

**Frequently Asked Questions for  
Master of Arts in Professional Education (Training & Development)**

**Q1: How does a typical programme schedule look like?**

A typical programme schedule could look something like this:

*MAPE full-time course plan (1 year)*

<b>Aug (Year 1 Sem 1)</b>	<b>Jan (Year 1 Sem 2)</b>
<ol style="list-style-type: none"> <li>1. MTD903 - Instructional Design Models &amp; Practices (Core, 4AU)</li> <li>2. Elective 1 (4AU) – Select MAPE or open elective</li> <li>3. MTD900 – Professional Practice Inquiry Skills (Core, 2AU)</li> <li>4. MTD904 - Facilitating Learning and Performance Improvements at Work (Core, 4 AU)</li> </ol>	<ol style="list-style-type: none"> <li>1. MTD902 - Foundations of Learning &amp; Instruction (Core, 4 AU)</li> <li>2. Elective 2 (4AU) - Select MAPE or open elective</li> <li>3. MTD906- Quality Assurance Process for Learning Organisations (Core, 4 AU)</li> <li>4. MTD901 – Professional Practice Inquiry (4AU)</li> </ol>

*MAPE part-time course plan (2 years)*

<b>Aug (Year 1 Sem 1)</b>	<b>Jan (Year 1 Sem 2)</b>
<ol style="list-style-type: none"> <li>1. MTD903 - Instructional Design Models &amp; Practices (Core, 4AU)</li> <li>2. Elective 1 (4AU) – Select MAPE or open elective</li> </ol>	<ol style="list-style-type: none"> <li>1. MTD902 - Foundations of Learning &amp; Instruction (Core, 4 AU)</li> <li>2. Elective 2 (4AU) - Select MAPE or open elective</li> </ol>
<b>Aug (Year 2 Sem 2)</b>	<b>Jan (Year 2 Sem 2)</b>
<ol style="list-style-type: none"> <li>1. MTD900 – Professional Practice Inquiry Skills (Core,2AU)</li> <li>2. MTD904 - Facilitating Learning and Performance Improvements at Work (Core, 4 AU)</li> </ol>	<ol style="list-style-type: none"> <li>1. MTD906- Quality Assurance Process for Learning Organisations (Core, 4 AU)</li> <li>2. MTD901 – Professional Practice Inquiry (4AU)</li> </ol>

There are two semesters in a year (ie. Aug to Nov and Jan to May). Each semester has 13-weeks, with classes starting from 6.00pm to 9.00pm.

**Q2: Are all the elective courses available in every semester?**

Various elective courses will be available in every semester based on overall planning of the programme. Students can be rest assured that there will be multiple elective courses to choose from in any semester.

**Q3: What are the assessment methodologies for the programme?**

Most of the courses in this programme are assessed through group/individual projects submitted. There is also a component of professional practice inquiry project where students are required to

submit a report. Students may also be assessed based on written examinations, depending on the courses that they take.

**Q4: I graduated with a degree that is not related to training and development (e.g., engineering, accounting, science, etc). Can I still apply?**

Yes, you can still apply into this programme as long as you have at least 2 years of relevant working experience in one of the following areas:

- Teacher Professional Development
- Educational Leadership
- Higher Education
- Continuing Education and Training
- Other relevant adult education or management

**Q5: When will the course guideline / schedule be out?**

Courses are planned on a semester basis. Time-tables are available 1 month before the Online Course Registration. For January semester, the Online Course Registration is typically towards the end of December and for August semester, towards the end of July.

**Q6: Is there any minimum attendance requirement?**

There is no minimum attendance requirement. However, as most of the learning occurs through in-class discussions and activities, students are strongly encouraged not to miss more than two lessons in a semester.

**Q7: Where will classes be held?**

Classes will be held in NIE.

**Q8: How many students per cohort are considered into the programme?**

We are looking at a class of not more than 25 students. However, we may consider running more than one class in a semester, should there be a huge demand.

**Q9: Are there a lot of reading materials and when will this list be released? Is it included in the programme cost?**

The amount of reading materials required is dependent on the course that you are taking. The reading list will normally be released at the start of the class. Reading materials are not included in the tuition fees.

**Q10: How are tuition fees billed and how many times?**

Tuition fees are billed on a semester basis (i.e. twice a year) based on the number of courses registered for.

**Q11: In the event that we have already been accepted into the programme, can we still withdraw from the programme? Will there be any financial implications that we should be aware of?**

You may withdraw from the programme within the first 2 weeks of the semester. Students in the new intake will be given a 100% refund of the tuition fees, exam fees and university copyright license fees paid at matriculation, except for the matriculation fees, student matriculation card fees and IT facilities fees. After the first 2 weeks of the semester, there will be no refund.

**Q12: How is feedback given for class projects?**

Lecturers typically hold consultation sessions during the semester to provide students with constructive and comprehensive feedback so that students can make improvements as the project progresses. Feedback can be written or take place through dialogue, might be generic across a whole cohort, can come from different sources such as peers and personal tutors and can be generated during an activity or through self-reflection and self-assessment practices.

**Q13: How often are classes held? Are there any classes on Saturday?**

Classes for a course conducted during the semester are held once a week, over 13 weeks. Assuming that you take 2 courses per semester, you are expected to attend classes twice a week, from 6pm to 9pm. Generally, classes are held on weekdays only.

**Q14: Upon graduation, the certificate will be awarded by which organization?**

The certification will be awarded by Nanyang Technological University (i.e., NIE's parent university).

**Q15: Can I apply for more than one programme at the same time?**

Yes, during the online application, you may apply for more than one programme. However, upon successful application, you will only be offered admission into one programme.

**Q16: What is the percentage of blended learning and face-to-face interaction for this programme?**

There is no specific percentage as each course is run differently and the degree of incorporation of blended learning is dependent on course objectives and the considerations for meaningful impact on students' learning experiences.

**Q17: What happens if, due to unforeseen circumstances, I am unable to attend one or more sessions of the face to face lesson? What are the implications, and will there be make-up lessons?**

If you are unable to attend one or more sessions of the face-to-face lessons, you are expected to find out from fellow classmates on what you have missed and where necessary, you should also inform your lecturer accordingly. There will not be any make- up lessons.

**Q18: Are there any recognition of prior learning for applicants of MAPE?**

You may apply for credit transfer / course exemption subject to the following conditions:

- The course is at least of Master's level or equivalent and must be relevant to the Master's programme the student is admitted to.
- Up to a maximum of 3 courses (total 12 AUs) may be exempted/ transferred.
- The grade obtained for the course must be at least a C+.
- The validity period for exemption/ credit transfer of a course is 5 years from the date of award of the course as reflected in the official result slip/transcript.
- The course must not have been used for exemption/ credit transfer into another programme.

For more details, please refer to the website:

<http://portal.nie.edu.sg/portal/page/portal/TeacherPortal/ContentDetails?paramMainTab=818&paramNodes=878>