

Computer Science

Part Time Programme

FAQs

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A. Admission Criteria

Q: I am interested in the part-time Computer Science programme. What is the admission criteria? How do I apply for it and when will the application open?

A: Applicants should hold a relevant diploma from a local polytechnic in Singapore.

Final year polytechnic students are welcome to apply. All who gain admission and are enrolled in the part-time programme are required to have accumulated at least one year of full-time technical work experience by the end of their 2nd year of study in order to satisfy the practical components of the curriculum.

You can [click here](#), to check the list of approved diplomas.

Admission is based on academic merit and preference is given to those with relevant working experience.

Application is done online. The application and the closing dates will be advertised in the local newspapers in December and January of each year and courses will commence in August each year.

More on application procedures at:

<http://admissions.ntu.edu.sg/UndergraduateAdmissions/Pages/PTimeEng.aspx>

B. Curriculum

Q: Are there any exemptions for the Computer Science part time programme?

A: Students who gained admission into our part time programme and have the requisite full-time experience will not need to take several modules such as general electives, professional internship and multidisciplinary design project. The total AU requirement for the 4-year part time programme is 90AUs. Click [here](#) for the curriculum.

Q: I am aware that one of the prerequisites to being in the part time program is having a full time job. Could you please let me know what the school's policy is on students not being employed in the middle of the course?

A: Our part-time students are admitted on the basis that they must have at least one year of full-time relevant working experience before they can apply to the PT programme.

Q: How long is the duration of the Computer Science part time programme?

A: 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.

Q: Can a degree holder apply for the CS part-time course?

A: Our programme is targeted at diploma holders with the relevant diplomas from the local polytechnics. We are not opening this programme to people who are currently enrolled in a degree programme or have already held a degree.

C. Course Registration of Part-Time and Full-time Courses

Q: I want to register for a course this semester but it is not offered to part-time students. This will be the first time I am taking this course. Can I register for the full-time course and attend the lessons with the full-time students? I wish to graduate as soon as I can.

A: Based on the current policy, part-time students are not allowed to take courses together with the full-time students.

Q: I failed a course last semester. I wanted to register it this semester but it is not offered to part-time students. Can I register for the full-time course and attend the lessons with the full-time students?

A: Please write a formal request to the school. The school will consider this request and approval will be granted on a case-by-case basis. Upon approval, the school will register the course on behalf of the student.

D. Policy on Leave Application

Q: **I cannot attend a class due to business travel/sickness, what must I do?**

A: Students must apply for medical leave or short leave of absence 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 Internship (if applicable to you)
- 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

Actions:

- a. Fill in the "Application for Leave of Absence" form (please get the form from Ms Susy, Email Add: susyjes@ntu.edu.sg)
- b. Obtain letter from company stating period of business travel or valid medical certificate from a registered clinic.
- c. Scan Item a. and b. and email to Ms Susy, Email Add: susyjes@ntu.edu.sg

When you attend your next lesson, pass the original letter/MC to your lecturer and request him/her to pass them to Ms Susy.

Q: **I would like to know more about other types of leave matters.**

A: Click [HERE](#) for Application for Semester Leave
Click [HERE](#) for Application of Examination Leave

We encourage all students to avoid planning their personal leave, such as personal travel, during the term time. Please try your best to attend all lessons as they are very important to the progress of your study.

Please see [HERE](#) for the NTU academic calendar to facilitate your plan.

E. Applications for Subsidy

Q: I am currently holding Singapore PR and I am eligible for 20% subsidy from MOE tuition grant, however I am applying for citizenship as well. May I ask if I will be eligible for 55% subsidy after getting my citizenship?

A: After getting citizenship, you need to apply again for 55% subsidy.

Q: What if the approval of citizenship only comes in after payment for first semester?

A: You will get 20% subsidy in Sem 1 and 55% subsidy in Sem 2.

Q: What is the criteria to apply for the Ministry of Education (MOE) Tuition Fee Subsidy for the Part-time B. Eng Programmes?

A: Singapore and Singapore Permanent Residents are eligible to apply for the MOE Tuition Fee Subsidy :

<u>Nationality</u>	<u>Entitlement</u>
Singapore Citizen	55%
Singapore Permanent Resident	20%

Singapore Citizen or Singapore Permanent Resident who fulfill the following requirements qualifies for the Ministry of Education Tuition Fee Subsidy :

1. Have not previously received government subsidies for their first undergraduate degree programme; and
2. Are at least 21 years of age as at 31 July of the admission year; and
3. Have 2 years of full-time working experience or males have fully discharged their full-time NS liability before 10 Aug of the admission year or are currently employed on a full-time basis.

- For SC or PR males who have fully discharged their full-time NS liability will be considered as having fulfilled the 2 years full-time work experience requirement, even if the duration of full-time NS is less than 2 years of service.

- SC or PR Males still serving full-time NS will not be counted as being in full-time employment and hence not eligible for admission and subsidy.

- Part-time employment will not be considered as full-time work experience (A part-time employee is one who works for less than 35 hours a week, under contract of service with an employer.)

Please click [HERE](#) for more information on tuition fee and MOE Subsidy.

Q: **I have applied for the MOE Subsidy before. Do I need to apply it again?**

A: If you have already applied for the MOE Subsidy before and have been successful, you do not have to apply again.

F. Tuition Fees

Q: What are the tuition fees for the part-time programme?

A: **Tuition Fees For Semester 1 and 2**

Tuition fees and MOE Subsidy for part-time undergraduates programme. Please note that any revision in the tuition fee will apply to both existing as well as new part time students.

[Admitted to NTU in AY2015-16 and after](#)

Tuition Fees For Special Term

From AY2015/16 onwards, NTU's part-time B.Eng degree programmes have been restructured to 4-Year Programmes which include Semester 1, Semester 2 and Special Terms. Students are advised to follow the curriculum designed accordingly by each School in order to ensure they are able to complete the programme within the four years duration. Failure to do so may result in longer duration of study needed to complete for the whole programme.

[Admitted to NTU in AY2015-16 and after](#)

Q: **When do I need to pay my tuition fees and how do I pay them?**

A: Tuition fee and some compulsory fees are payable on a semester basis. You will receive bills for tuition and related fees electronically in the form of an electronic-bill (e-bill). An e-mail notification will be sent by the NTU Shared Services to your e-mail account when a bill is raised. You are advised to log on using your StudentLINK account to view and print your e-bill for record. The payment due date and amount will be indicated in the e-bill.

For your convenience, you can consider paying by GIRO, cheques, or online payment. For Semesters 1 and 2, date of GIRO deductions will be in October and February respectively.

For payment by crossed cheque or bank draft drawn on a local bank in Singapore, please issue to "Nanyang Technological University" and on the reverse, indicate your name, matriculation number, contact number and purpose of payment. **Post-dated cheques will not be accepted.**

You can also make an online payment by accessing this [link](#).

G. Others

Q: I need some academic advice. Who should I approach?

A: You may contact your academic mentor.

The Student Mentoring Scheme has been implemented in all NTU schools. Specifically, the objectives of the Scheme are:

- To establish rapport and promote interaction between students and academic staff
- To provide a channel of feedback from students especially on academic matters
- To keep students informed about university matters and other pertinent development and
- To help students with subject choices, registration of subjects and career guidance

Every new student will be assigned an academic staff as your academic mentor throughout your course of study. You would have been informed of your mentor via your NTU email account at the beginning of the semester. You can also login to Student link, at Academic Matters, under Academic Mentoring System to view your mentor's information. Your mentor is here to give you advice on academic related matters.

Q: Due to the heavy workload in my office, I find it a challenge to attend lessons regularly. I know that labs are compulsory and I will attend them. How about interactive lectures and tutorials? Is it important to attend them?

A: Attending the interactive lectures and tutorials are very important as they form part of the learning process. During these sessions, students are usually given the opportunity to discuss the theories covered in lectures and apply them to solve practical problems. They may also be briefed on the lab experiments that they are going to do.

However, we also understand that part time students can face many demands on their time and it is a big challenge to juggle work and studies. If you miss a lesson, please work closely with your tutor to be updated on any material, assignment, etc. that you are required to complete. Please also check NTULearn for any announcements, pre-recorded lectures, online tasks, deadlines, etc. that are posted by your tutor.

You may also like to know that in NTULearn, there is a "Discussion Board" for students to create forums. You and your fellow students can make use of this to create threads to discuss your studies.