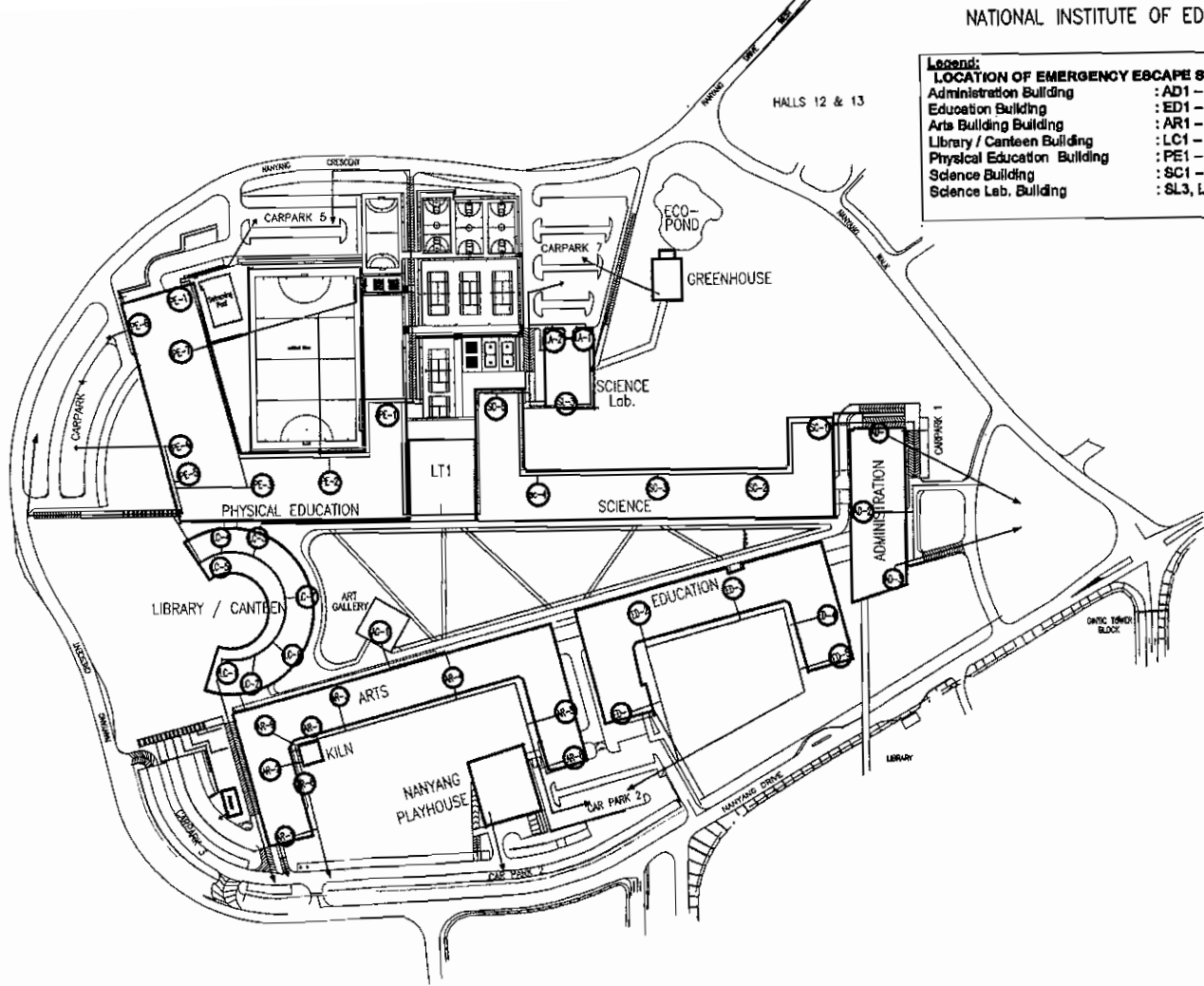
## **Emergency Escape Routes**

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In the event of an emergency situation occurring in the campus, such as, a fire, all trainees 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 escape routes are also displayed behind the doors of all the lecture theatres and tutorial rooms.

**Legend:**  
**LOCATION OF EMERGENCY ESCAPE STAIRCASES**

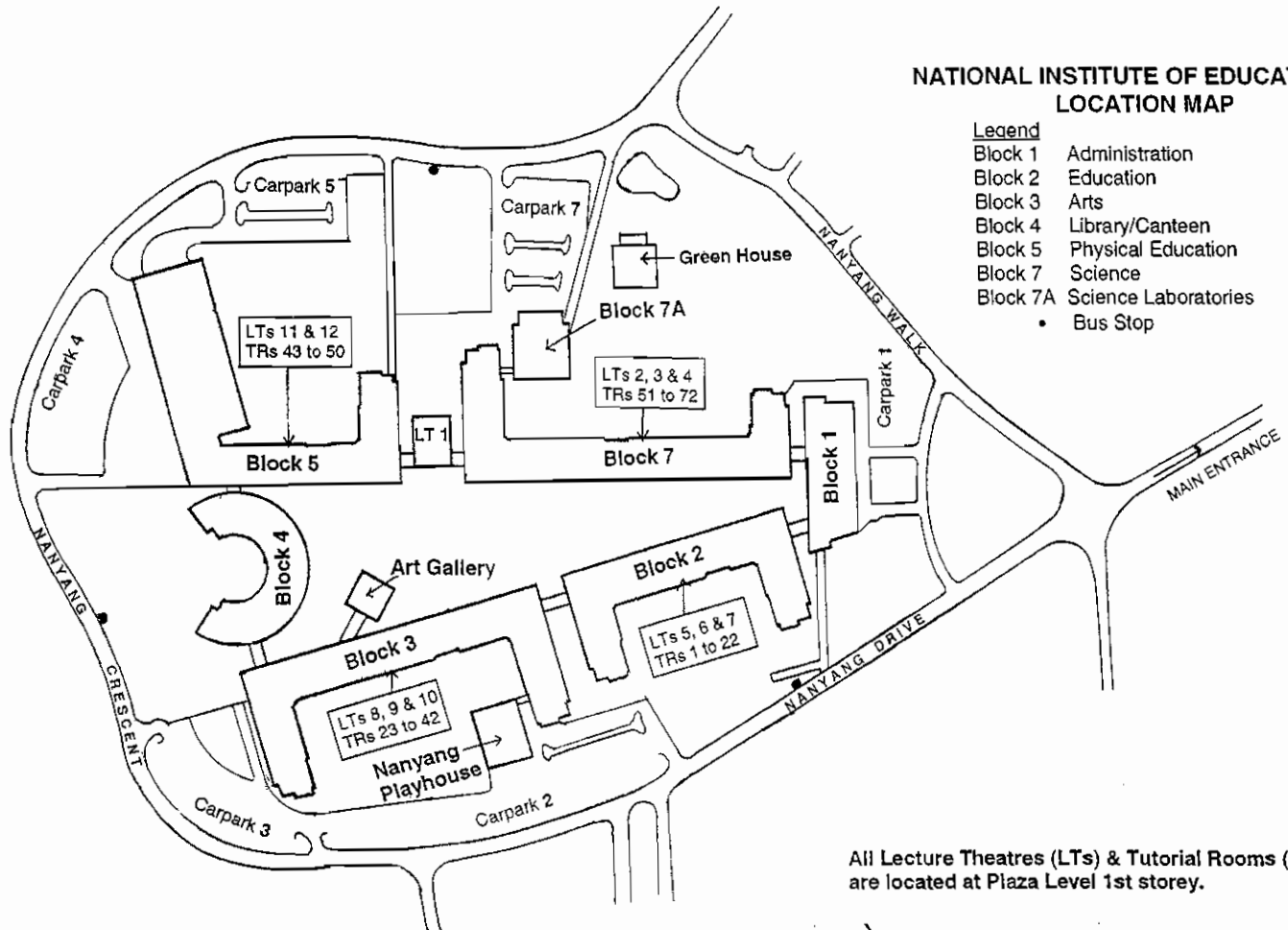
Administration Building	: AD1 - AD3
Education Building	: ED1 - ED5
Arts Building Building	: AR1 - AR9
Library / Canteen Building	: LC1 - LC7
Physical Education Building	: PE1 - PE7 & PE11
Science Building	: SC1 - SC 5
Science Lab. Building	: SL3, LA1 & LA2



## NATIONAL INSTITUTE OF EDUCATION LOCATION MAP

### Legend

- |          |                      |
|----------|----------------------|
| Block 1  | Administration       |
| Block 2  | Education            |
| Block 3  | Arts                 |
| Block 4  | Library/Canteen      |
| Block 5  | Physical Education   |
| Block 7  | Science              |
| Block 7A | Science Laboratories |
| •        | Bus Stop             |



All Lecture Theatres (LTs) & Tutorial Rooms (TRs) are located at Plaza Level 1st storey.