



MASTER OF HEALTH PROFESSIONS EDUCATION – SINGAPORE (MHPE-S)

REGISTRATION KIT

2020



ACADEMY OF MEDICINE
SINGAPORE

Master of Health Professions Education Singapore Application Information Acknowledgement

It is important and necessary for you to read through understand the information relating to the MHPE-S programme and application. You will be required to acknowledge that you are aware of the below details and requirements before application:

1. MHPE-S Overview
2. Learning Objectives
3. Admissions and Application Procedure
4. Tuition Fees and Payment
5. Study-Time Commitment
6. Programme Modules
7. Certification
8. Cancellation Policy
9. Application Form

I have read and understand the enclosed information.

Name of applicant

Signature of applicant/Date



Master of Health Professions Education – Singapore (MHPE-S)

1. Programme Overview

Health professionals play an important role in preventing, treating and curing disease and in promoting health at the individual and societal levels. It is essential to ensure that those who train healthcare professionals create effective educational programmes that result in high quality health services.

The Master of Health Professions Education Singapore (MHPE-S) is a two year part-time programme which focuses on the acquisition of knowledge and skills relevant for a career in the field of health professions education and research in Singapore. It will be conducted mostly online via distance-based learning, with two 3-week campus-based units (one per year) in Singapore. There will be thesis supervision/mentorship jointly offered by Singapore and Maastricht teaching faculty

2. Learning Objectives

The MHPE programme is firmly rooted in educational theory. Participants are required to continuously use theory-based insights in dealing with authentic educational problems. Most of the cases used in the programme are derived from the student's own professional environment. Exploring the interrelationship between educational theory, research and educational practice is a fundamental part of the MHPE programme

3. Admissions and Application Procedure

3.1 Application Deadline

The application deadline is **14 February 2020**.

3.2 Admission Requirements

Admittance to the MHPE is based on the following requirements and decided upon by the board of admission. The applicant must have:-

- a Bachelor or Master of Science degree in a medical or health profession (see relevant domains on this site) from a university under the condition that the bachelor programme is at least a three-year equivalent of nominal study time (180 ECTS)
- a Bachelor degree from a Dutch Professional Educational Programme (HBO) of foreign University of Applied Sciences in a medical or health profession (see relevant domains on this site), under the condition that the relevant programme runs for at least four years equivalent of nominal study time (240 ECTS). These

applicants must also obtain passing scores for the entrance exam in basic statistics.

- Sufficient command of the English language is required. Please also see 'language requirements'.

Relevant domains University	Relevant domains University of Applied Sciences
Biomedical Sciences	Cesar Therapy
Dentistry	Dietetics
European Public Health	Health Care Technology
Health and Life	Management in Health Care
Health and Society	Medical Biological Radio Therapy
Health Sciences	Mensendieck Physiotherapy
Medicine	Midwifery
Molecular Life Sciences	Nursing
Movement Sciences	Occupational Therapy
Nursing Sciences	Physiotherapy
Pharmacy	Podotherapy
	Social Work
	Skin Therapy
	Speech Therapy
	Sport, Health and Management
	Teacher Health Care and Well-being
	Youth Work

3.3 Language requirements

No additional evidence of sufficient command of the English language is required from applicants who:

- Are native speakers of the English language.

- Have successfully completed a Bachelor or Master of Science at a Dutch or Flemish university or professional education programme.
- Have successfully completed a Bachelor or Master of Science at a university or professional education programme in one of the following countries: Australia, Austria, Canada, Denmark, Germany, Iceland, Ireland, Luxembourg, New Zealand, Norway, Singapore, South Africa, Sweden, Switzerland, United Kingdom, United States of America.

All other non-native speaking applicants should enclose a copy of an IELTS test (International English Language Testing System (IELTS)), TOEFL Test (Test of English as a Foreign Language (TOEFL IBT Test)), or Cambridge test that is no older than 5 years at the start of the programme.

- Applicants must submit an average IELTS score of at least 6.5 or higher and the score on each component (listening, reading, writing, and speaking) should be equal to 6 or higher.
- The total TOEFL score should be at least 90 (out of 120) and a minimum of 20 for each component (listening, reading, writing, and speaking) is required.
- The Cambridge test score should be: CAE, grade C.

Exemption

Applicants are eligible for exemption, if English is their native tongue, if English language skills were tested before, or if they meet the above mentioned requirements.

3.4 Required documents

When applying for the Master of Science in Health Professions Education Singapore (MHPE-S) programme, you need to submit the following documents:

- Application Form
- Copy of your passport (identification page)
- Copy of TOEFL or IELTS score
- One passport-sized photograph
- Certified* photocopies of higher education diplomas (NB also see International Credential Evaluation on this site)
- Copy of proof of support by donor organisation/employer
- Motivation letter explaining why you want to participate in the MHPE programme

***Certified copies** need to be signed by a formal person from the institute you received the Higher Education diploma from. It should be bearing a seal or stamp from the head or registrar and a signature with the name and title of this person). If you cannot arrange the above then you should certify the diploma by an official person like a notary, someone from the embassy or town hall. Again the diploma needs to have a seal or stamp with a signature and name of this person.

3.5 International credential evaluation

Although the school has substantial understanding of the values and equivalence of a great number of diplomas issued from universities around the globe, it is not possible for us to judge the credentials of all universities and diplomas worldwide.

If the equivalence of your diploma is not clear to us, we will ask you to provide an international credential evaluation statement issued by the centre(s) of expertise for international credential evaluation.

A credential evaluation is a written statement which indicates how foreign diplomas and study programmes are evaluated in the Netherlands. There are two centres that issue this validation: SBB and Nuffic. They will issue written statements supporting the credential evaluation of your diploma.

The [Information Centre for Credential Evaluation \(IDW\)](#) as a central desk you can contact by phone or e-mail for questions, and where applications for credential evaluation can be submitted by post. If an official credential evaluation is necessary for your diploma, we will inform you as soon as possible. Please read the instructions for requesting a credential evaluation very carefully in order to avoid unnecessary costs and disappointment.

Please note the processing time as stated on the IDW website and make sure that you submit your request for the credential evaluation on time. Once the IDW has received your payment, the file is complete and all required documents have been submitted, the processing procedure will begin. The statements above are only advisory, and no rights can be derived from them. The university and the centres of expertise cannot be held liable for any damages resulting from decisions by third parties on the basis of a credential evaluation.

The credential evaluation statement must be sent together with the rest of the application requirements to the MHPE office via e-mail at mhpe@maastrichtuniversity.nl **before 14 February 2020**. Without a credential evaluation statement your application will be considered incomplete and will therefore not be reviewed by the Board of Admissions. Please note that the statement is issued only in the Dutch language.

3.6 Application process

Complete the MHPE-S application form and return it together with all required supporting documents digitally and by post to:-

Master of Health Professions Education Singapore (MHPE-S)
Academy of Medicine, Singapore
81 Kim Keat Road, #11-00, NKF Centre, Singapore 328836
Email: mhpesingapore@ams.edu.sg

- (a) Academy of Medicine, Singapore and Maastricht University will assess your application and decide on your admission.
- (b) Upon selection, we will send your name and email address to Maastricht University. Maastricht University will send you the manual for account creation to fill up your personal particulars (Part A) and also to upload the MHPE application form (Part B) together with supporting documents via Maastricht

University online portal. You will need to register for the MHPE-S programme via Studielink.

- (c) You will receive a letter to inform you whether you are admitted, conditionally admitted (e.g. in case a document is still missing) or not admitted.
- (d) If you are selected as a candidate for the programme, you will receive a provisional acceptance letter. Students are granted final admission upon receipt of the first payment of tuition fees (annual fees are to be paid in two instalments).

4. Tuition Fees and Payment

Category	*Fees for MHPE-S	
	MHPE Course & Book Fees to Maastricht University	Supplementary Fee to AMS for to Conduct Residential Units 1 & 7 in Singapore (inclusive of GST)
Fellows of Academy of Medicine, Singapore (FAMS)	€15,400	S\$14,300
Others	€15,400	S\$17,600

* The fees are to be paid in two instalments.

- 4.1 The course fee to Maastricht University of € 15,400 is to be paid in two instalments of € 7,700. Not included are costs of accommodation, board or transportation. In case of delay of the programme, extra costs of € 650 will be charged.
- 4.2 The supplementary fee to the Academy of Medicine, Singapore of S\$14,300 (for FAMS) or S\$17,600 (for non-FAMS) is to be paid in two instalments of S\$7,150 (for FAMS) or S\$8,800 (for non-FAMS). Thesis presentation can be done at APMEC (Singapore), AMEE conferences, or in Maastricht. Please note that these fees do not include travel to Maastricht for Thesis presentation and convocation.

The registration as a course participant is only final after the first term course fee and supplementary fee have been received within **30 days** after receipt of the provisional acceptance letter. Payment for second term must be transferred before **1 April 2021**.

Successful applicants will receive payment instructions from Academy of Medicine, Singapore.

** Please note: this graduate programme has a deviating tuition fee rate.*

5. Study-Time Commitment

The programme requires 20 hours of Study-Time per week, in addition to course attendance at the Resident Unit 1 and 7.

6. Programme Modules

Module	Title	Level	Mode	Credits
Year 1				
Unit 1	Introduction to Health Professions Education	Introduction	3-week campus-based unit in Singapore	6.0 ECTS
Unit 2	Learning and Cognition	Advanced	Distance-based	5.0 ECTS
Unit 3	Curriculum and Instruction	Advanced	Distance-based	5.0 ECTS
Unit 4	Assessment and Evaluation	Advanced	Distance-based	5.0 ECTS
Unit 5	Organisation and Leadership	Advanced	Distance-based	5.0 ECTS
Unit 6	Academic Research Skills	Advanced	Distance-based	4.0 ECTS
Year 2				
Unit 7	Quantitative and Qualitative Research	Advanced	3-week campus-based unit in Singapore	4.0 ECTS
Unit 8	Learning Environments	Advanced	Distance-based	5.0 ECTS
Unit 9	Advanced Assessments and Evaluation	Advanced	Distance-based	5.0 ECTS
Unit 10	Academic Research Skills II	Advanced	Distance-based	4.0 ECTS
Unit 11	Thesis Writing	Advanced	Distance-based	12.0 ECTS
Unit 12	Advanced Quantitative and Qualitative Research	Advanced	Distance-based	5.0 ECTS

- Units 6 and 10 run in parallel with the other units.
- Students within the Regular Track participate in both units 8 and 9, but do not participate in unit 12.
- Students within the Specialised Track participate in either unit 8 or 9 and are obliged to participate in unit 12.
- Please refer to Annex A for the detailed timetable.

7. Certification

Graduates will receive a Master of Science Degree in Health Professions Education awarded by the University of Maastricht in collaboration with the Academy of Medicine, Singapore upon successful completion of the programme.

8. Cancellation

If there are not a sufficient number of registered participants four weeks prior to the start of the Master of Health Professions Education Singapore programme, the course may be cancelled. If a course is cancelled by the school, fees that have already been paid will be refunded.

If a registered participant wishes to withdraw from the MHPE-S course, cancellation can be done at no cost until **1 May 2020**. If you cancel after that date, you will be invoiced for the amount of €100 to cover the cost of administration fees and bank commission. Once the course has commenced, the fees are non-refundable.

In the event that the campus-based units (unit 1 & 7) cannot be conducted in Singapore due to unforeseen circumstances, the supplementary fee will be refunded to course participants. Academy of Medicine, Singapore will help to facilitate arrangement for participants to complete the campus-based units in Maastricht University.

**SINGAPORE
MASTER OF HEALTH PROFESSIONS EDUCATION
APPLICATION FORM
2020-2022**

Name of applicant:

Signature of applicant

Date

Please return the application form and all required supporting documents digitally and by post to:

Master of Health Professions Education Singapore (MHPE-S)
Academy of Medicine, Singapore
81 Kim Keat Road, #11-00, NKF Centre, Singapore 328836

Email: mhpesingapore@ams.edu.sg



A. Personal data

Family Name/surname

First Name(s)

Title (Prof/Dr/Mr/Ms/Miss/Mrs)

Mailing Address:

Street

Postal Code+City

Country

Telephone Number Home

Telephone Number Work

Email Address:

Home Address:

Street

Postal Code+City

Country

Place of Birth:

Date of Birth (dd/mm/yy)

Country of Birth:

Nationality:

Sex

Female

Male

Marital status:

Married

Single



ACADEMY OF MEDICINE, SINGAPORE

SHE School of
Health Professions
Education

Proposed year of entry

July

Name and address of your next
of kin:

Relationship to next of kin:

**SINGAPORE MASTER OF HEALTH PROFESSIONS EDUCATION
APPLICATION FORM
2020-2022**



A. Language (for non-native speakers only)

Please Note:

No additional evidence of sufficient command of the English language is required from applicants who:

- Are native speakers of the English language.
- Have successfully completed a Bachelor or Master of Science at a Dutch or Flemish university or professional education programme.
- Have successfully completed a Bachelor or Master of Science at a university or professional education programme in one of the following countries: Australia, Austria, Canada, Denmark, Germany, Iceland, Ireland, Luxembourg, New Zealand, Norway, Singapore, South Africa, Sweden, Switzerland, United Kingdom, United States of America.

All applicants who do not fulfil the above requirements should enclose a copy of an IELTS test Academic Version ([International English Language Testing System \(IELTS\)](#)), TOEFL Test Academic Version ([Test of English as a Foreign Language \(TOEFL IBT Test\)](#)), or [Cambridge test](#) that is no older than 5 years at the start of the programme.

- Applicants must submit an average IELTS score of at least 6.5 or higher and the score on each component (listening, reading, writing, and speaking) should be equal to 6 or higher.
- The total TOEFL score should be at least 90 (out of 120) and a minimum of 20 for each component (listening, reading, writing, and speaking) is required.
- The Cambridge test score should be: CAE, grade C.

☐ Exemption

Applicants are eligible for exemption, if English is their native tongue, if English language skills were tested before and meet the requirements, or if they meet one of the other above mentioned requirements.

When eligible for exemption the original TOEFL/IELTS test results or a copy of the Bachelor or Master degree followed in the above mentioned countries should be included in the documents

B. University Education (Start with highest grade obtained, if necessary use additional sheets)

1) Degree obtained: -----

Name of University: -----

Address of University: -----

Studied from: dd/mm/yy ----- until dd/mm/yy -----

2) Degree obtained: -----

Name of University: -----

Address of University: -----

Studied from: dd/mm/yy ----- until dd/mm/yy -----



C. Work Experience (Start with current positions, if necessary use additional sheets)

Present Post: -----

Do you have access to a curriculum in your present post?

Many of the assignments within the MHPE curriculum ask you to analyse your own situation and propose a redesign or use of your own curriculum as inspiration for a project.

YES

Job Title: -----

Name of Employer: -----

Address or Employer: -----

Telephone Number at Work: ----- Fax No: -----

Describe responsibilities and tasks: -----

Start date employment (dd/mm/yy): -----

Former Work Experience (if necessary use additional sheets)

Former Posts:

Describe responsibilities and tasks:



Length Employment: (dd/mm/yy):-----

Until: (dd/mm/yy)-----

D. Other information Relevant for Application (e.g. publications)

E. Financial Support:

How do you plan to finance your education?

- By Myself
(only approved by a financial statement/bank statement/letter from the bank stating you have sufficient funds)
- Through my institute/employer
(only approved when a letter from the institute/sponsor is included stating that you will be financed for the entire programme)
- I have obtained a fellowship
- I have applied for fellowship from:

Date of decision: (dd/mm/yy): -----

F. Available study hours

Please indicate how many hours you will be able to study. The MHPE requires **20 hours** study per week

Available hours per week _____ hours



G. References (List one or two persons, preferably from the academic staff)

Name and address details Reference No. 1:

Name and address details Reference No. 2:

H. Declaration

1. I confirm that, to the best of my knowledge, the information provided on this form is correct.
2. I understand that if my funds should at any time during the course become inadequate, the Department will not be able to provide financial assistance or remission of the fee.



I. Privacy Agreement

Your privacy is important to us

Due to the new privacy regulations, we make an effort to protect your personal information and only use your personal details for certain purposes. We are transparent about the data we collect and what we do with it.

We store your personal details in our private mailing list.

Please tick the boxes you give permission for to use your personal details (eg name, email, country):

- MHPE information
- SHE (keep you updated with the SHE Newsletter or SHE courses)
- Research/Surveys

How did you learn about the MHPE programme for which you are applying?

TIME TABLE AND ORGANISATION 2020-2022

Unit	Commencing date	Concluding date	Period
Unit 1 Campus-based *# Introduction to health professions education	26 May 2020	12 June 2020	3 weeks
Unit 1 Distance-based An introduction to health prof education (6 ects)	22 June 2020	3 July 2020	2 weeks
Unit 2 Learning and cognition (5 ects)	24 Aug. 2020	16 Oct. 2020	8 weeks
Unit 3 Curriculum and instruction (5 ects)	19 Oct. 2020	11 Dec. 2020	8 weeks
Unit 4 Assessment and evaluation (5 ects)	14 Dec. 2020	12 Feb. 2021	9 weeks due to Christmas
Unit 5 Organisation and leadership (5 ects)	15 Feb. 2021	9 April 2021	8 weeks
Unit 6 Research skills I (4 ects)	25 May 2020	1 April 2021	Run in parallel
Deadline sending in assignments year 1 ****		1 April 2021	
REGULAR TRACK:			
Unit 7 Campus-based ** Quantitative and qualitative research (4 ects)	To be confirmed	To be confirmed	3 weeks
Unit 8 Learning environments (5 ects)	23 Aug. 2021	15 Oct. 2021	8 weeks
Unit 9 Advanced assessment and evaluation (5 ects)	18 Oct. 2021	10 Dec. 2021	8 weeks
Unit 10 Research skills II (4 ects)	17 May 2021	1 April 2022	Run in parallel
Unit 11 Thesis writing (12 ects)	13 Dec. 2021	1 April 2022	17 weeks
RESEARCH TRACK:			
Unit 7 Campus-based ** Quantitative and qualitative research (4 ects)	To be confirmed	To be confirmed	3 weeks
Unit 8 Learning environments (5 ects)	23 Aug. 2021	15 Oct. 2021	8 weeks
Unit 9 Advanced assessment and evaluation (5 ects)	23 Aug. 2021	15 Oct. 2021	8 weeks
Unit 10 Research skills II (4 ects)	17 May 2021	1 April 2022	Run in parallel
Unit 11 Thesis writing (12 ects)	7 Dec. 2020	1 April 2022	17 weeks
Unit 12 Advanced quantitative and qualitative research (5 ects)	18 Oct. 2021	10 Dec. 2021	8 weeks
REGULAR AND SPECIALIZED TRACK:			
Deadline approved final master thesis ****		1 April 2022	
Deadline sending in assignments year 2 ****		1 April 2022	
Thesis presentation		2 June 2021	
Graduation		3 June 2022	

- # Hari Raya Puasa Monday May 25th, 2020, Academy of Medicine, Singapore closed
- * Whitsun Day Monday June 1st, 2020, Maastricht University closed
- ** Whitsun Day Monday May 24th, 2021, Maastricht University closed
- *** Year 1 students who want to participate in unit 7 in 2021 have to send in all required assignments and the draft Master Thesis Proposal before **April 1st, 2021**.
- **** Year 2 students who want to graduate in 2022 and present their master thesis in Maastricht in 2022 have to send in all the required materials inclusive the approved Master Thesis ultimately before **April 1st, 2022**. These deadlines are strict!

During the following holidays, most teachers will not be available to give feedback or respond to emails:

- May: April 26th, 2021-May 7th, 2021
 - May: April 25th, 2022-May 6th, 2022
 - Summer: July and August
 - Christmas: Last week of December and the first week of January
-
- Unit 6 and unit 10 are run in parallel with the other units.
 - Students within the Regular Track participate in both units 8 and 9, but do not participate in unit 12.
 - Students within the Specialized Track participate in either unit 8 or 9 and are obliged to participate in unit 12.
 - All units are distance-based unless a remark is made that the unit is campus-based. Unit 1 is mainly campus-based and partly distance-based.