Guidelines for Student Exchange Programme (SEP) Module Mappings for Psychology courses – Outgoing NUS students

1.) When do I contact the department SEP co-ordinator?

Please contact the department SEP co-ordinator for approval after your application has been approved by the Faculty and the partner university. For more details, please go to http://www.fas.nus.edu.sg/undergrad/toknow/special_programmes/sep_faq.html#q19

Note: If you are not a FASS student, please submit mapping requests to your faculty co-ordinator.

2.) How do I contact the department SEP co-ordinator?

Please e-mail psybox8@nus.edu.sg. On the subject line of the e-mail, please put “SEP module mapping.” Please complete the Overseas Module Reporting Form (see below) and then attach them to your e-mail. Only electronic submissions will be accepted.

3.) How long will it take for the SEP co-ordinator to review my forms?

Forms are due by 5pm every Thursday. Please allow 7 to 10 business days (from Thursday on) for processing.

4.) What happens after my forms are reviewed?

If all modules are approved, then you will receive an e-mail from Ms. Loh Poh Yee (psybox8@nus.edu.sg) to pick up the forms.

If some mappings have to be changed, you will be informed. Please send updated forms to Ms. Loh Poh Yee. Ms. Loh Poh Yee will inform you when the forms are ready for you to pick up.

5.) Can I map a partner university’s module to a level-4000 module?

No. Overseas courses cannot be mapped onto level-4000 modules in the NUS Psychology Department because level-4000 modules are treated differently from other modules (e.g. they impact honors class).

6.) Can I map a partner university’s module that does not map to any specific course in the Psychology Department NUS?

Yes. Please map all of such modules to a single dummy code “PL37XX”; actual XX values will be assigned by the Dean’s Office afterwards.
**Notes to Students:**

1. Only modules that are graded in the partner universities can be credited. Pass/Fail modules will not be considered.
2. Please ensure that all information relating to the overseas module can be verified through a URL. Please do not contact overseas lecturers or institutions by email regarding module details, except to inquire about location of URL.
3. Obtaining this information may require you to enter more general university websites, such as that of the faculty/school, registrar's office, etc. If exact information is not available, an approximate but evidence-based explanation is acceptable.
4. **Please keep a copy of this for your own record. There is no need to submit a copy to Dean’s Office.**
5. **MC Exchange Ratio:** Please refer to this website for the MC equivalent for courses read at our overseas partner universities [http://www.fas.nus.edu.sg/undergrad/toknow/policies/mc_ratio.html](http://www.fas.nus.edu.sg/undergrad/toknow/policies/mc_ratio.html)