

## MPE Guidelines

### 1. MPE System

After you log in to the system:

- 1) Check your personal details.
- 2) View list of modules available for choosing and ranking. The view is controlled by your UTCP study plan. Refer to the FAQ if you cannot see the modules you wish to choose.
- 3) Submit your preferences online.
- 4) The **minimum** number of choices for ranking JS and SS is five (5). For I&E modules, The **maximum** number for choice ranking IEM modules is five (5). If you are unable to meet the minimum numbers, please write in to *CAPT Module Support* with your **1)matric number, 2)name, and 3)reason**.  
***Do choose as many sessions as you can to increase the chance of successful pre-allocation.***
- 5) You can modify your submission until 7 August 2017 (2359 hrs).

### 2. Your Study Plan<sup>1</sup>

- **Freshman's** study plan for Semester 1 is decided by the college (1 JS or 1 I&E module) and will be sent to them via NUS email by 24 July 2017.
- **Year 2 students'** study plan has been updated in the MPE system.
- **Year 2 students:** If you are unable to participate in MPE to rank choices, it means you did not update your study plan in the mid-term survey. Please **visit the college office**.
- **Year 2 students:** If you have updated your study plan in the mid-term survey and wish to change the plan, please e-mail us with your **1)name, 2)matric number, and 3)new study plan for ALL remaining modules**.
- **Senior students** who wish to read an UTCP module, please **update your study plan here:** <https://tinyurl.com/mpeplan4senior> **before 28 July 2017**. After 28 July 2017, students may write in to appeal for a module via e-mail during appeal period.

### 3. During MPE

- **Rank Choices** – students are required to rank at least 5 module sessions for Junior Seminar/Senior Seminar. If you are unable to choose 5 module sessions due to timetable clashes, please e-mail us. Students take the risk that zero modules may be pre-allocated due to too few ranked choices.

### 4. MPE Result

***Results will be released by 8 August 2359hrs.***

---

<sup>1</sup> A 'study plan' means your plan to complete the UTCP in the four semesters of your stay in CAPT. Without a study plan, you will not be able to rank the modules you prefer to study in the Module Preference Exercise system and may need to appeal for a module after balloting is done. ***Students are asked to update their study plan around week 6 every semester.***

- **Overloading** - If the system marks you as overloading, the module pre-allocated to you will not be updated until Round 3A. To increase your workload, ***please contact your home faculty and update us before round 3A.***
- If a **freshman** is unable to overload in Semester 1, please contact the home faculty to request to read GER1000 in Semester2.
- **Timetable Clash** – The system will not pre-allocate you a module that clashes with your existing module or the module in your basket.

### **5. Appeal system**

- All appeal application must be submitted through the MPE Appeal system. Submission through e-mail or verbal information will not be accepted. Once a module is pre-allocated through an appeal application, changes will not be allowed unless students have approval from the Director of Studies.
- Students are encouraged to attend the class(es) you appeal for in Week 1 until further notice of the result so that they do not miss the introduction lesson.
- The last day of module appeal result release is Mon, 21 August. If you do not hear from us before the date, it means no module place is available to place you in.

### **6. Timetable**

Timetable has been published on the CAPT website. For queries about module requirements, please check on IVLE or contact the respective lecturers.

## FAQ

### Q1. I have read a UTS-coded Senior Seminar, which is cross listed with a UTC-code. Can I take another UTS-coded Senior Seminar to fulfil UTCP requirements?

Two UTS-coded Senior Seminars cannot replace one UTC-coded module and one UTS-coded module. If the module you have read is cross listed with UTS and UTC codes, you may participate in MPE to secure another UTS-coded Senior Seminar, and convert the code for the original module after you have secured the UTS-coded module.

#### *The steps are:*

- 1) Inform us via e-mail and indicate your study plan of reading a UTS-coded Senior Seminar.
- 2) The study plan in MPE will be updated, and you will be able to rank your choices for UTS-coded modules only.
- 3) After you have secured a UTS-coded module, please e-mail us to request for module code conversion. Please provide: **1)matric number, 2)name, 3)original module code, 4)code after conversion.**  
*\*\*\*Please note that 30 points will be deduced from your G account upon successful code conversion.*
- 4) In the event that you do not secure a UTS-coded module, do consider whether you wish to appeal for a UTS-coded or UTC-coded module. Please inform us to update your study plan in MPE if you wish to appeal for a UTC-coded senior seminar.

***\*This applies to students who have the same queries about UTC-coded modules.***

### Q2. I cannot participate in MPE. What should I do?

If you cannot rank any modules in MPE, it may be because you did not update your study plan in the mid-term survey. *Please visit the college office.*

### Q3. I need to change my study plan. What should I do?

If you are able to participate in MPE, but you want to change the study plan, please e-mail us with your **matric number, name, and study plan for ALL remaining modules**. Please note that change of study plan may not be accepted for I&E modules after 3 August 2017.

If you are unable to participate in MPE, it means you did not participate in mid-term survey. Please visit the college office.

### Q4. None of the modules can fit into my timetable. What should I do?

Please e-mail us to arrange for a consultation at the college office. Bring along your timetable for the consultation.

### Q5. I would like to overload to read a UTCP module. What should I do?

*Please do not submit an appeal* - If you see a message indicating that a module place has been reserved for you when you log in to check MPE Pre-allocation results on 9 August 2017, it means the module cannot be pre-allocated to you due to excess workload check in CORS (maximum 20 MCs).

Please request your faculty to increase the workload for you before round 3A. We will try to pre-allocate you the module again after Round 3A (14 August 2017)

In the meantime, you can attend the first lesson in Week 1 while waiting for the pre-allocated module to be officially registered by the College.