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ENQUIRIES

All enquiries on admission to programmes offered by NIE are to be directed to:

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or visit the NIE homepage at:

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

Because of the large number of candidates seeking admission, we regret that we are unable to entertain any telephone or personal enquiries.

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The information in this handbook is based on information available at the time of publication. The Institute reserves the right to make alterations without notice.

GENERAL INFORMATION

INTRODUCTION

The National Institute of Education offers a postgraduate teacher preparation programme leading to the award of the Postgraduate Diploma in Education (PGDE) of the Nanyang Technological University. The programme provides for some degree of specialisation in primary school and secondary school teaching. The Physical Education specialisation is taught in a two-year full-time programme. The other specialisations are taught in one-year full-time programmes.

This PGDE programme is administered by the Foundation Programmes Office which is committed to developing educational professionals to be leaders in the service of learners.

Aims of PGDE Programme

The programme aims to prepare teachers who are **well-informed, competent, and thinking professionals**. These teachers will have an understanding of the key concepts and principles of teaching and learning and should be able to **implement, analyse and theorise** about key instructional processes.

The PGDE programme is designed to prepare student teachers to:

- (a) have the knowledge and skills to teach in primary or secondary schools;
- (b) be aware of and sensitive to the needs, abilities, interests and aptitudes of students in schools;
- (c) be able to teach students of different abilities, interests and backgrounds effectively and creatively;
- (d) be committed to the nurturing and development of the students in their charge; and

- (e) be committed to self-initiated and sustained professional development.

Duration of Programme

The PGDE programme is of one academic year's duration (an academic year consists of two semesters). It leads to the award of the Postgraduate Diploma in Education, with specialisations in primary education or secondary education. Student teachers specialising in Primary/Secondary Education are further subdivided into two categories: "General" and "Language Specialisation".

The PGDE (PE) programme is of two academic years' duration. It leads to the award of the Postgraduate Diploma in Education with specialisation in Physical Education at the Secondary level.

The Academic Unit System

The Institute adopts the Academic Unit System. Academic Units are used to measure academic workload per semester and per academic year. The academic year is currently divided into two semesters.

The Academic Unit (AU) provides a consistent measure of the student teacher's academic workload related to both class attendance and independent preparation. Used to weight courses in a subject taught for the duration of one semester of 13 teaching weeks, each Academic Unit represents an average workload of one hour per week in the form of lecture/tutorial classes, or three hours per week in the form of laboratory/field sessions. For example, a typical course with one lecture hour per week and one tutorial hour per week carries 2 AUs. Academic Units are calculated on a course basis, that is, subjects are made up of courses and each course carries a certain number of AUs.

Academic Calendar

The academic year is made up of two semesters as follows:

Programme	Dates of Orientation (O) / Semester (S) / Recess (R) / Vacation (V)	Dates of Revision / Examination	Dates of Practicum
PGDE (Pri & Sec) (July 2007 Intake)	O: 23 Jul 2007 – 27 Jul 2007 S1: 30 Jul 2007 – 30 Nov 2007 V: 01 Dec 2007 – 06 Jan 2008 S2: 07 Jan 2008 – 13 Jun 2008 R: 08 Mar 2008 – 16 Mar 2008	- Compulsory Enrichment Programme up to 13 Jun 2008	Nil 25 Feb 2008 – 09 May 2008* (10 weeks of Teaching Practice)
PGDE (PE) Year 1	O: 23 Jul 2007 – 27 Jul 2007 S1: 30 Jul 2007 – 30 Nov 2007 V: 01 Dec 2007 – 06 Jan 2008 S2: 07 Jan 2008 – 02 May 2008 R: 23 Feb 2008 – 02 Mar 2008 V: 03 May 2008 – 27 Jul 2008**	10 Nov 2007 – 30 Nov 2007 12 Apr 2008 – 02 May 2008	Nil 23 Jun 2008 – 25 Jul 2008 (5 weeks of Teaching Practice 1 before beginning of Year 2)
PGDE (PE) Year 2	S1: 30 Jul 2007 – 30 Nov 2007 V: 01 Dec 2007 – 06 Jan 2008 S2: 07 Jan 2008 – 13 Jun 2008 R: 08 Mar 2008 – 16 Mar 2008	10 Nov 2007 – 30 Nov 2007 Compulsory Enrichment Programme up to 13 Jun 2008	Nil 25 Feb 2008 – 09 May 2008* (10 weeks of Teaching Practice 2)

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

** Practicum takes place within vacation period.

APPLICATIONS

Application through the Ministry of Education

Candidates can apply for entry into the Postgraduate Diploma in Education programme through the Ministry of Education, Singapore. Successful applicants will be provided sponsorship by the Ministry and will have to abide by Ministry's terms and conditions. Application for admission must be made online through the Ministry of Education website at <http://www.moe.gov.sg/teach>

Direct Application to NIE

Candidates can apply for entry into the Postgraduate Diploma in Education Programme directly to NIE on a full fee-paying basis. Application forms can be downloaded from the website at <http://www.nie.edu.sg/foundation/admissions>

Application Closing Date

The programme commences in July. Although applications are accepted throughout the year, it is advisable to submit applications early to be considered for admission.

Entry Requirements for the PGDE Programme

To be considered for admission, applicants should have at least a degree from the Nanyang Technological University, the National University of Singapore or other universities whose degrees are acceptable to the education service of Singapore.

Other special requirements include the following:

- a degree in Mechanical Engineering, Chemical Engineering, Electrical Engineering or Civil Engineering to teach Design and Technology at secondary school level;

- GCE 'O' Level passes in English, Mathematics and any Science Subject for teaching general subjects at primary school level;
- an interest and ability in Physical Education and sports as well as pass a Physical Proficiency Test to teach Physical Education;
- a five-minute audition for applicants shortlisted to teach Music at secondary school level. The audition will include at least one of the following: performance of prepared pieces on first and/or second instruments; sight reading on first instrument; sight singing; harmonising a simple melody on piano; or improvising a simple piece.
- an art-focused interview for applicants shortlisted to teach Art at secondary school level.

Applicants may be required to sit for the Entrance Proficiency Test and other tests.

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

EXAMINATIONS, ASSESSMENT OF COURSEWORK & PRACTICUM

Different modes of assessment have been built into the coursework. These include tests/practical tests, assignments, project work, progress ratings and examinations. Examinations will be held at the end of each semester. There are no supplementary examinations. No special examination will be held for student teachers who are not able to take any paper because of illness or other special reason. They will be allowed to take the examination only on the next occasion when it is conducted.

Student teachers must successfully complete all the prescribed academic unit requirement as set out by the programme curriculum and earn a minimum Cumulative Grade Point Average (CGPA) of 2.00 at the end of the final semester of study before qualifying for the award of the Postgraduate Diploma in Education. Student teachers are responsible for ensuring that they register for all the courses and examinations necessary to fulfil the requirements of their programme of study. Student teachers are not allowed to retake an examination in order to improve on the grades of courses they have passed. The grades for a course taken by any student teachers in all attempts are reflected on the official transcript. The Postgraduate diploma classification will be based on the CGPA student teachers obtain throughout their programme of study as well as performance in Practicum. Credits earned in other approved institutions will be excluded from CGPA computation. Under normal circumstances, no candidate will be permitted to take more than two years or, in the case of a candidate specialising in Physical Education, more than three years, to complete the programme of study and pass the examination for the Postgraduate Diploma in Education.

Grade Point Average (GPA) System

The Grade Point Average (GPA) system is applicable to all student teachers admitted to Year 1 with effect from the Academic Year 2005-2006.

- Grade and grade points are assigned as follows:

Letter-Grade	Grade Point	Academic Unit (AU)
A+	5.00	AU is earned
A	5.00	
A-	4.50	
B+	4.00	
B	3.50	
B-	3.00	
C+	2.50	
C	2.00	
D+	1.50	
D	1.00	
F	0.00	No AU is earned

- The following non-letter grades and notations are also used, but will not be counted in computation of CGPA:

- * - Courses with Pass/Fail grading only
- IP - In-Progress
- ABS - Leave of absence granted
- TC - Transfer Credit
- DIST/CR/P/F - Distinction/Credit/Pass/Fail (Grading for Practicum only)

- The Cumulative Grade Point Average (CGPA) represents the grade average of all courses (including failed courses) attempted by a student teacher.

The computation of CGPA is as follows:

$$\frac{[\text{Grade Point} \times \text{AU for course 1}] + [\text{Grade Point} \times \text{AU for course X}] + \dots}{[\text{Total AU attempted in all the semesters so far}]}$$

- 4 The CGPA will be reflected on student teachers' transcripts.
- 5 An 'F' grade obtained in a course, and a new grade attained for the subsequent repeat, will be both reflected on the transcript. Both grades will also be counted in the computation of CGPA. No AU is earned for courses with 'F' grade.
- 6 Student teachers are not allowed to repeat any courses taken except those with 'F' grade.
- 7 **The requirements for graduation are as follows:**
 - a) Successful completion of the prescribed academic unit requirement as set out by the programme curriculum.
 - b) A minimum CGPA of 2.00 is required at the end of the final semester of study.
- 8 **The criteria for satisfactory academic standing in any given semester are:**
 - a) Maintaining a minimum CGPA of 2.00
 - b) Completing at least 75% of the normal AU workload
- 9 **Student teachers with poor standing will be subjected to the following performance review:**
 - a) Academic Warning – if the CGPA falls below 2.00 for any given semester.

- b) Academic Probation – if the CGPA falls below 2.00 for the following semester
- c) Academic Termination – if the CGPA falls below 2.00 for the 3rd consecutive semester, or at the end of the final semester of study. A letter of termination will be issued.

Appeal against termination on the grounds of extenuating circumstances may be made, subject to the following rules:

- the appeal must be submitted to NIE by the end of the 1st week of the semester following the termination
- normally only one appeal is allowed per candidature.

- 10 A minimum CGPA of 2.00 must be maintained at the end of each semester to qualify for the overloading of courses.
- 11 The cut-off for PGDE classification is as follows:

Class of Award	CGPA Range	Minimum Final Practicum Grade
Distinction	4.50 – 5.00	Credit *
Credit	3.50 – 4.49	Pass *
Pass	2.00 – 3.49	Pass

* The final Practicum Grade is based on the grade obtained at the first attempt for Practicum. A student teacher who fails at the first attempt for Practicum but subsequently passes it is only eligible for the Pass Award for PGDE regardless of the grade obtained for repeat Practicum and the CGPA obtained.

Classification of Student Teachers

Student teachers specialising in the Teaching of Physical Education are classified as Year 1 and Year 2 student teachers according to the number of academic units earned as shown below:

Programme	Number of Academic Units Earned	
	Year 1	Year 2
PGDE (PE)	0 – 26	27 and above

Group Endeavours in Service Learning (GESL) Project

Group Endeavours in Service Learning (GESL) is a compulsory project work that all student teachers are required to undertake. Student teachers in an assigned group are to collaboratively complete a project in a community service within the programme of study. Student teachers will benefit from the GESL experience in acquiring generic knowledge and skills of project management in service-learning. Groups will showcase their completed projects and a record of GESL involvement will be issued at the end of the programme.

Talks, Seminars, Workshops and Other Activities

During the period of training, student teachers are expected not only to study diligently but also to participate actively in talks, seminars, workshops and other activities organised for them, such as the National Education programme and the Induction Seminar. These activities form an integral part of the programme.

Plagiarism and Copyright

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 your programme of study. Student teachers should not plagiarise or pass off as one's 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.