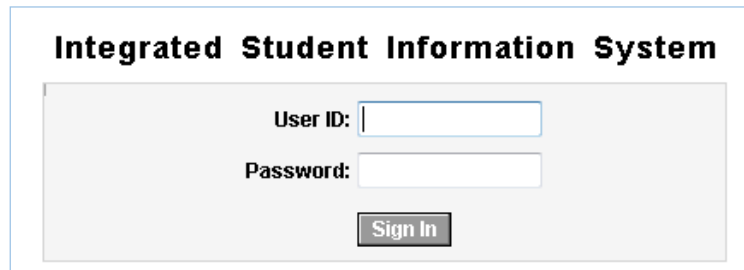


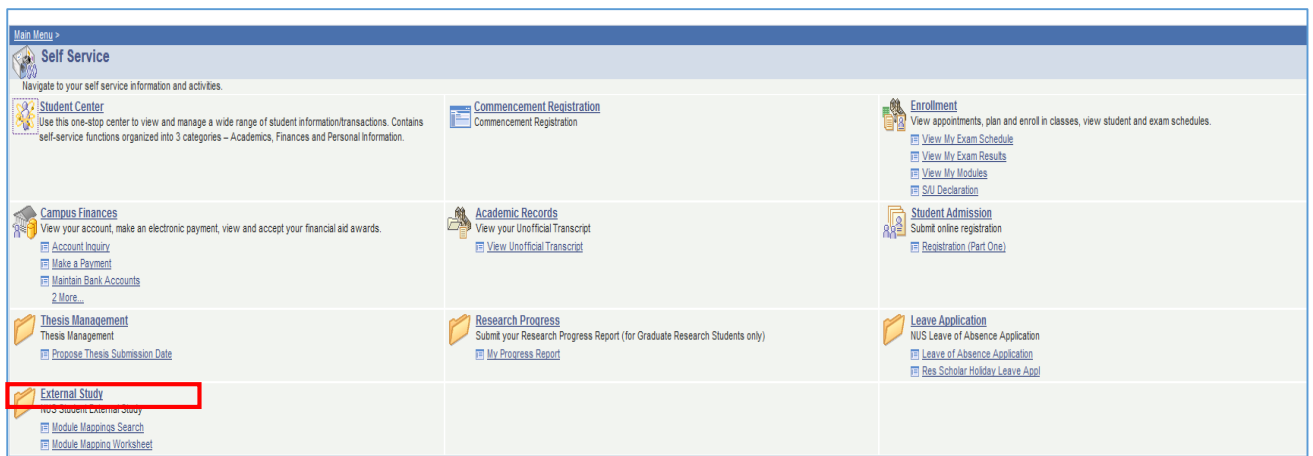
Step-by-Step Guide for Submission of Module Mapping Request

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**.




The screenshot shows the login interface for the Integrated Student Information System. It features a title "Integrated Student Information System" at the top. Below the title, there are two input fields: "User ID:" and "Password:". A "Sign In" button is positioned below the password field.

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




The screenshot displays the "Self Service" main menu. The menu is organized into a grid of service categories. The "External Study" category is highlighted with a red box. Other categories include Student Center, Campus Finances, Thesis Management, Commencement Registration, Academic Records, Research Progress, Enrollment, Student Admission, and Leave Application. Each category lists specific services available to users.

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



The screenshot shows the "External Study" sub-menu. It contains three items: "NUS Student External Study", "Module Mappings Search", and "Module Mapping Worksheet". The "Module Mappings Search" item is highlighted with a red box.

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

Module Mappings Search

For specific search, please provide the search parameters below before clicking on 'Fetch Mappings' button .

Faculty: NUS Business School

Partner University: University of South Australia

FETCH MAPPINGS

Partner University to NUS Module Mappings											Personalize	Find	First	1-2 of 2	Last
Faculty	Partner University	PU Module 1	PU Module 1 Title	PU Mod1 Credits	PU Module 2	PU Module 2 Title	PU Mod2 Credits	NUS Module 1	NUS Module 1 Title	NUS Mod1 Credits	NUS Module 2	NUS Module 2 Title	NUS Mod2 Credits	Pre Approved?	
NUS Business School	University of South Australia	PU	001	4.00				ACC3602	Managerial Planning & Control	4.00				<input type="checkbox"/>	
NUS Business School	University of South Australia	PU	002	6.00				ACC2002	Managerial Accounting	4.00				<input type="checkbox"/>	

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

Main Menu > Self Service > External Study

NUS Student External Study

Module Mappings Search

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:

Module Mapping Worksheet

Select an External Study Program and click Continue

	Institution	Career	Term	External Study Program	Partner University
<input type="radio"/>	NUS	Undergraduate	2015/2016 Semester 1	Student Exchange Program	Oxford University
<input type="radio"/>	NUS	Undergraduate	2015/2016 Semester 1	Student Exchange Program	University of Milan

CONTINUE

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

Student Details **Module Details** Module Mapping Summary Credit Transfer Request

9. Under mapping type, you should only select **'One to One'**.

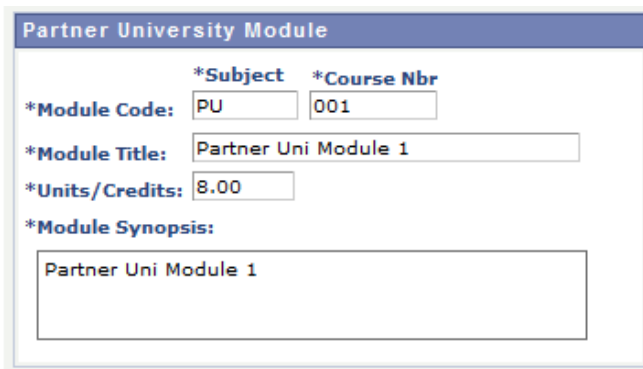
Please fill up the mapping of the Partner University Course and NUS Course

Module Mapping Find | View All First 1 of 1 Last

Mapping Nbr: 1 **ADD** **DELETE**



Partner University Module to NUS Module Mapping Type: **One to One** One to Many Many to One

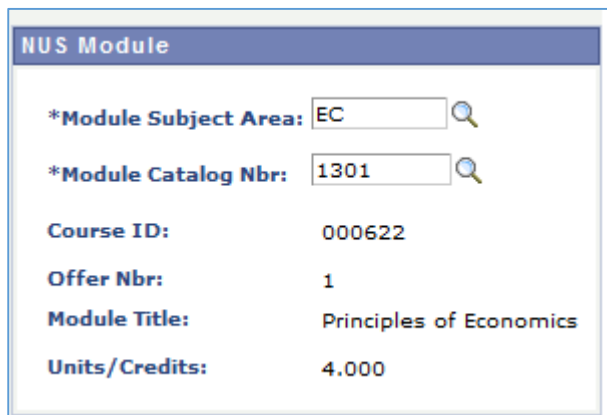
10. Enter the information of the Partner University module (field denoted with * is compulsory).





	*Subject	*Course Nbr
*Module Code:	PU	001
*Module Title:	Partner Uni Module 1	
*Units/Credits:	8.00	
*Module Synopsis:	Partner Uni Module 1	

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.



*Module Subject Area:	EC	
*Module Catalog Nbr:	1301	
Course ID:	000622	
Offer Nbr:	1	
Module Title:	Principles of Economics	
Units/Credits:	4.000	

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**’.

Partner University - Additional Information					
Module Components	Contact hours per week	Remark	Assianment Method	Weightage(in %)	Remark
Lecture	<input type="text" value="0.00"/>		Exam	<input type="text" value="0.00"/>	
Tutorials	<input type="text" value="0.00"/>		Assignments	<input type="text" value="0.00"/>	
Practicals/Lab	<input type="text" value="0.00"/>		Quiz	<input type="text" value="0.00"/>	
Others	<input type="text" value="0.00"/>	<input type="text"/>	Others	<input type="text" value="0.00"/>	<input type="text"/>
Weeks of Instruction:		<input type="checkbox"/>	Total Weightage(in %): 0.00		
URL for Module Details:		<input type="text"/>			
Other Information:		<input type="text"/>			

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.

<input type="button" value="SAVE"/>	<input type="button" value="SUBMIT"/>	<input type="button" value="CANCEL"/>
-------------------------------------	---------------------------------------	---------------------------------------

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

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

Module Mapping Find | View All First 1 of 1 Last

Mapping Nbr: 1 ADD DELETE

Partner University Module to NUS Module Mapping Type: One to One One to Many Many to One

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

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

Module Mapping Find | View All First 2 of 2 Last

Mapping Nbr: 2 ADD DELETE

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.

Module Mapping Approval

Mapping Status: Not Submitted

Processed By: Processed Date/Time:

Comments:

Created By: Created Date/Time:

SAVE SUBMIT CANCEL

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

Module Mapping Approval

Mapping Status: Pending Approval

Processed By: Processed Date/Time:

Comments:

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**':

Module Mapping

Mapping Nbr: 4

Partner University Module to NUS Module Mapping Type: One to One One to Many Many to One

Mapping Sequence Nbr: 1

Partner University Module			NUS Module		
*Module Code:	*Subject	*Course Nbr	*Module Subject Area:		
PU	005		CM		
*Module Title:	Partner Uni Module 5		*Module Catalog Nbr:	3251	
*Units/Credits:	4.00		Course ID:	000359	
*Module Synopsis:	Partner Uni Module 5		Offer Nbr:	1	
			Module Title:	Nanochemistry	
			Units/Credits:	4.000	

Module Components	Contact hours per week	Remark	Assignment Method	Weightage(in %)	Remark
Lecture	0.00		Exam	0.00	
Tutorials	0.00		Assignments	0.00	
Practicals/Lab	0.00		Quiz	0.00	
Others	0.00		Others	0.00	

Weeks of Instruction: Total Weightage(in %): 0.00

URL for Module Details:

Other Information:

Module Mapping Approval

Mapping Status: Pending Information

Processed By: Processed Date/Time: 02/11/15 11:44:37AM

Comments:

20. If you receive an email notification requesting for additional 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

Module Mapping Find | View All First 5 of 5 Last

Mapping Nbr: 5

Partner University Module to NUS Module Mapping Type: One to One One to Many Many to One

Find | View All First 1 of 1 Last

Mapping Sequence Nbr: 1

Partner University Module			NUS Module		
*Module Code:	PU	006	*Module Subject Area:	MA	
*Module Title:	Partner Uni Module 6		*Module Catalog Nbr:	2101S	
*Units/Credits:	6.00		Course ID:	002098	
*Module Synopsis:	Partner Uni Module 6		Offer Nbr:	1	
			Module Title:	Linear Algebra II (S)	
			Units/Credits:	5.000	

Partner University - Additional Information					
Module Components	Contact hours per week	Remark	Assionment Method	Weightage(in %)	Remark
Lecture	8.00		Exam	80.00	
Tutorials	10.00		Assignments	20.00	
Practicals/Lab	0.00		Quiz	0.00	
Others	0.00		Others	0.00	
Weeks of Instruction: <input type="checkbox"/>			Total Weightage(in %): 100.00		
URL for Module Details: <input type="text"/>					
Other Information: <input type="text"/>					

Module Mapping Approval

Mapping Status: Remapping Required

Processed By: Processed Date/Time: 02/11/15 11:54:43AM

Comments:

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

Module Mapping Approval

Mapping Status: **Approved**

Processed By: Processed Date/Time: 02/11/15 12:10:50PM

Comments:

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

Module Mapping Approval

Mapping Status: **Rejected**

Processed By: Processed Date/Time: 02/11/15 12:09:36PM

Comments:

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**.