From the 38th Academia Committee



A Guide to Student Exchange Programme (SEP)



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What is SEP?

It is a chance for BBA students to spend one semester abroad with NUS partner universities, while taking modules worth up to 24 Modular Credits (6 modules), in their 2nd, 3rd or 4th year.





Why join SEP?

- Gain valuable international experience
- Career preparation
- Experience a different learning environment
- Develop an awareness and appreciation of other cultures
- Broaden your outlook and approach to doing business

Who can apply for SEP?

Year 2 students may now apply to attend SEP in Year 3 Sem 1 or 2 during the October/ November SEP application round.

Year 1 students may now apply to attend SEP in Year 2 Sem 2 during the May/June SEP application round





When can we go for SEP?

Year 2 Sem 2 onwards

Note: Students going on SEP need to return to NUS to complete at least one semester before graduation). Only one SEP semester allowed.

What modules can I map to the partner university?

Check EduRec for mappable modules for your SEP in EduRec (Academics -> Global Education -> Search Course Mappings -> 002 NUS Business School -> Fetch Mappings)

How to apply to SEP?

Step 1) Complete the Travel Preparedness Course (TPC) on canvas at least 24 hours before applying for an overseas programme on EduRec

Step 2) Submit Online Application on EduRec

Step 3) Ensure all the Application Declaration Forms are signed

Step 4) Submit physical documents to Undergraduate Studies Office at BIZ 2, Level 5 (above Bizad Club Room) from 2pm to 5pm on stipulated days during the application period

Bizad Club
NUS STUDENTS' BUSINESS CLUB

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SEP General timeline (Sem 1 or 2)

Eligible students will be notified by the Undergraduate Studies Office to apply for SEP in myEdurec

October/ November

Students going to USA will receive application instructions from the SEP partner universities

Mid-February - March

End January

Notification of SEP application outcome

End March

Attend SEP briefing, collect SEP Certification Letter

Students going to Canada, Europe, Asia & Oceania will receive application instructions from the SEP partner universities

Mid-March - April

Submission of Module Mapping Worksheets (refer below)

April - September

End December

Completion of SEP

March

Submission of SEP transcript to the Undergraduate Studies Office for credit transfer if students have received their transcript directly from the SEP partner universities (Most of the partner universities will send the transcripts directly to the Undergraduate Studies Office)

Verify credit transfer in myEdurec

End April

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SEP General timeline (Only Sem 2)

Eligible students will be notified by the Undergraduate Studies Office to apply for SEP in myEdurec

May/June

Students going to USA will receive application instructions from the SEP partner universities

Mid July

Notification of SEP application outcome

Mid-July to August

End August

Attend SEP briefing, collect SEP Certification Letter

Students going to Canada, Europe, Asia & Oceania will receive application instructions from the SEP partner universities

September to end-October

Submission of Module Mapping Worksheets (refer below)

October to February

End May/June

Completion of SEP

October

Submission of SEP transcript to the Undergraduate Studies Office for credit transfer if students have received their transcript directly from the SEP partner universities (most of the partner universities will send the transcripts directly to the Undergraduate Studies Office)

Verify credit transfer in myEdurec

End November

From the 38th Academia Committee

Minimum Unit Requirements

Under the Old BBA curriculum...

Residency Requirement (minimum units to be read in NUS)	BBA Degree	BBA with Honours	BBA (Acc) Degree	BBA (Acc) with Honours	BSC (RE) with Honours
NUS Overall residency requirement (50% of units must be taken in NUS for graduation)	60 out of 120 units	80 out of 160 units	60 out of 120	80 out of 160 units	
Programme Residency Requirement (60% of units must be taken in NUS)	42 out of 70 units	54 out of 90 units	53 out of 88 units	65 out of 108 units	
Specialistion Residency	12 units out of 20 units must be done in NUS (i.e. maximum 8 units of the specialisation can be mapped for SEP)				

Under the New BBA curriculum (AY2024/25 onwards)...

Residency Requirement (minimum units to be read in NUS)	Business BBA (Hons)	Accountancy BBA (Acc) Hons	Real Estate BBA (RE) Hons
NUS Overall Residency Requirement	80 out of 160 units		
Programme Residency Requirement	53 out of 88 units	58 out of 96 units	56 out of 92 units
Primary major (1st major) Residency Requirement	36 out of 60 units	41 out of 68 units	39 out of 64 units
Second Major Residency Requirement	24 out of 40 units	27 out of 44 units	24 out of 40 units
Minor Residency Requirement	12 out of 20 units taken in NUS		

TAKE NOTE For programme, primary major, second major and minor residency requirements, at least 60% of the required units must be taken in NUS

Resources

Click here for more information on the Minimum Unit Requirements

TAKE NOTE *Only commitments that have taken place from the time of matriculation into NUS count for SEP.

Resources:

Click here for the SEP grading system pdf

- Appendix B CCA Testimonial link
- Appendix C Caring for Community Testimonial link
- Appendix E SEP Declaration link

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SEP Points System (Summarised)

Criteria	Examples	Points Allocation
Grade Point Average (60%)	Extracted from EduRec the day after SEP applications close, following the S/U Option Exercise period	minimum of 3.0 GPA
CCA Involvement (10%)	NUS linked CCAs: BIZAD club (Camps), NUSSU camps or FOPs, NUS Invest, AIESEC, Uni-Y, Sports Clubs, Toast Masters, NES, Hall CCAs Non-NUS linked CCAs: Community Clubs, PA-Youth, NPCC-Cadet Lt @ Alumni, Singapore Youth Festival, Chingay Parade, Youth Flying Club	Max of 2 CCAs (can be NUS-based or non-NUS based); max of 5 points per CCA for 2 or more activities with long-term commitment (more than 2 weeks) **3 points:** 3 or more activities with short term commitment (2 weeks or less) OR 1 activity with long term commitment (more than 2 weeks)
Caring for Community (10%)	CDC, Grassroots activities, Senior citizen centres, Orphanages, Animal welfare, SPCA	**1 point** per volunteer activity and maximum of 10 different community service activities
Leadership (5%)	Examples same as CCA section	**5 points:** EXCO, PD/Vice-PD, Co-Director, Committee Head, Head of Publicity or Welfare **3 points:** sub-comm
Entrepreneurship (5%)	F&B: Cafes, catering Events: event management Marketing/creatives: design company, advertising agency Fashion: consulting, blogshops Comms: online apps, social media apps, profit-making forums Animal: pet shops Logistics: mail order	actively running a registered business things to submit: Company's registration, statement of accounts for past 3 months, URL for online businesses, documentary proof of past activities, screenshot of business webpage
Achievements (global or international) (5%)	**Sports:** Olympics, Asian Games, SEAGames, Boston Marathon, Hawaii Ironman (International); Inter-Varsity League, local marathons, biathlons and triathlons **Non-Sports:** Case comps, Debate championships	**5 points:** top 3 in competition **3 points:** finalist
Bonus Points (5%)		3rd CCA OR 5 different community service activities OR leadership position

How do I apply for SEP?



STEP 1

Upon logging into EduRec Homepage, select Academics tab

In the Academics page, click on Global Education.

STEP 2



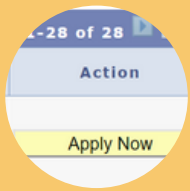


STEP 3

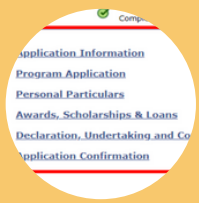
In the Global Education Page, click on External Study Program.

You should see Student Exchange. Click on Apply Now.

STEP 4







STEP 5

In the Application Checklist page, you will see 6 sections. Ensure you complete all 6 sections. Click NEXT STEP to begin.

STEP 6



1. **Application Information:** Ensure you read through the information, and acknowledge by checking the box. Click SAVE DETAILS, then NEXT STEP.



STEP 7

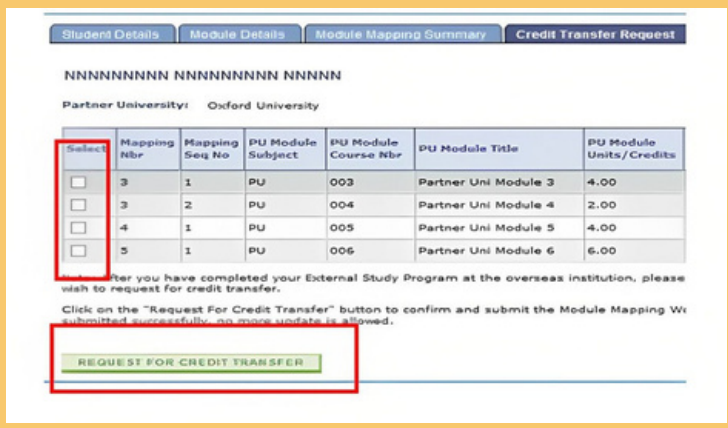
2. **Program Application:** You will need to RANK your top 5 choices of PUs (can be less than 5). Under the Host column, click on the search icon to search for the PU. Click on the + icon on the right to add in more rows. Under the Intended Study Period, choose NUS SEM 1 or 2.

If the period of request for credit transfer is open, you can select the approved module mappings for credit transfer under the 'Credit Transfer Request' tab.

After, click 'Request for Credit Transfer' to submit the request for credit transfer. No further changes are allowed upon submission.

Your Faculty SEP co-ordinator will process the credit transfer upon receiving the Partner University's transcript.

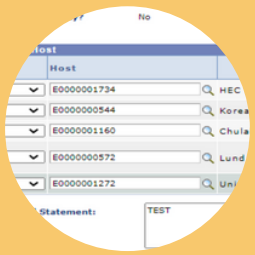
How do I submit my credit transfer request after returning back to NUS?



Resources

User Guide for Submission of Module Mappings pdf here

Bizad Club
NUS STUDENTS' BUSINESS CLUB



After selecting your top 5 choices, acknowledge by checking the box. Click SAVE DETAILS, then NEXT STEP.

STEP 8

3. Personal Particulars: Check through your personal particulars, and update your expected graduation term, CCA and Language proficiency. Acknowledge, save and NEXT STEP.

STEP 9



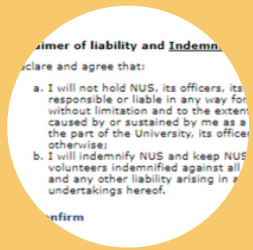


STEP 10

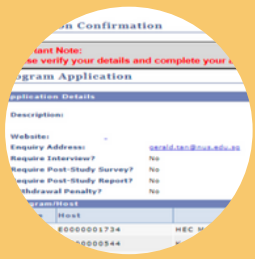
4. Awards, Scholarship & Loans: this page will show your awards/ scholarships facilitated by NUS. If you have other external funding, please update accordingly. Acknowledge, save and NEXT STEP.

5. Declaration: In this page, you will need to perform Declaration, Undertaking and Consent. Ensure that you check all the relevant boxes. Acknowledge, save and NEXT STEP.

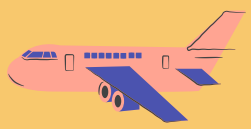
STEP 11



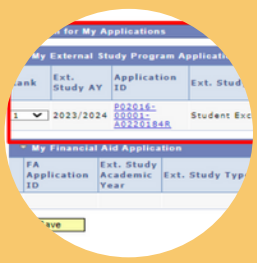
6. Application Confirmation: This will be the last section, where you need to confirm your application. Look through the details, ensure that all information provided are correct. Once verified, you may proceed to submit your application.



STEP 12



STEP 13



Once you have successfully submitted your SEP application, you will be able to see your application being reflected in your EduRec > Global Education page.
Note: You can only submit your application once per semester. No changes to your application can be made after submission. If you want to make changes, click 'Modify Application' and NOT 'Withdrawal'

Resources

User Guide for Submission of Module Mappings pdf here

How do I submit module mappings?



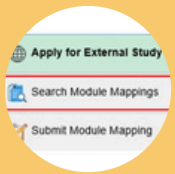
STEP 1

Wait for an email notifying you of the creation of your module mapping worksheet.

Next, login into myEduRec and navigate Academics> Global Education.

STEP 2





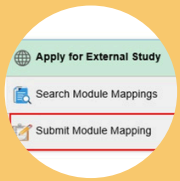
STEP 3

Click Search Module Mappings on the side bar.

Here, you may click on the magnifying glasses to look up potential module mappings and their details.

STEP 4



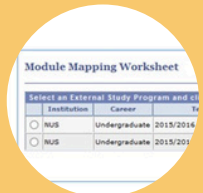


STEP 5

Now that you've searched and found your desired module mappings, head to Submit Module Mapping.

If there are multiple study programs displayed, please select the required one.

STEP 6







STEP 7

Next, select Module Details.

Select the type of mapping. One to one: One PU mod → one NUS mod. One to many: One PU mod → more than one NUS mods within the same faculty. Many to one: More than one PU mod → one NUS mod.

STEP 8



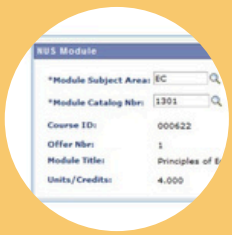


STEP 9

Next, fill in the information of the PU mod. If there is no module code, enter 'ZXX' under 'Subject' and running numbers for 'Course Nbr'. If there's more than one PU mod without module code refer to the example on the right.

Subsequently, you may then fill up the details for the corresponding NUS Module. You may type or select using the magnifying glasses buttons.

STEP 10



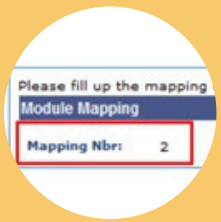
Lastly, fill up the PU's other information and Save.

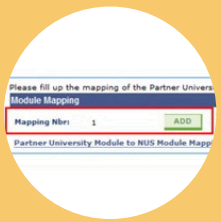
STEP 11









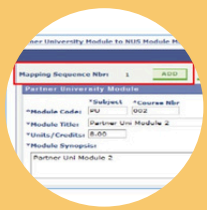


STEP 12A

to add another module mapping, click Add beside 'Mapping Nbr'. the 'Mapping Nbr' should then increase.

to add the second corresponding NUS/PU module for 'One to many' or 'Many to one' mapping, click Add beside 'Mapping Sequence Number'. the Mapping Sequence Nbr should then increase.

STEP12B







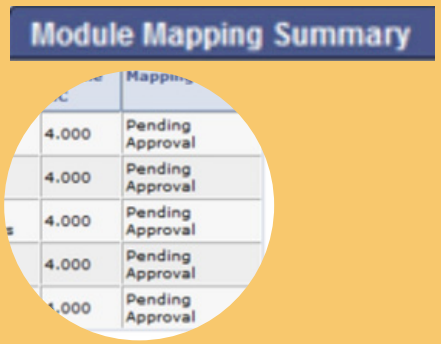


STEP 13

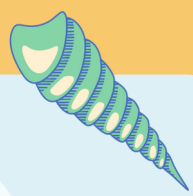
Finally, after you've entered and saved all entries, click Submit.

the mapping status for each module under Module Mapping Summary should then show 'Pending Approval'. You will be notified through email if it changes to approved or rejected.

STEP 14







TAKE NOTE

When the administrator is assessing your mapping applications, you may receive an email requesting for more information on one of the mappings submitted. You can log in to the system and provide the additional information under the section 'Partner University – Additional Information'



From the 38th Academia Committee

SEP Financial Aid



Scholarship (eligibility)	Value	Application Details	Fund Disbursement
Fung Scholarship (invited only; good academic results and demonstrated leadership appointments)	$4,000	Selected students will be invited to submit their applications via the student portal.	November/ December
NUSBSAA Student Experience Award (For Exchange Studies; selected based on financial need) (for financially needy students)	Variable amount	Students need to apply for financial aid via the Office of Admissions – Financial Aid during the annual application window for all aid (i.e. generic application). Details are found in the OAM Financial Aid site. Shortlisted students will be selected via an interview panel in July/August.	
Tahir Student Exchange Award (Indonesian financially needy students)	$6,000		
Student Global Experience Award (for financially needy students)	Assessed based on student's needs	Students need to apply for financial aid via the Office of Admissions – Financial Aid during the annual application window for all aid (i.e. generic application). Details can be found on the OAM Financial Aid site.	
33 Capital Students Experience Award (for financially needy students going to USC Marshall School of Business)	$5,000		

UNIVERSITY LEVEL

- NUS Awards for Study Abroad (NASA)
- Applicable for all students applying for exchange.
- Application is done via myISIS administered by GRO. Results of the award will be made known only one
- month prior to the semester of study.
- Details can be found on GRO's site.
- Approach GRO for any enquires on NASA awards.

BUSINESS SCHOOL DONATED AWARDS

- Only for NUS Business School students (includes students pursuing Double Degree).
- Students can only hold ONE award for exchange studies regardless of awarding body (i.e. internal or external to NUS).
- Students can/should still apply for NASA awards, but if awarded, the lower-valued award will be rescinded. Scholarships, bursaries, or other awards recipients CAN concurrently hold NASA or/Business School awards subject to the approval of the issuing organisation. Students are required to declare to the scholarship awarding organisation and NUS Business School if they have been awarded the 2nd scholarship/award.
- All recipients may be required to attend an award ceremony/ write appreciation letters/meet with the donors as required.

From the 38th Academia Committee

Contacts and FAQ

Contacts for System Help

Q. I cannot see the options to apply for SEP.

A. Contact Mr Gerald Tan (gerald.tan@nus.edu.sg) with screenshot of EduRec and matriculation number.

6516 1341

gerald.tan@nus.edu.sg

BIZ 2, 5-1

FAQ

Q. I completed the TPC but the status is not reflected on EduRec.

A. Write to NUS Global (global@nus.edu.sg) with Subject "TPC completed but not able to apply for programme", Full name, matric no and screenshots of completed TPC on Canvas.

Q. Can I request to be in the same Partner University (PU) as my friend?

A. No, you cannot tag to the same Partner University as your friend, nor can you mutually swap PUs.

Q. What are the penalties for withdrawing from SEP after accepting the offer?

A. You will be penalised if you withdraw from SEP **after** accepting offer, but there will be no penalty applied if you withdraw from SEP **before** accepting the offer.

Q. Can I apply for both SEP and SUSEP?

A. No, applications for SEP and SUSEP are separate, and you can only choose one program to apply for.

Q. When should I secure my air tickets and housing?

A. Wait for formal acceptance from your assigned Partner University before booking air tickets and securing housing to avoid potential changes.

Q. What if my CCA participation is not officially stamped?

A. If your CCA document lacks an official stamp, enclose an email from the CCA President including your full official name, the duration of participation, and level of participation.