Part-Time Bachelor of Engineering Degree Programmes

ORIENTATION HANDBOOK
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Congratulations on your being offered a place in NTU’s part-time B.Eng programme. We are glad that you accepted the offer, and wish you every success.

The part-time B.Eng programme is administered by the newly formed College of Professional and Continuing Education. We have organised this orientation briefing specifically for you. During the briefing, you will learn more about the roles of College of Professional and Continuing Education and how your School can help in the course of your candidature.

After the briefing by College of Professional and Continuing Education, the assembly will break out to be briefed by the individual school programme coordinators.

This is the time for you to familiarize yourself with the academic and admin aspects that affect your candidature. Please read the important information affecting your candidature in the next pages.

We look forward to your attendance.

Programme Details:
Date : 4 August 2016
Time : 6 pm – 9 pm
Venue : Tan Chin Tuan Lecture Theatre (NS4-02-36)
(Tan Chin Tuan Lecture Theatre is in the North Spine of NTU. Please refer to the interactive map in the NTU website: [http://maps.ntu.edu.sg/maps](http://maps.ntu.edu.sg/maps))

<table>
<thead>
<tr>
<th>Time</th>
<th>Event</th>
</tr>
</thead>
<tbody>
<tr>
<td>1800 hrs</td>
<td>Matriculation Card Distribution and Tea Reception</td>
</tr>
<tr>
<td>1900-1910 hrs</td>
<td>Welcome Address by Dean, College of Professional and Continuing Education – Prof Ting Seng Kiong</td>
</tr>
<tr>
<td>1910-1930 hrs</td>
<td>Learning Activity Management System (LAMS) briefing by CITS</td>
</tr>
<tr>
<td>1930-1945 hrs</td>
<td>Break</td>
</tr>
<tr>
<td>1945-2030 hrs</td>
<td>Programme Overview and Briefing by School’s Programme Coordinator</td>
</tr>
<tr>
<td>2030-2100 hrs</td>
<td>Q &amp; A Session</td>
</tr>
</tbody>
</table>

The contact details of the PT B.Eng admin staff are as follows should you need any help:

<table>
<thead>
<tr>
<th>School</th>
<th>Contact Person</th>
<th>Email</th>
</tr>
</thead>
<tbody>
<tr>
<td>EEE</td>
<td>May Yap</td>
<td><a href="mailto:EHYAP@ntu.edu.sg">EHYAP@ntu.edu.sg</a></td>
</tr>
<tr>
<td></td>
<td></td>
<td>6790 5017</td>
</tr>
<tr>
<td>MAE</td>
<td>Susan Tan</td>
<td><a href="mailto:SUSANTANPP@ntu.edu.sg">SUSANTANPP@ntu.edu.sg</a></td>
</tr>
<tr>
<td></td>
<td></td>
<td>6790 6417</td>
</tr>
<tr>
<td>SCSE</td>
<td>Susy Lawrence</td>
<td><a href="mailto:susyjes@ntu.edu.sg">susyjes@ntu.edu.sg</a></td>
</tr>
<tr>
<td></td>
<td></td>
<td>6592 3095</td>
</tr>
<tr>
<td>CoPACe</td>
<td>Reuben Tham</td>
<td><a href="mailto:CoPACe@ntu.edu.sg">CoPACe@ntu.edu.sg</a></td>
</tr>
<tr>
<td></td>
<td></td>
<td>6908 1435</td>
</tr>
</tbody>
</table>

To facilitate catering arrangements and distribution of matriculation cards, please e-mail your full name and contact number by **25 July 2016** to your school admin staff to confirm your attendance.

Yours sincerely,

Prof Ting Seng Kiong
Dean
College of Professional and Continuing Education

xc: Assoc Chairs (Academic) EEE, MAE, SCSE
    Assoc Dean (UG) CoE

(This is a computer generated letter, no signature is required)
IMPORTANT INFORMATION

Students commencing the B Eng, Part-Time Programme in current Academic Year

Please be reminded of the following details pertaining to your study in NTU and the instructions shown below. You are advised to read the information and instructions carefully:

MATRICULATION

After you have accepted the offer of admission and obtain your matriculation number, you need to be registered as a student of NTU. To do this, you are required to matriculate online at the NTU website under:

Undergraduate Admission → Part-Time B.Eng → After Acceptance → Online Matriculation

The period for online matriculation is from Monday, 18 July 2016 to Friday, 22 July 2016 (10am to 10pm). Please note that your name will not be in the student records if you do not matriculate online.

All new students will be issued a matriculation card at the orientation on 4 August 2016, 6pm to 9pm.

The alternative card collection period is given in the following table. Card must be collected in person.

<table>
<thead>
<tr>
<th>Programme</th>
<th>Date and Time</th>
<th>Venue</th>
</tr>
</thead>
<tbody>
<tr>
<td>Electrical &amp; Electronic</td>
<td>8 Aug – 19 Aug 2016</td>
<td>EEE Undergraduate Office</td>
</tr>
<tr>
<td>Engineering (Part-Time)</td>
<td>Mon to Thu: 9.00am to 5.30pm</td>
<td>S2-B2a-34</td>
</tr>
<tr>
<td></td>
<td>Fri: 9.00 to 5.00pm</td>
<td>Call May Yap at 67905017</td>
</tr>
<tr>
<td></td>
<td>(Note: No collection on weekends and public holidays)</td>
<td>for arrangement</td>
</tr>
<tr>
<td>Mechanical Engineering</td>
<td>8 Aug – 19 Aug 2016</td>
<td>MAE Undergraduate Office</td>
</tr>
<tr>
<td>(Part-time)</td>
<td>Mon to Thu: 9.00am to 5.30pm</td>
<td>N3-02a-14</td>
</tr>
<tr>
<td></td>
<td>Fri: 9.00 to 5.00pm</td>
<td></td>
</tr>
<tr>
<td></td>
<td>(Note: No collection on weekends and public holidays)</td>
<td></td>
</tr>
<tr>
<td>Computer Science</td>
<td>8 Aug – 19 Aug 2016</td>
<td>SCSE Undergraduate Office</td>
</tr>
<tr>
<td>(Part-Time)</td>
<td>Mon to Thu: 9.00am to 5.30pm</td>
<td>N4-02b-70</td>
</tr>
<tr>
<td></td>
<td>Fri: 9.00 to 5.00pm</td>
<td></td>
</tr>
<tr>
<td></td>
<td>(Note: No collection on weekends and public holidays)</td>
<td></td>
</tr>
</tbody>
</table>

MOE TUITION FEE SUBSIDY

The MOE tuition fee funding subsidizes the cost of Part-Time Degree Programmes at the following rates:-
- 55% of the total cost for Singapore Citizens (SC)
- 20% of the total cost for Singapore Permanent Residents (SPR)

Criteria for the MOE Tuition Fee Subsidy:
- Be a Singapore Citizen or Singapore Permanent Resident
- Have not previously received a government subsidy/scholarship for a first degree
- Be at least 21 years of age
- Have either 2 years of full-time work experience or has fully discharged his full-time national service liability or is currently employed on a full-time basis
(A part-time employee is one who works for less than 35 hours a week, under contract of service with an employer.)
Please note that students who have already applied during matriculation and have no change in their nationality status need NOT apply again.

A student who has just updated his/her nationality to PR or SC and meets the eligibility criteria will be entitled to the subsidized tuition fee unless he/she opts not to receive this subsidy.

Please also note that students who have just become Singapore Permanent Resident or Singapore Citizen need to update their new status at OneStop@SAC (NS3-01-03) BEFORE applying for the MOE Tuition Fee Subsidy. This is an important step without which your MOE Tuition Fee Subsidy application cannot be processed.

*MOE-Subsidy-Application-Guidelines* and *MOE-Subsidy-Declaration-of-Eligibility-Form* is available to be downloaded at the NTU website under:

Academics → Colleges/Schools → College of Professional and Continuing Education → Part-Time Programmes → Admission

[http://copace.ntu.edu.sg/LifelongLearning/PTProgrammes/Pages/Admission.aspx](http://copace.ntu.edu.sg/LifelongLearning/PTProgrammes/Pages/Admission.aspx)

**Relevant Supporting Documents:**

1. Colour Copy of your NRIC (front and back) and
2. Documents that *clearly verify* the 2 or more years of full time work experience or
3. ORD Certification Letter or
4. Certification Letter from your current employer

Please note that letter of intent, appointment letter, confirmation letter, pay-slip, etc are not acceptable supporting documents.

Students are required to print their signed *MOE-Subsidy-Declaration-of-Eligibility-Form* and return it together with relevant supporting documents before the deadlines either via email or post to:

**Mr Reuben Tham**
College of Professional and Continuing Education
Nanyang Technological University
North Spine, N3-02A-29, General Office
50 Nanyang Avenue, Singapore 639798
Email: reubentham@ntu.edu.sg

**Deadlines to apply for MOE Tuition Fee Subsidy for each semester:**

<table>
<thead>
<tr>
<th>Semester</th>
<th>Student to submit MOE-Subsidy-Form with relevant supporting documents</th>
<th>Timeline</th>
</tr>
</thead>
<tbody>
<tr>
<td>Semester 1</td>
<td>Latest by the end of Teaching Week 3 of Semester 1</td>
<td>3rd week of August</td>
</tr>
<tr>
<td>Semester 2</td>
<td>Latest by the end of Teaching Week 3 of Semester 2</td>
<td>3rd week of January</td>
</tr>
<tr>
<td>Special Term</td>
<td>Latest by the end of Teaching Week 1 of Special Term 1</td>
<td>2nd week of May</td>
</tr>
</tbody>
</table>

The deadline MOE Tuition Fee Subsidy application for **Semester 1, AY2016/17** is **Friday, 26th August 2016**.

Applications received after the deadline will result in delay of receiving MOE Subsidy **to the next following semester**.

Applications received by the deadline but are not duly completed and without the necessary supporting documents will not be considered.

Students who do not meet the above criteria now but become eligible at any later date may apply and submit the application for the next semester tuition fee billing.
Details on the applicable Tuition Fee can be seen from below website:
http://admissions.ntu.edu.sg/UndergraduateAdmissions/Pages/FeesTuitionGrant.aspx

For more information on the MOE Subsidy, please email us at CoPaCE@ntu.edu.sg.

### QUALIFYING ENGLISH TEST (QET) – for those who have been notified to sit for this test

**Date:** Tuesday, 2 August 2016

For information on QET Test Number, Criteria, Schedule, and SAMPLE Test Paper, please log on to the NTU website and go to the Office of Academic Services page at:

Students → Freshmen → Freshmen Guide → Qualifying English Test
http://www.ntu.edu.sg/Freshmen/FreshmenGuide/Pages/QualifyingEnglishTest.aspx

Students need to print their QET Number at the above link from Thursday, 14 July 2016 (10am onwards) to Tuesday, 2 August 2016 and bring it along for the Qualifying English Test.

### REGISTRATION OF COURSES

**Allocation of Courses**
The courses which you will be taking in Semester 1 of AY 2016-17 are allocated to you when you matriculate on-line.

For the subsequent semesters, you have to register your courses through the *Student Automated Registration System* (STARS).

**Registration of Courses through STARS**
Before you register for your courses, you are advised to read the instructions pertaining to registration at the Office of Academic Services page on the NTU website.

For general instructions:
Students → Academic Services → Course Registration
http://www.ntu.edu.sg/Services/Academic/undergraduates/Course%20Registration/Pages/default.aspx

For specific instructions for your programme:
School of Mechanical and Aerospace Engineering → Current Students→ Undergraduate → Part-Time
http://www.mae.ntu.edu.sg/Programmes/CurrentStudents/UG(Full-Time)/PartTime/Pages/default.aspx
School of Electrical and Electronic Engineering → Current Students→ Undergraduate → Part-Time
http://www.eee.ntu.edu.sg/Programmes/CurrentStudents/undergraduate/undergraduatepart-time/Pages/Home.aspx
School of Computer Science and Engineering → Current Students→ Undergraduate → Part-Time
http://scse.ntu.edu.sg/Programmes/CurrentStudents/Undergraduate/Pages/BEngCSPartTime.aspx

**Add/Drop Courses**
Unless otherwise specified by your School, you will be given an opportunity to de-register a registered course and take another course, if you wish to, during the Add/Drop period.

The Add/Drop Period allocated for Part Time Students:
**Monday, 8 Aug 2016 – Sunday, 14 Aug 2016**
(10 am – 10 pm)
A course that is dropped within the add/drop period will not appear in the official transcript. A student who is still registered for a course after Add/Drop period but did not subsequently sit for the examination, will be deemed to have read and failed the course. ‘F’ will appear on his official transcript.

For instructions and guide, please check the Office of Academic Services page on the NTU website: Students → Academic Services → Course Registration → Guide to Add/Drop period
http://www.ntu.edu.sg/Services/Academic/undergraduates/Course%20Registration/Pages/default.aspx

Examinations
For exam dates of the courses, please check at: Students → Academic Services → Examination → Examination Timetable
http://www.ntu.edu.sg/Students/Undergraduate/AcademicServices/Examination/Pages/default.aspx

Enquiries
If you have any specific enquiries on the timetabling, curriculum or academic aspects pertaining to your registration, you may wish to contact the Undergraduate Office at:

<table>
<thead>
<tr>
<th>School of Electrical &amp; Electronic Engineering (EEE)</th>
<th>School of Mechanical &amp; Aerospace Engineering (MAE)</th>
<th>School of Computer Science and Engineering (SCSE)</th>
</tr>
</thead>
<tbody>
<tr>
<td>May Yap</td>
<td>Susan Tan</td>
<td>Jessica Hon</td>
</tr>
<tr>
<td>6790 5017</td>
<td>6790 6417</td>
<td>6790 4139</td>
</tr>
<tr>
<td><a href="mailto:EHYAP@ntu.edu.sg">EHYAP@ntu.edu.sg</a></td>
<td><a href="mailto:SUSANTANPP@ntu.edu.sg">SUSANTANPP@ntu.edu.sg</a></td>
<td><a href="mailto:ASMCCChan@ntu.edu.sg">ASMCCChan@ntu.edu.sg</a></td>
</tr>
</tbody>
</table>

Alternatively, go to:
http://goo.gl/GgUEbf  
http://goo.gl/65T2gG  
http://goo.gl/2mgNSb

ACADEMIC UNIT SYSTEM (AUS)

The University’s academic structure for its undergraduate programmes is based on the Academic Unit System (AUS). The main features of the AUS are the semester arrangement of the academic year and the use of academic units (AU) for measuring academic workload and requirement for graduation.

The AUS handbook is available online at the Office of Academic Services page on the NTU website:
Students → Academic Services → Academic Unit System (AUS)
http://www.ntu.edu.sg/Services/Academic/undergraduates/Pages/AcademicUnitSystem(AUS).aspx

Graduation Requirements
The requirements for graduation are as follows:
a) Successful completion of the prescribed academic unit requirement as set out by the course curriculum  
b) A minimum CGPA of 2.00 at the end of the final semester of study

The criteria for satisfactory academic standing in any given semester are:
a) Maintaining a minimum CGPA of 2.00  
b) Completing at least 75% of the normal AU workload
Academic Warning, Probation, and Termination
Students with poor results will be accorded the following academic standing and subjected to performance review:

- **Academic Warning** – if the CGPA falls below 2.00 for any given semester.
- **Academic Probation** – if the CGPA falls below 2.00 for the following semester.
- **Academic Termination** – if the CGPA falls below 2.00 for the 3rd consecutive semester, or at the end of the final semester of study. A letter of termination will be issued.

**LEAVE OF ABSENCE (LOA)**

**Short Leave**
Students must apply for medical leave or short leave of absence with their respective Schools if they cannot attend classes on the following occasions:

- On days when there are laboratory sessions
- On days when quizzes or tests are conducted during classes
- On any occasion during the Professional Attachment, Industrial Attachment, Professional Internship, Industrial Orientation, Enhanced Industrial Attachment or International Research Attachment Programme
- On any other occasions that tutor(s) or lecturer(s) deemed as compulsory for students' attendance

Categories of Leave Not Approved:

- Returning to home country during festive periods e.g. Chinese New Year, Hari Raya, etc.
- Participating in activities (in and outside campus) organised by student bodies

**Semester Leave**
Students making a new application for semester leave of absence or extending their semester leave of absence are to complete and submit the Application / Extension for Semester Leave of Absence Form with the relevant supporting documents to their School of study.

Details and Application Form are available at the NTU website under:

Students → Admin Services → Apply for Semester Leave
http://www.ntu.edu.sg/Students/Undergraduate/AdminServices/Pages/ApplyforSemesterLeave.aspx

**STUDENT ACCOUNT**

Each new student is issued with the following user accounts:

1. **A network account** with username and password:
   
   This is used to access the campus network, computing facilities, e-learning portal **NTULearn**, one-stop Intranet portal **INTU** [https://intu.ntu.edu.sg](http://intu.ntu.edu.sg) and web-based **StudentLink** (for undergraduates) services. StudentLink services is one-stop e-services for students such as update of personal particulars, course registration, checking of examination seating arrangement and results.

   Upon acceptance of admission offer via the online form, a new student can select a network account username from four pre-assigned names. The **initial password** is set to the matriculation number (with all alphabets in upper-case) of the student. The network account is activated 1 working day after the acceptance of offer online (However, access to StudentLink services will be available only after you have **matriculated** online).

   New students who have not obtained their username may do so from the website:
   Undergraduate students: [https://wis.ntu.edu.sg/pls/webexe/account_creation_logon](https://wis.ntu.edu.sg/pls/webexe/account_creation_logon)
A new student must change his password **immediately** before using any e-services. Please refer to the section “**How to change your network account password**”. Failure to do so will result in account suspension. This measure is necessary to safeguard the security of the new account. Suspended account will only be re-activated upon re-registration by the student at the **IT Service Counter** during office hours. Subsequently, the password must be changed every 180 days.

2. An **Office 365 EDU account** with username and password:
   This is used only to access e-mail and other Office 365 EDU services at [http://www.outlook.com/e.ntu.edu.sg](http://www.outlook.com/e.ntu.edu.sg).

   The Office 365 EDU username is in the form `username@e.ntu.edu.sg` with the same username as the Network Account chosen earlier in (1) above. The initial password is set to the matriculation number (with all alphabets in upper-case) of the student. New student will be prompted to change this password upon first logon to Office 365 EDU. Please note that Office 365 EDU password and network account password are different. Changing one does not affect the other.

   Office 365 EDU account is usually ready for use 1 working day after the acceptance of network account username online.

   As all NTU official emails will be sent to this email box, please ensure that you check your Office 365 EDU email box regularly.

**Issuance of Accounts**
Please note that no separate letters will be issued to inform new students on their new user accounts. The network and Office 365 accounts are usually ready for use 1 working day after the acceptance of network account username online. However, **access to other e-services such as StudentLink/GSLink will be available only after you have matriculated online.**

**CHANGE OF PERSONAL PARTICULARS**

For changes in name, citizenship, identification card number, passport number, marital status or national services status, please produce the original identification documents (note: the original re-entry permit together with the identification card for students who convert to Singapore PR) and photocopies to **One Stop @ SAC** located at NS3-01-03, Academic Complex North during the following hours:

- 8:30 a.m. to 5:00 p.m. (Mondays – Thursday)
- 8:30 a.m. to 4:45 p.m. (Friday)
- closed on Saturdays, Sundays & Public Holidays

For changes to other personal particulars, addresses and contact numbers, please access StudentLINK → Administrative Matters → Change of Personal Particulars to update the changes.

All correspondence from the University will be sent to your postal address. You are required to provide an address in Singapore as your postal address during term time. Failure to do so could lead to important correspondence (including examination results) going astray. The University will not be responsible if official correspondence fails to reach you because you did not give notice of your change of address or provide your postal address.
WITHDRAWAL

Students making an application for withdrawal from the University are to complete and submit the Application for Withdrawal from University (For Undergraduates) Form together with the matriculation card to their School of study.

Students will be informed officially of their withdrawal from the University by email from the Office of Academic Services to their NTU email account. Students may provide other email address to receive the official email.

Details and Withdrawal Form are available at the NTU website under:

Students → Admin Services → Withdraw from programme
http://www.ntu.edu.sg/Services/StudentServices/admin/undergraduate/Pages/Withdrawfromcourse.aspx

The matriculation card should be returned to One Stop @ SAC once you have withdrawn from the University. Please note that a student who withdraws after the first two weeks of the semester will be liable for the payment of fees for that entire semester.

ACADEMIC CALENDAR 2016-17

<table>
<thead>
<tr>
<th>Academic Year 2016-17</th>
<th>From</th>
<th>To</th>
<th>Duration</th>
</tr>
</thead>
<tbody>
<tr>
<td>Semester 1</td>
<td>23-Jul-16</td>
<td>02-Dec-16</td>
<td>19 weeks</td>
</tr>
<tr>
<td>Freshmen Orientation</td>
<td>23-Jul-16</td>
<td>05-Aug-16</td>
<td>2 weeks</td>
</tr>
<tr>
<td>Qualifying English Test</td>
<td>02-Aug-16</td>
<td>02-Aug-16</td>
<td>1 day</td>
</tr>
<tr>
<td>Part-Time B.Eng Programme Orientation</td>
<td>04-Aug-16</td>
<td>04-Aug-16</td>
<td>1-day</td>
</tr>
<tr>
<td>Teaching Weeks</td>
<td>08-Aug-16</td>
<td>23-Sep-16</td>
<td>7 weeks</td>
</tr>
<tr>
<td>Recess Week</td>
<td>26-Sep-16</td>
<td>30-Sep-16</td>
<td>1 week</td>
</tr>
<tr>
<td>Teaching Weeks</td>
<td>03-Oct-16</td>
<td>11-Nov-16</td>
<td>6 weeks</td>
</tr>
<tr>
<td>Revision and Examination</td>
<td>14-Nov-16</td>
<td>02-Dec-16</td>
<td>3 weeks</td>
</tr>
<tr>
<td>Vacation</td>
<td>05-Dec-16</td>
<td>06-Jan-17</td>
<td>5 weeks</td>
</tr>
<tr>
<td>Semester 2</td>
<td>09-Jan-17</td>
<td>05-May-17</td>
<td>17 weeks</td>
</tr>
<tr>
<td>Teaching Weeks</td>
<td>09-Jan-17</td>
<td>24-Feb-17</td>
<td>7 weeks</td>
</tr>
<tr>
<td>Recess Week</td>
<td>27-Feb-17</td>
<td>03-Mar-17</td>
<td>1 week</td>
</tr>
<tr>
<td>Teaching Weeks</td>
<td>06-Mar-17</td>
<td>14-Apr-17</td>
<td>6 weeks</td>
</tr>
<tr>
<td>Revision and Examination</td>
<td>17-Apr-17</td>
<td>05-May-17</td>
<td>3 weeks</td>
</tr>
<tr>
<td>Vacation</td>
<td>08-May-17</td>
<td>04-Aug-17</td>
<td>13 weeks</td>
</tr>
</tbody>
</table>
Special Term I

<table>
<thead>
<tr>
<th>Teaching Weeks</th>
<th>08-May-17</th>
<th>16-Jun-17</th>
<th>6 weeks</th>
<th>(Teaching Week 1 to 5)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Revision &amp; Examination</td>
<td>12-Jun-17</td>
<td>16-Jun-17</td>
<td>1 week</td>
<td></td>
</tr>
</tbody>
</table>

Special Term II

<table>
<thead>
<tr>
<th>Teaching Weeks</th>
<th>19-Jun-17</th>
<th>28-Jul-17</th>
<th>6 weeks</th>
<th>(Teaching Week 1 to 5)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Revision &amp; Examination</td>
<td>24-Jul-17</td>
<td>28-Jul-17</td>
<td>1 week</td>
<td></td>
</tr>
</tbody>
</table>

Note: Effective 2015, classes will proceed normally on the immediate Monday following a public holiday on Saturday.

Academic Calendar is available at the NTU website under:

Services → Academic → Undergraduate Academic Calendar
http://www.ntu.edu.sg/Students/Undergraduate/AcademicServices/AcademicCalendar/Pages/AY2016-17.aspx

CONTACT US

College of Professional and Continuing Education – General Enquiries:
Telephone: +(65) 6908 1435/2303
Email: CoPaCE@ntu.edu.sg
Website: copace.ntu.edu.sg
Office: MAE General Office, N3-02A-29

NTU MAP