Master’s Degree by Coursework
Orientation e-Briefing

By
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Associate Dean
Graduate Programmes & Research Office
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Outline of the briefing

**Administrative matters**
- Important contacts and sources
- Procedural matters

**Examination matters**
- Grade Point Average (GPA)
- Requirements and Performance

**Paths to graduation**
- Coursework + dissertation
- Complete coursework

**Succeeding in your studies**
- Useful tips for postgraduate students
- Personal code of behaviour
<table>
<thead>
<tr>
<th>Contact Point</th>
<th>Matters</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Student Services Centre</strong>&lt;br&gt;Block 3b NIE Student Hub</td>
<td>General services</td>
</tr>
<tr>
<td><strong>IT Support</strong>&lt;br&gt;- NIE library at level 4&lt;br&gt;- 6790 3033&lt;br&gt;- <a href="mailto:servicedesk@nie.edu.sg">servicedesk@nie.edu.sg</a></td>
<td>Computer-related enquires</td>
</tr>
<tr>
<td>Contact Point</td>
<td>Academic Areas</td>
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<tr>
<td>GPR Office</td>
<td>Higher degree academic matters</td>
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<tr>
<td>Front office counter</td>
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<tr>
<td>6790 3871</td>
<td></td>
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<tr>
<td><a href="mailto:nieadmpp@nie.edu.sg">nieadmpp@nie.edu.sg</a></td>
<td></td>
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<tr>
<td>Academic Group Programme Coordinator</td>
<td>Matters directly related to your programme</td>
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<tr>
<td>Course Coordinator</td>
<td>Individual course matters</td>
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<tr>
<td>Information Source</td>
<td>Areas</td>
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<td>--------------------------------------------</td>
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<tr>
<td>NIE website</td>
<td>- General NIE matters</td>
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<td></td>
<td>- general programme information</td>
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<td>Teachers’ Portal</td>
<td>- Announcements</td>
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<td>- Student Handbook</td>
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<td>- Downloadable forms</td>
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<td>- Updating of your addresses and phone numbers</td>
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<tr>
<td>Blackboard (The e-learning platform in NIE)</td>
<td>Information and learning materials for individual courses</td>
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### Important Procedural Matters

<table>
<thead>
<tr>
<th>Leave of Absence</th>
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<tbody>
<tr>
<td>Course Registration</td>
</tr>
<tr>
<td>Online Add/Drop and Confirmation</td>
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<tr>
<td>Course Deferment</td>
</tr>
<tr>
<td>Programme / Course Withdrawal</td>
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</table>
Grade Point Average (GPA) System

Examples:

<table>
<thead>
<tr>
<th>Letter Grade</th>
<th>Grade Point</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>5.00</td>
</tr>
<tr>
<td>B</td>
<td>3.50</td>
</tr>
<tr>
<td>C+</td>
<td>2.50</td>
</tr>
<tr>
<td>F</td>
<td>0.00</td>
</tr>
</tbody>
</table>
Examination Matters

- **Term Grade Point Average (TGPA)**: an average of all courses in any term of study

- **Cumulative Grade Point Average (CGPA)**: an average of all courses up to the time of calculation of the GPA
Graduation Requirements

- Successful completion of all course requirements
- 30 Academic Units
- A minimum CGPA of 2.50

Satisfactory Academic Performance

- In any term of study - a minimum TGPA of 2.50.
Poor Academic Performance

- TGPA below 2.50: Academic reminder
- TGPA below 2.50 for two consecutive terms of study: Termination
Paths to Graduation

- 10 courses (30 AUs)
- 8 courses + a dissertation (30 AUs)

MA/ M Ed/M Sc
Fulfilling Graduation Requirements

Complete 24 AUs through 8 courses or their equivalent

Either:
Two additional courses or
A dissertation

Achieve 30 AUs

Subject to specific programme/specialisation requirements
The Complete Coursework Route

- Complete 8 courses in your programme/specialisation
- Select an open elective (9th course)
- Do MMM800 Critical Inquiry (10th course)
The Dissertation Route

Course completion
At least 6 courses (before exercising option)

Minimum CGPA
3.50

Supervision
Availability of faculty members

Academic Group’s special requirements
Useful tips for succeeding as a postgraduate student

1. Plan and read ahead, and manage your time

2. Take responsibility for your own learning and progress

3. Ask those close to you for support and approach them for help when necessary

3. Familiarise yourself with important procedures

4. Get to know your programme coordinator and course lecturers
Useful tips for succeeding as a postgraduate student

6. Co-operate with your classmates for mutual help and support

7. Understand what is expected of Master’s degree work

8. Develop skills for creative and critical thinking

9. Develop good academic writing, discussion and presentation skills

10. Make good use of resources from the Library and Information Services in NIE
Postgraduate Students’ Personal Code of Conduct

- Excellence
- Quality
- Academic Honesty
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
- Allowing another student to practise collusion
Academic Dishonesty

Do not commit acts of academic dishonesty.

Such acts constitute serious academic misconduct.

You will be subject to strong disciplinary actions.
Make the most of your time as a postgraduate student and enjoy it!