

**NATIONAL UNIVERSITY OF SINGAPORE
STUDENT EXCHANGE PROGRAMME (SEP)
INFORMATION SHEET FOR AY 2014/2015**

Office dealing with exchange matters International Relations Office

Contact National University of Singapore
3rd Storey, Unit 03-03,
Shaw Foundation Alumni House,
11 Kent Ridge Drive,
Singapore 119244
Phone: (65) 6516 4356 Fax: (65) 6778 0177
Web: <http://www.nus.edu.sg/iro>

Operating hours Mon-Thu: 8.30am-6.00pm
Fri: 8.30am-5.30pm
Closed on Saturdays, Sundays and Public Holidays

Office handling admission of non-graduating (exchange) students Registrar's Office

Contact National University of Singapore
Registrar's Office (Non-Graduating Programme)
University Hall, Lee Kong Chian Wing
#UHL-04-01, 21 Lower Kent Ridge Road
Singapore 119077
Phone: (65) 6516 2301 Fax: (65) 6778 6371
Web: <http://www.nus.edu.sg/registrar/edu/ng.html>
Email: nghelp@nus.edu.sg

Important Websites

NUS
www.nus.edu.sg

International Relations Office
<http://www.nus.edu.sg/iro/sep/in/index.html>

Study Abroad Guide for incoming exchange students
<http://www.nus.edu.sg/iro/home/jbys.html>

Registrar's Office (Non-Graduating Programme)
<http://www.nus.edu.sg/registrar/edu/ng.html>

Office of International Student Services
<http://nus.edu.sg/osa/iss>

NUS Code of Student Conduct
<http://www.nus.edu.sg/osa/coc>

Semester Dates (AY2014-2015)	1 st semester	2 nd semester
Teaching	11 Aug - 14 Nov 2014	12 Jan - 17 Apr 2015
Examinations	22 Nov - 6 Dec 2014	25 Apr - 9 May 2015
Vacation (if any)	7 Dec 2014 - 11 Jan 2015	10 May - 2 Aug 2015

Academic Matters

Language of instruction	English
Language requirement	<p>Exchange students from non-English medium institutions are required to submit either the TOEFL or IELTS result if they are applying to read modules from the NUS Faculty of Law.</p> <p>http://www.nus.edu.sg/registrar/edu/ng.html#general</p>
Language courses	<p>Students can take any of the language courses offered by the Centre for Language Studies 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). Students who wish to read higher level language modules are required to sit for placement test. For details please see: http://www.fas.nus.edu.sg/cls/index.htm</p>
Modular System	<p>A programme leading to a 3 year Bachelor's degree requires a minimum of 120 MCs. As such, the usual load for NUS students is 16 to 20 modular credits (MCs) per semester, where 1 MC is equal to 2.5 hours of study and preparation per week. A 4-MC module would require 10 hours of work a week, including lectures, tutorials, laboratory sessions, assignments, and independent or group study.</p> <p>http://www.nus.edu.sg/registrar/edu/modular.html</p>
Modules Type	<p>By default, all modules secured at the point of initial acceptance are set to examinable.</p> <p>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. Some modules cannot be set to audit.</p> <p>In order to set an audit module to examinable, exchange students need to seek the approval from NUS.</p>
Grading System	<p>Student may refer to http://www.nus.edu.sg/registrar/adminpolicy/gradingexam.html for NUS grading policy.</p> <p>The grading system for the modules taken in NUS can be found at the back of the official NUS transcripts.</p>

Course-related Information (for coursework-based exchange students)

List of modules available to exchange students	<p>Student should refer to https://share.nus.edu.sg/registrar/info/ng/NG-Modules.pdf for the list of modules available to exchange students.</p> <p>The list will be updated around May to June each year. Usually the information will not differ much from year to year.</p>
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Is course information (eg. description, syllabus) available online?	<p>Yes, course information is available at: http://www.nus.edu.sg/registrar/nusbulletin/modulesearch.html. Detailed course information may also be available at respective Faculties and Schools' websites.</p>
Are course schedules/timetables available online?	<p>Yes. Class timetables are available at: https://webrb.nus.edu.sg/ctt/builder.aspx</p> <p>The timetable will be updated around early July and mid-November each year. Please check the timetable for approved modules to ensure that there is no clash.</p>
Module constraints and restrictions (MUST READ)	<p>NUS experiences high demand from students for Business, Economics and Law courses. Incoming students who wish to enroll into these courses need to be very flexible in their study plan. It is also recommended that they prepare an alternative study option to include courses offered by other NUS Faculties & Schools.</p> <p>Please note that higher level undergraduate courses (e.g. Module Code starting from 4000 & above) have very limited capacity and are usually <u>not</u> available to exchange students. In order to increase the chances of securing enough modules, incoming exchange students should consider taking modules with module code starting from 1000 to 3000 (please refer to the "List of modules available for exchange students").</p> <p>Master level modules are open to students coming under master-level exchange agreement only. Please refer to Modules Restrictions for more details.</p> <p>Business</p> <ul style="list-style-type: none"> • Open to Business majors only • Exchange students need to secure at least 2 Business modules during the application period in order to be able to participate in the Business School's Add/Drop module period at the start of each semester • Exchange students will be considered for Business modules for ONE SEMESTER only. <p>Law</p> <ul style="list-style-type: none"> • Open to Law majors only • Only selective electives Law modules (i.e. with module code LL4XXX) are available for exchange students. • Generally, law students can expect to take 3 to 4 Law modules per semester. Students are encouraged to take only the sufficient amount of credits (<i>not in excess</i>), as required by their home university. • Exchange students with double majors (Law as one of the majors) must secure <u>at least 2 law modules</u> per semester during the application period in order to be contacted by Law for the separate Law module registration exercise. • Shortlisted students will be contacted via email from Law to register for Law modules. Students, who failed to register their modules with Law during the stipulated registration period, will not get any Law modules. • Students should expect some variations in the modules offered by Law during the registration period.
Are students allowed to take cross-faculty modules?	<p>Yes, subject to fulfillment of pre-requisites, availability of the modules, timetabling as well as approval from home university.</p>

Minimum and maximum number of modules to be taken for each semester/year

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.

According to Singapore's immigration guidelines, students need to have at least 3 modules or 12 modular credits per semester in order to be eligible for the Student's Pass application.

Exchange students should only take sufficient credits, **not in excess**, as required by their home university.

In order to maximize the chances of securing at least 3 modules or 12 modular credits per semester, students are advised to use all the 10 module choices in the online application form.

Can students take modules of a different level, e.g. students at Year 1 take Level 3 modules?

Yes, subject to:

1. Pre-requisites of the modules;
2. Availability of the modules;
3. Class and Examination timetabling; and
4. Approval by the respective NUS faculties/departments

In general, the first number of the module code is an indication of year of study.

More information on modules selection and application

Students are advised to read the step-by-step guide on modules selection and application which can be found on page 8 of the online publication, "Journey Beyond Your Shores"
<http://www.nus.edu.sg/iro/home/jbys.html>

Students can also refer to NUS Registration Guide for more information.

Confirmation on the modules allocated to exchange students

Successful exchange applicants will be given a link to view their allocated modules in the Letter of Offer sent via email by NUS Registrar's Office.

Students are advised to check the [timetable](#) for all allocated modules. If there is any clash in the examination or class time, students **must** add or drop modules during the Module Add/Drop exercise.

Nomination to NUS
International Relations Office
(IRO)

With effect from Academic Year 2010/11, all partners must provide a listing of students nominated for exchange to NUS. Student applications will be processed only if their names appear on the nomination list.

Nomination list must reach SEP Manager by **15 March** for a Full Year or Semester 1 exchange and **1 September** for Semester 2 exchange.

Exchange Application Deadlines		
Application Timeline	NUS Semester 1 / Full Year (August - December) / (August - May)	NUS Semester 2 (January - May)
Nomination deadline	15 March	1 September
Online Application	21 March - 15 April	1 September - 1 October
Submission of supporting documents (hardcopy)	1 May	15 October
Application Outcome	Mid-June	Mid-November

Nominations and applications received **after the deadlines** might **not** be processed in time for exchange in the respective semester.

Application procedures and deadlines

1. Submit online application at
<https://aces01.nus.edu.sg/ngAdmForm/index.jsp>

For instructions on how to fill in the application form:
<https://share.nus.edu.sg/registrar/info/ng/General-Instructions-for-Application-to-NUS-NG-Programme.pdf>

Students must indicate on their online exchange application if they need on-campus accommodation.

2. Print a copy of completed online application form.

Prepare supporting documents

<https://share.nus.edu.sg/registrar/info/ng/NGCheckList.pdf>

- 1 passport-size photo*
- Nomination letter from home university
- Original copy of academic transcript (in English and with University stamp)*
- TOEFL/IELTS/GMAT result (for law modules application only)
- Copy of passport page (showing the nationality and personal details)

**Also to be uploaded in the online application*

3. Send the application form and supporting documents to the following address:

Registrar's Office (Non-Graduating Programme)
National University of Singapore
University Hall, Lee Kong Chian Wing
UHL #04-01, 21 Lower Kent Ridge Road
Singapore 119077

4. All supporting documents must reach the Registrar's Office by **1 May** for Semester 1 exchange and **15 October** for Semester 2 exchange.

Application outcome

With the above application schedule, student will be notified of the outcome by second week of June (for those coming in August) or second week of November (for those coming in January) via email with a copy to the home university coordinator.

Is medical report required?

All incoming international students who are applying for a Student's Pass for 6 months and above are required to complete a medical examination (details will be provided in the offer email).

Can students extend their exchange period?

This is generally not allowed unless there is a written approval given by the home university exchange coordinator and NUS SEP Manager. Please refer to the following link:
<http://www.nus.edu.sg/registrar/edu/ng-current.html#extension> for procedures on extension request.

When will the Official Transcripts be ready?

Copies of transcript will be sent directly to the student exchange office at the home university, approximately **two months** after the completion of the exchange if the students have no outstanding fees.

Students who wish to print out an unofficial transcript can do so via myISIS student portal.

Is university accommodation available for exchange students? Is it guaranteed?

On-campus accommodation is available at NUS, but is **not** guaranteed. The University is anticipating a housing shortage in Academic Year 2014/15 due to ongoing renovations to Residence Halls and the expansion of new initiatives at the University, including the new Yale-NUS College.

Prospective exchange students **must** indicate on their initial exchange application that they require on-campus accommodation in order to be considered for housing, and thus be given a **separate** housing application to complete after gaining acceptance into the exchange programme. **Students who do not indicate on their online exchange applications that they need to stay on campus will not be given the separate housing application, and will therefore be unable to apply for on-campus accommodation after gaining acceptance into the programme.**

What are the options?

With the University anticipating a housing shortage in Academic Year 2014/15, we encourage prospective exchange students to start researching off-campus/private accommodation options in the event that their housing application is unsuccessful.

Off-campus accommodation options can be found [here](#).

How would students be informed if they are selected for on-campus accommodation?

Only successful applicants will receive instructions on the accommodation registration and payment procedures in the Letter of Offer sent via email.

What are the administrative procedures to follow once students have been offered accommodation?

Students who are allocated accommodation are required to pay the non-refundable application fee of SGD26.75 and acceptance fee of SGD200.00 by the stipulated deadlines. **The allocated accommodation will be given to other students on the waiting list if the selected students fail to pay the fees by the stipulated deadlines.** Please read terms and conditions found at <http://www.nus.edu.sg/osa/has/non-graduating/hostel-application-exercises-terms-and-conditions/168>.

Is on-campus accommodation available over semester breaks?

Yes, students who are on full year exchange are eligible for vacation stay at additional rates.
<http://www.nus.edu.sg/osa/has/non-graduating/hostel-rates>

Compulsory meal plans for selected on-campus accommodation

If students stay at the [Residential Colleges](#) in University Town or in the [Hall of Residences](#), they will have to pay for the compulsory meal plan during their stay on campus.

The food offered under the compulsory meal plan is certified Halal. However, it might not be suitable for strict Vegan or students who need Kosher food. Students with special dietary requirements can consider staying at the on-campus accommodation (e.g. Prince George's Park Residence) without the compulsory meal plan.

For more information on compulsory meal plans, visit <http://nus.edu.sg/osa/has/undergraduate/hostel-rates>.

Check-in

Check-in to on-campus accommodation is available from Monday to Friday during office hours from 9am to 5pm. For operating hours, please refer to <http://nus.edu.sg/osa/has/contactus>

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 can use the In-Principle Approval (IPA) letter to serve 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.
If yes, will the university assist in the application?	The assigned date for official registration for Student Pass can be found in the NUS Registration Guide .

Arrival / Orientation Programme

Registration Dates (TBC)	1 st semester: First week of August 2014	2 nd semester: First week of January 2015
Orientation Dates (TBC)	First week of August 2014	First week of January 2015
NUS Registration Guide (MUST READ)	Students are expected to read the Registration Guide and understand the deadlines and procedures mentioned before travelling to Singapore.	
Is airport pick-up service available?	Students who have received confirmed NUS housing may apply for airport reception (Meet-n-Greet Service) offered by the Office of Student Affairs. Please note there is no guarantee of this service being available for every student. http://www.nus.edu.sg/osa/iss/welcome/airport-meet-and-greet	

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). Please refer to the following for more information: http://www.nus.edu.sg/uhc/healthservice/insurance/G&NG.html
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Estimated Monthly Expenses (in Singapore Dollars)

University-administered accommodation	S\$280 - \$750 http://www.nus.edu.sg/osa/has/non-graduating/hostel-rates
Private accommodation	Refer to http://nus.edu.sg/osa/has/other-accommodation
Food/Meals (Most on-campus accommodation comes with compulsory meal plans.)	S\$450 to S\$950 (3 meals a day) For Residential Colleges in University Town, the cost of the meal plan is \$8.00 per day (incl. GST), and is mandatory for all members of the Residential Colleges. The estimated total cost for Semester 1 is \$864 and for Semester 2 is \$816. Breakfast and dinner will be provided every day of term except Saturdays (breakfasts only) and Sundays (dinner only). For Halls of Residence, the estimated total cost for Semester 1 is \$404.50 and for Semester 2 is \$382.00. Breakfast and dinner will be provided every day of term except Saturdays (breakfasts only) and Sundays (dinner only).

Personal expenses (such as sundries and local transportation)	S\$250 to S\$350	
Mandatory Miscellaneous Student Fees (MSFs)	http://www.nus.edu.sg/registrar/edu/ng.html#fees	
Other fees (e.g. student pass application fees etc.)	Student's Pass: S\$90 to S\$120	
Can exchange students work?	On Campus	Off Campus
	No	No

For general queries on student exchange programme, please find the answers at <http://nusiro.custhelp.com/>

Information correct as at 29 January 2014