NATIONAL UNIVERSITY OF SINGAPORE

FACULTY-LEVEL UNDERGRADUATE COURSEWORK-BASED STUDENT EXCHANGE PROGRAMME (SEP)

INFORMATION SHEET FOR AY 2018/2019

Key Contacts	
NUS, School of Computing	Wong Pei Ying, Diana Email Address: comwpd@nus.edu.sg
NUS Emergency 24/7 hotline	+65 6874 1616 (Kent Ridge Campus) +65 6516 3636 (Bukit Timah Campus)

Important Websites	
School of Computing	www.comp.nus.edu.sg
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/index.html
NUS Code of Student Conduct	http://nus.edu.sg/osa/documents/resources-and-policies/code-of-student-conduct.pdf

Exchange Applicant Eligibility	
Minimum application requirements	Exchange applicant should: • Be nominated as a Non-Graduating Exchange (NGE) student from a faculty-level partner university for the Student Exchange Programme (SEP) • Have at least an average of "B" grade in the declared major of studies at home university for better chances of securing modules amidst the competition. No grade below "C" in the major of studies • Have completed at least one year of undergraduate study at the home university before applying to NUS for the coursework-based exchange programme • Not be in their graduating year/ semester of studies while on exchange • Be competent in the English language and able to communicate effectively in both academic and social settings • Show the aptitude, motivation and maturity, to thrive in the environment at the host university • Have the financial means to pay for the living expenses (e.g. accommodation, food, transport, etc.) and maintain a reasonable standard of living throughout the exchange duration

Academic Calendar		
Semester Dates	**1st semester**	**2nd semester**
Orientation & Registration	2 - 3 August 2018 (tbc)	10 – 11 January 2019 (tbc)
Teaching	13 August -16 November 2018	14 January – 19 April 2019
Examinations	24 November – 8 December 2018	27 April – 11 May 2019

Academic Matters	
English proficiency	English is the main language of instruction in NUS. Students from non-English medium universities applying to read Law modules, are required to submit TOEFL or IELTS result.
Non-English 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	Workload in the NUS modular system are expressed in Modular Credits (MCs). 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

Types of Module Grading Basis	All modules secured at the point of offer are set to examinable by default. Exchange students have to seek the permission from their Home University before they can set an examinable module to audit. 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 attend lectures and will not be allowed 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.
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. There is no corresponding mark range for each grade. 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. CA constitutes a significant percentage of the final grade for many NUS modules.

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, 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. All students will be pre-registered for at least 12 modular credits (MCs) per semester for the purpose of Student's Pass application. Students can add more modules or make changes to their pre-registered modules when they officially register at NUS.
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. Compatibility of chosen module with declared major of studies 2. Fulfilment of modules' pre-requisites; 3. Availability of the modules; and 4. Class and Examination timetabling Students are required to provide their latest academic transcripts. Transcripts are to contain the following: list of modules taken at home universities, their respective grades and a **grade legend**. Faculties / Schools / Departments will not be able to assess students in the absence of these items. Module descriptions of the modules taken at home university and the approved Study Plan by the home university are sometimes required when students are appealing to read higher level modules.

Modules for Exchange Students - continued	
Is module information (e.g. description, syllabus) available online?	Detailed information is available at respective Faculties' and Schools' websites. Please contact the hosting faculty for more information. For example, Business major students should contact NUS Business School.
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.
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. **Students on faculty-specific exchange are expected to take all or majority of the modules from the hosting faculty/school**. Time-table clashes increase when students take modules from two or more different Faculties/Schools.
Are course schedules/timetables available online?	Class timetables for the new academic year are available at https://webrb.nus.edu.sg/ctt/builder.aspx in July. The timetable will also be updated around end of November. Please check the timetable for approved modules to ensure that there is no clash of class and examination date and time.
Graduate modules restriction **(MUST READ)**	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. Business modules with prefix BMXXXXX are only available to graduate students nominated under NUS Business School faculty-level exchange agreement.
Undergraduate modules restriction Please refer to Modules Restrictions for more details. **(MUST READ)**	**All exchange students are advised to prepare their Study Plan based on the modules available for exchange students at NUS and seek advice from the academics at their home university before applying for exchange at 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** • **NUS Law – by invitation only** • **NUS Business School – by invitation only**

Modules for Exchange Students - continued	
Undergraduate modules restriction Please refer to Modules Restrictions for more details. **(MUST READ)**	Due to overwhelming demand, incoming students who wish to enrol in **Economics** and **Psychology** 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 **Economics** and **Psychology** modules need to consider alternative modules offered by other departments/schools during application. More details on module restrictions are as follows: **Business** • By invitation only. • 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 invited by NUS Business School. **Law** • By invitation only. • 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 invited by NUS Law via email for Law module registration separately. **Economics** • Economics modules offered by the Department of Economics at Faculty of Arts and Social Sciences are more Mathematics-based. Humanities-based Economics modules are offered under Global Studies with GL code or electives under GE code. • Level 1000 to Level 3000 modules are open to undergraduate exchange students and not open to graduate exchange students. • Level 4000 and above modules are not open to exchange students. **Architecture** • Open to Architecture majors only. • Applicants **must** submit a letter of confirmation from their home university stating the year of design module that they should be enrolled in during their exchange at NUS (i.e. Year 1, 2, 3, or 4). • Architecture modules with studio component have limited vacancies.
Are modules at NUS guaranteed for exchange students?	There is **no guarantee** that exchange students will secure their required/ preferred modules before and during the exchange. Students should choose from the list of modules available to exchange student from the module list as modules not found on the list are not open to exchange students. We encourage interested students to consult their academics on the modules which they can read at NUS before applying for the exchange. Students will experience less stress if they are allowed by their Home University to **be flexible with their modules choices.** If the matching of available modules is not suitable to meet the graduation requirements at the home university, then students should not submit the exchange application to NUS.

Exchange Application Timeline and Deadlines		
	NUS Semester 1 / Full Year (August – December) / (August – May)	**NUS Semester 2 (January – May)**
Call for nomination	29 January – 21 March	1 August – 1 September
Nomination deadline	19 March	1 September
Online application	21 March - 15 April	1 September - 1 October
Application outcome via email	Mid-June	End of November

Nomination Process	
Nomination to NUS, School of Computing	Faculty level exchange partners must submit a list of nominated students to NUS School of Computing before the students apply online. 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 an **online** application by following the instructions. Nominated students should select the followings fields in order to be considered for fee-waiver exchange: a. Course Type: **Non-Graduating** b. Student Category: **Exchange** c. Level of Study/Sub-programme: **Faculty Level** Academic counselling in the responsibility of the home university. Follow the Study Plan approved by the home university and choose up to 10 relevant modules in order to maximise the chances of securing at least 12 modular credits in a regular semester. Modules should be ranked according to importance in the application form with compulsory modules being ranked among the top two. Full-year exchange students will be informed via email to select modules for semester 2 before semester 1 ends.
	2. Upload scanned copies of supporting documents to the online application portal: • Original copy of the latest academic transcript in English and with home university's stamp and the **grade legend**. Include proposed Study Plan (if any) • List of modules that you are taking in the current semester at your home university • Copy of passport page showing your nationality and personal details

<table>
<tr><td></td><td>3. Upload additional scanned supporting documents for courses listed below:

<table><tr><th></th><th>Supporting document needed</th></tr><tr><td>Non-English language modules with prefix “LAXXXX” code</td><td>A. A letter from home university to certify applicant’s level of proficiency in the language</td></tr><tr><td>Architecture modules</td><td>B. A letter of confirmation from home university stating the year of design module that they should be enrolled in during their exchange at NUS (e.g. Year 1, 2, 3, or 4)</td></tr></table>
Each item mentioned above should not exceed 1MB.</td></tr>
<tr><td></td><td>4. Applicant who makes a voluntary health declaration in the online application form should support the declaration with a doctor’s certification/letter if special assistance is needed while at NUS. The type of assistance provided by NUS will be limited to the availability of resources at the hosting faculty and the university.</td></tr>
<tr><td></td><td>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 not receive an invitation to apply for accommodation in their offer letter/email.</td></tr>
<tr><td></td><td>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. All emails sent to nghelp@nus.edu.sg should quote the Applicant ID number in the subject header.</td></tr>
<tr><td></td><td>7. Late and incomplete applications will not be considered in time for admission in the respective semester.</td></tr>
<tr><td>Application outcome</td><td>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 notification of outcome via email in mid-June (for exchange in August) or in mid-November (for exchange in January).</td></tr>
<tr><td>Acceptance of offer and upload photo</td><td>Students are required to indicate acceptance of offer and upload their latest photo that meet the requirements set out here, for the purpose of the NUS Student Card (file size 125KB in jpg format).</td></tr>
<tr><td>Confirmation of pre-registered modules</td><td>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 mid-November (for January intake).</td></tr>
</table>

Modification to Modules	
Modification to pre-registered modules	Students need to maintain a minimum of 12MCs per semester (including modules set to audit) 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 module add exercise happens during the first two weeks of every semester. The module drop exercise begins at the start of the semester. More information on modules modification can be found in the **NUS Registration Guide** which will be included in your offer letter. Please take note that Business and Law modules registration are separately administered by the respective faculty/ school and therefore do not follow the usual steps shared in the NUS Registration Guide. Please write to your hosting faculty/school for relevant information.
Dropping modules with clashing class time and examination dates	Before coming to 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 clashing modules during the module "Add/Drop" exercise. Modules with clashing examination date and time will not be approved. Request for alternative examination assessments or alternative examination date will not be entertained. Students are responsible for planning their academic time-table.

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 email 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 Student's Pass application?	Yes. The information can be found in the **NUS Registration Guide.** The link to this guide can also be found in the offer letter from NUS Registrar's Office. Please take note that Business and Law students have to go through a different module registration exercise administered by the hosting faculty/school.
Application Fees for Student's Pass	Entry visa application fees cost S$30 for all students who requires an entry visa. Students who do not require entry visa, pays about S$60 to S$90 for the Student's Pass.

Is a medical report required?	Yes, for full-year exchange students to support the application of Student's Pass. Students should complete a medical examination using the form provided by Singapore's immigration. Full-year exchange students can 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 and Travel 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 for Non-Graduating Students. Click here for MSFs rates.
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.

On-campus Accommodation	
Is university accommodation guaranteed for exchange students?	Due to shortage of on-campus accommodation at NUS, exchange students are **NOT guaranteed** on-campus accommodation. With increasing numbers of incoming exchange students, it is very likely that you need to source and secure your own private and off-campus accommodation. NUS receives more exchange students in Semester 1 (August to December); therefore it is more difficult to secure on-campus accommodation in Semester 1. Non-graduating, research students should consider staying at private, off-campus accommodation.
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 updated instructions and deadlines. If you do not receive an invitation to apply for accommodation, please consider renting private accommodation off campus.
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. Each semester about 30% of exchange students are shortlisted for a particular Residential College (RC), and therefore some of you will only see a particular RC on your housing application. The shortlisting helps to ensure that NUS is able to get as many exchange students allocated to on-campus accommodation as possible before arrival in Singapore. Majority of the exchange students will get to indicate their top three preferred on-campus accommodation. In the event if the preferred accommodation is oversubscribed, we encourage students to consider on-campus accommodation with vacancy. Otherwise, student can source and secure private, off-campus accommodation.

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. Completed application will be reflected as '**pending**' in the **University Hostel Management System** (UHMS). Successful applicants will receive an accommodation offer via email. The student will then need to login to UHMS to **accept the offer** and **pay the full accommodation fee** by the deadline(s) in order to secure the room. Students who fail to pay by the stipulated deadline, will automatically forfeit their allocated room and the room will be given to the next student on waiting list immediately. Please read the terms and conditions.
On-campus Accommodation - continued	
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.
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. For more information on compulsory meal plans, please visit here. Student who do not like to have the compulsory meal plan can consider staying at other on-campus accommodation without the compulsory meal plans or source for private, off-campus accommodation.
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.

Private, off-campus Accommodation	
Private, off-campus accommodation options	Singapore is a city state with affordable and reliable public transportation. It is convenient to travel to and fro NUS from the private accommodation located near NUS. Some of these private, off-campus accommodation options include: • **Hwa Chong Institution Boarding School** • **Nanyang Girls Boarding School** • **Yo:HA Student Hostel Ulu Pandan and Henderson Outlets** For a complete list of off-campus accommodation options, please refer to the following Guide prepared by NUS Office of Student Affairs (OSA).

Estimated Monthly 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.

Financial Matters	
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. DBS Bank at Yusof Ishak House in NUS requires a photocopy of the IPA letter for opening a bank account. All other banks in Singapore requires students to produce their Student's Pass. 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.
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.

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 organises 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.

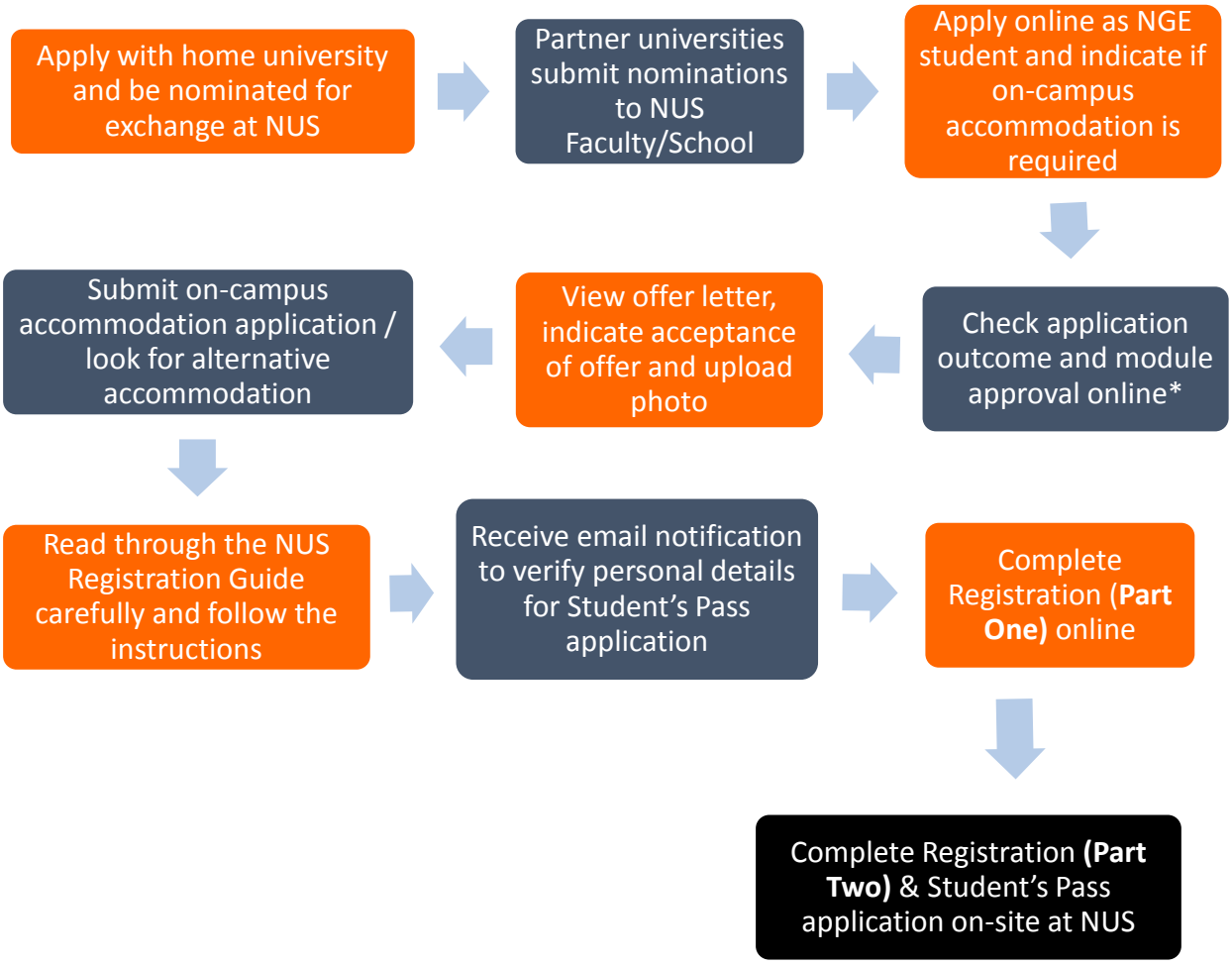
Health & Wellness	
Disability Support Office at NUS	Students who require support for special learning needs should declare their conditions in the online application form and produce a medical letter from the doctor stating the type of support needed. It is recommended that students write in to the Disability 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. Please take note that NUS Disability Support Office might not have the full range of resources and relevant expertise to assist all kinds of different disabilities.
University Health Centre	The University Health Centre is situated centrally at the Kent Ridge main campus. Please refer to this link for its range of services. Student might be referred to the National University Hospital on campus during weekends and if the medical conditions warrant hospitalisation and surgery.
Counselling services	Students who are in need of counselling and psychological services may approach the 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	
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 your hosting faculty/school at least 8 weeks before their exchange terms ends.

Terms and Conditions of maintaining the Student's Pass	NUS is the sponsoring institution for the Student's Pass for all incoming exchange students. Therefore students are expected to abide to the terms and conditions stated by Immigration & Checkpoints Authority (ICA) of Singapore. Please refer to this link for the terms and conditions.
NUS Code of Student Conduct	Please read NUS Code of Student Conduct

After Exchange	
When will the Official Transcripts be ready?	Two copies of the original transcript will be sent directly to the central 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 can retrieve their results and unofficial transcripts via NUS Student Information System (NUS SIS) about 20 calendar days from the exams release date. Students' NUS accounts will be terminated at the end June (for exchange in January) and at the end January (for exchange in August). Alternatively, students may write to nghelp@nus.edu.sg for further assistance.

Annex A: Flowchart for the Application Process



*The approved modules have been pre-registered for you. If you are taking Business and Law modules, you will be informed to go through a separate module registration with NUS Business School or NUS Faculty of Law. You will see that you have been pre-registered for at least 12 modular credits. Modification to pre-registered modules should be made during the module add/drop period at the start of each semester to avoid delaying the visa application process.