

Administrative Details – August 2022 Intake

Master of Technology in Enterprise Business Analytics / Intelligent Systems / Software Engineering

CONTENTS

1. WELCOME NOTE	3
2. OVERVIEW OF ADMISSIONS PROCESS	3
3. REGISTRATION (PART ONE) FOR NEW STUDENTS	4
4. REGISTRATION (PART TWO) FOR NEW STUDENTS	5
5. PRE-ADMISSION MEDICAL EXAMINATION	6
6. PAYMENT OF TUITION FEES	6
7. ORIENTATION DAY, CLASS COMMENCEMENT AND TIMETABLE	7
8. NUS EMAIL ADDRESS	7
9. NUS INTELLECTUAL PROPERTY POLICY	7
10. PURCHASE OF LAPTOP	7
11. LAPTOP SPECIFICATIONS	8
12. ISS SHUTTLE BUS SERVICE	9
13. PARKING INFORMATION	9
14. FAST AND EASY TESTING	10
15. INFORMATION FOR INTERNATIONAL STUDENTS	11

1. WELCOME NOTE

Welcome to the NUS Institute of Systems Science!

We are delighted to on-board you to our dynamic student community as you embark on an exciting learning journey with us. You are en-route to join the greater NUS-ISS community with over 7,000 Graduate Programme Alumni.

As a practice-based education institute, we are committed to ensuring that our programmes are continually relevant to contemporary practices in the industry. These deep skills enable professionals to apply knowledge gained from our programmes to generate tremendous value in their respective fields. You may find studying at NUS-ISS challenging but definitely rewarding. There will be endless opportunities for exploration and learning that will be beneficial to your professional career.

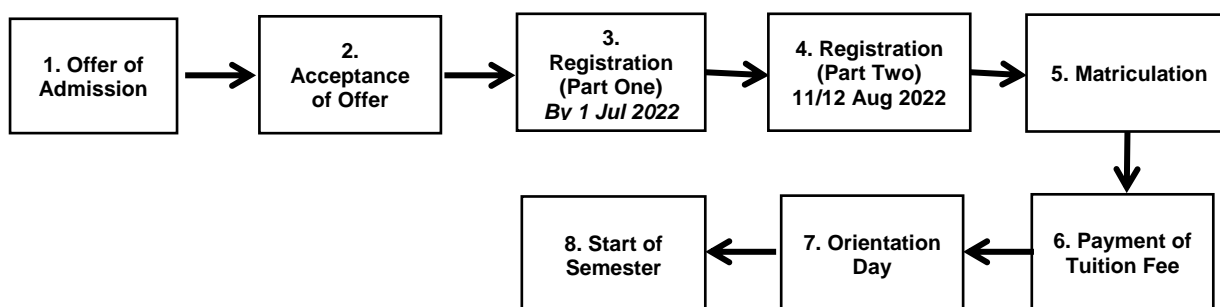
The purpose of this document is to provide you with essential information on the NUS-ISS matriculation process. You will be required to complete the necessary procedures before commencement of the Master's programme.

Stay updated:

The latest advice and information for NUS students on COVID-19 are available at [NUS Emergency](#).

2. OVERVIEW OF ADMISSIONS PROCESS

a) Admissions Process for New Students



No	Key Action	Description
1	Offer of Admission	NUS-ISS would like to extend our congratulations to you for successful admission into the Master's degree programme.
2	Acceptance of Offer	<p>You have accepted the offer of admission of the Master of Technology Programme Semester 1, AY2022/2023 (Full Time).</p> <p>You may proceed to complete the following admission procedures.</p>

3.	Registration (Part One)	Registration (Part One) for New Students – Refer to page 4.
4.	Registration (Part Two)	Registration (Part Two) for New Students – Refer to page 5.
5	Matriculation	Upon completion of Registration Part 2, you will be officially matriculated/enrolled in NUS-ISS. Note: All admitted students are required to undergo a mandatory Pre-admission Medical Examination prior to Registration (Part Two) – Refer to page 6.
6.	Payment of Tuition Fee	After you have completed the Registration (Part Two), you will be billed for the first semester fee. – Refer to page 6.
7.	Orientation Day for New Students	– Refer to page 7.
8.	Start of Semester	The first day of class for MTech EBAC/IS/SE will commence on 22 August 2022 . The classes are conducted face-to-face (classroom style). MTech 2022/2023 timetable is downloadable from LumiNUS. – Refer to page 7.

3. REGISTRATION (PART ONE) FOR NEW STUDENTS

- Successful applicants who have been offered admission must first complete Online Registration (Part One) before proceeding to Registration (Part Two).
- All new students may login to [Registration System](#) using your **Application Number** and **Password** (which were given when you applied for the graduate programme) to complete your Online Registration (Part One) from now till **1 July 2022**.
- If you have forgotten your password, you can reset it through the Graduate Admission System via [Forget Password](#). Upon logging in to the Registration System, you will be re-directed to the main Registration (Part One) page.
- Upon completion, students will be issued their **Student ID, PIN, NUSNET ID** and **NUSNET password**. Before accessing any NUS online services (e.g. LumiNUS, NUS Email, EduRec), students will be required to reset the default NUSNET password via <https://exchange.nus.edu.sg/passwordportal/>

Student ID/PIN/NUSNET ID/NUSNET Password

Student ID:

PIN:

NUSNET ID:

NUSNET Password:

You may wish to print a copy of this page for reference. To print, go to File >> Print.

You will require your NUSNET ID and NUSNET Password to access the majority of online resources via the NUS intranet. Please keep the above information strictly confidential as you are responsible for maintaining the security of your NUSNET Password/PIN and all functions performed from your account. Sharing or revealing your NUSNET Password/PIN may result in disciplinary action taken against you.

Please note that your NUSNET account will only be activated 1 to 2 days after you complete your Registration (Part One).

Before you can access NUS Email, NUS Education Records System, module registration systems, IVLE and other NUS online services, you are required to first change your default NUSNET Password at <https://exchange.nus.edu.sg> by clicking on "Change NUSNET Password".

Please use your NUSNET account to connect to the "NUS_STU" wireless network. If your device does not support 5GHz, you can connect to "NUS_STU_2-4GHz" instead.

The University believes in the importance of IT Security and Personal Data Protection. As such, all new undergraduate and graduate students have to complete a mandatory training module on IT security and personal data protection. Please login to IVLE after you have successfully changed your default NUSNET Password, and complete the Training before the stipulated deadline.

- e) Your NUSNET account can be used to access a variety of NUS online resources. It is important that you keep your NUSNET account and PIN strictly confidential, and you are responsible for maintaining the confidentiality of all transactions under your account.
- f) Should you encounter any problems accessing the Registration (Part One), please email to GDRegistration@nus.edu.sg for assistance.

4. REGISTRATION (PART TWO) FOR NEW STUDENTS

- a) You are required to attend the Registration (Part Two) on 11/12 August 2022, at Level 1, Institute of Systems Science, 25 Heng Mui Keng Terrace, Singapore 119615. Proceed to Level 1 lift lobby for registration.
- b) Please note that you will **not** be permitted to do Registration (Part Two) if you do not complete Registration (Part One).
- c) Following are the required documents to be produced during the Registration Day:
 - **Original NRIC** – applicable to Singapore Citizen and SPR only
 - **Original Passport & Employment Pass** – applicable to international students only
 - **Original Passport & Employment Pass** – applicable to international students only
 - **Original Degree Scroll and Transcripts** – applicable to all

Please send us a coloured copy of an updated NRIC/Passport if you have not uploaded to GDA2 during application.

5. PRE-ADMISSION MEDICAL EXAMINATION

- a) Admission to NUS is subject to good health and absence from organic diseases, and all admitted full-time and part-time students are required to undergo a mandatory Pre-admission Medical Examination prior to admission.
- b) For local students, you are advised to check the University Health Centre's (UHC) website for instructions on how to make an appointment for your pre-admission medical examination or consult a private health physician.
- c) Should you consult your own physician, please email the completed medical examination report written in English, to preadm_med@nus.edu.sg before the day you attend the Registration (Part Two). You will not be permitted to register with the Institute of Systems Science, NUS if you have not done your medical examination.
- d) Please note that **Pre-Admission Medical Examination Report Form** (*refer to Attachment 1*) duly completed and signed, is to be submitted to the UHC and not to Institute of Systems Science, NUS.
- e) Operating hours of UHC:

Day	Morning	Afternoon
Monday to Wednesday	8.30am to 12.00pm	1.30pm to 5.30pm
Thursday	8.30am to 12.00pm	1.30pm to 4.30pm
Friday	8.30am to 12.00pm	1.30pm to 5.00pm

- f) Location of UHC:
University Health Centre, Level 1
20 Lower Kent Ridge Road,
Singapore 119080
([Location Map](#))
Email: uhc_health@nus.edu.sg
- g) Please refer [here](#) for more information on pre-admission medical examination.

6. PAYMENT OF TUITION FEES

- a) All admitted students would be informed via their NUS email account to view the student bill. All payment must be paid via the payment link provided in the email and made before the given due date indicated in the student bill. Do not make payment via NUS Education Records System (EduRec).

- b) Students are strongly encouraged to check their current semester's student bill as soon as it is available and payment should be made by the due date indicated in the student bill.
- c) Please note that in the event if you wish to withdraw from the programme, your withdrawal notice must reach us by the third working day upon the start of the first lesson. Failing which you will be liable for the respective modular course fee and the negative service indicator (NSI) will be tagged to your NUS' record if the University does not receive the liable amount.
- d) Any queries about payment, please email to issfinance@nus.edu.sg.

7. ORIENTATION DAY, CLASS COMMENCEMENT AND TIMETABLE

- a) The Orientation Day for all new students of Master of Technology will be conducted around **mid August 2022 (to be confirmed)**.
- b) The first day of class for MTech EBAC/IS/SE will commence on **22 August 2022 at 9.00am**.
- c) The classes are conducted via face-to-face (classroom style).
- d) MTech 2022/2023 timetable is downloadable from LumiNUS.

Candidates who do not meet all necessary requirements will not be considered for matriculation.

8. NUS EMAIL ADDRESS

- a) As a student of NUS, you will be given an NUS email address which will serve as your official point of contact. ISS will not communicate with you via your personal email address.
- b) Students are expected to check the NUS email regularly for messages sent from ISS and NUS. You may configure the settings to auto-forward the NUS email to your personal email.
- c) You may refer to [NUS IT eGuides](#) for more information.

9. NUS INTELLECTUAL PROPERTY POLICY

Students are required to read, understand and agree to comply with the NUS Intellectual Property Policy, including any revisions as may be made by the University from time to time. Kindly click on "[NUS Intellectual Property \(IP\) Policy](#)" to obtain the information.

10. PURCHASE OF LAPTOP

- a) Please note that you will be required to have your own laptop when you attend classes at the Institute of Systems Science, NUS.

- b) You may purchase a laptop from the NUS Co-Op. These machines are attractively priced and come with the latest CPU configurations, Windows 10 Professional, anti-virus software (for students) and self-help utilities. Each notebook is pre-configured to access the University's plug-and-play and wireless network (NUSNET).
- c) Please click [here](#) to chat with Alca the NUS IT Care Chatbot for more information.
- d) You may also purchase your own laptop from outside NUS as there are many options available, but please adhere to the laptop specifications in Section 11. You will also have to install and configure access to the NUS network and VPN. Please see <https://nusit.nus.edu.sg/eguides/> for information

11. LAPTOP SPECIFICATIONS

Students joining the Masters of Technology programmes in EBAC, IS and SE will be involved in numerous technical projects. This includes building models with big data, machine learning, deep learning, and developing large scalable smart systems. Students will be expected to do their projects on their own laptops. Graphics cards are necessary to do the compute for machine learning, which will be part of all programmes.

Students are highly recommended to have a device with the following configurations:

Degree	Minimum Specs (see notes below)	Recommended Specs (see notes below)
EBAC	i7, 16GB RAM and 1TB HDD storage + graphics card (for students who opt for the Specialist Certificate in Big Data Engineering & Web Analytics)	i9, <u>32GB</u> RAM and 1TB HDD storage + <u>high end</u> graphics card (for students who opt for the Specialist Certificate in Big Data Engineering & Web Analytics)
IS	i7, 16GB RAM and 1TB HDD storage + graphics card	i9, <u>32GB</u> RAM and 1TB HDD storage + <u>high end</u> graphics card
SE	i7, 16GB RAM and 1TB HDD storage + graphics card (for students who opt for the Specialist Certificate in Engineering Big Data)	i9, <u>32GB</u> RAM and 1TB HDD storage + <u>high end</u> graphics card (for students who opt for the Specialist Certificate in Engineering Big Data)

Note 1: High-end graphics cards will improve with time. As of Nov 2020, the value oriented graphics cards in laptops include the Nvidia RTX2080ti based systems. The best performance for the money are likely in the new Nvidia RTX3080 and higher series. Note that then 3070 series are limited to 8GB of memory so the 3080 or later is preferred. Students should do their own research to find out the best cards for their needs and budgets. See, for example, <https://towardsdatascience.com/another-deep-learning-hardware-guide-73a4c35d3e86>

Note 2: Solid State Drives (SSDs) have come down in price and provide much faster storage access and greater reliability but are more expensive. If you're not doing Big Data, then 512GB SSD is a good choice. There are also m.2 NVMe drives which are even faster, and work well in laptops and dual drive configurations (smaller m.2 NVMe drive for applications and a 2nd drive for data). Students should do their own research to find out the best storage configurations for their needs and budgets.

12. ISS SHUTTLE BUS SERVICE

From Dover MRT Station to ISS HMKT campus

- The ISS Shuttle Service is available from Dover MRT Station (Exit A) to ISS HMKT campus for public, visitors and executive education participants. The fare is S\$1 per trip and the payment is by EZ-Link card only.
- The Shuttle Bus Pick-up/Drop-off Point is located next to the taxi stand and bus stop no. 19031 along Commonwealth Ave West, in front of Singapore Polytechnic (Dover MRT station).

[ISS Shuttle Pick-up/ Drop-off Point on Google Map](#)

- Shuttle Bus schedule:

From Dover MRT pick-up point (Exit A) to ISS HMKT campus

Monday to Saturday mornings – 7.35am, 8.05am, 8.35am

From ISEAS (opposite ISS) to Dover MRT drop-off point (Exit A)

Monday to Friday evenings – 5.15pm, 5.55pm, 6.30pm

[ISEAS \(opposite ISS\) Pick-up Point on Google Map](#)

From Opposite Kent Ridge MRT Station to ISS HMKT campus

- Please note that this service is only for NUS Staff and matriculated Students. NUS staff/student cards are to be presented when boarding the NUS Internal Shuttle Bus. Do note that no visitor is allowed on the NUS Internal Shuttle Bus.
- Take Exit A and head to Bus Stop 3
- Take the NUS free internal shuttle bus service A1 or A1E (available during morning peak from 7.30am to 9.00am) and alight at NUS Business School (Biz 2, 1 Stop after School of Computing)
- Click [here](#) for walking directions
- For the latest information, please refer to <https://www.iss.nus.edu.sg/about-us/getting-to-nus-iss>

13. PARKING INFORMATION

a) **Parking at 25HMKT**

Day	Time	Parking Fee (inclusive of GST)
Monday to Friday (excl. Public Holidays)	8.30am to 7.30pm	\$0.0214 per minute

Saturday (excl. Public Holidays)	8.30am to 5.00pm	\$0.0214 per minute
-------------------------------------	------------------	---------------------

Grace Period: 10 minutes for all vehicles.

b) NUS Carpark 12B (I³)

Day	Time	Parking Fee (inclusive of GST)
Monday to Friday (excl. Public Holidays)	8.30am to 7.30pm	\$0.0214 per minute
Saturday (excl. Public Holidays)	8.30am to 5.00pm	\$0.0214 per minute

c) Parking at 29HMKT

Day	Time	Parking Fee (inclusive of GST)
Monday to Friday (excl. Public Holidays)	8.00am to 7.00pm	\$0.60 for every half an hour or part thereof
Monday to Friday, Saturday, Sunday & public holidays	7.00pm to 8.00am	\$2.14 per entry

Note:

Parking is free on Sundays and Public Holidays at all car parks except for 29HMKT. Please click [here](#) for more details on NUS car parks.

The car parks (Kent Ridge Campus) are managed by:

Ramky Cleantech Services Pte Ltd
Tel: 6775-8241, 6876-5408 (24 hrs)
Email: nusparking@ramky.com.sg

14. FAST AND EASY TESTING

- As a safeguard against COVID-19 transmission on campus, FET using Antigen Rapid Tests (ART) will continue to apply for unvaccinated students.
- The cost of FET kits is to be borne by the individual. The FET kits can be purchased from the vending machines on campus.
- Non-compliance with FET requirements will result in restriction of WiFi access for students.

- d) Students are to exercise personal responsibility and test themselves using the FET kits if they are unwell or are exposed to an infected person. Should they test positive, they are to update their health status on uNivUS, inform their close contacts, and adhere to COVID-19 health protocols.
- e) Where necessary, vaccinated and medically ineligible students can continue to collect free FET test kits if they self-test and upload two FET test results in uNivUS.

15. INFORMATION FOR INTERNATIONAL STUDENTS

a) FINANCIAL DOCUMENT

International students must furnish an evidence of minimum S\$15,000 for their living expenses in Singapore.

The financial documents can be in the form of:

1. Current bank statement of the applicant showing the required amount; **OR**
2. Documentation showing the approval of an educational loan for the required amount; **OR**
3. Letter from sponsor (e.g. parent or other family members) confirming that they will be providing the required amount to the candidate. Please use the template attached (*refer to Attachment 3*)

You may send the financial documents to NUS-ISS

Programme	Email
Enterprise Business Analytics	isstrainingA@nus.edu.sg
Software Engineering	
Intelligent Systems	isstrainingB@nus.edu.sg

b) APPLICATION FOR STUDENT'S PASS

Upon acceptance of the offer, you will receive an email by NUS-ISS to complete e-Form 16, please upload your photo and submit it online. Kindly refer [here](#) on the photo requirement set by ICA to avoid delays due to usage of inappropriate photos.

Once you receive the In-Principle Approval (IPA) letter, which is valid for 6 months, please proceed to complete the steps as stated in the IPA letter and book an [e-appointment](#) to complete the student's pass formalities. The date you select should be **after** your 7, 14, 21 days Stay-Home Notice (SHN), if any. In addition, do send us a copy of your In-Principle Approval (IPA) letter for our record.

c) ADDITIONAL MEDICAL EXAMINATION REPORT FORM FOR STUDENT'S PASS APPLICANT

All international students who plan to stay in Singapore for 6 months or more will need to undergo and pass an additional medical examination which must include a

Chest X-ray and HIV test for the application of the Student's Pass. Please complete the medical examination in your home country.

You should ensure that you complete your medical examination in time to allow sufficient time before completion of Student's Pass formalities.

The medical practitioner will need to complete 2 forms in English:

1. NUS Pre-Admission Medical Examination Report Form (*refer to Attachment 1*) and
2. ICA Medical examination Report Form (*refer to Attachment 2*) for Student's Pass application.

Issuance of the Student's Pass is subject to the outcome of the medical report. Those who are found to have active Tuberculosis or HIV infection will not be granted the Student's Pass.

d) HOSTEL ACCOMMODATION

Please visit these links below for matters on accommodation (NUS hostel and other private accommodation). As NUS hostels (on-campus) is limited and it is not guaranteed, you will need to source for private accommodation if you are not successful with hostel accommodation application.

Please view the hostel exercise dates and submit your application for the hostel accommodation via <https://nus.edu.sg/osa/student-services/hostel-admission/graduate/application-dates>.

For tips on searching for private accommodation, please check out <https://nus.edu.sg/osa/student-services/hostel-admission/other-accommodation>.