

# TERMS AND CONDITIONS

Students must abide to the following terms and conditions, if they are participating in any Student Exchange Programmes.

## General

1. Students must check the academic calendar of the exchange university to ensure that it does not overlap with the semester at NTU. Students returning late will not be allowed to take courses at NTU in the subsequent semester; instead, plan to do Professional Internship/Industrial Attachment.
2. All pre-approved course matching were previously active. It is the students' responsibilities to ensure that all course codes and titles are still being run by the exchange universities for the Summer/Fall session.
3. Students must check the university web links to ensure the mode of language being taught. Not all exchange partners offer their courses in English. Students are advised to find out for themselves if the university that the students are going to teaches in English or if the courses that they wish to enrol in is taught in English. This information is available on the overseas university website.
4. Students must attempt some engineering courses at their exchange universities. Students are not allowed to take only humanities courses when they go for a full-semester exchange.
5. Students are required to attend mandatory orientation programme, classes regularly and complete all exams at the Exchange University. Students are **not allowed** to request for overseas examinations to be taken in NTU.
6. Students are **not allowed** to go for overseas studies/attachment and take up Final Year Project concurrently.
7. Students are **not allowed** to read more than one final-year technical elective overseas.

## Course Matchings

8. All matching courses must be re-approved before they are registered at the host university and be considered for credit transfer. The previously approved list only serves as a guide for your choice of courses.
9. All course-matchings will approximately take **about two weeks** for approval. Sometimes, a longer period is needed for certain cases.
10. Students must obtain re-approval of courses that were in the EEE/OGEM Course Finder. They should not assume that the courses would be approved in the subsequent semesters.
11. Students are not allowed to tag along to their peer's course-matching approvals as their own.
12. An example of a good course-matching submission is given below:

<b>Course Contents/Syllabus:</b>	Development and application of Maxwell's equations in free space and within materials. Introduction to vector calculus and computer-aided analysis and design methods in electromagnetics. Applications include calculation of lumped circuit elements from field theory, plane wave propagation in various materials, and reflection from boundaries. Transmission line concepts, Smith charts, and other design tools for distributed circuits.
<b>URL for Course Info :</b>	<a href="http://www.ecse.rpi.edu/courses/F13/syllabus_s13.pdf">http://www.ecse.rpi.edu/courses/F13/syllabus_s13.pdf</a>
<b>Total Number of Contact Hours for the entire course:</b>	Lecture = 20 hours; Tutorial = 0 hours; Laboratory/Project Work = 30
<b>Prescribed Text Books &amp; Chapters Covered:</b>	Fawwaz T. Ulaby, Eric Michielssen and Umberto Ravaioli, "Fundamentals of Applied Electromagnetics" Prentice Hall 6th Edition, 2010.
<b>Mode of Assessment:</b>	Quizzes; Design Projects; Final Exam
<b>Number of credits awarded by host university to the course:</b>	3 ECTS

13. Students are only allowed to credit transfer only **ONE final-year Technical Elective (Major PE)** from only one-semester exchange studies. (**Note: Students are not allowed to credit transfer any final-year Major PE during summer studies.**)
14. Students are not allowed to do their **Final Year Project** while they are on exchange studies.
15. Students, who intend to find equivalent courses from the exchange university to match either EE2073 or EE3080, must find a project-based engineering course(s) with the following project hours:

EE2073 / IM2073	At least <b>60</b> project hours
EE3080 / IM3080	At least <b>78</b> project hours

16. Third-year students are strongly encouraged to take the equivalent third-year prescribed elective courses; so that they can meet the pre-requisites of the final-year courses after their return from exchange studies.
17. The following course matchings will **not approved** by EEE.
- EE0040/IM0040 Engineers and Society
  - Second-year students taking final-year technical courses
  - Matching 1 overseas course to 2 examinable EEE courses, or vice versa.
  - EEE Final-Year Design Electives
  - EEE Final-Year Design/Technical Electives (Summer Studies Exchange)
18. Students must submit the **AU Projection List** within the deadline mentioned on the E-Notification.

### *Credit Transfer*

19. The maximum number of Academic Units that can be credit transferred for BRC students is **22-AU** (reflected as Pass/Fail). Students are strongly encouraged to score good grades in the exchange university.
20. All courses must be registered under graded category in the Exchange University, whenever possible.
21. Students are not allowed to choose the courses to be credit transferred. Instead, **all courses** reflected on the overseas university's transcript are used for credit transfer, regardless of the grades.
22. The School reserves the right to reject the credit transfer, if the courses reflected on the overseas university's transcript does not match with the AU Projection List.
23. Students are not permitted to change or request for course matchings after their credit transfers have been finalized.
24. **Students who are applying to transfer credits from the exchange university must comply with the following requirements in order to graduation:** (a) Curricular requirements for your degree programme at NTU; (b) The minimum candidature period required; (c) The minimum AU of graded courses (credits that are transferred to NTU are not graded courses and therefore not counted); (d) The minimum years of study at NTU (to be spent physically in NTU); (e) The minimum cGPA you require for graduation. The AU of graded courses that a student has earned to-date will be shown on his/her degree audit.  
Website: [http://www.ntu.edu.sg/Services/Academic/undergraduates/Pages/AcademicUnitSystem\(AUS\).aspx](http://www.ntu.edu.sg/Services/Academic/undergraduates/Pages/AcademicUnitSystem(AUS).aspx)
25. Students are **not allowed** to retake any examination from the exchange university in NTU.
26. Students are advised not to register any of their matched course(s) in the subsequent semester in NTU, unless they are very sure that they did not pass the equivalent course at the exchange university.

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