#### (1) Course Registration Guide
- **AY2016-17 Newly Matriculated Students**
- **Existing Students**
- **Add/Drop Guide**

#### (2) Important Dates

<table>
<thead>
<tr>
<th>Activity</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Release of Class Schedule in StudentLink</strong></td>
<td>Tues, 17 May 2016</td>
</tr>
</tbody>
</table>
| **Take note of your Personalised Date and Time for Registration** | Students will be granted access to STARS based on their **Registration Study Year**, i.e. study year in Sem 1 of AY 2016-17 *(Refer to (3)).*  
  Please take note of your registration date via [StudentLink](#) from the following dates:  
  - For students admitted in AY 2015-16, and embarking on a **Single Degree Programme** *(Bachelor of Accountancy, or Bachelor of Business)*, with a **Second Specialisation** ➔ **Wed, 22 June 2016**  
  - For all other Students ➔ **Mon, 13 June 2016**  
  Students may refer to the detailed schedule in [Annex A](#).  
  **NOTE:** Please do **NOT assume** that your registration schedule is the same as your peers admitted in the same year. Students who have accumulated more AU could be promoted earlier, i.e. with more courses passed. Students who have not accumulated sufficient AU may be in a lower registration study year. |
| **Release of GERPE/UE allocation results** | Fri, 5 August 2016  
  **NOTE:** Students will be registered with the allocated course if they are successful in the course application. If you do not wish to continue reading the course, please de-register it during the Add/Drop period. Otherwise, you will be considered to have agreed to read the course and be graded at the end of the semester. |
| **Add/Drop period** | Full Time Students and In-coming Exchange Students  
  **Mon, 8 August 2016 – Sun, 21 August 2016** *(10.00 am – 10.00 pm)*  
  **Part Time Students**  
  **Mon, 8 August 2016 – Sun, 14 August 2016** *(10.00 am – 10.00 pm)*  
  **NOTE:** A student who is 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. |
| **Online Appeal (for GERPE and UE only)** | Submission of Appeals  
  **Mon, 8 August 2016 – Thurs, 11 August 2016** *(10.00 am – 10.00 pm)*  
  **Outcome of Appeals**  
  **by Thurs, 18 August 2016** |
(3) Registration Study Year

- The Registration Study Year is your study year in S1 AY 2016-17* and is determined by the following:
  
  **Total AU earned after release of S2 AY 2015-16 exam results ≥ minimum AU required to be promoted**

- For students who went on outgoing EXCHANGE in S2 AY 2015-16:
  
  **Total AU earned-to-date + School’s normal load AU for S2 AY2015-16 ≥ min AU required to be promoted**

*Students who are promoted only after the release of the Special Terms results will NOT have their registration study year changed. They will remain in the original registration date and time that have been set.

For details relating to promotion, please refer to sections on ‘Classification of Students’ via:
http://www.ntu.edu.sg/Students/Undergraduate/AcademicServices/Pages/AcademicUnitSystem(AUS).aspx

(4) Notes for students in the following category:

<table>
<thead>
<tr>
<th>Student Category</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>‘Failed’ Students</td>
<td>This refers to students who have not passed all their Core courses, GER Core courses, Major Prescribed Electives in the preceding semester (note: GERPE/UE courses are excluded). Students who missed their examinations including those on MC or approved leave will also register with the ‘Failed’ group of students. This is only applicable for programmes with a separate schedule for ‘Failed’ group of students.</td>
</tr>
<tr>
<td>Students currently on academic standing (i.e. on academic warning or academic probation)</td>
<td>The registration study year will not be increased to the next year of study, even if you have met the minimum AU required to be promoted.</td>
</tr>
<tr>
<td>Students on Incoming Exchange</td>
<td>Incoming Exchange students will be allocated their approved courses and do not have to register for courses. For courses that have clashes in class or examination timetable, only one course will be allocated, subject to vacancy. Any necessary course adjustment has to be done during the Add/Drop period.</td>
</tr>
<tr>
<td>Students on outgoing exchange / fee-paying programme in Sem 2 AY2015-16 and resuming studies in NTU in Sem 1 AY2016-17</td>
<td>Your registration study year is determined based on the assumption that you would pass your courses taken during your outgoing programme and earn AU equivalent to the normal load for Sem 2 AY 2015-16 which was set by your School. (You may refer to your School’s registration instructions or check with your School’s Registration Advisors for information on normal load.)</td>
</tr>
<tr>
<td>Students leaving for outgoing exchange / fee-paying programme in Sem 1 AY 2016-17</td>
<td>Students who have been approved to go on overseas exchange/fee-paying programme in Sem 1, AY 2016-17 would not be able to register courses, since they would be away during the semester.</td>
</tr>
<tr>
<td>Students approved to change programme from Sem 1 AY 2016-17</td>
<td>For students who have been approved to change their programme, an advisory note on course registration will be stated in their approval letter.</td>
</tr>
</tbody>
</table>
(5) Advice on placing GERPE/UE on waitlist

Number of GERPE and UE to be placed on waitlist → up to **5 choices each** for GERPE and UE

When to place or make changes to GERPE and UE on waitlist ➔ from 5.00 p.m. to 10.00 p.m. daily from the day of your registration till **Fri, 8 July 2016**

To increase your chances to be allocated GERPE/UE, you are advised to:
- Consider GERPE/UE with few students on waitlist
- Place at least 3 choices on waitlist for GERPE and UE each
All students (except for ADM 1, ACC, BUS and ACBS students) can overload courses on their scheduled day of registration between 5.00 pm to 10.00 pm.

<table>
<thead>
<tr>
<th>Programme</th>
<th>Registration Study Year</th>
<th>Group of Students</th>
<th>Day</th>
<th>Date</th>
<th>Time</th>
</tr>
</thead>
<tbody>
<tr>
<td>ACBS</td>
<td>4</td>
<td>Groups A and B</td>
<td>Tuesday</td>
<td>21 Jun 2016</td>
<td>9.30 am – 12.30 pm</td>
</tr>
<tr>
<td>ACBS</td>
<td>3</td>
<td>Groups A and B</td>
<td>Tuesday</td>
<td>21 Jun 2016</td>
<td>1.30 pm – 4.30 pm</td>
</tr>
<tr>
<td>ACBS</td>
<td>1 and 2</td>
<td>Group B</td>
<td>Wednesday</td>
<td>29 Jun 2016</td>
<td>9.30 am – 12.30 pm</td>
</tr>
<tr>
<td>ACBS</td>
<td>1 and 2</td>
<td>Group A</td>
<td>Wednesday</td>
<td>29 Jun 2016</td>
<td>1.30 pm – 4.30 pm</td>
</tr>
<tr>
<td>ACC</td>
<td>3</td>
<td>Students who are on second specialisation programme</td>
<td>Monday</td>
<td>20 Jun 2016</td>
<td>9.30 am – 12.30 pm</td>
</tr>
<tr>
<td>ACC</td>
<td>3</td>
<td>Group B</td>
<td>Thursday</td>
<td>23 Jun 2016</td>
<td>9.30 am – 12.30 pm</td>
</tr>
<tr>
<td>ACC</td>
<td>3</td>
<td>Group A</td>
<td>Thursday</td>
<td>23 Jun 2016</td>
<td>1.30 pm – 4.30 pm</td>
</tr>
<tr>
<td>ACC</td>
<td>2</td>
<td>Students who are on second specialisation programme</td>
<td>Tuesday</td>
<td>28 Jun 2016</td>
<td>9.30 am – 12.30 pm</td>
</tr>
<tr>
<td>ACC</td>
<td>1 and 2</td>
<td>Group B</td>
<td>Friday</td>
<td>1 Jul 2016</td>
<td>9.30 am – 12.30 pm</td>
</tr>
<tr>
<td>ACC</td>
<td>1 and 2</td>
<td>Group A</td>
<td>Friday</td>
<td>1 Jul 2016</td>
<td>1.30 pm – 4.30 pm</td>
</tr>
<tr>
<td>ADM</td>
<td>4</td>
<td>All students (Core)</td>
<td>Monday</td>
<td>20 Jun 2016</td>
<td>9.30 am – 12.30 pm</td>
</tr>
<tr>
<td>ADM</td>
<td>3</td>
<td>All students (Core)</td>
<td>Monday</td>
<td>20 Jun 2016</td>
<td>1.30 pm – 4.30 pm</td>
</tr>
<tr>
<td>ADM</td>
<td>1 and 2</td>
<td>All students (Core)</td>
<td>Tuesday</td>
<td>21 Jun 2016</td>
<td>1.30 pm – 4.30 pm</td>
</tr>
<tr>
<td>ADM</td>
<td>4</td>
<td>All students (Major-PE/GER-PE/UE)</td>
<td>Tuesday</td>
<td>28 Jun 2016</td>
<td>9.30 am – 12.30 pm</td>
</tr>
<tr>
<td>ADM</td>
<td>3</td>
<td>All students (Major-PE/GER-PE/UE)</td>
<td>Tuesday</td>
<td>28 Jun 2016</td>
<td>1.30 pm – 4.30 pm</td>
</tr>
<tr>
<td>ADM</td>
<td>1 and 2</td>
<td>All students (Major-PE/GER-PE/UE)</td>
<td>Wednesday</td>
<td>29 Jun 2016</td>
<td>9.30 am – 12.30 pm</td>
</tr>
<tr>
<td>AERO</td>
<td>4</td>
<td>All students</td>
<td>Monday</td>
<td>20 Jun 2016</td>
<td>1.30 pm – 4.30 pm</td>
</tr>
<tr>
<td>AERO</td>
<td>3</td>
<td>All students</td>
<td>Tuesday</td>
<td>21 Jun 2016</td>
<td>9.30 am – 12.30 pm</td>
</tr>
<tr>
<td>AERO</td>
<td>1 and 2</td>
<td>All students</td>
<td>Tuesday</td>
<td>21 Jun 2016</td>
<td>1.30 pm – 4.30 pm</td>
</tr>
<tr>
<td>ASEC</td>
<td>1 to 5</td>
<td>All students</td>
<td>Monday</td>
<td>20 Jun 2016</td>
<td>9.30 am – 12.30 pm</td>
</tr>
<tr>
<td>BCE</td>
<td>1 to 4</td>
<td>All students</td>
<td>Friday</td>
<td>24 Jun 2016</td>
<td>9.30 am – 12.30 pm</td>
</tr>
<tr>
<td>BCG</td>
<td>1 to 4</td>
<td>All students</td>
<td>Friday</td>
<td>24 Jun 2016</td>
<td>9.30 am – 12.30 pm</td>
</tr>
<tr>
<td>BIE</td>
<td>4</td>
<td>ABP students; and Students who have failed courses (‘F’, ‘I’ or ‘LOA’ grade) in Semester 2 AY 2015-16</td>
<td>Monday</td>
<td>20 Jun 2016</td>
<td>9.30 am – 12.30 pm</td>
</tr>
</tbody>
</table>

Students who are on attachment in Semester 2 AY 2015-16 and have failed courses (‘F’, ‘I’ or ‘LOA’ grade) in Semester 1 AY 2015-16
<table>
<thead>
<tr>
<th>Programme</th>
<th>Course Details</th>
<th>Day</th>
<th>Date</th>
<th>Time</th>
</tr>
</thead>
<tbody>
<tr>
<td>BIE</td>
<td>Students who have <strong>passed</strong> all courses in Semester 2 AY 2015-16; Students who are on attachment in Semester 2 AY 2015-16 and have <strong>passed</strong> all courses in Semester 1 AY 2015-16</td>
<td>Tuesday</td>
<td>21 Jun 2016</td>
<td>9.30 am – 12.30 pm</td>
</tr>
<tr>
<td>BIE</td>
<td>ABP students; Students who have <strong>failed courses</strong> ('F', 'I' or 'LOA' grade) in Semester 2 AY 2015-16</td>
<td>Wednesday</td>
<td>22 Jun 2016</td>
<td>9.30 am – 12.30 pm</td>
</tr>
<tr>
<td>BIE</td>
<td>Students who have <strong>passed</strong> all courses in Semester 2 AY 2015-16</td>
<td>Thursday</td>
<td>23 Jun 2016</td>
<td>9.30 am – 12.30 pm</td>
</tr>
<tr>
<td>BIE</td>
<td>ABP students; Students who have <strong>failed courses</strong> ('F', 'I' or 'LOA' grade) in Semester 2 AY 2015-16</td>
<td>Thursday</td>
<td>23 Jun 2016</td>
<td>1.30 pm – 4.30 pm</td>
</tr>
<tr>
<td>BIE</td>
<td>Students who have <strong>passed</strong> all courses in Semester 2 AY 2015-16</td>
<td>Friday</td>
<td>24 Jun 2016</td>
<td>9.30 am – 12.30 pm</td>
</tr>
<tr>
<td>BMS</td>
<td>All students (single degree)</td>
<td>Monday</td>
<td>20 Jun 2016</td>
<td>9.30 am – 12.30 pm</td>
</tr>
<tr>
<td>BMS</td>
<td>All students</td>
<td>Monday</td>
<td>20 Jun 2016</td>
<td>9.30 am – 12.30 pm</td>
</tr>
<tr>
<td>BMS</td>
<td>All students</td>
<td>Monday</td>
<td>20 Jun 2016</td>
<td>1.30 pm – 4.30 pm</td>
</tr>
<tr>
<td>BS</td>
<td>All students</td>
<td>Tuesday</td>
<td>21 Jun 2016</td>
<td>9.30 am – 12.30 pm</td>
</tr>
<tr>
<td>BS</td>
<td>All students</td>
<td>Tuesday</td>
<td>21 Jun 2016</td>
<td>1.30 pm – 4.30 pm</td>
</tr>
<tr>
<td>BS</td>
<td>All students</td>
<td>Wednesday</td>
<td>22 Jun 2016</td>
<td>9.30 am – 12.30 pm</td>
</tr>
<tr>
<td>BUS</td>
<td>Students who are on second specialisation programme</td>
<td>Monday</td>
<td>20 Jun 2016</td>
<td>9.30 am – 12.30 pm</td>
</tr>
<tr>
<td>BUS</td>
<td>Students of specialisation: ACS, BAF, PBL, BA, IT</td>
<td>Wednesday</td>
<td>22 Jun 2016</td>
<td>9.30 am – 12.30 pm</td>
</tr>
<tr>
<td>BUS</td>
<td>Students of specialisation: HRC, MKG, THM</td>
<td>Wednesday</td>
<td>22 Jun 2016</td>
<td>1.30 pm – 4.30 pm</td>
</tr>
<tr>
<td>BUS</td>
<td>Students who are on second specialisation programme</td>
<td>Tuesday</td>
<td>28 Jun 2016</td>
<td>9.30 am – 12.30 pm</td>
</tr>
<tr>
<td>BUS</td>
<td>Students of specialisation: ACS, BAF, PBL, BA, ITT; and Students without specialisation</td>
<td>Thursday</td>
<td>30 Jun 2016</td>
<td>9.30 am – 12.30 pm</td>
</tr>
<tr>
<td>BUS</td>
<td>Students of specialisation: HRC, MKG, THM, RMI</td>
<td>Thursday</td>
<td>30 Jun 2016</td>
<td>1.30 pm – 4.30 pm</td>
</tr>
<tr>
<td>CBE</td>
<td>ABP, IP students; Students who have <strong>failed courses</strong> ('F', 'I' or 'LOA' grade) in Semester 2 AY 2015-16; Students who are on attachment in Semester 2 AY 2015-16 and have <strong>failed courses</strong> ('F', 'I' or 'LOA' grade) in Semester 1 AY 2015-16</td>
<td>Monday</td>
<td>20 Jun 2016</td>
<td>9.30 am – 12.30 pm</td>
</tr>
<tr>
<td>Programme</td>
<td>Students</td>
<td>Date</td>
<td>Time</td>
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</tr>
<tr>
<td>CBE</td>
<td>4</td>
<td>Monday, 20 Jun 2016</td>
<td>1.30 pm – 4.30 pm</td>
<td></td>
</tr>
</tbody>
</table>
|           | Students who have **passed** all courses in Semester 2 AY 2015-16  
Students who are on attachment in Semester 2 AY 2015-16 and have **passed** all course in Semester 1 AY 2015-16 \| |
| CBE       | 3        | Wednesday, 22 Jun 2016 | 1.30 pm – 4.30 pm |
|           | ABP, IP students; and  
Students who have **failed courses** (*F*, *I* or *LOA* grade) in Semester 2 AY 2015-16 \| |
| CBE       | 3        | Wednesday, 22 Jun 2016 | 1.30 pm – 4.30 pm |
|           | Students who have **passed** all courses in Semester 2 AY 2015-16 \| |
| CBE       | 1 and 2  | Thursday, 23 Jun 2016 | 1.30 pm – 4.30 pm |
|           | ABP, IP students; and  
Students who have **failed courses** (*F*, *I* or *LOA* grade) in Semester 2 AY 2015-16 \| |
| CBE       | 1 and 2  | Friday, 24 Jun 2016 | 1.30 pm – 4.30 pm |
|           | Students who have **passed** all courses in Semester 2 AY 2015-16 \| |
| CBEC      | 1 to 5   | Monday, 20 Jun 2016 | 9.30 am – 12.30 pm |
| CE        | 3 and 4  | Monday, 20 Jun 2016 | 1.30 pm – 4.30 pm |
|           | **ABP** students \| |
| CE        | 1 to 4   | Monday, 20 Jun 2016 | 1.30 pm – 4.30 pm |
|           | Students who have **failed courses** (*F*, *I* or *LOA* grade) in Semester 2 AY 2015-16  
Students who are on attachment in Semester 2 AY 2015-16 and have **failed courses** (*F*, *I* or *LOA* grade) in Semester 1 AY 2015-16 \| |
| CE        | 4        | Tuesday, 21 Jun 2016 | 1.30 pm – 4.30 pm |
|           | Students who have **passed** all courses in Semester 2 AY 2015-16  
Students who are on attachment in Semester 2 AY 2015-16 and have **passed** all courses in Semester 1 AY 2015-16 \| |
<p>| CE        | 3        | Wednesday, 22 Jun 2016 | 1.30 pm – 4.30 pm |
|           | Students who have <strong>passed</strong> all courses in Semester 2 AY 2015-16 | |
| CE        | 1 and 2  | Thursday, 23 Jun 2016 | 9.30 am – 12.30 pm |
|           | <strong>ABP</strong> students | |
| CE        | 1 and 2  | Thursday, 23 Jun 2016 | 1.30 pm – 4.30 pm |
|           | Students who have <strong>passed</strong> all courses in Semester 2 AY 2015-16 | |
| CEE       | 4        | Monday, 20 Jun 2016 | 9.30 am – 12.30 pm |
|           | <strong>ABP</strong> students | |
| CEE       | 4        | Monday, 20 Jun 2016 | 1.30 pm – 4.30 pm |
|           | All students (non-ABP) | |
| CEE       | 3        | Wednesday, 22 Jun 2016 | 9.30 am – 12.30 pm |
|           | <strong>ABP</strong> students | |
| CEE       | 3        | Wednesday, 22 Jun 2016 | 1.30 pm – 4.30 pm |
|           | All students (non-ABP) | |
| CEE       | 2        | Thursday, 30 Jun 2016 | 9.30 am – 12.30 pm |
|           | (including ENG 1 students who have been streamed to CEE) <strong>ABP</strong> students | |</p>
<table>
<thead>
<tr>
<th>Programme</th>
<th>Students</th>
<th>Date</th>
<th>Time</th>
</tr>
</thead>
<tbody>
<tr>
<td>CEE</td>
<td>2 (including ENG 1 students who have been streamed to CEE)</td>
<td>All students (non-ABP)</td>
<td>Thursday</td>
</tr>
<tr>
<td>CEEC</td>
<td>1 to 5</td>
<td>All students</td>
<td>Monday</td>
</tr>
<tr>
<td>CHEM</td>
<td>4</td>
<td>All students</td>
<td>Monday</td>
</tr>
<tr>
<td>CHEM</td>
<td>3</td>
<td>All students</td>
<td>Monday</td>
</tr>
<tr>
<td>CHEM</td>
<td>1 and 2</td>
<td>All students</td>
<td>Tuesday</td>
</tr>
<tr>
<td>CHIN</td>
<td>4</td>
<td>All students</td>
<td>Tuesday</td>
</tr>
<tr>
<td>CHIN</td>
<td>3</td>
<td>All students</td>
<td>Thursday</td>
</tr>
<tr>
<td>CHIN</td>
<td>1 and 2</td>
<td>All students</td>
<td>Thursday</td>
</tr>
<tr>
<td>CS</td>
<td>4</td>
<td>All students</td>
<td>Thursday</td>
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<tr>
<td>CS</td>
<td>3</td>
<td>All students</td>
<td>Friday</td>
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<td>1 and 2</td>
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<td>Wednesday</td>
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<td>All students</td>
<td>Wednesday</td>
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<tr>
<td>CS</td>
<td>1 and 2</td>
<td>All students</td>
<td>Thursday</td>
</tr>
<tr>
<td>CSC</td>
<td>3 and 4</td>
<td>ABP students</td>
<td>Monday</td>
</tr>
<tr>
<td>CSC</td>
<td>1 to 4</td>
<td>Students who have failed courses ('F', 'I' or 'LOA' grade) in Semester 2 AY 2015-16 and have passed all course in Semester 1 AY 2015-16</td>
<td>Monday</td>
</tr>
<tr>
<td>CSC</td>
<td>4</td>
<td>Students who have passed all courses in Semester 2 AY 2015-16 and have passed all course in Semester 1 AY 2015-16</td>
<td>Tuesday</td>
</tr>
<tr>
<td>CSC</td>
<td>3</td>
<td>Students who have passed all courses in Semester 2 AY 2015-16</td>
<td>Wednesday</td>
</tr>
<tr>
<td>CSC</td>
<td>1 and 2</td>
<td>ABP students</td>
<td>Friday</td>
</tr>
<tr>
<td>CSC</td>
<td>1 and 2</td>
<td>Students who have passed all courses in Semester 2 AY 2015-16</td>
<td>Friday</td>
</tr>
<tr>
<td>CSC (Part-time Students)</td>
<td>1 to 2</td>
<td>All students</td>
<td>Friday</td>
</tr>
<tr>
<td>CVEC</td>
<td>1 to 5</td>
<td>All students</td>
<td>Monday</td>
</tr>
<tr>
<td>Programme</td>
<td>Code</td>
<td>Description</td>
<td>Day</td>
</tr>
<tr>
<td>-----------</td>
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</tr>
<tr>
<td>ECON</td>
<td>4</td>
<td>All students</td>
<td>Monday</td>
</tr>
<tr>
<td>ECON</td>
<td>3</td>
<td>All students</td>
<td>Monday</td>
</tr>
<tr>
<td>ECON</td>
<td>1 and 2</td>
<td>All students</td>
<td>Tuesday</td>
</tr>
<tr>
<td>EEE</td>
<td>3 and 4</td>
<td>Electrical (ECAL) students</td>
<td>Monday</td>
</tr>
<tr>
<td>EEE</td>
<td>3 and 4</td>
<td>Electronic (ENIC) students</td>
<td>Monday</td>
</tr>
<tr>
<td>EEE</td>
<td>3 and 4</td>
<td>Infocommunication (INON) students</td>
<td>Monday</td>
</tr>
<tr>
<td>EEE</td>
<td>4</td>
<td>Students without specialisation</td>
<td>Tuesday</td>
</tr>
<tr>
<td>EEE</td>
<td>3</td>
<td>Admitted to ENG Year 1 (non-direct entry) students, without specialisation</td>
<td>Wednesday</td>
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Exchange Students

Exchange students will be allocated their approved courses. For courses with clashes in class or examination timetable, only one course will be allocated, subject to vacancy. Exchange students are also required to do any adjustment needed during the Add/Drop period.

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<tr>
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<td>Accountancy and Business (Double Degree)</td>
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<td>Art, Design &amp; Media</td>
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<td>BUS</td>
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Engineering & Economics (Double Degree)

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