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## 4 December 2025

To: All Returning College of Humanities and Sciences Students (Cohort AY2021/2022 onwards) of the Faculty of Science

This letter contains important information on the Online Course Registration through Course Registration at Education Records System (CourseReg@EduRec) for AY2025/2026 Semester 2. Do read this letter carefully.

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## IMPORTANT INFORMATION

### **Courses offered within Science for Semester 2, AY2025/2026**

For information on courses offered in NUS in the academic year, please refer to [NUSMods](#) and [Canvas](#) for more details.

### **Student Life Matters**

Our Student Life Team is dedicated to ensuring that all Science students are always well-supported. We will be here to extend a helping hand to students in need and will provide a listening ear when they are in distress. We also manage financial aids for financially challenged Science students. For more details, please refer to: <https://www.science.nus.edu.sg/student-life-and-services/wellness-academic-financial-support/> or write to [scisupport@nus.edu.sg](mailto:scisupport@nus.edu.sg).

## NUS BULLETIN AY2025/2026

The NUS Bulletin for AY2025/2026 can be found in this weblink: <https://www.nus.edu.sg/nusbuletin/ay202526/>. Please note that the contents of the bulletin are accurate as at the date of publishing. Students are strongly advised to refer to the Faculty of Science website and individual Department websites for the latest updates: <http://www.science.nus.edu.sg/>

## ACADEMIC PLAN APPLICATION AND DECLARATION

Academic Plan **Declaration** allows you to declare your major, specialisations, minors (open), and second majors (open) during the main semesters. Please note that you will not be allowed to register for courses unless the Academic Plan has been declared. You are also only allowed to make one declaration per semester. The minimum requirement of your candidature is to read 1 Major Programme and the maximum allowance is 2 Major Programmes with 3 Minor Programmes. Do select the Programmes according to your ability. No amendment is allowed beyond the fifth semester of study. Please refer to the online user guide on how to proceed with the Academic Plan Declaration; [http://www.nus.edu.sg/CourseReg/docs/User-Guide-\(Std\)\\_AcadPlan\\_Decln.pdf](http://www.nus.edu.sg/CourseReg/docs/User-Guide-(Std)_AcadPlan_Decln.pdf)

Academic Plan **Application**, on the other hand, involves the application for closed and restricted minors and second majors. The application period is in April, for Semester 1, and October, for Semester 2. Please look out for the email sent by the Office of the University Registrar (OUR) on Academic Plan Application. For more information, please refer to this [website](#).

Note: Students are required to submit your major/minor declaration in the Academic Plan Declaration system BEFORE you are allowed to access CourseReg (Course Registration).<sup>\*</sup> Only **one** attempt is allowed per semester, and no changes are allowed after the declaration is submitted. Students may add new Specialisation and/or drop their Second Major/Minor/Specialisation beyond their fifth semester of study. However, students are not allowed to change or opt for a new Second Major or Minor after their fifth semester's Academic Plan Declaration exercise.

<sup>\*</sup> This is applicable to all students. Students who have not read the gateway course of their choice can register for the course during round 1 of CourseReg. Please complete your Academic Plan Declaration by **1 January 2026 08:59hrs** for a smooth user experience when doing CourseReg which starts on **2 January 2026**. You **will not** be able to proceed with CourseReg unless you have done Academic Plan Declaration **at least 24 hours** before.

**Please note that students with a declared major will be given higher priority in the selection of major courses.**

## COURSE REGISTRATION AT EDUCATION RECORDS SYSTEM (CourseReg@EduRec)

Course Registration at Education Records System (CourseReg@EduRec) is the University's consolidated course registration platform. The schedule for CourseReg@EduRec for AY2025/2026 Semester 2 is as follows:

Course Registration period	2 Jan – 9 Jan 2026
Tutorial Registration period	13 Jan & 15 Jan 2026
Lectures begin	12 Jan 2026
Tutorials begin	19 Jan 2026 (GE% & Writing Courses) 26 Jan 2026 (other tutorials)
Drop with 'W' grade	26 Jan 0000hrs – 1 Mar 2359hrs 2026
Drop with 'F' grade	2 Mar 2026 0000hrs onwards

Please refer to the CourseReg@EduRec's [website](#) for more information on the schedule as well as step-by-step video and user guides to aid you in this course registration process.

### Select Courses Rounds

Do note that Round 1 is a protected round, where students will be able to select courses that can be used towards:

- Programme (CHS Common Curriculum, Major, Specialisation) requirements
- Second Major requirements
- Direct admission/ Restricted Minor requirements
- Prescribed English requirements (i.e. courses offered by CELC)

Round 2 and Round 3 are open rounds where students can select all courses (including General Education courses) that they wish to read for the semester. Do note that depending on student seniority, certain courses may only be available for selection in Round 3. E.g. CHS Interdisciplinary Courses (IDCs) are only available for selection by Year 4 students in Round 1, Year 3 and above students in Round 2 and Year 2 students and above in Round 3.

### Workload

All Single Degree students can select up to a maximum of 23 Units for Select Courses Round 1 and Round 2. From Round 3 onwards, the workload allowance shall be in accordance with the student's GPA.

GPA	Round	Max Workload	Remark
0.00 – 5.00	1 – 2	23	
0.00 – 1.99	3	23	Probation
2.00 – 2.99	3	24	
3.00 – 3.99	3	26	
4.00 – 4.49	3	30	
4.50 – 5.00	3	32	

The stipulated **minimum workload** that each student should have is **18 Units per semester**. Students are allowed to underload in their graduating semester, if they are doing credit-bearing internship or with the approval from the University due to medical or health issues.

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### **Assistance**

Should you require any assistance for FOS related courses, please contact FoS Undergraduate Studies Section via the [Online Query Form](#).

## **COURSE AND EXAMINATION TIMETABLE**

The class and examination timetables for AY2025/26 Semester 2 can be found at the following URL: <https://nusmods.com/courses>. Please note that although the timetable for Semester 2, AY2025-2026 is updated on NUSMods, departments might make some changes to the timetable for some courses. For the latest updates in NUSMods, please refer to it regularly.

The onus is on the student to map out their study plan and avoid registering for courses with clashes in class timetable. **The Faculty of Science is not supportive of timetable clash waivers.** Appeals are only considered if students require the course to fulfil their graduation requirement in their graduating semester, without which might lead to a delay in graduation. Students may use the NUSMods timetable builder to generate a personalised timetable: <https://nusmods.com/timetable>

The Course Registration system allows students to register for courses that might have clashes in tutorials/ laboratory sessions. **The onus is on the student to ensure that he/she does not register for classes with clashes** and to drop courses with clashes and select other courses to read. All components of the course must be allocated to the student and if there are some components that are not able to be allocated, the course will be dropped for the student when the Dean's Office conducts its checks.

## **IMPORTANT NUS ADMINISTRATIVE MATTERS FOR STUDENTS**

### **Data Protection Policy and Personal Data Protection Act (PDPA) Guidelines**

Singapore has seen multiple cases of data breaches and attacks on our IT infrastructure. Understanding that the University is not immune to these incidents and threats, we have taken direction from the Singapore Personal Data Protection Commission (PDPC) to roll out an e-training course DP1001 NUS Data Protection Policy and Personal Data Protection Act (PDPA) Guidelines to all undergraduates.

All students are required to complete the e-training course, "E-Training Package on Student Essentials" via [Canvas](#).

If you have questions related to NUS' collection, use and disclosure of your personal data, you may contact NUS Data Protection Office at +65 6776 2835 or [dpo@nus.edu.sg](mailto:dpo@nus.edu.sg).

### **Respect & Consent (R&C) Course**

Students are reminded to complete their R&C course promptly. **Tardiness will result in a hold on your EduRec account and will not allow students to view your results and participate in any CourseReg activities.** For information and any further assistance, please contact the following:

- R3N SEN Enquiries: [studentconduct@nus.edu.sg](mailto:studentconduct@nus.edu.sg)
- RCN Enquiries: [RC-admin@nus.edu.sg](mailto:RC-admin@nus.edu.sg)

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## QUALIFYING ENGLISH TEST (QET)

All incoming Faculty of Science students (both local and international) who do not possess the necessary English Qualifications would have been informed by the Office of the University Registrar (OUR) to take their QET. Students will be notified by the Centre for English Language Communication (CELC) of their QET results.

- Students who obtain Band 1 will have to take ES1000 followed by ES1103
- Students who obtain Band 2 will have to take ES1103
- Students who obtain Band 3 are exempted from these English courses

Students are strongly advised to complete the required course(s) within the first year of study. Students who are required to read both ES1000 and ES1103 may read ES1000 in the first semester of study and ES1103 in the second semester of study. ES1000 has 0 Units and does not count towards the minimum workload. Please refer to the [CELC website](#) for more information.

## COMPULSORY COMMUNICATION COURSE

CELC and FoS have co-developed SP1541 Communication Practices in Popular Science, a compulsory course subsumed under the Writing pillar of the CHS Common Curriculum (see next section) for all Science students (except Environmental Studies students, NUS College (NUSC) and SPS students and students from any Residential Colleges) matriculated in AY2015/2016 and beyond. Students are strongly advised to complete the course within the first year of study. Students who are required to read ES1000 and/or ES1103 should complete reading SP1541 within the first two years of study.

Starting AY2024/2025, students reading SP1541 Communication Practices in Popular Science will learn about how science is communicated to non-specialist audiences in various mediums such as science news magazines, TED talks, and digital media. In addition, through collaboration with the Singapore Science Centre (SSC), students will experience communicating science to diverse audiences through introducing and explaining specific exhibits to visitors at the SSC.

Those who choose to read SP1541X will engage different audiences in a Southeast Asian country, on a seven-day trip where communication strategies are employed in written and spoken sources through public engagement opportunities. Vacancies for SP1541X is capped at 36 through CourseReg. Alternatively, you may refer to the SP1541 and SP1541X [webpages](#) for more information.

## CHS COMMON CURRICULUM

The CHS Common Curriculum is designed to impart essential skills and broaden intellectual foundations. Students reading a major under CHS are required to read the CHS Common Curriculum as part of their graduation requirements. The common curriculum consists of 13 courses:

- |                            |                                 |
|----------------------------|---------------------------------|
| 1. Humanities              | 8. Digital Literacy             |
| 2. Social Science          | 9. Design Thinking              |
| 3. Asian Studies           | 10. Communities and Engagement  |
| 4. Scientific Inquiry I    | 11. Writing                     |
| 5. Scientific Inquiry II   | 12. Interdisciplinary Course I  |
| 6. Artificial Intelligence | 13. Interdisciplinary Course II |
| 7. Data Literacy           |                                 |

Students would only have to read one course from each pillar. The courses that can be read to fulfil the respective pillars are summarised in the table below.

CHS Common Curriculum	Courses that can be read to fulfil the requirements
Humanities	HSH1000
Social Sciences	HSS1000
Asian Studies	HSA1000
Scientific Inquiry I	HSI1000, SP2274*
Scientific Inquiry II	HSI20XX, SP3275*
Artificial Intelligence	HS1501, HS1502, HS1503, IT1244
Data Literacy	GEA1000/GEA1000N, ST1131, DSA1101, DSE1101, BT1101
Digital Literacy	List A: GEI1001, GEI1002, NM2207 List B: CS1010x, CS1101S, COS1000/COS2000, CM3267, ZB2201, SP2273*  <i>Note: FoS majors and DSE XDP students can only read a course in List B to satisfy this requirement. FASS majors, PPE XDP and BES XDP students may read any course in List A or List B</i>
Design Thinking	DTK1234
Communities and Engagement	A basket of courses
Writing	SP1541, SP1541X, FAS1101 (for FASS majors and BES students only), SP2271*
Interdisciplinary Course I	HS29XX
Interdisciplinary Course II	HS29XX

\*SP2271, SP2273 and SP2274 are open to all CHS students and fulfil the respective CHS Common Curriculum pillars. These courses are mandatory for those in the Special Programme in Science.

Students are strongly encouraged to complete all CHS Common Curriculum courses within the **first 2 years** of their candidature, except for the following three courses:

- Communities and Engagement – can be taken in their 2nd year onwards\*
- Two interdisciplinary courses – can be taken in their 3rd or 4th year

\* Please refer to the [C&E website](#) for important information on the workload for the various C&E courses, especially between [service-work courses](#) (usually year-long courses with workload spread out over a year) and [field/project-work courses](#) (usually semester long).

### CHS Common Curriculum Course Pre-Allocation

Several courses of the CHS Common Curriculum will be pre-allocated to students across their first two semesters, depending on their major. More information on the pre-allocation plans for the respective majors can be found on the FoS website [here](#).

Students who are enrolled in and have read courses from the USP, NUSC, University Town College Programme (UTCP), Ridge View Residential College Programme (RVRC) or Special Programme in Science (SPS) may be able to map to some of the 13 courses of the CHS Common Curriculum. Students are required to read the remaining outstanding course(s). More information can be found on the FoS website [here](#).

## GENERAL EDUCATION (GE) CURRICULUM

Students admitted from AY2021/22 onwards (except students from Law, Medicine, Dentistry) will experience a new curriculum introduced by the GE Reform, which aims to ensure that the GE curriculum continues to provide a unique and relevant learning experience for students to thrive in today's rapidly changing world. The new curriculum features the following six pillars:

- Cultures and Connections

- ii. Critique and Expression
- iii. Data Literacy
- iv. Digital Literacy
- v. Singapore Studies
- vi. Communities and Engagement

Students are required to read one course from each pillar to fulfil their GE requirements. These 6 pillars are embedded within the CHS Common Curriculum, hence CHS students will satisfy the GE requirements upon completion of the CHS Common Curriculum.

The CHS Common Curriculum courses that are mapped to the GE pillars are as follows:

CHS Common Curriculum	Mapped to GE pillar
Asian Studies	Cultures and Connections
Humanities	Critique and Expression
Social Sciences	Singapore Studies
Data Literacy	Data Literacy
Digital Literacy	Digital Literacy
Communities and Engagement	Communities and Engagement

## DEGREE REQUIREMENTS

### Minimum Units Requirements

- i. At least 160 Units total
- ii. Minimum Units that must be earned from NUS courses  
<https://www.nus.edu.sg/registrar/academic-information-policies/undergraduate-students/continuation-and-graduation-requirements#MinUnitRequirements>
- iii. At most 60 Units of Level-1000 courses; any excess does not count towards the total Units graduation requirements. The following courses do not count towards the 60 Units limit:
  - a. CFG1002 Career Catalyst (2 Units)#
  - b. CFG1004 Financial Wellbeing – Art and Science of Investing (2 Units)#
  - c. CFG1500 Women's Professional Development Programme (2 Units)#
  - d. CFG1600 CommsLab Public Speaking (2 Units)#
  - e. ES1103 English for Academic Purposes (4 Units)
  - f. Courses under the Design-Your-Own-Course (DYOC) initiative.
  - g. HS1301 Workplace Communication (2 Units)^.

#Exclusion of CFG1002, CFG1004, CFG1500, CFG1600 from the limit on Level-1000 courses is applicable to:

- BIZ, FASS, FoS, SoC, SDE, and FoE students from Cohort AY2016/2017 onwards.

^Exclusion of HS1301 from the limit on Level-1000 courses is applicable to:

- CHS students from Cohort AY2021/2022 onwards.

Please refer to this [link](#) for more information.



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## **Second Majors, Minors and Specialisations**

i. Second Major

A Second Major programme is conceived as an opportunity for students to broaden their knowledge and capacities by pursuing a Second Major alongside their Primary Major. The Second Major affords a significant degree of depth, although its Units requirement is set below that of the Primary Major. The Second Major is a non-Honours major.

The Unit requirement for a Second Major is at least 40 Units, of which:

- Up to 16 Units (40% of the unit requirements for a Second Major) may be used to meet (i) the Second Major requirement and (ii) another requirement, e.g., General Education, College, Faculty requirement outside CHS, Major, Second Major, Minor, Specialisation or other requirement.
- At least 12 Units must be at Level 3000 and above.
- A minimum of 60% of the Second Major requirements must be earned from courses read at NUS. Courses read at NUS include all courses taught, co-taught, supervised or co-supervised by NUS faculty member(s). These consist of graded courses or courses with an 'S' or 'CS' grade. The remaining Units may be earned through credit transfers, advanced placement and exemptions, from courses deemed relevant to the particular Second Major.

ii. Minor

A Minor programme is a coherent course of study in an additional area outside of the Major. By doing this, it contributes to the breadth of learning envisaged for undergraduate education.

The Unit requirement for a Minor is at least 20 Units, of which:

- Up to 8 Units (40% of the Unit requirements for a Minor) may be used to meet (i) the Minor requirement and (ii) another requirement, e.g., General Education, College, Faculty requirement outside CHS, Major, Second Major, Minor, Specialisation or other requirement.
- At least 12 Units for any Minor must be taken from outside the entire set of courses that are listed for the major(s)/another minor that the student is taking/ has taken.
- A minimum of 60% of the Minor requirements must be earned from courses read at NUS. Courses read at NUS include all courses taught, co-taught, supervised or co-supervised by NUS faculty member(s). These consist of graded courses or courses with an 'S' or 'CS' grade. The remaining Units may be earned through credit transfers, advanced placement and exemptions, from courses deemed relevant to the particular Minor.

iii. Specialisation

A Specialisation is a programme of study on a particular specialised sub-discipline of a higher level within its main discipline.

The Unit requirement for a Specialisation is at least 20 Units of higher-level courses of a specialised nature within a Major. Up to 8 Units (40% of the Unit requirements for a Specialisation) may be used to meet (i) the Specialisation requirement and (ii) another requirement, e.g., General Education, Major, Second Major, Minor, Specialisation or other requirement.

## **Double Counting policy**

Please ensure that you do not violate double counting policy:

- a. For major-major, major-minor, minor-minor and specialization-other requirement.
- b. No triple counting is allowed, i.e. you are not allowed to use one course to satisfy:
  - i. 2 majors + 1 minor



- ii. 1 major + 2 minors
- iii. 3 minors
- iv. specialisation with 2 other requirements (for Cohort AY2021/22 onwards)
- c. Even with double counting, Units will only be counted once towards the minimum unit graduation requirements.
- d. For more information, please refer to "Double Counting of Courses" at <https://www.science.nus.edu.sg/undergraduates/curriculum/faqs/>

With the flexibility of the CHS curriculum, you can chart your own education pathway depending on your interests, aptitude and career aspirations. You can choose to be a versatilist, integrator or deep specialist. Please refer to the [sample study plans](#) to get an idea of how to plan your undergraduate studies for the respective tracks and specific majors.

## S/U OPTION ENTITLEMENT

In general, students from the AY2016/17 to AY2024/25 intake cohorts may exercise the S/U option for up to 32 Units for courses completed in the first year, including the first two regular semesters and the first year special term; if this is not fully utilised, the S/U option may still be exercised for courses completed in subsequent semesters, for up to 12 Units. Of the 32 S/U Units in total, 20 Units – the first year S/U Units – can only be exercised on courses completed in the first year. For students from the AY2025/26 intake cohort onwards, the 20 first year S/U Units can be exercised on courses completed in the first 2 years of studies, instead of just the first year.

Variations on the limit of S/U options that can be exercised may apply for specific groups of students, such as the following:

- i. Students from the AY2016/17 to AY2024/25 intake cohorts without prior university experience but are granted 20 or more Advanced Placement Credits (APCs) at the point of admission to NUS may exercise the S/U option for up to 20 Units for courses completed in the first year; if this is not fully utilised, the S/U option may still be exercised for courses completed in subsequent semesters, for up to 12 Units. Of the 20 S/U Units in total, 8 Units – the first year S/U Units – can only be exercised on courses completed in the first year. For students from the AY2025/26 intake cohort onwards who are granted 20 or more APCs, the 8 first year S/U Units can be exercised on courses completed in the first 2 years of studies, instead of just the first year.
- ii. Students with some prior university experience (which are being recognised towards the NUS degree) may exercise the S/U option for up to 12 Units for courses completed anytime during their candidature, including the first year for AY2016/17 to AY2024/25 intake cohorts or first 2 years for AY2025/26 intake cohort onwards.
- iii. Students with a prior university degree are not eligible for the S/U option entitlement.

The S/U option will apply to all Level 1000 courses (with or without pre-requisites) and Level 2000 courses without other NUS courses as pre-requisites, unless otherwise stipulated by the Faculties/Departments.

### **Key Points to Note**

- Both the 'S' and 'U' grade count towards the total S/U Option entitlement
- For courses read on an S/U basis, the Units are obtained only if a student attains a Satisfactory 'S' grade for the course
- All courses read on S/U basis are excluded from the computation of the GPA.
- S/U option, once exercised, is irrevocable. Students may not later request for a conversion to a letter grade

- For the latest updates on S/U options, please refer to <https://www.nus.edu.sg/registrar/academic-information-policies/undergraduate-students/continuation-and-graduation-requirements#SU> and <https://myportal.nus.edu.sg/studentportal/academics/ug/su-homepage.html>

## APPLY FOR GRADUATION (AFG)

Students who intend to graduate in AY2025/2026 Semester 2, please read the following information carefully.

### Students on Single Degree Programme

Students who intend to graduate by the end of Semester 2 AY2025/2026 must apply for graduation online. You may go to "Apply for Graduation" via myEduRec from **0000hrs, 29 December 2025 to 2359hrs, 9 January 2026** to indicate your intention.

Please refer to <https://myportal.nus.edu.sg/studentportal/academics/ug/aa-afg.html> for more information on AFG and My Graduation Audit Report & My What-If Report.

Please also note that My Graduation Audit Report & My What-If Report do not take into account the courses you have not completed and passed. These two reports act as guides to assist you with graduation checks.

**The onus is on the students to check their fulfillment of Graduation Requirements based on these two reports. You are strongly advised to refer to the graduation requirements available on the Faculty of Science website and the Bulletin based on your cohort.**

Before applying for graduation, you must ensure that you have:

- At least 160 Units in total.
- At most 60 Units of Level-1000 courses; any excess does not count toward the total Units graduation requirements. For courses that do not count toward the 60 Units limit, please refer to [link](#).
- Met the minimum Units that must be earned from NUS courses  
<http://www.nus.edu.sg/registrar/academic-information-policies/undergraduate-students/continuation-and-graduation-requirements#MinMCRequirements>
- Fulfilled all graduation requirements (such as CHS Common Curriculum, Major Requirement, Unrestricted Electives etc.) and
- Please check and ensure that you have declared the right Second Major/minor(s)/ specialisation if any.
- Ensure that you do not violate double counting policy:
  - For major-major, major-minor, minor-minor and specialisation-other requirement
  - No triple counting is allowed, i.e. you are not allowed to use one course to satisfy:
    - 2 majors + 1 minor
    - 1 major + 2 minors
    - 3 minors
    - specialisation with 2 other requirements (for Cohort AY2021/2022 onwards)
  - Even with double counting, Units will only be counted once toward the minimum Unit graduation requirements.
  - For more information, please refer to "Double Counting of Courses" at [https://www.science.nus.edu.sg/wp-content/uploads/2021/06/UG\\_FAQ-1-3.pdf](https://www.science.nus.edu.sg/wp-content/uploads/2021/06/UG_FAQ-1-3.pdf)

**You are reminded to update your declaration of major(s), specialisation and/or minor(s), and remove those that you no longer want. Otherwise, the AFG check will indicate that you do not satisfy the requirements of the major(s), specialisation and/or minor(s) declared, and you may not be allowed to graduate at the end of Semester 2, AY2025/2026.**

**It is important that students apply for graduation via myEduRec. Students who do not apply for graduation online by the stipulated deadline may have to delay their graduation till Semester 1, AY2026/2027.**

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

- [Faculty of Science Website](#)
- [Bulletin](#)
- [NUS Student Portal](#)
- [Science Faculty requirements](#)

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

### **Students on Double Degree Programme (DDP)**

Students who intend to graduate by the end of Semester 2, AY2025/2026 **must** apply for graduation online. "Apply for Graduation" via EduRec will commence from **0000hrs, 29 December 2025 to 2359hrs, 9 January 2026**.

Please note that the 60 Units limit on Level 1000 courses is applicable to all courses counted towards DDP. You must also ensure that you have fulfilled all graduation requirements and have declared your major(s), specialisation(s) and minor(s), if any, correctly.

*Please submit a query under the category EXAM > Apply for Graduation via the MS Form [here](#) if you need further clarifications on AFG matters.*

## **CONTINUATION, PROBATION AND DISMISSAL**

To remain in good academic standing, and to continue in an undergraduate programme of study, a student may not have GPA below 2.00 for two consecutive semesters. For any semester in which the student's GPA falls below 2.00, s/he will be placed on probation. If the student's GPA remains below 2.00 for the second consecutive semester, the student will be issued a letter of dismissal by the Office of the University Registrar and denied re-admission. 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 <https://www.science.nus.edu.sg/student-life-and-services/wellness-academic-financial-support/student-academic-support/>

## FEE POLICIES

### Tuition Fee Beyond Normal Candidature

Students admitted into an undergraduate degree under the modular system in NUS and who take longer than the normal candidature period to complete their degree requirements will have to pay partial non-subsidised fees, culminating in full non-subsidised fees, during the extended semesters.

In view that the Ministry of Education provides a Tuition Grant to subsidize a student's tuition fees up to the normal candidature period, the tuition fee payable beyond that would be the full non-subsidised semestral fees. To mitigate the impact of higher fees, the University undertakes to charge affected students only a proportion of the full non-subsidised semestral fees pro-rated based on the Units read in the extended semesters. In addition, the pro-rated full fees payable in the first and second semester beyond normal candidature will be capped at 120% and 150% of the subsidised semestral fees respectively.

The fees payable beyond normal candidature period are summarised in the following table:

Student Type	Semester after Normal Candidature Period	Revised fee pro-rated based on students' semester workload of x-UNIT
Single Degree Student	1 <sup>st</sup>	'Full <sup>^</sup> semestral <sup>#</sup> fees X Workload% <sup>*</sup> capped at 'Subsidised semestral <sup>#</sup> fees X 120%'
	2 <sup>nd</sup>	'Full <sup>^</sup> semestral <sup>#</sup> fees X Workload% <sup>*</sup> capped at 'Subsidised semestral <sup>#</sup> fees X 150%'
	3 <sup>rd</sup> onwards	Full <sup>^</sup> semestral <sup>#</sup> fees X Workload% <sup>*</sup>
Double Degree Student	1 <sup>st</sup>	'Full <sup>^</sup> semestral <sup>#</sup> fees X Workload% <sup>*</sup> capped at 'Subsidised semestral <sup>#</sup> fees X 120%'
	2 <sup>nd</sup>	'Full <sup>^</sup> semestral <sup>#</sup> fees X Workload% <sup>*</sup> capped at 'Subsidised semestral <sup>#</sup> fees X 150%'
	3 <sup>rd</sup> onwards	Full <sup>^</sup> semestral <sup>#</sup> fees X Workload% <sup>*</sup>

<sup>^</sup>Full (non-subsidised) fees are set out under the column "Fees payable by students not in receipt of MOE Tuition Grant" in the undergraduate fees table (refer [here](#)).

<sup>#</sup>Semestral fees refer to half of annual tuition fees set out in the undergraduate fees table (refer [here](#)).

<sup>\*</sup>Given that the student reads x-unit of courses in the semester concerned, the 'Workload%' is capped at 100% if x exceeds 20 Units and x unit/20 unit if otherwise, for fee computation purposes, i.e., tuition fee is pro-rated for workload < 20 Units.

<sup>+</sup> For Normal Candidature Period for DDP (single or double Honours) – refer [here](#) and related fee structure for DDP programmes refer [here](#).

Students who register for course(s) in the Special Term immediately following the expiry of their normal candidature period will continue to pay subsidised fees on a per course basis. However, for the Special Terms beyond that, the Special Term fees payable will be the full non-subsidised semestral fees pro-rated based on the number of Units read.

Please refer to the links for more details: [FAQ](#) which is available at

- i. <http://www.nus.edu.sg/registrar/administrative-policies-procedures/undergraduate/undergraduate-fees>

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- ii. <http://www.nus.edu.sg/registrar/academic-information-policies/undergraduate-students/continuation-and-graduation-requirements#ResidencyRequirement>

### **Refund Policy**

Students who apply for Leave of Absence (LOA) or leave the University, either through withdrawal of their own accord or termination of candidature by the University, after Instructional Week 2 of the semester will be liable to pay fees for the entire semester. Requests for a refund will generally not be considered.

### **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,  
Associate Professor NG Kah Loon  
Associate Dean  
Science Dean's Office