

**Graduate Diploma in Mental Health (GDMH)  
Intake 2023 – 2024**

**ENROLLMENT FORM**

**(A) Application**

Please tick where applicable.

I would like to apply for GDMH Programme, with fees payable to Institute of Mental Health (IMH):

- Early Bird Rate**     **\$7,905.90** (payment to IMH by **2<sup>nd</sup> June 2023**)
- Standard Rate**     **\$8,050.90** (payment to IMH from 3<sup>rd</sup> June 2023 to 3<sup>rd</sup> July 2023)

**Note:** Ministry of Health (MOH) sponsors 80% of the total programme fees of \$5,339.52 (inclusive of GST). MOH's subsidy will be reimbursed to all eligible applicants upon successful completion of the final exam.

**(B) Declaration**

1. I hereby make an application to the GDMH programme and declare all information I have provided on this form is complete and correct.
2. I acknowledge that my application for enrolment is subject to admission criteria and examination eligibility as advised by Division of Graduate Medical Studies (DGMS) and IMH, both of which have the power to impose conditions.
3. By signing this form, I acknowledge that I have read and agree to abide by the Terms and Conditions stated in this form.
4. I declare that I am a practicing doctor.
5. I declare that I am free from any legal proceedings, investigation or disciplinary action by the Singapore Medical Council (SMC).

Signature of the Applicant: \_\_\_\_\_

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

## (C) Terms and Conditions

1. The applicant shall adhere to requirements stated in the GDMH Programme Guide.
2. The applicant shall abide by the Non-Disclosure and Security Awareness Agreement.
3. The applicant shall abide by the rules and regulations governing use of IMH premises and library facilities.
4. The applicant shall adhere to guidelines for programme work completion, such that all criteria for examination eligibility are met. **Refer to Annex A (page 9 -11)**
5. The applicant should be free from any legal proceedings, investigation or disciplinary action by the SMC. If there are legal proceedings, investigation or disciplinary action pending against the applicant, this must be informed to IMH.
6. Strictly no refund of fees if there is a notice of withdrawal from GDMH or any of its courses upon programme commencement.
7. IMH and/or DGMS may, at their discretion, vary terms and conditions governing GDMH at any time, without notice.

I acknowledge that my enrolment to GDMH is subject to the admission criteria and examination eligibility as advised by DGMS and IMH, both of whom have the power to impose conditions. I accept enrolment to GDMH and hereby agree to abide to all Terms and Conditions.

Full Name

(as per NRIC) : \_\_\_\_\_

MCR number: \_\_\_\_\_

Signature : \_\_\_\_\_

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

Please **submit the** programme application [online](#) by the stipulated application closing dates. The following documents must be submitted:

- a recent passport-sized photograph (image has to be 400 x 514 pixels),
- a scanned coloured copy / copy of the certified true copy medical degree certificate,
- a scanned coloured copy / copy of the certified true copy supporting certifications, and
- a scanned coloured copy / copy of your NRIC (front and back).

Kindly make payment by the stipulated date to Institute of Mental Health  
 Payment details will be provided upon receiving online application.

1) What is/are your objective(s) in taking up the Graduate Diploma in Mental Health (GDMH)?

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**IMPORTANT NOTES**

1. Breakdown of Fees:

<b>Application Fee</b> (non-refundable)	<b>\$108</b> (Early bird rate if online application received by <b>2<sup>nd</sup> June 2023</b> ) <b>\$253</b> (Standard rate if online application received from <b>3<sup>rd</sup> June 2023</b> onwards)
<b>Programme Fee</b> (for all 6 courses)	<b>\$6,674.40</b> (MOH subsidizes 80% of the programme fee. Programme fee will be reimbursed to all candidates upon successful completion of the final exam)
<b>Exam Admin Fee</b>	<b>\$955.20</b>
<b>Book Fees</b>	<b>\$70.65</b> (“Essential Guide to Psychiatry”) - <i>Distributed at Orientation</i> <b>\$15.65</b> (“Delusions, Possession or Imagination?”) - <i>Distributed at Orientation</i> <b>\$82.00</b> (“A Primer of Child and Adolescent Psychiatry”) - <i>Distributed at Course 4</i>

2. Please ensure that copies of your medical degrees/academic qualifications are stamped ‘**certified true copy**’ / scanned coloured copy before submitting your online application. The photocopies supporting documents should be **stamped certified true copy and signed** by any of the following parties:

- Notary public (lawyer)
- Issuing university or school and
- Head of the Department bearing his official designation, department and signature.

Alternatively, you may meet DGMS or GDMH administrators to verify your original certificate(s), stamp 'Original Sighted' and sign.

### 3. Deferment

A 10% administrative fee per course (\$111.24 per course) will be payable by candidates who wished to defer any course. Please be informed that this fee is non-refundable. Candidate is required to inform the GDMH administrator on the request via email with your full name (as per NRIC) and MCR number for verification **at least 3 months before the course commences**. The request is subject to Programme Director's approval, on a case-by-case basis.

### 4. Withdrawal

Request for withdrawal must be made in writing via email your full name (as per NRIC) and MCR number to the Programme Director and administrator. Policies for programme fee refund are as follows:

1. 100%\* refund if the request for programme withdrawal is made in writing more than 30 calendar days\*\* before programme commencement.
2. 90%\* refund if the request for programme withdrawal is made in writing no less than 15 calendar days\*\* before programme commencement.
3. Strictly no refund of fees if request for programme withdrawal is less than 15 calendar days\*\* before programme commencement and/or after the programme commences.

After the withdrawal, IMH will no longer use or disclose your personal data as provided in the GDMH application form for the processing of GDMH programme registration, the administration of the GDMH programme and other purposes as stated in Page 5.

\* The date is based on the day when IMH receives the letter of withdrawal.

\*\* Calendar days include Saturday and Sunday.

### Information Access Authorisation Form

By signing this GDMH Information Access Authorisation Form, you agree that Institute of Mental Health may collect, use and disclose your personal data, as provided in the GDMH application form for the following purpose in accordance with the Personal Data Protection Act 2012 and our data protection policy (available on our website: <https://www.imh.com.sg/Pages/PDP-Notification.aspx>):

- (a) the processing of GDMH programme registration;
- (b) the administration of the GDMH programme;
- (c) Sharing of information with Mental Health GP-Partnership Programme (GPPP) for recruitment of GPs into the programme; and
- (d) **Allow/ Disallow** (circle one) sharing of the **selected information\*** with healthcare agencies such as MOH, AIC and VWOs for the purpose of referring of patients to GDMH-trained GPs.

\*For (d), please select the type of information that you are agreeable to disclose:

- Name of Doctor
- Name of Clinic
- Clinic Address
- Clinic phone and fax number
- Email Address

You have the right to revoke this authorization at any time, provided you do so in writing. If you revoke your authorization, we will no longer use or disclose information about you for the reasons covered by your written authorization, but we cannot take back any uses or disclosures already made with your permission.

Please visit our website at <https://www.imh.com.sg/Pages/PDP-Notification.aspx> for further details on our data protection policy, including how you may access and correct your personal data or withdraw consent to the collection, use or disclosure of your personal data.

Full Name  
(as per NRIC) : \_\_\_\_\_

MCR number: \_\_\_\_\_

Signature : \_\_\_\_\_

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

### **Withdrawal of Authorisation Clause**

You have the right to revoke this authorization at any time, provided you do so in writing. Revoking the authorization means that we will no longer use or disclose information about you for the reasons stated in your written authorization. However, we cannot take back any uses or disclosures already made with your permission. To revoke this authorization, **please send an email or a written statement** to GDMH Administrator at [GDMH@imh.com.sg](mailto:GDMH@imh.com.sg) or mail to:

**GDMH Administrator**

**Education Hub**

**Institute of Mental Health**

**10 Buangkok View**

**Buangkok Green Medical Park**

**Singapore 539747**

In the letter or email, please include the following, indicating that you wish to revoke the authorization:

- Full Name (as per NRIC)
- MCR number
- disclosed information type that you want to revoke;
- the date you signed this authorization

Please visit our website at <https://www.imh.com.sg/Pages/PDP-Notification.aspx> for further details on our data protection policy, including how you may access and correct your personal data or withdraw consent to the collection, use or disclosure of your personal data.

### Vaccination Declaration

I declare that I have received the below vaccinations which are required for onsite clinical attachments. Upon notification of acceptance, I will provide the vaccination certificates before programme commencement.

- COVID-19 vaccination based on approved vaccines in Singapore
  - Primary series vaccination
  - Booster vaccination within 270 days from their last dose in the primary vaccination series.
- Tdap (Tetanus, Diphtheria and Pertussis) within the last 10 years
- At least the first dosage of MMR (Mumps, Measles and Rubella)

Full Name  
(as per NRIC) : \_\_\_\_\_

MCR number: \_\_\_\_\_

Signature : \_\_\_\_\_

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

Note:

All fees quoted in this form are inclusive of 8% GST.

DGMS and IMH reserve the right to make any amendments to the programme structure and fees without any prior notification or whatsoever to the parties involved.

**All feedback and correspondences should be addressed to:**

**Ms Zhang Shuhui (Executive, Education Office) | Ms Sharifah Hidayah (Executive Assistant, Education Office)**

Institute of Mental Health

Buangkok Green Medical Park

10 Buangkok View, Singapore 539747

Telephone : 6389 2263 (**Zhang Shuhui**) | 6389 2246 (**Sharifah Hidayah**)

Email : **SHUHUI\_ZHANG@imh.com.sg** | **SH\_SYED\_ZAINUDDIN@imh.com.sg** | **GDMH@imh.com.sg**

Website : [www.imh.com.sg](http://www.imh.com.sg)

**(D) For Official Use Only**

Fee Paid	: S\$_____	Official Receipt Number	: _____
Acknowledgement Date	: _____		
Checked By	: _____		



## **Annex A**

**Division of Graduate Medical Studies  
NUS Yong Loo Lin School of Medicine**

**In collaboration with Institute of Mental Health**

# **GRADUATE DIPLOMA IN MENTAL HEALTH - GDMH**

## **AIM**

The Graduate Diploma in Mental Health (GDMH), offered by the Division of Graduate Medical Studies (DGMS), National University of Singapore (NUS) in conjunction with Institute of Mental Health (IMH), aims to increase the capability of general practitioners (GPs) in mental healthcare by training them appropriately for the role to detect and treat less severe mental health disorders in the community.

## **DURATION**

This is a 1-year part-time programme with a 3-year candidature period.

## **ELIGIBILITY**

The course is open to the following:

1. Doctors with a recognised basic medical degree qualification registered with the Singapore Medical Council
2. GPs who have completed housemanship
3. GPs with an interest in Mental Health, including GPs on the Mental Health-GP Partnership Programme
4. Primary Care Physicians; and
5. Doctors with an interest in mental health

## **PROGRAMME STRUCTURE**

The programme comprises of 6 courses as follows:

<b>COURSE 1: Psychosis</b>	- 2 Months
<b>COURSE 2: Mood, Anxiety and Grief</b>	- 2 Months
<b>COURSE 3 : Addiction</b>	- 2 Months
<b>COURSE 4 : Child and Adolescent Mental Health including Learning Disabilities</b>	- 2 Months
<b>COURSE 5 : Psychogeriatrics</b>	- 2 Months
<b>COURSE 6 : Personality Disorders and Psychological Therapies</b>	- 2 Months

The first month in each course comprises of weekly classroom sessions on Saturday afternoons. Clinical attachment is applicable to course 1 - 4 and is a half-day attachment conducted during office hours on weekdays for course 1 - 4. In the second month, candidates will self-study and complete case write-up. Case write-up for course 6 is based on a clinical video and viewing of the video will be at IMH.

The syllabus will be covered by lectures, reading materials, video and live supervision, journal discussion, case vignettes, clinical attachment and/or self-study. Clinical attachment will be available with close supervision and guidance from IMH's doctors.

## EXAMINATION AND AWARD OF DIPLOMA

1. Graduate Diploma in Mental Health will be assessed in the following way unless otherwise stated:

- Continuous Assessment (CA) : 60%
- Final examination : 40%
- **Total Assessment : 100%**

Continuous assessment comprises case discussion, case write-up and examination (*applicable for all courses*).

### 2. Course Examination Eligibility

Course examination is part of the continuous assessment. Candidates must complete and minimally receive a 50% pass rate for the following assignments, class participation and clinical attachments to be eligible for course examinations. There will be no re-take of any supplementary course exam paper should candidate fail any course exam.

- **Case write-up (for all Courses)**
- **A minimum of 75% classroom attendance (for all Courses)**
- **Clinical attachments**

*\* Clinical attachments at IMH are applicable to Course 1 – 4 and are an essential component of the curriculum and a requisite to the course examinations. It is a half-day attachment conducted during office hours on weekdays for each course 1 – 4. The programme administrator will work with you on a suitable timeslot about 1 month prior to the session.*

- **Participation in case discussion / case vignettes / live supervision (for all Courses)**

### 3. Final Examination Eligibility

Candidates must pass all continuous assessments to be eligible for the final examination.

### 4. Award of the Graduate Diploma in Mental Health

Candidates must meet minimum passing criteria for every assessment component within each course to be considered as having passed that course. Candidates who fail to meet the minimum passing criteria for

any assessment component in each course shall re-take the entire failed course at the next programme intake. Candidates who fail the final examination shall re-take the final examination within the 3-year candidature period.

Nonetheless, candidates may re-submit a case write-up for review by the examination board within 2 weeks from notification of case write-up results. Candidates shall re-take in the next intake if candidates fail to re-submit case write-up or fail to meet the minimum passing criteria for the re-submission. See Table 1.

Assessment component	Component's weightage	Minimum passing criteria
<b>Continuous Assessment (CA)</b>	<b>60%</b>	<b>30%</b>
~ Case discussion (Part of CA)	12%	6%
~ Case write-up (Part of CA)	18%	9%
~ Course examination (Part of CA)	30%	15%
<b>Final Examination</b>	<b>40%</b>	<b>20%</b>
<b>Total Assessment</b>	<b>100%</b>	<b>50%</b>

Table 1: Minimum passing criteria for Graduate Diploma in Mental Health

Candidates who have successfully completed and passed all the 6 courses and a final examination will be awarded the Graduate Diploma in Mental Health.