
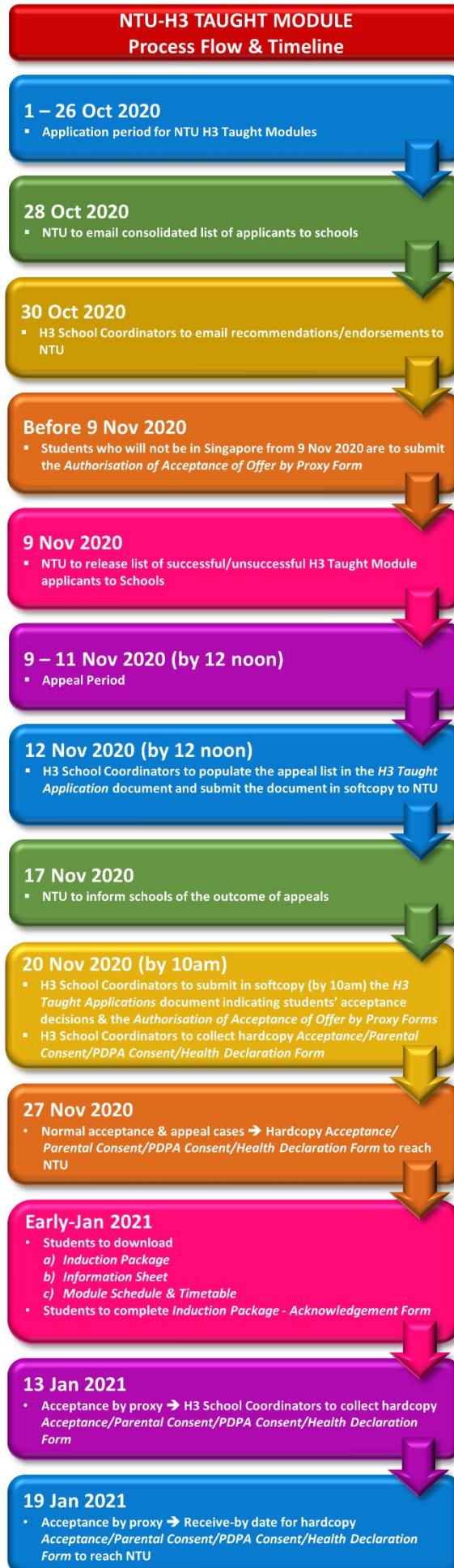


A. DEADLINES

NTU H3 TAUGHT MODULES – PROCESS FLOW & TIMELINE		Document	Action by
1 – 26 Oct 2020	<ul style="list-style-type: none"> Applications for NTU-H3 Taught Modules open 		
28 Oct 2020	<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
30 Oct 2020	<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
Before 9 Nov 2020	<ul style="list-style-type: none"> Submission of <i>Authorisation of Acceptance of Offer by Proxy Form</i> <ul style="list-style-type: none"> → For students who will not be in Singapore on or after 9 November 2020 and intend to convey their acceptance decision via a proxy (proxy has to be a teacher in the student's school or the H3 School Coordinator) 	<ul style="list-style-type: none"> <i>Authorisation of Acceptance of Offer by Proxy Form</i> 	Student
9 Nov 2020	<ul style="list-style-type: none"> NTU to release outcome of successful placements to schools 		NTU
9 to 11 Nov 2020 (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
12 Nov 2020 (by 12 noon)	<ul style="list-style-type: none"> H3 School Coordinators to submit softcopy of the <i>H3 Taught Application</i> document to NTU (by 12 noon) 	<ul style="list-style-type: none"> <i>H3 Taught Application</i> 	H3 Coordinator
17 Nov 2020	<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
20 Nov 2020	<ul style="list-style-type: none"> H3 School Coordinators to submit softcopy of the <i>H3 Taught Application</i> document indicating acceptance decisions and the <i>Authorisation of Acceptance of Offer by Proxy Form</i> to NTU (by 10am) H3 School Coordinators to collect hardcopy of <i>Acceptance/Parental Consent/PDPA Consent/Health Declaration Form</i> from students (for normal acceptance & appeal cases) 	<ul style="list-style-type: none"> <i>H3 Taught Application</i> <i>Authorisation of Acceptance of Offer by Proxy Form</i> <i>Acceptance/Parental Consent/PDPA Consent/Health Declaration Form</i> 	H3 Coordinator
27 Nov 2020	<ul style="list-style-type: none"> Receive-by date for hardcopy <i>Acceptance/Parental Consent/PDPA Consent/Health Declaration Form</i> to reach NTU (for normal acceptance & appeal cases) 	<ul style="list-style-type: none"> <i>Acceptance/Parental Consent/PDPA Consent/Health Declaration Form</i> 	H3 Coordinator
Early-Jan 2021	<ul style="list-style-type: none"> Students to download <i>H3 Timetable</i> & <i>H3 Lesson Schedule</i> Students to download <i>Induction Package & Information Sheet</i> and complete <i>Induction Package – Acknowledgement Form</i> 	 <p>Link to download documents</p>	Student
13 Jan 2021	<ul style="list-style-type: none"> H3 School Coordinator to collect hardcopy of <i>Acceptance/Parental Consent/PDPA Consent/Health Declaration Form</i> from students (for acceptance by proxy) 	<ul style="list-style-type: none"> <i>Acceptance/Parental Consent/PDPA Consent/Health Declaration Form</i> 	H3 Coordinator
19 Jan 2021	<ul style="list-style-type: none"> Receive-by date for hardcopy <i>Acceptance/Parental Consent/PDPA Consent/Health Declaration Form</i> to reach NTU (for acceptance by proxy) 		H3 Coordinator



B. ACCEPTANCE OF OFFER BY PROXY

- Students who will not be in Singapore **on or after 9 November 2020** must authorise a proxy to accept NTU's offer on their behalf. **These students are required to complete the *Authorisation of Acceptance of Offer by Proxy Form***. The completed form has to be submitted to the H3 School Coordinator **before the student leaves the country or before 9 November 2020, whichever is earlier**.
- The appointed proxy must be the H3 School Coordinator or a teacher within the student's school.
- All hardcopies of the *Authorisation of Acceptance of Offer by Proxy Form* are to be collected by **9 November 2020** and are to be emailed to NTU by **20 November 2020**. The hardcopy forms **DO NOT** have to be mailed to NTU. Please file these away for your own record.

C. APPEALS

- Appeal period: **9 – 11 November 2020 (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 **12 November 2020 (by 12 noon)**.
- The outcome of the appeals will be released by **17 November 2020** to all H3 School Coordinators.
- Students who have been successful in their appeal for placement into an NTU H3 Taught Module must inform their H3 School Coordinator of their acceptance decision by **20 November 2020**. Teachers are to email NTU to inform of the acceptance decision of all students by **10am on 20 November 2020** (also see Section D).

D. 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 before **20 November 2020**.
- 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**:
 - Student's contact details (email address & mobile number)
 - Student's acceptance decision:
 - Y** – Yes (Accepting the offer); or
 - N** – No (Rejecting the offer).

DEADLINES / DOCUMENTS

9 Nov 2020

- Collect in hardcopy: *Authorisation of Acceptance of Offer by Proxy Form*

20 Nov 2020 (by 10am)

- Email to NTU: *Authorisation of Acceptance of Offer by Proxy Form*

Appeal period: 9 to 11 Nov 2020 (by 12 noon)

12 Nov 2020 (by 12 noon)

- Email to NTU: *H3 Taught Application (Appeals)*

Outcome of appeals: 17 Nov 2020

20 Nov 2020 (by 10am)

- Email to NTU: *H3 Taught Application*

Deadline for acceptance decision: 20 Nov 2020

- H3 School Coordinators are to indicate in the softcopy *H3 Taught Application* document if the acceptance decision has been conveyed to you via a proxy.
- The completed softcopy of the *H3 Taught Application* document is to be **emailed to TalentOutreach@ntu.edu.sg** by **10am on 20 November 2020**.

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

Normal Acceptance / Appeal Cases

- 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 **20 November 2020**.
- 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.
- H3 School Coordinators are to mail out the original copies of all hardcopy forms to reach NTU by **27 November 2020**. Only mail forms of students accepting NTU's offer back to us.

Acceptance by Proxy

- All students who will not be in Singapore between 9 to 20 November 2020 and who have accepted NTU's offer by proxy will also have to complete the *Acceptance/Parental Consent/PDPA Consent/Health Declaration Form* in hardcopy. For this group of students, all forms are to be completed and submitted to the H3 School Coordinator by **13 January 2021**.
- H3 School Coordinators are to mail out the original copies of all hardcopy forms to reach NTU by **19 January 2021**. Only mail forms of students accepting NTU's offer back to us.

F. MAILING ADDRESS

- Mail all hardcopy forms to:
Talent Outreach Section,
Office of Admissions,
Nanyang Technological University
Student Services Centre, Level 3, 42 Nanyang Avenue
Singapore 639815 (Attn: Ms Tang Siew Choo)

G. H3 TIME-TABLE / REPORTING DETAILS / e-DECLARATION FORM

- 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 2020/early-January 2021.

DEADLINES / DOCUMENTS

20 Nov 2020 (by 10am)

- 📧 Email to NTU: H3 Taught Application

20 Nov 2020

- 📧 Collect in hardcopy: Acceptance/Parental Consent/PDPA Consent/Health Declaration Form

27 Nov 2020

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

13 Jan 2021

(for acceptance by proxy only)

- 📧 Collect in hardcopy: Acceptance/Parental Consent/PDPA Consent/Health Declaration Form

19 Jan 2021

(for acceptance by proxy only)

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

DEADLINES / DOCUMENTS

- 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 2021.*

- Students will be required to acknowledge that they have read and understood the administrative procedures listed in the *Induction Package* and the *Information Sheet* via the *Induction Package – Acknowledgement Form*. The link to access this form can be found here: <https://www.ntu.edu.sg/education/talent-outreach/h3-taught/resources-students> @

@ *This link will only go live in early-January 2021.*



Access the *Induction Package*
& *Induction Package –*
Acknowledgement Form