

## **Exchange at a Local University**

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### **1. Am I eligible?**

- a. Students who are eligible to participate in the SUSEP must meet the below criteria.
  - i. Be enrolled at the National University of Singapore (NUS) as full-time undergraduate students;
  - ii. Have successfully completed at least two semesters of study at the point of admission to the host university;
  - iii. Have a sound academic record, i.e. minimum GPA of 3.0, and should not have any grade below grade 'C' (grade point of 2.0) in any course;
  - iv. Have sufficient financial means for applicable fees payable at the host/home university and personal living expenses;
  - v. Obtain Faculty's approval to embark on SUSEP;
  - vi. Propose an appropriate programme or a list of courses at the host university for approval by Faculty/School;
  - vii. Satisfy all entry requirements of the host university; and
  - viii. Have a clean disciplinary record and be a strong ambassador for NUS and Singapore.
- b. Students who are selected for the SUSEP may still be eligible to apply for SEP at any one of our overseas Partner Universities or vice-versa, at the discretion of the Faculty/School.
- c. Students can select either one of the following two options during SUSEP:
  - i. Full SEP – to spend an entire semester pursuing all courses at the host university; or
  - ii. Partial SEP – to take up courses in both the home university (i.e. NUS) and host university. Students must read a minimum of one course at NUS.

### **2. Where can I go?**

You can study for one semester at one of the local universities below.

- [Nanyang Technological University \(NTU\)](#)
- [Singapore Management University \(SMU\)](#)
- [Singapore University of Social Sciences \(SUSS\)](#)
- [Singapore University of Technology & Design \(SUTD\)](#)
- [Singapore Institute of Technology \(SIT\)](#)

For Semester 1 of AY2024-25, NUS will send up to a maximum of 25 full-time students each to NTU and SMU, 4 students to SUSS and 3 students to SIT. The number of students in this exchange programme will be based on enrolment status regardless of whether the student is on partial or full exchange. SUTD is not accepting any inbound students in Semester 1 of AY2024-25.

### **3. How much will it cost?**

You will pay tuition fees and Miscellaneous Student Fees to NUS.

Tuition fees at the host institution are waived for students nominated for exchange. All other costs will be borne by the student and these may include personal and living expenses, obligatory expenditure and debts incurred for the duration of your study at the host university.

You will also be required to pay for the use of non-academic or non-obligatory facilities, services and functions at the respective host university.

### **4. How do I apply?**

The internal application for SUSEP is conducted twice a year for Semester 1 and Semester 2.

#### **Step 1 – Do Your Homework**

- a. You should start planning for your SUSEP at least 6 months before the start of the exchange period by:
  - Confirming your eligibility; and
  - Learning more about the host university you would like to go to (refer to [Other Information on SUSEP](#)).
- b. You must obtain the necessary approval from your respective Faculty/School Dean's Office to ensure that the courses at the host university can be mapped back to your NUS degree programme and fulfill your graduation requirements. Course mappings should be submitted to Faculty/School Dean's Office via [myEduRec](#).
- c. Credit transfer is based on a pass/ fail basis, similar to transferring credits from overseas exchange.
- d. You are advised to clarify matters on course mapping and any other academic concerns with your Faculty/School [SEP administrators](#).

#### **Step 2 – Submit an Application to your Faculty/School\***

- e. Your SEP administrator in the Dean's Office will call for applications via your NUS email account. You must submit the necessary details to your [SEP administrators](#) in the Dean's Office by the stipulated deadlines. Call for applications may take place as follows:
  - For enrolment in August intake (Semester 1): late January
  - For enrolment in January intake (Semester 2): late August

*\* Please check with your SEP administrators in the Dean's Office for actual application deadlines*
- f. You are also required to confirm whether you have applied/will apply/will not apply for other overseas programmes (e.g. Global Relations Office Programmes, NUS Overseas Colleges, etc.).

- g. Submission of application does not guarantee a place in the SUSEP. Pending the outcome of your application, you should plan for courses to be taken at NUS for the next semester.

### **Step 3 – Submit an Application to the Host University**

- h. Once you are selected to go on SUSEP, you will be informed by your respective Faculty/School to submit a formal application with the necessary documents to the host university.

*If you have been successful in your application, your exchange status (full or partial) will be automatically updated. As such, you will not be required to apply for Leave of Absence (LOA).*

- i. Please ensure that all the required information and supporting documents are submitted to the host university by the stipulated deadlines. Any incomplete application will delay the evaluation process and may thus affect the outcome of your application.
- j. A minimum and maximum workload for full or partial exchange at the host university may apply. The host university will provide more information.
- k. You are responsible in checking that the class and examination timetable of courses at the host university do not clash with those taken at NUS. Neither NUS nor the host university will accommodate these timetable clashes.
- l. If you wish to change the mode of SUSEP (full to partial or vice-versa), please contact your [SEP coordinators](#) in your Faculty/School.

### **5. What happens after SUSEP?**

- a. Your SEP administrator in the Dean's Office will inform via your NUS email account to collect a copy of your original paper transcript (if any) issued by the host university at the respective Faculty/School Dean's Office.
- b. If you receive your original paper transcript (if any) directly from the SUSEP Partner University, please bring the original to your SEP administrator for them to facilitate updating of your student record subsequently.
- c. You will also be required to approach your Faculty/School Dean's Office directly for issues pertaining to course mapping for the purpose of credit transfer.
- d. You will be required to register for courses in the following semester and, if necessary, file for graduation at your Faculty/School upon your return to NUS from SUSEP.

## **6. Other information on SUSEP**

### a. [NTU](#)

- Course approval and registration are subject to vacancies availability and pre-requisites.
- Specific NTU courses are extremely popular and allocation cannot be guaranteed. Please check for courses with restriction or limited vacancies [here](#).
- [Academic Units](#)
- [Course Content](#)
- [Curriculum Structure](#)
- [Course Selection](#)
- Semester workload at NTU:
  - Partial exchange: minimum 1 course
  - Full exchange: maximum of 6 courses or 20 AUs

### b. [SMU](#)

- Not all courses indicated on the course catalogue are open to exchange students.
- Specific SMU courses are very popular, particularly those of Business and Accountancy courses.
- Available Courses – click on the course catalogue [link](#) and choose a similar semester in the previous academic year as reference.
- Semester workload at SMU:
  - Partial exchange: 1 to 4 courses
  - Full exchange: maximum of 5 courses

### c. [SUSS](#)

- [Detailed course syllabus](#)
- [Courses not available to exchange students](#)
- Semester workload at SUSS:
  - Partial exchange: minimum of 1 course (typically 5 credit units)
  - Full exchange: 15-30 credit units

### d. [SUTD](#)

- [Curriculum Structure](#)
- Pillars & Cluster
  - a. [Engineering Product Development](#) (HPD)
  - b. [Engineering Systems and Design](#) (ESD)
  - c. [Information Systems and Technology and Design](#) (ISTD)
  - d. [Architecture and Sustainable and Design](#) (ASD)
  - e. [Humanities, Arts and Social Sciences](#) (HASS)
- DAI, EPD, ESD, ISTD and HASS subjects are open to all SUSEP students. ASD subjects are only open to Architecture students from NUS.
- SUSEP students are required to choose a host pillar, with at least 50% of their total subject credits from their host pillar of choice.
- Semester workload at SUTD, applicable for both partial and full exchange.
  - Between 12 and 48 subject credits

### e. [SIT](#)

- [Academic calendar](#)
- [List of modules available](#)

## **7. Frequently Asked Questions (FAQs)**

### **a. Can I apply for campus accommodation at the host university?**

Local exchange students are **not eligible** for campus accommodation at the host university.

### **b. I would like to change from full to partial exchange or vice versa. Who should I inform?**

You should inform your Faculty/School's [SEP administrators](#) who will inform Office of the University Registrar to update your NUS student record accordingly.

### **c. Can I apply for an extension for my local exchange?**

- i. You may apply for an extension of the exchange period at the host university, if necessary. However, you will need to get prior approval from both the host university and your Faculty/School to agree to the extension, including the courses/courses to be taken.
- ii. You should forward the email confirmation on the approved extension from the host university to your Faculty/School's [SEP administrators](#). You will be informed of the outcome of your request for the SUSEP extension by your Faculty/School.
- iii. Please note that the Faculties/Schools below do not approve any SEP extension; thus you are required to indicate clearly your preference during application.
  - Business
  - Science
- iv. In addition, the Faculty of Arts and Social Sciences (FASS) allows only one semester of exchange. Request for an extension will only be considered on a case-by-case basis.

### **d. I wish to withdraw from local exchange. Who should I inform?**

If you wish to withdraw from the SUSEP, you are required to write to your Faculty/School's [SEP administrators](#), giving reasons for your decision. Office of the University Registrar will inform the host university of your withdrawal and update your exchange status accordingly.

### **e. Can I defer to my local exchange?**

Requests for deferment of SUSEP to the next academic year will **NOT** be entertained. Such students must withdraw from the SUSEP and go through the whole application process again if they wish to be considered for SUSEP in the following academic year.

Deferment of SUSEP within the academic year will be considered on a case-by-case basis. Such students must obtain approval by writing to the Faculty/School's [SEP administrators](#) and/or the respective host university.

## 8. Enquiries

Type of Issue/Enquiry	Contact Person
<ul style="list-style-type: none"><li>• Eligibility</li><li>• Course mapping</li><li>• Change study plan from full to partial exchange, and vice-versa.</li><li>• Withdrawal from local exchange</li></ul>	Your Faculty/School <a href="#">SEP administrators</a>
All other matters	Ms Kendra Teng <a href="mailto:kendra.teng@nus.edu.sg">kendra.teng@nus.edu.sg</a>

*Updated as at 2 February 2024*