



**FASS SEP
ADMIN
MATTERS**

DOCUMENT SUBMISSION

What to submit?

- Whatever is requested by the partner university.

Where to submit?

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

Types of submission?

- Online only (Application on PU's portal. No PDFs or hardcopies needed)
- Online + Softcopy (Application on PU's portal + PDF submission to FASS)
- Online + Hardcopy (Application on PU's portal + Hardcopy submission to FASS)
- Softcopy only (PDF submission to FASS)
- Hardcopy only (Hardcopies in FASS SEP box)

DOCUMENT SUBMISSION

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

FINANCIAL AID APPLICATIONS

- List of [Financial Aids](#) is listed on GRO's website
- Different financial aids have different types of application process
- Please contact GRO if you have questions.

MAPPING REQUEST PROCEDURE

Timeline: When should I do course mapping?

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

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

- Do a search on Canvas or NUSmods for any similar courses
- Compare NUS syllabus with PU's syllabus, if they are similar, you know that it is most probably approved to that level, however, confirmation can only be given by the SEP coordinator.
- If there are no similar courses, read the content of the PU courses and see in which discipline in NUS the courses content is under. Choose a dummy code. E.g. Political Science related – choose PS274I

MAPPING REQUEST PROCEDURE

Can I request to map backup courses?

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

What is a dummy code?

- Dummy code is used when there is no similar courses but related to a discipline in FASS or NUS.
- There are dummy codes in every FASS major
- For FASS dummy codes, they are identified by a **7** in the second digit PS2**7**41. The 1st digit indicates the level and the 3rd the Units and 4th is the running number.

Other usual mapping request mistakes:

- Use only **I-I mapping** option in EduRec (FASS takes it as each PU course have their own mapping approval)
- Units reflected on EduRec – ignore it. The most accurate way is to calculate by the [Unit Ratio](#) based on your total study plan, Units or courses codes will not be awarded as per EduRec even if it is approved if you do not earn enough credits. E.g. 5 ECTS will not be 4 Unit
- If you are using SEP courses to fulfil your major basket/sub-field/region/theme, you will need to check with the department if it can be approved to the respective basket/sub-field/region/theme.
- Units are awarded based on Unit Ratio and not the workload of the courses, extra credits will not be given even for Master level courses.

MAPPING REQUEST

Negative Demonstration

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

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



MAPPING REQUEST

- We expect students to transfer a normal workload of 20 Unit. (for information about the expected workload, refer to [Unit Ratio](#))
- Ensure you have information such as topics covered, reading list, course objectives etc in your mapping worksheet. Some departments will not be able to review if you do not have the syllabus.
- Credits are transferred based on [Unit Ratio](#) and not by what it is reflected in EduRec. (***Non-FASS courses included***)
- Depending on how you earn the credits, 20 Unit does not mean 5 courses (4 Unit each)
- Focus on 1-2 degree requirements and within the major, focus on 1 level. E.g. Major (all L3000) or/and UE
- **Please check worksheet for comments, even if it is approved. There might be conditions to it or it might be approved to another level.**

CREDIT TRANSFER

How to calculate Units transferrable?

It is like buying currencies!

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

How do I earn 5 Unit for L4000?

- Dean's Office will award 1 Unit for every 4 Units transferred. Hence, to transfer 5 Unit for L4000, you need to make sure that when the Unit Ratio is applied to the courses, it transfers as 4 Unit. (E.g. 6 ECTS/ 3 Korean credits)
- There is a limit to the no. of Units transferrable throughout your whole candidature please refer to your [modular paper](#).

QUESTION TIME

Question

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

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

How many Unit does that translates to?

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

QUESTION TIME

Question

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

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

How many Unit does that translates to?

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

QUESTION TIME

Question

PL Student is heading to Boston College, Unit Ratio is 15 credits = 20 Unit
He read two 2 credits (4 credits) courses in his major and 9 credits in his UE
The 2 courses are approved to PL 3235 and PL3236.

How many Unit can he transfer for his major?

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

CREDIT TRANSFER LIMIT FOR L4000

(FOR THE WHOLE CANDIDATURE ACROSS DIFFERENT OVERSEAS PROGRAMMES E.G. SEP/SWP/SUSEP)

- Some departments allows for a limited number of L4000 to be mapped. This limit applies to the whole candidature. The rest are to be earned at NUS. Any credits earned out of this limit, will transfer as L3000.
- Refer to the PDF for your cohort for information ([Mapping Restriction](#)).

CREDIT TRANSFER

CREDITS ARE AWARDED WHERE IT IS EARNED

CONSIDER STUDENT A AND B, THEY ARE BOTH HEADING TO EUROPE FOR EXCHANGE.
UNIT RATIO IS 30 ECTS = 20 UNITS

STUDENT A

Course title	ECTS	Approved to
Course A	7.5	Major L3000
Course B	7.5	Major L2000
Course C	7.5	UE
Course D	7.5	UE

Credits will be calculated as:

15 ECTS major = 10 Units

15 ECTS UE = 10 Units

30 ECTS Total = 20 Units

Unit breakdown:

Major 5 Units L3000 , 5 Units L2000

UE 4 Units, 4 Units, 2 Units

STUDENT B

Course title	ECTS	Approved to
Course A	7.5	Major L3000
Course B	7.5	Major L3000
Course C	7.5	Major L3000
Course D	7.5	UE

Credits will be calculated as:

22.5 ECTS major = 15 Units

7.5 ECTS UE = 5 Units

30 ECTS Total = 20 Units

1 Unit will be shifted from UE to Major to maximise your credits. This is done to acknowledge the rounding issues when calculating Units.

Unit breakdown:

Major 16 Units (L3000)

UE 4 Units

Total 20 Units

NUS TRAVEL INSURANCE

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

SUMMER/WINTER PROGRAMME

- Students who decide to participate in Summer/Winter programmes, please refer to the important information located here.
- <https://fass.nus.edu.sg/swp/>
- There are limits to the number of Units you can transfer in one summer/winter