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**12 December 2024**

To: All Returning Bachelor of Pharmacy students (Cohort AY2021/2022 and onwards) of the Faculty of Science

This letter contains important information on the Online Course Registration through Course Registration at Education Records System (CourseReg@EduRec) and filing procedures for Graduation and Honours Project for AY2024/2025 Semester 2. **Do read this letter carefully.**

## **CONTENTS**

IMPORTANT INFORMATION.....	2
NUS BULLETIN AY2024/2025 .....	2
COURSE REGISTRATION AT EDUCATION RECORDS SYSTEM (CourseReg@EduRec).....	3
NUS DATA PROTECTION POLICY AND PERSONAL DATA PROTECTION ACT (PDPA) GUIDELINES .....	4
GENERAL EDUCATION (GE) CURRICULUM .....	5
MAXIMUM UNITS FROM LEVEL-1000 COURSES.....	5
DEGREE REQUIREMENTS.....	6
S/U OPTION ENTITLEMENT .....	7
APPLY FOR GRADUATION (AFG).....	8
CONTINUATION, PROBATION AND DISMISSAL .....	9
FEE POLICIES.....	10

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## IMPORTANT INFORMATION

### **Courses offered within Science for Semester 2, AY2024/2025**

Under the current guidelines, all our teaching venues will be operating at their full capacities. Do note that some large classes will adopt blended learning for their lectures, but tutorials and seminars may still be conducted in-person. Hence, please check the details from [NUSMods](#) and [Canvas](#)

### **Courses and Exam Timetable**

To ensure that you are referring to the timetable for the correct Academic Year/Semester, please kindly check the header on NUSMods. Please note that although the timetable for Semester 2, AY2024-2025 is updated on NUSMods, departments might make some changes to the timetable for some courses. For the latest updates in NUSMods, please refer to it regularly.

The onus is on the student to map out the study plan and avoid registering for courses with clashes in class or examination timetable. **The Faculty of Science is not supportive of timetable clash waivers.** Students may use the NUSModS timetable builder to generate a personalised timetable: <https://nusmods.com/timetable>

### **Student Life Matters**

Our Student Life Team is dedicated to ensuring that all Science students are well-supported at all times. We will be here to extend a helping hand to students in need and will provide a listening ear when they are in distress. We also manage financial aids for financially challenged Science students. For more details, please refer to: <https://www.science.nus.edu.sg/student-life-and-services/wellness-academic-financial-support/student-academic-support/> or write to [scisupport@nus.edu.sg](mailto:scisupport@nus.edu.sg).

## NUS BULLETIN AY2024/2025

The NUS Bulletin for AY2024/2025 can be found in this [weblink](#). Please note that the contents of the bulletin are accurate as of the date of publishing. Students are strongly advised to refer to the Faculty of Science website and individual Department websites for the latest updates: <http://www.science.nus.edu.sg/>.

## ACADEMIC PLAN APPLICATION AND DECLARATION

Academic Plan **Declaration** allows you to declare your major, honours, specialisations, minors (open), and second majors (open) during the main semesters. Please note that you will not be allowed to register for courses unless the Academic Plan has been declared. You are also only allowed to make one declaration per semester. The minimum requirement of your candidature is to read 1 Major Programme and the maximum allowance is 2 Major Programmes with 3 Minor Programmes (Pharmacy students are allowed to read a maximum of 1 Major Programme only). Do select the Programmes according to your ability. No amendment is allowed beyond the fifth semester of study. Please refer to the online user guide on how to proceed with the Academic Plan Declaration;

[http://www.nus.edu.sg/coursereg/docs/User-Guide-\(Std\) AcadPlan Decln.pdf](http://www.nus.edu.sg/coursereg/docs/User-Guide-(Std) AcadPlan Decln.pdf)

Academic Plan **Application**, on the other hand, involves the application for closed and restricted minors and second majors. The application period is in April and November, respectively for the following Academic Year Semester 1 and Semester 2. Please look out for the email sent by the Office of the University Registrar (OUR) on Academic Plan Application.

For more information, please refer to this [website](#).

Note: Students are required to submit your major/minor declaration in the Academic Plan Declaration system **at least 24 hours BEFORE** you are allowed to access and participate in the CourseReg (Course Registration) exercise. Only **one** attempt is allowed per semester, and no changes are allowed after the declaration is submitted. Students may add new Specialisation and/or drop their Second Major/Minor/Specialisation beyond their fifth semester of study. However, students are not allowed to change or opt for a new Second Major or Minor after their fifth semester's Academic Plan Declaration exercise.

## COURSE REGISTRATION AT EDUCATION RECORDS SYSTEM (CourseReg@EduRec)

Course Registration at Education Records System (CourseReg@EduRec) is the University's consolidated course registration platform. The schedule for CourseReg@EduRec for AY2024/2025 Semester 2 is as follows:

Course Registration Period	2 Jan – 10 Jan 2025
Tutorial Registration Period	14 & 16 Jan 2025
Lectures begin	13 Jan 2025
Tutorials begin	20 Jan 2025 (GE% & Writing courses) 27 Jan 2025 (all other tutorials)
Drop with 'W' grade	27 Jan, 000hrs – 2 Mar 2025, 2359hrs
Drop with 'F' grade	3 Mar 2025, 0000hrs onwards

Please refer to the CourseReg@EduRec website <http://www.nus.edu.sg/CourseReg> for more information on the schedule as well as the step-by-step video and user guides to aid you in this course registration process.

### Select Courses Rounds

Do note that Round 1 is a protected round, where students will be able to select courses that can be used towards the following requirements:

- Programme (Major, Specialisation)

- Second Major
- Direct admission/ Restricted Minor
- Prescribed English (i.e. courses offered by CELC)

Round 2 and Round 3 are open rounds where students can select most courses\* (including General Education courses) they wish to read for the semester.

\*Do note that certain courses might have course restrictions that limit the selection in CourseReg to certain groups of students.

### **Workload**

All Single Degree students can select up to a maximum of 23 Units from Select Courses Round 1 to Round 2. From Round 3 onwards, the workload allowance will be according to the student's GPA.

<b>GPA</b>	<b>Round</b>	<b>Max Workload</b>	<b>Remark</b>
0.00 – 5.00	1 & 2	23	Nil
0.00 – 1.99	3	23	Academic Warning / Probation
2.00 – 2.99	3	24	Nil
3.00 – 3.99	3	26	Nil
4.00 – 4.49	3	30	Nil
4.50 – 5.00	3	32	Nil

Do note that the stipulated **minimum workload** that each student should have is **18 Units per semester**. Students are only allowed to underload in their graduating semester, or if they are doing credit-bearing internship.

### **Assistance**

Should you require any assistance for FoS related courses, please contact Science Dean's Office via the [Online Query Form](#). For general enquiries, you can contact 6516 8471.

## **NUS DATA PROTECTION POLICY AND PERSONAL DATA PROTECTION ACT (PDPA) GUIDELINES**

Recently, Singapore has seen multiple cases of data breaches and attacks on our IT infrastructure. Understanding that the University is not immune to these incidents and threats, we have taken direction from the Singapore Personal Data Protection Commission (PDPC) to roll out an e-training course DP1001 NUS Data Protection Policy and Personal Data Protection Act (PDPA) Guidelines to all undergraduates.

All students are required to complete the e-training course, "E-Training Package on Student Essentials" via Canvas.

If you have questions related to NUS's collection, use and disclosure of your personal data, you may contact NUS Data Protection Office at +65 6776 2835 or [dpo@nus.edu.sg](mailto:dpo@nus.edu.sg).

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## QUALIFYING ENGLISH TEST (QET)

All incoming Faculty of Science students (both local and international) who do not possess the necessary English Qualifications would have been informed by the Office of the University Registrar (OUR) to take their QET. Students will be notified by the Centre for English Language Communications (CELC) of their QET results.

- Students who obtain Band 1 will have to take ES1000 followed by ES1103
- Students who obtain Band 2 will have to take ES1103
- Students who obtain Band 3 are exempted from these English courses

Students are strongly advised to complete the required course(s) within the first year of study. Students who are required to read both ES1000 and ES1103 may read ES1000 in the first semester of study and ES1103 in the second semester of study. ES1000 has 0 units and does not count towards the minimum workload. Please refer to the [CELC website](#) for more information.

## GENERAL EDUCATION (GE) CURRICULUM

Students admitted from AY2021/2022 onwards (except students from Law, Medicine, Dentistry) will experience a new curriculum introduced by the GE Reform, which aims to ensure that the GE curriculum continues to provide a unique and relevant learning experience for students to thrive in today's rapidly-changing world. The new curriculum features the following six pillars:

- i. Cultures and Connections
- ii. Critique and Expression
- iii. Data Literacy
- iv. Digital Literacy
- v. Singapore Studies
- vi. Communities and Engagement

Students are required to read one course from each pillar to fulfil their GE requirements, except for Communities and Engagement which Pharmacy students are exempted from.

For Cohort AY2022/2023, Pharmacy students will read SPH1901 Social and Behavioural Determinants of Health to fulfil the Singapore Studies pillar.

For Cohort AY2023/2024 onwards, Pharmacy students will read the full suite of NUS Common Curriculum for Healthcare Professionals (CCHP) in place of General Education Requirements.

For more information, please refer [here](#).

## MAXIMUM UNITS FROM LEVEL-1000 COURSES

Before applying for graduation, please ensure you have at most 60 Units of Level-1000 courses; any excess does not count toward the total Units graduation requirements. The following courses do not count toward the 60 Units limit:

- CFG1002 Career Catalyst (2 Units)#
- CFG1004 Financial Wellbeing – Art and Science of Investing (2 Units)#
- CFG1500 Women's Professional Development Programme (2 Units)#
- CFG1600 CommsLab Public Speaking (2 Units)#
- ES1103 English for Academic Purposes (4 Units).

- Courses under the Design-Your-Own-Course (DYOC) initiative.
- HS1301 Workplace Communication (2 Units)^.

#Exclusion of CFG1002, CFG1004, CFG1500, CFG1600 from the limit on Level-1000 courses is applicable to:

- BIZ, FASS, FoS, SoC, SDE, and FoE students from Cohort AY2016/2017 onwards.

^Exclusion of HS1301 from the limit on Level-1000 courses is applicable to:

- CHS students from Cohort AY2021/2022 onwards.

Please refer to this [link](#) for more information.

## DEGREE REQUIREMENTS

The Bachelor of Pharmacy (Honours) new integrated curriculum is designed such that learning is holistic and integrated across basic, clinical and systems sciences. This unique approach allows students to make connections and apply concepts learnt in the classroom to solve real-world patient problems alongside practicing pharmacists and other healthcare professionals. This makes learning active, engaging and collaborative while preparing students for future practice.

### Minimum Units Requirements

- At least 160 Units total
- Minimum Units that must be earned from NUS courses  
<http://www.nus.edu.sg/registrar/academic-information-policies/undergraduate-students/continuation-and-graduation-requirements#MinMCRequirements>
- At most 60 Units of Level-1000 courses; any excess does not count toward the total Units graduation requirements. For courses that do not count toward the 60 Units limit, please refer to this [link](#).

### Graduation Requirements

Please refer to <https://pharmacy.nus.edu.sg/study/undergraduate/bachelor-of-pharmacy/> for the Bachelor of Pharmacy programme requirements.

### Second Majors and Minors

- Second Major**  
Students reading the Bachelor of Pharmacy are only allowed to read one Major programme
- Minor**  
A Minor programme is a coherent course of study in an additional area outside of the Major. By doing this, it contributes to the breadth of learning envisaged for undergraduate education.

The requirement for a Minor is at least 20 Units, of which:

- Up to 8 Units (40% of the unit requirements for a Minor) may be used to meet (i) the Minor requirement and (ii) another requirement, e.g., General Education, College (Common Curriculum), Faculty requirement outside CHS, Major, Second Major, Minor, Specialisation or other requirement.
- At least 12 Units for any Minor programme must be taken from outside the entire set of courses that are listed for the major(s)/another minor that the student is taking/ has taken.

- A minimum of 60% of the total Units of the Minor requirements must be earned from courses read in NUS. Courses read at NUS include all courses taught, co-taught, supervised or co-supervised by NUS faculty members. These consist of graded courses or courses with an 'S' or 'CS' grade. The remaining Units may be earned through credit transfers, advanced placement and exemptions, from courses deemed relevant to the particular Minor.

### Double Counting policy

- i. Ensure that you do not violate double counting policy:
  - a. For major-major, major-minor, minor-minor and specialisation-other requirement.
  - b. No triple counting is allowed
    - i.e. you are not allowed to use one course to satisfy:
      - i. 2 majors + 1 minor
      - ii. 1 major + 2 minors
      - iii. 3 minors
      - iv. Specialisation with 2 other requirements (for Cohort AY2021/2022 onwards)
  - c. Even with double counting, Units will only be counted once toward the minimum Unit graduation requirements.
  - d. For more information, please refer to "Double Counting of Courses" at <https://www.science.nus.edu.sg/undergraduates/curriculum/faqs/>

Please refer to <https://myportal.nus.edu.sg/studentportal/academics/ug/aa-afg.html> for more information on My Graduation Audit Report & My What-If Report. Please also note that My Graduation Audit Report & My What-If Report do not include courses that you have not completed and passed. These two reports act as guides to assist you with graduation checks.

The onus is on the students to check their fulfillment of Graduation Requirements based on these two reports. You are strongly advised to refer to the graduation requirements available on the Faculty of Science website and the Bulletin based on your cohort.

### S/U OPTION ENTITLEMENT

With the launch of Enhanced Grade-free Scheme with effect from AY2016/2017 Semester 1, students may exercise the S/U option for up to 32 Units in the first year, including the first two regular semesters and first year special term. If this is not fully utilised, the S/U option may be exercised in subsequent semesters, for up to 12 Units.

Variations on the limit of S/U options that can be exercised apply for specific groups of students:

- i. Students without prior university experience but are granted 20 or more Advanced Placement Credits (APCs) at the point of admission to NUS may exercise the S/U option for up to 20 Units in the first year; if this is not fully utilised, the S/U option may still be exercised in subsequent semesters, for up to 12 Units.
- ii. Students with some prior university experience (which are being recognised towards the NUS degree) may exercise the S/U option for up to 12 Units anytime during their candidature, including the first year.
- iii. Students with a prior university degree are not eligible for the grade-free scheme.

Student Type		S/U Options Available	
		1 <sup>st</sup> Year (including 1 <sup>st</sup> Year Special Term)	Beyond 1 <sup>st</sup> Year Special Term (if unutilised)
Newly admitted students without prior university experience. This includes students with: - Clean slate transfer from another University or Faculty - Re-admitted into NUS on a clean slate	<20 APCs	32 Units	12 Units
	≥ 20 APCs	20 Units	12 Units
Students with some prior University experience. This includes: - Transfer from another University with Units - From partner Universities whose first year of study is not at NUS - Enrolled in DDP where Law is one of the partner faculties and hence spent their first year in Law		12 Units	12 Units
Students with a prior University degree		0 Units	0 Units

### **Key Points to Note**

- Both the 'S' and 'U' grade count towards the total S/U Option entitlement
- For courses read on an S/U basis, the Units are obtained only if a student attains a Satisfactory 'S' grade for the course
- All courses read on S/U basis are excluded from the computation of the GPA
- S/U option, once exercised, is irrevocable. Students may not later request for a conversion to a letter grade
- Please refer to <https://www.nus.edu.sg/registrar/academic-information-policies/undergraduate-students/continuation-and-graduation-requirements#SU> and <https://myportal.nus.edu.sg/studentportal/academics/ug/su-homepage.html> for the latest updates on S/U options

## **APPLY FOR GRADUATION (AFG)**

Please read the following information carefully.

### **Students on Single Degree Programme**

Students who intend to graduate by the end of Semester 2 AY2024/2025 must apply for graduation online. You may go to "Apply for Graduation" via myEduRec from **0000hrs, 30 December 2024 to 2359hrs, 10 January 2025** to indicate your intention.

Please refer to <https://myportal.nus.edu.sg/studentportal/academics/ug/aa-afg.html> for more information on AFG and My Graduation Audit Report & My What-If Report.

Please also note that My Graduation Audit Report & My What-If Report do not take into account the courses you have not completed and passed. These two reports act as guides to assist you with graduation checks.

**The onus is on the students to check their fulfillment of Graduation Requirements based on these two**



reports. You are strongly advised to refer to the graduation requirements available on the Faculty of Science website and the Bulletin based on your cohort.

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

- i. At least 160 Units in total.
- ii. At most 60 Units of Level-1000 courses; any excess does not count toward the total Units graduation requirements. For courses that do not count toward the 60 Units limit, please refer to [link](#).
- iii. Ensure that you meet the minimum Units that must be earned from NUS courses <http://www.nus.edu.sg/registrar/academic-information-policies/undergraduate-students/continuation-and-graduation-requirements#MinMCRequirements>
- iv. Fulfilled all graduation requirements (such as Pharmacy Curriculum Requirements, General Education / CCHPE, Unrestricted Electives etc.) and
- vi. Please check and ensure that you have declared the right minor(s) if any.
- vii. Ensure that you do not violate double counting policy:
  - a. For major-major, major-minor, minor-minor and specialisation-other requirement
  - b. No triple counting is allowed, i.e. you are not allowed to use one course to satisfy:
    - i. 2 majors + 1 minor
    - ii. 1 major + 2 minors
    - iii. 3 minors
    - iv. specialisation with 2 other requirements (for Cohort AY2021/2022 onwards)
  - c. Even with double counting, Units will only be counted once toward the minimum Unit graduation requirements.
  - d. For more information, please refer to "Double Counting of Courses" at [https://www.science.nus.edu.sg/wp-content/uploads/2021/06/UG\\_FAQ-1-3.pdf](https://www.science.nus.edu.sg/wp-content/uploads/2021/06/UG_FAQ-1-3.pdf)

**You are reminded to update your declaration of major(s), specialisation and/or minor(s), and remove those that you no longer want. Otherwise, the AFG check will indicate that you do not satisfy the requirements of the major(s), specialisation and/or minor(s) declared, and you may not be allowed to graduate at the end of Semester 2, AY2024/2025.**

**It is important that students apply for graduation via myEduRec. Students who do not apply for graduation online by the stipulated deadline may have to delay their graduation till Semester 1, AY2025/2026.**

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

- [Faculty of Science Website](#)
- [Bulletin](#)
- [NUS Student Portal](#)
- [Science Faculty requirements](#)

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

## CONTINUATION, PROBATION AND DISMISSAL

To remain in good academic standing, and to continue in an undergraduate programme of study, a student may not have GPA below 2.00 for two consecutive semesters. For any semester in which the student's GPA falls below 2.00, s/he will be placed on probation. If the student's GPA remains below 2.00 for the second consecutive semester, the student will be issued a letter of dismissal by the Office of the University Registrar (OUR) and denied re-admission. 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.

With the launch of Enhanced Grade-free Scheme:

- For students eligible to exercise  $\geq 20$  Units of S/U options, the above continuation rules are applied from the third semester onwards.
- For students eligible to exercise  $\leq 12$  Units of S/U options, the above continuation rules are applied from the first semester onwards.

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 on the various avenues where help is available. More information on the Science Academic Mentorship scheme is provided at <https://www.science.nus.edu.sg/student-life-and-services/wellness-academic-financial-support/student-academic-support/>.

## FEE POLICIES

### Tuition Fee Beyond Normal Candidature

With effect from the admission cohort of AY2016/2017, 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-subsidised fees, culminating in full non-subsidised fees, during the extended semesters.

In view that the Ministry of Education provides a Tuition Grant to subsidize a student's tuition fees up to the normal candidature period, the tuition fee payable beyond that would be the full non-subsidised semestral fees. To mitigate the impact of higher fees, the University undertakes to charge affected students only a proportion of the full non-subsidised semestral fees pro-rated based on the Units read in the extended semesters. In addition, the pro-rated full fees payable in the first and second semester beyond normal candidature will be capped at 120% and 150% of the subsidised semestral fees respectively.

The fees payable beyond normal candidature period are summarised in the following table:

Student Type	Semester after Normal Candidature Period	Revised fee pro-rated based on students' semester workload of x-Unit
Single Degree Student	1 <sup>st</sup>	'Full <sup>^</sup> semestral <sup>#</sup> fees X Workload% <sup>*1</sup> capped at 'Subsidised semestral <sup>#</sup> fees X 120%'
	2 <sup>nd</sup>	'Full <sup>^</sup> semestral <sup>#</sup> fees X Workload% <sup>*1</sup> capped at 'Subsidised semestral <sup>#</sup> fees X 150%'
	3 <sup>rd</sup> onwards	Full <sup>^</sup> semestral <sup>#</sup> fees X Workload% <sup>*</sup>
Double Degree Student	1 <sup>st</sup>	'Full <sup>^</sup> semestral <sup>#</sup> fees X Workload% <sup>*1</sup> capped at 'Subsidised semestral <sup>#</sup> fees X 120%'
	2 <sup>nd</sup>	'Full <sup>^</sup> semestral <sup>#</sup> fees X Workload% <sup>*1</sup> capped at 'Subsidised semestral <sup>#</sup> fees X 150%'
	3 <sup>rd</sup> onwards	Full <sup>^</sup> semestral <sup>#</sup> fees X Workload% <sup>*</sup>

^Full (non-subsidised) fees are set out under the column "Fees payable by students not in receipt of MOE Tuition Grant" in the undergraduate fees table (refer [here](#)).

#Semestral fees refer to half of annual tuition fees set out in the undergraduate fees table (refer [here](#)).

\*Given that the student reads x-Unit of courses in the semester concerned, the 'Workload%' is capped at 100% if x exceeds 20 Units and x Unit/20 Units if otherwise, for fee computation purposes, i.e., tuition fee is pro-rated for workload < 20 Units.

\* For Normal Candidature Period for DDP (single or double Honours) – refer [here](#) and related fee structure for DDP programmes refer [here](#).

Students who register for course(s) in the Special Term immediately following the expiry of their normal candidature period will continue to pay subsidised fees on a per course basis. However, for the Special Terms beyond that, the Special Term fees payable will be the full non-subsidised semestral fees pro-rated based on the number of Units read.

Please refer to the links for more details: [FAQ](#) which is available at

- i. <http://www.nus.edu.sg/registrar/administrative-policies-procedures/undergraduate/undergraduate-fees>
- ii. <http://www.nus.edu.sg/registrar/academic-information-policies/undergraduate-students/continuation-and-graduation-requirements#ResidencyRequirement>

### **Refund Policy**

Students who apply for Leave of Absence (LOA) or leave the University, either through withdrawal of 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. Requests for refund will generally not be considered.

#### **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,  
Associate Professor NG Kah Loon  
Associate Dean  
Science Dean's Office