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# NANYANG TECHNOLOGICAL UNIVERSITY

## The Academic Unit System

### 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 is a Special Session during the Semester 2 vacation.

### 2. Academic Units

Under the Academic Unit System, each subject 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 subject, 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) *Subjects of Study*

The subjects of study in every undergraduate course are classified under 3 categories, namely

- (a) Core Subjects - these are compulsory subjects required to satisfy course requirements.

(b) Prescribed Electives - these are subjects for specialisation in a particular degree course.

These may also be broadening subjects in:

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

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

Unrestricted electives may be taken from the list of subjects offered by the School to which the student belongs or, with the approval of the Dean of the student's School, from subjects 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 course and for classification of the degree, a subject 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+Subjects/> for more information on the General Education Requirement.

## **(2) Pre-requisites**

Some subjects may only be offered by students who have obtained at least the specified grade in certain related subjects offered at a lower level. These lower-level subjects are called the "prerequisites" for the higher-level subjects.

### (3) Period of Candidature

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

Courses	Course Period of Candidature		
	Normal	Minimum	Maximum
Accountancy, Business	3 yrs	3 yrs	5 yrs
Aerospace Engineering			
Art, Design & Media			
Bioengineering			
Biological Sciences			
Biomedical Sciences			
Chemical & Biomolecular Engineering			
Chemistry & Biological Chemistry			
Chinese			
Civil Engineering			
Communication Studies			
Computer Engineering			
Computer Science	4 yrs	3 1/2 yrs	7 yrs
Economics			
Electrical & Electronic Engineering			
English			
Environmental Engineering			
Maritime Studies			
Materials Engineering			
Mathematical Sciences			
Mechanical Engineering			
Physical Sciences			
Physics & Applied Physics			
Psychology			
Sociology			

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 course, 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) on page 5.



(b) Pass all or been exempted from some of the examinations prescribed by the Statute governing the degree;

(c) Satisfy all other requirements prescribed by the Statute governing the degree.

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

## 4. Registration of Subjects

### *(1) Student Automated Registration System*

Except where the subjects to be taken by students in any semester are allocated by the Office of Academic Services, all students must register their subjects 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 through STARS will not be allowed to take the examination(s) for the subject(s) involved.

Students may also access STARS using touchtone telephone during the assigned registration period. Please refer to Appendix I for the procedures.

### *(2) Add/Drop Subjects*

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

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

A student who drops a subject after the add/drop period will be deemed to have sat the subject and failed. 'F' will appear on his official transcript and '0' mark will be used in the computation of marks.

### **(3) Academic Load**

In order to complete the degree requirements within the normal specified period of 3 or 4 academic years, full-time students at NTU are expected to carry an academic load of 16 to 21 AU per semester (approximately 4 to 6 subjects).

Subject to approval by the Dean concerned, students may be allowed to take up to 8 AU (approximately two subjects) 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 subject which are not offered in the semester following the failure, may be permitted to take the failed subject(s) as restricted repeat(s). This arrangement is available only for Final Year core subjects which students cannot replace with any other subjects offered in the following semester. Additionally, only Final Year students deemed to have sufficient AU to meet graduation requirements will be eligible for restricted repeat(s).

## **5. Examinations and Grades**

### **(1) Examinations**

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

Students are not allowed to improve on the grades of subjects they have passed. The grades for all attempts in any subject taken by a student are shown in his official transcript.

## (2) Grade Point Average (GPA) System

The GPA system applies to all students admitted to Year 1 with effect from the 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:

- \* - Subject with Pass/Fail grading only
- # - Repeated attempt
- IP - In Progress
- LOA - Leave of absence granted
- EX - Exempted from subject
- TC - Transfer credits

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

The computation of YGPA is as follows:

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

(d) The Cumulative Grade Point Average (CGPA) represents the grade average of all subject (including failed subjects) attempted by a student.

The computation of CGPA is as follows:

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

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

(f) An 'F' grade obtained in a subject, 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 subjects 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 course 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 standing will be subjected to the following 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 3<sup>rd</sup> 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 subjects.

(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.

(n) Credits for subjects 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	Classes of Honours	
	4-year Courses	3-year Courses
4.50 – 5.00	First Class *	First Class
4.00 – 4.49	2 <sup>nd</sup> Class Upper	2 <sup>nd</sup> Class Upper
3.50 – 3.99	2 <sup>nd</sup> Class Lower	2 <sup>nd</sup> Class Lower
3.00 – 3.49	Third Class	Pass with Merit
2.00 – 2.99	Pass	Pass

\* For the 4-year B.Eng. course, 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.

## STARS USER GUIDE

### Registration by Telephone

You can access STARS through any touchtone telephone during your assigned registration period.

#### To Access STARS:

1. Dial **67925575** (From Singapore)  
**(02) - 67925575** (From Malaysia)  
**(65) - 67925575** (From all other countries)
2. Enter your **matriculation number** and **#**  
(Refer to keypad below to convert alphabet in matric no. to digit.)
3. Enter your **PIN**. Initial PIN is the 1<sup>st</sup> 8 digits of your NRIC number (Refer to keypad below to convert NRIC to digit.)

You will hear a welcome message and the action codes:

To add subject	Press 1
To drop subject	Press 2
To check subjects registered	Press 3
To check vacancies available	Press 4
To change Index Number of subject registered	Press 5
To change PIN	Press 8
To end this call	Press 9



Action codes on keypad

## A. Add Subject

1. Press **1**.
  - Please enter *Index Number of subject to be added*
2. Enter **Index Number** of subject.
  - To select subject as a *Prescribed Elective*, Press **1**.  
To select subject as an *Unrestricted Elective*, Press **2**.  
(The system will not prompt you to make any selection for subject type if the subject is a Core subject or a subject which you can select only as an Unrestricted Elective.)
3. Enter Subject Type  
Press **1** for **Prescribed Elective**.  
Press **2** for **Unrestricted Elective**.
  - You have requested Index Number (XXXX) for (Subject Code) to be added as (Core/ Prescribed/Unrestricted Elective) Subject.  
To confirm press **1**, to cancel press **2**.  
(For Unrestricted Elective/General Education Requirement Prescribed Electives, the system will prompt you to make your choice of preference if the subject is to be put on waitlist.)
4. Enter your choice of preference  
Press **1** for **First choice**.  
Press **2** for **Second choice**.  
Press **3** for **Third choice**.  
Press **4** for **Fourth choice**.  
Press **5** for **Fifth choice**.
5. Press **1** to confirm that you want to add.  
Press **2** to cancel  
If subject is added
  - (*Subject Code*) has been successfully added or
  - (*Subject Code*) has been successfully added to waitlist.If subject is not added
  - Sorry there are no more vacancies.

(If you are allocated an Unrestricted Elective/General Education Requirement Prescribed Elective, please access STARS to acknowledge your allocation during the period assigned.)

**Please note:**

You need to repeat all the steps for each subject selected.  
You will have to drop Index Number of subject already registered before you are allowed to add another Index Number of the same subject (i.e. if you want to change group). You may also press 5 to change Index Number.

## **B. Drop Subject**

1. Press **2**.
  - Please enter Index Number of subject to be dropped.
2. Enter **Index Number** of subject.
  - You have requested Index Number (XXXX) for (Subject Code) registered as (Core/Prescribed/Unrestricted Elective) to be dropped.  
Press **1** to confirm.  
Press **2** to cancel .
3. Press **1** to confirm that you want to drop.  
Press **2** to cancel.  
If you choose to drop
  - (Subject Code) has been dropped.

## **C. Check Subjects Registered**

1. Press **3**.
  - You have registered for the following subjects:  
Index Number (XXXX) for (Subject Code) as core subject.  
Index Number (XXXX) for (Subject Code) as prescribed elective.
  - You have added the following subjects to Waitlist.  
Index Number (XXXX) for (Subject Code) as unrestricted elective.

## **D. Check Vacancies**

1. Press **4**.
  - Enter Index Number of subject for which vacancy is to be checked.
2. Enter **Index Number** of subject.
  - Index Number (XXXX) for (Subject Code) has a vacancy of (XX) and
  - The number on Waitlist is (XX).

## **E. Change Index Number of Subject Registered**

1. Press **5**.
  - Enter Index Number of subject to be changed.
2. Enter **Index Number** of subject.
  - Enter Index Number of subject.
3. Enter **new Index Number** of subject.
  - You have requested Index Number (XXXX) for (Subject Code) to be changed to (XXXX). To confirm press 1, to cancel press 2.
4. Press **1** to confirm.  
Press **2** to cancel.

If you choose to confirm

- Index Number (XXXX) has been successfully changed to (XXXX).

## **F. Change Pin**

1. Press **8**.
  - Enter your new 8 to 15-digit PIN followed by # key.
2. Enter your **new 8 to 15- digit PIN** and '#'.
  - Enter your new PIN again followed by # key.
3. Enter your **new PIN again** and '#' to confirm.
  - Your new PIN has been accepted.

## TIPS FOR A SUCCESSFUL CALL

1. Call only during the period assigned to you. Do not call before or after the period as you will not be connected to the system.
2. Have your completed worksheet with you when you call.
3. Use a touchtone telephone. Touchtone telephones make a tone sound after each button is pressed.
4. As there are also other students accessing the system, it is possible that the line may be busy when you call. If so, hang up and try again later.
5. Be ready to enter your matriculation number and PIN when prompted. Remember to press the # key after each entry.
6. A voice response will guide you before each entry. Listen carefully to the messages and instructions. The system will prompt you for a response whenever necessary.
7. For faster access, you may enter the appropriate action code without having to wait for the message to be completed.

## REGISTRATION BY COMPUTER

### REGISTRATION VIA INTERNET

To access STARS via StudentLINK through the Internet, follow the set of instructions below:

1. Type <http://www.ntu.edu.sg/studentlink> to access StudentLINK
2. Click [Subject Registration](#)
3. Click [STARS](#)
4. At the [NTU Student Login](#) screen, enter your [Matric Number](#) and [PIN](#) and press enter key.

### IMPORTANT

1. You must read the instructions provided at the Office of Academic Services webpages and also by your School carefully so that you can successfully register for your choice of required subjects on your assigned registration date and within the time period allowed.
2. The maximum time given for each registration log-in session is 10 minutes.