

Freshmen Guide

**Bachelor of Arts / Bachelor of Science
(Academic Discipline and Education)**

Admission to Year 1, AY26/27

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

**BACHELOR OF ARTS (ACADEMIC DISCIPLINE AND EDUCATION)
BACHELOR OF SCIENCE (ACADEMIC DISCIPLINE AND EDUCATION)
AY2026 ADMISSION**

1 Conditions of Admission

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

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

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

2 Matriculation

Matriculation involves the following:

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

a) Obtain Matriculation Number

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

b) Submission of Documents

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

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

Email Subject: (indicate accordingly)

BA (Acad Dspln & Ed) July 2026 intake

BSc (Acad Dspln & Ed) July 2026 intake

Email Body Format: Name (as per NRIC):

Contact Number:

Example:

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

Contact Number: 91234567

Attachment Filename Format:

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

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

Document	Where to submit
4. Application for Interbank GIRO	Login to Intelligent Launchpad (https://launchpad.nie.edu.sg) and submit eGIRO application within 1 week after e-matriculation.

Document	Where to submit
5. Tuition Grant Form	To be done <u>after</u> e-matriculation and <u>after</u> you receive the NIE Login account. Declare by logging in to the Intelligent Launchpad, under <i>Student Services</i> → <i>Forms</i> → <i>Tuition Grant Declaration</i> → <i>Tuition Grant Declaration Form</i> to access and submit the form within 1 week after e-matriculation. Only for Singapore Permanent Resident (SPR)/ International Student (IS): If you are accepting the admission programme offer with Tuition Grant, please register online for Tuition Grant at the MOE website by 13 Sep 2026. After Tuition Grant registration period closed, SPR/IS students who had registered for Tuition Grant are to complete online signing of Tuition Grant agreement with sureties on TG&S portal by 30 Sep 2026. Please refer to the website for more information.

c) Obtain NTU E-mail Account

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

d) E-Matriculation

You will receive instructions on when to complete the e-matriculation. New student teachers are required to complete it via <https://portal.nie.edu.sg/ereg/register/stdregform.jsp>.

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

e) Obtain NIE Account

Your NIE Login account details will be sent to you via email. If you do not receive your NIE account details within 3 days after you have completed the e-matriculation or if you encounter problems, please contact the ACIS ServiceDesk. Please follow the instructions in the welcome email for access to Intelligent Launchpad.

f) Download NTU Pass

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

3 Student Housing on NTU Campus

The undergraduate freshmen hall application period starts from **2 June 2026, 0900 hrs (SGT) till 22 June 2026, 1700 hrs (SGT)**. You will need the NTU e-mail account to apply for housing. As it takes about 3-4 days after e-matriculation to get your NTU e-mail account, freshmen should complete acceptance and e-matriculation as early as possible.

If you do not receive your NTU e-mail account in time to apply, or if you are offered admission after the application deadline, please contact us via [Ask Campus Housing](#) for assistance.

For more information on Halls of Residences, please visit: <https://www.ntu.edu.sg/life-at-ntu/accommodation/undergraduate-housing>.

4 Orientation

Orientation will be held from **15 to 21 July 2026 and 2 to 7 August 2026**. Details of the orientation programme schedule will be available on the NIE Orientation microsite (<https://tinyurl.com/NIEOrientation2026>) on **16 June 2026**.

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

5 NIE Transition Orientation Programme (TOP)

The Orientation Planning Management Committee (OPMC) will be organising a 3-day NIE Transition Orientation Programme (TOP) for the Bachelor of Arts/Science (Academic Discipline and Education), Diploma and Postgraduate Diploma in Education (Physical Education) student teachers from **2 to 4 August 2026**. The programme will be held physically on the NIE campus.

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

More information on the programme will be announced on the NTU School Orientation website (<https://www.ntu.edu.sg/orientation/school-orientation/nie>) on **11 June 2026**.

6 **"NEXT:US" Orientation Programme for Malay/Muslim Freshmen**

"NEXT:US" Orientation Programme Planning Committee (collaboration between NTU-NIE Malay Language and Cultural Society PERBAYU and NTU Muslim Society) will be organising the Orientation Programme. The programme welcomes all Malay/Muslim freshmen from the Bachelor of Arts / Bachelor of Science (Academic Discipline and Education), Bachelor of Science in Sport Science & Management, Diploma and Postgraduate Diploma in Education (Physical Education) programmes. More information on the programme will be announced on the NIE Orientation microsite (<https://tinyurl.com/NIEOrientation2026>) on **11 June 2026**.

7 **Commencement of Programme**

Lessons for the programme will commence on **11 August 2026**. Student teachers who are coming to NIE by MRT can either:

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

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

8 **Tuition Fees and Tuition Grant**

For AY 2026/2027 freshmen, the amount of direct fees payable (which will be borne by MOE) are as follows:

BA/BSc (Academic Discipline and Education)

Citizenship	Singaporean (excl GST)	Singapore PR (excl GST)	ASEAN International Student (incl GST)	ALL OTHER International Student (incl GST)
Fees (Per Annum)	S\$	S\$	S\$	S\$
Direct Tuition Fee Payable	8,300	11,600	18,050	21,400

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

The Singapore Government provides tuition grants to assist student teachers in paying a substantial part of the full tuition fees chargeable by NIE. Student teachers who wish to receive the tuition grant may declare by logging in to the [Intelligent Launchpad](#) under *Student Services* → *Forms* → *Tuition Grant Declaration* → *Tuition Grant Declaration Form* to access and submit the form.

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

9 **Miscellaneous Fees**

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

Other Fees per annum	BA (Acad Dspln & Ed) S\$	BSc (Acad Dspln & Ed) S\$
Singapore Citizens		
- Health Service Fee	80.20	80.20
- Student Service Fee	249.80	286.80
Total for Singapore Citizens	330.00	367.00
Singapore Permanent Residents		
- Health Service Fee	151.82	151.82
- Student Service Fee	283.18	318.18
Total for Singapore Permanent Residents	435.00	470.00
International Students		
- Health Service Fee	162.72	162.72
- Student Service Fee	292.28	327.28
Total for International Students	455.00	490.00

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

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

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

Please note that all fees quoted are subject to change.

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

10 GIRO application

Student teachers are required to pay fees through GIRO. Similarly, credits, if any, will be received through GIRO. Login to [Intelligent Launchpad](#) → *Student Services* → *System Links* → *Apply for Interbank GIRO* to submit your eGIRO application. You are requested to submit only one eGIRO application form for the whole programme of study unless there is a change in the standing instruction.

Student teachers will be informed of the exact date of GIRO deduction or credit via e-Invoice in the Intelligent Launchpad or in the MOE notification letters. Please note that only banks domiciled in Singapore are to be used for GIRO.

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

11 Conduct

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

Code of Conduct:

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

12 Attire

Every student teacher is expected to wear suitable clothing and maintain a hair-style that gives an appearance of neatness and decorum. Outlandish and flashy clothing as well as long and unkempt hairstyles are prohibited on campus; likewise for inappropriate footwear such as sandals and slippers.

13 Absence from Class

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

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

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

Applications for leave must be submitted via the online [Intelligent Launchpad](#) under *Student Services* → *Forms* → *Leave Application* → *Apply Leave*. Applications for leave of absence must be submitted to NIE at least seven days in advance where the leave of absence is anticipated. Student teachers should not go on leave until approval has been obtained. Late leave applications will not be considered.

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

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

14 Withdrawal

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

15 Locker @ NIE

Where:

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

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

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



16 Notices to Student Teachers

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

17 General

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

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

Date	Activity	Address
From 1 Jun or as stated in offer	Complete NTU acceptance form	https://wis.ntu.edu.sg/pls/webexe/adm_acceptance_form.login
Upon accepting offer	Submit Form for Student Photo, passport size photo (white background and in JPG format only) and copy of ID	nieitpdoc@nie.edu.sg
3 – 4 days after acceptance	Obtain NTU Office365 EDU account, i.e., NTU email account details, via email	-
From 2 June 2026, 0900 hrs (SGT) till 22 June 2026, 1700 hrs (SGT)	Application for Student Housing	https://www.ntu.edu.sg/life-at-ntu/accommodation/undergraduate-housing
3 days after obtaining the NTU email account	Download the NTU Pass	Click here to download
As advised by NIE	E-matriculation	https://portal.nie.edu.sg/ereg/register/stdregform.jsp
Within 3 days after e-matriculation	Obtain NIE Login Account details via email	-
Within 1 week after e-matriculation	Application for Interbank GIRO	https://launchpad.nie.edu.sg/
Within 1 week after e-matriculation	Tuition Grant Declaration Form	https://launchpad.nie.edu.sg/
15 – 21 Jul 2026 & 3 – 7 Aug 2026	Orientation & NIE Transition Orientation Programme (TOP)	NIE Orientation: https://tinyurl.com/NIEOrientation2026 NIE TOP: https://tinyurl.com/NIETOP2026
11 Aug 2026	Start of Teaching Week	-
5 – 13 Sep 2026	For SPR & IS - Register for MOE Tuition grant	Register for MOE Tuition Grant online https://tgs.moe.gov.sg/
By 30 Sep 2026	- Complete online signing of Tuition Grant agreement with sureties on TG&S portal.	Sign Tuition Grant agreement Please refer to the Tuition Grants NTU Singapore for more information.

Form for Student Photo

Email a recent passport-size photograph (white background) together with this form to **nieitpdoc@nie.edu.sg**

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

DATE OF BIRTH : _____

Personal Data Protection

I understand, acknowledge, agree and consent that:

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

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

Signature of Student

Date

Declaration

By signing and submitting this form:

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

Important Note

1. Please forward a scan copy of the completed form together with a digital passport size photo (white background).
2. Email the completed form to Ms Samerah, **nieitpdoc@nie.edu.sg**.

NIE Location Map

LEGEND

	Assembly Area for Emergency Evacuation	
	Bus Stop	Bus Service 199 & 179
	Cash Card Top Up	Blocks 2, 3, 5 & 7 Basement level
	Canteen	Block 4, Basement 1
	Lift	
	Toilet	All levels at lift lobby and both ends of building
	Nursing Room	Blocks 2, 3 & 7, Level2
	Automated External Defibrillator	Blocks 1, 2, 3, 7 & the Student Hub Level 1

