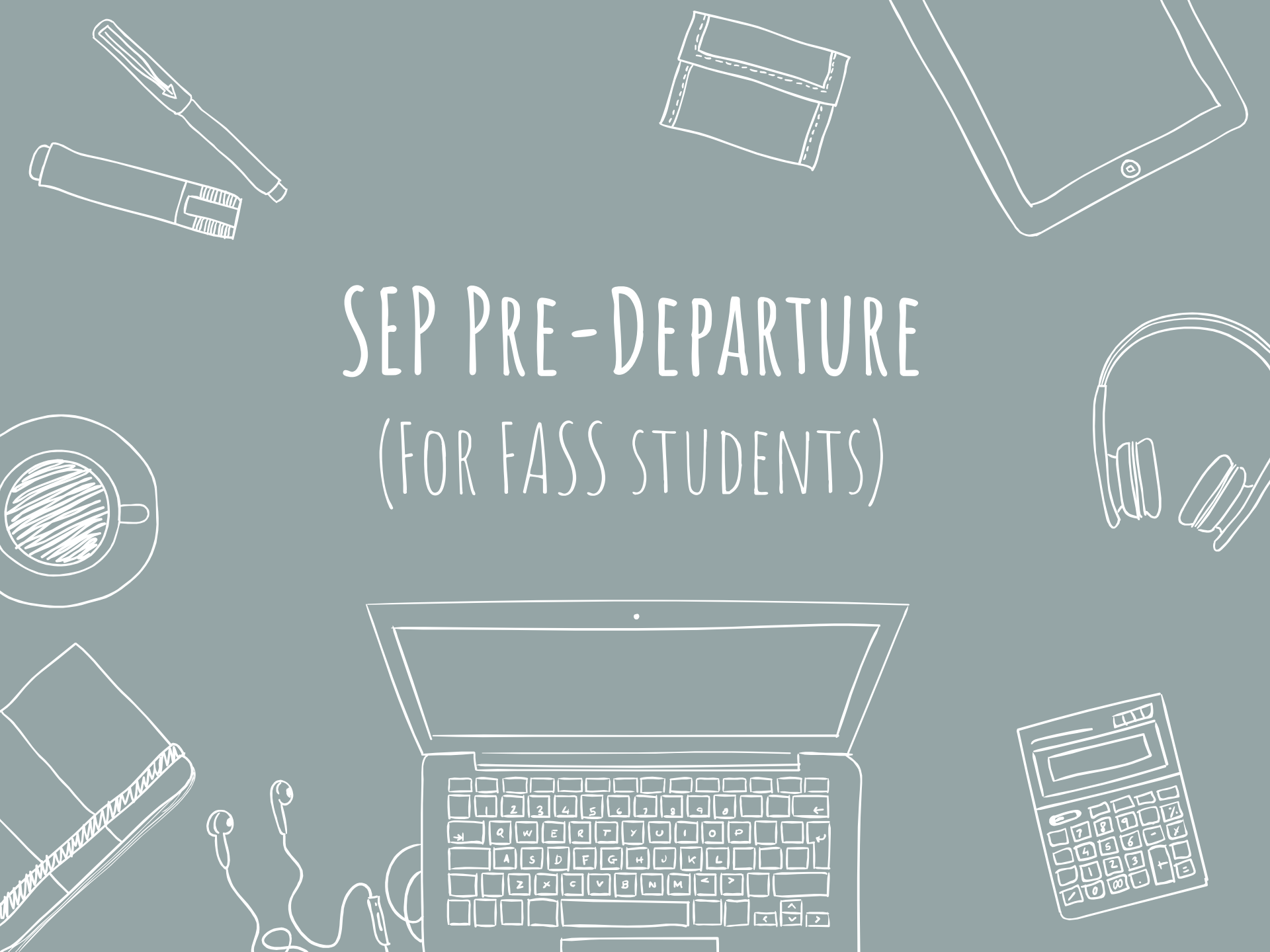


# SEP PRE-DEPARTURE (FOR FASS STUDENTS)



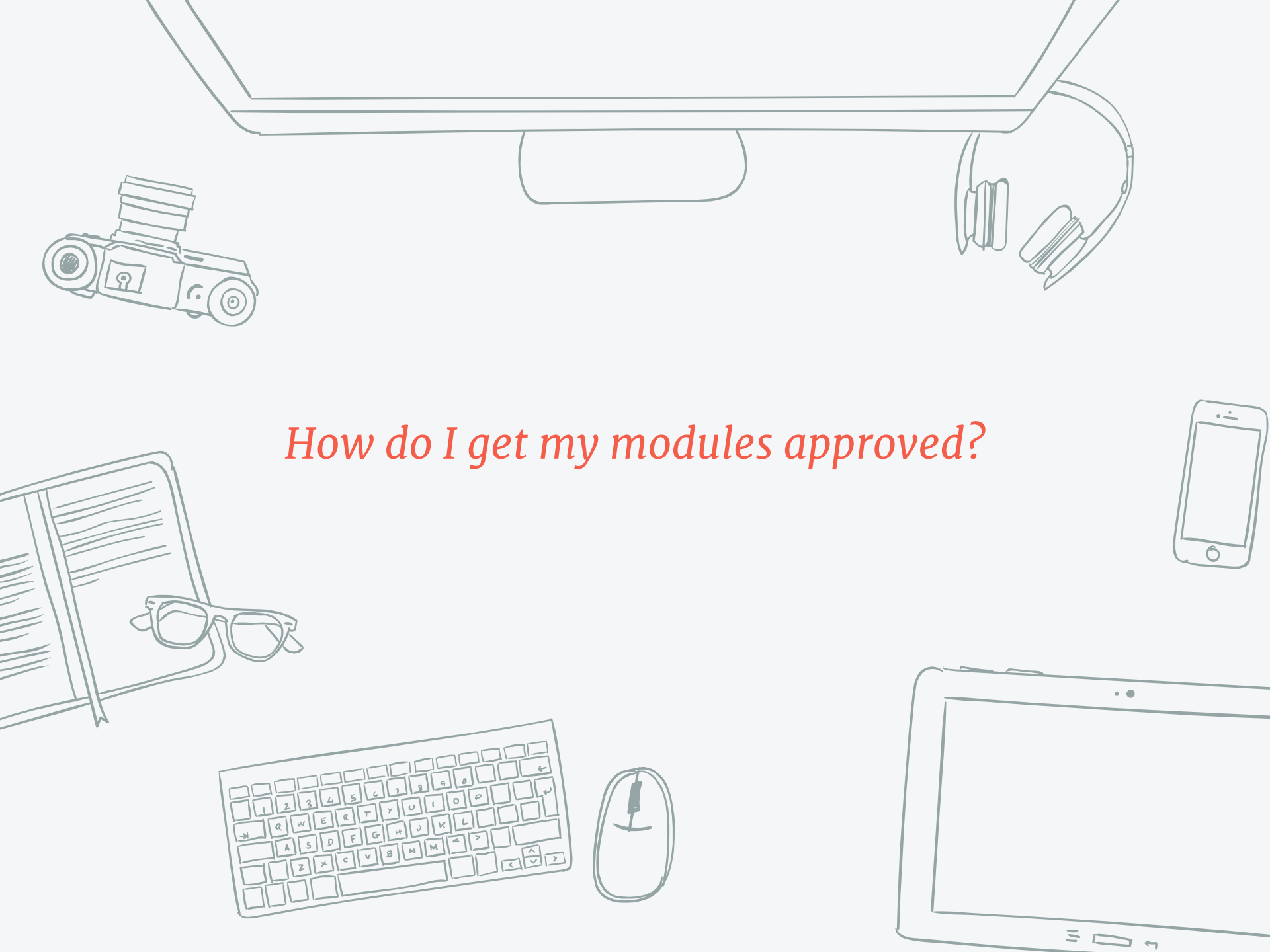


# USEFUL CONTACTS



EMAIL	<a href="mailto:studyabroadfass@nus.edu.sg">studyabroadfass@nus.edu.sg</a>
SEP TEAM	Ms Kimberley Yang (+65 6601 2353) Ms Jammie Chan (+65 6516 5077)
FASS EMERGENCY NO.	+ 65 8111 6138 (whatsapp)

*How do I get my modules approved?*

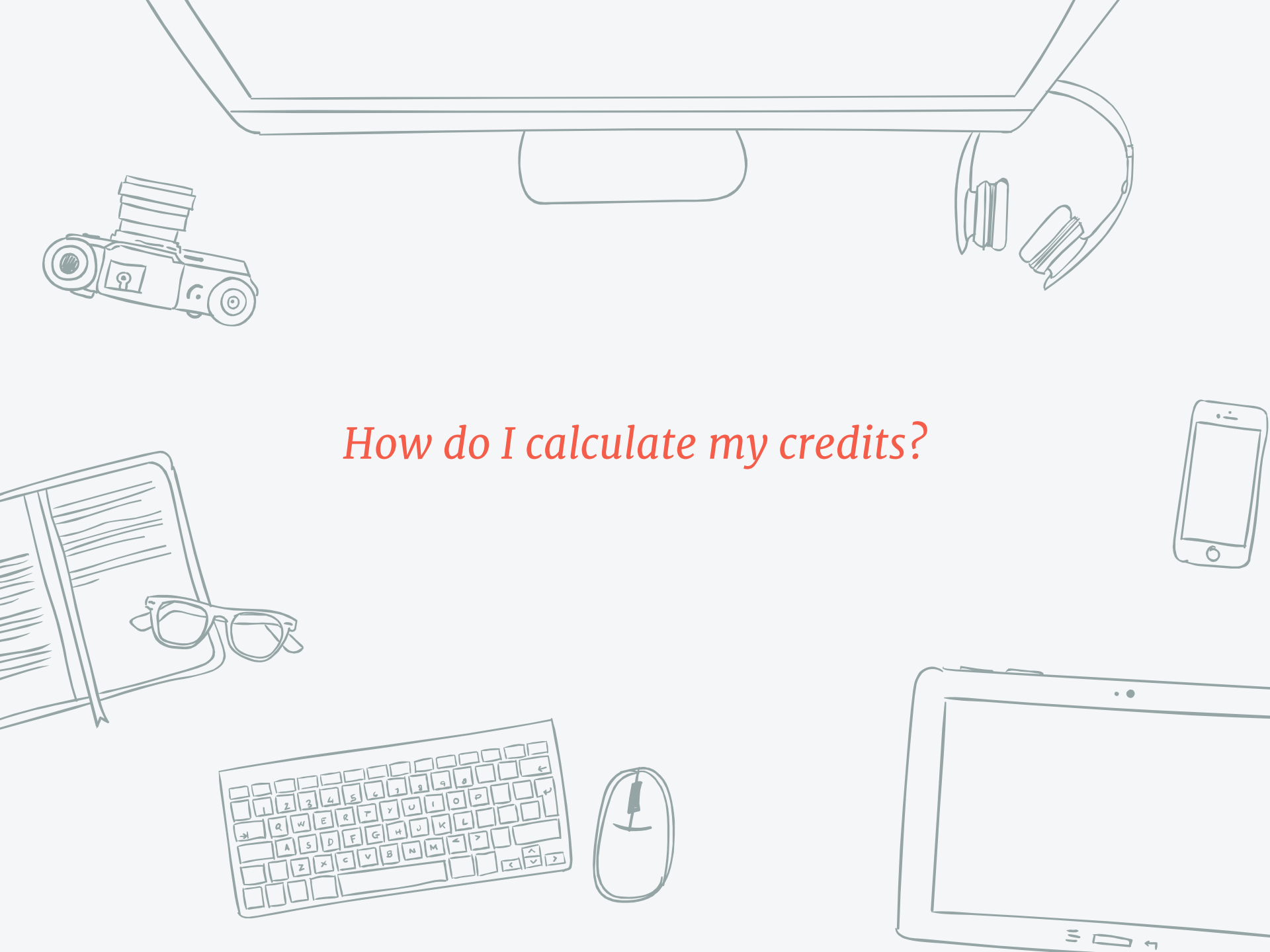




# IMPORTANT NOTES ON MODULE MAPPING

- ❑ Submit via EduRec. User guide and instructions are in [FAQ 28](#)
- ❑ Please only send in what you plan to read and at most 2 backup modules.
- ❑ Do not send in more than what you need to map so that urgent cases can be attended to quickly.
- ❑ Ensure you have information such as topics covered, reading list, course objectives etc in your mapping worksheet. Some departments will not be able to review if you do not have the syllabus.
- ❑ Choose **only 1-1 module** mapping option.
- ❑ MCs reflected in EduRec may not be accurate as the most accurate breakdown of MCs is based on your total study plan. (more on this in the following slides)
- ❑ Obtain your approvals before the start of SEP or you may run the risk of it not being approved.

*How do I calculate my credits?*





# IMPORTANT NOTES ON CREDIT TRANSFERS

- ❑ We expect students to transfer a normal workload of 20 MC. (for information about the expected workload, refer to [MC Ratio](#) )
- ❑ Credits are transferred based on [MC Ratio](#) and not by what it is reflected in EduRec. (*Non-FASS modules included*)
- ❑ Credits are transferred by partner university credits earned and not number of modules read.
- ❑ The most accurate way of calculating the MCs is based on total credits earned under the each degree requirement and in total.
- ❑ Depending on your how you earn the credits, 20 MC does not mean 5 modules (4 MC each)
- ❑ Focus on 1-2 degree requirements and within the major, focus on 1 level. E.g. Major (all L3000) or/and UE
- ❑ Modules code will be changed if the MC does not meet. E.g. 2 credits at Fudan = 3 MC, even if it is approved to an NUS code, it will be changed to a dummy code reflecting 3 MC
- ❑ **Please check worksheet for comments, even if it is approved. There might be conditions to it or it might be approved to another level.**



## L4000 TRANSFER LIMIT

- ❑ Some department allows for a limited number of L4000 to be mapped. This limit applies to the whole candidature. The rest will be earned at NUS. Any credits earned out of this limit, will transfer as L3000.
- ❑ In order to transfer 5 MC for L4000, the PU module should at least transfer as 4 MC by the MC Ratio. Dean's Office will add 1 MC to make it 5 MC.

E.g. Module A from Sciences Po (MC Ratio 30 ECTS = 20 MC) is worth 5 ECTS and it is approved to L4000. 5 ECTS = 3 MC, even if we add 1 MC, it does not transfer as 5 MC but 4 MC.



# L4000 TRANSFER LIMIT

<b>S/N</b>	<b>Major</b>	<b>MC</b>
1.	CNM	10
2.	GE	5
3.	GL	10
4.	HY/EU	5
5.	MS	5
6.	PH	5
7.	PL	10
8.	PS	10
9.	SC	10
10.	SEA	10
11.	SWK	5
12	SN	10



# CREDITS ARE AWARDED WHERE IT IS EARNED

Consider Student A and B, they are both heading to Europe for exchange.

MC Ratio is 30 ECTS = 20 MC

## Student A

Module title	Credits (ECTS)	Approved to
Module A	7.5	Major L3000
Module B	7.5	Major L2000
Module C	7.5	UE
Module D	7.5	UE

Credits will be calculated as:

15 ECTS major = 10 MC

15 ECTS UE = 10 MC

30 ECTS Total = 20 MC

MC breakdown:

Major 5 MC L3000 , 5 MC L2000

## Student B

Module title	Credits (ECTS)	Approved to
Module A	7.5	Major L3000
Module B	7.5	Major L3000
Module C	7.5	Major L3000
Module D	7.5	UE

Credits will be calculated as:

22.5 ECTS major = 15 MC

7.5 ECTS UE = 5 MC

30 ECTS Total = 20 MC

1 MC will be shifted from UE to Major to maximise your credits. This is done to acknowledge the rounding issues when calculating MCs.

MC breakdown:

Major 16 MC (L3000)

UE 4 MC

Total 20 MC

# *Withdrawal Procedures*

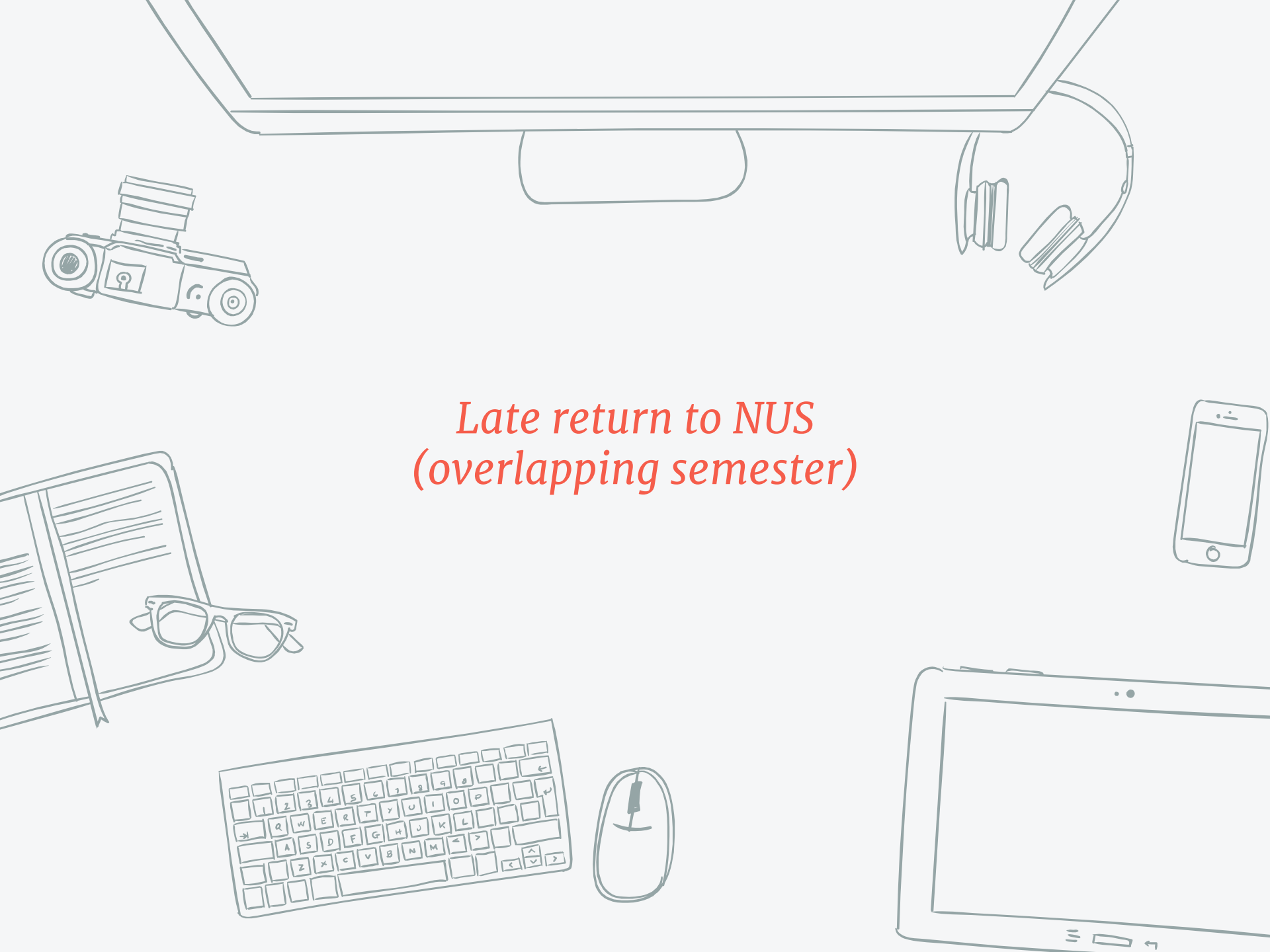




## WITHDRAWALS

- ❑ Submit withdrawal notice through EduRec, along with reasons.
- ❑ Withdrawal fee of \$300 will be charged to your student account in the following semester
- ❑ Waiver is possible but not guaranteed.

*Late return to NUS  
(overlapping semester)*





## WHAT TO DO?

- ❑ Request for early exams at partner university.
- ❑ Request for assignments in lieu of exams.
- ❑ Request your major department to invigilate the exams.
  
- ❑ If the above is not possible, please stay and continue with your exams before returning to NUS and apply for Leave of Absence via EduRec

Short term LOA: if you miss 1-2 weeks of the new semester and can resume school early week 3. If not, you most likely will need to take an LOA for the whole semester. Please check with [fashelp@nus.edu.sg](mailto:fashelp@nus.edu.sg) on this.

**Note: you can request this from the partner university but it is completely at their discretion.**



## WHAT TO DO?

- ❑ Login to EduRec and apply for short term [Leave of Absence](#).
- ❑ Inform your department administrators and get written approvals from module coordinators.
- ❑ Ask your friends for help to keep up with class.

Note: Please check with [fashelp@nus.edu.sg](mailto:fashelp@nus.edu.sg) when is the latest you can return on a short term LOA.



KEEP SAFE!



# HEALTH AND SAFETY

- ❑ Be aware of your surroundings (especially when partying)
- ❑ Sensible behavior
- ❑ Law-abiding behavior
- ❑ Have on hand emergency numbers
- ❑ Know what you are consuming (Don't accidentally consume drugs!)

It is **NOT TRUE** if someone tells you that it is not an offence to consume illegal drugs overseas. You can be arrested and will face the same penalties as if the offence has been committed in Singapore

**FACT**, NOT FICTION

All Singaporeans / Permanent Residents found to have consumed illegal substances, **EVEN OUTSIDE SINGAPORE**, will face the penalty of **IMPRISONMENT of up to 10 years, FINE not exceeding S\$20,000 or BOTH.**



CENTRAL NARCOTICS BUREAU

A member of the Home Team

Hotline for Central Narcotics  
Bureau: 1800-325-6666 |  
Website: [www.cnb.gov.sg](http://www.cnb.gov.sg)





# WHAT TO DO?




## Before leaving Singapore

- ❑ Find out who else from NUS is heading to the same country/ partner university.
- ❑ Inform your family about your travel plans.
- ❑ Register with [MFA](#)

## At Partner Universtiy

- ❑ Check-in with your family and friends regularly.
- ❑ Find out important locations such as the relevant Embassy/High Commission.
- ❑ Take note of emergency contacts (PU helpline/local authorities)
- ❑ Check-in daily and whenever you move locations in your International SOS app

## In the event of emergency

- 
- ❑ Seek help from your International SOS app
  - ❑ Keep up with the local news
  - ❑ Follow the advice of local authorities
  - ❑ Check-in with your family and friends
  - ❑ Check-in with NUS via [studyabroadfass@nus.edu.sg](mailto:studyabroadfass@nus.edu.sg) / Whatsapp +65 8111 6138

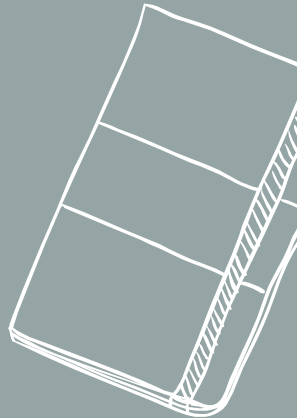


# USEFUL CONTACTS

<b>FASS Study Abroad Emergency Phone</b>	+65 8111 6138 (Whatsapp)	<u>Operating hours:</u> (Singapore time: GMT +8 hours, +7 hours for daylight saving) Mon – Fri : 8.30 am to 10 pm Sat – Sun: 10 am to 10 pm
<b>NUS Lifeline</b>	+65 6516 7777	24 hours
<b>International SOS app</b>	You can call via your app, Please note that fees applies, you are not using data for these calls.	Refer <a href="#">here</a> for instructions on how to download the app



# UPON YOUR RETURN





*Module Registration for the returning semester*



# IMPORTANT NOTES

- ❑ In order for the Module Registration system to take into account the number of MCs projected to be earned from SEP, students will have to declare the modules they are reading. This is especially important for those **heading on to their Honours year**, as it affects the course code when you register for modules. You will not receive priority if your course code is not at Year 4 or for students who want to read modules with a specific number of MC completed as pre-requisite.

Please note that Honours Track promotion is when you meet:

- ❑ CAP of 3.2, 44 MC/52 MC and 110MC overall (2016 cohort onwards)
- ❑ CAP of 3.2, 60 MC and 110MC overall (Before 2016 cohort)

**P.S. StudyAbroadFASS will email students instructions on how to declare their modules during the SEP semester.**



*Procedures for Credit Transfers*



## IMPORTANT NOTES




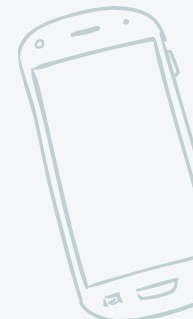



- ❑ Your transcript/ result slip should show the grades and credits.
- ❑ Credit transfers are not automatic, you will need to email in your documents to start the procedure.

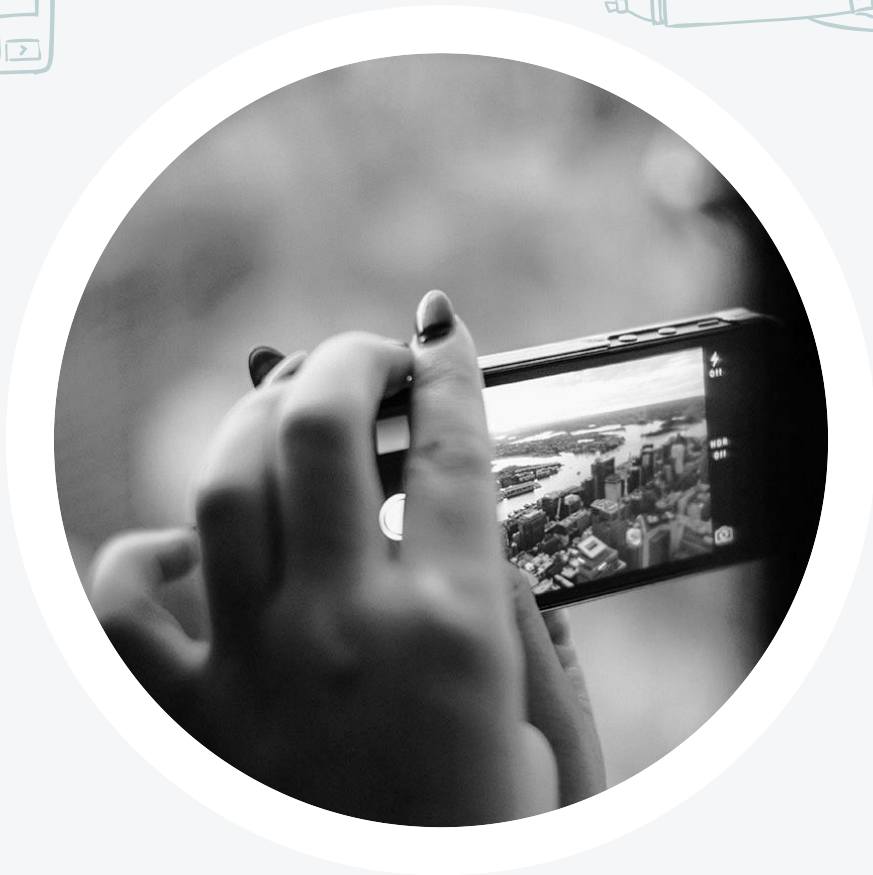
Below are the documents you need to submit.

- ❑ 1. [Credit transfer form](#)
- ❑ 2. Scanned copy of your transcript/ result slip/ result printout

Email it to [studyabroadfass@nus.edu.sg](mailto:studyabroadfass@nus.edu.sg)

**Note: Please refer to your [modular paper](#) on maximum credits transferrable.**





**SHARE YOUR TRAVEL STORIES WITH US!**



Photos/Write-ups email them to  
[studyabroadfass@nus.edu.sg](mailto:studyabroadfass@nus.edu.sg)





# QUESTIONS?

Contact us via



EMAIL	<a href="mailto:studyabroadfass@nus.edu.sg">studyabroadfass@nus.edu.sg</a>
SEP TEAM	Ms Kimberley Yang (+65 6601 2353) Ms Jammie Chan (+65 6516 5077)

