# APPEAL PROCESS FOR I&E MODULE

## Module allocation timeline for Semester 1, AY2015/16

<table>
<thead>
<tr>
<th>Step</th>
<th>Process</th>
<th>Website</th>
<th>Start</th>
<th>End</th>
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<tbody>
<tr>
<td>A</td>
<td>Residential College Module/Class Preference Exercise (MPE) (i) selection of modules</td>
<td>Residential College Module/Class Preference Exercise</td>
<td>1600 hours Friday 31 July 2015</td>
<td>2359 hours Monday 3 August 2015</td>
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<tr>
<td>A</td>
<td>Residential College Module/Class Preference Exercise (MPE) (ii) viewing of module allocation outcome</td>
<td>Release of MPE allocation results</td>
<td>2100 hours Tuesday 4 August 2015</td>
<td></td>
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<tr>
<td>B</td>
<td>Online Appeal via CORS Appeal type code: M016 (New)</td>
<td>CORS Student Login</td>
<td>0900 hours Wednesday 5 August 2015</td>
<td>Friday 14 Aug 2015</td>
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<tr>
<td>C</td>
<td>Manual Appeal Submission (strictly by appointments only)</td>
<td>Appointment Booking System (for Manual Appeal)</td>
<td>0900 hours Wednesday 5 August 2015</td>
<td>Friday 14 Aug 2015</td>
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## ONLINE APPEAL VIA CORS

Eligible UTown students should submit an online appeal via CORS (after 4 Aug 2015) if you are:
- Supposed to read I&E but have **missed MPE**.
- Supposed to read I&E but **did not succeed in getting a module even though you participated in MPE**.
- Allocated an I&E module during MPE but subsequently **wish to drop the module**.
- Successful in getting an I&E module after MPE but subsequently **wish to change the module/class**.

*Please indicate clearly that you were allocated a UTW module during MPE, your current UTW module & class and the module & class that you are now appealing for.*

(Note that you will be given lower priority than students who did not get a module via MPE, especially if your MPE-allocated module was your 1st ranked choice.)

To facilitate efficient handling of appeals, please select the correct **Appeal Type M016** in submitting your online appeal in CORS.

Please refer to CORS Policies and Guidelines

| M016 *New | Unable to secure Ideas and Exposition Module during UTown MPE | Centre for English Language Communication | Available during bidding exercise, [Round 2A to Round 3B] | This appeal is for CAPT, RC4 and Tembusu College students who have been unsuccessful in securing the module that they have to read (according to their College Learning Plan) in this current semester. |
Notes for Online Appeal:

1. All CORS appeals for I&E modules that are submitted before Wed, 5 Aug 2015 will be automatically voided.
2. You will be informed about the outcome of your online appeal via email as soon as the appeal is processed.
3. If you are unable to submit an appeal via CORS due to technical or access issues, please refer to CORS FAQ Page or contact CORS helpdesk.

MANUAL APPEAL

Students who are successful in securing a module from MPE or CORS Appeal can skip step C. Submit a manual appeal only if:

- You need to appeal or have already appealed for a change of College Learning Plan to include an I&E module.
- Your admission record has not been updated in the system due to late admission and hence unable to participate in MPE or appeal for the I&E module online.
- You were allocated an I&E module during MPE but the uploading to CORS was not successful due to timetable clashes or workload issues.

(Note that you should resolve your timetable clashes or workload issues before making an appointment to see us for the re-uploading of modules.)

Manual appeal is strictly by appointment and for the above-mentioned scenarios only. You should only book an appointment at Appointment Booking System after the release of the MPE results or 2100 hours on Tuesday 4 August 2015, whichever is later.

Successful manual appeals will be uploaded to CORS and IVLE within 2 working days.

For all other enquiries, please email the IEM Module Support Team at IEM Enquiries.