

Guidelines for SEP Study Plan

<SEP in AY2015/2016 and prior>

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).

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, indicate "previously approved" at the remarks column (see Table 2).

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.

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.

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 and the maximum is 25MCs, with an average of 20 MCs.

Do not take too many modules abroad. Otherwise, you may end up failing and have to extend your candidature in NUS.

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.

MCs and Policy

Refer to <http://www.eng.nus.edu.sg/sep/Policy.htm>

Ensure that you do not violate the S/U rule.

For more information and FAQ on S/U grading option, visit

http://www.eng.nus.edu.sg/ugrad/SI_su_policies.html

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

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 for AY2014 intake onwards:

Visit <http://www.eng.nus.edu.sg/undergrad/epmc/compulsoryInternshipStudents.html> for more details.

IA before/after SEP: Visit <http://www.eng.nus.edu.sg/undergrad/epmc/iap.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 OPAS. 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 OPAS.

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 OPAS. 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 to Dr Sahoo S Kumar by using the [ECE Summer Programme Module Mapping Form](#). For non-ECE modules, please refer to approving authorities in Table 1 below.

II. Application for Study Plan Approval

<<http://www.ece.nus.edu.sg/intranet/SESP/index.asp>>

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

- Students are responsible for obtaining prior approval for each module mapping from the right authority according to **Table 1**. 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.**
- The module mappings for **ECE modules or ECE related UEM/ULR modules** will be approved by the ECE department and should be submitted online at <http://www.ece.nus.edu.sg/intranet/SESP/index.asp>.
- **Table 2** shows the necessary information required for module mappings submission.
- For all non-ECE related module mappings, students are to contact the host dept (refer to Table 1) for approval. These approvals are to be forwarded to [Marsita](#) for records and credit transfer purposes.
- 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 meet the rules on MCs and all other rules that are in force. The SEP coordinator decision on module mapping approval/rejection is purely based on his judgment of course contents match and contact hours. It is the student's responsibility to observe the rules and meet them. In case of doubt, students should consult the respective year coordinators.
- 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.
- If a mapping is not a one-to-one module map or involves unusual credit units (other than normal 3 or 4 MCs), indicate this unique mapping in the remarks column with explanation and justifications.
- 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.**

Table 1: Module mapping approving authorities (for Non-ECE modules)

- Module mapping approvals should be directed to departments offering the modules as shown in the table below.
- To seek module mapping approval, submit the appropriate [mapping form](#) to Office of Undergraduate Programme (OUP) – Ms Sharon Poh (engpcgs@nus.edu.sg) who will seek approval on your behalf.
- Do not send duplicate mapping requests.
- Always use your NUS e-mail ID when corresponding with us.

Module type	Authority
University Level Requirements (ULR)	Host Department
Programme Requirements	Host Department
General Education Modules (GEM)	General Education Committee (GEC)
EC modules	FASS
Business Modules	Business School
EG/ES Modules	Faculty
HR2002	Faculty
Unrestricted Elective Modules (UEM)	Host/Home Department
USP Modules	USP Office
Minor Modules	Host Department

A more detail list is available at: <http://www.eng.nus.edu.sg/sep/mapping.htm>

Table 2: Online Module Mapping Submission

<https://www.ece.nus.edu.sg/intranet/SEPSP/index.asp>

When submitting mappings online, the following information must be provided, failing which your submission will either not go through or be rejected.

- For Partner University's module: Module Code, Module Title, Module Level, Contact Hours, Modular Credits and Syllabus.
- For NUS module to be mapped: Module Code, Module Title, Module Type Code, Modular Credits (MC) and Syllabus.
- Syllabus of all modules MUST be provided.
- Indicate "Previously approved" in the remarks column if the mapping is taken from past approved study plans.

SAMPLE:

Name: Provide full name as registered with NUS

Matric No.: A0012345H

Program (EE or CEG): EE

Stage: Year 2

Specialization: Communications

SEP Status: Allocated by NUS

SEP Period: AY2010/2011 Sem 2

Partner University: University of Oulu

NUS Modules	SEP Modules
Module Code: EE3032 Module Title: Project Module Type Code: 11 Workload: 0-0-3-4-8 Modular Credits: 6 Syllabus: Students will work in a team project to design and build an electronic system involving both digital and analog circuits with a good mix of hardware and software components. They will go through steps of conceptual system design, detailed technical design, bread-board prototyping, PCB implementation, system integration, testing & debugging and demonstration of final working model. The project work will be continuously documented by each student in an individual project design portfolio.	Module Code: 521432A Module Title: Electronics Design I Module Level: intermediate Workload: 40 hours lecture/ 20 hour exercise Modular Credits: 5 ETCS credits Syllabus: Students learn basics of analog electronics design. This course is follow-on Principles of Electronics Design. Frequency response, Differential amplifier, Feedback, Output stages and power amplifiers, Operational amplifier, Applications of operational amplifier, Oscillators and Tuned amplifiers.
Remarks: For pre-approved modules, state - Previously approved	

III. Submission of study plan and beyond

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.

Change of 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 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.