GENERAL INFORMATION HANDBOOK

Nanyang Technological University
National Institute of Education
1 Nanyang Walk
Singapore 637616
Republic of Singapore

NTU Reg. No. 200604393R

Information in this handbook is accurate as of 01 July 2023

July 2023

ENQUIRIES

For enquiries on admission to Initial Teacher Preparation (ITP) programmes offered by NIE, please email to:

nieadmtp@nie.edu.sg

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

https://www.nie.edu.sg

For enquiries on the terms and conditions of service as an MOE Education Officer, please refer to HR Online. If you have further queries, please email to:

moe_ru_hscd@moe.gov.sg

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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, Singapore

Establishment

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

NIE Vision

An Institute of Distinction:
Leading the Future of Education

NIE Mission

Inspiring Learning, Transforming Teaching, Advancing Research

Programmes

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

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

- **Bachelor of Arts in Art and Education**
- **Bachelor of Arts in Chinese Studies and Education**
- **Bachelor of Arts in Drama and Education ***
- **Bachelor of Arts in English Language & Linguistics and Education**
- **Bachelor of Arts in English Literature and Education**
- **Bachelor of Arts in Geography and Education**
- **Bachelor of Arts in History and Education**
- **Bachelor of Arts in Malay Studies and Education**
- **Bachelor of Arts in Music and Education**
- **Bachelor of Arts in Tamil Studies and Education**
- **Bachelor of Science in Biology and Education**
- **Bachelor of Science in Chemistry and Education**
- **Bachelor of Science in Food & Consumer Sciences and Education ***
- **Bachelor of Science in Mathematics & Computational Thinking and Education**
- **Bachelor of Science in Sport Science and Education**
- **Bachelor of Science in Physics & Energy Studies and Education**

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

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

- **Postgraduate Diploma in Education [PGDE]**
  which qualifies a university degree holder to join the teaching profession. It has several specialisations, namely, junior college teaching, secondary school teaching, primary school teaching and teaching of Physical Education.

- **Diploma in Education [Dip Ed]**
  which qualifies GCE 'A' level, International Baccalaureate Diploma, Polytechnic Diploma and National Institute of Early Childhood Development Diploma holders to teach in primary schools [for Dip Ed (General)* and Dip Ed (Chinese/Malay/Tamil)] and in secondary schools [for Dip Ed (Art/Music/Malay/Tamil Specialisation)*] as well as GCE 'O' Level holders to teach Chinese Language or Tamil Language in primary schools after completing the respective Diploma in Chinese Studies (Teaching) or Diploma in Tamil Studies with Early Education at Ngee Ann Polytechnic.

- **Diploma in Physical Education [Dip PE]**
  which qualifies GCE 'A' level, International Baccalaureate Diploma, Polytechnic Diploma and National Institute of Early Childhood Development Diploma holders to teach Physical Education in primary and secondary schools.

- **Diploma in Art/Music Education [Dip Art/Mus Ed]**
  which qualifies holders of diplomas from the Polytechnics, International Baccalaureate, National Institute of Early Childhood Development, Nanyang Academy of Fine Arts or the LASALLE College of the Arts to teach Art / Music in primary or secondary schools.

- **Diploma in Home Economics Education [Dip HE Ed] ***
  which qualifies holders of Temasek Polytechnic's Diploma in Consumer Science & Technology to teach Home Economics in secondary schools.

- **Diploma in Special Education [DISE]**
  which qualifies nominated teachers of special education organisations and Special Educational Needs Officers (SENO) of the Ministry of Education to support students with a range of special educational needs including intellectual, physical, sensory, behavioural and psychological challenges, in their studies in the mainstream schools.

- **Diploma in School Counselling [DSC]**
  which qualifies recognised Diploma holders nominated by the Ministry of Education to train non-teachers for the position of School Counsellors.

** These programmes are currently not offered*

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

- **Management and Leadership in Schools [MLS]**
  Designed for middle level leaders to develop skills, knowledge and competencies for effective middle management and leadership, especially in the area of teaching and learning.

  For more information on Management and Leadership in Schools programme, please visit
  https://nie.edu.sg/professional-and-leadership-development/leadership-programmes/management-and-leadership-in-schools-programme

- **Leaders in Education Programme [LEP]**
  Designed for selected education officers to prepare them for school leadership.

  For more information on Leaders in Education Programme, please visit https://nie.edu.sg/professional-and-leadership-development/leadership-programmes/leaders-in-education-programme

- **Building Educational Bridges [BEB]: Innovation for School Leaders**

  A joint programme by NIE and various international institutions for selected school leaders to engage in issues relating to countries' unique educational systems.

  For more information on Leaders in Education Programme, please visit https://nie.edu.sg/professional-and-leadership-development/leadership-programmes/building-education-bridges-innovation-for-school-leadership

- **Teacher Leaders Programme**

  Designed for leaders on the Teaching Track (Senior Teachers, Lead Teachers and Master Teachers) and aims to nurture them as ethical educators, competent professionals, collaborative learners, transformational leaders and community builders.

  For more information on Teacher Leaders programmes, please visit https://www.nie.edu.sg/te-undergraduate/teacher-leaders-programme/

Graduate Programmes (Research)

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

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

Graduate Programmes (Coursework)

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

Doctoral programme (by Coursework with Dissertation)

- **Doctor in Education**

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

  - Curriculum and Teaching
  - Educational Leadership and Change
  - English
  - Humanities and Social Studies
  - Learning and Motivation

- Mathematics
- Science
- Technologies and Technology-Mediated Learning Environments
- Visual and Performing Arts

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

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

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

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

  The aim of this programme is to produce graduates who will become leaders in the field of psychological service.

  It is designed to provide theoretical knowledge and research insights as well as practical skills to interested individuals who have the pre-requisite qualifications to train as specialists in the field of Educational Psychology or Counselling Psychology. The programme provides specialist training as an Educational Psychologist or a Counselling Psychologist. It also provides graduates with training towards becoming a Registered Psychologist in Singapore.

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

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

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

  This programme is designed for educational and training professionals working in schools, universities, polytechnics, businesses and e-learning industries. Participants will learn about the design, application, development and management of information technologies (including the use of e-learning), as well as theoretical underpinnings of designing learning environments. It aims to impart to participants the theoretical knowledge and practical skills in solving instructional problems in school and corporate learning environments.

- **Master of Arts in Humanities Education**

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

■ Master of Arts (Teaching Chinese as an International Language)

The Master of Arts in Teaching Chinese as an International Language (MA TCIL) programme is NIE's strategic response to this worldwide trend. Offered by Asian Languages and Cultures Academic Group in NIE, the programme aims to train and prepare educators who are bilingual in both English and Chinese to teach Chinese in countries where Chinese is not the dominant language. It is primarily targeted at educators who desire to specialise in the theory and practice of teaching Chinese as a foreign/second/international language to learners whose first language is English (CIL learners).

■ Master of Education

This programme is primarily designed for educators working in Singapore schools and the Ministry of Education, although university graduates with a background in teaching and wishing to advance their knowledge and skills in education may also be admitted. It offers the degree in any of the following 16 areas of specialisation:

- Art
- Chinese Language
- Curriculum and Teaching
- Developmental Psychology
- Drama
- Early Childhood
- Educational Assessment
- English
- High Ability Studies
- Learning Sciences and Technologies
- Malay Language
- Mathematics
- Music
- Science
- Special Education
- Tamil Language

■ Master of Science (Exercise & Sport Studies)

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

■ Master of Science (Life Sciences)

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

There are three areas of specialisation:

- Chemistry
- Clean Energy Physics
- Environmental Biology

Master of Teaching

The Master of Teaching (MTeach) is a practice-oriented programme designed for professionals across the wide range of education and education-related contexts, who are committed to sharpen their professional expertise in delivering high quality teaching to diverse learners of today through the bridging of practice and research. The MTeach programme will be of great value to educators in educational institutions from pre-schools to universities in both public and private settings. It seeks to empower educators through the demonstration of advanced knowledge in teaching and research into teaching, and in so doing, provide appropriate responses to emerging complex real world challenges pertaining to teaching and learning. Graduates of the MTeach programme will set new standards of teaching excellence and lead pedagogical transformations in their respective educational settings and communities.

Master of Science (Science of Learning)

Advances in biology and neuroscience show how our brains and cognitive development are shaped by learning experiences and the environment. The Master of Science in Science of Learning (MSL) is a distinctive programme where students will acquire a strong foundation in science of learning and development, and learn how the latest advancements in neuroscience, cognitive science, and technologies bear on fundamental questions of education--how people learn and the tools we can use to optimise learning.

Students will have excellent opportunities to design progressive learning solutions and new experiences to meet Singapore's smart and future-ready workforce.

Master's Programmes (by Coursework only)

■ Master of Arts (Counselling and Guidance)

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

■ Master of Arts in Professional Education (Training and Development)

The Master of Arts in Professional Education (MAPE) seeks to deepen academic knowledge and competencies for individuals who work in or wish to move into professional roles within various settings of higher and adult professional education. This programme aims to provide a rigorous understanding of educational practices and systems from social, philosophical, psychological, cross-national and normative perspectives, and an understanding of central issues in learning and development, education and training, and educational leadership in the various professional contexts. Its specific objective is to educate professional educators with values and beliefs as well as equipping them with a distinct set of adult educator (AE) skills to

drive mentoring and coaching, innovative training, assessment and design practices.

- **Master of Science (Mathematics for Educators)**

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

For more information on graduate programmes, please visit https://www.nie.edu.sg/graduate-education.

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

The list of Advanced Diplomas is as follows:

- Advanced Diploma in Special Learning and Behavioural Needs
- Advanced Diploma in Primary Art Education
- Advanced Diploma in Primary Music Education
- Advanced Diploma in Primary English Language Education
- Advanced Diploma in Primary Science Education
- Advanced Diploma in Primary Mathematics Education
- Advanced Diploma in Teaching Early Primary School Years
- Advanced Diploma in Special Education

Also available is the following in-service Diploma Programme

- Diploma in Physical Education (In-Service)

In addition, there are twelve in-service Certificate Programmes

- Certificate in Special Needs Support
- Certificate in Educational Support
- Certificate in Primary Science Education
- Certificate in Primary Mathematics Education
- Certificate in Teaching Students with Hearing Loss
- Certificate in Teaching Students with Autism in Special Education Schools
- Certificate in Differentiating Curriculum and Instruction for High Ability Learners
- Certificate in Educational Assessment
- Certificate in English Language Subject Content Knowledge for Teachers (Basic Level)
- Certificate in Teaching Students with Intellectual Disabilities in Special Education Schools
- Certificate in Teaching Physical Education in Special Education Schools
- Certificate in ICT Leadership

For more information on teacher professional development programmes, please visit https://www.nie.edu.sg/professional-and-leadership-development/professional-development-programmes-courses.

NIE Council

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

Chairman

Mr Lai Chung Han
Permanent Secretary (Education)
Ministry of Education

Deputy Chair

Mr Wong Siew Hoong
Advisor
Ministry of Education

Members

Prof Christine Goh (Ex-officio)
Director
National Institute of Education

Prof Tan Ooi Kiang
Deputy Provost (Education)
Nanyang Technological University

Mrs Chua-Lim Yen Ching
Deputy Director-General of Education (Professional Development)
Ministry of Education

Mr Lim Boon Wee
Deputy Secretary (Services) /
Group Director HR
Ministry of Education

Mr Kok Ping Soon
Chief Executive Officer
Singapore Business Federation

Prof Lily Kong
President
Singapore Management University

Mr Tan Chin Hwee
CEO, Asia Pacific
Trafigura Pte Ltd

Prof Andrew Brown
Emeritus Professor of Education and Society
Institute of Education
University College London

National Institute of Education
Academic Calendar
Academic Year 2023-2024

Programme	Dates of Orientation (O+) Teaching Weeks (TW) / Recess (R) / Vacation (V)	Dates of Revision / Examination / Compulsory Events	Dates of Practicum / Internship
Dip Ed Year 1 Dip PE Year 1 Dip Art Ed Year 1 Dip Music Ed Year 1	**Semester 1** O+ : 31 Jul 2023 – 11 Aug 2023 TW : 14 Aug 2023 – 08 Dec 2023 R : 30 Sep 2023 – 08 Oct 2023 V : 09 Dec 2023 – 14 Jan 2024 **Semester 2** TW : 15 Jan 2024 – 24 May2024 R : 02 Mar 2024 – 10 Mar 2024 V : 11 May 2024 - 11 Aug 2024	18 Nov 2023 – 08 Dec 2023 20 Apr 2024 – 10 May 2024	NIL 24 Jun 2024 – 26 Jul 2024** (5 weeks of Teaching Practice 1 during the vacation before Year 2)
Dip Ed Year 2 Dip PE Year 2 Dip Art Ed Year 2 Dip Music Ed Year 2	**Semester 1** TW : 14 Aug 2023 – 08 Dec 2023 R : 30 Sep 2023 – 08 Oct 2023 V : 09 Dec 2023 – 14 Jan 2024 **Semester 2** TW : 15 Jan 2024 – 24 May 2024 R : 09 Mar 2024 – 17 Mar 2024	18 Nov 2023 – 08 Dec 2023 13 May 2024 – 24 May 2024 (Beginning Teachers' Orientation Programme – Attendance is compulsory)	NIL 26 Feb 2024 – 10 May 2024* (10 weeks of Teaching Practice 2)
Dip Ed (1-year CL Prog) Dip Ed (1-year TL Prog) Dip Art Ed (1-Year Prog) Dip Music Ed (1-Year Prog)	**Semester 1** O+ : 31 Jul 2023 – 11 Aug 2023 TW : 14 Aug 2023 – 08 Dec 2023 R : 30 Sep 2023 – 08 Oct 2023 V : 09 Dec 2023 – 14 Jan 2024 **Semester 2** TW : 15 Jan 2024 – 24 May2024 R : 09 Mar 2024 – 17 Mar 2024	18 Nov 2023 – 08 Dec 2023 13 May 2024 – 24 May 2024 (Beginning Teachers' Orientation Programme – Attendance is compulsory)	NIL 26 Feb 2024 – 10 May 2024* (10 weeks of Teaching Practice)

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

** Practicum starts during vacation period

Programme	Dates of Orientation (O+) Teaching Weeks (TW) / Recess (R) / Vacation (V)	Dates of Revision / Examination / CompulsoryEvents	Dates of Practicum / Internship
DISE SST (1-Year Prog) (Jan 2023 Intake)	**Semester 1** O+ : 04 Jan 2023 – 06 Jan 2023 TW : 09 Jan 2023 – 26 May 2023 R : 11 Mar 2023 – 19 Mar 2023 V : 27 May 2023 – 25 Jun 2023 **Semester 2** TW : 26 Jun 2023 – 17 Nov 2023 R : 02 Sep 2023 – 10 Sep 2023	– –	NIL 07 Aug 2023 – 20 Oct 2023* (10 weeks of Practicum)
DISE SST (1-Year Prog) (Jan 2024 Intake)	**Semester 1** O+ : 04 Jan 2024 - 05 Jan 2024 TW : 08 Jan 2024 – 24 May 2024 R : 09 Mar 2024 – 17 Mar 2024 V : 25 May 2024 – 23 Jun 2024 **Semester 2** TW : 24 Jun 2024 – 15 Nov 2024 R : 31 Aug 2024 – 08 Sep 2024	– –	NIL 05 Aug 2024 - 18 Oct 2024* (10 weeks of Practicum)
DISE SEN Officer (1-Year Prog) (Jul 2023 Intake)	**Semester 1** O+ : 31 Jul 2023 – 11 Aug 2023 TW : 14 Aug 2023 – 08 Dec 2023 R : 30 Sep 2023 – 08 Oct 2023 V : 09 Dec 2023 – 14 Jan 2024 **Semester 2** TW : 15 Jan 2024 – 10 May 2024 R : 09 Mar 2024 – 17 Mar 2024	– –	NIL 26 Feb 2024 – 10 May 2024* (10 weeks of Practicum)
Diploma in School Counselling (Jul 2023 Intake)	**Semester 1** O+ : 31 Jul 2023 – 11 Aug 2023 TW : 14 Aug 2023 – 17 Nov 2023 R : 02 Sep 2023 – 10 Sep 2023 V : 18 Nov 2023 – 31 Dec 2023 **Semester 2** TW : 01 Jan 2024 – 26 Apr 2024 R : 09 Mar 2024 – 17 Mar 2024	– –	NIL 01 Jan 2024 – 26 Apr 2024# (17 weeks of Practicum)

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

\# May be subjected to changes in alignment with MOE's 2024 School Calendar

Programme	Dates of Orientation (O+) Teaching Weeks (TW) / Recess (R) / Vacation (V)	Dates of Revision / Examination / Compulsory Events	Dates of Practicum / Internship
BA/BSc (Acad Dspln & Ed) Year 1	**Semester 1** O+ : 12 Jul 2023 – 18 Jul 2023 07 Aug 2023 – 11 Aug 2023 TW : 14 Aug 2023 – 08 Dec 2023 R : 30 Sep 2023 – 08 Oct 2023 V : 09 Dec 2023 – 14 Jan 2024 **Semester 2** TW : 15 Jan 2024 – 10 May 2024 R : 02 Mar 2024 – 10 Mar 2024 V : 11 May 2024 – 11 Aug 2024	18 Nov 2023 – 08 Dec 2023 20 Apr 2024 – 10 May 2024	NIL BUILD: 13 May 2024 to 28 Jun 2024 01 Jul 2024 – 12 Jul 2024** (2 weeks of School Experience during the vacation before Year 2)
BA/BSc (Acad Dspln & Ed) Year 2	**Semester 1** TW : 14 Aug 2023 – 08 Dec 2023 R : 30 Sep 2023 – 08 Oct 2023 V : 09 Dec 2023 – 14 Jan 2024 **Semester 2** TW : 15 Jan 2024 – 10/24 May 2024@ R : 02 Mar 2024 – 10 Mar 2024 V : 11/25 May 2024 – 11 Aug 2024	18 Nov 2023 – 08 Dec 2023 20 Apr 2024 – 10 May 2024	NIL 24 Jun 2024 – 26 Jul 2024** (5 weeks of Teaching Assistantship during the vacation before Year 3)
BA/BSc (Acad Dspln & Ed) Year 3	**Semester 1** TW : 14 Aug 2023 – 08 Dec 2023 R : 30 Sep 2023 – 08 Oct 2023 V : 09 Dec 2023 – 14 Jan 2024 **Semester 2** TW : 15 Jan 2024 – 10 May 2024 R : 02 Mar 2024 – 10 Mar 2024 V : 11 May 2024 – 11 Aug 2024	18 Nov 2023 – 08 Dec 2023 20 Apr 2024 – 10 May 2024	NIL 24 Jun 2024 – 26 Jul 2024** (5 weeks of Teaching Practice 1 during the vacation before Year 4)
BA/BSc (Acad Dspln & Ed) Year 4	**Semester 1** TW : 14 Aug 2023 – 08 Dec 2023 R : 30 Sep 2023 – 08 Oct 2023 V : 09 Dec 2023 – 14 Jan 2024 **Semester 2** TW : 15 Jan 2024 – 10 May 2024 R : 09 Mar 2024 – 17 Mar 2024	18 Nov 2023 – 08 Dec 2023 20 Apr 2024 – 10 May 2024 13 May 2024 – 24 May 2024 (Beginning Teachers' Orientation Programme – Attendance is compulsory)	NIL 26 Feb 2024 – 10 May 2024* (10 weeks of Teaching Practice 2)

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

** Practicum starts during vacation period

@ Student Teachers taking CS English Language will attend CELS sessions from 13 to 24 May 2024.

Programme	Dates of Orientation (O+) Teaching Weeks (TW) / Recess (R) / Vacation (V)	Dates of Revision / Examination / Compulsory Events	Dates of Practicum / Internship
BSc (SSM) Year 1	**Semester 1** O+ : 07 Aug 2023 – 11 Aug 2023 TW : 14 Aug 2023 – 08 Dec 2023 R : 30 Sep 2023 – 08 Oct 2023 V : 09 Dec 2023 – 14 Jan 2024 **Semester 2** TW : 15 Jan 2024 – 10 May 2024 R : 02 Mar 2024 – 10 Mar 2024 V : 11 May 2024 – 11 Aug 2024	18 Nov 2023 – 08 Dec 2023 20 Apr 2024 – 10 May 2024	NIL NIL
BSc (SSM) Year 2	**Semester 1** TW : 14 Aug 2023 – 08 Dec 2023 R : 30 Sep 2023 – 08 Oct 2023 V : 09 Dec 2023 – 14 Jan 2024 **Semester 2** TW : 15 Jan 2024 – 10 May 2024 R : 02 Mar 2024 – 10 Mar 2024 V : 11 May 2024 – 11 Aug 2024	18 Nov 2023 – 08 Dec 2023 20 Apr 2024 – 10 May 2024	NIL
BSc (SSM) Year 3	**Semester 1** TW : 14 Aug 2023 – 08 Dec 2023 R : 30 Sep 2023 – 08 Oct 2023 V : 09 Dec 2023 – 14 Jan 2024 **Semester 2** TW : 15 Jan 2024 – 10 May 2024 R : 02 Mar 2024 – 10 Mar 2024 V : 11 May 2024 – 11 Aug 2024	18 Nov 2023 – 08 Dec 2023 20 Apr 2024 – 10 May 2024	NIL NIL
BSc (SSM) Year 4	**Semester 1** TW : 14 Aug 2023 – 08 Dec 2023 R : 30 Sep 2023 – 08 Oct 2023 V : 09 Dec 2023 – 14 Jan 2024 **Semester 2** NIL	18 Nov 2023 – 08 Dec 2023	NIL 08 Jan 2024 – 24 May 2024 (20 weeks)

Programme	Dates of Orientation (O+) Teaching Weeks (TW) / Recess (R) / Vacation (V)	Dates of Revision / Examination / Compulsory Events	Dates of Practicum / Internship
PGDE (PE) Year 1 (Jul 2023 Intake)	**Semester 1** O+ : 31 Jul 2023 – 11 Aug 2023 TW : 14 Aug 2023 – 17 Nov 2023 R : 30 Sep 2023 – 08 Oct 2023 V : 18 Nov 2023 – 03 Dec 2023 **Semester 2** TW : 04 Dec 2023 – 31 May 2024 R : 23 Dec 2023 – 07 Jan 2024 02 Mar 2024 – 10 Mar 2024 V : 01 Jun 2024 – 04 Aug 2024	NIL NIL	NIL 24 Jun 2024 – 26 Jul 2024** (5 weeks of Teaching Practice 1 during the vacation before Year 2)
PGDE (PE) Year 2 (Jul 2022 Intake)	**Semester 1** TW : 05 Aug 2023 – 01 Dec 2023 R : 30 Sep 2023 – 08 Oct 2023 V : 02 Dec 2023 – 14 Jan 2024 **Semester 2** TW : 15 Jan 2024 – 10 May 2024 R : 09 Mar 2024 – 17 Mar 2024	20 Nov 2023 – 01 Dec 2023 (Teacher Preparation Enhancement Programme – Attendance is Compulsory) 13 May 2024 – 24 May 2024 (Beginning Teachers' Orientation Programme – Attendance is compulsory)	NIL 26 Feb 2024 – 10 May 2024* (10 weeks of Teaching Practice 2)
PGDE (Pri/Sec/JC) (Dec 2022 Intake)	**Semester 1** O+ : 28 Nov 2022 – 30 Nov 2022*** TW : 01 Dec 2022 – 26 May 2023 R : 17 Dec 2022 – 01 Jan 2023 25 Feb 2023 – 05 Mar 2023 V : 27 May 2023 – 06 Aug 2023 **Semester 2** TW : 07 Aug 2023 – 01 Dec 2023 R : 30 Sep 2023 – 08 Oct 2023 V : 02 Dec 2023 – 31 Dec 2023 **Semester 1** TW : 01 Jan 2024 – 08 Mar 2024	NIL 20 Nov 2023 – 01 Dec 2023 (Teacher Preparation Enhancement Programme – Attendance is Compulsory) 06 Mar 2024 – 08 Mar 2024 (Beginning Teachers' Orientation Programme – Attendance is Compulsory)	27 Mar 2023 – 21 Apr 2023 (4 weeks of Teaching Assistantship) NIL 01 Jan 2024 – 05 Mar 2024 (10 weeks of Teaching Practice)
PGDE (Pri/Sec/JC) (Dec 2023 Intake)	**Semester 1** O+ : 04 Dec 2023 - 06 Dec 2023 TW: 07 Dec 2023 – 31 May 2024 R : 23 Dec 2023 – 07 Jan 2024 02 Mar 2024 – 10 Mar 2024 V : 01 Jun 2024 – 04 Aug 2024 **Semester 2** TW: 05 Aug 2024 – 29 Nov 2024 R : 28 Sep 2024 – 06 Oct 2024 V : 30 Nov 2024 – 05 Jan 2025 **Semester 1** TW: 06 Jan 2025 – 14 Mar 2025	NIL 18 Nov 2024 – 29 Nov 2024 (Teacher Preparation Enhancement Programme – Attendance is Compulsory) 12 Mar 2025– 14 Mar 2025 (Beginning Teachers' Orientation Programme – Attendance is Compulsory)	01 Apr 2024 – 26 Apr 2024 (4 weeks of Teaching Assistantship) NIL 06 Jan 2025 – 11 Mar 2025 (10 weeks of Teaching Practice)

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

** Practicum starts during vacation period

*** Student teachers whose Curriculum Subject is General Paper, English, Chinese or Tamil are required to take Content Upgrading courses in the preceding two weeks before Orientation.

Procedures for Application

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

Applications by university degree holders for admission to the programme leading to the Postgraduate Diploma in Education and applications by GCE 'A' Level or Polytechnic Diploma holders for admission to the programmes leading to the Diploma in Education, Diploma in Physical Education, and Diploma in Art/Music Education can be made by applying online through the MOE website at https://www.moe.gov.sg/careers/become-teachers for those seeking sponsorship from the Ministry of Education. To find out more about the application periods, please visit https://www.moe.gov.sg/careers/become-teachers for more information.

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

The Diploma in Special Education Programme is attended by nominated teachers of special education organisations and Special Education Needs (SEN) Officers of the Ministry of Education.

The Diploma in School Counselling Programme is attended by nominated School Counsellors of the Ministry of Education.

For the Bachelor of Arts in an Academic Discipline and in Education, Bachelor of Science in an Academic Discipline and in Education, Postgraduate Diploma in Education, and Diploma in Education Programmes, apart from admission under sponsorship by the Ministry of Education, applications may also be considered under the full-fee paying scheme. Details on this scheme can be obtained from https://www.nie.edu.sg/te-undergraduate/admissions.

Trained non-graduate teachers who are interested in pursuing a degree programme can apply for admission to the full-time Bachelor of Arts in an Academic Discipline and in Education / Bachelor of Science in an Academic Discipline and in Education Programme. Applications normally open from mid-February to mid-March. During the admission exercise, details can be obtained from https://www.nie.edu.sg/te-undergraduate/undergraduate-programmes.

Applications for admission to the programmes leading to the degrees of Master's by coursework in the various disciplines must be made through the online application system in the NIE website at https://www.nie.edu.sg/graduate-education/admissions/how-to-apply.

There are generally two intakes a year (January and August). You are advised to visit the website and look out for NIE's announcements in May-June and November–December to confirm if the programmes will be open for application at any particular intake. For more details on the programmes, please visit the website at https://www.nie.edu.sg/graduate-education/.

For admission to the research degree programmes such as Doctor of Philosophy, Master of Arts and Master of Science, applications must be made through the online application system in the NIE website at https://www.nie.edu.sg/graduate-education/admissions/how-to-apply.

There are two intakes a year (January and August). You are advised to visit the website and look out for NIE's announcements in May and October to confirm if the programmes will be open for application at

any particular intake. For more details on the programmes, please visit the website at https://www.nie.edu.sg/graduate-education.

The Doctor in Education programme is generally available for the January intake. Applications may be made online. You are advised to visit the website and look out for NIE's announcement in April-May to confirm if the programme will be open for application at any particular intake. For more details on the programme, please visit https://www.nie.edu.sg/graduate-education/doctor-in-education-edd/.

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

Tuition Fees & Tuition Grants for MOE-Sponsored Candidates

A) Subsidised Tuition Fees and Tuition Grants for MOE-Sponsored Full-time Candidates in Academic Year 2023/2024

For candidates who join the programmes in **Academic Year 2023/2024**, the subsidised tuition fee payable and tuition grant per annum are as follow:

Programme	**Subsidised Tuition Fee**
	$
Bachelor of Arts in an Academic Discipline and in Education	
(i) Singapore Citizen *	8,250.00
(ii) Singapore Permanent Resident *	11,550.00
(iii) International Student **	17,800.00
Bachelor of Science in an Academic Discipline and in Education	
(i) Singapore Citizen *	8,250.00
(ii) Singapore Permanent Resident *	11,550.00
(iii) International Student **	17,800.00
Postgraduate Diplomas and Diplomas ^	
(i) Singapore Citizen *	3,000.00
(ii) Singapore Permanent Resident *	6,200.00
(iii) International Student **	11,900.00

* *Amounts quoted are exclusive of GST. The GST on the tuition fee is subsidised by the Ministry of Education (MOE) for these students.*

** *For international students on subsidised tuition fees, the fee amounts quoted are inclusive of prevailing GST of 8%. From 1st January 2024, GST rate will be increased to 9%. GST is subject to change. GST on the tuition fee is to be borne by students.*

^ *This includes Postgraduate Diploma in Education, Postgraduate Diploma in Education (Physical Education), Diploma in Education, Diploma in Physical Education, Diploma in Art/Music Education and Diploma in Home Economics Education.*

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

Other Fees*	**$**
Singapore Citizens	
- Health Service Fee	65.71
- Student Service Fee (Non-Lab-based & Non-PE)	233.00
- Student Service Fee (Lab-based & PE)	267.98
Non-Lab-based Programmes (Total)	**298.71**
Lab-based Programmes (Total)	**333.69**
Singapore Permanent Residents/ International Students	
- Health Service Fee	147.85
- Student Service Fee (Non-Lab-based & Non-PE)	273.56
- Student Service Fee (Lab-based & PE)	308.34
Non-Lab-based Programmes (Total)	**421.41**
Lab-based Programmes (Total)	**456.19**

* *The figures given above are GST inclusive and subjected to change.*

MOE-Sponsored Candidates

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

B) Rules on Payment of Fees

1 The Institute reserves the right to alter fees at any time.

2 Fees are payable in two instalments each year, at the beginning of Semesters I and II.

3 Fees must be paid during the period specified. No candidate shall be entitled to be admitted to an Institute examination unless the Head of Finance certifies that he is not in debt to the Institute (otherwise than as a result of a loan made by the Institute/University) or to any University hall of residence.

4 A candidate who leaves the Institute after two weeks from the start of a semester is liable for the payment of fees.

5 Apart from the scheduled fees indicated above, candidates may be requested from time to time to make payments for various activities conducted and materials used during their programmes. All fees quoted are subject to revision.

6 Please see https://www.ntu.edu.sg/docs/default-source/ntu/nss_fin/tuition_fees/full_time_programmes_tf/tuition-fees-ft_ug_2023_feb2023_.pdf for important notes for full time degree programmes.

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

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

1) Cheque Payment

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

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

2) NETS or Credit Card Payment

NETS or credit card payment (VISA and MasterCard only, subject to a minimum payment of $30) can be made at NIE Student Services Centre, Office of Academic Administration and Services, Block 1 Level 1.

The opening hours for NIE Student Services Centre are as follows:

During Term and Vacation period	
Monday - Thursday	9:00 am to 5.00 pm
Friday	9:00 am to 4.30 pm
Sat, Sun and Public Holidays	Closed

3) Telegraphic Transfer

a) For telegraphic transfer, please transfer fund to

Account Name:	National Institute of Education
Bank:	Overseas-Chinese Banking Corporation Limited [OCBC]
Address:	65 Chulia Street #12-08 OCBC Centre Singapore 049513
Account code:	518-041272-001
Swift BIC:	OCBCSGSGXXX

b) All payment must be made in Singapore dollars.

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

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

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

A) Tuition Fees & Other Miscellaneous Fees for Full-Fee Paying Full-time Candidates in Academic Year 2023/2024

For full-fee paying candidates who join the programmes in **Academic Year 2023/2024**, the full tuition fees payable per annum are as follow:

Programme**	**All Full Fee paying candidate**
Bachelor of Arts in an Academic Discipline and in Education	S$33,050.00
Bachelor of Science in an Academic Discipline and in Education	S$35,720.00
Postgraduate Diplomas and Diplomas ^	S$37,044.00

*** For students of all nationalities on non-subsidised tuition fees, the fee amounts quoted are inclusive of prevailing GST of 8%. From 1st January 2024, GST rate will be increased to 9%. GST is subject to change. GST on the tuition fee is to be borne by students.*

^ *This includes Postgraduate Diploma in Education, Postgraduate Diploma in Education (Physical Education), Diploma in Education, Diploma in Physical Education, Diploma in Art/Music Education and Diploma in Home Economics Education.*

Fees

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

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

Fees*	**PGDE**	**PGDE (PE)**
Direct Tuition Fee per annum	**S$37,044.00**	**S$37,044.00**
Other Fees		
Singapore Citizens		
- Health Service Fee	S$65.71	S$65.71
- Student Service Fee	S$233.00	S$267.98
Total for Singapore Citizens	**S$298.71**	**S$333.69**
Singapore Permanent Residents/ International Students		
- Health Service Fee	S$147.85	S$147.85
- Student Service Fee	S$273.56	S$308.34
Total for Singapore Permanent Residents/ International Students	**S$421.41**	**S$456.19**

* *The figures given above are GST inclusive and subjected to change.*

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

Fees*	**Dip Ed, Dip Art/Mus Ed, Dip HE Ed**	**Dip PE**
Direct Tuition Fee per annum	**S$37,044.00**	**S$37,044.00**
Other Fees		
Singapore Citizens		
- Health Service Fee	S$65.71	S$65.71
- Student Service Fee	S$233.00	S$267.98
Total for Singapore Citizens	**S$298.71**	**S$333.69**
Singapore Permanent Residents/ International Students		
- Health Service Fee	S$147.85	S$147.85
- Student Service Fee	S$273.56	S$308.34
Total for Singapore Permanent Residents/ International Students	**S$421.41**	**S$456.19**

* *The figures given above are GST inclusive and subjected to change.*

Bachelor of Arts in an Academic Discipline and in Education (Full-time)
Bachelor of Science in an Academic Discipline and in Education (Full-time)

Fees*	**BA (Acad Dspln & Ed)**	**BSc (Acad Dspln & Ed)**
Direct Tuition Fee per annum	**S$33,050.00**	**S$35,720.00**
Other Fees		
Singapore Citizens		
- Health Service Fee	S$65.71	S$65.71
- Student Service Fee	S$233.00	S$267.98
Total for Singapore Citizens	**S$298.71**	**S$333.69**
Singapore Permanent Residents/ International Students		
- Health Service Fee	S$65.71	S$65.71
- Student Service Fee	S$233.00	S$267.98
Total for Singapore Permanent Residents/ International Students	**S$298.71**	**S$333.69**

* *The figures given above are GST inclusive and subjected to change.*

B) Rules on Payment of Fees

1 The Institute reserves the right to alter fees at any time.

2 Fees are payable either in full on a per annum basis or in two instalments each year, at the beginning of Semesters I and II.

3 Fees must be paid during the period specified. No candidate shall be entitled to be admitted to an Institute examination unless the Head of Finance certifies that he is not in debt to the Institute (otherwise than as a result of a loan made by the Institute/University) or to any University hall of residence.

4 A candidate who leaves the Institute after two weeks from the start of a semester is liable for the payment of fees.

5 Apart from the scheduled fees indicated above, candidates may be requested from time to time to make payments for various activities conducted and materials used during their programmes. All fees quoted are subject to revision.

6 Please see https://www.ntu.edu.sg/docs/default-source/ntu/nss_fin/tuition_fees/full_time_programmes_tf/tuition-fees-ft_ug_2023_feb2023_.pdf for important notes for full time degree programmes.

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Account code:	518-041272-001
Swift BIC:	OCBCSGSGXXX

b) All payment must be made in Singapore dollars.

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

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

Leave of Absence and Medical/Dental Claims

Short Leave of Absence

Student teachers who cannot attend classes for any valid reasons must apply for leave via NIE Portal http://portal.nie.edu.sg → e-Forms. For MOE-sponsored student teachers, please refer to HRP Online https://www.hrp.gov.sg for more information on HR matters.

Applications for leave must be made on the appropriate leave application forms which can be obtained from the above-mentioned page. Applications for leave of absence must be submitted at least 7 days in advance where the leave of absence is anticipated. Where the leave is for the purpose of participating in competitions, the application should be submitted at least 1 month in advance to allow for processing. Student teachers should not go on leave until approval has been obtained. Late leave applications will not be considered.

If advanced notification of lecturers/tutors is not possible, student teachers must contact their lecturers/tutors to explain the reasons for their absence no later than 2 working days from the date of absence.

Student teachers may go overseas during public holidays, weekends and the NIE vacation as long as there are no programme commitments to fulfil during the period concerned. They are required to attend the compulsory Beginning Teachers' Orientation Programme after their Final Practicum. They will then assume teaching duties in the posted school thereafter, depending on the programmes they are in.

A notice of absence from class will be issued to student teachers who fail to explain the reasons for absence beyond 1 week.

Additional note (for PGDE PE): Student teachers are required to attend the compulsory "Introduction to Counselling for Teachers" course during the November Teachers' Preparation Enhancement Programme (TPEP) after completing the July Semester of Year 2. Attendance is also compulsory for the Beginning Teachers'

Orientation Programme (BTOP), which begins after their Final Practicum. They will then assume teaching duties in the posted school immediately after.

Additional note (for PGDE non-PE): Student teachers are required to attend the November Teachers' Preparation Enhancement Programme (TPEP). Attendance is also compulsory for the Beginning Teachers' Orientation Programme (BTOP), which begins after their Final Practicum. They will then assume teaching duties in the posted school thereafter.

Medical Leave

Where the absence is due to medical leave, 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 medical certificate (MC) via the NIE Portal or the NIE Mobile App within 1 week from the date of issue of the MC and show the **original** MC to the lecturers/tutors when they are back in class. Student teachers are required to keep the original copy of MC for 1 year from the date of absence for audit checks. 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.

Maternity Leave

Female student teachers who are expecting or likely to be on maternity leave (including extended maternity leave) in the first semester of the programme should inform NIE and MOE before the commencement of the programme. During the course of study, female student teachers who are expecting and/or likely to be on maternity leave during semester time are advised to consult the Assistant Dean of the programme, as well as their course lecturers/tutors, on the implications of their absence. They should then inform the Manager/Admissions and Student Records at the Office of Academic Administration and Services at least 1 month prior to the expected commencement of leave. Student teachers may be allowed a maximum of 28 days maternity leave during semester

time if there are at least 13 teaching weeks in that semester. If maternity leave takes place during a semester that has fewer teaching weeks, student teachers may face a higher risk of not being able to fulfil their programme commitments, and as a result, may have to extend their programme of study beyond the normal duration at their own cost. Student teachers who go on maternity leave during Practicum will have to extend their period of Practicum accordingly at their own cost.

Semester Leave of Absence

Student teachers who are likely to be on semester leave of absence during semester/curriculum time are required to check with the respective Assistant Dean on the implications of their absence before it commences. Student teachers may be permitted to take up to 6 semesters of leave cumulatively that are not counted towards their candidature period over the entire duration of his or her studies. They are however discouraged from extending their leave for too many consecutive semesters lest they find it difficult to resume their studies due to the extended break and possible curricular changes.

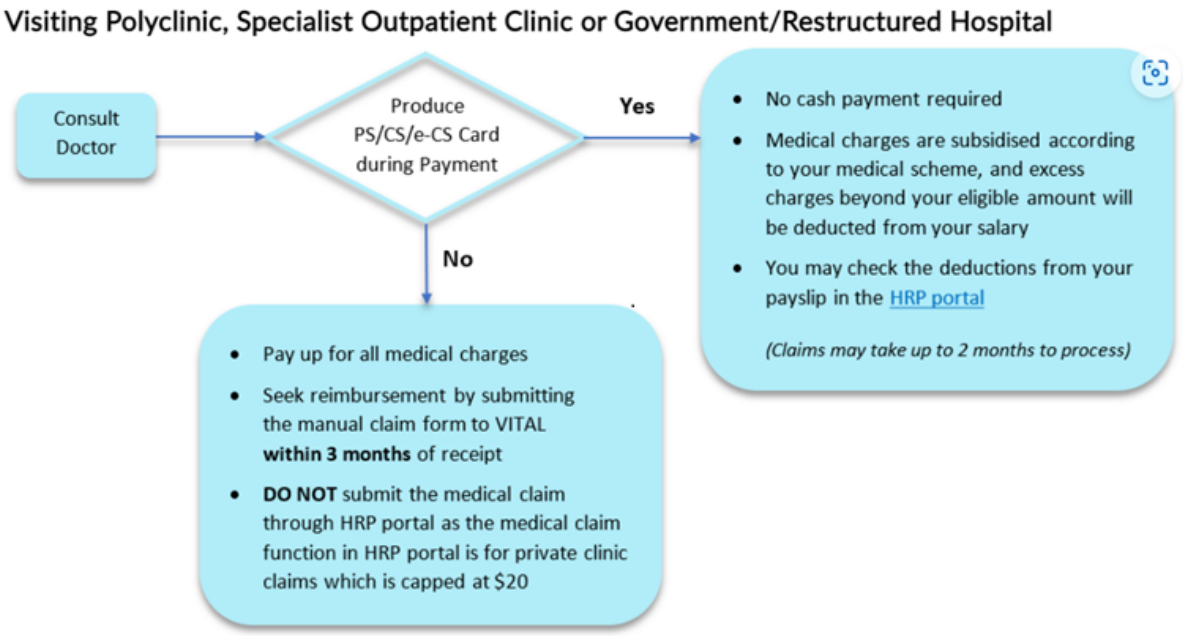
Student teachers should apply for semester leave of absence early where possible as semester tuition fees and miscellaneous fees would be payable for applications made after 2 weeks from the start of a semester. Student teachers who are applying for leave on medical grounds must also submit a doctor's letter/memo stating the period of leave recommended for their recuperation. At the latest, applications for semester leave of absence must be submitted to NIE 5 working days before the start of the revision/examination period for each semester, or by the 8th week of the student teacher’s final practicum. For semesters with neither examination nor final practicum, the application deadline takes reference from other similar programmes with an examination period. Late applications will not be accepted, unless with very good reasons.

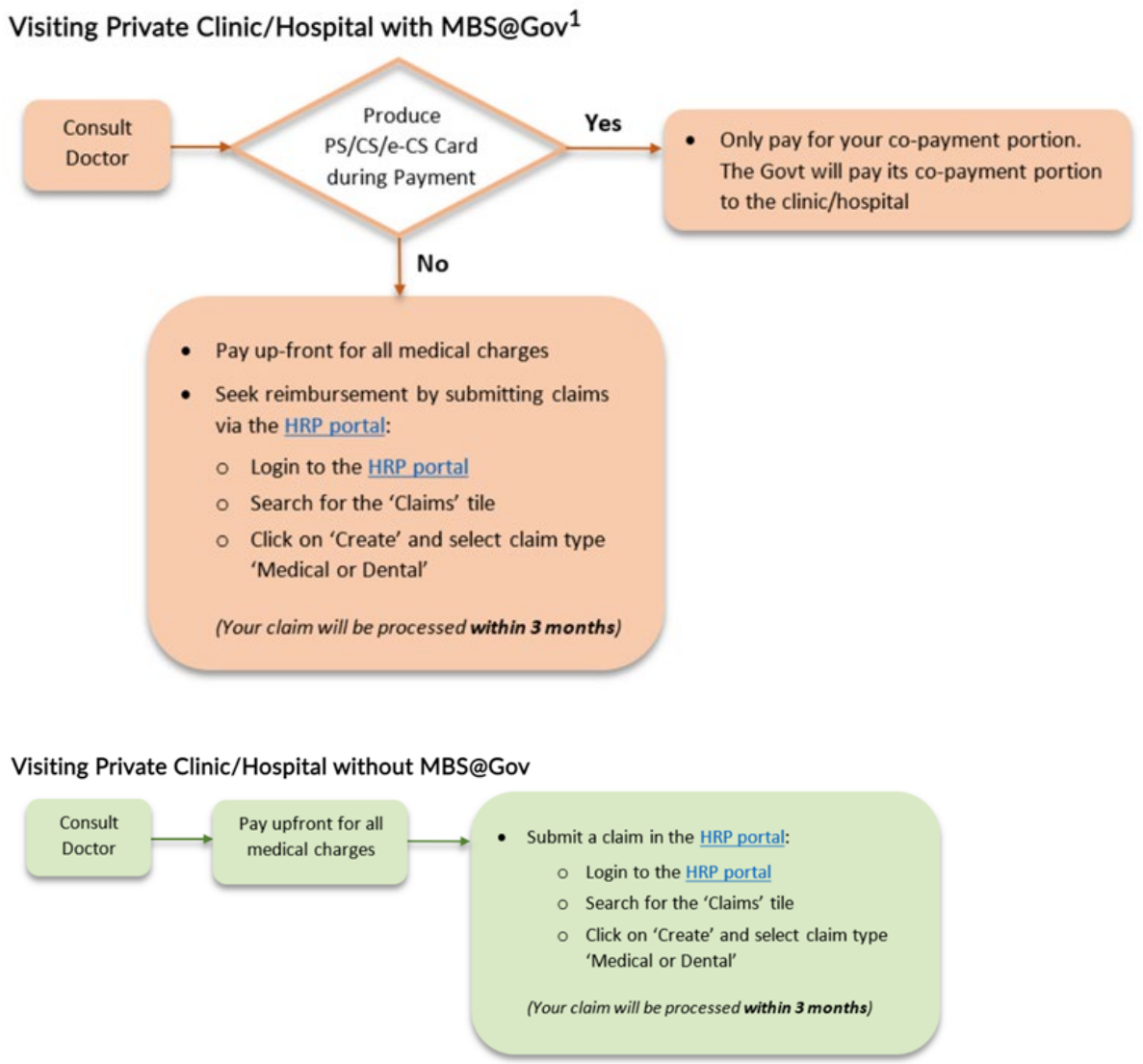
Extensions of programme of study beyond the normal duration will be at the student teacher’s own cost.

Medical and Dental Claims

Student teachers who are receiving monthly salary from the Ministry are eligible for medical benefits under the Medisave-cum-Subsidised Outpatient Scheme (MSO) and dental benefits. These benefits are not applicable to those who are on no-pay-leave and full-fee paying students. For those who are eligible, the medical and dental claims procedures are as follows:

<u>Medical claims procedure</u>





[1]MBS@Gov is a web-based system that allows private clinics to claim the government co-payment share directly from your agency.

From 1 Aug 2018, the CS card is replaced with e-CS card. Your PS/e-CS card will be issued to you within 1 month of appointment. If you have dependant(s), CS/e-CS card(s) will also be issued to you for your dependant(s). Please save a copy of the e-CS card(s) on your mobile device and forward to your dependant(s) where applicable.

To request for your e-CS card, you may login to HRP portal and search for the 'Civil Service Card' tile to either download from the portal or to send a copy to your email address. Please refer to the guide here.

For more information on PS card, please click here.

Dental Claims procedure

Submit A New Claim

- Log on to the HRP portal
- Search for the 'Claims' tile
- Click on 'Create' and select claim type 'Dental'

The claims must be made within 3 months of the receipt of the medical or dental treatment. Please retain the receipts for 6 months and if you are prompted by the system to submit the receipts, please submit them to VITAL, HR & Payroll (MOE) for verification at:

VITAL, HR & Payroll (MOE)
MOE Office Tower, Level 8
1 North Buona Vista Drive, Singapore 138675

(With effect from 2 Mar 2022 – The officer-in-charge at the Ministry of Education is Ms Selena Kuo)

Academic Warning, Probation and Termination

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

Type of Warning	**Criteria**
Academic Warning	Obtain a CGPA of less than 2.00 for any given semester
Academic Probation	Obtain a CGPA of less than 2.00 for the following semester
Academic Termination	Obtain a CGPA of less than 2.00 for the 3rd consecutive semester, or at the end of the final semester of study.

Academic Integrity

The Institute advises all student teachers to respect all copyrighted works and encourages the purchase of original textbooks and/or other copyrighted materials that are required for their programme of study. Student teachers should not plagiarise or pass off as their own, the writing or ideas of another, without acknowledging or crediting the source from which the ideas are taken.

The Institute takes a serious view of any form of plagiarism and infringement of copyright by student teachers. A contravention of the provisions of the Copyright Act is deemed to be a breach of the Institute's rules and regulations, which could result in disciplinary action. Cheating, plagiarism and other forms of academic dishonesty are considered serious offences for which disciplinary penalties will be imposed.

Please refer to the NIE Academic Integrity Framework available on the NIE Portal for more details.

Copyright and You

What is Copyright?

When a person expresses himself by creating a literary, dramatic, musical or artistic work, he has copyright in the work. Such work include 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 and cable programmes.

The law protects the creator's expression manifested through the work but not the information contained in the work. For example, where 2 persons present the same statistics in different ways, the law will allow each of them to publish their presentation and prevent others from publishing the same presentation. Others may use the same statistics to make different presentations.

Copyright in literary, dramatic, musical and artistic works last for the lifetime of the creator and continues for 70 years after their death.

Copyright in sound recordings and films last for 70 years after the making of the work or the first publication, whichever is applicable. Copyright in television and sound broadcasts and cable programmes last for 50 years from the end of the calendar year in which they were first broadcast or included in a cable programme service.

Who Owns Copyright and What Rights Does the Owner Have?

The creator of the work will own the copyright in it and so the law gives him the exclusive right to publish, reproduce, communicate and benefit from the work in other ways. Other persons cannot do so without the permission of the copyright owner.

The copyright owner may permit others to publish, reproduce or communicate the work through agreements like licences. The owner may set conditions for such permission such as charging a fee.

Exceptions

However the permission of the owner is not required:

1. Where the work is copied for self-study or research, that is, only 1 article in a periodical publication is copied or not more than 10% is copied of a published work which consists of 10 pages or more or not more than 1 chapter is copied of a work which is divided into chapters.

2. Where the work is in electronic form and not more than 10% of the total number of bytes in that edition is copied or not more than 10% of the total number of words in that edition or of the contents of that edition is copied.

3. Where a computer program is reproduced is made on behalf of the owner as a back-up copy of the original computer program.

4. Where an audio visual work (such as sound recording, cinematograph film, sound broadcast, television broadcast or cable programme) is copied for research or private study, subject to certain qualifications specified in the Copyright Act.

5. Where a film or recording of television or sound broadcast or cable programmes is copied for private and domestic use. It should not be seen or heard in public.

6. Where a literary, dramatic, musical or artistic work is copied for criticism or review, and for the reporting of current events, and sufficient acknowledgment of the work is made.

7. Where a work is copied after the copyright in the work ceases.

What Are The Consequences Of Copyright Infringement?

In Singapore, copyright is protected mainly by the Copyright Act 2021.

A person who publishes, reproduces or communicates a copyright work without the permission of the Owner infringes his copyright. It is also an infringement to authorise others to infringe copyright, such as requesting a photocopying shop to make a copy of the book.

The person who infringes copyright may be sued by the owner for monetary compensation such as profits made from the infringement. The owner may also obtain a court order to prevent further infringement.

Where the infringement is intentional and the infringement is significant or gives the infringer a commercial benefit, the infringer may be fined in court up to $20,000 and/or jailed for not more than 6 months. Second or subsequent offences may attract the maximum fine of $50,000 and the longest imprisonment term of 3 years. An example of a significant infringement is the massive regular downloading of songs or movies using peer-to-peer networks.

A person who is found with 5 or more infringing copies of any work is presumed to be in possession of them for sale and may be fined $10,000/- for each infringing article or $100,000/- whichever is lower. He may also be jailed for not longer than 5 years. In both cases, the infringing copies or anything used to make the infringing copies may be destroyed or surrendered to the copyright owner.

Conclusion

NTU takes a serious view of copyright infringement by students and failure to comply with 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, CDs, DVDs 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.

Code of Conduct and Dress Code for Student Teachers on Campus

NIE aims to cultivate a positive teacher culture among its student teachers so that they may develop into cultured teachers. A cultured teacher is one who is; 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.

Dress Code:

All student teachers should be appropriately attired befitting their roles as employees/future employees in the Singapore Education Service.

Financial Assistance Schemes

Loans and Bursaries Administered by NTU Shared Services Financial Aid

BA/BSc (Acad Dspln & Ed) student teachers are eligible for Overseas Student Programme (OSP) and Student Loan (for purchase of a laptop/desktop).

For student teachers who are neither drawing salary/stipend from MOE nor paid by MOE during the course of study, they are eligible to apply for bursary.

Please refer to https://www.ntu.edu.sg/admissions/undergraduate/financial-matters/financial-aid for details.

Schemes Administered by NIE Finance Department

Needy BA/BSc (Acad Dspln & Ed) student teachers who do not receive salary, stipend may apply for any of the following to fund their tuition fees:

a) Tuition Fee Loan – submit directly to the agent banks appointed by NTU

b) CPF Education Scheme – submit to NIE Student Services Centre (located at National Institute of Education, Administration Block 1 Level 1, within the Office of Academic Administration & Services (OAAS), 1 Nanyang Walk, Singapore 637616)

c) Mendaki Tertiary Tuition Fee Subsidy – submit application online at http://tfas.mendaki.org.sg/

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

Student teachers can refer to the NIE Portal **(**http://portal.nie.edu.sg**)** for details.

More information on the Tuition Fee Loan from agent banks appointed by NTU can be obtained at: http://www.nie.edu.sg/student-services-centre/financial-aid.

More information on the CPF Education Loan Scheme can be obtained at https://www.cpf.gov.sg/Members/Schemes/schemes/other-matters/cpf-education-loan-scheme.

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

Prizes and Awards

Awards for outstanding performance in Initial Teacher Preparation Programmes:

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

Awards for outstanding performance in Bachelor of Arts/Science in an Academic Discipline and in Education Programmes:

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

No.	Subject	Name of Award	Type/Value	Criteria for Award
6	Character and Citizenship Education (Chinese)	The Dr Ong Yong Peng Book Prize	Book Prize of up to $1000	The prize is awarded to the student teacher in the Bachelor of Arts in an Academic Discipline and in Education (Primary) (Chinese Specialisation) who has the best overall results in all Chinese courses and has scored 'A' in all courses under character and citizenship education subject (in Chinese Language). The student teacher must obtain at least a Credit in the Teaching Practicum.
7	Chinese Language & Literature	Dr Wu Teh Yao Book Prize	Book Prize of $400	The prize is awarded to the student teacher in the Bachelor of Arts in an Academic Discipline and in Education (Chinese Specialisation) who has obtained at least a Credit for final Teaching Practicum and has the best overall results in all Chinese courses.
8	English Language	The Victor Neo Book Prize	Book Prize of $400	The prize is awarded to the best student teacher in English Language in the programme leading to the degree of Bachelor of Arts in an Academic Discipline and in Education.
9	English Literature	The British Council Book Prize	Book Price of $400	The prize is awarded to the best overall student teacher in English Literature in the programme leading to the degree of Bachelor of Arts in an Academic Discipline and in Education.
10	Geography	Pacific Andes Book Prize	Book Prize of $400	The prize is awarded to the final year student teacher with the best aggregate results in the Geography courses and has obtained at least a Credit in the final Teaching Practicum of the Bachelor of Arts in an Academic Discipline and in Education.

No.	Subject	Name of Award	Type/Value	Criteria for Award
11	History	Sembcorp Marine Book Prize	Book Prize of $400	The prize is awarded to a final year student teacher who has the best overall performance in History courses during the four years of study in the degree of Bachelor of Arts in an Academic Discipline and in Education programme. The recipient must also obtain a Credit in the final Teaching Practicum.
12	Malay Language & Literature	Singapore Malay Teachers Cooperative Ltd Book Prize	Book Prize of $300	The prize is awarded to the student teacher in the Bachelor of Arts in an Academic Discipline and in Education (Malay Language and Literature Specialisation) who has obtained at least a Credit for final Teaching Practicum and has the best overall results in all Malay courses.
13	Mathematics	Association of Mathematics Educators Book Prize	Book Prize of $300	The prize is awarded to the best student teacher in the Teaching of Mathematics in the programme leading to the degree of Bachelor of Arts in an Academic Discipline and in Education or Bachelor of Science in an Academic Discipline and in Education.
14	Mathematics	Singapore Mathematical Society Book Prize	Book Prize of $500	The prize is awarded to the best student teacher in Mathematics in the Bachelor of Science in an Academic Discipline and in Education (Secondary) programme.
15	Mathematics	Southeast Asian Mathematical Society Book Prize	Book Prize of $250	The prize is awarded to the best student teacher in all Mathematics courses in the Bachelor of Science in an Academic Discipline and in Education (Primary) programme.
16	Mathematics	The Mathematics Book Prize	Book Prize of $400	The prize is awarded to the best student teacher in the Academic Subject: Mathematics in the programme leading to the honours degree of Bachelor of Science in an Academic Discipline and in Education.

No.	Subject	Name of Award	Type/Value	Criteria for Award
17	Music	The Association of Nanyang University Graduates Book Prize	Book Prize of $400	The prize is awarded to the best student teacher in Music in the programme leading to the degree of Bachelor of Arts in an Academic Discipline and in Education.
18	Music	Mrs Paul Feng Pei-Djen Book Prize	Book Prize of $400	The prize is awarded to the best student teacher in either the Performance Studies course or the Conducting project course of the subject Music in the final year of the programme leading to the undergraduate degree offered in NIE
19	Physics	The IPS Book Prize	Book Prize of $150 and a Certificate	The prize is awarded to the student teacher with the best aggregate results in the Physics courses of the Bachelor of Science in an Academic Discipline and in Education and has obtained at least a Credit in the final Teaching Practicum.
20	Physical Education	Singapore National Olympic Council Book Prize	Book Prize of $300	The prize is awarded to the best student teacher in Physical Education (specialising in Sports Studies track) in the second to fourth years of the programme leading to the degree of Bachelor of Science in an Academic Discipline and in Education.
21	Physical Education	Singapore National Olympic Council Book Prize	Book Prize of $300	The prize is awarded to the student teacher in Physical Education in the programme leading to the degree of Bachelor of Science in an Academic Discipline and in Education, who has the best score for instructional (pedagogy) courses with a 'Distinction' grade for final practicum.

No.	Subject	Name of Award	Type/Value	Criteria for Award
22	Physical Education	Sport Singapore Book Prize	Book Prize of $300	The prize is awarded to the best student teacher in Physical Education (specialising in Sports Science track) in the second to fourth years of the programme leading to the degree of Bachelor of Science in an Academic Discipline and in Education.
23	Physical Education	Sport Singapore Book Prize	Book Prize of $300	The prize is awarded to the student teacher in Physical Education in the programme leading to the degree of Bachelor of Science in an Academic Discipline and in Education, who has the best all-round score for all Curriculum Studies (sports and games) courses in the four years.
24	Practicum	Tan Poey Quee Practicum Book Prize	Book Prize of $500	The prize is presented to the best student teacher in the Teaching Practicum. The recipient must have obtained a Distinction in Practicum.
25	Social Studies	SPC Book Prize	Book Prize of $250	The prize is awarded to the best overall student teacher in Primary Social Studies in the final year of the programme leading to the degree of Bachelor of Arts in an Academic Discipline and in Education or Bachelor of Science in an Academic Discipline and in Education.
26	Chemistry	SNIC – MRSS Book Prize	Book Prize of $800	The award is presented to the best graduating student in Chemistry in the programme leading to the degree of Bachelor of Science in an Academic Discipline and in Education.

Awards for outstanding performance in Diploma Programmes:

No.	Subject	Name of Award	Type/Value	Criteria for Award
1	General	NIE Gold Medals	3 Gold Medals	The medals are awarded to the student teachers who are first in general proficiency throughout their programme of study in the following diplomas: Diploma in Art Education (1-year) Diploma in Art Education (2-year) Diploma in School Counselling
2	General	The Lien Foundation Book Prizes	4 Book Prizes of $1000 each	The prizes are awarded to the student teachers who are first in general proficiency throughout their programme of study in the following diplomas: Diploma in Special Education (Special School Teachers) Diploma in Special Education (Allied Educators/Learning and Behavioural Support) programmes
3	Art	Yu She Yuen Book Prize	Book Prize of $400	The prize is awarded to the best student teacher in the subject The Teaching of Art in the final year of the programme leading to the Diploma in Education (Secondary) or Diploma in Art Education.
4	Character and Citizenship Education (Chinese)	The Dr Ong Yong Peng Book Prize	Book Prize of up to $1000	The prize is awarded to the best student teacher in the Diploma in Education (Teaching of Chinese Language at Primary Level) programme who has scored 'A' in all courses under character and citizenship education subject (in Chinese Language). The student teacher must obtain at least a Credit in the Teaching Practicum.

No.	Subject	Name of Award	Type/Value	Criteria for Award
5	Chinese Language	The Dr Lau Wai Har Book Prize	Book Prize of $600	The prize is awarded to the best student teacher in the Diploma in Education (Teaching of Chinese Language at Primary Level) who has scored the best overall results in all Chinese Language courses from both the one-year and two-year programmes. The student teacher must obtain at least a Credit in the Teaching Practicum.
6	Malay	Singapore Malay Teachers' Union Book Prize	Book Prize of $300	The prize is awarded to the best student teacher in the Diploma in Education (Primary or Secondary) (Malay Specialisation) programme.
7	Practicum	Tan Poey Quee Practicum Book Prize	Book Prize of $500	The prize is presented to the best student teacher in the Teaching Practicum. The recipient must have obtained a Distinction in Practicum.
8	Tamil	Singapore Tamil Teachers' Union Book Prize	Book Prize of $300	The prize is awarded to the final year student teacher who has the best overall results in all Tamil courses and has obtained at least a Credit in the Teaching Practicum in the Diploma in Education (Tamil Specialisation) programme.

Awards for outstanding performance in Postgraduate Diploma in Education Programmes:

No.	Subject	Name of Award	Type/Value	Criteria for Award
1	General	NIE Gold Medal	Each award comprises a Gold Medal and cash prize of $600	The awards are presented to the best student teacher in each graduating cohort and who has obtained at least a Credit in the Teaching Practicum, for the following programmes: Postgraduate Diploma in Education (Primary) Postgraduate Diploma in Education (Secondary / Junior College)
2	Chinese	Singapore Chinese Teachers' Union Book Prize	Book Prize of $400	The prize is awarded to the best final year student teacher in the July intake of the Postgraduate Diploma in Education (Primary or Secondary) (Chinese Specialisation) programme and has obtained at least a Credit in the Teaching Practicum.
3	Character and Citizenship Education (Chinese)	The Dr Ong Yong Peng Book Prize	Book Prize of up to $1000	The prize is awarded to the best final year student teacher in the July intake of the Postgraduate Diploma in Education (Teaching of Chinese Language at Primary Level) programme who has scored 'A' in all courses under character and citizenship education subject (in Chinese Language). The student teacher must obtain at least a Credit in the Teaching Practicum.
4	Education Studies	Justice Choor Singh Book Prize	Book Prize of $400	The prize is awarded to the best student teacher in Education Studies with Distinction in Teaching Practicum in the final examination for the Postgraduate Diploma in Education (Secondary/Junior College) or Postgraduate Diploma in Education (Primary) programme.

No.	Subject	Name of Award	Type/Value	Criteria for Award
5	English Language	The Dr Shila Fernandez Prize	Book Prize of $600	The prize is awarded to the best student teacher in the Teaching of English Language in the programme leading to the Postgraduate Diploma in Education (Primary) programme. (With at least a B+ grade in Communication Skills for Teachers).
6	Geography	Geography Teachers' Association of Singapore Book Prize	Book Prize of $300	The prize is awarded to the best student teacher in the Teaching of Geography and has obtained at least a Credit in the Teaching Practicum in the Postgraduate Diploma in Education (Secondary / Junior College) programme.
7	History	History Association of Singapore Book Prize	Book Prize of $300	The prize is awarded to the best student teacher in the Teaching of History and has obtained at least a Credit in the Teaching Practicum in the Postgraduate Diploma in Education (Secondary / Junior College) programme.
8	Mathematics	Association of Mathematics Educators Book Prizes	2 Book Prizes of $300 each	One prize is awarded to the best graduating student teacher in the Teaching of Mathematics in the Postgraduate Diploma in Education (Primary) programme and another is awarded to the best graduating student teacher in the Teaching of Mathematics or Teaching of Lower Secondary Mathematics in the Postgraduate Diploma in Education (Secondary / Junior College) Programme. The recipients must have obtained at least a Credit in the Teaching Practicum.
9	Mathematics	Beng Kim Holdings Book Prize	Book Prize of $300	One prize is awarded to the best student teacher in the Subject Knowledge courses in Mathematics for the Postgraduate Diploma in Education (Primary) programme.

No.	Subject	Name of Award	Type/Value	Criteria for Award
10	Mathematics or Music	Wong Hee Hua Memorial Prizes	2 Book Prizes of $450 each	One prize is awarded to the best overall student teacher in Mathematics and the other to the best overall student teacher in Music graduating from the Postgraduate Diploma in Education (Primary) programme.
11	Physical Education	C. Kunalan Book Prize	Book Prize of $600	The prize is awarded to the best graduating student teacher in Physical Education in the Postgraduate Diploma in Education (Specialisation in the Teaching of Physical Education at Primary or Secondary level) programme and has obtained at least a Credit in Teaching Practicum.
12	Practicum	Singapore Teachers' Union Book Prize	2 Book Prizes of $500 each	The awards are presented to the best student teacher in the Teaching Practicum in the following programmes: • Postgraduate Diploma in Education (Primary) • Postgraduate Diploma in Education (Secondary/Junior College) The recipients must have qualified for the Postgraduate Diploma in Education with at least a Credit.
13	Science	SAAS Prize	2 Book Prizes of $500 each and a Certificate	One prize is awarded to the best graduating student teacher in the Teaching of Science in the programme leading to the Postgraduate Diploma in Education (Primary) (General) and has obtained at least a Credit in the Teaching Practicum. Another prize for each intake is awarded to the best graduating student teacher in the Teaching of Biology or Physics or Chemistry in the programme leading to the Postgraduate Diploma in Education (Secondary / Junior College) and has obtained at least a Credit in the Teaching Practicum.

Awards for outstanding performance in Leadership Programmes:

No.	Name of Award	Type/Value	Criteria for Award
1	Dr Ruth Wong Medal	2 Gold Medals	One gold medal is awarded to the participant who exemplifies the highest performance in the Creative Action Project (CAP) in the Leaders in Education Programme. One gold medal is awarded to the participant who demonstrates the best overall performance in the Management and Leadership in Schools programme.
2	Academy of Principals Prize for Curriculum Leadership Learning	A trophy & Cash Prize of $800	The prize is awarded to the participant who exemplifies the highest level of learning related to curriculum leadership across the Leaders in Education Programme.
3	The Lee Kuan Yew Leaders in Education Programme Award	A plaque & $1,000 Cash Award	The plaque and $1,000 cash prize are awarded to the participant who demonstrates the best overall performance in the Leaders in Education Programme.

Awards for outstanding performance in Master's Programmes:

No	Name of Award	Type/Value	Criteria for Award
1	Educational Management Gold Medal	Gold Medal	One gold medal is awarded to the top graduate with outstanding performance in the Master of Arts (Educational Management) programme either through the Coursework with Dissertation route or Coursework Only route. The award is sponsored by the Singapore Teachers' Union (STU).
2	ERAS Gold Medal	Gold Medal	One gold medal is awarded to the top graduate with outstanding performance in the MEd programme through the Coursework with Dissertation route. The award is sponsored by the Educational Research Association of Singapore (ERAS).
3	Instructional Design & Technology Gold Medal	Gold Medal	One gold medal is awarded to the top graduate with outstanding performance in the MA (Instructional Design & Technology) programme or the MEd (Learning Sciences & Technologies) programme, either through the Coursework with Dissertation route or Coursework Only route. The award is sponsored by the Singapore Teachers' Union (STU).
4	STU Gold Medal	Gold Medal	One gold medal is awarded to the top graduate with outstanding performance in the MEd programme through the Coursework Only route. The award is sponsored by the Singapore Teachers' Union (STU).
5	The Applied Psychology Award	Gold Medal	One gold medal is awarded to the top graduate with outstanding performance in the MA (Applied Psychology) programme based on performance in courses and dissertation. The award is sponsored by the NIE's Psychology and Child & Human Development (PCHD) Academic Group.

No	Name of Award	Type/Value	Criteria for Award
6	Lau Teng Chuan Book Prize	Book Prize of $1,600	One book prize is awarded to the best overall graduate in the Master of Science (Exercise and Sports Studies) based on the performance in sports science courses. The book prize is sponsored by the family of the late Dr Lau Teng Chuan.
7	ASCD (Singapore) Gold Medal	Gold Medal	One gold medal is awarded to the top graduate with outstanding performance in the MEd programme specialising in Curriculum & Teaching. The award is sponsored by Association for Supervision and Curriculum Development (ASCD), Singapore.
8	ASCD (Singapore) Book Prize for Best Dissertation	Book Prize of $300	One book prize is awarded for the best dissertation submitted for examination by the graduate from the MEd programme specialising in Curriculum & Teaching. The book prize is sponsored by Association for Supervision and Curriculum Development (ASCD), Singapore.
9	ASCD (Singapore) Book Prize for Best Capstone Project	Book Prize of $200	One book prize is awarded for the best Capstone Project submitted for examination by the graduate from the MEd programme specialising in Curriculum & Teaching. The book prize is sponsored by Association for Supervision and Curriculum Development (ASCD), Singapore.
10	AME Book Prize for Best Graduating Student	Book Prize of $300	One book prize is awarded to the best graduating student in the Master of Education (Mathematics) programme or the Master of Science (Mathematics for Educators) programme. The book prize is sponsored by the Association of Mathematics Educators (AME).

No	Name of Award	Type/Value	Criteria for Award
11	AME Book Prize for Best Thesis or Dissertation	Book Prize of $300	One book prize is awarded to the graduate who has submitted the best thesis or dissertation for examination in the area of Mathematics Education, for the degree of Doctor of Philosophy, Doctor in Education, Master of Arts, or Master of Education (Mathematics). The book prize is sponsored by the Association of Mathematics Educators (AME).
12	Henry David Hochstadt Early Childhood Education (HDHECE) Book Prize	Cash Prize of S$2,000	Two cash prizes with a value of S$2,000 each to be given annually to two students who have shown sustained excellence in performance in the Master of Education (Early Childhood). The award is sponsored by Henry David Hochstadt Early Childhood Education Endowment Fund.
13	The Lien Foundation Book Prize	Book Prize of S$2,000	Two book prizes with a value of S$2,000 each to be given annually to two students who have shown sustained excellence in performance in the Master of Education (Special Education). The award is sponsored by the Lien Foundation.
14	NIEI Gold Medal	Gold Medal plus Cash Award of S$600	One gold medal plus cash prize of S$600 is awarded to the top graduate in each of the following programme: - Master of Arts (Applied Linguistics) - Master of Arts (Counselling and Guidance) - Master of Arts in Humanities Education - Master of Arts in Professional Education (Training and Development) - Master of Science (Science of Learning) The award is sponsored by NIE International.

Awards for outstanding performance in Doctor in Education Programme:

No	Name of Award	Type/Value	Criteria for Award
1	The Tan Poey Quee Doctor in Education (NIE-EdD) Book Prize Award for Best Dissertation	Book Prize of S$500	One book prize is awarded for the best dissertation submitted for examination by the graduate from the Doctor in Education (NIE-EdD) programme. The Book Prize is sponsored by the family of the late Mdm Tan Poey Quee.
2	The Tan Poey Quee Doctor in Education (NIE-EdD) Gold Medal Award for Best Overall Student	Gold Medal plus cash award (total value of $1,000, subject to availability of fund)	The medal is awarded to the top graduating student who has distinguished herself/himself in the Doctor in Education programme. The Gold Medal is sponsored by the family of the late Mdm Tan Poey Quee.

<u>The Dean's Commendation for Research</u>:

The Dean's Commendation for Research aims to reinforce to graduate students the importance of publications in peer-reviewed international journals and books of international publishers for their research.

Students are recognised for having excelled in their research by publishing papers in peer-reviewed international journals or international refereed book chapters.

The Dean's Commendation for Research will be presented in the form of a certificate by the Dean of Graduate Studies and Professional Learning.

The NIE Wellness Centre

The NIE Wellness Centre (NWC) provides professional services that facilitates an individual's personal and professional development. NWC offers a range of services for its students and staff members (NIE & NTU) and members of public. Some of these services include *Educational Assessment, Emotional Counselling and Career Counselling & Coaching*.

NWC is staffed by trainees enrolled in the Master of Arts (Applied Psychology) and Master of Arts (Counselling & Guidance), both postgraduate programmes at the National Institute of Education, Nanyang Technological University.

The supervising staff associated with the clinic are Registered Psychologists listed on the Singapore Register of Psychologists and professional counsellors.

The NIE Wellness Centre is located at Block 2 (B1-01/02). For further enquiry, please email us at nie.wellness@nie.edu.sg or call 6790 3318 between 9am to 5pm (Mondays-Thursdays) and 9am to 4.30pm (Fridays).

For more information, please visit us on the following sites:

1. NWC website: http://www.nie.edu.sg/about-us/campus-facilities/nie-wellness-centre

2. NWC Online Registration Form: https://webapps.nie.edu.sg/PublicForms/RegistrationNIEWellness.aspx

3. Facebook page: https://www.facebook.com/niewellnesscentre

4. Instagram: https://www.instagram.com/nie_wellness_centre/

Facilities

ICT Facilities & Services

NIE has equipped the campus with Information and Communication Technology (ICT) facilities to support learning and teaching. All teaching facilities in NIE are equipped with ICT presentation systems. In addition, most rooms are specially designed to facilitate collaborative learning among student teachers. These rooms are equipped with mobile furniture arranged in group settings, LCD screens, wireless presentation and video conferencing capabilities which allow flexibility in delivery of in-person, online or hybrid lessons. Student teachers can tap on the learning environment using their mobile devices and wireless access. The wireless access configurations can be found under the Wi-Fi Guides in NIE Mobile Application.

The **Net Gen Learners' Terrace (NGLT)** is a space that embodies NIE's teaching and learning framework. NGLT provides affordances like flexibility, personalization, accessibility, collaboration and engagement through innovative use of space with seamless integration to current and upcoming technologies. For more information on NGLT, visit https://www.nie.edu.sg/news-detail/new-learning-facility-at-the-nie-campus.

NIE Mobile Application

Student teachers, staff and visitors can keep abreast of the activities relating to the Institute with **NIE Mobile** Application. Information required can be obtained on-the-go through this intuitive and user-friendly interface. The app incorporates key features for student such as course registration, view timetable, check exam results and many more. Please download NIE Mobile Application in Apple App Store or Google Play Store.

Printing & Photocopying Services

There are printing services available at the NIE Library and Student Hub for student teachers to print or photocopy their assignments, notes, reports and other teaching materials at reasonable prices through convenient cashless payment modes using any CEPAS-compliant card (e.g. EZ-Link card, student card) as a digital payment wallet. For more information, please visit the **Printing Services** page (https://www.printatnie.com).

NIE Portal

A variety of online services can be accessed by student teachers via **NIE Portal** (https://portal.nie.edu.sg/). Such services include NTULearn (Blackboard), Student Time Table, Student Exam Results, MOE HR Online@NIE and other student-related services.

Learning Platforms and Resources

Student teachers can access NIE main learning platform, NTULearn (also known as Blackboard) via NIE portal. Check out the *Institution Page* and *Courses* in NTULearn, for more information about your courses and the various educational technology tools, resources and guides that you can explore and use. NTULearn workshops are conducted for student teachers at the beginning of every semester.

Edtech Tools @ NIE

Our learning technologists have especially curated free Edtech tools, which are popularly used in the classroom to make the teaching-learning process engaging for learners and lecturers. Information can be found at: https://learn.nie.edu.sg/etoolsNIE

Library and Information Services Centre (LIBRIS)

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

Opening Hours

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

Note: Service Point services cease 30 minutes before the Library closes.

Contact Information & Essential URLs

Telephone	6790-3626
Whatsapp	6790-3627
Email	libcirc@nie.edu.sg
Library Portal	https://library.nie.edu.sg
Know Your Library	https://libfaqs.nie.edu.sg

Membership

All full-time student teachers are automatically registered as Library members. Your matriculation card is your library card and is used to enter/exit the Library. If you lose your card, please report to the Service Point immediately to prevent unauthorised use of the card.

Resources (31 Dec 2022)

The Library houses an overall collection of 721,414 items. Users have access to 380,678 volumes of books, 185,351 e-book titles, 107print journal titles, 74,988 e-journal titles, 48,693 volumes of AV materials, 5,310 digital video titles, 114 databases and 15,006 items in the digital repository. Special collections include the Singapore Educational Resources, the C.J. Koh Collection which focuses on teacher education/teaching methods, and Instructional Resources for teachers.

Services

Our team of friendly staff offers assistance in the use of library resources and services at the Service Point. Selected resources and services are also accessible on-the-go via mobile devices. For research consultation or instructional sessions, users may request one-to-one appointment or group instruction. CEPAS compliant card (e.g. Flashpay card) operated photocopiers and network printers are available on Levels 2 and 4 of the Library. For more information, please visit www.printatnie.com.

Facilities

Knowledge Space, Collaborative Space and Service Space of the Library provide flexible spaces for self-study, collaborative learning, and research. The Knowledge Space on Level 4 comprises mainly books and reading areas. The Collaborative Space on Level 3 includes a general area for information sharing, intellectual collaboration and social interactions; learning pods for group discussions; a SMART (Sharing, Multidisciplinary, Autonomous, Reflective and Technology-enabled) Room with modular furniture and AV equipment; a gallery to showcase NIE intellectual output and donor's collection; and a lifestyle café. The Service Space on Level 2 houses the service point, reserves, non-English collection, quiet study areas and a research commons for information searching, collaborative work and instructional sessions.

The Nanyang Playhouse

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

The Art Gallery

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

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

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

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

NIE U.iD Student Hub

The NIE U.iD Student Hub located on campus is equipped with an amphitheatre and six meeting rooms. One meeting room is for use by NIE student clubs while the other five rooms are furnished with comfortable furniture for students to relax, socialise, enjoy campus life and conduct club activities.

The opening hours of the Hub are as follows:

Mondays to Fridays	:	7.30 am to 8.30 pm
Saturdays	:	8.30 am to 4.30 pm
Sundays & Public Holidays	:	Closed

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

Student Services Centre

The Student Services Centre (SSC) is conveniently located at NIE Administration Block 1 Level 1, within the Office of Academic Administration & Services (OAAS). SSC provides services that cater to the administrative needs and general enquiries of students and alumni.

Location of SSC

Office of Academic Administration and Services
Block 1, Level 1
1 Nanyang Walk
Singapore 637616

Operating Hours of SSC

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

Scope of Services

For more information, please refer to
https://www.nie.edu.sg/students/student-services-centre/

Requests

- Application for Research Workstation in Graduate Programme Study Room and CAVE
- Application for Transcript
- Request for Additional Copy of Exam Results by Non-Graduating Students
- Request for Certification Letter
- Request for certification of 'True Copy' on photocopied NTU/NIE certificates. NIE does not certify true copy for transcripts (NIE graduands are advised to make an appointment before visiting SSC)
- Request for Letter of Endorsement to Work Part-Time (For Full-Time International Graduate Education Students)
- Request for Statement for Lost Certificate
- Request for Update / Amendment of Student's Particulars
- Request for Verification of Educational Qualifications

Cards

- Tertiary Student Concession Card (for eligible student teachers only)
- Student Matriculation Cards
- Student Name Cards

Enquiries

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

Please visit our FAQ Portal 'Got A Question? Ask Us!' at https://ntuadminstop.service-now.com/niessp

Collection of Fees

- Administrative fees
- Hostel fees
- Medical fees
- Tuition and Research fees
- Facilities Booking (TRs, LTs and Student Hub)

E-Matriculation

- E-Matriculation of student teachers and Graduate Education students
- Online Verification of Documents (VOD) for Graduate Education Coursework, Graduate Education Research and Non-Graduating Students

Forms

- Application Form for Interbank GIRO
- Authorisation Form for Certification of Document (s)
- Authorisation Form for Collection of Document (s)
- Indemnity Form & Travel Insurance
- Undertaking by Students for using ISOS Services
- Update / Amendment of Students' Particulars Form

Sports and Games Facilities

National Institute of Education (NIE) physical education complex is a teaching facility and is covered under the Ministry of Manpower (MOM) Workplace Safety and Health Act (WSH Act) since September 2011. The Act relates to management of health and safety at work requiring a risk assessment to be undertaken to identify the hazards and take necessary steps to reduce the risk of an incident. All users of the sports facilities will be required to adhere with the Safety Rules and Regulations governing the appropriate use of the Sports and Games Facilities. Users will be briefed on the Emergency Procedures in the event of an incident.

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, one handball court, and three covered outdoor courts which can be used for basketball, netball and tchoukball. As for indoor sports, there are five squash courts and a large multipurpose sports hall which can accommodate several activities. There is a fully-equipped weight-training facility, cardiovascular training facility and a studio for dance. TGS keys (which can be borrowed from PESS sports facilities office in exchange with their matriculation card) are required to operate the exercise machines. Users are also required to attend an orientation briefing by staff from sports facilities office.

All facilities are meant for teaching purposes but can be booked for recreation outside the teaching schedule, on an approval basis. Booking can be done through the NIE Student Portal using the NIE Sports Facilities Booking Form.

Canteen

The canteen is located on Basement 1 of Block 4. There are 10 stalls in the canteen selling a variety of food and drinks. Three of the stalls serve Halal food. The canteen is open from 7.00 am to 3.00 pm on Mondays to Fridays. Other canteens are also available within the Yunnan Garden Campus of NTU.

Telephones for Emergency Use

Telephones for use in an emergency are located outside some of the tutorial rooms and near staircase landing of levels 2 and 3 in Blocks 2, 3, 5 and 7 (refer to the NIE location map at the end of this handbook for the location of the telephones on the plaza level). These telephones are for internal use only, i.e. for calls to be made within the campus. Some essential numbers are:

Fault Reporting : *For attention to defects such as air-conditioning, lighting, clocks, security card readers, furniture, locks, plumbing & sanitary etc.*	24 hours Fault Reporting Centre	6790 3000 (ext)
Campus Security Service:	24 hours Campus Security	6790 3999 (ext)

Parking on Campus

Parking Charges

For hourly parking charges, please click here.

Introduction of Season Parking

All full-time students of NIE would be able to apply for season parking at a monthly rate of $40.37, renewable up to a maximum of 3 months. All open car parks in NIE except Car Park 1 are available for season parking. Availability is based on first-come-first-serve basis.

For season parking application, please go to https://portal.goparkin.io/ or download the mobile app

Payment is by credit and debit cards only.

You will need to have the following ready for your registration via GoParkin mobile app and web portal:

1. Vehicle number
2. IU number
3. Photo of your student pass

For matters relating to overcharged parking fees, parking offences or GoParkin app/web portal, please contact GoParkin team via:

- Email: enquiry@goparkin.com.sg
- Telephone: 6592 3098

For other feedback, please email to nieded@nie.edu.sg.

Motor Cycle Parking Lots

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

Lockers @ 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)

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

For matters relating to locker application in NIE, please contact:

Kaichi Spacemaster Pte Ltd (Locker Rental Department)	6282 0868

Other Amenities

There are drinks vending machines installed at the basement levels of Blocks 2, 3, 5, 7, level 1 of the NIE Student Hub, shed near the tennis courts and in the canteen.

There are snacks vending machines installed at level 1 of the Canteen, basement 1 of Block 2 and basement 3 of Block 5.

Hot water dispensers are located in the canteen and in all the main buildings in the campus on levels 1 and 3.

There are rooms for nursing mothers on level 2 of Blocks 2, 3 and 7. User can obtain an access card from the Student Services Centre, Office of Academic and Administration Services located at Block 1 Level 1 to enter the nursing rooms.

Operating Hours for Access Card Exchange @ Student Services Centre
Mondays to Thursdays: 9.00am to 5.00pm
Fridays: 9.00am to 4.30pm
Closed on Weekends and Public Holidays

Smoking on Campus

NIE being a part of NTU campus is smoke-free too. Smoking is prohibited campus-wide except for the designated outdoor smoking areas found in NTU. For more information, please visit the link below: https://www.ntu.edu.sg/life-at-ntu/health-safety-and-emergency/prohibition-of-smoking-on-ntu-campus-policy

NTU Facilities/Services

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

1. NTU Sports & Recreation Centre

2. Medical Scheme

3. Hostel Accommodation

NTU Sports & Recreation Centre

The NTU Sports & Recreation Centre (SRC) caters to the sporting and recreational needs of the University community. As facility provider, we manage a comprehensive range of sports facilities to support the training and competition needs of student sports, as well as the promotion of an active lifestyle on campus. Shower facilities and free use of lockers are also available at the SRC.

Individual students can book badminton, squash, table tennis or tennis online and NTU-registered clubs/societies, with the endorsement from the respective staff advisors, can book SRC sports facilities for organized events/competitions. For further details, please refer to this website: https://www.ntu.edu.sg/life-at-ntu/recreational-spaces-facilities/sports-recreation-centre.

Indoor Facilities

- The Wave @ 110 Nanyang Crescent
  - 1 Multipurpose Sports Hall (configured for 4 badminton courts and 2 basketball/volleyball courts)
  - Spectator Gallery (capacity for 950 pax)
  - 3 Activity Rooms (for club activities and fitness classes)
  - 2 Teaching Rooms (for meetings and intellectual games)
  - 1 Athletes' Gym

- Sports & Recreation Building @ 20 Nanyang Green
  - 3 Multipurpose Sports Halls (for floorball, tchoukball, basketball, volleyball, cheerleading & etc)
  - 2 Activity Rooms (for club activities and fitness classes)
  - 3 Teaching Rooms (for meetings and intellectual games)
  - 1 Bouldering Wall

- 4 Squash Courts @ Campus Clubhouse

- North Hill Residential Halls @ 60 Nanyang Crescent
  - 1 Multipurpose Function Hall (configured for 6 badminton courts and 6 table tennis tables)
  - 1 North Hill Gym (General Gym for all students)

Outdoor Facilities

- **Sports & Recreation Centre**
  - 1 8-Lane, 400m Running Track
  - 1 Main Field (artificial turf, with gallery seating capacity of 200pax)
  - 2 Multipurpose Fields (artificial turf)
  - 1 Archery Range
  - 2 Cricket Cages
  - 3 Basketball Courts
  - 3 Multipurpose Courts
  - 6 Tennis Courts
  - 1 Street Soccer Court
- **Hall of Residence 2**
  - 2 Multipurpose Courts
- **Hall of Residence 7**
  - 2 Tennis Courts
- **Aquatic Facilities @ 20 Nanyang Green**
  - 1 50m 8-Lane Swimming Pool
  - 1 Children Wading Pool

Medical Scheme

The Medical Scheme is compulsory for all matriculated full-time undergraduate and graduate students in NTU and NIE.

For more details on the Medical Scheme, please visit https://www.ntu.edu.sg/life-at-ntu/student-life/onestop/insurance-coverage/medical-scheme

Group Personal Accident (GPA) Insurance Scheme

Full-time NTU undergraduates, NIE student teachers and Graduate Education students are required to be covered under the GPA Insurance Scheme.

For more details on the GPA Insurance Scheme, please visit https://www.ntu.edu.sg/life-at-ntu/student-life/onestop/insurance-coverage/group-personal-accident-insurance-(gpai)

Group Hospitalisation & Surgical Insurance (GHSI) Scheme

In addition to the GPA scheme, University policy also requires the following full-time students in NIE to be covered under the GHSI scheme:

- International and SPR student teachers
- Exchange/non-graduating students
- International and SPR students in Graduate Education programmes

For more information about the GHSI, please visit https://www.ntu.edu.sg/life-at-ntu/student-life/onestop/insurance-coverage/ghsi-(group-hospitalization-and-surgical-insurance)

Student Accommodation on NTU Campus

NTU Halls of Residence are home to some 13,000 undergraduate students. This community forms a massive family unit, actively engaging in social exchange and mutual help. Living in a hall is a unique experience that can only be reminisced about.

The halls of residence offer similar styled accommodation. With the exception of Halls 1 & 2 which offer shared suite-style attached shower and toilets and Nanyang Crescent Halls (Hall 7, Saraca and Tamarind) have some single rooms with attached shower and toilet, all halls have gender specific communal showers and toilets. All halls are co-ed by floor or wing and offer single and twin-sharing rooms. Twin-sharing rooms are shared by residents of the same gender.

Rooms are furnished with a table, chair, shelving, bed, mattress and wardrobe per resident, and are equipped with network points connected to the university's computer network.

All rooms at Halls 3, 4, 5, 8 to16 and some rooms at Crescent Hall, Pioneer Hall, Binjai Hall, Tanjong Hall, Banyan Hall and Nanyang Crescent Halls are fitted with air-conditioners on a pay-for-use basis.

Every hall has communal facilities like lounges, air-conditioned reading rooms, pantries and laundry rooms with washing machines and dryers.

You may wish to refer to the Hall Rental Fees web page for the monthly rates per person for AY2023-24. The rental fees are subject to revision periodically to offset inflationary costs.

New students in NTU-NIE Teaching Scholar Programme (TSP) assured of a place in a Hall of Residence must also submit their application. Students in this programme are assigned to either Crescent Hall or Pioneer Hall.

New students may indicate their preference for either a single or a twin-sharing room, air-conditioned or non-air-conditioned room. Assignments to preferred room types are subject to availability from the rooms set aside for new students. Applicant will be assigned to another room type if his/her preferred room type is unavailable. Due to the limited vacant twin-sharing rooms available, there is a high possibility that successful students and his/her successful room mate who wish to stay together are not allocated to the same room or the same Hall.

Information on alternative housing options is also available here.

For more information on hall living, please visit this website.

NIE Student Teachers' Club

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

a) All matriculated, full-time undergraduate students of NIE (excluding students who are enrolled in the Bachelor of Science (Honours) Sports Science & Management programme);

b) All full-time students of NIE pursuing diploma courses, the duration of which is no less than one academic year and ;

c) Graduate students pursuing a full-time course of study leading to the Postgraduate Diploma in Education, the duration of which is no less than one academic year.

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

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

The main role of the NIE Student Teachers' Club is to promote and safeguard the interests and welfare of student teachers in NIE. The NIE Student Teachers' Club comprises 9 sub-clubs:

a. AI in Education Chapter

b. Chinese Language Education & Research Club

c. Club ArNex

d. Club Sci.Napse

e. Club Jeux

f. Food & Consumer Sciences Club

g. Physical Education and Sports Science Club

h. Service Learning Club

i. Tamil Language Club

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

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

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

Other Student Organisations

Besides the NIE Student Teachers' Club, there are more than 100 student organisations which cater to a variety of interests among NTU students and NIE student teachers. Details of NTU student organisations can be found at https://www.ntu.edu.sg/life-at-ntu/student-life/clubs-groups-societies.

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

NTU Student Sports Programmes

NIE students can also participate in an array of sporting activities, both competitive and recreational, through more than 50 varsity sports teams and 25 recreational sports clubs managed under the Students Sports Unit of the Student Affairs Office.

For more information, please refer to the website:
https://www.ntu.edu.sg/life-at-ntu/student-life/sports

CCA System

There is a CCA System which allows student teachers to keep a record of their CCA participation during their programme of study at NIE. Student teachers can follow the steps below to access the CCA system:

- Go to https://portal.nie.edu.sg/ and log in as a user.
- Click on 'Student Services' and 'Co-Curricular Activities'

Student teachers can access the 'CCA User Guide' in the system home page for more information on the system.

Student teachers should have all the necessary supporting documents to help them accurately enter the CCA details into the CCA System.

The CCA record will only capture the following 3 groups of CCA:

- Activities within NIE NTU
- Activities representing NIE NTU
- NIE-Driven Projects/Programmes

At any point of their study in NIE or before they graduate, student teachers may request for an official copy of the CCA transcript from the Office of Teacher Education (OTE), Student Life Unit at Block 2, Level 3, Room 02A. Before submitting the request, student teachers are advised to email the following information:

i. List of CCA activities participated; and
ii. Documentary proof/necessary supporting documents for the CCAs to be verified

Student teachers may send the email to the Student Life Unit at SL@nie.edu.sg.

Once the CCA records are verified, student teachers may add the records in the system.

The NIE Club Award

The NIE Club Award serves to recognise NIE subsidiary clubs that have significantly contributed to student life on campus and/or contributed to NIE in terms of promoting the brand name of NIE, and undertaking projects to serve the Institute community. All clubs except the NIE Student Teachers' Club are considered for the award.

The period of review will be the current academic year and the following six awards will be given to clubs which satisfy the criteria. Winning clubs will receive a cash award of $300 for each of the following awards, which can be used for club activities in the next academic year.

1. Innovative Project Award

   Criteria for Consideration:
   - The Project must be new, such that it is an original idea and has not been held or organised in NIE before.
   - The Project has to reach a certain level of student participation, such that there must be a minimum number of students, be it club or non-club members, participating and being involved in the Project.
   - The Project has to have the potential of continuity over the next 2-3 years.

2. Sustained Project Award

   Criteria for Consideration:
   - The Project is consistently carried out each year for the past 3 years.
   - The Project involves participation from both club and non-club members.
   - The club has to prove that the Project is well received by the NIE population with an increase in participation rate (based on size of turnout, surveys, etc).

3. Active Club Award

Criteria for Consideration:

- High frequency of high-quality events involving the participation of the NIE community and/or NTU students.
- Undertakes joint projects with NSTC/NIE/NIE Clubs/NTU Clubs.
- Involve students who are not club members in the organisation of their event(s).
- Constantly displays a level of vibrancy within the NIE campus that contributes to the NIE community and its programmes.
- Significant percentage of increase in the number of club members.

4. Improved Club Award

Criteria for Consideration:

- The Club has seen a significant increase in membership over the past year(s) (will be moderated for clubs with a small base percentage to begin with).
- The Club has embarked and organised more activities and events for the academic year compared to the past year(s).
- The Club has held events that have involved participation from both club and non-club members.
- The quality of the events organised has improved.

5. Strong Partnership Club Award (Local)

Criteria for Consideration:

- Partners itself and collaborates with other NTU Clubs / NIE Clubs / NSTC / Local Universities.
- Seeks strategic partnerships with local companies.
- Constantly involves itself with local events within the campus or in public activities and events.

6. Strong Partnership Club Award (Overseas)

Criteria for Consideration:

- Seeks strategic partnerships with overseas companies / partners / foreign universities.
- Constantly involves itself with local events within the campus or in public activities and events.

The Passion Award

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

A maximum of 12 such awards is given annually to recently graduated beginning teachers who meet the following selection criteria:

1. Served the NIE community consistently and whole-heartedly during their course of study in NIE;

2. Initiated and organised activities that added vibrancy to student life on campus;

3. Promoted the brand name of NIE through activities and projects;

4. Contributed time and effort beyond the call of duty;

5. Played a significant role in recruiting student teachers for student activities and;

6. Achieved excellent academic performance and have received at least a Credit grade for Practicum.

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

The NIE Award

The NIE Award represents the National Institute of Education's recognition of student teachers who have excelled in academic, co-curricular areas and service to the Institute's community. Recognition will be given for work in developing students' CCAs or activities, assisting with administration in some NIE initiatives, or for leadership in projects which had significant impact on the Institute's community, or reputation.

One award is presented for each of the following initial teacher preparation programmes at the Teachers' Investiture Ceremony:

- Bachelor of Arts in an Academic Discipline and in Education or Bachelor of Science in an Academic Discipline and in Education
- Diploma
- Postgraduate Diploma in Education

Each award comprises a Certificate of Recognition and cash prize of $300.

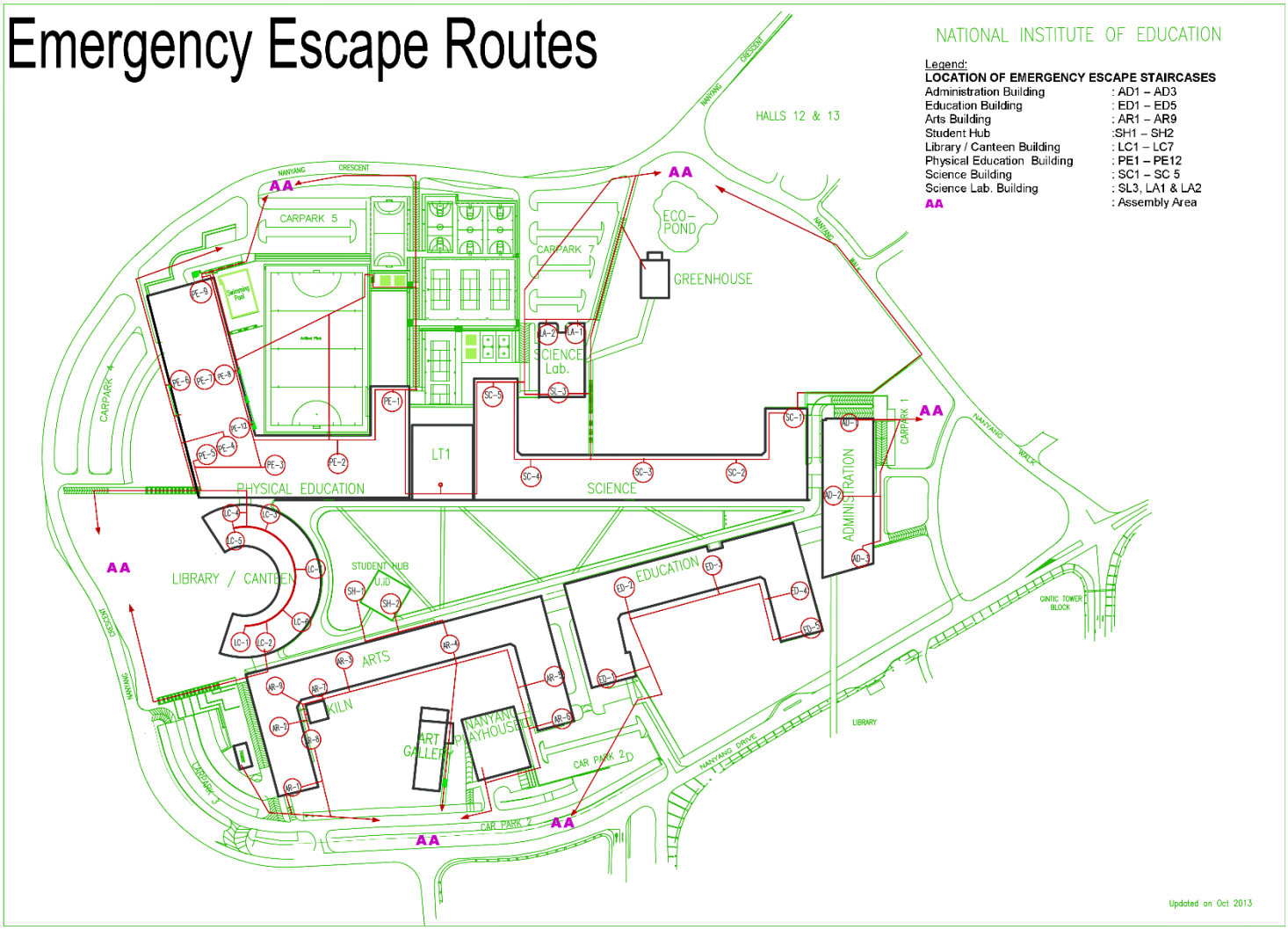
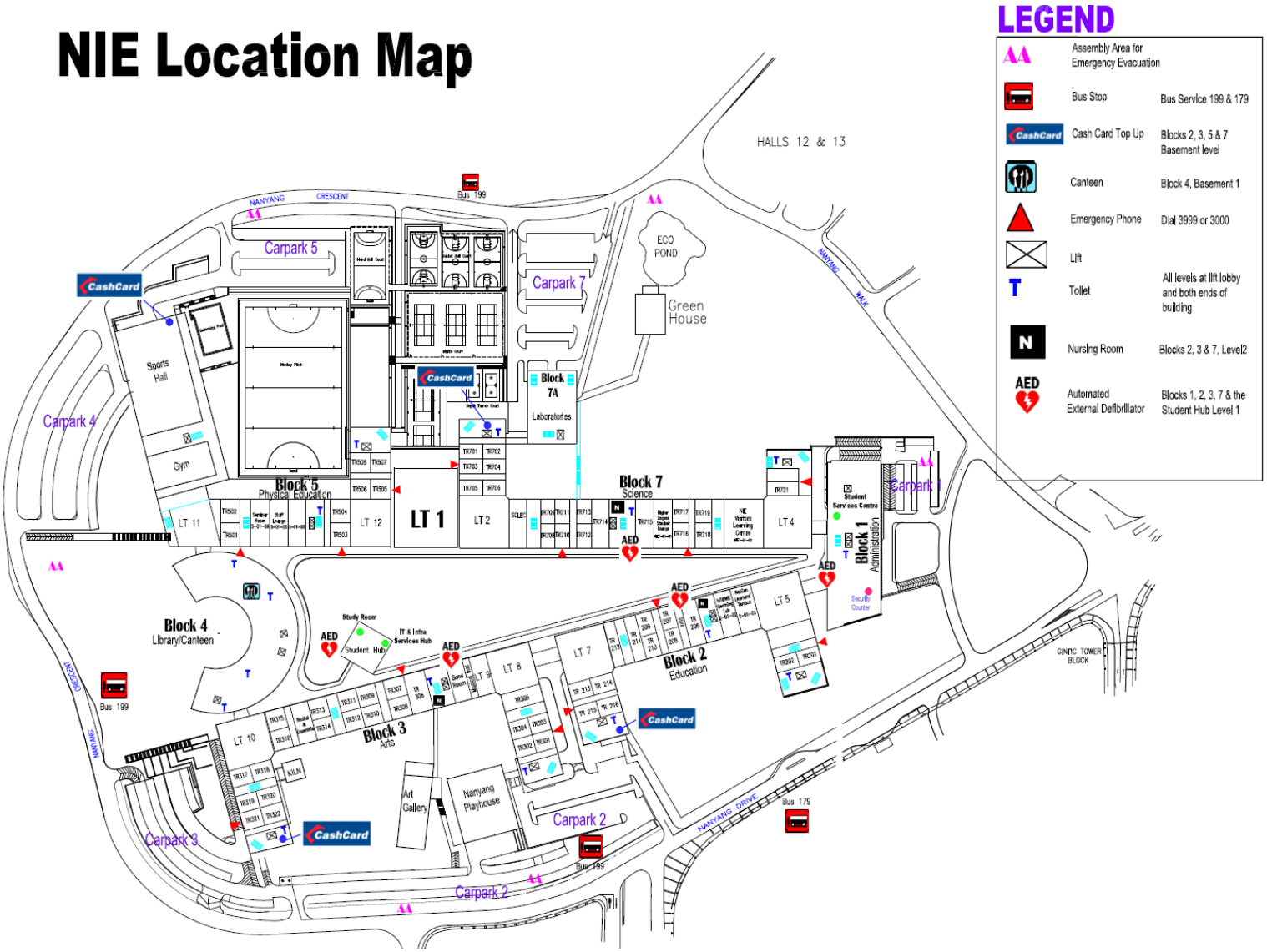
Candidates must have qualified for the award of their respective programmes based on the following:

Programme	Academic Performance	Practicum
Bachelor of Arts / Bachelor of Science in an Academic Discipline and in Education	Honours (Highest Distinction) / Honours (Distinction)	At least a pass grade
Diploma & PGDE	Distinction	

Candidates must have a proven record of active participation in Co-Curricular Activities (CCAs) in NIE. In addition, they should demonstrate significant service contributions to the NIE Community and beyond.

Emergency Escape Routes

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



NIE Location Map