



NATIONAL UNIVERSITY OF SINGAPORE STUDENT EXCHANGE PROGRAMME (SEP) INFORMATION SHEET FOR AY 2013/2014

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 Journey Beyond Your Shores (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	

Semester Dates (AY2013-2014)	1 st semester	2 nd semester
Teaching	12 Aug -15 Nov 2013	13 Jan - 18 Apr 2014
Examinations	23 Nov - 7 Dec 2013	26 Apr - 10 May 2014
Vacation (if any)	8 Dec 2013 - 12 Jan 2014	11 May - 3 Aug 2014

Academic Matters

Language of instruction	English
Language requirement	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. http://www.nus.edu.sg/registrar/edu/ng.html#general
Language courses	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). For details please see: http://www.fas.nus.edu.sg/cls/index.htm
Modular System	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. http://www.nus.edu.sg/registrar/edu/modular.html
Modules Type	By default, all modules secured at the point of initial acceptance are set to examinable. Exchange students have to seek the permission from their home universities before they can set an examinable module to audit as module set to audit might not be allowed for credits transfer. In order to set an audit module to examinable, exchange student needs to seek the approval from NUS.
Grading System	Student may refer to http://www.nus.edu.sg/registrar/adminpolicy/gradingexam.html for NUS grading policy. The grading system for the modules taken in NUS can be found at the back of the official NUS transcripts.

Course-related Information (for exchange students)

List of modules available to exchange students	Student should refer to https://share.nus.edu.sg/registrar/info/ng/NG-Modules.pdf for the list of modules available to exchange students. The list will be updated around May to June each year. Usually the information will not differ much from year to year.
Is course information (eg. description, syllabus) available online?	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.

Are course schedules/timetables available online?	Yes. Class timetables are available at: https://webrb.nus.edu.sg/ctt/classtt.aspx The timetable will be updated around July to August each year. Usually the information will not differ much from year to year.
Module constraints and restrictions	Refer to https://share.nus.edu.sg/registrar/info/info/Non-Graduating-Module-Restrictions.pdf for full details on Modules Restrictions. Economics and Business modules • Modules from the NUS Business School and NUS Department of Economics are extremely popular, over-subscribed and cannot be guaranteed. • Students who require these modules need to be very flexible in their study plan and be prepared to take courses offered by other Faculties and School. Business • Students must be majoring in Business at their home university in order to be considered eligible for Business modules. • If no Business modules have been secured as mentioned in the Letter of Offer, students will not be able to add any Business module during the Add/Drop period. • Students applying to study at NUS for 2 semesters will be considered for Business modules in ONE SEMESTER only. Law • Students must be majoring in Law at their home university in order to be considered eligible for Law modules. • Only selective electives Law modules (i.e. with module code LL4XXXX) are available for exchange students. • Pure Law major student can expect to take three to five Law modules per semester. However, students should only take sufficient credits, <i>not in excess</i>, as required by their home university. • Students with double majors (including Law as one of the majors) must be eligible for a minimum of 2 law modules per semester in order to be considered by the NUS Faculty of Law. • Selected students will be informed via email from NUS Faculty of Law to register for the Law modules separately. <i>Note that this is different from module selection done at the stage of application for exchange.</i> • <u>Failure to register for the Law modules during the stipulated Law registration date will result in no allocated Law modules for the students.</u>
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. 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. 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 Pass application.
Are students allowed to take cross-faculty modules?	Yes, subject to fulfillment of pre-requisites, availability of the modules, timetabling as well as approval from home university.

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

The first number of the module code is an indication of level and not 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 our other online publications for more information.

Before applying: <http://www.nus.edu.sg/iro/sep/in/before/index.html>

After applying: <http://www.nus.edu.sg/iro/sep/in/after/index.html>

While in Singapore: <http://www.nus.edu.sg/iro/sep/in/inSG/index.html>

Confirmation on the modules allocated to exchange students

Successful exchange applicants will be informed of their allocated modules in the Letter of Offer sent via email which will be sent out by NUS Registrar's Office.

Students are advised to check on the allocated modules to see if there could be any clashes in examination dates and class timing.

Exchange Application Information

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	June	November

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.

Please send your nomination list to the relevant SEP Manager by **15 March** for a Full Year or Semester 1 exchange and **1 September** for Semester 2 exchange.

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 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) <i>*Also to be uploaded in the online application</i> 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 Full Year or 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 first week of June (for those coming in August) or first 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 package).
Can students extend their exchange period?	Student may be allowed to extend his/her exchange period in NUS if there is written approval given by the home university exchange coordinator and NUS SEP Manager.
If yes, please advise application deadline and the procedures.	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?	Two copies of transcript will be sent directly to the relevant office at the home university responsible for student exchange programmes, approximately two months after the completion of the exchange. Full year exchange students will only get their official transcript at the end of their study in NUS after paying all outstanding fees to NUS. Students who wish to print out an unofficial transcript can do so via myISIS student portal.

Accommodation

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

On-campus accommodation is **not** guaranteed but we will try our best to place exchange students on-campus.

On-campus accommodation application guide can be found at <http://www.nus.edu.sg/osa/has/non-graduating/application-guide>

Will exchange students be assigned accommodation after submitting their SEP application?

The request for housing is incorporated in the online exchange application. Students must indicate on their application if they would like housing.

What is the application procedure?

Successful applicants will receive instructions on the housing registration and payment procedures together with the Letter of Offer sent via email.

Is accommodation available over semester breaks?

Yes, students who are on full year exchange are eligible for vacation stay. The rates are available via this link:

<http://www.nus.edu.sg/osa/has/non-graduating/hostel-rates>

If on-campus accommodation is not available, will there be any assistance in finding private housing?

Yes, please refer to

<http://www.nus.edu.sg/osa/has/alternative-accommodation>

Compulsory meal plans for selected on-campus accommodation

If students choose to 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. Kosher food is not offered as well.

Students with special dietary requirements can consider staying at the on-campus accommodation without the compulsory meal plan.

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

Information on the different types of on-campus accommodations in NUS

<http://www.nus.edu.sg/osa/has/non-graduating/hostel-options>

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?

Yes, please refer to this link:

<http://www.nus.edu.sg/registrar/edu/ng-internationalinfo.html#immigration> for more information.

The assigned date for official registration for Student Pass can be found in the NUS [Registration Guide](#)

Arrival / Orientation Programme

Scheduled registration dates	1 st semester: 1 - 5 August 2013 (TBC)	2 nd semester: 9 - 10 January 2014 (TBC)
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. http://www.nus.edu.sg/osa/iss/welcome/airport-meet-and-greet	
Is orientation programme available? If yes, when will it be held?	Semester 1: 2 August 2013 - TBC	Semester 2: Second week of January - TBC
Medical Insurance		
Are exchange students required to purchase a compulsory medical insurance plan?	Yes. Every international student must take up the compulsory NUS Group Medical Insurance Scheme (GMIS). Please refer to the following for more information: http://www.nus.edu.sg/registrar/edu/ng-internationalinfo.html#insurance	
Estimated Monthly Expenses (in Local Currency)		
University-administered accommodation	S\$280 - \$750 http://www.nus.edu.sg/osa/has/non-graduating/hostel-rates	
Private accommodation	Refer to http://www.nus.edu.sg/osa/has/alternative-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 (only dinner). 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 (only dinner).	
Personal expenses (such as sundries and local transportation)	S\$250 to S\$350	
Compulsory Insurance	S\$58.85 (per semester)	
Any fees other than tuition (e.g. student services etc)	Student's Pass: S\$90 Student Activity and Services: S\$28.89 Registration Fees: \$16.05 Academic Related Fees: \$18.35	
Are exchange students allowed to work?	On Campus No	Off Campus No

For general queries on student exchange programme, please find the answers at <http://www.nus.edu.sg/iro/home/contact.html>

Information correct as at 18 December 2012