

## General Information

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## History

The roots of NUS can be traced to the founding of ***The Straits Settlements and Federated Malay States Government Medical School*** in 1905. The School was renamed ***King Edward VII Medical School*** in 1913 and was the first institution of higher learning in Singapore. It gained recognition and rose in status to become the ***King Edward VII College of Medicine*** in 1921.

In 1928, ***Raffles College*** was established to offer tertiary-level courses in Arts and Science. In 1949, it merged with the King Edward VII College of Medicine to form a full-fledged University, the ***University of Malaya***. With full degree-granting powers, the University was a beacon of knowledge for both sides of the Causeway.

With the decision of the Governments of Singapore and the Federation of Malaya that the Singapore Division and the Kuala Lumpur Division of the University of Malaya should become autonomous national universities in their respective countries, the ***University of Singapore***, with its campus in Bukit Timah, was established on 1 January 1962.

In 1955, ***Nanyang University*** was established from contributions and resources pooled from the Chinese community in Singapore. To the Chinese community, Nanyang University was more affectionately known as 'Nantah'.

On 8 August 1980, the ***National University of Singapore*** was formed through a merger between the University of Singapore and Nanyang University. The sprawling 150-hectare Kent Ridge site became the new home for the University. The then President of the Republic of Singapore, Dr Benjamin Sheares, became NUS' first Chancellor. The Kent Ridge site was developed over the years and the transfer of all the Faculties and Departments to the new campus was completed in 1986.

# University Organisation

## Chancellery

The President of the Republic of Singapore is the Chancellor of the University. The Chancellor holds the authority to confer degrees and presides at Commencement when present. The Chancellor may appoint such persons to be Pro-Chancellors as he may consider proper. If for any reason the Chancellor is unable to exercise any of his functions, he may authorise any of the Pro-Chancellors to exercise those functions on his behalf. There are currently five Pro-Chancellors appointed by the Chancellor. An up-to-date listing of the University Chancellery is available [here](#).

## Board of Trustees

The Board of Trustees, appointed by the Minister for Education, is responsible for ensuring that the University acts in furtherance of its objectives in education and research and that the funds and assets of the University are properly accounted for and safeguarded. The Trustees are eminent persons of good repute and sound judgment, with considerable experience in public service, the private sector or academia. The Trustees are dedicated to the furtherance of the interests and good governance of the University. An up-to-date listing of the Trustees is available [here](#).

## Management

The NUS President, appointed by the Board of Trustees, is the principal executive and academic officer of the University. The Board of Trustees, in consultation with the President, also appoints the Management team of the University. Together, this team develops and implements the strategic objectives of the University. An up-to-date listing of the members of the NUS Management team is available [here](#).

## Senate

[The Senate](#) is the highest academic body of the University. Chaired by the President of the University, the Senate meets regularly to deliberate on educational policy and other academic issues.

# Chancellery

## The Chancellor

**President Halimah Yacob** served in the National Trades Union Congress (NTUC) for 33 years and held various positions including as NTUC Deputy Secretary General, NTUC Director of the Legal Services Dept, NTUC Director of the Women's Development Secretariat, Director of the Singapore Institute of Labour Studies (now known as the OTCI Institute) and Executive Secretary of the United Workers of Electronic and Electrical Industries. She also represented NTUC on various national committees including the Economic Review Committee.

President Halimah also represented Singapore in the Geneva-based International Labour Organisation for 12 years, the first Singaporean to be elected into the ILO. She represented workers in many ILO committees including the Committee on International Labour Standards and Legal Issues, the Technical Committee and the Committee on Decent Work for Domestic Workers.

President Halimah secured her basic law degree and Masters in Law from the National University of Singapore. In 2016, she was conferred the Honorary Doctor of Laws by the NUS.

In 2001, President Halimah was first elected as a Member of Parliament for the Jurong Group Representation Constituency. Her final and fourth term as an MP was in the newly formed Marsiling-Yew Tee GRC.

In 2011, President Halimah was appointed Minister of State for the Ministry of Community Development and Sports where she introduced various programmes for seniors, including home-based care, and enhanced services for the disabled through the Centre of Enabled Living (now known as SG Enable). She also laid the foundation for the establishment of the Social Services Offices.

In 2013, President Halimah was elected the ninth Speaker of Parliament and became the first woman to hold that position.

With her passion for social causes, President Halimah is patron to more than 40 organisations including The Courage Fund, Special Olympics Singapore, Youth Corp Singapore, Singapore International Foundation, Singapore Association of Mental Health and Ain Society.

Passionate about women's issues, President Halimah was awarded the Woman of the Year by Her World Magazine (2003), the AWARE Heroine Award (2011) and is an inductee of the Singapore Women's Hall of Fame (2014). She was conferred the Berita Harian Achiever of the Year in 2001.

President Halimah was sworn in as the 8<sup>th</sup> President of the Republic of Singapore on 14 September 2017.



## **Pro-Chancellors**

### **Dr Chan Sek Keong**

**Dr Chan Sek Keong** was appointed Pro-Chancellor of the University in 2015. He graduated with a Bachelor of Laws from the University of Malaya in Singapore in 1961. From 1962 to 1986, he worked at several law firms in Malaya and Singapore and was also a partner in Messrs Shook Lin & Bok, Kuala Lumpur.

He was appointed as Singapore's first Judicial Commissioner in 1986 and was subsequently appointed as a Judge in 1988. He became the first locally-qualified Attorney-General in 1992 and served in that capacity until 2006 when he was appointed as the Chief Justice of Singapore, a position he held until he retired in November 2012. He was a Senior Judge of the Supreme Court from 5 January 2015 to 4 January 2018.

He was conferred the Distinguished Service Order (Darjah Utama Bakti Cemerlang) DUBC, Singapore in 1999 and (Darjah Utama Temasek) the Order of Temasek (2nd Class) in 2008.

He is an honorary Doctor of Laws of the National University of Singapore and the Singapore Management University. He was the first local law graduate to be elected Honorary Benchers of Lincoln's Inn in 2010. He joined the National University of Singapore's Faculty of Law as its first Distinguished Fellow in October 2014.

### **Mrs Theresa Foo**

**Mrs Theresa Foo** currently serves as the Chairman of Singapore Business Federation Foundation. She works closely with the business community to build an inclusive Singapore by encouraging, enabling and enhancing the contributions of businesses to the social, vocational and educational upliftment of Singaporeans in need of assistance.

Mrs Foo is also a member of the Boards of Trustees of the Singapore Business Federation and the Singapore National Employers Federation. She supports various charitable and social causes and is the immediate past Chairman of Viva Foundation for Children with Cancer.

In addition, Mrs Foo is the immediate past Chairman of Gardens by the Bay since its inception in 2011 till 2017. Together with the management, she was instrumental in steering the Gardens' vision to be a world of gardens for all to own, enjoy and cherish. A champion in reinforcing the People's Garden identity, she supported several initiatives to promote greater visitation and engagement of Singaporeans. The Gardens has garnered numerous local and international awards and accolades, including Singapore Prestige Brand Award and International Garden Tourism Leader Award, and has transformed into a place of

wonder for all ages and an icon of Singapore.

Mrs Foo has had an illustrious career spanning over 40 years in the banking industry. She was Bank of America's first female Vice President in Asia and later became the first Asian female Chief Executive appointed by Standard Chartered in 1993. She was nominated as one of Euromoney's Top 50 Women in Finance in 1997. She served as the Chairman of BNP Paribas Capital (Singapore) from 2001 to 2009 before retiring as full-time banker.

Concurrent to her banking career, Mrs Foo has been deeply involved with the arts and heritage in Singapore. She is the immediate past Chairman of Esplanade Co Ltd where she helped with the building and growth of the national arts venue for 17 years. For her dedication to the arts and heritage in Singapore, she was named Champion of the Arts in 2001 and presented with the Friends of MCCY Award by the Ministry of Culture, Community and Youth in 2015. She was also recognised for her contributions to the Singapore community when she received the Public Service Star Medal in 2008 and the Meritorious Service Medal in 2014.

Mrs Foo graduated from the Australian National University with a Bachelor of Arts degree.

### **Mr Gautam Banerjee**

**Mr Gautam Banerjee** currently serves as Chairman of Blackstone Singapore.

Mr Banerjee was the Executive Chairman of PricewaterhouseCoopers (PwC) Singapore for 9 years until his retirement on 31 December 2012. He was also the Chief Operating Officer for PwC Eastern Cluster, which includes China, Australia, Japan, Korea and South East Asia and a member of the global firm's Strategy Council. Mr Banerjee was elected Executive Chairman of PwC Singapore in 2004, and served as the interim Chairman of PwC India in 2009/2010.

Mr Banerjee joined PwC Singapore in April 1982 after qualifying as a Chartered Accountant in London and was admitted to the partnership in July 1989. He has led various business units in the firm, including its largest business unit, the Assurance practice.

Mr Banerjee's current roles include serving as Chairman of the Singapore Centre for Social Enterprise Ltd, a Term Trustee of Singapore Indian Development Association (SINDA), as well as serving on the Yale-NUS College Governing Board. He has also served on the Corporate Governance Council of the Monetary Authority of Singapore and the Companies Act Reform Steering Committee.

Currently, he serves on the Boards of Singapore Airlines Limited, Singapore Telecommunications Limited, Piramal Enterprises Limited and GIC Private Limited.

Mr Banerjee was a Nominated Member of Parliament in Singapore from 2007 to 2009. He served as a member of the Economic Strategies Committee chaired by the Finance Minister of Singapore from 2009/2010. He was awarded the Public Service Medal by the Singapore Government in 2014.

Mr Banerjee is a Fellow of the Institute of Chartered Accountants in England and Wales and the Institute of Certified Public Accountants in Singapore. He graduated with a Bachelor of Science (Honours) degree in Accounting and Financial Analysis from the University of Warwick, United Kingdom, and was awarded an Honorary Doctor of Laws (LLD) by the same university in 2014.

### **Mr Po'ad bin Shaik Abu Bakar Mattar**

**Mr Po'ad Bin Shaik Abu Bakar Mattar** was appointed Pro-Chancellor of the University in 2012. He graduated with a Bachelor of Accountancy from the University of Singapore and holds a Master in Management from the Asian Institute of Management (Makati, Philippines). He is also a Chartered Accountant registered with the Institute of Singapore Chartered Accountants.

Mr Po'ad Mattar was appointed as a Member of the Public Service Commission in 2004. Between 1992 and 2010, he has served as a Director of MediaCorp TV Singapore Private Limited (formerly Television Corporation of Singapore), member of the Ngee Ann Polytechnic Council, member of the Public Utilities Board and director of its wholly-owned subsidiary, PUB Consultants Private Limited. He is currently a member of the Council of Presidential Advisers and sits on the Board of Directors of a few listed and non-listed companies. He has been awarded the Meritorious Service Medal (PJG), the Public Service Star (BBM), the Public Service Medal (PBM) and MUIS Distinguished Service Award.

### **Mr Teo Siong Seng**

**Mr Teo Siong Seng** was appointed Pro-Chancellor in 2019. Mr Teo is the Executive Chairman/Managing Director of Pacific International Lines Pte Ltd ("PIL").

PIL was founded in 1967 by Mr Teo's father, Mr Y C Chang (Chang and Teo are the same in Chinese ). PIL's activities include ship-owning, liner shipping, ship agencies, freight forwarding, container manufacturing, ship recycling, marine services, container depot/terminal operation, warehousing, logistics park, real estate and travel. PIL is ranked 9th among the top containership operators in the world and is the largest shipowner in South East Asia. PIL's subsidiary Singamas Container Holdings Ltd, listed on the Hong Kong Stock Exchange, is the world's second largest container manufacturer with 10 container factories and operates 8 depots in China.

Mr Teo is the Chairman/Chief Executive Officer of Singamas. He is also currently the Chairman of the Singapore Business Federation (SBF), the apex business chamber in Singapore that represents the interests of the Singapore business community locally and abroad.

His other appointments are as follows: Honorary President of Singapore Chinese Chamber of Commerce & Industry; Director, Business China; Co-Chairman of Africa-South East Asia Chamber of Commerce; Honorary Consul of The United Republic of Tanzania in Singapore; Independent non-executive Director of COSCO SHIPPING Holdings Co., Ltd. and COSCO SHIPPING ENERGY TRANSPORTATION CO. LTD ; Board Member of Enterprise Singapore (ESG) and Member of the Future Economy Council (FEC).

Mr Teo was also a Nominated Member of Parliament, Singapore from 2009 to 2014 representing the business sectors and Chinese Community.

## Resources and Services

Some of the available resources and services at NUS are as follows:

### [Office of Admissions](#)

The Office of Admissions oversees all matters pertaining to undergraduate admissions, including recruitment, transfer of degree courses, student financial aid and award of NUS scholarships.

### [Campus Services](#)

The Office of Campus Amenities oversees the retail and dining services and transport, logistics and car parks in NUS with the aim of delivering quality service and excellence to the stakeholders in campus.

### [NUS Centre For the Arts](#)

Established in 1993, NUS Centre For the Arts (CFA) is a vibrant space for the appreciation of the arts and nurturing of the creative and inquiring spirit. We support student engagement with the arts and the integration of the arts into the life of the University.

We comprise the NUS Museum, NUS Baba House and a Talent and Development arm that oversees 22 student arts excellence groups. Through our myriad of programmes, practices, exhibitions, workshops and outreach, such as NUS Arts Festival and the ExxonMobil Campus Concerts, we enrich the university experience and contribute to the building of knowledge and transformation of students.

We also manage facilities such as the University Cultural Centre, with its 1700-seat Hall and 425-seat Theatre, and rehearsal spaces in Runme Shaw CFA Studios and University Town.

For more information, visit [cfa.nus.edu.sg](http://cfa.nus.edu.sg)

### [NUS Information Technology](#)

The NUS Information Technology spearheads the IT development on campus for teaching, learning, research and administration. We collaborate with the faculty, staff and students for innovative IT solutions to meet the diverse needs of the community. Our roles and responsibilities range from IT governance to modernization, digital transformation, Cloud adoption, system integration, campus network, research computing, student, mobile and enterprise applications, messaging, data analytics, cyber security and end user computing.

### [NUS Co-op](#)

The NUS Multi-purpose Co-operative Society Limited (NUS Co-op) offers a wide range of products including books, course packs, stationery and sundry items, and computer hardware, software and accessories. It has a wide membership in the community. Among the various services it provides are a book assistance scheme and several community service schemes.

### [Office of Finance](#)

The Office of Finance is responsible for the University's financial policies and procedures, billing and collection of tuition fees, shared financial services, treasury, controllerships, financial reporting and stewardship of the University's financial resources.

### [University Health Centre](#)

The University Health Centre (UHC) consists of three Units, each handling different aspects of health and wellness for the NUS community:

- Health Service provides comprehensive medical care
- Wellness Outreach promotes a healthy and balanced lifestyle
- University Counselling Services provides mental health support

### [Global Relations Office](#)

The Global Relations Office is responsible for forging and maintaining relations with international partners and collaborators around the world to make available various study abroad and student exchange opportunities. The Office also promotes NUS by developing international initiatives to enhance the University's global standing.

### [NUS Libraries](#)

NUS Libraries plays a pivotal role in partnering the NUS community in advancing scholarship and research. It comprises eight libraries, with the Central Library being the largest and C J Koh Law Library and Medical Library serving as the de facto national law and medical libraries in Singapore. It is the largest academic and research library in this region with a rich collection of more than 3 million volumes covering multidisciplinary subjects in architecture, business, engineering, humanities and social sciences, law, medicine, science, and other disciplines. NUS Libraries is a steward and repository of national and regional heritage, hosting a collection that includes treasures that date as far back as the 14th century, irreplaceable material saved from the Japanese invaders during World War 2, the world-renowned Singapore/Malaysia collection, the Biodiversity Library of Southeast Asia and archival documents from the Colonial Office records.

### [Registrar's Office](#)

The Registrar's Office oversees the administration of academic matters including freshmen registration, module enrolment, curriculum, examinations, award of degrees, commencement, and student discipline. The Office is committed to service excellence and makes use of the latest technology to ensure efficiency and effectiveness in its administrative operations.

### [NUS Centre for Future-ready Graduates](#)

The NUS Centre for Future-Ready Graduates (CFG) is a new-era career centre that helps students thrive in a world of constant change, ensuring they are ready for their future careers. The Centre provides students with access to career-readiness programmes, on-demand career support, employer engagement events, real-world experiences, and more.

- **Career-Readiness Programmes:**

- *Career Catalyst*: It's never too early to start thinking about career preparation. CFG's foundational career preparation module helps year one students to kick start their career planning early so they can maximise their time at university.
- *Career Booster Workshop Series*: Conducted by experts in their respective fields, these workshops provide students with advanced interviewing techniques to help them secure their first job. Workshops cover topics such as assessment centres, digital interviews, case interviews and presentations.
- *Career Accelerator*: The future is all about skills. CFG organises skill-building programmes throughout the semester to help increase student employability – focusing on transferable soft skills such as collaboration, resilience, adaptability and productivity.

- **On-Demand Career Support:**

For immediate career support, a range of digital resources is available to students, 24/7. Students may visit CFG's website to access digital feedback tools and how-to guides on digital interviewing practice, resume writing, and job search strategies. For personalised expert advice, students may request a meeting with one of CFG's certified Career Advisors on [NUS TalentConnect](#).

- **Employer Engagement:**

Employers look for talent throughout the year. That's why CFG fills each semester with career fairs, recruitment talks, and networking sessions – giving students plenty of opportunities to find their next opportunity.

- **Real-World Experience:**

One of the best ways for students to prepare for the working world is to immerse themselves in it. CFG helps facilitate internship opportunities for students in Singapore and overseas – from non-profit organisations and MNCs, to SMEs and start-ups.

- **NUS TalentConnect:**

The dedicated job portal for NUS students and alumni. Students may log on to access more than 1,000 jobs and internships in Singapore and overseas.

## **Office of Student Affairs**

The [Office of Student Affairs](#) (OSA) is committed to provide a rich and memorable student experience in NUS. OSA considers students' perspectives and creates opportunities to enrich their campus life. OSA endeavours to develop a student-centric environment and administration through a wide range of support services, educational, cultural, social programming, and resources.

The type of services, programmes and activities OSA offers include:

- **Student Service Centre**

A convenient contact point for students to obtain information and services related to academic/administrative student records, tuition fees and financial matters;

- **Hostel Admission Services**

Manage student housing, application eligibility and procedures;

- **Residential Life**

Assist students to settle in and experience a positive and vibrant residential life through social, cultural and sports activities, and enrichment programmes;

- **Student Organisations**

Provide a framework of governance for NUS student organisations to thrive and contribute to student life and campus vibrancy;

- **Community Engagement**

Promote and support student engagement with the community within the university, and with society beyond the university;

- **Training & Development**

Develop and execute experiential learning programmes focussing on leadership and life-skills for the NUS student community;

- **Sports**

Promote a healthy lifestyle through sports and recreation, and sports excellence;

- **[Student Support Services \(S3\)](#)**

Support students' wellbeing and strengthen mental health services in a safe and inclusive space as they navigate their journey in NUS;

- **Disability Support & Services**

Provide an inclusive and nurturing academic environment to students with disabilities and special education needs to achieve their fullest potential.



# Academic Calendar

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The standard academic calendar\*, with effect from AY2020/21, will have the following structure:

- It consists of two semesters and a special term.
- Each regular semester includes 13 weeks of instruction and 2 weeks of end-of-semester examinations.
- There are two consecutive mini-semesters in each regular semester. The first mini-semester (Mini-semester A) comprises 6 weeks of instruction, 1-week break (Reading Week) and 1 week of examinations. The second mini-semester (Mini-Semester B) comprises of 6 weeks of instruction, 1-week break (Reading Week) and 2 weeks of examinations (which is the same period as the end-of-semester examinations).
- Special term takes place during the Semester 2 vacation period. It comprises of two parts, each of which lasts 6 weeks and is inclusive of an examination period.

The table below presents the basic chronological structure of the two main semesters, with 2 mini-semesters within each regular semester, in any academic year.

Semester 1					Semester 2		
Regular Semester (18 Weeks)	Orientation (1 week) <sup>1</sup>				-		-
	Instructional Period <sup>2</sup> (6 weeks)	Mini-semester A	Instructional Period <sup>2</sup> (6 weeks)	Regular Semester (17 Weeks)	Instructional Period <sup>2</sup> (6 weeks)	Mini-semester A	Instructional Period <sup>2</sup> (6 weeks)
	Recess <sup>3</sup> (1 week)		Reading Week <sup>3</sup> (1 week)		Recess <sup>3</sup> (1 week)		Reading Week <sup>3</sup> (1 week)
			Examination <sup>5</sup> (1 week)				Examination <sup>5</sup> (1 week)
	Instructional Period (7 weeks)	Mini-semester B	Instructional Period <sup>2</sup> (6 weeks)		Instructional Period (7 weeks)	Mini-semester B	Instructional Period <sup>2</sup> (6 weeks)
	Reading <sup>4</sup> (1 week)		Reading <sup>4</sup> (1 week)		Reading <sup>4</sup> (1 week)		Reading <sup>4</sup> (1 week)
	Examination <sup>5</sup> (2 weeks)		Examination <sup>5</sup> (2 weeks)		Examination <sup>5</sup> (2 weeks)		Examination <sup>5</sup> (2 weeks)
Vacation <sup>6</sup> (5 weeks)					Vacation <sup>6</sup> (12-13 weeks)		

\* The Yong Loo Lin School of Medicine and the Faculty of Dentistry operate on a slightly different academic calendar structure.

<sup>1</sup> Commences on first Monday of August each year.

<sup>2</sup> For Semester 1 and mini-semester 1A, this starts in the week immediately following Orientation Week.

For Semester 2 and mini-semester 2A, this commences on the second Monday of January each year.

The University may start Semester 2 on the third Monday of January as deemed necessary in some years to maintain a 5-week vacation in December/January.

For mini-semester B, this starts in the week following examination week of preceding mini-semester A.

<sup>3</sup> From Saturday to the following Sunday

<sup>4</sup> From Saturday of the final week of the preceding Instructional Period to Friday of the following week.

<sup>5</sup> For Regular Semester and mini-semester B, a 2-week period that starts from the Saturday immediately following Reading Week and ends on Saturday.

For mini-semester A, 1-week period from Monday to Saturday.

<sup>6</sup> For Semester 1, this is during December to early January.

For Semester 2, this goes from May through July. The 2-part Special Term takes place during this vacation period, with each part being 6 weeks long.

To view the current, future and previous NUS Academic Calendars, please click on the respective links below.

CURRENT	FUTURE	PREVIOUS
<ul style="list-style-type: none"> <li>• AY2019/2020 (<a href="http://nus.edu.sg/registrar/docs/info/calendar/ay2019-2020.pdf">http://nus.edu.sg/registrar/docs/info/calendar/ay2019-2020.pdf</a>)</li> </ul>	<ul style="list-style-type: none"> <li>• AY2020/2021 (<a href="http://nus.edu.sg/registrar/docs/info/calendar/ay2020-2021.pdf">http://nus.edu.sg/registrar/docs/info/calendar/ay2020-2021.pdf</a>)</li> <li>• AY2021/2022 (<a href="http://nus.edu.sg/registrar/docs/info/calendar/ay2021-2022.pdf">http://nus.edu.sg/registrar/docs/info/calendar/ay2021-2022.pdf</a>)</li> </ul>	<ul style="list-style-type: none"> <li>• AY2018/2019 (<a href="http://nus.edu.sg/registrar/docs/info/calendar/ay2018-2019.pdf">http://nus.edu.sg/registrar/docs/info/calendar/ay2018-2019.pdf</a>)</li> <li>• AY2017/2018 (<a href="http://nus.edu.sg/registrar/docs/info/calendar/ay2017-2018.pdf">http://nus.edu.sg/registrar/docs/info/calendar/ay2017-2018.pdf</a>)</li> <li>• AY2016/2017 (<a href="http://nus.edu.sg/registrar/docs/info/calendar/ay2016-2017.pdf">http://nus.edu.sg/registrar/docs/info/calendar/ay2016-2017.pdf</a>)</li> </ul>

## NUS Educational Philosophy

The NUS community of students, teachers, and administrators, seeks to help students become

- individuals with **questioning minds**, willing and able to examine what is taken for granted, and who engage in rigorous inquiry within and beyond assumed disciplinary borders;
- individuals of **well-rounded** mind and character;
- **constructive and responsible** members of a community, ready to assume leadership and conscious of the impact of their activities on others;
- **global citizens**, who are sensitive to diverse cultural settings, aware of the potential they offer, and capable of operating in them, while conscious of the particularity, value, and limits of their own perspectives;
- bearers of a **resourceful and enterprising** spirit, in public and private life; and
- able **communicators** who can articulate and defend ideas effectively.

The University seeks to inculcate students with the above qualities through both formal and informal education that extends from the classroom environment to a larger institutional culture outside the classroom. The latter includes the myriad learning opportunities in residential living. NUS recognizes its distinctive educational role as a university with both an **Asian and international identity**. This unique position creates the possibility of equally unique perspectives, and allows the University to retain a global outlook while drawing from and reflecting upon the character and resources of the region.

## Academic Governance

The **Senate** (<http://www.nus.edu.sg/pvo/education/programme-quality#pq6>) is the highest academic body of the University. Chaired by the President of the University, the Senate meets regularly to deliberate on educational policy and other academic issues. The following Senate committees, with representatives from among Senate members and the various Deaneries, examine and make recommendations to Senate on educational issues:

**University Committee on Educational Policy (UCEP)**

**(<http://www.nus.edu.sg/pvo/programme-quality.php#pq5>)**

**Board of Undergraduate Studies (BUS) (<http://www.nus.edu.sg/pvo/programme-quality.php#pq3>)**

**Board of Graduate Studies (BGS) (<http://www.nus.edu.sg/pvo/programme-quality.php#pq4>)**

Among the duties of these committees are to review, evaluate and recommend changes to:

- the general curriculum structure;
- existing and new degree programmes;
- other educational policy issues, such as advance placement credits and general education.

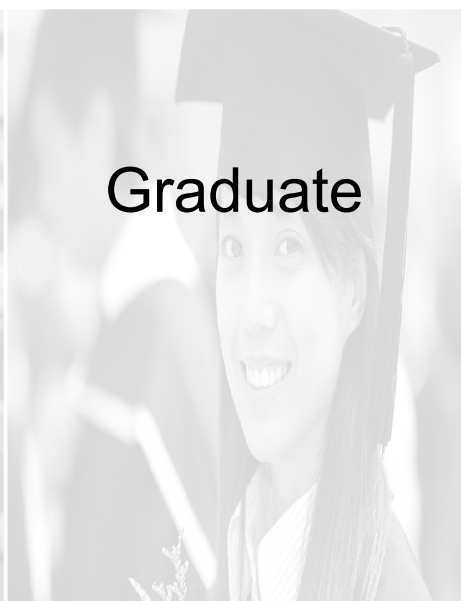
The minimum requirements for undergraduate and graduate students set by the University are specified in the **NUS Bulletin** (<http://nus.edu.sg/nusbulletin>). Individual **Faculties / Departments / Programmes** (<http://www.nus.edu.sg/education/>) may set additional requirements for their degree programmes according to the demands of the discipline.

# Academic Information / Policies

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# Modular System

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The undergraduate and graduate curricula are based on a modular system<sup>2</sup>. The NUS modular system combines the rigour and depth of the British university system with the flexibility and breadth of the American system. Under this system, workloads are expressed in terms of Modular Credits (MCs), and academic performance is measured by grade points on a 5-point scale. Students can progress at their own pace and choose from a wide range of modules offered by different Faculties/Schools. The modular system offers students the possibility of accelerating their courses of study by taking more modules per semester (i.e., above the average of 20 MCs per semester), subject to the approval of their home Faculty.

## Modules

Each **module** (<https://nusmods.com/>) of study has a unique module code consisting of a two- or three-letter prefix that generally denotes the discipline, and four digits, the first of which indicates the level of the module (e.g., 1000 indicates a Level 1 module and 2000, a Level 2 module).

## Pre-requisites, Co-requisites, and Preclusions

Pre-requisites indicate the base of knowledge on which the subject matter of a particular module will be built. Before taking a module, a student should complete any pre-requisite module(s) listed for that particular module. Where pre-requisites are specified, equivalent modules will also be accepted. If in doubt, students should consult the module instructor or the Department academic advisor regarding the acceptable equivalent modules. Co-requisites are modules that are to be taken concurrently. A module may also specify certain preclusions. These are modules that have similar emphases and may not be taken together with that particular module.

## Workload

The weekly workload of each module is given in the full module description. There are five workload components to each module. In the module description, these components are given in a series of five numbers. For example, NM2217 Creating Interactive Media has a workload of '2-2-0-3-3'. If we represent the five numbers in a workload series as 'A-B-C-D-E', each letter would refer to:

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COMPONENT	DESCRIPTION	REMARKS
<b>A</b>	No. of Lecture hours	Actual contact hours per week
<b>B</b>	No. of Tutorial hours	Actual contact hours per week
<b>C</b>	No. of Laboratory hours	Actual contact hours per week
<b>D</b>	No. of hours for projects, assignments, fieldwork, etc	This caters to assignments, independent studies, fieldwork, and other forms of continuous assessment that contribute towards the final grade of the module.
<b>E</b>	No. of hours for preparatory work	This refers to the number of hours a student is expected to spend each week in preparing for lectures and tutorials.

## Modular Credits

A modular credit (MC) is a unit of the effort, stated in terms of time, expected of a typical student in managing his/her workload. The MC-value of a module is derived by dividing the estimated total number of workload hours per week for that module by the credit factor of 2.5 (i.e., one MC is equivalent to 2.5 hours of study and preparation per week). Thus, a 4-MC module would require 10 hours of work a week, including lectures, tutorials, laboratory sessions, assignments, and independent or group study.

## Grade Points

Students receive letter grades for each module taken, except for the cases listed below. Each grade corresponds to a grade point as shown below:

GRADE	GRADE POINT
A+	5.0
A	

GRADE	GRADE POINT
A-	4.5
B+	4.0
B	3.5
B-	3.0
C+	2.5
C	2.0
D+	1.5
D	1.0
F	0

As the above table indicates, a plus (+) or minus (-) suffix added to a grade raises or lowers the grade point value, except in the case of A+, which carries the same grade points as the A grade.

## Cumulative Average Point (CAP)

Academic progress is tracked by the CAP, which is the weighted average grade point of all modules taken by a student. Therefore, a student's CAP is the sum of the module grade points multiplied by the number of MCs for the corresponding module, divided by the total number of MCs. This is represented as follows:

$$\text{CAP} = \frac{\text{sum (module grade point x MCs assigned to module)}}{\text{sum (MCs assigned to all modules used in calculating the numerator)}}$$

Modules with no assigned MCs or grade points are excluded from the calculation of CAP.

There are a number of situations for which no grade points are assigned:

### Completed Satisfactorily/Completed Unsatisfactorily (CS/CU)

A module may be graded on a 'CS/CU' basis, i.e., whether the module has been 'Completed Satisfactorily' (CS) or 'Completed Unsatisfactorily' (CU). CS/CU modules are typically industrial

attachment, internship or enrichment modules. Modular credits will be given for modules that are completed satisfactorily, although no grade point will be assigned. A module is designated 'CS/CU'; unlike modules graded on an S/U basis, it is not an option.

### **Exempted (EXE)**

This grade is awarded when a student is exempted from or given credit for a module under the Advanced Placement process.

### **Incomplete (IC)**

The 'IC' grade is assigned when a student's work is of passing quality but is incomplete for good reasons (e.g., illness during the official examination period). However, even such good reasons will not warrant an 'IC' grade if the work already completed for the module is clearly not of passing quality; instead, students should note that the 'F' grade will be assigned in such cases. A module assigned an 'IC' grade normally cannot be used to fulfil the pre-requisite of a higher-level module. Should a student choose to repeat the module in a subsequent semester, none of the work done previously may be carried forward for assessment purposes.

### **In Progress (IP)**

For a module that extends beyond more than one semester, evaluation of a student's performance is deferred until the completion of the module. The provisional grade of 'IP' is assigned in the intervening semesters. This is replaced with the final grade when the student completes the module.

### **Satisfactory/Unsatisfactory (S/U)**

Undergraduate students may elect to have certain modules graded on a 'Satisfactory/Unsatisfactory' (S/U) basis subject to certain **conditions (/registrar/academic-information-policies/undergraduate-students/continuation-and-graduation-requirements#SU#SU)**. For graduate students, please refer to your Faculty/School for advice.

### **Withdrawn (W)**

When a student withdraws from a module between the first day of Week 3 of the instructional period and the last day of the Recess Week, a 'W' grade will be recorded in the transcript. Withdrawals after this period (i.e. from the first day of Week 7 of the instructional period) will result in an 'F' grade, which will be included in the computation of the CAP and will not be eligible for the S/U option.

<sup>2</sup> *Dentistry (Undergraduate), Law, and Medicine (Undergraduate) are currently not on the modular system.*

# Undergraduate

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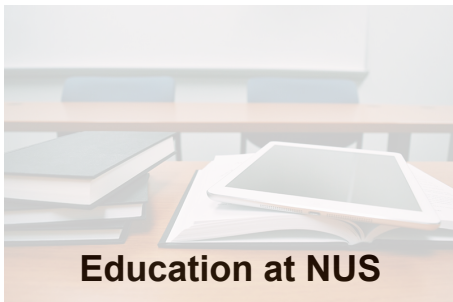
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## Undergraduate Education

University education at NUS aims at cultivating well-informed and articulate people capable of critical thinking and learning. To meet this objective, NUS undergraduate programmes strive for a healthy balance that would satisfy both the specialisation needed for a subject major and the broader expectations of University education.

The undergraduate curriculum comprises three main components, namely, University Level Requirements (ULR), Programme Requirements, and Unrestricted Elective Modules (UEM). Whereas Programme Requirements privilege depth, ULR and UEM are designed to foster breadth of learning. For more information, you may refer to these links:



**Education at NUS**

**Modular System**



**Curriculum  
Structure**

**Degree  
Requirements**



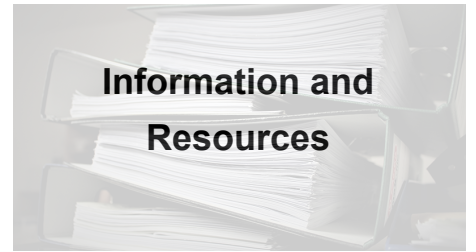
**Continuation and  
Graduation  
Requirements**

**General Education**





## Faculties



(/registrar/academic-information-policies/undergraduate-students/special-programmes)

(<http://www.nus.edu.sg/education>)

(/registrar/academic-information-policies/undergraduate-students/information-and-resources)

## Design Your Own Module

# Curriculum Structure

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[/ Curriculum Structure](#)

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The module requirements of the undergraduate curriculum provide the structure to ensure broad-based learning combined with depth of specialisation. As mentioned, they are organised around three categories of requirements: University Level Requirements, Programme Requirements, and a set of Unrestricted Elective Modules.

## (A) University Level Requirements

These requirements aim to broaden a student's intellectual horizon, to develop critical and creative thinking skills for independent learning, and to promote spoken and written articulacy.

### **FOR STUDENTS ADMITTED FROM AY2015/16**

University Level Requirements comprise General Education (GE) which aims to connect disciplinary knowledge and perspectives with the skills needed for lifelong learning beyond the university.

## **General Education**

The GE curriculum consists of modules that cut across the wide range of disciplines that a comprehensive university offers. It encourages students to explore disciplinary practices and thinking in the humanities, social sciences, sciences and engineering sciences. The GE curriculum also engages all students in discussions about the social, cultural, scientific, and historical topics that will, at the same time, lay the foundations for important life skills such as critical thinking, communication, and reasoning. In a nutshell, the NUS GE curriculum aspires to inculcate the habits or qualities of mind that define a successful graduate.

GE consists of five pillars:

1. Human Cultures
2. Asking Questions
3. Quantitative Reasoning

#### 4. Singapore Studies

#### 5. Thinking and Expression

All students (except those from the Faculties of Dentistry and Law, and the School of Medicine) are required to read and pass five GE modules, one from each pillar. Students are strongly encouraged to complete the GE modules within the first two years of their candidature.

### **FOR STUDENTS ADMITTED BEFORE AY2015/16**

University Level Requirements consist of General Education, Singapore Studies and Breadth modules.

## **General Education**

General Education (GE) is concerned with the knowledge, abilities and mindset that characterise a well-educated individual. Implicit in GE at NUS is the idea that undergraduate education should go beyond its traditional focus on the understanding and application of knowledge; it should seek to empower learners to question and to critically evaluate what is presented to them as knowledge, and to engage in inquiry, discovering and constructing knowledge on their own. Accordingly, GE modules fall into two broad Subject Groups and two broad Focus Groups.

## **Subject Groups:**

Group A – Science & Technology

Group B – Humanities & Social Sciences

The reason for the division into two subject groups is that it is valuable for students in one area of specialisation to be exposed to the knowledge and ways of thinking in the other area.

## **Singapore Studies**

Singapore Studies aims to strengthen a student's understanding of the economy, geography, history, politics, and society of Singapore. The modules are designed to expose students to different perspectives on the critical issues confronting Singapore, and a deep appreciation of the conditions affecting decision-making in a Singapore operating within a regional and global context.

All students (except those from the Faculties of Dentistry and Law, and the School of Medicine) are required to read and pass one Singapore Studies module within the period of their candidature. Students from Dentistry, Law, and Medicine may still take a Singapore Studies module for enrichment purposes.

Students may not take Singapore Studies modules that are cross-listed with their major subjects to fulfill their Singapore Studies requirements. A set of **FAQs (</registrar/academic-information-policies/undergraduate-students/curriculum-structure/faqs-for-singapore-studies/>)** has also been compiled with more details. Students may take Singapore Studies modules to satisfy breadth if the Singapore Studies requirement has already been satisfied and the module is outside the student's home faculty.

## Breadth Modules

This requirement provides students with the opportunity to read modules outside their chosen area(s) of study, i.e., modules beyond their Faculty/School's offerings

## (B) Programme Requirements

Programme Requirements comprise Faculty and Major requirements.

### Faculty Requirements

These serve to introduce a student to the different disciplines in a Faculty or to certain basic areas of study that prepare a student to pursue a particular discipline.

### Major Requirements

These provide specialised education in a subject and include both 'essential' and 'elective' modules. Whereas the former are concerned with the core knowledge and abilities expected of a graduate majoring in the discipline, the latter combine the flexibility of choice with further specialisation within the discipline. Major requirements may include relevant modules from other Departments.

## (C) Unrestricted Elective Modules

These allow students to explore greater breadth or depth in any subject and at any level. Students may use these modules to meet the requirements for a specialisation, minor, double major, double degree, or concurrent Bachelor-Master degree.

With effect from AY2019/20, students have another option of fulfilling up to 4 MCs of their Unrestricted Elective (UE) requirement with **Design Your Own Module (DYOM)** (</registrar/academic-information-policies/undergraduate-students/design-your-own-module>). DYOM allows students to choose what they want to learn, how they wish to learn, and from whom they wish to learn.



# Degree Requirements

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[/ Degree Requirements](#)

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A programme leading to a Bachelor's degree requires a minimum of 120 MCs. A student will typically take about 3 years to complete such a programme. A programme leading to a Bachelor's degree with Honours requires a student to complete a minimum of 160 MCs. It will usually take a student about 4 years to complete an Honours programme. To achieve the required credits within 3 or 4 years as indicated above, typically a student would need to complete an average of 20 MCs per semester. Besides passing the prescribed number of modules, a student must fulfil all other requirements specified by the University and the Faculty/Department in order to graduate.

The limit on the number of Level-1000 modules to be counted towards fulfillment of graduation requirements is 60 MCs for both 120-MC and 160-MC programmes, excluding:

- CFG1010 Roots and Wings – Personal and Interpersonal Effectiveness 1.0 (2 MCs)
- CFG1002 Career Catalyst (2 MCs)<sup>#</sup>
- ES1103 English for Academic Purposes (4 MCs).
- Modules under the Design-Your-Own-Module (DYOM) initiative.

<sup>#</sup>*Exclusion of CFG1002 from limit on Level-1000 modules is applicable to:*

1. *BIZ, FASS, FoS, SoC, SDE, and FoE students from Cohort AY2016/17 onwards.*

Nevertheless, Faculties could set more stringent requirements. Students who wish to pursue an Honours degree are generally required to complete an Honours thesis/project. A summary of the basic degree requirements for the Bachelor's and Bachelor with Honours programmes is tabulated below.

## Basic Degree Requirements for the Bachelor's and Bachelor with Honours Programmes

For students admitted before AY2015/16

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<b>DEGREE REQUIREMENTS</b>	<b>BACHELOR'S DEGREE PROGRAMME</b>	<b>BACHELOR WITH HONOURS DEGREE PROGRAMME</b>
<b>MCs</b>	<b>MCs</b>	
<b>University Level*</b>		
General Education	8	8
Singapore Studies	4	4
Breadth	8	8
Sub-total	<b>20</b>	<b>20</b>
<b>Programme</b>		
Faculty	12 – 16	16
Major	60 – 72	88 – 110
Sub-total	<b>72 – 88</b>	<b>100 – 126</b>
<b>Unrestricted Elective Modules</b>	<b>16 – 28</b>	<b>18 – 36</b>
<b>Minimum MCs required for graduation</b>	<b>120</b>	<b>160</b>

For students admitted from AY2015/16

<b>DEGREE REQUIREMENTS</b>	<b>BACHELOR'S DEGREE PROGRAMME</b>	<b>BACHELOR WITH HONOURS DEGREE PROGRAMME</b>
<b>MCs</b>	<b>MCs</b>	
<b>University Level*</b>		
General Education	20	20
Sub-total	<b>20</b>	<b>20</b>
<b>Programme</b>		
Faculty	12 – 16	12 - 16
Major	60 – 72	88 – 110

<b>DEGREE REQUIREMENTS</b>	<b>BACHELOR'S DEGREE PROGRAMME</b>	<b>BACHELOR WITH HONOURS DEGREE PROGRAMME</b>
Sub-total	<b>72 – 88</b>	<b>100 – 126</b>
<b>Unrestricted Elective Modules</b>	<b>16 – 28</b>	<b>18 – 36</b>
<b>Minimum MCs required for graduation</b>	<b>120</b>	<b>160</b>

*\* These requirements do not apply to USP Programme.*

The tables above are generally not applicable to programmes offered by Dentistry, Law and Medicine. Though not required to do so, students from these Faculties may read General Education, Singapore Studies or disciplinary modules for enrichment purposes.

# Continuation and Graduation Requirements

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[/ Continuation and Graduation Requirements](#)

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Minimum standards are set for continuation in a programme of study and graduation. This section covers the following:

- **CAP for Continuation and Graduation**
- **Degree Classification**
- **Residency Requirement and Period of Candidature**
- **Minimum MC Requirements for Programme/Major/Second Major and Minor**
- **Advanced Placement Credits and Exemptions**
- **Satisfactory / Unsatisfactory (S/U) Option**

## CAP for Continuation and Graduation

For students admitted before AY2016/2017:

To graduate, an undergraduate student must have a minimum CAP of 2.00. To remain in good academic standing, and to continue in an undergraduate programme of study, a student may **not** have:

- CAP below 2.00 (but  $\geq 1.50$ ) for three consecutive semesters; or
- CAP below 1.50 for two consecutive semesters.

For any semester in which the student's CAP falls below 2.00 (but  $\geq 1.50$ ), that student will be issued an academic warning. If, in the following semester, the student's CAP again falls below 2.00, s/he will be placed on probation. If the student's CAP remains below 2.00 for the third consecutive semester, the student will be issued a letter of dismissal by the Registrar and denied re-admission.

For students whose CAP falls below 1.50 for two consecutive semesters, they will be placed on probation for the first semester, followed by dismissal in the second semester.

For students admitted from AY2016/2017 onwards:

To graduate, an undergraduate student must have a minimum CAP of 2.00. To remain in good academic standing, and to continue in an undergraduate programme of study, a student may not have CAP below 2.00 for two consecutive semesters.

For any semester in which the student's CAP falls below 2.00, s/he will be placed on probation. If the student's CAP remains below 2.00 for the second consecutive semester, the student will be issued a letter of dismissal by the Registrar and denied re-admission.

A dismissed student may submit an appeal if there are extenuating circumstances, to the relevant Faculty/Department within two calendar weeks of the last day of the release of each semester's examination results. Normally every student is allowed only one such appeal per candidature. If the appeal is rejected, the student will not be re-admitted. If the outcome of the appeal is positive, the student will be given one semester in which to achieve the minimum CAP required for continuation and graduation.

## Degree Classification

The criteria for degree classification applicable to students admitted from AY2012/2013 onwards are as follows:

<b>HONOURS DEGREE CLASSIFICATION <sup>(i)</sup></b>	<b>CRITERIA</b>
Honours (Highest Distinction)	CAP 4.50 and above <sup>(ii)</sup>
Honours (Distinction)	CAP 4.00 – 4.49
Honours (Merit)	CAP 3.50 – 3.99
Honours	CAP 3.00 – 3.49
Pass	CAP 2.00 – 2.99
<b>Bachelor's Degree Classification <sup>(iii)</sup></b>	<b>Criteria</b>
Pass with Merit	CAP 3.00 and above
Pass	CAP 2.00 – 2.99

- (i) This refers to 160-MC degree programmes.
- (ii) Particular Faculties/Schools may stipulate other requirements.
- (iii) This refers to 120-MC degree programmes.

## Residency Requirement and Period of Candidature

The University has established a minimum residency requirement, normal candidature and maximum candidature for all NUS degrees, including joint and double degrees with foreign universities.

### A. Residency Requirement

A student registered for a Bachelor's degree must complete at least 50% of required MCs for the degree programme with NUS modules which are defined as all modules taught, co-taught, supervised or co-supervised by one or more NUS faculty members. These MCs must be earned from graded modules with assigned grade points or modules with an 'S' or 'CS' grade.

Students admitted prior to AY2014/2015 should refer to the General Information section of the **archived NUS Bulletin** (<http://www.nus.edu.sg/nusbulletin/>) for the residency requirement relevant to their year of admission.)

### B. Normal Candidature

The normal candidature period refers to the normal duration that students are expected to take to complete a programme of study. The normal candidature periods for the various types of degree programmes are indicated in the table below:

S/N	DEGREE TYPE	NORMAL CANDIDATURE PERIOD*
1	Single Degree/Joint Degree Programme (120 MC)	6 consecutive semesters
2	Single Degree/Joint Degree Programme (160 MC), Bachelor of Laws and Bachelor of Dental Surgery	8 consecutive semesters
3	Bachelor of Medicine and Bachelor of Surgery	10 consecutive semesters

S/N	DEGREE TYPE	NORMAL CANDIDATURE PERIOD*
4	Double Degree Programme (DDP): a. graduating with single honours b. graduating with double honours	a. 9 consecutive semesters  b. 10 consecutive semesters

\* The normal candidature period is defined here to exclude all approved Leave of Absence (LOA) periods.

In addition, with effect from AY2015/16, all new and returning students# are required to read at least 18 MCs every semester throughout their candidature, except during the following semesters when they are allowed to read fewer MCs:

- the final semester before completion of all graduation requirements for the degree; and
- the semester in which the students are undergoing industrial attachment or doing their final year projects.

For more details, please view the Frequently Asked Questions **here**

(<https://share.nus.edu.sg/registrar/student/info/FAQ-Minimum-Workload.pdf>).

#Not applicable to students from the Faculty of Law, Faculty of Dentistry, and students enrolled in the Bachelor of Medicine and Bachelor of Surgery programme – please refer to respective Faculties for advice on the minimum workload to be maintained.

### C. Maximum Candidature

The maximum candidature period refers to the maximum duration that students can be given to complete a programme of study, failing which a student's candidature will be terminated. The maximum candidature periods for the various types of degree programmes are indicated in the table below:

S/N	DEGREE TYPE	MAXIMUM CANDIDATURE PERIOD*

S/N	DEGREE TYPE	MAXIMUM CANDIDATURE PERIOD*
1	Single Degree/Joint Degree Programme (120 MC)	8 consecutive semesters
2	Single Degree/Joint Degree Programme (160 MC), Bachelor of Laws and Bachelor of Dental Surgery	10 consecutive semesters
3	Bachelor of Medicine and Bachelor of Surgery	12 consecutive semesters
4	Double Degree Programme (DDP) which may involve between 180 MC and 200 MC	12 consecutive semesters

*\* The maximum candidature period is defined here to exclude all approved Leave of Absence (LOA) periods*

In general, students who have completed their degree requirements by the 6th semester or earlier for 120-MC programmes and the 8th semester or earlier for 160-MC programmes, may be allowed (subject to Home Faculty's approval) one additional semester of study (either a regular semester or Special Term) to improve their CAP standing subject to their reading.

In the case of the additional semester being a regular semester,

- a minimum workload of 18 MCs, and
- only Level-3000 or higher modules

In the case of the additional semester being the Special Term,

- only Level-3000 or higher modules

Additionally, students are not allowed to opt for a new Minor, Second Major or Double Degree programme beyond the end of the 5th semester of study.

## Minimum MC Requirements for Programme/Major/Second Major and Minor

For students admitted from AY2014/2015 onwards:



- Programme/Major/Second Major: A minimum 60% of Programme/Major/Second Major credits must be earned from NUS modules which are defined as all modules taught, co-taught, supervised or co-supervised by one or more NUS faculty members. These would consist of graded modules with assigned grade points, or modules with an 'S' or 'CS' grade. The other 40% of credits may be earned through credit transfers, advanced placement and exemptions, provided these MCs are earned from modules deemed relevant to the particular Major/Programme.
- Minor Programmes: A minimum 16 MCs of the Minor requirements must be earned from NUS modules which are defined as all modules taught, co-taught, supervised or co-supervised by one or more NUS faculty members, unless indicated otherwise by Faculties/Departments for specific minors. These would consist of graded modules with assigned grade points, or modules with an 'S' or 'CS' grade. The other 8 MCs may be earned through credit transfers, advanced placement and exemptions, provided these MCs are earned from modules deemed relevant to the particular Minor programme. Please refer to this **page (/registrar/academic-information-policies/undergraduate-students/special-programmes/minor-programmes)** for more information on Minor Programmes.

(Students admitted prior to AY2014/2015 should refer to “MCs excluded from CAP Computation” in the General Information section of the **archived NUS Bulletin** (<http://www.nus.edu.sg/nusbulletin/>) relevant to their year of admission.)

## Advanced Placement Credits and Exemption

Advanced placement credits (APCs) or exemption may be granted for NUS modules taken and passed prior to admission to the University, for modules completed at another tertiary institution recognised by the University, or based on performance in placement tests set by the relevant Faculty.

The granting of APCs or exemption is subject to the following:

Non-NUS modules/diploma	<ul style="list-style-type: none"> <li>• Must <u>not</u> have been used to count towards the award of any other degree</li> <li>• Must have been completed within the last 5 years prior to the date of admission to the University</li> <li>• Transfer of credits for modules will take place without transfer of grades</li> </ul>

NUS modules	<ul style="list-style-type: none"> <li>• APCs with grade transfer will be granted when student has received a pass (C or better)</li> <li>• Satisfactory/Unsatisfactory (S/U)* grading option for these modules can be exercised, subject to the rules of students' home faculty, during the S/U option exercise conducted at the end of the first semester</li> </ul>
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A. Holders of G.C.E. 'A' Levels, International Baccalaureate or equivalent qualifications who have completed university modules or placement tests through the above-mentioned routes may be granted APCs in relevant modules for up to a maximum of 40 MCs, as follows:

(i) From AY2008/09 to AY2014/15,

1. Up to 8 MCs for the University Level Requirements;
2. Up to 12 MCs for Unrestricted Elective Modules; and
3. Up to 20 MCs for Programme Requirements.

(ii) With effect from AY2015/16

1. Up to 20 MCs for Unrestricted Elective Modules; and
2. Up to 20 MCs for Programme Requirements.

Such students should apply to the Dean's Office of their home faculty for APCs at the point of admission to the University.

B. Diploma holders of approved programmes from Polytechnics in Singapore admitted to a 120-MC or 160-MC programme may be granted APCs in relevant modules for up to a maximum of 40 MCs, as follows:

(i) From AY2004/05 to AY2014/15

- Up to 8 MCs for University Level Requirements, comprising one General Education Module and one Breadth Module;
- Up to 12 MCs for Unrestricted Elective Modules; and
- Up to 20 MCs for Programme Requirements.

With effect from AY2011/12, for diploma holders to be granted the relevant APCs Programme Requirements, the diploma must have been completed within the last 5 years prior to the year of admission to the University.

However, the 20 MCs of APCs for the University Level Requirements and Unrestricted Elective Modules will be awarded to all diploma holders of approved programmes from Polytechnics in Singapore, regardless of when the diploma was completed, in recognition of the overall knowledge gained from a Polytechnic education. These 20 MCs of APCs are tagged at Level-1000. However, the 12 MCs from Unrestricted Electives will not be counted against the 60-MC limit on Level-1000 modules. This is because many Level-1000 modules are essential modules that students must complete before they can progress to the next level. For Polytechnic diploma holders admitted to the Faculty of Arts and Social Sciences, all 20 MCs of APCs will be counted against the 60-MC limit on Level-1000 modules.

(ii) With effect from AY2015/16

- Up to 20 MCs for Unrestricted Elective Modules; and
- Up to 20 MCs for Programme Requirements.

For diploma holders to be granted the relevant APCs Programme Requirements, the diploma must have been completed within the last 5 years prior to the year of admission to the University. However, the 20 MCs of APCs for the Unrestricted Elective Modules will be awarded to all diploma holders of approved programmes from Polytechnics in Singapore, regardless of when the diploma was completed, in recognition of the overall knowledge gained from a Polytechnic education. These 20 MCs of APCs are tagged at Level-1000 but will not be counted against the 60-MC limit on Level-1000 modules. This is because many Level-1000 modules are essential modules that students must complete before they can progress to the next level.

C. Students from other tertiary institutions recognised by the University who have declared themselves as transfer students at the point of application for admission and are seeking APCs or exemption should apply to the Dean's Office of the Faculty concerned within the first week of the first semester of study. Please note that such APCs or exemption applications will be considered only at the point of admission to the University and approvals are subjected to the following:

(i) In AY2014/15

- The residency requirement (see **here** for details)#;

- The minimum MC requirements for Programme/Major/Second Major and Minor (see **here** for details)#; and
- Up to 8 MCs for University Level Requirements

*(# Students admitted prior to AY2014/2015 should refer to the residency requirement and limit on the number of MCs excluded from CAP computation in the General Information section of the **archived NUS Bulletin** (<http://www.nus.edu.sg/nusbulletin>) relevant to their year of admission).*

(ii) With effect from AY2015/16

- The residency requirement (see **here** for details); and
- The minimum MC requirements for Programme/Major/Second Major and Minor (see **here** for details).

## Satisfactory/Unsatisfactory option

The Grade-free scheme, in the form of Satisfactory / Unsatisfactory (S/U) option, aims to provide a supportive and enabling environment for NUS undergraduates to make a successful transition into the academic and social culture of university life. It serves to facilitate a transformation in students' mindsets towards grades and learning in the university setting, as well as enable students to leverage opportunities for a holistic education. The Satisfactory/ Unsatisfactory (S/U) option is also intended to encourage students to pursue their intellectual interests, without undue concern that exploring a new subject area may adversely affect their CAP.

At the end of a semester, letter grades for modules will be released to students. Under the S/U mechanism, students may choose to retain the letter grade and have it factored into the computation of their Cumulative Average Point (CAP), or choose to exercise the S/U option on a module, in which case the letter grade will not be shown on the transcript nor computed towards the CAP.

An 'S' grade is assigned if a student receives a 'C' grade or above for the module. Conversely, students will receive a 'U' if the grade obtained is lower than a 'C' grade. Students will receive credits towards the degree only if they attain a 'Satisfactory' (S) grade.

For students admitted from AY2014/2015 and AY2015/2016:

Up to 32 MCs may be taken on an S/U basis, which may be exercised as follows:

- during the student's first semester, for up to 20 MCs; and

- any time during a student's candidature, for up to 12 MCs.

Once an 'S' or 'U' grade is assigned to a module, it will count towards the 32-MC limit that can be taken on an S/U basis.

For students admitted from AY2016/2017 onwards:

In general, students may exercise the S/U option for up to 32 MCs in the first two regular semesters; if this is not fully utilised, the S/U option may still be exercised in subsequent semesters, for up to 12 MCs.

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 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 MCs in the first two regular semesters; if this is not fully utilised, the S/U option may still be exercised in subsequent semesters, for up to 12 MCs.
- 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 MCs anytime during their candidature, including the first two regular semesters.
- iii. Students with a prior university degree are not eligible for the grade-free scheme.

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

In addition, students may only read up to a maximum of 23 MCs during the first semester and 27 MCs for students on specific special programmes like double degree programmes, concurrent degree programmes, University Scholars Programme, Faculty of Engineering's Engineering Scholars and Innovation & Design Programmes, and Faculty of Science's Special Programme in Science.

The S/U declaration exercise will be conducted upon the release of examination results and will end by the stipulated deadline, which will be announced each semester. Students will exercise their S/U option during this period for any module that permits the S/U option. Thereafter, the student's decision will be considered final.

This scheme is not applicable to undergraduate students from Law, Medicine (except Nursing), Dentistry and Yale-NUS College.

For more details, please visit the S/U option home page in the Student Portal by clicking **here** (<https://myportal.nus.edu.sg/studentportal/academics/ug/su-homepage.html>).

(Students admitted prior to AY2016/2017 should refer to the S/U policy relevant to their year of admission in the Student Portal.)

# General Education

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NUS seeks to provide students with a holistic education. This means being trained for not just a specialization, but also developing the quality of mind of a generalist. General Education at NUS prepares students to think deeply, ask critical questions, make logical inferences, and debate issues related to the diverse and changing cultural landscape occurring across the globe.

General Education co-exists with the regular academic curriculum but it differs from other modules in two respects. First, it develops aspects of knowledge and abilities that we expect of learned individuals, not just the knowledge and abilities required in the specialisation of a particular discipline or profession. Second, it inculcates higher-order qualities of the mind that make a person erudite, as opposed to the practical know-how and skills for daily life.

General Education connects inter-disciplinary knowledge and perspectives with competencies and mindsets needed for lifelong learning beyond university. General Education seeks to impart the capacity to continue engaging in inquiry beyond an NUS graduate's domain of expertise, and the literacy to participate in issues of civic and general interest, long after leaving the university.

**For students  
admitted from  
AY2015/16**

**For students  
admitted before  
AY2015/16**

# Five Pillars

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/ Five Pillars

The five pillars that form General Education are **Human Cultures**, **Thinking and Expression**, **Singapore Studies**, **Asking Questions**, and **Quantitative Reasoning**. Except for Asking Questions (GEQ1000) and Quantitative Reasoning (GER1000) that are single-module pillars, there is an extensive range of modules offered under the other three pillars.

Each General Education Module (GEM) carries 4 Modular Credits (MCs). To satisfy the University Level Requirements for General Education, **students** are required to read one GEM from each pillar (Total: 20 MCs).

Students are strongly advised to read the **FAQ** (/registrar/academic-information-policies/undergraduate-students/general-education/general-education-faqs) for more information on General Education Requirements.

A short description of each pillar is provided below. Please click **here** (<https://wiki.nus.edu.sg/display/moduletrailers/Module+Trailers+Table>) to view the module trailers:

**Collapse All -**

## Human Cultures

-

Cultures are sets of shared attitudes, values, goals, and practices that are associated with a field, an activity, or a societal characteristic. This pillar cultivates an understanding of how differing cultural understandings have shaped human societies and the human condition, knowledge, beliefs, behaviour, scientific and technological innovations.

- Presented from a disciplinary or multidisciplinary perspective



- Consists of elements that promote intercultural understanding
- Introduces global awareness

Students will learn how various disciplines inform our knowledge of civilizations and cultures, as well as scientific/technological realms.

Educational Philosophy: nurturing understanding and sensitivity to diverse perspectives and cultures.

## Thinking and Expression

-

This pillar seeks to develop critical thinking (challenging of assumptions, offering of varied or multiple perspectives) through the analysis, formulation, and articulation of ideas and arguments.

- Develops dimensions of critical thinking and expression, with activities allowing for rigorous debates and active development of viewpoints
- Promotes reflexivity, meta-awareness, and thoughtful critique
- Offers opportunities for expression of viewpoints through various mediums of communication (digital, oral, written, art, performance, etc.)

Students will acquire the requisite critical thinking, oral and written and communication competencies that mark an effective communicator. Students will also learn to frame and articulate specific positions through various means of communication (oral, written, digital, etc.), striving for clarity of thought.

Educational Philosophy: nurturing thoughtful and able communicators.

## Singapore Studies

-

This pillar addresses the issues and challenges confronting Singapore society. Apart from aspects drawn from Singapore's history, politics and economy, other topics/themes could include: medicine (healthcare, aging); the environment (biodiversity and sustainability); infrastructure, transportation and resource management; technology (data analytics, digital economy, AI, Smart Nation); the future economy and industry.

- Develops insights about the Singapore context and/or how Singapore relates to the region and the world
- Positions Singapore as the primary focus and point of departure
- Situates a Singapore issue in the Asian/ASEAN context
- Relates Singapore to the global

Students will demonstrate a critical awareness of contemporary and/or future issues that impact Singapore society.

Educational Philosophy: nurturing responsible and informed citizenship, and intercultural awareness.

## Asking Questions

-

This pillar aims to provide students with an opportunity to be immersed in a significant topic to develop broader insights and perspectives. The focus is on engaging in a rigorous dialogue and to learn to pose good questions about the issue that is discussed.

Students will demonstrate an ability to ask insightful questions and to engage holistically and actively with the selected topic. Students will also learn to identify thoughtful questions and develop critiques and reflections. Find out more details **here** (<https://wiki.nus.edu.sg/pages/viewpage.action?pageId=194740263>).

### **Notes:**

- Students admitted in AY2015/16 and beyond, and who are residents of RVRC may read GEQ1917 Understanding and Critiquing Sustainability to fulfil the "Asking

Questions" pillar.

- Students admitted in AY2015/16 (except those from the Ridge View Residential College (RVRC)) are required to read one module each from the four pillars (Human Cultures (GEH), Quantitative Reasoning (GER), Singapore Studies (GES), and Thinking and Expression (GET)). Students are also required to take an additional module from one of these pillars: GEH, GES or GET, or a module from the "Asking Questions" pillar to fulfil the GE requirements.
- With the launch of the "Asking Questions" pillar in Semester 2, AY2016/17, all students admitted in AY2016/17 and beyond (except those from RVRC, and those taking the full USP/UTCP) are required to read a module from the "Asking Questions" pillar to fulfil the GE requirements.

Students will demonstrate a critical awareness of contemporary and/or future issues that impact Singapore society.

Educational Philosophy: nurturing responsible and informed citizenship, and intercultural awareness.

## Quantitative Reasoning

-

This pillar teaches different models of reasoning, how to organise data and information, analyse, make inferences and construct and/or refute arguments that contribute to our knowledge about the disciplines and the world.

Students will acquire skills to make sense of, model, generate, synthesise, evaluate and make inferences from available data and knowledge. Find out more details **here** (<https://wiki.nus.edu.sg/pages/viewpage.action?pageId=194740263>).

*Notes:*

- *Students admitted in AY2015/16 and who are enrolled in the University Scholars Programme (USP) or University Town College Programme (UTCP) (taking the full USP/UTCP) are not*

*required to read the General Education Modules from the above five pillars, as they will fulfil their University Level Requirements as part of their USP or UTCP respectively.*

- Students admitted from AY2016/17 onwards and who are enrolled in USP or UTCP (taking the full USP/UTCP) are required to read a module from the **Quantitative Reasoning** pillar in partial fulfilment of the University Level Requirements for General Education. These students are not required to read the General Education Modules from the remaining pillars, as they will fulfil their remaining University Level Requirements as part of their USP or UTCP respectively.*
- For a small number of GEMs which are specially approved for inclusion in some FASS Major/Second Major/Minor requirements, students reading such GEMs can only count them to either the General Education requirements or the Major/Second Major/Minor requirements, but not both (i.e., no double counting is allowed).*
- Modules read from overseas/partner universities while students are on Student Exchange Programmes/Summer Programmes/Winter Programmes/Study Abroad Programmes cannot be used to fulfil the General Education requirement.*
- Polytechnic Diploma holders admitted from AY2015/16 are not allowed to use their Advanced Placement Credits (APCs) to replace a GEM. All students admitted from AY2015/16 are required to read five GEMs.*

*Information Accurate as of 30 August 2018*

# Frequently Asked Questions for Students Admitted From AY2015/16

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## General -

### 1. Students from Cohort AY2014/15 and before read GEMs from Group A or Group B, but the GE curriculum is different for me. Why?

Students admitted from AY2015/16 onwards (except students from Law, Medicine, Dentistry) will experience a new curriculum introduced by the GE Reform. The curriculum has the following five pillars:

- Human Cultures
- Asking Questions
- Quantitative Reasoning
- Singapore Studies
- Thinking and Expression

Students are required to read one module from each pillar, to fulfil their GE requirements

### 2. I'm a first-year student. My questions are:

#### (a) Must I take my GEMs in the first semester?

Students are strongly encouraged to complete their GE requirements within the first two years of their candidature, as GE is meant to be foundational.

**(b) Do I need to read 20 MCs of GEMs every year, or is the 20 MCs requirement for the entire course of study?**

You need to read 20 MCs of GEMs throughout your entire course of study.

**(c) I notice that all the GEH/GEQ/GER/GES/GET modules are Level-1000 – does that mean that I must complete all five modules in Year 1?**

Students are strongly encouraged to complete all five modules within the first two years of their candidature.

## Module/Cohort-specific

-

**3. I am confused by the different module prefixes: GEM, GEK, SS, GEH, GEQ, GER, GES and GET. What are the differences?**

(i) GEM/GEK/SS modules are read by students admitted before AY2015/16 to fulfil GE/Singapore Studies requirements. Students admitted from AY2015/16 cannot read these modules.

(ii) To fulfil GE requirements, you need to read a module each with the following prefixes:

- **GEH**– to fulfil the **H**uman Cultures pillar
- **GEQ**– to fulfil the **A**sking **Q**uestions pillar
- **GER**– to fulfil the **Q**uantitative **R**easoning pillar
- **GES**– to fulfil the **S**ingapore Studies pillar
- **GET**– to fulfil the **T**hinking and Expression pillar

(iii) To fulfil the GE requirements, students admitted in AY2015/16 (except those from the Ridge View Residential College (RVRC)) will be required to read one module each from the four pillars (Human Cultures (GEH), Quantitative Reasoning (GER), Singapore Studies (GES), and Thinking and Expression (GET)). Students are also required to take an additional module from one of these pillars: GEH, GES or GET, or a module from the “Asking Questions” pillar.

(iv) Students admitted in AY2015/16 and beyond, and who are residents of RVRC are allowed to read *GEQ1917 Understanding and Critiquing Sustainability* as fulfilment of the "Asking Questions" pillar.

**4. I have been pre-allocated *GER1000 Quantitative Reasoning*/ *GEQ1000 Asking Questions*, but I prefer to read it in another semester. What should I do?**

Students will not be able to choose the semester to read GER1000/ GEQ1000. The pre-allocation guidelines for GER1000/ GEQ1000 can be found **here** (<https://wiki.nus.edu.sg/display/GEQGER/Pre-allocation+Guidelines>).

**5. Please advise where I can find a list of Quantitative Reasoning (GER) and Asking Questions modules.**

*GER1000 Quantitative Reasoning* is the only module offered under the Quantitative Reasoning pillar. Similarly, *GEQ1000 Asking Questions* is the only module offered under the Asking Questions pillar.

**6. Is it compulsory for FASS and Bachelor of Environmental Studies (BES) students to take GET1031A/GET1050 to fulfill the Thinking and Expression pillar?**

Yes, it is compulsory for FASS and BES students from Cohort AY2017/18 onwards to take *GET1031A Computational Thinking*/ *GET1050 Computational Reasoning* to fulfil the Thinking and Expression pillar.

- FASS and BES students from Cohort AY2017/18 onwards, and who are enrolled in the University Scholars Programme (USP) or University Town College Programme (UTCP) will still be required to read GET1031A/GET1050. GET1031A/GET1050 will count towards these students' Unrestricted Elective (UE) requirement.

The only exception is for FASS & BES students from Cohort AY2017/18 onwards that took UTC1702% coded module(s) offered by RC4.

**7. I am an English Literature major – can I read a GEM in English Literature to satisfy my Major requirement?**

Only a small number of GEMs have been specially approved for inclusion in some FASS Major/Second Major/Minor requirements, students reading such GEMs can only count them to either the General Education requirements or the Major/Second Major/Minor requirements, but not both (i.e., no double counting is allowed).

If the GEH module in English Literature has been specially approved for inclusion in your Major requirement, you can read that module to fulfil your Major requirement. You will have to take another GEH module to fulfil the Human Cultures pillar of the GE requirement.

**8. May I read two GEMs from one pillar, and use one of them to replace a module from another pillar?**

No, students are required to read a module from each pillar, in order to fulfil their GE requirements.

The only exception is for students admitted in AY2015/16, and who are not from RVRC. These students read one module each from the four pillars (Human Cultures (GEH), Quantitative Reasoning (GER), Singapore Studies (GES), and Thinking and Expression (GET)). Their fifth GEM can be from the GEH, GES or GET pillar, or the Asking Questions (GEQ) pillar.

**9. I am a polytechnic diploma holder – which GEM am I granted Advanced Placement Credits (APCs) for?**

Polytechnic Diploma holders admitted from AY2015/16 onwards are not allowed to be granted APCs for a GEM. All students admitted from AY2015/16 onwards are required to read five GEMs.

**10. I am going for a Student Exchange Programme/Summer Programme/Winter Programme/Study Abroad Programme. Can I take modules from the overseas/Partner University, and have them counted as GEMs? What is the procedure for doing so?**

Students admitted from AY2015/16 onwards are not allowed to read modules from the overseas/Partner University while on the above Programmes, and use them as GEMs to fulfil the GE requirement.



### 11. How do I register for GEMs?

You can register for GEMs via **Module Registration at Education Records System (ModReg@EduRec)** (<https://myedurec.nus.edu.sg/psp/cs90prd/?cmd=login&languageCd=ENG&>) (Navigation: *Academics > Module Registration*).

Students should not register for GEMs that they are not eligible to read (e.g., modules coded with GEM/GEK/SS prefixes).

Students should also ensure that they have **not exceeded** the limit of Level-1000 modules. (Note: The limit on the number of Level-1000 modules to be counted towards fulfilment of graduation requirements is 60 MCs for both 120 MCs- and 160 MCs- programmes, for students admitted from AY2007/08 onwards. Faculties could set more stringent requirements.)

When registering for GEMs, it is the responsibility of students to check the class and examination timetable, and ensure that there are no timetable clashes.

### 12. I did not manage to get the GEM I wanted to read this semester. Are all GEMs offered every semester?

Not necessarily. Some GEMs are offered only in Semester 1, while others may be offered only in Semester 2.

### 13. Where can I find the timetables for the GEMs?

Please refer to **NUSMods** (<https://nusmods.com/>) for all class schedules.

### 14. I understand that we are not allowed to exceed a certain number of MCs per semester. What is the maximum number of MCs I can take?

Please contact your Faculty Dean's Office for clarification.

### 15. How do I know if my GEM has tutorials?

Please refer to **NUSMods** (<https://nusmods.com/>).

**16. Can I read excess GEMs, after completing 20MC of the General Education requirements?**

Yes, excess GEMs can be counted towards your Unrestricted Elective requirements.

*Information Accurate as of 14 May 2019*

# Important Information for Students Admitted Before AY2015/16

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## Part 1: GEM Requirements -

### Part 1: GEM Requirements

GEMs are grouped into 2 subject groups, namely:

1. Subject Group A: Science and Technology
2. Subject Group B: Humanities and Social Sciences.

**For students admitted in Academic Year 2001/02 onwards (except students from Law, Medicine, Dentistry and the University Scholars Programme):** Students will be required to read 2 GEMs (or 8 Modular Credits/MCs) to satisfy the General Education component of the University Level Requirements (see **tables** below).

Students from the **Faculties of Engineering, Science and the School of Computing** will be required to read at least 4 MCs out of 8 MCs of GEMs from **Subject Group B**.

Students from the **Faculties of Arts and Social Sciences and Business Administration** would be required to read at least 4 MCs out of 8 MCs of GEMs from **Subject Group A**.

Students from the **School of Design and Environment** will read 4 MCs of GEMs from **Subject Group A**, and the other 4 MCs of GEMs from **Subject Group B**.

**For students admitted BEFORE AY2007/08**

REQUIREMENTS	BACHELOR'S DEGREE PROGRAMME	BACHELOR WITH HONOURS DEGREE PROGRAMME
University Level		
i. General Education	8 MCs	8 MCs
ii. Singapore Studies	4 MCs	4 MCs
Breadth	8 MCs	16 MCs
Total	20 MCs	28 MCs

**For students admitted with effect FROM AY2007/08**

REQUIREMENTS	BACHELOR'S DEGREE PROGRAMME	BACHELOR WITH HONOURS DEGREE PROGRAMME
University Level		
i. General Education	8 MCs	8 MCs
ii. Singapore Studies	4 MCs	4 MCs
Breadth	8 MCs	8 MCs
Total	20 MCs	20 MCs

**Notes:**

***Each GEM is worth 4 Modular Credits (MCs) unless indicated otherwise.***

Click **here** (</registrar/prospective-students/non-graduating/special-term>) for information on the current Special Term.

## Part 2: Information on General Education Modules (GEMs)

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To facilitate broadening, students **should not select GEMs that are cross-listed** with their declared major areas. Students should take note of the pre-requisites and preclusions of certain GEMs, and should **not register** for GEMs they are not eligible to read. Unless otherwise specified, students may read GEMs of any level.

If you read a GEM that you are precluded from reading, it will **NOT** be counted towards fulfilling your GEM requirement.

Some GEMs are included in the list of modules of a particular Minor programme. In such situations, double-counting may be allowed. Although a module is double-counted as fulfilling two requirements, students would still have to meet the minimum number of MCs required for graduation.

A student may take extra GEMs to fulfill the Breadth requirement, **provided**:

1. The GEM is offered by a Faculty/School OUTSIDE the student's own Faculty/School (please see below \*)
2. The GEM is not cross-listed to any module in the student's own Faculty/School
3. For FASS students: The GEM is NOT offered by CELC

*\* Students are reminded to check the specific requirements for Breadth as stipulated by their respective home Faculties/Schools, **before** taking additional GEMs in-lieu-of Breadth.*

Students should also ensure that they have **not exceeded** the limit of Level-1000 modules if they wish to take GEMs that are at Level-1000. (Note: The limit on the number of Level-1000 modules to be counted towards fulfilment of graduation requirements is 60 MCs for both 3- and 4-year programmes for students admitted from AY2007/08 onwards. Faculties could set requirements that are more stringent.)

### **Notes:**

***It is the responsibility of students to check the class & exam timetable, and ensure that there are no timetable clashes.***

To register for GEMs, log into **Module Registration at Education Records System (ModReg@EduRec)** (<https://myedurec.nus.edu.sg/psp/cs90prd/?cmd=login&languageCd=ENG&>) (Navigation: *Academics > Module Registration*).

*Information Accurate as of 14 May 2019*

# Special Programmes

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NUS offers a wide range of learning opportunities beyond the traditional single-degree programmes offered by individual Faculties/Schools. The undergraduate curriculum is structured with sufficient flexibility to enable students to obtain knowledge in an additional discipline and/or further specialization within a discipline.

The NUS educational experience is not limited by the physical boundaries of the campus or even Singapore. NUS collaborates with some of the world's finest universities to offer special programmes to NUS students.

Students on these special undergraduate programmes would acquire additional sets of skills and are well-placed for multiple career options upon graduation.

Students may choose to pursue only one of the following types of special programmes, i.e., one Double Degree Programme (DDP) or one Concurrent Degree Programme (CDP) or one Concurrent Double Master Programme (CDMP), in a single continuous candidature. They would not be eligible for another special programme until the first one has been completed and they have graduated from it.

Below are University-level special programmes available to undergraduate students. Individual Faculties/Schools also offer other special programmes, details of which are at the **respective Faculties/Schools' websites** (<http://www.nus.edu.sg/education/>).

- **Double Degree Programmes** (/registrar/academic-information-policies/undergraduate-students/special-programmes/double-degree-programmes)
- **Concurrent Degree Programmes** (/registrar/academic-information-policies/undergraduate-students/special-programmes/concurrent-degree-programmes-(cdp))
- **Double/Concurrent/Joint Degree Programmes with Overseas Universities** (/registrar/academic-information-policies/undergraduate-students/special-programmes/double-concurrent-joint-degree-programmes-with-overseas-universities)

- **Double Major Programmes** (/registrar/academic-information-policies/undergraduate-students/special-programmes/double-major-programmes)
- **Minor Programmes** (/registrar/academic-information-policies/undergraduate-students/special-programmes/minor-programmes)
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- **Summer/Winter Programmes** (/registrar/academic-information-policies/undergraduate-students/special-programmes/student-exchange-programmes)

Information on admission to NUS is available at the website of the **Office of Admissions** (<http://www.nus.edu.sg/oam/>).



# Double Degree Programmes

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NUS Double Degree Programmes (DDPs) allow students to graduate with two different degrees in two disciplines from the same Faculty/School or two different Faculties/Schools within NUS. A Double Degree allows some modules taken to be double counted towards the requirements of both degrees, thus enabling the student to complete the two degrees in a shorter period than it would take to complete both degrees separately. In general, a student in a DDP graduating with double Honours will require about five years of study, fulfilling at least 200 modular credits (MCs) to graduate. A student in a DDP with Honours in one discipline and a general degree in the other will require about four-and-a-half-years of study, fulfilling at least 180 MCs to graduate.

Faculties/Schools have identified certain prohibited combinations for student-initiated DDPs. Hence, when putting together their own Double Degree combinations, students should always verify permissible combinations with their Home Faculties/Schools before embarking on one.

For more information on the DDP framework and guidelines, please click **[here \(/registrar/academic-information-policies/undergraduate-students/special-programmes/double-degree-programmes/double-degree-programme-framework-and-guidelines\)](#)**.

There are also specially designed DDPs developed by Faculties/Schools. These are:

- **Business Administration/Business Administration (Accountancy) & Communications and New Media (<http://nus.edu.sg/prog/bizcnm/>)**
- **Business Administration/Business Administration (Accountancy) and Computer Science/Information Systems (<http://nus.edu.sg/prog/bizsoc/>)**
- **Business Administration/Business Administration (Accountancy) & Engineering (<https://www.eng.nus.edu.sg/undergraduate/double-degrees/double-degree-programme-in-engineering-business-administration/>)**
- **Business Administration/Business Administration (Accountancy) & Law (<http://www.nus.edu.sg/prog/bbalaw/overview.html>)**

- **Computer Science and Mathematics/Applied Mathematics**  
([http://www.comp.nus.edu.sg/undergraduates/dd\\_cs\\_math.html](http://www.comp.nus.edu.sg/undergraduates/dd_cs_math.html))
- **Economics & Business** (<http://www.nus.edu.sg/prog/bizecon/index.html>)
- **Economics & Law** (<http://www.nus.edu.sg/prog/econlaw/overview.html>)
- **Engineering & Economics** (<https://www.eng.nus.edu.sg/undergraduate/double-degrees/double-degree-programme-in-engineering-economics/>)
- **Law & Life Sciences** (<http://www.nus.edu.sg/prog/lawlifesciences/overview.htm>)
- **Yale-NUS College and Law**  
([http://www.nus.edu.sg/prog/yale\\_nus\\_ba\\_llb/overview.html](http://www.nus.edu.sg/prog/yale_nus_ba_llb/overview.html))

Please also refer to the section, **Double/Concurrent/Joint Degree Programmes with Overseas Universities** (</registrar/academic-information-policies/undergraduate-students/special-programmes/double-concurrent-joint-degree-programmes-with-overseas-universities>), for the available DDPs with partner universities.

For more information on DDPs, including admission process and criteria, please click on the **FAQ** (</registrar/academic-information-policies/undergraduate-students/special-programmes/faq#DDP>). Students are advised to seek proper advice from their academic counsellors in planning their modules as early as possible in their candidature. Successful DDP students will be conferred two separate degrees, with each degree classified according to the CAP for the respective modules. Both sets of CAP and the two degrees will be noted on the student's transcript.

For an overview of the various undergraduate courses offered in NUS, please visit **Office of Admissions – Course Information** (<http://www.nus.edu.sg/oam/academic/academic.html>).

# Concurrent Degree Programmes (CDP)

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Concurrent degree programmes (CDPs) involve a combination of a Bachelor's and a Master's degree from the same Faculty or from two different Faculties. Such programmes allow a student to pursue a Bachelor's and a Master's degree concurrently. The programme structure allows some of the requirements for the Bachelor's degree to be also counted towards the Master's degree so that a student could graduate in four and a half to five years with both degrees, instead of five and a half to six years if pursued separately.

The following is a list of available CDPs within NUS:

- **Bachelor of Business Administration with Honours/Bachelor of Business Administration (Accountancy) with Honours & Master in Public Policy**  
(<http://bba.nus.edu/academic-programmes/dcdp/cdp/mpp>)
- **Bachelor of Business Administration with Honours / Bachelor of Business Administration (Accountancy) with Honours & Master of Science (Management)**  
(<http://bba.nus.edu/academic-programmes/bba-msc-mgt-programme/about-msc-mgt>)
- **Bachelor of Computing with Honours & Master of Science (Management)**  
([http://www.comp.nus.edu.sg/undergraduates/cdp\\_bcomp\\_msc.html](http://www.comp.nus.edu.sg/undergraduates/cdp_bcomp_msc.html))
- **Bachelor of Engineering {any discipline except Engineering Science} and Master of Science (Management)** (<https://www.eng.nus.edu.sg/undergraduatestudies/special-programmes/concurrent-m-sc-management/>)
- **Bachelor of Laws & Master in Public Policy** (<http://www.nus.edu.sg/prog/mpplaw/>)
- **Bachelor of Science (Real Estate) & Master of Urban Planning**  
(<http://www.rst.nus.edu.sg/undergraduate/curriculum.html>)
- **Bachelor of Arts (Architecture) & Master of Urban Planning**  
(<http://www.arch.nus.edu.sg/programme/architecture/ba-arch/Concurrent%20Programme%201.pdf>)

- **Bachelor of Arts (Architecture) & Master of Landscape Architecture**  
(<http://www.arch.nus.edu.sg/programme/architecture/ba-arch/Concurrent%20Programme%201.pdf>)
- **Bachelor of Arts (Architecture) & Master of Architecture**  
(<http://www.arch.nus.edu.sg/programme/architecture/ba-arch/Concurrent%20Programme%201.pdf>)
- **Bachelor of Social Sciences (Honours) & Master of Social Sciences in Psychology**  
(<http://www.fas.nus.edu.sg/psy/prospective/index.html#concurrent>)
- **Bachelor of Science (Project and Facilities Management)/ Bachelor of Engineering/ Bachelor of Computing (Computer Science or Information Systems)/ Bachelor of Arts (Architecture) / Bachelor of Arts (Industrial Design) and Master of Science (Project Management)** (<http://www.bdg.nus.edu.sg/graduate/msc-project-management.html>)
- **Bachelor of Arts (Honours)/Bachelor of Social Sciences (Honours) and Master in Public Policy** (<https://www.fas.nus.edu.sg/special-programmes/concurrent-degree-programmes.html>)
- **Bachelor of Arts/Bachelor of Science with Honours and Master in Public Policy**  
(<http://www.yale-nus.edu.sg/curriculum/concurrent-degree-with-lkyspp/>)
- **Bachelor of Arts/Bachelor of Science (Honours) and Master of Computing**  
(<https://cipe.yale-nus.edu.sg/career-services/graduate-and-professional-school/five-year-programme-with-nus-school-of-computing>)

Please also refer to the section, **Double/Concurrent/Joint Degree Programmes with Overseas Universities** (</registrar/academic-information-policies/undergraduate-students/special-programmes/double-concurrent-joint-degree-programmes-with-overseas-universities>), for the available CDPs with partner universities.

For more information on CDPs, including admission process and criteria, please click on the **FAQ** (</registrar/academic-information-policies/undergraduate-students/special-programmes/faq#CDP>).

For an overview of the various undergraduate courses offered in NUS, please visit **Office of Admissions – Course Information** (<http://www.nus.edu.sg/oam/academic/academic.html>).

# Double/Concurrent/Joint Degree Programmes with Overseas Universities

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These special degree programmes with premier overseas universities provide our able students with further academic challenges and the opportunities to learn alongside other brilliant students in cross-cultural settings.

Besides Double Degree and Concurrent Degree programmes, Joint Degree programmes (JDPs) are also available. A JDP combines the strengths of both NUS and our partner university's curricula and integrate international experience fully into a student's course of study. Students will be jointly taught and assessed and jointly awarded a degree. The degree scroll bearing the crests and official signatories of both universities will be a doubly validated qualification. Students will be able to complete a JDP with Honours within four years if they follow the study plan.

The various Double/Concurrent/Joint Degree programmes with overseas universities are as follows:

## **DDPs with premier French Grandes Ecoles**

- **Bachelor/Master of Engineering or Bachelor/Master of Science or Bachelor/Master of Computing from NUS and Diplôme d'Ingénieur from French Grande École (the equivalent of Masters in France) (<http://www.fddp.nus.edu.sg/>)**

## **DDP with Sciences Po**

- **Bachelor with Honours Degree from NUS and Bachelor of Arts from Sciences Po (<http://www.usp.nus.edu.sg/nus-sciencespo/index.html>)**  
(for students in the University Scholars Programme)

## **DDP with Waseda University**

- **Bachelor with Honours Degree from NUS and Bachelor of Arts in International Liberal Studies from Waseda University (<http://www.usp.nus.edu.sg/curriculum/special-programmes/nus-waseda-double-degree-programme>)**  
(for students in the University Scholars Programme)

## **Concurrent Double Masters Degree Programme with the Global alliance in Management Education (CEMS)**

- **Bachelor's and Master of Science (Management) Concurrent Degrees (NUS) and the Master's in International Management (MIM) (Global Alliance in Management Education (CEMS))** (<http://mim.nus.edu/academics/concurrent-degree-programme/>)

## **CDP with University of Melbourne**

- **Bachelor of Science in Life Sciences from NUS and Doctor of Veterinary Medicine, University of Melbourne** ([http://www.lifesciences.nus.edu.sg/info/lsm\\_cdpuomelbdvm.pdf](http://www.lifesciences.nus.edu.sg/info/lsm_cdpuomelbdvm.pdf))

## **JDPs with Australian National University**

- **Joint Bachelor of Social Sciences (Honours) in Actuarial Studies and Economics** ([http://www.fas.nus.edu.sg/ecs/undergraduate/anu\\_nus.html](http://www.fas.nus.edu.sg/ecs/undergraduate/anu_nus.html))
- **Joint Bachelor of Arts (Honours) NUS and Bachelor of Philosophy (Honours) ANU** (<http://www.usp.nus.edu.sg/curriculum/special-programmes/nus-anu-fass-joint-degree-programme>)  
(for students in the University Scholars Programme)
- **Joint Bachelor of Science (Honours) NUS and Bachelor of Philosophy (Honours) ANU** (<http://www.usp.nus.edu.sg/curriculum/special-programmes/nus-anu-fos-joint-degree-programme>)  
(for students in the University Scholars Programme)

## **JDPs with University of Dundee**

- **Joint Bachelor of Science (Honours) in Life Sciences, NUS and Bachelor of Science (Honours) in Biological Sciences/Biomedical Sciences from University of Dundee** ([http://www.lifesciences.nus.edu.sg/info/lsm\\_jdpuodunde.pdf](http://www.lifesciences.nus.edu.sg/info/lsm_jdpuodunde.pdf))

## **JDP with University of North Carolina-Chapel Hill**

- **Joint Bachelor of Arts (Honours)** (<https://www.fas.nus.edu.sg/international-relations/undergrad-joint-degree/joint-ba-north-carolina.html>)
- **Joint Bachelor of Science (Honours)** (<http://www.lifesciences.nus.edu.sg/programmes.html#lssp>)

## **Joint Degree Programme with the Peabody Institute of The Johns Hopkins University**

- **Joint Bachelor of Music** (<https://www.ystmusic.nus.edu.sg/bachelor-of-music>)

For more information on DDPs and CDPs, including admission process and criteria, please click on the **FAQ** (</registrar/academic-information-policies/undergraduate-students/special-programmes/faqs-for-ddp-cdp-and-dm>).

For an overview of the various undergraduate courses offered in NUS, please visit **Office of Admissions – Course Information** (<http://www.nus.edu.sg/oam/academic/academic.html>). Interested students may wish to consider applying to the Public Service Commission for its **Local-Overseas Merit Scholarship** ([http://www.pscscholarships.gov.sg/SCHOLARSHIPS/Local\\_Overseas\\_Merit\\_Scholarship.htm](http://www.pscscholarships.gov.sg/SCHOLARSHIPS/Local_Overseas_Merit_Scholarship.htm)).

# Double Major Programmes

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A Double Major is a single degree programme, in which a student satisfies the requirements of two Majors. It 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 MC requirement is set below that of the Major. The Second Major is a non-Honours major. It may be taken in the same Faculty that offers the Major or from a different Faculty. A Second Major consist of at least 48 MCs.

For students admitted prior to AY2014/15:

- Up to 8 MCs may be used to meet the requirements for both the Second Major and the Faculty/Major/Minor requirements; and
- At least 16 MCs must be at Level 3000.

For students admitted from AY2014/15 onwards:

- Up to 16 MCs may be used to meet the requirements for both the Second Major and the Faculty/Major/Minor requirements (*Note: for counting towards a Minor, only a maximum of 8 MCs are allowed*);
- At least 16 MCs must be at Level 3000; and
- A minimum 60% of the Second Major requirements must be earned from modules read in NUS. Modules read at NUS include all modules taught, co-taught, supervised or co-supervised by one or more NUS faculty members. These would consist of graded modules with assigned grade points, or modules with an 'S' or 'CS' grade. The other 40% of credits may be earned through credit transfers, advanced placement and exemptions, provided these MCs are earned from modules deemed relevant to the particular Major.

Students can be admitted to Double Major Programmes at the point of admission to NUS, or by applying to the relevant Faculties/Schools no later than the end of the fifth semester of study. For a list of Double Major Programmes available at the point of admission, please refer to the



website of the **Office of Admissions** (<http://www.nus.edu.sg/oam/programmes.html>).

The Second Major will be mentioned in the student's transcript upon successful completion. For more information, please click on the **FAQ** (</registrar/academic-information-policies/undergraduate-students/special-programmes/faq>).

The Second Majors that are currently on offer are:

- **Business Analytics** (<http://www.comp.nus.edu.sg/programmes/ug/major/ba-secmajor/>)
- **Chemistry** (<http://www.science.nus.edu.sg/undergraduate-studies/ugprog/second-majors>)
- **Chinese Language**  
([http://www.fas.nus.edu.sg/chs/eng/admission/prospective\\_undergrad.html](http://www.fas.nus.edu.sg/chs/eng/admission/prospective_undergrad.html))
- **Chinese Studies**  
([http://www.fas.nus.edu.sg/chs/eng/admission/prospective\\_undergrad.html](http://www.fas.nus.edu.sg/chs/eng/admission/prospective_undergrad.html))
- **Communications and New Media** (<http://www.fas.nus.edu.sg/cnm/current-students/undergraduate/graduation-requirements>)
- **Computer Science** (<http://www.comp.nus.edu.sg/programmes/ug/major/cs-secmajor/>)
- **Data Analytics** (<http://www.science.nus.edu.sg/undergraduate-studies/ugprog/second-majors>)
- **Economics** ([http://www.fas.nus.edu.sg/ecs/undergraduate/second\\_major.html](http://www.fas.nus.edu.sg/ecs/undergraduate/second_major.html))
- **English Language** ([http://www.fas.nus.edu.sg/ell/UG\\_EL\\_Sec.html](http://www.fas.nus.edu.sg/ell/UG_EL_Sec.html))
- **English Literature** ([http://www.fas.nus.edu.sg/ell/UG\\_EN\\_Sec.html](http://www.fas.nus.edu.sg/ell/UG_EN_Sec.html))
- **European Studies** (<http://www.fas.nus.edu.sg/hist/Undergraduate/European-Requirements.html>)
- **Food Science** (<http://www.science.nus.edu.sg/undergraduate-studies/ugprog/second-majors>)
- **Geography** (<https://www.fas.nus.edu.sg/geog/undergraduate/graduation-requirements.html>)
- **History** (<http://www.fas.nus.edu.sg/hist/Undergraduate/History-Requirements.html>)
- **Information Security** (<http://www.comp.nus.edu.sg/programmes/ug/major/isc/>)
- **Innovation and Design** (<https://www.eng.nus.edu.sg/idp/academics/curriculum/>)
- **Japanese Studies**  
([https://www.fas.nus.edu.sg/jps/undergraduate/graduation\\_requirements.html](https://www.fas.nus.edu.sg/jps/undergraduate/graduation_requirements.html))

- **Life Sciences** (<http://www.science.nus.edu.sg/undergraduate-studies/ugprog/second-majors>)
- **Malay Studies** ([http://www.fas.nus.edu.sg/malay/undergrad\\_major.html](http://www.fas.nus.edu.sg/malay/undergrad_major.html))
- **Management** (<https://bba.nus.edu.sg/academic-programmes/>)
- **Mathematics** (<http://www1.math.nus.edu.sg/undergraduates.aspx?f=UP-MA2>)
- **Music-related** (<https://www.ystmusic.nus.edu.sg/programmes-access-for-nus-students/>)
  - **Audio Arts and Sciences** (<https://www.ystmusic.nus.edu.sg/programmes-second-major-aas/>)
  - Composition
  - Voice
  - Music and Society
  - Music, Collaboration and Production
  - *Instrumental Performance:*
    - Bassoon
    - Cello
    - Clarinet
    - Double Bass
    - Flute
    - Harp
    - Horn
    - Oboe
    - Percussion
    - Piano
    - Trumpet
    - Trombone
    - Tuba
    - Violin
    - Viola
- **Philosophy** ([http://www.fas.nus.edu.sg/philo/academic\\_requirements.html](http://www.fas.nus.edu.sg/philo/academic_requirements.html))
- **Physics** ([https://www.physics.nus.edu.sg/student/ugrad\\_course-structure.html](https://www.physics.nus.edu.sg/student/ugrad_course-structure.html))

- **Political Science** (<http://www.fas.nus.edu.sg/pol/undergraduate/graduation-requirements-cohort-2016onwards.html>)
- **Psychology** (<http://www.fas.nus.edu.sg/psy/current/undergrad/gradreq.html>)
- **Public Health** (<https://sph.nus.edu.sg/education/ph-2ndmajor/>)
- **Real Estate Finance** (<http://www.rst.nus.edu.sg/undergraduate/Major-in-Real-Estate-Finance.html>)
- **Social Work**  
([https://www.fas.nus.edu.sg/swk/courses/undergraduates/entry\\_graduation\\_requirement](https://www.fas.nus.edu.sg/swk/courses/undergraduates/entry_graduation_requirement))
- **Sociology** (<http://www.fas.nus.edu.sg/soc/undergraduate/programme-requirements.html>)
- **Southeast Asian Studies** (<http://www.fas.nus.edu.sg/sea/undergraduate/major-in-southeast-asian-studies.html>)
- **South Asian Studies**  
([http://www.fas.nus.edu.sg/sas/study/undergraduate/grad\\_req.html](http://www.fas.nus.edu.sg/sas/study/undergraduate/grad_req.html))
- **Statistics** (<http://www.science.nus.edu.sg/undergraduate-studies/ugprog/second-majors>)
- **Systems Engineering** (<http://www.nus.edu.sg/nusbulletin/faculty-of-engineering/undergraduate-education/special-programmes/double-major-programmes/second-major-in-systems-engineering-programme/>)
- **Theatre Studies** ([http://www.fas.nus.edu.sg/ell/UG\\_TS\\_Sec.html](http://www.fas.nus.edu.sg/ell/UG_TS_Sec.html))

# Minor Programmes

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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 modular credit (MC) requirement for a Minor programme is at least 24MCs, of which:

- Up to 8 MCs may be used to meet the requirements for both the Minor and Faculty Requirements, a Major/Second Major, or another Minor, subject to the agreement of the particular department(s)/programme(s) or Faculty/School hosting the Minor.
- At least 12MCs (out of 24MCs) for any Minor programme must be taken from outside the entire set of modules that are listed for the major(s)/another minor that the student is taking/has taken.
- A minimum 16 MCs of the Minor requirements must be earned from modules read in NUS, unless indicated otherwise by Faculties/Departments for specific minors. Modules read at NUS include all modules taught, co-taught, supervised or co-supervised by one or more NUS faculty members. These would consist of graded modules with assigned grade points, or modules with an 'S' or 'CS' grade. The other 8 MCs may be earned through credit transfers, advanced placement and exemptions, provided these MCs are earned from modules deemed relevant to the particular Minor programme.

For Students admitted prior to AY2015/16: Relevant General Education Modules (GEMs) may be included in the list of modules approved for a Minor. Students who read such a GEM may count it towards both the General Education and Minor requirements. The MCs under the Breadth and Unrestricted Elective module requirements can also be used to satisfy the Minor programme requirements.

For Students admitted from AY2015/16 onwards: Students who read modules coded as GEH/GEQ/GER/GES/GET to fulfil requirements for Minor programmes are not allowed to count these modules towards fulfilling both the General Education and the Major/Minor requirements. For example, if a student had taken a GEH module for his/her Minor programme, he/she would have to take another GEH module to fulfil the Human Cultures pillar of the GE requirement. The MCs under the Unrestricted Elective module requirements may be used to satisfy Minor programme requirements.

The Minor programme(s) will be reflected in the student's transcript upon successful completion.

Students can be admitted to Minor programmes at the point of admission to NUS, or by applying/declaring to the relevant Faculties/Schools no later than the end of the fifth semester of study. For the combinations of Minor programmes with specific single degree courses available at the point of admission, please refer to the website of the **Office of Admissions** (<http://www.nus.edu.sg/oam/programmes.html>).

The Minor Programmes that are currently on offer at NUS are listed below. For details on the requirements of each Minor, please refer to the relevant sections under each Faculty/School at the **NUS Bulletin Online** (<http://www.nus.edu.sg/nusbuletin>).

MINOR	HOST FACULTY/DEPARTMENT	TYPE (SEE 'NOTE' BELOW)
<b>Faculty of Arts &amp; Social Sciences</b>		
<b><i>Disciplinary Minors</i></b>		
Chinese Language	Department of Chinese Studies	Open
Chinese Studies	Department of Chinese Studies	Open
Communications and New Media	Department of Communications and New Media	Open
Economics	Department of Economics	Open

MINOR	HOST FACULTY/DEPARTMENT	TYPE (SEE 'NOTE' BELOW)
English Language	Department of English Language & Literature	Open
English Literature	Department of English Language & Literature	Open
European Studies	Office of Programmes	Open
History	Department of History	Open
Human Services	Department of Social Work	Open
India Studies (formerly Minor in South Asian Studies; offered to Cohort 2006- 2007 only)	South Asian Studies Programme (Offered to Cohort 2008 onwards)	Open
Japanese Studies	Department of Japanese Studies	Open
Joint Minor with University of Toronto (UoT)	Department of Geography	Restricted
Language Studies	Centre for Language Studies	Open
Malay Studies	Department of Malay Studies	Open
Philosophy	Department of Philosophy	Open
Political Science	Department of Political Science	Open
Psychology	Department of Psychology	Open
Sociology	Department of Sociology	Open

MINOR	HOST FACULTY/DEPARTMENT	TYPE (SEE 'NOTE' BELOW)
Southeast Asian Studies	Department of Southeast Asian Studies	Open
Theatre Studies	Department of English Language & Literature	Open
<b><i>Multidisciplinary Minors</i></b>		
Aquatic Ecology	Department of Geography and Department of Biological Sciences	Restricted
Art History	Department of History	Open
China Studies	Office of Programmes	Open
Chinese Translation	Department of Chinese Studies (with effect from AY2014/15)	Open
Cultural Studies	Department of Sociology	Open
English Studies	Department of English Language & Literature	Open
Film Studies	Department of English Language & Literature	Open
Gender Studies	Office of Programmes	Open
Geographical Information Systems	Department of Geography	Open
Geosciences	Department of Geography	Open
Global Studies	Department of Political Science	Open

MINOR	HOST FACULTY/DEPARTMENT	TYPE (SEE 'NOTE' BELOW)
Health and Social Sciences	Office of Programmes	Open
Interactive Media Development	Department of Communications and New Media & Department of Computer Science	Open
Religious Studies	Office of Programmes	Open
Science, Technology and Society	Office of Programmes	Open
Urban Studies	Department of Geography and Department of Real Estate	Open
<b>School of Business</b>		
<b><i>Disciplinary Minors</i></b>		
Management (formerly Minor in Business; prior to AY2007/08)	School of Business	Restricted
Entrepreneurship (formerly Minor in Technopreneurship; prior AY2017/18)	Department of Business Policy	Open
<b><i>Multidisciplinary Minors</i></b>		
Management of Technology	School of Business and Faculty of Engineering	Restricted
<b>School of Computing</b>		
<b><i>Disciplinary Minors</i></b>		
Artificial Intelligence	School of Computing	Restricted
Business Analytics	School of Computing	Restricted



MINOR	HOST FACULTY/DEPARTMENT	TYPE (SEE 'NOTE' BELOW)
Computer Science	School of Computing	Restricted
Information Security	School of Computing	Restricted
Information Systems (formerly Management of Information Technology)	School of Computing	Restricted
<b><i>Multidisciplinary Minors</i></b>		
Data Engineering	School of Computing and Faculty of Engineering	Restricted
Interactive Media Development	Department of Computer Science & Department of Communications and New Media	Open
<b>School of Design &amp; Environment</b>		
<b><i>Disciplinary Minors</i></b>		
Project Management	Department of Building	Restricted
Real Estate	Department of Real Estate	Restricted
<b><i>Multidisciplinary Minors</i></b>		
Infrastructure Management and Finance	Departments of Building and Real Estate	Open
Urban Studies	Department of Real Estate and Department of Geography	Open
<b>Faculty of Engineering</b>		
<b><i>Disciplinary Minors</i></b>		

MINOR	HOST FACULTY/DEPARTMENT	TYPE (SEE 'NOTE' BELOW)
Biomedical Engineering (formerly Minor in Bioengineering prior to AY2010/11)	Department of Biomedical Engineering	Restricted
Civil Infrastructure	Department of Civil and Environmental Engineering	Restricted
Systems Engineering	Faculty of Engineering	Restricted
Urban Environmental Engineering	Department of Civil and Environmental Engineering	Open
<b><i>Multidisciplinary Minors</i></b>		
Data Engineering	Faculty of Engineering and School of Computing	Restricted
Engineering Materials (formerly Minor in Materials Science and Engineering; prior to AY2005/06)	Faculty of Engineering and Faculty of Science	Restricted
Management of Technology	Faculty of Engineering and School of Business	Restricted
Medical Physics	Department of Biomedical Engineering and Department of Physics	Restricted
<b>Saw Swee Hock School of Public Health</b>		
Public Health	Department of Public Health - Undergraduate Programme	Open
<b>Faculty of Science</b>		

MINOR	HOST FACULTY/DEPARTMENT	TYPE (SEE 'NOTE' BELOW)
<b><i>Disciplinary Minors</i></b>		
Analytical Chemistry	Department of Chemistry	Open
Biophysics	Department of Physics and Life Sciences Programme	Open
Joint Minor in Environmental Biology with University of Toronto	Faculty of Science, NUS and Faculty of Arts and Science, University of Toronto	Restricted
Joint Minor in Environmental Chemistry with University of Toronto	Faculty of Science, NUS and Faculty of Arts and Science, University of Toronto	Restricted
Financial Mathematics	Department of Mathematics	Open
Forensic Science	Department of Biological Sciences and Department of Chemistry	Restricted
Life Sciences	Department of Biological Sciences	Open
Mathematics	Department of Mathematics	Open
Nanoscience	Department of Physics and Department of Chemistry	Open
Pharmaceutical Science	Department of Pharmacy	Restricted
Physics	Department of Physics	Open

MINOR	HOST FACULTY/DEPARTMENT	TYPE (SEE 'NOTE' BELOW)
Statistics	Department of Statistics & Probability	Open
<b><i>Multidisciplinary Minors</i></b>		
Aquatic Ecology	Department of Biological Sciences and Department of Geography	Restricted
Engineering Materials (formerly Minor in Materials Science and Engineering; prior to AY2005/06)	Faculty of Science and Faculty of Engineering	Restricted
Medical Physics	Department of Biomedical Engineering and Department of Physics	Restricted
<b>Yong Siew Toh Conservatory of Music</b>		
Music and Society	Yong Siew Toh Conservatory of Music	Restricted
<b>University Scholars Programme (USP)</b>		
China Studies*	USP – Faculty of Arts and Social Sciences (FASS)	For USP-FASS students in USP- Yuanpei Exchange Programme
<b>Chua Thian Poh Community Leadership Centre</b>		
<b>Community Development and Leadership (<a href="https://ctpclc.nus.edu.sg/curriculum">https://ctpclc.nus.edu.sg/curriculum</a>)</b>	Chua Thian Poh Community Leadership Centre	Open

**For students who are interested to do a Minor programme during the course of their candidature, please note:**

**'Open' Minor** - students can declare their intention to do an open minor via the **Academic Plan Declaration** (<http://www.nus.edu.sg/ModReg/academic-plan-application-declaration.html>) without any prior approval from the Host Faculty/Department.

**'Restricted' Minor** - students are required to apply to the Host Faculty/Department and obtain approval to read a restricted minor.

\* These programmes allow for up to 16 MCs of ungraded substitutable modules to be accepted from the partner university.

# Specialisations

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A Specialisation provides students with the opportunity to learn more about a particular sub-discipline within their main discipline. It is very useful for students who plan to enter specific career tracks upon their graduation.

A Specialisation is a coherent programme of study that will require, from AY2008/2009, 24 MCs of distinctive modules within a Major. For students admitted prior to AY2008/2009, a Specialisation typically requires between 16 to 20 MCs of distinctive modules within a Major.

The Specialisation will be noted in the student's transcript.

# Student Exchange Programmes

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## Student Exchange Programme (SEP)

The Student Exchange Programme (SEP) reflects NUS' commitment to global education, allowing NUS undergraduates to spend a semester or two at an overseas partner University, earning credits towards their NUS degree. The list of overseas partners includes top universities from over 40 countries around the world.

SEP is a chance for students to experience student life in a foreign country and learn to be a global citizen. It is a good opportunity for students to pick up a new language, absorb new cultures and make new friends. A stint overseas will also enhance career options. Financial assistance may be available for needy students.

Through the **Global Relations Office (GRO)** (<http://www.nus.edu.sg/gro/index.php>), more than 1000 exchange placements are arranged for NUS students each year.

Students who wish to remain in Singapore and experience student life and learning at either Nanyang Technological University (NTU) or Singapore Management University (SMU) may apply for the **Singapore Universities Student Exchange Programme (SUSEP)** (<http://nus.edu.sg/registrar/docs/info/academic-information-policies/Admin-Details-SUSEP.pdf>) with their home faculty's exchange office.

## Summer Winter Programmes

Summer/Winter Programmes occur during vacation periods and offer students the opportunity to live and travel abroad, all while earning credits towards their NUS degree. These programmes may be conducted by overseas partners or non-partners.

During their course of study, students may map up to a maximum of 10 MCs for each Summer Programme and up to a maximum of 5 MCs for each Winter Programme. Module mapping will be subject to approval from the respective Faculties/Schools.

In addition to Summer/Winter Programme fees paid to the host university, students will incur Special Term tuition fees if they want to transfer credits back to NUS from these programmes. The University will grant students a fee waiver for up to 2 Summer/Winter Programmes and up to a total of 12 MCs transferred during their course of study in NUS. Students should inquire with the SEP administrators/coordinators at their respective home Faculty/School Dean's Office or the academic department on being considered for a fee waiver.



# Undergraduate Research Opportunity Programme

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The Undergraduate Research Opportunity Programme (UROP) gives students an opportunity to conduct research under the supervision of faculty members in their respective fields of study. It aims to engage students in the processes of intellectual inquiry, problem solving, and creative thinking, and enhance intellectual exchange and collaboration between undergraduates and faculty. Typically, students are expected to spend several hours each week on their projects during the semester, and to work full time on them during the vacation. UROP is offered in the following Faculties/Schools/Residential College: **Arts & Social Sciences**

(<http://www.fas.nus.edu.sg/undergrad/toknow/urop/index.html>), **Computing**

(<http://www.comp.nus.edu.sg/programmes/ug/project/urop/>), **Dentistry**

([http://www.dentistry.nus.edu.sg/Research/research\\_urop.htm](http://www.dentistry.nus.edu.sg/Research/research_urop.htm)), **Engineering**

(<http://www.eng.nus.edu.sg/undergrad/epmc/>), **Law**

([http://law.nus.edu.sg/admissions/llb\\_prog.html](http://law.nus.edu.sg/admissions/llb_prog.html)), **Medicine**

(<http://medicine.nus.edu.sg/medsur/UROP.html>), **Science**

(<http://www.science.nus.edu.sg/undergraduate-studies/ugenh/urops-main>), **University**

**Scholars Programme** (<http://www.usp.nus.edu.sg/index.html>), and **Tembusu College**

(<http://tembusu.nus.edu.sg/index.php>).

# Student Exchange Programmes

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## Student Exchange Programme (SEP)

The Student Exchange Programme (SEP) reflects NUS' commitment to global education, allowing NUS undergraduates to spend a semester or two at an overseas partner University, earning credits towards their NUS degree. The list of overseas partners includes top universities from over 40 countries around the world.

SEP is a chance for students to experience student life in a foreign country and learn to be a global citizen. It is a good opportunity for students to pick up a new language, absorb new cultures and make new friends. A stint overseas will also enhance career options. Financial assistance may be available for needy students.

Through the **Global Relations Office (GRO)** (<http://www.nus.edu.sg/gro/index.php>), more than 1000 exchange placements are arranged for NUS students each year.

Students who wish to remain in Singapore and experience student life and learning at either Nanyang Technological University (NTU) or Singapore Management University (SMU) may apply for the **Singapore Universities Student Exchange Programme (SUSEP)** (<http://nus.edu.sg/registrar/docs/info/academic-information-policies/Admin-Details-SUSEP.pdf>) with their home faculty's exchange office.

## Summer Winter Programmes

Summer/Winter Programmes occur during vacation periods and offer students the opportunity to live and travel abroad, all while earning credits towards their NUS degree. These programmes may be conducted by overseas partners or non-partners.

During their course of study, students may map up to a maximum of 10 MCs for each Summer Programme and up to a maximum of 5 MCs for each Winter Programme. Module mapping will be subject to approval from the respective Faculties/Schools.

In addition to Summer/Winter Programme fees paid to the host university, students will incur Special Term tuition fees if they want to transfer credits back to NUS from these programmes. The University will grant students a fee waiver for up to 2 Summer/Winter Programmes and up to a total of 12 MCs transferred during their course of study in NUS. Students should inquire with the SEP administrators/coordinators at their respective home Faculty/School Dean's Office or the academic department on being considered for a fee waiver.

# FAQ

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## A. Double Degree Programmes (DDPs)

1. **What are the specially-designed Double Degree programmes (DDPs) offered for direct admission to the first year at NUS?**
2. **Who is the course for?**
3. **When can I be admitted to a DDP?**
4. **How does one apply for a DDP at the point of admission to NUS?**
5. **What are the criteria for admission to a DDP?**
6. **Can I change my mind about accepting a DDP after being made an offer?**
7. **Which Faculty/School do I belong to once I enter a DDP?**
8. **What happens if I am not selected for direct admission to a DDP?**
9. **What are the qualifications I will receive at the end of the programme?**
10. **How many degree scrolls will I receive on completion of the DDP?**
11. **How long will it take to complete the course?**
12. **What tuition fees will be charged to students doing DDPs? Is there any difference in the tuition fee structure compared with the single degree programmes?**
13. **What if I do badly or don't like the course?**
14. **What do I need to know about putting together my own Double Degree combination?**
15. **Can you provide some scenarios whereby I would have to withdraw from a DDP as a result of not meeting the continuation requirement?**

## B. Concurrent Degree Programmes (CDPs)

1. **What is a Concurrent Degree programme (CDP)?**
2. **When can I be admitted to a CDP and what are the criteria for admission?**

3. How does one apply for direct admission to CDP in the first year?
4. What are the criteria for direct admission to a CDP in the first year?
5. Can I change my mind about accepting a CDP after being made an offer?
6. Which Faculty/School do I belong to once I enter a CDP?
7. What happens if I am not selected for direct admission to CDP in the first year?
8. What are the qualifications I will receive at the end of the programme?
9. How many degree scrolls will I receive on completion of the CDP?
10. How long will it take to complete the course?
11. What tuition fees will be charged to students doing CDPs? Is there any difference in the tuition fee structure compared with the single degree programmes?
12. What if I do badly or don't like the course?

## **C. Double Major Programmes (DMP)**

1. What is a Double Major programme (DMP)?
2. Who is the course for?
3. When can I be admitted to a DMP?
4. How does one apply for a DMP at the point of admission to NUS?
5. What are the criteria for admission to a DMP?
6. Can I change my mind about accepting a DMP after being made an offer?
7. Which Faculty/School do I belong to once I enter a DMP?
8. What happens if I am not selected for direct admission to a DMP?
9. How many modules do I have to take for my Second Major?
10. Can my Second Major be taken from another Faculty/School?
11. How many degree scrolls will I receive, and what are the qualifications I will receive if I have read a DM successfully?
12. Can I get an honours degree for my Second Major?
13. How long will it take to complete the course?
14. What tuition fees will be charged to students doing DMPs? Is there any difference in the tuition fee structure compared with the single degree programmes?
15. What if I do badly in, or don't like the Second Major?
16. Can I exercise the S/U option on the modules in my Second Major?

## A. Double Degree Programmes (DDPs)

### 1. What are the specially-designed Double Degree programmes (DDPs) offered for direct admission to the first year at NUS?

NUS offers the following DDPs for direct admission, namely:

1. **Business Administration/Law** (<http://www.nus.edu.sg/prog/bbalaw/overview.html>)
2. **Business Administration/Engineering {any discipline except Engineering Science}** (<http://www.nus.edu.sg/prog/engbiz/overview.html>)
3. **Economics/Engineering {any discipline except Engineering Science}** (<http://www.nus.edu.sg/prog/engecon>)
4. **Economics/Law** (<http://www.nus.edu.sg/prog/econlaw/>)
5. **Law/Life Sciences** (<http://www.nus.edu.sg/prog/lawlifesciences/overview.htm>)
6. **Business Administration/Communications & New Media** (<http://www.nus.edu.sg/prog/bizcnm>)
7. **Computer Science/Mathematics or Applied Mathematics** (<http://www.comp.nus.edu.sg/cugresource/per-cohort/ddp-cs-maths/>)
8. **Business Administration/Computer Science or Information Systems** (<http://nus.edu.sg/prog/bizsoc/>)
9. **Business Administration/Economics** (<http://www.nus.edu.sg/prog/bizecon/index.html>)

The following DDPs are only available for non-direct admission (i.e. opened to those who completed first level of study)

1. **Business Administration (Accountancy)/Law** (<http://www.nus.edu.sg/prog/bbalaw/overview.html>)
2. **Business Administration (Accountancy)/Engineering {any discipline except Engineering Science}** (<http://www.nus.edu.sg/prog/engbiz/overview.html>)
3. **Business Administration (Accountancy) /Communications & New Media** (<http://www.nus.edu.sg/prog/bizcnm>)
4. **Business Administration (Accountancy)/Computer Science or Information Systems** (<http://nus.edu.sg/prog/bizsoc/>)
5. **Business Administration (Accountancy) /Economics** (<http://www.nus.edu.sg/prog/bizecon/index.html>)

Students who are interested to pursue their own Double Degree combinations may also be able to do so. However, they must have obtained a minimum CAP of 4.00 or 3.75 depending on their admission year after completing between 60 to 80 MCs. Please refer to FAQ question 14 below for more information.

## 2. Who is the course for?

The specially designed DDPs that allow for direct admission in the first year are aimed at outstanding students who have the capability and desire to explore more than one course of study. DDPs are exacting courses of study and are thus meant for highly motivated and outstanding students.

Students on DDPs would acquire additional sets of skills and are well-placed for multiple career options upon graduation.

## 3. When can I be admitted to a DDP?

You can be admitted at the point of admission to NUS, or just after completion of between 60 MCs to 80 MCs, that is, just after the third semester or fourth semester of study at NUS.

## 4. How does one apply for a DDP at the point of admission to NUS?

In the application form, you will be given 8 choices to rank your preference for a home course – these will all be single degree courses. This will be the first set of courses that you will have to choose from. After that, you will need to rank your preference for the DDPs if you are interested in applying for one.

Please note that the DDPs will be listed together with the CDPs, DMPs and MMPs as the second set of Multi-disciplinary Degree Programmes (MDPs) course choices. You will need to rank your preference among the MDPs.

## 5. What are the criteria for admission to a DDP?

Selection for admission to a DDP is based on academic merit and competition among applicants for a limited number of places. To be eligible for admission into a DDP, students must meet the admission criteria of both Faculties/Schools, that is:

1. excellent grades in all the subjects;
2. meet the Mother Tongue (MT) requirement for admission to the University (if applicable); and
3. meet the subject pre-requisites, if any, of both Faculties/Schools.

Some Faculties/Schools may require their applicants to meet additional criteria such as interviews. For these Faculties/Schools, shortlisted applicants will receive a notification around mid-April/May to attend the interview.

## 6. Can I change my mind about accepting a DDP after being made an offer?

Yes. When you are made an offer for a DDP, you will also be offered admission into a home course. If you do not wish to accept the DDP, you can proceed to submit an online appeal for a single degree course via <https://myaces.nus.edu.sg/uasonline/Login> (<https://myaces.nus.edu.sg/uasonline/Login>) during the online appeal period which usually starts around 3rd week of May each year.

## 7. Which Faculty/School do I belong to once I enter a DDP?

When you receive an offer from NUS, you will be informed of the home course you are admitted to. You will belong to the Faculty/School offering the home course.

Should you decide to drop out of the DDP or if you fail to fulfill the continuation requirement (see Question 13 of FAQs), then you will have to return to your home course.

## 8. What happens if I am not selected for direct admission to a DDP?

If you are not selected for direct admission to a DDP, you will be considered for single degree programmes based on the choices you have indicated in your application. This is provided you meet the cut-offs and subject pre-requisites of your choices.

Further, you can still apply for a DDP just after completion of between 60 MCs to 80 MCs, that is, just after the third semester or fourth semester at NUS if you have done well. You must apply to both Faculties/Schools and obtain the written approval of both Faculties/Schools. Each application will be reviewed on a case-by-case basis.

## 9. What are the qualifications I will receive at the end of the programme?

Students who complete the course successfully will be awarded two degrees, namely:

1. **Business Administration/Law:** (<http://www.nus.edu.sg/prog/bbalaw/overview.html>)
  - Bachelor of Business Administration (Hons) and Bachelor of Laws
  - Bachelor of Business Administration and Bachelor of Laws



- Bachelor of Business Administration (Accountancy)(Hons) and Bachelor of Laws
- Bachelor of Business Administration (Accountancy) and Bachelor of Laws

**2. Engineering/Business Administration:**

**(<http://www.nus.edu.sg/prog/engbiz/overview.html>)**

- Bachelor of Engineering and Bachelor of Business Administration or Bachelor of Business Administration (Accountancy)
- Bachelor of Engineering and Bachelor of Business Administration (Hons) or Bachelor of Business Administration (Accountancy) (Hons)

**3. Engineering/Economics: (<http://www.nus.edu.sg/prog/engecon>)**

- Bachelor of Engineering and Bachelor of Social Sciences (Hons) in Economics
- Bachelor of Engineering and Bachelor of Arts in Economics

**4. Economics/Law: (<http://www.nus.edu.sg/prog/econlaw/index.html>)**

- Bachelor of Social Sciences (Hons) in Economics and Bachelor of Laws

**5. Engineering (Materials Science & Engineering)/Physics:**

**([http://www.physics.nus.edu.sg/corporate/student/double\\_deg\\_MSEPhysics.html](http://www.physics.nus.edu.sg/corporate/student/double_deg_MSEPhysics.html))**

- Bachelor of Engineering (Materials Science & Engineering) and Bachelor of Science (Hons) in Physics
- Bachelor of Engineering (Materials Science & Engineering) and Bachelor of Science in Physics

**6. Law/Life Sciences: (<http://www.nus.edu.sg/prog/lawlifesciences/overview.htm>)**

- Bachelor of Laws and Bachelor of Science (Hons) in Life Sciences
- Bachelor of Laws and Bachelor of Science in Life Sciences

**7. Business Administration/Communications & New Media:**

**(<http://www.nus.edu.sg/prog/bizcnm>)**

- Bachelor of Business Administration (Hons) and Bachelor of Social Science (Hons) in Communications & New Media
- Bachelor of Business Administration and Bachelor of Social Science (Hons) in Communications & New Media
- Bachelor of Business Administration in Accountancy (Hons) and Bachelor of Social Science (Hons) in Communications & New Media
- Bachelor of Business Administration in Accountancy and Bachelor of Social Science (Hons) in Communications & New Media

- Bachelor of Business Administration (Hons) and Bachelor of Arts in Communications & New Media
- Bachelor of Business Administration in Accountancy (Hons) and Bachelor of Arts in Communications & New Media

#### **8. Computer Science/Mathematics or Applied Mathematics**

([http://www.comp.nus.edu.sg/undergradprog/ddp/ddp\\_cs\\_maths.htm](http://www.comp.nus.edu.sg/undergradprog/ddp/ddp_cs_maths.htm))

- Bachelor of Computing (Computer Science) (Hons) and Bachelor of Science (Hons) in Mathematics or Bachelor of Science (Hons) in Applied Mathematics
- Bachelor of Computing (Computer Science) (Hons) and Bachelor of Science in Mathematics or Bachelor of Science in Applied Mathematics

#### **9. Business Administration or Business Administration (Accountancy)/Computer Science or Information Systems: (<http://nus.edu.sg/prog/bizsoc/>)**

- Bachelor of Business Administration (Hons) and Bachelor of Computing (Hons) in Computer Science
- Bachelor of Business Administration and Bachelor of Computing (Hons) in Computer Science
- Bachelor of Business Administration in Accountancy (Hons) and Bachelor of Computing (Hons) in Computer Science
- Bachelor of Business Administration in Accountancy and Bachelor of Computing (Hons) in Computer Science
- Bachelor of Business Administration (Hons) and Bachelor of Computing (Hons) in Information Systems
- Bachelor of Business Administration and Bachelor of Computing (Hons) in Information Systems
- Bachelor of Business Administration in Accountancy (Hons) and Bachelor of Computing (Hons) in Information Systems
- Bachelor of Business Administration in Accountancy and Bachelor of Computing (Hons) in Information Systems

#### **10. Business Administration/Economics: (<http://www.nus.edu.sg/prog/bizecon/index.html>)**

- Bachelor of Business Administration (Hons) and Bachelor of Social Sciences (Hons) in Economics
- Bachelor of Business Administration (Hons) and Bachelor of Arts in Economics
- Bachelor of Social Sciences (Hons) in Economics and Bachelor of Business Administration

- Bachelor of Business Administration in Accountancy (Hons) and Bachelor of Social Sciences (Hons) in Economics
- Bachelor of Business Administration in Accountancy (Hons) and Bachelor of Arts in Economics
- Bachelor of Social Sciences (Hons) in Economics and Business Administration in Accountancy

**11. Yale-NUS College/Law: ([http://www.nus.edu.sg/prog/yale\\_nus\\_ba\\_IIb/overview.html](http://www.nus.edu.sg/prog/yale_nus_ba_IIb/overview.html))**

- Bachelor of Arts (Honours) and Bachelor of Laws (Honours)

## 10. How many degree scrolls will I receive on completion of the DDP?

On completion of the DDP, you will receive two degree scrolls, one for each degree.

## 11. How long will it take to complete the course?

Normally a DDP will take five years to complete. The length of time each individual student takes to complete the DDP, however, will depend on the way he/she plans the course. The maximum period of candidature for a Double Degree is six years.

## 12. What tuition fees will be charged to students doing DDPs? Is there any difference in the tuition fee structure compared with the single degree programmes?

Students in a DDP will pay the prevailing tuition fee of the Faculty/School offering the home course (see Question 7 of FAQs) for the first four years of study. The prevailing tuition fee refers to the subsidised fee amount after taking into consideration the Tuition Grant provided by the Ministry of Education. For more information on fees, please click **here** ([/registrar/administrative-policies-procedures/undergraduate/undergraduate-fees](#)).

For the fifth year of study, in view of limited or no Tuition Grant from the Ministry of Education, the fees payable are pegged to the home course as follows:

- DDPs where one of the degrees is in Engineering or Computing (except for any DDPs involving Law): two times the prevailing fee
- All other DDPs (including all DDPs involving Law): four times the prevailing fee or the Total Tuition Fee, whichever is lower.

However, in view of the financial implications for students, NUS will offer scholarships to all DDP students (no application needed) to help offset part of the tuition fee payable in the fifth year. In other words,

- For DDPs where one of the degrees is in Engineering or Computing, students will only need to pay the prevailing tuition fee of the Faculty/School offering the home course (except for any DDPs involving Law);
- For all other DDPs, students will pay two times the prevailing tuition fee of the Faculty/School offering the home course (including all DDPs involving Law).

#### Fees payable beyond normal candidature period

DDPs students admitted into NUS from AY2016/17 who take longer than the **normal candidature period** ([/registrar/academic-information-policies/undergraduate-students/continuation-and-graduation-requirements#NormalCandidature](#)) to complete their degree requirements will have to pay partial non-subsidized fees, culminating in full non-subsidized fees, during the extended semesters. For more information, please refer **here** ([/registrar/academic-information-policies/undergraduate-students/continuation-and-graduation-requirements#NormalCandidature](#)).

## 13. What if I do badly or don't like the course?

Students can choose to leave the programme, or can be asked to leave the programme if they fail to meet continuation requirements.

1. For candidates admitted to NUS from AY2011/12\* onwards: if your CAP falls below 4.00 for the home course, or below 3.50 for the second degree, or both, for two consecutive semesters, you will be required to leave the DDP. However, this DDP continuation rule is not applicable in the final graduating semester.
2. For students admitted from AY2014/15 onwards: A student who does not maintain a CAP of 3.75 in modules contributing to the original degree; and a CAP of 3.25 for the second degree for any two consecutive semesters will be required to withdraw from the DDP by withdrawing from the second degree programme. A warning will be issued if the CAP falls below 3.75 for the original degree in a semester, or below 3.25 for the second degree, or both. However, this DDP continuation rule is not applicable once a student's total cumulative modular credits exceeds 160MCs.

Specific DDPs (e.g., with Law) may stipulate other continuation requirements. Please refer to the specific DDP websites for details.

For students leaving the programme, your academic advisor will advise you on the modules you need to complete the degree requirements of your home course. Upon withdrawal, all the modules taken to fulfil the requirements of the second degree will be reflected in the transcript and included in the computation of the CAP for the single degree.

\*Refers to cohort academic year.

## 14. What do I need to know about putting together my own Double Degree combination?

Students interested to pursue their own Double Degree combinations must have obtained a minimum CAP of 4.00 or 3.75 depending on their admission year after completing between 60 to 80 MCs (excluding MCs earned from student exchange programmes or advanced placement credits). Written approval to embark on the DDP must be obtained from the relevant Faculties/Schools. Students are advised to seek proper advice from their academic counsellors in planning their modules as early as possible in their candidature. Do note that Faculties/Schools have identified certain prohibited combinations for student-initiated Double Degrees. Hence, when putting together their own Double Degree combinations, students should always verify permissible combinations with their Home Faculties/Schools before embarking on one.

1. For candidates admitted to NUS from AY2011/12\* onwards: if your CAP falls below 4.00 for the home course, or below 3.50 for the second degree, or both, for two consecutive semesters, you will be required to leave the DDP by withdrawing from the second degree programme. However, this DDP continuation rule is not applicable in the final graduating semester.
2. For candidates admitted to NUS from AY2014/15 onwards: if your CAP falls below 3.75 for the home course, or below 3.25 for the second degree, or both, for two consecutive semesters, you will be required to leave the DDP. However, this DDP continuation rule is not applicable once a student's total cumulative modular credits exceeds 160MCs.

S/he will continue with the first degree (i.e., originally offered degree) programme. Upon withdrawal, all the modules that the student has taken to fulfil the requirements of the second degree will be reflected in the transcript and included in the computation of the CAP for the single degree.

\* Refers to cohort academic year.

More details on the Double Degree Programme framework and guidelines can be found **here** (</registrar/academic-information-policies/undergraduate-students/special-programmes/double-degree-programmes/double-degree-programme-framework-and->

guidelines).

## 15. Can you provide some scenarios whereby I would have to withdraw from a DDP as a result of not meeting the continuation requirement?

Please see below for a table of such scenarios. These (non-exhaustive) scenarios apply to candidates admitted to NUS from AY2014/15 onwards.

SITUATION	CONSECUTIVE SEMESTERS	HOME DEGREE	2NDDEGREE	CONSEQUENCE
Situation 1	First Semester*	Below 3.75	3.25 and above	Warning
	Next Semester	3.75 and above	Below 3.25	Withdraw DDP
Situation 2	First Semester*	3.75 and above	Below 3.25	Warning
	Next Semester	Below 3.75	3.25 and above	Withdraw DDP
Situation 3	First Semester*	3.75 and above	Below 3.25	Warning
	Next Semester	3.75 and above	Below 3.25	Withdraw DDP
Situation 4	First Semester*	Below 3.75	3.25 and above	Warning
	Next Semester	Below 3.75	3.25 and above	Withdraw DDP
Situation 5	First Semester*	Below 3.75	Below 3.25	Warning
	Next Semester	Below 3.75	Below 3.25	Withdraw DDP

\*This semester refers to the semester following the student's first active semester during which the S/U options of the grade free scheme are exercised.

## B. Concurrent Degree Programmes (CDPs)

### 1. What is a Concurrent Degree programme (CDP)?

CDPs involve a combination of a Bachelor's and a Master's degree from the same Faculty/School or from two different Faculties/Schools and allow a student to pursue a Bachelor's and a Master's degree concurrently. The programme structure allows some of the requirements for the Bachelor's degree to be double counted towards the Master's degree or recognising Masters modules towards Bachelor requirements so that a student could graduate in four and a half to five years with both degrees, something which would normally take between five and a half and six years if pursued separately.

Students on CDPs would acquire additional sets of skills and are well-placed for multiple career options upon graduation.

The following CDPs are currently being offered –

- **Bachelor of Engineering {any discipline except Engineering Science} and Master of Science (Management)** ([http://www.eng.nus.edu.sg/ugrad/SP\\_be\\_msc.html](http://www.eng.nus.edu.sg/ugrad/SP_be_msc.html))
- **Bachelor of Business Administration (Hons) or Bachelor of Business Administration (Accountancy) (Hons) and Master of Science (Management)** (<http://bba.nus.edu/academic-programmes/bba-msc-mgt-programme/about-msc-mgt>)
- **Bachelor of Computing (Hons) and Master of Science (Management)** (<http://www.comp.nus.edu.sg/programmes/sp/cdp/bcomp-msc/>)
- **Bachelor of Computing (Communications and Media) from NUS and Master of Entertainment Technology from Carnegie Mellon University** ([http://www.comp.nus.edu.sg/undergradprog/u-bcomp\\_met.shtml](http://www.comp.nus.edu.sg/undergradprog/u-bcomp_met.shtml))
- **Bachelor of Laws and Master in Public Policy** (<http://www.nus.edu.sg/prog/mpplaw/>)
- **Bachelor of Business Administration (Hons) or Bachelor of Business Administration (Accountancy) (Hons) and Master in Public Policy** ([http://bba.nus.edu/dualdegree\\_bba-mpp-mpa.html](http://bba.nus.edu/dualdegree_bba-mpp-mpa.html))
- **Bachelor of Social Sciences (Honours) and Masters in Social Sciences in Psychology** ([http://www.fas.nus.edu.sg/psy/\\_current/gradresearch/gr\\_masters\\_cdp.htm](http://www.fas.nus.edu.sg/psy/_current/gradresearch/gr_masters_cdp.htm))

- **Bachelor of Social Sciences (Honours) and Master in Public Policy**  
(<https://myportal.nus.edu.sg/studentportal/fas/ug/currentstd/concurrent-degree-programme.html>)
- **Bachelor of Science (Computational Biology) Honours from NUS and Scientiae Magister in Computer Science (Computational Biology) from Brown University**  
(<http://www.comp.nus.edu.sg/programmes/sp/cdp/cb-brown/>)
- **Bachelor of Science (Honours) in Life Sciences from NUS and Master of Research (M.Res.) in Molecular Biophysics from Department of Biomedical Sciences, King's College London (KCL)** (<http://www.science.nus.edu.sg/undergraduate-studies/ugsap/ugsap-out/cdp-kcl>)

## 2. When can I be admitted to a CDP and what are the criteria for admission?

For the following CDPs, students will be admitted after a period of study:

- **Bachelor of Engineering {any discipline except Engineering Science} and Master of Science (Management)** ([http://www.eng.nus.edu.sg/ugrad/SP\\_be\\_msc.html](http://www.eng.nus.edu.sg/ugrad/SP_be_msc.html))
- **Bachelor of Business Administration (Hons) or Bachelor of Business Administration (Accountancy) (Hons) and Master of Science (Management)**  
(<http://bba.nus.edu/academic-programmes/bba-msc-mgt-programme/about-msc-mgt>) –  
(direct admission is also available for Bachelor of Business Administration (Hons) and Master of Science (Management))
- **Bachelor of Computing (Hons) and Master of Science (Management)**  
(<http://www.comp.nus.edu.sg/programmes/sp/cdp/bcomp-msc/>)

A student must have:

1. informed his/her original Faculty/School by writing to the Vice-Dean (Undergraduate Matters) before applying to the programme
2. completed at least 80 modular credits (MCs) for his/her undergraduate programme with his/her original Faculty/School; at least 40 of those completed MCs must be from modules in his/her undergraduate major(s)
3. an overall CAP of at least 4.00
4. Graduate Management Admission Test (GMAT) is recommended but not mandatory
5. performed well in an interview



If a student is enrolled in the University Scholars programme (USP), he/she must have completed at least 4 modules that can count towards the existing 6-module Minor in Business (to be renamed Minor in Management) programme with an average grade point for those completed modules of at least 4.00

Preliminary Acceptance: At end of Year 2 of study, students interested in applying for this programme must achieve the following:

- Pursuing an honours degree in BEng, BSc, BBA or BComp
- Minimum CAP of 4.00
- Completed at least three of the five prescribed Mathematics modules and have obtained at least an average of A- in these modules

Final Acceptance: At end of Year 4 of study, students must have obtained the following:

- Complete BEng, BSc, BBA or BComp with 2nd Upper Honours
- Completed 5 prescribed Mathematics modules with average of B+
- Obtained a high GRE score (Verbal: 450, Quantitative: 750 and Analytical Writing: 4.0)
- **Bachelor of Science (Honours) in Life Sciences from NUS and Master of Research (M.Res.) in Molecular Biophysics from Department of Biomedical Sciences, King's College London (KCL) (<http://www.science.nus.edu.sg/undergraduate-studies/ugsap/ugsap-out/cdp-kcl>)**

Initial Round of Admission: The first round of admission targets Life Sciences students from the matriculation cohort of AY2010/11 at the end of their Year 1. For subsequent rounds of admission, LS students at the end of their Year 1 will be considered for the programme.

The selection criteria are as follows:

- Academic achievements;
- Interest profile in biophysical sciences;
- An interview to assess student's potential and suitability for the programme; and
- Other criteria to be determined by the Joint Programme Committee

Interim arrangements will be made to admit suitable and interested current NUS students from matriculation cohorts of AY2009/2010 and earlier. These students may require longer than the typical 4 years to complete the programme. These students can proceed to KCL to read the

M.Res. upon completion of the BSc (Hons) degree component.

### 3. How does one apply for direct admission to CDP in the first year?

In the application form for admission to NUS, you will be given 8 choices to rank your preference for a home course – these will all be single degree courses. This will be the first set of courses that you will have to choose from.

After that, you will need to rank your preference for the CDPs if you are interested in applying for one.

Please note that the CDPs, will be listed together with the DDPs, DMPs and MMPs as the second set of Multi-disciplinary Degree Programmes (MDPs) course choices. You will need to rank your preference among the MDPs.

### 4. What are the criteria for direct admission to a CDP in the first year?

Selection for admission to a CDP is based on academic merit and competition among applicants for a limited number of places. To be eligible for admission into a CDP, students must meet the admission criteria of the relevant Faculties/Schools, that is:

1. excellent grades in all the subjects;
2. meet the Mother Tongue (MT) requirement for admission to the University (if applicable); and
3. meet the subject pre-requisites, if any, of the relevant Faculties/Schools.

Applicants may also need to meet additional criteria such as attending interviews that are required by the Faculty/School. Shortlisted applicants to these Faculties/Schools will receive a notification around mid-April/May to attend the interview.

### 5. Can I change my mind about accepting a CDP after being made an offer?

Yes. When you are made an offer for a CDP, you will also be offered admission into a home course. If you do not wish to accept the CDP, you can proceed to submit an online appeal for a single degree course via <https://myaces.nus.edu.sg/uasonline/Login> (<https://myaces.nus.edu.sg/uasonline/Login>) during the online appeal period which usually starts around 3rd week of May each year.

### 6. Which Faculty/School do I belong to once I enter a CDP?

You will belong to the Faculty/School in which you are reading for the undergraduate degree.

Should you decide to drop out of the CDP or if you fail to fulfill the continuation requirement (see **Question 12** of FAQs), then you will have to return to your home course.

## 7. What happens if I am not selected for direct admission to CDP in the first year?

If you are not selected for direct admission to a CDP, you will be considered for single degree programmes based on the choices you have indicated in your application. This is provided you meet the cut-offs and subject pre-requisites of your choices.

Further, you can still apply for a CDP at a later stage (see Questions **2 & 3** of FAQs) if you have done well. All the CDPs will consider applications from students who have done well at the appropriate stage of study in NUS.

## 8. What are the qualifications I will receive at the end of the programme?

Students who complete the course successfully will be awarded two degrees concurrently at the end of the entire programme, namely:

- **Bachelor of Engineering {any discipline except Engineering Science} and Master of Science (Management)** ([http://www.eng.nus.edu.sg/ugrad/SP\\_be\\_msc.html](http://www.eng.nus.edu.sg/ugrad/SP_be_msc.html))
- **Bachelor of Business Administration (Hons) or Bachelor of Business Administration (Accountancy) (Hons) and Master of Science (Management)** (<http://bba.nus.edu/academic-programmes/bba-msc-mgt-programme/about-msc-mgt/>)
- **Bachelor of Computing (Hons) and Master of Science (Management)** (<http://www.comp.nus.edu.sg/programmes/sp/cdp/bcomp-msc/>)
- **Bachelor of Computing (Communications and Media) from NUS and Master of Entertainment Technology from Carnegie Mellon University** ([http://www.comp.nus.edu.sg/undergradprog/u-bcomp\\_met.shtml](http://www.comp.nus.edu.sg/undergradprog/u-bcomp_met.shtml))
- **Bachelor of Laws and Master in Public Policy** (<http://www.nus.edu.sg/prog/mpplaw/>)
- **Bachelor of Business Administration (Hons) or Bachelor of Business Administration (Accountancy) (Hons) and Master in Public Policy** ([http://bba.nus.edu/dualdegree\\_bba-mpp-mpa.html](http://bba.nus.edu/dualdegree_bba-mpp-mpa.html))
- **Bachelor of Social Sciences (Honours) and Masters in Social Sciences in Psychology** ([http://www.fas.nus.edu.sg/psy/\\_current/gradresearch/gr\\_masters\\_cdp.htm](http://www.fas.nus.edu.sg/psy/_current/gradresearch/gr_masters_cdp.htm))

- **Bachelor of Social Sciences (Honours) and Master in Public Policy**  
(<https://myportal.nus.edu.sg/studentportal/fas/ug/currentstd/concurrent-degree-programme.html>)
- **Bachelor of Science (Computational Biology) Honours from NUS and Scientiae Magister in Computer Science (Computational Biology) from Brown University**  
(<http://www.comp.nus.edu.sg/programmes/sp/cdp/cb-brown/>)
- **Bachelor of Science (Honours) in Life Sciences from NUS and Master of Research (M.Res.) in Molecular Biophysics from Department of Biomedical Sciences, King's College London (KCL)** (<http://www.science.nus.edu.sg/undergraduate-studies/ugsap/ugsap-out/cdp-kcl>)

## 9. How many degree scrolls will I receive on completion of the CDP?

On completion of the CDP you will receive two degree scrolls, one for each degree.

## 10. How long will it take to complete the course?

Since the CDP structure allows some requirements for the bachelor's degree to be double counted towards the master's degree, a student could obtain in a minimum of four and a half to five years a bachelor's as well as a master's degree that normally take between five and a half and six years to complete if pursued separately.

## 11. What tuition fees will be charged to students doing CDPs? Is there any difference in the tuition fee structure compared with the single degree programmes?

1. For Concurrent Degree Programmes within NUS, students will pay the prevailing undergraduate tuition fees for the Bachelor's degree programme and pay the prevailing graduate tuition fees when they embark on the Master's degree programme.
2. **NUS-CMU Bachelor of Computing (Communications and Media) and Master of Entertainment Technology Programme**  
Students in the NUS-CMU Concurrent Bachelor of Computing (Communications and Media) and Master of Entertainment Technology (MET) will pay the prevailing fees for the Bachelor's degree programme and pay the CMU tuition fees during the time that they are undertaking the modules in partial fulfillment of the MET in CMU.  
A limited number of full scholarships (from IDA Singapore) will support students through the entire five years of study. The scholarship covers tuition fees and miscellaneous expenses at the School of Computing (SoC), NUS and the Entertainment Technology Centre (ETC), CMU. The application period for the scholarships starts from February and ends in April each year.

Please click **here** (<http://www.ida.gov.sg/Programmes/20060419152828.aspx?getPagetype=35>) for details.

3. Bachelor of Science (Computational Biology) Honours from NUS and Scientiae Magister in Computer Science (Computational Biology) from Brown University  
Students will pay Brown tuition fees during the time they undertake instruction at Brown in partial fulfillment of the requirements of the concurrent degree. They will also provide their medical insurance coverage.
4. Bachelor of Science (Honours) in Life Sciences from NUS and Master of Research (M.Res.) in Molecular Biophysics from Department of Biomedical Sciences, King's College London (KCL)  
NUS students enrolled for the M.Res. as part of this concurrent degree will pay UK home student fees.

## 12. What if I do badly or don't like the course?

Students can choose to leave the programme, or can be asked to leave the programme if they fail to meet continuation requirements.

1. For the Concurrent BEng or BComp (Hons) and MSc (Mgt): If your CAP falls below 4.00 for the home course for two consecutive semesters, you will be required to leave the CDP. For students leaving the programme, your academic advisor will advise you on the modules you need to complete the degree requirements of your home course.
2. For the Concurrent BBA (Hons)/BBA (Accountancy) (Hons) and MSc (Mgt): Students must maintain a CAP of at least 3.50 for modules counting towards the MSc(Mgt) degree and an overall CAP of at least 3.50. Students who fail to do so will be required to leave the CDP. For students leaving the programme, your academic advisor will advise you on the modules you need to complete the degree requirements of your home course.
3. For the NUS-CMU Bachelor of Computing (Communications and Media) and Master of Entertainment Technology: Students must maintain a CAP of 4.00 or above out of 5.00 and/or demonstrate strong creative talents, that is, strong performance in projects undertaken as part of the academic curriculum. These will be projects in specified courses as set out by SoC. Students who fail to meet the criteria will not be allowed to remain in the CDP, but may continue with their BComp studies at NUS.
4. For **Bachelor of Laws and Master in Public Policy** (<http://www.nus.edu.sg/prog/mpplaw/>):

The following students will be asked to leave the CDP, even if all other requirements are met, if:

- the student falls below the top 50% of students in modules counting toward the LLB for completed Law modules for 2 consecutive semesters; or
- CAP falls below 3.00 for completed MPP modules for 2 consecutive semesters; or
- CAP falls below 3.50 for completed MPP modules for 3 consecutive semesters; or
- fail any particular MPP module twice; or
- fail 3 or more MPP modules

In addition, a student who, at the point of entry into the MPP component of the programme, does not stand within the top 55% of his cohort will be asked to leave the programme.

Students who leave the CDP are permitted to work toward the LLB, while adhering to prevailing regulations. Modular credits completed in the CDP will be counted towards the fulfillment of the degree requirements for LLB, subject to the normal limits of the curriculum.

5. For **Bachelor of Business Administration (Hons) or Bachelor of Business Administration (Accountancy) (Hons) and Master in Public Policy** ([http://bba.nus.edu/dualdegree\\_bba-mpp-mpa.html](http://bba.nus.edu/dualdegree_bba-mpp-mpa.html)):

Students whose academic performance falls under any of the following categories shall be asked to leave the CDP, even if all other requirements are met:

- CAP falls below 4.00 for completed BBA modules for 2 consecutive semesters; or
- CAP falls below 3.00 for completed MPP modules for 2 consecutive semesters; or
- CAP falls below 3.50 for completed MPP modules for 3 consecutive semesters; or
- fail any particular MPP module twice; or
- fail 3 or more MPP modules

6. **Bachelor of Social Sciences (Honours) and Masters in Social Sciences in Psychology** ([http://www.fas.nus.edu.sg/psy/\\_current/gradresearch/gr\\_masters\\_cdp.htm](http://www.fas.nus.edu.sg/psy/_current/gradresearch/gr_masters_cdp.htm))

- SJAP (based on both undergraduate and graduate PL modules) fall below 4.00 over two consecutive semesters.

7. **Bachelor of Social Sciences (Honours) and Master in Public Policy**

(<https://myportal.nus.edu.sg/studentportal/fas/ug/currentstd/concurrent-degree-programme.html>)

- CAP falls below 4.00 for completed FASS modules for 2 consecutive semesters; or
  - CAP falls below 3.00 for completed MPP modules for 2 consecutive semesters; or
  - CAP falls below 3.50 for completed MPP modules for 3 consecutive semesters; or
  - fail any particular MPP module twice; or
  - fail 3 or more MPP modules
8. For the **Bachelor of Science (Computational Biology) Honours from NUS and Scientiae Magister in Computer Science (Computational Biology) from Brown University** (<http://www.comp.nus.edu.sg/programmes/sp/cdp/cb-brown/>):

Students in this concurrent programme must maintain a CAP of 4.00 or above (out of 5.00) for their BSc requirements. A student whose CAP falls below 4.00 for two consecutive semesters in NUS will not be allowed to remain in the concurrent programme, but may continue with his BSc study at NUS.

9. For the **Bachelor of Science (Honours) in Life Sciences from NUS and Master of Research (MRes) in Molecular Biophysics from Department of Biomedical Sciences, King's College London (KCL)** (<http://www.science.nus.edu.sg/undergraduate-studies/ugsap/ugsap-out/cdp-kcl>) :

Students in this concurrent programme must maintain a Cumulative Average Point (CAP) of 4.00 or above (out of 5.00) for their BSc (Hons) degree requirements while they are in NUS. A student whose CAP falls below 4.00 for two consecutive semesters in NUS will not be allowed to remain in this programme, but may go on to complete the BSc degree in Life Sciences at NUS.

While the student is in KCL, he/she must meet the minimum continuation requirements as stipulated by KCL for the MRes degree. A student who does not meet the requirements will have to withdraw from the programme.

If the student fails the research project at KCL but passes all the coursework modules, he/she will be awarded the BSc (Hons) degree from NUS. If the student fails any part of the coursework modules, he/she will have to complete the unfulfilled components of graduation requirements for the NUS BSc (Hons) degree.

## C. Double Major Programmes (DMP)

## 1. What is a Double Major programme (DMP)?

A DMP is a single degree programme in which a student satisfies the requirements of two Majors, a Primary Major and a Second Major.

## 2. Who is the course for?

Double Majors are conceived as an opportunity for students to broaden their knowledge and capacities with a significant degree of depth by pursuing a Second Major alongside their Primary Major. By acquiring an additional set of skills, students are well-placed for multiple career options.

## 3. When can I be admitted to a DMP?

Students can be admitted at the point of admission to NUS, or by applying to the relevant Faculties/Schools no later than the end of the fifth semester of study (Faculties/Schools may stipulate earlier application). For a list of Double Major Programmes available at the point of admission, please refer to the website of the **Office of Admissions** (<http://www.nus.edu.sg/oam/programmes.html>).

## 4. How does one apply for a DMP at the point of admission to NUS?

In the application form, you will be given 8 course choices to rank your preference for a home course – these will all be single degree courses. This will be the first set of courses that you will have to choose from. After that, you will need to rank your preference for the DMPs.

Please note that the DMPs will be listed together with the DDPs, CDPs and MMPs as the second set of Multi-disciplinary Degree Programmes (MDPs) course choices. You will need to rank your preference among the MDPs.

## 5. What are the criteria for admission to a DMP?

Selection for admission to a DMP is based on academic merit and competition among applicants for a limited number of places. To be eligible for admission into a DMP, students must meet the admission criteria of both Faculties/Schools, that is:

- good grades in all the subjects;
- meet the Mother Tongue (MT) requirement for admission to the University (if applicable); and
- meet the subject pre-requisites, if any, of both Faculties/Schools.



Some Faculties/Schools may require their applicants to meet additional criteria such as interviews. For these Faculties/Schools, shortlisted applicants will receive a notification around mid-April/May to attend the interview.

## 6. Can I change my mind about accepting a DMP after being made an offer?

Yes. When you are made an offer for a DMP, you will also be offered admission into a home course. If you do not wish to accept the DMP, you can proceed to submit an online appeal for a single degree course via <https://myaces.nus.edu.sg/uasonline/Login> (<https://myaces.nus.edu.sg/uasonline/Login>) during the online appeal period which usually starts around 3rd week of May each year.

## 7. Which Faculty/School do I belong to once I enter a DMP?

Students will belong to the Faculty/School offering their first Major. For example, if students are offered Economics with Mathematics, their first Major would be Economics offered by the Faculty of Arts & Social Sciences (FASS) and the Second Major would be Mathematics that is offered by Faculty of Science (FOS). In this example, the students' home faculty will be FASS.

## 8. What happens if I am not selected for direct admission to a DMP?

If students are not selected for direct admission to a DMP, they will be considered for single degree programmes based on the choices they have indicated in the application. This is provided these students meet the cut-offs and subject pre-requisites of their choices.

Furthermore, students can still apply to read a Second Major during their course of study at NUS. All Second Majors will consider applications from current students. Faculties/Schools will make the selection according to their criteria, for example, the places available and CAP requirement.

## 9. How many modules do I have to take for my Second Major?

A Second Major will consist of at least 48 MCs of modules.

For students admitted prior to AY2014/15,

- up to 8 MCs can be double counted; and
- at least 16 MCs must be at Level-3000 or above.

For students admitted from AY2014/15 onwards,

- Up to 16 MCs can be double counted<sup>^</sup>;
- At least 16 MCs must be at Level-3000 or above; and
- A minimum of 60% of the Second Major requirements must be earned from modules read at NUS. Modules read at NUS include all modules taught, co-taught, supervised or co-supervised by one or more NUS faculty members. These would consist of graded modules with assigned grade points, or modules with an 'S' or 'CS' grade.

<sup>^</sup> (Note: for counting towards a Minor, only a maximum of 8 MCs are allowed)

## 10. Can my Second Major be taken from another Faculty/School?

The Second Major may be taken in the same Faculty/School as the Primary Major, or from a different Faculty/School.

## 11. How many degree scrolls will I receive, and what are the qualifications I will receive if I have read a DM successfully?

Students who complete a DM successfully will receive one degree scroll, for the Primary Major only. The Second Major will, however, be recorded in the transcript.

## 12. Can I get an honours degree for my Second Major?

No, the Second Major will be a non-Honours major.

## 13. How long will it take to complete the course?

The DMP has been designed in such a way that generally with proper planning, students need not take more than four years to complete both their Primary and Second Majors. At most, it is envisaged that some students may take four and a half years.

## 14. What tuition fees will be charged to students doing DMPs? Is there any difference in the tuition fee structure compared with the single degree programmes?

Double Major students are working towards a single degree and thus will pay the same fees as those pursuing single majors.

## 15. What if I do badly in, or don't like the Second Major?

There is no formal exit process. Students may decide to discontinue the Second Major at any time and work towards completing their Primary Major. However, they are required to inform the Faculties/Schools if they plan to drop the Second Major. In such cases, the modules associated

with the Second Major will continue to count towards the student's CAP. Double Major students will not be barred from continuing because of poor academic performance but they might be advised by their respective Faculties/Schools against continuing if they are performing badly.

## 16. Can I exercise the S/U option on the modules in my Second Major?

The S/U option is available for modules that are part of a student's Second Major requirements provided they are Level 1000 modules (with or without pre-requisites) and Level 2000 modules offered without other NUS modules as pre-requisites, unless otherwise stipulated by the Faculties/Departments.

For more details, please visit the S/U option home page in the Student Portal by clicking **here** (<https://myportal.nus.edu.sg/studentportal/academics/ug/su-homepage.html>).

Students admitted prior to AY2014/15 should refer to the S/U policy relevant to their year of admission in the Student Portal.

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Business (<https://bschool.nus.edu.sg/>)  
Computing (<http://www.comp.nus.edu.sg/>)  
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Dentistry (<http://www.dentistry.nus.edu.sg/>)  
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Music (<https://www.ystmusic.nus.edu.sg/>)  
Public Health (<http://www.sph.nus.edu.sg/>)  
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Science (<http://www.science.nus.edu.sg/>)  
University Scholars Programme (<http://www.usp.nus.edu.sg/>)  
Yale-NUS (<http://www.yale-nus.edu.sg/>)

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colleges) offering internships in high-tech start-ups and classes at prestigious partner universities in some of the most enterprising hubs in the world.

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These units offer special courses and make learning more productive.

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English Language Communication (<http://www.nus.edu.sg/celc/>)

Learning Science and Educational Technology (<http://nus.edu.sg/alset/>)

Systems Science (<http://www.iss.nus.edu.sg/>)

## Need help?

Click on the links below.

Undergraduate Admissions (<http://www.nus.edu.sg/oam/>)

Graduate Admissions (<http://www.nus.edu.sg/registrar/prospective-students/graduate>)

Executive Education (<http://nus.edu.sg/pvo/education/academic-cluster#executive-education>)

Student Affairs (<http://www.nus.edu.sg/osa/>)

Registrar's Office (<http://www.nus.edu.sg/registrar/>)

Global Relations (<http://www.nus.edu.sg/gro/>)

Enterprise (<http://enterprise.nus.edu.sg/>)

Libraries (<http://libportal.nus.edu.sg>)

Housing Services (<http://www.nus.edu.sg/ohs/>)

University Health Centre (<http://www.nus.edu.sg/uhc/>)

Future-ready Graduates (<http://nus.edu.sg/cfg/>)

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## Academic calendar

Two semesters and a special term. The standard academic calendar for most schools.

Semester 1


Aug - Dec

Semester 2

Jan - May

Special Term

May - Aug

 Learn more (<http://www.nus.edu.sg/registrar/calendar>)

# Information and Resources

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- [Accident and Incident Management System \(AIMS\) \(https://inetapps.nus.edu.sg/osh/portal/eServices/ehs360\\_aims.html\)](https://inetapps.nus.edu.sg/osh/portal/eServices/ehs360_aims.html)
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- [Admissions \(Undergraduate\) \(http://www.nus.edu.sg/oam/\)](http://www.nus.edu.sg/oam/)
- [Advanced Placement Credits and Exemptions \(/registrar/academic-information-policies/undergraduate-students/continuation-and-graduation-requirements/#APCExe\)](/registrar/academic-information-policies/undergraduate-students/continuation-and-graduation-requirements/#APCExe)
- [Authorisation of Medical Procedures - Appointment of Local Representative \(for International Students only\) \(/registrar/administrative-policies-procedures/acceptance-record/#AuthorisationofMedicalProcedures\)](/registrar/administrative-policies-procedures/acceptance-record/#AuthorisationofMedicalProcedures)
- [Bulletin \(http://www.nus.edu.sg/nusbulletin/\)](http://www.nus.edu.sg/nusbulletin/)
- [CAP for Continuation and Graduation \(/registrar/academic-information-policies/undergraduate-students/continuation-and-graduation-requirements#CapContinuationGraduation\)](/registrar/academic-information-policies/undergraduate-students/continuation-and-graduation-requirements#CapContinuationGraduation)
- [Centre for Future-ready Graduates \(http://nus.edu.sg/cfg/\)](http://nus.edu.sg/cfg/)

- **Change of Course** (<http://www.nus.edu.sg/oam/apply-to-nus/transfer-applicants.html>)
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- **Concurrent Degree Programmes (CDP) with Overseas Universities** ([/registrar/current-students/undergraduate/concurrent-degree-programmes-\(cdp\)-with-overseas-universities](/registrar/current-students/undergraduate/concurrent-degree-programmes-(cdp)-with-overseas-universities))
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- **Counselling Service** (<http://www.nus.edu.sg/uhc/mental-health/student/services>)
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- **Discipline with Respect to Students - Guidance Note for Students (PDF)** (<https://share.nus.edu.sg/registrar/student/info/Discipline-Guidance-Note-Students.pdf>)
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- **Double Degree Programmes (DDP)** (</registrar/current-students/undergraduate/double-degree-programmes>)
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- **Ethics Review of Student Research** (<http://www.nus.edu.sg/irb/>)
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- **General Education** (</registrar/academic-information-policies/undergraduate-students/general-education>)

- **H3 Advanced Placement Credits FAQ (PDF)**  
(<https://share.nus.edu.sg/registrar/student/info/FAQ-on-H3-APC.pdf>)
- **Health Service** (<http://nus.edu.sg/uhc/services>)

- **Intellectual Property Policy** (</registrar/administrative-policies-procedures/acceptance-record#IP>)

- **Joint Degree Programmes (JDP)** ([/registrar/current-students/undergraduate/double-degree-programmes-\(ddp\)-with-overseas-universities](/registrar/current-students/undergraduate/double-degree-programmes-(ddp)-with-overseas-universities))

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- **Minimum Workload FAQ (PDF)** (<https://share.nus.edu.sg/registrar/student/info/FAQ-Minimum-Workload.pdf>)
- **Minor Programmes** (</registrar/current-students/undergraduate/minor-programmes>)
- **Module Registration (ModReg@EduRec)** (<http://www.nus.edu.sg/ModReg/>)
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- **Safety & Security** (<https://myportal.nus.edu.sg/studentportal/safety-and-security/all/>)
  - **Satisfactory / Unsatisfactory (S/U) Homepage** (<https://myportal.nus.edu.sg/studentportal/academics/ug/su-homepage.html>)
  - **Satisfactory / Unsatisfactory (S/U) Declaration** (<https://myportal.nus.edu.sg/studentportal/academics/ug/su-homepage.html>)
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  - **Student Bill/Student Account** (<https://myisis.nus.edu.sg/psp/cs90prd/?cmd=login&languageCd=ENG&>)
  - **Student Card Matters** (<https://share.nus.edu.sg/registrar/student/info/Student-Card-Matters.pdf>)
  - **Student Circulars** (/registrar/administrative-policies-procedures/responsibility-for-notices-circulars-and-updates-of-personal-particulars)
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  - **Student Data Protection Policy** (/registrar/administrative-policies-procedures/acceptance-record#NUSStudentDataProtectionPolicy)

- **Student Essentials eModule** (<https://luminus.nus.edu.sg/modules/62c85de6-5432-4103-8f1e-a751cb482a96?q=overview>)
- **Student Exchange Programmes** (/registrar/current-students/undergraduate/student-exchange-programmes)
- **Student Finance Matters** (<http://www.nus.edu.sg/finance/students/student-finance-matters.html>)
- **Student Feedback Exercise** (/registrar/administrative-policies-procedures/student-feedback-exercise)
- **Student Service Centre** (<http://www.nus.edu.sg/osa/ssc>)
- **Student Status Letter** (/registrar/student-records/certification-and-status-letters)
- **Student Work Scheme** (<http://www.nus.edu.sg/cfg/students/employment-opportunities>)
- **Summer/Winter Programmes** (<http://www.nus.edu.sg/registrar/academic-information-policies/undergraduate-students/special-programmes/student-exchange-programmes>)

- **The Effective Student (A Guide to Learning)** (<http://www.cdtl.nus.edu.sg/Ufm/>)
- **Transcripts and Records** (/registrar/student-records/transcripts)
- **Transfer of Courses** (<http://www.nus.edu.sg/oam/apply-to-nus/transfer-applicants.html>)

- **Undergraduate Research Opportunity Programme** (/registrar/current-students/undergraduate/undergraduate-research-opportunity-programme)
- **University Level Requirements** (/registrar/academic-information-policies/undergraduate-students/curriculum-structure#UniversityLevelRequirements)
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# Design Your Own Module

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## What DYOM is about, and the two available options

The idea of Design-Your-Own-Module (DYOM) was mooted in NUS to encourage our students to explore learning beyond their own disciplines, via edX Massive Open Online Courses (better known as MOOCs), or by engaging NUS teachers, NUS administrative staff or industry leaders. This is similar to what established universities around the world have done, i.e., embracing self-directed education. MOOCs were first introduced in 2006, but have become more popular of late. Top universities have now incorporated MOOCs into their educational landscape, even providing their students with opportunities to complete certificate-bearing MOOCs from other top universities within their own curricular space.

Additionally, students may also explore doing DYOM in groups of 10 (or more), with supervision by NUS academics, skilled administrative staff, or industry experts. The objective is to empower students in their learning journey, giving them more flexibility in planning their studies without disruption to their structured disciplinary studies. It is an option for students to pursue interests outside their disciplines, broadening their knowledge, and encouraging them to see “learning” as a lifetime endeavour.

DYOM saw its inaugural semester in AY2019/2020, Semester 1, where a student from modular faculties/ schools\*, may complete up to 4 Modular Credits' (MCs) worth of Unrestricted Elective Modular (UEM) space during his or her candidature and will be graded on a 'CS/CU' (Completed Satisfactorily/Completed Unsatisfactorily) basis. From AY2020/2021 onward, DYOM scheme will be expanded to give students more opportunities to pursue self-directed learning, **with up to 8 MCs allowed within the UE space.**

The options available:

- A. **DYOM via edX MOOCs** – Fully online learning where students can access edX courses via NUS *LumiNUS*.
- B. **DYOM via group work with supervision** – a group of 10 or more students coming together to learn from a supervisor.

# How to embark on the DYOM journey

Collapse All -

## A. DYOM via edX MOOCs -

### Important things to know:

- Students using edX for their personal study, course modules or DYOM will be able to access it via single-sign-on on NUS's Learning Management System, **LumiNUS**.
- For a completed edX MOOC (i.e., having a Verified Certificate to earn modular credits) to be captured in the student record, students will have to use **LumiNUS** as a platform to enroll in edX MOOC.
- As the official launch of DYOM was in AY2019/2020, please note that students will **not** earn modular credits for edX MOOCs completed before the Academic Year 2019/2020 (officially begins after the orientation week).
- **When enrolling in edX to pursue a Verified Certificate, the student has to make payment upfront. Upon successful completion, the student may then produce his or her obtained Verified Certificate to request for reimbursement of course fees paid to edX. This will be capped at USD600 per student and up to 8 MC worth of Unrestricted Elective space.**
- Please refer to information below on the equivalent MC(s) that can be obtained based on the MOOC's workload hours. Do check the MOOC's workload hours against the table before registering for an edX MOOC via LumiNUS (for DYOM Option A).

Illustrative only:

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EFFORT	TOTAL EFFORT	MC EQUIVALENTS
4-6 hours for 4-6 weeks	16-36 hours	1 MC
4-6 hours for 10-11 weeks	40-66 hours	2 MC
6-7 hours for 12-13 weeks	72-91 hours	3 MC
8-10 hours for 13-14 weeks	104-140 hours	4 MC
10-12 hours for 14-15 weeks	140-180 hours	5 MC
12-13 hours for 15-16 weeks	180-208 hours	6 MC
13-14 hours for 16-17 weeks	208-238 hours	7 MC

Up to a maximum of 8 MCs for efforts of 240 hours or more

- Please submit your DYOM (edX) application (after completion of edX MOOC with a Verified Certificate) via EduRec (*Navigation: EduRec > My Homepage > Academics > Design Your Own Module*). Please note reimbursement is only for edX MOOCs completed under the DYOM scheme.
- To count the DYOM credits to current semester, submit your DYOM (edX) application from the start of the semester and **latest by the last day of the examination period**. (E.g., To count the DYOM credits towards Semester 1, submit the DYOM (edX) application latest by the last day of Semester 1's examination period). You may choose to count the DYOM credits towards Special Term (Part 1 or Part 2) by submitting by the last day of each term. The NUS Academic Calendar can be found **here** (<http://www.nus.edu.sg/registrar/academic-activities/academic-calendar>).



- A student is required to meet the minimum semestral workload requirement regardless whether the student may be doing DYOM via edX MOOCs.
- For enquiries relating to DYOM Credit Transfer, you may email to RO DYOM Credit Transfer ([regbox52@nus.edu.sg](mailto:regbox52@nus.edu.sg) (<mailto:regbox52@nus.edu.sg>)).


## B. DYOM via group work with supervision -

### Group formation and submission of an application:

- Students can form their groups through many ways and means (e.g., own social network through residential living and learning);
- Some students may wish to find like-minded folks (by a specific topic), can consider using Yammer – an online platform for students to connect, discuss, explore together. Click **here** (<https://www.yammer.com/design-your-own-module/>) to join Design-Your-Own-Module network.
- Once a group is formed (including the group supervisor), please appoint a student representative to log into **myEduRec** (<https://myedurec.nus.edu.sg/psp/cs90prd/?cmd=login&languageCd=ENG&>) to submit an application [Navigation: Student Academics > Design Your Own Module]. A copy of the User Guide can be found **here** (<https://myportal.nus.edu.sg/studentportal/eservices/all/myedurec.html>).
- Upon approval of application, the relevant DYOM would be pre-allocated.

### Important timelines for Option B (in preparation for Semester 1, AY2020/2021):

DATE	ITEM
Now – 1 July 2020	Form a group and get a supervisor

DATE	ITEM	 Quicklinks
2 July – 17 July 2020	Application Period for DYOM (Group)	
18 July – 23 July 2020	Processing of DYOM (Group) applications	
23 July 2020 onwards	Outcome of DYOM (Group) applications	

*\*Note: Pre-allocation of DYOM module codes could take place as soon as Round 1 on the published schedule for Module Registration for Semester One of AY2020/2021.*

## Frequently Asked Questions (/registrar/academic-information-policies/undergraduate-students/faqs-for-design-your-own-module)

### User Guides

- **Option A: DYOM via edX MOOCs**

Option A: [https://wiki.nus.edu.sg/x/\\_gQuDw](https://wiki.nus.edu.sg/x/_gQuDw) ([https://wiki.nus.edu.sg/x/\\_gQuDw](https://wiki.nus.edu.sg/x/_gQuDw))

- **Option B: DYOM via group work with supervision:**

User guide on Yammer (i.e., if you need help on group formation/ a platform for discussion):

Option B: [https://wiki.nus.edu.sg/x/\\_wQuDw](https://wiki.nus.edu.sg/x/_wQuDw) ([https://wiki.nus.edu.sg/x/\\_wQuDw](https://wiki.nus.edu.sg/x/_wQuDw))

Click **here** (<https://www.yammer.com/design-your-own-module/>) to join Design-Your-Own-Module network.

- **User guide on EduRec Form for DYOM Group:**

Please click **here**

(<https://myportal.nus.edu.sg/studentportal/eservices/all/myedurec.html>) for the user guide.

- **User guide on EduRec Submission for Completed DYOM (edX)**

Please click **here**

(<https://myportal.nus.edu.sg/studentportal/eservices/all/myedurec.html>) for the user guide.

The University reserves the right to drop students' DYOM module(s) when they are found to be ineligible for the DYOM scheme after their DYOM application(s) were approved.

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For general enquiries relating to DYOM, you may email to Design Your Own Module **[pbox31@nus.edu.sg](mailto:pbox31@nus.edu.sg)** (**<mailto:pbox31@nus.edu.sg>**).

 Quicklinks

For enquires on edX in LumiNUS, please go to **LumiNUS Student Helpdesk** (**<https://cithelp.nus.edu.sg/servicedesk/customer/portal/8/user/login?destination=portal%2F8>**) and log in using your NUSNET ID and password.

# FAQs for Design Your Own Module

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**Collapse All -**

## 1. What is DYOM about? -

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With effect from Academic Year 2019/2020, Design-Your-Own-Module (or DYOM in short) has been officially introduced as an option for students to broaden their education. With this initiative, students may choose to do something within, or outside of, their disciplines – within the unrestricted elective modules (UEM) space. Students can thus choose what to learn, how they wish to learn it and from whom they wish to learn (e.g., Massive Open Online Courses via edX, or to learn in a DYOM group by choosing their own supervisor). With effect from Academic Year 2020/2021, eligible students may utilize up to 8 MCs for DYOM, an increase from 4 MCs.

## 2. Will DYOM count towards my graduation? -

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DYOM will constitute up to 8 MCs within the UEM space, and graded on a 'CS/CU' (Completed Satisfactorily/Completed Unsatisfactorily) basis. The modules will not count towards the calculation of the cumulative average point (CAP). DYOM also will not be counted toward the limit stipulated on the number of Level-1000 modules.

## 3. Is DYOM compulsory? Must I do 8 MCs of DYOM? -

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DYOM is optional. Students may choose to do a range of 1 MC to 8 MCs DYOMs (depending on the selected options), up to a maximum of 8 MCs within the UEM space, within the established degree requirements.

#### 4. How much work must I do to get modular credits for DYOM? -

DYOM follows NUS guidelines like all other modules. For example, the makeup of a 4-MC module is roughly 120 hours of work – i.e., approximately 36 hours of contact time, with the rest constituting self-study, assignment and assessments. 2 MCs is, therefore, half that. Depending on the effort for each credit-bearing MOOC, students may earn up to 8 MCs within the UEM space.

Please refer to information below on the equivalent MC(s) that can be obtained based on the MOOC's workload hours. Do check the MOOC's workload hours against the table before registering for an edX MOOC via LumiNUS (for DYOM Option A). Please consult your supervisor on the MCs awarded for your DYOM Option B.

Illustrative only:

EFFORT	TOTAL EFFORT	MC EQUIVALENTS
4-6 hours for 4-6 weeks	16-36 hours	1 MC
4-6 hours for 10-11 weeks	40-66 hours	2 MC
6-7 hours for 12-13 weeks	72-91 hours	3 MC
8-10 hours for 13-14 weeks	104-140 hours	4 MC
10-12 hours for 14-15 weeks	140-180 hours	5 MC
12-13 hours for 15-16 weeks	180-208 hours	6 MC
13-14 hours for 16-17 weeks	208-238 hours	7 MC

Up to a maximum of 8 MCs for efforts of 240 hours or more

## 5. How do I organize/avail myself of a DYOM module?

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NUS has joined edX (an established not-for-profit MOOC provider) w.e.f. Jan 2019. With this partnership, students will be able to take advantage of over 2000 massive open online courses (MOOCs) from over 110 top university and industrial partners (including NUS, in the future). Students will be able to do DYOM modules in several ways:

- A. Take and complete MOOC(s) ranging from 1-MC to 8-MC equivalent from edX – but not exceeding 8 modular credits in total, under DYOM for UE space. In order to get a “CS” grade, students will have to register for and obtain a Verified Certificate from edX under this Option A.
- B. NUS faculty members or NUS administrative staff (e.g., from units such as the Office of Student Affairs, Residential Colleges, the Centre for Future-Ready Graduates, NUS IT, etc.) may supervise a DYOM topic ranging from 2-MC- to 8-MC equivalent (60 to 240 hours of work) – which may or may not incorporate edX MOOCs. Students may propose a module and form a group of 10 students or more for this module. They may then get a supervisor (as above) to determine the course materials, assignments, and assessments (to constitute satisfactory completion of the module). Such modules have to be approved by NUS (e.g., Faculty or the Office of the Senior Deputy President and Provost (SDPPVO)).
- C. Still on DYOM Option B, students may design a DYOM module where Industry leaders and NUS faculty supervise assignments and assessments. Again, students must organize themselves in a group of 10 or more, and approval will have to be sought from faculty or the SDPPVO.
- D. Depending on the topic initiated by the DYOM group and modular credits involved, subsidies may be granted to the host department or host faculty (up to SGD500 per student in the group).
- E. Special Term fees will be waived for DYOM Options A and B.

## 6. Why do I have to organize in groups of 10 or more for DYOM Option B? Can we have smaller groups?

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The DYOM initiative empowers students to customise their learning experiences. An interesting feature of DYOM is that students will be organizing themselves in a group of at least 10 to encourage students from across different schools and faculties to come

together to explore educational experiences that are both stimulating and enriching.

We are recommending a group of at least 10 students to encourage collaborative learning through teamwork (i.e., group activities may be prescribed by the supervisors where applicable). We hope students can achieve the learning objectives set out in their commonly selected DYOM, in a self-motivated manner, and foster community spirit during the process. A team of 10 or more could also mean that students can leverage on the varied strengths of one another, creating economies of scale through synergy.

Note: Students who choose option A (i.e., to do (and complete) a certificate-bearing MOOC) do not need a supervisor and can do DYOM modules individually.

## **7. How is NUS going to help me find group members and supervisors?**

Students may form groups through their own social network, or consider using Yammer – a platform which we will introduce to facilitate this process of group formation.

Yammer, a web-based matching app (similar to Eventbrite/Peatix) – for teachers/supervisors or students to propose DYOM topics, to submit proposals to faculty/SDPPVO for approval, and to find fellow interested students to make up groups. NUS may approve smaller groups, within reason – but this is at NUS's discretion. Yammer is also available for download so that students may use it on their mobile phones. Click **here** (<https://www.yammer.com/design-your-own-module/>) to join Design-Your-Own-Module Yammer network.

## **8. Will there be a DYOM Proposal Template?**

DYOM via edX MOOCs (i.e., option A) simply means that students enroll in MOOCs of their choice on edX (accessed via LumiNUS). For DYOM proposals (i.e., option B), a standard template is provided in EduRec for online application before the start of a new semester. This template will require students/ supervisors to list learning outcomes, modular requirements/ details, assignments/ projects, and assessment criteria. The proposals will then be submitted (i.e., online application via EduRec) to respective host schools/ faculties or SDPPVO (for Halls of Residence, non-teaching units) for

approval. Please refer to the **User Guide**

(<https://myportal.nus.edu.sg/studentportal/eservices/all/myedurec.html>): EduRec Form for DYOM Group.

## 9. Are there “black out” periods? -

For students doing the option of DYOM Group, registration of DYOM is not encouraged for the first and last semesters of their undergraduate studies. To minimise the possibility of students failing to meet graduation requirements due to DYOM, students should not be doing MOOCs in their last semester.

## 10. What does the review and approval process entail? How long will it take? -

Students are expected to plan ahead for their DYOM journey (i.e., before the start of a semester), especially if they wish to customise their module(s). Once the group and their supervisor agree on the modular details, assignments, projects, and assessment, the proposal form should be submitted to the respective Dean's Office during the application period for DYOM (Group), as indicated on the **DYOM index page (/registrar/academic-information-policies/undergraduate-students/design-your-own-module)**.

Students must note that once a DYOM has been added to their record in EduRec by the host department (for Option B), any de-registration or dropping of the module could have an implication on their academic record (e.g., “W” grade, etc.).

For DYOM via edX MOOCs, please note that most of these online courses are self-paced courses, so they would not have implication on a student's workload (that is, the semestral workload limit is not relevant after ModReg Round 3).

## 11. What are the criteria for evaluation? -



Students doing certificate-bearing MOOCs (Option A) will be deemed to have attained a “CS” grade upon award of the edX /host institution’s certificate of completion. Other students must complete the assignments and assessments as stipulated in the proposal or “contract”, and fulfill the requirements as agreed (Option B), in order to be awarded a “CS” grade.

## **12. Are there any “OB (out of bounds) markers” in terms of topics or industry guest speakers?**

There may be sensitive topics which students may be advised to avoid (e.g., topics which promote racism or sexism). Should a group wish to invite guest speakers, e.g., from industries, NGOs, etc., the invitation should be made in consultation with the supervisor. There may be instances where the approving authority may suggest modifications to the topic – or the list of teachers/speakers.

## **13. How do students access edX with their NUS account?**

Students using edX for their personal study, course modules or DYOM will be able to access it via single-sign-on on NUS’s Learning Management System, LumiNUS. Please note that students may register for edX MOOCs in the same manner during the special terms as well; special term fees are not applicable.

## **14. Are there other avenues for a student group to consider, should there be some difficulties in finding a supervisor? Can the Faculty/Department help them find one?**

Students in the DYOM group could approach the host faculty (for the intended topic) to request for help in finding a supervisor.

Should they require further assistance, the group may write to Design Your Own Module (PVOBOX31@nus.edu.sg (mailto:PVOBOX31@nus.edu.sg) ) for assistance.

**15. If I have completed an edX MOOC prior to Semester 1 AY2019/2020, will I be eligible to convert this to fulfill the UE requirement of 8 MCs?** -

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The DYOM initiative was officially launched in the Academic Year of 2019/2020. Only edX MOOCs commenced from that semester onwards will be considered. That is, a student would only be able to get DYOM MCs if the edX MOOC is completed from AY2019/2020 onwards. Additionally, students must register to do edX MOOCs via LumiNUS. The single-sign-on mechanism in place when students use LumiNUS will help to ensure the capturing of relevant student information for subsequent processing of records in systems.

## Graduate Education

NUS offers a variety of comprehensive and challenging graduate programmes, some of which are primarily research-based, while others are coursework-based.

- The Graduate Diploma provides focused professional training in a specific niche.
- The Master's degree is intended to develop mastery of a field and prepares students for the practice of a profession or as a precursor to doctoral training.
- The Doctoral degree is designed to prepare students for creative activity and original research, often in preparation for the pursuit of an academic career.

In order to accommodate students with full-time employment, some programmes allow students to enroll on a part-time basis, with modules conducted in the evenings, and in some instances, on Saturdays.

Graduate students are admitted to either a coursework or research programme and are distinguished by the programme in which they are enrolled. The Graduate Diploma and various Master's degree programmes are offered under the coursework structure. The PhD and Master's degrees in certain disciplines are strictly research-based programmes.



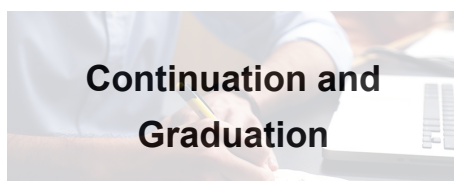
**Education at NUS**

**Modular System**



**Curriculum  
Structure**

**Degree  
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**Continuation and  
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## Requirements

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**Special  
Programmes**

**Information and  
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# Curriculum Structure

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## Research-based Programmes -

Research-based graduate programmes provide training in a particular area of specialisation through independent exploration and study, culminating in the submission of an original thesis. Students enrolled in these programmes may be required to satisfy a component of coursework, and a qualifying examination, before undertaking independent research.

- **Upgrading to PhD**

Candidates may upgrade from a Master's programme to the PhD upon completing specific requirements. In general, the requirement for upgrading should be similar to those who are admitted directly into a PhD programme, that is, students have to meet all requirements necessary in order to be qualified as a PhD candidate. At a minimum, this will include passing the qualifying examination. The additional requirements may include specified coursework and a thesis proposal.

- **PhD Qualifying Examination**

Each Faculty/Department will determine the set of modules that a candidate must complete before proceeding to the PhD Qualifying Examination (QE). The QE comprises a comprehensive examination and an oral defence of the PhD thesis proposal. The comprehensive examination tests the general competence of the candidate in his/her discipline(s), while the oral defence ensures that the candidate is prepared to embark on his/her thesis research. The QE should usually be taken 12 to 24 months from the start of the PhD candidature.

- **Thesis and Oral Examination**

A Master's thesis will be examined by two examiners (one of whom may be an external examiner, as decided by the Head of Department and the Vice Dean) while a PhD thesis will be examined by three examiners (at least one being an external examiner). PhD candidates are required to attend an oral examination after the thesis has been examined. The oral panel will be a subset of the thesis examination panel.

## **Coursework-based Programmes**

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The objective of coursework-based graduate programmes is to provide further specialised education beyond the undergraduate level as a foundation for research or professional enhancement. Students enrolled in these programmes are required to attend classes, seminars, and, in certain disciplines, laboratory sessions. Modules may also involve written examinations. Some programmes include a small research component, and require the writing of a supervised dissertation.

# Degree Requirements

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## Research-based Programmes -

Research-based graduate programmes (namely the PhD and Master's degrees in certain disciplines) generally have the following common elements: coursework; graduate seminar; and thesis component.

- **Coursework component**

Research degree programme includes an element of coursework in the same or related fields. This provides a graduate-level foundation and prepares the student for research. The recommended coursework component comprises two to six modules for the Master's and 6 to 15 modules for the PhD programmes. Exceptionally, the Senate may approve variations with adequate justifications. Graduate-level modules (i.e. level-5000 and above) are generally expected to be 4 MCs each. Nonetheless, to enable a student to build expertise in a new field, modules below level-5000 may be allowed, up to 25% of the total MC requirement for the coursework component, subject to the approval of the supervisor and Department.

- **Graduate seminar**

To cultivate a strong research culture among graduate students, the required coursework includes a 'graduate/doctoral seminar' in which Faculty members, graduate students, and visitors present current research.

- **Thesis component**

Research candidates have to submit their theses for examination (after being approved by the supervisor(s) and Head of Department) by the maximum period of candidature. The thesis is not measured by MCs.

The Graduate Diploma and various Master's degree programmes are offered under the coursework structure.

- **Graduate Diploma programmes**

The Graduate Diploma programme requires a minimum of 24 MCs, of which at least 18 MCs must be at level-5000 or 6000 within the subject or related disciplines.

- **Master's programmes**

Coursework Master's programmes generally fall into one of the two structures as described below. Under both structures, at least 30 of the total MCs must be at level-5000 or 6000 within the subject or related disciplines. The remaining credits may be from other levels in the same or other disciplines.

STRUCTURE I	STRUCTURE II
Degree requires 40 MCs (i.e. equivalent to one year's full-time study)  This structure is meant primarily for programmes that admit students with fairly homogeneous backgrounds.	Degree requires 80 MCs (i.e. equivalent to two years' full-time study)  This structure works well for programmes that admit students from a broad diversity of backgrounds. Candidates with sufficient background in the same or closely related discipline may be allowed waiver up to 40 MCs.

- A coursework Master's programme may also allow the option of a project or dissertation at level-5000 or 6000 at a maximum of 16 MCs.



# Continuation and Graduation Requirements

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The majority of the programmes of study in NUS uses the Cumulative Average Point (CAP) as a criterion for continuation and graduation. For these programmes, the University sets the minimum standards and specific programmes may implement stricter or additional requirements. Students should refer to their specific programme guidelines for their programmes' requirements.

Students who have fulfilled their degree requirements will be required to proceed with graduation and will not be allowed to stay on for an additional semester or more.

**Collapse All -**

## Research-based Programmes

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### 1. CAP for Continuation and Graduation

	MASTER'S DEGREE BY RESEARCH	PHD DEGREE
Continuation Requirements	To continue in a Master's programme, a student may not have: <ul style="list-style-type: none"> <li>◦ CAP below 3.00 (but <math>\geq 2.50</math>) for three consecutive semesters; or</li> <li>◦ CAP below 2.50 for two consecutive semesters.</li> </ul>	To continue in a PhD programme, a student may not have: <ul style="list-style-type: none"> <li>◦ CAP below 3.50 (but <math>\geq 3.00</math>) for three consecutive semesters; or</li> <li>◦ CAP below 3.00 for two consecutive semesters.</li> </ul>
Graduation Requirements	Minimum CAP of 3.00 for all required modules. Pass the Master's Thesis Final approved thesis must have been uploaded electronically	Minimum CAP of 3.50 for all required modules. Pass the PhD qualifying examination, the PhD thesis and the oral examination Final approved thesis must have been uploaded electronically

Examples of students with poor academic standing:

	FIRST SEMESTER	SECOND CONSECUTIVE SEMESTER	THIRD CONSECUTIVE SEMESTER
Master's Student A	CAP below 3.00 (but $\geq 2.50$ ) <b>Academic Warning</b>	CAP below 3.00 <b>Academic Probation</b>	CAP below 3.00 <b>Academic Dismissal</b>
Master's Student B	CAP below 2.50 <b>Academic Probation</b>	CAP below 2.50 <b>Academic Dismissal</b>	
PhD Student C	CAP below 3.50 (but $\geq 3.00$ ) <b>Academic Warning</b>	CAP below 3.50 <b>Academic Probation</b>	CAP below 3.00 <b>Academic Dismissal</b>
PhD Student D	CAP below 3.00 <b>Academic Probation</b>	CAP below 3.00 <b>Academic Dismissal</b>	

Such a student may appeal against the dismissal if there are extenuating circumstances. The appeal must be submitted to the relevant Faculty/Department within two calendar weeks of the last day of the release of each semester's examination results. Generally, a student is allowed to appeal only once per candidature. If the appeal is rejected, the student will not be readmitted, however, if it is approved, the student will be given one semester to achieve the minimum CAP required for continuation and graduation.

Appeals that are submitted after the two calendar week period, due to extenuating reasons, will be considered on a case-by-case basis and is not guaranteed. In such cases an administrative fee of S\$250 will be charged for each successful appeal for readmission.

In addition to poor CAP, a research student may also be issued a warning, placed on probation or issued a letter of termination for poor performance in the PhD qualifying examination (PhD students), research progress, research thesis, or other programme requirements.

## 2. Research Progress Reports

Students in research-based graduate programmes are required to submit a research progress report bi-annually via the **NUS Education Records System** (<https://myedurec.nus.edu.sg/>) (Academics > Graduate Research > Submit Research Progress Report). The report should include a summary of the work done in the previous semester (e.g. modules taken, doctoral seminars attended, development/review of work plan, PhD qualifying exam, etc.), self-assessment and comments (e.g. achievements and problems encountered).

The submission periods of the Research Progress Report are as follows:

- In September – for assessment of research progress in Semester 2 of the previous Academic Year;
- In February – for assessment of research progress in Semester 1 of the current Academic Year.

Students will receive an email of the submission period and will need to complete the submission promptly to allow sufficient time for the supervisor(s), Head of Department/Programme and Faculty to complete their assessments and recommendations, for continuation of candidature.

The Research Progress Report is not applicable to research students who are in their first term (semester) of study.

It is important that students submit their research progress report by the stipulated deadline. The table below shows the implications of failure to submit the progress report within the deadline:

FOR SCHOLARS	FOR NON-SCHOLARS
<p>Scholarship will be suspended as renewal of scholarship is tied in with the semestral progress report.</p> <p><u>Note:</u></p> <p>Scholars with Graduate Assistantship Programme (GAP):</p> <ul style="list-style-type: none"> <li>◦ Must report on the number of completed GAP hours during the reporting semester.</li> <li>◦ Attach a completed and endorsed <b>Summary Sheet for GAP</b> (<a href="https://myportal.nus.edu.sg/studentportal/eservices/all/forms/Summary-Sheet-for-Graduate-Assistantship-Programme.docx">https://myportal.nus.edu.sg/studentportal/eservices/all/forms/Summary-Sheet-for-Graduate-Assistantship-Programme.docx</a>)</li> </ul>	<p>Status of progress report will be reflected as “Deemed Unsatisfactory”</p>

Please refer to <http://www.askstudentservice.nus.edu.sg> (<http://www.askstudentservice.nus.edu.sg/>) for the FAQs on the Research Progress Report Workflow.

### 3. Graduate Programmes Residency Requirement

The University has established a minimum residency requirement and maximum candidature for all NUS degrees, including joint and double degrees with foreign universities. Faculties can set their own stricter requirements. Residency, implies the following:

- i. Payment of fees;
- ii. Satisfaction of all curricular requirements of the programme of study; and
- iii. Satisfaction of other department requirements such as teaching assistance.

Students in research-based graduate programmes must meet the minimum residency requirements as follows:

TYPE OF PROGRAMME	MINIMUM RESIDENCY
Master's degree by research	6 months of residence in NUS <sup>(i), (ii)</sup>
Doctoral degree by research	18 months of residence in NUS <sup>(i), (ii)</sup>

(i) Refers to all local NUS campuses, as well as NUS entities overseas (e.g., NUS Research Institute (Suzhou)).

(ii) Includes research carried out in the establishments of approved NUS industry partners.

The periods of study leave and overseas fieldwork do not count toward residency. In addition, students must be resident in Singapore during the semester in which they submit their thesis for examination, as well as throughout the tenure of the NUS research scholarship, if awarded, unless approval is granted otherwise.

#### 4. Graduate Programmes Maximum Candidature

The maximum candidature for the various types of graduate programmes are:

TYPE OF PROGRAMME	MAXIMUM CANDIDATURE
Master's degree by research	36 months*
Doctoral degree by research	60 months*

\* The maximum candidature for research programmes is the same for full-time and part-time programmes

Students are required to submit their thesis (approved by supervisor(s)) for examination by the maximum period of their candidature; failing which, their candidature will lapse automatically.

## Coursework-based Programmes

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### 1. CAP for Continuation and Graduation

	GRADUATE DIPLOMA	MASTER'S DEGREE BY COURSEWORK
Continuation Requirements		<p>To continue in a Master's programme, a student may not have:</p> <ul style="list-style-type: none"> <li>CAP below 3.00 (but <math>\geq 2.50</math>) for three consecutive semesters; or</li> <li>CAP below 2.50 for two consecutive semesters.</li> </ul>

	<b>GRADUATE DIPLOMA</b>	<b>MASTER'S DEGREE BY COURSEWORK</b>
Graduation Requirements	Minimum CAP of 2.50	Minimum CAP of 3.00

Examples of students with poor academic standing:

	<b>FIRST SEMESTER</b>	<b>SECOND CONSECUTIVE SEMESTER</b>	<b>THIRD CONSECUTIVE SEMESTER</b>
Master's Student A	CAP below 3.00 (but ≥2.50)  Academic Warning	CAP below 3.00  Academic Probation	CAP below 3.00  Academic Dismissal
Master's Student B	CAP below 2.50  Academic Probation	CAP below 2.50  Academic Dismissal	

Such a student may appeal against the dismissal if there are extenuating circumstances. The appeal must be submitted to the relevant Faculty/Department within two calendar weeks of the last day of the release of each semester's examination results. Generally, a student is allowed to appeal only once per candidature. If the appeal is rejected, the student will not be readmitted, however, if it is approved, the student will be given one semester to achieve the minimum CAP required for continuation and graduation.

Appeals that are submitted after the two calendar week period, due to extenuating reasons, will be considered on a case-by-case basis and are not guaranteed. In such cases an administrative fee of S\$250 will be charged for each successful appeal for readmission.

## 2. Workload for Graduate Diploma/Master's Coursework Programmes

The following are guidelines for Graduate Diploma and Master's coursework programmes:

<b>TYPE OF PROGRAMMES</b>	<b>WORKLOAD PER SEMESTER</b>	
	<b>PART-TIME</b>	<b>FULL-TIME</b>

TYPE OF PROGRAMMES	WORKLOAD PER SEMESTER	
	PART-TIME	FULL-TIME
Graduate Diploma/Master's degree by coursework	Maximum load: 13 MCs	Maximum load: 20-24* MCs
	Normal load: 8 MCs	Normal load: 16-20* MCs
	Minimum load: 4 MCs	Minimum load: 12 MCs

*\*The maximum and normal load for full-time students is 20 MCs and 16 MCs respectively for majority of the programmes. Please refer to your Faculty/Department for guidelines on workload specific to your programme.*

#### Exceptions:

- Programmes with specific semester-by-semester schedule;
- Instances of certain essential modules not being available every semester;
- The semester in which the students are undergoing internship/industrial attachment/clinical placement or doing their project/dissertation;
- The final semester before completion of all graduation requirements for the degree; and
- Other exceptions which may be approved by Vice Deans or their designate for individual students on a case-by-case basis.

### 3. Graduate Programmes Residency Requirement

The University has established a minimum residency requirement and maximum candidature for all NUS degrees, including joint and double degrees with foreign universities. Faculties can set their own stricter requirements. Residency, implies the following:

- i. Payment of fees;
- ii. Satisfaction of all curricular requirements of the programme of study; and
- iii. Satisfaction of other department requirements such as teaching assistance.

Students in coursework-based graduate programmes must meet the minimum residency requirements as follows:

TYPE OF PROGRAMME	MINIMUM RESIDENCY
Graduate Diploma/ Graduate Coursework Programmes	50% of required MCs. These must consist of NUS Modules which are defined as all modules taught, co-taught, supervised or co-supervised by one or more NUS faculty members.

### 4. Graduate Programmes Normal Candidature

The normal candidature period refers to the normal duration that students are expected to take to complete a programme of study, excluding all approved Leave of Absence (LOA) periods. The range of normal candidature periods for the various types of graduate coursework degree programmes are indicated in the table below:

TYPE OF PROGRAMME	NORMAL CANDIDATURE
Graduate Diploma	12 months
Master's degree by coursework	12 - 36 months*

*\*The maximum and normal load for full-time students is 20 MCs and 16 MCs respectively for majority of the programmes. Please refer to your Faculty/Department for guidelines on workload specific to your programme.*

## 5. Graduate Programmes Maximum Candidature

The maximum candidature period refers to the maximum duration that students can be given to complete a programme of study, excluding approved Leave of Absence (LOA) period. The range of maximum candidature periods for the various types of graduate programmes are indicated in the table below:

TYPE OF PROGRAMME	MAXIMUM CANDIDATURE
Graduate Diploma	36 months
Master's degree by coursework	24 – 48 months*

*\*The maximum candidature for coursework programmes depends on, among other things, whether the programme is on a full-time or part-time basis.*

# Candidature Matters

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## Extension of Candidature -

Students who are unable to submit their thesis for examination or complete their degree requirements by the maximum period of their candidature will have to apply for an extension of their candidature. This should be done **at least three months before the expiry** of the maximum candidature. Faculties may approve extension of candidature not exceeding two years on a cumulative basis. Beyond the two-year limit, the approval of the Board of Graduate Studies is required.

Students are to apply for extension using the prescribed application form at <https://myportal.nus.edu.sg/studentportal/eservices/gd> (<https://myportal.nus.edu.sg/studentportal/eservices/gd>) through supervisorca(s), Head of Department, to Vice Dean of Faculty.

A candidature would be considered lapsed (candidature terminated) once the maximum candidature period of the degree is reached unless an extension was previously approved.

## Transfer of Candidature -

Students applying for a transfer of their candidature will need to take note of the following:

### 1. Tuition Fees

Tuition fees payable for the semester of transfer will depend on the effective date of transfer.



EFFECTIVE DATE OF TRANSFER OF CANDIDATURE	FEES PAYABLE
Within the first two instructional weeks of the semester	Fees for new programme is payable
After the first two instructional weeks of the semester	Fees for the former programme is payable

## 2. Eligibility Guidelines for MOE Subsidy

Students who have previously enjoyed government subsidy/sponsorship in a graduate programme should refer to the **eligibility guidelines**

([/registrar/docs/info/administrative-policies-procedures/gd-eligibility-guidelines.pdf](#)) on fee subsidy. Students who are ineligible for fee subsidy are also not eligible for some **scholarships** ([/registrar/prospective-students/graduate/scholarship](#)).

## 3. Service Obligation Agreement

International students who have signed the Service Obligation (SO) agreements with the Ministry of Education (MOE) and are transferring/admitting to a programme of a different level (e.g. from a PhD to a Master's or vice versa), will have to apply and sign a new SO agreement if they wish to pay the SO fee rate for the new programme.

Please refer to the **SO Scheme** ([/registrar/prospective-students/graduate/service-obligation-\(so\)-scheme](#)) for eligibility and other information. The student can serve both SO bonds concurrently, i.e. the bond length will still be three years upon graduation from the last programme. If a student has signed SO agreement for the former programme, s/he should consult his/her Department on the fee payable for the new programme.

Important: The timing for such transfers/admits should be aligned to the signing of SO agreement for the semester, because if a student misses the scheduled SO online application period for the semester, s/he will have to pay unsubsidised tuition fee for the semester and apply for SO Scheme in the following semester. Upon approval, the subsidy will start from the semester for which approval is given.

### a. Transfer from Master's by Research to PhD

Student has to pass the PhD Qualifying Examination (QE) and meet any other criteria set forth by the Faculty before the candidature can be upgraded. Please refer to the Faculty's guidelines in this aspect. Applications to upgrade the candidature should be made using the prescribed application form at [\*\*https://myportal.nus.edu.sg/studentportal/eservices/gd/\*\*](https://myportal.nus.edu.sg/studentportal/eservices/gd/) ([\*\*https://myportal.nus.edu.sg/studentportal/eservices/gd/\*\*](https://myportal.nus.edu.sg/studentportal/eservices/gd/)), through supervisor(s), Head of Department and Vice Dean of Faculty.

As a result of the upgrading, the maximum candidature will be five years from the original date of registration. Credit will be given for the work done towards the Master's degree. Nevertheless, if there is no credit transfer to the new programme, the student will be considered to be withdrawing from the previous programme and admitting afresh to the new programme. The student will have a new admit term (fees payable and degree requirement as per new cohort) and a new candidature period.

For research scholarship holders, the scholarship period will generally be extended to correspond to the period given to PhD students in the respective Faculty. The terms and conditions of the research scholarship award remain unchanged. In addition to the scholarship stipend, an additional stipend of S\$500 may be given from the QE pass date up to such date as decided by the Faculty.

#### **b. Transfer from PhD to Master's by Research**

Student should complete and submit the prescribed application form at [\*\*https://myportal.nus.edu.sg/studentportal/eservices/gd/\*\*](https://myportal.nus.edu.sg/studentportal/eservices/gd/) ([\*\*https://myportal.nus.edu.sg/studentportal/eservices/gd/\*\*](https://myportal.nus.edu.sg/studentportal/eservices/gd/)), through supervisor(s), Head of Department and Vice Dean of Faculty. A student may also be advised to transfer if s/he has not been performing satisfactorily in his/her PhD. In such cases, the student should similarly complete and submit the prescribed application form.

As a result of the transfer, the maximum period of candidature will be reduced to three years from the original date of registration. The student will have to apply for extension of candidature, if necessary. Nevertheless, if there is no credit transfer to the new programme, the student will be considered to be withdrawing from the previous programme and admitting afresh to the new programme. The student will have a new admit term (fees payable and degree requirement as per new cohort) and a new candidature period.

For research scholarship/fellowship/award recipients, the scholarship/fellowship/award may be terminated with the transfer. If the scholarship/fellowship/award is terminated before the end of the first two instructional weeks, the tuition fee for the semester will not be covered by the scholarship/fellowship/award. If excess payment has already been made, the student will be informed to make the necessary refund. If there is an over-consumption of leave, the appropriate amount arising from that will be added to the refund. In addition, for full-time international students whose spouse/children are here on a social visit pass sponsored by the University, the pass may also be cancelled once the application for conversion to part-time candidature has been approved.

**c. Transfer from one Faculty/Department to another; or from one Master's by Coursework Programme to another Master's by Coursework Programme**

Student should consult the Faculty/Department(s) hosting the programmes on the possibility and procedure. There is no change to the admit term and candidature period (in general) if there is credit to be transferred from the previous programme to the new programme.

If there is no credit transfer to the new programme, the student will be considered as withdrawing from the previous programme and admitting afresh to the new programme. The student will have a new admit term (fees payable and degree requirement as per new cohort) and a new candidature period. An administrative fee of \$40 for the request will be charged.

**d. No direct transfer of candidature from PhD/Master's by Research to Master's by Coursework or vice versa**

Student will be considered as withdrawing from the previous programme and admitting afresh to the new programme. The student should consult the Faculty/Department(s) hosting the programmes for advice on the possibility and procedure. The student will have a new admit term (fees payable and degree requirement as per new cohort) and a new candidature period.

If a student transfers from a research to a coursework programme and the student is/was in receipt of research scholarship/fellowship/tuition fee allowance, s/he will be charged administrative fees for the transfer of modules depending on the number of modules to be transferred to, the total number of modules required for, and the prevailing tuition fees of the new coursework programme. The student can consult his/her Department for more details.

An administrative fee of \$40 for the request will be charged.

## Conversion of Candidature (between Full-time and Part-time) -

Students applying for a conversion of their candidature will need to take note of the **tuition fees (/registrar/administrative-policies-procedures/graduate/graduate-fees)** payable arising from the change in their academic load, i.e. from full-time to part-time or vice versa.

- **Research-based Programmes**

Research students are to apply using the prescribed application form at **<https://myportal.nus.edu.sg/studentportal/eservices/gd>** (**<https://myportal.nus.edu.sg/studentportal/eservices/gd>**) through supervisor(s), Head of Department, to Vice Dean of Faculty.

Generally, research students should have already submitted a satisfactory first draft of the thesis to the supervisor before the request for conversion from full-time to part-time candidature can be approved. For students who are or who have been on research scholarship/fellowship/award, under no circumstances should they commence employment before they obtain approval from the University. Otherwise, their candidature may be terminated immediately.

Fees are still payable until such time the thesis has been submitted for examination. For full-time international students, the University will inform the Immigration and Checkpoints Authority (ICA) of the conversion to part-time candidature. The Student's Pass must be cancelled/surrendered to ICA, using a prescribed

**"Cancellation/Surrender of Student's Pass/Long-Term Visit Pass"**

(**<https://www.ica.gov.sg/docs/default-source/ica/forms/revised-cancellation-surrender-of-stp-or-long-term-visit-pass-form.pdf>**) form, which is downloadable from the **ICA website (<https://www.ica.gov.sg/>)**. Any spouse/child social visit pass sponsored by the University will also have to be cancelled accordingly.

For research scholarship/fellowship/award recipients, the scholarship/fellowship/award will be terminated with the conversion to part-time. If the scholarship/fellowship/award is terminated before the end of the first two instructional weeks, the tuition fee for the semester will not be covered by the scholarship/fellowship/award. If excess payment

has already been made, the student will be informed to make the necessary refund. If there is an over-consumption of leave, the appropriate amount arising from that will be added to the refund.

- **Coursework-based Programmes**

Coursework students are to apply using the prescribed application form (if available for the Faculty) or consult their Faculty for the procedure.

Graduate students who wish to enrol concurrently in another course offered by NUS or another University have to seek approval in writing from the Vice Dean of Faculty through the supervisor(s) (for research students) and the Head of Department.

Research students can only enrol in another course if they have submitted the thesis for examination.

Research students who are doing a research degree and a coursework graduate degree concurrently are advised to file for graduation from the coursework degree first as they can then seek credit and grade transfer for the coursework component of the research programme (subject to the approval of the Department/Faculty). If students are to file for graduation for the research degree first, they generally cannot use any of the modules for the coursework degree.

Students who have enjoyed government subsidy / scholarship in a graduate programme will not be eligible for government subsidy in another graduate programme at the same or lower level. Instead, such students will be liable to pay unsubsidised fees for the graduate programme that they now wish to undertake.

## **Concurrent Enrolment in Another Course**

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Graduate students who wish to enrol concurrently in another course offered by NUS or another University have to seek approval in writing from the Vice Dean of Faculty through the supervisor(s) (for research students) and the Head of Department. Research students can only enrol in another course if they have submitted the thesis for examination.

Research students who are doing a research degree and a coursework graduate degree concurrently are advised to file for graduation from the coursework degree first as they can then seek credit and grade transfer for the coursework component of the research programme (subject to the approval of the Department/Faculty). If students are to file for graduation for the research degree first, they generally cannot use any of the modules for the coursework degree.

Students who have enjoyed government subsidy / scholarship in a graduate programme will not be eligible for government subsidy in another graduate programme at the same or lower level. Instead, such students will be liable to pay unsubsidised fees for the graduate programme that they now wish to undertake.

## Withdrawal of Candidature

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Students who wish to withdraw from their candidature will need to take note of when they notify the University of their intention to withdraw. A letter confirming the withdrawal from the University will be sent to the student within three weeks after the submission of the withdrawal form. Students are also required to destroy the Student Card (by cutting it into pieces) and discard it.

- **Research-based Programmes**

Graduate research students who wish to withdraw from their course should submit the prescribed application form at

**<https://myportal.nus.edu.sg/studentportal/eservices/gd>**

**(<https://myportal.nus.edu.sg/studentportal/eservices/gd>)** through their supervisor(s), Head of Department, to Vice Dean of Faculty.

- **Coursework-based Programmes**

Graduate coursework students should check with their respective Faculty for information on the withdrawal procedure.

Note: Students who leave the University after the second instructional week of a semester are liable to pay fees for the whole semester. Not having attended any class or not having utilised university's resources are invalid reasons for exemption from fee payment.

**For students who have modules registered for the semester**, depending on when during the semester they notify the University of the intention to withdraw, their module(s) and candidature withdrawal status will be recorded as follows:

<b>NOTIFICATION OF WITHDRAWAL</b>	<b>MODULE(S) REGISTERED FOR THE SEMESTER</b>	<b>WITHDRAWAL STATUS</b>
By end of Instructional Week 2*	Remove from record completely.	Take effect from the date of application.
First day of Instructional Week 3* through to last day of Reading Week*	Record with a “WU” grade representing “withdrawal from university”.	
First day of Examination Period* through to last day of Vacation*	Record with final grade(s) awarded by the University.	Withdrawal will not be processed until after result release - Withdrawal will only take effect from the following semester.

\* Please refer to [Academic Calendar](#) for the actual date.

Students who withdraw after registering for modules during Special Term Part 1 and 2 will have their module(s) and candidature withdrawal status recorded as follows:

<b>NOTIFICATION OF WITHDRAWAL</b>	<b>MODULE(S) REGISTERED FOR THE SEMESTER</b>	<b>WITHDRAWAL STATUS</b>
By end of Week 1*	Remove from record completely.	Take effect from the date of application.

NOTIFICATION OF WITHDRAWAL	MODULE(S) REGISTERED FOR THE SEMESTER	WITHDRAWAL STATUS
First day of Week 2* through to the day before start of Examination Period*	Record with a "WU" grade representing "withdrawal from university".	
First day of Examination Period* through to last day of Vacation*	Record with final grade(s) awarded by the University.	Withdrawal will not be processed until after result release. Withdrawal will only take effect from the following semester.

\*Please refer to Academic Calendar for the actual date.

For international students holding a Student's Pass, the University will inform the Immigration and Checkpoints Authority (ICA) of the withdrawal. The Student's Pass must be cancelled/surrendered to ICA, using a prescribed **"Cancellation/Surrender of Student's Pass/Long-Term Visit Pass"** (<https://www.ica.gov.sg/docs/default-source/ica/forms/revised-cancellation-surrender-of-stp-or-long-term-visit-pass-form.pdf>) form, which is downloadable from the **ICA website** (<https://www.ica.gov.sg/>). Any spouse/child social visit pass sponsored by the University will also have to be cancelled accordingly.

Students who have withdrawn from the University and subsequently intend to return to the same programme of study will have to apply for readmission and be subjected to the prevailing tuition fee rate and policy. Nevertheless, students may appeal to return within 12 months from date of withdrawal, by submitting a request with justifications for reinstatement of candidature to their Faculty for consideration. Reinstatement of candidature will be considered on a case-by-case basis and is not guaranteed. An administrative fee of S\$250 is payable for approved reinstatement of candidature.

For those on MOE-subsidised programmes and are successful in gaining readmission, they will be subjected to the **eligibility guidelines for MOE subsidy** (</registrar/docs/info/administrative-policies-procedures/gd-eligibility-guidelines.pdf>).



## Termination of Candidature

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The candidature of a student can be terminated when the student:

- has performed unsatisfactorily in his/her coursework and/or research work;
- is the subject of a disciplinary case brought before the Board of Discipline;
- is missing in action (without approved leave);
- has failed to register for module(s) when s/he is expected to (without approved leave or other approval);
- has exceeded the maximum candidature (candidature has lapsed); or
- has overdue fees

The student will be notified officially in writing if his/her candidature is terminated and s/he is required to destroy the Student Card (by cutting it into pieces) and discard it.

Please note that students who leave the University after the second instructional week of a semester are liable to pay fees for the whole semester.

For international students holding a Student's Pass, the University will inform the Immigration and Checkpoints Authority (ICA) of the termination. The Student's Pass must be cancelled/surrendered to ICA, using a prescribed "**Cancellation/Surrender of Student's Pass/Long-Term Visit Pass**" (<https://www.ica.gov.sg/docs/default-source/ica/forms/revised-cancellation-surrender-of-stp-or-long-term-visit-pass-form.pdf>) form, which is downloadable from the **ICA website** (<https://www.ica.gov.sg/>). Any spouse/child social visit pass sponsored by the University will also have to be cancelled accordingly.

Students who have been dismissed due to poor Cumulative Average Point (CAP) can refer to **Continuation and Graduation Requirements** (</registrar/academic-information-policies/graduate/graduate-continuation-and-graduation-requirements>) regarding appeal for reinstatement.

Students who have been dismissed and would like to return to the same programme of study generally will have to apply for readmission and be subjected to the prevailing tuition fee rate and policy. Nevertheless, students may appeal to return within 12 months

from date of termination, by submitting a request with justifications for reinstatement of candidature to their Faculty for consideration. Reinstatement of candidature will be considered on a case-by-case basis and is not guaranteed. An administrative fee of S\$250 is payable for approved reinstatement of candidature.

For those on MOE-subsidised programmes and are successful in gaining readmission, they will be subjected to the **eligibility guidelines for MOE subsidy (/registrar/docs/info/administrative-policies-procedures/gd-eligibility-guidelines.pdf)**.

# Eligibility Guidelines for MOE Subsidy

## (1) Students with a Higher Degree Qualification

Students (all nationalities) who already hold a higher degree qualification and wish to pursue a second graduate programme of the same or lower level will be eligible for the MOE subsidy provided the fees for their first higher degree qualification attained were not subsidised by the Singapore government or sponsored by a Singapore government agency (such as scholarships offered by the Ministries, Public Service Commission and Statutory Boards for both their local and overseas graduate programmes).

Students who have previously enjoyed government subsidies/scholarships in a graduate programme will not be eligible for MOE subsidy<sup>1</sup> in another graduate programme at the same or lower level. Instead, such students will be liable to pay a higher fee without MOE subsidy for the graduate programme that they now wish to undertake. For example, students who had previously enjoyed subsidies/scholarships in a Master's programme, and have attained the Master's degree will not be eligible for subsidy in another programme at Master's degree or lower level. For such students who are upgraded from Master's to PhD, if their date of upgrading is after Instructional Week 2 of the semester, the subsidy will only be effective the following semester. In addition, if they are upgraded to a programme which has a combination of Master's and PhD candidature, they will not be eligible to enjoy subsidy during the Master's candidature.

## (2) Transferred or Readmitted Students

With effect from Semester 2 AY2008/09, students (all nationalities) who did not complete an earlier graduate programme and are now transferred or readmitted to a programme at the same level within NUS or across Autonomous Universities<sup>2</sup> will be eligible for MOE subsidy up to the maximum course duration for the new programme less the equivalent number of semester(s)<sup>3</sup> of government subsidies/sponsorships received for the previous programme(s). For readmission to programmes of different levels, please refer to (1) *Students with a Higher Degree Qualification* above.

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### Note:

International students admitted from Semester 1 of AY2015/16 are no longer eligible for MOE Subsidy and would be required to pay full fees unless they are on MOE PGR Scholarship or sign the MOE Service Obligation Agreement.

<sup>1</sup> Students who are not eligible for MOE subsidy are also not eligible for some other scholarships, such as, the President's Graduate Fellowship, NUS Research Scholarship, Tuition Fee Allowance, NUS Graduate School for Integrative Sciences & Engineering Scholarship, etc.

<sup>2</sup> Autonomous Universities refer to NUS, Nanyang Technological University (NTU), Singapore Management University (SMU), Singapore University of Technology and Design (SUTD), Singapore Institute of Technology (SIT) and Singapore University of Social Sciences (SUSS).

<sup>3</sup> For graduate coursework programmes done on a part-time basis, the subsidy for two semesters of part-time studies is equivalent to one semester of full-time studies. For graduate research programmes, there is no differentiation in subsidy between full-time and part-time studies.

# Special Programmes

Home (/registrar/) / Academic Information / Policies (/registrar/academic-information-policies)  
/ Graduate (/registrar/academic-information-policies/graduate) / Special Programmes

The Senate may approve different requirements and provisions for the following special graduate programmes.

**Collapse All -**

## Double Degree Programmes between NUS Faculties and Schools -

The Double Degree Programmes (DDP) provides opportunities for students to graduate with two degrees from two different Faculties/Schools within NUS. Double degree coursework programmes normally allow some modules taken to be double counted towards the requirements of both degrees, thus allowing the student to complete the two degrees in a shorter period of time than it would take to complete both degrees separately.

The following are the Double Degree Programmes (Graduate) currently available:

FACULTIES /SCHOOLS	GRADUATE DOUBLE DEGREE PROGRAMMES
NUS Business School & Lee Kuan Yew School of Public Policy	<ul style="list-style-type: none"> <li>• <b>Master of Business Administration (MBA) and Master in Public Administration (MPA)</b> (<a href="http://mba.nus.edu/en-SG/academics/double-degrees-programmes/?dd=lee-kuan-yew-school-of-public-policy">http://mba.nus.edu/en-SG/academics/double-degrees-programmes/?dd=lee-kuan-yew-school-of-public-policy</a>)</li> <li>• <b>Master of Business Administration (MBA) and Master in Public Policy (MPP)</b> (<a href="http://mba.nus.edu/en-SG/academics/double-degrees-programmes/?dd=lee-kuan-yew-school-of-public-policy">http://mba.nus.edu/en-SG/academics/double-degrees-programmes/?dd=lee-kuan-yew-school-of-public-policy</a>)</li> </ul>
Faculty of Law & Lee Kuan Yew School of Public Policy	<ul style="list-style-type: none"> <li>• <b>Master of Laws (LLM) and Master in Public Administration (MPA)</b> (<a href="http://www.nus.edu.sg/prog/lawspp/llmmpmpa/overview.htm">http://www.nus.edu.sg/prog/lawspp/llmmpmpa/overview.htm</a>)</li> <li>• <b>Master of Laws (LLM) and Master in Public Policy (MPP)</b> (<a href="http://www.nus.edu.sg/prog/lawspp/llmmpmpa/overview.htm">http://www.nus.edu.sg/prog/lawspp/llmmpmpa/overview.htm</a>)</li> </ul>
NUS Business School & School of Design & Environment (Department of Real Estate)	<ul style="list-style-type: none"> <li>• <b>Master of Business Administration (MBA) and Master of Science (Real Estate)</b> (<a href="http://www.rst.nus.edu.sg/graduate/about-mba-mre-ddp.html">http://www.rst.nus.edu.sg/graduate/about-mba-mre-ddp.html</a>) (MRE)</li> </ul>

## Double Degree and Joint Degree Programmes with Overseas Universities -

These special degree programmes with premier overseas universities provide our students with further academic challenges and the opportunities to learn alongside other brilliant students in cross-cultural settings.

Besides collaborations on Double Degree Programmes (DDP) in formats as described in the other section, Joint Degree Programmes (JDPs) are also introduced. A JDP combines the strengths of both NUS and the partner university, and integrates international experience fully into a student's course of study and research. Students will be jointly taught, supervised, assessed and jointly awarded a degree. The degree scroll bearing the crests and official signatories of both universities will be a doubly validated qualification.

The tables below show the various DDPs and JDPs that are currently available:

**i. Double Degree Programmes with Overseas Universities**

<b>NUS SCHOOLS/ FACULTIES</b>	<b>OVERSEAS UNIVERSITIES</b>	<b>DEGREES OFFERED</b>
Faculty of Arts and Social Sciences	Peking University	<ul style="list-style-type: none"> <li>◦ <b>Master of Arts by Research in Chinese Language</b> (<a href="http://www.fas.nus.edu.sg/chs/eng/admission/double_degree_master_arts.html">http://www.fas.nus.edu.sg/chs/eng/admission/double_degree_master_arts.html</a>)</li> </ul>
NUS Business School	Hautes Etudes Commerciales (HEC) Paris	<ul style="list-style-type: none"> <li>◦ <b>Master of Business Administration (MBA)</b> (<a href="https://mba.nus.edu.sg/wp-content/uploads/2018/02/NUS-HEC-MBA-Flyer-High-Res.pdf">https://mba.nus.edu.sg/wp-content/uploads/2018/02/NUS-HEC-MBA-Flyer-High-Res.pdf</a>)</li> </ul>
	Fudan University School of Management; and Korea University Business School (KUBS)	<ul style="list-style-type: none"> <li>◦ <b>S3 Asia MBA</b> (<a href="https://mba.nus.edu.sg/wp-content/uploads/2018/12/S3_20182019.pdf">https://mba.nus.edu.sg/wp-content/uploads/2018/12/S3_20182019.pdf</a>)</li> </ul>
	Peking University (PKU), Guanghua School of Management	<ul style="list-style-type: none"> <li>◦ <b>Master of Business Administration (MBA)</b> (<a href="https://mba.nus.edu.sg/wp-content/uploads/2018/12/NUS_PKU_2018_2019.pdf">https://mba.nus.edu.sg/wp-content/uploads/2018/12/NUS_PKU_2018_2019.pdf</a>)</li> </ul>
	University of California, Los Angeles (UCLA), Anderson School of Management	<ul style="list-style-type: none"> <li>◦ <b>Master of Business Administration (UCLA-NUS Executive MBA)</b> (<a href="http://ucla.nus.edu/">http://ucla.nus.edu/</a>)</li> </ul>
	Yale University, School of Management	<ul style="list-style-type: none"> <li>◦ <b>NUS Master of Business Administration and Master of Advanced Management, Yale University</b> (<a href="http://www.nus.edu.sg/nusbulletin/school-of-business/graduate-education/coursework-programmes/degree-requirements/the-nus-master-of-business-administration-master-of-advanced-management-double-degree-with-yale-school-of-management/">http://www.nus.edu.sg/nusbulletin/school-of-business/graduate-education/coursework-programmes/degree-requirements/the-nus-master-of-business-administration-master-of-advanced-management-double-degree-with-yale-school-of-management/</a>)</li> </ul>

NUS SCHOOLS/ FACULTIES	OVERSEAS UNIVERSITIES	DEGREES OFFERED
	Global Alliance in Management Education (CEMS)	<ul style="list-style-type: none"> <li>◦ <b>Master of Science (Management), NUS and Master's in International Management (MIM), CEMS</b> (<a href="http://mim.nus.edu/cems-connection/cems-mim/">http://mim.nus.edu/cems-connection/cems-mim/</a>)</li> <li>◦ <b>Master of Science in Marketing Analytics and Insights, NUS and Master in International Management (MIM), CEMS</b> (<a href="http://mscmarketing.nus.edu.sg/cems-mim/">http://mscmarketing.nus.edu.sg/cems-mim/</a>)</li> </ul>
School of Design & Environment	Renmin University, China School of Business (RBS)	<ul style="list-style-type: none"> <li>◦ <b>NUS Master of Science in Real Estate (MRE) and Renmin Master in Business Administration (MBA)</b> (<a href="http://www.nus.edu.sg/nusbuletin/school-of-design-and-environment/graduate-education/coursework-programmes/degree-requirements/the-nus-master-of-science-in-real-estate-mre-renmin-mba-double-degree-programme/">http://www.nus.edu.sg/nusbuletin/school-of-design-and-environment/graduate-education/coursework-programmes/degree-requirements/the-nus-master-of-science-in-real-estate-mre-renmin-mba-double-degree-programme/</a>)</li> </ul>
Faculty of Law	University of Geneva, Graduate Institute of International and Development Studies	<ul style="list-style-type: none"> <li>◦ <b>Master of Laws (International Arbitration and Dispute Resolution), NUS and Master of Laws in International Dispute Settlement (MIDS), University of Geneva</b> (<a href="http://law.nus.edu.sg/student_matters/grad_prog/nus_geneva_ddp.html">http://law.nus.edu.sg/student_matters/grad_prog/nus_geneva_ddp.html</a>)</li> </ul>
Faculty of Science	Peking University, School of Environment & Energy	<ul style="list-style-type: none"> <li>◦ <b>Master of Science (by Research), NUS and Master in Environmental Engineering, Peking University</b></li> </ul>

NUS SCHOOLS/ FACULTIES	OVERSEAS UNIVERSITIES	DEGREES OFFERED
Lee Kuan Yew School of Public Policy	Partners in the Global Public Policy Network (GPPN) <ul style="list-style-type: none"> <li>◦ Columbia University (CU), School of International and Public Affairs</li> <li>◦ London School of Economics and Political Science (LSE)</li> <li>◦ Institut d'Etudes Politiques de Paris (Sciences Po), School of Public Affairs</li> </ul>	<ul style="list-style-type: none"> <li>◦ <b>Master in Public Policy, NUS and Master of Public Administration, CU</b> (<a href="http://lkyspp.nus.edu.sg/graduate-admissions/global-experience">http://lkyspp.nus.edu.sg/graduate-admissions/global-experience</a>)</li> <li>◦ <b>Master in Public Policy, NUS and Master of International Affairs, CU</b> (<a href="http://lkyspp.nus.edu.sg/graduate-admissions/global-experience">http://lkyspp.nus.edu.sg/graduate-admissions/global-experience</a>)</li> <li>◦ <b>Master in Public Policy, NUS and Master of Public Administration, LSE</b> (<a href="http://lkyspp.nus.edu.sg/graduate-admissions/global-experience/double-degrees-and-exchanges">http://lkyspp.nus.edu.sg/graduate-admissions/global-experience/double-degrees-and-exchanges</a>)</li> <li>◦ <b>Master in Public Policy, NUS and Master of European Affairs, Sciences Po</b> (<a href="https://lkyspp.nus.edu.sg/graduate-programmes/double-master-degree-in-public-policy-and-european-affairs/overview">https://lkyspp.nus.edu.sg/graduate-programmes/double-master-degree-in-public-policy-and-european-affairs/overview</a>)</li> </ul>
	University of Tokyo, Graduate School of Public Policy	<ul style="list-style-type: none"> <li>◦ <b>Master in Public Policy (MPP)</b> (<a href="http://lkyspp.nus.edu.sg/graduate-admissions/global-experience">http://lkyspp.nus.edu.sg/graduate-admissions/global-experience</a>)</li> </ul>
	Peking University, School of Government	<ul style="list-style-type: none"> <li>◦ <b>Master in Public Policy, NUS and Master of Public Administration, Peking University</b> (<a href="https://lkyspp.nus.edu.sg/graduate-programmes/master-in-public-policy-mpp/overview">https://lkyspp.nus.edu.sg/graduate-programmes/master-in-public-policy-mpp/overview</a>)</li> </ul>
	University of Geneva	<ul style="list-style-type: none"> <li>◦ <b>Master in Public Policy, NUS and International Organisations Master of Business Administration, University of Geneva</b> (<a href="http://lkyspp.nus.edu.sg/graduate-admissions/global-experience">http://lkyspp.nus.edu.sg/graduate-admissions/global-experience</a>)</li> </ul>
NUS Risk Management Institute (RMI)	Peking University, HSBC Business School	<ul style="list-style-type: none"> <li>◦ <b>Master of Science in Financial Engineering, NUS RMI and Master of Economics, Peking University</b> (<a href="https://rmi.nus.edu.sg/masters-program/double-masters-degree.html">https://rmi.nus.edu.sg/masters-program/double-masters-degree.html</a>); or</li> <li>◦ <b>Master of Science in Financial Engineering, NUS RMI and Master of Management, Peking University</b> (<a href="https://rmi.nus.edu.sg/masters-program/double-masters-degree.html">https://rmi.nus.edu.sg/masters-program/double-masters-degree.html</a>)</li> </ul>

## ii. Joint Degree Programmes with Overseas Universities

<b>NUS SCHOOLS/ FACULTIES</b>	<b>OVERSEAS UNIVERSITIES</b>	<b>DEGREES OFFERED</b>
Faculty of Arts and Social Sciences	University of Edinburgh, College of Humanities and Social Science	◦ <b>NUS-Edinburgh Joint PhD</b> ( <a href="https://www.fas.nus.edu.sg/special-degree-programmes/jointuoe.html">https://www.fas.nus.edu.sg/special-degree-programmes/jointuoe.html</a> )
	King's College London (KCL), School of Arts & Humanities and School of Social Science & Public Policy	◦ <b>NUS-KCL Joint PhD</b> ( <a href="https://www.fas.nus.edu.sg/special-degree-programmes/joint-kcl.html">https://www.fas.nus.edu.sg/special-degree-programmes/joint-kcl.html</a> )
School of Computing	<ul style="list-style-type: none"> <li>◦ Indian Institute of Technology, Bombay (IITB)</li> <li>◦ Indian Institute of Technology, Kanpur (IITK)</li> <li>◦ Indian Institute of Technology, Madras (IITM)</li> </ul>	◦ NUS-IITs Joint PhD
School of Design & Environment	Technical University of Denmark (DTU)	◦ <b>NUS-DTU Joint PhD</b> ( <a href="http://www.bdg.nus.edu.sg/documents/graduate/nus-dtu-joint-doc-philosophy.pdf">http://www.bdg.nus.edu.sg/documents/graduate/nus-dtu-joint-doc-philosophy.pdf</a> )
Faculty of Engineering	Eindhoven University of Technology (Technische Universiteit Eindhoven) (TU/e)	◦ <b>NUS-TU/e Joint PhD</b> ( <a href="https://www.eng.nus.edu.sg/graduate/graduate-research-based-programmes/collaborative-programmes/joint-degree-programmes/nus-tu-e-joint-ph-d/">https://www.eng.nus.edu.sg/graduate/graduate-research-based-programmes/collaborative-programmes/joint-degree-programmes/nus-tu-e-joint-ph-d/</a> )
	<ul style="list-style-type: none"> <li>◦ Indian Institute of Technology, Bombay (IITB)</li> <li>◦ Indian Institute of Technology, Kanpur (IITK)</li> <li>◦ Indian Institute of Technology, Madras (IITM)</li> </ul>	◦ <b>NUS-IITs Joint PhD</b> ( <a href="https://www.eng.nus.edu.sg/graduate/graduate-research-based-programmes/collaborative-programmes/joint-degree-programmes/nus-iit-joint-ph-d/">https://www.eng.nus.edu.sg/graduate/graduate-research-based-programmes/collaborative-programmes/joint-degree-programmes/nus-iit-joint-ph-d/</a> )



<b>NUS SCHOOLS/ FACULTIES</b>	<b>OVERSEAS UNIVERSITIES</b>	<b>DEGREES OFFERED</b>
	Institution Ecole Nationale Supérieure du Pétrole et des Moteurs (IFP School)	<ul style="list-style-type: none"> <li>◦ NUS-IFP Joint Master of Science in Petroleum Projects and Offshore Technology</li> </ul>
	Shanghai Jiao Tong University (SJTU)	<ul style="list-style-type: none"> <li>◦ <b>NUS-SJTU Joint PhD</b> (<a href="https://www.eng.nus.edu.sg/graduate/graduate-research-based-programmes/collaborative-programmes/joint-degree-programmes/nus-sjtu-joint-ph-d/">https://www.eng.nus.edu.sg/graduate/graduate-research-based-programmes/collaborative-programmes/joint-degree-programmes/nus-sjtu-joint-ph-d/</a>)</li> </ul>
NUS Graduate School for Integrative Sciences and Engineering	Karolinska Institute (KI)	<ul style="list-style-type: none"> <li>◦ <b>NUS-KI Joint PhD</b> (<a href="http://www.nus.edu.sg/ngs/NUS_Karolinska_Institute_programme.html">http://www.nus.edu.sg/ngs/NUS_Karolinska_Institute_programme.html</a>)</li> </ul>
Faculty of Science	Technical University of Munich (Technische Universität München) (TUM)	<ul style="list-style-type: none"> <li>◦ <b>NUS-TUM Joint Master of Science in Industrial Chemistry</b> (<a href="http://www.chemistry.nus.edu.sg/education/graduates/nus_tum.htm">http://www.chemistry.nus.edu.sg/education/graduates/nus_tum.htm</a>)</li> </ul>
	King's College London (KCL), School of Biomedical Sciences	<ul style="list-style-type: none"> <li>◦ <b>NUS-KCL Joint PhD</b> (<a href="http://www.science.nus.edu.sg/education/graduate/pg-research-programmes/pg-joint-phd-programmes">http://www.science.nus.edu.sg/education/graduate/pg-research-programmes/pg-joint-phd-programmes</a>)</li> </ul>
	Australian National University (ANU), Centre for the Public Awareness of Science (CPAS)	<ul style="list-style-type: none"> <li>◦ <b>NUS-ANU Joint Master of Science in Science Communication</b> (<a href="http://www.science.nus.edu.sg/graduate-studies/science-comm">http://www.science.nus.edu.sg/graduate-studies/science-comm</a>)</li> </ul>
	<ul style="list-style-type: none"> <li>◦ Indian Institute of Technology, Bombay (IITB)</li> <li>◦ Indian Institute of Technology, Kanpur (IITK)</li> <li>◦ Indian Institute of Technology, Madras (IITM)</li> </ul>	<ul style="list-style-type: none"> <li>◦ <b>NUS-IITs Joint PhD</b> (<a href="http://www.science.nus.edu.sg/education/graduate/pg-research-programmes/pg-joint-phd-programmes">http://www.science.nus.edu.sg/education/graduate/pg-research-programmes/pg-joint-phd-programmes</a>)</li> </ul>

NUS SCHOOLS/ FACULTIES	OVERSEAS UNIVERSITIES	DEGREES OFFERED
	Hebrew University of Jerusalem	<ul style="list-style-type: none"> <li>◦ <b>NUS-Hebrew Joint PhD</b> (<a href="http://www.science.nus.edu.sg/education/graduate/pg-research-programmes/pg-joint-phd-programmes">http://www.science.nus.edu.sg/education/graduate/pg-research-programmes/pg-joint-phd-programmes</a>)</li> </ul>
Duke-NUS Medical School	Duke University	<ul style="list-style-type: none"> <li>◦ <b>Joint Doctor of Medicine (MD)</b> (<a href="https://www.duke-nus.edu.sg/education/our-programmes/md-programme">https://www.duke-nus.edu.sg/education/our-programmes/md-programme</a>)</li> <li>◦ <b>PhD in Integrated Biology and Medicine (IBM)</b> (<a href="https://www.duke-nus.edu.sg/education/phd-integrated-biology-and-medicine-ibm">https://www.duke-nus.edu.sg/education/phd-integrated-biology-and-medicine-ibm</a>)</li> </ul>
Yong Loo Lin School of Medicine	King's College London (KCL), Faculty of Life Sciences & Medicine (KCL- FoLSM) and Institute of Psychiatry, Psychology & Neuroscience (IoPPN)	<ul style="list-style-type: none"> <li>◦ <b>NUS – King's College London (KCL) Joint PhD</b> (<a href="https://nusmedicine.nus.edu.sg/graduatestudies/joint-phd-programmes?id=169">https://nusmedicine.nus.edu.sg/graduatestudies/joint-phd-programmes?id=169</a>)</li> </ul>

## Joint Degree Programme with Local Universities

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Apart from JDP with overseas partner university, NUS also integrates with local universities where students will be jointly taught, supervised, assessed and jointly awarded a degree. The degree scroll bearing the crests and official signatories of both universities will be a doubly validated qualification.

Currently, we offer the following Joint Degree Programmes with a local university:

NUS SCHOOLS/ FACULTIES	LOCAL UNIVERSITIES	DEGREES OFFERED
Faculty of Engineering	Singapore University of Technology and Design (SUTD)	<ul style="list-style-type: none"> <li>• <b>NUS-SUTD Joint PhD</b> (<a href="https://www.eng.nus.edu.sg/graduate/graduate-research-based-programmes/collaborative-programmes/joint-degree-programmes/nus-sutd-joint-ph-d/">https://www.eng.nus.edu.sg/graduate/graduate-research-based-programmes/collaborative-programmes/joint-degree-programmes/nus-sutd-joint-ph-d/</a>)</li> </ul>

## Concurrent Degree Programmes

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For graduate students, concurrent degree programmes (CDPs) typically involve a combination of a Master's degree and a PhD from the same Faculty or from two different Faculties. Such programmes allow a student to pursue the two degrees concurrently. Normally, the programme structure would enable a student to graduate in a shorter period of time with both degrees, than if each degree was to be pursued separately.

The following CDP within NUS is currently being offered:

FACULTIES /SCHOOLS	DEGREES OFFERED
NUS Graduate School for Integrative Sciences and Engineering (NGS) and NUS Business School	<ul style="list-style-type: none"> <li>• <b>PhD (in Science, Engineering, or Life Sciences) and MBA</b> (<a href="http://www.phd-mba.nusnni.nus.edu.sg/">http://www.phd-mba.nusnni.nus.edu.sg/</a>)</li> </ul>

## Clinical Degree Programmes

Clinical Degree Programmes usually require students to complete coursework, a thesis and supervised clinical training practicum.

The following Clinical Degree Programmes are currently being offered:

FACULTIES /SCHOOLS	DEGREES OFFERED
Faculty of Arts and Social Sciences	<ul style="list-style-type: none"> <li>• <b>Master of Psychology (Clinical)</b> (<a href="http://www.fas.nus.edu.sg/psy/prospective/index.html#masterclinical">http://www.fas.nus.edu.sg/psy/prospective/index.html#masterclinical</a>)</li> </ul>
Duke-NUS Medical School	<ul style="list-style-type: none"> <li>• <b>PhD in Clinical Sciences (CS)</b> (<a href="https://www.duke-nus.edu.sg/education/phd-clinical-sciences-cs">https://www.duke-nus.edu.sg/education/phd-clinical-sciences-cs</a>)</li> </ul>
Yong Loo Lin School of Medicine	<ul style="list-style-type: none"> <li>• <b>Master of Clinical Investigation (MCI)</b> (<a href="http://medicine.nus.edu.sg/postgrad/mci/default.shtml">http://medicine.nus.edu.sg/postgrad/mci/default.shtml</a>)</li> </ul>

## Professional Doctoral Programmes

A professional doctorate degree is designed for professionals who wish to deepen and advance their professional practice and career. It aims to develop researching professionals and is more appropriate for those pursuing professional rather than academic careers since it is based on industrial rather than academic research and development.

The following Professional Doctoral Programmes are current being offered:

FACULTIES /SCHOOLS	DEGREES OFFERED
Faculty of Arts and Social Sciences	<ul style="list-style-type: none"> <li>• <b>Doctor of Clinical Psychology (DClinPsych)</b></li> </ul>

FACULTIES /SCHOOLS	DEGREES OFFERED
Faculty of Engineering	<ul style="list-style-type: none"> <li>• <b>Doctor of Engineering (EngD)</b> (<a href="https://www.eng.nus.edu.sg/graduate-studies/research-programmes/engd/">https://www.eng.nus.edu.sg/graduate-studies/research-programmes/engd/</a>)</li> </ul>
Faculty of Science	<ul style="list-style-type: none"> <li>• <b>Doctor of Pharmacy (PharmD)</b> (<a href="http://pharmacy.nus.edu.sg/doctor-of-pharmacy-pharm-d/">http://pharmacy.nus.edu.sg/doctor-of-pharmacy-pharm-d/</a>)</li> </ul>

# Information and Resources

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P   Q   R   S   T   U   V   W   X   Y   Z

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- [Acceptable Use Policy for IT Resources](#)
- [Acceptance Record \(/registrar/administrative-policies-procedures/acceptance-record\)](#)
- [Appointment of Local Representative for International Students \(/registrar/administrative-policies-procedures/acceptance-record#AuthorisationofMedicalProcedures\)](#)
- [Appointment of New/Change of Supervisor\(s\) \(https://myportal.nus.edu.sg/studentportal/academics/all/docs/Other-Procedural-Matters.pdf\)](#)
- [Authorisation of Medical Procedures \(/registrar/administrative-policies-procedures/acceptance-record#AuthorisationofMedicalProcedures\)](#)
- [Candidature Matters \(/registrar/academic-information-policies/graduate/candidature-matters\)](#)
- [Certification and Status Letters \(/registrar/student-records/certification-and-status-letters\)](#)
- [Change of Thesis Title/Research Topic \(https://myportal.nus.edu.sg/studentportal/academics/all/docs/Other-Procedural-Matters.pdf\)](#)

- **Code of Student Conduct** (</registrar/administrative-policies-procedures/acceptance-record#NUSCodeofStudentConduct>)
- **Commencement** (</registrar/academic-activities/commencement>)
- **Concurrent Enrolment in Another Course** (</registrar/academic-information-policies/graduate/candidature-matters>)
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- **Curriculum Structure** (</registrar/academic-information-policies/graduate/graduate-curriculum-structure>)

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- **Degree Scroll** (</registrar/student-records/degree-scrolls>)
- **Diagnostic English Test (DET)** (</registrar/academic-activities/registration/academic-related-matters#DET>)
- **Discipline** (</registrar/administrative-policies-procedures/discipline>)
- **Discipline with Respect to Students – Guidance Note for Students** (<https://share.nus.edu.sg/registrar/student/info/Discipline-Guidance-Note-Students.pdf>)
- **Do-Not-Call-Policy** (</registrar/administrative-policies-procedures/acceptance-record#DNC>)
- **Downloadable Forms** (</registrar/downloadable-forms>)

- **Education Records System (myEduRec)** (<https://myedurec.nus.edu.sg/>)
- **Educational Philosophy** (</registrar/academic-information-policies/education-at-nus>)
- **Electronic Thesis & Dissertation (ETD) System** ([https://etd.nus.edu.sg/graduate/login\\_2.cgi](https://etd.nus.edu.sg/graduate/login_2.cgi))
- **Eligibility Guidelines for Ministry of Education (MOE) Subsidy** (</registrar/docs/info/administrative-policies-procedures/gd-eligibility-guidelines.pdf>)
- **Ethics Review of Student Research** (<http://www.nus.edu.sg/irb/>)

- **Examination Directory**  
(<https://myportal.nus.edu.sg/studentportal/academics/all/examination-directory.html>)
- **Extension of Candidature** (/registrar/academic-information-policies/graduate/candidature-matters)

- **Fees** (/registrar/administrative-policies-procedures/graduate/graduate-fees)
- **Fees Payable For Thesis Submission**  
(/registrar/docs/info/graduate/GDFeesAnnex.pdf)
- **Financial Aid Schemes** (/registrar/prospective-students/graduate/financial-aid-schemes)
- **Full-time Students and Employment** (/registrar/administrative-policies-procedures/full-time-students-and-employment)

- **General Guidelines and Instructions on Format of Research Thesis and Electronic Submission**  
(<https://myportal.nus.edu.sg/studentportal/academics/all/docs/General-Guidelines-and-Instructions-on-Format-of-Research-Thesis-and-Electronic-Submission.pdf>)
- **Grading Policy & Examination Process** (/registrar/administrative-policies-procedures/grading-policy-examination-process)
- **Graduate Programmes Residency Requirement and Maximum Candidature**  
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- **Graduation** (/registrar/academic-activities/graduation)

- **Information for International Students** (<http://www.nus.edu.sg/osa/student-life/orientation/international-students>)
- **Insurance Coverage for Students** (<http://nus.edu.sg/uhc/general-health/billing-insurance/insurance-matters>)
- **Intellectual Property Policy** (/registrar/administrative-policies-procedures/acceptance-record#IP)

- **Leave Matters for Research Scholars**  
(<https://myportal.nus.edu.sg/studentportal/academics/all/docs/Notes-for-Research-Scholars.pdf>)
- **Leave of Absence** (/registrar/administrative-policies-procedures/leave-of-absence)

- **Module Registration (ModReg@EduRec)** (<http://www.nus.edu.sg/ModReg/>)

- **Non-Discrimination Statement** (<http://www.nus.edu.sg/legal-information-notices#nondiscrimination>)
- **NUS Bulletin** (<http://www.nus.edu.sg/nusbulletin/>)
- **NUS Statutes and Regulations** (/registrar/administrative-policies-procedures/nus-statutes-and-regulations)
- **NUSMods** (<https://nusmods.com/>)

- **Open Researcher and Contributor ID (ORCID)** (<https://orcid.org/register>)

- **Plagiarism Prevention** (<http://cit.nus.edu.sg/plagiarism-prevention/>)

- **Registration Matters** (/registrar/academic-activities/registration)
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- **ScholarBank@NUS** (<http://scholarbank.nus.edu.sg/>)
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- **Self-funded Graduate Programmes**  
(<http://nus.edu.sg/registrar/docs/info/administrative-policies-procedures/self-funded-graduate-programmes.pdf>)
- **Social Visit Pass for Spouse and/or Child of Full-time Graduate Research Students**  
(</registrar/administrative-policies-procedures/graduate/social-visit-pass-for-spouse-and-child-of-full-time-graduate-research-students>)
- **Special Graduate Programmes** (</registrar/academic-information-policies/graduate/special-graduate-programmes>)
- **Special Term** (</registrar/academic-activities/special-term>)
- **Student Card Matters** (<https://share.nus.edu.sg/registrar/student/info/Student-Card-Matters.pdf>)
- **Student Confidentiality Agreement** (</registrar/administrative-policies-procedures/acceptance-record#SCA>)
- **Student Data Protection Policy** (</registrar/administrative-policies-procedures/acceptance-record#NUSStudentDataProtectionPolicy>)
- **Student Feedback** (</registrar/administrative-policies-procedures/student-feedback-exercise>)
- **Student Finance Matters** (<http://www.nus.edu.sg/finance/students/student-finance-matters.html>)
- **Student Service Centre** (<http://www.nus.edu.sg/osa/student-services/ssc>)

- **Termination of Candidature** (</registrar/academic-information-policies/graduate/candidature-matters>)
- **Thesis Submission and Examination**  
(<https://myportal.nus.edu.sg/studentportal/academics/all/docs/Thesis-Submission-and-Examination.pdf>)
- **Transcript Request Form** (</registrar/docs/info/graduate/Transcript-Request-Form.pdf>)
- **Transcripts and Records** (</registrar/student-records/transcripts>)
- **Transfer of Candidature** (</registrar/academic-information-policies/graduate/candidature-matters>)

- **Withdrawal of Candidature** (</registrar/academic-information-policies/graduate/candidature-matters>)

# Non-Graduating

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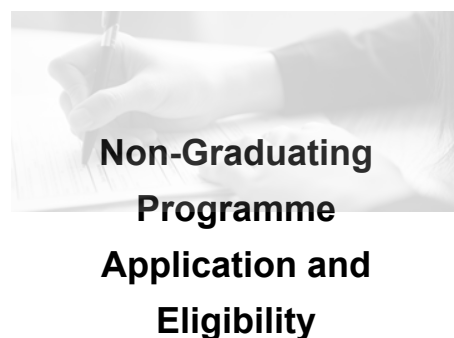
## The Non-Graduating programme at NUS

In line with NUS' vision of becoming a leading global university centered in Asia, the Non-Graduating Programme comprises students from external institutions who undertake coursework or research over a semester or several semesters.

For more information on the nature of education at NUS and the Non-Graduating Programme's application and eligibility requirements, you may refer to these links:



**Modular System**



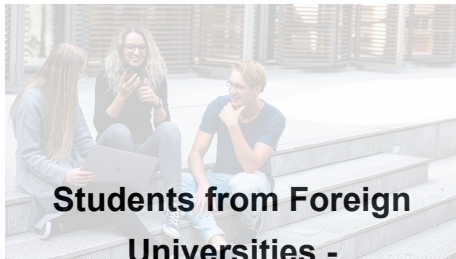
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# Non-Graduating

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**Students from Foreign  
Universities -  
Coursework**



**Students from Foreign  
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Research**



**Pre-University  
Students from Local  
Institutions**

> iBLOC, H3, NUSHS, etc.

**Already Applied? Click here for more information ([/registrar/prospective-students/non-graduating/after-submitting-an-application](#))**

**Application timeline, Important Dates, FAQs ([/registrar/prospective-students/non-graduating/after-submitting-an-application](#))**

Useful Information



(/registrar/calendar)



**Academic Calendar**  
(/registrar/calendar)

(<http://nus.edu.sg/osa/student-services/hostel-admission/non-graduating>)  
**Accommodation**  
(<http://nus.edu.sg/osa/student-services/hostel-admission/non-graduating>)

(<http://www.nus.edu.sg/gro/>)  
**Global Relations Office**  
(<http://www.nus.edu.sg/gro/>)

(<http://www.nus.edu.sg/osa/student-life/orientation/international-students>)  
**International Student Services**  
(<http://www.nus.edu.sg/osa/student-life/orientation/international-students>)

# Coursework

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/ Non-Graduating (/registrar/prospective-students/non-graduating) / Coursework

We are glad that you are considering spending one semester/year/**special term (/registrar/prospective-students/non-graduating/special-term)** with us as a Non-Graduating (Exchange or Non-Exchange) student. Come and join students from leading universities all over the world for an enriching and rewarding experience at the National University of Singapore (NUS)!

- **Before Applying**
- **Eligibility**
- **Module Related Matters**
- **Supporting Documents**
- **Fees**
- **Application**
- **What Happens Next?**

Collapse All -

## Before Applying

-

Which category should I apply for?

### Exchange

If your home university has entered into an exchange agreement with NUS, please select this category. Exchange students attend NUS on a fee waiver basis and are only liable to pay miscellaneous student fees.

Please refer **here** (<http://www.nus.edu.sg/gro/student-exchange.php>) for a list of partner institutions.

### Fee-paying (Non-Exchange)

If your home university does not have a formal exchange agreement with NUS or if you have not been selected by your home university to study abroad under an exchange agreement, you may apply as a fee paying Non-Exchange student.

Non-Exchange students follow the same programme of study as incoming exchange students, except that they do not enjoy a tuition fee waiver.

### General Criteria

- i. You must be a current student registered at another University and have completed at least two semesters (one full year) at the college/university level.
- ii. You must continue to assume this status throughout your intended duration of study at NUS under the non-graduating programme.
- iii. To qualify as an exchange student, you have to be nominated for exchange for NUS by your home institution. Please check with your home institution if you have queries on whether you qualify as an exchange student.

**English Proficiency Requirement** (for fee-paying students and students from non-English medium universities reading modules from Faculty of Law)

As English is the main language of instruction at the University (except for Asian/European studies where a good command of the respective Asian/European language is a pre-requisite), you must be proficient in the English language in order to benefit from your studies at NUS.

You are required to submit either the Test of English as a Foreign Language [TOEFL] or the International English Language Testing System [IELTS] result if you are:

- › from a non-English medium institution (non-exchange coursework applicants only)
- › applying to read modules from NUS Faculty of Law and from a non-English medium institution (exchange and non-exchange)

The following requirements must be met:

- › Test of English as a Foreign Language [TOEFL] score of at least 100 for the Internet-based test;
- › International English Language Testing System (IELTS) result of at least 6.5; or
- › Any other qualifications as determined by the respective faculties/schools in NUS.

Coursework applicants have to choose modules at the point of application. As applicants' will be enrolled in their module choices after review by the respective departments, please choose modules that you wish you wish read on exchange.

Applicants are therefore encouraged to take note of the various policies regarding module selection and enrollment in the Non-Gradating Programme prior to their application.

- Module Restrictions

When planning your application, please refer to the following **list of modules** ([/registrar/docs/info/prospective-students---non-graduating/non-graduating-module-restrictions.pdf](#)) that have limited or restricted access for non-graduating students due to demand and space constraints.

- Module Offerings

Refer to the following for modules available to Non-Graduating Students for the upcoming semester can be found at the following:

[\(/Registrar/Docs/Info/Prospective-Students---Non-Graduating/Ng-Modules.Pdf\)](#) [\(/Registrar/Docs/Info/Prospective-Students---Non-Graduating/Ng-Modules.Pdf\)](#)

Please ensure that the modules selected (a minimum of 3 modules with at least 3 additional modules as reserves) are offered during the semester for which you have applied.

- Audit Status

Non-graduating students are permitted to take certain modules on an audit basis.

When taking a modules on an audit basis, you will only attend lectures and will not be permitted to sit for examinations. Participation in other practical components (e.g. tutorials, laboratory work, fieldwork) will be at the discretion of the respective faculty/department.

Modules from the following Faculties/Departments/Centres **CANNOT** be done on an audit\*\* basis:

- › Building
- › Business
- › Computing
- › Law

- › Industrial and System Engineering
- › Industrial Design
- › Malay Studies
- › Public Health
- › Real Estate
- › South Asian Studies
- › Southeast Asian Studies
- › Centre for English Language Communication
- › Centre for Language Studies
- › University Scholars Programme
- › English Language (EL) modules from Faculty of Arts and Social Sciences
- › Geography (GE) modules from Faculty of Arts and Social Sciences (namely GEK2001/SSA2202/GES1003, SSA2215/GES1004)
- › Life Sciences modules from Faculty of Science
- › Theatre Studies (TS) modules from Faculty of Arts and Social Sciences
- › UROPS modules from Faculty of Science (subject to approval from the respective department offering the module)

- Module Summary and Curriculum related matters

For a summary of a module's contents and contact hours, please check **NUSMods** (<https://nusmods.com/>).

If you require more specific information on a module e.g. syllabus, please consult the specific **department website** (<http://www.nus.edu.sg/departments>) or proceed to contact the department directly.

- Changes to enrolled modules

Successful applicants will be able to view the modules that they have been enrolled into when they view their application outcome in Mid-June (for semester 1) and Mid-November (for semester 2).



Students will have another opportunity to make changes to their enrolled modules via the Module Registration exercise that occurs at the start of the semester. Further instructions will be sent to students' NUS emails.

For more information on Module Registration at NUS, please visit the **Module Registration website** (<http://www.nus.edu.sg/ModReg/>).

- Workload Requirement

Based on the full-time NUS undergraduate student's average workload, a full-time Non-Graduating student should read not more than 20 MCs worth of modules (approximately 5 modules) per regular semester, regardless of whether modules are set to audit or examinable. A workload of 20MCs would typically require a student to spend an average of 50 hours of study per week over 13 weeks of classes.

Non-graduating international students are required to read a minimum workload of 12 MCs (approximately 3 modules) or pursue full-time research during regular semester. They are responsible for ensuring that the modules registered would fulfil the graduation requirements at the home university. This minimum workload is also a requirement to qualify for a Student's Pass issued by the Immigration Checkpoints Authority (ICA).

## Supporting Documents -

All applicants are required to upload the documents as part of their online application to the Non-Graduating Programme. Refer to the following checklist for the documents required.

*\*Important: In addition to uploading documents online, fee-paying applicants will have send us their documents via post by the stipulated deadline or risk having their application as being deemed incomplete.*

## Fees -

If you are an **Exchange** student, your tuition fee is generally waived. However, you are still required to pay for the Miscellaneous Student Fees.

If you are a **Non-Exchange** student, you are required to pay tuition fees as well as the Miscellaneous Student Fees.

- Miscellaneous Student Fees

All non-graduating students enrolled at NUS are liable to pay Miscellaneous Student Fees (MSFs) to the University as part of their stay.

The MSF consists of two components: the Student Service Fee and the Health Service Fee.

#### Why pay?

Miscellaneous student fees help meet part of the costs incurred by the University in providing services to the student community.

These services include healthcare for students; facilitating student cultural, social and recreational programmes; and maintaining the internal shuttle bus service, IT network and other campus-wide services.

- Tuition Fees (for Fee-paying)

Fee-Paying students are liable to pay tuition fees in addition to Miscellaneous Student Fees. Tuition fees are calculated on a **per module** basis.

- Other Costs (campus housing)

All non-graduating students are eligible to apply for on-campus housing. Please refer to the **Office of Student Affairs** (<http://www.nus.edu.sg/osa/housing/non-graduating/application-guide.html>) for more information on eligibility and application.

(/Registrar/Administrative-Policies-Procedures/Non-Graduating/Non-Graduating-Fees)  
Fees For Non-Graduating Programme

Please refer to the following for a list of updated fees

## Application to the NG Programme

INTAKE	SUBMISSION DEADLINE OF ONLINE APPLICATION (WITH SUPPORTING DOCUMENTS)	SUBMISSION DEADLINE OF HARD COPY APPLICATION DOCUMENTS	APPLICATION OUTCOME (EXPECTED)
NUS Semester 1 (August - December)	21 March to 15 April	1 May	Mid-June
NUS Semester 2 (January - May)	1 September to 1 October	15 October	Mid-November

Due to the high volume of applications we receive every semester, we regret to inform you that late applications and incomplete applications (including those submitted online but with no supporting documents) will not be processed.

(<https://myapplications.nus.edu.sg/>)  
NG Application System

All interested students are required to apply online via the NG Application System. Please refer to the **user guide** (</registrar/docs/info/prospective-students---non-graduating/userguide-for-ng-application-system.pdf>) before submitting an application.

If you are applying for both a research attachment and coursework, please submit your application within the stipulated window above.

An email acknowledgement will be sent to you upon receipt of your application and supporting documents.

Note: All applications must be submitted through the online application system. Late applications and incomplete applications (including those submitted online but with no supporting documents) will not be processed.

[\(/registrar/prospective-students/non-graduating/after-submitting-an-application\)](/registrar/prospective-students/non-graduating/after-submitting-an-application)

[\(/registrar/prospective-students/non-graduating/after-submitting-an-application\)](/registrar/prospective-students/non-graduating/after-submitting-an-application)

[\(/registrar/prospective-students/non-graduating/after-submitting-an-application\)](/registrar/prospective-students/non-graduating/after-submitting-an-application)

Already Applied? [Click here for more information \(/registrar/prospective-students/non-graduating/after-submitting-an-application\)](/registrar/prospective-students/non-graduating/after-submitting-an-application)

**Application timeline, Important Dates, FAQs ([/registrar/prospective-students/non-graduating/after-submitting-an-application](#))**

# Research

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 [Prospective Students \(/registrar/prospective-students\)](#) / 
 [Non-Graduating \(/registrar/prospective-students/non-graduating\)](#) / 
 Research

As a leading research university, Students have the opportunity to engage in research activities at NUS' Schools and Faculties, as well as its 30 university-level research institutes and centers. Research will be conducted under the guidance of a NUS Faculty Member.

- **Before Applying**
- **Eligibility**
- **Supporting Documents**
- **Fees**
- **Application**
- **What Happens Next?**

**Collapse All -**

## Before Applying

-

Which category should I apply for?

### Exchange

Please check with your home university if there is a provision for the exchange of research students between them and NUS. Exchange students attend NUS on a fee waiver basis and are only liable to pay miscellaneous student fees.

### Fee-paying (Non-Exchange)

If your home university does not have a research exchange agreement with NUS, you may apply as a fee paying Non-Exchange student.

Non-Exchange students are liable to pay both the semester-based research fee and miscellaneous student fee to the University.

## Eligibility

-

## General Criteria

- i. You must be a current student registered at another University and have completed at least two semesters (one full year) at the college/university level.
- ii. You must continue to assume this status throughout your intended duration of study at NUS under the non-graduating programme.

## Obtain a Faculty Supervisor at NUS

Students pursuing research need to obtain formal approval from a research supervisor at NUS before applying for admission to NUS. You will need to contact the relevant **department** (<http://nus.edu.sg/departments>) at NUS to arrange for a willing supervisor. Alternatively, you may search through our **Staff Research Directory System** (<https://myaces.nus.edu.sg/srd/SmplSrch.htm>) for a full listing of research interests of all academic and research staff members at NUS.

## Supporting Documents

All applicants are required to upload the documents as part of their online application to the Non-Graduating Programme. Refer to the following checklist for the documents required.

([/registrar/docs/info/prospective-students---non-graduating/ngchecklist.pdf](#))  
NG Document Checklist

*\*Important: In addition to uploading documents online, fee-paying applicants will have to send us their documents via post by the stipulated deadline or risk having their application as being deemed incomplete.*

## Fees

If you are an **Exchange** student, your research fees are generally waived. However, you are still required to pay for the Miscellaneous Student Fees.

If you are a **Non-Exchange** student, you are required to pay research fees as well as the Miscellaneous Student Fees.

- Miscellaneous Student Fees

All non-graduating students enrolled at NUS are liable to pay Miscellaneous Student Fees (MSFs) to the University as part of their stay.

The MSF consists of two components: the Student Service Fee and the Health Service Fee.

## Why pay?

Miscellaneous student fees help meet part of the costs incurred by the University in providing services to the student community.

These services include healthcare for students; facilitating student cultural, social and recreational programmes; and maintaining the internal shuttle bus service, IT network and other campus-wide services.

- Research Fees (for Non-exchange students)

Non-exchange students are liable to pay research fees in addition to Miscellaneous Student Fees. Fees payable are assessed based on the number of academic semesters that the applicant plans to spend at NUS.

Applicants are reminded to consult the **NUS academic calendar (/registrar/calendar)** to determine the research fees incurred for the entirety of their candidature prior to application.

Should an applicant's candidature end at any point during either Semester 1 or 2, he or she is still liable to pay fees for that semester should their stay exceed the second instructional week of that semester.

- Other Costs (campus housing)

All non-graduating students are eligible to apply for on-campus housing. Please refer to the **Office of Student Affairs (<http://www.nus.edu.sg/osa/housing/non-graduating/application-guide.html>)** for more information on eligibility and application.

**(/Registrar/Administrative-Policies-Procedures/Non-Graduating/Non-Graduating-Fees)  
Fees For The Non-Graduating Programme**

Please refer to the following for a list of updated fees

## Application to the NG Programme

Research applications are accepted throughout the year so as long as they are received **3 months** prior to the commencement of the proposed research period at NUS. We regret to inform you that we are unable to entertain late applications.

(<https://myapplications.nus.edu.sg/>)  
NG Application System

All interested students are required to apply online via the NG Application System. Please refer to the **user guide (/registrar/docs/info/prospective-students---non-graduating/userguide-for-ng-application-system.pdf)** before submitting an application.

**(/registrar/prospective-students/non-graduating/after-submitting-an-application)**

**(/registrar/prospective-students/non-graduating/after-submitting-an-application)**

**(/registrar/prospective-students/non-graduating/after-submitting-an-application)**

**Already Applied? Click here for more information (/registrar/prospective-students/non-graduating/after-submitting-an-application)**

**Application timeline, Important Dates, FAQs (/registrar/prospective-students/non-graduating/after-submitting-an-application)**



# Pre-University Students from Local Institutions

📍 Home (/registrar/) / Prospective Students (/registrar/prospective-students)  
/ Non-Graduating (/registrar/prospective-students/non-graduating)  
/ Pre-University Students from Local Institutions

Collapse All -

## Internal Blended Learning Online Courses (for Returning Full-Time National Service men only) -

For more information, visit the **iBLOC webpage**  
(<http://www.nus.edu.sg/ibloc/iBLOC.html>).

## H3 Programmes -

### H3 Programme

The Higher 3 (H3) 'A' Level curriculum was revamped by the Ministry of Education (MOE) in 2006 to better prepare students for the increasingly competitive and globalized world of today. The H3 programme was introduced to allow exceptional students to pursue a subject at a higher level which they have the passion and aptitude for. Subjects at the H3 level allow for a greater range of learning and research work.

Students who meet the minimum grade requirements will be granted advanced placement credits (APCs) if they are admitted into NUS to pursue an undergraduate course subsequently. For more information on H3 Advanced Placement Credits, please refer to the **FAQ** (<https://share.nus.edu.sg/registrar/student/info/FAQ-on-H3-APC.pdf>).

### NUS H3 Modules

COURSEWORK
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## COURSEWORK

### Geopolitics: The Geographies of War and Peace

(<https://www.fas.nus.edu.sg/prospectives/undergrad/toknow/h3prog.html>)

## RESEARCH

Science Research Programme (<http://www.science.nus.edu.sg/education/h3-students/h3-science-research-programmes>)

### Humanities and Social Sciences Research Programme

(<https://www.fas.nus.edu.sg/prospectives/undergrad/toknow/h3prog.html>)

All H3 applications must be made through the respective school's H3 Co-ordinator.  
Please check with your school's H3 Co-ordinator for more details on the application.

## NUSHS, Poly Prep, Young Artist Programme

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Please liaise with your programme coordinator for more information.

## Application to NG Programme

(<https://myapplications.nus.edu.sg/>)  
NG Application System

Please check with the programme coordinator at your home institution for detailed information on application to the NG programme. Please refer to the **user guide**

(<http://www.nus.edu.sg/registrar/docs/info/prospective-students---non-graduating/userguide-for-local-ng-application-system.pdf>) before submitting an application

([/registrar/prospective-students/non-graduating/after-submitting-an-application](#))

([/registrar/prospective-students/non-graduating/after-submitting-an-application](#))

**(/registrar/prospective-students/non-graduating/after-submitting-an-application)**

**Already Applied? Click here for more information (/registrar/prospective-students/non-graduating/after-submitting-an-application)**

**Application timeline, Important Dates, FAQs (/registrar/prospective-students/non-graduating/after-submitting-an-application)**

# After Submitting an Application

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[/ Non-Graduating \(/registrar/prospective-students/non-graduating\)](#) / After Submitting an Application

## Application Processing

For exchange applicants: Applications are verified against the list of nominated exchange students.

1

For fee-paying applicants: Applications will be processed upon receipt of hardcopy documents from the applicant.

The Registrar's Office will contact applicants if further information or clarification is required.

## Modules Evaluation and Allocation

*Coursework Applicants Only*

Academic Departments review applicants' eligibility for the modules they have chosen. For modules that have pre-requisites, departments will review applicants' academic transcripts to determine if similar modules have been taken at the applicants' home university.

2

## Application Outcome Released

3

Email sent to applicants informing them to log in and view their offer outcome.

## Acceptance of Offer and upload of photograph

Applicants will need to accept their offer online and will need to upload their photograph as part of the acceptance process.

Photographs submitted will be used to print the applicant's NUS Student Card.

Please refer to the Online Photo Submission Requirements **here**  
(<http://nus.edu.sg/registrar/docs/info/academic-activities/registration/requirements-of-photograph-for-online-submission.pdf>).

4

## Offer Letter and Registration Guide

After accepting your offer, you will be able to download a copy of your offer letter. Please print a copy and keep it for your reference.

Students taking iBLOCs, and JCs/NUSHS: Your offer letter will contain a link to the Administrative Notes which contains important information for various registration processes for your programme. Likewise, you may access the Administrative Notes by clicking **here**

(<http://www.nus.edu.sg/registrar/prospective-students/non-graduating/after-submitting-an-application/admin-notes>).

All other students: Consult the Registration Guide which can be found in the offer letter or by clicking **here**

(<http://www.nus.edu.sg/registrar/prospective-students/non-graduating/after-submitting-an-application/admin-notes>). The Guide contains information on the various tasks that have to be completed prior to your arrival at NUS.

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## Housing Application

Students wishing to apply for housing may refer to the information included in their offer letter.

Please note that on-campus housing is highly sought after and is thus **not guaranteed**.

### Off-campus Accommodation

Non-graduating research students should consider staying off campus. Due to shortage of on-campus accommodation, some non-graduating exchange students will have to find and secure private accommodation outside of campus. For more information on private, off-campus accommodation, please see **Other Accommodation** (<http://nus.edu.sg/osa/has/other-accommodation>).

6

## Payment of Miscellaneous Student Fees Application

Payment of Misc. Student Fees is necessary for the activation of the NUS Student Card and is to be performed through the University's **Education Records System** (<https://myedurec.nus.edu.sg/>) (login required).

Please consult your admin notes on the updated fees for the upcoming semester.

Students are required to reset their initially issued NUSNET password 2 days after completing Registration (Part One) in order to access all NUS online resources and systems.

## Arrival at NUS

### Registration Part Two

In Registration (Part Two), students complete the registration procedures by activating their student card online or by reporting to campus.

Students taking iBLOCs, and JCs/NUSHS: Please refer to your admin notes regarding Registration Part Two.

All other students: Please refer to the **Registration Guide** ([/registrar/academic-activities/registration/registration-guides](#)) for reporting time and venue.

([/Registrar/Prospective-Students/Non-Graduating/Fa](#)  
FAQ)

# Administrative Notes

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/ Non-Graduating (/registrar/prospective-students/non-graduating)  
/ After Submitting an Application (/registrar/prospective-students/non-graduating/after-submitting-an-application)  
/ Administrative Notes

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The Non-Graduating Team has compiled a list of crucial activities that students will have to perform after being offered admission. Please familiarize yourself with these processes to ensure a smooth start of your NUS Journey.

Please click on the link that corresponds to your respective academic programme:

NUS Special Terms:

- **Special Term Coursework (Exchange and Non-Exchange)**  
(<http://www.nus.edu.sg/registrar/docs/info/prospective-students---non-graduating/cwk-st.pdf>)
- **Summer Programmes (Exchange and Non-Exchange)**  
(<http://www.nus.edu.sg/registrar/docs/info/prospective-students---non-graduating/summer-pgrm-st.pdf>)
- **Research Students (Exchange and Non-Exchange)**  
(<http://www.nus.edu.sg/registrar/docs/info/prospective-students---non-graduating/rsh-st.pdf>)
- **Special Term Returning NSMen (ST RNSMen)**  
(<http://www.nus.edu.sg/registrar/docs/info/prospective-students---non-graduating/RNSMen-st.pdf>)

Semester 1 or Semester 2:

- (<http://www.nus.edu.sg/registrar/docs/info/prospective-students---non-graduating/H3-SRP.pdf>) **H3 Science Research Programme**  
(<http://www.nus.edu.sg/registrar/docs/info/prospective-students---non-graduating/H3-SRP.pdf>)
- **NUS High School Advanced Placement Programme**  
(<http://www.nus.edu.sg/registrar/docs/info/prospective-students---non-graduating/NUSHS.pdf>)

- **Young Artist Programme** (<http://www.nus.edu.sg/registrar/docs/info/prospective-students---non-graduating/YAP.pdf>)

Should you require further information on any of the activities listed in your administrative notes, please consult the **NG Registration Guide** (<http://www.nus.edu.sg/registrar/academic-activities/registration/registration-guides>)



# Information and Resources

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[/ Administrative Policies / Procedures \(/registrar/administrative-policies-procedures\)](#)

[/ Non-Graduating \(/registrar/administrative-policies-procedures/non-graduating\)](#)

[/ Information and Resources](#)

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All   A   B   C   D   E   F   G   H   I   J   K   L   M   N   O  
P   Q   R   S   T   U   V   W   X   Y   Z

- **Academic Calendar** ([/registrar/calendar](#))
- **Academic Culture Module** (<http://emodule.nus.edu.sg/ac/>)
- **Academic Transcripts** ([/registrar/administrative-policies-procedures/degree-scrolls-and-academic-transcripts](#))
- **Acceptable Use Policy for IT Resources**
- **Acceptance Record** ([/registrar/administrative-policies-procedures/acceptance-record](#))
- **Accident and Incident Management System (AIMS)**  
([https://inetapps.nus.edu.sg/osh/portal/eServices/ehs360\\_aims.html](https://inetapps.nus.edu.sg/osh/portal/eServices/ehs360_aims.html))
- **Administrative Policies** ([/registrar/administrative-policies-procedures](#))
- **Authorisation of Medical Procedures - Appointment of Local Representative (for International Students only)\*** ([/registrar/administrative-policies-procedures/acceptance-record#AuthorisationofMedicalProcedures](#))
- **Code of Student Conduct\*** ([/registrar/administrative-policies-procedures/acceptance-record#NUSCodeofStudentConduct](#))
- **Copying of Library Materials** (<http://libportal.nus.edu.sg/frontend/web/about-nus-libraries/library-rules/copying-of-library-materials>)
- **Counselling Service** (<http://nus.edu.sg/uhc/services/mental-health/student.html>)
- **Cessation of Studies at NUS**  
(<https://myportal.nus.edu.sg/studentportal/academics/ng/#ImportantInformation&nbsp;>)

- **Discipline \*** (</registrar/administrative-policies-procedures/discipline>)
- **Discipline with Respect to Students - Guidance Note for Students\* PDF** (<https://share.nus.edu.sg/registrar/student/info/Discipline-Guidance-Note-Students.pdf>)
- **Do-Not-Call Policy** (</registrar/administrative-policies-procedures/acceptance-record#DNC>)
- **Downloadable Forms\*** (</registrar/downloadable-forms>)

- **Ethics Review of Student Research** (<http://www.nus.edu.sg/irb/>)
- **Examination** (</registrar/academic-activities/examination>)
- **Extension of NG Programme** (<https://myportal.nus.edu.sg/studentportal/academics/ng/#extension>)

- **Fees** (</registrar/administrative-policies-procedures/non-graduating/non-graduating-fees>)

- **Grading Policy & Examination Process** (</registrar/administrative-policies-procedures/grading-policy-examination-process>)
- **Global Relations Office - For information on the NUS exchange experience, activities, and programmes for NG Students** (<http://www.nus.edu.sg/gro/student-exchange.php>)

- **Health Service** (<http://www.nus.edu.sg/uhc/healthservice/index.html>)
- **Housing Application/ Registration** (<http://www.nus.edu.sg/osa/housing/non-graduating/application-guide.html>)

- **Insurance Matters** (<http://www.nus.edu.sg/uhc/services/billing-insurance/insurance-matters.html>)
- **Integrated Virtual Learning Environment (IVLE)** (<http://ivle.nus.edu.sg/>)
- **Intellectual Property Policy** (</registrar/administrative-policies-procedures/acceptance-record#IP>)

- **Library Portal** (<http://www.lib.nus.edu.sg/>)

- **Module Administration (Non-Grading Students)**  
(<https://myportal.nus.edu.sg/studentportal/academics/ng/#modulesadmin>)

- **Non-Discrimination Statement** (<http://www.nus.edu.sg/legal-information-notices#nondiscrimination>)
- **NUS Bulletin** (<http://www.nus.edu.sg/nusbulletin/>)
- **NUS Educational Philosophy** (</registrar/academic-information-policies/undergraduate-students/education-at-nus>)
- **NUS Statutes and Regulations** (</registrar/administrative-policies-procedures/nus-statutes-and-regulations>)
- **NUS Student Information System** (<https://myisis.nus.edu.sg/psp/cs90prd/?cmd=login&languageCd=ENG&>)

- **Plagiarism Prevention** (<http://cit.nus.edu.sg/plagiarism-prevention/>)

- **Registration** (</registrar/academic-activities/registration>)
- **Release of Liability\*** (</registrar/administrative-policies-procedures/acceptance-record#ReleaseofLiability>)
- **Review of Examination Results\*** (</registrar/administrative-policies-procedures/grading-policy-examination-process>)
- **Responsibility for Notices/Circulars and Updates of Personal Particulars**  
(</registrar/administrative-policies-procedures/responsibility-for-notices-circulars-and-updates-of-personal-particulars>)

- **Safety & Security** (<https://myportal.nus.edu.sg/studentportal/safety-and-security/all/>)
- **Special Term** (</registrar/prospective-students/non-graduating/special-term>)
- **Student Bill/Student Account** (<https://myisis.nus.edu.sg/psp/cs90prd/?cmd=login&languageCd=ENG&>)

- **Student Card Matters** (<https://share.nus.edu.sg/registrar/student/info/Student-Card-Matters.pdf>)
- **Student Circulars** (/registrar/administrative-policies-procedures/responsibility-for-notices-circulars-and-updates-of-personal-particulars)
- **Student Confidentiality Agreement\*** (/registrar/administrative-policies-procedures/acceptance-record#SCA)
- **Student Data Protection Policy** (/registrar/administrative-policies-procedures/acceptance-record#NUSStudentDataProtectionPolicy)
- **Student Finance Matters** (<http://www.nus.edu.sg/finance/students/student-finance-matters.html>)
- **Student Feedback Exercise** (/registrar/administrative-policies-procedures/student-feedback-exercise)
- **Student's Pass- Extension, Replacement or Loss** (<https://myportal.nus.edu.sg/studentportal/academics/ng/#immigrationmatters>)
- **Student Service Centre** (<http://www.nus.edu.sg/osa/ssc>)
- **Student Status Letter** (<https://share.nus.edu.sg/registrar/student/info/UserGuide-for-SC-View-Student-Status-Letter.pdf>)

- **The Effective Student (A Guide to Learning)** (<http://www.cdtl.nus.edu.sg/Ufm/>)
- **Timetable Builder** (<https://webrb.nus.edu.sg/ctt/builder.aspx>)
- **Transcripts and Records** (/registrar/administrative-policies-procedures/transcripts-and-records)
- **Transcript Matters for Non-Graduating Students** (<https://myportal.nus.edu.sg/studentportal/academics/ng/#transcript>)

- **Updating of Personal Particulars** (/registrar/administrative-policies-procedures/transcripts-and-records)

- **Withdrawal from the NG Programme** (<https://myportal.nus.edu.sg/studentportal/academics/ng/#withdrawal>)

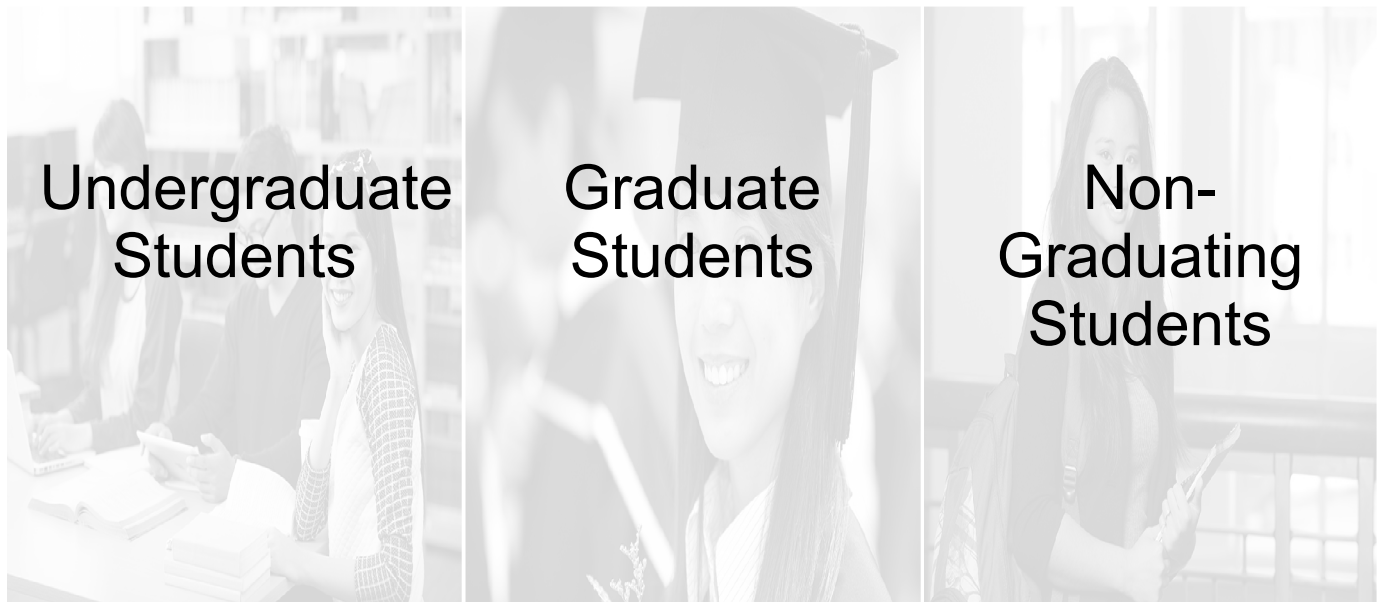
# Administrative Policies / Procedures

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At all times, students are responsible for understanding and complying with the policies and procedures established by the Senate and the **University administration** (<http://www.nus.edu.sg/about>). The University reserves the right to make any changes deemed necessary in the policies/requirements.



# Acceptance Record

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📍 [Home \(/registrar/\)](#)

[/ Administrative Policies / Procedures \(/registrar/administrative-policies-procedures\)](#)

[/ Acceptance Record](#)

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As a condition of admission, students are required to:

A. Expressly declare having read, understood, and agreed to abide by the following policies which form their **Acceptance Record**; and

- **NUS Student Data Protection Policy**
- **NUS Code of Student Conduct**
- **NUS Acceptable Use Policy for IT Resources**
- **NUS Intellectual Property Policy**
- **NUS Do-Not-Call Policy**
- **NUS Student Confidentiality Agreement**

B. Complete and sign to the following **Authorisation Requirements**.

- **Risk Acknowledgement and Consent**
- **Authorisation of Medical Procedures / Appointment of Local Representative for International Students**

At all times, students are also responsible for understanding and complying with all other policies and procedures listed **here (/registrar/administrative-policies-procedures/graduate)** which are applicable to them, established by the Senate and the University administration.

The University reserves the right to make any changes deemed necessary in the policies/requirements.

## Acceptance Record

**NUS Student Data Protection Policy**  
(<https://myportal.nus.edu.sg/studentportal/academics/all/docs/NUS-Student-Data-Protection-Policy.pdf>)

NUS takes responsibilities under the Personal Data Protection Act 2012 seriously. We also recognize the importance of the personal data you have entrusted to us and believe that it is our responsibility to properly manage, protect and process your personal data. This policy is designed to assist you in understanding how we collect, use and/or disclose the personal data you have provided to us, as well as to assist you in making an informed decision before providing us with any of your personal data. If you, at any time, have any queries on this policy or any other queries in relation to how we may manage, protect and process your personal data, please do not hesitate to contact our Data Protection Officer at **dpo@nus.edu.sg** (<mailto:dpo@nus.edu.sg>).

## **NUS Code of Student Conduct** **(<http://www.nus.edu.sg/osa/resources/code-of-student-conduct>)**

NUS students are expected to maintain and uphold the highest standards of integrity and honesty at all times, as well as embrace community standards, diversity and mutual respect for one another, both within the University and the wider Singapore community.

The Code of Student Conduct (published by the **Office of Student Affairs** (<http://www.nus.edu.sg/osa/resources/code-of-student-conduct>)) is intended to guide students' conduct in both the academic and non-academic aspects of their University life by providing an overview of the behavior generally expected of them as a member of the University community.

One of the fundamental principles on which this Code is based is that of "Academic, Professional, and Personal Integrity".

In this respect, it is important to note that all students share the responsibility for upholding the academic standards and reputation of the University. Academic honesty is a necessary condition in the pursuit and acquisition of knowledge, and the University expects each student to uphold academic honesty.

Academic dishonesty is any misrepresentation with the intent to deceive, or failure to acknowledge the source, or falsification of information, or inaccuracy of statements, or cheating at examinations/tests, or inappropriate use of resources. There are many forms of academic dishonesty and plagiarism is one of them. Plagiarism is generally defined as 'the practice of taking someone else's work or ideas and passing them off as one's own' (*The New Oxford Dictionary of English*). The University does not condone plagiarism.

Students should adopt this rule - You have the obligation to make clear to the assessor which is your own work, and which is the work of others. Otherwise, your assessor is entitled to assume that everything being presented for assessment is being presented as entirely your own work.

This is a minimum standard. In addition, the following guidelines will provide some assistance.

- When using the ideas, phrases, paragraphs and data of others in work presented for assessment, such materials should be appropriately credited and acknowledged, so that it is clear that the materials being presented is that of another person and not the student's own.
- The amount of detail required when referencing and acknowledging a source will vary according to the type of work and norms of the discipline. For instance,
  - Supervised examinations will require less detail in referencing and acknowledgement.
  - Papers written other than under examination conditions will require a full citation of all the sources utilised. While a particular style of citation is not prescribed, the citation should provide enough information for the reader to locate the sources cited.
- Research materials (including texts, graphics and data) obtained from the internet or other electronic resources should be treated in the same way as research materials obtained from traditional sources.

Any student found to have committed or aided and abetted the offence of plagiarism may be subject to disciplinary action. In addition, the student may receive a reduced grade (possibly even zero mark) for the relevant academic assignment, project, or thesis; and could receive a failed grade for the module. Any student caught plagiarising will be required to retain the plagiarised module as graded, and will not be allowed to exercise the S/U option for that module.

A student may not knowingly intend to plagiarise, but that should not be used as an excuse for plagiarism. Students should seek clarification from their instructors or supervisors if they are unsure whether or not they are plagiarising the work of another person. All students are also encouraged to:

- consult the **resources** (<http://cdtl.nus.edu.sg/students/plagiarism.htm>) compiled by the Centre for Development of Teaching and Learning (CDTL) on how to avoid plagiarism;
- use the **service** (<http://cit.nus.edu.sg/plagiarism/>) provided by the Centre for Instructional Technology (CIT) to help detect and prevent web-based plagiarism; and
- access the **Academic Culture module** (<http://emodule.nus.edu.sg/ac>) online.

## **NUS Acceptable Use Policy for IT Resources**

This policy applies to the use of the IT resources owned, controlled or managed by the University, such as computer accounts, personal computers, servers, workstations, disk storage, software, administrative and academic applications, email, public folders, newsgroups, online discussion forums, dialup, network, Internet and databases, among others.



All users who have been granted access to the IT resources, including students of the University, are to comply with this policy.

## **NUS Intellectual Property Policy**

**([http://www.nus.edu.sg/ilo/docs/default-source/default-document-library/nus-ip-policy-010109-v110309.pdf?sfvrsn=f2cc12dd\\_4](http://www.nus.edu.sg/ilo/docs/default-source/default-document-library/nus-ip-policy-010109-v110309.pdf?sfvrsn=f2cc12dd_4))**

In addition to the provision of educational facilities at tertiary levels, the functions and objectives of the University include the promotion of research and scholarship and the advancement and dissemination of knowledge for the benefit of all. Consistent with its status as a publicly funded organisation, it is critical that the University ensures that the creation, dissemination and commercialisation of Intellectual Property is properly administered for the benefit of the public and the University. This Policy shall therefore apply to all Intellectual Property developed or created by a University member, including students, in the course of University research.

The **Industry Liaison Office** (<http://www.nus.edu.sg/ilo/>) manages all such issues.

## **NUS Do-Not-Call Policy**

**(<https://myportal.nus.edu.sg/studentportal/academics/all/docs/NUS-DNC-Policy.pdf>)**

The University must comply with the **Personal Data Protection Act 2012**

**(<https://www.pdpc.gov.sg/individuals/overview>)** (PDPA) and the Do Not Call (DNC) regime/framework. The PDPA aims to protect individuals' personal data against misuse, while promoting proper management of personal data in organizations. The PDPA requires that organizations collecting, using and disclosing personal data notify their consumers of the purposes of such data activities and seek the consent of these individuals. Personal data is defined as data about an individual who can be identified from that data. The DNC Registry will allow individuals with Singapore telephone numbers to opt out of unsolicited marketing calls, messages and faxes.

NUS must fully comply with the PDPA. To this end, NUS has developed a **DNC Policy**

**(<https://myportal.nus.edu.sg/studentportal/academics/all/docs/NUS-DNC-Policy.pdf>)** with our legal consultants to ensure compliance from our community.

## **NUS Student Confidentiality Agreement**

**(</registrar/docs/info/administrative-policies-procedures/nus-student-confidentiality-agreement.pdf>)**

All NUS students are required to acknowledge and agree to comply with the terms stated in the NUS Student Confidentiality Agreement. Students should keep absolutely confidential any Confidential Information, whether belonging to the University or other third parties be it in writing

or verbally in the course of their studies, internships, attachments and/or student life at the University.

Unless express written permission has been given by the relevant authority at the University or the third party that owns or otherwise is in control of the Confidential Information, students should not discuss, release, retain, copy or remove any document or data in any format.

Students found to have made unauthorised release of Confidential Information may be subject to immediate termination of their attachment, internship, assistantship, departmental work (paid or unpaid), or such other disciplinary action as the University may deem appropriate.

## Authorisation Requirements

### Risk Acknowledgement and Consent

In the course of their studies, students may participate in activities (whether local or overseas) organised or endorsed by the University as part of their course of study or as part of co-curricular activities or courses offered by the University. Students may also be accommodated in the University's hostels or may use the University's sports, recreation and other facilities. All students are required to agree to the terms prescribed by the University in connection with such participation and use.

### Authorisation of Medical Procedures

#### Appointment of Local Representative for International Students (for International Students only)

In the course of their studies in NUS, international students may need medical attention in the form of surgery or any other medical procedures or treatment, but may be unable to give or refuse consent to the same. In such an event, surgeons or consultants in hospitals in Singapore would require a local representative to be present at the hospital to authorise or refuse consent for the surgery or other medical procedure or treatment on the patient's behalf.

In order to avoid possible delays to any surgery or other medical procedure or treatment that an international student may need, international students, or their parent/guardian (where the international student is under 18 years of age) may do either or both of the following:

- appoint a representative in Singapore who is at least 18 years of age ('Local Representative') who will have the authority to authorise or refuse consent for the surgery or other medical procedure or treatment, on behalf of the student/parent/guardian, as applicable; and /or
- authorise NUS, its officers, staff member to authorise or refuse consent for the surgery or medical procedure or treatment, on behalf of the student/parent/guardian, if none of the

student's parent/guardian/a Local Representative (if any) is contactable at the time of need

## NUS STUDENT CONFIDENTIALITY AGREEMENT

1. I acknowledge that during the course of my studies and student life at NUS, Confidential Information as defined in Clause 2 below, whether belonging to NUS or other parties, may be disclosed to me either in writing or verbally.
2. (i) "Confidential Information" whether in physical or electronic format, includes but is not limited to:
  - (a) all information on, relating to and/or in connection with NUS and its clients or business partners obtained from any source;
  - (b) any and all information disclosed by NUS to me verbally or in writing or through other tangible form and/or clearly marked as proprietary or confidential at the time of disclosure or which is not in tangible form but is clearly identified by NUS as proprietary or confidential at the time of disclosure;
  - (c) any and all information obtained as a result of permission given to me to be allowed access to any premises where NUS may carry on business or its activities;
  - (d) any and all information disclosed by 3<sup>rd</sup> parties whom I am attached to and/or selected to intern with, whether as part of my course requirements or not, to me verbally or in writing or through other tangible form and/or clearly marked as proprietary or confidential at the time of disclosure or which is not in tangible form but is clearly identified by such 3<sup>rd</sup> Parties as proprietary or confidential at the time of disclosure;
- (ii) Confidential Information may comprise of the following types of information and materials, and other similar information and materials, whether or not reduced into writing:
  - (e) personal information, including that of NUS students and staff;
  - (f) designs, concepts, drawings, photographs, images, ideas, inventions, specifications, techniques, discoveries, models and data;
  - (g) computer software in source or object code form, computer software documentation and any source material relating to computer software including flowcharts and diagrams;
  - (h) marketing techniques and materials, marketing plans, timetables, strategies and development plans (including prospective trade names and trademarks); and
  - (i) client names and other information relating to clients, and pricing policies.

3. I acknowledge and agree that:
  - (a) all information, notes, analyses, compilations, studies, specifications, drawings or other documents produced, developed or compiled by me from the Confidential Information (the “Derivatives”) shall be deemed to be Confidential Information and the obligations in this Undertaking in relation to such Confidential Information shall apply to me in respect of any such Derivatives. In this regard, I will not make any claims of authorship or proprietorship over the Derivatives and hereby expressly agree to NUS’ ownership and use of Derivatives;
  - (b) nothing in this Undertaking shall be construed as granting to me expressly or by implication any transfer, assignment, license or any other rights in respect of any license, patent, copyright or any other industrial or intellectual property right in force and belonging to the owner of the Confidential Information;
4. I agree to keep absolutely confidential any Confidential Information I may come across in the course of my studies, internships, attachments, assistantships, departmental work (paid or unpaid) and student life at NUS. I understand that I may have access to records, which contain personally identifiable information, the disclosure of which may be prohibited by law.
5. Unless express written permission has been given to me by the relevant authority at NUS or the 3<sup>rd</sup> party entity which owns or otherwise is in control of the Confidential Information, I will not discuss, release, retain, copy or remove any document or data in any format.
6. I will promptly return or destroy any or all copies of Confidential Information in my possession, as instructed by the relevant owner of the Confidential Information.
7. I further acknowledge that such wilful or unauthorised disclosure violates NUS policies, and in respect of personal data, in violation of the Singapore Personal Data Protection Act.
8. I understand that unauthorised release of Confidential Information can be grounds for the immediate termination of any internship, attachment, assistantship or departmental work (paid or unpaid) undertaken by me and for disciplinary proceedings against me as NUS may deem appropriate.
9. I agree that the obligations undertaken herein with respect to Confidential Information received shall survive and continue after my graduation or termination of my studies at NUS.

# Discipline

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[/ Discipline](#)

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Discipline with respect to students is governed by the University's **Statutes (/registrar/docs/info/administrative-policies-procedures/statute06.pdf)** and **Regulations (/registrar/docs/info/administrative-policies-procedures/regn10.pdf)**. Any student who is alleged to have committed or attempted to commit offences listed in Clause 3 of Statute 6 may be subject to disciplinary proceedings.

Heads of academic and non-academic units are empowered to adjudicate any offences in relation to existing students of the University. In such cases, appeals can be brought before the Dean of the Faculty if the disciplinary action was initiated by the Head of a Faculty-based academic unit, or before the Dean of Students if it was initiated by the Head of a non-Faculty-based academic unit or the Head of a non-academic unit.

The Board of Discipline is empowered to adjudicate any offences in relation to any student of the University, whether existing or for whom the candidature has ceased, as long as the circumstances giving rise to the disciplinary proceedings arose while the person was a student of the University or in connection with the person's admission into the University. The Board of Discipline is chaired by the Dean of Students or a Vice Provost and comprises two other members of the Senate and two members of the Student Union. Appeals against the decisions of this Board are heard by the Disciplinary Appeals Board.

Students of the National University of Singapore should familiarise themselves with the **NUS Code of Student Conduct ([http://nus.edu.sg/osa/docs/default-source/osa-doc/resources-and-policies/code-of-student-conduct.pdf?sfvrsn=14040e3d\\_4](http://nus.edu.sg/osa/docs/default-source/osa-doc/resources-and-policies/code-of-student-conduct.pdf?sfvrsn=14040e3d_4))** which is intended to guide students' conduct in both the academic and non-academic aspects of their University life by providing an overview of the behaviour generally expected of them as members of the University community.

Students may also access the **Discipline with Respect to Students - Guidance Note for Students (<https://share.nus.edu.sg/registrar/student/info/Discipline-Guidance-Note-Students.pdf>)** on the **NUS Student Portal (<https://myportal.nus.edu.sg/studentportal/academics/all/>)** for better understanding of factors relevant to the classification of offences by the University. NUS staff managing student

disciplinary matters may also access relevant resources via the **NUS Staff Portal** (<https://staffportal.nus.edu.sg/staffportal/education/academic-administrative-policies/discipline-with-respect-to-students.html>)

# NATIONAL UNIVERSITY OF SINGAPORE

## STATUTE 6

### DISCIPLINE WITH RESPECT TO STUDENTS

1. The President is hereby empowered to make Regulations for carrying out the purposes and provisions of this Statute. Without prejudice to the generality of the foregoing, the President may make Regulations with respect to the following matters:
  - (a) the classification of offences for which students may be subject to disciplinary proceedings and the procedures for initiating disciplinary proceedings;
  - (b) the procedures governing disciplinary proceedings before the Heads of Academic and Non-Academic Units;
  - (c) the procedures governing disciplinary proceedings before the Deans of Faculties or the Dean of Students and the deposit that must be paid for appeals to Deans of Faculties or the Dean of Students;
  - (d) the procedures governing disciplinary proceedings before the Board of Discipline; and
  - (e) the procedures governing disciplinary proceedings before the Disciplinary Appeals Board and the deposit that must be paid for appeals to the Disciplinary Appeals Board.
2. For the purposes of this Statute and any Regulations made pursuant to Clause 1 of this Statute,
  - (a) “Non-Academic Units” refers to all non-academic offices of the University and their constituent departments or divisions which include, without limitation, NUS Information Technology, NUS Libraries, Office of Student Affairs and the management offices of the halls of residence and other student residences;
  - (b) “Deans of Faculties” refers to persons who are appointed as the Dean of a Faculty pursuant to Clause 6(b) of Statute 3 in the case of Faculties and Schools, or persons who are appointed to an equivalent position in the case of Special Constituent Schools;
  - (c) “Heads of Academic Units” refers to:
    - (i) persons who are appointed as the Head of an Academic Unit pursuant to Clause 6(d) of Statute 3 in the case of Faculties and Schools, or persons who are appointed to an equivalent position in the case of Special Constituent Schools; and
    - (ii) persons who are appointed as a Master or Director or an equivalent position in the case of non Faculty-based Academic Units.
  - (d) “student” refers to a person who has been registered or admitted or accepted into any programmes, activities, courses and/or classes offered by the University (regardless of whether such programmes, activities, courses and/or classes are offered solely by the University or in collaboration with any third parties). Unless stated otherwise, a student shall include any person who:
    - (i) is an existing student of the University; or
    - (ii) has ceased to be a student of the University at the time disciplinary proceedings are instituted or at the time the disciplinary matters are adjudicated either in the first instance or on appeal, provided that the circumstances giving rise to the disciplinary



proceedings arose:

- (A) while the person was a student of the University or in connection with the person's admission into the University; or
- (B) while the person was a member of the Union, irrespective whether the person's eligibility for membership was under Clause 3 or Clause 4 of Regulation 9.

### Circumstances Giving Rise to Disciplinary Proceedings

3. Any student who is alleged to have committed or attempted to commit, or caused or attempted to cause any other person to commit any of the following offences, may be subject to disciplinary proceedings:

- (a) contravention of the Constitution, Statutes, Regulations, rules, policies, guidelines, codes of conduct, or procedures as may from time to time be prescribed by the University;
- (b) an offence involving or resulting in criminal activity;
- (c) theft, fraud or misapplication in connection with University funds or property of any kind;
- (d) damage to or defacement of any property of the University or any employee or student of the University;
- (e) falsification or misuse of University documents or records, including (without prejudice to the generality of the foregoing) certificates in connection with degrees and other academic distinctions;
- (f) fraud, dishonesty, any act of bad faith, or impersonation of others, within or without the University, in connection with the student's academic attainments or financial awards, the student's admission to the University, or otherwise in connection with the University;
- (g) contravention of conditions stipulated or undertakings made by the student in connection with admission to the University;
- (h) defamation of, assault or battery against any employee or student of the University;
- (i) sexual misconduct, racial or religious discrimination, or any other kind of harassment towards any person;
- (j) maliciously and without reasonable cause, laying a complaint against any employee or student of the University;
- (k) ragging, which term shall, without prejudice to the generality of the term, include conduct intended: (i) to humiliate another student or hold such other student up to ridicule; or (ii) to interfere with another student's peaceable enjoyment of his/her privileges, benefits, rights or facilities;
- (l) plagiarism, giving or receiving unauthorised assistance in academic work, or other forms of academic dishonesty;
- (m) disruption or improper interference or failure to cooperate with: (i) the academic activities or administration of the University; or (ii) the performance of duties by any employee of the University;

- (n) posing an actual or a potential hazard to public health, including without limitation failing to comply with or obstructing the execution of any measure formulated by the University for the control of an infectious disease within the meaning of the Infectious Diseases Act (Cap. 137);
- (o) refusal or failure to appear in person, answer questions fully, or produce any documents as may be required at or during the course of any disciplinary investigation or proceedings, or making a false testimony;
- (p) traffic or parking offences;
- (q) failure to comply with any disciplinary sanction or other requirement imposed on such student;
- (r) engaging in acts of retaliation, harassment, threats, intimidation and coercion against persons who are subject to no-contact orders and/or persons involved in disciplinary investigations or proceedings (such as complainants, witnesses, victims and students subject to the disciplinary investigations or proceedings); or
- (s) acting in a manner which is or may be detrimental to the reputation, dignity, interest, or welfare of the University.

#### Jurisdiction

4. The Heads of Academic and Non-Academic Units are empowered to adjudicate any offences but only in relation to persons who are existing students of the University at the time the allegations of offences are adjudicated.
5. Any appeal against a decision made by the Head of a Faculty-based Academic Unit shall be adjudicated by the Dean of the corresponding Faculty. Any appeal against a decision made by the Head of a non Faculty-based Academic Unit or the Head of a Non-Academic Unit shall be adjudicated by the Dean of Students.
6. In the event that either the Head of an Academic Unit and the Dean of the corresponding Faculty are one and the same person, or a Faculty consists of only one Academic Unit or no Academic Units, the Dean of the corresponding Faculty shall designate one of the Vice Deans (or a person holding an equivalent position) as the Head of Student Discipline for the Faculty. Without prejudice to the foregoing, the Dean of a Faculty may, with the Provost's approval, choose to designate one of the Vice Deans (or a person holding an equivalent position) as the Head of Student Discipline for the Faculty if the Dean is of the view that it would be desirable to do so. A Head of Student Discipline shall be conferred all the powers exercisable by the Head of an Academic Unit, for such period and subject to such conditions or limitations as the Dean may deem fit.
7. In the event that either the Head of a Non-Academic Unit and the Dean of Students are one and the same person, the Dean of Students shall designate the Vice Dean of Students as the Head of Student Discipline for the Non-Academic Unit and such Head of Student Discipline shall be conferred all the powers exercisable by the Head of a Non-Academic Unit under this Regulation, for such period and subject to such conditions or limitations as the Dean may deem fit.
8. The Board of Discipline is empowered to adjudicate any offences in relation to any student of the University.
9. Any appeal against a decision made by the Board of Discipline shall be adjudicated by the Disciplinary Appeals Board. The Disciplinary Appeals Board shall also adjudicate any case that is referred by the President for review pursuant to Clause 23 of this Statute.

## Disciplinary Powers

10. The Heads of Academic and Non-Academic Units and the Deans shall be entitled to exercise one or more of the disciplinary powers set out below against any person who is an existing student of the University at the time the allegations of offences are adjudicated:
  - (a) issuance of an order including, as appropriate, a requirement to comply with specified conditions and a statement of the sanctions to be applied if such conditions are not met;
  - (b) issuance of a reprimand that shall form part of such person's official record;
  - (c) imposition of any fine not exceeding Singapore Dollars One Thousand (S\$1,000);
  - (d) issuance of a public censure;
  - (e) withdrawal and/or suspension of any academic privileges, benefits, rights or facilities (other than the right to follow courses of instruction or attend examinations) for a period not exceeding one month;
  - (f) withdrawal and/or suspension of any non-academic University privileges, benefits, rights or facilities for a period not exceeding two semesters; and
  - (g) deprivation and/or withdrawal of any academic distinction or grade to be conferred or previously conferred in relation to assignments, projects or such other forms of continuous assessment.
11. The Board of Discipline and the Disciplinary Appeals Board shall be entitled to exercise one or more of the disciplinary powers set out below against any student of the University:
  - (a) issuance of an order including, as appropriate, a requirement to comply with specified conditions and a statement of the sanctions to be applied if such conditions are not met;
  - (b) issuance of a reprimand that shall form part of such person's official record;
  - (c) imposition of a fine not exceeding Singapore Dollars Ten Thousand (S\$10,000);
  - (d) issuance of a public censure;
  - (e) withdrawal and/or suspension of any academic or non-academic University privileges, benefits, rights or facilities, including the right to follow courses of instruction or attend examinations;
  - (f) termination and/or full or partial repayment of any academic or non-academic funding (such as scholarships, grants, bursaries or other similar forms of financial assistance) previously provided or awarded by the University and/or full or partial payment of any academic or non-academic fees previously waived by the University;
  - (g) expulsion from the University; and
  - (h) deprivation and/or withdrawal of any degree, diploma, certificate or other academic distinction or grade to be conferred or previously conferred.
12. Where a student is suspended from candidature pursuant to Clause 11(e) of this Statute, the suspension shall be annotated on the student's transcript. The student may make a request in writing to the University to remove the annotation from the student's transcript following the

expiry of at least 3 years from the date the student graduates from the University, and the University may in its absolute discretion decide to allow or reject such a request.

13. For the avoidance of doubt, where a student's right to follow courses of instruction or attend examinations is suspended pursuant to Clause 11(e) of this Statute, such period of suspension shall not count towards any minimum residency requirement but shall count towards the maximum period of candidature for that student.
14. The disciplinary powers provided for in Clause 10 and Clause 11 of this Statute may be exercised by the Heads of Academic and Non-Academic Units, the Deans, the Board of Discipline and the Disciplinary Appeals Board (as the case may be) without prejudice to the right to exercise any other disciplinary powers or any other powers contained in the Constitution, Statutes, Regulations, rules, policies, guidelines, codes of conduct, or procedures as may from time to time be prescribed by the University.

#### Summary Action

15. Notwithstanding any other provision of this Statute, the Provost may, by giving notice in writing to a person who is an existing student of the University at the time of the notice, summarily withdraw and/or suspend any academic or non-academic University privilege, benefit, right, or facility or take any other summary action as the Provost may think fit against such student, if the Provost has reason to believe that such urgent action is necessary to:
  - (a) protect the interests of the University or any student or staff of the University; and/or
  - (b) facilitate the smooth and/or proper functioning of the University.
16. Any summary action taken against a student pursuant to Clause 15 of this Statute shall be an interim measure pending the decision of the Board of Discipline in subsequent disciplinary proceedings against the student. Where summary action has been taken against a student, the Provost shall convene the Board of Discipline and refer the case to it within a month after the notice of summary action is given to the student. The Board of Discipline shall thereafter adjudicate the disciplinary matter in accordance with the procedures set out in the Regulations made pursuant to Clause 1 of this Statute, and the summary action that was taken against the student shall automatically lapse once the Board of Discipline issues its decision.
17. A decision made by the Board of Discipline shall be final and binding on the student, subject to any decision on appeal made by the Disciplinary Appeals Board.

#### No-Contact Orders

18. The Provost may, by giving notice in writing to a person who is an existing student of the University at the time of the notice, direct the person to have no contact with another existing student or staff of the University ("No-Contact Order"), if the Provost has reason to believe that the No-Contact Order may:
  - (a) protect the interests of the University or any student or staff of the University; and/or
  - (b) facilitate the smooth and/or proper functioning of the University.
19. The Provost may delegate the power to issue No-Contact Orders to any office(s) of the University, and such office(s) may issue No-Contact Orders on behalf of and under the authority of the Provost.
20. A No-Contact Order shall continue until any of the following events occurs:
  - (a) the person subject to the No-Contact Order is informed by the University in writing that it shall cease to have effect;

- (b) the person subject to the No-Contact Order ceases to be an existing student of the University; or
  - (c) the person whom the No-Contact Order relates to ceases to be an existing student or staff of the University.
21. A person subject to the No-Contact Order, or a person whom the No-Contact Order relates to, may at any time make a request in writing to the Provost for the No-Contact Order to cease, and the Provost may in his absolute discretion decide to allow or reject such a request.
22. For the avoidance of doubt, the Provost's power to issue No-Contact Orders is without prejudice to:
- (a) the entitlement of the Heads of Academic and Non-Academic Units and the Deans to make no-contact orders in the exercise of their disciplinary powers under Clause 10(a) above; and
  - (b) the entitlement of the Board of Discipline and the Disciplinary Appeals Board to make no-contact orders in the exercise of their disciplinary powers under Clause 11(a) above.

For the avoidance of doubt, the provisions in Clause 21 above do not apply to no-contact orders made by the Heads of Academic and Non-Academic Units, the Dean, the Board of Discipline and the Disciplinary Appeals Board. Such no-contact orders made are subject to appeal in accordance with this Statute and Regulation 10.

#### Review of BOD and DAB Outcomes

23. Where the President, after considering the advice of the President Disciplinary Advisory Committee, is of the view that:
- (a) there has been a serious procedural irregularity or breach in any disciplinary proceedings before the Board of Discipline and/or the Disciplinary Appeals Board, and the procedural irregularity or breach was likely to have materially prejudiced the fair determination of the matter; or
  - (b) evidence which was not previously available has subsequently emerged or become available after the determination of a disciplinary matter by the Board of Discipline and/or the Disciplinary Appeals Board, and the new evidence would likely have had a material impact on the decision that was reached; or
  - (c) other compelling and exceptional circumstances exist;

the President may in his absolute discretion direct that the disciplinary matter in question be referred to a newly-constituted Disciplinary Appeals Board for review. For the avoidance of doubt, the Disciplinary Appeals Board constituted under this Clause shall be entitled to exercise one or more of the disciplinary powers under Clause 11 of this Statute, and to quash or revise any prior decision or determination and substitute its own decision or determination.

#### Co-operation

24. During the course of any disciplinary proceedings or appeals, the student shall cooperate fully with the Heads of Academic or Non-Academic Units, the Deans, the Board of Discipline, the Disciplinary Appeals Board, the Provost or any other body or person to whom the task of administering and/or adjudicating any disciplinary matter or appeal may be entrusted, and shall supply to them such information and documents as any of them may require.

### Confidentiality

25. All disciplinary proceedings instituted or summary action or disciplinary action(s) taken pursuant to this Statute shall be strictly confidential. The student and/or any other person(s) requested to appear before the body or person to whom the task of adjudicating any disciplinary matter or appeal may be entrusted shall not disclose to third parties any information and/or documents relating to the disciplinary proceedings instituted or summary action or disciplinary action(s) taken pursuant to this Statute, except with the written consent of the University and/or unless disclosure is required by the laws of Singapore.
26. Notwithstanding Clause 25 of this Statute, the University may at any time disclose to third parties any information and/or documents relating to disciplinary proceedings instituted or summary action or disciplinary action(s) taken pursuant to this Statute, by publication in any manner or medium or otherwise.

### Liability of the University

27. The University, its officers, or any other person or entity associated with them shall have no liability whatsoever for any losses, damages, claims, legal costs or other expenses that a person may suffer or incur, whether directly or indirectly (including any loss of profit or any damage to reputation) by reason of any disciplinary proceedings instituted or summary action or disciplinary action(s) taken pursuant to this Statute and/or the publication or notification of any information relating thereto.

# NATIONAL UNIVERSITY OF SINGAPORE

## REGULATION 10

### DISCIPLINE WITH RESPECT TO STUDENTS

#### **(A) CLASSIFICATION OF OFFENCES GIVING RISE TO DISCIPLINARY PROCEEDINGS AND PROCEDURES FOR INITIATING DISCIPLINARY PROCEEDINGS**

1. Offences giving rise to disciplinary proceedings shall be classified as:
  - (a) Minor and Moderate Offences; or
  - (b) Serious Offences.
2. Minor and Moderate Offences are offences which may disturb, create a nuisance to others, disrupt or improperly interfere with academic, administrative, sporting, social or other activities of the University to a minor or limited extent.
3. Serious Offences are offences of substantial or significant gravity which may materially or seriously affect and damage the interests and/or proper functioning of the University, including but not limited to:
  - (a) any serious breach of academic integrity in connection with the conferment of any degree, diploma, certificate or other academic assessment;
  - (b) any offence that involves or results in criminal activity;
  - (c) any offence that involves or results in ragging; and
  - (d) any act or behaviour that is or may be materially or seriously detrimental to the reputation, dignity, interest or welfare of the University.
4. Complaints or allegations that a student has committed a Minor or Moderate Offence may be referred to the Head of the relevant Academic or Non-Academic Unit:
  - (a) if the complaint clearly does not involve a possible Serious Offence, the Head shall proceed to adjudicate the case in accordance with the procedures set out in Section B of these Regulations; and
  - (b) if the complaint could involve a possible Serious Offence, the Head shall refer the case to the Provost in accordance with Clause 5 of these Regulations.
5. Complaints or allegations that a student has committed a Serious Offence may be referred to the Provost:
  - (a) if the Provost is of the view that the complaint involves a possible Serious Offence and would be appropriately determined by the Board of Discipline, the Provost shall convene the Board of Discipline in accordance with Regulation 2 to adjudicate the case; and

- (b) if the Provost is of the view that the complaint does not involve a possible Serious Offence and would be appropriately determined by the Head of the relevant Academic or Non-Academic Unit, the Provost shall authorise the Head to adjudicate the case and the Head shall proceed to adjudicate the case in accordance with the procedures set out in Section B of these Regulations.

In deciding whether a complaint should be adjudicated under Clause 5(a) or Clause 5(b) above, the Provost may request for and consider the advice of the Provost Disciplinary Advisory Committee.

- 6. Decisions of the Provost made pursuant to Clause 5 of these Regulations shall be final and binding, save that in any disciplinary matter pending before the Board of Discipline or the Disciplinary Appeals Board, if the Board of Discipline or the Disciplinary Appeals Board (as the case may be) is of the view that the complaint does not involve a possible Serious Offence, the Board of Discipline or the Disciplinary Appeals Board (as the case may be) shall be entitled to recommend to the Provost that the complaint be determined by the Head of the relevant Academic or Non-Academic Unit:

- (a) if the Provost, after considering the advice of the Provost Disciplinary Advisory Committee, accepts the recommendation of the Board of Discipline or Disciplinary Appeals Board (as the case may be), the Provost shall authorise the Head to impose the appropriate sanction(s) in accordance with Clause 10 of these Regulations, based on any factual findings made by the Board of Discipline or Disciplinary Appeals Board (as the case may be); and
- (b) if the Provost, after considering the advice of the Provost Disciplinary Advisory Committee, does not accept the recommendation of the Board of Discipline or the Disciplinary Appeals Board (as the case may be), the Provost shall direct the Board of Discipline or the Disciplinary Appeals Board (as the case may be) to continue to adjudicate and determine the case.

- 7. In the event that there would be a conflict of interest arising from the Provost's exercise of the powers in Clause 5 or 6 of these Regulations, the complaints or allegations shall be referred to the President who shall exercise the powers in Clause 5 or 6 of these Regulations. In the event that there would also be a conflict of interest arising from the President's exercise of the powers in Clause 5 or 6 of these Regulations, the complaints or allegations shall be referred to the Chairman of the Board of Trustees who shall exercise the powers in Clause 5 or 6 of these Regulations.

**(B) PROCEDURES FOR DISCIPLINARY PROCEEDINGS BEFORE HEADS OF ACADEMIC AND NON-ACADEMIC UNITS**

- 8. Where disciplinary proceedings are to be adjudicated by the Head of an Academic or Non-Academic Unit, the Head shall ensure that the student who is the subject of the disciplinary proceedings is given:

- (a) reasonable notice of the alleged offence(s); and
- (b) a reasonable opportunity to raise any matters which the student wishes to rely on in his or her defence and/or mitigation.

- 9. The Head shall not reach any decision in respect of the disciplinary proceedings against the student, or exercise any of the disciplinary powers set out in Clause 10 of Statute 6 on Discipline With Respect To Students, unless the requirements in Clause 8 of these Regulations have been



satisfied and the Head has given due consideration to the available evidence. In addition, the Head shall only exercise any of the disciplinary powers set out in Clause 10 of Statute 6 on Discipline With Respect To Students if the student is an existing student of the University at the time the alleged offences are adjudicated by the Head.

10. Where the Head is satisfied that the alleged offence(s) was committed by the student, the Head shall notify the student within a reasonable time:
  - (a) of the offence(s) which the student is found to have committed;
  - (b) of the sanction(s) imposed against the student;
  - (c) that the student may, within a stipulated time limit and upon payment of a deposit stipulated by these Regulations, appeal to the Dean of the corresponding Faculty (in the case of disciplinary action by a Head of a Faculty-based Academic Unit) or the Dean of Students (in the case of disciplinary action by a Head of a non Faculty-based Academic Unit or a Head of a Non-Academic Unit); and
  - (d) that the Dean of the relevant Faculty or the Dean of Students (as the case may be) may affirm, vary or discharge the sanction(s) imposed in the first instance.
11. A decision made by the Head of an Academic or Non-Academic Unit shall be final and binding on the student, subject to any decision on appeal made by the Dean of the relevant Faculty or the Dean of Students (as the case may be). Where the Head thinks fit, the Head may stay and/or suspend any sanction(s) imposed against the student pending the latter's appeal.
12. For record purposes, the Heads of Academic and Non-Academic Units shall inform the Secretary referred to in Section G of these Regulations in the event that they exercise any of the disciplinary powers set out in Clause 10 of Statute 6 on Discipline With Respect To Students to impose sanction(s) against students who have been found to have committed offence(s).

**(C) PROCEDURES FOR APPEALS TO DEANS**

13. Within fourteen days after receiving notice of the decision of the Head of an Academic or Non-Academic Unit, a student may appeal to the Dean of the corresponding Faculty (in the case of disciplinary action by a Head of a Faculty-based Academic Unit) or the Dean of Students (in the case of disciplinary action by a Head of a non Faculty-based Academic Unit or a Head of a Non-Academic Unit) by:
  - (a) giving notices in writing to the Head whose decision is being appealed against and the Dean of the relevant Faculty or the Dean of Students (as the case may be); and
  - (b) making payment of a deposit of Singapore Dollars Fifty (S\$50). If the Dean of the relevant Faculty or the Dean of Students (as the case may be) subsequently discharges or reduces any of the sanction(s) imposed in the first instance, this deposit shall be refunded to the student. Otherwise the deposit shall be forfeited.
14. In response to an appeal, the Dean of the relevant Faculty or the Dean of Students (as the case may be) shall ensure that the student is given a reasonable opportunity to address the Dean on any matters which the student wishes to rely on in his or her appeal.
15. The Dean of the relevant Faculty or the Dean of Students (as the case may be) shall not reach any decision in respect of the student's appeal, or exercise any of the disciplinary powers set

out in Clause 10 of Statute 6 on Discipline With Respect To Students, unless the requirements in Clause 14 of these Regulations have been satisfied and the Dean has given due consideration to the available evidence. In addition, the Dean shall only exercise any of the disciplinary powers set out in Clause 10 of Statute 6 on Discipline With Respect To Students if the student is an existing student of the University at the time the appeal is adjudicated by the Dean.

16. Where the Dean of the relevant Faculty or the Dean of Students (as the case may be) decides to allow the student's appeal, the Dean may discharge and/or vary any sanction(s) imposed in the first instance in any manner that the Dean deems fit.
17. Where the Dean of the relevant Faculty or the Dean of Students (as the case may be) decides to dismiss the student's appeal, the Dean shall affirm the sanction(s) imposed in the first instance unless the Dean is of the view that the sanction(s) imposed in the first instance would be manifestly inadequate in all the circumstances of the case, in which case the Dean may impose such other sanction(s) in substitution therefor as the Dean thinks ought to have been imposed.
18. After a decision has been made, the Dean of the relevant Faculty or the Dean of Students (as the case may be) shall notify the student within a reasonable time of the Dean's decision to dismiss or allow the appeal and whether the sanction(s) imposed on the student in the first instance shall be affirmed, varied or discharged.
19. Pending the outcome of any appeal to the Dean of the relevant Faculty or the Dean of Students (as the case may be), and subject to the relevant Head's discretion to stay and/or suspend any sanction(s) imposed against the student pursuant to Clause 11 of these Regulations, the decision being appealed against shall remain in force and be valid and binding upon the student.
20. A decision made by the Dean of the relevant Faculty or the Dean of Students (as the case may be) shall be final and binding on the student.
21. For record purposes, the Deans of Faculties and the Dean of Students shall inform the Secretary referred to in Section G of these Regulations of the outcome of any appeals adjudicated by them.

**(D) PROCEDURES FOR DISCIPLINARY PROCEEDINGS BEFORE THE BOARD OF DISCIPLINE**

22. Where disciplinary proceedings are to be adjudicated by the Board of Discipline, the Board shall meet to adjudicate the disciplinary matter, adjourn and otherwise regulate its meetings in accordance with the following procedures:

Notice to student

- (a) Within a reasonable time after the Board of Discipline has been convened, the Secretary to the Board of Discipline shall issue a notice (the "Notice") to the student who is the subject of the disciplinary proceedings. The Notice shall identify the alleged offence(s) giving rise to disciplinary proceedings against the student under Clause 3 of Statute 6 on Discipline With Respect To Students. The Notice shall also contain adequate particulars of the alleged misconduct by the student which constitutes the said offence(s).
- (b) Upon receipt by the student of the Notice, the student may, within such period as may be specified in the Notice, make submissions and provide documentary evidence to the Board of Discipline in respect of the matter(s) specified in the Notice.

### Documentary evidence and attendance of persons

- (c) The Board of Discipline may at any time request the production of such documentary evidence as the Board of Discipline deems appropriate for the fair adjudication of the matter for the purposes of any oral or paper hearing.
- (d) Except for documentary evidence which is provided to the Board of Discipline by the student, any other relevant documentary evidence or any relevant part of documentary evidence which is provided and/or produced to the Board of Discipline and which will be relied on by the Board of Discipline shall also be provided to the student. The student shall be given a reasonable opportunity to make submissions on any such documentary evidence provided to him or her.
- (e) The Board of Discipline may at any time request the attendance of such persons as the Board of Discipline deems appropriate for the fair adjudication of the matter at any oral hearing.

### Hearing

- (f) The Board of Discipline shall consider the disciplinary matter before it by way of a paper hearing or an oral hearing as it deems fit. All hearings and proceedings shall be conducted in the English language.
- (g) At the hearing, the Board of Discipline shall adjudicate the matter(s) specified in Notice on the basis of the Notice, any submissions, any relevant documentary evidence provided and/or produced to the Board of Discipline and any oral testimonies of persons appearing before the Board of Discipline (in the case of an oral hearing).
- (h) The Board of Discipline shall have the discretion to adjourn any hearing where it deems fit. For the avoidance of doubt, where there are ongoing criminal investigations, prosecutions and/or proceedings against the student, it shall be reasonable for the Board of Discipline to adjourn any hearing pending the determination of the said criminal investigations, prosecutions and/or proceedings.
- (i) In the case of an oral hearing, the Board of Discipline shall fix a date and time for the oral hearing and provide the student at least fourteen days' notice of the hearing.
- (j) In the case of an oral hearing, the student shall have the right to attend and make submissions at the hearing. The student may not be accompanied by legal counsel.
- (k) In the case of an oral hearing, the student may be accompanied by a translator provided that due notice is given to the Board of Discipline by the student at least seven days before the hearing date giving the translator's qualifications and other details that the Board of Discipline may require, and the Board of Discipline is of the view that the presence of the proposed translator would be appropriate for the fair adjudication of the matter.
- (l) In the case of an oral hearing, the Board of Discipline shall be entitled to question the student and any persons who appear at the hearing to testify. The Board of Discipline may also grant the student permission to question such persons if the Board of Discipline is of the view that doing so would be appropriate for the fair adjudication of the matter.

- (m) If the student or any other person(s) requested by the Board of Discipline to attend an oral hearing fail(s) to appear at the oral hearing, the Board of Discipline may, upon proof of service of the notice of the hearing, proceed to hear and determine the proceedings in their absence.
- (n) There shall be written minutes or records of any paper or oral hearing. Such records of hearing shall be strictly confidential. The University may use or disclose any records of hearings for any purposes it deems fit. A student shall only be entitled to a copy of the record of hearing where it relates to disciplinary proceedings that he or she was subject to and (i) for the purposes of an appeal to the Disciplinary Appeals Board by that student or (ii) where disclosure by the University is required by law. The University shall be entitled to dispose of any records of hearing in the usual course of business in accordance with its document disposal policies, practices or procedures as may be applicable from time to time.

#### Rules of Evidence

- (o) Rules of evidence do not apply to the conduct by the Board of Discipline of any disciplinary hearing. The Board of Discipline may attach such weight as it thinks appropriate to any material produced to it, notwithstanding that such material may not be admissible in civil or criminal proceedings.

#### University Legal Counsel

- (p) The Board of Discipline may request legal counsel of the University to attend any paper or oral hearing and/or any meetings of the Board of Discipline for the purpose of giving legal advice to the Board of Discipline.

#### Observer

- (q) The Provost may appoint an observer to attend any hearings and/or meetings of the Board of Discipline, provided that the student does not object. Such an observer shall not be considered a member of the Board of Discipline, and shall not participate in the adjudication of the disciplinary matter.

#### Decision

- (r) The Board of Discipline shall not reach any decision in respect of the disciplinary proceedings against the student, or exercise any of the disciplinary powers set out in Clause 11 of Statute 6 on Discipline With Respect To Students, unless the Board of Discipline is satisfied that the student has had a reasonable opportunity to make submissions on the matter(s) specified in the Notice, the relevant or relevant parts of documentary evidence provided and/or produced to the Board of Discipline and any oral testimonies (in the case of an oral hearing), and has been given a fair hearing.
- (s) In the event that the members of the Board of Discipline are unable to reach a unanimous decision, the Board of Discipline shall render its decision by majority vote.

23. After a decision has been made, the Board of Discipline shall inform the Secretary to the Board of Discipline of its findings and any sanction(s) to be imposed on the student. Within seven days or as soon as reasonably practicable after receipt of the Board of Discipline's decision, the Secretary to the Board of Discipline shall notify the student:

- (a) of the offence(s) which the student is found to have committed;

- (b) of the sanction(s) imposed against the student;
- (c) that the student may, within a stipulated time limit and upon payment of a deposit stipulated by these Regulations, appeal to the Disciplinary Appeals Board; and
- (d) that the Disciplinary Appeals Board may affirm, vary or discharge the sanction(s) imposed in the first instance.

24. A decision made by the Board of Discipline shall be final and binding on the student, subject to any decision on appeal made by the Disciplinary Appeals Board. Where the Board of Discipline thinks fit, the Board of Discipline may stay and/or suspend any sanction(s) imposed against the student pending the latter's appeal.

**(E) PROCEDURES FOR APPEALS TO THE DISCIPLINARY APPEALS BOARD**

25. Within fourteen days after receiving notice of the decision of the Board of Discipline, a student may appeal to the Disciplinary Appeals Board by:

- (a) giving notice in writing to the Secretary to the Disciplinary Appeals Board. The notice shall set out full details of the grounds of the student's appeal and the relief sought; and
- (b) making payment of a deposit of Singapore Dollars Three Hundred (S\$300). If the Disciplinary Appeals Board subsequently discharges or reduces any of the sanction(s) imposed in the first instance, this deposit shall be refunded to the person. Otherwise the deposit shall be forfeited.

26. The Disciplinary Appeals Board shall consider an appeal, adjourn and otherwise regulate its meetings in accordance with the following procedures:

Documentary evidence and attendance of persons

- (a) An appeal shall not be a full rehearing of the matter. The Disciplinary Appeals Board shall not consider new evidence unless such evidence was not reasonably available to the student or the Board of Discipline (as the case may be) at any time prior to the hearing before the Board of Discipline.
- (b) Subject to the above restriction on the introduction of new evidence, the Disciplinary Appeals Board may at any time request the production of such new documentary evidence as the Disciplinary Appeals Board deems appropriate for the fair adjudication of the matter for the purposes of any oral or paper hearing.
- (c) Except for new documentary evidence which is provided to the Disciplinary Appeals Board by the student, any other new relevant documentary evidence or any relevant part of new documentary evidence which is provided and/or produced to the Disciplinary Appeals Board and which will be relied on by the Disciplinary Appeals Board shall also be provided to the student. The student shall be given a reasonable opportunity to make submissions on any such new documentary evidence provided to him or her.
- (d) Subject to the above restriction on the introduction of new evidence, the Disciplinary Appeals Board may at any time request the attendance of such persons as the

Disciplinary Appeals Board deems appropriate for the fair adjudication of the matter at any oral hearing.

### Hearing

- (e) The Disciplinary Appeals Board shall consider the appeal by way of a paper hearing unless in the opinion of the Disciplinary Appeals Board, it is inappropriate for the appeal to be considered by way of a paper hearing or unless the student requests that the appeal be considered by way of an oral hearing. All hearings and proceedings shall be conducted in the English language.
- (f) At the hearing, the Disciplinary Appeals Board shall adjudicate the appeal on the basis of the student's notice of appeal, any submissions, the records or minutes of the first instance hearing, the evidence adduced in the first instance and, subject to the restriction on the introduction of new evidence referred to above, any new relevant documentary evidence provided and/or produced to the Disciplinary Appeals Board and any new oral testimonies of persons appearing before the Disciplinary Appeals Board (in the case of an oral hearing).
- (g) The Disciplinary Appeals Board shall have the discretion to adjourn any hearing where it deems fit. For the avoidance of doubt, where there are ongoing criminal investigations, prosecutions and/or proceedings against the student, it shall be reasonable for the Disciplinary Appeals Board to adjourn any hearing pending the determination of the said criminal investigations, prosecutions and/or proceedings.
- (h) In the case of a paper hearing, the student, the Provost and/or any member of the Board of Discipline shall, subject to the restriction on the introduction of new evidence referred to above, have the right to make written submissions to the Disciplinary Appeals Board.
- (i) In the case of an oral hearing, the Disciplinary Appeals Board shall fix a date and time for the oral hearing and provide the student at least fourteen days' notice of the hearing.
- (j) In the case of an oral hearing, the student, the Provost and/or any member of the Board of Discipline shall have the right to attend and/or, subject to the restriction on the introduction of new evidence referred to above, the right to make submissions at the hearing. The student may not be accompanied by legal counsel.
- (k) In the case of an oral hearing, the student may be accompanied by a translator provided that due notice is given to the Disciplinary Appeals Board by the student at least seven days before the hearing date giving the translator's qualifications and other details that the Disciplinary Appeals Board may require, and the Disciplinary Appeals Board is of the view that the presence of the proposed translator would be appropriate for the fair adjudication of the matter.
- (l) In the case of an oral hearing, subject to the restriction on the introduction of new evidence referred to above, the Disciplinary Appeals Board shall be entitled to question the student and any persons who appear at the hearing to testify. The Disciplinary Appeals Board may also grant the student permission to question such persons if the Disciplinary Appeals Board is of the view that doing so would be appropriate for the fair adjudication of the matter.
- (m) If the student or any other person(s) requested by the Disciplinary Appeals Board to attend an oral hearing fail(s) to appear at the oral hearing, the Disciplinary Appeals

Board may, upon proof of service of the notice of the hearing, proceed to consider the appeal in their absence.

- (n) There shall be written minutes or records of any paper or oral hearing. Such records of hearing shall be strictly confidential. The University may use or disclose any records of hearings for any purposes it deems fit. A student shall only be entitled to a copy of the record of hearing where it relates to disciplinary proceedings that he or she was subject to and where disclosure by the University is required by law. The University shall be entitled to dispose of any records of hearing in the usual course of business in accordance with its document disposal policies, practices or procedures as may be applicable from time to time.

#### Rules of Evidence

- (o) Save for the restriction on the introduction of new evidence referred to above, rules of evidence do not apply to the conduct of any appeal hearing. The Disciplinary Appeals Board may attach such weight as it thinks appropriate to any material presented before it, notwithstanding that such material may not be admissible in civil or criminal proceedings.

#### University Legal Counsel

- (p) The Disciplinary Appeals Board may request legal counsel of the University to attend any paper or oral hearing and/or any meetings of the Disciplinary Appeals Board for the purpose of giving legal advice to the Disciplinary Appeals Board.

#### Decision

- (q) The Disciplinary Appeals Board shall not reach any decision in respect of the student's appeal, or exercise any of the disciplinary powers set out in Clause 11 of Statute 6 on Discipline With Respect To Students, unless the Disciplinary Appeals Board is satisfied that the student has had a reasonable opportunity to make submissions in relation to the appeal, any new relevant documentary evidence or any relevant part of new documentary evidence introduced during the appeal and any new oral testimonies (in the case of an oral hearing), and has been given a fair hearing.
- (r) In the event that the members of the Disciplinary Appeals Board are unable to reach a unanimous decision, the Disciplinary Appeals Board shall render its decision by majority vote.
- (s) Where the Disciplinary Appeals Board decides to allow the student's appeal, the Disciplinary Appeals Board may discharge and/or vary any sanction(s) imposed in the first instance in any manner that the Disciplinary Appeals Board deems fit.
- (t) Where the Disciplinary Appeals Board decides to dismiss the student's appeal, the Disciplinary Appeals Board shall affirm the sanction(s) imposed in the first instance unless the Disciplinary Appeals Board is of the view that the sanction(s) imposed in the first instance would be manifestly inadequate in all the circumstances of the case, in which case the Disciplinary Appeals Board may impose such other sanction(s) in substitution therefor as it thinks ought to have been imposed.

#### Power to dismiss frivolous or vexatious appeals

- (u) Notwithstanding any provision to the contrary, if the Disciplinary Appeals Board is satisfied, after considering the notice of appeal submitted by the student pursuant to Clause 25(a) of these Regulations or at any later stage of the appeal proceedings, that the appeal is frivolous or vexatious or was not brought in good faith, the Disciplinary Appeals Board may by unanimous vote decide to refuse to entertain the appeal and dismiss the appeal.
27. After a decision has been made, the Disciplinary Appeals Board shall inform the Secretary to the Disciplinary Appeals Board of its decision to dismiss or allow the appeal and whether the sanction(s) imposed on the student in the first instance shall be affirmed, varied or discharged. Within seven days or as soon as reasonably practicable after receipt of the Disciplinary Appeals Board's decision, the Secretary to the Disciplinary Appeals Board shall notify the student of the same.
28. Pending the outcome of any appeal to the Disciplinary Appeals Board, and subject to the Board of Discipline's discretion to stay and/or suspend any sanction(s) imposed against the student pursuant to Clause 24 of these Regulations, the decision being appealed against shall remain in force and be valid and binding upon the student.
29. A decision of the Disciplinary Appeals Board shall be final and binding on the student.

#### **(F) PROCEDURES FOR REVIEWS BY THE DISCIPLINARY APPEALS BOARD**

30. Where a disciplinary matter is referred by the President to the Disciplinary Appeals Board for review pursuant to Clause 23 of Statute 6 on Discipline With Respect To Students:
- (a) within seven days or as soon as reasonably practicable after the President's referral of the matter to the Disciplinary Appeals Board, the Secretary of the Disciplinary Appeals Board shall inform the student who is the subject of the disciplinary proceedings that the matter has been referred by the President to the Disciplinary Appeals Board for review;
  - (b) the Disciplinary Appeals Board shall conduct and determine the review in accordance with the procedures set out at Clause 26 of these Regulations, which shall apply with the necessary modifications; and
  - (c) after a decision has been made, the Disciplinary Appeals Board shall inform the Secretary to the Disciplinary Appeals Board of the outcome of the review, including whether the original sanction(s) imposed on the student shall be affirmed, varied or discharged. Within seven days or as soon as reasonably practicable after receipt of the Disciplinary Appeals Board's decision, the Secretary to the Disciplinary Appeals Board shall notify the student of the same.

#### **(G) ADMINISTRATIVE AND LOGISTICAL ARRANGEMENTS**

31. The Office of Student Conduct or such entity as the Provost may designate shall serve as the Secretary to the Board of Discipline and the Disciplinary Appeals Board and shall carry out all administrative and logistical functions pertaining to any disciplinary matters before these two bodies, including but not limited to:



- (a) notifying the student concerned of any summary action taken by the Provost pursuant to Clause 15 of Statute 6 on Discipline With Respect to Students;
- (b) issuing the Notice to the student concerned pursuant to Clause 22(a) of these Regulations;
- (c) notifying the student concerned of any decision made pursuant to Clauses 23, 27 and 30 of these Regulations;
- (d) liaising with the student concerned on the provision of any submissions and documentary evidence by the student, and the provision of any copies of documentary evidence to the student;
- (e) liaising with the relevant parties on any requests by the Board of Discipline or the Disciplinary Appeals Board for the production of documents or the attendance of persons;
- (f) notifying the student concerned of the date and time of any oral hearing(s) to be convened; and
- (g) producing and storing written records of any hearings.



# NUS-IRB

Protecting Human Subjects  
in Research

MOH Guidelines on the Human Biomedical Research Act - please click here  
([https://www.moh.gov.sg/content/moh\\_web/home/legislation/legislation\\_and\\_guidelines/human-biomedical-research-act.html](https://www.moh.gov.sg/content/moh_web/home/legislation/legislation_and_guidelines/human-biomedical-research-act.html)).

## Latest News



### PROTOCOL AMENDMENT SUBMISSIONS FOR ONGOING RESEARCH IMPACTED BY CIRCUIT BREAKER

In view of the restrictions on research activities which remain in place despite the partial lifting of the circuit breaker, PIs who are conducting face-to-face interviews or self-administered questionnaires as part of the research visit may wish to submit an application for a protocol amendment to the NUS-IRB to conduct remote online interviews instead, e.g., via Skype, Zoom, etc or online surveys eg Qualtrics. Please let the IRB have your application form for protocol amendment and the documents amended by the change. We will process these as soon as possible. Thank you.



### LAUNCH OF NUS *INTEGRATED RESEARCH INFORMATION MANAGEMENT SUITE* - INSTITUTIONAL REVIEW BOARD (iRIMS-IRB)

We are pleased to launch the NUS *Integrated Research Information Management Suite*-Institutional Review Board (iRIMS-IRB) system on 1 Jun 2020.

iRIMS-IRB is the first module to be implemented and will gradually replace the existing, manual paper-based ethics submissions to the NUS Institutional Review Board (NUS-IRB). The new system includes features such as online submission of various compliance applications, and automatic routing to facilitate review and approval.

PIs and researchers can now submit IRB applications involving human subjects and/or human biological materials and/or human data online using the system.



As we transition to the new system, NUS-IRB will continue to accept softcopy submissions until 30 June 2020. **From 1 July 2020, all applications to NUS-IRB must be submitted through iRIMS-IRB.**

Please visit the iRIMS-IRB (</research/irb/irims>) page for more details.

### ONLY SOFT COPIES IRB APPLICATIONS WILL BE ACCEPTED WITH IMMEDIATE EFFECT

In view of the new work-from-home measures, the NUS-IRB office will only be accepting soft copies IRB applications. Please do not send hard copies applications to our office.

If you have already sent in your hard copy application, please send the



## **NUS RCIO ANNOUNCEMENT ON CONSENT-TAKING, TISSUE BANKING, AND INCIDENTAL FINDINGS POLICY UPDATES**

With the expiry of HBR consent-taking exemptions, activation of Tissue Banking Regulations and related regulatory amendments effective 1 Nov 2019, the Research Compliance and Integrity Office (RCIO) has issued an announcement on appropriate consents, NUS Tissue Bank principal person-in-charge (PIC), and updates to their Incidental Findings policy. Please refer to RCIO's website (<http://nus.edu.sg/research/rcio/research-compliance/announcement>) for more details. Researchers may reach out to [rcio@nus.edu.sg](mailto:rcio@nus.edu.sg) (<mailto:rcio@nus.edu.sg>) for enquiries on the above announcement and updated policy.



Updates on the tissue banking regulations can be accessed from the Singapore Ministry of Health (MOH)'s webpage here (<https://www.moh.gov.sg/policies-and-legislation/human-biomedical-research-act>).

### **1. "ETHICS REVIEW OF FACULTY RESEARCH BY DERC" GUIDELINES**

With effect from 1 June 2019, some faculty research can be reviewed by the Departmental Ethics Review Committee (DERC). Please refer to the new guidelines on "Ethics review of faculty research by DERC" (<https://share.nus.edu.sg/irb/Shared%20Documents/Guidelines/SBER/IRB-GUIDE-022%20Ethics%20Review%20of%20Faculty%20Research%20by%20DERC%2005-31.doc>) for more information.

### **2. NEW FORMS AND GUIDELINES ON SERIOUS ADVERSE EVENTS, NON-COMPLIANCE/ DEVIATION AND (UN)EXPECTED EVENTS**

Three new forms and their guidelines have been uploaded for researchers' use. Please refer to the "Forms" tab.

**Guidelines and Forms are accessible to NUS researchers only. For non-NUS researchers, please contact [irb@nus.edu.sg](mailto:irb@nus.edu.sg) (<mailto:irb@nus.edu.sg>).**

# Full-time Students and Employment

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[/ Full-time Students and Employment](#)

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University education at NUS is demanding, intensive, and rigorous, and thus requires a high degree of commitment. Full-time students are expected to commit themselves to at least 40 hours of study per week. The University strongly discourages full-time students from taking up employment during term time that might interfere with their studies. Students should note that commitments from employment will not be accepted as valid reasons for absence, uncompleted work, late submission of work, or poor performance, and may lead to exclusion from certain full-time programmes.

# Grading Policy & Examination Process

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Module requirements encompass different modes of assessment such as tutorial presentations, laboratory reports, projects, essays, as well as mid-term and final examinations. Module assessment may be based on absolute and/or relative performance. Whereas higher-level modules with small enrolments typically rely on absolute measures in terms of a student's performance, larger lower-level modules take into account a student's performance vis-à-vis the other students in the same module. Where necessary, the final grade which a student receives for a module may be subject to moderation. One important reason for grade moderation is that examiners come from diverse academic backgrounds with different marking regimes. Grade moderation will prevent grade inflation or deflation and thus help achieve consistency in assessment across modules. However, grade distribution is applied flexibly and depends on the judgment of the examiner(s).

All grades are carefully scrutinized by Department and Faculty Boards of Examiners before they are submitted to the Board of Undergraduate Studies and the Board of Graduate Studies for approval. The grades for individual modules are examined and compared at the Department level, and the grades across Departments are deliberated by the Faculty Board of Examiners. Further scrutiny is conducted at the University level by the Board of Undergraduate Studies and Board of Graduate Studies to ensure that there is consistency of assessment across Faculties/Schools.

## Examination Processes

The University has in place standard operating procedures to ensure that examination processes are conducted with utmost care and attention. Multiple levels of checks are built into the handling of examination answer scripts, marking and processing of marks and grades.

## Feedback on Student Performance

Continuous assessment (CA) and examination serve different pedagogical needs. Examination serves primarily to assess a student's understanding of the subject matter, whereas CA plays in addition a formative role in educational terms. For this reason, unlike examination scripts which

are not returned to students, CA is returned to students with comments and/or discussion if appropriate, so that they may improve on their work. For many modules, CA constitutes a significant percentage of the final grade.

## Review of Examination Results

After the release of examination results, students may request a **review** (<https://myportal.nus.edu.sg/studentportal/academics/all/examination-directory.html>) through the Department. This review will verify whether the examination script has been marked completely and that all marks (including CA) have been correctly transmitted to the Board of Examiners. The review will not involve marking an examination script a second time. To do so at this juncture would be out of context with no relative comparison with the rest of the class. In order to maintain consistency of assessment for all students, the University therefore does not allow re-marking unless certain parts of the answer were not taken into account in the original assessment.

In addition, the University reserves the right to review current students' results at any time and make revisions to these results in accordance with NUS' guidelines and policies. These reviews may arise from audit on past semesters' results or routine checks and reviews conducted by faculties during the semester.

A \$10 charge is imposed to deter frivolous requests to review examination results. It also goes towards defraying the administrative cost for such reviews.

[In line with COVID-19 social distancing and telecommuting measures, the administrative fee of \$10 (inclusive of GST) which is usually charged for each of the module(s) to be reviewed, has been suspended for Semester 2 and Special Term (Part 1 and 2) of AY2019/2020.]

# Leave of Absence

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## Leave of Absence

Students may be granted leave of absence for the following reasons:

### 1. Medical Reasons

Students who are applying for medical leave of absence for one semester (term) or more must consult the University's Health Physician (University Health Centre). An assessment will be conducted to determine if the student is indeed unfit to study for the semester(s) and this will be sent to the relevant Faculty/School. In general, a student who is granted leave of absence on medical grounds during a semester will be given "IC" grades for all modules taken in that semester.

### 2. Academic reasons

Leave may be granted for students to participate in other external academic activities like conference and fieldwork. Unlike students on leave of absence due to other reasons, students who are away for conference or fieldwork are still active in their candidature. Students should refer to their respective Faculty/School for conference/fieldwork leave application procedure. ***If the period of the fieldwork is one semester (term) or more, the leave should not be submitted via the online Leave of Absence System at the NUS Education Records System (<https://myedurec.nus.edu.sg/>).***

### 3. Personal reasons

Leave may be granted for students to participate in activities such as competitions, sports, seminars, and community services, to start-up a company or to attend to personal matters (including maternity leave). Such students are encouraged to purchase travel insurance for their personal leisure trips. More information on this can be found **here** (<http://www.nus.edu.sg/finance/students.html>).

Students are advised to plan ahead to decide if they want to take term leave, taking into consideration the impact on fees, maximum candidature, normal candidature, scholarship, modules, hostel, insurance coverage, etc, where applicable.

Students contemplating on applying for leave of absence are strongly advised to consult their Department or Faculty advisor on the possible impact to their course of study. If during the period of leave of absence, rules relating to his/her candidature are amended, the student must expect to be governed under the amended rules upon his/her return from leave.

It is the student's responsibility to notify the relevant Departments/course instructors regarding absences from scheduled academic activities. Students who are absent for an extended period without first obtaining approval for leave will be regarded as being absent without permission and are liable to have their registration status terminated.

## Application and Deadlines

Applications for Leave of Absence (with the exception of term-long fieldwork or otherwise advised by the Faculty), are to be submitted via the online Leave of Absence System at **NUS Education Records System** (<https://myedurec.nus.edu.sg/>).

Students are to note that the deadline for the application of semester (term) leave of absence will be the last day of Recess Week. However, any application for leave of absence that is made after Instructional Week 2 will be charged the semester fees. Refer to the section below on "Fees, student's pass, hostel, and insurance related matters". In the event that your absence beyond Recess Week is inevitable due to

unforeseen circumstances, please approach your Home Faculty/School Dean's Office for advice.

During official University examination periods (including Reading Week), no leave will be granted. However, students may request for special consideration due to medical and other emergencies by submitting the appropriate form available from the **Examination Directory for Students** (<https://myportal.nus.edu.sg/studentportal/academics/all/examination-directory.html>).

## Fees, student's pass, hostel and insurance related matters -

Students who require **leave of one semester (term) or more** should obtain approval **in advance of the semester**. If a student applies for semester (term) leave of absence beyond Instructional Week 2, he/she is liable to pay fees (tuition and miscellaneous) for the entire semester. Not having attended any class or not having utilised university's resources are invalid reasons for exemption from fee payment. Students on semester (term) leave would be expected to resume their studies at the start of the following (regular) semester.

Graduate research students (non-scholars) who submit their theses for examination during the semester when they are on leave of absence or during the semester immediately after the period of leave, will have to pay fees (tuition and miscellaneous) for one semester, even if the thesis is submitted within Instructional Week 2 of the latter semester.

International Students who are granted leave of absence **consecutively for more than 2 years** will have to cancel their Student's Pass. In addition, International Students who are granted leave of absence to participate in a local internship (during the regular semester) which does not earn any credits for graduation will have to cancel their Student's Pass and apply for the necessary work pass through their employer. At least one month and not more than two months before the resumption of studies, the International Student will have to contact the Registrar's Office (via [regenquiry@nus.edu.sg](mailto:regenquiry@nus.edu.sg) (<mailto:regenquiry@nus.edu.sg>)) to activate the process of re-applying for Student's Pass via the Immigration Checkpoints Authority (ICA) in order to return to NUS in the following semesters. For more information on the application of Student's Pass, please refer **here** ([/registrar/academic-activities/registration/information-for-international-students#studentpass#studentpass#studentpass#studentpass#studentpass#studentpass#studentpass#studentpass#studentpass#studentpass](#)).

Students granted leave of absence are required to vacate their hostel accommodation during the period of leave. The Office of Student Affairs (OSA) will re-assess hostel applications of students returning from leave of absence.

**There may be limited and conditional accident and medical insurance benefits for students when on Leave of Absence. For more information, please refer to:** <http://www.nus.edu.sg/uhc/services/billing-insurance/insurance-matters> (<http://www.nus.edu.sg/uhc/services/billing-insurance/insurance-matters>)

## Returning from medical leave of absence -

Students on medical leave of absence for one semester (term) or more must also be certified fit to resume studies before s/he can start attending classes.

Students will not be able to register for modules until they have been certified fit. Should they still be unwell, the medical leave of absence may be extended. Such applications for leave extension will be evaluated based on medical recommendations and the student's academic records.

## Additional Information for Graduate students -

From February 2019, graduate students (both research and coursework) who submit an application for semester (term) leave of absence application, may have the approved leave period excluded from the count against their maximum candidature. This means that their candidature end date may be extended accordingly. [Note: If a MOE subsidy recipient applies for semester (term) leave of absence late, i.e.



after Instructional Week 2, he/she is liable to pay fees for the semester. Hence, he/she would have consumed MOE subsidy for the semester. For such a case, even though the candidature end date has been extended, there may be no extension to the student's eligible MOE subsidy period.]

Graduate research students submitting an application for semester (term) leave should indicate the whole semester (which includes the University vacation period), as the period of their leave application.

During official University examination periods (including Reading Week), no leave will be granted. For graduate research students who have not been scheduled for examinations during this period, they may apply for leave through their department administrators.

Graduate research scholars may refer to additional notes on leave matters **here**  
(<https://myportal.nus.edu.sg/studentportal/academics/all/docs/Notes-for-Research-Scholars.pdf>).

## Additional Information for Undergraduate students

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For undergraduates (except BTech students), such leave of absence is normally not counted against the maximum candidature of the programme. Similarly, for students admitted in AY2016/17 and after under the modular system, all approved leave of absence taken will also not be counted against the normal candidature. If students have to extend their studies beyond the normal candidature period, they will have to pay partial non-subsidized fees, culminating in full non-subsidized fees, during the extended semester(s) (refer **here**  
([/registrar/administrative-policies-procedures/undergraduate/undergraduate-fees#TuitionFeebeyondNormalCandidature#TuitionFeebeyondNormalCandidature#TuitionFeebeyondNormalCandidature#TuitionFeebeyo](#)

# Information for International Students

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/ Information for International Students

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- **Student's Pass Matters**
- **Accommodation**

## Student's Pass Matters

All full-time international students are required to hold a valid Student's Pass issued by the Immigration & Checkpoints Authority for their studies at NUS. Please refer to

- **ICA website (<http://www.ica.gov.sg/>)** for information on Student's Pass matters, and
- the respective Registration Guides (or information leaflet sent by the respective NUS admission departments) on the dates and details of ICA's Off-site Student's Pass Exercise at NUS.

For international students from visa-required countries to Singapore, a softcopy of the In-Principle Approval (IPA) letter will be sent by email to them. These students are required to present the IPA letter together with a valid passport to the Duty Officer at the Immigration Checkpoint when arriving Singapore. A short term Social Visit Pass will be issued, during which, these students are required to report for NUS registration and apply for the Student's Pass. The details are set out in the respective Registration Guides (or information leaflets sent by the Department).

Overstaying is a punishable offence under the Immigration Act. Students are to take note of the expiry dates of the IPA letter/ Social Visit Pass and complete the formalities in getting the student's pass before the period of stay expires. It is also the student's responsibility to apply for an extension of their student's pass at least one month before it expires. A full-time student is deemed to be residing illegally in Singapore if he/she does not have a valid student's pass.

According to the conditions stated by the Singapore Immigration & Checkpoints Authority (ICA), an international student holding a Student's Pass must surrender it for cancellation within 7 days of the date of cessation or termination of studies. Those who surrender the Student's Pass at ICA (Visitor Services Centre, 4th storey of ICA Building) will be granted a short term visit pass to allow them to exit the country. If you intend to leave Singapore upon completing your course of

studies, you may surrender the Student's Pass, accompanied by the **cancellation form** (<https://www.ica.gov.sg/docs/default-source/ica/forms/revised-cancellation-surrender-of-stp-or-long-term-visit-pass-form.pdf>) which is downloadable from **ICA's website** (<https://www.ica.gov.sg/>), to the Immigration Officer at the point of your departure. For a student who is overseas, the Student's Pass, accompanied by the **cancellation form** (<https://www.ica.gov.sg/docs/default-source/ica/forms/revised-cancellation-surrender-of-stp-or-long-term-visit-pass-form.pdf>), can also be returned to ICA by registered post to the following address:-

Officer-in-charge  
Visitor Services Centre  
Immigration & Checkpoints Authority  
ICA Building  
10 Kallang Road  
#04-00  
Singapore 208718

For more information on Student's Pass matters, please refer to the website of the **Office of Student Affairs** (<http://nus.edu.sg/osa/student-services/student-service-centre/administrative/student's-pass>).

Part-time international students are not eligible for the Student's Pass and should hold a valid work pass to stay in Singapore.

## Accommodation

There are approximately 6,000 residential places on campus distributed between the various halls of residence and student residences.

For more information on accommodation options and application, please visit the **Hostel Admission Services** (<http://www.nus.edu.sg/osa/has>) webpage.

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If you are only browsing this website or using the Search function, we do not capture data that allows us to identify you individually. This website automatically receives and records information on our server logs from your browser, including your IP address, cookie information, and the page(s) requested. Although user sessions are tracked, the users remain anonymous. Please note that this website may contain links to other websites not maintained by NUS. Such third party websites are subject to their own data protection and privacy practices and you are encouraged to examine the privacy policies of those websites.

If you choose to share your personal data via an application or an e-mail or any other form, we recommend that you read our National University of Singapore Data Protection Policy (<http://nus.edu.sg/opc/docs/default-source/default-document-library/pdpa.pdf>) explaining how we use your personal data when you interact with

us via our website or in any other way.

If you have any queries on this policy or have any other queries in relation to how we process your personal data, please click here (<http://nus.edu.sg/contact#data-protection>) for further details on how best to contact the **Data Protection Office**.

## Non-discrimination

It is the policy of the National University of Singapore to comply with all Singapore nondiscrimination laws and the relevant Singapore government policies. This nondiscrimination policy applies to admissions, employment, access to and treatment in the University programs and activities. Complaints of invidious discrimination prohibited by University policy are to be resolved within existing University procedures.

# NUS Statutes and Regulations

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The Statutes and Regulations below are in the Portable Document Format (PDF). You would need Adobe Acrobat Reader to view the PDF files. To install the Adobe Acrobat Reader (free software), please click **here** (<http://www.adobe.com/products/acrobat/readstep2.html>).

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**STATUTES AND REGULATIONS  
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# NATIONAL UNIVERSITY OF SINGAPORE

## STATUTE 1

### INTERPRETATION

1. In all Statutes (defined below) and Regulations (defined below), capitalised terms not defined herein shall have the same meaning as in the Constitution (defined below). Unless the context shall otherwise require, the following words shall have the following meanings:

“Academic Units” means the institutions, departments, divisions, centres, programmes, or other units of teaching and research of the University;

“academic year” means a period beginning on the first day of the first semester and ending on the day before the first day of the ensuing first semester;

“Constitution” means the Constitution of the National University of Singapore;

“Day” means calendar day;

“Faculty” or “School” means a faculty or school of the University as set out in Statute 3 from time to time. References to “Faculty” shall include “School” and references to “Faculties” shall include “Schools”;

“Regulations” means the regulations, rules and procedures prescribed by the President or the Senate from time to time pursuant to the Statutes;

“Research Institute” means a University-level research institute or centre established in accordance with Statute 4 and as set out in the Regulations;

“Special Constituent School” means a special constituent school of the University with its own charter as set out in Statute 3 from time to time;

“Statutes” means the statutes of the University made or revised by the Board of Trustees from time to time; and

“student” means a person who has:

  - (a) registered for a degree or diploma programme of the University, and has not graduated, withdrawn from candidature, failed to satisfy any continuation requirement for the relevant degree or diploma, or been expelled as a result of disciplinary proceedings pursuant to Statute 6; or
  - (b) registered to study at the University but not for a degree or diploma programme, and has not completed the period of study, withdrawn, or been expelled as a result of disciplinary proceedings pursuant to Statute 6.
2. Words denoting the singular number only shall include the plural and vice versa. Words denoting the masculine gender shall include the feminine gender.
3. A marginal note or heading to any provision of any Statute or Regulation shall not in any way vary, limit, or extend the interpretation of any Statute or Regulation.
4. In construing any Statute or Regulation, regard shall be had to the spirit and intention of the Statute or Regulation and to the purpose for which it was made.

5. Subject to the provisions of the Constitution, the Board of Trustees may from time to time make, revise or revoke such Statutes of the University as may be necessary or expedient for the proper administration of the affairs or for carrying out the functions of the University provided that Statutes which prescribe or provide for matters within the jurisdiction of the Senate, shall only be made, revised or revoked with the concurrence of the Senate.
6. Subject to the provisions of the relevant Statutes, the President may from time to time make, revise or revoke such Regulations of the University as may be necessary or expedient for the proper administration of the affairs or for carrying out the functions of the University except that Regulations which prescribe or provide for matters within the jurisdiction of the Senate, may be made, revised or revoked by the Senate.
7. In the event of:
  - (a) any Statute being inconsistent with the provisions of the Constitution; or
  - (b) any Regulation being inconsistent with the provisions of the Constitution or any Statute,the provisions of the Constitution or Statute, as the case may be, shall prevail and that Statute or Regulation, as the case may be, shall to the extent of the inconsistency be void.

# NATIONAL UNIVERSITY OF SINGAPORE

## STATUTE 2

### THE SENATE AND SENATE DELEGACY

#### The Senate

1. In addition to the President, who is a member and chairman under the provisions of the Constitution, the Senate shall comprise:

- (a) Ex Officio Members

- (i) the Senior Deputy President;
    - (ii) the Provost;
    - (iii) the Deputy President (Research and Technology);
    - (iv) the Deputy President (Innovation & Enterprise);
    - (v) Senior Vice Provosts and Vice Provosts;
    - (vi) the Deans and Vice Deans or their equivalents of the Faculties or Special Constituent Schools;
    - (vii) the Dean or Director/Senior Director of Admissions;
    - (viii) the Dean of Students;
    - (ix) the Heads of Academic Units;
    - (x) the Directors of Research Institutes;
    - (xi) all tenured full professors;

- (b) Senate Delegacy Members

all other members of the Senate Delegacy (defined below) who are not members of the Senate pursuant to sub-clauses (a)(i) to (xi) above; and

- (c) Elected Members

ten other members elected by members of the Senate.

2. Without derogating from the generality of the provisions of the Constitution, the powers of the Senate shall be to:

- (a) establish, organise, rename and dissolve Faculties and Academic Units;
  - (b) establish, review and discontinue academic programmes;
  - (c) regulate the admission of persons to programmes of study and their attendance and continuation at such programmes and examinations;
  - (d) appoint and instruct examiners and Boards of Examiners, and oversee examinations;
  - (e) award, deprive or revoke degrees, diplomas, certificates, and other marks of distinction;
  - (f) establish, review and award bursaries, fellowships, scholarships, prizes, and medals;
  - (g) subject to the criteria prescribed by Regulations, award honorary degrees and the title of Emeritus Professor after considering reports of the Nominating Committee for Honorary Degrees and Emeritus Professorships;

- (h) prescribe the academic dress and degree colours to be worn by graduates from the various programmes of study; and
  - (i) establish, organise, rename and dissolve Research Institutes.
3. The Senate shall meet regularly, once in each semester, to receive reports from all standing and special committees.

#### Senate Delegacy

4. For matters requiring the attention of the Senate that arise in between scheduled meetings of the Senate, the Senate shall delegate its powers and duties to the “Senate Delegacy”, which shall comprise:

(a) Ex Officio Members

- (i) the President, who shall chair the Senate Delegacy;
- (ii) the Senior Deputy President;
- (iii) the Provost;
- (iv) the Deans or their equivalent of the Faculties or Special Constituent Schools;

(b) Elected Members

- (i) one member from each Faculty elected by the Vice Deans, Heads of Academic Units, and tenured full professors of the respective Faculty or Special Constituent School from among themselves;
- (ii) fifteen tenured full professors elected by Senate members who are tenured full professors but not Deans, Vice Deans, or Heads of Academic Units from among themselves;
- (iii) ten tenure track faculty members elected from among the University-wide tenure track faculty members who are not Deans, Vice-Deans, Heads of Academic Units, or tenured full professors; and

(c) Appointed Members

no more than twelve other University officers appointed by the President.

5. Every power or duty delegated pursuant to Clause 4 shall continue to be vested in the Senate but shall be so vested concurrently in the Senate Delegacy.
6. The delegation pursuant to Clause 4 shall not remove or derogate from the responsibility of the Senate for the exercise or performance of the powers and duties thereby delegated.
7. All actions and decisions of the Senate Delegacy shall have full effect unless overridden by a special meeting of the Senate within fourteen Days of the posting of the relevant Senate Delegacy minutes or circular.

### Terms of Office

8. The terms of office of members of the Senate and Senate Delegacy shall be as follows:
  - (a) Ex officio members shall remain members only for so long as they hold the offices by virtue of which they became members.
  - (b) Elected members shall remain members for up to two academic years, and may not serve more than two consecutive terms.
  - (c) Appointed members shall remain members for such period as the President may determine.
  - (d) No person shall be a member of the Senate Delegacy under more than one limb of Clauses 4(a) to 4(c).
9. Where a casual vacancy among the elected or appointed members of the Senate or Senate Delegacy (as the case may be) should arise due to a member's termination of office or University service, leave of absence, incapacity, or any other reason, that vacancy shall be filled respectively by election or appointment of a member in place of the vacating member in accordance with the relevant provisions of Clauses 1 and 4. A new elected member shall serve the remaining term of the vacating member.

### Regulations

10. The President is empowered to make Regulations governing the provision of notice for meetings of committees and boards appointed by the Senate.

# NATIONAL UNIVERSITY OF SINGAPORE

## STATUTE 3

### FACULTIES, SPECIAL CONSTITUENT SCHOOLS AND ACADEMIC UNITS

1. Pursuant to the Constitution, the University shall be divided into such numbers and names of Faculties, Special Constituent Schools and Academic Units as the Senate may determine from time to time.
2. The Faculties of the University shall be the Faculty of Arts and Social Sciences, the School of Business, the School of Computing, the School of Continuing and Lifelong Education, the Faculty of Dentistry, the School of Design and Environment, the Faculty of Engineering, the NUS Graduate School for Integrative Sciences and Engineering, the Faculty of Law, the Yong Loo Lin School of Medicine, the Yong Siew Toh Conservatory of Music, the Saw Swee Hock School of Public Health, the Faculty of Science and the University Scholars Programme. The Academic Units within these Faculties shall be as set out in the Regulations.
3. The Special Constituent Schools shall be the Duke-NUS Medical School, the Lee Kuan Yew School of Public Policy, and the Yale-NUS College. The Special Constituent Schools are governed each by its own charter.
4. Other Academic Units within the University include:
  - (a) Two institutions that are not affiliated with a Faculty, namely, the Centre for English Language Communication and the Institute of Systems Science.
  - (b) The Residential Colleges that are teaching units integrating teaching and learning into residences. The Residential Colleges shall be as set out in the Regulations.
5. There shall be a Faculty Board or its equivalent in each Faculty, the membership and functions of which shall be as set out in the Regulations.
6. The following provisions shall apply to all Faculties:
  - (a) Each Faculty shall consist of its Dean and the academic members in the Academic Units within the Faculty.
  - (b) Pursuant to the Constitution, the Dean of a Faculty shall be appointed by the Board of Trustees upon the recommendation of the President.
  - (c) Deputy Deans and Vice Deans of a Faculty shall be appointed by the President. Associate Deans of a Faculty shall be appointed by the Provost and Assistant Deans of a Faculty shall be appointed by the Dean. The terms of all Deputy Deans, Vice Deans, Associate Deans and Assistant Deans shall lapse upon the end of the term of the Dean.
  - (d) Heads of Academic Units shall be appointed by the Provost.
  - (e) Deputy Heads of Academic Units shall be appointed by the respective Deans of the Faculty in the case of a Faculty-based unit or the Provost in the case of a non-Faculty-based unit. The terms of all Deputy Heads shall lapse upon the end of the terms of the Heads of their respective Academic Units.



# NATIONAL UNIVERSITY OF SINGAPORE

## STATUTE 4

### RESEARCH INSTITUTES

1. A Research Institute shall be established by the University with the approval of the Senate, on its own or jointly with governmental, academic or industrial partners, as the need arises. The Research Institutes shall be as set out in the Regulations.
2. The mission of a Research Institute shall be to mount major research and development effort so as to develop excellence in the identified research areas, which are of a multi-disciplinary nature not readily managed by a single Faculty. In pursuance of its mission, the Research Institute may:
  - (a) develop research programmes in the identified areas;
  - (b) build up research manpower and facilities;
  - (c) assist Faculties in their educational programmes by offering to teach relevant courses and to co-supervise research students;
  - (d) provide advice and consultancy, and generally interact with government agencies and local or international academic or industrial organisations;
  - (e) promote awareness of the disciplines and applications of the research results; and/or
  - (f) develop intellectual properties and promote their commercial exploitations.
3. A Research Institute shall be dissolved with the approval of the Senate when there is no further need for the organisation.
4. A Research Institute shall be headed by a Director, who shall be appointed by the President.
5. A management board may be appointed by the President to provide guidance and assistance to the Director in the development and operation of the Research Institute. The chairman of the management board shall be appointed by the President.
6. Where necessary, the President, in consultation with the Director of the Research Institute, may appoint an advisory board comprising international and local experts to:
  - (a) provide assistance and advice on matters and issues related to research; and
  - (b) review periodically the progress and achievements of the Research Institute.
7. The University shall also host Research Institutes with a high degree of autonomy.

# NATIONAL UNIVERSITY OF SINGAPORE

## STATUTE 5

### STUDENT ASSOCIATIONS AND ACTIVITIES

#### National University of Singapore Students' Union

1. There shall be a student association, to be known as the National University of Singapore Students' Union (the "Union"), which shall be constituted pursuant to the provisions of the NUS Constitution, and which shall consist of such Constituent Bodies as the Board of Trustees may approve from time to time. The Constituent Bodies shall be as defined in the Regulations.
2. The Board of Trustees shall have power to make Regulations, rules, policies and procedures for or with respect to the constitutions, functions, governance and other matters relating to the Union and any of its Constituent Bodies.
3. Membership and management of the Union and its Constituent Bodies shall be as set out in the Regulations.
4. The Union and its Constituent Bodies shall each organise activities consistent with the objectives defined in their respective constitutions.
  - (a) No Constituent Body, other than the Students' Political Association (a Constituent Body of the Union as prescribed by the Statutes and Regulations), may engage in or make pronouncements on matters of a political nature. The Board of Trustees may, in its absolute discretion, decide whether any matter is of a political nature.
  - (b) No person, other than members of the Union, shall participate in any activity of the Union and its Constituent Bodies without the prior approval of the Dean of Students. This shall not apply to activities of a social nature or to activities jointly organised by the Union and/or its Constituent Bodies with external bodies, which have been approved by the Dean of Students.
5. In the event that the Union ceases to exist for any reason, all its assets remaining after the settlement of all its liabilities shall devolve to any successor organisation with similar objects and if there be none, then to the University.

#### Other Student Associations

6. In addition to the Union, there shall be other clubs or societies to cater to the diverse needs and interests of the student body.
7. A "University society" is a club or society not being a Constituent Body of the Union but formed among the students of the University and includes clubs and societies whose members include persons other than students.
8. The President is hereby empowered to make Regulations, rules, policies and procedures to govern such University societies.

# NATIONAL UNIVERSITY OF SINGAPORE

## STATUTE 6

### DISCIPLINE WITH RESPECT TO STUDENTS

1. The President is hereby empowered to make Regulations for carrying out the purposes and provisions of this Statute. Without prejudice to the generality of the foregoing, the President may make Regulations with respect to the following matters:
  - (a) the classification of offences for which students may be subject to disciplinary proceedings and the procedures for initiating disciplinary proceedings;
  - (b) the procedures governing disciplinary proceedings before the Heads of Academic and Non- Academic Units;
  - (c) the procedures governing disciplinary proceedings before the Deans of Faculties or the Dean of Students and the deposit that must be paid for appeals to Deans of Faculties or the Dean of Students;
  - (d) the procedures governing disciplinary proceedings before the Board of Discipline; and
  - (e) the procedures governing disciplinary proceedings before the Disciplinary Appeals Board and the deposit that must be paid for appeals to the Disciplinary Appeals Board.
2. For the purposes of this Statute and any Regulations made pursuant to Clause 1 of this Statute,
  - (a) “Non-Academic Units” refers to all non-academic offices of the University and their constituent departments or divisions which include, without limitation, NUS Information Technology, NUS Libraries, Office of Student Affairs and the management offices of the halls of residence and other student residences;
  - (b) “Deans of Faculties” refers to persons who are appointed as the Dean of a Faculty pursuant to Clause 6(b) of Statute 3 in the case of Faculties and Schools, or persons who are appointed to an equivalent position in the case of Special Constituent Schools;
  - (c) “Heads of Academic Units” refers to:
    - (i) persons who are appointed as the Head of an Academic Unit pursuant to Clause 6(d) of Statute 3 in the case of Faculties and Schools, or persons who are appointed to an equivalent position in the case of Special Constituent Schools; and
    - (ii) persons who are appointed as a Master or Director or an equivalent position in the case of non Faculty-based Academic Units.
  - (d) “student” refers to a person who has been registered or admitted or accepted into any programmes, activities, courses and/or classes offered by the University (regardless of whether such programmes, activities, courses and/or classes are offered solely by the University or in collaboration with any third parties). Unless stated otherwise, a student shall include any person who:

- (i) is an existing student of the University; or
- (ii) has ceased to be a student of the University at the time disciplinary proceedings are instituted or at the time the disciplinary matters are adjudicated either in the first instance or on appeal, provided that the circumstances giving rise to the disciplinary proceedings arose:
  - (A) while the person was a student of the University or in connection with the person's admission into the University; or
  - (B) while the person was a member of the Union, irrespective whether the person's eligibility for membership was under Clause 3 or Clause 4 of Regulation 9.

### Circumstances Giving Rise to Disciplinary Proceedings

3. Any student who is alleged to have committed or attempted to commit, or caused or attempted to cause any other person to commit any of the following offences, may be subject to disciplinary proceedings:
  - (a) contravention of the Constitution, Statutes, Regulations, rules, policies, guidelines, codes of conduct, or procedures as may from time to time be prescribed by the University;
  - (b) an offence involving or resulting in criminal activity;
  - (c) theft, fraud or misapplication in connection with University funds or property of any kind;
  - (d) damage to or defacement of any property of the University or any employee or student of the University;
  - (e) falsification or misuse of University documents or records, including (without prejudice to the generality of the foregoing) certificates in connection with degrees and other academic distinctions;
  - (f) fraud, dishonesty, any act of bad faith, or impersonation of others, within or without the University, in connection with the student's academic attainments or financial awards, the student's admission to the University, or otherwise in connection with the University;
  - (g) contravention of conditions stipulated or undertakings made by the student in connection with admission to the University;
  - (h) defamation of, assault or battery against any employee or student of the University;
  - (i) sexual misconduct, racial or religious discrimination, or any other kind of harassment towards any person;
  - (j) maliciously and without reasonable cause, laying a complaint against any employee or student of the University;
  - (k) ragging, which term shall, without prejudice to the generality of the term, include conduct intended: (i) to humiliate another student or hold such other student up to ridicule; or (ii) to interfere with another student's peaceable enjoyment of his/her privileges, benefits, rights or facilities;
  - (l) plagiarism, giving or receiving unauthorised assistance in academic work, or other forms of academic dishonesty;

- (m) disruption or improper interference or failure to cooperate with: (i) the academic activities or administration of the University; or (ii) the performance of duties by any employee of the University;
- (n) posing an actual or a potential hazard to public health, including without limitation failing to comply with or obstructing the execution of any measure formulated by the University for the control of an infectious disease within the meaning of the Infectious Diseases Act (Cap. 137);
- (o) refusal or failure to appear in person, answer questions fully, or produce any documents as may be required at or during the course of any disciplinary investigation or proceedings, or making a false testimony;
- (p) traffic or parking offences;
- (q) failure to comply with any disciplinary sanction or other requirement imposed on such student;
- (r) engaging in acts of retaliation, harassment, threats, intimidation and coercion against persons who are subject to no-contact orders and/or persons involved in disciplinary investigations or proceedings (such as complainants, witnesses, victims and students subject to the disciplinary investigations or proceedings); or
- (s) acting in a manner which is or may be detrimental to the reputation, dignity, interest, or welfare of the University.

#### Jurisdiction

4. The Heads of Academic and Non-Academic Units are empowered to adjudicate any offences but only in relation to persons who are existing students of the University at the time the allegations of offences are adjudicated.
5. Any appeal against a decision made by the Head of a Faculty-based Academic Unit shall be adjudicated by the Dean of the corresponding Faculty. Any appeal against a decision made by the Head of a non Faculty-based Academic Unit or the Head of a Non-Academic Unit shall be adjudicated by the Dean of Students.
6. In the event that either the Head of an Academic Unit and the Dean of the corresponding Faculty are one and the same person, or a Faculty consists of only one Academic Unit or no Academic Units, the Dean of the corresponding Faculty shall designate one of the Vice Deans (or a person holding an equivalent position) as the Head of Student Discipline for the Faculty. Without prejudice to the foregoing, the Dean of a Faculty may, with the Provost's approval, choose to designate one of the Vice Deans (or a person holding an equivalent position) as the Head of Student Discipline for the Faculty if the Dean is of the view that it would be desirable to do so. A Head of Student Discipline shall be conferred all the powers exercisable by the Head of an Academic Unit, for such period and subject to such conditions or limitations as the Dean may deem fit.
7. In the event that either the Head of a Non-Academic Unit and the Dean of Students are one and the same person, the Dean of Students shall designate the Vice Dean of Students as the Head of Student Discipline for the Non-Academic Unit and such Head of Student Discipline shall be conferred all the powers exercisable by the Head of a Non-Academic Unit under this Regulation, for such period and subject to such conditions or limitations as the Dean may deem fit.
8. The Board of Discipline is empowered to adjudicate any offences in relation to any student of the University.

9. Any appeal against a decision made by the Board of Discipline shall be adjudicated by the Disciplinary Appeals Board. The Disciplinary Appeals Board shall also adjudicate any case that is referred by the President for review pursuant to Clause 23 of this Statute.

#### Disciplinary Powers

10. The Heads of Academic and Non-Academic Units and the Deans shall be entitled to exercise one or more of the disciplinary powers set out below against any person who is an existing student of the University at the time the allegations of offences are adjudicated:
- (a) issuance of an order including, as appropriate, a requirement to comply with specified conditions and a statement of the sanctions to be applied if such conditions are not met;
  - (b) issuance of a reprimand that shall form part of such person's official record;
  - (c) imposition of any fine not exceeding Singapore Dollars One Thousand (S\$1,000);
  - (d) issuance of a public censure;
  - (e) withdrawal and/or suspension of any academic privileges, benefits, rights or facilities (other than the right to follow courses of instruction or attend examinations) for a period not exceeding one month;
  - (f) withdrawal and/or suspension of any non-academic University privileges, benefits, rights or facilities for a period not exceeding two semesters; and
  - (g) deprivation and/or withdrawal of any academic distinction or grade to be conferred or previously conferred in relation to assignments, projects or such other forms of continuous assessment.
11. The Board of Discipline and the Disciplinary Appeals Board shall be entitled to exercise one or more of the disciplinary powers set out below against any student of the University:
- (a) issuance of an order including, as appropriate, a requirement to comply with specified conditions and a statement of the sanctions to be applied if such conditions are not met;
  - (b) issuance of a reprimand that shall form part of such person's official record;
  - (c) imposition of a fine not exceeding Singapore Dollars Ten Thousand (S\$10,000);
  - (d) issuance of a public censure;
  - (e) withdrawal and/or suspension of any academic or non-academic University privileges, benefits, rights or facilities, including the right to follow courses of instruction or attend examinations;
  - (f) termination and/or full or partial repayment of any academic or non-academic funding (such as scholarships, grants, bursaries or other similar forms of financial assistance) previously provided or awarded by the University and/or full or partial payment of any academic or non-academic fees previously waived by the University;
  - (g) expulsion from the University; and

- (h) deprivation and/or withdrawal of any degree, diploma, certificate or other academic distinction or grade to be conferred or previously conferred.
- 12. Where a student is suspended from candidature pursuant to Clause 11(e) of this Statute, the suspension shall be annotated on the student's transcript. The student may make a request in writing to the University to remove the annotation from the student's transcript following the expiry of at least 3 years from the date the student graduates from the University, and the University may in its absolute discretion decide to allow or reject such a request.
- 13. For the avoidance of doubt, where a student's right to follow courses of instruction or attend examinations is suspended pursuant to Clause 11(e) of this Statute, such period of suspension shall not count towards any minimum residency requirement but shall count towards the maximum period of candidature for that student.
- 14. The disciplinary powers provided for in Clause 10 and Clause 11 of this Statute may be exercised by the Heads of Academic and Non-Academic Units, the Deans, the Board of Discipline and the Disciplinary Appeals Board (as the case may be) without prejudice to the right to exercise any other disciplinary powers or any other powers contained in the Constitution, Statutes, Regulations, rules, policies, guidelines, codes of conduct, or procedures as may from time to time be prescribed by the University.

#### Summary Action

- 15. Notwithstanding any other provision of this Statute, the Provost may, by giving notice in writing to a person who is an existing student of the University at the time of the notice, summarily withdraw and/or suspend any academic or non-academic University privilege, benefit, right, or facility or take any other summary action as the Provost may think fit against such student, if the Provost has reason to believe that such urgent action is necessary to:
  - (a) protect the interests of the University or any student or staff of the University; and/or
  - (b) facilitate the smooth and/or proper functioning of the University.
- 16. Any summary action taken against a student pursuant to Clause 15 of this Statute shall be an interim measure pending the decision of the Board of Discipline in subsequent disciplinary proceedings against the student. Where summary action has been taken against a student, the Provost shall convene the Board of Discipline and refer the case to it within a month after the notice of summary action is given to the student. The Board of Discipline shall thereafter adjudicate the disciplinary matter in accordance with the procedures set out in the Regulations made pursuant to Clause 1 of this Statute, and the summary action that was taken against the student shall automatically lapse once the Board of Discipline issues its decision.
- 17. A decision made by the Board of Discipline shall be final and binding on the student, subject to any decision on appeal made by the Disciplinary Appeals Board.

#### No-Contact Orders

- 18. The Provost may, by giving notice in writing to a person who is an existing student of the University at the time of the notice, direct the person to have no contact with another existing student or staff of the University ("No-Contact Order"), if the Provost has reason to believe that the No-Contact Order may:
  - (a) protect the interests of the University or any student or staff of the University; and/or
  - (b) facilitate the smooth and/or proper functioning of the University.

19. The Provost may delegate the power to issue No-Contact Orders to any office(s) of the University, and such office(s) may issue No-Contact Orders on behalf of and under the authority of the Provost.
20. A No-Contact Order shall continue until any of the following events occurs:
  - (a) the person subject to the No-Contact Order is informed by the University in writing that it shall cease to have effect;
  - (b) the person subject to the No-Contact Order ceases to be an existing student of the University; or
  - (c) the person whom the No-Contact Order relates to ceases to be an existing student or staff of the University.
21. A person subject to the No-Contact Order, or a person whom the No-Contact Order relates to, may at any time make a request in writing to the Provost for the No-Contact Order to cease, and the Provost may in his absolute discretion decide to allow or reject such a request.
22. For the avoidance of doubt, the Provost's power to issue No-Contact Orders is without prejudice to:
  - (a) the entitlement of the Heads of Academic and Non-Academic Units and the Deans to make no-contact orders in the exercise of their disciplinary powers under Clause 10(a) above; and
  - (b) the entitlement of the Board of Discipline and the Disciplinary Appeals Board to make no-contact orders in the exercise of their disciplinary powers under Clause 11(a) above.

For the avoidance of doubt, the provisions in Clause 21 above do not apply to no-contact orders made by the Heads of Academic and Non-Academic Units, the Dean, the Board of Discipline and the Disciplinary Appeals Board. Such no-contact orders made are subject to appeal in accordance with this Statute and Regulation 10.

#### Review of BOD and DAB Outcomes

23. Where the President, after considering the advice of the President Disciplinary Advisory Committee, is of the view that:
  - (a) there has been a serious procedural irregularity or breach in any disciplinary proceedings before the Board of Discipline and/or the Disciplinary Appeals Board, and the procedural irregularity or breach was likely to have materially prejudiced the fair determination of the matter; or
  - (b) evidence which was not previously available has subsequently emerged or become available after the determination of a disciplinary matter by the Board of Discipline and/ or the Disciplinary Appeals Board, and the new evidence would likely have had a material impact on the decision that was reached; or
  - (c) other compelling and exceptional circumstances exist;

the President may in his absolute discretion direct that the disciplinary matter in question be referred to a newly-constituted Disciplinary Appeals Board for review. For the avoidance of doubt, the Disciplinary Appeals Board constituted under this Clause shall be entitled to exercise one or more of the disciplinary powers under Clause 11 of this Statute, and to quash



or revise any prior decision or determination and substitute its own decision or determination.

#### Co-operation

24. During the course of any disciplinary proceedings or appeals, the student shall cooperate fully with the Heads of Academic or Non-Academic Units, the Deans, the Board of Discipline, the Disciplinary Appeals Board, the Provost or any other body or person to whom the task of administering and/or adjudicating any disciplinary matter or appeal may be entrusted, and shall supply to them such information and documents as any of them may require.

#### Confidentiality

25. All disciplinary proceedings instituted or summary action or disciplinary action(s) taken pursuant to this Statute shall be strictly confidential. The student and/or any other person(s) requested to appear before the body or person to whom the task of adjudicating any disciplinary matter or appeal may be entrusted shall not disclose to third parties any information and/or documents relating to the disciplinary proceedings instituted or summary action or disciplinary action(s) taken pursuant to this Statute, except with the written consent of the University and/or unless disclosure is required by the laws of Singapore.
26. Notwithstanding Clause 25 of this Statute, the University may at any time disclose to third parties any information and/or documents relating to disciplinary proceedings instituted or summary action or disciplinary action(s) taken pursuant to this Statute, by publication in any manner or medium or otherwise.

#### Liability of the University

27. The University, its officers, or any other person or entity associated with them shall have no liability whatsoever for any losses, damages, claims, legal costs or other expenses that a person may suffer or incur, whether directly or indirectly (including any loss of profit or any damage to reputation) by reason of any disciplinary proceedings instituted or summary action or disciplinary action(s) taken pursuant to this Statute and/or the publication or notification of any information relating thereto.

# NATIONAL UNIVERSITY OF SINGAPORE

## STATUTE 7

### GIFTS TO THE UNIVERSITY

1. In this Statute, Statute 8 and any Regulation, unless the context shall otherwise require:

“Donor” means any individual, firm, corporation, association, foundation or other entity that makes a Gift to the University;

“Endowment Gift” refers to any Gift given to the University where only the income, generated from the investment of the Gift, can be used for the Gift Purpose;

“Gift” means a contribution, grant, testamentary disposition or otherwise, property and moneys from a Donor that the University receives without making any commitment of resources or services with a commercial value in return, other than naming opportunities and using the Gift as the Donor may designate;

“Gift Purpose” means the use of the Gift as intended by the Donor which may include, but is not limited to, the support of undergraduate and graduate education, research, fellowships, professorships, equipment, facilities, and buildings; and

“Historical Gifts” refer to all Gifts made to the University prior to 24 July 2007.

2. The President is authorised to set priorities for fund-raising, and to review and set administrative policies and procedures concerning Gifts to the University.

#### Gift Acceptance

3. The University shall promote the solicitation, acceptance and stewardship of Gifts to secure resources that would enable the University to further advance its priorities and commitment to excellence in teaching, learning and research.
4. The University shall not accept any Gift that precludes the University from accepting Gifts from other Donors. The University shall not accept Gifts that violate any applicable law or regulation. The University reserves the right to reject any Gift.
5. The act of giving a Gift to the University shall be irrevocable. The Gift and the Gift Purpose shall be subject to the University’s prevailing policies and procedures.
6. In recognition of a Gift made by a Donor, the University may offer the Donor a naming opportunity. The President is authorised to set a minimum gift level for naming opportunities.
7. If a Donor who has been offered a naming opportunity falls into disrepute, the University reserves the right to discontinue the use of the relevant name.
8. The President shall approve all Gift-related naming opportunities before the naming proposal is presented to the Donor, with the exception of the naming of a Faculty. The naming of a Faculty shall be approved by the Board of Trustees upon the recommendation of the President and in accordance with prevailing MOE guidelines.

#### Donor Rights

9. Subject to Clause 15 below, all Gifts shall be used in accordance with the Gift Purpose.

10. All information pertaining to Donors and their Gifts will be handled with respect and given confidential treatment to the fullest extent available at law.
11. The University shall acknowledge and recognise Donors and their Gifts appropriately.

#### Management of Funds

12. The University shall have the sole right to administer the Gift Purpose.
13. The University shall have the sole right to invest all Gifts.
14. The University may charge all reasonable costs and expenses incurred in administering a Gift or a Gift Purpose to the relevant underlying fund.

#### Gift Purpose

15. The Board of Trustees has the authority, on the recommendation of the President, to make changes to a Gift Purpose, which has in whole or in part ceased to provide a suitable or effective way of using the relevant Gift. The change can only be introduced after reasonable efforts have been made to consult the Donor. Such authority may be exercised by the President in relation to Gifts with a value of Singapore Dollars One Million (S\$1,000,000) and below. The University shall endeavour to use the Gift for such purposes as nearly as possible akin to the original Gift Purpose.

#### Historical Gifts

16. All prevailing provisions governing Historical Gifts prior to 24 July 2007 shall continue to apply, save where these are inconsistent with this Statute, Statute 8 and any Regulations issued pursuant to these Statutes as amended from time to time.
17. The Board of Trustees, on the recommendation of the President, shall have the authority to vary or amend any provisions governing Historical Gifts (including but not limited to the Gift Purpose) that are or become inconsistent with this Statute, Statute 8 and any Regulations issued pursuant to these Statutes as amended from time to time. Such authority may be exercised by the President in relation to small Gifts with a value of Singapore Dollars One Million (S\$1,000,000) and below. The University shall make reasonable efforts to inform the relevant Donor of such variations or amendments prior to effecting such variations or amendments.

# NATIONAL UNIVERSITY OF SINGAPORE

## STATUTE 8

### NATIONAL UNIVERSITY OF SINGAPORE ENDOWMENT FUND

1. The National University of Singapore Endowment Fund (defined below) shall be managed and administered in the manner hereinafter mentioned.
2. In this Statute unless the context shall otherwise require:

“Financial Year” means the period commencing on 1 April of a year and ending on 31 March of the next following year;

“Fund” or “National University of Singapore Endowment Fund” means a fund deemed to be established and to have come into operation on 1 October 1991 under the National University of Singapore constituted under the National University of Singapore Act (Cap. 204, Rev Ed 2002) and now transferred to the University pursuant to the National University of Singapore (Corporatisation) Act (Cap. 204A);

“Fund Income” means any and all income earned from the investment of the Fund; and

“Investment Committee” means the sub-committee of the Board of Trustees which assists the Executive Committee of the Board of Trustees in managing the University’s funds to generate a consistent stream of income to support the activities of the University as a public institution of higher learning.

#### The Fund

3. All endowed gifts donated to the University shall be placed in the Fund and shall constitute the capital of the Fund. All payments required to be paid under this Statute shall be paid out of the Fund Income.

#### Management And Powers

4. The University shall have sole discretion in the management and control of the Fund.
5. The Investment Committee is authorised to invest the Fund in the name of the University in any investment instruments permitted by law and in accordance with any prevailing University policy to earn income.
6. The University shall, out of the Fund Income, pay all expenses for managing the Fund. Subject to Clauses 7 and 8 below, the University may also periodically pay a proportionate share of the administrative expenses of the Faculty, Academic Unit, Research Institute, halls of residence or non-academic office of the University which is administering an endowed fund and apply the balance thereof to the University’s common pool of funds for all or any of the purposes of the University.
7. The University may at any time and from time to time apportion such part of the Fund Income to form part of the capital of the Fund as may be necessary to preserve the value of the capital of the Fund and offset any depreciation in the value of the capital of the Fund due to inflation or other factors and shall invest such sums accordingly.

8. At the start of every Financial Year, each endowed fund shall receive an annual distribution of expendable income at a pre-determined fixed rate. The President shall recommend the fixed rate for the Board of Trustees' approval.

#### Accounts

9. The University shall cause proper books of accounts and records of the Fund to be kept.

#### Dissolution

10. The University shall have the power to terminate and dissolve the Fund with the consent of the Board of Trustees.

# NATIONAL UNIVERSITY OF SINGAPORE

## REGULATION 1

### MEETING PROCEDURES FOR SENATE AND SENATE COMMITTEES AND BOARDS

1. The Registrar shall be the Secretary to the Senate and the Senate Delegacy.
2. Senate members who are not members of the Senate Delegacy shall be entitled to attend any meeting of the Senate Delegacy as observers.
3. Unless otherwise specified, all representatives of the Senate on Senate committees and boards and other members of Senate committees and boards shall be selected by election and all appointments on Senate committees and boards shall commence on 1 July of each calendar year.
4. The following shall apply to all meetings of the Senate and the committees and boards of the Senate:
  - (a) Unless otherwise specified in the Constitution, Statutes, or Regulations, notices and agendas of meetings shall be delivered seven Days in advance before the date of any such meeting to each person entitled to vote at any such meeting. Any person may waive notice of any meeting, either before or after the time notice would have been required. Attendance at any meeting by a person shall constitute waiver of notice of such meeting, except for attendance by a person for the purpose of objecting that the call for the meeting was not in compliance with the Statutes and/or Regulations.
  - (b) Meetings, regular or special, shall be held at such place and at such time, as shall be specified in a notice given in accordance with the Statutes and Regulations. Unless otherwise specified in the Constitution, Statutes, or Regulations, special meetings shall be called by the Secretary at the request in writing of one-third of the members or at the discretion of the chairman of the Senate.
  - (c) Unless otherwise specified in the Constitution, Statutes, or Regulations, the quorum for any meeting of the Senate and the committees and boards of the Senate shall be fifteen or one-third of the members, whichever is less. The meeting shall act by a majority of votes. In the event of a tie in votes, the chairman of the meeting shall have a casting vote.
  - (d) Proper records of the proceedings of all meetings shall be kept and made readily available to the members for review.
  - (e) Any action required or permitted to be taken may be taken without a meeting if members, who have authority to approve the action, are duly notified of the proposed action and if there is no written objection by one-third or more of the members within five Days. The documents setting forth such consent shall be filed with the relevant records of proceedings.
  - (f) Any or all members may participate in a meeting by means of telephone conference or by any means of communications by which all members participating in the meeting are able to hear one another, and such participation shall constitute presence in person at the meeting.
  - (g) For the purpose of this paragraph, the term “member” refers to a person entitled to vote at a specific meeting.

# NATIONAL UNIVERSITY OF SINGAPORE

## REGULATION 2

### OTHER SENATE COMMITTEES AND BOARDS

#### University Committee on Educational Policy

1. The University Committee on Educational Policy examines and makes recommendations to Senate concerning appropriate action on educational policy over which the Senate has legislative jurisdiction; and shall advise the Senate on the establishment, planning, development, review, revision, and discontinuation of academic programmes upon the advice of the relevant Faculty's Dean and Faculty Board (or its equivalent), and the relevant Academic Unit's Head and his committee.
2. The University Committee on Educational Policy shall consist of the following persons:
  - (a) Ex Officio Members
    - (i) the Senior Vice Provost/Vice Provost (Undergraduate Education);
    - (ii) the Senior Vice Provost/Vice Provost (Graduate Education) or Deputy President/Senior Vice President/Vice President overseeing Graduate Education;
    - (iii) the Associate Provosts(Undergraduate Education);
    - (iv) the Associate Provosts (Graduate Education);
    - (v) one Vice Dean representing each of the Faculties;
    - (vi) subject to the provisions of their respective charters, one representative from each of the Special Constituent Schools;
    - (vii) the Director of the Centre for the Development of Teaching and Learning;
  - (b) Elected Members

three members, elected by members of the Senate;
  - (c) Appointed Members

up to five members appointed by the Provost; and
  - (d) Chair/Deputy Chair of the Committee

the Chair and Deputy Chair of the Committee shall be appointed by the Provost.
3. The terms of office of members of the committee shall be as follows:
  - (a) Ex officio members shall remain members only for so long as they hold the offices by virtue of which they became members.
  - (b) Elected members shall remain members until the end of the second year following their election, or until such date as may in each case be determined by the Senate. An elected member may be eligible for re-election.
  - (c) Appointed members shall remain members until the end of the second year following their appointment, or until such date as may in each case be determined by the Provost. An appointed member may be eligible for re-appointment.

#### Nominating Committee for Honorary Degrees and Emeritus Professorships

4. The Nominating Committee for Honorary Degrees and Emeritus Professorships shall consider nominations of, and make recommendations to the Senate on, candidates worthy of the award of honorary degrees and Emeritus Professorships.
5. The committee shall consist of the following persons:
  - (a) Ex Officio Members  
the Provost, or his nominee(s); and
  - (b) Elected Members  
Five members elected from and by members of the Senate, with the chairman of the committee identified from these five members by mutual agreement amongst themselves.
6. The terms of office of members of the committee shall be as follows:
  - (a) Ex officio members shall remain members only for so long as they hold the offices by virtue of which they became members.
  - (b) Elected members shall remain members until the end of the second year following their election, or until such date as may in each case be determined by the Senate. An elected member may be eligible for re-election.

#### NUS Panel for Student Discipline

7. The members of the NUS Panel for Student Discipline may be appointed to sit on the Board of Discipline and/or the Disciplinary Appeals Board in accordance with Clauses 11(b) and 14(b) of these Regulations.
8. The NUS Panel for Student Discipline shall consist of twenty-five members as follows:
  - (a) up to ten members elected from and by the members of the Senate; and
  - (b) the rest of the twenty-five members, which members may include any staff of the University, remaining members of the Senate and the Provost, appointed by the President.
9. The terms of office of members of the NUS Panel for Student Discipline shall be as follows:
  - (a) Elected members shall remain panel members until the end of the second year following their election, or until such date as may in each case be determined by the Senate. An elected panel member may be eligible for re-election.
  - (b) Appointed members shall remain panel members until the end of the second year following their appointment, or until such date as may in each case be determined by the President. An appointed panel member may be eligible for re-appointment.

#### Board of Discipline

10. The Board of Discipline is empowered to deal with all circumstances calling for disciplinary action and exercise any disciplinary powers in accordance with the Statutes, Regulations, rules, policies, guidelines, codes of conduct, or procedures as may from time to time be prescribed by the University.



11. The Board of Discipline shall consist of the following persons appointed by the Provost, provided that no individual who is materially interested in the outcome of a case shall be eligible to sit on the Board of Discipline:
- (a) Chairman  
the Dean of Students or a Vice Provost (or in their absence, the Vice Dean of Students);
  - (b) Members  
two members appointed by the Provost from the NUS Panel for Student Discipline.
  - (c) Student Members  
two student members appointed by the Provost from the following panels:
    - (i) an undergraduate student panel of up to ten members elected from and by the members of the Union (where the student subjected to the disciplinary proceedings is an undergraduate student); or
    - (ii) a graduate student panel of up to ten graduate student members appointed by the Provost (where the student subjected to the disciplinary proceedings is a graduate student).
12. The terms of office of the student members shall be as follows:
- (a) Members of the panel of up to ten Union members elected by the Union pursuant to Clause 11(c)(i) of these Regulations shall remain panel members until the end of the year following their election, or until such date as may in each case be determined by the Union. An elected panel member may be eligible for re-election.
  - (b) Members of the panel of up to ten graduate student members appointed by the Provost pursuant to Clause 11(c)(ii) of these Regulations shall remain panel members until the end of the year following their appointment, or until such date as may in each case be determined by the Provost. An appointed panel member may be eligible for re-appointment.

#### Disciplinary Appeals Board

13. The Disciplinary Appeals Board shall be the appellate body in respect of any decision made by the Board of Discipline. The Disciplinary Appeals Board shall be entitled to exercise any of the disciplinary powers (including the powers of review) in accordance with the Statutes, Regulations, rules, policies, guidelines, codes of conduct, or procedures as may from time to time be prescribed by the University.
14. The Disciplinary Appeals Board shall consist of the following persons, provided that no individual who is materially interested in the outcome of a case, or has been involved in any prior determination of the case, shall be eligible to sit on the Disciplinary Appeals Board:
- (a) Chairman  
one member of the Board of Trustees appointed by the Chairman of the Board of Trustees; and

(b) Members

two members appointed by the President from the NUS Panel for Student Discipline.

15. For the avoidance of doubt, notwithstanding that a case coming for appeal before the Disciplinary Appeals Board was previously referred to the Board of Discipline by the Provost and/or determined by the Board of Discipline whose members were appointed by the Provost, the Provost shall not be considered as a person who is materially interested or involved in the outcome or prior determination of the case on the basis of these facts alone.

Provost Disciplinary Advisory Committee

16. The Provost Disciplinary Advisory Committee shall assist and advise the Provost on disciplinary matters in accordance with the Statutes, Regulations, rules, policies, guidelines, codes of conduct, or procedures as may from time to time be prescribed by the University.
17. The Provost Disciplinary Advisory Committee shall consist of two members appointed by the Provost from the members of the Senate.
18. Appointed members shall remain members until the end of the second year following their appointment, or until such date as may in each case be determined by the Provost. An appointed member may be eligible for re-appointment. An appointed member shall not be eligible for appointment to the Senate Panel for Student Discipline.

President Disciplinary Advisory Committee

19. The President Disciplinary Advisory Committee shall assist and advise the President on disciplinary matters in accordance with the Statutes, Regulations, rules, policies, guidelines, codes of conduct, or procedures as may from time to time be prescribed by the University.
20. The President Disciplinary Advisory Committee shall consist of two members appointed by the President from the members of the Senate.
21. Appointed members shall remain members until the end of the second year following their appointment, or until such date as may in each case be determined by the President. An appointed member may be eligible for re-appointment. An appointed member shall not be eligible for appointment to the Senate Panel for Student Discipline.

# NATIONAL UNIVERSITY OF SINGAPORE

## REGULATION 3

### NOTICES

1. The President is hereby empowered to make Regulations governing the provision of notice required to be given under any Statutes or Regulations.
2. Unless otherwise specified in the Constitution, Statutes, or Regulations, whenever notice is required to be given under any Statutes or Regulations, it may be given by written notice delivered personally or sent by prepaid mail, commercial message delivery service, electronic mail, or electronic facsimile transmission to the intended recipient at his or her address, electronic mail address, or electronic facsimile number as shown in the records of the University. If sent by prepaid mail to an address in Singapore or to an address outside Singapore, such notice shall be deemed given on the Day following that on which the notice was deposited with postage prepaid in the Singapore Post. If notice is sent by a commercial message delivery service, such notice shall be deemed given, on the Day it is so sent. Notice given electronically shall be deemed delivered when transmitted electronically to the intended recipient's electronic mail address or facsimile number, provided no transmission error message is generated by the transmitting device.

# NATIONAL UNIVERSITY OF SINGAPORE

## REGULATION 4

### FACULTIES AND ACADEMIC UNITS

1. The Academic Units within each Faculty are as follows:
  - (a) The Faculty of Arts and Social Sciences shall consist of the Departments of Chinese Studies, Communications and New Media, Economics, English Language and Literature, Geography, History, Japanese Studies, Malay Studies, Philosophy, Political Science, Psychology, Social Work, Southeast Asian Studies, and Sociology, the Centre for Language Studies and the Programme in South Asian Studies.
  - (b) The School of Business shall consist of the Departments of Accounting, Analytics and Operations, Finance, Marketing, Management and Organisation, and Strategy and Policy.
  - (c) The School of Computing shall consist of the Departments of Computer Science, and Information Systems and Analytics.
  - (d) The School of Continuing and Lifelong Education shall consist of the Department of Continuing and Lifelong Education.
  - (e) The Faculty of Dentistry shall consist of the Department of Dentistry and the Division of Graduate Dental Studies.
  - (f) The School of Design and Environment shall consist of the Departments of Architecture, Building, and Real Estate, and the Division of Industrial Design.
  - (g) The Faculty of Engineering shall consist of the Departments of Biomedical Engineering, Chemical and Biomolecular Engineering, Civil and Environmental Engineering, Electrical and Computer Engineering, Industrial Systems Engineering and Management, Materials Science and Engineering, and Mechanical Engineering.
  - (h) The Faculty of Law shall consist of the Department of Law.
  - (i) The Yong Loo Lin School of Medicine shall consist of the Departments of Anaesthesia, Anatomy, Biochemistry, Diagnostic Radiology, Medicine, Microbiology and Immunology, Nursing, Obstetrics and Gynaecology, Ophthalmology, Orthopaedic Surgery, Otolaryngology, Paediatrics, Pathology, Pharmacology, Physiology, Psychological Medicine, and Surgery, and the Division of Graduate Medical Studies.
  - (j) The Yong Siew Toh Conservatory of Music shall consist of the Department of Music.
  - (k) The Saw Swee Hock School of Public Health shall consist of the Department of Public Health.
  - (l) The Faculty of Science shall consist of the Departments of Biological Sciences, Chemistry, Food Science and Technology, Mathematics, Pharmacy, Physics, and Statistics and Applied Probability, and the Lee Kong Chian Natural History Museum.
2. The Residential Colleges are teaching units integrating teaching and learning into residences. The numbers and names of the Residential Colleges shall be as determined by the Senate from time to time.

# NATIONAL UNIVERSITY OF SINGAPORE

## REGULATION 5

### FACULTY BOARDS

1. The following provisions shall govern the Faculty Boards or their equivalent:
  - (a) The membership of each Faculty Board shall consist of the Dean of the Faculty, who shall be chairman and such other members of the Faculty as may be approved by the Provost.
  - (b) The Faculty Board or its equivalent of each Faculty shall be responsible to the Senate for the academic affairs of the Faculty and shall report to the Senate thereon from time to time.
  - (c) The Faculty Board or its equivalent of each Faculty shall meet at least once in each semester of every academic year.

# NATIONAL UNIVERSITY OF SINGAPORE

## REGULATION 6

### RESEARCH INSTITUTES

1. The Research Institutes of the University shall be as follows:

Asia Research Institute  
Centre for Advanced 2D Materials  
Centre for International Law  
Centre for Maritime Studies  
Centre for Remote Imaging, Sensing and Processing  
East Asian Institute  
Energy Studies Institute  
Global Asia Institute  
Institute for Health Innovation & Technology  
Institute for the Application of Learning Science and Educational Technology  
Institute for Mathematical Sciences  
Institute of Data Science  
Institute of Operations Research and Analytics  
Institute of Real Estate and Urban Studies  
Institute of South Asian Studies  
Lloyd's Register Foundation Institute for the Public Understanding of Risk  
Middle East Institute  
NUS Centre for Trusted Internet and Community  
NUS Environmental Research Institute  
NUS Life Sciences Institute  
NUS Nanoscience and Nanotechnology Initiative  
NUS Research Institute (Chongqing)  
NUS Research Institute (Suzhou)  
Risk Management Institute  
Singapore Nuclear Research and Safety Initiative  
Singapore Synchrotron Light Source  
Smart Systems Institute  
Solar Energy Research Institute of Singapore  
Temasek Laboratories  
The Logistics Institute-Asia Pacific  
The N.1 Institute for Health  
Tropical Marine Science Institute

# NATIONAL UNIVERSITY OF SINGAPORE

## REGULATION 7

### DEGREE AND DIPLOMA REQUIREMENTS

#### Admission

1. A candidate may be admitted to a programme of study leading to the award of a degree, diploma or certificate only if he satisfies the conditions and criteria specified by the relevant Faculty or Academic Unit, as approved by the Senate.
2. Notwithstanding paragraph 1, the University may, in its absolute discretion, withdraw an offer of admission made to a candidate, or expel a candidate who has accepted an offer of admission from the University but has yet to register to study at the University, where the candidate has:
  - (a) at any time, been convicted of an offence in a court of law; or
  - (b) in the opinion of the University, made a false statement or has withheld material information in connection with his application.

#### Assessment and Examination

3. Student performance in undergraduate, graduate coursework degree, graduate diploma, artist diploma, and certificate programmes may be assessed through a combination of examinations and continuous assessment. All assessment shall be governed by the Boards of Examiners appointed by the Senate.
4. Student performance in graduate research degree programmes may be assessed through a combination of examinations, continuous assessment, a written thesis, and an oral examination on their thesis and related subject matter.
5. A student may continue in a degree, diploma or certificate programme only if he satisfies the requirements specified by the relevant Faculty or Academic Unit, as approved by the Senate.
6. A student may be barred from enrolling for modules, be barred from an examination, have his grade for a module withheld or have his candidature suspended or terminated if:
  - (a) he has failed to satisfy specific requirements (including administrative requirements) of the relevant Faculty or Academic Unit for admission to the examination or completion of the module;
  - (b) he is in debt to the University (other than through an explicit loan made by the University); or
  - (c) he is so sanctioned arising from disciplinary proceedings as prescribed by established Statutes, Regulations, policies and procedures.

7. A student who has not been admitted to an examination or whose grade for a module has been withheld pursuant to paragraph 6 above shall be deemed to have failed the examination or module.
8. The Senate may, in its absolute discretion, withhold the result of a student in the whole or any part of an examination or module pending the outcome of disciplinary proceedings as prescribed by established Regulations, policies and procedures.
9. The degrees of Doctor of Laws, Doctor of Letters, and Doctor of Science may be conferred on an honorary basis in accordance with established Regulations, policies and procedures.

#### Award of Degree or Diploma

10. The University may confer any of the following degrees:

Doctor of Clinical Psychology  
Doctor of Dental Surgery  
Doctor of Engineering  
Doctor of Laws  
Doctor of Letters  
Doctor of Medicine  
Doctor of Pharmacy  
Doctor of Philosophy  
Doctor of Science  
Doctor of Surgery  
Juris Doctor  
Professional Degree  
Master in International Affairs  
Master in Public Administration  
Master in Public Administration and Management  
Master in Public Governance  
Master in Public Management  
Master in Public Policy  
Master in Systems Engineering and Management  
Master of Architecture  
Master of Arts  
Master of Building Science  
Master of Business Administration  
Master of Clinical Embryology  
Master of Clinical Investigation  
Master of Comparative Law  
Master of Computing  
Master of Dental Surgery  
Master of Economics  
Master of Engineering  
Master of Landscape Architecture  
Master of Laws  
Master of Medicine  
Master of Music  
Master of Nursing  
Master of Pharmacy  
Master of Philosophy  
Master of Psychology  
Master of Public Health



Master of Science  
 Master of Social Sciences  
 Master of Social Work  
 Master of Surgery  
 Master of Technological Design  
 Master of Technology  
 Master of Urban Planning  
 Bachelor of Applied Science  
 Bachelor of Architecture  
 Bachelor of Arts  
 Bachelor of Building  
 Bachelor of Business Administration  
 Bachelor of Computing  
 Bachelor of Dental Surgery  
 Bachelor of Engineering  
 Bachelor of Environmental Studies  
 Bachelor of Landscape Architecture  
 Bachelor of Laws  
 Bachelor of Medicine and Bachelor of Surgery  
 Bachelor of Music  
 Bachelor of Pharmacy  
 Bachelor of Real Estate  
 Bachelor of Science  
 Bachelor of Social Sciences  
 Bachelor of Technology

11. In conferring the above degrees, the University may indicate in all official documents the specific disciplines or specialisations undertaken or marks of distinction conferred, and the abbreviated name of the degree.
12. The University may grant graduate diplomas and artist diplomas, and in awarding such diplomas, the University may indicate in all official documents the specific disciplines or specialisations undertaken, and the abbreviated name of the graduate diploma or artist diploma.
13. Concurrent degrees, double degrees, joint degrees and joint diplomas shall be approved by a resolution of the Senate and may be conferred by the University on any person who has completed all of the requirements for the degree, degrees or diploma.
14. Unless specifically authorised, the work submitted by a candidate to fulfill the requirements of a degree or diploma must not have been used to fulfill the requirements of another degree or diploma at the University or elsewhere.
15. A candidate may be awarded a degree or diploma only if:
  - (a) he has successfully completed all the requirements (including administrative requirements) for that degree or diploma; and
  - (b) he is not in debt to the University (other than through an explicit loan made by the University).

#### Award of Certificate

16. A candidate may be awarded a graduate certificate or specialist certificate by a Faculty or Academic Unit only if:

- (a) he has successfully completed all the requirements (including administrative requirements) for that certificate; and
- (b) he is not in debt to the University (other than through an explicit loan made by the University).

Discretion of Senate

- 17. The Senate may, in its absolute discretion, waive any of the requirements in paragraph 15 and paragraph 16 above.
- 18. If the requirements in paragraph 15 or paragraph 16 above are satisfied and a candidate has not been deprived of any degree, diploma, certificate or academic award pursuant to sanctions arising from disciplinary proceedings as prescribed by established Statutes, Regulations, policies and procedures, no person shall be deprived of any degree, diploma, certificate or academic award except for good cause and on a resolution of the Senate.

# NATIONAL UNIVERSITY OF SINGAPORE

## REGULATION 8

### HONORARY DEGREES AND EMERITUS PROFESSORS

#### Honorary Degrees

1. Honorary degrees shall be approved by a resolution of the Senate and may be conferred by the University on any person who has rendered distinguished service to the University or the community, in the advancement of learning and knowledge or otherwise, or who is worthy of such a degree for outstanding human endeavour or devotion to the greater good of mankind.

#### Emeritus Professors

2. The Senate may award the title of Emeritus Professor on a professor who is in good standing on or near retirement in recognition of the professor's sustained and strong contributions to the University and its community. The Senate may also award the title of Emeritus Professor on an exceptional associate professor on or near retirement who has contributed at a comparable and substantive level.
3. Emeritus Professors (for both retired professors and associate professors) shall for ceremonial purposes rank as professors of the University and may, but are not obligated to, participate in the usual academic activities of the University by accepting appointments to undertake the following:
  - a. Teaching
    - (i) teaching at all levels, from the usual undergraduate and graduate modules to specialized seminars or special topics;
    - (ii) contributing to curricular design, development and review; and
    - (iii) supervising undergraduate research projects;
  - b. Research
    - (i) collaborating in research projects;
    - (ii) co-supervising graduate students; and
    - (iii) representing the University as speakers or participants at seminars, conferences or workshops;
  - c. Services
    - (i) mentoring junior faculty members;
    - (ii) serving as members in assessment committees of Academic Units, Faculties or the University for project reviews, research grant proposal review and awards;
    - (iii) serving as advisors in strategic reviews of Academic Units or Faculties;
    - (iv) serving as members of special academic initiatives of the University at various levels; and
    - (v) serving as University representatives in relevant external committees or panels.

# NATIONAL UNIVERSITY OF SINGAPORE

## REGULATION 9

### STUDENT ASSOCIATIONS AND ACTIVITIES

#### (A) NATIONAL UNIVERSITY OF SINGAPORE STUDENTS' UNION

##### Constituent Bodies

1. The Union shall consist of the following Constituent Bodies provided that no Constituent Body shall be formed with fewer than fifty members:
  - (a) Students' Arts and Social Sciences Club;
  - (b) Students' Science Club;
  - (c) Students' Medical Club;
  - (d) Students' Dental Club;
  - (e) Students' Law Club;
  - (f) Students' Business Club;
  - (g) Students' Design and Environment Club;
  - (h) Students' Engineering Club;
  - (i) Students' Computing Club;
  - (j) Students' University Scholars Club;
  - (k) Students' Conservatory Club;
  - (l) Students' Sports Club;
  - (m) Students' Cultural Activities Club;
  - (n) Students' Community Service Club; and
  - (o) Students' Political Association.
2. A Constituent Body may not be dissolved except by a resolution of the Board of Trustees.

##### Membership

3. Membership of the Union and its Constituent Bodies shall be confined to registered full-time undergraduate students of the University for whom membership shall be compulsory.
4. A student who has ceased to be a full-time registered student by reason only of his having completed his undergraduate course of study may, at the absolute discretion of the President, be deemed eligible to continue his membership of the Union until the date of the election of the next Union Council (defined below) or until such other date as the President may designate by instrument in writing.
5. Members of the Union shall be members of the Constituent Body relevant to the Faculty in which they are registered students. Membership in one or more of the other Constituent Bodies listed in paragraphs 1(l), (m), (n) and (o) of this Regulation shall be optional provided that membership of the Students' Political Association shall be confined only to members of the Union who are Singapore citizens.

##### Management Committees

6. Each Constituent Body shall be managed by a "Management Committee" consisting of students elected by members of that Constituent Body and/or students co-opted pursuant to paragraph 7 of this Regulation. The President of a Management Committee shall be an elected member.

7. The elected members of a Management Committee shall have powers to co-opt additional members into the Management Committee for the proper administration of the Constituent Body but such co-opted members shall have no voting rights.
8. The size of each Management Committee shall be as follows:
  - (a) a Constituent Body listed in paragraphs 1(a) to (k) of this Regulation that has 1,500 members or less shall have at least four but no more than fifteen Management Committee members (whether elected or co-opted);
  - (b) a Constituent Body listed in paragraphs 1(a) to (k) of this Regulation that has more than 1,500 members shall have at least sixteen but no more than thirty Management Committee members (whether elected or co-opted); and
  - (c) a Constituent Body listed in paragraphs 1(l), (m), (n) or (o) of this Regulation shall have at least four but no more than thirty Management Committee members (whether elected or co-opted).

#### Union Council

9. The Union shall be managed by a “Union Council” consisting of the following:
  - (a) “Union Representatives” elected from each of the Management Committees by members of the respective Management Committees, the ratio of Union Representatives in relation to the size of a Management Committee being 1:5 or part thereof, subject to a maximum of four Union Representatives from each Management Committee. The President of each Management Committee shall be a Union Representative. Co-opted members on any Management Committee shall not increase the proportion of Union Representatives to be elected from that Management Committee and shall not be eligible for election to the Union Council.
  - (b) members of an “Executive Committee” (who shall not concurrently be members of a Management Committee) elected from each of the Constituent Bodies by members of the respective Constituent Bodies. The number of Executive Committee members to be elected shall be determined in accordance with the size of the membership of each body, the ratio being one Executive Committee member to be elected from a Constituent Body with up to one thousand members and two Executive Committee members from a Constituent Body with more than one thousand members. Notwithstanding this ratio, there shall be two Executive Committee members elected from each of the Constituent Bodies listed in paragraphs 1(l), (m), (n) and (o) of this Regulation.
10. A member of the Union shall not be eligible for election to the Union Council or Executive Committee if he is:
  - (a) found guilty of a disciplinary offence under the provisions of the Statute on Discipline with Respect to Students; or
  - (b) under academic warning or probation (or repeating a course of study, if he is from a non- modular Faculty) in the year of election.

#### Governance Documents

11. The Union and its Constituent Bodies may amend, vary, introduce or promulgate its constitutions subject to the prior approval in writing of the Board of Trustees. Such approval

in writing of the Board of Trustees shall also be required to amend, vary, introduce or promulgate rules of the Union relating to discipline, elections, finance, meetings, referendums, the Union Council, the Executive Committee, Management Committees and standing committees. For the purposes of this paragraph 11, the term “rule” means any written law or regulations of the Union.

12. The Office of Student Affairs or such body or persons as the Board of Trustees may designate in writing shall:
- (a) maintain and publish copies of the constitutions, rules, policies, guidelines, codes of conduct or procedures of the Union and its Constituent Bodies; and
  - (b) compile and maintain an archive of copies of the constitutions, rules, policies, guidelines, codes of conduct or procedures of the Union and its Constituent Bodies.

Such copies or any such material archived as are maintained shall for all purposes be the sole and only proper constitutions, rules, policies, guidelines, codes of conduct or procedures of the Union and its Constituent Bodies that would be applicable at the relevant time.

#### Use of University Premises or Facilities

13. The Board of Trustees may assign to the Union the use of any University building or room on such conditions and for such periods as it thinks fit and may, in its absolute discretion, withdraw any such assignment at any time without giving reasons.
14. Except with the approval of the Dean of Students, no meeting to which members of the general public, not being students, are invited shall be held on University premises. This shall not apply to attendance at meetings of a University society by members of the society who are not students.

#### Finances

15. The Union subscriptions shall be collected and retained by the University in the respective accounts of the Union and its Constituent Bodies.
16. The Union and its Constituent Bodies shall each submit a budget in accordance with its programme of activities and within the limits of its financial resources for the approval of the following persons at the beginning of each academic year:
- (a) the Dean of Faculty or equivalent in the case of the Constituent Bodies listed in paragraphs 1(a) to (k) of this Regulation; and
  - (b) the Dean of Students in the case of the Union and the Constituent Bodies listed in paragraphs 1(l), (m), (n) and (o) of this Regulation.
17. All payments in respect of expenditure properly incurred by the Union and its Constituent Bodies shall be made by the University from the appropriate accounts of the Union and its Constituent Bodies.
18. All donations to, and funds raised by, the Union and its Constituent Bodies shall be collected and retained by the University in the respective accounts of the Union and its Constituent Bodies.

#### **(B) OTHER STUDENT ASSOCIATIONS**

19. No University society shall be formed without the approval of the President or continue in

existence if such approval is withdrawn.

20. No University society shall, without the approval of the President, affiliate with any society which is not a University society.
21. Except with the approval of the Dean of Students, no meeting to which members of the general public, not being students, are invited shall be held in the University premises. This shall not apply to attendance at meetings of a University society by members of the society who are not students.

# NATIONAL UNIVERSITY OF SINGAPORE

## REGULATION 10

### DISCIPLINE WITH RESPECT TO STUDENTS

#### **(A) CLASSIFICATION OF OFFENCES GIVING RISE TO DISCIPLINARY PROCEEDINGS AND PROCEDURES FOR INITIATING DISCIPLINARY PROCEEDINGS**

1. Offences giving rise to disciplinary proceedings shall be classified as:
  - (a) Minor and Moderate Offences; or
  - (b) Serious Offences.
2. Minor and Moderate Offences are offences which may disturb, create a nuisance to others, disrupt or improperly interfere with academic, administrative, sporting, social or other activities of the University to a minor or limited extent.
3. Serious Offences are offences of substantial or significant gravity which may materially or seriously affect and damage the interests and/or proper functioning of the University, including but not limited to:
  - (a) any serious breach of academic integrity in connection with the conferment of any degree, diploma, certificate or other academic assessment;
  - (b) any offence that involves or results in criminal activity;
  - (c) any offence that involves or results in ragging; and
  - (d) any act or behaviour that is or may be materially or seriously detrimental to the reputation, dignity, interest or welfare of the University.
4. Complaints or allegations that a student has committed a Minor or Moderate Offence may be referred to the Head of the relevant Academic or Non-Academic Unit:
  - (a) if the complaint clearly does not involve a possible Serious Offence, the Head shall proceed to adjudicate the case in accordance with the procedures set out in Section B of these Regulations; and
  - (b) if the complaint could involve a possible Serious Offence, the Head shall refer the case to the Provost in accordance with Clause 5 of these Regulations.
5. Complaints or allegations that a student has committed a Serious Offence may be referred to the Provost:
  - (a) if the Provost is of the view that the complaint involves a possible Serious Offence and would be appropriately determined by the Board of Discipline, the Provost shall convene the Board of Discipline in accordance with Regulation 2 to adjudicate the case; and



- (b) if the Provost is of the view that the complaint does not involve a possible Serious Offence and would be appropriately determined by the Head of the relevant Academic or Non-Academic Unit, the Provost shall authorise the Head to adjudicate the case and the Head shall proceed to adjudicate the case in accordance with the procedures set out in Section B of these Regulations.

In deciding whether a complaint should be adjudicated under Clause 5(a) or Clause 5(b) above, the Provost may request for and consider the advice of the Provost Disciplinary Advisory Committee.

- 6. Decisions of the Provost made pursuant to Clause 5 of these Regulations shall be final and binding, save that in any disciplinary matter pending before the Board of Discipline or the Disciplinary Appeals Board, if the Board of Discipline or the Disciplinary Appeals Board (as the case may be) is of the view that the complaint does not involve a possible Serious Offence, the Board of Discipline or the Disciplinary Appeals Board (as the case may be) shall be entitled to recommend to the Provost that the complaint be determined by the Head of the relevant Academic or Non-Academic Unit:

- (a) if the Provost, after considering the advice of the Provost Disciplinary Advisory Committee, accepts the recommendation of the Board of Discipline or Disciplinary Appeals Board (as the case may be), the Provost shall authorise the Head to impose the appropriate sanction(s) in accordance with Clause 10 of these Regulations, based on any factual findings made by the Board of Discipline or Disciplinary Appeals Board (as the case may be); and
- (b) if the Provost, after considering the advice of the Provost Disciplinary Advisory Committee, does not accept the recommendation of the Board of Discipline or the Disciplinary Appeals Board (as the case may be), the Provost shall direct the Board of Discipline or the Disciplinary Appeals Board (as the case may be) to continue to adjudicate and determine the case.

- 7. In the event that there would be a conflict of interest arising from the Provost's exercise of the powers in Clause 5 or 6 of these Regulations, the complaints or allegations shall be referred to the President who shall exercise the powers in Clause 5 or 6 of these Regulations. In the event that there would also be a conflict of interest arising from the President's exercise of the powers in Clause 5 or 6 of these Regulations, the complaints or allegations shall be referred to the Chairman of the Board of Trustees who shall exercise the powers in Clause 5 or 6 of these Regulations.

## **(B) PROCEDURES FOR DISCIPLINARY PROCEEDINGS BEFORE HEADS OF ACADEMIC AND NON-ACADEMIC UNITS**

- 8. Where disciplinary proceedings are to be adjudicated by the Head of an Academic or Non-Academic Unit, the Head shall ensure that the student who is the subject of the disciplinary proceedings is given:
  - (a) reasonable notice of the alleged offence(s); and
  - (b) a reasonable opportunity to raise any matters which the student wishes to rely on in his or her defence and/or mitigation.

9. The Head shall not reach any decision in respect of the disciplinary proceedings against the student, or exercise any of the disciplinary powers set out in Clause 10 of Statute 6 on Discipline With Respect To Students, unless the requirements in Clause 8 of these Regulations have been satisfied and the Head has given due consideration to the available evidence. In addition, the Head shall only exercise any of the disciplinary powers set out in Clause 10 of Statute 6 on Discipline With Respect To Students if the student is an existing student of the University at the time the alleged offences are adjudicated by the Head.
10. Where the Head is satisfied that the alleged offence(s) was committed by the student, the Head shall notify the student within a reasonable time:
  - (a) of the offence(s) which the student is found to have committed;
  - (b) of the sanction(s) imposed against the student;
  - (c) that the student may, within a stipulated time limit and upon payment of a deposit stipulated by these Regulations, appeal to the Dean of the corresponding Faculty (in the case of disciplinary action by a Head of a Faculty-based Academic Unit) or the Dean of Students (in the case of disciplinary action by a Head of a non Faculty-based Academic Unit or a Head of a Non-Academic Unit); and
  - (d) that the Dean of the relevant Faculty or the Dean of Students (as the case may be) may affirm, vary or discharge the sanction(s) imposed in the first instance.
11. A decision made by the Head of an Academic or Non-Academic Unit shall be final and binding on the student, subject to any decision on appeal made by the Dean of the relevant Faculty or the Dean of Students (as the case may be). Where the Head thinks fit, the Head may stay and/or suspend any sanction(s) imposed against the student pending the latter's appeal.
12. For record purposes, the Heads of Academic and Non-Academic Units shall inform the Secretary referred to in Section G of these Regulations in the event that they exercise any of the disciplinary powers set out in Clause 10 of Statute 6 on Discipline With Respect To Students to impose sanction(s) against students who have been found to have committed offence(s).

**(C) PROCEDURES FOR APPEALS TO DEANS**

13. Within fourteen days after receiving notice of the decision of the Head of an Academic or Non-Academic Unit, a student may appeal to the Dean of the corresponding Faculty (in the case of disciplinary action by a Head of a Faculty-based Academic Unit) or the Dean of Students (in the case of disciplinary action by a Head of a non Faculty-based Academic Unit or a Head of a Non-Academic Unit) by:
  - (a) giving notices in writing to the Head whose decision is being appealed against and the Dean of the relevant Faculty or the Dean of Students (as the case may be); and
  - (b) making payment of a deposit of Singapore Dollars Fifty (S\$50). If the Dean of the relevant Faculty or the Dean of Students (as the case may be) subsequently discharges or reduces any of the sanction(s) imposed in the first instance, this deposit shall be refunded to the student. Otherwise the deposit shall be forfeited.

14. In response to an appeal, the Dean of the relevant Faculty or the Dean of Students (as the case may be) shall ensure that the student is given a reasonable opportunity to address the Dean on any matters which the student wishes to rely on in his or her appeal.
15. The Dean of the relevant Faculty or the Dean of Students (as the case may be) shall not reach any decision in respect of the student's appeal, or exercise any of the disciplinary powers set out in Clause 10 of Statute 6 on Discipline With Respect To Students, unless the requirements in Clause 14 of these Regulations have been satisfied and the Dean has given due consideration to the available evidence. In addition, the Dean shall only exercise any of the disciplinary powers set out in Clause 10 of Statute 6 on Discipline With Respect To Students if the student is an existing student of the University at the time the appeal is adjudicated by the Dean.
16. Where the Dean of the relevant Faculty or the Dean of Students (as the case may be) decides to allow the student's appeal, the Dean may discharge and/or vary any sanction(s) imposed in the first instance in any manner that the Dean deems fit.
17. Where the Dean of the relevant Faculty or the Dean of Students (as the case may be) decides to dismiss the student's appeal, the Dean shall affirm the sanction(s) imposed in the first instance unless the Dean is of the view that the sanction(s) imposed in the first instance would be manifestly inadequate in all the circumstances of the case, in which case the Dean may impose such other sanction(s) in substitution therefor as the Dean thinks ought to have been imposed.
18. After a decision has been made, the Dean of the relevant Faculty or the Dean of Students (as the case may be) shall notify the student within a reasonable time of the Dean's decision to dismiss or allow the appeal and whether the sanction(s) imposed on the student in the first instance shall be affirmed, varied or discharged.
19. Pending the outcome of any appeal to the Dean of the relevant Faculty or the Dean of Students (as the case may be), and subject to the relevant Head's discretion to stay and/or suspend any sanction(s) imposed against the student pursuant to Clause 11 of these Regulations, the decision being appealed against shall remain in force and be valid and binding upon the student.
20. A decision made by the Dean of the relevant Faculty or the Dean of Students (as the case may be) shall be final and binding on the student.
21. For record purposes, the Deans of Faculties and the Dean of Students shall inform the Secretary referred to in Section G of these Regulations of the outcome of any appeals adjudicated by them.

**(D) PROCEDURES FOR DISCIPLINARY PROCEEDINGS BEFORE THE BOARD OF DISCIPLINE**

22. Where disciplinary proceedings are to be adjudicated by the Board of Discipline, the Board shall meet to adjudicate the disciplinary matter, adjourn and otherwise regulate its meetings in accordance with the following procedures:

#### Notice to student

- (a) Within a reasonable time after the Board of Discipline has been convened, the Secretary to the Board of Discipline shall issue a notice (the "Notice") to the student who is the subject of the disciplinary proceedings. The Notice shall identify the alleged offence(s) giving rise to disciplinary proceedings against the student under Clause 3 of Statute 6 on Discipline With Respect To Students. The Notice shall also contain adequate particulars of the alleged misconduct by the student which constitutes the said offence(s).
- (b) Upon receipt by the student of the Notice, the student may, within such period as may be specified in the Notice, make submissions and provide documentary evidence to the Board of Discipline in respect of the matter(s) specified in the Notice.

#### Documentary evidence and attendance of persons

- (c) The Board of Discipline may at any time request the production of such documentary evidence as the Board of Discipline deems appropriate for the fair adjudication of the matter for the purposes of any oral or paper hearing.
- (d) Except for documentary evidence which is provided to the Board of Discipline by the student, any other relevant documentary evidence or any relevant part of documentary evidence which is provided and/or produced to the Board of Discipline and which will be relied on by the Board of Discipline shall also be provided to the student. The student shall be given a reasonable opportunity to make submissions on any such documentary evidence provided to him or her.
- (e) The Board of Discipline may at any time request the attendance of such persons as the Board of Discipline deems appropriate for the fair adjudication of the matter at any oral hearing.

#### Hearing

- (f) The Board of Discipline shall consider the disciplinary matter before it by way of a paper hearing or an oral hearing as it deems fit. All hearings and proceedings shall be conducted in the English language.
- (g) At the hearing, the Board of Discipline shall adjudicate the matter(s) specified in Notice on the basis of the Notice, any submissions, any relevant documentary evidence provided and/or produced to the Board of Discipline and any oral testimonies of persons appearing before the Board of Discipline (in the case of an oral hearing).
- (h) The Board of Discipline shall have the discretion to adjourn any hearing where it deems fit. For the avoidance of doubt, where there are ongoing criminal investigations, prosecutions and/or proceedings against the student, it shall be reasonable for the Board of Discipline to adjourn any hearing pending the determination of the said criminal investigations, prosecutions and/or proceedings.
- (i) In the case of an oral hearing, the Board of Discipline shall fix a date and time for the oral hearing and provide the student at least fourteen days' notice of the hearing.

- (j) In the case of an oral hearing, the student shall have the right to attend and make submissions at the hearing. The student may not be accompanied by legal counsel.
- (k) In the case of an oral hearing, the student may be accompanied by a translator provided that due notice is given to the Board of Discipline by the student at least seven days before the hearing date giving the translator's qualifications and other details that the Board of Discipline may require, and the Board of Discipline is of the view that the presence of the proposed translator would be appropriate for the fair adjudication of the matter.
- (l) In the case of an oral hearing, the Board of Discipline shall be entitled to question the student and any persons who appear at the hearing to testify. The Board of Discipline may also grant the student permission to question such persons if the Board of Discipline is of the view that doing so would be appropriate for the fair adjudication of the matter.
- (m) If the student or any other person(s) requested by the Board of Discipline to attend an oral hearing fail(s) to appear at the oral hearing, the Board of Discipline may, upon proof of service of the notice of the hearing, proceed to hear and determine the proceedings in their absence.
- (n) There shall be written minutes or records of any paper or oral hearing. Such records of hearing shall be strictly confidential. The University may use or disclose any records of hearings for any purposes it deems fit. A student shall only be entitled to a copy of the record of hearing where it relates to disciplinary proceedings that he or she was subject to and (i) for the purposes of an appeal to the Disciplinary Appeals Board by that student or (ii) where disclosure by the University is required by law. The University shall be entitled to dispose of any records of hearing in the usual course of business in accordance with its document disposal policies, practices or procedures as may be applicable from time to time.

#### Rules of Evidence

- (o) Rules of evidence do not apply to the conduct by the Board of Discipline of any disciplinary hearing. The Board of Discipline may attach such weight as it thinks appropriate to any material produced to it, notwithstanding that such material may not be admissible in civil or criminal proceedings.

#### University Legal Counsel

- (p) The Board of Discipline may request legal counsel of the University to attend any paper or oral hearing and/or any meetings of the Board of Discipline for the purpose of giving legal advice to the Board of Discipline.

#### Observer

- (q) The Provost may appoint an observer to attend any hearings and/or meetings of the Board of Discipline, provided that the student does not object. Such an observer shall not be considered a member of the Board of Discipline, and shall not participate in the adjudication of the disciplinary matter.

#### Decision

- (r) The Board of Discipline shall not reach any decision in respect of the disciplinary proceedings against the student, or exercise any of the disciplinary powers set out in Clause 11 of Statute 6 on Discipline With Respect To Students, unless the Board of Discipline is satisfied that the student has had a reasonable opportunity to make submissions on the matter(s) specified in the Notice, the relevant or relevant parts of documentary evidence provided and/or produced to the Board of Discipline and any oral testimonies (in the case of an oral hearing), and has been given a fair hearing.
  - (s) In the event that the members of the Board of Discipline are unable to reach a unanimous decision, the Board of Discipline shall render its decision by majority vote.
23. After a decision has been made, the Board of Discipline shall inform the Secretary to the Board of Discipline of its findings and any sanction(s) to be imposed on the student. Within seven days or as soon as reasonably practicable after receipt of the Board of Discipline's decision, the Secretary to the Board of Discipline shall notify the student:
- (a) of the offence(s) which the student is found to have committed;
  - (b) of the sanction(s) imposed against the student;
  - (c) that the student may, within a stipulated time limit and upon payment of a deposit stipulated by these Regulations, appeal to the Disciplinary Appeals Board; and
  - (d) that the Disciplinary Appeals Board may affirm, vary or discharge the sanction(s) imposed in the first instance.
24. A decision made by the Board of Discipline shall be final and binding on the student, subject to any decision on appeal made by the Disciplinary Appeals Board. Where the Board of Discipline thinks fit, the Board of Discipline may stay and/or suspend any sanction(s) imposed against the student pending the latter's appeal.

**(E) PROCEDURES FOR APPEALS TO THE DISCIPLINARY APPEALS BOARD**

25. Within fourteen days after receiving notice of the decision of the Board of Discipline, a student may appeal to the Disciplinary Appeals Board by:
- (a) giving notice in writing to the Secretary to the Disciplinary Appeals Board. The notice shall set out full details of the grounds of the student's appeal and the relief sought; and
  - (b) making payment of a deposit of Singapore Dollars Three Hundred (S\$300). If the Disciplinary Appeals Board subsequently discharges or reduces any of the sanction(s) imposed in the first instance, this deposit shall be refunded to the person. Otherwise the deposit shall be forfeited.
26. The Disciplinary Appeals Board shall consider an appeal, adjourn and otherwise regulate its meetings in accordance with the following procedures:

Documentary evidence and attendance of persons

- (a) An appeal shall not be a full rehearing of the matter. The Disciplinary Appeals Board shall not consider new evidence unless such evidence was not reasonably available to the student or the Board of Discipline (as the case may be) at any time prior to the hearing before the Board of Discipline.
- (b) Subject to the above restriction on the introduction of new evidence, the Disciplinary Appeals Board may at any time request the production of such new documentary evidence as the Disciplinary Appeals Board deems appropriate for the fair adjudication of the matter for the purposes of any oral or paper hearing.
- (c) Except for new documentary evidence which is provided to the Disciplinary Appeals Board by the student, any other new relevant documentary evidence or any relevant part of new documentary evidence which is provided and/or produced to the Disciplinary Appeals Board and which will be relied on by the Disciplinary Appeals Board shall also be provided to the student. The student shall be given a reasonable opportunity to make submissions on any such new documentary evidence provided to him or her.
- (d) Subject to the above restriction on the introduction of new evidence, the Disciplinary Appeals Board may at any time request the attendance of such persons as the Disciplinary Appeals Board deems appropriate for the fair adjudication of the matter at any oral hearing.

#### Hearing

- (e) The Disciplinary Appeals Board shall consider the appeal by way of a paper hearing unless in the opinion of the Disciplinary Appeals Board, it is inappropriate for the appeal to be considered by way of a paper hearing or unless the student requests that the appeal be considered by way of an oral hearing. All hearings and proceedings shall be conducted in the English language.
- (f) At the hearing, the Disciplinary Appeals Board shall adjudicate the appeal on the basis of the student's notice of appeal, any submissions, the records or minutes of the first instance hearing, the evidence adduced in the first instance and, subject to the restriction on the introduction of new evidence referred to above, any new relevant documentary evidence provided and/or produced to the Disciplinary Appeals Board and any new oral testimonies of persons appearing before the Disciplinary Appeals Board (in the case of an oral hearing).
- (g) The Disciplinary Appeals Board shall have the discretion to adjourn any hearing where it deems fit. For the avoidance of doubt, where there are ongoing criminal investigations, prosecutions and/or proceedings against the student, it shall be reasonable for the Disciplinary Appeals Board to adjourn any hearing pending the determination of the said criminal investigations, prosecutions and/or proceedings.
- (h) In the case of a paper hearing, the student, the Provost and/or any member of the Board of Discipline shall, subject to the restriction on the introduction of new evidence referred to above, have the right to make written submissions to the Disciplinary Appeals Board.
- (i) In the case of an oral hearing, the Disciplinary Appeals Board shall fix a date and time for the oral hearing and provide the student at least fourteen days' notice of the hearing.

- (j) In the case of an oral hearing, the student, the Provost and/or any member of the Board of Discipline shall have the right to attend and/or, subject to the restriction on the introduction of new evidence referred to above, the right to make submissions at the hearing. The student may not be accompanied by legal counsel.
- (k) In the case of an oral hearing, the student may be accompanied by a translator provided that due notice is given to the Disciplinary Appeals Board by the student at least seven days before the hearing date giving the translator's qualifications and other details that the Disciplinary Appeals Board may require, and the Disciplinary Appeals Board is of the view that the presence of the proposed translator would be appropriate for the fair adjudication of the matter.
- (l) In the case of an oral hearing, subject to the restriction on the introduction of new evidence referred to above, the Disciplinary Appeals Board shall be entitled to question the student and any persons who appear at the hearing to testify. The Disciplinary Appeals Board may also grant the student permission to question such persons if the Disciplinary Appeals Board is of the view that doing so would be appropriate for the fair adjudication of the matter.
- (m) If the student or any other person(s) requested by the Disciplinary Appeals Board to attend an oral hearing fail(s) to appear at the oral hearing, the Disciplinary Appeals Board may, upon proof of service of the notice of the hearing, proceed to consider the appeal in their absence.
- (n) There shall be written minutes or records of any paper or oral hearing. Such records of hearing shall be strictly confidential. The University may use or disclose any records of hearings for any purposes it deems fit. A student shall only be entitled to a copy of the record of hearing where it relates to disciplinary proceedings that he or she was subject to and where disclosure by the University is required by law. The University shall be entitled to dispose of any records of hearing in the usual course of business in accordance with its document disposal policies, practices or procedures as may be applicable from time to time.

#### Rules of Evidence

- (o) Save for the restriction on the introduction of new evidence referred to above, rules of evidence do not apply to the conduct of any appeal hearing. The Disciplinary Appeals Board may attach such weight as it thinks appropriate to any material presented before it, notwithstanding that such material may not be admissible in civil or criminal proceedings.

#### University Legal Counsel

- (p) The Disciplinary Appeals Board may request legal counsel of the University to attend any paper or oral hearing and/or any meetings of the Disciplinary Appeals Board for the purpose of giving legal advice to the Disciplinary Appeals Board.

#### Decision

- (q) The Disciplinary Appeals Board shall not reach any decision in respect of the student's appeal, or exercise any of the disciplinary powers set out in Clause 11 of Statute 6 on Discipline With Respect To Students, unless the Disciplinary Appeals



Board is satisfied that the student has had a reasonable opportunity to make submissions in relation to the appeal, any new relevant documentary evidence or any relevant part of new documentary evidence introduced during the appeal and any new oral testimonies (in the case of an oral hearing), and has been given a fair hearing.

- (r) In the event that the members of the Disciplinary Appeals Board are unable to reach a unanimous decision, the Disciplinary Appeals Board shall render its decision by majority vote.
- (s) Where the Disciplinary Appeals Board decides to allow the student's appeal, the Disciplinary Appeals Board may discharge and/or vary any sanction(s) imposed in the first instance in any manner that the Disciplinary Appeals Board deems fit.
- (t) Where the Disciplinary Appeals Board decides to dismiss the student's appeal, the Disciplinary Appeals Board shall affirm the sanction(s) imposed in the first instance unless the Disciplinary Appeals Board is of the view that the sanction(s) imposed in the first instance would be manifestly inadequate in all the circumstances of the case, in which case the Disciplinary Appeals Board may impose such other sanction(s) in substitution therefor as it thinks ought to have been imposed.

Power to dismiss frivolous or vexatious appeals

- (u) Notwithstanding any provision to the contrary, if the Disciplinary Appeals Board is satisfied, after considering the notice of appeal submitted by the student pursuant to Clause 25(a) of these Regulations or at any later stage of the appeal proceedings, that the appeal is frivolous or vexatious or was not brought in good faith, the Disciplinary Appeals Board may by unanimous vote decide to refuse to entertain the appeal and dismiss the appeal.
27. After a decision has been made, the Disciplinary Appeals Board shall inform the Secretary to the Disciplinary Appeals Board of its decision to dismiss or allow the appeal and whether the sanction(s) imposed on the student in the first instance shall be affirmed, varied or discharged. Within seven days or as soon as reasonably practicable after receipt of the Disciplinary Appeals Board's decision, the Secretary to the Disciplinary Appeals Board shall notify the student of the same.
28. Pending the outcome of any appeal to the Disciplinary Appeals Board, and subject to the Board of Discipline's discretion to stay and/or suspend any sanction(s) imposed against the student pursuant to Clause 24 of these Regulations, the decision being appealed against shall remain in force and be valid and binding upon the student.
29. A decision of the Disciplinary Appeals Board shall be final and binding on the student.

**(F) PROCEDURES FOR REVIEWS BY THE DISCIPLINARY APPEALS BOARD**

30. Where a disciplinary matter is referred by the President to the Disciplinary Appeals Board for review pursuant to Clause 23 of Statute 6 on Discipline With Respect To Students:
- (a) within seven days or as soon as reasonably practicable after the President's referral of the matter to the Disciplinary Appeals Board, the Secretary of the Disciplinary Appeals Board shall inform the student who is the subject of the disciplinary

proceedings that the matter has been referred by the President to the Disciplinary Appeals Board for review;

- (b) the Disciplinary Appeals Board shall conduct and determine the review in accordance with the procedures set out at Clause 26 of these Regulations, which shall apply with the necessary modifications; and
- (c) after a decision has been made, the Disciplinary Appeals Board shall inform the Secretary to the Disciplinary Appeals Board of the outcome of the review, including whether the original sanction(s) imposed on the student shall be affirmed, varied or discharged. Within seven days or as soon as reasonably practicable after receipt of the Disciplinary Appeals Board's decision, the Secretary to the Disciplinary Appeals Board shall notify the student of the same.

**(G) ADMINISTRATIVE AND LOGISTICAL ARRANGEMENTS**

31. The Office of Student Conduct or such entity as the Provost may designate shall serve as the Secretary to the Board of Discipline and the Disciplinary Appeals Board and shall carry out all administrative and logistical functions pertaining to any disciplinary matters before these two bodies, including but not limited to:

- (a) notifying the student concerned of any summary action taken by the Provost pursuant to Clause 15 of Statute 6 on Discipline With Respect to Students;
- (b) issuing the Notice to the student concerned pursuant to Clause 22(a) of these Regulations;
- (c) notifying the student concerned of any decision made pursuant to Clauses 23, 27 and 30 of these Regulations;
- (d) liaising with the student concerned on the provision of any submissions and documentary evidence by the student, and the provision of any copies of documentary evidence to the student;
- (e) liaising with the relevant parties on any requests by the Board of Discipline or the Disciplinary Appeals Board for the production of documents or the attendance of persons;
- (f) notifying the student concerned of the date and time of any oral hearing(s) to be convened; and
- (g) producing and storing written records of any hearings.

# NATIONAL UNIVERSITY OF SINGAPORE

## REGULATION 10A

### DISCIPLINE WITH RESPECT TO STUDENTS FOR SEXUAL MISCONDUCT OFFENCES

#### **(H) APPLICATION TO SEXUAL MISCONDUCT OFFENCES**

1. These Regulations 10A shall apply to offences involving sexual misconduct (“Sexual Misconduct Offences”).
2. Sexual Misconduct Offences refer to any acts of a sexual nature committed against a victim through force, intimidation, manipulation, coercion or without the victim’s consent. Sexual Misconduct Offences include, but are not limited to the following examples:
  - (a) voyeurism;
  - (b) taking up skirt photographs or videos;
  - (c) indecent exposure;
  - (d) disseminating sexual/intimate information about another individual;
  - (e) verbal or physical contact of a sexual nature;
  - (f) making unwanted sexual advances or requests for sexual favours;
  - (g) sexually-related verbal or physical abuse;
  - (h) sexual assault;
  - (i) rape;
  - (j) intentionally inducing incapacitation in another individual with the objective of engaging in sexual conduct with that individual (regardless of whether such sexual conduct eventually transpires); and
  - (k) involvement with any form of prostitution.
3. These Regulations are intended to add to and supplement Regulation 10, and shall be read together with Regulation 10. In the event of any inconsistency or conflict with Regulation 10, these Regulations shall prevail.

#### **(I) REPORTING AND CLASSIFICATION OF SEXUAL MISCONDUCT OFFENCES**

4. Any complaints or allegations that a student has committed a Sexual Misconduct Offence shall be considered a possible Serious Offence. The case shall be referred to and dealt with by the Provost under Clause 5 of Regulation 10.
5. When a suspected Sexual Misconduct Offence is reported to the Office of Campus Security, the Office of Campus Security:
  - (a) shall immediately notify the Victim Care Unit.<sup>1</sup> The Victim Care Unit shall offer counselling and support services to the victim of the suspected Sexual Misconduct Offence; and
  - (b) shall immediately notify the Office of Student Conduct. The Office of Student Conduct may issue a No-Contact Order on behalf of and under the authority of the Provost pursuant to Clause 19 of Statute 6 on Discipline With Respect To Students, if

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<sup>1</sup> The Victim Care Unit will commence operations on or about 19 August 2019. In the meantime, hostels, faculties and schools, Office of Student Affairs and University Counselling Services will continue to provide counselling and support services for victims.

the Office of Student Conduct is of the view that a No-Contact Order would be an appropriate measure in the circumstances.

6. Where a No-Contact Order is issued pursuant to Clause 5(b) above, the No-Contact Order must be strictly complied with. Any breach of the No-Contact Order may be grounds for separate disciplinary action being taken against the person in breach.
7. Persons who are subject to a No-Contact Order issued pursuant to Clause 5(b) above and/or involved in disciplinary investigations or proceedings for a Sexual Misconduct Offence must not be subjected to any acts of retaliation, harassment, threats, intimidation and coercion. A breach of this Clause may be grounds for separate disciplinary action being taken against the person in breach.

**(J) ADDITIONAL PROCEDURES FOR DISCIPLINARY PROCEEDINGS FOR SEXUAL MISCONDUCT OFFENCES BEFORE THE BOARD OF DISCIPLINE**

8. Where disciplinary proceedings are to be adjudicated by the Board of Discipline, the Secretary to the Board of Discipline shall ensure that the victim of the alleged Sexual Misconduct Offence is given:
  - (a) timely updates about the status of the proceedings;
  - (b) a reasonable opportunity to provide a statement of facts to raise any matters regarding the alleged Sexual Misconduct Offence which the victim wishes the Board of Discipline to take into consideration;
  - (c) a reasonable opportunity to provide a victim impact statement;
  - (d) an invitation to attend an oral hearing to address the Board of Discipline on any matters in 8(b) and/or 8(c). The invitation shall also inform the victim that the victim may be accompanied by an officer from the Victim Care Unit at the hearing;
  - (e) reasonable notice of the date of the oral hearing; and
  - (f) information on the outcome of the proceedings.
9. The Board of Discipline shall not reach any decision in respect of the disciplinary proceedings against the student, or exercise any of the disciplinary powers set out in Clause 11 of Statute 6 on Discipline With Respect To Students, unless the Board of Discipline is satisfied that Clauses 8(b) to 8(e) of these Regulations have been complied with.

**(K) ADDITIONAL PROCEDURES FOR DISCIPLINARY PROCEEDINGS FOR SEXUAL MISCONDUCT OFFENCES BEFORE THE DISCIPLINARY APPEALS BOARD**

10. Where an appeal is made to the Disciplinary Appeals Board by a student who is sanctioned by the Board of Discipline for committing a Sexual Misconduct Offence, the Secretary to the Disciplinary Appeals Board shall ensure that the victim of the alleged Sexual Misconduct Offence is given:
  - (a) timely updates about the status of the proceedings;
  - (b) a reasonable opportunity to provide a statement of facts to raise any additional matters regarding the alleged Sexual Misconduct Offence which the victim wishes the Disciplinary Appeals Board to take into consideration, provided that such additional

evidence was not reasonably available to the victim prior to the hearing before the Board of Discipline;

- (c) a reasonable opportunity to provide a victim impact statement to raise any new matters which were not reasonably available prior to the hearing before the Board of Discipline;
  - (d) an invitation to attend an oral hearing to address the Disciplinary Appeals Board on any matters in 10(b) and/or 10(c). The invitation shall also inform the victim that the victim may be accompanied by an officer from the Victim Care Unit at the hearing;
  - (e) reasonable notice of the date of the oral hearing; and
  - (f) information on the outcome of the proceedings.
11. The Disciplinary Appeals Board shall not reach any decision in respect of the disciplinary proceedings against the student, or exercise any of the disciplinary powers set out in Clause 11 of Statute 6 on Discipline With Respect To Students, unless the Disciplinary Appeals Board is satisfied that Clauses 10(b) to 10(e) of these Regulations have been complied with.

# **NATIONAL UNIVERSITY OF SINGAPORE**

## **REGULATION 11**

### **ACADEMIC PERIODS AND HOLIDAYS**

1. The President shall have the power to fix the dates for the opening and closing of academic years and/or semesters and/or terms, and may fix different dates for different Faculties and Academic Units.
2. The President shall have the power to declare any public holiday a University holiday and to declare any University occasion a holiday for the whole or any part of the University.

# NATIONAL UNIVERSITY OF SINGAPORE

## REGULATION 12

### GIFTS TO THE UNIVERSITY

1. In this Regulation, unless the contrary appears from the context:

“Deferred Gift” means any Gift, which will only be realised when the Donor passes away;

“Designated Gift” means any Gift whose purpose or Recipient has been designated by the Donor with the concurrence of the University. The Gift Recipient must agree to the purpose and terms, if any, prior to Gift Acceptance.

“Expendable Gift” means any Gift where the entire sum may be spent on the Gift Purpose; Gift Recipient” means the University’s Central Administration Units, and the University’s Faculties, Academic Units and Non-academic Units, which administer the Gift;

“Pledge” means any promise by a Donor to make a Gift of a specified amount which may be fulfilled as a one-time payment or in instalments within a fixed period (typically not more than three years);

“Recurring Gift” means any promise by a Donor to make a Gift of a specified amount through a regular Gift fulfilment schedule with no stipulated end date;

“Undesignated Gift” means any Gift whose purpose has not been designated by the Donor. The University will use the Gift for general purposes for the advancement of education.

2. Unless otherwise stipulated in this Regulation, the President is empowered to waive or amend the provisions in this Regulation.

#### Gift Acceptance

3. The University may accept the following types of Gifts:
  - (a) Gifts of cash or cash equivalents, such as shares, unit trusts and other securities;
  - (b) Gifts-in-kind for liquidation, for example land and buildings;
  - (c) Pledges, Recurring Gifts and Deferred Gifts.
4. All Gifts must be accompanied by Gift recording documents in the form of an instruction letter from the Donor, or an acknowledgement letter from the Gift Recipient, or a Gift form, or a Gift agreement, that includes the following information:
  - (a) Name of the Donor or, if the Donor is unknown, Name of the Donor’s representative;
  - (b) Gift amount;
  - (c) Type of gift, endowed or non-endowed gift;
  - (d) Gift designation, if applicable;

- (e) Pledge period for Pledges
5. All Donors are required to provide their Singapore tax reference number (e.g.NRIC/FIN/UEN) when they make a Gift to the University in order to be given tax deductions on the Gift. Tax deductions for the Gift will be automatically reflected in the Donors' tax assessments based on the information provided by the University to the Inland Revenue Authority of Singapore (IRAS).
  6. The date of receipt of a Gift shall be the date on which the Gift is legally transferred to the University.

#### Fund-raising Activities

7. For fund-raising activities, such as events, seminars, charity auctions and lucky draws which incur fundraising costs, the Gift amount raised shall be calculated based on the total amount received less the cost of organising the activity (or such other formula which may be applicable by law). Fund-raising costs shall not exceed 30 percent (or such other percentage which may be applicable by law) of the total amount received. The Gift amount and the fund-raising costs shall be accounted for separately.

#### Government Matching Grant

8. Gifts, listed in paragraph 3, which bring about an actual injection of cash into the University, either from a local or foreign Donor, must fulfil all the following conditions to qualify for Government matching:
  - (a) The Gifts must be received for the advancement of education;
  - (b) The Gifts must not be received as part of fulfilling the Donor's legal obligations;
  - (c) The Gifts must not be received in return for a service rendered by the University; and
  - (d) The Gifts must not be conditional upon the purchase of specific goods and/or services prescribed by the Donor.
9. All revenues arising from the usual operations of the University will not be considered gifts and will hence not qualify for Government matching. Similarly, gifts from Government bodies (Ministries and their departments, and Organs of State), or Statutory Boards, whether direct or indirect, will be viewed as Government grants and will also not attract Government matching. However, a gift from a Government-Linked Company (GLC), which is an independent entity separate from the Government, will qualify for Government matching if the donation satisfies the conditions in paragraph 8.
10. In the acceptance of all Gifts, the University is to exercise discretion to ensure the Gifts do not cause embarrassment to or affect the good reputation of the University.
11. All matching grants received from the Government shall be endowed and shall be dealt with as follows:
  - (a) For Designated Endowed Gifts, 1/3 of the matching grant for such Gifts can be placed in the designated endowed fund. Otherwise, the matching grant shall be placed in the University's pooled endowed fund.
  - (b) For Undesignated Endowed Gifts, both the Gifts and matching grant for such Gifts shall be placed in the University's pooled endowed fund.



- (c) For Expendable Gifts, the matching grant of expendable gifts shall be credited to the University's pooled endowed fund.
  - (d) The income generated by the investment of University's pooled endowed fund can be used for general purposes for the advancement of education as specified by the University.
12. Gifts eligible for Enhanced Matching Grants (1.5:1):
- (a) The following gifts will be eligible for enhanced matching grants:
    - (i) Endowed Gift which is undesignated, and which the University intends to use for the advancement of undergraduate education;
    - (ii) Endowed Gift designated only for purposes of advancement of undergraduate education; and
    - (iii) Endowed Gift designated for purposes other than the advancement of undergraduate education, but with no restrictions on the matching grants being pooled with the undesignated endowment pool intended for the advancement of undergraduate education.
  - (b) Where the University specifies that the monies are to be used for the advancement of undergraduate education as well as other purposes, only the portion that is intended for the advancement of undergraduate education will be eligible for enhanced matching grants.

#### Naming Opportunities

13. Proposals for all naming opportunities must follow the approval process. Careful planning is therefore required in advance of any solicitation involving naming opportunities.
- (a) Appropriate approvals must be obtained before the naming opportunity is broached with a prospective Donor and before offering the intended recognition of an individual, family, corporation or organisation;
  - (b) Similarly, discussions with Donors who are interested in naming opportunities should only proceed upon obtaining the appropriate approvals.
14. The naming will take effect when at least 50 percent of the required minimum Gift sum has been received by the University. Subject to President's approval, however, naming may take effect immediately where there is a documented understanding that the naming may be altered or removed if the full pledge is not paid in a mutually agreed upon timeframe.
15. Where a naming opportunity involves the use of the name of a deceased person or of a person who is non compos mentis, the agreement of the person's next-of-kin or appointed administrator must be obtained.
16. A naming opportunity after an active University staff member should be deferred until the staff member has retired/resigned from the University.
17. If the naming opportunity being considered is in honour, memory or recognition, but is not accompanied by a gift, the request should follow the same approval process listed in paragraphs 13, 15 and 16.
18. Subject to paragraphs 19 to 32 of this Regulation, the minimum Gift sum for all naming opportunities in the University is Singapore Dollars Fifteen Thousand (S\$15,000) for Expendable Gifts and Singapore Dollars Seventy-five Thousand (S\$75,000) for Endowed

Gifts. As such, a new named gift fund in the University can only be set up with a minimum gift sum of Singapore Dollars Fifteen Thousand (S\$15,000) for an expendable fund and Singapore Dollars Seventy-five Thousand (S\$75,000) for an endowed fund.

19. In the event that a Pledge for which a naming opportunity has been offered does not meet the applicable minimum Gift sum within the agreed pledge period, the funds received at the end of the agreed pledge period may be merged with other funds with a similar Gift Purpose and the offer of the naming opportunity shall lapse.
20. For naming opportunities, the University should review the reputation and background of the Donor and the proposed name and establish whether they are consistent with the ethos of the University and the education sector. The University shall use its best endeavours to ascertain that the mission and credentials of the honourees are appropriate, so that the University will not suffer any impairment to its reputation. In addition to financial support, the extent of community or in-kind support rendered in the past, or committed for the future, should also be assessed.
21. The University's naming opportunities shall only bear the name of individuals or entities that exemplify the attributes of integrity, character and leadership consistent with the highest values of the University. If, by the sole determination of the Board of Trustees (BOT), those attributes are not maintained, the BOT reserves the right to remove the offered naming opportunities at any time.
22. If the person or the organisation who has been offered a naming opportunity subsequently decides to be anonymous, the University will remove the naming opportunity. The University may determine, in particular for a significant gift and in consultation with the Donor, an alternative and appropriate way to recognise the Gift.
23. Gifts received as part of the Donor's legal or ordinance obligations are not entitled to naming opportunities. This restriction does not apply to gifts received due to the administering of legal wills of a deceased Donor's estates, or due to the fulfilling of a foundation's mission not required by law.

*Minimum Gift sums for typical Naming Opportunities*

24. The following table shows minimum Gift sums for typical naming opportunities across the University.

Named Gift Purpose	Minimum Gift Sum (S\$)	
	Expendable	Endowed
Medal or Prize	15,000	75,000
Bursary	45,000	150,000
Scholarship	45,000	150,000
Research Fund	150,000	625,000
Fellowship	Not Applicable	625,000
Visiting Professorship	Not Applicable	1,000,000
Professorship	600,000	2,000,000
Distinguished Professorship	Not Applicable	5,000,000

25. Depending on specific programme needs and the Donor's objectives, higher gift amounts than the listed minimum Gift sum may be necessary to achieve the desired outcome.
26. The President will have the latitude to approve the establishment of named funds/Gift Purposes for amounts less than those stated above, or to determine minimum sums for the naming opportunities not outlined in this document.

27. The University shall adopt appropriate and reasonable internal minimum Gift sums for naming opportunities relating to Faculties, Academic Units and buildings and facilities.

*Naming opportunities – Facilities and Buildings*

28. The University should not rename a building or facility whose original name has a rich heritage value, wherever applicable.
29. Unless stated otherwise, any gift-related naming opportunity conferred shall continue to apply for as long as the relevant building, facility or space remains in being. The University reserves the right to rename the building, facility or space if it is affected by redevelopment, expansion or relocation plans.
30. The conferment of a naming opportunity for a building or facility shall not prevent the University from offering naming opportunities for the spaces within the building or facility in recognition of other Gifts.

*Naming Opportunities - Faculties, Academic Units and Research Centres/Institutes*

31. The conferment of a naming opportunity for a Faculty, Academic Unit or Research Centre/ Institute shall not prevent the University from offering naming opportunities for the sub-units within the named Faculty, Academic Unit or Research Centre/ Institute in recognition of other Gifts.

Gift Purpose Administration

32. The University shall have the sole right to administer the Gift Purpose. However, if Donor participation in Gift administration is required, approval from Provost must be obtained before offering such an invitation to participate in Gift administration to the Donor.

# NATIONAL UNIVERSITY OF SINGAPORE

## REGULATION 13

### HISTORICAL GIFTS

1. The following conditions shall govern the Historical Gifts listed in paragraph 2 below –
  - (a) Each scholarship shall be tenable only for the academic year in which it is awarded;
  - (b) The per annum amount of each scholarship award shall be determined by the Senate, using only the income on the original endowment;
  - (c) The Senate may appoint a selection committee to award the scholarships;
  - (d) An award may be withdrawn at any time if, in the opinion of the Senate selection committee, the progress or behaviour of a scholarship holder has not been satisfactory;
  - (e) A scholarship withdrawn or lapsing during the academic year shall not be re-awarded for the remainder of the academic year and any sum of monies remaining after or resulting from such withdrawal or lapse shall be added or accrued to the income portion of the relevant scholarship;
  - (f) A scholarship holder may not, without the approval of the Senate, concurrently hold any other award; and
  - (g) Applications must be made on prescribed forms and submitted to the Registrar at such time as may be stipulated, and are open to previous holders of the scholarship.
2. The Historical Gifts referred to in paragraph 1 above are as follows:
  - (a) John Anderson Scholarship which was constituted in 1928 in memory of the late Sir John Anderson, Kt, formerly of Messrs. Guthrie & Co., Ltd., Singapore, being the interest on the sum of Singapore Dollars Sixteen Thousand (S\$16,000) donated by his widow Dame Winifred Ethel Dunbar Anderson to Raffles College, and which Scholarship is now administered by the University and shall be awarded on the results of the University entrance examinations to a Singapore citizen, Singapore permanent resident, or Malaysian citizen; regardless of race or gender.
  - (b) Cecil C. Smith Scholarship which was historically administered by the then Department of Education, prior to it being transferred to Raffles College in 1940 (vide Government Gazette Notification No. 3242 of 1940), and which Scholarship is now administered by the University and shall be awarded on the results of the University entrance examinations to a Singapore citizen, Singapore permanent resident, or Malaysian citizen; regardless of race or gender.
  - (c) Tan Jiak Chuan Scholarship, being the interest on the sum of Singapore Dollars One Thousand Four Hundred (S\$1,400) bequeathed by the late Mr. Tan Jiak Chuan, which was historically administered by the then Department of Education, prior to it being transferred to the Raffles College in 1940 (vide Government Gazette Notification No. 3183 of 1940), and which Scholarship is now administered by the University and shall be awarded on the results of the University entrance examinations; regardless of nationality, race or gender.

- (d) Sir Ong Siang Song Trust Scholarship which was constituted by a donation of Singapore Dollars Seven Thousand (S\$7,000) in or about 1950 by Lady Helen Song to University of Malaya to endow a scholarship or prize or other suitable award to perpetuate the memory of Sir Ong Siang Song, and which Scholarship is now administered by the University and shall be awarded on academic record; regardless of nationality, race or gender.

# Responsibility for Notices/Circulars and Updates of Personal Particulars

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## Reading Notices and Circulars Issued by the University

All students will have an email account at NUS that will be their official point of contact. Most communications from the University to students will be via the official email account. As such, students are expected to check this account regularly. Students are also expected to be aware of the contents of the latest notices/**circulars**

(<https://share.nus.edu.sg/registrar/student/circulars/Circular-Student-Index.pdf>) that may be posted on **myPortal@NUS** (<https://myportal.nus.edu.sg/>).

## Updating of Personal Particulars

Throughout their candidature, students are responsible for keeping their personal particulars updated in the University's records in a timely manner. This means that students must notify the University within 5 working days of the effective date of change of the affected personal particulars. The University will not be accountable for delayed or lost mail due to incorrect or obsolete students' addresses and contacts. Students may check their particulars or amend their contact details via the University's **Education Records System** (<https://myedurec.nus.edu.sg/>).

The relevant personal particulars that must be updated in the event of any changes include the following:

- Citizenship (view [details \(/registrar/administrative-policies-procedures/responsibility-for-notices-circulars-and-updates-of-personal-particulars/change-in-citizenship\)](/registrar/administrative-policies-procedures/responsibility-for-notices-circulars-and-updates-of-personal-particulars/change-in-citizenship));
- Official/Legal name\* (view [details \(/registrar/administrative-policies-procedures/responsibility-for-notices-circulars-and-updates-of-personal-particulars/official-legal-change-of-name\)](/registrar/administrative-policies-procedures/responsibility-for-notices-circulars-and-updates-of-personal-particulars/official-legal-change-of-name));
- Identity card/passport details (view [details \(/registrar/administrative-policies-procedures/responsibility-for-notices-circulars-and-updates-of-personal-particulars/identity-card-passport-details\)](/registrar/administrative-policies-procedures/responsibility-for-notices-circulars-and-updates-of-personal-particulars/identity-card-passport-details));

**particulars/change-in-identity-card-(ic)-passport));**

- Permanent and correspondence contact details (view **details** (<https://myportal.nus.edu.sg/studentportal/eservices/all/user-guides/UserGuide-Personal-Data.pdf>)); and
- Next-of-kin details (view **details** (<https://myportal.nus.edu.sg/studentportal/eservices/all/user-guides/UserGuide-Personal-Data.pdf>)).

\*Please note that your Official Name in the University's student information system will be printed on your degree scroll and academic transcript. If you have changed your name during your course of study but failed to inform the University in a timely manner and you have already been conferred your degree, then your name as presently reflected in our official records, will be inscribed on your degree scroll. No further requests for name changes will be entertained.

# Change in Citizenship

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/ Change in Citizenship

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## *Important!*

*Any changes in citizenship must be accompanied by documentary proof. We will not be able to update any changes without authentication.*

## What you need to do:

Please bring the original and one copy of the relevant supporting documents for verification by staff at the Student Service Centre (Level 1, Yusof Ishak House, Kent Ridge Campus) or Bukit Timah Campus Management Office (Block B, Bukit Timah Campus) during office hours. The copy of the supporting documents will then be forwarded to the Registrar's Office for the necessary updates to your official records.

## Relevant supporting documents for:

### **Change in Citizenship**

- Certificate of Citizenship; or
- Pink Singapore NRIC; or
- Pink Singapore NRIC Collection Slip

### **Obtaining Singapore Permanent Residence**

- Blue Singapore NRIC; or
- Blue Singapore NRIC Collection Slip

## What happens then:



Upon the completion of this verification and update, the Office of Financial Services will be notified accordingly so that the necessary actions with financial effect(s) may be taken. Citizenship changes which result in tuition fee rate changes will be effected in the semester only if notification is received no later than the end of the third instructional week, and the supporting document(s) issued no later than the end of the second instructional week. Notification received/issue date beyond that will have the revised tuition fee effected only in the following semester. For those receiving the NUS Research Scholarship, any revised scholarship stipend due to a change in citizenship will be effected the month after the student's notification.

In the event that you are unable to produce your Singapore NRIC or collection slip before the end of the third instructional week, the citizenship change in the current semester will only be effected if you submit the following documents before the end of the semester concerned (i.e. by end of reading week):

- (i) an In-Principle Approval (IPA) Letter from ICA (for citizenship change to Singapore Citizen/Singapore Permanent Resident) which is dated no later than the end of the second instructional week; and
- (ii) original Singapore NRIC or collection slips which is dated before the end of the semester concerned (i.e. by end of reading week).

Do note that prior to your citizenship change, you are liable for fees before adjustment. Following your citizenship change, the Office of Financial Services will re-calculate the affected semester's fees and excess tuition fees (if any) will be credited into your account.

# Official/Legal Change of Name

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/ Official/Legal Change of Name

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## *Important!*

*Any changes in name must be accompanied with documentary proof. We will not update any changes without authentication.*

Your name captured in the University's record as your *Official Name* will be printed on the various official documents issued by the University, in particular your degree scroll and academic transcript. If you have changed your name during your course of study but failed to inform the University in a timely manner and you have already been conferred your degree, then your name as presently reflected in our official records, will be inscribed on your degree scroll. No further requests for name changes will be entertained.

You can verify your *Official Name* in **myISIS** (<https://myisis.nus.edu.sg/>). Please refer to the user guide on "View/Update Personal Information" in **myISIS webpage** (<https://myportal.nus.edu.sg/studentportal/eservices/all/myisis.html>) for the steps.

## Official Name Change

If you have officially/legally changed your name during your course of study, you should inform the University of the change at your first opportunity.

Please do the following:

1. complete the **Request Form for Official Name Change** (/registrar/downloadable-forms);
2. Please bring the original and one copy of the relevant documentary evidence for verification by staff at the Student Service Centre (Level 1, Yusof Ishak House, Kent Ridge Campus) or Bukit Timah Campus Management Office (Block B, Bukit Timah Campus) during office hours. The copy of the documentary evidence will then be forwarded to the Registrar's Office for the necessary updates to your official records.

## Relevant supporting documents are:

- Your Pink/Blue Singapore NRIC; or
- Your Passport

## Students with long names:

Please note that names that exceed more than 70 characters (including spaces) will be abbreviated.

# Downloadable Forms

📍 [Home \(/registrar/\)](#) / Downloadable Forms

In line with COVID-19 social distancing and telecommuting measures, many offices will be closed or have revised their operating hours from 6 April onwards. You are advised to submit the COMPLETED forms via email instead of going to the respective offices personally to hand in the forms.

You may refer to the contact list at <http://www.nus.edu.sg/registrar/about-us/our-contacts> (<http://www.nus.edu.sg/registrar/about-us/our-contacts>) if you have any enquiries for Registrar's Office.

All   A   B   C   D   E   F   G   H   I   J   K   L   M   N   O  
P   Q   R   S   T   U   V   W   X   Y   Z

- **Academic Profile Updates (APU) Form (for Non-Graduating Students)**  
(<https://myportal.nus.edu.sg/studentportal/eservices/all/forms/Academic-Profile-Updates-Form.pdf>)
- **Application for Change of Thesis Title/Research Topic Form**  
(<https://myportal.nus.edu.sg/studentportal/eservices/all/forms/Application-for-Change-of-Thesis-Title-Research-Topic-Form.pdf>)
- **Application for Conversion of Candidature Between Full-time and Part-time (Graduate Research Students)**  
([https://myportal.nus.edu.sg/studentportal/eservices/all/forms/Application-for-Conversion-of-Candidature-Between-Full-time-and-Part-time-\(Graduate-Research-Students\).pdf](https://myportal.nus.edu.sg/studentportal/eservices/all/forms/Application-for-Conversion-of-Candidature-Between-Full-time-and-Part-time-(Graduate-Research-Students).pdf))
- **Application for Extension of Candidature for Graduate Research Students Form (Except Faculty Engineering Students)**  
(<https://myportal.nus.edu.sg/studentportal/eservices/all/forms/Application-for-Extension-of-Candidature-for-Graduate-Research-Students-Form.pdf>)
- **Application for Late Registration Form (Graduate Research Students)**  
(</registrar/docs/info/downloadable-forms/application-for-late-registration-form-gd-research.pdf>)
- **Application for Research Project Augmentation Scheme Form**  
([https://share.nus.edu.sg/corporate/forms/graduate\\_studies/Application-for-Research-Project-Augmentation-Scheme-Form.pdf](https://share.nus.edu.sg/corporate/forms/graduate_studies/Application-for-Research-Project-Augmentation-Scheme-Form.pdf))

- **Application for Transfer of Candidature from Master's (by Research) to PhD Form**  
([https://myportal.nus.edu.sg/studentportal/eservices/all/forms/Application-for-Transfer-of-Candidature-from-Masters-\(by-Research\)-to-PhD-Form.pdf](https://myportal.nus.edu.sg/studentportal/eservices/all/forms/Application-for-Transfer-of-Candidature-from-Masters-(by-Research)-to-PhD-Form.pdf))
- **Application for Transfer of Candidature from PhD to Master's by Research**  
(<https://myportal.nus.edu.sg/studentportal/eservices/all/forms/Application-for-Transfer-of-Candidature-from-PhD-to-Masters-by-Research.pdf>)
- **Application for University's Sponsorship of Social Visit Pass for Spouse or Child(unmarried and below 17)**  
(<https://myportal.nus.edu.sg/studentportal/eservices/all/forms/Social-Visit-Pass-Application-Form-for-Scholar-Spouse.pdf>)
- **Application for Verification Letter for Dependant's Pass for Spouse/Child**  
(<https://myportal.nus.edu.sg/studentportal/eservices/all/forms/Application-for-Verification-Letter-for-Dependant-Pass-for-Spouse-Child.pdf>)
- **Appointment of New / Change of Supervisor(s) Form**  
([https://myportal.nus.edu.sg/studentportal/eservices/all/forms/Appointment-of-New-Change-of-Supervisor\(s\)-Form.pdf](https://myportal.nus.edu.sg/studentportal/eservices/all/forms/Appointment-of-New-Change-of-Supervisor(s)-Form.pdf))

- **Claim Form for Lee Kong Chian Graduate Scholarship**  
(<https://myportal.nus.edu.sg/studentportal/eservices/all/forms/Claim-Form-for-Lee-Kong-Chian-Graduate-Scholarship.pdf>)
- **Claim Form for NUS Graduate Scholarship for ASEAN Nationals**  
(<https://myportal.nus.edu.sg/studentportal/eservices/all/forms/Claim-Form-for-NUS-Graduate-Scholarship-for-ASEAN-Nationals.pdf>)
- **Claim Form for President Graduate Fellowships**  
(<https://myportal.nus.edu.sg/studentportal/eservices/all/forms/Claim-Form-for-President-Graduate-Fellowships.pdf>)

- **Degree Scroll Collection - Authorisation Form (/registrar/docs/info/downloadable-forms/degree-scroll-collection---authorisation-form.pdf)**

- **Electronic Thesis/Dissertation ("Thesis") Submission Form**  
([https://myportal.nus.edu.sg/studentportal/eservices/all/forms/Electronic-Thesis-Dissertation-\(Thesis\)-Submission-Form.pdf](https://myportal.nus.edu.sg/studentportal/eservices/all/forms/Electronic-Thesis-Dissertation-(Thesis)-Submission-Form.pdf))
- **Extension/Reapplication of Student's Pass Form**  
(<https://myportal.nus.edu.sg/studentportal/eservices/all/forms/Extension->

- **Report on Amended PhD Thesis (After Oral Examination)**  
([https://myportal.nus.edu.sg/studentportal/eservices/all/forms/Report-on-Amended-PhD-Thesis-\(After-Oral-Examination\).pdf](https://myportal.nus.edu.sg/studentportal/eservices/all/forms/Report-on-Amended-PhD-Thesis-(After-Oral-Examination).pdf))
- **Report on Amended PhD Thesis (For Re-Oral Examination)**  
([https://myportal.nus.edu.sg/studentportal/eservices/all/forms/Report-on-Amended-PhD-Thesis-\(For-Re-Oral-Examination\).pdf](https://myportal.nus.edu.sg/studentportal/eservices/all/forms/Report-on-Amended-PhD-Thesis-(For-Re-Oral-Examination).pdf))
- **Request Form for Extension of Restricted Access Option**  
(</registrar/docs/info/downloadable-forms/request-for-extension-of-restricted-access-option.pdf>)
- **Request for Official Name Change**  
(<https://myportal.nus.edu.sg/studentportal/eservices/all/forms/Request-for-Official-Name-Change.pdf>)

- **S/U Option Declaration Form (for DDP students only)**  
(<https://myportal.nus.edu.sg/studentportal/eservices/all/forms/SU-Option-Declaration-Form-for-DDP-students-only.pdf>)
- **Special Consideration Form**  
(<https://myportal.nus.edu.sg/studentportal/academics/all/docs/Special-Consideration-Form.pdf>)
- **Summary Sheet for Graduate Assistantship Programme**  
(<https://myportal.nus.edu.sg/studentportal/eservices/all/forms/Summary-Sheet-for-Graduate-Assistantship-Programme.docx>)
- **Supervisor's Report on Amended Graduate's (by Research) Thesis**  
([https://myportal.nus.edu.sg/studentportal/eservices/all/forms/Supervisor-Report-on-Amended-Graduate-\(by-Research\)-Thesis.pdf](https://myportal.nus.edu.sg/studentportal/eservices/all/forms/Supervisor-Report-on-Amended-Graduate-(by-Research)-Thesis.pdf))

- **Thesis Submission Form**  
(<https://myportal.nus.edu.sg/studentportal/eservices/all/forms/Thesis-Submission-Form.pdf>)
- **Thesis Submission Form (for Faculty of Arts & Social Sciences only)**  
(<https://myportal.nus.edu.sg/studentportal/fas/gd/forms/FASS-Thesis-Submission-Form.pdf>)

- **Transcript Collection - Authorisation Form** (</registrar/docs/info/downloadable-forms/transcript-collection---authorisation-form.pdf>)

- **Undertaking for University's Sponsorship of Social Visit Pass for Spouse or Child** (<https://myportal.nus.edu.sg/studentportal/eservices/all/forms/Undertaking-for-University-Sponsorship-of-Social-Visit-Pass-for-Spouse-or-Child.pdf>)

- **Withdrawal from the University (Non-Graduating Students)** (<https://myportal.nus.edu.sg/studentportal/eservices/all/forms/Withdrawal-from-the-University-Non-graduating-Students.pdf>)
- **Withdrawal from the University (Undergraduate Students)** (<https://myportal.nus.edu.sg/studentportal/eservices/all/forms/Withdrawal-from-the-University-Undergraduate-Students.pdf>)
- **Withdrawal from the University (Graduate Research Students)** (<https://myportal.nus.edu.sg/studentportal/eservices/all/forms/Withdrawal-from-the-University-Graduate-Research-Students.pdf>)

## APPLICATION FOR LATE REGISTRATION FOR GRADUATE RESEARCH STUDENTS

### Attention:

Registrar's Office (Graduate Studies Section)  
National University of Singapore  
University Hall, Lee Kong Chian Wing  
#UHL-04-01, 21 Lower Kent Ridge Road  
Singapore 119077

### \* Registrar's Office Operating Hours:

Monday to Thursday : 8.30 am to 6.00 pm  
Friday : 8.30 am to 5.30 pm  
Lunch hour : 1.00 pm to 2.00 pm  
Weekends & Public Holiday : Closed

Email: [GDregistration@nus.edu.sg](mailto:GDregistration@nus.edu.sg)

### NOTES:

1. This form is applicable only for Graduate **research** students who are unable to report for registration at the time slot stipulated in the admission offer letter and/or registration guide. Please complete this form and return it to the Registrar's Office by post or email as indicated above.
2. For graduate **coursework** and NGS students, please contact the respective Faculty/School administrator on such requests. Refer to your admission offer letter for your Faculty/School administrator's contact details.
3. All applications must reach Registrar's Office at least 2 weeks before the scheduled date of your registration.
4. Applications will be subject to approval.

### PARTICULARS

Name : \_\_\_\_\_

Email Address : \_\_\_\_\_

Mobile / Telephone Number : \_\_\_\_\_

Faculty / Department Offered  
(**Example:** Faculty of Science / Dept. of Physics) : \_\_\_\_\_

Programme Offered  
(**Example:** Doctor of Philosophy) : \_\_\_\_\_

### REASON(S) FOR REQUESTING LATE REGISTRATION (Please attach documentary if possible)

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Tentative date(s) that you can come for late registration at the Registrar's Office during office operating hours \*. Please provide date(s) in the following format (DD/MM/YYYY):

\_\_\_\_\_



## Authorisation Form

### For Collection of Degree Scroll and Complimentary Transcript by PROXY

**Instructions:**

1. The graduate should complete and sign this authorisation form<sup>1</sup>.
2. For verification purposes, the proxy will be required to produce the following documents:
  - the completed and signed authorisation form by the graduate
  - the graduate's NRIC or Passport (a copy is sufficient)
  - the proxy's NRIC or Passport<sup>2</sup>

<b>Graduate's Name</b> (as per NRIC/Passport): <small>Please use BLOCK LETTERS</small>	<b>NRIC/Passport No. and Student No.:</b>
<b>Degree:</b>	<b>Conferment Date:</b>

I authorize the following person to collect my degree scroll and complimentary transcript on my behalf.

<b>Authorized Person's Name</b> (as per NRIC/Passport): <small>Please use BLOCK LETTERS</small>	<b>NRIC/Passport No.<sup>2</sup>:</b>

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*Graduate's Signature*

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*Date (DD/MM/YYYY)*

**Notes:**

1. The graduate may change these arrangements at any time prior to the collection of the degree scroll and complimentary transcript. These changes should be made by contacting NUS Registrar's Office.
2. NRIC/Passport is collected purely for identification purposes.

**Submission of Electronic Thesis & Dissertation (ETD)  
Request for Extension of Restricted Access Option**

This request form must be completed and submitted to the Associate Provost (Graduate Education) for approval through the Head of Department and Dean of Faculty.

To be completed by Student	
Name (Mr/Ms/Miss/Mrs/Mdm/Dr):	Student No.:
Degree:	Department/Faculty:
Thesis Title:	
Year of Graduation:	
Total period of <u>extension</u> already granted for: <input type="checkbox"/> Access Restricted to NUS Intranet for Limited Period; or <input type="checkbox"/> Total Restricted Access for Limited Period - _____.	

In consultation with my supervisor, I request that NUS extend the restricted access option of my electronic thesis for the period as indicated below [**please check box**]:

- ☐ Access Restricted to NUS Intranet for Limited Period - for an additional period from \_\_\_\_\_(mm/yyyy) to \_\_\_\_\_(mm/yyyy)<sup>1</sup>; or
- ☐ Total Restricted Access for Limited Period - for an additional period from \_\_\_\_\_(mm/yyyy) to \_\_\_\_\_(mm/yyyy)<sup>1</sup>

**<sup>1</sup> Each request for extension is for up to a maximum period of 2 years at a time. For further extensions, a new request must be submitted.**

**There must be valid reasons for requesting an extension for restricted access to your thesis. Refer to Notes at the end of the form for reference.** Please specify your reason(s) in detail, attach separate sheet and supporting documents, where applicable):

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\_\_\_\_\_  
Signature of Student

\_\_\_\_\_  
Date

\_\_\_\_\_  
Name and Signature of Supervisor

\_\_\_\_\_  
Date

\_\_\_\_\_  
Name and Signature of Supervisor

\_\_\_\_\_  
Date

\_\_\_\_\_  
Name and Signature of Supervisor

\_\_\_\_\_  
Date

To be completed by Head of Department and Dean of Faculty	
The request for an extension of the period for restricted access (NUS Intranet / Total Restricted Access) to the thesis is [ <b><i>please check box</i></b> ]:	
<input type="checkbox"/> Supported <input type="checkbox"/> Not Supported Comments (if any):          	
_____ Name & Signature of Head	_____ Date
<input type="checkbox"/> Supported <input type="checkbox"/> Not Supported Comments (if any):          	
_____ Name & Signature of Dean	_____ Date

To be completed by Associate Provost (Graduate Education)	
<input type="checkbox"/> Approved <input type="checkbox"/> Not Approved Comments (if any):          	
_____ Name & Signature of Associate Provost (Graduate Education)	_____ Date

**Note:**

There must be valid reasons for requesting an extension for restricted access to your thesis. The reasons include:

- Thesis includes creative work which will be published
- Thesis will be published as a book, a series of articles or as monograph, and release on the Internet will be construed as prior publication
- Thesis contains or might contain proprietary/confidential information which the student/supervisor(s) wants to incorporate into a patent application and has not been done
- Thesis contains third party proprietary/confidential intellectual property (including without limitation to patent(s) and/or software) and has not obtained the relevant consent
- Other reasons which student/supervisor would need to specify on this form

## Authorisation Form

### For Collection of Official Transcript by PROXY

**Instructions:**

1. The graduate should complete and sign this authorisation form<sup>1</sup>.
2. For verification purposes, the proxy will be required to produce the following documents:
  - the completed and signed authorisation form by the graduate
  - the graduate's NRIC or Passport (a copy is sufficient)
  - the proxy's NRIC or Passport<sup>2</sup>

<b>Graduate's Name</b> (as per NRIC/Passport): <small>Please use BLOCK LETTERS</small>	<b>NRIC/Passport No. and Student No.:</b>
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I authorize the following person to:

☐

Request an urgent copy of the official transcript(s) on my behalf.

☐

Collect my official transcript(s) on my behalf.

<b>Authorized Person's Name</b> (as per NRIC/Passport): <small>Please use BLOCK LETTERS</small>	<b>NRIC/Passport No.<sup>2</sup>:</b>
--	---------------------------------------

\_\_\_\_\_  
*Applicant's Signature*

\_\_\_\_\_  
*Date (DD/MM/YYYY)*

**Notes:**

1. The graduate may change these arrangements at any time prior to the collection of the degree scroll and complimentary transcript. These changes should be made by contacting NUS Registrar's Office.
2. NRIC/Passport is collected purely for identification purposes.

# Change in Identity Card (IC)/Passport

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📍 Home (/registrar/)

/ Administrative Policies / Procedures (/registrar/administrative-policies-procedures)

/ Responsibility for Notices/Circulars and Updates of Personal Particulars

(/registrar/administrative-policies-procedures/responsibility-for-notice-circulars-and-updates-of-personal-particulars)

/ Change in Identity Card (IC)/Passport

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## *Important!*

*Any changes in such official documents must be accompanied by documentary proof. We will not be able to update any changes without authentication.*

## What you need to do:

Please bring the original and one copy of the relevant documentary evidence for verification by staff at the Student Service Centre (Level 1, Yusof Ishak House, Kent Ridge Campus) or Bukit Timah Campus Management Office (Block B, Bukit Timah Campus) during office hours. The copy of the documentary evidence will then be forwarded to the Registrar's Office for the necessary updates to your official records.

- **Change in Identity Card (IC)**

This is mainly for Singaporeans and Malaysians.

- **Change in Passport**

This is mainly for international students without identity cards.

## What happens then:

Upon the completion of this verification and update, the Office of Financial Services will be notified accordingly so that the necessary actions with financial effect(s) may be taken.

# Student Feedback

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📍 [Home \(/registrar/\)](#)

[/ Administrative Policies / Procedures \(/registrar/administrative-policies-procedures\)](#)

[/ Undergraduate \(/registrar/administrative-policies-procedures/undergraduate\)](#)

[/ Student Feedback](#)

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Student feedback on teaching is an important element of the University's process for quality assurance of education. The feedback is helpful to the university in the continuous quest for improvements in teaching and thereby enhancing the students' learning experience in NUS.

The online Student Feedback Exercise is usually conducted two weeks before the start of each Semester Examination and one week before the start of the Special Term Examination. In this exercise, the students' privacy is protected with responses not being traceable to specific identities. In addition, instructors will not have access to the student feedback responses until after the examination results have been released.

# Undergraduate

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📍 [Home \(/registrar/\)](/registrar/)

[/ Administrative Policies / Procedures \(/registrar/administrative-policies-procedures\)](/registrar/administrative-policies-procedures/)

[/ Undergraduate](#)

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At all times, students are responsible for understanding and complying with the policies and procedures established by the Senate and the **University administration** (<http://www.nus.edu.sg/about>), including but not limited to the following:

**Acceptance Record** (</registrar/administrative-policies-procedures/undergraduate/acceptance-record>)

**Discipline** (</registrar/administrative-policies-procedures/undergraduate/discipline>)

**Ethics Review of Student Research** (<http://www.nus.edu.sg/irb/>)

**Fees** (</registrar/administrative-policies-procedures/undergraduate/undergraduate-fees>)

**Full-time Students and Employment** (</registrar/administrative-policies-procedures/undergraduate/full-time-students-and-employment>)

**Grading Policy & Examination Process** (</registrar/administrative-policies-procedures/undergraduate/grading-policy-examination-process>)

**Graduation** (</registrar/academic-activities/graduation>)

**Leave of Absence** (</registrar/administrative-policies-procedures/undergraduate/leave-of-absence>)

**Non-Discrimination Statement** (<http://www.nus.edu.sg/legal-information-notices#nondiscrimination>)

**NUS Statutes and Regulations** (</registrar/administrative-policies-procedures/undergraduate/nus-statutes-and-regulations>)

**Responsibility for Notices/Circulars and Updates of Personal Particulars**  
(</registrar/administrative-policies-procedures/undergraduate/responsibility-for-notices-circulars-and-updates-of-personal-particulars>)

**Student Feedback** (</registrar/administrative-policies-procedures/undergraduate/student-feedback>)

**Transcripts and Records** (</registrar/student-records>)

Please click **[here \(/registrar/administrative-policies-procedures/undergraduate/information-and-resources\)](/registrar/administrative-policies-procedures/undergraduate/information-and-resources)** for an A-Z listing of information and resources that would be relevant to Undergraduate students during their course of study at NUS.

The University reserves the right to make any changes deemed necessary in the policies/requirements.



# Fees

📍 [Home \(/registrar/\)](/registrar/)

[/ Administrative Policies / Procedures \(/registrar/administrative-policies-procedures\)](/registrar/administrative-policies-procedures/)

[/ Undergraduate \(/registrar/administrative-policies-procedures/undergraduate\)](/registrar/administrative-policies-procedures/undergraduate/) / Fees

## Fees for Undergraduate Programmes

At present, undergraduate education at NUS is highly subsidized by the Singapore Government, which pays for the bulk of the operating costs besides the infrastructural costs. The University's fees are reviewed and adjusted periodically to reflect the cost of providing education to students. This section covers the following:

### Collapse All -

#### Tuition Grant

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The MOE Tuition Grant is a grant provided by the Government of Singapore to help students manage the costs of full-time tertiary education in Singapore. Eligible Singapore Citizens, Permanent Residents and international students enrolled in full-time undergraduate courses at the autonomous universities may receive it. Singapore Citizens will receive the grant automatically when they commence their studies, while Permanent Residents and international students need to apply for it. Students who apply and accept Tuition Grant offers will only need to pay subsidised fees. The grant amount is differentiated by nationality, with Singapore Citizens receiving the highest level of tuition fee subsidy.

Singapore Citizens need not serve a bond obligation after graduation if they take up a Tuition Grant. Permanent Residents and international students who receive a Tuition Grant are required to work for a Singapore entity for three years upon graduation. Those who do not wish to take up a Tuition Grant and its bond obligation will pay non-subsidised fees throughout their course of study.

Singapore citizens on Public Service Commission (PSC) scholarships or bursaries will be required to undertake a service bond under the terms of such scholarships or bursaries.

All students, regardless of nationality, admitted to the Faculties of Medicine or Dentistry (in the case of Singapore citizens, only those who are not on PSC scholarships or bursaries) will be required to undertake a service bond with the Singapore Ministry of Health for five or six years for Singapore citizens or Singapore Permanent Residents/International students pursuing the medical course respectively, and four or five years for Singapore citizens or Singapore Permanent Residents/International students pursuing the dental course respectively.

If you have further queries after examining the **eligibility guidelines for Tuition Grant (/registrar/docs/info/administrative-policies-procedures/ug-eligibility-guidelines-for-tuition-grant.pdf)**, please refer to **MOE's website (https://tgonline.moe.gov.sg/tgis/normal/index.action)** on **Frequently Asked Questions (FAQs) (https://tgonline.moe.gov.sg/docs/TG-FAQ-AUs.pdf)**, or contact MOE's Tuition Grant Section at:

Tuition Grant Section  
Student Placement and Services Division  
Customer Service Centre (MOE Podium Block)  
Ministry of Education, Singapore  
1 North Buona Vista Drive  
Singapore 138675  
**MOE\_tgonline@moe.gov.sg (mailto:MOE\_tgonline@moe.gov.sg)**

## Tuition Fees

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The current annual tuition fees payable are set out **here (/registrar/docs/info/administrative-policies-procedures/ugtuitioncurrent.pdf)**.

The cohort-based fee system is introduced for the new undergraduate intake of all Faculties/Schools from AY2008/09. Under the cohort-based fee system, tuition fee for an intake cohort of students will be fixed throughout the student's candidature. While fees continue to be reviewed annually and adjustments made as and when necessary with each new cohort of students, each new cohort will know the exact amount of tuition fees they have to pay throughout their candidature. This enables students to better plan for the financing of their undergraduate studies.

National Servicemen who had accepted admission to NUS earlier but plan to register and enroll as a student with the current cohort and beyond will be charged the tuition fees prevailing at the time they accepted their offer of admission. If the National Serviceman does not accept the place first offered and accepts offers to NUS in the subsequent years, he will not be able to enjoy the tuition fee effective in the year of his first offer but will have to pay the tuition fee effective in the latest year of offer which he has accepted. If the National Serviceman accepts the place first offered and successfully changes his course of study in a subsequent year, prior to his enrolment to the University, he will pay the tuition fee of the new course at the rate applicable to the year of the first offer accepted.

## Miscellaneous Student Fees

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Miscellaneous student fees help meet part of the costs incurred by the University in providing services to the student community that are either not covered or only partially covered by the tuition fee and government subsidy. These services include healthcare for students; facilitating student cultural, social and recreational programmes; and maintaining the internal shuttle bus service, IT network and other campus-wide services. All students, whether registered on a full-time or part-time basis, are charged the miscellaneous student fees. These are due at the same time as the tuition fees. The miscellaneous student fees are set out **here** (</registrar/docs/info/administrative-policies-procedures/ug-msf.pdf>).

## Tuition Fee Policy

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The Undergraduate Tuition Fee Policy is instituted to encourage undergraduates to graduate on time within the normal candidature period and have a head start in achieving career success. While the University seeks to give its graduates an edge in the workforce through impactful curriculum and programmes, students are encouraged to exercise personal responsibility on their part in planning their studies/modules well to reap the competitive advantage by graduating on time.

The Undergraduate Tuition Fee Policy, comprising (1) *Tuition Fee Rebate* and (2) *Tuition Fee beyond Normal Candidature*, is applicable to students who are admitted into an undergraduate degree under the modular system<sup>@</sup> in NUS.

<sup>@</sup> Notes:

- *UG students admitted to non-modular faculties namely, Medicine / Dentistry / Law where the programme structure and duration are fixed (except Law DDP students whose 2nd degree is registered with a modular faculty), are excluded.*
- *UG students admitted to Bachelor of Technology Programme and Yale-NUS College are also excluded. The fee policies for these students are managed separately.*

## **(1) Tuition Fee Rebate**

With effect from the admission cohort of AY2014/15 to AY2018/19, a rebate in tuition fees paid in excess of the total fees for the stipulated candidature period for fee rebate may be granted to eligible students who graduate on time within the stipulated candidature period.

A student is eligible for tuition fee rebate if s/he meets all of the following conditions:

- i. Admitted into an undergraduate degree under the modular system<sup>@</sup> in NUS from AY2014/15 to AY2018/19;
- ii. Completed NUS modules during the following period(s):
  - prior to the undergraduate candidature (e.g. NUS iBLOC, NUS H3 subjects, NUS modules taken as NUS High School students, and NUS modules taken under the Polytechnic Advanced Placement Programmes); and/or
  - during Special Terms within the undergraduate candidature;
- iii. Paid tuition fees in excess of the fees for completing the undergraduate degree programme on time in the candidature period applicable for fee rebate.

For more information, please refer to the **FAQ**.

(<https://share.nus.edu.sg/registrar/student/info/FAQ-on-Fee-Rebate-Policy.pdf>)

## **(2) Tuition Fee beyond Normal Candidature**

With effect from the admission cohort of AY2016/2017, students admitted into an undergraduate degree under the modular system<sup>@</sup> in NUS and who take longer than the **normal candidature period** ([/registrar/academic-information-policies/undergraduate-students/continuation-and-graduation-](#)

**requirements#NormalCandidature)** to complete their degree requirements will have to pay partial non-subsidized fees, culminating in full non-subsidized 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-subsidized semestral fees. To mitigate the impact of higher fees, the University undertakes to charge affected students only a proportion of the **full non-subsidized semestral fees pro-rated based on the MCs** 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 subsidized 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 STUDENT'S SEMESTER WORKLOAD OF X-MC
Single degree students	1 <sup>st</sup>	'Full^ semestral <sup>#</sup> fees X Workload%*' <b>capped at</b> 'Subsidised semestral <sup>#</sup> fees X <b>120%</b> '
	2 <sup>nd</sup>	'Full^ semestral <sup>#</sup> fees X Workload%*' <b>capped at</b> 'Subsidised semestral <sup>#</sup> fees X <b>150%</b> '
	3 <sup>rd</sup> onwards	Full^ semestral <sup>#</sup> fees X Workload%*
Double degree students	1 <sup>st</sup>	'Full^ semestral <sup>#</sup> fees X Workload%*' <b>capped at</b> 'Subsidised 9 <sup>th</sup> /10 <sup>th</sup> +semestral <sup>#</sup> fees X <b>120%</b> '
	2 <sup>nd</sup>	'Full^ semestral <sup>#</sup> fees X Workload%*' <b>capped at</b> 'Subsidised 9 <sup>th</sup> /10 <sup>th</sup> +semestral <sup>#</sup> fees X <b>150%</b> '
	3 <sup>rd</sup> onwards	Full^ semestral <sup>#</sup> fees X Workload%*

*^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 \(/registrar/docs/info/administrative-policies-procedures/ugtuitioncurrent.pdf\)](#)).*

*#Semestral fees refer to half of annual tuition fees set out in the undergraduate fees table (refer [here \(/registrar/docs/info/administrative-policies-procedures/ugtuitioncurrent.pdf\)](#)).*

*\*Given that the student reads  $x$ -MC of modules in the semester concerned, the 'Workload%' is capped at 100% if  $x$  exceeds 20MCs and  $x^{MC}/20MC$  if otherwise, for fee computation purposes, i.e., tuition fee is pro-rated for workload  $< 20MCs$ .*

*\*9th semester for DDP (single honours) and 10th semester for DDP (double honours) (refer [here \(/registrar/academic-information-policies/undergraduate-students/continuation-and-graduation-requirements#NormalCandidature\)](#)).*

Students who register for module(s) in the Special Term immediately following the expiry of their normal candidature period will continue to pay subsidised fees on a per module 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 MCs read.

For more information, please refer to the **FAQ** (<https://share.nus.edu.sg/registrar/student/info/FAQ-on-Tuition-Fee-beyond-Normal-Candidature.pdf>).

## Fee Payment Procedures

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### The Office of Finance

(<http://www.nus.edu.sg/finance/NoticeonPaymentofFees.html>) publishes information on deadlines for fee payments and modes of fee payment. The Office will send an email notification to students, at students' NUS email accounts, to view their Student Bill online at least 2 weeks before the scheduled deadline for fee payment.

## Late and Partial Payment Penalties

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Students who do not meet fee payment deadlines stipulated by the **Office of Finance** (<http://www.nus.edu.sg/finance/NoticeonPaymentofFees.html>), may incur penalty fees. If fees are not paid, or only partially paid, by the due date indicated in the bill, a late fee will be stipulated. Should fees remain outstanding after the relevant fee payment deadline, the University reserves the right to suspend academic rights and privileges, including to withhold degree conferment certifications. In addition, students with overdue fees may have their candidature of study terminated.

## Refund Policy

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Students who 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 refund will generally not be considered.

## Financial Assistance

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The University is committed to providing a quality education for all our students and to ensuring that no deserving student is denied admissions because of financial difficulty. Needy students can apply for financial aid which will be offered if they meet the eligibility criteria. Financial aid will be in the form of a financial aid package which may comprise a combination of loans, bursary, and work-study assistance. Students who are in need of financial assistance should approach the **Office of Admissions** (<http://www.nus.edu.sg/oam/financialaid/>), which oversees matters pertaining to student financial aid.

The University administers awards, which besides recognizing and rewarding academic excellence and scholarly achievements, also help defray the costs of a University education. For a listing of such awards and respective terms and conditions, please refer **here** (<http://www.nus.edu.sg/oam/scholarships.html>).



# Graduation

Home (/registrar/) / Academic Activities (/registrar/academic-activities) / Graduation

Collapse All -

## Apply for Graduation

### Undergraduate Students

If you are an undergraduate student in a modular faculty who expects to graduate at the end of a particular semester, you must 'Apply for Graduation' (AFG) via **myEduRec** (<https://myedurec.nus.edu.sg/psp/cs90prd/?cmd=login>) at the start of that semester during the stipulated period.

If you do not do so, and have not obtained approval to continue with your undergraduate degree programme, your home faculty will complete the AFG process on your behalf.

### Graduate Students

For **Graduate (Coursework)** students, your Faculty/School/Institute will apply for graduation for you when you are completing the course requirements in a particular semester. Should you have any questions on your graduation status, please contact your programme/subject advisor at the Faculty/School/Institute directly.

For **Graduate (Research)** students, Registrar's Office will apply for graduation for you once you submit your final approved thesis electronically. Please email [gdhelp@nus.edu.sg](mailto:gdhelp@nus.edu.sg) (<mailto:gdhelp@nus.edu.sg>) should you have any questions regarding your graduation status.

## Degree Conferment

Degrees are conferred by the Chancellor throughout the year. You will be conferred when you have completed all necessary requirements pertaining to your respective degree(s). You are considered as graduated only after you have been conferred your degree(s).

The table below shows the conferment dates for the different categories of degrees.

	CATEGORY	DATE(S) ON WHICH DEGREES ARE CONFERRED

	CATEGORY	DATE(S) ON WHICH DEGREES ARE CONFERRED
1	Graduate Coursework and Graduate Research degrees, and Master of Medicine degree	At the end of every month, as and when students complete all necessary requirements
2	Undergraduate degrees (excluding MBBS and BDS degrees)	31 January (end of Semester 1); <b>or</b>  30 June (end of Semester 2); <b>or</b>  31 August (end of Special Term 2)
3	Bachelor of Dental Surgery degree (BDS)	30 June; <b>or</b>  31 January (supplementary pass only)
4	Bachelor of Medicine, Bachelor of Surgery degree (MBBS)	30 April; <b>or</b>  31 January (supplementary pass only)

The conferment date will be stated in your Conferment Letter, Degree Scroll and Official Academic Transcript.

## Conferment Letter

Upon completing all the requirements of your degree, you will receive an official Conferment Letter from the Registrar. This letter will be electronically sent to your NUS lifelong email account within 3 working days of the conferment date. **No hardcopy of the degree conferment letter will be issued.**

You may use this conferment letter to show that you have completed your degree requirements, especially in the period before receiving your degree scroll.

## Important Actions for Conferred Students

### **Collection of Degree Scroll and Transcript**

Upon conferment of a degree, you will be issued a degree scroll and a complimentary copy of the academic transcript. Please check the details of the collection schedule at the **Degree Scrolls (/registrar/student-records/degree-scrolls)** webpage.

If you need additional copies of the academic transcript, please refer to the **Transcripts (/registrar/student-records/transcripts)** website for more details.

Your **degree scroll and academic transcript will be withheld if there is a “Hold” on your record.** You can log in to **myEduRec** (<https://myedurec.nus.edu.sg/psp/cs90prd/?cmd=login>) within the next 30 days to check for any “Hold(s)” and contact the relevant Office to work out the necessary rectification.

### **Student Card**

As your candidature with the University has expired, please return your NUS Student Card to the Student Service Centre (Yusof Ishak House Level 1, No. 31 Lower Kent Ridge Road, Singapore 119078) within two weeks from the End Course Date. Alternatively, you may also destroy the card (by cutting it into pieces) and discard it.

### **Email & NUSNET Account**

Your student email account (userid@u.nus.edu) will be lifelong upon your graduation. Your NUSNET ID which enables access to various systems, including the **myEduRec** (<https://myedurec.nus.edu.sg/psp/cs90prd/?cmd=login>), online storage (e.g. OneDrive), IM (e.g. Lync) will be terminated 30 days after your conferment date. Please back up the files which you have retained in your OneDrive, if applicable, as soon as possible. If you have any difficulties with accesses, please contact [itcare@nus.edu.sg](mailto:itcare@nus.edu.sg) (<mailto:itcare@nus.edu.sg>).

For students with credit balances in their student accounts, please ensure that you have updated your Credit Bank Account details in **myEduRec** (<https://myedurec.nus.edu.sg/psp/cs90prd/?cmd=login>) so that a refund can be made to you in due course. Should you face any difficulty with the updating, please send an email to [ofnbox3@nus.edu.sg](mailto:ofnbox3@nus.edu.sg) (<mailto:ofnbox3@nus.edu.sg>) along with your student ID.

### **Surrender of Student's Pass and Spouse/Child Social Visit Pass to Singapore Immigration & Checkpoints Authority (ICA)**

According to the conditions stated by the Singapore Immigration & Checkpoints Authority (ICA), an international student holding a Student's Pass who has graduated from his/her course of study **must surrender it for cancellation within 7 days of the date of cessation of studies** as he/she is no longer eligible to hold the Student's Pass.

Please refer to the **ICA website** (<https://www.ica.gov.sg/pass/studentpass/cancellation>) for information on how to surrender the Student's Pass either in person\*, or at the checkpoint when leaving Singapore.

\*Note:

- **Entry into the ICA Building strictly for selected services and by appointment only** (<https://www.ica.gov.sg/covid-19/icab>)
- To surrender the Student's Pass in person at ICA Building, students need to **click here** (<https://go.gov.sg/ica-services>) to submit a request for urgent services at ICA Building. Only those who receive an approval appointment letter will be granted entry into the ICA Building.

- Student who are unable to access the ICA premises can fill up the **UG/GD Online Enquiry Form** (<http://www.nus.edu.sg/registrar/about-us/our-contacts#OnlineEnquiries>) to request for assistance for the University to cancel their student's pass online on their behalf.

Graduating students who intend to look for a job in Singapore may apply for a Long Term Visit Pass valid for one year and which is non-renewable. They are advised to apply **online** ([https://www.ica.gov.sg/apply/LTVP/apply\\_LTVP\\_who/graduate-from-an-institute-of-higher-learning-seeking-employment-in-singapore](https://www.ica.gov.sg/apply/LTVP/apply_LTVP_who/graduate-from-an-institute-of-higher-learning-seeking-employment-in-singapore)) once they have completed all graduation requirements (i.e. upon release of examination results), to factor in the expected delay in processing time.

**Graduating international students are reminded that they need to be on a valid pass to remain in Singapore at all times.**

If your spouse/child is holding a social visit pass sponsored by the University, the University's sponsorship will cease upon the completion of your full-time studies. Please surrender the social visit pass to ICA within 7 days from the date of conferment.

## Important Information for Conferred Students

### Graduation Employment Survey

Graduating students will be sent a link to the annual Graduate Employment Survey 6 – 12 months after conferment. Please refer to the **Ministry of Education's** (<https://www.moe.gov.sg/education/post-secondary#universities>) website for more information. We greatly appreciate your participation as your response provides feedback on NUS' policies, programmes, and employment prospects of our graduates.

### On-going Support for your Career Aspirations

Achieving your career ambitions requires a lifelong journey of personal growth, continued learning, job transitioning and accruing of responsibilities. The Centre for Future-ready Graduate (CFG) is here to support you. Download the **CFG Career Services for Alumni** (<http://nus.edu.sg/cfg/sites/default/files/documents/CFG%20Career%20Services%20for%20Alumni.pdf>) guide to start accessing our job portal and professional services.

### Staying Connected with NUS

The **NUS Office of Alumni Relations** (<http://www.nus.edu.sg/alumnet/>) serves as a link between our alumni and the University. As an alumnus, you will be receiving the following benefits:

- **Invitations to alumni events** (<http://www.nus.edu.sg/alumnet/events>)

Receive invitations to homecomings, concerts, talks, movie screenings and more. These are opportunities to network with and meet other alumni who share common interests.

*P.S. Save the date for **NUS Day of Service** (<http://nus.edu.sg/alumnet/events/DOS/home>), an annual event on every first Saturday of September and give back to our community!*

- **Receive quarterly e-magazines**

Receive **The AlumNUS** magazine (<http://nus.edu.sg/alumnet/thealumnus/>) EDMs and communications to update you on key developments in the University.

- **AlumNUS privilege card**

Download the NUS Virtual Card application and login with your lifelong email to access your personalized AlumNUS e-card. With your e-identity, enjoy a wide range of privileges exclusively for alumnus of NUS such as complimentary access to all NUS Libraries and a host of benefits and discounts on campus and island wide through over **100 participating merchants** (<http://nus.edu.sg/alumnet/alumnuscard>).

- **Usage of the Shaw Foundation Alumni House (SFAH) (<http://nus.edu.sg/alumnet/alumnihouse>)**

Situated on 11 Kent Ridge Drive, SFAH is alumni's home on campus. Enjoy our cosy F&B outlets and complimentary use of facilities including meeting rooms and workstations.

Please follow us on our new **Instagram** ([https://www.instagram.com/nus\\_alumni/](https://www.instagram.com/nus_alumni/)) account. For enquiries, you can email [oarconnect@nus.edu.sg](mailto:oarconnect@nus.edu.sg) (<mailto:oarconnect@nus.edu.sg>).

### **Library Membership**

The library membership of students who have completed their studies and graduated ceases with the release of examination results. However, you can apply for an external library membership as an alumnus. Please check the details at the **Library** (<https://libportal.nus.edu.sg/frontend/web/about-nus-libraries/membership>) website.

### **Tertiary Student EZ-link Card**

If you hold the Tertiary Student EZ-link Card, you will not be eligible for concessionary travel upon the conferment of your degree. Please refer to the **Transit Link** (<https://www.transitlink.com.sg/PSdetail.aspx?ty=art&Id=72>) website for more information.

### **Fulfillment of MOE Tuition Grant / Service Obligation Scheme**

Graduating students who are Singapore Permanent Residents or international students and have received the MOE Tuition Grant or have taken up the MOE Service Obligation Scheme will be contractually obliged to work for Singapore-based companies for 3 years upon graduation. Information on fulfillment of the tuition grant bond is available at the **Ministry of Education Tuition Grant** (<https://tgonline.moe.gov.sg/tgis/normal/studentViewTuitionGrantSubsidyInfo.action>) webpage. You are encouraged to stay in Singapore to seek employment with a valid pass issued by ICA and update your latest contact details at **MOE TGonline** (<https://tgonline.moe.gov.sg/tgis/secure/loginStudent.action>).

## **Commencement Ceremony**

Commencement is a University-wide event held annually in the month of July. Commencement each year is meant for students who have completed their studies, and been conferred their degrees between 1 July of the preceding calendar year and 30 June of the current calendar year, both dates inclusive.

You will be issued your **degree scroll(s)** (</registrar/student-records/degree-scrolls>) and complimentary **official academic transcript(s)** (</registrar/student-records/transcripts/official-transcripts>) during your commencement ceremony.

Please refer to the **Commencement** (<http://nus.edu.sg/commencement/>) webpage for more details from March onwards.

# Our Contacts

📍 [Home \(/registrar/\)](#) / [About Us \(/registrar/about-us\)](#) / [Our Contacts](#)

## For over-the-counter services:

Please note that Student Service Centre has revised their operating hours wef 6 April 2020.

Please refer to SSC website

**<http://nus.edu.sg/osa/student-services/ssc>**  
**(<http://nus.edu.sg/osa/student-services/ssc>)** for more details.

Office of Student Affairs  
 Student Service Centre  
 Yusof Ishak House, Level 1  
 31 Lower Kent Ridge Road  
 Singapore 119078

Telephone: (65) 6516 1177

Email: **[www.askstudentservice.nus.edu.sg](http://www.askstudentservice.nus.edu.sg)**  
**(<http://www.askstudentservice.nus.edu.sg/>)**

Web: **<http://nus.edu.sg/osa/>**  
**(<http://nus.edu.sg/osa/>)**

## Degree Scrolls (/registrar/student-records/degree-scrolls) and Transcripts (/registrar/student-records/transcripts)

Telephone: (65) 6516 2304

Email: **[transcript@nus.edu.sg](mailto:transcript@nus.edu.sg)**  
**(<mailto:transcript@nus.edu.sg>)**

## Undergraduate Registration

Telephone: (65) 6516 6269

Email: **[ugregistration@nus.edu.sg](mailto:ugregistration@nus.edu.sg)**  
**(<mailto:ugregistration@nus.edu.sg>)**

## Non-Graduating Registration / Programme

Telephone: (65) 6516 1476

Email: **[nghelp@nus.edu.sg](mailto:nghelp@nus.edu.sg)**  
**(<mailto:nghelp@nus.edu.sg>)**

## **Graduate Research Registration**

Telephone: (65) 6516 2302

Email: [gdregistration@nus.edu.sg](mailto:gdregistration@nus.edu.sg)  
(<mailto:gdregistration@nus.edu.sg>)

## **Undergraduate / Graduate Studies Section**

Telephone: (65) 6516 2302

For UG/GD Enquiries, please submit Online Enquiry Form [here](#)

## **Examinations**

Telephone: (65) 6516 6269

Email: [examinations@nus.edu.sg](mailto:examinations@nus.edu.sg) (<mailto:examinations@nus.edu.sg>)

## **Qualifying English Test (QET)**

Telephone: (65) 6516 6269

Email: [qet@nus.edu.sg](mailto:qet@nus.edu.sg)  
(<mailto:qet@nus.edu.sg>)


## **Diagnostic English Test (DET)**

Telephone: (65) 6516 6269

Email: [det@nus.edu.sg](mailto:det@nus.edu.sg)  
(<mailto:det@nus.edu.sg>)



# Student Records

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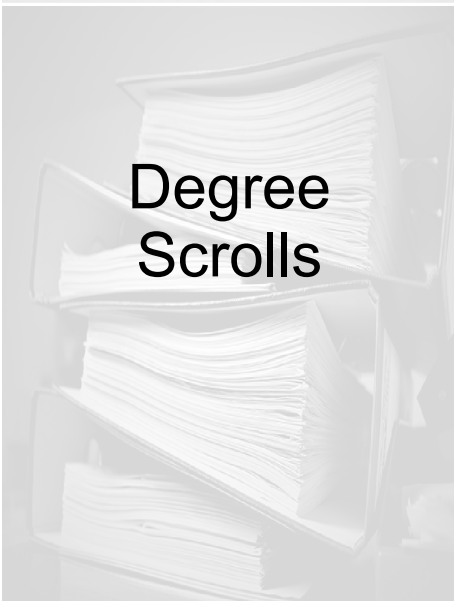
**Student  
Statistics**



**Certification  
and Status  
Letters**



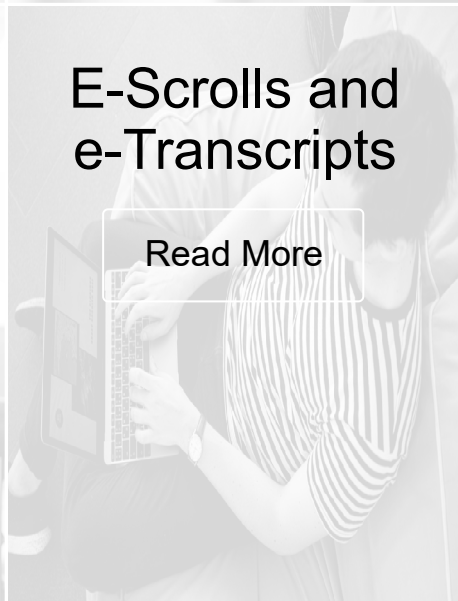
**Degree  
Verification**



**Degree  
Scrolls**



**Transcripts**



**E-Scrolls and  
e-Transcripts**

[Read More](#)








# Student Statistics

📍 [Home \(/registrar/\)](#) / [Student Records \(/registrar/student-records\)](#) / [Student Statistics](#)

## STUDENT ENROLMENT STATISTICS








### Undergraduate Studies

Academic Years:










- [2019/2020 \(/registrar/docs/info/student-statistics/enrolment-statistics/undergraduate-studies/ug-enrol-20192020.pdf\)](/registrar/docs/info/student-statistics/enrolment-statistics/undergraduate-studies/ug-enrol-20192020.pdf) 
- [2018/2019 \(/registrar/docs/info/student-statistics/enrolment-statistics/undergraduate-studies/ug-enrol-20182019.pdf\)](/registrar/docs/info/student-statistics/enrolment-statistics/undergraduate-studies/ug-enrol-20182019.pdf) 
- [2017/2018 \(/registrar/docs/info/student-statistics/enrolment-statistics/undergraduate-studies/ug-enrol-20172018.pdf\)](/registrar/docs/info/student-statistics/enrolment-statistics/undergraduate-studies/ug-enrol-20172018.pdf) 
- [2016/2017 \(/registrar/docs/info/student-statistics/enrolment-statistics/undergraduate-studies/ug-enrol-20162017.pdf\)](/registrar/docs/info/student-statistics/enrolment-statistics/undergraduate-studies/ug-enrol-20162017.pdf) 
- [2015/2016 \(/registrar/docs/info/student-statistics/enrolment-statistics/undergraduate-studies/ug-enrol-20152016.pdf\)](/registrar/docs/info/student-statistics/enrolment-statistics/undergraduate-studies/ug-enrol-20152016.pdf) 
- [2014/2015 \(/registrar/docs/info/student-statistics/enrolment-statistics/undergraduate-studies/ug-enrol-20142015.pdf\)](/registrar/docs/info/student-statistics/enrolment-statistics/undergraduate-studies/ug-enrol-20142015.pdf) 
- [2013/2014 \(/registrar/docs/info/student-statistics/enrolment-statistics/undergraduate-studies/ug-enrol-20132014.pdf\)](/registrar/docs/info/student-statistics/enrolment-statistics/undergraduate-studies/ug-enrol-20132014.pdf) 










### Graduate Studies

Academic Years:










- [2019/2020 \(/registrar/docs/info/student-statistics/enrolment-statistics/graduate-studies/gd-enrol-20192020.pdf\)](/registrar/docs/info/student-statistics/enrolment-statistics/graduate-studies/gd-enrol-20192020.pdf) 
- [2018/2019 \(/registrar/docs/info/student-statistics/enrolment-statistics/graduate-studies/gd-enrol-20182019.pdf\)](/registrar/docs/info/student-statistics/enrolment-statistics/graduate-studies/gd-enrol-20182019.pdf) 
- [2017/2018 \(/registrar/docs/info/student-statistics/enrolment-statistics/graduate-studies/gd-enrol-20172018.pdf\)](/registrar/docs/info/student-statistics/enrolment-statistics/graduate-studies/gd-enrol-20172018.pdf) 
- [2016/2017 \(/registrar/docs/info/student-statistics/enrolment-statistics/graduate-studies/gd-enrol-20162017.pdf\)](/registrar/docs/info/student-statistics/enrolment-statistics/graduate-studies/gd-enrol-20162017.pdf) 
- [2015/2016 \(/registrar/docs/info/student-statistics/enrolment-statistics/graduate-studies/gd-enrol-20152016.pdf\)](/registrar/docs/info/student-statistics/enrolment-statistics/graduate-studies/gd-enrol-20152016.pdf) 
- [2014/2015 \(/registrar/docs/info/student-statistics/enrolment-statistics/graduate-studies/gd-enrol-20142015.pdf\)](/registrar/docs/info/student-statistics/enrolment-statistics/graduate-studies/gd-enrol-20142015.pdf) 
- [2013/2014 \(/registrar/docs/info/student-statistics/enrolment-statistics/graduate-studies/gd-enrol-20132014.pdf\)](/registrar/docs/info/student-statistics/enrolment-statistics/graduate-studies/gd-enrol-20132014.pdf) 










## STUDENT ENROLMENT STATISTICS

- 2012/2013 (/registrar/docs/info/student-statistics/enrolment-statistics/undergraduate-studies/ug-enrol-20122013.pdf) 
- 2011/2012 (/registrar/docs/info/student-statistics/enrolment-statistics/undergraduate-studies/ug-enrol-20112012.pdf) 
- 2010/2011 (/registrar/docs/info/student-statistics/enrolment-statistics/undergraduate-studies/ug-enrol-20102011.pdf) 
- 2009/2010 (/registrar/docs/info/student-statistics/enrolment-statistics/undergraduate-studies/ug-enrol-20092010.pdf) 
- 2008/2009 (/registrar/docs/info/student-statistics/enrolment-statistics/undergraduate-studies/ug-enrol-20082009.pdf) 
- 2007/2008 (/registrar/docs/info/student-statistics/enrolment-statistics/undergraduate-studies/ug-enrol-20072008.pdf) 
- 2006/2007 (/registrar/docs/info/student-statistics/enrolment-statistics/undergraduate-studies/ug-enrol-20062007.pdf) 
- 2005/2006 (/registrar/docs/info/student-statistics/enrolment-statistics/undergraduate-studies/ug-enrol-20052006.pdf) 
- 2004/2005 (/registrar/docs/info/student-statistics/enrolment-statistics/undergraduate-studies/ug-enrol-20042005.pdf) 



- 2012/2013 (/registrar/docs/info/student-statistics/enrolment-statistics/graduate-studies/gd-enrol-20122013.pdf) 
- 2011/2012 (/registrar/docs/info/student-statistics/enrolment-statistics/graduate-studies/gd-enrol-20112012.pdf) 
- 2010/2011 (/registrar/docs/info/student-statistics/enrolment-statistics/graduate-studies/gd-enrol-20102011.pdf) 
- 2009/2010 (/registrar/docs/info/student-statistics/enrolment-statistics/graduate-studies/gd-enrol-20092010.pdf) 
- 2008/2009 (/registrar/docs/info/student-statistics/enrolment-statistics/graduate-studies/gd-enrol-20082009.pdf) 
- 2007/2008 (/registrar/docs/info/student-statistics/enrolment-statistics/graduate-studies/gd-enrol-20072008.pdf) 
- 2006/2007 (/registrar/docs/info/student-statistics/enrolment-statistics/graduate-studies/gd-enrol-20062007.pdf) 
- 2005/2006 (/registrar/docs/info/student-statistics/enrolment-statistics/graduate-studies/gd-enrol-20052006.pdf) 
- 2004/2005 (/registrar/docs/info/student-statistics/enrolment-statistics/graduate-studies/gd-enrol-20042005.pdf) 

## STUDENT ENROLMENT STATISTICS

- 2003/2004 (/registrar/docs/info/student-statistics/enrolment-statistics/undergraduate-studies/ug-enrol-20032004.pdf) 
- 2002/2003 (/registrar/docs/info/student-statistics/enrolment-statistics/undergraduate-studies/ug-enrol-20022003.pdf) 
- 2001/2002 (/registrar/docs/info/student-statistics/enrolment-statistics/undergraduate-studies/ug-enrol-20012002.pdf) 
- 2000/2001 (/registrar/docs/info/student-statistics/enrolment-statistics/undergraduate-studies/ug-enrol-20002001.pdf) 
- 1999/2000 (/registrar/docs/info/student-statistics/enrolment-statistics/undergraduate-studies/ug-enrol-19992000.pdf) 
- 1998/1999 (/registrar/docs/info/student-statistics/enrolment-statistics/undergraduate-studies/ug-enrol-19981999.pdf) 
- 1997/1998 (/registrar/docs/info/student-statistics/enrolment-statistics/undergraduate-studies/ug-enrol-19971998.pdf) 
- 1996/1997 (/registrar/docs/info/student-statistics/enrolment-statistics/undergraduate-studies/ug-enrol-19961997.pdf) 
- 1995/1996 (/registrar/docs/info/student-statistics/enrolment-statistics/undergraduate-studies/ug-enrol-19951996.pdf) 

- 2003/2004 (/registrar/docs/info/student-statistics/enrolment-statistics/graduate-studies/gd-enrol-20032004.pdf) 
- 2002/2003 (/registrar/docs/info/student-statistics/enrolment-statistics/graduate-studies/gd-enrol-20022003.pdf) 
- 2001/2002 (/registrar/docs/info/student-statistics/enrolment-statistics/graduate-studies/gd-enrol-20012002.pdf) 
- 2000/2001 (/registrar/docs/info/student-statistics/enrolment-statistics/graduate-studies/gd-enrol-20002001.pdf) 
- 1999/2000 (/registrar/docs/info/student-statistics/enrolment-statistics/graduate-studies/gd-enrol-19992000.pdf) 
- 1998/1999 (/registrar/docs/info/student-statistics/enrolment-statistics/graduate-studies/gd-enrol-19981999.pdf) 
- 1997/1998 (/registrar/docs/info/student-statistics/enrolment-statistics/graduate-studies/gd-enrol-19971998.pdf) 
- 1996/1997 (/registrar/docs/info/student-statistics/enrolment-statistics/graduate-studies/gd-enrol-19961997.pdf) 
- 1995/1996 (/registrar/docs/info/student-statistics/enrolment-statistics/graduate-studies/gd-enrol-19951996.pdf) 

## STUDENT ENROLMENT STATISTICS

- 1994/1995 (/registrar/docs/info/student-statistics/enrolment-statistics/undergraduate-studies/ug-enrol-19941995.pdf) 
- 1994/1995 (/registrar/docs/info/student-statistics/enrolment-statistics/graduate-studies/gd-enrol-19941995.pdf) 

## GRADUATE STATISTICS

### First Degree Graduates

Graduation Years:

- 2018/2019 (/registrar/docs/info/student-statistics/first-degree-graduates/graduation-years/ug-grad-20182019.pdf) 
- 2017/2018 (/registrar/docs/info/student-statistics/first-degree-graduates/graduation-years/ug-grad-20172018.pdf) 
- 2016/2017 (/registrar/docs/info/student-statistics/first-degree-graduates/graduation-years/ug-grad-20162017.pdf) 
- 2015/2016 (/registrar/docs/info/student-statistics/first-degree-graduates/graduation-years/ug-grad-20152016.pdf) 
- 2014/2015 (/registrar/docs/info/student-statistics/first-degree-graduates/graduation-years/ug-grad-20142015.pdf) 
- 2013/2014 (/registrar/docs/info/student-statistics/first-degree-graduates/graduation-years/ug-grad-20132014.pdf) 
- 2012/2013 (/registrar/docs/info/student-statistics/first-degree-graduates/graduation-years/ug-grad-20122013.pdf) 

### High Degree Graduates

Graduation Years:

- 2018/2019 (/registrar/docs/info/student-statistics/first-degree-graduates/high-degree-graduates/gd-grad-20182019.pdf) 
- 2017/2018 (/registrar/docs/info/student-statistics/first-degree-graduates/high-degree-graduates/gd-grad-20172018.pdf) 
- 2016/2017 (/registrar/docs/info/student-statistics/first-degree-graduates/high-degree-graduates/gd-grad-20162017.pdf) 
- 2015/2016 (/registrar/docs/info/student-statistics/first-degree-graduates/high-degree-graduates/gd-grad-20152016.pdf) 
- 2014/2015 (/registrar/docs/info/student-statistics/first-degree-graduates/high-degree-graduates/gd-grad-20142015.pdf) 
- 2013/2014 (/registrar/docs/info/student-statistics/first-degree-graduates/high-degree-graduates/gd-grad-20132014.pdf) 
- 2012/2013 (/registrar/docs/info/student-statistics/first-degree-graduates/high-degree-graduates/gd-grad-20122013.pdf) 

## GRADUATE STATISTICS

- 2011/2012 (/registrar/docs/info/student-statistics/first-degree-graduates/graduation-years/ug-grad-20112012.pdf) 
- 2010/2011 (/registrar/docs/info/student-statistics/first-degree-graduates/graduation-years/ug-grad-20102011.pdf) 
- 2009/2010 (/registrar/docs/info/student-statistics/first-degree-graduates/graduation-years/ug-grad-20092010.pdf) 
- 2008/2009 (/registrar/docs/info/student-statistics/first-degree-graduates/graduation-years/ug-grad-20082009.pdf) 
- 2007/2008 (/registrar/docs/info/student-statistics/first-degree-graduates/graduation-years/ug-grad-20072008.pdf) 
- 2006/2007 (/registrar/docs/info/student-statistics/first-degree-graduates/graduation-years/ug-grad-20062007.pdf) 
- 2005/2006 (/registrar/docs/info/student-statistics/first-degree-graduates/graduation-years/ug-grad-20052006.pdf) 
- 2004/2005 (/registrar/docs/info/student-statistics/first-degree-graduates/graduation-years/ug-grad-20042005.pdf) 
- 2003/2004 (/registrar/docs/info/student-statistics/first-degree-graduates/graduation-years/ug-grad-20032004.pdf) 
- 2011/2012 (/registrar/docs/info/student-statistics/first-degree-graduates/high-degree-graduates/gd-grad-20112012.pdf) 
- 2010/2011 (/registrar/docs/info/student-statistics/first-degree-graduates/high-degree-graduates/gd-grad-20102011.pdf) 
- 2009/2010 (/registrar/docs/info/student-statistics/first-degree-graduates/high-degree-graduates/gd-grad-20092010.pdf) 
- 2008/2009 (/registrar/docs/info/student-statistics/first-degree-graduates/high-degree-graduates/gd-grad-20082009.pdf) 
- 2007/2008 (/registrar/docs/info/student-statistics/first-degree-graduates/high-degree-graduates/gd-grad-20072008.pdf) 
- 2006/2007 (/registrar/docs/info/student-statistics/first-degree-graduates/high-degree-graduates/gd-grad-20062007.pdf) 
- 2005/2006 (/registrar/docs/info/student-statistics/first-degree-graduates/high-degree-graduates/gd-grad-20052006.pdf) 
- 2004/2005 (/registrar/docs/info/student-statistics/first-degree-graduates/high-degree-graduates/gd-grad-20042005.pdf) 
- 2003/2004 (/registrar/docs/info/student-statistics/first-degree-graduates/high-degree-graduates/gd-grad-20032004.pdf) 



## GRADUATE STATISTICS

- 2002/2003 (/registrar/docs/info/student-statistics/first-degree-graduates/graduation-years/ug-grad-20022003.pdf) 
- 2001/2002 (/registrar/docs/info/student-statistics/first-degree-graduates/graduation-years/ug-grad-20012002.pdf) 
- 2000/2001 (/registrar/docs/info/student-statistics/first-degree-graduates/graduation-years/ug-grad-20002001.pdf) 
- 1999/2000 (/registrar/docs/info/student-statistics/first-degree-graduates/graduation-years/ug-grad-19992000.pdf) 
- 1998/1999 (/registrar/docs/info/student-statistics/first-degree-graduates/graduation-years/ug-grad-19981999.pdf) 
- 1997/1998 (/registrar/docs/info/student-statistics/first-degree-graduates/graduation-years/ug-grad-19971998.pdf) 
- 1996/1997 (/registrar/docs/info/student-statistics/first-degree-graduates/graduation-years/ug-grad-19961997.pdf) 
- 1995/1996 (/registrar/docs/info/student-statistics/first-degree-graduates/graduation-years/ug-grad-19951996.pdf) 
- 1994/1995 (/registrar/docs/info/student-statistics/first-degree-graduates/graduation-years/ug-grad-19941995.pdf) 
- 2002/2003 (/registrar/docs/info/student-statistics/first-degree-graduates/high-degree-graduates/gd-grad-20022003.pdf) 
- 2001/2002 (/registrar/docs/info/student-statistics/first-degree-graduates/high-degree-graduates/gd-grad-20012002.pdf) 
- 2000/2001 (/registrar/docs/info/student-statistics/first-degree-graduates/high-degree-graduates/gd-grad-20002001.pdf) 
- 1999/2000 (/registrar/docs/info/student-statistics/first-degree-graduates/high-degree-graduates/gd-grad-19992000.pdf) 
- 1998/1999 (/registrar/docs/info/student-statistics/first-degree-graduates/high-degree-graduates/gd-grad-19981999.pdf) 
- 1997/1998 (/registrar/docs/info/student-statistics/first-degree-graduates/high-degree-graduates/gd-grad-19971998.pdf) 
- 1996/1997 (/registrar/docs/info/student-statistics/first-degree-graduates/high-degree-graduates/gd-grad-19961997.pdf) 

# Certification and Status Letters

📍 Home (/registrar/) / Student Records (/registrar/student-records)  
/ Certification and Status Letters

## **Important Note**

Following Singapore's Prime Minister's address to the nation on 3 April 2020 (Friday), NUS has closed most of its facilities to align with the government's circuit breaker measures.

The following services are temporarily not available at Registrar's Office (RO) nor at the respective Student Services Centres (SSC):

1. Issuing Degree Scrolls and complimentary Official Transcripts (including sending by post)
2. Issuing Official Transcripts (including sending by post) – *for all requests from 6 April 2020 onwards*
3. Issuing Certification Letters
4. Issuing hard-copy Student Status Letters

You may wish to contact the Transcript Team at **[transcript@nus.edu.sg](mailto:transcript@nus.edu.sg)** (**<mailto:transcript@nus.edu.sg>**) or 6516 2304 for alternative arrangements or for any further clarification or queries. We will attend to your query(s) as soon as possible. Your patience and understanding is appreciated during this unprecedented time.

Stay safe and healthy everyone!

## Certification Letters (for Alumni only)

Certification Letters are typically issued with the following information:

- name of graduate (at the point of conferment),
- degree (with class of honours, if applicable),
- conferment date, and
- medium of instruction.

If you require a certification letter, please send an email to **[transcript@nus.edu.sg](mailto:transcript@nus.edu.sg)** (**<mailto:transcript@nus.edu.sg>**) and provide the following for verification:

- copy of your NRIC or Passport,



- mailing address (a soft-copy will also be provided), and
- degree title(s) and conferment date(s).

## Student Status Letters (for Current Students only)

*Please note that current students are students who have not yet been conferred their degrees.*

Student Status Letters verify that an individual is currently registered as an NUS student and will contain the necessary supporting information such as the Student Identification Number, Official Name and Academic Programme, among others.

Students may self-generate these from **myEduRec** (<https://myedurec.nus.edu.sg/>). Please refer to **here** (<http://nus.edu.sg/osa/student-services/ssc/admin/student-status-letter>) for more information.

Please note that these letters are computer-generated and do not bear a signature.

For enquiries pertaining to letters, please refer to the **Ask Student Service** portal. If your questions are not covered in the portal, you may contact us at **transcript@nus.edu.sg** (<mailto:transcript@nus.edu.sg>) or 6516 2304.

# Degree Verification

Home (/registrar/) / Student Records (/registrar/student-records) / Degree Verification

The Online Degree Verification Portal is to assist employers, staff of other higher learning institutions or members of the public verify claims to academic qualifications conferred by National University of Singapore (NUS).

Information that can be provided without the graduate's authorisation is verification of the award of an academic qualification. All other requests must be accompanied by proper authorisation and the University is under no obligation, legal or otherwise, to disclose the information.

Notes on using this portal:

- Data regarding graduates who have had their degrees conferred or graduate diplomas awarded have been/will be uploaded as follows:

<b>Bachelor degrees</b>	From Class of 1990	Data of recent graduates will be uploaded by the 10th working day after the date of degree conferment / graduate diploma awarded.
<b>Master/Doctoral degrees</b>	From Class of 1984	
<b>Graduate Diplomas</b>	From Class of 1984	

- Please have the following ready for the online search:
  - Student's Full Name**, and
  - Date of Birth (in DD-MM-YYYY format)**
- A search may not be successful due to numerous reasons, such as:
  - student may have the same name and date of birth with another student; or
  - there is an error in name or date of birth; or
  - the student has not been conferred by the University.
- If a search result is not available, you will be prompted to complete an *Online Verification Request Form* for a manual search to be made.
- Please click **here** (<https://myaces.nus.edu.sg/odvs/index.jsp>) to access the Online Degree Verification Portal (ODVP).

Please send an email to **degverify@nus.edu.sg** (<mailto:degverify@nus.edu.sg>) if you are unable to access the Online Degree Verification Portal (do note that due to large volumes of requests, we may take up to 5 working days to respond to your email).

If you need a detailed official academic transcript, this can be obtained from the graduate (please refer to the **Transcripts (/registrar/student-records/transcripts)** webpage).

### **Verification of Current Students**

If you need to verify that a candidate is currently registered as an NUS student, please request a **Student Status Letter (/registrar/student-records/certification-and-status-letters)** from the student. Please note that these letters are computer-generated and do not bear a signature.

# Degree Scrolls

Home (/registrar/) / Student Records (/registrar/student-records) / Degree Scrolls

Students who have completed all degree requirements and have been conferred their degrees will be issued degree scrolls.

The following FAQs applies to the **Class of 2020**, i.e. those who have graduated/will be graduating from 1 July 2019 to 30 June 2020.

**Collapse All -**

## When will I be conferred of my degree(s)?

Please refer to the table below:

	Completion of Programme in	Conferment Date
Undergraduates and some Graduate by Coursework programmes	AY2018/2019 Special Terms I and II	31 August 2019
	AY2019/AY2020 Semester 1	31 January 2020
	AY2019/AY2020 Semester 2	30 June 2020
MBBS Students	AY2019	30 April 2020

Graduate (by Coursework) and Graduate (by Research)	Monthly	Every last day of the month
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## How can I receive my degree scroll(s)?

-

Hard copy degree scrolls and transcripts are usually distributed during the ceremonies. As the Commencement ceremonies are postponed this year, graduates have the following options:

- Mail to me
- Collect in person (from 1 September- 30 November 2020)

Please login to **myEduRec** (<https://myedurec.nus.edu.sg/>) (*Academics > Commencement Registration*) to indicate your preferred mode of collection when you register your attendance for Commencement.

If you indicate “*Mail to me*” **before 31 July 2020**, postage will be waived.

## Do I need to pay for postage if I request for my degree scroll to be mailed to me?

-

In view of the COVID-19 safe distancing measures, there is a **one-time waiver of postage charges** for the graduates from Class of 2020 if you update your **preferred mode of collection as “*Mail to me*”** in **myEduRec** (<https://myedurec.nus.edu.sg/>) (*Academics > Commencement Registration*) **before 31 July 2020**.

## I want the degree scroll to be mailed to me, but I forgot to indicate my choice in myEduRec (*Academics > Commencement Registration*). What should I do?

You may still login to **myEduRec** (<https://myedurec.nus.edu.sg/>) (*Academics > Commencement Registration*) to indicate your choice.

If you indicate **before 31 July 2020**, postage will be **waived**.

However, if you indicate **after 31 July 2020**, you will need to bear the **postage charges**. The charges for local courier (addresses IN Singapore only) is SGD14.00 and overseas courier (addresses OUTSIDE Singapore) is SGD60.00. Please refer to “Degree Scroll Delivery” below on how to make the payment.

## When I can expect to receive my Degree Scroll if I opted for “Mail to me”?

We will send out your degree scroll(s) and complimentary official transcript(s) progressively (in batches) from early July. You may expect to receive your package from end July. We appreciate your patience and understanding due to the large volume involved.

## Will I receive an e-Degree Scroll?

E-degree scrolls and e-transcripts have been issued to graduates who were conferred their degrees from July 2019 to May 2020. An email containing the e-documents has been sent to your NUS Lifelong email account.

For students who will be conferred on 30 June 2020, your e-degree scroll and e-transcript will be sent to your NUS lifelong email account by end July 2020 latest.

For more information on e-degree scrolls and e-transcripts, please **click here** (<http://www.nus.edu.sg/registrar/student-records/e-degree-scrolls-and-e-transcripts/faqs>).

If you have graduated **before July 2019**, please refer to the following:

### **I did not attend my Commencement ceremony previously and I have not collected my degree scroll yet. Can I collect my degree scroll now?**

Although the Circuit Breaker period has ended, NUS is still practicing safe distancing measures. As such, collecting of degree scrolls in person is not available at the moment.

You may choose for your degree scroll (and complimentary official transcript) to be mailed to you instead.

### **Degree Scroll Delivery**

You may request for the degree scroll and complimentary transcript to be sent to you by courier at a charge. However, the University would not be able to replace the degree scroll should it be lost or irreversibly damaged in the mail. Please note that once your request for delivery by post has been submitted, the payment is non-refundable.

Please submit your request to **transcript@nus.edu.sg** (<mailto:transcript@nus.edu.sg>) with the following information:

- A copy of your NRIC/Passport (for verification purposes)
- Your Name

- Mailing Address
- Contact Number (required for courier service)
- Email Address (for provision of postal tracking number for overseas address only)

Please make payment of **SGD14.00 (for addresses IN Singapore only)** or **SGD60.00 (for addresses OUTSIDE of Singapore)** by one of the following means:

1. Internet Banking

You can make payment by means of Internet Banking if you have a Singapore bank account. Payment can be made with the following details:

<b>Beneficiary's Name</b>	:	National University of Singapore
<b>Bank</b>	:	DBS Bank., Singapore
<b>Bank Code (optional)</b>	:	7171
<b>Account Number</b>	:	032-000-3133
<b>Payment Description/Remarks</b>	:	Please specify that payment is for request for degree scroll(s) postage fee.

All payment must be in Singapore Dollars.

Please submit a copy of the transaction (e.g. screenshot) to **[transcript@nus.edu.sg](mailto:transcript@nus.edu.sg)** (**<mailto:transcript@nus.edu.sg>**). Your request will only be processed after payment is successfully cleared by our bank.

2. Telegraphic Transfer

You can make payment by means of Telegraphic Transfer (TT) if your bank provides TT services. Payment can be made with the following details:

<b>Beneficiary's Name</b>	:	National University of Singapore
<b>Bank</b>	:	DBS Bank Ltd., Singapore
<b>Bank Code</b>	:	7171



<b>Account Number</b>	:	032-000-3133
<b>Branch</b>	:	DBS Great World City
<b>Bank Address</b>	:	DBS Asia Central Marina Bay Financial Centre Tower 3 12 Marina Boulevard Singapore 018982
<b>SWIFT Code for TT</b>	:	DBSSSGSG
<b>Branch Code</b>	:	032
<b>Payment Description/Remarks</b>	:	Please specify that payment is for request for degree scroll(s) and/or postage fee.
<i>Note: This amount does <u>NOT</u> include any administrative fees that may be charged by your bank for TT services.</i>		

All payment must be in Singapore Dollars.

Please submit a copy of the transaction (e.g. screenshot) to **[transcript@nus.edu.sg](mailto:transcript@nus.edu.sg)** (**<mailto:transcript@nus.edu.sg>**). Your request will only be processed after payment is successfully cleared by our bank.

## General questions

### I have lost my degree scroll. Can I get a replacement?

-

The University does not normally issue a replacement degree scroll if the original one is destroyed or misplaced.

Instead, a letter certifying that the student is a graduate of the University will be issued. For information on certification letters, please click **here** (<http://nus.edu.sg/registrar/student-records/certification-and-status-letters>).

## Is there an e-version of the degree scroll? -

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NUS issues electronic degree scrolls/graduate diplomas and official transcripts with effect from December 2019, for graduates only, and from the Class of 2019 onwards.

More information on electronic documents may be found **here** (<http://nus.edu.sg/registrar/student-records/e-degree-scrolls-and-e-transcripts>).

## Where can I get help? -

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For enquiries pertaining to degree scrolls, please refer to the **Ask Student Service** (<https://www.askstudentservice.nus.edu.sg/>) portal. If your questions are not covered in the portal, you may contact us at **transcript@nus.edu.sg** (<mailto:transcript@nus.edu.sg>) or 6516 2304. We will attend to your query(s) as soon as possible. Your patience and understanding is appreciated during this unprecedented time.

For degree verification requests, please click **here** (<http://nus.edu.sg/registrar/student-records/degree-verification>).

# Transcripts

📍 Home (/registrar/) / Student Records (/registrar/student-records) / Transcripts

## **Important Note**

Following Singapore's Prime Minister's address to the nation on 3 April 2020 (Friday), NUS has closed most of its facilities to align with the government's circuit breaker measures.

The following services are temporarily not available at Registrar's Office (RO) nor at the respective Student Services Centres (SSC):

1. Issuing Degree Scrolls and complimentary Official Transcripts (including sending by post)
2. Issuing Official Transcripts (including sending by post) – *for all requests from 6 April 2020 onwards*
3. Issuing Certification Letters
4. Issuing hard-copy Student Status Letters

You may wish to contact the Transcript Team at **[transcript@nus.edu.sg](mailto:transcript@nus.edu.sg)** (**<mailto:transcript@nus.edu.sg>**) or 6516 2304 for alternative arrangements or for any further clarification or queries. We will attend to your query(s) as soon as possible. Your patience and understanding is appreciated during this unprecedented time.

Stay safe and healthy everyone!

The Registrar's Office (RO) prepares, maintains, and permanently retains a record of each student's academic work. The academic transcript is a student's complete and permanent academic record and reflects all the work completed at NUS.

As the transcript contains personal and confidential information, it is issued only to the person named in it or sent to another institution upon the request of the same person. All transcript(s) sent from RO will be placed in a sealed envelope and mailed directly to the institution(s) and/or mailing address provided.

## **NUS Students**

Students who successfully complete their degree requirements will receive a complimentary copy of their academic transcript together with their degree scroll. More information on degree

scrolls may be found at the **Degree Scrolls** (<http://nus.edu.sg/registrar/student-records/degree-scrolls>) webpage.

There are two types of transcripts available:

- **Official Transcripts** (</registrar/student-records/transcripts/official-transcripts>) (for current students and alumni), and
- **Unofficial Transcripts** (</registrar/student-records/transcripts/unofficial-transcripts>) (for current students only).

### **Exchange/Non-Exchange Programme Students**

Non-Graduating (NG) students, that is, students who are studying in NUS on Exchange or Non-Exchange Programmes should refer to this **link** (<https://myportal.nus.edu.sg/studentportal/academics/ng/#transcript>) for information on transcripts.

Students who have completed the programme and wish to apply for additional official transcripts may refer to the **Official Transcripts** (</registrar/student-records/transcripts/official-transcripts>) webpage.

### **Continuing Education Programmes Students**

Students on Continuing Education Programmes may apply for academic transcripts via the **Online Transcript Application** (<https://myaces.nus.edu.sg/transcripts/>) (OTA) portal.

For more information on transcript application, please refer to the **Official Transcripts** (</registrar/student-records/transcripts/official-transcripts>) webpage.

# Official Transcripts

📍 Home (/registrar/) / Student Records (/registrar/student-records)  
/ Transcripts (/registrar/student-records/transcripts) / Official Transcripts

## **Important Note**

Following Singapore's Prime Minister's address to the nation on 3 April 2020 (Friday), NUS has closed most of its facilities to align with the government's circuit breaker measures.

The following services are temporarily not available at Registrar's Office (RO) nor at the respective Student Services Centres (SSC):

1. Issuing Degree Scrolls and complimentary Official Transcripts (including sending by post)
2. Issuing Official Transcripts (including sending by post) – *for all requests from 6 April 2020 onwards*
3. Issuing Certification Letters
4. Issuing hard-copy Student Status Letters

You may wish to contact the Transcript Team at **[transcript@nus.edu.sg](mailto:transcript@nus.edu.sg)** (**<mailto:transcript@nus.edu.sg>**) or 6516 2304 for alternative arrangements or for any further clarification or queries. We will attend to your query(s) as soon as possible. Your patience and understanding is appreciated during this unprecedented time.

Stay safe and healthy everyone!

**Collapse All -**

## **What are Official Transcripts?**

-

Official transcripts are prepared by Registrar's Office and have the University seal imprinted on them. These transcripts are typically accepted for any official transactions such as proof of degree(s), or applications for admissions to academic programmes or employment.

The degree title(s) and conferment date(s) will be reflected on the transcripts only when a student has been officially conferred. Please refer to the **Graduation (/registrar/academic-activities/graduation)** webpage for more information

You will receive a complimentary copy of the Official Transcript upon graduation.

For information on the Transcript Grade Legend, click **here (/registrar/docs/info/administrative-policies-procedures/transcript-information-grade-legend.pdf)**.

## How do I apply for an Official Transcript?

**Note:** Requests for official transcript is suspended until further notice. You may wish to contact the Transcript Team at **transcript@nus.edu.sg (mailto:transcript@nus.edu.sg)** or 6516 2304 for alternative arrangements or for any further clarification or queries. We will attend to your query(s) as soon as possible. Your patience and understanding is appreciated during this unprecedented time.  
You may request for an official transcript at any time of the year.

Please note the following **before** you apply for a transcript:

- **Your academic transcript will be withheld if there is a “Hold” on your record.** You can log in to **myEduRec (https://myedurec.nus.edu.sg/psp/cs90prd/?cmd=login)** to check for any “Hold(s)” and contact the relevant Office to work out the necessary rectification.
- Modules and grades of the current semester can only be reflected on the transcripts from the 11th calendar day after the day of results release (i.e. when the University has finalized all appeals for review of examination results).

During this period, you may print the current semester’s results from **myEduRec (https://myedurec.nus.edu.sg/psp/cs90prd/?cmd=login)**.

- **For all Semester 2 graduating students** (i.e. you have completed all graduation requirements and will be conferred your degree on 30 June), **no official transcripts will be issued from 21 to 30 June.** This is to enable preparation for the Commencement ceremonies in July.

To prove your graduating status during this period, you may generate the following documents from **myEduRec** (<https://myedurec.nus.edu.sg/psp/cs90prd/?cmd=login>):

- a. **Student Status Letters** (/registrar/student-records/certification-and-status-letters)
- b. **Unofficial Transcripts** (/registrar/student-records/transcripts/unofficial-transcripts)

- As payments for successful applications are **non-refundable**, please ensure you require an official transcript before you apply.
- Please apply for the official transcript via the **Online Transcript Application** (<https://myaces.nus.edu.sg/transcripts/>) (OTA) portal. Do note that the OTA portal is best viewed with Internet Explorer (IE) and if you are using the latest IE, you may need to add OTA to Compatibility View Settings to view (*Tools > Compatibility View Settings > Add*).

## How would I know if my application was successful?

-

You will receive an auto-generated email to confirm receipt of your **application regardless of successful or unsuccessful payment**. Your application will only be processed if the payment is successful.

Please contact [transcript@nus.edu.sg](mailto:transcript@nus.edu.sg) (<mailto:transcript@nus.edu.sg>) if you do not receive a response regarding the processing status of your transcript 3 working days after the application date.

Uncollected transcripts at the Student Service Centre will be destroyed 3 months from the date of application and you will need to make a new application.

## What programmes are not issued any transcripts?

-

The following programmes are not issued any transcripts:

- Master of Medicine
- Master of Dental Surgery
- Graduate Diploma in Dental Implantology
- Graduate Diploma in Family Medicine
- Graduate Diploma in Family Practice Dermatology
- Graduate Diploma in Geriatric Medicine
- Graduate Diploma in Occupational Medicine

## How much does it cost and how long will it take?

-

**Note:** Requests for official transcript is suspended until further notice. You may wish to contact the Transcript Team at [transcript@nus.edu.sg](mailto:transcript@nus.edu.sg) (<mailto:transcript@nus.edu.sg>) or 6516 2304 for alternative arrangements or for any further clarification or queries. We will attend to your query(s) as soon as possible. Your patience and understanding is appreciated during this unprecedented time.

### Normal Request

For normal requests, each copy of the hardcopy transcript is chargeable at **S\$5.35** (GST included), excluding courier charges:

DEGREE PROGRAMME	PROCESSING TIME
For all degrees conferred prior to 2000	7 working days
For all degrees conferred/awarded from 2000 onwards, and all current students	4 working days



**Notes:**

- Processing time excludes delivery time by courier.
- An additional 2 working days is required during the following peak periods:
  - a. 2 weeks before the start of, and during each examination period
  - b. 2 weeks before the start of, during, and 2 weeks after the end of Commencement

*Please refer to the NUS **Academic Calendar (/registrar/calendar)** for more information on the examination and commencement periods.*

## Urgent Request

**Note:** On-the-spot printing of transcript is currently not available at the respective Student Services Centres.

On-the-spot printing is available at both Student Service Centres (Kent Ridge or Bukit Timah Campus) (refer to OSA **Contact Us (<http://nus.edu.sg/osa/contact-us.html>)** webpage for more details) for the following groups of students only:

- Current NUS students
- Bachelor degrees (those conferred from 2009 onwards)
- Higher degrees/Graduate Diplomas (those conferred/awarded from 2006 onwards)

For urgent requests, the first copy of the transcript is chargeable at **\$10.70** (GST included), and **\$5.35** (GST included) for each additional copy in the same request, excluding courier charges.

## How do I pay for my Official Transcript?

-

You may choose to pay by one of the following modes of payment:

- Electronic Payment (e-Payment)

Payment made by means of debit/credit card or internet banking – *details will be provided via the Online Transcript Application system*. All payment must be made in Singapore currency

- Internet Banking

You can make payment by means of Internet Banking if you have a Singapore bank account. Payment can be made with the following details:

<b>Beneficiary's Name</b>	:	National University of Singapore
<b>Bank</b>	:	DBS Bank., Singapore
<b>Bank Code (optional)</b>	:	7171
<b>Account Number</b>	:	032-000-3133
<b>Payment Description/Remarks</b>	:	Please specify that payment is for request for transcript(s) postage fee.

All payment must be in Singapore Dollars.

- NETS/Cash

NETS and cash payment is available at SSC and SSC-BTC. All payment(s) must be made in Singapore currency.

## How will I receive my Official Transcript?

-

**Note:** Requests for official transcript is suspended until further notice. You may wish to contact the Transcript Team at **[transcript@nus.edu.sg](mailto:transcript@nus.edu.sg)** (**<mailto:transcript@nus.edu.sg>**) or 6516 2304 for alternative arrangements or for any further clarification or queries. We will attend to your query(s) as soon as possible. Your patience and understanding is appreciated during this unprecedented time.

- **In Person/By Proxy**

You may collect your transcripts personally, or authorize a proxy to collect on your behalf from the following:

**Student Service Centre (SSC) at Kent Ridge Campus**

National University of Singapore

Yusof Ishak House (Level 1) – Office of Student Affairs

Collection time:

Monday to Friday: 9.00am – 5.00pm

### **Student Service Centre (SSC-BTC) at Bukit Timah Campus**

469 Bukit Timah Road Block B, MPA-02-02

Singapore 259756

Contact: 6516 8182 or [btcmail@nus.edu.sg](mailto:btcmail@nus.edu.sg) (<mailto:btcmail@nus.edu.sg>)

Collection time:

Monday to Thursday: 9.00am – 5.30pm

Friday: 9.00am – 5.00pm

### **Proof(s) of identity, i.e. NRIC or Passport, is required for collection.**

For verification purposes during collection, the proxy will be required to produce the following documents:

- a. The “**Transcript Collection – Authorization Form**” (please download via **Downloadable Forms (/registrar/downloadable-forms)**), completed and signed by the graduate
- b. A copy of the student/graduate’s NRIC or Passport
- c. The proxy’s NRIC or Passport

#### **• By Courier**

You may also request for the transcript(s) to be sent to you, or directly to an institution, by courier at a charge. However, the University would not be responsible should the transcript be lost or irreversibly damaged in the mail. Please note that once your request for delivery via courier has been submitted, the payment made is non-refundable.

The following are required before your transcripts can be mailed out:

- a. Confirmation of payment (documentary proof must be submitted to Registrar’s Office (RO) or SSC for non-electronic payments)
- b. If your transcript is to be mailed to a stated personal address, you will be required to submit a copy of your NRIC (front and back) or Passport (the personal particulars

page) to RO or SSC for verification purposes. This is in line with the National University of Singapore **Student Data Protection Policy** (</registrar/docs/info/administrative-policies-procedures/nus-student-data-protection-policy-regn.pdf%20>). Quicklinks

#### Estimated Delivery Time and Courier Fees

The following courier charges are based on flat rate for documents <0.5kg, inclusive of prevailing surcharges.

COUNTRY/ REGION	COST (GST INCLUDED)	ESTIMATED DELIVERY TIME (DAYS)
<b>Local Courier Service</b>		
Singapore	S\$14.00	1-2
<b>International Courier Service by FedEx</b>		
Malaysia (including Sabah and Sarawak)	S\$17.95	1-2
Brunei, Vietnam, Macau	S\$29.80	1-2
Indonesia, Philippines, Thailand China, Hong Kong, South Korea, Taiwan Australia, New Zealand, Japan	S\$38.10	1-2
India	S\$51.65	1-2
Bangladesh, Sri Lanka	#Ranges from S\$51.00 to S\$98.00	1-2
Canada, United States of America		1-2
Europe (including United Kingdom)		2-3
Middle East		2-3
Mauritius		2-3

- a. #Exact cost(s) will be reflected in the Online Transcript Application portal*
- b. The delivery time for international courier is an estimate provided by **FedEx** (<http://www.fedex.com/>). Please contact FedEx should you have any queries.*
- c. Items may be subjected to customs inspection (which may result in additional time required for delivery)*
- d. All fees will be rounded up or down to the nearest 5 cents*

## Is there an e-version of the official transcript? -

NUS issues electronic degree scrolls/graduate diplomas and official transcripts with effect from December 2019, for graduates only, and from the Class of 2019 onwards.

More information on electronic documents may be found **here** (</registrar/student-records/e-degree-scrolls-and-e-transcripts>).

## Where can I get help? -

For enquiries pertaining to Degree Scrolls and Academic Transcripts, please refer to the **Ask Student Service** (<https://www.askstudentservice.nus.edu.sg/>) portal first. If your questions are not covered in the portal, you may contact RO Transcript Team at **transcript@nus.edu.sg** (<mailto:transcript@nus.edu.sg>) or 6516 2304. We will attend to your query(s) as soon as possible. Your patience and understanding is appreciated during this unprecedented time.

For information regarding Degree Verification, please click **here** (</registrar/student-records/degree-verification>).

# Unofficial Transcripts

📍 Home (/registrar/) / Student Records (/registrar/student-records)  
/ Transcripts (/registrar/student-records/transcripts) / Unofficial Transcripts

Collapse All -

## What are Unofficial Transcripts? -

The academic transcript is a student's complete and permanent academic record and reflects all work completed at NUS. While the Unofficial Transcript is designed to show similar information as your Official Transcript, it is not considered official because it does not have the official university seal imprinted on it and will not typically be accepted for any official transactions such as applications for admission or as proof of a degree.

In addition, the Unofficial Transcript does not show degree conferment details (i.e., degree conferred, conferment date, Major/Minor/Specialisation obtained) unlike the Official Transcript.

**Unofficial Transcripts are used primarily for student reference and are available only to current students.**

Please note that the **examination results of the current semester can only be printed on the transcript from the 11th calendar day from the day of results release** (i.e. when the University has finalized all appeals for review of examination results).

If you are reading or have read more than one single degree programme within the same Academic Career (e.g. a Master's degree and a PhD), you will see the academic record of all the degree programmes displayed chronologically in the same Unofficial Transcript. However, the academic information of each of the single degree programmes will be printed separately in the Official Transcript.

There is no charge for an Unofficial Transcript.

## How do I get an Unofficial Transcript?

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Unofficial transcripts can be printed from **myEduRec** (<https://myedurec.nus.edu.sg/psp/cs90prd/?cmd=login>).

Please refer to the **Ask Student Service Centre** (<https://www.askstudentservice.nus.edu.sg/>) portal for more information.

## When can I print my Unofficial Transcript?

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Current students can print their transcripts from **myEduRec** (<https://myedurec.nus.edu.sg/psp/cs90prd/?cmd=login>) anytime of the year, except on the day of results release.

Graduating students can still access myEduRec and print their Unofficial Transcripts within 30 days from their official conferment date.

# e-Scrolls and e-Transcripts

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📍 Home (/registrar/) / Student Records (/registrar/student-records)  
/ e-Scrolls and e-Transcripts

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NUS issues electronic degree scrolls/graduate diplomas and official transcripts with effect from December 2019, **for graduates only, and from the Class of 2019 onwards**. The e-documents are available for verification on **OpenCerts** (<https://opencerts.io/>), a **platform based on blockchain technology** (<https://www.smartnation.sg/what-is-smart-nation/initiatives/Digital-Government-Services/opencerts>).

With OpenCerts,




- Graduates need not request for additional transcripts or certified hardcopies of their degree scrolls any longer.
- Graduates can simply share the digital files with third parties such as their prospective employers or other institutes of higher learning together with their applications. The recipient may easily verify the e-documents at the **OpenCerts website** (<https://opencerts.io/>).

More information on OpenCerts can be found **here**  
(<https://www.myskillsfuture.sg/content/portal/en/header/faqs/SkillsPassport.html>).

\*Graduates from the Joint Degree Programmes will receive their OpenCerts e-documents at a later time. Please check back this webpage for updates.



## How It Works (For Graduates)



	<p>You will receive an email (in your NUS Lifelong Email Account) from the Registrar's Office. Download the encrypted <i>OpenCerts file</i> (in .opencert format) in the email into a secured folder.</p> <p>A copy has also been deposited into the <b><i>Skills Passport</i></b> of your individual <b>MySkillsFuture</b> (<a href="https://www.myskillsfuture.sg/content/portal/en/index.html">https://www.myskillsfuture.sg/content/portal/en/index.html</a>) account. <b>Click here (/registrar/student-records/e-degree-scrolls-and-e-transcripts/faqs)</b> for login information.</p>
	<p>To view, drag and drop the <i>OpenCerts file</i> into the viewer on the <b>OpenCerts website</b> (<a href="https://opencerts.io/">https://opencerts.io/</a>).</p>
	<p>To share, send the <i>OpenCerts file</i> and the <b>OpenCerts website link</b> (<a href="https://opencerts.io/">https://opencerts.io/</a>) (<a href="https://opencerts.io/">https://opencerts.io/</a> (<a href="https://opencerts.io/">https://opencerts.io/</a>)) to your intended recipient. Inform the recipient to drop the OpenCerts file into the viewer at the <b>OpenCerts website</b> (<a href="https://opencerts.io/">https://opencerts.io/</a>) to view the document.</p>

**Important:** Graduates are personally responsible for managing the privacy, ownership and consent of access to the electronic documents issued to them.

## How It Works (For Third Parties)

	<p>Obtain the <i>OpenCerts file</i> (in .opencert format) from the sender.</p>
	<p>Verify the authenticity of the <i>OpenCerts file</i> by dropping it into the viewer on the <b>OpenCerts website (<a href="https://opencerts.io/">https://opencerts.io/</a>)</b>. If the file can be successfully opened in the viewer on the website, with no error message being displayed, then the file is verified as authentic.</p>

**Important:** The handling of the e-documents must comply with the **data protection obligations of the PDPA (<https://www.pdpc.gov.sg/Organisations/Organisations-Overview>)**.

You may refer to the **FAQs here (</registrar/student-records/e-degree-scrolls-and-e-transcripts/faqs>)** for more information on electronic degree scrolls/graduate diplomas and official transcripts in NUS.

# Graduate

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📍 [Home \(/registrar/\)](/registrar/)

[/ Administrative Policies / Procedures \(/registrar/administrative-policies-procedures\)](/registrar/administrative-policies-procedures/)

[/ Graduate](#)

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At all times, students are responsible for understanding and complying with the policies and procedures established by the Senate and the **University administration** (<http://www.nus.edu.sg/about>), including but not limited to the following:

🔒 Requires NUS Virtual Private Network (nVPN) to login to Student Portal.

**Acceptance Record** (</registrar/administrative-policies-procedures/graduate/acceptance-record>)

**Discipline** (</registrar/administrative-policies-procedures/graduate/discipline>)

**Ethics Review of Student Research** (<http://www.nus.edu.sg/irb/>)

**Fees** (</registrar/administrative-policies-procedures/graduate/graduate-fees>)

**Full-time Students and Employment** (</registrar/administrative-policies-procedures/graduate/full-time-students-and-employment>)

**Grading Policy & Examination Process** (</registrar/administrative-policies-procedures/graduate/grading-policy-examination-process>)

**Graduation** (</registrar/academic-information-policies/graduate/graduate-continuation-and-graduation-requirements>)

**Leave of Absence** (</registrar/administrative-policies-procedures/graduate/leave-of-absence>)

**Non-Discrimination Statement** (<http://www.nus.edu.sg/legal-information-notices#nondiscrimination#nondiscrimination>)

**Notes on Leave Matters for Research Scholars (RS)** 🔒

(<https://myportal.nus.edu.sg/studentportal/academics/all/docs/Notes-for-Research-Scholars.pdf>)

**NUS Statutes and Regulations** (</registrar/administrative-policies-procedures/graduate/nus-statutes-and-regulations>)

**Open Researcher and Contributor ID (ORCID)** 🔒 (<http://libguides.nus.edu.sg/orcid>)

**Responsibility for Notices/Circulars and Updates of Personal Particulars**

(</registrar/administrative-policies-procedures/graduate/responsibility-for-notices-circulars-and-updates-of-personal-particulars>)

(</registrar/administrative-policies-procedures/graduate/social-visit-pass-for-spouse-and-child-of-full-time-graduate-research-students>)

**Social Visit Pass for Spouse and Child of Full-Time Graduate Research Students**

**(/registrar/administrative-policies-procedures/graduate/social-visit-pass-for-spouse-and-child-of-full-time-graduate-research-students) ➡**

**Student Feedback (/registrar/administrative-policies-procedures/graduate/student-feedback)**

**Transcripts and Records (/registrar/administrative-policies-procedures/graduate/transcripts-and-records)**

Please click **here (/registrar/administrative-policies-procedures/graduate/information-and-resources)** for an A-Z listing of information and resources that would be relevant to Non-Graduating students during their course of study at NUS.

The University reserves the right to make any changes deemed necessary in the policies/requirements.

# Fees

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📍 [Home \(/registrar/\)](#)

[/ Administrative Policies / Procedures \(/registrar/administrative-policies-procedures\)](#)

[/ Graduate \(/registrar/administrative-policies-procedures/graduate\)](#) / Fees

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## Fees for Graduate Programmes

The University's fees are reviewed and adjusted periodically to reflect the approximate cost of providing education to students. Unlike undergraduate education, most graduate programmes are designed to be largely self-funding, with little or no subsidy from the Government of Singapore.

**Collapse All -**

### Tuition Fees

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#### i. Government-subsidised graduate programmes

The annual tuition fees for different categories of **government-subsidised graduate programmes** are set out **here**

(<http://www.nus.edu.sg/registrar/docs/info/administrative-policies-procedures/gdtuitioncurrent.pdf>). The substantial tuition subsidy from the Government of Singapore is administered by the Ministry of Education (MOE) and is offered to all eligible students. Students need not apply for the MOE Subsidy if they are **eligible** (<http://nus.edu.sg/registrar/docs/info/administrative-policies-procedures/gd-eligibility-guidelines.pdf>).

The fees for the Academic Year will be made available every March or April of the year. For example, fees for AY2019/2020 will be published in March/April 2019.

- Service Obligation (SO) Scheme and Graduate Assistantship Programme (GAP)

International Students reading a government-subsidised programme can apply for the **SO Scheme (/registrar/prospective-students/graduate/service-obligation-(so)-scheme)** to pay reduced tuition fees. With effect from AY2017/2018, International Students who are on MOE-funded scholarships that come with Graduate Assistantship

Programme (GAP) requirements [e.g. NUS Graduate School for Integrative Sciences & Engineering Scholarship (NGSS), President's Graduate Fellowship (PGF), NUS Research Scholarship (RS), Tuition Fee Allowance (TFA) and Singapore International Graduate Award (SINGA)] are not eligible to sign for the **SO Scheme** ([/registrar/prospective-students/graduate/service-obligation-\(so\)-scheme](/registrar/prospective-students/graduate/service-obligation-(so)-scheme)).

- Tuition Fee beyond Normal and Maximum Candidature Period

With effect from of AY2019/2020, students admitted into a government-subsidised graduate coursework degree programme and who take longer than the **normal candidature period** (</registrar/academic-information-policies/graduate/graduate-continuation-and-graduation-requirements>) to complete their degree requirements will have to pay full unsubsidised fees, during the extended semesters.

Students who are admitted prior to AY2019/2020, will continue to pay subsidised fees until their maximum candidature period. Those who take longer than the maximum candidature period are required to pay full unsubsidised fees, during their extended semesters.

The list of government-subsidised graduate coursework programmes and its corresponding normal and maximum candidature period can be found **here** (<http://nus.edu.sg/registrar/docs/info/administrative-policies-procedures/ncd-mcd-govt-subsidised-grad-coursework-programmes.pdf>).

For more information, please refer to **FAQ** ([http://nus.edu.sg/registrar/docs/info/administrative-policies-procedures/new-faq-for-fees-beyond-normal-candidature\\_uco.pdf](http://nus.edu.sg/registrar/docs/info/administrative-policies-procedures/new-faq-for-fees-beyond-normal-candidature_uco.pdf)).

## ii. Self-funded graduate coursework programmes

Tuition fees for **self-funded graduate coursework programmes** can be found at the respective programme websites. The list of self-funded graduate coursework programmes is set out **here** (</registrar/docs/info/administrative-policies-procedures/self-funded-graduate-programmes.pdf>).

Miscellaneous student fees help meet costs incurred by the University in providing services to the student community that are either not covered or only partially covered by the tuition fee and government subsidy. These services include healthcare for students; facilitating student cultural, social and recreational programmes; and maintaining the shuttle bus service, IT network and other essential campus infrastructure and services.

All students, whether registered on a full-time or part-time basis, are charged the miscellaneous student fees. These are due at the same time as the tuition fees. The miscellaneous student fees payable are set out **here** (<http://nus.edu.sg/registrar/docs/info/administrative-policies-procedures/gd-msf.pdf>).

## Fee Payment Procedures

### The **Office of Finance**

(<http://www.nus.edu.sg/finance/NoticeonPaymentofFees.html>) publishes information on deadlines for fee payments and modes of fee payment. The Office will send an email notification to students' NUS email accounts to view their Student Bill online at least two weeks before the scheduled deadline for fee payment.

## Late and Partial Payment Penalties

Students who do not meet fee payment deadlines stipulated by the **Office of Finance** (<http://www.nus.edu.sg/finance/students/student-finance-matters.html>) may incur penalty fees. If outstanding fees are not paid, or only partially paid, by the fee payment due date indicated in the bill, a late payment charge will be imposed.

Should fees remain outstanding after the relevant fee payment due date, the University reserves the right to suspend academic rights and privileges, including to withhold degree conferment certifications. In addition, students with overdue fees may have their candidature of study terminated.

## Change in Academic Load

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For programmes with different fee rates for full-time and part-time enrolment, part-time fees are payable for students who convert from full-time to part-time within Instructional Week 2 of the semester. Full-time fees would be charged for conversions thereafter.

Full-time fees will be charged for conversion from part-time to full-time anytime throughout the semester. The miscellaneous student fees payable are set out **here** (<http://nus.edu.sg/registrar/docs/info/administrative-policies-procedures/gd-msf.pdf>).

## Staff Concession

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Students who are full-time NUS staff members may be eligible to apply for the staff concession on the tuition fees of part-time, government subsidised graduate programmes. Information on the staff concession is available at the **Staff Portal** (<https://staffportal.nus.edu.sg/staffportal/portal/>).

## Fee Refund Policy

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Students who 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 refund will generally not be considered.



## Financial Assistance (Scholarships/Financial Aid Schemes)

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NUS has an array of financial assistance for graduate students which is available in the form of scholarships and various financial aid schemes. For more details on these, please click [here \(/registrar/prospective-students/graduate\)](/registrar/prospective-students/graduate).

# Continuation and Graduation Requirements

Home (/registrar/) / Academic Information / Policies (/registrar/academic-information-policies) / Graduate (/registrar/academic-information-policies/graduate) / Continuation and Graduation Requirements

The majority of the programmes of study in NUS uses the Cumulative Average Point (CAP) as a criterion for continuation and graduation. For these programmes, the University sets the minimum standards and specific programmes may implement stricter or additional requirements. Students should refer to their specific programme guidelines for their programmes' requirements.

Students who have fulfilled their degree requirements will be required to proceed with graduation and will not be allowed to stay on for an additional semester or more.

**Collapse All -**

## Research-based Programmes

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### 1. CAP for Continuation and Graduation

	MASTER'S DEGREE BY RESEARCH	PHD DEGREE
Continuation Requirements	To continue in a Master's programme, a student may not have: <ul style="list-style-type: none"> <li>◦ CAP below 3.00 (but <math>\geq 2.50</math>) for three consecutive semesters; or</li> <li>◦ CAP below 2.50 for two consecutive semesters.</li> </ul>	To continue in a PhD programme, a student may not have: <ul style="list-style-type: none"> <li>◦ CAP below 3.50 (but <math>\geq 3.00</math>) for three consecutive semesters; or</li> <li>◦ CAP below 3.00 for two consecutive semesters.</li> </ul>
Graduation Requirements	Minimum CAP of 3.00 for all required modules. Pass the Master's Thesis Final approved thesis must have been uploaded electronically	Minimum CAP of 3.50 for all required modules. Pass the PhD qualifying examination, the PhD thesis and the oral examination Final approved thesis must have been uploaded electronically

Examples of students with poor academic standing:

	FIRST SEMESTER	SECOND CONSECUTIVE SEMESTER	THIRD CONSECUTIVE SEMESTER
Master's Student A	CAP below 3.00 (but $\geq 2.50$ ) <b>Academic Warning</b>	CAP below 3.00 <b>Academic Probation</b>	CAP below 3.00 <b>Academic Dismissal</b>
Master's Student B	CAP below 2.50 <b>Academic Probation</b>	CAP below 2.50 <b>Academic Dismissal</b>	
PhD Student C	CAP below 3.50 (but $\geq 3.00$ ) <b>Academic Warning</b>	CAP below 3.50 <b>Academic Probation</b>	CAP below 3.00 <b>Academic Dismissal</b>
PhD Student D	CAP below 3.00 <b>Academic Probation</b>	CAP below 3.00 <b>Academic Dismissal</b>	

Such a student may appeal against the dismissal if there are extenuating circumstances. The appeal must be submitted to the relevant Faculty/Department within two calendar weeks of the last day of the release of each semester's examination results. Generally, a student is allowed to appeal only once per candidature. If the appeal is rejected, the student will not be readmitted, however, if it is approved, the student will be given one semester to achieve the minimum CAP required for continuation and graduation.

Appeals that are submitted after the two calendar week period, due to extenuating reasons, will be considered on a case-by-case basis and is not guaranteed. In such cases an administrative fee of S\$250 will be charged for each successful appeal for readmission.

In addition to poor CAP, a research student may also be issued a warning, placed on probation or issued a letter of termination for poor performance in the PhD qualifying examination (PhD students), research progress, research thesis, or other programme requirements.

## 2. Research Progress Reports

Students in research-based graduate programmes are required to submit a research progress report bi-annually via the **NUS Education Records System** (<https://myedurec.nus.edu.sg/>) (Academics > Graduate Research > Submit Research Progress Report). The report should include a summary of the work done in the previous semester (e.g. modules taken, doctoral seminars attended, development/review of work plan, PhD qualifying exam, etc.), self-assessment and comments (e.g. achievements and problems encountered).

The submission periods of the Research Progress Report are as follows:

- In September – for assessment of research progress in Semester 2 of the previous Academic Year;
- In February – for assessment of research progress in Semester 1 of the current Academic Year.

Students will receive an email of the submission period and will need to complete the submission promptly to allow sufficient time for the supervisor(s), Head of Department/Programme and Faculty to complete their assessments and recommendations, for continuation of candidature.

The Research Progress Report is not applicable to research students who are in their first term (semester) of study.

It is important that students submit their research progress report by the stipulated deadline. The table below shows the implications of failure to submit the progress report within the deadline:

FOR SCHOLARS	FOR NON-SCHOLARS
<p>Scholarship will be suspended as renewal of scholarship is tied in with the semestral progress report.</p> <p><u>Note:</u></p> <p>Scholars with Graduate Assistantship Programme (GAP):</p> <ul style="list-style-type: none"> <li>◦ Must report on the number of completed GAP hours during the reporting semester.</li> <li>◦ Attach a completed and endorsed <b>Summary Sheet for GAP</b> (<a href="https://myportal.nus.edu.sg/studentportal/eservices/all/forms/Summary-Sheet-for-Graduate-Assistantship-Programme.docx">https://myportal.nus.edu.sg/studentportal/eservices/all/forms/Summary-Sheet-for-Graduate-Assistantship-Programme.docx</a>)</li> </ul>	<p>Status of progress report will be reflected as “Deemed Unsatisfactory”</p>

Please refer to <http://www.askstudentservice.nus.edu.sg> (<http://www.askstudentservice.nus.edu.sg/>) for the FAQs on the Research Progress Report Workflow.

### 3. Graduate Programmes Residency Requirement

The University has established a minimum residency requirement and maximum candidature for all NUS degrees, including joint and double degrees with foreign universities. Faculties can set their own stricter requirements. Residency, implies the following:

- i. Payment of fees;
- ii. Satisfaction of all curricular requirements of the programme of study; and
- iii. Satisfaction of other department requirements such as teaching assistance.

Students in research-based graduate programmes must meet the minimum residency requirements as follows:

TYPE OF PROGRAMME	MINIMUM RESIDENCY
Master's degree by research	6 months of residence in NUS <sup>(i), (ii)</sup>
Doctoral degree by research	18 months of residence in NUS <sup>(i), (ii)</sup>

(i) Refers to all local NUS campuses, as well as NUS entities overseas (e.g., NUS Research Institute (Suzhou)).

(ii) Includes research carried out in the establishments of approved NUS industry partners.

The periods of study leave and overseas fieldwork do not count toward residency. In addition, students must be resident in Singapore during the semester in which they submit their thesis for examination, as well as throughout the tenure of the NUS research scholarship, if awarded, unless approval is granted otherwise.

#### 4. Graduate Programmes Maximum Candidature

The maximum candidature for the various types of graduate programmes are:

TYPE OF PROGRAMME	MAXIMUM CANDIDATURE
Master's degree by research	36 months*
Doctoral degree by research	60 months*

\* The maximum candidature for research programmes is the same for full-time and part-time programmes

Students are required to submit their thesis (approved by supervisor(s)) for examination by the maximum period of their candidature; failing which, their candidature will lapse automatically.

## Coursework-based Programmes

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### 1. CAP for Continuation and Graduation

	GRADUATE DIPLOMA	MASTER'S DEGREE BY COURSEWORK
Continuation Requirements		<p>To continue in a Master's programme, a student may not have:</p> <ul style="list-style-type: none"> <li>• CAP below 3.00 (but <math>\geq 2.50</math>) for three consecutive semesters; or</li> <li>• CAP below 2.50 for two consecutive semesters.</li> </ul>

	<b>GRADUATE DIPLOMA</b>	<b>MASTER'S DEGREE BY COURSEWORK</b>
Graduation Requirements	Minimum CAP of 2.50	Minimum CAP of 3.00

Examples of students with poor academic standing:

	<b>FIRST SEMESTER</b>	<b>SECOND CONSECUTIVE SEMESTER</b>	<b>THIRD CONSECUTIVE SEMESTER</b>
Master's Student A	CAP below 3.00 (but ≥2.50)  Academic Warning	CAP below 3.00  Academic Probation	CAP below 3.00  Academic Dismissal
Master's Student B	CAP below 2.50  Academic Probation	CAP below 2.50  Academic Dismissal	

Such a student may appeal against the dismissal if there are extenuating circumstances. The appeal must be submitted to the relevant Faculty/Department within two calendar weeks of the last day of the release of each semester's examination results. Generally, a student is allowed to appeal only once per candidature. If the appeal is rejected, the student will not be readmitted, however, if it is approved, the student will be given one semester to achieve the minimum CAP required for continuation and graduation.

Appeals that are submitted after the two calendar week period, due to extenuating reasons, will be considered on a case-by-case basis and are not guaranteed. In such cases an administrative fee of S\$250 will be charged for each successful appeal for readmission.

## 2. Workload for Graduate Diploma/Master's Coursework Programmes

The following are guidelines for Graduate Diploma and Master's coursework programmes:

<b>TYPE OF PROGRAMMES</b>	<b>WORKLOAD PER SEMESTER</b>	
	<b>PART-TIME</b>	<b>FULL-TIME</b>

TYPE OF PROGRAMMES	WORKLOAD PER SEMESTER	
	PART-TIME	FULL-TIME
Graduate Diploma/Master's degree by coursework	Maximum load: 13 MCs	Maximum load: 20-24* MCs
	Normal load: 8 MCs	Normal load: 16-20* MCs
	Minimum load: 4 MCs	Minimum load: 12 MCs

*\*The maximum and normal load for full-time students is 20 MCs and 16 MCs respectively for majority of the programmes. Please refer to your Faculty/Department for guidelines on workload specific to your programme.*

#### Exceptions:

- Programmes with specific semester-by-semester schedule;
- Instances of certain essential modules not being available every semester;
- The semester in which the students are undergoing internship/industrial attachment/clinical placement or doing their project/dissertation;
- The final semester before completion of all graduation requirements for the degree; and
- Other exceptions which may be approved by Vice Deans or their designate for individual students on a case-by-case basis.

### 3. Graduate Programmes Residency Requirement

The University has established a minimum residency requirement and maximum candidature for all NUS degrees, including joint and double degrees with foreign universities. Faculties can set their own stricter requirements. Residency, implies the following:

- i. Payment of fees;
- ii. Satisfaction of all curricular requirements of the programme of study; and
- iii. Satisfaction of other department requirements such as teaching assistance.

Students in coursework-based graduate programmes must meet the minimum residency requirements as follows:

TYPE OF PROGRAMME	MINIMUM RESIDENCY
Graduate Diploma/ Graduate Coursework Programmes	50% of required MCs. These must consist of NUS Modules which are defined as all modules taught, co-taught, supervised or co-supervised by one or more NUS faculty members.

### 4. Graduate Programmes Normal Candidature

The normal candidature period refers to the normal duration that students are expected to take to complete a programme of study, excluding all approved Leave of Absence (LOA) periods. The range of normal candidature periods for the various types of graduate coursework degree programmes are indicated in the table below:

TYPE OF PROGRAMME	NORMAL CANDIDATURE
Graduate Diploma	12 months
Master's degree by coursework	12 - 36 months*

*\*The maximum and normal load for full-time students is 20 MCs and 16 MCs respectively for majority of the programmes. Please refer to your Faculty/Department for guidelines on workload specific to your programme.*

#### 5. Graduate Programmes Maximum Candidature

The maximum candidature period refers to the maximum duration that students can be given to complete a programme of study, excluding approved Leave of Absence (LOA) period. The range of maximum candidature periods for the various types of graduate programmes are indicated in the table below:

TYPE OF PROGRAMME	MAXIMUM CANDIDATURE
Graduate Diploma	36 months
Master's degree by coursework	24 – 48 months*

*\*The maximum candidature for coursework programmes depends on, among other things, whether the programme is on a full-time or part-time basis.*



# Social Visit Pass for Spouse and Child of Full-Time Graduate Research Students

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[/ Social Visit Pass for Spouse and Child of Full-Time Graduate Research Students](#)

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The spouse and/or child (unmarried and below the age of 17) of full-time graduate research students may obtain sponsorship from the University for a Social Visit Pass (SVP) to stay in Singapore. An application should be submitted only after the student has registered with the University and has obtained a Student's Pass.

For graduate coursework students as well as NGS and Duke-NUS students, please refer to the respective Faculty/School's web page or administrator regarding sponsorship matters.

## **Collapse All -**

### **First-time Application**

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The spouse and/or child of a full-time graduate research students should apply for an entry visa at one of Singapore's Embassies or Consulates overseas (for nationals of visa required countries). Upon arrival in Singapore, s/he will be given a 4-week SVP at the airport.

#### **Documents to be submitted for New Application**

The graduate research student will have to submit an application to convert the spouse and/or child's SVP to one that is sponsored by the University. The following documents are required to be submitted:

- a. **Application for University's Sponsorship of Social Visit Pass for Spouse and/or child (<https://share.nus.edu.sg/registrar/student/forms/Social-Visit-Pass-Sponsorship-Form-for-Spouse-Child.pdf>)**
- b. **Undertaking for University's Sponsorship of Social Visit Pass for Spouse and/or child (**

## Undertaking-Form-for-Spouse-Child.pdf)

### c. Form 14

(<http://www.ica.gov.sg/data/resources/docs/Visitor%20Services/Form14.pdf>) and **Form V39I** (<https://www.ica.gov.sg/cms/files/FormV39I.pdf>) (Malaysians are not required to submit V39I form) – *Download these forms from ICA Website*  
([https://www.ica.gov.sg/#/enteranddeparting/extend/enteranddeparting\\_extend\\_visit](https://www.ica.gov.sg/#/enteranddeparting/extend/enteranddeparting_extend_visit))

- d. A copy of Student's Pass (STP) of the graduate student
- e. A copy of the marriage certificate (if applicable)
- f. A copy of child's birth certificate
- g. A copy of the insurance policy for hospitalisation and personal accident coverage of each spouse and/or child to be sponsored. *(Note: It is mandatory for students to take up personal accident and hospitalisation insurance through the University for each sponsored person. Please contact the appointed insurer, MYCG at 6476 3829 or email to [nus@mycg.com.sg](mailto:nus@mycg.com.sg) (<mailto:nus@mycg.com.sg>) to subscribe to the mandatory insurance policy. Personal health insurance policies will not be acceptable in lieu thereof. For more information, please refer to the MYCG website at [www.mycg.com.sg/nus-dependants](http://www.mycg.com.sg/nus-dependants) (<http://www.mycg.com.sg/nus-dependants>)).*
- h. Official receipt for the following payment(s)\*:
  - S\$20 administrative fee per application (non-refundable regardless of the application outcome or if the application is withdrawn after submission)
  - Full-time graduate research students not in receipt of the Research Scholarship or President's Graduate Fellowship, will have to furnish a deposit of S\$5000 for each dependant to be sponsored. The deposit will be refunded (less deduction of any expenses or damages) upon the University being satisfied that the spouse and/or child is no longer in Singapore or that the SVP has been cancelled.

Applications should be submitted to the Student Service Centre (SSC), located at Level 1, Yusof Ishak House, 31 Lower Kent Ridge Road, Singapore 119078, or the Student Services@Bukit Timah Campus (SS@BTC), located at 469 Bukit Timah Road, Block B-01-11, Singapore 259756.

*\*Download the **Administrative Fee and Deposit Payment Form** (<https://share.nus.edu.sg/registrar/student/forms/Social-Visit-Pass-Admin-Fee-and-Deposit-Payment-Form.pdf>) for payment modes and instructions.*

Note: The spouse and/or child will have to go for a medical examination if the cumulative period of stay in Singapore is six months or longer.

## Collection of Endorsement Letter

Students will be informed via email to collect the University's endorsement letter, five working days from date of submission. Students must produce their NUS Student Card in order to collect the endorsement letter.

The student with the spouse and/or child can then proceed to the ICA Building (located next to Lavender MRT. Click **here** (<https://www.onemap.sg/main/v2/?lat=1.30663469653197&lng=103.862772815008>) to view map), to submit the forms in person and complete the formalities.

## After Collecting the SVP for Spouse and/or Child

The student is required to submit a photocopy of the spouse and/or child's SVP to Registrar's Office, within two weeks after collecting it. Please indicate the following details on the copy of the SVP:

- Full Name of Student
- Faculty/Department
- Contact No.
- Student ID

Please note that the University will withdraw the SVP sponsorship if this is not adhered to.

## Application of Extension of the Social Visit Pass

The graduate research student may apply for an extension of the SVP that has already been sponsored by NUS, for the spouse and/or child.

### Documents to be submitted

- a. **Application for University's Sponsorship of Social Visit Pass for Spouse and/or child** (<https://share.nus.edu.sg/registrar/student/forms/Social-Visit-Pass-Sponsorship-Form-for-Spouse-Child.pdf>)

**b. Form 14**

(<http://www.ica.gov.sg/data/resources/docs/Visitor%20Services/Form14.pdf>) and **Form V39I** (<https://www.ica.gov.sg/cms/files/FormV39I.pdf>) (Malaysians are not required to submit V39I form) – *Download these forms from ICA Website* ([https://www.ica.gov.sg/#/enteranddeparting/extend/enteranddeparting\\_extend\\_visit](https://www.ica.gov.sg/#/enteranddeparting/extend/enteranddeparting_extend_visit))

**c. A copy of the insurance policy for hospitalisation and personal accident coverage of each spouse and/or child to be sponsored.**

*(Note: It is mandatory for students to take up personal accident and hospitalisation insurance through the University for each sponsored person. Please contact the appointed insurer, MYCG at 6476 3829 or email to [nus@mycg.com.sg](mailto:nus@mycg.com.sg) (<mailto:nus@mycg.com.sg>) to subscribe to the mandatory insurance policy. Personal health insurance policies will not be acceptable in lieu thereof. For more information, please refer to the MYCG website at [www.mycg.com.sg/nus-dependants](http://www.mycg.com.sg/nus-dependants) (<http://www.mycg.com.sg/nus-dependants>)).*

**d. Official receipt for the following payment(s)\*:**

- S\$20 administrative fee per application (non-refundable regardless of the application outcome or if the application is withdrawn after submission)
- Full-time graduate research students not in receipt of the Research Scholarship or President's Graduate Fellowship, will have to furnish a deposit of S\$5000 for each dependant to be sponsored. The deposit will be refunded (less deduction of any expenses or damages) upon the University being satisfied that the spouse and/or child is no longer in Singapore or that the SVP has been cancelled.

Applications should be submitted to the Student Service Centre (SSC), located at Level 1, Yusof Ishak House, 31 Lower Kent Ridge Road, or the Student Services@Bukit Timah Campus (SS@BTC), located at 469 Bukit Timah Road, Block B, MPA-02-02.

*\*Download the **Administrative Fee and Deposit Payment Form** (<https://share.nus.edu.sg/registrar/student/forms/Social-Visit-Pass-Admin-Fee-and-Deposit-Payment-Form.pdf>) for payment modes and instructions.*

**Collection of Endorsement Letter**

Students will be informed via email to collect the University's endorsement letter, five working days from date of submission. Students must produce their NUS Student Card in order to collect the endorsement letter.

The student with the spouse and/or child can then proceed to the ICA Building (located next to Lavender MRT. Click **here** (<https://www.onemap.sg/main/v2/?lat=1.30663469653197&lng=103.862772815008>) to view map), to submit the forms in person and complete the formalities.

## Expiry/Cancellation of SVP for Spouse and/or Child -

Upon expiry of the SVP or if the spouse and/or child no longer require(s) the SVP during the approved period of sponsorship, the Registrar's Office should be informed. This may be done via email to **gdhelp@nus.edu.sg** (<mailto:gdhelp@nus.edu.sg>), providing particulars of the student and the sponsored spouse and/or child.

To request for a refund of the security deposit, students must:

- a. submit a copy of the documentary proof, showing that the SVP holder (spouse and/or child) is no longer in Singapore via email to **gdhelp@nus.edu.sg** (<mailto:gdhelp@nus.edu.sg>)
- b. confirm that the credit bank account details in Education Records System (EduRec) is valid.

## Other Important Notes -

- a. Incomplete forms or documents may result in non-acceptance or delay in processing at ICA. NUS will not be responsible for ensuring the completeness of the information submitted by applicant.
- b. For a list of countries whose nationals require a visa to enter Singapore, please refer to **ICA website** (<https://www.ica.gov.sg/#/enteranddeparting/before/entryvisa>).
- c. For nationals of P.R. China who wish to visit Singapore as independent tourists, they should approach authorized visa agents to arrange for visas (for more information, please refer to the website of the Singapore Embassy in Beijing). Qualified Chinese nationals can also submit applications for Singapore visas at selected branches of the CITIC Industrial Bank located in 17 provinces of China. For more information, please call the following CITIC Industrial Bank telephone numbers:

Beijing : 010-6538 0095 or 6621 1767

Shanghai : 021-6350 6350

Guangzhou : 020-8335 9019

Fuzhou : 0591-8760 9952 or 8762 5422

- d. Official translations of the documents are required if these are not in the English Language.
- e. NUS sponsorship of the spouse and/or child of a full time graduate student who is not a Research Scholar is up to the maximum period of his/her candidature, subject to the placement of a refundable deposit of S\$5000 per dependant with the University.
- f. NUS will inform ICA to cancel the spouse and/or child's SVP under the following circumstances:
  - Student's candidature is terminated/withdrawn;
  - Student converts from full-time to part-time study;
  - Student's conferment of the degree;
  - Student informs that the spouse and/or child no longer require the Social Visit Pass.
- g. Students should refer to **ICA website (<http://www.ica.gov.sg/page.aspx?pageid=325>)** for the most up-to-date information, including the list of countries whose nationals require a visa to enter Singapore.
- h. For any other enquiries, please contact the Registrar's Office at 6516 2302 or email **[gdhelp@nus.edu.sg](mailto:gdhelp@nus.edu.sg)** (**<mailto:gdhelp@nus.edu.sg>**).

# Transcripts

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## **Important Note**

Following Singapore's Prime Minister's address to the nation on 3 April 2020 (Friday), NUS has closed most of its facilities to align with the government's circuit breaker measures.

The following services are temporarily not available at Registrar's Office (RO) nor at the respective Student Services Centres (SSC):

1. Issuing Degree Scrolls and complimentary Official Transcripts (including sending by post)
2. Issuing Official Transcripts (including sending by post) – *for all requests from 6 April 2020 onwards*
3. Issuing Certification Letters
4. Issuing hard-copy Student Status Letters

You may wish to contact the Transcript Team at **[transcript@nus.edu.sg](mailto:transcript@nus.edu.sg)** (**<mailto:transcript@nus.edu.sg>**) or 6516 2304 for alternative arrangements or for any further clarification or queries. We will attend to your query(s) as soon as possible. Your patience and understanding is appreciated during this unprecedented time.

Stay safe and healthy everyone!

The Registrar's Office (RO) prepares, maintains, and permanently retains a record of each student's academic work. The academic transcript is a student's complete and permanent academic record and reflects all the work completed at NUS.

As the transcript contains personal and confidential information, it is issued only to the person named in it or sent to another institution upon the request of the same person. All transcript(s) sent from RO will be placed in a sealed envelope and mailed directly to the institution(s) and/or mailing address provided.

## **NUS Students**

Students who successfully complete their degree requirements will receive a complimentary copy of their academic transcript together with their degree scroll. More information on degree scrolls may be found at the **Degree Scrolls (<http://nus.edu.sg/registrar/student-records/degree-scrolls>)** webpage.

There are two types of transcripts available:

- **Official Transcripts (</registrar/student-records/transcripts/official-transcripts>)** (for current students and alumni), and
- **Unofficial Transcripts (</registrar/student-records/transcripts/unofficial-transcripts>)** (for current students only).

## **Exchange/Non-Exchange Programme Students**

Non-Graduating (NG) students, that is, students who are studying in NUS on Exchange or Non-Exchange Programmes should refer to this **link (<https://myportal.nus.edu.sg/studentportal/academics/ng/#transcript>)** for information on transcripts.

Students who have completed the programme and wish to apply for additional official transcripts may refer to the **Official Transcripts (</registrar/student-records/transcripts/official-transcripts>)** webpage.

## **Continuing Education Programmes Students**

Students on Continuing Education Programmes may apply for academic transcripts via the **Online Transcript Application (<https://myaces.nus.edu.sg/transcripts/>)** (OTA) portal.

For more information on transcript application, please refer to the **Official Transcripts (</registrar/student-records/transcripts/official-transcripts>)** webpage.



# Non-Graduating

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At all times, students are responsible for understanding and complying with the policies and procedures established by the Senate and the **University administration (<http://www.nus.edu.sg/about>)**, including but not limited to the following:

🔒 Requires NUS Virtual Private Network (nVPN) to login to Student Portal.

- Acceptance Record** (</registrar/administrative-policies-procedures/non-graduating/acceptance-record>)
- Discipline** (</registrar/administrative-policies-procedures/non-graduating/discipline>)
- Ethics Review of Student Research** (<http://www.nus.edu.sg/irb/>)
- Examination Matters**  
(<https://myportal.nus.edu.sg/studentportal/academics/ng/#exammatters#exammatters>)
- Extension of Programme**  
(<https://myportal.nus.edu.sg/studentportal/academics/ng/#extension#extension>)
- Fees** (</registrar/administrative-policies-procedures/non-graduating/non-graduating-fees>)
- Grading Policy & Examination Process** (</registrar/administrative-policies-procedures/non-graduating/grading-policy-examination-process>)
- Immigration Matters**  
(<https://myportal.nus.edu.sg/studentportal/academics/ng/#immigrationmatters#immigrationmatters>)
- Important Information to Note Upon Cessation of Studies at NUS** 🔒  
(<https://myportal.nus.edu.sg/studentportal/academics/ng/#ImportantInformation#ImportantInformation>)
- Modules Administration**  
(<https://myportal.nus.edu.sg/studentportal/academics/ng/#modulesadmin#modulesadmin>)
- Non-Discrimination Statement** (<http://www.nus.edu.sg/legal-information-notices#nondiscrimination#nondiscrimination>)
- NUS Statutes and Regulations** (</registrar/administrative-policies-procedures/non-graduating/nus-statutes-and-regulations>)
- Responsibility for Notices/Circulars and Updates of Personal Particulars** (</registrar/administrative-policies-procedures/non-graduating/responsibility-for-notices-circulars-and-updates-of-personal-particulars>)
- Student Account Enquiry**  
(<https://myportal.nus.edu.sg/studentportal/academics/ng/#studentaccountenquiry#studentaccountenquiry>)
- Student Feedback** (</registrar/administrative-policies-procedures/non-graduating/student-feedback>)
- NG Transcripts Matters**  
(<https://myportal.nus.edu.sg/studentportal/academics/ng/#withdrawal#withdrawal>)
- Withdrawal from Programme**  
(<https://myportal.nus.edu.sg/studentportal/academics/ng/#withdrawal#withdrawal>)

Please click **here** (</registrar/administrative-policies-procedures/non-graduating/information-and-resources>) for an A-Z listing of information and resources that would be relevant to Non-Graduating students during their course of study at NUS.

The University reserves the right to make any changes deemed necessary in the policies/requirements.

# Fees

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For Special Term fees, please refer to the Non-Graduating Programme Special Term Page: **[here \(/registrar/prospective-students/non-graduating/special-term\)](#)**.

If you are an **Exchange** student, your tuition fee is generally waived. However, you are still required to pay for the Miscellaneous Student Fees.

If you are a **Non-Exchange** student, you are required to pay tuition fees as well as the Miscellaneous Student Fees.

*All fees listed below are applicable for the Semester 1 and 2 (August and January) intakes in Academic Year 2020/2021*

- The charges for the Miscellaneous Student Fees are as follows:

MISCELLANEOUS STUDENT FEES (MSF) [MSF = SSF + HSF]	AMOUNT (PER SEMESTER)
Student Services Fee (SSF) (Non-Exchange)	S\$76.97
Student Services Fee (SSF) (Exchange)	S\$63.11
Health Service Fee (HSF)	S\$68.35

Notes:

1. All fees listed are in Singapore Dollars.
  2. All fees shown here are inclusive of prevailing GST.
  3. Fees may be subject to revision from time to time.
  4. Late payment charge of S\$25 will be imposed for any outstanding fees after the respective payment due date.
- Tuition Fees (for Non-exchange students)

Non-exchange students are liable to pay tuition fees in addition to miscellaneous student fees. Tuition fees are calculated on a **per module** basis.

FOR MODULES IN THE FOLLOWING FACULTIES/SCHOOLS	TUITION FEE PER MODULE (PER SEMESTER)
Arts & Social Sciences Design and Environment (Building, Real Estate)	S\$2,985
Business (except MBA)	S\$3,225
Computing Design and Environment (Industrial Design) Engineering Science (except Pharmacy)	S\$3,820
Design and Environment (Architecture)	S\$3,905
Law	S\$3,830
Medicine Public Health (graduate modules only)	S\$15,960
Music	S\$12,155
Nursing	S\$3,725
Public Policy	S\$4,416
Science (Pharmacy)	S\$3,810
Centre for English Language Communication Tembusu College	S\$2,985
Master of Business Administration (MBA)	S\$4,000

Notes:

1. All fees listed are in Singapore Dollars.

2. All fees shown here are inclusive of prevailing GST.
3. Fees may be subject to revision from time to time.
4. Late payment charge of S\$25 will be imposed for any outstanding fees after the respective payment due date.

- **Research Fees (for Non-exchange students)**

Fee-Paying students are liable to pay research fees in addition to Miscellaneous Student Fees and are charged on a per semester basis.

<b>RESEARCH PROJECT/ ATTACHMENT</b>	<b>RESEARCH FEE (PER SEMESTER OR PART THEREOF)</b>
All Nationalities	S\$1,250

Should an applicant's candidature end at any point during either Semester 1 or 2, he or she is still liable to pay fees for that semester should their stay exceed the second instructional week of that semester.