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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-training 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 and in the teaching of Physical Education (PE) in primary schools, secondary schools and junior colleges. The PE specialisations are taught in a two-year full-time programme. The rest are taught in a one-year full-time programme.

Aims of PGDE Programme

The programme seeks to train university graduates to become teachers in primary or secondary schools. It aims to prepare teachers who are well-informed, competent and thinking professionals. Such 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. They will be able to discharge competently their teaching responsibilities in a variety of classroom and school contexts in a professional and committed manner. They will also be committed to continual improvement and lifelong learning. Those specialising in Physical Education will be provided with an in-depth understanding of the scientific, psychological, sociological and philosophical principles which form the basis of Physical Education.

The PGDE programme is designed to prepare trainee teachers to:

- (a) have the knowledge and skills to teach two or three primary school subjects or two secondary school subjects or Physical Education and one other subject, depending on the specialisation;

- (b) be aware of and sensitive to the needs, abilities, interests and aptitudes of school children, be they pupils in primary schools (for those specialising in primary school teaching) or students in secondary schools, junior colleges or centralised institutes (for those specialising in secondary school teaching);
- (c) be able to teach pupils of different abilities, interests and backgrounds effectively and creatively;
- (d) be committed to the nurturing and development of the pupils and 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. Students specialising in Primary/Secondary Education are further sub-divided 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 Primary/Secondary level.

The Academic Unit System

The Institute adopts the Academic Unit System, that is, 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 trainee teacher's academic workload related to both class attendance and independent preparation. Used to weight modules 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 subject with one lecture hour per week and one tutorial hour per week carries 2 AUs. Academic Units are calculated on a modular basis, that is, subjects are made up of modules and each module carries a certain number of AUs.

Academic Calendar

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

Programme/Course	Dates of Semester/ Recess (R) / Vacation (V)	Dates of Written Examination	Dates of Practicum
PGDE (P & S) PGDE (PE) (Yr 2)	21 Jul 2003 - 15 Nov 2003 R: 7 Sep 2003 - 14 Sep 2003 V: 16 Nov 2003 - 11 Jan 2004 12 Jan 2004 - 29 May 2004 R: 14 Mar 2004 - 21 Mar 2004	30 Oct 2003 - 15 Nov 2003 (PGDE (PE) Yr 2 only) (Compulsory Enrichment Programmes will be held from 9 May to 29 May 2004)	15 Sep 2003 – 19 Sep 2003 (School Experience for PGDE Jul 2003 intake) *1 Mar 2004 – 7 May 2004
PGDE (PE) (Yr 1)	21 Jul 2003 - 15 Nov 2003 R: 7 Sep 2003 - 14 Sep 2003 V: 16 Nov 2003 - 11 Jan 2004 12 Jan 2004 - 8 May 2004 R: 29 Feb 2004 - 7 Mar 2004 V: 9 May 2004 - 18 Jul 2004	30 Oct 2003 - 15 Nov 2003 23 Apr 2004 - 8 May 2004	Nil Nil

*Recess falling within the Practicum period will follow the schools' one-week break in March

APPLICATIONS

Application for admission to the Postgraduate Diploma in Education may be made online through the Ministry of Education website at <http://www.moe.edu.sg/teach>. The programme commences in July each year. Although applications are accepted throughout the year, it is advisable to submit applications by March to be considered for admission in July of the same year.

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.

For specialising in teaching Design and Technology at secondary school level, the degree must be in Mechanical Engineering, Chemical Engineering, Electrical Engineering or Civil Engineering.

For specialising in teaching general subjects at primary school level, graduate applicants must possess GCE 'O' level passes in English, Mathematics and any Science subject.

For specialising in teaching Physical Education, applicants will need to demonstrate an interest and ability in Physical Education and sports as well as undergo a physical proficiency test.

For specialising in teaching Music at secondary school level, applicants who are shortlisted will be required to give a five-minute audition prior to the interview. 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.

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

NO TRAINEE TEACHER MAY PURSUE CONCURRENTLY ANY COURSE OF STUDY AT ANOTHER INSTITUTION OF LEARNING WHEN ENROLLED AS A FULL-TIME TRAINEE 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 trainee 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.

Trainee teachers must complete satisfactorily all the modules they are required to take before qualifying for the award of the Postgraduate Diploma in Education (Primary/Secondary). Trainee teachers are responsible for ensuring that they register for all the modules and examinations necessary to fulfil the requirements of their course of study. 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.

Grading System

Except for the Practicum, the following grading system is adopted:

A	-	Excellent
B	-	Very Good
C	-	Good
D	-	Pass
E	-	Marginal Fail
F	-	Fail

For the Practicum, the following grading system is used:

Dist	-	Distinction
Cr	-	Credit
P	-	Pass
F	-	Fail

No academic unit is earned for grades 'E' or 'F'. A trainee teacher is not permitted to offer a module that has a pre-requisite unless he has obtained a minimum of grade 'E' in the pre-requisite module.

A trainee teacher who obtains 'E' or 'F' for any module that is a pre-requisite for a higher level module must repeat the failed module on the next occasion it is offered.

A trainee teacher who obtains 'E' for a module but passes the higher level module for which it is a pre-requisite, will not be allowed to proceed to the next higher level of the module until he passes the basic pre-requisite module.

Each module attempted will be awarded a grade and recorded in the transcript. The grades for all attempts will appear in the transcript.

Classification of Trainee Teachers

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

Programme	Number of Academic Units Earned	
	Year 1	Year 2
PGDE (PE)	0-20	21 and above

Academic Warning, Probation and Dismissal

- (i) A trainee teacher will be given an academic warning if he obtains more than 40% but less than 50% of the total number of AUs he takes in a semester.
- (ii) A trainee teacher will be placed on academic probation if:
 - a) he fails to restore himself to good standing in the consecutive semester following the issue of an academic warning, or
 - b) he obtains less than 40% of the total number of AUs he takes in a semester.
- (iii) A trainee teacher will be refused re-admission to his course of study if he is placed on academic probation for two consecutive semesters and fails to restore himself to good standing in the following semester.
- (iv) To be restored to good standing, a trainee teacher on academic warning or probation must obtain at least 50% of the total number of AUs he takes in the following semester.
- (v) The rules on warning, probation and dismissal will also apply to a trainee teacher on leave of absence. The academic status of such a trainee teacher prior to his leave will be counted towards dismissal if he fails to restore himself to good standing when he resumes his study.

(vi) The processes are summarised in the table below:

SEMESTER	% OF TOTAL AUs OFFERED	ACADEMIC STATUS
Situation A		
Original semester	Between 40 and 49	Academic Warning
2nd consecutive semester	Less than 50	Academic Probation
3rd consecutive semester	Less than 50	Academic Probation
4th consecutive	Less than 50	Dismissal (Refused re-admission)
Situation B		
Original semester	Less than 40	Academic Probation
2nd consecutive semester	Less than 50	Academic Probation
3rd consecutive	Less than 50	Dismissal (Refused re-admission)

Talks, Seminars, Workshops and Other Activities

During the period of training, trainee 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.