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List of Degrees

Division of Chemistry & Biological Chemistry

BACHELOR OF SCIENCE IN CHEMISTRY & BIOLOGICAL CHEMISTRY

Division of Mathematical Sciences

BACHELOR OF SCIENCE IN MATHEMATICS & ECONOMICS
BACHELOR OF SCIENCE IN MATHEMATICAL SCIENCES
BACHELOR OF SCIENCE IN MATHEMATICAL SCIENCES (WITH MINOR IN FINANCE)

Division of Physics & Applied Physics

BACHELOR OF SCIENCE IN APPLIED PHYSICS
BACHELOR OF SCIENCE IN PHYSICS
BACHELOR OF SCIENCE IN PHYSICS (WITH SECOND MAJOR IN MATHEMATICAL SCIENCES)

Notes:
Second major and minor programmes are reflected in the official transcript but not in the degree certificate.

The award of the honours degree will depend on the final CGPA at the end of the candidature.
Honour Code and Academic Integrity

Shared Values at NTU

For all students and faculty at NTU, learning is based on scholarship and research, where the creation of new knowledge, ideas, and understanding, is built on existing knowledge and ideas.

For students, particularly undergraduates, it is important to learn how to use existing knowledge in an open and transparent way, in order to develop new learning. For faculty, it is central to the conduct of research. Professional life outside university also depends on the transparent use of evidence, and an open acknowledgment of the work of others. Academic integrity is at the centre of good academic practice, and good professional practice in the workplace.

The responsibility for maintaining integrity in all the activities of the academic community lies with the students as well as the faculty and the institution. Everyone in this community must work together to ensure that these values are upheld. There are some basic values that the academic community upholds and these values are encapsulated in the NTU Honour Code.

It is important to read and familiarize yourself with the NTU Honour Code so that you can use this as the guiding principles for all the activities you are involved in at the University. If you take the time to do this, and to do the Academic Integrity Module and Quiz, you should have a good foundation for your studies, your assignments, and all the other learning activities you are involved in.

NTU Honour Code

The University cannot emphasise enough the importance of shared responsibility between students and the rest of the University community to maintain its reputation for excellence not only in teaching and research, but also for upholding high standards of conduct in every sphere of its activities.

The Honour Code assumes the academic, intellectual and ethical standards which the University also expects of its students in every sphere of their activities.

These standards are based on the following beliefs to which the University is committed:

Truth, and the pursuit of truth which depends on absolute integrity of conduct among all members of the community;
Trust which creates a climate of respect for the individual, and encourages self-respect which makes an individual worthy of trust;
Justice which enables a fair and free society without which there is no public order and requires the identification, disciplining and education of those who violate these standards.

All matriculated students by virtue of admission to the University are committed to uphold the Honour Code and to pledge their agreement to abide by it.

The University's Statute on Student Conduct and Discipline, which ‘applies to every student from the time of his admission’, is implicit in the Honour Code and Pledge.

Definitions

The following are defined as acts of academic dishonesty in the context of this policy:

A. Plagiarism

NTU Honour Code currently defines ‘plagiarism’ as ‘to use or pass off as one’s own, writings or ideas of another, without acknowledging or crediting the source from which the ideas are taken’. This includes:

- The use of words, images, diagrams, graphs or ideas derived from books, journals, magazines, visual media, and the internet without proper acknowledgement;
- Copying of work from the internet or any other sources and presenting as one’s own; and
Honour Code and Academic Integrity

B. Academic Fraud
Academic fraud is a form of academic dishonesty involving cheating, lying and stealing. This includes:

- Cheating – Bringing or having access to unauthorised books or materials during an examination or assessment, or in any work to be used by the lecturer, tutor, instructor or examiner as a basis of grading.
- Collusion – Copying the work of another student, having another person write one's assignments, or allowing another student to borrow one's work.
- Falsification of Data – Fabrication or alteration of data to mislead such as changing data to get better experiment results.
- False Citation – Citing a source that was never utilised or attributing work to a source from which the referenced material was not obtained.

C. Facilitating Academic Dishonesty
This includes allowing another student to copy an assignment that is supposed to be done individually,
- Allowing another student to copy answers during an examination/assessment and
- Taking an examination/assessment or doing an assignment for another student

Policy

1. The foundation of good academic work is honesty. Maintaining academic integrity upholds the standards of the University.
2. The responsibility for maintaining integrity in all the activities of the academic community lies with the students as well as the faculty and the University. Everyone in this community must work together to ensure that the values of truth, trust and justice are upheld.
3. Academic dishonesty affects the University's reputation and devalues the degrees offered.
4. The University will impose serious penalties on students who are found to have violated this Policy. The following penalties may be imposed:
   - expulsion;
   - suspension;
   - zero mark/fail grade;
   - marking down;
   - re-doing/re-submitting of assignments or reports; and
   - verbal or written warning.

Dress Code for Students
To maintain the good image of the University, you are reminded that you must be properly attired in a manner befitting the status of university students when you are on campus.

You are not allowed to wear the following in lecture theatres/ tutorial rooms/ laboratories/ workshops/ library/ offices:
- Attire: sleeveless T-shirts, singlets, shorts, attire printed with offensive or obscene wordings, revealing attire or mini-skirts
- Footwear: slippers and sandals without heel straps

All students must be readily identifiable at all times with their faces uncovered. No student is allowed to wear anything that prevents ready identification such as full-face motorcycle helmet, mask or veil. In addition to the above, you have to adhere to the guidelines issued by your School on the appropriate attire and footwear for various laboratories/ workshops for safety reasons. The University will take disciplinary action against students who do not comply with the above guidelines.
## AU Requirement

### BACHELOR OF SCIENCE IN CHEMISTRY & BIOLOGICAL CHEMISTRY

<table>
<thead>
<tr>
<th>Course Types</th>
<th>AU</th>
<th>Remarks</th>
</tr>
</thead>
<tbody>
<tr>
<td>Major Core Courses</td>
<td>60</td>
<td></td>
</tr>
<tr>
<td>Major Prescribed Electives</td>
<td>24</td>
<td>12 AU of which is Honours Project/Industrial Internship</td>
</tr>
<tr>
<td>GER Core</td>
<td>12</td>
<td>Mastering Communication, Research Writing in the Physical and Mathematical Sciences, Defence Science, Environmental Sustainability</td>
</tr>
<tr>
<td>GER Prescribed Electives</td>
<td>15</td>
<td>Arts, Humanities and Social Sciences (3 AU), Science, Technology and Society (3 AU), Business and Management (3 AU), Liberal Studies (3 AU), Any of the above (3 AU)</td>
</tr>
<tr>
<td>Unrestricted Electives</td>
<td>21</td>
<td></td>
</tr>
</tbody>
</table>

### BACHELOR OF SCIENCE IN MATHEMATICS & ECONOMICS

<table>
<thead>
<tr>
<th>Course Types</th>
<th>AU</th>
<th>Remarks</th>
</tr>
</thead>
<tbody>
<tr>
<td>Major Core Courses</td>
<td>70</td>
<td>49 AU of Mathematics courses, 21 AU of Economics courses</td>
</tr>
<tr>
<td>Major Prescribed Electives</td>
<td>35</td>
<td>11 AU of Mathematics courses, 24 AU of Economics courses</td>
</tr>
<tr>
<td>GER Core</td>
<td>12</td>
<td>Mastering Communication, Research Writing in the Physical and Mathematical Sciences, Defence Science, Environmental Sustainability</td>
</tr>
<tr>
<td>GER Prescribed Electives</td>
<td>9</td>
<td>Science, Technology and Society (3 AU), Business and Management (3 AU), Liberal Studies (3 AU)</td>
</tr>
<tr>
<td>Unrestricted Electives</td>
<td>6</td>
<td></td>
</tr>
</tbody>
</table>

### BACHELOR OF SCIENCE IN MATHEMATICAL SCIENCES (PMAS/AMAS/STAT)

<table>
<thead>
<tr>
<th>Course Types</th>
<th>AU</th>
<th>Remarks</th>
</tr>
</thead>
<tbody>
<tr>
<td>Major Core Courses</td>
<td>59</td>
<td></td>
</tr>
<tr>
<td>Major Prescribed Electives</td>
<td>25</td>
<td>At least 18 AU at level 4 or higher</td>
</tr>
<tr>
<td>GER Core</td>
<td>12</td>
<td>Mastering Communication, Research Writing in the Physical and Mathematical Sciences, Defence Science, Environmental Sustainability</td>
</tr>
<tr>
<td>GER Prescribed Electives</td>
<td>15</td>
<td>Arts, Humanities and Social Sciences (3 AU), Science, Technology and Society (3 AU), Business and Management (3 AU), Liberal Studies (3 AU), Any of the above (3 AU)</td>
</tr>
<tr>
<td>Unrestricted Electives</td>
<td>21</td>
<td>For students in Mathematical Sciences with Minor in Finance, 15 AU of Unrestricted Electives will be used up for the minor</td>
</tr>
</tbody>
</table>

Streaming to Pure Mathematics (PMAS)/Applied Mathematics (AMAS)/Statistics (STAT)/ will be carried out in Year 2 Sem 1
### BACHELOR OF SCIENCE IN MATHEMATICAL SCIENCES (BA)

<table>
<thead>
<tr>
<th>Course Types</th>
<th>AU</th>
<th>Remarks</th>
</tr>
</thead>
<tbody>
<tr>
<td>Major Core Courses</td>
<td>56</td>
<td></td>
</tr>
<tr>
<td>Major Prescribed Electives</td>
<td>28</td>
<td>At least 18AU at level 4 or higher</td>
</tr>
<tr>
<td>GER Core</td>
<td>12</td>
<td>Mastering Communication</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Research Writing in the Physical and...</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Defence Science</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Environmental Sustainability</td>
</tr>
<tr>
<td>GER Prescribed Electives</td>
<td>15</td>
<td>Arts, Humanities and Social Sciences (3 AU)</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Science, Technology and Society (3 AU)</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Business and Management (3 AU)</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Liberal Studies (3 AU)</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Any of the above (3 AU)</td>
</tr>
<tr>
<td>Unrestricted Electives</td>
<td>21</td>
<td>For students in Mathematical Sciences with...</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Minor in Finance, 15 AU of Unrestricted...</td>
</tr>
</tbody>
</table>

Streaming to Business Analytics (BA) will be carried out in Year 2 Sem 1

### BACHELOR OF SCIENCE IN PHYSICS & APPLIED PHYSICS

<table>
<thead>
<tr>
<th>Course Types</th>
<th>AU</th>
<th>Remarks</th>
</tr>
</thead>
<tbody>
<tr>
<td>Major Core Courses</td>
<td>63</td>
<td></td>
</tr>
<tr>
<td>Major Prescribed Electives</td>
<td>27</td>
<td>At least 20AU of level 4 courses, of which 10AU is Final Year Project/Industrial Internship</td>
</tr>
<tr>
<td>GER Core</td>
<td>12</td>
<td>Mastering Communication</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Research Writing in the Physical and...</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Defence Science</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Environmental Sustainability</td>
</tr>
<tr>
<td>GER Prescribed Electives</td>
<td>15</td>
<td>Arts, Humanities and Social Sciences (3 AU)</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Science, Technology and Society (3 AU)</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Business and Management (3 AU)</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Liberal Studies (3 AU)</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Any of the above (3 AU)</td>
</tr>
<tr>
<td>Unrestricted Electives</td>
<td>15</td>
<td></td>
</tr>
</tbody>
</table>

Streaming to Pure Physics (PPHY)/Applied Physics (APHY) will be carried out in Year 1 Sem 2

### BACHELOR OF SCIENCE IN PHYSICS (WITH SECOND MAJOR IN MATHEMATICAL SCIENCES)

<table>
<thead>
<tr>
<th>Course Types</th>
<th>AU</th>
<th>Remarks</th>
</tr>
</thead>
<tbody>
<tr>
<td>Major Core Courses</td>
<td>105</td>
<td>46AU of Physics courses, 59AU of MAS courses</td>
</tr>
<tr>
<td>Major Prescribed Electives</td>
<td>44</td>
<td>27AU of Physics courses; at least 20AU of level 4 courses from Physics, of which 10 AU is Final Year Project/Industrial Internship</td>
</tr>
<tr>
<td></td>
<td></td>
<td>17AU of MAS courses; at least 10 AU of level 4 courses from MAS</td>
</tr>
<tr>
<td>GER Core</td>
<td>12</td>
<td>Mastering Communication</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Research Writing in the Physical and...</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Defence Science</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Environmental Sustainability</td>
</tr>
<tr>
<td>GER Prescribed Electives</td>
<td>15</td>
<td>Arts, Humanities and Social Sciences (3 AU)</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Science, Technology and Society (3 AU)</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Business and Management (3 AU)</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Liberal Studies (3 AU)</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Any of the above (3 AU)</td>
</tr>
</tbody>
</table>

This programme does not require students to clear any unrestricted elective

On top of the above AU requirements, students are required to fulfill the following conditions for graduation:
AU Requirement

- Exempted from or passed Qualifying English Test, or passed HW0001 English Proficiency
- Passed at least 69 AU of graded courses
- Minimum period of study at NTU: 3 years
- Attained a minimum final CGPA of 2.00.

Accelerated Bachelor Programme

First year students in the School of Physical and Mathematical Sciences who demonstrated good academic performance in the Semester 1 of a corresponding Academic Year may be invited to join the Accelerated Bachelor Programme (ABP).

Students who are admitted in this programme may graduate in 3.5 years instead of the normal period of candidature of 4 years, subject to continued good performance throughout the course of study. A good planning of curriculum and timetable is required in order to complete all the graduation requirements in 3.5 years.

Students may be invited, via e-mail, to join the ABP if they fulfill the following conditions.
1. Achieved a minimum CGPA of 4.25 at the end of Semester 1 of first year.
2. Accumulated at least 21AU at the end of Semester 1 of first year.

The following notes about the Accelerated Bachelor Programme are to be observed.
1. ABP would require students to overload (higher than normal load) every semester hence the workload would be heavier than other students who take 4 years to complete the programme.
2. ABP students who are unable to maintain good performance throughout the course of study (minimum CGPA of 4.25 is to be maintained) will be dropped automatically from the programme.
3. ABP students who do not plan their curriculum and timetable properly and hence are unable to fulfill their graduation requirements in 3.5 years will be dropped from the programme.
4. In either instances of being dropped from the programme due to not meeting expected academic performance or inability to fulfill the degree requirements in 3.5 years, there is no penalty imposed.

Notes:
1. Normal load = 17AU
2. Auto Overload = 18AU – 20AU
3. Any registration for beyond 20AU requires submission of semester overload form

Details on Academic Unit System can be found from the AU Handbook from http://www.ntu.edu.sg/Students/Undergraduate/AcademicServices/Pages/AUShandbookAY2012-13.aspx

Details on each programme curriculum can be found from the respective Division website from http://www.spms.ntu.edu.sg/
Course Registration Process
FOR EXISTING STUDENTS

All students are advised to familiarise themselves with:
1) Academic Unit System (AUS)
2) Curriculum Structure and Academic Unit (AU) Requirement of your programme
3) Degree Audit
4) Rules, Policies & Regulations on Course Registration

PLANNING

Step 1: Check Registration Schedule & Personalised Date/Time

Step 2: Plan for Courses (STARS Planner)

Step 3: Register Courses / Place Electives on Wallist (STARS)

Step 4: Check Allocation Results (of GERPE/UE)

Step 5: Add/Drop Courses

Step 6: Online Appeal for GERPE/UE (Optional)

Step 7: Print/Check Updated Timetable of Courses Registered

REGISTRATION

ADD/DROP PERIOD

Important Note:
A student who is still registered for a course after the drop period but did not subsequently sit for the exam will be deemed to have failed and failed the course. A ‘F’ grade will appear on the student’s official transcript.
Course Registration

1. Students will be granted access to STARS and register for their courses based on their Study Year (for registration).
   
   Eg. Study Year 3 Wed, 22 Aug 2012, 1:30pm - 4:30pm
   Study Year (for registration) Tue, 21 Aug 2012, 9.30am - 12.30pm

2. Always read emails carefully and clear your inbox regularly.

3. Core courses will be pre-allocated to Year 1 students. Unless you are exempted from those courses, please do not drop them. CN Yang scholars from SPMS will be offered their exemptions in the 2nd year.

4. Each student may register courses according to their own pace. Generally, 17 AU of courses will be registered per semester such that they can graduate within the normal period of candidature.

5. Students can only register up to 17AU of courses during their registration schedule but may add up to 20AU after 5pm on the same day. To register for courses which exceed 20AU per semester, students have to obtain, fill and submit semester overload form (blue) to SPMS chair’s office, level 4.

6. Students need to obtain, fill and submit UE overload form (pink) if they wish to take up courses under UE but have already cleared the UE requirement (0AU). Overload is not required when the balance is not 0. Please note: Waitlist ≠ registered

7. If you anticipate that you might miss your registration, you should get a friend or family member to help you or you can add your courses during the add drop period, subject to available vacancies. Unless you have a highly valid reason, you may request to SPMSUndgrad@ntu.edu.sg for consideration. Invalid reasons include, but not restricted to, away for holiday, no internet access, power failure, working.

**HW0001 – ENGLISH PROFICIENCY**

- Only students who have taken & failed QET are allowed to read HW0001.
- An exemption or a pass in QET, or a pass in HW0001 is required for the award of degree.

Please note that HW0001 English Proficiency (EP) classes will no longer be offered in semester 2 of the Academic Year. However, the Language and Communication Centre will continue to run the Qualifying English Test (QET) in January. Students who are supposed to take QET but have not done so are to ensure that they are sitting for QET instead of reading EP. Students who have sat for QET and failed are to ensure that they read and clear EP in order to graduate.
Examinations

As an NTU examination candidate, you must follow these instructions conscientiously. If you breach any of the regulations, you will be dealt with by the Board of Discipline.

**Dress code**
Candidates must comply with the dress code of the University. A candidate who is not properly attired will not be admitted into the examination hall.

**Absence**
A student who, having registered, fails to take any examination for which he is eligible to sit, shall be deemed to have sat and failed the course unless the Chair concerned is satisfied that there is good and sufficient reason for such failure to take the examination.

**Illness**
A candidate who is absent from an examination on account of illness is permitted to appear for the examination at the next period of the examination provided that he submits a medical certificate and a medical report issued by a medical practitioner* (registered with the Singapore Medical Council) to the Office of Academic Services within two (2) working days of the absence. Any fee payable for the medical examination shall be paid by the candidate.

If a candidate falls ill during an examination, he should inform the Chief Invigilator at the examination hall. If the candidate is too ill to continue with his examination paper, he may leave the exam hall to seek medical attention. His unfinished answer script will still be marked and graded. Special consideration may be given at the sole discretion of the School concerned if the candidate submits the doctor’s memo as a supporting document.

**Medical Certificate and Authorisation for release of information and Acknowledgement form**

Students who are absent from an examination due to illness are required to submit the original medical certificate (MC) using the MC Submission Form, together with the Authorisation for Release of Information and Acknowledgement (AAA) Form.

Please note that the MC and AAA Form must be submitted to the Office of Academic Services at the same time and within two working days from the examination. Submission will not be accepted if any of the documents are missing. Due consideration cannot be expected from the Board of Examiners if the AAA Form and MC are not received on time. Please note that the AAA form does not replace the MC.

**Authorisation for Release of Information and Acknowledgement (AAA) Form**
The form can be found at the following webpage:
http://www.ntu.edu.sg/Students/Undergraduate/AcademicServices/Examination/Documents/AAAForm.pdf

Students are to print out a copy of the AAA Form and ask the attending medical practitioner* (registered with the Singapore Medical Council) to acknowledge it. It is the student’s responsibility to ensure that the AAA Form is endorsed by the medical practitioner.

**MC Submission Form**
The University only recognises Medical Certificates issued in Singapore by medical practitioners registered with the Singapore Medical Council or dental officers registered with the Singapore Dental Council.
The MC Submission Form is now available as an online application.

You are required to indicate in the online application the period of your MC and the affected exams within the MC period. After completion, please print the MC Submission Form and paste your original MC on the form for submission to OAS. A separate MC Submission Form has to be completed for each MC issued.

Please access the MC Submission online application via the hyperlink given: Login using SSO

As the Office of Academic Services will be closed on Saturdays, students are reminded to submit their MC and AAA Form during the office hours from Monday to Friday.
Grade Point Average (GPA) System

NOTE: *The University only recognises Medical Certificates issued in Singapore by medical practitioners registered with the Singapore Medical Council or dental officers registered with the Singapore Dental Council.

Marking Attendance and Verification of Identity for Students without Identification Documents in Examination Hall

If a student forgets to bring identification documents (matric card, identity card or passport) to the examination hall during his examination, the invigilator will ask the student to fill in the Verification of Student Identity form. The invigilator should also indicate "No ID" next to the student's name on the attendance list. After the examination is over, the student is required to bring his identification document to OAS (Registrar's Office) for verification within 3 working days. Students who do not verify their identity at OAS will not be allowed to view their examination results on the scheduled date of release of examination results.

Compassionate Leave

In the event of death in a student's immediate family (defined to include parents, siblings and grandparents), it is up to the student to decide whether or not to proceed with any scheduled examination(s). Leave of absence on compassionate grounds will be granted for absence from any examination(s) within 7 days of the death (starting from the day of death, and inclusive of Saturdays, Sundays and Public Holidays). A copy of the death certificate must be submitted to the Office of Academic Services with a note giving the date of the funeral.

Outstanding Fees

No candidate shall be entitled to be admitted to a University examination unless the Chief Financial Officer certifies that he is not in debt to the University (otherwise than as a result of a loan made by the University) or to any University hall of residence.

Candidates are reminded to settle all outstanding fees with the Office of Finance before they sit for any examination.

Cheating

A candidate who is caught cheating in examinations is liable to be expelled from the University.

Several students were expelled from the University in the past as they were found to be in possession of unauthorized materials during their examinations. Though the students were adequately informed and reminded of the examination regulations, they brought written notes relevant to the examination paper into the examination hall.

The University takes a serious view of cheating in examinations and wishes to remind all students of the consequences for not observing examination regulations. All students are to take note of the written examination instructions issued to them as well as the announcements made by the Chief Invigilators during examinations.

Timings

Examinations will be conducted during the allocated times shown in the examination timetable.

Candidates are allowed into the examination hall ten minutes before the time scheduled for the commencement of the examination. They are, however, not permitted to turn over the question paper placed on their desks until the time for the commencement of the examination.

No candidate is allowed to present himself for examination later than one hour after the commencement of the examination.

In the event of a major train service disruption lasting more than one hour and if caught in such a situation on their journey for the examination, candidates are advised to approach the SMRT staff at the station's information counter for assistance. SMRT has assured the University that alternative means of transport will be provided for examination candidates to reach the examination venue as quickly as possible. Candidates held up by a major train service disruption authenticated by the SMRT and who arrived after the commencement of an examination will be given extra time to complete their paper. Candidates are advised to tune in to the radio for traffic news before leaving home for the examination. No extra time will be given for students who are delayed due to traffic jams, bad weather, etc.

Items permitted / not permitted in the examination Hall
Candidates are required to bring their matriculation card, identity card, passport, driving licence or EZ Link card and place them at the top right-hand corner of their desks at the commencement of each examination. Candidates may bring into the examination hall only those calculators that have been approved by the School. Graphic calculators which are approved for use must be re-set i.e. ALL memory cleared, prior to any examination. Unauthorised calculators are not permitted in the examination hall.

No unauthorised material such as book, paper, document or picture is allowed inside the examination hall. Bags, waist pouches, ear or headphones are also not permitted to be brought into the examination hall. For security reasons, candidates must leave their bags outside the examination halls regardless of whether the examination is a closed or an open book examination. You are advised not to leave any valuables in your bag. If it is possible, do not bring your bag at all.

The University will not be responsible for the loss of candidates' belongings in or outside the examination hall. Candidates are allowed to bring their mobile phones into the examination hall. However, the mobile phones must be switched off at all times. Disciplinary action will be taken against a candidate who breaches this regulation. Inside the examination hall

- No candidate who has entered the examination hall will be allowed to leave the hall, temporarily or otherwise for any reason whatsoever until the examination has commenced.
- No candidate is allowed to leave his seat without the permission of an invigilator.
- A candidate who wishes to communicate with an invigilator must raise his hand.
- A candidate who has been given permission to leave his seat temporarily must be accompanied by an invigilator throughout his absence from the examination hall. The candidate's mobile phone must be left on his desk in the examination hall when he visits the washroom.
- No communication by word of mouth or otherwise between candidates is allowed in the examination hall.
- Candidates must carefully read the instructions printed on each answer book and examination question paper. The blank pages in the answer book are to be used only for candidates' rough work. Solutions or any other materials written on these blank pages will not be marked.
- All answers, with the exception of graphs, sketches, diagrams, etc, should be written in pen. Answers written in pencil will not be marked.
- Candidates must not write their names on the answer books. They should write only their matriculation numbers in the space provided on the cover of each answer book.
- Candidates are not allowed to write, mark, highlight or deface any reference materials provided for the examination. Any candidate found doing so is liable to have his reference materials removed from his use for the rest of the examination and be made to pay for the cost of the materials that have to be replaced.
- No candidate who has presented himself for an examination will be allowed to hand in his answer script until one hour has elapsed after the commencement of the examination.
- No candidate is allowed to leave his seat during the last 15 minutes before the conclusion of the examination.
- At the conclusion of the examination, candidates must remain seated and must not communicate with one another while their answer scripts are being collected and tallied.
- No papers, used or unused, may be removed from the examination hall except that a candidate may take with him his own question paper unless otherwise instructed.
- All materials and/or devices which are found to violate any examination rules and regulations will be confiscated.

Use of Dictionaries by Foreign Exchange Students
Foreign students on Exchange Programme in NTU are allowed to use dictionaries for certain examinations. They should check with the course lecturer or coordinator to find out whether or not they are allowed to use dictionaries for that particular examination. Candidates who intend to use hardcopy dictionaries need not register their dictionaries. However, all electronic dictionaries must be registered and approved before they can be used in the examination hall. Only electronic dictionaries that do not have a memory function and are not programmable are allowed. Candidates are to bring their electronic dictionaries to the School that offers the course for registration prior to the examinations.
Grade Point Average (GPA) System

The cut-off for each degree class is as follows:

<table>
<thead>
<tr>
<th>CGPA Range</th>
<th>Degree Classification</th>
</tr>
</thead>
<tbody>
<tr>
<td>4.50 - 5.00</td>
<td>First Class*</td>
</tr>
<tr>
<td>4.00 - 4.49</td>
<td>2nd Class Upper</td>
</tr>
<tr>
<td>3.50 - 3.99</td>
<td>2nd Class Lower</td>
</tr>
<tr>
<td>3.00 - 3.49</td>
<td>3rd Class</td>
</tr>
<tr>
<td>2.00 - 2.99</td>
<td>Pass</td>
</tr>
</tbody>
</table>

* For programmes under the College of Engineering (except for the Maritime Studies programme) and College of Science, a minimum CGPA of 4.50 plus at least an 'A-' grade for the Final year Project (FYP), are required for the award of a First Class Honours degree.

Grades and grade points are assigned as follows:

<table>
<thead>
<tr>
<th>Letter-Grade</th>
<th>Grade Point</th>
</tr>
</thead>
<tbody>
<tr>
<td>A+</td>
<td>5.00</td>
</tr>
<tr>
<td>A</td>
<td>5.00</td>
</tr>
<tr>
<td>A-</td>
<td>4.50</td>
</tr>
<tr>
<td>B+</td>
<td>4.00</td>
</tr>
<tr>
<td>B</td>
<td>3.50</td>
</tr>
<tr>
<td>B-</td>
<td>3.00</td>
</tr>
<tr>
<td>C+</td>
<td>2.50</td>
</tr>
<tr>
<td>C</td>
<td>2.00</td>
</tr>
<tr>
<td>D+</td>
<td>1.50</td>
</tr>
<tr>
<td>D</td>
<td>1.00</td>
</tr>
<tr>
<td>F</td>
<td>0.00</td>
</tr>
</tbody>
</table>

The following non-letter grades and notations are also used:

* - Subject with Pass/Fail grading only
# - Repeated attempt
IP - In Progress
LOA - Leave of absence granted
EX - Exempted from subject
TC - Transfer credits
S - Satisfactory
U - Unsatisfactory

The Cumulative Grade Point Average (CGPA) represents the grade average of all courses (including failed courses) attempted by a student. The computation of CGPA is as follows:

\[
\text{CGPA} = \frac{\text{Grade point} \times \text{All for Course 1} + \cdots + \text{Grade point} \times \text{All for Course X} + \cdots}{\text{Total All attempted in all the semesters so far}}
\]

Only letter-graded courses i.e. courses with grades A+, A, A-, B+, .. are included in the computation of CGPA. Courses where only Pass/Fail grades are given, where the Satisfactory/Unsatisfactory option was invoked, where the students
Grade Point Average (GPA) System

were absent with valid reasons, and courses that the students are exempted from or are incomplete (i.e. awarded an 'IP' grade) are not included in the computation of CGPA.

The Year Grade Point Average (YGPA) represents the grade average of all courses (including failed courses) attempted by a student in an academic year. The computation is similar to that of CGPA except that it computes courses within the same academic year.

The CGPA will be reflected in students’ transcripts.

An 'F' grade obtained in a course, and a new grade attained for a repeat attempt of the course, will both be reflected in the transcript. Both grades will also be counted in the computation of YGPA and CGPA.

The criteria for satisfactory academic standing in any given semester are:
- maintaining a minimum CGPA of 2.00
- completing at least 75% of the normal AU workload

Students with poor academic standing will be subjected to the following 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 third consecutive semester or at the end of the final semester of study, i.e. upon reaching the maximum period of candidature. A letter of termination will be issued.

A minimum CGPA of 2.00 must be maintained at the end of each semester to qualify for the overloading of courses.

Registration of Calculators

1. All calculators to be used in the examination hall must be registered with the School and affixed with a seal. A list of approved calculators, which will be updated by the School from time to time, will be announced to students at the time of registration. Students only need to register their calculators once during their period of study in the University. Re-registration of calculators is only required if there is a change in the calculator or the seal of a previously registered calculator is broken.

2. Graphic calculators which are included in the list of approved calculators must be reset i.e. all memory must be cleared, and SD card must be removed (where applicable), prior to any examination.

3. Invigilators will check the candidates’ calculators in the examination hall. Disciplinary action will be taken against any candidate who brings a non-approved calculator or an approved graphic calculator that did not meet the regulations spelt out in paragraph 2 above into the hall.

4. No candidate may claim special consideration for inability to use a calculator or for non possession of a calculator. Candidates are not allowed to borrow calculators from other candidates after entering the examination hall.

5. Candidates must ensure that their own calculators are in good working condition. Requests for replacement arising from breakdown during an examination will not be entertained.

6. The use of slide rulers is permitted at examinations.

Note: Candidates are not allowed to bring the covers of their calculators into the examination hall.
Leave of Absence

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

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

**Short Leave of Absence**

Applications for short leave of absence must be submitted to the respective Schools **not later than 7 working days in advance** of such leave. Applications submitted less than 7 working days in advance will not be accepted. Students should not go on leave during the above mentioned occasions until approval has been obtained. The application form is available at the Schools’ General Office.

Students on any of the abovementioned attachment programmes must submit the original leave application form together with supporting documents (if applicable) to the Career & Attachment Office and photocopies to the attached company. Please click [here](#) to access information on the detailed application procedures.

**Categories of leave not approved:**

1. Returning to home country during festive periods e.g. Chinese New Year, Hari Raya, etc.
2. Participating in activities (in and outside campus) organised by student bodies during the various occasions mentioned in point (1) above.

**Medical Leave**

Students who are granted medical leave on the various abovementioned occasions must submit the medical certificate to the respective School’s general office. All medical certificates must be submitted **not later than 7 working days** after the medical leave to the relevant Offices. If students submit the medical certificate after the deadline, they will be given zero mark for any test or quiz that they were absent from. Medical leave forms are available at Schools’ General Office.

*The University only recognises Medical Certificates issued in Singapore by medical practitioners registered with the Singapore Medical Council or dental officers registered with the Singapore Dental Council.*

**Compassionate Leave**

Compassionate leave will be granted in the event of the demise of an immediate family (defined as parents, siblings and grandparents). Normally absence from School within 7 days of the event and on the day of the funeral is accepted as valid leave of absence on compassionate ground. The form can be obtained from SPMS Chair’s Office, level 4, to be attached together with the death certificate.

**Semester Leave of Absence**

Semester leave of absence granted by the University is categorised as follows:

- **Medical Leave**
  - Leave of absence must be supported by a medical practitioner.
- **Personal Leave**
  - All other leave of absence for reasons such as to participate in competition and sports, to work or start up a company, or to attend to personal matters.

Students who are going to another university to study under the **fee-paying scheme** should apply for Overseas Study Leave, but not Leave of Absence (LOA). You can download the Overseas Study Leave application form [HERE](#).

**Semester Leave and Period of Candidature**

For students who are graded under the GPA system, the semester leave taken will **NOT** be counted towards the student’s period of candidature.
Notes on Application / Extension for Semester Leave of Absence Application

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.

Students who are applying for leave on medical grounds must also submit a doctor’s letter / memo stating the period of leave recommended for their recuperation. Incomplete applications without the relevant supporting documents will not be accepted.

For personal leave, students may be granted up to one year of leave per application. Students need to submit another application at the end of the leave period if an extension of leave is required. This extension is subject to approval by the School. The cumulative maximum period of leave of absence that can be granted for the student’s entire duration of study is three years.

Applications for semester leave of absence received within 7 working days before the start of the examination period for each semester will not be accepted and will be treated as application for examination leave.

Students are only deemed to be granted leave of absence upon the issue of the official letter of approval by the Office of Academic Services. The University reserves the right to refuse or revoke an approved leave of absence, should the student be found to have provided any information that is false or misleading.

Students should note that the leave of absence granted for Semester 2 covers the period of Special Terms. Students should not register for courses in the semester they are granted leave of absence.

Fees

Students who apply for leave after the first two weeks of the semester are required to pay the fees for that entire semester. To retain the student’s name in the matriculation register, a non-refundable administrative charge of $53.50 (inclusive of GST) per semester will be levied upon approval of leave of absence (except medical leave). This administrative fee also applies to students who are granted leave of absence to study approved courses at another institution and are paying tuition fees to that institution.

Return from Semester Leave

Students are responsible to complete all the following steps and procedures in order to successfully resume studies from their semester leave of absence:

1. Submit the relevant documents to Office of Academic Services:
   - Students granted medical leave
     - To submit the doctor’s letter/memo certifying the student to be fit to resume studies in the relevant semester.
   - Students granted personal leave
     - No submission of documents is required.

2. Register for their courses by the scheduled registration dates for their programme of study. Students returning from semester leave of absence on medical reasons would not be allowed to register their courses if they did not submit the doctor’s letter/ memo certifying the student to be fit to resume studies in the relevant semester. Click here to see the Schedule for Registration of Courses.

3. For students extending their semester leave of absence - to submit the Application / Extension for Semester Leave of Absence form with the relevant supporting documents to their School of study.

Students who fail to complete the above steps and procedures to return from or extend their semester leave of absence are liable to have their registration status terminated and be withdrawn by the University after course registration ends for the semester. Students will be informed via the official letter from the University on their withdrawal due to termination.

Please refer to website for Application / Extension for Semester Leave of Absence form:
http://www.ntu.edu.sg/Services/StudentServices/admin/undergraduate/Pages/ApplyforSemesterLeave.aspx#application

Application for Overseas Study leave Form:
http://www.ntu.edu.sg/Students/Undergraduate/AdminServices/Documents/Overseas_Study_Leave_Form.pdf
Satisfactory/Unsatisfactory (S/U) Options

Satisfactory/Unsatisfactory (S/U) Option

The University has adopted a new policy in which a Course may be graded as Satisfactory or Unsatisfactory (S or U) instead of the normal letter-grade. Several important SPMS rules that students need to keep in mind:

1. Maximum 12 AUs are allowed for S/U.
2. Minimum 69 AUs of graded Courses must be fulfilled in order to be awarded a degree (Admission Year 2011), 77 AUs for Admission Year 2010 and earlier.
3. Core courses are not allowed to be S/U.
4. Courses available for S/U Option are all GER at any level (except GER-Core) and UE.
5. Students are to declare their chosen Courses online even if one does not wish to exercise the option at all.

The S/U Option declaration period for AY 2012/2013 is as follow.

<table>
<thead>
<tr>
<th>Term</th>
<th>From</th>
<th>To</th>
</tr>
</thead>
<tbody>
<tr>
<td>To be confirmed</td>
<td>To be confirmed</td>
<td>To be confirmed</td>
</tr>
</tbody>
</table>

S/U Option that have been exercised for a Course(s) is irrevocable once the deadline for declaration has lapsed. Strictly no request will be acceded to after that.

STUDENTS ARE ADVISED NOT TO DO LAST MINUTE ATTEMPT IN DECLARING THE S/U OPTION AND TO PRINT THE CONFIRMATION PAGE AFTER SUCCESSFUL DECLARATION.

S/U Option does not apply to Courses which are tied to Second Major programmes, Minor programmes and Concentrations in Physics and Applied Physics programme.

Queries on S/U Option may be directed to spmsundgrad@ntu.edu.sg.
<table>
<thead>
<tr>
<th>Item</th>
<th>Email</th>
<th>Website</th>
<th>Information</th>
<th>Contact Number</th>
</tr>
</thead>
<tbody>
<tr>
<td>SPMS academic matters</td>
<td><a href="mailto:spmsundgrad@ntu.edu.sg">spmsundgrad@ntu.edu.sg</a></td>
<td><a href="http://www.spms.ntu.edu.sg">http://www.spms.ntu.edu.sg</a></td>
<td>Course registration and other academic related enquiries</td>
<td>65138459</td>
</tr>
<tr>
<td>Course registration</td>
<td></td>
<td><a href="http://www.ntu.edu.sg/Students/Undergraduate/AcademicServices/CourseRegistration/Pages/default.aspx">http://www.ntu.edu.sg/Students/Undergraduate/AcademicServices/CourseRegistration/Pages/default.aspx</a></td>
<td>Accessible via studentlink as well</td>
<td></td>
</tr>
<tr>
<td>Enquiries on Financial Assistance</td>
<td><a href="mailto:FinAid@ntu.edu.sg">FinAid@ntu.edu.sg</a></td>
<td><a href="http://admissions.ntu.edu.sg/UndergraduateAdmissions/FinancialAssistance/Pages/default.aspx">http://admissions.ntu.edu.sg/UndergraduateAdmissions/FinancialAssistance/Pages/default.aspx</a></td>
<td>CPF, Mendaki, Tuition fee loan, NTU study loan, Bursaries, Short Term study assistance scheme, work study scheme, PC Loan</td>
<td>67904115</td>
</tr>
<tr>
<td>Enquiries on Scholarship</td>
<td><a href="mailto:ug_scholarship@ntu.edu.sg">ug_scholarship@ntu.edu.sg</a></td>
<td><a href="http://admissions.ntu.edu.sg/UndergraduateAdmissions/Pages/Scholarships.aspx">http://admissions.ntu.edu.sg/UndergraduateAdmissions/Pages/Scholarships.aspx</a></td>
<td>Freshmen or current undergraduate</td>
<td>67906766</td>
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<tr>
<td></td>
<td></td>
<td><a href="http://teamsites.ntu.edu.sg/Finance/StudentFinancialServices/StudentFinancialHandbook/Pages/HallsofResidenceandJCRCs.aspx">http://teamsites.ntu.edu.sg/Finance/StudentFinancialServices/StudentFinancialHandbook/Pages/HallsofResidenceandJCRCs.aspx</a></td>
<td>other information on Halls &amp; JCRC and NTUSU</td>
<td></td>
</tr>
<tr>
<td></td>
<td><a href="mailto:hostbillings@ntu.edu.sg">hostbillings@ntu.edu.sg</a></td>
<td></td>
<td>Hostel Billings &amp; JCRCs accounts</td>
<td></td>
</tr>
<tr>
<td>Accommodation in NTU</td>
<td><a href="mailto:hso-ug@ntu.edu.sg">hso-ug@ntu.edu.sg</a></td>
<td><a href="http://www.ntu.edu.sg/hso/Pages/default.aspx">http://www.ntu.edu.sg/hso/Pages/default.aspx</a></td>
<td></td>
<td>67905155</td>
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<tr>
<td>edveNTUre</td>
<td><a href="mailto:bb-help@ntu.edu.sg">bb-help@ntu.edu.sg</a></td>
<td></td>
<td></td>
<td>67906157</td>
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<tr>
<td>Tuition Fees and tuition grant</td>
<td><a href="mailto:matric@ntu.edu.sg">matric@ntu.edu.sg</a></td>
<td><a href="http://admissions.ntu.edu.sg/UndergraduateAdmissions/Pages/MiscellaneousFees.aspx">http://admissions.ntu.edu.sg/UndergraduateAdmissions/Pages/MiscellaneousFees.aspx</a></td>
<td></td>
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</tr>
<tr>
<td>Student Counselling Centre</td>
<td><a href="mailto:scc@ntu.edu.sg">scc@ntu.edu.sg</a></td>
<td><a href="http://www.ntu.edu.sg/scc/Pages/default.aspx">http://www.ntu.edu.sg/scc/Pages/default.aspx</a></td>
<td></td>
<td>67904462</td>
</tr>
<tr>
<td>Matriculation/Leave of Absence enquiries</td>
<td><a href="mailto:matric@ntu.edu.sg">matric@ntu.edu.sg</a></td>
<td><a href="http://www.ntu.edu.sg/Students/Undergraduate/AcademicServices/Pages/ContactUs.aspx">http://www.ntu.edu.sg/Students/Undergraduate/AcademicServices/Pages/ContactUs.aspx</a></td>
<td>For enquiries on Matriculation/Change of Programme/Leave of Absence</td>
<td>65922451</td>
</tr>
<tr>
<td>IT enquiries</td>
<td><a href="mailto:helpdesk@ntu.edu.sg">helpdesk@ntu.edu.sg</a></td>
<td><a href="http://www.ntu.edu.sg/cits/Pages/default.aspx">http://www.ntu.edu.sg/cits/Pages/default.aspx</a></td>
<td>Password enquiries, webmail, exchange email configurations</td>
<td></td>
</tr>
<tr>
<td>Student Welfare</td>
<td><a href="mailto:Spms-sw@ntu.edu.sg">Spms-sw@ntu.edu.sg</a></td>
<td><a href="http://www.spms.ntu.edu.sg/StudentWelfare/AboutUs.html">http://www.spms.ntu.edu.sg/StudentWelfare/AboutUs.html</a></td>
<td>Student welfare for SPMS students specifically</td>
<td>65138462</td>
</tr>
<tr>
<td>Campus Security</td>
<td></td>
<td></td>
<td></td>
<td>67905200</td>
</tr>
</tbody>
</table>
For Frequently asked questions (FAQs), please refer to
http://www.spms.ntu.edu.sg/CurrentUndergraduate/UndergradCurrentStudentsFAQs.html

Services

Type of Services

Course Registration
- Registration of courses
- Reclassification of course in past semesters
- Credit transfer due to change of programme
- Pre-requisites waiver
- Overload application
- Registration of approved calculator
- Appeal for vacancies
- Change in track selection

Withdrawal from ABP

Withdrawal from the programme

Change of programme

Letter of certification not issued by OAS or other offices

Review of exam results

Leave of Absence
- Short Leave of Absence
- Long Leave of Absence

Consultancy (academic matters, personal issues, etc.)