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WELCOME

Welcome to the National University of Singapore and the Saw Swee Hock School of Public Health (SSHSPH).

As professionals already working within the field of public health, we trust that you bring with you a wealth of knowledge and experience, as well as a passion to improve the health of populations both within Singapore and beyond its borders.

Structured to promote self-directed learning, the Master of Public Health (MPH) programme is designed to both build and expand upon your existing skill set. As you go through the programme, we encourage you to carefully consider your professional needs, and to take the time to tailor your MPH experience to those needs.

The coursework for the MPH is multidisciplinary in nature and demands high levels of participation and academic rigor. Ultimately, your experience in the MPH programme is, to a large extent, determined by the amount of time and effort you put into it. Rest assured that academic advisors are here to guide you in curriculum planning, practicum project development, as well as act as a mentor throughout your candidacy.

As public health practitioners, we are committed to preventing disease and promoting health; however, the means through which we affect change are continuously evolving. Therefore, as future leaders in public health, we must strive to not only keep abreast of these changes, but try and stay ahead of the curve.

In closing, on behalf of SSHSPH faculty and staff, I’d like to welcome you again and wish you a successful and productive MPH candidacy.

Chia Kee Seng
Professor and Dean
Saw Swee Hock School of Public Health
Section A

General Information
MPH PROGRAMME ADMINISTRATION

Administrative Office

Mailing Address: Saw Swee Hock School of Public Health
National University of Singapore
Tahir Foundation Building, 12 Science Drive 2, #10-01
Singapore 117549

Programme Administrators:
Mr Teo Mou De
660 15101 (t) ephtmd@nus.edu.sg (e)

Ms Mainthini Harivalagan
660 11240 (t) ephmmh@nus.edu.sg (e)

Ms Monica Tan
651 65784 (t) ephtanje@nus.edu.sg (e)

Programme Management Committee

Chairperson: Assoc Prof Chia Sin Eng
Vice-Dean, Academic Affairs

Members:
Prof Goh Kee Tai
Former Senior Consultant, Office of the Director of Medical Services,
Ministry of Health, Singapore

Assoc Prof Teo Yik Ying
Vice-Dean, Research
Domain leader, Biostatistics Domain

Assoc Prof Rob Martinus Van Dam
Domain leader, Epidemiology Domain
Programme Director, Graduate Research programmes

Prof Gerald Koh
Domain leader, Health Systems & Behavioural Sciences
Director, Undergraduate Medical Education

Assoc Prof Jeannette Lee Jen Mai
Vice-Dean, Education
Programme Director, Master of Public Health programme
# ACADEMIC CALENDAR 2016/2017

<table>
<thead>
<tr>
<th>Semester 1</th>
<th>Mon 1 Aug – Sat 3 Dec 2016</th>
<th>18 weeks</th>
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<tbody>
<tr>
<td>Module Registration</td>
<td>Mid-July 2016</td>
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<tr>
<td>'W' grade</td>
<td>22 Aug – 25 Sep 2016</td>
<td>1 &amp; 4</td>
</tr>
<tr>
<td>'F' grade</td>
<td>26 Sep 2016 onwards</td>
<td>2 &amp; 4</td>
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<tr>
<td>Orientation Week:</td>
<td>Mon 1 Aug – Sat 6 Aug 2016</td>
<td>1 week</td>
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</table>

### Instructional Period:

| Week 1 – Week 6 | Mon 8 Aug – Fri 16 Sep 2016 | 6 weeks |
| Recess Week: | Sat 17 Sep – Sun 25 Sep 2016 | 1 week |
| Week 7 – Week 13 | Mon 26 Sep – Fri 11 Nov 2016 | 7 weeks |
| Reading Week | Sat 12 Nov – Fri 18 Nov 2016 | 1 week |
| Examination | Sat 19 Nov – Sat 3 Dec 2016 | 2 weeks |
| Vacation | Sun, 4 Dec 2016 – Sun, 8 Jan 2017 | 5 weeks |

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<tr>
<th>Semester 2</th>
<th>Mon 09 Jan – Sat 6 May 2017</th>
<th>17 weeks</th>
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<tbody>
<tr>
<td>Module Registration</td>
<td>Mid-Dec 2016</td>
<td></td>
</tr>
<tr>
<td>'W' grade</td>
<td>23 Jan – 26 Feb 2017</td>
<td>1 &amp; 4</td>
</tr>
<tr>
<td>'F' grade</td>
<td>27 Feb 2017 onwards</td>
<td>2 &amp; 4</td>
</tr>
</tbody>
</table>

### Instructional Period:

| Week 1 to Week 6 | Mon 9 Jan – Fri 17 Feb 2017 | 6 weeks |
| Recess Week | Sat 18 Feb – Sun 26 Feb 2017 | 1 week |
| Week 7 – Week 13 | Mon 27 Feb – Fri 14 Apr 2017 | 7 weeks |
| Reading Week | Sat 15 Apr – Fri 21 Apr 2017 | 1 week |
| Examination | Sat 22 Apr – Sat 6 May 2017 | 2 weeks |
| Vacation | Sun 7 May – Sun 6 Aug 2017 | 3 weeks |

### Notes:

The following will be observed as University holidays during the academic year:

1. **National Day** (9 Aug 2016)
2. **Hari Raya Haji** (12 Sep 2016)
3. **Deepavali** (29 Oct 2016)
4. **Christmas** (25 Dec 2016)
5. **New Year’s Day** (1 Jan 2017)
6. **Chinese New Year** (28 Jan & 29 Jan 2017)
7. **Good Friday** (14 Apr 2017)
8. **Labour Day** (1 May 2017)
9. **Vesak Day** (10 May 2017)
10. **Hari Raya Puasa** (25 June 2017)

For an up-to-date listing of Singapore Government gazetted public holidays, please check Ministry of Manpower’s website.

*If a public holiday falls on a Sunday, the following Monday will be a public holiday.

1. ‘W’ grade indicates ‘Withdrawal’. It does not affect CAP.
2. ‘F’ grade indicates ‘Fail’. It affects CAP.
3. Results for Vacation Term modules will be released with the following semester examination results. No exception will be made.
4. Please see Section C for specific withdrawal deadlines for modules.

For more information on the NUS Academic Calendar for AY 2016/17, please visit:
ACADEMIC ADVISING

The MPH programme is structured to promote self-directed learning and to allow students to tailor their learning experience to one that best suits their professional needs. To aid in this process, each student enrolled in the programme will be assigned an academic advisor.

The academic advisor will guide students in planning their curriculum, and act as a mentor throughout the period of their candidature. In most cases, the advisor will also serve as the practicum supervisor.

The **Academic Advisor’s role** is to:

1. Assist the student in designing an academic programme that meets his/her educational goals, within the requirements of the University.
2. Oversee the student’s overall progress and provide support or appropriate referral for academic or other difficulties.
3. Supervise the Practicum project, attend and provide feedback on the oral presentation and endorse the final report.
   *If the advisor is not able to supervise the Practicum project, arrangement should be made in advance for an alternative supervisor after discussion with the Practicum module coordinator.*

The **Advisee’s role** is to:

1. Be familiar with registration and administrative deadlines and comply with these.
2. Arrange to meet with your advisor at the beginning of the programme, and at least once a semester. Review your curriculum plan together to ensure that you are on track.
3. Obtain your advisor’s approval on course registrations, add/drop/change, grading options.
4. Initiate discussions early on the practicum proposal; keep your advisor informed of the progress of your project and any unexpected difficulties encountered.

To fulfil these roles, the advisor and advisee will need to:

1. Meet regularly to (i) identify professional goals and educational objectives and draw up a curriculum plan, (ii) evaluate and discuss term grades and review curriculum plan, (iii) elicit or provide feedback on any aspect of the course.
2. Identify a mechanism for maintaining contact when required, e.g. through e-mail, or during extended periods of travelling.
<table>
<thead>
<tr>
<th>Name</th>
<th>Contact No</th>
<th>Email Address</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>PROFESSOR</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Chia Kee Seng</td>
<td>651 64971</td>
<td><a href="mailto:ephdean@nus.edu.sg">ephdean@nus.edu.sg</a></td>
</tr>
<tr>
<td>David Koh</td>
<td>651 64972</td>
<td><a href="mailto:david_koh@nuhs.edu.sg">david_koh@nuhs.edu.sg</a></td>
</tr>
<tr>
<td>Goh Kee Tai</td>
<td>632 58450</td>
<td><a href="mailto:keetgoh27@gmail.com">keetgoh27@gmail.com</a></td>
</tr>
<tr>
<td>Lee Hin Peng</td>
<td>651 64983</td>
<td><a href="mailto:ephleehp@nus.edu.sg">ephleehp@nus.edu.sg</a></td>
</tr>
<tr>
<td>Ong Choon Nam</td>
<td>651 64982</td>
<td><a href="mailto:erdir@nus.edu.sg">erdir@nus.edu.sg</a></td>
</tr>
<tr>
<td>Saw Seang Mei</td>
<td>651 64976</td>
<td><a href="mailto:ephssm@nus.edu.sg">ephssm@nus.edu.sg</a></td>
</tr>
<tr>
<td>Wong Tien Yin</td>
<td>632 24571</td>
<td><a href="mailto:ophwtly@nus.edu.sg">ophwtly@nus.edu.sg</a></td>
</tr>
<tr>
<td><strong>ASSOCIATE PROFESSOR</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Adeline Seow</td>
<td>660 12350</td>
<td><a href="mailto:ephseowa@nus.edu.sg">ephseowa@nus.edu.sg</a></td>
</tr>
<tr>
<td>Alex R. Cook</td>
<td>651 62761</td>
<td><a href="mailto:ephcar@nus.edu.sg">ephcar@nus.edu.sg</a></td>
</tr>
<tr>
<td>Chia Sin Eng</td>
<td>651 64970</td>
<td><a href="mailto:ephcse@nus.edu.sg">ephcse@nus.edu.sg</a></td>
</tr>
<tr>
<td>Gerard Koh Choon Huat</td>
<td>651 64979</td>
<td><a href="mailto:ephkohch@nus.edu.sg">ephkohch@nus.edu.sg</a></td>
</tr>
<tr>
<td>Jeannette Lee</td>
<td>651 64964</td>
<td><a href="mailto:ephleej@nus.edu.sg">ephleej@nus.edu.sg</a></td>
</tr>
<tr>
<td>John Lim Chien Wei</td>
<td>621 30645</td>
<td><a href="mailto:ephlimj@nus.edu.sg">ephlimj@nus.edu.sg</a></td>
</tr>
<tr>
<td>Koh Woon Puay</td>
<td>651 64975</td>
<td><a href="mailto:gmskwp@nus.edu.sg">gmskwp@nus.edu.sg</a></td>
</tr>
<tr>
<td>Lee Hock Siang</td>
<td>982 05498</td>
<td><a href="mailto:ephleehs@nus.edu.sg">ephleehs@nus.edu.sg</a></td>
</tr>
<tr>
<td>Legido-Quigley Helena</td>
<td>660 15199</td>
<td><a href="mailto:ephqlq@nus.edu.sg">ephqlq@nus.edu.sg</a></td>
</tr>
<tr>
<td>Lim Yee Wei</td>
<td>651 64981</td>
<td><a href="mailto:ephlyw@nus.edu.sg">ephlyw@nus.edu.sg</a></td>
</tr>
<tr>
<td>Luo Nan</td>
<td>651 64966</td>
<td><a href="mailto:ephln@nus.edu.sg">ephln@nus.edu.sg</a></td>
</tr>
<tr>
<td>Mikael Hartman</td>
<td>651 64968</td>
<td><a href="mailto:ephbamh@nus.edu.sg">ephbamh@nus.edu.sg</a></td>
</tr>
<tr>
<td>Rob Martinus Van Dam</td>
<td>651 64980</td>
<td><a href="mailto:ephrmvd@nus.edu.sg">ephrmvd@nus.edu.sg</a></td>
</tr>
<tr>
<td>Shen Han Ming</td>
<td>651 64998</td>
<td><a href="mailto:phsshm@nus.edu.sg">phsshm@nus.edu.sg</a></td>
</tr>
<tr>
<td>Sri Chander s/o Tikamdas</td>
<td>651 67326</td>
<td><a href="mailto:ephsctn@nus.edu.sg">ephsctn@nus.edu.sg</a></td>
</tr>
<tr>
<td>Stefan Ma</td>
<td>632 51165</td>
<td><a href="mailto:stefan_ma@moh.gov.sg">stefan_ma@moh.gov.sg</a></td>
</tr>
<tr>
<td>Tai Bee Choo</td>
<td>651 64973</td>
<td><a href="mailto:ephbtc@nus.edu.sg">ephbtc@nus.edu.sg</a></td>
</tr>
<tr>
<td>Teo Yik Ying</td>
<td>651 62760</td>
<td><a href="mailto:ephtyy@nus.edu.sg">ephtyy@nus.edu.sg</a></td>
</tr>
<tr>
<td>Vernon Lee</td>
<td>-</td>
<td><a href="mailto:ephvljm@nus.edu.sg">ephvljm@nus.edu.sg</a></td>
</tr>
<tr>
<td>Wong Mee Lian</td>
<td>651 64965</td>
<td><a href="mailto:ephwml@nus.edu.sg">ephwml@nus.edu.sg</a></td>
</tr>
<tr>
<td>YAP Chin Huat, Jason</td>
<td>660 15099</td>
<td><a href="mailto:ephychj@nus.edu.sg">ephychj@nus.edu.sg</a></td>
</tr>
<tr>
<td><strong>JOINT ASSOCIATE PROFESSOR</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Narayanaswamy Venkatasubramanian</td>
<td>677 26191</td>
<td><a href="mailto:mdcnvs@nus.edu.sg">mdcnvs@nus.edu.sg</a></td>
</tr>
<tr>
<td>Tai E Shyong</td>
<td>677 24371</td>
<td><a href="mailto:mdctes@nus.edu.sg">mdctes@nus.edu.sg</a></td>
</tr>
<tr>
<td><strong>ASSISTANT PROFESSOR</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Chan Chung Tsing, Gregory</td>
<td>651 67333</td>
<td><a href="mailto:ephgchan@nus.edu.sg">ephgchan@nus.edu.sg</a></td>
</tr>
<tr>
<td>Cheng Ching-Yu</td>
<td>677 77161</td>
<td><a href="mailto:ophccy@nus.edu.sg">ophccy@nus.edu.sg</a></td>
</tr>
<tr>
<td>Choi Hyung Won</td>
<td>660 11448</td>
<td><a href="mailto:ephhwc@nus.edu.sg">ephhwc@nus.edu.sg</a></td>
</tr>
<tr>
<td>Clarence Tam Yung Sze Han</td>
<td>651 64987</td>
<td><a href="mailto:ephtyshc@nus.edu.sg">ephtyshc@nus.edu.sg</a></td>
</tr>
<tr>
<td>Falk Mueller-Riemenschneider</td>
<td>660 13122</td>
<td><a href="mailto:ephmf@nus.edu.sg">ephmf@nus.edu.sg</a></td>
</tr>
<tr>
<td>Joanne Yoong</td>
<td>651 66930</td>
<td><a href="mailto:ephysjy@nus.edu.sg">ephysjy@nus.edu.sg</a></td>
</tr>
<tr>
<td>Kavita Venkataraman</td>
<td>651 66705</td>
<td><a href="mailto:ephkv@nus.edu.sg">ephkv@nus.edu.sg</a></td>
</tr>
<tr>
<td>Lee Ta-Yu, John</td>
<td>-</td>
<td><a href="mailto:ephlt@nus.edu.sg">ephlt@nus.edu.sg</a></td>
</tr>
<tr>
<td>Low Yen Ling</td>
<td>-</td>
<td><a href="mailto:ephlyl@nus.edu.sg">ephlyl@nus.edu.sg</a></td>
</tr>
<tr>
<td>Tan Chuen Seng</td>
<td>660 13206</td>
<td><a href="mailto:ephcts@nus.edu.sg">ephcts@nus.edu.sg</a></td>
</tr>
<tr>
<td>Sim Xueling</td>
<td>660 15096</td>
<td><a href="mailto:ephsx@nus.edu.sg">ephsx@nus.edu.sg</a></td>
</tr>
<tr>
<td>Name</td>
<td>Contact No</td>
<td>Email Address</td>
</tr>
<tr>
<td>-------------------------------------------</td>
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<td>-------------------------------------</td>
</tr>
<tr>
<td><strong>JOINT ASSISTANT PROFESSOR</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Mark Chen I-Cheng</td>
<td>635 77317</td>
<td><a href="mailto:ephcicm@nus.edu.sg">ephcicm@nus.edu.sg</a></td>
</tr>
<tr>
<td><strong>ADJUNCT ASSOCIATE PROFESSOR</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Fong Ngan Phoon</td>
<td>651 66698</td>
<td><a href="mailto:ephfnp@nus.edu.sg">ephfnp@nus.edu.sg</a></td>
</tr>
<tr>
<td>Joe Sim</td>
<td>677 25101</td>
<td><a href="mailto:ephshjj@nus.edu.sg">ephshjj@nus.edu.sg</a></td>
</tr>
<tr>
<td>Lee Chien Earn</td>
<td>6850 2492</td>
<td><a href="mailto:ephilce@nus.edu.sg">ephilce@nus.edu.sg</a></td>
</tr>
<tr>
<td>Lee See Muah</td>
<td>651 66707</td>
<td><a href="mailto:ephism@nus.edu.sg">ephism@nus.edu.sg</a></td>
</tr>
<tr>
<td>Ooi Eng Eong</td>
<td>6516 8594</td>
<td><a href="mailto:gmsoee@nus.edu.sg">gmsoee@nus.edu.sg</a></td>
</tr>
<tr>
<td>Toh Han Sim, Matthias Paul</td>
<td>649 66927</td>
<td><a href="mailto:Matthias_TOH@nhg.com.sg">Matthias_TOH@nhg.com.sg</a></td>
</tr>
<tr>
<td><strong>ADJUNCT ASSISTANT PROFESSOR</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Angela Chow</td>
<td>-</td>
<td><a href="mailto:Angela_Chow@ltsh.com.sg">Angela_Chow@ltsh.com.sg</a></td>
</tr>
<tr>
<td><strong>SENIOR LECTURER</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Judy Sng</td>
<td>651 68580</td>
<td><a href="mailto:ephjsgk@nus.edu.sg">ephjsgk@nus.edu.sg</a></td>
</tr>
<tr>
<td><strong>LECTURER</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Salome Antonette Rebello</td>
<td>651 68557</td>
<td><a href="mailto:ephsar@nus.edu.sg">ephsar@nus.edu.sg</a></td>
</tr>
<tr>
<td>Hanh Hao La</td>
<td>-</td>
<td><a href="mailto:ephhhl@nus.edu.sg">ephhhl@nus.edu.sg</a></td>
</tr>
<tr>
<td>Natarajan Rajaraman</td>
<td>-</td>
<td><a href="mailto:ephnr@nus.edu.sg">ephnr@nus.edu.sg</a></td>
</tr>
<tr>
<td><strong>OCCUPATIONAL AND ENVIRONMENTAL HEALTH SPECIALISATION COORDINATOR</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Assoc Prof Chia Sin Eng</td>
<td>651 64970</td>
<td><a href="mailto:ephcse@nus.edu.sg">ephcse@nus.edu.sg</a></td>
</tr>
</tbody>
</table>
Section B

Programme Overview
OBJECTIVES OF THE PROGRAMME

Mission and objectives

The MPH programme aims to equip suitable health professionals to assume leadership and administrative roles in Public Health, Health Administration, Occupational Health and Medicine, Health Promotion, Clinical and Health Services Research. The instructional objectives of the MPH programme emphasize methodological approaches to:

- Identifying health and healthcare needs;
- Planning, implementing and evaluating programmes and policies which are essential for the prevention and alleviation of ill-health in the community.

Competencies

The programme will equip graduates with the following core competencies:

- Plan, conduct and analyse epidemiologic studies to assess and monitor the health of communities and populations at risk, and to identify health problems and priorities;
- Review, appraise and disseminate health information in the practice of evidence-based health care;
- Investigate and control occurrences, including outbreaks, of infectious and non-communicable diseases, using relevant approaches and technologies;
- Identify and control factors in the natural and man-made environment (air, water, land, housing, workplaces) which affect health;
- Apply concepts and methods in social and behavioural sciences to formulate, implement and evaluate health promotion programmes;
- Analyse policies and strategies for effectiveness in the organisation and delivery of health care;
- Plan, organise and manage public health programmes and examine their use, cost, quality, accessibility, and outcomes;
- Advocate for public health programmes and resources; communicate effectively on relevant matters in professional and public settings;
- Work effectively in a public health team.
MPH students may elect to pursue the general degree or the Occupational and Environmental Health specialisation:

**A. General Degree**

Students are encouraged to identify their substantive area/s of interest as well as the relevant technical skills (e.g. health programme planning, research design, administration, policy analysis, etc.) that they seek to acquire through the general curriculum.

**B. Occupational and Environmental Health (OEH) Specialisation**

In addition to the core competencies described for the MPH course, students in this specialisation will be able to:

1. Identify the factors at the workplace and the environment that could impact health or contribute to ill health;
2. Recommend appropriate preventive and remedial actions for workplace and possible environment hazards;
3. Develop expertise in the prevention, evaluation, diagnosis and management of conditions that are experienced by workers or individuals exposed to hazardous environmental agents (for medical candidates); and
4. Understand issues surrounding environment science, laws, management and assessment (for participants doing cross-faculty modules).
CREDIT REQUIREMENTS AND MINIMUM PERIOD OF CANDIDATURE

<table>
<thead>
<tr>
<th>MEDICALLY QUALIFIED</th>
<th>NON-MEDICALLY QUALIFIED</th>
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<tbody>
<tr>
<td>MINIMUM MODULAR CREDITS (MC) REQUIRED</td>
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<tr>
<td>44 MCs</td>
<td>64 MCs</td>
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<table>
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<tr>
<th>MINIMUM PERIOD OF CANDIDATURE</th>
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<tbody>
<tr>
<td>FULL-TIME</td>
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<tr>
<td>12 months</td>
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ACADEMIC WORKLOAD REQUIREMENTS

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<tr>
<th>CANDIDATURE</th>
<th>MAXIMUM WORKLOAD PER SEMESTER</th>
<th>REMARKS</th>
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<tr>
<td>FULL-TIME CANDIDATES</td>
<td>24 MCs*</td>
<td>Written permission required for workload above 24 MCs</td>
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<tr>
<td>PART-TIME CANDIDATES</td>
<td>12 MCs*</td>
<td>Written permission required for workload above 12 MCs</td>
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Important:
Only modules which are graded (letter grading: A-F) are used for computation of Cumulative Average Points (CAP). Letter grading is required for all modules to read for credit.

Only the grades obtained for the minimum required number of MCs of relevant modules for graduation shall be used in the computation of the final CAP.

* MPH modules are typically worth 4 MCs, unless otherwise stated.
COURSE STRUCTURE

CORE MODULES
CO5102 Principles of Epidemiology
CO5103 Quantitative Epidemiologic Methods
CO5104 Health Policy and Systems
CO5202 Environmental and Occupational Health
CO5203 Lifestyle & Behaviour in Health & Disease
CO5210 Practicum

ELECTIVE MODULES

Epidemiology
CO5201 Control of Communicable Diseases
CO5209 Control of Non-Communicable Diseases
CO5215 Advanced Epidemiology
CO5220 Design, Conduct and Analysis of Clinical Trials

Biostatistics
CO5218 Advanced Quantitative Methods
CO5232 Collection, Management & Analysis of Quantitative Data
CO5237 Healthcare Analytics

Health Policy, Systems, and Services Research
CO5204 Health Economics and Financing
CO5205 Management of Healthcare Organisations
CO5208 Measuring and Managing Quality of Care
CO5214 Introduction to Health Services Research
CO5222 Program Evaluation
CO5230 Public Health and Aging
CO5233 Qualitative Methods in Public Health
CO5235 Information Technology in Healthcare
CO5236 Economic Methods in Healthcare Technology Assessment

Health Promotion, Education, and Behavioural Sciences
CO5226 Public Health Communication

Global Health
CO5206 Medical and Humanitarian Emergencies
CO5221 Contemporary Global Health Issues
CO5234 Developing health proposals using DME skills & tools

Occupational Health
Core modules for the Occupational and Environmental Health Specialisation
CO5305 Industrial Hygiene
CO5306 Public Health Toxicology
CO5317 Workplace Assessment
CO5307 Clinical Occupational Medicine (for medically qualified students)
CO5304 Occupational Health Practice (for non-medically qualified students)
Elective modules for the Occupational and Environmental Health Specialisation
CO5312 Occupational Ergonomics

CO5223 Independent Study Module (refer to GUIDELINES FOR CO5223 INDEPENDENT STUDY MODULE)
CO5230 Field Practice Module (refer to GUIDELINES FOR CO5230 FIELD PRACTICE)

Notes:
1. Please refer to the Brief Description of Modules for pre-requisite(s) or preclusion(s) of the modules
2. Modules are typically worth 4 MCs, unless otherwise stated.
3. Students may register for approved cross-faculty modules, subject to their acceptance by the relevant Faculty/School. A maximum of 8MC from cross-faculty modules are allowed. For a list of approved cross-faculties, see Brief Description of Modules
### Module Offerings for Academic Year 2016/2017

#### Semester I (8 Aug – 3 Dec 2016)

<table>
<thead>
<tr>
<th>Module Code</th>
<th>Title</th>
<th>Module Type</th>
<th>MC</th>
<th>Day</th>
<th>Schedule</th>
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<tbody>
<tr>
<td>CO5102</td>
<td>Principles of Epidemiology</td>
<td>Core</td>
<td>4</td>
<td>Mon</td>
<td>6:00 - 9:00 pm</td>
</tr>
<tr>
<td></td>
<td>Quantitative Epidemiologic Methods</td>
<td>Core</td>
<td>4</td>
<td>Thu</td>
<td>6:00 - 9:00 pm</td>
</tr>
<tr>
<td></td>
<td>QEM Tutorials</td>
<td></td>
<td></td>
<td>Mon</td>
<td>12:30 - 1:30 pm</td>
</tr>
<tr>
<td></td>
<td>QEM Tutorials</td>
<td></td>
<td></td>
<td>Sat</td>
<td>9:00 am - 12:00 pm</td>
</tr>
<tr>
<td>CO5104</td>
<td>Health policy and Systems</td>
<td>Core</td>
<td>4</td>
<td>Wed</td>
<td>6:00 - 9:00 pm</td>
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<tr>
<td>CO5202</td>
<td>Environmental and Occupational Health</td>
<td>Core</td>
<td>4</td>
<td>Fri</td>
<td>6:00 - 9:00 pm</td>
</tr>
<tr>
<td>CO5203</td>
<td>Lifestyle &amp; Behaviour in Health and Disease</td>
<td>Core</td>
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</tr>
<tr>
<td>CO5210</td>
<td>Practicum Seminars</td>
<td>Core</td>
<td>4</td>
<td>Tue</td>
<td>12:30 - 2:00pm</td>
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<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>Thu</td>
<td>12:30 - 2:00pm</td>
</tr>
<tr>
<td>CO5221</td>
<td>Contemporary Global Health Issues</td>
<td>Elective</td>
<td>4</td>
<td>Mon</td>
<td>2:00 - 5:00 pm</td>
</tr>
<tr>
<td>CO5222</td>
<td>Programme Evaluation</td>
<td>Elective</td>
<td>4</td>
<td>Tue</td>
<td>2:00 - 5:00 pm</td>
</tr>
<tr>
<td>CO5230</td>
<td>Public Health and Aging</td>
<td>Elective</td>
<td>4</td>
<td>Thu</td>
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#### Vacation Term 1 (4 Dec 2016 – 8 Jan 2017)

<table>
<thead>
<tr>
<th>Module Code</th>
<th>Title</th>
<th>Module Type</th>
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<tr>
<td></td>
<td>Intensive Modules</td>
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# Semester II (9 Jan – 6 May 2017)

<table>
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<tr>
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<tr>
<td>CO5220</td>
<td>Design, Conduct and Analysis of Clinical Trials (with MCI)</td>
<td>Elective</td>
<td>4</td>
<td>9 - 14 Jan 2017</td>
</tr>
<tr>
<td>CO5214</td>
<td>Introduction to Health Service Research (with MCI)</td>
<td>Elective</td>
<td>4</td>
<td>16 – 21 Jan 2017</td>
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<tr>
<td>CO5218</td>
<td>Advanced Quantitative Methods I (Part 1)</td>
<td>Elective</td>
<td>4</td>
<td>24 – 26 Jan 2017</td>
</tr>
<tr>
<td>CO5218</td>
<td>Advanced Quantitative Methods I (Part 2)</td>
<td>Elective</td>
<td>4</td>
<td>31 Jan – 1 Feb 2017</td>
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<tr>
<td>CO5235</td>
<td>Information Technology in Healthcare</td>
<td>Elective</td>
<td>4</td>
<td>13 – 18 Feb 2017</td>
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<tr>
<td>CO5234</td>
<td>Developing health proposals using DME skills &amp; tools</td>
<td>Elective</td>
<td>4</td>
<td>20 – 25 Feb 2017</td>
</tr>
<tr>
<td>C05306</td>
<td>Public Health Toxicology</td>
<td>Elective</td>
<td>4</td>
<td>6 - 11 Mar 2017</td>
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<tr>
<td><strong>Semestral Modules</strong></td>
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<tr>
<td>CO5210</td>
<td>Practicum Seminars</td>
<td>Core</td>
<td>4</td>
<td>Tue 12:30 - 2:00pm</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>Thu 12:30 - 2:00pm</td>
</tr>
<tr>
<td>CO5215</td>
<td>Advanced Epidemiology I</td>
<td>Elective</td>
<td>4</td>
<td>Mon 9:00 am - 12:00 pm</td>
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<td></td>
<td></td>
<td></td>
<td></td>
<td>Wed 9:00 am - 12:00 pm</td>
</tr>
<tr>
<td>CO5204</td>
<td>Health Economics and Financing</td>
<td>Elective</td>
<td>4</td>
<td>Mon 6:00 - 9:00 pm</td>
</tr>
<tr>
<td>CO5237</td>
<td>Healthcare Analytics</td>
<td>Elective</td>
<td>4</td>
<td>Mon 6:00 - 9:00pm</td>
</tr>
<tr>
<td>CO5312</td>
<td>Occupational Ergonomics</td>
<td>Elective</td>
<td>4</td>
<td>Mon 6:00 - 9:00pm</td>
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<tr>
<td>CO5232</td>
<td>Collection Management &amp; Analysis of Quantitative Data</td>
<td>Elective</td>
<td>4</td>
<td>Tue 6:00 - 9:00 pm</td>
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<tr>
<td>CO5233</td>
<td>Qualitative Methods in Public Health</td>
<td>Elective</td>
<td>4</td>
<td>Tue 6:00 - 9:00 pm</td>
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<tr>
<td>CO5307</td>
<td>Clinical Occupational Medicine</td>
<td>Elective</td>
<td>4</td>
<td>Wed 2:00 - 5:00 pm</td>
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<tr>
<td>CO5201</td>
<td>Control of Communicable Diseases</td>
<td>Elective</td>
<td>4</td>
<td>Wed 6:00 - 9:00 pm</td>
</tr>
<tr>
<td>CO5208</td>
<td>Measuring and Managing Quality of Care</td>
<td>Elective</td>
<td>4</td>
<td>Wed 6:00 - 9:00 pm</td>
</tr>
<tr>
<td>CO5236</td>
<td>Economic Methods in Health Technology Assessment</td>
<td>Elective</td>
<td>4</td>
<td>Wed 6:00 - 9:00pm</td>
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<tr>
<td>CO5209</td>
<td>Control of Non-Communicable Diseases</td>
<td>Elective</td>
<td>4</td>
<td>Thu 6:00 - 9:00 pm</td>
</tr>
<tr>
<td>CO5205</td>
<td>Management of Healthcare Organisations</td>
<td>Elective</td>
<td>4</td>
<td>Fri 6:00 - 9:00pm</td>
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<tr>
<td>C05305</td>
<td>Industrial Hygiene</td>
<td>Elective</td>
<td>4</td>
<td>Fri 6:00 - 9:00pm</td>
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Vacation Term II (7 May – 6 Aug 2017)

<table>
<thead>
<tr>
<th>Module Code</th>
<th>Title</th>
<th>Module Type</th>
<th>MC</th>
<th>Schedule</th>
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<tbody>
<tr>
<td>CO5317</td>
<td>Workplace Assessment (Week 1)</td>
<td>Elective</td>
<td>4</td>
<td>2 - 5 May 2017</td>
</tr>
<tr>
<td>CO5206</td>
<td>Medical and Humanitarian Emergencies</td>
<td>Elective</td>
<td>4</td>
<td>8 – 13 May 2017</td>
</tr>
<tr>
<td>CO5317</td>
<td>Workplace Assessment (Week 2)</td>
<td>Elective</td>
<td>4</td>
<td>8 - 12 May 2017</td>
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</tbody>
</table>

Please refer to module schedules as published in IVLE for more information.

Intensive modules are conducted usually 9 am to 6pm daily within the dates stated.

Semestral modules are conducted weekly within the instructional weeks stated in the Academic Calendar. Please refer to the module schedule for more information.

Vacation term modules span over 2 semesters and results are released in the following semester. No exceptions will be made.

Students may pursue pre-approved overseas electives during Vacation Terms.

*The programme reserves the right not to offer a module if the enrolment is low.*

*Correct at Time of Publication*
BRIEF DESCRIPTION OF MODULES

CORE / REQUIRED MODULES

CO5102 Principles of Epidemiology  
*Modular Credits: 4*
This module introduces students to the tools for describing the occurrence of disease, evaluating the cause of disease, and monitoring interventions to prevent or treat disease. Through didactic sessions, discussions and workshops, students learn how to measure health and its determinants, and acquire basic skills in the interpretation and design of observational and interventional studies. Practitioner-led seminars provide examples of the application of epidemiology to needs assessment, disease prevention and to health policy.

CO5103 Quantitative Epidemiologic Methods  
*Modular Credits: 4*
This module will be integrated with various epidemiological study designs. It will cover descriptive and inferential statistics; and introduce the concepts of multivariate analyses.

CO5104 Health Policy and Systems  
*Modular Credits: 4*
What is health policy? What is a health system? This module will explore health policy, its formulation, implementation, and its relation to the health system. The module will also describe various aspects of a health system, as well as explaining the roles of the government and the individual in influencing health and healthcare policy. Numerous case studies (local and international) will be studied in detail to increase participants’ appreciation of the topics such as basic health economics, policy evaluation, and health system performance.

CO5202 Environmental and Occupational Health  
*Modular Credits: 4*
This module provides a basic understanding of the relationship between the environment and health. Management of health issues in the general environment and workplace will be discussed.

CO5203 Lifestyle & Behaviour in Health & Disease  
*Modular Credits: 4*
This module provides an overview of social and behavioural theories that are commonly used to understand health behaviour and to guide the development of interventions designed to prevent, reduce or eliminate major public health problems. It provides students with the principles and skills to address factors influencing behaviour and behaviour change at the individual, interpersonal, organizational, community and policy levels. Upon completion of this module, students will be able to apply theories and models of behavioural change to inform the design of health promotion interventions.
CO5210 – Practicum  
*Modular Credits: 4*  
*Pre-requisites: CO5102 and CO5103*

This module is both a practice as well as a seminar course. Module requirements are fulfilled by planning and conducting a project in cooperation with an advisor, presenting the results of this project and attending and participating in the series of weekly student presentations held in the second semester. The project should involve collection of primary data or an in-depth analysis of secondary data and should be in the student’s selected area of specialisation.

**ELECTIVE MODULES**

CO5201 – Control of Communicable Diseases  
*Modular Credits: 4*  

This module focuses on communicable diseases of public health concern. Students will learn the fundamentals underpinning prevention, surveillance and control of communicable diseases, and how these principles and concepts are applied to specific groups of communicable diseases. Students will apply this knowledge to investigate and control a hypothetical outbreak, and critically appraise and discuss the application of current control strategies in case studies from Singapore and elsewhere. This course will help students prepare for work in communicable diseases in governmental and non-governmental organisations.

CO5204 – Health Economics and Financing  
*Modular Credits: 4*  

This module addresses the economic and financing aspects of the production, distribution, and organization of health care services and delivery. This includes the structure of health care delivery and insurance markets, demand for and supply of health services, pricing of services, cost of care, financing mechanisms, and their impact on the relevant markets. A special emphasis will be given to market failures and the role of government in the market for health services. Through textbook readings and discussions of seminal articles and more recent empirical applications in health economics, students will learn the economic way of thinking. They will be given the opportunity to showcase these skills through a series of research papers written throughout the semester that will culminate with a final manuscript that provides an in-depth analysis of a critical health issue.

CO5205 – Management of Healthcare Organisations  
*Modular Credits: 4*  

This practitioner-led module which is targeted at participants with basic background in management (either through academic study or practice) equips participants with management skills needed for managing healthcare organisations. Teaching will be through lectures, group activities and panel discussions and there will be significant emphasis on the case study method. Participants will be expected to actively share their experiences and learn collectively. Topics covered will include leadership in the healthcare setting, strategy and planning for healthcare, human resource
management and development, communications, marketing and branding, finance, operations, information and quality management (including accreditation, use of score cards and benchmarking).

Remarks: Although conducted outside office hours (Thursday evenings), site visits will be organised during office hours to enable participants to see first-hand ‘Management of Healthcare Organisations’ and learn from leading edge practitioners.

CO5206 – Medical and Humanitarian Emergencies

Modular Credits: 4

This module provides training in the minimum internationally accepted and recognized standards for disaster responses and other humanitarian crises. Its design and content enable the participants to better prepare and manage critical life-saving issues in a national, regional, or broader international context and from a public health standpoint. The course equips the participant with the basic knowledge and skills needed to plan and manage the overall crisis, paying particular attention to the most vulnerable populations. Topics include the history and development of Sphere Project standards, international humanitarian law, disaster planning, response and recovery, health services issues, which include the control of communicable and non-communicable diseases, information and surveillance standards, nutrition, water and sanitation needs, psychosocial needs, security issues, and shelter. The participant will be exposed to the broad spectrum of crises issues and cross trained to understand how all life-saving sectors are interrelated and bear upon the success or failure of each sector.

CO5208 – Measuring and Managing Quality of Care

Modular Credits: 4

This module provides an introduction to the concepts and techniques used to measure and improve the quality of healthcare. It will address current concerns with patient safety and medical errors, and explore systemic approaches to harm reduction. Participants will understand the methodologies and instruments for the measurement of quality in healthcare, including clinical outcome indicators, healthcare professionals’ performance measurement and patient satisfaction surveys. Strategies for managing quality, including the tools for continuous quality improvement in healthcare organizations, will be presented.

CO5209 – Control of Non-Communicable Diseases

Modular Credits: 4

In this module, the public health approach to non-communicable disease control will be illustrated using a matrix, which integrates epidemiological parameters (i.e. risk factors, prevention, surveillance) with the main non-communicable diseases (i.e. cardiovascular disease, cancer, mental illness, chronic respiratory disease, diabetes mellitus, Alzheimer’s disease and congenital and childhood diseases). In addition, current issues, such as genetics and ethics, will be highlighted in relation to control of non-communicable diseases. The students will read, critically appraise and discuss the application of some relevant epidemiological studies. Finally, they will perform a literature search to identify an important and relevant public health concern and prepare a proposal for a public health intervention.

CO5214 – Introduction to Health Services Research

Modular Credits: 4
Pre-requisites: CO5102 and CO5103
This module will enable public health and clinical researchers to critically evaluate the health outcomes and cost-effectiveness of interventions and healthcare programmes. It will provide a foundation for collecting, analysing and interpreting data that influences decision-making and resource allocation at both institutional and national level. The course will integrate elements of epidemiology, statistics, health economics, and incorporate a diverse range of important subjects including survey methods, decision analysis, and cost effectiveness analysis. Students will also be taught to design their own studies in health services research.

**CO5215 – Advanced Epidemiology I**
*Modular Credits: 4*
*Pre-requisites: CO5102 and CO5103*
This module covers advanced methods for the design, conduct, analysis and interpretation of epidemiologic studies. The main focus is on analytical studies that aim to identify risk factors for diseases particularly case-control and cohort studies. Topics include causal inference, study design, methods of handling confounding and identifying effect modification, measurement error and information bias, selection bias, lifestyle and molecular epidemiology, and meta-analysis.

**CO5218 – Advanced Quantitative Methods I**
*Modular Credits: 4*
*Pre-requisite: a minimum grade ‘B-’ obtained in CO5103 and working knowledge of STATA*
In this module, the principles of statistical modelling will be introduced, and statistical models such as multiple linear regression, logistic regression and Cox proportional hazards model will be applied to a variety of practical medical problems. Methods for analysing repeated measures data, assessment of model fit, statistical handling of confounding and statistical evaluation of effect modification will also be discussed.

**CO5220 – Design, Conduct and Analysis of Clinical Trials**
*Modular Credits: 4*
*Pre-requisites: CO5102 and CO5103*
In this module, issues in clinical trials, including blinding randomisation, sample size, power, ethical, regulatory, and quality-of-life issues will be addressed. Interim and sequential analyses, analysis of multiple treatments and endpoints, stratification and subgroup analyses, as well as meta-analysis of randomized controlled trials will also be discussed. Although particular emphasis is given to the evaluation of treatment in Phase III clinical trials, early phase trials studies will also be covered.

**CO5221 Contemporary Global Health Issues**
*Modular Credits: 4*
This course offers students a panoramic overview of the evolving global health landscape in today’s globalised society with unprecedented inter-connectedness where public health problems & consequences are now easily trans-national, if not global.

**CO5222 Programme Evaluation**
*Modular Credits: 4*
This course is designed to give you a foundation in program evaluation and an introduction to impact evaluation. As part of this course, you will be developing evaluation strategies for an existing public health program. This is an opportunity to practice evaluation theory, design, and planning within real world constraints.

**CO5226 – Public Health Communications**

*Modular Credits: 4*

*Pre-requisites: CO5203*

This module focuses on the design, implementation, and evaluation of communication programmes designed to change or reinforce health behaviour.

Emphasis will be on the step by step process of

1. formative research and analysis (including use of conceptual frameworks, audience research, and assessment of the media, policy and service environment),
2. theory-based and evidence-based strategic design,
3. message development, pretesting and materials production,
4. implementation and monitoring, and
5. theory-based evaluation and dissemination of findings.

Upon completion of this module, students will be able to develop a work plan for a health communication project.

*Remarks: Priority will be given to full-time students and part-time students who have completed CO5203 in previous semesters. For students completing CO5203 in the same semester will be placed on waitlist and will be informed in the week prior to the start of CO5226. Please do not apply to read this module if you are graduating in Semester 1 AY2016/2017.*
CO5230 Public Health and Ageing

*Modular Credits: 4*

In this module, an overview of the ageing population and its increasing relevance for public health planning and policy, both in Singapore and internationally. Major topics include demography of ageing, normal (physiological and biological) and abnormal (physical and mental) ageing, prevention of ageing-related diseases and compression of morbidity, health and social services and policies for older persons, and medico-legal and ethical issues of care for the older persons. Students will learn how to apply their knowledge to critically appraise health and social programmes and policies for older persons and apply medico-legal and ethical principles in the care for older persons.

CO5232 Collection, Management & Analysis of Quantitative Data

*Modular Credits: 4*

This module is an introduction to management and data analysis of quantitative surveys in public health research, with strong emphasis on acquiring hands-on experience for handling public health data with the STATA software. It will cover essential concepts such as sampling and design of questionnaires as well as practical components such as data storage, management, and basic statistical analysis of the questionnaire data.

*Remarks: Students who have previously taken “CO5224 Data Collection in Public Health” are not allowed to take this module.*

CO5233 Qualitative methods in Public Health

*Modular Credits: 4*

Qualitative methods in Public Health will familiarize students with the range of related data collection and analytic methods, as well as ethical considerations and ways to best communicate this approach. Students will learn practical techniques to improve the quality of data collection, including: In depth interviews, focus groups and observational methods. We will also explore lesser-known approaches such as using photo voice or how to ‘walk through spaces’. Emphasis will be given to data management and transparency in analyses, the best ways of doing these, using practical policy relevant methods. In addition, ways of presenting methods, clearly, concisely and creatively. Critical appraisal of the method and its application in mixed methods designs will also be considered.

*Remarks: Students who have previously taken “CO5224 Data Collection in Public Health” are not allowed to take this module.*

CO5234 Develop health proposals: DME skills, tools, approaches

*Modular Credits: 4*

Two of the most important skills that public health practitioners need to develop are program design and proposal writing. These two skills are inseparably linked: they are two sides of the same coin. A poorly designed project or program will have very little chance of successfully competing for funds, while an innovative, well-conceived project will never get funded unless it gets written into a good proposal. A good program design in a good proposal can lead to better implementation and management, and sets the stage for good monitoring and evaluation. In turn, a project executed well has better chances for re-funding and expansion by donors. This skills building DME course is designed to introduce the potential proposal writer
to the working environment that he will eventually confront repeatedly. It requires living through the process of applying good principles of program/project design in developing a proposal. This is a shortened schedule closely simulating reality.

Remarks:
- It is recommended that students have completed CO5102 Principles of Epidemiology and CO5103 Quantitative Epidemiologic Methods prior to reading this module.

CO5235 – Information Technology in Healthcare
*Modular Credits: 4*
Students will learn about use of Information Technology in Singapore healthcare. They will gain knowledge and skills on managing IT projects in their workplace, learn about key considerations for IT project success, and be able to conduct a basic evaluation of healthcare IT products.

CO5236 – Economic Methods in Health Technology Assessment
*Modular Credits: 4*
This course aims to provide an applied introduction to Health Technology Assessment (HTA) research in order to enable students to begin conducting their own research and/or to understand research conducted by others. Health econometrics, cost-effectiveness and economic evaluation in healthcare, and conjoint analysis will be covered. Examples of economic analyses that have been used in all stages of HTA research, starting with quantifying economic burden of illness studies, to cost-effectiveness of particular health technologies, to budget impact and pricing will be included. Prior knowledge of basic statistics is recommended.

CO5237 – Healthcare Analytics
*Modular Credits: 4*
This module will cover major topics in healthcare analytics, including clinical related analytics (diseases, medication, laboratory test, etc.) and healthcare operations related analytics (resource planning/scheduling, care process analytics and improvement, admission and readmission, etc.). Students will learn the insights of these different healthcare analytics areas, and how to select the right analytics techniques for these healthcare analytics problems.

CO5305 – Industrial Hygiene
*Modular Credits: 4*
This module offers an overview and scope of industrial hygiene, in particular the practical aspects of recognition, identification and control of chemical, physical and biological agents at the workplace. The health effects of exposure to these agents and their biological monitoring would also be discussed and the process of risk assessment would also be covered. Workplace evaluations will also be conducted.

CO5306 – Public Health Toxicology
*Modular Credits: 4*
This module introduces the fundamental principles of toxicology and demonstrates its relationship to public health practice. Emphasis will be on environmental and occupational hazards and the underlying molecular mechanisms. Examples and case studies will be presented to illustrate the basic concepts and health effects of
exposure to toxins and toxicants commonly encountered. Detailed discussions will be conducted on the toxicity of some important heavy metals, industrial solvents, pesticides and carcinogenic compounds.

**CO5307 – Clinical Occupational Medicine**  
*Modular Credits: 4*  
This module serves as a refresher course for practising physicians with emphases on the occupational aspects of clinical practice. In addition to lectures, slide quizzes and tutorials, there will be clinical sessions where participants clerk hospital in-patients and out-patients and present their case histories for class discussion. Participants will also have attachments to an occupational medicine referral clinic in an outpatient setting. There will be in-depth coverage of occupational dermatology and occupational lung disorders. At the end of the module, participants should be able to diagnose, manage, and understand the principles of prevention of occupational diseases.

**CO5312 – Occupational Ergonomics**  
*Modular Credits: 4*  
This module covers both ergonomics/human factors and basic work physiology. It emphasizes the practical aspects of how to fit the worker to the job and how to fit the job to the worker and the need for a multifactorial approach to the study of ergonomics/human factors. The basic principles of human, work and environmental factors related to occupational disease and work related illness will be discussed. Common issues related to work and stress, work and performance will also be covered in the lectures. Work place assessments will also be performed to evaluate various ergonomic factors. In addition to lectures and tutorials, case studies from industry will also be discussed.

**CO5317 – Workplace Assessment**  
*Modular Credits: 4*  
*Pre-requisites: CO5305 and CO5306*  
The workplaces to be visited represent common manufacturing industries such as electronics, metalworking, woodworking, petrochemical processing, chemical manufacturing and ship building and repair. There will also be visits to a diving unit and an aeromedical centre. Reading of the work processes and work activities of the workplace to be visited is expected before each visit, and participants are required to make observations and assessments of the work environment during the visit. The visits will be followed by class presentations and discussions.

**SPH6005 – Applied Health Economics**  
*Modular Credits: 4*  
*Pre-requisites: CO5102, CO5204*  
This module will focus on the understanding, familiarization and development of skills related to the use of common software (STATA and TreeAge) and data used in the international health microeconomics literature. Students are required to work on household survey data and decision modelling projects. Student participation will emphasize both research findings as well as ongoing reflections on experiences and lessons for future research practice.

The programme reserves the right not to offer a module if the enrolment is low.
SUGGESTED CROSS FACULTY MODULES

MCI5006 – Clinical Epidemiologic Methods
*Modular Credits: 4*
*Pre-requisites: CO5102 and CO5103*
This module will build on the basic concepts learnt in core epidemiology and biostatistics modules, with specific applications to study designs used in patient-care settings. The main objective of the course is to provide skills and tools that can be applied to a variety of research designs. Individual sessions will focus on evaluating validity and bias in clinical observational studies, selecting and evaluating instruments to measure patient outcomes, and methods used for risk adjustment. Prognostic studies and diagnostic testing will also be discussed. Students will critique journal articles and use practical exercises to explore threats to validity and the use of conceptual and analytic models in clinical studies.

*Remarks: This module is best suited for students with a background in clinical work, e.g. direct patient contact/care as well as those in medical or paramedical disciplines*

SC5103 Qualitative Data Analysis
*Offered by Department of Sociology, Faculty of Arts of Social Sciences*
*Modular Credits: 4*
Increasingly, more qualitative research work is being under-taken in its own right rather than as preliminary research for subsequent quantitative surveys. This explains the broadening of the range of qualitative research techniques. In addition to dealing with the traditional fieldwork and participant observation methods, the module will examine a number of qualitative approaches. These include techniques of analysing data generated by laypersons (as in life-documents: diaries, journals, travelogues) communications materials, material artifacts, and visual information. This course is open to postgraduate students with an interest in qualitative research methods.

BL5102 Environmental Science
*Offered by Department of Architecture, School of Design and Environment*
*Modular Credits: 4*
The module introduces the scientific basis for environmental management. It discusses the earth’s environmental dimensions of air, water and land, and the interaction between living and non-living components. Earth is considered as a system through which materials are continuously cycled. Impacts caused by natural or human influences affect the state of balance, leading to environmental problems, with human impacts causing more serious consequences to the environment and human society. The module covers the properties of air, water and land, ecosystems, biogeochemical cycles, ecosystem integrity and environmental capacity, pollution pathways and impacts, conservation science, integrated management approaches. The emphasis is to provide a sound understanding of the scientific basis for better environmental decision-making.
LX5103 Environmental Law  
*Offered by School of Design and Environment*  
*Modular Credits: 4*  
This course is aimed at giving students an overview of environmental law and its development, including the legal and administrative structures for their implementation, from the international, regional and national perspectives. It will focus on basic pollution laws relating to air, water, waste, hazardous substances and noise; nature conservation laws and laws governing environmental impact assessments. Singapore's laws and the laws of selected ASEAN countries will be examined.

DE5106 Environmental Management and Assessment  
*Offered by School of Design and Environment*  
Modular Credits: 4  
This module is an introduction to the systems and approaches used to meet the challenges of natural resource protection and conservation and the contributions that can be made to the sustainability development agenda. It provides an insight into the prediction of development impacts using assessment procedures designed to meet mandatory legal requirements. The course will include assessment methodologies used in predicting impacts and in the design of mitigation measures, and monitoring and audit processes. It will compare environmental management and assessment systems used in practice through case study research.

PP5266 Global Health Policy and Issues  
*Offered by Lee Kuan Yew School of Public Policy*  
*Modular Credits: 4*  
The changing social, economic, technological and political conditions across the diverse countries and populations of Asia, and the world mean that there is a need for policy professionals to have an overview of global health policies and associated issues. To do that, this module examines the roles and relationships among major players at the global level, and different approaches taken by various international organizations and national governments in tackling health and related problems in the context of the post-2015, post-MDG development agenda. The module will also compare and contrast global health policies with international policy instruments in other areas related to health. The module will examine global health trends and issues using a macro policy framework. Significant challenges in the organization of global health programmes and the complexities involved in international cooperation and the implementation of international policy instruments will be analysed through selected case-studies. Topics on current issues will include: role of international health organizations, international aid and development assistance, emerging epidemics and disasters, non-communicable diseases (including tobacco use), health impacts of climate change, cross-border health issues (e.g. food security), migration of health human resources (brain drain), international trade in health services, global health diplomacy, international health law and the future of global health.
PP5222 Population, Health and Social Policy
Offered by Lee Kuan Yew School of Public Policy
Modular Credits: 4
This module is an introduction to social policy in population and health issues, with a special focus on countries in Asia that are experiencing rapid demographic and epidemiological transitions. It examines the relationships between population health and development issues, and the different approaches and methods of social policy utilized to compare present and future health and population-related challenges. Past experiences of population growth, movement and decline and the longer term effects on health and related sectors will also be studied with their policy implications.

The course takes a systematic life-cycle approach and is a practice-based and policy-oriented module. The practical applications of public health and population sciences are thus employed to the organization of public programs to meet the needs of specific population age groups. In practice, existing government departments in Ministries of Health or Ministries of Social Welfare have been organized to deliver social services by age-groups - from birth to death across childhood, youth, adulthood and old age. Similarly, the organization of the class schedule takes on such a structure, and will have participation from invited practitioners from relevant government agencies. Selected regional experiences in population health policies and programs will be analysed in various case studies. Seminar topics on current topical issues include comparative national population policies, family planning and reproductive health, maternal and child health, adolescent health, adult health, health of the elderly, end-of-life issues, population ageing and the future of population health in Asia.

NM4219 New Media in Health Communication
Offered by Department of Communications and New Media, Faculty of Arts and Social Science
Modular Credits: 5
This module examines the impact of new media content in health communication, particularly theories and concepts about health behaviour outcomes, and strategic use of media channels for interventions in an environment of user-generated media and blogs. It examines the implications for public health of profound changes in the media marketplace, including the shift from unidirectional, expert-controlled communication to consumer-initiated and interactive communication; the growth of social networking, and the proliferation of media sources. It focuses on how new media can be leveraged to build grassroots engagement, promote policy advocacy, and build environments that are supportive of healthy behaviour change.
NM4221 Writing for Health Communication and New Media  
*Offered by Department of Communications and New Media, Faculty of Arts and Social Science*  
*Modular Credits: 5*

This module introduces students to writing for health communication. Creating effective health messages is a critical process that equips the public with essential information to respond appropriately to health issues. Increasingly, health communicators are addressing audiences on new media platforms, using techniques that have transformed traditional writing practices. This advanced writing seminar will explicate the task of writing strategic health messages using new media. By the end of this course, students will know to write and design effective messages for health promotion and interventions.

NM5216 Culture, Communication & Health  
*Offered by Department of Communications and New Media, Faculty of Arts and Social Science*  
*Modular Credits: 4*

Culture, Communication & Health explores the intersection of culture, communication and health, and seeks to understand health communication from cross cultural perspectives. It is organized around answering the fundamental questions: “How does culture impact communication about health and illness? How do communicative practices vary across cultures?”

NM6203 Culture-Centered Approach to Communication  
*Offered by Department of Communications and New Media, Faculty of Arts and Social Science*  
*Modular Credits: 4*

Using examples of culturally-centered projects of social change globally, this module provides a starting point to engage in theorizing, methodological development, and designing of applications in the context of the culture-centered approach to communication for social change. Blending theory and practice, the module encourages thoughtful criticism of existing policy and program formulations and explores the communicative processes through which the margins may be centered in processes of communication. The problems of inequality and inaccess are examined through the lens of a cultural critique and subsequent interventions are studied both at macro and micro levels utilizing critical social science principles.
GUIDELINES FOR THE MPH PRACTICUM

Satisfactory completion of the Practicum module is a compulsory graduation requirement for the Master of Public Health programme.

This guide describes the requirements and other information regarding:

1. Practicum Project, in general
2. Practicum Proposal
3. Practicum Seminar Series
4. Practicum Progress Report
5. Practicum Final Report

The necessary forms for each component are found in Section C of this handbook.

1 MPH PRACTICUM IN GENERAL

1.1 Overview

The Practicum project is an opportunity for students to:

- Critically apply public health skills and knowledge (e.g. epidemiologic methods, statistical analysis, health policy analysis, behavioural theories, economic evaluation) to solve health problems or answer research questions relevant to delivery, utilisation, or effectiveness of public health and healthcare policies, interventions, or programmes
- Synthesise and integrate knowledge across a variety of disciplines in public health
- Identify, assess, and critically appraise public health information (e.g. published literature, policy documents)
- Communicate public health information both orally and writing in a logical, clear, and concise manner

1.2 Co/Pre-requisites

Students may register for the C05210 Practicum module only upon satisfactory completion of C05102 Principles of Epidemiology and C05103 Quantitative Epidemiologic Methods. Students on a one-year, full-time programme may register for these two modules as co-requisites for CO5210 Practicum. These students should register for the practicum module at the beginning of their first semester.
1.3 Areas of study

The practicum project must address an issue of public health relevance. Students should work with their academic advisors to identify an area of study that is of interest to them, and which would allow them to address questions and issues likely to be encountered in public health practice and apply competencies acquired in the programme.

The project should involve analysis and interpretation of information to address a public health question. Students may utilise information and data from both primary and secondary sources. If the study involves human subjects, please note that ethics approval may be required in some cases, and should be included in the research plan.

1.4 Types of acceptable practicum projects

Several different types of projects may fulfil the requirement:

**Descriptive study:** This is a qualitative or quantitative study to describe, and measure the size, scope, and variability of a public health problem and its relationship with associated factors.

**Analytic study:** This may take the form of a case-control study, a cohort study or an experiment.

**Programme evaluation:** A programme evaluation is a systematic way to address specific questions about a health programme. Using scientific methods, the evaluation can measure the extent in which the programme was able to accomplish its goals and also explore the underlying factors driving the programme.

**Policy analysis:** Policy analysis typically utilises a variety of information sources to answer a specific policy question. Collected information is rationally and systematically organised to bring about comprehensive understanding, evaluation, and discussion of the public health policy issue and the key policy options, including implications.

1.5 Time taken for completion and suggested timeline

The practicum project usually takes two semesters to complete. Approval is required for extension of duration. The work done for the practicum should be equivalent to a 120-hour workload in order to qualify as a 4 MCs module. Please bear in mind that this project will run concurrently with other coursework modules.
<table>
<thead>
<tr>
<th>Activity</th>
<th>Approximate Duration/Timeline</th>
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<tbody>
<tr>
<td>Selection of project</td>
<td>1 to 2 months</td>
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<tr>
<td>Preparation of proposal</td>
<td>1 to 2 months</td>
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<tr>
<td>• Draft proposal</td>
<td></td>
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<tr>
<td>• Review of proposal by supervisor/co-supervisor</td>
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<tr>
<td>Submit practicum proposal to</td>
<td>Upon module enrolment to CO5210</td>
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<tr>
<td>Education Office</td>
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<tr>
<td>Obtain institutional approvals if required</td>
<td>1 to 2 months</td>
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<tr>
<td>Conduct project</td>
<td>1 to 4 months</td>
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<tr>
<td>Submit progress report to Education Office</td>
<td>End May and End November</td>
</tr>
<tr>
<td>Preparation of the Final Report</td>
<td>1 to 2 months</td>
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<tr>
<td>• Draft report</td>
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<td>• Review by supervisor/co-supervisor</td>
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<td>• Revisions</td>
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<tr>
<td>Submit Final report to Education Office</td>
<td>At the end of the semester</td>
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<tr>
<td>Total</td>
<td>5 to 12 months</td>
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### 1.6 Financial support

The school provides some support towards the practicum project. This is up to SGD 500 for local and SGD 1000 for regional projects.

The maximum claimable amount for both ISM and practicum is SGD 1000 per student and should be taken into consideration when planning the utilisation of funds.

Details about what and how to make claims are found in Section C.

### 1.7 Student’s Responsibilities

Initiate and co-ordinate meetings with supervisor/co-supervisor/other relevant individuals. Please note that meetings may need to be scheduled some weeks in advance as supervisors, as faculty members, also have other work obligations that they need to attend to.

Students should also develop a feasible work-plan and timeline, taking into consideration their coursework load and if applicable, other work commitments, in conjunction with the supervisor/co-supervisors.
Students are required to monitor and keep to the planned timeline and submit the necessary presentations, reports and forms as and when required. Please also note that students should submit these documents for supervisor’s review in a timely manner and to allow for this in the timeline.

Students should inform supervisors at an early stage of deviations to the timeline in order to discuss possible options and solutions.

1.8 Supervisor’s Responsibilities

Supervisors should, at a minimum, meet students on at least 3 occasions. These are to:

i. Discuss the practicum project and proposal
ii. Review the presentation
iii. Review the draft practicum report

Most supervisors will meet more often than this depending on the project and level of supervision required by the student.

Meetings should be complemented by contact via email, teleconference, or Skype. In some instances it is acceptable, if agreeable to both student and supervisor, for these modes to replace face-to-face meetings.

1.9 Co-Supervisors

In consultation with their advisor/supervisor, students may propose the appointment of a co-supervisor who is agreeable to lend their expertise, guidance and support to the project.

Potential external co-supervisors may include, but are not limited to:

- Faculty members at SSHSPH
- NUS faculty members whose primary appointments are at other faculties or departments
- Faculty/staff from other universities or public health/healthcare or other institutions

If the co-supervisor is external to NUS, a brief curriculum vitae should accompany the request so that an official letter of appointment can be extended.

Biostatistics support

In addition to supervisor/co-supervisor support, students will also have access to a biostatistician.

All practicum proposals will be reviewed by a biostatistician, and students will be contacted if there are any concerns about the data analysis plan.

In addition, any student is welcome to seek advice about data analysis for their project in advance of submitting proposals or soon thereafter. However, it is expected that the role of the biostatistician is to provide advice and guidance, and the student will be analysing the data themselves.
2.0 Ethics Approval

Ethics review and approval is required for all research that:

i. Involves human subjects and/or tissues
ii. Research that involves vulnerable groups (minors, pregnant women, and prisoners)
iii. Research funded by NUS or other agencies once in principle approval of funding has been received.
iv. If approval is required by external funding agencies, external collaborators or journals

The student may apply for NUS Institutional Review Board (NUS-IRB) approval as the principal investigator or the co-investigator, while the supervisor must be at least the co-investigator.

In order to apply for ethics review, students are also required to complete Collaborative Institutional Training Initiative (CITI) Programme certification. The CITI Programme is an international web-based research ethics education programme, designed for training in protection of human subjects in research. The CITI Programme offers Basic and Refresher courses in Human Subjects Protections, Good Clinical Practice and Health Information Privacy and Security (HIPS). More information on the CITI Programme can be found here: https://www.citiprogram.org/

Ethics review and approval may take between several weeks and several months, depending on the project. This time should be factored into the practicum project work-plan timeline. The School strongly encourages all students to apply for IRB approval as early as possible.

More details on NUS ethics review procedures can be found at the NUS IRB website: http://www.nus.edu.sg/irb/

2.1 Other Useful Resources

i. **Scientific writing**
   - A guide to scientific writing by American Scientist magazine: http://www.americanscientist.org/issues/pub/the-science-of-scientific-writing/1
   - Follow the Vancouver style of referencing. For examples of proper referencing, refer to any of the articles published on this web site or go to http://www.nlm.nih.gov/bsd/uniform_requirements.html.
ii. **Writing about public health for a public audience**  
- US Centres for Disease Control (CDC) Health Literacy online training series - “Writing for the Public”:  
  http://www.cdc.gov/healthliteracy/writing-course/index.html

iii. **Effective oral presentations**  
- Effective oral presentations – a guide by Nature:  
  http://www.nature.com/scitable/topicpage/effective-oral-presentations-13906743  
- “How to prepare and deliver an effective oral presentation – by BMJ Careers:  
  http://careers.bmj.com/careers/advice/How_to_prepare_and_deliver_an_effective_oral_presentation  
  http://www.ncbi.nlm.nih.gov/pmc/articles/PMC1857815/

iv. **How to create and deliver an effective presentation**  
- Microsoft Office’s tips for effective PowerPoint presenting:  

*Examples of good practicum projects are available for viewing by students on request from the Education Office.*

### 2. PRACTICUM PROPOSAL

In most cases, the academic advisor will also be the student’s practicum supervisor. However, students may browse the faculty directory and the research section of the school website to understand other faculty interests and identify an alternative practicum supervisor who may be willing to supervise them.

Students should consult their academic advisor/supervisor early in their candidature so that they can begin to identify and plan their practicum project. The project to be selected should be of interest to the student. However, the project should also be feasible to carry out given the available resources and within a reasonable period of time. Once a project is identified, it is essential to discuss the scientific and practical aspects of the project with the supervisor.

Upon enrolment into CO5210, students are expected to submit a Practicum Proposal Form (see section C) and **2-3 page outline of the proposed project**, which will need to be endorsed by their advisor/supervisor.
The proposal should cover:

i. Background/Introduction and Public Health Significance:

*This section should provide a review of the relevant literature. At a minimum, you should provide the background information that a reader with no prior background knowledge on your topic of choice would require to understand the topic of your project and the rationale for the proposed work. The public health significance of the project should also be explicitly stated in the proposal.*

ii. Specific Aims/Hypotheses/Objectives/Research question or statement of the issue to be addressed

*This section should include a statement about the aims, objectives, or research question that you wish to address. It should be written in a clear, succinct, and focused manner.*

iii. Methodology

*This section tells the reader exactly “how” you are going to achieve your aims and/or answer your research questions. The methods section should cover, as appropriate to your research project: study design, study setting (include location and dates), study subjects, sample size calculations and/or study power, how data will be collected, laboratory and other methods where relevant, data analysis, ethical, safety, and other considerations. It is important to be as specific as possible to allow faculty to determine the feasibility and scientific rigor of the research to be done.*

iv. Relevant references

v. Comments on feasibility, if there are any conditions to be fulfilled (e.g. Ethics IRB approval, approval from other organisations) before the project can be conducted

vi. Timeline and work plan: from proposal submission to practicum report submission

vii. Budget (see financial support above)

After submission to the Education Office the practicum proposal will be reviewed and approved by the Practicum module co-ordinator. All proposals are also reviewed by a faculty member from the Biostatistics domain.

In some instances, students may be asked to provide further justification, clarification or other details of the proposed project. This is to ensure successful completion of the project and is done in the best interest of the student.
3  PRACTICUM SEMINAR SERIES

3.1 Background

The practicum seminars are held during the day, usually twice a week, throughout the academic year beginning on approximately the sixth week of the semester.

All students are required to:

- Complete a practicum presentation
- Attend other peer practicum project presentations

3.2 Practicum Presentation

Students may be scheduled to conduct their presentations at different stages of their projects and not necessarily at its conclusion. The decision as to when to present is determined by the student and supervisor. Presenting the project at an earlier stage has the advantage of allowing input from other faculty members and students which may be helpful. This will also help reduce your workload as you approach graduation.

The student’s presentation should be approximately 35mins followed by 10mins of Q&A.

All students should present an, as up to date, progress of their project and include main areas, such as:

i. The background and design of the study, or of the public health issue to be analysed
ii. An in-depth discussion of the methodological (e.g. design or analysis) or practical (e.g. management, ethical, fiscal) issues relevant to the project
iii. Findings and interpretation
iv. A summary of the project upon completion
v. The public health relevance of the project and potential ways forward (e.g. future research, future scale-up or programme or project)

Although there is no specific format for the presentation, it is suggested that you use a standard software package (e.g. PowerPoint) to develop your talk.

You should submit a copy of your slides to your supervisor (and co-supervisor, if any) in a timely manner (e.g. 2-3 weeks before the presentation date) for their comments. A meeting to practice your talk at least once with them should also be scheduled. Additional presentation practice sessions with other students or colleagues can also be helpful. You should be able to present your work without, or with minimal reference, to written notes and be prepared to answer questions from the audience. It is also important to complete your presentation in the allotted time.

Please submit your final deck of slides to the Education Office latest by Thursday 5pm before the week of your presentation. A pdf version of your slides will also be made available on IVLE for seminar attendees by Friday afternoon. A copy will also be sent to a faculty member, with relevant expertise, to evaluate your
presentation and ask questions (see assessment below). The faculty evaluator will subsequently provide written feedback to you and the supervisor.

A detailed response to the practicum presentation faculty evaluator’s feedback must be included in the final practicum report.

3.3 Seminar Schedule

A list of available dates for practicum seminar presentations will be circulated at the start of each semester. Students are responsible for arranging for a suitable date, in consultation with their supervisor, who will chair the session. Full-time students enrolled in the one-year programme and those who are in the final semester of studies will be given priority in scheduling of their presentations.

**Failure to attend at least 10 other practicum seminar days (excluding briefing and faculty taught sessions) over the two semesters will result in a lower grade.**

4 PROGRESS REPORT

All practicum students are required to submit a brief one-page practicum progress report for each semester that they are enrolled in the practicum module.

This will be reviewed by the supervisor and practicum module co-ordinator to ensure that the student is progressing as expected. Any problems should be highlighted to allow faculty to intervene and assist as required.

Students will be notified via email of the submission period. Upon receiving the email, students should submit their practicum progress report promptly to allow their supervisor and module coordinator to read through and provide any feedback and recommendations.

5 PRACTICUM FINAL REPORT

This will take the form of a written report of approximately 4,000 to 6,000 words, (excluding references). The exact structure will depend on the nature of the project. The style of the report will be at the discretion of the supervisors, who will endorse the final version.

Students should submit a draft version of the final report to supervisors to review and comment in a timely manner. In most cases, about a month is required for review and several revisions to be made to come up with the practicum final report.

Students should submit the endorsed final report to the Education Office by the deadline which will be announced for each semester, in order to meet requirements for completing the module.

The practicum proposal submitted earlier will provide the starting point for the practicum final report. However students may need to update the background section to reflect any new developments in the field. In addition students may need to expand and/or revise the methods section to accurately reflect the procedures
that were used. Students will also need to write the sections that were not included in the proposal (eg results and discussion) and update your references.

**Suggested format for Practicum Final Report**

The structure of the final report will depend on the nature of the project. The following outline should serve as a guide:

i. Table of Contents

ii. Abstract (300 words)

iii. Background and significance of the project/programme *(previously described in practicum proposal)*

iv. Literature review of the topics to be addressed, with accurate and systematic referencing

v. Objectives / Aims of the study / Goals of the programme *(previously described in practicum proposal)*

vi. Methods to be employed / Description of the programme *(previously described in practicum proposal)*

vii. Results
*This section should clearly and logically describe your findings and accomplishments, without comment or discussion. Findings may be presented in tables and figures as well as text.*

viii. Discussion/Conclusions/Recommendations/Implications for public health or for your area of work
*This section should discuss the results of your project relative to what is already known about the topic. It should also highlight novel findings. In addition the conclusions and/or recommendations that can be made based on the results of the project should be stated. Finally the strengths and limitations with discussion on effect on study findings should be addressed.*

ix. Issues raised during the Practicum Presentation, and what was done to address these issues

x. References

xi. Appendices (if any)
5 ASSESSMENT

Students will be graded for both their seminar presentations (30%) and practicum final report (70% - graded by both their supervisor and practicum module coordinator)

Seminar presentation

This evaluation will be based on:
- Scientific merit of the study (including the methods, analysis and interpretation of results where relevant)
- Demonstration of public health relevance
- Organization and clarity of presentation
- Student’s grasp of the topic matter and ability to answer questions.

Practicum Report

As a guide, primary research findings should be of a standard acceptable for journal publication and an analytical paper should stand up to scientific scrutiny in a real world setting.

The evaluation will thus be based on:
- Originality of research
- Relevant background and literature review
- Clarity of aims, methods and presentation of results
- Ability to critically evaluate and synthesise findings with current knowledge with demonstration of public health significance
- Good understanding of the limitations and strengths of the work done, showing application of knowledge obtained from relevant MPH modules, with discussion on impact of findings
- Overall presentation, report structure, and writing is clear, succinct, logical, and coherent
GUIDELINES FOR CO5223 INDEPENDENT STUDY MODULE

The Independent Study Module (ISM) is designed to provide opportunities for students to pursue interests and areas of study not addressed in existing modules. Students may elect to focus on any one of the pre-approved areas of study. Specific learning objectives will be defined by the student in consultation with a supervisor, who should be an NUS academic staff member. Modes of learning may include content-based/didactic activities, practical work related to health program development or evaluation, or research in an area relevant to the chosen specialisation. The overall objective is to allow candidates to further tailor their learning experience according to their needs.

The ISM also allows students with the requisite capability and aptitude to extend their Practicum (CO5210) into a substantive 8 MCs research project.

The following areas of study, and their corresponding codes, are offered:
- CO5223A Epidemiology and Disease Control
- CO5223B Quantitative Methods
- CO5223C Environmental / Occupational Health
- CO5223D Health Policy and Systems
- CO5223E Health Services Research
- CO5223F Health Promotion
- CO5223G Global Health

APPLYING FOR AN ISM

Duration

It is envisaged that learning will take place via tutorials, discussions, practical work, fieldwork, preparation of reports or written assignments. The workload (including self-study and preparation) should justify the number of credits to be earned (4MCs = 10 hours/week over one semester).

ISM proposal (mandatory) (Maximum 5,000 words)

The student must have a well-defined area of interest to pursue within the framework of the ISM and submit a detailed ISM proposal with the following sections:

a) Details of the faculty member supervising the student;
b) Overall learning objective(s) of the ISM [specify relevance to the core competencies of the MPH programme (ref Table 1) and the area of study identified under ISM]
c) Specific area of study and/or project to be undertaken during ISM
   i) ISM title
   ii) Background summary of the issue/topics that are the focus of the course, including their importance within the context of public health
iii) ISM objectives – objectives should be specific, measurable, achievable, relevant and time-bound (SMART), and should link to the learning objective(s)
iv) Description of the final product envisioned for the independent study
v) If the independent study involves research, provide a description of the hypotheses to be evaluated and an overview of the methods.
d) Detailed description of the work plan to achieve objectives identified in (b.)
   i) specify frequency/duration of face-to-face contact with faculty;
   ii) specify total effort in hours;
   iii) include bibliography – annotated.

Final report (Maximum 5,000 words, excluding references)

This is to be based on mutual agreement between supervisor and student, depending on the nature and topic of study. Typically, ISM final products are similar in format to the final practicum report. Report submission date will be assigned when application is approved.

Modes of Learning

It is envisaged that learning will take place via discussions, practical work, fieldwork, preparation of reports or written assignments. The workload (including self-study and preparation) should justify the number of credits to be earned (4MCs = 10 hours/week over one semester).

Students who wish to combine the ISM with their Practicum module will be expected to complete a substantive research project and submit a dissertation (not exceeding 10,000 words) in place of the Practicum report. This dissertation will be graded and, together with attendance at the Practicum seminar series, will fulfil the requirements for both modules (8 MCs in total).

Assessment

The final report will be graded by the academic supervisor as well as the MPH Programme Director.
**Table 1. Core competencies for the MPH programme**

<table>
<thead>
<tr>
<th>Competency</th>
</tr>
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<tbody>
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<td>Review, appraise and disseminate health information in the practice of evidence-based health care</td>
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<td>Investigate and control occurrences, including outbreaks, of infectious and non-communicable diseases, using relevant approaches and technologies</td>
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<td>Identify and control factors in the natural and man-made environment (air, water, land, housing, workplaces) which affect health</td>
</tr>
<tr>
<td>Apply concepts and methods in social and behavioural sciences to formulate, implement and evaluate health promotion programmes</td>
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<tr>
<td>Analyse policies and strategies for effectiveness in the organisation and delivery of health care</td>
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<tr>
<td>Plan, organise and manage public health programmes and examine their use, cost, quality, accessibility, and outcomes</td>
</tr>
<tr>
<td>Advocate for public health programmes and resources; communicate effectively on relevant matters in professional and public settings</td>
</tr>
<tr>
<td>Work effectively in a public health team</td>
</tr>
</tbody>
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GUIDELINES FOR
CO5231 FIELD PRACTICE

Students who intend to undertake field placements with outside organizations for academic credit will need to fulfill the following criteria. This module CO5231 will be graded on a “Completed Satisfactory/Completed Unsatisfactory” (CS/CU) basis.

1. Pre-requisites

   Students are expected to complete at least 20 MCs of modules within the MPH programme before signing up for CO5231 Field Practice

2. Field practice duration

   The student is expected to spend a minimum 130 hours working with the organization. This may be full-time or part-time work spread over the academic semester, but must be completed within one academic semester. A full time field placement with an organization is expected to be of at least 3 weeks duration, but may be greater depending on organizational need and student commitment. The hours and duration should be agreed with the organisation in writing prior to the start of the internship, and submitted as supporting document to the field practice proposal.

3. Field practice proposal (weightage - 20%) (Maximum 5,000 words)

   The student must have a well-defined project to pursue within the framework of the attachment and the organization. This can be an on-going project of the organization itself; however, the student will be required to demonstrate that he/she can produce tangible outcomes within the field practice time period.

   Any student desirous of seeking academic credit must submit a detailed project proposal with the following sections:
   a) Details of the organization where field practice is proposed to be undertaken (name, place, public health area of work)
   b) Details of the organizational mentor (name, designation, qualifications/area of expertise)
   c) Overall learning objective(s) of the field practice, specify relevance to the core competencies of the MPH programme (ref Table 1)
   d) Specific project to be undertaken during the field practice
      i) Project title
      ii) Project objectives – objectives should be specific, measurable, achievable, relevant and time-bound (SMART), and should link to the learning objective(s)
      iii) Public health relevance of proposed project
      iv) Detailed description of the work proposed to achieve objectives identified in (b.) with estimated timelines – please be as specific as possible (e.g. data collection for attitudes to breast feeding, survey in a rural community in XYZ, using a questionnaire already developed
by organization, to complete 200 questionnaire interviews in two weeks)

v) Terms of reference of field practice as agreed with the organization (a brief description of acceptable responsibilities and duties within the organization, student and organization liabilities)

4. **Mid-term report** (weightage - 20%) (Maximum 5,000 words)

This should include a detailed description of the progress so far in terms of the work and timelines stated in the proposal, a discussion of difficulties or issues encountered which may necessitate change(s) to project objectives, activities and/or timelines, and the changes proposed. The mid-term report should be based on student discussions with organizational mentor and academic supervisor and should include their feedback as well. Report submission date will be assigned when application is approved.

5. **Final report with detailed discussion of achievements in term of identified objectives** (weightage - 50%) (Maximum 10,000 words, including references)

The final report should be in a format similar to the project proposal, with detailed description of the actual work undertaken and objectives achieved including problems encountered and solutions, discussion of the relevance and utility of the project for the student, organization and public health, and a discussion of the strengths and limitations of the work undertaken. Report submission date will be assigned when application is approved.

6. **Student performance during field practice** (weightage - 10%)

Mere completion of the requisite duration will not qualify the student for a “Completed Satisfactory” grading. Evaluation will be by the academic supervisor with feedback and inputs from the organizational mentor.

7. **Assessment**

Grading will be determined by the initial proposal, mid-term report and final report and student performance. Award of CS/CU will be endorsed by the module coordinator.

**Table 1. Core competencies for the MPH programme**

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Identify and control factors in the natural and man-made environment (air, water, land, housing, workplaces) which affect health

Apply concepts and methods in social and behavioural sciences to formulate, implement and evaluate health promotion programmes

Analyse policies and strategies for effectiveness in the organisation and delivery of health care

Plan, organise and manage public health programmes and examine their use, cost, quality, accessibility, and outcomes

Advocate for public health programmes and resources; communicate effectively on relevant matters in professional and public settings

Work effectively in a public health team

Guidance and facilitation during field placement

Each student will be assigned an academic supervisor with expertise in the area relevant to the proposed field placement. This supervisor may be different from the pre-assigned academic advisor of the student. The student will also be expected to identify an organizational mentor at the organization where the field placement will take place. Students are expected to communicate on a regular basis with both academic supervisor and organizational mentor from the time of proposal development till completion. Students should feel free to seek feedback, support and advice on project related issues from their supervisor, mentor or module coordinator. Any appropriate mode of communication may be used, depending on field placement location.

Roles and responsibilities of Organizational Mentors

Organizational Mentors should provide interns the following
- Orientation to the organization, including vision, mission, key areas of work and work ethos
- Assignment to project(s)/ activity(ies) which will allow fulfilment of project objectives identified for the internship within the time lines stated
- Access to relevant organizational resources, e.g. work station, data systems, stationery etc.
- Opportunities for regular communication to discuss and monitor progress and facilitate student sharing
- Explanation of expectations from student in terms of punctuality, behaviour, dress code and other work policies
- Guidance, assessment and feedback to enhance student competencies

Organizational Mentors are also expected to provide evaluation and feedback to the Academic Mentors on
- the student’s performance during the internship, and
- evaluation of the project – initial proposal, mid-term and final
ASSESSMENT AND EXAMINATIONS

Students' performance will be assessed through a combination of examinations and continuous assessments. The Board of Examiners will govern all assessments.

Grading of Assessments and Cumulative Average Points (CAP)

GRADE POINTS
Assessment can be based on tutorials, laboratories, projects, reports, as well as mid-term and final examinations. A student's final grade in a module will be based on a balance between absolute and relative performance. Accordingly, there is no necessary correspondence between particular marks in continuous assessment or the final examination, and the overall module grade.

CUMULATIVE AVERAGE POINT (CAP)
Academic progress is tracked by the CAP, which is the weighted average grade point of all modules taken by the student. Therefore, a student’s CAP is the sum of the module grade points multiplied by the number of MCs for the corresponding module, divided by the total number of MCs. This is represented as follows:

\[
\text{CAP} = \frac{\text{sum (module grade point x MCs assigned to module)}}{\text{sum (MCs assigned to all modules used in calculating the numerator)}}
\]

Modules with no assigned grade points and associated MCs are excluded from the calculation of CAP.

An online CAP calculator is available at: https://inetapps.nus.edu.sg/capcalc/cap_calculator.aspx

The CAP simulation is based on the entries made by you for individual module grades. As such, the University will not be held responsible for any misuse, mistakes or wrong decisions made arising from the use of this Online CAP Calculator.

ACADEMIC WARNING, PROBATION & DISMISSAL

To continue in a Master's programme, a student may not have:

- CAP below 3.00 (but ≥ 2.50) for three consecutive semesters; or
- CAP below 2.50 for two consecutive semesters.

For any semester in which the student's CAP falls below 3.00 (but ≥ 2.50), that student will be issued an academic warning. If, in the following semester, the student's CAP again falls below 3.00, s/he will be placed on probation. If the student's CAP remains below 3.00 for the third consecutive semester, the student will be issued a letter of dismissal by the Registrar and denied re-admission.

For students whose CAP falls below 2.50 for two consecutive semesters, they will be placed on probation for the first semester, followed by dismissal in the second semester.

Such a student may appeal the dismissal if there are extenuating circumstances. The appeal must be submitted to the Education Office within two calendar weeks.
of the last day of the release of each semester's examination results. Generally, a student is allowed only one such appeal per candidature. If the appeal is rejected, the student will not be readmitted. If the outcome of the appeal is positive, the student will be given one semester in which to achieve the minimum CAP required for continuation and graduation.

AWARD OF DEGREE
The minimum CAP for fulfilment of the degree requirements for award of Master of Public Health is 3.0.

EXAMINATION RULES & INSTRUCTION
Every semester, students are responsible for confirming the examination time – table on their own. In addition, students are expected to be familiar with the Examination Rules, a breach of any of which will render a student liable to disciplinary action which may result in the student’s expulsion from the University. More details are available at:
http://www.nus.edu.sg/registrar/event/exam.html

If there are any circumstances, academic or otherwise, which have adversely affected a student’s academic performance during the course of semester or examination, the student can submit the form, Application for Special Consideration together with supporting documents, if any, within the stipulated deadline.

If candidates do not achieve a passing grade in a module, they are permitted to retake the modules in accordance with the prevailing regulations under the modular system.
Section C

Administrative Matters and Forms
MODULE REGISTRATION

MPH students may register for modules online once registration officially opens. Education Office will inform students the dates and registration procedures 2 to 3 weeks before the start of the new semester.

Students may refer to the MPH Student Resources page on our website (https://www.sph.nus.edu.sg/study/graduate/master-public-health) for the following information:

a) Module Calendar for AY2016/2017
b) Exam Dates
c) Individual Module Timetables

Dropping of modules
Students may add/drop course modules within the relevant deadlines:

- **Semestral Modules**: Students may drop modules without any penalty before the "W" grade week takes effect (see NUS Academic Calendar). [http://www.nus.edu.sg/registrar/calendar.html](http://www.nus.edu.sg/registrar/calendar.html)

- **Intensive Modules**: Students must inform the Education Office by 5:00pm on the 1st day of the intensive module to avoid any penalty.

Credit/Audit
Please note that students cannot audit the following MPH core modules:

1. CO5102 Principles of Epidemiology
2. CO5103 Quantitative Epidemiologic Methods
3. CO5104 Health Policy and Systems
4. CO5202 Environmental and Occupational Health
5. CO5203 Lifestyle and Behaviour in Health and Disease
6. CO5210 Practicum

It is advised that students consult with their academic advisors first before choosing to audit an elective module. A limit may be imposed on the number of audit registrants subject to class size constraints; Priority will be given to MPH students reading the modules on credit basis.

In choosing to audit a module, the following guidelines apply:

- Student will only attend lectures and will not be permitted to sit for assessments;
- Participation in other practical components, including tutorials, laboratory work, fieldwork, will be at the discretion of the respective faculty/department;
- Students who audit a module will not receive a final grade;
  
Audit modules **will not** appear on the student's transcript/result slip. No record of attendance will be issued to auditing students of a module.

All students are responsible for their own class schedules. Consultation with your academic advisor is strongly encouraged before enrolling in any modules.
Part-time Students Reading Additional Modules

A part-time student must enrol for at least one (1) 4 MC module and not more than three (3) 4 MC modules (total 12 MC) of study per semester. However, a student may, subject to the approval of the MPH programme director, request to read an additional module. Approval will normally be granted on a case-by-case basis, provided the module forms an important component of the student’s curriculum plan and cannot be read at any other time during his/her candidature.

Note that part-time students may only request to read additional modules up to a max of 2 times during their entire candidature period.

The student must complete the Request to Read Additional Module(s) in a Semester form, taking care to clearly state their reasons for this request. Once completed, the form must be submitted to the Education Office. The student will be notified, in a timely manner, as to whether their request has been approved.

The form can be downloaded here: https://www.sph.nus.edu.sg/sites/default/files/Request%20to%20read%20Additional%20Modules.pdf

Registration for Cross-Faculty modules

Students are allowed to use up to 8 MCs of level-4000/5000/6000 cross-faculty modules towards the fulfillment of their MPH degree.

Please use the Cross Faculty Graduate Coursework Registration Form found here: https://www.sph.nus.edu.sg/sites/default/files/MPH%20Cross%20Faculty%20Graduate%20Coursework%20Registration%20Form.pdf

Seek your academic advisor’s approval and signature before submitting the form to the Education Office.

Please take note of the exam schedule before applying for cross-faculty modules and ensure that there are no time-table or exam clashes. There will be NO change in exam dates.
CURRICULUM PLAN WORKSHEET

Students may use the Curriculum Plan Worksheet to assist them in planning or mapping their modules to graduation requirements.

The form may be downloaded here:

CHANGE OF TRACK/ SPECIALISATION

With effect AY2013/2014 onwards, only the Occupational and Environmental Health (OEH) specialisation is offered to students. At the end of semester I of each academic year, students may opt for the OEH specialisation.

Students are advised to meet with their academic advisor to discuss the potential change in track / specialisation so that the students may:
1) Assess their eligibility for the track / specialisation,
2) Explore the rationale behind the proposed change and,
3) Modify their curriculum plan accordingly.

Students should complete the Request to Change Track/Specialisation form, and submit it to both their academic advisor and OEH specialisation coordinator(s) for approval. Once both the academic advisor and the OEH specialisation coordinator(s) have signed the form, students are to submit the endorsed documents to the Education Office.

Please note all requests to change track /specialisation are subject to approval by the track/ specialisation coordinator(s).

The form can be downloaded here:
https://www.sph.nus.edu.sg/sites/default/files/MPH%20Request%20to%20Change%20Specialisation%20Form.pdf
CONVERSION OF STATUS
(FULL-TIME/ PART-TIME)

All students who would like to convert between full-time and part-time status (or vice versa) must seek approval. Approval for the conversion of a student’s status is granted on a case-by-case basis.

Conversion of Status

Students must submit the *Request to Change Candidature* form to the Education Office. In the form the student must state their reasons for the proposed conversion as well as provide supporting documentation for the number of modular credits (MCs) completed to date. The form will be submitted to the MPH curriculum committee who will then submit their recommendation to the MPH Programme Director.

For foreign students, the student pass will be cancelled once the application to convert to part-time candidature has been approved. It is then the student’s responsibility to ensure that they stay in Singapore on a valid pass. In addition, for foreign students whose spouse are here on a social visit pass sponsored by the University, the pass will also be cancelled once the application for conversion to part-time candidature has been approved.

The form can be downloaded here: https://www.sph.nus.edu.sg/sites/default/files/MPH%20Request%20to%20Change%20Candidature%20Form.pdf
LEAVE OF ABSENCE

Students may be granted leave for periods of absence from the University. Up to one year of leave of absence may be excluded from the count against their maximum candidature.

Leave of absence may be granted for the following reasons:

1. **Medical Reasons**
   Students who are applying for medical leave of absence for one semester (term) or more must consult the University's Health Physician (University Health Centre) who will submit an assessment to the relevant Faculty on whether the student is indeed unfit to study for the semester(s).

   Students who are on medical leave of absence for one semester (term) or more, must also be certified fit to resume studies by the University’s Health Physician before he/she can start attending classes. If a student has been consulting a medical practitioner other than one from the University Health Centre during the period of leave, a medical report (in English) from that medical practitioner must be submitted to the University's Health Physician. Students will not be able to register for modules until they have been certified fit. Should they still be unwell, the medical leave of absence may be extended. Such applications for leave extension will be evaluated based on medical recommendations and the student's academic records. Normally, a student who is granted leave of absence on medical grounds during a semester will be given “IC” grades for all modules taken in that semester.

2. **Personal reasons**
   Leave may be granted for students to participate in activities such as competitions, sports, seminars, and community services, to start-up a company or to attend to personal matters (including maternity leave).

Students who require **leave of one semester (term) or more** should obtain approval **in advance of the semester**. If a student applies for semester (term) leave of absence beyond Instructional Week 2, he/she is liable to pay fees for the entire semester.

Students should apply for Leave of Absence online via the Student Information System.

PRACTICUM FORMS

Information and forms related to the MPH Practicum project may be found here:

1. Practicum Proposal Form

2. Practicum Progress Report

3. Practicum Final Report : Supervisor’s Endorsement Form

Practicum Fund
A Practicum Fund has been set up to support you in regard to expenses that occur in the course of your Practicum project. It is not the purpose of the Fund to support students in regard to general expenses that occur in the course of their research and education.

4. Claim for Practicum Expenses – Guidelines

5. Claim for Practicum Expenses Form
ISM FORMS

Information and forms related to the Independent Study Module may be found here:

1. ISM Proposal Form

2. Claim for ISM Expenses – Guidelines

3. Claim for ISM Expenses Form
   https://www.sph.nus.edu.sg/sites/default/files/MPH%20Expenses%20Claim%20Form.pdf

FIELD PRACTICE FORMS

Information and forms related to the Independent Study Module may be found here:

1. Field Practice Proposal Form

2. Claim for Field Practice Expenses Form
   https://www.sph.nus.edu.sg/sites/default/files/MPH%20Expenses%20Claim%20Form.pdf
GOING OVERSEAS

The following checklist has been devised in order to help you plan for international travel in regards to MPH related matters.

Check List for MPH Students Travelling Abroad

- Please take care to review the following checklist and take the corresponding actions before leaving for overseas travel.
- Vaccinations and necessary insurance coverage (e.g. personal health, malpractice, travel insurance)
- Check if VISA is required
- Check that passport is valid for period of trip
- Exit permit (for Singaporean male students only)
- Register your personal particulars at the Diplomatic Mission of your nationality (e.g. Singaporeans may contact the Singapore Diplomatic Mission is in a capital city, or register on-line at http://www.mfa.gov.sg)
- To check Ministry of Foreign Affairs (MFA) and World Health Organisation (WHO) websites for the latest updates, esp. a few days before the departure date.
- Please also read the useful information provided by the NUS International Relations Office: http://www.nus.edu.sg/iro/sep/out/prepare/index.html

Release of Liability Letter
Students who participate in overseas field trips as part of their MPH should complete the Release of Liability letter and submit it to Education Office before going on their trips.

The form may be downloaded here: https://www.sph.nus.edu.sg/sites/default/files/Release%20of%20Liability%20Form _Overseas%20Travel%20for%20Practicum%20or%20ISM.pdf

NUS Blanket Insurance
The University has purchased a blanket travel insurance policy from Federal Insurance Company to cover all students travelling overseas for activities or purposes approved, endorsed, organised, sponsored or authorised by NUS.

Section D

Student Information
UNIVERSITY RULES AND REGULATIONS

As a student of the University, you must comply with the Statutes and Regulations, and the requirements of the Senate in the exercise of its authority. You should behave honourably and endeavour to maintain and enhance the good name of the University at all times. The University will not accept a plea of ignorance as an excuse for a breach of any rule.

More details at: http://www.nus.edu.sg/registrar/adminpolicy/statutes.html

CODE OF STUDENT CONDUCT

You are advised to read and be familiar with the University’s Code of Student Conduct which can be found at:
http://www.nus.edu.sg/osa/coc

STUDENT DISCIPLINE

Discipline with respect to students is governed by the following University’s Statutes and Regulations.

Serious offences are referred to the Board of Discipline which is chaired by the Dean of Students and comprises two other members of the Senate. Appeals against the decisions of this Board are heard by the Disciplinary Appeals Board which is made up of one member of the NUS Council and two Senate members.

Less serious offences are dealt with by the Heads or Deputy Heads of academic and administrative departments. Appeals, in such cases, can be brought before the Dean of the corresponding Faculty/ School, or the Dean of Students if the disciplinary action was initiated by the Head of an administrative department.
PLAGIARISM WARNING

All students share the responsibility for upholding the academic standards and reputation of the University. Academic honesty is a prerequisite condition in the pursuit and acquisition of knowledge. Academic dishonesty is any misrepresentation with the intent to deceive or failure to acknowledge the source or falsification of information or inaccuracy of statements or cheating at examinations/tests or inappropriate use of resources. There are many forms of academic dishonesty and plagiarism is one of them. Plagiarism is generally defined as ‘the practice of taking someone else’s work or ideas and passing them off as one’s own’ (The New Oxford Dictionary of English). The University does not condone plagiarism.

Students should adopt this rule:

*You have the obligation to make clear to the assessor which is your own work, and which is the work of others. Otherwise, your assessor is entitled to assume that everything being presented for assessment is being presented as entirely your own work.*

This is a minimum standard. In addition, we hope that the following guidelines will provide you with some assistance:

1. When using the ideas, phrases, paragraphs and data of others in work presented for assessment, such materials should be appropriately credited and acknowledged, so that it is clear that the materials being presented is that of another person and not the candidate’s own.

2. The amount of detail required when referencing and acknowledging a source will vary according to the type of work and norms of the discipline.
   - Supervised exams will require less detail in referencing and acknowledgement.
   - Papers written other than under exam conditions will require a full citation of the source. While a particular style of citation is not prescribed, the citation should provide enough information for the reader to locate the source.

Research materials (including texts, graphics and data) obtained from the internet or other electronic resources should be treated in the same way as research materials obtained from traditional sources.

Any student found to have committed or aided and abetted the offence of plagiarism may be subject to disciplinary actions in accordance with the Section 1 (I) of Statute 12 (Discipline) of the National University of Singapore. In addition, the student may receive no mark/grade for the relevant academic assignment, project, or thesis; and he/she may fail or be denied a grade for the relevant subject or module.

A student may not knowingly intend to plagiarise, but that should not be used as an excuse for plagiarism. Students should seek clarifications from their respective tutors, lecturers or supervisors if they are unsure whether or not they are plagiarizing the work of another person. The Centre for Instructional Technology also provides a service to students to help detect and prevent web-based plagiarism. More information at: http://cit.nus.edu.sg/plagiarism-prevention/
STUDENT COMPUTER ACCOUNT

Every student is assigned a computer account for the use of University’s IT resources, including Internet, Email, software, network storage, digital library, computational resources and many applications developed for the support of teaching, learning, research and administration.

This computer account consists of the **NUSNET ID** and a **NUSNET Password**.

Important information about your Student Computer Account may be found here: [http://www.nus.edu.sg/comcen/getready/index.html](http://www.nus.edu.sg/comcen/getready/index.html)

If you forgot, or want to change your password, please go to: [https://comcen.nus.edu.sg/change-or-reset-your-nusnet-password/](https://comcen.nus.edu.sg/change-or-reset-your-nusnet-password/)

NUS STUDENT CARD

All students are issued with personalized **Student Card** which are used for identification purposes as well as for a wide range of functions such as for the loan of books in the University libraries, booking of sports and recreation facilities, and secured access to major facilities in NUS round the clock, including research laboratories, computer clusters and resource centres.

A **Personalized Identification Number (PIN)** associated with your student card is given to you with your card.

Please keep your PIN strictly confidential. Should you forget your PIN, you may retrieve it with your NUS email user id and password at [https://myaces.nus.edu.sg/pinRetrieval/](https://myaces.nus.edu.sg/pinRetrieval/)

If you have lost your card, please go to [https://myaces.nus.edu.sg/lostcard/controller?cmd=Login](https://myaces.nus.edu.sg/lostcard/controller?cmd=Login)

For any enquiries or assistance on your computer account, please contact

**Phone and Email Assistance**

- **Hotline**: 6516 2080
- **E-mail**: itcare@nus.edu.sg
- **Mon to Fri**: 8:30am - 8pm
- **Sat/Sun/Public Holidays**: 8:30am to 6pm

**Walk-in Assistance**

- **Level 1, Computer Centre**, 2 Engineering Drive 4
- **Mon to Fri**: 8:30am - 6pm
- **Sat**: 8:30am - 1pm
- **Closed on Sun & Public Holidays**
NUS STUDENT PORTAL

The NUS Student Portal is a one-stop portal containing important information relevant only to current NUS students such as university policies, academic calendar, class timetable, examination schedule, forms and links to eServices. https://myportal.nus.edu.sg/studentportal/

Students are encouraged to check the Student portal regularly for important updates and announcements from NUS.
STUDENT INFORMATION SYSTEM

The Student Information System is a single entry point for students to manage a wide range of student-related transaction relating to Academic, Finance and Personal Information matters.

Log in to the Student Information System at: https://myisis.nus.edu.sg

Students are able to do the following via the Student Information System:-

Personal Information:
- View/update personal information (Official name, address, phone number, email, emergency contact, demographic information, etc.)
- Apply for Leave of Absence

Finances:
- View account summary (Outstanding charges and posted payment)
- Make payment
- View/update bank account details
- Request for student bill/preliminary bill

Academics:
- View exam timetable
- View unofficial transcript and exam results

More information may be found here:
https://myportal.nus.edu.sg/studentportal/eservices/all/myisis.html
UPDATE OF MAILING ADDRESS AND OTHER CONTACT DETAILS

Please note that all correspondences from the University will be sent to your mailing address (as updated in the Registrar’s Office record) or your official NUS student email address. It is important that you keep your mailing address up-to-date and read your emails frequently. The University will not be held responsible if you do not receive any important correspondence.

The University may be required to contact the next-of-kin of students in the event of a crisis or emergency. Therefore, having ready information on the next-of-kin is part of efforts at ensuring the University’s readiness to deal with a crisis or emergency.

You can update online at the Student Information System at https://myisis.nus.edu.sg

EMAIL REDIRECTION

To facilitate timely dissemination of important/urgent announcement(s), students may opt for redirection of their NUS Student email accounts to their preferred email address. This can be done simply by logging into NUS website at http://www.nus.edu.sg. Click on ‘myEMAIL’ - the first menu bar at top right hand corner. Choose Email Redirection. System will prompt for Username and Password. Input the new email address and remember to add and save it in the system.
INTEGRATED VIRTUAL LEARNING ENVIRONMENT (IVLE)

You can access IVLE at: https://ivle.nus.edu.sg/

IVLE is a learning management system, designed to manage and support training and education over the Internet.

Students may check and do the following in IVLE:
- Check list of modules registered & APPROVED
- View Module description, syllabus & time-table
- Receive module related announcements (e.g. update to time-table)
- Access Online lectures
- Download Lecture Notes
- Submit Assignments
- Give feedback about the module via Module Evaluation

More information about IVLE can be found at http://wiki.nus.edu.sg/display/IVLEStudentUserGuide/Home
SETTING UP IVLE TO RECEIVE ANNOUNCEMENTS VIA SMS

MPH students are required to sign up for IVLE announcements via Email and SMS at https://ivle.nus.edu.sg/.

Instructions on how to apply for it is detailed as follows:

1) Login to IVLE using your NUSNet ID and Password

Save valuable time and energy when you use WileyPLUS — Wiley’s online teaching and learning environment. Automatic grading and real-time reporting allows you to focus on maximizing your impact on students—finally making your course manageable! Learn more.

Tired of Traditional? Do your students complain about heavy textbooks? Looking for environmentally friendly option? Wiley desktop editions are built in partnership with VitalSource Technologies and gives you fully integrated online, download and mobile access to your eTextbooks. Try a Wiley Demo.

Discover how you and your students can benefit from our online content offerings available for your module today!
3) Click Edit

2) Select Profile

Student Modules
If your modules do not appear, click Refresh.
4) Input Name  
5) Input NUS official email address  
6) Indicate ‘Yes’ to accept Private Message in Student Roster  
7) Display your Photograph  
8) Go to the student Information System to register your mobile phone number
Section E

Campus Facilities & Amenities
FACILITIES AND RESOURCES

NUС CAMPUS MAP
The Campus Map may be downloaded from: http://map.nus.edu.sg/

FACILITIES AT SAW SWEE HOCK SCHOOL OF PUBLIC HEALTH
The Resource Centre and Computer Lab are open during office hours and accessible to all students. After office access may be arranged through your lecturers and advisors. The officers in charge are:

<table>
<thead>
<tr>
<th>Location</th>
<th>Name</th>
<th>Telephone</th>
<th>Email</th>
</tr>
</thead>
<tbody>
<tr>
<td>Resource Centre</td>
<td>Ms Alice Chew</td>
<td>651 64986</td>
<td><a href="mailto:ephchewa@nus.edu.sg">ephchewa@nus.edu.sg</a></td>
</tr>
<tr>
<td>Computer Lab</td>
<td>Mr Lee Teck Ngee</td>
<td>651 64962</td>
<td><a href="mailto:ephteetn@nus.edu.sg">ephteetn@nus.edu.sg</a></td>
</tr>
</tbody>
</table>

Please note that neither food nor drinks are allowed in classrooms or computer labs.

ACCOMMODATION
Details of matters relating to accommodation can be obtained from the Office of Student Affair’s (OSA) website at:
http://nus.edu.sg/osa/has/graduate/application-guide

For those who are not successful in their accommodation applications, you may consider private housing near campus. More information can be found at:
http://nus.edu.sg/osa/has/other-accommodation

LIBRARIES
A copy of the “Guide to NUS Libraries” can be obtained from any of the NUS Libraries. Be sure to get a copy and read it, paying special attention to the section on “Library Rules at a Glance”. Please also note copyright matters with respect to photocopying of library materials as spelt out in the full set of Library Rules.

Visit http://www.lib.nus.edu.sg/ for more information and news

Online library guides may be found here:
http://libportal.nus.edu.sg/frontend/web/libraryguides

COMPUTER FACILITIES AND IT RESOURCES
Students who receive the student cards at the registration venue can make use of the computer facilities with effect from the start of the semester.

To facilitate the use of IT for learning and communication, the University has established a Secure Plug and Play environment where you can gain access to all the NUS IT resources around the clock, just by plugging the personal notebook computer to any of the over 14,000 plug-and-play points distributed all over the
campus, such as in the study rooms, open lobby areas, corridors, canteens, etc. You can also access the WinZone wireless LAN services on campus.

To access your NUS email account from non-NUS terminal, at the main NUS website www.nus.edu.sg/, select “My Email” and log-in using your UserID and password.

Should you have any queries on the use of computer facilities, please contact the Computer Centre’s NUS IT Care:
Telephone number : 6516 2080
Email ITCare@nus.edu.sg or
Website: https://comcen.nus.edu.sg/itcare

SPORTS AND RECREATION FACILITIES
Information on the Sports and Recreation Centre (SRC) can be obtained from http://www.nus.edu.sg/osa/src.

Students are encouraged to use the facilities at the SRC and take up some form of sports to keep healthy. Court bookings can be made via the online system at https://myaces.nus.edu.sg/SrcvcbWeb/jsp/general/logon.jsp.

OUTPATIENT MEDICAL CARE AND STUDENT COUNSELING
The following services are also available at the University Health Centre (UHC):

- Outpatient Medical Care (http://www.nus.edu.sg/uhc/healthservice/)
- Student Counselling (http://www.nus.edu.sg/uhc/cps/)

NUS CO-OPERATIVE (COOP)
The NUS Co-op (https://nuscoop.nus.edu.sg) offers a selection of books, sundries, computers and other services.

You may apply for membership (non-transferable). Members can purchase books, stationery, souvenir items, T-shirts, photo films, computer peripherals, etc with rebates as indicated. No discount will be given for goods on special offer, with fixed prices, or snack foods.
NOTEBOOK OWNERSHIP
The NUS Global Campus is an initiative to enable NUS to fully exploit IT for teaching, learning, research, and administration. It embodies the Secure Plug and Play environment, the Notebook Ownership Scheme, and a rich repertoire of IT-based teaching and learning resources.

The Notebook Ownership Scheme is a scheme to allow full-time NUS students to use well-equipped notebook computers that will enable our students to learn, interact and access real world resources at any time and any place.

This scheme requires you to own a notebook computer to enable you to plug-in and access the NUS plug and play network resources.

More information can be found at https://comcen.nus.edu.sg/services/hardware_purchase/notebooks/

PARKING AT NUS CAMPUS
Ramky Cleantech Services Pte Ltd manages the car parks at NUS Kent Ridge Campus, Bukit Timah Campus and University Town.

The car parks are installed with automated parking system using Electronic Road Pricing (ERP) technology. Car park access will be via In-Vehicle Unit (IU) identification for both season & short-term users.

For more information, please email your queries to: https://nusparking.ramky.com.sg/

More information can be found at:
http://www.nus.edu.sg/oca/Transport/Parking-Information.html

CANTEENS
The nearest canteen is the Science Canteen.
For the location of the rest of the F & B outlets:
http://www.nus.edu.sg/oca/Retail-And-Dining/Introduction.html

There are also food courts located in National University Hospital (NUH).

NUS INTERNAL SHUTTLE BUS SERVICE AT KENT RIDGE CAMPUS
There are 4 main NUS Internal Shuttle Bus Services (Service A, Service B, Service C and Service D) plying the Kent Ridge Campus. These services are supplemented by express services (Service A1E and Service A2E) and direct services (Service UT-CLB and Service UT-FoS).

More information on their specific routes and timings can be found at all NUS bus stops and on the NUS website at:
http://www.nus.edu.sg/oca/Transport/Getting-around-NUS.html