MINISTRY OF EDUCATION NOTIFICATION  (GA/44/11)
(General Information)

POSTGRADUATE SCHOLARSHIPS FOR STUDIES IN YEAR 2013

Applications to be submitted by 20 January 2012

The 2012 MOE Postgraduate Scholarship (PGS) Exercise will be open for applications from **19 December 2011**. We are inviting applications from graduates who wish to contribute to the development of education in Singapore. These scholarships are tenable overseas or locally, by coursework or research, in one of the following areas:

**(A) Teaching areas (Content / Curriculum & Assessment)**
(In alphabetical order)

- Art
- Economics
- English Language and Literature
- Humanities
  - Geography
  - History
  - Social Studies
- Mathematics
- Mother Tongue Language
  - Chinese Language
  - Malay Language
  - Tamil Language
- Music
- Physical Education
- Science
  - Biology
  - Chemistry
  - General Science
  - Physics

**(B) Non-Teaching / Specialised areas**

(i) Educational Psychology & Guidance

- Educational Psychology
- Guidance & Counselling

(ii) Educational Research & Measurement

- Psychometrics
- Research / Assessment and Evaluation
- Statistics
(iii) Special Areas

- Character Development
- Civics and Moral / Values Education
- Early Childhood Education
- Gifted Education
- Learning Sciences and Educational Technology
- Special Education

(iv) Public Administration

- General Management

(v) Other Areas

- General Curriculum and Teaching
- Special Education

**Aim of MOE PGS**

2. The aim of the MOE PGS is to provide professional development in postgraduate studies to outstanding graduates in order to contribute to the Ministry and the Education Service. These scholarships are open to all education officers in the 3 career tracks: Leadership, Senior Specialist and Teaching Tracks.

**Duration and Terms of PGS Award**

**Overseas/Local Full-time Masters/PhD**

3. The PGS award generally provides for a full-time Masters degree for one year and a full-time PhD for three years. The PGS is tenable for studies commencing in 2013. The terms of the award are as follows:

   a. Salary and other allowances payable (for serving education officers only)
   b. Return economy air passage for scholar and his/her spouse, where applicable
   c. Tuition and other approved fees
   d. Maintenance allowance (applicable for overseas PGS only)
   e. Book allowance

Note: The above terms may be subjected to change and to prevailing regulations governing candidates sent on scholarships/training awards.

**Eligibility**

4. To be eligible for the PGS, the applicant must:

   a. Be a Singapore Citizen or a Permanent Resident
   b. Have a good degree
   c. Have at least 3 years of trained working experience in education or a relevant field
   d. Have demonstrated very good performance
Note: Satisfying these conditions does not automatically qualify applicants for the scholarship.

Conditions of Award

5. Successful candidates awarded with PGS for overseas or local postgraduate studies will be required to sign a bond to serve the Singapore Government for a period of three to six years upon completion of their studies. If a PGS awardee is already under a government bond, he will be required to serve out the existing bond and then the new bond consecutively.

Scholarships by External Organisations

6. The Ministry reserves the right to nominate successful candidates for scholarships offered by external organisations, such as:

   a. British Chevening Scholarship
   b. Commonwealth Scholarship
   c. Fulbright Singapore Student Programme
   d. Lee Kuan Yew Scholarship
   e. Singapore-China Premier Scholarship

If nominated for any of the above external scholarships, the PGS awardees will be required to apply for them. If awarded, these external scholarships will run concurrently with the MOE PGS. Details of the external scholarships can be found at Annex A.

Deployment of MOE PGS Awardees

7. PGS awardees teaching in schools will be required to serve a short stint of 4-8 months in MOE HQ prior to the commencement of their studies. The pre-course HQ stint is meant to provide exposure to HQ level work and latest education policy developments. Principals, Vice-Principals, Lead Teachers and Senior Teachers will remain in schools until they leave for their studies.

8. Deployment of PGS awardees after the completion of their postgraduate studies is centrally managed by Personnel Division and will be dependent on organisation needs at that point in time. Generally, officers will be posted to a Division in MOE HQ, where they could apply and contribute in areas of work what they have learnt from their postgraduate studies. The HQ posting will be for a period of at least 2 years. Officers who have served a HQ stint of least 2 years prior to departing for their studies may be considered for deployment back to schools after their studies. For officers on the specialist track, they will be deployed back to their respective HQ Division.
**Briefing for Applicants & Application Process**

9. Interested applicants are strongly encouraged to attend one of two briefings conducted at **2.30pm on 11th January 2012 (Wednesday) and 13th January 2012 (Friday)**. The briefings will provide more information on the application requirements and the selection interviews for PGS. The briefings will be conducted at:

   **Grange Road Campus**  
   **Auditorium**  
   **51 Grange Road**  
   **Singapore 249564**

10. Serving Education Officers should apply for the PGS via HRMS by **20 January 2012**. The step-by-step application guide can be found at HR Online:

    (Please refer to pages 3 – 6 and 26 – 35)

For serving Education Officers who cleared the preliminary shortlisting, they will be notified to submit the following documents:

   a. Course Details/ Prospectus
   b. Copies of your newly acquired (i.e. not captured in HRMS) education transcripts as well as any degree scrolls and certificates awarded for professional courses taken, if any.
   c. Endorsement by your Director / Principal (via HRMS)

The user guide for supervisors can be found at HR Online:

For endorsement of applications:

    (Please refer to pages 15 – 18)

For tracking of applications:


11. Members of the public and staff directly employed by schools may apply for the PGS via the application form found at Annex B which can also be downloaded from the MOE Internet website ([http://www.moe.gov.sg](http://www.moe.gov.sg)).

12. All hardcopy applications for users without HRMS access must be submitted by **20 January 2012** to:

   **Talent Management Unit**  
   **HR Strategy and Leadership Division**  
   **Ministry of Education**  
   **1 North Buona Vista Drive (8th level)**  
   **Singapore 138675**

Note: Late or incomplete applications will not be considered.
13. All applicants are strongly encouraged to conduct their own research on the quality of the postgraduate courses they wish to apply for, as well as the standing and reputation of the universities or institutions offering these courses. For example, they can refer to internationally established university rankings such as the QS World University Rankings or US News Education Graduate Schools\(^1\). Applicants are not restricted to the universities found on these ranking lists only and may consider others as well.

14. All applicants are required to apply for university admission on their own. All applicants will be notified of the outcome of their PGS applications by June 2012.

**FAQs on MOE PGS**

15. A list of Frequently Asked Questions (FAQs) on the MOE PGS can be found at Annex C.

Originator: Academy of Singapore Teachers
With inputs from: HR Strategy and Leadership Division

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EXTERNAL SCHOLARSHIPS OFFERED IN CONJUNCTION WITH MOE POSTGRADUATE SCHOLARSHIPS

1. Lee Kuan Yew Scholarship

The Lee Kuan Yew (LKY) Scholarship is funded by the LKY Scholarship Fund, which was set up in 1991 with generous contributions from the public in honour of Minister Mentor Lee Kuan Yew. The LKY Scholarship is open to outstanding Singaporeans who wish to pursue postgraduate studies either overseas or locally to develop their potential as leaders in their respective fields and in the community.

2. Fulbright Singapore Student Programme

The Fulbright Singapore Student Program is the flagship international educational exchange program sponsored by the U.S. Government, and is designed to increase mutual understanding between the people of the United States and the people of other countries. The objective of the grant is to enable the recipient to pursue a particular field of study and to develop leaders who can contribute to promoting better understanding between the United States and Singapore. Upon returning to Singapore, Fulbrighters are expected to continue their role in building bridges of understanding, directly or indirectly, between the two countries through their professional and personal activities.

3. Commonwealth Scholarships

The Commonwealth Scholarships are offered by the Commonwealth Scholarship Commission in the United Kingdom for citizens of other Commonwealth countries. The awards are tenable at any approved UK university or higher education institution for a specific program of study or research and are not restricted to particular subject areas. The vast majority of award holders have returned to make a significant contribution to their home countries, in many cases at the highest level, making the award scheme one of the largest and most prestigious in the world.

4. British Chevening Scholarships

The British Chevening Scholarships are funded by the Foreign & Commonwealth Office (FCO) and administered by the British Council. The awards are offered on a competitive basis to graduate professionals for postgraduate study in the UK. These awards are presented to outstanding graduates to implement their new skills to contribute to Singapore’s social and economic development.

5. Singapore-China Premier Scholarships

The Singapore-China Premier Scholarships (SCPS) was set up in May 2004 with the support of both the Singapore and PRC Premiers. The Singapore-China Foundation (SCF) will award 2 to 4 SCPS awards annually for officers to pursue a 13-month full-time postgraduate study in either the Master in Public Administration or the Master in International Relations programme, tenable at Peking University, China. Besides attending the programme, the scholar will also have opportunities to network with other PRC officials during his/her stay there. This scholarship is a good opportunity to expose officers earmarked for higher positions to gain a better understanding of China.
### APPLICATION FOR YEAR 2013 POSTGRADUATE SCHOLARSHIP
(For Members of Public & Staff Directly Employed by Schools)

- This form may take you approximately 30 minutes to fill in.
- You will need the following information to fill in the form:
  a. Education transcripts
  b. Degree scrolls and certificates awarded for professional courses taken
  c. Certificates of employment
  d. Prospectus of proposed course(s) of study
- The form is to be submitted by **20 January 2012** to:

  Talent Management Unit  
  HR Strategy and Leadership Division  
  Ministry of Education  
  1 North Buona Vista Drive (8th level)  
  Singapore 138675

<table>
<thead>
<tr>
<th>Name of University</th>
<th>Proposed Course of Study</th>
<th>Duration of Course</th>
<th>Full/Part-Time (*delete accordingly)</th>
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<td>Full-Time / Part-Time</td>
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<td>(2)</td>
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<td>__ yr ___ mths</td>
<td>Full –Time / Part-Time</td>
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*Please add more rows if necessary.*

**Note:** Please attach a detailed description of the course that you propose to pursue.

Describe briefly your intended area of research/ proposed course of study:
### A) Personal Particulars

Mr / Mrs / Mdm / Miss*: ________________________________

NRIC No: __________________________________________

Nationality: __________________________ Singapore Permanent Resident*: Yes / No

Date of Birth: __________________________ Marital Status: __________________________

Home Address: __________________________________________

Singapore ( )

Tel No: __________________________ (Home) __________________________ (Office)

________________________ (Handphone)

Email Address: __________________________

Last/ Current Employer: __________________________

Are you an ex-Education Officer?*: Yes / No

* delete where applicable

### B) Educational Qualifications

<table>
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<tr>
<th>Name of School/ College/ Polytechnic/ University Attended (Secondary &amp; Post Secondary)</th>
<th>Country</th>
<th>Duration of Course</th>
<th>Highest Qualifications Attained</th>
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<td>From (mm/yy)</td>
<td>To (mm/yy)</td>
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### C) Results of GCE ‘O’ Level, ‘A’ Level/ Polytechnic Diploma Exams or Equivalent and Bachelor Degree

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<th>‘O’ Level/ ‘O’ Level Equivalent*</th>
<th>‘A’ Level/ ‘A’ Level Equivalent/ Diploma (Final Year)/ Diploma Equivalent (Final Year)*</th>
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Latest/ Final Year Bachelor Degree Results of Equivalent

University Attended: ___________________________________________________________

Course of Study: ______________________________________________________________

Country: ___________________________________________________________________

Class of Hons: __________________________________________________________________

Full-time/ Part-time*: Merit*: Yes / No Year: ____________________________

*delete where applicable

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GPA for latest/ Final year results (if available): ________________________________
**D) Previous & Present Employment (in Chronological Order)**

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<thead>
<tr>
<th>From (date)</th>
<th>To (date)</th>
<th>Designation</th>
<th>Company Name and Address</th>
<th>Nature of Job</th>
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**E) Academic Scholarship and Award**

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<th>From (Year)</th>
<th>To (Year)</th>
<th>Name of Scholarships/ Awards (Including PSC Awards)</th>
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</table>

**F) Professional Qualifications and Memberships/ Other Educational Certificates or Training Undertaken/ Other Awards, Medals & Prizes**

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<tr>
<th>Year</th>
<th>Description</th>
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</table>

**G) Other Applications for Scholarship Award**

Are you applying for any other scholarship / training award? If so, please give details.

- [ ] No
- [ ] Yes,
  Details: __________________________________________

Have you ever applied for the MOE Postgraduate Scholarship? If yes, please state the year/date applied and any previous interviews (pertaining to postgraduate scholarship) that you have attended.

- [ ] No
- [ ] Yes, please provide details as outlined below
  Year Applied: __________________
  
  Attended previous interviews?
  - [ ] No
  - [ ] Yes

Are you currently pursuing a postgraduate degree?

- [ ] No
- [ ] Yes, please provide details ______________________________________

I declare that the particulars stated in this application and attachments are true to the best of my knowledge and belief, and that I have not wilfully suppressed any material fact.

________________________
Signature of Applicant

________________________
Date
H) PERSONAL STATEMENT

Name of Applicant: ________________________________________________________________

NRIC No : ________________________________________________________________

Please describe briefly your professional goals and aspirations. Explain specifically how this further training will enhance your contribution to the education service after the course.

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Signature: ____________________ Date: ____________________
## I) ENDORSEMENT BY PRINCIPAL (Applicable to Direct Staff in Schools Only)

1) I very strongly support / strongly support / support / do not support* the application of ______________________________________________________________________ (name of applicant)  
   My reasons are: ______________________________________________________________________
   ______________________________________________________________________

2) My assessment of the applicant’s potential for leadership or specialist position is: ______________________________________________________________________
   ______________________________________________________________________

3) My assessment on the relevance of the training to the applicant’s duties and/or career development is: ______________________________________________________________________
   ______________________________________________________________________
   ______________________________________________________________________
   ______________________________________________________________________
   ______________________________________________________________________

Name & Signature of Principal ___________________________  Name of School ___________________________  Date ___________
Annex C

FREQUENTLY ASKED QUESTIONS (FAQ) ON MOE POSTGRADUATE SCHOLARSHIPS

Areas of Study

1. How should I choose the type of courses to apply for?

The following table serves as a guide:

<table>
<thead>
<tr>
<th>Career Track that officer wishes to progress along</th>
<th>Areas of study</th>
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</thead>
<tbody>
<tr>
<td>Teaching Track</td>
<td>Masters or PhD in Content Subjects (for teaching in Upper Sec or JCCI) Masters or PhD in Curriculum Studies &amp; Pedagogy</td>
</tr>
<tr>
<td>Specialist Track</td>
<td>Masters or PhD in Specialist areas e.g. • Curriculum Studies • Educational Psychology and Guidance • Educational Research &amp; Measurement • Special Education</td>
</tr>
<tr>
<td>Leadership Track</td>
<td>Masters in Education Policy &amp; Administration Masters in Curriculum Studies</td>
</tr>
</tbody>
</table>

2. Must I only choose local full-time courses offered by NIE, NTU and NUS?

These local institutions offer selected courses that are relevant to the education service.

3. Can I indicate more than one choice of university in my application form?

Yes, you can.

4. Should choices of universities and/or areas of study be indicated in order of preference on the application form?

Yes, please state your order of preference.

5. Can I apply for courses conducted by accredited virtual universities or correspondence courses?

No, we do not recommend this.

6. Is there a preference for a Masters by Coursework route, since Masters courses by Research generally take more than a year to complete?

No, there is no preference. If the interview panel assessed that the applicant is suitable to pursue a Masters course that takes more than a year to complete, he/she will be awarded with the scholarship to do so.

7. What is the distribution of the PGS across the different subject areas of needs?

This is dependent on organisational needs which are reviewed on an annual basis.
8. For PGS awarded for PhD studies, must I give a concrete proposal for the area of specialisation I intend to pursue by the closing date?

Yes, you should.

**Eligibility Criteria**

9. Am I eligible to apply for PhD in a specialised area (e.g. PhD in Educational Psychology) if I do not have any prior working experience in MOE HQ?

As the award of PGS for PhD studies in specialised areas are generally meant for officers with demonstrated potential to progress along the specialist track, these officers should preferably have prior working experience in the relevant MOE HQ division.

10. I have a Masters in Linguistics, but am interested in pursuing a PhD in Education Policy & Administration. Am I eligible to apply?

Yes, you may apply. If you are shortlisted for the interview, you would be asked to provide justification for choosing to pursue a PhD that is in a different area from your Masters and how it would help you in your work.

11. I already have a Masters degree. Can I apply for PGS to pursue another Masters course?

Yes you can, if you have strong reasons to justify your application. The Ministry accords priority to officers who are applying for PGS to study their first Masters course.

12. Do applicants have to have a track record of at least a ‘B’ grade for 3 consecutive years?

The shortlisting process aims to assess all applicants holistically. Hence, we consider several factors during the shortlisting process, including the applicants’ performance.

13. If I am posted to a new school, the Principal may not know me well enough to endorse my application. Can I go back to my previous school’s Principal? How important is the Principal’s recommendation?

Your application must be endorsed by your current Principal. Your Principal’s recommendation is important.

14. For those with previous working experience outside of the Education Service, will those experiences be taken into account?

No. If you are already in the Education Service, the focus will be on your working experience and performance in the service.

15. If I only meet the 3 years of trained teaching service by June 2012, can I still apply now?

Officers may apply as long as they fulfill a minimum of 3 years of trained teaching service by 31 December 2012.
16. Is there any age limit criterion for application of the PGS?

No, there is no age limit. However, officers awarded with the PGS should be able to contribute to the Education Service for a significant number of years after the completion of their postgraduate studies.

Duration of Studies

17. Can I apply for PGS to study a Masters course on a part-time basis?

Yes, you may. However, we recommend that you opt for full-time studies if your approved course of study is available on full-time basis.

18. A number of NIE Masters courses are actually on part-time basis. Will these courses be changed to full-time basis for PGS awardees?

NIE’s offer of courses on part-time or full-time basis is independent of the PGS.

19. Will MOE sponsor a full-time 2-year local course, since it is eventually still cheaper than a 1-year overseas course?

This will be dependent on the decision of the PGS interview panel. If the panel assessed that the applicant is suitable to pursue a 2-year local course, he/she will be awarded with the PGS to do so. We do have such precedence of award.

20. What is the duration of the provision of PGS for postgraduate studies on part-time basis?

It is generally for a period of 24 months for a Masters course.

Allowances

21. Is there maintenance allowance provided under PGS for local courses?

There is no maintenance allowance for local courses.

22. How is maintenance allowance calculated?

MOE adheres to PSC’s guidelines on the estimated maintenance allowance rates for different countries and different states within each country (e.g. USA and UK).

Bond

23. What is the PGS bond duration for a full-time Masters course and a full-time PhD course?

The PGS bond duration for a full-time Masters course is 3 years and that for a full-time PhD course is 6 years. This applies to both local and overseas studies.

24. What is the PGS bond duration for Masters and PhD courses on part-time basis?

The PGS bond duration for postgraduate studies on part-time basis is 50% of the bond duration for full-time studies.
**GRE/GMAT Tests**

25. Will applicants with GREs be considered differently from those without for the PGS application?

   No, GRE scores are meant for applications to universities, and are not to be included as part of the applications for the PGS.

26. Is it advisable to take the GRE test before results of interviews are out?

   We leave it to applicants to decide the best appropriate time to take the GRE test.

**Posting for PGS Awardees**

27. Where will I be posted to upon completion of my postgraduate studies?

   Deployment of officers after the completion of their postgraduate studies is centrally managed and would be dependent on organisation needs at that point in time. Generally, officers will be posted to a Division in MOE HQ, where they could apply what they have learnt from their postgraduate studies. The HQ posting will be for a period of at least 2 years. Officers who have served a HQ stint of at least 2 years prior to departing for their studies may be considered for deployment back to schools after their studies. For officers on the specialist track, they will be deployed back to their respective HQ Division.

28. Since I might be required to serve at MOE HQ upon graduation, does that mean I will be placed on the Specialist track?

   No, officers will not automatically be placed on the Specialist track upon being posted to MOE HQ after the completion of their postgraduate studies. They will only be placed on the Specialist track if they aspire to do so and meet the criteria for placement.

29. Am I still eligible to apply for the PGS if I wish to stay on in the teaching track?

   Yes, you are.

30. If I am posted back to schools upon my graduation, will I be posted back to the same school I was serving in before I left for studies? If I am holding a SH/LH/HOD position, will it be retained for me?

   If you are already appointed as a Key Personnel (KP) before you leave for your studies and should you be deployed back to school upon your graduation, you will be deployed as a KP. However, you may not necessarily be posted back to the same school. Your deployment will be subjected to the system’s need at that point in time.

31. Can I choose not to go to MOE HQ upon graduation?

   Your deployment upon graduation is centrally managed by Personnel Division and posting to MOE HQ would be a priority, especially if you have not served a HQ stint before.
32. For those posted to MOE HQ, are they more likely to be placed on leadership and specialist tracks?

Not necessarily. The award of the PGS does not automatically emplace an officer on any track.

No Pay Leave (NPL) and Professional Development Leave (PDL)

33. I am going on NPL soon (to look after my child). Am I still eligible to apply for the PGS?

Yes, you are eligible to apply for the PGS. However, since the reason for your NPL is to look after your child, the main concern would then be whether you will be able to cope with your studies while looking after your child.

34. I have taken 1 year of half-pay PDL in the past. Does that mean I stand a less than favourable chance of being awarded the PGS?

All applicants will be assessed fairly. However if you had just returned from your PDL, you are required to serve for 3 years before you can apply for the PGS.

Application Process

35. What other documentations should I include along with my application?

For Education Officers, you should submit your application online via HRMS. If you have cleared the preliminary shortlisting, we will inform you and you will be required to submit the following documents:

• Course Details/ Prospectus

• Copies of your newly acquired (i.e. not captured in HRMS) education transcripts, as well as any degree scrolls and certificates awarded for professional courses taken, if any.

• Endorsement by your Director / Principal (via HRMS)

For members of the public, please submit the application form (in Annex B) in hardcopy together with copies of your education transcripts, degree scrolls and certificates awarded for professional courses you have taken.

36. How much detail do I need to include on the course(s) I have chosen in my application form?

You should include a summary overview of what the course(s) cover and the modules that you are interested in taking up.

37. Do I have to include my performance grades in my application?

No, Personnel Division would have the information.
38. **What are you looking for in the personal statement section in the application form?**

You should provide details on your motivation for choosing the course, how it will help you in your professional development and career aspirations and how you plan to contribute to the Ministry and education service upon your graduation.

39. **What does professional qualification refer to?**

Examples of professional qualifications include PGDE, ACCA, HRM certifications etc.

**Selection and Interview Processes**

40. **When does the MOE PGS Exercise take place and upon award of PGS, when do I commence my studies?**

The annual PGS Exercise takes place during the first half of the year. Officers can pursue their studies in the year following the year of award (for example, if officer is awarded the PGS in 2012, he/she will pursue studies in 2013).

41. **When will the PGS interviews be held and how do I prepare for the interviews?**

Interviews are normally conducted from March to April annually. Shortlisted applicants should consider the following factors before attending the interview:

- Your reasons and objectives for applying for the PGS;
- Your career aspirations and which career track you see yourself developing in;
- How the proposed course of study is relevant and useful to the career track that you see yourself developing in; and
- How you intend to apply the knowledge gained from your postgraduate studies in your contribution back to the education service.

**University Admission Applications**

42. **Should we apply for university admission first or wait for the PGS award results to be made known?**

You will need to take into consideration whether you are solely dependent on the award of PGS to pursue your postgraduate studies. If you need not rely on the PGS, you may go ahead and apply to the university of your choice first. In the event that you are not awarded the PGS but are successfully admitted to the university, you can consider other options such as applying for PDL (depending on your eligibility) to pursue your studies. However, we wish to highlight that being successful in your university admission application does not mean you will automatically be awarded the PGS or the course/university of your choice.
43. If the course I am interested to apply for commences in January of the following year and the admission application period stipulated by the university ends before the results of PGS award are announced, can I proceed to apply to the university first?

Yes, you can proceed to apply, but you will need to note that being successful in your university admission application does not mean you will automatically be awarded the scholarship or the course/university of your choice. You will also need to pay for the university application fees on your own.

44. If I am awarded the scholarship but am not successful in my university admission application, what other options do I have?

It would be useful for you to indicate more than one choice of course and/or university in your PGS application. Most applicants awarded with the PGS tend to be successful in their university admission applications. However, in the event that you are unsuccessful, your PGS can be deferred for up to 1 year.

Other PGS Related Matters

45. Are there obligations for those on PGS studies to return to MOE during the school holidays to serve?

There are no obligations to do so.

46. What is the quota for PGS awarded annually? Is the quota divided into full-time and part-time courses or Masters and PhD courses?

There is no quota set for part-time and full-time-courses or for Masters and PhD courses. In recent years, the Ministry has been awarding up to 70 PGS annually.

47. How many PGS are awarded to members of the public?

In the last six years, five have been awarded to members of the public. They are required to join the teaching service upon award of PGS.

49. If I am awarded the PGS this year, is it compulsory for me to pursue my studies next year? Can I defer my studies to the year after next?

PGS may only be deferred for up to 1 year and only under special circumstances; for example, the officer is unsuccessful in all his university admission applications in the course/university choices awarded by the interview panel and has to try again in the year after next, or the officer has valid medical reasons that require him to defer his studies. As PGS is tenable for studies in the year following the year of award, if you are unable to commit to taking the course in the following year, it would be advisable to apply for the PGS later when you are ready.

Other Personnel Matters

50. My CV in HRMS is not up-to-date and does not include the professional qualification(s) that I obtained recently. How do I update the CV?

For officers from schools, please check with your Administration Manager on how to update your CVs. Otherwise, you may also contact the PED HR Contact Hub at MOE_PED_HRC Hub@moe.gov.sg on updating of CVs in HRMS.
51. If I am awarded the PGS and have to be posted to MOE HQ for a pre-course stint in January of the following year prior to my studies, will my school be given a replacement when I leave?

Yes, Personnel Division (PED) will look into providing replacement for the school.

52. Will I continue drawing my full salary while pursuing PhD studies on PGS?

Under the provisions of PGS for PhD studies, officers will continue to receive full pay for the first 3 years of studies.

53. If I am awarded the PGS, will I still be entitled to increments and bonuses when I am studying? Will the CONNECT plan still apply?

**Connect Plan:** Officers who are on full-pay scholarship will still receive the CONNECT Plan deposits without any pro-ration. However, if you are due for the award but are away on the payment date, you will be given the award in December of the year you resume duties.

**End Of Year (EOY) Bonus:** Officers will still receive their EOY bonus for the period that they are away for their studies, that is, the bonus will not be pro-rated, unless you have taken no-pay or half-pay leave in the year.

**Performance Bonus (PB):** PB is paid to officers for the period that they have worked during the assessment year. An exception has been made for officers who are sent on courses by the organisation e.g. on scholarships/DDM/LEP. For these officers, they will be given benchmark C grade for the period they are away. Officers on scholarship will be eligible for PB during the first year of their studies.

54. Am I still considered to be in service for the year(s) that I am away for studies?

Yes, you are.

55. I am studying for a Masters degree on part-time basis now on my own financing. If I am awarded the PGS during the PGS Exercise this year, is there a ‘backpay’ system whereby I can be reimbursed for the costs I incurred for my Masters degree?

No, there is no such provision. PGS is tenable for postgraduate studies in the following year and not for reimbursement of costs incurred for existing or past courses.
56. Under the EPMS, am I expected to do more to maintain the same grade or appointment when I return from my studies as a MOE Postgraduate Scholar?

Given that the Ministry has placed a significant amount of investment on your postgraduate studies by awarding you with the PGS, we would expect you to live up to higher standards and be able to contribute more to the Education Service.