

NGEE ANN - ADELAIDE
EDUCATION CENTRE

義
安
The
Ngee
Ann
Kongsi



A PARTNERSHIP SINCE 1998

STUDENT HANDBOOK 2016

Welcome to
NGEE ANN-ADELAIDE
EDUCATION CENTRE
A Partnership
Established
Since 1998

www.NAA.edu.sg

2016 HANDBOOK

The purpose of this handbook is to provide students with a detailed description of all aspects of the various programmes offered at Ngee Ann-Adelaide Education Centre (NAA). It is intended that the handbook will be of use to you not only in planning your enrolment pattern, but as an authoritative guide on the rules, regulations, administrative procedures and requirements that relate to your particular programme.

Our professional and academic staff are very highly regarded in their various vocational settings and because of this we are able to attract international experts to participate in the delivery of our programmes. Students in our programmes benefit from research-grounded insight into current practice and the implications for future practice.

We are proud of this public recognition of the quality of the NAA's activities. The staff at the University and the NAA ensure that each programme is not only a programme of study but also one of personal development for all students.

Enjoy learning with us!

2016 Handbook	1
About The Ngee Ann-Adelaide Education Centre [NAA]	2
Council for Private Education	2
NAA Vision, Mission, Values	3
The University of Adelaide	4
The Ngee Ann Kongsi	5
NAA Contacts	5
NAA Learning Facilities	6
Interactive Learning in Singapore	6
Occupational Health, Safety, and Welfare Issues	7
NAK Scholarship	9
Communication with the University of Adelaide and NAA	10
Important Dates for Enrolment	10
Administrative Policies	11
Fee Protection Scheme & Medical Insurance	12
Student Movement	13
Graduation	14
Global Learning	14
Planning and Organising Your Studies	15
Access to the University of Adelaide Resources	16
School of Computer Science E-Resources	18
Course Assessment	19
Academic Performance	22
Review of Academic Progress	22
Academic Honesty and Assessment Obligations	23
Dispute Resolution Policy and Process	24
NAA Refund Policy	25
NAA Privacy Policy	26
University Policies	26
Student Experience of Learning and Teaching (SELT) Policy	26
Pastoral Counselling Framework	27
Career Portal	27
Alumni / Perpetual Email	28
Postgraduate Programmes in Business Administration	29
Postgraduate Programmes in Applied Finance	30
Postgraduate Programmes in Applied Project Management	31
Postgraduate Programmes in Education	32
Bachelor / Graduate Diploma in Computer Science	33
Bachelor of Innovation and Entrepreneurship	34
Bachelor of Nursing	35
Bachelor of Commerce	36

ABOUT THE Ngee ANN-ADELAIDE EDUCATION CENTRE [NAA]

www.NAA.edu.sg

Ngee Ann-Adelaide Education Centre (NAA) is a joint venture partnership between two of the oldest and most respected institutions in the Asia Pacific region: the Ngee Ann Kongsi and the University of Adelaide.

The vision of the partners is to provide a high quality educational facility in Singapore combining undergraduate and postgraduate academic programmes with applied executive and professional development courses taught by experienced academics, consultants and professionals.

Since its inception in 1998, the Ngee Ann-Adelaide Education Centre has, through its programmes, produced some of Singapore's leading talents in local businesses, multinational corporations and government agencies. Many more students have benefited from their investment in these programmes and moved on to greater heights in their respective careers.

COUNCIL FOR PRIVATE EDUCATION Private Education Act/ EduTrust Certification Scheme

www.cpe.gov.sg

The Private Education Act was legislated in December 2009 to strengthen the existing registration framework and enforcement provisions of Private Education Institutions (PEIs).

The Council for Private Education (CPE) is a statutory board established under the Private Education Act with legislative powers to regulate the private education sector more effectively and uplift the quality of private education in Singapore. Under the Enhanced Registration Framework (ERF), all Private Education Institutions (PEIs) must be registered with the CPE before they are allowed to commence operations.

In alignment with the Singapore Private Education Act 2009, a Council for Private Education (CPE) was established in Singapore to regulate the private education sector. All Private Education Institutes (PEIs) are required to comply with the regulations under the new Act in order to operate.

NAA is registered as a Private Education Institution under the provisions and regulations of the Private Education Act in Singapore. The registration period is valid for 4 years from 15 Sep 2014 to 14 Sep 2018. Registration number: 199703922R.

A quality assurance framework known as EduTrust certification, was also introduced to provide a mean for better PEIs to differentiate themselves as having achieved higher standards in key areas of management and provision of educational services. A PEI must be EduTrust certified in order to enrol international students and qualify for the issue of Student Passes, as stipulated by the Immigration and Checkpoints Authority (ICA). Ngee Ann-Adelaide Education Centre was awarded the EduTrust certification by the CPE in September 2015.

NAA VISION, MISSION, VALUES

Our **Vision** is to be recognised as an Asia Pacific Centre of research and teaching excellence, committed to educating and developing future leaders.

Our **Mission** is to educate the leaders of tomorrow through providing a distinctive Asia-Pacific educational and cultural experience.

The **Values** that underpin Ngee Ann Adelaide as an institution and the manner in which it goes about its business are reflected in the following:

Excellence:

We pursue excellence in research, teaching and learning.

Leadership:

We nurture leadership in our staff and our students.

Innovation:

We encourage innovation through providing a stimulating place to work and study.

Teamwork:

While individuality is expected, we encourage teamwork in our students and staff.

Ethics:

We expect the highest ethical students and staff behaviour in research, teaching and learning.

THE UNIVERSITY OF ADELAIDE



With more than 130 years of excellence in education, the University of Adelaide is one of Australia's oldest and most prestigious tertiary institutions.

Since its establishment in 1874, the University has developed a reputation for excellence in teaching, learning and research, with major strengths in agriculture, wine and food, biological sciences, physical sciences, health sciences, information technology and telecommunications, environmental sciences and social sciences.

The University is associated with 5 Nobel Laureates, has produced over 100 Rhodes Scholars, over 130 Fulbright Scholars, and is a member of the Group of Eight - Australia's leading research-intensive universities.

At the heart of the University's vision, achievement and impact is a belief that the experience of the student is fundamental, and that research and high quality teaching have a symbiotic relationship that underpins and characterises the finest universities in the world.

The University of Adelaide is committed to producing graduates recognised worldwide for their creativity, knowledge and skills, as well as their culture and tolerance.

www.adelaide.edu.au

Our Nobel laureates

The University of Adelaide has a long history of groundbreaking research and scholarship of international significance and is associated with these Nobel laureates.



1915

Sir William Henry Bragg and William Lawrence Bragg, Physics, for their services in the analysis of crystal structure by means of X-rays



1945

Sir Howard Walter Florey, Physiology or Medicine, for the discovery of penicillin and its curative effect in various infectious diseases



2003

John M. Coetzee, Literature, who in innumerable guises portrays the surprising involvement of the outsider



2005

Dr. J. Robin Warren, Physiology or Medicine (joint), for their discovery of the bacterium *Helicobacter pylori* and its role in gastritis and peptic ulcer disease

Based on Times Higher Education, QS and Jiao Tong Rankings, the University of Adelaide has consistently been ranked in the **top 1% of universities in the world**

THE Ngee ANN KONGSI



The Ngee Ann Kongs is a foundation which is actively involved in educational, cultural and welfare activities. Founded in 1845 by Chinese immigrants of the Teochew dialect group, the Ngee Ann Kongs was formally incorporated in Singapore under the Ordinance Act in 1933. The Kongs has grown from a community bound by a common heritage and genuine concern for the welfare of its members to a foundation that now serves the community regardless of race, religion or social status.

The Kongs has played a significant role in education in Singapore. In 1940 it established a primary school formerly known as Ngee Ann Girls' School, which was subsequently renamed Ngee Ann Primary School; in 1953 it assumed the management of Tuan Mong High School which was renamed Ngee Ann Secondary School; and in 1963 it established a technical college which is now known as the Ngee Ann Polytechnic.

The Ngee Ann Kongs awards scholarships and bursaries to talented and deserving students in its schools and local tertiary institutions.

In 1993, Ngee Ann City, a shopping and office complex along Orchard Road in Singapore, was completed. The returns from this property enable the Ngee Ann Kongs, through its subsidiary Ngee Ann Development Pte Ltd., to continue contributing to the welfare needs of the elderly and the less privileged. Furthermore, the Kongs contributes generously to the development of the arts and culture in Singapore.

www.ngeeann.com.sg

NGEE ANN-ADELAIDE EDUCATION CENTRE

NGEE ANN-ADELAIDE EDUCATION CENTRE CONTACTS

STUDENT RECRUITMENT

E: admissions@naa.edu.sg

Head
Ms ONG Davina

Programme Consultants

Senior Consultant
Mr ONG Wayne

Consultant
Mr TEO Ming Terk

ADMISSIONS & CORPORATE ACCOUNTS

Head
Mr TAI Kian Heng

Executive
Ms ONG Fung Yen

Address:
Ngee Ann-Adelaide Education Centre
97 Tank Road, Level 3, Teochew Building
E: student.services@naa.edu.sg
Singapore 238066

T: +65 6738 2910 **F:** +65 6738 3314
E: contactus@NAA.edu.sg

STUDENT SERVICES

Manager
Ms ONG Jasene

Executives
Mr TAN Sam
Mr XIAO Dennis

STUDENT & ALUMNI ENGAGEMENT SERVICES

E: studentlearning@NAA.edu.sg

Manager
Ms YONG Elena

Senior Executive
Ms BERNER Chelsea

Operating Hours:
Mon - Thu: 9:00am - 7:00pm
Fri: 9:00am - 10:00pm
Sat: 9:00am - 8:00pm
Sun: 9:00am - 5:00pm
Close on public holidays

NAA LEARNING FACILITIES

Student facilities

The Student Hub on Level 3 and Student Lounge on level 4 are available on weekdays and weekends including Public Holidays from 9.00 a.m. to 10.00 p.m. Your cooperation in keeping the student and teaching areas in a clean and tidy condition will ensure a pleasant working environment for all students.

Computer access is available in the Student Lounge located on Level 4.

There is wireless internet access on both Level 3 and Level 4. The wireless password is available on the notice boards and at the Student Services and Resource Centre.

Journals & Magazines

Students are welcome to read the journals and magazines located in the Student Lounge and Student Resource Centre, Level 3. In order that all students and staff may have equal access, journals and magazines are not to be removed unless otherwise stated for FREE distribution. Your cooperation in returning them to their correct place would be appreciated.

Mobile phone policy

It is the policy of the NAA that mobile phones are to be switched to "silent" mode before a class commences. This will ensure a quality teaching environment for all students. Any student who fails to comply with this policy and whose phone interrupts the class will be asked to leave the class immediately.

INTERACTIVE LEARNING IN SINGAPORE

Interactive learning is a key element of the University of Adelaide's Programmes. The University's programmes have a number of learning components. University courses are offered in an open learning approach, to ensure ample opportunity for interactive learning. This involves combining high quality learning materials with intensive lecture sessions and face to face class meetings.

Orientation Session

The NAA offers a compulsory orientation session for postgraduate and undergraduate students at different sessions, which gives an overview of administrative, teaching and student services at the NAA.

Course Outline

For each course, a Course Outline detailing the objectives of the course, assessment details and a reading guide is provided. This may be included in the course teaching

pack or distributed separately. Given that the volume of course materials for most courses can be quite large, it is important to plan and manage your reading to meet the objectives set by the Course Coordinator.

Intensive Lecture Sessions/Tutorials

Lecture sessions will be held over intensive sessions. You may download the timetable from www.NAA.edu.sg.

These intensive lecture sessions are presented primarily by lecturing staff appointed by the University of Adelaide.

The lecture series generally provide for thirty or more hours of teaching held over two visits by staff and require students to invest some of their weekday time for group discussion or tutorials where necessary. The sessions are designed to enable the lecturer to present the core material and interact with the students. These sessions may also involve case studies,

practical exercises and group discussion under the direct supervision of the Course Coordinator.

Assessment and Examinations

Please refer to the Course Outline for the assessment and examination requirements as it varies from course to course. The examination dates are indicated in the timetable. You should confirm examination arrangements with the Lecturer or Course Coordinator of each course at your first intensive session.

OCCUPATIONAL HEALTH, SAFETY, AND WELFARE ISSUES

The following is an extract from the NAA emergency procedures. Please refer to www.NAA.edu.sg for the updated copy.

- Fire Threat
- Communicable Disease Threat
- Earth Tremor Threat

All professional staff, lecturers, and students are required to be familiar with emergency evacuation procedures and the designated evacuation areas. The emergency procedures are reviewed and updated on a yearly basis.

Should there be any occurrences of threat during course of teaching at NAA, lecturers will assume the leadership in class to ensure minimum panic and provide guidance appropriately.

The first aid box is available at Level 4 Student Lounge and at the Student Services and Resource Centre at Level 3.

Fire Threat

NAA Fire Wardens and First Aiders are:

Fire Warden
Mr Sam TAN

First Aiders
Ms Eliza THAM Mr Wayne ONG

Teochew Building Emergency Contact List

Name of Company : Ngee Ann Kongsi
Address : 97 Tank Road Singapore 238066
Security Control Counter at Teochew Building : +65 6835 3013
Security Control Counter at Ngee Ann City (24 hours) : +65 6733 0337 / +65 6733 3915

Key Personnel

Ms Sonia FOO Deputy Administrative Secretary	T: +65 6737 9555
Mr Benny Liu	T: +65 6737 9555

Fire Threat

Fire Evacuation

1. Fire drills are held on a periodic basis. These drills should be treated with the utmost seriousness.
2. Occupants in the building are required to obey the instructions of the Fire Wardens and Security Personnel in times of fire evacuation.
3. Walk towards "Exit" signages to exit from the building.
4. A fire extinguisher is provided in every room.

Please refer to the instructions to use appropriately.

5. In the event when the situation warrants an evacuation of the building

- Signal for evacuation will be in the form of a perpetual ring (2nd alarm) initiated by the Security Control Counter.
- Do not panic. Please evacuate in an orderly manner using the nearest staircase and proceed to the designated evacuation area.
- **Do not use the lifts. Use only the stairway through the "Exit" signages.**
- Strictly follow any instructions given by the

Fire Wardens/Security Officers/Police.

- In times of emergency, leave all personal items and evacuate promptly.
- **Leave all doors and windows CLOSED.** This will minimise the spread of the fire.
- Leave the lights on but disconnect all electrical apparatus.
- When you are out of the building, walk briskly to the designated assembly area.

Communicable Disease Threat

Reporting a Communicable Disease Threat

1. Should you believe that one of your classmates has contacted a communicable disease, please avoid physical contact with the person and notify the NAA staff.
2. NAA First Aider will contact Security Control Counter to provide appropriate assistance in the Isolation Room located at Level 2, next to the Maintenance Office.
3. In the event of an outbreak which affects the general student population, the landlord and NAA will adopt the Singapore Ministry of Health's Disease Outbreak response system to limit and control the spread of communicable diseases. Communicable diseases include SARS and Influenza A (H1N1).

Earth Tremor Threat

Responding to Earth Tremor Threat

When earth tremors happen, all tenants/occupants are advised to follow the emergency measures below:

1. Be calm.
2. Take cover under a table if you are inside the classroom. Keep away from any glass windows, items made of glass, any hanging objects, bookcases or tall cupboards.
3. Do not use the lift. If you are inside the lift, stay calm and exit immediately when the lift door opens.
4. Do not use any naked flame in case there is a gas leak.
5. Do not be alarmed if the electricity is cut or the fire alarm systems are activated.
6. If you are out in the open, stay there.

7. After the vibrations/tremors stopped, items
 - (1) Keep away from any glass windows, made of glass, any hanging objects, and any bookcases or tall cupboards.
 - (2) Help anyone injured.
 - (3) Call the Security Control Counter at Level 1 (Tel: 6835 3013) or Police
 - (4) Report any incidents or issues of law and order to the Security Control or Police.
8. Stay at the assembly area and wait for further instructions from the Security Coordinator.
9. If cracks or other structural defects develop after the tremor, inform the Building Management immediately.

Earth Tremor Evacuation

1. Do not panic. Please evacuate in an orderly manner using the nearest staircase and proceed to the designated assembly area.
2. Do not use the lifts. Use only the stairway through the "Exit" signages.
3. Strictly follow the instructions given by any Security Officer/Police.
4. In times of emergency, leave all personal items and evacuate promptly.
5. Leave the lights on but disconnect all electrical apparatus.
6. Exit from the building and stay at the assembly area. Wait for further instructions from the Security Coordinator.

Designated Assembly Area

The Designated Assembly Area is located at the ground level in front of the Teochew Building or designated area assigned by the Security Coordinator. Please remain in the Designated Assembly Area until further instruction from Security Coordinator.

NAK SCHOLARSHIP

The Ngee Ann Kongsi Scholarships are awarded to outstanding candidates admitted into one of the following Programmes offered at Ngee Ann-Adelaide Education Centre:

- Bachelor of Computer Science
- Bachelor of Commerce
(inclusive of all specialisation tracks)
- Bachelor of Innovation & Entrepreneurship
- Bachelor of Nursing

Application Form

Please visit <http://naa.edu.sg/scholarships/> to download Ngee Ann Kongsi Scholarship application form.

Eligibility

- Current student of the University of Adelaide programmes conducted in NAA.
- Has been admitted into the following programmes.
i.e. Bachelor of Commerce (BCOM), Bachelor of Computer Science (BCS), Bachelor of Innovation and Entrepreneurship (BIE), Bachelor of Nursing (BN).
- Open to Singapore citizens and Singapore Permanent Residents only.
- Applicant should not be receiving bursaries or funding from their employers or any other organisation.
- Outstanding academic results.
- Good conduct with academic and/or professional supervisors' reference/testimonial.
- Financial position.

Terms

- This is a bond-free scholarship.
- The total value of the award is S\$5000.
- Satisfactory academic performance is expected of the scholarship recipient.
- Scholarship will cease with failure in any courses in the programme.
- The awards of scholarship will be withdrawn if it is found that the information given in the application form is untrue or inaccurate.
- Successful applicant can receive only one award within the same academic year from Ngee Ann Education Holdings.
- More than one application may be submitted from members of one family but only one award may be given per family.
- The number of scholarships awarded for the Programme each year will be the sole discretion of Ngee Ann Education Holdings.
- If no suitable candidate can be determined, no award will be made.
- The Panel's decision is final.

Period of Award

Each award is tenable for the whole programme period. Scholarship holders are required to pass every course for Scholarship payments to be maintained.

Please refer to NAA website for more scholarship details at <http://naa.edu.sg/scholarships>

COMMUNICATION WITH THE UNIVERSITY OF ADELAIDE AND NAA

Webmail / Gmail

The University email system is the main mode of communication to students. Your email address follows the rule:
 firstname.lastname@student.adelaide.edu.au

The University provides you with a free email account which is created when you enrol. With its current upgrade of online services, the University has collaborated with Google to provide its students with the Gmail account.

If you have a work or personal email account that you would prefer to use, you must arrange to have your University email account redirected. More information can be found by visiting <http://adelaide.edu.au/its/online/email>.

Announcements on MyUni

The following applies to all programmes except the Bachelor of Computer Science programme, which does not utilise MyUni. Course-related announcements such as class and examinations reminders, collection of study guides and assignments, release of examination results will be posted on MyUni. Students will also receive an email via their UoA student email account.

It is advised that you check your student email account daily to ensure you do not miss any important information.

If you require any assistance, please contact the ITS Helpdesk in Adelaide at servicedesk@adelaide.edu.au

Setting your email FORWARD

I have a GoogleApps account

To forward FROM your GOOGLE APPS STUDENT account TO your preferred email account via the following link and then follow the steps as listed: www.adelaide.edu.au

Students

Mail

Your username is your student number, prefixed with the letter 'a'

Password is as per your Access.Adelaide account

Click on SETTINGS in the top right-hand corner

Click on FORWARDING and POP/IMAP

Select "Forward a copy of incoming mail to" and enter your work or home email address to which you would like your student email forwarded

Select "Delete Gmails" copy from the drop down menu so your student box doesn't eventually fill up

Click "Save Changes".

IMPORTANT DATES FOR ENROLMENT

Critical dates are shown in the table below or can be accessed at: <http://www.adelaide.edu.au/student/dates/critical/2016/>

2016 AMENDMENT TO ENROLMENTS

B.Innovation & Entrepreneurship, Postgraduate Studies in Business Administration, Postgraduate Studies in Education

	Term 1	Term 2	Term 3	Term 4
Beginning of Term Date	25 Jan	18 Apr	11 Jul	03 Oct
Last Day to Add Courses Online	08 Feb	02 May	25 Jul	17 Oct
Census Date	12 Feb	06 May	29 Jul	21 Oct
Withdraw No Fail (WNF) Date	20 Mar	07 Jun	30 Aug	22 Nov
Withdraw Fail (WF) Date	15 Apr	01 Jul	23 Sep	16 Dec

B.Commerce, B.Computer Science, Postgraduate Studies in Applied Finance, Postgraduate Studies in Business Administration, Postgraduate Studies in Applied Project Management

	Trimester 1	Trimester 2	Trimester 3
Beginning of Trimester Date	01 Feb	23 May	05 Sep
Last Day to Add Courses Online	15 Feb	06 Jun	19 Sep
Census Date	19 Feb	10 Jun	23 Sep
Withdraw No Fail (WNF) Date	01 Apr	22 Jul	28 Oct
Withdraw Fail (WF) Date	29 Apr	19 Aug	25 Nov
Deadline for Payment	Please refer to the timetable for payment date		

Glossary

Census Date : last day for a student to withdraw from a course without incurring any academic penalty on the transcript.

Withdraw No Fail (WNF) Date : last day for a student to withdraw from a course without failing, however a WNF notation will be recorded against the enrolment.

Withdraw Fail (WF) Date : last day for a student to withdraw from a course with a WF notation against the enrolment.

Fail (F) : If you withdraw from a course after the WF dates, you will incur a Fail grade.

**Any amendments to your enrolment online is subjected to Adelaide's timing. Please note the time difference between Singapore and Adelaide.*

2016 AMENDMENT TO ENROLMENTS

B.Nursing

	Semester 1	Semester 2
Beginning of Semester Date	29 Feb	25 Jul
Last Day to Add Courses Online	14 Mar	08 Aug
Census Date	31 Mar	31 Aug
Withdraw No Fail (WNF) Date	06 May	16 Sep
Withdraw Fail (WF) Date	10 Jun	28 Oct
Deadline for Payment	Please refer to the timetable for payment date.	

Glossary

Census Date : last day for a student to withdraw from a course without incurring any academic penalty on the transcript.

Withdraw No Fail (WNF) Date : last day for a student to withdraw from a course without failing, however a WNF notation will be recorded against the enrolment.

Withdraw Fail (WF) Date : last day for a student to withdraw from a course with a WF notation against the enrolment.

Fail (F) : If you withdraw from a course after the WF dates, you will incur a Fail grade.

**Any amendments to your enrolment online is subjected to Adelaide's timing. Please note the time difference between Singapore and Adelaide.*

ADMINISTRATIVE POLICIES

Enrolment

You are required to enrol using Access Adelaide not later than the enrolment date stipulated for each trimester/ term/ semester.

Enrolment is confirmed when students:
Enrol into the Access Adelaide system
AND
Arrange for full payment of the course fee

Fee Payment

(i) Application Fee

Application fee of S\$107.00 (inclusive of prevailing GST) will be chargeable for all applications received and is non-refundable.

(ii) Administration Fee

Commencement of programme enrolment will be subjected to the administration fee of S\$250 nett upon acceptance of Letter of Offer. Administration fee covers examination/ replacement examination and student card. Fee is applicable to both domestic and international students. Administration fee is non-refundable.

NAA management reserves the right to revise the service items included in the course and administration fee from time to time. Students will be given 2 months of notification.

(iii) Course Fee

Please refer to PEI-Student Contract for course fee applicable to your studies.

(iv) Student Development Workshop Fee

One-time S\$300 nett fee applicable to all full-time students.

(v) Library Fee

Overdue books are charged at \$0.50 per item/ day. For every book damaged/lost:

- Books still in publication: Current cost of book + administration fee of S\$20 nett
- Out of print books: Double the cost of book + administration fee of S\$20 nett

(vi) Course Study Guide Replacement Fee

S\$30 nett per copy

(vii) Student Card Replacement Fee

S\$30 nett per card

(viii) Re-print of Official Receipt

S\$5 nett per copy

(ix) Admin Fee for Request of Personal Data

S\$10.70 (inclusive of prevailing GST) per request

Deadline for Payment

Payment due dates are listed on the respective programme timetable. Student shall make payment of the Course fee not later than the due date stipulated in the Programme timetable. NAA reserves the right to replace student's enrolment with another enrolment from the waiting list if payment is not received by the stipulated day.

Late Fee Payment Penalty

Late fee payment of 3% of the course fee (plus GST) will be applicable on fee received after the payment due date.

Mode of Payment

NAA shall only accept payment by NETs (subject to daily withdrawal limit), Credit/Debit cards, cash, cheque or Internet Banking.

For Cheque payment, please draw the cheque payable to Ngee Ann-Adelaide Education Centre Pte Ltd.

For Internet Banking, please administer payment to **Ngee Ann-Adelaide Education Centre Pte Ltd – United Overseas Bank Current Account No. 920-350-093-5**. Please email to finance@NAA.edu.sg to inform the office of your payment and indicate your full name, programme, course(s), amount transferred, name of your bank, ibanking nickname and date of transaction.

Fee Revision

NAA reserves the right to revise the application, administration and course fees from time to time. Students will be given 2 months of notification. All fees quoted are in Singapore dollars.

Textbook

Textbook may be purchased online from NAA's appointed vendor - Title Text Marketing Pte Ltd at www.titletext.com.sg

Course Study Guide

For cheque payment, the eligibility will only be valid upon successful processing of the cheque payment within the stipulated period.

NAA will endeavor to ensure that the course study guide is ready for collection at least one week before course commencement. However, there may be cases where the course study guide may not be ready for collection till a later date due to unforeseen circumstances.

Fee Protection Scheme

The Council for Private Education (CPE) has regulatory provisions and requirements to protect course fees that are payable by students who are enrolled in a private education institution (PEI). These are in the form of fee collection caps and schemes to protect student fees.

NAA adopts a compulsory Fee Protection Scheme (FPS) to protect the paid fees of all students. The FPS serves to protect the student's fees in the event that the PEI is unable to continue operations due to insolvency, and/or regulatory closure. In addition, the FPS protects the student if the PEI fails to pay penalties or return fees to the student arising from judgments made against it by the Singapore courts.

NAA has appointed Lonpac Insurance Bhd as the FPS insurance provider. Under the FPS insurance scheme, students' fees are insured by Lonpac Insurance Bhd. In case of events, as stated above, students will be able to claim their paid fees from Lonpac Insurance Bhd. More details of the FPS can also be found on CPE website, available at www.cpe.gov.sg.

For clarifications, please contact the Student Services team at Tel: 6738 2910 or email at studentservices@NAA.edu.sg

Medical Insurance

It is compulsory for ALL full-time students to have medical insurance coverage for hospitalisation, outpatient and related medical treatment for the entire duration of studies as required by CPE under EduTrust certification scheme. Students opting to purchase the Medical Insurance arranged by NAA will be covered throughout the programme duration. The annual medical insurance fee is non-refundable. There are exemptions for Singaporeans, Permanent Residents and non-Student Pass holders if they are covered by their own medical insurance plan. Students who choose to opt out of the medical insurance are to show proof of their own medical insurance before making a declaration in the PEI-student contract to opt out of the medical insurance scheme. Failing which, the student will be required to opt in for NAA's appointed insurer.

AXA Insurance Singapore Pte Ltd has been appointed as the medical insurance provider by NAA. The medical insurance scheme shall provide a basic annual coverage limit of not less than S\$20,000 per student in the B1 ward in government and restructured hospitals and up to overall maximum limit per policy year, with 24 hours coverage in Singapore and overseas (if the student is involved in the school-related activities) throughout the course duration.

Notes

- Due to timetabling constraints, the teaching intensives and examinations for some courses may not fall entirely within the official term/ trimester/ semester dates.
- Please note all enrolment dates are established by the University. It is not possible to alter the dates or to allow exceptions.
- An academic year is made up of three trimesters of three trimesters of approximately 16 weeks each. Students can complete up to four courses in each trimester delivered over intensive blocks of lectures and/or tutorials.
- An academic year is made up of four terms of approximately 12 weeks each. Students can complete up to two courses in each term delivered over intensive blocks of lectures and/or tutorials.
- An academic year is made up of 2 semesters of approximately 4 months each. Students can complete up to two courses in each semester delivered over intensive blocks of lectures and/or tutorials

IMPORTANT NOTE

Please be advised that NAA reserves the right to revise the Administrative Policies governing the withdrawal and late payment penalty from time to time. Notification will be given by email on any revision of the policies.

STUDENT MOVEMENT

Please be informed that student is required to submit the relevant application form in a timely manner to ensure an updated record of student status in UOA and NAA.

Please visit our website (www.NAA.edu.sg) for the relevant forms. Alternatively, please seek assistance from the Student Services team.

Course Enrolment

Student is responsible to enroll via Access Adelaide prior to the commencement of each term/trimester/semester in accordance to the study plan provided. Alternatively, students may refer to the programme timetable available on the website (www.NAA.edu.sg) to enroll via Access Adelaide.

Please refer to the university's enrolment page at www.adelaide.edu.au/enrol/

Variation to Enrolment

Course Add

In the event that student missed out on the last day of enrolment due to unforeseen circumstances, they may submit a Variation to Enrolment form to the Student Services team via email within 14 days before the commencement of the first intensive.

Please note that submission is subjected to UOA's approval.

Course Drop

In the event that student missed out on the census date stipulated in the programme timetable due to unforeseen circumstances, they may drop the course via Access Adelaide.

Eligibility for refund is subjected to NAA's Refund Policy as stated in the Student Contract.

Leave of Absence

Leave of Absence refers to a voluntary application for a temporary deferment in the course enrolment as scheduled in the study plan. Student is responsible to manage the completion of their degree as a result of the leave of absence at their own discretion.

In the event that student wishes to apply for leave of absence for a term/trimester/semester, they are required to submit a Leave of Absence Form to the Student Services Executives via email, 2 weeks before the commencement of the academic period. Leave of Absence will usually be granted for a minimum of one term/trimester/semester and no longer than one academic year.

For a student granted "Leave of absence" for more than 12 months, a re-admission fee of S\$250 nett will apply upon re-admission into the Programme. A new Letter of Acceptance has to be signed based on the new course fees (if applicable).

A student granted "Leave of Absence" by NAA is not required to pay course fees for the period of absence.

Discontinuation

Discontinuation means that the PEI Student Contract is terminated and the student is no longer a student of NAA and the University of Adelaide

Students are required to submit the Discontinuation Form to the Student Services team. Students are also required to drop courses via Access Adelaide if they are currently enrolled in any.

Eligibility for refund is subjected to NAA's approval in accordance to NAA's Refund Policy as stated in the Student Contract.

Programme Transfer

Transfer of programme means a student changes the programme of study but remains as a student of NAA.

(i) Programmes with the same entry requirements:

Students are required to submit the Offshore Internal Programme Transfer Form to the Student Services team.

(ii) Programmes with different entry requirements:

The student will be briefed on the entry requirements (where applicable) and has to submit the Application Form to apply for the new Programme.

The University of Adelaide will review and confirm on the application.

For successful programme transfer application, students will have to submit the Discontinuation Form to discontinue from the current programme. The original PEI-Student Contract will be terminated and the student is required to sign a new set of Letter of Acceptance and NAA PEI-Student Contract.

Admission into Second Degree Programme

Students are required to submit an Application Form for eligibility approval by UOA. No application fee required. However, the prevailing Administration Fee will apply. Students are eligible to the prevailing discount rate off the programme fee, if any.

NAA reserves the right to change the terms and condition of the discount rates and eligibility without prior notice.

Student will be registered on the previous Student ID in the UOA and NAA's student record. Student will be required to sign a new PEI Student Contract specific to the Second Degree Programme.

Graduation

There are three graduation ceremonies each year. The Singapore graduation ceremony is held yearly in March, and the Adelaide ceremonies are in April/May and September.

March and April/May Ceremonies

Studies must be completed by 3rd Trimester/ 4th Term/ Semester 2 of the previous year.

September Ceremony

Studies must be completed by 1st Trimester/ 1st Term of the same year.

If you believe you have completed the requirements of the degree, you should consult the specific Programme Rules for the year in which you were first enrolled (NOT for the year in which you are completing the degree) to confirm the number of compulsory and elective courses that were required.

Do I need to apply to graduate from the University?

All students will receive an email to their student email account when applications to graduate open in Access Adelaide. All students who anticipate completing their studies are required to submit a new application or update their automatic application to be considered for graduation.

The Graduations Office will notify students of their eligibility or ineligibility to graduate via Access Adelaide. Students who are eligible must confirm their attendance option to have a parchment issued. Refer to the following website for the full Graduation process: www.adelaide.edu.au/student/graduations

You are welcome to contact the Graduations Office at graduations@adelaide.edu.au for any enquiries.

GRADUATE IN ABSENTIA

If you choose to "Graduate in Absentia", please select the option of "Collected by a Third Party from Ask Adelaide and to type "Ngee Ann-Adelaide Education Centre" who will be collecting your certificate.

You will be notified once the NAA office receives the parchments which will be sent over by the Graduations Office.

Note:

If you opt to "Graduate in Absentia", you will be unable to participate in future Graduation ceremony.

OBTAINING AN OFFICIAL ACADEMIC TRANSCRIPT

Students may apply for an official transcript and the charges are available via: www.adelaide.edu.au/student/graduations/

Transcript

An Official Academic Transcript contains a complete record of all academic study that you have undertaken at the University of Adelaide, which includes the Grade Point Average (GPA) score. Please note that if you have completed all your courses, your academic transcript will not indicate that you have been conferred with your award till after the conferral date.

AHEGS

An AHEGS (Australian Higher Education Graduation Statement) is a graduation statement that provides a description of your award, the awarding institution, a list of your academic achievements relevant to the degree and details of the Australian Higher Education System. It can provide potential employers and other institutions with a greater understanding of your achievements.

Note:

Every graduate will receive a parchment and a complimentary copy of AHEGS.

GLOBAL LEARNING

A. ADELAIDE SUMMER & WINTER SCHOOL Programme

Each year, the University of Adelaide offers a range of intensive courses that are taught during the term breaks as part of its Summer & Winter School. Students are encouraged to enrol for the Summer & Winter School to accelerate their studies in an exceptional learning atmosphere surrounded by grand old buildings and historical environments.

The Summer School usually takes place in January / February; The Winter School is held in July each year. Besides the course fees, students will have to bear the cost of the travel visa, accommodation and air tickets. Students will have to ensure that the course fees are paid prior to the trip. Please visit <http://www.adelaide.edu.au/summerandwinterschool/> for more information.

B. ADELAIDE SEMESTER Programme

Students studying in NAA may wish to head over to Adelaide for a semester or trimester. Students may enrol for 3 or 4 courses, with options to select cross-disciplinary courses.

C. STUDENT EXCHANGE Programme

The University of Adelaide has developed student exchange links with a number of overseas institutions in North and South America, Europe, UK and Asia. These programmes are suitable for students who wish to study overseas for one or two semesters and earn credit towards their University of Adelaide degree. For a list of our exchange partners, please visit <http://www.adelaide.edu.au/global-learning/>

D. TRANSFERRING ONSHORE

Student may opt to transfer to Adelaide to complete the rest of their studies. With the Confirmation of Enrolment, student will have to apply for their student visa. The student visa is subjected to the approval by the immigration authorities.

Course fees payable will be based on the University of Adelaide international student fees. Miscellaneous fees may apply.

For options A, B, and C:

Course fees payable will be based on the NAA fees. NAA fees is applicable for a maximum of 4 courses (12-units) in total, regardless of the combination of the options A, B, and C.

PLANNING AND ORGANISING YOUR STUDIES

IMPORTANT NOTES

- The course advice presented below is of a general nature and must be read in conjunction with your Letter of Acceptance and the appropriate rules for your programme of study
- Not all courses in each programme are available to students studying at the NAA.
- Every effort is made to offer enough courses to permit some choices within each programme.

It is important that you plan and organise your study programme carefully. If you have any concerns you should contact the Student Services team.

How many courses to enrol in

NAA does not make a rigid distinction between “full-time” and “part-time” students and allows students to determine their own study load. Students are responsible to ensure that they only enrol for courses which they are able to attend the classes and to verify that they meet the pre-requisite and assumed knowledge stipulated in the programme timetable.

Students may seek advice from the Student Services team for a study plan.

Required Commitment by Participants

All award programmes require a significant time commitment by participants. Since the courses presented contain the same materials as taught in Adelaide (with the exception of programmes not currently offered at Adelaide) and the assessments require the same standards to be achieved, participants are expected to make the same time commitment as a student studying in Adelaide. The time commitment expected is up to 13 hours per week for an individual course. Many participants undertake the programme on a part-time basis, doing a one/ two course(s) per term/ trimester/ semester.

Class attendance requirements

Statutory obligations in Singapore are such that attendance in person is a compulsory condition of passing a course. Our specific requirements are that student must attend at least 80% of class sessions to be graded for that course.

Approval for absence must be sought in writing and obtained from NAA Student Services team, and Course Coordinator/Lecturer.

International students are subjected to the ICA's policies. Please visit the following links for more information.

- <http://www.ica.gov.sg/>

Class size policy

Generally class sizes will range from a minimum of 15 to a maximum of 60. However, in some circumstances it may be necessary to go above these limits, or below (e.g. to ensure a viable study programme for a particular intake). Exceptions include the Bachelor of Nursing where the student: teacher ratio is prescribed by the Singapore Nursing Board. Where the timetable allows, students from different intakes may mix in classes.

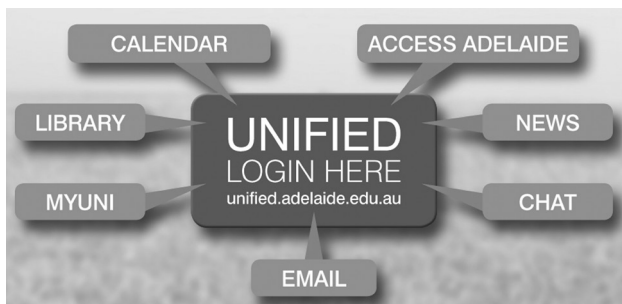
When all available places are taken in a course, further enrolment in the course will be suspended. This is to allow the Student Services team to manage a list of students waiting to enrol.

Applying for assignment extensions

Extensions will only be given for medical or other extenuating circumstances. Requests for extensions must be emailed to the Lecturer with a copy to NAA's Student Services team before the due date. Each request will be assessed on its merits. Late assignments (without prior arrangement) may be penalised at the lecturer's discretion. While the University is sensitive to problems that might arise from time to time, students must submit their work at the designated time to ensure a fair and equitable system. Please refer to the section on 'Modified Arrangements for Coursework Assessment'.

The School of Computer Science has a policy on late penalties. It sets a cap on the mark awarded to an assignment submission based on how late it is. Please refer to the School of Computer Science website at: <http://cs.adelaide.edu.au>

ACCESS TO THE UNIVERSITY OF ADELAIDE RESOURCES



UNIFIED, the Student Portal is a gateway to all student resources in one location. It offers an integrated, personalised working environment through single sign on (eliminating the need for multiple logins), simplified navigation and reduced searching to find the desired information or service. To log on, go to <https://unified.adelaide.edu.au/>

Features include:

- Access core systems like MyUni, Access Adelaide, CS Forums
- Email messages from the university
- Calendar displaying critical dates
- Library catalogue search and library news

Student ID & Passwords

To log into the University of Adelaide's online environment, you will need to use your student ID (username) and password. You can find your username and password on your welcome letter. Your student number is located on the top left of the letter. At the bottom of the letter, you will find a series of numbers and letters which form your password. When you enter your student ID, you will need to add the prefix 'a' (e.g. a1234567). After your first log on, you can change your password to your own liking. If you have misplaced your welcome letter or cannot remember your password in the future, you will need to have your password reset via Password Manager at <https://password.adelaide.edu.au/> For further details, please contact the Student Services team at 6738 2910 or email studentservices@NAA.edu.sg

Online Enrolments

All students enrolling for undergraduate and postgraduate coursework awards will enrol online via the University's Access Adelaide at the UNIFIED portal.

Before logging on to Access Adelaide, it is recommended that you plan your enrolment for the entire year. While planning your enrolment, you will need to keep in mind the pre-requisites of particular courses. You will be expected to complete an Enrolment Checklist prior to enrolling in courses. This is a series of 7 steps ranging from checking and entering your address to entering your expected graduation year.

When enrolling in a particular class, you will be required to enter a unique class number. This can be found on your timetable. If you do not have a copy of the timetable, you may download it from the NAA website, <http://naa.edu.sg/student-services/timetables/>

The University Enrolment Website will help you to navigate your way through the online enrolment process. Please visit <http://www.adelaide.edu.au/enrol/> for more details.

Important Enrolment Information for all students

When amending your enrolment it is very important that you are fully aware of the census dates and the related penalties that apply. Please refer to Important Dates for Enrolment in this handbook.

**Any amendments to your enrolment online is subjected to Adelaide's timing. Please note the time difference between Singapore and Adelaide.*

Access to Results

If you require a copy of your unofficial transcript for reimbursement purposes etc, you can access this information online: <http://access.adelaide.edu.au> And then follow the steps as listed:

- Enter your Username and Password
- Select the link Academic Results

You can then view and print your unofficial transcript for the year, and check any upcoming enrolment details.

Access to Course Materials

The standard approach to teaching is that all lecturers will use MyUni - <http://myuni.adelaide.edu.au> (except for Bachelor of Computer Science). Lecturers can place a variety of materials on MyUni ranging from Course Outlines and PowerPoint slides to articles of interest and additional readings. When a new announcement is posted on MyUni, students will be notified via their student email accounts.

Students must be currently enrolled in the course, having enrolled via Access Adelaide to have access to the information on MyUni.

Computer Science Course Materials

The School of Computer Science maintains its own course websites. Please refer to: <http://http://cs.adelaide.edu.au>

Students can participate in the online forum at <https://forums.cs.adelaide.edu.au/forums/>

Student ID Cards

Student will be issued with a University of Adelaide's student card.

The student cards are valid for the students' duration of studies. The student card displays the personalised student ID number which will be used in communication with the University and NAA, particularly for the generation of results. Please take note of this number for future reference. The student card provides details that are essential for student access to online resources. The username for such resources is the student ID and must be prefixed by the letter "a" (e.g. a1071234).

There will be a replacement fee of S\$30 nett if you lose or misplace your student card.

Access to Electronic Resources at the University of Adelaide Library

Students enrolled at the University of Adelaide are entitled to access electronic resources at the University Library. For details about accessing electronic resources such as journals, e-books and databases for journal and newspaper articles, see information at the Library webpage for Offshore Students at: <http://digital.library.adelaide.edu.au>

General Library Resources

- **Library Website:**
<http://www.adelaide.edu.au/library/>
- **Resource Guides:**
<http://libguides.adelaide.edu.au/home>

School of Nursing

Specific library webpage:
<http://libguides.adelaide.edu.au/nursing>

Business School

Specific library webpage:
<http://libguides.adelaide.edu.au/business>

School of Education

Specific library webpage for Education:
<http://libguides.adelaide.edu.au/education>

School of Computer Science

Specific library webpage:
<http://libguides.adelaide.edu.au/compsci>

Access Problems with the Library

If you encounter access problems with electronic resources at the University Library, please email: library@adelaide.edu.au

SCHOOL OF COMPUTER SCIENCE E-RESOURCES

Local Websites

The School of Computer Science maintains its own course websites (<https://cs.adelaide.edu.au/degrees-courses/>), and online forums (<https://forums.cs.adelaide.edu.au>). These can all be accessed using your University username and password.

Forums

The online forum (<https://forums.cs.adelaide.edu.au>) is used within the School to make general announcements and to provide a bulletin board for exchanging information with and asking questions of lecturers. When you enrol in a course you should visit the forums, login using your University username and password. A login link (<https://forums.cs.adelaide.edu.au/login>) is provided at the top right of your web browser's window.

The first time you logon to the forums server, you may be asked to complete a profile page. When you do this please do not attempt to hide your identity. The level of support you can get in response to your questions is much greater if you can be easily identified.

Once logged in, follow the 'Courses' link in the 'Navigation' panel on the left to locate the course(s) you are currently enrolled in. The courses are listed by year level first.

The first time you visit the forums page for a course you will be asked if you wish to enrol in the course - click 'Yes'. NOTE: this is enrolment in the forums page, not enrolment in the University course. You can then choose to subscribe to individual forums so that you will receive email copies of all posted messages.

Notes

- Ensure the lecturer can easily identify who you are.
- Post questions about course-content to the forums, do not email the lecturer.
- Please aim to be polite to your fellow forum users.
- Do not expect instant service, some lecturers are not on line 24x7.

Computer Servers

The School of Computer Science maintains a computer server that is available to all Computer Science students to use. The server is named 'uss.cs.adelaide.edu.au' and can be accessed using secure shell (SSH) from anywhere on the internet using your University Username and Password. It is your responsibility to obtain and maintain a copy of SSH for your own equipment.

Subversion Repository Server

The School of Computer Science maintains a subversion repository server that is available to all Computer Science students to use. The server is named '**version-control.adelaide.edu.au**' and can be accessed using a subversion client using your University Username and Password. It is your responsibility to obtain and maintain a copy of subversion client for your own equipment. You should install the latest stable version. Subversion clients and full documentation can be obtained from: <http://subversion.apache.org>

Most assignment work makes use of the subversion repository server. This provides a number of significant advantages to students:

- A secure backup copy of your work.
- The ability to work on more than one computer and easily keep all copies up to date.
- When you ask questions on the forums, lecturers can consult your code and give more informed answers.
- No work is ever deleted from the repository server, so you can always go back to an earlier working version if you accidentally delete or corrupt some of your work.

COURSE ASSESSMENT

The curriculum is based on efforts to combine the most up-to-date research, theory, and practice. To best embody such leading edge knowledge in courses that provide meaningful and applicable outcomes for our participants, we engage in an ongoing process of course improvement.

The requirements and deliverables for courses are diverse. Lecturers create assignments that are best suited to achieving the specific learning outcomes of their courses, so you will experience differences between courses. Consequently the types of assignments that you receive in one course should not be the basis for setting expectations regarding assignments in other courses. In keeping with the programme's goal of encouraging creativity and innovation, one aspect of completing course assignments successfully will be the process of defining the specific details of how your work will fulfil the requirements of the assignment. Assignments given will not always provide step-by-step instructions on how they are to be completed. This flexibility allows the development of work that has specific value and application for you as an individual.

Assessment is a core academic activity and an essential component of the learning process. Its main purposes are to encourage student learning, to make judgements about student achievements, and to monitor the effectiveness of the learning environment. The University of Adelaide's Assessment for Coursework Programmes Policy, found at: <http://adelaide.edu.au/policies/700/>, sets out the principles which underpin the University of Adelaide's approach to assessment, and the mandatory procedures which ensure that the principles are implemented.

Any questions that participants have regarding course requirements or the evaluation of assignments should be directed to the relevant Course Coordinator.

Submitting Assignments

Assessment Cover Sheets

The University of Adelaide requires all students to submit a signed declaration with all assignment work that indicates that they have read the University's Policy on Plagiarism.

In Computer Science courses, the web-based submission systems will present a form that includes the required declaration. Students must click on the 'I Agree' link to sign the declaration and submit their assignment work for assessment.

Most assignments (except for those submitted for Computer Science courses) will be submitted via MyUni, however, please refer to your Course Outline for method of assignment submission as individual lecturers may have preferred methods for receiving pieces of assessment.

MyUni

To submit your assignments via MyUni use the following link and instruction:

- <http://myuni.adelaide.edu.au>
- Log in with your Student ID and Password
- Choose the course for which you need to submit the assignment
- Select 'Assignment' from the course menu
- Open the assignment the instructor has posted
- Upload the assignment by clicking 'Browse my computer'
- The uploaded assignment will appear below the text editor
- Select 'Submit'
- Message will appear at the top of the screen
- All assignments must include a cover sheet.

**Please note the time difference between Singapore and Adelaide. You may wish to confirm if the submission is based on Singapore or Adelaide's time.*

If you experience any technical difficulties with MyUni please contact the MyUni Help Desk on Phone: +61 8 8303 3335

Assignments must NOT be faxed or emailed to the NAA Office.

Please be reminded to keep a copy of your assignment for each course until you have been notified of your final grade for the course.

DECLARATION

I declare that all material in this assessment is my own work except where there is clear acknowledgement and reference to the work of others. I have read the University Policy on Plagiarism:
<http://adelaide.edu.au/policies/230>

I give permission for my assessment work to be reproduced and submitted to academic staff for the purposes of assessment and to be copied, submitted and retained in a form suitable for electronic checking of plagiarism.

- I Agree
 I Do Not Agree

In some Schools, penalties are imposed for written assignments that are over the word limit. Late penalties are also imposed for written assignments. For details consult the individual School's policy.

Unless an extension has been granted prior to the date of submission, and for medical or other serious reasons, a late penalty of 10% of total marks per day may be imposed.

Computer Science and Nursing students should refer to the late penalties for their programmes.

To make a new assignment submission you must click on the 'Make A New Submission For This Assignment' link. This will cause a plagiarism declaration form to be displayed which you must accept before a submission can be made. The submission is actually obtained from a particular directory in your subversion repository. Details of which directory to use will be supplied with each assignment description. A link to the directory is also displayed on the assignment's submission page so you can check what files you are about to submit.

Some courses will perform some automatic marking of your submissions and some will not. Some courses will allow multiple submissions and some will not. You need to read the assignment description carefully and clarify any questions you have using the course's forums pages.

Examinations

Examinations are held at the end of each trimester/ term/ semester. The Course Coordinator/ Lecturer will inform students of the weighting given to each exam in the Course Profile published in the course workbook distributed at the commencement of the course.

Evidence of personal communication skills is an implicit component of the assessment process. Such skills will be judged on assignments, tutorial participation and the final examination. Legible handwriting and the quality of English expression are considered to be integral parts of the communication process where assessment is concerned.

It is a student's responsibility to read the examination timetable. Misreading the timetable is not accepted as grounds for granting a replacement examination. The official examination timetable will be available on the web towards the end of each trimester/ term/ semester.

University staff are NOT permitted to provide examination times to students over the telephone or in response to personal enquiries. Except in exceptional circumstances, and then only with the prior approval of the Head of School, examinations will be held only at the time and locations stated on the timetable.

If permission is granted for special arrangements, the onus is on a student to make proper arrangements for location, security of papers and to pay all costs incurred. Students will not be given credit for work copied from textbooks or other materials distributed during courses in the examination context, even if it is considered an open book examination.

If you become ill during your primary exam, you must notify the invigilator and leave the exam before 50% of the duration has passed. The application form must then be taken to a medical practitioner and apply for a replacement exam within 3 business days of the date of the primary exam.

It is the practice of the NAA not to return examination scripts to students. However, scripts will be held by the relevant University of Adelaide School for a period of twelve months following examinations and students are welcome to discuss their exam performance with the relevant Course Coordinator. After twelve months the scripts will be destroyed.

If a student is scheduled to sit two exams at the same time they may be eligible for alternative examination arrangements. Students must complete the Application for Replacement Examination or Assessment Extension Form, found at <http://adelaide.edu.au/student/exams> and return it to the Student Services team.

Students may view their own scripts under supervision. If a mistake is found, for example the marks have been added up incorrectly, a re-mark can be requested. If an exam re-mark is requested, an alternative lecturer may be assigned. Students are advised that their mark may go up, it may go down or it may stay the same.

Students must first review their assessment paper before requesting a re-mark. A written request to review the assessment paper must be filed with the School Administrator through the NAA. Once the request is approved, a copy of your assessment paper will be sent electronically to NAA for your viewing. After viewing the assessment paper and discussing with the Course Coordinator, if you are dissatisfied with the marks assigned, you can then proceed to lodge a request for re-mark.

In accordance with the Student Grievance Process, students may seek a re-mark of written assessment which received a pass mark after reviewing their assessment paper. Students must complete the Re-mark Form and submit to the School through NAA. The request must include a summary of the reasons why the student believes their assessment work deserves a higher mark. These reasons must be directly related to the academic quality of the work, and/or a failure in procedure.

Re-marks of all assessment must be sought within 10 business days of the date of notification of the result.

The School will acknowledge the request within 3 business days, make a determination and inform the student of the decision in writing within 10 business days of receipt of the request for review or re-mark. Where a review or re-mark is granted, arrange for it to be conducted and completed within a further 10 business days (If the review of re-mark results in a changed overall grade for a course, the changed grade requires approval of the relevant Executive Dean, in accord with the Assessment for Coursework Programmes Policy). The final results must be notified to the student in writing.

Note: *"I need one more mark" is not grounds for a re-mark.*

For more details, please visit the university's examination page at <http://adelaide.edu.au/student/exams/>

Modified Arrangements for Coursework Assessment Policy

The Modified Arrangements for Coursework Assessment Policy acknowledges that students who obtain a fail grade in a course may warrant a second chance to demonstrate that they have met the learning outcomes of that course. The policy extends this safety net to students who fail the last course required to complete their academic programme.

The policy further acknowledges that students may be academically disadvantaged when special needs or unforeseen circumstances impair their ability to complete assessment tasks by or on the specified date. It sets out the grounds and processes for granting modified assessment arrangements. For example Defence Force commitments, religious reasons (refer to policy for complete list).

Modified arrangements includes:

- Assessment task extension
- Alternative exam arrangements
- Replacement examination - including timetable clash for tests/exams
- Additional Assessment - may take any form as determined by the Course Coordinator

Please refer to the Modified Arrangements for Coursework Assessment Policy at <http://www.adelaide.edu.au/policies/3303/> for more details.

Replacement/Additional Assessment (R/AA)

Students whose performance is seriously affected due to illness or who are unable to attend their scheduled exam due to exceptional circumstances may be eligible to sit an alternatively scheduled exam or apply for special consideration. Schools may offer students another alternative form of assessment, instead of an exam.

As a general rule, the University does not consider minor ailments such as colds and respiratory infections as grounds for being certified unfit to sit an exam. Students are encouraged to sit the primary exam. There is no guarantee that an R/AA will be offered.

Students are not entitled to sit an exam at another time, and are not entitled to any other concession. If a scheduled exam conflicts with a planned vacation or special personal event (eg. travel, weddings, etc.) students may consult with their School or Faculty to discuss options.

Please refer to <http://www.adelaide.edu.au/student/exams/modified/replacement/> for more details.

Decision, Notification and Outcome

You will be notified of the outcome of your application in writing, to your University student email account.

If you are granted a Replacement Examination, and you sat the primary examination, the mark for your primary examination will be cancelled and replaced by the mark for the Replacement Examination, regardless of whether the latter mark is higher or lower than the original mark, or if the mark for a Replacement Examination results in an overall Fail grade. Your attendance at a Replacement Examination constitutes acceptance that the mark for the Replacement Examination will replace the mark for the primary examination.

The results of R/AA offered on academic grounds will not be graded above the level of 50 Pass. Where a R/AA on academic grounds produces an overall result that is different from the primary result, the better of the two results will apply.

All students will receive a single final result for each course, whether or not a R/AA was necessary to achieve that result. No indication of the R/AA will appear on your official academic transcript.

ACADEMIC PERFORMANCE

Assessment Policy Objectives

The overall objective of University's assessment policy is to recognise superior academic performance and enhance student performance through competition. In addition, it is essential, for the purpose of quality assurance, to maintain a measure of comparability on grading across disciplines and courses, as well as over time.

Results

Examination results can be accessed online via Access Adelaide.

The University of Adelaide grading scheme

M10 - Mark Scheme 10

This scheme is used for courses in undergraduate and postgraduate coursework programmes.

85-100%	High Distinction
75-84%	Distinction
65-74%	Credit
50-64%	Pass
49% or less	Fail
No work submitted for assessment	Fail No Submission
Result Pending	An interim result
Continuing	Continuing
No Formal Examination	No Formal Examination

REVIEW OF ACADEMIC PROGRESS

The University is committed to maintaining the highest standards in student academic performance. As part of this commitment, the University monitors the progress of all students enrolled in undergraduate and postgraduate coursework programmes in the University.

Academic Progress by Coursework Student Policy

University of Adelaide students are provided with the opportunity to meet the academic standards that lead to the conferral of a University of Adelaide award.

Students have the primary responsibility for their own academic progress but the University recognises that it is important to identify students not meeting satisfactory academic progress so that they can take steps to address the impediments to their progress and to improve.

If a student's progress in an academic programme is consistently unsatisfactory, conditions may be placed on the student's continued enrolment or the student may be excluded from continuing their studies in that programme. The University policy, found at: <http://adelaide.edu.au/policies/1803/>, specifies how unsatisfactory progress will be identified and addressed.

If you are struggling with your academic studies or any other issue seek assistance as soon as possible. The Student Services Executives at the NAA can direct you to the relevant person.

ACADEMIC HONESTY AND ASSESSMENT OBLIGATIONS

All academic dishonesty is unacceptable. You must not submit for assessment any examination or piece of work that has been completed dishonestly.

For assessments other than examinations, examples of academic dishonesty include, but are not limited to, the following:

(a) Plagiarism, which includes:

- i. Presenting work that is not your own in any format, without appropriate attribution or reference to the original source
- ii. Paraphrasing or copying work that is not your own, without due acknowledgement by way of reference to the original work
- iii. Adopting the ideas of others, or the structure of an existing analysis, without due acknowledgement by way of reference to the original source.

The work of others may be submitted only when use of the work is appropriate and duly acknowledged.

(b) Collusion, which includes:

- i. Inappropriately assisting other students in the production of an assessment task
- ii. Accepting inappropriate assistance in the production of an assessment task
- iii. Submitting work which is the same or substantially similar as another student's piece of work for the same assessment task.

Work created with the assistance of others may be submitted only when the Course Coordinator has given prior permission for joint or collaborative work to be submitted, as specified in the Course Profile.

How to Avoid Plagiarism

The issue of plagiarism and what constitutes plagiarism can vary between disciplines. The following notes are intended to guide students so that the issue can be better understood.

Written Reports

Some courses will require written reports to be submitted. Avoiding plagiarism in written reports requires more care since by their very nature, written reports tend to be based on consulting the works of others. The key issue is how the work of others is presented and how it is acknowledged.

If you make a statement in a report that requires some justification, then you should include a reference to one or more publications that contain material supporting that statement. The referencing style may vary between disciplines but it will at the very least include a marker in the text, eg [1], and at the end of the report a list of referenced works indexed by the marker. eg, [1] A.Author, "Very interesting title", Journal of Words, Volume 16, Number 2, March 2003, pp34-47. The basic rule is whether you have provided all the information available to make locating the work easy?

A more common problem is where you wish to make a point that has already been well argued in another publication. In this case one of two approaches should be taken. You can include the original text in quotation marks, "", and also include a reference to where the original text can be found. This makes it clear that these words are not your own work.

A much better approach is to identify the key points that are being made and use these to formulate your own argument. Then you would write your own words to express the key points you wish to make and include appropriate references to the original works to support your argument. It is not sufficient to make minor edits to the original work. Instead you must make your own notes and start again. Your own words will have different structure and you will learn more from the exercise.

For further guidance on the expected referencing style, please refer to the Communication Skills Guide.

Bachelor of Computer Science Programming Assignments

Most Computer Science assignments involve programming exercises. Programming can prove difficult for new students and it is tempting to ask your friends for help. The key issue is that when you submit a programming exercise for assessment, it must be your own work. Therefore, in seeking assistance from peers, general discussions of the course concepts may be considered good practice but no student should be permitted to see another student's code. The task of programming is a vital part of the learning process that underpins much of Computer Science education. It is extremely important for students to do their own programming and in that way develop the key skills that will help them learn the course material and make them highly sought after employees. It is important to realise that the University policy does not discriminate between the author of a programme or another student who just copies. Both are considered to have committed a serious offence and will be subject to the same disciplinary process. If students keep their code confidential and do not share it with others plagiarism should not become an issue.

Consequences of Plagiarism and Collusion

The penalties associated with plagiarism and collusion are designed to impose sanctions on offenders that reflect the seriousness of the University's commitment to academic integrity.

Penalties may include: the requirement to revise and resubmit assessment work, receiving a result of zero for the assessment work, failing the course or exclusion from the programme.

The Academic Honesty and Assessment Obligations for Coursework Students Policy is available on the University website <http://adelaide.edu.au/policies/230>

DISPUTE RESOLUTION POLICY AND PROCESS

NAA has a closed-loop Dispute Resolution Policy that is aligned with the Dispute Resolution stipulated by CPE. NAA welcomes feedback and complaints from students, parents and guardians, staff, partners organisations, recruitment agents and the public at large.

NAA maintains the Dispute Resolution Policy as a managed platform for students to provide valuable feedback on their experience with NAA. The various ways of providing feedback is communicated to the students via the Student Orientation, Student Handbook and NAA website.

It is in NAA's policy that each feedback is appropriately acknowledged and addressed. NAA is committed to ensuring that a complaint / grievance is resolved within twenty-one (21) working days upon receiving the complaint / grievance.

Where students are not satisfied with the outcome from NAA's internal grievance process, they can seek redress the CPE Mediation-Arbitration Scheme (<https://www.cpe.gov.sg/cpe/slot/u100/Publication/publication/Dispute%20Resolution%20Brochure.pdf>)

For assistance on Dispute Resolution, please approach the Student Services team or email studentservices@NAA.edu.sg. You may also download the form from our website to provide feedback to us.

a) Dispute Resolution Process for Academic Matters

Please refer to the University's Resolution Process for Academic Grievances at <http://www.adelaide.edu.au/student/grievance/process/stage2/academic/#assessment>

b) Dispute Resolution Process for non-Academic Matters

Step 1

Student should first attempt to resolve the grievance informally by discussing the issue with the person responsible for the matter (the respondent). Students uncertain about how to proceed may consult the Student Services Executives for assistance. At the request of either the grievant or the respondent, the Student Services Executives may be asked to arrange for this meeting. In most instances, grievances can be resolved at this level.

Step 2

If the grievance is not informally resolved between the student and respondent, the student may file a written statement describing the grievance to the Student Services Manager. The written document shall describe the facts and provide evidence supporting the alleged violations, indicate what redress the student seeks and provide a brief history of the attempts to resolve the grievance.

A grievance must be filed in writing to the Student Services Manager within 2 weeks from the date of the grievous act.

Step 3

NAA will initiate relevant investigations and resolution actions, wherever applicable, to resolve and close the case amicably with the student within the 21 working days. A formal response will be made to the student.

NAA REFUND POLICY

This Refund Policy governs the management of student refund.

The Refund Policy is reviewed as and when required, and at least annually as part of the Fee Review Committee's scope of work.

1. Refund for withdrawal due to non-delivery of course

NAA will notify the Student within three (3) working days as a result of one or more of the following circumstances:

- NAA fails, for any reason, to commence the Course on the Course Commencement Date;
- NAA terminates the Course, for any reason, before the Course Commencement Date;
- NAA fails, for any reason, to complete the Course by the Course Completion Date;
- NAA terminates the Course, for any reason, before the Course Completion Date;
- NAA fails, for any reason, to ensure that the Student meets the Course entry or matriculation requirement as set by the University of Adelaide, or within any stipulated timeline set by CPE; or
- The Student Pass application is rejected by the Immigration & Checkpoints Authority (ICA).

The Student will be informed in writing of an alternative study arrangement (if any). The Student will be entitled to a refund of the Course Fees already paid should the Student however decides to withdraw, within seven (7) working days of the notice.

2. Refunds for Withdrawal Due to Other Reasons

If the Student withdraws from the Course for any reason other than those stated in (1), NAA will, within seven (7) working days of receiving the Student's written notice of withdrawal, refund to the Student an amount based on the Refund Table.

3. Refund During Cooling off Period

NAA will provide the Student a cooling-off period of seven (7) working days from the date that the Contract has been signed by both parties. The Student will be refunded the highest percentage (stated in the Refund Table) of the fees already paid, if the Student submits a written notice of withdrawal to NAA within the cooling-off period, regardless whether the Student has started the Course or not.

Request for Fee Refund

The following conditions must be fulfilled for refund of course fee(s), if any is to be considered:

1. Any request for withdrawal must be submitted in writing with the Application for Refund Form (duly completed) to the Student Services team. You may download the form from our website.
2. Refund amount will be based on Refund Table.

Student Refund Process

Student needs to complete Application for Refund Form (available at www.NAA.edu.sg) and submit supporting claims/ reason for refund to the Student Services team. Please note that you are required to drop course via Access Adelaide if you have enrolled earlier.

The Student Services team will verify that the Application for Refund Form is completed and calculates refund amount.

NAA's Finance Department will validate refund amount. (Please refer to Refund Table)

You will be notified for collection of cheque received within 7 working days from date of the refund application if your application is successful.

REFUND TABLE

% of Fee Paid	If Student's written notice of withdrawal is received:
80%	More than 5 days before the Course Commencement Date
50%	Before, but not more than 5 days before the Course Commencement Date
30%	After, but not more than 5 days after the Course Commencement Date
0%	More than 5 days after the Course Commencement Date

NAA PRIVACY POLICY

Ngee Ann-Adelaide Education Centre is committed to maintain a high standard of confidentiality with regard to the personal data of our students, alumni, employees and lecturers in accordance with the requirements of the Personal Data Protection Act 2012 (the "PDPA").

Please see our Data Protection Policy from our website, so as to understand how we collect, share and protect the personal data of our students, alumni, employees and lecturers.

By furnishing us with your personal information, you agree for NAA to use your name, photograph, quotes and all other such data necessary for the purpose of promoting our academic programmes on various media platforms and/or channels.

For feedbacks or enquiries in relation to your personal data, kindly get in touch with The Personal Data Protection Officer (DPO) at dpo@naa.edu.sg.

NAA and the University have a confidentiality and security policy on all data kept by NAA and University for the purpose of administering the student's studies in NAA and UA.

UNIVERSITY POLICIES

Please visit the University of Adelaide's **Policy Directory** at <http://www.adelaide.edu.au/policies/>

STUDENT EXPERIENCE OF LEARNING AND TEACHING (SELT) POLICY

Overview

Evaluation is a central component of professional development, course/program development and the University's quality assurance process. Planning and Analytics provides support to Faculties, Schools, course coordinators and individual staff who wish to evaluate student learning and staff teaching in their courses and programs. One of the major evaluation tools used at the University is the Student Experience of Learning and Teaching (SELT) system. We provide assistance to all staff and Schools wishing to evaluate their teaching for professional development or promotion purposes.

Planning and Analytics assists the University of Adelaide in the implementation of the Student Experience of Learning and Teaching Policy. In 2014 online SELT (eSELT) processes were introduced for the majority of courses in each Semester. Students will be able to complete their surveys online and teachers will be able to download their reports. eSELT will be centrally administered by Planning and Analytics without the need to download pdf documents and conduct the surveys in classes.

SELT is only one of the necessary components for making informed decisions about improving student learning outcomes, and staff and Schools should use other methods, such as reflective practice and peer review, student assessment results and teaching portfolios in order to construct an informed view of the learning and teaching being evaluated. Evaluation is a positive process and should be used for the enhancement of staff development and student learning.

Process

Please refer to www.adelaide.edu.au/planning/selt/ for more details on the eSELT process.

PASTORAL COUNSELLING FRAMEWORK

NAA adopts the counselling service framework of the University of Adelaide to students enrolled in NAA.

Students enrolled in the NAA may seek academic counselling services from the University of Adelaide via NAA. Students may request for assistance to schedule a consultation with the appropriate academic staff at the university, i.e. the Academic Director or Programme Director to discuss and address any academic concerns.

Where cases are deemed to require more than academic advice, professional counselling services are available to all students. If a student wishes to speak to a counsellor, an appointment can be made for him/her via the Student & Alumni Engagement department.

Please contact Student & Alumni Engagement department at studentlearning@naa.edu.sg.

CAREER PORTAL

Open to all NAA current students and graduates, the Career Portal is a convenient and secure one-stop job matching service. It is designed to help you land a job and access to a network of prospective employers and opportunities.

All personal information will be kept safe and all prospective employers will need to register with NAA before they are granted access to view the resumes.

For more information, you can visit NAA.EDU.SG/CAREER/DROP-YOUR-RESUME/

ADELAIDE UNIVERSITY ALUMNI ASSOCIATION (SINGAPORE)

We warmly welcome your continuing connection with the University of Adelaide, and the School in which you completed your studies.

The Adelaide University Alumni Association Singapore (AUAAS) is an alumni network for any alumni based in Singapore, in the long or short term. Alumni include former and current staff, former and current students and graduates.

Keep in touch with your alma mater and those people who played a significant role in your studies and student life. You can renew friendships and take an active role

in the rich community life of the University through social, intellectual and educational activities organised by the network and University Engagement Branch. The AUAAS meets on average 3-4 times a year, and it is easy to be involved as much or as little as you like.

Join the network by registering with **Adelaide onLION** (the University's online community) and adding them into your "My Groups" tag: www.adelaide.edu.au/alumni/requestanaccount/

Visit www.NAA.edu.sg to download form to join AUAAS. Alternatively, to become a member please contact:

Adelaide University Alumni Association (Singapore)
c/o Ngee Ann – Adelaide Education Centre
97 Tank Road, Level 3, Teochew Building,
Singapore 238066
T: 65 6738 2910 F: 65 6738 3314
E: auaas@NAA.edu.sg

PERPETUAL EMAIL

Perpetual Email provides graduates with a constant, portable email address that will remain in use into the future and will assist students to maintain a lifetime connection to the University. While it is not an address with a storage facility, it does provide portability, coupled with the prestige of a University of Adelaide email address. A Perpetual Email address can also be used to help University contacts and groups reach graduates, even if they change jobs or move overseas.

For further information, please visit <http://adelaide.edu.au/alumni/>

POSTGRADUATE PROGRAMMES IN BUSINESS ADMINISTRATION

GRADUATE CERTIFICATE IN BUSINESS ADMINISTRATION
GRADUATE DIPLOMA IN BUSINESS ADMINISTRATION
MASTER OF BUSINESS ADMINISTRATION

The University of Adelaide's Business Administration programme is widely recognised for its high quality and rigour, equipping students with lifelong skills in leadership. Within an interactive face-to-face environment conducive to adult learning, courses provide learning experiences in a variety of teaching formats.

The Adelaide MBA, Graduate Diploma and Graduate Certificate in Business Administration programmes emphasise on the development of the abilities to:

- Understand the functional interrelationships between different parts of an organisation and the broader interaction of the organisations with its environment
- Recognise and act effectively on problems and opportunities confronting an organisation
- Coordinate and apply for an organisation's financial, physical, technological and human resources in pursuit of important objectives
- Understand and communicate effectively with people inside and outside an organisation
- Evaluate current management policies and practices to develop new ways to improve organisational effectiveness
- Provide strong leadership

Professional Accreditation



The University of Adelaide Business School programmes are accredited through the Association to Advance Collegiate Schools of Business (AACSB) International, the highest standard of achievement which is awarded to less than 5% of the world's business schools.

The Adelaide MBA programme also has a 5-star rating from the Graduate Management Association of Australia (GMAA), a nationally-recognised business association that assesses MBA programmes in Australia each year.

Programme Structure

Please refer to our website at: <http://naa.edu.sg/programme/master-of-business-administration/>

Course Outline

Please refer to the University's website at: <http://adelaide.edu.au/course-outlines/>

POSTGRADUATE PROGRAMMES IN APPLIED FINANCE

GRADUATE DIPLOMA IN APPLIED FINANCE
MASTER OF APPLIED FINANCE

The objective of the Applied Finance programme is to help individuals enhance their managerial effectiveness in the field of finance. The programme provides participants with a strong foundation in the principles and practice of finance, and furnishes them with new skills and analytical tools to form a sound basis for financial decision-making.

The programme is also designed to prepare students who may be interested in pursuing the CFA qualifications. Courses are designed to capture large elements of the CFA curriculum.

Professional Accreditation



The University of Adelaide Business School programmes are accredited through the Association to Advance Collegiate Schools of Business (AACSB) International, the highest standard of achievement which is awarded to less than 5% of the world's business schools. One of the world's most respected accrediting bodies, AACSB accreditation is the hallmark of excellence in business education.

Seventy percent of the Chartered Financial Analyst (CFA) programme Candidature Body of Knowledge is contained within the Masters of Applied Finance; a programme recognised as a CFA Programme Partner.

Programme Structure

Please refer to our website at: <http://naa.edu.sg/programme/master-of-applied-finance/>

Course Outline

Please refer to the University's website at: <http://adelaide.edu.au/course-outlines/>

POSTGRADUATE PROGRAMMES IN APPLIED PROJECT MANAGEMENT

GRADUATE CERTIFICATE IN APPLIED PROJECT MANAGEMENT
GRADUATE DIPLOMA IN APPLIED PROJECT MANAGEMENT
MASTER OF APPLIED PROJECT MANAGEMENT

Project management is a cross-disciplinary field that is vital for innovative activity in organisations and industries. Traditionally, project management has played an important role in defence, aerospace, construction and engineering. Increasingly, project management is being applied in areas such as IT, banking and finance, disaster relief recovery, climate change, telecommunications and mining.

Whether you are working on emergent projects, operating in dynamic project environments or collaborating across industry sectors, the Applied Project Management programmes gives you the project delivery expertise required to manage large, complex projects. Learn scalable project management concepts, methodologies and tools based on world's best practice (PMBOK® Guide and PRINCE2™), and confidently apply your skills and knowledge to meet your professional and organisational goals. (PMBOK® Guide is a trademark of Project Management Institute, Inc.)

By choosing to study Applied Project Management at the University of Adelaide, you will benefit from our international reputation and world-class education. With a strong emphasis on holistic and systems based project management methods, combined with the practical application of concepts, techniques and tools, our postgraduate programmes are tailored to provide you with the skills required to become an innovative leader.

Professional Accreditation

The University of Adelaide is a registered education provider for the Project Management Institute (PMI) and is approved by the PMI to issue Professional Development Units for its training courses. PMI is a registered trademark of the Project Management Institute. Courses are also registered with the Professional Engineers Board (PEB), Singapore. PEB is a statutory Board in the Ministry of National Development.

Programme Structure

Please refer to our website at: <http://naa.edu.sg/programme/master-of-applied-project->

Course Outline

Please refer to the University's website at: <http://adelaide.edu.au/course-outlines/>

POSTGRADUATE PROGRAMMES IN EDUCATION

GRADUATE CERTIFICATE IN EDUCATION
GRADUATE DIPLOMA IN EDUCATION STUDIES
MASTER OF EDUCATION

The Master of Education is designed for teachers, trainers, educational consultants or any domestic or international students who wish to strengthen their knowledge and understanding of education, curriculum development, by undertaking several related specialisation in curriculum areas or area of education, wish to develop their career in a particular direction, leadership and policy management or anyone who wants to enjoy the academic and intellectual challenge.

The programme unfolds over two years and students will be expected to complete 16 courses (48 units). Provision exist for students to exit with a Graduate Certificate in Education (4 courses) or a Graduate Diploma in Educational Studies (8 courses).

The Graduate Certificate of Education, Graduate Diploma in Education Studies and Master of Education offers a unique proposition in its aim to develop one's capacity and ability to:

- Examine education-related studies and draw conclusion for everyday practice
- Integrate research findings from a number of disciplines such as psychology, sociology, measurement, history and studies of curriculum in various subject areas
- Write essays on education-related topics
- Examine educational issues in group settings
- Plan a research study on an education-related topic
- Apply education research in an international context
- Take a leadership role in the education community

Students in the Master of Education programme, will concentrate on developing research methodology skills, take on a number of electives in educational and curriculum studies, and complete an education-related research project.

Programme Structure

Please refer to our website at: <http://naa.edu.sg/programme/master-of-education/>

Course Outline

Please refer to the University's website at: <http://adelaide.edu.au/course-outlines/>

BACHELOR OF COMPUTER SCIENCE

GRADUATE DIPLOMA IN COMPUTER SCIENCE

Bachelor of Computer Science

The Bachelor of Computer Science caters for students with specific interests in computer science and/or information technology. It has a core of compulsory computer science courses and a wide range of electives including mathematics and statistics. Additionally, students can take electives in other disciplines including commerce, economics, engineering, finance, humanities and social sciences or science.

Students can tailor their degree to guide them towards a particular career, which may include computer graphics, database and information systems management, network management and software engineering.

The programme produces highly skilled, adaptable graduates who are able to design computer-based solutions to address information management and processing problems in industry, commerce, science, entertainment and the public sector.

Graduate Diploma in Computer Science

The Graduate Diploma in Computer Science is designed for students with little experience in computer science and provides a fundamental understanding of how software and hardware can be combined to overcome a range of complex challenges. Graduates will have a demonstrated ability to design and construct large software systems. Employment may be sought within the information technology industry, including careers in scientific, entertainment, networking, software engineering and defence sectors.

JAVA and C + + are the primary programming languages used in this programme. Students unfamiliar with object-oriented programming and a basic knowledge of computer organisation should enrol in Foundations of Computer Science A and B before enrolling in other courses.

Professional Accreditation

Bachelor of Computer Science

The Bachelor of Computer Science is accredited by the Australian Computer Society (ACS). It also provides the necessary academic requirements for the membership of the Institute of Electrical and Electronic Engineers (IEEE) and the American-based Association for Computing Machinery (ACM).

Graduate Diploma in Computer Science

The Graduate Diploma in Computer Science is designed to provide a professional qualification in computing and information technology, and also provides the necessary academic requirements for membership of the Institute of Electrical and Electronic Engineers and the American-based Association for Computing Machinery (ACM).

Programme Structure

Please refer to our website at: <http://naa.edu.sg/programme/bachelor-of-computer-science/>

Course Outline

Please refer to the University's website at: <http://adelaide.edu.au/course-outlines/>

BACHELOR OF INNOVATION AND ENTREPRENEURSHIP

The Entrepreneurship, Commercialisation and Innovation Centre (ECIC) is an established Centre of The University of Adelaide – a member of the Group of Eight leading Australian Universities. Experienced academic directors within the ECIC deliver a comprehensive suite of flexible coursework programmes in disciplines such as Project Management, Science and Technology Commercialisation, as well as Innovation and Entrepreneurship.

The ECIC's mission is to stimulate innovation through its research, teaching, and community engagement activities including the Australian eChallenge and ThIncLab Commercialisation Accelerator. The ECIC's programmes are designed to assist individuals in achieving personal growth and professional goals.

The Bachelor of Innovation and Entrepreneurship examines the role of entrepreneurship and innovation in creating and/or growing ventures in everything from large corporations, to small businesses, the not-for-profit sector, and community organisations.

Entrepreneurship and innovation is vital to all aspects of the community and is applied to many disciplines including: business, information technology, science, engineering, the performing and creative arts, hospitality, fashion, digital media and the not-for-profit sector.

The programme is designed to provide students with an understanding of the processes, risks, rewards, motivations and societal impacts of innovation and entrepreneurship within regional, national and global perspectives. It aims to develop and inspire individuals interested in creating innovative futures that influence markets, economies and communities.

Programme Structure

Please refer to our website at: <http://naa.edu.sg/programme/bachelor-of-innovation-entrepreneurship/>

Course Outline

Please refer to the University's website at: <http://adelaide.edu.au/course-outlines/>

BACHELOR OF NURSING

Nurses manage and deliver care for people in times of need and advocate for patients and their families. As an integral part of a healthcare team, nurses work through all aspects of health from promotion and education to health maintenance and person-centred care.

The Bachelor of Nursing (Post-Registration) is an opportunity for further professional development for Registered Nurses in Singapore who have completed a Diploma of Nursing. Upon completion of their degree, they will be eligible to enrol in a range of higher degrees.

The undergraduate programme will focus on experiential learning and academic rigour, facilitating the effective integration of theory and practice. The curriculum content focuses on the Singapore healthcare context and the international perspective of nursing and healthcare.

Professional Accreditation

The Bachelor of Nursing is accredited by the Singapore Nursing Board

Excellence in Research Australia (ERA)

The School of Nursing at the University of Adelaide was awarded a highest score of “5” in the first “Excellence in Research Australia” (ERA) process in 2010, one of only three Nursing Departments in the whole of Australia to be awarded the top score. In 2012, the School was once again awarded a “5”. These results confirm the School’s consistent broad research base.

Programme Structure

Please refer to our website at: <http://naa.edu.sg/programme/bachelor-of-nursing/>

Course Outline

Please refer to the University’s website at: <http://adelaide.edu.au/course-outlines/>

BACHELOR OF COMMERCE

BACHELOR OF COMMERCE (INTERNATIONAL BUSINESS)

BACHELOR OF COMMERCE (MANAGEMENT)

BACHELOR OF COMMERCE (MARKETING)

The Bachelor of Commerce degree at the University of Adelaide is a high demand degree which is valued by employers.

Students admitted to the Bachelor of Commerce degree may choose to graduate with one of the following degrees:

- Bachelor of Commerce (International Business)
- Bachelor of Commerce (Management)
- Bachelor of Commerce (Marketing)

Bachelor of Commerce (International Business)

The Bachelor of Commerce (International Business) is designed for students who wish to pursue a career in international business management. The academic programme provides a broad foundation in business as well as specialized studies in international management and international marketing. This academic programme offers opportunities for studies that can lead to careers in the increasingly important field of international business.

Bachelor of Commerce (Management)

Management is the process of administering and coordinating an organisation's resources efficiently and effectively in an effort to achieve goals. The Bachelor of Commerce (Management) will help students develop the skills required to successfully manage changes in work structures, process and product technologies, employment relations and organisational culture. The programme lays the foundations for the acquisition of the technical, human and social skills that managers require, human resource management and international management studies which are rounded off by looking at the core management function of crafting and implementing strategy.

Bachelor of Commerce (Marketing)

The Bachelor of Commerce (Marketing) is designed to provide students with a sound background in business, together with an understanding of marketing's role within and between organisations. People seeking careers in marketing are expected to have well-developed decision-making skills and to be innovative in their approach to business problems and situations. As a result the marketing courses are combined with general business studies, and the development of practical skills and knowledge is integrated with an understanding of current theories and the latest research. This degree not only provides grounding in marketing theory, but also provides opportunities to prepare marketing reports and plans, undertake a diagnostic case study of an exporting firm, analyse advertisements in a variety of media, and apply market research as part of a group project that focuses on a real business problem.

Professional Accreditation



The University of Adelaide Business School programmes are accredited through the Association to Advance Collegiate Schools of Business (AACSB) International, the highest standard of achievement which is awarded to less than 5% of the world's business schools. One of the world's most respected accrediting bodies, AACSB accreditation is the hallmark of excellence in business education.

Programme Structure

Please refer to our website at: <http://naa.edu.sg/programme/bachelor-of-commerce-international-business/>

Course Outline

Please refer to the University's website at: <http://adelaide.edu.au/course-outlines/>

www.NAA.edu.sg

NGEE ANN-ADELAIDE EDUCATION CENTRE
97 Tank Road Teochew Building Level 3 Singapore 238066

t: +65 6738 2910

f: +65 6738 3314

e: contactus@NAA.edu.sg

Edition: 2016 / 02