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NANYANG TECHNOLOGICAL UNIVERSITY

The Academic Unit System

(Updated as at April 2008)

1. Academic Calendar

The academic year is divided into two semesters of 17 weeks each. Examinations are held at the end of each semester. There are two special terms during the Semester 2 vacation.

2. Academic Units

Under the Academic Unit System, each course is assigned a certain number of academic units (AU).

The academic unit is a measure of the student's work-load associated with both class attendance and preparation. For a typical one-semester course, the number of academic units is calculated as follows:

- (a) one hour of lecture/tutorial per week : 1 AU
- (b) 3 hours laboratory/fieldwork per week : 1 AU

3. Curricular Requirements

(1) Courses of Study

The courses of study in every undergraduate programme are classified under 3 categories, namely -

- (a) Core Courses - these are compulsory courses required to satisfy programme requirements.
- (b) Prescribed Electives - these are courses for specialisation in a particular degree programme.

These may also be broadening courses in:

- art, humanities & social sciences,
- business & management,
- science, technology and society.

- (c) Unrestricted Electives - these are courses chosen by students to broaden their learning experience.

Unrestricted electives may be taken from the list of courses offered by the School to which the student belongs or, with the approval of the Chair of the student's School, from courses offered by other Schools in the University.

Although unrestricted electives may be taken in any year of study, students are advised to plan carefully when to take the unrestricted electives in order not to delay their graduation.

For the purpose of fulfilling the requirements of the programme and for classification of the degree, a course once confirmed by the student as being registered as a prescribed elective shall not be re-classified as an unrestricted elective, and vice-versa.

Please refer to the website at

<http://www.ntu.edu.sg/OAS/Undergraduate+Studies/Registration+of+Courses/> for more information on the General Education Requirement.

(2) Pre-requisites

Some courses may only be offered to students who have obtained at least the specified grade in certain related courses offered at a lower level. These lower-level courses are called the “pre-requisites” for the higher-level courses.

(3) Period of Candidature

(a) The period of candidature for each programme is as follows:

| | <u>Period of Candidature</u> | | |
|--|------------------------------|----------------|----------------|
| | <u>Normal</u> | <u>Minimum</u> | <u>Maximum</u> |
| <u>College of Engineering</u> | | | |
| Aerospace Engineering) | | | |
| Bioengineering) | | | |
| Chemical & Biomolecular Engineering) | | | |
| Civil Engineering) | | | |
| Computer Engineering) | | | |
| Computer Science) | 4 years | 3½ years | 7 years |
| Environmental Engineering) | | | |
| Electrical & Electronic Engineering) | | | |
| Information Engineering & Media) | | | |
| Maritime Studies) | | | |
| Materials Engineering) | | | |
| Mechanical Engineering) | | | |
| Double Degree in Business and Computing | 4 years | 4 years | 7 years |
| Double Degree in Engineering and Economics | 5 years | 4½ years | 8 years |
| <u>College of Science</u> | | | |
| Biological Sciences) | | | |
| Chemistry & Biological Chemistry) | | | |
| Mathematical Sciences) | 4 years | 3½ years | 7 years |
| Mathematics & Economics) | | | |
| Physics & Applied Physics) | | | |
| Double Degree in Biomedical Sciences and Chinese Medicine* | 5 years | 5 years | 8 years |
| <u>College of Business (Nanyang Business School)</u> | | | |
| Accountancy) | 3 years | 3 years | 5 years |
| Business) | | | |
| Double Degree in Accountancy and Business | 4 years | 3½ years | 5 years |
| <u>College of Humanities, Arts & Social Sciences</u> | | | |
| Art, Design & Media) | | | |
| Chinese) | | | |
| Communication Studies) | | | |
| Economics) | 4 years | 3½ years | 7 years |
| English) | | | |
| Linguistics & Multilingual Studies) | | | |
| Psychology) | | | |
| Sociology) | | | |

* Inclusive of 2 years at Beijing University of Chinese Medicine
All leave of absence (except approved medical leave) is counted towards the period of candidature.

(b) For students admitted directly to the second year of a 4-year programme, the minimum and the maximum periods shall be 2.5 years and 5 years respectively.

(c) Students who transfer credits from another university must comply with the requirements in section 3(5).

(4) Classification of Students

Students are classified as Year 1 to Year 5 students according to the number of academic units earned as stipulated. While re-classification is done normally at the end of an academic year, where appropriate, this may be done at the end of the first semester.

Students placed on Academic Warning and Academic Probation will not be re-classified until they have been restored to good academic standing.

(5) Transfer of Academic Units

With the prior approval of the Chair concerned, students are allowed to take some courses from another university and transfer the number of academic units earned from that university towards fulfilling the degree requirements of this University. Students who have taken some courses from another university prior to their admission to this University may apply for transfer of credits earned.

Grades obtained for credits earned in other institutions are not counted in the classification of the degree awarded.

To be eligible for the award of a Bachelor's degree of this University, a student must fulfil the following conditions:

(a) 3-year programmes

Complete not less than 2 academic years of study at the University and obtain from the University not less than 66 AU of graded courses.

4-year programmes

Complete not less than 3 academic years of study at the University and obtain from the University not less than 77 AU of graded courses.

For a student admitted directly to the second year of a 4-year programme, complete not less than 2½ academic years of study at the University and obtain from the University not less than 66 AU of graded courses.

- (b) Pass all or been exempted from some of the examinations prescribed for the degree;
- (c) Satisfy all other requirements prescribed for the degree.

4. Registration of Courses

(1) Student Automated Registration System

Except where the courses to be taken by students in any semester are allocated by the Office of Academic Services, all students must register their courses through the Student Automated Registration System (STARS) according to the schedule announced by the Office of Academic Services.

Students who join any classes without registration will not be allowed to take the examination(s) for the course(s) involved.

(2) Add/Drop Courses

Students may add or drop any course provided this is done within the add/drop period as announced by the Office of Academic Services.

A course that is dropped during the add/drop period will not appear in the official transcript.

A student who is still registered for a course after the add/drop period but did not subsequently sit for the examination will be deemed to have read and failed the course. 'F' will appear on his official transcript.

(3) Academic Load

In order to complete the degree requirements within the normal specified period of candidature, full-time students at NTU are expected to carry an academic load of 16 to 21 Academic Unit (AU) per semester (approximately 4 to 6 courses).

Subject to approval by the Chair concerned, students may be allowed to take up to 8 AU (approximately two courses) more or less than the normal semester academic load to enable them to pursue their studies at a pace commensurate with their needs and/or capabilities.

(4) Restricted Repeat

Final Year students, who have failed any core course which is not offered in the semester following the failure, may be permitted to take the failed course(s) as restricted repeat(s). This arrangement is available only for Final Year core courses which students cannot replace with any other courses offered in the following semester. Additionally, only Final Year students deemed to have sufficient academic units to meet graduation requirements will be eligible for restricted repeat(s).

5. Examinations and Grades

(1) Examinations

An examination for each of the courses offered in the semester is held at the end of the semester.

Students are not allowed to retake courses they have passed in order to improve on the grades of these courses. The grades for all attempts in all courses taken by a student are shown in his official transcript.

(2) Grade Point Average (GPA) System

The Grade Point Average (GPA) system is applicable to students admitted to the School of Humanities and Social Sciences in the academic year 2004-2005, all students admitted to Year 1 with effect from academic year 2005-2006 and direct entry students admitted to Year 2 with effect from academic year 2006-2007.

(a) Grades and grade points are assigned as follows:

| Letter-Grade | Grade Point |
|--------------|-------------|
| A+ | 5.0 |
| A | 5.0 |
| A- | 4.5 |
| B+ | 4.0 |
| B | 3.5 |
| B- | 3.0 |
| C+ | 2.5 |
| C | 2.0 |
| D+ | 1.5 |
| D | 1.0 |
| F | 0.0 |

The above grades also apply to all current students with effect from the academic year 2005-2006.

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

- * - Course with Pass/Fail grading only
- # - Repeated attempt
- IP - In Progress
- LOA - Absent (with valid reasons)
- EX - Exempted from course
- TC - Transfer credits
- S - Satisfactory
- U - Unsatisfactory

(c) The Year Grade Point Average (YGPA) represents the grade average of all courses (including failed courses) attempted by a student in any year.

The computation of YGPA is as follows:

$$\frac{[\text{Grade Point} \times \text{AU for Course 1}] + \dots + [\text{Grade Point} \times \text{AU for Course X}]}{[\text{Total AU attempted in a year}]}$$

(d) 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:

$$\frac{[\text{Grade Point} \times \text{AU for Course 1}] + \dots + [\text{Grade Point} \times \text{AU for Course X}]}{[\text{Total AU attempted in all the semesters so far}]}$$

(e) The CGPA will be reflected in students' transcripts.

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

(g) Students are not allowed to repeat any courses taken except those with 'F' grade.

- (h) The requirements for graduation are as follows:
- Successful completion of the prescribed academic unit requirement as set out by the programme curriculum.
 - A minimum CGPA of 2.00 is required at the end of the final semester of study.
- (i) 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
- (j) Students with poor results will be accorded the following academic standing and subjected to performance review:
- Academic Warning – if the CGPA falls below 2.00 for any given semester.
 - Academic Probation – if the CGPA falls below 2.00 for the following semester.
 - Academic Termination – if the CGPA falls below 2.00 for the 3rd consecutive semester, or at the end of the final semester of study. A letter of termination will be issued. Appeal against termination on the grounds of extenuating circumstances may be made, subject to the following rules:
 - the appeal must be submitted to the relevant School by the end of the first week of a semester;
 - normally only one appeal is allowed per candidature.
- (k) A minimum CGPA of 2.0 must be maintained at the end of each semester to qualify for the overloading of courses.
- (l) The Dean's list will be compiled on a yearly basis. The top 5% of the cohort, subject to attaining a minimum YGPA of 4.50, is eligible for the Dean's list.
- (m) Students enrolled in the Accelerated Bachelor's Programme must maintain a minimum CGPA of 4.00 in order to remain in the Programme. However, some Schools may set a higher minimum CGPA. For these Schools, the students will be informed.
- (n) Credits for courses taken from approved student exchange programmes will be excluded from the CGPA computation, but they will be counted toward the academic unit requirement for graduation, and reflected in the transcript.
- (o) The cut-off for each degree classification is as follows:

| CGPA Range | Class of Honours | |
|-------------|-----------------------------|-----------------------------|
| | 4-year Programme | 3-year Programme |
| 4.50 – 5.00 | First Class * | First Class |
| 4.00 – 4.49 | 2 nd Class Upper | 2 nd Class Upper |
| 3.50 – 3.99 | 2 nd Class Lower | 2 nd Class Lower |
| 3.00 – 3.49 | Third Class | Pass with Merit |
| 2.00 – 2.99 | Pass | Pass |

* 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.