



Republic of the Philippines  
**Department of Education**  
REGION VII – CENTRAL VISAYAS

Office of the Regional Director

FEB 06 2020

REGIONAL MEMORANDUM  
No. **0085**, s. 2020

**SEAMEO RELC SCHOLARSHIP PROGRAMME**

To: Schools Division Superintendents  
All Others Concerned

1. Attached is DepEd Memorandum No. DM- CI- 2020 -00- 021, dated January 22, 2020, from **Director Diosdado M. San Antonio, Office of the Undersecretary for Curriculum and Instruction**, entitled : “**SEAMEO RELC SCHOLARSHIP PROGRAMME**”, contents of which are self-explanatory for the information and guidance of all concerned.
2. All required documents (Annex A) must be submitted via email at [scholarships@deped.gov.ph](mailto:scholarships@deped.gov.ph) on or before **February 21, 2020**.
3. Immediate dissemination of this Memorandum is desired.

**SALUSTIANO T. JIMENEZ JD, EdD, CESO V**  
Director III  
OIC- Office of the Regional Director

STJ/CAE/HRDD/VVY/rhc



Address: Doña M. Gaisano St., Sudlon, Lahug, Cebu City  
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Email Address: [region7@deped.gov.ph](mailto:region7@deped.gov.ph)



*Undersecretary for Curriculum and Instruction*

424971

**MEMORANDUM**  
**DM-CI-2020-00 21**

**TO :** Minister of Ministry of Basic Higher and Technical Education, BARMM  
Regional Directors  
School Division Superintendents  
Heads of Public Elementary and Secondary Schools  
All Others Concerned

**FROM :** DIOSDADO M. SAN ANTONIO  
*Undersecretary for Curriculum and Instruction*

**SUBJECT :** SEAMEO RELC Scholarship Programme

**DATE :** 22 January 2020

The Southeast Asian Ministers of Education Organization (SEAMEO) Regional Language Centre announces its scholarship program on "Certificate in English Teaching-Secondary (CELT-S)" and SEAMEO Research Fellowship for Fiscal Year 2020. This program is designed for English teachers working in secondary schools. It is a blended learning course that can be completed with formal assessment, leading to CELT-S qualification.

The programme will be conducted in four phases from 10 August 2020 to 28 February 2021. They are:

Phases	Duration
I	10 August to 1 November 2020 (Online)
II	3 to 27 November 2020 (Residential)
III	7 December 2020 to 31 January 2021 (Online)
IV	10 February to 17 February 2021 or 17 February to 24 February 2021 (Teaching Observations)

Enclosed are the following documents for CELT-S and Research Fellowship programme for you guidance:

- Annex A: Course Information for CELT-S
- Annex B: Nomination Form for CELT-S
- Annex D: Guidelines for Research Fellowship
- Annex E: Application Form for Research Fellowship
- Annex C1: Application Form for CELT-S
- Annex C2: Medical Examination Form for CELT-S

SEAMEO RELC scholarships cover the registration and tuition fees, subsistence allowance, airfare and accommodation cost for the period of residential stay at RELC.

All required documents (Annex A) must be submitted via email at [scholarships@deped.gov.ph](mailto:scholarships@deped.gov.ph) on or before **21 February 2020**.

For further inquiries and clarification, you may contact the DepEd Scholarship Secretariat at (02) 8633-9455 or thru email at [scholarships@deped.gov.ph](mailto:scholarships@deped.gov.ph).

Immediate dissemination of and appropriate action for this memorandum is desired.

ANNEX A  
LIST OF REQUIREMENTS

Qualification	Documentary Requirements
a. Filipino citizen	<ol style="list-style-type: none"> <li>1. Updated Personal Data Sheet</li> <li>2. Endorsements from the head of office               <ol style="list-style-type: none"> <li>a. endorsement from school principal/division chief</li> <li>b. endorsement from the Schools Division Office through the Office of the SDS</li> <li>c. Nomination Letter from the Regional/Bureau Director or his/her duly authorized representative (thru the Regional HRDD Chiefs)</li> </ol> </li> <li>3. Screening Form</li> </ol>
b. Must be 50 years old below	
c. Must have rendered at least five (5) years of service in the government (DepEd) at the time of nomination	
d. Must hold a permanent appointment at the organization nominating him/her	
e. Must have no pending administrative and/or criminal case	
f. Must have a college degree and/or sufficient demonstrated ability and experience related/relevant to the course he/she is applying for	
g. Must have a good command of the English language (spoken and written)	
h. Must have professional development needs aligned with the KRAs of the organization	
i. Must have outstanding accomplishments related/leading to the program applying for	
j. Must have no pending nomination for scholarship in another program/course or have already rendered the required service obligation for a scholarship previously enjoyed	
k. Physically and mentally fit	
l. Not an expectant mother	





Southeast Asian Ministers of Education Organization  
**Regional Language Centre**  
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## COURSE INFORMATION 2020

**CELT-S**

**Cambridge Certificate in  
 English Language Teaching -  
 Secondary**

**10 Aug 2020  
 to  
 28 February  
 2021**

(Important: This document should be read by all applicants prior to completing the application form for admission.)

<b>Rationale</b>	CELT-S is a qualification designed for English language teachers working in secondary education (ages 11-18).
<b>Aims</b>	<p>CELT-S aims to help participants improve the quality of their classroom practice by:</p> <ul style="list-style-type: none"> <li>▪ developing and extending teachers' knowledge and skills;</li> <li>▪ focusing on the strategies, methods and materials teachers need to teach language effectively;</li> <li>▪ helping teachers to manage and motivate large classes; and</li> <li>▪ providing teachers with strategies to ensure that all learners achieve their potential.</li> </ul>
<b>Duration</b>	CELT-S is a 150-hour blended learning course, comprising eight modules (see Course Syllabus for details) and a practical component (comprising portfolio tasks and teaching observations).
<b>Period and Nature of Study</b>	<p>CELT-S will be conducted in four phases. They are:</p> <ul style="list-style-type: none"> <li>▪ Phase 1: 10 August to 1 November 2020 12-week online learning phase (with at least 40 hours of online study)</li> <li>▪ Phase 2: 3 to 27 November 2020 4-week residential training in Singapore at SEAMEO RELC (with 84 hours of face-to-face study, *TP1: 6 hours of micro-teaching and peer observation and TKT (Module 1) which will be taken on Fri, 27 Nov 2020 in Singapore.</li> <li>▪ Phase 3: 7 December 2020 to 31 January 2021 8-week online learning phase (with at least 20 hours of online study)</li> <li>▪ Phase 4: 10 February to 17 February 2021 or 17 February to 24 February 2021 (exact dates to be confirmed by RELC trainer and the hosting schools) 1-week on-site visit and teaching observations (*TP2 &amp; *TP3) by RELC trainer</li> </ul>

## Course Syllabus

Module Content	Phase / Mode
<b>Module 1 - Managing the secondary classroom</b> <ul style="list-style-type: none"> <li>Unit 1: Creating and maintaining a constructive learning environment</li> <li>Unit 2: Managing classroom activities effectively</li> <li>Unit 3: Managing differences in the classroom</li> </ul>	1 Online
<b>Module 3 - Developing listening, speaking, reading and writing skills in the secondary classroom</b> <ul style="list-style-type: none"> <li>Unit 1: Teaching listening and reading</li> <li>Unit 2: Teaching speaking</li> <li>Unit 3: Teaching writing</li> </ul>	1 Online
<b>Module 5 - Developing language use in the secondary classroom</b> <ul style="list-style-type: none"> <li>Unit 1: Teaching language</li> <li>Unit 2: Teaching vocabulary</li> <li>Unit 3: Teaching pronunciation</li> </ul>	1 Online
<b>Module 2 - Language learning and the teenage learner</b> <ul style="list-style-type: none"> <li>Unit 1: Learning language in the secondary education sector</li> <li>Unit 2: Learning needs, styles, motivations and preferences</li> <li>Unit 3: Encouraging and supporting active and independent learning</li> </ul>	2 Face-to-face at RELC
<b>Module 4 - Language awareness for teaching</b> <ul style="list-style-type: none"> <li>Unit 1: Grammar</li> <li>Unit 2: Vocabulary</li> <li>Unit 3: Pronunciation</li> </ul>	2 Face-to-face at RELC
<b>Module 8 - Assessing language learning in the secondary context</b> <ul style="list-style-type: none"> <li>Unit 1: Principles and purposes of classroom-based assessment</li> <li>Unit 2: Classroom-based assessment tools</li> <li>Unit 3: Formative and summative assessment</li> </ul>	2 Face-to-face at RELC
<b>Module 6 - Planning language learning in the secondary context</b> <ul style="list-style-type: none"> <li>Unit 1: Planning a lesson</li> <li>Unit 2: Writing lesson plans</li> <li>Unit 3: Planning a scheme of work</li> </ul>	3 Online
<b>Module 7 - Resources for learning in the secondary classroom</b> <ul style="list-style-type: none"> <li>Unit 1: Evaluating, selecting, using and adapting coursebook materials</li> <li>Unit 2: Evaluating, selecting and using supplementary materials</li> <li>Unit 3: Using teaching aids effectively, including technology</li> </ul>	3 Online

## Course Requirements

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The course completion and assessment requirements are:

(1) Methodology

- Completion of the eight modules and progress tests
- A multiple-choice teaching knowledge test (TKT Module 1) to be taken at an authorized test centre in Phase 2

(2) Teaching practice

- Completion of portfolio tasks

Teaching observations (to be conducted in Phase 4 on-site visit by RELC trainer)

## Course Award

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Course participants who complete all the modules and assessments will receive the CELT-S qualification from Cambridge Assessment English and a Certificate for TKT (Module 1).

The CELT-S qualification is awarded at Pass or Pass with Merit level.

## Admission Requirements

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The requirements for admission to the programme are:

- a) An approved bachelor's degree (or equivalent qualifications) in Linguistics, English Language, TESOL or Education;
- b) At least two years of full-time English language teaching experience or experience in English language/curriculum planning and language development programmes; and
- c) Meeting the minimum language scores for any of the following:
  - IELTS: 4.0 and above
  - TOEFL: 57 and above (internet based); 437 and above (paper based); 140 and above (computer); ITP: 490; iBT: 32
  - APTIS (all four macro skills) B1 and above
  - PTE: 40 and above
  - CEFR: B1
  - GCE O Level English: A1-C6
  - GCE A Level General Paper: A1—D7
  - Cambridge Advanced English (CAE): A—C
  - SPM 1119 English: C and above (GPK/PNG 2.00 and above)/Kepujian Tinggi and above
  - STPM General Paper/English Literature: C and above (CGPA/NGMP 2.4 and above)
  - Malaysian University English Test (MUET): Band 3,4,5 or 6
  - CU TEP with a score of 40 (equivalent to IELTS 4.0) and above

Note: Applicants who do not meet Criteria (c) are required to pass the RELC English selection test.



## IT Requirements

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As this is an online course, participants must ensure that they have the following minimum requirements before they can use the LMS program:

- Mozilla Firefox or Internet Explorer (IE) 8.0 internet browsers
- Desktop/Notebook PC minimum technical specifications:
  - CPU: Intel Core i3 (minimum)
  - Main memory: 2 GB (minimum)
  - Hard disk: 320GB
  - Webcam
- Internet speed: A minimum of 1 MB/sec
- Software specifications:
  - Desktop/Notebook Operating System: Windows 7, Vista or XP SP3
  - Adobe Flash Player 11 or later
  - Adobe Shockwave Player 11.5 or later
  - Sun Java TM 6 Update 23 or later
  - Cookies (activated)
  - Microsoft Office (2003 upwards) or Open Office

## Application

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Interested applicants must submit the following documents:

- ☐ Application Form A238 (completed and endorsed)
- ☐ Medical Examination Form A228
- ☐ Copies of your certificates of degrees/diplomas, certified by your institution
- ☐ Copies of your transcripts, certified by your institution. Where a transcript is in a language other than English, it should be accompanied by a certified translation into English. (In the absence of a transcript, a certified statement on the degrees/academic qualifications achieved with a listing of subjects studied and subject examination results is required.)
- ☐ Reference letters (The two reference letters can be from an academic staff who has supervised you or a current/previous employer.)
- ☐ Copies of current/valid IELTS or official TOEFL results certified by your institution (for applicants from non-English medium education systems)

## Closing Date

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The closing date for application is 28 February 2020.





Southeast Asian Ministers of Education Organization  
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**NOMINATION OF CANDIDATES FOR SEAMEO RELC SCHOLARSHIP PROGRAMMES 2020**  
*Certificate in English Language Teaching – Secondary (CELT–S)*

Details of Nominee	Name (Mr/Mrs/Ms)	Designation	Name of Institution
Nominee 1			
Nominee 2			
Nominee 3			
Nominee 4			

\_\_\_\_\_  
 Name

\_\_\_\_\_  
 Designation

\_\_\_\_\_  
 Signature of Ministry  
 of Education Official

*\* Please complete this form and email a copy to [scl@relc.org.sg](mailto:scl@relc.org.sg) by 28 February 2020.*

## SEAMEO Regional Language Centre

### GUIDELINES FOR RESEARCH FELLOWSHIPS

- 1 RELC will offer at least one Research Fellowship in the year 2020 to the region.

The intent of the SEAMEO RELC Research Fellowship is to:

- promote research capacity in the region in studies relevant to the development of language education in the region;
- enhance the quality of research efforts in a relevant or related area of language education, to attain international recognition and understanding; and
- foster rigour in research efforts through sharing and discussion.

- 2 Applications for Research Fellowships will be considered by RELC in the light of such priorities as may be established, and of the availability of funds, but especially in the light of the probable value of the project for the development of language education in a SEAMEO member country or in the SEAMEO region.

- 3 The admission requirements for the Research Fellowships are as follows:

- a) Applicants must be nationals of SEAMEO member countries;
- b) Applicants must possess a rich background in research with a good number of research articles that have been published in English by international language and linguistics journal(s);
- c) The research project or proposal put forward must be sound, feasible and relevant to language and/ or education;
- d) Application reflects ability to analyse, explain and write cogently; and
- e) Applicants must possess a Doctoral degree in Linguistics, Applied Linguistics, TESOL, English Language, Education, or Training. Applicants without the equivalent academic qualifications could be considered, strictly on the merit of their known and published research work and experience, in English, backed by a solid curriculum vitae of project leadership and research involvement.

RELc reserves the right to make the final decision in the selection and award of the Research Fellowships.

- 4 Applicants are expected to be capable of independent work on their proposed research projects. The proposed research project must not be part of or associated with any research project intended for a university degree or for meeting the requirements of a non-RELc grant or award.

5 The period of research may stretch up to six months, with the last one month to be on attachment at RELC. Research Fellows from outside Singapore will be provided with return airfares (economy class), accommodation at the RELC International Hotel, and an allowance of S\$600 during the one-month attachment. The Research Budget (excluding airfare, accommodation and allowance in Singapore) should not exceed S\$1,500.

6 The proposed research project must not be started and no expenses are to be incurred until the outcome of application is made known to the applicant that the research fellowship award has been awarded.

7 RELC Research Fellows will have available to them all the relevant resources of the Centre, including one of the finest specialist libraries for research in linguistics and language teaching and consultancy, and advisory services of highly qualified academic and research staff.

8 Research Fellows will be required to present their research findings at a staff seminar during the period of attachment at RELC and submit a copy of the research project at the end of the attachment period. The report of the research project should be at least 8,000 words in the form of a journal article. The journal article shall first be submitted to the RELC Journal for consideration of publication. In the event that RELC does not wish to take up the publication of the journal article, it may then be submitted to other journals of linguistics or language education for publication.

9 In accordance with the established policy of RELC, all copyright in the report of the research project shall belong to RELC and the Research Fellow shall execute and deliver the necessary documents required to transfer the copyright in the report of the research project to RELC.

10 Persons applying for RELC Research Fellowships are required to submit research project proposals for evaluation and approval. Information on the proposed research project should be as specific and detailed as possible. All proposals must include a budget and all costs should be stated in Singapore dollars. The award does not provide for the payment of honoraria.

11 Payment of expenses will be on a reimbursement basis upon presentation of invoices/receipts, while on attachment at RELC and upon submission of the completed research project.

12 There are no specific deadlines for applications for the Research Fellowships. Quality applications will be considered throughout the year. For interested applicants, please complete the application form (Annex E) and submit it to us via your respective Ministries.





**Southeast Asian Ministers of Education Organization  
Regional Language Centre**

**APPLICATION FOR A RESEARCH FELLOWSHIP**  
(To be completed in typewritten form)

To: Centre Director  
SEAMEO Regional Language Centre  
30 Orange Grove Road  
Singapore 258352  
REPUBLIC OF SINGAPORE

I wish to apply for a Research Fellowship at the SEAMEO Regional Language Centre (RELC) and I set out in Parts I and II of this form, my personal and professional particulars and the proposed research project.

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Applicant

(The Guidelines for the Award of Research Fellowships should be carefully read before the application form is completed.)

**PART I: PERSONAL AND PROFESSIONAL PARTICULARS**

- |   |                                      |
|---|--------------------------------------|
| 1. Name of Applicant: _____                                 | Recent<br>photograph of<br>Applicant |
| 2. Date of Birth: _____ Place of Birth: _____<br>(DD/MM/YY) |                                      |
| 3. Citizenship: _____ Marital Status: _____                 |                                      |
| 4. Home Address: _____<br>_____<br>_____ Tel. No.: _____    |                                      |
| 5. Office Address: _____<br>_____<br>_____ Tel. No.: _____  |                                      |
| Fax No.: _____ Email Address: _____                         |                                      |

6. National Registration Identity Card or Passport No.: \_\_\_\_\_

\_\_\_\_\_  
(Place of Issue)

\_\_\_\_\_  
(Date of Issue)

\_\_\_\_\_  
(Date of Expiry)

7. Name and Address of Spouse: \_\_\_\_\_

\_\_\_\_\_  
Tel. No.: \_\_\_\_\_

8. If single, name and address of person to be contacted in any emergency:

\_\_\_\_\_  
Tel. No.: \_\_\_\_\_

9. Previous Experience in Research: \_\_\_\_\_

10. Publications (list titles; append copies, if possible):

Title of Publication	Year Published

11. Academic Qualifications (in chronological order):

School / University / College / Institution	Year From / To	Cert. / Diploma / Degree	Major

12. Professional Experience since Graduation (list positions held, duties of position, dates, location):

Organization / Institution	Year From / To	Position	Subjects taught, if applicable

13. Present Position: \_\_\_\_\_

14. Brief Description of Present Duties: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

15. References (list the names and addresses of three persons to whom reference may be made on your work and professional qualifications):

Name	Present Position	Years of Acquaintance	Address

16. Are you currently engaged in any research project? If so, indicate nature of the project and sources of support of project. Is your proposed RELC project to form part of any other on-going research?

\_\_\_\_\_

\_\_\_\_\_

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**PART II: PROPOSED RESEARCH PROJECT**

Title of Project: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

1. **Research Plan:** (Indicate in detail the background of the project, specific aims, plan of investigation)

2. Time-Table:

3. Possible Results of Investigation:

4. What is the significance of the proposed research project and its relevance to the improvement of language programmes in the Southeast Asian region?

5. **Budget** (in Singapore dollars):

☐\* I agree that RELC will use my personal data for course registration and/or for statistical research and studies only. RELC may also use such data to inform me of related news and/or events. I understand that I may withdraw my consent for the use of my personal data at any time through [SCE\\_PDPA@relc.org.sg](mailto:SCE_PDPA@relc.org.sg).





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Annex C1

**APPLICATION FOR ADMISSION AS A CANDIDATE TO THE  
 MA/DIPLOMA/CERTIFICATE COURSES**

**IMPORTANT**

- a) All entries must be completed. Please enter 'N.A.' if an entry is not applicable.

Passport-sized  
 Photograph

- Please indicate course code, title and dates below:

Course Code	Course Title	Course Dates

- Please indicate the status of the applicant by putting a tick (✓) in the appropriate box.

- ☐ Nominated by SEAMEO Ministry of Education, \_\_\_\_\_  
 for SEAMEO RELC Scholarship (Country)
- ☐ Applying as a private fee-paying applicant
- ☐ Applying as a non-SEAMEO RELC Scholarship/Bursary applicant  
 If admitted, the Scholarship/Bursary will be awarded to me by

\_\_\_\_\_  
 (Name of Sponsor/Agency)

\_\_\_\_\_  
 (Address of Sponsor/Agency)

**PART A: PERSONAL PARTICULARS**

- Full name (as in passport): (\*Dr/Mr/Mrs/Ms/Miss)  
 \_\_\_\_\_  
 (Please PRINT and underline surname)
- Gender<sup>^</sup>: ☐ Male ☐ Female
- Home address: \_\_\_\_\_  
 \_\_\_\_\_ Tel no: \_\_\_\_\_ Email: \_\_\_\_\_
- Office address: \_\_\_\_\_  
 Fax no: \_\_\_\_\_ Tel no: \_\_\_\_\_ Email: \_\_\_\_\_
- Address for correspondence<sup>^</sup>: ☐ Home address ☐ Office address
- Date of birth: \_\_\_\_\_ Age: \_\_\_\_\_ Place of birth: \_\_\_\_\_  
 (DD/MM/YY) (Country & Province)
- Nationality/Citizenship: \_\_\_\_\_ Religion: \_\_\_\_\_ Marital status: \_\_\_\_\_
- Race<sup>^</sup>: ☐ Chinese ☐ Indian ☐ Malay ☐ Others \_\_\_\_\_

\* Please delete whichever is not applicable.

<sup>^</sup> Please tick (✓) accordingly.

▪ Identification<sup>^</sup>:

- ☐ Singapore Citizen    ☐ Singapore Permanent Resident  
☐ Student Pass    ☐ Employment Pass    ☐ Other Pass

For International Applicants

- Passport no: \_\_\_\_\_ Country and Place of Issue: \_\_\_\_\_  
 Passport Expiry Date (valid for at least 6 months): \_\_\_\_\_  
 Passport Issue Date: \_\_\_\_\_ (DD/MM/YY)  
 (DD/MM/YY)

- Identification Card number: \_\_\_\_\_

- Person to contact in an emergency:

Name: \_\_\_\_\_  
 Contact no (including area code): \_\_\_\_\_  
 Relationship to Applicant: \_\_\_\_\_

**PART B: PROFESSIONAL QUALIFICATIONS**

**(1) ACADEMIC QUALIFICATIONS**

List colleges/universities and/or other tertiary institutions attended, including courses at SEAMEO Regional Language Centre (in chronological order):

Period attended		Name of institution and country	Major subject(s)/field(s) of study	Qualifications obtained/pending
From	To			
DD/MM/YY	DD/MM/YY	XYZ University, ABC country	Applied Linguistics	Bachelor's Degree in Applied Linguistics

If applicable, please indicate your GCE 'A' Level General Paper / 'O' Level English Language results below<sup>#</sup>:

- 'A' Level: \_\_\_\_\_  
 ▪ 'O' Level: \_\_\_\_\_

If English was not the language of instruction in your previous institution, please indicate your results of one of the below test<sup>#</sup>:

- IELTS: \_\_\_\_\_  
 ▪ TOEFL: \_\_\_\_\_ paper/computer/internet\* based  
 ▪ SPM/STPM/MUET\*: \_\_\_\_\_  
 ▪ CU TEP: \_\_\_\_\_  
 ▪ APTIS: \_\_\_\_\_

\* Please delete whichever is not applicable.

<sup>^</sup>Please tick (✓) accordingly.

<sup>#</sup> Please indicate N.A. if it is not applicable.

**(2) EMPLOYMENT HISTORY**Present Occupation

Position: \_\_\_\_\_

Name of institution/employer: \_\_\_\_\_

Date of joining: \_\_\_\_\_

Give a brief description of the applicant's present job (including duties and responsibilities).

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Previous occupation(s)

Position	Name of institution/employer	Year	
		From	To

**(3) OVERSEAS CONFERENCES/SEMINARS ATTENDED**

Period attended	Name of conference/seminar	Venue

**(4) RESEARCH EXPERIENCE**

Title of research	Duration	
	From	To



(5) PUBLICATIONS		
Title of publication/Name of journal		Year published

  

(6) LANGUAGES SPOKEN AND/OR WRITTEN		
Please indicate 'Excellent', 'Good' or 'Fair'.		
Language	Written	Spoken



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**MEDICAL EXAMINATION FORM**  
**\*APPLICATION FOR MA /DIPLOMA/CERTIFICATE COURSE**

**PART A: PERSONAL PARTICULARS (to be completed by Applicant)**

Passport-sized  
 Photograph

1. Name:\*(Mr/Mrs/Ms/Mdm) \_\_\_\_\_  
 (Please underline surname)
2. Course Code, Course Title and Course Dates: \_\_\_\_\_
3. Home Address: \_\_\_\_\_  
 \_\_\_\_\_  
 Country: \_\_\_\_\_ Postal code: \_\_\_\_\_
4. Gender: \*Male/Female
5. Date Of Birth: \_\_\_\_\_ (DD/MM/YYYY)
6. \*Passport Number/NRIC No: \_\_\_\_\_
7. Nationality: \_\_\_\_\_

\*Please delete whichever is not applicable

**PART B: MEDICAL HISTORY (to be declared and completed by Applicant)**

(Failure to disclose medical history in full may lead to the rejection or cancellation of the application/award).

Have you suffered from or undergone any of the following? Please circle either "Yes" or "No"

- |                                |          |  |          |
|--------------------------------|----------|--|----------|
| 1 Tuberculosis                 | Yes / No | 15 Diabetes                                      | Yes / No |
| 2 Pneumonia                    | Yes / No | 16 Epilepsy                                      | Yes / No |
| 3 Pleurisy                     | Yes / No | 17 Poliomyelitis or other neurological disorders | Yes / No |
| 4 Asthma                       | Yes / No | 18 Nervous breakdown                             | Yes / No |
| 5 Allergic disorders           | Yes / No | 19 Psychiatric disorders                         | Yes / No |
| 6 Rheumatic fever              | Yes / No | 20 Eye disorders                                 | Yes / No |
| 7 Heart disease                | Yes / No | 21 Ear, nose or throat disorders                 | Yes / No |
| 8 Gastric orduodenal disorders | Yes / No | 22 Skin diseases                                 | Yes / No |
| 9 Recurrent indigestion        | Yes / No | 23 Anaemia                                       | Yes / No |
| 10 Jaundice                    | Yes / No | 24 Gynaecological disorders                      | Yes / No |
| 11 Dysentery                   | Yes / No | 25 Malaria or other tropical diseases            | Yes / No |
| 12 Varicose veins              | Yes / No | 26 Operations                                    | Yes / No |
| 13 Kidney or urinary diseases  | Yes / No | 27 Serious accidents                             | Yes / No |
| 14 Rupture                     | Yes / No | 28 Any other serious disorders                   | Yes / No |
|                                |          | If Yes, please specify:                          |          |

Signature of Applicant

Date

**PART C: CERTIFICATION BY EXAMINING PHYSICIAN ( to be completed by physician)**

Please tick (✓) accordingly.

1. Do you consider the candidate medically fit to undertake a (3 to 6 weeks/more than 6 months)\*course of study abroad? (\*Please delete whichever is not applicable)

Yes (    )      No (    )

If No, please specify reason: \_\_\_\_\_

2. Additional comments by Examining Physician (if any):

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Signature of Examining Physician: \_\_\_\_\_

Name of Examining Physician: \_\_\_\_\_

Name of Medical Institution: \_\_\_\_\_

Address of Medical Institution: \_\_\_\_\_

\_\_\_\_\_

Official Stamp: \_\_\_\_\_

Date: \_\_\_\_\_

**COURSE TITLE**

**Application of (NAME of NOMINEE)**

Region: \_\_\_\_\_

Submitted on (DATE and TIME)

1. Email Addresses:	
2. Training Course:	
3. Contact Numbers:	
4. Designation/Position:	
5. Work Station (School/Office Unit):	
6. School Division Office:	
7. Religion:	
8. Age:	
9. Number of Years in DepEd	
10. Work Experience/s Related to Teaching (Indicate the highlights and duration.)	
11. Outstanding Accomplishments (Max of 5)	
12. Educational Attainment (Indicate School, Program, Specialization, and Title of Thesis/Dissertation, if any.)	
13. What challenges had you experienced as a teacher? What did you learn from them?	
14. What initiatives do you plan to implement so your school/office will benefit from this program?	
15. How did you hear about this scholarship opportunity?	



## SEAMEO Regional Language Centre

### GUIDELINES FOR RESEARCH FELLOWSHIPS

- 1 RELC will offer at least one Research Fellowship in the year 2020 to the region.

The intent of the SEAMEO RELC Research Fellowship is to:

- promote research capacity in the region in studies relevant to the development of language education in the region;
- enhance the quality of research efforts in a relevant or related area of language education, to attain international recognition and understanding; and
- foster rigour in research efforts through sharing and discussion.

- 2 Applications for Research Fellowships will be considered by RELC in the light of such priorities as may be established, and of the availability of funds, but especially in the light of the probable value of the project for the development of language education in a SEAMEO member country or in the SEAMEO region.

- 3 The admission requirements for the Research Fellowships are as follows:

- a) Applicants must be nationals of SEAMEO member countries;
- b) Applicants must possess a rich background in research with a good number of research articles that have been published in English by international language and linguistics journal(s);
- c) The research project or proposal put forward must be sound, feasible and relevant to language and/ or education;
- d) Application reflects ability to analyse, explain and write cogently; and
- e) Applicants must possess a Doctoral degree in Linguistics, Applied Linguistics, TESOL, English Language, Education, or Training. Applicants without the equivalent academic qualifications could be considered, strictly on the merit of their known and published research work and experience, in English, backed by a solid curriculum vitae of project leadership and research involvement.

RELc reserves the right to make the final decision in the selection and award of the Research Fellowships.

- 4 Applicants are expected to be capable of independent work on their proposed research projects. The proposed research project must not be part of or associated with any research project intended for a university degree or for meeting the requirements of a non-RELc grant or award.

- 5 The period of research may stretch up to six months, with the last one month to be on attachment at RELC. Research Fellows from outside Singapore will be provided with return airfares (economy class), accommodation at the RELC International Hotel, and an allowance of S\$600 during the one-month attachment. The Research Budget (excluding airfare, accommodation and allowance in Singapore) should not exceed S\$1,500.
- 6 The proposed research project must not be started and no expenses are to be incurred until the outcome of application is made known to the applicant that the research fellowship award has been awarded.
- 7 RELC Research Fellows will have available to them all the relevant resources of the Centre, including one of the finest specialist libraries for research in linguistics and language teaching and consultancy, and advisory services of highly qualified academic and research staff.
- 8 Research Fellows will be required to present their research findings at a staff seminar during the period of attachment at RELC and submit a copy of the research project at the end of the attachment period. The report of the research project should be at least 8,000 words in the form of a journal article. The journal article shall first be submitted to the RELC Journal for consideration of publication. In the event that RELC does not wish to take up the publication of the journal article, it may then be submitted to other journals of linguistics or language education for publication.
- 9 In accordance with the established policy of RELC, all copyright in the report of the research project shall belong to RELC and the Research Fellow shall execute and deliver the necessary documents required to transfer the copyright in the report of the research project to RELC.
- 10 Persons applying for RELC Research Fellowships are required to submit research project proposals for evaluation and approval. Information on the proposed research project should be as specific and detailed as possible. All proposals must include a budget and all costs should be stated in Singapore dollars. The award does not provide for the payment of honoraria.
- 11 Payment of expenses will be on a reimbursement basis upon presentation of invoices/receipts, while on attachment at RELC and upon submission of the completed research project.
- 12 There are no specific deadlines for applications for the Research Fellowships. Quality applications will be considered throughout the year. For interested applicants, please complete the application form (Annex E) and submit it to us via your respective Ministries.



Southeast Asian Ministers of Education Organization  
**Regional Language Centre**  
*Centre of Choice*

**NOMINATION OF CANDIDATES FOR SEAMEO RELC SCHOLARSHIP PROGRAMMES 2020**  
*Certificate in English Language Teaching – Secondary (CELTS)*

Details of Nominee	Name (Mr/Mrs/Ms)	Designation	Name of Institution
Nominee 1			
Nominee 2			
Nominee 3			
Nominee 4			

Name	Designation	Signature of Ministry of Education Official
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\* Please complete this form and email a copy to [scl@relc.org.sg](mailto:scl@relc.org.sg) by **28 February 2020**.





Southeast Asian Ministers of Education Organization  
**Regional Language Centre**  
*Centre of Choice*

### MEDICAL EXAMINATION FORM

\*APPLICATION FOR MA /DIPLOMA/CERTIFICATE COURSE

Passport-sized  
Photograph

#### PART A: PERSONAL PARTICULARS (to be completed by Applicant)

1. Name:\*(Mr/Mrs/Ms/Mdm)\_\_\_\_\_ (Please underline surname)
2. Course Code, Course Title and Course Dates:\_\_\_\_\_
3. Home Address:\_\_\_\_\_  
\_\_\_\_\_  
Country: \_\_\_\_\_ Postal code: \_\_\_\_\_
4. Gender: \*Male/Female
5. Date Of Birth:\_\_\_\_\_ (DD/MM/YYYY)
6. \*Passport Number/NRIC No:\_\_\_\_\_
7. Nationality:\_\_\_\_\_

\*Please delete whichever is not applicable

#### PART B: MEDICAL HISTORY (to be declared and completed by Applicant)

(Failure to disclose medical history in full may lead to the rejection or cancellation of the application/award).

Have you suffered from or undergone any of the following? Please circle either "Yes" or "No"

- |                                |          |  |          |
|--------------------------------|----------|--|----------|
| 1 Tuberculosis                 | Yes / No | 15 Diabetes                                      | Yes / No |
| 2 Pneumonia                    | Yes / No | 16 Epilepsy                                      | Yes / No |
| 3 Pleurisy                     | Yes / No | 17 Poliomyelitis or other neurological disorders | Yes / No |
| 4 Asthma                       | Yes / No | 18 Nervous breakdown                             | Yes / No |
| 5 Allergic disorders           | Yes / No | 19 Psychiatric disorders                         | Yes / No |
| 6 Rheumatic fever              | Yes / No | 20 Eye disorders                                 | Yes / No |
| 7 Heart disease                | Yes / No | 21 Ear, nose or throat disorders                 | Yes / No |
| 8 Gastric orduodenal disorders | Yes / No | 22 Skin diseases                                 | Yes / No |
| 9 Recurrent indigestion        | Yes / No | 23 Anaemia                                       | Yes / No |
| 10 Jaundice                    | Yes / No | 24 Gynaecological disorders                      | Yes / No |
| 11 Dysentery                   | Yes / No | 25 Malaria or other tropical diseases            | Yes / No |
| 12 Varicose veins              | Yes / No | 26 Operations                                    | Yes / No |
| 13 Kidney or urinary diseases  | Yes / No | 27 Serious accidents                             | Yes / No |
| 14 Rupture                     | Yes / No | 28 Any other serious disorders                   | Yes / No |
- If Yes, please specify:  
\_\_\_\_\_

\_\_\_\_\_  
Signature of Applicant

\_\_\_\_\_  
Date



**PART C: CERTIFICATION BY EXAMINING PHYSICIAN ( to be completed by physician)**

Please tick (✓) accordingly.

1. Do you consider the candidate medically fit to undertake a (3 to 6 weeks/more than 6 months)\*course of study abroad? (\*Please delete whichever is not applicable)

Yes ( )      No ( )

If No, please specify reason: \_\_\_\_\_

2. Additional comments by Examining Physician (if any):

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Signature of Examining Physician: \_\_\_\_\_

Name of Examining Physician: \_\_\_\_\_

Name of Medical Institution: \_\_\_\_\_

Address of Medical Institution: \_\_\_\_\_

\_\_\_\_\_

Official Stamp: \_\_\_\_\_

Date: \_\_\_\_\_



Southeast Asian Ministers of Education Organization  
**Regional Language Centre**  
*Centre of Choice*

## COURSE INFORMATION 2020

**CELT-S**

**Cambridge Certificate in  
 English Language Teaching -  
 Secondary**

**10 Aug 2020  
 to  
 28 February  
 2021**

(Important: This document should be read by all applicants prior to completing the application form for admission.)

<b>Rationale</b>	<i>CELT-S</i> is a qualification designed for English language teachers working in secondary education (ages 11-18).
<b>Aims</b>	<p><i>CELT-S</i> aims to help participants improve the quality of their classroom practice by:</p> <ul style="list-style-type: none"> <li>▪ developing and extending teachers' knowledge and skills;</li> <li>▪ focusing on the strategies, methods and materials teachers need to teach language effectively;</li> <li>▪ helping teachers to manage and motivate large classes; and</li> <li>▪ providing teachers with strategies to ensure that all learners achieve their potential.</li> </ul>
<b>Duration</b>	<i>CELT-S</i> is a 150-hour blended learning course, comprising eight modules (see Course Syllabus for details) and a practical component (comprising portfolio tasks and teaching observations).
<b>Period and Nature of Study</b>	<p><i>CELT-S</i> will be conducted in four phases. They are:</p> <ul style="list-style-type: none"> <li>▪ Phase 1: 10 August to 1 November 2020 12-week online learning phase (with at least 40 hours of online study)</li> <li>▪ Phase 2: 3 to 27 November 2020 4-week residential training in Singapore at SEAMEO RELC (with 84 hours of face-to-face study, *TP1: 6 hours of micro-teaching and peer observation and TKT (Module 1) which will be taken on Fri, 27 Nov 2020 in Singapore.</li> <li>▪ Phase 3: 7 December 2020 to 31 January 2021 8-week online learning phase (with at least 20 hours of online study)</li> <li>▪ Phase 4: 10 February to 17 February 2021 or 17 February to 24 February 2021 (exact dates to be confirmed by RELC trainer and the hosting schools) 1-week on-site visit and teaching observations (*TP2 &amp; *TP3) by RELC trainer</li> </ul>

## Course Syllabus

Module Content	Phase / Mode
<b>Module 1 - Managing the secondary classroom</b> <ul style="list-style-type: none"> <li>Unit 1: Creating and maintaining a constructive learning environment</li> <li>Unit 2: Managing classroom activities effectively</li> <li>Unit 3: Managing differences in the classroom</li> </ul>	1 Online
<b>Module 3 - Developing listening, speaking, reading and writing skills in the secondary classroom</b> <ul style="list-style-type: none"> <li>Unit 1: Teaching listening and reading</li> <li>Unit 2: Teaching speaking</li> <li>Unit 3: Teaching writing</li> </ul>	1 Online
<b>Module 5 - Developing language use in the secondary classroom</b> <ul style="list-style-type: none"> <li>Unit 1: Teaching language</li> <li>Unit 2: Teaching vocabulary</li> <li>Unit 3: Teaching pronunciation</li> </ul>	1 Online
<b>Module 2 - Language learning and the teenage learner</b> <ul style="list-style-type: none"> <li>Unit 1: Learning language in the secondary education sector</li> <li>Unit 2: Learning needs, styles, motivations and preferences</li> <li>Unit 3: Encouraging and supporting active and independent learning</li> </ul>	2 Face-to-face at RELC
<b>Module 4 - Language awareness for teaching</b> <ul style="list-style-type: none"> <li>Unit 1: Grammar</li> <li>Unit 2: Vocabulary</li> <li>Unit 3: Pronunciation</li> </ul>	2 Face-to-face at RELC
<b>Module 8 - Assessing language learning in the secondary context</b> <ul style="list-style-type: none"> <li>Unit 1: Principles and purposes of classroom-based assessment</li> <li>Unit 2: Classroom-based assessment tools</li> <li>Unit 3: Formative and summative assessment</li> </ul>	2 Face-to-face at RELC
<b>Module 6 - Planning language learning in the secondary context</b> <ul style="list-style-type: none"> <li>Unit 1: Planning a lesson</li> <li>Unit 2: Writing lesson plans</li> <li>Unit 3: Planning a scheme of work</li> </ul>	3 Online
<b>Module 7 - Resources for learning in the secondary classroom</b> <ul style="list-style-type: none"> <li>Unit 1: Evaluating, selecting, using and adapting coursebook materials</li> <li>Unit 2: Evaluating, selecting and using supplementary materials</li> <li>Unit 3: Using teaching aids effectively, including technology</li> </ul>	3 Online



## Course Requirements

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The course completion and assessment requirements are:

(1) Methodology

- Completion of the eight modules and progress tests
- A multiple-choice teaching knowledge test (TKT Module 1) to be taken at an authorized test centre in Phase 2

(2) Teaching practice

- Completion of portfolio tasks

Teaching observations (to be conducted in Phase 4 on-site visit by RELC trainer)

## Course Award

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Course participants who complete all the modules and assessments will receive the CELT-S qualification from Cambridge Assessment English and a Certificate for TKT (Module 1).

The CELT-S qualification is awarded at Pass or Pass with Merit level.

## Admission Requirements

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The requirements for admission to the programme are:

- a) An approved bachelor's degree (or equivalent qualifications) in Linguistics, English Language, TESOL or Education;
- b) At least two years of full-time English language teaching experience or experience in English language/curriculum planning and language development programmes; and
- c) Meeting the minimum language scores for any of the following:
  - IELTS: 4.0 and above
  - TOEFL: 57 and above (internet based); 437 and above (paper based); 140 and above (computer); ITP: 490; iBT: 32
  - APTIS (all four macro skills) B1 and above
  - PTE: 40 and above
  - CEFR: B1
  - GCE O Level English: A1-C6
  - GCE A Level General Paper: A1—D7
  - Cambridge Advanced English (CAE): A—C
  - SPM 1119 English: C and above (GPK/PNG 2.00 and above)/Kepujian Tinggi and above
  - STPM General Paper/English Literature: C and above (CGPA/NGMP 2.4 and above)
  - Malaysian University English Test (MUET): Band 3,4,5 or 6
  - CU TEP with a score of 40 (equivalent to IELTS 4.0) and above

Note: Applicants who do not meet Criteria (c) are required to pass the RELC English selection test.



## IT Requirements

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As this is an online course, participants must ensure that they have the following minimum requirements before they can use the LMS program:

- Mozilla Firefox or Internet Explorer (IE) 8.0 internet browsers
- Desktop/Notebook PC minimum technical specifications:
  - CPU: Intel Core i3 (minimum)
  - Main memory: 2 GB (minimum)
  - Hard disk: 320GB
  - Webcam
- Internet speed: A minimum of 1 MB/sec
- Software specifications:
  - Desktop/Notebook Operating System: Windows 7, Vista or XP SP3
  - Adobe Flash Player 11 or later
  - Adobe Shockwave Player 11.5 or later
  - Sun Java TM 6 Update 23 or later
  - Cookies (activated)
  - Microsoft Office (2003 upwards) or Open Office

## Application

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Interested applicants must submit the following documents:

- ☐ Application Form A238 (completed and endorsed)
- ☐ Medical Examination Form A228
- ☐ Copies of your certificates of degrees/diplomas, certified by your institution
- ☐ Copies of your transcripts, certified by your institution. Where a transcript is in a language other than English, it should be accompanied by a certified translation into English. (In the absence of a transcript, a certified statement on the degrees/academic qualifications achieved with a listing of subjects studied and subject examination results is required.)
- ☐ Reference letters (The two reference letters can be from an academic staff who has supervised you or a current/previous employer.)
- ☐ Copies of current/valid IELTS or official TOEFL results certified by your institution (for applicants from non-English medium education systems)

## Closing Date

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The closing date for application is **28 February 2020**.



Southeast Asian Ministers of Education Organization  
**Regional Language Centre**  
*Centre of Choice*

**APPLICATION FOR ADMISSION AS A CANDIDATE TO THE  
 MA/DIPLOMA/CERTIFICATE COURSES**

**IMPORTANT**

- a) All entries must be completed. Please enter 'N.A.' if an entry is not applicable.

Passport-sized  
 Photograph

- Please indicate course code, title and dates below:

Course Code	Course Title	Course Dates

- Please indicate the status of the applicant by putting a tick (✓) in the appropriate box.

- ☐ Nominated by SEAMEO Ministry of Education, \_\_\_\_\_  
 for SEAMEO RELC Scholarship (Country)
- ☐ Applying as a private fee-paying applicant
- ☐ Applying as a non-SEAMEO RELC Scholarship/Bursary applicant  
 If admitted, the Scholarship/Bursary will be awarded to me by

\_\_\_\_\_  
 (Name of Sponsor/Agency)

\_\_\_\_\_  
 (Address of Sponsor/Agency)

**PART A: PERSONAL PARTICULARS**

- Full name (as in passport): (\*Dr/Mr/Mrs/Ms/Miss)  
 \_\_\_\_\_  
 (Please PRINT and underline surname)
- Gender<sup>^</sup>: ☐ Male ☐ Female
- Home address: \_\_\_\_\_  
 \_\_\_\_\_ Tel no: \_\_\_\_\_ Email: \_\_\_\_\_
- Office address: \_\_\_\_\_  
 Fax no: \_\_\_\_\_ Tel no: \_\_\_\_\_ Email: \_\_\_\_\_
- Address for correspondence<sup>^</sup>: ☐ Home address ☐ Office address
- Date of birth: \_\_\_\_\_ Age: \_\_\_\_\_ Place of birth: \_\_\_\_\_  
 (DD/MM/YY) (Country & Province)
- Nationality/Citizenship: \_\_\_\_\_ Religion: \_\_\_\_\_ Marital status: \_\_\_\_\_
- Race<sup>^</sup>: ☐ Chinese ☐ Indian ☐ Malay ☐ Others \_\_\_\_\_

\* Please delete whichever is not applicable.

<sup>^</sup> Please tick (✓) accordingly.

- For International Applicants
- Passport no: \_\_\_\_\_ Country and Place of Issue: \_\_\_\_\_  
Passport Expiry Date (valid for at least 6 months): \_\_\_\_\_  
Passport Issue Date: \_\_\_\_\_ (DD/MM/YY)  
(DD/MM/YY)
  - Identification Card number: \_\_\_\_\_
  - Person to contact in an emergency:  
Name: \_\_\_\_\_  
Contact no (including area code): \_\_\_\_\_  
Relationship to Applicant: \_\_\_\_\_

### (1) ACADEMIC QUALIFICATIONS

Period attended		Name of institution and country	Major subject(s)/field(s) of study	Qualifications obtained/pending
From	To			
DD/MM/YY	DD/MM/YY	XYZ University, ABC country	Applied Linguistics	Bachelor's Degree in Applied Linguistics

- 'A' Level: \_\_\_\_\_
- 'O' Level: \_\_\_\_\_

- IELTS: \_\_\_\_\_
- TOEFL: \_\_\_\_\_ paper/computer/internet\* based
- SPM/STPM/MUET\*: \_\_\_\_\_
- CU TEP: \_\_\_\_\_
- APTIS: \_\_\_\_\_

2 of 6

**(2) EMPLOYMENT HISTORY**Present Occupation

Position: \_\_\_\_\_

Name of institution/employer: \_\_\_\_\_

Date of joining: \_\_\_\_\_

Give a brief description of the applicant's present job (including duties and responsibilities).

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Previous occupation(s)

Position	Name of institution/employer	Year	
		From	To

**(3) OVERSEAS CONFERENCES/SEMINARS ATTENDED**

Period attended	Name of conference/seminar	Venue

**(4) RESEARCH EXPERIENCE**

Title of research	Duration	
	From	To



(5) PUBLICATIONS		
Title of publication/Name of journal	Year published	

(6) LANGUAGES SPOKEN AND/OR WRITTEN		
Please indicate 'Excellent', 'Good' or 'Fair'.		
Language	Written	Spoken

(7) Please ensure that you answer the following questions to the best of your ability:

I. Describe the training that you have had on the teaching of English. Give details of courses that you have attended and how the training has helped you in your teaching.\*

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II. Describe the challenges you face teaching a particular subject other than the English Language (e.g. Mathematics, Science or any other subject) using the English Language.\*

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III. How would this course contribute to your professional development?

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IV. Describe how knowledge and expertise you hope to gain from this course would be used in your institution/country.

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\* Please indicate N.A. if this question is not applicable.

### **STATEMENT BY APPLICANT**

I certify that the information I have provided is true, complete and accurate, and I understand that my candidature will be subject to the rules and regulations of RELC.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

Endorsement of Application by:

\_\_\_\_\_  
Name of Principal/Sponsor/Agency

\_\_\_\_\_  
Signature and Official Stamp

\_\_\_\_\_  
Address of School/Sponsor/Agency

\_\_\_\_\_  
Date

Please tick (✓) if you consent to the following:

- ☐ I agree that RELC will use my personal data for course registration and/or for statistical research and studies only. RELC may also use such data to inform me of related news and/or events. I understand that I may withdraw my consent for the use of my personal data at any time through [sce\\_pdpa@relc.org.sg](mailto:sce_pdpa@relc.org.sg).

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### **Completing your application**

Interested applicants must submit the following documents:

- ☐ Application Form A238 (completed and endorsed) and the Victoria University of Wellington Application to Study (for MA TESOL applicants only)
- ☐ Medical Examination Form A228
- ☐ Copies of your certificates of degrees/diplomas, certified by your institution
- ☐ Copies of your transcripts, certified by your institution. Where a transcript is in a language other than English, it should be accompanied by a certified translation into English. (In the absence of a transcript, a certified statement on the degrees/academic qualifications achieved with a listing of subjects studied and subject examination results is required.)
- ☐ Reference letters (The two reference letters can be from an academic staff who has supervised you or a current/previous employer.)
- ☐ Copies of current/valid IELTS, TOEFL or other valid test results certified by your institution (for applicants from non-English medium education systems)

The above documents should be submitted to RELC via **email** at [scl@relc.org.sg](mailto:scl@relc.org.sg).



**Southeast Asian Ministers of Education Organization  
Regional Language Centre**

**APPLICATION FOR A RESEARCH FELLOWSHIP**  
(To be completed in typewritten form)

To: Centre Director  
SEAMEO Regional Language Centre  
30 Orange Grove Road  
Singapore 258352  
REPUBLIC OF SINGAPORE

I wish to apply for a Research Fellowship at the SEAMEO Regional Language Centre (RELC) and I set out in Parts I and II of this form, my personal and professional particulars and the proposed research project.

\_\_\_\_\_

Date

\_\_\_\_\_

Signature of Applicant

(The Guidelines for the Award of Research Fellowships should be carefully read before the application form is completed.)

**PART I: PERSONAL AND PROFESSIONAL PARTICULARS**

1. Name of Applicant: \_\_\_\_\_
  2. Date of Birth: \_\_\_\_\_ Place of Birth: \_\_\_\_\_  
(DD/MM/YY)
  3. Citizenship: \_\_\_\_\_ Marital Status: \_\_\_\_\_
  4. Home Address: \_\_\_\_\_  
\_\_\_\_\_ Tel. No.: \_\_\_\_\_
  5. Office Address: \_\_\_\_\_  
\_\_\_\_\_ Tel. No.: \_\_\_\_\_
- Fax No.: \_\_\_\_\_ Email Address: \_\_\_\_\_

Recent  
photograph of  
Applicant

6. National Registration Identity Card or Passport No.: \_\_\_\_\_

\_\_\_\_\_  
(Place of Issue)

\_\_\_\_\_  
(Date of Issue)

\_\_\_\_\_  
(Date of Expiry)

7. Name and Address of Spouse: \_\_\_\_\_

\_\_\_\_\_  
Tel. No.: \_\_\_\_\_

8. If single, name and address of person to be contacted in any emergency:

\_\_\_\_\_  
Tel. No.: \_\_\_\_\_

9. Previous Experience in Research: \_\_\_\_\_

10. Publications (list titles; append copies, if possible):

Title of Publication	Year Published

11. Academic Qualifications (in chronological order):

School / University / College / Institution	Year From / To	Cert. / Diploma / Degree	Major



12. Professional Experience since Graduation (list positions held, duties of position, dates, location):

Organization / Institution	Year From / To	Position	Subjects taught, if applicable

13. Present Position: \_\_\_\_\_

14. Brief Description of Present Duties: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

15. References (list the names and addresses of three persons to whom reference may be made on your work and professional qualifications):

Name	Present Position	Years of Acquaintance	Address

16. Are you currently engaged in any research project? If so, indicate nature of the project and sources of support of project. Is your proposed RELC project to form part of any other on-going research?

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

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**PART II: PROPOSED RESEARCH PROJECT**

Title of Project: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

1. **Research Plan:** (Indicate in detail the background of the project, specific aims, plan of investigation)

2. Time-Table:

3. Possible Results of Investigation:

4. What is the significance of the proposed research project and its relevance to the improvement of language programmes in the Southeast Asian region?

5. **Budget** (in Singapore dollars):

☐+ I agree that RELC will use my personal data for course registration and/or for statistical research and studies only. RELC may also use such data to inform me of related news and/or events. I understand that I may withdraw my consent for the use of my personal data at any time through [SCE\\_PDPA@relc.org.sg](mailto:SCE_PDPA@relc.org.sg).