

Part-Time Student Handbook 2016



School of Mechanical
and Aerospace
Engineering

MAE PT Student Handbook 2016 e-version 1.1

This Handbook is based on information available at the time of publication. The School reserves the rights to make changes without notice. Students are advised to check the School's website (www.mae.ntu.edu.sg) and their NTU emails regularly for updated information.

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The School

Vision

A global leader in education and research in Mechanical and Aerospace Engineering, preferred by students, industry and the community.

Mission

To provide world-class education and conduct cutting-edge research to achieve international eminence and to nurture leaders and professionals to serve society with integrity and excellence.

Key Faculty Members



Chair

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Deputy Chair/ Associate Chair (Acad)

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Associate Chair (Research)

Assoc Professor Ang Wei Tech

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Key Faculty Members



Associate Chair (Students)
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Assistant Chair (Students)
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PT Programme Committee



Programme Director

Assoc Professor Tai Kang

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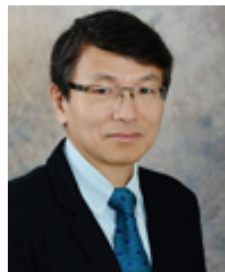
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Academic Coordinator/FYP Coordinator

Assoc Professor Huang Weimin

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Lab Coordinator

Asst Professor Tegoeh Tjahjowidodo

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Pastoral Care Unit

The Pastoral Care Unit is an embodiment of skills, knowledge and services which the School offers to promote as a healthy, enjoyable and fruitful campus life for students. It ensures that all MAE students have access to counselling pertaining to academic matters, financial issues, relationships problems et cetera. Where academic performance is concerned, this unit assists the students in identifying their areas of difficulty and developing strategies to improve their academic performance. This unit also helps to administrate the School's Peer Tutoring Programme. ([More information](#))

Contact Point



Mr. Koh Wee Hock
Pastoral Care Manager
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Undergraduate Office

This unit provides a variety of administrative services for our undergraduate students. Tel: 6790 5492 Location: N2-02a-14 Email: askMAE@ntu.edu.sg



Ms. Agatha Ho
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Programme Educational Objectives

The Programme Educational Objectives of the B.Eng. (Mechanical) programme are to:

- (i) Produce graduates with the fundamental knowledge and skills for the practice of mechanical engineering in a broad range of industries.
- (ii) Provide students with a broad and flexible curriculum with specialized electives that tailor to students' career goals and to inspire them to pursue specialized and graduate studies.
- (iii) Develop students' communication, practical and innovative skills through group design, project work, and "technopreneurship" activities.
- (iv) Provide students with opportunities to read courses in business and management so that they will be equipped to take on leadership and managerial roles.
- (v) Promote student's awareness of professional ethics, societal and moral responsibility, and the need to engage in life-long learning.

General Contact Information

Department / Enquiry of General Issues such as...	Location / General Contact
Office of Academic Services <i>Matriculation, registration schedule, examination timetable and venue, change of programme, withdrawal from programme, leave of absence, students' records, convocation, degree certificates, etc.</i>	Location: Student Services Centre, Level 2 Office Operating Hours: Mon to Thu: 8.30am to 5.45 pm Fri: 8.30am to 5.15 pm For enquiries on Matriculation/Change of Programme/Leave of Absence Tel: 6592 2451 Email: matric@ntu.edu.sg For enquiries on Course Registration Tel: 6592 2445/ 2446 Email: regn_course@ntu.edu.sg For enquiries on Examinations/ Transcripts Tel: 6592 2447/ 2448 Email: exam@ntu.edu.sg For enquiries on Convocation Tel: 6592 2449/ 2450 Email: convo@ntu.edu.sg
Student Wellbeing Centre <i>Professional counseling, group programmes and talks, training workshops</i>	Location: University Health Service Building, #02-01 Office Operating Hours: Mon to Thu: 8.30am to 5.45 pm Fri: 8.30am to 5.15 pm Tel: 6790 4462 Email: studentwellbeing@ntu.edu.sg
Centre for IT Services <i>Computer account, resetting password, unlocking of NTU Network or Windows Live account, email application matters</i>	IT Service Counters: 1) One Stop @ SAC, NS3-01-03/03A 2) Learning Pod @ South Spine, SS1-01-03 3) Lee Wee Nam Library, IT Helpdesk, Level 2 Tel: 6790 4357 (from 7:00am to 11:00pm daily) Email: servicedesk@ntu.edu.sg

General Contact Information

Department / Enquiry of General Issues such as...	Location / General Contact
Centre for Excellence in Learning and Teaching <i>NTULearn e-learning portal</i>	Location: One Stop @ SAC, N3-01-03 Tel: 6790 4357 (from 7:00am to 11:00pm daily) Email: servicedesk@ntu.edu.sg
Medical Centre <i>Fullerton Healthcare Group @ Gethin-Jones, NTU</i> <i>Note: (last registration is half an hour before closing time)</i>	Location: University Health Service Building Consultation Hours: Mon to Fri: 0830hrs to 2100hrs Sat: 0930hrs to 1200hrs Tel: 6793 6974 or 6793 6828
Office of Finance <i>All financial matters</i>	Location: One Stop @ SAC, N3-01-03 Office Operating Hours: Mon to Thu: 8.30am to 5.00 pm Fri: 8.30am to 4.45 pm Closed on Sat, Sun & Public Holidays Tel: 6790 4619 / 6790 5060 Email: UBS@ntu.edu.sg

Overview of the Curriculum

Curriculum Structure

Academic Unit Requirement

Core	Major PE	GER-Core	GER-PE	Total
70	12	10	3	95

The curriculum structure for the Part-Time B.Eng. (Mech) Engineering programme comprises of the following categories of requirements:

- I. Core Courses – These are compulsory courses required to satisfy a programme's requirement.
- II. Major Prescribed Electives (Major PE) – These are courses for specialisation in a particular degree programme.
- III. General Education Requirement (GER) – This is a curriculum requirement for broadening study. The compulsory GER-Cores are:
 - **GC0001** Introduction to Sustainability: Multidisciplinary Approaches and Solutions (1 AU)
 - **HY0001** Ethics and Moral Reasoning (1 AU)
 - **ET0001** Enterprise and Innovation (1 AU)
 - **HW0188** Engineering Communication I (2 AUs)
 - **HW0288** Engineering Communication II (2 AUs)
 - **MA0101** Engineers and Society (3 AUs)

The compulsory GER – Prescribed Elective (GER-PE) is:

MA8103 Human Resource Management (3 AUs)

Prerequisites

Some courses may only be offered to students who have obtained at least the specified grade in related courses offered at a lower level. These lower-level courses are called the “prerequisites” for the higher-level courses.

Table of Curriculum

Year of Study	Semester 1	Semester 2	Special Term
Year 1 26 AU	MH2810 Mathematics A (4 AU) PH1012 Physics A (4 AU) MA1002 Fundamental Engineering Materials (3 AU) GC0001 Introduction to Sustainability: Multidisciplinary Approaches & Solutions (1 AU) HW0001 English Proficiency (0 AU) *	MA1001 Dynamics (3 AU) MA2006 Engineering Mathematics (3 AU) MA8103 Human Resource Management (3 AU) HW0188 Engineering Communication I (2 AU)	MA2001 Mechanics of Materials (3 AU)
Year 2 23 AU	MA2003 Introduction to Thermo-fluids (3 AU) MA2005 Engineering Graphics (3 AU) MA2009 Introduction to Electrical Circuits & Electronic Devices (3 AU) HY0001 Ethics & Moral Reasoning (1 AU)	MA0101 Engineers & Society (3 AU) MA2002 Theory of Mechanism (3 AU) MA3002 Solid Mechanics and Vibration (3 AU)	MA2071 Laboratory Experiments (1 AU) MA2004 Manufacturing Processes (3 AU)

* For students who fail Qualifying English Test.

Year of Study	Semester 1	Semester 2	Special Term
Year 3 24 AU	MA3001 Machine Element Design (3 AU) MA3010 Thermodynamics & Heat Transfer (3 AU) MA3005 Control Theory (3 AU) ET0001 Enterprise & Innovation (1 AU)	MA4079 Final Year Project (2 AU) MA3004 Mathematical Methods in Engineering (3 AU) MA3006 Fluid Mechanics (3 AU) MA48xx Major PE 1 (3 AU)	MA4079 Final Year Project (2 AU) MA3071 Engineering Experiments (ME) (1 AU)
Year 4 22 AU	MA4079 Final Year Project (2 AU) MA4001 Engineering Design (4 AU) MA4002 Fluid Dynamics (3 AU) HW0288 Engineering Communication II (2 AU)	MA4079 Final Year Project (2 AU) MA48xx Major PE 2 (3 AU) MA48xx Major PE 3 (3 AU) MA48xx Major PE 4 (3 AU)	

Laboratory Experiments and Project

MA2071 Laboratory Experiments (ME) and MA3071 Engineering Experiments are scheduled in the special terms of your second and third year of study respectively.

For MA2071, students are required to complete ten (10) laboratory experiments consisting of nine (9) Log-Sheet and one (1) technical report submissions.

For MA3071, students are required to complete six (6) laboratory experiments and one (1) project.

Attendance for Laboratory Experiments and Project is **COMPULSORY**. A medical certificate/approved leave of absence will be required if you are absent.

Assessment is based on performance during the laboratory sessions (CAs) and written assessment (Log sheet and technical report). Each student will be assessed on both their CAs and individual written assessments (Log sheet or technical report). If you were absent for any Experiment Session you will be marked Absent (ABS) and will be given No Marks for that session.

The weights for MA2071 experiments and technical report are given in the table below:

9 Log-Sheet Experiments		1 Technical Report Experiment	
50%		50%	
CA	Log Sheets	CA	Report
50%	50%	50%	50%

The weights for MA3071 experiments and project are given in the table below:

6 Experiments		1 Project	
60%		40%	
CA	Log Sheets	CA	Report
50%	50%	50%	50%

Submission of Reports

Students will submit the project report to the respective supervisor for assessment two weeks after the completion of the project. It is the student's responsibility to complete the report before the assessment deadline.

Locations of Laboratories

- Mechanics of Materials Lab (N3.2-B2-01)
- Mechanics of Machines Lab (N3-B1c-03)
- Metrology Lab (N3.1-B3b-03)
- Energy Systems Lab (N3.1A-B4-01)
- Fluid Mechanics Lab (N3-B2b-03)
- Heat Transfer Lab (N3-02a-01)
- Mechatronics Lab (N3.2-B1-03)
- Materials Lab 1 (N3.1-B2b-02)
- Manufacturing Process Lab 1 (HW3-01-02)
- Manufacturing Process Lab 2 (HW3-01-01)
- Manufacturing Process Lab 3 (HW2-01-01)



For more information, students may contact **Asst Prof Tegoeh Tjahjowidodo** (Lab Coordinator) |6790 4952|N3.2-02c-68|
ttegoeh@ntu.edu.sg

Final Year Project

The final year project (FYP) is an integral and important part of the degree programme. It is equivalent to 8 academic units (AUs), and the award of honours is dependent upon the student's performance in the FYP.

You would commence your FYP in Semester 2 of the third year of study. It is to be completed over three semesters and one special term. No extension of this period is allowed.

In order to qualify for commencement of the FYP, students must be in Year 4 standing and must have:

- (a) Gained exemption from MA2079 Engineering Innovation & Design (EID) and MA3079 Industrial Attachment (IA) and
- (b) Accumulated at least 56 AUs after the third year of study

All students who have met the above requirements are required to embark on the FYP immediately at the beginning of the next semester. No delay in the commencement of the FYP is allowed.

If a student has successfully obtained exemption from the EID/IA, but is unable to accumulate the required number of AUs after completing his third year of study, he will be permitted to commence his FYP only after he has accumulated the required number of AUs following another semester of study.

All FYP students are strongly advised to see their project supervisors on a regular basis as such meetings are very necessary and important to the students' progress and performance in the projects. All FYP students are required to submit FYP reports and undergo oral presentations for their FYP at the end of the project. The oral presentations are scheduled immediately after the examination period.

FYP students who have to go for in-camp training or overseas business assignment on the scheduled date of the oral presentation are required to submit supporting documents to the FYP coordinator as soon as it is known so that an alternative (earlier) date can be arranged for their oral presentation.

If the student's progress is unsatisfactory, the supervisor may recommend an extension of the project beyond the three (3) semesters and one (1) special term duration. Such extension, if approved by the School, will come with a serious penalty on the student's grade for the FYP. If a student fails his/her FYP, he/she has to do a new FYP with a different supervisor for another three (3) semesters and one (1) special term period.

The School will notify students by email when they become eligible to start FYP.



For more information, students may contact **Assoc Prof Huang Weimin** (FYP Coordinator) | 6790 4859 | N3.2-02-11 | mwmhuang@ntu.edu.sg

Course Description

Year 1 Courses

GC0001 Introduction to Sustainability: Multidisciplinary Approaches & Solutions (1 AU)	Pre-requisite:
Introduction to sustainability presented in six modules by six different disciplines, as represented by NTU's schools and centres	Nil
HW0001 English Proficiency (0 AU)	Pre-requisite:
Introduction; Drafting clear paragraphs; Constructing clear and concise sentences; Reading and oral skills	Nil
HW0188 Engineering Communication I (2 AU)	Co-requisite:
Basic academic literacy skills; written and oral communication skills for the field of engineering	HW0001
MA1001 Dynamics (3 AU)	Pre-requisite:
Kinematics of Particles; Kinematics of Rigid Bodies; Kinetics of Particles; Kinetics of Rigid Bodies	Having read PH1012 and MH2810
MA1002 Fundamental Engineering Materials (3 AU)	Pre-requisite:
Engineering materials and their mechanical properties; Bonding, Crystal Structure, Defects, and Diffusion; Strengthening and toughening mechanisms; Creep, fatigue and fracture; Ceramic Materials, Structure and Properties; Structure of Polymers; Corrosion and Degradation	Nil

MA2001 Mechanics of Materials (3 AU)	Pre-requisite:
Review, Stress And Strain; Torsion; Shearing Stress in Beams; Transformation of Stress and Strain; Deflection of Beams; Columns	Nil
MA2006 Engineering Mathematics (3 AU)	Pre-requisite:
Linear algebra; vector calculus; Laplace transformation; Fourier Analysis	MH2810
MA8103 Human Resource Management (3 AU)	Pre-requisite:
Nature of Human Relations; Study of Individual Behavior; Behavior of Groups and Productivity Practices; Managing Technological Change; Managing in Knowledge-based Futures; Fundamentals of Leadership; HRM Skills of a Leader: Developing, Appraising and Rewarding Staff; Managing Performance: Corporate, Group and Individual; Productivity Innovation, Creativity and Inventive Culture; Internationalization and HRM; Managing Industrial Relations; Personal Career Development; Topical HRM Issues.	Nil
MH2810 Mathematics A (4 AU)	Pre-requisite:
Functions and Derivatives; Integration; Complex numbers and Vectors; Power Series; Multivariable Functions & Partial Derivatives; Ordinary Differential Equations	Nil
PH1012 Physics A (4 AU)	Pre-requisite:
Vectors; Kinematics; Forces and Torques; Newton's Laws of Motion; Impulse and Momentum; Work and Energy; Thermal Physics; Electric Field; Magnetic Field; Motion of Charged Particles and Applications; Circuits	Basic trigonometry and calculus

Year 2 Courses

HY0001 Ethics and Moral Reasoning	Pre-requisite:
Introduction to three major ethical theories' utilitarianism, Kant's deontology, and virtue ethics; ethical principles underlying academic integrity, research ethics, and intellectual property; ethics of environmental sustainability and conservation	Nil
MA0101 Engineers and Society (3 AU)	Pre-requisite:
History of Engineering; Pre-independence history of Singapore; Social and political development issues; Economic and industrial development issues; National cohesion and total defense; Engineering practice in Singapore; Engineering ethics; Our neighbours and international; Challenges of globalization and the new economy; Contribution of engineers in the new millennium	Nil
MA2002 Theory of Mechanism (3 AU)	Pre-requisite:
Fundamental Concepts of Mechanisms; Gears and Gear Train; Motion in Mechanisms: Kinematic Analysis; Motion in Mechanisms: Static-Force Analysis; Motion in Mechanisms: Dynamic-Force Analysis; Design and Analysis of Cam-and-Follower Systems	MA1001
MA2003 Introduction to Thermo-fluids (3 AU)	Pre-requisite:
Properties of pure substances; Work and heat; Energy and the first law; Energy balance for closed systems and steady state control volumes; Submerged surfaces and bodies; Elementary fluid dynamics	Nil
MA2004 Manufacturing Processes (3 AU)	Pre-requisite:
Introduction and overview of manufacturing; Dimensions and surfaces measurement; Casting; Shaping processes for polymers; Sheet metalworking; Materials removal processes; Joining processes; Microelectronics manufacturing	Nil

MA2005 Engineering Graphics (3 AU)	Pre-requisite:
Orthographic projections; Pictorial views and technical sketching; Drawing standards and practices; Sectional views and machine drawings; Development of surfaces; Dimensioning standards, systems and conventions; Dimensioning features and finishes; Tolerance dimensioning and limits; Geometric dimensioning	Nil
MA2009 Introduction to Electrical Circuits & Electronic Devices (3 AU)	Pre-requisite:
Analysis of Resistive Linear Networks; Energy Storage Elements and Transient Analysis; AC Network Analysis; Operational Amplifiers and applications; Basic semiconductor devices and applications; Logic Circuits	Nil
MA2071 Laboratory Experiments (ME) (1 AU)	Pre-requisite:
Consists of 10 experiments related to Year 2 core courses	Nil
MA3002 Solid Mechanics and Vibration (3 AU)	Pre-requisite:
Energy Methods of Analysis; Fracture Mechanics; Fatigue; Vibrations for Single-Degree-of-Freedom System; Vibrations for Two-Degree-of-Freedom System	MA2001

Year 3 Courses

ET0001 Enterprise and Innovation (1 AU)	Pre-requisite:
Introduction to the enterprise and innovation ecosystem of the University, the Singapore society, and beyond.	Nil
MA3001 Machine Element Design (3 AU)	Pre-requisite:
Power transmission components; Dimensioning and tolerancing according to ISO standards, surface finish; Bearings; Threaded fasteners, power screw; Design of load carrying joints; Designing against fatigue loading and wear; Design of machine structures	Having read MA2001 and MA2002
MA3004 Mathematical Methods in Engineering (3 AU)	Pre-requisite:
Partial Differential Equations (PDEs); Finite Element Method (FEM); Computational Fluid Dynamics (CFD)	MH2810
MA3005 Control Theory (3 AU)	Pre-requisite:
Introduction and Revision of Laplace Transform; System Responses - transient and steady; PID Controls; Root Locus Technique; Frequency Response Methods	Having read MA2006
MA3006 Fluid Mechanics (3 AU)	Pre-requisite:
Momentum equation and its applications; Dimensional analysis and similitude; Internal flows and piping systems; Principles and applications of fluid machines	MA2003
MA3010 Thermodynamics & Heat Transfer (3 AU)	Pre-requisite:
Second law and entropy. Entropy balance for closed systems and steady state control volumes. Ideal gas mixtures and psychometrics. Heat transfer: conduction, convection and radiation	MA2003
MA3071 Engineering Experiments (ME) (1 AU)	Pre-requisite:
Consists of 6 experiments and 1 project related to Year 3 core courses	Nil

Year 4 Courses

HW0288 Engineering Communication II (2 AU)	Pre-requisite:
Concepts in engineering communication and advanced professional communication skills, with reference to technical communication and the Final Year Project, and Communication in the contemporary workplace	HW0188
MA4001 Engineering Design (4 AU)	Pre-requisite:
Product Definition; Conceptual Design; Embodiment Design; Detailed Design & Engineering; Analysis & Documentation; Mechanical Power Transmission Systems; Hydraulic & Pneumatic Systems; Electric Motors & Linear Motion Systems; Programmable Logic Control (PLC) techniques; Review of basic engineering materials properties & failure modes; Basics materials selection in design; Effect of component geometry in materials selection; Compound objectives & multiple constraint problems; Cost estimation tools	Having read MA3001
MA4002 Fluid Dynamics (3 AU)	Pre-requisite:
General equations of motion; Potential flow; Isentropic compressible flow; Normal shock waves, Fanno & Rayleigh line flows; Boundary layer flow; External flow; Performance characteristics of pumps & turbines; Unsteady flow	MA3006
MA4079 Final Year Project (8 AU)	Pre-requisite:
<u><i>This project spans across 3 semesters and 1 special term.</i></u>	Year 4
Students are required to analyze and synthesize problems in any of the disciplines of mechanical and production engineering through a project requiring application of basic engineering principles. The project may take any one or a combination of the following forms: feasibility study, product development, computer modelling and analysis, design and construction, testing and experimental investigation.	standing; Exemption from MA3079

Major Prescribe Electives

In addition to the year-4 core courses, part time students have to read four Major Prescribe Electives. Part-time students may choose their Major Prescribed Electives (PEs) from any of the below two specialisation groups. Those who have passed at least three Major PEs from one specialization group will be deemed to have specialised.

Innovative Design

Students in this specialisation will learn how industrial design operates in a product development environment, the elements and principles of form design, effective design communication and the industry usage of packaging design. Particular emphasis is also placed on the human factors design process, human performance, cognitive and sociological aspects of design, and human computer interaction.

Major PEs (Innovative Design)
MA4831 Computer-aided Engineering
MA4843 Management of Product Development
MA4844 Industrial Design
MA4845 Manufacturing Automation
MA4846 Product Design Engineering
MA4847 Human Factors Engineering

Manufacturing Engineering

This provides students with a broad knowledge of materials engineering and a fundamental understanding of automated flow lines, vibratory bowl feeders, industrial robots, rapid prototyping and computer-aided manufacturing. Students are taught the roles of engineering logistics in achieving corporate goals of reducing manufacturing costs and the savings that come from planning and managing supply chains effectively.

Major PEs (Manufacturing Engineering)
MA4837 Net Shape Manufacturing
MA4838 Non-conventional Manufacturing Processes
MA4842 Engineering Metrology
MA4845 Manufacturing Automation
MA4853 Manufacturing Systems

Other Major PEs available to part-time students but not of the two specialization groups are MA4850 Supply Chain and Logistics Management (3 AU) and MA4854 Quality Assurance and Management (3 AU).

The complete list of Major PEs and a description of the course is shown below.

MA4831 Computer-Aided Engineering (3 AU)

Introduction; Overview; Historical perspective; Computer graphics; Computer-aided design; Dynamic analysis; Computer-aided manufacturing

MA4837 Net Shape Manufacturing (3 AU)

Advanced metal casting; Powder metallurgy; Powder shaping and full density processes; Bulk deformation processes; Sheet metal forming processes; Plastics shaping processes; New and emerging technologies

MA4838 Non-Conventional Manufacturing Processes (3 AU)

Non-conventional manufacturing processes with relevance to industries such as biomedical, aerospace and precision engineering and comparing non-conventional processes with the more traditional manufacturing approaches

MA4842 Engineering Metrology (3 AU)

Introduction to the fundamentals of measurement; SI system; Terminology; Calibration; Areas of metrology; Principles, Instrumentation; Application; Case studies of historical examples of famous metrological failures, various measurement examples as well as industry-based problems.

MA4843 Management of Product Development (3 AU)

Product development concepts; Management issues on concept generation, selection, development and evaluation; Innovative management; Product/brand strategy

MA4844 Industrial Design (3 AU)

Principles and practice of industrial design; Brief history of art and design in industry; Basic industrial design elements and principles; Design communication; Human values in design; Product design strategies; Packaging design

MA4845 Manufacturing Automation (3 AU)

Basic knowledge of manufacturing automation; Types of manufacturing automation; Additive Manufacturing (AM) and its applications; Computer-aided manufacturing and automatic assembly

MA4846 Product Design Engineering (3 AU)

Basic knowledge of plastic, die and sheet metal design culminating in Design for Manufacture; Team project to conceptualize a new product

MA4847 Human Factors Engineering (3 AU)

Understanding of human anatomy, physiology, and psychology as well as modern manufacturing technology and work organization; Multidisciplinary background in these basic areas, as well as their application to the practical problems in ergonomics and safety that are encountered in industrial and service environments

MA4850 Supply Chain and Logistics Management (3 AU)

Introduction to supply chain management; Value of information; Multi-echelon Inventory models; Supply Chain strategies; Supply chain and logistics network design; Warehousing and transportation management; SC benchmarking and performance measurement.

MA4853 Manufacturing Systems (3 AU)

Introduction to Manufacturing Systems, Facility layout design and line balancing, Production planning, Variability, Production scheduling and shop floor control.

MA4854 Quality Assurance and Management (3 AU)

Introduction to Quality Assurance and Management including the fundamentals, philosophies, practices, tools and international standards

Academic System

The University's academic structure for its undergraduate programmes is based on the Academic Unit System. The system provides opportunities for students to broaden their learning experience and progress at a pace most suited to their individual needs while maintaining high academic standards.

The main features of the Academic Unit System are the semester arrangement of the academic year and the use of Academic Units (AU) for measuring academic workload.

Academic Calendar

The academic year starts off with an orientation week. It is divided into two semesters, Semester 1 of 18 weeks and Semester 2 of 17 weeks. Examinations are held at the end of each semester. There are two special terms during the Semester 2 vacation.

Academic Units

Under the Academic Unit System, each course is assigned a certain number of AU. The AU is a measure of the student's workload associated with both class attendance and preparation. For a typical one-semester course, the number of AU is calculated as follows:

- 1 hour of lecture/tutorial per week: 1 A
- 3 hours laboratory/fieldwork per week: 1 AU

Academic Workload

To complete the degree requirements within the normal specified period of candidature, students are encouraged to carry an academic load as specified in the Table of Curriculum. Overloading of courses is subject to School's approval. Students on Academic Warning or Academic Probation are not allowed to overload beyond 3 courses.

Registration of Courses

All students must register their courses 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 will not be allowed to take the examination(s) for the course(s) involved.

Students with outstanding tuition will be denied access to STARS and barred from course registration. Students must pay their outstanding fees before registering courses.

Students may add or drop any course provided this is done within the add/drop period as announced by the Office of Academic Services. A course that is dropped during the add/drop period will not appear in the official transcript. A student who is still 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' will appear on his official transcript.

Freshmen in their first semester of study do not need to register as the courses will be pre-allocated by the School. However, they would have to register for courses on their own from their second semester onwards.

Exemption

A Full-Time B.Eng. (Mech) student is required to pass the practical training courses, MA2079 Engineering Innovation & Design (EID) and MA3079 Industrial Attachment (IA), in the Second and Third Year of study, respectively.

However, a Part-Time B.Eng. (Mech) student may be exempted from these courses upon application, provided he/she satisfies the respective exemption criteria.

For exemption from EID, you need six (6) months of industrial work experience on a technical job. For exemption from IA, you need another six (6) months of industrial work experience on a technical job.

You must have gained these twelve (12) months of experience preferably between the start of Semester 1 of Year 1 and end of Semester 1 of Year 2. However, if you already have prior work experience before joining NTU, your prior experience may be considered.

EID and IA exemption is a pre-requisite for commencing MA4079 Final Year Project (FYP) in the fourth year of study. Hence, any delay in obtaining EID and IA exemption may lead to a delay in the completion of FYP.

The School will notify students via email to apply for course exemption on MA2079 and MA3079.

Classification of Students

Students are classified as Year 1 to Year 4 according to the number of AU earned. Students placed on Academic Warning and Academic Probation will not be re-classified until they have been restored to good academic standing.

Number of Academic Units Earned (Core and Prescribed Electives)			
Year 1	Year 2	Year 3	Year 4
0 - 16	17 - 39	40 - 55	56 and above

Period of Candidature

The period of candidature is as follows:

Minimum: 4 years
Maximum: 6 years

Examination

An examination for each of the courses offered in the semester is held at the end of the semester. Students are not allowed to retake courses they have

passed in order to improve on the grades of these courses. The grades for all attempts in all courses taken by a student are shown in his official transcript.

Grade Point Average (GPA) System

Grades and grade points are assigned as follows:

Letter-Grade	Grade Point
A+	5.00
A	5.00
A-	4.50
B+	4.00
B	3.50
B-	3.00
C+	2.50
C	2.00
D+	1.50
D	1.00
F	0.00

The Cumulative Grade Point Average (CGPA) represents the grade average of all courses (including failed courses) attempted by a student. The computation of CGPA is as follows:

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

CGPA calculator can be found [here](#).

Freshmen Year GPA Exemption

Effective from AY2014-15, up to 6 letter-graded courses with fail grades on first attempt in the Freshmen Year will be excluded from GPA computation. This applies to examinable and non-examinable courses taken in the student's first 2 semesters of study in NTU, including adjoining Special Terms.

GPA exemption is not applicable for courses with fail grade taken on the second or subsequent attempts in the Freshmen Year.

The unused quota of 6 courses will lapse after the Freshmen Year.

Students are not eligible for promotion to the next study year if their CGPA is nil arising from GPA exemptions, even if they meet the AU criteria.

The fail grade exempted from GPA computation will remain on the transcript.

Graduation Requirements

To be eligible for the award of a Bachelor's degree from NTU, a part-time student must fulfill the following conditions:

- i. Successful completion of the prescribed academic unit requirement as set out by the course curriculum.
- ii. A minimum CGPA of 2.00 at the end of the final semester.

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

- i. Maintaining a minimum CGPA of 2.00
- ii. Completing at least 75% of the normal AU workload

Academic Standing

- i. Students with poor results will be accorded the following academic standing and subjected to performance review:
 - Academic Warning – if the CGPA falls below 2.00 for any given semester.
 - Academic Probation – if the CGPA stays below 2.00 for the following semester.
 - Academic Termination – if the CGPA is still 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. 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 within 2 weeks after the release of the semester examination results or before the start of the next semester, whichever is earlier.
 - Normally only one appeal is allowed per candidature.
- ii. A minimum CGPA of 2.0 must be maintained at the end of each semester to qualify for the overloading of courses.

Classification of Degree

The cut-off for each degree class is as follows:

CGPA Range	Degree Classification
	4-year Courses
4.50 - 5.00	First Class(with at least an 'A-' grade for the Final Year Project)
4.00 – 4.49	2nd Class Upper
3.50 – 3.99	2nd Class Lower
3.00 – 3.49	Third Class
2.00 – 2.99	Pass

Administrative Matters

Leave of Absence

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

i. Medical Leave during Term Time

Students who are granted medical leave on the various abovementioned occasions must complete a Medical Certificate Leave Form and deposit the form attached with the medical certificate to the Collection Box at the MAE Undergraduate Office at N2-02a-14.

All medical certificates must be submitted not later than 7 working days after the medical leave. If students submit the medical certificate after the deadline, they will be given zero mark for any test or quiz that they were

absent from. Medical certificate leave forms can be downloaded from the School's website for [part-time undergraduate programme](#).

ii. Medical Leave taken during Examination Periods

Students who are absent from an examination due to illness are required to submit the original medical certificate (MC) using the MC Submission Form, together with the Authorisation for Release of Information and Acknowledgement (AAA) Form.

These forms are available online and must be submitted to the Office of Academic Services at the same time and within two working days of absence from the examination. For further details, please click [here](#).

iii. Short Leave of Absence (< 7 days)

Students who are absent from school due to non-medical reasons like in-camp training, business trip or other personal commitments are required to fill up the Short Leave of Absence (LOA) Form. The completed form must be submitted with supporting documents to the MAE Undergraduate Office. A generated email will be sent to the student's NTU email account to notify of the approved status. The form is available [here](#).

iv. Compassionate Leave

Compassionate leave will be granted in the event of the demise of an immediate family (defined as parents, siblings and grandparents). Normally absence from School within 7 days of the event and on the day of the funeral is accepted as valid leave of absence on compassionate ground.

v. Semester Leave (1 – 2 semesters)

Students who wish to apply for leave of absence for 1 – 2 semesters need to fill up the Semester Leave of Absence Form and submit it with supporting documents to the MAE Undergraduate Office (N3-02a-14). **Application must be submitted by the end of Week 2 of the semester, otherwise the student will be required to pay the tuition and miscellaneous fees for the entire**

semester. Upon receipt of the student's request, he/she will be called in for an interview if necessary. The purpose of the interview is to advise the student from an academic perspective to make sure that he/she is fully aware of the implications of taking semester leave. The Office of Academic Services will write to the student about the outcome of the application.

Change in Personal Particulars

Postal address and contact numbers are important means of correspondence. To avoid any communication lapse, all students are advised to update his/her personal particulars via **Studentlink** whenever there is a change in address, employment or contact number(s).

Submission of Reports / Correspondence

Any reports to be submitted for assessment, or any correspondences, can be dropped into the collection box marked "Deposit Box" at the MAE Undergraduate Office (N3-02a-14) during or after office hours.

The opening hours of MAE Undergraduate Office are from 8.30am to 5.30pm, Monday to Thursday and 8.30am to 5.00pm for Friday, unless otherwise informed. Kindly indicate clearly the name of lecturer/tutor on the reports/correspondences intended for them.

All students who are admitted into NTU will be given access to the NTU student network account. Students are required to log into their account with their PIN number within the first week of the semester. If student forget their PIN number, he/she can re-set it at his/her own convenience via the Self-Service Student-Link PIN Reset. More details are available [here](#).

The Centre for IT Services (CITS) can be contacted at 6790 4357 or CITS helpdesk via servicedesk@ntu.edu.sg.

A host of important information and notices such as examination time-table, examination seating arrangement, semester time-table, make-up class schedule, report submission schedule, academic calendar, application to

appeal for examination results, subject registration, FYP selection, etc. can be obtained through NTU Internet website and **StudentLink**.

All students are strongly encouraged to log into the website regularly to update themselves with the latest news, events and happenings.

NTU E-Mails

NTU students' E-mail account will be allocated to all students at the beginning of his/her entry to the Part-Time B.Eng Programme. All students are strongly encouraged to read NTU e-mails regularly as important information to students from the School/NTU will be disseminated through this media. Lecturers may also contact students through this avenue.

Time-Table

Students may have to attend classes for 4 or 5 weekday evenings depending on the number of courses they have registered. The semester timetable can be obtained at the School website for [part-time undergraduate programme](#).

Make-Up Classes / Lab Sessions

Should any class sessions fall on a public holiday, the School will arrange make-up classes if the lecturers deemed that it is necessary. You will be notified of all make-up classes accordingly by the lecturer.

If a student misses any class test/quiz (for continuous assessment) during the semester, he/she should make an alternative arrangement with the lecturer concerned to take the test/quiz. Please be informed that these continuous assessments contribute towards the overall grades for the course. In addition, the student is also required to submit the completed Medical Leave or Short Leave of Absence Form, whichever is applicable, to the MAE Undergraduate Office.

Please note that there is no make-up lesson for laboratory sessions should the student fail to attend it.

Academic Counselor

To provide students with academic guidance, student may approach the academic coordinator of the Programme for academic advice:

Associate Professor Huang Weimin

Phone: 6790 4859

Email: mwmhuang@ntu.edu.sg

Office: N3.2-02-11

Conversion from Part-Time To Full-Time

After the end of year-2 semester-2, students may be allowed to convert their candidature to full-time study. Consideration for conversion is on a case-by-case basis and students who convert to full-time study **ARE NOT** permitted to revert back to part-time study.

Students who wish to convert to full-time study are required to apply for conversion at the end of year-2 semester-2. More information can be found [here](#).

Please note that no conversion is allowed from Year-3 semester-2 onwards.

Examination Issues

All examination matters such as examination time-table, examination rules and regulations, examination hall, seat allocation, etc. are planned by the Office of Academic Services (Examination Branch). The School may relay relevant information to you.

You will be required to sit for the examination of a course once you are registered for it, except for non-examinable courses such as lab experiments and projects. Under Statute 14 of the University's Regulations, a student who has been registered for a course and fails to take the examination for the course shall be deemed to have sat and failed the examination unless the

Board of Examiners is satisfied that there is good and sufficient reason for such failure to take the examination.

All calculators to be used in the examination hall must be registered and bear a valid seal from the School. A list of approved calculators and the registration period for calculators will be made known to you at least one month before the examination period in each semester.

A certification letter can be obtained from the School to facilitate the application of examination leave from your work. Please contact the School if you require the letter.

A student who is absent from an examination on account of illness is permitted to appear for the examination at the next period of the examination provided that he submits a medical certificate (MC) and an Authorisation for Release of Information and Acknowledgement Form (AAA) endorsed by a medical practitioner (registered with the Singapore Medical Council) to the Office of Academic Services within two (2) working days of the absence from the examination. Any fee payable for the medical examination shall be paid by the candidate.

Examination Seating Arrangement

All students will be required to check their Examination Seating Arrangements on-line by logging onto the **StudentLink**.

Facilities within the School

For computer facilities, the following labs will be available to you, provided that you do not interrupt any scheduled activities such as lessons, VIP visits or maintenance.

Laboratory	Location	Time Available For Use
Computer Aided Engineering Lab 1	N3-B3b-05	0830 to 1700 hrs on weekdays Closed on Saturdays, Sundays and Public Holidays
Computer Aided Engineering Lab 2	N3.2-01-34	0830 to 1700 hrs on weekdays Closed on Saturdays, Sundays and Public Holidays

For the use of other lab facilities apart from the scheduled lessons such as projects, you will need to get permission from your project supervisor. Your project supervisor will inform the lab concerned. Please bring along your student card for identification when you use any of the School's facilities.

Library Services

NTU Libraries provide a wide and diverse range of resources to support the NTU scholarly and research community. Currently there are seven NTU libraries on campus providing space, resources and services to support learning and research. Some of these libraries open extended hours before and during examination periods. All libraries are wireless enabled and there are more than 700 work stations available for use.

All NTU students (including part-time students) are automatically library members.

LIBRARY	LOCATION
Art, Design & Media Library	ART-01-03, 81 Nanyang Avenue
Business Library	N2-B2b-07, 50 Nanyang Avenue
Chinese Library	S3.2-B5-01, 50 Nanyang Avenue
Communication & Information Library	CS-01-18, 31 Nanyang Link
Humanities & Social Sciences Library	S4-B3c, 50 Nanyang Avenue
Lee Wee Nam Library (Engineering and Science)	NS3-03-01, 50 Nanyang Avenue
Wang Gungwu Library	CHC-02, 12 Nanyang Drive

More information can be found [here](#). Students are encouraged to browse through the websites to familiarize themselves with the rules and regulations governing the use and loan of the library materials, as well as the procedure of searching the library through OPAC.

Photocopying Services

Photocopying services are available at all libraries, provided by commercial suppliers for user's convenience. Payment is by CashCard only except for Wang Gungwu Library which requires cash payment. CashCards are sold at Chinese Library, Lee Wee Nam Library Printing Room and Business Library Copy Room and can be topped up at the e-payment kiosks at all libraries.

Examination Papers

Questions of past years' examination papers submitted by the various schools are managed by NTU Libraries and made available [here](#).

For solutions, please consult your respective instructors.

Financial Assistance

NTU believes that no student should be denied the opportunity of a university education because of financial difficulties. In order to enable such students to pursue a university education, NTU offers several financial assistance programmes for students pursuing a part-time degree programme:

Financial Scheme	Brief Details (for updated info, please enquire at the <u>Office of Admissions and Financial Aid</u>)
Post-Secondary Education Account (PSEA)	• Full-time and part-time undergraduates who have a PSEA account • PSEA scheme also allows students to utilize their siblings' PSEA funds for the payment of their tuition fees and miscellaneous fees
NTU Study Loan	• Singaporean part-time students pursuing their first undergraduate degree • Must be held concurrently with the maximum 90% Tuition Fee Loan • Per capita monthly household income (PCI) <= S\$2,400 • Balance of 10% of tuition fee payable, no living allowance loan option
Tuition Fee Loan	• Singaporean part-time students pursuing their first undergraduate degree • Pursuing a part-time programme due to financial reasons • Loan covers up to 90% of the subsidised tuition fee payable, does not cover compulsory miscellaneous fees and hostel fee
MOE Bursary	• Singaporean students pursuing their first undergraduate degree • Must not concurrently hold other bursaries or scholarships • Gross monthly per capita household income (PCI) <= \$1,900 • Awarded depending on your financial situation and criteria set down by MOE

Details of the above financial schemes are posted in the Office of Admissions and Financial Aid [website](#).

MOE Tuition Fee Subsidy

With effect from Academic Year 2011 onwards, eligible students enrolled in NTU part-time degree programmes can pay subsidized tuition fees funded by Ministry of Education (MOE):

Nationality	Subsidized rate (MOE Tuition Fee Subsidy)
Singapore Citizen (SC)	55%
Singapore Permanent Resident (SPR)	20%

Each student must meet the following criteria in order to qualify for the subsidy:

- i) Singapore Citizen (SC) or Singapore Permanent Resident (SPR) who has not previously received government subsidy/sponsorship for a first degree;

(Students who change their SC / SPR status after the admission period must update Office of Academic Services before they submit their application)

- ii) Be at least 21 years of age;
- iii) Has 2 years of full-time work experience or has fully discharged his full-time national service liability or is currently employed on a full-time basis.

Applications for MOE fee subsidy are submitted online when students accept an NTU Offer of Admission. Students who become eligible in their subsequent years of study may apply at the beginning of each new semester. The School will notify students via email when the application period opens.

*School of Mechanical and Aerospace
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