

2016

Advanced Diploma in Events and Tourism Management

NEW

Full-time



Syarifah Soraya
Graduate, Class of 2011



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SINGAPORE INSTITUTE OF MANAGEMENT (SIM GROUP)



Our Vision

To be the centre of excellence in education, management development and lifelong learning

Our Mission

- Spearhead management development
- Be the preferred strategic partner of corporations in optimising human capital effectiveness
- Be the choice provider of education and training
- Expand SIM beyond Singapore

Our Purpose

- To open doors in life through education opportunities

Our Core Values

- Trust and Respect for the Individual
- Teamwork
- Open and Timely Communication
- Performance Excellence
- Spirit of Innovative Adventure

Our Culture

An open culture where staff trust and respect each other; embrace change and seek ways to innovate; learn and work together as a team.

Our Commitment

To our Members

We care for our members, recognise their importance, and strive to raise the prestige of their membership.

To our Customers

We value our customers and commit ourselves to be relevant through continuous improvements in our products and services.

To our Employees

We care for our people by creating a conducive work environment, helping them to balance family and work commitments, recognising their contributions, and developing them to their full potential.

To our Community

We honour our social obligations and pledge to be a good corporate citizen by always acting professionally and ethically in all matters.

Our Quality Policy

Quality and excellence have always been the driving force behind SIM.

The Singapore Institute of Management (SIM Group) is the leading provider of higher education and professional training in Singapore, reputed for its dedication to lifelong learning and high standards and quality. Founded in 1964 under the initiation of Economic Development Board to support Singapore's economic development, we are today a diverse and vibrant organisation with a wide range of programmes and services.

We are also a membership-based organisation with close to 50,000 individual and corporate members. Our extensive range of membership programmes, activities and resources provide an important nexus for students and members to network and learn.

The SIM Group offers its core services through three educational brands:

SIM University

SIM University is Singapore's only private university and its mission is to create excellence in lifelong education through a uniquely-designed learning experience that equips learners for a better future. Home to more than 14,000 students, SIM University adopts a flexible and practice-focused learning approach and offers more than 60 academic programmes in various disciplines. Eligible students taking SIM University's undergraduate programmes enjoy government subsidies and access to government bursaries, tuition fee and study loans. SIM University is a not-for-profit university and the SIM University Education Fund has been a Singapore 'Institution of a Public Character' (IPC) since September 2005.

SIM Global Education

Students can choose from a wide range of high-quality overseas degree programmes made available through SIM's partnership with established international universities and institutions from the United Kingdom, United States and Australia. Most of the students are full time students, but SIM Global Education also offers part time programmes that cater to working adults. Offering over 70 academic programmes, its enrolment stands at 22,000, with about 3,500 foreign students.

SIM Professional Development

Over 11,000 professionals benefit annually from the vast selection of short executive training programmes offered by SIM Professional Development. Its customised in-company training programmes help companies optimise effectiveness in various fields of management and human resource development.

GENERAL PROGRAMME INFORMATION



Programme Objective

The events and tourism management is an ever-expanding, connective and enriching activity in a global society. A platform is needed for budding practitioners to understand the trends of the broad environment, main principles and practices of events and tourism management.

The Advanced Diploma in Events and Tourism Management (full-time) programme:

- Provide students with a thorough understanding of events and tourism management at both the domestic and international levels.
- Provide the key concepts and practices to planning, funding, promoting and executing an event, including business and community events.
- Understand the food and beverage industry, and their operations and procedures including food costing, purchasing, and merchandising.
- Extend further study into analytical financial management areas that are of particular relevance to the events and hospitality industry.
- Provide a practical understanding of the core human resource management and service leadership functions that are relevant for the organisation of events and tourism-related activities.
- Examine the operations, characteristics, and developments of the resorts industry that have evolved to satisfy the needs of various tourist segments in the world today.
- Examine the intermediaries and the various tourism suppliers in the tourism industry.

Programme Structure

The Advanced Diploma in Events and Tourism Management (ADEF) is offered full-time over six months. There are two (2) intakes a year in January and July. There is only one (1) semester, six months in length.

Students are expected to attend lectures at least six times a week. Lectures are held between Mondays and Saturdays at SIM HQ, 461 Clementi Road, Singapore 599491. Each lesson is three hours in duration.

Each student enrolled in this programme will go through a structured curriculum of six modules indicated in table 1.

Table 1

Module Name	Contact Hours
Events and MICE Management	36
Food and Beverage Management	36
Financial Management	36
Human Resource Management and Service Leadership	36
Resorts Management	36
Tourism and Travel Practices	36
Total	216

Mode of Delivery

The course is 100% face-to-face lecture. The course work includes students' assignments and projects on an individual or group basis; project reports and presentations; and tests.

Assessment and Examination

Students will be assessed on a continuous basis throughout the six-month programme. Assessments can take on several forms, such as case studies, presentations, class discussions and participation, individual and/or group projects, quizzes, and common tests. In addition to the continuous assessments, all modules require students to undertake a final exam.

The end-of-semester main examination is normally held in end April / October. The supplementary examination is normally held in end May / November.

Attendance

Attendance is monitored regularly. Students must achieve an overall attendance of 75% and above to be eligible for the end-of-semester examinations. The Immigration and Checkpoints Authority of Singapore (ICA) requires all international students issued with a valid student's pass to achieve an attendance of 90% and above in any month of the course.

Promotion and Graduation

Each module is assessed through a combination of continuous assessment and end-of-semester examination. To attain a pass for each module, students must achieve an overall minimum GPA of 1.0 (grade 'D').

To graduate with an Advanced Diploma in Events and Tourism Management, students must successfully complete and pass all six modules.

Graduating students will be issued a results transcript and awarded with an advanced diploma certificate from SIM upon graduation.

Job Prospect After Graduation

Advanced diploma graduates of this programme may work in event or destination planning/marketing, corporate meeting planning, conference organisations, event and concert production, festival direction, hotel and resort management, tourism destination planning, ecotourism, sports tourism, visitor management, international destination marketing, and theme parks or other tourist attractions.

Opportunity for Further Study After Graduation

Graduates of the Advanced Diploma in Events and Tourism Management may apply for advanced standing to the following undergraduate programmes subject to the respective universities' prevailing requirements at the point of application:

Bachelor of Arts (Honours) degrees programmes awarded by IMI International Management Institute, Switzerland – Graduates would be able to articulate into the final semester of the Bachelor of Arts (Honours) in International Hotel and Tourism Management, International Hotel and Events Management, International Tourism and Events Management, European Culinary Management and Restaurant Management.



MODULE OUTLINE

ADVANCED DIPLOMA IN EVENTS AND TOURISM MANAGEMENT (ADETF)

Events and MICE Management

This module provides the key concepts to planning, funding, promoting and executing an event. Specific areas relating to event management will be addressed such as marketing, sponsorship, human resources management, financial administration, risk management, safety and security. This will develop a strong foundation of understanding the inter-relationships between the various partners and stakeholders in creating a successful event. A focused segment in Meetings, Incentives, Conventions and Exhibitions (MICE) will be discussed as it has, as a form of business travel, become a highly desirable sought after segment for many tourism players including national tourism organisations due to its high-yield nature.

Financial Management

This module covers various analytical financial management areas that are of particular relevance to the events and hospitality industry. Basic topics include: introduction to financial management through an overview of value and value creation; financial markets; financial statements and various methods of review and analysis; analysis and comparison of project and capital evaluation methods; and, risk analysis. This is followed by coverage on the valuation of hospitality real estate; management of working capital in hospitality; and evaluation of different capital structures.

Food and Beverage Management

This module aims to extend students' understanding of the foodservice industry and current issues faced by the management of any foodservice operation. It aims to critically analyse the industry following a historical overview. It equips students with core skills such as menu planning & development, food & beverage cost planning and control, purchasing, marketing and merchandising. Students will acquire conceptual knowledge coupled with practical tools to effectively position, manage and leverage foodservice operations.

Human Resource Management and Service Leadership

This module provides a practical and integrated understanding of the core human resource management (HRM) functions that are relevant for the events and hospitality industry. The focus is on developing a solid grounding on the human resource processes of job analysis, recruitment and selection, employee training, performance management, rewards management and service management. This module examines the increasingly strategic emphasis of HRM and makes a study on how service leadership and human resource decisions that arise from these processes have become critical to successful events and hospitality operations.

Resorts Management

This module equips students with an in-depth understanding of the resorts industry that has developed and evolved to satisfy the needs of various tourist segments in the world today. The myriad and numerous types of resorts, on the other hand, create a new group of tourists that may spend the entire duration in a well designed and constructed environment, and at often times without the desire to explore beyond the resort. The module addresses the intricacies of running the various operations of the different type of resorts and distinguishes the nuances associated with the operations.

Tourism and Travel Practices

This module provides a deeper overview of the tourism industry through examining closely the intermediaries and the various tourism suppliers that comprise it. A more in depth understanding, in the core travel operations, is provided to ensure relevancy and application in today's travel agency's environment. There will be emphasis on the local context throughout the module to provide an explicit understanding of issues surrounding Singapore and Asia in the tourism landscape.

PREPARATORY COURSES

Applicants who do not meet the academic requirements might be recommended to undergo the 3-month preparatory course (s). Lectures are held between Mondays and Saturdays at SIM HQ, 461 Clementi Road, Singapore 599491. Each lesson is three hours in duration.

Mode of Delivery

The course is 100% face-to-face lecture. The course work includes students' assignments and projects on an individual or group basis; project reports and presentations; and tests.

Assessment and Examination

Students will be assessed on a continuous basis throughout the 3-month programme. Assessments can take on several forms, such as case studies, presentations, class discussions and participation, individual and/or group projects, quizzes, and common tests. In addition to the continuous assessments, all modules require students to undertake a final exam.

The main examination is normally held in end May / November.

Attendance

Attendance is monitored regularly. Students must achieve an overall attendance of 75% and above to be eligible for the end-of-semester examinations. The Immigration and Checkpoints Authority of Singapore (ICA) requires all international students issued with a valid student's pass to achieve an attendance of 90% and above in any month of the course.

Promotion and Graduation

Each module is assessed through a combination of continuous assessment and end-of-semester examination. Students must pass all modules.

Grade	Marks	Descriptor
P	50 to 100	Pass
F	0 to 49	Fail
ABS	-	Absent

Students will be issued a results transcript and awarded with a certificate from SIM upon successful completion of the preparatory course(s).

To progress to the Advanced Diploma in Events and Tourism Management, students must successfully complete and pass all the required preparatory course(s).

Minimum Number of Students Required for Class Commencement

For a class to commence, there must be a minimum of 25 students. In the event that the class cannot commence due to low take up rate, students will be informed at least one month prior to class commencement.



PREPARATORY COURSE(S)

Applicants without a recognised Hospitality diplomas who are interested in gaining admission onto the Advanced Diploma in Events and Tourism Management (AETF) programme, are required to complete a 3-month Preparatory Course(s) offered by SIM, namely

- Preparatory Course in Business
- Preparatory Course in Hospitality

Both the Preparatory Courses will commence from October to December for the January Intake, and April to June for the July intake. The preparatory course(s) are offered full-time over three (3) months. Each lesson is three (3) hours in duration.

Preparatory Course in Business (PBBIZ)

The Preparatory Course in Business (PBBIZ) comprises three modules, namely: **Accounting and Finance, Economics,** and **Marketing.**

Accounting And Finance

This module deals primarily with the study of the two main branches of accounting, which are financial accounting and management accounting including investment appraisal. The first part of the course covers financial accounting. Topics included are double entry bookkeeping and the preparation of basic financial statements and financial analysis. The second part of the course covers management accounting techniques for planning, control and decision-making and investment appraisal techniques.

Economics

This module studies the problem of the scarcity of resources that is facing a person, a firm or a society. It assumes that rational people normally make choices to consume the scarce resources in terms of comparing marginal benefit and marginal cost. The contents of this module can be divided into two parts, principles of microeconomics (economics and choice at individual level) and principles of macroeconomics (economics and choice at aggregate level).

Marketing

This module aims to provide an overview of the concepts and techniques of the marketing process in today's dynamic environment and its inter-relationship with other business functions. The execution of the marketing function and the use of the marketing mix to successfully reach each customer and sustain competitive advantage are studied. This module provides the foundation for more advanced marketing-oriented courses by covering a wide range of topics including market research, marketing process and global marketing.

Preparatory Course in Hospitality (PBHOS)

The Preparatory Course in Hospitality (PBHOS) comprises two modules, namely: **Front Office Management and Introduction to Food and Beverage Service.**

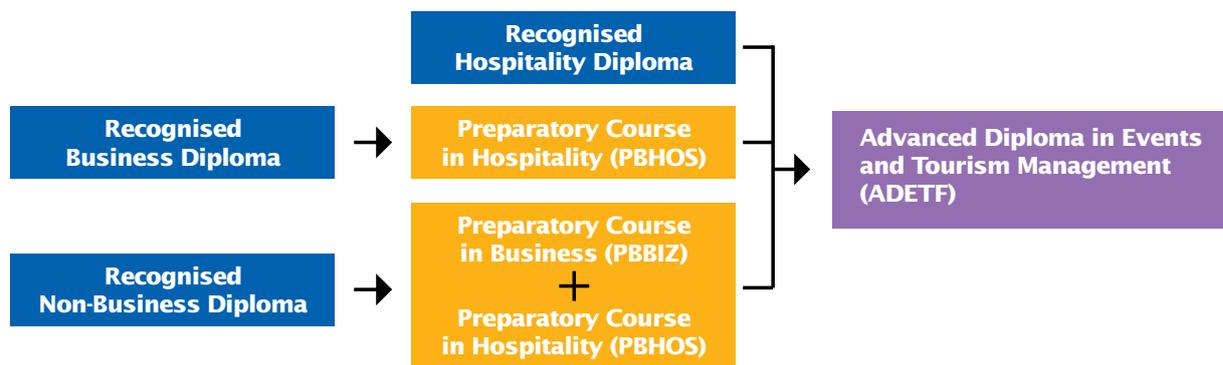
Front Office Management

This module aims to provide students with the fundamental skills and knowledge of front office operations and systems, as well as front office related topics including revenue management, housekeeping, security and loss & prevention management. Students will gain a comprehensive understanding of the hotel business ranging from different types of hotels and guestrooms to the workings of functional departments in a hotel.

Introduction to Food & Beverage Service

This module aims to provide students with a basic foundation in food and beverage (F&B) service. Students will be taught basic F&B service skills such as table setting, order-taking, service sequence and beverage service that are essential to a foodservice professional in providing a pleasant dining experience. Besides service skills, students will acquire knowledge on important operational issues pertaining to F&B operations.

Entry Requirements



ENROLMENT

Duration

The Advanced Diploma in Events and Tourism Management is offered full-time over six months. There are two (2) intakes a year in January and July. There is only one (1) semester, six months in length.

Candidature Period

The maximum allowed period for a student to complete the 6-month programme is 12 months or 1 year. The candidature period of 12 months includes repeat semesters or leave of absence within the period of study.

Any student who fails to complete the programme within the maximum allowed period will not be entitled to any recourse or refund.

Minimum Number of Students Required for Class Commencement

For a class to commence, there must be a minimum of 25 students. In the event that the class cannot commence due to low take up rate, students will be informed at least one month prior to class commencement.

Admission Criteria

The following are the requirements for direct entry into Advanced Diploma in Events and Tourism Management (ADEF):

- Hospitality diplomas from local polytechnics
- Hospitality diplomas from SHATEC
- Business diplomas from a non-hospitality field of study from local polytechnics / SIM (or equivalent) with successful completion of SIM preparatory course in Hospitality (PBHOS)
- Diplomas from a non-business and non-hospitality field of study from local polytechnics (or equivalent) with successful completion of SIM preparatory courses in Business (PBBIZ) and Hospitality (PBHOS)
- Relevant equivalent qualifications

List of Hospitality Diploma Programmes

Institution	Qualification
Nanyang Polytechnic	Diploma in Food and Beverage Business
	Diploma in Hospitality and Tourism Management
Ngee Ann Polytechnic	Diploma in Hotel and Leisure Facilities Management
	Diploma in Tourism and Resort Management
Republic Polytechnic	Diploma in Hotel and Hospitality Management
	Diploma in Integrated Events Management
	Diploma in Restaurant and Culinary Operations
Singapore Polytechnic	Diploma in Hotel and Leisure Facilities Management
	Diploma in Integrated Events and Project Management
	Diploma in Tourism and Resort Management
Temasek Polytechnic	Diploma in Culinary and Catering Management
	Diploma in Hospitality and Tourism Management
	Diploma in Leisure and Events Management
SHATEC	Diploma in Culinary Skills
	Diploma in Hotel Management
	Diploma in Pastry and Baking

List of Business Diploma Programmes

Institution	Qualification
Nanyang Polytechnic	Diploma in Accountancy and Finance
	Diploma in Banking and Finance
	Diploma in Business Informatics
	Diploma in Business Management
	Diploma in Financial Informatics
	Diploma in Fund Management and Administration
	Diploma in Marketing
	Diploma in Mass Media Management
Ngee Ann Polytechnic	Diploma in Sport and Wellness Management
	Diploma in Accountancy
	Diploma in Arts Business Management
	Diploma in Banking and Financial Services
	Diploma in Business and Social Enterprise
	Diploma in Business Information Technology
	Diploma in Business Studies
	Diploma in International Business
Republic Polytechnic	Diploma in International Logistics and Supply Chain Management
	Diploma in Aviation Management
	Diploma in Consumer Behaviour and Research
	Diploma in Customer Relationship and Service Management
	Diploma in Engineering Systems and Management
	Diploma in Green Building Energy Management
	Diploma in Human Resource Management with Psychology
	Diploma in Industrial and Operations Management
	Diploma in Outdoor and Adventure Learning
	Diploma in Social Enterprise Management
	Diploma in Sports and Leisure Management
Diploma in Supply Chain Management	
Singapore Polytechnic	Diploma in Wellness, Lifestyle and Spa Management
	Diploma in Accountancy
	Diploma in Banking and Finance
	Diploma in Business Administration
	Diploma in Financial Informatics
	Diploma in Human Resource Management with Psychology
	Diploma in Innovation and Design
Diploma in International Business	
Temasek Polytechnic	Diploma in Accounting and Finance
	Diploma in Aviation Management and Services
	Diploma in Business
	Diploma in Business Information Technology
	Diploma in Business Process and Systems Engineering
	Diploma in Communications and Media Management
	Diploma in Financial Business Informatics
	Diploma in Law and Management
	Diploma in Logistics and Operations Management
	Diploma in Marketing
Diploma in Retail Management	
Singapore Institute of Management	Diploma in Accounting
	Diploma in Banking and Finance
	Diploma in International Business
	Diploma in Management Studies

Please refer to the website for the updated list of Hospitality Diploma and Business Diploma programmes.

Applicants who do not meet the academic requirements might be recommended to undergo the 3-month preparatory course (s). Please refer to page 6 for details of the Preparatory Course(s).

English Proficiency Requirement

All students need to have an acceptable level of competency in the English Language and must have one of the following in addition to an approved diploma:

- A minimum of C6 pass in English as first language at GCE 'O' levels or
- IELTS 5.5 or equivalent or
- TOEFL 525 paper based or
- Successful completion of a recognised approved diploma, where the language of instruction was English.

Notes:

IELTS / TOEFL test scores must be less than two (2) years at point of enrolment.

Intake Information

Programme Commencement Date	Programme End Date	Programme	Entry with	Application Closing Date
January 2016	June 2016	Advanced Diploma in Events and Tourism Management (ADETF)	Direct entry: Relevant Hospitality Diploma	15 Oct 2015
April 2016	June 2016	Preparatory Course in Business (PBBIZ)	Business Diploma from a non-hospitality field of study from local Polytechnics / SIM (or equivalent)	mid Jan 2016
		Preparatory Course in Hospitality (PBHOS)	Diploma from a non-business and a non-hospitality field of study from local Polytechnics (or equivalent)	mid Jan 2016
July 2016	December 2016	Advanced Diploma in Events and Tourism Management (ADETF)	Direct entry: Relevant Hospitality Diploma	mid Apr 2016
October 2016	December 2016	Preparatory Course in Business (PBBIZ)	Diploma from a non-business and a non-hospitality field of study from local Polytechnics (or equivalent)	mid Jul 2016
		Preparatory Course in Hospitality (PBHOS)	Business Diploma from a non-hospitality field of study from local Polytechnics / SIM (or equivalent)	mid Jul 2016

The above dates are subject to change. Please refer to SIM GE website for updated information.

Course Fee

Programme	Total Course Fee	No. of Modules	Fee per module
Advanced Diploma in Events and Tourism Management (ADETF)	S\$ 7,704.00	6	S\$ 1,284.00
Preparatory Course in Business (PBBIZ)	S\$ 1,926.00	3	S\$ 642.00
Preparatory Course in Hospitality (PBHOS)	S\$ 1,284.00	2	S\$ 642.00

The course fee does not include textbooks and are payable prior to commencement of each semester.

Fees quoted are inclusive of 7% GST and valid for 2016 intakes. For subsequent intakes, please refer to SIM GE website nearer the application period for the updated information.

Study Loans

Students may obtain study loans from these banks and institutions under a course financing scheme (subject to approval). All loan enquiries and applications are to be dealt with the banks and institutions directly. For more information, please call:

Maybank

Tel: 1800 629 2265 | Website: www.maybank2u.com.sg

POSB

Tel: 6333 0033 | Website: www.posb.com.sg

RHB Bank Berhad

Tel: 1800 323 0100 | Website: www.rhbbank.com.sg

Interest-Free Instalment Plans

When you charge above S\$500 to your Citibank or OCBC Visa/Mastercard, you can enjoy interest-free instalments of six or 12 months. Terms and conditions apply. For more information, please call:

Citibank

Tel: 1800 225 5225 | Website: www.citibank.com.sg

OCBC

Tel: 1800 363 3333 | Website: www.ocbc.com.sg

APPLICATION & ADMISSION

How to Apply

Application

Apply online at www.simge.edu.sg/ge/apply by the closing date indicated.

For an international applicant applying to a full-time programme, you must submit an online Student's Pass application form. Your Student's Pass application is subjected to the approval of the Singapore Immigration & Checkpoints Authority.

Supporting Documents

1. By the application closing date, you must have attained the minimum qualification required for the programme.
2. Upload the scanned copies of the required supporting documents into your e-application within 7 days of submitting your e-application, or by closing date, whichever is earlier. Please do not upload photographed copies of your documents.
3. Bring along the **ORIGINAL documents** for verification at SIM's Student Recruitment Centre, Block A, Level 2, within 7 days of submitting your e-application, or by closing date, whichever is earlier.

Before you commence the e-application, please ensure that you have the scanned copies of the following documents on hand for uploading and entry in the e-application form:

- a) A photograph:
 - i) taken within the last 3 months;
 - ii) showing the full face and without headgear (headgear worn in accordance with religious or racial customs is acceptable but must not hide the facial features);
 - iii) between 25mm and 35mm from chin to crown and 35mm wide by 45mm high without border; and
 - iv) in a dimension of 400 by 514 pixels.
 - v) Your photograph image file attachment should:
 1. be in JPEG format;
 2. file size should be around 60 Kbytes; and
 3. preferred dimension of the photo image is 400 by 514 pixels.
- You may use our online image editing tool to meet the above file size and dimension specifications.
- b) Your identification documents, i.e. NRIC or FIN/Passport (for international applicants).
 - c) All your educational certificates and transcripts (including your 'O' and 'A' level certificates, etc). Translated and notarised copies of the documents are required if they are not in English Language.

Please save and scan the various pages of a similar document type in one file. For example, if your Diploma transcript has 3 pages, scan all 3 pages into one file for uploading. All copies of document should be reduced to A4 size.

Applications with incomplete, inaccurate information and not accompanied by supporting documents will NOT be processed and considered.

Application Fees and Payment

An application fee is payable for each application form that is submitted. This fee (inclusive of 7% GST) is non-refundable and non-transferable. The fee will be refunded fully only if the intake does not commence. Unpaid applications will not be processed.

	Local applicants	International applicants
Application Fee	S\$96.30	S\$321.00*

* This does not include all fees related to Student's Pass application.

Please ensure that you have a valid MasterCard/Visa Credit Card or eNETS for e-payment of application fees. Other modes of payment are not accepted for e-application.

Application Outcome

All applicants will be informed of their application outcome via an email notification within one month before course commencement. Verbal offers of admission will not be made nor accepted. The Admissions Committee selects students for admission into the programme based on individual merits. Possession of one or more of the qualifications listed does not guarantee automatic entry to the programme.

SIM and our university partners reserve the right to withdraw an offer of admission and cancel the enrolment of any person where such an offer was made on the basis of incomplete or inaccurate information supplied by the applicant or a certifying authority.

Acceptance of Offer Online

To confirm the acceptance of offer, successful applicants will have to adhere to the following before the stipulated deadline:

- 1) Accept the offer and PEI-student contract online.
- 2) Submit and verify all other required documents at SIM (where applicable).

Course Fee Payment

For first payment of course fees only, you may make payment at the payment counters in SIM Headquarters or via E-payment.

Payment Counters in SIM HQ

The modes of payment available are cash, cheque, Nets, cash card, Visa/MasterCard and/or Cashier/Money/Postal order. We accept up to 4 different modes of payment combination. All payments are to be made in Singapore dollars.

For cheque payment, the cheques must be crossed and made payable to "**Singapore Institute of Management Pte Ltd**". It should not be post-dated.

For Nets payment, the daily limit is S\$2,000 or S\$3,000, depending on the bank and your personal limit.

For credit card payment, the limit is subjected to your available balance at the point of payment. We accept Visa and MasterCard only.

E payment

Please login to SIMConnect website for more information.

Please note that you need to approve the Student Contract online before payment can be made. All payments need to be made before the stipulated deadline.

If you encounter any problem during e-payment, please contact Student Services at students@sim.edu.sg for assistance.

Private Education Act

Under the new Private Education Act, legislated in December 2009, a Council for Private Education (CPE) was set up to regulate the private education industry in Singapore. All Private Education Institutions (PEIs) are required to comply with the regulations under the Act in order to continue operations.

Following are the requirements which Singapore Institute of Management Pte Ltd (SIM PL) has put in place:

PEI-Student Contract

CPE, in aiming to enhance the confidence of students and their parents in the quality of education in Singapore, has stipulated that all PEIs must sign a PEI-Student Contract with students. The contract sets out the terms and conditions governing the relationship between the student and PEI. SIM PL will honour all terms and conditions in the contract and in all communication materials.

Students may request for a copy of the PEI-Student Contract from SIM PL or view it on the CPE website (www.cpe.gov.sg).

Cooling-Off Period

There will be a cooling-off period of 7 working days after signing the PEI-Student Contract. Students have the right to cancel the contract within the 7 working days and be refunded the highest percentage of the fees already paid if the students submit written notice of withdrawal to SIM PL within the cooling off period (refer to Clause 2.3 of PEI-Student Contract). After the cooling-off period, SIM PL's refund policy will apply.

Fee Protection Scheme

SIM PL adopts a compulsory Fee Protection Scheme (FPS) to protect the paid fees of both local and international students. The FPS serves to protect the student's fees in the event that the PEI is unable to continue operations due to insolvency, and/or regulatory closure. In addition, the FPS protects the student if the PEI fails to pay penalties or return fees to the student arising from judgments made against it by the Singapore courts.

SIM PL has appointed Lonpac Insurance Bhd as the FPS insurance provider. Under the FPS insurance scheme, students' fees are insured by Lonpac Insurance Bhd. In case of events, as stated above, students will be able to claim their paid fees from Lonpac Insurance Bhd.

More details of the FPS can also be found in the FPS Instruction Manual, available at www.cpe.gov.sg.

Medical Insurance

SIM PL has in place a group medical insurance scheme for all its students. This medical insurance scheme will have a minimum coverage as follows: an annual coverage limit of S\$20,000 per student, covers up to B2 ward in government and restructured hospitals and provides for 24 hours coverage in Singapore and overseas (if student is involved in SIM PL-related activities) throughout the course duration.

For more information on medical insurance, visit www.simge.edu.sg/ge/medicalinsurance

Refund Policy

Withdrawal due to non-delivery of course

SIM PL shall refund the entire Course Fees and Miscellaneous Fees already paid by the Student if:

1. It does not commence the Course on the Course Commencement Date;
2. It terminates the Course before the Course Commencement Date;
3. It does not complete the Course by the Course Completion Date;
4. It terminates the Course before the Course Completion Date;
5. It has not ensured that the student meets the course entry or matriculation requirement as stated in Schedule A of the PEI-Student Contract within any stipulated timeline set by CPE; or
6. The Student's Pass application (exclude renewal of student's pass) is rejected by Immigration & Checkpoints Authority of Singapore (ICA).

Withdrawals due to other reasons

In the event that the students withdraw due to any reasons other than those stated above, refund to students will be an amount based on the table below.

Percentage of aggregate amount of the course fees and where applicable, the miscellaneous fees paid	If student's fully completed request for withdrawal is received:
95% Refund	More than 14 days before the course commencement date
75% Refund	Within 14 days before the course commencement date OR within 7 days after the course commencement date
0% Refund	More than 7 days after the course commencement date

NOTES

1. Application fee for courses is non-refundable and non-transferable.
2. Requests for refunds arising from withdrawal and change of programme must be accompanied with an original fully completed hardcopy **Student Request Form** (downloadable from the SIM GE website) and supported with relevant documentary proof, where applicable.
3. Refunds (if any) will be processed within 7 working days upon:
Where transfer/withdrawal is initiated by student
 - a. Full submission of transfer/withdrawal request via the self-service function in SIMConnect or upon receipt of the original fully completed hardcopy **Student Request Form** with relevant supporting documentary proof; and
 - b. The approval of requests by SIM PL or Partner University.Requests that are received after 12.00 noon would be considered as submission on the next working day.
Where withdrawal is initiated by SIM PL or due to visa permit rejection
 - a. The date of notification from SIM PL to students.

Transfer/Withdrawal Policy

Students are to put up their request for change of programme (transfer)/ withdrawal via the appropriate forms/platforms. SIM PL will acknowledge the students' requests in 3 working days and advise students on the final outcome within a reasonable time frame (not more than 4 weeks).

NOTES

Change of Programme (Transfer)

1. Approval for change of programme will be granted on a case-by-case basis and subject to each individual meeting the course admission requirements.
2. A transfer fee may be applicable for some programmes.
3. A fresh PEI-Student Contract shall be executed between the Student and SIM PL when the change of programme request has been approved.
4. Students are deemed to have withdrawn from the original programme when the application for change of programme is approved; the refund percentage as indicated in the refund table shall apply.
5. International students who wish to change to another programme offered by SIM PL will need to submit their Student's Pass application to Immigration and Checkpoints Authority of Singapore (ICA) for approval.

Withdrawal

1. Transferring to another institution is deemed as a withdrawal from SIM PL. As such, for international students who transfer to another institution, their International Student's Pass will be cancelled. These students will have to submit photocopies of their Passport and International Student's Pass at the Student Services Centre (SIM HQ, Blk B) within 3 working days of the transfer. Attendance record and other relevant documentation to facilitate the transfer will be provided upon request.

Confidentiality Clause

SIM PL is committed to maintaining the confidentiality of the student's personal information and undertakes not to divulge any of the student's personal information to any third party without the prior written consent of the student SUBJECT TO the obligation of SIM PL to disclose to any Singapore government authority any information relating to the student in compliance with the law and/or to the organisation conferring/awarding the qualification.

VIBES — WHY STUDY AT SIM GLOBAL EDUCATION



VIBES@SIM — The promise of a holistic learning experience that ensures success

At SIM GE, we know that it takes more than classroom excellence to inspire our students to succeed. Our approach towards an all-rounded and holistic education experience is captured in **VIBES@SIM**.

Vibrancy of Student Life

Brace yourself for an exciting campus life beyond the classroom. With round-the-year student activities from more than 70 student clubs, SIM offers you ample opportunities to pursue your extra-curricular interests in arts, culture, and sports and develop personal skills in communication and leadership. At the same time, we help you to build community bonds and networks that will benefit you later in life.

Infrastructure + Technology

SIM GE ensures that the student-centric campuses are outfitted with the latest in technology and facilities to enhance your learning experience. SIM campuses are enabled with high-speed wireless Internet access and the latest in technology connecting you to a wealth of information and online services.

SIM HQ Campus

The SIM Headquarters (SIM HQ) along Clementi Road is SIM's main and largest campus.

In 2014, the expansion of SIM HQ was completed with the final phase of the SIM Campus Development Master Plan, bringing the total campus size to 110,000 square metres. Facilities include 254 lecture theatres, seminar rooms and computer laboratories, as well as a sports hall, performing arts theatre, multi-purpose halls, a financial training centre and a management library. Also on campus is a student activity hub which provides a focal point for students' social interaction and recreation, and a student care and wellness centre that organises programmes that promote healthy and optimal living.

Blend of Culture

With a blend of 40 nationalities from across the globe, SIM GE's remarkable global mix of cultural diversities continues to grow. Providing an excellent platform for cultural exchange and knowledge sharing, a diverse student population is your gateway to understanding how the world thinks and relates. Experience a world-class education and a global mindset in a location that is the epicentre of buzzing Asia.

Education Options

SIM GE offers over 70 full-time and part-time academic programmes through more than 10 partner universities at master's, bachelor's, graduate diploma and diploma levels – in areas such as arts, business, communication, design, finance, information technology, hospitality, management, nursing, social sciences and more.

Stability

With a heritage in education for more than 50 years, over 149,500 strong alumni, student enrolment of over 36,000 and more than 2,000 top-notch faculty, the SIM Group is the premier organisation for higher education and lifelong learning in Singapore and the region.

Committed to the welfare of every student, SIM PL extends support to all its students, from financial assistance schemes to counselling services and structured processes for grievance resolution. SIM PL also provides a 24-hour medical insurance coverage for all its students both in Singapore, and overseas (if students are involved in SIM-related activities) throughout the course duration.

Information on student support services is available at <http://www.simge.edu.sg/ge/support>

SIM STUDENT LIFE

**24 hours in 1 day... 365 days in 1 year... 1095 days in 3 years...
Make the most of your time in SIM.**



Global Learning

Global Learning offers a full spectrum of opportunities to gain overseas exposure. From the intellectual vibrancy of world-class academic exchanges, to examining the economic development of global cities, to understanding the complexities of social change; we present platforms for you to be at the centre of global engagement.

Internship and Career Services

Internships bridge students and graduates into the realities of the working world. A professional internship allows you to understand better if your skill sets and beliefs match the culture and values of the organisation you intend to join by offering the opportunity to test your abilities against real-world scenarios. Gain insights into your intended field of work in ways that will contribute value to your career in the long run.

Career Services helps you to make the transition from academic life to a career of choice by identifying your core strengths and interests, and matching these to an appropriate profession. Gain insights into what different jobs and industries offer and require through job fairs, company visits and industry-related talks.



Summer abroad at Korea University

Student Care

Healthy, balanced and effective individuals are more likely to do well in life. Student Care regularly organises programmes on healthy living, wellness, time management, stress management and a range of other soft skills that will boost your well-being.

You can also drop in to the Student Wellness Centre to relax and interact with SIM Peer Mentors and check out wellness resource materials.

Student Development

Student Development supports the leadership and personal development, artistic and athletic pursuits of our students. We believe that these initiatives instill values, inspire creativity and expression, and builds resilience and teamwork as key qualities for life. With more than 70 student councils and clubs, we provide ample opportunities for you to take on leadership roles to contribute to the vibrancy of our campus.



SIM GE students posing at high element structures



SIM Job Fair 2015

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*This brochure contains key information, accurate as at time of print on 16 July 2015.
For the most updated and complete programme information, refer to our website at www.simge.edu.sg
SIM reserve the right to change the information, including fees, herein at any time.*

Members of The SIM Group



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Validity: 20/05/2014 – 19/05/2018

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