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## **History**

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

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

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

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

On 8 August 1980, the *National University of Singapore* was formed through a merger between the University of Singapore and Nanyang University. The sprawling 150-hectare Kent Ridge site became the new home for the University. The then President of the Republic of Singapore, Dr Benjamin Sheares, 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.

#### **University Organisation**

#### Chancellery

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

#### **Board of Trustees**

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

#### 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 <a href="here">here</a>.

#### **Senate**

<u>The Senate</u> is the highest academic body of the University. Chaired by the President of the University, the Senate meets regularly to deliberate on educational policy and other academic issues.

## **Chancellery**

#### The Chancellor

**PRESIDENT 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

**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 SIA Engineering Company Ltd, NTUC Income Insurance Co-operative Limited, Tripartite Alliance Ltd and Shanghai Commercial Bank Ltd (Hong Kong). He is the Managing Director of Shanghai Commercial & Savings Bank Ltd (Taipei), GMT Investments Pte Ltd and Director of China National Petroleum Corporation (CNPC, Beijing), Singapore Labour Foundation, Kidney Dialysis Foundation and CapitaLand Limited. He is also a Member of the Council of Presidential Advisers.

Mr Lee has served as Chairman of Singapore Airlines Ltd (2006-2017), the immediate past President of the Singapore National Employers Federation (1988-2014), President of International Enterprise Singapore – formerly known as TDB (1995-2002), Chairman of PSA International Pte Ltd (2002-2005) and Chairman of Singapore Business Federation (2002-2008). 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 Public Service Star in 1998, the Singapore Distinguished Service Order in 2006 and the Distinguished Comrade of Labour in 2015. He was also conferred one of Singapore's highest state awards, Order of Nila Utama (First Class) in 2015. 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. 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.		

#### **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 NUS scholarships.

#### **Campus Services**

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

#### **NUS Centre For the Arts**

Established in 1993, NUS Centre For the Arts (CFA) is a vibrant space for the appreciation of the arts and nurturing of the creative and inquiring spirit. Comprising the NUS Museum, NUS Baba House and a Talent and Development arm that oversees 22 student arts excellence groups, CFA supports student engagement with the arts and the integration of the arts into the life of the University. Through a vibrant arts calendar which features both student and professional talent, CFA activities add to the NUS experience, and help inspire and develop creative talents. CFA also manages the University Cultural Centre, CFA Studios and the rehearsal facilities at University Town. With four permanent collections and over 8,000 artefacts and artworks, the NUS Museum, and the NUS Baba House (located at 157 Neil Road) serve as vital curricular resources to expand the learning experiences for students.

#### **NUS Information Technology**

The NUS Information Technology spearheads the development of IT on campus for teaching, learning, research and administration. We collaborate with the faculty, staff and students for innovative IT solutions to meet the diverse needs of the community. Our roles and responsibilities range from governance to campus network, student and administrative systems, mobile solutions, research computing, business analytics, messaging and database services, Cloud computing, cyber security and user support.

#### 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 Outreach promotes a healthy and balanced lifestyle
- Counselling & Psychological Services provides mental health support

#### **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.

#### Centre for Future-ready Graduates

The Centre for Future-ready Graduates' mission is to enhance the employability of students through career preparation and helping students develop self-awareness and leadership skills. Through various career search strategies and career development workshops and activities, students are empowered to take confident steps to build their careers. The Centre also partners employers in their graduate recruitment, and organizes a range of activities such as internship programs, career fairs, recruitment talks, networking sessions for students to meet company representatives for employment opportunities. The Centre offers the following module:

#### **CFG1010 Roots & Wings 1.0:**

The Roots and Wings programme, which focuses on maximising students' human potential, equips students with foundational future-ready skills so that they can develop healthy mindsets and better

navigate and respond adeptly in an unpredictable modern world.

Through a blended-learning approach with an emphasis on experiential learning, this innovative course draws inspiration from many fields including neuroscience, psychology, leadership and philosophy, and offers students a practical toolbox of personal and interpersonal effectiveness skills e.g. self-awareness, collaboration, and resilience.

For more information, please click here.

#### Office of Student Affairs

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

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

- **Student Service Centre**: A convenient contact point for students to obtain information and services related to academic/administrative student records, tuition fees and financial matters;
- Hostel Admission Services: Manage student housing, application eligibility and procedures;
- **Residential Life**: Assist students to settle in and experience a positive and vibrant residential life through social, cultural and sports activities, and enrichment programmes;
- **Student Organisations**: Provide a framework of governance for NUS student organisations to thrive and contribute to student life and campus vibrancy;
- **Community Engagement**: Promote and support student engagement with the community within the university, and with society beyond the university;
- **Sports & Recreation**: Promote a healthy lifestyle through sports and recreation, and sports excellence;
- **Disability Support & Services**: Provide an inclusive and nurturing academic environment to students with disabilities and special education needs to achieve their fullest potential

6/14/2018 Academic Calendar

# Academic Calendar

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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.

Recurring events	Duration		
in chronological order	Semester 1	Semester 2	Remarks
Orientation Week	1 week		Commences on first Monday of August each year. The academic year starts off with the Freshmen Inauguration Ceremony.
Instructional Period part 1	6 weeks	6 weeks	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**.
Recess Week	1 week	1 week	From Saturday to the following Sunday.
Instructional Period part 2	7 weeks	7 weeks	Classes resume on Monday immediately following the Recess Week.
Reading Week	1 week	1 week	Lasts from Saturday of the final week of the preceding Instructional Period to Friday the following week.
Examination	2 weeks	2 weeks	Starts on the Saturday immediately following Reading Week.
Total Duration	18 weeks	17 weeks	
Vacation	5 weeks	12-13 weeks	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.

6/14/2018 Academic Calendar

\* 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.

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  - 2017/2018 (info/calendar/AY2017-2018.pdf)
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  - 2015/2016 (info/calendar/AY2015-2016.pdf)
  - 2014/2015 (info/calendar/AY2014-2015.pdf)

6/14/2018 Education at NUS

# **Education at NUS**

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# **NUS Educational Philosophy**

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

individuals with **questioning minds**, willing and able to examine what is taken for granted, and who engage in rigorous inquiry within and beyond assumed disciplinary borders;

individuals of well-rounded mind and character;

**constructive and responsible** members of a community, ready to assume leadership and conscious of the impact of their activities on others;

**global citizens**, who are sensitive to diverse cultural settings, aware of the potential they offer, and capable of operating in them, while conscious of the particularity, value, and limits of their own perspectives;

bearers of a resourceful and enterprising spirit, in public and private life; and

able communicators who can articulate and defend ideas effectively.

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

## **Academic Governance**

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

University Committee on Educational Policy (UCEP) (http://www.nus.edu.sg/pvo/programme-quality.html) Board of Undergraduate Studies (BUS) (http://www.nus.edu.sg/pvo/programme-quality.html) Board of Graduate Studies (BGS) (http://www.nus.edu.sg/pvo/programme-quality.html)

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

the general curriculum structure;

existing and new degree programmes;

other educational policy issues, such as advance placement credits and general education.

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

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demands of the discipline.

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# Modular System

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

#### **Modules**

Each module (http://www.nus.edu.sg/nusbulletin/search-modules/) 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:

Component	Description	Remarks
A	No. of Lecture hours	Actual contact hours per week
В	No. of Tutorial hours	Actual contact hours per week
С	No. of Laboratory hours	Actual contact hours per week

D	No. of hours for projects, assignments, fieldwork, etc	This caters to assignments, independent studies, fieldwork, and other forms of continuous assessment that contribute towards the final grade of the module.
E	No. of hours for preparatory work	This refers to the number of hours a student is expected to spend each week in preparing for lectures and tutorials.

## **Modular Credits**

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

## **Grade Points**

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

Grade	Grade Point
A+	5.0
A	
A-	4.5
B+	4.0
В	3.5
B-	3.0
C+	2.5
С	2.0
D+	1.5
D	1.0

Grade	Grade Point
F	0

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

# **Cumulative Average Point (CAP)**

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

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 prerequisite 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 (undergraduate-education/continuation-and-graduation-requirements.html#SU). For graduate students, please refer to your Faculty/School for advice.

#### Withdrawn (W)

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

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

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# **Undergraduate Education**

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

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# **Undergraduate Admission**

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Undergraduate admission is coordinated through the Office of Admissions (http://www.nus.edu.sg/oam/). Details of the admission framework and procedures are available on the website of the Office of Admissions (http://www.nus.edu.sg/oam/apply/apply.html).

# **Change of Course**

Current and former undergraduate students seeking a change of course should approach the Office of Admissions (http://www.nus.edu.sg/oam/).

## **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 (special-undergraduate-programmes.html) - 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.

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# **Quick Links**

- ▶ Non-Graduating Programme (../non-graduating-programme.html)
- Withdrawal (https://share.nus.edu.sg/registrar/student/info/UG-Withdrawal-from-University.pdf)

# Undergraduate Curriculum Structure

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

# (A) University Level Requirements

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

#### FOR STUDENTS ADMITTED FROM AY2015/16

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

#### **General Education**

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

GE consists of five pillars:

- 1. Human Cultures
- 2. Asking Questions
- 3. Quantitative Reasoning
- 4. Singapore Studies
- 5. Thinking and Expression

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

#### FOR STUDENTS ADMITTED BEFORE AY2015/16

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

#### **General Education**

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

#### **Subject Groups:**

Group A – Science & Technology

Group B – Humanities & Social Sciences

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

#### **Singapore Studies**

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

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

Students may not take Singapore Studies modules that are cross-listed with their major subjects to fulfill their Singapore Studies requirements. A set of FAQs (undergraduate-curriculum-structure/faqs-for-singapore-studies.html) 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.

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# Undergraduate Degree Requirements

♥ Home (../../index.html) / Education at NUS (../../education-at-nus.html)/ Undergraduate Education (../undergraduate-education.html) / 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 (excluding CFG1010 Roots and Wings – Personal and Interpersonal Effectiveness 1.0 (2 MCs) and ES1103 English for Academic Purposes (4 MCs)). 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.

**Bachelor with Honours Degree** 

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

Bachelor's Degree

For students admitted before AY2015/16

**Degree Requirements** 

Faculty

Major

Degree Requirements	Programme	Programme
	MCs	MCs
University Level*		
General Education	8	8
Singapore Studies	4	4
Breadth	8	8
Sub-total	20	20
Programme		

16

88 - 110

12 - 16

60 - 72

Sub-total	72 – 88	100 – 126
Unrestricted Elective Modules	16 – 28	18 – 36
Minimum MCs required for graduation	120	160

#### For students admitted from AY2015/16

Degree Requirements	Bachelor's Degree Programme	Bachelor with Honours Degree Programme
	MCs	MCs
University Level*		
General Education	20	20
Sub-total	20	20
Programme		
Faculty	12 – 16	12 - 16
Major	60 – 72	88 – 110
Sub-total	72 – 88	100 – 126
Unrestricted Elective Modules	16 – 28	18 – 36
Minimum MCs required for graduation	120	160

<sup>\*</sup> 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.

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# Undergraduate Continuation and Graduation Requirements

♦ Home (../../index.html) / Education at NUS (../../education-at-nus.html)

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**Quick Links** 

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

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

## **CAP for Continuation and Graduation**

#### For students admitted before AY2016/2017:

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

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

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

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

#### For students admitted from AY2016/2017 onwards:

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

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

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

# **Degree Classification**

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

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

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

## **Residency Requirement and Period of Candidature**

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

#### A. Residency Requirement

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

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

#### **B. Normal Candidature**

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

S/N	Degree Type	Normal Candidature Period*
1	Single Degree/Joint Degree Programme (120 MC)	6 consecutive semesters
2	Single Degree/Joint Degree Programme (160 MC), Bachelor of Laws and Bachelor of Dental Surgery	8 consecutive semesters
3	Bachelor of Medicine and Bachelor of Surgery	10 consecutive semesters
4	Double Degree Programme (DDP):  a. graduating with single honours  b. graduating with double honours	9 consecutive semesters 10 consecutive semesters

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

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

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

For more details, please view the Frequently Asked Questions here (https://share.nus.edu.sg/registrar/student/info/FAQ-Minimum-Workload.pdf).

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

#### C. Maximum Candidature

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

		Maximum Candidature
S/N	Degree Type	Period*

	0 71	
1	Single Degree/Joint Degree Programme (120 MC)	8 consecutive semesters
2	Single Degree/Joint Degree Programme (160 MC), Bachelor of Laws and Bachelor of Dental Surgery	10 consecutive semesters
3	Bachelor of Medicine and Bachelor of Surgery	12 consecutive semesters
4	Double Degree Programme (DDP) which may involve between 180 MC and 200 MC	12 consecutive semesters

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

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

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

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

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

• only Level-3000 or higher modules

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

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

For students admitted from AY2014/2015 onwards:

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

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

# **Advanced Placement Credits and Exemption**

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

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

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

- C. Students from other tertiary institutions recognised by the University who have declared themselves as transfer students at the point of application for admission and are seeking APCs or exemption should apply to the Dean's Office of the Faculty concerned within the first week of the first semester of study. Please note that such APCs or exemption applications will be considered only at the point of admission to the University and approvals are subjected to the following:
  - (i) In AY2014/15
    - The residency requirement (see here for details)#;
    - The minimum MC requirements for Programme/Major/Second Major and Minor (see here for details)#; and
    - Up to 8 MCs for University Level Requirements

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

- (ii) With effect from AY2015/16
  - · The residency requirement (see here for details); and
  - The minimum MC requirements for Programme/Major/Second Major and Minor (see here for details).

## Satisfactory/Unsatisfactory option

The Grade-free scheme, in the form of Satisfactory / Unsatisfactory (S/U) option, aims to provide a supportive and enabling environment for NUS undergraduates to make a successful transition into the academic and social culture of university life. It serves to facilitate a transformation in students' mindsets towards grades and learning in the

university setting, as well as enable students to leverage opportunities for a holistic education. The Satisfactory/ Unsatisfactory (S/U) option is also intended to encourage students to pursue their intellectual interests, without undue concern that exploring a new subject area may adversely affect their CAP.

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

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

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

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

- during the student's first semester, for up to 20 MCs; and
- any time during a student's candidature, for up to 12 MCs.

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

#### For students admitted from AY2016/2017 onwards:

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

Variations on the limit of S/U options that can be exercised may apply for specific groups of students, such as the following:

- i. Students without prior university experience but are granted 20 or more Advanced Placement Credits (APCs) at the point of admission to NUS may exercise the S/U option for up to 20 MCs in the first two regular semesters; if this is not fully utilised, the S/U option may still be exercised in subsequent semesters, for up to 12 MCs.
- ii. Students with some prior university experience (which are being recognised towards the NUS degree) may exercise the S/U option for up to 12 MCs anytime during their candidature, including the first two regular semesters.
- iii. Students with a prior university degree are not eligible for the grade-free scheme.

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

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

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

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

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

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# **Quick Links**

- FAQs on Minimum Workload (https://share.nus.edu.sg/registrar/student/info/FAQ-Minimum-Workload.pdf)
- FAQs on H3 APC (https://share.nus.edu.sg/registrar/student/info/FAQ-on-H3-APC.pdf)

# Fees for Undergraduate Programmes

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**Quick Links** 

At present, undergraduate education at NUS is highly subsidized by the Singapore Government, which pays for the bulk of the operating costs besides the infrastructural costs. The University's fees are reviewed and adjusted periodically to reflect the cost of providing education to students. This section covers the following:

Tuition Grant
Tuition Fees
Miscellaneous Student Fees
Tuition Fee Policy
(1) Tuition Fee Rebate

(2) Tuition Fee beyond Normal Candidature

Fee Payment Procedures
Late and Partial Payment Penalties
Refund Policy
Financial Assistance

## **Tuition Grant**

The MOE Tuition Grant is a grant provided by the Government of Singapore to help students manage the costs of full-time tertiary education in Singapore. Eligible Singapore Citizens, Permanent Residents and international students enrolled in full-time undergraduate courses at the autonomous universities may receive it. Singapore Citizens will receive the grant automatically when they commence their studies, while Permanent Residents and international students need to apply for it. Students who apply and accept Tuition Grant offers will only need to pay subsidised fees. The grant amount is differentiated by nationality, with Singapore Citizens receiving the highest level of tuition fee subsidy.

Singapore Citizens need not serve a bond obligation after graduation if they take up a Tuition Grant. Permanent Residents and international students who receive a Tuition Grant are required to work for a Singapore entity for three years upon graduation. Those who do not wish to take up a Tuition Grant and its bond obligation will pay non-subsidised fees throughout their course of study.

Singapore citizens on Public Service Commission (PSC) scholarships or bursaries will be required to undertake a service bond under the terms of such scholarships or bursaries.

All students, regardless of nationality, admitted to the Faculties of Medicine or Dentistry (in the case of Singapore citizens, only those who are not on PSC scholarships or bursaries) will be required to undertake a service bond with the Singapore Ministry of Health for five or six years for Singapore citizens or Singapore Permanent Residents/International students pursuing the medical course respectively, and four or five years for Singapore citizens or Singapore Permanent Residents/International students pursuing the dental course respectively.

If you have further queries after examining the eligibility guidelines for Tuition Grant (http://www.nus.edu.sg/registrar/info/ug/UG-Eligibility-Guidelines-For-Tuition-Grant.pdf), please refer to MOE's website (https://tgonline.moe.gov.sg/tgis/normal/index.action) on Frequently Asked Questions (FAQs) (https://tgonline.moe.gov.sg/docs/TG-FAQ.pdf), 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
Tol: +65.6872,2320

Tel: +65 6872 2220 Fax: +65 6776 8609

MOE tgonline@moe.gov.sg (mailto:MOE tgonline@moe.gov.sg)

### **Tuition Fees**

The current annual tuition fees payable are set out here (../../info/ug/UGTuitionCurrent.pdf).

The cohort-based fee system is introduced for the new undergraduate intake of all Faculties/Schools from AY2008/09. Under the cohort-based fee system, tuition fee for an intake cohort of students will be fixed throughout the student's candidature. While fees continue to be reviewed annually and adjustments made as and when necessary with each new cohort of students, each new cohort will know the exact amount of tuition fees they have to pay throughout their candidature. This enables students to better plan for the financing of their undergraduate studies.

National Servicemen who had accepted admission to NUS earlier but plan to register and enroll as a student with the current cohort and beyond will be charged the tuition fees prevailing at the time they accepted their offer of admission. If the National Serviceman does not accept the place first offered and accepts offers to NUS in the subsequent years, he will not be able to enjoy the tuition fee effective in the year of his first offer but will have to pay the tuition fee effective in the latest year of offer which he has accepted. If the National Serviceman accepts the place first offered and successfully changes his course of study in a subsequent year, prior to his enrolment to the University, he will pay the tuition fee of the new course at the rate applicable to the year of the first offer accepted.

## **Miscellaneous Student Fees**

Miscellaneous student fees help meet part of the costs incurred by the University in providing services to the student community that are either not covered or only partially covered by the tuition fee and government subsidy. These services include healthcare for students; facilitating student cultural, social and recreational programmes; and maintaining the internal shuttle bus service, IT network and other campus-wide services.

All students, whether registered on a full-time or part-time basis, are charged the miscellaneous student fees. There are due at the same time as the tuition fees. The miscellaneous student fees are set out here (../../info/ug/UG-MSF.pdf).

## **Tuition Fee Policy**

The Undergraduate Tuition Fee Policy is instituted to encourage undergraduates to graduate on time within the normal candidature period and have a head start in achieving career success. While the University seeks to give its graduates an edge in the workforce through impactful curriculum and programmes, students are encouraged to exercise personal responsibility on their part in planning their studies/modules well to reap the competitive advantage by graduating on time.

The Undergraduate Tuition Fee Policy, comprising (1) Tuition Fee Rebate and (2) Tuition Fee beyond Normal Candidature, is applicable to students who are admitted into an undergraduate degree under the modular system<sup>@</sup> in NUS.

#### @ Notes:

- UG students admitted to non-modular faculties namely, Medicine / Dentistry / Law where the programme structure and duration are fixed (except Law DDP students whose 2nd degree is registered with a modular faculty), are excluded.
- UG students admitted to Bachelor of Technology Programme and Yale-NUS College are also excluded. The fee policies for these students are managed separately.

#### (1) Tuition Fee Rebate

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

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

- i. Admitted into an undergraduate degree under the modular system@ in NUS from AY2014/2015;
- ii. Completed NUS modules during the following period(s):
  - prior to the undergraduate candidature (e.g. NUS iBLOC, NUS H3 subjects, NUS modules taken as NUS High School students, and NUS modules taken under the Polytechnic Advanced Placement Programmes); and/or
  - during Special Terms within the undergraduate candidature:
- iii. Paid tuition fees in excess of the fees for completing the undergraduate degree programme on time in the candidature period applicable for fee rebate.

For more information, please refer to the FAQ. (https://share.nus.edu.sg/registrar/student/info/FAQ-on-Fee-Rebate-Policy.pdf)

#### (2) Tuition Fee beyond Normal Candidature

With effect from the admission cohort of AY2016/2017, students admitted into an undergraduate degree under the modular system<sup>®</sup> in NUS and who take longer than the normal candidature period (continuation-and-graduation-requirements.html#NormalCandidature) to complete their degree requirements will have to pay partial non-subsidized fees, culminating in full non-subsidized fees, during the extended semesters.

In view that the Ministry of Education provides a Tuition Grant to subsidize a student's tuition fees up to the normal candidature period, the tuition fee payable beyond that would be the full non-subsidized semestral fees. To mitigate the impact of higher fees, the University undertakes to charge affected students only a proportion of the **full non-subsidized semestral fees pro-rated based on the MCs** read in the extended semesters. In addition, the pro-rated full fees payable in the first and second semester beyond normal candidature will be capped at 120% and 150% of the subsidized semestral fees respectively.

The fees payable beyond normal candidature period are summarised in the following table:

Student Type	Semester After Normal Candidature Period	Revised fee pro-rated based on student's semester workload of x-MC
	1 <sup>st</sup>	'Full^ semestral# fees X Workload%*' capped at

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		'Subsidised semestral <sup>#</sup> fees X <b>120</b> %'	
Single degree students	2 <sup>nd</sup>	'Full^ semestral# fees X Workload%*' capped at 'Subsidised semestral# fees X 150%'	
	3 <sup>rd</sup> onwards	Full^ semestral# fees X Workload%*	
	1 <sup>st</sup>	'Full^ semestral <sup>#</sup> fees X Workload%*' <b>capped at</b> 'Subsidised 9 <sup>th</sup> /10 <sup>th+</sup> semestral <sup>#</sup> fees X <b>120</b> %'	
Double degree students	2 <sup>nd</sup>	'Full^ semestral <sup>#</sup> fees X Workload%*' <b>capped at</b> 'Subsidised 9 <sup>th</sup> /10 <sup>th+</sup> semestral <sup>#</sup> fees X <b>150</b> %'	
	3 <sup>rd</sup> onwards	Full^ semestral <sup>#</sup> fees X Workload%*	

<sup>^</sup>Full (non-subsidised) fees are set out under the column "Fees payable by students not in receipt of MOE Tuition Grant" in the undergraduate fees table (refer here (.../.info/ug/UGTuitionCurrent.pdf)).

Students who register for module(s) in the Special Term immediately following the expiry of their normal candidature period will continue to pay subsidised fees on a per module basis. However, for the Special Terms beyond that, the Special Term fees payable will be the full non-subsidised semestral fees pro-rated based on the number of MCs read.

For more information, please refer to the FAQ (https://share.nus.edu.sg/registrar/student/info/FAQ-on-Tuition-Feebeyond-Normal-Candidature.pdf).

## **Fee Payment Procedures**

The Office of Financial Services (http://www.nus.edu.sg/finance/NoticeonPaymentofFees.html) publishes information on deadlines for fee payments and modes of fee payment. The Office will send an email notification to students, at students' NUS email accounts, to view their Student Bill online at least 2 weeks before the scheduled deadline for fee payment.

## **Late and Partial Payment Penalties**

Students who do not meet fee payment deadlines stipulated by the Office of Financial Services (http://www.nus.edu.sg/finance/NoticeonPaymentofFees.html), may incur penalty fees. If fees are not paid, or only partially paid, by the due date indicated in the bill, a late fee will be stipulated. Should fees remain outstanding after the relevant fee payment deadline, the University reserves the right to suspend academic rights and privileges, including to withhold degree conferment certifications. In addition, students with overdue fees may have their candidature of study terminated.

<sup>\*</sup>Semestral fees refer to half of annual tuition fees set out in the undergraduate fees table (refer here (../../info/ug/UGTuitionCurrent.pdf)).

<sup>\*</sup>Given that the student reads x-MC of modules in the semester concerned, the 'Workload%' is capped at 100% if x exceeds 20MCs and  $^{xMC}$ /20MC if otherwise, for fee computation purposes, i.e., tuition fee is pro-rated for workload < 20MCs.

<sup>\*9</sup>th semester for DDP (single honours) and 10th semester for DDP (double honours) (refer here (continuation-and-graduation-requirements.html#NormalCandidature)).

## **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**

The University is committed to providing a quality education for all our students and to ensuring that no deserving student is denied admissions because of financial difficulty.

Needy students can apply for financial aid which will be offered if they meet the eligibility criteria. Financial aid will be in the form of a financial aid package which may comprise a combination of loans, bursary, and work-study assistance. Students who are in need of financial assistance should approach the Office of Admissions (http://www.nus.edu.sg/oam/financialaid/), which oversees matters pertaining to student financial aid.

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# **Quick Links**

- ▶ Eligibility Guidelines for Tuition Grant (../../info/ug/UG-Eligibility-Guidelines-For-Tuition-Grant.pdf)
- Undergraduate Financial Aid (http://www.nus.edu.sg/financialaid)

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# **Graduate Education**

♦ Home (../index.html) / Education at NUS (../education-at-nus.html) / Graduate Education

NUS offers a variety of comprehensive and challenging graduate programmes, some of which are primarily research-based, while others are coursework-based. The Graduate Diploma provides focused professional training in a specific niche. The Master's degree is intended to develop mastery of a field and prepares students for the practice of a profession or as a precursor to doctoral training. The Doctoral degree is designed to prepare students for creative activity and original research, often in preparation for the pursuit of an academic career. In order to accommodate students with full-time employment, some programmes allow students to enroll on a part-time basis, with modules conducted in the evenings, and in some instances, on Saturdays.

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

- Admission Requirements (http://www.nus.edu.sg/admissions/graduate-studies/)
- Curriculum Structure (graduate-education/curriculum-structure.html)
- Degree Requirements (graduate-education/degree-requirements.html)
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## **Graduate Curriculum Structure**

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/ Graduate Education (../graduate-education.html) / 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 PhD**

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

#### **PhD Qualifying Examination**

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

#### Thesis and Oral Examination

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

## (B) Coursework-based Programmes

The objective of coursework-based graduate programmes is to provide further specialised education beyond the undergraduate level as a foundation for research or professional enhancement. Students 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.

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# **Graduate Degree Requirements**

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## (A) Research-based Programmes

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

#### Coursework 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 PhD programmes. Exceptionally, the Senate may approve variations with adequate justifications. Graduate-level modules (i.e. level-5000 and above) are generally expected to be 4 MCs each. Nonetheless, to enable a student to build expertise in a new field, modules below level-5000 may be allowed, up to 25% of the total MC requirement for the coursework component, subject to the approval of the supervisor and Department.

#### Graduate seminar

To cultivate a strong research culture among graduate students, the required coursework includes a 'graduate/doctoral seminar' in which Faculty members, graduate students, and visitors present current research. Thesis component Research candidates have to submit their theses for examination (after being approved by the supervisor(s) and Head of Department) by the maximum period of candidature. The thesis is not measured by MCs.

## (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 the two structures as described below. Under both structures, at least 30 of the total MCs must be at level-5000 or 6000 within the subject or related disciplines. The remaining credits may be from other levels in the same or other disciplines.

- Structure I: 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.

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# Graduate Continuation and Graduation Requirements

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/ Graduate Education (../graduate-education.html) / Continuation and Graduation Requirements

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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 3.00 for all required modules, and have passed the Master's thesis. Similarly, to obtain a PhD degree, the minimum CAP required for graduation is 3.50. 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 3.00 (but ≥ 2.50) for three consecutive semesters; or
- CAP below 2.50 for two consecutive semesters.

For any semester in which the student's CAP falls below 3.00 (but  $\geq$  2.50), that student will be issued an academic warning. If, in the following semester, the student's CAP again falls below 3.00, s/he will be placed on probation. If the student's CAP remains below 3.00 for the third consecutive semester, the student will be issued a letter of dismissal by the Registrar and denied re-admission.

For students whose CAP falls below 2.50 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.

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

#### To continue in a PhD programme, a student may not have:

- CAP below 3.50 (but ≥ 3.00) for three consecutive semesters; or
- CAP below 3.00 for two consecutive semesters.

For any semester in which the student's CAP falls below 3.50 (but  $\geq 3.00$ ), that student will be issued an academic warning. If, in the following semester, the student's CAP again falls below 3.50, s/he will be placed on probation. If the student's CAP remains below 3.50 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 3.00 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.

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

#### **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 3.00 to be eligible for graduation.

#### To continue in a Master's programme, a student may not have:

- CAP below 3.00 (but ≥ 2.50) for three consecutive semesters: or
- CAP below 2.50 for two consecutive semesters.

For any semester in which the student's CAP falls below 3.00 (but ≥ 2.50), that student will be issued an academic warning. If, in the following semester, the student's CAP again falls below 3.00, s/he will be placed on probation. If the student's CAP remains below 3.00 for the third consecutive semester, the student will be issued a letter of dismissal by the Registrar and denied re-admission.

For students whose CAP falls below 2.50 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.

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

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

You are required to submit a bi-annual research progress report via NUS Student Information System (https://myisis.nus.edu.sg/) (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 fulfil 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 (https://share.nus.edu.sg/registrar/student/forms/Summary-Sheet-for-Graduate-Assistantship-Programme.docx) 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 (http://www.askstudentservice.nus.edu.sg) for the FAQs on the Research Progress Report Workflow.

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

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

Type of Programme	Workload per semester	
	Part-Time	Full-Time
-	Maximum load: 12 MCs	Maximum load: 20-24* MCs
	Normal load: 8 MCs	Normal load: 16-20* MCs
	Minimum load: 4 MCs	Minimum load: 12 MCs

<sup>\*</sup>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.

# Graduate Programmes Residency Requirement and Maximum Candidature

- (1) The University has established a minimum residency requirement and maximum candidature for all NUS degrees, including joint and double degrees with foreign universities. Faculties can set their own stricter requirements. Residency, implies the following:
  - i. payment of fees;
  - ii. satisfaction of all curricular requirements of the programme of study; and
  - iii. satisfaction of other departmental requirements such as teaching assistance.
- (2) Students must meet the minimum residency requirements as follows:

Type of Programme	Minimum Residency
Graduate Diploma/Graduate Coursework Programmes	50% of required MCs. These must consist of NUS Modules which are defined as all modules taught, co-taught, supervised or co-supervised by one or more NUS faculty members.
Master's degree by research	6 months of residence in NUS <sup>(i), (ii)</sup>
Doctoral degrees by research	18 months of residence in NUS <sup>(i), (ii)</sup>

- (i) Refers to all local NUS campuses, as well as NUS entities overseas (e.g., NUS Research Institute (Suzhou)).
- (ii) Includes research carried out in the establishments of approved NUS industry partners.
- (3) <u>For students undertaking research degree programmes</u>: 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:

Type of Programme	Maximum Candidature
Graduate Diploma	36 months

Master's degree by coursework	24 – 48 months <sup>(i)</sup>
Master's degree by research	36 months <sup>(ii)</sup>
PhD degree	60 months <sup>(ii)</sup>

- 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.

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## **Candidature Matters**

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## **Extension of Candidature**

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

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

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

## **Transfer of Candidature**

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 (../../info/gd/GD-Eligibility-Guidelines.pdf) on fee subsidy. Students who are ineligible for fee subsidy are also not eligible for some scholarships (http://www.nus.edu.sg/admissions/graduate-studies/scholarships.php).

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 (http://www.nus.edu.sg/admissions/graduate-studies/service-obligation.php) 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 agreement for the semester because if a student misses the scheduled SO online application period for the semester, s/he will have to pay unsubsidised tuition fee for the semester and apply for SO Scheme in the following semester. Upon approval, the subsidy will start from the semester for which approval is given.

a. 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/ (https://myportal.nus.edu.sg/studentportal/eservices/gd/), through supervisor(s), Head of Department and Vice Dean of Faculty.

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

For research scholarship holders, the scholarship period will generally be extended to correspond to the period given to PhD students in the respective Faculty. The terms and conditions of the research scholarship award remain unchanged. In addition to the scholarship stipend, an additional stipend of S\$500 may be given from the QE pass date up to such date as decided by the Faculty.

b. For transfer of candidature from PhD to Master's by research, student should complete and submit the prescribed application form at https://myportal.nus.edu.sg/studentportal/eservices/gd/ (https://myportal.nus.edu.sg/studentportal/eservices/gd/), through supervisor(s), Head of Department and Vice Dean of Faculty. A student may also be advised to transfer if s/he has not been performing satisfactorily in his/her PhD. The student is advised to similarly complete and submit the prescribed application form.

As a result of the transfer, the maximum period of candidature will be reduced to three years from the original date of registration. The student will have to apply for extension of candidature, if necessary. Nevertheless, if there is no credit transfer to the new programme, the student will be considered to be withdrawing from the previous programme and admitting afresh to the new programme. The student will have a new admit term (fees payable and degree requirement as per new cohort) and a new candidature period.

For research scholarship/fellowship/award recipients, the scholarship/fellowship/award may be terminated with the transfer. If the scholarship/fellowship/award is terminated before the end of the first two instructional weeks, the tuition fee for the semester will not be covered by the scholarship/fellowship/award. If excess payment has already been made, the student will be informed to make the necessary refund. If there is an over-consumption of leave, the appropriate amount arising from that will be added to the refund. In addition, for full-time international students whose spouse/children are here on a social visit pass sponsored by the University, the pass may also be cancelled once the application for conversion to part-time candidature has been approved.

c. 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/fellowship/tuition fee allowance, s/he will be charged administrative fees for the transfer of modules depending on the number of modules to be transferred to, the total number of modules required for, and the prevailing tuition fees of the new coursework programme. The student can consult his/her Department for more details.

An administrative fee of \$40 for the request will be charged.

## **Conversion of Candidature (between Full-time and Part-time)**

Coursework students are to apply using the prescribed application form (if available for the Faculty) or consult their Faculty for the procedure.

Research students are to apply using the prescribed application form at https://myportal.nus.edu.sg/studentportal/eservices/gd (https://myportal.nus.edu.sg/studentportal/eservices/gd) through supervisor(s), Head of Department, to Vice Dean of Faculty.

Generally, research students should have already submitted a satisfactory first draft of the thesis to the supervisor before the request for conversion from full-time to part-time candidature can be approved. For students who are or who have been on research scholarship/fellowship/award, under no circumstances should they start work before they obtain approval from the University. Otherwise, their candidature may be terminated immediately.

Fees are still payable until such time the thesis has been submitted for examination. For full-time international students, the University will inform the Immigration and Checkpoints Authority (ICA) of the conversion to part-time candidature. The student's pass must be cancelled/surrendered to ICA, using a prescribed "Cancellation/Surrender of Student's Pass/Long-Term Visit Pass"

(https://www.ica.gov.sg/data/resources/docs/VSC/Revised%20Cancellation%20Surrender%20of%20STP%20or%20Long%20Term%20Visit%20Pass%20Form.pdf) form, which is downloadable from the ICA website (https://www.ica.gov.sg/). Any spouse/child social visit pass sponsored by the University will also have to be cancelled accordingly.

For research scholarship/fellowship/award recipients, the scholarship/fellowship/award will be terminated with the conversion to part-time. If the scholarship/fellowship/award is terminated before the end of the first two instructional weeks, the tuition fee for the semester will not be covered by the scholarship/fellowship/award. If excess payment has already been made, the student will be informed to make the necessary refund. If there is an overconsumption of leave, the appropriate amount arising from that will be added to the refund.

Please refer to fees payable (../graduate-education/fees.html) 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 can only enrol in another course if they have submitted the thesis for examination.

Research students who are doing a research degree and a coursework graduate degree concurrently are advised to file for graduation from the coursework degree first as they can then seek credit and grade transfer for the coursework component of the research programme (subject to the approval of the Department/Faculty). If students are to file for graduation for the research degree first, they generally cannot use any of the modules for the coursework degree.

Students who have enjoyed government subsidy / scholarship in a graduate programme will not be eligible for government subsidy in another graduate programme at the same or lower level. Instead, such students will be liable to pay "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 (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:

Notification of withdrawal	Module(s) registered for the semester	Withdrawal status
By end of Instructional Week 2*	Remove from record completely.	Take effect from the date of application.
First day of Instructional Week 3* through to last day of Reading Week*	Record with a "WU" grade representing "withdrawal from university".	
First day of Examination Period* through to last day of Vacation*	Record with final grade(s) awarded by the University.	Withdrawal will not be processed until after result release - Withdrawal will only take effect from the following semester.

\* Please refer to <u>Academic Calendar</u> 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:

Notification of withdrawal	Module(s) registered for the semester	Withdrawal status
By end of Week 1*	Remove from record completely.	Take effect from the date of application.
Notification of withdrawal	Module(s) registered for the semester	Withdrawal status
First day of Week 2* through to the day before start of Examination*	Record with a "WU" grade representing "withdrawal from university".	
First day of Examination Period* through to last day of Vacation*	Record with final grade(s) awarded by the University.	Withdrawal will not be processed until fter result release. Withdrawal will only take effect from the following semester.

<sup>\*</sup> 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 cancelled/surrendered to ICA, using a prescribed "Cancellation/Surrender of Student's Pass/Long-Term Visit Pass"

(https://www.ica.gov.sg/data/resources/docs/VSC/Revised%20Cancellation%20Surrender%20of%20STP%20or%20Long%20Term%20Visit%20Pass%20Form.pdf) form, which is downloadable from the ICA website (https://www.ica.gov.sg). Any spouse/child social visit pass sponsored by the University will also have to be cancelled accordingly.

Students who have withdrawn from the University and subsequently intend to return to the same programme of study will have to apply for readmission and be subjected to the prevailing tuition fee rate and policy. Nevertheless, students may appeal to return within 12 months from date of withdrawal, by submitting a request with justifications for reinstatement of candidature to their Faculty for consideration. Reinstatement of candidature will be considered on a case-by-case basis and is not guaranteed. An administrative fee of S\$250 is payable for approved reinstatement of candidature. For those on MOE-subsidised programmes and are successful in gaining readmission, they will be subjected to the eligibility guidelines for MOE subsidy (../../info/gd/GD-Eligibility-Guidelines.pdf).

Candidature Matters

## **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);
- student has exceeded the maximum candidature (candidature has lapsed)
- · student has overdue fees

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The student will be notified officially in writing if the candidature is terminated.

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 cancelled/surrendered to ICA, using a prescribed "Cancellation/Surrender of Student's Pass/Long-Term Visit Pass"

(https://www.ica.gov.sg/data/resources/docs/VSC/Revised%20Cancellation%20Surrender%20of%20STP%20or%20Long%20Term%20Visit%20Pass%20Form.pdf) form, which is downloadable from the ICA website (https://www.ica.gov.sg). Any spouse/child social visit pass sponsored by the University will also have to be cancelled accordingly.

Students who have been dismissed due to poor Cumulative Average Point (CAP) can refer to http://www.nus.edu.sg/registrar/edu/gd-contgrad.html (continuation-and-graduation-requirements.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 (../../info/gd/GD-Eligibility-Guidelines.pdf).

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- Extension of Candidature
- Transfer of Candidature
- Conversion of Candidature
- ▶ Concurrent Enrolment in Another Course
- Withdrawal of Candidature
- ▶ Termination of Candidature
- ▶ Appointment/Change of Supervisor(s) (other-procedural-matters.html#supappointment)
- ▶ Change of Thesis Title/Research Topic (other-procedural-matters.html#changetitle)

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Having problems accessing with your password? Find out why here.

If you have persistent problems accessing, contact IT Care at 6516 2080 or <a href="mailto:itcare@nus.edu.sg">itcare@nus.edu.sg</a>.

# Special Graduate Programme

♥ Home (../../index.html) / Education at NUS (../../education-at-nus.html) / Graduate Education (../graduate-education.html) / Special Programmes

The Senate (..../education-at-nus.html) may approve different requirements and provisions for:

- Double Degree Programmes between NUS Faculties and Schools (special-graduate-programmes/doubledegree-programmes.html)
- ▶ Double Degree and Joint Degree Programmes with Overseas Universities (special-graduate-programmes/double-degree-and-joint-degree-programmes-with-overseas-universities.html)
- Concurrent Degree Programmes (special-graduate-programmes/concurrent-degree-programmes.html)
- Clinical Degree Programmes; and
- Professional Doctoral Programmes.

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# Fees for Graduate Programmes

♥ Home (../../index.html) / Education at NUS (../../education-at-nus.html)/ Graduate Education (../graduate-education.html) / Fees

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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 (../../info/gd/GDTuitionCurrent.pdf). 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 (../../info/gd/GD-Eligibility-Guidelines.pdf).

International Students reading a government-subsidised programme can apply for the Service Obligation Scheme (http://www.nus.edu.sg/admissions/graduate-studies/service-obligation.php) 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 (http://www.nus.edu.sg/admissions/graduate-studies/service-obligation.php).

With effect from AY2017/2018, International Students who are on MOE-funded scholarships that come with Graduate Assistantship Programme (GAP) requirements, such as NUS Graduate School for Integrative Sciences & Engineering Scholarship (NGSS), President's Graduate Fellowship (PGF), NUS Research Scholarship (RS), Tuition Fee Allowance (TFA) and Singapore International Graduate Award (SINGA) are not eligible to sign for the Service Obligation Scheme (http://www.nus.edu.sg/admissions/graduate-studies/scholarships-financial-aid-and-fees/financial-aid-schemes/service-obligation-scheme.html).

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 (../../info/gd/Self-Funded-Graduate-Programmes.pdf).

## **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 (../../info/gd/GD-MSF.pdf).

## **Fee Payment Procedures**

The Office of Financial Services (http://www.nus.edu.sg/finance/NoticeonPaymentofFees.html) publishes information on deadlines for fee payments and modes of fee payment. The Office will send an email notification to students at students' NUS email accounts to view their Student Bill online at least 2 weeks before the scheduled deadline for fee payment.

## **Late and Partial Payment Penalties**

Students who do not meet fee payment deadlines stipulated by the Office of Financial Services (http://www.nus.edu.sg/finance/NoticeonPaymentofFees.html)may incur penalty fees. If fees are not paid, or only partially paid, by the due date indicated in the bill, a late fee will be stipulated.

Should fees remain outstanding after the relevant fee payment deadline, the University reserves the right to suspend academic rights and privileges, including to withhold degree conferment certifications. In addition, students with overdue fees may have their candidature of study terminated.

## **Refund Policy**

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 (http://www.nus.edu.sg/admissions/graduate-studies/fees-faid-scholarships.php).

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- Service Obligation Scheme (http://www.nus.edu.sg/admissions/graduate-studies/service-obligation.php)
- List of self-funded programmes (../../info/gd/Self-Funded-Graduate-Programmes.pdf)
- ► Graduate Financial Assistance (http://www.nus.edu.sg/admissions/graduate-studies/fees-faid-scholarships.php)

6/14/2018 Awards

## **Awards**

♥ Home (../index.html) / Education at NUS (../education-at-nus.html) / 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 (http://www.nus.edu.sg/financialaid).
- Graduate scholarships and fellowships (http://www.nus.edu.sg/admissions/graduate-studies/scholarships.php).

## **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 (awards/university-level-medals-and-prizes.html) 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.

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## Administrative Policies

♦ Home (index.html) / 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 (http://www.nus.edu.sq/about).

- Responsibility for Notices/Circulars and Updates of Personal Particulars (administrative-policies/responsibilityfor-notices-circulars-and-update-of-personal-particulars.html)
- Acceptance Record (administrative-policies/acceptance-record.html)
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- Ethics Review of Student Research (http://www.nus.edu.sg/irb/)
- Non-Discrimination Statement (http://www.nus.edu.sg/legal-information-notices#nondiscrimination)
- ▶ NUS Statutes and Regulations (administrative-policies/university-statutes-and-regulations.html)

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## Responsibility for Notices, Circulars and Update of Personal Particulars

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/ Responsibility for Notices, Circulars and Update of Personal Particulars

**Quick Links** 

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 (https://share.nus.edu.sg/registrar/student/circulars/Circular-Student-Index.pdf) that may be posted on myPortal@NUS (https://myportal.nus.edu.sg/).

Throughout their candidature, students are responsible for keeping their personal particulars (including citizenship (responsibility-for-notices-circulars-and-update-of-personal-particulars/change-in-citizenship.html), official/legal name\* (responsibility-for-notices-circulars-and-update-of-personal-particulars/verification-of-official-name-change.html), identity card/passport details (responsibility-for-notices-circulars-and-update-of-personal-particulars/change-in-ic-passport.html), 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 (https://myisis.nus.edu.sg/).

\*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.

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- Change in Citizenship (responsibility-for-notices-circulars-and-update-of-personal-particulars/change-incitizenship.html)
- Change in IC/Passport (responsibility-for-notices-circulars-and-update-of-personal-particulars/change-in-ic-passport.html)
- Enquiries (mailto:regenquiry@nus.edu.sg)

## Acceptance Record

♀ Home (../index.html) / Administrative Policies (../administrative-policies.html) / Acceptance Record

**Quick Links** 

As a condition of admission, students are required to:

- A. Expressly declare having read, understood, and agreed to abide by the following policies which form their **Acceptance Record**; and
  - NUS Student Data Protection Policy
  - NUS Code of Student Conduct
  - NUS Acceptable Use Policy for IT Resources
  - NUS Intellectual Property Policy
  - NUS Do-Not-Call Policy
  - NUS Student Confidentiality Agreement
- B. Complete and sign to the following Authorisation Requirements.
  - 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.

#### **Acceptance Record**

# NUS Student Data Protection Policy (https://myportal.nus.edu.sg/studentportal/academics/all/docs/NUS-Student-Data-Protection-Policy.pdf)

NUS takes responsibilities under the Personal Data Protection Act 2012 seriously. We also recognize the importance of the personal data you have entrusted to us and believe that it is our responsibility to properly manage, protect and process your personal data. This policy is designed to assist you in understanding how we collect, use and/or disclose the personal data you have provided to us, as well as to assist you in making an informed decision before providing us with any of your personal data. If you, at any time, have any queries on this policy or any other queries in relation to how we may manage, protect and process your personal data, please do not hesitate to contact our Data Protection Officer at dpo@nus.edu.sg (mailto:dpo@nus.edu.sg).

# NUS Code of Student Conduct (http://nus.edu.sg/osa/documents/resources-and-policies/code-of-student-conduct.pdf)

NUS students are expected to maintain and uphold the highest standards of integrity and honesty at all times, as well as embrace community standards, diversity and mutual respect for one another, both within the University and the wider Singapore community.

The Code of Student Conduct (published by the Office of Student Affairs (http://www.nus.edu.sg/osa/documents/resources-and-policies/Code%20of%20Student%20Conduct%20(1Feb2017).pdf)) is intended to guide students' conduct in both

the academic and non-academic aspects of their University life by providing an overview of the behavior generally expected of them as a member of the University community.

One of the fundamental principles on which this Code is based is that of "Academic, Professional, and Personal Integrity".

In this respect, it is important to note that all students share the responsibility for upholding the academic standards and reputation of the University. Academic honesty is a necessary condition in the pursuit and acquisition of knowledge, and the University expects each student to uphold academic honesty.

Academic dishonesty is any misrepresentation with the intent to deceive, or failure to acknowledge the source, or falsification of information, or inaccuracy of statements, or cheating at examinations/tests, or inappropriate use of resources. There are many forms of academic dishonesty and plagiarism is one of them. Plagiarism is generally defined as 'the practice of taking someone else's work or ideas and passing them off as one's own' (*The New Oxford Dictionary of English*). The University does not condone plagiarism.

Students should adopt this rule - You have the obligation to make clear to the assessor which is your own work, and which is the work of others. Otherwise, your assessor is entitled to assume that everything being presented for assessment is being presented as entirely your own work. This is a minimum standard. In addition, the following guidelines will provide some assistance.

- When using the ideas, phrases, paragraphs and data of others in work presented for assessment, such materials should be appropriately credited and acknowledged, so that it is clear that the materials being presented is that of another person and not the student's own.
- The amount of detail required when referencing and acknowledging a source will vary according to the type of work and norms of the discipline. For instance,
  - Supervised examinations will require less detail in referencing and acknowledgement.
  - Papers written other than under examination conditions will require a full citation of all the sources utilised. While a particular style of citation is not prescribed, the citation should provide enough information for the reader to locate the sources cited.
- Research materials (including texts, graphics and data) obtained from the internet or other electronic resources should be treated in the same way as research materials obtained from traditional sources.

Any student found to have committed or aided and abetted the offence of plagiarism may be subject to disciplinary action. In addition, the student may receive a reduced grade (possibly even zero mark) for the relevant academic assignment, project, or thesis; and could receive a failed grade for the module. Any student caught plagiarising will be required to retain the plagiarised module as graded, and will not be allowed to exercise the S/U option for that module.

A student may not knowingly intend to plagiarise, but that should not be used as an excuse for plagiarism. Students should seek clarification from their instructors or supervisors if they are unsure whether or not they are plagiarising the work of another person. All students are also encouraged to:

- consult the resources (http://cdtl.nus.edu.sg/ug/resources/plagiarism.htm) compiled by the Centre for Development of Teaching and Learning (CDTL) on how to avoid plagiarism;
- use the service (http://cit.nus.edu.sg/plagiarism/) provided by the Centre for Instructional Technology (CIT) to help detect and prevent web-based plagiarism; and
- access the Academic Culture module (http://emodule.nus.edu.sg/ac) online.

## NUS Acceptable Use Policy for IT Resources (https://inetapps.nus.edu.sg/comcen/security/policies/AUP%20v4.2.

#### pdf)

This policy (https://inetapps.nus.edu.sg/comcen/security/policies/AUP%20v4.2.pdf) 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. Please click here (https://inetapps.nus.edu.sg/comcen/security/policies/AUP%20Guideline%20v1.0.pdf) for the guidelines for the Acceptable Use Policy.

## NUS Intellectual Property Policy (http://enterprise.nus.edu.sg/files/download/f2f57d881cbe3fa)

In addition to the provision of educational facilities at tertiary levels, the functions and objectives of the University include the promotion of research and scholarship and the advancement and dissemination of knowledge for the benefit of all. Consistent with its status as a publicly funded organisation, it is critical that the University ensures that the creation, dissemination and commercialisation of Intellectual Property is properly administered for the benefit of the public and the University. This Policy shall therefore apply to all Intellectual Property developed or created by a University member, including students, in the course of University research. The Industry Liaison Office (http://enterprise.nus.edu.sg/technology-commercialisation/for-researchers/faq-and-policies-for-pis#policies-for-pis)manages all such issues.

# NUS Do-Not-Call Policy (https://myportal.nus.edu.sg/studentportal/academics/all/docs/NUS-DNC-Policy.pdf)

The University must comply with the Personal Data Protection Act 2012

(https://www.pdpc.gov.sg/individuals/overview) (PDPA) and the Do Not Call (DNC) regime/framework. The PDPA aims to protect individuals' personal data against misuse, while promoting proper management of personal data in organizations. The PDPA requires that organizations collecting, using and disclosing personal data notify their consumers of the purposes of such data activities and seek the consent of these individuals. Personal data is defined as data about an individual who can be identified from that data. The DNC Registry will allow individuals with Singapore telephone numbers to opt out of unsolicited marketing calls, messages and faxes.

NUS must fully comply with the PDPA. To this end, NUS has developed a DNC Policy (https://myportal.nus.edu.sg/studentportal/academics/all/docs/NUS-DNC-Policy.pdf) with our legal consultants to ensure compliance from our community.

# NUS Student Confidentiality Agreement (http://www.nus.edu.sg/registrar/info/info/NUS-Student-Confidentiality-Agreement.pdf)

All NUS students are required to acknowledge and agree to comply with the terms stated in the NUS Student Confidentiality Agreement. Students should keep absolutely confidential any Confidential Information, whether belonging to the University or other third parties be it in writing or verbally in the course of their studies, internships, attachments and/or student life at the University.

Unless express written permission has been given by the relevant authority at the University or the third party that owns or otherwise is in control of the Confidential Information, students should not discuss, release, retain, copy or remove any document or data in any format.

Students found to have made unauthorised release of Confidential Information may be subject to immediate termination of their attachment, internship, assistantship, departmental work (paid or unpaid), or such other disciplinary action as the University may deem appropriate.

# Authorisation Requirements Release of Liability

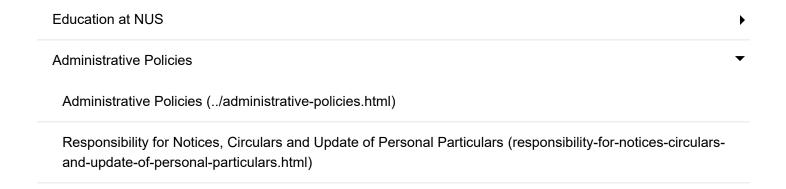
In the course of their studies, students may participate in activities (whether local or overseas) organised or endorsed by the University as part of their course of study or as part of co-curricular activities or courses offered by the University. Students may also be accommodated in the University's 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



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## **Quick Links**

▶ Registration (../events/registration.html)

6/14/2018 Registration

## Registration

♦ Home (../index.html) / Events (../events.html) / Registration

**Quick Links** 

All students must be registered before commencing a course of study at the University. Registration refers to a formal process whereby a student enrols 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 completed both Registration (Part One) and (Part Two), 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 (registration/administrative-matters.html)
- Academic Related Matters (registration/academic-related-matters.html)
- ► Fee related Matters (registration/fees-related-matters.html)
- Information for International Students (registration/information-for-international-students.html)

### **Registration Guides** (registration/registration-guides.html) Important!

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## **Quick Links**

- Registration Main Page
- Registration Guides (registration/registration-guides.html)
- Submission of Photograph for Student Card (for Undergraduate Students only) (registration/administrativematters.html#submitphoto)
- ▶ Registration (Part One) (registration/administrative-matters.html#prereg)
- ▶ Acceptance Record (../administrative-policies/acceptance-record.html)
- ▶ Student's Pass (registration/information-for-international-students.html#studentpass)
- Social Visit Pass (registration/social-visit-pass.html)
- Office of Student Affairs (http://www.nus.edu.sg/osa/)
- Student Service Centre (http://www.nus.edu.sg/osa/ssc/)
- University Health Centre (http://www.nus.edu.sg/uhc/)
- ► FAQs (http://www.askstudentservice.nus.edu.sg/)
- Contact Us
  - Undergraduate (mailto:UGregistration@nus.edu.sg)
  - Graduate (mailto:GDregistration@nus.edu.sg)
  - Non-Graduating (mailto:nghelp@nus.edu.sg)

## Full-time Students and Employment

♥ Home (../index.html) / Administrative Policies (../administrative-policies.html)

/ 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.

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Full-time St	udents and Employment (full-time-students-and-employment.html)
Leave of Ab	osence (leave-of-absence.html)
Grading Pol	licy & Exam Process (grading-policy.html)
Transcripts	& Records (transcripts-and-records.html)
Degree Scr	olls and Academic Transcripts (degree-scroll-and-academic-transcript.html)
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6/14/2018 Module Enrolment

## Module Enrolment

♦ Home (../index.html) / Events (../events.html) / Module Enrolment (CORS)

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) (http://www.cors.nus.edu.sg/)\*. 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

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 (http://www.cors.nus.edu.sg/) for the applicable deadlines in the semester of bidding.

For Undergraduates	Semester 1 & 2
Add new module(s)	By end of Instructional Week 1
Drop module(s) without grade penalty (50% refund of bid points)	By end of Instructional Week 2
Drop module(s) with 'Withdrawn' Grade (no refund of bid points)	1st day of Instructional Week 3 through last day of Recess Week
Drop module(s) with 'Fail' Grade (full refund of bid points)	1st day of Instructional Week 7 onwards

6/14/2018 Module Enrolment

Please refer to this website (../education-at-nus/modular-system.html) 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:

For Graduates	Semester 1 & 2
Register for/add New Module(s)	By end of Instructional Week 2
except: Cross Faculty Module Registration	By end of Instructional Week 1
Drop module(s) without penalty	Up to Instructional Week 2
Drop module(s) with 'Withdrawn' Grade	1st Day of Instructional Week 3 through last day of Recess Week
Drop module(s) with 'Fail' Grade	1st day of Instructional Week 7 onwards

Please refer to this website (../education-at-nus/modular-system.html) for the list of grades included in the computation of Cumulative Average Point (CAP).

<sup>\*</sup> 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.

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## **Quick Links**

- ▶ For Non-Graduating Students:
  - Add Modules (https://myaces.nus.edu.sg/PRJXIA/Student/Login)
  - ▶ Audit/Drop Modules (https://myaces.nus.edu.sg/PRJXIA/Student/Login)\*
  - \* These are only available at specified periods.

6/14/2018 Leave of Absence

## Leave of Absence

♥ Home (../index.html) / Administrative Policies (../administrative-policies.html) / Leave of Absence

**Quick Links** 

#### Leave of Absence



Students may be granted leave of absence for the following reasons:

#### 1. Medical Reasons

Students who are applying for medical leave of absence for one semester (term) or more must consult the University's Health Physician (University Health Centre). An assessment will be conducted to determine if the student is indeed unfit to study for the semester(s) and this will be sent to the relevant Faculty/School. In general, a student who is granted leave of absence on medical grounds during a semester will be given "IC" grades for all modules taken in that semester.

#### 2. Academic reasons

Leave may be granted for students to participate in other external academic activities like conference and fieldwork. Unlike students on leave of absence due to other reasons, students who are away for conference or fieldwork are still active in their candidature. Students should refer to their respective Faculty/School for conference/fieldwork leave application procedure. If the period of the fieldwork is one semester (term) or more, the leave should not be submitted via the online Leave of Absence System at the NUS Integrated Student Information System (https://myisis.nus.edu.sg/).

#### 3. Personal reasons

Leave may be granted for students to participate in activities such as competitions, sports, seminars, and community services, to start-up a company or to attend to personal matters (including maternity leave). Such students are encouraged to purchase travel insurance for their personal leisure trips. More information on this can be found here (http://www.nus.edu.sg/finance/students.html).

Students are advised to plan ahead to decide if they want to take term leave, taking into consideration the impact on fees, maximum candidature, normal candidature, scholarship, modules, hostel, insurance coverage, etc, where applicable.

Students contemplating on applying for leave of absence are strongly advised to consult their Department or Faculty advisor on the

possible impact to their course of study. If during the period of leave of absence, rules relating to his/her candidature are amended, the student must expect to be governed under the amended rules upon his/her return from leave.

6/14/2018 Leave of Absence

It is the student's responsibility to notify the relevant Departments/course instructors regarding absences from scheduled academic activities. Students who are absent for an extended period without first obtaining approval for leave will be regarded as being absent without permission and are liable to have their registration status terminated.

## **Application and Deadlines** Fees, student's pass, hostel and insurance related matters Returning from medical leave of absence **Additional Information for Graduate students** Additional Information for Undergraduate students **Education at NUS** Administrative Policies Administrative Policies (../administrative-policies.html) Responsibility for Notices, Circulars and Update of Personal Particulars (responsibility-for-notices-circularsand-update-of-personal-particulars.html) Acceptance Record (acceptance-record.html) Full-time Students and Employment (full-time-students-and-employment.html) Leave of Absence (leave-of-absence.html) Grading Policy & Exam Process (grading-policy.html) Transcripts & Records (transcripts-and-records.html) Degree Scrolls and Academic Transcripts (degree-scroll-and-academic-transcript.html) Degree Verification (degree-verification.html) Graduation (graduation.html) Discipline (discipline.html)

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## **Quick Links**

- ► For Graduate Research Student Only:
  - ▶ Notes for Research Scholars (https://share.nus.edu.sg/registrar/student/info/Notes-for-Research-Scholars.pdf)

## Student Feedback Exercise

♦ Home (../index.html) / Events (../events.html) / 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.

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## **Quick Links**

▶ Online Student Feedback Exercise (https://es.nus.edu.sg/blue/)

6/14/2018 Examination

## Examination

♦ Home (../index.html) / Events (../events.html) / Examination

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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 (https://myportal.nus.edu.sg/studentportal/academics/all/examination-directory.html).

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Examination (examination.html)	
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6/14/2018 Examination

## **Quick Links**

#### For All Students:

- Examination Directory (https://myportal.nus.edu.sg/studentportal/academics/all/examination-directory.html)
- Examination Schedule, Semester 1 (https://myportal.nus.edu.sg/studentportal/academics/all/semester-1.html)
- Examination Schedule, Semester 2 (https://myportal.nus.edu.sg/studentportal/academics/all/semester-2.html)
- ▶ For Graduate Students only:
- ▶ Thesis Submission and Examination (https://share.nus.edu.sg/registrar/student/info/Thesis-Submission-and-Examination.pdf)
- ▶ General Guidelines and Instructions on Format of Research Thesis and Electronic Submission (https://share.nus.edu.sg/registrar/student/info/General-Guidelines-and-Instructions-on-Format-of-Research-Thesis-and-Electronic-Submission.pdf)

6/14/2018 Grading Policy

## **Grading Policy**

♥ Home (../index.html) / Administrative Policies (../administrative-policies.html)/ Grading Policy & Exam Process

**Quick Links** 

Module requirements encompass different modes of assessment such as tutorial presentations, laboratory reports, projects, essays, as well as mid-term and final examinations. Module assessment may be based on absolute and/or relative performance. Whereas higher-level modules with small enrolments typically rely on absolute measures in terms of a student's performance, larger lower-level modules take into account a student's performance vis-à-vis the other students in the same module. Where necessary, the final grade which a student receives for a module may be subject to moderation. One important reason for grade moderation is that examiners come from diverse academic backgrounds with different marking regimes. Grade moderation will prevent grade inflation or deflation and thus help achieve consistency in assessment across modules. However, grade distribution is applied flexibly and depends on the judgment of the examiner(s).

All grades are carefully scrutinized by Department and Faculty Boards of Examiners before they are submitted to the Board of Undergraduate Studies and the Board of Graduate Studies for approval. The grades for individual modules are examined and compared at the Department level, and the grades across Departments are deliberated by the Faculty Board of Examiners. Further scrutiny is conducted at the University level by the Board of Undergraduate Studies and Board of Graduate Studies to ensure that there is consistency of assessment across Faculties/Schools.

#### **Examination Processes**

The University has in place standard operating procedures to ensure that examination processes are conducted with utmost care and attention. Multiple levels of checks are built into the handling of examination answer scripts, marking and processing of marks and grades.

#### **Feedback on Student Performance**

Continuous assessment (CA) and examination serve different pedagogical needs. Examination serves primarily to assess a student's understanding of the subject matter, whereas CA plays in addition a formative role in educational terms. For this reason, unlike examination scripts which are not returned to students, CA is returned to students with comments and/or discussion if appropriate, so that they may improve on their work. For many modules, CA constitutes a significant percentage of the final grade.

#### **Review of Examination Results**

After the release of examination results, students may request a review (https://myportal.nus.edu.sg/studentportal/academics/all/docs/Guideline-on-Review-of-Results-Student.pdf) 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

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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.

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▶ Examination (../events/examination.html)

## **Transcripts & Records**

♦ Home (../index.html) / Administrative Policies (../administrative-policies.html) / Transcripts & Records

**Quick Links** 

- General Information & Policies
- Things to Note
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#### **General Information & Policies**

The Registrar's Office (RO) prepares, maintains, and permanently retains a record of each student's academic work. The academic transcript is a student's complete and permanent academic record and reflects all work completed at NUS.

As the transcript contains personal and confidential information, it is issued only to the person named in it or sent to another institution upon the request of the same person. Transcript(s) requested to be sent to another institution will be placed in a sealed envelope and mailed directly to the institution.

Students who successfully complete their degree requirements will receive a complimentary copy of their academic transcript together with their degree scroll. Please refer to RO's **Degree Scrolls and Academic Transcripts** (http://nus.edu.sg/registrar/administrative-policies/degree-scroll-and-academic-transcript.html) website for more information on degree scroll matters.

#### Things to Note

1. There are 2 types of transcripts available to students and graduates:

#### a. Official Transcripts

Official transcripts are prepared by Registrar's Office and have the University seal imprinted on it. These transcripts are typically accepted for any official transactions such as proof of degree(s), or applications for admissions to academic programmes or employment.

The degree title(s) and conferment date(s) will be reflected on the transcripts only when a student has been officially conferred. Please refer to RO's **Graduation** (http://nus.edu.sg/registrar/administrative-policies/graduation.html) website for more information on graduation matters.

#### b. **Unofficial Transcripts**

Unofficial transcripts do not have the University seal and are not generally accepted for official transcripts.

Requests for printed transcripts may be made at any time of the year. However, please note that modules
and grades of the current semester can only be reflected on the transcripts 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).

During this period, you may print the current semester's results from **myISIS** (https://myisis.nus.edu.sg/) (via Student Center).

- 3. Requests for official transcripts may be made via the Online Transcript Application (OTA) system. See 'Apply for Official Transcript'. Unofficial transcripts can be printed from **myISIS** (https://myisis.nus.edu.sg/) (via Student Center).
- 4. **Important Note** to all Semester 2 graduating students (i.e. you have completed all graduation requirements but have not been officially conferred)

In preparation for the Commencement ceremonies, graduating students who will be conferred their degree(s) on 30 June (i.e. current students who are graduating at the end of Semester 2) will not be issued their official transcripts from 18 to 30 June. The Online Transcript Application system will also not be made available for graduating students from 18 to 30 June.

You may generate your own Student Status Letter, as proof of your graduating status from **myISIS** (https://myisis.nus.edu.sg/) (via Student Centre) during the above-mentioned transcript "freeze" period. Please refer to the step-by-step guide via **Student Status Letter** (http://nus.edu.sg/osa/services/student-status-letter.html) to view and print your Status Letter.

You may also generate your unofficial transcript during this period.

5. If you are a non-graduating student (i.e. student on exchange at NUS), please refer to the **Non-Graduating** (https://myportal.nus.edu.sg/studentportal/academics/ng/) student portal for more information. You may request for additional copies of the official transcript via the Online Transcript Application system.

### **Applying for Official Transcripts**

Requests for official transcripts may be made via the **Online Transcript Application** (https://myaces.nus.edu.sg/transcripts/) system. This system is best viewed with Internet Explorer. If you are using the latest Internet Explorer, you may need to add the system website to Compatibility View Settings for viewing (to do so, please go to Tools > Compatibility View Settings > Add).

Your degree scroll and academic transcript will be withheld if there is a "Hold" on your record. You can log in to **myISIS** (https://myisis.nus.edu.sg/) to check for any "Hold(s)" and contact the relevant Office to work out the necessary rectification.

Processing Periods and Administrative Fees (GST included)

	Request Types		
Degree Programme	Normal Request	Urgent Request	
For all Bachelor degrees conferred	7 working davs at	4 working days at S\$10 70 for the	

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prior to 1999	S\$5.35/transcript	first copy, and S\$5.35 for each additional copy in the same request
For all Bachelor degrees conferred from 1999 to 2009	5 working days at S\$5.35/transcript	Not Applicable
For all current Bachelor degree students and students admitted from Academic Year 2005/2006 onwards	4 working days at S\$5.35/transcript	On the spot printing is available at both Student Services Centre (SSC at Yusof Ishak House – Kent Ridge (http://nus.edu.sg/osa/contact-us.html) or SSC at Bukit Timah Campus) at S\$10.70/transcript
For all PhD / Master / Graduate Diploma degrees conferred / awarded prior to 2004	5 working days at S\$5.35/transcript	Not Applicable
For all PhD / Master / Graduate Diploma degrees of current students and students admitted from Academic Year 2004/2005 onwards	4 working days at S\$5.35/transcript	On the spot printing is available at both Student Services Centre (SSC at Yusof Ishak House – Kent Ridge (http://nus.edu.sg/osa/contact-us.html) or SSC at Bukit Timah Campus) at S\$10.70/transcript

	Request Types		
Degree Programme	Normal Request	Urgent Request	

#### Notes:

- Processing time excludes delivery time by post.
- An additional 2 working days is required during the following peak periods:
  - o 2 weeks before the start of each examination period
  - During each examination period
  - 2 weeks before the start of Commencement and 1 week after the end of Commencement
  - During Commencement

Please refer to the NUS **Academic Calendar** (../calendar.html) for more information on the examination and commencement periods.

#### Application Successful or Unsuccessful

You will receive an auto-generated email to confirm receipt of your application. Your application will be processed once the payment is successful. Please contact the Transcript Team (see below) should **you not receive a response regarding the processing status of your transcript 3 working days after the application date.** Please note that payments for successful applications are non-refundable. Uncollected transcripts at SSC will be destroyed 3 months from the date of application and you will need to make a new application.

#### **Modes of Collection**

1. Self-Collection by Graduate or by Proxy

You may collect your transcripts personally, or authorize a proxy to collect on your behalf from the following:

#### Student Services Centre (SSC) at Kent Ridge Campus

National University of Singapore Yusof Ishak House (Level 1) – Office of Student Affairs 31 Lower Kent Ridge Road Singapore 119078

Collection time:

Monday to Friday: 9.00 am - 5.00pm

You may refer to the **Ask Student Service** (http://www.askstudentservice.nus.edu.sg/) website or contact SSC at 6516 1177 for more information.

#### Student Services Centre (SSC-BTC) at Bukit Timah Campus

469 Bukit Timah Road Block B, MPA-02-02 Singapore 259756

Collection time:

Monday to Thursday: 9.00am - 5.30pm

Friday: 9.00am - 5.00pm

You may contact SSC-BTC at **btcmail@nus.edu.sg** (mailto:btcmail@nus.edu.sg) or 6516 8182 for more information.

#### Proof of identity, i.e. your NRIC or Passport, is required when collecting your transcript.

For verification purposes during collection, the proxy will be required to produce the following documents:

- a. The 'Transcript Collection Authorization Form' (please download via **Downloadable Forms** (http://nus.edu.sg/registrar/forms.html)), completed and signed by the graduate
- b. The graduate's NRIC or Passport

c. The proxy's NRIC or Passport

#### 2. Send by Post

You may also request for the transcript(s) to be sent to you or directly to an institution by post at a charge. However, the University would not be responsible should the transcript be lost or irreversibly damaged in the mail. Please note that once your request for delivery by post has been submitted, the payment made is nonrefundable.

The following are required before your transcripts can be mailed out:

- a. Confirmation of payment (documentary proof must be submitted to RO or SSC for non-electronic payments)
- b. If your transcript is to be mailed to a stated personal address, you will be required to submit a copy of your NRIC (front and back) or Passport (the personal particulars page) to RO or SSC for verification purposes. This is in line with the National University of Singapore Student Data Protection Policy (http://nus.edu.sg/registrar/info/info/NUS-Student-Data-Protection-Policy-Regn.pdf).

#### Processing Period and Postage Fees (GST included)

	Courier Type				
	FedEx (flat rate;<0.5kg; inclusive of prevailing surcharges)		SpeedPost (flat rate;<0.5kg; inclusive of prevailing surcharges)		
Country/ Region	Cost	Estimated Delivery Time (days)	Cost	Estimated Delivery Time (days)	
Singapore			S\$14.00	1-2	
Malaysia (including Sabah and Sarawak)	S\$17.95	1-2			
Brunei, Vietnam, Macau	S\$29.80	1-2			

	Courier Type			
	FedEx (flat rate;<0.5kg; inclusive of prevailing surcharges)		SpeedPost (flat rate;<0.5kg; inclusive of prevailing surcharges)	
Country/ Region	Cost	Estimated Delivery Time (days)	Cost	Estimated Delivery Time (days)

Indonesia, Philippines, Thailand China, Hong Kong, South Korea, Taiwan Australia, New Zealand	S\$38.10	1-2	
Japan	S\$38.10	1-2	
India	S\$51.65	1-2	
Bangladesh, Sri Lanka	#Range from S\$51.00 to S\$98.00	1-2	
Canada, United States of America			
Europe (including United Kingdom)		2-3	
Middle East		2-3	
Mauritius		2-3	

#### Notes:

- 1. # Exact cost(s) will be reflected in the Online Transcript Application System
- 2. The delivery time is an estimate provided by **FedEx** (http://www.fedex.com/) or **Singapore Post** (http://www.speedpost.com.sg/) please contact the respective courier providers should you have any queries
- 3. Items may be subjected to customs inspection (which may result in additional time required for delivery)
- 4. Transcript fees will be rounded up or down to the nearest 5 cents

With effect from 1 May 2017, RO no longer uses Registered Mail for the mailing of transcripts.

#### **Modes of Payment**

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

#### 1. Electronic Payment (e-Payment)

Payment made by means of debit/credit card or internet banking – *details will be provided via the Online Transcript Application system*. All payment must be made in Singapore currency.

#### 2. Cheque

Attach a cheque that is crossed, made out for the exact amount in Singapore Dollars and made payable to

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

Cheque(s) must be drawn from a bank in Singapore. Alterations on the cheque and/or cheques in foreign currency will **NOT** be accepted.

Your request will only be processed if your payment is successfully cleared by our bank.

#### 3. NETS

NETS payment is only available at SSC and SSC-BTC. All payment(s) must be made in Singapore currency.

## **Enquiries**

For enquiries pertaining to Degree Scrolls, Academic Transcripts and/or Request for Certification Letter(s), please contact RO Transcript Team at **transcript@nus.edu.sg** (mailto:transcript@nus.edu.sg) or 6516 2301.

For information regarding Degree Verification, please refer to RO's **Degree Verification** (http://www.nus.edu.sg/registrar/administrative-policies/degree-verification.html) website.

For all other enquiries, please contact RO's General Enquiry at **regenquiry@nus.edu.sg** (mailto:regenquiry@nus.edu.sg) or 6516 2301.

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- ▶ Online Transcript Application (https://myaces.nus.edu.sg/transcripts/)

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## Graduation

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#### File for Graduation

When an undergraduate student in a modular faculty expects to graduate at the end of a particular semester, he/she must 'File for Graduation' (FFG) at the start of that semester during the period stipulated by their Faculties. If the student does not do so, and if he/she is not approved to continue with his/her undergraduate degree programme, the home faculty will complete the FFG process on his/her behalf.

### **Degree Conferment**

Degrees are conferred by the Chancellor throughout the year. A student will be conferred when he/she has completed all necessary requirements pertaining to their respective degree(s).

Please refer to the table below for a breakdown on the different periods of degree conferment.

	Category	Date(s) on which degrees are conferred
1	Graduate Research degrees and Master of Medicine degree	At the end of every month, as and when students complete all necessary requirements
2	Graduate Coursework degrees and Undergraduate degrees (excluding MBBS and BDS degrees)	31 August (end of Special Term 2); <u>or</u> 31 January (end of Semester 1); <u>or</u> 30 June (end of Semester 2)
3	Bachelor of Dental Surgery degree (BDS)	31 January (supplementary pass only); <u>or</u> 30 June
4	Bachelor of Medicine, Bachelor of Surgery degree (MBBS)	31 January (supplementary pass only); or 30 April

Students will be informed in an official letter from the Registrar regarding their conferment date, sent electronically to the student's NUS lifelong email account within 3 working days from the conferment date. No hardcopy of the degree conferment letter will be issued to graduates who were conferred from 31 May 2015 onwards.

The conferment date is also recorded in the official academic transcript. Additional copies of transcripts may be requested for via the **Online Transcript Application** (https://myaces.nus.edu.sg/transcripts/) (OTA) portal. Please refer to the **Transcripts & Records** (http://nus.edu.sg/registrar/administrative-policies/transcripts-and-records.html) website for more information.

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Please refer to the Degree Scrolls paragraph below for information pertaining to degree scrolls. Graduating students should refer to the **Important Information for Graduating Students** 

(http://www.nus.edu.sg/registrar/info/info/Administrative-Information-for-Graduating-Students.pdf) document for other **important information**.

#### 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 were conferred their degrees between 1 July of the preceding calendar year and 30 June of the current calendar year, both dates inclusive, are invited. Please refer to the Degree Conferment paragraph above for more information on conferment periods.

Further information, including the schedule of ceremonies, is made available from March each year via the **Commencement** (http://nus.edu.sg/commencement/) website. All eligible students will be requested to register their attendance online via the website by 1 June of the current calendar year.

#### **Degree scrolls**

Your degree scroll(s) and complimentary official academic transcript(s) may be collected at stipulated periods of the year. Please refer to the **Degree Scrolls and Academic Transcripts** (http://nus.edu.sg/registrar/administrative-policies/degree-scroll-and-academic-transcript.html) website for more information.

### **Degree Verification**

Please utilize the **Online Degree Verification Portal** (https://myaces.nus.edu.sg/odvs/index.jsp) (ODVP) to verify claims to academic qualifications conferred by NUS. Please note that recent graduate information is only available after the 10th of each month. Please refer to the **Degree Verification** 

(http://www.nus.edu.sg/registrar/administrative-policies/degree-verification.html) website for more information.

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- ▶ Degree Scroll Collection (degree-scroll-and-academic-transcript.html)
- ▶ Degree Verification (degree-verification.html)

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## Discipline

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Discipline with respect to students is governed by the University's Statutes (../info/statutes/Statute06.pdf) and Regulations (../info/statutes/Regn10.pdf). Any student who is alleged to have committed or attempted to commit offences listed in Clause 3 of Statute 6 may be subject to disciplinary proceedings.

Heads of academic and non-academic units are empowered to adjudicate any offences in relation to existing students of the University. In such cases, appeals can be brought before the Dean of the Faculty if the disciplinary action was initiated by the Head of a Faculty-based academic unit, or before the Dean of Students if it was initiated by the Head of a non-Faculty-based academic unit or the Head of a non-academic unit.

The Board of Discipline is empowered to adjudicate any offences in relation to any student of the University, whether existing or for whom the candidature has ceased, as long as the circumstances giving rise to the disciplinary proceedings arose while the person was a student of the University or in connection with the person's admission into the University. The Board of Discipline is chaired by the Dean of Students or a Vice Provost and comprises two other members of the Senate and two members of the Student Union. Appeals against the decisions of this Board are heard by the Disciplinary Appeals Board.

Students of the National University of Singapore should familiarise themselves with the NUS Code of Student Conduct (http://nus.edu.sg/osa/documents/resources-and-policies/Code of Student Conduct (1Feb2017).pdf) which is intended to guide students' conduct in both the academic and non-academic aspects of their University life by providing an overview of the behaviour generally expected of them as members of the University community.

Students may also access the Discipline with Respect to Students - Guidance Note for Students (https://share.nus.edu.sg/registrar/student/info/Discipline-Guidance-Note-Students.pdf) on the NUS Student Portal (https://myportal.nus.edu.sg/studentportal/academics/all/) for better understanding of factors relevant to the classification of offences by the University. NUS staff managing student disciplinary matters may also access relevant resources via the NUS Staff Portal (https://staffportal.nus.edu.sg/staffportal/education/academic-administrative-policies/discipline-with-respect-to-students.html)

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## University Statutes and Regulations

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The Statutes and Regulations below are in the Portable Document Format (PDF). You would need Adobe Acrobat Reader to view the PDF files. To install the Adobe Acrobat Reader (free software), please click here (http://www.adobe.com/products/acrobat/readstep2.html).

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Regulation 10	Discipline with Respect to Students (/info/statutes/Regn10.pdf)
Regulation 11	Academic Periods and Holidays (/info/statutes/Regn11.pdf)
Regulation 12	Gifts to the University (/info/statutes/Regn12.pdf)
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