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Message from the President

SIM University, UniSIM has a unique place in the tertiary education landscape in Singapore. As the only private university in Singapore dedicated to fresh school leavers and working adults, UniSIM plays an important role of supporting Singapore’s economic growth by providing skills and knowledge upgrading pathways for our students.

We adopt a flexible and practice-focused teaching and learning approach and offer programmes that are rigorous, multi-mode and relevant - factors that are highly valued by professionals who demand learning that can be tailored to suit their hectic schedules and knowledge and skills that are immediately applicable to their jobs.

This Bulletin provides information about the undergraduate and graduate part-time programmes that we offer through our five schools (School of Arts and Social Sciences, School of Business, School of Human Development and Social Services, School of Science and Technology and School of Law) and undergraduate full-time programmes through our UniSIM College.

Information concerning admission, academic requirements and regulations, and student services are also included. In it, you will find out how our industry-relevant modular programmes can enable our students to complement and enhance their personal and working lives. And how our flexible mode of delivery allows them to pursue higher education and lifelong learning while balancing career, family and social responsibilities.

We encourage you to visit our website www.unisim.edu.sg for the latest updates and our campus to discover for yourself the rich SIM University experience.

Professor Cheong Hee Kiat
President
SIM University
Getting to know UniSIM

Profile and History

Profile
Established in 2005, SIM University, UniSIM promotes excellence in lifelong education through a uniquely designed learning experience, equipping learners for a better future. Over 13,600 students and 26,500 alumni have chosen UniSIM for our high academic standards, programme quality and diversity, applied focus, social conscious emphasis, flexible learning environment and strategic partnerships.

UniSIM is well-positioned to meet the higher education aspirations of our diverse group of learners, and to develop a high-quality workforce in Singapore. The entire range of learners, from fresh school leavers to retirees with a wealth of life experience, is discovering valuable lifelong learning opportunities at UniSIM. Multiple learning paths are tailored to meet the needs of our students and to help them achieve their life and career goals.

Since July 2008, the Ministry of Education (MOE) has extended subsidies for tertiary education at UniSIM to eligible Singapore Citizens and Permanent Residents as part of the national initiative to promote continuing education and training. The majority of our part-time undergraduate students enjoy this subsidy of up to 55% presently.

In 2012, UniSIM received a mandate from MOE to offer full-time university places to fresh school leavers – this not only opens another avenue for Singaporeans to meet their aspirations for higher education, it also, through UniSIM, creates new and exciting degree pathways for our students. These full-time programmes are government-funded.

Today, UniSIM offers more than 50 full- and part-time undergraduate and graduate programmes, as well as a broad range of Continuing Education and Training modular courses, through our five schools – School of Arts and Social Sciences, School of Business, School of Human Development and Social Services, School of Law, and School of Science and Technology.

History and Development
The birth of UniSIM took years of meticulous planning and preparation. The seeds were first sown in 1992 when MOE appointed the Singapore Institute of Management (SIM) to run the Open University Degree Programme (OUDP) in collaboration with The Open University of the United Kingdom (OUUK). They jointly offered OUDP, and the first intake of students, which numbered 900, had only three degree programmes to choose from.

In 2002, OUDP was granted accreditation status by OUUK and renamed SIM Open University Centre, with greater autonomy in designing and directing its academic programmes. Thus began the process to achieve the vision of transforming the Centre into a full-fledged university.

In January 2005, that vision was realised when MOE granted SIM the approval to form SIM University – Singapore’s only private national university. On 14 April 2005, SIM University was formally registered and commenced classes with its first student intake in January 2006.

Board of Trustees
The Chairman of the Board is appointed by the SIM Governing Council. The Trustees comprise nominees of the SIM Governing Council, SIM, Ministry of Education and Workforce Development Agency, eminent academics or business leaders, and President of SIM University as ex-officio.
UniSIM College, Schools, Departments and Administrative Offices

UniSIM College
UniSIM College (UC) is dedicated to the development of curricula and programmes for SIM University's full-time students, who will enjoy government tuition fee subsidies, bursaries and tuition fee loans. UC seeks to develop self-directed learners and job-ready graduates for the ever-changing and increasingly globalised work environment by offering applied, practice-oriented programmes that include a Professional Major in Accountancy, Major in Finance with a minor, Major in Marketing with a minor, Major in Human Resource Management with a minor, Major in Social Work with a minor and Major in Supply Chain Management with a minor. UniSIM's approach to higher education focuses on services-related disciplines with an emphasis on social responsibility.

Schools
UniSIM provides a comprehensive range of programmes for both undergraduate and graduate studies through our five schools.

School of Arts and Social Sciences
School of Business
School of Human Development and Social Services
School of Science and Technology
School of Law

Departments and Administrative Offices
The UC and Schools are supported by various departments and offices that oversee the areas of e-Learning, research, IT and administrative services.

Centres
C-three Counselling
Centre for Applied Research
Centre for Continuing & Professional Education
Teaching & Learning Centre
UniSIM Centre for Chinese Studies

Learning Services
Educational Technology & Production
Learning Systems and Applications
Online Learning Unit

Administration
Campus IT Services
Corporate Office
Office of Academic Services
Office of Admissions
Office of Graduate Studies
Office of Student & Alumni Relations

Centres
The Centres at UniSIM support the University in the areas of Continuing and Professional Education, Applied Research, Teaching and Learning Excellence, C-three (Counselling), as well as raising awareness of the Chinese language and culture. Serving as one-stop resource hubs, these Centres facilitate the exchange of knowledge and information, and provide professional counselling services, thereby building strategic relationships among UniSIM's stakeholders and the general public.
Learning Services

The Learning Services Cluster supports the delivery of high quality academic programmes through educational initiatives, innovative pedagogies and learning technologies. This cluster, headed by Vice President (Learning Services), consists of the Educational Technology and Production (ETP) Department, the Learning Systems and Applications (LSA) Department, and the Online Learning Unit (OLE).

ETP works with the Schools to adopt appropriate educational technology to create e-Learning content, and facilitate delivery of learning to our students anytime, anywhere. For more information on ETP, please click here.

LSA supports UniSIM's drive towards excellence and flexible learning in the area of learning systems and applications. It provides technical services, technology training and service desk support for our learning management systems, and spearheads development of innovative mobile learning technologies and applications that enhance our students' learning experience. For more information on LSA, please click here.

OLE spearheads and deepens UniSIM's effort in online learning, in particular, to establish a vibrant online presence within and external to the University and support this mode of learning.

Administration

Administrative offices support the University's mission by providing comprehensive services to the University's stakeholders and to the wider community.

Private Education Act

Under the Private Education Act legislated in December 2009, a Council for Private Education (CPE) was set up to regulate the private education industry in Singapore. All Private Education Institutions (PEIs) are required to comply with the regulations under the Act in order to continue operations. UniSIM has obtained registration with the CPE for a maximum period of 6 years from 4 June 2010 to 3 June 2016.

Study at UniSIM

Why Choose UniSIM

Part-time programmes
High academic standards
Quality and diverse programmes
Industry-relevant curricula
Engaging learning environment
Multiplicity of partnerships with both industry and academic players
Choice of over 60 academic programmes in various disciplines
Government tuition grant or subsidy of up to 55% for eligible undergraduate students
SkillsFuture Mid-Career Enhanced Subsidy of 60% off subsided fee
SkillsFuture Credit available for approved work-skills-related courses
Flexibility through modular programmes
Technology-driven learning resources which enable access to materials anytime, anywhere.

Full-time programmes
Self-directed lifelong learning
Practice-embedded learning
Experiential learning through work attachments
Learning with experienced peer adult learners (through full-time/part-time integration)
Learning from experienced industry faculty
Flexibility in learning mode and work-study arrangements
Service learning
Government tuition grant for eligible undergraduate students
**Mode of Study**

One distinguishing feature of UniSIM is the way our programmes are delivered as independent learning which is the focal component of our courses.

At UniSIM, students learn primarily through several channels:
- Tutor-guided self-study in the comfort of their own space through a suite of learning support avenues such as print, multi-media, audio-visual and online materials, and e-mail and discussion forums
- Lectures, tutorials and seminars which offer priceless face-to-face time with faculty members and opportunities for in-depth discussion
- Assignments with comprehensive feedback from associate faculty
- An open and flexible learning environment where students may learn at their own pace

**Lectures, Tutorials and Seminars**

Our regular lectures are organised to help students focus on key learning points and offer a platform for interaction with other tutorial groups.

For undergraduate programmes (full-time), classes will be held in a seminar style, with each class no larger than 50 students. There will be substantial class activities, some of which are graded. Students are expected to attend classes.

For undergraduate programmes (part-time), each 5 cu course is taught over 6 weekly 3-hour seminars and each 10 credit unit (cu) course has generally 7 lectures and 6 tutorials. The frequency of the class for a 10 cu course is once a week. Classes are generally conducted from 7:00pm to 10:00pm or 7.30pm to 10.30pm on weekdays and between 8:30am to 10:00pm on weekends.

For graduate programmes, courses are delivered through seminar workshops combining lectures, case studies, presentations and/or project assignments. Most classes are held over the weeknights, with some courses having their classes on weekends.

**e-Learning**

Another unique mode of teaching/learning by UniSIM is that some courses ‘blend’ classroom teaching with an e-Learning component.

Students are able to access learning materials via electronic means anytime, anywhere, without the hassle of rushing to attend classes in the evening. The ‘e-sessions’ complement the face-to-face learning experience. The University has also introduced 100% e-courses where students complete the course without any face-to-face session (with discussion done online if required).

The e-Learning mode is truly student-centric, in that it emphasises learning rather than teaching. The use of Discussion Boards is a critical component of online learning. Guided online discussions can lead to meaningful peer-learning or collaborative learning and indelible garnering of knowledge that goes beyond classroom teaching. At the same time, by leveraging on technology to deliver learning contents, e-Learning enables busy working adults to learn at their own pace, space and time.

**Distinguished Faculty and Examiners**

Our programmes are taught and supported by suitably qualified faculty members. Our faculty hail from well-established universities in various parts of the world. They comprise high-level industry professionals and academics with good research/consultancy portfolios, who actively impart their invaluable work expertise honed from years of experience.
To ensure that our faculty is in tune with UniSIM’s educational model and teaching strategies, extensive teaching support is available, including training, access to an online associate faculty’s handbook and a mentorship programme with experienced teaching faculty.

The Academic Board of UniSIM appoints external examiners from reputable universities to ensure that high academic standards are maintained in all programmes. Appointed external examiners moderate the standards of assessments, provide constructive recommendations to enhance the standard of course presentations and bring a global perspective to the programmes in UniSIM - students are assured of high standards and transparency.

Programme Structure

Our programmes are holistically designed to provide a smooth progression path for those who wish to upgrade their skills in life. The academic year comprises two semesters, January to June and July to December.

Undergraduate Programmes (Full-Time)
UniSIM offers four direct honours programmes in the full-time mode:

- Professional Major (PM) in Accountancy,
- Major in Finance with a minor, and
- Major in Marketing with a minor
- Major in Human Resource Management with a minor
- Major in Social Work with a minor (New)
- Major in Supply Chain Management with a minor (New)

Students are expected to take 4 years to complete the programme; the maximum candidature is 6 years. This includes a 24-week work attachment, an 80-hour service learning project and an overseas experience. Students who accelerate their studies by taking more courses may be able to complete their programme in 3.5 years.

Undergraduate Programmes (Part-Time)
The University offers undergraduate programmes (part-time) at a basic degree level as well as programmes that lead to a direct honours degree. A basic undergraduate degree programme (part-time) usually takes 3 to 4 years. The actual duration would vary depending on the number of credit units or courses you choose to pursue in each semester. You have up to 8 years candidature to complete an undergraduate part-time degree. On the average, most UniSIM students take 4.5 years to complete a basic degree and 6 years for honours degree.

Each course has an assigned value of credit units (cu). Students are required to complete a total of 130 cu to graduate with a basic degree; a total of 170 cu to graduate with honours; or a total of 200 cu to graduate with a dual degree, all inclusive of 10 cu of University Core (UCore) courses. On the average, our students read 15 cu of courses per semester.

All students admitted into undergraduate programmes (part-time) must complete 10 cu of UCore courses in order to graduate, except for students reading Chinese and Tamil programmes. The UCore curriculum is designed to provide courses that complement the discipline-based undergraduate curriculum. It comprises 3 baskets of courses: (1) Communication, (2) Skills and (3) The World and I. Students must complete at least one course from each basket. Classes for undergraduate programmes (part-time) are held on weekday evenings and weekends (Saturdays and Sundays). Classes usually commence with at least 10 enrolled students.

Graduate Programmes
Our graduate programmes take in students on an annual basis. The duration for completion is generally 6 to 12 months for the graduate diploma, and 12 to 21 months for the master’s programmes. There is no credit exemption for graduate programme candidates.

Courses are delivered in seminar workshop mode combining lectures, case studies, presentations and/or project exercises. Classes are held over the weekends (Saturdays and Sundays). Upon graduation, you will receive the Graduate Diploma and/or Master’s degree conferred by SIM University.
The Centre for Continuing and Professional Education (CCPE)
The Centre for Continuing and Professional Education (CCPE) manages the continuing education and training (CET) initiatives of UniSIM. It promotes continuing and professional education by identifying industry needs and working with the Schools to package or develop courses to meet these needs.

CET courses may be taken as single modules or as advanced professional courses from the Office of Graduate Studies (post graduate certification courses). Our credit-bearing CET courses will allow you to earn academic credit units that can be recognised should you decide to enrol in a UniSIM degree programme. Through our CET, we are creating a pathway to a degree for you.

CCPE serves as a platform for engaging the wider community by helping people achieve personal goals at particular points of their lives. Its work will be aligned to the goal of the government to develop “an integrated system of education, training and career progression for all Singaporeans, promote industry support for individuals to advance based on skills, and foster a culture of lifelong learning” (Ministry of Education, 2014).

We also offer customised courses and training programmes for companies and organisations which recognise the value of investing in the professional development of their employees, and who want to plug gaps in the skills of their people.

Assessment

At UniSIM, students are generally assessed through a continuous assessment component and an examinable component. A weighted average mark obtained from the combination of these two will be used to determine your final grade for the course. To pass a course, you must pass both components.

Continuous Assessment Component
Depending on the discipline, the continuous assessment component may include written assignments such as dissertations, case study analyses, essays as well as laboratory reports and research projects completed either individually or in groups.

Some programmes require active student participation in practical hands-on experience training organised as laboratory sessions, mini-project discussion groups or weekend schools.

In some dissertation or project-based courses, the continuous assessment component could comprise progress reports or project proposals which will form the basis of your final report or dissertation. This final report or dissertation is part of the examinable component for such courses.

Examinable Component
Most courses typically contain one examinable component, which may be a written examination, an end-of-course assignment report, an oral presentation, a dissertation or a combination of such assessment strategies.

Grade Point Average (GPA)
UniSIM uses a 5-point GPA system to track a student’s progress at programme level over the semesters of active study, where he/she has registered for courses. For continuation of study in the programme, a student must obtain satisfactory progress during his/her candidature.

Academic Standards
The Academic Board of UniSIM appoints external examiners from reputable universities to ensure that high academic standards are maintained in all programmes. Appointed external examiners work together with faculty staff to ensure a high standard for the student assessments and provide constructive recommendations to enhance the standard of course presentations.
Alumni

Alumni Network
The network is formed exclusively for graduates (including Diploma and Graduate Diploma) from:

- SIM University
- The Open University, United Kingdom (in collaboration with Singapore Institute of Management)
- SIM University - Beijing Normal University
- SIM University - Nanjing University

Alumni Membership
Membership is exclusive to all graduates who, by definition above, are considered UniSIM alumni. Upon graduation, a complimentary personalised alumni card will be presented to each alumnus. The alumni card grants access to a range of benefits and privileges offered by partners of UniSIM.

Alumni Events
Regular events and activities like talks, workshops, and networking sessions are organised for the purpose of gathering fellow alumni.

Lifelong Learning
UniSIM alumni will be entitled to concession on selected degree programmes, talks and workshops offered by UniSIM and SIM. Please refer to the respective websites for terms and conditions for such concessions.

Facilities
UniSIM alumni will be able to access the following facilities:

SIM Library on-site
Library resources on-site
Consult the library e-resources website or download the Online Databases @ a Glance for a guide on which database to use to find information on a particular subject area.

NTU One-North Alumni Clubhouse
Through a special arrangement, UniSIM alumni enjoy free access and use of most facilities at NTU's One-North Alumni Clubhouse located at Buona Vista.

Alumni e-Newsletter
UniSIM alumni will receive updates from the University in the form of the quarterly alumni newsletter which are mailed to them.

Alumni Volunteer Programme
The Alumni Volunteer Programme offers opportunities to alumni who would like to contribute to the University and the alumni community. They may do so by volunteering their services in one of the following groups:

Newsletter Editorial Group
Events Group
Marketing Communications Group
Student-Mentor

Alumni Portal
The Alumni Portal is a dedicated site exclusively set up for all UniSIM alumni. The portal offers a wide range of e-Services, including transcript request, event registration, updating of particulars, online job opportunities and an alumni e-directory where you can search and connect with your ex-classmates.
e-Services offered in the alumni portal include:

- Alumni Card Application
- Car Decal Request
- Event Registration
- Online Job Opportunities
- Transcript Request
- Update Your Particulars

For more information on UniSIM alumni, please visit www.unisim.edu.sg/alumni.

Copyright

What Students Should Know
Students should read this notice carefully and be aware of what is copyright, what is copyright infringement or abuse, and know how much of copyright material they can copy or reproduce without infringing the law.

What is Copyright
Copyright is the intellectual property right held by owners of literary, dramatic, musical, artistic works. These include: books, software, songs, paintings, sculptures, drawings, engravings, photographs, models, diagrams, maps, charts, plans, sound recordings, cinematographic films, sound and TV broadcasts, and cable programmes.

What is Copyright Infringement or Abuse
The copyright held by an owner may be infringed upon or abused when anyone who, without the owner's permission, reproduces, publishes, performs, broadcasts, adapts or communicates the copyright material.

Reproduction of the material includes copying, photocopying, printing, scanning, digitising or storing on a disk.

Students should also be aware that they may infringe on copyright when they ask someone else to make copies of copyright material.

For software, copyright may be infringed upon if students use unlicensed software, or make or use more copies of licensed software than is allowed by the license.

Copyright infringement is not the same as plagiarism which is the copying of material and implying it is student's own work without citing the author. This is a separate issue from copyright infringement.

How Much Copying is Allowed
While the law forbids copyright infringement, it also recognises the need to allow some use of copyright materials for personal research or study. The law allows an insubstantial amount of copyright material to be used. As a guideline only, 10% of the material as measured by the number or words or computer memory (of a book or online publication), one chapter of a book, or one article in a journal or periodical may be considered an insubstantial amount.

Students are advised not to copy more than this amount of material for their own research or study.

Penalties
Besides legal penalties specified by the law, students who infringe upon or abuse copyright may be disciplined under the penalties listed in the UniSIM Student Handbook.

Conclusion
UniSIM encourages students to respect copyright of all copyright owners and to only use original materials such as textbooks and software for their study. Where copying, particularly photocopying, of printed materials is required, students are reminded not to make copies of substantial portions of the printed materials.
For more information on copyright, students are encouraged to read the Copyright Infopack available at the Intellectual Property Office of Singapore website at www.ipos.gov.sg.

**Disciplinary Matters**

The University's regulation on "Discipline" applies to every student from the time of their admission as a candidate for any course of the University until they complete the course or withdraw from the course.

A student in breach of the regulations of the University, or who has been convicted of a crime or whose conduct is prejudicial to the good name of the University or whose conduct is unworthy of a student of the University, may be required to appear before the Student Disciplinary Group.

UniSIM regards the following as disciplinary offences and offenders are liable to penalties imposed by the appropriate disciplinary authority of the University, whether or not action is taken under the law:

1. Conduct that:
   a. Constitutes disruption of or improper interference with the teaching, learning, research, administrative, consultative, social or other UniSIM activities, whether on the UniSIM and SIM premises or elsewhere
   b. Constitutes obstruction of or improper interference with the functions, duties or activities of any student, members of staff or other employees of UniSIM or any authorized visitor to UniSIM
   c. Constitutes violent, indecent, disorderly, threatening or offensive behaviour or language while engaging in any UniSIM activity or on UniSIM premises
   d. Is likely to cause injury or impair safety during any UniSIM activity or on UniSIM premises

2. Conduct that, in relation to premises provided by another institution for use by UniSIM students, constitutes a serious breach of the regulations of that institution, including health and safety matters. Such premises will include but are not limited to premises used for tutorial, graduation ceremonies, research, weekend school, study/examinations centres, libraries, laboratories and/or other facilities.

3. Conduct prejudicial to the assessment procedures of UniSIM. It includes conduct that is in breach of UniSIM's examination rules, rules relating to assignments and/or regulations governing the award of degrees.

4. Knowingly making a false statement or falsifying evidence in support of:
   a. An application for registration on any course or for registration for an award
   b. An application or claim for exemption or excusal from or deferment of any of the course, certificate, diploma or degree requirements
   c. A submission of an assignment or other assessment element
   d. An application to UniSIM for a grant, bursary, prize, scholarship or any other form of award, allowance, assistance or reimbursement of fees
   e. A request for provision of a particular service or services
   f. A claim for the reimbursement of travel or subsistence expenses

5. Failure to comply with any penalty imposed on you by UniSIM, subject to the provisions of UniSIM's Code of Practice for Student Discipline for any right of appeal.

6. Unauthorised disclosure of confidential information including but not limited to:
   a. Information relating to the proceedings of UniSIM
   b. Personal data regarding applicants, other students, graduates, clients and staff
   c. Information which are confidential or proprietary to UniSIM and/or protected under the applicable laws governing unauthorized access to or use obstruction or interception of computers or the unauthorised access disclosure or modification of data information or material (including but not limited to the Computer Misuse Act (Chapter 50A)).
d. Disclosure of confidential information is subject to the provision of relevant Codes of Practice that may be issued from time to time.

7. Conduct that constitutes misuse or abuse of equipment, materials or services provided to students by UniSIM, including but not limited to:
   a. Conduct that breaks the rules relating to the use of such equipment, materials or services in Singapore or overseas
   b. Conduct that breaks a software licensing agreement signed by the student, or constitutes unauthorised use of the UniSIM computing or network resources
   c. Abuse of copyright

8. Conduct that constitutes misuse or abuse of equipment, materials or services provided to students by UniSIM, including but not limited to:

9. Conduct that brings the name of UniSIM into disrepute

10. Breach of the provisions of any Code or UniSIM rules or regulations that provide for breaches to constitute misconduct under this Code (e.g. bullying and harassment)

11. Bullying and harassment
   a. All complaints of bullying or harassment will be treated seriously and thoroughly investigated. Disciplinary action can be taken in cases where bullying and harassment have been proved. Equally, UniSIM can take disciplinary against anyone proved to have made a malicious allegation.
   b. Cases of alleged serious criminal offense, such as physical or sexual assault, must be immediately reported to the police. In such cases, UniSIM will take no action under this code (other than suspension, if considered necessary) until the outcome of any criminal investigation is known.

**Teaching and Learning**

**Associate Faculty**

A unique feature in the delivery of the University’s programmes is the engagement of associate faculty, who are either academic staff from other institutions of higher learning or professionals with the relevant qualifications and teaching experience from industry, locally and globally. The associate faculty is an important pool of academic resource which the University leverages on for their relevant competencies and expertise, and with a great degree of flexibility to deliver up-to-date curricula and learning contents.

Working closely with Deans and Heads of Programme, the associate faculty assume various roles and responsibilities in delivering quality academic activities to our students. They function in various capacities, including instructors, lecturers, monitors, graders, writers, programme examiners, visiting academics and course developers.

To support the associate faculty, the University provides extensive resources, teaching support and facilities, including training, access to information online and mentoring by more experienced associates.

**Support and Facilities**

UniSIM students enjoy good-class facilities at our campus. Located in the heart of the education district, the campus sits over 62,000 square metres of prime land and houses more than 230 lecture theatres, tutorial rooms, seminar rooms, computer labs and specialist labs. Some classes may be held at designated external venues.
The campus environment was designed with the student in mind, and offers a conducive environment for learning and interaction. A student lounge provides a relaxing gathering point for students to network and socialise. Easily accessible by bus and MRT and with new MRT Stations surrounding the vicinity, getting to and from campus is a breeze.

Before classes begin and when hunger pangs beckon, just head on down to our cafeterias on campus and be treated to a wide assortment of culinary delights.

Technology

Campus Network
Our campus-wide infrastructure boasts high-speed connectivity and access to a wealth of information and online services. For specialised usage, our Macintosh Design Lab, Bio-electronics Lab, Biomechanics Lab and CAD/CAM Lab provide hands-on training opportunities. To further leverage e-Learning, our worldclass Blackboard Learning Management System is used by lecturers and students to facilitate instruction, communication and assessment through flexible and collaborative learning approaches.

Online Services
Information technology features prominently in rendering our services anytime, anywhere – connecting our staff, students, members and customers to enhance the way lecturers teach, students learn and members interact. A personalised MyMail email account facilitates communication between you, your lecturers and the university.

MyUniSIM (BlackBoard) Learning Management System
MyUniSIM is a user-friendly web-based learning management system that supports a flexible teaching and learning environment. It facilitates self-paced learning with tools for online content sharing, course management (i.e. course materials), assessment management (i.e. continuous assessments), and online collaboration and communication.

It also supports online marking. Lecturers and associates supplement classroom experience with course materials online, and conduct online discussions and manage projects to enhance lecturer-students interaction.

Students’ Portal
Besides e-connectedness in learning, we continually engage our wide network of members and students through new and improved e-Services. Students use our portals regularly for administrative, learning and research purposes. These include accessing the latest news and timetable and examination results, updating particulars, making online registrations and payments, communicating with associate and full-time faculty, and accessing popular online databases.

Members’ Hub
Members have exclusive access to the SIM Members’ Hub – a 24/7 resource portal with easy access to online databases and e-journals, e-career services, resume reviews, career advice and more.

Libraries
Our library – Tay Eng Soon Library – form a large bank of invaluable resources to meet your learning needs. A range of online databases as well as the library catalogue can even be accessed from the comfort of your home, with friendly librarians always ready to help. Value-added services like rental of notebooks, library tours and an office book delivery service are our way of ensuring you get an enriching educational experience here.

For more information, students may contact our libraries at +65 6248 9601.
C-three (Counselling)

University life as a student can be fun and exciting, however, it can also present many stressful moments. Managing the demands of work, family, and studies can create a high level of anxiety and stress. Professional help is available for students to tap on.

C-three offers a safe and conducive environment to promote and enhance the total well-being of UniSIM students through professional counselling. The team, comprising of professional counsellors, counsellors-in-training and a centre administrator, is committed to provide counselling services to students of all ages, gender, ethnicity, and ability.

Appointments may be arranged in a number of ways:

1. Tel: +65 6248 1600
2. Email: counsellingservices@unisim.edu.sg
3. Request an appointment with C-three through the Student Portal
4. In person at C-three

Undergraduate Studies (Full-time)

Academic Programmes

Professional Major (PM) in Accountancy degree programme

The Accountancy professional major trains students to be qualified, competent and confident accountants. It equips them with strong academic and professional knowledge and skills in key subjects such as accounting, assurance and attestation, law, taxation and information technology. At the same time, students will also receive training in general business knowledge so that they will appreciate the business environment inside and outside the organisation.

SIM University's Bachelor of Accountancy programme is recognised by the Accounting and Corporate Regulatory Authority (ACRA), the Institute of Singapore Chartered Accountants (ISCA) and Singapore Accountancy Commission (SAC). It also enjoys selected exemptions from the professional examinations of the Association of Chartered Certified Accountants (ACCA) and the Chartered Institute of Management Accountants (CIMA).

Students will start their programme with the Common Core, and conclude their programme with a case study-based strategy course and an applied research project. They will also be required to complete the non-credit but compulsory programme components: overseas experience, work attachment and service learning. Accountancy professional major students are required to complete 200 credit units (CU), which includes:

• 40 CU of Common Core
• 140 CU Accountancy
• 10 CU Integrative Course
• 10 CU Applied Project

MOUs have also been signed with 15 audit firms to provide work attachments for Accountancy students.


The Finance, Marketing, Human Resource Management, Social Work and Supply Chain Management Major-Minor programmes are designed to provide broad foundational knowledge and skills in business fundamental courses. Students will go through the Common Core, do a strategy course based on case studies and an applied research project. They will also be required to complete the non-credit but compulsory programme components: overseas experience, work attachment and service learning.
Students pursuing the full-time Major-Minor programmes are also required to complete 200 credit units (CU), which include:

- 40 CU of Common Core
- 100 CU of Major Courses: 80 CU Compulsory Courses + 20 CU Elective Courses
- 40 CU of Minor Courses
- 10 CU of an Integrative Course
- 10 CU of an Applied Project

**Admissions**

For undergraduate programmes (full-time), the minimum academic requirements are:

- GCE 'A' Level with three (3) H2 passes, or
- Diploma from any of the five polytechnics in Singapore, or
- International Baccalaureate (IB) Diploma, or
- NUS High School Diploma, or
- An equivalent of any of the above, together with SAT1 scores.

Singaporeans or Permanent Residents must satisfy the following minimum Mother Tongue Language (MTL) proficiency requirement set by the Ministry of Education for admission:

- D7 for the Higher MTL paper taken at the 'O' level examination, or
- 'S' grade for the H1 MTL paper or General Studies in Chinese, or
- 'S' grade for the H2 MTL paper taken at the 'A' level examination, or
- Pass in the MTL 'B' syllabus paper at the 'A' level examination.

If you have been exempted from MTL, the MOE-approved subject-in-lieu will be considered as your MTL subject. Meeting the above minimum admission requirements does not guarantee a place in the university as admission to the full-time programmes is based on open competition for available places for each programme.

Other non-academic considerations are:

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<table>
<thead>
<tr>
<th>Applicable for ALL Programmes</th>
<th>Accountancy, Analytics, Communication, Information Technology, Psychology, Sociology</th>
</tr>
</thead>
<tbody>
<tr>
<td>Applicable for</td>
<td>Human Resource Management</td>
</tr>
<tr>
<td>Finance</td>
<td>Supply Chain Management</td>
</tr>
<tr>
<td>Marketing &amp;</td>
<td>Business, English, Malay Language, Management, Tamil Language</td>
</tr>
</tbody>
</table>

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Personal attributes (communication skills, leadership qualities, special talents, work experience and others), and
Service to others (social or community service, volunteer work and others).

Applicants are first shortlisted based on their academic qualifications. Shortlisted candidates are then assessed on their non-academic qualities or achievements, a written essay in response to a video, a cognitive test and their performance at individual and group interviews.

How to Apply

Applicants are to submit the online application form (via www.unisim.edu.sg) together with a non-refundable application fee of $15 (inclusive of GST).

There is only one admission intake in July each year.

To make an online application, you should have the following documents in soft copy (PDF format) with a file size of less than 4MB for uploading:

1. Academic certificates and transcripts (i.e. GCE ‘A’ levels, Polytechnic Diploma, IB Diploma, NUS High Diploma, GCE ‘O’ levels, SAT1).
2. Certificates and testimonials (eg. Work experience, social or community service, volunteer work).
3. NRIC
4. Certificates and testimonials for National Service (if applicable)
5. Prepare a 500-word reflection essay to the following topic: “From your personal experience, select ONE quality that you have acquired. Describe how you have acquired it and why that quality is important to you.”

Tuition Fee and Tuition Grant

Tuition Fee
The fee you pay each semester is dependent on the number of courses you take. Course fees cover all study materials, classes, assignments and examinations. They do not include fees for other items specified by UniSIM from time to time.

Other Fees
Full-time students have to pay an annual miscellaneous fee of $165. There may be additional items that are not covered by the tuition fee. These could include items such as additional recommended textbooks, resit examination fee, etc.

Tuition Grant
The Tuition Grant Scheme (TGS) was introduced by the Government to subsidise the high cost of tertiary education in Singapore. The TGS is extended to Singapore Citizen (SC) or Singapore Permanent Resident (PR) students enrolled for full-time undergraduate programmes at UniSIM. Students who are awarded the Tuition Grant will pay the subsidised tuition fees.

Only PR students are required to sign a Tuition Grant agreement and are required to work for a Singapore-based company for a period of 3 years upon graduation. There is no service obligation for SC students.

Please visit http://uc.unisim.edu.sg/tuitionFee.html for current information.

SkillsFuture Mid-Career Enhanced Subsidy
Singapore Citizen (SC) students who are at least 40 years of age in the year of study and are receiving the government subsidy in the form of Tuition Grant for the pursuit of a full-time undergraduate degree awarded by UniSIM, will be eligible for the SkillsFuture Mid-Career Enhanced Subsidy.
* Non-Singapore Citizens (i.e. Permanent Residents and Other Residents) are not eligible for the SkillsFuture Mid-Career Enhanced Subsidy.

** SC students who have not previously attained a degree or higher qualification through MOE subsidy or Singapore government sponsorship at the publicly-funded tertiary institutions will be eligible to receive the Tuition Grant for the pursuit of their first undergraduate degree study at UniSIM.

Eligible students will enjoy an additional 60% off the subsidised course fee (the amount after deducting government Tuition Grant from the full course fee set by the University).

Below is an illustrative example of how the fees for a UniSIM full-time course is computed for an SC aged below 40 and an SC aged 40 and above:

<table>
<thead>
<tr>
<th></th>
<th>SC aged below 40 (Course Fee excl. of GST)</th>
<th>SC aged below 40 (Course Fee excl. of GST)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Subsidised SC Fee for 5 credit units ^</td>
<td>S$832.00</td>
<td>S$332.80</td>
</tr>
<tr>
<td></td>
<td>(60% reduction from S$832)</td>
<td></td>
</tr>
</tbody>
</table>

^ Subject to students meeting the subsidy eligibility criteria

For new students who meet the SkillsFuture Mid-Career Enhanced Subsidy eligibility criteria, MOE will provide the subsidy for the normal programme duration (four years).

**Awards**

**The UniSIM Spirit Award**

This award recognises and honours UniSIM full-time students who reflect the ‘Heart’ part of our educational philosophy of ‘Head, Heart and Habit’. The people-oriented, social-centric value set that we want to recognise and honour includes honesty, integrity, commitment, resilience, moral courage, service to others, social change leadership and selfless contribution to society.

Award winners are expected to demonstrate excellence in at least one of the following three categories of attributes: (a) character strength; (b) willingness to help others; and (c) social change leadership.

The UniSIM Spirit Award is not open for application. Instead, we welcome nominations from students, faculty and staff members. External parties with direct contact with our students (e.g. Those offering work attachments) may nominate as well.

Nomination invitation will open in early Jan 2016. Nominators have to complete a nomination form, and where applicable, provide supporting evidence. A selection committee, comprising UniSIM faculty and staff, will review all submitted nominations. Shortlisted nominees will be invited to present themselves for an interview by a panel.

Ten awards valued at S$2,500 will be given for the academic year, subject to the quality of nominations. Each award will be translated to offsetting the tuition fees for about three 5-credit unit courses.

Award winners are expected to fulfil responsibilities such as being called upon to be UniSIM ambassadors, helping out at outreach events.

There are various scholarships available to students to apply through the sponsoring organisations directly. Please visit http://uc.unisim.edu.sg/scholarships.html for more information.
Financial Aid

There are various types of financial aid available to students who need financial assistance.

**CPF Education Scheme**

The Central Provident Fund (CPF) Education Scheme (CES) is available to eligible full-time UniSIM students who are paying subsidised tuition fee. It cannot be used to pay miscellaneous fees.

As stipulated by the CPF Board, you can use your own, your spouse’s or your parents’ CPF savings to pay for your tuition fees. The use of a sibling’s CPF savings is only considered on a case-by-case basis.

**Repayment**

Repayment will start one year after graduation or on leaving the programme, whichever is earlier. The student has to repay the full amount of CPF savings withdrawn and the interest from the time the savings are withdrawn in cash. The interest, which is based on the prevailing CPF interest rate, will be credited into the CPF account of the member whose savings had been used. The repayment can be made in one lump sum or by monthly installments over a maximum period of 12 years. For outstanding amounts of up to S$10,000, the minimum repayment per month is S$100.

**Guarantor**

With effective 1 April 2005, CPF Board has waived the need for students to furnish a guarantor for applications to use CPF savings for education.

To apply, you have to submit the Application for Use of CPF Savings under the Education Scheme form to the Student Admissions, Office of Admissions before the stipulated deadline.

**Mendaki Tertiary Tuition Fee Subsidy**

The Mendaki Tertiary Tuition Fee Subsidy scheme is an education subsidy for Malay students to cover their tuition fees at tertiary institutions.

With effect from 1 January 2011, students with Malay as their first component race of a double-barrelled race (i.e. Malay-Indian or Malay-Chinese) are also eligible for the scheme.

**Eligibility**

UniSIM full-time undergraduate Malay students who are Singapore Citizens (SC) studying in the MOE-subsidised degree programmes at UniSIM and their Monthly Household Per Capita Income (PCI) does not exceed S$1,500 are eligible to apply.

To apply, you will need to submit the application form to the Student Admissions, Office of Admissions before the stipulated deadline.

For more information please visit http://www.mendaki.org.sg/

**MOE Tuition Fee Loan**

The Tuition Fee Loan (TFL) is a Government education loan to help students who require assistance to pay their tuition fees.

UniSIM has appointed DBS Bank Ltd as the agent to administer the TFL Scheme.

**Eligibility**

The TFL is available to all subsidised UniSIM fulltime undergraduate students who are Singapore Citizens (SC) or Singapore Permanent Residents (PR) studying in the MOE-subsidised degree programmes at UniSIM.
The following categories of students are not eligible for TFL:
- Students receiving Government/Statutory Board/UniSIM scholarships which cover 100% tuition fees
- Students using Central Provident Fund (“CPF”) savings for payment of 100% of the subsidised tuition fees
- Students receiving full tuition fee subsidy from Mendaki
- Students who are taking non-undergraduate programmes
- Students who are not receiving MOE tuition grant for their undergraduate programmes
- Students who are not SC or PR, e.g. international students.

The TFL covers up to 90% of the subsidised tuition fee payable. It does not cover any other miscellaneous fees. You may choose any of these loan quanta: 30% / 50% / 80% / 90% of the total subsidised tuition fees.

UniSIM has the discretion on the quantum of the loan to be granted based on its assessment of the student’s needs for financial assistance.

Students who have obtained other loans (e.g., CPF Education Scheme) that cover less than 90% of the subsidised fees payable by SC are eligible to take up the TFL to cover the remaining fees payable, as long as the total TFL amount awarded does not exceed 90% of the subsidised fee payable by SC. The total loan amounts (from both the TFL and other loans) should not exceed 100% of subsidised fees payable by the student.

**MOE Study Loan**
The MOE Study Loan (SL) is a means-tested Government loan scheme, and complements the Tuition Fee Loan (TFL). The SL provides loans to cover up to the remaining 10% of tuition fees not covered by the TFL. It does not cover any other miscellaneous fees.

UniSIM has appointed DBS Bank Ltd as the agent to administer the SL Scheme.

**Eligibility**
Subsidised Singapore Citizen (SC) and Singapore Permanent Resident (PR) students studying full-time in the MOE-subsidised undergraduate degree programmes in UniSIM are eligible to apply for the SL. Full-time undergraduates who are awarded fee subsidy or loan by an organisation registered with a government agency or have applied for the government TFL in full or a mixture of both, provided the total subsidy or loan is not below 80% (for students with gross monthly household per capita income (PCI) of S$950 and below) or 90% (for students with PCI more than S$950 and up to S$2,700) of subsidised fees payable by SC shall be considered for the SL. The maximum limit of SL is 10%/20% of the subsidised fees payable by SC plus S$3,600 per annum for living allowance. The total loan amounts for fees (from TFL, SL and other loans) should not exceed 100% of subsidised fees payable by the student.

Full-time undergraduates who have obtained loans amounting to 100% of tuition fees payable from either the CPF Education Scheme or a combination of the TFL and the CPF Education Scheme can borrow up to the maximum living allowance loan quantum only.

Those who are awarded Mendaki fee subsidy or loan can borrow up to the maximum living allowance loan quantum only.

UniSIM has the discretion on the quantum of the loan to be granted based on its assessment of the student’s needs for financial assistance.

**MOE Bursary**
The MOE Bursary is funded by the Singapore Government and provides financial assistance to subsidised Singapore Citizens studying the MOE-subsidised full-time undergraduate programmes at UniSIM. This Bursary is awarded based on financial needs.

**Value of MOE Bursary**
The Bursary is tenable on a yearly basis. Students receiving the Bursary must not concurrently hold other bursaries or scholarships1.
Students who are awarded the Tertiary Tuition Fee Subsidy for Malays by Yayasan Mendaki or scholarships/bursaries/study awards, which is meant to cover the tuition fees only, can concurrently hold the MOE Bursary. Students who are holding awards or bursaries that are meant for specific programmes on top of the tuition fees and living expenses, such as bursaries meant for participation in overseas exchange programmes, can also concurrently hold the MOE Bursary. However, students must not concurrently hold the CDC/CCC Bursary and the MOE Bursary.

Monthly household per capita income is computed based on total gross income of immediate and non-immediate family members over the total number of immediate and non-immediate family members.

**CDC/CCC Bursary**

The Community Development Council/Citizens' Consultative Committee (CDC/CCC) Bursary provides financial assistance to subsidised Singapore Citizens studying in MOE-subsidised full-time undergraduate programmes at UniSIM. This Bursary is awarded based on financial needs.

**Value of CDC/CCC Bursary**

The CDC/CCC Bursary is tenable on a yearly basis. Students receiving this Bursary must not concurrently hold other bursaries or scholarships.

<table>
<thead>
<tr>
<th>Income Criteria</th>
<th>Quantum</th>
</tr>
</thead>
</table>
| Tier 1  
Gross Monthly Household Per Capita Income > S$950 and ≤ S$1,400 | S$2,600 Per Year |
| Tier 2  
Gross Monthly Household Per Capita Income > S$1,400 and ≤ S$1,900 | S$1,300 Per Year |

1. Students who are awarded the Tertiary Tuition Fee Subsidy for Malays by Yayasan Mendaki or scholarships/bursaries/study awards, which is meant to cover the tuition fees only, can concurrently hold the MOE Bursary. Students who are holding awards or bursaries that are meant for specific programmes on top of the tuition fees and living expenses, such as bursaries meant for participation in overseas exchange programmes, can also concurrently hold the CDC/CCC Bursary. However, students must not concurrently hold the CDC/CCC Bursary and the MOE Bursary.

2. Monthly household per capita income is computed based on total gross income of immediate and non-immediate family members over the total number of immediate and non-immediate family members.

**Post Secondary Education Account Scheme**

The Post Secondary Education Account (PSEA) scheme helps parents save for their children's post-secondary education by maintaining a Post-Secondary Education Account (PSEA) for each eligible child. This is part of the Government's efforts to encourage every Singaporean to complete his post-secondary education. It also underscores the Government's commitment to support families in investing in the future education of their children, and to prepare them for the economy of the future. PSEA is not a bank account. It is administered by the Ministry of Education and is open automatically for all eligible Singaporeans. Students may apply to use their own or their siblings' PSEA to pay fees to be incurred at SIM University, among other approved institutions.

Edusave Account balances of students, if any, will be transferred to their PSEA. You can visit the MOE PSEA Scheme website to find out more details on the PSEA Scheme. To find out your PSEA balance, you can call the PSEA/Edusave enquiry line at +65 6260 0777 or email: contact@moe.edu.sg.

Please visit [http://uc.unisim.edu.sg/FinancialAid.html](http://uc.unisim.edu.sg/FinancialAid.html) for more information on financial aid, and applicable terms and conditions.
Undergraduate Studies (Part-time)

Academic Programmes

School of Arts and Social Sciences
The School of Arts and Social Sciences develops dynamic individuals by honing their skills in the three ‘C’s': Critical analysis, Creative thinking and Communication. It offers an exciting and diverse range of high-quality programmes: English, Chinese, Malay and Tamil Language and Literature; Communication; Psychology; Sociology; and Translation and Interpretation. These programmes enhance adult learners' understanding and appreciation of the arts and social sciences, and develop practical professional skills and specialised subject knowledge that help further graduates' career and personal goals. Carefully designed courses, dedicated lecturers, and a supportive environment provide students with a rich and rewarding learning experience.

Degree Programmes
BA Chinese Language and Literature
BA Chinese Language and Literature with Translation
BA English Language and Literature
BA English with Business
BA English with Film Studies
BA English with Psychology
BA English with Sociology
BA English with Translation
BA Malay Language and Literature
BA Psychology with Business
BA Psychology with Communication
BA Psychology with Marketing
BA Psychology with Multimedia
BA Psychology with Political Science
BA Psychology with Sociology
BA Psychology with Translation
BA Sociology
BA Sociology with Communication
BA Sociology with Contemporary China Studies
BA Sociology with Film Studies
BA Sociology with Security Studies
BA Sociology with Psychology
BA Sociology with Political Science
BA Tamil Language and Literature
BA Tamil Language and Literature with Communication
BA Tamil Language and Literature with English Language
BA Translation and Interpretation
BSc Psychology
BSc Psychology with Security Studies
Bachelor of Communication
Bachelor of Communication with Business
Bachelor of Communication with Contemporary China Studies
Bachelor of Communication with English Language
Bachelor of Communication with Film Studies
Bachelor of Communication with Marketing
Bachelor of Communication with Multimedia
Bachelor of Communication with Security Studies
Bachelor of Communication with Political Science
Bachelor of Communication with Psychology
Bachelor of Communication with Translation
School of Business
The School of Business offers various programmes designed to prepare managers and strategic thinkers for the highly competitive business world. Our programmes ensure that as a graduate, you will be equipped with broad business fundamentals, as well as the capability to fulfill the specialised needs of your chosen industry in particular. Graduates can expect to have a good mix of both theoretical learning and practical learning that will broaden their managerial knowledge and skills, strategically positioning them to be an effective leader and decision-maker.

Degree Programmes
- BA Visual Communication with Business
- BSc Business
- BSc Business Analytics
- BSc Finance
- BSc Logistics and Supply Chain Management
- BSc Logistics with Security Studies
- BSc Management and Security Studies
- BSc Marketing
- Bachelor of Accountancy

School of Human Development and Social Services
The School of Human Development and Social Services aims to transform and enrich lives through lifelong learning and exposure to a diverse blend of social disciplines. The School’s programmes are designed to provide specialised training to professionals in specific disciplines in the fields of counselling, social work, human resources, early childhood education, healthcare, recreation and tourism, among others. Graduates will be able to seek employment in a wide array of settings, including the social services and corporate sectors.

Degree Programmes
- Bachelor of Counselling
- Bachelor of Early Childhood and Chinese Language Education
- Bachelor of Early Childhood with Art Education
- Bachelor of Early Childhood with Chinese Language
- Bachelor of Early Childhood with Malay Language
- Bachelor of Early Childhood Education with Management
- Bachelor of Early Childhood with Music Education
- Bachelor of Early Childhood with Psychology
- Bachelor of Early Childhood with Sociology
- Bachelor of Early Childhood with Tamil Language
- Bachelor of Human Resource Management
- Bachelor of Human Resource Management with Security Studies
- Bachelor of Art Education with Management or Psychology
- Bachelor of Music Education with Management or Psychology
- Bachelor of Sports and Physical Education with Management or Psychology
- Bachelor of Social Work
- Bachelor of General Studies

School of Science and Technology
The School of Science and Technology is multi-disciplinary in nature and offers a wide range of academic programmes that includes Infocomm Technology, Multimedia, Aerospace Engineering, Biomedical Engineering, Electronic Engineering, Human Factors, Facilities and Events Management, Building and Project Management, and Mathematics. The combination of high-quality curricula and dedicated teaching staff offers students a well-rounded education that enhances their knowledge and learning in science and technology, as well as provide them with a greater opportunities to develop intellectually and professionally and expand their range of career paths.
Degree Programmes
Bachelor of Building and Project Management
BEng Aerospace Systems
BEng Electronics
BSc Biomedical Engineering
BSc Biomedical Engineering with Paramedicine and Emergency Response
BSc Facilities and Events Management
BSc Human Factors and Safety
BSc Information and Communications Technology
BSc Info-Comm Technology with Security Studies
BSc Information Technology and Business (ERP)
BSc Mathematics
BSc Multimedia Technology and Design

School of Law
The School of Law's primary focus is to train and produce lawyers for the practice of law in Singapore particularly in the areas of Criminal Law and Family Law. This is part of the national effort to meet the need for lawyers in the areas of Criminal Law and Family Law. In view of School of Law's emphasis on the practice of law, the two new programmes, Juris Doctor and Bachelor of Laws, which specialises in family and criminal law, will aim at providing a comprehensive education that is practice-oriented and multi-disciplinary. Students will have ample opportunities to interact with practising lawyers, and work on real cases throughout their studies. Both degrees will qualify the graduate for entry into the Legal Profession in Singapore

Degree Programmes
Bachelor of Laws
Juris Doctor

Admissions
For undergraduate programmes (part-time), applicants need to be a Singapore citizen, permanent resident or a resident in Singapore. In addition, you will need to meet these minimum requirements:

Undergraduate programmes
- GCE ‘A’ level with two passes (prior to 2006) or two H2 passes (from 2006), or local Polytechnic Diploma or International Baccalaureate (IB) Diploma or NUS High School Diploma; Applicants with an acceptable SAT1 score may be considered for admission on a case-by-case basis;
- Two years of full-time work experience or are currently employed on a full-time basis; and
- 21 years old and above

Some programmes may have additional requirements. Please refer to the individual programme page on our website for details.

For applicants with international qualifications, you may view the list of acceptable international qualifications on our website for more information.

Shortlisted applicants may be required to undergo one or more interview(s) and/or take such written admission or other evaluation tests as may be prescribed by SIM University at its discretion from time to time.

Internet Access Requirement
Students of UniSIM must have access to a computer or laptop and the Internet in order to use the electronic and website facilities, which allow access to course/academic and administrative information.

The Bachelor of Laws (LLB) programme has the following minimum admission criteria:
• Applicants to the LLB programme must have at least the GCE 'A' level with three passes (prior to 2006) or three H2 passes (from 2006), or a local Polytechnic Diploma or the International Baccalaureate (IB) Diploma or a NUS High School Diploma;
• Demonstrate aptitude to practice law through one of two possible eligibility routes:
  1) The UK Law National Aptitude Test\(^1\); or
  2) Exceptionally, a minimum grade in the Preparatory Courses. (All candidates must still take the LNAT.)
• All applicants (other than fresh school leavers with “A” Levels or diploma certificates) will be required to provide a full CV detailing their work experience as well.

Additionally, applicants must also meet the English Language proficiency requirement.

All eligible students will be assessed through admission interviews, a review of their personal statements on aspirations and motivations and any supporting evidence of their commitment to the practice of criminal and family law.

Students who do not meet the historical admission criteria (i.e. past qualifications) may be granted a conditional acceptance at the interview stage to attend the Preparatory Courses to further assess their suitability for the course.

\(^{1}\)LNAT is a registered trademark of LNAT Consortium Limited. Details of the test, including training for it is available at http://www.lnat.ac.uk. The actual test is administered through Pearson VUE, and is available at the Singapore test-centres.

The Juris Doctor (JD) programme has the following minimum admission criteria:

• Applicants to the JD programme must have at least a Bachelor's degree AND substantial work experience;
• Demonstrate aptitude to practice law through one of two possible eligibility routes:
  1) The UK Law National Aptitude Test\(^1\); or
  2) Exceptionally, a minimum grade in the Preparatory Courses. (All candidates must still take the LNAT.)
• All applicants will be required to provide a full CV detailing their work experience as well.

Additionally, applicants must also meet the English Language proficiency requirement.

All eligible students will be assessed through admission interviews, a review of their personal statements on aspirations and motivations and any supporting evidence of their commitment to the practice of criminal and family law.

Students who do not meet the historical admission criteria (i.e. past qualifications) may be granted a conditional acceptance at the interview stage to attend the Preparatory Courses to further assess their suitability for the course.

\(^{1}\)LNAT is a registered trademark of LNAT Consortium Limited. Details of the test, including training for it is available at http://www.lnat.ac.uk. The actual test is administered through Pearson VUE, and is available at the Singapore test-centres.

How to Apply

Application for undergraduate programmes is to be made online. Each application must be accompanied by a non-refundable application fee of S$64.20 (inclusive of GST) for an e-application (payable online only).

UniSIM has 2 admission intakes a year – January and July. Our admission application is available all year round. Applications received by 31 March will be considered for admission to the July intake and applications received by 30 September will be considered for admission to the January intake.
The offer of admission depends on the number of places available in individual programmes. You are encouraged to submit your application early to avoid disappointment. In the event of overwhelming demand and limited vacancy, priority will be given to eligible applicants who applied early. The decision of the Admissions Committee of SIM University is final and binding and no reasons will be given for the non-admission of unsuccessful applicants.

Application for Law programmes is to be made online. Each application must be accompanied by a non-refundable application fee of S$20 (inclusive of GST) for an e-application (payable online only).

Applications received by 31 July will be considered for admission to the January intake.

The offer of admission depends on the number of places available in individual programmes. The decision of the Admissions Committee of SIM University is final and binding and no reasons will be given for the non-admission of unsuccessful applicants.

**Tuition Fee and Subsidy**

**Tuition Fee**
Our tuition fees are on par with those of other local universities. The amount of course fee you pay in each semester depends on the number of courses you take in that semester. Course fees cover all study materials, classes, tutor supervision, assignments and examinations. They do not include fees for textbooks and other additional items specified by UniSIM from time to time.

**Other Fees**
There may be additional items that are not covered by the tuition fee. These could include items such as additional recommended textbooks, resit examination fee, etc.

**Government Subsidy**
The tuition fee subsidy from the Government of Singapore comes in the form of a tuition grant which is administered by the Ministry of Education (MOE) and is offered to all admitted students studying for a UniSIM undergraduate degree and who satisfy the criteria listed in the next paragraph. The tuition grant for each student is a percentage of the full tuition fees charged by UniSIM - this grant is valued at up to 55% of the tuition fee. Students who are eligible for the tuition grant need only pay the subsidised fees, which is the difference between the full fees (set by the University) and the tuition grant from the MOE.

According to the MOE, this tuition grant need not be repaid to the government. Only Singapore citizens or Permanent Residents (PRs) are eligible for the fee subsidy. They must meet the following criteria to be eligible for the tuition fee subsidy:

- Applicants have not previously received a government-subsidised undergraduate education or higher qualification;
- Applicants must be at least 21 years of age; and
- Applicants must have either 2 years of full-time work experience or are currently employed on a full-time basis

**SkillsFuture Credit**
SkillsFuture Credit aims to encourage individuals to take ownership of their skills development and lifelong learning. Starting January 2016, all Singapore Citizens (SCs) aged 25 and above will receive an opening credit of S$500.

The Singapore Government will provide periodic top-ups to SkillsFuture Credit and as there is no expiry date, SC students may accumulate their SkillsFuture Credit and use it on top of existing government subsidies to pay their tuition fees at UniSIM.
ABOUT US > Undergraduate Studies (Part-time)

View the list of FAQs on SkillsFuture Credit

**SkillsFuture Mid-Career Enhanced Subsidy**
Singapore Citizens (SCs) aged 40 and above who are pursuing MOE-subsidised part-time undergraduate programmes with UniSIM will enjoy higher subsidy from 1 July 2015. The availability of the SkillsFuture Mid-Career Enhanced Subsidy will be tied to a SC student’s eligibility for the Government Subsidy. Hence, a SC student must be eligible for the Government Subsidy in order to be eligible for the enhanced subsidy.
With this enhanced subsidy, SC students aged 40 and above (to be counted based on the year which he/she turns 40 years old) will pay tuition fees that are 60% lower than the standard subsidised fees payable by other SC students who are below 40 years old.

View the list of FAQs on SkillsFuture Mid-Career Enhanced Subsidy

For more information about SkillsFuture programmes and initiatives, please refer to http://www.skillsfuture.sg/programmes-and-initiatives.html

**Course Fee Concessions**
Other than the tuition fee subsidy that is granted by the government, the University offers the following course fee concessions:

- Applicants who are 60 years old and above will enjoy 20% course fee concession
- Applicants who are graduates (at Master's or Bachelor's level) of the SIM University and the Singapore Institute of Management will enjoy 20% course fee concession

Students will enjoy only one of the two categories of concession. The above concessions are applicable to all programmes offered by UniSIM unless specified otherwise. They are not applicable to students enrolled in the UniSIM scholarship and sponsorship schemes, courses offered with external institutions/organisations, as well as PhD programmes. Eligible students will enjoy the course fee concession in addition to any government subsidy that they are eligible for. However, the concessions are not to be used concurrently with any other concessions.

Please visit http://www.unisim.edu.sg/admissions/Undergraduate/PT/Pages/Tuition-Fee-and-Subsidy.aspx for current information.

**Scholarship**

**SIM University Scholarship**
This is a premier scheme aimed at providing high calibre students the opportunity to develop their full potential in their chosen discipline of study.

You must be a Singapore citizen or permanent resident with outstanding academic results, strong language skills, an impressive track record in co-curricular activities, demonstrable leadership qualities, and exhibit zest for involvement in community service.

New students should seek admission to the programme separately and must have already been accepted for admission before being considered for the scholarship.

Each scholarship is awarded for the minimum period required to complete the full programme of study, as stipulated by the programme.

The award covers 100% course fee (Government Subsidy) which includes course materials, examination fee, and other compulsory fees. There is no bond attached to the scholarship.
Sponsorships

Committed to the promotion of lifelong learning, UniSIM offers a variety of sponsorships to new and existing students pursuing their studies in UniSIM.

The sponsorship scheme aims to provide suitable candidates affiliated to participating organisations with the opportunity to undertake undergraduate programmes with UniSIM.

Applicants must meet the entry requirements for the applied course of study at UniSIM. Applicants must separately seek admission to the programme and must be accepted for admission before being awarded the sponsorship.

Eligibility

Students should be Singapore Citizens or Permanent Residents with good academic and co-curricular activities records, strong language skills, and demonstrable leadership qualities.

Tenure of Sponsorship

The sponsorship is awarded for the minimum period required to complete the full course of study, as stipulated by the programme. The sponsorship is only awarded for undergraduate programmes.

Value of Sponsorship

The value of the sponsorship is as follows:

- Singapore Citizens who are eligible for government subsidy - award will cover up to 80% of the total course fee (inclusive of government subsidy)
- Singapore Permanent Residents who are eligible for government subsidy - award will cover up to 60% of the total course fee (inclusive of government subsidy)
- Students who are not eligible for government subsidy - award will cover up to 50% of the total course fee

There is no bond attached to the sponsorship.

UniSIM-NTUC Sponsorship

The sponsorship is open to all General Branch and Ordinary Branch NTUC members.

UniSIM-SAFRA Sponsorship

Application for the SIM University-SAFRA Sponsorship is open to all SAFRA Ordinary A (except NSFs), Ordinary B and Life members.

UniSIM-HomeTeamNS Sponsorship

Application for the SIM University-HomeTeamNS Sponsorship is open to all HomeTeamNS Ordinary members.

UniSIM-Business China Sponsorship

The sponsorship is open to members and staff members of Business China.

UniSIM-STU Sponsorship

The sponsorship is open to all members of the Singapore Teachers’ Union.

UniSIM-OTCi Sponsorship

The sponsorship is open to all graduates of the Diploma in Employment Relations, offered by UniSIM in collaboration with the Ong Teng Cheong Labour Leadership Institute (OTCI).

UniSIM-SFCCA Sponsorship

The sponsorship is open to all SFCCA members and staff.
UniSIM-PA Sponsorship
The sponsorship is open to grassroots leaders with People's Association (PA) and/or its associated organisations.

UniSIM-STTA Sports Leader Sponsorship
The sponsorship is open to eligible national players nominated by the Singapore Table Tennis Association (STTA).

UniSIM-SSP Sponsorship
The sponsorship is open to eligible athletes nominated by Singapore Sports School (SSP).

Financial Aid
There are various types of financial aid available to students who need financial assistance.

MOE Bursary
The MOE Bursary is funded by the Singapore Government and provides financial assistance to needy Singapore Citizens receiving MOE fee subsidy for undergraduate programmes at SIM University.

Monetary in nature, they are awarded based on financial needs.

Value of MOE Bursary

<table>
<thead>
<tr>
<th>Income Criteria</th>
<th>Quantum</th>
</tr>
</thead>
<tbody>
<tr>
<td>Tier 1: Gross Monthly Household Per Capita Income ≤ $1,400</td>
<td>$595 Per Semester</td>
</tr>
<tr>
<td>Tier 2: Gross Monthly Household Per Capita Income &gt; $1,400 and ≤ $1,900</td>
<td>$313 Per Semester</td>
</tr>
</tbody>
</table>

*Monthly household per capita income is computed based on total gross income of immediate and non-immediate family members over the total number of immediate and non-immediate family member.

Please visit www.unisim.edu.sg for terms and conditions.

Study Grant
The SIM University Study Grants provide financial assistance to needy studying at SIM University. The study grants are only given for undergraduate programmes. Monetary in nature, they are awarded based on financial needs.

Tenure of Study Grant
Each study grant is given only for the semester in which it is awarded, and should only be used to pay the course fee of that semester. There is no bond attached to the study grant.

Value of Study Grant
Each study grant is worth $500 (for undergraduate programmes).

MOE Tuition Fee Loan
The Tuition Fee Loan (TFL) is a Government education loan to help students who require assistance to pay their tuition fees.

UniSIM has appointed DBS Bank Ltd as the agent to administer the TFL Scheme.
Eligibility
The TFL is available to subsidised Singapore Citizens pursuing MOE-subsidised undergraduate programmes at UniSIM.

The following categories of students are not eligible for TFL:

- Students receiving Government/Statutory Board/UniSIM scholarships which cover 100% tuition fees
- Students receiving Mendaki Study Loan Part Time Scheme (Degree) which covers 100% tuition fees
- Students who are taking non-undergraduate programmes
- Students who are not receiving MOE fee subsidy for their undergraduate programmes
- Students who are not Singapore Citizens, i.e. Permanent Residents or Other Residents

The TFL covers up to 90% of the subsidised tuition fee payable. It does not cover any other miscellaneous fees. You may choose any of these loan quanta: 30% / 50% / 80% / 90% of the total subsidised tuition fees.

MOE Study Loan
The Study Loan (SL) is a means-tested Government loan scheme, and complements the Tuition Fee Loan (TFL). The SL provides loans to cover up to the remaining 10% of tuition fees not covered by the TFL. It does not cover any other miscellaneous fees.

UniSIM has appointed DBS Bank Ltd as the agent to administer the SL Scheme.

Eligibility
The SL is available to subsidised Singapore Citizens pursuing MOE - subsidised undergraduate degree programmes at UniSIM, who have applied for the TFL or a loan with any registered government organisation. The students must also meet the income criteria of gross monthly household per capita income of S$2,700 or below.

Bank Study Loan
The following organisations offer study loans. Students may contact them directly to apply for such facilities:

Maybank
Tel: 1800 629 2265
Website: info.maybank2u.com.sg

POSB
Tel: +65 6333 0033
Website: www.posb.com.sg

RHB Bank Berhad
Tel: 1800 323 0100 or +65 6225 3111
Website: www.rhbbank.com.sg

Interest-free Instalment Plan
Students who charge above S$500 to their Citibank or OCBC Visa/MasterCard can enjoy interest-free instalments of 6 or 12 months. Terms and conditions apply. For more information, please call:

Citibank
Tel: 6225 5225
Website: www.citibank.com.sg

OCBC
Tel: 1800 3633 333
Website: www.ocbc.com.sg
VWO Capability Fund (VCF) Local Training Grant
The following degree programmes offered by the School of Human Development and Social Services are supported under the VWO Capability Fund (VCF) Local Training Grant:
- Bachelor of Counselling
- Master of Counselling
- Bachelor of Social Work
- Graduate Diploma/Master of Social Work
- Master of Gerontology

VWO staff who are eligible for the government subsidy will still receive the 30% VCF funding of the subsidised course fee if they fulfill the following criteria:

Applicant must be a full-time staff with National Council of Social Service (NCSS) member Voluntary Welfare Organisations (VWO).

He/She must be a Singapore Citizen or Permanent Resident. Staff on Employment Pass and Work Permit are not eligible to apply.

Applicant has to sign a bond to work in his/her current VWO during the duration of the studies, and is required to work for another year in his/her current VWO after completion of the studies.

Applicants who are interested to apply for the VCF Local Training Grant have to apply online via NCSS website. For further queries, please contact NCSS.

Post Secondary Education Account (PSEA) Scheme
The Post Secondary Education Account (PSEA) scheme helps parents save for their children's post-secondary education by maintaining a Post-Secondary Education Account (PSEA) for each eligible child. This is part of the Government's efforts to encourage every Singaporean to complete his post-secondary education. It also underscores the Government's commitment to support families in investing in the future education of their children, and to prepare them for the economy of the future. PSEA is not a bank account. It is administered by the Ministry of Education and is open automatically for all eligible Singaporeans.

Students may apply to use their own or their siblings' PSEA to pay fees to be incurred at SIM University, among other approved institutions.

Edusave Account balances of students, if any, will be transferred to their PSEA. You can visit the MOE PSEA Scheme website to find out more details on the PSEA Scheme. To find out your PSEA balance, you can call the PSEA/Edusave enquiry line at +65 6260 0777 or email: contact@moe.edu.sg.

Please visit http://www.unisim.edu.sg/admissions/Undergraduate/PT/Pages/FinancialAid.aspx for more information on financial aid, and applicable terms and conditions.

Course Registration
Registration for New Students
To register as a student of UniSIM, the applicant must submit the acceptance of the course offer by the deadline given. If you do not submit the course offer acceptance in time, the University will withdraw the offer of registration.

Accepting an offer of registration gives the applicant the following rights and obligations:

Receipt of course services including tuition and correspondence services for the rest of the academic semester, unless the applicant withdraws

Liability for payment of course fees and other fees (if applicable) in full
Registration for Continuing Students

A registered student is entitled to continue his/her studies in any subsequent semester after registration, provided that:

- The student has paid all outstanding fees to UniSIM or SIM
- The student has satisfactorily completed the electronic Course Registration (eCR) for the subsequent semester, and
- The student's academic progress meets the programme requirements to proceed to the next semester

The eCR is an important exercise to help students plan their studies in the next semester. It is an indication of the students’ choice of courses to pursue in the next semester.

A registered student will be invited, through announcement in the student portal, in April and October each year to choose the course(s) that the student wishes to take in the following semester (under the assumption that the student will pass all the courses in the current semester). The final decision to offer the chosen course(s) will depend on the student's course results at the end of the current semester and also the availability of placements in the courses chosen.

Upon a successful submission via the eCR by the stipulated deadline, students will receive a proforma invoice for their course offer via e-Services in the Student Portal after the release of their results for the then current semester. Students are advised to follow the instructions in the proforma invoice on the payment of course fees and other related matters by the stipulated deadline(s). If course fees are not made by the stipulated deadline, the University shall be deemed to have withdrawn its offer of course(s). Any future reinstatement will be entirely at the University's discretion.

A student is expected to study during every semester. However, if a student wishes to take a semester off from studies, the student needs to apply for deferment of study.

Amending course choices

To make changes to your choice of courses after the eCR registration deadline, please submit the Add/Drop application through the e-Services in the Student Portal before the Add/Drop deadline set out in the course offer notification. A non-refundable fee of S$64.20 (inclusive of GST) must accompany every application.

All applications are subject to the University's approval.

Number and Level of Course

The Curriculum Plan of a UniSIM programme of study typically has compulsory, elective and U-core courses, with each course having a fixed number of credit units (cu) reflecting the load of academic contents associated with it. Most of the courses carry 5 or 10 cu.

Prior to the commencement of a semester, students are to register a maximum of 30 cu of courses, where a maximum of 20 cu are for new and/or repeat courses and the remaining 10 cu for re-sit examinations.

The level of a course depicts the depth of the academic contents. To progress in a structured manner, students are expected to complete level 1 courses before proceeding to read level 2 and subsequently the level 3 courses. In addition, students are to fulfill the prerequisites, exclusivity, paired or other requirements of the courses as presented in the Curriculum Plan.

Students are also advised to read their U-core courses within the first four semesters of their candidature.

To graduate from a degree programme, besides the fulfilment of the number of cu required by the programme, one of the requirements is to have completed at least 30 cu of level 3 courses.

During registration, students are to select courses that do not have conflicting schedules (i.e., both the course timetable and the examination timetable).
The University reserves the right to withdraw, postpone or alter a previously publicised course. Students will be given advanced notice of changes.

**Re-reading Courses**
Student may not register to read a course for which the student has already been awarded a course credit or a course certificate.

**Second UniSIM Degree**
Students will not be admitted to a second UniSIM programme unless they have completed the requirements of the first one. A student must apply for admission in the usual way in competition with other applicants if he/she wishes to enrol for a second UniSIM programme.

Courses completed in the first programme cannot be counted as credits towards the second programme.

**Examination Rules and Regulations**
A student who breaches any of the Examination Regulations will be dealt with by the Examinations and Awards Committee.

Examinations will be conducted during the allocated times and venues shown in the examination timetable.

Candidates are allowed into the examination hall 10 minutes before the time scheduled for the commencement of the examination. They are, however, not permitted to turn over the question paper placed on their desks or start writing until the time for the commencement of the examination as announced by the Presiding Examiner.

Candidates are not allowed to present themselves for examination later than 30 minutes after the commencement of the examination (from the start of the reading time).

Candidates taking the examination are not allowed to leave the examination hall during the first 30 minutes after the commencement of the examination and the last 15 minutes before the end of the examination.

The identity of the candidates will be checked during the examination. Candidates are required to bring their student cards or identity cards and place them at the upper left-hand corner of their desks at the commencement of each examination.

Candidates are not allowed to bring into the examination hall any form of communication equipment or device such as mobile phones.

For open-book examinations, candidates are allowed to bring into the examination hall any textbooks or reference materials.

For closed-book examinations, candidates are not allowed to bring any unauthorised material into the examination hall.

The University will not be responsible for the loss or damage of candidates' belongings in or outside the examination hall.

Candidates are not allowed to leave their seats without the permission of an invigilator.

Candidates who wish to communicate with an invigilator must raise their hands.

Candidates who have been given permission to leave their seats temporarily must be accompanied by an invigilator.

No communication by word of mouth or otherwise between candidates is allowed in the examination hall. At the end of the examination, candidates are to remain seated and must not communicate with one another until after all answer booklets are collected and tallied.
### About Us > Undergraduate Studies (Part-time)

**Award of Grades**

Students will be awarded grades as follows:

<table>
<thead>
<tr>
<th>Level</th>
<th>Letter Grade Marking Scheme (From January 2006 Onwards)</th>
<th>Grade Point Value (GPV)</th>
</tr>
</thead>
<tbody>
<tr>
<td>All</td>
<td>A+ 85 – 100 marks</td>
<td>5.0</td>
</tr>
<tr>
<td></td>
<td>A  80 – 84 marks</td>
<td>5.0</td>
</tr>
<tr>
<td></td>
<td>A- 75 – 79 marks</td>
<td>4.5</td>
</tr>
<tr>
<td></td>
<td>B+ 70 – 74 marks</td>
<td>4.0</td>
</tr>
<tr>
<td></td>
<td>B  65 – 69 marks</td>
<td>3.5</td>
</tr>
<tr>
<td></td>
<td>B- 60 – 64 marks</td>
<td>3.0</td>
</tr>
<tr>
<td></td>
<td>C+ 55 – 59 marks</td>
<td>2.5</td>
</tr>
<tr>
<td></td>
<td>C  50 – 54 marks</td>
<td>2.0</td>
</tr>
<tr>
<td></td>
<td>D+ 45 – 49 marks</td>
<td>1.5</td>
</tr>
<tr>
<td></td>
<td>D  40 – 44 marks</td>
<td>1.0</td>
</tr>
<tr>
<td></td>
<td>F  &lt; 40 marks</td>
<td>0</td>
</tr>
</tbody>
</table>

**Graduation Requirement**

Basic Degree students seeking UniSIM Awards must complete 130 cu of courses and achieve a cumulative GPA of at least 2.0 at the point of graduation. UniSIM's GPA system tracks a student's progress at programme level continuously over his/her semesters of active study, where he/she has registered for new or repeat courses.

Honours Degree students seeking a UniSIM Award will be eligible to graduate with the respective chosen award, if they have completed 170 cu of courses, but attain a cumulative GPA between 2.0 to 2.99, the student can only graduate with a Basic Degree.

All students must complete at least 30 cu of Level 3 courses as part of the graduation requirements.

**University Core Courses**

Students must complete 10 cu of University Core (UCore) courses in order to graduate. The UCore courses are designed to broaden the student's academic training and to impart a set of skills and knowledge to all students.

Students in the January 2010 intake and onwards are required to complete a compulsory 2.5cu course: i.e. Essential Academic Writing Skills (COR160), and any other UCore electives to be selected from a list of offerings in the curriculum plan ("CP"), to make up the remaining 7.5cu. In total, students must complete at least one course from each of the three available baskets of courses.

**Classification of Degrees**

**Honours Degree Classification**

Honours Degree Classification. The table below depicts the Honours Classification System for the University's awards for candidates whose graduation criteria is based on the GPA system, i.e., those enrolled from January 2006 onwards.

<table>
<thead>
<tr>
<th>Class of Honours</th>
<th>CGPA</th>
<th>Remarks</th>
</tr>
</thead>
<tbody>
<tr>
<td>First Class**</td>
<td>4.50 - 5.00</td>
<td>All courses (i.e. courses at all levels) are counted in honours classification</td>
</tr>
<tr>
<td>Second Upper</td>
<td>4.00 - 4.49</td>
<td></td>
</tr>
<tr>
<td>Second Lower</td>
<td>3.50 - 3.99</td>
<td></td>
</tr>
<tr>
<td>Third Class</td>
<td>3.00 - 3.49</td>
<td></td>
</tr>
<tr>
<td>Pass</td>
<td>2.00 - 2.99</td>
<td></td>
</tr>
<tr>
<td>Fail</td>
<td>Below 2.00</td>
<td>Student will not graduate</td>
</tr>
</tbody>
</table>

** A student must achieve at least an A- in the designated Capstone project.
Basic Degree Classification
The table below depicts the Basic Degree Classification System for the University's awards for candidates whose graduation criteria is based on the GPA system, i.e., those enrolled from January 2006 onwards.

<table>
<thead>
<tr>
<th>Class of Award</th>
<th>CGPA</th>
<th>Remarks</th>
</tr>
</thead>
<tbody>
<tr>
<td>Pass with Merit</td>
<td>3.20 - 5.00</td>
<td>Applicable for July 2012 graduating cohort onwards</td>
</tr>
<tr>
<td>Pass</td>
<td>2.00 - 3.19</td>
<td>-</td>
</tr>
<tr>
<td>Fail</td>
<td>Below 2.00</td>
<td>Student will not graduate</td>
</tr>
</tbody>
</table>

Eligibility
Students who successfully complete and fulfil the graduation criteria for a basic degree will be awarded a basic degree for their programme of study. For Basic with Honours programme, the University will offer those students who are eligible to read honours to undertake the honours phase of the programme. Upon successful completion of the Basic with Honours programme, the students will graduate with two degrees (i.e. basic and honours) at the end of the compounded study period.

Withdrawal from course
A student may withdraw from one or more course(s) in a particular semester. There will be no refund of course fee(s) paid. All withdrawals will be reflected in the student's academic transcript as "W". "W" will not impact a student's CGPA.

A student may withdraw from the capstone courses either by withdrawal through the normal withdrawal procedure or be deemed to have withdrawn due to non-submission of the capstone project proposal. A student who has submitted his/her capstone project proposal and would like to withdraw from the course has to complete and submit a withdrawal form to the School. No grade will be given and a student will have to re-register for the course(s) and pay the full fee(s).

Challenge Examination
A challenge examination is designed to assess your academic proficiency in a subject area and is similar to a final examination in the subject.

The UniSIM Challenge Examination (CEX) allows you to achieve credit recognition in a required subject area and accrediting you for previous academic and/or experiential knowledge in a subject. CEX is offered twice a year, typically in the 3rd and 4th week of May and November. CEX is available for selected undergraduate courses.

Waiver
CEX Waiver may be given for selected undergraduate programmes in the School of Arts and Social Sciences, School of Human Development and Social Services, and School of Science and Technology. It is not applicable to undergraduate programmes in the School of Business and School of Law. You will receive a waiver for CEX course(s) for your applied programme of study if you have:

- A relevant local polytechnic or NIE diploma; and
- Your graduating GPA is 3.5 or above (local Polytechnic diploma), or 4.375 or above (NIE diploma).

There is no appeal for waiver for CEX courses if you do not meet the criteria.

The waived CEX course(s) will be granted credit recognition, subject to a maximum limit of 20 credit units.
Credit Recognition for CEX
A passed CEX course will be granted credit recognition (CN) on condition that the course is: (1) relevant to your programme of study and (2) subject to a maximum limit of 60 credit units. You cannot re-use a CEX course which you have been granted CN for a degree completed earlier.

Passed CEX courses which are awarded CN will be reflected in your academic transcript and academic profile in the Student Portal as CN. Failed and absence from CEX will not be shown in your academic transcript but will be reflected in your academic profile as ‘CEX Courses Taken’.

A non-refundable CEX registration fee of S$171.20 / S$224.70 (inclusive of GST) is charged for each 5 / 10 credit unit course, respectively.

Please visit http://www.unisim.edu.sg/admissions/CEX/Pages/introduction.aspx for more details.

Graduate Studies

Academic Programmes
Our graduate programmes take in students on an annual basis. The duration for completion is generally 12 months for the graduate diploma, and 24 months for the master's programmes.

Courses are delivered in seminar workshop mode combining lectures, case studies, presentations and/or project exercises. Upon graduation, you will receive the Graduate Diploma and/or Master's degree conferred by SIM University.

School of Arts and Social Sciences

MA in Applied Linguistics (TESOL)
The MA in Applied Linguistics (TESOL) programme is an advanced academic graduate degree that provides language teachers with the sound theoretical foundation and practical skills needed for language teaching and other related work in educational contexts.

The programme caters to the needs of language teachers of different backgrounds from the local school system (primary to JC) to the tertiary institutions and the private sector. The comprehensive programme also caters to the needs of both experienced language instructors/administrators as well as professionals in other fields who are considering a mid-career switch.

Unique features of the programme:
- Curriculum suitable for all teachers (public schools, private schools, tertiary institutions), and both experienced and novice teachers
- Comprehensive core curriculum, and a wide range of specialized electives suitable for the TESOL context
- Taught by experienced and highly-qualified local and international faculty
- Flexibility of blended learning, with face-to-face seminars, online recorded lectures, webinars, and other e-Learning tools
- Part-time programme with emphasis on building a supportive environment that encourages and motivates candidates

The MA in Applied Linguistics (TESOL) programme (60 CU) consists of ten courses (5 CU each) and a Research Project (10 CU; which can be substituted with two additional courses). The ten courses comprise of six compulsory core courses and four electives to be selected from a basket of ten electives.*

* Not all electives will be offered in a given semester/year. Only six electives will be offered for each intake, which is subject to the constraints of course scheduling and availability of faculty.
**School of Business**

**Master of Business Administration (UniSIM MBA)**
SIM University’s Master of Business Administration (UniSIM MBA) prepares aspiring managers with the business knowledge and skills to function as ethical leaders who can achieve business objectives and promote sustainable development. We groom managers with a heart, and create a learning experience where students can master relevant business concepts that will prepare them to meet business challenges today and in the future.

Unique features of the programme:
- The UniSIM MBA equips graduates with both the “hardware and heartware”. Graduates receive a holistic education that encompasses academic excellence and business practicality. The UniSIM MBA trains leaders to make sound moral judgments that account for the needs of business profitability and sustainable development.
- The programme uses pedagogy that involves team work, interactive discussions, critical thinking, and hands-on problem solving.
- Students hone their soft skills through an Experiential Project and a Management Communication course that run across three semesters.
- An 18-month programme where students are able to complete the UniSIM MBA while working full time.

The UniSIM MBA curriculum is based on a series of learning blocks: Assimilating knowledge progressively through 3 core areas and honing soft skills through an Experiential Project and a Management Communication course. The programme has 3 semesters. In the first semester, students learn how to manage the organisation. In the second semester, they learn how to run a business. Finally, in the third semester, they learn how to grow the business in a competitive environment.

**School of Human Development and Social Services**

**Graduate Diploma and Master of Social Work**
Evolving societal, community and individual needs bring about heightened expectations of contemporary social workers, from both clients and employers.

To meet these challenges of the new era, leaders in the social services sector are required to play a vital role in guiding and grooming fellow social workers as well as to possess a wealth of knowledge in a specific field. This programme offers the key to satisfying this new role.

The Master of Social Work Programme is a practice based programme, designed to prepare social workers aspiring to take up leadership positions in the social services sector. The programme aims to equip graduates with clinical social work skills, administration skills and supervision skills to function at management positions in the sector.

The Master of Social Work is specially designed both for graduates with a social work degree and those with other degrees. For graduates without prior social work training, pre-requisite courses will equip you with the basic social work knowledge and skills so as to ease you with the Master programme.

Graduates from this programme will be recognised social work professionals with administrative and supervisory abilities as well as domain specialists, as accepted by the Singapore Association of Social Workers (SASW) and the main employers of social workers namely the Ministry of Community Development, Youth & Sports (MCYS) and the National Council of Social Services (NCSS).

The Master of Social Work comprises ten courses (six core and four electives) and a dissertation. However the dissertation may be substituted for the two electives offered. To graduate with a Graduate Diploma in Social Work, six core courses must be completed.

**Master of Counselling**
The counselling field has grown in tandem with changes in our society as we respond to the challenges of Singapore’s economic growth and development. UniSIM launched its bachelor degree counselling programme,
the first offered by a local university, in 2007.

Since then, there has been a clarion call for more advanced training, at the graduate level. To fulfil the aspirations for further specialised education in counselling and to stay relevant and robust in the field. UniSIM now offers the Master of Counselling (MCOU) programme.

Students without prior training in counselling are required to take three bridging courses (Foundation Studies) to prepare them for the intensive MCOU curriculum. In addition, there will be a supervised practicum of 180 hours, a requirement for foundation students that equips students with practical counselling experience. The practicum may be completed during the course of the MCOU programme.

The MCOU curriculum consists of twelve courses of study. Of the twelve courses, seven are compulsory core courses, the other five are elective courses. The five electives are chosen from a cluster of seven modules to provide for both breadth and depth in their professional training. However, a student may choose to complete a dissertation of 10,000 words in lieu of two electives.

**Graduate Diploma and Master of Gerontology**
The rapidly ageing population in Singapore and concomitant need for trained professionals in the health, social and psychological services gives rise to the imperative for a Master of Gerontology programme. As the needs of older persons are specialised, dedicated attention within the training to their characteristics as well as ageing process, demand an interdisciplinary Gerontology programme. UniSIM’s Master of Gerontology, with a Graduate Diploma option is the first in Singapore to offer a holistic training for a rewarding career in the eldercare and silver sector. Graduates from the Programme will have acquired advanced knowledge and skills to be leaders and consultants in the field of gerontology. They will be prepared to perform challenging roles and functions in both government and private sectors.

The structure of the programme starts with the compulsory courses and the examination is held three weeks after the last class. This is followed by a one-week break before the next course starts. Elective courses are offered after the compulsory courses are completed.

**Master of Human Capital Management**
The Master of Human Capital Management Degree (MHCM) is designed with the objective to produce human capital professionals who are not only confident in dealing with human capital issues, but are also able to lead and take on issues resulting from organisational and environmental changes/challenges, increasing talent mobility and workforce diversity, as well as business and technology advances.

The six HCM-focused electives (students will choose four) provide opportunities for students to explore other key areas of human capital management. In addition, students will conduct an applied research/consultancy project leading to a 10,000 words dissertation. This component can be substituted with two additional elective courses. The Master of Human Capital Management will take about 84 weeks to complete.

**Master of Community Leadership and Social Development**
Trained expertise in community leadership and social development is increasingly needed in a rapidly changing world. A multi-disciplinary understanding of the issues and challenges surrounding the practice of community leadership and social development is crucial, particularly for persons working within the civil and social service sectors.

It is timely that SIM University, in partnership with the National Community Leadership Institute (NACLI) of the People’s Association, now offers the Master of Community Leadership and Social Development (MCLSD) programme. This programme reflects UniSIM’s commitment to support the growing need for effective community leaders who can play a progressive role in Singapore’s social development. Taught by a team of distinguished academics and professionals, the programme combines academic rigour with practical policy-focused skills development.

Students complete six compulsory core courses, four electives (to be chosen from a basket of electives) and
Graduate Studies

a dissertation (which can be substituted by two additional courses, subject to approval). Upon successful completion of the six core courses, an Advanced Diploma will be awarded by the National Community Leadership Institute (NACLI).

Master of Non-Profit Management
In the rapid changes besetting society, the Singapore’s non-profit sector, being relatively new, faces a challenge of effective leadership, posing a significant constraint on the responsive and effective administering of non-profit services for the population. In order for their organisations to deliver quality services, non-profit leaders need to possess a host of administrative skills, the capacity to manage physical and human resources, strong accountability and governance driven by a set of ethics and values, as well as keen insight into the complexity of the social and political landscape. Moreover, effective leadership has to be strategic and forward-looking in order to anticipate growing social needs, thereby taking an active position in shaping the social landscape of the future.

The proposed curriculum consists of compulsory core courses, electives (to be selected from a basket of electives) and a professional project.

The MNPML is conceptualised as a progressive and stackable programme. The provision of certificate and graduate diploma caters for the continuing education needs of the field where professional skills or basic knowledge in Non Profit Management are taught. The certificate requires three courses: NPM501, NPM503 and one other core course. The diploma is awarded upon completion of six core courses, or five core and one elective course. Those who do well for the graduate diploma would be able to advance to more specialised elective Masters courses as well as engage in the consultation project.

School of Science and Technology

Master of Engineering
The industrial MEng programme is primarily intended for science, engineering and technology graduates working in local industries who:

• are interested in pursuing a career in applied research
• seek professional advancement, and
• wish to enhance their understanding of a particular field or discipline within the domain of science and technology.

The MEng programme focuses on industrial research so that the research findings and the skills acquired can be easily transferred to the local industry. Each candidate will be guided by an industry supervisor, in addition to an academic supervisor, in order to ensure industry relevance.

Doctor of Philosophy
The industrial PhD programme is primarily intended for science, engineering and technology graduates working in local industries who:

• are interested in pursuing a career in applied research
• seek professional advancement
• wish to enhance their understanding of a particular field or discipline within the domain of science and technology, and
• aspire to contribute in science and technology to the industry at the highest academic level and gain concomitant recognition of their effort and achievements.

The PhD programme focuses on industrial research so that the research findings and the skills acquired can be easily transferred to the local industry. Each candidate will be guided by an industry supervisor, in addition to an academic supervisor, in order to ensure industry relevance.
School of Law

Master of Taxation (MTAX)
To contribute to SIM University’s (UniSIM) mission “to provide opportunities for professionals and working adult learners to upgrade their qualifications, knowledge and skills” and to bring together the expertise of professionals, scholars and researchers in tax, corporate reporting and company law, the School of Business is offering the Master of Taxation (MTax) programme in collaboration with the Tax Academy of Singapore (TA).

TA was established by the Inland Revenue Authority of Singapore (IRAS), the Law Society of Singapore, and the Big-4 international accounting firms.

The Master of Taxation (MTax) programme aims to provide tax professionals and adults learners with advanced training in taxation law and current practices. It also aims to contribute to the continuous professional education (CPE) of tax specialists by offering courses that cover current developments and changes in taxation law and corporate reporting.

Our Aims
• To equip practitioners with a deeper and broader knowledge of the fundamentals of international taxation, capabilities very important to a tax practitioner in an open economy such as Singapore.
• To provide practitioners a wider frame of reference when looking at taxation. Taxation does not exist in a vacuum, and the practice of taxation directly or indirectly involves wider considerations such as corporate governance, corporate reporting and the general economy.

Graduates from the programme are required to complete 60 credit units consisting of:
• 20 credit units being four core Taxation Framework and Practice courses
• 15 credit units being three courses of tax-related topics
• 25 credit units being five courses on International Taxation

The Taxation Framework and Practice covers Singapore taxation, and introduces the student to elements of International Taxation, and is completed by taking the Advanced Tax Programme (“ATP”) of the Tax Academy. Students registering with UniSIM who have not completed the ATP will be transferred as MTax students to the Tax Academy under existing arrangements with the Academy to complete the first 20 credits. Students who have already completed the ATP will proceed directly to take the remaining courses.

The three courses on Tax-related topics set taxation in the wider context of the general economy, general corporate reporting, and corporate governance.

The last five courses focus on International Taxation, an important element in any tax practice especially in a globalised economy such as Singapore’s.

Students will normally be expected to complete the ATP before taking the UniSIM courses. If they have not completed the ATP, they can still apply to UniSIM, and if accepted, they will be transferred to the Tax Academy to complete the ATP first, and then return in the following year to complete the UniSIM modules. In exceptional cases such as students with tax experience, they may be permitted to begin the UniSIM courses prior to taking the ATP. However, they will only graduate upon completing the ATP.

Candidates who do not wish to, or are not sure of committing to a full masters programme can choose to attempt the course on a modular basis where candidates register and attempt each module on a module-by-module basis. Acceptance on each module depends on the availability of seats for the class, with full MTax students having priority, and also on the student demonstrating sufficient background to follow the course. A Certificate of Achievement will be awarded to candidates who successfully complete the assessment for each module.
UniSIM Centre for Chinese Studies

Master of Arts Chinese Language and Literature
Awarded by Beijing Normal University
The Master of Arts Chinese Language and Literature aims to provide working adults with the opportunity to pursue a higher degree programme in Chinese language and literature. Knowledge and skills acquired during the programme will enhance employability, particularly in the booming China market. Offered in conjunction with Beijing Normal University (BNU), is taught entirely in Chinese by BNU lecturers.

PhD Chinese Language and Literature
Awarded by Nanjing University
The PhD Chinese Language and Literature programme aims to provide students with an in-depth understanding of the Chinese Language and Literature. It also equips students with the range of critical skills required for analysing and appreciating the Chinese classics; and to develop research and analytical skills required for defining and undertaking an independent research project.

Admissions

Applicants should be Singapore citizens, permanent residents or residents in Singapore. In addition, you will need to meet these minimum requirements:
1. An undergraduate degree or an equivalent qualification from a recognised institution
2. Professionals with equivalent professional qualifications (e.g. ACCA, CPA (Sing), CPA (Aust) for Taxation Programme)
3. Good communication skills (written and spoken English)

The offer of admission is dependent on the number of places available in individual programmes. The decision of the Admissions Committee of SIM University is final and binding. SIM University reserves the right to refuse admission and is not obliged to offer an explanation for the non-admission of unsuccessful candidates.

How to Apply

There are two things you need to do:

1. Submit your application online.
2. Print the online application and submit it personally with all supporting documents to Student Recruitment located at Block C, Level 1, 461 Clementi Road, Singapore 599491.

(Operating hours are 8.30am to 5.30pm on Mondays to Fridays, and 9.00am to 1.00pm on Saturdays.)
The following documents are required:
1. Hardcopy printout of the online application form
2. One passport-sized photograph
3. Original and photocopies of Certificate(s) & Transcript(s) of all academic records (Diploma, Degree etc.)
4. Original and photocopies of Professional Certificate(s)
5. Original and photocopy of NRIC / Passport / Citizen Certificate / Documentary proof of Singapore Permanent Resident Status

For applicants who are applying to the PhD in Chinese Language & Literature programme, please submit the following documents together with the supporting documents to Student Recruitment and Payment counter.

- 2 referral letters
- Abstract of Master thesis (in English and Chinese)
- Study Plan for PhD programme in Chinese

For applicants who are applying to the Master in Chinese Language & Literature programme, please submit the following documents together with the supporting documents to Student Recruitment and Payment counter.
• 1 copy of BNU enrolment form
• 1 copy of self-introduction
• 2 copies of recommendation letter

You can request for assistance from Student Recruitment to certify that the photocopied documents are true copies of the original.

A non-refundable S$64.20 fee is required for the online application.

**Tuition Fees**

Our tuition fees are on par with those of other local universities. Course fees will be payable by instalments. The payments schedule will be advised upon acceptance into the programme. Course fees cover all study materials, classes, tutor supervision, assignments and examinations.

**Other Fees**

There may be additional items that are not covered by the tuition fee. These could include items such as additional recommended textbooks, resit examination fee, etc.

**Continuing Education**

**Continuing Education & Training (CET) Courses**

*Learning is a lifelong journey.*

We embark on this journey for various reasons. For whatever reason, whether it is for personal or professional development, learning is the way to a brighter future. It shapes our mind and liberates our spirit. The quest for knowledge itself is an enriching experience.

Whether you are 26 or 62, our CET modular courses can help you realise your intellectual interests and personal goals by giving you the freedom to design your own course of study. You will have a wealth of topics to choose from – from the University's four schools, more than 60 programmes, and over 200 courses.

It is particularly ideal if you want in-employment training as part of your continuing education and training needs. You can pick individual courses that best suit your needs.

The range of courses available is as vast as the languages and the sciences, as focused as company law and corporate governance, logistics, art appreciation and music appreciation, as practical as design thinking for innovation, financial and management accounting, and project management to help you enhance your career.

You have the flexibility of choosing to enrol in any number of courses as an Audit or Credit student under the CET modular course of study. Students who are enrolled in the Audit track are entitled to attend lectures, tutorials and/or seminars, but are not permitted to take the course assessments (assignments and examinations). Students who are enrolled in the Credit track are required to complete all the assessment components of the course.

**Study for a Semester**

As a student, under the CET modular pathway, you may read any Level 1, 2 or 3 course, subject to the fulfillment of any pre-requisites. Upon completing the course, you will receive a Certificate.

**Study at Your Own Pace**

You may read courses semester after semester according to your liking and ability, or take a rest after a semester before resuming.
Assessment
You must pass all the required assessments of each course (continuous assessments and examinations, where applicable) in order to accumulate credits for that course.

The continuous assessment component includes written assignments such as essays, quizzes, case study analyses, as well as laboratory reports and research projects. Some courses require practical hands-on training organised as laboratory sessions, project discussion groups or weekend classes.

Students who are enrolled in the Audit track attend lectures, tutorials and/or seminars, but are not permitted to take the course assessments (assignments and examinations). Students who are enrolled in the Credit track are required to complete all the assessments of each course.

SkillsFuture Courses

What is SkillsFuture?
SkillsFuture is a national movement to provide Singaporeans with the opportunities to develop their fullest potential throughout life. It is a new phase of investment in the only resource we have – our people. It aims to develop in our people skills relevant to the future and foster a culture of lifelong learning.

Because of a rapidly evolving economy, new jobs will be created and old jobs will be lost. It is thus important to prepare for jobs and skills of the future in a timely manner. In this way, our people are more ensured of employability.


For more information on SkillsFuture, please click here.

Government Subsidy for SkillsFuture Modular Courses
The approved SkillsFuture modular course fees subsidy from the Government of Singapore is administered by the Ministry of Education (MOE) and is offered to all Singapore Citizens taking MOE-approved SkillsFuture modular courses and who satisfy the criteria listed in the next paragraph. The MOE-approved SkillsFuture modular course fees subsidy for each student is a percentage of the full modular course fees charged by UniSIM. This course fee subsidy is valued at 55% of the course fee. Students who are eligible for the course fees need only pay the difference between the full fees (set by the University) and the subsidy from MOE.

The subsidy does not cover:
- Resit fee
- Extra courses taken beyond the requirements for the undergraduate degree programme
- Auxiliary charges like administrative fees (e.g., course choice amendment, deferment, transfer of programme, challenge exam fee, exam appeal, etc.), overseas travel expenses, etc.
- Any penalty charges (e.g., late fee payment)
- Any other miscellaneous fees

SkillsFuture Mid-Career Enhanced Subsidy
Singapore Citizens (SCs) aged 40 and above who are pursuing MOE-approved SkillsFuture modular courses with UniSIM will enjoy higher subsidy with effect from 1 July 2015. The availability of the SkillsFuture Mid-Career Enhanced Subsidy will be tied to a SC student’s eligibility for Government Subsidised courses. Hence, a SC student must be eligible for the Government Subsidised courses in order to be eligible for the enhanced subsidy.

With this enhanced subsidy, SC students aged 40 and above (to be counted based on the year which he/she turns 40 years old) will pay course fees that are 60% lower than the standard subsidised fees payable by other SC students who are below 40 years old.
What are the MOE-approved Subsidised SkillsFuture Modular Courses?
MOE has approved a number of courses which will provide skills for priority and growth sectors in Singapore's economy such as: Accountancy, Advanced Manufacturing, Applied Health Sciences, Biomedical Sciences, Construction, Early Childhood, Financial Services, Human Resource Management, ICT & Media, Logistics and Aerospace, Smart and Sustainable Urban Solutions and Social Services.

For MOE-approved Subsidised SkillsFuture Modular Courses, please click here.

Eligibility Criteria for MOE-approved Subsidised SkillsFuture Modular Courses
Only Singapore citizens are eligible for the fee subsidies. They must meet the following criteria to be eligible for the SkillsFuture modular course fee subsidies:

- At least 21 years of age; and
- Have either 2 years of full-time work experience, or have fully discharged full-time NS liability, or are currently employed on a full-time basis and
- Are enrolled as Credit students; and
- Have not previously received a government subsidy for the same course; and
- GCE ‘A’ level with two passes (prior to 2006) or two H2 passes (from 2006), or local polytechnic diploma; or International Baccalaureate (IB) Diploma; SAT1 scores
- If not, at least 5 GCE ‘O’ Level & interview

SkillsFuture Credit
SkillsFuture Credit aims to encourage individuals to take ownership of their skills development and lifelong learning. Starting January 2016, all Singapore Citizens (SCs) aged 25 and above will receive an opening credit of S$500.

The Singapore Government will provide periodic top-ups to SkillsFuture Credit and as there is no expiry date, SC students may accumulate their SkillsFuture Credit and use it to pay the course fees of all SkillsFuture modular courses approved by MOE or WDA (as listed in the SkillsFuture Credit directory).

View the list of FAQs on SkillsFuture Credit

SkillsFuture Study Award
GSP301SGN - Overseas Study Mission (Vietnam – Ho Chi Minh City) is an approved course under the SkillsFuture Study Award for Internationalisation.

Singaporeans who are planning to enrol in GSP301SGN or are successfully enrolled in this course should concurrently apply for the SkillsFuture Study Awards in Internationalisation. Recipients of the Study Award may receive a monetary award of $5,000 to defray the out-of-pocket expenses associated with the course.

Please click here to find out more about SkillsFuture Study Award for Internationalisation
Please click here for GSP301SGN course details

CET Modular Courses
Knowledge and skills evolve at such a fast pace that occupational obsolescence is a real and pressing problem. Continuing Education and Training (CET) is key to preventing this. At UniSIM, our continuing education programme is committed to providing accessible university-level education for those who desire to better themselves in work-related competencies for career advancement, to keep abreast of the latest developments in their career fields, or just for personal enrichment.

To choose a variety of CET modular courses and read the synopsis, please click here.
Minimum Entry Requirements for CET Modular Courses
You need to be a Singapore citizen, permanent resident or a resident in Singapore to be eligible to apply for the CET modular pathway.

You will need to meet these minimum requirements to entry of CET courses:
• At least 18 years of age; and
• Have either 2 years of full-time work experience, or have fully discharged full-time NS liability, or are currently employed on a full-time basis and
• GCE ‘A’ level with two passes (prior to 2006) or two H2 passes (from 2006), or local polytechnic diploma; or International Baccalaureate (IB) Diploma; SAT1 scores
• If not, at least 5 GCE ‘O’ Level & interview
• Specific courses will have additional requirements.

All applications are considered individually on merit, and we reserve the right to accept or reject an applicant.

Registration Fee:
There’s a non-refundable application fee of $64.20 (Online)/$107 (Hardcopy), including GST.

Apply:
You may apply via: https://www.unisim.edu.sg/EService/Public/CETRegistration/CETRegistrationLogin.aspx

Within one week after application, please produce original and a photocopy of the following documents (NRIC, all education certificates & transcripts, 1 recent colour passport-sized photograph and 1 copy of letter of employment signed by your HR/immediate supervisor, or 1 copy of your latest computerised payslip) and photocopies for verification at SIM University, 461 Clementi Road, Student Recruitment Department, Blk C Level 1.

You can sign up to a maximum of 20 cu during the validity period, subject to availability of vacancy, and on a first-come first-served basis.

Frequently Asked Questions (FAQs)

How does UniSIM provides Continuing Education and Training (CET) besides its degree programmes?
UniSIM provides in-employment CET through the many courses that it offers to working adults from different professional backgrounds. You may already have a degree but just wish to upgrade only specific skills and knowledge. We can help you achieve this.

Many of these courses have been identified as MOE-approved SkillsFuture courses and come with government subsidy (terms and conditions apply).

What is so unique about UniSIM's CET?
The uniqueness lies in our credit recognition scheme which creates a pathway to a degree. When you attend and successfully complete our courses, you will be awarded academic credit units or CUs. These credit-bearing courses can be stacked towards a degree at SIM University.

Admission requirements apply.

Who should read the CET modular courses?
Our CET modular courses are intended for professional development and lifelong learning. They are thus suitable for those who wish to:
• Upgrade their professional skills in specific areas
• Pursue a set of skills for career advancement
• Use the courses successfully completed as a pathway to a degree
• Attain a post graduate professional certificate
• Learn for the pure quest for knowledge or to broaden your horizon
Continuing Education

- Embrace lifelong learning as a recreational activity
- Develop interests to a professional level

How can CET modular courses help me in my professional development?
CET modular courses can help you upgrade skills and knowledge in specific areas which will prepare you for the next phase of your career. For example, you are a marketing executive and the next position in your career is that of a marketing manager. You may need to know managerial accounting. You can pick just that particular course which will give you the specific competence you need.

What types of modular courses are available?
There are more than 200 courses open to you per semester from the undergraduate and graduate levels. This wide range of courses comes from different disciplines offered by the 4 Schools: Arts and Social Sciences, Business, Human Development and Social Service, and Science and Technology.

Many of these courses have been identified as MOE-approved SkillsFuture courses which prepare you for the priority and growth sectors in Singapore's economy such as: Accountancy, Advanced Manufacturing, Applied Health Sciences, Biomedical Sciences, Construction, Early Childhood, Financial Services, Human Resource Management, ICT & Media, Logistics and Aerospace, Smart and Sustainable Urban Solutions and Social Services.

How relevant are these modular courses for my career needs?
As UniSIM is a university for working adults, to ensure relevance for our students, our courses are developed with input from the industry. Our course development process is rigorous to ensure academic quality. Our courses are also reviewed regularly to ensure its continued relevance. They also prepare you for the priority and growth sectors in Singapore's economy such as: Accountancy, Advanced Manufacturing, Applied Health Sciences, Biomedical Sciences, Construction, Early Childhood, Financial Services, Human Resource Management, ICT & Media, Logistics and Aerospace, Smart and Sustainable Urban Solutions and Social Services.

What are the entry requirements for CET modular courses?
You will need to meet these minimum requirements for entry into undergraduate CET modular courses:

- At least 18 years of age; and
- Have either 2 years of full-time work experience, or have fully discharged full-time NS liability, or are currently employed on a full-time basis and
- GCE ‘A’ level with two passes (prior to 2006) or two H2 passes (from 2006), or local polytechnic diploma; or International Baccalaureate (IB) Diploma; SAT1 scores
- If not, at least 5 GCE ‘O’ Level & interview
- Specific courses will have additional requirements.

You will need to meet these minimum requirements for entry into graduate CET modular courses:

- An undergraduate degree or an equivalent qualification from a recognised institution
- At least 21 years of age; and
- Have 2 years of full-time work experience, or have fully discharged full-time NS liability, or are currently employed on a full-time basis
- Specific courses will have additional requirements.

How many CET modular courses can I take each time?
You can take as few as one or as many as four courses, from 2.5 credit units (cu) to a maximum of 20 cu per semester. The number of courses you decide upon depends on your ability to cope with the demands of a university education.

You are allowed to enroll up to a maximum of THREE (3) Masters courses per Masters programme as CET modular courses.

What is the fee for a CET modular course?
The fee is the same as that of the regular undergraduate or post graduate course. The fees payable depend on the number of CET courses you take.
Is there subsidy for CET modular courses?
There is government subsidy for MOE-approved SkillsFuture modular courses.

Subsidy Eligibility for MOE-approved SkillsFuture modular courses
With effect from 1 July 2015, applicants admitted into MOE-approved SkillsFuture modular courses are eligible for subsidy, if they
- are Singapore Citizens (SCs); and
- are at least 21 years of age; and
- have 2 years of full-time work experience, or have fully discharged full-time National Service (NS) liability, or are currently employed on a full-time basis; and
- are enrolled as credit students.
- are not repeating the same undergraduate degree-level skills-based modular course. This excludes those who have previously received subsidies for the course as part of their full-time or part-time undergraduate degree programmes.

MOE-approved SkillsFuture Modular Courses Subsidy Amount
- Approved SkillsFuture modular courses: 55% of course fees
- Mid-Career Enhanced Subsidy (40 years and above): 60% of course fees payable

Is there any other course fee concession?
SIM University offers the following CET modular course fee concessions:
- Applicants who are 50 years old and above will enjoy a 10% course fee concession.
- Applicants who are 60 years old and above will enjoy a 20% course fee concession.
- Applicants who are graduates (at Master’s or Bachelor’s level) of SIM University and the Singapore Institute of Management will enjoy a 20% course fee concession

1No retrospective claims will be allowed.

Can we combine the subsidy and concession?
No.

Students will enjoy only one of the three categories of concession. The above concessions are applicable to all CET modular courses offered by SIM University unless specified otherwise. They are not applicable to students eligible for SkillsFuture Enhanced Fee Subsidy; courses offered with external institutions/organisations, as well as graduate modular courses. Offer will be made subject to availability of places in the course. Eligible students will enjoy the course fee concession in addition to any government subsidy that they are eligible for. However, the concessions are not to be used concurrently with any other concessions.

What don't the subsidy and concession cover?
They do not cover the following:
- Resit fee
- Repeat course fee
- Auxiliary charges like administrative fees (e.g., course choice amendment, deferment, etc.)
- Examination appeal fee, overseas examination fee, etc.
- Any penalty charges (e.g., late fee payment)
- Any other miscellaneous fees

How can our CET modular courses help a company upgrade the skills and knowledge of its employees?
We can design a customised corporate training programme for a company which wishes to fill gaps in the skills and knowledge of its employees. This can be conducted in-house if there is critical mass. Alternatively, the company may send its staff to join our regular evening classes.

For more information on corporate training and other CET related matters, please email us at cet@unisim.edu.sg.
Accelerated Pathway Programmes

What is Accelerated Pathway programme?
SIM University (UniSIM) Accelerated Pathway programme allows you to register selected UniSIM courses while you are still pursuing your Diploma education. It is designed to give you a head start in your university education by the time you graduate from your Diploma course.

How does the Accelerated Pathway programme work?
If you are a current local Polytechnic student who has done well academically*, you may apply to enrol in UniSIM’s Accelerated Pathway programme. If you are selected into the Accelerated Pathway programme, you will study a total of 20 credit units (cu) of courses from selected UniSIM's undergraduate programmes while pursuing your Diploma course.

Upon successful completion of your Diploma course and having fulfilled the minimum required grade point average (GPA) score for the Accelerated Pathway programme, you will be granted credit recognition when you enrol with UniSIM for your undergraduate studies, subject to fulfilling UniSIM’s admission criteria. This means that you will take a shorter duration to complete your undergraduate degree programme.

Programmes
The Accelerated Pathway is available for the following UniSIM undergraduate programmes:
1. Bachelor of Building and Project Management
2. Bachelor of Engineering Aerospace Systems
3. Bachelor of Engineering Electronics
4. Bachelor of Social Work

Application
The Accelerated Pathway programme has two admission intakes a year – January and July. Our admission application is available all year round.

Applications received by 31 March will be considered for admission to the July intake and applications received by 30 September will be considered for admission to the January intake.

For more information, please call us at +65 6248 9777 or email to:
- sset@unisim.edu.sg (Bachelor of Building and Project Management/Bachelor of Engineering Aerospace Systems/Bachelor of Engineering Electronics)
- shds@unisim.edu.sg (Bachelor of Social Work)
Degree Programmes

School of Arts and Social Sciences

BA English Language and Literature
BA English with Business
BA English with Psychology
BA English with Sociology
BA Malay Language and Literature
BA Tamil Language and Literature
BA Translation and Interpretation
BA Chinese Language and Literature
BA Tamil Language & Literature with English Language
BA Tamil Language & Literature with Communication
BA English with Translation
BA Chinese Language and Literature with Translation
BA English with Film Studies
BA Psychology with Business
BA Psychology with Sociology
BA Sociology with Communication
BA Sociology with Psychology
BA Sociology
**Degree Programmes**

Bachelor of Communication

BSc Psychology

Bachelor of Communication with English Language

Bachelor of Communication with Psychology

Bachelor of Communication with Business

BA Sociology with Security Studies

Bachelor of Communication with Security Studies

BSc Psychology with Security Studies

Bachelor of Communication with Translation

BA Sociology with Contemporary China Studies

Bachelor of Communication with Contemporary China Studies

Bachelor of Communication with Marketing

Bachelor of Communication with Multimedia

Bachelor of Communication with Film Studies

BA Sociology with Film Studies

Bachelor of Communication with Political Science

BA Psychology With Political Science

BA Sociology with Political Science

BA Psychology with Communication

BA Psychology with Marketing
Degree Programmes

BA Psychology with Translation
BSc Psychology with Multimedia
MA in Applied Linguistics (TESOL)

School of Business

Bachelor of Accountancy
BSc Business Analytics
BSc Business
BSc Finance
BSc Logistics and Supply Chain Management
BSc Logistics with Security Studies
BSc Marketing
BSc Management and Security Studies
BA Visual Communication with Business
Master of Business Administration
Master in Management [Urban Transportation]

School of Human Development and Social Services

Bachelor of Counselling
Bachelor of Early Childhood and Chinese Language Education
Bachelor of Early Childhood Education with Art Education
Degree Programmes

Bachelor of Early Childhood Education with Chinese Language
Bachelor of Early Childhood Education with Malay Language
Bachelor of Early Childhood Education with Management
Bachelor of Early Childhood Education with Music Education
Bachelor of Early Childhood Education with Psychology
Bachelor of Early Childhood Education with Sociology
Bachelor of Early Childhood Education with Tamil Language
Bachelor of General Studies
Bachelor of Human Resource Management
Bachelor of Human Resource Management with Security Studies
Bachelor of Social Work
Bachelor of Art Education with Management
Bachelor of Art Education with Psychology
Bachelor of Music Education with Management
Bachelor of Music Education with Psychology
Bachelor of Sports and Physical Education with Management
Bachelor of Sports and Physical Education with Psychology
Master of Counselling
Graduate Diploma and Master of Gerontology
Master of Human Capital Management
Degree Programmes

Graduate Diploma and Master of Social Work

Master of Community Leadership and Social Development

Master of Non-Profit Management

School of Law

Bachelor of Laws

Juris Doctor

Master of Taxation

School of Science and Technology

BEng Aerospace Systems

BEng Electronics

BSc Biomedical Engineering

BSc Biomedical Engineering with Paramedicine and Emergency Response

BSc Human Factors in Safety

BSc Information and Communication Technology

BSc Information Technology and Business (ERP)

BSc Info-Comm Technology with Security Studies

BSc Mathematics

BSc Multimedia Technology and Design

BSc Facilities and Events Management
Degree Programmes

Bachelor of Building and Project Management

Master of Engineering

Doctor of Philosophy

UniSIM College

Bachelor of Accountancy

Bachelor of Human Resource Management with Minor

Bachelor of Science in Finance with Minor

Bachelor of Science in Marketing with Minor

Bachelor of Science in Supply Chain Management with Minor

Bachelor of Social Work with Minor

UniSIM Centre for Chinese Studies

MA in Chinese Language and Literature

PhD in Chinese Language and Literature