

**Faculty of Arts and Social Sciences  
Modular System for Cohort 2014**

**INTRODUCTION**

**1 PRINCIPLES**

In the Faculty of Arts and Social Sciences (FASS), we subscribe to two important principles with respect to undergraduate education:

- (1) Depth and Breadth.** Good undergraduate education involves a balanced combination of depth and breadth. By the end of a degree programme, graduates should know one area well, that is, be aware of its main ideas, of the possibilities and limitations of its methodology, and of its current questions and problems. The best graduates will also be able to devise problems and pose questions of their own in this area. But to be properly educated, graduates should also have broad exposure to other kinds of knowledge beyond their specialism.
- (2) Responsibility.** As undergraduates are mature learners, they should be given the responsibility of determining much of their own programme of study: for instance, the area of specialisation, and the scope and nature of their study outside that area. In short, there should be both flexibility and choice.

**2 PRINCIPLES AND DEGREE STRUCTURE**

The modular system in FASS is designed to embody these two principles. Every opportunity and constraint in the curriculum is guided by the wish to make students acquire depth alongside breadth, and to allow them choice.

**3 DEPTH**

Depth is achieved mainly through the study of a major. Most students will pursue a single major programme. Some students may also opt to pursue a double major or double degree programme within the university frameworks if they meet the requirements. Students may also choose to read a minor in order to pursue another subject in less depth.

For the single major, students read modules from a single department or programme in pursuit of a developed and sophisticated understanding of one subject. The single major constitutes 50% of the B.A and 62.50% of the Honours degree.

For the double major, in addition to the primary major, students choose to do a smaller second major within the same faculty or from another faculty. In other words, they read modules from 2 separate departments or programmes.

The minor is a limited programme of study in one area. The student who follows a minor is choosing to acquire a certain focus outside the major.

**4 BREADTH**

Broad study outside the student's specialism is regulated by a number of different mechanisms. Each of these is intended to ensure a different kind of breadth. The first three belong to what is known as "University Level Requirements" (see *Appendix 2*). The fourth belongs to the "Programme Requirements" (see *Section 1, 4(b)(i)*), and the fifth to the "Unrestricted Electives Requirement" (see *Section 1, 4(c)*).

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- (1) **General Education.** NUS mounts a number of modules specially designed to provide general education. These are called General Education Modules (GEMs) and most students are required to read at least two of them.
- (2) **Singapore Studies.** NUS also offers modules meant to introduce students to the careful study of aspects of Singapore. Most students are required to read one of these Singapore Studies (SS) modules.
- (3) **Breadth outside FASS.** It is important that students have some knowledge beyond that taught in the Faculty. They must do a certain amount of study in another Faculty or other Faculties. Most students are required to read at least two of these.
- (4) **Exposure in FASS.** Each subject in the Faculty has an (introductory) exposure module. In addition to the one they must read for their major, students are expected to read at least three of these exposure modules with one from each of the three divisions in FASS. These exposure modules should preferably be read at the beginning of the students' academic careers so students can explore different areas of knowledge before determining their eventual area of specialisation.
- (5) **Unrestricted Electives (outside of major).** Part of the curriculum is reserved for unrestricted study outside the major. This ensures that students pursue intellectual interests beyond their principal one. It can be used to achieve greater breadth of knowledge.

## 5 FLEXIBILITY

This brief introduction has already stressed some of the ways in which our curriculum structure allows the flexibility for students to create programmes to match their interests and aptitudes. We will continue to provide guidance upon request to students who wish to discuss their choices and plan of study. Please refer to *Section 2, 24. Key Contacts* for the relevant details.

## 6 REGULATIONS AND CHOICES

Students should bear our principles in mind when reading the regulations and when making their choices. As far as possible, the Faculty will honour the agreements spelt out in this paper and we will, wherever possible, avoid making changes to the published graduation requirements. However, in some circumstances, it may be necessary to change graduation requirements for your cohort. We will ensure that such changes are communicated clearly to all students via their NUS mailboxes. Announcements will also be made on the Faculty website.

**It is the responsibility of students to check the Faculty website and their NUS mailboxes regularly for updates. They should also ensure that they are contactable via their NUS mailboxes.**

This modular paper is intended for students admitted in academic year 2014-15 and faculty members. It is divided into two sections: Requirements For Graduation and Important Information For All Students. Please refer to *Appendix 1: Terms Used*, for the relationship between the terms/names mentioned in this paper.

<b>USEFUL CONTACTS</b>		
<b>Faculty of Arts &amp; Social Sciences</b> (for University requirement, Faculty requirement and general enquiries)	6516 6133	fashelp@nus.edu.sg
<b>University Health Centre</b> (for personal guidance & counselling service)	6516 2376	cps@nus.edu.sg

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**SECTION 1: REQUIREMENTS FOR GRADUATION**

**1 OVERVIEW OF THE MODULAR SYSTEM**

The Faculty of Arts and Social Sciences (FASS) operates on a Modular System in which students read modules (courses) and gain modular credits (MCs). MCs reflect the workload required for each module. Most modules are worth 4 MCs. A module lasts one semester. There are two main semesters and two special terms in each academic year.

**2 FACULTY STRUCTURE**

The FASS is organised into 3 divisions – Asian Studies, Humanities and Social Sciences. We offer 20 undergraduate subjects taught by 15 departments and programmes.

European Studies and Global Studies are cross-departmental programmes. They consist of modules housed in different departments and programmes. There is also a Faculty Centre for Language Studies, which offers language instruction.

Division	Department/Programme	Subjects Offered
Asian Studies Division	Department of Chinese Studies	Chinese Language
		Chinese Studies
	Department of Japanese Studies	Japanese Studies
	Department of Malay Studies	Malay Studies
	South Asian Studies Programme	South Asian Studies
Humanities Division	Department of English Language & Literature	English Language
		English Literature
		Theatre Studies
	Department of History	History
Department of Philosophy	Philosophy	
Social Sciences Division	Department of Communications and New Media	Communications and New Media
	Department of Economics	Economics
	Department of Geography	Geography
	Department of Political Science	Political Science
	Department of Psychology	Psychology
	Department of Social Work	Social Work
Department of Sociology	Sociology	

Cross-Departmental Programmes	Administered By
European Studies	Department of History
Global Studies	Department of Political Science

Faculty Centre	Courses Offered
Centre for Language Studies	Language instruction in Arabic, Bahasa Indonesia, Chinese (Mandarin), French, German, Hindi, Japanese, Korean, Malay, Tamil, Thai and Vietnamese.

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### 3 UNIVERSITY SCHOLARS PROGRAMME

Suitably qualified students will be given the opportunity to enrol in the University Scholars Programme (USP). Details about application and latest updates on the USP can be found at the USP website at: <http://www.usp.nus.edu.sg/>.

### 4 GRADUATION REQUIREMENTS

To graduate with the B.A. (Hons) or B.Soc.Sci. (Hons) degree, FASS students must be on the honours track (see *Section 2, 17 Honours*) and accumulate a minimum of 160 MCs. Students must also attain a minimum Cumulative Average Point (or CAP, see *Appendix 5: Grading System*) of 3.00. Students who choose not to or do not complete the honours requirements may graduate with the B.A. degree after accumulating a minimum of 120 MCs at a CAP of at least 2.00. For awarding of classes of honours, please see *Appendix 6: Award for Honours*.

All important announcements will be placed at the FASS website (<http://www.fas.nus.edu.sg>). Students should check the FASS website regularly for the latest announcements and notices. Students should also read any emails sent by the Dean's Office and if in doubt, send an email to [fashelp@nus.edu.sg](mailto:fashelp@nus.edu.sg) for clarification.

The requirements for graduation are:

**(a) University Level Requirements** – See *Appendix 2: ULR*

**(b) Programme Requirements** which include:

(i) Faculty Exposure Requirement

To fulfil the Faculty requirement, each student must read and pass **three** level-1000 exposure modules (12 MCs), with one module in each of the three divisions – Asian Studies, Humanities and Social Sciences. The module codes for the exposure modules end with an “E”, e.g. “CH1101E”. These exposure modules **do not count** towards the major requirements. For example, if a student majors in South Asian Studies, SN1101E cannot be used towards the Faculty Exposure Requirement. Students who read the European Studies or Global Studies level-1000 exposure module (EU1101E or GL1101E) may use it to satisfy the Faculty Exposure Requirement in either the Humanities Division or the Social Sciences Division.

(ii) Major Requirement

All students will enrol in a 4-year programme leading to the Honours degree in a single major. Some students may choose not to complete or may not meet the honours requirements. Such students may graduate with a B.A. degree. The number of MCs needed for single major is set out in *Appendix 3: GR-FASS*.

Students must earn a minimum number of MCs from level-3000 and level-4000 modules in their major. For the Single Major (Honours and B.A. degrees), the Faculty requires students to pass **a minimum of 20 MCs of level-3000 modules** in their major. For the Honours degree, students must pass a minimum of **40 MCs** of level-4000 or higher modules in their major. Students may be allowed, in lieu of their level-4000 modules, a maximum of two level-5000 modules (subject to the department's approval and module pre-requisites, if any), to fulfil graduation requirements. Students should take note that level-5000 FASS modules offered to undergraduates will be worth 5 MCs each. The level-5000 module codes for undergraduates will

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have the suffix 'R' (for example: EC5555R). Some departments as a matter of policy do not allow undergraduates to read their graduate modules. Level-5000 Independent Studies Modules (ISMs) or level-6000 modules (including ISMs) will not be open to undergraduates.

Students should refer to the relevant department/programme for details on further requirements for their major.

**(c) Unrestricted Electives (Outside the major)**

This enables students to pursue modules which interest them. Students may choose to read any modules outside of their major, as long as they satisfy the relevant pre-requisites.

Details of the relative weightage and MCs required for graduation can be found in *Appendix 3: GR-FASS*. USP students should refer to *Appendix 4: GR-USP*.

**Limit on Level-1000 Modules**

Each student is allowed to count a maximum of 60 MCs of level-1000 modules towards both the B.A. and Honours degree programmes. This limit includes:

32 MCs of level-1000 FASS modules which include:

- Exposure modules
- Language modules (from the Centre of Language Studies)
- Freshman Seminar modules

**Note:** GEM and SS coded modules offered by FASS are not counted into the 32 MCs FASS limit, but will count towards the 60 MCs university limit.

**Maximum Period of Candidature**

The maximum period of candidature is shown as follows:

Undergraduate Programme	Maximum Candidature
3-year non-honours programmes	4 years
4-year honours programmes	5 years
Double Degree programmes	6 years

**Mother Tongue Bonus Point Scheme**

Students admitted under the Mother Tongue Bonus Point (MTBP) Scheme must pass 7 modules (28 MCs) in the MT-related subject as detailed below in order to graduate from FASS. Graded MTBP modules can be used to satisfy a major or minor requirement. The exposure module read and passed to fulfil MTBP requirements may be concurrently used to satisfy the faculty exposure requirements.

Students on the SEP should see *Section 1, 16 Student Exchange Programme, NUS Overseas College Programme And Other Overseas Education Programmes* for the maximum number of modules which can be used to fulfil MTBP requirements.

Higher MT subject or MT subject at G.C.E. 'A' levels	MT-related subject in FASS	MT Requirements
Chinese	Chinese Language	Any 7 (28 MCs) CL and/or CH modules <b><u>taught in Chinese</u></b>
	Chinese Studies	

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<b>Malay</b>	Malay Studies	Any 7 (28 MCs) MS modules <b>including</b> at least 2 (8 MCs) MS modules <b>taught in Malay</b>
<b>Tamil</b>	South Asian Studies	Any 7 (28 MCs) SN modules <b>including</b> SN2275 Tamil Studies I <b>and</b> SN3275 Tamil Studies II. Both modules are <b>taught in Tamil</b>

More information is available at

[http://www.askadmissions.nus.edu.sg/app/answers/detail/a\\_id/21/kw/mother%20tongue](http://www.askadmissions.nus.edu.sg/app/answers/detail/a_id/21/kw/mother%20tongue)

## 5 DOUBLE DEGREE PROGRAMME

### Programme Outline

A Double Degree consists of a combination of two separate degrees in two discipline areas from two different Faculties. Students can choose to devise their own double degree programmes (DDPs) or enrol in one of the existing specially customised DDPs.

Students who wish to enrol in the specially customised DDPs may apply for them at the point of admission or after their first year. Students who apply after their first year must meet the requisite qualifications for the intended DDP. The specially customised DDPs available to FASS students are:

- Communications & New Media and Accountancy
- Communications & New Media and Business
- Economics and Accountancy
- Economics and Business
- Economics and Engineering
- Economics and Law

Students who wish to devise their own DDPs must apply in writing to the Vice-Deans of both Faculties when they have completed between 60 and 80 MCs and attained a CAP of at least 4.00. Students must fulfil at least the honours requirements of their original degree/home course.

To ensure that students entering DDPs have the capacity to handle the demands of such programmes, students who do not maintain a CAP of 4.00 in modules contributing to the original degree/home course **and** a CAP of 3.50 in modules contributing to the second degree, for any two consecutive semesters will be required to withdraw from the DDP.

### Degree Requirements

#### University Level Requirements:

- a) Students need to satisfy one set of Singapore Studies (SS) and General Education Module (GEM) requirements only. The prevailing rules relating to satisfying the GEM requirements in the different subject groups shall apply. In accordance with the existing GEM requirements:
  - (i) Students taking double degree combinations involving degrees from faculties in Group A (Science and Technology) and Group B (Humanities and Social Sciences) must read one GEM each from Group A and Group B.
  - (ii) Students taking double degree combinations in which one of the degrees is from the School of Design & Environment (which comes under both Group A and B) must read one GEM each from Group A and Group B.
  - (iii) Students taking double degree combinations involving degrees from faculties in Group B (Humanities and Social Sciences) or within the same faculty in Group B must read at least one GEM from Group A (Science and Technology).

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- b) If students read GEMs which are cross-listed with the second programme, and use them to fulfil the major requirement for the second degree, then they would need to read additional GEMs to fulfil the General Education requirement.
- c) Students taking double degree combinations involving degrees from two different faculties will not be required to read breadth modules. The modules read from one Faculty will satisfy the breadth requirements of the other Faculty.

Faculty Requirements

As the two degrees are from two Faculties, both sets of faculty requirements must be fulfilled.

Major Requirements

At least two-thirds of each major must be fulfilled by distinct (i.e. not overlapping) modules. A minimum 60% of major credits of each of the degrees must be taught/co-taught or supervised/co-supervised by NUS.

Unrestricted Electives

Students are not required to read unrestricted elective (UE) modules under the DDP. However, if UE modules are read, these can be used to count towards the requirement of either degree programme.

Modules double counted towards the major requirements of both degrees cannot be used to fulfil the requirements of a minor.

**Maximum Period of Candidature**

The maximum period of candidature is 6 years. The two degree programmes must be undertaken and completed within a single continuous candidature period (save for the usual provisions for leave of absence).

**Computation of CAP**

- a) The CAP for each degree programme will be computed separately, and the two CAPs, one each for the respective degree programme, will be reflected separately on the transcript.
- b) Students are required to declare which modules they want to use to fulfil the requirements of each of the two degrees.
- c) The grades from modules (SS, GEMs or majors) that may be double counted will be used twice to compute the CAP for each of the two degrees.
- d) If UE modules have been read, the grades obtained will be used to compute the CAP for either one of the two degrees.

**Minimum MC Requirements for Double Degrees**

The minimum MC requirements for double degrees are as follows:

Double Honours Degrees – 200 MCs

Honours and Bachelor Degrees – 180 MCs

The actual total MCs will be dependent on the requirements of each of the two degrees and how much double counting is permitted as specified by the respective Faculties/Departments.

**Award of Degree**

Two separate degrees will be awarded and two degree scrolls issued, one for each degree.

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**Fee Implications**

Students reading a double degree should note the fee implications as set out in FAQ #12 at <http://www.nus.edu.sg/registrar/fags/ddp-cdp-dm-faq.html>.

**6 DOUBLE MAJOR PROGRAMME**

Double majors are conceived as an opportunity for students to broaden their knowledge and capacities with a significant degree of depth by pursuing a second major alongside their primary major. The second major is not to be taken to the same level of intensity as the primary major, and it may be taken in the same Faculty/School or from a different Faculty/School.

The main features of the second major are as follows:

- Students may read second majors from the Faculty/School of their primary major or from another Faculty/School.
- The second major will be a non-honours major.
- The second major will be recorded in the transcript but not on the degree scroll.

**Structure of the Second Major**

A second major will consist of at least 48 MCs of modules of which:

- up to 8 MCs can be double counted.
- at least 16 MCs must be at level-3000 or above.

The minimum MC requirements for the Double Majors are as follows:

Single Degree, Double Major Programs	Minimum MC Requirement
With Honours	160 MCs
Without Honours	120 MCs

The actual total MCs will depend upon the requirements of the second major. Please refer to *Appendix 3: GR-FASS* for more information.

Students intending to read a second major in FASS must have completed between 40 and 100 MCs, and have attained a minimum CAP of 3.50. Announcements will be made on when the application periods are for second majors offered by FASS. FASS students intending to read a second major from other faculties will need to look out for the application periods of those faculties.

Applications to read a second major must be made no later than the 5<sup>th</sup> semester of study. As the application for a second major starts one semester before, students are therefore required to apply, at the latest, in their fourth semester of study.

Students may withdraw from the double major programme by informing the Dean's Office of the home Faculty. Upon withdrawing from the double major programme, modules read to fulfil the requirements of the second major may be used to fulfil some from the unrestricted electives (outside of major) requirement, and will continue to count towards the student's CAP.

**Maximum Period of Candidature**

The maximum period of candidature is shown as follows:



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Undergraduate Programme	Maximum Candidature
Double major without honours	4 years
Double major with honours in one major	5 years

## 7 DEGREE PROGRAMMES WITH OTHER UNIVERSITIES

The Faculty of Arts and Social Sciences has established several joint and double degree programmes with overseas Universities. The degrees currently available are:

### Joint Degree Programmes

- Joint Honours Degree in Actuarial Studies and Economics with Australian National University (ANU)
- Bachelor of Philosophy (Honours) (ANU)/Bachelor of Arts (Honours) (NUS) Joint Degree Programme (for USP students only)
- Joint Bachelor of Arts Programme with University of North Carolina at Chapel Hill

### Double Degree Programmes

- Double Degree Bachelor of Arts (Honours) with Waseda University (School of International Liberal Studies) (For USP students only)

As these programmes are very specific in nature, this paper will not address the programme requirements in detail. For more information and application details, please refer to:

<http://www.fas.nus.edu.sg/intl/underGradSplDeg.html>.

### Maximum Period of Candidature

The maximum period of candidature for students pursuing a programme leading to the award of a joint Honours degree is 5 years. The maximum candidature for the double Honours degree is 6 years.

## 8 MINORS

Students may plan their degree so that it includes a minor. A minor is a programme of study consisting of 24 MCs. A student may use, partially or wholly, the MCs under the unrestricted electives (outside the major) basket to satisfy the minor requirements. Minors are offered by FASS as well as other faculties.

Aside from modules under the unrestricted electives basket, exposure, breadth, GEM and SS modules may be used to satisfy both the minor and the respective requirements. This is provided they are recognised by the department to fulfil the minor requirement. If a module is not listed as a recognised module for a minor, even if the module is cross-listed with a module that is, it will not be deemed to fulfil the minor requirement. Students should seek clarification from the department when in doubt.

Students will be allowed to use up to 8 MCs to meet the requirements for both the minor and major or another minor, at the same time. However, the credits for these modules will be counted ONCE. Students would still need to fulfil the 28 MCs required for the UE outside major requirements. A maximum of 8 MCs can be double counted between a major and a minor, a major and a second minor, as well as a minor and another minor, as long as two-thirds of the modules in the major or minor are distinct. This is to ensure that students will complete at least 16 MCs of distinct modules for their minor requirements.

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In addition, at least 12MCs (out of 24MCs) for any minor programme must be taken from outside the entire set of modules that are listed for the student's major(s) and other minor.

Students reading multidisciplinary minors should note that modules from their major **cannot** be used to fulfil the unrestricted elective requirement.

For students on SEP/NOC/OEP (please see *Section 1, 16*), credit transfer of up to 8 MCs of relevant modules for the minor may be accepted. This is because at least 16 MCs of minor requirements have to be taught/co-taught or supervised/co-supervised by NUS.

More information about minors can be found at:

<https://myportal.nus.edu.sg/studentportal/fas/ug/currentstd/minors.html>.

### 9 DECLARATION OF MAJOR/MINOR

Students may declare their major/minor(s) before the registration of modules in their second semester of study or after. In general, in order for students to declare a subject as a major, they must be reading or have passed the relevant exposure or level-1000 module(s). Some departments have additional requirements for students to declare a major. Please refer to the department website for details. Although students may change their major/minor(s) at any time, they are advised that any such change may have an impact on the duration of their candidature.

Students are not allowed to opt for a new major, minor, second major or second degree programme beyond the end of their 5<sup>th</sup> semester of study for both the B.A. and Honours degree programmes. This means that students must finalise the declaration of their major, minor, second major or second degree programme, **before the end of their examinations**, of their 5<sup>th</sup> semester of study. Students can make their declaration through:

Modes of Declaration	FASS majors *	FASS open minors	Non-FASS open minors
Online <u>major/minor declaration programme</u> (held before CORS)	Yes	Yes	No
Graduation and Academic Planning System (held after CORS)	Yes	Yes	No
CORS (only at the first login)	No	No	Yes

\* - excluding students on the joint degree programmes, double degree programmes and double major programmes. Declaration of majors for students on these programmes will be updated manually by the Dean's Office.

Currently, admission to the following programmes is by selection. Thus, online declaration is not possible. Students should look out for the application periods and submit their applications, before the end of their 5<sup>th</sup> semester of study:

- Restricted minors;
- Second majors offered by FASS and other Faculties;
- Double degree programmes; and
- Joint degree programmes.

The Dean's Office will update the student's majors/minors accordingly upon successful application to these programmes.

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**10 MODULE CLASSIFICATION**

Some modules can be used to satisfy more than one type of graduation requirements. This makes it necessary for students to indicate how they intend to use a module which might contribute towards different requirements.

The Graduation and Academic Planning System (GAPS) allows students to classify their modules to fulfil their requirements. GAPS facilitates students in the tracking of their graduation requirements, therefore it is important and useful for students to classify their modules every semester. Classifying modules will ensure that students are considered for the relevant subject prizes. Students must classify all their modules before filing for graduation. Students should refer to “List of Important Events” for the dates of the exercise of relevant semester(s) at:

<http://www.fas.nus.edu.sg/undergrad/calendars/index.html>.

**11 MODES OF ASSESSMENT**

Students are assessed on performance in each module, usually by a combination of continuous assessment (CA) and examination. A small number of modules are based on 100% CA. The CA mark is a combination of grades from different pieces of class work. For more information, please refer to the respective department/programme.

Unless otherwise stated, examinations take place at the end of the semester. Students will be given an examination result notification at the end of each semester. A transcript with a complete record of all examinations will be provided by the Registrar’s Office (RO) upon graduation. Students may obtain additional copies from RO by submitting an application and upon payment of a fee.

**12 GRADE-FREE FIRST SEMESTER AND SATISFACTORY/UNSATISFACTORY OPTION**

Some modules may be read on Satisfactory/Unsatisfactory (S/U) basis. Modules graded S/U are excluded from the computation of CAP.

To attain a Satisfactory grade, students must score a ‘C’ (Grade point: 2.00) and above for the module. Any lower grade (Grade Point: <2.00) will result in the Unsatisfactory grade. Students will receive MCs only if they attain a Satisfactory grade. Students **WILL NOT** gain MCs for a module in which they received an Unsatisfactory grade. **The S/U option, once exercised, is irrevocable throughout the students’ candidature in NUS.**

Students are allowed to exercise the S/U option after the results are announced, up to **32 MCs**, which may be exercised (i) during the student’s first semester, for up to **20 MCs**, and (ii) any time during a student’s candidature, for up to **12 MCs**. These limits apply to modules for which students have obtained either a ‘S’ or ‘U’ grade. The S/U option is applicable for the following:

- a) All level-1000 modules (except for the English for Academic Purposes modules); and
- b) All level-2000 modules with no other NUS modules as pre-requisites.

The exception for FASS is that language modules offered at ~~level-2000~~ **all levels** are included as modules eligible for the S/U option.

In addition, the S/U option is not applicable to the following:

- a) Modules dropped with a ‘F’ grade during the semester;
- b) Modules in which a student has been found to have committed plagiarism; and
- c) Modules in which a revised grade has been prescribed by the Board of Discipline.

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FASS students are not allowed to carry forward unused S/U options from the first semester to subsequent semesters.

**There will be no retrospective amendments to any academic awards under such circumstances.**

Students on the SEP should refer to *Section 1, 16 Student Exchange Programme, NUS Overseas College Programme And Other Overseas Education Programmes* for the maximum number of modules allowed for the S/U option.

### **13 GRADING SYSTEM**

Students are given letter grades for individual modules. In addition, a student's overall performance is reflected in his/her Cumulative Average Point (CAP) – the average grade point of all modules read, excluding modules graded S/U, modules read in the Student Exchange Programme (SEP) and modules granted exemption or credit transfer.

Refer to *Appendix 5: Grading System* for details on the grade points corresponding to the letter grades and the formula to calculate the CAP.

--- End of Section 1 ---

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**SECTION 2: IMPORTANT INFORMATION FOR ALL STUDENTS**

**14 BIDDING AND/OR DROPPING MODULES**

In accordance with the Centralised On-line Registration System (CORS) bidding mechanism, students will bid for modules when the bidding exercise is launched each semester. They will be permitted to drop modules and claim refund of their bid amounts in accordance with the time frame determined by CORS. Students should note that dropping modules beyond a certain period of time will result in a 'W' (Withdrawal) or 'F' (Fail) grade on the transcript. Students should refer to the "List of Important Events" at the Faculty Homepage (<http://www.fas.nus.edu.sg>) at the start of each semester for the time-frame to bid and/or drop modules, and the penalty periods for dropping modules.

The University requires students to read a minimum of 15 MCs per semester. The Faculty recommends that students read 20 MCs per semester.

**Note:** Tutorials are an essential part of instruction. Hence, tutorial registration is **compulsory**. Students who fail to register for tutorials will have the relevant modules dropped with a 'W' grade.

**15 ADVANCED PLACEMENT CREDITS, EXEMPTIONS AND WAIVERS**

Advanced placement credits (APCs), exemptions and waivers are usually granted to students for modules taken and passed prior to admission to NUS, for modules completed at another tertiary institution recognised by the University, or based on performance in placement tests set by the relevant Faculty/School.

APCs and exemptions will count towards the fulfilment of the graduation requirements, but they will not be factored into the CAP. For Polytechnic diploma holders admitted to FASS, all 20 MCs of APCs will be counted against the 60-MC limit on level-1000 modules.

Waivers will not count towards the fulfilment of the graduation requirements. The department/programme concerned will advise such students on modules to be read in place of the waived modules.

**16 STUDENT EXCHANGE PROGRAMME, NUS OVERSEAS COLLEGE PROGRAMME AND OTHER OVERSEAS EDUCATION PROGRAMMES**

Students with good grades may apply for the Student Exchange Programme (SEP) as well as NUS Overseas College programmes (NOC) in which they spend a period of time (a maximum of two semesters) abroad pursuing courses that complement their work at NUS. The choice of the modules and the length of the study are subject to approval by the Dean or designate.

Students are also encouraged to attend other overseas education programmes (OEP) such as immersion, overseas summer schools and other short term programmes with an overseas component.

Students who attend SEP, NOC or other OEP are granted credit transfer but not grade transfer for satisfactorily completed modules mapped against equivalent modules at NUS.

Students intending to participate in NOC, SEP or other OEP should be aware of the following policies and rules. A student registered for a Bachelor's degree must complete:

- a) A minimum of 50% of the required MCs for the degree programme at NUS.

The MCs earned must be from modules that are taught/co-taught or supervised/co-supervised by

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NUS.

- b) A minimum of 60% of the Major requirements must be completed at NUS. The other 40% of credits may be earned through credit transfers, advanced placement credits and exemptions.
- c) A minimum 16 MCs of the Minor requirements must be completed at NUS. The other 8 MCs may be earned through credit transfers, advanced placement credits and exemptions.
- d) If the maximum MC to be excluded from CAP has been exceeded, students will have to make up by reading graded modules required for graduation.
- e) Students admitted under the Mother Tongue Bonus Point Scheme (MTBP) may read modules while on SEP/NOC/OEP to fulfil MTBP requirements, under the following conditions:
  - (i) The SEP/NOC/OEP must be recognised by FASS and NUS which means that the courses MUST have been approved by FASS for credit transfer;
  - (ii) The module(s) read on SEP/NOC/OEP must be taught in the relevant mother tongue;
  - (iii) Module(s) read on SEP/NOC/OEP must be on **graded basis** and not on a pass/fail basis at the partner university. If the module is not offered on a graded basis, credits will not be transferred and cannot be used to fulfil the MTBP requirements; and
  - (iv) A maximum of 16 MCs of modules read on SEP may be used to fulfil the MTBP requirements.

Students should consult the SEP coordinators and administrators of the respective departments on the minimum number of graded modules required in each of their majors and refer to the FASS special programmes website below for more details:

<http://www.fas.nus.edu.sg/prospective/undergrad/index.html>.

## 17 HONOURS

To qualify for honours track, students must have completed at least 110 MCs including 60 MCs of major requirements **AND** have a minimum CAP of 3.20.

The Honours Thesis/Project (HT) is not compulsory for the Honours degree. Students who do not read the Honours Thesis/Project can undertake the Independent Studies Module (ISM) or other level-4000 modules in their respective majors.

The requirements to read HT, ISM and level-4000 modules are as follows:

Modules	Requirement
HT	1. Complete at least 110 MCs including 60 MCs of major requirements; 2. Obtain a minimum CAP of 3.50; and 3. Major-specific pre-requisites. Please refer to the websites of the respective departments for the pre-requisites of the Honours Thesis.
ISM	1. Complete at least 100 MCs, including 60 MCs of major requirements; and 2. Obtain a minimum CAP of 3.20 at point of registration.
Other level-4000	1. Passed 80 MCs, including 28 MCs in the major, with a minimum CAP of 3.20; or 2. Placed on Honours track.

In order to obtain Honours (Highest Distinction), students must achieve a CAP of 4.50, and programme requirements, if any. Details on the award of class of Honours are found in *Appendix 6: Award For Honours*.

## 18 FRESHMAN SEMINAR

The Freshman Seminar offers an opportunity for first-year students to work closely with members of the faculty on a variety of selected topics, differing according to the expertise and interests of the seminar leader.

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The aim of the Freshman Seminar is to provide in-depth discussion and reading around a specific issue of importance and likely student interest, and for the student to be able to present his or her ideas clearly in oral and written form.

The Freshman Seminar will not be considered to belong to any departmental curriculum. Freshman Seminar modules count towards FASS' Unrestricted Elective requirements.

## **19 WRITING MODULES**

As part of the Able Communicator initiative, the Centre for English Language Communication (CELC) offers writing modules to FASS undergraduate students. These modules are designed to help students acquire the writing and critical thinking skills that will enable them to function effectively and productively in the university environment.

The Writing modules can be counted towards the Breadth requirement or Unrestricted Elective requirements.

## **20 RESIDENTIAL COLLEGE @ UNIVERSITY TOWN**

Students who have been granted a place in a residential college (RC) at University Town (UT) will read a separate Residential Learning Programme in lieu of the University Level Requirements. Please refer to the University Town Residential college websites for more details on the components of the Residential Learning Programme (Tembusu: <http://tembusu.nus.edu.sg/education/index.php> and College of Alice & Peter Tan: <http://capt.nus.edu.sg/academic-programme/overview>).

Due to the two senior seminars being graded on a CS/CU basis (not counted towards minimum residency requirement), students enrolled in the Residential Learning Programme should be aware of the minimum residency requirement mentioned in *Section 16 a*), especially if they intend to go on SEP.

## **21 COMMUNICATION WITH STUDENTS**

Important notices will be e-mailed to students' NUS accounts. Students are responsible for checking their mailboxes regularly and frequently (even when on exchange, Leave of Absence etc).

Students are also advised to refer to the FASS Homepage (<http://www.fas.nus.edu.sg>) periodically for important announcements.

## **22 PLAGIARISM WARNING**

Generally defined as "the practice of taking someone else's work or ideas and passing them off as one's own", plagiarism is a very serious academic offence. For a detailed description of examples of plagiarism and how students can avoid it, please refer to: <http://emodule.nus.edu.sg/ac/> and <https://myportal.nus.edu.sg/studentportal/fas/ug/policies/plagiarism/index.html>.

Students would have already signed, upon admission to NUS, an Acceptance Record in which they expressly declare having read and agreed to the University policies, undertakings and authorisation requirements, including plagiarism at:

<http://www.nus.edu.sg/registrar/adminpolicy/acceptance.html>.

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**23 ACADEMIC WARNING, PROBATION AND TERMINATION**

An academic warning is given when a student's scholastic record is unsatisfactory. The student is advised that failure to improve academic performance after warning is served will lead to placement on probation. A student's candidature may subsequently be terminated if the minimum CAP is not attained. Refer to *Appendix 7: Academic Warning* for the rules of academic warning, probation and termination.

**24 KEY CONTACTS**

<b>FOR SUBJECT ENQUIRIES, PLEASE CONTACT THE FOLLOWING:</b>	<b>CONTACT NO.</b>	<b>EMAIL</b>
Chinese Language	6516 7178	chsbox3@nus.edu.sg
Chinese Studies	6516 7178	chsbox3@nus.edu.sg
Communications and New Media	6516 7847/ 6516 7794/ 6516 4671	cnmbox2@nus.edu.sg
Economics	6516 3950/ 6516 3958/ 6516 6027/ 6516 3956	askecon@nus.edu.sg
English Language	6516 3915	ellbox5@nus.edu.sg
English Literature	6516 3915	ellbox5@nus.edu.sg
European Studies	6516 5276/ 6516 4747	ophelp@nus.edu.sg
Geography	6516 3853/ 6516 6638	geocmg@nus.edu.sg geowlw@nus.edu.sg
Global Studies	6516 3971	globalstudies@nus.edu.sg
History	6516 1696/ 6516 3839	hishelp@nus.edu.sg
Japanese Studies	6516 3728	jpshelp@nus.edu.sg
Malay Studies	6516 3707	mlssec@nus.edu.sg
Philosophy	6516 3892	phibox6@nus.edu.sg
Political Science	6516 3971	polbox2@nus.edu.sg
Psychology	6516 3749	psybox1@nus.edu.sg
Social Work	6516 3812	swkbox5@nus.edu.sg
Sociology	6516 3824/ 6516 3822	socbox3@nus.edu.sg
South Asian Studies	6516 4640/ 6516 4528	sassecc@nus.edu.sg
Southeast Asian Studies	6516 6338	seasecc@nus.edu.sg
Theatre Studies	6516 3915	ellbox5@nus.edu.sg



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Freshman Seminars and Multidisciplinary Minors under the Office of Programmes - Minor in China Studies - Minor in Gender Studies - Minor in Religious Studies - Minor in Science, Technology and Society - Minor in Health and Social Sciences	6516 5276	ophelp@nus.edu.sg
Languages taught at the Centre for Language Studies - Bahasa Indonesia, Hindi, Malay, Thai & Vietnamese - Chinese (Mandarin) - Arabic, French & German - Japanese, Korean & Tamil	6516 6346/ 6516 5126 6516 5407 6516 3328 6516 6456 6516 5152	clssec@nus.edu.sg
<b>CORS</b>	Hotline as	
(for module registration matters)	provided at CORS website	corshelp@nus.edu.sg

--- End of Section 2 ---

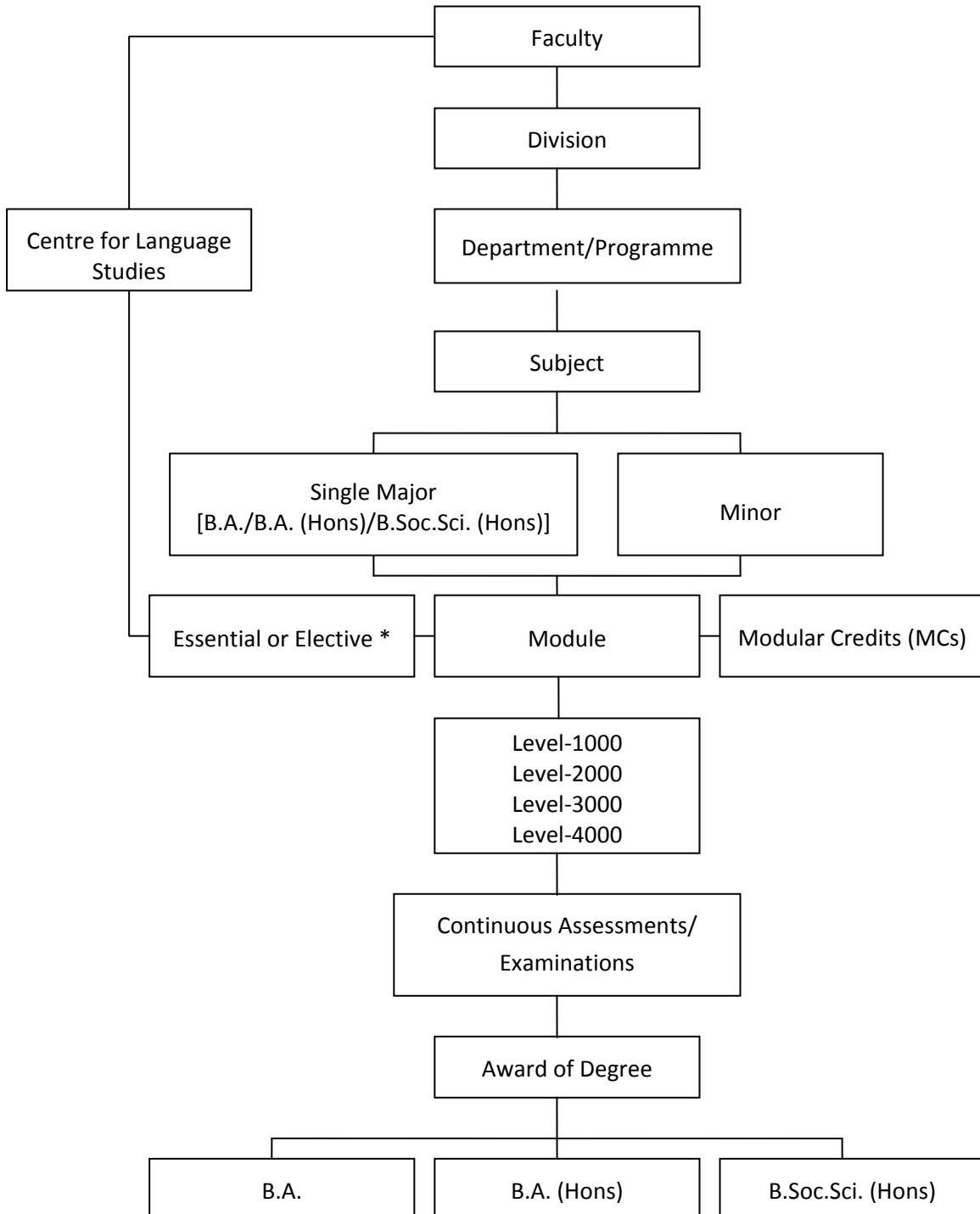
The information contained in this paper on 'Modular System for Cohort 2014' is correct at the time of publishing. The Faculty reserves the right to make changes when necessary and without prior notice.

25 July 2014

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**APPENDIX 1: TERMS USED**

**CHART SHOWING RELATIONSHIP BETWEEN FASS TERMS/FASS NAMES USED**



\* An essential module is defined as a module that students must read and pass (please refer to the specific requirements by relevant department/programme for details). An elective module is defined as a module that students may choose to read from their majors or from other options.



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**APPENDIX 3: GR-FASS**

**GRADUATION REQUIREMENTS**

To graduate with a B.A. (Hons) or B.Soc.Sci. (Hons) degree, FASS students must have been placed on the honours track, accumulated at least 160 MCs (depending on the degree requirements) and attained a minimum Cumulative Average Point (CAP) of 3.00 (see *Appendix 5: Grading System*). Students who choose not to or do not complete the honours requirement may graduate with a B.A. degree, after accumulating at least 120 MCs (depending on the degree requirements) at a CAP of 2.00 or above.

**(a) B.A. (HONS)/B.SOC.SCI. (HONS) DEGREE**

To graduate with a B.A. (Hons) or B.Soc.Sci. (Hons) degree, FASS students must have:

1. Fulfilled the requirements specified below in Table 1, 2 or 3 and obtained the minimum MCs required for the relevant degree.
2. Obtained a minimum CAP of 3.00 for the award of an Honours degree (Refer to *Appendix 6: Award for Honours*).
3. Completed the B.A. (Hons)/B.Soc.Sci. (Hons) degree within a maximum of 10 semesters, unless otherwise approved by the University.

**Table 1: Graduation Requirements for FASS B.A. (Hons) or B.Soc.Sci. (Hons) degree with Single Major**

Requirements	MCs	%
<b>University</b>		
(1) GEM, Singapore Studies, and Breadth	20	12.5
<b>Programme</b>		
(2) Faculty level-1000 Exposure modules (at least one from each Division outside the student's major)	12	7.5
(3) Single Major*	100	62.5
<b>Unrestricted Electives (Outside the Major)</b>		
(4) Unrestricted elective modules outside student's major	28	17.5
<b>Total</b>	<b>160</b>	<b>100</b>

**Table 2: Graduation Requirements for FASS B.A. (Hons) or B.Soc.Sci. (Hons) degree with Double Majors**

Requirements	MCs	%
<b>University</b>		
(1) GEM, Singapore Studies, and Breadth	20	11.1
<b>Programme</b>		
(2) Faculty level-1000 Exposure modules (at least one from each Division outside the student's major)	12	6.7
(3) Primary Major*	100	55.5
(4) Second Major**	48	26.7
<b>Total</b>	<b>180</b>	<b>100</b>

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**Table 3: Graduation Requirements for FASS B.A. (Hons) or B.Soc.Sci. (Hons) degree with Double Majors (Cross Faculty)**

Requirements	MCs	%
<b>University</b>		
(1) GEM and Singapore Studies ***	12	7
<b>Programme</b>		
(2) Faculty level-1000 Exposure modules (at least one from each Division outside the student's major)	12	7
(3) Primary Major*	100	58.1
(4) Second Major**	48	27.9
<b>Total</b>	<b>172</b>	<b>100</b>

\* Students must earn the stipulated minimum number of MCs from level-3000 and level-4000 modules of their major. The Faculty requires students to earn a minimum of 20 MCs from level-3000 modules and a minimum of 40 MCs from level-4000 modules or higher in their major. However, for both levels, some majors may stipulate a higher number for their minimum. Students may be allowed, in lieu of their level-4000 modules, a maximum of two level-5000 modules (subject to the department's approval and module pre-requisites, if any,) to fulfil graduation requirements. Students should take note that level-5000 FASS modules offered to undergraduates will be worth 5 MCs each. The level-5000 module codes for undergraduates will have the suffix 'R' (for example: EC5555R). Some departments as a matter of policy do not allow undergraduates to read their graduate modules. Level-5000 Independent Studies Modules (ISMs) or level-6000 modules (including ISMs) will not be open to undergraduates. Please refer to the requirements specified by the department/programme for each subject.

\*\* A maximum of 8 MCs, where possible, from the Second Major can be double counted with the Primary Major.

\*\*\* Breadth modules are not required for students reading a second major from another Faculty.

**(b) B.A. DEGREE**

FASS students who do not complete the honours requirements will graduate with a B.A. degree after they have:

- (1) Fulfilled the requirements specified in Table 4, 5 or 6 and obtained the minimum MCs required for the relevant degree.
- (2) Obtained a minimum CAP of 2.00, which is equivalent to an overall 'C' grade.
- (3) Completed the B.A. degree within 8 semesters, unless otherwise approved by the University. The minimum period for the B.A. degree is 4 semesters.

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**Table 4: Graduation Requirements for FASS B.A. degree with Single Major**

Requirements	MCs	%
<b>University</b>		
(1) GEM, Singapore Studies, and Breadth	20	16.7
<b>Programme</b>		
(2) Faculty level-1000 Exposure modules (at least one from each Division outside the student's major)	12	10
(3) Single Major*	60	50
<b>Unrestricted Electives (Outside the Major)</b>		
(4) Unrestricted elective modules outside student's major	28	23.3
<b>Total</b>	<b>120</b>	<b>100</b>

**Table 5: Graduation Requirements for FASS B.A. degree with Double Majors**

Requirements	MCs	%
<b>University</b>		
(1) GEM, Singapore Studies, and Breadth	20	14.3
<b>Programme</b>		
(2) Faculty level-1000 Exposure modules (at least one from each Division outside the student's major)	12	8.5
(3) Primary Major*	60	42.9
(4) Second Major**	48	34.3
<b>Total</b>	<b>140</b>	<b>100</b>

**Table 6: Graduation Requirements for FASS B.A. degree with Double Majors (Cross Faculty)**

Requirements	MCs	%
<b>University</b>		
(1) GEM and Singapore Studies***	12	9.1
<b>Programme</b>		
(2) Faculty level-1000 Exposure modules (at least one from each Division outside the student's major)	12	9.1
(3) Primary Major*	60	45.4
(4) Second Major**	48	36.4
<b>Total</b>	<b>132</b>	<b>100</b>

\* For the single major (B.A.), the Faculty requires students to earn a minimum of 20 MCs from level-3000 modules. However, some majors may require students to earn more than this minimum. Please refer to the requirements specified by the relevant department/programme for each subject.

\*\* A maximum of 8 MCs, where possible, from the Second Major can be double counted with the Primary Major.

\*\*\* Breadth modules are not required for students reading a second major from another Faculty.

For more details on the University Level Requirements, please refer to *Appendix 2: ULR*.

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**APPENDIX 4: GR-USP**

**GRADUATION REQUIREMENTS: USP STUDENTS**

To graduate with a B.A. (Hons) or B.Soc.Sci. (Hons) degree, USP students must have:

1. Fulfilled the requirements specified below and obtained a minimum of 160 MCs.
2. Obtained a minimum CAP of 3.00 for the award of an Honours degree (Refer to *Appendix 6: Award for Honours*). Additionally, USP students are required to attain a minimum CAP of 3.50 to fulfil USP requirements.
3. Completed the B.A. (Hons)/B.Soc.Sci. (Hons) degree within a maximum of 10 semesters, unless otherwise approved by the University.

Requirements	MCs	%
(1) USP Requirements	40-48*	25-30
<b>Programme</b>		
(2) Faculty level-1000 Exposure modules in each Division outside major**	12	7.5
(3) Single Major***	100	62.5
<b>Unrestricted Electives (Outside the Major)</b>		
(4) Unrestricted elective modules outside student's major	8-0*	5-0
<b>Total</b>	<b>160</b>	<b>100</b>

\* The number of MCs read here would depend on the number of USP ISMs read under the major requirements. A student is required to read at least one, but no more than two USP ISMs. If a student reads a USP ISM towards his/her major requirements, the number of MCs required under (1) would decrease. The student would then need to read modules under Unrestricted Electives to meet 160 total MCs for graduation. The table below summarises the possible permutations for 2 USP ISMs.

# of USP ISMs in Major	# of USP ISMs outside Major	# of UEs required
0	2	2
1	1	1
2	0	0

\*\* The Faculty Requirement for exposure modules will be reduced accordingly if the USP student enrolled in the FASS has successfully completed USP Inquiry modules that are regarded as equivalents. The MCs freed up can then be used for the Unrestricted Electives (outside the major).

\*\*\* Students must earn the stipulated minimum number of MCs from level-3000 and level-4000 modules of their major. The Faculty requires students to earn a minimum of 20 MCs from level-3000 modules and a minimum of 40 MCs from level-4000 modules or higher in their major. However, for both levels, some majors may stipulate a higher number for their minimum. Students may be allowed, in lieu of their level-4000 modules, a maximum of two level-5000 modules (subject to the department's approval and module pre-requisites, if any,) to fulfil graduation requirements. Students should take note that level-5000 FASS modules offered to undergraduates will be worth 5 MCs each. The level-5000 module codes for undergraduates will have the suffix 'R' (for example: EC5555R). Some departments as a matter of policy do not allow undergraduates to read their graduate modules. Level-5000 Independent Studies Modules (ISMs) or level-6000 modules (including ISMs) will not be open to undergraduates. Please refer to the requirements specified by the department/programme for each subject.

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**APPENDIX 5: GRADING SYSTEM**

**GRADE POINT FOR MODULES**

<b>Grade</b>	<b>Grade Point</b>
A +	5.00
A	5.00
A -	4.50
B +	4.00
B	3.50
B -	3.00
C +	2.50
C	2.00
D +	1.50 *
D	1.00 *
F	0

\* Acceptable for graduation on the condition that CAP  $\geq$  2.00

**CALCULATION OF CAP**

The formula for calculating the CAP is as follows:

$$\text{CAP} = \frac{\text{sum (module grade point x modular credits assigned to module)}}{\text{sum (modular credits assigned to modules)}}$$

For example, if a student has so far completed modules XX1101E, XX2103, YY3105, YY3206, ZZ2202 (each with 4 modular credits) with grades 'A' (grade point 5.00), 'C' (grade point 2.00), 'C+' (grade point 2.50), 'F' (grade point 0) and 'B' (grade point 3.50) respectively, his/her CAP will be:

(5.00 x 4 + 2.00 x 4 + 2.50 x 4 + 0 x 4 + 3.50 x 4) divided by the total number of modular credits (i.e., 20), which is 2.60.

**Caution: Students are advised that although most modules carry 4 MCs, some carry a different number of MCs.**

The CAP reflected in the result slip at the end of every semester is the cumulative average for ALL the contributing **graded** modules that the student has read throughout his candidature, and not the average for modules read in that semester.

FASS students may use the CAP Calculator calculate their CAP to-date. This program can be found at the FASS homepage at: [https://inetapps.nus.edu.sg/capcalc/cap\\_calculator.aspx](https://inetapps.nus.edu.sg/capcalc/cap_calculator.aspx)



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**APPENDIX 6: AWARD FOR HONOURS**

**B.A. (Hons) or B.Soc.Sci. (Hons) degree**

Classification	CAP
Honours (Highest Distinction)	4.50 & above*
Honours (Distinction)	4.00 – 4.49
Honours (Merit)	3.50 – 3.99
Honours	3.00 – 3.49
Pass (B.A.)	2.00 – 2.99

\*plus programme requirements, if any

**B.A. degree**

Classification	CAP
Pass with Merit	3.00 & above
Pass	2.00 – 2.99

FASS students may use the Average Grade Simulator to simulate the average grade needed to obtain their desired target CAP. This program can be found at the FASS homepage at:

[https://inetapps.nus.edu.sg/capcalc/avg\\_grd\\_simulator.aspx](https://inetapps.nus.edu.sg/capcalc/avg_grd_simulator.aspx)

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**APPENDIX 7: ACADEMIC WARNING**

**ACADEMIC WARNING, PROBATION AND TERMINATION**

1. The rules for academic warning, probation and termination are as follows:
  - (a) A student will be given an academic warning on obtaining a CAP of less than 2.00 but equal or above 1.50 in a semester, excluding the Special Term.
  - (b) A student will be placed on academic probation on obtaining:
    - a CAP of less than 2.00 over two consecutive semesters, excluding the Special Term; **OR**
    - a CAP of less than 1.50 in a semester, excluding the Special Term.
  - (c) A student may be refused re-admission to a course of study on obtaining:
    - a CAP of less than 2.00 over three consecutive semesters, excluding the Special Term; **OR**
    - a CAP of less than 1.50 over two consecutive semesters, excluding the Special Term.

The above rules will also apply to a student participating in an exchange programme or who has been granted leave of absence.

There will not be any academic warning, probation and termination issued to students in their first semester of study due to the grade-free first semester.

2. To be restored to good standing, students on warning or probation must obtain a CAP of at least 2.00 in the semester following the warning or probation.
3. Academic warning and probation will be reflected in the result notification but not in the transcript.
4. The procedure for appeal against dismissal is as follows:
  - (a) Every student is allowed only **ONE** appeal.
  - (b) Appeals should be addressed to the Vice-Dean (Undergraduate Studies) and submitted to the FASS Dean's Office.
  - (c) Appeals must be made within 2 calendar weeks from the date of release of examination results.
  - (d) Late submissions will not be accepted.