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Welcome to the Faculty of Science! The following notes have been put together to guide students through the various administrative procedures in their course of study with us and to introduce students to the facilities available. We hope that the information will be useful and that it will help students to play their part as a member of the academic community.

The rules and regulations within the University changes from time to time and therefore, the contents of this handbook are current only at time of publishing. Students are encouraged to consult other relevant publications such as the NUS website or contact the Graduate Studies Office, Faculty of Science, for clarification.

1 Academic Year

The academic year usually starts in August each year and comprises of two semesters.

Semester 1 : Early August to Early December (18 weeks)
Vacation : Early December to Early January (5 weeks)
Semester 2 : Early January to Early May (17 weeks)
Vacation : Early May to Early August (12 weeks)

The detailed academic calendar is available [here](#).

2 Registration

All students must register as candidates of the University on admission. Students will be given a Student Registration card which allows them to access computer facilities, libraries and specific buildings/laboratories.

Students either register as full-time or part-time candidates. Full-time candidates are not allowed to be employed without permission from the University. Those found doing so may have their candidatures terminated immediately.

No student may concurrently register for more than one degree or register as a candidate of the University and of another university/institution.

3 Graduate Registration Card (Student Card)

All newly registered graduate coursework students will receive the Graduate Registration Card (Student Card) either by post or when they complete registration (part two) with us. The Student Card is an important form of identification as well as for using NUS facilities such as the laboratories, libraries and examinations.

If the Student Card is lost, students should report the loss using the [online system link](#).

The corresponding fees (exclusive of prevailing Goods and Services Tax) is payable for each replacement card application.

- First replacement card: $30
- Second replacement card: $80
- Third and subsequent replacement cards: $200

4 Student NUSNET User ID, NUSNET Password, PIN and Computer Account

Upon completing the registration (part one) process, students will be given their computer account (Student NUSNET ID, NUSNET Password, Personalised Identification Number [PIN]). However, the computer account can
only be used after completion of full registration formalities with NUS. For a brief description on how to get started with the new computer account, please refer here.

Students should never disclose their PIN to anyone else as this information should be kept confidential at all times. Students who have forgotten or lost their PIN are to go in person to the Smartcard Counter located at Level 1, Computer Centre Building anytime between 8.30am – 6.00 pm on Mondays – Thursdays, 8.30am – 5.30pm on Fridays, or 8.30am – 12.30pm on Saturdays.

Every registered student will be issued with an e-mail account which will serve as their official point of contact. All communications from the University to the students will be via the official email account. Students are expected to check their e-mails regularly. For smartphone/tablet users, please refer here on how to do the set up so as to access NUS email on the move.

Students are also expected to be aware of the latest notices/circulars that may be posted in the Registrar’s Office, faculty and/or department’s websites.

Personal data files under the computer account of students who have graduated/withdrawn/terminated their candidature will be removed within the period given in the notice from the University on the conferment/withdrawal/termination. A back up of the files should be made as soon as possible.

Please visit Computer Centre’s NUS IT Care for more information.

5 Use of Library Facilities

The Student Registration Card can be used at the libraries for loan of books. For newly registered students, their account at the University Library will only be activated one week after their candidature start date (i.e. one week after the semester commences).

If students encounter any problems, they are to contact the Users Services Section at the Central Library. Please visit the library portal for more information and news.

Loss of Student Card must be reported to the Library immediately. This can be done in person at the Loans Desk at any of the NUS Libraries. Students making payment for their replacement cards at the Student Services Centre may use the payment form, which has been machine-stamped when payment has been made as proof of payment, to obtain loan services. Students making online payment for replacement cards should produce the acknowledgement form, given by the system when payment is made, to obtain loan services.

6 Intranet for Students

6.1 Education Records System (EduRec) The Education Records System (EduRec) is a software system that consolidates NUS’ Undergraduate, Graduate and Non-Graduating student systems into a single integrated system. EduRec facilitates the integration of key activities from admission, module registration, student financials and progression to graduation.

EduRec has a Student Center page which contains self-service functions organized into 3 categories – Academics, Finances and Personal Information. Here, students have a single entry point to manage a wide range of student-related transactions.

In the Student Center, students are able to do the following:

Academics:
- View class timetable
- View enrolled modules
- View exam timetable
- View transfer credit report
- View unofficial transcript and exam results

Finances:
- View account summary (outstanding charges and posted payment)
- Make payment
- View/update bank account details
- Request for student bill/preliminary bill

Personal Information:
- View/update personal information (Official name, address, phone number, email, emergency contact, demographic information, etc)

Other Functions:
- Apply for Leave of Absence
- Print Student Status Letter
- View “Holds”

Further information on the usage of myEduRec’s Student Center can be found under myEduRec.

6.2 Student Portal
The Student Portal aims to provide students with secured and one stop access to information and eServices.

6.3 LumiNUS
LumiNUS is a Course Management System for the NUS Community. It is students’ gateway to NUS’ educational resources from campus, at home or overseas. LumiNUS provides a wide range of resources and services. Students can access up-to-date online syllabi, download notes, submit assignments, manage projects, participate in discussion forums and online communities, take part in online quizzes and surveys and watch live webcast lectures, among other things.

7 Website for Science Graduate Students
Students are encouraged to visit the Science Graduate website for:
- The most updated information on programme requirements, fees and so forth;
- The latest developments/changes of Handbook for coursework students;

8 Discipline and Code of Conduct

Discipline with respect to students is governed by the University’s Statutes and Regulations. Any student who is alleged to have committed or attempted to commit offences listed in Clause 3 of Statute 6 may be subject to disciplinary proceedings.

Heads of academic and non-academic units are empowered to adjudicate any offences in relation to existing students of the University. In such cases, appeals can be brought before the Dean of the Faculty if the disciplinary action was initiated by the Head of a Faculty-based academic unit, or before the Dean of Students if it was initiated by the Head of a non-Faculty-based academic unit or the Head of a non-academic unit.

The Board of Discipline is empowered to adjudicate any offences in relation to any student of the University, whether existing or for whom the candidature has ceased, as long as the circumstances giving rise to the disciplinary proceedings arose while the person was a student of the University or in connection with the person’s admission into the University. The Board of Discipline is chaired by the Dean of Students or a Vice
Provost and comprises two other members of the Senate and two members of the Student Union. Appeals against the decisions of this Board are heard by the Disciplinary Appeals Board.

Students of the National University of Singapore should familiarise themselves with the NUS Code of Student Conduct which is intended to guide students’ conduct in both the academic and non-academic aspects of their University life by providing an overview of the behaviour generally expected of them as members of the University community.

Students may also access the Discipline with Respect to Students - Guidance Note for Students on the NUS Student Portal for better understanding of factors relevant to the classification of offences by the University.

9 Candidature

9.1 Period of Candidature

The minimum and maximum period of candidature varies from programme to programme. For government-subsidised programmes, The normal candidature period refers to the normal duration that students are expected to take to complete a programme of study, excluding all approved Leave of Absence (LOA) periods. Students paying subsidised fees (applicable for Singapore Citizens and Singapore PRs) will be required to pay the full fees if they are unable to complete their programme within the normal candidature period. Please refer to the table below for details:

<table>
<thead>
<tr>
<th>Degree</th>
<th>Track</th>
<th>Acad Load</th>
<th>Normal Candidature Duration</th>
<th>Minimum Candidature</th>
<th>Maximum Candidature</th>
</tr>
</thead>
<tbody>
<tr>
<td>MSc Chemistry</td>
<td>Track 1</td>
<td>Full-Time</td>
<td>1 year</td>
<td>1 year</td>
<td>3 years</td>
</tr>
<tr>
<td></td>
<td>Track 2</td>
<td>Part-Time</td>
<td>2 years</td>
<td>2 years</td>
<td>4 years</td>
</tr>
<tr>
<td>MSc Industrial Chemistry</td>
<td>Track 1</td>
<td>Full-Time</td>
<td>1.5 years</td>
<td></td>
<td>3 years</td>
</tr>
<tr>
<td>MSc in Chemistry for Energy &amp; Environment</td>
<td>Track 1</td>
<td>Full-Time</td>
<td>1 year</td>
<td>1 year</td>
<td>3 years</td>
</tr>
<tr>
<td></td>
<td>Track 2</td>
<td>Part-Time</td>
<td>2 years</td>
<td>2 years</td>
<td>4 years</td>
</tr>
<tr>
<td>MSc Food Science &amp; Human Nutrition</td>
<td>Track 1</td>
<td>Full-Time</td>
<td>1 year</td>
<td>1 year</td>
<td>3 years</td>
</tr>
<tr>
<td></td>
<td>Track 2</td>
<td>Part-Time</td>
<td>2 years</td>
<td>2 years</td>
<td>4 years</td>
</tr>
<tr>
<td>MSc Mathematics</td>
<td>Track 1</td>
<td>Full-Time</td>
<td>3.5 years</td>
<td>3.5 years</td>
<td>5 years</td>
</tr>
<tr>
<td></td>
<td>Track 2</td>
<td>Part-Time</td>
<td>2 years</td>
<td>2 years</td>
<td>4 years</td>
</tr>
<tr>
<td>MSc Quantitative Finance</td>
<td>Track 1</td>
<td>Full-Time</td>
<td>1 year</td>
<td>1 year</td>
<td>3 years</td>
</tr>
<tr>
<td></td>
<td>Track 2</td>
<td>Part-Time</td>
<td>2 years</td>
<td>2 years</td>
<td>4 years</td>
</tr>
<tr>
<td>MSc Pharmaceutical Science and Technology</td>
<td>Track 1</td>
<td>Part-Time</td>
<td>2 years</td>
<td>2 years</td>
<td>4 years</td>
</tr>
<tr>
<td>Doctor of Pharmacy (Pharm D)</td>
<td>Track 1</td>
<td>Full-Time</td>
<td>2 years</td>
<td>2 years</td>
<td>3 years</td>
</tr>
<tr>
<td></td>
<td>Track 2</td>
<td>Part-Time</td>
<td>4 years</td>
<td>4 years</td>
<td>6 years</td>
</tr>
<tr>
<td>MSc Applied Physics</td>
<td>Track 1</td>
<td>Full-Time</td>
<td>1 year</td>
<td>1 year</td>
<td>3 years</td>
</tr>
<tr>
<td></td>
<td>Track 2</td>
<td>Part-Time</td>
<td>2 years</td>
<td>2 years</td>
<td>4 years</td>
</tr>
<tr>
<td>MSc Physics</td>
<td>Track 1</td>
<td>Full-Time</td>
<td>1 year</td>
<td>1 year</td>
<td>3 years</td>
</tr>
<tr>
<td></td>
<td>Track 2</td>
<td>Part-Time</td>
<td>2 years</td>
<td>2 years</td>
<td>4 years</td>
</tr>
<tr>
<td>MSc Statistics</td>
<td>Track 1</td>
<td>Full Time</td>
<td>1 year</td>
<td>1 year</td>
<td>3 years</td>
</tr>
<tr>
<td></td>
<td>Track 2</td>
<td>Part Time</td>
<td>2 years</td>
<td>2 years</td>
<td>4 years</td>
</tr>
</tbody>
</table>
9.2 **Extension of candidature**

Students who are unable to complete their degree requirements by the maximum period of their candidature will have to apply for an extension of their candidature. This should be done at least three months before the expiry of the maximum candidature.

Students are to apply for extension using the prescribed form (available via the [Student Portal](#)) through the Department, to the Vice-Dean of the Faculty.

A candidature would be considered lapsed once the maximum candidature period of the degree is reached unless an extension was previously approved.

Extension of candidature applications received after the candidature has lapsed would only be considered if there are compelling reasons. If it is approved, an administrative fee of S$250 is payable to reinstate the candidature.

9.3 **Conversion of Candidature from Full-Time to Part-Time**

Students are to apply using the prescribed application form (available via the [Student Portal](#)) through the Department, to the Vice-Dean of the Faculty.

Students who submit their application for conversion to Part-Time beyond Instructional Week 2 of the semester will be liable to pay the Full-Time fees for the whole semester.

Fees payable by students who apply for conversion of candidature are as follows:

<table>
<thead>
<tr>
<th>Period of Submission of Request</th>
<th>Type of Conversion</th>
<th>Adjustment of Tuition Fees</th>
</tr>
</thead>
<tbody>
<tr>
<td>By end of Instructional Week 2 of the semester</td>
<td>Full-Time to Part-Time or Part-Time to Full-Time</td>
<td>In the same semester as the conversion</td>
</tr>
<tr>
<td>After Instructional Week 2 of the semester</td>
<td>Full-Time to Part-Time</td>
<td>In the next semester</td>
</tr>
<tr>
<td></td>
<td>Part-Time to Full-Time</td>
<td>In the same semester as the conversion</td>
</tr>
</tbody>
</table>

Miscellaneous Student Fees will be imposed if the conversion is from part-time to full-time. Please refer [here](#) for details.

International Students on Student Pass are not allowed to convert to Part-Time candidature unless they are able to provide proof that they have been offered employment in Singapore and will be cancelling their Student Pass. In addition, for international students whose spouse/children are here on a social visit pass sponsored by the University, the pass will also be cancelled once the application for conversion to part-time candidature has been approved.

For Part-Time international students who intend to convert to full-time study, approval is subject to the successful application of their Student Pass. Candidates from countries which require a visa to enter Singapore will need the Immigration and Checkpoints Authority’s (ICA) approval for both entry visa and Student Pass. The Faculty will assist to file an application on student’s behalf. Upon ICA’s approval, the Faculty will forward the In-Principal Approval (IPA) letter to the student. For more information, please go to [ICA’s website](#).

Upon approval of the conversion, students are to bring along their Student Card to the Smartcard counter at Level 1, Computer Centre to update their card access.
9.4 Conversion of Candidature from Part-Time to Full-Time
Students are to apply using the prescribed application form (available via the Student Portal) through the Department, to the Vice-Dean of the Faculty.

9.5 Transfer of Programme within Faculty of Science
Current graduate coursework students who wish to apply for transfer of programme within the Faculty of Science must do so in writing to the Faculty at least one month before the commencement of the new semester. Approval must be obtained from both the applied and host department. An administrative fee of $40 will be imposed. For modules to be transferred to the new programme, students may indicate their request in the same letter. Modules to be transferred must be approved and would comply with the following guidelines:

- All modules taken that are normally considered to be relevant to the new MSc programme;
- Modules taken deemed relevant would be transferred;
- Modules taken must meet a CAP of at least 3.0 (i.e. fulfilling the graduate requirement for the MSc programme);
- Transferred modules will be included in the CAP computation of the new MSc programme.

9.5.1 Transfer Fee for Former Research Scholars
Research students (PhD or MSc by research) students who did not complete their respective research degree under NUS funding and are subsequently admitted to an MSc coursework programme will be liable to pay a transfer fee. The following are taken into consideration in the computation of the transfer fee:

- Student’s nationality (Singaporean/SPR or International);
- Prevailing full-time coursework fees per annum as at the semester of admission to the new MSc programme;
- Number of modules taken and approved for transfer to the new programme.

Fees payable will be the rates that the new full-time students joining in the semester of transfer are required to pay. Re-registration and examination fees are applicable in the new candidature.

With effect from Semester 1, 2019/2020, students (all nationality) who are re-admitted within NUS, or across NUS, NTU and SMU, will be eligible for government subsidy up to the normal course duration for the new course less the number of semester of government subsidy/scholarship received for the previous incomplete course(s). For example, if student has completed 1 semester as a part-time student in the Track 1 MSc (Mathematics) programme and would like to transfer to the part-time Track 1 MSc (Statistics) programme with effect from the coming semester, student will only be eligible to enjoy government-subsidised tuition fees for 4-1=3 semesters. Full tuition fees will be applicable hereafter.

9.6 Withdrawal of Candidature
Graduate coursework students who wish to withdraw from the programme are to apply using the prescribed application form (available via the Student Portal) through the Department, to the Vice-Dean of the Faculty. If the withdrawal request is submitted between the first day of the examination period and the last day of vacation, withdrawal will only take effect from the first day of the following semester instead.

Please note that students who leave the University after the second instructional week of a semester are liable to pay fees for the whole semester. Not having attended any class or not having utilized university’s resources are invalid reasons for exemption from fee payment.

For students who have modules registered for the semester, depending on when during the semester they notify the University of their intention to withdraw, their module(s) and candidature withdrawal status will be recorded as follows:

<table>
<thead>
<tr>
<th>Notification of withdrawal</th>
<th>Module(s) registered for the semester</th>
<th>Withdrawal Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>By end of Instructional Week 2*</td>
<td>Remove from record completely.</td>
<td>Take effect from the date of</td>
</tr>
</tbody>
</table>
First day of Instructional Week 3* through to last day of Reading Week* | Record with a “WU” grade representing “withdrawal from university”. | application. |  
First day of Examination Period* through to last day of Vacation* | Record with final grade(s) awarded by the University. | Withdrawal will not be processed. However, for students who are in between two semesters of study, withdrawal will only take effect from the following semester.  

* Please refer to the Academic Calendar for the actual date.

9.7 Termination of Candidature
The candidature of a student can be terminated when:
- academic performance is unsatisfactory;
- student is the subject of a disciplinary case brought before the Board of Discipline;
- student is missing in action (without approved leave);
- student did not register for module(s) when s/he is expected to (without approved leave or other approval); or
- student has exceeded the maximum candidature (candidature has lapsed)

When any of the above occurs, the student will be notified officially in writing.

Please note that students who leave the University after the second instructional week of a semester are liable to pay fees for the whole semester.

For international students, the student’s pass and spouse social visit pass sponsored by the University (if any) will be cancelled. The University will inform the Immigration and Checkpoints Authority (ICA) of the termination. The student’s pass must be surrendered to ICA within seven days from the date of the termination letter. Any spouse/child social visit pass sponsored by the University will also be cancelled.

Students who have been dismissed and would like to return to the same programme of study generally will have to apply for readmission and be subjected to the prevailing tuition fee rate and policy.

For students whose dismissal is due to candidature lapse, they may appeal to return within 12 months from date of termination, by submitting a request with justifications for reinstatement of candidature to their Faculty for consideration. Reinstatement of candidature will be considered on a case-by-case basis and is not guaranteed. An administrative fee of S$250 is payable for approved reinstatement of candidature.

For those on MOE-subsidised programmes and are successful in gaining reinstatement/readmission, they will be subjected to the eligibility guidelines for MOE subsidy.

10 Fees
For detailed information on fees matters, please refer here.

10.1 MOE-Subsidized Graduate Programmes
Please refer here.

10.2 Self-Funded Graduate Programmes

10.2.1 Doctor of Pharmacy (PharmD)
Please refer here.
10.2.2 Master of Science (Pharmaceutical Science & Technology)
Please refer here.

10.2.3 Master of Science (Quantitative Finance)
Please refer here.

10.2.4 Master of Science (Food Science & Human Nutrition)
Please refer here.

10.2.5 Master of Science (Chemistry for Energy and Environment)
Please refer here.

10.3 Miscellaneous Student Fees
Miscellaneous fees are typically levied on items that are either not covered or partially covered by tuition fee and grant/subsidy. All students, whether registered on a full-time or part-time basis, are charged the mandatory miscellaneous fees. The table below shows the miscellaneous student fees payable per semester.

<table>
<thead>
<tr>
<th>Miscellaneous Student Fees Per Semester</th>
<th>Full-time</th>
<th>Part-time</th>
</tr>
</thead>
<tbody>
<tr>
<td>Student Services Fee (SSF)</td>
<td>$182.60</td>
<td>$132.90</td>
</tr>
<tr>
<td>Health Service Fee (HSF)</td>
<td>$68.35</td>
<td>-</td>
</tr>
</tbody>
</table>

*All fees shown in the table are inclusive of prevailing GST.*
For more information, please refer here.

10.4 Financial Assistance for Needy Students
Full-Time students (except students pursuing self-funded programmes) may apply for a loan under the Tuition Fee Loan Scheme. Please refer here for more information.

10.5 Withdrawal/Termination – Portion of Fees Payable
Students who leave the University, either through withdrawal on their own accord or termination of candidature by the University, after Instructional Week 2 of the semester will be liable to pay fees for the entire semester.

<table>
<thead>
<tr>
<th>Date of Withdrawal / Termination</th>
<th>Fees Payable</th>
</tr>
</thead>
<tbody>
<tr>
<td>By the end of Instructional Week 2</td>
<td>Exempted</td>
</tr>
<tr>
<td>After Instruction Week 2</td>
<td>Full fees for the semester</td>
</tr>
</tbody>
</table>

10.6 Students who are on Leave of Absence
Students who are granted leave of absence for part of a semester (i.e. the period of leave does not cover the dates of the whole semester) are required to pay fees for that semester. Those who are granted leave of absence for the whole semester will be exempted from payment of fees for that semester. However the application must be submitted before Instructional Week 2, otherwise fees for the semester will be payable. Students are allowed up to 2 semesters of Leave of Absence during their entire candidature.

<table>
<thead>
<tr>
<th>Date of Submitting Leave of Absence Application</th>
<th>Fees Payable</th>
</tr>
</thead>
<tbody>
<tr>
<td>By the end of Instructional Week 2</td>
<td>Exempted</td>
</tr>
<tr>
<td>After Instruction Week 2</td>
<td>Full fees for the semester</td>
</tr>
</tbody>
</table>
10.7 Staff Concession
Students who are full-time staff members may apply for the staff concession on the tuition fees. Information on the staff concession is available at the Staff Portal > HR & Benefits > Discounts and Perks > Courses.

10.8 Change in Citizenship (Effect on Fees)
Throughout your candidature, you are responsible for keeping your personal particulars (including citizenship, official/legal name, identity card/passport details) updated in the University’s records in a timely manner. This means that you must notify the University within five working days of the effective change of the affected personal particulars.

Please bring the original and one copy of the relevant documentary evidence for verification by staff at the Student Services Centre (Level 1, Yusof Ishak House, Kent Ridge Campus) during office hours. The copy of your documentary evidence will then be forwarded to the Registrar’s Office for the necessary updates to your official records.

Relevant supporting documents needed for:

Change in Citizenship
• Certificate of Citizenship; or
• Pink Singapore NRIC; or
• Pink Singapore NRIC Collection Slip

Obtaining Singapore Permanent Residence
• Blue Singapore NRIC; or
• Blue Singapore NRIC Collection Slip

Upon the completion of this verification and update, the Office of Financial Services will be notified accordingly so that the necessary actions with financial effect(s) may be taken. Citizenship changes which result in tuition fee rate changes will be effected in the semester only if notification is received no later than the end of the third instructional week, and the supporting document(s) issued no later than the end of the second instructional week. Notification received/issue date beyond that will have the revised tuition fee effected only in the following semester.

In the event that you are unable to produce your Singapore NRIC or collection slip before the end of the third instructional week, the citizenship change in the current semester will only be effected if you submit the following documents before the end of the semester concerned (i.e. by end of reading week):
(i) an In-Principle Approval (IPA) Letter from ICA (for citizenship change to Singapore Citizen/Singapore Permanent Resident) which is dated no later than the end of the second instructional week; and
(ii) original Singapore NRIC or collection slips which is dated before the end of the semester concerned (i.e. by end of reading week).

Do note that prior to your citizenship change, you are liable for fees before adjustment. Following your citizenship change, the Office of Financial Services will re-calculate the affected semester's fees and excess tuition fees (if any) will be credited into your account.

10.9 Payment of Fees
Full payment of tuition fees must be paid to the Office of Financial Services by the stipulated deadline, which is before the Recess Week of the semester. For newly matriculated students, Registration Fees are payable at the point of registration and are non-refundable even if students do not subsequently enroll for modules. New students taking Leave of Absence in their first semester of studies are required to pay registration and examination fees in the semester of leave. If fees are not paid by the due date indicated in the bill, a late fee of $25 will be imposed.

Newly registered students may view the bill/payment form from the first semester via myEduRec > Self-Service > Campus Finances > Bill Request upon full registration with NUS. From Semester 1 of AY2008/09, all existing
students will not be sent any hardcopy Student Bill for their duration of study in NUS. Students will be informed through email notice sent to their NUS email account to view their Student Bill online at least 2 weeks prior to scheduled deadline for fee payment. Students may check and view their latest status of their student accounts, make e-payment or print their student bills by accessing the above URL. For enquiries, students are to contact Student Services Centre at 6516 1177 or send an email through their website.

To apply for the GIRO scheme, students are advise to sign-up for GIRO via the Student Centre in MyEDUREC. For Debit Bank Account: myEduRec > Self-Service > Campus Finances > Maintain Bank Accounts > Debit Bank Account Details Section > Add a new Debit Bank Account hyperlink. For Credit Bank Account: myEduRec > Self-Service > Campus Finances > Maintain Bank Accounts > Credit Bank Account Details section > Add a new Credit Bank Account hyperlink). Please complete the form and submit it to Student Services Centre, Level 1, Yusof Ishak House.

Should a student be sponsored by an organisation, student will need to make arrangements with their sponsor / employer for the fees to be paid within the stipulated date to avoid having to pay a late fee. If payment made is by cheque, the cheque should be made payable to the “National University of Singapore” for the exact amount. This should be done only after students are able to view and print the Student Bill from EduRec. All cheque payments (together with the bill ) should be mailed to the Office of Financial Services, University Hall, Tan Chin Tuan Wing, UHT #03-02, National University of Singapore, 21 Lower Kent Ridge, Singapore 119077. Please indicate your registration number, name and contact number on the reverse side of the cheque and attach it to the bill.

Students may also pay their Student Bill at the Student Services Centre or via GIRO, NETS, cheque / bank draft, cash, telegraphic transfer, internet banking (using “Bill Payment / Payment” option) or credit / debit cards (online only).

Please refer here for detailed information on payment due dates and modes of payment.

10.10 Consequences of Non-Payment of Fees
A Negative Service Indicator (NSI) will be tagged against on the student’s account if they fail to pay fees by the stipulated deadline. The NSI has the following effects;
- unable to view exam results / enroll for any modules
- unable to obtain official / unofficial result transcripts
- Student status / conferment letter will be withheld
- degree scroll will be withheld
- students may be de-registered as sanctioned by NUS

To check for any outstanding fee balances, students may go to myEduRec > Self-Service > Campus Finances > Bill Request.

11 Programme Structure
11.1 Degree Requirements
The degree requirements vary from programme to programme. Please refer to the respective programme links for information on degree requirements.

Master of Science in Chemistry
Master of Science in Chemistry for Energy and Environment
Master of Science in Industrial Chemistry (NUS-Technical University of Munich Joint Degree Programme)
Master of Science in Food Science & Human Nutrition
Master of Science in Mathematics
Master of Science in Quantitative Finance
Master of Science in Pharmaceutical Science and Technology
Doctor of Pharmacy
Master of Science in Physics
Master of Science in Applied Physics
11.2 English Language Requirements
The Centre for English Language Communication (CELC) provides Graduate English Course (GEC) modules. The modules, which aim to raise the English language writing, reading, and speaking proficiency of foreign graduate students are offered at three levels: Basic (ES5000), Intermediate (ES5001A) and Advanced (ES5002). ES5002 are applicable to Doctor of Philosophy (PhD) students only.

To be placed into a GEC module, international students need to take the Diagnostic English Test (DET), unless they are exempted. This requirement will be indicated in the letter of offer for admission to the graduate coursework programmes. Results from the DET will help CELC to determine whether students should be placed in a basic level or intermediate level module or be exempted from the Graduate English courses.

As soon as offer of admission is accepted by students, they should register with the University’s Centre for English Language and Communication (CELC) to sit for the Diagnostic English Test (DET). Registration information and test date can be found here.

The DET is a two-hour placement test for incoming graduate students from non-English medium universities. The test requires students to read some texts and then, synthesizing ideas from them, to write an academic essay of about 500 words in response to a question prompt. A sample of the DET paper can be found here.

Students must complete the required English modules as they are part of the requirements towards graduation.

<table>
<thead>
<tr>
<th>Result of DET</th>
<th>MSc Students</th>
</tr>
</thead>
<tbody>
<tr>
<td>Band 1</td>
<td>ES5000 Basic Level</td>
</tr>
<tr>
<td></td>
<td>ES5001A Intermediate Level</td>
</tr>
<tr>
<td>Band 2</td>
<td>ES5001A Intermediate Level</td>
</tr>
<tr>
<td>Band 3</td>
<td>Exempted from all English Courses</td>
</tr>
</tbody>
</table>

The Graduate English classes are usually conducted twice weekly with two-hour tutorials per week. Student’s performance in the Graduate English Course is one of the important factors in determining whether they are progressing satisfactorily in their candidature, thus regular attendance and satisfactory progress are required. A penalty will be imposed on students who fail to attend regularly.

The minimum grade which must be obtained in order to progress to the next level of English module is a Grade “C”. Starting from AY2012 Semester 2 intake, students will be charged a module fee if they have to repeat the English module. The imposition of this penalty is to reinforce in the students the importance of the English language as the medium of communication in the University.

The Graduate English Course is designed primarily to help students in their studies. Being able to write well will help students in their written examinations. Having a good command of English will also help students to communicate clearly so that they can enjoy a more fruitful participation in classroom discussions. Moreover, English is very highly valued in the world of business in Singapore. Therefore, students are strongly encouraged to take full advantage of the opportunity provided to them.

11.3 Graduation Requirements
To be eligible for graduation, a MSc student must achieve
- a minimum GPA of 3.0 for all required modules
- a satisfactory grade in English Graduate Course if they are required to take the English courses.

To be eligible for graduation, a Doctor of Pharmacy (PharmD) student must achieve
- a minimum GPA of 3.5 for all required modules
- a satisfactory grade in English Graduate Course if they are required to take the English courses.
12  Module Information

12.1  Selection of Modules
All modules (graduate and undergraduate level) taken are graded and counted towards student’s CAP.

Information on time-table, online registration and add/drop schedule is available via ModReg@EduRec. Module Registration at Education Records System (ModReg@EduRec) is the University’s new consolidated module registration platform, designed to provide students with an improved user experience.

Students may also refer to the NUS Bulletin or department website for information on modules.

Students are encouraged to register early for their modules and to avoid disappointment, as popular modules can be over-subscribed.

It is the responsibility of the student to ensure that he/she is not registered for modules with clashes in class timetable or examination timetable. Please refer to home department for assistance regarding time table or module details.

Full-time students are generally allowed to read a maximum of 6 modules per semester while part-time students are allowed to read a maximum of 3 modules per semester. However, students are strongly encouraged to check with their respective departments on the maximum number of modules they are allowed to read per semester as it may differ from programme to programme.

Students may choose to read additional modules over and above their module requirements. They may choose to take the additional modules (subject to department's approval) on a Satisfactory/Unsatisfactory basis (S/U) or audit basis.
- 'S/U' modules will appear on the student's transcript/result slip but will not be counted towards the student's CAP.
- Students who audit a module need not sit for final examinations and will not receive a final grade. Audited modules will not appear on the student's transcript/result slip.

12.2  Credit Transfer/Module Exemption

12.2.1  Pre-Taken Graduate Modules
NUS graduates may apply for transfer of credits of their graduate modules taken during their undergraduate studies for their current graduate coursework studies in NUS, provided these modules have not been used towards the graduation requirements of their undergraduate studies. These modules should be taken less than 10 years prior to admission of their graduate coursework program. Modules approved for transfer will count towards the requirements for the graduate coursework programme and will be included in the CAP computation in the new graduate coursework programme.

Students who would like to request for transfer of credits or seek exemption from taking modules should submit the application(s) within the first semester of study.

Students are to approach the department for the application form and submit the request through the supervisor(s) and Head of Department, to Vice-Dean of Faculty. Their request must be supported by a copy of their undergraduate studies transcript and proof (e.g. official letter from home department/faculty) that the module has not been used towards the degree requirements of their undergraduate studies.

12.2.2  Students Who Withdrew from Previous Candidatures
Former graduate students who previously withdrew from their course of study and now wish to be considered for credit transfer of modules taken previously must apply in writing to the faculty within their first semester of study in the graduate coursework programme.
Modules approved for transfer will count towards the requirements for the new graduate coursework programme and will be included in the CAP computation in the new graduate coursework programme.

Any request for exemption of modules based on modules taken at other institutions will be considered on a case-by-case basis.

The module taken must have substantially the same learning objectives, content and level of sophistication as the corresponding NUS module from which the student is to be exempted. The module taken must also be at level 5000 and above, relevant to the degree programme that you are pursuing and must have been completed less than 10 years before admission.

13 Examinations

Examinations for coursework modules are usually held at the end of each semester of study. Students may refer to the Examination Directory for information pertaining to examination every semester such as:
- Examination Schedules/Timetables
- Instructions to Examination Candidates & Examination Rules
- Important Deadlines on Examination-related Matters
- Examination Forms & Guidelines

A breach in any of the examination rules will render a candidate liable to disciplinary action which may result in the student's expulsion from the University.

Students who fail to sit for an examination of a module, without a valid reason accepted to the University will be given a Grade “F” (Fail) for the module which he/she is absent in.

If there are any circumstances, academic or otherwise, which have adversely affected a student's academic performance during the course of the semester as well as during the examination period, the student may submit such information to the Board of Examiners for consideration. In general, examples of such circumstances include, but are not limited to, the following:
- Illness during an examination which resulted in the student not being able to complete the examination; and
- Illness during an examination but for which the student completes the examination nevertheless

All such submissions will be treated in the strictest confidence and must be made on the standard form, NUS Examinations: Application for Special Consideration obtainable from the exam hall or downloadable from the Examination Directory website. The completed forms are to be accompanied by supporting documents (if any) and submitted to the Faculty of Science Dean’s Office within the stipulated deadline. Late submissions will not be accepted.

Students are not permitted to repeat any passed module taken previously.

13.1 Modular Credit System

Students receive letter grades for each module taken, except for the cases listed below. Each grade corresponds to a grade point as shown below:

<table>
<thead>
<tr>
<th>Grade</th>
<th>Grade Point</th>
</tr>
</thead>
<tbody>
<tr>
<td>A+</td>
<td>5.0</td>
</tr>
<tr>
<td>A</td>
<td></td>
</tr>
<tr>
<td>A−</td>
<td>4.5</td>
</tr>
<tr>
<td>B+</td>
<td>4.0</td>
</tr>
<tr>
<td>B</td>
<td>3.5</td>
</tr>
</tbody>
</table>


### Cumulative Average Point (CAP)

Academic progress is tracked by the CAP, which is the weighted average grade point of all modules taken by a student. Therefore, a student’s CAP is the sum of the module grade points multiplied by the number of MCs for the corresponding module, divided by the total number of MCs.

This is represented as follows:

\[
\text{CAP} = \frac{\text{sum (module grade point x MCs assigned to module)}}{\text{sum (MCs assigned to all modules used in calculating the numerator)}}
\]

All letter grades (including Grade F) are computed in the CAP computation.

The English language requirement is to be considered separately. CELC modules are excluded from the computation of the average grade for fulfillment of coursework requirement.

### 13.2 Continuation Requirements

For continuation of candidature, a student must obtain satisfactory progress during his/her candidature. A student is terminated or refused re-admission if he/she fails to maintain the minimum CAP.

<table>
<thead>
<tr>
<th>MSc</th>
<th>Academic Standing</th>
<th>Rule</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Warning</td>
<td>$2.5 \leq \text{CAP} &lt; 3.0$</td>
</tr>
<tr>
<td></td>
<td>Probation</td>
<td>$\text{CAP} &lt; 2.5$ for first instance</td>
</tr>
<tr>
<td></td>
<td></td>
<td>$\text{CAP} &lt; 3.0$ for 2 consecutive semesters</td>
</tr>
<tr>
<td></td>
<td>Dismissal</td>
<td>$\text{CAP} &lt; 2.5$ for 2 consecutive semesters</td>
</tr>
<tr>
<td></td>
<td></td>
<td>$\text{CAP} &lt; 3.0$ for 3 consecutive semesters</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Doctor of Pharmacy (PharmD)</th>
<th>Academic Standing</th>
<th>Rule</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Warning</td>
<td>$3.0 \leq \text{CAP} &lt; 3.5$</td>
</tr>
<tr>
<td></td>
<td>Probation</td>
<td>$\text{CAP} &lt; 3.0$ for any semester</td>
</tr>
<tr>
<td></td>
<td></td>
<td>$3.0 \leq \text{CAP} &lt; 3.5$ for 2 consecutive semesters</td>
</tr>
<tr>
<td></td>
<td>Dismissal</td>
<td>$\text{CAP} &lt; 3.0$ for 2 consecutive semesters</td>
</tr>
<tr>
<td></td>
<td></td>
<td>$\text{CAP} &lt; 3.5$ for 3 consecutive semesters</td>
</tr>
</tbody>
</table>

A student may also be issued a warning or placed on probation or be issued a letter of termination for poor performance in the programme requirements.

Students receiving scholarships who are placed on probation may face suspension or cut in their stipend.

### 14 Commencement

Commencement ceremonies for the presentation of graduates who are conferred degrees are usually held in July each year. All information on the Commencement ceremonies will be disseminated at the Commencement website. Students are encouraged to check their emails regularly and visit the commencement website for the most updated information and enquiries.
15 Degree Scroll and Transcript

15.1 Collection of Degree Scroll
Students who are not attending the commencement ceremonies may collect their degree scroll from the Registrar’s Office at Level 4, Lee Kong Chian Wing, University Hall. Please email the Registrar’s Office at to make an appointment for the collection. Collection by authorised personnel or by post is also available. For details, please refer here.

The University only issues the degree scroll once. Lost/destroyed degree scrolls will not be replaced. However, the University is able to issue a letter of certification regarding student’s conferment of a degree by the University. Student is to provide sufficient evidence such as full name, NRIC or passport number, registration number, degree awarded, conferment date, etc for identification purposes and for retrieval of records.

15.2 Transcript
Students will receive a complimentary copy of their transcript of academic records together with their degree scroll. Students who wish to apply for additional copies of the transcript may submit their request online. Details on the application procedure, charges and payment for the transcripts are also available at the same website.

Current students may print their examination result slips and unofficial transcripts from myEduRec Student Center. However, all official transcripts will be issued only by the Registrar.

16 Other Administrative Matters

16.1 Appeals
In the event that a student needs to submit an appeal letter for any reason, they are to provide the following:
- Justifications for the appeal
- For medical reasons, students must submit original medical documents from the hospital or clinic.
- Any other documents deemed necessary

Students are to note that personal reasons relating to family, financial issues as well as work issues are not accepted by the Faculty as justifications in any appeal submitted.

All appeals submitted will be considered on a case-by-case basis according to University guidelines.

16.2 Leave of Absence
Students may be granted leave for periods of absence from the university. Newly registered students who require consecutive leave of absence for more than their first semester of study are advised to withdraw from the programme and re-apply for admission when the circumstances are more conducive for them to pursue their graduate studies.

Such leave should be submitted at least 2 weeks prior to the proposed leave period via MyEduRec > Self-Service > Leave of Absence Application > Leave of Absence Application. Any relevant supporting documentary evidence should be attached (e.g. an official letter from company for work reasons or overseas job assignments).

Students who are applying for medical leave of absence for one semester or more must consult the University’s Health Physician (University Health Centre) who will submit an assessment to the relevant Faculty on whether the student is indeed unfit to study for the semester(s).

Students who are on medical leave of absence for one semester or more, must also be certified fit to resume studies by the University’s Health Physician before they can start attending classes. If a student has been consulting a medical practitioner other than one from the University Health Centre during the period of leave, a medical report (in English) from that medical practitioner must be submitted to the University's Health
Physician. Students will not be able to register for modules until they have been certified fit. Should they still be unwell, the medical leave of absence may be extended. Such applications for leave extension will be evaluated based on medical recommendations and the student’s academic records. Normally, a student who is granted leave of absence on medical grounds during a semester will be given “IC” grades for all modules taken in that semester.

Students who apply for Leave of Absence after Instructional Week 2 are required to pay fees for that semester.

For graduate students in coursework programmes, up to two years of leave of absence may be excluded from the count against their maximum candidature. Leave applications that go beyond the maximum candidature require approval from the Vice Dean (Graduate Studies). Leave of absence of more than two years (cumulative) requires the approval of the Board of Graduate Studies. Should the request not be approved, students may be required to withdraw from the programme.

For more information on Leave of Absence, please refer here.

16.3 Change of Personal Particulars

Throughout their candidature, students are responsible for keeping their personal particulars (including citizenship, official/legal name, identity card/passport details, permanent and correspondence contact details, and next-of-kin details) updated in the University's records in a timely manner. The University will not be accountable for delayed or lost mail due to incorrect or obsolete addresses and contacts. Students may check their particulars or amend their contact details via myEduRec.

Self-Service Updates via myEduRec
- home address and mailing address
- contact numbers
- next-of-kin

For updates at Student Service Centre (must be accompanied by documentary proof for verification)
- citizenship
- official/legal name
- identity card/passport details

16.4 Renewal of Student Pass

The international student is responsible for ensuring that he/she resides in Singapore on a valid immigration pass. A new Student’s Pass is considered issued on completion of formalities at the Immigration & Checkpoint Authority (ICA).

Students applying for an extension of the student pass are advised to submit the application using the form at least one month and not more than two months before the expiry date of the current student pass. ICA imposes a fine on those who overstay without a valid pass.

Students must surrender their current student pass at ICA for cancellation at least 7 days before the date of expiry, at which a short term visit pass will be issued for them to complete the formalities for the issuance of the new student pass.

16.5 Employment of International Students during Term Time

Full-Time international students are allowed to work part-time for up to 16 hours per week during school term and work full-time during vacation. They are exempted from applying for work permits by the Ministry of Manpower.
Student Pass holders found to have violated the above regulation may have their candidatures terminated immediately by the University.

For more details, please refer here.

17 Other Services Offered by the University

17.1 University Health Centre (UHC)
UHC provides comprehensive outpatient medical treatment to all students at minimum charge. Please refer to the UHC website for details on operational hours and services available.

17.1.1 Admission Medical Examination
All newly registered students (local & international) are required to undergo an admission medical examination prior to admission to NUS.

Students who are able to submit documentary proof of similar medical examination done within the past 6 months of enrolment will not have to undergo a second medical examination.

17.1.2 Medical Insurance
All full-time graduate students are required to take up the Group Medical Insurance Scheme (GMIS) which covers expenses relating to hospitalisation and surgery, personal accidents and mental health treatments. The premiums will be included in the miscellaneous fees of the student bill on a semester basis.

Please refer to UHC website on the medical insurance benefits here.

17.1.3 Counseling Services
The University Counseling Service (UCS) is located at level 2, HUC offers a wide range of services such as individual counseling, couples counseling and crisis intervention. A 24-hour hotline is available for students in extreme distress and cannot wait for a scheduled appointment. Students can call the LifeLine NUS at 6516 7777 for immediate assistance.

17.1.4 Authorisation of Medical Procedures
In the course of their studies in NUS, international students may need medical attention in the form of surgery or any other medical procedures or treatment, but may be unable to give or refuse consent to the same. In such an event, surgeons or consultants in hospitals in Singapore would require a local representative to be present at the hospital to authorise or refuse consent for the surgery or other medical procedure or treatment on the patient’s behalf.

In order to avoid possible delays to any surgery or other medical procedure or treatment that an international student may need, international students, or their parent/guardian (where the international student is under 18 years of age) may do either or both of the following:
- appoint a representative in Singapore who is at least 18 years of age ('Local Representative') who will have the authority to authorise or refuse consent for the surgery or other medical procedure or treatment, on behalf of the student/parent/guardian, as applicable; and /or
- authorise NUS, its officers, staff member to authorise or refuse consent for the surgery or medical procedure or treatment, on behalf of the student/parent/guardian, if none of the student’s parent/guardian/a Local Representative (if any) is contactable at the time of need.
17.2 Sports and Recreational Centre (SRC) Facilities
NUS graduate students are welcome to use the sports facilities on campus. SRC caters to the sporting and recreational needs of both the staff and the student community. It also organizes various competitive and non-competitive sports activities for the students. Students are requested to abide by the rules and regulations governing the use of the sports facilities. Please visit the sports@NUS for details.

17.3 Parking Arrangements on Kent Ridge Campus
All carparks in NUS are now installed with automated parking system using Electronic Road Pricing (ERP) technology. Access into the carpark will be via In-Vehicle Unit (IU) identification for both season & short-term users. Payment is by CashCard only.

Full-Time students may apply for Season Parking for a monthly rate but allocation is subjected to availability.

All traffic regulations are strictly enforced on Kent Ridge campus. The University regards the violation of traffic regulations as a serious offence and all traffic offences committed will be referred to the Traffic Police for their action. Offenders may also be dealt by their respective Deans.

For more details on parking in NUS, please refer here.

17.4 Useful Contacts
For admin support for graduate coursework matters in the respective departments within the Faculty of Science, please refer here.