

15 July 2014

To: All Returning students of the Faculty of Science

Welcome back to the Faculty of Science. We hope you had an enjoyable vacation and are fully re-charged to begin your new semester of study.

This letter contains important information on the Online Module Registration through CORS and filing procedures for Graduation or for Honours Projects for Semester 1, AY2014/15. Do read this letter carefully.

SCHEDULE OF ONLINE MODULE REGISTRATION

The schedule for Online Module Registration for Semester 1, AY2014/15 is as follows:

Module registration period	23 Jul 2014 (Wed) – 12 Aug 2014 (Tue)
Lectures begin	11 Aug 2014 (Mon)
Tutorial registration for selected Physics Level 1000 Modules	11 Aug 2014 (Mon) – 15 Aug 2014 (Fri)
Tutorial registration for all other modules	15 Aug 2014 (Fri) – 22 Aug 2014 (Fri)
Tutorials begin	25 Aug 2014 (Mon)
Drop with 'W' & no refund of points	25 Aug 2014 (Mon), 00:00hrs – 28 Sep 2014 (Sun), 23:59hrs
Drop with 'F' & full refund of points	29 Sep 2014 (Mon), 00:00hrs onwards

Please refer to the CORS website at <http://www.cors.nus.edu.sg/> for detailed schedules and activities of each bidding rounds.

You will be prompted by the system for declaration of Major/s and Minor/s upon the first login. The minimum requirement of your candidature is to read 1 Major Programme and the maximum allowance is 2 Major Programmes with 2 Minor Programmes. Do select the Programmes according to your ability to cope. You may amend your declaration (Major and Minor setting) each semester during the first login to CORS. However, there shall be no amendment allowed beyond the 5th semester of study. Please refer to the following link for more information: <http://www.nus.edu.sg/registrar/edu/UG/graduation.html>.

You are advised to always bid for module(s) in earlier rounds. If you are able to see your desired non-Science modules available for bidding under the 'Regular' modules category, please proceed to select them for bidding. The category of the module, which you had bid for, and the module type code set for CORS will **not** affect how that module will be used for your graduation requirements later.

Please note that ALL students can only select and bid up to a maximum of 23 modular credits in bidding Round 0 to Round 2. Starting from Round 3, students with CAP less than 2.00 will have their workload capped at 23 modular credits. Students with CAP between 2.00 and 3.49 will be allowed to select and bid up to 26 modular credits, while students with CAP of 3.50 or higher will be able to select and bid up to 32 modular credits without the need to obtain prior approval from the Dean's Office.

You may register for modules online via any computer with Internet access. For students who prefer to do the online registration in the Faculty, please proceed to S16-05-101 Computer Lab. Should you require any assistance, please approach the Science Computer Based Learning Centre (CBLC) Helpdesk at S16 Level 2. The helpdesk operates from 23 Jul 2014 (Round 0) to 07 Aug 2014 (Round 2B).

The contact and operating hours of Science CBLC Helpdesk for this exercise are as follows:

Hotline - 6516 8701

Email - helpdesk@science.nus.edu.sg

Monday – Thursday	0900 – 1730 hours
Friday	0900 – 1630 hours
Weekends & University/Public Holidays	Closed

Please be reminded that students cannot reveal their login password and NUS Smartcard PIN number to anyone. Disciplinary action will be taken against those who do so.

TIMETABLE

The class and examination timetables for Semester 1, AY2014/15 may be found at the following URL:

<https://myaces.nus.edu.sg/cors/jsp/report/ModuleInfoListing.jsp>

The onus is on the students to map out their study plan carefully and avoid registering for modules with clashes in class or examination timetable. Students could use the Timetable Builder to check for timetable clashes among modules. The Timetable Builder is available at this URL:

<https://webrb.nus.edu.sg/ctt/builder.aspx>

READING OF OVERLAPPING AND PRECLUDED MODULES

Some modules offered may overlap substantially in content with each other. Students are discouraged from reading overlapping modules unless both are required for attaining a double major, for example. In such situation, students may be allowed to read the overlapping modules, but only the modular credits of one will be counted towards the graduation requirements.

Similarly, if you have obtained approval to read a precluded module, only the modular credits of one of the modules will be counted towards your graduation requirements.

Students are expected to exercise personal responsibility to check if they are reading overlapping or precluded modules. When in doubt, students should consult the module coordinator or an academic advisor. Please refer to the following links for the list of precluded and overlapping modules.

- <http://www.science.nus.edu.sg/undergraduate-studies/ugreq/curriculum-structure/186-undergraduate/ugreq/curriculum-structure/218-overlapping-modules>
- <http://www.nus.edu.sg/registrar/nusbuletin/>

S/U OPTION POLICY AFFECTING COHORT MATRICULATING BEFORE AY2014/15

Students are not allowed to declare S/U option on ALL modules within the First and Second Major Requirements, including modules hosted by other faculties, regardless of whether these modules are

read in excess. S/U option is also not applicable towards all regular science modules even though they may be read as unrestricted electives.

The 'S' or 'U' grade obtained for modules that fall within the Major Requirements of a newly declared First or Second Major from AY2013/14 Semester 2 onwards will be reverted to original grade upon the declaration of the new Major, regardless of when the modules were completed.

Examples:

- A. The 'S' grade obtained for CS1010S by a Science student with Mathematics as First Major will be revoked if he/she changes his/her First Major to Applied Mathematics or Quantitative Finance from AY2013/14 Semester 2 onwards, because CS1010S is a Major Requirement (Essential Module) of the new Major.
- B. The 'U' grade obtained for EC4101 by a Science student will be revoked if the student chooses to read a 2nd Major in Mathematics from AY2013/14 Semester 2 onwards, because EC4101 is a Major Requirement (Elective Module) of the new Major.
- C. The 'S' grade obtained for MNO1001 by a Science student will be revoked if he/she chooses to read a 2nd Major in Management from AY2013/14 Semester 2 onwards, because MNO1001 is a Major Requirement (Elective Module) of the new Major.

Note: The examples are true even if the modules of concern are read in excess of the major requirement.

Do find out more about S/U Option Policy by reading the FAQs and relevant information at the following websites.

- <https://share.nus.edu.sg/registrar/student/info/SU-FAQ-fromAY2004.pdf>
- <http://www.science.nus.edu.sg/undergraduate-studies/ugfaq/faq-current>
- <http://www.science.nus.edu.sg/undergraduate-studies/ugreq/s-u-option>

FILE OF GRADUATION (FFG) MATTERS

Please read the following information carefully.

1) Students on Single Degree Programme

File for Graduation

Students who intend to graduate by the end of Semester 1, AY2014/15 **must** file for graduation online during the period of Online Module Registration (23 Jul 2014 – 12 Aug 2014). Before filing for graduation, you must ensure that you have:

- [a] Fulfilled all graduation requirements (such as English Skills modules, ULR, etc), **and**
- [b] Declared your major(s) and/or minor(s), if any, correctly.

You are reminded to update your declaration of major(s) and/or minor(s), and remove those that you no longer want. Otherwise, the FFG check will indicate that you do not satisfy the requirements of the major(s) and/or minor(s) declared and you may not be allowed to graduate at the end of Semester 1, AY2014/15.

Students who do not file for graduation online by 12 Aug 2014 may have to delay their graduation till Semester 2, AY2014/15.

Students are strongly advised to refer to the graduation requirements available at Faculty of Science Website and the Bulletin. Their URLs are below for your quick reference.

- Faculty of Science Website: <http://www.science.nus.edu.sg/>
- Bulletin: <http://www.nus.edu.sg/registrar/nusbuletin/>

Should you have enquiries on the requirements of majors and minors, please contact the departments offering the majors and minors directly.

File for Honours Project

Students who intend to take up the honours project in their chosen major in Semester 2, AY2014/15, **must** file for honours project online during the period of Online Module Registration (23 Jul 2014 – 12 Aug 2014).

Students currently on SEP/NOC who **do not** require their overseas credits to start Honours project in Semester 2, AY2014/15 can send an email to sciffg@nus.edu.sg for assistance to file for honours project. On the other hand, students currently on SEP/NOC who **require** their overseas credits to start Honours project in Semester 2, AY2014/15 should read the FAQs via the URL below to find out the procedural steps, which should be taken.

- FAQ: <http://www.science.nus.edu.sg/undergraduate-studies/ugfaq/faq-current#fileproj>

Please note that you **do not** need to file for honours project online again in the semester that you embark on your honours project i.e. Semester 2, AY2014/15.

To qualify for commencing honours project in Semester 2, AY2014/15, you must have an overall CAP of at least 3.50, fulfilled 100 MCs or more, **and** have completed the major requirements under the B.Sc./B.Appl.Sc. programmes by the end of Semester 1, AY2014/15.

Please note that Pharmacy and Computational Biology students are **not** required to file for honours project. Separate instructions/information on honours project registration for these two programmes will be given to you by your respective department/programme coordinator.

Please be reminded that it is important to select the correct FFG option. The Faculty will **not** be liable if students are unable to proceed to do the honours project due to incorrect filing.

If you need further clarifications on FFG matters, please email to Science Dean's Office at sciffg@nus.edu.sg to request for assistance.

2) Students on Double Degree Programme (DDP)

Students who intend to graduate by the end of Semester 1, AY2014/15 must file for graduation online during the period of Online Module Registration (23 Jul 2014 – 12 Aug 2014). You must ensure that you have fulfilled all graduation requirements and have declared your major(s) and minor(s) correctly.

File for Graduation with Single Honours

DDP students who wish to graduate with a Bachelor with Honours only in their primary degree should file for Single Honours graduation.

File for Graduation with Double Honours

DDP students who wish to graduate with Bachelor with Honours in both their primary and secondary degrees should file for Double Honours graduation.

ACADEMIC WARNING, PROBATION & DISMISSAL

Please note that if a student's CAP falls in the range $1.50 \leq \text{CAP} < 2.00$ for any semester, the University will issue the student with a warning. If the CAP falls below 2.00 again in the following semester, the student will be placed on probation. If the CAP is below 1.50 for any semester, the student will be placed on probation immediately.

Students will not be able to continue the undergraduate studies and their request for readmission to the University will not be considered if they have obtained:

- CAP below 1.50 in two consecutive semesters; or
- CAP below 2.00 in three consecutive semesters.

The Table below summarizes the abovementioned rules on Academic Warning, Probation and Dismissal.

Academic Status	CAP
Academic Warning	$1.50 \leq \text{CAP} < 2.00$ for the first time
Probation	CAP < 1.50 for the first time OR CAP < 2.00 in subsequent semester for students with $1.50 \leq \text{CAP} < 2.00$ in the previous semester OR $1.50 \leq \text{CAP} < 2.00$ in subsequent semester for students with CAP < 1.50 in the previous semester
Dismissal	CAP < 1.50 for 2 consecutive semesters CAP < 2.00 for 3 consecutive semesters

Upon dismissal, the student will be issued a letter of dismissal by the Registrar's Office. The student may appeal against the dismissal if there are extenuating circumstances. However, each student is only allowed to appeal **once** during his/her candidature.

Students who face difficulties in coping with their studies are encouraged to approach their academic mentors for guidance and support. The respective mentors will be able to guide and advise students of the various avenues where help is available. More information on the Science Academic Mentorship scheme is provided at <http://www.science.nus.edu.sg/students/ams>.

PROGRAMME OF INTEREST

1) Professional Communication (ES2007S)

You will learn to make persuasive oral presentations, write impressive reports, effective emails and letters (including job application letters and resumes) in this module. Highly encouraged for year 2 students and above, this course aims to help students generate and organize ideas for clear, effective, and convincing communication in various social settings, especially focusing on the workplace. For more information, please refer to <http://www.nus.edu.sg/celc/programmes/es2007s.php>.

2) Second Majors offered by FoS

Science students who wish to enhance and broaden their undergraduate studies may opt for a second major. For more information, please refer to <http://www.science.nus.edu.sg/undergraduate-studies/ugprog/second-majors>.

3) Study Abroad Programmes

FoS aims to cultivate a generation of undergraduates who are enterprising and global in outlook. To achieve this, we encourage students to go for overseas study trips through a host of programmes,

which includes mainly the Student Exchange Programme (SEP) and the Summer Programmes. Students participating in SEP will be able to spend a semester studying at a reputable foreign university, while students on Summer Programmes will spend a shorter but equally enriching period of several weeks studying overseas. More information is available at the following website:

<http://www.science.nus.edu.sg/undergraduate-studies/ugsap/ugsap-out>

IMPORTANT REMINDER

Important information will be transmitted to students through the Faculty of Science Website (<http://www.science.nus.edu.sg/>) or via electronic mail. **Please note that it is your responsibility to check these channels regularly for latest updates.** You are also reminded to clear your NUS Email Account regularly so that important emails can be delivered to you.

We wish you success in your studies.

Yours sincerely,

A/Prof Chua Tin Chiu
Associate Dean
Science Dean's Office

cc Dean, Vice Deans, Associate Deans & Assistant Deans, Faculty of Science
Registrar
Dean, Office of Student Affairs
Director, Centre for English Language Communications
Director of Programme, Quantitative Finance
Director of Programme, Special Programme in Science
Director of Programme, Food Science & Technology
Coordinators, Life Sciences Undergraduate Programme Committee
Coordinators, Computational Biology Undergraduate Programme Committee
Heads of Departments of Biological Sciences, Chemistry, Mathematics, Statistics & Applied Probability, Pharmacy, Physics, Faculty of Science
Heads of Departments of Anatomy, Biochemistry, Microbiology, Pathology, Pharmacology, Physiology, Faculty of Medicine
Director, IT Unit
Masters of Halls of Residence
Presidents, Science Club & Science CBLC