

# Instructions for Student Exchange Programme (SEP) Application AY2025/2026 Round 1

Dear Year 2 and Year 3 Science Students,

We are glad to announce the opening of Round 1 application for SEP AY2025/2026 from

**Tuesday, 27 August 2024 – Tuesday, 10 September 2024, 2359hrs Singapore Time.**

If you are keen to go on SEP in AY2025/2026, please refer to application details below.

Do note the following:

- Due to an expected overwhelming number of applicants and limited places, priority will be given to Year 2 students going for SEP in Year 3.
- Students who wish to participate in SEP in Year 4 Sem 1 will only be considered for partner universities where the academic calendar does not overlap with NUS and students are able to return to NUS on time to resume their studies in Semester 2.
- Students should be aware that participating in SEP has its uncertainties (e.g. unable to map courses, unable to fulfil pre-requisites, unable to secure courses, etc.) and could result in a delay in graduation beyond normal candidature and this has fee implication. Refer to Annex A, Table A and Table B for details.

**Important note for DSE-XDP, QF and PHS students** (Refer to the SEP Briefing slides for more information):

- DSE-XDP – Only allowed to participate in SEP in Semester 1
- QF – Advised to participate in SEP in Semester 1
- PHS – Only allowed to participate in SEP in Semester 2

1. Read through the documents available on the [FoS SEP website](#). You may use the checklist to ensure that you have read through the important documents.
2. Check if you are eligible to apply for SEP based on the eligibility criteria stated on the [FoS SEP website](#).
3. Research on the university you wish to apply for (via [Global Relations Office \(GRO\)'s](#) and partner university's website) and ask yourself the following:
  - a. is this the country and university I want to study in (i.e. not a placeholder);
  - b. are there sufficient courses that I want to take at this partner university;
  - c. can I support myself financially;
  - d. is there any semester restriction; etc.
4. **Select only universities listed in the '[SEP AY2025/2026 - List of Available Places \(Round 1\)](#)'.** **Application submitted for universities out of the list will not be processed.** The list of Partner Universities participated by past FoS Students (by Student Major) is available for reference. Do note that the list is based on past records and may not be applicable for AY2025/2026.
5. In your application, indicate up to FIVE (5) choices in order of preference or ranking. Choice 1 being your most preferred choice. You will be considered for all your choices and hence, only apply for universities you are happy to receive offers for. You will **not be allowed to change your choices** after application has closed.
6. Read the [External Study Programme Application Guide](#).

7. a) Complete the [Travel Preparedness Course \(TPC\)](#) in Canvas.  
b) **Submit Part 1** of the application via [Education Records System \(EduRec\)](#).  
c) **Submit Part 2** of the application via this [Qualtrics form](#).
8. Please submit your query via the MS Form [here](#) before the deadline if you encounter technical issues by 10 September 2024, 11:59pm Singapore Time.

Students' application **will not** be reviewed if they **have not** met the eligibility criteria for SEP application and/or **did not** complete all the required application procedure by the stipulated application deadline, therefore disqualified from the application.

To be fair to students who abide by the deadline, incomplete or late application will strictly not be considered.

Students may expect the outcome of the application to be released around late October. Application outcome will be sent to all applicants. There may be delays to the application processing. Hence, we seek your understanding to patiently wait for the release of the outcome.

## Online Application Procedures

Complete **BOTH Part 1 and Part 2** by the deadline.

No submission of documents is required.

Recommendation letter/s are **not** required at this stage of the application.

### Part 1:

Submit your online application via [Education Records System \(EduRec\)](#).

#### Note:

- *Select ALL your choices in the online application in EduRec*
  - Completion of the Travel Preparedness Course (TPC) on Canvas via <https://canvas.nus.edu.sg/enroll/LECK9W> is required before you can begin your SEP application in EduRec. You can only apply for SEP on EduRec-Global Education 24 hours after completion of the TPC. **You are advised to complete the TPC early** to pre-empt potential technical issues. If you have previously completed the Overseas Travel Preparedness Course (OTP), you do not have to complete TPC again. Refer here for details should you face technical difficulties <https://www.nus.edu.sg/gro/travel-preparedness-course>.
1. Refer to the file 'SEP AY2025/2026 - List of Available Places (Round 1)' available on the [FoS SEP website](#) and decide on up to five (5) SEP choices.
  2. Login to [EduRec](#) to submit an online application. Follow the instructions in Section 3 of the [External Study Programme Application Guide](#) to apply for your SEP choices. The Ext. Study Setup ID is **02966**.
  3. Selection of partner university choices
    - You may select up to FIVE (5) partner university choices in order of preference or ranking. Choice 1 being your most preferred choice.
    - You are required to indicate **NUS** Semester 1 or Semester 2 or the respective quarters (for partner universities on a quarter basis).
    - Under the 'Additional Information' section,
      - Indicate remarks if you also wish to be considered for the other semester (if applicable).
      - Indicate name of partner university and placement level if your PU choice(s) has/have both university-wide and faculty-level places (i.e. "university-wide" or "faculty-level" or "both university-wide and faculty-level").
  4. Personal Statement
    - Why do you want to go to this country or PU (first choice)? What is it about this culture that is attractive to you?
    - What additional academic experience would exchange bring to you?
  5. Co-curricular Activities
    - You are not required to list your Co-Curricular Activities in the EduRec-GE application. Please do so in the Qualtrics application (Part 2).

## Part 2:

Submit part 2 of the application via this [Qualtrics form](#).

There are 5 sections as follows:

- Section 1: Personal Particulars and CCAs
- Section 2: SP1541 or equivalent declaration
- Section 3: Self-Financial Assessment (**only** for your **first** SEP choice)
- Section 4: Initial Study Plan (for first two choices only)
- Section 5: Terms and Conditions declaration

### **Co-Curricular Activities (CCA)**

- Include academic year of involvement for respective CCA commitment(s).
- Include level of involvement (eg. director, team lead, participant) and indicate if it is a leadership position.
- Describe your role in the CCA. Refer to the example in the Qualtrics form.
- Example of roles:
  - AY23/24: Member, Hall Affairs Board, Temasek Hall
  - AY23/24: Member, NUS Handball (Varsity Team)
  - AY23/24: Publicity Assistant, FST Society
  - AY24/25: Vice-Captain, NUS Handball (Varsity Team)

No submission of documents is required.

Refer to Annex A for the contents of the form found in Part 2.

### Additional notes

Documents	Description
Initial Study Plans	<ul style="list-style-type: none"><li>• Refer to the <a href="#">List of Previously Mapped Courses</a> to aid in your initial study plan.</li><li>• If you have selected PU courses which <b>are not</b> in the list of previously mapped courses, please conduct proper and thorough research on the PU courses and try your best to match to equivalent NUS courses (e.g. by comparing course content).</li><li>• Please <b><u>do not approach other faculties or our partner universities regarding course mapping</u></b> at this stage of the application process.</li></ul> <p>The Initial Study Plans will help you to decide if the PU you are choosing to go to for SEP is suitable for you. It is the onus of students to ensure that they have thought through the courses which they will take/miss whilst on SEP for a semester without delaying their graduation.</p> <p>These Initial Study Plans are for the purpose of application and are tentative, non-binding and unofficial. Students are still required to formally seek approval for course mapping in EduRec after they have been selected to go on SEP. Instructions to do so will be provided after students have been selected.</p>

<ul style="list-style-type: none"><li>- Self-Financial Assessment</li><li>- Terms and Conditions declaration</li></ul>	Refer to Annex A for the contents of the form found in Part 2.
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**\*SEP AY2025/2026 will still be subjected to NUS Senior Management’s decision, immigration policies of the host country and travel advisory from the Singapore Government. In the event that SEP AY2025/2026 is suspended due to circumstances, students can expect to continue their studies in NUS.**

If you have any queries or require assistance, please submit your enquiry via [SCI UG Queries](#).

**Instructions**

**Faculty of Science Student Exchange Programme (SEP) AY2025/2026 Application Round 1**

**Part 2 of Application**

**Application Period: 27 August 2024 - 10 September 2024, 2359hrs (Singapore Time)**

There are 5 sections as follows:

- Section 1: Personal Particulars and CCAs
- Section 2: SP1541 or Equivalent Declaration
- Section 3: Self-Financial Assessment (only for your first SEP choice)
- Section 4: Initial Study Plan
- Section 5: Terms and Conditions Declaration

Note:

- If you want to make changes to your response, you may submit a new response. We will take the latest response.
- Do open links within this form in new tab.

IMPORTANT:

- The survey may time out if the submission is not completed in one go. Do prepare your responses beforehand by referring to Annex A of the application instructions. If the survey times out, your application will be recorded as incomplete.

**Personal Particulars and CCAs**

**Section 1:**

**Personal Particulars and CCAs**

Full Name\*

Please list your Co-Curricular Activities from the year of admission into NUS.

	Academic Year of Involvement  e.g. AY23/24	Level of Involvement/Position  e.g. Vice-captain	Indicate if your position is a leadership position	CCA  e.g. Softball, Temasek Hall	Describe your role in this CCA, and provide additional information, if necessary  e.g. I assisted my captain with creating and following a training plan to improve the skills and teamwork of players. I also handled administrative and logistical matters such as booking of field and purchasing of equipment. My team finished as first place in the inter-hall games (IHG).
1	<input type="text"/>	<input type="text"/>	<input type="text" value="v"/>	<input type="text"/>	<input type="text"/>
2	<input type="text"/>	<input type="text"/>	<input type="text" value="v"/>	<input type="text"/>	<input type="text"/>
3	<input type="text"/>	<input type="text"/>	<input type="text" value="v"/>	<input type="text"/>	<input type="text"/>
4	<input type="text"/>	<input type="text"/>	<input type="text" value="v"/>	<input type="text"/>	<input type="text"/>
5	<input type="text"/>	<input type="text"/>	<input type="text" value="v"/>	<input type="text"/>	<input type="text"/>
6	<input type="text"/>	<input type="text"/>	<input type="text" value="v"/>	<input type="text"/>	<input type="text"/>
7	<input type="text"/>	<input type="text"/>	<input type="text" value="v"/>	<input type="text"/>	<input type="text"/>
8	<input type="text"/>	<input type="text"/>	<input type="text" value="v"/>	<input type="text"/>	<input type="text"/>
9	<input type="text"/>	<input type="text"/>	<input type="text" value="v"/>	<input type="text"/>	<input type="text"/>
10	<input type="text"/>	<input type="text"/>	<input type="text" value="v"/>	<input type="text"/>	<input type="text"/>

**SP1541 or Equivalent Declaration**

**Section 2:**

**SP1541 or Equivalent Declaration\***

- I have read and completed SP1541 or equivalent
- I have enrolled in SP1541 or equivalent this semester (i.e. AY2024/2025 Semester 1)
- I will read SP1541 or equivalent by Year 2 Semester 2

**Self-Financial Assessment**

**Section 3:**

**Self-Financial Assessment**

First Choice of Partner University (Country)\*

Have you sought your parents/guardian's approval to embark on the Student Exchange Programme for AY2025/2026?\*

- Yes  
 No

List down your estimates of the various expenses while on exchange\*

(Indicate hyphen(-) if you do not have anything to fill in under others. If not you will not be able to submit your response.)

	Approximate Cost in SGD
Airfare	<input type="text"/>
Lodging & Food	<input type="text"/>
Others <input type="text"/>	<input type="text"/>
Others <input type="text"/>	<input type="text"/>

Estimate the Total Cost while on SEP for the above stated choice of university.\*

- Below S\$3000  
 S\$3000 - S\$5000  
 S\$6000 - S\$8000  
 S\$8000 - S\$10,000  
 Above S\$10,000

Do you think you will be able to support yourself financially while on SEP to the above stated choice of university?\*

- Yes.  
Please specify the sources e.g. family, part-time work, loan, scholarship, etc
- No

As you have indicated "No", kindly state how you plan to finance this overseas exchange.\*

Please note that being unable to support yourself and requesting for financial assistance will not affect your chances of being accepted into SEP. This survey is done to ensure that you are fully aware of the financial implications of participating in an exchange programme.

I understand that the Student Exchange Programme application process must be taken seriously and I should proceed with it only when I am sure that I will be able to handle the academic and the financial demands of this programme.\*

- I agree

**Initial Study Plan**



**Section 4:**  
**Initial Study Plan**

For first two partner university choices only

1st Choice Partner University\*

Initial Study Plan for 1st choice partner university\*

(Indicate hyphen(-) in empty rows. If not you will not be able to submit your response.)

	Partner University Course Code	Partner University Course Title	NUS Course Code	NUS Course Title
1	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
2	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
3	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
4	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
5	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

2nd Choice Partner University

Initial Study Plan for 2nd choice partner university

	Partner University Course Code	Partner University Course Title	NUS Course Code	NUS Course Title
1	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
2	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
3	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
4	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
5	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

I am aware that the Initial Study Plan submitted above is tentative, non-binding and unofficial and it is for planning purposes.

Students are required to formally seek approval for course mapping in EduRec after they have been selected to go for SEP. Instructions to do so will be provided after students have been selected. \*

I agree

**Terms and Conditions Declaration**

**Section 5:**  
**Terms and Conditions Declaration**

I hereby declare, undertake and consent to the following\*:

1. I understand that I am required to meet all eligibility criteria mentioned below to apply for SEP:
  - a) GPA not lower than 3.0
  - b) Have a good disciplinary record
  - c) Will complete and pass SP1541, or equivalent, by Year 2 Semester 2

2. I understand that I am responsible to check if I am able to finance this exchange. I am aware that any financial assistance available will only ease the financial burden and NOT cover my expenses entirely.
3. I have read the following documents before application:
  - a) SEP Application Overview – AY2025/2026
  - b) SEP Briefing Slides – AY2025/2026 (Round 1)
  - c) SEP AY2025/2026 Application Instructions (Round 1)
  - d) SEP Application Checklist
4. I will abide by the workload requirement of the partner university. Any request to take courses above the stipulated workload of the partner university should be sent to the partner university directly. I am aware that NUS is unable to submit an appeal on my behalf as NUS is obliged to adhere to the limits and restrictions of the partner university.
5. I understand that I need to complete all exams at the partner university before my departure. The faculty will not assist to invigilate my exams in Singapore, unless I have a strong reason to take them back in Singapore.
6. I understand that I have to fulfil and pass all pre-requisites required by both the partner university and NUS for any higher level courses I plan to take. In addition, I am responsible for ensuring that my credits are transferred, the faculty will not be responsible.
7. I understand that credits will only be transferred for courses which I have mapped, taken and passed according to the grading table of the partner university, and that courses read on pass/fail basis will not be able to have credits transferred.
8. I understand that I need to satisfy the requirement of minimum graded units to graduate: <https://www.nus.edu.sg/registrar/academic-information-policies/undergraduate-students/continuation-and-graduation-requirements>.
9. By participating in SEP, I understand that I may run the risk of a longer candidature, despite my intention and efforts to graduate within normal candidature. As such, I will have to pay tuition fees beyond normal candidature (refer to Table A) should I take longer than the normal candidature period (refer to Table B) to complete my degree requirements and I am willing to abide by the fee implications stated in Table A.
10. I understand that NUS reserves the right to cancel or withdraw my exchange programme should circumstances require.

Students admitted into an undergraduate degree under the modular system in NUS and who take longer than the normal candidature period to complete their degree requirements will have to pay partial non-subsidized fees, culminating in full non-subsidized fees, during the extended semesters.

**Table A: Tuition Fee beyond Normal Candidature**

Refer to [website](#) for full details

Student Type	Semester After Normal Candidature Period	Revised fee pro-rated based on student's semester workload of x-units
Single degree students	1st	'Full <sup>^</sup> semestral <sup>#</sup> fees X Workload%*' <b>capped at</b> 'Subsidised semestral <sup>#</sup> fees X <b>120%</b> '
	2nd	'Full <sup>^</sup> semestral <sup>#</sup> fees X Workload%*' <b>capped at</b> 'Subsidised semestral <sup>#</sup> fees X <b>150%</b> '

	3 <sup>rd</sup> onwards	Full <sup>^</sup> semestral <sup>#</sup> fees X Workload%*
Double degree students	1st	'Full <sup>^</sup> semestral <sup>#</sup> fees X Workload%*' <b>capped at</b> 'Subsidised 9 <sup>th</sup> /10 <sup>th</sup> +semestral <sup>#</sup> fees X 120%'
	2nd	'Full <sup>^</sup> semestral <sup>#</sup> fees X Workload%*' <b>capped at</b> 'Subsidised 9 <sup>th</sup> /10 <sup>th</sup> +semestral <sup>#</sup> fees X 150%'
	3 <sup>rd</sup> onwards	Full <sup>^</sup> semestral <sup>#</sup> fees X Workload%*

**Table B: SEP and Normal Candidature**

Students are to take responsibility to ensure that the courses read overseas count towards their graduation requirements. With proper academic planning, and research, SEP will not cause a delay in graduation. Please refer to the Course Mapping Instructions and Credit Transfer Instructions documents on [FoS SEP website](#) to determine the number of credits that will be transferred.

S/N	Degree Type	Normal Candidature Period*
1	Single Degree/Joint Degree Programme (120 units)	6 consecutive semesters
2	Single Degree/Joint Degree Programme (160 units), Bachelor of Laws and Bachelor of Dental Surgery	8 consecutive semesters
3	Bachelor of Medicine and Bachelor of Surgery	10 consecutive semesters
4	Double Degree Programme (DDP):  a. graduating with single honours  b. graduating with double honours	  a. 9 consecutive semesters  b. 10 consecutive semesters

\* The normal candidature period is defined here to exclude all approved Leave of Absence (LOA) periods.

**Table C: Factors that may affect your candidature and ways to manage it**

Given the dynamic nature of SEP, do note that this is not an exhaustive list.

S/N.	Factors	Implications	Ways to manage
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1.	<u>Unable to read a normal workload during SEP</u> E.g. Not enough major courses in English, unable to gain mapping approval, class cancelled, unwell etc.	Potential delay in graduation	You will have to make up for the units before or after SEP:  a. Overload during regular semesters (before or after SEP) b. Read courses in Special Terms c. Participate in summer school d. Read more major courses in NUS and allow yourself the flexibility to read 20units of Unrestricted Electives (UEs) at SEP
2.	<u>Unable to secure major courses during SEP</u> E.g. partner university determined that student did not fulfil pre-requisite, limited course vacancies	Potential delay in graduation	

I have read and understood the terms and conditions listed above.\*

I agree