

FoS Course Mapping Instructions (from AY26/27)

Science Dean's Office (SDO), Faculty of Science, NUS
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What is Course Mapping?

- Course mapping is required in order to use courses read in external institutions during study abroad programmes like Student Exchange Programme (SEP) and Summer/Winter Programmes (SWPs) to fulfil NUS degree requirements.
- For a partner university course to be mapped to an NUS course, the content of the two courses must overlap to a certain extent, as **determined by the course host department**.
- Course mapping only indicates if a partner university course is suitable to be mapped to an NUS course. **Having an approved mapping does not mean that the mapped NUS course count towards degree requirements, if credit transfer is not initiated.**
- Note that **course mapping is not the same as credit transfer**. Course mappings are reviewed by course host departments while credit transfer is processed by the home faculty.
- Refer to the [FoS SEP website](#) for credit transfer policy, contact details of SEP department coordinators/administrators, and other SEP-related materials. Information on other study abroad programmes can be found [here](#).

Applicable Programme Types

This set of course mapping instructions applies to the following programme types:

- Student Exchange Programme (SEP)
- Summer/Winter Programmes (SWP), including self-sourced
- Singapore Universities Student Exchange Programme (SUSEP)
- Research* Attachments (RIAP), including self-sourced

*For mapping of research, refer to [Guidelines for Mapping of Research Conducted at the Partner University](#) for details.

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General Guidelines for Course Mapping

Guidelines for Approval of Course Mappings

In general, course mapping will be approved when the following conditions are met:

1. Subject content of the partner university course and the NUS course has a **similarity of $\geq 70\%$** .
2. Contact hours are comparable, where each 4-unit NUS course requires **approximately 130 hours of effort**.
3. The student has **read and passed the pre-requisite** to the NUS course submitted for mapping.

Regardless of whether the above conditions are met, the **course host department has sole discretion** in determining the suitability of the mapping.

Eligibility Criteria for Credit Transfer

Other than obtaining course mapping approval, the following criteria must be fulfilled for credits to be transferred:

- a. The partner university course must be **taken in-person**. Online courses* are not eligible for credit transfer.
- b. The partner university course must be **credit-bearing** (i.e. course credits are clearly listed in the transcript).
- c. The student must have **passed** the partner university course and be awarded credits for it.
- d. The partner university course must be **successfully mapped** to an NUS course in the course mapping worksheet.
- e. Only **academic courses** offered by the partner university can be mapped.

*For summer/winter programmes, students who choose to read blended courses (i.e. choice of either in-person or online classes) must provide official documentation from the partner university to prove that all classes were attended in-person.

For more information on credit transfer, please see our Credit Transfer Policy [here](#).

Academic Workload

- [For SEP only] Academic workload should be identical to a regular NUS semester (i.e. 20 NUS units). There is **no minimum number of courses** that should be taken to fulfil individual CHS/major/unrestricted elective requirements.
- [For all programmes] Students should take note of the Minimum Unit Requirements for Programme/Major/Second Major, Minor and Specialisations, and the Residency Requirement as stipulated by the Office of the University Registrar (OUR).
- Students can transfer a **maximum of 24 NUS units from SEP**. Meanwhile, there is **no minimum** number of units required for credit transfer. However, please plan carefully as underloading may lead to an extension of candidature and therefore additional fees. For the credit transfer limit of other programmes, refer to the **Credit Transfer Policy** found here.



Guidelines for Mapping to Dummy Courses

Mapping to Dummy Courses

- Students may map partner university courses to dummy courses when there is no equivalent course in NUS. The dummy code used should be hosted by the department whose **subject area matches the most closely** to the subject area of the partner university course.
- There is no generic NUS dummy code. Dummy codes have different levels and units. Those offered by FoS departments typically follow the format x99x while those offered by departments in other faculties may be different, e.g. x74x for FASS. Refer to [How to Search for Dummy Courses](#) as a guide to submit dummy course mappings.
- If there is no matching department in NUS, students may map to **SX-coded FoS dummy codes**.
- Dummy codes typically count towards **Unrestricted Elective (UE) requirements**, with some exceptions (refer to next slide).

NOTE FOR SX CODES:

- SX codes can only be used by students whose **home faculty is FoS**.
- Note that mapping to SX codes is allowed **only if the partner university course has no matching department** in NUS.

Mapping to Department Dummy Courses to Fulfil Major Requirements

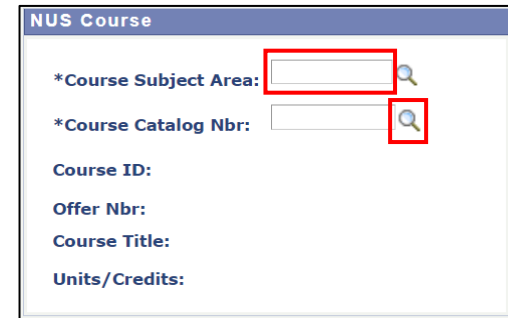
- Up to **ONE** of the following dummy courses can be used to **fulfil major requirements**. Refer to the major requirements listed on the respective departments' websites for more information.
- If credit transfer is requested for more than one of the following dummy courses, the second course onwards will be counted towards Unrestricted Elective (UE) requirements.

Programme	Exchange Enrichment (Dummy) Course
Biological Sciences	LSM3991 or LSM4991
Chemistry	CM3991 or CM4991
Environmental Studies XDP [#]	ENV2991 or ENV3991 or ENV4991
Food Science & Technology	FST4991 (for specialisation only)
Pharmaceutical Science	PHS4991
Physics	PC3991 or PC4991

[#]For BES-XDP, a maximum of two exchange enrichment courses can be counted towards BES major requirements. Refer to [BES website](#) for more information.

How to Search for Dummy Courses

1. In the course mapping worksheet, key in the 'Course Subject Area' (code prefix, e.g. LSM, FST), followed by the magnifying glass besides the 'Course Catalog Nbr'.



2. Select the course code based on the number of units that you would like to map to. Different departments have different course codes, hence look at the course descriptions as shown below.

Look Up *Course Catalog Nbr					
2991	009860	1	4	Exchange Enrichment Course	Approved 01001ACAD1
2992	010719	1	4	Exchange Enrichment Course	Approved 01001ACAD1
3991	002056	1	4	Exchange Enrichment Course	Approved 01001ACAD1
3992	009970	1	4	Exchange Enrichment Course	Approved 01001ACAD1
3993	010676	1	4	Exchange Enrichment Course	Approved 01001ACAD1
3994	015994	1	2	Exchange Enrichment Course	Approved 01001ACAD1
2723	011845	1	2	Department Exchange Course	Approved 00104ACAD1
2731	013492	1	3	Department Exchange Course	Approved 00104ACAD1
2741	000858	1	4	Department Exchange Course	Approved 00104ACAD1
2742	000859	1	4	Department Exchange Course	Approved 00104ACAD1



Guidelines for Mapping to CHS Common Curriculum Courses

Mapping to CHS Courses

CHS courses are uniquely created in NUS and in general will be difficult to map. Students are strongly encouraged to complete all CHS Common Curriculum courses in their first two years of study except for the Communities and Engagement course and two Interdisciplinary courses.

Pillar	Courses	Remarks
Writing	FAS1101, SP1541, SP2271	Cannot be mapped
Data Literacy	GEA1000, BT1101, ST1131, DSA1101, DSE1101	BT1101, ST1131, DSA1101: Possible to be mapped GEA1000, DSE1101: Cannot be mapped
Digital Literacy	GEI1001, GEI1002, NM2207, UTC2852, CS1010x, COS1000/COS2000, CM3267, ZB2201/LSM2302, SP2273, UTC2851	Possible to be mapped (Except for SP2273)
Design Thinking	DTK1234	Cannot be mapped
Artificial Intelligence	HS1501, HS1502, HS1503, HS1504, IT1244, CS2109S/CS2109HS	HS1501, HS1502, HS1503, HS1504, CS2109HS: Cannot be mapped IT1244: Possible to be mapped CS2109S: Check with SoC
Communities and Engagement		^Refer to remarks below
Integrated Asian Studies	HSA1000	Cannot be mapped
Integrated Social Sciences	HSS1000	Cannot be mapped
Integrated Humanities	HS1000	Cannot be mapped
Scientific Inquiry 1	HSI1000, SP2274	Cannot be mapped
Scientific Inquiry 2	HSI20xx, SP3275	Cannot be mapped
Interdisciplinary Course 1 & 2	HS29xx	Cannot be mapped

^Students are advised to read the C&E course/course in NUS as it will be difficult to map from taking overseas courses. For course mapping, the learning objectives of the C&E course needs to be met. For further enquiries, please email to AskCnE@nus.edu.sg.



Guidelines for Mapping to Courses Hosted by FoS Departments/Programmes

Mapping Restrictions

FoS Department/Programme	Courses Not Allowed to be Mapped
Chemistry	- All NUS level 1000 and level 2000 Chemistry courses - CM1417 (for students with H2 Chemistry)
Data Science and Economics XDP	DSE3101
Food Science and Technology	FST1101B, FST2102B, FST2106, FST2109, FST2110, FST2201
Life Sciences	- LSM2105, LSM2191A/B, LSM3201, LSM3257, LSM4201, LSM4263, LSM4351, LSM4202/LSM4352 and ZB3101. - For students admitted from AY23/24 (inclusive) onwards are not allowed to map to the codes LSM2241 and LSM3241. Please map to ZB2101 for LSM2241 which is to be counted towards Unrestricted Electives. ZB3101 which is the current course code for LSM3241 is not allowed to be mapped. - Forensic Science (FSC-coded) courses - Courses not offered in the academic year which the student is participating in exchange may not be eligible for course mapping. These mappings will be handled on a case-by-case basis.
Mathematics	All Study Abroad Programmes: - Core engineering mathematics courses, including MA1505, MA1508E, MA1511, MA1512, and MA1513 - MA4291 and MA4292 - Courses not offered in the academic year which the student is participating in exchange. Summer/Winter Programmes: - MA2116 (cross-listed with ST2131), MA3238 (cross-listed with ST3236) and MA4251 (cross-listed with ST4238)
Special Programme in Science (SPS)	SP2271, SP2273, SP2274, SP3172, SP3176, SP3275
Statistics and Data Science	All Study Abroad Programmes: - DSA2101, DSA2111, DSA2112, DSA3101, ST2137, DSA3361, DSA3362 and DSA426x Summer/Winter Programmes: - ALL DSA/ST courses <u>hosted by</u> the Department of Statistics and Data Science

Specific Instructions for Mapping to Chemistry Courses

- Any NUS student with H2 Chemistry is **NOT** allowed to map/take CM1417, as stated in the [Chemistry Course Listing](#), and thus the respective course mapping is not valid for students who have taken H2 Chemistry. H1 Chemistry students can map/take CM1417.
- The mapping requirement for NUS level 3000 chemistry “**essential**” courses (including CM3111, CM3121, CM3131, CM3141, CM3191 and CM3192) will be more demanding (> 80% similarity in syllabus with the same standard) than the chemistry electives courses offered in NUS level 3000 and above.
- For chemistry-majors, course mapping to **NUS level 5000 chemistry course** will **NOT** be counted into graduation requirement (For details, refer [here](#)). As level 5000 courses cannot be selected in the course mapping worksheet, please seek email approval from the Chemistry SEP coordinator. To request for credit transfer, submit the email approval along with your transcript.

Specific Instructions for Mapping to Environmental Studies Courses

- ENV dummy codes are only allowed to be used by **BES-XDP students**.
- BES-XDP students are only allowed to transfer credits to a maximum of **ONE GE-coded Level 4000** from SEP, even if course mapping approval is given for more than one such course. You may refer to the restrictions stated on [Department of Geography's website](#) for more information.

Specific Instructions for Mapping to Life Sciences Courses (1)

Pre-requisites

- Students are not required to have read and passed the pre-requisite NUS course to map to the higher-level course. However, students should note that if they intend to read the higher-level NUS course after returning from the study abroad programme, without having read and passed the pre-requisite NUS course, they will face problems during CourseReg as they have not fulfilled the pre-requisite.
- For example, if you have not read and passed LSM2105, you will still be able to map to LSM3227. However, if you wish to read LSM4225 back in NUS after completing the overseas programme, you will not be able to register for LSM4225 in CourseReg since you have not completed LSM2105.
- Do note however that students are **not encouraged** to map to courses which pre-requisites have not been fulfilled.

Specific Instructions for Mapping to Life Sciences Courses (2)

LSM Exchange Enrichment Course Codes

- The department has a variety of different exchange enrichment course codes of various levels and units. Please select the appropriate level and units for mapping of your partner university courses. (e.g. Only a Year 3 (and above) life sciences PU course with credit equivalence to 4 NUS units can be mapped to LSM3991).
- Do note that not all courses with key words relevant to the life sciences are life sciences courses (e.g. courses with 'sustainability' or 'environmental' can be from another discipline).
- Mapping to LSM4991 is reserved only for graduate courses from our partner universities.

Mapping to LSM3210 A/B Metabolism and Regulation

- LSM3210 is offered under 2 variants, LSM3210A and LSM3210B. Depending on the semester which you are going on exchange, please map to LSM3210A or LSM3210B for Semester 1 and 2 respectively.

Specific Instructions for Mapping to Life Sciences Courses (3)

Mapping of Research Project courses to LSM UOPS

- Mapping to LSM2288 or LSM3288 (4-units) will require prior email approval. Mapping requests to UOPS submitted in the Course Mapping Worksheet without a follow-up email to the department will not be considered.
- After the submission of the course mapping request, please email the Department of Biological Sciences with the following information:
 - Duration of the undergraduate research programme.
 - Partner University course code attached to the undergraduate research programme.
 - Project description. Project must be a Life Sciences project.
 - Number of units attached to the research programme.
 - Assessment details.
 - Is the research programme graded?
 - Any additional information or documents relating to this research project.
- Any approval to map to LSM UOPS before the completion of your research project is only in principle. The department will require the submission of a research report (to the Department of Biological Sciences) after the completion of the research project. This is regardless of whether a report was requested as assessment by the Partner University.
- For students participating in the [Overseas Summer Undergraduate Research Opportunities Programme in Science \(UOPS\)](#) and working on a Life Sciences research project, only a research report submission is required after the completion of the programme. Please email the report to the Department of Biological Sciences after a course mapping request has been submitted.

Specific Instructions for Mapping to Life Sciences Courses (4)

Life Sciences SEP Administrative Coordinators

- As LSM courses are offered by 6 different departments, for enquiries regarding course mapping to LSM courses, please contact the host department of the LSM course which you are requesting mapping for.
- The administrators' details can be found under '[Contact Details of Department SEP Coordinators and Administrators](#)' [here](#).



Specific Instructions for Mapping to Mathematics Courses

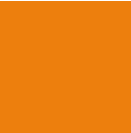
- **Graduate courses** cannot be selected in the course mapping worksheet. For mapping to NUS graduate courses, please seek email approval from the Mathematics SEP coordinator. To request for credit transfer, submit the email approval along with your transcript.



Guidelines for Mapping to Courses Hosted by non-FoS Departments/Programmes

Mapping to Other Faculties' Courses

- **Language Courses:** Refer to [CLS website](#) for information.
- **Business Courses:** NUS Business School has very specific course mapping instructions. Refer to [BIZ website](#) for more details and instructions.
- **Music Courses:** Yong Siew Toh Conservatory does not assign dummy course codes. Students may only request for mapping of NUS named courses offered by the Yong Siew Toh Conservatory.



Guidelines for Mapping of Research Conducted at the Partner University

Can Research be Mapped?

- Research can be mapped only if it is **tagged to a course** with **course codes**, **course credits** and **assessment** (i.e. graded). The transcript issued by the partner university must display the research course.
- For **SEP**, students should submit the research mapping request in the same course mapping worksheet as the one meant for coursework mapping. For **other programmes** that do not automatically create a course mapping worksheet, students should submit a request to manually create a course mapping worksheet.
- As the course mapping worksheet was designed for coursework mapping and not research mapping, students must provide additional details of the research project beyond the fields in the course mapping worksheet. More details can be found in the next slide.
- Research programmes may be mapped to **UROPS courses or department dummy courses**. Calculation of credits to be awarded follow the calculation[^] for coursework courses, as specified in the **Credit Transfer Policy** found on the [FoS SEP website](#).
- Please note that there are specific procedures for mapping to LSM UROPS courses. Refer to the [Specific Instructions for Mapping to Life Sciences Courses \(3\)](#).

[^]Take note of [Exceptions to Mapping of Research](#)



Specific Instructions for Mapping of Research

- The course mapping worksheet was designed for coursework mapping, with the existing fields being insufficient for research mapping. As such, students should provide the research project details separately using a Dropbox/ Google Drive/SharePoint **public URL** that links to a Word document or PDF.
- In the Word document or PDF, the following information should be included:
 - Project Title/Topic and Description
 - Name of Supervisor
 - Assessment Breakdown
 - Research Programme Information and Dates
 - Any Other Information Requested by the Department

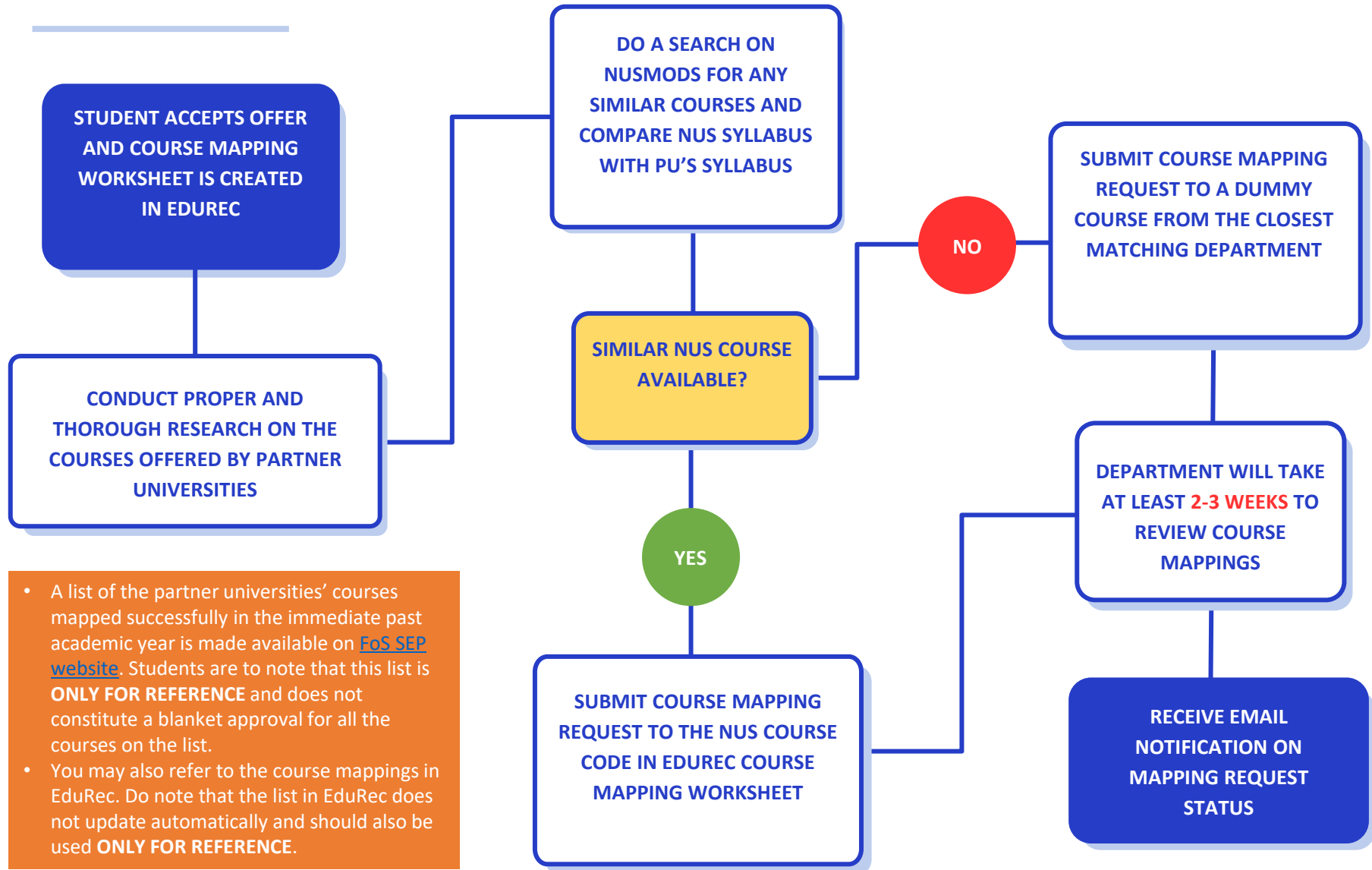
Exceptions to Mapping of Research

- SEP to Institute of Science Tokyo (YSEP only)
 - Even though the Young Science and Engineering Researchers Program (YSEP) does not fulfil the criteria for mapping, it is possible to map YSEP. Project details must be submitted in the course mapping worksheet, as described in the previous slide.
- Overseas Summer UROPS (FoS-administered only)
[effective from AY25/26 Special Term]
 - Credit transfer will not follow the eligibility criteria and credit equivalence stated in this document.
 - All research projects conducted will earn up to 4 NUS units. No additional units will be given even if the calculated equivalent units exceed 4 units.
 - Project details must be submitted in the course mapping worksheet, as described in the previous slide.



How To Submit Course Mappings?

Course Mapping Process Flowchart



Guide for Course Mapping Submission (1)

Prior to Submission in EduRec-Global Education

- 1. Search for PU courses via the PU's websites, including their course catalogue.**
Information on whether the PU courses are offered during a specific semester/term is usually released slightly before the start of the semester/term. Students are advised to refer to the course offerings of the same semester/term of the previous academic year.
Please note that course offerings are subject to changes.
- 2. Once you have identified a PU course that you are interested to read, search for similar courses offered in NUS.** Course description/syllabus can be found on [NUSMods](#) and/or [Canvas](#). There are past mappings that students can refer to as a guide. Previously approved mappings* to FoS courses are listed in the [FoS SEP website](#), while pre-approved mappings** to FoS courses can be searched via EduRec (*My Homepage > Academics > Global Education > Search Course Mappings*). Mappings to other faculties' courses can also be searched via EduRec. Pre-approved mappings are mappings that will be automatically approved once submitted in EduRec, if the submission follows a specific format identified by the system.

*Approval is not guaranteed for previously approved mappings as syllabus or curriculum may have changed.

**While approval is guaranteed for pre-approved mappings, some mappings may be outdated (i.e. either the PU or NUS no longer offers the course). You are strongly advised to conduct research to ensure that the courses are still relevant.

The lists provided are non-exhaustive and may be outdated. Please do not rely on them completely.

Guide for Course Mapping Submission (2)

Submission in EduRec-Global Education

1. Login to EduRec and navigate to *My Homepage > Academics > Global Education > Submit Course Mappings*. In the course mapping worksheet, select the 'Course Details' tab to begin submitting course mappings.
2. **Select the mapping type 'One to One' only.** Do NOT select 'One to Many' or 'Many to One' unless otherwise instructed. Mappings may be cancelled or removed without prior notification if the wrong mapping type is chosen.
3. **Complete the fields in the course mapping worksheet**, ensuring that comprehensive information is provided*. **Indicate the pre-requisite(s)** of the NUS course you are mapping to that you have completed, as well as the **grade received**. An example of how the mapping worksheet should be filled is illustrated in the following slide.
4. If the PU does not provide a direct URL link to specific courses, please save the website to a PDF format via **Print → Save as PDF**. Upload the document to a document sharing platform of your choice (e.g. Google Drive, OneDrive etc) and provide the sharing link instead. Ensure that the link is public and does not restrict access.

*Even if the mapping is pre-approved, you are expected to provide comprehensive information. Pre-approved mappings may be cancelled or removed without prior notification if the information provided is minimal.

Guide for Course Mapping Submission (3)

Partner University Course to NUS Course Mapping Type: ☒ One to One ☐ One to Many ☐ Many to One

Find | View All First < 1 of 1 > Last

Mapping Sequence Nbr: 1 ADD DELETE

Partner University Course		NUS Course	
*Subject	*Course Nbr	*Course Subject Area:	LSM
*Course Code:	BIOL 3508	*Course Catalog Nbr:	3242
*Course Title:	Microbial physiology and biotechnology	Course ID:	002043
*Units/Credits:	6.00	Offer Nbr:	1
*Course Synopsis:	Microbes are amazing and important entities on earth. Knowledge of microbes is widely applied in food, pharmaceuticals, biotechnologies, diseases control, and biogeochemical processes. Microbial Physiology and	Course Title:	Translational Microbiology
		Units/Credits:	4.000

Partner University - Additional Information					
Course Components	Contact hours per week	Remark	Assignment Method	Weightage(in %)	Remark
Lecture	24.00		Exam	50.00	
Tutorials	12.00		Assignments	30.00	
Practicals/Lab	24.00		Quiz	20.00	
Others	100.00	SELF-STUDY/F	Others	0.00	

Weeks of Instruction: 13 Total Weightage(in %): 100.00

URL for Course Details: <https://webapp.science.hku.hk/sr4/servlet/enquiry?Type=Course&cour>

Other Information: Primary Text Book: Prescott, Harley, and Klein's Microbiology, by Joanne M. Willey, Linda M. Sherwood, and Christopher J. Woolverton published by McGraw-Hill

Indicate the Pre-Requisites courses passed for NUS mapped course (if any): LSM1301: A-

Guide for Course Mapping Submission (4)

Submission in EduRec-Global Education

- After the fields in a mapping are completed, **click on the 'SAVE' button** at the bottom of the page.
- To submit more mappings, click on 'ADD' beside the mapping number.** Do not click on the button beside the mapping sequence number.

The screenshot shows the 'Course Mapping' interface. At the top, there's a header 'Course Mapping' with 'Find | View All' links. Below this, there's a section for 'Mapping Nbr: 1' with 'ADD' and 'DELETE' buttons. The 'ADD' button is highlighted with an orange box. Below this, there's a section for 'Partner University Course to NUS Course Mapping Type:' with radio buttons for 'One to One' (selected) and 'One to Many'. Below this, there's another section for 'Mapping Sequence Nbr: 1' with 'ADD' and 'DELETE' buttons. A red 'X' is placed over the 'ADD' button in this section.

- Once you are ready to **submit ALL mappings** in the mapping worksheet for review. Click on the 'SUBMIT' button. **Note that all mappings will be submitted at one go. Hence, please make all necessary edits before clicking on the button.**
- The maximum number of mappings allowed for submission is 20. Once you have reached the maximum number, you will not be able to add and submit any new mapping. Contact SDO via [SCI UG Queries](#) (category: SAP) for assistance to delete mappings (with mapping numbers provided) **only if you have reached the limit.**



Review of Course Mappings and Update on Outcomes

What to Expect after Submission of Course Mappings

- Mappings will be routed and reviewed by the respective **course host departments**.
- Please allow minimally **2 – 3 weeks** for the outcome of the course mappings to be released.
- An email notification will be sent once there is an update to the mapping status. Please **check the comments** given by the reviewer, even if the mapping is approved.
- For any further queries related to the review of course mappings, please reach out to the **course host departments**.
 - Check [NUSMods](#) for the host department of the courses
 - Contact details of FoS department SEP coordinators/administrators can be found on the [FoS SEP website](#).

Possible Course Mapping Outcomes

Course Mapping Outcome	Follow-up Action
Approved	Course mapping has been approved and can be selected for credit transfer.
Rejected	Course mapping has been rejected and cannot be selected for credit transfer.
Pending Information	The department requires further information to review mapping. Fill in the requested information and re-submit it for review.
Remapping Required	Remap course to a more suitable course code as per reviewer's comments.
Cancelled	Course mapping has been cancelled and cannot be selected for credit transfer.



Contact Us

For enquiries regarding credit transfer, please contact us via [SCI UG Queries](#) (category: SAP).

Information in this document is subject to amendments. Refer to the [FoS SEP website](#) for the latest update.