

Exchange, Course Matching and Credit Transfer Criteria (Applicable for MAE students only)

Exchange Criteria	<ul style="list-style-type: none">• Students must have completed at least 1 semester of studies at the point of application and at least 2 semesters at the point of admission to the host institution.• Students should not go for overseas exchange in semester 2 of Year 2. This is because EID, which is a compulsory course, is only offered in semester 2.• Students are not allowed to go on exchange during their final semester.• Students doing final year project (FYP) are not allowed to go for an exchange programme.• ABP students should not attend in Year 3 Semester 2.• Students who are applying to transfer credits from the exchange university must comply with the following requirements to graduate:<ol style="list-style-type: none">a) The minimum candidature period required.b) The minimum AU of graded courses (credits that are transferred to NTU are not graded courses and therefore not counted)c) The minimum years of study at NTU (to be spent physically in NTU)d) The minimum CGPA you require for graduation.The AU of graded courses that a student has earned to-date will be shown on his/her degree audit. You may click here for more information.• All examinations (main, supplementary or otherwise) for courses offered by the host university will have to be taken at the host university, not in NTU.• Requests to cater for an early examination at the host university or any other special requests must be fully justified and are subject to approval by the Host University and MAE.
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Course Matching Criteria

- Maximum Credits:
 - a) All students will read and transfer a **maximum of 21 AUs** of courses or 22 AUs (including 1AU laboratory course).
 - b) A **maximum of 24 AUs of courses** (including laboratory courses) – is granted only for **ABP/DDP/Second major students**. For ABP students who opting to go for exchange in Year 3 Sem 2 will need to be dropped out of ABP. For ABP students, if you have dropped out of ABP at the point of credit transfer, you will be allowed to transfer a maximum of 21AUs of courses or 22 AUs (including 1AU laboratory course).
- The decision to approve/reject each course matching is not restricted to, but is largely based on the following factors:
 - e) match in content (approximately 75% match)
 - f) number of contact hours (In-person lectures, tutorials and physical face-to-face labs (computer labs will not be considered) will be counted only)
 - g) the course must be examinable (e.g. exams, test, projects etc)
 - h) the course should be taught in English, including assessments, except for BDE language courses, which can be in another language.
- A 3-AU course without a laboratory component requires a workload of 39 hours (lectures/tutorials). For BDE with 39 contact hours, the maximum number of AUs granted remains 3 AUs.
- A 1-AU laboratory course requires 39 hours of workload. Laboratory courses with physical, face-to-face components from overseas courses may be considered for credit transfer. A maximum of 1 laboratory course can be transferred for credit.
- Students are not allowed to take pre-requisite course with any course that requires a pass in that pre-requisite in exchange.
- Students should match overseas courses to specific NTU courses codes (wherever possible), instead of mapping to generic BDE. Courses that belong to other Schools will be approved by the respective Coordinators from other Schools - please click [here](#) for a list of the Coordinators.
- Rejected course matching should not be deleted as such records in the CourseFinder database will be useful for any future reference.

Credit Transfer Criteria	<ul style="list-style-type: none"> • The minimum grade to be counted for credit (AU) transfer has to be equitable to a Pass grade at the host university. All Pass and Fail grades will be reflected in Degree Audits and transcripts. • Transcripts must indicate all courses that have been read, including any failed courses. • All courses must have continual assessments (CA) and/or examinations. Academic credits will not be given for courses that are not assessable.
Credit Transfer Processing timeline	<ul style="list-style-type: none"> • Credit transfer request for exchange programs from the previous semester will be updated by the end of the following semester. For example, credit transfers for AY24/25 Semester 2 will be updated by end of AY25/26 Semester 1. The school can only start processing students' credit transfer request after receiving a copy of your transcript from OGEM/OAS for verification. If you need AUs for your PI/PA/FYP registration, please email Ms Tiana (THAIYANA@ntu.edu.sg). • Please email mae_reg@ntu.edu.sg with the course you want to take and the pre-requisites you have completed overseas, so you can register for the course during your scheduled registration date/time or the add/drop period.
Minor Programme	<ul style="list-style-type: none"> • Overseas courses can be counted towards any Minor Programme only if prior approval (by written endorsement or email) has been obtained from the School offering the Minor. MAE Exchange Coordinators should be kept in the loop during any related correspondence. • NTU students are welcome to read matched courses for our Minor Programme during their exchange programme, subject to course matching approval.