

OA/0431

Candidates who have accepted our offer to read the Part-Time B. Eng Programme will find the following details useful. You are advised to read the information and instructions carefully:

1. ACCEPTANCE FORM

If you accept the offer of admission, you should complete the on-line Acceptance Form by **22 May 2023**.

- **Information required to be completed in the on-line Acceptance Form:**
 - Personal particulars – religion*, marital status*, race*
 - Parent's particulars (Name; NRIC/FIN/Passport number; Citizenship; Race; Education and Occupation)
 - Guardian/Next-of kin Particulars (if any)
 - Siblings*[indicate number of brother(s)/sister(s)]
 - Others* - family monthly income; type of residence; residence ownership

- **For fields that are not applicable to you, please indicate 'N.A.'**

If you are rejecting the offer, you are still required to reject using the On-line Acceptance Form.

* Mandatory fields.

A matriculation number will be assigned to you after you have accepted the offer. You are to use the matriculation number to matriculate online.

2. PHOTOGRAPH SUBMISSION, CONFIRMATION OF NAME AND DESIGN FOR MATRICULATION CARD & DECLARATION OF CODES AND CONDUCT AND COMPLIANCES

All new students will receive a matriculation card.

More than just a form of identification, your matriculation card is enabled with NETS Flashpay, which means you can use it to make cashless payments at shops within and outside campus, and when taking public buses and MRT trains. The card also enables you to borrow books and other library resources, as well as to access computer labs and other campus facilities.

Please perform the following actions [here](#) in the given order:

- (i) **Confirm that your name (including its sequence) matches the one printed on your NRIC/ passport:**

Please proceed to upload an image of your NRIC (for Singapore Citizens and Permanent Residents)/ passport information page (for other nationalities) at the item titled 'Upload NRIC' or 'Provide Passport Details' within **2 working days after obtaining your matriculation number**. If the above step is not completed, your matriculation card will not be ready in time and you will only receive your card after the scheduled collection period.

If there is any subsequent amendment after you have confirmed your name, you will need to apply for a replacement matriculation card with a fee.

- (ii) **Choose your card design:**

The matriculation card has 2 designs for you to choose from, which are winning entries designed and voted by students.

- (iii) **Upload a recent passport-sized photograph for your matriculation card.**

Click [here](#) for the photo image specifications.

- (iv) **Declare that you acknowledge the University's Codes of Conduct, NTU Personal Data Privacy Statement and Consent for Students, and IT Acceptance Use Policy for the University's computing facilities.**

3. ONLINE MATRICULATION

Matriculation is a formal process where a person registers to study at the University and thus becomes a member of the University student community. Matriculation carries with it the agreement to abide by the University rules and regulations and codes of conduct. This includes payment of any fees required by the University.

Matriculation is done online at <https://www.ntu.edu.sg/admissions/matriculation> and the matriculation period is from **20 July to 25 July 2023 (10am to 10pm)**. After you have successfully matriculated, you will be able to print your class timetable.

If you accept our offer of admission from 25 July 2023 onwards, please matriculate one working day after you have created your network account. Please note that your name will not be in the University's register if you do not matriculate online.

4. REGISTRATION OF COURSES

Courses for Semester 1

As this is your first semester in NTU, you will be assigned your class timetable. You do not have to register courses on your own unless you receive separate instructions from your School. After you have matriculated, you will be able to print your class timetable at the same matriculation link. If you do not intend to register for additional courses, you can proceed to attend your classes.

Note: For subsequent semesters, you have to register your courses on your own through the Student Automated Registration System (STARS).

Adding or Dropping Courses

The Add/Drop period (Teaching Week 1) provides an opportunity for students to assess whether the courses and load that they have registered suit their pace, interest and learning needs. During this period, students may drop courses that do not meet their needs and try another.

As this is your first semester of enrolment, it may not be wise to add additional course(s) as you are still adjusting to University's life and curriculum demand. Please seek your School's advice/approval and read the specific instructions for your programme in your School's webpage, before adding or dropping courses. You can find your School's contact info from the Office of Academic Services (OAS) Course Registration intranet.

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. An 'F' grade will appear on his official transcript.

More Information on Course Registration

The Add/Drop schedule, overview of the curriculum structure, Step-by-Step Guide to Course Registration and user guide for STARS are available in the OAS Course Registration intranet. Accessing the intranet requires login using your network account.



<https://www.ntu.edu.sg/admissions/undergraduate/freshmen/course-registration>

Enquiries

For enquiries on class timetabling, curriculum and other academic matters, please contact the respective Part-time Programme Office:

School of Electrical & Electronic Engineering

Tel: 6592 2572

Email: EEEPT-BEProg@ntu.edu.sg

Website:

[https://www.ntu.edu.sg/eee/admissions/programmes/undergraduate-programmes/detail/bachelor-of-engineering-in-electrical-and-electronic-engineering-\(part-time\)](https://www.ntu.edu.sg/eee/admissions/programmes/undergraduate-programmes/detail/bachelor-of-engineering-in-electrical-and-electronic-engineering-(part-time))

School of Mechanical & Aerospace Engineering

Tel: 6790 6417

Email: mae_reg@ntu.edu.sg

Website:

<https://www.ntu.edu.sg/mae/admissions/current-students/undergraduate/part-time-programme>

School of Computer Science & Engineering

Tel: 6790 4863

Email: scse-pt@ntu.edu.sg

Website:

[https://www.ntu.edu.sg/scse/admissions/programmes/undergraduate-programmes/bachelor-of-engineering-\(computer-science\)-part-time](https://www.ntu.edu.sg/scse/admissions/programmes/undergraduate-programmes/bachelor-of-engineering-(computer-science)-part-time)

5. ACADEMIC STRUCTURE HANDBOOK

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

6. MEDICAL EXAMINATION

All students **must** undergo a medical examination prior to admission to the University. This is 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
- the campus clinic "Fullerton Healthcare @ NTU", University Health Service Building and appointment must be made in advance. **Walk-ins without appointment may not be entertained** as we need to observe the prevailing safe distancing guidelines from the government. Students who are unable to have the health screening done at the campus clinic may have it done by any registered physician in Singapore.

The completed [Health Screening Form \(MC1\)](#) and X-ray report should be submitted personally by hand to the Medical Centre in NTU by **17 July 2023** as reports sent by mail might be lost in the process. Unless you hear from us to the contrary, you may assume that your medical report is in order.

For more information on the medical examination in terms of health screening appointment or procedures, you may refer to the link provided below:

<https://www.ntu.edu.sg/admissions/undergraduate/freshmen/health-screening>

Special medical conditions to note:

Colour Blindness – To be eligible for engineering programmes, students must be able to correctly identify red and green wires.

Fullerton Healthcare @ NTU
University Health Services Building
36 Nanyang Avenue Singapore 639801

Tel: 6793 6974 / 6793 6828

7. PAYMENT OF FEES AND GIRO APPLICATION FORM

Payment of tuition fees will be deducted through GIRO. Please click on [this link](#) (available from 26 June 2023 onwards tentatively) to submit bank details online before printing the Application Form for Interbank GIRO. You will be prompted to log in using your Network User Name and Password. Please ensure you have **activated your Network account**. Once printed, please sign it before submission to One Stop @ Student Activities Centre, [NS3-01-03 North Academic Complex, 50 Nanyang Avenue, Singapore 639798](#). Please refer to the following website for more details.

<https://www.ntu.edu.sg/admissions/undergraduate/freshmen/financial-matters/apply-for-interbank-giro>

8. STUDENT DISCIPLINE, UNIVERSITY RULES & REGULATIONS AND COMPUTER ACCOUNT

As a student of the University, you must comply with the University Statutes and Regulations, and the requirements of the University in the exercise of its authority thereunder. At all times you are obliged to uphold the good name of the University.

Your attention is drawn in particular to the **Acceptance IT usage policy** and also the rules and regulations governing examinations which will be given to you before each semestral examination. The University takes a very serious view on any breach of its regulations. Students found to have breached any of the University regulations will be subjected to disciplinary action and may be expelled from the University. Please read the **Acceptance IT usage policy** at

<https://www.ntu.edu.sg/life-at-ntu/internet-account-and-policy/acceptable-it-usage-policy>

9. DRESS CODE FOR STUDENTS ON CAMPUS

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. |

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.

10. LEAVE OF ABSENCE AND WITHDRAWAL FROM UNIVERSITY

Please click [here](#) for more details

11. 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](#).

After accepting your offer, please follow through with each of the activities in the checklist below and keep track of the important administrative and academic deadlines.

	Forms	Closing Date	Forwarding Address/Website
1.	Online Acceptance Form	22 May 2023	To accept or reject our admission offer on-line via https://wis.ntu.edu.sg/pls/webexe/adm_acceptance_form.login
2.	IT Survey Form	22 May 2023	To complete in the on-line Acceptance Form.
3.	Online Declaration for Ministry of Education Tuition Fee Subsidy (If applicable)	22 May 2023	To complete the MOE Tuition Fee Subsidy declaration and submission of Employer's Letter on-line via https://wis.ntu.edu.sg/pls/webexe/adm_acceptance_form.login
4.	Medical Examination	31 May 2023	Submit the completed MC1 Form to the Medical Centre in NTU (if medical examination is completed outside NTU). If you are completing the medical examination at Fullerton Healthcare @ NTU , bring the MC1 Form with you for the check-up. (Appointment must be made in advance. Walk-ins without appointment may not be entertained) Form can be downloaded at http://www3.ntu.edu.sg/oad2/freshmenguide-A/annex/Form%20-%20MC1.pdf (Please complete Part I of the Form (MC1) before coming for the examination at Fullerton Healthcare @ NTU) If your medical examination is done by an outside registered physician, please submit the MC1 Form and X-ray personally to: Fullerton Healthcare @ NTU University Health Services Building 36 Nanyang Avenue Singapore 639801
5.	GIRO Application	Singapore Citizens & Singapore Permanent Residents – 26 June 2023 To 9 July 2023 International Students – 24 June 2023 To 21 July 2023	Please click on this link (available from 26 June 2023 onwards tentatively) to submit bank details online before printing the Application Form for Interbank GIRO, sign and submit to: One Stop @ SAC Nanyang Technological University NS3-01-03 Academic Complex North 50 Nanyang Avenue Singapore 639798 Mon – Thur 0830 - 1700hrs Fri 0830 – 1645hrs Sat, Sun & PH Closed Tel: 6790 6823 / 6592 3626
6.	Photo Submission, Confirmation of Name and Design for Matriculation Card & Declaration of Codes of Conduct and Compliances	Within 2 working days after obtaining your matriculation number	To complete the Online Acceptance Form at https://wis.ntu.edu.sg/pls/webexe/adm_acceptance_form.login
7.	Online Matriculation	20 July to 25 July 2023 (10am to 10pm)	To matriculate online at https://www.ntu.edu.sg/admissions/matriculation
8.	Collection of Matriculation Card	Refer to schedule	Check the collection schedule at https://www.ntu.edu.sg/admissions/matriculation/student_matriculation_card