

# MSc in Knowledge Management (KM)

## FAQs

NOTE:

For coursework programmes, please send your query to [wkwsci\\_coursework@ntu.edu.sg](mailto:wkwsci_coursework@ntu.edu.sg)

For research programmes, please send your query to [wkwsci\\_gradresearch@ntu.edu.sg](mailto:wkwsci_gradresearch@ntu.edu.sg)

## Applications

### 1. What are the admission requirements for MSc (KM) programme?

To apply to the MSc in Knowledge Management (KM) programme, you need to meet these minimum requirements:

- A good Bachelor's degree in any discipline,
- Preference is given to applicants with management or corporate experience in a public or private organisation.

\*: Internships are not counted towards working experience, and it is recommended for applicants to have at least a minimum of one-year of full-time working experience.

*For more information, please refer to this link:*

<https://www.ntu.edu.sg/education/graduate-programme/master-of-science-in-knowledge-management>

### 2. I am an international applicant. Is TOEFL or IELTS mandatory for admission into MSc (KM) Programme?

International students who graduated from universities where English is not the main language of instruction must submit IELTS/TOEFL scores. The IELTS sub-scores should not be less than 6.0. Meeting the minimum IELTS/TOEFL is mandatory to be considered for admission into MSc (KM) Programme.

Minimum Score Required	
TOEFL	IELTS (Academic)
600 (paper-based)	6.5
250 (computer-based)	
100 (internet-based)	

*For more information, please refer to this link:*

<https://www.ntu.edu.sg/admissions/graduate/cwadmissionguide>

**3. Does WKWSCI offer full-time and part-time programmes?**

WKWSCI offers both full-time and part-time programmes for MSc (KM) programme.

Full-Time Candidature		Part-Time Candidature	
Minimum	Maximum	Minimum	Maximum
2 semesters	4 semesters	4 semesters	8 semesters

*(Note: 1 academic year is equivalent to 2 semesters)*

**4. As an international applicant, can I apply for the part-time programme?**

Part-time programme is applicable only to Singaporeans, Singapore Permanent Residents and those on Employment or Dependent Pass.

International applicant, who is not on Employment or Dependent Pass, must apply for full-time programme and will be issued Student Pass to study in NTU, pending approval from Immigration & Checkpoints Authority of Singapore (ICA).

**5. How many intakes does WKWSCI have and when?**

WKWSCI only has one intake in August every year.

**6. How and when do I apply for your school's August intake?**

The application for the yearly **August** intake will open in early November and close in end January. All applications must be submitted electronically only. Any other forms of submission will not be processed.

If you wish to apply for admission to more than one programme, please submit a separate application form for each programme. Every programme applied to will be subject to separate application fees.

*You can apply online here:*

<https://www.ntu.edu.sg/admissions/graduate/cwadmissionguide>

**7. Where can I find details on the application procedure?**

You can find information regarding the application procedure here:

<https://www.ntu.edu.sg/admissions/graduate/cwadmissionguide>

**8. What are the supporting documents required for admission?**

You will need to upload the supporting documents online when you are completing the application. You may use the list of supporting documents as a reference for documents to be uploaded. It is recommended to include your CV or Résumé as part of the supporting documents as well. School may contact applicants about additional information or documents later (if required).

Note of the following for uploading of supporting documents:

- Supporting documents must be legible, sharp, and clear
- Name the files in English
- Applicants are required to upload documents for each programme applied

*For the complete list of supporting documents to be submitted as part of the application package, please refer to this link:*

[https://www.ntu.edu.sg/admissions/graduate/cwadmissionguide#Content\\_C040\\_Col00](https://www.ntu.edu.sg/admissions/graduate/cwadmissionguide#Content_C040_Col00)

**9. Is submission of personal statement required for admission?**

Submission of personal statement is not compulsory for application to this programme. However, if you feel that it is a value-add to your application, you may do so and upload the document into the online application portal.

**10. Is submission of referee/reference/recommendation letters required for admission?**

Submission of referee/reference/recommendation letters are not compulsory for application to this programme. However, if you feel that it is a value-add to your application, you may do so and upload the letters into the online application portal.

**11. How many referee/reference/recommendation letters can be submitted?**

Though there is no number limitation, you may consider submitting just two or three letters.

**12. Is there a specific format for the referee/reference/recommendation letters?**

We do not have a specific format or template for referee letters, but the referee can include the following information in the letter:

- Information on who the referee is
- Details of the applicant (Full Name, Programme Applied and Application Number)
- Referee's connection with the person they are recommending
- Why the applicant is qualified to apply to the programme, and the specific skills they have
- Individual characteristics that the referee would like to highlight
- Describe example(s) that the applicant impressed the referee (related to studies/projects/assignments)
- Referee's contact information
- The referee letter can be from both academic and/or professional capacity.
- The referee letter should be in an official letterhead, i.e. University letterhead or Company letterhead

**Note:** The list indicated above is not exhaustive and may include other information that a referee may want to highlight about the applicant.

**13. Does the system trigger an invitation email to referees to upload or submit the referee/reference/recommendation letters into the online application portal?**

No. The online application system does not trigger an email to the referees to submit the referee/reference/recommendation letters online. Applicants can request the referees to email the letters to them and the applicants can then upload the letters into the online application portal system on their behalf.

**14. How much is the application fee?**

Currently, the application fee is S\$21.40 per programme applied to. Please note that applications without successful payment of application fee will not be processed. However, do note that fees are subject to revision and in such cases the revised fees will apply.

*For information regarding the application fee, please refer to this link:*

<http://admissions.ntu.edu.sg/graduate/coursework/BeforeApplying/Fees/Pages/NotesonFees.aspx#a1>

**15. What is the payment mode for the application fee?**

Payment can be made online before submitting application by VISA/Mastercard.

*For information regarding payment modes, please refer to this link:*

<https://www.ntu.edu.sg/admissions/graduate/cwadmissionguide>

**16. When will I know the outcome of my application?**

The application outcome will be released around end April onwards.

*Candidates can check the application outcome here:*

[https://wis.ntu.edu.sg/webexe/owa/pgr\\$adm\\_inquiry.main](https://wis.ntu.edu.sg/webexe/owa/pgr$adm_inquiry.main)

**17. How do I accept offer of admission?**

If you are offered admission, you will receive the offer letter with the admission details via email. You have to accept your offer online. Please note that even if you are offered more than one programme, you can accept only one offer.

*For more information, please refer to this link:*

[https://wis.ntu.edu.sg/webexe/owa/pgr\\$acceptance\\_offer.main](https://wis.ntu.edu.sg/webexe/owa/pgr$acceptance_offer.main)

**18. Is the Service Obligation Scheme available for the MSc (KM) Programme?**

As this is a self-financing programme, there is no Service Obligation option for this programme.

*For more information, please refer to this link:*

<https://www.ntu.edu.sg/admissions/graduate/financialmatters/service-obligation>

## **Financial Matters**

**19. Is the MSc (KM) Programme a subsidised programme?**

No, this programme is a self-financing programme. Thus, it is not subsidised by the Ministry of Education (MOE), Singapore.

20. What are the tuition fees for the MSc (KM) Programme?

MSc (KM) Programme	Tuition Fees per Academic Year (AY2022-2023) Non-Subsidised Fees (Full-time and Part-time)	
	Local Student (Singapore Citizen/ Singapore Permanent Resident)	International Student
Per Course (3 AUs)	S\$2,100	S\$2,200
Dissertation (6 AUs)	S\$4,200	S\$4,400
Programme Cost (30 AUs)	S\$21,000	S\$22,000

You can find information on the tuition fees here:

[https://www3.ntu.edu.sg/oad2/GA\\_CW/CourseworkNonSubsidisedFees.pdf](https://www3.ntu.edu.sg/oad2/GA_CW/CourseworkNonSubsidisedFees.pdf)

**OR**

<https://www.ntu.edu.sg/education/graduate-programme/master-of-science-in-knowledge-management#additionalInformation>

Please note that tuition fees are subject to revision. An estimated increase could be around 10% to 20%.

21. Are there any scholarships available for the MSc (KM) Programme?

As MSc (KM) programme is a self-financing (non-subsidised) programme, there is no scholarship available.

22. Is Financial Assistance available for the MSc (KM) Programme?

As MSc (KM) Programme is a self-financing (non-subsidised) programme, there is no financial assistance available.

23. Is the SkillsFuture Mid-Career Enhanced Subsidy applicable to MSc (KM) Programme?

As MSc (KM) Programme is a self-financing (non-subsidised) programme, SkillsFuture Mid-Career Enhanced Subsidy is not applicable.

### **Registration Matters**

24. When do I register for the programme after accepting the offer of admission?

The Office of Admissions (OA) will send to you the offer letter via email, containing information about when and where to go for the registration (also known as matriculation). During matriculation exercise, you **must** produce all **original** documents that were submitted to us during your application for verification by our staff. Otherwise, your matriculation is considered as incomplete. The list of required documents will be sent together with the offer letter.

You may find the list here as well:

[https://www.ntu.edu.sg/admissions/matriculation#Content\\_C011\\_Col00](https://www.ntu.edu.sg/admissions/matriculation#Content_C011_Col00)

25. Will there be any orientation session organised for new students?

The school will organise the Graduate Orientation Session for new students before the start of the 1<sup>st</sup> Teaching Week of Semester 1. Students will receive an email from the school regarding this after matriculation.

**26. Will I be given a student identification card?**

The student matriculation card, also known as the matriculation card (matric card), will be issued during week 1 to 3 of the start of semester.

**27. How many courses can I register for in a semester?**

Full-time students can register for a maximum of **five** courses in a semester; Part-time students can register for a maximum of **three** courses in a semester.

### **Deferment & Withdrawal from the Programme**

**28. Can I defer admission for 1 semester or 1 year, or take leave-of-absence?**

No, deferment is **not allowed** in the first semester. You will have to withdraw from the programme and apply for admission again next year.

**29. Can I withdraw from the programme after accepting the offer?**

You can withdraw from the programme by dropping an email to the programme administrator. Withdrawal from programme via email can only be done before matriculation.

**30. Can I withdraw from the programme after matriculation?**

You can withdraw from the programme after matriculation by submitting a withdrawal from programme form. However, the form must reach the programme administrator latest by the end of the 1<sup>st</sup> Teaching Week of the semester. Otherwise, you will be liable to pay fees for the entire semester.

*For more information, please refer to this link:*

[https://www.ntu.edu.sg/wkwsci/admissions/useful-links/graduate/forms-and-procedures#Content\\_C043\\_Col00](https://www.ntu.edu.sg/wkwsci/admissions/useful-links/graduate/forms-and-procedures#Content_C043_Col00)

### **Change of Programme Status**

**31. Can I change my programme status from part-time to full-time or the other way?**

You can change your programme status from full-time to part-time, or part-time to full-time, subject to approval by the school. Your request for the change must reach the programme administrator at least 2 weeks before the start of the semester to facilitate the conversion process.

You will be allowed to do this switch only **once throughout the whole candidature**. International students can only convert to the part-time study status after they have secured a job and their Employment Pass application is successful.

## Accommodation

### **32. Will I be able to secure on-campus accommodation?**

On-campus accommodation is subject to availability. Priority is usually given to undergraduate and graduate research students.

For more information regarding on-campus accommodation, please refer to the following links:

<https://www.ntu.edu.sg/life-at-ntu/accommodation/graduate-housing>

<https://www.ntu.edu.sg/life-at-ntu/accommodation/graduate-housing/apply-for-housing>

If you are unsuccessful in your application, do arrange for *off-campus housing* before you arrive in Singapore. For ease of reference, you may refer to some information put together by the Office of Campus Housing: <https://www.ntu.edu.sg/life-at-ntu/accommodation/off-campus-housing>

You may also contact Student Housing at the Office of Housing & Auxiliary Services for more information at:

Tel: (65) 6790 5155

Email: [och-housing@ntu.edu.sg](mailto:och-housing@ntu.edu.sg)

Website: <https://www.ntu.edu.sg/life-at-ntu/accommodation/graduate-housing>

## Job Placement & Part-time Employment

### **33. Does the school offer job placements?**

The school does not offer job placements.

### **34. Can an International Student work full-time and study?**

International students on Student Pass are not allowed to work full-time. However, they are allowed to work part-time, up to 16 hours per week during term time as stipulated by the Immigration & Checkpoints Authority (ICA), pending approval by the School and University.

For matriculated graduate international students, you are required to apply for approval and obtain the Letter of Endorsement from One Stop @ SAC before commencing work. A fresh application is required for each job. Applications can be made online via the [Part-Time Employment Application System](#).

For more information regarding part-time employment, please refer to this link:

[https://ts.ntu.edu.sg/sites/intranet/dept/throw/nss\\_bak/onestop/Part-Time%20Employment/Pages/default.aspx](https://ts.ntu.edu.sg/sites/intranet/dept/throw/nss_bak/onestop/Part-Time%20Employment/Pages/default.aspx)