

**Faculty of Arts and Social Sciences**  
**Modular System for the 2001 Cohort**  
*(Revised as HRM module is now a 4-MC module)*

## 1 INTRODUCTION

This paper is intended for students admitted in academic year 2001-2 and faculty members. It gives essential information about the modular system, graduation requirements and related topics. Refer to *Appendix Terms Used* for the relationship between the terms/names mentioned in this paper.

## 2 OVERVIEW OF THE MODULAR SYSTEM

The Faculty of Arts and Social Sciences (FASS) operates on a Modular System in which students read modules and gain modular credits (MC). MC reflect the workload required for each module. A module is taught over a semester. There are two main semesters a year.

## 3 FACULTY STRUCTURE

The FASS is organised into 3 divisions – Asian Studies Division, Humanities Division and Social Sciences Division under which 20 undergraduate subjects taught by 14 departments and programmes are grouped.

Two of these subjects, namely European Studies and American Studies, are cross-departmental programmes. There is also a Faculty Centre for Language Studies.

Division	Department/Programme	Subjects Offered
Asian Studies Division	Department of Chinese Studies	Chinese Language
		Chinese Studies
	Department of Malay Studies	Malay Studies
	Department of Japanese Studies	Japanese Studies
	Southeast Asian Studies Programme	Southeast Asian Studies
	South Asian Studies Programme	South Asian Studies
Humanities Division	Department of English Language & Literature	English Language
		English Literature
		Theatre Studies
	Department of History	History
	Department of Philosophy	Philosophy
Social Sciences Division	Department of Economics	Economics
	Department of Geography	Geography
	Information and Communications Management Programme	Information and Communications Management
	Department of Political Science	Political Science
	Department of Social Work & Psychology	Psychology
		Social Work
Department of Sociology	Sociology	

Cross-Departmental Programmes	Subjects Offered
European Studies Programme	European Studies
American Studies Programme	American Studies

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Faculty Centre	Subjects Offered
Centre for Language Studies	Offers language instruction in Indonesian, Chinese, Japanese, Malay, Tamil, Thai, Vietnamese, French and German.

Students may offer Mathematics (MQ) and Statistics (SA) as one of the two subjects in a shared major. See section on *Graduation Requirements – Major Requirement*. They may not offer MQ in conjunction with SA or vice versa for a shared major.

#### 4 UNIVERSITY SCHOLARS PROGRAMME (USP)

Suitably qualified students will be given the opportunity to enrol in the USP. Details on application and latest updates on the USP can be found at USP website at <http://www.scholars.nus.edu.sg/>.

#### 5 GRADUATION REQUIREMENTS

To graduate with a B.A. (Hons) or B.Soc.Sci. (Hons) degree, FASS students must have accumulated 160 MC and reach a minimum Cumulative Average Point (see section on *Grading System*). Students who choose not to or do not complete the Honours requirement may graduate with a B.A. degree, after accumulating 120 MC at a CAP of 2.00 and above.

The requirements for graduation are:

(a) **University Requirements** – See *Appendix UR*

(b) **Programme Requirements** which include:

(i) Faculty Requirement

To fulfil the Faculty requirement, each student must read and pass at least one level-1000 Exposure module in each of the 3 divisions – Asian Studies, Humanities and Social Sciences – that is, three Exposure modules in all. This is called the Faculty Exposure requirement. Such Exposure modules must not form part of the student's major. Level-1000 Mathematics and Statistics modules cannot be used to fulfil the Faculty requirement.

Each student will be allowed to read a maximum number of eight level-1000 modules of subjects taught in the FASS, excluding modules that meet university requirements and elective modules offered by other faculties.

Students who read the European Studies (EU) level-1000 module may use it to satisfy the Faculty exposure requirement in either the Humanities Division or the Social Sciences Division.

(ii) Human Resource Management (HRM) module

FASS students must read and pass the Human Resource Management (HRM) module in order to graduate. From academic year 2001-2 onwards, the HRM module will be graded as a pass/fail module and thus will not be factored into the calculation of the Cumulative Average Point (CAP). See section on *Grading System*.

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USP students need not read this module. Instead they will fulfil the HRM module requirement within the USP.

(iii) Major Requirement

All students will enrol in a 4-year programme leading to the honours degree in a single major. Students who choose not to complete or do not complete the Honours requirements may graduate with a B.A. degree in a single major or a shared major that consists of any two subjects in the FASS. The total number of modules/MC that must be accumulated for a single and shared major are set out in *Appendix GR-FASS*.

Students must earn a minimum number of MC from levels 3000 and 4000 modules of their major. Depending on the single major, the minimum is 20 MC or more for level 3000 modules (for the B.A. and honours degrees). For the honours degree, the minimum is 28 MC for level 4000 modules in the major. For both levels, please refer to requirements specified by departments/programmes relevant for each subject.

For the B.A. (shared major) each student must read and pass at least three level 3000 modules in one of the subjects and at least two level 3000 modules in the remaining subject within the shared major. A student must fulfil at least 28 MC in each of the two Faculty subjects to qualify for a shared major. See Table 3 of *Appendix GR-FASS* for details.

There is no honours degree for Malay Studies, Mathematics, South Asian Studies and Statistics.

**(c) Unrestricted Elective Modules outside the Major**

This enables students to pursue modules of their interest. As long as the appropriate pre-requisites are met, students may read modules outside of their majors to fulfil this requirement. These may be from one subject or a variety of subjects.

Details of the relative weightage and MC required for graduation can be found in *Appendix GR-FASS*. USP students should refer to the *Appendix GR-USP*.

**6 DECLARATION OF MAJOR**

Students are required to declare their major(s) not later than the beginning of the third semester of their period of study. Students may change their major(s) at any time but are advised that any change in major(s) may impact on the period of their candidature.

**7 SPECIAL EXEMPTIONS AND WAIVERS**

At the discretion of a Department/Programme, and with the approval of the Dean, a student may be granted exemptions or waivers in accordance with the University's guidelines. Such students may be required to sit for special tests set by the respective Department/Programme to determine whether exemptions or waivers may be granted.

The exemptions, if granted, will count towards the fulfilment of the graduation requirements but will not be factored into the CAP.

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The waivers, if granted, will not count towards the fulfilment of the graduation requirements. Departments/Programmes concerned will advise such students on modules to be read in place of those waived modules.

## **8 GRADING SYSTEM**

Students are given letter grades for individual modules. In addition, a student's overall performance is reflected in his/her Cumulative Average Point (CAP) – the average grade point of all modules read, excluding modules read in the Student Exchange Programme (SEP) and modules granted exemption or credit transfer.

Refer to *Appendix Grading System* for details on the grade points corresponding to the letter grades and the formula to calculate CAP.

## **9 ADDING AND/OR DROPPING MODULES**

The time-frame for students to add and/or drop modules, and the penalty period for dropping modules are outlined in *Appendix Add/Drop*. For more details, students should also refer to the "List of Important Events" which will be available at the Faculty Homepage at the start of each semester.

## **10 CONTACT HOURS**

Generally, the contact hours per week for subject modules in the Faculty are two hours of lectures and one hour of tutorial or an equivalent contact hour (e.g. fieldwork, laboratory sessions, etc.). However, this practice may vary from subject to subject and all students are advised to check with the respective Departments/Programmes for the actual workload.

## **11 MODES OF ASSESSMENT**

All students are assessed on a combination of class work categorised as 'Continuous Assessment' (CA) and end-of-semester examinations for every module. Depending on Department/Programme criteria, CA for modules is based on a combination of grades from class work.

All modules will be examined at the end of the semester unless otherwise stated. Students will be given an examination result notification at the end of each semester. A transcript with a complete record of all examination attempts can be obtained by submitting an application and upon payment of a fee.

## **12 STUDENT EXCHANGE PROGRAMME (SEP)**

One of the main advantages of the modular system is that it allows students to read courses at selected overseas universities. Students with good grades may apply for the SEP in which they spend a period of time (for a maximum of two semesters) abroad pursuing courses that are complementary to their NUS curricula. The choice of the modules and the length of the study are subject to approval by the Dean.

Students in the SEP are granted credit transfer but not grade transfer, viz., satisfactory completion of these courses will count towards the number of modules needed for graduation but the grades obtained in overseas modules/courses will not be factored into their CAP. Credits granted are subject to a maximum of

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one-third of the workload of a 3-year degree programme and half of the workload of a 4-year degree programme.

### **13 COMMUNICATION WITH STUDENTS**

Important notices will be e-mailed to students' NUS e-mail accounts. Students should check their mailboxes regularly and frequently.

Students are also advised to refer to the FASS Homepage (<http://www.fas.nus.edu.sg>) periodically for important announcements.

### **14 ACADEMIC WARNING, PROBATION AND TERMINATION**

Academic warning is an indication that a student's scholastic record is unsatisfactory. Students are advised that failure to improve their academic performance after warning is served will lead to their being placed on probation. A student's candidature may subsequently be terminated if the minimum CAP is not attained. Refer to *Appendix Warning* for the rules of academic warning, probation and termination.

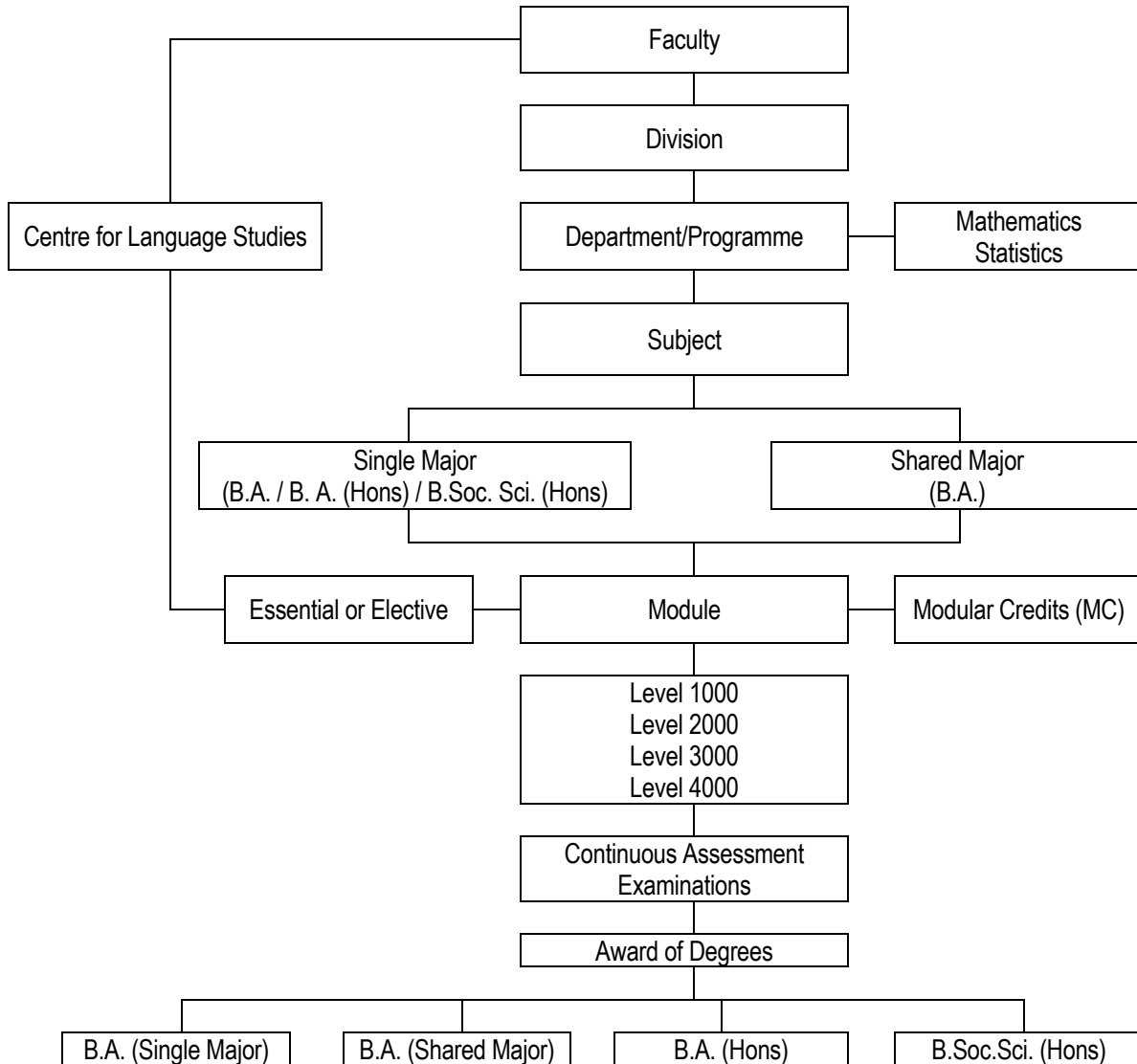
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26 July 2002

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**APPENDIX TERMS USED**

**CHART SHOWING RELATIONSHIP BETWEEN FASS TERMS/FASS NAMES USED**



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**APPENDIX UR****UNIVERSITY REQUIREMENTS (UR) FOR FASS STUDENTS**

The University Requirements (UR) consist of General Education Modules (GEM), Singapore Studies modules (SS) and electives outside student's faculty. FASS students are required to fulfil a minimum of 20 MC for a B.A. degree and a minimum of 28 MC for a B.A.(Hons) or B.Soc.Sci.(Hons) degree, as specified below. The UR described below do not apply to USP students.

	<b>B.A. (120 MC)</b>	<b>B.A. (Hons) or B.Soc.Sci. (Hons) (160 MC)</b>
▪ <b>GENERAL EDUCATION (GE) COMPRISING:</b>		
(a) Information and Knowledge (IK) type of General Education Modules (GEM) from Subject Group* outside student's Major	4	4
(b) Knowledge and Modes of Inquiry (KMI) type of GEM from Subject Group* outside student's Major	4	4
(c) Any GEM from any Subject Group*	4	8
▪ <b>SINGAPORE STUDIES</b>	4	4
▪ <b>BREADTH</b>		
Electives outside Student's Faculty	4	8
<b>Sub-Total:</b>	<b>20</b>	<b>28</b>

\* GEM will cover two broad *Subject Groups*:  
 Subject Group A: science and technology  
 Subject Group B: humanities and social sciences

The module code of GEM will be prefixed GEMxxxx while Singapore Studies modules will be prefixed SSxxxx. More details on GEM and SS modules will be released at the beginning of each semester, at the University Requirements website and the SS website (<http://www.fas.nus.edu.sg/ssm>).

Interim Measure for the 2001 cohort

As reflected in the GEM brochure, a student working towards a 120 MC or 160 MC degree is required to accumulate 8 MC from two GEM, of which at least 4 MC must come from outside of the student's subject group. To facilitate broadening, the GEM students select to read should not be those cross-listed with their declared major/minor areas.

All students must also accumulate 4 MC in Singapore Studies.

The remaining MC to fulfil University requirements can be satisfied by the MCs from the electives read outside the student's Faculty.

For easy reference, check the following table:

	<b>B.A. (120 MC)</b>	<b>B.A. (Hons) or B.Soc.Sci. (Hons) (160 MC)</b>
▪ <b>GENERAL EDUCATION (GE) COMPRISING:</b>		
(a) IKC or KMI type of modules from Subject Group A (since FASS students reside in Subject Group B)	4	4
(b) IKC or KMI type of modules from Subject Group A or B	4	4
▪ <b>SINGAPORE STUDIES</b>	4	4
▪ <b>BREADTH</b>		
Electives outside Student's Faculty	8	16
<b>Sub-Total:</b>	<b>20</b>	<b>28</b>

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**APPENDIX GR-FASS**

**GRADUATION REQUIREMENTS (2001-2002)**

To graduate with a B.A. (Hons) or B.Soc.Sci. (Hons) degree, FASS students must:

1. Fulfil the requirements specified below in Table 1 and obtain a minimum of 160 MC.
2. Obtain a minimum CAP for the award of an honours degree.
3. Complete the B.A. (Hons) / B.Soc.Sci. (Hons) degree within a maximum of 10 semesters, unless there are extenuating circumstances.

**Table 1: Graduation Requirements for B.A. (Hons) or B.Soc.Sci. (Hons) degree (160 MC) – FASS students**

<b>Requirements</b>	<b>MC</b>	<b>%</b>
<b>University</b>		
(1) GEM, Singapore Studies, etc	28	17.5
<b>Programme</b>		
(2) Faculty Level 1000 Exposure modules in each Division outside major	12	
(3) Human Resource Management (HRM)	4	
Total (2) + (3) = 16 MC		10
(4) Single Major	88*	55
<b>Unrestricted Elective Modules outside the Major</b>		
(5) Unrestricted elective modules outside major	28	17.5
<b>Total</b>	160	100

\* Students must earn a minimum number of MC from levels 3000 and 4000 modules. For level 3000, the minimum is 20 MC or more, depending on the major. For the honours degree, the minimum is 28 MC for level 4000 modules in the major. Please refer to requirements specified for each subject.

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FASS students who do not complete the honours requirements will graduate with a B.A. degree (single major or shared major) after they have:

- (1) Fulfilled the requirements specified in Table 2 (Single Major) or Table 3 (Shared Major) and obtained a minimum of 120 MC.
- (2) Obtained a minimum CAP of 2.00. The CAP of 2.00 is equivalent to an overall 'C' grade.
- (3) Completed the B.A. degree within 10 semesters, unless there are extenuating circumstances. The minimum period for the B.A. degree is 4 semesters.

**Table 2: Graduation Requirements for B.A. degree (120 MC) in a Single Major – FASS students**

Requirements	MC	%
<b>University</b>		
(1) GEM, Singapore Studies, etc	20	16.67
<b>Programme</b>		
(2) Faculty Level 1000 Exposure modules in each Division outside major	12	
(3) HRM	4	
Total (2) + (3) = 16 MC		13.33
(4) Single Major	56*	46.67
<b>Unrestricted Elective Modules outside the Major</b>		
(5) Unrestricted elective modules outside major	28	23.33
<b>Total</b>	120	100

\* Students must earn a minimum 20 MC or more from level 3000 modules. Refer to requirements specified for each subject.

**Table 3: Graduation Requirements for B.A. degree (120 MC) in a Shared Major – FASS students**

Requirements	MC	%
<b>University</b>		
(1) GEM, Singapore Studies, etc	20	16.67
<b>Programme</b>		
(2) Faculty Level 1000 Exposure modules in each Division outside major	12	
(3) HRM	4	
Total (2) + (3) = 16 MC		13.33
(4) Shared Major * (36 MC + 28 MC = 64 MC or 32 MC + 32 MC = 64 MC)	64*	53.33
<b>Unrestricted Elective Modules outside the Major</b>		
(5) Unrestricted elective modules outside major	20	16.67
<b>Total</b>	120	100

\* A Shared Major may consist of any two subjects taught in the FASS, including mathematics or statistics. Each student must read and pass at least three level 3000 modules in one of the subjects and at least two level 3000 modules in the remaining subject within the shared major. Refer to requirements specified for each subject. A student must fulfil at least 28 MC in each of the two Faculty subjects to qualify for a shared major.

For more details on the University Requirements, please refer to *Appendix UR*.

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**APPENDIX GR-USP****GRADUATION REQUIREMENTS: USP STUDENTS (2001-2002)**

To graduate with a B.A. (Hons) or B.Soc.Sci. (Hons) degree, USP students must:

1. Fulfil the requirements specified below and obtain a minimum of 160 MC.
2. Obtain a minimum CAP for the award of an honours degree.
3. Complete the B.A. (Hons) / B.Soc.Sci. (Hons) degree within a maximum of 10 semesters, unless there are extenuating circumstances.

<b>Requirements</b>	<b>MC</b>	<b>%</b>
(1) USP 1 <sup>st</sup> Tier Modules	32	20
<b>Programme</b>		
(2) Faculty Level 1000 Exposure modules in each Division outside major*	12	7.5
(3) Single Major (88 MC including USP 2 <sup>nd</sup> Tier Advanced Modules in Major by Coursework & Independent Study worth 8 – 12 MC)	88 **	55
<b>Unrestricted Elective Modules outside the Major</b>		
(4) Unrestricted elective modules outside major	28	17.5
<b>Total</b>	160	100

\* The faculty requirement for Exposure modules will be reduced accordingly if the USP student enrolled in the FASS has successfully completed USP 1<sup>st</sup> Tier modules that are regarded as equivalents. The MC thus freed up can then be used for Advanced Modules (Coursework) outside the major.

\*\* Students must earn a minimum number of MC from levels 3000 and 4000 modules. For level 3000, the minimum is 20 MC or more, depending on the major. For the honours degree, the minimum is 28 MC for level 4000 modules in the major. For both levels, refer to requirements specified for each subject.

**Interim Measure for 2001 cohort**

**The USP recommends that USP students read 2 Independent Study Modules in the major (8 MC) and 2 Advanced Modules (Coursework) outside the major (8 MC).**

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**APPENDIX GRADING SYSTEM**

**GRADE POINT FOR MODULES (2001-2002)**

<b>Grade</b>	<b>Grade Point</b>	<b>Description</b>
A+	5.00	Excellent
A	5.00	Excellent
A-	4.50	Excellent
B+	4.00	Very Good
B	3.50	Very Good
B-	3.00	Very Good
C+	2.50	Good
C	2.00	Satisfactory
D+	1.50	Probationary Grade*
D	1.00	Probationary Grade*
F	0	Fail

\* Acceptable for graduation on the condition that CAP  $\geq$  2.00

**CALCULATION OF CAP**

The formula for calculating the CAP is as follows:

$$\text{CAP} = \frac{\text{sum (module grade point x modular credits assigned to module)}}{\text{sum (modular credits assigned to modules)}}$$

For example, if a student has so far completed modules XX1301, XX2103, YY3105, YY3206, ZZ1302 (each with 4 modular credits) with grades A (grade point 5.00), C (grade point 2.00), C+ (grade point 2.50), F (grade point 0) and B (grade point 3.5) respectively, his/her CAP will be:

(5.0 x 4 + 2.0 x 4 + 2.5 x 4 + 0 x 4 + 3.5 x 4) divided by the total number of modular credits (i.e., 20), which is 2.60.

**Caution:** Students are advised that some modules offered by other faculties carry only 3 MC.

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**APPENDIX ADD/DROP**

**TIME-FRAME TO ADD/DROP MODULES (2001-2002)**

<b>Case</b>	<b>Semester I</b>	<b>Semester II</b>
Add module(s)	Week 1 – Wed, Week 2	Week 1 – Wed, Week 2
Drop module(s) without penalty	Week 1	Week 1
Withdraw from module(s) without penalty but with 'W' (Withdrawal) indicated in transcript.	Weeks 2 – 3	Weeks 2 – 3
Withdraw from module(s) with 'F' (Fail) grade indicated in transcript. The 'F' grade will be included in the calculation of the CAP.	After Week 3	After Week 3

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**APPENDIX WARNING**

**ACADEMIC WARNING, PROBATION AND TERMINATION (2001-2002)**

- (1) The rules for academic warning, probation and termination are as follows:
  - (a) Students will be given an academic warning if they obtain a CAP of less than 2.00 read in a semester.
  - (b) Students will be placed on academic probation if they obtain a CAP of less than 2.00 over two consecutive semesters.
  - (c) Students may be refused re-admission to their course of study if they obtain a CAP of less than 2.00 over three consecutive semesters.
- (2) The above rules on academic warning, probation and termination will also apply to students on leave of absence of one semester or longer. If students are given academic warning or are placed on academic probation prior to their leave, the warning or probation prior to their leave will count towards termination if they do not meet the requirement to be restored to good standing.
- (3) To be restored to good standing, students on warning or probation must obtain a CAP of at least 2.00 in the semester following the warning or probation.
- (4) Academic warning and probation will be reflected in the result notification but not in the transcript.