

SCHOOL OF SOCIAL SCIENCES (SSS) GUIDELINES FOR OVERSEAS
EXCHANGE COURSE MATCHING

1. Students must submit their requests for course matching using the following steps:

StudentLinK > Academic Matters > Student Exchange >
GEM Explorer - Online Course Matching Updating module

2. Students are encouraged to conduct research on courses they plan to read by searching for courses that were previously approved and taken by NTU students who went on GEM-EXPLORER to various overseas institutions at the GEM-EXPLORER – [Coursefinder](#): Search for previously approved courses taken by NTU students' portal.
3. Course Matching Coordinators will process students' requests using the online system and if further clarifications / information are needed, students will have to provide them before any decision can be input into the system. Incomplete information will be rejected.
4. It is very important for students to carry out research on the courses they plan to read during exchange and provide the following information for processing :
 - a) Course syllabus
 - b) URL for Course Info
 - c) Total contact hours for entire course (No of hrs per week X no. of weeks; include only lecture and tutorial hours)
 - d) Prescribed textbooks
 - e) Mode of assessment (quiz, test, assignment, end of term/semester exam, etc)
 - f) No of credits awarded by host university to the course
 - g) Name and contacts of staff teaching the course -Student's remarks, if any

Note: The processing of students' requests for course matching will be delayed if there is insufficient information provided.

5. All courses to be taken at the host institution must be approved if they are to be considered for credit transfer.
6. All pre-approved courses matching in the respective host institutions were previously active. It is the students' responsibilities to ensure that all course codes and titles are still being offered by the host institutions during their exchange.
7. Students must check the host institution website to ensure that courses they plan to read are taught in English. They must meet the host institution's requirements for language proficiency if courses are taught in a language other than English (in some institutions, some courses are taught in Chinese, Japanese, Korean, French, German, etc).
8. Students are not allowed to read their Final Year Project, whilst they are on their exchange programme.
9. Credits obtained during exchange will be transferred back to NTU as "Pass / Fail". No letter grade will be transferred back to NTU even though students are awarded letter grade for courses completed at the host institution.
10. With reference to point number 9 above, to be eligible for the award of a Bachelor's degree of NTU, a student admitted in 2010 and before must complete **not less than 3 academic years** of study at NTU and obtain from NTU **not less than 77 AUs** of graded courses (i.e. letter grade). Students admitted in 2011 and after must complete **not less than 3 academic years** of study at NTU and obtain from NTU **not less than 69 AUs** of graded courses (i.e. letter grade)
11. Students are not allowed to read a course during exchange and count it towards fulfilling two or more of NTU courses unless prior approval is obtained.

12. Major-Core Courses

Students must read all Major Core courses in NTU.

13. Major-Prescribed Electives (M-PEs)

Students are only allowed to read up to a **maximum of three courses (only two courses can be Level-4 Major-PEs)** and count them towards fulfilling their Major-Prescribed Electives (M-PE) requirements, except for the English majors. For students admitted from AY2018, you are only allowed to read a maximum of three Major-PEs per candidature (**only two courses can be Level-4 Major-PEs**). Meaning if a student apply to go on two exchange programme, only three Major-PEs can be read.

14. General Education Requirements – Prescribed Electives (GER-PEs)

Students are allowed to read any number of courses to fulfill their GER-PE requirements subject to the restrictions placed on each category of BM, STS, LS or LA (depending on intake year to NTU).

15. General Education Requirements – Unrestricted Electives (GER-UEs)

a) TO FUFILL MINOR PROGRAMME REQUIREMENTS

All Minor Programme courses must be read as GER-UEs.

- All compulsory Minor programme courses must be read in NTU.
- Students are only allowed to read up to a maximum of two other non-compulsory courses in the Minor basket and count them towards fulfilling the Minor requirements.

b) TO FULFILL SECOND MAJOR PROGRAMME REQUIREMENTS

All Second Major programme courses must be read as GER-UEs

All compulsory Second Major programme courses must be

read in NTU. Students are only allowed to read up to a maximum of 3

courses in the Second Major basket and count them towards fulfilling the

Second Major requirements.

c) TO FULFILL GER-UE REQUIREMENTS

- i) Students are allowed to read any number of courses to fulfill their GER-UE requirements, including courses similar to those offered by the Modern Language Electives (MLE), i.e. French, German, Japanese, Korean, Malay, and Spanish.
- ii) Students may also read any course which need not match to any NTU Course Code or Course Title but would like to use the credits earned for these courses to fulfill their GER-UE requirements. For e.g. a student may wish to read a course, say, DXY101 Introduction to Danish Language Culture at the host institution. The student will find it difficult to match it to a NTU Course Code and Course Title. In such a situation, when the student submits the request for course matching using the GEM-EXPLORER - Online Course Matching Updating module (found on the StudentLink), the student must indicate "ELECTIVE" as the NTU course code and the NTU Course Title "Unrestricted Elective" will be displayed. The student must input the host institution course code and course title, together with the rest of the information.

16. General Education Requirements (GER) – CORE

Students are required to read their GER-Core courses in NTU. However, special consideration may be given on a case-by-case for students to read these courses during their exchange programme.

17. In the event a student who is already at the host institution, and wishes to read a subject which was not previously approved due to various circumstances, the student must submit his/her request for course matching using the GEM-EXPLORER -Online Course Matching Updating module (found on StudentLink).

18. Upon return from the exchange programme, students will need to submit an online credit transfer application via studentlink. The School of Social Sciences will process the credit transfer application and The OAS will be informed to attend to the transfer of credits if everything is in order.

19. Students are not allowed to change their course matchings after their credit transfers have been finalized.

20. Students going on **two semesters** of exchange programmes have to be mindful that you may not be able to cross-match the Major-PEs as well as to graduate if you do not fulfill the following conditions:

- Minimum 3 years of residential candidature in NTU;
- For students admitted in 2011 and after, a minimum 69 AUs of graded courses must be taken in NTU (courses taken on exchange are on a P/F basis)
- A maximum of three Major-PEs are allowed per candidature.

The full 20 AUs from the 2nd consecutive exchange programme may not be earned if the above conditions are not met.

For information and enquiries on student exchange programmes, please email to the respective exchange coordinator.

GUIDELINES FOR TRANSFER OF CREDITS AND APPLICATION PROCEDURES

A) NOTES FOR TRANSFER OF CREDITS

- (i) School of Social Sciences reserves the right to revoke any decision made earlier for students to read courses at the host institution especially in cases where the information are not complete or are not available at the time when course matching was carried out.
- (ii) Students may have received approval to course match more courses than they have actually registered to read at the host institutions. But the number of AU to be transferred from the host institutions should not exceed the maximum workload allowed in a semester, if spent in NTU.

With effect from AY2009 Semester 1, regardless of the number of courses a student has registered to read or has completed at the host institution in a semester, the transfer of the credits obtained at the host institution back to NTU is subject to the following maximum:

For students admitted in 2010 and before:

- a. Students on the double major programme or on the double degree programme - up to a maximum of 28 AUs**
- b. Others - up to a maximum of 24 AUs.**

For students admitted in 2011 and after:

- a. Students on the double major programme or on the double degree programme - up to a maximum of 25 AUs**
- b. Others - up to a maximum of 20 AUs.**

(iii) Notwithstanding the notes mentioned in (i) and (ii) above, the following guidelines for the transfer of credits to count toward fulfilling Major-Prescribed Electives (M-PEs) requirements, Double major PE requirements and Minor programme requirements remain unchanged:

- a. count no more than 3 courses (cap at 12 AUs) taken outside NTU to fulfill your M-PE requirements;
- b. count no more than 6 courses (cap at 24 AUs / 20 AUs)* taken outside NTU to fulfill your 2nd Major PEs requirements (3 courses for each major);
- c. count no more than 2 courses (cap at 8 AUs) taken outside NTU to fulfill your Minor programme requirements
- d. courses to be matched back as Major-PEs CANNOT be ALL Level-4 courses

Note: The above guidelines apply to students' candidature in NTU and are irrespective of the number and length of their exchange programmes taken outside NTU.

- (iv) The final decision on the maximum number of AUs a student is allowed to transfer back to NTU will be determined after the student has submitted the application form to transfer credits together with a photocopy of the official transcript issued by the host institution.

Note: *- depends on the student's Year of Admission. If admitted in 2010 and before, cap at 24 AUs, if admitted in 2011 and after, cap at 20 AUs).

B) APPLICATION PROCEDURES FOR TRANSFER OF CREDITS

- (i) Students are required to submit an online credit transfer application via studentlink.
- (ii) Students are to ensure that the transfer of credits is completed within the first 6 weeks of the new semester, after they have returned from their exchange programme. Late application for transfer of credits will not be considered.
- (iii) Students are not allowed to change their course matching after their credits transfers have been finalized.

Once you have collected your official transcript issued by the host university, please log in the online system to apply for transfer of credits

https://sso.wis.ntu.edu.sg/webexe88/owa/sso_redirect.asp?t=1&app=https://wis.ntu.edu.sg/pls/lms/instep_stud_subj_reject.notice

1. Select a sign-up profile to begin
2. Click to finalize your list of approved course-matching records (the link is located at the bottom of the page)
3. Select the courses that you have registered at the host university
4. Select purpose of finalizing: AU Projection
5. Check the list carefully and submit (You can only submit once)

6. Select the courses based on your transcript
7. Select purpose of finalizing: Credit Transfer
8. Check the list carefully and submit (You can only submit once)
9. Upload a scanned copy of your official transcript (photographed version will not be accepted):
 - complete, clear and legible
 - PDF format (*.pdf)
 - file size less than 250 kbytes (0.25 Mb) - opt for black & white scanning for smaller file size
 - you may wish to make use of the scanning facilities in the libraries:
<http://www.ntu.edu.sg/Library/facilities/Pages/faxing.aspx>

Please note that the transferred credits will be updated in your Degree Audit within 6 weeks from the date of approval by your School.

If you encounter any problems in using the system, please email the Office of Academic Services: [ug_outbound @ntu.edu.sg](mailto:ug_outbound@ntu.edu.sg). Please provide your name, matriculation number, programme and a screen capture of the error message.

(March 2018 – School of Social Sciences reserves the right to change the information from time to time)