



CTIS/2014/025

19 February 2014

CTIS Students

Dear Students:

Information Circular: Addendum to Rules and Regulations

Following the CTIS Academic Board meeting of 12 February 2014, we attach the following to the existing rules and regulations for the Institute:

1. Appeals for deferment of study shall be entertained only if the applying student has already completed three (3) or more units at the time of application. Any deferment granted shall be for a period of one year, after which no further deferment shall be possible.
2. Appeals for extension of study shall be at the discretion of the Academic Board and extensions shall be granted for a period of one additional semester. The applying student shall be liable to a surcharge of 30% of the fee for every unit taken during the extension period.
3. There shall be no exemptions from exams. Students who cannot attend the exam for any unit shall apply to sit for an alternate exam on another date. This application must reach the CTIS Office no later than three (3) days after the last session of that unit.

Explanatory: if you have to be away for a period of time (no more than a year) that will disrupt your study at CTIS, apply for a deferment. If you cannot complete your course of study in the time given, apply for an extension.

Sincerely,

Arthur Goh
Academic Director, CTIS