



FASS Pre-Departure SEP Briefing for Semester 2 AY2012/2013

Venue: LT12

18 December 2012, 1000 to 1100



Contacts @ FASS Study Abroad

Email: studyabroadfass@nus.edu.sg

Consultation Hours

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Assistant Dean for Undergraduate

Dr Lim Boon Tiong

Find out more about us...

FASS International

<http://www.fas.nus.edu.sg/intl/>

Study Abroad @ FASS Blog (Top 5 most visited blog in NUS!)

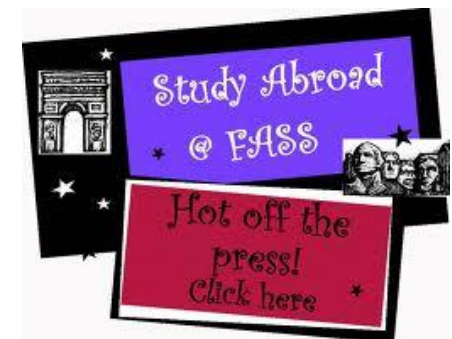
<http://blog.nus.edu.sg/fassinternational/>

Study Abroad FASS @ Facebook

<https://www.facebook.com/studyabroadfassnus>

Study Abroad FASS @ Twitter

<http://twitter.com/#!/StudyAbroadFASS>




How to carry out module mapping?

- [Qn 29 of FAQs](#)
- Carry out this procedure after you have received confirmation of registered modules from your partner university
- Complete [Module Reporting Form](#) with detailed course description, syllabus, assessment criteria, etc
- For FASS related modules where a discipline can be found, write to respective department SEP coordinator
- [List of SEP Coordinators](#)
- For CLS language modules, refer to [CLS website](#) for instructions
- For FASS related modules where a specific discipline cannot be found, email to studyabroadfass@nus.edu.sg
- Timeline for mapping approval: 1 month



How to carry out module mapping?

- For non-FASS modules, email to studyabroadfass@nus.edu.sg
 - Do not email other faculties/departments directly as this will delay the entire mapping process
 - FASS SEP Team to seek approval from other faculties on your behalf
 - Timeline for mapping approval: 1 to 2 months
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- For GEM modules, please refer to: <http://www.nus.edu.sg/gem/>
 - Send your module mapping form to the GEM Committee only if you are mapping the module to fulfill your GEM requirements
 - If you have completed your GEM requirements in NUS, but would like to map overseas modules as GEM to fulfill your UE/ breadth requirements, please send them to respective department SEP coordinators (FASS related) or studyabroadfass@nus.edu.sg (non-FASS)

How to carry out module mapping?

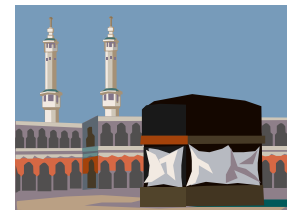
- FASS-USP students (sent by FASS for SEP) who wish to map first-tier USP modules:
 - Send your module mapping forms to USP for approval
 - Remember to obtain USP module codes from USP office administrators
 - For advanced USP modules, please submit your hardcopy mapping forms to FASS Dean's Office for endorsement
- For business-related modules, please refer to this [link](#) and check the **Module Master List** under 'Selected Students'
- Print a copy of the approved course found in the list
- NO need to seek additional approval from FASS (if you have met the pre-requisites of the business courses you wish to map)
- For business-related modules not found in the Module Master List, please complete [Module Reporting Form](#) and email to studyabroadfass@nus.edu.sg

How to carry out module mapping?

- **No need** to submit to Dean's Office
- **Keep copies for your own record**
- Approved module mapping forms to be submitted for credit transfer after SEP
- Any last minute changes to overseas courses, please seek for mapping approval via email by 1st week of SEP semester

How to carry out module mapping?

- Both Business School and CNM Department will not map modules once students return to NUS. Please ensure that your mapping is done by 1st week of your SEP semester
- Most Departments do not map level 4000 modules such as:
 - History, Sociology, Political Science, Economics etc.
- Economics do not map essential/core modules, regardless of level.



How do NUS compute the credits that I earn overseas?

- Based on **FASS MC Exchange Ratio**; NOT the total number of courses read in Partner Universities (PUs)
- Normal semester workload at PU = normal semester workload at NUS
- Ratio between the number of credits/units that it requires for a student in that PU to complete his/her degree and MCs required at NUS to complete your degree
- **University of Copenhagen (European University)**
30ECTS = 20MC
- **China/Taiwan PUs**
Ranges from 12-15 credits = 20MC (Depending on which PU)
As each course is only worth 2-3 credits, students are required to read more than 5 courses in the PU to meet the semester workload requirement

How do NUS compute the credits that I earn overseas?

IMPORTANT:

- In order to bring the full 20 MC back to NUS, you MUST complete the specific number of credits at the partner university. Non-negotiable.
- If you read additional credits in any category, it cannot be used for another.
- Eg. If you read more SC credits than you need for your major, the additional MC cannot be put in UE or breadth or anything else other than your major.



How do NUS compute the credits that I earn overseas?

University of Copenhagen

Module A, B and C and D= 30 ECTS (30ECTS = 20 MC)

	NUS MC	Dummy codes
Module A- 10 ECTS- major	(7 MC)	EC3741, EC3742
Module B- 6 ECTS- major	(4 MC)	EC2743
Module C- 4 ECTS- UE	(3 MC)	SC3741
Module D- 8 ECTS- major	(5 MC)	EC3332
Module E- 2 ECTS- major	(1 MC)	EC2711

Annotations in the table:
 - An arrow points from the 8 MC value to the ~~(7 MC)~~ value.
 - An arrow points from the 4 MC value to the ~~(3 MC)~~ value.
 - An arrow points from the 4 MC value to the ~~(5 MC)~~ value.
 - The value 0 MC is written below the ~~(1 MC)~~ value.

Major= 16 MC, UE= 4 MC

How do NUS compute the credits that I earn overseas?

Boston University

Module A, B and C and D= 16 credits (16 credits = 20MC)

	NUS MC	Dummy codes
Module A- 4 credits- major	(5 MC)	EC3741, EC3711
Module B- 4 credits- major	(5 MC)	EC2322, EC2711
Module C- 4 credits- UE	(5 MC)	SC2741, SC2711
Module D- 4 credits- UE	(5 MC)	SC3741, SC3711

Major- 10 MC, UE- 10 MC

How do NUS compute the credits that I earn overseas?

Boston University

Module A, B and C and D= 16 credits (16 credits = 20MC)

	NUS MC	Dummy codes
Module A- 4 credits- major	(5 MC)	EC3741
Module B- 4 credits- major	(5 MC)	EC2741
Module C- 4 credits- major	(5 MC)	EC2742, EC2743
Module D- 4 credits- UE	(5 MC)	SC3741

4 MC

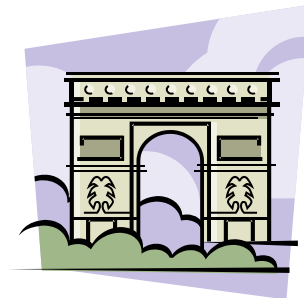
16 MC

1 MC

Major= 16 MC, UE= 4 MC

Advice on Choice of Courses Overseas

- Focus on 1 or 2 categories of your degree requirements
 - Eg. Major and/or UE etc
- **Do not do half load!!!!**
- Credits earned for one category **CANNOT** be used to meet degree requirement of another.
 - Eg. Additional credits earned in your major cannot be used for UEs



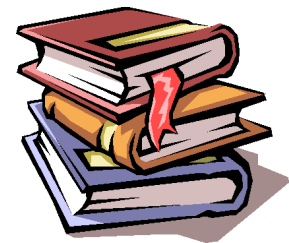
Advice on Choice of Courses Overseas

NOTE:

1. Restrictions on the number of modules read
2. Governed by the SEP agreement
3. Please adhere to partner universities' restrictions

Implications:

May need to overload on modules upon return



Leave of Absence/ Withdrawal of SEP

- Leave Of Absence (LOA) - automatic update by RO
- Formal process for withdrawal
 - Write to studyabroadfass@nus.edu.sg with reasons for withdrawal
 - Admin fee of \$300 will be imposed
 - No waiver of admin fee except for documented medical cases



Returning Late to NUS (Overlapping of semester)

WHAT TO DO?

- Ask to sit for examination early
- Assignments in-lieu-of examination
- Ask NUS Departments to invigilate the examination on behalf of the PU

Note: you can request this from the partner university but it is completely at their discretion.

IF I CANNOT COME BACK ON TIME?

- Apply for online [Leave of Absence](#)
- Inform Department
- Get written approval from module coordinators



Transcript

Important:

- Request for it from your partner university before you leave
- Contact details of the person in charge of transcripts
- Timeline
- Follow up

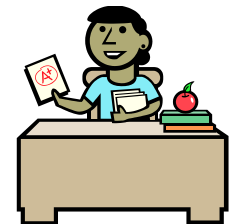


Rules on Credit Transfer

- Able to transfer credits if:
 - You receive a passing grade
 - You obtain credits from your PU (*Credits must be given by your PU)

Maximum Number of credits transferrable

- At least 60% of the major must be graded and factored into the CAP
- Maximum 8 MC may be read on SEP to fulfilled minor requirements
- Up to a maximum of 8 MCs for minor requirements
- At least 80 MCs read at NUS OR 50% of the required MCs for degree programme
- If maximum MCs exceeded, make up by reading graded modules required for graduation



No exception!

How do I do Credit Transfer?

IT IS NOT AUTOMATIC!!!

HOW TO DO?

1. Complete [Transfer of Credits form](#)
2. Copy of your official PU transcript (you may use result slips*)
3. Approved module mapping forms and/or email approval of module mapping



* Caveat: If the result slip has no PU logo, it is not viable. A copy of your official PU transcript is still required once you receive it to complete the entire credit transfer process. We also encourage students to print a copy of the online result slip and keep as a record in case the transcript is late in reaching.

WHERE TO SUBMIT CREDIT TRANSFER DOCUMENTS?

- FASS Dean's Office c/o Ms Jammie Chan
- At least one month before the start of examinations in the semester when you are back at NUS or within 2 weeks upon receiving your official PU transcripts (whichever is earlier)

What should I do for MPE/CORS Bidding?

Potential MPE and CORS bidding issues during returning semester

Scenario 1: You have done pre-requisite courses while on exchange and want to be allocated the next-level module during MPE

- What if you just got back and you only have your result slip and have yet to do your credit transfer?
- **Show your result slip to the respective Departments what you have done in terms of pre-requisite for MPE and the Departments will decide if they will waive the pre-requisite for MPE**

What should I do for MPE/CORS Bidding?

Potential MPE and CORS bidding issues during returning semester

Scenario 2: You have done the required 20 MC while on exchange and want to be able to bid for level 4000 modules in round 1A and 1B in the returning semester but you are not ARS4 or SOC4 yet

- **Go to the Department with your printed result slip and approved module mapping forms and request for waiver so that you can bid for level 4000 modules in round 1A and 1B when CORS bidding starts in your returning semester**
- Please note that this appeal is at the Department's discretion and there is no guarantee that the waiver will be given
- Also if you have not received your results for your exchange, this appeal will not be possible

Health and Safety Abroad

<http://www.nus.edu.sg/iro/sep/out/prepare/index.html>

- False sense of security
 - Alertness to danger
 - Sensible behaviour
 - Law-abiding
 - MISUSE OF DRUGS ACT (CHAPTER 185) Section 8 A
- **Consumption of drug outside Singapore by citizen or permanent resident**
8A. —(1) Section 8 (b) shall have effect in relation to a person who is a citizen or a permanent resident of Singapore outside as well as within Singapore where he is found as a result of urine tests conducted under section 31 (4) (b) to have smoked, administered to himself or otherwise consumed a controlled drug or a specified drug.





Pre-Departure Checklist

- Access your NUS email account regularly
- Singapore embassies and consulates in the various countries
- Ambassador of NUS
- Please provide your full name and matriculation number in your query email
- Please use your NUS email account for queries



Important FAQs



FASS SEP FAQs



Questions?

