



**TMC**  
Academy

Since 1981

*Every Step With You*

# INTERNATIONAL **STUDENT** PROSPECTUS 2013/14

# OUR COURSES & PROGRAMMES



|   |    |    |
|---|----|----|
| Welcome to TMC Academy  | 1  |    |
| Our Learning Environment  | 2  |    |
| Studying in Singapore   | 3  |    |
| <b>HAWTHORN LANGUAGE SCHOOL</b>   |    |    |
| Certificate in English  | 4  | 24 |
| Preparatory Course for IELTS  | 4  | 24 |
| <b>TMC COLLEGE</b>  |    |    |
| Preparatory Course for GCE 'O' Level  | 6  | 24 |
| <b>TMC CERTIFIED</b>  |    |    |
| Certificate in Tertiary Foundation Programme  | 8  | 25 |
| <b>MONASH College</b><br><small>A pathway to Monash University</small>  |    |    |
| Diploma of Business   | 10 | 25 |
| Validated and Jointly Certified By <b>CAMBRIDGE International Examinations</b> Cambridge Associate <b>TMC Academy</b> |    |    |
| Higher Diploma in Business  | 12 | 26 |
| Higher Diploma in Information Technology  | 12 | 26 |
| Higher Diploma in Hospitality & Tourism Management  | 12 | 26 |
| <b>TMC CERTIFIED</b>  |    |    |
| Higher Diploma in Psychology with Counselling   | 12 | 26 |
| <b>UNIVERSITY of GREENWICH</b>  |    |    |
| BSc (Hons) Computing  | 14 | 27 |
| BSc (Hons) Psychology with Counselling - Final Year Top-Up  | 14 | 27 |
| <b>Liverpool JMU</b>  |    |    |
| BSc (Hons) Tourism, Leisure & Hospitality - Final Year Top-Up   | 16 | 27 |
| BSc (Hons) Mass Communication - Final Year Top-Up   | 16 | 27 |
| <b>UNIVERSITY OF GLOUCESTERSHIRE</b>  |    |    |
| BA (Hons) in Strategic Hospitality Management - Final Year Top-Up   | 18 | 28 |
| BA (Hons) in Strategic Events Management - Final Year Top-Up  | 18 | 28 |
| BA (Hons) in Accounting & Financial Management Studies - Final Year Top-Up  | 18 | 28 |
| BA (Hons) in Business Management - Final Year Top-Up  | 18 | 28 |
| BA (Hons) in Business Management (Enterprise) - Final Year Top-Up   | 18 | 28 |
| BA (Hons) in Business Management (Human Resource Management) - Final Year Top-Up                                      | 18 | 28 |
| BA (Hons) Business Management & Strategy - Final Year Top-Up  | 18 | 28 |
| BA (Hons) in Marketing Management & Branding - Final Year Top-Up  | 18 | 28 |
| <b>UNIVERSITY of ABERDEEN</b>   |    |    |
| Masters of Business Administration  | 22 | 28 |
| Entry Requirements, Intakes & Fees  | 24 |    |
| Coming to Singapore   | 29 |    |
| Applications & Admissions   | 30 |    |

# WELCOME TO TMC ACADEMY



**Bishan Campus**

**City Campus**

## About TMC Academy

Trusted since 1981, TMC Academy is an established private education institution recognised for its commitment towards developing successful and high performance graduates year after year. With over three decades of experience in providing quality education and professional development programmes, we understand the needs and aspirations of students and working professionals.

All TMC graduates are fully equipped with industry-relevant skills and knowledge through our high quality courses, delivered by our highly professional lecturers in a conducive and nurturing learning environment. Our programmes are continuously improved according to the demand and up-to-date developments in the industry. Through TMC's professionalism and affinity to see our graduates succeed, the academy is passionate about developing and empowering students holistically beyond the achievement of academic excellence, and grooms them for a successful and fulfilling career.

TMC Academy seeks to develop students holistically beyond mere academic excellence. As your partner in your journey of learning, discovery and realization, we strive to help turn your dreams into reality, giving you all the support to fulfill your academic goals, TMC Academy is always every step with you.

## Our Mission

The leading academy that develops successful and high performance graduates.

## Our Vision

We commit to delivering high quality courses with industry relevant skills and knowledge in a nurturing environment.

## Our Core Values

Our mission is supported by four core values outlined in PACE which illustrates our internal beliefs of:

### Professionalism

We uphold the highest standards of ethics, accountability and transparency

### Continuous Improvement

We are uncompromising in our pursuit for excellence and strive to re-invent ourselves to stay relevant

### Affinity

We value relationships and see ourselves as a family that constantly supports and stands by one another

### Empowerment

We are ambassadors of our brand and each and everyone of us is responsible for creating an enriching and inspiring TMC experience

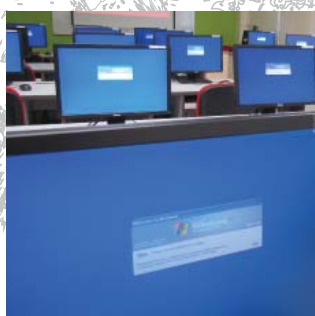
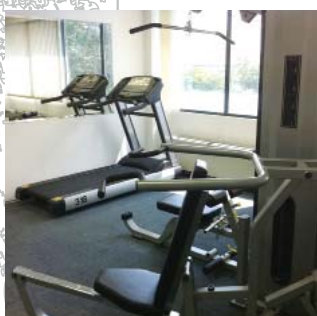
# OUR LEARNING ENVIRONMENT



Providing the best possible education in a **Vibrant, Engaging & Accessible** learning environment.



**CAFETERIA**  
**GYM**  
Multi-purpose Court



**Moot Court**  
Psychology  
Counselling Rooms  
Hospitality  
Training Rooms  
**Mass Comm Studio**



**LIBRARY**  
Lecture Theatres  
Computer Labs  
Classrooms  
Student Lounge



# STUDYING IN SINGAPORE



## WHY STUDY IN SINGAPORE

Education plays a crucial role in modern day social development and allows one to be a step closer to achieving one's aspirations. Singapore has developed its education system to one that strives to meet the needs of individuals' aspirations and nurturing talents.

Students with certificates and diplomas issued by a Singapore PEI registered with the Council for Private Education (CPE), Singapore, could either enter into the workforce or continue with graduating programmes. There are numerous opportunities that graduates can choose from a myriad of job opportunities; professional and skills-based programmes offered and widely accepted in Singapore.

## STABLE ECONOMY

A reputable financial centre, a key regional trading centre, the world's busiest port, and a much sought after location for investment opportunities, Singapore has earned global recognition and is often cited as a safe and secure environment with political stability to live in and do business with.

## A VIBRANT CITY

Feel the hustle and bustle of the city with attractions and activities for everyone. Dining and shopping are among the top-rated activities for both locals and visitors alike. The thriving arts and cultural scene, ethnical districts and all year-round events provide additional high quality entertainment and also employment opportunities.



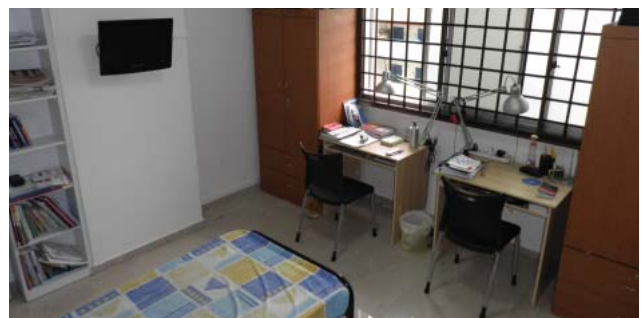
## AIRPORT PICKUP

We hope to be the first persons you meet at the Airport. This service is complimentary. Please do note that all airport pickups need to be confirmed at least 2 weeks prior to your arrival. All arrangements will be made for you to allow a safe and smooth transition.

## ACCOMODATION

At TMC Academy, we believe in assisting all our students in settling down. We understand that moving to a foreign country can be rather tedious therefore we have a list of accommodation providers who can assist you in making your transition and stay comfortable.

This is a complimentary service. Please note that we should receive this request 2 weeks (min.) prior to your arrival. You are required to commit to a minimum period of stay stipulated by the accommodation provider.



## ESTIMATED LIVING EXPENCES

| Item  | Cost    |
|---|---------|
| Double/Triple room sharing in hostel or home-stay | S\$600  |
| Food  | S\$300  |
| Transport   | S\$150  |
| Personal Expenses                                 | S\$200  |
| Total   | S\$1250 |

# HAWTHORN

---

## LANGUAGE SCHOOL

# ENGLISH LANGUAGE PROGRAMME

**Hawthorn Language School** is one of the top English language schools in Singapore. At Hawthorn you will have the chance to develop your English skills, and take a step towards meeting your academic and professional goals. Hawthorn offers 9 levels of English from Beginner to Academic English. We also offer a preparatory course for the IELTS examination.

In addition to improving your English, you also have the opportunity to meet with people from around the world. Our students come from China, Vietnam, Indonesia, Myanmar, South Korea, Taiwan, Thailand, Russia, and other countries throughout Asia. Our teachers are from the United Kingdom, New Zealand, the USA, Malaysia, and Singapore. With such a diverse mixture of people, you have a chance to make connections with people from many different cultures.

Our courses are full-time – Monday through Friday. In addition to classroom lessons, you will also spend time in the Independent Learning Centre (ILC) and the computer lab. There are regularly scheduled excursions to interesting locations in Singapore, as well. After school, we have several programmes available for students who want additional help, including tutorials, extra classes, and the ILC.



### ADVANTAGES OF HAWTHORN LANGUAGE SCHOOL

- International teachers
- Dynamic and interactive classes
- After-school programmes
- Ongoing assessments
- Variety of resources
- Weekly computer classes
- English software
- Excursions around Singapore
- Independent Learning Centre (ILC)
- Exciting mix of students

At the end of each course, students who have successfully completed their course of study will be awarded a certificate in recognition of their progress and academic achievement.

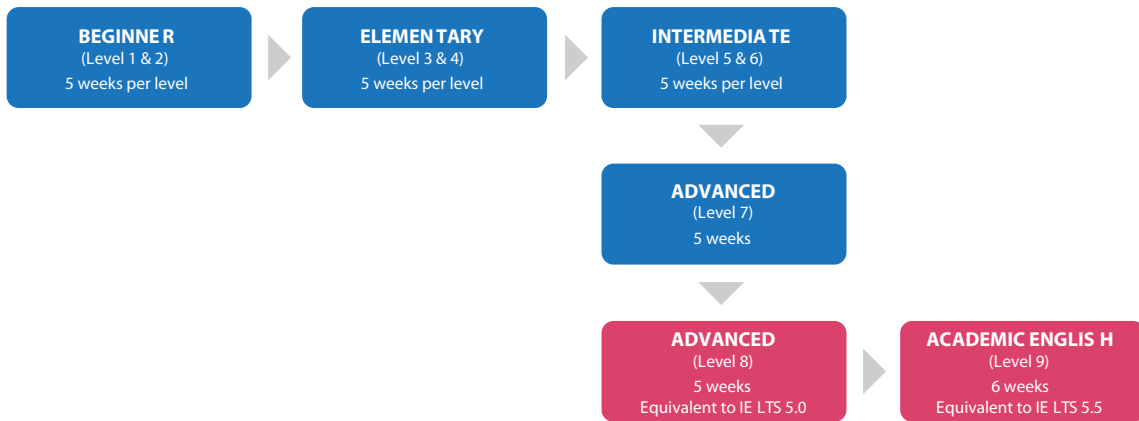
One student in each class will receive an Outstanding Student Certificate. This is awarded to students who demonstrate outstanding academic qualities, have exceptional attendance and regularly participate in extracurricular activities.

When first I came to Singapore, I was afraid and unsure. Soon, I became adjusted to the life here because my schoolmates at TMC Academy are very friendly and the teachers are patient and understanding.

**Gayoung Ju**  
Korea



**YOUR ACADEMIC PROGRESSION AT HAWTHORN LANGUAGE SCHOOL**



**Certificate in English**

The Certificate in English comprises 9 levels. Students will build a solid foundation of English skills they can use to communicate in vocational, casual and academic environments. We emphasise speaking, writing, reading, and listening, as well as grammar. Classes are designed so that students have many opportunities to communicate with their classmates.

| LEVEL | PROGRAMME        | DURATION |
|-------|------------------|----------|
| 1     | Beginner 1       | 5 Weeks  |
| 2     | Beginner 2       | 5 Weeks  |
| 3     | Elementary 1     | 5 Weeks  |
| 4     | Elementary 2     | 5 Weeks  |
| 5     | Intermediate 1   | 5 Weeks  |
| 6     | Intermediate 2   | 5 Weeks  |
| 7     | Advanced 1       | 5 Weeks  |
| 8     | Advanced 2       | 5 Weeks  |
| 9     | Academic English | 6 Weeks  |

Students will learn advanced reading and writing skills, as well as vocabulary building. They will work on the basics of academic writing and give oral presentations. The course will also teach students the different skills needed to do well on the IELTS. Students will refine their language skills in speaking, writing, reading, and listening in preparation for the IELTS exam.

**IELTS Preparation**

Students will refine their language skills in speaking, writing, reading, and listening in preparation for the IELTS exam. During the course, students will be taught the format and structure of the exam, as well as important exam strategies. This course is only for advanced students. It is recommended that students take the Strategies for Academic Success class before they take the IELTS course. We pride ourselves on the quality of our teachers and our class size. Our smaller class size means heightened teacher/student interaction.

**Short Courses - Holiday English**

This programme is suited for: Individual students who will stay in Singapore for 2 – 4 weeks and want to study English in one of our pre-existing classes. Students must be at least 13 years old. They will be given a placement test to ensure that they join a class appropriate to their level.

Large groups of students who are visiting Singapore for a few days and want to attend English classes specially prepared for them. Classes may be focused on special areas including writing, reading, speaking, listening, English for Specific Purposes (ESP) and other subjects as requested.

REFER TO PAGE 24 FOR DETAILED ENTRY REQUIREMENTS, INTAKES & FEES





# 'O' LEVEL PREPARATORY

**TMC College** is an academic unit within TMC Academy, manages the GCE 'O' Level Preparatory courses for students who want to take the Singapore-Cambridge GCE 'O' Level examinations as well as admission tests to gain admission to Singapore government institutions.

## WHY TMC COLLEGE

- 1 MULTIPLE INTAKES**  
 We have four intakes in our academic calendar: January April, July and November. This gives prospective students the flexibility of choice in enrolling for the programme.
- 2 DEDICATED AND QUALIFIED TEACHERS**  
 Our team of teachers have proven teaching methodologies and experience in both reputable private educational organisations and government schools. They are committed to impart knowledge through continuous support and dedication to students.
- 3 ENRICHING & HOLISTIC ENGAGEMENT**  
 Holistic and enriching learning journeys are organised to places of interest to bring learning beyond the classroom. Students are given designated self-study hours as well as English remedial and enrichment classes
- 4 PROVEN RESULTS**  
 We have consistently produced students with excellent results who qualify for admission into the local polytechnics and pre-university institutions.



### Zeng Fei Hong China

**2010** : Graduated from "O" Level at TMC Academy  
**2011** : Received multiple offers from Singapore Polytechnic, Temasek Polytechnic & Republic Polytechnic

**Present:** Studying Diploma in Biotechnology at Temasek Polytechnic



### Chen Zheng Xin China

**2007** : TMC Academy GCE 'O' Level  
**2008 - 2011:** Nanyang Polytechnic, Engineering  
**2011** : Received letter of offer from NUS & NTU  
**Present** : NTU, Engineering

## PREPARATORY COURSE FOR GCE 'O' LEVEL

The Ministry of Education, Singapore and the University of Cambridge International Examinations are the joint examining authorities for the Singapore–Cambridge GCE O-Level examination. The qualification is an internationally recognized standard of educational achievement. Upon graduation and successful completion of the course, students will be able to explore various progression pathways of their choice. Successful entry is subjected to the institutions' pre-requisites and discretion.

## YOUR PROGRESSION PATHWAYS

**PREPARATORY COURSES FOR  
SINGAPORE -CAMBRIDGE  
GCE 'O' LEVEL EXAMINATIONS**

**POLYTECHNIC /  
PRE-UNIVERSITY INSTITUTIONS /  
PROFESSIONAL COURSES**

**TMC ACADEMY**

- Certificate
- Diploma / Higher Diploma
- Degree Programmes
- Australia, UK & USA

### ENTRY REQUIREMENT TO LOCAL POLYTECHNICS & PRE-UNIVERSITY INSTITUTIONS

- **For Polytechnics:** L1R2B2 (English Language, 2 Relevant Subjects & 2 Other Best Subjects)
- **For Pre-University Institutions:** 'O' Level Results & a Placement Test

## SUBJECT SYNOPSIS

### English

Students are taught to speak, write and present fluently and accurately in varied and relevant types of texts using wide ranging and precise vocabulary and accurate grammar, punctuation and spelling. They are also enabled to understand and respond to texts at literal and inferential levels.

### Chinese or Malay Language

These subjects develop the ability to use the language effectively for purposes of practical communication and gain insight into the culture and civilization of countries where the language is spoken. Students will be assessed on their ability to understand and respond to spoken and written language, showing knowledge of a range and variety of vocabulary while also applying grammar and structures accurately.

### Elementary Mathematics

Students will acquire the necessary mathematical concepts and skills for continuous learning for Mathematics and related disciplines. Topics such as Algebra, Trigonometry, Geometry and Graphs are taught.

### Additional Mathematics

The syllabus is intended to prepare students adequately for 'A' Level H2 Mathematics and H3 Mathematics, where a strong foundation in algebraic manipulation skills and Mathematical reasoning skills are required. Students will acquire the necessary Mathematical concepts and skills for continuous learning for Mathematics and related disciplines.

### Physics

Students will gain a coherent understanding of energy, matter and their inter-relationships. The subject focuses on investigating natural phenomena and then applying patterns, models (including Mathematical ones), principles, theories and laws to explain the physical behaviour of the universe. There will be written and practical examinations.

### Principles of Accounts

Students will develop an understanding of the principles and concepts of accounting and their applications in a variety of business situations. Students will acquire basic knowledge in double-entry accounts and develop the ability to prepare, present, analyse and interpret financial statements.



REFER TO PAGE 24 FOR DETAILED  
ENTRY REQUIREMENTS, INTAKES & FEES

# Certificate in Tertiary Foundation Programme (CTFP)

**Certificate in Tertiary Foundation Programme (CTFP)** is a five-month preparatory programme that provides both local and international students with an academic bridge into the higher education leading to degree programme. After the completion of the five-month CTFP, students will automatically qualify for entry to any of the higher diploma programmes (without exemption) conducted by TMC Academy in Singapore.

Upon successful completion of the Higher Diploma, students can progress into the final completion year Bachelors degree of internationally recognised universities in UK (e.g.: University of Gloucestershire UK, Liverpool John Moore University UK, University of Greenwich UK and many more options including the Universities in Australia, USA and others you may choose.)

Students can choose to focus on one of the following streams depending on their preferred course they intend to take at TMC Academy.



## YOUR ACADEMIC PATHWAY TO A UNIVERSITY DEGREE



\* TMC Certified Only

## SUBJECT SYNOPSIS & ASSESSMENT

Students will take a total of 5 compulsory modules.

### Maths & Statistics

Students will be introduced to the basic mathematical methods. The Statistics portion will emphasize the applications of the methods in the various management disciplines.

**Assessment:** 40% Coursework, 60% Examination

### Elements of Marketing

Students will learn about the basic components of marketing, its methods and uses to business firms. Marketing focuses on the promotion of various products offered by business firms.

**Assessment:** 40% Coursework, 60% Examination

### Elements of Management

This module covers the basic management practices and principles for example the function of management and includes the personal qualities that a good manager should have.

**Assessment:** 100% Coursework

### Introduction to Communications

This module is an introduction to the field of communication. Students will learn about both internal communication, between people in the same business; and external communication, with people outside the business.

**Assessment:** 100% Coursework

### Essential English for Professional (non-credit)

This subject strategically combines the vital components of written and verbal skills that prepare them to study successfully at tertiary level.

**Assessment:** 100% Coursework

## DURATION & INTAKE

### DURATION:

Full-Time, 5 months

### INTAKES:

- February
- April
- June
- August
- October
- December

## ENTRY REQUIREMENTS

### Age:

15 years old (based on date of birth) at point of start class.

### Academic Qualifications:

- Year 9 or equivalent

### English Proficiency:

- Pass TMC English Placement Test at the equivalent of Level 7 – Advanced 1 which is at IELTS 4.5

### Not Meeting English Proficiency:

- Attend Hawthorn English classes and pass at the equivalent of Level 7 – Advanced 1



REFER TO PAGE 25 FOR DETAILED  
ENTRY REQUIREMENTS, INTAKES & FEES





A pathway to Monash University

# DIPLOMA OF BUSINESS

**Monash College** the first step in your journey to Monash University, one of Australia's leading education institutions and member of the elite Group of Eight research-based Australian universities. TMC Academy is the only institution offering Monash College Programme in Singapore.

In Singapore, the Monash College Diploma of Business is only offered at TMC Academy. The programme provides a pathway into the second year of selected degrees in the Faculty of Business and Economics at Monash University



## WHY MONASH UNIVERSITY

- 1 Worldwide Reputation**  
Monash is a member of Australia's prestigious 'Group of Eight' leading universities and is the Top 100 of world universities.  
(Source: Times Higher Education Supplement World University Rankings 2012-2013)
- 2 Outstanding Graduates**  
89% of Monash graduates gain employment within six months.  
(Source: Times Higher Education, 2009)
- 3 Research Excellence**  
Monash's international reputation for research excellence will mark you as the graduate of a highly-respected institution.
- 4 Global Alumni Network**  
Joining a global community of more than 150,000 Monash alumni will enhance the opportunities for professional networking.
- 5 International Advantage**  
A Monash qualification is recognized around the world.

Monash College has indeed lived up to its reputation in delivering a world-class education. With approachable lecturers and friendly administrators, Monash College Singapore provides dedicated student services as well as quality education. I believe the skills acquired will further enhance my soft-skills which will prepare me for my future endeavours in the working world.

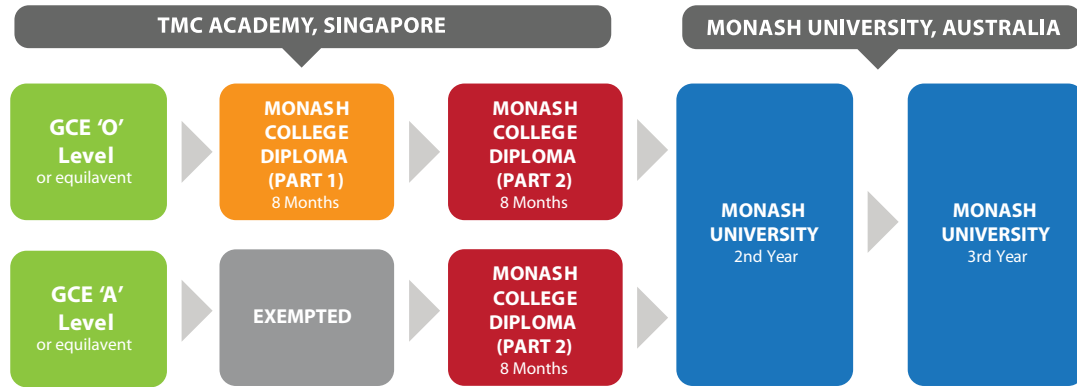
**Teoh Hock Ming**  
Monash College Diploma Part 2



Monash College has always been my preferred choice of education. As a Singaporean, I was fortunate to be able to pursue the Monash University Pathway via TMC Academy in Singapore, where I could still be close to my loved ones and receive a quality education at the same time.

**Lim Shang Yong**  
Monash College Diploma Part 2

**YOUR PATHWAY TO MONASH UNIVERSITY**



Flexible entry points from GCE 'O' or 'A' Levels or equivalent for your pathway to Monash University

**Diploma of Business**

In Singapore, the Monash College Diploma of Business is only offered at TMC Academy. The programme provides a pathway into the second year of selected degrees in the faculty of Business and Economics at Monash University.


**Business (Part 1) 8 months**

- Accounting for Business (MCD1010)
- Introduction to Management (MCD1020)
- Introductory Mathematics for Business (MCD1550)
- Introduction to Economics (MCD1690)
- Introduction to Marketing (MCD 1090)
- Data Analysis (MCD 1110)
- Introductory Law (MCD 1380)
- Intercultural Business Communication (MCD 1540)

**Business Stream (Part 2) 8 months**

- Core
- Accounting 1 (MCD2010)
  - Management 1: Managing People and Organisations (MCD2040)
  - Marketing 1: Marketing Theory Practice (MCD2050)
  - Microeconomics (MCD2020)
  - Business Law (MCD2070)
  - Business Statistics (MCD2080)

- PLUS - 2 units
- Accounting 2 (MCD2060)
  - Functions and their applications (MCD2130)
  - Macroeconomics (MCD2090)
  - Managerial Communication (MCD2030)

 REFER TO PAGE 25 FOR DETAILED ENTRY REQUIREMENTS, INTAKES & FEES

**MONASH COLLEGE**  
**Students Achieved**  
**Outstanding Results!**

**AWARD OF EXCELLENCE**

Highest Results Obtained across all campuses in Trimester 2 2012

**Lim Shun Zhong**  
**Nicholas**

**100% DISTINCTION AND ABOVE\***

Accounting 2  
 Business Statistics  
 Macroeconomics

\* Based on 2012 Trimester 2 results

# TMC HIGHER DIPLOMAS

Your Pathway to Universities Top-Up Degree Programmes

If you have successfully completed 10 - 12 years of education or higher in your home country and meet TMC Academy's level of English standard, we have a suitable degree programme for you. TMC's Higher Diplomas are validated by Cambridge International Examinations and jointly certified by TMC Academy and University of Cambridge International Examinations.



## Graduate!

Students may proceed to Bachelor Degree Programmes from any of our University Partners such as University of Gloucestershire, LJMU, University of Greenwich and other universities in Australia, UK and USA.



**UNIVERSITY of CAMBRIDGE**  
International Examinations

Excellence in education

**Cambridge International Examinations** is the world's largest provider of international education programmes and qualifications for 5-19 year olds. In addition, they offer a quality assurance seal for other awarding bodies, ensuring that a course or programme meets the highest standards and retains this quality from year to year.

Working with TMC Academy since 2000, Cambridge International Examinations has validated TMC Academy's Diploma and Higher Diploma programmes. Students who complete the programmes successfully receive certificates bearing the Cambridge logo, and signed by the vice-chancellor of Cambridge University, providing them with the assurance that their TMC Academy qualification is of the highest standard.



Students with exemption will complete the Higher Diploma within 12 months



**A** Students who meet the entry requirements for Higher Diploma with exemption will complete the programme in 12 months. Students will be exempted from the 4 foundation modules

**B** Students who meet the entry requirements for Higher Diploma without exemption will complete the programme in 16 months.

**1 CERTIFICATE IN TERTIARY FOUNDATION PROGRAMME**  
This is a 5-month preparatory programme leading to Higher Diploma and Degree Programmes.

**2 HIGHER DIPLOMA IN BUSINESS**  
TMC Higher Diploma in Business is equivalent to the 1st and 2nd year of a university degree programme and ENABLES students to enter directly to one of the final year of a number of UK degrees or claim advanced standing when entering Australia or other degrees.

Each specialisation consists of:

- Foundation Modules
- Core Modules
- Specialisation Modules

TMC Higher Diploma in Business offers 5 specialisation:

- Accounting
- Logistics
- Marketing
- HRM
- International Business

The above specialisations lead to one of the degrees with Honours awarded by University of Gloucestershire.

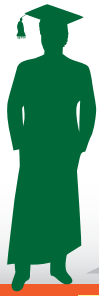
**3 HIGHER DIPLOMA IN HOSPITALITY & TOURISM MANAGEMENT**  
TMC's Higher Diploma in Hospitality and Tourism Management has been specifically designed to develop the skills and knowledge required to be a competent and effective manager in this exciting industry. Students will learn the key aspects of hotel and resort management; tourism and event management; the development of the casino industry; the management and motivation and management of staff as well as understanding the future development of the industry.

**4 HIGHER DIPLOMA IN MASS COMMUNICATION**  
TMC's Higher Diploma in Mass Communication provides students with the necessary theoretical knowledge in the interdisciplinary fields of mass communication, journalism, business, marketing, international business, e-businesses and multimedia. It also covers the practical aspects of these areas so as to provide career opportunities in the mass media, commercial, financial and information systems sectors of the economy.

**5 HIGHER DIPLOMA IN INFORMATION TECHNOLOGY**  
TMC's Higher Diploma in Information Technology provides students with the necessary theoretical knowledge and practical skills to meet excellent career opportunities in the Information Technology industry. It aims to develop and produce successful graduates who are well-versed in the critical disciplines required in the field of computing and information technology.

**6 HIGHER DIPLOMA IN PSYCHOLOGY WITH COUNSELLING**  
TMC's Higher Diploma in Psychology with Counselling provides students with a comprehensive theoretical background and research skills relevant to studying mental processes and human behaviour. The programme covers a broad range of empirical and practical areas, including the opportunity to develop basic counselling skills.

**REFER TO PAGE 25 & 26 FOR DETAILED ENTRY REQUIREMENTS, INTAKES & FEES**



UNIVERSITY OF  
GLOUCESTERSHIRE

Flip to Page 18 For More Info



Flip to Page 16 For More Info



UNIVERSITY  
of  
GREENWICH

Flip to Page 14 For More Info

## HIGHER DIPLOMA IN BUSINESS

2

### Foundation Modules

- Strategies for Academic Success
- Business Communication
- Introduction to Information Technology
- Introduction to Business

### Level 1 Core Modules

- Business Communication & ICT
- Introduction to Management
- Marketing for Managers
- Accounting
- Statistical Techniques for Business
- Business Economics

### Level 2 Core Modules

- Business Law
- Business Finance
- Business Strategy

### Accounting Specialisation

- Advanced Financial Accounting
- Cost & Management Accounting
- Investment & Financial Markets

### Marketing Specialisation

- Consumer Behaviour
- International Marketing
- Marketing Communication & Research

### Logistics Specialisation

- Introduction to Business Logistics
- Business to Consumer Logistics
- Supply Chain Management

### HRM Specialisation

- Developing People at Work
- HRM Strategy
- International HRD

### Int'l Business Specialisation

- International Business
- HRM Strategy
- International Organisational Behaviour

### General Business

Any 3 modules from other areas of specialisation. (Maximum of 2 modules from any specialisation.)

## HIGHER DIPLOMA IN HOSPITALITY & TOURISM MANAGEMENT

3

### Foundation Modules

- Strategies for Academic Success
- Business Communication
- Introduction to Food & Beverage Management
- Front Office & Facilities Management

### Level 1 Core Modules

- Legal Aspects of Hospitality & Tourism
- Hospitality Operations Management
- Hospitality, Travel & Tourism Marketing
- Financial Aspects of Hospitality Travel & Tourism
- ICT in Hospitality Industry
- Communication Management in Hospitality Industry

### Level 2 Core Modules

- Event Management
- Casino Management
- Hotel & Resort Management
- Issues in Hospitality & Tourism Management
- Tourism Planning & Development
- Managing People in the HTTI

## HIGHER DIPLOMA IN MASS COMMUNICATION

4

### Foundation Modules

- Strategies for Academic Success
- Business Communication
- Introduction to Information Technology
- Introduction to Mass Communication

### Level 1 Core Modules

- Foundations of Writing
- Advertising & Public Relations
- Web Production
- Documentary
- Media Communication & Technology
- Introduction to Media

### Level 2 Core Modules

- Global Culture
- Media, Popular Culture & Entertainment
- Film Studies
- Film Production
- Media Representations
- Research Media

+ Double Modules

## HIGHER DIPLOMA IN INFORMATION TECHNOLOGY

5

### Foundation Modules

- Strategies for Academic Success
- Business Communication
- Introduction to Information Technology
- Computer System Essentials

### Core Modules

- Information Systems Analysis
- Database Systems & Applications
- Networking Principles
- Application Programming in VB.NET
- Application Programming in Java
- Project Management

### Web Development Specialisation

- Fundamentals of Operating Systems
- Multimedia Systems
- Web Programming
- Active Server Pages.NET
- Project +

### Networking Specialisation

- IT Security
- Networking & Data Communications
- Network Operating Systems
- Logical Foundations
- Project +

### Games Development Specialisation

- Multimedia Concepts & Productions
- Interactive Games Fundamentals
- 3D Animation
- Games Programming +
- Project - Gaming

## HIGHER DIPLOMA IN PSYCHOLOGY WITH COUNSELLING \*

6

### Foundation Modules

- Strategies for Academic Success
- Business Communication
- Introduction to Information Technology
- Topics in Psychology

### Level 1 Core Modules

- Foundations of Psychology 1
- Foundations of Psychology 2
- Industrial & Organisational Psychology
- Introduction to Counselling
- Research Methods 1

### Level 2 Core Modules

- Biological Psychology
- Cognitive Psychology
- Developmental Psychology
- Social Psychology
- Abnormal Psychology
- Individual Differences & Psychological Measurements
- Research Methods 2

\* TMC Certified Only

## CERTIFICATE IN TERTIARY FOUNDATION PROGRAMME \*

- Maths & Statistics
- Elements of Marketing
- Elements of Management
- Introduction to Communications
- Essential English Skills for Professional (non-credit)

1

\* TMC Certified Only



## UNIVERSITY of GREENWICH



**University of Greenwich** is a large and diverse institution which traces its antecedents to 1890 and the foundation of the UK's second Polytechnic at Woolwich in South East London. During the ensuing one hundred and twenty years, the University has merged with a number of other higher education institutions and developed strategic partnerships with a range of institutions in the UK and internationally.

### BSc (Hons) Computing

**BSc (Hons) Computing** is a broad programme providing a flexible learning experience and allowing the student to experience a wide variety of subject material in diverse areas such as multimedia, information systems and business-oriented computing. Students also develop personal and professional skills needed to communicate and work effectively with those around them.

#### Programme Delivery

The programme is delivered with a combination of teaching approaches including personal contact, audio, video and computer-based methods. Local tutors are approved and supported with devised tutor materials, supplementary learner materials plus electronic access to University staff.

#### Student Project

In the project module, the students are expected to develop their ability to plan, organise and work independently on a selected problem drawing on ideas encountered during the programme of their study. They need to produce a scholarly piece of work which has to be critically reviewed and presented in a dissertation.

#### Modules Offered

- Database Design & Implementation
- Information Systems Engineering
- IT Project & Quality Management
- Object Oriented Software Development
- eCommerce
- Web Engineering
- Project

#### Possible Job Prospects

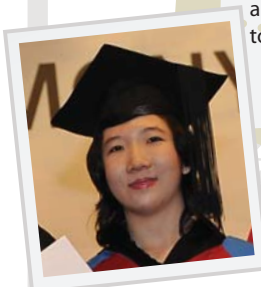
- Systems Analyst
- Systems Designer
- Database Developer
- Software Engineer
- Systems Administrator
- Information Systems Security
- IT Management Roles
- Network Service



REFER TO PAGE 27 FOR DETAILED ENTRY REQUIREMENTS, INTAKES & FEES

TMC Academy has provided me with the opportunity to receive a recognised international qualification in Singapore.

The international environment has increased my learning experience while the guidance and knowledge I received have allowed me to achieve my educational and career goal.



**Jennitsa Halim Lim**  
Indonesia

Recipient of Outstanding Student Award  
BSc (Hons) Computing  
University of Greenwich

## UNIVERSITY OF GREENWICH DEPARTMENT OF PSYCHOLOGY AND COUNSELLING

The Department of Psychology and Counselling offers degrees in psychology and psychology with counselling **accredited by the British Psychological Society** and a Masters Degree in Therapeutic Counselling accredited by the British Association for Counselling and Psychotherapy.

### BSc (Hons) Psychology with Counselling Final Year Top-Up

The BSc(Hons) in Psychology with Counselling (Final Year Top-up) is offered in Singapore, engaging TMC psychology lecturers approved by the University to teach the programme. It is fully supported by the University of Greenwich Department of Psychology and Counselling with lecturing materials, supplementary learning materials and access to the university's online resources.

The third year of the BSc(Hons) Psychology with Counselling (Final Year Top-Up) programme taught at TMC Academy advances the students' knowledge of psychological research and practice. During the programme, the students will:

- demonstrate the ability to apply psychological knowledge and research skills to the design, conduct, analysis and report writing of an independent research project
- extend and critically evaluate theoretical explanations, methodological approaches and research findings in social psychology, health psychology, and educational psychology
- understand the relationship between counselling approaches and their social and cultural context and between counselling theory and counselling practice
- develop a repertoire of counselling skills basic to a successful counsellor-client relationship

#### The Modules

- Advanced Counselling Theory
- Counselling Skills
- Social Psychology 3: Current Social Issues
- Introduction to Health Psychology
- Introduction to Educational Psychology
- Psychology Project

#### Possible Job Prospects

- Social Service Case manager
- Community & Mental Health Fields
- Counselling
- Advertising, Public Relations & Human Resources
- Psychology in Special Education Field
- Working with people with learning difficulties



REFER TO PAGE 27 FOR DETAILED  
ENTRY REQUIREMENTS, INTAKES & FEES

### Sasirekha Rajenthiran

**2010** Higher Diploma in Psychology with Counselling,  
TMC Academy, Singapore

**2011** BSc (Hons) in Psychology with Counselling  
University of Greenwich, UK

**2011** Graduate Member of the  
British Psychological Society

**2012** MSc in Health Psychology  
City University of London, UK

Currently involved in research on Dementia  
at a local hospital



### Dorothy Png

**2010** Higher Diploma in Psychology with Counselling,  
TMC Academy, Singapore

**2011** 1st Class Honours,  
BSc (Hons) in Psychology with Counselling  
University of Greenwich, UK

Medical Social Worker Associate for a  
local hospital after graduation.



## OUR HIGHLY QUALIFIED LECTURERS WILL MOTIVATE YOU TO SUCCEED IN YOUR STUDIES!



#### Right to Left:

#### ASSOCIATE PROFESSOR GORDON WALKER

PhD, MEd, BEd, BA, FAPS, AFBPsS, CPsychol

Dean and Head of TMC School of Psychology, TMC Academy.

#### MARIA SCHUCHINSKY

PhD, BA(Hons)

Senior Lecturer, TMC School of Psychology, TMC Academy.

#### JENNIFER GAY E. CARPIO

MA, BA

Senior Lecturer and co-ordinator for Higher Diploma in Psychology with Counselling programme, TMC School of Psychology, TMC Academy.



**Liverpool John Moores University (LJMU)** is one of the UK's largest universities, based within one of Europe's most stimulating, exciting and friendly cities. LJMU has received 5th University Oscar (National Teaching Fellowship) for innovative teaching in 2011 and leads the way among the new universities for the impact of its research. LJMU's degrees have been specifically designed based on inputs from leading employers to ensure students graduate with sound academic records, relevant skills and experiences to embark on their chosen career.

**BSc (Hons) Tourism, Leisure & Hospitality**  
Final Year Top-Up

This degree equips students with the knowledge and skills required to make the most out of the opportunities offered in the Hospitality and Tourism industry.

It is designed to build upon existing skills and knowledge, drawing upon the expertise of the staff at TMC and LJMU in areas such as Contemporary Issues in the H&T, Research Study, Strategy and Change management.

**PROGRAMME STRUCTURE**

The degree consists of 5 modules:

**Delivered at TMC Academy (Singapore) by LJMU Tutor:**

- Research Methods

**Delivered at LJMU (UK):**

- Strategy and change in the workplace
- Individual Research Study in Tourism Leisure & Hospitality
- The Tourism and Hospitality Consumer

**Delivered at TMC Academy (Singapore)**

**Supported by LJMU through Distance Learning:**

- Current issues in Tourism, Leisure and Hospitality

**Possible Job Prospects**

- Events / Events Marketing / Events Operation Manager
- Tour/Travel Consultant
- Destination Marketing Executive
- Travel Product Manager
- Corporate Affairs Manager (Tourism)
- Visitor Attraction Manager (Tourism)
- Guest Relation Executive (Hotel/Hospitality)

**BSc (Hons) Mass Communication**  
Final Year Top-Up

The BA (Hons) Mass Communication programme aims to produce graduates who have a mastery of a range of communication industry skills, supported by extensive contextual studies in communication/media theory, and professional skills.

Students will be able to interact and learn with candidates from various nationalities as well as examine the roles of the media and citizens through public debate and discourses.

**PROGRAMME STRUCTURE**

The degree consists of 5 modules:

**Delivered at TMC Academy (Singapore) by LJMU Tutor:**

- Investigative Study

**Delivered at LJMU (UK):**

- Media Business and Institutions
- Visual Communication and Criticism
- Communication Analysis

**Delivered at TMC Academy (Singapore)**

**Supported by LJMU through Distance Learning:**

- Dissertation

**Possible Job Prospects**

- Event manager
- Public Relations Officer
- Journalist
- Film Director
- TV Correspondent
- Film Producer
- Screenwriter



I have always aspired to study in the UK since I was young and I'm glad that TMC gave me this chance through the TMC-LJMU Summer Semester Programme.

**Judy Song Areum**  
Korea  
BSc (Hons) Tourism, Leisure & Hospitality  
Liverpool John Moores University, UK



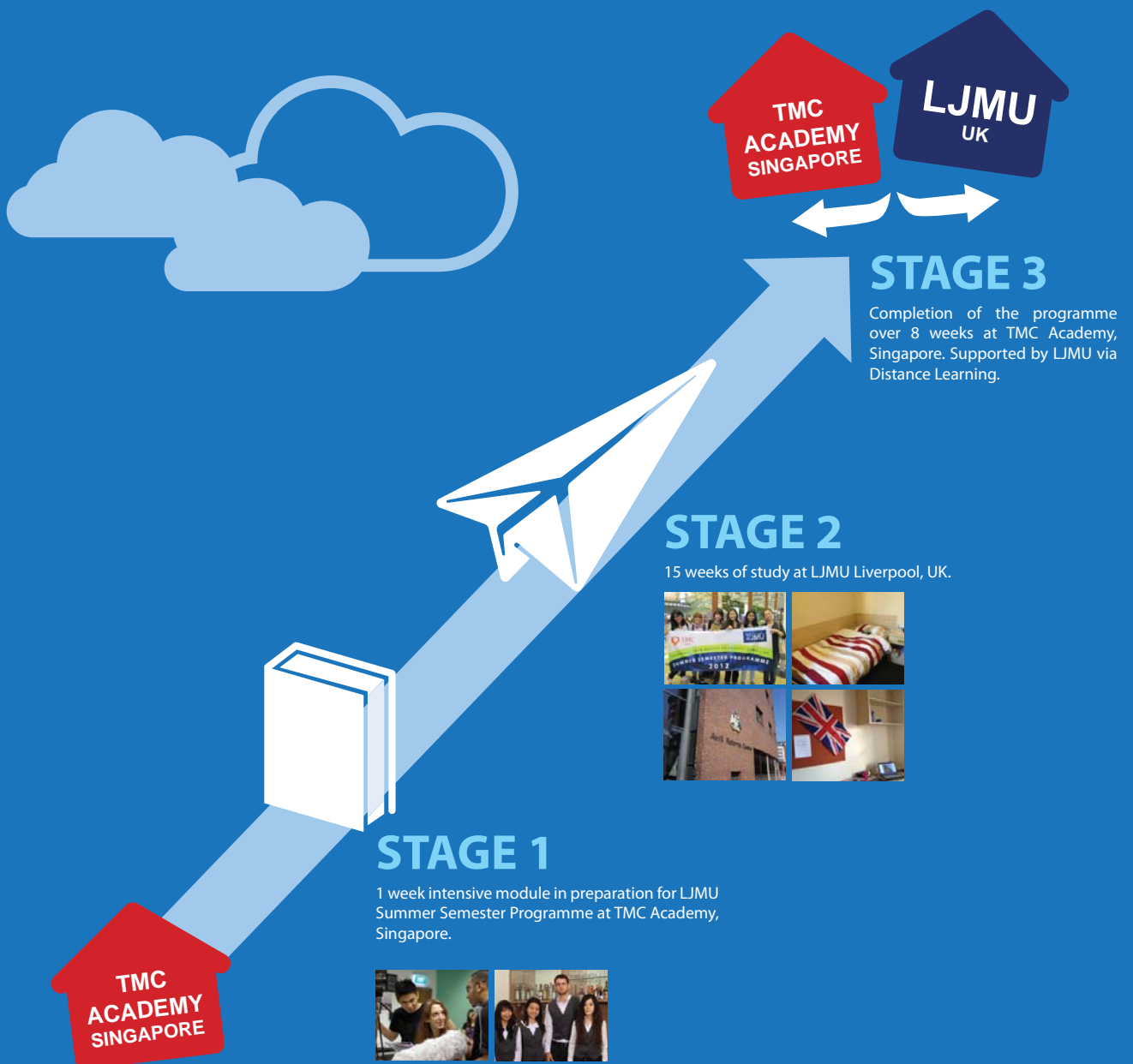
What made TMC-LJMU Summer Semester Programme stood out was the opportunity to study in Liverpool without burning a hole in my parents' pocket, as well as the short duration of the programme.

**Janet Chia**  
Malaysia  
BSc (Hons) Mass Communication - 1st Class  
Liverpool John Moores University, UK

# YOUR SUMMER SEMESTER PROGRAMME

The Liverpool John Moores University (LJMU) Summer Semester Programme is a unique academic programme delivered both in Singapore and Liverpool, UK. It includes an intensive 15-week programme in Liverpool which starts at the beginning of June each year. The Summer Semester Programme provides you with a unique opportunity to spend a summer semester studying in the city of Liverpool and gain a valuable learning and cultural experience in one of England's liveliest cities.

Your Summer Semester Programme has been designed in conjunction with TMC Academy and LJMU to give you the most rewarding learning experience possible. The stages of your programme are built in a way that not only develop your knowledge in your subject area but also your ability to acquire and apply your learning with a mix of guided and independent study.



- **TMC Higher Diploma in Hospitality & Tourism** or equivalent
- **TMC Higher Diploma in Mass Communication** or equivalent



REFER TO PAGE 27 FOR DETAILED ENTRY REQUIREMENTS, INTAKES & FEES



# UNIVERSITY OF GLOUCESTERSHIRE



**University of Gloucestershire** has delivered innovative high quality teaching and education for almost 200 years. The University of Gloucestershire is a modern, forward looking university which has risen in popularity and reputation in recent years. Distinct teaching & learning strategy, the university offers programmes that develop skills for life leading to a diverse and growing range of employment options.



 REFER TO PAGE 28 FOR DETAILED ENTRY REQUIREMENTS, INTAKES & FEES



**BA (Hons) in Strategic Hospitality Management - Final Year Top-Up**

Whether it's in hotels, restaurants, bars, clubs, commercial catering companies or conference venues, thousands of people worldwide work in the hospitality industry. The Hospitality industry is experiencing a boom not only in Singapore, but across the region and in countries as far afield as the US, Australia and the UK. This means that there are many opportunities available for suitably qualified candidates. Managing such a significant workforce calls for particular skills.

The University of Gloucestershire is considered one of the top UK Universities in the field of Hospitality and Tourism (Guardian 2009 University Guide). This course builds on your existing experience and qualifications in hospitality, and provides the subject knowledge and skills development to enable you to become a successful hospitality manager.

The Degree Programme offers a total of 7 modules:

- Communications & Marketing
- Contemporary Issues in Hospitality Management
- Financial Analysis for Managers
- International Hotel & Resort Development
- Investigative Study
- New Business Development
- Strategic Restaurant Management

**Possible Job Prospects:**

- Hotelier/ Restaurateur
- Food and Beverage Manager (Hotel)
- Restaurant Manager (Hotel)
- Restaurant General Manager (Restaurant)
- Sales and Marketing Manager (Hotel)
- Hotel/Resort Operational Manager
- Concierge



**BA (Hons) in Strategic Events Management - Final Year Top-Up**

From mega-events like the Olympics to promotional events for a new product launch, events are one of the fastest growing areas in marketing, leisure, cultural and social affairs. This concentrated course gives you the chance to take a strategic and global view of the events management sector. Your studies provide a great platform for career development, and enable you to deepen your insight and develop your strategic and management skills.

This course builds on your existing experience and qualifications in hospitality and tourism sector, and provides the subject knowledge with skills development to enable you to become a successful events manager.

The Degree Programme offers a total of 7 modules:

- Communications & Marketing
- Contemporary Issues in Events Management
- Financial Analysis for Managers
- International Hotel & Resort Development
- Investigative Study
- New Business Development
- The Politics & Economics of Large-Scale Events

**Possible Job Prospects:**

- Events Manager
- Events Marketing Manager
- Conference & Events Operation Manager (Hotel/Hospitality)
- Corporate Affairs Manager (Tourism)
- Banquet Sales Manager
- Hotel/Resort Operation Manager



**BA (Hons) in Accounting & Financial Management Studies - Final Year Top-Up**

This degree offers graduates the opportunity to either fast-track their professional accountancy qualification or to embark on a career in business. The programme gives graduates a firm foundation for a career in accounting/finance, which enables them to make an immediate and effective contribution to the organisation for which they work. Students can apply for exemptions from the ACCA and CIMA professional accountancy qualifications-accredited of prior learning enabling those with the Association of Accounting Technicians (AAT) qualification to fast-track their degree studies.

The Degree Programme offers a total of 7 modules:

- Business Strategy
- Corporate Accountability
- Corporate Financial Reporting
- Investigative Study
- Social & Environmental Accounting
- Strategic Financial management
- Strategic Management Accounting



**Possible Job Prospects:**

- International Sales and Marketing
- International Organisations, including non-government organisations
- International Recruitment / Purchasing

**BA (Hons) in Marketing Management & Branding - Final Year Top-Up**

This degree is designed to place students in the brand manager’s driving seat. Students will study brands in-depth and investigate various strategic marketing and brand management issues. Students will appreciate the contribution of successful brands to the wealth of companies and gain an in-depth understanding of how companies create and maintain brand success. Student will also learn about the vital importance of brands to consumers and their roles that they perform in daily lives. The programme focuses on the strategic dimensions of marketing and brand management.

Upon successful completion of this degree, students will gain maximum exemption to study for the Chartered Institute of Marketing awards and will be awarded direct entry to the Chartered Institute of Marketing’s Chartered Postgraduate Diploma in Marketing.

The Degree Programme offers a total of 7 modules:

- Cultural Issues in International Management
- Greener Consumption
- How Brands Work
- International Marketing Strategies
- Investigative Study
- Services Marketing
- Strategic Marketing



**Possible Job Prospects:**

- Agency Account Executive
- Marketing Research Analyst
- Product or Brand Manager
- Media Planner

**BA (Hons) in Business Management - Final Year Top-Up**

This degree will help students to gain a solid understanding of the complexities involved in business and management, as well as the necessary skills to become an effective manager.

The Degree Programme offers a total of 7 modules:

- Building and Sustaining Strategy
- Investigative Study
- Managing Change
- Managing Operations Globally
- New Business Enterprise
- Strategic Marketing Principles
- Strategies for Globally Responsible Leadership



**Possible Job Prospects:**

- General Business Management
- Specialist Management Roles
- Public Sector Management

**BA (Hons) in Business Management (Human Resource Management)**

**Final Year Top-Up**

This degree allows students to specialise in people management during their programme of study as people are the heart of all organisations. People management is widely regarded as the route to business success. Students will also develop their knowledge in areas of recruitment, selection and international perspectives on human resource management, which will prepare them for a possible career as a consultant, resource officer, recruitment agent or management trainee.

The Degree Programme offers a total of 7 modules:

- Building and Sustaining Strategy
- Developing Business through People
- Investigative Study
- Managing Change
- Managing Operations Globally
- Manage Operations Globally
- Strategies for Globally Responsible Leadership
- Strategic Human Resource Management



**Possible Job Prospects:**

- General Business Management
- Specialist Human Resource Management Roles
- Recruitment Consultant



**BA (Hons) Business Management & Strategy - Final Year Top-Up**

The Business Management degree will help students gain a solid understanding of the complexities involved in business and management, as well as the necessary skills to become an effective manager.

The programme will equip students with sound knowledge in the area of Global operations, Global leadership, Managing Change, Strategy and Research Skills and Knowledge. As such, graduates of the degree will excel in broad management knowledge who is better equip to deal with the challengers in the workplace.

The Degree Programme offers a total of 7 modules:

- Building and Sustaining Strategy
- Corporate Financial Management
- Investigative Study
- Managing Change
- Managing Operations Globally
- Strategies for Globally Responsible Leadership
- Strategic Marketing Principles

**Possible Job Prospects:**

- International Sales & Marketing
- International Organisations including non-government organisations,
- International Recruitment / Purchasing



**BA (Hons) in Business Management (Enterprise) - Final Year Top-Up**

This degree allows students to learn how to apply the functional knowledge that they have acquire in marketing, management accounting, operations and human resource management. Students will also examine issues of innovation, sustainability, diversity, globalisation and other strategic concerns of business management. This will provide students with the opportunity to develop their entrepreneurial skills and acquire the relevant business knowledge to help them achieve their goal.

The Degree Programme offers a total of 6 modules:

- Action Learning Through Enterprise
- Building and Sustaining Strategy
- Investigative Study
- Managing Change
- Managing Innovation
- Strategies for Globally Responsible Leadership

**Possible Job Prospects:**

- General Business Management
- Specialist Management Roles
- Public Sector Management

She had to forgo her weekends to juggle between school and work. For Wang Jing Qi, it was not easy to cope. After being in the banking industry for seven years, the 30-year-old Senior Officer decided to hit the books again at TMC Academy and has recently graduated. Previously from a polytechnic, Ms Wang graduated with a Food Science diploma but went on to work as a temporary data entry staff at a local bank upon graduation and has since received considerable promotion.

“Having been in the banking industry for so long, I felt that it was necessary for me to gain additional qualifications and knowledge that is relevant to my job so I enrolled into TMC Academy,” said Ms Wang.

After three years in TMC Academy, Ms Wang graduated from the school with a Higher Diploma in Business, validated by University of Cambridge International Examinations, and a Bachelor of Arts (Honours) Business and Management, awarded by the University of Gloucestershire. With no regrets having to forgo her weekends, Ms Wang is glad that she persevered and completed the courses with support from her family and friends.

**Wang Jing Qi**

Higher Diploma in Business,  
TMC Academy, Singapore

BA (Hons) Business and Management,  
University of Gloucestershire, UK



1 4 9 5



# UNIVERSITY OF ABERDEEN

**University of Aberdeen** is UK's fifth oldest university, founded in 1495. Over the years, the University of Aberdeen has developed an international reputation for the high quality of its teaching and research.

**University of Aberdeen Business School** is established in 2002 and became a member of the Association of Business Schools. The University of Aberdeen has a long and successful record of teaching and researching business-related disciplines. The University of Aberdeen Business School covers a range of discipline groups, such as, Economics, Management, Accountancy, Finance, Marketing, Property and Law. In all these areas we have staff with internationally recognised reputations and extensive experience of teaching graduate business programmes.

As part of the Association of Business Schools (ABS) the school have access to expert advice and up to date information on developments in Business and Management to help improve the quality of the programmes. The Graduate school offers full support to students to develop their CVs, interview skills and succeed in assessment centres.



**Lee San Low**  
 This MBA allowed me to update what I had learned over the years and introduced me to other business aspects. I found this most useful as it changed how I approach my work. Accountants are always thought to lack business acumen and I think this course taught me to look at things from the business angle and understand when risks are taken. Since obtaining my MBA I have been working for Accenture and Conoco Phillips. I would like to return to the University of Aberdeen for further study in the future.

**Sharath Ganesan**  
 The MBA programme at Aberdeen gives the opportunity for you to mingle with a vibrant culture of people which has not only given me an international exposure which you need nowadays for a flying career but also many other qualities such as adaptability, confidence in yourself, leadership qualities, team work and time management abilities. All the experience from my studies has given me the qualities and skills to face the real world.

**Founded 1495**  
**Skills for Research Excellence**  
**Face-to-Face** Workshops with lecturers from University of Aberdeen  
**5 Nobel Prize** awarded for work carried or begun at Aberdeen  
**Ranked Top 200** in the world (Times Higher Education 2011 - 2012)  
**90%** of research activity is of **International Quality**

## Masters of Business Administration

- Unique and exciting learning experience
- Provides a solid grounding in business practices and principles with an international dimension
- A globally recognised qualification
- Opportunities to share experiences with students from Aberdeen
- Materials and Learning Support University of Aberdeen throughout the programme

The programme is delivered by both University of Aberdeen and TMC Academy lecturers, with weekly contact from TMC Academy and face-to-face workshops with lecturers from University of Aberdeen. Students will take up to a total of 12 modules:

## OUR LECTURERS



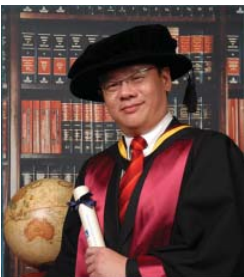
**DR ALISON SMART** is Director of the MBA programme in Singapore and Senior Lecturer in Management in the University of Aberdeen Business School. She has a BSc and DPhil in Chemistry from the University of York, and an MBA from the University of Edinburgh, and spent several years working for major chemical companies.

Dr Smart teaches operations management and innovation to both undergraduate and post-graduate students. Her core research interest is in process innovation, and in particular issues around the use of technologies at the interface of organizations. She has a strong interest in the use of technology in supply chains for both goods and services.



**DR JULIAN RANDALL** is Senior Lecturer in Management in the University of Aberdeen Business School. He holds an MSc in Human Resource Management from the University of Stirling and a PhD in Management from the University of St Andrews.

Dr Randall teaches both undergraduate and postgraduate students in the areas of human resource management and change management. His research interests are centred around the management of change, and the impact of change on managers and employees.



**DR WILSON CHEW** was one of the founding partners of StrategiCom - a global business-to-business brand strategy consulting firm with 11 offices and more than 110 consultants. He currently serves as Group Principal Consultant and Chief Executive Officer. Dr Chew is a scholar with a Doctorate in Business from the University of South Australia.

Dr. Chew has led many national research studies with government agencies and business federations in India, Singapore and Vietnam in the last 10 years. Dr Chew was awarded the Asia Brand Leadership Award in 2008 for his outstanding contribution to the applied knowledge of brand strategy in management science.



### ABOUT TMC ACADEMY

- Established in Singapore since 1981
- Achieved ISO 9001:2008 since 1997
- Obtain the prestigious 4-year EduTrust Certification in 2010
- Offers recognised programmes for certificate to diploma, degree and post-graduate levels in various disciplines and partnering with established universities to provide high quality learning experiences.

### 8 Core Modules

- Business Economics
- Business Strategy & Organisation
- Managing People At Work
- Operations Management
- Accounting & Finance For Managers
- Leadership & Decision Making
- Managing Change and Innovation
- Strategic Marketing

### 4 Elective Modules

- Business Ethics
- Consumer Behaviour
- New Venture Creation
- International business

The availability of modules offered as electives and subjected to the university's decision.

### Entry Requirements

A first degree equivalent to UK second class Honours. The University will consider applicants with equivalent non-UK qualifications.

### Course Fee

**SGD \$30,000**

Group/Corporate grants available. Terms and Conditions apply. Please contact our friendly programme advisors for more information



REFER TO PAGE 28 FOR DETAILED ENTRY REQUIREMENTS, INTAKES & FEES

### Explore and Develop Understanding of the Key Skills:

- Specialist subject knowledge of the core areas of business
- Interpersonal Skills required to lead, manage and motivate successful networks, teams and organisations
- Opportunity to explore new perspectives, ideas and challenges for business

# ENTRY REQUIREMENTS, INTAKES & FEES

## Hawthorn Language School - Certificate in English

| INTAKES  | AGE   | ENTRY REQUIREMENTS                 | ENGLISH PROFICIENCY  | COURSE FEE     |                   |                      |                 |                      |                 |                        |           |                        |                              |                          |                              |                          |                                |                      |                                |                      |                              |                            |                                |   |
|--|---|------------------------------------|--|----------------|-------------------|----------------------|-----------------|----------------------|-----------------|------------------------|-----------|------------------------|------------------------------|--------------------------|------------------------------|--------------------------|--------------------------------|----------------------|--------------------------------|----------------------|------------------------------|----------------------------|--------------------------------|---|
| Jan'13<br>Feb'13<br>Apr'13<br>May'13<br>Jul'13<br>Aug'13<br>Oct'13<br>Nov'13 | At least 15 years old<br><br>Students entering GCE 'O' Level may join at 14 years of age. | Year 8 or equivalent qualification | <p>Students will take Hawthorn Placement Test to determine the entry level if there is no formal proof of English proficiency level. Meet the following requirement:</p> <table border="1"> <thead> <tr> <th>Hawthorn Level</th> <th>Entry requirement</th> </tr> </thead> <tbody> <tr> <td>Level 1 – Beginner 1</td> <td>Below IELTS 2.0</td> </tr> <tr> <td>Level 2 – Beginner 2</td> <td>Below IELTS 3.0</td> </tr> <tr> <td>Level 3 – Elementary 1</td> <td>IELTS 3.0</td> </tr> <tr> <td>Level 4 – Elementary 2</td> <td>IELTS 3.0 (no component &lt; 3)</td> </tr> <tr> <td>Level 5 – Intermediate 1</td> <td>IELTS 3.5 (no component &lt; 3)</td> </tr> <tr> <td>Level 6 – Intermediate 2</td> <td>IELTS 4.0 (no component &lt; 3.5)</td> </tr> <tr> <td>Level 7 – Advanced 1</td> <td>IELTS 4.5 (no component &lt; 3.5)</td> </tr> <tr> <td>Level 8 – Advanced 2</td> <td>IELTS 4.5 (no component &lt; 4)</td> </tr> <tr> <td>Level 9 – Academic English</td> <td>IELTS 5.0 (no component &lt; 4.5)</td> </tr> </tbody> </table> | Hawthorn Level | Entry requirement | Level 1 – Beginner 1 | Below IELTS 2.0 | Level 2 – Beginner 2 | Below IELTS 3.0 | Level 3 – Elementary 1 | IELTS 3.0 | Level 4 – Elementary 2 | IELTS 3.0 (no component < 3) | Level 5 – Intermediate 1 | IELTS 3.5 (no component < 3) | Level 6 – Intermediate 2 | IELTS 4.0 (no component < 3.5) | Level 7 – Advanced 1 | IELTS 4.5 (no component < 3.5) | Level 8 – Advanced 2 | IELTS 4.5 (no component < 4) | Level 9 – Academic English | IELTS 5.0 (no component < 4.5) | <p>Per level from Level 1 to 8: S \$1,650</p> <p>Level 9 - Academic English: S\$1,980</p> <p>Discounted fee from level 1 to 8 for student who signs up for more than 2 levels: S\$1,540</p> <p>Discounted fee for Level 9 Academic English for student who signs up for more than 2 levels: S\$1,870</p> <p><b>Holiday English</b><br/>(4 Weeks) S\$330</p> |
| Hawthorn Level   | Entry requirement   |                                    |  |                |                   |                      |                 |                      |                 |                        |           |                        |                              |                          |                              |                          |                                |                      |                                |                      |                              |                            |                                |   |
| Level 1 – Beginner 1   | Below IELTS 2.0   |                                    |  |                |                   |                      |                 |                      |                 |                        |           |                        |                              |                          |                              |                          |                                |                      |                                |                      |                              |                            |                                |   |
| Level 2 – Beginner 2   | Below IELTS 3.0   |                                    |  |                |                   |                      |                 |                      |                 |                        |           |                        |                              |                          |                              |                          |                                |                      |                                |                      |                              |                            |                                |   |
| Level 3 – Elementary 1   | IELTS 3.0   |                                    |  |                |                   |                      |                 |                      |                 |                        |           |                        |                              |                          |                              |                          |                                |                      |                                |                      |                              |                            |                                |   |
| Level 4 – Elementary 2   | IELTS 3.0 (no component < 3)  |                                    |  |                |                   |                      |                 |                      |                 |                        |           |                        |                              |                          |                              |                          |                                |                      |                                |                      |                              |                            |                                |   |
| Level 5 – Intermediate 1   | IELTS 3.5 (no component < 3)  |                                    |  |                |                   |                      |                 |                      |                 |                        |           |                        |                              |                          |                              |                          |                                |                      |                                |                      |                              |                            |                                |   |
| Level 6 – Intermediate 2   | IELTS 4.0 (no component < 3.5)  |                                    |  |                |                   |                      |                 |                      |                 |                        |           |                        |                              |                          |                              |                          |                                |                      |                                |                      |                              |                            |                                |   |
| Level 7 – Advanced 1   | IELTS 4.5 (no component < 3.5)  |                                    |  |                |                   |                      |                 |                      |                 |                        |           |                        |                              |                          |                              |                          |                                |                      |                                |                      |                              |                            |                                |   |
| Level 8 – Advanced 2   | IELTS 4.5 (no component < 4)  |                                    |  |                |                   |                      |                 |                      |                 |                        |           |                        |                              |                          |                              |                          |                                |                      |                                |                      |                              |                            |                                |   |
| Level 9 – Academic English   | IELTS 5.0 (no component < 4.5)  |                                    |  |                |                   |                      |                 |                      |                 |                        |           |                        |                              |                          |                              |                          |                                |                      |                                |                      |                              |                            |                                |   |

## Hawthorn Language School - Preparatory Course for IELTS

| INTAKES      | AGE                   | ENTRY REQUIREMENTS                  | ENGLISH PROFICIENCY   | COURSE FEE |
|--------------|-----------------------|-------------------------------------|---|------------|
| Upon request | At least 16 years old | Year 12 or equivalent qualification | <p>Must have one of the following:</p> <ul style="list-style-type: none"> <li>Pass Hawthorn Placement Test at Level 9 – Academic English</li> <li>Attend and pass Hawthorn Certificate in English up to Level 9 Academic English</li> <li>IELTS Score of 5.5 or equivalent</li> </ul> | S\$3,300   |

## TMC College - Preparatory Course for GCE 'O' Level

| INTAKES  | AGE  | ENTRY REQUIREMENTS   | ENGLISH PROFICIENCY   | COURSE FEE  |
|--|--|----------------------|---|---|
| <b>1-Year</b>                                  |  |                      |   |   |
| Jan'13<br>Nov'13<br>Jan'14                     | 15 years old on 1st January of the exam year | Year 9 or equivalent | <p>Must have one of the following:</p> <ul style="list-style-type: none"> <li>Pass Hawthorn Placement Test at Level 8 – Advanced 2</li> <li>Attend and pass Hawthorn Certificate in English up to Level 8 – Advanced 2</li> <li>IELTS Score of 5.0 or equivalent</li> </ul> <p>Applicants with an English proficiency level equivalent to a pass at Hawthorn Level 6 – Intermediate 2 may be admitted subject to undertaking English remedial classes+, for which they will be charged a fee.</p>       | <p><b>1-Year</b><br/>(Jan'13) - S\$9,500<br/>(Nov'13) - S\$10,395<br/>(Jan'14) - S\$9,975</p> <p><b>2-Year</b><br/>(Jan'13) - S\$15,000<br/>(May'13) - S\$13,900<br/>(Jul'13) - S\$13,090<br/>(Jan'14) - S\$16,500<br/>(Apr'14) - S\$15,290</p> |
| <b>2-Year</b>                                  |  |                      |   |   |
| Jan'13<br>May'13<br>Jul'13<br>Jan'14<br>Apr'14 | 15 years old on 1st January of the exam year | Year 8 or equivalent | <p>Must have one of the following:</p> <ul style="list-style-type: none"> <li>Pass Hawthorn Placement Test at Level 5 – Intermediate 1</li> <li>Attend and pass Hawthorn Certificate in English up to Level 5 – Intermediate 1</li> <li>IELTS Score of 4.0 or equivalent</li> </ul> <p>Applicants with an English proficiency level equivalent to a pass at Hawthorn Level 4 – Elementary 2 may be admitted subject to undertaking English remedial classes+, for which they will be charged a fee.</p> | <p><b>Remedial English</b><br/>(15 lessons of 1.5 hours each) S\$330</p>  |

+ English remedial classes are conducted over a period of 4 weeks. Students must be able to achieve IELTS 5.0 or equivalent (one-year) and IELTS 4.0 or equivalent (two-year) at the end of the 4 weeks. Further 4-week remedial classes will be required if the students fail to reach the required proficiency level.



## Certificate in Tertiary Foundation Programme (CTFP)

| INTAKES  | AGE   | ENTRY REQUIREMENTS   | ENGLISH PROFICIENCY  | COURSE FEE |
|--|---|----------------------|--|------------|
| Feb'13<br>Apr'13<br>Jun'13<br>Aug'13<br>Oct'13<br>Dec'13 | 15 years old (based on date of birth) at point of start class | Year 9 or equivalent | <p>Must have one of the following:</p> <ul style="list-style-type: none"> <li>Pass Hawthorn Placement Test at Level 7 – Advanced 1</li> <li>IELTS Score of 4.5 or equivalent</li> </ul> <p>Not meeting English Proficiency:<br/>Attend and pass Hawthorn Certificate in English up to Level 7 – Advanced 1</p> | \$S\$4,500 |



## Monash College - Diploma of Business

| INTAKES                    | AGE                                      | ENTRY REQUIREMENTS  | ENGLISH PROFICIENCY   | COURSE FEE   |
|----------------------------|--|---|---|--|
| Feb'13<br>Jun'13<br>Oct'13 | <b>Part 1 -</b><br>At least 16 years old | <p>Any of the following:</p> <ul style="list-style-type: none"> <li>GCE 'O' Level – maximum of 23 points in best 5 academic subjects and C grade in Mathematics</li> <li>China: Senior Middle Year 2 – minimum overall average of 70% and minimum of 70% in Senior Middle Year 2 Mathematics</li> <li>Indonesia: SMU2 – average GPA of 6.5 (only academic subjects) and a GPA of 6.0 in SMU2 Mathematics in each term</li> <li>Malaysia: SPM 15 or UEC 25</li> <li>South Korea: Senior High School Year 2 – minimum overall average of 70% and 70% in Year 2 Mathematics</li> <li>Vietnam: Year 11 – minimum GPA of 7.0 and a GPA of 7.5 in Year 11 Mathematics</li> </ul>  | <p>Any of the following:</p> <ul style="list-style-type: none"> <li>GCE 'O' Level English at grade C</li> <li>Malaysia SPM/STPM English at A1 or A2</li> <li>IELTS 5.5 (no band lower than 5.0)</li> <li>TOEFL 527, including Test of Written English (paper based) 4</li> <li>TOEFL iBT (Internet based) Overall: 71; Writing: 17+ (no section below 13)</li> <li>English was the first language of instruction in secondary studies and an approved English Language subject was completed at Year 11 (at least C grade or 60%)</li> </ul>  | <p><b>Feb'13</b><br/>\$S\$9,576</p> <p><b>Jun &amp; Oct '13</b><br/>\$S\$11,012</p>  |
|                            | <b>Part2 -</b><br>At least 17 years old  | <p>Any of the following:</p> <ul style="list-style-type: none"> <li>Monash College Diploma Part 1 – minimum 70% Pass</li> <li>GCE 'A' Level – minimum 6 points (A=5, B=4, C=3, D=2, E=1) (minimum 2, maximum 3 'A' level subjects) and a pass in 'A' level Mathematics* or 'O' level Mathematics</li> <li>Singapore: Polytechnic Diploma – GPA 1.5 and 'A' level Mathematics* or equivalent</li> <li>Singapore: All Singapore Diploma other than Polytechnic – minimum average 60% and 'A' level or equivalent Mathematics*</li> <li>China: Senior Middle Year 3 – minimum overall average of 80% and minimum of 80% in Senior Middle Year 3 Mathematics*</li> <li>Indonesia: SMA3 – average GPA of 7.0 (only academic subjects) and a GPA of 6.0 in SMU2 Mathematics* in each term</li> <li>Malaysia: STPM – minimum total of 7.5 in best 3 academic subjects excluding General Paper and Malay Language and a pass in Year 12 Mathematics*</li> <li>Malaysia: UEC 25 and a pass in Advanced Mathematics 1 or Higher Mathematics*</li> <li>South Korea: Upper Secondary School Certificate Year 12 – minimum overall average of 80% and 80% in Mathematics II* or Mathematics I</li> <li>Vietnam: Year 12 – overall average of 7.0 and a pass in Year 12 or Year 11 Mathematics</li> </ul> | <p>Any of the following:</p> <ul style="list-style-type: none"> <li>GCE 'O' Level English at grade C or GCE 'A' Level General Paper at grade C</li> <li>Malaysia SPM/STPM English at A1 or A2</li> <li>IELTS 6.0 (writing 6.0)</li> <li>TOEFL 550, including Test of Written English (paper based) 4.5</li> <li>TOEFL iBT (Internet based) Overall: 80; Writing: 20+</li> <li>English was the first language of instruction in secondary studies and an approved English Language subject was completed at Year 12 (VCE units 3 &amp; 4 with a study score of at least English 25 or ESL 30)</li> </ul> | <p><b>Feb'13</b><br/>\$S\$12,760</p> <p><b>Jun &amp; Oct '13</b><br/>\$S\$14,674</p> |

\* For students who have completed Year 11 Mathematics or equivalent and wish to qualify for the Bachelor of Commerce, Bachelor of Economics (Clayton campus) or Bachelor of Business (Caulfield campus), MCD2130 Functions and their Applications must be completed as part of the Monash College Diploma Part 2 course to meet the Maths requirement.

## All Higher Diplomas

| INTAKES  | AGE   | ENTRY REQUIREMENTS   | ENGLISH PROFICIENCY   | COURSE FEE   |
|--|---|--|---|--|
| Jan'13<br>Feb'13<br>May'13<br>Jun'13<br>Sep'13<br>Oct'13 | 16 years old (based on date of birth) at point of start class | <p>Students have to satisfy the required average score as below:</p> <ul style="list-style-type: none"> <li>China, Indonesia, Korea &amp; Vietnam: Year 11 with an average 65%</li> <li>Sri Lanka &amp; India: Year 10 Pass</li> <li>Myanmar Year 11 Pass</li> <li>Philippines: High School Diploma / Certificate (Year 10) with an average of 65%</li> <li>Malaysia: SPM (Form 5) at least 3 passes</li> <li>Others: Year 11 with an average 65% or equivalent to 3 passes at 'O' level</li> </ul> <p>Meeting the above qualification (year of study) but not the average score: Pass TMC Psychometric Test<sup>^</sup></p> | <p>Any of the following:</p> <ul style="list-style-type: none"> <li>IELTS 5.0 or TOEFL (Paper) &gt; 500 or TOEFL (Computer) &gt; 173 or TOEFL (Internet) &gt; 61 or TOEIC &gt; 650</li> <li>Webster Overseas-Study Foundation Institute - overall 60% of ASEAN Foundation Course</li> <li>Other equivalent qualifications where the medium of instruction is English</li> <li>Pass Hawthorn Placement Test at Level 8 – Advance 2</li> </ul> <p>Not meeting English Proficiency:<br/>Attend and pass Hawthorn Certificate in English up to Level 9 – Academic English</p> | <p>Psychology: S\$21,450</p> <p>Other Higher Diplomas: S\$19,380</p> |

<sup>^</sup> Students who are admitted through Psychometric Test must pass at least 50% of the modules in the first semester else the enrolment shall be discontinued.

## Higher Diplomas - with Advanced Standing (Except Psychology with Counselling)

| INTAKES  | AGE                                   | ENTRY REQUIREMENTS   | ENGLISH PROFICIENCY  | COURSE FEE |
|--|---------------------------------------|--|--|------------|
| Jan'13<br>Feb'13<br>May'13<br>Jun'13<br>Sep'13<br>Oct'13 | 17 years old (based on date of birth) | <p>Students with Advanced Standing have to satisfy the required average score as below:</p> <ul style="list-style-type: none"> <li>China, Indonesia, Korea &amp; Vietnam: Year 12 with an average 70%</li> <li>Sri Lanka &amp; India: Year 12 Pass</li> <li>Myanmar: Undergraduate Studies of at least 1 year (Full-time)</li> <li>Malaysia: STPM (Form 6) at least 2 passes</li> <li>Others: Year 12 with an average 70%</li> </ul> | <p>Any of the following:</p> <ul style="list-style-type: none"> <li>IELTS 5.5 or TOEFL (Paper) &gt; 525 or TOEFL (Computer) &gt; 195 or TOEFL (Internet) &gt; 70 or TOEIC &gt; 750 (For Advance Standing)</li> <li>Webster Overseas-Study Foundation Institute - overall 60% of ASEAN Foundation Course</li> <li>Other equivalent qualifications where the medium of instruction is English</li> <li>Pass Hawthorn Placement Test at Level 8 – Advance 2</li> </ul> <p>Not meeting English Proficiency:<br/>Attend and pass Hawthorn Certificate in English up to Level 9 – Academic English</p> | S\$12,765  |

## Higher Diploma in Psychology with Counselling - with Advanced Standing

| INTAKES   | AGE                                   | ENTRY REQUIREMENTS   | ENGLISH PROFICIENCY | COURSE FEE           |                             |    |             |   |   |     |                   |   |                        |     |  |     |                  |     |                                 |     |                   |    |               |   |                                  |     |                   |     |                      |     |                                   |    |                                   |     |     |       |   |    |   |     |  |              |                                   |              |   |              |   |           |
|---|---------------------------------------|--|---------------------|----------------------|-----------------------------|----|-------------|---|---|-----|-------------------|---|------------------------|-----|--|-----|------------------|-----|---------------------------------|-----|-------------------|----|---------------|---|----------------------------------|-----|-------------------|-----|----------------------|-----|-----------------------------------|----|-----------------------------------|-----|-----|-------|---|----|---|-----|--|--------------|-----------------------------------|--------------|---|--------------|---|-----------|
| Jan'13<br>Feb'13<br>May'13<br>Jun'13<br>Sep'13<br>Oct'13                  | 17 years old (based on date of birth) | <table border="1"> <thead> <tr> <th>Qualification</th> <th>Minimum Entry Scores</th> </tr> </thead> <tbody> <tr><td>International Baccalaureate</td><td>28</td></tr> <tr><td>GCE A level</td><td>9</td></tr> <tr><td>All Indian Senior Secondary Certificate</td><td>75%</td></tr> <tr><td>Hong Kong A level</td><td>8</td></tr> <tr><td>ISC of the CISCE India</td><td>70%</td></tr> <tr><td>MUFY (best eight units made up from Parts A and B)</td><td>265</td></tr> <tr><td>Ontario Grade 12</td><td>75%</td></tr> <tr><td>RMIT &amp; La Trobe Foundation Year</td><td>80%</td></tr> <tr><td>Sri Lanka A level</td><td>11</td></tr> <tr><td>STPM Malaysia</td><td>9</td></tr> <tr><td>Uni of Melbourne Foundation Year</td><td>75%</td></tr> <tr><td>UNIPREP Indonesia</td><td>7.5</td></tr> <tr><td>UNSW Foundation Year</td><td>7.5</td></tr> <tr><td>Australian Year 12 (ENTER AUSMAT)</td><td>80</td></tr> <tr><td>Monash University Foundation Year</td><td>290</td></tr> <tr><td>UEC</td><td>4-4.9</td></tr> <tr><td>South African National Senior Certificate</td><td>34</td></tr> <tr><td>Sunway University College Foundation Year</td><td>70%</td></tr> <tr><td>TMC Diploma in Business Administration &amp; Marketing</td><td>60% (Credit)</td></tr> <tr><td>TMC Diploma in Mass Communication</td><td>60% (Credit)</td></tr> <tr><td>Equivalent qualifications (e.g. Diplomas) from other private institutions</td><td>60% (Credit)</td></tr> </tbody> </table> | Qualification       | Minimum Entry Scores | International Baccalaureate | 28 | GCE A level | 9 | All Indian Senior Secondary Certificate | 75% | Hong Kong A level | 8 | ISC of the CISCE India | 70% | MUFY (best eight units made up from Parts A and B) | 265 | Ontario Grade 12 | 75% | RMIT & La Trobe Foundation Year | 80% | Sri Lanka A level | 11 | STPM Malaysia | 9 | Uni of Melbourne Foundation Year | 75% | UNIPREP Indonesia | 7.5 | UNSW Foundation Year | 7.5 | Australian Year 12 (ENTER AUSMAT) | 80 | Monash University Foundation Year | 290 | UEC | 4-4.9 | South African National Senior Certificate | 34 | Sunway University College Foundation Year | 70% | TMC Diploma in Business Administration & Marketing | 60% (Credit) | TMC Diploma in Mass Communication | 60% (Credit) | Equivalent qualifications (e.g. Diplomas) from other private institutions | 60% (Credit) | <ul style="list-style-type: none"> <li>IELTS 6.5 with individual band scores at 6.5 for Reading, 6.5 for Listening, 6.0 for Writing and 6.0 for Speaking</li> <li>TOEFL (Paper) &gt; 580 with a Test of Written English (TWE) score of at least 59</li> <li>TOEFL (Computer) &gt; 237 with at least 25 in the Writing section</li> <li>TOEFL (Internet) &gt; 90 with at least 22 in the Writing section and no less than 20 in any other section</li> <li>TOEIC &gt; 750</li> <li>Victorian Certificate of Education (Australia): Units 3 and 4 a study score of at least 30 in English (ESL) or 25 in any other English</li> <li>International Baccalaureate: A score of at least 4 in English SL or 3 in English HL</li> <li>Webster Overseas-Study Foundation Institute - overall 60% of ASEAN Foundation Course</li> <li>Pass Hawthorn Placement Test at Level 9 – Academic English</li> </ul> <p>Not meeting English Proficiency:<br/>Attend and pass Hawthorn Certificate in English up to Level 9 – Academic English</p> | S\$16,100 |
| Qualification   | Minimum Entry Scores                  |  |                     |                      |                             |    |             |   |   |     |                   |   |                        |     |  |     |                  |     |                                 |     |                   |    |               |   |                                  |     |                   |     |                      |     |                                   |    |                                   |     |     |       |   |    |   |     |  |              |                                   |              |   |              |   |           |
| International Baccalaureate   | 28                                    |  |                     |                      |                             |    |             |   |   |     |                   |   |                        |     |  |     |                  |     |                                 |     |                   |    |               |   |                                  |     |                   |     |                      |     |                                   |    |                                   |     |     |       |   |    |   |     |  |              |                                   |              |   |              |   |           |
| GCE A level   | 9                                     |  |                     |                      |                             |    |             |   |   |     |                   |   |                        |     |  |     |                  |     |                                 |     |                   |    |               |   |                                  |     |                   |     |                      |     |                                   |    |                                   |     |     |       |   |    |   |     |  |              |                                   |              |   |              |   |           |
| All Indian Senior Secondary Certificate                                   | 75%                                   |  |                     |                      |                             |    |             |   |   |     |                   |   |                        |     |  |     |                  |     |                                 |     |                   |    |               |   |                                  |     |                   |     |                      |     |                                   |    |                                   |     |     |       |   |    |   |     |  |              |                                   |              |   |              |   |           |
| Hong Kong A level   | 8                                     |  |                     |                      |                             |    |             |   |   |     |                   |   |                        |     |  |     |                  |     |                                 |     |                   |    |               |   |                                  |     |                   |     |                      |     |                                   |    |                                   |     |     |       |   |    |   |     |  |              |                                   |              |   |              |   |           |
| ISC of the CISCE India  | 70%                                   |  |                     |                      |                             |    |             |   |   |     |                   |   |                        |     |  |     |                  |     |                                 |     |                   |    |               |   |                                  |     |                   |     |                      |     |                                   |    |                                   |     |     |       |   |    |   |     |  |              |                                   |              |   |              |   |           |
| MUFY (best eight units made up from Parts A and B)                        | 265                                   |  |                     |                      |                             |    |             |   |   |     |                   |   |                        |     |  |     |                  |     |                                 |     |                   |    |               |   |                                  |     |                   |     |                      |     |                                   |    |                                   |     |     |       |   |    |   |     |  |              |                                   |              |   |              |   |           |
| Ontario Grade 12  | 75%                                   |  |                     |                      |                             |    |             |   |   |     |                   |   |                        |     |  |     |                  |     |                                 |     |                   |    |               |   |                                  |     |                   |     |                      |     |                                   |    |                                   |     |     |       |   |    |   |     |  |              |                                   |              |   |              |   |           |
| RMIT & La Trobe Foundation Year   | 80%                                   |  |                     |                      |                             |    |             |   |   |     |                   |   |                        |     |  |     |                  |     |                                 |     |                   |    |               |   |                                  |     |                   |     |                      |     |                                   |    |                                   |     |     |       |   |    |   |     |  |              |                                   |              |   |              |   |           |
| Sri Lanka A level   | 11                                    |  |                     |                      |                             |    |             |   |   |     |                   |   |                        |     |  |     |                  |     |                                 |     |                   |    |               |   |                                  |     |                   |     |                      |     |                                   |    |                                   |     |     |       |   |    |   |     |  |              |                                   |              |   |              |   |           |
| STPM Malaysia   | 9                                     |  |                     |                      |                             |    |             |   |   |     |                   |   |                        |     |  |     |                  |     |                                 |     |                   |    |               |   |                                  |     |                   |     |                      |     |                                   |    |                                   |     |     |       |   |    |   |     |  |              |                                   |              |   |              |   |           |
| Uni of Melbourne Foundation Year  | 75%                                   |  |                     |                      |                             |    |             |   |   |     |                   |   |                        |     |  |     |                  |     |                                 |     |                   |    |               |   |                                  |     |                   |     |                      |     |                                   |    |                                   |     |     |       |   |    |   |     |  |              |                                   |              |   |              |   |           |
| UNIPREP Indonesia   | 7.5                                   |  |                     |                      |                             |    |             |   |   |     |                   |   |                        |     |  |     |                  |     |                                 |     |                   |    |               |   |                                  |     |                   |     |                      |     |                                   |    |                                   |     |     |       |   |    |   |     |  |              |                                   |              |   |              |   |           |
| UNSW Foundation Year  | 7.5                                   |  |                     |                      |                             |    |             |   |   |     |                   |   |                        |     |  |     |                  |     |                                 |     |                   |    |               |   |                                  |     |                   |     |                      |     |                                   |    |                                   |     |     |       |   |    |   |     |  |              |                                   |              |   |              |   |           |
| Australian Year 12 (ENTER AUSMAT)   | 80                                    |  |                     |                      |                             |    |             |   |   |     |                   |   |                        |     |  |     |                  |     |                                 |     |                   |    |               |   |                                  |     |                   |     |                      |     |                                   |    |                                   |     |     |       |   |    |   |     |  |              |                                   |              |   |              |   |           |
| Monash University Foundation Year   | 290                                   |  |                     |                      |                             |    |             |   |   |     |                   |   |                        |     |  |     |                  |     |                                 |     |                   |    |               |   |                                  |     |                   |     |                      |     |                                   |    |                                   |     |     |       |   |    |   |     |  |              |                                   |              |   |              |   |           |
| UEC   | 4-4.9                                 |  |                     |                      |                             |    |             |   |   |     |                   |   |                        |     |  |     |                  |     |                                 |     |                   |    |               |   |                                  |     |                   |     |                      |     |                                   |    |                                   |     |     |       |   |    |   |     |  |              |                                   |              |   |              |   |           |
| South African National Senior Certificate                                 | 34                                    |  |                     |                      |                             |    |             |   |   |     |                   |   |                        |     |  |     |                  |     |                                 |     |                   |    |               |   |                                  |     |                   |     |                      |     |                                   |    |                                   |     |     |       |   |    |   |     |  |              |                                   |              |   |              |   |           |
| Sunway University College Foundation Year                                 | 70%                                   |  |                     |                      |                             |    |             |   |   |     |                   |   |                        |     |  |     |                  |     |                                 |     |                   |    |               |   |                                  |     |                   |     |                      |     |                                   |    |                                   |     |     |       |   |    |   |     |  |              |                                   |              |   |              |   |           |
| TMC Diploma in Business Administration & Marketing                        | 60% (Credit)                          |  |                     |                      |                             |    |             |   |   |     |                   |   |                        |     |  |     |                  |     |                                 |     |                   |    |               |   |                                  |     |                   |     |                      |     |                                   |    |                                   |     |     |       |   |    |   |     |  |              |                                   |              |   |              |   |           |
| TMC Diploma in Mass Communication   | 60% (Credit)                          |  |                     |                      |                             |    |             |   |   |     |                   |   |                        |     |  |     |                  |     |                                 |     |                   |    |               |   |                                  |     |                   |     |                      |     |                                   |    |                                   |     |     |       |   |    |   |     |  |              |                                   |              |   |              |   |           |
| Equivalent qualifications (e.g. Diplomas) from other private institutions | 60% (Credit)                          |  |                     |                      |                             |    |             |   |   |     |                   |   |                        |     |  |     |                  |     |                                 |     |                   |    |               |   |                                  |     |                   |     |                      |     |                                   |    |                                   |     |     |       |   |    |   |     |  |              |                                   |              |   |              |   |           |



Scan the QR Code to access the latest information on TMC Academy Website



### University of Greenwich - BSc (Hons) Computing (Final Year Top-Up)

| INTAKES          | AGE  | ENTRY REQUIREMENTS   | ENGLISH PROFICIENCY  | COURSE FEE |
|------------------|------|--|--|------------|
| Feb'13<br>Jul'13 | N.A. | <ul style="list-style-type: none"> <li>TMC Higher Diploma in Information Technology</li> <li>Relevant Polytechnic Diplomas</li> <li>Other Qualifications equivalent to a UK Higher National Diploma</li> </ul> | IELTS 6.0 overall with a minimum of 6.0 in writing or equivalent | S\$16,800  |



### University of Greenwich - BSc (Hons) Psychology with Counselling (Final Year Top-Up)

| INTAKES          | AGE  | ENTRY REQUIREMENTS   | ENGLISH PROFICIENCY  | COURSE FEE |
|------------------|------|--|--|------------|
| Jan'13<br>Sep'13 | N.A. | <ul style="list-style-type: none"> <li>TMC Higher Diploma in Psychology with Counselling</li> <li>Relevant Polytechnic Diplomas</li> <li>Other Qualifications equivalent to a UK Higher National Diploma</li> </ul> <p>Students with the following (or related) Polytechnic Diploma will be considered for direct final year entry but may have to take several bridging modules prior to entry to the final year:</p> <ul style="list-style-type: none"> <li>Ngee Ann Polytechnic Psychology and Community Services</li> <li>Temasek Polytechnic Psychological Studies</li> </ul> | IELTS 6.0 overall with a minimum of 6.0 in writing or equivalent | S\$16,800  |



### Liverpool John Moores University - BA (Hons) Mass Communications (Final Year Top-Up)

| INTAKES | AGE  | ENTRY REQUIREMENTS   | ENGLISH PROFICIENCY  | COURSE FEE         |
|---------|------|--|--|--------------------|
| May'13  | N.A. | <ul style="list-style-type: none"> <li>TMC Higher Diploma in Mass Communication</li> <li>Relevant Polytechnic Diplomas</li> <li>Other Qualifications equivalent to a UK Higher National Diploma</li> </ul> | IELTS 6.0 overall with a minimum of 6.0 in writing or equivalent | S\$9,000 + £4,952* |

\* LJMU reviews the fee on a yearly basis. The anticipated fee for 2013 is £4,952. Course fees indicated above include the school fees, complimentary airfare (return) to UK and accommodation in UK but exclude UK Visa fees (if applicable)



### Liverpool John Moores University - BA (Hons) Tourism, Leisure & Hospitality (Final Year Top-Up)

| INTAKES          | AGE  | ENTRY REQUIREMENTS   | ENGLISH PROFICIENCY  | COURSE FEE         |
|------------------|------|--|--|--------------------|
| Feb'13<br>Jul'13 | N.A. | <ul style="list-style-type: none"> <li>TMC Higher Diploma in Hospitality &amp; Tourism Management</li> <li>Relevant Polytechnic Diplomas</li> <li>Other Qualifications equivalent to a UK Higher National Diploma</li> </ul> | IELTS 6.0 overall with a minimum of 6.0 in writing or equivalent | S\$9,000 + £4,952* |

\* LJMU reviews the fee on a yearly basis. The anticipated fee for 2013 is £4,952. Course fees indicated above include the school fees, complimentary airfare (return) to UK and accommodation in UK but exclude UK Visa fees (if applicable)



Scan for more details on  
**LJMU Summer Semester Programme**



 **University of Gloucestershire Programmes (Final Year Top-Up)**

| INTAKES                    | AGE  | ENTRY REQUIREMENTS  | ENGLISH PROFICIENCY  | COURSE FEE |
|----------------------------|------|---|--|------------|
| Jan'13<br>May'13<br>Oct'13 | N.A. | <ul style="list-style-type: none"> <li>Students must achieve at least a "merit" profile or equivalent for related TMC Higher Diploma ^</li> <li>Relevant Polytechnic Diplomas</li> <li>Other Qualifications equivalent to a UK Higher National Diploma</li> </ul> | IELTS 6.0 overall with a minimum of 6.0 in writing or equivalent | \$S16,800  |

^ For more details, please refer to the Entry Requirements on TMC Academy's website: <http://www.tmc.edu.sg/index.php/admission/course-admission-criteria>

 **University of Aberdeen - Master of Business Administration**

| INTAKES          | AGE  | ENTRY REQUIREMENTS  | ENGLISH PROFICIENCY   | COURSE FEE |
|------------------|------|---|---|------------|
| Feb'13<br>Jun'13 | N.A. | A good first degree equivalent to a British second class Honours. The university will consider applicants with non-standard qualifications on a case by case basis. | For those whose English is not the first language, any of the following requirements apply: <ul style="list-style-type: none"> <li>IELTS 6.5 or above overall, with 6.0 or above in Reading and Writing and 5.5 or above in Listening and Speaking</li> <li>TOEFL IBT 90 or above overall, with 21 or above in Writing, 18 or above in Reading, 17 or above in Listening and 20 or above in Speaking</li> <li>PTE Academic 62 or above overall, with 54 or above in Reading and Writing and 51 or above in Listening and Speaking</li> </ul> Note: Tests should be taken within two years of applying | \$S30,000  |

 **Administrative Fees**

| APPLICATION FEE | INT'L STUDENT ADMIN FEE | MEDICAL INSURANCE         | FEE PROTECTION SCHEME  |
|-----------------|-------------------------|---------------------------|--|
| \$S250          | \$S520                  | \$S80 per course per year | 1% of (Course Fee less grant + Medical Insurance + International Student Administrative Fee) OR \$25 whichever is higher |

**IMPORTANT NOTE:**

- **Application fees are non-refundable.**
- All fees subjected to prevailing GST of 7%.
- Total Course Fee payable (excluding Application and Miscellaneous Fees) are 100% protected under the Fee Protection Scheme (FPS). For more details about FPS, please refer to page 31.
- Please refer to page 30 for the modes of payment and page 31 for the refund policy.



Scan QR Code  
**For Latest Course Fee**



# Coming to TMC ACADEMY



Course Selection

**APPLY**



2

TMC Academy offers you a place

3



You Accept

4

TMC Academy process  
Student Pass Application



5

Lodge your Visa Application &  
Arrange for Accommodation &  
Airport Pickup



6

Pack your bags and fly to  
Singapore



7

Settle down in Singapore  
Arrange for Medical Checkup  
Attend Student Orientation

8

**EMBARK YOUR STUDIES AT  
TMC ACADEMY!**



# APPLICATION & ADMISSION

## REQUIRED DOCUMENTS

1. TMC Application Form signed and duly completed
2. University Letter of Offer
3. One Passport Size photo taken against white background
4. Educational Transcripts and Certificates
5. Photocopy of NRIC/ Passport
6. Application Fees Receipt
7. Birth Certificate
8. Household Members List
9. Employment Letter/ Letter to explain any year gap (>6 months)
10. Special Consideration/ Exemption Letter/ Psychometric Test
11. Explanation Letter (For applicants previously worked/ studied in Singapore)
12. Bank Statement
13. Monthly Income Statement/ Undertaking letter if self-employed  
<http://www.ica.gov.sg/page.aspx?pageid=96>

Items 12, 13 are for VISA required countries.

## THE FOLLOWING ADDITIONAL DOCUMENTS ARE REQUIRED IF ONE OF THE APPLICANT'S PARENTS/ STEP-PARENTS IS A SINGAPORE CITIZEN (SC) OR SINGAPORE PERMANENT RESIDENT (SPR)

- Copies of the parents'/step-parents' Official Marriage Certificate, Divorce Certificate and applicant's Official Custody Papers (where applicable)
- Copies of the SC/ SPR parent's or step-parent's highest educational certificates
- Copies of the SC/ SPR parent's or step-parent's IC
- The SC/ SPR parent's or step-parent's Letter of Employment or a copy of the Business Registration Certificate
- SC/ SPR parent's or step-parent's CPF contributions for the past 1 year
- SC/ SPR parent's or step-parent's latest Income Tax Assessment
- SC/ SPR parent's or step-parent's monthly income for the past 1 year

## IMPORTANT NOTE

- Official translation of the document is required if they are not in the English language
- Incomplete applications will **NOT** be accepted for processing
- All fees are payable direct to TMC Academy and the details of the payment would be advised in our Letter of Offer to student. These fees to be paid after approval of student pass and before entry visa issue.

## MODES OF PAYMENT

Fees are made to TMC in accordance with their categories. **Application fees are non-refundable.** Application Fee and Miscellaneous Fee can be paid over the counter in cash, NETs, cheque, bank draft; or via Telegraphic Transfer DIRECT to the TMC account:

Account name : TMC Academy Pte Ltd  
 Account number : 003-911304-8  
 SWIFT address : DBSSGSG  
 DBS address : DBS Shenton Way Branch,  
 6 Shenton Way  
 DBS Building Tower 2, Basement  
 Singapore 068809

Course Fees must be made to the stipulated account as stated in TMC Letter of Offer. Payment instructions stated in TMC Letter of Offer must be strictly followed. Course fee payment should be made only after the signing of the Student Contract.

Payment of the Course Fees by students may be made either in full or by instalments in accordance with the Fee Payment Plan as stated in the Letter of Offer.

All course fee must be paid before the payment due dates which are reflected in the Letter of Offer and Student Contract. A penalty fee will be charged if there is a late payment. If the course fee is not paid, the student will not be allowed to attend classes and the enrolment will be withdrawn.

International students should make course fee payments after their student pass application has been approved by Immigrations and Checkpoint Authority of Singapore.

All payments paid over the counter in Singapore must be in Singapore Dollars except for programmes jointly offered with partner institutions/universities, which may be paid in the respective foreign currency, as advised. All payments by demand draft (in Foreign Currency or Singapore Dollar equivalent) are to be made directly to the respective institutions/universities. TMC acts as an intermediary and does not deposit the course fees collected on behalf of the overseas institutions/universities. The payments are redirected to the respective overseas institutions/ universities concerned.

Acceptance of foreign currency takes place only when the student has to pay an Application Fee, prior to formally enrolling in the programme. If the student chooses to pay the application fee in a foreign currency, we will advise the student of the Foreign Currency Exchange Rate at the point of payment.

## FEE PROTECTION SCHEME

We have in place the Fee Protection Scheme (FPS) to provide full protection to all fees\* paid by all students as stipulated by the CPE. The FPS facilities available are: Escrow and Insurance.

\* All fees refer to all monies that are paid by student to be enrolled in TMC except for course application fee and miscellaneous fee. GST is not inclusive as part of fees to be protected.

Students can check and confirm they are protected under the Fee Protection Scheme by logging on to the CPE website ([www.cpe.gov.sg](http://www.cpe.gov.sg)) The Student's NRIC/ FIN number will be required.

### • Escrow Scheme

TMC has entered into a Master Escrow Agreement between CPE and DBS Bank Limited and the copy of master agreement is available on TMC's website at <http://www.tmc.edu.sg>. Under the Escrow Scheme, students will pay their fees directly to DBS Bank who acts as a trustee and disburse the fees on a regular basis to TMC.

### • Insurance Scheme

TMC has entered into a master insurance agreement between CPE and Lonpac Insurance Bhd (the "Master Insurance Agreement") for the purpose of insuring, among other things, the Student. This Master Insurance Agreement can be found on in our website <http://www.tmc.edu.sg>, and sets out, among other things, the events under which students are indemnified for their Course fees paid to TMC.

## MEDICAL INSURANCE

\* Refer to page 28 for medical insurance fee

TMC has in place a Medical Insurance (MI) scheme for all its students as required by CPE under the EduTrust certification scheme. This medical insurance scheme will minimally provide for an annual coverage limit of not less than S\$20,000 per student, at least B1 ward in government and restructured hospitals and 24 hours coverage in Singapore and overseas (if student is involved in school-related activities) throughout the course duration.

Full-time Local/Permanent Resident or non-Student Pass International students who are protected by their own medical insurance in Singapore can opt out of the aforementioned medical insurance scheme. Evidence of the medical insurance must be produced prior to course admission. This Medical Insurance scheme is not mandatory for part-time students.

## SECURITY DEPOSIT

As TMC has been awarded the EduTrust status, international students who attend a full-time course on student pass are not required to lodge a security deposit with the Immigration & Checkpoint Authorities (ICA) upon enrolment of any TMC programmes.

## TMC REFUND POLICY IS AS FOLLOWS:

TMC refund policy is as follows:

1. Application Fee, International Student Administrative Fee, Medical Insurance, Fee Protection Scheme fee and other Administrative fee are non-refundable
2. Course Fee to be refunded will be net off the fee mentioned in point 1 above.

The refund of Course Fees will be based on the Refund Policy Table below:

| % OF THE AGGREGATE AMOUNT OF THE FEES PAID | IF STUDENT'S WRITTEN NOTICE OF WITHDRAWAL IS RECEIVED   |
|--|---|
| 90%  | ("Maximum Refund") More than [14] days# before the course commencement date.  |
| 50%  | Before, but not more than [14] days# before the course commencement date.   |
| 25%  | After, but not more than [7] days# after the course commencement date.  |
| 0%   | More than [7] days# after the Course Commencement Date, but not more than [14] days after the course commencement date. |
| 0%   | More than [14] days# after the course commencement date.  |

- a) There will be a 7-working-days## Cooling-off Period from the date of signing of the Student Contract which will allow for a Maximum Refund should students decide to withdraw within this Period.
- b) Refunds will be made to students within 7 working-days## upon receipt of written notice and complete submission of all required documents.
- c) Refund Processing Admin Fee will be waived if the student applies for withdrawal up to 7 days after the course commencement date or within the Cooling-off period. However, bank charges will be borne by the student.
- d) TMC has the right to cancel a course if the conditions to commence a course are not met such as not meeting the minimum student number to commence the course, etc. Such decision will be normally made known to the students at least 2 weeks (for full-time class)/ 1 week (for part-time class) before the orientation date.
- e) If a course is cancelled by TMC or the student's application is rejected by the University, students may :
  - Defer the intake at no extra charges
  - Transfer to another course
  - Withdraw from the course and obtain 100% refund of all fees paid (and without the need to pay the Refund Processing Fee)

The above refund policy applies to all programmes offered by TMC, except for programmes jointly offered with partner institutions which may be separately governed by the respective overseas institutions' refund policy beyond the purview of TMC.

All fees are subject to prevailing Goods & Services Tax (GST), unless otherwise stated.

# Refers to Calendar-day

## Refers to TMC Academy's working days, which is from Mondays - Fridays, excluding Public Holidays and School Holidays

### CUSTOMER EXPERIENCE STRATEGY

We are committed that students will experience our :

- Customer-centric and hassle-free delivery processes
- Relevant, accurate and timely information and services
- Experienced, qualified and passionate academic staff

Thus ensuring we are with students every step of the way to nurture, inspire, care for and empower students to turn their dreams into reality.

### SERVICE GUARANTEE

All academic courses are registered with the Council for Private Education (CPE) (refer to website <http://www.cpe.gov.sg>). All brochures and marketing collaterals of TMC and its programmes are constantly updated to reflect accurate information. Consistent information is shown in our website and marketing collaterals.

### COURSE ENROLMENT – PREREQUISITES AND REQUIREMENTS

All pre-requisites and entry requirements for admission are clearly stated in the Student Contract and marketing collaterals. Applications will only be processed upon submission of all required documents including payment of Application Fee. Incomplete applications may lead to a rejection and application fee paid is non-refundable.

### STUDENT PASS & IMMIGRATION RULES

International students are required to have a valid Student Pass to study in Singapore. This processing will be done by TMC and approval given by the Immigration and Checkpoints Authority (ICA). International students must abide by the rules and regulations set out by the ICA which includes but is not limited to spending a minimum of at least 5 hours in school and the strict prohibition from working while holding a Student Pass. More information can be found on [www.ica.gov.sg](http://www.ica.gov.sg). Any violation of ICA rules and any other Singapore laws will result in an immediate cancellation of the Student Pass.

### STUDENT SERVICES

TMC offers a comprehensive range of Student Services for our students including pre-admission services such as pre-course counselling, application and student pass processing for International students; as well as post-admission services in course administration.

Specifically for new International students, TMC provides free Airport-Pickup and Accommodation Placement Service. The relevant form for this service will be given to student together with the Student Acceptance Form. Information on the range of student support services is available on the TMC website and student handbook.

### ATTENDANCE REQUIREMENT

It is important to achieve regular attendance and meet the attendance requirement stipulated by the authorities (eg ICA) and TMC. Failure to meet this requirement may lead to the following:

- **Unable to sit for assignments and/or examinations if students do not meet the minimum module attendance** (75% per module; applies to TMC proprietary programmes)
- **Expulsion** if students do not make any improvement in their attendance rate and/or are consistently absent from class, despite warnings and counselling given in accordance with the governance of the Attendance Requirements for Course Completion Policy and Policy for Disciplinary Issues
- **Rejection of Student Pass** on re-application/renewal for International students

### MONTHLY ATTENDANCE REQUIREMENT IS AS FOLLOWS:

- Full-time international students: minimum 90% (for all courses)
- Full-time local students: minimum 75% (for Hawthorn Language School, TMC College and External degree programmes, including Monash College Diploma of Business and Preparatory Course for University of London (UOL) Diploma in Law)

The School is required to report to ICA for students who do not meet the 90% monthly attendance requirement or students who do not attend classes for a continuous period of 7 days or more without any valid reason.

### STUDENT MOVEMENT POLICY

The Student Movement Policy takes care of various kinds of transfer and withdrawal; voluntary or involuntary that happens prior to the completion of current course; and any transfer of unconsumed fee for all programmes offered by TMC, except programmes jointly offered with partner institutions which may be separately governed by the respective partner institutions regulations beyond the purview of TMC.

**Voluntary Movements** refer to students' requests to transfer course within the same institution or transfer certain modules to a different class under the same course, or withdraw for whatsoever reasons.

Such requests must be submitted to TMC in writing as verbal requests will not be accepted. For a student of age below 18 years old, request must be submitted with the approval of parents/guardians, otherwise it will not be accepted. All requests are subjected to TMC's approval.

#### (A) Course Transfer

Course Transfer is defined as a change of course within TMC prior to the completion of the current course and can take place in the following scenarios :

- Change of course specialisation (eg. from Business to IT diplomas)
- Change of course plan (from Bundled to Single programs or vice versa)
- Change of destination degree (eg. from Liverpool John Moores University to University of Greenwich degrees)

*The change of destination degree can be allowed only if the degree program has not commenced.*

Such requests have to be submitted to TMC in writing with one-month advance notice. Verbal request by the student will not be accepted. Administrative fees apply and are non-refundable and non-transferable.

All requests are subjected to TMC's approval. Students will be informed of the outcome in writing. A new letter of offer will be issued where applicable. Students will have to stop attending classes and their Student Contract terminated. A new Student Contract will be drawn up for student's signature.

International students have to surrender their current student pass for cancellation and will not be allowed to attend any classes. A new student pass will be applied and all administrative fees apply. International students may need to return to their home country till student pass for the new course is approved by ICA.

Any unconsumed course fees from the current course may be credited to the new course for successful application. For International Student, this will be subject to approval of the new student pass. If the unconsumed course fees are more than the fees payable of the new course, all fees made will not be refunded. If the unconsumed course fees are less than the fees payable of the new course, students need to pay the difference.

**(B) Class Transfer**

Students can apply within the same course for:

- Partial Transfer for certain modules to be enrolled under a different class
- Total Transfer to be deferred to a different class

Students will need to inform TMC in writing and all applications are subjected to approval, as the examination sitting pattern may be affected. Administrative fees for Class Transfer and Examination Transfer apply. Students will be served with a letter confirming the application within 7 working days

For Class Transfer, a successful applicant may have his/her unconsumed course fee credited to the next class, or next semester, when the student resumes his/her studies, providing this occurs within the stipulated period.

**(C) Course Withdrawal**

Course Withdrawal refers to discontinuing a course prior to the completion of the current course. Students who wish to withdraw must fill up a Course Withdrawal Form at the Student Services Counter. Once the application is processed, the students will be served a letter confirming withdrawal within 7 working days; the Student Contract will be terminated and the student is no longer deemed a student of TMC. The Fee Protection Scheme account will also be terminated.

If no official notice of a student withdrawing from a course is received, the student is still deemed as active and is liable for the course fee.

International students have to surrender their student pass for cancellation immediately upon submitting the Course Withdrawal Form.

Advance instalment payments can be refunded if withdrawal is made before the next instalment is due.

**(D) Course Intermission**

Course Intermission refers to students taking a temporary break in their course, for a maximum of 6 months. Students must submit the Course Intermission Form at the Registrar Unit - Student Administration counter. If no official notice is received, he/she is deemed to be still a student of the School and is liable for the course fee in lieu of notice. Any unconsumed course fees paid may be credited to the next term when the students return to resume their studies with TMC. Students will be served with a letter confirming the application within 7 working days.

**Involuntary Movements** happen when students are suspended or excluded by the institution due to misconduct or unsatisfactory academic progress, as specified under the Disciplinary Policy and the Attendance Requirement for Assessment Policy. Students will be served warning letters and their parents/guardians will be informed formally.

**(A) Suspension**

For Suspension, students are allowed to return to resume their studies within the stipulated timeframe, as indicated in a Suspension Letter. Unconsumed Course fees paid may be carried forward to the next term when students return, if approved by TMC.

**(B) Exclusion**

Excluded students are not allowed to return to the course. All unconsumed paid fees are non-refundable and non-transferable. However, advanced installment payments can be refunded if exclusion is imposed before the next installment is due.

**(C) Exclusion due to No Attendance**

In the event that the students are absent for a continuous period of one month or more, the students will be contacted in writing by TMC to determine their enrolment status. It shall be the responsibility of the student to respond within one week, failing which the student will be excluded. Such students are still liable for any outstanding fees due to TMC and/or the respective partner institution. In the case of non-payment, TMC may refer these students' cases to the Small Claims Tribunal.

**Implications to International Students**

All international students' passes will be affected by the different types of student movements. In most cases, the student pass under the current course will need to be cancelled and re-applied for under a new intake/course. The institution will also report "Missing-In-Action" (MIA) students to the ICA, where the student has not formally withdrawn and has stopped meeting attendance requirements and has not responded to correspondence.

**GRIEVANCES AND ADVICE**

Students who have grievances are able to seek advice and help from the following channels:

**Student Helpline:**

Student help line during office operating hours:

Bishan Campus : 6671 2788

City Campus : 6690 9588

**After Office Hours (for International Students only)**

International Students who need assistance in case of emergency like accident, severe sickness, admitted to hospital, etc, can call the After-Office Emergency Helpline 96712110. This helpline shall not be abused for cases such as: seeking assignment deadline, checking of schedule, etc.

**CPE & EDUTRUST CERTIFICATION**

Cert No. : EDU-2-2006

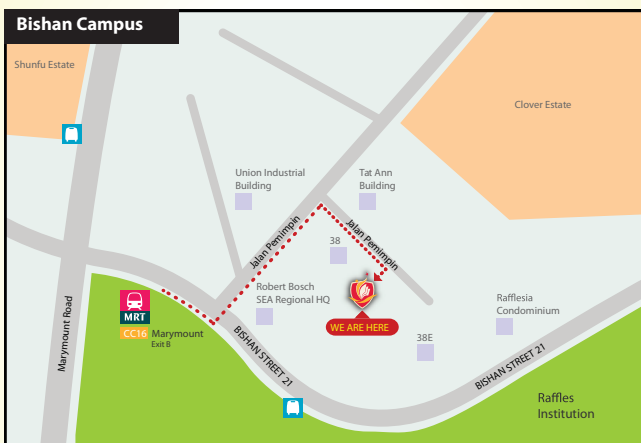
Validity: 01/10/2012 - 30/09/2016

In May 2010, TMC Academy received the prestigious 4-year EduTrust Certification awarded by the Council for Private Education (CPE).

CPE is established under the Private Education Act and is empowered with the legislation power to regulate and uplift the standards of the private education sector in Singapore.

TMC Academy's first EduTrust certificate, EDU-2-2006, was valid for 4 years until 19 May 2014. However, to re-affirm that all aspects of the systems and processes continue to maintain the required standards, TMC Academy has applied for the whole system to be re-assessed by the EduTrust assessors in 2012. TMC Academy is proud to announce that our systems and processes continue to meet the stringent requirements set out by CPE and is re-certified with a new 4-year EduTrust certification from 01 Oct 2012 to 30 Sep 2016.

Since 1981  
Every Step With You



**Bishan Campus**  
38C Jalan Pemimpin (Level 2)  
(off Bishan Street 21)  
Singapore 577180  
Tel: 6671 2799

**City Campus**  
250 Middle Road  
Singapore 188983  
Tel: 6690 9599



Scan to Visit Us:



[www.tmc.edu.sg](http://www.tmc.edu.sg)  
[enquiries@tmc.edu.sg](mailto:enquiries@tmc.edu.sg)

Like us on Facebook:  
[www.facebook.com/tmc.edu.sg](http://www.facebook.com/tmc.edu.sg)



Cert No.: EDU-2009  
Validity: 01/10/2012 - 30/09/2014

OFFICE NO.: 04-255-1888  
04-255-1889

ACCREDITED  
CONFIDENCE  
SAC  
SINGAPORE ASSOCIATION OF COLLEGES

TMC Academy | Reg No: 201003953Z | Registration Period: 20 May 2010 - 19 May 2014

The information stated herein is correct at the time of printing.  
TMC Academy reserves the right to vary the information at any time without prior notice.  
Printed in December 2012