

“Honour” Declaration for Courses Completed on SEP

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

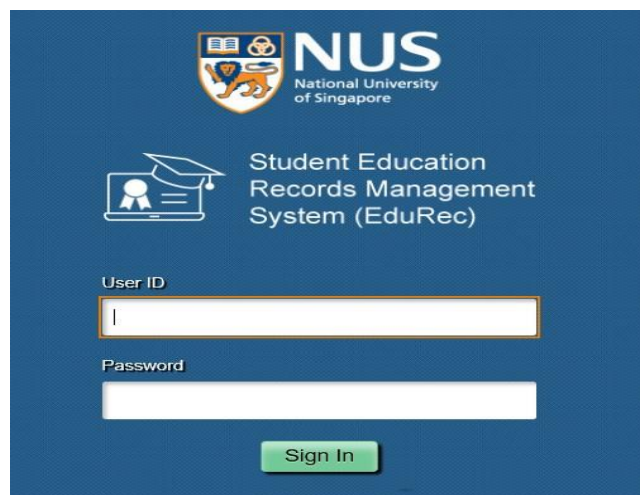
‘Honour’ declaration can only be made for courses completed successfully (i.e. enrolled and passed) on SEP. The Units from these SEP courses will then be added to your cumulative Units and used for assigning your **CourseReg Seniority** priority based on the [promotion rules for the next level of study](#) i.e., your cumulative Units after the declaration meet the total cumulative units to be promoted to the next level.

Important Note:

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

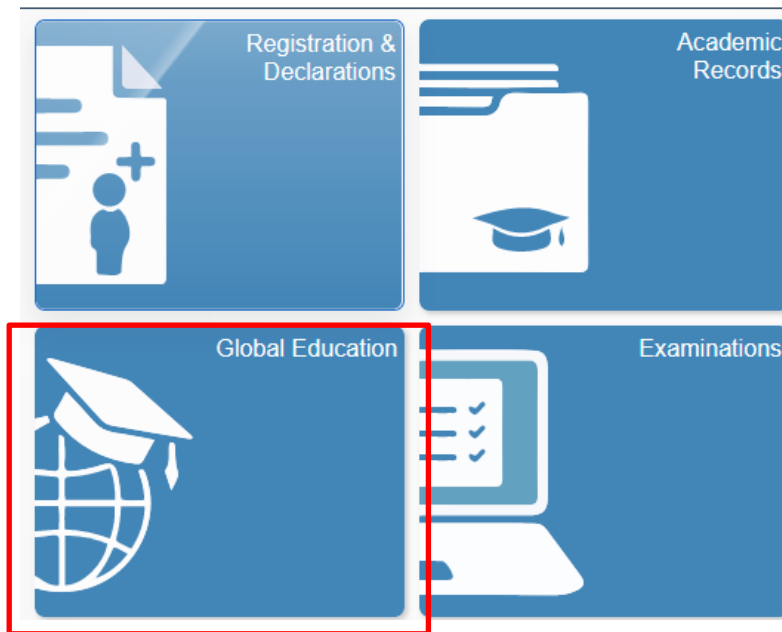
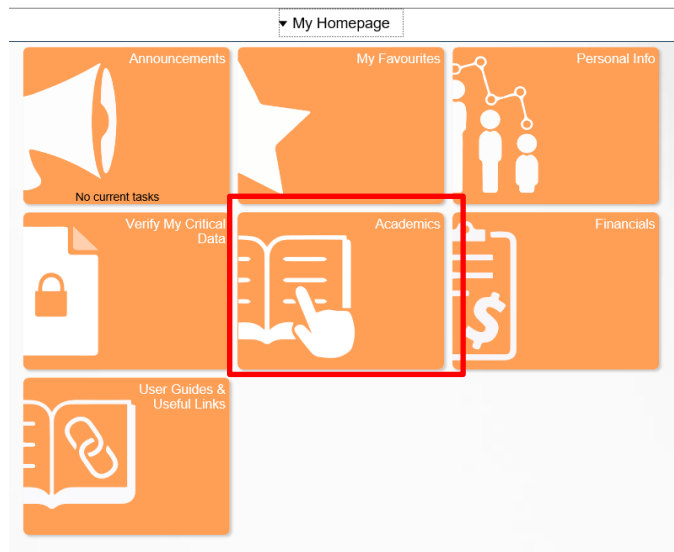
Steps:

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

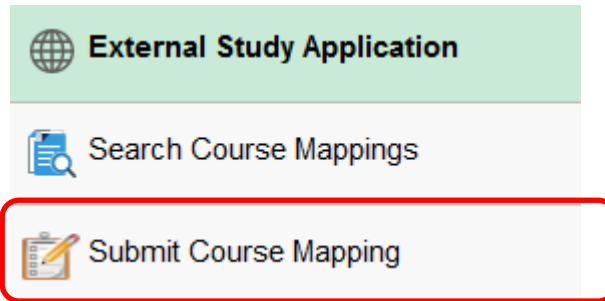


The image shows the login interface for the NUS Student Education Records Management System (EduRec). At the top, the NUS National University of Singapore logo is displayed. Below it, there is an icon of a graduation cap and a person, with the text 'Student Education Records Management System (EduRec)'. The login form consists of two input fields: 'User ID' and 'Password'. The 'User ID' field contains a single character 'I'. Below the input fields is a green 'Sign In' button.

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



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



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

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

6. Please refer to the detailed steps below:

1. Click on the tab 'Credit Transfer Request'

2. Select approved mappings for credit transfer

Select	Mapping Nbr	Mapping Seq No	PU Course Subject	PU Course Nbr	PU Course Title	PU Course Units	NUS Course	NUS Course Title	NUS Course Units	Mapping Status
<input type="checkbox"/>	3	1	MAT	1830	Discrete mathematics for computer science	6.00	CS1231	Discrete Structures	4.000	Approved
<input type="checkbox"/>	5	1	MTE	3204	Biomaterials 1	6.00	BN3301	Introduction To Biomaterials	4.000	Approved
<input type="checkbox"/>	6	1	FIT	2093	Introduction to cyber security	6.00	CS2107	Introduction to Information Se	4.000	Approved
<input type="checkbox"/>	9	1	PHY	2011	Neuroscience of communication, sensory and control systems	6.00	BN4402	Electrophysiology	4.000	Approved
<input type="checkbox"/>	11	1	RAD	2002	Medical Imaging Anatomy	6.00	BN5207	Medical Imaging Systems	4.000	Approved
<input type="checkbox"/>	12	1	TRC	4800	Robotics	6.00	EE3305	Robotic System Design	4.000	Approved
<input type="checkbox"/>	13	1	TRC	3500	Sensors and artificial perception	6.00	EE4309	Robot Perception	4.000	Approved
<input type="checkbox"/>	14	1	PHY	2011	Neuroscience of communication, sensory and control systems	6.00	BN4109	Special Topic In Bioengng	4.000	Approved
<input type="checkbox"/>	16	1	MIC	2011	Introduction to microbiology and microbial biotechnology	6.00	BN4109	Special Topic In Bioengng	4.000	Approved
<input type="checkbox"/>	18	1	PHY	3111	Sensory and cognitive neuroscience	6.00	BN4109	Special Topic In Bioengng	4.000	Approved

Note: After you have completed your External Study Program at the overseas institution, please select the "Approved" course mappings that you wish to request for credit transfer.

Click on the "Request For Credit Transfer" button to confirm and submit the Course Mapping Worksheet. Please note that once the worksheet is submitted successfully, no more update is allowed.

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