

School of Computer Science and Engineering

Bachelor of Engineering (Computer Science)

Part Time Programme

Student Handbook 2017

Contents

Programme Coordinator's Message	3
Programme Outline	4
Academic Integrity for Students	6
Matriculation	7
Registration of Courses	8
Academic Unit System (AUS)	10
Leave of Absence	11
Student Account	12
Change of Personal Particulars	13
Withdrawal	14
Academic Calendar	15
Contact Us	17

Programme Coordinator's Message

Congratulations for being selected into SCSE's Part-time BEng Computer Science (CS) Programme, and welcome to the School of Computer Science and Engineering, Nanyang Technological University.

Our school launched the part-time BEng CS Programme in 2015 to encourage people in the work force to pursue higher education and upgrade their skill sets. No different to our full time CS students, the part time students pursue the same core technical courses and many of the general education core courses in the four years programme. Additionally, students with relevant on-going engineering experience may be exempted for two courses - Multidisciplinary Design Project and Professional Internship.

The programme is rigorous, challenging and interesting, and the classes for part-time undergraduates are conducted 3 to 4 nights a week. As such, we would like to remind you to manage your time prudently and productively in view of workload and family commitments. If you need to travel for work, you should apply for leave of absence. Additionally, do remember to adhere to the schedules for course registrations as missing a course may delay graduation. Finally, students are strongly encouraged to meet their academic mentors who can provide career guidance and academic consultations throughout their study.

Our part-time program can empower you to achieve the dreams of your life. CS provides rigorous and widely applicable education for students and our graduates are welcomed by remarkably diverse companies and graduate schools all over the world. Most CS graduates are gainfully employed by local or multinational corporations and some of our graduates have even ventured to start up their own companies. All of our graduates will become part of our social network, and upon graduation, a wide range of job opportunities awaits you.

The program will also enable you to forge reliable networks and fond memories that can last for decades. We hope that you will do your best to take advantage of all these opportunities, and to successfully complete the education at NTU.

Wishing you a great journey in the study!

Associate Prof Chng Eng Siong
June 2017

Programme Outline

Students are required to complete a total of 33 modules (for students with the requisite full-time working experience) inclusive of electives over a period of 4 years. Each student is recommended to take about 4-5 modules per semester. Students will be required to undertake FYP in Year 3.

Year 1	Year 2	Year 3	Year 4
CZ1011 Engineering Maths I	CZ2001 Algorithms	CZ2005 Operating Systems	CZ4079 Final Year Project
CZ1003 Introduction to Computational Thinking	CZ2002 Object Oriented Design & Programming	CZ2007 Introduction to Databases	CZ3001 Advanced Computer Architecture
CZ1005 Digital Logic	CZ2004 Human Computer Interaction	CZ3002 Advanced Software Engineering	CZ4xxx Technical Elective 2
GC0001 Sustainability: Seeing Through The Haze	CZ0001 Engineers and Society	HY0001 Ethics and Moral Reasoning	CZ4xxx Technical Elective 3
HW0001 English Proficiency*	CZ2003 Computer Graphics & Visualization	CZ4079 Final Year Project	ET0001 Enterprise and Innovation
CZ1006 Computer Organisation and Architecture	CZ2006 Software Engineering	CZ3006 Net Centric Computing	CZ4079 Final Year Project
CZ1007 Data Structures	CZ3003 Software Systems Analysis and Design	CZ3005 Artificial Intelligence	CZ3007 Compiler Techniques
CZ1012 Engineering Maths II		CZxxxx Technical Elective 1	CZ4xxx Technical Elective 4
HW0188 Engineering Communication I			HW0288 Engineering Communication II
Special Term Modules			
MH1812 Discrete Mathematics		CZ4079 Final Year Project	

***QUALIFYING ENGLISH TEST (QET)**

Students admitted to undergraduate courses of study in NTU are required to take the Qualifying English Test (QET) unless they meet the [exemption criteria](#). Students who fail the QET will be required to take English Proficiency (HW0001) as a subject of study. Students (unless exempted from QET) will not be eligible to register for Modern Languages and selected Communication Skills courses, or to graduate from NTU if they do not pass QET or HW0001.

Click [here](#) for Curriculum

Period of Study

The normal period of study is 4 years for students with the requisite full-time working experience. Students may be allowed to complete the course in not more than 6 years.

Academic Integrity for Students

Adhering to the principles of academic integrity as defined by NTU is essential to your success in your studies and to your professional life beyond university. It is important to learn what academic integrity requires of you, and to practice it. This may mean taking a different approach to your work at NTU from what was expected of you at school.

It is also important for you to understand that the principles set out here are not just a set of rules; they are essential to the transmission of knowledge, and (importantly) to the way we build knowledge. Academic integrity is important for the whole university community, and it is central to the way your lecturers undertake research.

The following section sets out NTU's policy on plagiarism. After that, you will find a more detailed explanation of what you need to do to conform to the principles of academic integrity ("[A Guide to Academic Integrity](#)"). It is very important that you understand this section in detail.

Plagiarism

Plagiarism is to use or pass off as one's own, writings or ideas of another, without acknowledging or crediting the source from which the ideas are taken. As defined under the [NTU Honour Code](#), this includes:

- The use of words, images, diagrams, graphs or ideas derived from books, journals, magazines, visual media, and the internet without proper acknowledgement;
- Copying the work of another student, having another person write one's assignments, or allowing another student to borrow one's work;
- Copying of work from the internet or any other sources and presenting as one's own; and
- Submitting the same piece of work for different courses or to different journals and publications.

Plagiarism undermines academic integrity as it is a form of intellectual dishonesty. It affects the University's reputation and devalues the degrees offered.

Plagiarism is regarded as a very serious offence by the University. It is considered as an instance of violation of the [NTU Honour Code](#) which could warrant disciplinary actions ranging from failing the assignment, failing the course, suspension and ultimately to expulsion from the University.

Source of contents: <http://www.ntu.edu.sg/ai/ForStudents/Pages/index.aspx>

Matriculation

After you have accepted the offer of admission and obtain your matriculation number, you need to be registered as a student of NTU. To do this, you are required to matriculate online at the NTU website under:

Undergraduate Admission → Part-Time B.Eng → After Acceptance → Online Matriculation

https://sso.wis.ntu.edu.sg/webexe88/owa/sso_login1.asp?t=1&p2=https://wish.wis.ntu.edu.sg/pls/webexe/aus_stars_matriculate.freshmen_survey&pg=

The period for matriculation is from **Monday, 24 July 2016 to Friday, 28 July 2016 (10am to 10pm)**. Please note that your name will not be in the student records if you do not matriculate online.

All new students will be issued a matriculation card. The card must be collected in person on the following days.

Programme	Date and Time	Venue
Computer Science (Part-Time)	31 July 2017 6 pm – 9 pm	Tan Chin Tuan Lecture Theatre (NS4-02-36)
	1 Aug – 18 Aug 2017 Mon to Thu: 9.00am to 5.30pm Fri: 9.00 to 5.00pm (Note: No collection on weekends and public holidays)	SCSE Academic Office (Undergraduates) N4-02b-71 Note: Please look for Ms Susy

Registration of Courses

Allocation of Courses

The courses which you will be taking in Semester 1 of AY 2017–18 are allocated to you when you matriculate on-line.

The timetable is shown below:

Day	Course and Timetable Computer Science Year 1 (Part-time)						
Monday	CZ1005 DIGITAL LOGIC						
	INDEX	TYPE	GROUP	DAY	TIME	VENUE	REMARK
	14501	LEC/STUDIO	PT1	MON	1830-1930	TR+9	Starts in Week 1
		TUT	PT1	MON	1930-2030	TR+9	Starts in Week 1
	LAB	PT1	MON	2030-2130	HWLAB3	Starts in Week 1	
Tuesday	HW0001 ENGLISH PROFICIENCY						
	Remark: Only for students who fail QET						
	INDEX	TYPE	GROUP	DAY	TIME	VENUE	REMARK
14502	TUT	CSPT1	TUE	1900-2100	TR+6	Wk3-13	
Wednesday	CZ1011 ENGINEERING MATHEMATICS I						
	INDEX	TYPE	GROUP	DAY	TIME	VENUE	REMARK
	14503	LEC/STUDIO	PT1	WED	1830-2030	TR+9	Starts in Week 1
		TUT	PT1	WED	2030-2130	TR+9	Starts in Week 1
Thursday	CZ1003 INTRODUCTION TO COMPUTATIONAL THINKING						
	INDEX	TYPE	GROUP	DAY	TIME	VENUE	REMARK
	14504	LEC/STUDIO	PT1	THU	1830-1930	TR+9	Starts in Week 1
		TUT	PT1	THU	1930-2030	TR+9	Starts in Week 1
	LAB	PT1	THU	2030-2130	SWLAB2	Starts in Week 1	
Friday	No class						
Others	GC0001 SUSTAINABILITY: SEEING THROUGH THE HAZE						
	INDEX	TYPE	GROUP	DAY	TIME	VENUE	REMARK
	14505		CSPT1				Online Course
	View and study online. Not required to come to NTU.						

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

Registration of Courses through STARS

Before you register for your courses, you are advised to read the instructions pertaining to registration at the Office of Academic Services page on the NTU website.

For general instructions:

Students → Academic Services → Course Registration

<http://www.ntu.edu.sg/Services/Academic/undergraduates/Course%20Registration/Pages/default.aspx>

Add/Drop Courses

Unless otherwise specified by your School, you will be given an opportunity to de-register a registered course and take another course, if you wish to, during the Add/Drop period.

The Add/Drop Period allocated for Part Time Students:

**Monday, 14 Aug 2017 – Sunday, 20 Aug 2017
(10 am – 10 pm)**

A course that is dropped within the add/drop period will not appear in the official transcript. A student who is still registered for a course after Add/Drop period but did not subsequently sit for the examination, will be deemed to have read and failed the course. 'F' will appear on his official transcript.

For instructions and guide, please check the Office of Academic Services page on the NTU website:

Students → Academic Services → Course Registration → Guide to Add/Drop period

<http://www.ntu.edu.sg/Services/Academic/undergraduates/Course%20Registration/Pages/default.aspx>

Examinations

For exam dates of the courses, please check at:

Students → Academic Services → Examination → Examination Timetable

<http://www.ntu.edu.sg/Students/Undergraduate/AcademicServices/Examination/Pages/default.aspx>

Academic Unit System (AUS)

The University's academic structure for its undergraduate programmes is based on the Academic Unit System (AUS). The main features of the AUS are the semester arrangement of the academic year and the use of academic units (AU) for measuring academic workload and requirement for graduation.

The AUS handbook is available online at the Office of Academic Services page on the NTU website:

Students → Academic Services → Academic Unit System (AUS)

[http://www.ntu.edu.sg/Services/Academic/undergraduates/Pages/AcademicUnitSystem\(AUS\).aspx](http://www.ntu.edu.sg/Services/Academic/undergraduates/Pages/AcademicUnitSystem(AUS).aspx)

Graduation Requirements

The requirements for graduation are as follows:

- a) Successful completion of the prescribed academic unit requirement as set out by the course curriculum
- b) A minimum CGPA of 2.00 at the end of the final semester of study

The criteria for satisfactory academic standing in any given semester are:

- a) Maintaining a minimum CGPA of 2.00
- b) Completing at least 75% of the normal AU workload

Academic Warning, Probation and Termination

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 3rd consecutive semester, or at the end of the final semester of study. A letter of termination will be issued.

Leave of Absence

Short Leave

Students must apply for medical leave or short leave of absence with their respective Schools if they cannot attend classes on the following occasions:

- On days when there are laboratory sessions
- On days when quizzes or tests are conducted during classes
- On any occasion during the Professional Attachment, Industrial Attachment, Professional Internship, Industrial Orientation, Enhanced Industrial Attachment or International Research Attachment Programme
- On any other occasions that tutor(s) or lecturer(s) deemed as compulsory for students' attendance

Categories of Leave Not Approved:

- Returning to home country during festive periods e.g. Chinese New Year, Hari Raya, etc.
- Participating in activities (in and outside campus) organised by student bodies

Please contact the school's administrative staff for a copy of the Short Leave Application Form.

Semester Leave

Students making a new application for semester leave of absence or extending their semester leave of absence are to complete and submit the [Application / Extension for Semester Leave of Absence Form](#) with the relevant supporting documents to their School of study.

Details and Application Form are available at the NTU website under:

Students → Admin Services → Apply for Semester Leave

<http://www.ntu.edu.sg/Students/Undergraduate/AdminServices/Pages/ApplyforSemesterLeave.asp>

[X](#)

Student Account

Each new student is issued with the following user accounts:

1. A **network account** with username and password:

This is used to access the campus network, computing facilities, e-learning portal **NTULearn**, one-stop Intranet portal iNTU <https://intu.ntu.edu.sg> and web-based **StudentLink** (for undergraduates) services. StudentLink services is one-stop e-services for students such as update of personal particulars, course registration, checking of examination seating arrangement and results.

Upon acceptance of admission offer via the online form, a new student can select a network account username from four pre-assigned names. The **initial password** is set to the matriculation number (with all alphabets in upper-case) of the student. The network account is activated 1 working day after the acceptance of offer online (However, access to StudentLink services will be available only after you have **matriculated** online).

New students who have not obtained their username may do so from the website: Undergraduate students: https://wis.ntu.edu.sg/pls/webexe/account_creation.logon

A new student must change his password **immediately** before using any e-services. Please refer to the section "**How to change your network account password**". Failure to do so will result in account suspension. This measure is necessary to safeguard the security of the new account. Suspended account will only be re-activated upon re-registration by the student at the **IT Service Counter** during office hours. Subsequently, the password must be changed every 180 days.

2. An **Office 365 EDU account** with username and password:

This is used only to access e-mail and other Office 365 EDU services at <http://www.outlook.com/e.ntu.edu.sg>.

The Office 365 EDU username is in the form **username@e.ntu.edu.sg** with the same username as the Network Account chosen earlier in (1) above. The initial password is set to the matriculation number (with all alphabets in upper-case) of the student. New student will be prompted to change this password upon first logon to Office 365 EDU. Please note that Office 365 EDU password and network account password are different. Changing one does not affect the other.

Office 365 EDU account is usually ready for use 1 working day after the acceptance of network account username online.

As all NTU official emails will be sent to this email box, please ensure that you check your Office 365 EDU email box regularly.

Issuance of Accounts

Please note that no separate letters will be issued to inform new students on their new user accounts. The network and Office 365 accounts are usually ready for use 1 working day after the acceptance of network account username online. However, **access to other e-services such as StudentLink will be available only after you have matriculated online.**

Change of Personal Particulars

For changes in name, citizenship, identification card number, passport number, marital status or national services status, please produce the original identification documents (note: the original re-entry permit together with the identification card for students who convert to Singapore PR) and photocopies to **One Stop @ SAC** located at NS3-01-03, Academic Complex North during the following hours:

8.30 a.m. to 5.00 p.m. (Mondays – Thursday)

8.30 a.m. to 4.45 p.m. (Friday)

closed on Saturdays, Sundays & Public Holidays

For changes to other personal particulars, addresses and contact numbers, please access [StudentLINK](#) → [Administrative Matters](#) → [Change of Personal Particulars](#) to update the changes.

All correspondence from the University will be sent to your postal address. You are required to provide an address in Singapore as your postal address during term time. Failure to do so could lead to important correspondence (including examination results) going astray. The University will not be responsible if official correspondence fails to reach you because you did not give notice of your change of address or provide your postal address.

Withdrawal

Students making an application for withdrawal from the University are to complete and submit the Application for Withdrawal from University (For Undergraduates) Form together with the matriculation card to their School of study.

Students will be informed officially of their withdrawal from the University by email from the Office of Academic Services to their NTU email account. Students may provide other email address to receive the official email.

Details and Withdrawal Form are available at the NTU website under:

Students → Admin Services → Withdraw from programme

<http://www.ntu.edu.sg/Services/StudentServices/admin/undergraduate/Pages/Withdrawfromcourse.aspx>

The matriculation card should be returned to **One Stop @ SAC** once you have withdrawn from the University. Please note that a student who withdraws after the first two weeks of the semester will be liable for the payment of fees for that entire semester.

Academic Calendar AY 2017-18

Academic Year 2016-17	From	To	Duration	
Semester 1	31 Jul 17	08 Dec 17	19 weeks	
Freshmen Orientation	31 Jul 17	11 Aug 17	2 weeks	
Qualifying English Test	7 Aug 17	7 Aug 17	1 day	
Part-Time B.Eng Programme Orientation	31 Jul 17	31 Jul 17	1-day	
Teaching Weeks	14 Aug 17	29 Sep 17	7 weeks	(Teaching Week 1 to 7)
Recess Week	2 Oct 17	6 Oct 17	1 week	
Teaching Weeks	9 Oct 17	17 Nov 17	6 weeks	(Teaching Week 8 to 13)
Revision and Examination	20 Nov 17	8 Dec 17	3 weeks	
Vacation	11 Dec 17	12 Jan 18	5 weeks	
Semester 2	15 Jan 18	11 May 18	17 weeks	
Teaching Weeks	15 Jan 18	02 Mar 18	7 weeks	(Teaching Week 1 to 7)
Recess Week	05 Mar 18	09 Mar 18	1 week	
Teaching Weeks	12 Mar 18	20 Apr 18	6 weeks	(Teaching Week 8 to 13)
Revision and Examination	23 Apr 18	11 May 18	3 weeks	
Vacation	14 May 18	10 Aug 18	13 weeks	
Special Term I	14 May 18	22 Jun 18	6 weeks	

Teaching Weeks	14 May 18	15 Jun 18	5 weeks	(Teaching Week 1 to 5)
Revision & Examination	18 Jun 18	22 Jun 18	1 week	
Special Term II	25 Jun 18	03 Aug 18	6 weeks	
Teaching Weeks	25 Jun 18	27 Jul 18	5 weeks	(Teaching Week 1 to 5)
Revision & Examination	30 Jul 18	03 Aug 18	1 week	

Note: Effective 2015, classes will proceed normally on the immediate Monday following a public holiday on Saturday.

Academic Calendar is available at the NTU website under:

Services → Academic → Undergraduate Academic Calendar

http://www.ntu.edu.sg/sasd/oas/AcademicCalendar/Documents/NTU%20Academic%20Calendar%20%28Semester%29_AY2017-18_upd11Apr2017.pdf

Contact Us

No.	Staff/Office	Contact Details
1	A/P Chng Eng Siong CS Part Time Programme Coordinator School of Computer Science and Engineering	Office Tel: 6790 6200 Email: ASESChng@ntu.edu.sg
2	Sim Sze Yin Diana (Ms) Academic Assistant Manager School of computer Science and Engineering	Office Tel: 6790 4139 Office Location: N4-2b-71 Email: diana.sim@ntu.edu.sg
3	Susy Lawrence Edappilly (Ms) Senior Executive School of computer Science and Engineering	Office Tel: 6592 3095 Office Location: N4-2b-71 Email: susyjes@ntu.edu.sg
4	A/P Chan Syin CS Part Time Academic Mentor (Year 1) Office of Professional Education	Office Tel: 6790 5748 Email: ASSCHAN@ntu.edu.sg
5	General Enquiries College of Professional and Continuing Education (PaCE College) OPE Office	Telephone: 6908 1435 Email: OPE-Enquiry@ntu.edu.sg Website: copace.ntu.edu.sg Office: MAE General Office, N3-02A-29
7	Office of Admissions and Financial Aid	Nanyang Technological University Student Services Centre, Level 2 42 Nanyang Avenue Singapore 639815 Email: adm_local@ntu.edu.sg Tel: 6790 5792/5055