

Schedule of Key Academic Activities (Undergraduate Programmes)

	Semester 1	Semester 2	Special Term
Academic Calendar	The academic calendar is announced every Feb for the upcoming academic year.		
Academic Structure Handbook	The Academic Structure Handbook is released every Jul for the upcoming academic year.		
Course Registration			
Release of Course Registration Schedule	Apr	Oct	Jan (Part-Time)
Release of Class Schedule	End May	Mid Nov	Early Mar (Part-Time)
Course Registration Period	Mid Jun-Early Jul	Dec	Mid-End Mar (Part-Time)
Release of GERPE/UE/BDE Allocation Results	Early Aug	Early Jan	N.A.
Add/Drop Period (Full-Time)	Teaching Week 1 & 2		N.A.
Add/Drop Period (Part-Time)	Teaching Week 1		End Mar-Early Apr
Flexible Grading Option Declaration and Minor Award Filing			
Declaration Period for Flexible Grading Option	TBC		TBC
Filing Period for Award of Minor	From recess week till 2 working days after last day of examination period		Jul
Examination			
Release of Examination Timetable	Mid May	Mid Nov	Mid Mar
Schedule for Registration of Calculators	Schedules vary by programme. Please check details at least 4 weeks before start of examinations.		
Release of Examination Seating Arrangements	2 weeks before start of examination		
Expected Release of Examination Results*	End Dec/Early Jan	End May/Early Jun	Aug
Review of Examination Results	All applications for review of examination results must be submitted through Student Intranet within 1 week from the date of release of examination results.		
Convocation	To be eligible for Convocation, you must have fulfilled all the requirements for your degree and the results of your final semester of study and attachment or exchange programme (if any) must reach the Office of Academic Services by end May. Please check for the latest information at the relevant websites (updated annually in May).		

***Important:** Students in their final semester of study are reminded to verify and submit any Change of Personal Particulars (specifically name, citizenship, NRIC, passport number, or date of birth) with supporting documents **prior to the release of results of their final examinations** by the University. These particulars will be frozen in the system. Relevant particulars as captured in the system will be in the **final transcripts** and **degree certificates**.

Note: Students who apply for Semester Leave of Absence/Withdrawal from University after Teaching Week 2 are liable to pay fees (**tuition and miscellaneous**) for the entire semester.