

Administrative Details – Singapore Universities Student Exchange Programme (SUSEP)

Exchange at Local University

1. [Am I eligible?](#)
2. [Where can I go?](#)
3. [How much will it cost?](#)
4. [How do I apply?](#)
5. [What happens after SUSEP?](#)
6. [Other information on SUSEP](#)
7. [Frequently Asked Questions \(FAQs\)](#)
8. [Enquiries](#)

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 CAP of 3.0, and should not have any grade below grade 'C' (grade point of 2.0) in any module;
 - 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 modules 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 modules at the host university; or
 - ii. Partial SEP – to take up modules in both the home university (i.e. NUS) and host university. Students must read a minimum of one module at NUS.

2. Where can I go?

You can study at either [Nanyang Technological University \(NTU\)](#), [Singapore Management University \(SMU\)](#) or [Singapore University of Technology & Design \(SUTD\)](#).

For Semester 1 AY2021/22, NUS will send up to 220 full-time students to NTU, 20 full-time students to SMU, and 6 full-time students to SUTD. 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.

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 should 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.

Administrative Details – Singapore Universities Student Exchange Programme (SUSEP)

4. How do I apply?

The 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 modules at the host university can be mapped back to your NUS degree programme and fulfill your graduation requirements. Module mappings should be submitted to Faculty/School Dean's Office via [myEduRec](#).
- c. You are advised to clarify matters on module mapping and any other academic concerns with your Faculty/School [SEP administrators](#).

Step 2 – Submit an Application to your Faculty/School

- d. 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*

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

Step 3 – Submit an Application to the host university

- g. 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).*

- h. 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.

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 transcript issued by the host university at the respective Faculty/School Dean's Office.
- b. If you receive your original transcript directly from the SUSEP Partner University, please bring the original to Registrar's Office for us to make a copy for our record and 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 module mapping for the purpose of credit transfer.
- d. You will be required to register for modules in the following semester and, if necessary, file for graduation at your Faculty/School upon your return to NUS from SUSEP.

Administrative Details – Singapore Universities Student Exchange Programme (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](#)
- b. SMU
 - Not all courses indicated on the course catalogue are open to exchange students.
 - Specific SMU courses are very popular, in particularly those of Business and Accountancy courses.
 - [Courses Available](#) – click on the course catalogue [link](#) and choose a similar semester in the previous academic year as reference.
- c. SUTD (TBC)

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 Registrar's Office 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 modules/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. Registrar's Office 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.

Administrative Details – Singapore Universities Student Exchange Programme (SUSEP)

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

- a. For further enquiries on module mapping, please email your Faculty/School's [SEP administrators](#).
- b. For any other enquiries, please contact the below NUS staff.

Singapore	Local Exchange (SUSEP) with NTU and SMU	Ms Kendra Teng kendra.teng@nus.edu.sg
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