



NATIONAL UNIVERSITY OF SINGAPORE

UNDERGRADUATE COURSEWORK-BASED STUDENT EXCHANGE PROGRAMME (SEP)

INFORMATION SHEET FOR AY 2017/2018

Key Contacts	
International Relations Office (IRO) <i>Global Education Team (SEP): Working with university-wide exchange partners on new and renewal exchange agreements, discussion of annual exchange places, collection of incoming nominations and promoting student mobility.</i>	Shaw Foundation Alumni House #03-04, 11 Kent Ridge Drive Singapore 119244 Phone: (65) 6516 4356 Web: http://www.nus.edu.sg/iro/prog/sep/student-exchange.html Email: http://nusiuro.custhelp.com/
Registrar's Office (RO) <i>Incoming Team: Processing student applications for NUS Non-Graduating Exchange (NGE) and Non-exchange (NGNE) Programmes, module enrolment, admission, Student's Pass application, registration and transcript matters.</i> <i>Outgoing Team: Sending nominations to university-wide exchange partners and facilitating the submission of NUS students' application documents.</i>	Non-Graduating Programme University Hall, Lee Kong Chian Wing #UHL-04-01, 21 Lower Kent Ridge Road Singapore 119077 Phone: (65) 6516 2301 Web: http://www.nus.edu.sg/registrar/education-at-nus/non-graduating-programme.html Email: nghelp@nus.edu.sg
NUS Emergency 24/7 hotline	+65 6874 1616 (Kent Ridge Campus) +65 6516 3636 (Bukit Timah Campus)

Important Websites	
International Relations Office (IRO)	http://www.nus.edu.sg/iro/prog/sep/incoming-exchange-students.html
Incoming Student Exchange Guide	http://www.nus.edu.sg/iro/doc/prog/sep/sep_incoming_exchange_guide.pdf
Registrar's Office	http://www.nus.edu.sg/registrar/education-at-nus/non-graduating-programme.html
Office of International Student Services	http://nus.edu.sg/osa/iss
NUS Code of Student Conduct	http://www.nus.edu.sg/osa/coc

Academic Calendar		
Semester Dates	1 st semester	2 nd semester
Orientation & Registration	3 - 4 August 2017 (tbc)	10 - 12 January 2018 (tbc)
Teaching	14 August -17 November 2017	15 January - 20 April 2018
Examinations	25 November - 9 December 2017	28 April - 12 May 2018

Academic Matters	
English proficiency	English is the main language of instruction in NUS. Students must be proficient in the English language in order to benefit from their studies at NUS. Students from non-English medium universities applying to read Law modules, are required to submit TOEFL or IELTS result.
Language courses	Students can take any of the language courses offered by the Centre for Language Studies (CLS) subject to qualification and availability. Students are required to provide a letter from their home university to declare their level of proficiency in the language(s). Placement tests may be required for higher level language modules.
Modular System	A programme leading to a 3 year Bachelor's degree requires a minimum of 120 modular credits (MCs). As such, the usual load for NUS students is 16 to 20 MCs per semester, where 1 MC is equal to 2.5 hours of study and preparation per week. A 4-MC module requires 10 hours of work a week, including lectures, tutorials, laboratory sessions, assignments, and independent or group study. More details at: http://www.nus.edu.sg/registrar/education-at-nus/modular-system.html
Modules Type	By default, all modules secured at the point of offer are set to examinable. Exchange students have to seek the permission from their home University before they can set an examinable module to audit, as modules set to audit might not be allowed for credit transfer back at the home University. Some modules cannot be set to audit. For modules set to audit, student can only attend lectures and will not be permitted to sit for examinations. Participation in other practical components (e.g. tutorials, laboratory work, and fieldwork) will be at the discretion of the respective academic faculty/ department. Exchange students need to seek written approval from the respective department to set a module from audit to examinable.
Grading System	Students may refer to http://www.nus.edu.sg/registrar/education-at-nus/modular-system.html for NUS' grade table. The grading system for the modules taken in NUS can be found at the back of the official NUS transcripts. Upon request, the academic advisers will share the grades for Continuous Assessment (CA) such as regular assignments and project work with students throughout the semester. However, the grade for the final examination cannot be shared as explained in the NUS' grading policy. For many modules at NUS, CA constitutes a significant percentage of the final grade.

Modules for Exchange Students	
Guide on modules selection and application	Students are advised to read the online guide on modules selection and application before applying for the exchange at NUS. In general, the first number in the module code indicates the year of study, except for general electives modules with prefix GEHXXXX, GEKXXXX, GEMXXXX, GEQXXXX, GERXXXX, GESXXXX, or GETXXXX. Majority of the general elective modules do not have pre-requisites.
Minimum and maximum number of modules to be taken for each semester	Exchange students are required to read a minimum of 12 modular credits (MCs) per semester (approximately 3 modules) and no more than 20 MCs (approximately 5 modules), regardless of whether these modules are set to audit or examinable. Students are encouraged to take modules for sufficient number of credits (not in excess), as required by their home university. Please take note that a 4-MC module requires 10 hours of work a week.
How are modules approved by NUS?	Approval of modules is given by the respective NUS Faculties/ Schools / Departments based on the following key factors: 1. Fulfilment of modules' pre-requisites; 2. Availability of the modules; 3. Class and Examination timetabling Students are advised to provide their latest transcripts with the listing of modules taken at home universities, their respective grades and grade legend. Module descriptions of the modules taken at home university are sometimes required to prove that students has fulfilled the pre-requisites for the higher level modules at NUS.
Is module information (e.g. description, syllabus) available online?	Module information is available at NUS website. Past semester's syllabus can be found at https://ivle.nus.edu.sg/v1/lms/public/search_course_public.aspx Detailed information may also be available at respective Faculties' and Schools' websites. Students should only refer to this link for module information and not module selection because not all the modules are open to exchange students.
List of modules available to exchange students	Students should refer to http://www.nus.edu.sg/registrar/info/ng/NG-Modules.pdf for the list of modules available to exchange students. The list will be updated around mid-March for Semester 1 and mid-August for Semester 2 exchange.
Graduate modules restriction (MUST READ) Modules Restrictions	Modules of Level 5000 and above are graduate modules and are not offered to undergraduate students. Graduate modules found on the list of modules are reserved for students coming under specific graduate exchange agreement. MBA modules with prefix BMXXXXX are NOT available to students nominated under the university-wide exchange managed by International Relations Office.

Modules for Exchange Students - continued

Undergraduate modules restriction

Please refer to [Modules Restrictions](#) for more details.
(MUST READ)

There is no guarantee that exchange students will secure their preferred modules listed in the [module list](#). All exchange students are advised to check with their home university on whether their major of studies allows them to be flexible with modules before applying to NUS.

Undergraduate exchange students are encouraged to consider Level 1000 to 3000 modules. Level 4000 modules are reserved for NUS graduating students and therefore only limited places are open to exchange students.

Very limited range of undergraduate modules from the following Faculties/ Schools/ Institutes/ Departments are available to non-graduating students:

- Department of Pharmacy at Faculty of Science
- Saw Swee Hock School of Public Health
- University Scholars Programme - by invitation only

Due to overwhelming demand, incoming students who wish to enrol in **Business, Economics, Law, Psychology** and **Political Science** modules might not be able to secure their required number of modules in these disciplines. In order to increase the chances of securing a minimum of 12 MCs worth of modules to support the Student's Pass application, students who require **Business, Economics, Law, Psychology** and **Political Science** modules need to consider alternative modules offered by other departments/schools during application.

Business

- Open to undergraduates with a single major in Business only.
- Full-year Business major student from university-wide exchange partner university will only be considered by NUS Business School for Business modules in one of the two semesters.
- Exchange students who are unable to secure any Business module at the time of application, will not be able to enrol for any Business module when they arrive at NUS. NUS Business School manages a separate module system which is only open to Business exchange students.

Economics

- Economics modules offered by the Department of Economics are more Mathematics-based. Humanities-based Economics modules are offered under Global Studies with GL code or electives under GE code.
- Only Level 1000 to Level 3000 modules are open to undergraduate exchange students. Level 4000 and above modules are not open to exchange students.

Law

- Open to undergraduates majoring in Law.
- Only elective Law modules (i.e. with prefix LL4XXX) are available.
- Elective Law modules carry a weight of 4, 5 or 8 credits each with majority of the modules worth 5 credits each.
- Exchange students with Law as one of their majors must secure at least 2 Law modules per semester at the point of offer in order to be contacted by NUS Law via email for Law module registration separately.

Architecture

- Open to Architecture majors only.
- Applicants **must** submit a digital/hardcopy portfolio to support their exchange application.
- Limited Architecture modules with studio component are available.

Modules for Exchange Students - continued	
Can students take modules of different levels or discipline?	Yes, subject to fulfilment of modules' pre-requisites, availability of the modules, class and examination timetabling. Please seek the approval from your home university if you wish to take modules unrelated to your major or your level of studies while on exchange. Time-table clashes increase when students take modules from two or more different Faculties/Schools.
Are course schedules/timetables available online?	Class timetables are available at https://webrb.nus.edu.sg/ctt/builder.aspx. The timetable will be updated around early July and end of November. Please check the timetable for approved modules to ensure that there is no clash of class and examination date and time.
Confirmation of pre-registered modules	Successful applicants can view their pre-registered modules at the online application portal using their Application ID and password around mid-June (for August intake) and around end of November (for January intake).
Modification to pre-registered modules allocated to students at the point of offer	Students need to maintain a minimum of 12MCs per semester in order for NUS to sponsor their Student's Pass. The pre-registered modules at the point of offer are essential for the application of Student's Pass prior to the official registration at NUS. Students are advised not to modify the pre-registered modules before the "Add/Drop" exercise. The "Add/Drop" exercise happens during the first two weeks of every semester. More information on modules modification can be found in the NUS Registration Guide which will be sent together with the offer email. Upon registration at NUS, students are advised to check the timetable for all pre-registered modules. If there are any clashes in the examination date or class time, students must drop the modules during the module "Add/Drop" exercise.

Exchange Application Timeline and Deadlines		
	NUS Semester 1 / Full Year (August - December) / (August - May)	NUS Semester 2 (January - May)
Call for nomination	15 February - 28 March	1 August - 1 September
Nomination deadline	28 March	1 September
Online application	28 March - 22 April	1 September - 1 October
Submission of additional supporting documents via nghelp@nus.edu.sg	1 May	15 October
Application outcome via offer email / letter	Mid-June	End of November

Nomination Process	
Nomination to NUS (i) International Relations Office (IRO)	(i) Existing University-wide bilateral exchange partners must submit a list of nominated students to NUS International Relations Office (IRO) before their students apply online.
(ii) Faculty/School	(ii) Existing Faculty-level bilateral exchange partners will be informed by the respective NUS Faculty/School to submit the list of nominated students to them directly.
Only nominated students will be processed as fee-waiver Non-Graduating Exchange (NGE) student. Nominations and applications received after the deadlines may not be processed in time for exchange in the respective semester.	

Online Exchange Application Procedures									
Application procedures and deadlines See Annex A for the Flowchart	1. Submit online application at https://myaces.nus.edu.sg/ngAdmForm/ by following the instructions to fill in the application form. Nominated students should apply as “Non-Graduating Exchange (NGE)” students in order to be considered for fee-waiver exchange. Choose up to 10 <u>relevant</u> modules in the online application in order to maximise the chances of securing at least 12 modular credits worth of modules per semester. 2. Upload scanned copies of supporting document to the online application portal: • Passport photo meant for NUS Student Card (file size 125KB in jpg format) • Original copy of the latest academic transcript in English and with home university’s stamp, including grade legend • Copy of passport page showing the nationality and personal details 3. Upload additional scanned supporting documents to online application portal if students wish to take courses listed below: <table border="1"> <thead> <tr> <th></th><th>Supporting document needed</th></tr> </thead> <tbody> <tr> <td>Language modules with prefix “LAXXXX” code</td><td>A. A letter from home university to certify applicant’s level of proficiency in the foreign language</td></tr> <tr> <td>Law modules (for applicants from non-English medium universities, unless otherwise stated)</td><td>B. Valid TOEFL or IELTS certificates • IELTS score of at least 6.5 • TOEFL score of at least: 250 for the paper-based test; or 250 for the computer-based test; or 100 for the internet based test </td></tr> <tr> <td>Architecture modules</td><td>C. Digital/hardcopy portfolio of completed projects done at home university</td></tr> </tbody> </table> Items A and B mentioned above should not exceed 1MB. For item C, please email to nghelp@nus.edu.sg and quote your application ID in the email subject header. 4. Applicant who makes a voluntary health declaration in the online application form should support the declaration with a doctor’s certification/letter if he/she needs to seek special assistance while on exchange at NUS. The type of special assistance provided by NUS will be limited to the availability of resources on campus. Please refer to our Disability Support Office for more information.		Supporting document needed	Language modules with prefix “LAXXXX” code	A. A letter from home university to certify applicant’s level of proficiency in the foreign language	Law modules (for applicants from non-English medium universities, unless otherwise stated)	B. Valid TOEFL or IELTS certificates • IELTS score of at least 6.5 • TOEFL score of at least: 250 for the paper-based test; or 250 for the computer-based test; or 100 for the internet based test	Architecture modules	C. Digital/hardcopy portfolio of completed projects done at home university
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Online Exchange Application Procedures - continued	
Application procedures and deadlines See Annex A for the Flowchart	5. Applicants should indicate on their initial exchange application if they require on-campus accommodation. If applicants indicate that they do not require accommodation or leave the answer blank on their applications, they will <u>not</u> receive an invitation to apply for accommodation in their offer email.
	6. Additional supporting documents which cannot be uploaded in the online application have to be submitted via email to nghelp@nus.edu.sg by 1 May for Semester 1 exchange and 15 October for Semester 2 exchange.
	7. Late and incomplete applications might not be processed in time for admission in the respective semester.
Application outcome	Students will be contacted via email if there are missing documents to support their exchange applications or they have to reselect the modules. Students can check their application status via the online portal or wait for the offer email/letter in mid-June (for exchange in August) or end of November (for exchange in January).

Visa Requirements	
Are exchange students required to obtain a visa (Student's Pass)?	Yes. Exchange students who have been accepted to NUS will receive instructions via the offer email/letter for the Student's Pass application. Students who need a visa to enter Singapore will receive the scanned In-Principle Approval (IPA) letter via email from NUS Registrar's office and can use the letter as a single-trip entry visa. All other students will be instructed to enter on a tourist visa and then convert it to a Student's Pass during registration.
Will NUS assist in the application?	Yes. The date(s) for official registration of Student's Pass at NUS can be found in the NUS Registration Guide. The link to this guide can be found in the offer email/letter from NUS Registrar's Office. The Student's Pass application fees is from S\$90 to S\$120.
Is a medical report required?	All incoming international students who are applying for a Student's Pass to support a full-year exchange are required to complete a medical examination using the form provided by Singapore's immigration. It is highly recommended that full-year exchange students arrive in Singapore earlier to do their medical check-up at NUS or print out the given medical form and have the check-up done at their home country. Details will be provided in the NUS Registration Guide .

Medical Insurance	
Are exchange students required to purchase a compulsory medical insurance plan?	Yes. Every international student must take up the compulsory NUS Health and Insurance Scheme (HINS) which is included in the Miscellaneous Student Fees (MSFs). Click on the link for information on insurance coverage . The rates for MSFs can be found at http://www.nus.edu.sg/registrar/edu/ng.html#fees

Travel Insurance	
How about travel insurance?	All registered NUS students (including Non-Graduating students) will be covered under a blanket travel insurance . This insurance covers students for official NUS trips taken during exchange. It is highly recommended that exchange students purchase personal travel insurance for their own travel.

Accommodation	
Is university accommodation available for exchange students?	NUS offers on-campus accommodation to exchange students, but it is NOT guaranteed. NUS receives more exchange students in Semester 1 (August to December) compared to Semester 2 (January to May); therefore it is more difficult to secure accommodation in Semester 1. Prospective students who are able to come on exchange in Semester 2 are strongly encouraged to do so.
How will I know if I am eligible to apply?	If you are eligible to apply for on-campus accommodation, the offer email/letter from Registrar's Office will include an invitation to apply for accommodation along with the instructions and deadlines on how and when to submit your application. If you do not receive an invitation to apply for accommodation, the offer email/letter will include information on off-campus accommodation options. Please read the application instructions and deadlines.
What are the on-campus accommodation options?	NUS offers three types of on-campus accommodation: (1) Residential Colleges, (2) Residences, and (3) Halls of Residence. Students will be able to indicate their top three accommodation preferences during application. Please note that not all options will be available for selection as NUS may not be able to allocate students to one of their preferred accommodations. With off-campus options generally being more expensive, we strongly recommend students to accept any on-campus accommodation given to them.
How will students be informed if they are selected for on-campus accommodation?	Completed application will be reflected as 'pending' in the University Hostel Management System (UHMS) . Successful applicants will receive an accommodation offer via email from OSA. The student will then need to login to UHMS to formally accept the offer and pay the necessary deposit to secure the room by the stipulated deadline(s).
Administrative procedures to follow once students have been invited to apply for accommodation	To apply for on-campus accommodation, students must pay the non-refundable application fee of S\$26.75. In the event that students are successful in securing on-campus accommodation, they will be required to formally accept their offer and pay the amount indicated in the offer letter by the stipulated deadline. Students who fail to pay by the stipulated deadline, will automatically forfeit their allocated accommodation. Please read the terms and conditions .
Is on-campus accommodation available over semester breaks?	Yes, subject to availability. Students who are on full-year exchange and have successfully secured on-campus accommodation, are eligible for vacation stay by paying the additional rates mentioned at http://www.nus.edu.sg/osa/has/non-graduating/hostel-rates .

Accommodation - continued	
Compulsory meal plans for selected on-campus accommodation	Students staying at the Residential Colleges in University Town or in the Hall of Residences will have to subscribe to the compulsory meal plan. The food offered under the compulsory meal plan is Halal certified. Asian style vegetarian food is also available. However, it might not be suitable for strict Vegans or students who need Kosher food. Students with special dietary requirements can consider staying at other on-campus accommodation without the compulsory meal plans. For more information on compulsory meal plans, please visit here.
Check-in	Check-in to on-campus accommodation is available from Monday to Friday during office hours from 9am to 5pm. To request a check-in outside of the office hours, please refer to http://nus.edu.sg/osa/has/contactus.
Off-campus accommodation options	NUS has identified several off-campus accommodation options which are affordable to students and conveniently located near to the NUS' Kent Ridge Campus (Main) and Bukit Timah Campus (for Law students). These include: • Hwa Chong Institution Boarding School www.hcibs.edu.sg • Nanyang Girls Boarding School http://www.nyboarding.edu.sg • Yo:HA Student Hostel Ulu Pandan and Henderson Outlets http://www.yoha.com.sg/hostels.aspx For a complete list of off-campus accommodation options, please refer to the following Guide prepared by NUS Office of Student Affairs (OSA).

Estimated <u>Monthly</u> Living Expenses (in Singapore Dollars)		
	On-campus	Off-campus
Accommodation	\$300 - \$800*	\$500 - \$1,200 [#]
Food (3 meals a day)	\$250 - \$400	\$400 - \$800
Public Transport	\$100 - \$150	\$200 - \$300
Books & Stationery (depends on course of study)	\$200 - \$350	\$200 - \$350
Personal expenses (telecommunication, toiletries, clothing, etc.)	\$250 - \$350	\$250 - \$350
Total	\$1,100 - \$2,500	\$1,550 - \$3,000
* Actual cost depends on type of residence and type of room. For the hostel fees you may refer to the Office of Student Affairs' Residential Services site. [#]Actual rental depends on whether there is room sharing and whether utilities are included in the rent.		

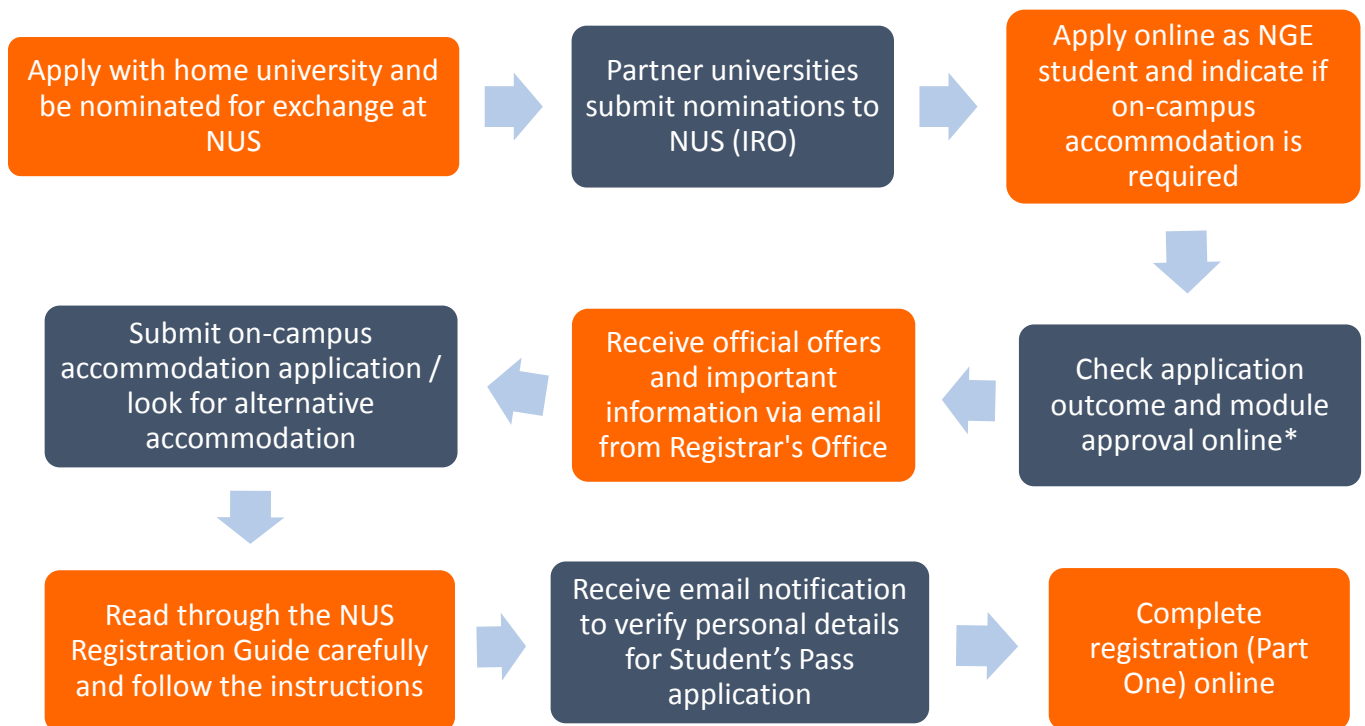
Arrival, Registration & Student Services	
Is airport pick-up service available?	No. Singapore is well-linked by public transport. Students may refer to http://www.nus.edu.sg/iro/prog/sep/while-in-singapore.html for travel tips.
Which student events are available to exchange students?	Office of Student Affairs International Student Services and the International Relations Office organise many activities for exchange students in each semester. These activities include Orientation, Welcome Party, as well as many other programmes which are lined up throughout the semester. For more details, please refer to our website .
Disability Support Office at NUS	Students who require support for special learning needs should declare their conditions in the online application form and produce a medical letter from the doctor stating the type of support needed. It is recommended that students write in to the Disability Support Office to find out the range of services and facilities available at NUS before applying for the exchange. Upon arrival at NUS, student should visit the University Health Centre to have his/her condition assessed by doctors. After which, the Disability Support Office will try to provide the necessary support depending on the availability of resources and expertise on campus.
Counselling services	Students who are in need of counselling and psychological services may approach NUS Counselling and Psychological Services to make appointment.
Campus Security	Information about campus security is available at http://www.nus.edu.sg/ocs/

While in Singapore	
Opening a bank account in Singapore	Exchange students may open a bank account in Singapore even if they are not staying for 6 months and above. Some banks in Singapore might charge an “Early Account Closure Fee” ranging from S\$20 to S\$30 for closing a bank account. Students who do not wish to open a bank account are advised to bring enough cash to last at least the first month of their stay in Singapore. Subsequently, they can withdraw additional cash at the numerous ATMs machines / cashpoints on campus and around Singapore. Students who have accounts with international banks that have branches in Singapore can find out from their bank directly about the charges for using their account in Singapore. More details are shared at http://www.nus.edu.sg/osa/iss .
Can students extend their exchange period?	A full academic year is the maximum exchange term allowed. Students who wish to extend their exchange beyond the nominated semester has to submit a written approval given by their home university exchange coordinator to the NUS IRO at least 8 weeks before their exchange terms ends.

While in Singapore - continued	
Can student on exchange work part-time to supplement costs of living?	No. Exchange students holding Student's Pass sponsored by NUS for coursework-based exchange are not allowed to work without a valid work pass. This includes, but is not limited to, any form of external training attachment at any commercial venue, or an internal training attachment in any venue that serves the public. Students who wish to work after their exchange term ends have to be qualified for the (i) mainstream work passes; or (ii) Work Holiday Programme; or (iii) Training Employment Pass. A work pass is required even if there is no salary or allowance from the employer. The employer should assist the students in applying for the valid work pass from Singapore's Ministry of Manpower, before engaging them in any form of non-classroom training. It is an offence under Section 5(1) of the Employment of Foreign Manpower Act for anyone to engage or use the service of international exchange students who do not have valid work passes.

After Exchange	
When will the Official Transcripts be ready?	Two copies of the original transcript will be sent directly to the Study Abroad/Exchange office at the student's home university, approximately two months after the completion of the exchange.
Will there be unofficial transcripts?	Students who need the unofficial transcript, may write to nghelp@nus.edu.sg 20 calendar days from the exams release date. Alternatively, students can find out their results via NUS Student Information System (NUS SIS). Students' NUS accounts will be terminated at the end June (for exchange in January) and at the end January (for exchange in August).

Annex A: Flowchart for the Application Process



*The approved modules have been pre-registered for you. If you are taking Law modules, you will be informed to go through a separate module registration with the Faculty of Law. You will see that you have been pre-registered for at least 3 modules. Additional modules can be added during the module add/drop period at the start of the semester.