
27 December 2012

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 recharged to begin your new semester of study.

This letter contains important information on the Online Module Registration through CORS and filing procedures for graduation and for Honours projects for Semester 2, AY2012/13. Hence, please read this letter carefully.

SCHEDULE OF ONLINE MODULE REGISTRATION

The Online Module Registration schedule for Semester 2, AY2012/13 is as follows:

Module registration period	03 Jan 13 (Thu) - 15 Jan 13 (Tue)
Lectures begin	14 Jan 13 (Mon)
Tutorial registration for all other modules	14 Jan 13 (Mon) - 25 Jan 13 (Fri)
Tutorials begin	28 Jan 13 (Mon)
Drop with 'W' & no refund of points	28 Jan 13 (Mon) 00:00hrs - 03 Mar 13 (Sun) 23:59hrs
Drop with 'F' & full refund of points	04 Mar 13 (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 are advised to start your bidding 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 are bidding for and the **module type code** set in 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 while students with CAP at least 2.00 but less than 3.50 will be allowed to select and bid up to 26 modular credits. On the other hand, students with CAP of 3.50 or above will be able to select and bid up to 32 modular credits and no prior approval from the Dean's Office is required.

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 Computer Lab 1 located at S16 05-101. Should you require any assistance, please approach the Science Computer Based Learning Centre (CBLC) during the module registration period at S16 Level 2.

The contact and operating hours of Science CBLC 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 are **not** to 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 2, AY2012/13 may be found at the following URL:
<http://www.science.nus.edu.sg/undergraduates/curriculum/timetable/index.html>

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 find out timetable clashes among modules. The Timetable Builder is available at this URL:
<https://webrb.nus.edu.sg/ctt/builder.aspx>

FILE FOR GRADUATION (FFG) MATTERS

Please read the following information as it concerns your graduation in Semester 2 AY2012/13 or your commencement of Honours Project.

1) Students on Single Degree Programme

File for Graduation

Students who intend to graduate in Semester 2, AY2012/13 **must** file for graduation online during the period of Online Module Registration (03 Jan 13 - 15 Jan 13). 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 minor(s), if any, correctly.

You are reminded to update your declaration of major(s) and minor(s), and to remove those that you no longer want. Otherwise, the FFG check will indicate that you have not satisfied the requirements for those major(s) and minor(s) retained by you and as a result, you may be disallowed to graduate at the end of Semester 2, AY2012/13.

Students who do not file for graduation online by 15 Jan 13 may have to delay their graduation till end of Semester 1, AY2013/14.

Students are strongly advised to refer to the bulletin for the graduation requirements. A copy of the NUS Bulletin may also be found at <http://www.nus.edu.sg/registrar/nusbuletin/index.html>

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, including those currently on SEP/NOC, who intend to take up the honours project in their chosen major in Semester 1, AY2013/14, **must** file for honours project online during the Online Module Registration period (03 Jan 13 - 15 Jan 13). You need not file for honours project online again in Semester 1, AY2013/14.

To qualify for honours project, 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 2, AY2012/13.

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.

It is important that students select the correct FFG option. The Faculty will not be liable for the disqualification of students to proceed with their honours project if they file their option incorrectly.

If you need further clarifications on FFG matters, please email 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 in Semester 2, AY2012/13 must file for graduation online during the period of Online Module Registration period (03 Jan 13 - 15 Jan 13). 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.

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 modules are necessary 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 of the module will be counted towards the graduation requirements.

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

It is the student's responsibility to check if they are reading overlapping and precluded modules. When in doubt, students should consult the course instructor or an academic advisor. Please refer to <http://www.science.nus.edu.sg/undergraduates/curriculum/overlap/index.html> and <http://www.nus.edu.sg/nusbulletin/> for the latest information on precluded and overlapping precluded modules.

PROGRAMME OF INTEREST

1) **Communicating with the Academy (SP1202)**

Highly recommended by the Faculty, this module aims to help Science students in developing their writing ability and sharpening their critical and analytical skills so that the students are able to communicate their research effectively and competently to the Science community. More details are available at <http://www.nus.edu.sg/celc/courses/fos/sp1202.html>.

2) **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/courses/fos/es2007s.html>.

3) **Career Planning and Preparation (SP1001)**

Have you ever wondered: Where can I find a job that is ideal for me? What makes a winning resume and cover letter? How can I ace that interview? How should I dress to impress? Why is safety at the workplace important? This module arms students with powerful skills to face life after university and make the right career moves. SP1001 is part of the Undergraduate Professional Internship Programme (UPIP). Those who have passed this module may earn credits for approved internships. For more information, please visit <http://www.science.nus.edu.sg/students/enrichment/upip.html>.

4) **Second Majors offered by FoS**

Science students who wish to enhance and broaden their undergraduate studies may opt for a second major. For more details, please refer to the following link.

<http://www.science.nus.edu.sg/undergraduates/acadprog/majors/major2.html>

5) **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 participate in Study Abroad Programmes such as the Student Exchange Programme (SEP) and the Summer Programme. Students in SEP will be able to spend a semester or two studying at a reputable foreign university, while students in Summer Programme will spend a shorter but equally enriching period of several weeks studying overseas. More information is available at the following websites:

<http://www.science.nus.edu.sg/undergraduates/abroad/sep/index.html>

<http://www.science.nus.edu.sg/undergraduates/abroad/summer/index.html>

ACADEMIC WARNING, PROBATION & DISMISSAL

Please note that if a student's CAP falls below 2.00 for any semester, a warning will be issued.

If the CAP falls below 2.00 again in the following semester, i.e. $1.50 \leq \text{CAP} < 2.00$, the student will be placed on probation.

A student will be disallowed to continue his/her undergraduate studies and readmission to the University if he/she has the following results:

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

In this instance, the Registrar's Office will issue a letter of dismissal to the student. However, the student can appeal for re-admission if he/she has mitigations. However, a student is only allowed to make such appeal once during his/her period of 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 the link below:

<http://www.science.nus.edu.sg/undergraduates/support/acadmentor/index.html>.

IMPORTANT REMINDER

Important information will be transmitted to students through the Faculty of Science webpage (<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 electronic mailbox 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