

2 January 2024

MINISTRY OF EDUCATION NOTIFICATION (GA/01/24)
(General Information)

**POSTGRADUATE SCHOLARSHIPS / AWARDS
FOR STUDIES IN 2025
(EDUCATION OFFICERS)**

Applications to be submitted by 19 January 2024

1. The 2024 MOE Postgraduate Scholarship/Award (PGS/PGA) Exercise will **open for applications from 2 January 2024 to 19 January 2024** for Education Officers (EOs) and trained teachers outside of the MOE system (e.g. Direct Staff of Independent/ Aided Schools and formerly trained EOs). These scholarships and awards are tenable for overseas/local postgraduate studies **commencing in 2025** by coursework or research in education-related areas. Officers can pursue the studies in subject-specific areas, areas of specialisation or general curriculum and teaching.

ELIGIBILITY

2. The MOE PGS/PGA sponsors professional development in postgraduate studies for outstanding EOs in the 3 career tracks – Leadership, Senior Specialist and Teaching, and to build professional expertise in areas of need.

3. All applicants for the PGS/PGA must meet the following criteria:

- a. Be a Singapore Citizen or a Permanent Resident (PR) with intention to take up a Singapore Citizenship¹;
- b. Have an undergraduate degree;
- c. Have at least 5 years of trained working experience in the education field as at 31 Dec 2024;
- d. Have demonstrated good conduct;
- e. Have at least one 'B' endorsed performance grade within the last 3 years, and demonstrated potential to take on higher responsibilities and/or leadership positions; and
- f. Have fulfilled the minimum service requirement for in-service milestone programmes or other professional development activities attended², if any, before the commencement of their studies.

Note: Officers who fulfil the above conditions will be further shortlisted for an interview.

¹ PRs who are awarded a PGS or PGA are required to have obtained their Singapore Citizenship before embarking on their studies.

² Officers who have recently attended in-service milestone programmes (e.g. Teacher-Leaders Programme, Management and Leadership in Schools, Diploma in School Counselling, Leaders in Education Programme and Leaders for Leaders Programme) should contribute in their schools/divisions for at least 2 years before embarking on their next professional development activity. Similarly, officers who have taken up professional development activities (refer to [HR Online](#) for list of professional activities) should contribute for at least 3 years.

4. Officers keen on the Senior Specialist Track (SST) and exploring a relevant Master's are strongly encouraged to apply for a posting to a Specialist Division³ in HQ first, to gain a better understanding of the work scope, requirements and suitability for the track. If you are already appointed on the SST or have been found suitable for appointment on the SST, and would like to pursue a relevant Master's programme for your development, you are encouraged to discuss your plans with your supervisor.

5. Senior Specialists may apply to pursue PhD studies in relevant specialised areas. Master Teachers (MTT)/ Principal Master Teachers (PMTT) may also apply to pursue a Doctorate in Education (EdD) in subject-specific areas or curriculum and teaching, to strengthen their capacity to drive pedagogical excellence.

SPONSORSHIP TERMS AND CONDITIONS

6. The sponsorship terms and conditions of the PGS and PGA are outlined in the table below.

Terms	PGS	PGA
Postgraduate Studies	<ul style="list-style-type: none"> • Full-time local or overseas Master's • Full-time local or overseas PhD for Senior Specialists or EdD for MTT/ PMTTs <p><i>Part-time studies are awarded on a case-by-case basis</i></p>	<ul style="list-style-type: none"> • Full-time local Master's only
Sponsorship Duration	<p>Minimum official duration of the programme as stated by the university, capped at <u>12 months for Master's degree</u> and <u>3 years for PhD/ EdD</u>. Beyond the sponsorship duration, officers will be on No-Pay PDL.</p>	<p>Minimum official duration of the programme as stated by the university, capped at <u>12 months</u>. Beyond the sponsorship duration, officers will be on No-Pay PDL.</p>
Financial Support	<ul style="list-style-type: none"> • Full salary • Full tuition and other approved fees⁴ • Book allowance (for local studies only) • Maintenance allowance (for overseas studies only) • Return economy air passage for scholar and his/ her spouse, where applicable (for overseas studies only) 	<ul style="list-style-type: none"> • Half salary • Full tuition and other approved fees • Book allowance
Bond	<ul style="list-style-type: none"> • 3 years (full-time local or overseas Master's) • 6 years (full-time local or overseas PhD/ EdD) <p><i>The bond period for part-time courses is set at 50% of that for full-time courses.</i></p>	<ul style="list-style-type: none"> • 2 years

³ Refer to [HR Online](#) for more information on the Senior Specialist Track.

⁴ Sponsorship of tuition fees for PhD/EdD is capped at the minimum candidature period stipulated by the university.

CHOICE OF POSTGRADUATE COURSE AND UNIVERSITY

7. All applicants should discuss with their Principals/Branch Heads on suitable areas and the timing of studies before putting in an application. Applicants are also expected to take note of the following:

- a. Conduct their own checks with the universities/ institutions on the postgraduate courses they wish to pursue before submitting their applications (e.g. course standing and reputation⁵, eligibility criteria, course application window, availability of courses/ intake in intended year of study, whether it is offered on a part-time or full-time basis and the availability of suitable faculty members/research supervisors in the intended area of studies/research for doctorate studies).
- b. Indicate at least one local course in their application. If there are no local courses in the area of interest and/ or applicants do not wish to consider local courses in other areas, please indicate so and specify the reasons in the application form. Whether a local or overseas award is given depends on the interview panel's assessment.
- c. Indicate at least one course in general curriculum and teaching or subject-specific areas in their application. Applicants are encouraged to pursue a Master's in professional areas to further strengthen their professional expertise and contribute in their primary role as educators, before considering postgraduate programmes in areas of administration, policy or leadership.
- d. [For officers applying for PhD/EdD] Upload a proposal on their intended area of study/research and its relevance to MOE as part of their application in the HRP Portal. Shortlisted applicants should be prepared to share their proposal with the interview panel.

8. Applicants are also encouraged to read some modules in Assessment as part of their postgraduate studies to strengthen their overall professional knowledge in classroom teaching, assessment and curriculum leadership, and/or in emerging areas such as data literacy and educational technology.

APPLICATION PROCESS

Application Mode & Deadline

9. In-service EOs should apply for the PGS/PGA online via the HR and Payroll (HRP) portal⁶ by **19 January 2024 (Friday)**. Late or incomplete applications will strictly not be considered. Applicants should take note to indicate their Principal/Branch Head as the Reporting Officer when submitting their application in the HRP portal.

10. Applicants outside of the MOE system without access to the HRP portal can apply for the PGS/PGA via the application form in Annex A. The form can also be downloaded from the highlights section of the MOE website (<https://www.moe.gov.sg>). All applications must be submitted in softcopy by **19 January 2024 (Friday)** to MOE_TMU@moe.gov.sg.

⁵ Officers can refer to internationally established university rankings such as the QS World University Rankings or US News Education Graduate Schools. However, applicants are not restricted to the universities found on these ranking lists and may consider others as well.

⁶ For a step-by-step guide on how to submit your application, please refer to the Quick Reference Guides (QRGs) via the "Support Materials" tile in the HRP portal. The QRGs are located under the folder "Sponsorship" > "QRG" > "ESS-Sponsorship-My Sponsorship.pdf".

Selection & Award Process

11. Applicants will be notified of the shortlisting outcome by March 2024 and should keep their Principals/ Branch Heads updated on the status. Only applications of shortlisted applicants will be routed to their Principals/ Branch Heads for endorsement via the HRP portal⁷.

12. Shortlisted applicants must attend a selection interview in March/April 2024. An interview panel of members from the MOE senior management team will decide on the award of the PGS/ PGA, if at all. All shortlisted applicants will be notified of the outcome of their interview by June 2024. Awardees need to apply for university admission on their own thereafter.

13. Shortlisted applicants outside of the MOE system who are found suitable by the interview panel will be awarded a conditional offer, which requires awardees to be successfully re-appointed to MOE and undergo a one-year posting to MOE schools/HQ from January 2025. The posting will provide them with exposure to the Education Service and the confirmation of the PGS/PGA award is subject to their good performance during their posting.

DEPLOYMENT OF MOE PGS AND PGA AWARDEES

PGS Awardees

14. PGS awardees currently teaching in schools must serve a short stint in MOE HQ from January 2025 until their studies commence. This stint will be arranged by HR and aims to expose officers to HQ work and recent policy developments in the Education Service, which can inform awardees' choice of modules during their postgraduate studies. Exemptions from the HQ stint are only applicable for the following groups of officers:

- a. Awardees who had served a recent HQ stint;
- b. Awardees who are commencing their studies in January/ February 2025; or
- c. Awardees who are Lead/ Senior Teachers. They will remain in schools until the commencement of their studies to continue to hone their pedagogical skills and build up their professional portfolio for progression along the Teaching Track.

15. Deployment of PGS awardees after they complete their postgraduate studies is centrally managed by HR and will take into consideration organisational needs, the officer's career track and area of postgraduate study. Hence, **PGS awardees need not apply or source for their return postings.**

16. Generally, officers who have not served a full HQ stint of at least 2 years will be posted to a MOE HQ Division where they can apply and contribute in areas of work that are relevant to their postgraduate studies. Officers who have served a recent full HQ stint and are on the Leadership Track or Teaching Track will be considered for deployment back to schools. Master Teachers, Principal Master Teachers, and officers on the Senior

⁷ Seconded officers whose Branch Heads/Principals are not on the HRP portal are required to seek approval offline first and upload the email as a supporting document when submitting their PGS/PGA application via the HRP portal.

Specialist Track will be deployed back to their respective HQ Divisions or Academies. Master Teachers may also be posted to schools.

PGA Awardees

17. PGA awardees from schools are not required to serve a pre-course HQ stint prior to their studies and will remain in their current postings until they leave for their studies. Except for Senior Specialists and Principal Master Teachers sited in HQ, PGA awardees will generally be deployed back to schools after their studies. Deployment of PGA awardees upon completion of postgraduate studies will be centrally managed by HR. Hence, **PGA awardees need not apply or source for their return postings.**

FOR ENQUIRIES

18. Please contact MOE HR at MOE_TMU@moe.gov.sg for any enquiries.

Originator: HR Strategy and Leadership Division

**APPLICATION FOR YEAR 2024 MOE POSTGRADUATE SCHOLARSHIP/ AWARD
FOR STUDIES IN YEAR 2025
(FOR TRAINED TEACHERS OUTSIDE OF THE MOE SYSTEM)**

- This form is only for trained teachers outside of the MOE system (e.g. Direct Staff of Independent/Aided schools and formerly trained EOs). If you are an MOE EO (including seconded EOs), please submit your application via the HRP portal instead.
- This form may take approximately 30 minutes to complete (please complete all sections).
- You will need the following information to complete the form:
 - a. Education transcripts and certificates
 - b. Certificates of employment
 - c. Prospectus of proposed course(s) of study
- The completed form and a copy of the course prospectus are to be submitted in softcopy to MOE_TMU@moe.gov.sg latest by **19 January 2024 (Friday)**. Late or incomplete applications will strictly not be considered.
- **When submitting the application form, the Principal/Branch Head must be copied in the email unless they are submitting the form on behalf of the applicant.**

A) Proposed Course(s) of Study			
Name of University (in order of preference)	Proposed Course of Study	Duration of Course	Full/ Part-Time (*delete accordingly)
(1)		__ yr __mths	Full-Time / Part-Time
(2)		__ yr __mths	Full-Time / Part-Time
(3)		__ yr __mths	Full-Time / Part-Time
<ul style="list-style-type: none">• Applicants are required to indicate <u>at least 1 local course/ university choice.</u>• Applicants who intend to pursue <u>postgraduate studies in educational policy, administration and leadership</u> are required to indicate <u>at least 1 other course in subject areas or general curriculum and teaching</u> in their applications.			
Briefly describe your intended area of research/ proposed course of study.			

B) Personal Particulars

Mr / Mrs / Mdm / Miss*: _____

NRIC No: _____

Nationality: _____ Singapore Permanent Resident*: Yes/No

Date of Birth: _____

Home Address: _____
_____ Singapore ()Tel No: _____ (Home) _____ (Office)
_____ (Mobile)

Email Address: _____

Last/Current Employer: _____

Are you an ex-Education Officer?* : Yes/No

** delete where applicable***C) Highest Academic Qualification**

University attended: _____

Qualification obtained (e.g. Bachelor of Arts (Economics)): _____

Country: _____

Class of Honours (if applicable): _____

Year completed: _____

D) Other Professional Qualifications and Memberships, Educational Certificates or Training Undertaken/ Other Awards, Medals & Prizes

Year	Description
	E.g. Postgraduate Diploma in Education, NIE

Note: Please attach a copy of all the transcripts of results and certificates for the highest and professional qualifications.

E) Previous & Present Employment (in Chronological Order)

From (Date)	To (Date)	Designation	Company Name and Address	Nature of Job

F) Academic Scholarship and Award

From (Year)	To (Year)	Name of Scholarships/ Awards (Including PSC Awards)

G) Other Applications for Scholarship Award

Are you applying for any other scholarship/ training award? If so, please give details.

- No
 Yes,
 Details: _____

Have you ever applied for the MOE Postgraduate Scholarship? If yes, please state the year/ date applied and any previous interviews (pertaining to postgraduate scholarship) that you have attended.

- No
 Yes, please provide details as outlined below
 Year Applied: _____
 Attended interviews: Yes/ No*

Are you currently pursuing a postgraduate degree?

- No
 Yes, please provide details _____

** delete where applicable*

I declare that the particulars stated in this application and attachments are true to the best of my knowledge and belief, and that I have not wilfully suppressed any material fact.

Date

I) Endorsement by Principal / Branch Head

1) I very strongly support / strongly support / support / do not support* the application of

_____ (name of applicant)

My reasons are:

2) My assessment of the applicant's potential for leadership or specialist position is:

3) My assessment on the relevance of the training to the applicant's duties and/or career development is:

Name of Principal / Branch Head

Name of School / Division

Date