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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:
Ms Mainthini Harivalagan
6601 1240 (t) epHmmh@nus.edu.sg (e)

Mr Teo Mou De
6601 5101 (t) ephtmd@nus.edu.sg (e)

Ms Monica Tan
6516 5784 (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

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

Assoc 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 2017/2018**

<table>
<thead>
<tr>
<th>Semester 1</th>
<th>Mon, 7 Aug 2017 – Sat, 9 Dec 2017</th>
<th>18 weeks</th>
</tr>
</thead>
<tbody>
<tr>
<td>Module Registration</td>
<td>Late July 2017</td>
<td></td>
</tr>
<tr>
<td>‘F’ grade</td>
<td>02 Oct 2017 onwards</td>
<td></td>
</tr>
<tr>
<td>Orientation Week:</td>
<td>Mon, 7 Aug 2017 – Sat, 12 Aug 2017</td>
<td>1 week</td>
</tr>
</tbody>
</table>

**Instructional Period:**

| Week 1 – Week 6 | Mon 14 Aug 2017 – Fri, 22 Sep 2017 | 6 weeks |
| Recess Week: | Sat, 23 Sep 2017 – Sun, 1 Oct 2017 | 1 week |
| Week 7 – Week 13 | Mon, 02 Oct 2017 – Fri, 17 Nov 2017 | 7 weeks |
| Reading Week | Sat, 18 Nov 2017 – Fri, 24 Nov 2017 | 1 week |
| Examination | Sat, 25 Nov 2017 – Sat, 9 Dec 2017 | 2 weeks |
| Vacation | Sun, 10 Dec 2017 – Sun, 14 Jan 2018 | 5 weeks |

<table>
<thead>
<tr>
<th>Semester 2</th>
<th>Mon, 15 Jan 2018 – Sat, 12 May 2018</th>
<th>17 weeks</th>
</tr>
</thead>
<tbody>
<tr>
<td>Module Registration</td>
<td>Mid-Dec 2017</td>
<td></td>
</tr>
<tr>
<td>‘W’ grade</td>
<td>29 Jan 2018 – 04 March 2018</td>
<td></td>
</tr>
<tr>
<td>‘F’ grade</td>
<td>05 March 2018 onwards</td>
<td></td>
</tr>
</tbody>
</table>

**Instructional Period:**

| Week 1 to Week 6 | Mon, 15 Jan 2018 – Fri, 23 Feb 2018 | 6 weeks |
| Recess Week | Sat, 24 Feb 2018 – Sun, 04 Mar 2018 | 1 week |
| Week 7 – Week 13 | Mon, 05 Mar 2018 – Fri, 20 Apr 2018 | 7 weeks |
| Reading Week | Sat, 21 Apr 2018 – Fri, 27 Apr 2018 | 1 week |
| Examination | Sat, 28 Apr 2018 – Sat, 12 May 2018 | 2 weeks |
| Vacation | Sun, 13 May 2018 – Sun, 5 Aug 2018 | 13 weeks |

**Notes:**

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

(a) National Day (9 Aug 2017)
(b) Hari Raya Haji (1 Sep 2017)
(c) Deepavali (18 Oct 2017)
(d) Christmas (25 Dec 2017)
(e) New Year’s Day (1 Jan 2018)
(f) Chinese New Year (16 & 17 Jan 2018)
(g) Good Friday (30 Mar 2018)
(h) Labour Day (1 May 2018)
(i) Vesak Day (29 May 2018)
(j) Hari Raya Puasa (15 June 2018)

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

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.

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.
Section B

Programme Overview
MINIMUM PERIOD OF CANDIDATURE AND STUDY PLANS

Students admitted in Academic Year 2017/2018 onwards

<table>
<thead>
<tr>
<th>Student Status</th>
<th>Duration of Studies</th>
</tr>
</thead>
<tbody>
<tr>
<td>Full-Time</td>
<td>Minimum 12 months to Maximum 2 years</td>
</tr>
<tr>
<td>Part-Time</td>
<td>Minimum 24 months to Maximum 4 years</td>
</tr>
</tbody>
</table>

Please refer to this link for more information on study plans for students admitted in Academic Year 2017/2018 onwards.


Students admitted in Academic Year 2016/2017 and before

<table>
<thead>
<tr>
<th>Student Status</th>
<th>Duration of Studies</th>
<th>Medically-Qualified Candidates</th>
<th>Non-Medically-Qualified Candidates</th>
</tr>
</thead>
<tbody>
<tr>
<td>Full-Time</td>
<td>Minimum 12 months to Maximum 2 years</td>
<td>Minimum 18 months to Maximum 3 years</td>
<td></td>
</tr>
<tr>
<td>Part-Time</td>
<td>Minimum 24 months to Maximum 4 years</td>
<td>Minimum 36 months to Maximum 6 years</td>
<td></td>
</tr>
</tbody>
</table>

For students admitted in Academic Year 2016/2017 and before please refer to this links for more information on:

- Study Plans
- Transitional Plans
- Programme Requirements
### Semester I (7 August – 9 December 2017)
(Recess week: 23 Sep – 01 Oct; Reading week: 18 – 24 Nov; Exam weeks: 25 Nov – 9 Dec)

#### Week -1
31 Jul to 04 Aug (9am to 6pm daily)
**SPH5001 Foundations of Public Health** (Compulsory for all incoming MPH students)

<table>
<thead>
<tr>
<th>WEEKLY</th>
<th>MONDAY</th>
<th>TUESDAY</th>
<th>WEDNESDAY</th>
<th>THURSDAY</th>
<th>FRIDAY</th>
<th>SATURDAY</th>
</tr>
</thead>
<tbody>
<tr>
<td>9am – 12nn</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td><strong>SPH6002 Public Health Research Methods (STATA)</strong> (T1/1)</td>
</tr>
<tr>
<td>12:30 – 2pm</td>
<td><strong>COS210/ SPH5005 Practicum</strong></td>
<td></td>
<td><strong>COS210/ SPH5005 Practicum</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>2 – 5pm</td>
<td><strong>SPH5406 Contemporary Global Health Issues</strong></td>
<td><strong>SPH5204 Nutrition and Health</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>6 – 9 pm</td>
<td><strong>SPH5002 Public Health Research Methods (L1/2)</strong></td>
<td><strong>SPH5003 Health Behavior and Communication</strong></td>
<td><strong>SPH5004 Introduction to Health Policy and Policy Analysis</strong></td>
<td><strong>SPH5008 Public Health and Ageing</strong></td>
<td><strong>SPH5002 Public Health Research Methods (L2/2)</strong></td>
<td><strong>SPH5006 Environmental Health</strong></td>
</tr>
</tbody>
</table>

#### Semester II (15 January – 12 May 2018)
(Recess Week: 24 Feb – 04 Mar; Reading Week: 21 – 27 Apr; Exam Weeks: 28 Apr – 12 May)

#### Week 0
**Intensive Modules**
9am-6pm daily
08 – 13 Jan
**SPH5410 Developing health proposals using DME skills & tools**
08 – 12 Jan
**SPH5411 Information Technology in Healthcare**

#### Week 1
15 – 20 Jan
**SPH5102 Design, Conduct and Analysis of Clinical Trials**

<table>
<thead>
<tr>
<th>WEEKLY</th>
<th>MONDAY</th>
<th>TUESDAY</th>
<th>WEDNESDAY</th>
<th>THURSDAY</th>
<th>FRIDAY</th>
</tr>
</thead>
<tbody>
<tr>
<td>9am – 12nn</td>
<td><strong>SPH5101 Advanced Quantitative Methods I (L1/2)</strong></td>
<td><strong>SPH6004 Advanced Biostatistics (L1/2)</strong></td>
<td><strong>SPH5101 Advanced Quantitative Methods I (L1/2)</strong></td>
<td><strong>SPH6004 Advanced Biostatistics (L2/2)</strong></td>
<td><strong>SPH6001 Advanced Epidemiology (L2/2)</strong></td>
</tr>
<tr>
<td>12:30 – 2pm</td>
<td><strong>COS210/ SPH5005 Practicum</strong></td>
<td><strong>COS210/ SPH5005 Practicum</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>2pm – 5pm</td>
<td><strong>SPH5005 Practicum Symposium</strong></td>
<td><strong>SPH6001 Advanced Epidemiology (L2/2)</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>6 – 9 pm</td>
<td><strong>SPH5203 Advanced Epidemiology I</strong></td>
<td><strong>SPH5103 Collection, Management &amp; Analysis of Quantitative Data</strong></td>
<td><strong>SPH5201 Control of Communicable Diseases</strong></td>
<td><strong>SPH5202 Control of Non-Communicable Diseases</strong></td>
<td><strong>SPH5402 Management of Healthcare Organisations</strong></td>
</tr>
<tr>
<td></td>
<td><strong>SPH6001 Advanced Epidemiology II</strong> (L1/2)**</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td><strong>SPH5401 Health Economics and Financing</strong></td>
<td><strong>SPH5409 Qualitative Methods in Public Health</strong></td>
<td><strong>SPH5404 Measuring and Managing Quality of Care</strong></td>
<td><strong>SPH5302 Occupational Toxicology and Industrial Hygiene</strong></td>
<td><strong>SPH5104 Healthcare Analytics</strong></td>
</tr>
<tr>
<td></td>
<td><strong>SPH5407 Programme Evaluation</strong></td>
<td><strong>SPH5301 Occupational Health Practice</strong></td>
<td><strong>SPH5412 Economic Methods in Health Technology Assessment</strong></td>
<td><strong>SPH5405 Introduction to Health Services Research</strong></td>
<td></td>
</tr>
</tbody>
</table>

*Classes for SPH5101/ SPH6002 will only commence from 29 January 2018

**Refer to module schedule for lectures (L2/2 for SPH5101/ SPH6002/ SPH6001)

L1/2: Lecture 1 out of 2 (within same week)
L2/2: Lecture 2 out of 2 (within same week)

### Special Term (14 May 2018 – 4 August 2018)
(Special Term Part 1: 14 May to 23 Jun 2018; Special Term Part 2: 25 Jun to 4 Aug 2018)

#### Special Term 1
**Intensive Modules**
9am-6pm daily
07-18 May
**SPH5303 Workplace Assessment**

#### Special Term 1
07-14 May
**SPH6003 Nutritional Epidemiology**

#### Special Term 1
14-18 May
**SPH5403 Medical and Humanitarian Emergencies**

#### Special Term 1
07-18 May
**SPH5501 Public Health Communication** (Every Wed to Fri, 9am – 12nn)

#### Special Term 2
**Intensive Modules**
9am-6pm daily
11-13 July
**SPH5005 Practicum Symposium**

### Key:
- **SPH500X MPH Core modules**
- **HCM Core modules**
- **SPH53XX OH modules**
- **SPH6XXX PhD modules**
PROGRAMME OBJECTIVES AND COMPETENCIES

Objective

To equip public health professionals to use systems and evidence-based approaches to identify and solve public health problems to improve the health of communities.

Competencies

1. Estimate the burden, and identify patterns and determinants of disease and ill-health in communities
2. Apply appropriate research methods and analytic tools to identify solutions to address community health and healthcare related problems
3. Apply concepts and methods in social and behavioural sciences to evaluate and inform development of health promotion policies, programmes and services
4. Apply knowledge of health systems, policy and financing, health economics and key global health issues to evaluate and inform development of public health policies, programmes and services
5. Take into consideration ethical and legal principles in public health practice and policy
6. Communicate public health research evidence effectively to different audiences
7. Understand own professional strengths and personal skills to lead and work collaboratively in a public health team
Focus Areas and Occupational Health specialisation

Students may elect to pursue the degree with focus areas or with the Occupational 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.

The identified focus areas:

(1) Epidemiology
(2) Global Health
(3) Health Policy and Healthcare Delivery
(4) Health Promotion

B. Occupational Health (OH) Specialisation

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

(1) Identify, assess and influence the factors at the workplace, in behaviour, and the environment that impact health, promote health or contribute to ill health;
(2) Recommend preventive and remedial actions for workplace hazards
(3) Design evidence-based and effective interventions programmes to control health risks at the workplace as well as lifestyle risk factors
(4) Design policies and processes for a company health management
(5) Medical professionals: Diagnose and manage work-related diseases
# Focus Area: Epidemiology

<table>
<thead>
<tr>
<th><strong>Goal</strong></th>
<th>To prepare students for careers in disease control focusing on epidemiological study designs, and analysis and interpretation of results.</th>
</tr>
</thead>
</table>
| **Objectives** | • Understanding the causes, prevention and control of human disease  
• Development of epidemiological research skills and their application to the study of health and disease in human populations. |
| **Highly Recommended** (Introduction to Area, or Highly Useful Methods and Skills) | • SPH5203 Advanced Epidemiology I  
• SPH5103 Collection, Management & Analysis of Quantitative Data  
• SPH5201 Control of Communicable Diseases  
• SPH5202 Control of Non-Communicable Diseases |
| **Recommended** (More Specialised, Other Useful Methods and Skills, Specific Fields of Study) | • SPH5101 Advanced Quantitative Methods I  
• SPH5407 Programme Evaluation  
• SPH5409 Qualitative Methods in Public Health  
• SPH5102 Design, Conduct and Analysis of Clinical Trials  
• SPH5104 Healthcare Analytics  
• SPH5408 Public Health and Ageing  
• SPH5204 Nutrition and Health  
• SPH6003 Nutritional Epidemiology  
• SPH5306 Environmental Health |
# Focus Area: Global Health

<table>
<thead>
<tr>
<th><strong>Goal</strong></th>
<th>To prepare students for careers in global health via the social, economic, and political determinants of health, and global responses to health problems.</th>
</tr>
</thead>
</table>
| **Objectives** | • Understanding how public health knowledge is applied to international health and social challenges.  
• Skills needed to successfully operate in the global public health landscape. |
| **Highly Recommended** (Introduction to Area, or Highly Useful Methods and Skills) | • SPH5406 Contemporary Global Health Issues  
• SPH5410 Developing Health Proposals using DME Skills & Tools  
• SPH5407 Programme Evaluation |
| **Recommended** (More specialised, other useful methods and skills, specific fields of study) | • SPH5409 Qualitative Methods in Public Health  
• SPH5501 Public Health Communication  
• SPH5403 Medical and Humanitarian Emergencies  
• SPH5201 Control of Communicable Diseases  
• SPH5202 Control of Non-Communicable Diseases  
• SPH5408 Public Health and Ageing  
• SPH5204 Nutrition and Health  
• SPH5306 Environmental Health |
# Focus Area: Health Policy and Healthcare Delivery

<table>
<thead>
<tr>
<th><strong>Goal</strong></th>
<th>To prepare students for careers in planning, implementing and delivering better healthcare services.</th>
</tr>
</thead>
</table>
| **Objectives** | - Understanding how healthcare is operationally delivered to patients and the community.  
- Formulation and implementation of solutions, at policy and local level, of complex problems in the healthcare system. |
| **Highly Recommended** (Introduction to Area, or Highly Useful Methods and Skills) | - SPH5402 Management of Healthcare Organisations  
- SPH5404 Measuring and Managing Quality of Care  
- SPH5405 Introduction to Health Services Research |
| **Recommended** (More Specialised, Other Useful Methods and Skills, Specific Fields of Study) | - SPH5407 Programme Evaluation  
- SPH5401 Health Economics and Financing  
- SPH5412 Economic Methods in Health Technology Assessment  
- SPH5411 Information Technology in Healthcare  
- SPH5104 Healthcare Analytics  
- SPH5501 Public Health Communication  
- SPH5409 Qualitative Methods in Public Health  
- SPH5408 Public Health and Ageing  
- SPH5201 Control of Communicable Diseases  
- SPH5202 Control of Non-Communicable Diseases |
<table>
<thead>
<tr>
<th><strong>FOCUS AREA: HEALTH PROMOTION</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>GOAL</strong></td>
</tr>
<tr>
<td>To prepare student for careers in planning, implementing and evaluating health promotion programmes.</td>
</tr>
<tr>
<td><strong>OBJECTIVES</strong></td>
</tr>
<tr>
<td>• Assessing individual and community needs for planning health education strategies, interventions, and programmes.</td>
</tr>
<tr>
<td>• Applying appropriate research principles and techniques in health education and promotion.</td>
</tr>
<tr>
<td>• Implementation and evaluation of health promotion interventions and programmes.</td>
</tr>
<tr>
<td><strong>HIGHLY RECOMMENDED</strong></td>
</tr>
<tr>
<td>(INTRODUCTION TO AREA, OR HIGHLY USEFUL METHODS AND SKILLS)</td>
</tr>
<tr>
<td>• SPH5409 Qualitative Methods in Public Health</td>
</tr>
<tr>
<td>• SPH5407 Programme Evaluation</td>
</tr>
<tr>
<td>• SPH5501 Public Health Communications</td>
</tr>
<tr>
<td><strong>RECOMMENDED</strong></td>
</tr>
<tr>
<td>(MORE SPECIALISED, OTHER USEFUL METHODS AND SKILLS, SPECIFIC FIELDS OF STUDY)</td>
</tr>
<tr>
<td>• SPH5410 Developing Health Proposals using DME Skills &amp; Tools</td>
</tr>
<tr>
<td>• SPH5201 Control of Communicable Diseases</td>
</tr>
<tr>
<td>• SPH5202 Control of Non-Communicable Diseases</td>
</tr>
<tr>
<td>• SPH5406 Contemporary Global Health Issues</td>
</tr>
<tr>
<td>• SPH5408 Public Health and Ageing</td>
</tr>
<tr>
<td>• SPH5204 Nutrition and Health</td>
</tr>
<tr>
<td>• SPH5306 Environmental Health</td>
</tr>
</tbody>
</table>
**SPECIALISATION: OCCUPATIONAL HEALTH**

<table>
<thead>
<tr>
<th>GOAL</th>
<th>To prepare students for careers in protecting and improving the health of people at work.</th>
</tr>
</thead>
<tbody>
<tr>
<td>OBJECTIVES</td>
<td>Prevention and control of occupational, work related and general diseases, and health promotion at the workplace (How public health knowledge is applied to the workplace and the worker)</td>
</tr>
</tbody>
</table>

**SPECIALISATION MODULES**

**MEDICAL PROFESSIONALS:**

- SPH5301 Occupational Health Practice
- SPH5302 Occupational Toxicology and Industrial Hygiene
- SPH5303 Workplace Assessment
- SPH5304 Occupational Ergonomics
- SPH5407 Programme Evaluation
- SPH5305 Clinical Occupational Medicine (*required for accreditation*)

**NON-MEDICAL:**

- SPH5301 Occupational Health Practice
- SPH5302 Occupational Toxicology and Industrial Hygiene
- SPH5303 Workplace Assessment
- SPH5304 Occupational Ergonomics
- SPH5407 Programme Evaluation
- 1 4MC level-5000/ 6000 elective module
BRIEF DESCRIPTION OF MODULES

CORE / REQUIRED MODULES

SPH5001 Foundations of Public Health
Modular Credits: 0
This module motivates and introduces topics, issues and approaches that will be further developed in the MPH programme. It will focus on the origins, history and present state of public health in Singapore and globally and its underpinning ideals. Public health ethics, social-ecological determinants of health, and numeracy skills to make sense of risk and assess disease burden will be covered. Public health evidence-based and systems approach to solving complex public health problems with appropriate research methods will also be introduced.

SPH5002 Public Health Research Methods
Modular Credits: 8
This module provides students with the foundational knowledge of epidemiology and biostatistics, and introduces students to the key principles of qualitative research methods. Students will learn how to quantify the burden of disease in populations, identify potential risk factors, develop and test hypotheses. Key considerations for the design of observational, interventional, and screening studies, and basic skills related to the analyses and interpretation of data from such studies will be emphasised. Students will gain an appreciation of the complementary nature of qualitative and quantitative research methodologies in answering public health questions.

SPH5003 Health Behaviour and Communication
Modular Credits: 4
This module applies concepts and methods in social and behavioural sciences to evaluate and inform development of health promotion policies, programmes and services. It provides students with the principles and skills to address the social, psychological and environmental factors influencing behaviour and behaviour change. Upon completion of this module, students will be able to apply commonly used behavioural theories and models to change and evaluate behaviour at the individual, group and community level for the development of effective public health promotion interventions.

SPH5004 Introduction to Health Policy and Policy Analysis
Modular Credits: 4
The module provides students with an overview of health systems and the origin, development, and the various components that make up an effective health policy. Theoretical frameworks and concepts will be introduced to help students understand and analyse health policies and the challenges faced by stakeholders in the health system. Through a mix of lectures, in-class group discussion, and group work with case studies, students will describe, analyse and develop health policy solutions for common public health problems faced by Singapore and regional countries.
SPH5005 Practicum (AY2017/2018 onwards)

*Modular Credits: 8*

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 over the course of 6 - 12 months. The project should involve collection of primary data, or an in-depth analysis of secondary data, and should be in the student’s selected focus area, if they’ve chosen one.

CO5210 Practicum (For students admitted before AY2017/2018)

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**

**SPH5101 Advanced Quantitative Methods I**

*Modular Credits: 4*

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.

**SPH5102 Design, Conduct and Analysis of Clinical Trials**

*Modular Credits: 4*

*Pre-requisites: CO5102 and CO5103 / SPH5002*

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 randomised 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.

**SPH5103 Collection, Management & Analysis of Quantitative Data**

*Modular Credits: 4*

This module is an introduction to collection, 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 questionnaire data.
SPH5104 Healthcare Analytics
Modular Credits: 4
Pre-requisites: CO5103 / SPH5002
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.

SPH5201 Control of Communicable Diseases
Modular Credits: 4
This module focuses on infectious diseases of public health concern in Singapore and internationally. The course will cover concepts in the prevention, surveillance and control of infectious diseases, with a focus on vector-borne diseases (in particular dengue and malaria), foodborne diseases, HIV/AIDS and sexually transmitted diseases, tuberculosis, acute respiratory illnesses, and nosocomial infections. In addition, students will be exposed to concepts in the evaluation of vaccines and vaccination programmes, and will obtain hands-on experience in outbreak investigation through a simulated outbreak exercise. Students will learn to critically appraise and discuss the application of current control strategies. This module is highly relevant for students who intend to work in infectious disease control in local and international governmental and non-governmental organisations, or who wish to pursue academic research on infectious diseases from a public health perspective.

SPH5202 Control of Non-Communicable Diseases
Modular Credits: 4
In this module, the public health approach to non-communicable disease control will be illustrated with integration of epidemiological parameters (i.e. risk factors, prevention, surveillance) and the WHO guidelines of Control of NCDs including life course and common lifestyle approach and evidence based practice. Students will read, critically appraise and discuss the application of some relevant epidemiological studies. Finally, they will perform a literature search to identify relevant community programmes to enhance current control of NCDs in Singapore.

SPH5203 Advanced Epidemiology I
Modular Credits: 4
Pre-requisites: CO5102 and CO5103 / SPH5002
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
SPH5204 Nutrition and Health – Fundamentals and Applications

*Modular Credits: 4*

This module introduces the concepts and principles underlying nutrition in relation to health and diseases, so as to better understand and address population nutrition challenges. Content areas include an overview of nutrition as a major determinant of health and disease; methods to assess nutritional status; maternal and child health through the lens of a life course perspective; nutrition during ageing and evaluation of effective nutritional interventions. This class will include discussion of nutrition policies and strategies, multi-sectoral approaches and the importance of public partnerships aimed at preventing chronic diseases. There will be a strong emphasis on gaining practical skills in dietary assessments, critical appraisal of scientific literature and media articles relating to diet and nutrition and communication of nutritional science to the public. The teaching approach involves class interaction and provides opportunities for self-reflection.

SPH5301 Occupational Health Practice

*Modular Credits: 4*

This module focuses on knowledge and competencies of occupational health (OH) professionals to manage Occupational Health Services (OHS) and participate in company management activities e.g. the implementation of integrated management systems, health promotion programmes, and emergency preparedness. It addresses practical challenges of OH professionals who work in a business environment by stressing their contributions to the overall business processes and goals, its operations and the health of its employees. It aims to enable OH professionals to play an active part in the management of a company and its workforce.

SPH5302 Occupational Toxicology and Industrial Hygiene

*Modular Credits: 4*

Exposure to environmental hazards such as toxins, chemicals, biological agents, noise and radiation are oftentimes unavoidable, especially in the workplace setting. This module covers basic concepts as well as specific topics on Toxicology and Industrial Hygiene that are relevant to current occupational and public health practice. Emphasis will be on the approach to major environmental and occupational toxins and hazards. Case studies will be used to allow participants the opportunity to practise effective problem-solving skills.

SPH5303 Workplace Assessment

*Modular Credits: 4*

*Pre-requisites: CO5305 and CO5306 / SPH5302*

The workplaces to be visited represent common manufacturing industries such as electronics, metalworking, chemical manufacturing, food, agriculture and health care industries. 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 and submission of a report of the workplace visited.
SPH5304 Occupational Ergonomics
Modular Credits: 4
This module covers both ergonomics/human factors and basic work physiology. It emphasises 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 stressed to evaluate various ergonomic factors in the implementation of a workplace ergonomics programme and the investigation of work-related accidents. In addition to lectures and tutorials, case studies from industry will also be discussed.

SPH5305 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, noise-induced hearing loss and occupational lung disorders. There will also be practical session on lung function test, audiogram and Pneumoconiosis Chest Xray readings. At the end of the module, participants should be able to diagnose, manage, and understand the principles of prevention of occupational and work-related diseases.

SPH5306 Environmental Health
Modular Credits: 4
Rapid urbanisation has resulted in an increasingly built environment with new dynamic interactions between the natural (biosphere) and man-made (technosphere). This in turn leads to emerging health concerns peculiar to an urbanised built environment. Events in the natural environment continue to be of public health importance, especially climate change as evidenced by extreme weather events. In addition, the workplace environment is of special concern as most adults spend the greater proportion of their waking hours there. This module will introduce students to important issues in environmental and occupational health and equip them with basic skills in identifying and mitigating environmental risk factors, both in the general and workplace environment.

SPH5401 Health Economics and Financing
Modular Credits: 4
This module addresses the economic and financing aspects of the production, distribution, and organisation 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.
SPH5402 Management of Healthcare Organisations

*Modular Credits: 4*

This practitioner-led module is targeted at participants with a basic background in management (either through academic study or practice) and equips participants to work with and manage care delivery services. Teaching will be through interactive lectures, group activities and panel discussions. Participants will be expected to actively share their experiences and learn collectively.

*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.

SPH5403 Medical & Humanitarian Emergencies

*Modular Credits: 4*

This module provides a practical introduction to disaster management. Medical and humanitarian emergencies are complex challenges requiring urgent, thoughtful and coordinated action. Participants will be equipped with the basic knowledge and skills to plan and manage humanitarian assistance to disaster-affected populations, in accordance with internationally recognised guidelines in life-saving areas of humanitarian response.

The course is designed for individuals involved in disaster response, mitigation or preparedness, in a professional or voluntary capacity, within the regional or international humanitarian and development sectors.

SPH5404 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 organisations, will be presented.

SPH5405 Introduction to Health Services Research

*Modular Credits: 4*

*Pre-requisites:* CO5102 and CO5103 / SPH5002

This module is an introduction to the various domains of and methods for health services research. It is designed to provide students with a panorama of health services research and its applications and the information for further learning. The module integrates elements of statistics, psychometrics, health economics, and incorporates a diverse range of subjects including patient-reported outcomes, decision analytic modelling, and cost-effectiveness analysis.

SPH5406 Contemporary Global Health Issues

*Modular Credits: 4*

This module offers students a panoramic overview of the evolving global health landscape in today’s globalised society which is characterised by unprecedented inter-connectedness. Public health problems and consequences are now easily trans-national, if not global. We will focus on *key cross-cutting thematic areas* linking Health with the Sustainable Development Goals (SDGs).
SPH5407 Programme Evaluation
*Modular Credits: 4*
This course is an introductory graduate level course to programme evaluation, broadly covering formative, process, and impact evaluation. Formative evaluation includes needs assessment, a tool typically used for programme planning, which is an inter-related activity to evaluation. As part of this course, students will be developing evaluation strategies for an actual public health programme. This is an opportunity to practice evaluation theory, design, and planning within real world constraints.

SPH5408 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.

SPH5409 Qualitative Methods in Public Health
*Modular Credits: 4*
Qualitative methods in Public Health will familiarise 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.

SPH5410 Developing health proposals using DME skills & tools
*Modular Credits: 4*
Two of the most important skills that public health practitioners need to develop are programme design and proposal writing. These two skills are inseparably linked: they are two sides of the same coin. A poorly designed project or programme 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 programme 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 design, monitoring and evaluation (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 programme/project design in developing a proposal.

*Remarks:*
*It is recommended that students have completed CO5102 Principles of Epidemiology and CO5103 Quantitative Epidemiologic Methods or SPH5002 Public Health Research Methods prior to reading this module*
SPH5411 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.

SPH5412 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.

SPH5501 Public Health Communication
*Modular Credits: 4*
*Pre-requisites: CO5203 / SPH5003*
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.

SPH5801 Field Practice
*Modular Credits: 4*
This module allows student to apply theories and concepts taught in various modules to a project within a public health organisation.

SPH5880 (A to G) Special Topics
*Modular Credits: 4*
This module will provide an opportunity for students to learn about current and emerging topics in one of seven key areas in public health: (a) Epidemiology and Disease Control, (b) Quantitative Methods, (c) Environmental / Occupational Health, (d) Health Policy and Systems, (e) Health Services Research, (f) Health Promotion and (g) Global Health.
Specific topics will be selected and offered according to learning needs and relevance, and will be taught by faculty members or visiting experts. Modules on topics within the relevant specialisations [(c) and (g)] may be considered as fulfilment of requirements for that specialisation.
SPH5890 (A to G) Independent Study

*Modular Credits: 4*

The student, in consultation with the lecturer, will work out a programme of study which will include topics, readings, fieldwork if relevant, and assignments for the module. A formal, written agreement is to be drawn up, giving a clear account of the learning objectives and programme of study and other pertinent details. Head of Department, Program Director’s and Academic Advisor’s approval of the written agreement is required. Regular meetings and reports are expected. Evaluation criteria may comprise both continuous and/or and final assessment, the % distribution of which will be worked out between the student and the lecturer prior to seeking departmental approval.

SPH6003 Nutritional Epidemiology

*Modular Credits: 4*

*Pre-requisites: CO5102 and CO5103 / SPH5002*

Dietary exposures have an important impact on health, but are highly complex and difficult to assess. This module covers methods for the assessment of diet, nutritional status, and body composition including novel developments such as the use of metabolomics and genetics. It also covers the design, conduct, analysis, and interpretation of epidemiological studies on diet and health. Students will be trained in the interpretation of published studies, the design of studies, and the analysis of data on diet and health. The emphasis of this course will be on the application of methods to the research projects of the students.

SPH6004 Advanced Biostatistics

*Modular Credits: 4*

*Pre-requisites: Students interested in this module should have background in Statistics.*

This module will introduce several advanced topics for analysing large or complex datasets, with a particular emphasis on biomedical and epidemiological data. Classical strategies for statistical inference, variable selection and model assessment are less efficient when the dimension of the dataset is large. This module will introduce Bayesian techniques and multivariate data analysis in an applied framework that combines both computing and theory, and also overviews the problem of multiple testing correction common in, for example, genomics and proteomics studies.

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 undertaken 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  
*Modular Credits: 4*

*Offered by School of Design and Environment*

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

SPH5005 PRACTICUM
Please refer here for the Practicum coursebook and forms related to the MPH Practicum project SPH5005.

CO5210 PRACTICUM
Please refer here for the Practicum coursebook and forms related to the MPH Practicum project CO5210.
GUIDELINES FOR
SPH5890 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 following areas of study, and their corresponding codes, are offered:
- SPH5890A Epidemiology and Disease Control
- SPH5890B Quantitative Methods
- SPH5890C Environmental / Occupational Health
- SPH5890D Health Policy and Systems
- SPH5890E Health Services Research
- SPH5890F Health Promotion
- SPH5890G 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]

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>
<th>Description</th>
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<tbody>
<tr>
<td>Estimate the burden, and identify patterns and determinants of disease</td>
<td>Analyze the health status of communities and identify factors influencing</td>
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<tr>
<td>and ill-health in communities</td>
<td>health status</td>
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<tr>
<td>Apply appropriate research methods and analytic tools to identify</td>
<td>Analyze the health status of communities and identify factors influencing</td>
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<td>solutions to address community health and healthcare related problems</td>
<td>health status</td>
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<tr>
<td>Apply concepts and methods in social and behavioural sciences to evaluate</td>
<td>Analyze the health status of communities and identify factors influencing</td>
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<td>and inform development of health promotion policies, programmes and</td>
<td>health status</td>
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<td>services</td>
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<tr>
<td>Apply knowledge of health systems, policy and financing, health economics</td>
<td>Analyze the health status of communities and identify factors influencing</td>
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<td>and key global health issues to evaluate and inform development of public</td>
<td>health status</td>
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<td>health policies, programmes and services</td>
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<tr>
<td>Take into consideration ethical and legal principles in public health</td>
<td>Understand ethical and legal principles in public health practice and policy</td>
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<td>practice and policy</td>
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<tr>
<td>Communicate public health research evidence effectively to different</td>
<td>Understand ethical and legal principles in public health practice and policy</td>
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<tr>
<td>audiences</td>
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<tr>
<td>Understand own professional strengths and personal skills to lead and</td>
<td>Understand ethical and legal principles in public health practice and policy</td>
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<tr>
<td>work collaboratively in a public health team</td>
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GUIDELINES FOR
SPH5801 FIELD PRACTICE

Students who intend to undertake field placements with outside organizations for academic credit will need to fulfil the following criteria. This module SPH5801 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 SPH5801 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**

<table>
<thead>
<tr>
<th>Competency</th>
</tr>
</thead>
<tbody>
<tr>
<td>Estimate the burden, and identify patterns and determinants of disease and ill-health in communities</td>
</tr>
<tr>
<td>Apply appropriate research methods and analytic tools to identify solutions to address community health and healthcare related problems</td>
</tr>
<tr>
<td>Apply concepts and methods in social and behavioural sciences to evaluate and inform development of health promotion policies, programmes and services</td>
</tr>
<tr>
<td>Apply knowledge of health systems, policy and financing, health economics and key global health issues to evaluate and inform development of public health policies, programmes and services</td>
</tr>
<tr>
<td>Take into consideration ethical and legal principles in public health practice and policy</td>
</tr>
<tr>
<td>Communicate public health research evidence effectively to different audiences</td>
</tr>
<tr>
<td>Understand own professional strengths and personal skills to lead and work collaboratively in a public health team</td>
</tr>
</tbody>
</table>

**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:

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

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

An online CAP calculator is available at:
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:

- Module Calendar for AY2017/2018
- Exam Dates

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

- **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. SPH5001 Foundations of Public Health
2. SPH5002 Public Health Research Methods
3. SPH5003 Health Behaviour and Communication
4. SPH5004 Introduction to Health Policy and Policy Analysis
5. SPH5005 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;

Audited 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

The maximum workload for a part-time student is 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 Health (OH) specialisation is offered to students. Students may opt for the OH specialisation at the beginning of semester I of each academic year.

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 Add/Remove Specialisation form, and submit it to both their academic advisor and OH specialisation coordinator(s) for approval. Once both the academic advisor and the OH specialisation coordinator(s) have signed the form, students are to submit the endorsed documents to the Education Office.

Students may contact Prof Chia Sin Eng, (ephcse@nus.edu.sg) to seek advice on the Occupational Health (OH) Track specialisation.

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.

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

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
GOING OVERSEAS

The following checklist has been devised in order to help you plan for international travel in regards to MPH related matters. *Students are advised to plan at least 4-6 months ahead.*

**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](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/index.html](http://www.nus.edu.sg/iro/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](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://nus.edu.sg/osa/documents/resources-and-policies/code-of-student-conduct.pdf

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://exchange.nus.edu.sg/passwordportal/](https://exchange.nus.edu.sg/passwordportal/)

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
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/](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 email account and navigating to “Forwarding” via the settings page.
INTEGRATED VIRTUAL LEARNING ENVIRONMENT (IVLE)

The Integrated Virtual Learning Environment (IVLE) https://ivle.nus.edu.sg/ is the NUS Course Management System. Students can access up-to-date online syllabi, download lecture handouts, submit assignments, manage projects, participate in discussion forums and online communities, take part in online quizzes and surveys and watch live webcast lectures, among other things.

More information about IVLE can be found at https://wiki.nus.edu.sg/display/IVLEStudenKB/Home

SETTING UP IVLE TO RECEIVE ANNOUNCEMENTS VIA SMS

IVLE has an SMS announcement service that enables students to receive announcements posted in IVLE via SMS (only applicable to local SG numbers). Please subscribe to this service through the following steps:

i. Click on your name which appears on the top right hand corner of the IVLE Workspace page.
ii. Click on “Profile”
iii. Select “Edit”
iv. Check the option next to (Yes, I wish to receive SMS from IVLE Announcement and Project) and click “Save”

For more information on IVLE, including access to the user guides, please visit http://cit.nus.edu.sg/ivle/
Section E

Campus Facilities & Amenities
FACILITIES AND RESOURCES

NUS 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 are accessible to all students. After office access may be arranged through your lecturers and advisors. The officers in charge are:

Resource Centre       Ms Alice Chew
                      Tel: 651 64986
                      ephchewa@nus.edu.sg

Computer Lab          Mr Lee Teck Ngee
                      Tel: 651 64962
                      ephleetn@nus.edu.sg

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 “Email” and log-in using your NUSNet ID 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