

A. NTU-H3 TAUGHT MODULES – PROCESS FLOW & TIMELINE

Deadline	Event	Document	Action by
1 Oct – 1 Nov 2021	<ul style="list-style-type: none"> ▪ Application period for NTU-H3 Taught Modules 		Student
3 Nov 2021	<ul style="list-style-type: none"> ▪ NTU to send softcopy of <i>H3 Taught Application_Endorsement</i> document to H3 School Coordinators to input students' promo results and for School endorsement 	<ul style="list-style-type: none"> ▪ <i>H3 Taught Application_Endorsement</i> 	NTU
8 Nov 2021	<ul style="list-style-type: none"> ▪ H3 School Coordinators to email softcopy of <i>H3 Taught Application_Endorsement</i> document to NTU 	<ul style="list-style-type: none"> ▪ <i>H3 Taught Application_Endorsement</i> 	H3 Coordinator
19 Nov 2021	<ul style="list-style-type: none"> ▪ NTU to release outcome of successful placements to schools 		NTU
19 - 22 Nov 2021 (by 12 noon)	<ul style="list-style-type: none"> ▪ Appeal period <ul style="list-style-type: none"> ○ Only students who have applied for but have failed to get an NTU H3 Taught Module of their choice will be eligible to submit an appeal ○ Students may only appeal for <u>ONE</u> module 		Student
22 Nov 2021 (by 3.00pm)	<ul style="list-style-type: none"> ▪ H3 School Coordinators to submit softcopy of the <i>H3 Taught Application</i> document to NTU (by 3.00pm) for students who have appealed 	<ul style="list-style-type: none"> ▪ <i>H3 Taught Application</i> 	H3 Coordinator
24 Nov 2021	<ul style="list-style-type: none"> ▪ NTU to inform schools of the outcome of appeal 	<ul style="list-style-type: none"> ▪ <i>H3 Taught Application</i> 	NTU
26 Nov 2021	<ul style="list-style-type: none"> ▪ Students to indicate their acceptance decisions to the H3 School Coordinator 		Student
29 Nov 2021 (by 12 noon)	<ul style="list-style-type: none"> ▪ H3 School Coordinators to email the collated acceptance decision of students to NTU ▪ H3 School Coordinators to collect hardcopy of <i>Acceptance/Parental Consent/PDPA Consent/Health Declaration Form</i> from students 	<ul style="list-style-type: none"> ▪ <i>H3 Taught Application</i> ▪ <i>Acceptance / Parental Consent / PDPA Consent / Health Declaration Form</i> 	H3 Coordinator
3 Dec 2021	<ul style="list-style-type: none"> ▪ H3 School Coordinators to email a PDF copy of all <i>Acceptance / Parental Consent / PDPA Consent / Health Declaration Form</i> – forms are to be arranged by student name in alphabetical order or ▪ H3 School Coordinators to mail out the hardcopy of all <i>Acceptance / Parental Consent / PDPA Consent / Health Declaration Form</i> and reach NTU by 3 Dec 2021 	<ul style="list-style-type: none"> ▪ <i>Acceptance / Parental Consent / PDPA Consent / Health Declaration Form</i> 	H3 Coordinator
Early-Jan 2022	<ul style="list-style-type: none"> ▪ Students to download the following: <ul style="list-style-type: none"> ○ NTU-H3 Taught Modules Timetable ○ NTU-H3 Taught Modules Lesson Schedule ○ Induction Package ○ Information Sheet 		Student

B. APPEALS

- Appeal period: **19 – 22 November 2021 (by 12 noon)**.
- Only students who have applied for but have failed to get an NTU H3 Taught Module of their choice will be eligible to submit an appeal. Students are only allowed to submit an appeal for **ONE** H3 Taught Module. The module appealed for must be within the student's original indicated choice(s). H3 School Coordinators are to indicate in the softcopy *H3 Taught Application* document if the decision to appeal has been conveyed to you via a proxy.
- All applications for an appeal must be accompanied by a short justification supporting the appeal. This should be provided to you by the student in softcopy. The write-up should be added to the "Remarks/Reasons for Appeal" column in the *H3 Taught Application* document.
- All appeals are to be consolidated using the *H3 Taught Application* document. The completed document is to be emailed to TalentOutreach@ntu.edu.sg by **22 November 2021 (by 3.00pm)**.
- The outcome of the appeals will be released by **24 November 2021** to all H3 School Coordinators.
- Teachers are to email NTU to inform of the acceptance decision of all students by **12 noon on 29 November 2021**.

C. COLLATION OF ACCEPTANCE DECISIONS


- All students who have been accepted into an NTU-H3 Taught Module are to indicate their acceptance decision to their H3 School Coordinator by **26 November 2021**.
- H3 School Coordinators are to compile the students' acceptance decision in the softcopy *H3 Taught Application* document and check and update the following for each student:
 - a) Student's contact details (email address & mobile number)
 - b) Student's acceptance decision:
 - **Y** – Yes (Accepting the offer); or
 - **N** – No (Rejecting the offer).
- The completed softcopy of the *H3 Taught Application* document is to be emailed to TalentOutreach@ntu.edu.sg by **29 November 2021 (12 noon)**.

D. ACCEPTANCE/PARENTAL CONSENT/PDPA CONSENT/HEALTH DECLARATION FORM


- All students accepting NTU's offer of an H3 Taught Module will have to complete the *Acceptance / Parental Consent / PDPA Consent / Health Declaration Form* in hardcopy. All forms are to be submitted to the H3 School Coordinator by **26 November 2021**.
- Students and/or parents who are not willing to accept the terms as stipulated in the forms; who do not complete all forms in full; and/or who choose not to sign on the forms will have their offer of placement withdrawn.

DEADLINES / DOCUMENTS


Appeal period: 19 to 22
Nov 2021 (by 12 noon)


22 Nov 2021 (by 3.00pm)
 Email to NTU: H3
Taught Application
(Appeals)

Outcome of appeals:
24 Nov 2021

29 Nov 2021 (by 12 noon)
 Email to NTU: H3
Taught Application

Deadline for students to
indicate acceptance
decision to H3 School
Coordinator:
26 Nov 2021

29 Nov 2021 (by 12 noon)
 Email to NTU: H3
Taught Application

26 Nov 2021
 Collect in hardcopy:
*Acceptance/Parental
Consent/PDPA
Consent/Health
Declaration Form*

DEADLINES / DOCUMENTS

- For the submission of *Acceptance / Parental Consent / PDPA Consent / Health Declaration Form*, H3 School Coordinator can either:
 - Collate the forms in alphabetical order and saved them into a single PDF document. Please email the PDF document to TalentOutreach@ntu.edu.sg; **OR**
 - Collate the hardcopy forms and mail them to NTU at the following address:
Talent Outreach Section
Office of Admissions
Nanyang Technological University
Student Services Centre, Level 3
42 Nanyang Avenue
Singapore 639815
(Attn: Ms Tang Siew Choo)

- Softcopy / Hardcopy of the *Acceptance / Parental Consent / PDPA Consent / Health Declaration Form* are to reach NTU by **3 December 2021**.

E. H3 TIMETABLE / REPORTING DETAILS

- Information on the reporting time and venue as well as the detailed lesson schedule for all NTU-H3 Taught Modules will be disseminated to H3 School Coordinators by end-December 2021 / early-January 2022.

 - Students will be required to read the *Induction Package*. They will also be required to download, read and keep a copy of the *Information Sheet* prior to the start of instruction. The link to the *Induction Package* as well as the *Information Sheet* can be found here:
<https://www.ntu.edu.sg/education/talent-outreach/h3-taught/resources-students> *
- * Do note that all materials will only be available for downloading in early-January 2022.

3 Dec 2021

- 📄 Receive-by date:
*Acceptance / Parental
Consent / PDPA
Consent / Health
Declaration Form*