

MOOC – Application for Credit Transfer (User Guide for Student)

(Version 1.2 – 28 September 2020)

1. Access application via StudentLink > Academic Matters. Click on 'MOOC – Application for Credit Transfer'.
2. At the MOOC Pre-approval List page, enter Course Title and Enrolment Date that you want to apply for credit transfer and click 'Search'.

MOOC - Listing

MOOC Pre-approval List

MOOC Application List

Debug

MOOC Approved Listing

Filter By

Enrolment Date: 31-May-2020

Course Title: Energy future

Search

Show 10 entries

Search:

No.	Platform	Course Title	Content Dev	Course Type	Apply
1	COURSERA	OUR ENERGY FUTURE	UNIVERSITY OF CALIFORNIA SAN DIEGO	GER PE (STS)	
2	COURSERA	OUR ENERGY FUTURE	UNIVERSITY OF CALIFORNIA SAN DIEGO	UE	

Showing 1 to 2 of 2 entries

< Previous 1 Next >

Export to Excel

If you search by Course Title only, you will see the list of courses with different Course Type and period. To see the period, click on the info button next to the Course Title for the period and the AU earned.

MOOC - Listing

MOOC Pre-approval List

MOOC Application List

Debug

MOOC Approved Listing

Filter By

Enrolment Date:

Course Title: Energy future

Search

Show 10 entries

Search:

No.	Platform	Course Title	Content Dev	Course Type	Apply
1	COURSERA	OUR ENERGY FUTURE	UNIVERSITY OF CALIFORNIA SAN DIEGO	GER PE (STS)	
2	COURSERA	OUR ENERGY FUTURE	UNIVERSITY OF CALIFORNIA SAN DIEGO	GER PE (STS)	
3	COURSERA	OUR ENERGY FUTURE	UNIVERSITY OF CALIFORNIA SAN DIEGO	UE	
4	COURSERA	OUR ENERGY FUTURE	UNIVERSITY OF CALIFORNIA SAN DIEGO	UE	

Showing 1 to 4 of 4 entries

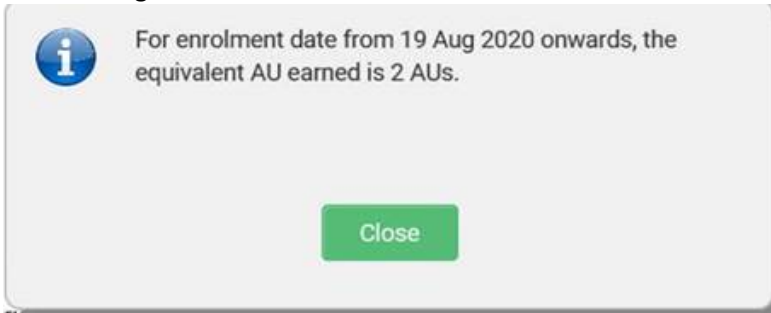
< Previous 1 Next >

Export to Excel

- From 14 May to 18 Aug 2020



- 19 Aug 2020 Onwards



IMPORTANT: You must select the period where your enrolment date falls within. Otherwise, error message "No matching period found in selected date!" will appear in Step 2 (point #5).

3. Select the correct period and course type you are applying the credit transfer for by clicking the icons in 'Apply' column.

4. Step 1 - Read through the first page and check on the box to acknowledge the content before clicking 'Next'.

Massive Open Online Course (MOOC)
MOOC Application

Help | Close

MOOC Application

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Acknowledgement

MOOC Info

Supporting Docs

Reflection Rpt

Confirmation

If MOOC is in approved list by respective Schools

Please refer to details at [website](#).

i) Student may select the MOOC for credit transfer after completing the course, and if it is in the pre-approved list. Student is required to submit a softcopy of the following as part of the application:

- Completion certificate;
- Supporting document(s) showing the completion of all course activities and/or assessments; and
- Reflection report summarizing what has been learnt.

The School will then verify the completion certification and document(s) before the credit transfer can be recorded.

ii) Credit transfer will be allowed provided:

- Completion certificate must be obtained within the last three years.
- Student has not met the maximum cap (ie. 12 AU) for MOOC credit transfer throughout the entire undergraduate candidature.
- Student has balance AU for the specified course type (eg. GER-PE category, Major PE), with the exception to allow credit transfer in excess of the Unrestricted Elective (UE) requirement.

iii) Application for credit transfer received by Teaching Week 11 will have the credits recorded in the same semester. Application received after Teaching Week 11 will have the credits recorded in the following semester that the student is of 'active' status. Transferred credits will be recorded with a Pass grade in either Semester 1 or Semester 2 only.

iv) Students who are transferring credits must comply with the following requirements for graduation, including:

- Curricular requirements for your degree programme
- Minimum candidature period
- Minimum AU for letter-graded courses

Note: Courses that are credit transferred are not counted towards the minimum AU of graded courses.

- Minimum years of study at NTU (i.e. residential period)
- Minimum CGPA for graduation

Please refer to the requirement stated at your [Degree Audit](#) and [Academic Structure Handbook](#)

☒ I acknowledge the above

NextCancel

5. Step 2 - Enter 'Enrolment Date' and 'Certificate Issuance Date' as indicated in your Welcome Email and Certificate of Completion respectively. Click 'Next'.

MOOC Application

1 Acknowledgement 2 MOOC Info 3 Supporting Docs 4 Reflection Rpt 5 Confirmation

New/Edit MOOC

Platform	: EDX		
Course Title	: BLOCKCHAIN TECHNOLOGY		
Content Developer	: UNIVERSITY OF CALIFORNIA BERKELEY		
Course Type	: GER PE (STS)		
Enrolment Date	: 01-Sep-2020	Certificate Issuance Date	: 09-Sep-2020
Equivalent AU	: 1		
Remarks			

AcadYr :	2020	Semester :	2	Setup Step :
Appl Ref :	-1	Rec Item Id :	-1	

Next Cancel

If the error message "No matching period found in selected date!" appears, you need to go back to point #2 to select the correct period where your enrolment date falls within.

MOOC Application

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New/Edit MOOC

Platform	: EDX		
Course Title	: A HANDS-ON INTRODUCTION TO ENGINEERING SIMULATIONS		
Content Developer	: CORNELL UNIVERSITY		
Course Type	: UE		
Enrolment Date	: 01-Jan-2020	Certificate Issuance Date	: 01-Sep-2020
Equivalent AU	: No matching period found in selected date!		
Remarks			

AcadYr :	2020	Semester :	1	Setup Step :
Appl Ref :	-1	Rec Item Id :	-1	

Click on the info button next to the Course Title in the list of courses.
You must select the Course Title with the correct period.

Next Cancel

6. Step 3 – It is mandatory to upload Certificate of Completion and Welcome Email to show the enrolment date. Take note of the file format and size. If you have more than 1 certificate, please combined them into a single PDF file and upload.

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AcknowledgementMOOC InfoSupporting DocsReflection RptConfirmation

Supporting Documents

Course Title : OUR ENERGY FUTURE

MOOC Supporting Documents Upload Requirements

Please upload a mandatory completion certificate.

- Accept images or PDF format only
- Image files with following Ext. JPEG, JPG, PNG, GIF, TIFF, PSD
- File size to cap at maximum of 10mb
- You can upload up to 5 other supporting documents (Optional)

* Completion certificate : Browse...

* Welcome Email and/or Other Document(s) : Browse...

Note:

Mandatory files to upload:

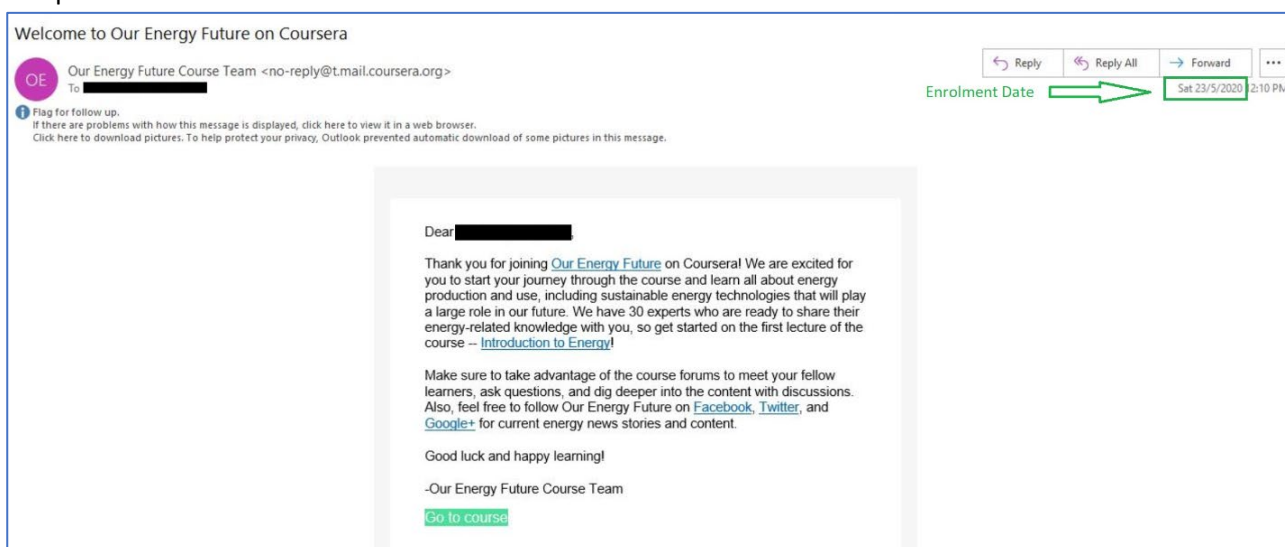
- Certificate of Completion
- Welcome email with the enrolment date

Failing to do so will result in the rejection of the MOOC Application!

Click [here](#) to view sample of the Welcome Email

Please upload the Mandatory Completion certificate & welcome email with enrolment date

Sample of a Welcome Email



7. Step 4 – Submit Reflection Report by answering the questions listed. Click on 'Save and Add New MOOC' to insert more than one Course Title in one application. Repeat point #2 to #7. After finished adding all the course titles, click on 'Proceed to Confirm'.

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Confirmation

Reflection Report

Course Title : OUR ENERGY FUTURE

Please filled up all mandatory questions from 1 to 6.

1. Why did you choose this MOOC?

(max 300 characters)

2a. How much did you know about the subject before you took this MOOC?

2b. What have you learnt from this MOOC?

(max 1000 characters)

3. How much time, in hours, did you spend to complete this MOOC?

(accept round numbers only; from 1 to 999)

4a. What was your greatest challenge in completing this course?

4b. Did this course fulfil your intentions?

(max 300 characters)

5. In what way is this course likely to help you in your future learning and career?

(max 300 characters)

6. What have you learned about yourself while doing this course?

(max 300 characters)

Note:
Click "Save and Add New MOOC" if you have you wish to add another MOOC to this application for approval. You can repeat the process to add more MOOC until you hit the maximum of 12AU. Once completed, please click "Proceed to Confirmation and Submit" to the Application Summary page before submit.

Save and Add New MOOC

Proceed to Confirm

Cancel

8. Step 5 – You will see all the courses you have added. Check the course details are correct and click 'Submit'.

MOOC Application

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MOOC Confirmation

You have submitted the following MOOC for approval:

S/No.	Platform	Course Title	Content Developer	Course Type	AU	Status
1.	EDX	BLOCKCHAIN TECHNOLOGY	UNIVERSITY OF CALIFORNIA BERKELEY	GER PE (STS)	1	Completed

Note:

Please confirm all MOOC details before clicking on the "Submit" button to process. Once submitted you will NOT be allowed to make further changes.

Submit
Cancel

9. You will receive an email to confirm your application and subsequently, a second email after your School has verified your application.

Dear ██████████

The School has completed the verification of the credit transfer for the massive open online course(s) (MOOC(s)) you submitted on 08-SEP-20 under the Application ID: M20090800001

The following has been verified and will be recorded in your degree audit in a few weeks' time. However, if the MOOC credit transfer is not for the current semester, then it will only be recorded 2 - 4 weeks after the new semester has started. You will receive the notification email once this has been recorded.

Sem/AY	MOOC Platform	Mooc Title	Enrolment Date	Completion Date	Course Type	AU
2/2020	EDX	BLOCKCHAIN TECHNOLOGY	01-SEP-20	07-SEP-20	GER PE (STS)	1
2/2020	COURSERA	UNDERSTANDING RUSSIANS: CONTEXTS OF INTERCULTURAL COMMUNICATION	01-SEP-20	02-SEP-20	GER PE (LA)	5

*If you are on leave/ inactive student in the stated semester, the credit transfer will be only recorded in the semester when you resumed studies (ie. of active status).

If you have further clarification, please contact your School.

Please do not reply to this email as it is a system-generated notification.

Office of Academic Services

10. Select 'MOOC Application List' to see the status of your applications.

MOOC Application Info

Application Info

Matric No. : [REDACTED] Name : [REDACTED]

Total MOOC AU Approved/Applied : 7

Click [here](#) to view the Degree Audit Info.

Filter By

Acad Yr: -Select- Semester: All Status: All

Show 10 entries

No.	Application Ref	Acad Yr	Semester	No Of MOOC	Application Dt	Status	Actions
1	M20090800001	2020	2	2	08, Sep 2020	Partial-Approved	
2	M20090900001	2020	2	1	09, Sep 2020	Draft	
3	M20090900002	2020	2	1	09, Sep 2020	Submitted	

Showing 1 to 3 of 3 entries

11. Please note that only one active application is allowed at any one time. You can submit after the current application has been processed by the School.

MOOC Approved Listing

Filter By

Platform: None selected Content Dev: None selected Course Type: None selected

Start Date: End Date:

Course Title:

Show 10 entries

No.	Platform	Course	Course Type	Apply
1	EDX	BLOCK	GER PE (STS)	
2	EDX	BLOCK	UE	

Showing 1 to 2 of 2 entries

Export to Excel

You have a pending application M20090900001!

Only one active application is allowed at any one time.

Close

Disclaimer: The screen shots are for illustration purposes only. The text in the screen shots may vary from the actual application and subjected to changes.