

Administrative Information

1. CONDITIONS OF ADMISSION

The offer of a place in Nanyang Technological University (NTU) is made to you subject to the following conditions:

- (a) The University is satisfied that your physical and mental health are good and that you are free from any diseases, illness and/or any other medical condition and, certified fit to study by the examining doctor.
- (b) The information you have given in your application form is accurate and you have not withheld material information from the University.

2. ACTIVATE COMPUTER ACCOUNTS

Your NTU [network account and Office 365 EDU account](#) will be activated 1 working day after you have selected your network account username via the [NTU online acceptance form](#). Please read the information carefully and **acknowledge** that you have read the [NTU IT Rules for Student User Accounts](#) via the NTU online acceptance form.

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

NTU provides a campus license of [anti-virus software](#) that you may install on your personal computer.

Please check [here](#) for more details on your accounts, passwords, getting started and important information on using IT services in NTU.

This credit card-size [IT Handy Guide for Students \(PDF\)](#) is for your convenient reference.

Important Notes on the use of password:

- (a) The initial password for your network account and Office 365 EDU account is your matriculation number (with all alphabets in upper-case).
- (b) **The passwords for these 2 accounts are not related, so changing one password will have no effect on the other. Hence, you need to change the password for these 2 accounts separately.**
- (c) **Please do not share your password with anyone, including NTU Service Desk staff when you seek help on IT-related matters.**
- (d) You must [change your network account password](#) before accessing any e-services. You will only be able to access StudentLINK services **after** you have [matriculated](#) online.

3. SUBMISSION OF PHOTOGRAPH AND ONLINE DECLARATION

You are required to submit your photograph online before you can proceed with the online declaration. Please refer to the photo specifications stated at <http://www.ntu.edu.sg/Students/Undergraduate/AcademicServices/Matriculation/Pages/RNS.aspx>. The photo is for NTU to print your matriculation card. Hence, please submit by the prescribed timeline. Otherwise, you will be issued your matriculation card only after the scheduled collection period.

Please complete the online photo submission and declaration at https://wis.ntu.edu.sg/pls/webexe/adm_acceptance_form.login by **18 March 2016**.

4. ONLINE MATRICULATION AND REGISTRATION OF COURSES

Please refer to [Annex A](#) for instructions on online matriculation and registration of courses.

5. iNTU

iNTU is a one-stop user-centric Intranet portal for NTU community (students, staff and faculty). It enables students to access to the University's vast information and services: academic & curriculum e-services, eLearning, Library resources, email and important news and announcements.

iNTU is accessible at <https://intu.ntu.edu.sg>.

6. STUDENTLINK

StudentLINK within iNTU Portal, serves as a link between students and the University's administrative offices. Through StudentLINK, students can update their particulars, register for courses and check examination timetables and results.

Please update your mobile phone number in your personal particulars. Your mobile phone number can be used for [self-service reset of network account password](#).

7. CHANGE OF PERSONAL PARTICULARS

You are required to provide an address in Singapore as your postal address during term time. The University cannot accept responsibility for lost or misdirected correspondence when the correct contact information has not been updated by students.

Students are responsible for keeping their personal particulars updated in the University's records in a timely manner. Students should update any changes in their address or contacts electronically through StudentLINK.

For procedures on changes of student particulars, please access <http://www.ntu.edu.sg/Students/Undergraduate/AdminServices/Pages/ChangeofPersonalParticulars.aspx>.

8. ACADEMIC UNIT SYSTEM (AUS) HANDBOOK

This handbook is an important starting point for you. It contains information on the curriculum structure and graduation requirements, candidature period, examination grading system and registration of courses.

The AUS handbook is at

[http://www.ntu.edu.sg/Students/Undergraduate/AcademicServices/Pages/AcademicUnitSystem\(AUS\).aspx](http://www.ntu.edu.sg/Students/Undergraduate/AcademicServices/Pages/AcademicUnitSystem(AUS).aspx).

9. SHORT LEAVE

Please access

<http://www.ntu.edu.sg/Students/Undergraduate/AdminServices/Pages/Applyforshortleave.aspx> for more details.

10. SEMESTER LEAVE OF ABSENCE

Please access

<http://www.ntu.edu.sg/Students/Undergraduate/AdminServices/Pages/ApplyforSemesterLeave.aspx> for more details.

11. WITHDRAWAL

Please access

<http://www.ntu.edu.sg/Students/Undergraduate/AdminServices/Pages/Withdrawfromcourse.aspx> for more details.

12. CODE OF CONDUCT

Please refer to <http://www.ntu.edu.sg/Freshmen/CodeofConduct/Pages/Student-Code-of-Conduct.aspx>.

Health and Insurance

13. HEALTH SCREENING

All students must undergo a health screening prior to admission to determine their medical fitness to pursue the programme of study in the University. Health screening is conducted at the NTU Medical Centre @ University Health Service Building on **19 April 2016**.

During this period of the health screening, X-ray services are available on site.

Unless you hear from us to the contrary, you may assume that your medical report is in order.

Booking of Health Screening Appointment

****If you are enrolling in August 2016, please do not book the appointment at this point of time. We will be writing to you in March/April, providing you information on the health screening dates and the appointment login link.**

The health screening appointment can be booked [online](#) from now to 17 April 2016. Please log in using your application number and birth date. Once you have confirmed your health screening appointment, please **print** the confirmation letter and present it to the staff at the Medical Centre in NTU.

Changes to your appointment can be made as long as it is done **at least 3 days** prior to your confirmed health screening appointment. If you wish to change your appointment that you have booked earlier, please [login](#) using your application number and birth date. Please **print** the confirmation letter and present it to the staff at the Medical Centre in NTU.

If you are unable to come for your health screening due to unforeseen circumstances or unable to change the appointment online, please call the Medical Centre directly at 6793 6974 or 6793 6828 for further assistance.

Before coming for the health screening, please print the [Health Screening Form \(MC1\)](#) on both sides of paper. **Complete** Part I of the Form and hand it to the Medical Centre at the time of your health screening. You should do your Chest X-ray only after your health screening.

Students who are unable to have the health screening done at the Medical Centre in NTU may have it done by any registered physician in Singapore. The completed health screening form and X-ray report should be submitted personally by hand to the NTU Medical Centre as reports sent by mail might be lost in the process.

The health screening fee is S\$35 (inclusive of prevailing GST). For students pursuing the double degree programme in Biomedical Sciences and Chinese Medicine, the fee is S\$55 (inclusive of prevailing GST) which includes the fee for the compulsory Hepatitis B screening blood test.

FOR STUDENTS TAKING BIOMEDICAL SCIENCES AND CHINESE MEDICINE PROGRAMME

Please bring along the [MC1B form](#) to the Medical Centre in NTU for the Hepatitis B screening blood test.

FOR STUDENTS TAKING SPORT SCIENCE AND MANAGEMENT PROGRAMME

Please bring along the [MC1A form](#) to the Medical Centre in NTU for the physician to complete at the point of health screening. The completed form has to be retained by the student.

Special medical conditions to note:

Hepatitis B – Students with this condition are not eligible for the double degree programme in Biomedical Sciences and Chinese Medicine from the School of Biological Sciences. Students who are Hepatitis B carriers may not be admitted to the MBBS Medicine degree programme.

Partial Colour Blindness – Students are eligible for engineering programmes only when they are able to correctly identify red and green wires. Students are however, not eligible for the double degree programme in Biomedical Sciences & Chinese Medicine when they are colour blind, whether complete or partial, and regardless of whether they can correctly identify red and green.

14. MEDICAL AND INSURANCE COVERAGE

14.1 Medical Assistance

Students seeking medical help can visit the Medical Centre on campus. Medical fees at normal rate will be chargeable for medical consultation and treatment during the Special Term.

14.2 Group Personal Accident Insurance Scheme

Student Affairs Office has arranged optional cover under the Group Personal Accident Insurance Scheme (period of cover: date of Matriculation or date of application for optional cover, whichever is the later date, to 30 June 2016 inclusive). If you are interested, please use the form at [Annex B](#), which contains further information on the cover.

15. ACADEMIC CALENDAR

15.1 Special Term AY2015-16

SPECIAL TERM I	9 May 2016	17 Jun 2016	6 weeks
Revision & Examination	13 Jun 2016	17 Jun 2016	
SPECIAL TERM II	20 Jun 2016	29 Jul 2016	6 weeks
Revision & Examination	25 Jul 2016	29 Jul 2016	

15.2 Academic Calendar AY2016-17

Please refer to

<http://www.ntu.edu.sg/Students/Undergraduate/AcademicServices/AcademicCalendar/Pages/AY2016-17.aspx> for academic calendar AY2016-17.

16. STUDENT ACCOMMODATION

Please refer to "[Accommodation on NTU Campus](#)".

17. UNDERGRADUATE CONCESSION CARD

The concession cards are issued by TransitLink on behalf of Land Transport Authority. Holders of these cards are entitled to concessionary travel on SBS Transit and SMRT bus services (except for Express, Jurong Island and Night services) and in the rail system.

If you are interested to apply for the undergraduate concession card, you may approach any TransitLink Card Replacement Office from **2 May 2016**. The list of card replacement offices and their operation hours are available at <http://www.transitlink.com.sg>.

On the day of application, students are to bring along the NRIC. The concession card could be collected on the spot upon payment of \$18.00.

As a reference, more information on the procedures of an application of Undergraduate Concession Card can be found at <http://www.ntu.edu.sg/SAO/OurServices/Pages/EZ-LinkConcessionCard.aspx>.

18. MEMBERSHIP OF STUDENTS' UNION

As a matriculated, full-time undergraduate student of the University, you are automatically a member of the NTU Students' Union and the academic constituent club relevant to your School. In addition, you are eligible to be a member of the Cultural Activities Club, Sports Club and Welfare Services Club.

19. OPTION FOR ACADEMIC CONSTITUENT CLUB (FOR FIRST YEAR ENGINEERING STUDENTS AND RENAISSANCE ENGINEERING STUDENTS ONLY)

Category 1

All matriculated, full-time undergraduate students of the University are members of the constituent body relevant to the school in which they are matriculated.

First Year Engineering students who are attending common courses and Renaissance Engineering Programme students do not belong to any specific engineering school at NTU.

You are therefore required to indicate your preference as to which of the following constituent bodies you would like to be a member of at NTU.

First Year Engineering Students may opt for one of the following Clubs:

- a. Civil & Environmental Engineering Club (CEE Club)
- b. Electrical & Electronic Engineering Club (EEE Club)
- c. Mechanical & Aerospace Engineering Club (MAE Club)

Renaissance Engineering Programme (REP) Students may opt for one of the following Clubs :

- a. Civil & Environmental Engineering Club (CEE Club)
- b. Electrical & Electronic Engineering Club (EEE Club)
- c. Mechanical & Aerospace Engineering Club (MAE Club)
- d. Chemical & Biomedical Engineering Club (CBE Club)
- e. Computer Engineering Club (CE Club)
- f. Materials Science & Engineering Club (MSE Club)

You are required to make your option by **5 August 2016**. Option can be made electronically through StudentLINK.

Please note that the constituent club you have opted for might not necessarily be the school you will be streamed to in your second year (for those attending common courses) or third year (for those taking REP) at NTU.

Category 2

Students who are offered the following degree programmes are automatically members of the constituent body relevant to the school in which the degree programme is offered:

Degree Programme	Club
Civil Engineering	Civil & Environmental Engineering Club (CEE Club)
Environmental Engineering	
Maritime Studies	
Electrical & Electronic Engineering	Electrical & Electronic Engineering Club (EEE Club)
Information Engineering & Media	
Aerospace Engineering	Mechanical & Aerospace Engineering Club (MAE Club)
Mechanical Engineering	
Bioengineering	Chemical & Biomedical Engineering Club (CBE Club)
Chemical & Biomolecular Engineering	
Computer Engineering	Computer Engineering Club (CE Club)
Computer Science	
Materials Engineering	Materials Science & Engineering Club (MSE Club)

No option is needed to be made for this category of students.

Financial Information

20. SPECIAL TERM FEES

20.1 Special Term Fees

The following fees will be charged for your early enrolment to the University by taking Special Term courses:

The special term fees payable will depend on the year students first accepted a place in the University. Please refer to

<http://admissions.ntu.edu.sg/UndergraduateAdmissions/Pages/FeesTuitionGrant.aspx> for more information.

20.2 Payment of Fees

Students are required to make payment for the courses registered for the Special term from **4 April to 8 April 2016**. Several payment options are available and the detailed instructions for each option will be given when you subsequently confirm your acceptance of the courses that the University has registered for you.

21. FINANCIAL ASSISTANCE SCHEMES

21.1 CPF Education Scheme (student's own or parents' CPF savings)

The application period is from **7 March to 21 March 2016**.

Please note that CPF savings can be used for the payment of tuition fee only. It cannot be used to pay compulsory miscellaneous fees and hall rental charges.

Please refer to http://mycpf.cpf.gov.sg/Members/Gen-Info/Features/CPFEdn_Scheme.htm for more information on the CPF Education Scheme.

21.2 NTU-administered Bursaries (NTU/MOE/CDC CCC Bursary)

Bursaries are open for application to financially needy full-time undergraduates of all nationalities. Bursary application is to be completed online.

After you have matriculated online, apply via StudentLINK from **25 March to 30 April 2016**.

More information on the scheme is available at

<http://admissions.ntu.edu.sg/UndergraduateAdmissions/FinancialAssistance/Pages/BursarybyNTU.aspx>

21.3 Tuition Fee Loan Scheme

Full-time undergraduates of all nationalities regardless of family income can obtain a Tuition Fee Loan (TFL) of up to 90% of the subsidised tuition fee payable by Singapore Citizens for the same programme. The loan does not cover miscellaneous fees and hall rental charges.

The university has appointed the following banks as agents to administer the TFL Scheme.

- Development Bank of Singapore Ltd (DBS Bank)
Hotline: 6333 0033
- Oversea-Chinese Banking Corporation Ltd (OCBC Bank)
Hotline: 1800-438 3333

The application period is up to **30 April 2016**. To apply, please download the application form from

<http://admissions.ntu.edu.sg/UndergraduateAdmissions/FinancialAssistance/TuitionFeeLoan/Pages/ForFullTimeProgramme.aspx>. Students are required to submit the completed application form to the bank (DBS Bank or OCBC Bank) in Singapore.

21.4 Study Loan Scheme

The Study Loan must be held concurrently with one or more of the schemes - Tuition Fee Loan/CPF Education Scheme/ Mendaki Tertiary Tuition Fee Subsidy or Loan Scheme, where applicable. It will provide a loan to finance the part of the subsidised fees payable by Singapore Citizens not covered by the Tuition Fee Loan/CPF Education Scheme/Mendaki Tertiary Fee Subsidy or Loan Scheme, and offers an optional living allowance loan of up to S\$3,600 per academic year.

After you have matriculated online, apply via StudentLINK **from 25 March to 30 April 2016**.

For further details, please refer

<http://admissions.ntu.edu.sg/UndergraduateAdmissions/FinancialAssistance/NTUStudyLoan/Pages/ForFullTimeProgramme.aspx>.

21.5 Mendaki Tertiary Tuition Fee Subsidy Scheme

This scheme is open to Singaporean/Singapore Permanent Resident Malay full-time undergraduates with monthly household Per Capita Income (PCI) of not more than \$1,500, receiving MOE Tuition Grant and pursuing their first full-time degree. The scheme covers 50% - 100% of the subsidised tuition fees.

The application period is from **7 March to 21 March 2016**. The application form and information on this scheme is available at

<http://admissions.ntu.edu.sg/UndergraduateAdmissions/FinancialAssistance/Pages/MendakiTertiary.aspx>.

21.6 Post-Secondary Education Account (PSEA)

Under this scheme, full-time undergraduate students who have a PSEA Account can use the funds in the account for the payment of tuition and miscellaneous fees. The application period is from **7 March to 21 March 2016**. The application form and information on this scheme is available at

<http://admissions.ntu.edu.sg/UndergraduateAdmissions/FinancialAssistance/Pages/PSEA.aspx>.

21.7 Other Financial Assistance Schemes

For information on other financial aid schemes, please refer to

<http://admissions.ntu.edu.sg/UndergraduateAdmissions/FinancialAssistance/Pages/default.aspx>.

22. OTHER INFORMATION

More information can be found at the Freshmen Portal at www.ntu.edu.sg/freshmen in June 2016.