

## **Academic progression policy (Part-Time Undergraduate Students)**

University's policy. Students who do not attain at least a CGPA score of 2.0 for 2 semesters will face academic termination (“**AT**”). A student will receive an “Academic Warning” letter from his/her Dean if his/her CGPA falls below 2.0 for the first time. The next time his/her CGPA falls below 2.0, he/she will receive an AT letter from the Registrar. Students who are given AT are permitted, only once, to apply to restart their current programme or transfer to another (replacement) programme (collectively, “**Re-start Students**”).

All Re-start Students must take a semester off prior to re-starting their current programme or moving into the replacement programme. The “semester off” will not be factored into a Re-start Student’s candidature computation. Students who are given AT will not have access to the Student Portal three months after the release of the semester examination results, but they will be able to communicate with the University via their MyMail account.

Re-start for non-AT students. Students who are not on AT but have CGPA below 2.0 may opt to apply to restart their current programme of study or transfer to a replacement programme. Such students must take a semester off prior to re-starting their current programme or moving into the replacement programme. The “semester off” will not be factored into the students’ candidature computation.

Credit transfer, recognition and waiver on re-start. Re-start students may apply for credit transfer for previously completed courses (~~except for retired courses~~) to their re-start or replacement programmes provided:

- (a) the group of courses in question match the CP of the re-start or replacement programme; and
- (b) the CGPA of the group of courses in question is at least 2.0.

Re-start Students will be eligible for the credit recognition and waivers that were previously granted to them (except for retired courses) if these are relevant to the re-start or replacement programme.

MOE subsidy. Re-start Students who are eligible for MOE subsidy will continue to benefit from the MOE subsidy for the unconsumed portion of their maximum claimable registered cu or 8-year candidature period, whichever constitutes the shorter eligible subsidy period. The “semester off” will not be factored into the maximum 8-year candidature period.

Candidature period. A student’s period of candidature commences from the day he/she first enrolled with the University. Re-start Students will not have their period of candidature re-set. Re-start Students who are near the end of the maximum candidature period may appeal to remain in their programmes. However, they will not be eligible for the MOE subsidy beyond 8 years.

Fee payable. Re-start Students are required to pay a non-refundable fee of S\$117.70 (inclusive of GST) to apply to re-start their programmes or to transfer to another programme. This application is subject to the approval of the University and applications received after the stipulated deadline will not be considered.