FREQUENTLY ASKED QUESTIONS FOR INCOMING EXCHANGE STUDENTS

BEFORE ARRIVAL

1. For the following questions, please refer to FAQs for Non-graduating Programmes by Registrar Office.

   - Application & Admission Matters (General Information)
   - Registration Matters
   - General Academic Matters (For add/drop modules, please refer to MBA Exchange coordinators)
   - Fee Matters
   - Student Pass Application

2. Please advise the dates for AY2014/15 and AY2015/16; together with the deadlines.

NUS Term Dates & Deadlines

Academic Year 2014/15

<table>
<thead>
<tr>
<th>National University of Singapore</th>
<th>Fall Term</th>
<th>Spring Term</th>
<th>Special Term</th>
</tr>
</thead>
<tbody>
<tr>
<td>Orientation Week *</td>
<td>04 to 08 August, 2014</td>
<td>05 to 9 Jan, 2015</td>
<td>04 to 08 May, 2015</td>
</tr>
<tr>
<td>End Date</td>
<td>6 December, 2014</td>
<td>9 May, 2015</td>
<td>01 Aug, 2015</td>
</tr>
<tr>
<td>Nomination Deadline (for Coordinators)</td>
<td>05 April, 2014</td>
<td>15 September, 2014</td>
<td>15 February, 2015</td>
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<tr>
<td>Application Deadline (for Nominated Students)</td>
<td>15 April, 2014</td>
<td>01 October, 2014</td>
<td>1 March, 2015</td>
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Academic Year 2015/16

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<th>Fall Term</th>
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<tr>
<td>Orientation Week *</td>
<td>03 to 08 August, 2015</td>
<td>04 to 08 Jan, 2016</td>
<td>02 to 06 May, 2016</td>
</tr>
<tr>
<td>Start Date</td>
<td>10 August, 2015</td>
<td>11 January, 2016</td>
<td>09 May, 2016</td>
</tr>
<tr>
<td>End Date</td>
<td>5 December, 2015</td>
<td>7 May, 2016</td>
<td>30 July, 2016</td>
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*Includes Pre-Registration with Registrar Office

NUS Academic Calendar can be found here
3. If I am travelling and am not around to send transcripts during the stipulated deadlines, can NUS receive soft copies?

   You may upload unofficial transcript/official transcript (certified true copy) and mail the original copy to Registrar Office later on.

   You may also send an email to nghelp@nus.edu.sg for requests regarding submission of supporting documents. Registrar’s Office is the first level recipient of the documents and responsible in issuance of your student visa.

4. How do I map Modular Credits to ECTS credits for conversion to my home university in Europe?

   As different universities in Europe have different conversion methods, please contact the Exchange Unit of your home university for instructions on this.

5. In the case that I am not able to make it for the exchange, I was just wondering if there is an add/drop deadline for the program, and is there a penalty for this?

   Once you proceed with the online-Application, you are required to choose six MBA modules (prefix BMAS***). Please refer to our excel attachment (from our introductory email) for the semester modules.

   For MBA, we will have a 2nd round of module selections, sometime in October (for Semester 2) and April (for Semester 1). The add/drop period begins at the start of semester to Friday of 2nd week of semester.

   If you are not able to make it for the exchange program, do drop us an email.

   The following ‘W’ and ‘F’ grades will be reflected in the NUS transcript. Refer to the respective academic calendar to determine when these will take effect.

6. I did my undergraduate degree in non-business field before moving on to postgraduate studies in management. Thus I’m wondering if it would be possible to attend courses outside of NUS Business School.

   You can select ONE non-business module before you complete the Online Application (https://myaces.nus.edu.sg/ngAdmForm/).

   The respective faculty will assess your selected module based on your credentials (supporting documents). Registrar’s Office will follow up on whether the faculty agrees to accept you to read their module. Please note that the add/drop procedures/dates are different from NUS Business School.

7. What are the courses offered to exchange students?

   Please view http://bschool.nus.edu.sg/TheNUSMBA/CurrentStudents/tabid/2427/Default.aspx for the MBA courses that will be offered to exchange students. A tentative timetable will be shared in the event the finalised one is yet uploaded in the website.
8. Are there any internship opportunities available to MBA exchange students?

Please refer to Page 4 of our exchange factsheet for services provided by Career Service Office.

9. Is there any financial assistance in terms of Scholarship, teaching assistance, travel grants that may be available to the exchange students through the university or government embassies?

Please refer to your home university for financial support.

10. Can you advise me on the total costs of spending the exchange semester in NUS?

Please refer to Page 7 of our exchange factsheet for the estimated daily expenses.

11. What are the options for accommodation?

NUS does not provide on-campus accommodation for MBA exchange students. However, Office of Student Affairs will provide exchange students with private accommodation options. You may click here for more information.

A list of off-campus/private accommodation will shared to students before start of semester. We strongly encourage you to look for off-campus accommodation before you arrive in Singapore.

12. Can you advise on the insurance coverage is and how much it will cost during my time at NUS?

Please visit the following websites for more information:

For insurance coverage: http://www.nus.edu.sg/uhc/healthservice/insurance/G&NG.html

For fees: http://www.nus.edu.sg/registar/edu/ng.html#l4. You will be required to pay for Miscellaneous Student Fees (MSFs) [MSF = SSF + HSF]

**DURING THE SEMESTER**

1. What would be the minimum module requirements for exchange program in NUS?

Exchange students are required to read a minimum workload of 12 MCs (approximately 3 modules). Please ensure that the modules registered would fulfil the graduation requirements at your home university. This minimum workload is also a requirement to qualify for a Student’s Pass issued by the Immigration Checkpoints Authority (ICA).

2. What is the contact hour for each module?

The contact hour for 2MC and 4MC is 19.5hr and 39hr respectively. MC refers to modular credits.
3. **Does NUS offer short programs which our MBA students can participate in?**

The MBA Programs Office does not offer such programs.

4. **Is orientation week at the beginning of August mandatory or optional?**

The orientation week with our Office of Student Affairs is optional. However, Pre-registration by Registrar Office and Orientation by MBA Office (both happening in the same week) are mandatory.

5. **Will I be allowed to use the facilities in NUS Business School?**

Yes, once you are matriculated, you can use your student card for access to Hon Sui Sen Memorial Library, MBA Student Lounge and many sports facilities in Kent Ridge Campus.

6. **May I take language modules?**

To apply:

- Please complete the Academic Profile Updates (APU) form [http://www.nus.edu.sg/Registrar/forms.html](http://www.nus.edu.sg/Registrar/forms.html)
  - Get endorsement from Host Faculty (e.g. language -> Centre of Language Studies)
  - Submit the form to Registrar’s Office at University Hall (as instructed in the form)

For more details, please visit CLS website at [http://www.fas.nus.edu.sg/cls/](http://www.fas.nus.edu.sg/cls/) or email clssec@nus.edu.sg to enquire.


Location of AS4 is [here](http://www.fas.nus.edu.sg/undergrad/toknow/modules_offered.html).

7. **May I audit an MBA module?**

Please complete the APU Form and get the lecturer’s signature and submit to Exchange Coordinator in MBA Programs Office. Please also send your school’s approval (for you to read an audit module) to MBA Exchange Coordinator. Result will be out after add/drop period.

8. **Who do I approach to sign my school’s Course Approval form?**

Please approach MBA Exchange Coordinator or Curriculum Manager at MBA Programs Office. The office working hour is from 8.30am to 6.00pm (Mon-Thu) and 8.30am to 5.30pm (Fri). Please avoid 12nn to 2pm.

9. **Where do I approach for my Miscellaneous Student Fees?**

Please refer to the following website:


Please access your student account at the website:

[https://aces01.nus.edu.sg/StudentPayment/Login.jsp](https://aces01.nus.edu.sg/StudentPayment/Login.jsp)

You may also visit the Student Service Centre (Level 1) at Yusof Ishak House.
1. May I request for early examination and early result release?

Both requests will not be entertained as timelines are given by NUS (to all faculties) and these have to be adhered to.

2. When will I receive my results and transcripts?

Online results will be available one month after end of semester. Transcript will be sent to your home university two months after end of semester.

3. May I request for my transcript to send to my home address and another to my school?

Please send a request to MBA Exchange Coordinator at least one month after your final examination. Email request is encouraged.