

STUDENT PERSONAL ADMIN

Do note that the information below is not exhaustive.

You are encouraged to familiarise yourself with other information after logging into the [NIE Portal](#).

1) Personalised Timetable

Your personalized timetable will be ready.

Instructions to generate the timetable can be found at:

<http://portal.nie.edu.sg/STFPAdminPortlet/FileViewer?FileName=/u02/usr/local/shared/common/File/20140110161308.pdf>

Do expect changes to be made to your timetable. Changes will be posted on the NIE Portal Announcements.

Student teachers could approach OTE should they have a day with long hours without a break, for example lessons from 0830-1630 or 1030-1830. OTE will look into whether rescheduling is possible.

2) Collection of Student Card

The details of the collection are:

NIE Student Services Centre
(Blk 3B, Student Hub, Level 1)

Date: Monday, 13 Aug 2018

Time: 9.00 am – 12.30pm and 2.00 pm – 5.00pm

Kindly produce your NRIC/Identity Card with Photo for collection of student card. Please refer to 'Collection of Student Card' in the NIE Portal for details.

3) Course Verification Exercise

PGDE student teachers need not register for their courses. Registration for these courses will be done on your behalf. However, it is important that you check the course verification form.

Please verify the courses listed in your course verification form from 3 to 7 September 2018.

This is an important exercise as you will only receive grades for courses that are registered in your course verification form.

Here're the steps:

- 1) Log-in to NIE Portal using your User ID & Password
- 2) Click on Workspace > Online Services > Student Course Registration
- 3) Under Student Services, click on Course Verification Form

4) Leave Application

Student teachers who cannot attend classes for any valid reasons must apply for leave. For MOE-sponsored student teachers, more information on HR matters, please refer to HR Online at

<https://portal.nie.edu.sg/hronlinenew/intranet.moe.gov.sg/hronline/pages/home.aspx.htm> for more information on HR matters.

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.

Applications for leave must be made on the appropriate leave application forms which can be obtained from the NIE Portal under 'Student Services'. Applications for leave of absence must be submitted to MOE through NIE at least seven days in advance. A drop box for leave applications is located at the NIE Student Services Centre (NIE Student Hub, Level 1).

Types of Leave

- Urgent Private Affairs (UPA)
- Pro-family
- Special activities
- Maternity
- Medical

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. For MOE-sponsored student teachers, the penalty for unauthorized absence would range from withdrawal of salary, withholdment of increment, suspension or discontinuation of payment of benefits or termination of service.

Leave Application forms:

<http://portal.nie.edu.sg/portal/page/portal/TeacherPortal/ContentDetails?paramMainTab=245¶mNodes=442>

Details of submission of Medical Certificate:

<http://portal.nie.edu.sg/portal/page/portal/TeacherPortal/ContentDetails?paramMainTab=245¶mNodes=444>

5) Leave of Absence (including Maternity Leave)

For longer leave i.e. Leave of Absence (typically for 1 semester), please consult Manager / Admissions and Student Records, Ms. Abby Lim by e-mail: nieadmtp@nie.edu.sg.

A student may be permitted to take up to 6 semesters of leave cumulatively, these are not counted towards his candidature period over the entire duration of his studies. Students granted leave will be given the same time as those who have not taken leave to complete their degree requirements. For leave of absence beyond this maximum cumulative period, support from the Schools and approval from the Senior Associate Provost (Undergraduate Education) is required. Leave of absence to fulfill National Service obligation to Singapore will not count towards the maximum cumulative leave and the candidature periods.

If rules relating to the students' candidature are amended during the period of leave of absence, students must expect to be governed under the amended rules upon their return from leave.

More information on Leave of Absence can be found on page 34 of the General Information Handbook: https://www.nie.edu.sg/docs/default-source/ote-documents/programme-booklets/general-information-july-2017-as-at-3-october-2017_web-version.pdf?sfvrsn=2

6) MOE ICON email

You are reminded to activate your MOE iCON email account and check the account regularly for important emails from MOE. Please note that the iCON account will be deleted if it is inactive for 90 days.

7) 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 smart 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.

Details on the NTU Student Code of Conduct can be found at:

http://www.ntu.edu.sg/SAO/SiteAssets/Pages/Policies-concerning-students/Student%20Code%20of%20Conduct_06122017.pdf

Details on the NIE Code of Conduct and Dress Code for student teachers can be found on the NIE Portal:

<http://portal.nie.edu.sg/portal/page/portal/TeacherPortal/ContentDetails?paramMainTab=638¶mNodes=356>

8) CCA System

Student teachers can use the CCA System to keep a record of their participation of CCAs during their programme of study at NIE. You can access the system via the NIE Portal.

The CCA record only captures 5 groups of CCA:

- 1) Activities within NTU
- 2) Activities within NIE
- 3) Activities representing NTU
- 4) Activities representing NIE
- 5) NIE-Driven Projects/Programmes.

You can key-in information about your CCA activities outside NTU/NIE. At any point of your study in NIE or before they graduate, you can request for an official copy of their CCA Records at Student Liaison Unit, OTE at Block 2, Level 3, Room 02A.

For verification purposes, you will have to bring along all documentary proof for the CCAs that you have keyed in.

9) Prizes and Awards

Kindly refer to pages 50 - 63: https://www.nie.edu.sg/docs/default-source/ote-documents/programme-booklets/general-information-july-2017-as-at-3-october-2017_web-version.pdf?sfvrsn=2

10) Withdrawal from Programme

Student teachers leaving the programme prematurely will be required to immediately inform the National Institute of Education and the Ministry of Education of their withdrawal in writing at least 1 month before their last day of service.
