

Frequently Asked Questions

Application for Student Exchange Programme (SEP)

1. Must I fulfil all eligibility criteria to apply for SEP?

Yes, students must fulfil all eligibility criteria for SEP. Student who do not fulfil the criteria will have their applications rejected.

2. One of the criteria is that students should not obtain a grade below C. Do I qualify if I have obtained a U grade.

Students are evaluated based on their overall academic performance (i.e. GPA). Do note that in the event that you are offered an SEP place by FoS, you will be required to submit an application to the partner university. Admission into the partner university is at the discretion of the partner university.

3. Do I need to fill up all 5 courses and/or reserves in the initial study plan (ISP)?

There is no need to fill up all 5 courses. However, students should always prepare extra courses in their study plans as backups. Not everything works out all the time for SEP and it is always good to have a backup plan, and not be fixated on a certain basket of courses.

4. I'm only interested in one partner university, do I still have to choose 5?

If you are only interested in one partner university, it is perfectly fine to apply for just one.

5. I'm an NUS scholar with guaranteed SEP. How does the processing affect me?

Due to parity, all students will be reviewed equally. This means NUS scholars may not receive an offer within their 5 choices if there are more competitive students. However, an offer will still be given ultimately, if the scholar fulfils all eligibility criteria. Should the offer be declined, there will be no guaranteed placement in future rounds.

6. How many offers will I receive?

You will only receive one offer. There will not be any counter-offers even if other students withdraw or reject their offers.

7. Can my SEP offer be rescinded if my GPA drops?

Your SEP offer will not be rescinded if your GPA drops. However, if you no longer meet your host university's GPA requirement, your SEP offer may be rescinded.

8. When will I receive application instructions from my host university?

You will receive instructions from your host university after NUS has completed the nomination for you to the PU, which will take place in the semester prior to your SEP semester. Please keep a look out for the nomination/application email that will be sent to you by the FoS Study Abroad Team to begin your application with the host university. Do not apply to the host university on your own.

9. If I withdraw from participating in SEP, can I apply in future rounds?

If you withdraw from SEP, you will not be allowed to apply for remaining places in the same round. However, you may apply again in the next round (i.e. if you withdraw from SEP in Round 1, you may re-apply in Round 2).

Partner Universities & Courses

10. How do I evaluate if a partner university is suitable for me?

Students have to do thorough research to assess which country/partner university best suits their own objectives for studying abroad, course offerings for mapping etc. Students should also take into account how they will be financing their own exchange and other personal factors that will affect their selection as well.

11. As an FoS student, am I eligible to apply for places that are only available to FASS students under the CHS structure?

FASS and FoS conduct the SEP application process separately and have access to separate quotas. Due to how the agreements are signed, FoS students are only allowed to apply for places that are offered to FoS students.

12. I would like to ask how SEP works for universities whose academic calendar does not correspond to NUS?

Not all universities have the same calendar and name their semester the same way as NUS does. Thus, you will have to match the months with the NUS academic calendar. Students are advised not to go for SEP in semesters where PU's calendar overlaps severely with NUS'.

13. Is it possible to appeal for more places for a specific partner university?

Unfortunately, the number of places available is fixed and is agreed by both universities through an agreement that is legally-binding.

14. Am I guaranteed an offer from the partner university if I'm nominated by NUS to take part in the exchange?

No. Although most of the time students have no problem applying to the partner university, we have seen occasional cases of students being rejected by the partner universities. Hence, it is best to wait for them to process your application before you make any travel plans.

15. Do I need to pay the partner university tuition fees?

Students do not pay tuition fees at the partner university but pay NUS tuition fees as per normal. Please note that students will have to pay fees relating to exchange to the partner university (e.g. medical insurance, for usage of facilities).

16. Is there a minimum workload for students who go on SEP?

NUS does not require students to read a minimum workload at the host university, but students need to check and ensure they fulfil the minimum workload requirement stipulated by the host university. Students should be responsible for their own academic progress. In the case that you underload, please ensure that you are able to catch up with your studies back in NUS to graduate within the normal candidature. If you need to extend your candidature, there will be [additional tuition fees](#) incurred.

17. Is there a maximum workload for students who go on SEP?

Please note that students can transfer a maximum of 24 NUS units from semester-long SEP. If you have completed partner university credits that correspond to more than 24 NUS units, you will have to decide which are the courses (that award a total of 24 NUS units) that you would like to select for credit transfer. Use the [SEP Credit Transfer Calculator](#) to determine how many NUS units you earn from completing a partner university course. Refer to the Credit Transfer Policy for detailed information.

Course Mapping

18. How many courses should I take during exchange?

It is recommended that your academic workload should be identical to a regular NUS semester (i.e. 20 NUS units).

19. Can I take courses outside my major while on exchange?

Yes, you can take courses outside your major as there are no course restrictions while on exchange, provided the host university allows you to read courses from faculties/schools outside your host faculty/school (if applicable). In fact, students are recommended to leave their UE space for their SEP semester in the event that they cannot secure sufficient courses that can fulfil major requirements at the host university.

20. Is there a minimum or maximum number of courses I can map for my major/minor?

There is no strict limit as to how many courses you can map for your major/minor on study abroad programmes. However, do take note that you can only transfer a maximum of 24 units for SEP. Please also check the minimum number of courses that you must complete in NUS from the following links:

- [Residency Requirements](#)
- [Graduation Requirements](#)

21. Is there a deadline for course mapping?

While there is no specific deadline, you have to complete the course mapping before you request for credit transfer, upon the completion of your SEP. You are advised to start course mapping as soon as possible, preferably prior to applying to the partner university. Do note that course host departments require at least 2 weeks to process course mapping requests and last minute requests will not be entertained.

22. The partner university's information on course assessment/contact hours is not available, how should I proceed with course mapping?

Different universities publish their course information at different times and thus you might wish to check the PU website regularly for updates.

23. Can I map UPIP course during SEP?

Students cannot take UPIP in the same semester as their exchange.

24. Can I map a course that is not offered by NUS?

Students can map a course that is not offered in NUS, assuming that it is related to a discipline in NUS and there is sufficient academic rigour. Please map it to an exchange enrichment course from the closest related NUS department.

25. Should I use an SX course or a department dummy course?

In general, students should map a partner university course to a dummy code hosted by the department whose subject area matches the most closely to the subject area of the partner university course. SX codes are allowed only if the partner university course has no matching department in NUS. SX codes may be used by FoS students only.

26. Should UEs be included in the course mapping, assuming I want to transfer the credits over to NUS?

Yes. You are required to obtain course mapping approval for all partner university courses that you wish to select for credit transfer.

27. Can I map a course which is a preclusion to another course?

Students are not permitted to map to a course which is a preclusion of another course that they have read or must read in future semesters at NUS. Credit transfer will not be allowed, even if course mapping approval is given, and the partner university course is completed.

28. Where can I find more information on course mapping and credit transfers?

Please refer to the Course Mapping Instructions and Credit Transfer Policy on the [FoS SEP website](#).

29. I received a comment together with my course mapping approval which states that “Mapping is approved based on course content, full credit transfer may not be granted. You may check with your home faculty’s Dean’s Office for the total number of credits that can be transferred”. May I check how many credits will I receive?

You may use the [SEP Credit Transfer Calculator](#) to calculate the number of units transferrable from the PU course.

Credit transfer

30. How should I apply for credit transfer after I have received the transcript from the Partner University?

Please refer to the Credit Transfer Policy on the [FoS SEP website](#).

What is the deadline for submitting credit transfer requests?

The deadline to submit your credit transfer request will be the end of Week 13 of the semester after your study abroad programme semester.

31. Can I submit my credit transfer request before receiving my official transcript?

If you do not have your partner university transcript, you may submit a screenshot of your online results instead. Do ensure that the document submitted clearly reflects your name, the partner university’s name, and the number of credits for each course and course title and course codes

so that we can do the necessary credit transfer. Please also name the file as follows: Student ID_Name_Transcript.

32. How long does credit transfer processing take?

Credit transfer will take up to 2 months upon submission of your request to be processed due to the high volume of requests we receive. You will receive an email confirmation once your credit transfer has been posted in EduRec.

33. Can credits be transferred if the partner university only issues a certificate of completion?

In order for credits to be transferred, you must ensure that you submit documentation of the course credits and documentation that you have passed the course.

34. What grading requirements must be met for credit transfer?

For a course to be eligible for credit transfer, you must pass the course.

35. Will all credits earned overseas automatically be transferred?

Please note that credit transfer processing is not automatic upon your completion of the study abroad programme and you are required to manually request for credit transfer. Please refer to the Credit Transfer Policy on the [FoS SEP website](#) on how to request for credit transfer.

Returning from Exchange

36. What should I do if I cannot return on time from my exchange for the new academic semester?

You should strive to return by the start of Week 2 of the following semester to resume your studies in NUS. In the event that you are not able to do so, you are required to apply for short-term Leave of Absence (LOA) via [EduRec](#), providing documentation of the last date of your examination.

In addition, students are to inform their course coordinators as soon as possible if they anticipate that they cannot return on time from their exchange. Delays in returning from exchange could affect students' assessments that are scheduled in the beginning of the semester. If the course coordinator is not able to accommodate your late return due to the assessment structure of the course, you would be expected to withdraw from the course.

37. Can I retake a course at NUS if I failed it during exchange?

Yes, you can retake a course at NUS that you failed during exchange as it will not be eligible for credit transfer.

38. How do failed exchange courses affect credit transfer?

Failed exchange courses will not be eligible for credit transfer. If you have failed the course on exchange, do not select it when you request for credit transfer.

39. Is it possible to go for a semester at partner university which partially overlaps with NUS semester? Would a short-term LOA be needed? Is there a maximum overlap that NUS allows?

A short-term LOA is only required if students are unable to return to NUS by Week 2 of the new semester (i.e. more than 5 days of overlap with NUS academic calendar). If you are returning

before the start of Week 2, it is not necessary to apply for short-term LOA, but you will have to inform your lecturers/professors of your absence.

The maximum length for the short-term LOA is one month and students are required to return to NUS by the end of the LOA. The onus is on students to make the necessary arrangements for the partner university examinations that they are unable to physically attend. Students will need to provide supporting documents such as their flight itinerary and a document stating their last day of exam at the partner university when they apply for the short-term LOA. Please apply for it in EduRec closer to the semester of the LOA.