MINISTRY OF EDUCATION NOTIFICATION (GA/35/15)  
(General Information)

POSTGRADUATE SCHOLARSHIPS-AWARDS  
FOR STUDIES IN YEAR 2017

Applications to be submitted by 8 January 2016

1. The Yr 2016 MOE Postgraduate Scholarship/Award (PGS/PGA) Exercise will be open for applications from 7 December 2015. We are inviting applications from Education Officers (EOs) and trained teachers outside of the MOE system (e.g. Direct Staff of Independent / Aided Schools and former EOs) who wish to contribute to the development of education in Singapore. These scholarships and awards are tenable for postgraduate studies overseas or locally, by coursework or research, commencing in Year 2017.

OVERVIEW

2. The aim of the MOE PGS/PGA is to provide sponsorship for professional development in postgraduate studies to outstanding EOs in the 3 career tracks – Leadership, Senior Specialist and Teaching, and to build professional expertise in areas of need. Outstanding officers may apply for Masters PGS/PGA¹ to pursue studies in subject-specific areas, specialised areas as well as general curriculum and teaching to build up their professional expertise and capabilities. To strengthen professional knowledge in classroom teaching, assessment and curriculum leadership, officers are strongly encouraged to pursue programmes in the area of Assessment Literacy or to read at least 3 modules in Assessment. For more details on Assessment Literacy and the recommended Masters programmes and modules in this area, please refer to Annex A.

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

¹ Officers in HQ who are interested to pursue a career on the Senior Specialist Track (SST) or who have been found suitable for the SST, and would like to pursue a relevant Masters programme should discuss with their supervisors on their plans to pursue relevant postgraduate studies.
4. The sponsorship terms and conditions of the PGS and PGA are outlined in the table below.

<table>
<thead>
<tr>
<th>Terms</th>
<th>PGS</th>
<th>PGA</th>
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</table>
| **Postgraduate Studies** | • Full-time local or overseas Masters  
                           • Full-time local or overseas PhD/EdD for Senior Specialists and outstanding MTT/PMTTs only  
                           • Part-time studies are awarded on a case-by-case basis | • Full-time local Masters only  |
| **Financial Support** | • Full salary  
                           o PhD/EdD – Full salary for 3 years  
                           o Masters – Full salary for first 12 months and half salary for subsequent 12 months, up to the minimum duration stated by the university  
                           • Tuition and other approved fees  
                           • Book allowance  
                           • Maintenance allowance (for overseas studies only)  
                           • Return economy air passage for scholar and his/her spouse, where applicable | • Half salary up to the minimum duration stated by the university  
                                                                                           • Tuition and other approved fees  
                                                                                           • Book allowance |
| **Bond**            | • 3 years (full-time local or overseas Masters)  
                           • 6 years (full-time local or overseas EdD/PhD) |

*The bond period for part-time courses is set at 50% of that for full time courses.*

**Note:** If a PGS/PGA awardee is already under a government bond, he/she will be required to serve out the existing bond and then the new bond consecutively.
ELIGIBILITY
5. To be eligible for the PGS/PGA, the applicant must:

a. Be a Singapore Citizen or a Permanent Resident (PR) with intention to take up a Singapore Citizenship (PRs who are awarded a PGS or PGA are required to convert to Singapore Citizens before embarking on their studies);
b. Have a good degree;
c. Have at least 5 years of trained working experience in the education field as at 31 Dec 2016;
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. Be 45 years old and below as at 31 Dec 2016\(^2\).

Note: Satisfying these conditions does not automatically qualify applicants for the scholarship or award.

6. Master Teachers who wish to apply to pursue a Doctorate in Education are required to have **minimally 4 years of MTT experience**.

7. Officers who are keen to explore the Senior Specialist Track (SST) are strongly encouraged to apply for a posting to one of the Specialist Divisions in HQ first, to gain a better understanding of the work scope, requirements as well as their suitability for the track, before considering a relevant postgraduate study in a specialised area.

8. Officers who have recently taken part in professional development activities (e.g. PDCM) should contribute in their schools/divisions for at least 3 years before embarking on their next professional development activity\(^3\). Similarly, officers who have recently attended in-service milestone programmes\(^4\) should contribute in their schools/divisions for at least 2 years before embarking on a professional development activity. Applicants who are able to fulfil this minimum service requirement before commencing their PGS/PGA studies are welcome to apply.

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\(^2\) The age criterion serves as a general guideline. We will consider applications from officers who are above 45 years old on a case-by-case basis.

\(^3\) Please refer to [http://intranet.moe.gov.sg/hronline/EO/ProfessionalDevelopment/Packages/Pages/default.aspx](http://intranet.moe.gov.sg/hronline/EO/ProfessionalDevelopment/Packages/Pages/default.aspx) for the list of professional development activities.

\(^4\) In-service milestone programmes include Senior Teacher’s Programme, Advanced Senior Teacher’s Programme, Teacher-Leaders Programme, Management and Leadership in Schools, Diploma in School Counselling, Leaders in Education Programme and Leaders for Leaders Programme.
DEPLOYMENT OF MOE PGS AND PGA AWARDEES

PGS Awardees

9. PGS awardees teaching in schools will be required to serve a short stint of 4 to 8 months in MOE HQ before the commencement of their studies. The pre-course HQ stint aims to provide officers with exposure to HQ-level work and recent policy developments in the Education Service. Officers who have served a recent HQ stint, Principals, Vice- Principals, Lead Teachers and Senior Teachers will remain in schools until they leave for their studies.

10. Deployment of PGS awardees after completion of their postgraduate studies is centrally managed by HR Group and will depend on organisational needs and the officer’s career track. Generally, officers who have not served a full HQ stint of at least 2 years will be posted to a Division in MOE HQ where they can apply and contribute in areas of work that they have learnt from their postgraduate studies. The HQ posting will typically be for a period of at least 2 years. Officers who have served a recent HQ stint of at least 2 years and are on the Leadership Track or Teaching Track, will be considered for deployment back to schools after their studies to be further developed along the respective career tracks. Officers on the Senior Specialist track as well as Master Teachers and Principal Master Teachers will be deployed back to their respective HQ Divisions or Academies.

PGA Awardees

11. PGA awardees from schools will not need to serve a pre-course HQ stint and will be deployed back to the same school after their studies. Schools are required to hold the vacancies for these officers during the duration of their studies. Upon their return, PGA awardees are required to contribute to the school for at least 2 years before applying for a new posting. PGA awardees who are serving a stint in HQ prior to leaving for studies will be posted back to HQ if they are on the Senior Specialist track. Otherwise, they will be posted back to schools.

APPLICATION PROCESS

Application mode & Deadline

12. Serving Education Officers (EOs) should apply for the PGS/PGA online via the HR Management System (HRMS) by latest, 8 January 2016. Please note that your Principal/Branch Head’s endorsement of your application is only required if you are shortlisted for an interview. If shortlisted, your Principal/Branch Head will be notified via email to provide their endorsement in the HRMS. The step-by-step application guide can be found in HR Online:

- For filling in and submitting of application (For applicants):
  (Please refer to pages 5-6 and 27-35)
• Tracking of applications (For supervisors):

13. Applicants outside of the MOE system or seconded staff without HRMS access can apply for the PGS/PGA via the application form in Annex B. The form can also be downloaded from the MOE Internet website (http://www.moe.gov.sg). All hardcopy applications must be submitted by 8 January 2016 to the address below:

Talent Management Unit
HR Strategy and Leadership Division
Ministry of Education
1 North Buona Vista Drive (Level 8)
Singapore 138675

Please note that late or incomplete applications will strictly not be considered.

Selection & Award Process

14. There are no separate application and selection processes for the PGS and PGA. Interested applicants are only required to fill in only one application form and need not indicate a preference for either the PGS or PGA as all applicants will undergo the same selection process.

15. Applicants will be notified on the shortlisting outcome by end-February 2016. Applications of shortlisted applicants will be automatically routed by the HRMS system for their Principals/Branch Heads’ endorsement. The user guide for supervisors can be found at HR Online:

• For endorsement of applications (For supervisors):

16. Shortlisted applicants are required to attend a selection interview that will be scheduled in March or April 2016 where they will be assessed by a panel comprising MOE senior management on their suitability for award of either the PGS or the PGA. All applicants will be notified on the outcome of their applications by end June 2016 and are required to apply for university admission on their own thereafter.

17. Shortlisted applicants outside of the MOE system (e.g. Direct Staff of Independent / Aided Schools and former EOs with NIE training) who are found suitable by the interview panel will be awarded with a conditional offer, which requires a one-year posting/secondment to MOE schools/HQ in January 2017. The posting will provide them with exposure to the Education Service and the eventual award of PGS/PGA is subject to their good performance during the posting period.
Choice of Postgraduate Course and University

18. All applicants should discuss with their Principals/Branch Heads on suitable areas of studies and the timing of studies before putting in an application. Applicants are also expected to conduct their own checks with the universities on the postgraduate courses that they wish to pursue. They should check whether the courses that they wish to apply for are offered in the intended year of study (e.g. the number of intakes for the course and whether it is offered on a part-time or full-time basis) and whether they meet the eligibility criteria for the course.

19. Applicants are also strongly encouraged to research on the quality of the postgraduate courses they wish to apply for, as well as the standing and reputation of the universities or institutions offering these courses. For example, they can refer to internationally established university rankings such as the QS World University Rankings or US News Education Graduate Schools\(^5\). However, applicants are not restricted to the universities found on these ranking lists and may consider others as well.

20. To strengthen professional knowledge in classroom teaching, assessment and curriculum leadership, applicants are encouraged to read some modules in Assessment as part of their postgraduate studies. Officers who are keen to focus on Assessment should consider pursuing an Assessment-focused Masters or a general curriculum and teaching Masters/subject-specific Masters with \textit{minimally three modules} in Assessment (see Annex A for more details). Talent Management Unit will contact all applicants for their list of proposed Assessment modules, if any.

21. All applicants are required to indicate at least one local course. If there are no local courses for the interested area of studies (e.g. dance education) and applicant does not wish to consider local courses in other areas, please indicate accordingly in the application form.

22. As Education Officers, applicants are strongly encouraged to pursue a Masters in professional areas or Assessment to further strengthen their professional expertise and better serve them in their primary role as educators, before considering postgraduate programmes in public administration, policy or leadership areas. All applicants who intend to pursue postgraduate studies in educational policy, administration and leadership are strongly encouraged to indicate at least one course that is in general curriculum and teaching or subject-specific areas in their application.

\(^5\) QS World University Rankings’ weblink is at \url{http://www.topuniversities.com/university-rankings/world-university-rankings/} and the US News Education Graduate Schools weblink is at \url{http://grad-schools.usnews.rankingsandreviews.com/best-graduate-schools/top-education-schools}.
SCHOLARSHIPS OFFERED BY EXTERNAL ORGANISATIONS (FOR PGS ONLY)

23. The Ministry reserves the right to nominate PGS awardees for scholarships offered by external organisations, such as:

   a. Lee Kuan Yew Scholarship
   b. Commonwealth Scholarship
   c. British Chevening Scholarship
   d. Singapore-China Premier Scholarship

If nominated for any of the above external scholarships, PGS awardees will be required to undergo the necessary application and selection processes as set out by these external organisations. If awarded, these external scholarships will run concurrently with the MOE PGS. Details of these external scholarships can be found in Annex C.

FAQS ON MOE PGS/PGA

24. A list of Frequently Asked Questions (FAQs) on the PGS/PGA can be found at Annex D.

Originator: HR Strategy and Leadership Division

With inputs from: Curriculum Planning Office
INFORMATION ON ASSESSMENT LITERACY

Yr 2016 MOE Postgraduate Scholarship/Award –

Assessment & Evaluation

Why “Assessment”? Role of Assessment in Teaching and Learning
Every Student, an Engaged Learner

Quality Teaching & Learning in Every Classroom
- Engaging pedagogies that promote inquiry and deepen understanding
- Differentiated approaches that cater to student needs
- Authentic learning contexts that make learning meaningful and relevant
- Learner-centred and balanced assessment that support learning

As supported by:
- A culture of continual improvement and teacher-owned professional development

More ...
- Guiding, facilitating, asking searching questions
- Differentiated instruction
- Connecting with real-life applications
- Formative & qualitative feedback
- Reflective practice

Less ...
- Telling, drill and practice, using formulaic answers
- One-size-fits-all instruction
- Dispensing textbook knowledge
- Summative & quantitative testing only
- Routine performance

Ultimately, we want:
Quality learning by all learners,
Quality teaching in every classroom

Role of Assessment in Teaching and Learning

- Assessment is one of the components of the PETALS™ framework that aims to bring about engaged learning in the classroom
- Alignment of content, pedagogy and assessment contributes towards a student-centred total curriculum
Assessment and Learning

- Assessment is an integral part of teaching and learning, not a separate event to prepare for.
- Assessment helps us find out what our students know and can do, and provides feedback to teachers on the effectiveness of their teaching.

“In a classroom where assessment is used with the primary function of supporting learning, the divide between instruction and assessment becomes blurred. Everything students do, ... is a potential source of information about what they do and do not understand.

The teacher who is consciously using assessment to support learning takes in this information, analyzes it, and makes instructional decisions that address the understandings and misunderstandings that are revealed. In this approach, assessment is no longer understood to be a thing or an event; rather, it becomes an ongoing, cyclical process that is woven into the minute-to-minute and day-by-day life of the classroom.”

~ Thompson & Wiliam (2008)

Assessment and Learning

- There is evidence that assessment can positively influence learning and achievement.

“Is there evidence that improving formative assessment raises standards? Yes!

...significant learning gains lie within our grasp...improved formative assessment helps low achievers...and so reduces the range of achievement while raising the achievement overall.”

~ Black and Wiliam (1998)
MOE Assessment Philosophy: Towards Learner-Centred & Balanced Assessment

- Assessment is integral to the learning process, and must be closely aligned with curricular objectives, content and pedagogy.
- Both school-based assessment and national examinations play important and different roles in our education system.
- A balanced assessment system should have both Assessment ‘for’ Learning as well as Assessment ‘of’ Learning.

Assessment Literacy

MOE has defined assessment literacy as:

“having the knowledge of and ability to apply basic assessment concepts to plan, support, evaluate and improve teaching and learning”
MOE Assessment Competencies

- Planning assessment as part of an effective teaching-learning process
- Designing assessment tasks appropriate for instructional decisions
- Understanding and communicating the purposes and criteria of assessments
- Developing students’ capacity for self-assessment for reflective and self-directed learning
- Providing feedback to students to improve their learning
- Administering, scoring and interpreting the results

Check that the colleges and programmes you apply to will equip you with some of these competencies

Definitions of some terms you will see in the course of considering assessment-related masters
Classroom Assessment

- Assessment of student learning that occurs in the classroom (Ohlsen, 2007)
- Formal and informal
- Purpose: grading, diagnosis of student needs, motivating, monitoring of instructional effectiveness
- Assessment methods
- Assessment of learning, assessment for learning
- Some leading scholars: Rick Stiggins, James Popham, Lorna Earl, Dylan Wiliam

Usually as part of a degree on Curriculum or Teaching and Learning

Evaluation

- Systematic assessment of the worth or merit of an object (Joint Committee on Standards for Educational Evaluation, 1994)
- Involves making value judgement (Stufflebeam and Shinkfield, 2007)
- Summative and formative evaluation (Scriven, 1967)
- Programme evaluation

Usually as part of a degree on Measurement
Psychometrics

- 3 main areas of focus (Jones & Thissen, 2007):
  - Psychological Scaling
  - Educational and Psychological Measurement
  - Factor Analysis

Usually as part of a degree on Measurement

Examples of Programmes
Examples of Programmes

- PGS/PGA applicants who want to pursue an assessment-related masters can choose to do any of the following types of programmes:
  - Subject-specific [E.g. Master of Education (Mathematics)]
  - Generic [E.g. Master of Education (Curriculum and Teaching)]
  - Assessment-focused [E.g. Master of Education (Educational Assessment)]

Assessment Modules for Subject-specific Degree Programmes, NIE

<table>
<thead>
<tr>
<th>Programme</th>
<th>Assessment Module</th>
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</thead>
<tbody>
<tr>
<td>Master of Education (Chinese Language)</td>
<td>Language testing and related issues</td>
</tr>
<tr>
<td>Master of Education (Mathematics)</td>
<td>Assessment in mathematics</td>
</tr>
<tr>
<td>Master of Education (Science)</td>
<td>Assessment of Students’ Alternative Conceptions and Conceptual Change</td>
</tr>
<tr>
<td>Master of Education (Primary)</td>
<td>Assessment in Primary Schools: Issues and Research</td>
</tr>
</tbody>
</table>
An Example: Master of Education (Mathematics), NIE

- Fundamental concepts in Maths
- Research and issues in Maths education
- Using technology in Maths education
- **Assessment in Maths**
- Curriculum studies in Maths
- Teaching and learning Maths
- Algebra and teaching of algebra

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Master of Education (Curriculum and Teaching), CTL / NIE

- Assessment modules offered are*:
  - Mastering the art of authentic assessments
  - Learning from assessment
  - Curriculum evaluation
- Critical Inquiry on assessment

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*The modules offered may be subjected to changes, depending on faculty availability. Officers are advised to check with NIE on whether the modules will be offered in their intended academic year of study.
Assessment Courses in Overseas Postgraduate Programmes

- Some programmes do not have the term “Assessment” in their title
  - E.g.: Master of Education, Teaching, Learning and Evaluation concentration in the University of Ottawa, Canada; Master of Education (MEd) in Hong Kong University
- The list of Assessment programmes/modules above is not exhaustive. PGS/PGA applicants can propose other Assessment programmes/modules and should study the prospectus of various programmes to determine if they are relevant
- HR will separately check with all PGS/PGA applicants if they are applying to pursue Assessment programmes/modules, and verify their proposed list of Assessment programmes/modules

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Master of Education (Educational Assessment)*, NIE

- Modules offered
  - Measurement theories
  - ICT and assessment
  - Non-cognitive assessments
  - Programme evaluation
  - Elementary statistics for education
  - Multivariate statistics for education
  - Assessment issues and research
  - Critical Inquiry on assessment

*Please note that NIE offers this course on a biennial basis. The next intake is in 2018 and applicants interested in this course should apply for the PGS/PGA Exercise in 2017, which is for studies in academic year 2018.
Assessment Courses in Overseas Postgraduate Programmes

Educational Assessment, MA
Institute of Education, University of London

Educational Assessment, Measurement and Evaluation
University of Western Australia

Measurement, Evaluation, Statistics and Assessment, MEd
University of Illinois

Education Research, Measurement, and Evaluation, MEd
Boston College

The list of universities provided here are not exhaustive as universities may change their requirements over time. Applicants are advised to check with the respective university for the latest prospectus.

Every Teacher a Caring Educator
(Work Plan Seminar, 2014)

When choosing your programme or modules, bear in mind our goal of a student-centric, values-driven education. The programmes selected must help us nurture engaged learners who are motivated, enjoy learning, and go on to fulfil their potential.

“To enable you to continue to do great work, we will, and must, continue to grow our Singapore Teachers and give them our full support.” ~ Mr Heng Swee Keat, Minister for Education (2011 – 2015)
For courses offered by NIE, please visit the NIE website for more details.

For queries related to assessment, please contact Dr Karen Lam: Karen_LAM@moe.gov.sg

For queries related to your scholarship application, please email MOE_TMU@moe.gov.sg
Annex B

APPLICATION FOR YEAR 2016 POSTGRADUATE SCHOLARSHIP/AWARD (FOR TRAINED TEACHERS OUTSIDE OF THE MOE SYSTEM OR SECONDED STAFF)

- This form may take you approximately 30 minutes to fill in (please complete Section A – I). If you are an MOE Education Officer with access to HRMS, please submit your application via HRMS instead.

- You will need the following information to fill in the form:
  a. Education transcripts
  b. Degree scrolls and certificates awarded for professional courses taken
  c. Certificates of employment
  d. Prospectus of proposed course(s) of study
  e. The form is to be submitted by latest, 8 January 2016 to:

  Talent Management Unit
  HR Strategy and Leadership Division
  Ministry of Education
  1 North Buona Vista Drive (Level 8)
  Singapore 138675

  Late or incomplete applications will strictly not be considered.

<table>
<thead>
<tr>
<th>Name of University (in order of preference)</th>
<th>Proposed Course of Study</th>
<th>Duration of Course</th>
<th>Full/Part-Time (*delete accordingly)</th>
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<td>___ yr ___mths</td>
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• Applicants are required to indicate at least 1 local course/university choice.
• Applicants who intend to pursue postgraduate studies in educational policy, administration and leadership are required to indicate at least 1 other course in subject areas or general curriculum and teaching in their applications.

Please add more rows if necessary.

Describe briefly your intended area of research/ proposed course of study.
A) Personal Particulars

Mr / Mrs / Mdm / Miss*: ______________________________________________________________

NRIC No: ________________________________________________________________

Nationality: __________________________ Singapore Permanent Resident*: Yes / No

Date of Birth: __________________________ Marital Status: __________________________

Home Address: ______________________________________________________________

Singapore ( )

Tel No: __________________________ (Home) __________________________ (Office)

_________________________ (Mobile)

Email Address: ______________________________________________________________

Last/ Current Employer: __________________________________________________________

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

* delete where applicable

B) Educational Qualifications

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<tr>
<th>Highest Academic Qualification</th>
<th>(Please state year obtained, class or division and the subjects)</th>
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<td>Highest Professional Qualification</td>
<td>(Please state year obtained and name of Institution)</td>
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Note: Please attach a copy of all the transcripts of results and certificates for the highest and professional qualifications.

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<tr>
<th>Name of School/ College/ Polytechnic/ University Attended (Secondary &amp; Post-Secondary)</th>
<th>Country</th>
<th>Duration of Course From (mm/yy)</th>
<th>To (mm/yy)</th>
<th>Highest Qualification(s) Attained</th>
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C) Results of Bachelor Degree or Masters (if applicable)

Latest/Final Year Bachelor Degree/Masters Results or Equivalent

University Attended: _____________________________________________
Course of Study: ________________________________________________
Country: _______________________________________________________
Class of Hons: _________________________________________________
Full-time/ Part-time* Merit*: Yes / No Year: ________________________
*delete where applicable

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GPA for latest/ Final year results (if applicable/available): _____________________________

D) Previous & Present Employment (in Chronological Order)

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<th>From (date)</th>
<th>To (date)</th>
<th>Designation</th>
<th>Company Name and Address</th>
<th>Name and</th>
<th>Nature of Job</th>
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E) Academic Scholarship and Award

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<thead>
<tr>
<th>From (Year)</th>
<th>To (Year)</th>
<th>Name of Scholarships/ Awards (Including PSC Awards)</th>
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F) Professional Qualifications and Memberships/ Other Educational Certificates or Training Undertaken/ Other Awards, Medals & Prizes

<table>
<thead>
<tr>
<th>Year</th>
<th>Description</th>
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<td>G) Other Applications for Scholarship Award</td>
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<td>Are you applying for any other scholarship / training award? If so, please give details.</td>
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<td>□ No</td>
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<tr>
<td>□ Yes,</td>
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<tr>
<td>Details: ____________________________________________</td>
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<tr>
<td>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.</td>
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<tr>
<td>□ No</td>
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<tr>
<td>□ Yes, please provide details as outlined below</td>
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<td>Year Applied: __________</td>
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<td>Attended previous interviews?</td>
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<td>□ No</td>
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<tr>
<td>□ Yes</td>
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<tr>
<td>Are you currently pursuing a postgraduate degree?</td>
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<td>□ No</td>
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<tr>
<td>□ Yes, please provide details _______________________</td>
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<tr>
<td>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.</td>
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<td>____________________________</td>
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<tr>
<td>Signature of Applicant</td>
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<td>Date</td>
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**H) PERSONAL STATEMENT**

Name of Applicant: ________________________________

NRIC No: __________________________________________

Please describe briefly your professional goals and aspirations. Explain specifically how this further training will enhance your contribution to the education service.

______________________________________________________________________________

______________________________________________________________________________

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Signature: ___________________  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:

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

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Name & Signature of Principal  Name of School  Date
EXTERNAL SCHOLARSHIPS OFFERED IN CONJUNCTION WITH MOE POSTGRADUATE SCHOLARSHIPS

1. Lee Kuan Yew (LKY) Scholarship

   The LKY Scholarship is funded by the LKY Scholarship Fund, which was set up in 1991 with generous contributions from the public in honour of Mr Lee Kuan Yew. The LKY Scholarship is open to outstanding Singaporeans who wish to pursue postgraduate studies either overseas or locally to develop their potential as leaders in their respective fields and in the community.

2. Commonwealth Scholarships

   The Commonwealth Scholarships are offered by the Commonwealth Scholarship Commission in the United Kingdom for citizens of other Commonwealth countries. The awards are tenable at any approved UK university or higher education institution for a specific programme of study or research and are not restricted to particular subject areas.

3. British Chevening Scholarships

   The British Chevening Scholarships are funded by the Foreign & Commonwealth Office (FCO) and administered by the British Council. The awards are offered on a competitive basis to graduate professionals for postgraduate study in the UK. These awards are presented to outstanding graduates to implement their new skills to contribute to Singapore’s social and economic development.

4. Singapore-China Premier Scholarships

   The Singapore-China Premier Scholarships (SCPS) was set up in May 2004 with the support of both the Singapore and PRC Premiers. The Singapore-China Foundation (SCF) will award 2 to 4 SCPS awards annually for officers to pursue a 13-month full-time postgraduate study in either the Masters in Public Administration or the Masters in International Relations programme, tenable at Peking University, China. Besides attending the programme, the scholar will also have opportunities to network with other PRC officials during his/her stay there. This scholarship is a good opportunity to enable officers earmarked for higher positions to gain a better understanding of China.
1. **How should I choose the type of courses to apply for?**

As professionals, it is critical that Education Officers have a strong grasp of knowledge in areas related to the curriculum, pedagogy or specialist clusters. The Ministry is also seeking to strengthen professional knowledge in classroom teaching, assessment and curriculum leadership. Officers are therefore strongly encouraged to apply to pursue their postgraduate studies in the areas of Assessment or specific teaching subjects, specialised areas, or in general curriculum and teaching to build their professional expertise and capabilities first, before considering studies in educational policy, administration and leadership. The relevant areas of study are listed below for reference. Officers should also discuss with their Principals/Branch Heads on areas of study suitable for their professional development.

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<th>(B) General Curriculum, Learning and Teaching</th>
<th>(C) Specialised areas</th>
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<td>English Language and Literature</td>
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<td>General Science</td>
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(iii) Special Areas
- Character Development
- Civics and Moral / Values Education
- Early Childhood
- Gifted Education
- Learning Sciences and Educational Technology
- Special Education

2. I am interested to pursue an Assessment-related Masters. Which types of programmes can I choose?

Officers who are keen to pursue Assessment-related Masters can consider applying for Assessment-focused programmes such as the Master of Education (Educational Assessment). Alternatively, officers can read minimally 3 Assessment modules if they are applying for subject-specific or general curriculum and teaching programmes. For more details, please refer to Annex A.

3. Must I only choose local full-time courses offered by NIE, NTU and NUS?

No, but these local institutions offer selected courses that are relevant to the Education Service.

4. Can I indicate more than one choice of university in my application form?

Yes, you can. Officers can indicate up to three choices of courses/universities in the application form. Please note that applicants are required to indicate at least one local course/university in their application.

5. Should choices of universities and/or areas of study be indicated in order of preference on the application form?

Yes, please list your choices in order of preference.

6. Can I apply for courses conducted by accredited virtual universities or correspondence courses?

No, we do not recommend such courses.

7. Is there a preference for a Masters by coursework route, since Masters courses by research generally take more than a year to complete?

No, there is no preference. If the interview panel assesses that the applicant is suitable to pursue a Masters course that takes more than a year to complete, he/she will be awarded to do so.

8. For PGS awarded for PhD/EdD studies, must I give a concrete proposal for the area of specialisation I intend to pursue by the closing date?

Yes, you should provide the proposal in your application form.
ELIGIBILITY CRITERIA

9. Are the eligibility criteria for PGA different from that of the PGS?

The eligibility criteria are the same.

10. Am I eligible to apply for PhD or EdD if I am not a Senior Specialist or Master/Principal Master Teacher?

Currently, the award of PGS for PhD and EdD studies is meant to support and allow Senior Specialists and Master/Principal Master Teachers to further deepen and enhance their professional expertise and competencies. Officers in schools who do not have any prior HQ experience but are interested in the Senior Specialist Track (SST) are advised to apply for a HQ posting first to gain exposure to specialist work.

Officers on the Leadership track who are keen to pursue a PhD/EdD can apply for other Professional Development Packages (PDPs) or Professional Development Leave (PDL) available for our EOs. More information on the PDPs and PDL can be found at http://intranet.moe.gov.sg/hronline/EO/ProfessionalDevelopment/SitePages/ProfessionalDevelopment.aspx.

11. I am interested in the Senior Specialist Track (SST) but do not have a Masters. Can I apply for PGS/PGA to pursue Masters in a specialised area if I am not formally appointed as SST1 yet?

Officers who are interested to pursue the SST are strongly encouraged to apply for a posting to one of the Specialist Divisions to gain a better understanding of the work scope and requirements of the track, as well as their suitability for the track, before considering a relevant postgraduate study in a specialised area.

If you are already in a Specialist Division in HQ, you are strongly encouraged to speak to your supervisor on your interest in and suitability for the SST, and your plans to pursue relevant postgraduate studies.

12. I already have a Masters degree. Can I apply for PGS/PGA to pursue another Masters course?

Yes, you can, if you have strong reasons to justify your application for a second Masters degree. The Ministry accords priority to officers who are applying for the PGS/PGA to study their first Masters course.

13. I am interested in pursuing a Masters in Public Administration/ Policy/ Leadership. Am I eligible to apply?

To raise teacher quality, it is critical for the Education Service to sustain its professional benchstrength and deepen its professional expertise. We therefore strongly encourage officers to acquire a Masters in subject areas or general curriculum and teaching first, so as to strengthen their professional expertise to better serve them in their primary role as educators, before considering postgraduate programmes in Public Administration, Policy or Leadership areas. Please note that the award of PGS/PGA awards for these areas is highly selective. Applicants interested to pursue studies in educational policy,
administration and leadership are required to indicate at least one other course in teaching or specialist areas.

14. If I am posted to a new school, the Principal may not know me well enough to endorse my application. Can I go back to my previous school’s Principal?

Your application must be endorsed by your current Principal. Principals will generally seek officers’ reporting officers or previous school Principal’s inputs if they require more info on the officers before they endorse the applications.

15. There will be a change of Principal in my school in Dec 2015, who should I list as my endorsing officer?

Please discuss with your new Principal on your intention to apply for the PGS/PGA and indicate your new Principal as the endorsing officer as your application must be endorsed by the new Principal.

16. If I have recently taken up another Professional Development Package (PDP), can I still apply for PGS/PGA?

In order to contribute to the school/division, officers have to serve for 3 years upon their return from the professional development activities before they can embark on another professional development activity. As long as you have served 3 years between professional development activities, you are welcome to apply for PGS/PGA. (For example, an officer who returned from PDL in Aug/Sep 2014 is welcome to apply for the Yr 2016 PGS/PGA exercise as he/she would have worked for 3 years before commencing PGS/PGA studies in Aug/Sep 2017 – this is assuming officer does not take another NPL/PDL during these 3 years)

DURATION OF STUDIES

17. Can I apply for PGS/PGA to study a Masters course on a part-time basis?

Yes, you may. However, we recommend that you opt for full-time studies if your approved course of study is available on a full-time basis. If you are awarded the PGA, the award is tenable only for full-time local Masters. This is to ensure that the PGA remains competitive vis-à-vis the other professional development packages available for part-time local courses. For part-time local Masters, officers can consider the Enhanced Professional Development Continuum Model & Sponsorship (PDCM). More information on the PDCM can be found at [http://intranet.moe.gov.sg/academy/pages/professional-development/Grow2.aspx](http://intranet.moe.gov.sg/academy/pages/professional-development/Grow2.aspx).

18. The PGS sponsorships for PhDs/EdDs are only for 3 years but they generally require 4 years to complete. Are there any other support provided beyond the 3 years PGS sponsorship?

Beyond the 3 years PGS sponsorship for PhDs and EdDs, officers can apply for Professional Development Leave (PDL) for the remaining duration of their studies. We also have officers who return to work full-time after 3 years and continue their PhD/EdDs on part-time basis.
19. A number of NIE Masters courses are actually on part-time basis. Will these courses be changed to full-time basis for PGS/PGA awardees?

NIE’s offer of courses on part-time or full-time basis is independent of the MOE PGS/PGA. You can check with NIE directly to find out whether the courses you plan to pursue are offered on a full-time basis in the intended year of study.

20. What is the duration of the provision of PGS for postgraduate studies on part-time basis?

It is generally for a period of 24 months for a Masters course.

ALLOWANCES

21. How is maintenance allowance calculated?

MOE adheres to the Public Service Commission’s (PSC’s) guidelines on the estimated maintenance allowance rates for different countries and different states within each country (e.g. USA and UK).

GRE/GMAT TESTS

22. Will applicants with GREs be considered differently from those without for the PGS/PGA application?

No, GRE scores are meant for applications to universities, and are not included as part of the applications for the PGS/PGA.

23. Is it advisable to take the GRE test before the release of the interview results? Can I seek reimbursement for the test fees?

We leave it to applicants to decide on the most appropriate time to take the GRE test, and the relevant costs will be fully borne by the applicants.

DEPLOYMENT MATTERS

24. Since I might be required to serve at MOE HQ upon graduation, does that mean I will be placed on the Senior Specialist track?

No, officers will not automatically be placed on the Senior Specialist track upon being posted to MOE HQ after the completion of their postgraduate studies. They will only be placed on the Specialist track if they aspire to do so and meet the relevant criteria for placement.

25. If I am posted back to schools upon my graduation, will I be posted back to the same school I was serving in before I left for studies? If I am holding a SH/LH/HOD position, will it be retained for me?
If you are already appointed as a Key Personnel (KP) before you leave for your studies and should you be deployed back to school upon your graduation, you will be deployed as a KP. However, you may not necessarily be posted back to the same school and same position. For PGS awardees, your deployment will be subjected to the organisational needs at that point in time. For PGA awardees, officers are expected to return to their schools and schools are required to hold a position for them.

26. Can I choose not to go to MOE HQ upon graduation?

For PGS awardees, your deployment upon graduation is centrally managed by HR Group and posting to MOE HQ will be a priority if you have not served a HQ stint before. PGA awardees need not serve a HQ stint and will be deployed back to the same school upon graduation.

NO-PAY LEAVE (NPL) AND PROFESSIONAL DEVELOPMENT LEAVE (PDL)

27. I am going on NPL soon (to look after my child). Am I still eligible to apply for the PGS/PGA?

Yes, you are eligible to apply for the PGS/PGA. However, since the reason for your NPL is to look after your child, the main concern would then be on whether you will be able to manage your studies effectively while looking after your child.

28. I have taken 1 year of half-pay PDL in the past. Does that mean I stand a less than favourable chance of being awarded the PGS/PGA?

All applicants will be assessed fairly. However, if you have just completed one professional development activity such as going on PDL, you are required to serve in schools/HQ for 3 years before you can embark on your next professional development activity.

APPLICATION PROCESS

29. I am only interested in overseas courses. Can I just indicate those only?

You are to indicate at least one local course as the interview panel will assess your suitability for a PGS or PGA award. The PGA is only tenable for full-time local Masters. If you do not intend to apply for local courses, please indicate your reasons in the application form.

30. How much detail do I need to include on the course(s) I have chosen in my application form?

You should include a summary overview of what the course(s) cover.

31. Do I have to include my performance grades in my application?

No, HR Group will have the information.
SELECTION AND INTERVIEW PROCESSES

32. How do I prepare for the interview?

Shortlisted applicants should consider the following factors before attending the interview:

- Your reasons and objectives for applying for the PGS/PGA;
- Your career aspirations and which career track you see yourself developing in;
- How the proposed course of study is relevant and useful to the career track that you see yourself developing in; and
- How you intend to apply the knowledge gained from your postgraduate studies in your contribution back to the education service.

UNIVERSITY ADMISSION APPLICATIONS

33. Should we apply for university admission first or wait for the PGS/PGA award results to be made known?

You will need to take into consideration whether you are solely dependent on the award of a PGS/PGA to pursue your postgraduate studies. If you need not rely on the PGS/PGA, you may go ahead and apply to the university of your choice first. In the event that you are not awarded the PGS/PGA but are successfully admitted to the university, you can consider other options such as applying for PDL (depending on your eligibility) to pursue your studies. However, we wish to highlight that being successful in your university admission application does not mean you will automatically be awarded the PGS/PGA or the course/university of your choice.

34. If the course I am interested to apply for commences in January of the following year and the admission application period stipulated by the university ends before the results of PGS/PGA award are announced, can I proceed to apply to the university first?

Yes, you can proceed to apply first, but you will need to note that being successful in your university admission application does not mean you will automatically be awarded the scholarship or the course/university of your choice. You will also need to pay for the university application fees on your own.

35. If I am awarded the PGS/PGA but am not successful in my university admission application, what other options do I have?

It would be useful for you to indicate more than one choice of course and/or university in your PGS/PGA application. Most applicants awarded with the PGS/PGA tend to be successful in their university admission applications. However, in the event that you are unsuccessful, your PGS/PGA can be deferred for up to 1 year.
OTHER PGS/PGA RELATED MATTERS

36. Are there obligations for those on PGS/PGA studies to return to MOE during the school holidays to serve?

There are no obligations to do so.

37. What is the quota for PGS/PGA awarded annually? Is the quota divided into full-time and part-time courses or Masters and PhD courses?

There is no quota set for part-time and full-time courses or for Masters and PhD/EdD courses. PGS/PGA are awarded based on the applicants’ merit and performance at the interviews.

38. How many PGS/PGA are awarded to applicants outside of the MOE system?

Over the last 9 years, 5 PGS awards have been awarded to trained education officers outside of the MOE system. From Yr 2014 onwards, if the external candidate is found suitable by the interview panel, he/she will be awarded with a conditional offer and be put through a minimum 1-year posting/secondment to MOE schools/HQ. This offer will be confirmed if the officer displays good performance during the year in MOE school/HQ (i.e. received a good performance grade and positive endorsement from his/her Principal/Director).

39. If I am awarded the PGS/PGA this year, is it compulsory for me to pursue my studies next year? Can I defer my studies to the year after next?

PGS/PGA award may only be deferred for up to 1 year and only under special circumstances; for example, the officer is unsuccessful in his university admission applications in the course/university choices awarded by the interview panel and has to try again in the year after next, or the officer has valid medical reasons that require him to defer his studies. As PGS/PGA is tenable for studies in the year following the year of award, if you are unable to commit to proceeding for your studies in the following year, it is advisable to only apply for the PGS/PGA later when you are ready.

OTHER HR MATTERS

40. My CV in HRMS is not up-to-date and does not include the professional qualification(s) that I obtained recently. How do I update the CV?

For officers from schools, please check with your Administration Manager on how to update your CVs. Otherwise, you may also contact the HSCD HR Contact Hub at MOE_HSCD_HRC_Hub@moe.gov.sg on updating of CVs in HRMS.

41. If I am awarded the PGS and have to be posted to MOE HQ for a pre-course stint in January of the following year prior to my studies, will my school be given a replacement when I leave? What if I am awarded the PGA?
HR Group will look into providing replacement for the school if you are awarded the PGS and is slated for a pre-course stint in MOE HQ. For PGA awardees, you are not required to serve the pre-course HQ stint.

42. If I am awarded the PGS/PGA, will I still be entitled to increments and bonuses when I am studying? Will the CONNECT plan still apply?

Connect Plan: Officers who are on full-pay PGS will still receive the CONNECT Plan deposits without any pro-ration. For PGA awardees, the CONNECT Plan deposits will be halved. However, if you are due for the CONNECT payout but are away on the payment date, you will be given the award in December of the year you resume duties.

Increments and End Of Year (EOY) Bonus: Officers on both PGS and PGA will still receive full increments and their EOY bonus for the period that they are away for their studies, that is, the increment and bonus will not be pro-rated, unless you have taken no-pay or half-pay leave in the year.

Performance Bonus (PB): PB is paid to officers for the period that they have worked during the assessment year. An exception has been made for officers who are sent on courses by the organisation e.g. on scholarships/MLS/LEP. For these officers, they will be given a PB based on the PB benchmark of a ‘C’ grade for the period they are away subject to a cap of 1 year and pro-ration for half-pay and no-pay leave taken in the year. This will apply to officers on PGS and PGA as well.

43. Am I still considered to be in service for the year(s) that I am away for studies under PGS/PGA?

Yes, you are.

44. I am studying for a Masters degree on part-time basis now on my own financing. If I am awarded the PGS/PGA during the PGS/PGA Exercise this year, is there a ‘backpay’ system whereby I can be reimbursed for the costs I incurred for my Masters degree?

No, there is no such provision. PGS/PGA is tenable for postgraduate studies in the following year and not for reimbursement of costs incurred for existing or past courses.

45. Under the EPMS, am I expected to do more to maintain the same grade or appointment when I return from my studies as a MOE Postgraduate Scholar or Award holder?

Given that the Ministry has placed a significant amount of investment on your postgraduate studies by awarding you with the PGS/PGA, we would expect you to live up to higher standards and be able to contribute more to the Education Service.

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