

## STUDENT EXCHANGE PROGRAMME – ACADEMIC MATTERS

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### Course Substitutions

- Students may map courses read during their exchange to NUS College Making Connections courses, subject to the approval of NUS College.
- You may replace up to two Making Connections courses per semester abroad. Students may not replace Critical Competencies or Global Orientation modules.
- Students who complete a Student Exchange Programme are granted credit transfer but not grade transfer for courses read overseas. This means that courses read overseas will not impact your GPA.
- Please note modular credits will not be transferred if courses are read as 'Pass/Fail' or 'Satisfactory/ Unsatisfactory' at the partner university.

### Suitability of course substitutions

You should propose Making Connections course substitutions which are not usually offered in your home faculty or department, with emphasis on critical thinking, active class participation and/or interdisciplinary content. The proposed substitute course(s) need not be an exact match or equivalent to any of the existing NUS College courses in terms of the course content, since we encourage you to study what is normally not offered at NUS College in order to broaden your perspectives. The proposed substitute course(s) should possess academic rigour similar to or above that of level 2000 modules at NUS. As far as possible, they should have about the same number of class contact hours as a typical NUS College course.

When proposing Making Connections course substitutions, students should be mindful of meeting the domain requirements.

## Course Mapping Applications

All NUS College course mapping applications must be submitted and completed online at least two months prior to your departure for the programme. Students must ensure they include full course details (including course description, contact hours, assessment methods etc.) as incomplete applications will not be processed. Please obtain the course details from the partner university's website, or, if necessary, contact the respective department/ lecturer at the partner university.

### NUS College course Mapping Application Instructions

- Submit your NUS College course mapping applications via the Education Record System (EduRec). You can refer to the User Guide (available on the student portal) for instructions on how you can submit course mapping applications.
- If you are applying to substitute a NUS College Humanities & Social Sciences course, enter 'NFB' as the 'NUS course subject area' and '2001' as the 'NUS course Catalog Nbr'.
- If you are applying to substitute a NUS College STEM course, enter 'NFC' as the 'NUS course subject area' and '2001' as the 'NUS course Catalog Nbr'.
- Please ensure you include the following information in your application:
  - Course synopsis
  - Assessment methods
  - Total contact hours (Lectures/ Tutorials)
  - Course reading list (where possible)
- You will receive an email notification for any course mapping that has been approved. The mapping status will be updated to 'Approved'.

## Credit Transfer

- Students should consult their respective home faculties on the minimum/ maximum number of credits that can be transferred.
- To transfer credits, you must achieve a passing grade and receive credits for the courses read.
- Please ensure you submit your overseas transcript as incomplete submissions will delay the credit transfer process.
- All credit transfer requests should be completed online upon your return via the NUS Education Record System (EduRec).
- Please note that credit transfer is NOT automatic upon clicking the 'Request for Credit Transfer' button on EduRec
- It is important for students to ensure that they submit their documents in order and early to avoid further delay in the entire processing. We are not able to inform each student when credit transfer is completed. Students can follow the instructions below and check on EduRec periodically if their credits have been transferred.

### **If you went on exchange via NUS College, upon your return:**

- Log in to the NUS Education Record System (EduRec) External Study.
- Select the approved course mapping application for credit transfer under the 'Credit Transfer Request' tab and click 'Request for Credit Transfer' to submit the request.
- Submit a copy of your official overseas transcript **and** the completed Request Form: Transfer of Credits to the NUS College office or scan and send a copy to Ms Rohayu Hamdi at [nuscacad@nus.edu.sg](mailto:nuscacad@nus.edu.sg). Do not submit the original transcript.
- NUS College will coordinate the transfer of credits with your home faculty.
- Please allow up to 2 months for the credit transfer process to be complete. To view your successfully transferred credits, click on *Campus Community* → *Student Service Centre* → *Credit Transfer*

### **If you went on exchange via your home faculty, upon your return:**

- Submit a copy of your official overseas transcript to the NUS College office or scan and send a copy to Ms Rohayu Hamdi at [nuscacad@nus.edu.sg](mailto:nuscacad@nus.edu.sg). Do not submit the original transcript.
- NUS College will re-assign the substitution codes (for courses mapped back as NUS College equivalent modules) if necessary.
- NUS College will coordinate the transfer of credits with your home faculty/ school.

## Late Returns from SEP

In situations where students anticipate a late return to NUS as a result of an overlap in academic terms, the following guidelines apply:

1. Before students finalise their plans for SEP, they should check their host university's academic calendar to ensure they can return to NUS in time to resume their studies at the beginning of the semester. If the first semester of the host university overlaps with the beginning of NUS' second semester, students should undertake SEP with that university in the second semester. Thus any delayed return to Singapore will overlap with the holiday break between academic years.
2. As soon as students realise that they CANNOT avoid returning late from the exchange programme, they MUST:
  - (a) Inform NUS College administration ([nuscacad@nus.edu.sg](mailto:nuscacad@nus.edu.sg) and [nusc.global@nus.edu.sg](mailto:nusc.global@nus.edu.sg)) and their academic advisors. Students should provide supporting documents such as the host university's academic calendar to justify the late return to NUS. Further instructions will be provided by NUS College administration.
  - (b) Email the lecturers to explain the situation and ask for permission to join the course(s) once students know which NUS course(s) they will be reading in the second semester.

**Note:** Instructors have the right not to accept a student who is returning late. Excessive delays may make it impossible for the student to cope or contribute to the course effectively.

3. Punctual online registration is essential as it allows the student to ballot for an alternative module if the lecturer turns down the student's request to join a course late.