Master of Public Health

Student Handbook 2024/2025

NUS National University of Singapore
Saw Swee Hock School of Public Health

Contents

WELCOME 3
MPH KEY CONTACTS 5
ACADEMIC CALENDAR 7
ACADEMIC ADVISING 8
PROGRAMME OBJECTIVE AND COMPETENCIES 10
DEGREE REQUIREMENTS AND STUDY PLAN 11
MINIMUM AND MAXIMUM CANDIDATURE 11
LEAVE OF ABSENCE 12
CURRICULUM 13
SPECIALISATION: EPIDEMIOLOGY AND QUANTITATIVE METHODS (EQM) 14
SPECIALISATION: GLOBAL HEALTH (GH) 16
SPECIALISATION: HEALTH POLICY AND SERVICES (HPS) 18
SPECIALISATION: HEALTH PROMOTION (HP) 20
SPECIALISATION: OCCUPATIONAL HEALTH (OH) 22
SPECIALISATION: POPULATION HEALTH (PH) 23
COURSES OFFERED IN AY2024/2025 25
SUGGESTED CROSS FACULTY COURSES 25
GUIDELINES FOR THE MPH PRACTICUM 27
GUIDELINES FOR SPH5890 INDEPENDENT STUDY COURSE 27
GUIDELINES FOR SPH5801 FIELD PRACTICE 28
GRADUATE CONTINUATION AND GRADUATION REQUIREMENTS 29
COURSE REGISTRATION 33
DROPPING OF COURSES 33
CREDIT/AUDIT 33
PART-TIME STUDENTS READING ADDITIONAL COURSES 34
REGISTRATION FOR CROSS-FACULTY COURSES 34
APPLICATION FOR SPECIALISATION 35
CONVERSION OF STATUS (FULL-TIME/ PART-TIME) 36
GOING OVERSEAS 37
UNIVERSITY RULES AND REGULATIONS 39
RESPONSIBILITY FOR NOTICES/ CIRCULARS AND UPDATES OF PERSONAL PARTICULARS 39
ACCEPTANCE RECORD 40
NUS CODE OF STUDENT CONDUCT 40
GUIDELINES ON THE USE OF AI TOOLS FOR ACADEMIC WORK 44

WELCOME

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

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

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

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

As public health practitioners, we are committed to preventing disease and promoting health; however, the means through which we affect change are continuously evolving. Therefore, as future leaders in public health, we must strive to not only keep abreast of these changes, but try and stay ahead of the curve. It is equally important to maintain an open mind as you pursue the MPH, for many public health issues can only be holistically addressed when experts from multiple disciplines, including the analytics and social sciences, come together.

In closing, on behalf of SSHSPH faculty and staff, I welcome you again to the Public Health family, and wish you a successful and productive MPH candidacy.

Teo Yik Ying
Professor and Dean
Saw Swee Hock School of Public Health

Section A

General Information

MPH KEY CONTACTS

Education Office	
Mailing Address:	Saw Swee Hock School of Public Health National University of Singapore Tahir Foundation Building, 12 Science Drive 2, #10-01 Singapore 117549 For MPH administrative queries, email to mph_admin@nus.edu.sg
Programme Administrators:	**Mr Teo Mou De** Phone: 6601 5101 Email: mdteo@nus.edu.sg **Ms Leng Nur Ashikin** Tel: 6601 1240 Email: ephlnabm@nus.edu.sg

Programme Management Committee	
Chairperson:	**A/Prof Mary Chong** MPH Programme Director Email: mary_chong@nus.edu.sg
Members:	**A/Prof Liow Chee Hsiang** Vice Dean (Education) Email: liowcheehsiang@nus.edu.sg **A/Prof Jeannette Lee** Vice Dean (Academic Affairs) Email: ephleej@nus.edu.sg **A/Prof Jason Yap** Vice Dean (Practice) Specialisation Lead (Health Policy and Services) Email: jasonyap@nus.edu.sg **A/Prof Natasha Howard** Specialisation Lead (Global Health) Email: natasha.howard@nus.edu.sg **A/Prof Ng Wee Tong** Specialisation Lead (Occupational Health) Email: ephngwt@nus.edu.sg **A/Prof Sim Xueling** Specialisation Lead (Epidemiology and Quantitative Methods) Email: ephsx@nus.edu.sg **A/Prof Wong Mee Lian** Specialisation Lead (Health Promotion) Email: ephwml@nus.edu.sg **Dr Ian Ang** Specialisation Lead (Population Health) Email: ianang@nus.edu.sg

Student Counselling & Support	
Student Support Managers:	**Mr Teo Mou De** Phone: 6601 5101 Email: mdteo@nus.edu.sg **Ms Leng Nur Ashikin** Phone: 6601 1240 Email: ephlnabm@nus.edu.sg
Student Life Director:	**Dr Rick Ong** Email: rick.tweehee.ong@nus.edu.sg
Student Life Deputy Director:	**Dr Cecilia Teng** Email: ephtwcc@nus.edu.sg
University Counselling Services:	Website: https://nus.edu.sg/hwb/ucs/ Email: ucs@nus.edu.sg Phone: 6516 2376 *(24-hour NUS Lifeline for students facing life threatening psychological emergencies): 6516 7777* Address: University Health Centre 20 Lower Kent Ridge Road, Level 2 Monday: 9.30am - 6.00pm Tuesday to Thursday: 8.30am - 6.00pm Friday: 8.30am - 5.30pm Closed on Saturdays, Sundays & Public Holidays.
NUS Care Unit (NCU)	If you or someone you know has experienced sexual misconduct of any kind, you can reach out to the NUS Care Unit (NCU) for support. Website: https://care.nus.edu.sg/ Email: ncu_help@nus.edu.sg Phone: 6601 4000 (24-hour helpline)

ACADEMIC CALENDAR

The academic year usually begins in August. The standard academic calendar, with effect will have the following structure:

- It consists of two semesters and a special term.
- Each regular semester includes 13 weeks of instruction and 2 weeks of end-of-semester examinations.
- Special term takes place during the Semester 2 vacation period. It comprises of two parts, each of which lasts 6 weeks and is inclusive of an examination period.

The table below presents the basic chronological structure in any academic year.
Please note that the mini-semesters do not apply to the MPH programme.

Semester 1		Semester 2	
Regular Semester (18 Weeks)	Orientation (1 week)[1]	Regular Semester (17 Weeks)	-
	Instructional Period[2] (6 weeks)		Instructional Period[2] (6 weeks)
	Recess[3] (1 week)		Recess[3] (1 week)
	Instructional Period (7 weeks)		Instructional Period (7 weeks)
	Reading[4] (1 week)		Reading[4] (1 week)
	Examination[5] (2 weeks)		Examination[5] (2 weeks)
Vacation[6] (5 weeks)		Vacation[6] (12 – 13 weeks)	

[1] Commences on first Monday of August each year.

[2] For Semester 1, this starts in the week immediately following Orientation Week.
For Semester 2, this commences on the second Monday of January each year.
The University may start Semester 2 on the third Monday of January as deemed necessary in some years to maintain a 5-week vacation in December/January.

[3] From Saturday to the following Sunday

[4] From Saturday of the final week of the preceding Instructional Period to Friday of the following week.

[5] For Regular Semester, a 2-week period that starts from the Saturday immediately following Reading Week and ends on Saturday.

[6] For Semester 1, this is during December to early January.
For Semester 2, this goes from May through July. The 2-part Special Term takes place during this vacation period, with each part being 6 weeks long.

Please refer to the following for the academic calendar:
https://www.nus.edu.sg/registrar/calendar

ACADEMIC ADVISING

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

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

The **Academic Advisor's role** is to assist the student in designing an academic programme that meets his/her educational goals, within the requirements of the University.

1. Oversee the student's overall progress and provide support or appropriate referral for academic or other difficulties.
2. Supervise the student for his/her practicum project, attend and provide feedback on the oral presentation and endorse the final report.

   Note: The academic advisor by default, will be the student's practicum advisor if the student is not able to find an alternative practicum advisor. If the academic advisor is not able to supervise the practicum project, arrangements should be made in advance for an alternative advisor after discussion with the Practicum course coordinator.

The **Advisee's role** is to:

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

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

1. Meet regularly to (i) identify professional goals and educational objectives and draw up a curriculum plan, (ii) evaluate and discuss term grades and review curriculum plan, (iii) elicit or provide feedback on any aspect of the course.
2. Identify a mechanism for maintaining contact when required, e.g. through e-mail, or during extended periods of travelling.

Section B

Programme Overview

PROGRAMME OBJECTIVE AND COMPETENCIES

OBJECTIVE

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

COMPETENCIES

Epidemiology and Biostatistics

Estimate the burden, and identify patterns and determinants of disease and ill-health in communities. Apply appropriate research methods and analytic tools to identify solutions to address community health and healthcare related problems

Health Policy and Systems

Apply knowledge of health systems, policy and financing, health economics and key global health issues to evaluate and inform development of public health policies, programmes and services

Social and Behavioural Sciences

Apply concepts and methods in social and behavioural sciences to evaluate and inform development of health promotion policies, programmes and services

CROSS-CUTTING COMPETENCIES

Ethics and Professionalism

Take into consideration ethical and legal principles in public health practice and policy

Leadership and Teamwork

Understand own professional strengths and personal skills to lead and work collaboratively in a public health team

Communication

Communicate public health research evidence effectively to different audiences

DEGREE REQUIREMENTS AND STUDY PLAN

All students are required to complete 24 Units of core courses and 24 Units of elective courses. The minimum Grade Point Average (GPA) for fulfilment of the degree requirements for award of Master of Public Health is 3.0.

Core Courses:

SPH5001 Foundations of Public Health (0 Units)
SPH5002 Public Health Research Methods (8 Units)
SPH5003 Health Behaviour and Communication (4 Units)
SPH5007 Implementing Public Health Programmes and Policies (4 Units)
SPH5008 Ethics in Public Health Practice (0 Units)
SPH5005 Practicum (8 Units)

Elective Courses:

Students may choose to complete 24 Units of elective courses of their choice, of which up to 24 Units may be used towards a specialisation (please see the requirements for the specialisations).

Please refer to this link for more information on suggested study plans
https://sph.nus.edu.sg/wp-content/uploads/2023/06/MPH-Study-Plans.pdf

MINIMUM AND MAXIMUM CANDIDATURE

For students enrolled in government-subsidised graduate coursework degree programmes: The normal candidature period refers to the normal duration that students are expected to take to complete a programme of study, excluding all approved Leave of Absence (LOA) periods.

*Do note that students who are unable to complete the programme within the normal candidature are **liable to pay unsubsidised fees (no subsidy from MOE) for semesters beyond the normal candidature**.*

Student Status	Duration of Studies
Full-Time	Students are expected to complete the programme within 12 months/ 1 year (**Minimum Candidature**). Students who are unable to complete within 1.5 years (**Normal Candidature**) and require additional semesters, may have to pay full fees (no subsidy from MOE) for semesters beyond the first year. Students may take up to 24 months/ 2 years to complete the programme (**Maximum Candidature**), failing which they will be terminated by the University (candidature has lapsed).

Part-Time	Students are expected to complete the programme within 24 months/ 2 years (**Normal Candidature**). Students who are unable to complete and require additional semesters, may have to pay full fees (no subsidy from MOE) for semesters beyond the second year. Students may take up to 48 months/ 4 years to complete the programme (**Maximum Candidature**), failing which they will be terminated by the University (candidature has lapsed).
More Information at:	
Graduate Programmes Residency Requirement, Maximum and Normal Candidature	http://www.nus.edu.sg/registrar/academic-information-policies/graduate/graduate-continuation-and-graduation-requirements
Termination of Candidature	http://www.nus.edu.sg/registrar/academic-information-policies/graduate/candidature-matters

LEAVE OF ABSENCE

For graduate students in the coursework programmes, up to one year of leave of absence may be excluded from the count against their maximum candidature. More information is available:http://www.nus.edu.sg/registrar/administrative-policies-procedures/graduate/leave-of-absence

If you have any queries, please speak with or email the programme administrators.

CURRICULUM

The MPH offers a curriculum that encourages interdisciplinary thinking, recognises the value of partnerships to promote health, and incorporates a definition of health that spans its physical, mental, and social dimensions.

While core disciplinary knowledge and expertise remains foundational to the training of any public health professional, the ability to integrate different disciplines and skills to develop and implement programmes and policies will give our graduates a head-start to deal with the complexity of future public health challenges.

Further, a student may choose to complete one specialisation during their candidature, to reflect their area of interest. This is optional and the specialisation will be noted only in the student's transcript. The following specialisations are offered:

1. Epidemiology and Quantitative Methods
2. Global Health
3. Health Policy and Services
4. Health Promotion
5. Occupational Health
6. Population Health

Students who intend to specialise are advised to plan their practicum project as well as proposed elective courses ahead of time so as to complete the specialisation course requirements before the application for specialisation in Special Term 2 (see “Section C”).

Effective from AY2022/2023 intake, students are required to obtain a minimum grade ‘B’ for each of the courses required for the specialisation as well as for the SPH5005 Practicum, in order to qualify for their intended specialisation.

For description of the courses offered by the School, please refer to:
https://nusmods.com/courses?sem[0]=1&sem[1]=2&sem[2]=3&sem[3]=4&level[0]=5000&level[1]=6000&fac[0]=SSH%20School%20of%20Public%20Health

The workload for each course is 4 units, unless otherwise stated.

SPECIALISATION: EPIDEMIOLOGY AND QUANTITATIVE METHODS (EQM)

Where do diseases come from? Why do some people get sick while others do not? Which diseases are more prevalent in some parts of the world but not in others? Epidemiology and quantitative methods provide the essential tools to understand the distribution and determinants of health and disease in populations, and to apply methods and techniques to develop approaches to prevention and treatment at the population level. Students will gain the necessary tools to effectively address public health challenges and contribute to the promotion of population health and well-being. With this specialisation, students will also have the chance to explore diverse career prospects across multiple sectors, including government agencies, research institutions, and non-profit organisations.

COMPETENCIES

(a) Demonstrate a well-developed understanding of the role of epidemiological methodologies in public health research
(b) Be able to critically evaluate epidemiological investigations including the research question, study design, statistical analyses, results and interpretation of observational and experimental research studies relevant to public health research and practice.
(c) Formulate meaningful public health research questions and develop an appropriate study protocol for grant applications.
(d) Be familiar with methods of data collection and management of data in epidemiologic studies.
(e) Apply appropriate biostatistics methods, using software packages (e.g., STATA or R) to perform data analysis with interpretation and application of findings.

SPECIALISATION CORE COURSES (12 UNITS)

1. SPH5101 Advanced Quantitative Methods I ***OR*** SPH6002 Advanced Quantitative Methods II
2. SPH5103 Collection, Management and Analysis of Quantitative Public Health Data
3. SPH5203 Advanced Epidemiology I ***OR*** SPH6001 Advanced Epidemiology II

SPECIALISATION ELECTIVE COURSES (Choose any 8 UNITS from the list below)

- SPH5102 Design, Conduct and Reporting of Clinical Trials
- SPH5104 Analytics for Better Health
- SPH5201 Control of Infectious Diseases
- SPH5202 Control of Non-Communicable Diseases
- SPH5205 Urban Outbreak Management
- SPH6004 Advanced Statistical Learning

SPECIALISATION REQUIREMENTS FOR SPH5005 PRACTICUM

The SPH5005 Practicum should be on an epidemiological study focused on an exposure, condition or disease of interest to students. Students could conduct primary research; collecting data to answer their research question or utilise secondary data (faculty datasets, school cohort study datasets, public data) to perform data-analysis and interpretation. Other projects could include a systematic review, programme evaluation, or a disease modelling study.

SPECIALISATION: GLOBAL HEALTH (GH)

This specialisation empowers students to address health issues on a global scale and consider global-local impacts. It provides an understanding of global health challenges, including in infectious diseases, health disparities and inequities, and healthcare systems. Students are equipped with knowledge and skills to design and implement interventions that consider cultural, social, and economic factors. By fostering interdisciplinary collaboration and adopting a comprehensive approach to addressing health issues, students can make meaningful contributions towards enhancing health equity and achieving global sustainable development goals. This specialisation will open up diverse career opportunities in international organisations (e.g. UN, NGOs, academia), government agencies, and private sector.

COMPETENCIES

(a) Analyse health needs of populations, health care systems and policies across different settings.
(b) Design, monitor and evaluate sustainable and effective health programmes at local, national and international levels.
(c) Demonstrate ethical reasoning and professional integrity in the application of principles of health equity and social justice.
(d) Demonstrate skills in advocacy, collaboration, negotiations and marketing.

SPECIALISATION CORE COURSES (12 UNITS)

1. SPH5406 Contemporary Global Health Issues
2. SPH5407 Programme Evaluation
3. SPH5410 Developing health proposals using DME Skills and Tools

SPECIALISATION ELECTIVE COURSES (Choose any 8 UNITS from the list below)

- SPH5409 Qualitative Methods in Public Health
- SPH5403 Medical and Humanitarian Emergencies
- SPH5413 Women's, Children's and Adolescents' Health
- SPH5801 Field Practice Course*
- SPH5890G Independent Study Course (Global Health)*
- BL5102 Environmental Science
- LX5103 Environmental Law

* If the student's practicum project is not based overseas, the student is required to complete SPH5801 or SPH5890G as a substitute for the overseas project placement.

SPECIALISATION REQUIREMENTS FOR SPH5005 PRACTICUM

The SPH5005 Practicum should examine a global health issue with exploration of the needs of particular underserved group and/or examining the impact of social determinants such as gender, culture, religion, economics and politics utilising appropriate research

methods and skills acquired through the core global health courses such as design, monitoring and evaluation, programme management and leadership management as well as demonstrate cultural sensitivity and acquiring good partnerships and collaboration skills. Practicum projects can also be an evaluation of a health program in an overseas setting. Global health issues and research questions may also be examined by utilising secondary data, systematic review, or policy analysis and may lead to developing health training or advocacy materials and information kits, or documenting best practices. Ideally the project should be combined with an overseas field experience. However the student may examine a global health issue within Singapore, for example migrant health but will then need to complete the overseas field experience via SPH5801 or SPH5890G.

SPECIALISATION: HEALTH POLICY AND SERVICES (HPS)

The Health Policy & Services specialisation equips practitioners with the knowledge and skills to navigate the complex landscape of healthcare systems and to advocate for evidence-based policies that improve health outcomes of the population. The specialisation provides an understanding of policy development, implementation, and evaluation, and the skills and knowledge to manage health and social care delivery. Through a combination of theoretical knowledge, practical experience, and interdisciplinary collaboration, practitioners help shape effective healthcare delivery, resource allocation, and equitable access to healthcare, ultimately enhancing public health at a systems level. This specialisation offers diverse career opportunities in government, public health agencies, advocacy organisations, and health and social care delivery networks and organisations.

COMPETENCIES

(a) Assess the effectiveness and impact of existing health and social policies, adapt these insights to operational practices, and execute sustainable evidence-based interventions.
(b) Integrate an understanding of socio-ecological and commercial determinants of health into policy and operational planning balancing with a competent, coherent and sustainable care delivery system.
(c) Appreciate and leverage healthcare financing and allocate both human and material resources efficiently at macro-meso-micro levels, and oversee budgeting and financial operations within a health and social care delivery unit.
(d) Integrate legal, ethical, informational, societal and technological considerations to inform both policy formulation and operational management.
(e) Coordinate diverse stakeholders from policy and operational sectors, manage effective teams, and cultivate a culture of improvement and innovation through good leadership and management.
(f) Develop and implement monitoring and evaluation of healthcare systems and services, health services research, management of healthcare quality, and manage public health communications as appropriate to vocational deployments.

SPECIALISATION CORE COURSES (12 UNITS)

1. SPH5418 Public Health Policy: A Systems Approach
2. SPH5401 Health Economics and Financing
3. SPH5415 Healthcare Operations and Management **OR**
   SPH5416 Introduction to Integrated Care*

* Students may read both SPH5415 Healthcare Operations & Management and SPH5416 Introduction to Integrated Care. However, only one course may be used to fulfil the core requirements, and the other may be used to fulfil the elective requirements. Both cannot be used to fulfil the core requirements.

SPECIALISATION ELECTIVE COURSES (Choose any 8 UNITS from the list below)

- SPH5404 Measuring and Managing Quality of Care
- SPH5405 Introduction to Health Services Research
- SPH5407 Programme Evaluation
- SPH5409 Qualitative Methods in Public Health
- SPH5410 Developing health proposals using DME skills & tools
- SPH5417 Fundamentals of Population Health
- SPH5501 Public Health Communication

SPECIALISATION REQUIREMENTS FOR SPH5005 PRACTICUM

The SPH5005 Practicum should focus on health policy analysis or care delivery or their intersection, synthesising acquired knowledge and skills to improve the health of the population. Students may opt for original research or leverage existing data (for example, operational metrics from healthcare institutions) for nuanced analysis, interpretation and application. Project options include policy scrutiny, systematic reviews, programme evaluations, and care delivery modelling.

SPECIALISATION: HEALTH PROMOTION (HP)

The specialisation in Health Promotion provides students with the skills to design, implement and evaluate strategies that empower individuals and communities to improve their health. It focuses on preventive measures, health communication, behaviour change, and community engagement. Students will address the social determinants of health, promote health equity, and engage in community-based initiatives that contribute to the prevention of diseases and the improvement of overall well-being. This specialisation offers diverse career opportunities in public health departments, non-profit organisations, healthcare settings, and research institutions.

COMPETENCIES

(a) Apply social, behavioural change and communication theories/models and strategies found by evidence to be successful in improving health behaviours for a variety of populations.
(b) Analyse health needs of populations, health care systems and policies to design health promotion interventions for the general public as well as at-risk populations.
(c) Plan, implement, evaluate, and communicate sustainable and effective programmes targeted at health promotion and/or disease prevention for the public.
(d) Advocate for improvements in social practices, policy and law that will provide supportive and enabling environments for the promotion and improvement of public health.
(e) Use existing structures and mobilise resources of organisations, governments and communities to create health-promoting environments.
(f) Demonstrate skills in advocacy, collaboration, negotiations and social marketing.
(g) Demonstrate ethical reasoning and professional integrity in the application of principles of health equity and social justice.

SPECIALISATION CORE COURSES (12 UNITS)

1. SPH5407 Programme Evaluation
2. SPH5409 Qualitative Methods in Public Health
3. SPH5501 Public Health Communication

SPECIALISATION ELECTIVE COURSES (Choose any 8 UNITS from the list below)

- SPH5101 Advanced Quantitative Methods I
- SPH5103 Collection, Management and Analysis of Quantitative Public Health Data
- SPH5314 Enterprise Occupational Health Practice
- SPH5408 Public Health and Ageing
- SPH5413 Women's, Children's and Adolescents' Health

SPECIALISATION REQUIREMENTS FOR SPH5005 PRACTICUM

The SPH5005 Practicum for this specialisation should examine a public health issue with identification of the educational needs and behavioural risk factors, of the general population (public) or other sub-populations in the workplace, school or health care setting and/or assessment of its impact using social ecological approaches, appropriate research methods, and skills acquired through the health promotion specialisation courses. Practicum projects can also be an evaluation of a health promotion or behavioural intervention programme in a local or overseas setting. Students may undertake an original research project or utilise secondary data (for example, operational data from a workplace or healthcare facility) to perform data analysis and interpretation.

SPECIALISATION: OCCUPATIONAL HEALTH (OH)

The specialisation in Occupational Health arms students with the knowledge and skills to address health and safety concerns in the workplace. Through identifying and managing occupational hazards, assessing workplace risks, and implementing preventive measures, students can contribute towards creating healthier and safer work environments, protecting workers' health, and minimizing occupational risks. Through interventions at the workplace, public health outcomes can be enhanced and sustainable economic development encouraged. This specialisation offers diverse career opportunities in government, think tanks, advocacy organisations, and healthcare systems.

COMPETENCIES

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

SPECIALISATION CORE COURSES (24 UNITS)

1. SPH5311 Workplace Safety and Health
2. SPH5312 Assessment and Control of Occupational Hazards (8 Units)
3. SPH5314 Enterprise Occupational Health Practice
4. SPH5315 Public Health at the Workplace
5. SPH5407 Programme Evaluation

SPECIALISATION REQUIREMENTS FOR SPH5005 PRACTICUM

The SPH5005 Practicum should be examine issues related to Occupation Health. Students could conduct primary research; collecting data to answer their research question or utilise secondary data (faculty datasets, school cohort study datasets, public data) to perform data-analysis and interpretation.

SPECIALISATION: POPULATION HEALTH (PH)

The specialisation in Population Health is important as it emphasises a holistic approach to improving the health of entire populations. It provides a comprehensive understanding of health determinants, disparities, and the social and environmental factors that impact health outcomes. Students will gain the skills to address complex health challenges, advocate for health equity, and implement interventions that target the broader factors influencing health outcomes. Through improving health equity and implementing evidence-based interventions, students can make a significant impact on the overall well-being of communities and populations. Graduates specialising in this area can pursue careers in government agencies, healthcare organisations, and research institutions.

COMPETENCIES

(a) Demonstrate an understanding of various international health systems and their structures, including universal health coverage, integrated care, value-based care, and people-centred care
(b) Demonstrate an understanding of the socioeconomic determinants of health and their influence on health for different population subgroups in various contexts/settings, through a life-course approach
(c) Analyse key factors and targets for population health, including health policies and health financing that strongly dictate the design of health systems and health initiatives
(d) Apply appropriate research methods to the evaluation of health intervention programmes
(e) Conduct systematic reviews or meta-analysis to synthesise evidence for population health interventions and policies

SPECIALISATION CORE COURSES (12 UNITS)

1. SPH5401 Health Economics and Financing
2. SPH5417 Fundamentals of Population Health
3. SPH5407 Programme Evaluation **OR**
   SPH5410 Developing Health Proposals using DME Skills & Tools

SPECIALISATION ELECTIVE COURSES (8 UNITS)

1. SPH5201 Control of Infectious Diseases
2. SPH5202 Control of Non-Communicable Diseases
3. SPH5406 Contemporary Global Health Issues
4. SPH6007 Health Systems and Policy Analysis

SPECIALISATION REQUIREMENTS FOR SPH5005 PRACTICUM

For students taking this specialisation, the SPH5005 Practicum project could be on: (i) an investigation of health attitudes, perceptions, behaviours, and/or socioeconomic determinants of health, that could lead to the design of a health intervention or policy (e.g. investigating the sociodemographic factors that influence preference for teleconsultation); (ii) an evaluation of a health intervention using quantitative, qualitative or mixed-methods

research methods (e.g. evaluating the improvements in HbA1c with a mobile-app based diabetes management programme); or (iii) a systematic review or meta-analysis of health interventions for a population subgroup within the context of a health system (e.g. effectiveness of mobile-app based diabetes management programme in minority women).

COURSES OFFERED IN AY2024/2025

Please refer to: https://sph.nus.edu.sg/education/mph/student-resources/ for the Academic Calendar for 2024/2025.

SUGGESTED CROSS FACULTY COURSES

You may search for the courses information, and which semester they are offered from: https://nusmods.com/courses?sem[0]=1&sem[1]=2&sem[2]=3&sem[3]=4

BL5102 Environmental Science

Offered by Science • Biological Sciences

Units: 4

The course introduces the scientific basis for environmental management. It discusses the earth's environmental dimensions of air, water and land, and the interaction between living and non-living components. Earth is considered as a system through which materials are continuously cycled. Impacts caused by natural or human influences affect the state of balance, leading to environmental problems, with human impacts causing more serious consequences to the environment and human society. The course covers the properties of air, water and land, ecosystems, biogeochemical cycles, ecosystem integrity and environmental capacity, pollution pathways and impacts, conservation science, integrated management approaches. The emphasis is to provide a sound understanding of the scientific basis for better environmental decision-making.

LL5021V Environmental Law

Offered by Faculty of Law Dean's Office

Units: 5

This course is aimed at giving students an overview of environmental law and its development, including the legal and administrative structures for their implementation, from the international, regional and national perspectives. It will focus on hard laws (legal instruments, statutory laws, international and regional conventions) and soft laws (Declarations, Charters etc.). In particular, it will examine the basic elements of pollution laws relating to air, water, waste, hazardous substances and noise; as well as nature conservation laws and laws governing environmental impact assessments. Singapore's laws and the laws of selected ASEAN countries will be examined.

GMS6951 Dynamic Modelling of Healthcare Services and Systems

Offered by Duke-NUS Dean's Office • Duke-NUS Medical School

Units: 4

Healthcare is a complex system of interacting entities. Achieving effective and sustainable behavior requires more than a reactive approach. System dynamics is a robust way to evaluate potential solutions to complex system problems. This course is relevant to individuals with a wide range of backgrounds including biology, business, engineering, public policy. Students develop expertise in identifying system structures such as accumulations, feedbacks, and time delays that generate and perpetuate particular system behaviours. The course covers qualitative methods for representing complex

causal relationships as well as simulation model construction to gain quantitative insights into system behaviours and suggest effective, sustainable solutions.

GUIDELINES FOR THE MPH PRACTICUM

Satisfactory completion of the SPH5005 Practicum course is a compulsory graduation requirement for the Master of Public Health programme.

The Practicum project is an opportunity for students to:

- Critically apply public health skills and knowledge to explore and address health problems or answer research questions
- Synthesise and integrate knowledge across a variety of disciplines in public health
- Identify, assess, and critically appraise public health information
- Communicate public health information both orally and writing in a logical, clear, and concise manner

Pre-requisites
Part-time students can register for the SPH5005 Practicum course only upon satisfactory completion of SPH5002 Public Health Research Methods, typically at the start of their second year of study. Full-time students are required to read SPH5005 from their first semester of study.

Please refer to: https://sph.nus.edu.sg/education/mph/student-resources/ for the Practicum coursebook and forms related to the MPH Practicum project SPH5005.

GUIDELINES FOR SPH5890 INDEPENDENT STUDY COURSE

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

The following areas of study, and their corresponding codes, are offered:

SPH5890A	Epidemiology and Disease Control
SPH5890B	Quantitative Methods
SPH5890C	Environmental / Occupational Health
SPH5890D	Health Policy and Systems
SPH5890E	Health Services Research
SPH5890F	Health Promotion
SPH5890G	Global Health

Please refer to: https://sph.nus.edu.sg/education/mph/student-resources/ for the ISC guidelines and application form.

GUIDELINES FOR SPH5801 FIELD PRACTICE

Students who intend to undertake field placements with outside organisations for academic credit will need to fulfil the following criteria. This course SPH5801 will be graded on a "Completed Satisfactory/Completed Unsatisfactory" (CS/CU) basis.

Pre-requisites
Students are expected to complete at least 20 Units of courses within the MPH programme before signing up for SPH5801 Field Practice

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

Please refer to: https://sph.nus.edu.sg/education/mph/student-resources/ for the Field Practice guidelines and proposal form.

GRADUATE CONTINUATION AND GRADUATION REQUIREMENTS

GPA FOR CONTINUATION AND GRADUATION

The programme uses the Grade Point Average (GPA) as a criterion for continuation and graduation. A student pursuing a Master's degree by coursework must achieve a *minimum GPA of 3.00* to be eligible for graduation.

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

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

ACADEMIC WARNING, PROBATION & DISMISSAL

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

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

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

Appeals submitted after the two calendar week period, due to extenuating reasons, will be considered on a case-by-case basis and are not guaranteed. In such cases an administrative fee of S$250 will be charged for each successful appeal for readmission.

Students may also use the Average Grade Simulator to simulate number of Units and grades required to achieve a certain GPA, available at:
https://inetapps.nus.edu.sg/capcalc/cap_calculator.aspx

More information at: http://www.nus.edu.sg/registrar/academic-information-policies/graduate/graduate-continuation-and-graduation-requirements

GRADE POINTS

Students receive letter grades for each course taken, except for the cases listed below. Each grade corresponds to a grade point as shown below:

Grade	Grade Point
A+	5.0
A	
A-	4.5
B+	4.0
B	3.5
B-	3.0
C+	2.5
C	2.0
D+	1.5
D	1.0
F	0

As the above table indicates, a plus (+) or minus (-) suffix added to a grade raises or lowers the grade point value, except in the case of A+, which carries the same grade points as the A grade.

GRADE POINT AVERAGE (GPA)

Academic progress is tracked by the GPA, which is the weighted average grade point of all courses taken by the student. Therefore, a student's GPA is the sum of the course grade points multiplied by the number of Units for the corresponding course, divided by the total number of Units (Units). This is represented as follows:

$$\text{GPA} = \frac{\text{sum (course grade point x Units assigned to course)}}{\text{sum (Units assigned to all courses used in calculating the numerator)}}$$

Courses with no assigned grade points and associated Units are excluded from the calculation of GPA.

An online GPA calculator is available at:
https://inetapps.nus.edu.sg/capcalc/cap_calculator.aspx
The GPA simulation is based on the entries made by you for individual course grades. As such, the University will not be held responsible for any misuse, mistakes or wrong decisions made arising from the use of this Online GPA Calculator.

EXAMINATION RULES & INSTRUCTION

Every semester, students are responsible for confirming the examination timetable on their own. In addition, students are expected to be familiar with the Examination Rules, a breach of any of which will render a student liable to disciplinary action which may result in the student's expulsion from the University. More details are available at:
https://myportal.nus.edu.sg/studentportal/academics/all/examination-directory.html

If there are any circumstances, academic or otherwise, which have adversely affected a student's academic performance during the course of semester or examination, the student can submit an "Application for Special Consideration" together with supporting documents, if any, within the stipulated deadline. Please approach the programme administrators if you are unsure.

If candidates fail a course, they are permitted to retake the courses in accordance with the prevailing regulations under the modular system.

Section C

Administrative Matters and Forms

COURSE REGISTRATION

Students will select courses through the Course Registration at Education Records System (CourseReg@EduRec). Information on CourseReg can be located here.

Students may refer to the ***MPH Student Resources*** page on our website (https://sph.nus.edu.sg/education/mph/student-resources/) for the following information:

a) Course Calendar for AY2024/2025
b) Information on courses is available at NUSMODs

DROPPING OF COURSES

Students may add/ drop courses within the relevant deadlines:

- **Semestral Courses**: Students may drop courses without any penalty ***before*** the 'W' grade week takes effect. Please refer to the following schedule: https://nus.edu.sg/coursereg/schedule-and-timeline.html

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

CREDIT/AUDIT

Please note that students *cannot audit* the following MPH core courses:

(1) SPH5001 Foundations of Public Health
(2) SPH5002 Public Health Research Methods
(3) SPH5003 Health Behaviour and Communication
(4) SPH5007 Implementing Public Health Programmes and Policies
(5) SPH5008 Ethics in Public Health Practice
(6) SPH5005 Practicum

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

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

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

All students are responsible for their own class schedules. Consultation with your academic advisor is strongly encouraged before enrolling in any courses.

PART-TIME STUDENTS READING ADDITIONAL COURSES

The maximum workload for a part-time student is 12 Units of study per semester. However, a student may, subject to the approval of the MPH programme director, request to read an additional course. Approval will normally be granted on a case-by-case basis, provided the course forms an important component of the student's curriculum plan and cannot be read at any other time during his/her candidature.

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

The student will have to submit an appeal via the Course Registration system to request to take additional courses beyond the maximum workload.

REGISTRATION FOR CROSS-FACULTY COURSES

Please seek your academic advisor's approval first before applying for cross-faculty courses via the Course Registration system.
Please also take note of the exam schedule and ensure that there are no time-table or exam clashes. There will be <u>NO</u> change in exam dates.

APPLICATION FOR SPECIALISATION

Students will receive an invitation email from Education Office according to their academic workload:

- For Full-Time students, apply in Special Term Part 2 of study (in July)
- For Part-Time students, apply in 2nd year Special Term Part 2 of study (in July)

Students are advised to meet with their academic advisor and/ or specialisation leads to discuss the potential application for specialisation in advance so that the students may:

1) Assess their eligibility for the specialisation,
2) Explore the rationale behind the proposed change and,
3) Modify their curriculum plan accordingly.

Students should complete the ***"Request to Add/Remove Specialisation" form*** and ***"Specialisation Courses Checklist"***, and submit to their academic advisor for approval before submitting to Education Office.

Students may contact the following specialisation leads for advice:

- EQM Specialisation: A/Prof Sim Xueling (ephsx@nus.edu.sg)
- GH Specialisation: A/Prof Natasha Howard (natasha.howard@nus.edu.sg)
- HPS Specialisation: A/Prof Jason Yap (jasonyap@nus.edu.sg)
- HP Specialisation: A/Prof Wong Mee Lian (ephwml@nus.edu.sg)
- OH Specialisation: A/Prof Ng Wee Tong (ephngwt@nus.edu.sg)
- PH Specialisation: Dr Ian Ang (ianang@nus.edu.sg)

Please note all requests to apply for specialisation are subject to approval by the specialisation leads and MPH Programme Director.

CONVERSION OF STATUS (FULL-TIME/ PART-TIME)

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

Conversion of Status

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

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

You can locate the form at: https://sph.nus.edu.sg/education/mph/student-resources/

GOING OVERSEAS

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

Check List for MPH Students Travelling Abroad

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

Release of Liability Letter

Students who participate in overseas field trips as part of their MPH should complete the Release of Liability letter and submit it to Education Office before going on their trips. You can locate the form at: https://sph.nus.edu.sg/education/mph/student-resources/

NUS Blanket Insurance

The University has purchased a blanket travel insurance policy to cover all students travelling overseas for activities or purposes approved, endorsed, organised, sponsored or authorised by NUS. Students are encouraged to purchase additional insurance if they deem the coverage as insufficient.

More Information at:
https://myportal.nus.edu.sg/studentportal/student-insurance/all/

Section D

Student Information

UNIVERSITY RULES AND REGULATIONS

At all times, students are responsible for understanding and complying with the policies and procedures established by the Senate and the University administration.

- Acceptance Record
- Discipline
- Ethics Review of Student Research
- Fees
- Full-time Students and Employment
- Grading Policy & Examination Process
- Graduation
- Leave of Absence
- Non-Discrimination Statement
- NUS Statutes and Regulations
- Open Researcher and Contributor ID (ORCID)
- Responsibility for Notices/Circulars and Updates of Personal Particulars
- Student Feedback
- Transcripts and Records

For more information, please visit: http://www.nus.edu.sg/registrar/administrative-policies-procedures/graduate

RESPONSIBILITY FOR NOTICES/ CIRCULARS AND UPDATES OF PERSONAL PARTICULARS

Extracted from: http://www.nus.edu.sg/registrar/administrative-policies-procedures/graduate/responsibility-for-notices-circulars-and-updates-of-personal-particulars

All students will have an email account at NUS that will be their official point of contact. Most communications from the University to students will be sent to the NUS email account. As such, students are expected to check this account regularly. Students are also expected to be aware of the contents of the latest notices/circulars that may be posted on myPortal@NUS.

Throughout their candidature, students are responsible for keeping their personal particulars updated in the University's records in a timely manner. This means that students must notify the University within 5 working days of the effective date of change of the affected personal particulars. The University will not be accountable for delayed or lost mail due to incorrect or obsolete students' addresses and contacts. Students may check their particulars or amend their contact details via the University's Education Records System (myEduRec).

ACCEPTANCE RECORD

Extracted from: http://www.nus.edu.sg/registrar/administrative-policies-procedures/graduate/acceptance-record

As a condition of admission, students are required to:
Expressly declare having read, understood, and agreed to abide by the following policies which form their **Acceptance Record**; and

- NUS Personal Data Notice for Students
- NUS Code of Student Conduct
- NUS Acceptable Use Policy for IT Resources
- NUS Intellectual Property Policy
- NUS Do-Not-Call Policy
- NUS Student Confidentiality Agreement
- NUS Software Terms of Use

NUS CODE OF STUDENT CONDUCT

Extracted from: http://www.nus.edu.sg/registrar/administrative-policies-procedures/graduate/acceptance-record#NUSCodeofStudentConduct

All students share the responsibility for upholding the academic standards and reputation of the University. Academic honesty is a necessary condition in the pursuit and acquisition of knowledge, and the University expects each student to uphold academic honesty.

Academic dishonesty is any misrepresentation with the intent to deceive, or failure to acknowledge the source, or falsification of information, or inaccuracy of statements, or cheating at examinations/tests, or inappropriate use of resources.

A student may not knowingly intend to plagiarise, but that should not be used as an excuse for plagiarism. Students should seek clarification from their instructors or supervisors if they are unsure whether or not they are plagiarising the work of another person. All students are also encouraged to:

- consult the **resources** compiled by the Centre for Teaching, Learning and Technology (CTLT) on how to avoid plagiarism;
- use the **service** provided by the Centre for Teaching, Learning and Technology (CTLT) to help detect and prevent web-based plagiarism; and
- access **online courses** administered by the Office of Student Conduct

The NUS Library has compiled a series of infographics for students' easier understanding of what is deemed as plagiarism. The original infographics are available at:
https://libguides.nus.edu.sg/new2nus/acadintegrity

UPHOLDING ACADEMIC INTEGRITY

& avoiding academic dishonesty

AS A MEMBER OF THE NUS COMMUNITY, YOU ARE REQUIRED TO UPHOLD ACADEMIC HONESTY IN THE PURSUIT AND ACQUISITION OF KNOWLEDGE.

ACADEMIC DISHONESTY IS...

"...any misrepresentation with the intent to deceive or

failure to acknowledge the source or falsification of information or

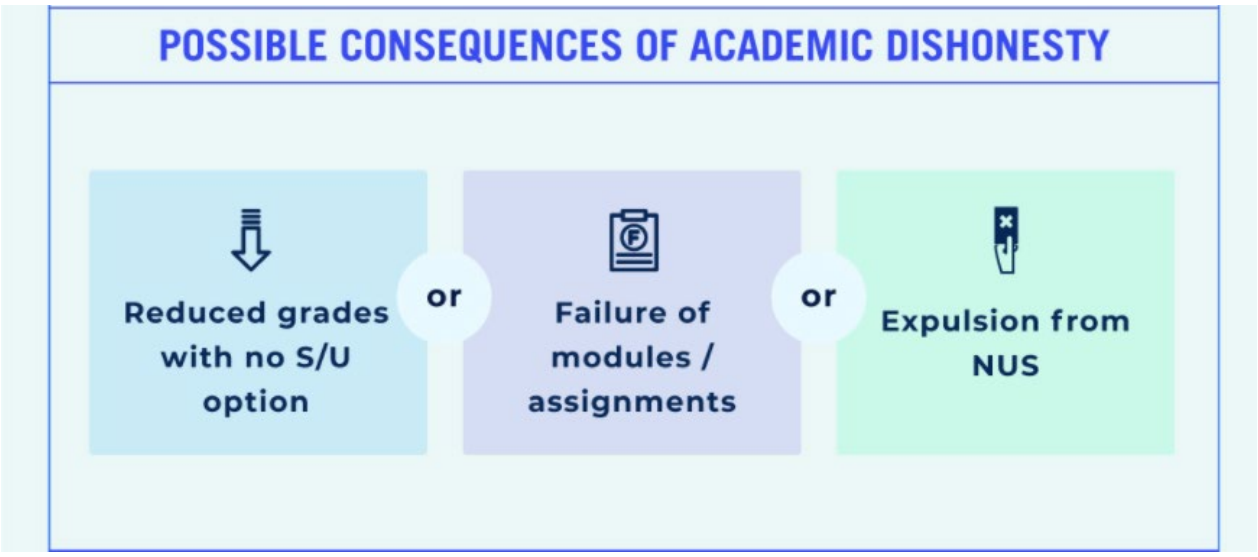
inaccuracy of statements or

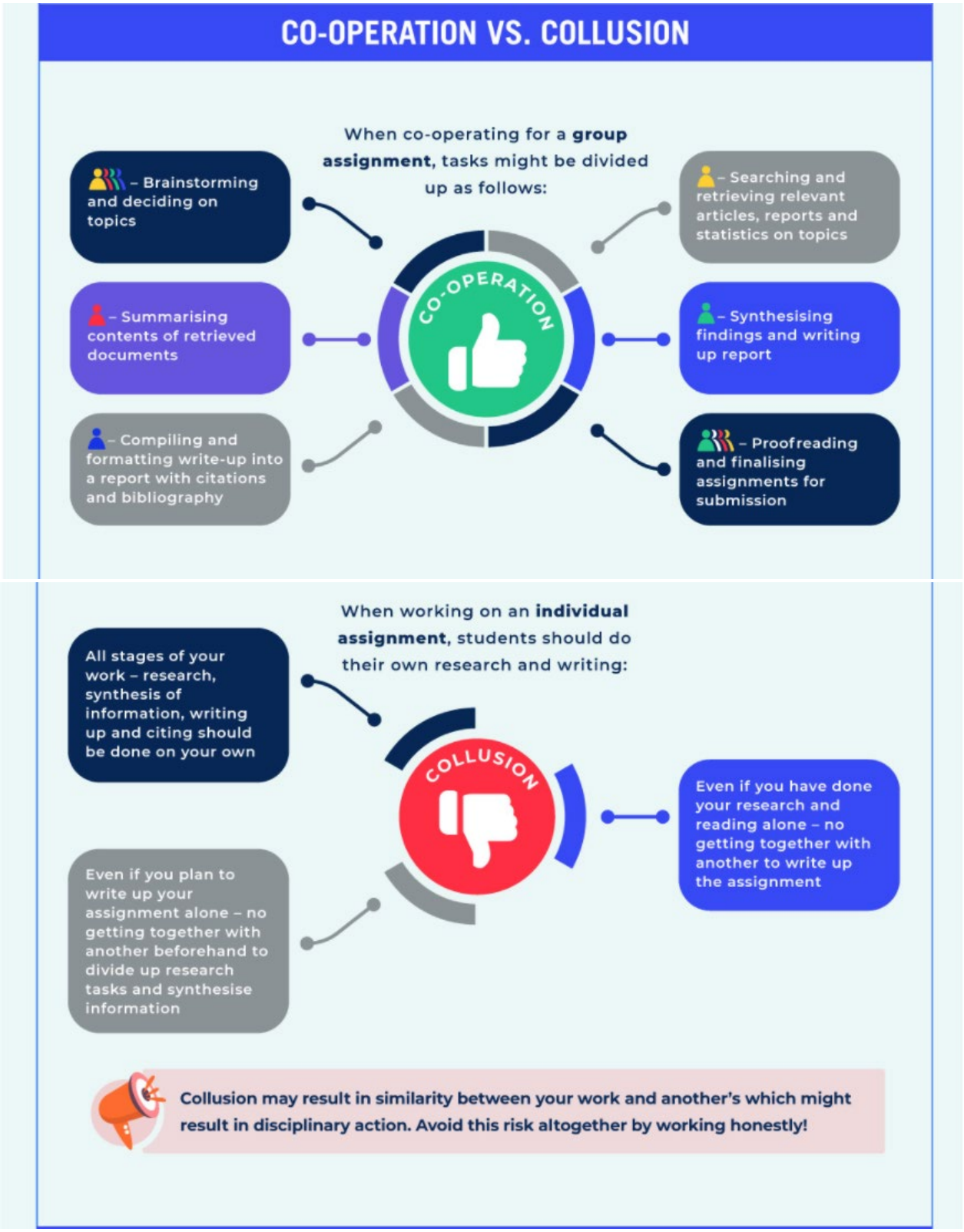
cheating at examinations/tests or

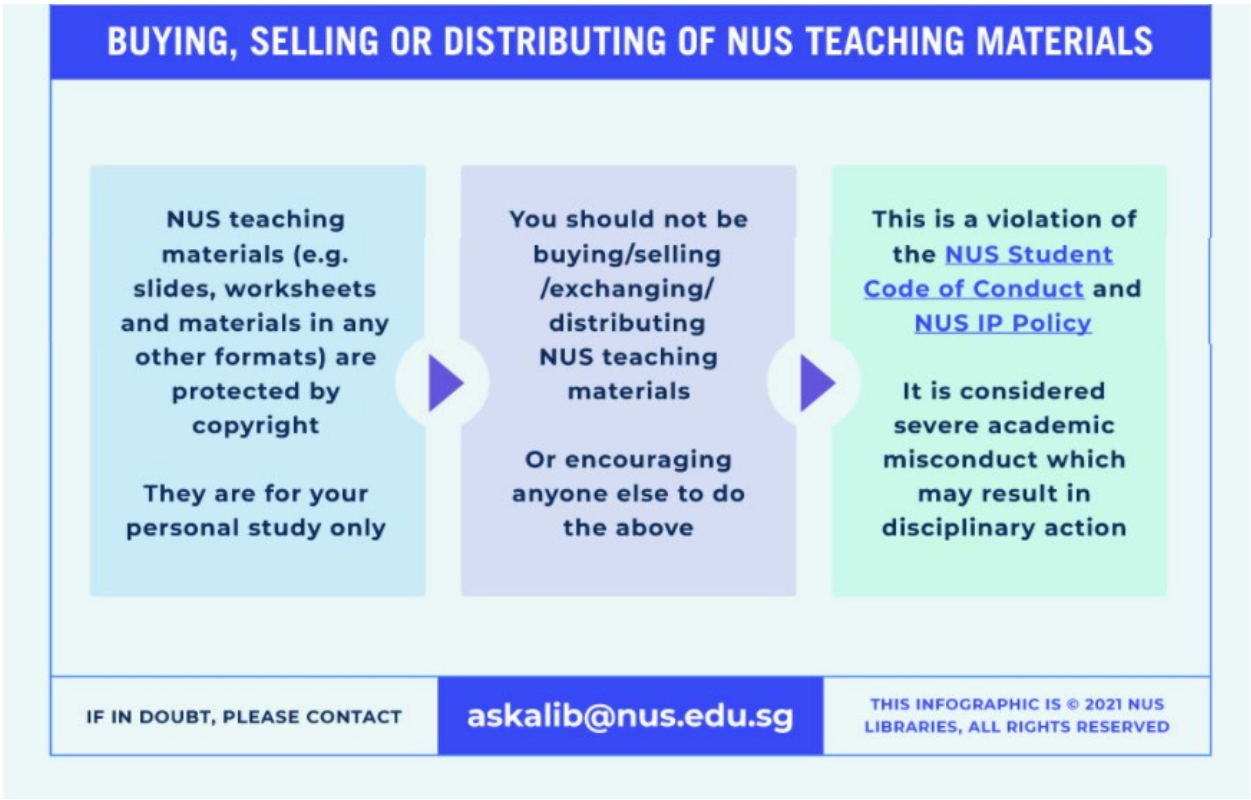
inappropriate use of resources."

Source: https://www.nus.edu.sg/celc/programmes/plagiarism.html

COMMON FORMS OF ACADEMIC DISHONESTY
Hiring ghostwriters or others to do your work
Copying homework or lab results
Colluding with classmates in tests, assignments or take-home exams
Cheating at exams/tests
Buying, selling, or distributing teaching materials online
Fabricating information, data, sources or citations
Plagiarism in any form
Learn more
Copyright Infringement in any form
Learn more
Inappropriate use of library e-resources
Learn more


POSSIBLE CONSEQUENCES OF ACADEMIC DISHONESTY
Reduced grades with no S/U option
or
Failure of modules / assignments
or
Expulsion from NUS


CO-OPERATION VS. COLLUSION
When co-operating for a group assignment, tasks might be divided up as follows:
– Brainstorming and deciding on topics
– Searching and retrieving relevant articles, reports and statistics on topics
– Summarising contents of retrieved documents
– Synthesising findings and writing up report
– Compiling and formatting write-up into a report with citations and bibliography
– Proofreading and finalising assignments for submission
CO-OPERATION
When working on an individual assignment, students should do their own research and writing:
All stages of your work – research, synthesis of information, writing up and citing should be done on your own
Even if you have done your research and reading alone – no getting together with another to write up the assignment
Even if you plan to write up your assignment alone – no getting together with another beforehand to divide up research tasks and synthesise information
COLLUSION
Collusion may result in similarity between your work and another's which might result in disciplinary action. Avoid this risk altogether by working honestly!



GUIDELINES ON THE USE OF AI TOOLS FOR ACADEMIC WORK

Extracted from: https://libguides.nus.edu.sg/new2nus/acadintegrity

1. DON'T USE AI TO PLAGIARISE

The following are always improper uses of AI tools:

- Generating an output and presenting it as your own work or idea.
- Generating an output, paraphrasing it, and then presenting the output as your own work or idea.
- Processing an original source not created by yourself to plagiarise it (e.g., using an AI paraphrasing tool to disguise someone else's original work, or even the output of an AI tool, and then presenting the final output as your own work or idea).

All of the above violate NUS policies on academic honesty and anyone found to have done any of them will be dealt with accordingly. Keep in mind that even though AI tools are not authors and thus cannot be harmed by someone stealing an idea from them, it's still wrong of you to represent yourself as having produced something when you didn't produce it.

2. CHECK WITH YOUR INSTRUCTORS ON PROPER USES OF AI TOOLS

Whether or not using an AI tool in a particular way is allowable depends on the learning purposes of the course and the targeted outcomes of the assignment. Some possible legitimate uses include:

- Gathering information and looking up explanations for basic concepts.

- Generating output for critique and analysis, for self-learning, or to compare against one's work for self-evaluation and improvement.
- Help with proofreading and editing writing work.

The above is not meant to be comprehensive. An assignment designed to integrate the use of an AI tool, for instance, may require you to use that tool more extensively. Conversely, if there is a need to test whether you possess a certain knowledge or capability without access to AI tools or other resources, your instructors will continue to arrange for appropriate assessment settings (e.g., an on-site proctored exam or oral interview). In general, course instructors will need to impose varying restriction levels for the use of AI tools depending on the learning outcomes targeted. Whenever you have any doubts about whether an AI tool could be used for a specific assignment, or how it could be used, clarify them directly with your course instructors.

3. ACKNOWLEDGING YOUR USE OF AI

If you completed any work with the aid of an AI tool, assuming a setting in which the instructor gave permission for such tools to be used, you should always acknowledge the use. Using the outputs of an AI tool without proper acknowledgement is equivalent to lifting or paraphrasing a paragraph from a source without citation and attracts the same sanctions. You can give this acknowledgement through a note or "methods section" at the end of the assignment explaining, e.g., which AI tools were used, in which parts of the process they were used, what were the prompts used to generate results, and what you did with the outputs to add value.

Alternatively, if an AI tool was used to generate a more extensive set of intermediate outputs that were then developed into a final product, you should preserve a full transcript of the relevant interactions with the AI as an appendix for submission with your assignment. Your instructor may also require you to explicitly declare if AI tools were not used in a part of your assignment, or for the whole assignment.

4. YOU ARE RESPONSIBLE FOR YOUR WORK

Remember the limitations of current generation AI tools:

- Output's quality is dependent on the quality of the users' prompts.
- Output may be out of date, as they are dependent on the available training data.
- Output may not be accurate (e.g., they don't always present information that is true, the 'citations' they may generate may be made-up and point to non-existent sources).
- Output may present dominant values and opinions as truth not because other views are incorrect, but simply because dominant claims are more common in the training data.
- Output may be offensive or discriminatory, as AI tools cannot make opinions or judgment calls aligned with legal and social norms.

You should thus always assume that the AI's output is incorrect until you have separately checked it against reliable sources (citing those sources properly) or have gone through the workings yourself. You also cannot assume that the AI's output is relevant and

sufficiently contextualised for your purposes. In some cases, the rhetorical structure of the AI's output is usable, but the details of the content are not. Always remember that you, rather than the AI tool, are responsible for the quality and integrity of the work you submit.

5. START A CONVERSATION WITH YOUR INSTRUCTORS ABOUT THE USE OF AI

These guidelines are framed with typical scenarios in mind, and there's bound to be uncertainties during this transition period. So, whenever you are in doubt, clarify directly with your course instructors. Remember that just because there are legitimate uses for AI tools in your academic work, it does not mean you should resort to them at every turn, especially if you are still learning the subject matter. By jumping straight to using the tools, you may end up missing an opportunity to learn the subject matter for yourself. Furthermore, if you don't already have the subject matter knowledge yourself, you might not even be able to tell if the output is accurate or relevant. There are often also better resources you can access. For instance, if you need help with proofreading and editing, you can turn to the NUS Libraries Writers' Centre; you will learn more that way too!