[NUS Restricted]



NUS Student Information System - Global Education (SIS-GE)

User Guide for Submitting Self-Sourced Program (for NUS Students)

Introduction

This user guide is intended to provide NUS undergraduate students with the details of the steps required to submit self-sourced external study programs in NUS Student Information System – Global Education (SIS-GE). These programs are externally sourced by students and they apply directly to the host university/organisation. NUS Schools, Faculties and Departments are not involved in managing and/or publicising for the programmes.

The information presented here are purely illustrative, and not reflective of actual information. As there are ongoing enhancement for this function, please expect to encounter pages and instructions that are different from those shown in this guide.

Note: Please ensure that the program which you intend to submit is <u>NOT</u> a NUS administered program. You can refer to the respective department websites to check if the program is administered by them.

Reference websites: Your school/faculty/department, Global Relations Office (GRO), Centre for Future-ready Graduates (CFG), Office of Student Affairs (OSA), Halls of Residence, etc.

1. Access to SIS-GE External Study Program Application

a. Login to myISIS <u>https://myisis.nus.edu.sg</u>. Enter your NUSNET ID and Password.

Student Information System	
User ID	
Password	
Sign In	

b. Go to Self-Service \rightarrow Global Education \rightarrow External Study Application

Menu 🗖			
	Main Menu > Self Service >		
Search:	Global Education		
D My Eavorites	Global Education		
Self Service	Module Mappings Search	Module Mapping Worksheet	External Study Application
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> Academic Records			
Degree Progress/Graduation			
Student Admission Thesis Management			
Research Progress			
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Module Mappings Bearch			
- Module Mapping			
- Student Center			
- Commencement Registration			
Academic Advisement			

2. Submit a self-sourced program

Student is responsible to ensure all documents and information that you submitted are correct and accurate. If you have withdrawn or failed to complete the self-sourced program, you are required to update the information in SIS-GE immediately.

Note: Please prepare all required information before submitting a self-sourced program.

a. Click on **My Self-Sourced Program** icon followed by the **New Self-Sourced Program** button to add a new self-sourced program.

Global Educatio	n 🔒					
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Search for My Sel	f-Sourced Program					
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2 New Self-Source	d Program					

b. The online submission form consists of 5 sections. Please complete all the mandatory fields as required in each section, click on SAVE DETAILS followed by NEXT STEP at the bottom of the page to proceed to the next section. At the final section, click on SUBMIT APPLICATION to submit the self-sourced program information.

Note: You <u>MUST</u> click on the **SAVE DETAILS** before moving to the next section otherwise your information will not be saved.

Section 1: Program Application

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Field	Mandatory	Description
External Study Program	n Details	
Ext. Study Type	Y	Select the category that best describes the program.
		Refer to Annex 1 for the list of study types and
		descriptions
Ext. Study Name	Y	Provide the official name of the self-sourced program
Require Module	Ν	Click on the checkbox if you require module mapping
Mapping?		
Long Description	Ν	Provide a brief description of the program
Application Status at	Y	Select "Completed Program" if you have returned from
the Host Uni/Org		the programme or "Accepted by Host" if you have been
		accepted by the program host but you have yet completed
		the programme.
Website	Ν	Provide the web address of the program
Additional	Ν	Provide any other information about the program
Information		
Study Location		
Estimated Total	Ν	Provide an estimated cost of program inclusive of living
Program Cost (SGD)		expenses
Host	Y	Provide the name of the program host
		(i.e. name of the university or organisation)
Country	NA	Information will be pre-filled based on the address of the
		program host
Study Location	Y	Provide the country of the study location if it is different
(Country)		from the country of the program host
Study Location	N	Provide the state/province of the country of study
(State/Province)		location, if applicable

Field	Mandatory	Description		
Start Date	Y	Provide the start date of the program		
End Date	Y	Provide the end date of the program		
POC	Y	Provide a point of contact of the program host		
POC Email	Y	Email address of the Point of Contact		
[+] [-]	NA	[+] to add another program host		
		[-] to remove the program host		
Supporting Document (PDF, max. 500 KB)				
Upload File	Ν	Upload any relevant supporting documents		
[+] [-]	NA	[+] to add another supporting document		
		[-] to remove the supporting document		

Note: If program is a self-organised program/activity that does not have a host university or organisation, please only submit the program/activity information after you returned from the program/activity.

Section 2: Personal Particulars

The information displayed on this page is extracted from myISIS \rightarrow Self Service \rightarrow Student Center. Please check if the details are correct. If you require any changes, please go to **myISIS** \rightarrow **Self Service** \rightarrow **Student Center** to edit the information.

Section 3: Awards, Scholarships & Loans

If you are a recipient of any NUS administered awards and/or scholarships, it will be displayed under the **List of awards & scholarships facilitated by NUS**. Please check if the information is correct. If the information is incorrect, please write in to <u>sis-ge@nus.edu.sg</u>.

If you are a recipient of other external awards, scholarships or loans (not administered by NUS), please provide the details under **List of other external funding**. Refer to the table below for the list of information required.

List of other external funding					
Field	Mandatory	Description			
Туре	Y	Indicate if the funding is for bursary, scholarship or			
		loan			
Award Name	Y	Provide the name of external funding			
Sponsor	Y	Provide the name of the sponsor			
		(i.e. organisation name)			
Coverage	Y	Specify if the external funding covers local and/or			
		overseas program expenses			
Allow concurrent	Y	Indicate if the terms and conditions of the			
holding?		award/scholarship allows holding of another			
		award/scholarship			
Quantum (S\$)	Y	Provide the amount of external funding received			
Amount sponsored for	Y	Provide the amount covered for overseas program			
overseas (S\$)		related expenses			

List of other external funding				
Field	Mandatory	Description		
[+] [-]	NA	[+] to add another external funding		
		[-] to remove the external funding		
Additional Information	N	Provide any other relevant information		

Section 4: Declaration, Undertaking and Consent

Read the clauses carefully under the **Declaration**, **Undertaking and Consent** and **Disclaimer of liability and Indemnity** section and check on 'I **confirm**' checkboxes if you agree to the stated terms. You are also required to provide a full statement under the **Code of Conduct** section if you have ever been convicted of an offence by a court law or a military court in any country or there are court proceedings/investigations pending against you anywhere in respect of any offence.

Section 5: Application Confirmation

Check and verify your application details. You can click on **PREVIOUS STEP** to return to the previous page to make changes or click on **SUBMIT APPLICATION** to submit the self-sourced program information.



A checklist is displayed on the right-hand corner of every page. You will see a tick corresponding to the section if you have completed all the information required for that section. You can navigate to that section by clicking on the section name.



Note: Please ensure all information is filled and correct before submission. If you need to make amendments after submission, please contact your Faculty Administrator.

c. An acknowledgement email will also be sent to your official NUS email address. You should save and/or print a copy of the acknowledgement email for your own reference.

Your self-sourced program needs to be endorsed by your home faculty if you have requested for module mapping. Your Faculty Administrator will review your request and you will be notified on the outcome via email. Alternatively, you may also log into SIS-GE to view the request status. Refer to the screenshot below. You can proceed to submit your module mapping worksheet online only after your self-sourced program has been endorsed.

For Non-NUS Administered Programs Only Search for My Self-Sourced Program						
			-	Find Vie	w All First	1-6 of 6 Last
Request ID	Ext. Study	Submitted On	Request Status	Application ID	Possible Actions 1	Possible Actions 2
000049	CS7777 - Study Trip	03/07/2018	Submitted	<u>000459-00001-</u> A0142275J	NA	Withdrawal
000052	CS6666 - Field/Study Trip	03/07/2018	Processing	<u>000462-00001-</u> A0142275J	NA	Withdrawal
New S	Self-Sourced Program					

- The **Request Status** will show as **Submitted** for self-sourced program that does not require module mapping.
- The Request Status will show as **Processing** or **Submitted (Endorsed)** for self-sourced program that requires module mapping. Status showing Processing means that your self-sourced program is still pending review by your Faculty Administrator.

3. Self-Sourced Program Withdrawal

Student is responsible to ensure all documents and information that you have submitted are correct and accurate. If you have withdrawn or failed to complete the self-sourced program, you are required to update the information in SIS-GE immediately.

a. Click on My Self-Sourced Program icon



b. Click on **Withdrawal** corresponding to the self-sourced program which you would like to update the withdraw information.

For Non-N Search f	US Administered Programs Only or My Self-Sourced Program					
				Find Vie	w All First	1-6 of 6 Last
Request ID	Ext. Study	Submitted On	Request Status	Application ID	Possible Actions 1	Possible Actions 2
000049	<u>CS7777 - Study Trip</u>	03/07/2018	Submitted	<u>P00459-00001-</u> A0142275J	NA	Withdrawal
000052	CS6666 - Field/Study Trip	03/07/2018	Submitted (Endorsed)	A01422753	NA	Withdrawal
New S	ielf-Sourced Program				•	

c. Under the **Withdrawal Reason** dropdown list, select the reason for withdrawing from the selfsourced program. Click on **Submit** button to withdraw from the program.

equest ID:	000042	
pplication ID:		Do not wish to go Family/Personal reason
xt. Study Name:	CS5548 - Study Trip	Financial difficulties
lequest Status:	Processing	Health reasons Language issue Not given the course choices
Vithdrawal Reason:		Not given the location choices Not given the location choices Other program commitments
lessage for Program A	dministrator:	Security and safety concerns Unable to map modules
		Visa/Immigration issues

Information as at 11 July 2018 (Version 1.0)

d. An acknowledgement email will also be sent to your official NUS email address. You should save and/or print a copy of the acknowledgement email for your own reference.

Your self-sourced program **Request Status** will be updated as **Withdrawn** if the program does not requires module mapping. If the self-sourced program requires module mapping, the withdrawal information will be routed to your Faculty Administrator for assistance. You will be notified via email once the withdrawal information has been updated. Refer to the table below for the different types of withdrawal status.

Request Status	Description
Withdrawn	This self-sourced program requires module mapping. Student's
	withdrawal information for the self-sourced program has been
	successfully updated.
Pending Withdrawal	This self-sourced program requires module mapping. Student's
Updates	withdrawal information for the self-sourced program has been
	routed to the Faculty Administrator for updating.
Withdrawn (before	This self-sourced program requires module mapping but has yet to
endorsement)	be endorsed. Faculty Administrator has updated the withdrawal
	information.
Withdrawn (after	This self-sourced program requires module mapping and it has
endorsement)	been endorsed by Faculty Administrator. Faculty Administrator has
	updated the withdrawal information.

For Non-NUS Administered Programs Only							
Search for My Self-Sourced Program							
Find View All First 1-6 of 6 Last							
Request ID	Ext. Study	Submitted On	Request Status	Application ID	Possible Actions 1	Possible Actions 2	
000042	<u>CS5548 - Study Trip</u>	22/06/2018	Withdrawn (Before Endorsement)		NA		
000045	CS6789 - Field Trip	02/07/2018	Withdrawn (After Endorsement)	000451-00001- 001422753	NA		
000046	Blalala Community Service Project	02/07/2018	Withdrawn	200452-00001- A0142275J	NA		
000048	CS8888 - Field Trip	03/07/2018	Pending Withdrawal Updates		NA		
New Self-Sourced Program							

ANNEX 1: List of Study Types

Study Type	Description
Semester(s) Abroad	An overseas Non-Graduating Non-Exchange (NGNE) semester / year-long programme in an academic institution.
Summer/Winter	An overseas/external programme that is graded, provides lessons and activities and is conducted at a host university / institution during vacation period / term break
Research Attachment/Internship/ Industrial Attachment	A job placement under the guidance of professionals which includes conducting research at a university or its affiliates
Field/Study Trip	A thematic programme to a country or a geographical region which may incorporate course work or research. It comprises academic initiatives, networking opportunities and/or culturally immersive activities, including language immersion
Academic Competition/ Conference/Workshop	<u>Competition:</u> An individual or a team participation in an overseas/external contest. <u>Conference/Workshop:</u> A formal educational meeting emphasising interaction and exchange of information among a group of participants
Community Project/Service Learning	An overseas/external programme that involves voluntary work
Non-academic Enrichment/ Sports activities	Diverse overseas /external activities not captured in the above categories. Examples: Training Camps, Sports Competitions, Youth Cultural Exchanges/Forum