

## HSS GUIDELINES FOR INSTEP COURSE MATCHING

1. Students must submit their requests for course matching using the following steps :  
StudentLink → Student Exchange → INSTEP – 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 INSTEP to various overseas institutions at the INSTEP – [Coursefinder](#) : Search for previously approved courses taken by NTU students' portal.
  3. HSS 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.
  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 :
    - Course syllabus
    - URL for Course Info
    - Total contact hours for entire course (No of hrs per week X no. of weeks; include only lecture and tutorial hours)
    - Prescribed textbooks
    - Mode of assessment (quiz, test, assignment, end of term/semester exam, etc)
    - No of credits awarded by host university to the course
    - 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. 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.
11. Major-Core Courses  
Students must read all Major-Core courses in NTU.
12. Major-Prescribed Electives (M-PEs)  
Students are only allowed to read up to a maximum of 25% of AUs (up to a maximum of three courses) and count them towards fulfilling their Major-Prescribed Electives (M-PE) requirements, except for the English majors (they are allowed to read up to a maximum of four courses and count them towards fulfilling their M-PE requirements).
13. 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 sub-area, i.e. 3 AUs for GER-PE (AHSS), 3 AUs for GER-PE (BM) and 9 AUs for GER-PE (STS).
14. General Education Requirements – Unrestricted Electives (GER-UEs)
  - a) TO FUFILL MINOR PROGRAMME REQUIREMENTS  
All Minor programme courses must be read as GER-UEs.
    - i) All compulsory Minor programme courses must be read in NTU.
    - ii) Students are only allowed to read up to a maximum of two other 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
    - i) All compulsory Second Major programme courses must be read in NTU.
    - ii) 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 courses 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 [INSTEP - 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.

15. General Education Requirements (GER) – CORE

Students are required to read both the HW101 and the HW111 or the HW101C and the HW111C (for Chinese Majors only) in NTU. However, special consideration may be given on a case-by-case for students to read these courses during their exchange programme.

16. 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 INSTEP - Online Course Matching Updating module (found on StudentLink).

17. Upon return from the exchange programme, the HSS Assistant Chair Office will request students to complete a Credit Transfer Form and submit it together with a copy of the transcript issued by the host institution for processing. The OAS will be informed to attend to the transfer of credits if everything is in order.

18. Students are not allowed to change their course matching after their credit transfers have been finalised.

For information and enquiries on student exchange programmes, please email to [sd-hss@ntu.edu.sg](mailto:sd-hss@ntu.edu.sg).

(02 Oct 09 – The above information are subject to changes from time to time)