**SECTION A**

**PERSONAL PARTICULARS**

***\*Please attach a brief resume/CV of yourself with this form***

*Insert your recent passport photo here*

|  |  |
| --- | --- |
| Name of nominee  |  |
| Passport number |  |
| Date of birth (dd/mm/yyyy) |  |
| Present institution  |  |
| Present designation  |  |
| Date joined present institution |  |
| Past appointments at educational institutions |  |
| Subjects trained / teaching subjects |  |
| Awards / year / organisation  |  |
| Other notable contributions / year and level of participation |  |
| 1st choice of preferred Institution\* and/or course to be assigned to (e.g. Singapore Polytechnic, School of Business) |  |
| 2nd choice of preferred Institution\* and/or course to be assigned to |  |

*\*Please note that the institution you will be allocated to may not be your preferred institution*

**SECTION B**

**MY PEN PROFILE**

*Please do not exceed 2 pages for this section. Use Arial, font size 12.*

|  |  |
| --- | --- |
| Present Institution |  |
| Name of Nominee |  |
| How has your journey as an educator shaped your values and beliefs about education? |
| My most significant contribution to or achievement in the field of education is... |
| Briefly discuss an educational issue that you would like to explore in greater detail over the course of the exchange programme. |

**Sample Resume/CV**

*Your brief resume/ CV should highlight ONLY the highest relevant education qualification and teaching/ research experiences to the course that you are applying for.*

*Please* ***do not exceed******2 pages*** *for this section. Use Arial, font size 12.*

|  |  |
| --- | --- |
| **Personal Information** |  |
| Name: |  |
| Address: |  |
| Email address: |  |
| Contact Number: |  |
|  |  |
| **Highest Qualification Attained** | Example:First degree of Mechanical Engineering and Automation |
| **Graduated School** | Example:Xiamen University |
| **English Proficiency** | <<Pls state the highest level certification for English Proficiency attained, e.g. CET-6 and attach a copy of the certification>> |
| **Brief description of research interest** | Example:Development of Machine Vision System for Industrial Robot on Intelligent Manufacturing Line. |
| **Publications** | << insert the citation of your publication, if any>> |
| **Relevant Work Experience** | << To include the following:1. Start MMYY and end MMYY/ to present
2. Name of employer
3. Job Title
4. A brief description of your job>>
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