

STUDENT EXCHANGE PROGRAMME FACULTY OF ENGINEERING



INFORMATION GUIDE 2016



Participate in the SEP and experience the world!!

As an NUS student, participating in the Student Exchange Programme (SEP) will allow you to spend up to a year abroad in a prestigious university. You can enjoy living, studying and learning in a new environment. You will be able to experience a new culture, have the chance to make new friends and establish your network in a foreign country.

Just think of all the wonderful new experiences you can have; walking down the Champs Elysee, taking part in Oktoberfest, speaking your mind at Hyde Park Corner, dining on sashimi under the cherry blossoms, marveling at mountains in spring time, camping in Yellowstone Park and much more!

Yet, you will never be more than a few months away from your favourite fish head curry and chilli crabs.

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 Zhao Dan (Asia-Pacific, Africa & Finland)	CHBE	4679	chezhao
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	Asst Prof Zhu Jian	ME	5539	mpezhu
12	A/P Ong Soh Khim	ME	2222	mpeongsk
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, 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. Eligibility for SEP (also see <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**.

5. 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:

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

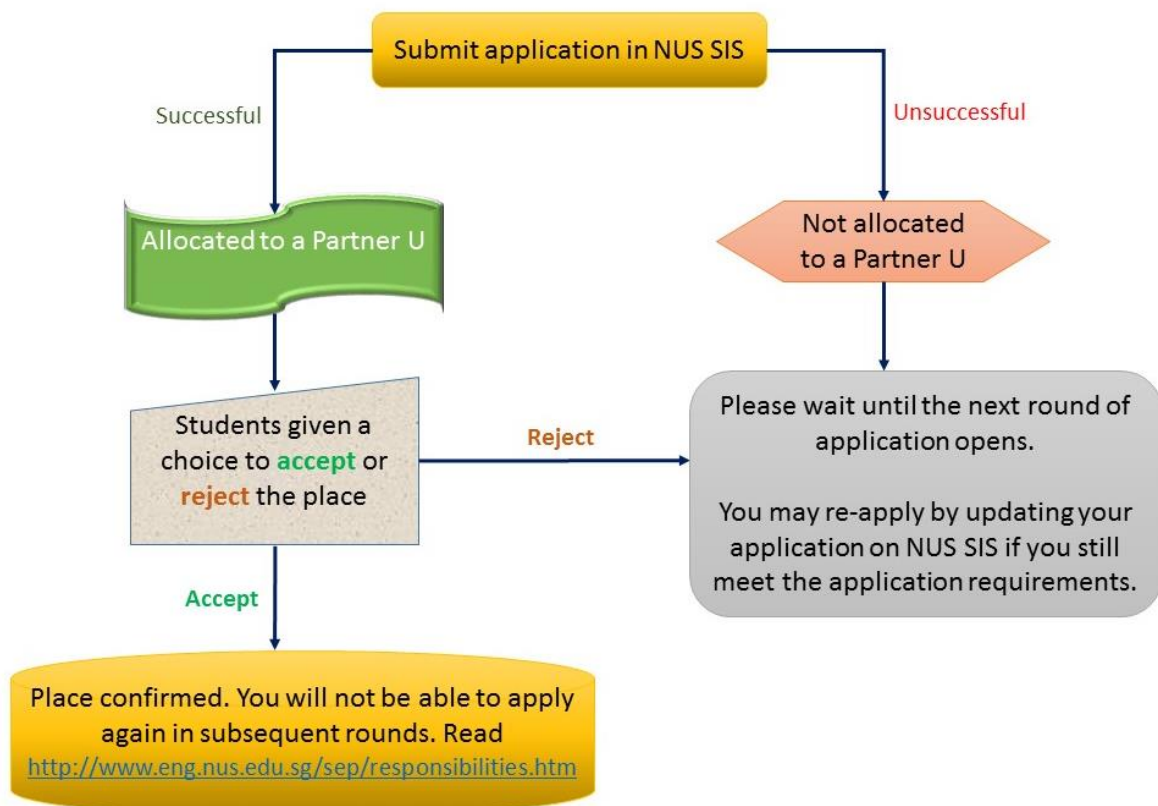
6. Application Procedures for Overseas SEP

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:

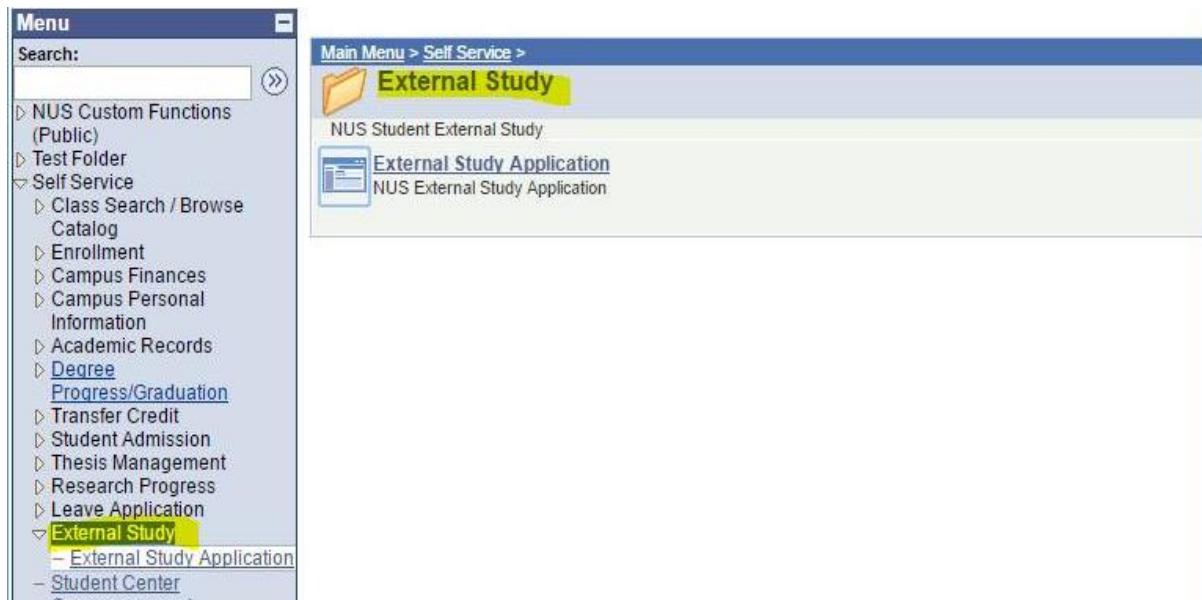
- The **first call for applications** will be made via email in **early October** for the next academic year.
- Students **who are eligible** (<http://www.eng.nus.edu.sg/sep/eligibility.htm>) will be able to view places available to them and also submit their applications via the **NUS Student Integrated System (NUS SIS)**, 'Self-service' (under the left menu)> **External Study**¹.
- 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:
 - choose **at least THREE SEP partner universities** in **THREE** different continents[^]
 - have in mind/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*)
- Applicants allocated with the Partner University of Choice will be informed via email.
- Students will have to log into **NUS SIS** to accept/reject the offer.
- Students who reject an offer may be barred for applying again for another SEP partner university in the next round of application.
- Upon accepting the SEP offer, students will be prompted on NUS SIS to map their modules.

Application Flowchart



[^] Various continents (coded in 5 different colours) can be found at the last page.

¹ NUS Student Integrated System (NUS SIS)



Stage 2:

- Students who are allocated a place at a SEP partner university will receive an email from the Faculty with instructions to complete their SEP applications by filling up the relevant partner university forms and providing the necessary supporting documents.
- Students will be notified their application results after Partner University's acceptance.

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.

There are two types of exchange level Partner Universities (PUs):

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

7. Time, Duration of study and Responsibilities

Engineering students will embark on the SEP either in **their third year of study** except for Global Engineering students who will embark on the SEP during their second year. Students have the choice of going in either semester 1 of semester 2, but they 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.**

Timeline:

Round 1: Early October – End October 2016*

Round 2: End February – Mid March 2017

Round 3: Early April – End April 2017

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:

**Students are to be prepared for an interview in Round 1. Selection will be based on 50% CAP + 50% interview rating.*

a. Partner University's:

- (i) agreement to the extension at the Partner University; and
- (ii) confirmation that they will 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.

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),
- **all necessary module approvals** have been granted before embarking on the SEP,
- the study plan **would not delay** their graduation.

Please consult your SEP Department coordinator if you have further questions.

8. Academic Policies

(AY 2014 onwards)

Some relevant academic policies to take note of:

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

1. 60MC limit on level 1000 modules

2. 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

3. 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, despite falling below the minimum workload required. Exceptions to the 18 MCs minimum workload will be considered on a case by case basis, subject to the department/faculty's approval.

For more information, please refer to <http://www.nus.edu.sg/registrar/education-at-nus/undergraduate-education/continuation-and-graduation-requirements.html#ResidencyRequirement>.

9. Module Mapping Guide

Module mappings will be through NUS SIS. All mapping requests have to be submitted **before** leaving for exchange if a student wishes to transfer 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 deliberation.

Any request for withdrawal well after a student accepts a place at a partner university, will 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** for withdrawing after accepting the SEP offer in NUS SIS. 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.



Student Exchange Programmes around the world

This list shows some of our partners around the world

FRANCE

Grenoble Institute of Technology
(Grenoble INP)
Université Joseph Fourier (Grenoble I)
INSA, Lyon
CentraleSupélec (Supélec)
Université de Technologie de Compiègne (UTC)
French Civil Aviation School (ENAC)
(ASE3)
Université De Technologie De Compiègne (ASE3)
U of Technology of Troyes

UNITED KINGDOM

Loughborough U
U of Birmingham
U College London
U of Southampton
Imperial College
U of Glasgow
U of Nottingham
U of Edinburgh
U of Cambridge
Newcastle U
U of Aberdeen
U of Liverpool
Oxford U

ITALY

U of Trento (ASE3)

ESTONIA

Tallinn U of Technology

FINLAND

U of Oulu
Aalto U
Tampere U of Tech
Uppsala U

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
RWTH Aachen U
U of Ulm

NETHERLANDS

Delft U of Tech
Eindhoven U of Tech

NORWAY

Norwegian U of Sci & Tech

SPAIN

Universidad Autonoma De Madrid

SWITZERLAND

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

USA

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

CANADA

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

BRAZIL

University of Sao Paulo

MEXICO

Technologico De Monterrey

For a more comprehensive list, refer to:

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

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

CHINA/HONGKONG

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

TAIWAN

National Taiwan U
National Taiwan U of Sci & Tech
National Chiao Tung U
National Cheng Kung U
National Tsing Hua U

NEW ZEALAND

U of Canterbury
U of Auckland

JAPAN

Keio U
Kyushu U
Tohoku U
Tokyo Institute of Tech
Osaka U
Kyoto Institute of Tech
Kyoto U

KOREA

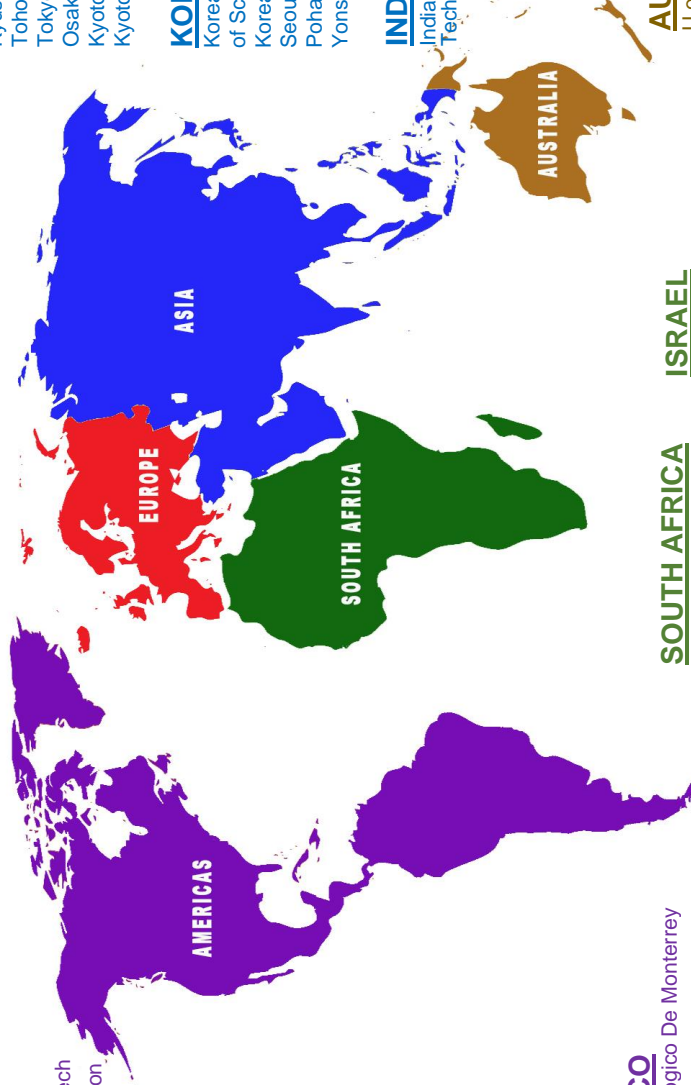
Korea Advanced Institute of Sci & Tech
Korea U
Seoul National U
Pohang U of Sci & Tech
Yonsei U

INDIA

Indian Institute of Tech Bombay

AUSTRALIA

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



SOUTH AFRICA

Stellenbosch University
University of Pretoria

ISRAEL

Technion-Israel Institute of Technology

**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 117575***