

I refer to your application for Student Exchange Programme (SEP) to Tsinghua University for [AY2024/2025, Semester 1](#).

1. Application Details:

1. Please find attached PU factsheet, Application instructions & SEP Cert Letter, for your information and necessary action. **Please follow the instructions closely to complete your application.**
2. Student is to use NUS email address as the main email for contact due to firewall issues, unless otherwise stated.
3. Please ensure your passport's validity is at least 6 months **AFTER** end of exchange semester. Do ensure you submit renewals earlier as there is a processing time involved.
4. You need to submit a copy of your **UPDATED** NUS official transcript as part of your application. Therefore, please ensure that you purchase a copy of your NUS Official Transcript (that includes AY2023/2024, semester 1 results) by following the instructions here: <http://www.nus.edu.sg/registrar/student-records/transcripts/official-transcripts>. Please apply for your official transcript asap.
5. Please endeavor to complete your online application by the **deadline of 1 April 2024**. Please note that SOC has set an earlier deadline so that you will not miss completing your application on time. Also, for records purpose, please drop me an email (phloh@nus.edu.sg) once you have completed the online application.
6. Keep a scanned copy or photocopy of the supporting documents before submitting. **PLEASE NOTE THAT INCOMPLETE DOCUMENTS WILL ONLY RESULT IN DELAYS TO YOUR APPLICATION TO THE HOST INSTITUTION/PARTNER UNIVERSITY.**
7. Please be reminded that senior year students are **not allowed to embark on SEP if it is their graduating semester**. Meaning, your SEP semester CANNOT be your final and graduating semester. You are expected to return to NUS to read another semester as your graduating semester. At the same time, you are not allowed to do FYP or internship in the same semester.
8. Students who are on scholarship, you may want to check with your scholarship providers on the terms and condition and if you need to obtain approval for your exchange.

2. General guidelines for Course Mappings and Credit Transfer:

For more information on how to submit your course mapping requests and credit transfers, please refer to <https://www.comp.nus.edu.sg/programmes/ug/beyond/global/course-mappings/> and <https://www.comp.nus.edu.sg/programmes/ug/beyond/global/credit-transfer/>.

There is a **user guide** on the different functions of the mapping worksheet, please ensure that you read and understand the user guide before you start submitting your course mapping requests. Technically, there's no deadline to the mapping submission but it is advisable for you to have the mapping outcomes ready when you are asked to start enrolling for courses with the partner university. This is to enable you to participate in the course registration quickly with the partner university when it's due. Certain Partner Universities might require the submission of course

learning agreements (such as approved course mappings from home institution) during application stage.

- a. Please note that there is a processing time of at least *3 weeks or even more* to review the course mapping requests.
- b. Please note that the pre-approval list in EduRec is only an indicative of the possible mappings in terms of course contents. You will still need to check on the partner universities' course offering to find out if it's offered in your exchange semester and if there's any further restrictions set by the partner universities (PUs). For example, some PUs may state that higher level courses or graduate courses are not offered for exchange students. Hence, you should not plan to read these courses during your exchange.
- c. Your course mappings are not restricted to the pre-approval list in EduRec, thus it's possible for you to submit more for review. Please evaluate yourself the partner university course to ensure there is at least 70% close match to NUS course before you submit your mapping requests. Courses that you wish to map should be similar to each other. Only mappings which you fulfil the pre-requisites of the SoC courses will be approved by SoC.
- d. Some universities do not publish the course information on their website, so you are to take the initiative to drop an email to the coordinator in-charge of the course to ask for the descriptions.
- e. Please be informed that all course mapping requests (core, electives or UEMS) are to be submitted via the Course Mapping Worksheet. You have to log in to [NUS Education Records System \(EduRec\)](#) to complete your worksheet. (**Navigation path: Self Service > External Study > Course Mapping Worksheet**).
- f. In your course mapping submission, please ensure that you include below information. **Else, it will be reject or return to you for further action:**
 1. Course components and corresponding contact hours.
 2. Assignment methods and corresponding weightage.
 3. Direct URL to course information.
 4. Grades of the pre requisites for your NUS mapping. Meaning, if you would like to proposed mapping to CS3230, please ensure that you indicate the grades for the pre requisites string: ((CS2010 or its equivalent) or CS2020 or (CS2040 or its equivalent)) and (MA1100 or (CS1231 or its equivalent)). If you are reading the pre requisites just before your SEP semester, you can indicate that you are currently reading it this semester.
 5. Do note that incomplete information will result in inability to map courses as the decision is made based on the information of the course provided. Course mapping requests to dummy codes will not be accepted. All courses (course mappings) that you want to take MUST be approved even if they are listed in faculties' pre-approved list because the pre-approved list is subjected to changes.

- g. Please be reminded that all course mappings approved on EduRec are based on course contents only and may not translate to equivalent units to NUS course based on NUS Units Exchange Ratio. In the event, that the mapped course does not bear the equivalence, the School reserves the right for unit adjustment via dummy coded courses at appropriate units during the credit transfer process.
- h. *All mappings must be approved before you embark on SEP. Students who submit after SEP will be rejected. We understand there may be situations such as course clashes, courses not offered during the semester you are going, hence, you are still required to seek approval subsequently but still not after your return from SEP.*
- i. Please be reminded that you have to read the courses as GRADED in the partner universities in order to have the appropriate credits transferred to your NUS courses. Only courses that are graded in the partner universities can be credited. Pass / Fail options will not be considered. These include courses that only have Pass or Fail grading or students have exercised the option to declare Pass/Fail grade to be reflected on the transcript.

3. While on SEP at the partner university

It is important that you uphold SoC's and NUS's reputation while on SEP with our partner university, and take your academic responsibility seriously. If we receive negative feedback on your performance and behaviour, an investigation will be carried out, and appropriate action(s) will be taken for misconduct. This could mean a disciplinary record in your student record. For scholarship holders, such disciplinary record may also affect the scholarship that you hold.

We hope you have an enriching overseas experience without neglecting your academic performance.

4. Other information

- a. Where there is an overlap in semester dates, you are to request from Partner University to allow you to take distance exams here in Singapore. Reason being, you have to return to NUS for the new semester. Leave of Absence will not be approved.
- b. You are required to do your course registration for the coming semester during your exchange. Therefore, please check your emails regularly.
- c. You must ensure that you have obtained the necessary course mapping approvals before you register for the overseas course(s). Otherwise, you might run the risk of not being able to transfer any credits back if the mapping is not approved.
- d. It is imperative of students to have their credit transferred back to NUS from their exchange. Hence, please ensure you complete point c.
- e. Students are advised to withhold committing to any financial transactions until a formal status update has been given. Reason being, SEP may be suspended, cancelled or admissions not offered by the partner university later on. Also, please note that it's not automatic that you be allocated a spot for local exchange (SUSEP). Application for SUSEP is of a different process with limited quota.
- f. Please be reminded that there will be a withdrawal fees of \$300 applicable for any SEP withdrawal.