

SOH GUIDELINES FOR OVERSEAS EXCHANGE COURSE MATCHING

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

StudentLink -> Student Exchange ->

GEM-Explorer – Online Course Matching Updating module.

Please see more details on this GEM webpage:

<https://global.ntu.edu.sg/GMP/gemexplorer/BeforeApplying/Pages/Course-Planning.aspx>

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. SOH 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 :
 - 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 SOH students 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 they went to a university in the UK

(England, Scotland, Wales and Northern Ireland) for exchange. More on that below on Pages 6 & 7.

12. Major-Core Courses

Students must read all SOH Major-Core courses in NTU.

13. Major-Prescribed Electives (M-PEs)

Students are only allowed to read up to a **maximum of three courses** and count them towards fulfilling their Major-Prescribed Electives (M-PE) requirements, except for English majors (they are allowed to read up to a **maximum of four courses** and count them towards fulfilling their M - PE requirements). All students must take at least TWO Level-4 Major-PEs in NTU before they can graduate. These TWO Level-4 Major-PEs should be taken in semesters that they are not on exchange.

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 ASOH, 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 offered by SOH 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 offered by SOH 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

SOH 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 have to submit their credit transfer request online. A supporting transcript from the host university will be required to facilitate the credit transfer. The OAS will be informed to attend to the transfer of credits if everything is in order. Please read the instructions for credit transfer on this page:

<https://global.ntu.edu.sg/GMP/gemexplorer/BackatNTU/Pages/default.aspx>

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 they may not be able to cross-match the Major-PEs as well as to graduate if they do not fulfill the following conditions:

- Minimum 3 years of residential candidature in NTU;
- A minimum 69 AUs of graded courses must be taken in NTU (courses taken on exchange are on a P/F basis)

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 soh_ug@ntu.edu.sg.

(23 February 2021 – SOH reserves the right to change the above information from time to time)

GUIDELINES FOR TRANSFER OF CREDITS AND APPLICATION PROCEDURES

A) NOTES FOR TRANSFER OF CREDITS

- (i) SOH 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. 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 a single full semester of exchange:

- a. **Students on a double major / 2nd Major programme or on a double degree programme - up to a maximum of 25 AUs**
- b. **Single Major students - 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, 2nd Major elective requirements and Minor programme requirements remain unchanged:

- a. count no more than 3 courses (4 courses for ELH students) taken outside NTU to fulfill your M-PE requirements;
- b. count no more than 6 courses (or maximum of 20 AUs) taken outside NTU to fulfill your 2nd Major elective requirements;
- 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) SOH will allow students going to UK universities with a 60 credit system are to match courses for AU credit according to the table on the next page. In this way – students going on exchange to UK universities should be able to transfer back at least 12 to 16 AUs. See table on the next page for the possible scenarios.

UK Credits Per Course Awarded by the UK University	Equivalent NTU AUs	Credit Transfer – Possible Scenarios (Scenarios are mutually exclusive)		
		Scenario 1	Scenario 2	Scenario 3
10 to 14	» 3	ONE course of 3 AUs (Total: 3 AUs)	N.A	N.A
15 to 19	» 3-4	ONE course of 3 AUs (Total: 3 AUs)	ONE course of 4 AUs (Total: 4 AUs)	N.A
20 to 29	» 4-6	TWO courses of 3 AUs each (Total: 6 AUs)	ONE course of 4 AUs (Total: 4 AUs)	N.A
30	» 6-8	TWO courses of 3 AUs each (Total: 6 AUs)	ONE course of 3 AUs + ONE course of 4 AUs (Total: 7 AUs)	TWO courses of 4 AUs each (Total: 8 AUs)

Footnotes: (1) The credit transfer scenarios shown above are a set of general guidelines, which could differ on a case-by-case basis. If you are unsure, please contact your Subject Area Exchange Coordinator. The complete list of Exchange Coordinators can be found on the website.

In some cases, students may benefit by matching fewer than the maximum credits based on their AU balance across the categories. For example, it may be preferable for a student to match a 3 credit course instead of a 4 credit course so that they don't exceed their MPE AU requirements.

B) **APPLICATION PROCEDURES FOR TRANSFER OF CREDITS**

- (i) Students must read the credit transfer instructions posted by the GEM office on this webpage:

<https://global.ntu.edu.sg/GMP/gemexplorer/BackatNTU/Pages/default.aspx>

- (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 and updated in their Degree Audits.

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Students who are in the Double Major programmes will be contacted separately by CoHASS on their credit transfer guidelines.