

Guidelines for SEP Study Plan

<SEP in AY2016 and after>

I. Study Plan Preparation

Responsibilities: Each SEP student is responsible for knowing his/her own NUS curriculum requirements. Be very clear about how your SEP modules stand with respect to your module graduation requirements.

Your SEP modules to be taken should ideally consists of a mixture of module type (core, outer core, technical electives etc).

Before Submission:

Refer to this [URL link](#) on the procedure for module mapping.

Please ensure all information are accurate & entered properly.

You are not allowed to modify course information and should provide it as received from the source.

Match of Syllabuses: The syllabi of your overseas modules and mapped NUS modules should be similar in terms of contents, contact hours and assessments. There should be at least 50% match for a mapping to be approved.

Approved mappings: The list of approved module mappings is available at our [ECE SEP website](#) (click 'University Info.'). Do note that this list of modules are just guide to help you with your study plan preparation. You are strongly encouraged to do your own research by checking with the partner university's modules against NUS modules to ensure that modules are still offered and module contents and contact hours are comparable. When you seek approval for these pre-approved modules, do indicate previously approved at the 'Partner University – Additional Information' section - 'other information' column.

While preparing your study plan, the exact contents and timetable of the SEP university modules might not be available or confirm, as such, you may submit more mapping approvals. However, do note that the approval of your study plan is given on the basis that you cannot claim more than the maximum MCs permitted by NUS. Please refer to the links below concerning the MC limits for SEP and S/U.

One-to-one mapping: We will by default assume a one-to-one mapping to NUS modules, a 4 MC NUS module is equivalent to around 10 hours contact time per week.

Group mapping: In exceptional circumstances, we may consider one partner university module being mapped to two NUS modules, but only when the partner university itself awards double credits (in comparison with other modules). You need to provide necessary information to justify such mappings.

MC limits: Your workload during SEP should be approximately equivalent to what you would do here in NUS - minimum MCs to be read in a semester is 18MCs, with an average of 20 MCs. Do not take too many modules abroad, so as to avoid the risk of not coping well or failing the modules which will result in having to extend your candidature in NUS.

MCs and Policy rules: <http://www.eng.nus.edu.sg/sep/Policy.htm>

FAQ on S/U grading option: http://www.eng.nus.edu.sg/ugrad/SI_su_policies.html

Award of NUS MCs: You will be awarded the equivalent NUS MCs for all modules which you pass during SEP (in accordance to the standards of the partner university). No MCs will be awarded for fail modules.

CAP: All modules taken while on SEP are on ungraded basis and will not affect your CAP.

Technical Electives: A minimum of **40%** of ECE technical electives are to be taken in NUS, irrespective of whether you go for 1 or 2 semesters. The same rules apply to students on DDP, 2nd major etc. as well. The reason is that NUS cannot fairly assess your performance to award honors classification when too many technical electives are taken on ungraded basis.

ECE technical electives are of 2 types: breadth or depth technical elective. For rules and details on technical electives refer to <http://www.ece.nus.edu.sg/intranet/students/> -> Final Year.

You are reminded to do a manual check of your modules by using the FFG checklist http://www.ece.nus.edu.sg/students/FFG_Checklists.html to ensure that you will fulfill all graduation requirements. It is students' responsibility to check and ensure that modules requirements are met to fulfill the B.Eng. degree.

General Level 3000 (breadth elective) and Level 4000 (depth elective): If NUS does not offer an equivalent technical elective available at the partner university, but the content deems relevant and of a suitable standard, the module may be mapped to a general Level 3000 (breadth) or a Level 4000 (depth) technical elective. The maximum allowed for such mapping to be credit transferred is **2 TEs**.

NUS Module Pre-requisite/Co-requisite: When you take modules during SEP, NUS module Pre-requisite/Co-requisites is not imposed, as the partner university may have different curricular structure. You essentially bypass such pre-requisites/co-requisite but when you do so, be aware of the risk of not being able to cope or failing the module due to the lack of pre-requisite/co-requisite.

Unrestricted Elective Modules (UEM)/University Level Requirement (ULR): You may take modules at the partner university to meet the requirements for UEM or ULR.

GEM: It may be possible to take GEM module while on SEP. This is subject to prior-approval from NUS [GEM Steering Committee](#).

Management/business modules: Mappings of these modules is subject to approval by the host department in NUS.

Minor modules: Module mapping approval has to come from the host department that is offering the Minor. Students need to seek approval with the Minor host department first if the SEP modules can be used to fulfill their minor requirements. If it is allowed, student can only use up to two modules.

University Scholar Program:

Refer to <http://www.usp.nus.edu.sg/curriculum/student-exchange/application.html>

Examination: All courses taken while on SEP must be examined in the timeframe of the student's stay and must appear on his/her transcript.

Compulsory IA:

Visit <http://www.eng.nus.edu.sg/undergrad/epmc/compulsoryInternshipStudents.html> for more details. You can consult ECE's IA/VIP Coordinator, [A/Prof Xiang Cheng](#) as well as your academic advisor for advice. You need to structure your SEP + IA in line with your B.Eng requirements as described in the web link above.

Student Status: Your SEP status will be updated in accordance to your application in NUS SIS. If you have secured a place at the Partner University, you need not and will not have access to register for NUS modules via CORS, however do check your CORS account, in case there are pre-allocation modules. Do inform [Marsita](#) should you see modules in your CORS account.

Gap between NUS and partner university semesters: Should the semester at the partner university end later and you are to resume your NUS semester a few weeks late (3-week grace period is allowed), you may continue to bid for modules and inform the module lecturers of your late return to NUS. Note that the late return cannot be used as an excuse for poor performance in the modules of the semester after the students' return

Extension of SEP is approved on a case-by-case basis. If you wish to do so, you have to indicate that you will undertake your own responsibility for your own B.Eng Programme and graduation. E-mail us the correspondence from the Partner University indicating their approval for your SEP extension and that they will not count it as an additional headcount on the exchange balances.

Leave of Absence (LOA): Students embarking on SEP NEED NOT apply for LOA. Students will continue to pay fees despite travelling abroad for one/two semester(s). Your student status will be updated according to your application in NUS SIS.

Withdrawal: Once a student has been allocated a particular partner university by the Faculty, he/she is expected to complete the SEP. Should a student decides to withdraw, he/she should submit via email a formal request with reason(s) for withdrawing to [Ms Davina Tham](#) with a copy to [Dr Sahoo S Kumar](#) and [Marsita](#). Withdrawals are taken very seriously as students who withdraw would have deprived other students who could have gone in their place.

An administrative fee of at least S\$300 will be imposed on students who withdraw after accepting the internal offer in NUS SIS. Withdrawal without valid reasons will also result in a lower priority or disqualification from application for other programs in the future.

Local SEP (SU-SEP): Module mappings follow the same rules as overseas SEP. For partial SU-SEP, students can only read a maximum of 2 modules.

Summer Programme: Module mappings follow the same rules as overseas SEP, up to a maximum of 12-MC credit transfer. Mapping approvals for ECE modules only, are to be submitted via <https://www.ece.nus.edu.sg/intranet/SEPSP/index.asp>

For non-ECE modules, refer to: http://www.eng.nus.edu.sg/sep/mapping_ay1415.htm

II. Application for Module Mapping Approval

IMPORTANT NOTE: Submissions that do not comply with these guidelines will be rejected.

- Students are responsible for obtaining prior approval for each module. Each module mapping MUST be approved if you wish to transfer credits back to NUS. **Failing to get prior approval from the right authorities may cause your module credits to be non-transferable.**
- You do not have to seek approval for modules that you read for enrichment purposes only, ie. you have no intention of transferring the credits back to NUS.
- All modules taken overseas will be excluded from CAP computation. Should you wish to transfer the credits back to NUS, ensure that you do not violate the [max. number of MCs allowed to be excluded from CAP](#).
- Mapping approval is necessary but not sufficient for credit transfer. It becomes sufficient if the student passes the module and meets the rules on MCs and all other rules that are in force. The SEP coordinator's decision on module mapping approval/rejection is based on his judgment of course contents match and on contact hours. It is the student's responsibility to observe the rules.
- If you wish to map a module to a specific NUS module, ensure that both modules are similar in content/contact hours before submitting a request for mapping approval – eg. trying to map Japanese 1 to French 1 is not going to work.
- It is possible to map modules which are not available at NUS. If mapping is approved, a dummy code will be issued by the approving authority.
- Please provide an English translation where applicable.
- **You should submit your requests in advance and allow at least 2 weeks for module mapping results. Submitting a request last minute and pushing constantly for the approval stating its urgency is not appreciated.**

III. Submission of Forms

Upon approval of module mapping: Submit the completed [Study Plan Form](#) to Marsita at ECE Dept Office (E4-05-45), who will verify before seeking endorsement from ECE SEP Coordinator.

The 1st submission will be treated as tentative - a tentative NUS study plan form without endorsement can be used for submission to Partner University.

Submit the final copy upon registration at the Partner University. Submission can be done via e-mail.

Changes to study plan: We allow changes up till your final module registration at the partner university. If you need to make changes, revise your study plan and re-submit for approval.

Registration of modules at Partner University: Ensure that all module mappings are approved before you officially register at the partner university. Otherwise you might run the risk of not being able to transfer any credits back to NUS MCs.

Credit Transfer and submission of SEP transcripts:

When you have received the SEP transcript, fill up the [mapping form](#) and submit with a copy of your SEP transcript to Marsita at the ECE Dept Office (E4-05-45), do bring along the original for verification purpose.

If you experience problems or if there are delays in obtaining your transcript, print out the on-line results, if it's available. Ensure that your name, registration number, modules and grades are clearly indicated.

Upon checking and endorsement by the Department, Registrar's Office will be informed to credit transfer the modules that you have passed on SEP. This will take at least 2 weeks. It is advised that you submit the documents as early as possible so that you can earn all your MCs before module registration commences for the new semester.