

Office of the Secretary

Direct Line: 633-7208 / 7228
Fax: 636-4876
DEText: 0919-4560027
E-mail: osec@deped.gov.ph
Website: <http://www.deped.gov.ph>

MAR 25 2004

DepED MEMORANDUM
No. 157, s. 2004

INVITATION TO NOMINATE APPLICANTS FOR RELC ADVANCED
TRAINING COURSES FOR ACADEMIC YEAR 2004/2005

To: Bureau Directors
Regional Directors
Schools Division/City Superintendents
Heads, Public and Private Elementary and Secondary Schools

1. The Southeast Asian Ministers of Education Organization (SEAMEO) Regional Language Centre (RELC) is now accepting nominees for the training courses in Language Teacher Education (LTE) for the Academic Year 2004/2005.

2. The duration of the training course and number of scholarships available are as follows:

- 2.1 Course 103: Postgraduate Diploma in Applied Linguistics
July 5, 2004 to November 27, 2004
- Number of Scholarships Available: 1
Number of Nominations Requested: 2
- 2.2 Course 244: Specialist Certificate in Information Technology in Language Education
September 6-18, 2004
- Number of Scholarships Available: 1
Number of Nominations Requested: 2
- 2.3 Course 242: Specialist Certificate in Language Curriculum and Mat'ls. Dev't.
October 4-16, 2004
- Number of Scholarships Available: 1
Number of Nominations Requested: 2
- 2.4 Course 243: Specialist Certificate in the Teaching of English Grammar
January 10-22, 2005
- Number of Scholarships Available: 1
Number of Nominations Requested: 2
- 2.5 Course 241: Specialist Certificate in Language Testing and Assessment
February 14-26, 2005
- Number of Scholarships Available: 1
Number of Nominations Requested: 2

3. The nominees should not be more than 40 years of age for Course 103 and not be more than 45 years of age for Courses 244, 242, 243 and 241. The short term Certificate Courses are of a specialized nature and only key personnel with the requisite experience and command of the English language should be nominated. Enclosed are the documents for completion.

4. The completed nomination form RELC 3053/A/N (Part 2) together with the Application and English Language Proficiency Forms supported by photocopies of degree/diploma and academic transcripts for Courses 243 and 241 should be submitted by July 26, 2004 and the Medical Examination Form by September 27, 2004.

5. RELC will also offer Course 105: Postgraduate Diploma in Applied Linguistics (Part-time), Course 302: Master of Arts (Applied Linguistics) and Course 303: Master of Arts (Applied Linguistics) (Part-time). There are no scholarships for these courses. Course informations like RELC 3060/A/D INFO C2 and RELC 3055/3061/A/DE/INFO C will be given to scholars who may attend on a fee-paying basis (Please see enclosures).

6. For more information, please contact Mrs. Maureen Ng Boey Lin, Director SEAMEO RELC, 30 Orange Grove Road, Singapore 258352 Republic of Singapore at tel. nos. (65) 6885-7810, DID: (05) 6885-7811; fax no. (65) 6738-4698; or through e-mail address: admn@relc.org.sg and website: www.relc.org.sg.

7. Immediate and wide dissemination of this Memorandum is desired.



EDILBERTO C. DE JESUS
Secretary

Encls.:

As stated

Reference:

None

Allotment 1—(D.O. 50-97)

To be indicated in the Perpetual Index
under the following subjects:

LANGUAGE
SCHOLARSHIP
TRAINING PROGRAM

Lillian/SEAMEOADVANCE TRAINING
March 22, 2004/MADEL COMP.

Nominee No.2

Name (Mr/Mrs/Miss) _____

Designation _____

Official Address _____

Remarks, if any _____

Are nominees listed in order of priority? YES _____ NO _____

Signature of Ministry of Education Official

NAME (PLEASE PRINT)

DESIGNATION

**COURSE 244: SPECIALIST CERTIFICATE IN INFORMATION
TECHNOLOGY IN LANGUAGE EDUCATION
06 - 18 SEPTEMBER 2004**

Nominee No.1

Name (Mr/Mrs/Miss) _____

Designation _____

Official Address _____

Remarks, if any _____

Nominee No.2

Name (Mr/Mrs/Miss) _____

Designation _____

Official Address _____

Remarks, if any _____

**COURSE 242: SPECIALIST CERTIFICATE IN LANGUAGE
CURRICULUM AND MATERIALS DEVELOPMENT
04 - 16 OCTOBER 2004**

Nominee No.1

Name (Mr/Mrs/Miss) _____

Designation _____

Official Address _____

Remarks, if any _____

SOUTHEAST ASIAN MINISTERS OF EDUCATION ORGANIZATION
(SEAMEO)

REGIONAL LANGUAGE CENTRE (RELC), SINGAPORE

NOMINATION OF CANDIDATES FOR SEAMEO TRAINING SCHOLARSHIPS
ACADEMIC YEAR 2004/2005

This form should be completed and despatched by registered airmail to reach the following address not later than 28 February 2004.

Director (Attention: Deputy Director)
SEAMEO Regional Language Centre
30 Orange Grove Road
Singapore 258352
REPUBLIC OF SINGAPORE

1. Nominees should not be more than 40 years of age for Course 103 and not be more than 45 years for Courses 244 and 242.
2. Please print clearly.

COURSE 103: POSTGRADUATE DIPLOMA IN APPLIED LINGUISTICS
05 JULY - 27 NOVEMBER 2004

Nominee No.1

Name (Mr/Mrs/Miss) _____

Designation _____

Official Address _____

Remarks, if any _____

Nominee No.2

Name (Mr/Mrs/Miss) _____

Designation _____

Official Address _____

Remarks, if any _____

Southeast Asian Ministers of Education Organization (SEAMEO)
Regional Language Centre (REL3), Singapore

COURSE INFORMATION

Course 103: Postgraduate Diploma in Applied Linguistics
(Postgrad. Dip. Appl. Ling.)
05 July – 27 November 2004

(Important: This document should be read by all applicants prior to completing the application form for admission as a candidate to the Postgraduate Diploma Course.)

Rationale

The Postgraduate Diploma Course is meant to provide the participant information and understanding of major developments in the field of applied linguistics in order to enable him/her to undertake a practitioner's/programme developer's responsibilities with an awareness of language and language pedagogy related factors that require attention.

Objectives

2. By the end of the course, participants should have acquired at least:
 - (a) a knowledge of the principles of analysis of language, of linguistic theories on the structural, psychological and social aspects of language and an awareness of how this knowledge can contribute to language teaching;
 - (b) an overview of the main current theoretical approaches to explaining second language acquisition and development;
 - (c) an understanding of the major approaches and methods in second language teaching;
 - (d) the principles of basic statistical methods for carrying out simple statistical analyses.

Course of Study

3. **Core Modules**

All four core modules are compulsory.

(a) **Grammar in Discourse (30 hours/6 credits)**

The module focuses on a socio-cultural perspective to the study of language which provides systematic links with the contexts of use. Texts as instantiations of language use will form the basis of the development of the course.

The analyses of the grammatical patterns of organisation in various texts such as Cohesion, Theme-Rheme, Transitivity Patterns and Modality will enable the teacher to make explicit linguistic statements about the language in use. This in turn will empower learners with the linguistic tools for both learning to learn and to use language more meaningfully.

(b) **Language Acquisition: Social & Psychological Dimensions (30 hours/6 credits)**

The module will present an overview of the major theoretical approaches to language acquisition. Drawing from developments in psycholinguistics and sociolinguistics, it will build an awareness of the complex nature of language learning. Course participants will have the opportunity to consider and discuss the implications of research in second language learning for learning and teaching languages in the Southeast Asian region.

(c) **Language Teaching Methodology (30 hours/6 credits)**

The language teaching component provides an overview of methodology in which the fundamental theoretical considerations are related to second/foreign language learning. It will deal with a description of 'method' and what this involves and review approaches to language teaching as well as describe recent trends and emphases in the field.

(d) **Research Methodology (30 hours/6 credits)**

The module aims to acquaint course members with basic principles of how to read the research of others and how to conduct and present their own project. Prominent research paradigms will be discussed, as course members read reports of studies in which these paradigms were applied. The key parts of a research report will be described and exemplified. Course members will complete a special project as part of this module.

4. **Elective Modules**

Not all elective modules may be available during any particular year. Only two elective modules are required.

(a) **Language Curriculum Design and Implementation (30 hours/6 credits)**

The module aims to enable course members to analyse the major curricular initiatives from historical, political, ideological and socio-economic perspectives and to utilize the understanding thus gained in a study of language curricula under both existing and emerging paradigms. The understanding thus achieved will be used to gain better awareness of curricular innovations in Southeast Asia.

(b) **Language Testing (30 hours/6 credits)**

The language testing component deals with the theoretical foundations of language testing, the relationship between teaching and testing, construction and evaluation of different types of language tests, analysis of test results, scoring and grading.

(c) **Discourse Analysis (30 hours/3 credits)**

The module focuses on the nature of cohesion and coherence in discourse. It will deal with general features of discourse phenomena in both written and spoken texts with the aim of understanding how communication is achieved in these two mediums. Classroom research and the analysis of classroom interaction will be specifically treated. Course members will be encouraged to apply some of the models described to the analysis of classroom talk.

(d) **English for Specific Purposes (30 hours/6 credits)**

The module introduces the principles and practice of teaching English for Specific Purposes (ESP). It will enable course members to assess the language needs of specific groups of learners, identify and describe the use of language in relation to specific purposes, develop appropriate materials and design activities that develop relevant language skills.

(e) **Materials Design and Development (30 hours/6 credits)**

The module will deal with the principles and techniques of designing instructional materials for all levels of learning taking into account current innovations in the teaching and learning of languages. The module will also provide for practical work in writing, selecting, and adapting materials as well as in evaluating existing instructional materials.

(f) **Varieties of English (30 hours/3 credits)**

The module aims to study the English language in use in different parts of the world and in the various functions that the language performs as mother tongue and as a second/foreign language. It will also examine the various policy-planning, sociolinguistic and educational issues that arise in each case.

(g) **Teaching Reading and Writing (30 hours/6 credits)**

The module will acquaint course members with recent theoretical insights into reading and writing processes. Practical implications will be explored. The module will also provide them with opportunities to give in-depth consideration to issues of particular relevance to Southeast Asia.

(h) **Teaching Listening and Speaking (30 hours/6 credits)**

The module will acquaint course members with current knowledge in the teaching and learning of listening and speaking and also provide opportunities for studying a range of tasks of relevance to oracy teaching and learning. Provision will be made for practical experience in adapting and designing usable listening and oracy tasks.

(i) **Media Resources in ELT (30 hours/6 credits)**

The module will examine both principles and techniques for applying the use of audio, video and computer technology to the English language classroom. At the same time, this module will be forward looking and should help to break the techno-phobia from which many teachers suffer.

(j) **Language and Culture (30 hours/6 credits)**

The module will examine the relationship between language, culture and society in general and language education in particular. Language is viewed as a resource for expressing and making meanings in its cultural context. In a context where the local languages come face to face with a language that is significantly different from that of their own, there are problems faced by both learner and teacher. Some of these issues will be dealt with in the course.

Seminars

5. Seminars will be organised on topics of professional interest to course members. These are intended to provide course members with an opportunity to benefit from instruction by visiting senior specialists and language consultants.

Course Requirements

6. All course participants will have to pass all four core modules and two elective modules. The core modules will be assessed by an examination and assignment(s) each and the elective modules by assignment(s) each.
7. Participants must satisfy class attendance requirements in all class sessions and seminars.
8. A participant whose progress has not been satisfactory may be required to terminate his/her candidature.

Course Award

9. The course will lead to the award of Diploma in Applied Linguistics.

Admission Requirements

10. Candidates must possess a Bachelor of Arts degree or other acceptable qualification in an area approved by RELC. Consideration may be given to a mature candidate without this qualification who in the opinion of RELC will profit from the programme.
11. The candidate must have had a minimum of two years of language teaching experience or a minimum of two years of experience in language planning and language development programmes.
12. The candidate must have sufficient command of English to follow advanced studies conducted in the English language and to prepare written and oral assignments.
13. The candidate must not be more than 40 years of age.

Provisions of the SEAMEO Scholarship

14. The following are provisions of the SEAMEO Scholarship:
 - (a) International Travel
Return economy air passage from capital city to Singapore and return

- (b) Tuition
- (c) Group health insurance
- (d) Book allowance
- (e) Instructional supplies
- (f) Residential accommodation at the RELC International Hotel (twin-sharing) (not applicable to Singapore course members)
- (g) Subsistence allowance for food and incidental expenses (not applicable to Singapore course members)

Limitations

15. RELC does not accept any responsibility for accidents on the journeys to and from Singapore, or in Singapore, or for the loss of baggage and other personal belongings in transit or in Singapore.

16. RELC will also not be responsible for taking out air travel and personal accident insurance for course members.

Application

17. The following forms must be duly completed and submitted:

- (a) Application Form RELC A236 (in duplicate).
- (b) Statement of English Language Proficiency Form RELC A229 (in duplicate).
- (c) Medical Examination Form RELC A228 (1 original and 1 copy) to be issued not more than 6 months before course commencement.
- (d) Copies of degrees/diplomas/certificates/transcripts should accompany the application. Where a transcript is in a language other than English, it should be accompanied by a certified translation into English.

Southeast Asian Ministers of Education Organization (SEAMEO)
Regional Language Centre (REL3059), Singapore

COURSE INFORMATION

Course 244: Specialist Certificate in Information Technology in
Language Education
06 – 18 September 2004

(Important: This document should be read by all applicants prior to completing the application form for admission as a candidate to the Specialist Certificate Course.)

Rationale

The course will be examining both principles and techniques for applying the use of print, audio, video and computer technology in the English Language classroom. The course will encourage participants to share their knowledge about the current availability and use of these resources in the region. At the same time, it will look at ways of helping teachers integrate technology with good pedagogy.

Objectives

2. The objectives of the course are to:
 - (a) examine the types of multimedia resources available to today's English language teachers;
 - (b) discuss the pedagogic application of multimedia technology in the English language classroom.

Course Description

3. (a) Technology in the Classroom
 - Approaches to Technology
 - Software Evaluation
 - Internet Access to Teaching Materials and Ideas
- (b) Using Commercial Software in Education
 - Word
 - Power Point
 - Front Page
 - Access
- (c) Computers as Teacher Resource
 - Statistical Analysis for Classroom Research (Excel)
 - Internet Access to Educational Research

Assessment

4. Participants are to prepare individual assignments on the use of Information Technology in classroom situations relevant to themselves. These should incorporate plans that cover a series of lessons in which audio, video or computer technology is involved. The assignment should offer a rationale for the plan (including its practicality in the participants' situation) and discuss any potential problems and their solutions.

Course Requirements

5. To complete the course successfully, a candidate must:
 - (a) satisfy class attendance requirements;
 - (b) attain a satisfactory standard in required course work;
 - (c) complete an assignment.

Course Award

6. The course will lead to the award of a Specialist Certificate in Information Technology in Language Education.

Admission Requirements

7. Applicants should be language teachers who have some familiarity with the use of computers for basic functions such as word processing and an interest in their use for English Language teaching.
8. Applicants must have sufficient command of English to follow advanced studies conducted in the English language and to prepare written and oral assignments.
9. In order to promote useful exchange of ideas and information between countries and institutions, it is recommended that applicants collect information on the availability of hardware and software in their institutions and in schools in their country.
10. Applicants must not be more than 45 years of age.

Provisions of the SEAMEO Scholarship

11. The following are provisions of the SEAMEO Scholarship:
 - (a) International Travel
Return economy air passage from capital city to Singapore and return
 - (b) Tuition
 - (c) Group health insurance
 - (d) Book allowance
 - (e) Instructional supplies
 - (f) Residential accommodation at the RELC International Hotel
(twin-sharing) (not applicable to Singapore course members)
 - (g) Subsistence allowance for food and incidental expenses
(not applicable to Singapore course members)

Limitations

12. RELC does not accept any responsibility for accidents on the journeys to and from Singapore, or in Singapore, or for the loss of baggage and other personal belongings in transit or in Singapore.

13. RELC will also not be responsible for taking out air travel and personal accident insurance for course members.

Application

14. The following forms must be duly completed and submitted:

- (a) Application Form RELC A236 (in duplicate).
- (b) Statement of English Language Proficiency Form RELC A229 (in duplicate).
- (c) Medical Examination Form RELC A228 (1 original and 1 copy) to be issued not more than 6 months before course commencement.
- (d) Copies of degrees/diplomas/certificates/transcripts should accompany the application. Where a transcript is in a language other than English, it should be accompanied by a certified translation into English.

Southeast Asian Ministers of Education Organization (SEAMEO)
Regional Language Centre (RELC), Singapore

COURSE INFORMATION

Course 242: Specialist Certificate in Language Curriculum
and Materials Development
04 – 16 October 2004

(Important: This document should be read by all applicants prior to completing the application form for admission as a candidate to the Specialist Certificate Course.)

Rationale

This course combines current Language Curriculum theory with hands-on application. Through lectures, small-group and whole-class discussions, individual and group classroom tasks and activities, course members are expected to know more about language curriculum design, implementation and materials development.

Objectives

2. The objectives of the course are to:
- (a) make teachers aware of their crucial role in curriculum design and materials development;
 - (b) enable teachers to realize the impact of educational ideologies, approaches and paradigms in curriculum design and materials development; and
 - (c) give teachers an opportunity to develop a resource file of curriculum materials which they can use in their own places of work.

Course Description

3. (a) Issues in Language Curriculum Development;
- (b) ESP, Materials Design and Evaluation;
- (c) Curriculum and Instruction.

Assessment

4. Each course participant is required to compile a comprehensive resource file of curriculum materials with the profile of the students, a clearly defined *rationale*, a *set of objectives*, and a *bibliography*.

Course Requirements

5. To complete the course successfully, a candidate must:
 - (a) satisfy class attendance requirements;
 - (b) attain a satisfactory standard in required course work;
 - (c) complete an assignment.

Course Award

6. The course will lead to the award of Specialist Certificate in Language Curriculum and Materials Development.

Admission Requirements

7. Applicants should be Materials Specialists, Materials Writers, Text/Coursebook Evaluators and Curriculum Developers.

8. Applicants must have sufficient command of English to follow advanced studies conducted in the English language and to prepare written and oral assignments.

9. In order to promote exchange of experience between countries and institutions and to help ensure that course members' work at RELC is directly relevant to their needs, successful applicants are required to bring with them a copy each of the syllabuses and materials (textbooks, supplementary materials, teachers' manual etc) used in their respective countries. These materials will be useful for individual presentations as well as group and class discussions.

10. Applicants must not be more than 45 years of age.

Provisions of the SEAMEO Scholarship

11. The following are provisions of the SEAMEO Scholarship:
- (a) International Travel
Return economy air passage from capital city to Singapore and return
 - (b) Tuition
 - (c) Group health insurance
 - (d) Book allowance
 - (e) Instructional supplies
 - (f) Residential accommodation at the RELC International Hotel (twin-sharing) (not applicable to Singapore course members)
 - (g) Subsistence allowance for food and incidental expenses (not applicable to Singapore course members)

Limitations

12. RELC does not accept any responsibility for accidents on the journeys to and from Singapore, or in Singapore, or for the loss of baggage and other personal belongings in transit or in Singapore.

13. RELC will also not be responsible for taking out air travel and personal accident insurance for course members.

Application

14. The following forms must be duly completed and submitted:
- (a) Application Form RELC A236 (in duplicate).
 - (b) Statement of English Language Proficiency Form RELC A229 (in duplicate).
 - (c) Medical Examination Form RELC A228 (1 original and 1 copy) to be issued not more than 6 months before course commencement.
 - (d) Copies of degrees/diplomas/certificates/transcripts should accompany the application. Where a transcript is in a language other than English, it should be accompanied by a certified translation into English.

Southeast Asian Ministers of Education Organization (SEAMEO)
Regional Language Centre (RELC), Singapore

COURSE INFORMATION

Course 243: Specialist Certificate in the Teaching of English Grammar
10 – 22 January 2005

(Important: This document should be read by all applicants prior to completing the application form for admission as a candidate to the Specialist Certificate Course.)

Rationale

The course will examine approaches to and procedures and practices in the teaching of grammar in context (for EFL/ESL).

The focus of the course will be on critically examining, adapting and developing techniques in the teaching of grammar. Course participants will also have an opportunity to try out the techniques on their peers and others to assess their effectiveness in and their relevance to their own pedagogic contexts.

Objectives

2. The objectives of the course are to:
 - (a) examine approaches, principles and practices in the teaching of grammar in EFL/ESL contexts;
 - (b) evaluate techniques and procedures in teaching aspects of grammar in EFL/ESL contexts;
 - (c) adapt/develop techniques and procedures for teaching grammar in the participants' own teaching contexts.

Course Description

3. (a) Approaches to and principles in the teaching of grammar;
- (b) Teaching and assessing components of grammar;
- (c) Teaching and assessing grammar in context.

Assessment

4. The Assessment is through an individual assignment which involves describing or analysing some component of grammar teaching in the participant's institution or country.

Course Requirements

5. To complete the course successfully, a candidate must:
 - (a) satisfy class attendance requirements;
 - (b) attain a satisfactory standard in required course work;
 - (c) complete an assignment.

Course Award

6. The course will lead to the award of a Specialist Certificate in the Teaching of English Grammar.

Admission Requirements

7. Applicants should be teachers of English Language and all those involved in teaching adults to use English at the workplace.
8. Applicants must have sufficient command of English to follow advanced studies conducted in the English language and to prepare written and oral assignments.

9. In order to promote useful exchange of ideas and information between countries and institutions, and to assist in carrying out the assignment, successful applicants are required to bring:

- (a) A copy of the current curriculum;
- (b) Samples of student writing;
- (c) A copy of a textbook currently used at their institutions.

10. Applicants must not be more than 45 years of age.

Provisions of the SEAMEO Scholarship

11. The following are provisions of the SEAMEO Scholarship:

- (a) International Travel
Return economy air passage from capital city to Singapore and return
- (b) Tuition
- (c) Group health insurance
- (d) Book allowance
- (e) Instructional supplies
- (f) Residential accommodation at the RELC International Hotel
(twin-sharing) (not applicable to Singapore course members)
- (g) Subsistence allowance for food and incidental expenses
(not applicable to Singapore course members)

Limitations

12. RELC does not accept any responsibility for accidents on the journeys to and from Singapore, or in Singapore, or for the loss of baggage and other personal belongings in transit or in Singapore.

13. RELC will also not be responsible for taking out air travel and personal accident insurance for course members.

Application

14. The following forms must be duly completed and submitted:
- (a) Application Form RELC A236 (in duplicate).
 - (b) Statement of English Language Proficiency Form RELC A229 (in duplicate).
 - (c) Medical Examination Form RELC A228 (1 original and 1 copy) to be issued not more than 6 months before course commencement.
 - (d) Copies of degrees/diplomas/certificates/transcripts should accompany the application. Where a transcript is in a language other than English, it should be accompanied by a certified translation into English.

Southeast Asian Ministers of Education Organization (SEAMEO)
Regional Language Centre (RELC), Singapore

COURSE INFORMATION

Course 241: Specialist Certificate in Language Testing and Assessment
14 – 26 February 2005

(Important: This document should be read by all applicants prior to completing the application form for admission as a candidate to the Specialist Certificate Course.)

Rationale

The aim of the course is to provide language teachers and specialists in testing and evaluation with current developments and ideas in the field of language testing through lectures, seminars and active participation from course participants.

Objectives

2. The objectives of the course are to:
- (a) update knowledge of theories, principles and practices;
 - (b) critically examine tests and examinations;
 - (c) discuss and develop sample tests; and
 - (d) discuss assessment procedures.

Course Description

3.
 - (a) Language test development;
 - (b) Critical analysis of current tests; and
 - (c) Current developments in tests and assessment procedures.

Assessment

4. Individual assignments on test writing or assessment relevant to the needs of course participants.

Course Requirements

5. To complete the course successfully, a candidate must:
 - (a) satisfy class attendance requirements;
 - (b) attain a satisfactory standard in required course work;
 - (c) complete an assignment.

Course Award

6. The course will lead to the award of Specialist Certificate in Language Testing and Assessment.

Admission Requirements

7. Applicants should be Language Testing Specialists, Test Writers, Markers and Assessors.
8. Applicants must have sufficient command of English to follow advanced studies conducted in the English language and to prepare written and oral assignments.
9. Applicants must not be more than 45 years of age.
10. In order to promote exchange of experience between countries and institutions and to help ensure that course members' work at RELC is directly relevant to their needs, successful applicants are required to bring copies of test specifications, test papers etc. used in their institutions and countries.

Provisions of the SEAMEO Scholarship

11. The following are provisions of the SEAMEO Scholarship:
 - (a) International Travel
Return economy air passage from capital city to Singapore and return

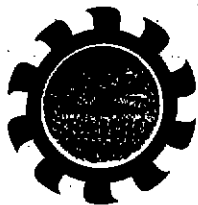
- (b) Tuition
- (c) Group health insurance
- (d) Book allowance
- (e) Instructional supplies
- (f) Residential accommodation at the RELC International Hotel (twin-sharing) (not applicable to Singapore course members)
- (g) Subsistence allowance for food and incidental expenses (not applicable to Singapore course members)

Limitations

12. RELC does not accept any responsibility for accidents on the journeys to and from Singapore, or in Singapore, or for the loss of baggage and other personal belongings in transit or in Singapore.
13. RELC will also not be responsible for taking out air travel and personal accident insurance for course members.

Application

14. The following forms must be duly completed and submitted:
 - (a) Application Form RELC A236 (in duplicate).
 - (b) Statement of English Language Proficiency Form RELC A229 (in duplicate).
 - (c) Medical Examination Form RELC A228 (1 original and 1 copy) to be issued not more than 6 months before course commencement.
 - (d) Copies of degrees/diplomas/certificates/transcripts should accompany the application. Where a transcript is in a language other than English, it should be accompanied by a certified translation into English.



Southeast Asian Ministers of Education Organization (SEAMEO)
Regional Language Centre (RELC)
30 Orange Grove Road, Singapore 258352, Republic of Singapore



**APPLICATION FOR ADMISSION AS A CANDIDATE TO THE
DIPLOMA AND CERTIFICATE COURSES
(SEAMEO SCHOLARSHIP)**

- IMPORTANT**
- All entries must be typewritten or in block letters.
 - The application form must be completed and submitted in **duplicate**.
 - Supporting documents in **duplicate** must accompany this application. (See page 4.)

1. Please indicate course code, title and dates below:

Course Code and Title : _____

Course Dates : _____

| |
|---|
| Recent photograph of applicant |
|---|

2. Please indicate status of applicant by putting a tick (✓) in the box.

Nominated by SEAMEO Ministry of Education,
for SEAMEO Scholarship (Country)

PART A : PERSONAL PARTICULARS OF THE APPLICANT

1. Name (*Mr/Mrs/Miss) _____

(Please PRINT and underline surname)

2. Home address _____

Tel. no. _____

3. Office address _____

Fax no. _____ Tel. no. _____ e-mail: _____

4. +Address for correspondence Home address () Office address ()

5. Date of birth _____ Place of birth _____
(Day) (Month) (Year) (Country)

6. Nationality _____ Religion _____ Marital Status _____

7. Particulars of *National Registration Identity Card (NRIC)/Passport _____ (No.) _____
 _____ (Place of issue) _____ (Date of issue) _____ (Date of expiry)

8. Name and address of husband/wife _____

 _____ Tel. no. _____

9. If single, name and address of person to be contacted in an emergency _____

 _____ Tel. no. _____

PART B : PROFESSIONAL PARTICULARS

Education

1. List colleges/universities and/or other tertiary institutions attended including courses at SEAMEO Regional Centres, in chronological order

| Period attended | | Name of tertiary institution and country | Major subject(s)/field(s) of study | Qualifications obtained/pending |
|-----------------|----|--|------------------------------------|---------------------------------|
| From | To | | | |
| | | | | |
| | | | | |
| | | | | |
| | | | | |
| | | | | |
| | | | | |
| | | | | |
| | | | | |

Experience and Background

2. Present occupation _____
 Position _____
 Name of institution/employer _____

 Year commenced present occupation _____

3. Previous occupations (in chronological order)

| Year | | Position | Name of institution/employer |
|------|----|----------|------------------------------|
| From | To | | |
| | | | |
| | | | |
| | | | |
| | | | |
| | | | |
| | | | |

*Please delete whichever is not applicable.

4. Brief description of applicant's present job (duties and responsibilities)

| |
|--|
| |
| |
| |
| |

5. Overseas conferences/seminars attended

| Period attended | Name of conference/seminar | Venue |
|-----------------|----------------------------|-------|
| | | |
| | | |
| | | |
| | | |
| | | |

6. Research experience

| Title of research | Duration | |
|-------------------|----------|----|
| | From | To |
| | | |
| | | |
| | | |
| | | |
| | | |

7. Publications

| Title of publication/Name of journal | Year published |
|--------------------------------------|----------------|
| | |
| | |
| | |
| | |
| | |

8. Languages spoken and/or written (Please indicate 'Excellent', 'Good' or 'Fair')

| Language | Written and spoken | Written only | Spoken only |
|----------|--------------------|--------------|-------------|
| | | | |
| | | | |
| | | | |
| | | | |
| | | | |

9. State briefly reason(s) for joining the course

10. Expected employment/job position upon completion of course

STATEMENT BY APPLICANT

I certify that the information I have provided is, to the best of my knowledge, correct in every particular and I understand that my candidature will be subject to the rules and regulations of RELC.

Signature _____

Date _____

Endorsement of Application by:

Name of Principal/Sponsor/Agency

Signature

Address of School/Sponsor/Agency

Date

IMPORTANT

The following documents in **duplicate** must accompany this application:

- a) The **Medical Examination Form (RELC A228)** (1 original and 1 photostat copy) attesting the applicant's medical fitness for the course.
- b) An officially certified photostat copy of each of the applicant's degrees/academic qualifications.
- c) Officially certified photostat copies of the transcripts of the applicant's degrees/academic qualifications. Where a transcript is in a language other than English, it should be accompanied by a certified translation into English. (In the absence of a transcript, a certified statement on the degrees/academic qualifications achieved with a listing of subjects studied and subject examination results is required.)
- d) A statement from a responsible authority attesting the applicant's competence in English for advanced studies conducted in English. Please use Form **Statement of English Language Proficiency (RELC A229)** for this purpose.

This form in **duplicate** together with the required official documentary evidence, etc., should be returned by registered airmail to reach the following:

Deputy Director
SEAMEO Regional Language Centre (RELC)
30 Orange Grove Road
Singapore 258352
Republic of Singapore



Southeast Asian Ministers of Education Organization (SEAMEO)
Regional Language Centre (RELCA)
30 Orange Grove Road, Singapore 258352, Republic of Singapore



MEDICAL EXAMINATION FORM

*APPLICATION FOR DEGREE/DIPLOMA/CERTIFICATE COURSE

Recent
photograph
of
applicant

PART A : PERSONAL PARTICULARS

1. Name *(Mr/Mrs/Miss) _____
(Please PRINT and underline surname)
2. Home or Office Address _____

3. Sex _____ Date of Birth _____
4. *Passport/NRIC No. _____

(*Please delete whichever is not applicable.)

PART B : MEDICAL HISTORY

(To be completed by the applicant. Failure to disclose medical history in full may lead to rejection or cancellation of application/award.)

Have you had any of the following? Answer Yes or No.

- | | | | |
|----------------------------------|-------|---|-------|
| 1. Tuberculosis | _____ | 15. Diabetes | _____ |
| 2. Pneumonia | _____ | 16. Epilepsy | _____ |
| 3. Pleurisy | _____ | 17. Poliomyelitis or other neurological disorders | _____ |
| 4. Asthma | _____ | 18. Nervous breakdown | _____ |
| 5. Allergic disorders | _____ | 19. Psychiatric disorders | _____ |
| 6. Rheumatic fever | _____ | 20. Eye disorders | _____ |
| 7. Heart disease | _____ | 21. Ear, nose or throat disorders | _____ |
| 8. Gastric or duodenal disorders | _____ | 22. Skin diseases | _____ |
| 9. Recurrent indigestion | _____ | 23. Anaemia | _____ |
| 10. Jaundice | _____ | 24. Gynaecological disorders | _____ |
| 11. Dysentery | _____ | 25. Malaria or other tropical diseases | _____ |
| 12. Varicose veins | _____ | 26. Operations | _____ |
| 13. Kidney or urinary diseases | _____ | 27. Serious accidents | _____ |
| 14. Rupture | _____ | 28. Any other serious disorders | _____ |

Signature of Applicant
(to be signed in the presence of Examining Physician)

Date

PART C : CERTIFICATION BY EXAMINING PHYSICIAN

1. Please comment on declared medical history (if significant):

- *2. a. Is the candidate at present being treated for any existing condition? Yes () No ()
- b. Is the candidate likely to need further treatment? Yes () No ()
- *3. Do you consider the candidate fit to undertake the proposed course of study abroad? Yes () No ()

Signature of Examining Physician: _____ Date _____

Name in Block Letters: _____

Address: _____

Official Stamp: _____

*Please tick (✓) accordingly.



**Southeast Asian Ministers of Education Organization (SEAMEO)
Regional Language Centre (RELC)**
30 Orange Grove Road, Singapore 258352, Republic of Singapore



STATEMENT OF ENGLISH LANGUAGE PROFICIENCY

(Please study carefully the **GUIDE TO GRADING OF ENGLISH LANGUAGE PROFICIENCY** on pages 3 and 4 before completing this form.)

1. Name (*Mr/Mrs/Miss) _____
(Please PRINT and underline surname)

2. Office address of applicant _____

3. Standardized English Proficiency Test taken by the applicant (if applicable)

| Name of test | Administered at | Date taken | Score |
|---|-----------------|------------|-------|
| Michigan Test of Aural Comprehension | | | |
| Michigan Test of English Language Proficiency | | | |
| TOEFL Test | | | |
| Davies Test | | | |
| | | | |
| | | | |

4. I have known the applicant for _____ years as a *student/colleague in _____
(Name of institution)

(Address of institution)

*Please delete whichever is not applicable.

To the best of my knowledge I rate the applicant's proficiency in English to be as follows:

(Please circle the appropriate grade)

| Applicant's | Poor | Fair | Average | Good | Excellent | Remarks |
|----------------------------------|------|------|---------|------|-----------|---------|
| understanding of spoken English | 1 | 2 | 3 | 4 | 5 | |
| ability to speak English | 1 | 2 | 3 | 4 | 5 | |
| understanding of written English | 1 | 2 | 3 | 4 | 5 | |
| ability to write English | 1 | 2 | 3 | 4 | 5 | |

5. I consider that the applicant *would/would not be able to cope with a tertiary programme of study where English is the medium of teaching, reading, writing and research.

6. Remarks/Comments, if any _____

Signature _____

Date _____

Full name (Please PRINT) _____

Official designation _____

Academic/Professional qualifications _____

Official address _____

*Please delete whichever is not applicable.

GUIDE TO GRADING OF ENGLISH LANGUAGE PROFICIENCY

Understanding of Spoken English

Grading

- 1 When addressed rather slowly in only simple sentences with frequent repetition and re-phrasing, understands almost everything.
- 2 When addressed at less than normal speed, in mainly simple sentences, with some re-phrasing and repetition, understands almost everything.
- 3 When addressed at normal or slightly less than normal speed, with a few simplifications of expression, and occasional re-phrasing and repetition, understands almost everything.
- 4 When addressed in normal to fast English with no concessions made to the fact that he is a non-native listener, and with only very occasional re-phrasing or repetition, understands everything.
- 5 When addressed in normal to fast English with no concessions made to the fact that he is a non-native listener, and with no re-phrasing or repetition, understands everything.

Ability to Speak English

Grading

- 1 Speaks haltingly in simple sentences only, with considerable inaccuracy in pronunciation and grammar but with evidence of ability to use basic structures. With a good deal of effort on the part of the listener and some requests for repetition most of what he says is intelligible, but his range is extremely narrow.
- 2 Speaks haltingly in mainly simple sentences with a considerable amount of inaccuracy in pronunciation and/or grammar. With a good deal of effort on the part of the listener and some requests for repetition he is largely intelligible, but his range is very limited.
- 3 Speaks fairly fluently, with some inaccuracy in pronunciation and some restriction in ability to handle complex structures and vocabulary. With some effort on the part of the listener he is almost fully intelligible, but his range is limited.
- 4 Approaches native-speaker competence in accuracy, clarity and range of expression. With little or no effort on the part of the listener, he is fully intelligible.
- 5 Possesses virtual native-speaker competence in accuracy, clarity, range and variety of expression. He is fully intelligible, with no effort on the part of the listener.

Understanding of Written EnglishGrading

- 1 Reads straightforward narrative or exposition very slowly and manages to follow only the bare outline of the piece.
- 2 Reads fairly difficult English rather slowly with extremely limited comprehension. Can follow the outline of a straightforward narrative or exposition, though misses much of the detail.
- 3 Reads fairly difficult English rather slowly, but with general comprehension. Reads straightforward narrative or exposition at reasonable speed with almost total comprehension.
- 4 Reads fairly difficult English on general subjects at normal speed with near-native comprehension. May have to use the dictionary occasionally.
- 5 Reads difficult English on general subjects at normal speed with near-native comprehension. Rarely needs to use a dictionary.

Ability to Write EnglishGrading

- 1 Makes a considerable number of errors within a very limited range of expression, but demonstrates some ability to produce simple sentences so that with very careful reading most of what he writes can be understood.
- 2 Distinctly limited range of expression with many errors. Given very careful reading, he can be almost fully understood within his limitations.
- 3 Is generally able to use complex structures but is more stilted and restricted than the native speaker, and makes some errors. With careful reading almost everything can be fully understood.
- 4 Approaches writing competence of a fully literate native speaker in accuracy, range and clarity of expression but may make very occasional errors. Without any effort on the part of the reader, he is readily understood.
- 5 Approaches writing competence of a fully literate native speaker in accuracy, range and clarity of expression, and rarely, if ever, makes errors. His writing is readily understood, without any effort on the part of the reader.

INFORMATION ON SCHOOL (FORM V36A)

This form is to be completed by the school principal. For new applications, please fill up section A only. For renewal and transfer cases, both sections A and B are to be completed by the respective school principals

* = Delete where appropriate

SECTION A

1 The applicant, _____ (Name) is applying for a Student's Pass to take up the course on:

_____ (Course Title)

For a duration of _____ and the number of classroom training hours per week is _____ (Ref: MOE's Course Registration

No: _____ dated _____).

2. If a Student's Pass is issued to the applicant, *he/she will be admitted as a full-time student from _____ to _____ (with time-table attached herewith).

3. I certify that the above applicant is suitable for admission to the above-mentioned course and is accepted by the school to study the course. The school undertakes the responsibility to monitor the attendance and performance of the applicant constantly. The school would ensure that the above-mentioned applicants:

a. would not fail to attend classes for a continuous period of 7 days or more without any valid reason;

b. would not have a percentage of attendance less than 90% in any month of the course without any valid reason

The school will inform SIR immediately if the applicant failed to meet the above requirements stated in 3(a) and (b). In such event, the student pass may be cancelled or no further renewal will be granted to the applicant.

4. Upon completion of the course, the school will ensure that the student will cancel and return his/her student pass to SIR.

Name of School Principal

Date

Signature

School Name and Stamp

WARNING

IT IS AN OFFENCE UNDER THE IMMIGRATION ACT TO MAKE ANY FALSE STATEMENT, REPRESENTATION OR DECLARATION IN CONNECTION WITH THIS APPLICATION

INFORMATION ON SCHOOL (FORM V36A)

* = Delete where appropriate

SECTION B

1. I certify that the applicant, _____ (Name) has *successfully/unsuccessfully completed his course in the preceding *year/stage. The progress report on the applicant is as follows:-

| Subjects | Marks (%) | Subjects | Marks (%) |
|----------|-----------|----------|-----------|
| | | | |
| | | | |
| | | | |
| | | | |
| | | | |

| | |
|------------------------------------|--|
| Percentage of Attendance: _____ | Applicant's Conduct : *Satisfactory/ Unsatisfactory |
|------------------------------------|--|

2. If a Student's Pass of applicant is renewed, *he/she will continue in * his/her course of study from _____ to _____

Name of School Principal

Date

Signature

School Name and Stamp

WARNING

IT IS AN OFFENCE UNDER THE IMMIGRATION ACT TO MAKE ANY FALSE STATEMENT, REPRESENTATION OR DECLARATION IN CONNECTION WITH THIS APPLICATION

FORM 16
IMMIGRATION ACT
(CHAPTER 133)
IMMIGRATION REGULATIONS

Affix a recent
Passport -size
photograph here

APPLICATION FOR A STUDENT'S PASS
[Regulation 14(2)]

Notes : *Tick (✓) where appropriate
** Delete where appropriate

- New Application
- Renewal Application (To continue the same course in the same school)
- Transfer of School or Course

PART A - PARTICULARS OF APPLICANT

Foreign Identification No. (FIN)
(if applicable)

| | |
|--|--|
| Full Name in BLOCK LETTERS (Underline Surname) | Name in Chinese Character, if applicable |
|--|--|

| | | |
|---------------|---|----------------------------|
| Alias, if any | Sex* <input type="checkbox"/> Male <input type="checkbox"/> Female | Date of Birth (DD/MM/YYYY) |
|---------------|---|----------------------------|

| | | | |
|------|-------------------------|-------------|-------------------------------------|
| Race | Religion (Denomination) | Nationality | Province / State & Country of Birth |
|------|-------------------------|-------------|-------------------------------------|

| | | |
|---|--------------------|--|
| Expiry Date of Employment/ Dependant's Pass if any (DD/MM/YYYY) | Occupation, if any | Marital Status* <input type="checkbox"/> Single <input type="checkbox"/> Married <input type="checkbox"/> Divorced <input type="checkbox"/> Widowed |
|---|--------------------|--|

| | |
|---|---|
| Type and Serial No. of Travel Document Held | Expiry Date of Travel Document (DD/MM/YYYY) |
|---|---|

| | | |
|------------------------------|----------------|---|
| School/Institute Applied For | Type of Course | Period Applied For: From _____ To _____ |
|------------------------------|----------------|---|

Parents' Residential Status (Applicable if parents are in Singapore) *

Father: Singapore Citizen Singapore PR Others NRIC/FIN No:

Mother: Singapore Citizen Singapore PR Others NRIC/FIN No:

| | |
|----------------------------------|----------|
| Residential Address in Singapore | Tel. No. |
|----------------------------------|----------|

List countries in which applicant has resided for one year or more during the last five years:

| Country | Address | Period of Stay | |
|---------|---------|----------------|----|
| | | From | To |
| | | | |
| | | | |
| | | | |

Antecedent*

Have you ever been refused entry into or deported from any country? Yes No

Have you ever been convicted in a court of law in any country? Yes No

Have you ever been prohibited from entering Singapore? Yes No

Have you ever entered Singapore using a different Passport or Name? Yes No

If any of the answer is "YES", please furnish details on a separate sheet of paper

PART B - DECLARATION BY APPLICANT

I hereby declare that all the particulars furnished by me in this application are true and correct.

I undertake not to study without a Student's Pass.

I undertake not to misuse controlled drugs or to take part in any political or other activities during my stay in Singapore which would make me an undesirable or prohibited immigrant under the Immigration Act.

I undertake to comply with the provisions of the Immigration Act and any regulations made thereunder or any statutory modification or re-enactment thereof for the time being in force in Singapore.

I undertake not to involve in any criminal offences in Singapore.

I undertake not to indulge in any activities which are inconsistent with the purpose for which the Immigration passes have been issued

I further undertake not to be engaged in any form of employment or in any business, profession or occupation in Singapore whether paid or unpaid, without the consent in writing of the Controller of Immigration.

I am aware that overstaying or working illegally in Singapore is a serious offence and on conviction, the penalties may include mandatory imprisonment and caning.

I understand that if the Controller of Immigration is satisfied that I or any member of my family breaches this undertaking or becomes an undesirable or prohibited immigrant, he will cancel my immigration pass and the passes of the members of my family, and we may be required to leave Singapore within 24 hours of such cancellation.

I give my consent for your department to obtain and verify information from or with any source, as you deem appropriate for the assessment of my application for immigration facilities.

.....
Date

.....
Signature of Applicant

PART C - DECLARATION BY LOCAL SPONSOR (A local sponsor is required to complete either section I or Section II below)

SECTION I - For application sponsored by a school/institute only.

Name and Address of School

We hereby sponsor this application and certify that it is made for the purpose as stated by the applicant.
The statements made in this application are true and correct.
We shall be responsible for the cost of the applicant's repatriation and maintenance pending such repatriation, if necessary.

Official Stamp of School

Name/NRIC & Designation/Capacity

.....
Signature of Person acting On behalf of the School Date

SECTION II - For application sponsored by an individual only.

Singapore NRIC No. Pink Blue

Full Name in BLOCK LETTERS (Underline Surname)

Relationship to Applicant

Tel No:

Sex*

Male Female

Date of Birth

I hereby sponsor this application and certify that it is made for the purpose as stated by the applicant.
The statements made in this application are true and correct.
I shall be responsible for the cost of the applicant's repatriation and maintenance pending such repatriation, if necessary.

.....
Date

.....
Signature of Sponsor

ADDITIONAL INFORMATION ON APPLICANT FOR APPLICATION OF STUDENT'S PASS (FORM V36)

| A. APPLICANT'S NATURAL PARENTS AND/OR STEP PARENTS | | | | Residential Status in Singapore | Occupation |
|--|---|---------------------------|-------------|--|---------------------|
| Full Name (As appears in travel document) | Relationship (e.g. natural father, stepfather, mother) | Date of Birth (DDMMYY) | Nationality | | |
| | | | | <input type="checkbox"/> Spore citizen's/Spore Permanent Resident <input type="checkbox"/> Resident (Long-term pass/ work pass/ dependant pass, etc) <input type="checkbox"/> None of the above | NRIC No: FIN No: |
| | | | | <input type="checkbox"/> Spore citizen's/Spore Permanent Resident <input type="checkbox"/> Resident (Long-term pass/ work pass/ dependant pass, etc) <input type="checkbox"/> None of the above | NRIC No: FIN No: |
| | | | | <input type="checkbox"/> Spore citizen's/Spore Permanent Resident <input type="checkbox"/> Resident (Long-term pass/ work pass/ dependant pass, etc) <input type="checkbox"/> None of the above | NRIC No: FIN No: |
| | | | | <input type="checkbox"/> Spore citizen's/Spore Permanent Resident <input type="checkbox"/> Resident (Long-term pass/ work pass/ dependant pass, etc) <input type="checkbox"/> None of the above | NRIC No: FIN No: |

| B. APPLICANT'S SPOUSE (IF APPLICABLE) | | | | Residential Status in Singapore | Occupation |
|--|--------------------------------------|---------------------------|-------------|--|---------------------|
| Full Name (As appears in travel document) | Relationship (e.g. husband/ wife) | Date of Birth (DDMMYY) | Nationality | | |
| | | | | <input type="checkbox"/> Spore citizen's/Spore Permanent Resident <input type="checkbox"/> Resident (Long-term pass/ work pass/ dependant pass, etc) <input type="checkbox"/> None of the above | NRIC No: FIN No: |

| C. APPLICANT'S SIBLINGS | | | | Residential Status in Singapore | Occupation |
|---|--|---------------------------|-------------|--|---------------------|
| Full Name (As appears in travel documents) | Relationship (e.g. Brother, Sister) | Date of Birth (DDMMYY) | Nationality | | |
| | | | | <input type="checkbox"/> Spore citizen's/Spore Permanent Resident <input type="checkbox"/> Resident (Long-term pass/ work pass/ dependant pass, etc) <input type="checkbox"/> None of the above | NRIC No: FIN No: |
| | | | | <input type="checkbox"/> Spore citizen's/Spore Permanent Resident <input type="checkbox"/> Resident (Long-term pass/ work pass/ dependant pass, etc) <input type="checkbox"/> None of the above | NRIC No: FIN No: |
| | | | | <input type="checkbox"/> Spore citizen's/Spore Permanent Resident <input type="checkbox"/> Resident (Long-term pass/ work pass/ dependant pass, etc) <input type="checkbox"/> None of the above | NRIC No: FIN No: |

(If insufficient, please use separate sheet of paper)

Controller of Immigration
Singapore

Name of Sponsor : _____

Address : _____

Telephone No. : _____

Date : _____

Dear Sir,

Re : _____ *MALE/FEMALE
(Name of Applicant)

PASSPORT NO. : _____

I/We, (name of sponsor), _____, holder of Singapore (*PINK/BLUE)
NRIC No : _____ agree to abide by the following conditions for the issue of a *Social Visit Pass/
Student's Pass to the abovementioned person:

- (a) that he/she shall comply with the provisions of the Immigration Act and any regulations made thereunder or any statutory modification or re-enactment thereof for the time being in force in Singapore;
- (b) that the purpose of stay in Singapore is solely for social visit/study only, and no other pass, extension of stay or permanent stay will be sought for in Singapore;
- (c) that he/she shall not be adopted by me or any Singapore citizen or permanent resident in Singapore;
- (d) that he/she shall not indulge in any activities which are inconsistent with the purpose for which the Social Visit Pass/Student's Pass has been issued;
- (e) he/she shall not engaged in any form of employment paid or unpaid, or in any business, profession or occupation, or in any activity which, in the opinion of the Controller of Immigration, is detrimental to the security, reputation and well-being of Singapore;
- (f) that he/she shall not smoke, administer to himself/herself or otherwise consume or be in anyway engaged in the trafficking of any controlled drug as defined in the Misuse of Drugs Act, (1985 Edition), or any written law for the time being in force relating to the control of dangerous or otherwise harmful drugs;
- (g) that he/she shall not be involved in any criminal offences in Singapore;
- (h) that he/she shall not remain in Singapore after the expiry of the Social Visit Pass/Student's Pass;
- (i) that he/she shall surrender the Student's Pass for cancellation within 7 days of the date of cessation or termination of studies; (for applicants of Student's Pass only)
- (j) that I inform your department when he/she leaves the Republic and his/her means and date of departure;
- (k) that I shall be responsible for the cost of his/her repatriation and maintenance pending such repatriation, if necessary;
- (l) *I/We declare that she *is/is not presently pregnant. (To attach a medical certificate indicating the expected date of delivery if applicant is pregnant);
- (m) *I/We further agree to furnish the Singapore Immigration & Registration a Security Deposit of \$ _____ in the form of Banker's Guarantee/Cashier's Order as a condition for the approval of a Social Visit Pass/Student's Pass valid for _____ months and understand that a breach of any or all the aforesaid conditions will render the Security Deposit being forfeited.

Only for application where Local Sponsor is an Individual:

Signature of Local Sponsor

NRIC * (Pink / Blue) No.

Only for application where Local Sponsor is a School:

Name of person acting on behalf of the School

Signature

NRIC No and Designation

Official Stamp of School

SOUTHEAST ASIAN MINISTERS OF EDUCATION ORGANIZATION
(SEAMEO)

REGIONAL LANGUAGE CENTRE (RELC), SINGAPORE

NOMINATION OF CANDIDATES FOR SEAMEO TRAINING SCHOLARSHIPS
ACADEMIC YEAR 2004/2005

This form should be completed and despatched by registered airmail to reach the following address not later than 26 July 2004.

Director (Attention: Deputy Director)
SEAMEO Regional Language Centre
30 Orange Grove Road
Singapore 258352
REPUBLIC OF SINGAPORE

1. Nominees should not be more than 45 years of age for Courses 243 and 241.
2. Please print clearly.

COURSE 243: SPECIALIST CERTIFICATE IN THE TEACHING
OF ENGLISH GRAMMAR
10 - 22 JANUARY 2005

Nominee No.1

Name (Mr/Mrs/Miss) _____

Designation _____

Official Address _____

Remarks, if any _____

Nominee No.2

Name (Mr/Mrs/Miss) _____

Designation _____

Official Address _____

Remarks, if any _____

COURSE 241: SPECIALIST CERTIFICATE IN LANGUAGE TESTING AND ASSESSMENT
14 - 26 FEBRUARY 2005

Nominee No.1

Name (Mr/Mrs/Miss) _____
Designation _____
Official Address _____
Remarks, if any _____

Nominee No.2

Name (Mr/Mrs/Miss) _____
Designation _____
Official Address _____
Remarks, if any _____

Are nominees listed in order of priority? YES _____ NO _____

Signature of Ministry of Education Official

NAME (PLEASE PRINT)

DESIGNATION

Southeast Asian Ministers of Education Organization (SEAMEO)
Regional Language Centre (RELC), Singapore

COURSE INFORMATION

Course 105: Postgraduate Diploma in Applied Linguistics
(Part-time)
07 June 2004 – 11 June 2005

(Important: This document should be read by all applicants prior to completing the application form for admission as a candidate to the Postgraduate Diploma Course.)

Rationale

The Postgraduate Diploma Course is meant to provide the participant information and understanding of major developments in the field of applied linguistics in order to enable him/her to undertake a practitioner's/programme developer's responsibilities with an awareness of language and language pedagogy related factors that require attention.

Objectives

2. By the end of the course, participants should have acquired at least:
 - (a) a knowledge of the principles of analysis of language, of linguistic theories on the structural, psychological and social aspects of language and an awareness of how this knowledge can contribute to language teaching;
 - (b) an overview of the main current theoretical approaches to explaining second language acquisition and development;
 - (c) an understanding of the major approaches and methods in second language teaching;
 - (d) the principles of basic statistical methods for carrying out simple statistical analyses.

Course of Study

3. All six modules are compulsory. The hours for each module will consist of 21 hours of lectures plus a self-study package taking a minimum of 9 hours per module.

(a) **Grammar in Discourse (30 hours/6 credits)**

The module provides a socio-cultural perspective to the study of language which provides systematic links with the contexts of use. Texts as instantiations of language use will form the basis of the development of the course.

The analyses of the grammatical patterns of organisation in various texts such as Cohesion, Theme-Rheme, Transitivity Patterns and Modality will enable the teacher to make explicit linguistic statements about the language in use. This in turn will empower learners with the linguistic tools for both learning to learn and to use language more meaningfully.

(b) **Language Acquisition: Social & Psychological Dimensions (30 hours/6 credits)**

The module will present an overview of the major theoretical perspectives of language acquisition. Drawing from developments in psycholinguistics and sociolinguistics, it will build an awareness of the complex nature of language learning. Course participants will have the opportunity to consider and discuss the implications of research in second language learning for learning and teaching languages in the Southeast Asian region.

(c) **Teaching Reading and Writing (30 hours/6 credits)**

The module will acquaint course members with recent theoretical insights into reading and writing processes. Practical implications will be explored. The module will also provide them with opportunities to give indepth consideration to issues of particular relevance to Southeast Asia.

(d) **Teaching Listening and Speaking (30 hours/6 credits)**

The module will acquaint course members with current knowledge in the teaching and learning of listening and speaking and also provide opportunities for studying a range of tasks of relevance to oracy teaching and learning. Provision will be made for practical experience in adapting and designing usable listening and oracy tasks.

(e) **Language Testing (30 hours/6 credits)**

The language testing component deals with the theoretical foundations of language testing, the relationship between teaching and testing, construction and evaluation of different types of language tests, analysis of test results, scoring and grading.

(f) **Research Methodology (30 hours/6 credits)**

The module aims to acquaint course members with basic principles of how to read the research of others and how to conduct and present their own. Prominent research paradigms will be discussed, as course members read reports of studies in which these paradigms were applied. The key parts of a research report will be described and exemplified. Important concepts will be discussed. Course members will complete a special project as part of this module.

Course Requirements

4. Course participants would have to pass all six modules. For each module the participant has to do the following:

- (a) Written examination.
- (b) Complete one or more written assignments.
- (c) Satisfy class attendance requirements in all class sessions.

5. A participant whose progress has not been satisfactory may be required to terminate his/her candidature.

Mode of Delivery

6. Class sessions will be scheduled during the June and December school vacation.

On-Line Learning Support

7. RELC lecturers will be available for consultation by email as well as in person. In addition, a web community will be specially created for this course, through which participants will be able to download course materials and additional lecture notes, post questions on the web, and discuss issues raised in the sessions.

Other Resources

8. Participants are encouraged to use the library facilities available at RELC.

Course Award

9. The course will lead to the award of Diploma in Applied Linguistics.

Admission Requirements

10. For admission as a candidate for the Postgraduate Diploma in Applied Linguistics a person must possess a Bachelor of Arts degree or other acceptable qualification in an area approved by RELC. Consideration may be given to a mature candidate without this qualification who in the opinion of RELC will profit from the programme.
11. The candidate must have had a minimum of two years of language teaching experience or a minimum of two years of experience in language planning and language development programmes.
12. The candidate must have sufficient command of English to follow advanced studies conducted in the English language and to prepare written and oral assignments.

Cost

13. The following are the cost components (in Singapore dollars):

| Item | S\$ |
|--|----------|
| * (a) Registration fee (payable once only) | 52.50 |
| * (b) Tuition fee | 2,330.00 |

* Course fees (inclusive of GST) payable to RELC.

- The fees exclude the cost of required textbooks.
- Accommodation at the RELC International Hotel is available @ S\$25++ per night (twin-sharing) or S\$50++ per night (single occupancy).
- Participants from outside Singapore are advised to subscribe to the Group Health Insurance Scheme at S\$31 per month, as medical costs in the event of illness could be very high.
- The provision of S\$600 per month for subsistence would cover the participant's basic living expenses while in Singapore.
- Course participants are expected to set aside funds for the typing of assignments as part of the course requirements.

Application

14. The following forms must be duly completed and submitted:

- (a) Application Form RELC A237/A238 (in duplicate).
- (b) Statement of English Language Proficiency Form RELC A229 (in duplicate).

- (c) Medical Examination Form RELC A228 (1 original and 1 copy) to be issued not more than 6 months before course commencement.
- (d) Copies of degrees/diplomas/certificates/transcripts should accompany the application. Where a transcript is in a language other than English, it should be accompanied by a certified translation into English.

Payment of Fees

- 15. Fees are payable before the commencement of the course.
- 16. Cheques should be crossed and made payable to the SEAMEO Regional Language Centre.

Refund of Fees

- 17. Cancellation of enrolment by a course participant must be made in writing. Cancellation received before the commencement of the course will receive a refund less the registration fee. Withdrawals after the course has commenced will not be eligible for refund.

Closing Date

- 18. The closing date for applications is 15 February 2004.

Southeast Asian Ministers of Education Organization (SEAMEO)
Regional Language Centre (RELC), Singapore

COURSE INFORMATION

Degree of Master of Arts (Applied Linguistics)
(MA (Appl. Ling.))

Course 302: Full-time (commencing 5 July 2004)

Course 303: Part-time (commencing 07 June 2004)

(Important: This document should be read by all applicants prior to completing the application form for admission as a candidate to the Degree Course.)

The course is conducted jointly by RELC and the National University of Singapore (NUS) and the degree is conferred by NUS.

Rationale

The general aim of the Master of Arts (Applied Linguistics) Course is to provide a qualification relevant to graduate teachers assuming leadership roles in the language teaching, research and development programmes of educational institutions.

Objectives

2. By the end of the course, candidates will have:
 - (a) a knowledge of the principles of analysis of language, of linguistic theories on the structural, psychological and social aspects of language and an awareness of how this knowledge can contribute to language teaching;
 - (b) an overview of the main current theoretical approaches to explaining second language acquisition and development;
 - (c) an understanding of the major approaches and methods in second language teaching;
 - (d) an understanding of the principles and methods used in applied linguistics research.

Length of Course

5. The course leading to the degree of Master of Arts (Applied Linguistics) will have a maximum candidature of 36 months of full-time study or 48 months of part-time study from the commencement of the programme. The maximum periods include the time allowed for approved study leave but may exclude periods of leave of absence subject to the approval of RELC and NUS.
6. A full-time candidate must offer at least three modules but no more than five modules in a semester. A part-time candidate must offer at least one module but no more than two modules in a semester.
7. Only those locally domiciled are eligible for part-time study.

On-Line Learning Support

8. Lecturers will be available for consultation by email as well as in person. In addition, a web community will be specially created for this course, through which participants will be able to post questions on the web and discuss issues raised in the sessions.

Other Resources

9. Participants are encouraged to use the library facilities available at RELC and NUS.

Seminars

10. As a form of course enrichment, distinguished visitors to RELC and staff from other institutions in Singapore will be invited, from time to time, to present seminars on research projects recently undertaken by them.
11. After these presentations, participants will be invited to ask questions or otherwise discuss what has been presented.

Course Completion Requirements

12. To complete the course, a candidate must:
 - (a) Obtain a pass in all ten modules with a minimum Cumulative Average Point (CAP) of 3.00.
 - (b) Satisfy class attendance requirements (80%) in all class sessions.
13. The candidature of a candidate whose progress has not been satisfactory may be terminated.

Course Award

14. The course will lead to the award of Degree of Master of Arts (Applied Linguistics).

Admission Requirements

15. A candidate seeking admission to the course leading to the Master of Arts (Applied Linguistics) degree must:

- (a) Be a university graduate with an honours degree or its equivalent;
- (b) Have a recognised teaching qualification with not less than 24 months' teaching experience in a recognised institution; and
- (c) Have a current TOEFL or IELTS result (for applicants from non-English medium education systems).

Fees

16. The tuition fees per year with effect from academic year 2004-2005 are as follows:

| Singapore Citizens / Permanent Residents | Foreigners |
|---|----------------------|
| S\$4,650 (Full-time) | S\$5,120 (Full-time) |
| S\$2,330 (Part-time) | S\$2,560 (Part-time) |

NOTE: A fee of S\$2,330 will be charged for each extension of one semester beyond that.

Other fees payable with effect from calendar year 2004 are as follows:

| Other Fees | Amount |
|--------------------------------------|---------------|
| Registration Fee (payable once only) | S\$105.00 |
| Examination Fee (payable once only) | S\$157.50 |

- Fees indicated are subject to change at any time.
- The fees exclude the cost of required textbooks.
- Accommodation at the RELC International Hotel is available @ S\$25++ per night (twin-sharing) or S\$50++ per night (single occupancy).
- Participants from outside Singapore are required to subscribe to the Group Health Insurance Scheme at S\$31 per month, as medical costs in the event of illness could be very high.
- The provision of S\$600 per month for subsistence should cover the participant's basic living expenses while in Singapore.

Note:

- (a) RELC does not accept any responsibility for accidents on the journeys to and from Singapore, or in Singapore, or for the loss of baggage and other personal belongings in transit or in Singapore.
- (b) RELC will also not be responsible for taking out air-travel and personal accident insurance for course members.
- (c) Disbursements of subsistence allowance could be handled by RELC on behalf of the sponsor.

Application

17. The following forms must be duly completed and submitted:
- (a) Application Form RELC A237/A238 (in duplicate).
 - (b) Statement of English Language Proficiency Form RELC A229 (in duplicate).
 - (c) Medical Examination Form RELC A228 (1 original and 1 copy) to be issued not more than 6 months before course commencement.
 - (d) Copies of degrees/diplomas/certificates/transcripts and TOEFL/IELTS results should accompany the application. Where a transcript is in a language other than English, it should be accompanied by a certified translation into English.

18. At the time of application, the applicant should state in the covering letter whether the application is made for a private fee-paying or scholarship/bursary-holding course membership. The scholarship/bursary awarding agency, if applicable, should be stated.

Payment of Fees

19. Fees are payable one month before the commencement of the course.

20. Cheques should be crossed and made payable to the **SEAMEO Regional Language Centre**.

Refund of Fees

21. Cancellation of enrolment by a course participant must be made in writing. Cancellation received before the commencement of the course will receive a refund less the registration fee. Withdrawals after the course has commenced will not be eligible for refund.

Closing Date

22. The closing date for application is 31 January 2004.



**Southeast Asian Ministers of Education Organization (SEAMEO)
Regional Language Centre (RELC)
30 Orange Grove Road, Singapore 258352, Republic of Singapore**



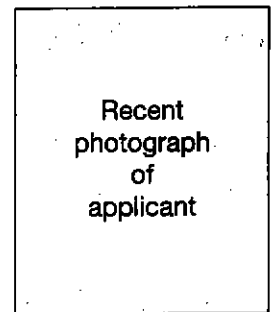
**APPLICATION FOR ADMISSION AS A CANDIDATE TO THE
DEGREE, DIPLOMA AND CERTIFICATE COURSES
(PRIVATE FEE - PAYING)**

- IMPORTANT**
- a) All entries must be typewritten or in block letters.
 - b) The application form must be completed and submitted in **duplicate**.
 - c) Supporting documents in **duplicate** must accompany this application. (See page 4.)

1. Please indicate course code, title and dates below:

Course Code and Title : _____

Course Dates : _____



2. Please indicate status of applicant by putting a tick (✓) in the box.

Applying as a private fee-paying applicant

PART A : PERSONAL PARTICULARS OF THE APPLICANT

1. Name (*Mr/Mrs/Miss) _____
(Please PRINT and underline surname)

2. Home address _____
_____ Tel. no. _____

3. Office address _____
Fax no. _____ Tel. no. _____ e-mail: _____

4. +Address for correspondence Home address () Office address ()

5. Date of birth _____ Place of birth _____
(Day) (Month) (Year) (Country)

6. Nationality _____ Religion _____ Marital Status _____

*Please delete whichever is not applicable.

+Please tick (✓) accordingly.

7. Particulars of *National Registration Identity Card (NRIC)/Passport _____ (No.)

 (Place of issue) (Date of issue) (Date of expiry)
8. Name and address of husband/wife _____

 _____ Tel. no. _____
9. If single, name and address of person to be contacted in an emergency _____

 _____ Tel. no. _____

PART B : PROFESSIONAL PARTICULARS

Education

1. List colleges/universities and/or other tertiary institutions attended including courses at SEAMEO Regional Centres, in chronological order

| Period attended | | Name of tertiary institution and country | Major subject(s)/field(s) of study | Qualifications obtained/pending |
|-----------------|----|--|------------------------------------|---------------------------------|
| From | To | | | |
| | | | | |
| | | | | |
| | | | | |
| | | | | |
| | | | | |
| | | | | |
| | | | | |
| | | | | |
| | | | | |

Experience and Background

2. Present occupation
 Position _____
 Name of institution/employer _____

 Year commenced present occupation _____

3. Previous occupations (in chronological order)

| Year | | Position | Name of institution/employer |
|------|----|----------|------------------------------|
| From | To | | |
| | | | |
| | | | |
| | | | |
| | | | |
| | | | |
| | | | |

Brief description of applicant's present job (duties and responsibilities)

| |
|--|
| |
| |
| |
| |
| |

5. Overseas conferences/seminars attended

| Period attended | Name of conference/seminar | Venue |
|-----------------|----------------------------|-------|
| | | |
| | | |
| | | |
| | | |
| | | |

6. Research experience

| Title of research | Duration | |
|-------------------|----------|----|
| | From | To |
| | | |
| | | |
| | | |
| | | |
| | | |

7. Publications

| Title of publication/Name of journal | Year published |
|--------------------------------------|----------------|
| | |
| | |
| | |
| | |
| | |

8. Languages spoken and/or written (Please indicate 'Excellent', 'Good' or 'Fair')

| Language | Written and spoken | Written only | Spoken only |
|----------|--------------------|--------------|-------------|
| | | | |
| | | | |
| | | | |
| | | | |
| | | | |

9. State briefly reason(s) for joining the course

10. Expected employment/job position upon completion of course

STATEMENT BY APPLICANT

I certify that the information I have provided is, to the best of my knowledge, correct in every particular and I understand that my candidature will be subject to the rules and regulations of RELC.

Signature _____

Date _____

Endorsement of Application by:

Name of Principal/Sponsor/Agency

Signature

Address of School/Sponsor/Agency

Date

IMPORTANT

The following documents in **duplicate** must accompany this application:

- a) The **Medical Examination Form** (RELC A228) (1 original and 1 photostat copy) attesting the applicant's medical fitness for the course.
- b) An officially certified photostat copy of each of the applicant's degrees/academic qualifications.
- c) Officially certified photostat copies of the transcripts of the applicant's degrees/academic qualifications. Where a transcript is in a language other than English, it should be accompanied by a certified translation into English. (In the absence of a transcript, a certified statement on the degrees/academic qualifications achieved with a listing of subjects studied and subject examination results is required.)
- d) A statement from a responsible authority attesting the applicant's competence in English for advanced studies conducted in English. Please use Form **Statement of English Language Proficiency** (RELC A229) for this purpose.

This form in **duplicate** together with the required official documentary evidence, etc., should be returned by registered airmail to reach the following:

Deputy Director
SEAMEO Regional Language Centre (RELC)
30 Orange Grove Road
Singapore 258352
Republic of Singapore



Southeast Asian Ministers of Education Organization (SEAMEO)
Regional Language Centre (RELCA)
30 Orange Grove Road, Singapore 258352, Republic of Singapore



**APPLICATION FOR ADMISSION AS A CANDIDATE TO THE
DEGREE, DIPLOMA AND CERTIFICATE COURSES
(NON-SEAMEO SCHOLARSHIP / BURSARY)**

- IMPORTANT**
- All entries must be typewritten or in block letters.
 - The application form must be completed and submitted in **duplicate**.
 - Supporting documents in **duplicate** must accompany this application. (See page 4.)

1. Please indicate course code, title and dates below:

Course Code and Title : _____

Course Dates : _____

Recent
photograph
of
applicant

2. Please indicate status of applicant by putting a tick (✓) in the box.

Applying as a non-SEAMEO Scholarship/Bursary applicant
If admitted, the Scholarship/Bursary will be awarded to me by

(Name of Sponsor/Agency)

(Address of Sponsor/Agency)

PART A : PERSONAL PARTICULARS OF THE APPLICANT

- Name (*Mr/Mrs/Miss) _____
(Please PRINT and underline surname)
- Home address _____
Tel. no. _____
- Office address _____
Fax no. _____ Tel. no. _____ e-mail: _____
- +Address for correspondence Home address () Office address ()
- Date of birth _____ Place of birth _____
(Day) (Month) (Year) (Country)
- Nationality _____ Religion _____ Marital Status _____

*Please delete whichever is not applicable.

+Please tick (✓) accordingly.

7. Particulars of *National Registration Identity Card (NRIC)/Passport _____ (No.)

 (Place of issue) (Date of issue) (Date of expiry)
8. Name and address of husband/wife _____

 _____ Tel. no. _____
9. If single, name and address of person to be contacted in an emergency _____

 _____ Tel. no. _____

PART B : PROFESSIONAL PARTICULARS

Education

1. List colleges/universities and/or other tertiary institutions attended including courses at SEAMEO Regional Centres, in chronological order

| Period attended | | Name of tertiary institution and country | Major subject(s)/field(s) of study | Qualifications obtained/pending |
|-----------------|----|--|------------------------------------|---------------------------------|
| From | To | | | |
| | | | | |
| | | | | |
| | | | | |
| | | | | |
| | | | | |
| | | | | |
| | | | | |
| | | | | |
| | | | | |

Experience and Background

2. Present occupation
 Position _____
 Name of institution/employer _____

 Year commenced present occupation _____

3. Previous occupations (in chronological order)

| Year | | Position | Name of institution/employer |
|------|----|----------|------------------------------|
| From | To | | |
| | | | |
| | | | |
| | | | |
| | | | |
| | | | |
| | | | |

4. Brief description of applicant's present job (duties and responsibilities)

| |
|--|
| |
| |
| |
| |
| |

5. Overseas conferences/seminars attended

| Period attended | Name of conference/seminar | Venue |
|-----------------|----------------------------|-------|
| | | |
| | | |
| | | |
| | | |
| | | |

6. Research experience

| Title of research | Duration | |
|-------------------|----------|----|
| | From | To |
| | | |
| | | |
| | | |
| | | |
| | | |

7. Publications

| Title of publication/Name of journal | Year published |
|--------------------------------------|----------------|
| | |
| | |
| | |
| | |
| | |

8. Languages spoken and/or written (Please indicate 'Excellent', 'Good' or 'Fair')

| Language | Written and spoken | Written only | Spoken only |
|----------|--------------------|--------------|-------------|
| | | | |
| | | | |
| | | | |
| | | | |
| | | | |

9. State briefly reason(s) for joining the course

10. Expected employment/job position upon completion of course

STATEMENT BY APPLICANT

I certify that the information I have provided is, to the best of my knowledge, correct in every particular and I understand that my candidature will be subject to the rules and regulations of RELC.

Signature _____

Date _____

Endorsement of Application by:

Name of Principal/Sponsor/Agency

Signature

Address of School/Sponsor/Agency

Date

IMPORTANT

The following documents in **duplicate** must accompany this application:

- a) The **Medical Examination Form** (RELC A228) (1 original and 1 photostat copy) attesting the applicant's medical fitness for the course.
- b) An officially certified photostat copy of each of the applicant's degrees/academic qualifications.
- c) Officially certified photostat copies of the transcripts of the applicant's degrees/academic qualifications. Where a transcript is in a language other than English, it should be accompanied by a certified translation into English. (In the absence of a transcript, a certified statement on the degrees/academic qualifications achieved with a listing of subjects studied and subject examination results is required.)
- d) A statement from a responsible authority attesting the applicant's competence in English for advanced studies conducted in English. Please use Form **Statement of English Language Proficiency** (RELC A229) for this purpose.

This form in **duplicate** together with the required official documentary evidence, etc., should be returned by registered airmail to reach the following:

Deputy Director
SEAMEO Regional Language Centre (RELC)
30 Orange Grove Road
Singapore 258352
Republic of Singapore