Dear Built Environment / Sustainable Development Professionals,

This email serves to remind your application for 2012 intake of Master of Sciences programmes:

**Recap of Master of Science Programmes**

a) Master of Science in Sustainable Building Design [MSc(SBD)]
(by University of Nottingham, UK). Closing date for application: 6 April 2012;

b) Master of Science in Facility & Environment Management [MSc(FEM)]
(by UCL, UK). Closing date for application: 25 May 2012.

**Key Features**

- Singapore Citizen will enjoy 75% course fee subsidy (net course fee payable: MSc(SBD) S$6,018.75 / MSc(FEM) S$8,934.50);
- Singapore Permanent Resident will enjoy 60% course fee subsidy (net course fee payable: MSc(SBD) S$9,630.00 / MSc(FEM) S$14,295.20);
- Course fee payment by installment;
- Self-sponsored candidate is eligible for course fee subsidy;
- Bond is not required for course fee subsidy;
- 2-year part-time course conducted at the BCA Academy;
- Lecturing staff from the university;
- MSc degree will be awarded by respective university.

We would like to invite your early application.

Regards,

Yong Wee Hau • Manager • Business Development • BCA Academy • Tel: +65 62489848 • Fax: +65 62580558

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Please consider the environment before printing this e-mail
(I) For the purpose of application into MSc(SBD) Programme

1) Documents required:
   i. Completed MSc(SBD) Application Form;
   ii. Copy of Academic Degree & Transcript (please bring along the originals at time of application to be certified true copy as per university’s requirement);
   iii. Curriculum Vitae;
   iv. 2 Reference Letters;
   v. Photocopy of NRIC (front & back) / Passport
   vi. Colour Photo.

2) Application Fee : $53.50 (non-refundable, GST included)

(II) For the purpose of Course Fee Subsidy

• Completed Course Fee Subsidy Form

• A Certification Letter (printed on letterhead) from the company stating:
   i. Candidate’s designation
   ii. Date joining the company

[This letter serves to confirm your employment status in the industry]

Application Closing

18 March 2012
<table>
<thead>
<tr>
<th>SN</th>
<th>Question</th>
<th>Answer</th>
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<tbody>
<tr>
<td><strong>(A) About the Course</strong></td>
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<tr>
<td>1</td>
<td>What is the name of the course?</td>
<td>Master of Science in Sustainable Building Design</td>
</tr>
<tr>
<td>2</td>
<td>When will the course start?</td>
<td>The next intake will start in September 2012. Future intakes will also start in September.</td>
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<td>3</td>
<td>How long is the course?</td>
<td>The course can be completed within 2 years (including the Dissertation) at BCA Academy, on a part-time basis.</td>
</tr>
</tbody>
</table>
| 4 | What is the cost of the course? | • The MSc course fee is S$22,500 (before GST).  
• The fee excludes non-refundable application fee of S$50 (before GST) and cost of textbooks. Students will need to pay for the textbooks. |
| 5 | Who will award the MSc degree? | • The MSc degree will be awarded by The University of Nottingham (United Kingdom).  
• The award (including transcripts) will be the same as those conferred for studies on-campus at Nottingham University. |
| 6 | How big will the class size be? | For optimal learning experience, we expect that each cohort will be between 20 to 40 students. |
| 7 | How many subjects/modules are there? | There are total 8 modules (180 credits):  
1. Principles of Environmental Design (15 credits)  
2. Environmental Design Strategies (15 credits)  
3. Tall Buildings, Urban Design, Climate and the Environment (15 credits)  
4. Architecture, Climate and the Environment (30 credits)  
5. Energy Efficient Technologies (15 credits)  
6. Renewable Energy Design (15 credits)  
7. Energy Efficient Design (15 credits)  
8. Dissertation (60 credits) – April to September 2014 |
| 8 | What are the conditions to be awarded the degree of MSc in SBD? | • To be awarded the degree of MSc in Sustainable Building Design, **all** modules (including Dissertation) must achieve at least 50% passing mark.  
• In the event that the student only achieved between 40% and 49% for each module, he/she may be
<table>
<thead>
<tr>
<th>FAQ</th>
<th>MSc in Sustainable Building Design</th>
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<tbody>
<tr>
<td></td>
<td><em>(Updated as at 28 Dec 2011)</em></td>
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<tr>
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<th>considered for the award of a Post-Graduate Diploma in Sustainable Building Design.</th>
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<tbody>
<tr>
<td>9</td>
<td>When is the Graduation? The University of Nottingham will conduct the Graduation ceremony in Singapore in February, tentatively.</td>
</tr>
<tr>
<td>10</td>
<td>Can I enroll in individual module? No. The enrolment is for the full MSc course only.</td>
</tr>
<tr>
<td>11</td>
<td>Can GMM or GMP graduates be exempted from certain modules of MSc? No. The GMM and GMP courses are not university-level courses per se. Hence, the University of Nottingham will not be able to exempt these groups of participants for the MSc course.</td>
</tr>
</tbody>
</table>

(B) Admission / Application Procedure

1 | What are the admission criteria? | • A general degree from built environment related course – this include Engineering, Architecture, Building Science, Property & Asset Management, Real Estate, Facilities Management, Building Management  
• Relevant degree holder with no working experience can also apply  
• For those whose undergraduate degree is not obtained from an English conducted course, they will be required to submit 1 of the following English language qualification:  
  o TOEFL (paper based): 550 with at least 4.0 in TWE  
  o TOEFL (internet based): 213 with at least 4.0 in TWE  
  o IELTS 6.0 with at least Band 5 in all elements  
• Application is subject to the university’s final approval. |

2 | What are the supporting documents needed for application? | • Application form for the programme can be downloaded from [www.bcaa.edu.sg/MScSBD.aspx](http://www.bcaa.edu.sg/MScSBD.aspx)  
• Application form must be submitted by hard copy, together with all supporting documents and a non-refundable fee of S$50 (before GST), to Enrolment Office, BCA Academy, 200 Braddell Road, Singapore 579700 by **18 March 2012** during Monday to Friday |
from 8.30am to 5.30pm.

At time of application, you must provide:

1. relevant supporting documents including academic transcripts and degree (to be certified true by BCAA), curriculum vitae, two original reference letters, colour photo;
2. Application fee (non-refundable) of S$50 before GST;
3. English language qualification (if necessary);
4. For non-Singaporean national and PR, a photocopy of the Employment or S-Pass or PR documents must also be included with the application.

<table>
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<tr>
<th>3</th>
<th>When is the closing of the application?</th>
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<tbody>
<tr>
<td></td>
<td>• The 2012 cohort will commence on 5 September 2012.</td>
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<td></td>
<td>• Closing date for application will be on 18 March 2012.</td>
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</table>

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<tr>
<th>4</th>
<th>How long will it take to process my application?</th>
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<tbody>
<tr>
<td></td>
<td>• If all documents are in order, the applicant would be able to know the application status in July 2012.</td>
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<tr>
<td></td>
<td>• Applicants who are admitted into the programme will receive a <em>Letter of Offer</em> for placement from the University, through BCA Academy. The <em>Letter of Offer</em> must be accepted and signed by the applicant within 2 weeks upon offer to confirm the placement. Enrolment process will follow subsequently.</td>
</tr>
</tbody>
</table>

(C ) Selling Points of the Course

<table>
<thead>
<tr>
<th>1</th>
<th>What is the benefit of this course? (How does it benefit me? Why should I enroll in this course?)</th>
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</thead>
<tbody>
<tr>
<td></td>
<td>1. The University is ranked <strong>top 75 globally</strong> <em>(Source: QS World University Ranking 2011/12).</em></td>
</tr>
<tr>
<td></td>
<td>2. The university is <strong>more than 120 years of history</strong>! They are one of the <strong>leading institutes with special focus in the sustainable development courses</strong>. Its China campus (in Ningbo) has a “Centre for Sustainable Energy Technologies” that focus research on energy efficient technology, renewable energy technology, low-energy high-rise buildings, solar</td>
</tr>
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</table>
energy utilisation etc.

3. The course’s inter-disciplinary approach to latest sustainable technologies will **help students better prepared for the new growth sector of our economy.**

4. Graduates would be able to command **good career prospects, as it’s a first-of-its kind with the focus on sustainable building design.** The course covers global perspective in sustainable building design relating to **tropical & temperate climatic** conditions. Hence, your skills and knowledge will be an asset to your career development. You are in a forefront position for jobs, especially those involving overseas job assignments (e.g., in Middle East, eco-city projects in China etc).

5. **All modules are taught by faculty from the University** (from their UK campus). There is strong emphasis on developing cross-disciplinary skills, analysis and decision-making skills. Students will be exposed to computer modeling & simulation techniques, renewable energy design, solar passive design, high impact energy efficient systems & integrated environmental design.

6. Every student will be assigned a personal & academic tutor. *(100% attention from the faculty!)*

| 2 | What are the job prospects for fresh graduates with limited or no working experience? *(For fresh/young grads joining the course)* | The course covers a **global perspective** in Sustainable Building Design relating to **tropical and temperate** climatic conditions. Hence, you will be equipped with relevant knowledge and skills to take up jobs from local/international firms and participate in overseas projects such as in the Middle East / Sino-Singapore Tianjin Eco-City. |

| 3 | How will this MSc degree value add to existing industry practitioners' career? *(For those who have been working in the industry for* | • Current industry practitioners will also benefit greatly from the course. You can **become specialists offering niche services** in building energy optimization, renewable energy design, solar passive design, or offering computer modeling and simulation services to help clients achieve higher BCA |
### FAQ – MSc in Sustainable Building Design
(Updated as at 28 Dec 2011)

<table>
<thead>
<tr>
<th>Many years)</th>
<th>Green Mark rating to Gold plus and Platinum rating.</th>
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<tbody>
<tr>
<td></td>
<td>• The course will further enhance students’ analytical and decision-making skills &amp; expose them to best concepts, practices and technology adopted in Europe. Eventually, you can further help to nurture and build up export capabilities of their firms.</td>
</tr>
</tbody>
</table>

### (D) Course Delivery

<table>
<thead>
<tr>
<th>1</th>
<th>How are these modules conducted?</th>
<th>The course consists of six 15-credit modules, one 30-credit modules, and a Dissertation which is a 60 credit module.</th>
</tr>
</thead>
</table>
|   |                                 | **For 15 credit module (taught over 1 week):**  
  • Wednesday + Thursday evenings (6pm – 9pm)  
  • 1 Friday (9.00am – 5.00pm)  
  • 1 Saturday (9.00am – 5.00pm)  
  • 2-hour video conference tutorial (6.30pm – 8.30pm)  
  • Thereafter to complete & submit assignment for the module |
|   |                                 | **For 30 credit module (taught over 2 separate weeks about 3 to 4 weeks apart):**  
  • Wednesday + Thursday x 2 evenings (6pm – 9.30pm)  
  • Friday x 2 teaching sessions (9.00am – 6.30pm)  
  • Saturday x 2 teaching sessions (9.00am – 6.30pm)  
  • 2-hour video conferencing tutorial (6.30pm – 8.30pm) |
|   |                                 | **For Dissertation**  
  • There will be introductory & briefing sessions at BCA Academy.  
  • Supervision by university academic through email/video conferencing as appropriate.  
  • The length of the Dissertation would be between 12,000 to 15,000 words. |
<p>| 2 | Is there a minimum attendance requirement? | Yes. Student must achieve at least 75% attendance. This is part of the requirement for the programme fee subsidy. |</p>
<table>
<thead>
<tr>
<th>Question</th>
<th>Answer</th>
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<tbody>
<tr>
<td>The course requires working people like me to take time off/annual leave to attend the classes during weekdays. It is quite a challenge as we may be traveling/busy. How many days of leave would I need to set aside for the course?</td>
<td>It is anticipated that you will need to set aside 8 days off/annual leave for the weekdays training over a 2-year period.</td>
</tr>
<tr>
<td><strong>Workings below</strong></td>
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<tr>
<td>• For 15 credit module, 1 day leave/module x 6 modules = 6 weekdays for classes.</td>
<td></td>
</tr>
<tr>
<td>• For 30 credit module, 1 weekday/session x 2 sessions = 2 weekdays for classes</td>
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<tr>
<td>• Total = 8 weekdays leave over 2 years (which is not a lot for academic study).</td>
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<tr>
<td>What if I missed the class due to traveling, MC etc? Is there a make-up session?</td>
<td>There is no make-up session per se.</td>
</tr>
<tr>
<td>• However, the University is exploring the possibility of offering online video lesson where students could catch up on the missed lesson. As much as possible, we strongly suggest you not to miss any lesson as you would miss the opportunity to interact directly with the university faculty – nothing can replace the face-to-face / 2-way interaction with the university lecturer.</td>
<td></td>
</tr>
<tr>
<td>• Also, students must meet at least 75% class attendance.</td>
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<tr>
<td>How are students assessed?</td>
<td>The assessments are usually in the form of projects or assignments.</td>
</tr>
<tr>
<td>• There is no examination as the course focuses on the application of the design concepts/tools.</td>
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<tr>
<td>• The lecturers will inform the students during class commencement the format of assessment.</td>
<td></td>
</tr>
<tr>
<td>What is the minimum passing mark?</td>
<td>Minimum pass mark is 50% for each module.</td>
</tr>
<tr>
<td>(E) About Subsidy / Payment</td>
<td></td>
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<tr>
<td>Is there any subsidy?</td>
<td>Yes. Limited subsidy placement is available for Singapore Citizen and Singapore Permanent Resident (SPR):</td>
</tr>
<tr>
<td>• For Singapore Citizen, 75% subsidy on programme fee (excluding GST) is available. With the subsidy, the net payable programme fee is S$6,018.75 (inclusive of</td>
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<tr>
<td>2</td>
<td><strong>What is the eligibility of the subsidy?</strong></td>
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<tr>
<td>3</td>
<td><strong>Is there any conditions tied to the subsidy?</strong></td>
</tr>
</tbody>
</table>
| 4 | **How is the payment schedule? How do I pay?** | 1. The course fee is S$22,500 (before GST) per student.  
2. Candidates are required to pay the fee in 3 installments to BCA Academy before commencement of the class.  
3. At time of application, you must also submit relevant supporting documents including academic transcripts, degree, coloured photo & non-refundable application fee of S$50 (before GST).  

**For Singapore Citizen who qualifies for 75% Programme Fee Subsidy**  
- 1st installment of S$2,407.50 (inclusive of GST) to be paid to BCA Academy by 15 August 2012;  
- 2nd installment of S$1,605 (inclusive of GST) shall be paid to BCA Academy by 30 April 2013; and  
- 3rd installment of S$2,006.25 (inclusive of GST) to be paid to BCA Academy by 31 Jan 2014.  

**For Singapore Permanent Resident who qualifies for 60% Programme Fee Subsidy**  
- 1st installment of S$3,852 (inclusive of GST) to be paid to BCA Academy by 15 August 2012;  
- 2nd installment of S$2,568 (inclusive of GST) shall be paid to BCA Academy by 30 April 2013; and  
- 3rd installment of S$3,210 (inclusive of GST) to be paid to BCA Academy by 31 Jan 2014. |
| 4 | Is there any 0% installment plan? | We do not offer 0% installment plan. The programme fee is paid over 3 installments. |

For candidate who does not qualify for Programme Fee Subsidy

- 1\textsuperscript{st} installment of \textbf{S$9,630} (inclusive of GST) to be paid to BCA Academy by \textbf{15 August 2012};
- 2\textsuperscript{nd} installment of \textbf{S$6,420} (inclusive of GST) shall be paid to BCA Academy by \textbf{30 April 2013}; and
- 3\textsuperscript{rd} installment of \textbf{S$8,025} (inclusive of GST) to be paid to BCA Academy by \textbf{31 Jan 2014}.

\textit{Note: The calculation is based on existing GST of 7\%. The installment amount will be adjusted if there is a revision to the GST rate.}
(I) For the purpose of application into MSc(FEM) Programme

1) Documents required:
   i. Completed MSc(FEM) Application Form;
   ii. Copy of Academic Degree & Transcript (please bring along the originals at time of application to be certified true copy as per university’s requirement);
   iii. Curriculum Vitae;
   iv. 2 Reference Letters;
   v. Photocopy of your NRIC (front & back) /Passport;
   vi. Colour Photo.

2) Application Fee  :  $53.50 (non-refundable, GST included)

(II) For the purpose of Course Fee Subsidy

• Completed Course Fee Subsidy Form
• A Certification Letter (printed on letterhead) from the company stating:
   i. Candidate’s designation
   ii. Date joining the company
   [This letter serves to confirm your employment status in the industry]

Application Closing

25 May 2012
## A) About the MSc Programme

### 1. What is the full name of the programme?
Master of Science (MSc) in Facility & Environment Management

### 2. When will the programme start?
The 2012 intake will start classes in September 2012. Future intakes will also be in September.

### 3. How long is the programme?
The programme can be completed within 2 years (including the Dissertation) at BCA Academy, on a part-time basis.

### 4. What is the cost of the programme?
The MSc programme fee for 2012 intake is S$33,400 (before GST). There is also a one-time non-refundable application fee of S$50 (before GST) and textbooks to be purchased. Students will need to pay separately for the textbooks.

### 5. Who will award the MSc degree?
The MSc degree will be awarded by University College London, United Kingdom (UCL). The award (including transcripts) will be the same as those conferred for studies on campus at UCL.

### 6. How big will the class size be?
For optimal learning experience, we expect that each cohort will be between 20 to 30 students.

### 7. How many subjects/modules are there?
There are total 8 modules (120 credits) + 1 Research Report (Dissertation, 60 credits):

(a) Core Modules (6 modules)
- Introduction to Facility Management (15 credits)
- Management Concepts for Facilities (15 credits)
- Environment Management & Sustainability (15 credits)
- Service Operations Management (15 credits)
- Space & Workplace Management (15 credits)
- Facility Management Law (15 credits)

(b) Elective Module (choose any 2, subject to minimum start class size)
- Social Dimensions of Sustainability (15 credits)
- Efficient Building Services Systems (15 credits)
- Sustainable Facility Management Operations (15 credits)

### 8. What are the conditions to be awarded the degree of MSc in Facility & Environment Management?
To be awarded the degree of MSc in Facility & Environment Management, all modules (including Research Report, which is the Dissertation) must achieve at least 50% passing mark. In the event that the student only passed the 8 modules (total 120 credits), i.e., without completing the Research Report, the student may be considered for the award of a Post-Graduate Diploma in Facility & Environment Management.
9. When is the Graduation?
The actual date and venue will be advised by UCL nearer to graduation. We envisage the ceremony to be conducted in Singapore.

10. Can I enrol in individual module?
No. The enrolment is for the full MSc programme only.

11. What is the benefit of this programme?
- UCL is consistently ranked within Top 10 globally. In 2011, UCL was 7th in the world (Source: QS World University Ranking for 2011/12).
- The University has a rich history of more than 180 years. They are one of the leading institutes with special focus in the sustainable development programs.
- As it is today, Sustainable Development (SD) is the new growth sector, not only in Singapore, but also globally. SD is not just about design and construction but encompasses the management, operation and maintenance of buildings too.
- With government (including Singapore and other parts of the world) emphasis to address the global climatic challenges, it is envisaged that more green/sustainable buildings will be constructed and retrofitted. Therefore, there would be strong demand for qualified facility management professionals to manage, operate and maintain these green buildings on a global scale.
- The programme will help students to achieve an integrated understanding of basic knowledge and operation skills that are needed for effective management of facilities and support services. Academic staff of the University will deliver all the modules with strong emphasis on developing cross-disciplinary professionals’ skills, analysis and decision-making skills.
- Each student will be assigned a personal & academic tutor. The London course is accredited by:
  a) Royal Institute of Chartered Surveyors (RICS);
  b) British Institute of Facilities Management (BIFM) – with the successful reaccreditation of the London programme with BIFM, graduates of the programme with suitable facilities management experience will be eligible to apply for the new Certified grade of membership CBIFM;
  c) Affiliated with the Chartered Institute of Building Services Engineers (CIBSE);
  d) Application is also being made for International Facility Management Association (IFMA) accreditation.

12. What is the likelihood of fresh graduates with limited or no working experience gaining admission to the programme?
- As this programme is designed to enhance the knowledge base of practitioners in facilities management, applicants must possess 2 to 3 years of relevant work experience.

13. How will this MSc degree value add to existing industry practitioners’ career?
- For students who are currently practicing in facility management industry, they will be able to further enhance their management & decision making skills more effectively. The programme will also expose the students to best concepts, practices and technology adopted in Europe. These will help to enhance the firm’s export capabilities too. Past graduates of the MSc have found that the programme has a direct impact on (a) positive career opportunities through promotion; and (b) increased earnings.
- For students who are currently not practicing facility management, the MSc qualification will equip them with the necessary knowledge and skills to take up job opportunities in the new growth sector.
### (B) About the Application to the MSc Programme

#### 1. What are the admission criteria?
- The normal academic qualifications for entry are a 2nd class Bachelor's degree of a UK university or an international qualification of an equivalent standard; **and** possess at least 2 to 3 years of relevant working experience.
- All applicants must meet the university’s English language requirement, and possess relevant competence and skill set related to facility management practice or building related discipline.
- UCL may request the applicant to submit 1 of the following English language qualification (even if he/she possesses a relevant degree):
  - IELTS 6.5 overall with a minimum of 6.0 in each subject;
  - TOEFL (paper based): score of 580, plus 4 in the Test of Written English;
  - TOEFL (internet based): score of 92, plus 24/30 in the reading and writing subtests and 20/30 in the listening and speaking subtests.
- Application is subject to the university’s final approval.

#### 2. I am a Diploma holder only. But I have many years of working experience in the facilities management. Can I apply?
Yes. The programme is designed to enhance the knowledge of practitioners in the facilities management (FM) area. Therefore, the university will consider non-degree holders with vast experience in the FM industry or related profession. The university may need to conduct a special qualifying examination for admission consideration.

#### 3. I am from the hospital industry / pharmaceutical manufacturing plant. Can I apply for the MSc programme?
As long as your job scope requires you to conduct space planning, manage assets, operate, manage and maintain the facilities of the compound, you can apply for the MSc programme. It is designed to enhance your knowledge base in facilities management.

#### 4. When is the closing of the application?
The 2012 cohort will commence in September 2012. Closing date for application will be on **25 May 2012**.

#### 5. How do I apply for the programme?
- Application form for the programme can be downloaded from [www.bcaa.edu.sg/MScFEM.aspx](http://www.bcaa.edu.sg/MScFEM.aspx)
- Application form must be submitted by hard copy, together with all supporting documents and a non-refundable fee of S$50 (before GST), to Enrolment Office, BCA Academy, 200 Braddell Road, Singapore 579700 **by 25 May 2012**.
- The operating hour of BCA Academy is on Monday to Friday from 8.30am to 5.30pm.

#### 6. What are the supporting documents needed for application?
At time of application, you must provide:

1. Certified copies of academic transcripts and qualification (degree or diploma etc);
2. Curriculum Vitae;
3. 2 letters of reference (in a sealed and signed envelop for each reference);
4. Administration fee (non-refundable) of S$50 (before GST);
5. English language qualification (if necessary)
(5) For non-Singaporean nationals and PR, a photocopy of the Employment or S-Pass or PR documents must also be included with the application.

The is also a guidance note on how to apply for admission into the MSc programme when you download the application form from www.bcaa.edu.sg/MScFEM.aspx

7. How long will it take to process my application?
All applicants will hear the outcome of their application by mid-July 2012. Applicants who are admitted into the programme will receive a Letter of Offer for placement from the University, through BCA Academy. The Letter of Offer must be accepted and signed by the applicant within 2 weeks upon offer to confirm the placement. Enrolment process will follow subsequently.

(C) About the MSc Programme Delivery and Assessment

1. How are these modules conducted?
The programme shall be delivered through a combination of face-to-face and distance-learning mode:

(a) Intensive 4-day face-to-face session by UCL staff. Under this format, typical timing for each module will be all day Wednesday to Friday (9.00am to 5.00pm) and half-day on Saturday (9.00am to 12.30pm). Guest lecturers and site visits would be included in this format. 5 modules will be taught in this format.

(b) Distance-learning mode. Under this format, the delivery shall be delivered via various options including web based delivery, live video-link session with London-based students, podcasts, individual tutorials delivered online via email/Skype, shared discussion/chat site for all students in London & Singapore etc. Under this delivery format, you will be required to attend lessons every 2 weeks (from 6.30pm to 9.30pm) for a 3 month period per module. 3 modules will be taught in such combination.

For Dissertation:
- There will be introductory & briefing sessions at BCA Academy.
- Supervision by university academic through email/video conferencing as appropriate.
- The length of the Research Report would be about 10,000 words.

2. Is there a minimum attendance requirement?
Yes. Students must achieve at least 75% class attendance, which is also one of the requirements for the Programme Fee Subsidy.

3. The MSc requires working people like me to take time off/annual leave to attend the classes during weekdays. It is quite a challenge as we may be travelling/busy. How many days of leave would I need to set aside for the course?
It is anticipated that you will need to set aside 15 days off/annual leave (plus some time off) for the weekdays training over a 2-year period.

4. What if I missed the class due to travelling, medical leave etc? Is there a make-up session?
There is no make-up session per se. However, the University is exploring the possibility of offering online video lesson where students could catch up on the missed lesson. As much as possible, we strongly suggest you not to miss any lesson as you would miss the opportunity to interact directly with the university faculty – nothing can replace the face to face / 2-way interaction with the university lecturer. Also, students must meet at least 75% class attendance as part of the programme fee subsidy requirements.
5. How are students assessed?
The assessments are usually in the form of project report or closed book examination. In addition to
the Research Report (Dissertation), each taught module will require students to submit a 2,500 words
written report. Out of the 8 taught modules, only 2 modules will have a 2-hour closed book written
exams.

6. What is the minimum passing mark?
Minimum pass mark is 50% for each module and Research Report.

(D) About the Programme Fee Subsidy and Payment of Tuition Fee
1. Is there any subsidy?
Yes. Limited subsidy placement is available for Singapore Citizen and Singapore Permanent Resident
(SPR):

   • For Singapore Citizen, 75% subsidy on programme fee (excluding GST) is available. With
     the subsidy, the net payable programme fee is S$8,934.50 (inclusive of GST).
   • For SPR, 60% subsidy on programme fee (excluding GST) is available. With the subsidy, the
     net payable programme fee is S$14,295.20 (inclusive of GST).

2. When can I apply for the programme fee subsidy? How do I apply for the programme fee
   subsidy?
Candidates who are keen to apply for the programme fee subsidy must submit the application to BCA
Academy with the “Application Form For MSc(FEM) Programme Fee Subsidy”, together with the
application form/supporting documents for the MSc programme. The application form for programme
fee subsidy can be downloaded from the webpage www.bcaa.edu.sg/MScFEM.aspx. This form will
also stipulate the eligibility and criteria for the subsidy.

3. How is the payment schedule? How do I pay?
The programme fee for 2012 intake is S$33,400 (before GST) per student. Students who are enrolled
into the programme shall make payment to BCA Academy in 4 instalments according to the schedule
as follows:

   a) 1st instalment : latest by 15 August 2012
   b) 2nd instalment: latest by 31st December 2012
   c) 3rd instalment: latest by 31st July 2013
   d) 4th instalment: latest by 31st December 2013

(a) For Singapore Citizen who qualifies for Programme Fee Subsidy
- Candidate must pay to BCA Academy the balance programme fee + GST in 4 instalments
  according to the schedule above.

<table>
<thead>
<tr>
<th>Fees payable (inclusive of GST)</th>
</tr>
</thead>
<tbody>
<tr>
<td>1st instalment</td>
</tr>
<tr>
<td>2nd instalment</td>
</tr>
<tr>
<td>3rd instalment</td>
</tr>
<tr>
<td>4th instalment</td>
</tr>
</tbody>
</table>

(b) For Singapore Permanent Resident who qualifies for Programme Fee Subsidy
- Candidate must pay to BCA Academy the balance programme fee + GST in 4 instalments
  according to the schedule above.

<table>
<thead>
<tr>
<th>Fees payable (inclusive of GST)</th>
</tr>
</thead>
<tbody>
<tr>
<td>1st instalment</td>
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<tr>
<td>2nd instalment</td>
</tr>
<tr>
<td>3rd instalment</td>
</tr>
<tr>
<td>4th instalment</td>
</tr>
</tbody>
</table>

(c) For candidate who does not qualify for Programme Fee Subsidy
- Candidate must pay to BCA Academy the programme fee + GST in 4 instalments according
to the schedule above.
### Fees payable (inclusive of GST)

<table>
<thead>
<tr>
<th>Instalment</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>1st instalment</td>
<td>S$11,663</td>
</tr>
<tr>
<td>2nd instalment</td>
<td>S$8,025</td>
</tr>
<tr>
<td>3rd instalment</td>
<td>S$8,025</td>
</tr>
<tr>
<td>4th instalment</td>
<td>S$8,025</td>
</tr>
</tbody>
</table>

Note: The calculation is based on current GST of 7%. If there is any revision to the rate of GST, the instalment amount will be adjusted accordingly.

4. **What is the eligibility for the programme fee subsidy? Is there any condition tied to the subsidy?**

Yes, the candidate must be a Singapore Citizen or Singapore Permanent Resident working in the FM industry. The candidate must achieve 75% class attendance for the MSc programme.

5. **Does that mean there will be no more subsidies once the subsidy places are taken up?**

BCA will endeavour to support as many eligible students as we can.

6. **How do you select the candidates for the limited subsidy places?**

Where there are more applicants than available subsidies, the programme fee subsidy will be given strictly based on merits and qualification of the applicant.

7. **Is there any 0% interest instalment plan?**

We do not offer 0% interest instalment plan. The programme fee is paid over 4 instalments.

### (E) Others

1. **Can I defer my study if I can’t complete the programme with the same cohort?**

The deferment request is subject to the university’s approval. Generally, we do not encourage deferment as it will disrupt your learning progression and career development.

2. **Is the class guaranteed to start as scheduled in September 2012?**

No. The commencement of the class is subject to meeting the university’s standards. This may include meeting the minimum number of students (for effective learning experience), optimal utilization of resources, etc.

3. **Can the MSc degree allow graduates to further doctorate study in any university?**

The MSc degree is awarded by University College London. The degree is the same as those conferred for studies on-campus in UK. Hence, graduates will be able to continue to apply for doctorate study in any other universities with the MSc degree. However, the admission into the doctorate study is still subjected to meeting that university’s admission requirement.

4. **Can applicants who are either BCA’s Certified Green Mark Facilities Manager (GMFM) or successfully completed the GMFM course be exempted from some of the modules in the MSc programme?**

The GMFM scheme is independently administered by BCA, and not a post-graduate level programme. Therefore, the university will not be able to exempt any module for Certified GMFM holder or graduate of GMFM course. However, a graduate who completed the UCL MSc in Facility & Environment Management in Singapore will be eligible to apply for the Certified GMFM if the criteria for GMFM registration are fulfilled.