



CCDS Exchange Guidelines

Students must abide strictly to the exchange guidelines when participating in any exchange programmes. This document contains four main sections: [1. General Information](#), [2. Course Matching](#), [3. Credit Transfer](#), and [4. Additional Information](#).

1. General

1.1 Preparation: Students are to check the available courses offered by the host university, i.e., course content, total contact hours, projects, exams, etc., to self-evaluate if the courses can be matched to any NTU courses, and criteria, i.e., the number of courses allowed to take, before applying for the exchange programme or accepting the offer.

Coursefinder: Students may use the ‘Coursefinder’ database to search for previously approved courses for reference. However, it is not guaranteed the exact course matching request will be approved again due to other factors, such as course syllabus revision at either or both universities, etc. Regardless of whether the courses are listed in the Coursefinder, students are required to submit course matching requests for review by the course matching coordinators.

1.2 Flexibility: There may be changes to course availability at the host university even after offer acceptance. Students are strongly encouraged to be flexible in the courses they are to take during their exchange programme. CCDS reserves the right to not support the students’ appeal for the penalty fee waiver if they request for withdrawal due to this reason.

Exchange Withdrawal: Upon the submission of withdrawal application to OGEM, students are to write to ccds-undergrad@ntu.edu.sg for course registration assistance by providing the list of courses and indexes. Registration will be subject to availability and must be completed before the end of the add/drop period.

1.3 Timing: Students must check the academic calendar of the host university they are interested in to ensure there are no overlaps with [NTU’s academic calendar](#). In the event of such overlaps, students must **return to NTU no later than two weeks after the new semester begins**. Those who return later than two weeks after the new semester’s commencement will not be allowed to take any courses at NTU and will have to either take a semester LOA or consider doing Professional Internship (PI), if possible, instead.

1.3.1 Course Registration for Subsequent Semester at NTU: Students are responsible for the online registration of courses for the next semester during their allocated course registration period and add/drop period even when on overseas exchange.

1.3.2 **Taking PI in the Subsequent Semester Upon Return:** Students are allowed to do PI if it can commence within a reasonable period after the completion of their overseas exchange and they are able to complete the PI before the start of the subsequent semester. *For example, student who goes for exchange during Y3S1 and does PI during Y3S2, has to ensure PI completes before the start of Y4S1.* Please provide the exchange duration (from DDMMYYYY to DDMMYYYY) to CAO at cao_enrgattachment@ntu.edu.sg for their review and approval.

1.4 **Remote Examination:** Students are required to attend all classes and complete all examinations at the host university. Please check the examination dates and time at the host university to avoid clashes against NTU's subsequent semester before registering for any exchange courses.

1.4.1 **Exceptional Cases:** CCDS will only **consider** the arrangement of remote examination for students who have been approved to study the course during exchange but are unable to take the examination at the host university due to the overlapping of academic calendars AND for examinations which are scheduled during weekdays, excluding public holidays, and between 8.30 am and 10.00 pm Singapore Time.

1.4.2 **Note:** CCDS reserves the right to reject any such requests due to logistic challenges.

1.5 **Concurrent Projects:** Students on overseas semester exchange are **not allowed** to do their second semester of FYP concurrently as students must be physically at NTU for their FYP Oral Presentation. Failure to do so will result in the failing of the FYP, the extension of at least one more semester to redo the FYP, and a delay in graduation.

1.5.1 **Special Cases for CCDS' Consideration:**

- Final year students are only allowed to do their first semester of FYP concurrently while on overseas exchange programme if their FYP supervisor is agreeable to this arrangement. Kindly submit a MS Form [here](#), along with the email approval in PDF format, upon their FYP supervisor's approval.
- Students on Full/Partial SUSEP are allowed to do their FYP concurrently if their FYP supervisor is agreeable to this arrangement since they will still be in Singapore. Kindly submit a MS Form [here](#), along with the email approval in PDF format, upon their FYP supervisor's approval.
- Students are allowed to do their URECA project concurrently while on exchange if their URECA supervisor is agreeable to the arrangement. Kindly submit a MS Form [here](#), along with the email approval in PDF format, upon their URECA supervisor's approval.
- Students who would like to participate in the GEM VEnturer exchange programme and go on internship concurrently are required to send an approval email from their organisation supervisor to ccds-undergrad@ntu.edu.sg for the review and

consideration by the CCDS Associate Dean (UG Education). Students will be notified of the outcome via their NTU email account.

- 1.6 Final Semester Students: Students are **not encouraged** to participate in any exchange programmes during their final semester as the official transcript is usually only issued by the host university a few months after the completion of the exchange programme. This may cause a delay in credit transfer and graduation.
- 1.7 Registration for the Same Course at NTU While Waiting for Results Released: Students are **not permitted** to register for a course they have completed at the host university but are pending results released after returning to NTU as a form of 'insurance' to ensure passing the course, even if the course will be dropped before the end of the add/drop period. This policy applies to graduating students as well. Such actions would deprive other students of places in courses and may adversely affect their academic progress.
- 1.8 Recommendation Letter: In the event students are required to submit a letter of support/recommendation from Home Institution, they may request the letter from either their academic mentor or a professor who knows them well.
- 1.9 NTU Transcript for Exchange Application: Students can obtain their transcripts via the Self-help Transcript System [here](#) which should be sufficient for the exchange programme application. Please kindly note that the University does not certify official transcripts or Record of Examination Results. For any transcript-related queries, kindly write to gradcert@ntu.edu.sg
- 1.10 Residential Period Requirement: Students are required to fulfil the minimum residential periods (i.e. minimum years of study physically at NTU) in order to be eligible for the award of a Bachelor's degree. (Students are to refer to the [Academic Structure Handbook](#) according to their admission year.)

2. Course Matching

- 2.1 Course Matching Submission: Students must submit course matching requests along with the necessary information/documentation, including but not limited to the **detailed week-by-week syllabus, the corresponding contact hours for lectures, tutorials, labs, workshops, etc., the total teaching weeks, and assessment modes**, for review by the course matching coordinators. If this information is not available on the host university's website, students must contact the teaching staff or the person-in-charge of the host university before submitting the requests.

Note: Course matching requests with insufficient information will be rejected.

- 2.2 Number of AUs: To be eligible as a 3-AU course, foreign courses must consist of at least 39 contact hours or more, excluding independent study time such as reading, research, or assignments completed outside of formal class time.

2.3 Course Matching Approval: Students are to ensure all course matchings are approved AND the pre-requisite requirements (if any) are met either before proceeding with the courses at the host university or by taking the pre-requisite courses with the higher-level course concurrently. The completion of non-pre-approved courses are not applicable for credit transfer.

- 2.3.1 Unprocessed Course Matching Requests:** Students are to contact the course matching coordinators cc'd in the course matching notification emails or get the information of the course matching coordinators [here](#) if their course matching request is not processed after 2 weeks of submission.
- 2.3.2 Matching to the Correct Course Type:** Course matching coordinators only assess the similarity of foreign course content to NTU courses, while students are responsible for ensuring that they match courses to the correct course type according to their [planned curriculum](#).
- 2.3.3 Course Matching Rejection:** Approved course matching requests can be rejected if CCDS finds out that the information/documentation provided was incorrect or untrue.

2.4 Course Availability: It is the students' responsibility to check if the pre-approved courses are still active and being offered at the host university prior to the commencement of their exchange programme.

2.5 Courses Must be Taken in Singapore:

- All ICC courses (CC0001, CC0002, CC0003, ML0004, CC0005, CC0006 and CC0007) – Must be taken at NTU
- CE3004/CZ3004/SC2079 – Must be taken at NTU
- EG0001/EG1001 – Must be taken at NTU or a local university
- HW0288 – Must be taken at NTU or a local university

2.6 Course Matching to NTU Course: All foreign courses must be matched to a corresponding NTU course with a course code where appropriate.

- 2.6.1 Unable to map to a corresponding NTU Course Code:** After thorough comparison between NTU and foreign courses, if a foreign course cannot be matched to any of the courses offered at NTU or is not available at NTU, it should be matched to a generic BDE/UE or a generic MPE, i.e., not matched to a corresponding NTU course code (refer to 2.6.2).
- 2.6.2 Course Matching to Generic MPE for CCDS Courses:** Foreign course(s) is mapped to generic MPE(s) at the MPE level when it can't be mapped to any existing MPEs offered by CCDS. Students are allowed to take **TWO** generic MPEs – foreign courses map to 'Major PE (PE)' at the course matching portal. However, only **ONE** of the two generic MPEs can count towards **ONE** specialisation, regardless of whether students are attaining single or double specialisation. No double counting of any

course across Specialisations A and B. That is, student need to take 10 different courses for Double Specialisation.

Following are the Possible Combinations:

Specialisation A:

3 NTU + 1 Equivalent MPE + 1 Generic MPE,
3 NTU + 2 Equivalent MPEs,
4 NTU + 1 Equivalent MPE
4 NTU + 1 Generic MPE
5 NTU

Specialisation B:

3 NTU + 2 Equivalent MPEs
4 NTU + 1 Equivalent MPE
5 NTU

- 2.6.2.1 Note: The term 'equivalent' refers to foreign courses that can be mapped to existing CCDS MPEs. On the other hand, 'generic' refers to the mapping of foreign courses to a course that is not offered or not available at CCDS. These courses do not have an NTU course code but will be mapped at the MPE level.
- 2.6.2.2 Course Matching to Generic MPE for Non-CCDS Courses: Each school/college has its own policy. Kindly check with the offering school/college if they permit the mapping of foreign courses to generic MPEs before submitting the course matching requests.
- 2.6.3 Course Matching to MPE to be Counted Towards Specialisation: According to CCDS policy, a maximum of **TWO** Passed (P) courses, including both equivalent and generic MPEs, completed during an exchange programme can be credited toward a single specialisation. No double counting of MPEs is allowed across specialisations. With this note, students are limited to taking a maximum of two MPEs under one specialisation during their exchange. The remaining three MPEs/BDEs must be completed at NTU to qualify for the specialisation.
- 2.6.3.1 Appeal for Specialisation: Students can only proceed to appeal for specialisation by submitting an MS Form [here](#), for review and approval by the Programme Management Committee (PMC), after receiving approval for their generic MPE course matching request, as these are two separate processes.
- 2.6.3.2 Note: Approval for generic MPE does not guarantee its contribution towards a specialisation. If the request for specialisation is rejected, the credits earned will only be transferred to fulfil the MPE AU Requirement for graduation.

- 2.6.4 **Course Matching to MPE Not Counting Towards Specialisation:** Students may take any number of MPEs not counted towards any specialisation during exchange to fulfil their MPE AU Requirement.
- 2.7 **Course Matching to a Master-level Course:** CCDS allows the matching of an NTU undergraduate course to a Master-level course but do take note there is a higher rate of failure due to the higher level of difficulty. Please check with the host university if you are allowed to take Master-level courses there.
- 2.8 **AU Projection:** Students must submit their AU Projection within the deadline stated on the triggered email sent by the Office of Academic Services (OAS). The purpose of submitting AU projection is to finalise the courses students will be taking at the host university which they can only submit once. Hence, please only do so after all the registered courses have been confirmed at the host university AND course matching requests have been approved by the course matching coordinators at NTU.

3. Credit Transfer

3.1 **Credit Transfer Submission:** Students are only able to submit for credit transfer after the submission of AU Projection (refer to 2.6).

Deadline for Credit Transfer Submission: Students who did not apply for credit transfer prior to their graduation will not be able to do so after graduating. As such, the exchange programme participation, records of the courses taken, and grades obtained at the host university will not be reflected on the final NTU transcript.

3.2 **Maximum AU Load for Semester Exchange:** The maximum number of Academic Units (AUs) that are allowed to be credit transferred for each semester exchange are as follows:

- Double degree programmes (DDP): 25 AUs,
- Accelerated Bachelor Programme (ABP): 23 AUs,
- Single degree programmes and non-ABP: 18 AUs.

3.2.1 **Partial SUSEP:** Students participating in partial SUSEP must comply with the total number of AUs allowed (refer to 3.2). *For instance, a single degree programme student is allowed to take 6 AUs worth of courses at NTU and 12 AUs worth of courses at NUS, resulting in a total of 18 AUs.*

3.2.2 **Note:** The abovementioned numbers of AUs are the maximum numbers allowed. Students are strongly encouraged to register for a reasonable number of courses based on their planned curriculum and capability. No overloading is allowed. All Pink Form requests submitted will not be considered.

3.3 **Exchange During Special Terms:** All students are only allowed to credit transfer a maximum of 8 AUs back to NTU.

3.3.1 **Summer Studies:** With effect from AY2022-23 Special Term (Summer Studies in 2023), Core modules will not be eligible for credit transfer from overseas institutions to NTU.

3.3.2 **GEM Discoverer Programmes Designed Only for BDE:** Winter Studies, Prelude, Language Immersion Programme (LIP), INCiTE, Temasek Foundation Leadership Enrichment and Regional Networking (TF LEaRN), and other 21st C skills development programmes.

3.4 **Courses Eligible for Credit Transfer and Grades:** Starting from AY 2023 Semester 1 outbound programmes onwards, only pre-approved courses in which students have obtained a passing grade are required to transfer back to NTU. The grades will be reflected as Pass (P) or Fail (F) in both the student's degree audit and the final NTU transcript.

Withdrawn Course(s): Resubmission of AU Projection is not required upon course(s) withdrawal.

3.5 **Impact of Transferred Courses:** Grades and credits earned in other institutions **will not** be included in CGPA computation for the purpose of classification of the degree awarded and **will not** count towards the minimum AU of graded courses. (Students are to refer to the [Academic Structure Handbook](#) according to their admission year for the minimum AU of graded courses requirements.)

Only passed courses will be counted towards the AU requirement for graduation.

3.6 **S/U Option:** The S/U option does not apply to courses taken at the host university.

3.7 **Credit Transfer Rejection:** CCDS reserves the right to reject the credit transfer due to the following reasons, and students are required to re-submit their credit transfer after making the necessary amendment(s).

3.7.1 The course(s) in the AU Projection list does not match with the course(s) reflected on the official transcript, i.e., foreign course name(s) shown on the transcript differs from the AU Projection and credit transfer submission.

3.7.2 The uploaded transcript is not the official transcript.

3.7.3 The uploaded transcript is illegible or incomplete.

3.7.4 The AU Requirement for each course type, i.e., Core, MPE, GERPE, etc, has already been fulfilled. The only exception is UE/BDE where students are allowed to exceed the specified UE/BDE AU Requirement for their degree programme. As such, credits earned for those courses will be transferred as UE/BDE instead of the previously approved course type.

- 3.7.5 The course(s) submitted for credit transfer has already been completed, i.e., obtained at least a passing grade. Students are not allowed to retake course(s) with the intention of replacing existing results.
 - 3.7.6 The mapping of course(s) to the wrong course type/course code. Students are to take courses according to their planned curriculum and matriculation year (SCxxxx courses are for students matriculated in AY2021 and after, while CE/CZxxxx courses are for students matriculated in AY2020 and before).
 - 3.7.7 Any other reasons.
- 3.8 Pending Credit Transfer: CCDS can start processing credit transfer requests only after receiving a copy of the students' official transcript from OGEM/OAS for verification purposes. It will take approximately 4 weeks for the course(s) to be reflected on students' degree audits. Students are not permitted to request for amendments once the credit transfer is finalised and courses are reflected on their degree audit.
- 3.8.1 Registration for the Higher-Level Course(s) at NTU: In the event the course registration and/or add/drop period occur before the release of the official transcript, or the course(s) completed during exchange programme has yet to be reflected on the students' degree audit, students are required to email ccds-undergrad@ntu.edu.sg. In the email, students should specify the course(s) they intend to take at NTU and the pre-requisites they have completed during their exchange programme, and attach their unofficial transcript for verification purposes. CCDS will then issue a pre-requisite waiver for students to register for the course(s) during their stipulated course registration period and/or add/drop period.
 - 3.8.2 FYP Selection: Students who will be earning the required number of AUs (check with the FYP team at ccds-fyp@ntu.edu.sg) and will be eligible for FYP registration upon credit transfer may write to ccds-undergrad@ntu.edu.sg with their unofficial transcripts. Upon verification, a confirmation email will be sent to the FYP team to grant FYP Selection Portal access for eligible students.
 - 3.8.3 Graduating Students: Students who went for exchange in their final semester of study at NTU are to notify CCDS at ccds-undergrad@ntu.edu.sg of their pending credit transfer in order to expedite the transfer process which involves various offices, so as to be eligible for convocation.

4. Additional Information

- 4.1 Course Eligibility: SCxxxx courses are for students matriculated in AY2021 and after, while CE/CZxxxx courses are for students matriculated in AY2020 and before. The taking of courses not meant for students' matriculated year will lead to ineligibility for graduation.

4.2 CCDS Curriculum Structure (Including MPE List):

https://www.ntu.edu.sg/computing/admissions/undergraduate-programmes/curriculum-structure#Content_C062_Col00

4.3 Check for Pre-requisites:

https://wish.wis.ntu.edu.sg/webexe/owa/AUS_schedule_NEW.class

4.4 Number of AUs allowed to be non-letter graded, i.e. Pass (P)/Fail (F), for Second Major courses and Minor courses:

https://entuedu.sharepoint.com/sites/Student/dept/sasd/oas/SitePages/Examination%20and%20Assessment/satisfactory_unsatisfactory_option.aspx

4.5 Academic Calendar, Academic Structure Handbook, and Classification of Students by Study Year:

<https://entuedu.sharepoint.com/sites/Student/dept/sasd/oas/SitePages/Curriculum%20and%20Candidature/Academiccalendarandacademicstructure.aspx>

4.6 For Enquiries: Write to ccds-undergrad@ntu.edu.sg

Disclaimer: The information on this website serves as a guideline and is subject to change without notice.