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A leading global university centred in Asia, the National University of Singapore (NUS) is Singapore's flagship university which offers a global approach to education and research with a focus on Asian perspectives and expertise.

Its 16 faculties and schools across three campus locations in Singapore – Kent Ridge, Bukit Timah and Outram – provide a broad-based curriculum underscored by multi-disciplinary courses and cross-faculty enrichment.

- Faculty of Arts and Social Sciences
- School of Business
- School of Computing
- Faculty of Dentistry
- School of Design and Environment
- Faculty of Engineering
- NUS Graduate School for Integrative Sciences and Engineering
- Faculty of Law
- Yong Loo Lin School of Medicine
- Saw Swee Hock School of Public Health
- Faculty of Science
- University Scholars Programme
- Duke-NUS Graduate Medical School Singapore
- Lee Kuan Yew School of Public Policy
- Yale-NUS College
- Yong Siew Toh Conservatory of Music

NUS' transformative education includes programmes such as student exchange, entrepreneurial internships at NUS Overseas Colleges, and double degree and joint degree programmes with some of the world’s top universities, offering students opportunities and challenges to realise their potential. The learning experience is complemented by a vibrant residential life with avenues for artistic, cultural and sporting pursuits. Over 37,000 students (27,216 Undergraduate Students and 10,210 Graduate Students) from 100 countries further enrich the community with their diverse social and cultural perspectives.

NUS has three Research Centres of Excellence (RCE) and 23 university-level research institutes and centres. It is also a partner for Singapore’s 5th RCE. The University shares a close affiliation with 16 national-level research institutes and centres. Research activities are strategic and robust, and NUS is well-known for its research strengths in engineering, life sciences and biomedicine, social sciences and natural sciences. Major research thrusts have been made recently in several fields such as quantum technology; cancer and translational medicine; interactive and digital media; and the environment and water. The University also strives to create a supportive and innovative environment to promote creative enterprise within its community.

NUS is actively involved in international academic and research networks such as the Association of Pacific Rim Universities (APRU) and International Alliance of Research Universities (IARU). This global networking further enhances its international presence.
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, become 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.
Chancellery

The President of the Republic of Singapore is the Chancellor of the University. The University Chancellery consists of:

The Chancellor

**PRESIDENT TONY TAN KENG YAM** has a First Class Honours Degree in Physics from the University of Singapore, a Master of Science from the Massachusetts Institute of Technology and a PhD from the University of Adelaide.

President Tony Tan began his career as a physics and mathematics lecturer at the University in 1964 before leaving the university in 1969 to pursue a banking career in OCBC Bank. After a decade in OCBC where he rose to the position of General Manager, President Tan stood in the general elections and was elected into Parliament in 1979 when he was also appointed as Senior Minister of State for Education. In 1980, President Tan joined the Cabinet as the Minister for Education and continued serving as a Cabinet Minister from 1981 to 2005, except for the period 1992 to 1995 when he returned to OCBC Bank as its Chairman and Chief Executive Officer. During his term as Cabinet Minister, he held several portfolios in Trade and Industry, Finance, Health, Education, Defence, including the position of Deputy Prime Minister.

President Tan was the first Vice-Chancellor of the NUS (1980-1981), which was formed from the merger of the University of Singapore and Nanyang University. During his career in the Government, President Tan championed the development of higher education in Singapore as Minister for Education (1980-1981 and 1985-1991), Minister-in-charge for NUS and Nanyang Technological Institute (1981-1983) and Deputy Prime Minister overseeing higher education (1995-2005). Under his leadership, university education in Singapore became more globalised and was made accessible to more Singaporeans regardless of their family or financial background. He has received two awards from the University – the Centennial Torch, a symbol of his inspiring leadership of higher education and research in Singapore, and the NUS Eminent Alumni Award for his contributions to his alma mater.

After retiring from the Cabinet in 2005, President Tan was appointed Deputy Chairman and Executive Director of the Government of Singapore Investment Corporation Private Limited (GIC), Chairman of the National Research Foundation and Deputy Chairman of the Research, Innovation and Enterprise Council, and Chairman of Singapore Press Holdings Limited (SPH). He was sworn in as the seventh President of the Republic of Singapore on 1 September 2011.

Pro-Chancellors

**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 appointed as a Senior Judge of the Supreme Court on 5 January 2015 for a period of three years and is eligible to sit as a Judge of the Singapore International Commercial Court.
He was conferred the Darjah Utama Bakti Cemerlang (Distinguished Service Order) in 1999 and 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 Bencher 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.

**Dr Cheong Siew Keong**

Dr Cheong Siew Keong was appointed Pro-Chancellor of the University in 2000. He graduated in Civil Engineering in Hong Kong, and then worked and studied Mechanical and Electrical Engineering in Britain. He returned to Singapore in 1953 and served in various engineering institutions. In 1965, he served on the Board of Governors of the Singapore Polytechnic. Dr Cheong was appointed Chairman of the finance committee of the University of Singapore Council in 1975 before becoming its Chairman in 1992.

Dr Cheong is an “engineer with that rare distinction” of being a Fellow of the Institution of Engineers in Singapore and the UK. He was awarded the Public Service Star in 1980 for his service to the University and subsequently, conferred an Honorary Doctor of Letters by the University in 1982. He was a member of the Council of Presidential Advisors from 2 January 1992 to 1 January 2008.

**Mr Stephen Lee Ching Yen**

Mr Stephen Lee Ching Yen was appointed Pro-Chancellor of the University in 2015. He graduated from Northwestern University in 1973 with a Master of Business Administration.

Mr Lee is the Chairman of Singapore Airlines Ltd, SIA Engineering Company Ltd and NTUC Income Insurance Co-operative Limited. He is also the Managing Director of Shanghai Commercial & Savings Bank Ltd (Taipei) and GMT Investments Pte Ltd. Mr Lee is the immediate past President of the Singapore National Employers Federation and President from 1988 till August 2014, a Director of China National Petroleum Corporation (CNPC, Beijing), Singapore Labour Foundation, Kidney Dialysis Foundation and CapitaLand Limited. He is also a Senior International Advisor of Temasek International Advisors Pte Ltd, National Wage Council and Alternate Member of Council of Presidential Advisers.

Mr Lee has served as Chairman of International Enterprise Singapore-formerly known as TDB, Chairman of PSA International Pte Ltd and Chairman of Singapore Business Federation. He has also served on the Boards of Vertex Venture Holdings Ltd, Neptune Orient Lines Ltd, Fraser & Neave Ltd, BAOSTEEL Group, Shanghai and COFCO Corporation (Beijing).

Mr Lee was awarded the Beijing’s Friendship Awards to Foreign Experts in 2007, the Singapore Distinguished Service Order in 2006 and the Singapore Public Service Star in 1998. He was a Nominated Member of Parliament (1994-1997).

**Mr Ngiam Tong Dow**

Mr Ngiam Tong Dow was appointed Pro-Chancellor of the University in 2000 and Chairman of the NUS Centennial Campaign Advisory Board in 2003. He graduated with a Bachelor of Arts (Honours) in Economics from the University of Malaya in 1959 and subsequently, a Masters in Public Administration from Harvard University in 1964. He worked briefly as a journalist with The Straits Times before joining the civil service in 1959. During his 40-year career in public service, he has been Permanent Secretary in the Prime Minister’s Office, and the Ministries of Finance, Trade and Industry, National Development and Communications.

Mr Ngiam has served as Chairman of Economic Development Board, Sheng-Li Holdings (now known as Singapore Technologies), Development Bank of Singapore, Central Provident Fund Board, and the Housing and Development Board. He has also served on the Boards of Temasek Holdings, Singapore Airlines, Singapore Press Holdings and United Overseas Bank. He currently sits on the Board of Yeo Hiap Seng Ltd. Mr Ngiam was conferred the Distinguished Service Order in 1999.

**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. From 1994 to 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 several listed and private 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.

**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.
Resources and Services

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

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

**Campus Services**
Among its many responsibilities, the Campus Services Division in the Office of Estate and Development oversees campus security, parking, food and beverage operations, transport services, and logistics support.

**NUS Centre For the Arts**
Established in 1993, NUS Centre For the Arts (CFA) contributes to holistic education by promoting research, learning and appreciation of the arts through partnerships within NUS, as well as with organisations in Singapore and beyond. Presenting a vibrant arts calendar for the University, CFA activities add to the NUS experience, and help inspire and develop artistic talents on campus. CFA also manages student groups in music, dance, drama, visual arts, filmmaking and production; as well as the major arts facilities on campus — University Cultural Centre, NUS Museum and CFA Studios. NUS Museum houses the Lee Kong Chian Collection, the South and Southeast Asian Collection and the Ng Eng Teng Collection, and also manages the Straits Chinese Collection at Baba House (157 Neil Road).

**Computer Centre**
The Computer Centre spearheads the development of an IT-intensive environment on campus and provides a comprehensive computing and networking infrastructure to fully equip the University community for effective teaching, learning, research, and administration. The Centre also oversees the Notebook Ownership Scheme which allows full-time NUS students to use well-equipped notebook computers that will enable them to learn, interact and access Internet resources at any time and any place.

**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 Financial Services**
The Office of Financial Services 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 Divisions, each handling different aspects of health and wellness for the NUS community:

- Health Service provides comprehensive medical care
- Wellness promotes a healthy and balanced lifestyle
- Counselling & Psychological Services restores and enhances mental well-being

**International Relations Office**
The International 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**
The NUS Library System comprises seven libraries. It is among the most technologically advanced and its holdings is one of the largest in Asia. The NUS Libraries’ multidisciplinary collections are richly diverse and encompass subjects in architecture, business, engineering, humanities and social sciences, law, medicine, science, and other fields. The NUS Libraries play a vital role in supporting the University’s mission in research and education.

**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.

**Office of Student Affairs**
The Office of Student Affairs (OSA) has overall responsibility for student welfare and student life on campus. OSA is committed to providing students with the environment and opportunities for leadership and character development through an active and balanced student life. Within the purview of OSA are several important services, including:

**NUS Career Centre** – The Centre equips students with career development skills by helping them to identify and develop career goals through individual counselling or training workshops like resume writing and interview skills. It also partners employers in their graduate recruitment, and organises a range of activities such as internship programmes, career fairs, recruitment talks, networking sessions for students to meet company representatives for employment opportunities. The Centre also offers the following modules:

**HeadStart NCC1001**
The HeadStart Module is a six-week blended learning module that seeks to increase students’ awareness of their strengths and interests and guides them in charting and maximizing their student life in pursuits of various academic programmes and co-curricular activities. Furthermore, it equips students with the knowledge and skills to differentiate and market themselves successfully for scholarships, overseas exchange programmes and internships.

To enhance the learning experience for students, there are 2 online tutorials on Coursera and 4 face-to-face classroom sessions of 1.5 hours each. Students are to access the online tutorials and participate actively in the classes to fully reap the benefits of HeadStart.

For more information, please click [HERE](#).

**StepUp NCC1000**
With rising competition in the graduate recruitment market, there is an increasing need to help senior and graduating students differentiate themselves when faced with global competition for highly sought-after jobs.

The StepUp module gives students the knowledge and skills to step up their career planning and job search strategies. This five week tutorial module guides them in identifying the careers and jobs that best align with their profiles and interests, and equips them with the essential career skills to market and transit themselves successfully into their first internship or job.

For more information, click [HERE](#).

**Student Service Centre** – This is part of the University’s continuous effort to improve services to students. Student services such as transcript collection, student status letter, student’s pass, certification of documents, lost items and fee payment have been integrated within one-stop at the Centre, for the convenience of students.

**International Student Services** – This section provides services and programmes for the welfare of international students, and promotes cross-cultural understanding, integration and development of the NUS student community.
Hostel Admission Services – This section assists students in finding on-campus or alternative off-campus accommodation (http://www.nus.edu.sg/osa/has/other-accommodation) and oversees part of the management and maintenance of student residences.

Residential Life – The team helps students to settle in and experience a vibrant hostel life through organising hall, social, cultural and sports activities, enrichment programmes as well as resident assistant and cluster leader programmes.

Sports and Recreation Centre – The Centre provides an array of facilities and a conducive environment for the University community to participate in sports activities, both competitive and recreational, for the cultivation of a healthy lifestyle and character and leadership development.
The standard academic calendar* consists of two semesters and a special term. Each semester normally includes 13 weeks of instruction and 2 weeks of examinations. The special term takes place during the Semester 2 vacation period. It comprises 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 in any academic year.

<table>
<thead>
<tr>
<th>Recurring events in chronological order</th>
<th>Duration</th>
<th>Remarks</th>
</tr>
</thead>
<tbody>
<tr>
<td>Orientation Week</td>
<td>1 week</td>
<td>--</td>
</tr>
<tr>
<td>Semester 1</td>
<td></td>
<td>Commences on first Monday of August each year. The academic year starts off with the Freshmen Inauguration Ceremony.</td>
</tr>
<tr>
<td>Semester 2</td>
<td>6 weeks</td>
<td></td>
</tr>
<tr>
<td>Instructional Period - part 1</td>
<td>6 weeks</td>
<td>6 weeks</td>
</tr>
<tr>
<td>Semester 1</td>
<td></td>
<td>In Semester 1, this starts in the week immediately following Orientation Week. For Semester 2, this commences on the second Monday of January each year**.</td>
</tr>
<tr>
<td>Semester 2</td>
<td>7 weeks</td>
<td>7 weeks</td>
</tr>
<tr>
<td>Recess Week</td>
<td>1 week</td>
<td>1 week</td>
</tr>
<tr>
<td>Semester 1</td>
<td></td>
<td>From Saturday to the following Sunday.</td>
</tr>
<tr>
<td>Semester 2</td>
<td>7 weeks</td>
<td></td>
</tr>
<tr>
<td>Instructional Period - part 2</td>
<td>7 weeks</td>
<td></td>
</tr>
<tr>
<td>Semester 1</td>
<td></td>
<td>Classes resume on Monday immediately following the Recess Week.</td>
</tr>
<tr>
<td>Semester 2</td>
<td>7 weeks</td>
<td></td>
</tr>
<tr>
<td>Reading Week</td>
<td>1 week</td>
<td>1 week</td>
</tr>
<tr>
<td>Semester 1</td>
<td></td>
<td>Lasts from Saturday of the final week of the preceding Instructional Period to Friday the following week.</td>
</tr>
<tr>
<td>Semester 2</td>
<td>2 weeks</td>
<td>2 weeks</td>
</tr>
<tr>
<td>Examination</td>
<td>2 weeks</td>
<td></td>
</tr>
<tr>
<td>Semester 1</td>
<td></td>
<td>Starts on the Saturday immediately following Reading Week.</td>
</tr>
<tr>
<td>Semester 2</td>
<td>2 weeks</td>
<td></td>
</tr>
<tr>
<td>Total Duration</td>
<td>18 weeks</td>
<td>17 weeks</td>
</tr>
<tr>
<td>Vacation</td>
<td>5 weeks</td>
<td>12-13 weeks</td>
</tr>
<tr>
<td>Semester 1</td>
<td></td>
<td>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.</td>
</tr>
<tr>
<td>Semester 2</td>
<td>12-13 weeks</td>
<td></td>
</tr>
</tbody>
</table>

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

** 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.
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 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)
- Board of Undergraduate Studies (BUS)
- Board of Graduate Studies (BGS)

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. Individual Faculties / Departments / Programmes may set additional requirements for their degree programmes according to the demands of the discipline.
Modular System

The undergraduate and graduate curricula are based on a modular system. 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 of study has a unique module code consisting of a two- or three-letter prefix that 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:

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

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:

<table>
<thead>
<tr>
<th>Grade</th>
<th>Grade Point</th>
</tr>
</thead>
<tbody>
<tr>
<td>A+</td>
<td>5.0</td>
</tr>
<tr>
<td>A</td>
<td></td>
</tr>
<tr>
<td>A-</td>
<td>4.5</td>
</tr>
<tr>
<td>B+</td>
<td>4.0</td>
</tr>
<tr>
<td>B</td>
<td>3.5</td>
</tr>
<tr>
<td>B-</td>
<td>3.0</td>
</tr>
<tr>
<td>C+</td>
<td>2.5</td>
</tr>
<tr>
<td>C</td>
<td>2.0</td>
</tr>
<tr>
<td>D+</td>
<td>1.5</td>
</tr>
<tr>
<td>D</td>
<td>1.0</td>
</tr>
<tr>
<td>F</td>
<td>0</td>
</tr>
</tbody>
</table>

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:

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

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. 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.

2 Dentistry (Undergraduate), Law, and Medicine (Undergraduate) are currently not on the modular system.
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 further details on the undergraduate programmes of individual Faculties/Schools, please visit the websites of the respective Faculties.

- Admission Requirements
- Curriculum Structure
- Degree Requirements
- Continuation and Graduation Requirements
- Special Programmes
- Fees
Undergraduate Admission

Undergraduate admission is coordinated through the Office of Admissions. The admission exercise for local students usually takes place between February and March each year. For international applicants, the exercise commences in October of the previous year. To be eligible to apply for admission, applicants need to present one of the following: the Singapore-Cambridge G.C.E. 'A' level certificate; a diploma from a Singapore polytechnic; or equivalent qualifications such as the NUS High School Diploma or International Baccalaureate Diploma. As the medium of instruction is English, applicants may be required to demonstrate proficiency in English as part of the admission criteria. Students admitted into the University may also have to sit for the Qualifying English Test (QET) set by the NUS Centre for English Language Communication. Up to 10% of vacancies will be set aside for consideration of exceptional candidates for admission to NUS, where factors other than grades will be considered. These include outstanding performances at international competitions or events in the fields of sports, science, arts or culture; notable records of community service or relevant work experience; and key leadership roles held by the candidates. Candidates may also provide information on awards/honours that they have received.

Details of the admission framework and procedures are available on the website of the Office of Admissions.

**Concurrent Candidature**

A full-time undergraduate student may not be enrolled concurrently as a candidate for more than one degree (except for approved special programmes - viz. Concurrent Degree Programmes (CDPs), Double Degree Programmes (DDPs) and Joint Degree Programmes (JDPs)) or register as a candidate of NUS and of another university or institute, unless granted approval by the University. A candidate who is enrolled as a full-time student at another university or institute shall not be allowed to enrol concurrently for any undergraduate degree programme at NUS, unless granted approval by the University.
Undergraduate Curriculum Structure

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 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.
Undergraduate Degree Requirements

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 for students admitted from AY2007/08 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

<table>
<thead>
<tr>
<th>Degree Requirements</th>
<th>Bachelor's Degree Programme</th>
<th>Bachelor with Honours Degree Programme</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>MCs</td>
<td>MCs</td>
</tr>
<tr>
<td>*<em>University Level</em></td>
<td></td>
<td></td>
</tr>
<tr>
<td>General Education</td>
<td>8</td>
<td>8</td>
</tr>
<tr>
<td>Singapore Studies</td>
<td>4</td>
<td>4</td>
</tr>
<tr>
<td>Breadth</td>
<td>8</td>
<td>8</td>
</tr>
<tr>
<td><strong>Sub-total</strong></td>
<td><strong>20</strong></td>
<td><strong>20</strong></td>
</tr>
<tr>
<td><strong>Programme</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Faculty</td>
<td>12 – 16</td>
<td>16</td>
</tr>
<tr>
<td>Major</td>
<td>60 – 72</td>
<td>88 – 110</td>
</tr>
<tr>
<td><strong>Sub-total</strong></td>
<td><strong>72 – 88</strong></td>
<td><strong>100 – 126</strong></td>
</tr>
<tr>
<td>Unrestricted Elective Modules</td>
<td>16 – 28</td>
<td>18 – 36</td>
</tr>
<tr>
<td><strong>Minimum MCs required for graduation</strong></td>
<td>120</td>
<td>160</td>
</tr>
</tbody>
</table>
For students admitted from AY2015/16

<table>
<thead>
<tr>
<th>Degree Requirements</th>
<th>Bachelor's Degree Programme</th>
<th>Bachelor with Honours Degree Programme</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>MCs</td>
<td>MCs</td>
</tr>
<tr>
<td><strong>University Level</strong>*</td>
<td></td>
<td></td>
</tr>
<tr>
<td>General Education</td>
<td>20</td>
<td>20</td>
</tr>
<tr>
<td>Sub-total</td>
<td>20</td>
<td>20</td>
</tr>
<tr>
<td><strong>Programme</strong></td>
<td></td>
<td></td>
</tr>
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<tr>
<td>Sub-total</td>
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</tr>
<tr>
<td>Unrestricted Elective Modules</td>
<td>16 – 28</td>
<td>18 – 36</td>
</tr>
<tr>
<td>Minimum MCs required for graduation</td>
<td>120</td>
<td>160</td>
</tr>
</tbody>
</table>

*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.
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 Maximum 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**

To graduate, an undergraduate student must have a minimum CAP of 2.0. To remain in good academic standing, and to continue in an undergraduate programme of study, a student may **not** have:

- CAP below 2.0 (but ≥ 1.5) for three consecutive semesters; or
- CAP below 1.5 for two consecutive semesters.

For any semester in which the student's CAP falls below 2.0 (but ≥ 1.5), that student will be issued an academic warning. If, in the following semester, the student's CAP again falls below 2.0, s/he will be placed on probation. If the student's CAP remains below 2.0 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 1.5 for two consecutive semesters, they will be placed on probation for the first semester, followed by dismissal in the second semester.

Such a student may appeal 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. 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:

<table>
<thead>
<tr>
<th>Honours Degree Classification (i)</th>
<th>Criteria</th>
</tr>
</thead>
<tbody>
<tr>
<td>Honours (Highest Distinction)</td>
<td>CAP 4.50 and above (ii)</td>
</tr>
<tr>
<td>Honours (Distinction)</td>
<td>CAP 4.00 – 4.49</td>
</tr>
<tr>
<td>Honours (Merit)</td>
<td>CAP 3.50 – 3.99</td>
</tr>
<tr>
<td>Honours</td>
<td>CAP 3.00 – 3.49</td>
</tr>
<tr>
<td>Pass</td>
<td>CAP 2.00 – 2.99</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Bachelor's Degree Classification (iii)</th>
<th>Criteria</th>
</tr>
</thead>
<tbody>
<tr>
<td>Pass with Merit</td>
<td>CAP 3.00 and above</td>
</tr>
<tr>
<td>Pass</td>
<td>CAP 2.00 – 2.99</td>
</tr>
</tbody>
</table>

(i) This refers to 160-MC degree programmes.
(ii) Particular Faculties/Schools may stipulate other requirements.
(iii) This refers to 120-MC degree programmes.
(Students admitted prior to AY2012/2013 should refer to the General Information section of the archived NUS Bulletin relevant to their year of admission.)
Residency Requirement and Maximum Candidature

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

Residency Requirement
A student registered for a Bachelor's degree must complete at least 50% of required MCs for the degree programme with 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 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 for the residency requirement relevant to their year of admission.)

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.

*Not applicable to students from the Faculty of Law and the Yong Siew Toh Conservatory of Music – please refer to respective Faculties for advice on the minimum workload to be maintained.

Maximum Candidature
The maximum candidature for:

- a Bachelor degree programme with a minimum requirement of 120 MCs is 4 years;
- a Bachelor with Honours degree programme with a minimum requirement of 160 MCs is 5 years;
- a typical double degree programme (which may involve between 180 and 200 MCs) is 6 years.

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 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 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/Programme.
Minor Programmes: 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. Please refer to this page 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 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:

- The university modules or diploma must not have been used to count towards the award of any other degree. In addition, the university modules or diploma must have been completed within the last 5 years prior to the date of admission to the University.
- For NUS modules, APCs with grade transfer will be granted when student has received a pass (C or better). Students may choose to exercise Satisfactory/Unsatisfactory (S/U)* grading option for these modules, subject to the rules of their home faculty, during the S/U option exercise conducted at the end of the first semester.
- Transfer of credits for modules not conducted by NUS will take place without transfer of grades.

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,
- Up to 8 MCs for the University Level Requirements;
- Up to 12 MCs for Unrestricted Elective Modules; and
- Up to 20 MCs for Programme Requirements.

(ii) With effect from AY2015/16
- Up to 20 MCs for Unrestricted Elective Modules; and
- 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, 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, 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

(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 First Semester 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.

Under the S/U mechanism, letter grades are assigned to modules. 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.

A ‘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 onwards, up to 32 MCs may be taken on an S/U basis, which may be exercised

- 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.

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 general, unused S/U MCs from the first semester may not be carried forward to subsequent semesters. However, some Faculties or programmes with unique circumstances have been permitted to exercise flexibility in the implementation.

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 Global Engineering and Design-Centric 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.

For more details, please view the Frequently Asked Questions on S/U Option by clicking here. (Students admitted prior to AY2014/2015 should refer to the Satisfactory / Unsatisfactory (S/U) policy in the General Information section of the archived NUS Bulletin relevant to their year of admission.)
Change of Course

Current and former undergraduate students seeking a change of course will be assessed based on:

- Singapore Cambridge GCE 'A' Levels results or high school equivalent.
- Performance in the universities they are currently attending or previously attended, if applicable; and
- Reason(s) for application.

Applicants may be required to undergo an interview to assess their suitability for the course they have applied. Such interviews will be scheduled at the discretion of NUS. All requests for change of course should be directed to the Office of Admissions.
Fees for Undergraduate Programmes

At present, undergraduate education at NUS is highly subsidized by the Government of Singapore, 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:

- Tuition Grant
- Tuition Fees
- Miscellaneous Student Fees
- Fee Payment Procedures
- Late and Partial Payment Penalties
- Refund Policy
- Tuition Fee Rebate Policy
- Financial Assistance

**Tuition Grant**

The substantial tuition subsidy from the Government of Singapore comes in the form of a tuition grant which is administered by the Ministry of Education (MOE) and offered to all admitted students. Students who apply and are approved for the tuition grants need only pay subsidised fees. While the tuition grant is not repayable, and Singapore citizens in receipt of it will not be required to undertake a service bond, the following accountability measures will apply:

- 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.
- All Singapore Permanent Residents and international students (except those already in receipt of a service bond from the PSC or the Ministry of Health) will be required to undertake a service bond under the terms of the tuition grant to work for a Singapore-registered company for three years upon completion of their degrees so as to discharge some of their obligations to the Singapore public for the high subsidy to their university education.

If you have further queries after examining the eligibility guidelines for Tuition Grant, please refer to MOE's website on Frequently Asked Questions (FAQs), or contact MOE's Tuition Grant Unit at:

- Tuition Grant Unit
- Higher Education Division
- Office Tower Level 15
- Ministry of Education, Singapore
- 1 North Buona Vista Drive
- Singapore 138675
- Tel: +65 6879 7333/4
- Fax: +65 6776 8609
- MOE_tgonline@moe.gov.sg

**Tuition Fees**

The current annual tuition fees payable are set out here. 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. For more information, examine the Frequently Asked Questions (FAQ).

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**

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 are set out here.

**Fee Payment Procedures**

The Office of Financial Services 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**

Students who do not meet fee payment deadlines stipulated by the Office of Financial Services, 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**

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.

**Tuition Fee Rebate Policy**

With effect from the admission cohort of AY2014/15, a rebate on tuition fees paid in excess of the total fees for the normal candidature period may be granted to eligible students who graduate on time within the normal candidature period.

A student is eligible for tuition fee rebate if s/he meets all of the following conditions:

1. Admitted into an undergraduate degree under the modular system in NUS from AY2014/2015;
2. 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;
3. Paid tuition fees in excess of the fees for completing the undergraduate degree programme on time within the normal candidature period.

For more information, please refer to the FAQ.

**Financial Assistance**

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, which oversees matters pertaining to student financial aid.
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 is offered as a terminal qualification and provides limited 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 Ph.D. and Master's degrees in certain disciplines are strictly research-based programmes.

- Admission Requirements
- Curriculum Structure
- Degree Requirements
- Continuation and Graduation Requirements
- Candidature Matters
- Other Procedural Matters
- Special Programmes
- Fees
- Financial Assistance
Graduate Admissions

Thank you for your interest in NUS.

The majority of graduate programmes in the University admit students twice a year, in August and January. Prospective students are advised to refer to the respective graduate studies website of the Faculty/School offering the programme with regards to the specific application information/instructions for the programme of their interest.

Decisions on admission are made by the Faculty/School after careful evaluation of all applications. Evaluation is carried out based on a combination of factors such as academic degree and record, letters of recommendation, standardized test scores and relevant work experience. Other considerations may include the potential for future contributions to the academic or professional fields, research interest of the professors involved in each degree programme and the relevance of the academic preparation for the chosen course of study. As English is the medium of instruction of the University, applicants may be required to demonstrate proficiency in English in the form of TOEFL/IELTS as part of the admission criteria.

The minimum set of admission requirements are given below and individual programmes may have their own additional requirements. Applicants should refer to the respective Faculty/School's graduate studies website for more information.

Unless granted approval by our University (Faculty/School/Vice-Provost(Education)), no candidate may concurrently be a student for more than one degree or register as an NUS candidate and of another university/institute.

It should be noted that satisfying minimal standards is not a guarantee of admission, since the number of qualified applicants far exceeds the number of places available. As a result, many well-qualified applicants cannot be accommodated.

Minimum Requirements for Research-based Programmes

Candidates must demonstrate readiness for graduate study through some specific standard of achievement in a common entry examination (e.g., the subject GRE, GMAT), and/or an admissions test or an interview.

Admission to a research Master’s programme normally requires a good Honours degree or equivalent. Departments may also admit students with a good Bachelor’s degree with relevant research or working experience on a case-by-case basis, subject to approval by the Board of Graduate Studies (BGS).

Admission into a Ph.D. programme requires a good Master’s degree in a relevant discipline, or at least a Second Class Upper Honours degree or equivalent in a relevant discipline.
Credit transfer and exemption for the coursework component of the graduate research programme may be granted for NUS modules taken and passed prior to admission to the programme or for modules completed at another tertiary institution recognised by the University. Only modules relevant to the degree programme to which the candidate seeks admission, with comparable content and level of sophistication, and read less than five (5) years before the date of admission may be considered for credit transfer / exemption.

There is no limit to the transfer of credit for relevant modules that have not been used towards another degree at NUS or elsewhere. For relevant modules that have been credited towards another degree elsewhere, up to 50% of the MCs required in the coursework component of the NUS graduate research programme into which the candidate seeks admission may be exempted. For relevant NUS modules that have been credited towards another degree at NUS, on a case-by-case basis and subject to approval, more than 50% of the MCs required in the coursework component of the NUS graduate research programme may be allowed credit and grade transfer.

Students seeking credit transfer and exemption should apply to the relevant programme office within the first semester of study.

**Minimum Requirements for Coursework-based Programmes**

Admission to a coursework-based graduate programme requires at least a Bachelor's degree, or equivalent, in the subject or related discipline. In addition, programmes may require candidates to demonstrate readiness for graduate study through a specific standard of achievement in:

- Common placement examination (e.g., the subject GRE, GMAT); or
- Programme-administered placement test in the relevant field (which may also consist of a structured interview to test the candidate's understanding of the field); or
- Completion of 40 MCs of preparatory modules.

Exceptionally, candidates with other qualifications and experience may be considered on a case-by-case basis, subject to approval by the BGS.

With the approval of the Senate, programmes may specify relevant work experience as an additional admission requirement.

Credit transfer and exemption for the graduate coursework-based programme may be granted for NUS modules taken and passed prior to admission to the programme or for modules completed at another tertiary institution recognised by the University. Generally, only modules that have not been used towards another degree at NUS or elsewhere may be considered for credit and grade transfers (NUS modules) / exemption (non-NUS modules). For such non-NUS modules, only up to 50% of the total coursework requirements may be exempted. There is no limit on the credit and grade transfers of NUS modules that have not been used towards another degree at NUS.

In addition, for coursework-based programmes which require more than the usual 40 MCs, NUS modules that have been used towards another degree at NUS can be considered for credit and grade transfer provided the resultant total coursework requirement does not fall below 40 MCs. All modules for credit transfer and exemption
must be relevant to the degree programme to which the candidate seeks admission, have comparable content and level of sophistication, and be read less than five (5) years before the date of admission. Students seeking credit transfer and exemption should apply to the relevant programme office within the first semester of study.
Graduate Curriculum Structure

(A) Research-based Programmes

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

Each research student will be appointed a supervisor(s) or Thesis Committee (for PhD candidate), who is/are responsible for providing the necessary guidance as well as take part in the evaluation of the student's progress and performance.

Upgrading to Ph.D.

Candidates may upgrade from a Master's programme to the Ph.D. upon completing specified requirements. In general, the requirement for upgrading should be to meet all requirements necessary for students admitted directly into a Ph.D. programme or students admitted into a general graduate programme to be qualified as a Ph.D. candidate. At a minimum, this will include passing the Qualifying Examination. The additional requirements may include specified coursework and a thesis proposal.

Ph.D. Qualifying Examination

Each Faculty/Department will determine the set of modules that a candidate must complete before proceeding to the Ph.D. Qualifying Examination (QE). The QE comprises a comprehensive examination and an oral defence of the Ph.D. 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 Ph.D. 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 Ph.D. thesis will be examined by three examiners (at least one being an external examiner). Ph.D. 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.

(B) Coursework-based Programmes

The objective of coursework-based graduate programmes is to provide further specialist education beyond the undergraduate level as a foundation for research or professional enhancement. Students in such 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.
Graduate Degree Requirements

(A) Research-based Programmes

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

Coursework element
Research degree programmes 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 2 to 6 modules for the Master's and 6 to 15 modules for the Ph.D. 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.

(B) Coursework-based Programmes

The Graduate Diploma programme 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 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: 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.
- Structure II: 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.
Graduate Continuation and Graduation Requirements

The majority of the programme 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.

**CAP for Continuation and Graduation**

Research-based Programmes

To graduate, a student pursuing a Master's degree by research must achieve a minimum CAP of 3.0 for all required modules, and have passed the Master's thesis. Similarly, to obtain a PhD degree, the minimum CAP required for graduation is 3.5. In addition, the candidate must have passed the PhD qualifying examination, the PhD thesis, and the oral examination. Students are required to submit their final approved theses electronically.

**To continue in a Master's programme, a student may not have:**
- CAP below 3.0 (but ≥ 2.5) for three consecutive semesters; or
- CAP below 2.5 for two consecutive semesters.

For any semester in which the student's CAP falls below 3.0 (but ≥ 2.5), that student will be issued an academic warning. If, in the following semester, the student's CAP again falls below 3.0, s/he will be placed on probation. If the student's CAP remains below 3.0 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 2.5 for two consecutive semesters, they will be placed on probation for the first semester, followed by dismissal in the second semester.

Such a student may appeal 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 only one such appeal per candidature. If the appeal is rejected, the student will not be readmitted. 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.

**To continue in a PhD programme, a student may not have:**
- CAP below 3.5 (but ≥ 3.0) for three consecutive semesters; or
- CAP below 3.0 for two consecutive semesters.

For any semester in which the student's CAP falls below 3.5 (but ≥ 3.0), that student will be issued an academic warning. If, in the following semester, the student's CAP again falls below 3.5, s/he will be placed on probation. If the student's CAP remains below 3.5 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 3.0 for two consecutive semesters, they will be placed on probation for the first semester, followed by dismissal in the second semester.

A student may also be issued a warning or placed on probation or be issued a letter of termination for poor performance in the PhD qualifying examination, research thesis, or other programme requirements.
Such a student may appeal 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 only one such appeal per candidature. If the appeal is rejected, the student will not be readmitted. 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.

**Coursework-based Programmes**

The minimum CAP for fulfilment of the Graduate Diploma requirement is 2.25.

A student pursuing a Master's degree by coursework must achieve a minimum CAP of 3.0 to be eligible for graduation.

**To continue in a Master’s programme, a student may not have:**

- CAP below 3.0 (but ≥ 2.5) for three consecutive semesters; or
- CAP below 2.5 for two consecutive semesters.

For any semester in which the student's CAP falls below 3.0 (but ≥ 2.5), that student will be issued an academic warning. If, in the following semester, the student's CAP again falls below 3.0, s/he will be placed on probation. If the student's CAP remains below 3.0 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 2.5 for two consecutive semesters, they will be placed on probation for the first semester, followed by dismissal in the second semester.

Such a student may appeal 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 only one such appeal per candidature. If the appeal is rejected, the student will not be readmitted. 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.

**Research Progress Reports for Research-based Programmes**

You are required to submit a bi-annual research progress report via mySISS (Self Service > Research Progress > My Progress Report) for your candidature renewal. You need to provide a summary of the work you did in the previous semester (this can include modules taken, doctoral seminars attended, development/review of work plan, PhD qualifying exam, etc.), your self-assessment and comments (e.g. achievements and problems encountered).

The Research Progress Report submission periods are September (for assessment of research progress in Semester 2 of the previous Academic Year) and in February (for assessment of research progress in Semester 1 of the current Academic Year).

You will be notified via email of the submission period. Upon receiving the email, you should complete the submission online promptly to allow sufficient time for your supervisor(s), Head of Department/Programme and Faculty to complete their assessments and recommendations for continuation of candidature.

For scholars, your scholarship renewal will be tied in with the semestral progress report. Please note that your scholarship will be suspended if you do not complete the research progress report by the deadline. For scholars who are required to fulfill the requirements of the Graduate Assistantship Programme (GAP), you will also be required to report on the number of hours you have completed during the reporting semester. You will have to attach a completed and endorsed Summary Sheet for Graduate Assistantship Programme in your submission. Nevertheless, you may use an alternative template/version if provided so by your Faculty/Department. For non-scholars, you are also required to submit the progress report by the stipulated deadline, otherwise the status of your research progress will be reflected as "Deemed Unsatisfactory".
Students who are in their first term (semester) of study are not required to submit the Research Progress Report. Please refer to http://www.askstudentservice.nus.edu.sg or click here for the FAQs on the Research Progress Report Workflow.

**Workload for Master's Coursework Programmes**

The following are guidelines for Master's coursework programmes:

<table>
<thead>
<tr>
<th>Type of Programme</th>
<th>Workload per semester</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Part-Time</td>
</tr>
<tr>
<td>Master's degree by coursework</td>
<td>Maximum load: 12 MCs</td>
</tr>
<tr>
<td></td>
<td>Normal load: 8 MCs</td>
</tr>
<tr>
<td></td>
<td>Minimum load: 4 MCs</td>
</tr>
</tbody>
</table>

*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.

**Residency Requirement and Maximum Candidature**

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:

1. residing in Singapore;
2. payment of fees;
3. satisfaction of all curricular requirements of the programme of study; and
4. satisfaction of other departmental requirements such as teaching assistance.

Students must meet the minimum residency requirements as follows:

<table>
<thead>
<tr>
<th>Type of Programme</th>
<th>Minimum Residency</th>
</tr>
</thead>
<tbody>
<tr>
<td>Master's degree by coursework</td>
<td>50% of required MCs</td>
</tr>
<tr>
<td>Master's degree by research</td>
<td>6 months</td>
</tr>
<tr>
<td>PhD degree</td>
<td>18 months</td>
</tr>
</tbody>
</table>

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

<table>
<thead>
<tr>
<th>Type of Programme</th>
<th>Maximum Candidature</th>
</tr>
</thead>
<tbody>
<tr>
<td>Master’s degree by coursework</td>
<td>24 – 48 months</td>
</tr>
<tr>
<td>Master’s degree by research</td>
<td>36 months</td>
</tr>
<tr>
<td>PhD degree</td>
<td>60 months</td>
</tr>
</tbody>
</table>

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

ii. *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.
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. Just as undergraduate programmes, 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 through supervisor(s), Head of Department, to Vice-Dean of Faculty.

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

Extension of candidature applications received after the candidature has lapsed would only be considered if there are compelling reasons. If approved, an administrative fee of S$250 is payable to reinstate the candidature.

Application for extension submitted more than 12 months after the expiry of the maximum candidature will not be considered.

Transfer of Candidature

Tuition fees payable for the semester of transfer will depend on the effective date of transfer. If the transfer is effective within the first two instructional weeks of the semester, fees for the new programme is payable. If the effective date of transfer is after the first two instructional weeks, fees for the former programme will be payable.

Students who have previously enjoyed government subsidy/sponsorship in a graduate programme should refer to the eligibility guidelines on fee subsidy. Students who are ineligible for fee subsidy are also not eligible for some scholarships.

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 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. The timing for such transfers/admits should be aligned to the signing of SO agreements for the semester because if a student miss 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. For transfer of candidature from Master's or Graduate Programme by research to PhD, the 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. Application to upgrade the candidature should be made using the prescribed application form at 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 will be given from the QE pass date up to such date as decided by the Faculty.

b. For **transfer of candidature from PhD to Master’s by research**, written request for transfer of candidature can be made by the student (through supervisor(s) and Head of Department to Vice-Dean of Faculty). A student may also be advised to transfer if s/he has not been performing satisfactorily in his/her PhD. 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 holders, if there is an over-consumption of leave, scholars will be asked to refund the appropriate amount arising from that.

c. For **transfer of research candidature from one Faculty / Department to another; or from one Master’s by coursework programme to another**, the 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. **There is no direct transfer of candidature from PhD/Master’s by Research to Master’s by coursework or vice versa.** The 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/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**

1. **From Full-Time to Part-Time**

Students are to apply using the prescribed application form (if available for the Faculty) or by submitting a written request through supervisor(s) (for research students) and 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 to part-time candidature can be approved.
Fees are still payable until such time the thesis has been submitted for examination. For international students, the student's pass will be cancelled once the application to convert to part-time candidature has been approved.

For research scholarship holders, the scholarship stipend will be terminated with effect from the approved date of conversion. If excess payment has already been made, students 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 international students whose spouse/children are here on a social visit pass sponsored by the University, the pass will also be cancelled once the application for conversion to part-time candidature has been approved.

Please refer to fees payable arising from change in academic load.

2. From Part-Time to Full-Time
There is no prescribed application form. Students are to submit a written request through the supervisor(s) (for research students) and Head of Department, to Vice-Dean of Faculty.

Please refer to fees payable arising from change in academic load.

Concurrent Enrolment in Another Course

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 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 “Full Fees” for the graduate programme that they now wish to undertake.

Withdrawal of Candidature

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 with their student card through their supervisor(s), Head of Department, to Vice-Dean of Faculty. A letter confirming the withdrawal from the University will be sent to student within three weeks after submission of the form. Graduate coursework students should check with their respective Faculty for information on the withdrawal procedure.

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. 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:

<table>
<thead>
<tr>
<th>Notification of withdrawal</th>
<th>Module(s) registered for the semester</th>
<th>Withdrawal Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>By end of Instructional Week</td>
<td>Remove from record</td>
<td>Take effect from the date of</td>
</tr>
<tr>
<td>Notification of withdrawal</td>
<td>Module(s) registered for the semester</td>
<td>Withdrawal Status</td>
</tr>
<tr>
<td>---------------------------</td>
<td>--------------------------------------</td>
<td>------------------</td>
</tr>
<tr>
<td>2*</td>
<td>completely.</td>
<td>application.</td>
</tr>
<tr>
<td>First day of Instructional Week 3* through to last day of Reading Week*</td>
<td>Record with a “WU” grade representing “withdrawal from university”.</td>
<td>Withdrawal will not be processed. However, for students who are in between two semesters of study, withdrawal will only take effect from the following semester.</td>
</tr>
<tr>
<td>First day of Examination Period* through to last day of Vacation*</td>
<td>Record with final grade(s) awarded by the University.</td>
<td></td>
</tr>
</tbody>
</table>

* 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:

<table>
<thead>
<tr>
<th>Notification of withdrawal</th>
<th>Module(s) registered for the semester</th>
<th>Withdrawal Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>By end of Week 1*</td>
<td>Remove from record completely.</td>
<td>Take effect from the date of application.</td>
</tr>
<tr>
<td>First day of Week 2* through to the day before start of Examination*</td>
<td>Record with a “WU” grade representing “withdrawal from university”.</td>
<td>Withdrawal will not be processed. However, for students who are to continue to the subsequent semester of study, withdrawal will only take effect from the following semester.</td>
</tr>
<tr>
<td>First day of Examination* through to last day of Vacation*</td>
<td>Record with final grade(s) awarded by the University.</td>
<td></td>
</tr>
</tbody>
</table>

* Please refer to Academic Calendar for the actual date.

The student card has to be returned to the Department/Programme Office/Student Service Centre/Student Services@BTC.

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 surrendered to ICA within seven days from the date of the withdrawal letter. Any spouse/child social visit pass sponsored by the University will also be cancelled.

Students who have withdrawn from the University and subsequently decide 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. However, if the decision to return is taken within 12 months from date of withdrawal, the student may submit 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
Termination of Candidature

The candidature of a student can be terminated when:

- performance in coursework and/or research is unsatisfactory;
- student is the subject of a disciplinary case brought before the Board of Discipline;
- student is missing in action (without approved leave);
- student did not register for module(s) when s/he is expected to (without approved leave or other approval); or
- student has exceeded the maximum candidature (candidature has lapsed)

When any of the above occurs, the student will be notified officially in writing.

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.

The student card has to be returned to the Department/Programme Office/Student Service Centre/Student Services@BTC.

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 surrendered to ICA within seven days from the date of the termination letter. Any spouse/child social visit pass sponsored by the University will also be cancelled.

Students who have been dismissed due to poor Cumulative Average Point (CAP) can refer to http://www.nus.edu.sg/registrar/edu/gd-contgrad.html 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.
Other Procedural Matters

Appointment/Change of Supervisor(s)

In general, there should not be more than three supervisors. To supervise PhD candidates, one should normally have doctoral qualification. Nonetheless, exceptions can be approved by the Faculty/School. The main supervisor is normally from the same Department with which the student is registered. Non-NUS staff may be appointed as co-supervisors. In a situation where the main supervisor of a Master’s student can only be an adjunct staff, an NUS staff has to be appointed as a co-supervisor. For a PhD student in such a situation, the thesis committee of the student should include at least one NUS staff and the committee should preferably be chaired by an NUS staff.

Request for change of supervisor(s) must be submitted using the Appointment of New/Change of Supervisor(s) Form.

Change of Thesis Title/Research Topic

Request for a change in the thesis title/research topic must be submitted using the Application for Change of Thesis Title/Research Topic Form.
Special Graduate Programmes

The Senate may approve different requirements and provisions for:

- Double Degree Programmes between NUS Faculties and Schools
- Double Degree and Joint Degree Programmes with Overseas Universities
- Concurrent Degree Programmes
- Clinical Degree Programmes; and
- Professional Doctoral Programmes.
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. Nonetheless, at present, all graduate research programmes and some graduate coursework programmes remain subsidised to a significant extent.

Tuition Fees
Miscellaneous Student Fees
Fee Payment Procedures
Late and Partial Payment Penalties
Refund Policy
Financial Assistance

Tuition Fees
The annual tuition fees for different categories of government-subsidised graduate programmes are set out here. The substantial tuition subsidy from the Government of Singapore comes in the form of a MOE Subsidy which 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. International Students reading a government-subsidised programme can apply for the Service Obligation Scheme to pay reduced tuition fees. Most government-subsidised programmes are deemed feasible by the University to offer the Service Obligation Scheme except for programmes listed here.

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.

Miscellaneous Student Fees
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.

Fee Payment Procedures
The Office of Financial Services 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
Students who do not meet fee payment deadlines stipulated by the Office of Financial Services, 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
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
NUS has an array of financial assistance and scholarships/awards available to help graduate students finance their studies in the University. For more details, click here.
Scholarships, Financial Aid and Fees

Financial assistance for graduate students is available in the form of scholarships and various financial aid schemes.

There are many different types of graduate scholarships available in the university for graduate students. These awards are highly competitive and are given based on a track record of academic excellence. Most scholarships can be renewed annually subject to satisfactory academic progress. Applications for such scholarships are generally made concurrently with the application for admission to a graduate programme. The list of scholarships available for graduate students can be found here.

Other forms of financial aid which are available include study loans and part-time appointments as Graduate Student Tutor or Student Researcher. The part-time appointments are for selected students who wish to gain research and teaching experience.

The full details of the financial aid schemes and part-time appointment scheme are set out here. In considering part-time work arrangements, it should be noted that a high level of commitment is expected of all graduate students enrolled in full-time programmes, and the taking on of external part-time work to supplement personal income is not generally encouraged.

Fees which are due to the University will be deducted prior to crediting any financial aid (e.g. scholarship stipend/loan/remuneration) to the students’ account.

The full schedule of tuition and other fees can be found here.
Awards

The University administers two types of awards which recognise scholarly achievements. They are scholarships/fellowships, and donated medals/prizes.

Scholarships/Fellowships
Besides rewarding academic excellence, these awards also help defray the costs of a University education. For detailed listing of such awards and respective terms and conditions, please refer:

- Undergraduate scholarships.
- Graduate scholarships and fellowships.

Donated Medals and Prizes
Over the years, the University has benefited from the generosity of various donors who made it possible for recognition to be given to outstanding and deserving students through the award of various medals and prizes.

Most university-level awards are offered on open competition basis. Awards that are restricted to students in specific Faculties are administered by the respective Faculties. Details of such awards can be found in the websites of the respective Faculties.
Administrative Policies

At all times, students are responsible for understanding and complying with the policies and procedures established by the Senate and the University administration.

- Responsibility for Notices/Circulars and Updates of Personal Particulars
- Acceptance Record
- Full-time Students and Employment
- Leave of Absence
- Grading Policy & Examination Process
- Transcripts and Records
- Graduation
- Discipline
- Ethics Review of Student Research
- Non-Discrimination Statement
- NUS Statutes and Regulations
Responsibility for Notices, Circulars and Update of Personal Particulars

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 latest notices/circulars that may be posted on myPortal@NUS. Throughout their candidature, students are responsible for keeping their personal particulars (including citizenship, official/legal name*, identity card / passport details, permanent and correspondence contact details, and next-of-kin details) 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 student information system.

*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.
Acceptance Record

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

B. Complete and sign to the following Authorisation Requirements.

- Release of Liability
- Authorisation of Medical Procedures / Appointment of Local Representative for International Students

The University reserves the right to make any changes deemed necessary in the policies/requirements.

**NUS Student Data Protection Policy**

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.

**NUS 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) 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 no grade for the relevant academic assignment, project, or thesis; and he/she may fail or be denied a grade for the relevant subject or module. Such a student caught plagiarizing would have to take that module for grade and 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 compiled by the Centre for Development of Teaching and Learning (CDTL) on how to avoid plagiarism;
- use the service provided by the Centre for Instructional Technology (CIT) to help detect and prevent web-based plagiarism; and
- access the Academic Culture module 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**
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 manages all such issues.

**NUS Do-Not-Call Policy**
The University must comply with the Personal Data Protection Act 2012 (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 with our legal consultants to ensure compliance from our community.

**Authorisation Requirements**

**Release of Liability**

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.
Registration

All students must be registered before commencing a course of study at the University. Registration refers to a formal process whereby a student enrolls at the start of his/her period of study to become part of the NUS student community. The Registration consists of two stages. In Registration (Part One), all students make specific online declarations and complete acceptance records. In Registration (Part Two), students complete the registration procedures by activating their student card online or by reporting to the respective registration centres as indicated in the respective Registration Guides (or as informed by Faculties/Schools).

To be deemed a 'registered student', one must have registered, enrolled for the appropriate classes, and paid the prescribed fees. A student ceases to be registered upon being conferred the degree for which he/she is a candidate, or on leaving the University, either through withdrawal on his/her own accord or termination of candidature by the University.

- Administrative Matters
- Academic Related Matters
- Fee related Matters
- Information for International Students
Full-time Students and Employment

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.
Module Enrolment

At the beginning of each semester, all students must enroll in the modules they will read during the semester. New students should obtain academic counselling before enrolling in classes. Academic advisors can help students formulate degree objectives based on interests, abilities, and career goals. Such advisors are also able to help students plan towards the fulfillment of University and Programme requirements necessary for the completion of the degree programmes.

Undergraduate students select and bid for modules through the Centralised Online Registration System (CORS). All students are given an equal amount of points per semester to bid for modules. Students should bid according to the value they place on particular modules, in relation to the total bid points at their disposal in each semester. The allocation of modules is based on the lowest successful bid points against the last available quota for the module at the end of each bidding round. If supply (module quota) exceeds demand (number of bidders) for a module for any bidding round, the lowest successful bid will be 1 bid point. If there is a tie in the lowest successful bid points, the outcome will be based on first-come-first-served. Unsuccessful bidders will be fully refunded. Any unused bid points after each round will be carried over to the next bidding round or to the next semester at the end of the registration exercise.

The bidding system requires students to consider carefully their priorities as each decision has an impact on future choices. It is an opportunity to educate students on the need to weigh their options, make decisions and live with the consequences of their actions.

Besides selecting and bidding for modules, a student can perform the following operations through CORS:

- Check on fulfillment of pre-requisites/preclusions
- Check on class/examination schedules
- Declare Majors/Minors
- Add/Drop modules
- Indicate intention to graduate - a process more commonly referred to as ‘Filing for Graduation (FFG)’

The general time schedule within which students must register, add or drop a module is given in the table below. Nonetheless, the CORS Committee determines the exact dates/deadlines for the various processes each academic year. These may eventually differ slightly from this general structure. Students are advised to check the CORS website for the applicable deadlines in the semester of bidding.

<table>
<thead>
<tr>
<th>For Undergraduates</th>
<th>Semester 1 &amp; 2</th>
</tr>
</thead>
<tbody>
<tr>
<td>Add new module(s)</td>
<td>By end of Instructional Week 1</td>
</tr>
<tr>
<td>Drop module(s) without grade penalty (50% refund of bid points)</td>
<td>By end of Instructional Week 2</td>
</tr>
<tr>
<td>Drop module(s) with ‘Withdrawn’ Grade (no refund of bid points)</td>
<td>1st day of Instructional Week 3 through last day of Recess Week</td>
</tr>
<tr>
<td>Drop module(s) with ‘Fail’ Grade (full refund of bid points)</td>
<td>1st day of Instructional Week 7 onwards</td>
</tr>
</tbody>
</table>

Please refer to this website for the list of grades included in the computation of Cumulative Average Point (CAP).

For the time being, module enrolment for graduate students is not done through CORS. Graduate students will have to proceed to the respective Departments/Faculties to register for their modules. The equivalent general time schedule is tabulated below:

<table>
<thead>
<tr>
<th>For Graduates</th>
<th>Semester 1 &amp; 2</th>
</tr>
</thead>
<tbody>
<tr>
<td>Register for/add New Module(s)</td>
<td>By end of Instructional Week 2</td>
</tr>
</tbody>
</table>
except: Cross Faculty Module Registration

<table>
<thead>
<tr>
<th>Action</th>
<th>Deadline</th>
</tr>
</thead>
<tbody>
<tr>
<td>Drop module(s) without penalty</td>
<td>Up to Instructional Week 2</td>
</tr>
<tr>
<td>Drop module(s) with 'Withdrawn' Grade</td>
<td>1st Day of Instructional Week 3 through last day of Recess Week</td>
</tr>
<tr>
<td>Drop module(s) with 'Fail' Grade</td>
<td>1st day of Instructional Week 7 onwards</td>
</tr>
</tbody>
</table>

Please refer to this [website](#) for the list of grades included in the computation of Cumulative Average Point (CAP).

* This is not applicable to students from Yong Loo Lin School of Medicine and Faculty of Dentistry. However, students from Faculty of Law who enrol for cross faculty modules for enrichment purposes will have to register for the modules through CORS.
Leave of Absence

Students may be granted leave for periods of absence from the University.

For undergraduates, such leave of absence is normally not counted against the maximum candidature of the programme pursued by the student concerned. For graduate students, leave of absence is counted against their maximum candidature. For graduate students in coursework programmes, up to one year of leave of absence may be excluded from the count against their maximum candidature.

Leave of absence may be granted 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) who will submit an assessment to the relevant Faculty on whether the student is indeed unfit to study for the semester(s).

   Students who are on medical leave of absence for one semester (term) or more, must also be certified fit to resume studies by the University's Health Physician before s/he can start attending classes. If a student has been consulting a medical practitioner other than one from the University Health Centre during the period of leave, a medical report (in English) from that medical practitioner must be submitted to the University's Health Physician. 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. Normally, 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 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 Integrated Student Information System.**

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).

   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 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. 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. Students are to note that the deadline for the application of semester (term) leave of absence will be the last day of Recess Week. 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.

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.

Graduate students should also note that if the leave period results in a student exceeding the maximum candidature, the student will also need to apply for an extension of candidature to cover the leave period and for research students, the additional time to complete the thesis. There is no automatic extension of candidature to account for the period of leave. In addition, should the student submit his/her thesis for examination during the leave period or during the semester immediately after the period of leave, the student will have to pay fees for one semester.

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.

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.

Medical or health insurance benefits shall no longer be applicable during the period students are on term leave of absence. For more information, please refer to: [http://www.nus.edu.sg/uhc/healthservice/insurance-schemes/introduction.html](http://www.nus.edu.sg/uhc/healthservice/insurance-schemes/introduction.html).

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 to the Ministry of Manpower (MoM) for the necessary Training Employment 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) 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 to [http://www.nus.edu.sg/registrar/event/studentpass.html](http://www.nus.edu.sg/registrar/event/studentpass.html).

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. For graduate research students who have not been scheduled for examinations during this period, they may apply for leave through their department administrators.

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 Integrated Student Information System](http://www.nus.edu.sg).
Student Feedback Exercise

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.
Examination

Every semester, students are responsible for looking up the examination time-table on their own. In addition, students are expected to be familiar with the Examination Rules, a breach of any of which will render a student liable to disciplinary action which may result in the student's expulsion from the University. Detailed information is published in the Examination Directory.
Grading Policy

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 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.
Transcripts & Records

The Registrar prepares, maintains, and permanently retains a record of each student's academic work. Where relevant, physical files of pertinent documents for each student are maintained up to 5 years following the last date of attendance or last enclosure, whichever is later. The documents are then microfilmed for permanent retention and the physical copies destroyed.

The academic transcript is a student's complete and permanent academic record. It reflects all undergraduate and/or graduate work completed at NUS.

Current students may print their examination result slips and unofficial transcripts from myISiS Student Center. However, all official transcripts will be issued only by the Registrar. Official Transcripts are prepared by the Registrar and have the University seal imprinted on it. They are typically accepted for any official transactions such as proof of a degree or applications for admissions to academic programmes or employment.

Unofficial Transcripts are printed by students themselves via the self-service online system. Unofficial transcripts are used primarily for the student's reference and are available only to current students. Unofficial Transcripts do not have the University seal and are not generally accepted for official transactions.

- General Information & Policies
- Applying for a Transcript
- Modes of Delivery
- Modes of Payment
- Enquiries

**General Information & Policies**

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. Transcript(s) requested to be sent to another institution will be mailed directly to the institution in a sealed envelope by the university..

Students who successfully complete their degree requirements will receive a complimentary copy of their academic transcript together with their degree scroll. Graduates of Master of Medicine programmes will not be issued academic transcripts.

For Non-graduating Exchange students, two copies of your transcript (one of which is a complimentary copy for the student) will be sent directly to the office(s) in your home university which is responsible for student exchange programmes, approximately two months after the completion of the semester (unless otherwise arranged with the partner university). As such, please contact the office(s) of your home university which is responsible for student exchange programmes to obtain your copy of the complimentary transcript. For Non-Exchange students, a copy of your transcript will be sent directly to you at the mailing address as updated in our records, approximately two months after the completion of the semester. For additional copies of transcripts or for sending transcripts to another institution(s), you are required to submit an online application. Prevailing fees will apply.

**Applying for an Official Transcript**

1. If you wish to have the conferment date and degree title printed on the Official Transcript, please submit your transcript request after receiving your degree conferment letter (which is issued after your degree is officially conferred by the Chancellor upon your successful completion of all degree requirements).
2. If you would like to apply for an Official Transcript which includes the examination results of the current semester, please note that it can be printed and released only from the 20th calendar
day from the day of results release (i.e. when the University has finalized all appeals for review of examination results).

3. Please also note that in preparation for the Commencement ceremonies, the transcript system will be frozen and official transcripts will not be issued to current students who will be **conferred their degree/s on 30 June** (i.e. graduating at the end of Semester 2) in the period **18 to 30 June**. If you are in urgent need of a status letter regarding your graduation status during this period, please approach the SSC or BMO. Please note that the status letter only indicates the degree to be conferred, and not the modules and grades obtained.

4. Please submit an online request via the Online Transcript Application system. The maximum number of transcripts for which you can request for is 10 sets per mode of delivery per application or per institution. However, you may apply as many times as you wish.

When submitting your Online Transcript Application, you will be required to do the following:

**Step 1**
Select the transcript type for which you are applying. Alumni are required to indicate the month and year of degree conferment. Then, click on the "Proceed to Application" button.

**Step 2**
Complete the online transcript application form with the required details. Then, click on the "Proceed" button.

**Step 3**
Check and confirm the details submitted. You may change incorrect details by clicking on the "Edit" button at the bottom of the page. For successful application, please read the important notes located at the bottom of the webpage. Print a copy of the page for your records before clicking on the "Confirm" button.

**Step 4**
If you selected payment mode as:
- "Others": you will receive an acknowledgement and payment form which you need to print out.
- "E-Credit" or "E-Debit": you will be directed to the electronic payment webpage. Complete the necessary e-payment transaction and print out the e-payment receipt. If your e-payment is unsuccessful, you are to submit another transcript application.

5. Transcript(s) will not be issued if you have outstanding fees with and/or other amounts owing to NUS.

6. The transcript will be issued according to the name as registered with the University upon your conferment date. If you have changed your name, we will need your original supporting documents (e.g. deed poll, identity card, baptismal certificate) for verification of your identity.

7. Processing duration and fees (incl. prevailing GST) for transcript applications are as follows:

<table>
<thead>
<tr>
<th>Request Type</th>
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<th>Bachelor Degree (conferred prior to 1998)</th>
<th>Bachelor Degree (conferred from 1999 to 2009)</th>
<th>Bachelor Degree (current students and students admitted from AY2005/6)</th>
<th>Graduate Diploma/Master / Ph.D. Degree (conferred prior to 2004)</th>
<th>Graduate Diploma/Master / Ph.D. Degree (current students and students admitted from AY2004/5)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Normal Request: Processing time/Fees</td>
<td>4 working days $5.35 per copy</td>
<td>7 working days $5.35 per copy</td>
<td>5 working days $5.35 per copy</td>
<td>4 working days $5.35 per copy</td>
<td>5 working days $5.35 per copy</td>
<td>4 working days $5.35 per copy</td>
</tr>
<tr>
<td>Urgent Request: Processing time/Fees</td>
<td>Not Applicable</td>
<td>4 working days $10.70 for first</td>
<td>Not Applicable</td>
<td>On-the-spot printing of Official</td>
<td>Not Applicable</td>
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</tr>
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<tbody>
<tr>
<td>copy</td>
<td>Transcript is available at Student Service Centre (Yusof Ishak House) / Student Services at Bukit Timah Campus</td>
<td>S$10.70 per copy.</td>
<td>available at Student Service Centre (Yusof Ishak House) / Student Services at Bukit Timah Campus</td>
<td>S$10.70 per copy.</td>
<td></td>
</tr>
</tbody>
</table>

Notes:

Processing time excludes delivery time by post.

An additional 2 working days is required for the following busy periods:
- 2 weeks before start of each examination and during examinations
- 1 week before start of commencement, during commencement and 1 week after end of commencement

Information on the examination and commencement periods is available at Academic Calendar > click to respective Academic Year on the right.

8. Please note that once your application has been submitted, the payment made is non-refundable. This applies to orders payable via NETS, Cash or electronic means (e.g. credit card and internet banking).

9. You will receive an autogenerated email to confirm receipt of your transcript application and to inform you on the various processing stages of your application i.e. whether it is being processed, mailed out or ready for collection. For current students, you may also check your application status online.

10. Transcripts which are not collected 3 months from date of application will be destroyed, unless otherwise instructed. Hence, if you wish to obtain your transcript(s) which was/were not collected by the stipulated period, you will have to submit a fresh application and make payment again.

**Modes of Delivery**

In the online transcript application system, 2 modes of delivery for your transcript(s) are offered:

1. By Collection (in person, or by proxy)
2. By Post

You may choose either one or both modes.
1. By Collection (in person, or by proxy)
If you opted to collect your transcript(s) personally or by proxy, you may choose to do so from one of the following locations:

a. Student Service Centre (SSC)
   Address: Yusof Ishak House (Level 1), National University of Singapore, 31 Lower Kent Ridge Road.
   Website: http://www.askstudentservice.nus.edu.sg; Tel: (65) 6516 1177
b. Student Services at Bukit Timah Campus
   Address: 469 Bukit Timah Road, Block B, MPA-02-02, Singapore 259756
   Operating hours: Monday – Thursday (9am – 5.30pm); Friday (9am – 5pm)
   Email: btcmail@nus.edu.sg; Tel: (65) 6516 8182

When collecting your transcript, you are required to bring along your NRIC/Passport and payment receipt (i.e. the printed copy of the e-payment receipt if you have made payment online).

If you are sending a proxy to collect your transcript, he/she must produce the Authorisation Form for Collection of Transcript duly completed and signed by you, your payment receipt, a copy of your NRIC (both sides) or Passport (the personal particulars page), and the proxy's NRIC/Passport.

2. By Post
If you opted for your transcript to be sent by post, we will need to receive the following before we are able to release your transcript:

a. confirmation of payment made for transcript application. For non-electronic payment, please submit documentary proof to the relevant office. For more information on Modes of Payment, please click here.

b. if your transcript(s) is to be mailed to a stated personal mailing address, in line with the NUS Student Privacy Policy, you are required to submit a copy of your NRIC (both sides) or Passport (the personal particulars page) to the office* that is processing your transcript(s) so that your identity may be verified.

*please refer to the contact details in the email sent to you.

<table>
<thead>
<tr>
<th>Destination/Country</th>
<th>FedEx Express (flat rate; &lt;0.5kg; includes prevailing surcharges)</th>
<th>Registered Airmail</th>
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</thead>
<tbody>
<tr>
<td></td>
<td>Cost</td>
<td>Estimated Delivery Time (days)</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Singapore</td>
<td>$14.00**</td>
<td>1-2</td>
</tr>
<tr>
<td>Malaysia; Sabah &amp; Sarawak</td>
<td>$17.95</td>
<td>1-2</td>
</tr>
<tr>
<td>Brunei</td>
<td>$29.80</td>
<td>1-2</td>
</tr>
<tr>
<td>Destination/Country</td>
<td>FedEx Express (flat rate; &lt;0.5kg; includes prevailing surcharges)</td>
<td>Cost</td>
</tr>
<tr>
<td>---------------------</td>
<td>-----------------------------------------------------------------</td>
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</tr>
<tr>
<td>Hong Kong; Indonesia; Korea (South); Philippines; Taiwan; Thailand</td>
<td>$38.10</td>
<td></td>
</tr>
<tr>
<td>Macau; Vietnam</td>
<td>$29.80</td>
<td></td>
</tr>
<tr>
<td>Australia; China; New Zealand;</td>
<td>$38.10</td>
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</tr>
<tr>
<td>Japan</td>
<td>$38.80</td>
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<tr>
<td>India</td>
<td>$51.65</td>
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<tr>
<td>Sri Lanka; Bangladesh;</td>
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</tr>
<tr>
<td>Canada</td>
<td>Ranges from $51.00 to $98.00</td>
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<td>UK</td>
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<tr>
<td>Europe; USA</td>
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</tbody>
</table>
### Modes of Payment

You may choose to pay one of the following modes of payment:

- **a. E-payment (via credit card & internet banking)**
- **b. Cheque**

The crossed cheque should be made out for the exact amount in Singapore dollars to "National University of Singapore" and drawn from a bank in Singapore.

Alterations on a cheque and a cheque in foreign currency will not be accepted.

On the back of the cheque, indicate your name, telephone number and the degree/programme title of the transcript(s) for which you are applying.

Please mail your cheques to the following address:

**Registrar's Office (Transcript Section)**
National University of Singapore University Hall (Lee Kong Chian Wing) #UHL-04-01
21 Lower Kent Ridge Road
Singapore 119077

- **c. NETS**
  
  NETS payment is only available at SSC and BMO.

All payments must be made in Singapore currency.
**Enquiries**

If you have any enquiries regarding transcripts or would like to requests for a certification letter, please contact us at:

Email: transcript@nus.edu.sg  
Fax: (65) 6778 6371  
For degree verification requests, please click [here](#).
Graduation

File for Graduation
When an undergraduate student in a modular faculty expects to graduate at the end of a particular semester, s/he must file for graduation (FFG) at the start of that semester during the period stipulated by their Faculties.

Degree conferment

Degrees are conferred by the Chancellor at the end of Semester 1, Semester 2, and the Special Term. Conferment date for Semester 1 is 28 February, for Semester 2 is 30 June and for the Special Term is 31 August. However, graduate research degrees may also be awarded as and when the students complete all necessary requirements pertaining to the degrees. Students will be informed in an official letter from the Registrar regarding their conferment date. This official letter will be mailed electronically to a graduate’s NUS lifelong email account within 3 days from the conferment date. No hard copy of the degree conferment letter will be issued to graduates who were conferred from 31 May 2015 onwards. This same conferment date will, be recorded in the official academic transcript.

Other administrative information for graduating student is available here.

Commencement

Commencement is an annual University-wide event celebrated in early July. For about a fortnight, the University celebrates the graduation of each class. All students who have completed their studies and conferred their degrees between 1 July of the preceding calendar year and 30 June of the current calendar year, both dates inclusive, are invited. Further information, including the schedule of ceremonies, is made available, from March each year, at the Commencement website. All eligible students will be requested to register their attendance online at the website by the first of June of the current calendar year.

Degree scrolls

Degree scrolls are printed following the conclusion of each semester of study for students who have been conferred their degrees. Details of collection procedures are updated and announced on the degree scroll collection website.

Students may collect their degree scrolls during their respective Commencement ceremonies or the designated alternative periods, either personally, or by authorising a friend to do so. Students may also request for the degree scroll to be mailed to them.

The University does not normally issue a replacement degree scroll if the original one is destroyed or misplaced. Instead, the Registrar will issue a letter certifying that the student is a graduate of the University.
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Discipline

Discipline with respect to students is governed by the University's Statutes and Regulations. 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.
Transcripts & Records

The Registrar prepares, maintains, and permanently retains a record of each student’s academic work. Where relevant, physical files of pertinent documents for each student are maintained up to 5 years following the last date of attendance or last enclosure, whichever is later. The documents are then microfilmed for permanent retention and the physical copies destroyed.

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4. Please submit an online request via the Online Transcript Application system. The maximum number of transcripts for which you can request is 10 sets per mode of delivery per application or per institution. However, you may apply as many times as you wish.

When submitting your Online Transcript Application, you will be required to do the following:

**Step 1**
Select the transcript type for which you are applying. Alumni are required to indicate the month and year of degree conferment. Then, click on the "Proceed to Application" button.

**Step 2**
Complete the online transcript application form with the required details. Then, click on the "Proceed" button.

**Step 3**
Check and confirm the details submitted. You may change incorrect details by clicking on the "Edit" button at the bottom of the page. For successful application, please read the important notes located at the bottom of the webpage. Print a copy of the page for your records before clicking on the "Confirm" button.

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<th>Bachelor Degree (current students and students admitted from 1999 to 2009)</th>
<th>Graduate Diploma/Master / Ph.D. Degree (conferred prior to 2004)</th>
<th>Graduate Diploma/Master / Ph.D. Degree (current students and students admitted from AY2004/5)</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td>Transcript is available at Student Service Centre (Yusof Ishak House) / Student Services at Bukit Timah Campus</td>
<td>$10.70 per copy.</td>
<td>available at Student Service Centre (Yusof Ishak House) / Student Services at Bukit Timah Campus</td>
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<td>copy</td>
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<td>$10.70 per copy.</td>
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</tbody>
</table>

### Notes:

- Processing time excludes delivery time by post.
- An additional 2 working days is required for the following busy periods:
  - 2 weeks before start of each examination and during examinations
  - 1 week before start of commencement, during commencement and 1 week after end of commencement
- Information on the examination and commencement periods is available at Academic Calendar > click to respective Academic Year on the right.

8. Please note that once your application has been submitted, the payment made is **non-refundable**. This applies to orders payable via NETS, Cash or electronic means (e.g. credit card and internet banking).

9. You will receive an autogenerated email to confirm receipt of your transcript application and to inform you on the various processing stages of your application i.e. whether it is being processed, mailed out or ready for collection. For current students, you may also check your application status online.

10. Transcripts which are not collected 3 months from date of application will be destroyed, unless otherwise instructed. Hence, if you wish to obtain your transcript(s) which was/were not collected by the stipulated period, you will have to submit a fresh application and make payment again.

### Modes of Delivery

In the online transcript application system, 2 modes of delivery for your transcript(s) are offered:

1. By Collection (in person, or by proxy)
2. By Post

You may choose either one or both modes.
1. By Collection (in person, or by proxy)
If you opted to collect your transcript(s) personally or by proxy, you may choose to do so from one of the following locations:

a. Student Service Centre (SSC)
   Address: Yusof Ishak House (Level 1), National University of Singapore, 31 Lower Kent Ridge Road.
   Website: http://www.askstudentservice.nus.edu.sg; Tel: (65) 6516 1177

b. Student Services at Bukit Timah Campus
   Address: 469 Bukit Timah Road, Block B, MPA-02-02, Singapore 259756
   Operating hours: Monday – Thursday (9am – 5.30pm); Friday (9am – 5pm)
   Email: btcmail@nus.edu.sg; Tel: (65) 6516 8182

When collecting your transcript, you are required to bring along your NRIC/Passport and payment receipt (i.e. the printed copy of the e-payment receipt if you have made payment online).

If you are sending a proxy to collect your transcript, he/she must produce the Authorisation Form for Collection of Transcript duly completed and signed by you, your payment receipt, a copy of your NRIC (both sides) or Passport (the personal particulars page), and the proxy's NRIC/Passport.

2. By Post
If you opted for your transcript to be sent by post, we will need to receive the following before we are able to release your transcript:

a. confirmation of payment made for transcript application. For non-electronic payment, please submit documentary proof to the relevant office. For more information on Modes of Payment, please click here.

b. if your transcript(s) is to be mailed to a stated personal mailing address, in line with the NUS Student Privacy Policy, you are required to submit a copy of your NRIC (both sides) or Passport (the personal particulars page) to the office* that is processing your transcript(s) so that your identity may be verified.
   *please refer to the contact details in the email sent to you.

<table>
<thead>
<tr>
<th>Destination/Country</th>
<th>FedEx Express (flat rate;&lt;0.5kg; includes prevailing surcharges)</th>
<th>Registered Airmail</th>
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</thead>
<tbody>
<tr>
<td></td>
<td>Cost</td>
<td>Estimated Delivery Time (days)</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Singapore</td>
<td>$14.00**</td>
<td>1-2</td>
</tr>
<tr>
<td>Malaysia; Sabah &amp; Sarawak</td>
<td>$17.95</td>
<td>1-2</td>
</tr>
<tr>
<td>Brunei</td>
<td>$29.80</td>
<td>1-2</td>
</tr>
<tr>
<td>Destination/Country</td>
<td>FedEx Express (flat rate; &lt;0.5kg; includes prevailing surcharges)</td>
<td>Registered Airmail</td>
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</tr>
<tr>
<td></td>
<td>Cost</td>
<td>Estimated Delivery Time (days)</td>
</tr>
<tr>
<td>Hong Kong; Indonesia; Korea (South); Philippines; Taiwan; Thailand</td>
<td>$38.10</td>
<td></td>
</tr>
<tr>
<td>Macau; Vietnam</td>
<td>$29.80</td>
<td>1-2</td>
</tr>
<tr>
<td>Australia; China; New Zealand;</td>
<td>$38.10</td>
<td>1-2</td>
</tr>
<tr>
<td>Japan</td>
<td>$38.80</td>
<td></td>
</tr>
<tr>
<td>India</td>
<td>$51.65</td>
<td></td>
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<tr>
<td>Sri Lanka; Bangladesh;</td>
<td></td>
<td>1-2</td>
</tr>
<tr>
<td>Canada</td>
<td>Ranges from $51.00 to $98.00</td>
<td>1-2</td>
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<tr>
<td>UK</td>
<td></td>
<td>2-3</td>
</tr>
<tr>
<td>Europe; USA</td>
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<tr>
<td>Destination/Country</td>
<td>Cost</td>
<td>Estimated Delivery Time (days)</td>
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<tr>
<td>Middle East</td>
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<tr>
<td>Mauritius</td>
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</tr>
</tbody>
</table>

*Mailing addresses within Singapore will be sent via registered post.**Mailing addresses within Singapore will be sent via Speedpost.*+Singapore Post is our provider for postal services. Please read the important notes on delivery time to overseas destinations.*

*Exact costs will be reflected in the Online Transcript Application System.*

**Note:**

1. Items may be subjected to customs inspection which results in additional time required for delivery.
2. Transcript fees will be rounded up or down to the nearest 5 cents.

**Modes of Payment**

You may choose to pay by one of the following modes of payment:

a. E-payment (via credit card & internet banking)

b. Cheque

The crossed cheque should be made out for the exact amount in Singapore dollars to "National University of Singapore" and drawn from a bank in Singapore.

Alterations on a cheque and a cheque in foreign currency will not be accepted.

On the back of the cheque, indicate your name, telephone number and the degree/programme title of the transcript(s) for which you are applying.

Please mail your cheques to the following address:

Registrar's Office (Transcript Section)
National University of Singapore University Hall (Lee Kong Chian Wing) #UHL-04-01
21 Lower Kent Ridge Road
Singapore 119077

C. NETS
NETS payment is only available at SSC and BMO.

All payments must be made in Singapore currency.
Enquiries

If you have any enquiries regarding transcripts or would like to requests for a certification letter, please contact us at:

Email: transcript@nus.edu.sg
Fax: (65) 6778 6371
For degree verification requests, please click here.