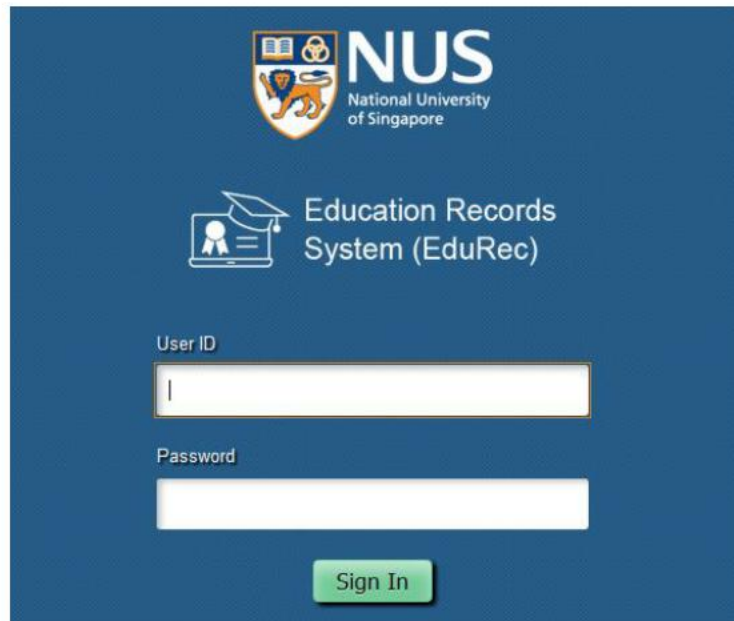


User Guide for FASS Students only: Submission of Module/Course Mappings

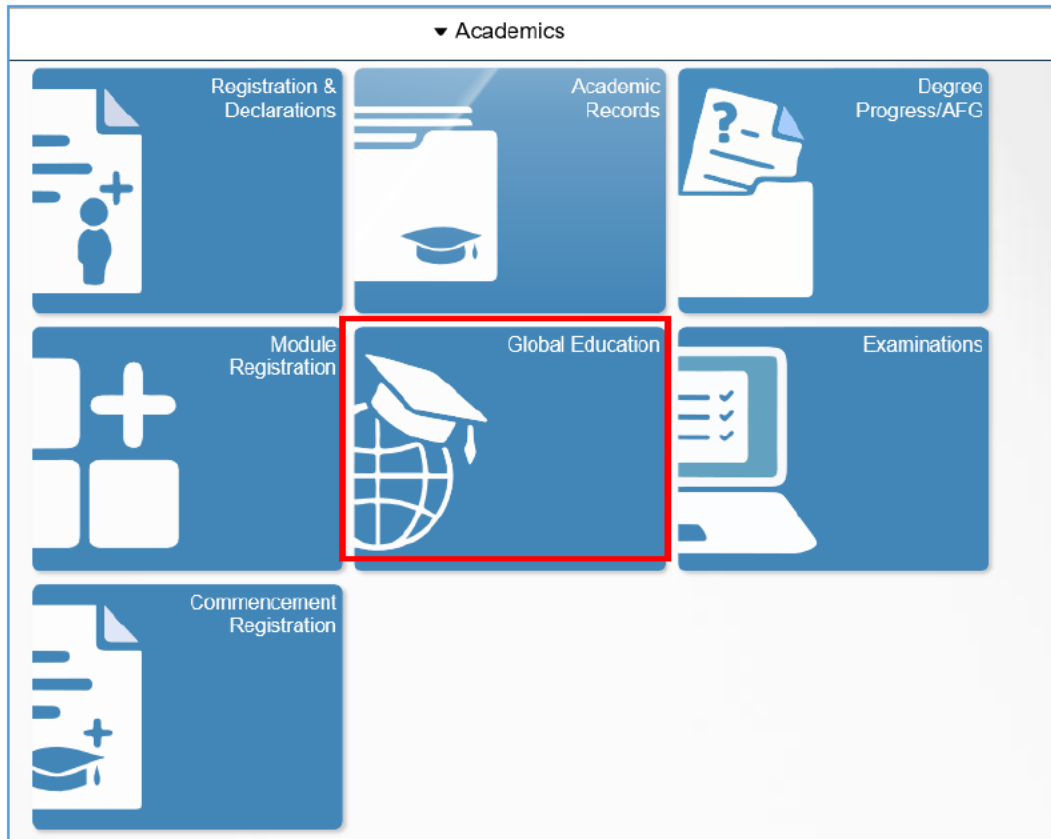
1. You will receive an email notification to inform you that the module/course mapping worksheet for the Partner University and term that you will be going for your exchange is created for you to submit your module/course mapping requests.

2. Login to the NUS Education Records System (myEduRec) (<https://myedurec.nus.edu.sg/>) using your NUSNET ID and Password.

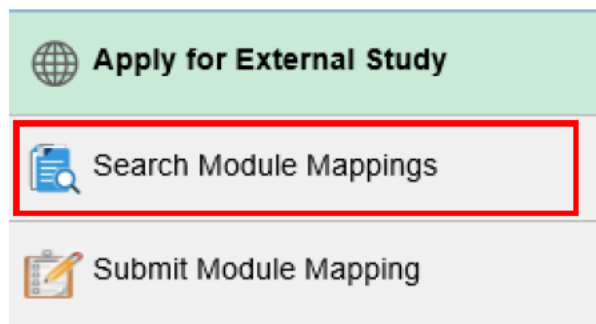


3. Navigate to My Homepage > Academics > Global Education.





4. If you wish to search for suitable module/course mappings for reference, select 'Search Module/Course Mappings' on the left-hand menu. Most FASS departments do not list their previously approved module/courses as request is reviewed on a case-by-case basis. Refer to [FAQ28](#) for more information for specific disciplines.



5. Select the Faculty and Partner University you would like to see the module/course mappings for. Mappings with a check in the 'Pre-approved' box will not be routed for approval. These will be auto-approved once you submit the mappings. Make sure it is typed exactly if not it will not be auto-approved. Mappings without a check in the 'Pre-approved' box will be routed for approval.

Search Module Mappings

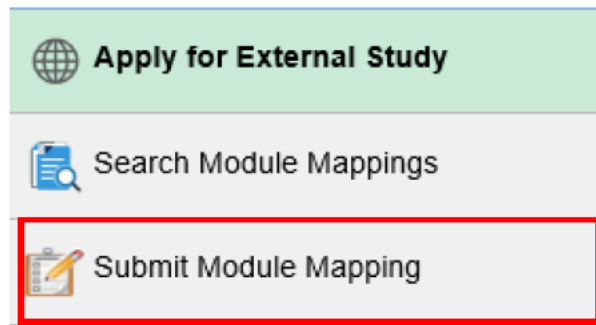
For specific search, please provide the search parameters below before clicking on 'Fetch Mappings' button .

Faculty: NUS Business School
 Partner University: Hanyang University

[FETCH MAPPINGS](#)

Partner University to NUS Module Mappings														
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	Hanyang University	SYB2060	INVESTMENTS	3.00				FIN3102	Investmt Anlyz & Portfolio Mgt	4.00				<input checked="" type="checkbox"/>
NUS Business School	Hanyang University	DIS2052	FUNDAMENTALS OF ACCOUNTING	3.00				ACC1002X	Financial Accounting	4.00				<input checked="" type="checkbox"/>
NUS Business School	Hanyang University	BUS4019	STRATEGIC MANAGEMENT	3.00				BSP3701	Strategic Management	4.00				<input checked="" type="checkbox"/>
NUS Business School	Hanyang University	BUS3002	FINANCIAL MANAGEMENT	3.00				FIN2704	Finance	4.00				<input checked="" type="checkbox"/>
NUS Business School	Hanyang University	BUS4019	STRATEGIC MANAGEMENT	3.00				BSP3001	Strategic Management	4.00				<input checked="" type="checkbox"/>

6. To submit module/course mapping requests, select 'Submit Module/Course Mapping'.



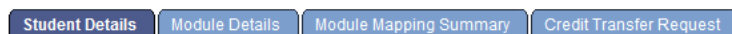
7. If there is more than one external study program, you will need to select the required program and term.

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/course mappings



9. If you would like to submit a One to One mapping (i.e. one Partner University module is mapped to one NUS module), select the mapping type '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: [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). If there is no module code, please enter 'ZXX' under 'Subject' and running numbers for 'Course Nbr', if there is more than one Partner University module without module/course code (see example in the picture below).

Partner University Module

*Subject *Course Nbr

*Module Code: ZXX 001

*Module Title: Science Analytics

*Units/Credits: 8.00

*Module Synopsis:
Analytic in Science

Partner University Module

*Subject *Course Nbr

*Module Code: ZXX 002

*Module Title: Mathematics Formulation

*Units/Credits: 8.00

*Module Synopsis:
Maths Formulas

11. Enter the corresponding NUS Module to map to under 'Module/Course Subject Area' and 'Module Catalog Nbr'

NUS Module

*Module Subject Area: EC

*Module Catalog Nbr: 1301

Course ID: 000622

Offer Nbr: 1

Module Title: Principles of Economics

Units/Credits: 4.000

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	Assionment 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:

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.

SAVE

SUBMIT

CANCEL

14. To add another module/course 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.

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

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

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

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

16. After all entries have been saved, click 'Submit' at the bottom of the page to submit the module/course 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:

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/course mappings request submitted under **Module/Course Mapping Summary** tab.

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

NNNNNNNNN NNNNNNNNN NNNNN

Partner University: Oxford University Term Applying For: 2015/2016 Semester 1

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

CANCEL

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'**:

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

Module Mapping Mapping Nbr: 4 ADD DELETE Find | View All First 4 of 4 Last

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

Mapping Sequence Nbr: 1 Find | View All First 1 of 1 Last

Partner University Module			NUS Module		
*Module Code:	*Subject	*Course Nbr	*Module Subject Area:		
PU	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	

Partner University – Additional Information					
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: Please provide more information on the content of the Partner University module.

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/course or change the Partner University module/course 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 ADD DELETE

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 ADD DELETE

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: Total Weightage(in %): 100.00

URL for Module Details:

Other Information:

▼ 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/course 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/course 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 Units per module/course is based on the [Unit Ratio \(for SEP cohorts AY25/26 and before\)](#), and based on the [EP Credit Transfer Calculator \(for SEP cohorts AY26/27 and after\)](#) and not based on the Units allocated in the EduRec system.

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

3.FASS dummy codes can be identified by the “7” in the second digit of each module/course code e.g. **JS2731**. All FASS disciplines have dummy codes for all levels and units. The first digit of the code refers to the Level, the third digit refers to the Units and the fourth digit refers to the running sequence.