

POINTS TO NOTE FOR CREDIT TRANSFER FOR SEP AND SUMMER/WINTER PROGRAMMES

1. Students on SEP are to take courses on **a graded basis (i.e. no pass/fail)** at the partner university.
2. Credits will only be transferred for courses that students have **passed and obtained mapping approval**. All courses transferred from SEP and/or summer/winter programmes will count towards your degree requirements.
3. **Only credits**, not grades, will be transferred. Thus, students' GPA will not be affected.
4. 'Overseas Satisfactory' (OVS) grade will be reflected in EduRec for courses which you have successfully transferred. However, on the Official NUS Transcript, only the total number of credits transferred and the name of Partner University will be reflected.

Example:

ACADEMIC YEAR 20XX/20XX SEMESTER X	
PARTICIPATED IN A STUDENT EXCHANGE PROGRAMME AT NAME OF PARTNER UNIVERSITY	
CREDITS TRANSFERRED FROM NAME OF PARTNER UNIVERSITY	- XX.00
BACHELOR OF NAME OF DEGREE	
GRADE POINT AVERAGE: GPA BEFORE GOING ON SEP/SWP	
REMARKS:	
PLEASE REFER TO THE TRANSCRIPT OF NAME OF PARTNER UNIVERSITY FOR DETAILS OF COURSES TAKEN AND GRADES/UNITS OBTAINED.	

5. Specific notes for SEP
Students who have successfully mapped and passed a full semester workload of courses while on SEP will be able to transfer back a full NUS semester workload of 20 units. An SX-coded dummy course (with varying no. of units) will be used to top-up the credits and will count towards unrestricted electives.

Example: Student has mapped and passed a full-time workload of 24 units per semester (equivalent to 4 courses) at Australian National University. However, these 4 courses have only been mapped to 16 units of NUS courses. An SX-coded dummy course (4 units) will be added to student's credit transfer as top-up upon receipt and verification of complete credit transfer documents.

6. Specific notes for Summer/Winter Programmes
Students can transfer a maximum of 12 units from up to two overseas summer/winter programmes during their 3 to 4 years of undergraduate study in NUS without having to pay NUS tuition fees. However, students are only able to transfer up to a maximum of 10 units for each Summer Programme and up to a maximum of 5 units for each Winter Programme. Students are not allowed to transfer more than what is permitted from each Summer/Winter Programme. Students who wish to transfer more than 12 units (from two or more summer/winter programmes) may do so by paying [Special Term fees](#).

Example 1: Student intends to transfer 12 units from ABC University Summer programme or 8 units from XYZ University Winter programme.

Students are not allowed to transfer more than 10 units from a single summer programme or 5 units from a single winter programme.

Example 2: Student has already transferred 8 units from ABC University Summer Programme, and intends to transfer an additional 4 units from XYZ University Winter programme.

Students will be able to do so as the number of units transferred from each summer and winter programme is within the permissible limit of 10 units and 5 units respectively.

The total units from the two overseas summer/winter programmes is also within the permission limit of 12 units.

Example 3: Student has already transferred 8 units from ABC University Summer programme and 4 units from XYZ University Winter programme. Student then intends to transfer an additional 4 units from PQR University Summer programme.

Student has already maxed out the no. of units he/she can transfer without incurring NUS Tuition fee. If he/she still intends to transfer 4 units from PQR University Summer Programme, he/she will incur Special Term fees for the additional units. Note that this is allowed as it is still within the permissible limit of 10 units from each summer programme and 5 units from each winter programme.

INSTRUCTIONS FOR CREDIT TRANSFER FOR SEP AND SUMMER/WINTER PROGRAMMES

7. Ensure that you have passed the courses according to the grading table of the partner university and obtained all mapping approvals in NUS EduRec-GE before requesting for credits transfer in NUS EduRec-GE (refer to Step 31 of the [Course Mapping Guide](#)). Once you have submitted a request to transfer credits, you will no longer be able to submit requests for course mapping. Credits will only be transferred for courses which you have received course mapping approval for and passed according to the grading table of the partner university.
8. Submit a copy of your original transcript or screenshot of online results via [SCI UG Queries](#). Please ensure that the screenshot clearly captured your name and name of the partner university. If the screenshot captured only your student number at the partner university, please provide us with additional document proof to confirm the identity.
[Document file name: Student ID_Name_Transcript]
9. Please note that credit transfer will take **at least** 2 weeks to complete upon receipt of your transcript. During peak periods (beginning of semesters), please allow **up to 2 months** for your credit transfer to be completed.

No reply will be sent to acknowledge the receipt of your transcript submission. However, you will be informed via email once the credit transfer process has been completed. We seek your understanding to be patient.

For enquiries regarding credit transfer, please contact us via [SCI UG Queries](#) (category: SAP).

Last updated: 22 August 2024

Note: All information is subjected to change. Please refer to the [FoS SEP website](#) for the latest information.