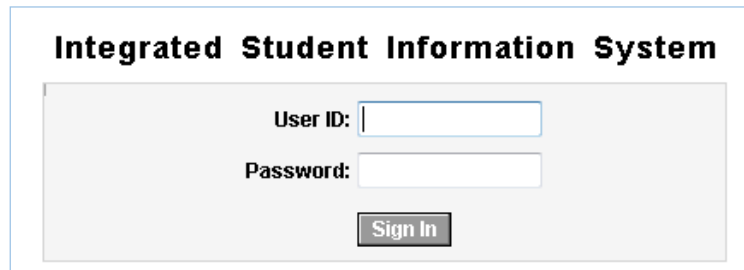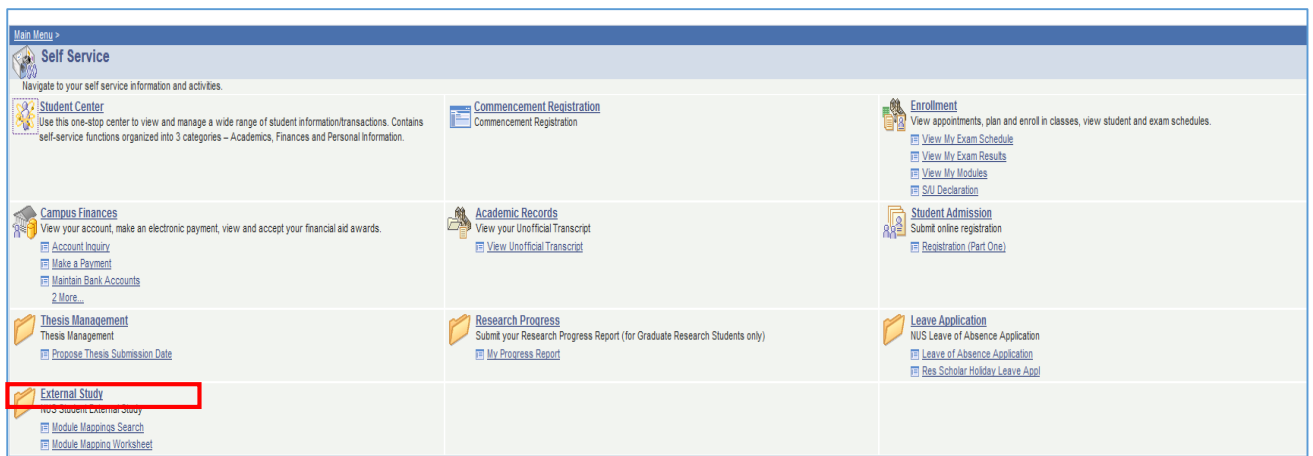**Step-by-Step Guide for Submission of Module Mapping Request**

1. Once your modules have been confirmed by the Partner University, or it is less than 1 ½ months to the start of your exchange, whichever earlier, you can start your mapping request procedures.

2. Login to the **NUS Student Integrated Information System (myISIS)** (https://myisis.nus.edu.sg) using your **NUSNET ID and Password**.



3. Select **External Study** from the **Self Service** folder in the Main menu.



4. If you wish to search for suitable module mappings for reference, select **Module Mappings Search**.

5. Select the appropriate Faculty and Partner University using 🔍 button:



6. To submit module mapping requests, select **Module Mapping Worksheet.**



7. If there are more than one external study program, you will need to select the required program and term for submission of the module mappings:



8. Select the **Module Details** tab to proceed with the module mappings.



9. Under mapping type, you should only select **'One to One'**.
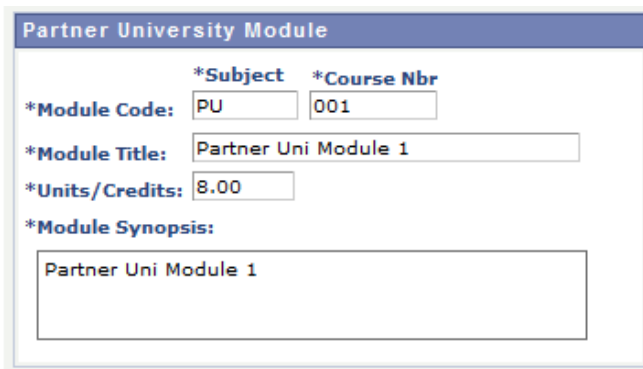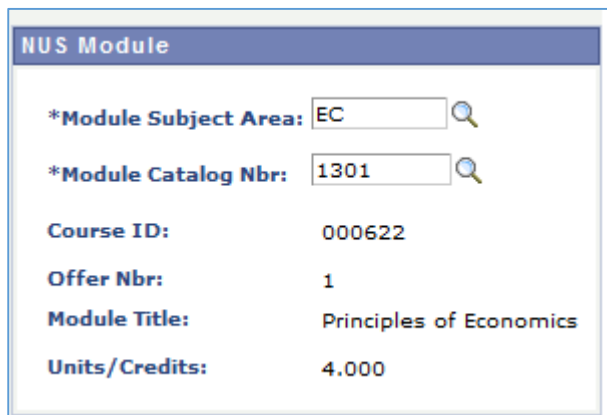
10. Enter the information of the Partner University module (field denoted with * is compulsory).



If there is no module code, please enter 'PU' under **'Subject'** and running numbers for **'Course Nbr'**, if there are more than one Partner University module without module code (see example in the picture above).

11. Enter the corresponding NUS Module to map to. You can either enter the subject area under **'Module Subject Area'** or select using 🔍 button. Similarly, for **'Module Catalog Nbr',** enter the catalog number or select using 🔍 button.



Important

1. There will be no mapping request for modules under Yale-NUS. All Yale-NUS modules are FASS-related and should be directed to the appropriate Department/Dean's Office.
2. For modules that are FASS related with no distinct FASS discipline, please select AX coded dummy codes.

12. Enter the other information of the Partner University module under the section **'Partner University – Additional Information'**.



Other Information

You are encouraged to provide information such as **Reading List, Topics Covered, and Lesson Objectives** etc. here. If you want to read law modules, you should also input the answers to the following questions here.

1. How many credits is this course rated at the host University? E.g. 6 ECTS = 4 MC
2. How many host university credits does your home faculty at NUS require you to do in a semester at the host university? E.g. 30 ECTS = 20 MC
3. Which semester and AY are you going or have gone for exchange? E.g. Semester 1, AY2016/17

The MC Ratios are indicated here: http://www.fas.nus.edu.sg/intl/special_prog/mcratio.html

**Please do ensure that you provide a usable link. Please do not provide us with a link to the partner university course portal that will require us to search for the module. Please provide us with a URL that leads directly to the website with the module details.**

For language modules, please provide the following information.
1. Module description
2. Detailed course content
3. Course syllabus (progression) and grammar
4. Course Structure (number of hours; weekly and total)
5. URL to course website or email from course coordinator

13. After entering all the information, click 'Save' at the bottom of the page to save the entries. You can click the 'Save' button at any time of entering any information.

14. To add another module mapping, click the 'Add' button at **'Mapping Nbr'** on the top of the page.



Note that the Mapping Number will increase when you add a new mapping.



15. Follow steps 9 to 11 to enter the Partner University module information and corresponding NUS module to map to.

16. After all entries have been saved, click 'Submit' at the bottom of the page to submit the module mappings for assessment by the Faculty/Department administrators.



17. After submission, the mapping status for each mapping will show 'Pending Approval'.

18. You can also refer to the summary of the module mappings request submitted under **Module Mapping Summary** tab.



| 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 | PU | 001 | Partner Uni Module 1 | 8.00 | EC | 1301 | Principles of Economics | 4.000 | Pending Approval |
| 2 | 1 | PU | 002 | Partner Uni Module 2 | 8.00 | CM | 1111 | Inorganic Chemistry 1 | 4.000 | Pending Approval |
| 2 | 2 | PU | 002 | Partner Uni Module 2 | 8.00 | CM | 1502 | General and Physical Chemistry for Engineers | 4.000 | Pending Approval |
| 3 | 1 | PU | 003 | Partner Uni Module 3 | 4.00 | MA | 2202 | Algebra I | 4.000 | Pending Approval |
| 3 | 2 | PU | 004 | Partner Uni Module 4 | 2.00 | MA | 2202 | Algebra I | 4.000 | Pending Approval |

19. When the administrator is assessing your mapping applications, you may receive an email notification requesting for more information on one of the mappings submitted. You can log in to the system, proceed to the mapping and provide the additional information under the section **'Partner University – Additional Information'**:



20. If you receive an email notification requesting for addtional information on one of the mappings submitted, you can make the necessary changes required for the remapping (for example, change the NUS module or change the Partner University module and its information).

Please fill up the mapping of the Partner University Course and NUS Course

21. You will receive an email notification for any module mapping that has been approved. The mapping status will be updated to 'Approved'.



22. You will also receive an email notification for any module mapping that has been rejected. The mapping status will be updated to 'Rejected'.

**Points to take note:**

1. The MCs per module is based on the MC Ratio, please ignore the MCs allocated in the system. Depending on your study plan, there might be adjustments to the MCs in your approvals. The most accurate breakdown of the MCs will be given during your actual at credit transfer.

2. If you are unable to identify the discipline of the module, please write to studyabroadfass@nus.edu.sg, we will access the module and advise.

3. FASS dummy codes can be identified by the **"7"** in the second digit of each module code e.g. **JS2731.**