

Student Exchange Programme (SEP) Quick Facts

Listed here are some basic details of SEP to help you along the application process.

Please still read the information on [FASS SEP](#) and GRO's [website](#), for a full picture.

Duration: Exchange is usually one semester unless required by the university to participate for a year.

What do I do there? Just like any other semester/s but only abroad. Fulfil your graduation requirements, make new friends, experience new cultures and more.

Financials: There are some financial aids, but cost of exchange is mostly self-financing. Plan your budget and start saving.

SEP Flow: From Application to Admission to the Partner University

1. Research on SEP
2. Apply on EduRec
3. Processing at Dean's Office
4. Result release via email
5. Acceptance/Rejection of Offer
6. Apply with Partner University
7. Processing of application by Partner University
8. Receive Admission letter from Partner University

SEP Application Flow

STEP 1: Complete Travel Preparedness Course (TPC)

- You will need to **complete TPC 24 hours before** you can access SEP application form via EduRec
- Any issues with it, contact GRO e.g. not sync, unable to access it
- For more details: <https://nus.edu.sg/gro/travel-preparedness-course>
- If you cannot access the SEP application even though it had been 24 hours and you think you cannot submit your SEP application in time, contact studyabroadfass@nus.edu.sg

STEP 2: Research

1. Eligibility criteria – [FAQ8](#)
2. Read up on the information on [FASS SEP](#) and GRO's [website](#).
3. Refer to this [page](#) for the list of available SEP Partner University (PU) – Under **SEP Application Materials > Available places (AY20xx/20xx) Round**
4. Look GRO Factsheets and/or PU's website for study details
 - **GRO managed PUs** <https://nus.edu.sg/gro/global-programmes/student-exchange/partner-universities>
 - **Fac/Dept managed PUs** <https://fass.nus.edu.sg/list-of-fass-partner-universities/>
 - **PU's entry requirements:** Students should only apply for PUs that they are able to meet requirements for. Take note of the academic calendar too. Refer to [FAQ5](#) should the PU academic calendar overlap with NUS.
 - **Financials:** It would be prudent to ensure that you have the financial means for the location you apply for. Factor in budget for emergencies (illness, additional return trip back to Singapore). Think about the housing situation, budget for off-campus housing even if you want to try for campus housing as it may not be available.
 - **Availability of courses:** Students will need to be flexible with their course choices. There is no guarantee that you can fulfil the requirements you plan

for. Keep your UE for SEP for maximum flexibility. This also allows you to consider SEP in more partner universities too.

- **Scholarship holders:** Check with your scholarship company if any, that you can participate in an exchange at the PUs you apply for and how much they are sponsoring you if applicable.
- Understand the **Mapping and Unit Transfer** policies
 - **Mapping**
 - Courses need to be considered by a department in NUS to be **academic and related to a discipline in NUS** to be mapped.
 - Level the PU course can be mapped to can be estimated by how similar the PU course is compared to NUS levels
 - See [mapping restrictions](#) for each FASS department
 - Only these **CHS courses** can be considered for mapping – [FAQ 31](#)
 - **Unit Transfer**
 - Only PU courses **earned and approved** via the mapping worksheet will be transferred.
 - To find out how many NUS units PU credits will transfer as, refer to this [calculator](#). (Under Student Exchange Programme section – it automatically downloads). Total NUS units earned for all courses read at PU should be calculated by adding up all NUS units by course. Refer to the FAQ for example. **Only courses with credits awarded can be transferred.**
 - Partner University **credits will strictly transfer as per the NUS units shown in the calculator** and not the mapping worksheet. E.g. if by the calculator, it shows as 3 NUS units, and the mapping worksheet shows 4 NUS units, 3 NUS units will be taken for transfer. Courses that were mapped to actual code will be given a dummy code at 3 units instead. Dummy codes cannot fulfil requirements which require actual codes. No appeals will be entertained.

- The departments are [mapping based on the content](#) of the course i.e. how similar are the course and not on the workload/contact hours i.e. comparison of normal workload at the partner university as compared to NUS normal workload (20 units) which is reflected by the calculator.
- Units are [awarded where it is earned](#). To help students transfer as many NUS actual codes (4 units), a 1 unit shift can be done once.
 - E.g. PU course A is mapped to PL3102 is calculated as 3 units by the calculator. As the units for this PU course is only 3 units, it cannot be transferred as PL3102 but a PL L3000 dummy code at 3 units.
 - Option A: Read another PU course approved to PL. The 1 unit from that PL course can be moved to PU course A to give you PL3102
 - Option B: Read another course approved to UE. The 1 unit from that PL course can be moved to PU course A to give you PL3102
 - [Transferring and fulfilment of graduation requirements is not the same](#). FASS will transfer as many NUS units as you earn in PU credits (assuming that it is earned and mapped) up to a [cap of 24 units](#). However, whether the transferred units fulfil the graduation requirement, will depend on [mapping restrictions](#), [Residency requirements for major/minor and overall degree](#) and your [academic progress](#). – [FAQ44](#)
 - [TL;DR?](#) (no, please read the above) – 3 basic rules
 - Refer to Calculator for PU credits to NUS unit conversion.
 - Cap transfer of 24 units.
 - 1 unit can be moved (once) from one category to other (e.g. major to UE, 1st major to 2nd major) to help transfer as many 4 units as possible.

STEP 3: Work on and submit Application via EduRec

- **Application form** – check that you are on the correct [Application ID and Run number](#).
- **Partner University choices**
 - [Rank your choices](#) 1 to 5. With 1 being the most preferred.
 - Only apply for PUs that you [are willing and able to participate in](#). If you cannot fill up all 5, that is fine. PUs can be from the same country/continent.
 - [All quotas will be released in Round 1](#). Round 2 quotas would be leftovers from Round 1 or/and any withdrawal or/and additional quota given to us by GRO before Round 2 starts (unlikely).
- **Personal Statement** – type into the personal statement box, we will not read any other additional information in other boxes. See checklist for guidance on what we look out for. Students are [ranked based on – 50% GPA, 30% Seniority, 20% Personal Statement + Answer to additional question under Additional Information section](#).
- **Supporting Document** – refer to checklist for supporting documents to upload. We do not review any other documents out of this list.

STEP 4: Results via email

- Round 1: mid - Dec/early – Jan,
- Round 2: May/June

Special programmes

1+1!

We heard you! SEP 1+1! is now expanded. Students under these categories can apply for a 2nd SEP in selected PUs (refer to attachment). The 2nd SEP is not guaranteed but you will be treated as if you did not apply for SEP at all.

Indicate your interest under the question in the “Additional Information” section.

- Category 1 (1st SEP Offer in SOUTHEAST ASIA/ MAINLAND CHINA)
 - Students who had received an offer to Southeast Asia/Mainland China can apply for SEP to Southeast Asia/ Mainland China or other countries for their 2nd SEP. Refer to email for list of selected PUs you can apply for.
 - Category 1 students will be prioritised over Category 2 students for 2nd SEP.
- Category 2 (1st SEP Offer in Other countries)
 - Student who had received an offer to out of Southeast Asia / Mainland China, can apply for SEP in these selected countries. Refer to email for list of PUs you can apply for.
 - Category 1 students will be prioritise over Category 2 students for 2nd SEP.

Minor in Chinese Media @Tsinghua University (School of Journalism and Communication)

- Priority is given to students minoring in Chinese Media. Non-minor students can also apply for Tsinghua but will only be considered after the minor students.
- Indicate your interest under the question in the “Additional Information” section.
- Students under this minor can apply to other PUs to fulfil their requirements however, there will not be any priority for other PUs.

Application FAQ below

- More FAQs here <https://fass.nus.edu.sg/important-faqs/>

FAQ1: I am a FASS student, can I apply under FoS as I want to map Science courses?
Students will need to apply under their home faculty. You are not restricted to reading only FASS courses because you are under FASS SEP.
FAQ2: I am a NUS Scholar with guaranteed SEP, How Does the processing affect me?
NUS Scholars will be processed like any other students. However, we will counteroffer you should you not be successful in Round B.
FAQ3: Are there other overseas programmes?
Yes, there are other programmes such as Summer/Winter, NUS Overseas College, STEER etc.
FAQ4: What happens if there is an overlap of academic calendar?
Depending on when you are able to resume studies at NUS, students will have to take either a short-term or semester-long leave of absence (LOA). Please write to fashelp@nus.edu.sg with the partner university's semester end date (including exams) to check what LOA you need to apply for.
FAQ5: Could I map a course that is not offered by the major departments?
Students can map courses that is not offered in NUS, assuming that it is related to a discipline in NUS and it is academic enough.
FAQ6: Do I need to pay the partner university tuition fees?
Students do not pay tuition fees at the partner university but pay NUS tuition fees as per normal. Please note that students will have to pay fees relating to exchange to the partner university
FAQ7: I have not declared a major, or will be changing majors what should I do?
Write to studyabroadfass@nus.edu.sg and inform us of your intended major. We cannot process your application if you do not have at least an intended major. Please note that the major affects which universities you can apply to. If you change your major, your offer may be affected if the major is not included under the agreement we signed with the partner university.

FAQ8: How many offers will I receive?
You will only receive one offer. There will not be any counteroffers even if students withdraw or reject their offers.
FAQ9: How do I improve my chances for an offer?
1. Consider non-traditional SEP locations • Thailand, China, Germany, France • Gain proficiency in the language of that country 2. Personal statements matter • Students should aim to write quite specifically, their reasons for applying to the countries/locations or partner universities. Students do not have to keep within academic perimeters. Non-academic reasons for their choices are also acceptable. Share with us how SEP will contribute towards your academic and/or non-academic plans/goals. 3. Leave your Unrestricted Elective for exchange • This allows you to consider locations that do not offer your major courses too.
FAQ10: The partner university I'm interested in is not listed in the PDF document "Available places (AY20x/20xx) Round X, can I still apply for it?
Round 1: Yes, sometimes quotas come in after the application round had started. Round 2: Yes, sometimes we receive extra quotas or there were withdrawals after the application round had started. However, for the following partner universities listed below, it remains unavailable as it is too late to apply given the early/single application deadline at the partner university. Durham University London School of Economics and Political Science Queen's University at Kingston The University of British Columbia (all campus) University of Ottawa University of Toronto (all campus) University of Victoria

Western University

York University

FAQ11: Can I read Business courses at the Partner University?

Please check GRO's factsheet and the partner university's notes on course restriction. As long as GRO/PU does not state that you need to be nominated as a Business major under NUS School of Business, you can read Business courses if you meet their pre-requisites.

FAQ12: Where can I find the list of courses I can read on exchange?

Please refer to the partner university's website for the latest course list. It is unlikely to see the course list for the semester you plan to participate in at this stage but the latest course list for the same semester would be a good gauge.