1. Administrative Matters
   - Important contacts
   - Sources of information
   - Procedures & Policies

2. Examination Matters
   - Grade Point Average (GPA)
   - Requirements to pass

3. Graduation Pathways
   - Coursework only
   - Coursework + dissertation

4. Reminders & Tips
   - Code of conduct
   - Useful tips
Administrative Matters
# Important Contacts

<table>
<thead>
<tr>
<th>Contact Point</th>
<th>Matters</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Student Services Centre (SSC)</strong></td>
<td>❖ General services</td>
</tr>
<tr>
<td>Located within OAAS</td>
<td></td>
</tr>
<tr>
<td><strong>IT Infrastructure and Services Hub</strong></td>
<td>❖ Computer-related enquires</td>
</tr>
<tr>
<td>Blk 3b, NIE Student Hub (Level 1)</td>
<td></td>
</tr>
<tr>
<td>6790 3033</td>
<td></td>
</tr>
<tr>
<td><a href="mailto:servicedesk@nie.edu.sg">servicedesk@nie.edu.sg</a></td>
<td></td>
</tr>
<tr>
<td><strong>Office of Academic Administration &amp; Services (OAAS)</strong></td>
<td>❖ Course-related matters:</td>
</tr>
<tr>
<td><a href="mailto:masterscourse@nie.edu.sg">masterscourse@nie.edu.sg</a></td>
<td>❖ Course Registration</td>
</tr>
<tr>
<td></td>
<td>❖ Course Withdrawal</td>
</tr>
<tr>
<td></td>
<td>❖ Course Accreditation/Exemption</td>
</tr>
<tr>
<td><strong>Office of Academic Administration &amp; Services (OAAS)</strong></td>
<td>❖ Student Records</td>
</tr>
<tr>
<td><a href="mailto:nieadmpp@nie.edu.sg">nieadmpp@nie.edu.sg</a></td>
<td>❖ Leave of Absence</td>
</tr>
<tr>
<td></td>
<td>❖ Extension of Candidature</td>
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### Important Contacts (cont’d)

<table>
<thead>
<tr>
<th>Contact Point</th>
<th>Academic Areas</th>
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<tbody>
<tr>
<td><strong>Course Leader</strong></td>
<td>❖ Individual course matters</td>
</tr>
<tr>
<td>Lecturer/ Tutor</td>
<td></td>
</tr>
<tr>
<td><strong>Academic Group Programme Leader</strong></td>
<td>❖ Matters directly related to your programme</td>
</tr>
<tr>
<td><strong>GPL Office</strong></td>
<td>❖ Higher degree academic matters</td>
</tr>
<tr>
<td>Front office counter, Blk 7 6790 3929</td>
<td>❖ Dissertation-related matters</td>
</tr>
<tr>
<td><a href="mailto:higherdegrees@nie.edu.sg">higherdegrees@nie.edu.sg</a></td>
<td></td>
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</tbody>
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# Sources of Information

<table>
<thead>
<tr>
<th>Source</th>
<th>Information</th>
</tr>
</thead>
<tbody>
<tr>
<td>NIE Website or NIE Portal</td>
<td>✷ General NIE matters</td>
</tr>
<tr>
<td></td>
<td>✷ General programme information</td>
</tr>
<tr>
<td><a href="https://www.nie.edu.sg/">https://www.nie.edu.sg/</a></td>
<td></td>
</tr>
<tr>
<td><a href="https://portal.nie.edu.sg/">https://portal.nie.edu.sg/</a></td>
<td></td>
</tr>
<tr>
<td>HD Connect</td>
<td>✷ Announcements</td>
</tr>
<tr>
<td></td>
<td>✷ <a href="https://niehd.nie.edu.sg/">Student Handbook</a></td>
</tr>
<tr>
<td></td>
<td>✷ Downloadable forms</td>
</tr>
<tr>
<td></td>
<td>✷ Updating your addresses and phone numbers</td>
</tr>
<tr>
<td>GeNIEus Blackboard</td>
<td>✷ Information and learning materials for individual courses</td>
</tr>
<tr>
<td>NIE’s e-learning platform</td>
<td></td>
</tr>
</tbody>
</table>
Sources of Information

NIE Portal

News

- Attn: Year 1 BABSc Student Teachers (July 2018 Intake) - Orientation Programme Schedule
- Attn: Year 1 Diploma in Education Student Teachers (July 2018 Intake) - Orientation Programme
- Attn: Year 1 Diploma in Special Education Student Teachers(July 2018 Intake)Orientation Programme
- Upcoming IT Preventive Maintenance in Q3 2016
- Upcoming IT Preventive Maintenance in Jun 2016
- 3 Days Ago (Thursday) Special Promotions and Events for the NTU Community
- 4 Days Ago (Wednesday) Upcoming IT Maintenance 2018
Sources of Information

Information, forms, and resources to support your Masters journey

- Announcements
- Calendar of events
- Course registration matters
- Time-tables
- Forms for various purposes
- Thesis processes
- Integrity framework
- Research and e-resources
- Faculty contact
- and much more...

Administrative Matters

Sources of Information

Higher Degree Award Ceremony & Orientation for August 2018 Intake for Higher Degree Students

Dear Higher Degree Students

The Higher Degree Award Ceremony & Orientation for the August 2018 intake will be held on 10 August 2018, Friday, at NIE Block 6, Level 1, Lecture Theatre 1.

The programme schedule is attached for your reference.

We look forward to seeing you!

Click here
Some procedures and policies

- Course Registration
- Course Add / Drop & Confirmation
- Leave of Absence
- Course / Programme Withdrawal
- Extension of Candidature
Some procedures and policies

Links to Forms and Guidelines

Guides
- Timetables
- Academic Calendar – Handouts of Important Dates to Note
- Study Plans (w.e.f Jan 2014 intake)
- Student Handbooks
- Code of Conduct for Higher Degree Students doing research

Course Exemption / Credit Transfer

Course Registration, Add/Drop & Confirmation
- HDS - Online Course System
- Course withdrawal policies
- Late add/drop matters
- Taking additional course(s) applies to PDCM students only

Leave of Absence (LOA)

Extension of Candidature

Switch Mode of Study

Application to Switch Programmes

NIE Academic Integrity Framework

Nanyang Technological University Academic Integrity Policy

Withdrawal from Programme

Academic Resources
- Please view the following four online videos (on-campus access only):
  - The good presentation video [electronic resource]
  - The good doctorate video [electronic resource]: how to complete it on time
  - The good supervision video [electronic resource]
  - The good viva video [electronic resource]

- Institutional Review Board (IRB) and Ethical Clearance for Research
- Procedure regarding application of approval letters from DAC, MOE, and NTU-IRB, AG ERC or GPL ERC
- GPL Seminar on the Higher Degree by Research Process - Confirmation, Conversion, & NTU Research Scholarships (October 2013)

Examinations
- Grading System
- Online Release of Examination Results
- Use of Calculators at Institute Examinations
- Examination Timetable
- File for Graduation
- Academic Progress Report

Graduation

Student Administration
- NIE Indemnity Form/Travel Insurance/ISOS Global Assistance Program/Other Travel Services
- Research Workstation
- Scholarship and Financial Assistance
Examination Matters
### Grade Point Average (GPA) system

<table>
<thead>
<tr>
<th>Letter Grade</th>
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<tr>
<td>A−</td>
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<tr>
<td>B+</td>
<td>4.0</td>
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<tr>
<td>B</td>
<td>3.5</td>
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<tr>
<td>B−</td>
<td>3.0</td>
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<tr>
<td>C+</td>
<td>2.5</td>
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<tr>
<td>C</td>
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<td>D+</td>
<td>1.5</td>
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<tr>
<td>D</td>
<td>1.0</td>
</tr>
<tr>
<td>F</td>
<td>0.0</td>
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</table>

**Term Grade Point Average (TGPA)**

Average grade of all courses attempted in any term of study.

**Cumulative Grade Point Average (CGPA)**

Average grade of all courses done up to the time of calculation of the CGPA.
Graduation Requirements

- Successful completion of all required courses
- 30 Academic Units or AUs (for most programmes)
- Minimum CGPA of 2.50
Graduation Requirements

- **Satisfactory Academic Performance**
  - In any term of study, a minimum TGPA of **2.50**

- **Poor/Unsatisfactory Academic Performance**
  - TGPA < 2.5
  - TGPA < 2.5 for **two consecutive terms** of study

  **Academic Counselling**

  **Academic Termination**
Coursework only route

- MEd, MAAL, MAHE, MAEM, MAIDT, MAPE, MATCIL, MSc(ESS), MSc (LS), MSc(MFE)
- 8 courses (30-32 AUs)
- MAAP, MACG, MALEC
- 10-42 AUs (depending on prog)

Coursework + dissertation route

- MEd, MAAL, MAHE, MAEM, MAIDT, MAPE, MATCIL, MSc(ESS), MSc (LS)
- 6 courses + 1 dissertation (30-32 AUs)
- MAAP, MACG
- Refer to programme structure
Example: MEd
Coursework-only route

Complete 6 courses in programme/specialisation

Select an open elective (7th course)

Complete MED902 Integrative Project (8th course)
Example: MEd
Coursework + Dissertation route

Complete at least 4 courses with minimum CGPA of 3.50

Embark on approved research project if supervisor is available

Complete all other programme requirements
Reminders & Tips
HD Students’ Personal Code of Conduct

Reminders & Tips

4

Academic Honesty
Excellence
Quality

Originality / Plagiarism Checker
Academic Dishonesty

Plagiarism
• Submission of the work of another person as your own or reproduction of ideas or statements of another person without acknowledgement

Collusion
• Copying another student’s work with or without their knowledge

Complicity
• Knowingly assisting or allowing another student to practise collusion, or other forms of dishonest acts

Self-Plagiarism
• Submitting an entire (or a substantial portion of a) piece of work previously submitted to satisfy the requirements for another course. Also known as “double dipping”.

Reminders & Tips

4
Academic Dishonesty

- These acts constitute serious academic misconduct.
- You will be subject to strong disciplinary actions.

Do Not Commit any acts of Academic Dishonesty

More information...

- **NIE Portal → Academics → Graduate Programmes**
- **NIE Academic Integrity Framework**
  - NIE Academic Integrity Framework document
  - E-briefing on Plagiarism and Referencing
Useful tips

Understand **what is expected** of Master’s degree work

**Take responsibility for your own learning and progress**
- Plan and **read ahead**, and **manage** your **time**
- Familiarise yourself with **important procedures**
- Develop skills for creative and **critical thinking**
- Develop good **academic writing**, discussion and presentation skills
- Make good use of **resources** (e.g. NIE Library)

**Ask for support and assistance when necessary**
- Get to know your **programme leader** and **course lecturers**
- Co-operate with your **classmates** for mutual help and support
Useful tips

Location: Blk 7, Foyer Level.
Opening Hours: 24 hours / day including weekends and Public Holidays
Access by Matriculation Card
Best wishes ... for a meaningful and successful learning journey!
# Briefing by Programme Leaders

<table>
<thead>
<tr>
<th>Programme</th>
<th>Leader</th>
<th>Reference</th>
</tr>
</thead>
<tbody>
<tr>
<td>MA (Applied Linguistics)</td>
<td>Asst/P TUPAS Topsie Ruanni Fernandez</td>
<td>NIE 3-01-TR306</td>
</tr>
<tr>
<td>MA (Counselling and Guidance)</td>
<td>Dr. LEE Boon Ooi</td>
<td>NIE 2-01-TR207</td>
</tr>
<tr>
<td>MA (Educational Management)</td>
<td>Dr. ZHANG Yenming</td>
<td>NIE 2-01-TR211</td>
</tr>
<tr>
<td>MA in Humanities Education</td>
<td>A/P Ivy Lim</td>
<td>NIE 3-01-TR303</td>
</tr>
<tr>
<td>MA in Professional Education (Training and Development)</td>
<td>A/P CHOY Doris</td>
<td>NIE 2-01-TR212</td>
</tr>
<tr>
<td>Programme</td>
<td>Leader</td>
<td>Room Numbers</td>
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<tr>
<td>---------------------------------</td>
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<tr>
<td>MSc (Life Sciences)</td>
<td>Dr. GOH Beverly</td>
<td>NIE 7-01-TR703, NIE 7-01-TR704, NIE 7-01-TR705</td>
</tr>
<tr>
<td>MSc (Mathematics For Educators)</td>
<td>A/P HO Weng Kin</td>
<td>NIE 7-B1-14 (Cauchy Lab)</td>
</tr>
</tbody>
</table>
## Briefing by Programme Leaders

<table>
<thead>
<tr>
<th>Programme</th>
<th>Leader</th>
<th>NIE Code</th>
</tr>
</thead>
<tbody>
<tr>
<td>MEd (Curriculum &amp; Teaching)</td>
<td>A/P LIM Tze-Wei Leonel</td>
<td>NIE 7-01-TR714</td>
</tr>
<tr>
<td>MEd (Developmental Psychology)</td>
<td>A/P NIE Youyan</td>
<td>NIE 2-01-TR208</td>
</tr>
<tr>
<td>MEd (Early Childhood)</td>
<td>Dr. TAY-LIM Kim Hoon Joanna</td>
<td>NIE 2-01-TR216</td>
</tr>
<tr>
<td>MEd (Educational Assessment)</td>
<td>Dr. QUEK Khiok Seng</td>
<td>NIE 2-01-TR209</td>
</tr>
<tr>
<td>MEd (English)</td>
<td>A/P GWYNNE Joel Robert</td>
<td>NIE 3-01-TR307</td>
</tr>
<tr>
<td>MEd (Learning Sciences and Technologies)</td>
<td>A/P WANG Qiyun</td>
<td>NIE 2-01-TR210</td>
</tr>
<tr>
<td>MEd (Mathematics)</td>
<td>A/P LEONG Yew Hoong</td>
<td>NIE 7-01-TR716</td>
</tr>
<tr>
<td>MEd (Special Education)</td>
<td>Dr. GOH Ee Ping Ailsa</td>
<td>NIE 2-01-TR214</td>
</tr>
<tr>
<td>MEd (Tamil Language)</td>
<td>A/P Sivakumaran s/o RAMALINGAM</td>
<td>NIE 3-01-TR309</td>
</tr>
</tbody>
</table>