

NANYANG BUSINESS SCHOOL (NBS), NTU Course Selection and Registration Guidelines

For inbound exchange students admitted to the Nanyang Business School (NBS), NTU, selective courses may not be available to exchange students in view of the following reason(s):

- a) Courses relating to the Singapore legislation, legal and accounting system which may be relevant only in the Singapore context.
- b) High degree of popularity for selective courses by registered full-time undergraduates

Inbound students may find below pointers helpful in choosing courses for your exchange at NBS, NTU.

NBS Course Selection & Registration Guidelines:-

1. Refer to <http://www.nanyangbusinessschool.ntu.edu.sg/undergrad/common/contents/courselist.asp> for the course list. Course outline can also be downloaded. Only apply for courses available in your semester of exchange.
2. Our school will review your eligibility for our course based on **passed/ graded** courses on you transcript as assessed to be equivalent to the pre-requisite(s) here. Our school will request for supporting letter from your home university to identify the equivalent pre-requisite completed. Do provide the relevant information upon request to avoid delay in your course approval.
3. The **AAxxx** series of courses from the Accountancy programme are only open to selected partner universities and majors of the Accountancy programme at the home university. This restriction imposed is due to course contents covered which are applicable and only related to Singapore's accounting and auditing practices. The local standards and practices will not be applicable at inbound students' home countries.

Inbound students who wish to be considered for these courses despite the local context of these Accounting-relating courses are **required to submit the approvals from their home university Exchange Coordinator to indicate the consent from home university that these courses will be recognized for credit transfers at the home university**. Final course registration is subject to the vacancy availability in these courses.

4. The **BTxxx** series of Tourism & Hospitality Management and **BHxxx** series of Human Resource courses **have major restrictions**. Inbound exchange students would only be able to register if there is a non-major vacancy available.
5. Most courses at NBS, especially the **BFxxx** and **BMxxx** series of Finance and Marketing courses, fill up quickly and students **should not expect admission to NTU and/or course approvals to mean guaranteed course registration** as international exchange students compete with all other NTU students for spaces in class.
6. International exchange students with **business major** are allowed up to a **maximum of four courses at NBS** while **non business majors** are allowed up to **maximum of two courses at NBS**. Due to the popularity of Finance and Marketing courses amongst both NBS and inbound students, these courses bear enrolment restrictions. Inbound students are allowed up to a **maximum of 3 BFxxx and/or BMxxx courses**.
7. Course registration difficulty and solution:
 - I. For rejected courses due to "pre-requisite not met"
 - student do NOT re-submit the request but instead appeal with the relevant documents - (a) and (b) below

NBS will only review the appeal if student is able to produce either of the following:

 - (a) their updated transcript reflecting at least a "pass" for the course equivalent to our pre-requisite OR
 - (b) their home university letter identifying the equivalent pre-requisite course completed
 - II. For approved courses but unregistered which is mandatory back home
 - student to come personally to the Undergraduate Programmes Office (UPO) at S3-B3-A, to put themselves on waitlist

NBS will only assist if student is able to produce their home university letter indicating that:

 - (a) the course is mandatory for his/her exchange i.e. required for his/her graduation need - optional but priority will be given
 - (c) he/she is a graduating student (i.e. in their final semester of study) - optional but priority will be given

Students are encouraged to visit UPO for a face-to-face discussion between 1 – 4pm.