

Master of Public Health

Student Handbook 2026/2027



Contents

WELCOME	3
KEY CONTACTS.....	4
SECTION 1: PROGRAMME OVERVIEW.....	7
A) PROGRAMME OBJECTIVE AND COMPETENCIES	7
B) DEGREE REQUIREMENTS AND STUDY PLAN	8
C) MINIMUM AND MAXIMUM CANDIDATURE	8
D) LEAVE OF ABSENCE	9
E) ABSENCE FROM GRADED COMPONENT	9
F) GRADUATE CONTINUATION AND GRADUATION REQUIREMENTS	10
G) ACADEMIC ADVISING	13
SECTION 2: CURRICULUM MATTERS	14
A) ACADEMIC CALENDAR	14
B) MPH CURRICULUM.....	15
C) COURSES OFFERED IN PROGRAMME.....	16
D) SUGGESTED CROSS-FACULTY COURSES	16
E) GUIDELINES FOR THE MPH PRACTICUM.....	18
F) GUIDELINES FOR SPH5890 INDEPENDENT STUDY COURSE.....	18
G) GUIDELINES FOR SPH5801 FIELD PRACTICE	19
SECTION 3: ADMINISTRATIVE MATTERS	20
A) PAYMENT OF FEES	20
B) COMPULSORY ONLINE COURSES ADMINISTERED BY OFFICE OF STUDENT CONDUCT.....	20
C) COURSE REGISTRATION.....	21
i) DROPPING OF COURSES	22
ii) CREDIT / AUDIT	22
iii) PART-TIME STUDENTS READING ADDITIONAL COURSES	22
iv) REGISTRATION FOR CROSS-FACULTY COURSES	23
D) APPLICATION FOR SPECIALISATION	23
E) CONVERSION OF STATUS (FULL-TIME / PART-TIME)	24
SECTION 4: UNIVERSITY RULES & REGULATIONS.....	25
A) ADMINISTRATIVE POLICIES / PROCEDURES	25
B) RESPONSIBILITY FOR NOTICES/ CIRCULARS/ UPDATES OF PERSONAL PARTICULARS	25
C) ACCEPTANCE RECORD.....	26
D) NUS CODE OF CONDUCT	26
E) GUIDELINES ON THE USE OF AI TOOLS FOR ACADEMIC WORK.....	28
F) GOING OVERSEAS.....	30
SECTION 5: STUDENT RESOURCES	31
A) FACILITIES WITHIN SAW SWEE HOCK SCHOOL OF PUBLIC HEALTH.....	31
B) FACILITIES IN NUS CAMPUS	31
C) ONLINE RESOURCES.....	32

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

KEY CONTACTS

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Student Support Directory	
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University Counselling Services:	Website: https://nus.edu.sg/hwb/ucs/ Email: ucs@nus.edu.sg Phone: 6516 2376 Book an appointment with UCS here Address: University Health Centre 20 Lower Kent Ridge Road, Level 2, Singapore 119060 Operating Hours: Monday: 9.30am - 6.00pm Tuesday to Thursday: 8.30am - 6.00pm Friday: 8.30am - 5.30pm Closed on NUS Holidays, Saturdays, Sundays & Public Holidays. <i>Last walk-in* appointments:</i> Monday to Thursday: 5.30pm Friday: 5.00pm <i>*Same day walk appointments are meant for those who need urgent emotional support. During this session, our mental health professional will see you for a mental health risk assessment and try to address to your current pressing issue.</i> <u>Immediate assistance during life-threatening psychological emergencies</u> Campus Security Hotline: 6874 1616 (Lifeline NUS for 24 hours psychological support): 6516 7777

Student Support Directory	
	<u>After office hours counselling support & additional mental health services</u> Download the <i>Intellect</i> app on your mobile or call 800 852 8513 to schedule an after-office hours appointment virtually. Link to app: https://www.nus.edu.sg/hwb/wp-content/uploads/2025/10/2025-Intellect-App-Navigation-Guide-NUS-Students.pptx.pdf Appointments can be scheduled for: • Weekdays 6PM onwards to the next day 9AM, • Weekends and public holidays Available time slots depend on the individual Counsellor. You can check their availability through the Intellect app when you are matched with a Counsellor.
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 3155 (General enquiries) / 6601 4000 (24-hour helpline) Address: University Health Centre 20 Lower Kent Ridge Road, #B1-09 Singapore 119060 Operating Hours: Monday to Friday: 9.00am – 5.00pm

Other Support Services	
IT Support	For issues related to your NUS accounts, password or 2-FA, you can reach out to NUS IT Care for support. Before contacting IT Care for assistance on IT-related matters, please visit A.S.K. at https://ask.nus.edu.sg/ first. A.S.K. is available 24 hours. <u>Counter Walk-In Service</u> Address: NUS Central Library Building, Level 6 Operating Hours: Monday to Friday: 8.30am to 6.00pm Saturday: 8.30am to 1.00pm Closed on Sundays, Public Holidays and University Holidays <u>Phone & Email Assistance</u> Email: itcare@nus.edu.sg Phone: 6516 2080 Operating Hours: Daily from 8.30am to 6.00pm, including Public Holidays and University Holidays

SECTION 1: PROGRAMME OVERVIEW

A) 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.

DISCIPLINARY 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 Systems and Policy

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

B) DEGREE REQUIREMENTS AND STUDY PLAN

From AY2025/2026 intake onwards, all students are required to complete 26 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 (2 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).

For more information on suggested study plans, please refer [here](#).

C) 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

Student Status	Duration of Studies
	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

D) 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 [here](#).

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

E) ABSENCE FROM GRADED COMPONENT

Graduate students who are absent from a graded component of the course (e.g. Attendance, quiz, final assessment) shall provide the following supporting documents for the course coordinator's consideration.

Make-up quizzes or final assessments may be arranged with the course coordinator's approval and at their discretion. However, no make-up exams will be offered for missed final exams.

Absence	Supporting document
Illness	Medical certificate
Reservist	SAF100
Conference	• Acceptance email from conference organizer or proof of registration for the conference • E-ticket itinerary (for overseas conference) • The period of absence must fall within the conference period for the documents to be acceptable
Work trip	• Email/letter from the student's company confirming that the student will be involved in XXX event/work trip from date to date • E-ticket itinerary (for overseas trips) • Similarly, the period of absence must fall within the period of the work trip for the documents to be acceptable

F) GRADUATE CONTINUATION AND GRADUATION REQUIREMENTS

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

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

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 [here](#).

More information on the continuation and graduation requirements can be found [here](#).

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

Grade	Grade Point
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 [here](#).

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 [here](#).

If there are any circumstances, academic or otherwise, which have adversely affected a student's academic performance during the 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.

G) 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 unable 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 2: CURRICULUM MATTERS

A) ACADEMIC CALENDAR

The NUS 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.

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 [here](#) for the NUS academic calendar.

B) MPH 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 remain 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. Modelling
6. Occupational Health
7. Population Health

For more information on each specialisation, please refer [here](#).

Students who intend to specialise are advised to plan their practicum project as well as proposed elective courses ahead of time 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.

C) COURSES OFFERED IN PROGRAMME

For the SSHSPH Course Calendar for each Academic Year, please refer [here](#).

For description of the courses offered by the School, please refer [here](#).

You may also check the course syllabus from Canvas [here](#).

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

D) SUGGESTED CROSS-FACULTY COURSES

You may search for the course information, and which semester they are offered from [here](#).

HE5202 Market Access in MedTech

Offered by Saw Swee Hock School of Public Health, MScHEOR programme

Units: 4

This course explores the main levers of market access for Medical Devices, Diagnostics, and Digital Health Technologies, drawing on case studies from leading MedTech companies. It equips learners with practical, functional, and technical competencies to develop and implement a robust market access strategy and roadmap. Designed for all stakeholders, the course bridges theory and practice to ensure that patients can benefit optimally and appropriately from MedTech innovations.

HE5101 Causal Inference and Impact Evaluation in Public Health

Offered by Saw Swee Hock School of Public Health, MScHEOR programme

Units: 4

This course provides students with essential tools in causal inference and impact evaluation to determine whether programmes make a difference. Using real-world data and advanced quantitative methods, students will move beyond descriptive statistics to learn techniques such as difference-in-differences, regression discontinuity, matching, and multivariable regression. Through hands-on analysis of person-level datasets and real-world case studies, students will apply causal inference methods to evaluate interventions. The course places strong emphasis on identifying bias and ensuring internal validity, equipping students to produce reliable and policy-relevant evidence. By the end of the course, students will be prepared to conduct rigorous impact evaluations and inform decision-making.

LL5021V Environmental Law

Offered by Faculty of Law Dean's Office

Units: 5

This course delves into the legal frameworks, principles, and challenges in the field of environmental law. It explores how the law addresses, and seeks to address, the most pressing environmental crises of our time, including climate change, biodiversity loss, air and water pollution, and hazardous waste. This course will also investigate how laws will

drive the energy transition and influence corporate behaviour towards environmental sustainability. To this end, students will analyse international, regional, and national laws, and examine how their implementation have shaped environmental governance both within Singapore and beyond.

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.

E) 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 [here](#) for the Practicum coursebook and forms related to the MPH Practicum project SPH5005.

F) 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 [here](#) for the ISC guidelines and application form.

G) 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 [here](#) for the Field Practice guidelines and proposal form.

SECTION 3: ADMINISTRATIVE MATTERS

A) PAYMENT OF FEES

The Student Bill will be available in the EduRec system by the first week of each semester. You will receive an email notification from the NUS Office of Finance when it is available for viewing.

For specific payment due dates each semester, please refer [here](#).

A late payment charge of S\$25 will be applied to payments made after the deadline. If payments are not made, a Negative Service Indicator (NSI) will be placed on your record. An NSI blocks your access to essential student services like examination results, transcripts, and course registration.

The recommended mode of payment for fees is by **GIRO**. Other modes of payment include:

- E-Payment with PayNow/ Flywire/ Convera/ Credit Card/ Debit Card/ Ali Pay (via EduRec NUSFastPay)
- Telegraphic Transfer

For Singapore Citizens, you may also apply to use your SkillsFuture Credit and/ or funds from your Post-Secondary Education Account to offset your tuition fees. Please refer [here](#) for more information.

B) COMPULSORY ONLINE COURSES ADMINISTERED BY OFFICE OF STUDENT CONDUCT

As a world-class University committed to nurturing an environment conducive for the exchange of ideas, advancement of knowledge, and intellectual development, there are fundamental skills and basic information for students to learn and be aware of as they embark on their journey with NUS.

The following 2 e-courses are **mandatory** for all students.

THE1001/RC1000A A Culture of Respect and Consent

Objective:

This course seeks to raise awareness and educate students on the NUS community standards of a safe, inclusive, and respectful campus for research, teaching, and learning amidst a diversity of cultures; relevant laws and regulations; avenues of social support and psychological help; as well as related conversations.

Delivery:

Blended learning. Approximately 50-minute online-learning videos, followed by an approximately 90-minute workshop conducted in-person or over Zoom. At the end-of-course, students are required to sign a Declaration of Conformance to the NUS community standards as an acknowledgement of their assent.

Steps to Complete Course:

- i. Watch the R&C online videos on [Canvas](#) within two weeks after completion of NUS Registration (Part One). You will be prompted by email and uNivUS notification.
- ii. Book the R&C workshop via [EduRec](#) when it opens on Instructional Week 0 (Navigate to Dynamic Course Registration > Student Booking), join the workshop, and sign the Declaration of Conformance as directed by the QR code at the end of the workshop. You will be prompted by email and uNivUS once you have completed the online videos.

THE1002/SE1000 Student Essentials

This course helps students to appreciate the importance of maintaining academic integrity and research ethics in their areas of study and research. Students will also develop a deeper understanding of best practices in academia, and the support systems available at NUS to uphold these standards.

All new and incoming students into NUS will be required to complete THE1002/SE1000 within two weeks after completion of NUS Registration (Part One). Please register for the course on [Canvas](#).

Students may also view the course introductory video [here](#).

Failure to complete these two courses will result in a Negative Service Indicator (NSI). An NSI will block your access to essential student services, such as examination results, transcripts, and course registration.

C) COURSE REGISTRATION

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

For the SSHSPH Course Calendar for each Academic Year, please refer [here](#).

For description of the courses offered by the School, please refer [here](#).

For detailed course information, including learning outcomes, syllabus, and assessment components, students can refer to the Canvas platform. This information is typically published in mid-July for Semester 1 and end-December for Semester 2. The Canvas platform can be accessed [here](#) to locate specific courses.

i) 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 [here](#) for the schedule.
- **Intensive Courses:** Students must inform the Education Office **by 5:00pm on the 1st day of the intensive course** to avoid any penalty.

ii) 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:

- Students 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 student and course coordinator
- Students may request to audit up to a maximum of 3 courses each semester
- 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.

iii) 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.

iv) **REGISTRATION FOR CROSS-FACULTY COURSES**

Students are allowed to use up to 8 Units of cross-faculty courses towards the fulfillment of their MPH degree.

Please seek your academic advisor's approval first before applying for cross-faculty courses via the Course Registration system. Final approval will then be granted by the MPH Programme Director.

Please also take note of the exam schedule and ensure that there are no time-table or exam clashes. There will be NO change in exam dates.

D) 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 specialisation leads for advice. Please refer to: [KEY CONTACTS](#) for their contact information.

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

E) 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 completed to date. The form will be reviewed by 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 [here](#).

SECTION 4: UNIVERSITY RULES & REGULATIONS

A) ADMINISTRATIVE POLICIES / PROCEDURES

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

- 1) Academic Assessment and Feedback
- 2) Acceptance Record
- 3) Discipline
- 4) Ethics Review of Student Research
- 5) Fees
- 6) Full-time Students and Employment
- 7) Graduation
- 8) Leave of Absence
- 9) Non-Discrimination Statement
- 10) NUS Statutes and Regulations
- 11) Open Researcher and Contributor ID (ORCID)
- 12) Responsibility for Notices/Circulars and Updates of Personal Particulars
- 13) Student Feedback
- 14) Student Pass
- 15) Transcripts and Records
- 16) Withdrawal from the University

For more information, please refer [here](#).

B) RESPONSIBILITY FOR NOTICES/ CIRCULARS/ 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 \(myEduRec\)](#).

C) 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:

- A. Expressly declare having read, understood, and agreed to abide by the following policies which form their **Acceptance Record**; and
 - NUS Privacy 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
- B. Complete and sign to the following
 - Risk Acknowledgement and Consent

D) NUS CODE OF 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.

There are many forms of academic dishonesty and plagiarism is one of them. Plagiarism is generally defined as 'the practice of taking someone else's work or ideas and passing them off as one's own' (The New Oxford Dictionary of English). The University does not condone plagiarism.

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 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 [here](#).

PLAGIARISM

& how to avoid it

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



 Click [here](#) for more information on NUS plagiarism policy

 Click [here](#) for more guidelines on use of AI tools

MITIGATING PLAGIARISM

Cite whenever you:

1 Directly quote from a source

2 Paraphrase or summarise ideas/arguments from a source

3 Reference your own work - you can be penalised for plagiarising yourself

4 Use statistics/ data/ images/ other works created by others

5 Use an AI tool

 Click [here](#) for more information on citation and its various styles

IF IN DOUBT, PLEASE CONTACT

askalib@nus.edu.sg

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E) GUIDELINES ON THE USE OF AI TOOLS FOR ACADEMIC WORK

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

i. 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.

ii. 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.

iii. 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.

iv. 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.

v. 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!

F) 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 review the following checklist and take the corresponding actions before leaving for overseas travel.

- Research about your destination (e.g climate, time difference, language and cultural differences, health and safety)
- Plan your itinerary and budget
- 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 (at least 6 months from return date)
- Exit permit (for Singaporean male students only)
- Register your personal particulars at the Diplomatic Mission of your nationality. For Singapore Citizens, you may register your trip with MFA [here](#).
- Download the International SOS App (NUS VPN required). This app is to manage travel and security risks for all NUS students and staff on NUS-endorsed trips.
- 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 [here](#).

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 [here](#).

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 can be found [here](#).

SECTION 5: STUDENT RESOURCES

A) FACILITIES WITHIN SAW SWEE HOCK SCHOOL OF PUBLIC HEALTH

TEACHING FACILITIES

Our teaching facilities are located on Levels 8 and 9 of MD1 Tahir Foundation Building. All students will be given the following access to the teaching facilities at levels 8 & 9:

- Monday to Friday: 8.00am – 10.00pm
- Saturday: 8.00am – 1.00pm

NURSING POD

Nursing mothers may use the nursing pod located at the Level 9 staff office. For booking and request for access, please contact the MPH Programme Administrators.

POSTGRADUATE LOUNGE

The postgraduate lounge is located on Level 8 of MD1 Tahir Foundation Building. All students have access to use this area.

B) FACILITIES IN NUS CAMPUS

NUS CAMPUS MAP

Information is available [here](#).

ACCOMMODATION

Information relating to on-campus/ off-campus housing can be obtained from the Office of Student Affairs (OSA) website [here](#). Students who are unsuccessful in their application for NUS accommodation may source for alternative private accommodation.

LIBRARY FACILITIES

The MedScience Library is located along 11 Lower Kent Ridge Road, next to LT28 and LT29. Please refer to <http://libguides.nus.edu.sg/> and <https://nus.edu.sg/nuslibraries> for the Library Guides and information on library services.

CANTEEN

The nearest canteen is Frontier, at the Faculty of Science. There is also “Eureka Taste” at MD6 and “Burnt Cones” at MD11. Information for other F&B outlets can be found [here](#).

INTERNAL SHUTTLE BUS

The NUS campus is serviced by an internal shuttle bus (ISB) service that plies the entire campus. Information on the routes and timings can be found at all NUS bus stops and on the [NUS website](#).

SPORTS AND RECREATION

Please see [here](#) for information on booking of sports facilities.

OUTPATIENT MEDICAL CARE AND COUNSELLING SERVICES

The [University Health Centre \(UHC\)](#), located at 20 Lower Kent Ridge Road, Level 1, offers outpatient medical care to all students. [Student counselling services](#) are also available at UHC.

LOST AND FOUND

The Student Service Centre administers a Lost and Found Service. A lost report can be filed by accessing the [online Lost and Found System](#). Staff and students can also view the lost or found items filed in the system.

NUS CO-OP

The [NUS Co-Op](#) sells a variety of items such as books, stationery, snacks, sundries, computer accessories etc. The stores are located at:

- NUS COOP@Central Forum – Central Library Building, CLB01-02
- NUS COOP@LT27 – Science Faculty – LT27
- The Museum Shop@LKCENHM – 2 Conservatory Drive, #01-03, S(117377)

The notebook sales, repair and servicing centre is located at NUS COOP@LT27.

PARKING ON CAMPUS

For information on parking at NUS, please see [here](#).

C) ONLINE RESOURCES

NUS E-MAIL

NUS and SSHSPH will communicate with students only through their NUS email accounts. Students may choose to redirect their NUS emails to their personal email account via the following steps:

Accessing your NUS student email:

- i. Go to <https://outlook.com/u.nus.edu>
- ii. Login using your NUSNET ID and password

Re-directing emails to your personal email account:

- i. Go to <https://outlook.com/u.nus.edu>
- ii. Login using your NUSNET ID and password
- iii. Click on  at the top right hand corner → Go to “Forwarding”
- iv. Enter your preferred email address and click “Save”

Forget your NUSNET password?

- i. Please see [here](#) for instructions on how to reset your NUSNET password via SMS.
- ii. Alternatively, you may email itcare@nus.edu.sg, stating your full name, student ID and attach a scanned image of your student card.

STUDENT PORTAL

The [Student Portal](#) is the NUS Intranet for students, containing weblinks to important information such as university policies, NUS Academic Calendar, examination results release dates and links to IT systems.

SSHSPH WEBSITE (STUDENT RESOURCES PAGE)

Students may access important information such as the SSHSPH course calendar, application forms, guidelines and the practicum handbook from [here](#).

CANVAS

[Canvas](#) is the course management system in NUS. Students can access the course syllabus, download lecture handouts, submit assignments and watch recorded lectures, among other things. Please see [here](#) for the Canvas Student Guide.

EDUCATION RECORDS SYSTEM

The Education Records System ([EduRec](#)) is a student administrative system that integrates key activities of a student academic life cycle from admissions, course registration, student financials and progression to graduation. To log in to [EduRec](#), students will need their NUS account that was issued upon completion of NUS Onboarding. Please refer to the [student portal](#) for the user guides.

uNivUS Application

uNivUS is NUS’s official mobile app – a “gateway app” that connects students, staff, and alumni to NUS services and campus resources. It can be used for things like digital ID access, campus maps, events, news, bus arrival info, and other university features.

To download the application on your mobile, please see [here](#).

SOFTWARE FOR STUDENTS

NUS students can install Microsoft 365 apps and selected software for free. For more information, please see [here](#).

DIGITAL TOOLS FOR DATA MANAGEMENT

Qualtrics

Qualtrics is a web-based survey solution to support teaching, administrative and research at NUS, and it is used by the faculties, students and staff to create and distribute surveys and questions for their projects. It has integrated graphics and statistical tools and can download data into Excel or SPSS. For more information, please see [here](#).

Microsoft Forms

With Microsoft Forms, you can create surveys, questionnaires, and registrations more quickly and easily. You can invite others to complete forms via a link and Forms are embeddable in Sway and 3rd party portals. You can also view results in real-time via built-in analytics and data can be easily exported to Excel for additional analysis. For more information, please see [here](#).

OneDrive

OneDrive serves as a cloud storage space for students to securely store and access their data. Students may access their OneDrive through Microsoft Outlook using their NUS account.

VIRTUAL MEETING TOOLS

Students may use their NUS account for either [Zoom](#) or [Microsoft Teams](#) to arrange for virtual meetings.