

15 Dec 2015

To: All Returning Students of the Faculty of Science

Welcome back to the Faculty of Science. We hope you had an enjoyable vacation and are fully re-charged to begin your new semester of study.

This letter contains important information on the Online Module Registration through CORS and filing procedures for Graduation or for Honours Projects for Semester 2, AY2015/16. Do read this letter carefully.

### **SCHEDULE OF ONLINE MODULE REGISTRATION**

The schedule for Online Module Registration for Semester 2, AY2015/16 is as follows:

Module registration period	29 Dec 15 (Tue) – 12 Jan 16 (Tue)
Lectures begin	11 Jan 16 (Mon)
Tutorial registration for selected Physics Level 1000 Modules	11 Jan 16 (Mon) – 15 Jan 16 (Fri)
Tutorial registration for all other modules	15 Jan 16 (Fri) – 22 Jan 16 (Fri)
Tutorials begin	25 Jan 16 (Mon)
Drop with 'W' & no refund of points	25 Jan 16 (Mon), 0000hrs – 28 Feb 16 (Sun), 2359hrs
Drop with 'F' & full refund of points	29 Feb 16 (Mon), 0000hrs onwards

Please refer to the CORS website at <http://www.cors.nus.edu.sg/> for detailed schedules and activities of each bidding rounds.

### **Declaration of Majors and Minors**

You will be prompted by the system for declaration of Major/s and Minor/s upon the first login. The minimum requirement of your candidature is to read 1 Major Programme and the maximum allowance is 2 Major Programmes with 2 Minor Programmes (Pharmacy students are allowed to read a maximum of 1 Major Programme only).

Do select the Programmes according to your ability to cope. You may amend your declaration (Major and Minor setting) each semester during the first login to CORS. However, there shall be **no amendment allowed beyond the 5<sup>th</sup> semester of study**. Please refer to the following link for more information: <http://www.nus.edu.sg/registrar/edu/UG/graduation.html>.

### **Bid early for your modules**

You are advised to always bid for module(s) in earlier rounds. If you are able to see your desired non-Science modules available for bidding under the 'Regular' modules category, please proceed to select them for bidding. The category under which you bid for the module and the module type code set for CORS will not affect how the module will be used for your graduation requirements later.

### **Qualifying English Test (QET)**

Students are reminded to register for the QET if they have not done so. Students who do not pass the QET will be required to take either ES1000 (Basic English Course) and/or ES1102 (English for Academic Purpose). Students who are required to read both ES1000 and ES1102 may read ES1000 in Semester 2, AY2015/16 and ES1102 in Semester 1, AY2016/17. For students who are required to read only ES1102, you may read it during Semester 2 of AY2015/16 or Semester 1 of AY2016/17.

Please refer to the CELC website for more information on QET at:

<http://www.nus.edu.sg/celc/programmes/get.php>

### **Compulsory Communication Module**

Science students matriculated from AY2013/14 onwards (except Pharmacy students, Environmental Studies students, SPS students, USP students and students from any Residential Colleges) are required to read ***Exploring Science Communication through Popular Science***. Science students matriculated before AY2015/16 are to read it under the module code **ES1541** while others under **SP1541**. This module is compulsory and forms part of the graduation requirement. Students are strongly advised to complete the module within the first year. Students who are required to read ES1000 and/or ES1102 should try to read this module in Semester 1 of AY2016/17 or latest by Semester 2 of AY2016/17.

For more details on this module, please refer to

<http://www.science.nus.edu.sg/undergraduate-studies/ugreq/curriculum-structure/186-undergraduate/ugreq/curriculum-structure/708-es1541>.

### **Workload**

Please note that ALL students can only select and bid up to a maximum of 23 modular credits in bidding Round 0 to Round 2. Starting from Round 3, the workload allowance shall be in accordance to the matriculation cohort as tabled below.

Students from Cohorts 2009/10 – 2011/12

CAP	Round	Max Workload	Remark
0.00 – 5.00	1 – 2	23	
0.00	3	26	Freshman
0.00 – 1.99	3	23	Probation
2.00 – 3.49	3	26	
3.50 – 5.00	3	32	

Students from Cohorts 2012/13 and beyond

CAP	Round	Max Workload	Remark
0.00 – 5.00	1 – 2	23	
0.00	3	26	Freshman
0.00 – 1.99	3	23	Probation
2.00 – 3.19	3	26	
3.20 – 5.00	3	32	

Do note that the stipulated minimum workload that each student should have from AY2015/16 Semester 1 onwards is 18 modular credits per semester. Please refer to the following link for more information:

<http://www.nus.edu.sg/registrar/edu/UG/graduation.html>.

### **Science CBLC Student Helpdesk**

You may register for modules online via any computer with Internet access. For students who prefer to do the online registration in the Faculty, please proceed to S16-05-101 Computer Lab.

Should you require any assistance, please approach the Science Computer Based Learning Centre (CBLC) Helpdesk at S16 Level 2. The helpdesk operates from 29 Dec 2015 (Round 0) to 08 Jan 2016 (Round 2B).

The contact and operating hours of Science CBLC Helpdesk for this exercise are as follows:

Hotline - 6516 8701

Email - [helpdesk@science.nus.edu.sg](mailto:helpdesk@science.nus.edu.sg)

Monday – Thursday	0900 – 1730 hours
Friday	0900 – 1630 hours
Weekends & University/Public Holidays	Closed

***Please be reminded that students cannot reveal their login password and NUS Smartcard PIN number to anyone. Disciplinary action will be taken against those who do so.***

### **MODULE AND EXAMINATION TIMETABLE**

The class and examination timetables for Semester 2, AY2015/16 may be found at the following URL: <https://myaces.nus.edu.sg/cors/jsp/report/ModuleInfoListing.jsp>

The onus is on the students to map out their study plan carefully and avoid registering for modules with clashes in class or examination timetable. Students could use the Timetable Builder to check for timetable clashes among modules.

The Timetable Builder is available at this URL: <https://webrb.nus.edu.sg/ctt/builder.aspx>

### **READING OF OVERLAPPING AND PRECLUDED MODULES**

Some modules offered may overlap substantially in content with each other. Students are discouraged from reading overlapping modules unless both are required for attaining a double major, for example. In such situation, students may be allowed to read the overlapping modules, but only the modular credits of one will be counted towards the graduation requirements.

Similarly, if you have obtained approval to read a precluded module, only the modular credits of one of the modules will be counted towards your graduation requirements.

Students are expected to exercise personal responsibility to check if they are reading overlapping or precluded modules. When in doubt, students should consult the module coordinator or an academic advisor. Please refer to the following links for the list of precluded and overlapping modules.

- <http://www.science.nus.edu.sg/undergraduate-studies/ugreq/curriculum-structure/186-undergraduate/ugreq/curriculum-structure/218-overlapping-modules>
- <http://www.nus.edu.sg/registrar/nusbuletin/>

## **S/U OPTION POLICY**

### **1. FOR COHORTS MATRICULATED BEFORE AY2014/15**

The entitlement of S/U Option is at 12MCs. Students are not allowed to declare S/U option on ALL modules within the First and Second Major Requirements, including modules hosted by other faculties, regardless of whether these modules are read in excess. S/U option is also not applicable towards all regular Science modules even though they may be read as Unrestricted Electives.

The 'S' or 'U' grade obtained for modules that fall within the Major Requirements of a newly declared First or Second Major from AY2013/14 Semester 2 onwards will be reverted to original grade upon the declaration of the new Major, regardless of when the modules were completed.

Do find out more about S/U Option Policy by reading the FAQs and relevant information at the following websites.

- <https://share.nus.edu.sg/registrar/student/info/SU-FAQs.pdf>
- <http://www.science.nus.edu.sg/undergraduate-studies/ugfaq/faq-current>
- <http://www.science.nus.edu.sg/undergraduate-studies/ugreq/s-u-option>

### **2. FOR COHORTS MATRICULATED IN AY2014/15 AND AFTER**

The Grade Free Semester 1, launched in AY2014/15 Semester 1, serves to facilitate a transformation in students' mind set towards grades and learning in the university setting.

Under the new S/U Policy, students receiving letter grades for the modules mentioned in Point B below can opt to keep their grades or convert them to Satisfactory 'S' or Unsatisfactory 'U' grade.

#### **A. Grade Free Semester 1 is applicable to the following groups of students:**

- Students matriculated in AY2014/15 and after
- Students who accessed NUS modules prior to their first regular semester as undergraduate student in AY2014/15 Semester 1 – Polytechnic exemptions, advance placement tests for NUS modules, former H3, NUSHS, RNS men (iBLOC and Special Term)
- Clean slate transfer/readmitted students (with no grade/credit transfer of any NUS module) in AY2014/15 and after
- Partner University (JDP, CDP, DDP) students whose first semester of study at NUS is AY2014/15 and after

#### **B. The abovementioned entitlement may be applied on the following modules:**

- All Level 1000 modules (excluding non-credit-bearing English language proficiency modules)
- Level 2000 modules with no other NUS modules as pre-requisites
- Centre for Language Studies (CLS)' language modules at all levels
- Centre for English Language Communication's (CELC) Level 2000 communication modules (CS2101, ES2002, ES2007D, ES2007S, ES2331, CS2301/IS2101)
- GEK2508, GEM2509
- Yale-NUS language modules (YLS2201, YLS2202, YLS3XXX, YLS4XXX)
- CELC/UTown College Programme's (UTCP) Ideas & Exposition 2 (IEM2201-coded)
- For accelerating students\*: Level 2000 modules with NUS modules as pre-requisites (only if they are read in the first semester)

\*Accelerating Students are defined as those who have already met the pre-requisite to enrol in these Level 2000 modules in the first semester.

**C. S/U Option is not applicable for the following situations/modules:**

- Modules dropped with 'W' or 'F' grade (during the module dropping period)
- Modules assigned 'IC' grade
- Modules in which student had committed plagiarism
- Modules in which the Board of Discipline had prescribed a revised grade
- University Scholars Programme's (USP) Writing and Critical Thinking modules (UWC2101%) and Quantitative Reasoning modules (UQF2101%)
- Yong Siew Toh Conservatory of Music (YSTCM) major study module (MUA1161, MUA1162, MUA1190, MUA1191)

**D. Key Points to Note:**

**1. Classification of the S/U Option:**

Students may exercise the S/U Option for up to 32 MCs of which:

- i. 20 MCs can be exercised during the first semester;
- ii. 12 MCs at any time during the candidature.

Both the 'S' and 'U' grade count towards the 32 MCs worth of S/U Option entitlement.

**2. Exceptions to S/U Option Entitlement:**

Freshman Seminar (4 MCs) and Applied Science students' Professional Placement Programme module (8 MCs) which are read on an Completed Satisfactory/Completed Unsatisfactory (CS/CU) basis, and all modules read on exchange programmes on an Overseas Satisfactory/Overseas Unsatisfactory (OVS/OVU) basis will not impinge on the 32 MCs worth of S/U Option.

**3. About S/U Grading**

- i. For modules read on an S/U basis, the modular credit is obtained only if a student attains a Satisfactory 'S' grade on the module.
- ii. A Satisfactory 'S' grade is an equivalent of a 'C' grade [or grade point of 2.0] and above.
- iii. All modules read on S/U basis are excluded from the computation of the CAP.
- iv. S/U Option, once exercised, is irrevocable. Students may not later request for a conversion to a letter grade (i.e. A - D) after they have declared.

**E. Carry Forward Policy**

The following group of students are able to carry over unused S/U Option entitlement to the second semester for specific modules.

- First Major as Life Sciences
- First Major as Chemistry
- Students from Environmental Studies
- Students from Special Programme in Science (SPS)
- Students from Residential Colleges (RVRC, UTCP)
- Students from University Scholar Programme (USP)

Please refer to the Carry Forward Policy, which details the exact module/s applicable, for each group of students at the following link: <http://www.science.nus.edu.sg/undergraduate-studies/ugreq/s-u-option>

Students matriculated in **AY2015/16, Semester 1** and after, who are pre-allocated to read GER1000 in Semester 2 are allowed to carry over 4 MCs to Semester 2. More details specific to this module is available at the following link:

<http://www.science.nus.edu.sg/undergraduate-studies/ugreq/curriculum-structure/186-undergraduate/ugreq/curriculum-structure/1310-ger1000-quantitative-reasoning>

Students are allowed to carry over a maximum of 8MCs from the Semester 1 20MCs S/U Option entitlement to Semester 2.

## **FILE FOR HONOURS PROJECT**

Students matriculated in AY2013/14 and beyond who intend to take up the Honours project in their chosen major in Semester 1, AY2016/17, **must** file for Honours project online during the period of Online Module Registration (29 Dec 2015 – 12 Jan 2016).

To qualify for commencing Honours project in Semester 1, AY2016/17, you must have an overall CAP of at least 3.20, fulfilled 100 MCs or more, **and** have completed the major requirements under the B.Sc./B.Appl.Sc. programmes by the end of Semester 2, AY2015/16.

**Please be reminded that it is important to select the correct FFG option.** The Faculty will **not** be liable if students are unable to proceed to do the Honours project due to incorrect filing.

### **For Pharmacy and Computational Biology Students:**

Please note that Pharmacy and Computational Biology students are **not** required to file for Honours project. Separate instructions/information on Honours project registration for these two programmes will be given to you by your respective department/programme coordinator.

### **For Current SEP/NOC Students:**

Students currently on SEP/NOC who **do not** require their overseas credits to start Honours project in Semester 2, AY2015/16 can send an email to [sciffg@nus.edu.sg](mailto:sciffg@nus.edu.sg) for assistance to file for Honours project.

On the other hand, students currently on SEP/NOC who **require** their overseas credits to start Honours project in Semester 2, AY2015/16 should read the FAQs via the URL below to find out the procedural steps, which should be taken.

FAQ: <http://www.science.nus.edu.sg/undergraduate-studies/ugfaq/faq-current#fileproj>

Please note that you **do not** need to file for Honours project online again in the semester that you embark on your Honours project i.e. Semester 1, AY2016/17.

If you need further clarifications on FFG matters, please email to Science Dean's Office at [sciffg@nus.edu.sg](mailto:sciffg@nus.edu.sg) to request for assistance.

## **FILE FOR GRADUATION (FFG) MATTERS**

Please read the following information carefully.

### **1. Students on Single Degree Programme**

#### ***File for Graduation***

**Students who intend to graduate by the end of Semester 2, AY2015/16 must file for graduation online during the period of Online Module Registration (29 Dec 2015 – 12 Jan 2016).**

Before filing for graduation, you must ensure that you have:

- i. Fulfilled all graduation requirements (such as English Skills modules, ULR, etc), **and**
- ii. Not exceeded the limit on the number of Level-1000 modules to be counted towards fulfilment of graduation requirements, which is 60 MCs for both 120MC and 160MC programmes, **and**
- iii. Declared your major(s) and/or minor(s), if any, correctly.

**You are reminded to update your declaration of major(s) and/or minor(s), and remove those that you no longer want.** Otherwise, the FFG check will indicate that you do not satisfy the requirements of the major(s) and/or minor(s) declared and you may not be allowed to graduate at the end of Semester 2, AY2015/16.

**Students who do not file for graduation online by 12 Jan 2016 may have to delay their graduation till Semester 1, AY2016/17.**

Students are strongly advised to refer to the graduation requirements available at Faculty of Science Website and the Bulletin. Their URLs are below for your quick reference.

- Faculty of Science Website: <http://www.science.nus.edu.sg/>
- Bulletin: <http://www.nus.edu.sg/registrar/nusbulletin/>
- NUS Student Portal: <https://myportal.nus.edu.sg/studentportal/academics/ug/>

Should you have enquiries on the requirements of majors and minors, please contact the departments offering the majors and minors directly.

## 2. Students on Double Degree Programme (DDP)

Students who intend to graduate by the end of Semester 2, AY2015/16 must file for graduation online during the period of Online Module Registration (29 Dec 2015 – 12 Jan 2016). Please note that the 60MC limit on Level 1000 modules is applicable to the modules counted towards each degree in the DDP. You must also ensure that you have fulfilled all graduation requirements and have declared your major(s) and minor(s) correctly.

### ***File for Graduation with Single Honours***

DDP students who wish to graduate with a Bachelor with Honours only in their primary degree should file for Single Honours graduation.

### ***File for Graduation with Double Honours***

DDP students who wish to graduate with Bachelor with Honours in both their primary and secondary degrees should file for Double Honours graduation.

If you need further clarifications on FFG matters, please email to Science Dean's Office at [sciffg@nus.edu.sg](mailto:sciffg@nus.edu.sg) to request for assistance.

## **ACADEMIC WARNING, PROBATION & DISMISSAL**

Please note that:

- If a student's **CAP falls in the range  $1.50 \leq \text{CAP} < 2.00$  for any semester**, the University will issue the student with a warning.
- If the **CAP falls below 2.00 again** in the following semester, the student will be placed on probation.
- If the **CAP is below 1.50 for any semester**, the student will be placed on probation immediately.

Students will not be able to continue the undergraduate studies and their request for readmission to the University will not be considered if they have obtained:

- CAP below 1.50 in two consecutive semesters; or
- CAP below 2.00 in three consecutive semesters.

The Table below summarizes the abovementioned rules on Academic Warning, Probation and Dismissal.

Academic Status	CAP
Academic Warning	$1.50 \leq \text{CAP} < 2.00$ for the first time
Probation	CAP < 1.50 for the first time OR CAP < 2.00 in subsequent semester for students with $1.50 \leq \text{CAP} < 2.00$ in the previous semester OR $1.50 \leq \text{CAP} < 2.00$ in subsequent semester for students with CAP < 1.50 in the previous semester
Dismissal	CAP < 1.50 for 2 consecutive semesters CAP < 2.00 for 3 consecutive semesters

Upon dismissal, the student will be issued a letter of dismissal by the Registrar's Office. The student may appeal against the dismissal if there are extenuating circumstances. However, each student is only allowed to appeal **once** during his/her candidature.

Students who face difficulties in coping with their studies are encouraged to approach their academic mentors for guidance and support. The respective mentors will be able to guide and advise students of the various avenues where help is available. More information on the Science Academic Mentorship scheme is provided at <http://www.science.nus.edu.sg/students/ams>.

### **FEE REBATE POLICY (FOR STUDENTS MATRICULATED IN AY2014/15 AND AFTER)**

The University has implemented a new tuition fee rebate policy which will apply to students admitted to an undergraduate degree programme in NUS with effect from AY2014/15.

Students who complete their undergraduate degree programmes within the normal candidature period (as defined in the table below), and have taken NUS modules prior to their undergraduate candidature, and/or Special Term modules during their undergraduate candidature, are likely to have paid tuition fees in excess of the fees commensurate with the normal candidature period. Under the new fee rebate policy, such students will be eligible for a rebate on the excess tuition fees paid.

S/N	Degree Type	Normal Candidature Period
1	Single Degree/Joint Degree Programme (120 MC)	6 consecutive semesters
2	Single Degree/ Joint Degree Programme (160 MC)	8 consecutive semesters
3	Concurrent Degree Programme (CDP) / Double Degree Programme (DDP)	9 consecutive semesters

Please refer to the link for more details: <https://share.nus.edu.sg/registrar/student/info/FAQ-on-Fee-Rebate-Policy.pdf>.

### **PROGRAMME OF INTEREST**

#### **1) Second Majors offered by FoS**

Science students who wish to enhance and broaden their undergraduate studies may opt for a second major. For more information, please refer to

<http://www.science.nus.edu.sg/undergraduate-studies/ugprog/second-majors>.

#### **2) Study Abroad Programmes**

FoS aims to cultivate a generation of undergraduates who are enterprising and global in outlook. To achieve this, we encourage students to go for overseas study trips through a host of programmes, which includes mainly the Student Exchange Programme (SEP) and the Summer Programmes. Students participating in SEP will be able to spend a semester studying at a reputable foreign



university, while students on Summer Programmes will spend a shorter but equally enriching period of several weeks studying overseas. More information is available at the following website:

<http://www.science.nus.edu.sg/undergraduate-studies/ugsap/ugsap-out>

**IMPORTANT REMINDER**

Important information will be transmitted to students through the Faculty of Science Website (<http://www.science.nus.edu.sg/>) or via electronic mail.

***Please note that it is your responsibility to check these channels regularly for latest updates.***

You are also reminded to clear your NUS Email Account regularly so that important emails can be delivered to you.

We wish you success in your studies.

Yours sincerely,

A/Prof Chua Tin Chiu  
Associate Dean  
Science Dean's Office

cc Dean, Vice Deans, Associate Deans & Assistant Deans, Faculty of Science  
Registrar  
Dean, Office of Student Affairs  
Director, Centre for English Language Communications  
Director of Programme, Quantitative Finance  
Director of Programme, Special Programme in Science  
Director of Programme, Food Science & Technology  
Director of Programme, Computational Biology Programme  
Heads of Departments of Biological Sciences, Chemistry, Mathematics, Statistics & Applied Probability, Pharmacy, and Physics, Faculty of Science  
Heads of Departments of Anatomy, Biochemistry, Microbiology, Pathology, Pharmacology, and Physiology, Yong Loo Lin School of Medicine  
Director, IT Unit  
Masters of Halls of Residence  
Presidents, Science Club & Science CBLC