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This guide 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.spms.ntu.edu.sg) and their NTU emails regularly for updated information.

List of Degree Programmes

[Bachelor of Science \(Hons\) in Chemistry & Biological Chemistry](#)

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[Bachelor of Science \(Hons\) in Physics and Mathematical Sciences \(Double Major\)](#)

AU Requirements

Bachelor of Science (Hons) in Chemistry & Biological Chemistry

(for students admitted in AY2019/2020 or later)

Course Types	AU	Remarks
Core Courses	60 AU	51 AU of lectures and lab courses on Chemistry; 9 AU of Mathematics and Physics courses.
Major Prescribed Electives	22 AU	A grade of A- or better in the Final Year Project (CM4080, 10AU) is compulsory for the award of Honours (Highest Distinction)
GER Core Courses	18 AU	
GER Prescribed Electives	15 AU	
Unrestricted Electives	18 AU	
Total	133 AU	

Bachelor of Science (Hons) in Chemistry & Biological Chemistry with Second Major in Food Sciences and Technology

(for students admitted in AY2019/2020 or later)

Course Types	AU	Remarks
Core Courses	60 AU	51 AU of lectures and lab courses on Chemistry; 9 AU of Mathematics and Physics courses.
Major Prescribed Electives	22 AU	A grade of A- or better in the Final Year Project (CM4080, 10AU) is compulsory for the award of Honours (Highest Distinction).
GER Core Courses	18 AU	
GER Prescribed Electives	12 AU	
Unrestricted Electives	36 AU	2nd Major in FST consists of 33AUs of UE, of which 18AUs are core courses from WU, and 15AUs are a selection of PE courses from NTU. All courses are categorised as Unrestrictive Electives (UE). Students cannot opt for S/U options for FST PEs from NTU.
Total	148 AU	

Bachelor of Science (Hons) in Chemistry & Biological Chemistry with Second Major in Environmental Science

(for students admitted in AY2020/2021 or later)

Course Types	AU	Remarks
Core Courses	60 AU	51 AU of lectures and lab courses on Chemistry; 9 AU of Mathematics and Physics courses.
Major Prescribed Electives	22 AU	A grade of A- or better in the Final Year Project (CM4080, 10AU) is compulsory for the award of Honours (Highest Distinction).
GER Core Courses	18 AU	
GER Prescribed Electives	6 AU	Electives must be taken from the following categories: <ul style="list-style-type: none"> • Business and Management (3AU) • Liberal Arts (3AU)
Unrestricted Electives (Second Major)	30 AU	21 AU of required courses, and a choice of three additional Earth Sciences or Environmental Management courses.
Unrestricted Electives	9 AU	
Total	145 AU	

Bachelor of Science (Hons) in Mathematical Sciences

(for students admitted in AY2019/2020 or later)

- **Track in Business Analytics**

Course Types	AU	Remarks
MAS Core Courses	38 AU	
Core Courses for Business Analytics Track	18 AU	
Prescribed Electives for Business Analytics Track	24 AU	A grade of A- or better in the Final Year Project (MH4900, 8AU) is compulsory for the award of Honours (Highest Distinction)
GER Core	18 AU	
GER Prescribed Electives	15 AU	
Unrestricted Electives	21 AU	
Total	134 AU	

- **Tracks in Pure Math, Applied Math, Statistics**

Course Types	AU	Remarks
MAS Core Courses	45 AU	
MAS Core Courses for chosen track (Pure Mathematics / Applied Mathematics / Statistics)	11 AU	
MAS Prescribed Electives for chosen track (these may include Final Year Project / Professional Internship)	24 AU	A grade of A- or better in the Final Year Project (MH4900, 8AU) is compulsory for the award of Honours (Highest Distinction)
GER Core Courses	18 AU	
GER Prescribed Electives	15 AU	
Unrestricted Electives	21 AU	
Total	134 AU	

Bachelor of Science (Hons) in Mathematical Sciences and Economics (Double Major)

(for students admitted in AY2019/2020 or later)

Course Types	AU	Remarks
MATH Core Courses	48 AU	
ECON Core Courses	21 AU	
MATH Prescribed Electives	9 AU	
ECON Prescribed Electives	36 AU	
Final Year Project	8 AU	A grade of A- or better in MH4900 Final Year Project is compulsory for the award of Honours (Highest Distinction)
GER Core Courses	15 AU	
GER Prescribed Electives	3 AU	3 AU elective Course in Business and Management category
Unrestricted Electives	3 AU	
Total	143 AU	

Bachelor of Science (Hons) in Mathematical and Computer Sciences (Double Major)

(for students admitted in AY2019/2020 or later)

Course Types	AU	
Mathematical Sciences (MATH)	Core	24
	Major PE	18
Computer Science (CS)	Core	36
	Major PE	6
Mathematical Sciences (MATH) and Computer Science (CS)	Common Core	20
	Professional Internship	10
	Final Year Project	8
	<i>Note:</i> 1. Students must do a Final Year Project which is either MH4900 or CZ4079. A minimum CGPA of 4.50 and a grade of at least 'A-' for the Final Year Project are required for the award of an Honours (Highest Distinction) Degree. 2. The Final Year Project must be jointly supervised by faculty members from both SCSE and the Division of Mathematical Sciences in SPMS.	
General Education Requirements (GER)	Core	15
	Prescribed Elective (PE-BM)	3
	Prescribed Elective (PE-LA)	3
	Unrestricted Electives (UE)	6
Total	149	

Bachelor of Science (Hons) in Physics & Bachelor of Science (Hons) in Applied Physics
(for students admitted in AY2019/2020 or later)

Course Types	AU	Remarks
Common Core	45 AU	For both PPHY and APHY
Other Common Core Courses	14 AU	MH1802, M1803, MH2801, MH2802
Major Core (for PPHY or APHY)	4 AU (PPHY) or 5 AU (APHY)	
Major Prescribed Electives (for PPHY or APHY)	24 AU (PPHY) 23 AU (APHY)	<ul style="list-style-type: none"> At least 10 AU must be of Level 4, excluding PH4421 (Final Year Project) and PH4420 (Professional Internship). Students must read either PH4421 or PH4420. A grade of A- or better in PH4421 (Final Year Project) is required to be eligible for Honours (Highest Distinction).
Subtotal	87 AU	
GER Core	18 AU	
GER Prescribed Electives	15 AU	Electives must be taken from the following categories: <ul style="list-style-type: none"> Science, Technology and Society (3AU) Business and Management (3AU) Liberal Arts (3AU) Any of the above (6AU)
Unrestricted Electives	15 AU	
Total	135 AU	

Bachelor of Science (Hons) in Physics with Second Major in Electronics Engineering

(for students admitted in AY2020/2021 or later)

Course Types	AU	Remarks
Core Courses	63 AU	46 AU of Physics courses and 17 AU of Mathematics courses.
Major Prescribed Electives	18 AU	<ul style="list-style-type: none"> At least 8 AU must be of Level 4 (Excluding Final Year Project/ Professional Internship). Students must read either PH4421 Final Year Project (10 AU) or PH4420 Professional Internship (10 AU). A grade of A- or better in PH4421 Final Year Project is required to be eligible for Honours (Highest Distinction).
GER Core Courses	18 AU	
GER Prescribed Electives	6 AU	Electives must be taken from the following categories: <ul style="list-style-type: none"> Business and Management (3AU) Liberal Arts (3AU)
Unrestricted Electives (Second Major)	39 AU	35 AU of required physics, mathematics, and electrical engineering courses, and at least 4 AU from a selection of EE4XXX courses.
Total	144 AU	

Bachelor of Science (Hons) in Physics and Mathematical Sciences (Double Major)

(for students admitted in AY2020/2021 or later)

Course Types	AU	Remarks
Core Courses	87 AU	13 AU of common core courses, 37 AU of core Physics courses, and 37 AU of core Mathematics courses.
Major Prescribed Electives	32 AU	<ul style="list-style-type: none"> • Students must do a Final Year Project: either PH4421 (Physics) or MH4900 (Mathematical Sciences). • 16 AU of Physics courses, with at least two PH4XXX courses (including PH4421 if chosen). • 16 AU of Mathematics courses, with at least two MH4XXX courses (including MH4900 if chosen). • A grade of A- or better in Final Year Project is required to be eligible for Honours (Highest Distinction).
GER Core Courses	18 AU	
GER Prescribed Electives	6 AU	Electives must be taken from the following categories: <ul style="list-style-type: none"> • Business and Management (3AU) • Liberal Arts (3AU)
Unrestricted Electives	6 AU	
Total	149 AU	

On top of the above AU requirements, students are required to fulfil the following conditions for graduation:

- ❖ Exempted from or passed Qualifying English Test, or passed HW0001 English Proficiency
- ❖ Passed at least 69 AU of graded courses
- ❖ Minimum period of study at NTU: 3 years
- ❖ Attained a minimum final CGPA of 2.00

Details on [Academic Unit System](#) can be found from the AUS Handbook from:

<https://www.ntu.edu.sg/Students/Undergraduate/AcademicServices/Documents/Academic%20Structure%20Handbook%20AY2020-21.pdf>

Accelerated Bachelor Programme

First year students in the School of Physical and Mathematical Sciences who have demonstrated good academic performance are invited to join the **Accelerated Bachelor Programme (ABP)**. Students in this programme may graduate in 3.5 years instead of the normal candidature period of 4 years, subject to continued good performance throughout the course of study. Good curriculum and timetable planning will be required in order to reach the early-graduation target.

Students may be invited, via e-mail, to join the ABP if they fulfill the following conditions:

1. Achieved a minimum **CGPA** of 4.25 at the end of Semester 1 of first year.
2. Accumulated at least 21 AUs at the end of Semester 1 of first year.

Please take note of the following facts about the Accelerated Bachelor Programme:

- The ABP requires students to overload *every semester*. Hence, the workload is substantially heavier than other students who are taking 4 years to complete the programme.
- ABP students who are unable to maintain good performance throughout the course of study (minimum CGPA of 4.00) will be automatically dropped from the programme.
- ABP students who do not plan their curriculum and timetables properly, and hence are unable to fulfill their graduation requirements in 3.5 years, will be dropped from the programme
- In either instance of being dropped from the programme (either not maintaining the expected academic performance, or inability to fulfill the degree requirements in 3.5 years), no penalty is imposed on the student.

Co-operative Education Programme
(for students admitted in AY2019/2020 or later)

The new track in Co-operative Education (Co-op) is a SkillsFuture Work-Study Degree Programme where students will be given opportunities to do multiple internships throughout their four years of studies.

For MATH and PHY, the Co-op is introduced as a new track for each existing track in the programmes.

Students who decide to opt in of the Co-operative Education will have the option to choose from existing tracks with Co-operative Education.

Students will be admitted to the Co-operative Education track after their first semester of studies. Students must successfully secure an internship placement with a participating industrial partner to be admitted to the Co-op track.

Students who decide to opt out of the Co-operative Education track will convert to the standard track or another track in their respective programmes, and comply with the respective AU requirements accordingly.

The track in Co-operative Education for B.Sc. in Chemistry and Biological Chemistry, B.Sc. in Mathematical Sciences, and B.Sc. in Physics/ Applied Physics, will take the following structure:

Programme	Number of Academic Units (AUs)										
	Core	Major PE	Major PE for Co-op	GER Core	GER-PE				UE	UE for Co-op	Total AUs
					BM	STS	LA	Any			
Chemistry & Biological Chemistry (CHEM)	60	18	10	18	3	3	3	0	3	15	133
Mathematical Sciences (MATH) – All tracks	56	22	8	18	3	3	3	0	4	17	134
Physics & Applied Physics – Pure Physics (PPHY)	63	20	10	18	3	3	3	0	0	15	135
Physics & Applied Physics – Applied Physics (APHY)	64	19	10	18	3	3	3	0	0	15	135

Students in the SPMS-CEP are required to complete three Professional Attachments/Internships, during the following periods:

- Year 1 Special Semesters I & II (10 weeks),
- Year 2 Special Semesters I & II (10 weeks), *and*
- Year 3 Semester 2 + Special Semesters I & II (30 weeks)
OR Year 3 Special Semesters I & II + Year 4 Semester 1 (30 weeks).

GER-Core Requirements

Unless otherwise stated, undergraduates at the School of Physical and Mathematical Sciences are required to read the following **General Education Requirement (GER) Core Courses**.

As an exception, the **Double Major BSc (Hons) in Mathematical Sciences and Economics** and the **Double Major BSc (Hons) in Mathematical and Computer Sciences** have a different set of GER Core requirements. Students in that programme should consult their curriculum for details.

GER Core Courses for students admitted in Academic Year 2020/2021 or later

Course Code & Title	AU	Year	Sem
PS0001 - Introduction to Computational Thinking	3	1	1
HW0128 - Scientific Communication I (except for CHFS, CHES, PHME, MAEO, PHMS ⁱ)	2	1	2
GC0001 - Sustainability: Seeing Through the Haze	1	1	2
PS8001 – Defence Science	3	2 ⁱⁱ	1
ML0003 - Kickstart your Career Success	1	2	1
PS0002 - Introduction to Data Science and Artificial Intelligence	3	2 ⁱⁱⁱ	2
PS0003 - Plan your Career Path	1	2	1 or 2*
HY0001 - Ethics & Moral Reasoning	1	2	2
HW0228 - Scientific Communication II	2	3	2
ET0001 - Enterprise & Innovation	1	3 ^{iv}	2

ⁱ CHFS, CHES, PHME, PHMS students are required to read HW0111 Communication: A Journey of Inquiry through Writing and Speech in Year 1 Semester 2; MAEO students are required to read HW0111 in Year 2 Sem 2

ⁱⁱ PHMS students are required to read PS8001 in Year 3 Sem 1

ⁱⁱⁱ CHES students are required to read PS0002 in Year 1 Sem 2

^{iv} CHES students are required to read ET0001 in Year 2 Sem 1

* CHEM/CHFS/CHES/PHME/PHMS students are required to read PS0003 in Year 2 Sem 2

Course Registration

For newly matriculated students, courses for the first semester have been pre-registered for you. After you have matriculated, the online matriculation page will direct you to print your class timetable.

- [Step-by-Step Guide for Newly Matriculated Students](#)

Click on the link below for the instructions to registration of courses and the Minor declaration periods.

- <http://spms.ntu.edu.sg/Programmes/Undergrads/Pages/Registration-of-Courses.aspx>

More information on course registration can be found at:

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

Course Exemptions

Courses that are exempted will appear as “EX” grade in the degree transcript. They do not count toward **GPA** calculations, but the Academic Units earned will contribute toward graduation requirements. **Exempted courses cannot be used to fulfill minor requirements.**

Course exemptions are strictly applicable only to students enrolled in the first year of study at SPMS. No exemption applications will be accepted afterward. No exemption applications will be accepted for courses offered as Unrestricted Electives or GER Prescribed Electives for SPMS students.

Note that NTU requires at least 69 AU of graded courses, and at least 3 academic years of study at NTU, for the conferral of an undergraduate degree. Exempted courses are considered non-graded courses. For details, please refer to the [Academic Unit handbook](#).

More information can be found at:

<http://spms.ntu.edu.sg/Programmes/Undergrads/Pages/Course-Exemptions.aspx>

Registration of Calculators

The use of calculators in examinations is limited to certain models approved by the School. Only calculators that have been registered (sealed) may be brought into the examination halls. Students must bring the calculators they will use in examination to SPMS General Office (SPMS-04-01) to be checked and sealed by the School. Students who have registered previously need only register again if they have changed their calculators, or if the seal on a previously registered calculator is broken.

More information can be found at:

<http://spms.ntu.edu.sg/Programmes/Undergrads/Pages/Registration-of-Calculators.aspx>

Grade Point Average (GPA) System

The Grade Point Average (GPA) system applies to students admitted to the School of Humanities and Social Sciences in AY2004-2005 and all students admitted to Year 1 with effect from AY2005-2006 and direct entry students admitted to Year 2 with effect from AY2006-2007.

(a) Grades and grade points are assigned as follows:

Letter Grade	Grade Point
A+	5.0
A	5.0
A-	4.5
B+	4.0
B	3.5
B-	3.0
C+	2.5
C	2.0
D+	1.5
D	1.0
F	0.0

The above grades also apply to all students with effect from AY2005-2006.

(b) The following non-letter grades and notations are also used:

* - Course with Pass/Fail grading only

- Repeated attempt

IP - In Progress

LOA - Absent (with valid reasons)

EX - Exempted from course

TC - Transfer credit

S - Satisfactory

U - Unsatisfactory

(c) 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:

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

Only letter-graded courses i.e. courses with grades A+, A, A-, B- ... are included in the computation of CGPA. Courses where only Pass/Fail grades are given, where the Satisfactory/Unsatisfactory (S/U) option was invoked, where the students were absent with valid reasons, and courses that the students are exempted from or are in progress (i.e. awarded an 'EX' or an 'IP' grade) are not included in the computation of CGPA. A few examples of how CGPA is computed are given below.

Example 1

Course	AU	Grade	Grade Point
AA101	3	B	3.50
AB102	3	B-	3.00
AC103	3	C	2.00
AD104	4	A	5.00
AE105	3	D	1.00

Example 2

Course	AU	Grade	Grade Point
AA101	3	B	3.50
AB102	3	B-	3.00
AC103	3	C	2.00
AD104	4	A	5.00
AE105	3	F	0.00

Example 3

(The S/U option was invoked for AD104 and AE105. Grade S denotes a Satisfactory grade while grade U denotes an Unsatisfactory grade. These two courses, AD104 and AE105, are excluded from the computation of the CGPA.)

Course	AU	Grade	Grade Point
AA101	3	B	3.50
AB102	3	B-	3.00
AC103	3	C	2.00
AD104	4	U	NA
AE105	3	S	NA

Example 4

(AE105 is a Pass/Fail course i.e. only P or F grades are awarded. This course is excluded from the computation of the CGPA.)

Course	AU	Grade	Grade Point
AA101	3	B	3.50
AB102	3	B-	3.00
AC103	3	C	2.00
AD104	4	A	5.00
AE105	3	P	NA

Example 5

(If a student is exempted from AE105, the grade 'EX' will be shown for this course. This course is excluded from the computation of the CGPA.)

Course	AU	Grade	Grade Point
AA101	3	B	3.50
AB102	3	B-	3.00
AC103	3	C	2.00
AD104	4	A	5.00
AE105	3	EX	NA

(d) The Year Grade Point Average (YGPA) represents the grade average of all courses (including failed courses) attempted by a student in any year. The computation of YGPA is as follows:

$$\frac{[\text{Grade Point} \times \text{AU for Course 1}] + \dots + [\text{Grade Point} \times \text{AU for Course X}]}{[\text{Total AU attempted in a year}]}$$

The method of computing the YGPA is similar to that for computing the CGPA. Please refer to the examples for computing CGPA. Courses attempted in the Special Terms are not included in the computation of the YGPA.

(e) The CGPA will be reflected in students' transcripts.

(f) An 'F' grade obtained in a course, and a new grade attained for the subsequent repeat, will both be reflected in the transcript. Both grades will also be counted in the computation of YGPA and CGPA (unless qualified for Freshmen Year GPA exemption, effective AY2014-15).

(g) Students are not allowed to repeat any courses taken except those with 'F' grade.

Satisfactory/Unsatisfactory (S/U) Option

For certain courses, students can exercise the option to be graded on a **Satisfactory or Unsatisfactory (S/U)** basis, rather than the usual **letter-grade basis**. Courses on which the S/U option is exercised are listed as "S" or "U" on the final degree transcript; they are *not* included in the student's CGPA, but count toward AU requirements for fulfillment of the degree programme (subject to the limitations stated below).

SPMS students should be aware of the following:

1. Core Courses, Major Prescribed Electives, and GER Core Courses *must* be read on a letter-grade basis. Thus, the S/U option can only be exercised for GER Prescribed Electives and Unrestricted Electives. Also, courses read as S/U cannot be used to fulfill a minor or Second Major programme requirement.
2. The S/U option may only be exercised for a maximum of 12 AU of coursework. By NTU policy, a minimum 69 AU of letter-graded courses must be completed in order to be awarded a degree.
3. Students who do not wish to exercise their S/U option are not required to declare this intention online.
4. After the S/U option has been exercised, it is possible to revert the choice *within the S/U declaration period*. Once the declaration deadline is past, the choice of S/U or letter grade is irrevocable. No appeals will be entertained by the School.

More information can be found at:

<http://spms.ntu.edu.sg/Programmes/Undergrads/Pages/Registration-of-Courses.aspx>

Freshmen Year GPA Exemption

- (a) Effective from AY2014-15, up to 6 letter-graded courses that do not make the pass grade 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.
- (b) GPA exemption is not applicable for courses with fail grade taken on the second or subsequent attempts in the Freshmen Year.
- (c) The unused quota of 6 courses will lapse after the Freshmen Year.
- (d) 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.
- (e) The grades for all attempts, including those exempted from GPA computation, will remain on the transcript.

More information can be found at:

<http://www.ntu.edu.sg/Students/Undergraduate/AcademicServices/Examination/Pages/FAQ--Freshmen-Year-GPA-Exemption.aspx>

Classification of Degree

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

CGPA Range	Classification of Degree
4.50 - 5.00	Honours (Highest Distinction)
4.00 - 4.49	Honours (Distinction)
3.50 - 3.99	Honours (Merit)
3.00 - 3.49	Honours
2.00 - 2.99	Pass

*For programmes under the College of Engineering (except for the Maritime Studies programme) and College of Science, a minimum CGPA of 4.50 plus at least an 'A-' grade for the Final Year Project (FYP), are required for the award of an Honours (Highest Distinction) degree. For programmes under the School of Humanities and the School of Social Sciences, students who opt out of the Final Year Project will not be eligible for an Honours (Highest Distinction) or Honours (Distinction) degree. **For programmes under the School of Physical and Mathematical Sciences, students who opt for internship instead of undertaking Final Year Project will not be eligible for an Honours (Highest Distinction) degree.***

Leave of Absence

Apply for Short Leave

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

- On days when there are laboratory sessions.
- On days when assessments (e.g. quizzes or tests) are conducted during classes
- On any occasion during the professional attachment/internship, students must submit leave application or medical certificate via the online leave system under the attachment/internship module in the StudentLink.
- On any other occasions that tutor(s) or lecturer(s) deemed as compulsory for students' attendance.

Application for Leave

1. Short leave of absence

Applications must be submitted to SPMS **not later than 7 working days in advance** of such leave. Applications submitted less than 7 working days in advance will not be accepted. All short leave applications are subject to approval by the School and students should not go on leave during the abovementioned occasions until approval has been obtained.

2. Medical Leave

Students who are granted medical leave on the abovementioned occasions must submit the **original** medical certificate to SPMS General Office. Photocopy of the MC is strictly not accepted.

All medical certificates must be **submitted not later than 7 working days** after the medical leave to SPMS. Otherwise, they will be deemed as absent and will be given zero mark for any test or quiz or assessment component that they missed.

For absence from an examination due to illness, please click [here](#) for the application procedures.

Note: The University only recognizes medical certificates issued in Singapore by Medical Practitioners registered with the Singapore Medical Council or Dental Officers registered with the Singapore Dental Council.

3. Compassionate Leave

Compassionate leave will be granted in the event of the demise of an immediate family member (defined to include parents, parents-in-law, spouse, children, siblings and grandparents).

Leave of absence on compassionate ground will be granted **within 7 days of the death**, and inclusive of Saturday, Sunday and Public Holiday, and on the day of the funeral.

Application Process:

Download and complete the [Short Leave Form](#), and submit this with supporting document(s) to SPMS General Office (SPMS-04-01) within the stipulated timeframe.

Application for leave on the following grounds will not be approved (but not limited to):

- Returning to home country during festive periods e.g. Chinese New Year, Hari Raya, etc.
- Participating in activities (in and outside campus) organized by student bodies during the hours when students are required to attend class.

For more information, please visit the Admin Services website

<http://www.ntu.edu.sg/Students/Undergraduate/AdminServices/Pages/Applyforshortleave.aspx>

Apply for Semester Leave of Absence

Please take note that all Semester LOA applications are subject to approval by School:

- 1) Freshmen are not allowed to take leave unless there are compelling reasons for exception. The rationale behind is that students should not take up the university places if they are unable to commence their studies immediately. If you really see problems coping with the subjects, take note that the new University policy allows you to fail up to 6 courses during your freshmen year which are not counted to your CGPA.
- 2) Students except freshmen may apply for LOA before end of week 2. Approval is given without questions asked.
- 3) From week 3 onward, LOA will not be granted. We may make an exception for serious medical reasons with doctors' medical letter of approval. Examples of rejected LOAs application after week 2 are request for internship during term time, business development, because of family issues, or to solve financial problems. Again, only medical reasons with proper documentation will be accepted after week 2.

For more information, please visit the Admin Services website

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

Exchange Programmes

1. Outgoing Mobility Programmes

➤ **GEM Discoverer**

GEM Discoverer offers various short-term programmes (ranging from 2 to 22 weeks) that place students overseas for work and/or study. During these stints, students earn academic units that count towards their NTU degree.

➤ **GEM Explorer**

GEM Explorer enables students to take courses or do research in an overseas partner university for one full semester while exploring a new country and culture.

➤ **Overseas Internship**

Overseas internship offers the opportunity for students to widen their perspective of the working world. It enhances their employability and career mobility worldwide upon graduation and prepares them to compete locally and internationally.

2. Opportunity to Study in a Local University

➤ **Singapore Universities Students Exchange Programme**

The Singapore Universities Students Exchange Programme (SUSEP) offers NTU students the opportunity to study a few courses or up to one semester at NUS or SMU. This is made possible through a tripartite agreement with NUS and SMU.

Important Notes:

- SPMS students should have at least CGPA 3.5 to be eligible for GEM Explorer.
- Students should match overseas course to specific NTU course code (wherever possible) with correct course type, instead of mapping to a generic UE/GER-PE. Courses that belong to other Schools will be approved by the respective coordinators of the respective schools where the courses originate.
- Check the CourseFinder portal to search for previously approved courses taken by NTU students. CourseFinder should work as a reference. Course matchings/granted AUs for each course matching are subject to approval by the School.
- For enquiries on overloading during exchange (exceed the maximum semester load / UE overload), please write in to Ms Hoe Lee Hwee at lhhoe@ntu.edu.sg.
- CBC students taking Final Year Project during exchange can only take up two additional reading courses, click [here](#) for the ground rules and more information for CBC Exchange Programmes.

For questions and requests regarding student exchange programmes, please email to:

Exchange Coordinator	Email
Dr Lu Yunpeng (Chemistry & Biological Chemistry)	yplu@ntu.edu.sg
Associate Professor Wu Guohua (Mathematical Sciences)	guohua@ntu.edu.sg
Associate Professor Fan Hongjin (Physics & Applied Physics)	FANHJ@ntu.edu.sg
Ms. Hoe Lee Hwee	lhoe@ntu.edu.sg

Useful Contacts and Information

Item	Email	Website	Contact Number
SPMS Academic Matters (course registration and other academic related enquiries)	spmsundgrad@ntu.edu.sg	http://spms.ntu.edu.sg/Programmes/Undergrads/Pages/Introduction.aspx	6513 8459
Co-operative Education Matters	SPMS_COOP@ntu.edu.sg	https://spms.ntu.edu.sg/Programmes/Undergrads/Pages/Co-operative-Education-Programme.aspx	
Academic Unit Systems (AUS)		http://www.ntu.edu.sg/Students/Undergraduate/AcademicServices/Pages/AcademicUnitSystem(AUS).aspx	
Course Registration (Accessible via studentlink as well)		http://www.ntu.edu.sg/Students/Undergraduate/AcademicServices/CourseRegistration/Pages/default.aspx	
Undergraduates Examination Matters	exam@ntu.edu.sg	http://www.ntu.edu.sg/Students/Undergraduate/AcademicServices/Examination/Pages/default.aspx	6592 2447/2448
Short Leave/Semester Leave of Absence	matric@ntu.edu.sg	http://www.ntu.edu.sg/Students/Undergraduate/AdminServices/Pages/default.aspx	6592 2451
Enquiries on Financial Assistance Schemes	FinAid@ntu.edu.sg	http://www.ntu.edu.sg/NSS/NSSFinance/FinancialAssistance/Pages/index.aspx	6790 4115
Scholarships	ug_scholarships@ntu.edu.sg	http://admissions.ntu.edu.sg/UndergraduateAdmissions/Pages/Scholarships.aspx	6790 6766
NTU Shared Services (Payment of Fee/Tuition Fee Billing, Cash Awards, CPF, Mendaki, Bursaries, Overseas Student Programme (OSP), Post Secondary Education Account (PSEA), Study Loan, Tuition Fee Loan, GIRO Application)		https://intranet2.ntu.edu.sg/nss/NSSFinance/studentfeebilling/Pages/Student-Tuition-Fees-and-Miscellaneous-Fee-Billings.aspx	
Tuition Grant		https://tgonline.moe.gov.sg/	6872 2220
Student Wellbeing Centre	studentwellbeing@ntu.edu.sg	http://www.ntu.edu.sg/studentwellbeing/Pages/index.aspx	6790 4462
Student Welfare	spms-sw@ntu.edu.sg	http://spms.ntu.edu.sg/Programmes/Undergrads/Pages/Student-Welfare.aspx	6513 8462
Office of Housing & Auxiliary Services Office (Application for Student Housing, Housing Bills and Financial Matters, Booking of Sports Facilities)		http://www.ntu.edu.sg/has/Undergraduate/Pages/NTUNewStudents.aspx	
Health Screening Medical Centre (Fullerton Healthcare Group @ Gethin-Jones, NTU)			6793 6974/6828

Item	Email	Website	Contact Number
Emergencies and Campus Security		http://www.ntu.edu.sg/ohs/Pages/CSD.aspx	6790 5200
Fault Reporting		http://www.ntu.edu.sg/odfm/Pages/default.aspx	6790 4777
IT Service Desk		https://www.ntu.edu.sg/AboutNTU/contactntu/Pages/servicesdesk.aspx	6790 4357

SPMS Undergraduate General Office ([map](#))

SPMS-04-01, 21 Nanyang Link, Singapore 637371

Opening hours:

8.30am - 5.45pm Mon to Thu

8.30am - 5.15pm Fri