



An Institute of



Freshmen Guide

Bachelor of Arts / Bachelor of Science (Academic Discipline and Education) Teaching Scholars Programme

INSPIRING LEARNING
TRANSFORMING TEACHING
ADVANCING RESEARCH

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

**BACHELOR OF ARTS (ACADEMIC DISCIPLINE AND EDUCATION)
BACHELOR OF SCIENCE (ACADEMIC DISCIPLINE AND EDUCATION)
AY2024 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 on a daily basis 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) E-matriculation
- d) Obtain NIE Login Account Details
- e) Obtain NTU E-mail Account
- f) Obtain Student Matriculation Card

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 2c 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 Card | Email to nieitpdoc@nie.edu.sg upon acceptance of offer |
| 2. Passport Size Photograph (in JPG format) | |
| 3. Photocopy of your Identity Card | |

Email Subject: BA (Acad Dspln & Ed) (TSP) July 2024 intake
or
BSc (Acad Dspln & Ed) (TSP) July 2024 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 Card | Student_Card |
| Passport Size Photograph (in JPG format) | 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 Form for Interbank GIRO | Mail this form (original signed hard copy as required by the bank) to reach this office by <u>1 July 2024</u> or within 1 week after acceptance, whichever is later: Ref : GIRO Form NIE Student Services Centre (SSC) Office of Academic Administration & Services Block 1, Level 1 National Institute of Education 1 Nanyang Walk Singapore 637616 |

| Document | Where to submit |
|-----------------------|---|
| 5. Tuition Grant Form | <p>To be done <u>after</u> e-matriculation and <u>after</u> you receive the NIE Login account. Declare by logging in to the NIE Portal https://portal.nie.edu.sg, under Student Dashboard > Favourites, click on e-Forms. Expand the Tuition Grant Declaration and click on the “Tuition Grant Declaration” to access and submit the form by <u>10 July 2024</u>, or <u>within 1 week after acceptance, whichever is later.</u></p> <p>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. After Tuition Grant registration period closed, SPR/IS students who had registered for Tuition Grant are to download their personalised Tuition Grant Agreement (TGA) from the TGOnline system. Students and their sureties are to sign on the TGA email a softcopy of the signed TG agreement and sureties’ ID to finaid@ntu.edu.sg by 23 Sep 2024. Please refer to the website for more information.</p> |

c) E-Matriculation

New student teachers are required to do e-matriculation through <https://portal.nie.edu.sg/ereg/register/stdregform.jsp>. MOE will advise you on when you should do the e-matriculation.

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

d) Obtain NIE Login Account

During the e-matriculation, you will be advised to provide a valid email address and local mobile number. Your NIE Login account details will be sent to you via email. If you do not receive your NIE Login account details within 3 days after you have successfully completed the online matriculation or if you encounter problems accessing the NIE Portal, please contact the ACIS ServiceDesk at 6790 3033 or visit UiD, Level 1.

e) Obtain NTU E-mail Account

Students will be issued an NTU email account (i.e., an educational account ending with @e.ntu.edu.sg) 7 days after e-matriculation. 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. Students can log in

the NIE portal, click on your name at the top right corner and click on 'About Me' to retrieve the NTU email account details (ID and Password) 7 days after e-matriculation.

f) Obtain Student Matriculation Card

Student cards can be collected by BA/BSc (Acad Dspln & Ed) student teachers on:

| <u>Date</u> | <u>Time</u> |
|-------------------------------|-------------|
| 13 or 14 Aug 2024 (tentative) | TBC |

Collection of Student Matriculation Card is STRICTLY by appointment basis. More information will be sent out via email closer to the collection period. Please ensure the name on the card is as per your full name in NRIC. Any discrepancy will result in reprinting at the cost of \$32.70.

3 Student Housing on NTU Campus

The outcome of accommodation in a Hall of Residence will be provided from 18 July 2024 onwards for those who apply between **4 June 2024, 9 am (SGT) to 24 Jun 2024, 5 pm (SGT)**. Please take note that it takes approximately 7 – 10 days after completing the NTU acceptance before you can log in to the [Student Housing Portal](#) to apply for a Hall. Should you experience any login issues, please write to nieitpdoc@nie.edu.sg.

For those who can only accept the offer after 18 June 2024 and therefore will not be able to apply for housing in time during the application period, you may write to och-housing@ntu.edu.sg.

Information on student housing is available at <https://www.ntu.edu.sg/life-at-ntu/accommodation/undergraduate-housing>.

4 Orientation

Orientation will be held from **17 to 23 July 2024 and 3 to 8 August 2024**. Details of the orientation programme schedule will be available on the NIE Orientation microsite (<https://tinyurl.com/NIEOrientation2024>) on **14 June 2024**.

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 **3 to 8 August 2024**. 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 NIE Orientation microsite (<https://tinyurl.com/NIEOrientation2024>) on **19 June 2024**.

6 ARChive Orientation Programme for Malay/Muslim Freshmen

The ARChive Orientation Planning Committee (from the Malay Language and Cultural Society as well as the NTU Muslim Society) will be organising the ARChive orientation programme. This programme welcomes all Malay/Muslim Freshmen from the Bachelor of Arts/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/NIEOrientation2024> on **19 June 2024**.

7 Commencement of Programme

Lessons for the programme will commence on **12 August 2024**. 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 2024/2025 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) | International Student (incl GST) |
|----------------------------|-----------------------------------|------------------------------------|---|
| Fees (Per Annum) | S\$ | S\$ | S\$ |
| Direct Tuition Fee Payable | 8,250 | 11,550 | 17,960 |

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 NIE Portal. Under Student Dashboard > Favourites, click on e-Forms. Expand the Tuition Grant Declaration and click on the "Tuition Grant Declaration" 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 | 66.02 | 66.02 |
| - Student Service Fee | 234.06 | 269.20 |
| Total for Singapore Citizens | 300.08 | 335.22 |
| Singapore Permanent Residents/ International Students | | |
| - Health Service Fee | 148.54 | 148.54 |
| - Student Service Fee | 274.80 | 309.74 |
| Total for Singapore Permanent Residents/ International Students | 423.34 | 458.28 |

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 [guidline-on-tuition-fees_accepted-offer-effective-from-ay2018.pdf \(ntu.edu.sg\)](https://www.ntu.edu.sg/academic/undergraduate/important-notes-on-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. In view of this, a GIRO application form is enclosed for your use. You are required to complete the form and submit the original signed hard copy (as required by the bank) to NIE Student Services Centre. Digital signatory is not acceptable by the bank. Kindly note not to use correction fluid / tape and all amendments must be countersigned. You are requested to submit only one GIRO application form for the whole programme of study unless there is a change in the standing instruction from the Finance Department.

Student teachers will be informed of the exact date of GIRO deduction or credit via e-Invoice in the NIE Portal (<https://portal.nie.edu.sg>) 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. Information on the dress code for student teachers can be found in the NIE Portal at <https://portal.nie.edu.sg> under 'Guides and Policies' > 'NIE Policies'.

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 NIE Portal at <https://portal.nie.edu.sg> under *e-Forms* → *Form List* → *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

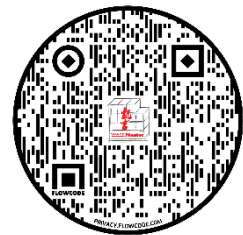
Student teachers leaving the programme prematurely will be required to immediately inform the NIE and MOE of their withdrawal in writing.

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 NIE Portal. The NIE Portal is a website that provides information and services to NIE's student teachers. Hence, you should constantly refer to the NIE Portal for important notices and messages. The address for the NIE Portal is <https://portal.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 BA/BSc (Academic Discipline & Education) TSP

| 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 card, passport size photo and copy of ID | nieitpdoc@nie.edu.sg |
| 4 Jun (9 am) – 24 Jun (5 pm) 2024 | Application for Student Housing | For those who complete NTU acceptance by 18 June: Student Housing Portal For those after 18 June, email och-housing@ntu.edu.sg |
| As advised by MOE | E-matriculation | https://portal.nie.edu.sg/ereg/register/stdregform.jsp |
| Within 3 days after e-matriculation | Obtain NIE Login Account details via email | - |
| 1 week after e-matriculation | Obtain NTU E-mail Account | - |
| By 1 Jul 2024 or within 1 week after acceptance, whichever is later | Application Form for Interbank GIRO | Mail to NIE (see Page 2) |
| By 10 Jul 2024 or within 1 week after acceptance, whichever is later | Tuition Grant Declaration Form | https://portal.nie.edu.sg |
| 17 – 23 Jul 2024 & 3 – 8 Aug 2024 | Orientation & NIE Transition Orientation Programme (TOP) | https://tinyurl.com/NIEOrientation2024 |
| 12 Aug 2024 | Start of Teaching Week | - |
| 13 or 14 Aug 2024 (Tentative) | Collection of Student Matriculation Card | Collection of Student Matriculation Card is STRICTLY by appointment basis. More information will be sent out via email closer to the collection period. |
| 4 – 8 Sep 2024 By 23 Sep 2024 | For SPR & IS - Register for MOE Tuition grant - Download personalised Tuition Grant Agreement (TGA) from the TGOnline system. Students and their sureties are to sign on the TG agreement and submit via email | Register for MOE Tuition Grant online. https://tgonline.moe.gov.sg Sign Tuition Grant agreement For more details: https://www.ntu.edu.sg/admissions/undergraduate/financial-matters/tuition-grants#Content_C056_Col00 |



Office of Academic Administration and Services

Dear Student,

STUDENT MATRICULATION CARD

Welcome to NIE. We hope you will have a rewarding experience studying at NIE and we look forward to seeing you on campus.

All new students will receive a student matriculation card.

More than just a form of identification, your student matriculation card is enabled with NETS Flashpay, which means you can use it to make cashless payments at shops within and outside campus, and when taking the public transport.

The card also enables you to borrow books and other library resources, as well as to access computer labs and other campus facilities.

Upon the successful verification of all your original educational documents, you will be issued your student matriculation card. More information will be provided in due course.

Meanwhile, do take good care of your card as it will cost \$32.70 to have it replaced.

Thank you.

Office of Academic Administration & Services

Design for Student Card

Please refer to page 3 for the sample of NIE card design.

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

APPLICATION NO : _____
(Please indicate 'N.A' if not applicable)

PROGRAMME : _____

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 and/or fax 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

Please forward the completed form together with a **White Background Digital Passport** size photo to nieitpdoc@nie.edu.sg. Selfie photo with coloured background is not acceptable.

DESIGN 1



**NANYANG
TECHNOLOGICAL
UNIVERSITY**
SINGAPORE

STUDENT



Matric No.

Name



FREQUENTLY RAISED QUESTIONS ON GIRO

GIRO is a convenient, cashless mode of payment. To help you better understand the GIRO payment method, here are some answers to the most frequently raised questions on GIRO:

1. How do I get started?

Complete this GIRO application form, with your customer/account/bill number. Please submit the GIRO form in hardcopy with original ink signature. Digital signatory is not acceptable by the bank. Kindly note not to use correction fluid / tape and all amendments must be countersigned. Send it back to us at:

NATIONAL INSTITUTE OF EDUCATION
1 NANYANG WALK, SINGAPORE 637616
OFFICE OF ACADEMIC ADMINISTRATION & SERVICES
BLOCK 1, LEVEL 1

2. How long do I need to wait before my GIRO arrangement is effective?

Continue paying by cash or cheque for all your bills until your GIRO arrangement is effected. Your GIRO application is only effective when the statement 'Amount will be deducted from your account on ddmmyyy' appears on your bill.

3. Can I arrange for another party to effect the GIRO arrangement through his/her bank account or pay for another party?

Yes, you can by stating his/her name and contact number, and the customer/account/bill number on the GIRO form.

4. What happens if there are insufficient funds in my bank account?

We will inform you to pay by other ways. However, you should still maintain sufficient funds in your bank account for the subsequent due date.










Please note that some banks do charge a service fee for unsuccessful GIRO deduction due to insufficient funds.

5. I have existing financial aid (CPF, Mendaki, Bank Loan (TFL and/or Study Loan), Sponsorships and etc) for payment of tuition fees and/or miscellaneous fees. Why do I still need to submit GIRO application form?

Certain financial aid can only pay for tuition fees (e.g. CPF, Mendaki, TFL). GIRO is the most convenient method to pay for the remaining tuition fees, miscellaneous fees and hostel fees. Students are required to pay fees through GIRO. Similarly, credits, if any, will be received through GIRO. Possible GIRO transactions include credit for reimbursements, bursaries and other allowances, if any.

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 |
|  | Emergency Phone | Dial 3999 or 3000 |
|  | 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 |

