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History

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

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

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

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

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

University Organisation

Chancellery

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

Board of Trustees

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

Management

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

Senate

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

Resources and Services

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

[Office of Admissions](#)

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

[Campus Services](#)

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

[NUS Centre For the Arts](#)

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

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

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

For more information, visit cfa.nus.edu.sg

[NUS Information Technology](#)

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

[NUS Co-op](#)

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

book assistance scheme and several community service schemes.

[Office of 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
- University Counselling Services provides mental health support

[Global Relations Office](#)

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

[NUS Libraries](#)

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

[Registrar's Office](#)

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

[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 future-ready soft skills. Through various career search

strategies and career development workshops, 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, and networking sessions for students to meet company representatives for employment opportunities. The Centre has developed from the ground-up, two courses focused on student development: Career Catalyst and Roots & Wings.

Career Catalyst

Career Catalyst will establish an important first touch point as part of a three/four-year roadmap to engage and prepare students in creating multiple pathways for themselves. Students will be equipped with essential skills and knowledge to make informed decisions on specialisations, develop soft skills as well as gain overseas exposure and real-world industry experience. The module will consist of four lectures and two e-seminars spread across six weeks of the freshmen academic year, and is aimed to provide an early introduction to the concepts of career planning, personal branding and industry awareness. Students will learn to design a meaningful career plan, and craft their resume and cover letter, based on their particular competencies and interests.

Roots & Wings

In partnership with the Department of Psychology, CFG offers a self-awareness and interpersonal effectiveness module called 'Roots & Wings'. The module is based on psychology, neuroscience, and organizational behaviour, is offered as a complement to Career Catalyst. The programme comprises a series of deep dive experiential learning 'modulets', based on future-ready soft skills and healthy mindsets that employers consider important for the workplace. Examples of modulets include 'Cultivating Resilience', 'Cultivating Collaboration', and 'Cultivating the Self', which students can customize and stack depending on an assessment of their needs.

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:** 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;
- **Student Support Services (S3):** Support students' wellbeing and strengthen mental health services in a safe and inclusive space as they navigate their journey in NUS;
- **Training & Development:** Develop and execute experiential learning programmes focussing on leadership and life-skills for the NUS student community.

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 in chronological order	Duration		Remarks
	Semester 1	Semester 2	
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.

* 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.*

Quick Links

▶ Current:

- ▶ 2018/2019 (<info/calendar/AY2018-2019.pdf>)

▶ Next:

- ▶ 2019/2020 (<info/calendar/AY2019-2020.pdf>)
- ▶ 2020/2021 (<info/calendar/AY2020-2021.pdf>)

▶ Previous:

- ▶ 2017/2018 (<info/calendar/AY2017-2018.pdf>)
- ▶ 2016/2017 (<info/calendar/AY2016-2017.pdf>)
- ▶ 2015/2016 (<info/calendar/AY2015-2016.pdf>)

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/nusbuletin>). Individual Faculties / Departments / Programmes (<http://www.nus.edu.sg/education/>) may set additional requirements for their degree programmes according to the demands of the discipline.

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Modular System

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The undergraduate and graduate curricula are based on a modular system². 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

Component	Description	Remarks
B	No. of Tutorial hours	Actual contact hours per week
C	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

Grade	Grade Point
B	3.5
B-	3.0
C+	2.5
C	2.0
D+	1.5
D	1.0
F	0

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

Cumulative Average Point (CAP)

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

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

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

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

Completed Satisfactorily/Completed Unsatisfactorily (CS/CU)

A module may be graded on a 'CS/CU' basis, i.e., whether the module has been 'Completed Satisfactorily' (CS) or 'Completed Unsatisfactorily' (CU). CS/CU modules are typically industrial attachment, internship or enrichment modules. Modular credits will be given for modules that are completed satisfactorily, although no grade point will be assigned. A module is designated 'CS/CU'; unlike modules graded on an S/U basis, it is not an option.

Exempted (EXE)

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

Incomplete (IC)

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

In Progress (IP)

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

Satisfactory/Unsatisfactory (S/U)

Undergraduate students may elect to have certain modules graded on a 'Satisfactory/Unsatisfactory' (S/U) basis subject to certain conditions ([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.

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

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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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- ▶ [Curriculum Structure \(undergraduate-education/curriculum-structure.html\)](#)
- ▶ [Degree Requirements \(undergraduate-education/degree-requirements.html\)](#)
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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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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.

Education at NUS



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Undergraduate Degree Requirements

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/ [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)
- CFG1002 Career Catalyst (2 MCs)[#]
- ES1103 English for Academic Purposes (4 MCs).

[#]*Exclusion of CFG1002 from limit on Level-1000 modules is applicable to:*

1. FASS, FoS, SoC, SDE, and FoE students from Cohort AY2016/17 onwards.
2. BIZ students from Cohort AY2016/17 and Cohort AY2017/18 that took CFG1002 in Semester 1, AY2018/19.

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

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

For students admitted before AY2015/16

Degree Requirements	Bachelor's Degree Programme	Bachelor with Honours Degree Programme
	MCs	MCs
University Level*		
General Education	8	8
Singapore Studies	4	4
Breadth	8	8
Sub-total	20	20
Programme		

Faculty	12 – 16	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

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

* 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

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/ [Undergraduate Education \(../undergraduate-education.html\)](#)
/ Continuation and Graduation Requirements

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 ⁽ⁱⁱ⁾
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/nusbuletin/>) 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

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

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

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

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

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

C. Maximum Candidature

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

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

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

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

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

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

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

- only Level-3000 or higher modules

Additionally, students are not allowed to opt for a new Minor, Second Major or Double Degree

programme beyond the end of the 5th semester of study.

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

For students admitted from AY2014/2015 onwards:

- Programme/Major/Second Major: A minimum 60% of Programme/Major/Second Major credits must be earned from NUS modules which are defined as all modules taught, co-taught, supervised or co-supervised by one or more NUS faculty members. These would consist of graded modules with assigned grade points, or modules with an 'S' or 'CS' grade. The other 40% of credits may be earned through credit transfers, advanced placement and exemptions, provided these MCs are earned from modules deemed relevant to the particular Major/Programme.
- Minor Programmes: A minimum 16 MCs of the Minor requirements must be earned from NUS modules which are defined as all modules taught, co-taught, supervised or co-supervised by one or more NUS faculty members, unless indicated otherwise by Faculties/Departments for specific minors. These would consist of graded modules with assigned grade points, or modules with an 'S' or 'CS' grade. The other 8 MCs may be earned through credit transfers, advanced placement and exemptions, provided these MCs are earned from modules deemed relevant to the particular Minor programme. Please refer to this page ([special-undergraduate-programmes/minor-programmes.html](http://www.nus.edu.sg/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 not have been used to count towards the award of any other degree. In addition, the university modules or diploma must have been completed within the last 5 years prior to the date of admission to the University.
- For NUS modules, APCs with grade transfer will be granted when student has received a pass (C or better). Students may choose to exercise Satisfactory/Unsatisfactory (S/U)* grading option for these modules, subject to the rules of their home faculty, during the S/U option exercise conducted at the end of the first semester.
- Transfer of credits for modules not conducted by NUS will take place without transfer of grades.

A. Holders of G.C.E. 'A' Levels, International Baccalaureate or equivalent qualifications who have completed university modules or placement tests through the above-mentioned routes may be granted APCs in relevant modules for up to a maximum of 40 MCs, as follows:

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

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

(ii) With effect from AY2015/16

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

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

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

(i) From AY2004/05 to AY2014/15

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

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

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

(ii) With effect from AY2015/16

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

For diploma holders to be granted the relevant APCs Programme Requirements, the diploma must have been completed within the last 5 years prior to the year of admission to the University. However, the 20 MCs of APCs for the Unrestricted Elective Modules will be awarded to all diploma holders of approved programmes from Polytechnics in Singapore, regardless of when

the diploma was completed, in recognition of the overall knowledge gained from a Polytechnic education. These 20 MCs of APCs are tagged at Level-1000 but will not be counted against the 60-MC limit on Level-1000 modules. This is because many Level-1000 modules are essential modules that students must complete before they can progress to the next level.

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

(i) In AY2014/15

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

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

(ii) With effect from AY2015/16

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

Satisfactory/Unsatisfactory option

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

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

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

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

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

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

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

For students admitted from AY2016/2017 onwards:

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

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

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

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

In addition, students may only read up to a maximum of 23 MCs during the first semester and 27 MCs for students on specific special programmes like double degree programmes, concurrent degree programmes, University Scholars Programme, Faculty of Engineering's 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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- ▶ [FAQs on H3 APC \(https://share.nus.edu.sg/registrar/student/info/FAQ-on-H3-APC.pdf\)](https://share.nus.edu.sg/registrar/student/info/FAQ-on-H3-APC.pdf)

Fees for Undergraduate Programmes

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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-AUs.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
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[@] 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[@] 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
Single degree students	1 st	'Full [^] semestral [#] fees X Workload% ^{**} capped at 'Subsidised semestral [#] fees X 120% '
	2 nd	'Full [^] semestral [#] fees X Workload% ^{**} capped at 'Subsidised semestral [#] fees X 150% '
	3 rd onwards	Full [^] semestral [#] fees X Workload% [*]
Double degree students	1 st	'Full [^] semestral [#] fees X Workload% ^{**} capped at 'Subsidised 9 th /10 th +semestral [#] fees X 120% '
	2 nd	'Full [^] semestral [#] fees X Workload% ^{**} capped at 'Subsidised 9 th /10 th +semestral [#] fees X 150% '
	3 rd onwards	Full [^] semestral [#] fees X Workload% [*]

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

[#]Semestral fees refer to half of annual tuition fees set out in the undergraduate fees table (refer here ([../info/ug/UGTuitionCurrent.pdf](#))).

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

^{*}9th semester for DDP (single honours) and 10th semester for DDP (double honours) (refer here ([continuation-and-graduation-requirements.html#NormalCandidature](#))).

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

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

Fee Payment Procedures

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

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

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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 \(http://www.nus.edu.sg/admissions/graduate-studies/\)](http://www.nus.edu.sg/admissions/graduate-studies/)
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(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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(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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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 ≥ 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 ≥ 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 Education Records System (<https://myedurec.nus.edu.sg/>) (Academics > Graduate Research > Submit Research 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 Vice Dean 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
Graduate Diploma/Master's degree by coursework	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

**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, Maximum and Normal 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:

- payment of fees;
- satisfaction of all curricular requirements of the programme of study; and
- 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 ⁽ⁱ⁾ , ⁽ⁱⁱ⁾
Doctoral degrees by research	18 months of residence in NUS ⁽ⁱ⁾ , ⁽ⁱⁱ⁾

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

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

(3) The maximum candidature period, excluding all approved Leave of Absence (LOA) for the various types of graduate programmes are as follows:

Type of Programme	Maximum Candidature
Graduate Diploma	36 months
Master's degree by coursework	24 – 48 months ⁽ⁱ⁾
Master's degree by research	36 months ⁽ⁱⁱ⁾
PhD degree	60 months ⁽ⁱⁱ⁾

(i) The maximum candidature for coursework programmes depends on, among other things, their programme requirements and 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

(4) **For students enrolled in government-subsidised graduate coursework degree programmes:** The normal candidature period refers to the normal duration that students are expected to take to complete a programme of study, excluding all approved Leave of Absence (LOA) periods:

The range of **normal** candidature periods for the various types of graduate coursework degree programmes are indicated in the table below:

Type of Programme	Normal Candidature
Graduate Diploma	12 months
Master's degree by coursework	12 – 36 months ⁽ⁱ⁾

(i) *The normal candidature for graduate coursework programmes depends on, among other things, the number of modular credits (MCs) that are required for graduation and whether the programme is on full-time or part-time basis.*

The list of government-subsidised graduate coursework programmes and its corresponding normal and maximum candidature period can be found here (<http://www.nus.edu.sg/registrar/info/gd/NCD-MCD-Govt-Subsidised-Grad-Coursework-Programmes.pdf>).

(5) **For students undertaking research degree programmes:** 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.

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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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%20Form>), which is downloadable from the ICA website (<https://www.ica.gov.sg/>). Any spouse/child social visit pass sponsored by the University will also have to be cancelled accordingly.

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

Please refer to fees payable ([../graduate-education/fees.html](http://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 Academic Calendar for the actual date.*

Students who withdraw after registering for modules during Special Term Part 1 and 2 will have their module(s) and candidature withdrawal status recorded as follows:

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 after result release. Withdrawal will only take effect from the following semester.

* 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%20Form.pdf>), 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](#)).

Termination of Candidature

The candidature of a student can be terminated when:

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

- student has exceeded the maximum candidature (candidature has lapsed)
- student has overdue fees

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%20Form>), 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](http://www.nus.edu.sg/registrar/edu/gd-contgrad.html)).

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- ▶ [Appointment/Change of Supervisor\(s\) \(other-procedural-matters.html#supappointment\)](#)
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Special Graduate Programme

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

- ▶ Double Degree Programmes between NUS Faculties and Schools ([special-graduate-programmes/double-degree-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

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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 significantly subsidised.

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

Tuition Fees

(i) Government-subsidised graduate programmes

The annual tuition fees for different categories of government-subsidised graduate programmes are set out here (<http://www.nus.edu.sg/registrar/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 (<http://www.nus.edu.sg/registrar/info/gd/GD-Eligibility-Guidelines.pdf>).

The fees for the Academic Year will only be available in March or April of the year. For example, the fees for AY2019/2020 will be published in March or April 2019.

- Service Obligation (SO) Scheme and Graduate Assistantship Programme (GAP)
International Students reading certain government-subsidised programmes can apply for the SO Scheme (<http://www.nus.edu.sg/admissions/graduate-studies/service-obligation.php>) to pay reduced tuition fees. With effect from AY2017/2018, International Students who are on MOE-funded scholarships that come with Graduate Assistantship Programme (GAP) requirements, 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 SO Scheme (<http://www.nus.edu.sg/admissions/graduate-studies/scholarships-financial-aid-and-fees/financial-aid-schemes/service-obligation-scheme.html>).
- Tuition Fee beyond Normal and Maximum Candidature Period
With effect from AY2019/2020, students admitted into a government-subsidised graduate coursework programme and who take longer than the normal candidature period (<http://www.nus.edu.sg/registrar/education-at-nus/graduate-education/continuation-and-graduation-requirements.html>) to complete their degree requirements are required to pay full unsubsidised fees, during the extended semesters.

Students who are admitted **prior** to AY2019/2020, will continue to pay subsidised fees until their maximum candidature period. Those who take longer than the maximum candidature period are required to pay full unsubsidised fees, during their extended semesters.

The list of government-subsidised graduate coursework programmes and its corresponding normal and maximum candidature period can be found here (<http://www.nus.edu.sg/registrar/info/gd/NCD-MCD-Govt-Subsidised-Grad-Coursework-Programmes.pdf>).

For more information, please refer to FAQ (http://www.nus.edu.sg/registrar/info/gd/New FAQ for Fees beyond normal candidature_UCO.pdf).

(ii) Self-funded graduate coursework programmes

Tuition fees for can be found at the respective programme websites. The list of self-funded graduate coursework programmes is set out here (<http://www.nus.edu.sg/registrar/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 (<http://www.nus.edu.sg/registrar/info/gd/GD-MSF.pdf>).

Fee Payment Procedures

The Office of Finance (<http://www.nus.edu.sg/finance/students/student-finance-matters.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 Finance (<http://www.nus.edu.sg/finance/students/student-finance-matters.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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- ▶ [Eligibility Guidelines for MOE Subsidy \(../info/gd/GD-Eligibility-Guidelines.pdf\)](#)
- ▶ [Service Obligation Scheme \(http://www.nus.edu.sg/admissions/graduate-studies/service-obligation.php\)](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 \(http://www.nus.edu.sg/admissions/graduate-studies/fees-faid-scholarships.php\)](http://www.nus.edu.sg/admissions/graduate-studies/fees-faid-scholarships.php)

Scholarships, Financial Aid and Fees

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

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

Other forms of financial aid which are available include study loans and part-time job opportunities as Student Tutor or Student Researcher under the NUS Student Work Scheme. The NUS Student Work Scheme is for selected students who wish to gain research and teaching experience.

The full details of the financial aid schemes and NUS Student Work Scheme are set out here ([scholarships-financial-aid-and-fees/financial-aid-schemes.html](#)). In considering part-time work arrangements, it should be noted that a high level of commitment is expected of all graduate students enrolled in full-time programmes, and the taking on of external part-time work to supplement personal income is not generally encouraged.

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

The order of priority of payment by the various financial aid schemes for the payment of tuition fee and miscellaneous fees is shown below.

1. Scholarship that covers 100% of tuition fee
2. SkillsFuture Credit (SFC)
3. Post-Secondary Education Account (PSEA) Scheme
4. Tuition Fee Loan (TFL)
5. GIRO deductions/NETS/others

The full schedule of tuition and other fees can be found here (<http://www.nus.edu.sg/registrar/education-at-nus/graduate-education/fees.html>).

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Awards

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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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At all times, students are responsible for understanding and complying with the policies and procedures established by the Senate and the University administration (<http://www.nus.edu.sg/about>), including but not limited to the following:

- ▶ [Responsibility for Notices/Circulars and Updates of Personal Particulars \(administrative-policies/responsibility-for-notices-circulars-and-update-of-personal-particulars.html\)](#)
- ▶ [Acceptance Record \(administrative-policies/acceptance-record.html\)](#)
- ▶ [Full-time Students and Employment \(administrative-policies/full-time-students-and-employment.html\)](#)
- ▶ [Leave of Absence \(administrative-policies/leave-of-absence.html\)](#)
- ▶ [Grading Policy & Examination Process \(administrative-policies/grading-policy.html\)](#)
- ▶ [Thesis Submission and Examination \(https://share.nus.edu.sg/registrar/student/info/Thesis-Submission-and-Examination.pdf\)](https://share.nus.edu.sg/registrar/student/info/Thesis-Submission-and-Examination.pdf)
- ▶ [Transcripts and Records \(administrative-policies/transcripts-and-records.html\)](#)
- ▶ [Graduation \(administrative-policies/graduation.html\)](#)
- ▶ [Discipline \(administrative-policies/discipline.html\)](#)
- ▶ [Ethics Review of Student Research \(http://www.nus.edu.sg/irb/\)](http://www.nus.edu.sg/irb/)
- ▶ [Non-Discrimination Statement \(http://www.nus.edu.sg/legal-information-notices#nondiscrimination\)](http://www.nus.edu.sg/legal-information-notices#nondiscrimination)
- ▶ [NUS Statutes and Regulations \(administrative-policies/university-statutes-and-regulations.html\)](#)

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

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[Acceptance Record \(administrative-policies/acceptance-record.html\)](#)

[Full-time Students and Employment \(administrative-policies/full-time-students-and-employment.html\)](#)

[Leave of Absence \(administrative-policies/leave-of-absence.html\)](#)

[Grading Policy & Exam Process \(administrative-policies/grading-policy.html\)](#)

[Transcripts & Records \(administrative-policies/transcripts-and-records.html\)](#)

[Degree Scrolls and Academic Transcripts \(administrative-policies/degree-scroll-and-academic-transcript.html\)](#)

[Degree Verification \(administrative-policies/degree-verification.html\)](#)

[Graduation \(administrative-policies/graduation.html\)](#)

[Discipline \(administrative-policies/discipline.html\)](#)

[Ethics Review of Student Research \(http://www.nus.edu.sg/irb/\)](http://www.nus.edu.sg/irb/)

[University 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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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 Education Records System (<https://myedurec.nus.edu.sg/>).

*Please note that your Official Name in the University's Education Records 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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- ▶ [Update of Personal Particulars](#)
- ▶ [Official/Legal Change of Name \(responsibility-for-notice-circulars-and-update-of-personal-particulars/verification-of-official-name-change.html\)](#)
- ▶ [Change in Citizenship \(responsibility-for-notice-circulars-and-update-of-personal-particulars/change-in-citizenship.html\)](#)
- ▶ [Change in IC/Passport \(responsibility-for-notice-circulars-and-update-of-personal-particulars/change-in-ic-passport.html\)](#)
- ▶ [Enquiries \(mailto:regenquiry@nus.edu.sg\)](mailto:regenquiry@nus.edu.sg)

Acceptance Record

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As a condition of admission, students are required to:

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

At all times, students are also responsible for understanding and complying with all other policies and procedures listed here (<http://www.nus.edu.sg/registrar/administrative-policies.html>) which are applicable to them, established by the Senate and the University administration.

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

Acceptance Record

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

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

NUS Code of Student Conduct (<http://www.nus.edu.sg/osa/resources/code-of-student-conduct>)

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

The Code of Student Conduct (published by the Office of Student Affairs (<http://www.nus.edu.sg/osa/resources/code-of-student-conduct>)) is intended to guide students' conduct in both the academic and non-academic aspects of their University life by providing an overview of the behavior generally expected of them as a member of the University community.

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

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

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

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

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

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

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

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

NUS Acceptable Use Policy for IT Resources
(<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

Risk Acknowledgement and Consent

In the course of their studies, students may participate in activities (whether local or overseas) organised or endorsed by the University as part of their course of study or as part of co-curricular activities or courses offered by the University. Students may also be accommodated in the University's hostels or may use the University's sports, recreation and other facilities. All students are required to agree to the terms prescribed by the University in connection with such participation and use.

Authorisation of Medical Procedures

Appointment of Local Representative for International Students (for International Students only)

In the course of their studies in NUS, international students may need medical attention in the form of surgery or any other medical procedures or treatment, but may be unable to give or refuse consent to the same. In such an event, surgeons or consultants in hospitals in Singapore would require a local representative to be present at the hospital to authorise or refuse consent for the surgery or other medical procedure or treatment on the patient's behalf.

In order to avoid possible delays to any surgery or other medical procedure or treatment that an international student may need, international students, or their parent/guardian (where the international student is under 18 years of age) may do either or both of the following:

- appoint a representative in Singapore who is at least 18 years of age ('Local Representative') who will have the authority to authorise or refuse consent for the surgery or other medical procedure or treatment, on behalf of the student/parent/guardian, as applicable; and /or
- authorise NUS, its officers, staff member to authorise or refuse consent for the surgery or medical procedure or treatment, on behalf of the student/parent/guardian, if none of the student's parent/guardian/a Local Representative (if any) is contactable at the time of need

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Registration

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

To be deemed a 'registered student', one must have 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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- [Registration Main Page](#)
- [Registration Guides \(registration/registration-guides.html\)](#)
- [Submission of Photograph for Student Card \(for Undergraduate Students only\) \(registration/administrative-matters.html#submitphoto\)](#)
- [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 \(mailto:UGregistration@nus.edu.sg\)](mailto:UGregistration@nus.edu.sg)
 - [Graduate \(mailto:GDregistration@nus.edu.sg\)](mailto:GDregistration@nus.edu.sg)
 - [Non-Graduating \(mailto:nghelp@nus.edu.sg\)](mailto:nghelp@nus.edu.sg)

Full-time Students and Employment

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University education at NUS is demanding, intensive, and rigorous, and thus requires a high degree of commitment. Full-time students are expected to commit themselves to at least 40 hours of study per week. The University strongly discourages full-time students from taking up employment during term time that might interfere with their studies. Students should note that commitments from employment will not be accepted as valid reasons for absence, uncompleted work, late submission of work, or poor performance, and may lead to exclusion from certain full-time programmes.

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Module Enrolment

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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.

Students* will select modules through the Module Registration at Education Records System

(ModReg@EduRec

(https://myedurec.nus.edu.sg/psc/cs90prd/EMPLOYEE/SA/c/N_STUDENT_RECORDS.N_MRS_START_MD_FL.GBL?

Action=U&MD=Y&GMenu=N_STUDENT_RECORDS&GComp=N_MRS_START_NAV_FL&GPage=N_MRS_START_NAV_FL&scname=N_MRS_MODULE_REG_NAV&dup=Y)). Information on the ModReg@EduRec can be located here (<http://www.nus.edu.sg/ModReg>).

Activity	Semester 1 & 2
Add new module(s)	By end of Instructional Week 1
Drop module(s) without grade penalty	By end of 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](http://education-at-nus/modular-system.html)) for the list of grades included in the computation of Cumulative Average Point (CAP).

* This is not applicable to students from Yong Loo Lin School of Medicine (MBBS) and Faculty of Dentistry.

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▶ For Non-Graduating Students:

▶ [Add Modules \(https://myaces.nus.edu.sg/PRJXIA/Student/Login\)](https://myaces.nus.edu.sg/PRJXIA/Student/Login)

▶ [Audit/Drop Modules \(https://myaces.nus.edu.sg/PRJXIA/Student/Login\)*](https://myaces.nus.edu.sg/PRJXIA/Student/Login)

* These are only available at specified periods.

Leave of Absence

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Leave of Absence



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

1. Medical Reasons

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

2. Academic reasons

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

3. Personal reasons

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

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

Students contemplating on applying for leave of absence are strongly advised to consult their Department or Faculty advisor on the possible impact to their course of study. If during the period of leave of absence, rules relating to his/her candidature are amended, the student must expect to be governed under the amended rules upon his/her return from leave.

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

their registration status terminated.

Application and Deadlines



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



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▶ **For Graduate Research Student Only:**

- ▶ [Notes for Research Scholars \(https://share.nus.edu.sg/registrar/student/info/Notes-for-Research-Scholars.pdf\)](https://share.nus.edu.sg/registrar/student/info/Notes-for-Research-Scholars.pdf)

Student Feedback Exercise

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Student feedback on teaching is an important element of the University's process for quality assurance of education. The feedback is helpful to the university in the continuous quest for improvements in teaching and thereby enhancing the students' learning experience in NUS.

The online Student Feedback Exercise is usually conducted two weeks before the start of each Semester Examination and one week before the start of the Special Term Examination. In this exercise, the students' privacy is protected with responses not being traceable to specific identities. In addition, instructors will not have access to the student feedback responses until after the examination results have been released.

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

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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► **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>)

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

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

Examination Processes

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

Feedback on Student Performance

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

Review of Examination Results

After the release of examination results, students may request a review (<https://myportal.nus.edu.sg/studentportal/academics/all/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 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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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.

2. 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 **myEduRec** (<https://myedurec.nus.edu.sg/>).

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 **myEduRec** (<https://myedurec.nus.edu.sg/>).
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 **myEduRec** (<https://myedurec.nus.edu.sg/>) 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 **myEduRec** (<https://myedurec.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)

Degree Programme	Request Types	
	Normal Request	Urgent Request
For all Bachelor degrees conferred prior to 1999	7 working days at S\$5.35/transcript	4 working days at S\$10.70 for the 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

Degree Programme	Request Types	
	Normal Request	Urgent Request
<p>Notes:</p> <ul style="list-style-type: none"> • Processing time excludes delivery time by post. • An additional 2 working days is required during the following peak periods: <ul style="list-style-type: none"> ◦ 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 <p>Please refer to the NUS Academic Calendar (../calendar.html) for more information on the examination and commencement periods.</p>		

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 @ Kent Ridge

Student Services Centre
Yusof Ishak House, Level 1
31 Lower Kent Ridge Road
Singapore 119078

Collection time:

Monday to Thursday: 9.00am – 5.30pm

Friday: 9.00am – 5.00pm

Saturday/Sunday/Public Holiday: Closed

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 @ Bukit Timah Campus

469 Bukit Timah Road

Blk B-01-11

Singapore 259756

Collection time:

Monday to Thursday: 9.00am – 5.30pm

Friday: 9.00am – 5.00pm

Saturday/Sunday/Public Holiday: Closed

You may contact SSC-BTC at 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 **here** (<http://nus.edu.sg/registrar/forms.html>), refer to 'T' > 'Transcript Collection – Authorisation Form'), 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 non-refundable.

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)

>

Country/ Region	Courier Type			
	FedEx (flat rate;<0.5kg; inclusive of prevailing surcharges)		SpeedPost (flat rate;<0.5kg; inclusive of prevailing surcharges)	
	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		
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 **Transnational** (<https://www.transnational-grp.com/>) – 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. 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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Apply for Graduation

When an undergraduate student in a modular faculty expects to graduate at the end of a particular semester, he/she must 'Apply for Graduation' (AFG) 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 AFG 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); or 31 January (end of Semester 1); or 30 June (end of Semester 2)
3	Bachelor of Dental Surgery degree (BDS)	31 January (supplementary pass only); or 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.

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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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/resources/code-of-student-conduct>) 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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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) (<http://www.adobe.com/products/acrobat/readstep2.html>).

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NATIONAL UNIVERSITY OF SINGAPORE

STATUTE 1

INTERPRETATION

1. In all Statutes (defined below) and Regulations (defined below), capitalised terms not defined herein shall have the same meaning as in the Constitution (defined below). Unless the context shall otherwise require, the following words shall have the following meanings:

“Academic Units” means the institutions, departments, divisions, centres, programmes, or other units of teaching and research of the University;

“academic year” means a period beginning on the first day of the first semester and ending on the day before the first day of the ensuing first semester;

“Constitution” means the Constitution of the National University of Singapore;

“Day” means calendar day;

“Faculty” or “School” means a faculty or school of the University as set out in Statute 3 from time to time. References to “Faculty” shall include “School” and references to “Faculties” shall include “Schools”;

“Regulations” means the regulations, rules and procedures prescribed by the President or the Senate from time to time pursuant to the Statutes;

“Research Institute” means a University-level research institute or centre established in accordance with Statute 4 and as set out in the Regulations;

“Special Constituent School” means a special constituent school of the University with its own charter as set out in Statute 3 from time to time;

“Statutes” means the statutes of the University made or revised by the Board of Trustees from time to time; and

“student” means a person who has:

 - (a) registered for a degree or diploma programme of the University, and has not graduated, withdrawn from candidature, failed to satisfy any continuation requirement for the relevant degree or diploma, or been expelled as a result of disciplinary proceedings pursuant to Statute 6; or
 - (b) registered to study at the University but not for a degree or diploma programme, and has not completed the period of study, withdrawn, or been expelled as a result of disciplinary proceedings pursuant to Statute 6.
2. Words denoting the singular number only shall include the plural and vice versa. Words denoting the masculine gender shall include the feminine gender.
3. A marginal note or heading to any provision of any Statute or Regulation shall not in any way vary, limit, or extend the interpretation of any Statute or Regulation.

4. In construing any Statute or Regulation, regard shall be had to the spirit and intention of the Statute or Regulation and to the purpose for which it was made.
5. Subject to the provisions of the Constitution, the Board of Trustees may from time to time make, revise or revoke such Statutes of the University as may be necessary or expedient for the proper administration of the affairs or for carrying out the functions of the University provided that Statutes which prescribe or provide for matters within the jurisdiction of the Senate, shall only be made, revised or revoked with the concurrence of the Senate.
6. Subject to the provisions of the relevant Statutes, the President may from time to time make, revise or revoke such Regulations of the University as may be necessary or expedient for the proper administration of the affairs or for carrying out the functions of the University except that Regulations which prescribe or provide for matters within the jurisdiction of the Senate, may be made, revised or revoked by the Senate.
7. In the event of:
 - (a) any Statute being inconsistent with the provisions of the Constitution; or
 - (b) any Regulation being inconsistent with the provisions of the Constitution or any Statute,the provisions of the Constitution or Statute, as the case may be, shall prevail and that Statute or Regulation, as the case may be, shall to the extent of the inconsistency be void.

NATIONAL UNIVERSITY OF SINGAPORE

STATUTE 2

THE SENATE AND SENATE DELEGACY

The Senate

1. In addition to the President, who is a member and chairman under the provisions of the Constitution, the Senate shall comprise:

- (a) Ex Officio Members

- (i) the Senior Deputy President;
 - (ii) the Provost;
 - (iii) the Deputy President (Research and Technology);
 - (iv) Senior Vice Provosts and Vice Provosts;
 - (v) the Deans and Vice Deans or their equivalents of the Faculties or Special Constituent Schools;
 - (vi) the Dean or Director/Senior Director of Admissions;
 - (vii) the Dean of Students;
 - (viii) the Heads of Academic Units;
 - (ix) the Directors of Research Institutes;
 - (x) all tenured full professors;

- (b) Senate Delegacy Members

all other members of the Senate Delegacy (defined below) who are not members of the Senate pursuant to sub-clauses (a)(i) to (x) above; and

- (c) Elected Members

ten other members elected by members of the Senate.

2. Without derogating from the generality of the provisions of the Constitution, the powers of the Senate shall be to:

- (a) establish, organise, rename and dissolve Faculties and Academic Units;
 - (b) establish, review and discontinue academic programmes;
 - (c) regulate the admission of persons to programmes of study and their attendance and continuation at such programmes and examinations;
 - (d) appoint and instruct examiners and Boards of Examiners, and oversee examinations;
 - (e) award, deprive or revoke degrees, diplomas, certificates, and other marks of distinction;
 - (f) establish, review and award bursaries, fellowships, scholarships, prizes, and medals;

- (g) subject to the criteria prescribed by Regulations, award honorary degrees and the title of Emeritus Professor after considering reports of the Nominating Committee for Honorary Degrees and Emeritus Professorships;
 - (h) prescribe the academic dress and degree colours to be worn by graduates from the various programmes of study; and
 - (i) establish, organise, rename and dissolve Research Institutes.
3. The Senate shall meet regularly, once in each semester, to receive reports from all standing and special committees.

Senate Delegacy

4. For matters requiring the attention of the Senate that arise in between scheduled meetings of the Senate, the Senate shall delegate its powers and duties to the “Senate Delegacy”, which shall comprise:

(a) Ex Officio Members

- (i) the President, who shall chair the Senate Delegacy;
- (ii) the Senior Deputy President;
- (iii) the Provost;
- (iv) the Deans or their equivalent of the Faculties or Special Constituent Schools;

(b) Elected Members

- (i) one member from each Faculty elected by the Vice Deans, Heads of Academic Units, and tenured full professors of the respective Faculty or Special Constituent School from among themselves;
- (ii) fifteen tenured full professors elected by Senate members who are tenured full professors but not Deans, Vice Deans, or Heads of Academic Units from among themselves;
- (iii) ten tenure track faculty members elected from among the University-wide tenure track faculty members who are not Deans, Vice-Deans, Heads of Academic Units, or tenured full professors; and

(c) Appointed Members

no more than twelve other University officers appointed by the President.

5. Every power or duty delegated pursuant to Clause 4 shall continue to be vested in the Senate but shall be so vested concurrently in the Senate Delegacy.
6. The delegation pursuant to Clause 4 shall not remove or derogate from the responsibility of the Senate for the exercise or performance of the powers and duties thereby delegated.
7. All actions and decisions of the Senate Delegacy shall have full effect unless overridden by a special meeting of the Senate within fourteen Days of the posting of the relevant Senate Delegacy minutes or circular.

Terms of Office

8. The terms of office of members of the Senate and Senate Delegacy shall be as follows:
 - (a) Ex officio members shall remain members only for so long as they hold the offices by virtue of which they became members.
 - (b) Elected members shall remain members for up to two academic years, and may not serve more than two consecutive terms.
 - (c) Appointed members shall remain members for such period as the President may determine.
 - (d) No person shall be a member of the Senate Delegacy under more than one limb of Clauses 4(a) to 4(c).
9. Where a casual vacancy among the elected or appointed members of the Senate or Senate Delegacy (as the case may be) should arise due to a member's termination of office or University service, leave of absence, incapacity, or any other reason, that vacancy shall be filled respectively by election or appointment of a member in place of the vacating member in accordance with the relevant provisions of Clauses 1 and 4. A new elected member shall serve the remaining term of the vacating member.

Regulations

10. The President is empowered to make Regulations governing the provision of notice for meetings of committees and boards appointed by the Senate.

NATIONAL UNIVERSITY OF SINGAPORE

STATUTE 3

FACULTIES, SPECIAL CONSTITUENT SCHOOLS AND ACADEMIC UNITS

1. Pursuant to the Constitution, the University shall be divided into such numbers and names of Faculties, Special Constituent Schools and Academic Units as the Senate may determine from time to time.
2. The Faculties of the University shall be the Faculty of Arts and Social Sciences, the School of Business, the School of Computing, the School of Continuing and Lifelong Education, the Faculty of Dentistry, the School of Design and Environment, the Faculty of Engineering, the NUS Graduate School for Integrative Sciences and Engineering, the Faculty of Law, the Yong Loo Lin School of Medicine, the Yong Siew Toh Conservatory of Music, the Saw Swee Hock School of Public Health, the Faculty of Science and the University Scholars Programme. The Academic Units within these Faculties shall be as set out in the Regulations.
3. The Special Constituent Schools shall be the Duke-NUS Medical School, the Lee Kuan Yew School of Public Policy, and the Yale-NUS College. The Special Constituent Schools are governed each by its own charter.
4. Other Academic Units within the University include:
 - (a) Two institutions that are not affiliated with a Faculty, namely, the Centre for English Language Communication and the Institute of Systems Science.
 - (b) The Residential Colleges that are teaching units integrating teaching and learning into residences. The Residential Colleges shall be as set out in the Regulations.
5. There shall be a Faculty Board or its equivalent in each Faculty, the membership and functions of which shall be as set out in the Regulations.
6. The following provisions shall apply to all Faculties:
 - (a) Each Faculty shall consist of its Dean and the academic members in the Academic Units within the Faculty.
 - (b) Pursuant to the Constitution, the Dean of a Faculty shall be appointed by the Board of Trustees upon the recommendation of the President.
 - (c) Deputy Deans and Vice Deans of a Faculty shall be appointed by the President. Associate Deans of a Faculty shall be appointed by the Provost and Assistant Deans of a Faculty shall be appointed by the Dean. The terms of all Deputy Deans, Vice Deans, Associate Deans and Assistant Deans shall lapse upon the end of the term of the Dean.
 - (d) Heads of Academic Units shall be appointed by the Provost.
 - (e) Deputy Heads of Academic Units shall be appointed by the respective Deans of the Faculty in the case of a Faculty-based unit or the Provost in the case of a non-Faculty-based unit. The terms of all Deputy Heads shall lapse upon the end of the terms of the Heads of their respective Academic Units.

NATIONAL UNIVERSITY OF SINGAPORE

STATUTE 4

RESEARCH INSTITUTES

1. A Research Institute shall be established by the University with the approval of the Senate, on its own or jointly with governmental, academic or industrial partners, as the need arises. The Research Institutes shall be as set out in the Regulations.
2. The mission of a Research Institute shall be to mount major research and development effort so as to develop excellence in the identified research areas, which are of a multi-disciplinary nature not readily managed by a single Faculty. In pursuance of its mission, the Research Institute may:
 - (a) develop research programmes in the identified areas;
 - (b) build up research manpower and facilities;
 - (c) assist Faculties in their educational programmes by offering to teach relevant courses and to co-supervise research students;
 - (d) provide advice and consultancy, and generally interact with government agencies and local or international academic or industrial organisations;
 - (e) promote awareness of the disciplines and applications of the research results; and/or
 - (f) develop intellectual properties and promote their commercial exploitations.
3. A Research Institute shall be dissolved with the approval of the Senate when there is no further need for the organisation.
4. A Research Institute shall be headed by a Director, who shall be appointed by the President.
5. A management board may be appointed by the President to provide guidance and assistance to the Director in the development and operation of the Research Institute. The chairman of the management board shall be appointed by the President.
6. Where necessary, the President, in consultation with the Director of the Research Institute, may appoint an advisory board comprising international and local experts to:
 - (a) provide assistance and advice on matters and issues related to research; and
 - (b) review periodically the progress and achievements of the Research Institute.
7. The University shall also host Research Institutes with a high degree of autonomy.

NATIONAL UNIVERSITY OF SINGAPORE

STATUTE 5

STUDENT ASSOCIATIONS AND ACTIVITIES

National University of Singapore Students' Union

1. There shall be a student association, to be known as the National University of Singapore Students' Union (the "Union"), which shall be constituted pursuant to the provisions of the NUS Constitution, and which shall consist of such Constituent Bodies as the Board of Trustees may approve from time to time. The Constituent Bodies shall be as defined in the Regulations.
2. The Board of Trustees shall have power to make Regulations, rules, policies and procedures for or with respect to the constitutions, functions, governance and other matters relating to the Union and any of its Constituent Bodies.
3. Membership and management of the Union and its Constituent Bodies shall be as set out in the Regulations.
4. The Union and its Constituent Bodies shall each organise activities consistent with the objectives defined in their respective constitutions.
 - (a) No Constituent Body, other than the Students' Political Association (a Constituent Body of the Union as prescribed by the Statutes and Regulations), may engage in or make pronouncements on matters of a political nature. The Board of Trustees may, in its absolute discretion, decide whether any matter is of a political nature.
 - (b) No person, other than members of the Union, shall participate in any activity of the Union and its Constituent Bodies without the prior approval of the Dean of Students. This shall not apply to activities of a social nature or to activities jointly organised by the Union and/or its Constituent Bodies with external bodies, which have been approved by the Dean of Students.
5. In the event that the Union ceases to exist for any reason, all its assets remaining after the settlement of all its liabilities shall devolve to any successor organisation with similar objects and if there be none, then to the University.

Other Student Associations

6. In addition to the Union, there shall be other clubs or societies to cater to the diverse needs and interests of the student body.
7. A "University society" is a club or society not being a Constituent Body of the Union but formed among the students of the University and includes clubs and societies whose members include persons other than students.
8. The President is hereby empowered to make Regulations, rules, policies and procedures to govern such University societies.

NATIONAL UNIVERSITY OF SINGAPORE

STATUTE 6

DISCIPLINE WITH RESPECT TO STUDENTS

1. The President is hereby empowered to make Regulations for carrying out the purposes and provisions of this Statute. Without prejudice to the generality of the foregoing, the President may make Regulations with respect to the following matters:
 - (a) the classification of offences for which students may be subject to disciplinary proceedings and the procedures for initiating disciplinary proceedings;
 - (b) the procedures governing disciplinary proceedings before the Heads of Academic and Non-Academic Units;
 - (c) the procedures governing disciplinary proceedings before the Deans of Faculties or the Dean of Students and the deposit that must be paid for appeals to Deans of Faculties or the Dean of Students;
 - (d) the procedures governing disciplinary proceedings before the Board of Discipline; and
 - (e) the procedures governing disciplinary proceedings before the Disciplinary Appeals Board and the deposit that must be paid for appeals to the Disciplinary Appeals Board.
2. For the purposes of this Statute and any Regulations made pursuant to Clause 1 of this Statute,
 - (a) “Non-Academic Units” refers to all non-academic offices of the University and their constituent departments or divisions which include, without limitation, NUS Information Technology, NUS Libraries, Office of Student Affairs and the management offices of the halls of residence and other student residences;
 - (b) “Deans of Faculties” refers to persons who are appointed as the Dean of a Faculty pursuant to Clause 6(b) of Statute 3 in the case of Faculties and Schools, or persons who are appointed to an equivalent position in the case of Special Constituent Schools;
 - (c) “Heads of Academic Units” refers to:
 - (i) persons who are appointed as the Head of an Academic Unit pursuant to Clause 6(d) of Statute 3 in the case of Faculties and Schools, or persons who are appointed to an equivalent position in the case of Special Constituent Schools; and
 - (ii) persons who are appointed as a Master or Director or an equivalent position in the case of non Faculty-based Academic Units.
 - (d) “student” refers to a person who has been registered or admitted or accepted into any programmes, activities, courses and/or classes offered by the University (regardless of whether such programmes, activities, courses and/or classes are offered solely by the University or in collaboration with any third parties). Unless stated otherwise, a student shall include any person who:
 - (i) is an existing student of the University; or
 - (ii) has ceased to be a student of the University at the time disciplinary proceedings are instituted or at the time the disciplinary matters are adjudicated either in the first instance or on appeal, provided that the circumstances giving rise to the disciplinary

proceedings arose:

- (A) while the person was a student of the University or in connection with the person's admission into the University; or
- (B) while the person was a member of the Union, irrespective whether the person's eligibility for membership was under Clause 3 or Clause 4 of Regulation 9.

Circumstances Giving Rise to Disciplinary Proceedings

3. Any student who is alleged to have committed or attempted to commit, or caused or attempted to cause any other person to commit any of the following offences, may be subject to disciplinary proceedings:

- (a) contravention of the Constitution, Statutes, Regulations, rules, policies, guidelines, codes of conduct, or procedures as may from time to time be prescribed by the University;
- (b) an offence involving or resulting in criminal activity;
- (c) theft, fraud or misapplication in connection with University funds or property of any kind;
- (d) damage to or defacement of any property of the University or any employee or student of the University;
- (e) falsification or misuse of University documents or records, including (without prejudice to the generality of the foregoing) certificates in connection with degrees and other academic distinctions;
- (f) fraud, dishonesty, any act of bad faith, or impersonation of others, within or without the University, in connection with the student's academic attainments or financial awards, the student's admission to the University, or otherwise in connection with the University;
- (g) contravention of conditions stipulated or undertakings made by the student in connection with admission to the University;
- (h) defamation of, assault or battery against any employee or student of the University;
- (i) sexual misconduct, racial or religious discrimination, or any other kind of harassment towards any person;
- (j) maliciously and without reasonable cause, laying a complaint against any employee or student of the University;
- (k) ragging, which term shall, without prejudice to the generality of the term, include conduct intended: (i) to humiliate another student or hold such other student up to ridicule; or (ii) to interfere with another student's peaceable enjoyment of his/her privileges, benefits, rights or facilities;
- (l) plagiarism, giving or receiving unauthorised assistance in academic work, or other forms of academic dishonesty;
- (m) disruption or improper interference or failure to cooperate with: (i) the academic activities or administration of the University; or (ii) the performance of duties by any employee of the University;

- (n) posing an actual or a potential hazard to public health, including without limitation failing to comply with or obstructing the execution of any measure formulated by the University for the control of an infectious disease within the meaning of the Infectious Diseases Act (Cap. 137);
- (o) refusal or failure to appear in person, answer questions fully, or produce any documents as may be required at or during the course of any disciplinary investigation or proceedings, or making a false testimony;
- (p) traffic or parking offences;
- (q) failure to comply with any disciplinary sanction or other requirement imposed on such student;
- (r) engaging in acts of retaliation, harassment, threats, intimidation and coercion against persons who are subject to no-contact orders and/or persons involved in disciplinary investigations or proceedings (such as complainants, witnesses, victims and students subject to the disciplinary investigations or proceedings); or
- (s) acting in a manner which is or may be detrimental to the reputation, dignity, interest, or welfare of the University.

Jurisdiction

4. The Heads of Academic and Non-Academic Units are empowered to adjudicate any offences but only in relation to persons who are existing students of the University at the time the allegations of offences are adjudicated.
5. Any appeal against a decision made by the Head of a Faculty-based Academic Unit shall be adjudicated by the Dean of the corresponding Faculty. Any appeal against a decision made by the Head of a non Faculty-based Academic Unit or the Head of a Non-Academic Unit shall be adjudicated by the Dean of Students.
6. In the event that either the Head of an Academic Unit and the Dean of the corresponding Faculty are one and the same person, or a Faculty consists of only one Academic Unit or no Academic Units, the Dean of the corresponding Faculty shall designate one of the Vice Deans (or a person holding an equivalent position) as the Head of Student Discipline for the Faculty. Without prejudice to the foregoing, the Dean of a Faculty may, with the Provost's approval, choose to designate one of the Vice Deans (or a person holding an equivalent position) as the Head of Student Discipline for the Faculty if the Dean is of the view that it would be desirable to do so. A Head of Student Discipline shall be conferred all the powers exercisable by the Head of an Academic Unit, for such period and subject to such conditions or limitations as the Dean may deem fit.
7. In the event that either the Head of a Non-Academic Unit and the Dean of Students are one and the same person, the Dean of Students shall designate the Vice Dean of Students as the Head of Student Discipline for the Non-Academic Unit and such Head of Student Discipline shall be conferred all the powers exercisable by the Head of a Non-Academic Unit under this Regulation, for such period and subject to such conditions or limitations as the Dean may deem fit.
8. The Board of Discipline is empowered to adjudicate any offences in relation to any student of the University.
9. Any appeal against a decision made by the Board of Discipline shall be adjudicated by the Disciplinary Appeals Board. The Disciplinary Appeals Board shall also adjudicate any case that is referred by the President for review pursuant to Clause 23 of this Statute.

Disciplinary Powers

10. The Heads of Academic and Non-Academic Units and the Deans shall be entitled to exercise one or more of the disciplinary powers set out below against any person who is an existing student of the University at the time the allegations of offences are adjudicated:
- (a) issuance of an order including, as appropriate, a requirement to comply with specified conditions and a statement of the sanctions to be applied if such conditions are not met;
 - (b) issuance of a reprimand that shall form part of such person's official record;
 - (c) imposition of any fine not exceeding Singapore Dollars One Thousand (S\$1,000);
 - (d) issuance of a public censure;
 - (e) withdrawal and/or suspension of any academic privileges, benefits, rights or facilities (other than the right to follow courses of instruction or attend examinations) for a period not exceeding one month;
 - (f) withdrawal and/or suspension of any non-academic University privileges, benefits, rights or facilities for a period not exceeding two semesters; and
 - (g) deprivation and/or withdrawal of any academic distinction or grade to be conferred or previously conferred in relation to assignments, projects or such other forms of continuous assessment.
11. The Board of Discipline and the Disciplinary Appeals Board shall be entitled to exercise one or more of the disciplinary powers set out below against any student of the University:
- (a) issuance of an order including, as appropriate, a requirement to comply with specified conditions and a statement of the sanctions to be applied if such conditions are not met;
 - (b) issuance of a reprimand that shall form part of such person's official record;
 - (c) imposition of a fine not exceeding Singapore Dollars Ten Thousand (S\$10,000);
 - (d) issuance of a public censure;
 - (e) withdrawal and/or suspension of any academic or non-academic University privileges, benefits, rights or facilities, including the right to follow courses of instruction or attend examinations;
 - (f) termination and/or full or partial repayment of any academic or non-academic funding (such as scholarships, grants, bursaries or other similar forms of financial assistance) previously provided or awarded by the University and/or full or partial payment of any academic or non-academic fees previously waived by the University;
 - (g) expulsion from the University; and
 - (h) deprivation and/or withdrawal of any degree, diploma, certificate or other academic distinction or grade to be conferred or previously conferred.
12. Where a student is suspended from candidature pursuant to Clause 11(e) of this Statute, the suspension shall be annotated on the student's transcript. The student may make a request in writing to the University to remove the annotation from the student's transcript following the

expiry of at least 3 years from the date the student graduates from the University, and the University may in its absolute discretion decide to allow or reject such a request.

13. For the avoidance of doubt, where a student's right to follow courses of instruction or attend examinations is suspended pursuant to Clause 11(e) of this Statute, such period of suspension shall not count towards any minimum residency requirement but shall count towards the maximum period of candidature for that student.
14. The disciplinary powers provided for in Clause 10 and Clause 11 of this Statute may be exercised by the Heads of Academic and Non-Academic Units, the Deans, the Board of Discipline and the Disciplinary Appeals Board (as the case may be) without prejudice to the right to exercise any other disciplinary powers or any other powers contained in the Constitution, Statutes, Regulations, rules, policies, guidelines, codes of conduct, or procedures as may from time to time be prescribed by the University.

Summary Action

15. Notwithstanding any other provision of this Statute, the Provost may, by giving notice in writing to a person who is an existing student of the University at the time of the notice, summarily withdraw and/or suspend any academic or non-academic University privilege, benefit, right, or facility or take any other summary action as the Provost may think fit against such student, if the Provost has reason to believe that such urgent action is necessary to:
 - (a) protect the interests of the University or any student or staff of the University; and/or
 - (b) facilitate the smooth and/or proper functioning of the University.
16. Any summary action taken against a student pursuant to Clause 15 of this Statute shall be an interim measure pending the decision of the Board of Discipline in subsequent disciplinary proceedings against the student. Where summary action has been taken against a student, the Provost shall convene the Board of Discipline and refer the case to it within a month after the notice of summary action is given to the student. The Board of Discipline shall thereafter adjudicate the disciplinary matter in accordance with the procedures set out in the Regulations made pursuant to Clause 1 of this Statute, and the summary action that was taken against the student shall automatically lapse once the Board of Discipline issues its decision.
17. A decision made by the Board of Discipline shall be final and binding on the student, subject to any decision on appeal made by the Disciplinary Appeals Board.

No-Contact Orders

18. The Provost may, by giving notice in writing to a person who is an existing student of the University at the time of the notice, direct the person to have no contact with another existing student or staff of the University ("No-Contact Order"), if the Provost has reason to believe that the No-Contact Order may:
 - (a) protect the interests of the University or any student or staff of the University; and/or
 - (b) facilitate the smooth and/or proper functioning of the University.
19. The Provost may delegate the power to issue No-Contact Orders to any office(s) of the University, and such office(s) may issue No-Contact Orders on behalf of and under the authority of the Provost.
20. A No-Contact Order shall continue until any of the following events occurs:
 - (a) the person subject to the No-Contact Order is informed by the University in writing that it shall cease to have effect;

- (b) the person subject to the No-Contact Order ceases to be an existing student of the University; or
 - (c) the person whom the No-Contact Order relates to ceases to be an existing student or staff of the University.
21. A person subject to the No-Contact Order, or a person whom the No-Contact Order relates to, may at any time make a request in writing to the Provost for the No-Contact Order to cease, and the Provost may in his absolute discretion decide to allow or reject such a request.
22. For the avoidance of doubt, the Provost's power to issue No-Contact Orders is without prejudice to:
- (a) the entitlement of the Heads of Academic and Non-Academic Units and the Deans to make no-contact orders in the exercise of their disciplinary powers under Clause 10(a) above; and
 - (b) the entitlement of the Board of Discipline and the Disciplinary Appeals Board to make no-contact orders in the exercise of their disciplinary powers under Clause 11(a) above.

For the avoidance of doubt, the provisions in Clause 21 above do not apply to no-contact orders made by the Heads of Academic and Non-Academic Units, the Dean, the Board of Discipline and the Disciplinary Appeals Board. Such no-contact orders made are subject to appeal in accordance with this Statute and Regulation 10.

Review of BOD and DAB Outcomes

23. Where the President, after considering the advice of the President Disciplinary Advisory Committee, is of the view that:
- (a) there has been a serious procedural irregularity or breach in any disciplinary proceedings before the Board of Discipline and/or the Disciplinary Appeals Board, and the procedural irregularity or breach was likely to have materially prejudiced the fair determination of the matter; or
 - (b) evidence which was not previously available has subsequently emerged or become available after the determination of a disciplinary matter by the Board of Discipline and/or the Disciplinary Appeals Board, and the new evidence would likely have had a material impact on the decision that was reached; or
 - (c) other compelling and exceptional circumstances exist;

the President may in his absolute discretion direct that the disciplinary matter in question be referred to a newly-constituted Disciplinary Appeals Board for review. For the avoidance of doubt, the Disciplinary Appeals Board constituted under this Clause shall be entitled to exercise one or more of the disciplinary powers under Clause 11 of this Statute, and to quash or revise any prior decision or determination and substitute its own decision or determination.

Co-operation

24. During the course of any disciplinary proceedings or appeals, the student shall cooperate fully with the Heads of Academic or Non-Academic Units, the Deans, the Board of Discipline, the Disciplinary Appeals Board, the Provost or any other body or person to whom the task of administering and/or adjudicating any disciplinary matter or appeal may be entrusted, and shall supply to them such information and documents as any of them may require.

Confidentiality

25. All disciplinary proceedings instituted or summary action or disciplinary action(s) taken pursuant to this Statute shall be strictly confidential. The student and/or any other person(s) requested to appear before the body or person to whom the task of adjudicating any disciplinary matter or appeal may be entrusted shall not disclose to third parties any information and/or documents relating to the disciplinary proceedings instituted or summary action or disciplinary action(s) taken pursuant to this Statute, except with the written consent of the University and/or unless disclosure is required by the laws of Singapore.
26. Notwithstanding Clause 25 of this Statute, the University may at any time disclose to third parties any information and/or documents relating to disciplinary proceedings instituted or summary action or disciplinary action(s) taken pursuant to this Statute, by publication in any manner or medium or otherwise.

Liability of the University

27. The University, its officers, or any other person or entity associated with them shall have no liability whatsoever for any losses, damages, claims, legal costs or other expenses that a person may suffer or incur, whether directly or indirectly (including any loss of profit or any damage to reputation) by reason of any disciplinary proceedings instituted or summary action or disciplinary action(s) taken pursuant to this Statute and/or the publication or notification of any information relating thereto.

NATIONAL UNIVERSITY OF SINGAPORE

STATUTE 7

GIFTS TO THE UNIVERSITY

1. In this Statute, Statute 8 and any Regulation, unless the context shall otherwise require:

“Donor” means any individual, firm, corporation, association, foundation or other entity that makes a Gift to the University;

“Endowment Gift” refers to any Gift given to the University where only the income, generated from the investment of the Gift, can be used for the Gift Purpose;

“Gift” means a contribution, grant, testamentary disposition or otherwise, property and moneys from a Donor that the University receives without making any commitment of resources or services with a commercial value in return, other than naming opportunities and using the Gift as the Donor may designate;

“Gift Purpose” means the use of the Gift as intended by the Donor which may include, but is not limited to, the support of undergraduate and graduate education, research, fellowships, professorships, equipment, facilities, and buildings; and

“Historical Gifts” refer to all Gifts made to the University prior to 24 July 2007.

2. The President is authorised to set priorities for fund-raising, and to review and set administrative policies and procedures concerning Gifts to the University.

Gift Acceptance

3. The University shall promote the solicitation, acceptance and stewardship of Gifts to secure resources that would enable the University to further advance its priorities and commitment to excellence in teaching, learning and research.
4. The University shall not accept any Gift that precludes the University from accepting Gifts from other Donors. The University shall not accept Gifts that violate any applicable law or regulation. The University reserves the right to reject any Gift.
5. The act of giving a Gift to the University shall be irrevocable. The Gift and the Gift Purpose shall be subject to the University’s prevailing policies and procedures.
6. In recognition of a Gift made by a Donor, the University may offer the Donor a naming opportunity. The President is authorised to set a minimum gift level for naming opportunities.
7. If a Donor who has been offered a naming opportunity falls into disrepute, the University reserves the right to discontinue the use of the relevant name.

8. The President shall approve all Gift-related naming opportunities before the naming proposal is presented to the Donor, with the exception of the naming of a Faculty. The naming of a Faculty shall be approved by the Board of Trustees upon the recommendation of the President and in accordance with prevailing MOE guidelines.

Donor Rights

9. Subject to Clause 15 below, all Gifts shall be used in accordance with the Gift Purpose.
10. All information pertaining to Donors and their Gifts will be handled with respect and given confidential treatment to the fullest extent available at law.
11. The University shall acknowledge and recognise Donors and their Gifts appropriately.

Management of Funds

12. The University shall have the sole right to administer the Gift Purpose.
13. The University shall have the sole right to invest all Gifts.
14. The University may charge all reasonable costs and expenses incurred in administering a Gift or a Gift Purpose to the relevant underlying fund.

Gift Purpose

15. The Board of Trustees has the authority, on the recommendation of the President, to make changes to a Gift Purpose, which has in whole or in part ceased to provide a suitable or effective way of using the relevant Gift. The change can only be introduced after reasonable efforts have been made to consult the Donor. Such authority may be exercised by the President in relation to Gifts with a value of Singapore Dollars One Million (S\$1,000,000) and below. The University shall endeavour to use the Gift for such purposes as nearly as possible akin to the original Gift Purpose.

Historical Gifts

16. All prevailing provisions governing Historical Gifts prior to 24 July 2007 shall continue to apply, save where these are inconsistent with this Statute, Statute 8 and any Regulations issued pursuant to these Statutes as amended from time to time.
17. The Board of Trustees, on the recommendation of the President, shall have the authority to vary or amend any provisions governing Historical Gifts (including but not limited to the Gift Purpose) that are or become inconsistent with this Statute, Statute 8 and any Regulations issued pursuant to these Statutes as amended from time to time. Such authority may be exercised by the President in relation to small Gifts with a value of Singapore Dollars One Million (S\$1,000,000) and below. The University shall make reasonable efforts to inform the relevant Donor of such variations or amendments prior to effecting such variations or amendments.

NATIONAL UNIVERSITY OF SINGAPORE

STATUTE 8

NATIONAL UNIVERSITY OF SINGAPORE ENDOWMENT FUND

1. The National University of Singapore Endowment Fund (defined below) shall be managed and administered in the manner hereinafter mentioned.
2. In this Statute unless the context shall otherwise require:

“Financial Year” means the period commencing on 1 April of a year and ending on 31 March of the next following year;

“Fund” or “National University of Singapore Endowment Fund” means a fund deemed to be established and to have come into operation on 1 October 1991 under the National University of Singapore constituted under the National University of Singapore Act (Cap. 204, Rev Ed 2002) and now transferred to the University pursuant to the National University of Singapore (Corporatisation) Act (Cap. 204A);

“Fund Income” means any and all income earned from the investment of the Fund; and

“Investment Committee” means the sub-committee of the Board of Trustees which assists the Executive Committee of the Board of Trustees in managing the University’s funds to generate a consistent stream of income to support the activities of the University as a public institution of higher learning.

The Fund

3. All endowed gifts donated to the University shall be placed in the Fund and shall constitute the capital of the Fund. All payments required to be paid under this Statute shall be paid out of the Fund Income.

Management And Powers

4. The University shall have sole discretion in the management and control of the Fund.
5. The Investment Committee is authorised to invest the Fund in the name of the University in any investment instruments permitted by law and in accordance with any prevailing University policy to earn income.
6. The University shall, out of the Fund Income, pay all expenses for managing the Fund. Subject to Clauses 7 and 8 below, the University may also periodically pay a proportionate share of the administrative expenses of the Faculty, Academic Unit, Research Institute, halls of residence or non-academic office of the University which is administering an endowed fund and apply the balance thereof to the University’s common pool of funds for all or any of the purposes of the University.

NATIONAL UNIVERSITY OF SINGAPORE

REGULATION 1

MEETING PROCEDURES FOR SENATE AND SENATE COMMITTEES AND BOARDS

1. The Registrar shall be the Secretary to the Senate and the Senate Delegacy.
2. Senate members who are not members of the Senate Delegacy shall be entitled to attend any meeting of the Senate Delegacy as observers.
3. Unless otherwise specified, all representatives of the Senate on Senate committees and boards and other members of Senate committees and boards shall be selected by election and all appointments on Senate committees and boards shall commence on 1 July of each calendar year.
4. The following shall apply to all meetings of the Senate and the committees and boards of the Senate:
 - (a) Unless otherwise specified in the Constitution, Statutes, or Regulations, notices and agendas of meetings shall be delivered seven Days in advance before the date of any such meeting to each person entitled to vote at any such meeting. Any person may waive notice of any meeting, either before or after the time notice would have been required. Attendance at any meeting by a person shall constitute waiver of notice of such meeting, except for attendance by a person for the purpose of objecting that the call for the meeting was not in compliance with the Statutes and/or Regulations.
 - (b) Meetings, regular or special, shall be held at such place and at such time, as shall be specified in a notice given in accordance with the Statutes and Regulations. Unless otherwise specified in the Constitution, Statutes, or Regulations, special meetings shall be called by the Secretary at the request in writing of one-third of the members or at the discretion of the chairman of the Senate.
 - (c) Unless otherwise specified in the Constitution, Statutes, or Regulations, the quorum for any meeting of the Senate and the committees and boards of the Senate shall be fifteen or one-third of the members, whichever is less. The meeting shall act by a majority of votes. In the event of a tie in votes, the chairman of the meeting shall have a casting vote.
 - (d) Proper records of the proceedings of all meetings shall be kept and made readily available to the members for review.
 - (e) Any action required or permitted to be taken may be taken without a meeting if members, who have authority to approve the action, are duly notified of the proposed action and if there is no written objection by one-third or more of the members within five Days. The documents setting forth such consent shall be filed with the relevant records of proceedings.
 - (f) Any or all members may participate in a meeting by means of telephone conference or by any means of communications by which all members participating in the meeting are able to hear one another, and such participation shall constitute presence in person at the meeting.
 - (g) For the purpose of this paragraph, the term “member” refers to a person entitled to vote at a specific meeting.

NATIONAL UNIVERSITY OF SINGAPORE

REGULATION 2

OTHER SENATE COMMITTEES AND BOARDS

University Committee on Educational Policy

1. The University Committee on Educational Policy examines and makes recommendations to Senate concerning appropriate action on educational policy over which the Senate has legislative jurisdiction; and shall advise the Senate on the establishment, planning, development, review, revision, and discontinuation of academic programmes upon the advice of the relevant Faculty's Dean and Faculty Board (or its equivalent), and the relevant Academic Unit's Head and his committee.
2. The University Committee on Educational Policy shall consist of the following persons:
 - (a) Ex Officio Members
 - (i) the Senior Vice Provost/Vice Provost (Undergraduate Education);
 - (ii) the Senior Vice Provost/Vice Provost (Graduate Education) or Deputy President/Senior Vice President/Vice President overseeing Graduate Education;
 - (iii) the Associate Provosts (Undergraduate Education);
 - (iv) the Associate Provosts (Graduate Education);
 - (v) one Vice Dean representing each of the Faculties;
 - (vi) subject to the provisions of their respective charters, one representative from each of the Special Constituent Schools;
 - (vii) the Director of the Centre for the Development of Teaching and Learning;
 - (b) Elected Members

three members, elected by members of the Senate;
 - (c) Appointed Members

up to five members appointed by the Provost; and
 - (d) Chair/Deputy Chair of the Committee

the Chair and Deputy Chair of the Committee shall be appointed by the Provost.
3. The terms of office of members of the committee shall be as follows:
 - (a) Ex officio members shall remain members only for so long as they hold the offices by virtue of which they became members.
 - (b) Elected members shall remain members until the end of the second year following their election, or until such date as may in each case be determined by the Senate. An elected member may be eligible for re-election.
 - (c) Appointed members shall remain members until the end of the second year following their appointment, or until such date as may in each case be determined by the Provost. An appointed member may be eligible for re-appointment.

Nominating Committee for Honorary Degrees and Emeritus Professorships

4. The Nominating Committee for Honorary Degrees and Emeritus Professorships shall consider nominations of, and make recommendations to the Senate on, candidates worthy of the award of honorary degrees and Emeritus Professorships.
5. The committee shall consist of the following persons:
 - (a) Ex Officio Members
the Provost, or his nominee(s); and
 - (b) Elected Members
Five members elected from and by members of the Senate, with the chairman of the committee identified from these five members by mutual agreement amongst themselves.
6. The terms of office of members of the committee shall be as follows:
 - (a) Ex officio members shall remain members only for so long as they hold the offices by virtue of which they became members.
 - (b) Elected members shall remain members until the end of the second year following their election, or until such date as may in each case be determined by the Senate. An elected member may be eligible for re-election.

Senate Panel for Student Discipline

7. The members of the Senate Panel for Student Discipline may be appointed to sit on the Board of Discipline and/or the Disciplinary Appeals Board in accordance with Clauses 11(b) and 14(b) of these Regulations.
8. The Senate Panel for Student Discipline shall consist of the following persons:
 - (a) ten members elected from and by the members of the Senate; and
 - (b) ten members appointed by the President from remaining members of the Senate (which ten members may include the Provost).
9. The terms of office of members of the Senate Panel for Student Discipline shall be as follows:
 - (a) Elected members shall remain panel members until the end of the second year following their election, or until such date as may in each case be determined by the Senate. An elected panel member may be eligible for re-election.
 - (b) Appointed members shall remain panel members until the end of the second year following their appointment, or until such date as may in each case be determined by the President. An appointed panel member may be eligible for re-appointment.

Board of Discipline

10. The Board of Discipline is empowered to deal with all circumstances calling for disciplinary action and exercise any disciplinary powers in accordance with the Statutes, Regulations, rules, policies, guidelines, codes of conduct, or procedures as may from time to time be prescribed by the University.
11. The Board of Discipline shall consist of the following persons appointed by the Provost, provided that no individual who is materially interested in the outcome of a case shall be eligible to sit on the Board of Discipline:

(a) Chairman

the Dean of Students or a Vice Provost (or in their absence, the Vice Dean of Students);

(b) Senate Members

two Senate members appointed by the Provost from the Senate Panel for Student Discipline comprising of:

- (i) one Senate member from the ten elected Senate members referred to in Clause 8(a) of these Regulations; and
- (ii) one Senate member from the ten appointed Senate members referred to in Clause 8(b) of these Regulations.

(c) Student Members

Two student members appointed by the Provost from the following panels:

- (i) an undergraduate student panel of up to ten members elected from and by the members of the Union (where the student subjected to the disciplinary proceedings is an undergraduate student); or
- (ii) a graduate student panel of up to ten graduate student members appointed by the Provost (where the student subjected to the disciplinary proceedings is a graduate student)."

12. The terms of office of the student members shall be as follows:

- (a) Members of the panel of up to ten Union members elected by the Union pursuant to Clause 11(c)(i) of these Regulations shall remain panel members until the end of the year following their election, or until such date as may in each case be determined by the Union. An elected panel member may be eligible for re-election.
- (b) Members of the panel of up to ten graduate student members appointed by the Provost pursuant to Clause 11(c)(ii) of these Regulations shall remain panel members until the end of the year following their appointment. An appointed panel member may be eligible for re-appointment."

Disciplinary Appeals Board

13. The Disciplinary Appeals Board shall be the appellate body in respect of any decision made by the Board of Discipline. The Disciplinary Appeals Board shall be entitled to exercise any of the disciplinary powers (including the powers of review) in accordance with the Statutes, Regulations, rules, policies, guidelines, codes of conduct, or procedures as may from time to time be prescribed by the University.

14. The Disciplinary Appeals Board shall consist of the following persons, provided that no individual who is materially interested in the outcome of a case, or has been involved in any prior determination of the case, shall be eligible to sit on the Disciplinary Appeals Board:

(a) Chairman

one member of the Board of Trustees appointed by the Chairman of the Board of Trustees;
and

(b) Members

two Senate members appointed by the President from the Senate Panel for Student Discipline, comprising of:

- (i) one Senate member from the ten elected Senate members referred to in Clause 8(a) of these Regulations; and
- (ii) one Senate member from the ten appointed Senate members referred to in Clause 8(b) of these Regulations.

15. For the avoidance of doubt, notwithstanding that a case coming for appeal before the Disciplinary Appeals Board was previously referred to the Board of Discipline by the Provost and/or determined by the Board of Discipline whose members were appointed by the Provost, the Provost shall not be considered as a person who is materially interested or involved in the outcome or prior determination of the case on the basis of these facts alone.

Provost Disciplinary Advisory Committee

16. The Provost Disciplinary Advisory Committee shall assist and advise the Provost on disciplinary matters in accordance with the Statutes, Regulations, rules, policies, guidelines, codes of conduct, or procedures as may from time to time be prescribed by the University.
17. The Provost Disciplinary Advisory Committee shall consist of two members appointed by the Provost from the members of the Senate.
18. Appointed members shall remain members until the end of the second year following their appointment, or until such date as may in each case be determined by the Provost. An appointed member may be eligible for re-appointment. An appointed member shall not be eligible for appointment to the Senate Panel for Student Discipline.

President Disciplinary Advisory Committee

19. The President Disciplinary Advisory Committee shall assist and advise the President on disciplinary matters in accordance with the Statutes, Regulations, rules, policies, guidelines, codes of conduct, or procedures as may from time to time be prescribed by the University.
20. The President Disciplinary Advisory Committee shall consist of two members appointed by the President from the members of the Senate.
21. Appointed members shall remain members until the end of the second year following their appointment, or until such date as may in each case be determined by the President. An appointed member may be eligible for re-appointment. An appointed member shall not be eligible for appointment to the Senate Panel for Student Discipline.

NATIONAL UNIVERSITY OF SINGAPORE

REGULATION 3

NOTICES

1. The President is hereby empowered to make Regulations governing the provision of notice required to be given under any Statutes or Regulations.
2. Unless otherwise specified in the Constitution, Statutes, or Regulations, whenever notice is required to be given under any Statutes or Regulations, it may be given by written notice delivered personally or sent by prepaid mail, commercial message delivery service, electronic mail, or electronic facsimile transmission to the intended recipient at his or her address, electronic mail address, or electronic facsimile number as shown in the records of the University. If sent by prepaid mail to an address in Singapore or to an address outside Singapore, such notice shall be deemed given on the Day following that on which the notice was deposited with postage prepaid in the Singapore Post. If notice is sent by a commercial message delivery service, such notice shall be deemed given, on the Day it is so sent. Notice given electronically shall be deemed delivered when transmitted electronically to the intended recipient's electronic mail address or facsimile number, provided no transmission error message is generated by the transmitting device.

NATIONAL UNIVERSITY OF SINGAPORE

REGULATION 4

FACULTIES AND ACADEMIC UNITS

1. The Academic Units within each Faculty are as follows:
 - (a) The Faculty of Arts and Social Sciences shall consist of the Departments of Chinese Studies, Communications and New Media, Economics, English Language and Literature, Geography, History, Japanese Studies, Malay Studies, Philosophy, Political Science, Psychology, Social Work, Southeast Asian Studies, and Sociology, the Centre for Language Studies and the Programme in South Asian Studies.
 - (b) The School of Business shall consist of the Departments of Accounting, Analytics and Operations, Finance, Marketing, Management and Organisation, and Strategy and Policy.
 - (c) The School of Computing shall consist of the Departments of Computer Science, and Information Systems and Analytics.
 - (d) The School of Continuing and Lifelong Education shall consist of the Department of Continuing and Lifelong Education.
 - (e) The Faculty of Dentistry shall consist of the Department of Dentistry and the Division of Graduate Dental Studies.
 - (f) The School of Design and Environment shall consist of the Departments of Architecture, Building, and Real Estate, and the Division of Industrial Design.
 - (g) The Faculty of Engineering shall consist of the Departments of Biomedical Engineering, Chemical and Biomolecular Engineering, Civil and Environmental Engineering, Electrical and Computer Engineering, Industrial Systems Engineering and Management, Materials Science and Engineering, and Mechanical Engineering.
 - (h) The Faculty of Law shall consist of the Department of Law.
 - (i) The Yong Loo Lin School of Medicine shall consist of the Departments of Anaesthesia, Anatomy, Biochemistry, Diagnostic Radiology, Medicine, Microbiology and Immunology, Nursing, Obstetrics and Gynaecology, Ophthalmology, Orthopaedic Surgery, Otolaryngology, Paediatrics, Pathology, Pharmacology, Physiology, Psychological Medicine, and Surgery, and the Division of Graduate Medical Studies.
 - (j) The Yong Siew Toh Conservatory of Music shall consist of the Department of Music.
 - (k) The Saw Swee Hock School of Public Health shall consist of the Department of Public Health.
 - (l) The Faculty of Science shall consist of the Departments of Biological Sciences, Chemistry, Mathematics, Pharmacy, Physics, and Statistics and Applied Probability, and the Lee Kong Chian Natural History Museum.
2. The Residential Colleges are teaching units integrating teaching and learning into residences. The numbers and names of the Residential Colleges shall be as determined by the Senate from time to time.

NATIONAL UNIVERSITY OF SINGAPORE

REGULATION 5

FACULTY BOARDS

1. The following provisions shall govern the Faculty Boards or their equivalent:
 - (a) The membership of each Faculty Board shall consist of the Dean of the Faculty, who shall be chairman and such other members of the Faculty as may be approved by the Provost.
 - (b) The Faculty Board or its equivalent of each Faculty shall be responsible to the Senate for the academic affairs of the Faculty and shall report to the Senate thereon from time to time.
 - (c) The Faculty Board or its equivalent of each Faculty shall meet at least once in each semester of every academic year.

REGULATION 6

RESEARCH INSTITUTES

1. The Research Institutes of the University shall be as follows:

Asia Research Institute
Centre for Advanced 2D Materials
Centre for International Law
Centre for Maritime Studies
Centre for Remote Imaging, Sensing and Processing
East Asian Institute
Energy Studies Institute
Global Asia Institute
Institute for Health Innovation & Technology
Institute for the Application of Learning Science and Educational Technology
Institute for Mathematical Sciences
Institute of Data Science
Institute of Operations Research and Analytics
Institute of Real Estate and Urban Studies
Institute of South Asian Studies
Lloyd's Register Foundation Institute for the Public Understanding of Risk
Middle East Institute
NUS Environmental Research Institute
NUS Life Sciences Institute
NUS Nanoscience and Nanotechnology Initiative
NUS Research Institute (Suzhou)
Risk Management Institute
Singapore Nuclear Research and Safety Initiative
Singapore Synchrotron Light Source
Smart Systems Institute
Solar Energy Research Institute of Singapore
Temasek Laboratories
The Logistics Institute-Asia Pacific
The N.1 Institute for Health
Tropical Marine Science Institute

NATIONAL UNIVERSITY OF SINGAPORE

REGULATION 7

DEGREE AND DIPLOMA REQUIREMENTS

Admission

1. A candidate may be admitted to a programme of study leading to the award of a degree, diploma or certificate only if he satisfies the conditions and criteria specified by the relevant Faculty or Academic Unit, as approved by the Senate.
2. Notwithstanding paragraph 1, the University may, in its absolute discretion, withdraw an offer of admission made to a candidate, or expel a candidate who has accepted an offer of admission from the University but has yet to register to study at the University, where the candidate has:
 - (a) at any time, been convicted of an offence in a court of law; or
 - (b) in the opinion of the University, made a false statement or has withheld material information in connection with his application.

Assessment and Examination

3. Student performance in undergraduate, graduate coursework degree, graduate diploma, artist diploma, and certificate programmes may be assessed through a combination of examinations and continuous assessment. All assessment shall be governed by the Boards of Examiners appointed by the Senate.
4. Student performance in graduate research degree programmes may be assessed through a combination of examinations, continuous assessment, a written thesis, and an oral examination on their thesis and related subject matter.
5. A student may continue in a degree, diploma or certificate programme only if he satisfies the requirements specified by the relevant Faculty or Academic Unit, as approved by the Senate.
6. A student may be barred from enrolling for modules, be barred from an examination, have his grade for a module withheld or have his candidature suspended or terminated if:
 - (a) he has failed to satisfy specific requirements (including administrative requirements) of the relevant Faculty or Academic Unit for admission to the examination or completion of the module;
 - (b) he is in debt to the University (other than through an explicit loan made by the University); or
 - (c) he is so sanctioned arising from disciplinary proceedings as prescribed by established Statutes, Regulations, policies and procedures.

7. A student who has not been admitted to an examination or whose grade for a module has been withheld pursuant to paragraph 6 above shall be deemed to have failed the examination or module.
8. The Senate may, in its absolute discretion, withhold the result of a student in the whole or any part of an examination or module pending the outcome of disciplinary proceedings as prescribed by established Regulations, policies and procedures.
9. The degrees of Doctor of Laws, Doctor of Letters, and Doctor of Science may be conferred on an honorary basis in accordance with established Regulations, policies and procedures.

Award of Degree or Diploma

10. The University may confer any of the following degrees:

Doctor of Clinical Psychology
 Doctor of Dental Surgery
 Doctor of Engineering
 Doctor of Laws
 Doctor of Letters
 Doctor of Medicine
 Doctor of Pharmacy
 Doctor of Philosophy
 Doctor of Science
 Doctor of Surgery
 Juris Doctor
 Professional Degree
 Master in International Affairs
 Master in Public Administration
 Master in Public Administration and Management
 Master in Public Governance
 Master in Public Management
 Master in Public Policy
 Master in Systems Engineering and Management
 Master of Architecture
 Master of Arts
 Master of Building Science
 Master of Business Administration
 Master of Clinical Embryology
 Master of Clinical Investigation
 Master of Comparative Law
 Master of Computing
 Master of Dental Surgery
 Master of Economics
 Master of Engineering
 Master of Landscape Architecture
 Master of Laws
 Master of Medicine
 Master of Music
 Master of Nursing
 Master of Pharmacy
 Master of Philosophy
 Master of Psychology
 Master of Public Health

Master of Science
 Master of Social Sciences
 Master of Social Work
 Master of Surgery
 Master of Technological Design
 Master of Technology
 Master of Urban Planning
 Bachelor of Applied Science
 Bachelor of Architecture
 Bachelor of Arts
 Bachelor of Building
 Bachelor of Business Administration
 Bachelor of Computing
 Bachelor of Dental Surgery
 Bachelor of Engineering
 Bachelor of Environmental Studies
 Bachelor of Landscape Architecture
 Bachelor of Laws
 Bachelor of Medicine and Bachelor of Surgery
 Bachelor of Music
 Bachelor of Real Estate
 Bachelor of Science
 Bachelor of Social Sciences
 Bachelor of Technology

11. In conferring the above degrees, the University may indicate in all official documents the specific disciplines or specialisations undertaken or marks of distinction conferred, and the abbreviated name of the degree.
12. The University may grant graduate diplomas and artist diplomas, and in awarding such diplomas, the University may indicate in all official documents the specific disciplines or specialisations undertaken, and the abbreviated name of the graduate diploma or artist diploma.
13. Concurrent degrees, double degrees, joint degrees and joint diplomas shall be approved by a resolution of the Senate and may be conferred by the University on any person who has completed all of the requirements for the degree, degrees or diploma.
14. Unless specifically authorised, the work submitted by a candidate to fulfill the requirements of a degree or diploma must not have been used to fulfill the requirements of another degree or diploma at the University or elsewhere.
15. A candidate may be awarded a degree or diploma only if:
 - (a) he has successfully completed all the requirements (including administrative requirements) for that degree or diploma; and
 - (b) he is not in debt to the University (other than through an explicit loan made by the University).

Award of Certificate

16. A candidate may be awarded a graduate certificate or specialist certificate by a Faculty or Academic Unit only if:

- (a) he has successfully completed all the requirements (including administrative requirements) for that certificate; and
- (b) he is not in debt to the University (other than through an explicit loan made by the University).

Discretion of Senate

- 17. The Senate may, in its absolute discretion, waive any of the requirements in paragraph 15 and paragraph 16 above.
- 18. If the requirements in paragraph 15 or paragraph 16 above are satisfied and a candidate has not been deprived of any degree, diploma, certificate or academic award pursuant to sanctions arising from disciplinary proceedings as prescribed by established Statutes, Regulations, policies and procedures, no person shall be deprived of any degree, diploma, certificate or academic award except for good cause and on a resolution of the Senate.

NATIONAL UNIVERSITY OF SINGAPORE

REGULATION 8

HONORARY DEGREES AND EMERITUS PROFESSORS

Honorary Degrees

1. Honorary degrees shall be approved by a resolution of the Senate and may be conferred by the University on any person who has rendered distinguished service to the University or the community, in the advancement of learning and knowledge or otherwise, or who is worthy of such a degree for outstanding human endeavour or devotion to the greater good of mankind.

Emeritus Professors

2. The Senate may award the title of Emeritus Professor on a professor who is on or near retirement in recognition of the professor's sustained contributions to the University and its community. The Senate may also award the title of Emeritus Professor on an exceptional associate professor on or near retirement who has contributed at a comparable and substantive level.
3. Emeritus Professors (for both retired professors and associate professors) shall for ceremonial purposes rank as professors of the University and may, but are not obligated to, participate in the usual academic activities of the University by accepting appointments to undertake the following:
 - a. Teaching
 - (i) teaching at all levels, from the usual undergraduate and graduate modules to specialized seminars or special topics;
 - (ii) contributing to curricular design, development and review; and
 - (iii) supervising undergraduate research projects;
 - b. Research
 - (i) collaborating in research projects;
 - (ii) co-supervising graduate students; and
 - (iii) representing the University as speakers or participants at seminars, conferences or workshops;
 - c. Services
 - (i) mentoring junior faculty members;
 - (ii) serving as members in assessment committees of Academic Units, Faculties or the University for project reviews, research grant proposal review and awards;
 - (iii) serving as advisors in strategic reviews of Academic Units or Faculties;
 - (iv) serving as members of special academic initiatives of the University at various levels; and
 - (v) serving as University representatives in relevant external committees or panels.

NATIONAL UNIVERSITY OF SINGAPORE

REGULATION 9

STUDENT ASSOCIATIONS AND ACTIVITIES

(A) NATIONAL UNIVERSITY OF SINGAPORE STUDENTS' UNION

Constituent Bodies

1. The Union shall consist of the following Constituent Bodies provided that no Constituent Body shall be formed with fewer than fifty members:
 - (a) Students' Arts and Social Sciences Club;
 - (b) Students' Science Club;
 - (c) Students' Medical Club;
 - (d) Students' Dental Club;
 - (e) Students' Law Club;
 - (f) Students' Business Club;
 - (g) Students' Design and Environment Club;
 - (h) Students' Engineering Club;
 - (i) Students' Computing Club;
 - (j) Students' University Scholars Club;
 - (k) Students' Conservatory Club;
 - (l) Students' Sports Club;
 - (m) Students' Cultural Activities Club;
 - (n) Students' Community Service Club; and
 - (o) Students' Political Association.
2. A Constituent Body may not be dissolved except by a resolution of the Board of Trustees.

Membership

3. Membership of the Union and its Constituent Bodies shall be confined to registered full-time undergraduate students of the University for whom membership shall be compulsory.
4. A student who has ceased to be a full-time registered student by reason only of his having completed his undergraduate course of study may, at the absolute discretion of the President, be deemed eligible to continue his membership of the Union until the date of the election of the next Union Council (defined below) or until such other date as the President may designate by instrument in writing.
5. Members of the Union shall be members of the Constituent Body relevant to the Faculty in which they are registered students. Membership in one or more of the other Constituent Bodies listed in paragraphs 1(l), (m), (n) and (o) of this Regulation shall be optional provided that membership of the Students' Political Association shall be confined only to members of the Union who are Singapore citizens.

Management Committees

6. Each Constituent Body shall be managed by a "Management Committee" consisting of students elected by members of that Constituent Body and/or students co-opted pursuant to paragraph 7 of this Regulation. The President of a Management Committee shall be an elected member.

7. The elected members of a Management Committee shall have powers to co-opt additional members into the Management Committee for the proper administration of the Constituent Body but such co-opted members shall have no voting rights.
8. The size of each Management Committee shall be as follows:
 - (a) a Constituent Body listed in paragraphs 1(a) to (k) of this Regulation that has 1,500 members or less shall have at least four but no more than fifteen Management Committee members (whether elected or co-opted);
 - (b) a Constituent Body listed in paragraphs 1(a) to (k) of this Regulation that has more than 1,500 members shall have at least sixteen but no more than thirty Management Committee members (whether elected or co-opted); and
 - (c) a Constituent Body listed in paragraphs 1(l), (m), (n) or (o) of this Regulation shall have at least four but no more than thirty Management Committee members (whether elected or co-opted).

Union Council

9. The Union shall be managed by a “Union Council” consisting of the following:
 - (a) “Union Representatives” elected from each of the Management Committees by members of the respective Management Committees, the ratio of Union Representatives in relation to the size of a Management Committee being 1:5 or part thereof, subject to a maximum of four Union Representatives from each Management Committee. The President of each Management Committee shall be a Union Representative. Co-opted members on any Management Committee shall not increase the proportion of Union Representatives to be elected from that Management Committee and shall not be eligible for election to the Union Council.
 - (b) members of an “Executive Committee” (who shall not concurrently be members of a Management Committee) elected from each of the Constituent Bodies by members of the respective Constituent Bodies. The number of Executive Committee members to be elected shall be determined in accordance with the size of the membership of each body, the ratio being one Executive Committee member to be elected from a Constituent Body with up to one thousand members and two Executive Committee members from a Constituent Body with more than one thousand members. Notwithstanding this ratio, there shall be two Executive Committee members elected from each of the Constituent Bodies listed in paragraphs 1(l), (m), (n) and (o) of this Regulation.
10. A member of the Union shall not be eligible for election to the Union Council or Executive Committee if he is:
 - (a) found guilty of a disciplinary offence under the provisions of the Statute on Discipline with Respect to Students; or
 - (b) under academic warning or probation (or repeating a course of study, if he is from a non- modular Faculty) in the year of election.

Governance Documents

11. The Union and its Constituent Bodies may amend, vary, introduce or promulgate its constitutions subject to the prior approval in writing of the Board of Trustees. Such approval in writing of the Board of Trustees shall also be required to amend, vary, introduce or

promulgate rules of the Union relating to discipline, elections, finance, meetings, referendums, the Union Council, the Executive Committee, Management Committees and standing committees. For the purposes of this paragraph 11, the term “rule” means any written law or regulations of the Union.

12. The Office of Student Affairs or such body or persons as the Board of Trustees may designate in writing shall:
 - (a) maintain and publish copies of the constitutions, rules, policies, guidelines, codes of conduct or procedures of the Union and its Constituent Bodies; and
 - (b) compile and maintain an archive of copies of the constitutions, rules, policies, guidelines, codes of conduct or procedures of the Union and its Constituent Bodies.

Such copies or any such material archived as are maintained shall for all purposes be the sole and only proper constitutions, rules, policies, guidelines, codes of conduct or procedures of the Union and its Constituent Bodies that would be applicable at the relevant time.

Use of University Premises or Facilities

13. The Board of Trustees may assign to the Union the use of any University building or room on such conditions and for such periods as it thinks fit and may, in its absolute discretion, withdraw any such assignment at any time without giving reasons.
14. Except with the approval of the Dean of Students, no meeting to which members of the general public, not being students, are invited shall be held on University premises. This shall not apply to attendance at meetings of a University society by members of the society who are not students.

Finances

15. The Union subscriptions shall be collected and retained by the University in the respective accounts of the Union and its Constituent Bodies.
16. The Union and its Constituent Bodies shall each submit a budget in accordance with its programme of activities and within the limits of its financial resources for the approval of the following persons at the beginning of each academic year:
 - (a) the Dean of Faculty or equivalent in the case of the Constituent Bodies listed in paragraphs 1(a) to (k) of this Regulation; and
 - (b) the Dean of Students in the case of the Union and the Constituent Bodies listed in paragraphs 1(l), (m), (n) and (o) of this Regulation.
17. All payments in respect of expenditure properly incurred by the Union and its Constituent Bodies shall be made by the University from the appropriate accounts of the Union and its Constituent Bodies.
18. All donations to, and funds raised by, the Union and its Constituent Bodies shall be collected and retained by the University in the respective accounts of the Union and its Constituent Bodies.

(B) OTHER STUDENT ASSOCIATIONS

19. No University society shall be formed without the approval of the President or continue in existence if such approval is withdrawn.
20. No University society shall, without the approval of the President, affiliate with any society which is not a University society.

21. Except with the approval of the Dean of Students, no meeting to which members of the general public, not being students, are invited shall be held in the University premises. This shall not apply to attendance at meetings of a University society by members of the society who are not students.

NATIONAL UNIVERSITY OF SINGAPORE

REGULATION 10

DISCIPLINE WITH RESPECT TO STUDENTS

(A) CLASSIFICATION OF OFFENCES GIVING RISE TO DISCIPLINARY PROCEEDINGS AND PROCEDURES FOR INITIATING DISCIPLINARY PROCEEDINGS

1. Offences giving rise to disciplinary proceedings shall be classified as:
 - (a) Minor and Moderate Offences; or
 - (b) Serious Offences.
2. Minor and Moderate Offences are offences which may disturb, create a nuisance to others, disrupt or improperly interfere with academic, administrative, sporting, social or other activities of the University to a minor or limited extent.
3. Serious Offences are offences of substantial or significant gravity which may materially or seriously affect and damage the interests and/or proper functioning of the University, including but not limited to:
 - (a) any serious breach of academic integrity in connection with the conferment of any degree, diploma, certificate or other academic assessment;
 - (b) any offence that involves or results in criminal activity;
 - (c) any offence that involves or results in ragging; and
 - (d) any act or behaviour that is or may be materially or seriously detrimental to the reputation, dignity, interest or welfare of the University.
4. Complaints or allegations that a student has committed a Minor or Moderate Offence may be referred to the Head of the relevant Academic or Non-Academic Unit:
 - (a) if the complaint clearly does not involve a possible Serious Offence, the Head shall proceed to adjudicate the case in accordance with the procedures set out in Section B of these Regulations; and
 - (b) if the complaint could involve a possible Serious Offence, the Head shall refer the case to the Provost in accordance with Clause 5 of these Regulations.
5. Complaints or allegations that a student has committed a Serious Offence may be referred to the Provost:
 - (a) if the Provost is of the view that the complaint involves a possible Serious Offence and would be appropriately determined by the Board of Discipline, the Provost shall convene the Board of Discipline in accordance with Regulation 2 to adjudicate the case; and

- (b) if the Provost is of the view that the complaint does not involve a possible Serious Offence and would be appropriately determined by the Head of the relevant Academic or Non-Academic Unit, the Provost shall authorise the Head to adjudicate the case and the Head shall proceed to adjudicate the case in accordance with the procedures set out in Section B of these Regulations.

In deciding whether a complaint should be adjudicated under Clause 5(a) or Clause 5(b) above, the Provost may request for and consider the advice of the Provost Disciplinary Advisory Committee.

- 6. Decisions of the Provost made pursuant to Clause 5 of these Regulations shall be final and binding, save that in any disciplinary matter pending before the Board of Discipline or the Disciplinary Appeals Board, if the Board of Discipline or the Disciplinary Appeals Board (as the case may be) is of the view that the complaint does not involve a possible Serious Offence, the Board of Discipline or the Disciplinary Appeals Board (as the case may be) shall be entitled to recommend to the Provost that the complaint be determined by the Head of the relevant Academic or Non-Academic Unit:

- (a) if the Provost, after considering the advice of the Provost Disciplinary Advisory Committee, accepts the recommendation of the Board of Discipline or Disciplinary Appeals Board (as the case may be), the Provost shall authorise the Head to impose the appropriate sanction(s) in accordance with Clause 10 of these Regulations, based on any factual findings made by the Board of Discipline or Disciplinary Appeals Board (as the case may be); and
- (b) if the Provost, after considering the advice of the Provost Disciplinary Advisory Committee, does not accept the recommendation of the Board of Discipline or the Disciplinary Appeals Board (as the case may be), the Provost shall direct the Board of Discipline or the Disciplinary Appeals Board (as the case may be) to continue to adjudicate and determine the case.

- 7. In the event that there would be a conflict of interest arising from the Provost's exercise of the powers in Clause 5 or 6 of these Regulations, the complaints or allegations shall be referred to the President who shall exercise the powers in Clause 5 or 6 of these Regulations. In the event that there would also be a conflict of interest arising from the President's exercise of the powers in Clause 5 or 6 of these Regulations, the complaints or allegations shall be referred to the Chairman of the Board of Trustees who shall exercise the powers in Clause 5 or 6 of these Regulations.

(B) PROCEDURES FOR DISCIPLINARY PROCEEDINGS BEFORE HEADS OF ACADEMIC AND NON-ACADEMIC UNITS

- 8. Where disciplinary proceedings are to be adjudicated by the Head of an Academic or Non-Academic Unit, the Head shall ensure that the student who is the subject of the disciplinary proceedings is given:
 - (a) reasonable notice of the alleged offence(s); and
 - (b) a reasonable opportunity to raise any matters which the student wishes to rely on in his or her defence and/or mitigation.
- 9. The Head shall not reach any decision in respect of the disciplinary proceedings against the student, or exercise any of the disciplinary powers set out in Clause 10 of Statute 6 on Discipline With Respect To Students, unless the requirements in Clause 8 of these Regulations have been

satisfied and the Head has given due consideration to the available evidence. In addition, the Head shall only exercise any of the disciplinary powers set out in Clause 10 of Statute 6 on Discipline With Respect To Students if the student is an existing student of the University at the time the alleged offences are adjudicated by the Head.

10. Where the Head is satisfied that the alleged offence(s) was committed by the student, the Head shall notify the student within a reasonable time:
 - (a) of the offence(s) which the student is found to have committed;
 - (b) of the sanction(s) imposed against the student;
 - (c) that the student may, within a stipulated time limit and upon payment of a deposit stipulated by these Regulations, appeal to the Dean of the corresponding Faculty (in the case of disciplinary action by a Head of a Faculty-based Academic Unit) or the Dean of Students (in the case of disciplinary action by a Head of a non Faculty-based Academic Unit or a Head of a Non-Academic Unit); and
 - (d) that the Dean of the relevant Faculty or the Dean of Students (as the case may be) may affirm, vary or discharge the sanction(s) imposed in the first instance.
11. A decision made by the Head of an Academic or Non-Academic Unit shall be final and binding on the student, subject to any decision on appeal made by the Dean of the relevant Faculty or the Dean of Students (as the case may be). Where the Head thinks fit, the Head may stay and/or suspend any sanction(s) imposed against the student pending the latter's appeal.
12. For record purposes, the Heads of Academic and Non-Academic Units shall inform the Secretary referred to in Section G of these Regulations in the event that they exercise any of the disciplinary powers set out in Clause 10 of Statute 6 on Discipline With Respect To Students to impose sanction(s) against students who have been found to have committed offence(s).

(C) PROCEDURES FOR APPEALS TO DEANS

13. Within fourteen days after receiving notice of the decision of the Head of an Academic or Non-Academic Unit, a student may appeal to the Dean of the corresponding Faculty (in the case of disciplinary action by a Head of a Faculty-based Academic Unit) or the Dean of Students (in the case of disciplinary action by a Head of a non Faculty-based Academic Unit or a Head of a Non-Academic Unit) by:
 - (a) giving notices in writing to the Head whose decision is being appealed against and the Dean of the relevant Faculty or the Dean of Students (as the case may be); and
 - (b) making payment of a deposit of Singapore Dollars Fifty (S\$50). If the Dean of the relevant Faculty or the Dean of Students (as the case may be) subsequently discharges or reduces any of the sanction(s) imposed in the first instance, this deposit shall be refunded to the student. Otherwise the deposit shall be forfeited.
14. In response to an appeal, the Dean of the relevant Faculty or the Dean of Students (as the case may be) shall ensure that the student is given a reasonable opportunity to address the Dean on any matters which the student wishes to rely on in his or her appeal.
15. The Dean of the relevant Faculty or the Dean of Students (as the case may be) shall not reach any decision in respect of the student's appeal, or exercise any of the disciplinary powers set

out in Clause 10 of Statute 6 on Discipline With Respect To Students, unless the requirements in Clause 14 of these Regulations have been satisfied and the Dean has given due consideration to the available evidence. In addition, the Dean shall only exercise any of the disciplinary powers set out in Clause 10 of Statute 6 on Discipline With Respect To Students if the student is an existing student of the University at the time the appeal is adjudicated by the Dean.

16. Where the Dean of the relevant Faculty or the Dean of Students (as the case may be) decides to allow the student's appeal, the Dean may discharge and/or vary any sanction(s) imposed in the first instance in any manner that the Dean deems fit.
17. Where the Dean of the relevant Faculty or the Dean of Students (as the case may be) decides to dismiss the student's appeal, the Dean shall affirm the sanction(s) imposed in the first instance unless the Dean is of the view that the sanction(s) imposed in the first instance would be manifestly inadequate in all the circumstances of the case, in which case the Dean may impose such other sanction(s) in substitution therefor as the Dean thinks ought to have been imposed.
18. After a decision has been made, the Dean of the relevant Faculty or the Dean of Students (as the case may be) shall notify the student within a reasonable time of the Dean's decision to dismiss or allow the appeal and whether the sanction(s) imposed on the student in the first instance shall be affirmed, varied or discharged.
19. Pending the outcome of any appeal to the Dean of the relevant Faculty or the Dean of Students (as the case may be), and subject to the relevant Head's discretion to stay and/or suspend any sanction(s) imposed against the student pursuant to Clause 11 of these Regulations, the decision being appealed against shall remain in force and be valid and binding upon the student.
20. A decision made by the Dean of the relevant Faculty or the Dean of Students (as the case may be) shall be final and binding on the student.
21. For record purposes, the Deans of Faculties and the Dean of Students shall inform the Secretary referred to in Section G of these Regulations of the outcome of any appeals adjudicated by them.

(D) PROCEDURES FOR DISCIPLINARY PROCEEDINGS BEFORE THE BOARD OF DISCIPLINE

22. Where disciplinary proceedings are to be adjudicated by the Board of Discipline, the Board shall meet to adjudicate the disciplinary matter, adjourn and otherwise regulate its meetings in accordance with the following procedures:

Notice to student

- (a) Within a reasonable time after the Board of Discipline has been convened, the Secretary to the Board of Discipline shall issue a notice (the "Notice") to the student who is the subject of the disciplinary proceedings. The Notice shall identify the alleged offence(s) giving rise to disciplinary proceedings against the student under Clause 3 of Statute 6 on Discipline With Respect To Students. The Notice shall also contain adequate particulars of the alleged misconduct by the student which constitutes the said offence(s).
- (b) Upon receipt by the student of the Notice, the student may, within such period as may be specified in the Notice, make submissions and provide documentary evidence to the Board of Discipline in respect of the matter(s) specified in the Notice.

Documentary evidence and attendance of persons

- (c) The Board of Discipline may at any time request the production of such documentary evidence as the Board of Discipline deems appropriate for the fair adjudication of the matter for the purposes of any oral or paper hearing.
- (d) Except for documentary evidence which is provided to the Board of Discipline by the student, any other relevant documentary evidence or any relevant part of documentary evidence which is provided and/or produced to the Board of Discipline and which will be relied on by the Board of Discipline shall also be provided to the student. The student shall be given a reasonable opportunity to make submissions on any such documentary evidence provided to him or her.
- (e) The Board of Discipline may at any time request the attendance of such persons as the Board of Discipline deems appropriate for the fair adjudication of the matter at any oral hearing.

Hearing

- (f) The Board of Discipline shall consider the disciplinary matter before it by way of a paper hearing or an oral hearing as it deems fit. All hearings and proceedings shall be conducted in the English language.
- (g) At the hearing, the Board of Discipline shall adjudicate the matter(s) specified in Notice on the basis of the Notice, any submissions, any relevant documentary evidence provided and/or produced to the Board of Discipline and any oral testimonies of persons appearing before the Board of Discipline (in the case of an oral hearing).
- (h) The Board of Discipline shall have the discretion to adjourn any hearing where it deems fit. For the avoidance of doubt, where there are ongoing criminal investigations, prosecutions and/or proceedings against the student, it shall be reasonable for the Board of Discipline to adjourn any hearing pending the determination of the said criminal investigations, prosecutions and/or proceedings.
- (i) In the case of an oral hearing, the Board of Discipline shall fix a date and time for the oral hearing and provide the student at least fourteen days' notice of the hearing.
- (j) In the case of an oral hearing, the student shall have the right to attend and make submissions at the hearing. The student may not be accompanied by legal counsel.
- (k) In the case of an oral hearing, the student may be accompanied by a translator provided that due notice is given to the Board of Discipline by the student at least seven days before the hearing date giving the translator's qualifications and other details that the Board of Discipline may require, and the Board of Discipline is of the view that the presence of the proposed translator would be appropriate for the fair adjudication of the matter.
- (l) In the case of an oral hearing, the Board of Discipline shall be entitled to question the student and any persons who appear at the hearing to testify. The Board of Discipline may also grant the student permission to question such persons if the Board of Discipline is of the view that doing so would be appropriate for the fair adjudication of the matter.

- (m) If the student or any other person(s) requested by the Board of Discipline to attend an oral hearing fail(s) to appear at the oral hearing, the Board of Discipline may, upon proof of service of the notice of the hearing, proceed to hear and determine the proceedings in their absence.
- (n) There shall be written minutes or records of any paper or oral hearing. Such records of hearing shall be strictly confidential. The University may use or disclose any records of hearings for any purposes it deems fit. A student shall only be entitled to a copy of the record of hearing where it relates to disciplinary proceedings that he or she was subject to and (i) for the purposes of an appeal to the Disciplinary Appeals Board by that student or (ii) where disclosure by the University is required by law. The University shall be entitled to dispose of any records of hearing in the usual course of business in accordance with its document disposal policies, practices or procedures as may be applicable from time to time.

Rules of Evidence

- (o) Rules of evidence do not apply to the conduct by the Board of Discipline of any disciplinary hearing. The Board of Discipline may attach such weight as it thinks appropriate to any material produced to it, notwithstanding that such material may not be admissible in civil or criminal proceedings.

University Legal Counsel

- (p) The Board of Discipline may request legal counsel of the University to attend any paper or oral hearing and/or any meetings of the Board of Discipline for the purpose of giving legal advice to the Board of Discipline.

Observer

- (q) The Provost may appoint an observer to attend any hearings and/or meetings of the Board of Discipline, provided that the student does not object. Such an observer shall not be considered a member of the Board of Discipline, and shall not participate in the adjudication of the disciplinary matter.

Decision

- (r) The Board of Discipline shall not reach any decision in respect of the disciplinary proceedings against the student, or exercise any of the disciplinary powers set out in Clause 11 of Statute 6 on Discipline With Respect To Students, unless the Board of Discipline is satisfied that the student has had a reasonable opportunity to make submissions on the matter(s) specified in the Notice, the relevant or relevant parts of documentary evidence provided and/or produced to the Board of Discipline and any oral testimonies (in the case of an oral hearing), and has been given a fair hearing.
- (s) In the event that the members of the Board of Discipline are unable to reach a unanimous decision, the Board of Discipline shall render its decision by majority vote.

23. After a decision has been made, the Board of Discipline shall inform the Secretary to the Board of Discipline of its findings and any sanction(s) to be imposed on the student. Within seven days or as soon as reasonably practicable after receipt of the Board of Discipline's decision, the Secretary to the Board of Discipline shall notify the student:

- (a) of the offence(s) which the student is found to have committed;

- (b) of the sanction(s) imposed against the student;
- (c) that the student may, within a stipulated time limit and upon payment of a deposit stipulated by these Regulations, appeal to the Disciplinary Appeals Board; and
- (d) that the Disciplinary Appeals Board may affirm, vary or discharge the sanction(s) imposed in the first instance.

24. A decision made by the Board of Discipline shall be final and binding on the student, subject to any decision on appeal made by the Disciplinary Appeals Board. Where the Board of Discipline thinks fit, the Board of Discipline may stay and/or suspend any sanction(s) imposed against the student pending the latter's appeal.

(E) PROCEDURES FOR APPEALS TO THE DISCIPLINARY APPEALS BOARD

25. Within fourteen days after receiving notice of the decision of the Board of Discipline, a student may appeal to the Disciplinary Appeals Board by:

- (a) giving notice in writing to the Secretary to the Disciplinary Appeals Board. The notice shall set out full details of the grounds of the student's appeal and the relief sought; and
- (b) making payment of a deposit of Singapore Dollars Three Hundred (S\$300). If the Disciplinary Appeals Board subsequently discharges or reduces any of the sanction(s) imposed in the first instance, this deposit shall be refunded to the person. Otherwise the deposit shall be forfeited.

26. The Disciplinary Appeals Board shall consider an appeal, adjourn and otherwise regulate its meetings in accordance with the following procedures:

Documentary evidence and attendance of persons

- (a) An appeal shall not be a full rehearing of the matter. The Disciplinary Appeals Board shall not consider new evidence unless such evidence was not reasonably available to the student or the Board of Discipline (as the case may be) at any time prior to the hearing before the Board of Discipline.
- (b) Subject to the above restriction on the introduction of new evidence, the Disciplinary Appeals Board may at any time request the production of such new documentary evidence as the Disciplinary Appeals Board deems appropriate for the fair adjudication of the matter for the purposes of any oral or paper hearing.
- (c) Except for new documentary evidence which is provided to the Disciplinary Appeals Board by the student, any other new relevant documentary evidence or any relevant part of new documentary evidence which is provided and/or produced to the Disciplinary Appeals Board and which will be relied on by the Disciplinary Appeals Board shall also be provided to the student. The student shall be given a reasonable opportunity to make submissions on any such new documentary evidence provided to him or her.
- (d) Subject to the above restriction on the introduction of new evidence, the Disciplinary Appeals Board may at any time request the attendance of such persons as the

Disciplinary Appeals Board deems appropriate for the fair adjudication of the matter at any oral hearing.

Hearing

- (e) The Disciplinary Appeals Board shall consider the appeal by way of a paper hearing unless in the opinion of the Disciplinary Appeals Board, it is inappropriate for the appeal to be considered by way of a paper hearing or unless the student requests that the appeal be considered by way of an oral hearing. All hearings and proceedings shall be conducted in the English language.
- (f) At the hearing, the Disciplinary Appeals Board shall adjudicate the appeal on the basis of the student's notice of appeal, any submissions, the records or minutes of the first instance hearing, the evidence adduced in the first instance and, subject to the restriction on the introduction of new evidence referred to above, any new relevant documentary evidence provided and/or produced to the Disciplinary Appeals Board and any new oral testimonies of persons appearing before the Disciplinary Appeals Board (in the case of an oral hearing).
- (g) The Disciplinary Appeals Board shall have the discretion to adjourn any hearing where it deems fit. For the avoidance of doubt, where there are ongoing criminal investigations, prosecutions and/or proceedings against the student, it shall be reasonable for the Disciplinary Appeals Board to adjourn any hearing pending the determination of the said criminal investigations, prosecutions and/or proceedings.
- (h) In the case of a paper hearing, the student, the Provost and/or any member of the Board of Discipline shall, subject to the restriction on the introduction of new evidence referred to above, have the right to make written submissions to the Disciplinary Appeals Board.
- (i) In the case of an oral hearing, the Disciplinary Appeals Board shall fix a date and time for the oral hearing and provide the student at least fourteen days' notice of the hearing.
- (j) In the case of an oral hearing, the student, the Provost and/or any member of the Board of Discipline shall have the right to attend and/or, subject to the restriction on the introduction of new evidence referred to above, the right to make submissions at the hearing. The student may not be accompanied by legal counsel.
- (k) In the case of an oral hearing, the student may be accompanied by a translator provided that due notice is given to the Disciplinary Appeals Board by the student at least seven days before the hearing date giving the translator's qualifications and other details that the Disciplinary Appeals Board may require, and the Disciplinary Appeals Board is of the view that the presence of the proposed translator would be appropriate for the fair adjudication of the matter.
- (l) In the case of an oral hearing, subject to the restriction on the introduction of new evidence referred to above, the Disciplinary Appeals Board shall be entitled to question the student and any persons who appear at the hearing to testify. The Disciplinary Appeals Board may also grant the student permission to question such persons if the Disciplinary Appeals Board is of the view that doing so would be appropriate for the fair adjudication of the matter.
- (m) If the student or any other person(s) requested by the Disciplinary Appeals Board to attend an oral hearing fail(s) to appear at the oral hearing, the Disciplinary Appeals

Board may, upon proof of service of the notice of the hearing, proceed to consider the appeal in their absence.

- (n) There shall be written minutes or records of any paper or oral hearing. Such records of hearing shall be strictly confidential. The University may use or disclose any records of hearings for any purposes it deems fit. A student shall only be entitled to a copy of the record of hearing where it relates to disciplinary proceedings that he or she was subject to and where disclosure by the University is required by law. The University shall be entitled to dispose of any records of hearing in the usual course of business in accordance with its document disposal policies, practices or procedures as may be applicable from time to time.

Rules of Evidence

- (o) Save for the restriction on the introduction of new evidence referred to above, rules of evidence do not apply to the conduct of any appeal hearing. The Disciplinary Appeals Board may attach such weight as it thinks appropriate to any material presented before it, notwithstanding that such material may not be admissible in civil or criminal proceedings.

University Legal Counsel

- (p) The Disciplinary Appeals Board may request legal counsel of the University to attend any paper or oral hearing and/or any meetings of the Disciplinary Appeals Board for the purpose of giving legal advice to the Disciplinary Appeals Board.

Decision

- (q) The Disciplinary Appeals Board shall not reach any decision in respect of the student's appeal, or exercise any of the disciplinary powers set out in Clause 11 of Statute 6 on Discipline With Respect To Students, unless the Disciplinary Appeals Board is satisfied that the student has had a reasonable opportunity to make submissions in relation to the appeal, any new relevant documentary evidence or any relevant part of new documentary evidence introduced during the appeal and any new oral testimonies (in the case of an oral hearing), and has been given a fair hearing.
- (r) In the event that the members of the Disciplinary Appeals Board are unable to reach a unanimous decision, the Disciplinary Appeals Board shall render its decision by majority vote.
- (s) Where the Disciplinary Appeals Board decides to allow the student's appeal, the Disciplinary Appeals Board may discharge and/or vary any sanction(s) imposed in the first instance in any manner that the Disciplinary Appeals Board deems fit.
- (t) Where the Disciplinary Appeals Board decides to dismiss the student's appeal, the Disciplinary Appeals Board shall affirm the sanction(s) imposed in the first instance unless the Disciplinary Appeals Board is of the view that the sanction(s) imposed in the first instance would be manifestly inadequate in all the circumstances of the case, in which case the Disciplinary Appeals Board may impose such other sanction(s) in substitution therefor as it thinks ought to have been imposed.

Power to dismiss frivolous or vexatious appeals

- (u) Notwithstanding any provision to the contrary, if the Disciplinary Appeals Board is satisfied, after considering the notice of appeal submitted by the student pursuant to Clause 25(a) of these Regulations or at any later stage of the appeal proceedings, that the appeal is frivolous or vexatious or was not brought in good faith, the Disciplinary Appeals Board may by unanimous vote decide to refuse to entertain the appeal and dismiss the appeal.
27. After a decision has been made, the Disciplinary Appeals Board shall inform the Secretary to the Disciplinary Appeals Board of its decision to dismiss or allow the appeal and whether the sanction(s) imposed on the student in the first instance shall be affirmed, varied or discharged. Within seven days or as soon as reasonably practicable after receipt of the Disciplinary Appeals Board's decision, the Secretary to the Disciplinary Appeals Board shall notify the student of the same.
28. Pending the outcome of any appeal to the Disciplinary Appeals Board, and subject to the Board of Discipline's discretion to stay and/or suspend any sanction(s) imposed against the student pursuant to Clause 24 of these Regulations, the decision being appealed against shall remain in force and be valid and binding upon the student.
29. A decision of the Disciplinary Appeals Board shall be final and binding on the student.

(F) PROCEDURES FOR REVIEWS BY THE DISCIPLINARY APPEALS BOARD

30. Where a disciplinary matter is referred by the President to the Disciplinary Appeals Board for review pursuant to Clause 23 of Statute 6 on Discipline With Respect To Students:
- (a) within seven days or as soon as reasonably practicable after the President's referral of the matter to the Disciplinary Appeals Board, the Secretary of the Disciplinary Appeals Board shall inform the student who is the subject of the disciplinary proceedings that the matter has been referred by the President to the Disciplinary Appeals Board for review;
 - (b) the Disciplinary Appeals Board shall conduct and determine the review in accordance with the procedures set out at Clause 26 of these Regulations, which shall apply with the necessary modifications; and
 - (c) after a decision has been made, the Disciplinary Appeals Board shall inform the Secretary to the Disciplinary Appeals Board of the outcome of the review, including whether the original sanction(s) imposed on the student shall be affirmed, varied or discharged. Within seven days or as soon as reasonably practicable after receipt of the Disciplinary Appeals Board's decision, the Secretary to the Disciplinary Appeals Board shall notify the student of the same.

(G) ADMINISTRATIVE AND LOGISTICAL ARRANGEMENTS

31. The Office of Student Conduct or such entity as the Provost may designate shall serve as the Secretary to the Board of Discipline and the Disciplinary Appeals Board and shall carry out all administrative and logistical functions pertaining to any disciplinary matters before these two bodies, including but not limited to:

- (a) notifying the student concerned of any summary action taken by the Provost pursuant to Clause 15 of Statute 6 on Discipline With Respect to Students;
- (b) issuing the Notice to the student concerned pursuant to Clause 22(a) of these Regulations;
- (c) notifying the student concerned of any decision made pursuant to Clauses 23, 27 and 30 of these Regulations;
- (d) liaising with the student concerned on the provision of any submissions and documentary evidence by the student, and the provision of any copies of documentary evidence to the student;
- (e) liaising with the relevant parties on any requests by the Board of Discipline or the Disciplinary Appeals Board for the production of documents or the attendance of persons;
- (f) notifying the student concerned of the date and time of any oral hearing(s) to be convened; and
- (g) producing and storing written records of any hearings.

NATIONAL UNIVERSITY OF SINGAPORE

REGULATION 10A

DISCIPLINE WITH RESPECT TO STUDENTS FOR SEXUAL MISCONDUCT OFFENCES

(A) APPLICATION TO SEXUAL MISCONDUCT OFFENCES

1. These Regulations 10A shall apply to offences involving sexual misconduct (“Sexual Misconduct Offences”).
2. Sexual Misconduct Offences refer to any acts of a sexual nature committed against a victim through force, intimidation, manipulation, coercion or without the victim’s consent. Sexual Misconduct Offences include, but are not limited to the following examples:
 - (a) voyeurism;
 - (b) taking up skirt photographs or videos;
 - (c) indecent exposure;
 - (d) disseminating sexual/intimate information about another individual;
 - (e) verbal or physical contact of a sexual nature;
 - (f) making unwanted sexual advances or requests for sexual favours;
 - (g) sexually-related verbal or physical abuse;
 - (h) sexual assault;
 - (i) rape;
 - (j) intentionally inducing incapacitation in another individual with the objective of engaging in sexual conduct with that individual (regardless of whether such sexual conduct eventually transpires); and
 - (k) involvement with any form of prostitution.
3. These Regulations are intended to add to and supplement Regulation 10, and shall be read together with Regulation 10. In the event of any inconsistency or conflict with Regulation 10, these Regulations shall prevail.

(B) REPORTING AND CLASSIFICATION OF SEXUAL MISCONDUCT OFFENCES

4. Any complaints or allegations that a student has committed a Sexual Misconduct Offence shall be considered a possible Serious Offence. The case shall be referred to and dealt with by the Provost under Clause 5 of Regulation 10.
5. When a suspected Sexual Misconduct Offence is reported to the Office of Campus Security, the Office of Campus Security:
 - (a) shall immediately notify the Victim Care Unit.¹ The Victim Care Unit shall offer counselling and support services to the victim of the suspected Sexual Misconduct Offence; and

¹ The Victim Care Unit will commence operations on or about 19 August 2019. In the meantime, hostels, faculties and schools, Office of Student Affairs and University Counselling Services will continue to provide counselling and support services for victims.

- (b) shall immediately notify the Office of Student Conduct. The Office of Student Conduct may issue a No-Contact Order on behalf of and under the authority of the Provost pursuant to Clause 19 of Statute 6 on Discipline With Respect To Students, if the Office of Student Conduct is of the view that a No-Contact Order would be an appropriate measure in the circumstances.

- 6. Where a No-Contact Order is issued pursuant to Clause 5(b) above, the No-Contact Order must be strictly complied with. Any breach of the No-Contact Order may be grounds for separate disciplinary action being taken against the person in breach.
- 7. Persons who are subject to a No-Contact Order issued pursuant to Clause 5(b) above and/or involved in disciplinary investigations or proceedings for a Sexual Misconduct Offence must not be subjected to any acts of retaliation, harassment, threats, intimidation and coercion. A breach of this Clause may be grounds for separate disciplinary action being taken against the person in breach.

(C) ADDITIONAL PROCEDURES FOR DISCIPLINARY PROCEEDINGS FOR SEXUAL MISCONDUCT OFFENCES BEFORE THE BOARD OF DISCIPLINE

- 8. Where disciplinary proceedings are to be adjudicated by the Board of Discipline, the Secretary to the Board of Discipline shall ensure that the victim of the alleged Sexual Misconduct Offence is given:
 - (a) timely updates about the status of the proceedings;
 - (b) a reasonable opportunity to provide a statement of facts to raise any matters regarding the alleged Sexual Misconduct Offence which the victim wishes the Board of Discipline to take into consideration;
 - (c) a reasonable opportunity to provide a victim impact statement;
 - (d) an invitation to attend an oral hearing to address the Board of Discipline on any matters in 8(b) and/or 8(c). The invitation shall also inform the victim that the victim may be accompanied by an officer from the Victim Care Unit at the hearing;
 - (e) reasonable notice of the date of the oral hearing; and
 - (f) information on the outcome of the proceedings.
- 9. The Board of Discipline shall not reach any decision in respect of the disciplinary proceedings against the student, or exercise any of the disciplinary powers set out in Clause 11 of Statute 6 on Discipline With Respect To Students, unless the Board of Discipline is satisfied that Clauses 8(b) to 8(e) of these Regulations have been complied with.

(D) ADDITIONAL PROCEDURES FOR DISCIPLINARY PROCEEDINGS FOR SEXUAL MISCONDUCT OFFENCES BEFORE THE DISCIPLINARY APPEALS BOARD

- 10. Where an appeal is made to the Disciplinary Appeals Board by a student who is sanctioned by the Board of Discipline for committing a Sexual Misconduct Offence, the Secretary to the Disciplinary Appeals Board shall ensure that the victim of the alleged Sexual Misconduct Offence is given:
 - (a) timely updates about the status of the proceedings;

- (b) a reasonable opportunity to provide a statement of facts to raise any additional matters regarding the alleged Sexual Misconduct Offence which the victim wishes the Disciplinary Appeals Board to take into consideration, provided that such additional evidence was not reasonably available to the victim prior to the hearing before the Board of Discipline;
 - (c) a reasonable opportunity to provide a victim impact statement to raise any new matters which were not reasonably available prior to the hearing before the Board of Discipline;
 - (d) an invitation to attend an oral hearing to address the Disciplinary Appeals Board on any matters in 10(b) and/or 10(c). The invitation shall also inform the victim that the victim may be accompanied by an officer from the Victim Care Unit at the hearing;
 - (e) reasonable notice of the date of the oral hearing; and
 - (f) information on the outcome of the proceedings.
11. The Disciplinary Appeals Board shall not reach any decision in respect of the disciplinary proceedings against the student, or exercise any of the disciplinary powers set out in Clause 11 of Statute 6 on Discipline With Respect To Students, unless the Disciplinary Appeals Board is satisfied that Clauses 10(b) to 10(e) of these Regulations have been complied with.

NATIONAL UNIVERSITY OF SINGAPORE

REGULATION 11

ACADEMIC PERIODS AND HOLIDAYS

1. The President shall have the power to fix the dates for the opening and closing of academic years and/or semesters and/or terms, and may fix different dates for different Faculties and Academic Units.
2. The President shall have the power to declare any public holiday a University holiday and to declare any University occasion a holiday for the whole or any part of the University.

NATIONAL UNIVERSITY OF SINGAPORE

REGULATION 12

GIFTS TO THE UNIVERSITY

1. In this Regulation, unless the contrary appears from the context:

“Deferred Gift” means any Gift, which will only be realised when the Donor passes away;

“Designated Gift” means any Gift whose purpose or Recipient has been designated by the Donor with the concurrence of the University. The Gift Recipient must agree to the purpose and terms, if any, prior to Gift Acceptance.

“Expendable Gift” means any Gift where the entire sum may be spent on the Gift Purpose; Gift Recipient” means the University’s Central Administration Units, and the University’s Faculties, Academic Units and Non-academic Units, which administer the Gift;

“Pledge” means any promise by a Donor to make a Gift of a specified amount which may be fulfilled as a one-time payment or in instalments within a fixed period (typically not more than three years);

“Recurring Gift” means any promise by a Donor to make a Gift of a specified amount through a regular Gift fulfilment schedule with no stipulated end date;

“Undesignated Gift” means any Gift whose purpose has not been designated by the Donor. The University will use the Gift for general purposes for the advancement of education.

2. Unless otherwise stipulated in this Regulation, the President is empowered to waive or amend the provisions in this Regulation.

Gift Acceptance

3. The University may accept the following types of Gifts:
 - (a) Gifts of cash or cash equivalents, such as shares, unit trusts and other securities;
 - (b) Gifts-in-kind for liquidation, for example land and buildings;
 - (c) Pledges, Recurring Gifts and Deferred Gifts.
4. All Gifts must be accompanied by Gift recording documents in the form of an instruction letter from the Donor, or an acknowledgement letter from the Gift Recipient, or a Gift form, or a Gift agreement, that includes the following information:
 - (a) Name of the Donor or, if the Donor is unknown, Name of the Donor’s representative;
 - (b) Gift amount;
 - (c) Type of gift, endowed or non-endowed gift;
 - (d) Gift designation, if applicable;

- (e) Pledge period for Pledges
- 5. All Donors are required to provide their Singapore tax reference number (e.g.NRIC/FIN/UEN) when they make a Gift to the University in order to be given tax deductions on the Gift. Tax deductions for the Gift will be automatically reflected in the Donors' tax assessments based on the information provided by the University to the Inland Revenue Authority of Singapore (IRAS).
- 6. The date of receipt of a Gift shall be the date on which the Gift is legally transferred to the University.

Fund-raising Activities

- 7. For fund-raising activities, such as events, seminars, charity auctions and lucky draws which incur fundraising costs, the Gift amount raised shall be calculated based on the total amount received less the cost of organising the activity (or such other formula which may be applicable by law). Fund-raising costs shall not exceed 30 percent (or such other percentage which may be applicable by law) of the total amount received. The Gift amount and the fund-raising costs shall be accounted for separately.

Government Matching Grant

- 8. Gifts, listed in paragraph 3, which bring about an actual injection of cash into the University, either from a local or foreign Donor, must fulfil all the following conditions to qualify for Government matching:
 - (a) The Gifts must be received for the advancement of education;
 - (b) The Gifts must not be received as part of fulfilling the Donor's legal obligations;
 - (c) The Gifts must not be received in return for a service rendered by the University; and
 - (d) The Gifts must not be conditional upon the purchase of specific goods and/or services prescribed by the Donor.
- 9. All revenues arising from the usual operations of the University will not be considered gifts and will hence not qualify for Government matching. Similarly, gifts from Government bodies (Ministries and their departments, and Organs of State), or Statutory Boards, whether direct or indirect, will be viewed as Government grants and will also not attract Government matching. However, a gift from a Government-Linked Company (GLC), which is an independent entity separate from the Government, will qualify for Government matching if the donation satisfies the conditions in paragraph 8.
- 10. In the acceptance of all Gifts, the University is to exercise discretion to ensure the Gifts do not cause embarrassment to or affect the good reputation of the University.
- 11. All matching grants received from the Government shall be endowed and shall be dealt with as follows:
 - (a) For Designated Endowed Gifts, 1/3 of the matching grant for such Gifts can be placed in the designated endowed fund. Otherwise, the matching grant shall be placed in the University's pooled endowed fund.

- (b) For Undesignated Endowed Gifts, both the Gifts and matching grant for such Gifts shall be placed in the University's pooled endowed fund.
 - (c) For Expendable Gifts, the matching grant of expendable gifts shall be credited to the University's pooled endowed fund.
 - (d) The income generated by the investment of University's pooled endowed fund can be used for general purposes for the advancement of education as specified by the University.
12. Gifts eligible for Enhanced Matching Grants (1.5:1):
- (a) The following gifts will be eligible for enhanced matching grants:
 - (i) Endowed Gift which is undesignated, and which the University intends to use for the advancement of undergraduate education;
 - (ii) Endowed Gift designated only for purposes of advancement of undergraduate education; and
 - (iii) Endowed Gift designated for purposes other than the advancement of undergraduate education, but with no restrictions on the matching grants being pooled with the undesignated endowment pool intended for the advancement of undergraduate education.
 - (b) Where the University specifies that the monies are to be used for the advancement of undergraduate education as well as other purposes, only the portion that is intended for the advancement of undergraduate education will be eligible for enhanced matching grants.

Naming Opportunities

13. Proposals for all naming opportunities must follow the approval process. Careful planning is therefore required in advance of any solicitation involving naming opportunities.
- (a) Appropriate approvals must be obtained before the naming opportunity is broached with a prospective Donor and before offering the intended recognition of an individual, family, corporation or organisation;
 - (b) Similarly, discussions with Donors who are interested in naming opportunities should only proceed upon obtaining the appropriate approvals.
14. The naming will take effect when at least 50 percent of the required minimum Gift sum has been received by the University. Subject to President's approval, however, naming may take effect immediately where there is a documented understanding that the naming may be altered or removed if the full pledge is not paid in a mutually agreed upon timeframe.
15. Where a naming opportunity involves the use of the name of a deceased person or of a person who is non compos mentis, the agreement of the person's next-of-kin or appointed administrator must be obtained.
16. A naming opportunity after an active University staff member should be deferred until the staff member has retired/resigned from the University.

17. If the naming opportunity being considered is in honour, memory or recognition, but is not accompanied by a gift, the request should follow the same approval process listed in paragraphs 13, 15 and 16.
18. Subject to paragraphs 19 to 32 of this Regulation, the minimum Gift sum for all naming opportunities in the University is Singapore Dollars Fifteen Thousand (S\$15,000) for Expendable Gifts and Singapore Dollars Seventy-five Thousand (S\$75,000) for Endowed Gifts. As such, a new named gift fund in the University can only be set up with a minimum gift sum of Singapore Dollars Fifteen Thousand (S\$15,000) for an expendable fund and Singapore Dollars Seventy-five Thousand (S\$75,000) for an endowed fund.
19. In the event that a Pledge for which a naming opportunity has been offered does not meet the applicable minimum Gift sum within the agreed pledge period, the funds received at the end of the agreed pledge period may be merged with other funds with a similar Gift Purpose and the offer of the naming opportunity shall lapse.
20. For naming opportunities, the University should review the reputation and background of the Donor and the proposed name and establish whether they are consistent with the ethos of the University and the education sector. The University shall use its best endeavours to ascertain that the mission and credentials of the honourees are appropriate, so that the University will not suffer any impairment to its reputation. In addition to financial support, the extent of community or in-kind support rendered in the past, or committed for the future, should also be assessed.
21. The University's naming opportunities shall only bear the name of individuals or entities that exemplify the attributes of integrity, character and leadership consistent with the highest values of the University. If, by the sole determination of the Board of Trustees (BOT), those attributes are not maintained, the BOT reserves the right to remove the offered naming opportunities at any time.
22. If the person or the organisation who has been offered a naming opportunity subsequently decides to be anonymous, the University will remove the naming opportunity. The University may determine, in particular for a significant gift and in consultation with the Donor, an alternative and appropriate way to recognise the Gift.
23. Gifts received as part of the Donor's legal or ordinance obligations are not entitled to naming opportunities. This restriction does not apply to gifts received due to the administering of legal wills of a deceased Donor's estates, or due to the fulfilling of a foundation's mission not required by law.

Minimum Gift sums for typical Naming Opportunities

24. The following table shows minimum Gift sums for typical naming opportunities across the University.

Named Gift Purpose	Minimum Gift Sum (S\$)	
	Expendable	Endowed
Medal or Prize	15,000	75,000
Bursary	45,000	150,000
Scholarship	45,000	150,000
Research Fund	150,000	625,000
Fellowship	Not Applicable	625,000
Visiting Professorship	Not Applicable	1,000,000
Professorship	600,000	2,000,000
Distinguished Professorship	Not Applicable	5,000,000

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25. Depending on specific programme needs and the Donor's objectives, higher gift amounts than the listed minimum Gift sum may be necessary to achieve the desired outcome.
26. The President will have the latitude to approve the establishment of named funds/Gift Purposes for amounts less than those stated above, or to determine minimum sums for the naming opportunities not outlined in this document.
27. The University shall adopt appropriate and reasonable internal minimum Gift sums for naming opportunities relating to Faculties, Academic Units and buildings and facilities.

Naming opportunities – Facilities and Buildings

28. The University should not rename a building or facility whose original name has a rich heritage value, wherever applicable.
29. Unless stated otherwise, any gift-related naming opportunity conferred shall continue to apply for as long as the relevant building, facility or space remains in being. The University reserves the right to rename the building, facility or space if it is affected by redevelopment, expansion or relocation plans.
30. The conferment of a naming opportunity for a building or facility shall not prevent the University from offering naming opportunities for the spaces within the building or facility in recognition of other Gifts.

Naming Opportunities - Faculties, Academic Units and Research Centres/Institutes

31. The conferment of a naming opportunity for a Faculty, Academic Unit or Research Centre/ Institute shall not prevent the University from offering naming opportunities for the sub-units within the named Faculty, Academic Unit or Research Centre/ Institute in recognition of other Gifts.

Gift Purpose Administration

32. The University shall have the sole right to administer the Gift Purpose. However, if Donor participation in Gift administration is required, approval from Provost must be obtained before offering such an invitation to participate in Gift administration to the Donor.

NATIONAL UNIVERSITY OF SINGAPORE

REGULATION 13

HISTORICAL GIFTS

1. The following conditions shall govern the Historical Gifts listed in paragraph 2 below –
 - (a) Each scholarship shall be tenable only for the academic year in which it is awarded;
 - (b) The per annum amount of each scholarship award shall be determined by the Senate, using only the income on the original endowment;
 - (c) The Senate may appoint a selection committee to award the scholarships;
 - (d) An award may be withdrawn at any time if, in the opinion of the Senate selection committee, the progress or behaviour of a scholarship holder has not been satisfactory;
 - (e) A scholarship withdrawn or lapsing during the academic year shall not be re-awarded for the remainder of the academic year and any sum of monies remaining after or resulting from such withdrawal or lapse shall be added or accrued to the income portion of the relevant scholarship;
 - (f) A scholarship holder may not, without the approval of the Senate, concurrently hold any other award; and
 - (g) Applications must be made on prescribed forms and submitted to the Registrar at such time as may be stipulated, and are open to previous holders of the scholarship.
2. The Historical Gifts referred to in paragraph 1 above are as follows:
 - (a) John Anderson Scholarship which was constituted in 1928 in memory of the late Sir John Anderson, Kt, formerly of Messrs. Guthrie & Co., Ltd., Singapore, being the interest on the sum of Singapore Dollars Sixteen Thousand (S\$16,000) donated by his widow Dame Winifred Ethel Dunbar Anderson to Raffles College, and which Scholarship is now administered by the University and shall be awarded on the results of the University entrance examinations to a Singapore citizen, Singapore permanent resident, or Malaysian citizen; regardless of race or gender.
 - (b) Cecil C. Smith Scholarship which was historically administered by the then Department of Education, prior to it being transferred to Raffles College in 1940 (vide Government Gazette Notification No. 3242 of 1940), and which Scholarship is now administered by the University and shall be awarded on the results of the University entrance examinations to a Singapore citizen, Singapore permanent resident, or Malaysian citizen; regardless of race or gender.
 - (c) Tan Jiak Chuan Scholarship, being the interest on the sum of Singapore Dollars One Thousand Four Hundred (S\$1,400) bequeathed by the late Mr. Tan Jiak Chuan, which was historically administered by the then Department of Education, prior to it being transferred to the Raffles College in 1940 (vide Government Gazette Notification No. 3183 of 1940), and which Scholarship is now administered by the University and shall be awarded on the results of the University entrance examinations; regardless of nationality, race or gender.

- (d) Sir Ong Siang Song Trust Scholarship which was constituted by a donation of Singapore Dollars Seven Thousand (S\$7,000) in or about 1950 by Lady Helen Song to University of Malaya to endow a scholarship or prize or other suitable award to perpetuate the memory of Sir Ong Siang Song, and which Scholarship is now administered by the University and shall be awarded on academic record; regardless of nationality, race or gender.

7. The University may at any time and from time to time apportion such part of the Fund Income to form part of the capital of the Fund as may be necessary to preserve the value of the capital of the Fund and offset any depreciation in the value of the capital of the Fund due to inflation or other factors and shall invest such sums accordingly.
8. At the start of every Financial Year, each endowed fund shall receive an annual distribution of expendable income at a pre-determined fixed rate. The President shall recommend the fixed rate for the Board of Trustees' approval.

Accounts

9. The University shall cause proper books of accounts and records of the Fund to be kept.

Dissolution

10. The University shall have the power to terminate and dissolve the Fund with the consent of the Board of Trustees.