

Freshmen Guide

**Bachelor of Arts / Bachelor of Science
(Academic Discipline and Education)
Admission to Year 1, AY25/26**

**NANYANG TECHNOLOGICAL UNIVERSITY (NTU)
NATIONAL INSTITUTE OF EDUCATION**

**BACHELOR OF ARTS (ACADEMIC DISCIPLINE AND EDUCATION)
BACHELOR OF SCIENCE (ACADEMIC DISCIPLINE AND EDUCATION)
AY2025 ADMISSION**

1 Conditions of Admission

The offer of admission to the National Institute of Education, Nanyang Technological University, Singapore (NIE NTU, Singapore) is in connection with the offer of the Teaching Award/Scholarship by the Ministry of Education (MOE).

Your admission to the programme concerned is on condition that the information that you have given in your application form is accurate; you have not withheld material information from MOE or NIE NTU, Singapore; you have passed the required final year examination (i.e., final year diploma examination for those being admitted as polytechnic diploma holders); and you have cleared the medical examination scheduled by MOE. Student teachers who are specialising in the teaching of Physical Education must be certified medically fit to participate in moderate to vigorous physical activities daily, as required in the programme.

In connection with your admission to the abovementioned programme, you will be subject to the Rules and Regulations of NIE in force from time to time. You will enter upon and diligently continue in the programme of study, and you will complete the programme within the prescribed time. Whilst on teaching attachments to schools, you are expected to satisfy the work and conduct expected of a teacher. You may be required to leave the programme at any time without notice if your work or conduct is not satisfactory in any respect or if you have been convicted by a court of law in any country during the programme of an offence, which in the opinion of the Government or NIE renders you unsuitable to continue training as a teacher. Should you be frequently absent, you may be required to leave the programme if you are unable to satisfy the programme requirements due to your absence.

2 Matriculation

Matriculation involves the following:

- a) Obtain matriculation number
- b) Submission of documents
- c) Obtain NTU E-mail Account
- d) E-matriculation
- e) Obtain NIE Login Account
- f) Download NTU Pass

a) Obtain Matriculation Number

A matriculation number will be given to you upon completing the [NTU online acceptance](#). E-matriculation is still required (see point 2c next page).

b) Submission of Documents

All new student teachers are required to submit the following documents:

Document	Where to submit
1. Form for Student Photo	Email to nieitpdoc@nie.edu.sg upon acceptance of offer
2. Passport Size Photograph (in JPG format only)	
3. Photocopy of your Identity Card	

Email Subject: (indicate accordingly)

BA (Acad Dsplt & Ed) (TA) July 2025 intake

BA (Acad Dsplt & Ed) (TSP) July 2025 intake

BSc (Acad Dsplt & Ed) (TA) July 2025 intake

BSc (Acad Dsplt & Ed) (TSP) July 2025 intake

Email Body Format: Name (as per NRIC):

Contact Number:

Example:

Name (as per NRIC): TAN HUI LENG (CHEN HUILING)

Contact Number: 91234567

Attachment Filename Format:

Type of Document	Filename Format
Form for Student Photo	Student_Photo
Passport Size Photograph (in JPG format)	Name_Photo
Copy of Identity Card ID	ID

Please ensure the images are clear and in one of the following formats:
jpeg, jpg, pdf, png, doc, docx.

Document	Where to submit
4. Application Form for Interbank GIRO	Mail this form (original signed hard copy as required by the bank) to reach this office by <u>1 July 2025</u> or within <u>1 week after acceptance, whichever is later:</u> Ref : GIRO Form NIE Student Services Centre (SSC) Office of Academic Administration & Services Block 1, Level 1 National Institute of Education 1 Nanyang Walk

Document	Where to submit
	Singapore 637616
5. Tuition Grant Form	To be done <u>after</u> e-matriculation and <u>after</u> you receive the NIE Login account. Declare by logging in to the NIE Portal https://portal.nie.edu.sg, under Student Dashboard > Favourites, click on e-Forms. Expand the Tuition Grant Declaration and click on the "Tuition Grant Declaration" to access and submit the form by <u>10 July 2025, or within 1 week after acceptance, whichever is later.</u> Only for Singapore Permanent Resident (SPR)/ International Student (IS): If you are accepting the admission programme offer with Tuition Grant, please register online for Tuition Grant at the MOE website by 13 Sep 2025. After Tuition Grant registration period closed, SPR/IS students who had registered for Tuition Grant are to complete online signing of Tuition Grant agreement with sureties on TG&S portal by 30 Sep 2025. Please refer to the website for more information.

c) Obtain NTU E-mail Account

After acceptance, students will receive an email on the **Office365 EDU account** (i.e., an NTU email account ending with '@e.ntu.edu.sg'). This email account is proof of your identity as a student of the University and will be the primary communication channel between you and the University.

d) E-Matriculation

New student teachers are required to do e-matriculation through <https://portal.nie.edu.sg/ereg/register/stdregform.jsp>. MOE will advise you on when you should do the e-matriculation.

If you encounter problems accessing the website, please contact the ACIS Service Desk at 6790 3033 or visit the IT & Infra Services Hub at NIE Student Hub (UiD), Level 1.

e) Obtain NIE Login Account

Your NIE Login account details will be sent to you via email. If you do not receive your NIE Login account details within 3 days after you have completed the e-matriculation or if you encounter problems accessing the NIE Portal (<https://portal.nie.edu.sg>), please contact the ACIS ServiceDesk.

f) Download NTU Pass

The NTU Pass app holds your digital ID card. You can download the NTU Pass app 3 days after you have obtained the NTU email account. Please click [here](#) to download the NTU Pass app.

3 Student Housing on NTU Campus

The undergraduate freshmen hall application period starts from **2 June 2025, 0900 hrs (SGT)** till **23 June 2025, 1700 hrs (SGT)**. You will need the NTU e-mail account to apply for housing. As it takes about 3-4 days after acceptance to get your NTU e-mail account, freshmen should complete acceptance as early as possible.

Those who do not get the NTU e-mail account in time to apply for housing may write to och-housing@ntu.edu.sg.

Information on student housing is available at <https://www.ntu.edu.sg/life-at-ntu/accommodation/undergraduate-housing>.

4 Orientation

Orientation will be held from **16 to 22 July 2025** and **3 to 8 August 2025**. Details of the orientation programme schedule will be available on the NIE Orientation microsite (<https://tinyurl.com/NIEOrientation2025>) on **16 June 2025**.

Attendance at the Orientation is **compulsory** as it includes important briefings on your programme of study and the subjects that you are taking.

5 NIE Transition Orientation Programme (TOP)

The Orientation Planning Management Committee (OPMC) will be organising a 3-day NIE Transition Orientation Programme (TOP) for the Bachelor of Arts/Science (Academic Discipline and Education), Diploma and Postgraduate Diploma in Education (Physical Education) student teachers from **3 to 5 August 2025**. The programme will be held physically on the NIE campus.

Attending the NIE Transition Orientation Programme (TOP) is the first step for you to get to know your fellow schoolmates better and make your transition to NIE as smooth as possible. Please note that the 3-day NIE TOP is **compulsory** for all freshmen.

More information on the programme will be announced on the NIE Orientation microsite (<https://tinyurl.com/NIETOP2025>) on **11 June 2025**.

6 "The Uprising" Orientation Programme for Malay/Muslim Freshmen

"The Uprising" Orientation Programme Planning Committee (collaboration between NTU-NIE Malay Language and Cultural Society PERBAYU as well as the NTU Muslim Society) will be organising the Orientation Programme. This programme welcomes all Malay/Muslim Freshmen from the Bachelor of Arts / Bachelor of Science (Academic Discipline and Education), Bachelor of Science in Sport Science & Management, Diploma and Postgraduate Diploma in Education (Physical Education) programmes. More information on the programme will be announced on the NIE Orientation microsite (<https://tinyurl.com/NIEOrientation2025>) on **11 June 2025**.

7 Commencement of Programme

Lessons for the programme will commence on **11 August 2025**. Student teachers who are coming to NIE by MRT can either:

- (a) Alight at Boon Lay Station and then use SBS Service Number 199 or 179; or
- (b) Alight at Pioneer Station and then use SBS Service Number 179.

If you are coming by car, you are strongly advised to car-pool as there are limited parking lots available on campus. A map of the NIE Campus is enclosed.

8 Tuition Fees and Tuition Grant

For AY 2025/2026 freshmen, the amount of direct fees payable (which will be borne by MOE) are as follows:

BA/BSc (Academic Discipline and Education)

Citizenship	Singaporean (excl GST)	Singapore PR (excl GST)	ASEAN International Student (incl GST)	ALL OTHER International Student (incl GST)
Fees (Per Annum)	S\$	S\$	S\$	S\$
Direct Tuition Fee Payable	8,250	11,550	17,950	20,000

GST on the subsidized fees is subsidized by MOE for Singapore Citizens and Permanent Residents

The Singapore Government provides tuition grants to assist student teachers in paying a substantial part of the full tuition fees chargeable by NIE. Student teachers who wish to receive the tuition grant may declare by logging in to the NIE Portal. Under Student Dashboard > Favourites, click on e-Forms. Expand the Tuition

Grant Declaration and click on the “Tuition Grant Declaration” to access and submit the form.

Payment of tuition grants for all student teachers will be remitted directly to the Institute. No payment will be made to the student teachers.

9 Miscellaneous Fees

As stated in your MOE Teaching Award/Scholarship Agreement, MOE will bear the training costs for your programme of study at NIE. In addition to the direct tuition fee payable (as indicated in the preceding paragraph), the other costs that will be borne by the MOE are as follows:

Other Fees per annum	BA (Acad Dspln & Ed) S\$	BSc (Acad Dspln & Ed) S\$
Singapore Citizens		
- Health Service Fee	69.30	69.30
- Student Service Fee	241.70	276.80
Total for Singapore Citizens	311.00	346.10
Singapore Permanent Residents/ International Students		
- Health Service Fee	151.82	151.82
- Student Service Fee	282.38	317.38
Total for Singapore Permanent Residents/ International Students	434.20	469.20

Note: (1) Fees reflected are GST inclusive
(2) Fees quoted are subject to change

MOE may suspend/terminate the payment of the tuition and other fees on your behalf if you do not perform well in your studies.

Students who apply for leave after the first two weeks of the semester are required to pay the fees for that entire semester. Please refer to important notes on fees in [guideline-on-tuition-fees_accepted-offer-effective-from-ay2018.pdf \(ntu.edu.sg\)](https://www.ntu.edu.sg/guideline-on-tuition-fees-accepted-offer-effective-from-ay2018.pdf).

Please note that all fees quoted are subject to change.

In connection with the above, student teachers who have recently become Singapore citizens must submit a copy of the Singapore Citizenship Certificate and Singapore Identity Card together in order for their citizenship to be updated in the database.

10 GIRO application

Student teachers are required to pay fees through GIRO. Similarly, credits, if any, will be received through GIRO. In view of this, a GIRO application form is enclosed for your use. You are required to complete the form and submit the original signed hard copy (as required by the bank) to NIE Student Services Centre. Digital signatory is not acceptable by the bank. Kindly note not to use correction fluid / tape and all amendments must be countersigned. You are requested to submit only one GIRO application form for the whole programme of study unless there is a change in the standing instruction from the Finance Department.

Student teachers will be informed of the exact date of GIRO deduction or credit via e-Invoice in the NIE Portal (<https://portal.nie.edu.sg>) or in the MOE notification letters. Please note that only banks domiciled in Singapore are to be used for GIRO.

Possible GIRO transactions include credit for reimbursements and allowances, if any.

11 Conduct

NIE aims to cultivate a positive teacher culture among its student teachers so that they may develop into cultured teachers. A cultured teacher is one who is; neat and professional looking, confident, caring, creative, and a mentor, learner and leader. As part of the desire to project a positive total image of teachers, a code of conduct and dress code for student teachers on campus has been established and student teachers are expected to observe the code.

Code of Conduct:

1. Aim to be good role models.
2. Treat all individuals with respect.
3. Uphold moral integrity and be truthful in your conduct.
4. Show compassion and display humanity at all times.
5. Use appropriate communication channels and language in expressing opinions and giving feedback.
6. Practise responsible behaviour in all social media platforms.

12 Attire

Every student teacher is expected to wear suitable clothing and maintain a hair-style that gives an appearance of neatness and decorum. Outlandish and flashy clothing as well as long and unkempt hairstyles are prohibited on campus; likewise for inappropriate footwear such as sandals and slippers. Information on the dress code for student teachers can be found in the NIE Portal at <https://portal.nie.edu.sg> under 'Guides and Policies' > 'NIE Policies'.

13 Absence from Class

Student teachers who absent themselves without approval or medical certificate issued by a medical practitioner in Singapore may be subject to disciplinary action being taken against them. This may lead to termination of the award/scholarship for errant offenders.

If advanced notification of lecturers/tutors is not possible, it is the onus of student teachers to contact their lecturers/tutors to explain the reasons for their absence not later than two working days from the date of absence. Those who fail to do so will be issued with a notice of absence letter. Where the absence is due to medical reasons, student teachers are required to produce medical certificates issued by medical practitioners registered under the Medical Registration Act.

Student teachers are required to upload a clear picture of their MC within 1 week from the date of issue of the medical certificate and show the **original** medical certificate to the lecturers/tutors when they are back in class. After 1 week, a notice of absence from class will be issued to student teachers who fail to explain the reasons for absence. Student teachers are required to keep the original copy of MC for 1 year from the date of submission for audit checks to be conducted. Those who are selected for audit checks will need to present the original MC for verification. Failure to do so may result in disciplinary action.

Applications for leave must be submitted via the online NIE Portal at <https://portal.nie.edu.sg> under *e-Forms* → *Form List* → *Leave Application* → *Apply Leave*. Applications for leave of absence must be submitted to NIE at least seven days in advance where the leave of absence is anticipated. Student teachers should not go on leave until approval has been obtained. Late leave applications will not be considered.

Student teachers who are likely to be on long absence (i.e., semester leave of absence) during semester/curriculum time are required to check with the National Institute of Education and the Ministry of Education on the implications of their absence before it commences. Implications include but are not limited to additional semester(s) required to complete the programme of study and hence may result in additional cost to the student teachers.

Student teachers may leave for holidays overseas during public holidays, weekends and the NIE vacation as long as there are no programme commitments to fulfill during the period concerned. Those in the final year are required to attend the compulsory Beginning Teachers' Orientation Programmes (BTOP) immediately after the end of their NIE examinations. They will then assume teaching duties in the posted school immediately thereafter.

14 Withdrawal

Student teachers leaving the programme prematurely will be required to immediately inform the NIE and MOE of their withdrawal in writing.

15 Locker @ NIE

Where: 1) Arts Block (Block 3 Basement 1 Stairway 3)
2) Science Block (Block 7 Basement 1 Stairway 4)
3) Physical Education & Sports Science (PESS) (Block 5, Basement 3, Ladies/Gents changing room)

How: Student teachers are encouraged to apply for rental of lockers by scanning the QR code or via www.rent-a-locker.com from NIE's contractor, Kaichi Spacemaster Pte Ltd.

Kaichi Spacemaster Pte Ltd (Locker Rental Department) can be contacted at 6282 0868.



16 Notices to Student Teachers

Please note that important notices pertaining to examinations such as dates of examinations, registration of calculators and results, registration of courses as well as other matters such as dress code, dates of semesters and other student matters are regularly broadcast on the NIE Portal. The NIE Portal is a website that provides information and services to NIE's student teachers. Hence, you should constantly refer to the NIE Portal for important notices and messages. The address for the NIE Portal is <https://portal.nie.edu.sg>.

17 General

All student teachers will be bound by other Rules and Regulations of the Institute in force from time to time.

Summary of Important Dates for Freshmen Admitted to Year 1 of BA/BSc (Academic Discipline & Education) with TA or TSP

Date	Activity	Address
From 1 Jun or as stated in offer	Complete NTU acceptance form	https://wis.ntu.edu.sg/pls/webexe/adm_acceptance_form.login
Upon accepting offer	Submit Form for Student Photo, passport size photo (in jpg format only) and copy of ID	nieitpdoc@nie.edu.sg
3-4 days after acceptance	Obtain NTU Office365 EDU account, i.e., NTU email account details, via email	-
From 2 June 2025, 0900 hrs (SGT) till 23 June 2025, 1700 hrs (SGT)	Application for Student Housing	https://www.ntu.edu.sg/life-at-ntu/accommodation/undergraduate-housing
3 days after obtaining the NTU email account	Download the NTU Pass	Click here to download
As advised by MOE	E-matriculation	https://portal.nie.edu.sg/ereg/register/stdregform.jsp
Within 3 days after e-matriculation	Obtain NIE Login Account details via email	-
By 1 Jul 2025 or within 1 week after acceptance, whichever is later	Application Form for Interbank GIRO	Mail to NIE (see Page 2)
By 10 Jul 2025 or within 1 week after acceptance, whichever is later	Tuition Grant Declaration Form	https://portal.nie.edu.sg
16 – 22 Jul 2025 & 3 – 8 Aug 2025	Orientation & NIE Transition Orientation Programme (TOP)	NIE Orientation: https://tinyurl.com/NIEOrientation2025 NIE TOP: https://tinyurl.com/NIETOP2025
11 Aug 2025	Start of Teaching Week	-
5 – 13 Sep 2025	For SPR & IS - Register for MOE Tuition grant	Register for MOE Tuition Grant online https://tgs.moe.gov.sg/
By 30 Sep 2025	- Complete online signing of Tuition Grant agreement with sureties on TG&S portal.	Sign Tuition Grant agreement Please refer to the Tuition Grants NTU Singapore for more information.

Form for Student Photo

Email the completed form together with a White Background Digital Passport size photo to nieitpdoc@nie.edu.sg

NAME OF STUDENT : _____
(Please write your name legibly in **CAPITAL LETTERS** as it appears in your NRIC or FIN Card)

DATE OF BIRTH : _____

Personal Data Protection

I understand, acknowledge, agree and consent that:

National Institute of Education (NIE) is permitted to collect, use, disclose and/or process my personal data/personal information set out in this form and any other personal information provided by me or possessed by NIE for the purpose(s) of:

- (i) Processing, handling and/or dealing with this application
- (ii) Carrying out and/or dealing with my instructions or responding to any enquiries by me
- (iii) Contacting me or communicating with me via various modes of communication such as phone/voice call, text message and/or fax message, email and/or postal mail. I acknowledge and agree that such communication by NIE could be by way of the mailing of correspondence, documents or notices to me, which could involve disclosure of certain personal data about me to bring about delivery of the same as well as on the external cover of envelopes/mail packages.

Signature of student

Date

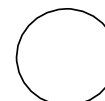
Declaration

By signing and submitting this form :

- (i) I declare that all information provided by me in this form is true, correct and accurate.
- (ii) I declare that I have not amended/ changed/ tampered/ with the information in this form in any way.

Important Note

Please forward the completed form together with a **White Background Digital Passport** size photo to nieitpdoc@nie.edu.sg. Selfie photo with coloured background is not acceptable.



PART 1: FOR STUDENT'S COMPLETION (fill in the blanks)

Please complete Part I & return the form to NIE Finance Dept

Date:

Programme / Year of Intake

To: Name of Bank:

Billing Organisation's Customer's Name: (Student's Name)

Billing Organisation's Customer's Ref No. (NRIC/PP no.):

- (a) I/We hereby instruct the Bank to process the BO's instructions to debit my/our account.
 (b) The Bank is entitled to reject the BO's debit instruction if my/our account does not have sufficient funds and charge me/us a fee for this.
 The Bank may also at its discretion allow the debit even if this results in an overdraft on the account and impose charges accordingly.
 (c) This authorisation will remain in force until terminated by the Bank's written notice sent to my/our address last known to the Bank or upon the Bank's receipt of my/our written revocation through the BO.

Name(s) As in Bank Account:

Contact Number(s):

Bank Account Number:

Signature(s)/Thumbprint(s)*:

(As in Bank's records)

* For thumbprints, please go to the branch with your identification. # Please delete where inapplicable.

PART 2: FOR BILLING ORGANISATION'S COMPLETION (NIE)

SWIFT BIC										Billing Organisation's Account No. (NIE)										Billing Organisation's Customer Ref																	
O	C	B	C	S	G	S	G	X	X	X	5	1	8	0	4	1	2	7	2	0	0	1															
SWIFT BIC																																					
Account No. to Be Debited																																					

PART 3: FOR BANK'S COMPLETION

To: **NATIONAL INSTITUTE OF EDUCATION**

1 NANYANG WALK, SINGAPORE 637616

This Application is hereby REJECTED (please tick) for the following reason(s):

- | | |
|---|---|
| ☐ Signature/Thumbprint# differs from Financial Institution's records | ☐ Wrong account number Signature/Thumbprint# |
| ☐ incomplete/unclear# | ☐ Amendments not countersigned by customer |
| ☐ Account operated by signature/thumbprint# | ☐ Others: _____ |

Name of Approving Officer

Authorised Signature

Date



FREQUENTLY RAISED QUESTIONS ON GIRO

GIRO is a convenient, cashless mode of payment. To help you better understand the GIRO payment method, here are some answers to the most frequently raised questions on GIRO:

1. How do I get started?

Complete this GIRO application form, with your customer/account/bill number. Please submit the GIRO form in hardcopy with original ink signature. Digital signatory is not acceptable by the bank. Kindly note not to use correction fluid / tape and all amendments must be countersigned. Send it back to us at:

NATIONAL INSTITUTE OF EDUCATION
1 NANYANG WALK, SINGAPORE 637616
OFFICE OF ACADEMIC ADMINISTRATION & SERVICES
BLOCK 1, LEVEL 1

2. How long do I need to wait before my GIRO arrangement is effective?

Continue paying by cash or cheque for all your bills until your GIRO arrangement is effected. Your GIRO application is only effective when the statement 'Amount will be deducted from your account on ddmmyyy' appears on your bill.

3. Can I arrange for another party to effect the GIRO arrangement through his/her bank account or pay for another party?

Yes, you can by stating his/her name and contact number, and the customer/account/bill number on the GIRO form.

4. What happens if there are insufficient funds in my bank account?

We will inform you to pay by other ways. However, you should still maintain sufficient funds in your bank account for the subsequent due date.

Please note that some banks do charge a service fee for unsuccessful GIRO deduction due to insufficient funds.

5. I have existing financial aid (CPF, Mendaki, Bank Loan (TFL and/or Study Loan), Sponsorships and etc) for payment of tuition fees and/or miscellaneous fees. Why do I still need to submit GIRO application form?

Certain financial aid can only pay for tuition fees (e.g. CPF, Mendaki, TFL). GIRO is the most convenient method to pay for the remaining tuition fees, miscellaneous fees and hostel fees. Students are required to pay fees through GIRO. Similarly, credits, if any, will be received through GIRO. Possible GIRO transactions include credit for reimbursements, bursaries and other allowances, if any.

NIE Location Map

LEGEND



Assembly Area for
Emergency Evacuation



Bus Stop

Bus Service 199 & 179



Cash Card Top Up

Blocks 2, 3, 5 & 7
Basement level



Canteen

Block 4, Basement 1



Emergency Phone

Dial 3999 or 3000



Lift

All levels at lift lobby
and both ends of
building



Toilet

All levels at lift lobby
and both ends of
building



Nursing Room

Blocks 2, 3 & 7, Level2



Automated
External Defibrillator

Blocks 1, 2, 3, 7 & the
Student Hub Level 1

