

MAE EXCHANGE FACTSHEET

Exchange, Course Matching & Credit Transfer

For MAE students only

1. Before You Apply

Eligibility - Complete at least 1 semester at application and at least 2 semesters by admission to the host institution. - Do not go on exchange in your final semester. - Students undertaking FYP cannot go on exchange. - ABP students should not go in Year 3 Semester 2.	Graduation & examinations - Ensure you can meet minimum candidature, graded AU, physical study-at-NTU and CGPA requirements. - Take all host-university examinations at the host university. - Early examinations or other special requests require full justification and approval by the host university and MAE.
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2. Maximum Credits for Transfer

18 AU Standard maximum including one 1-AU laboratory course	21 AU ABP / DDP / Second Major maximum including laboratory courses	Important ABP status If dropped from ABP by credit transfer, the maximum is 18 AU, including one 1-AU laboratory course
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3. Course Matching: What MAE Reviews

Core approval factors - Approximately 70% content match. - Sufficient contact hours: in-person lectures, tutorials and physical face-to-face labs. Computer labs are not counted. - The course must be assessable, such as through exams, tests or projects. - Teaching and assessments should be in English, except BDE language courses.	Workload and laboratory rules - A 3-AU course without a laboratory requires 39 lecture/tutorial hours. - A 1-AU laboratory course requires 39 workload hours. - Only physical, face-to-face overseas laboratory components may be considered. - A maximum of one laboratory course may be transferred.
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4. Key Academic Rules

- Do not take a prerequisite course together with a course that requires a pass in that prerequisite while on exchange.
- Match overseas courses to specific NTU course codes wherever possible, rather than generic BDE.
- Courses owned by other Schools require approval by the respective School coordinators.
- Do not delete rejected course matches from CourseFinder, as the records may support future reference.

5. Credit Transfer Requirements

Pass standard	Complete transcript	Assessment required
The minimum grade must be equivalent to a Pass at the host university.	The transcript must list every course taken, including failed courses.	No academic credit is awarded for courses without continual assessment and/or examinations.

6. Processing Timeline

Credit transfer requests are processed in batches after the School receives the transcript from OGEM/OAS for verification.

Exchange period	Batch 1	Batch 2
Semester 1	End February	End May
Semester 2 / Special Term	End August	End October

Timing note: Requests submitted by the end of February or August are processed once the transcript is received. Later requests are treated as Batch 2 and processed by the end of May or October, respectively.

7. If You Need AUs for Registration

PI / PA / FYP registration	Email Ms Tiana at THAIYANA@ntu.edu.sg if you need the transferred AUs for registration.
Registering a follow-on course	Email mae-ug@ntu.edu.sg with the course you wish to take and the prerequisites completed overseas, so registration can be facilitated during your scheduled registration or Add/Drop period.

8. Minor Programmes

- An overseas course can count towards a Minor only if prior written or email approval is obtained from the School offering the Minor.
- Keep the MAE Exchange Coordinators copied in related correspondence.
- Matched MAE Minor courses may be read during exchange, subject to course matching approval.