



**FASS SEP
ADMIN
MATTERS**

DOCUMENT SUBMISSION

What to submit?

- Whatever is requested by the partner university.

Where to submit?

- For softcopy: studyabroadfass@nus.edu.sg (in 1 PDF file only)
- For hardcopy: SEP box AS 7 Level 5 (in an envelope – write your name, matric no and which PU you are heading to)

Types of submission?

- Online only
- Online + Softcopy
- Online + Hardcopy
- Softcopy only
- Hardcopy only

DOCUMENT SUBMISSION

- Please collate all documents required and submit it as per instructions. Please try to submit the documents once.
- Recommendation letters – please ask your recommenders to send the letters directly to you. You should let them know if you need to upload it to the PU system or if a hardcopy is needed as it might affect how they prepare the letters. For sealed letters, please do not open them. Your recommenders should be someone who had taught you before.

FINANCIAL AID APPLICATIONS

- List of [Financial Aids](#) is listed on GRO's website
- Different financial aids have different types of application process
- NASA Awards

SEP Semester	Application Period	Deadline
Semester 1/Full Year	Feb – May	You can apply once you accepted the internal offer from FASS
Semester 2	Jul - Oct	Students who received offer for sem 2 in Round 1 will have to wait till July to apply

MAPPING REQUEST PROCEDURE

Timeline: When should I do module mapping?

1. After you have received confirmation of modules that you are enrolled in *(most preferred)*
2. 2 months before exchange
3. Before your application with the partner university *(only if the PU mentions that you cannot change your modules after it has been allocated to you – normally Australian universities)*

How do I know if the module is mappable and to which level?

- Do a search on IVLE or [RO's website](#) for any similar modules
- Compare NUS syllabus with PU's syllabus, if they are similar, you know that it is most probably approved to that level, however, confirmation can only be given by the SEP coordinator.
- If there are no similar modules, read the content of the PU module and see in which discipline in NUS the module content is under choose a dummy code. E.g. Political Science related – choose PS2741

MAPPING REQUEST PROCEDURE

Can I request to map backup modules?

- Yes you can, but please be mindful of the number of request the departments have to process every day. FASS sends 300 plus students per semester, and the departments also have to process the mapping for other NUS Faculties/Schools. Hence, please limit your back ups to 2-3modules.

What is a dummy code?

- Dummy code is used when there is no similar module but related to a discipline in FASS or NUS.
- There are dummy codes in every FASS major
- For FASS dummy codes, they are identified by a 7 in the second digit PS274I. The first digit indicates the level.

Other usual mapping request mistakes:

- Use only I-I mapping option in SIS
- MC reflected on SIS – ignore it, the most accurate MC is by the [MC Ratio](#) based on your total study plan, MCs or module codes will not be awarded as per SIS even if it is approved if you do not earn enough credits. E.g. 5 ECTS will not be 4 MC
- If you are using SEP modules to fulfil your major basket/sub-field/region/theme, you will need to check with the department if it can be approved to the respective basket/sub-field/region/theme.
- MCs are awarded based on MC Ratio and not the workload of the module, extra credits will not be given.

MAPPING REQUEST

Negative Demonstration

- Please do not submit multiple request for the same module. If you do not know what to map it to, request for the most desired. The department will review and tell you what to map it to if it is not appropriate.

Mapping Nbr	Mapping Seq Nbr	PU Module Subject	PU Module Course Nbr	PU Module Title	PU Module Units	NUS Subject Area	NUS Catalog Nbr	NUS Module Title	NUS Module MC	Mapping Status
1	1	PSY	3807170	Introduction to Cognition	3.00	PL	4751	Psychology Exchange Module	5.000	Pending Approval
1	2	PSY	3807260	Cognitive Development	3.00	PL	4751	Psychology Exchange Module	5.000	Pending Approval
2	1	PSY	3807210	Psychophysiology: Method and Application	3.00	PL	4751	Psychology Exchange Module	5.000	Pending Approval
3	1	PSY	3807250	Social-Organizational Psychology	3.00	PL	4232	Psychology of Organizational	5.000	Pending Approval
4	1	PSY	3807250	Social-Organizational Psychology	3.00	PL	3239	Industrial & Orgnl Psychology	4.000	Pending Approval
5	1	PSY	3807250	Social-Organizational Psychology	3.00	PL	4751	Psychology Exchange Module	5.000	Pending Approval
6	1	PSY	3807250	Social-Organizational Psychology	3.00	PL	3701	PL Level 3000 Module	4.000	Pending Approval
7	1	PSY	3807380	Applied Psychology	3.00	PL	4751	Psychology Exchange Module	5.000	Pending Approval
8	1	PSY	3807380	Applied Psychology	3.00	PL	3701	PL Level 3000 Module	4.000	Pending Approval
9	1	PSY	3807240	Social Development	3.00	PL	4751	Psychology Exchange Module	5.000	Pending Approval
10	1	PSY	3807240	Social Development	3.00	PL	3701	PL Level 3000 Module	4.000	Pending Approval
11	1	PSY	3807170	Introduction to Cognition	3.00	PL	4203	Cognition	5.000	Pending Approval



MAPPING REQUEST

- We expect students to transfer a normal workload of 20 MC. (for information about the expected workload, refer to [MC Ratio](#))
- 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.
- Credits are transferred based on [MC Ratio](#) and not by what it is reflected in SIS. (***Non-FASS modules included***)
- Depending on 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
- **Please check worksheet for comments, even if it is approved. There might be conditions to it or it might be approved to another level.**

CREDIT TRANSFER

How to calculate MCs transferrable?

It is like buying currencies!

- Calculate the total number of MCs transferrable after applying the MC Ratio to the total PU credits earned and approved.
- Within the PU credits, separate the credits earned for major and those earned for UEs. Apply the MC Ratio onto both sets of credits. This will provide you with the MCs transferrable within the graduation requirements. This applies to MCs earned between levels too.
- MCs are awarded based on PU credits earned and not the number of modules.

How do I earn 5 MC for L4000?

- Dean's Office will award 1 MC for every 4 MCs transferred. Hence, to transfer 5 MC for L4000, you need to make sure that when the MC Ratio is applied to the module, it transfers as 4MC.
- There is a limit to the no of MCs transferrable throughout your whole candidature, please refer to the following slide.

QUESTION TIME

Question

Student is heading to Korea University, MC Ratio is 15 credits = 20 MC

Student is planning to take a module worth 3 Korea U credit. It is approved to a L4000.

How many MC does that translates to?

Ans: 3 Korea U credits = 4 MC, as it is approved to L4000, 1 MC will be added by the Dean's Office to make it 5 MC. Student A can transfer 5 MC for this module.

QUESTION TIME

Question

Student is heading to Korea University, MC Ratio is 15 credits = 20 MC

Student is planning to take a module worth 2 Korea U credit. It is approved to a L4000.

How many MC does that translates to?

Ans: 2 Korea U credits = 3 MC. Student cannot transfer 5 MC because he/she did not earn enough credits.

QUESTION TIME

Question

PL Student is heading to Boston College, MC Ratio is 15 credits = 20 MC

He read two 2 credits (4 credits) module in his major and 9 credits in his UE

The 2 modules are approved to PL 3235 and PL3236.

How many MC can he transfer for his major?

Ans: 4 credits = 5 MC. He can only transfer one of the module codes above for PL. This is because he did not earn enough PU credits to transfer 8 MC worth of PL MCs.

CREDIT TRANSFER LIMIT FOR L4000 (FOR THE WHOLE CANDIDATURE)

S/N	Major	MC/s
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

CREDIT TRANSFER

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	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

UE 4 MC, 4 MC, 2 MC

STUDENT B

Module title	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

NUS TRAVEL INSURANCE

- Information can be found [here](#) under Official Trips
- Waiver of partner university's insurance is possible but not guaranteed, it is up to the partner university to decide if the coverage is sufficient.
- Please review the NUS insurance coverage and discuss with your parents to determine if you are comfortable with the coverage.

SUMMER/WINTER PROGRAMME

- Students who decide to participate in Summer/Winter programmes, please refer to the important information located here.
- <http://www.fas.nus.edu.sg/international-relations/summer-winter-programme-module-mapping.html>
- There are limits to the number of MCs you can transfer in one summer/winter