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 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. Please do not share your password with anyone. NTU Service Desk staff will never request for your password via Email or phone.
   (c) 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. ONLINE DECLARATION AND SUBMISSION OF PHOTOGRAPH
   You are required to make your declaration and submit your photograph online at https://wis.ntu.edu.sg/pls/webexe/adm_acceptance_form.login by 20 March 2015. All new students will be issued a matriculation card.

4. ONLINE MATRICULATION AND REGISTRATION OF COURSES
   Please refer to Annex A on 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.

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 other changes of student particulars prior to matriculation, please inform the Office of Admissions and Financial Aid. After matriculation, please access [http://www.ntu.edu.sg/Students/Undergraduate/AdminServices/Pages/ChangeofPersonalParticulars.aspx](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](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](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](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](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 Medical Centre, NTU on 21 April 2015.

During this period of the health screening, X-ray is 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
The health screening appointment can be booked online at from now to 17 April 2015. Click here to book. 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 upon arrival 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$50 (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 2015 inclusive). If you are interested, please use the form at **Annex B**, which contains further information on the cover.
**Academic Matters**

**15. ACADEMIC CALENDAR**

**15.1 Special Term AY2014-15**

<table>
<thead>
<tr>
<th>Term I</th>
<th>11 May 2015</th>
<th>19 Jun 2015</th>
<th>6 weeks</th>
</tr>
</thead>
<tbody>
<tr>
<td>Revision &amp; Examination</td>
<td>15 Jun 2015</td>
<td>19 Jun 2015</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Term II</th>
<th>22 Jun 2015</th>
<th>31 Jul 2015</th>
<th>6 weeks</th>
</tr>
</thead>
<tbody>
<tr>
<td>Revision &amp; Examination</td>
<td>27 Jul 2015</td>
<td>31 Jul 2015</td>
<td></td>
</tr>
</tbody>
</table>

**15.2 Academic Calendar AY2015-16**

Please refer to [http://www.ntu.edu.sg/Students/Undergraduate/AcademicServices/AcademicCalendar/Pages/AY2015-16.aspx](http://www.ntu.edu.sg/Students/Undergraduate/AcademicServices/AcademicCalendar/Pages/AY2015-16.aspx) for academic calendar AY2015-16.

**16. STUDENT ACCOMMODATION**

Please refer to “Accommodation on NTU Campus”.

**17. TERTIARY STUDENT 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 tertiary student concession card, you may approach any TransitLink Card Replacement Office from 2 May 2015. The list of card replacement offices and their operation hours are available at [http://www.transitlink.com.sg](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 Tertiary Student Concession Card can be found at [http://www.ntu.edu.sg/SAO/OurServices/Pages/EZ-LinkConcessionCard.aspx](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 **12 August 2015**. 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:

<table>
<thead>
<tr>
<th>Degree Programme</th>
<th>Club</th>
</tr>
</thead>
<tbody>
<tr>
<td>Civil Engineering</td>
<td>Civil &amp; Environmental Engineering Club (CEE Club)</td>
</tr>
<tr>
<td>Environmental Engineering</td>
<td></td>
</tr>
<tr>
<td>Maritime Studies</td>
<td></td>
</tr>
<tr>
<td>Electrical &amp; Electronic Engineering</td>
<td>Electrical &amp; Electronic Engineering Club (EEE Club)</td>
</tr>
<tr>
<td>Information Engineering &amp; Media</td>
<td></td>
</tr>
<tr>
<td>Aerospace Engineering</td>
<td>Mechanical &amp; Aerospace Engineering Club (MAE Club)</td>
</tr>
<tr>
<td>Mechanical Engineering</td>
<td></td>
</tr>
<tr>
<td>Bioengineering</td>
<td>Chemical &amp; Biomedical Engineering Club (CBE Club)</td>
</tr>
<tr>
<td>Chemical &amp; Biomolecular Engineering</td>
<td></td>
</tr>
<tr>
<td>Computer Engineering</td>
<td>Computer Engineering Club (CE Club)</td>
</tr>
<tr>
<td>Computer Science</td>
<td></td>
</tr>
<tr>
<td>Materials Engineering</td>
<td>Materials Science &amp; Engineering Club (MSE Club)</td>
</tr>
</tbody>
</table>

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 6 April to 10 April 2015. 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 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 2015.

More information on the scheme is available at http://admissions.ntu.edu.sg/UndergraduateAdmissions/FinancialAssistance/Pages/BursarybyNTU.aspx

21.2 CPF Education Scheme (student’s own or parents’ CPF savings)
The application period is from 9 March to 23 March 2015.

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.

21.3 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 from 1 February to 30 April 2015. 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 scheme is open to financially needy students of all nationalities. The Study Loan must be held concurrently with the Tuition Fee Loan/CPF Education Scheme/Mendaki Tertiary Tuition Fee Subsidy 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 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 2015.

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 9 March to 23 March 2015. 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 9 March to 23 March 2015. 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 2015.