

GUIDELINES FOR TRANSFER OF CREDITS AND APPLICATION PROCEDURES

A) NOTES FOR TRANSFER OF CREDITS

- (i) HSS 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:
 - 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.
- (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 PEs 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) taken outside NTU to fulfill your Double 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

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 to transfer credit together with a photocopy of the official transcript issued by the host institution.

B) APPLICATION PROCEDURES FOR TRANSFER OF CREDITS

- (i) Students who have completed their exchange programme will be issued an official transcript by the host institution.
- (ii) Upon receipt of the official transcript, students are required to complete the Transfer of Credits Form and return it to the HSS Assistant Chair's Office together with a photocopy of the official transcript issued by the host institution, plus any other supporting documents (email showing approval has been granted for students to read courses at the host institution).

- (iii) 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.
- (iv) Students are not allowed to change their course matching after their credits transfers have been finalized.

Students who wish to seek clarification on the above may send their email queries to the Assistant Chair's Office (SD-HSS@ntu.edu.sg).

(06 May 09 – The above information are subject to changes from time to time)