

2015

**STUDENT EXCHANGE PROGRAMME
FACULTY OF ENGINEERING**



INFORMATION GUIDE

1. Department SEP Coordinators

S/No.	Name	Dept	Tel: 6516 xxxx	Email (XX@nus.edu.sg)
1	Dr Mrinal Kanti Musib	BME	66013049	biemkm
2	A/Prof Tan Siew Ann, Harry	CEE (CVE)	2278	ceetansa
3	A/Prof J. Paul Chen	CEE (ESE)	8092	ceecjp
4	Prof Wang Chi-Hwa (Europe, except Denmark, Norway & Finland)	CHBE	5079	chewch
5	A/Prof Chen Shing Bor (US, Canada, Denmark & Norway)	CHBE	5237	checsb
6	Dr Photinon Kanokorn (Asia-Pacific, Africa & Finland)	CHBE	8609	chepk
7	Dr Sahoo Sanjib Kumar (Outgoing)	ECE	6470	elesahoo
8	A/P Vincent Lee (Incoming)	ECE	5865	elelc
9	A/Prof Anjam Kursheed	ESP	2295	eleka
10	A/P Ng Kien Ming	ISE	5541	isenkm
11	Dr Xu Huan	ME	4094	mpexuh
12	Dr Zhu Jian	ME	5539	mpezhu
13	Prof Gong Hao	MSE	4632	msegongh

For matters pertaining to overseas student exchange including choice of overseas university (relevance to your programme etc.) and academic planning (mapping of modules, study plans etc.), please consult your respective department coordinators.

2. Faculty of Engineering's SEP portal: <http://www.eng.nus.edu.sg/sep/>

Please carefully go through the above web-portal which has relevant and important information on the SEP for engineering students.

3. Planning an exchange either at a Local University OR an Overseas Partner University

While most students proceed to an **overseas Partner University** on the SEP, some proceed to other local Universities. Applications for the **Singapore Universities Student Exchange Programme** (SUSEP) are conducted on a semester-basis and coordinated by the NUS Registrar's Office. Please see <http://www.nus.edu.sg/registrar/edu/UG/sep-general.html> for more details about the SUSEP.

4. Financial Assistance for SEP

There are various schemes for students who need financial assistance to be able to participate in approved overseas educational programmes. Please visit the following website for details:

- Loans: <http://www.nus.edu.sg/oam/financialaid/loans/financial-loans.html>
- Awards/Scholarships: <http://www.nus.edu.sg/iro/financial/out/others/index.html>
- NUS Awards for Study Abroad (NASA): <http://www.nus.edu.sg/iro/financial/out/nasa/index.html>

5. Eligibility for SEP ([also see http://nus.edu.sg/iro/sep/out/before/index.html](http://nus.edu.sg/iro/sep/out/before/index.html))

To be eligible to participate in the NUS Student Exchange Programme, the student must:

- be enrolled in NUS as a **full-time** undergraduate student;
- have completed at least **two semesters of study before** embarking on the exchange
- have a sound academic record, i.e. **minimum CAP of 3.0**, and should not have any grade below grade 'C' (grade point of 2.0) in any module;
- have **sufficient financial means** to cover the necessary expenses for the duration of the SEP (ranging from S\$5,000 to S\$15,000 per semester, subject to the country & local conditions at the overseas University). When applying for the student visa, a number of countries may demand documentary proof of the financial status (see section 4 for financial assistance schemes).
- obtain the **Faculty & Department approval** to proceed on the SEP;
- satisfy partner institution and host country **entry requirements**; and
- check with the **issuer of any scholarship** he or she is receiving to ensure there are no restrictions involving overseas study.

For more details on eligibility issues, please see the NUS International Relations Office's (IRO) web portal at <http://nus.edu.sg/iro/sep/out/before/index.html> which also articulates that given the intense competition for limited overseas placements, consideration will be given to students who did **NOT have the opportunity to study overseas**.

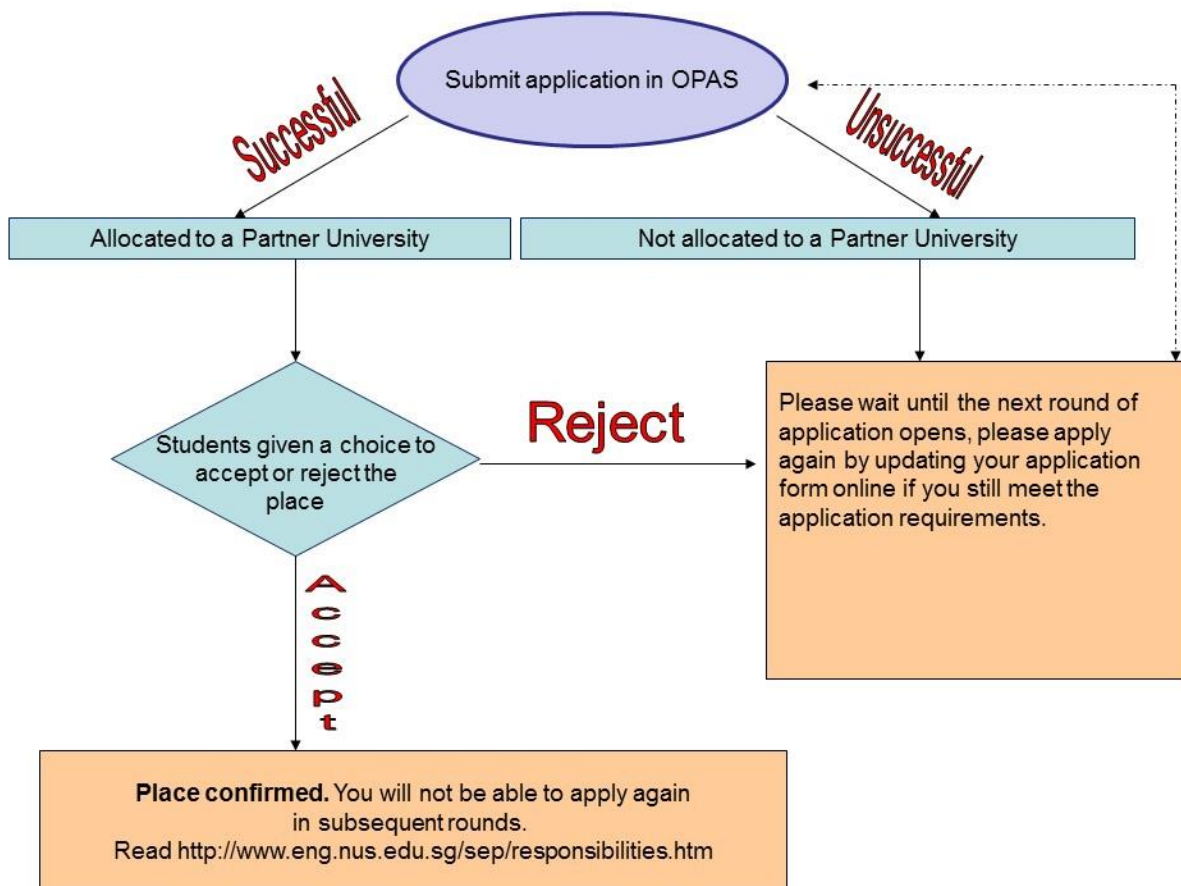
6. Application Procedures for Overseas SEP

Application for the overseas SEP is conducted in two stages. The first stage is the process of being selected for the SEP which involves interviews, assessment of submitted essays/ statements, academic standing, good writing/communications skills, record of achievement & contributions to university, society & etc. The second stage involves admission to the overseas SEP partner university.

Stage 1:

- The **first call for applications** will be made via email **around late September/October** for the next academic year.
- Students **who are eligible** (<http://www.eng.nus.edu.sg/sep/eligibility.htm>) will be able to view places available to them and also submit their applications via the **Overseas Programme Application System (OPAS)** at <https://myaces.nus.edu.sg/VOPSEP/Login>.
- Students should ensure that the **SEP partner universities** that they apply for are suitable for their respective engineering programmes.
- All students who apply for the SEP should:
 - submit a statement of purpose
 - provide all the necessary information about themselves
 - choose **at least THREE SEP partner universities** in **THREE** different continents
 - prepare an **initial study plan** for each SEP partner university being applied, to be **shortlisted for an interview** by their respective departments subject in satisfying the above (*otherwise application will be treated as incomplete & not be processed*)
- Successful applicants will be informed of the partner university allocated to them via email.
- Students will have to log into OPAS to accept/reject the offer.
- Students who reject an offer may be barred for applying again for another SEP partner university in the subsequent round of application.
- Upon accepting the SEP offer, students will have to prepare their study plans and get them approved by the relevant authorities. (Please see section 9.)

Application Flowchart



Stage 2:

- Students who are allocated a place at a SEP partner university will receive an email from the Faculty with instructions in due time to complete their SEP applications by filling up the relevant partner university forms and providing the necessary supporting documents.
- Students will be notified of the results once their applications have been evaluated by the partners.

There are two types of exchange agreements:

- Faculty-level agreements:** Exchange agreements between the Faculty of Engineering, NUS and partner universities are administered by Office of Undergraduate Programmes.
- University-wide agreements:** Agreements between NUS and partner universities are administered by the NUS International Relations Office and the Registrar's Office.

Please carefully note that a SEP partner university may decide NOT to accept a student's application due to various reasons. Those who are rejected will have a chance to re-apply for another university if time permits.

7. Time and duration of study

Engineering students will embark on the SEP either in **their third year of study** except for Global Engineering students who may embark on the SEP during their second year. The choice of going in either the semester 1 of semester 2 is up to the student, but applicants need to consider the semester periods and modules available at the partner universities when making their decisions. Please do not choose a university whose academic calendar clashes with your IA period. **To embark in Semester 1 or full year programmes, students must apply in Round 1.**

NUS students generally only go on SEP for one semester, except in cases where partner universities require a full-year exchange. Extensions are generally not allowed due to the limited places available but student may apply for an extension of the SEP at the Partner University subject to:

a. Partner University's:

- (i) agreement to the extension at the Partner University; and
- (ii) confirmation that they NOT accept fewer NUS students as a result in the future.

b. NUS Faculty & Department authority's (Dean, Department Head or nominee):

- (i) agreement to the extension at the Partner University; and
- (ii) approval for the equivalent modules/courses to be taken during the extension of the SEP by your SEP Department co-ordinator.

8. Study Plan for the exchange at the overseas partner university

It is the student's responsibility to ensure that:

- they have taken **careful note of the current requirements** of their respective degree programmes and the relevant academic policies (some highlighted below),
- their study plan receives **all necessary approvals** before embarking on the SEP,
- the study plan **would not delay** their graduation.

Please consult your SEP Department coordinator if there are any questions about the study plan.

Some relevant academic policies to take note of:

(AY 2014 onwards)

Students should take note of the following important academic policies (see the general information section of the NUS Bulletin for more details):

(i). 60MC limit on level 1000 modules

(ii). Minimum graded MCs (NUS modules with assigned Letter-grades 'A+' to 'D', 'CS' grade or 'S'-grade) counted towards Degree, Major, and Minor Requirements:

- A minimum of 50% for degree requirements (residency);
- A minimum of 60% for major requirements; and
- A minimum of 16MC for minor requirements

For more information, please refer to <http://www.nus.edu.sg/registrar/node/30311#ResidencyRequirement>.

(iii). The policy of minimum workload of 18 MCs per semester will be applicable to all new and returning students with effect from AY2015/16.

For students who are unable to map up to 18MCs due to restrictions at Partner Universities, you may write in to your department for approval. Please detail how you will be able to graduate on time (i.e., within 3 years for 120MC programmes and 4 years for 160MC programmes), despite falling below the minimum workload required. Exceptions to the 18 MCs minimum workload will be considered on a case by case basis (e.g., for 2nd year students who have accumulated greater than 40 MCs; 3rd year students who have accumulated greater than 80 MCs).

If in doubt, please check with your department administrator or SEP department co-ordinator (<http://www.eng.nus.edu.sg/sep/contact.htm>) for academic matters.

9. Module Mapping Guide

Module mappings will have to be **approved and signed by the SEP Department coordinator** if a student wishes to transfer the credits to their NUS degree. Further details and forms for module mapping requests can be found at <http://www.eng.nus.edu.sg/sep/mapping.htm>. Please read this information carefully.

10. Leave of Absence (LOA)

Students should **NOT apply for LOA** when proceeding for the SEP.

Students on SEP in a particular semester will be unable to bid for modules through CORS. Please keep Ms Davina Tham (davina.tham@nus.edu.sg) informed if there are any changes to your SEP plans.

11. Withdrawal

There is intense competition among students for the limited SEP places at overseas partner universities and allocation of places is done after much careful review and deliberations.

Any request for withdrawal well after a student accepts a place at a partner university, would be taken very seriously. A student who withdraws may have denied the opportunity for another student to have an overseas experience.

Any requests for withdrawal should be sent via email to Ms Davina Tham (davina.tham@nus.edu.sg) and your Department coordinator. Last minute withdrawals are very strongly discouraged.

*Note: There is a **withdrawal administrative fee of at least \$300 (up to \$500)** for withdrawing after accepting the SEP offer in OPAS. Please select your overseas university carefully.*

12. Change in SEP semester

If a student accepts the SEP offer for semester 1, it may not be a problem if he/she decides to go in semester 2 subject to approval by the Department, and the partner university. Such requests should be submitted to us in advanced.

Please contact Ms Davina Tham (davina.tham@nus.edu.sg) from the Office of Undergraduate Programmes if you have further queries on SEP.

All enquiries should be made from the student's NUS email account.

**FACULTY OF ENGINEERING'S
STUDENT EXCHANGE PROGRAMME TEAM:**

**Ms Davina Tham, Assistant Manager
Email : davina.tham@nus.edu.sg**

**Ms Sharon Poh, Management Assistant Officer
Email : sharon_poh@nus.edu.sg**

***Office of Undergraduate Programmes, Faculty of Engineering 9 Engineering Drive 1,
Blk EA #04-10, Singapore 117576***

Student Exchange Programmes around the world

This list shows some of our partners around the world

USA

Arizona State U
Carnegie Mellon U
Olin College
Rice U
U of Texas at Austin
U of California
Georgia Institute of Tech
Iowa State U
U of Illinois at Urbana-Champaign
U of Miami
U of Wisconsin-Madison
Pennsylvania State U
U of Washington
Purdue U
Penn State U
Texas A & M U
U of Connecticut
Concordia U
U Delaware
U Minnesota
U of Virginia
U of Rochester
U of Michigan
Vanderbilt U

DENMARK

Tech U of Denmark
U of Copenhagen
U of Southern Denmark

UNITED KINGDOM

Loughborough U U of Manchester
U of Birmingham U of Bath
U College London U of Sheffield
U of Southampton U of Leeds
U of Glasgow Imperial College
U of Edinburgh U of Nottingham
Queen's U of Belfast
King's College London
U of Durham U Cambridge

FRANCE

INPG
INSA, Lyon
Ecole Supérieure d'Electricité (Supélec)
U Joseph Fourier
Ecole Central de Paris
GE4/ASE3 Program
U Pierre et Marie Curie
Ecole Nationale Des Ponts Et Chaussees (ENPC)
Ecole Normale Supérieure De Lyon
Institute Supérieur D' Electronique De Paris
Ecole Generaliste d'ingenieurs de Marseille
French Civil Aviation School (ENAC) (ASE3)
Universite De Technologie De Compiègne (ASE3)
U of Technology of Troyes

SWITZERLAND

Swiss Federal Inst of Tech, Zurich (ETH)
Swiss Federal Inst of Tech, Lausanne (EPFL)

FINLAND/NORWAY

U of Oulu
Aalto U
Tampere U of Tech
Norwegian U of Sci & Tech

ESTONIA

Tallinn U of Technology

SPAIN

Universidad Autonoma De Madrid

MEXICO

Institute of Tech & Superior Studies of Monterrey
Technologico De Monterrey

RUSSIA

Loffee Physico Tech Inst
Moscow State U

ITALY

U of Trento (ASE3)
Politecnico Di Milano

SWEDEN

Linköping U
Royal Institute of Tech
Chalmers U
Lund U
Karlstad U
Uppsala U

NETHERLANDS

Delft U of Tech
Eindhoven U of Tech

TAIWAN

National Taiwan U
National Taiwan U of Sci & Tech

GERMANY

Tech U Darmstadt
U of Wuppertal
U of Applied Sciences, Esslingen
Tech U of Berlin
Tech U of Munich
U of Karlsruhe
U of Stuttgart
Tech U of Hamburg – Harburg
Aachen U of Technology
U of Dresden
U of Ulm

AUSTRALIA/NEW ZEALAND

U of Adelaide
U of Melbourne
U of Queensland
Australian National U
U of Western Australia
U of Sydney
Monash U
U of Canterbury
U of Auckland

JAPAN/KOREA

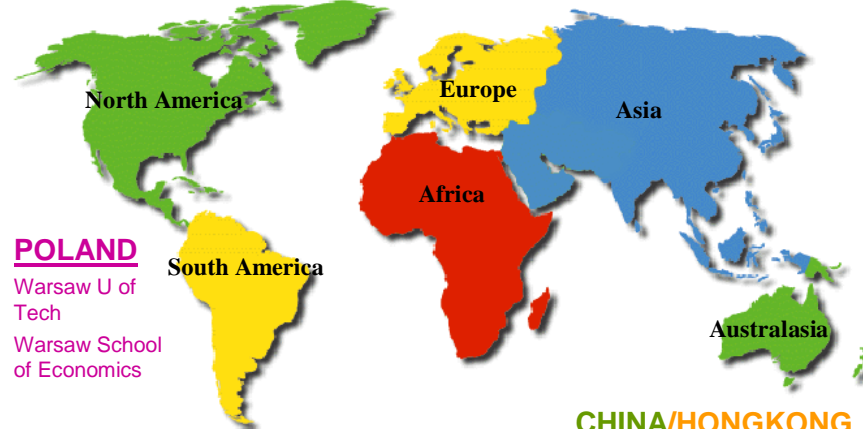
Keio U
Kyushu U
Tohoku U
Tokyo Institute of Tech
Korea Advanced Institute of Sci & Tech
Korea U
Seoul National U

CANADA

Concordia U
U of Toronto
U of Waterloo
McGill U
Simon Fraser U
U of British Columbia
U of Calgary
York U
U of Western Ontario
Queen's U at Kingston

CHINA/HONGKONG

Shanghai Jiaotong U
Sichuan U
Fudan U
Huazhong U of Sci & Tech
Tsinghua U
Zhejiang U
Peking U
U of Wuhan
Xiamen U
Sun Yat Sen U
Xian Jiaotong U
Nankai U
Nanjing U
Shandong U
Hong Kong U of Sci & Tech
U of Hong Kong
City U of Hong Kong
Chinese U of Hong Kong



For a more comprehensive list, refer to:

<http://www.nus.edu.sg/IRO/sep/partners/ptu/index.html>