SEP Pre-Departure
(For FASS students)
## Useful contacts

<table>
<thead>
<tr>
<th>Email</th>
<th><a href="mailto:studyabroadfass@nus.edu.sg">studyabroadfass@nus.edu.sg</a></th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>SEP Team</strong></td>
<td>Ms Kimberley Yang (+65 6601 2353)</td>
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<tr>
<td></td>
<td>Ms Jammie Chan (+65 6516 5077)</td>
</tr>
<tr>
<td><strong>FASS Emergency No.</strong></td>
<td>+ 65 8111 6138 (whatsapp)</td>
</tr>
</tbody>
</table>
How do I get my modules approved?
Important notes on module mapping

✗ Submit via SIS. User guide and instructions are in FAQ 29
✗ Please only send in what you plan to read and at most 2 backup modules.
✗ Do not send in more than what you need to map so that urgent cases can be attended to quickly.
✗ Ensure you have information such as topics covered, reading list, course objectives etc in your mapping worksheet. Some departments will not be able to review if you do not have the syllabus.
✗ Choose only 1–1 module mapping option.
✗ MCs reflected in SIS may not be accurate as the most accurate breakdown of MCs is based on your total study plan. (more on this in the following slides)
✗ Obtain your approvals before the end of SEP or you may run the risk of it not being approved.
How do I calculate my credits?
**Important notes on credit transfers**

- We expect students to transfer a normal workload of 20 MC. (For information about the expected workload, refer to [MC Ratio](#)).
- Credits are transferred based on [MC Ratio](#) and not by what is reflected in SIS.
- Credits are transferred by partner university credits earned and not number of modules read.
- The most accurate way of calculating the MCs is based on total credits earned under each degree requirement and in total.
- Depending on how you earn the credits, 20 MC does not meet 5 modules (4 MC each).
- Focus on 1–2 degree requirements and within the major, focus on 1 level. E.g. Major (all L3000) or/and UE.
Credits are awarded where it is earned

Consider Student A and B, they are both heading to Europe for exchange.

MC Ratio is 30 ECTS = 20 MC

<table>
<thead>
<tr>
<th>Student A</th>
<th>Student B</th>
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<tbody>
<tr>
<td><strong>Module</strong></td>
<td><strong>Module</strong></td>
</tr>
<tr>
<td>title</td>
<td>title</td>
</tr>
<tr>
<td>Credits</td>
<td>Credits</td>
</tr>
<tr>
<td>Approved to</td>
<td>(ECTS)</td>
</tr>
<tr>
<td>ECTS</td>
<td></td>
</tr>
<tr>
<td>Module A</td>
<td>7.5</td>
</tr>
<tr>
<td>Major L3000</td>
<td>Major L3000</td>
</tr>
<tr>
<td>Module B</td>
<td>7.5</td>
</tr>
<tr>
<td>Major L2000</td>
<td>Major L3000</td>
</tr>
<tr>
<td>Module C</td>
<td>7.5</td>
</tr>
<tr>
<td>UE</td>
<td>Major L3000</td>
</tr>
<tr>
<td>Module D</td>
<td>7.5</td>
</tr>
<tr>
<td>UE</td>
<td>UE</td>
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Credits will be calculated as:
15 ECTS major = 10 MC
15 ECTS UE = 10 MC
30 ECTS Total = 20 MC

MC breakdown:
Major 5 MC L3000 , 5 MC L2000

Credits will be calculated as:
22.5 ECTS major = 15 MC
7.5 ECTS UE = 5 MC
30 ECTS Total = 20 MC

1 MC will be shifted from UE to Major to maximise your credits. This is done to acknowledge the rounding issues when calculating MCs.

MC breakdown:
Major 16 MC (L3000)
UE 4 MC
Total 20 MC
Withdrawal Procedures
Withdrawals

✘ Email in to studyabroadfass@nus.edu.sg with your reasons.
✘ Withdrawal fee of $300 will be charged to your student account in the following semester
✘ Waiver is possible but not guaranteed. (write to studyabroadfass@nus.edu.sg with your reasons.)
Late return to NUS
(overlapping semester)
What to do?

✖ Request for early exams at partner university.
✖ Request for assignments in lieu of exams.
✖ Request your major department to invigilate the exams.
✖ If the above is not possible, please stay and continue with your exams before returning to NUS.

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

✖ Login to SIS and apply for short term Leave of Absence.
✖ Inform your department administrators and get written approvals from module coordinators.
✖ Ask your friends for help to keep up with class.

Note: Please check with fashelp@nus.edu.sg when is the latest you can return on a short term LOA.
Procedures for Credit Transfers
IMPORTANT NOTES

✖ Do not request for credit transfer via SIS.
✖ Your transcript/ result slip should show the grades and credits.
✖ Credit transfers are not automatic, you will need to email in your documents to start the procedure.

Note: Please refer to your modular paper on maximum credits transferrable.
Documents needed

✖ Credit Transfer Form
✖ Scanned copy of your transcript/ print out of your results slip

Email it to studyabroadfass@nus.edu.sg
Keep Safe!
Health and Safety

- Be aware of your surroundings
- Sensible behavior
- Law-abiding behavior
What to do?

Before leaving Singapore

✗ Find out who else from NUS is heading to the same country/partner university.
✗ Inform your family about your travel plans.
✗ Register with MFA

At Partner University

✗ Check-in with your family and friends regularly.
✗ Find out important locations such as the relevant Embassy/High Commission.
✗ Take note of emergency contacts (PU helpline/local authorities)

In the event of emergency

✗ Keep up with the local news
✗ Follow the advice of local authorities
✗ Check-in with your family and friends
✗ Check-in with NUS via studyabroadfass@nus.edu.sg / Whatsapp +65 8111 6138
# Useful Contacts

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<thead>
<tr>
<th></th>
<th>Phone Number</th>
<th>Operating hours:</th>
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<tr>
<td><strong>FASS Study Abroad Emergency Phone</strong></td>
<td>+65 8111 6138 (Whatsapp)</td>
<td><strong>Operating hours:</strong></td>
</tr>
<tr>
<td></td>
<td></td>
<td>(Singapore time: GMT +8 hours, +7 hours for daylight saving)</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Mon – Fri: 8.30 am to 10 pm</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Sat – Sun: 10 am to 10 pm</td>
</tr>
<tr>
<td><strong>NUS Lifeline</strong></td>
<td>+65 6516 7777</td>
<td>24 hours</td>
</tr>
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Upon your return
MPE /CORS Bidding
**What to do?**

**MPE Scenario 1**

- Read pre-requisite courses while on exchange and want the next-level module(s) during MPE but have not done credits transfer.
- Show your result slip and approved mapping to the department and request for waiver of pre-requisite for MPE.

**CORS Scenario 2**

- Read 20 MC on exchange and want to bid for L4000 modules in 1A and 1B but not promoted to ARS/SOC 4.
- Show your result slip and approved mapping to the department and request for waiver before CORS bidding starts.

- Based on Department’s discretion, no guarantees that waiver will be given.
- This will not work without results slips.
Share your travel Stories with us!
Photos/Write-ups email them to studyabroadfass@nus.edu.sg
## Questions?

Contact us via

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