

Student Archivist Project (SAP), May-Aug 2021

Project Brief

15 February 2022 marks the 80th anniversary of the Fall of Singapore, when the British and Allied forces surrendered to the invading Japanese army after a week-long battle. To commemorate the anniversary, the National Museum of Singapore will be holding a special exhibition from January 2022, which explores the one week in which the Battle for Singapore was fought, as well as the memories and impact of the Fall of Singapore on subsequent generations. The exhibition features a selection of personal artefacts and stories passed down to families in Singapore by their parents or grandparents.

SAP 2021 is an oral history project organised by the museum in which student interviewers collect personal stories from senior interviewees about the Battle of Singapore and the Fall of Singapore to the Japanese on 15 February 1942, and the impact of the event on subsequent generations between the 1940s and 1970s. Through this project, students will have the opportunity to:

- Learn about history from the people who lived through it
- Tell the interviewees' stories and experiences of World War Two (WWII) in their own words
- Gain a better understanding of the past through the lenses of first-hand witnesses and practise inter-generational communication and collaborative skills with their team mates
- Help their peers and the current generation understand the realities of war

Student participants will be trained in oral history interview methodology before they plan and conduct their own oral history interview with senior interviewees aged 60 and above.

SAP 2021 provides students with the rare opportunity of contributing research and content to NMS, which may be featured as part of its special exhibition in 2022 or in future exhibitions and publications.

Project Description

1. Students are to work in **pairs or groups of not more than 4 members** under their teacher's guidance. Each group is to identify a suitable senior interviewee aged 60 and above, who either experienced or witnessed the Fall of Singapore in 1942, or whose life or family's life was significantly affected by WWII and its aftermath. The senior interviewee can be the students' relative, friend, neighbour or other acquaintance.
2. Potential topics and themes that can be explored for interviewees who experienced war in Singapore first-hand in 1942 include:
 - a. Aerial bombing in Singapore from December 1941 to February 1942 – being part of or participating in rescue drills and blackout exercises by the Air Raid Precaution (ARP) to prepare for air raids, memories of fear and destruction during attacks, hiding in air raid shelters, volunteering in organisations like the Voluntary Aid Detachment (VAD) or of their own accord to help those affected by the bombings, being driven out of their homes or forced to evacuate
 - b. Invasion of the Japanese army in Malaya in December 1941 and withdrawal of Allied forces to Singapore in January 1942 – the fear and anxiety caused by spreading news and rumours regarding the Japanese intrusion into Malaya and Singapore; stockpiling, evacuation and other preparations made to flee or to survive

- c. Japanese landing in Singapore on 8 February 1942 and Battle of Singapore from 8-15 February 1942 – eye-witness accounts of the advance of Japanese forces or the battle, destruction, loss and evacuation as the Japanese invaded Singapore
 - d. Fall of Singapore on 15 February 1942 - emotions upon confirmation of the British surrender and fall of Singapore to the Japan
3. Alternatively, you may look for interviewees who were born during or after the war (up to 1960, or 60 years of age and above), but whose lives or whose families' lives have been directly or significantly affected by WWII in Singapore. The focus should be on the experience of war in 1942, rather than the Japanese Occupation. This may include:
 - a. Those who have clear memories of or stories from a family member or friend who took part in the Battle for Singapore
 - b. Those who lost family members or friends during WWII
 - c. Those whose families lost their original homes, and/or had to move to another house or even evacuate overseas because of WWII
 - d. Those who have clear memories of older generations sharing stories of loss, suffering, survival and resilience during the WWII
 - e. Those whose lives were significantly impacted in other ways by WWII, even generations on (e.g. in terms of their education, living and family situation, career, etc.)
4. Prior to conducting the oral history interview, all groups are to send **at least 2 representatives from each group** to attend a **compulsory** 2.5-hour programme briefing and oral history interview training by NMS. Teachers are strongly encouraged to attend the session with their students.
5. Students will come up with the oral history interview questions, conduct the interview and capture an audio/video recording of it.
6. At the end of the project, students are to each pen a letter to the interviewee and their individual reflections in response to the entire project and process.
7. Based on the interviews submitted by students, NMS may shortlist selected interviews to be featured in NMS and/or the National Heritage Board (NHB) publications and websites. This may include filming an additional video feature of the students and their interviewees, for which NMS will work with the selected groups.
8. Each institution may field **a maximum of 4 submissions**. All students who make a complete submission of all project deliverables will be given a certificate of participation.

Project Requirements

1. Student participants should currently be enrolled in a secondary school/institution, junior college, centralised institution, post-secondary institution or tertiary institution.
2. Interviews can be conducted in the following languages: English, Mandarin, Chinese dialects, Malay or Tamil. Students must have spoken knowledge of the language(s) used to conduct the interview.
3. Full transcription in English must be provided with the submission of the audio/video recordings of interviews. For interviews that are not conducted in English, the transcript in the language(s) of the interview must be accompanied by an English translation.

4. The duration of the audio/video recording of each interview should be at least 20 minutes in length but not more than 60 minutes. Audio recordings should be in MP3 format and video recordings should be in MP4 format.
5. The interview should be captured using the students' or institution/school's own audio/video recording gear.
6. Interviews could feature interviewees together with their personal artefacts which tell their stories, such as letters, diaries, photographs and other objects.
7. All applications and deliverables must be **received** by NMS by the designated deadlines.

Project Deliverables

- **Each group** should submit the following **8 items** in the format indicated below, to be **received** by NMS by **Monday, 19 July 2021**:

Item	Hard Copy	Soft Copy in Data CD or USB Flash Drive*
1) Annex A: Submission Cover Page	X	X
2) Annex B: Overview of Interview	X	X
3) Annex C: Interview Transcript	X	X
4) Annex D: Interview Release Form for Interviewee	X	X
5) Annex E: Interview Release Form <ul style="list-style-type: none"> • for Student Interviewers from Secondary and Post-Secondary Institutions (to be completed by teacher) OR • for Student Interviewer from Tertiary Institutions (to be completed by each student participant) 	X	X
6) Annex F: Personal Letter and Project Reflections (to be completed by each student participant)	X	X
7) Audio recording of interview (MP3 format) OR Video recording of interview (MP4 format)		X
8) 2 photographs of the interviewers and interviewee		X

Please consolidate all soft copies into **one** data CD/USB flash drive for submission.

Please mail or deliver the data CD/USB flash drive and hard copies of documents to:

RE: Student Archivist Project 2021
Curatorial and Programmes Department
National Museum of Singapore
93 Stamford Road
Singapore 178897

Summary of Key Dates & Deadlines:

Date in 2021	Item
23 April (Friday)	Institutions/schools to submit application via email to NMS. Please use Application Template on p. 4 of this document.
Early May	NMS will notify schools regarding the status of their applications and follow up with arrangements for training.
17 May – 4 June	Successful applicants to attend one session of curatorial briefing and oral history training at NMS.
19 Jul (Monday)	Deliverables submitted by each student group to be received by NMS.
Late July	NMS to reach out to selected groups to produce video recordings of their oral history interviews.

Application Template

To register for the Student Archivist Project 2021, please fill in the online application form at <https://go.gov.sg/nmsSAP21> by **Friday, 23 April 2021**.

Alternatively, you may also complete the table below and email the details to nhb_nm_schools@nhb.gov.sg. If emailing your application to us, please fill in **one** application template for **each** group (**between 2 to 4 members per group**); you may need to duplicate the template below if your institution is enrolling more than one group.

Each institution may make **a maximum of 4 final submissions** for the Student Archivist Project 2021.

Name of Institution:			
Institution Address:			
Name and Designation of Teacher-in-charge:		Contact No.:	
		Email Address:	
Name and Class of Student Participant:		Contact No.:	Email Address:
1	(Group Leader)		
2			
3			
4			
Selection for feature in the National Museum of Singapore (NMS), and by the National Heritage Board (NHB):		My institution is agreeable to NMS filming a video interview of my students and their interviewee for potential future display in the NMS, and on NHB publications and websites. <input type="checkbox"/> Yes <input type="checkbox"/> No (please tick accordingly)	
I agree that NHB may collect, use and disclose the personal data provided by me above, including to contact me, for the purposes of administering the Student Archivist Project 2021 or otherwise in relation to any use of the Recordings.			

Student Archivist Project 2021

Submission Cover Page

Name of Institution:		
Name of Teacher-in-charge:		
Contact No.:		
Email Address:		
Details of Student(s):	Name	Class
	(1)	
	(2)	
	(3)	
	(4)	

We have included the following **8 items** in the package submitted (please tick checklist):

Checklist	Item	Hard Copy	Soft Copy in Data CD/USB Flash Drive
.....	1) Annex A: Submission Cover Page	X	X
.....	2) Annex B: Overview of Interview	X	X
.....	3) Annex C: Interview Transcript	X	X
.....	4) Annex D: Interview Release Form for Interviewee	X	X
.....	5) Annex E: Interview Release Form <ul style="list-style-type: none"> • for Student Interviewers from Secondary and Post-Secondary Institutions (to be completed by teacher) OR • for Student Interviewer from Tertiary Institutions (to be completed by each student participant) 	X	X
.....	6) Annex F: Personal Letter and Project Reflections (to be completed by each student participant)	X	X
.....	7) Audio recording of interview (MP3 format) OR Video recording of interview (MP4 format)		X
.....	8) 2 photographs of the interviewers and interviewee		X

Please consolidate all soft copies into **one** data CD or USB flash drive for submission.

Student Archivist Project 2021

Overview of Interview

Details of Audio/Video Interview

Name of Interviewee:

Age of Interviewee:

Name(s) of Interviewer(s):

Relationship between Interviewee and Interviewer(s) (if any):

Date of Interview:

Duration:

Language(s) of Interview:

Summary of the Interview (less than 50 words):

About the Interviewee (less than 50 words):

About the Interviewer(s) (less than 50 words):

ANNEX C

Student Archivist Project 2021

Interview Transcript

For interviews conducted in **English language**, please use the template below for the interview transcript. The first two rows after the headers have been filled in as an example.

Time Stamp	Speaker	Transcription
e.g. 00:01	Alice	Good morning, Mrs Tan. We are very glad that you have kindly accepted our request for an interview. Today, we will ask you some questions about your memories of the Fall of Singapore in 1942. To start off, could you please tell us how old you were when the Japanese invaded?
e.g. 00:10	Mrs Tan	My pleasure to help you and your friends, Alice. I was born in 1937, and was 5 years old in 1942.

For interviews that are conducted in **other languages** besides English, please use the template below for the interview transcript. The first two rows after the headers have been filled in as an example:

Time Stamp	Speaker	Transcription	Translation
e.g. 00:01	Alice	陈太太，早上好。我们很高兴您接受了我们的采访。今天，我们将问您一些有关 1942 年日本侵略新加坡的经历。首先，有请您告诉我们您在日本入侵那年有几岁？	Good morning, Mrs Tan. We are very glad that you have kindly accepted our request for an interview. Today, we will ask you some questions about your memories of the Fall of Singapore in 1942. To start off, could you please tell us how old you were when the Japanese invaded?
e.g. 00:10	Mrs Tan	Alice，我也很高兴能帮助你和你的朋友。我出生在 1937 年，1942 年刚好五岁。	My pleasure to help you and your friends, Alice. I was born in 1937, and was 5 years old in 1942.

At the end of the transcript, please indicate these details:

Transcribed by:

Translated by:
 (if applicable)

Vetted by:

Student Archivist Project 2021

Interview Release Form for Interviewee

1. I, _____ (full name) of NRIC/Passport No (to indicate the last 4 digits and alphabet of the identification number). _____, agree to be interviewed by:-

Name(s) of Student Interviewer(s)	
Institution of Student Interviewer(s)	

for the following project of the National Heritage Board (“**NHB**”), and consent to the photographing and making of audio and/or video recordings (“**Recordings**”) of the interview and of any personal photographs, documents or other materials which I may choose to share during the interview:-

Project Name	Student Archivist Project (SAP) 2021
Project Description	The SAP 2021 is an oral history project involving student interviewers and senior interviewees speaking about the Fall of Singapore to the Japanese on 15 February 1942, as well as the impact of the event and the Japanese invasion on subsequent generations between the 1940s and 1970s. Stories collected may be used for the content development of the National Museum of Singapore as research material, publicity, publishable content, or as gallery displays.
Interview Date & Time	
Interview Location	

2. I agree that:-

- (a) the copyright and all other intellectual property rights to the Recordings shall belong to NHB;
- (b) NHB may therefore use, modify and reproduce the Recordings for the purposes of the Project or for any other exhibition or programme of NHB, and also has the right to sub-license to third parties any rights to use the Recordings;¹ and
- (c) NHB is not obliged to keep or make any use of the Recordings or exercise any of its rights under this agreement.

¹ Copies of any extract of the Recordings may be deposited in the National Archives of Singapore’s (NAS) online database of Oral History Recordings, and may be used by NAS for any purpose including but not limited to research, exhibition, publication, broadcast and presentation on the Internet.

3. I represent that any statements I make during the interview are true, to the best of my knowledge, and that neither they nor the interview will violate or infringe the rights of any other person.

4. I agree to be acknowledged in the following manner in any use of the Recordings (where appropriate):-

Oral History Interview with [name of interviewee] conducted by [name(s) of student interviewer(s)]

5. I hereby release NHB and its employees, representatives, agents and assigns from all claims and liability relating to NHB's making or use of the Recordings.

6. This form shall be subject to, governed by and interpreted in accordance with the laws of Singapore. The parties submit to the exclusive jurisdiction of Singapore courts.

Interviewee's Details

Email Address: _____
Contact No.: _____
Gender: _____
Year of Birth: _____

I agree that NHB may collect, use and disclose the personal data provided by me above, including to contact me, for the purposes of administering the Student Archivist Project 2021 or otherwise in relation to any use of the Recordings.

I have read, understood, and I agree to the contents of this form.

Signed by

Signed by

Name:

Name:

Date:

Designation:
For and on behalf of
NATIONAL HERITAGE BOARD

Date:

If non-English speaking, to complete this portion with translator.

This agreement has been explained to me in the _____ language by _____ (translator name) of NRIC/Passport No. _____, and I fully understand its contents.

Signed by

Signed by

Name:

Date:

Translator Name:

Date:

Student Archivist Project 2021

Interview Release Form
(for Student Interviewers from Secondary and Post-Secondary
Institutions)

1. I, _____ (full name and designation of teacher), as representative of the institution indicated below, confirm that the following student(s) of the institution:-

Institution of Student Interviewer(s)	
Name(s) of Student Interviewer(s)	

agree to participate in the following project of the National Heritage Board ("**NHB**"):-

Project Name	Student Archivist Project 2021 (SAP 2021)
Project Description	The SAP 2021 is an oral history project involving student interviewers and senior interviewees speaking about the Fall of Singapore to the Japanese on 15 February 1942, as well as the impact of the event and the Japanese invasion on subsequent generations between the 1940s and 1970s. Stories collected may be used for the content development of the National Museum of Singapore, as research material, publicity, publishable content, or as gallery displays.
Role of Student Interviewer(s)	The student interviewer(s) shall:- (a) Attend the SAP 2021 briefing and oral history interview training (b) Source for an interviewee (one per group) (c) Conduct research to come up with interview questions (d) Use their institution's or their own recording equipment to capture an audio (MP3 format) or video recording (MP4 format) of the interview (e) Produce a transcript of the interview, including an English translation if the interview is not conducted in English (f) Submit all deliverables as stated on the SAP 2021 Submission Cover Page
Name of Interviewee	
Interview Date & Time	
Interview Location	

2. I agree, and also confirm that the student interviewers have agreed, that:-
- (a) the copyright and all other intellectual property rights to any photographs and audio and/or video recordings of the interviews conducted and made by the student interviewers (the “**Recordings**”) shall belong to NHB;
 - (b) NHB may therefore use, modify and reproduce the Recordings for the purposes of the Project or for any other exhibition or programme of NHB, and also has the right to sub-license to third parties any rights to use the Recordings;¹
 - (c) NHB is not obliged to keep or make any use of the Recordings or exercise any of its rights under this agreement;
 - (d) NHB shall acknowledge the student interviewers in the following manner in any use of the Recordings (where appropriate):-

Oral History Interview with [name of interviewee] conducted by [name(s) of student interviewer(s)]

- (e) the student interviewers shall ensure that any statements made during the interview are true, to the best of their knowledge, and that neither such statements nor the interview will violate or infringe the rights of any other person; and
- (f) the institution and the student interviewers hereby jointly and severally release NHB and its employees, representatives, agents and assigns from all claims and liability relating to NHB’s making or use of the Recordings.
- (g) NHB shall also have the right to reproduce any comments, reflections and feedback provided by the student interviewers in promotional materials and as part of the project.

3. This form shall be subject to, governed by and interpreted in accordance with the laws of Singapore. The parties submit to the exclusive jurisdiction of Singapore courts.

I have read, understood, and I agree to the contents of this form.

Signed by

Signed by

Name:
Designation:
For and on behalf of
[insert institution name]

Name:
Designation:
For and on behalf of
NATIONAL HERITAGE BOARD

Date:

Date:

¹ Copies of any extract of the Recordings may be deposited in the National Archives of Singapore’s (NAS) online database of Oral History Recordings, and may be used by NAS for any purpose including but not limited to research, exhibition, publication, broadcast and presentation on the Internet.

Student Archivist Project 2021

Interview Release Form
(for Student Interviewer from Tertiary Institutions)

1. I, _____ (full name) of NRIC/Passport No. (to indicate the last 4 digits and alphabet of the identification number) _____, agree to participate in the following project of the National Heritage Board (“**NHB**”):-

Project Name	Student Archivist Project 2021 (SAP 2021)
Project Description	The SAP 2021 is an oral history project involving student interviewers and senior interviewees speaking about the Fall of Singapore to the Japanese on 15 February 1942, as well as the impact of the event and the Japanese invasion on subsequent generations between the 1940s and 1970s. Stories collected may be used for the content development of the National Museum of Singapore, as research material, publicity, publishable content, or as gallery displays.
Role of Student Interviewer	The student interviewer shall:- (a) Attend the SAP 2021 briefing and oral history interview training (b) Source for an interviewee (one per group) (c) Conduct research to come up with interview questions (d) Use their own recording equipment to capture an audio (MP3 format) or video recording (MP4 format) of the interview (e) Produce a transcript of the interview, including an English translation if the interview is not conducted in English (f) Submit all deliverables as stated on the SAP 2021 Submission Cover Page
Name of Interviewee	
Interview Date & Time	
Interview Location	

2. I agree that:-

- (a) the copyright and all other intellectual property rights to any photographs and audio and/or video recordings of the interview conducted and made by me (the “**Recordings**”) shall belong to NHB;

- (b) NHB may therefore use, modify and reproduce the Recordings for the purposes of the Project or for any other exhibition or programme of NHB, and also has the right to sub-license to third parties any rights to use the Recordings;¹ and
- (c) NHB is not obliged to keep or make any use of the Recordings or exercise any of its rights under this agreement.
- (d) NHB shall also have the right to reproduce any comments, reflections and feedback provided by me in promotional materials and as part of the project.

3. I represent that any statements I make during the interview are true, to the best of my knowledge, and that neither they nor the interview will violate or infringe the rights of any other person.

4. I agree to be acknowledged in the following manner in any use of the Recordings (where appropriate):-

Oral History Interview with [name of interviewee] conducted by [name(s) of student interviewer(s)]

5. I hereby release NHB and its employees, representatives, agents and assigns from all claims and liability relating to NHB's making or use of the Recordings.

6. This form shall be subject to, governed by and interpreted in accordance with the laws of Singapore. The parties submit to the exclusive jurisdiction of Singapore courts.

I have read, understood, and I agree to the contents of this form.

Signed by

Signed by

Name:

Name:

Designation:

Date:

For and on behalf of

NATIONAL HERITAGE BOARD

Date:

¹ Copies of any extract of the Recordings may be deposited in the National Archives of Singapore's (NAS) online database of Oral History Recordings, and may be used by NAS for any purpose including but not limited to research, exhibition, publication, broadcast and presentation on the Internet.

Student Archivist Project 2021

Personal Letter and Project Reflections

- What would you like to say to your interviewee after hearing his or her stories?

- Share your reflections about the interview process and/or any other thoughts and feelings you have about SAP 2021.