

“Honour” Declaration for Modules Completed on SEP

Undergraduate students awaiting the Partner University’s transcript for official credit transfer may complete an ‘honour’ declaration to upgrade their **ModReg Seniority** (e.g. from Year 2 to Year 3 seniority) during the exercise.

‘Honour’ declaration can only be made for **modules completed successfully (i.e. enrolled and passed)** on SEP. The modular credits (MCs) from these SEP modules will then be added to your cumulative MCs and used for assigning your ModReg Seniority priority based on the promotion rules for the next level of study.

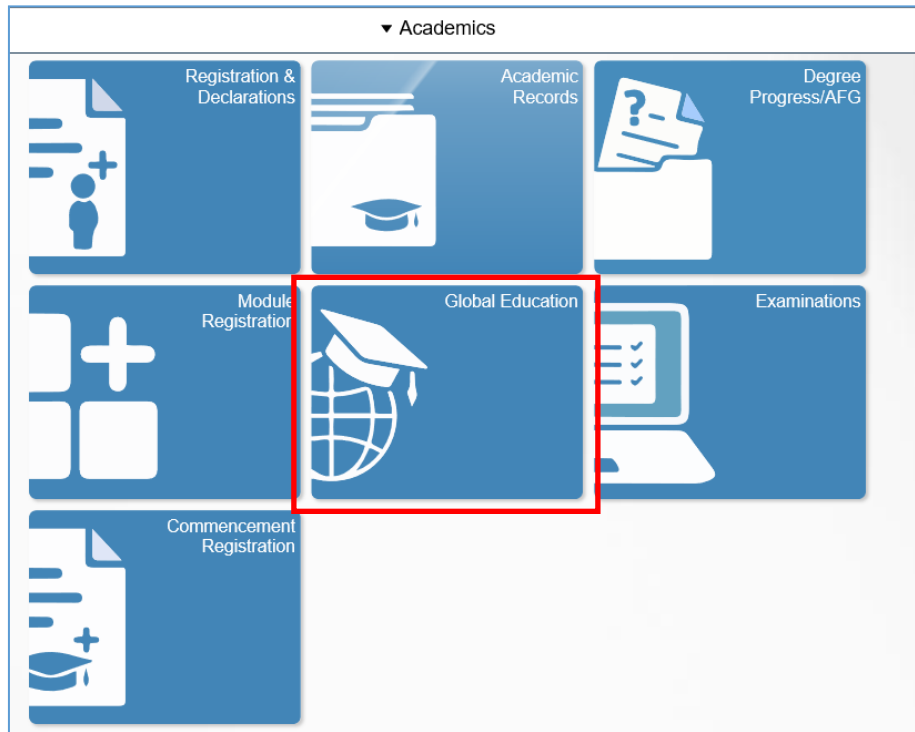
1. Login to the **NUS Student Education Records System (myEduRec)** (<https://myedurec.nus.edu.sg/>) using your **NUSNET ID and Password**.



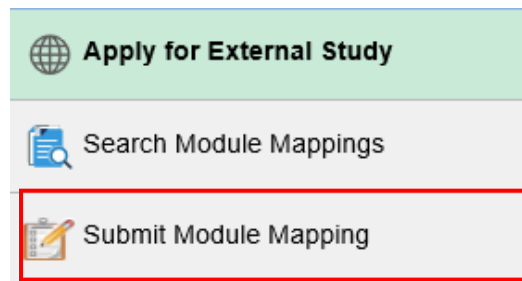
The screenshot shows the login interface for the NUS Student Education Records Management System (EduRec). At the top, the NUS logo and name are displayed. Below this, the system name is shown. The login form consists of two text input fields: 'User ID' and 'Password'. A green 'Sign In' button is positioned at the bottom of the form.

2. Select **Academics** followed by **Global Education**.





3. Click on **Submit Module Mapping** on the left-hand menu:



4. Select the approved module mappings you wish to request for credit transfer under the **Credit Transfer Request** tab in the module mapping worksheet of the overseas university you were away for the external program.

After selecting the mappings, click **'Request for Credit Transfer'** to submit the request for credit transfer. Please note that once you have submitted the request, no further changes are allowed.

Please refer to the detailed steps below:

1. Click on the tab **'Credit Transfer Request'**.

2. Select approved mappings for credit transfer

The screenshot shows a web interface for submitting a credit transfer request. At the top, there are four tabs: 'Student Details', 'Module Details', 'Module Mapping Summary', and 'Credit Transfer Request'. The 'Credit Transfer Request' tab is highlighted with a red box. Below the tabs, the form displays the following information:

Partner University: Oxford University
Term Applying For: 2015/2016 Semester 1

Select	Mapping Nbr	Mapping Seq No	PU Module Subject	PU Module Course Nbr	PU Module Title	PU Module Units/Credits	NUS Module	NUS Module Title	NUS Module MCs	Mapping Status
<input type="checkbox"/>	3	1	PU	003	Partner Uni Module 3	4.00	MA2202	Algebra I	4.000	Approved
<input type="checkbox"/>	3	2	PU	004	Partner Uni Module 4	2.00	MA2202	Algebra I	4.000	Approved
<input type="checkbox"/>	4	1	PU	005	Partner Uni Module 5	4.00	CM3251	Nanochemistry	4.000	Approved
<input type="checkbox"/>	5	1	PU	006	Partner Uni Module 6	6.00	MA3219	Computability Theory	4.000	Approved

Below the table, there is a note: "After you have completed your External Study Program at the overseas institution, please select the 'Approved' module mappings that you wish to request for credit transfer." Below this note is a button labeled "REQUEST FOR CREDIT TRANSFER", which is highlighted with a red box.

3. Click on **'Request for Credit Transfer'** after selecting the approved mappings.

Important Note:

This declaration is only an interim measure to adjust your ModReg Seniority. Students are still required to complete the official credit transfer process by submitting the Partner University's transcript to fulfil their degree requirements.