



新加坡华文教研中心
Singapore Centre for Chinese Language

Frequently Asked Questions - Professional Development Leave (PDL)

1. Will there be any sponsorship by MOE or SCCL for PDL?

No, there will not be any sponsorship by MOE or SCCL for PDL as you would be on paid leave for PDL which will help you to cover the cost incurred in PDL. However, you may make claims for part of the cost for PDL courses through LDS.

2. Is there any discount for group packages for PDL?

The charges for overseas universities is fixed for all. PDL fees for PDL courses in SCCL is fixed at \$1500 per person for 5 persons and below, \$1300 per person for group of more than 5 persons. Those taking package 2 with 2 to 4 weeks of study in overseas universities, the fees chargeable from SCCL will be \$1200 per person regardless of PDL by individual or by group.

3. When do I make my payment for PDL package?

SCCL will send an invoice to you to advise on the payment mode before the last lesson of your PDL.

4. Can SCCL help to purchase air tickets if I intend to study at overseas university as part of the PDL package?

SCCL officer only provides the service of liaising with collaborating universities overseas to enable the PDL teacher to go overseas for his/her PDL. When the PDL teacher reaches the university overseas, there will be a contact person to arrange meetings and relevant courses for you. SCCL officer does not provide the services of purchasing air tickets for the applicant.

5. What is the course fees for overseas universities?

For those going to University of Hongkong, please click the following link for details:

<http://en.sccl.sg/cos/o.x?c=/wbn/pagetree&func=view&rid=71523>

For those going to Ji Nan University, please click the following link for details:

<http://en.sccl.sg/cos/o.x?c=/wbn/pagetree&func=view&rid=71523>

6. How much money do I need to bring for the 2 weeks of overseas PDL?

Please check the website link for the university that you are going for the accommodation charges and PDL fees to have an idea of the basic cost incurred. In addition, you need to set aside a sum of money for food and other expenses.

7. Who will be my mentor during the PDL?

Once we receive and approve your application, our Executive Director will assign suitable mentor/mentors based on the courses you have selected and we will inform you of the outcome.

8. What is the currency exchange rate?

Information on currency exchange rate is available in the following website:

<http://www.oanda.com/currency/converter/>

Steps:

- 1) Under the “Currency I Have”, from the drop down menu, click “Singapore Dollar”.
- 2) Under the “Currency I want”, from the drop down menu, click the respective currency of the country.
- 3) Key in the amount you want to change in the column “AMOUNT” below the “Currency I Have”.
- 4) The converted amount which you will receive will be shown in the “AMOUNT” column below the “Currency I Want”.

The information provided by the website is only a reference guide.

9. What is the procedure for applying PDL?

First determine the period for PDL, then get the approval from Principal. Download the SCCL PDL application form from

<http://www.sccl.sg/cos/o.x?c=/wbn/pagetree&func=view&rid=66595>, fill up and send to SCCL. Our project officer in charge will contact you after we receive your application form.

We will be sending you a letter of acceptance. After you receive SCCL acceptance letter, you may apply for PDL leave from MOE. Once you received your approval letter from MOE, kindly submit the letter to SCCL. Our project officer in charge will arrange a first meeting with your assigned mentor.

10. What is the weather condition for the overseas university that I have applied to for PDL?

Information on weather condition can be found in the respective website for the collaborating university overseas.

<http://en.sccl.sg/cos/o.x?c=/wbn/pagetree&func=view&rid=71523>

11. Who should I contact when I reach overseas?

The project officer in charge of PDL will liaise with the overseas university and inform you the person to contact when you reach the university overseas.

12. Will there be anyone to fetch me at the airport when I reach overseas?

SCCL officer will not be arranging any pick up from the airport. You may arrange pick up from the hotel that you are staying in if the hotel provides such service. Otherwise, once you reach the airport, you may get a cab to drive you to your destination.

13. Can SCCL arrange accommodation for me?

SCCL does not make arrangement for accommodation. Ji Nan University provides accommodation arrangement service but not for the other collaborating overseas universities. However, under the website link for the respective university which you are going, there are recommended hotels for you.

14. Can SCCL help to write up a proposal for me to submit to the Principal on my PDL in SCCL?

SCCL does not help to write proposals for PDL teachers as every school has different school culture, problems in learning etc, in which the PDL teachers know best themselves and are in the best position to write the proposal. However, we can provide question guidelines to guide you in writing your proposal. We can also provide samples for your reference as a guide. If you have problem writing in English, it is suggested that you write in Chinese and then seek translation on line, after which you may consider seeking the help of your colleagues to help you with the checking.

15. How often do I meet my mentor during the PDL?

You will get to meet your mentor for a total of ten sessions - one session once a week. Each session will last for 2 hours. However, this may vary according to individual needs. The dates for the rest of the sessions will be fixed during the first meeting with your mentor.

16. Can I request for specific lecturers to be my mentors?

SCCL will select the most suitable lecturer to be your mentor based on the courses you have selected. However, we will also take your request into consideration.

17. Will food be provided during PDL period?

SCCL does not provide food during the PDL period. All meal charges will be borne by the applicant.

18. Can I write my research assignment be written in English?

You may discuss it with your assigned mentor.