

2015 - 2016

# Graduate Diploma in Human Resource Management

Part-time



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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



SIM has a successful history of offering Graduate Diplomas in the various business fields and industry. The very first Graduate Diploma in Personnel Management was launched in 1978. Subsequently, other Graduate Diplomas in Marketing, Financial Management and Business Administration were offered to forward-looking executives and managers who desired to upgrade their knowledge and skills and make a mark in establishing the success of management and productivity in Singapore and beyond.

The popularity of undertaking Graduate Diploma studies has stemmed from the fact that these SIM programmes are problem-centred, real, inquisitive and practical. Participants who enrolled in the postgraduate programmes discussed and debated on how management activities in various functional areas may excel in a pragmatic way so that Singapore and broader global society could be successful, fluid entities in perpetual renovation, innovation and improvement. There was a cross-fertilisation, reflection and exchange of views in and outside class. Many participants internalised new strategies and operations from their embryonic deliberations in class. In such classes, SIM lecturers, as practitioners from industry and commerce, were able to act as catalysts of change to help participants implement their ideas in their various places of work.

## Programme Objective

### **Graduate Diploma in Human Resource Management (GDHRM)**

The new economy is more dynamic than ever before. In such an environment, the need to manage and develop human resources for the purpose of driving innovation and productivity and garnering an ability to manage a high quality work life has become increasingly strategic to organisational success.

Much of the task of optimising the contribution of human resources has been entrusted to human resource professionals and all other managers who need to work with people in the organisation. These professionals and managers face the challenge of designing training, reward, selection and industrial relations systems that are appropriate for the new economy of the 21st century.

The main aims of this programme are to:

1. Provide professionals with relevant skills and practical knowledge to equip them for the human resource development and management roles that their employment demands; and
2. Enable graduates and managers to acquire specialised knowledge in employee recruitment and selection, training and development, knowledge management and performance management.

On completion of the GDHRM, graduates will typically be able to:

1. Lead and facilitate the activities of the human resource function and manage the challenges of people management;
2. Plan and utilise organisational human resources effectively;
3. Practise effective recruitment and selection;
4. Design and manage an effective performance-reward system;
5. Build effective teams and facilitate innovation and organisational change;
6. Facilitate proactive and sound tripartite industrial relations;
7. Facilitate the development and investment of human resources;
8. Support the management of human resources across borders; and
9. Appreciate the implications of human resource management decisions.

## Programme Structure

The Graduate Diploma in Human Resource Management is offered to part-time students only.

The programme can be completed in 12 months. Students are expected to attend lectures at least two times a week. Lectures are held between Monday and Friday evenings at SIM HQ, 461 Clementi Road, Singapore 599491. Each lesson is three hours in duration.

Students enrolled will go through a structured curriculum of 6 modules to be taken over three semesters, with a pre-determined set of two modules per semester.

May - August	September - December	January - April
Performance Management and Rewards	Strategic Human Resource Management	Managing Organisational Change and Development
International Human Resource Management	Staffing and Employee Development	Employment Relations and Law

## Mode of Delivery

The course is 100% face-to-face lecture. The course work includes attendance at lectures, discussions of case studies, class participations, presentations, completion of individual/group written assignments.

In addition to the lessons being taught in class, students are also required to make use of relevant websites and the Internet for research purposes and do a large part of their studies in their own time.

## Assessment and Examination

Students will be assessed on a continuous basis throughout the one-year programme. Continuous assessments include case studies, presentations, class discussions and participation, individual and/or group projects, quizzes, and other forms of assessments. In addition to continuous assessments, most modules require students to undertake a final examination.

The end-of-semester main examination is normally held in March/July/November. The supplementary examination is normally held in April/August/December.

## Attendance

It has been proven that good attendance contributes significantly to the successful completion of modules and enhances the quality of the learning experience. SIM expects local students to attend all scheduled lessons. Under the SIM Attendance Policy, part-time students are encouraged to achieve an attendance of 75%.

## 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 a Graduate Diploma in Human Resource Management, students must successfully complete and pass all six modules of the programme.

Graduating students will be issued a result transcript and awarded with a Graduate Diploma certificate from SIM upon graduation.

## Job Prospects After Graduation

There are many employment opportunities in the private and public sectors for Graduate Diploma graduates. The programme helps graduates to acquire business "know-how" when moving up to supervisory or managerial positions. It is also a good training route when these graduates switch to functional areas like human resource.

The Graduate Diploma will be post-experience in nature, problem-centred and practical-oriented without compromising on academic rigour. They are also a popular alternative to a Master's programme as this Graduate Diploma can provide a more focused curricula thus reducing the commitment in terms of cost and time for the students.

# MODULE DESCRIPTIONS

## **Employment Relations and Law**

This module enables participants to acquire knowledge of interests, ideologies and equity issues in employment relationships within the tripartite industrial relations system of Singapore. Essential legal requirements are discussed to facilitate an understanding of employer and employee rights and responsibilities; the structure strategies and behaviours of trade unions; and collective bargaining and conciliation processes including the nature of position-based and interest-based bargaining strategies. The role of organisations in the tripartite industrial relations system such as the Ministry of Manpower, the National Trade Unions Congress, the Industrial Arbitration Court, the Singapore National Employers' Federation and the National Wages Council is also explored as an exemplar of an Asian approach to employment relations.

## **International Human Resource Management**

This module investigates the practice of international human resource management in multinational organisations. It gives students an opportunity to explore the international dimensions of the core aspects of human resource management including the linkages of international business strategy and structure, international transfers and staffing, total remuneration perspectives, international compensation trends, industrial relations, and the training, development and performance of international staff.

## **Managing Organisational Change and Development**

This module explores issues related to managing change, innovation and development in organisations. It involves participants of an enterprise or organisational unit to diagnose its concerns, issues and opportunities for deliberate change. It would attempt to apply organisation development interventions and action learning to facilitate the change process for continuous innovation, learning and self-renewal.

## **Performance Management and Rewards**

Reward management directly relates to the tasks performed by human resources to effect organisational results. This module would examine the whole process of managing performance including planning, internal-based job structures, person-based structures, defining competitiveness, pay-for-performance, performance appraisals, benefits determination and the administration of performance. In the process, various methods for evaluating jobs to determine contribution, equity and both financial and non-financial rewards would be discussed.

## **Staffing and Employee Development**

This module focuses on the understanding of human resource practices in employee staffing and development, including talent management, recruitment, employee selection, training, e-learning and development within a wide labour market context. Various recruitment and selection methodologies would be studied. Training and career development needs would be analysed. This analysis would progress in a study of the design and delivery of typical training/development programmes in use. In the process, content development and methodologies would be linked to an identified hierarchy of needs and expected learning outcomes.

## **Strategic Human Resource Management**

This module focuses on strategic human resource management as a process of linking the human resource function with the strategic objectives of the business enterprise. The role of human resource as a business partner will be emphasised throughout the module to give students a clear understanding of the two-way process by which strategy-formulation at the business level feeds into and is informed by human resource issues. Participants will also explore issues pertaining to strategic international HR; human resource planning; strategic recruitment and strategic reward systems.



# ENROLMENT



## Duration

The Graduate Diploma programme is offered part-time over 12 months. There are a total of three semesters per programme. Each semester is four months in length.

Month of New Intake	Minimum Completion Date
September 2015	August 2016
January 2016	December 2016
May 2016	April 2017

## Candidature Period

The maximum allowed period for a student to complete the 12-month programme is 24 months or two years. The candidature period of 24 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.

## Admission Criteria

A degree from a recognised university.

Applicants whose academic qualifications are not attained in the English medium are required to demonstrate proficiency in English with the minimum total score indicated below:

- Paper-based TOEFL 580
- Internet-based TOEFL 92
- IELTS 6.5

Note: IELTS or TOEFL test scores must be less than two years at point of enrolment.

## Course Fee

The total course fee required to complete six modules is S\$5,778. Each module is S\$963.

The course fee does not include textbooks and is payable in three instalments.

All fees are payable prior to commencement of each semester.

Course fees quoted are valid for September 2015 intake. For subsequent intakes, please refer to SIMGE website nearer the application period for updated information.

All fees quoted are inclusive of 7% GST.

## Minimum Number of Students Required for Class Commencement

For a class to commence, there must be 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.

## Study Loans

Students may obtain study loans from these banks and institutions under a course financing scheme (subject to approval).

All loan inquiries and applications are to be dealt with the banks and institutions directly. For more information, please call:

Maybank  
Tel: 1800 629 2265  
[www.maybank2u.com.sg](http://www.maybank2u.com.sg)

RHB Bank Berhad  
Tel: 1800 323 0100  
[www.rhbbank.com.sg](http://www.rhbbank.com.sg)

POSB  
Tel: 6333 0033  
[www.posb.com.sg](http://www.posb.com.sg)

CIMB Bank  
Tel: 6333 7777  
[www.cimbbank.com.sg](http://www.cimbbank.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: 6225 5225  
[www.citibank.com.sg](http://www.citibank.com.sg)

OCBC  
Tel: 1800 363 3333  
[www.ocbc.com.sg](http://www.ocbc.com.sg)

# APPLICATION & ADMISSION

## How to Apply

### Application

Apply online at [www.simge.edu.sg/ge/apply](http://www.simge.edu.sg/ge/apply) by the closing date indicated.

### 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
Application Fee	S\$96.30

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 Fees 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](mailto: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](http://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](http://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](http://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 <b>OR</b> 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.

#### *Withdrawal*

1. Transferring to another institution is deemed as a withdrawal from SIM PL.

## 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 good academic results to excel at the workplace. SIM GE helps you achieve your career aspirations by offering industry-relevant curricula coupled with a stimulating environment where you can upgrade your skills and knowledge while maintaining worklife balance. Our approach towards a career-enhancing learning experience is captured in **VIBES@SIM**.

### Vibrancy of Student Life

Brace yourself for a plethora of learning opportunities that will facilitate your pursuit of a satisfying career. Supporting our holistic offering of lifelong learning, SIM provides a vibrant hub for information and knowledge sharing, and building relationships crucial for success in today's highly interconnected global world.

Tap into the rich resource pools offered by our membership and alumni activities and stay plugged into the latest industry trends through 12 special Interest Groups. So come along and connect with other like-minded professionals for sharing of best practices and experiences. With a community boasting more than 50,000 individual and corporate members, you can leverage our networks for greater success. SIM Members' Hub, a 24/7 online resource portal, offers links to monthly career tips, questions answered by the Career Coach, résumé postings and more!

### Infrastructure + Technology

When it comes to equipping you for success, 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.

### SIM Management House

Set in the tranquil residential estate of Namly Avenue, the SIM Management House has over 20 lecture theatres and seminar rooms, a members' lounge and business centre that cater to membership activities, executive development courses and post-graduate degree programmes. It is also equipped with a management library containing one of the most complete collections of management-related publications in Singapore.



## Blend of Culture

With a blend of 40 nationalities from across the globe, SIM GE's remarkable global mix of cultural diversities provides an excellent platform for cultural exchange and knowledge sharing. A diverse student population coupled with international faculty from across the world is your gateway to an education experience with a global mindset in the epicentre of buzzing Asia.

## Education Options

Whether you are a CEO, frontline manager, executive, or a recent graduate, 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. Explore 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. Backed by its rich history, strong reputation, global network with reputable universities,

diversity of programmes, competent faculty and superb infrastructure, SIM GE is a leading Private Education Institution providing a wide range of high-quality overseas degree programmes through its partnerships with established international universities.

The promise of **VIBES@SIM** ensures students' well-being and a holistic education. 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>

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[www.simge.edu.sg](http://www.simge.edu.sg)



*This brochure contains key information, accurate as at time of print on 29 June 2015.  
For the most updated and complete programme information, refer to our website at [www.simge.edu.sg](http://www.simge.edu.sg)  
SIM reserves the right to change the information, including fees, herein at any time.*

**Members of The SIM Group**



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Singapore Institute of Management Pte Ltd  
CPE Registration Number: 199607747H  
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