National University of Singapore
Faculty of Science
Instructions for Student Exchange Programmes

Contents

1. SEP Application Process – Flow Chart
2. General Instructions for Application to the Student Exchange Programme
3. Specific instructions for the completion of the Initial Study Plan Form
4. Instructions for Module (Substitution) Mapping and Final Study Plan
5. Instructions for Preparation of Partner University Application documents
**SEP APPLICATION PROCESS FLOW CHART**

**Initial Application**
Student submits the new application and selects 3 universities.
Student submits the endorsed initial study plan (for the 3 universities selected) and the statement on estimated cost of living (for the 1st choice of university) to the Science Dean’s Office.
Dean’s Office verifies and confirms the application process is complete, after which the student is notified to select his/her interview slot.

**Interview of Short listed SEP Candidates**
Students are interviewed & shortlisted applicants are offered SEP places either to one of their first 3 choices/ another available and preferred university.
Dean’s Office updates the status and assigns the respective partner university to the student, and students accept the offer through OPAS.

**Official Application**

**Application via OPAS**
Student does the formal application via OPAS (applying to the Partner University allocated to him/her)
Dean’s Office allocates the university to the student in OPAS
Student accepts the offer

**Module Mapping**
Students submit their module mapping (for Science modules, submission is done via the intranet system and for non science modules, submission is via sending to scisep@nus.edu.sg the softcopy of the mapping form)

**Submission of checklist documents**
Student submits the documents listed under the checklist to the Science Dean’s office (according to the given deadline for the particular Partner University)
Dean’s Office scans and uploads the documents & sends the hardcopies to the Registrar’s Office.

**Approval of Mappings**
SEP coordinators approve or reject the mapping requests

**Resubmission of module mapping requests**
Students resubmit their mapping request

**Approval of Resubmitted module mapping**
The SEP coordinators approve or reject the resubmitted mapping requests

**SEP Application Complete**
Dean’s Office verifies that all students have completed their application via OPAS, submitted their checklist documents and mapping approvals, after which the status of the students’ application is updated as “Completed”
1. General Instructions for Application To The Student Exchange Programme

- Please take the selection of the SEP Partner Universities seriously.

- The recommendation is to plan early and spend as much time and effort as possible on drafting the study plans. A good study plan and proper mapping of the modules offered by the respective SEP Partner University will be important considerations for the allocation of SEP Partner University.

- Choose three SEP Partner Universities.

- Complete **ONE** Initial Study Plan for each SEP Partner University that you are applying to.

- You must prepare the Initial Study Plan for each of the **THREE** SEP Partner Universities choices. Otherwise your application for SEP will be treated as incomplete and will not be processed by the Faculty.

- Next complete the online **SEP Application**, the link for the online application will be provided in an email to eligible students. After which you will be sent a follow-up email requesting you to go down to the Science Dean’s Office to sign up for your interview slots.

- Bring you’re a) Study Plan of Three SEP Partner Universities (endorsed by your SEP Departmental coordinator) b) your Statement of Estimated Cost c) the SEP terms and condition agreement and d) your official transcript to the Faculty of Science, Undergraduate Programme Office located at Blk S16 level 2. **Please hand in the application package in person to avoid complications.**

- Do keep a copy of your application and study plans for your own record and reference.

- Submission of SEP application Round 1 will commence around early **September**, the exact date as well as the closing date for submission will be announced in due time. Because of the tight schedule, all late applications will not be accepted. You are therefore encouraged to submit your application early.

- Submission of SEP application Round 2 will commence around end **January** and the exact date as well as the closing date for submission will be announced nearer to the date. Please be reminded that due to the tight schedule, all late applications will not be accepted. You are therefore encouraged to submit your application early.
2. Specific instructions for the completion of the Initial Study Plan form

1. Download the Initial Study Plan form.


3. For Initial Study Plans, regardless of the degree programme (major) that you are enrolled in, you will only need to obtain the endorsement (i.e. signature) of your Dept SEP coordinator. Redo your initial module mappings if advised to do so.

4. Make sure that all items are completed in full. Do not leave any blank spaces.

5. Kindly note that an endorsement by the SEP coordinator DOES NOT imply the mapping is approved, rather he/she is approving your overall plan; they are looking whether you are on the correct study track to complete your degree on time within the candidature period.

6. Please note that modules read have to be graded with a letter grade, for modules read on a pass/fail basis you will not be able to transfer credits.

7. The name of the Partner University must be identical to the List of Partner Universities that is provided by the Faculty of Science. Rank your choices of SEP Partner University in descending order.

8. The contact hours refers to the total hours that will be spent on the module for the entire semester. Besides indicating the total hours, include formal teaching hours (lectures, tutorials, practicals), also indicated the time (Others) that will be devoted to other types of informal contacts, preparatory work, and assignments. Using a typical NUS module as an example, the total contact hours over a 13-week semester will be reflected as: Total: 130 h; Formal: 50; Others: 70).

9. For the duration of SEP, you should provide the exact date and month, if possible. Make sure that it includes the examination period (e.g. 11 Aug 2008 - 6 Dec 2008). Use information from the previous academic year as reference. Please be as accurate as possible in order to minimize further changes.
3. Instructions for Module (Substitution) Mapping for Allocated SEP Partner University
(After student has been allocated a SEP place at the Partner University)

1. Conduct proper and thorough research on the modules that are offered by the SEP Partner Universities. A list of the SEP partner universities modules that have been successfully mapped or read by our Faculty of Science undergraduates in will be made available. However, use this list at your own discretion, as the information is based on previous years and would not necessarily be accurate for your individual plans. It does not mean that modules not listed will not be allowed for mapping. It simply means that no seniors have mapped the module before.

2. Provide the full information of these modules in the **Module Mapping Form**. (One for each module that you intend to map). They must include description of module content and/or lecture topics, total semester contact hours (include a breakdown - formal, others, etc), assignments and mode of assessments. You can provide other information like textbooks, etc. You must keep a copy of all these information, including any form of email or formal correspondences, for record and reference.

3. **DO NOT EXCEED** the number of modules (12) allowed, students are not supposed to map more than 4 non science modules among the modules they map. If your request for module mapping is not approved you will be allowed to look for a suitable replacement.

4. Ensure that **ALL** modules taken at the SEP Partner University are modules that will be graded. Letter grades need to be reflected on the transcripts from the SEP Partner Universities.

5. The full accountability of modular credit transfer will rest solely on you. The Faculty will **NOT BE RESPONSIBLE** for any failure to transfer the modular credits that you have earned from the SEP Partner University.

6. Do take the advice of the SEP Departmental Coordinator and Module Coordinators constructively. Do likewise for faculties/committees/professors who respond to your queries for module mapping. The decision to approve or disapprove the proposed module mapping will rest with the module coordinators and their decision is usually final.

7. The academic workload while on SEP should be identical to a regular NUS semester, which is a minimum of 18 MCs per semester of 13 weeks. There will be no restriction on the number of modules (or percentage) that should be taken to fulfil the programme (major and faculty) requirement. Students are to take note of the residency requirement which specifies that the number of MCs which count towards residency for an undergraduate degree programme must come from graded modules that are factored into a student’s CAP. You can read more on this from:
   [http://www.nus.edu.sg/registrar/edu/UG/graduation.html#ResidencyRequirement](http://www.nus.edu.sg/registrar/edu/UG/graduation.html#ResidencyRequirement)

8. The assignment of MC will be based on a combination of module content, official and informal contact hours, and average workload of the students in the respective Partner University. As a general guide, each 4 MC NUS module will require ~130 hours of effort.

9. The mapping of 1 SEP partner university module to 2 NUS modules (and vice versa) is permitted. However, mapping it to 2 NUS modules that are at different levels or across two major programmes will not be allowed. For one to two mapping request please send the soft copy of the module mapping form to scisep@nus.edu.sg please list the proposed 1-to-2 mapping on 1 module mapping form.
10. Do try and aim for straightforward SEP module to NUS module (one to one) mapping. Avoid complicated mapping patterns (e.g. 70% Module 1 + 30% Module 2 is mapped to NUS Module A; 30% Module 1 + 70% Module 2 is mapped to NUS Module B) as they will likely be refused.

11. As a general rule, module mapping should be allowed as long as the subject content of the SEP and NUS module has a similarity of ≥70%. You must also meet the pre-requisites. The final decision will lie with the Dept SEP coordinator and the Science Dean’s Office. If necessary, the Dept SEP coordinator could request you to check with the module coordinator(s) directly. Approval by email will be acceptable.

12. For advanced level modules, you will need to fulfil the prerequisites as per NUS and SEP Partner University requirements.

13. Singapore Studies modules cannot be mapped.

14. For Life Sciences Students, no mapping of Level 4000 modules will be permitted, and this will be enforced strictly. The reason is because of the specialized nature of the LSM Honours level modules.


16. Economics Modules: Refrain from mapping onto core economics and level 4000 economics modules.

17. Business Modules: The NUS Business School does not assign dummy module codes. For request for mapping approval, only NUS equivalent modules offered by Business School are allowed.

18. Language Modules: Refer to [http://www.fas.nus.edu.sg/cls/mapping.htm](http://www.fas.nus.edu.sg/cls/mapping.htm) for information. For French Modules, grammar content and the chapters of the textbook that will be covered (in French) must be provided.


20. UROPS Modules

<table>
<thead>
<tr>
<th>Types of Research</th>
<th>Proposed actions</th>
</tr>
</thead>
<tbody>
<tr>
<td>Research without official module code</td>
<td>Not allowed to map back to any module in NUS.</td>
</tr>
<tr>
<td>Research module in the Partner University (with module code and/or title and reflected in student’s transcript upon successful completion)</td>
<td>Map to respective department’s UROPS module with no grade transfer.</td>
</tr>
<tr>
<td>Map to Science dummy module with no grade transfer <em>(this may happen if students have already done UROPS at Level 2000 and 3000 in NUS).</em></td>
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</tr>
</tbody>
</table>

21. NUS Dummy Modules: There are some modules offered at the SEP Partner Universities that are not offered or cannot be mapped to any NUS modules. To allow undergraduate students to take these kind of modules, “dummy” modules have been set up. “Dummy” modules will not be eligible to be listed as pre-requisite for NUS modules.
“Unrestricted Elective” Modules: These dummy modules are meant to replace modules that are offered in Faculty of Science. For Non-NUS equivalent GEM, breadth, and non-FoS modules, you will need to seek the permission of the respective home faculty/ GEM Steering Committee. There will be no restriction on the number of dummy modules (or percentage) that should be taken.

Module Title: Exchange Enrichment Module

<table>
<thead>
<tr>
<th>Module Code</th>
<th>Level 1000</th>
<th>Level 2000</th>
<th>Level 3000</th>
<th>Level 4000</th>
</tr>
</thead>
<tbody>
<tr>
<td>2MCs</td>
<td>SX1996</td>
<td>SX2991</td>
<td>SX3996</td>
<td></td>
</tr>
<tr>
<td>3MCs</td>
<td>SX1994</td>
<td>SX2995</td>
<td>SX3992</td>
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</tr>
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<td>4MCs</td>
<td>SX1991</td>
<td>SX2996</td>
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<td>SX4881</td>
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<td>5MCs</td>
<td>SX1998</td>
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<td>6MCs</td>
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<td>SX3991</td>
<td></td>
<td></td>
</tr>
<tr>
<td>8MCs</td>
<td></td>
<td>SX3881</td>
<td></td>
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</tr>
</tbody>
</table>

**Major Requirements:** For AY2011/12, Faculty of Science undergraduate students will be allowed to map ONE module (4MC) as a Major-coded dummy module while on SEP. This module must however be an elective module and not an essential (compulsory) module. In this instance, LSM majors can opt for 1 LSM Dummy Major Elective Module, within/ outside of the student’s declared specialisation. Do not appeal for permission to be allowed to offer more of such dummy major requirement modules at the SEP Partner Universities, as it will not be approved.

Module Title: Exchange Enrichment Module

**Life Sciences:** LSM1991/LSM2991/LSM3991
(LSM major students: please note that all Level 1000 and 2000 modules are compulsory. All students are not allowed to go beyond Level 3000 for LSM modules without an NUS equivalent.)

**Chemistry:** CM1991/CM2991/CM3991/CM4991
(CM major students: please note that all Level 1000 and 2000 modules are compulsory.)

**Mathematics:** MA1991/MA2991/MA3991/MA4991
(MA/AM major students: please note that all Level 1000 modules are compulsory.)

**Statistics:** ST1991/ST2991/ST3991/ST4991
(ST major students: please note that all Level 1000 and 2000 modules are compulsory.)

**Physics:** PC1991/PC2991/PC3991/PC4991
(PC major students: please note that all Level 1000 and 2000 modules are compulsory.)

**Computational Biology:** ZB3991 / ZB4991

**Quantitative Finance:** QF3991 / QF4991

**Food Science and Technology:** FST1991/FST2991/FST3991/FST4991
(FST major students: please note that all Level 1000 and 2000 modules are compulsory.)

22. Department SEP Coordinators
Students should list the proposed mapping for the Department SEP coordinators/Associate Dean at the Dean’s Office comments and approval and not vice versa. Respective Department SEP coordinators decide if there is a relevant mapping.

4. Instruction for Preparation of Partner University Application Documents

Official application Round 1 will begin early November and will close in 2 weeks. Submission of complete Partner University application documents (SEP Checklist) will be dependent upon the student’s allocated Partner University and will be informed in due time.

Official application Round 2 will begin in March and close in 2 weeks. Submission of complete Partner University application documents (SEP checklist) will be dependent upon the student’s allocated Partner University and will be informed in due time.

General Instructions

- Because of the tight schedule, all late SEP applications will not be accepted. You are therefore encouraged and advised to begin your preparation early.

- The Faculty strongly recommends early planning for your study plan. A good study plan is described as one with a proper mapping of the modules offered by the respective SEP Partner Universities.

- Complete ONE set of formal study plan for the SEP Partner University that the Faculty has allocated to you. Each set consist of the respective Module Mapping Forms. You must complete online one module mapping form for each of the SEP Partner University modules that you have included in your final study plan form (i.e. if there are 10 modules, you should have 10 Module Mapping Forms).

- Applicants to University of California can list 3 options for their preferred campus in the UC Formal Application Form. It is mandatory to put down your assigned UC Campus as the first choice. If you decide to fill up the remaining 2 options as well (you are in fact encouraged to do it), you must submit the Final Study Plan Form for your 2nd and/or 3rd option as well. You can omit the Module Mapping Forms. But if you are assigned your 2nd or 3rd choice instead, then you will need to complete all the necessary Module Mapping Forms and submit them within 2 weeks.
Complete the SEP Checklist. Submit the complete Partner University Application Form and all relevant documents that are specified in the SEP Checklist, to the Faculty of Science, Undergraduate Programme Office located at Blk S16 level 2. Arrange the documents in the order as specified in the Checklist.

Please hand in the entire application package in person to avoid complications.

Do keep a copy of your final SEP application for your own record and reference.

Specific Instruction For SEP Checklist

- **Official Application Form of SEP Partner University**: Do ensure that it is the latest version available from the SEP Partner University Website. If the application is completed online submit the final acknowledgement that is issued to you.

- **Recommendation Letters**: You are encouraged to submit 2 recommendation letters, one of which should be from someone who could comment on your academic ability as an undergraduate. These letters are optional if the Partner University does not require it (as stated in their respective application forms). Do bear in mind though, that the submission of the recommendation letters to the Partner University may play a part in their selection process. If the NUS academic staff wishes to just fill up the recommendation form instead of writing a letter he/she may do so. You can download the recommendation form from the Science SEP website.

- **Certificate of Financial Resources**: This is a Bank certificate which can be either;
  A) Bank Letter giving information on the account holder and the amount available (signed by the bank manager)
  B) Bank Statement (This is not an online statement from internet banking rather it should be an original bank statement printed on the bank's letter head showing the account details & the balance amount)

Students are to note that for the amount to be stated on the bank statement depends on the Partner University they are allocated to, please check the Partner University’s website to find out what is the estimated living cost stated by the Partner University. Also students are to note that it will take 2-3 working days to get this document and hence are advised not to wait till the last minute to go and apply for this document.

- **‘A’ Level Results or Equivalent**: PRC’s who do not have this will have to submit their bridging course certificate (letter of completion)

- **Scholarship Endorsement Letter**: Applicable to those whose scholarship body is sponsoring their living expense while on SEP.

- **Others**: Please submit application with all required documents stated in the application requirements of your SEP partner university.

For hardcopy submission of documents the Registrar’s Office will automatically proceed to print a copy of your NUS academic record which will be attached to your remaining SEP application documents for onward forwarding to the SEP partner university. There will be a fee of S$5.35 for each transcript when students need an official transcript for their SEP application to the Partner University. The fee will be charged to the student's bill at the end of the semester when the application documents are submitted. **For partner universities that require online submission of documents please order and print the transcript on your own for uploading.**