

## **CO-CURRICULAR ACTIVITIES POINTS SYSTEM (CCAPS)**

### **Frequently Asked Questions**

#### **1. Is CCA counted in the computation of marks for admission into the University?**

For university admission NUS, NTU and SMU integrate CCA as part of the discretionary admission scheme. The discretionary admission scheme will allow the two universities to consider a broader range of intellectual and character attributes besides students' academic performance.

Students are advised to refer the universities' websites or contact their respective admissions office for more information.

#### **2. How important is a student's participation in CCA viewed by the universities?**

For a balanced and holistic polytechnic life, it is important for students to take part in CCA as it provides opportunities for character building and nurturing of life skills and attributes such as leadership and teamwork.

CCA is integrated as part of the discretionary admission scheme, NUS, NTU and SMU will look for evidence of these broader attributes in an applicant's CCA contributions and achievements to determine his/her suitability for entry into the university.

#### **3. Is participation in CCA compulsory?**

No, it is not compulsory but you are strongly encouraged to participate in some form of CCA as they provide the opportunity to cultivate skills that are not easily learnt within a classroom set-up. Through your participation in CCA, you may even uncover or develop talents and skills in niche areas.

#### **4. When & how will I received my Official Transcripts?**

The Official Transcript of Co-Curricular activities will be mailed to you upon your graduation. This will usually be in May of your graduating year.

#### **5. What if there are mistakes in my transcript?**

If you encounter mistakes in your transcript, you may go to the Student Development (Block E, Level 4) with the original transcript and make enquiries there. Once the amendments have been verified, a new transcript will be issued to you.

**6. How can I obtain an additional copy of the Official Transcript?**

Students may request for a replacement or additional copy of the transcript at the i@Central (Block A Level 1) facing the Auditorium. An administrative fee of \$5.35 (inclusive of GST) per transcript is chargeable.

**7. How do I get my participation in CCA endorsed?**

Once an entry is made in CCAPS, your Club Advisor, Event Coordinator or the SD Officer will be prompted to verify the entry and make the endorsement.

**8. When is the last day to submit the CCA through CCAPS?**

We encourage all students to submit their CCA for endorsement as soon as the activity is completed (preferably within a week). The last day for submission is one month after the activity or the end of Week 18 for semester/year-long activities, e.g. participation and leadership positions in clubs or interest groups.

**9. What should I do if the CCA is not endorsed?**

You will have to approach the organiser of this activity (School or SD) for assistance in this matter.

**10. What if my CCA Advisor has left NYP or is not around to endorse my participation?**

You should then approach your Club Advisor, Event Coordinator, School CCA Co-ordinator or Student Development Officer for assistance.

**11. Are CCA points awarded for talks, seminars & workshops attended?**

Generally, no! CCA points will be awarded only for approved seminars & workshops where student involvement is active. Talks, seminars & workshops that are academic curriculum requirements are not considered CCAs.

**12. What can I do if I need an official transcript before I graduate?**

Official transcripts will be issued only upon graduation. You may print out an unofficial transcript (which bears the same information the official document would provide) via the Student e-Services.

**13. Are activities offered by external organisations and which are not available in NYP recognised as CCAs?**

All external activities must first be approved by NYP before they can be allocated CCA points.

**14. I participated in a community project with my church/mosque/temple; can I get CCA points for it? If so, who should I approach for endorsement?**

You should obtain clarification from SD as to whether the activity will be recognised. Bring along any brochure or letter from the organisation to help you with the enquiry.

**15. Can I get CCA points for being a Certificate of Merit holder in my course?**

CCA points are only awarded for participation and contributions in non-academic areas. CCA points are not be allocated for such academic achievements.

**16. How many CCAs can I participate in?**

There is no limit to the number of CCAs you can join. However, we do advise you to ensure a healthy balance in the time spent in your academic studies and in your chosen CCA pursuits.

**17. I cannot find the activity in CCAPS. What should I do?**

If you cannot find the activity organised by your school in the CCAPS, check with your School CCA Coordinator.

If the activity is organised by SD, you should check with the SD staff.

If the activity is organised by an external organisation, you should also check with the SD to clarify if the activity is recognised.

**18. Who can I check with for more information on CCAPS?**

For more information, check with the Student Development (Blk E Level 4) by emailing your enquiries to [NYP\\_Student\\_Development@nyp.edu.sg](mailto:NYP_Student_Development@nyp.edu.sg)