

## **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. PHOTO SUBMISSION, CONFIRMATION OF NAME AND DESIGN FOR MATRICULATION CARD AND ONLINE DECLARATION**

Please perform the following actions in the given order **by 15 March 2019** at [here](#):

- (1) Confirm your name (including its sequence) matches the one printed on your NRIC/ passport.  
If there is subsequent amendment after you have confirmed your name, you will need to apply for a replacement matriculation card with a [fee](#).
- (2) Choose your matriculation card design
- (3) Upload a recent passport-sized photograph for your matriculation card  
Click [here](#) for the photo image specifications.
- (4) Declare that you acknowledge the University's Code of Conduct, NTU Personal Data Privacy Statement and Consent for Students, and IT Rules for User Accounts.

- (5) For students admitted to the Medicine programme:  
Please submit your acknowledgement of the screening and vaccination requirements stipulated by the Ministry of Health.

#### **4. 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>.

#### **5. 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](#).**

#### **6. CHANGE OF PERSONAL PARTICULARS**

Throughout their studies, students are responsible for keeping their personal particulars updated in the University's records in a timely manner. The University will not be accountable for delayed or lost correspondence due to incorrect or outdated students' addresses or contacts. Students should update any changes in their address or contacts or guardian's details electronically through StudentLINK > Administrative Matters> Change of Personal Particulars. For procedures on changes of student particulars, please click [here](#).

#### **7. LEAVE OF ABSENCE, AND WITHDRAWAL FROM UNIVERSITY**

Please click [here](#) for more details.

#### **8. CODE OF CONDUCT**

Please refer to

<http://www.adm.ntu.edu.sg/Programmes/Undergraduate/UndergraduateProgrammes/undergraduatepolicies/Pages/Policies-and-Codes-of-Conduct-For-Students.aspx>.

#### **9. 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 2019**. 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 can be collected on the spot upon payment of \$18.10.

Alternatively, you may apply via Transitlink's online portal at:

[https://www.transitlink.com.sg/eservice/econcession/app\\_form1.php?app\\_type=5](https://www.transitlink.com.sg/eservice/econcession/app_form1.php?app_type=5)

#### **10. 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.

## 11. 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 2019**. 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)
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No option is needed to be made for this category of students.

## ***Health and Insurance***

### **12. 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.

Students can complete the health screening at:

- any registered physician in Singapore or
- at the Fullerton Health @ NTU at University Health Service Building on **16 April 2019**.

The completed [Health Screening Form \(MC1\)](#) and X-ray report should be submitted personally by hand to the Fullerton Health @ NTU as reports sent by mail might be lost in the process by 19 April 2019.

#### **FOR STUDENTS TAKING BIOMEDICAL SCIENCES AND CHINESE MEDICINE PROGRAMME**

On top of the MC1 Form, please get the physician to complete the [MC1B form](#) for the Hepatitis B screening blood test.

#### **FOR STUDENTS TAKING SPORT SCIENCE AND MANAGEMENT PROGRAMME**

On top of the MC1 Form, please use the [MC1A form](#) for the physician to complete at the point of health screening. The completed form has to be retained by the student.

#### **For students who intend to complete the health screening at Fullerton Healthcare @ NTU**

##### **Booking of Health Screening Appointment**

The health screening appointment can be booked [online](#) at from now to 16 April 2019. 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 Fullerton Health @ 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 Fullerton Health @ 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 Fullerton Healthcare @ NTU directly at 6793 6974 or 6793 6828 for further assistance.

Before you come 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 Fullerton Healthcare @ NTU at the time of your health screening. You should do your Chest X-ray only after the physical examination of your health screening.

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.

**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.

**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.

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

### 13. MEDICAL AND INSURANCE COVERAGE

#### 13.1 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.

#### 13.2 Group Personal Accident Insurance Scheme

One Stop @ SAC 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 2019 inclusive). If you are interested, please use the form at [Annex A](#), which contains further information on the cover.

## Academic Matters

### 14. ACADEMIC CALENDAR

#### 14.1 Special Term for AY2018-19

<b>SPECIAL TERM I</b>	<b>13 May 2019</b>	<b>21 Jun 2019</b>	<b>6 weeks</b>
Revision & Examination	17 Jun 2019	21 Jun 2019	
<b>SPECIAL TERM II</b>	<b>24 Jun 2019</b>	<b>2 Aug 2019</b>	<b>6 weeks</b>
Revision & Examination	29 Jul 2019	2 Aug 2019	

#### 14.2 Academic Calendar AY2019-20

Please refer to [here](#) for academic calendar AY2019-20.

### 15. ACADEMIC UNIT SYSTEM (AUS) HANDBOOK

This [handbook](#) is an important starting point for you. It contains information on the candidature and graduation requirements, curricular requirements, registration of courses, examinations and grading systems in NTU.

## 16. ONLINE MATRICULATION AND REGISTRATION OF COURSES

You are required to matriculate online first. Following matriculation, you will be able to select your desired courses. Please refer to the following websites for instructions:

- (i) [Online Matriculation](#)
- (ii) [Registration of Courses](#)

## *Accommodation*

### 17. STUDENT ACCOMMODATION

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

## *Financial Information*

### 18. SPECIAL TERM FEES

#### 18.1 Special Term Fees

The special term fees will be based on the year students first accepted a place in the University. Please refer to [here](#) for more information.

#### 18.2 Payment of Fees

Students are to make payment for the courses registered from **1 April to 8 April 2019**. Several payment options are available and the detailed instructions for each option will be given when you confirm to accept the courses that has been allocated to you.

### 19. FINANCIAL ASSISTANCE SCHEMES

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

Central Provident Fund (CPF) Education Scheme is a loan scheme for payment of MOE subsidized tuition fees for full-time undergraduate programmes. The scheme does not cover compulsory miscellaneous fees and hostel fee.

Application is online via CPF website from **4 March 2019 to 15 March 2019**.

For more information, please refer to [CPF Board](#) website.

#### 19.2 NTU-administered Bursaries (NTU/MOE/CDC CCC Bursary)

Bursaries are open for application to financially needy full-time undergraduates of all nationalities.

Application is online via StudentLINK from **1 April 2019 to 30 April 2019** (after you have matriculated online).

For more information, please refer to [Financial Aid](#) website.

#### 19.3 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 2019**. To apply, please download the application form from [Financial Aid](#) website and follow the instructions to apply.

#### **19.4 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 **20 March to 25 March 2019**.

For more information, please refer to [Financial Aid](#) website.

#### **19.5 Mendaki Tertiary Tuition Fee Subsidy Scheme**

Mendaki Tertiary Tuition Fees Subsidy (TTFS) Scheme is an education subsidy for Singaporean/Singapore Permanent Resident Malay students pursuing full-time undergraduates programme, which covers up to their subsidized tuition fee.

Application is online via Mendaki website from **4 March 2019 to 15 March 2019**.

For more information, please refer to [Mendaki](#) website.

#### **19.6 Post-Secondary Education Account (PSEA)**

PSEA scheme is administered by the Ministry of Education (MOE) which allows students to utilize the funds in their own and/or their siblings' PSEA accounts for the payment of tuition/miscellaneous fees, selected fees and costs.

Application period is from **4 March 2019 to 15 March 2018**.

For application and more information, please refer to [Financial Aid](#) website.

### **20. OTHER INFORMATION**

More information can be found at the Freshmen Portal at [www.ntu.edu.sg/freshmen](http://www.ntu.edu.sg/freshmen) in June 2019.