



Department of Sociology
and Anthropology
Faculty of Arts & Social Sciences

MASTER OF ARTS

GLOBAL SOCIOLOGY & ANTHROPOLOGY

Student Handbook

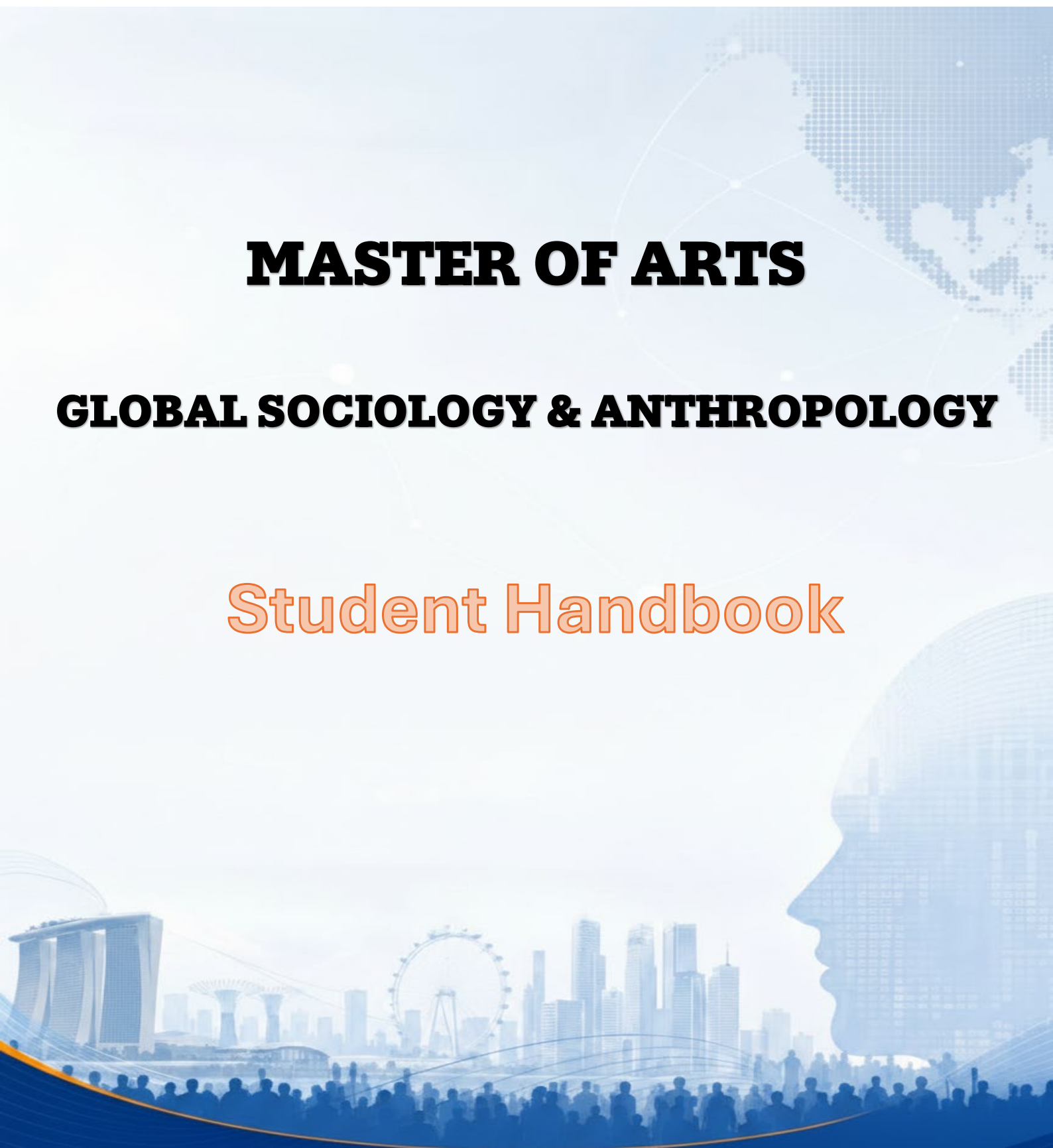


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[Updated as of July 2026]

Welcome to the Department of Sociology and Anthropology at NUS Faculty of Arts and Social Sciences! The following notes have been compiled to guide students through the various administrative procedures throughout their course of study. We hope this information is useful to you, and that you have a fulfilling educational journey at NUS.

1. MA GSA PROGRAMME COMMITTEE & ADMIN STAFF INFORMATION

Name	Role	Email address
A/Prof Tenzin Jinba	Chair	socdj@nus.edu.sg
A/Prof Ho Swee Lin	Member	sochsl@nus.edu.sg
Dr Wang Senhu	Member	socsw@nus.edu.sg
Dr Veronica L. Gregorio	Member	socvdlg@nus.edu.sg
Dr Huang Lingli	Member	lhuang23@nus.edu.sg
Rose Yong	Admin staff	roseyong@nus.edu.sg
Eng Peiling	Admin staff	peiling.eng@nus.edu.sg

For administrative matters relating to the programme (e.g. course registration, candidature and leave matters etc.), please contact Ms Eng Peiling (peiling.eng@nus.edu.sg).

The Department's General Admin Office is located in the Faculty of Arts and Social Sciences (FASS) at Block AS1 #03-06, 11 Arts Link, Singapore 117573.

Our office hours are as follows:
Mondays to Thursdays: 8:30am to 5.30pm
Fridays: 8:30am to 5:00pm

(Please note that there may be occasional changes to these office hours).

2. ACADEMIC CALENDAR

- The academic year usually starts in August each year and comprises two semesters.
- Each semester normally includes 13 weeks of instruction and 2 weeks of examinations.
- There are no classes in Week 0 of Semester 1 of each academic year. There is no week 0 in Semester 2.
- A detailed academic calendar is available at <http://www.nus.edu.sg/registrar/calendar>

3. NUS STUDENT CARD

- Students will receive the NUS Student Card when they complete the onboarding process with the University. The Student Card is an important form of identification as well as for using NUS facilities.

- If the Student Card is lost, students will be required to report the loss of the card and apply for a new student card. For details of student card replacement, please refer to <https://www.nus.edu.sg/registrar/student-records/student-card>
- If the card is defective, students are to bring along the existing card to Smartcard Counter at IT Care, for checking. Please refer to <https://nusit.nus.edu.sg/contact/> for the contact and location of IT Care.

4. EMAIL ACCOUNT & COMPUTING FACILITIES

- All registered students will have an email account which will serve as their official point of contact. It is the students' responsibility to check their NUS email regularly and be aware of important circulars/ notices issued by the University.
- Students may refer to NUS Information Technology's website <https://nusit.nus.edu.sg/> for more information on computing facilities available in the campus.

5. NUS LIBRARIES

- The NUS Student Card can be used at the libraries for loan of books. For newly registered students, their account at the University Library will only be activated one day after the activation of the NUS Student Card.
- For more information on the use of libraries facilities and resources, students may refer to the library portal at <https://nus.edu.sg/nuslibraries>

6. INTRANET FOR STUDENTS

Education Records System (EduRec)

- The Education Records System <https://myedurec.nus.edu.sg/> has a Student Center page which contains self-service functions organized into categories including Academics, Finances, Personal Information etc. Students can manage a wide range of student-related functions such as view class and exam timetable, enrolled courses, exam results, student bill, update personal information, apply for Leave of Absence etc.
- The details and user guide are available at <https://myportal.nus.edu.sg/studentportal/eservices/all/myedurec.html>

Canvas

- Canvas <https://www.nus.edu.sg/canvas/login/> is a learning management system for students to access course materials, submit assignments etc.
- The user guide is available at <https://nus.atlassian.net/wiki/spaces/canvasstudent/overview>

7. CODE OF STUDENT CONDUCT

- Students at the University must be familiar with the NUS Code of Student Conduct which is intended to guide students' conduct in both the academic and non-academic aspects of their university life. Students are to refer to the administrative policies on student conduct, statutes and regulations, plagiarism, data protection, sexual misconduct at <https://studentconduct.nus.edu.sg/administrative-policies/>.
- The Graduate Studies Division of the Faculty of Arts and Social Sciences provides comprehensive information on the Code of Student Conduct, which is available in their [Guide for Graduate Students](#) (page 12 – 15).

8. USE OF ARTIFICIAL INTELLIGENCE (AI) TOOLS

- Students are reminded of the importance of adhering to the highest standards of academic integrity. Taking the output of AI and presenting it as their own work, without proper acknowledgement, constitutes plagiarism.
- The use of AI tools is governed by each instructor's course policy and syllabus. Please refer to the AI guidelines for students at https://libguides.nus.edu.sg/new2nus/ai_guidelines_infographics

9. CANDIDATURE INFORMATION

- The programme is offered on full-time and part-time basis.
- Students who are on Student Pass must pursue their studies on a full-time basis.
- The maximum candidature period for full-time students is 36 months and for part-time students is 48 months.
- All students must reside in Singapore during the period of graduate study. If a student is not reading any course in a particular semester, he/she will be required to apply for Leave of Absence.

10. FEE MATTERS

- Students may refer to <https://fass.nus.edu.sg/socanth/graduate-coursework-programme-master-of-arts-global-sociology-and-anthropology/> for detailed information relating to tuition and related fees.
- Students are charged mandatory miscellaneous student fees payable on a semestral basis. Information on miscellaneous student fees is available at <https://www.nus.edu.sg/registrar/administrative-policies-procedures/graduate/graduate-fees>
- A late payment charge will be imposed for students who did not meet the fee payment deadline as stipulated by the Office of Finance. Should fees remain outstanding after the fee payment due date, the University reserves the right to suspend academic rights and privileges, including to withhold degree conferment certifications. In addition, students with overdue fees may have their candidature of study terminated.
- Students who wish to take additional courses within the period during which they are working towards completing the graduation requirements, or who need to repeat a course must pay additional fees. Please refer to your offer of admission package for the details.
- For more information on NUS student finance matters, please see <https://www.nus.edu.sg/finance/students/student-finance-matters/>

11. ACADEMIC STRUCTURE AND GRADING

- The NUS modular system combines the rigor and depth of the British university system with the flexibility and breadth of the American system. Under this system, workloads are expressed in terms of units, and academic performance is measured by grade points on a 5-point scale

Units

- A unit is a measure of the effort, stated in terms of time, expected of a typical student in managing his/her workload. The unit-value of a course is derived by dividing the estimated total number of workload hours per week for that course by the credit factor of 2.5 (i.e., one unit is equivalent to 2.5 hours of study and preparation per week). Thus, a 4-unit course would require 10 hours of work a

week, including lectures, tutorials, assignments, and independent or group study etc.

Grade and Grade Point

- Students receive letter grades for each course read with associated grade points and interpretation as given in the following table:

Grade	Grade Point
A+	5.0
A	5.0
A-	4.5
B+	4.0
B	3.5
B-	3.0
C+	2.5
C	2.0
D+	1.5
D	1.0
F	0.0

Note on Withdrawn (W) grade and Fail (F) grade:

- When a student withdraws from a course between the first day of Week 3 of the instructional period and the last day of the Recess Week, a 'W' grade will be recorded in the transcript. Withdrawals after this period (i.e. from the first day of Week 7 of the instructional period) will result in an 'F' grade, which will be included in the computation of the GPA and reflected in the transcript.

Grade Point Average (GPA)

- Academic progress is tracked by the GPA, which is the weighted average grade point of all courses taken by a student. Therefore, a student's GPA is the sum of the course grade points multiplied by the number of Units for the corresponding course, divided by the total number of units.

$$\text{GPA} = \frac{\text{sum (course grade point x units assigned to the course)}}{\text{sum (units assigned to all courses used in calculating the numerator)}}$$

- All letter grades (including 'F' grade) are computed in the GPA computation.
- The English language requirement is to be considered separately. The English courses are excluded from the computation of the average grade for fulfilment of coursework requirement.

12. PROGRAMME STRUCTURE

- To fulfil the graduation requirements, students will be required to read and pass 10 courses (40 units) and obtain a minimum Grade Point Average (GPA) of 3.0.
- The coursework requirements comprise 5 core courses and 5 elective courses from the 3 specialization tracks. If a student would like to complete the programme with specialization, he/she must read 3 elective courses from a particular specialization track.
- For detailed information on the programme structure, please refer to <https://fass.nus.edu.sg/socanth/graduate-coursework-programme-master-of-arts-global-sociology-and-anthropology/>
- Full-time students may read up to 5 courses per semester while part-time students may read up to 3 courses per semester.

- All the courses taken will be for graded basis.
- For students who are required to read the graduate English courses as prescribed by the University, they must obtain satisfactory grades in these courses.
- When a course is required for graduation and the minimum grade is not met, a student may repeat:
the same course only once. The improved grade point of the repeat/replaced course will replace the weaker one in the Grade Point Average (GPA) computation in the semester in which the successful attempt is made; and
one-third of the curricular requirements not exceeding three courses, whichever is lower.

13. GPA FOR CONTINUATION AND GRADUATION

- A student's Grade Point Average (GPA) should not fall below 2.50 for two consecutive semesters or 3.00 for three consecutive semesters.
- A student will be issued a warning/probation for any semester in which his/her GPA falls below that required for graduation (3.00 for a Master's degree). If, in the following semester, the student's GPA again falls below the graduation requirement, but not sufficiently to warrant immediate termination, he/she will be placed on probation.
- Termination of candidature will result if a student fails to maintain the minimum GPA as stipulated.

14. COURSE REGISTRATION AND TIMETABLE

- Please note that not all courses are offered in every semester or academic year. Students are responsible for ensuring that they do not register for courses with any timetable clashes and are able to attend classes and sit for examinations as scheduled.
- Information (including schedule) on course registration: <https://www.nus.edu.sg/course/reg/>
- Students may use NUSMODS <https://nusmods.com/> to find out the courses (and timetables) offered in each semester. Please note that the information listed is subject to change without notice.

15. STUDY PLAN

- If a full-time student wants to complete the programme in 1 year (2 semesters), he/she must read 5 courses in the first semester and 5 courses in second semester.
- If a part-time student wants to complete the programme in 2 years (4 semesters), he/she must read 2 or 3 courses in each semester.

16. EXAMINATION MATTERS

- For examination timetable, rules and all other matters relating to examination, please refer to the Examination Directory (<https://myportal.nus.edu.sg/studentportal/academics/all/examination-directory.html>)
- Students who fail to sit for an examination of a course, without a valid reason accepted to the University will be given a 'F' (Fail) grade for the course which they are absent in.
- Students are not permitted to repeat any passed course taken previously.

17. GRADUATION MATTERS

- Graduate coursework students are not required to file for graduation in their final semester of study. They will automatically be eligible to graduate by the semester when they fulfil all the graduation requirements for their programme of study. Students who have completed their graduation requirements are not allowed to delay their graduation.
- Students will be able to view their graduation status upon release of exam results of their final semester by generating their student status letter via myEduRec (<https://myEduRec.nus.edu.sg>) > My Homepage > Academics > Academic Records > View Student Status Letter.
- Students will be informed of their conferment status via their NUS lifelong email accounts within 3 calendar days from their official conferment date. For more details, students may refer to Office of Registrar website at <https://www.nus.edu.sg/registrar/academic-activities/graduation>
- Information on e-Scrolls and e-Transcripts: <https://www.nus.edu.sg/registrar/student-records/e-degree-scrolls-and-e-transcripts>
- Commencement ceremonies for the presentation of graduates who are conferred degrees are usually held in July each year. Information on the Commencement ceremonies is available at the Commencement website <http://www.nus.edu.sg/commencement/>. Students are encouraged to check their emails (sent to their NUS lifelong email account) regularly and visit the commencement website for the most updated information.

18. LEAVE MATTERS

- Students are required to apply for Leave of Absence (via EduRec) if they have to be away during their candidature. Such requests should be submitted at least two weeks prior to the proposed leave period to the Department/Programme.
- Students who require leave of one semester (term) or more should obtain approval in advance of the semester. Students who apply for LOA beyond Instructional Week 2 are required to pay tuition and related fees for the entire semester.
- For detailed information on LOA, please refer to <https://www.nus.edu.sg/registrar/administrative-policies-procedures/graduate/leave-of-absence>
- Students who are absent without approved leave are subject to disciplinary actions.

19. FULL-TIME STUDENTS AND EMPLOYMENT

- University education at NUS is demanding, intensive, and rigorous, and thus requires a high degree of commitment. The University strongly discourages full-time students from taking up employment during term time that might interfere with their studies.
- Full-Time international students are allowed to work part-time for up to 16 hours per week during school term and work full-time during vacation. They are exempted from applying for work permits by the Ministry of Manpower.
- Student Pass holders who found to have violated the above regulation may have their candidatures terminated immediately by the University. For more details, please refer to <http://www.mom.gov.sg/passes-and-permits/work-pass-exemption-for-foreign-students>
- Please visit the NUS Centre for Future-ready Graduates' website <https://nus.edu.sg/cfg/students> for part-time work opportunities and other career related resources.

20. ACCOMODATION AND OTHER INFORMATION

- Information on application for accommodation on campus is available at <https://osa.nus.edu.sg/accommodation/hostel-application/application-guide-graduate/>
- As demand for accommodation exceeds availability, primary consideration will be accorded to full-time graduate research students. Graduate coursework students will be offered housing if there are still vacancies thereafter. As graduate coursework students are unlikely to be offered campus accommodation, they are strongly encouraged to budget and source for off-campus private accommodation which may cost more as compared to on-campus accommodations. More information on off-campus housing can be found at <https://osa.nus.edu.sg/accommodation/other-accommodation/>.
- Students are advised to understand the terms and conditions of the lease agreement and refer to the following housing scam advisories before signing any contract or placing a deposit: <https://osa.nus.edu.sg/accommodation/other-accommodation/private-accommodations/>
- Students should also take note of other information such as getting around Singapore and NUS, Wi-Fi and other NUS Services at <https://osa.nus.edu.sg/experience-communities/international-student-experience/resources/settle-in/>

21. EVENTS AND OTHER RESOURCES

- We encouraged students to participate actively in academic and other related activities across the University.
- The Office of Student Affairs (OSA) enhances the NUS student experience by providing a wide range of resources that support student life and wellbeing. For more information on OSA's services and upcoming events, please visit: <https://osa.nus.edu.sg/>.
- The Asia Research Institute (ARI) is a leading interdisciplinary research institute dedicated to the study of Asia's past and present. As a university-level institute, ARI brings together scholars from different departments, faculties and colleges across campus for seminars, conferences and collaborative research projects. To learn more about ARI's events and activities, please visit: <https://ari.nus.edu.sg/>.
- Students are also encouraged to visit the department's website at <https://fass.nus.edu.sg/socanth/> for information on seminar talks and other related events organized by the department.
- Students are reminded to check their NUS email accounts regularly for departmental and University-wide announcements.

22. STUDENT PASS MATTERS

- International students are responsible for ensuring that they reside in Singapore on a valid immigration pass. A new Student's Pass is considered issued on completion of formalities at the Immigration & Checkpoint Authority (ICA).
- Students applying for an extension of the student's pass are advised to submit the application to the department using the Application for Extension of Student Pass form (see the link below for the form) at least one month and not more than two months before the expiry date of the current student pass. ICA imposes a fine on those who overstay without a valid pass.
- Students must surrender their current student's pass at ICA for cancellation at least 7 days before the date of expiry, at which a short-term visit pass will be issued for them to complete the formalities for the issuance of the new student's pass. For details on student pass matters, students may refer to <https://www.nus.edu.sg/registrar/academic-activities/registration/administrative-matters>

23. STUDENT INSURANCE

- All graduate students are required to subscribe to the University's Medical Insurance Scheme which covers expenses relating to hospitalization and surgery, personal accidents and mental health treatments. The premiums will be included in the miscellaneous fees of the student bill on a semester basis. Please refer to <https://www.nus.edu.sg/uhc/billing-insurance/student-insurance> for more information.

24. UNIVERSITY HEALTH CENTRE

- The University Health Centre (UHC) provides comprehensive outpatient medical treatments to all students at minimum charge. Please refer to the UHC website at <http://www.nus.edu.sg/uhc/> for details on operational hours and services available. Students may contact UHC at 6601 5035.

25. UNIVERSITY COUNSELLING SERVICE

- The University Counselling Service (UCS) is located at the University Health Centre. UCS offers a wide range of services such as individual counselling and crisis intervention. Please refer to the contacts provided at <https://www.nus.edu.sg/uhc/health-promotion/mental-health/for-students> for more information.

26. NUS CARE UNIT

- The University enforces a zero-tolerance policy against all forms of harassment and sexual misconduct. The NUS Care Unit (NCU) is a dedicated unit providing a central point of contact for all NUS students who are being or have been affected by harassment and sexual misconduct. NCU offers a private and safe place for victims to seek support and to be heard independent of their faculty/department, or hostel. NCU comprises trained professionals who have experience working with victims of sexual misconduct and will do their best to ensure affected students receive the help and support they need.
- Students can reach out to NCU at 6601 4000 (24-hour helpline) or ncu_help@nus.edu.sg
- Please refer to NCU's website at <https://care.nus.edu.sg/> for more information.

27. USEFUL CONTACT INFORMATION

Office	Website	Contact number	Email address
University Health Centre	https://www.nus.edu.sg/uhc	6601 5035	uhc_health@nus.edu.sg
University Counselling Services	https://www.nus.edu.sg/uhc/health-promotion/mental-health/for-students	6516 2376	ucs@nus.edu.sg
NUS Care Unit	https://care.nus.edu.sg/	6601 4000	ncu_help@nus.edu.sg
Campus Security	https://uci.nus.edu.sg/ocs/	6874 1616	ces@nus.edu.sg

NUS IT	https://nusit.nus.edu.sg/	6516 2080	itcare@nus.edu.sg
Police	https://www.police.gov.sg/	999	---
Fire / Ambulance	https://www.scdf.gov.sg/home/about-scdf/emergency-medical-services	995	---