

Frequently Asked Questions

1. Do I have to pay course fee?

No.

2. How many courses am I allowed to take?

Each alumnus is allowed to take up to 2 full courses or equivalent (i.e. 4 half courses or 2 half courses and 1 full course) in a lifetime.

3. How do I differentiate between a full and a half course?

Full courses are courses with course code starting with “6” after the alphabet, e.g. B6216 and EM6102, and conducted over a 12-week period.

Half courses are courses with course code starting with “8” after the alphabet, e.g. B8021 and B8727, and are usually conducted over a 6-week period, with the exception of compact courses.

4. Must I take the 2 full courses within a trimester?

No, you may take the courses during different trimester and years too.

5. What if I want to take more than the quota of 2 full courses?

The maximum number of courses is currently 2 full courses in a lifetime. We may review this at a later date.

6. What is the expectation from the Graduate Studies Office?

Upon completion of the course(s), please email us a short write-up on your experience (including any feedback) about the ACE programme.

7. What is the expectation from the course instructor?

You may be required to participate in coursework, assignments, test/quizzes or group discussions, depending on the requirements of the respective course instructors.

8. Is there a minimum attendance requirement I need to satisfy?

Yes, the minimum attendance required is 75%.

9. Do I have to be involved in examination (if applicable)?

Under the ACE programme, you are exempted from all examination (If applicable).

- 10. Will I be awarded credits from the courses I attended?**
No course credit or grade will be awarded for courses attended under ACE programme.
- 11. Will I receive a Certificate of Completion?**
Certificate of Completion will only be provided if you have attended at least 75% of the classes and upon request.
- 12. Can I withdraw from the course(s) after I have registered?**
Yes, please email to NBSAlumniOffice@ntu.edu.sg at least 1 week before the course commences, failing which this will be counted towards your quota of two full courses.
- 13. When will I be notified of the result of my application?**
You will receive an email confirmation 1 week before the class commences.
- 14. I am interested to take Executive MBA Chinese (EMBA-Chinese) course(s) conducted overseas. What are the costs involved?**
For EMBA Chinese courses that are conducted overseas, the course fee is waived, but travelling and accommodation costs will be borne by you.
- 15. What is NTULearn and how do I access it?**
NTULearn is NTU's e-learning platform where you can access electronic course materials.

The url for NTULearn is <https://ntulearn.ntu.edu.sg/webapps/login/>. You will need a user ID and password to access the course site.
- 16. After being enrolled in the course(s), where can I obtain the course materials?**
Electronic course materials are posted at NTULearn. Printed course materials will be made available during the first session of class, in the classroom.
- 17. Why was my application Unsuccessful?**
All ACE courses are subject to availability. We have very **limited vacancies** for our courses, and they are usually over-subscribed. The University has the right to make the final decision on shortlisting.