School of Art, Design and Media
Nanyang Technological University

ADM GUIDELINES FOR OVERSEAS EXCHANGE COURSE MATCHING

1. Students must submit their requests for course matching via the online system for your school's approval.

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 exchange. The list of courses is available in GEM-EXPLORER – Coursefinder. Students can also consult with their Pathway Coordinators or ADM Exchange Coordinator on the appropriate courses to take while on exchange programme.

   ADM Exchange Coordinator
   Asst/P Ong Kian Peng

   List of Pathway Coordinators
   Media Art:
   Animation – A/P Bernhard Schmitt
   Filmmaking – A/P Christoph Hahnheiser
   Game – A/P Bernhard Schmitt
   Photo – A/P Oh Soon Hwa

   Design Art:
   Interaction Design – A/P Ina Conradi
   Product Design – Snr Lecturer Jeffrey Hong
   Visual Communication – Lecturer Desmond Pang

3. The Pathway and Exchange Coordinators will evaluate students' requests submitted through the online course matching system and if further clarifications / information is needed, students will have to provide them before the course matching can be processed in 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:

- Course syllabus
- URL for Course Info
- Total contact hours for entire course (Number of hours per week X no. of weeks; include only lecture and studio/tutorial hours)
- Prescribed textbooks
- Mode of assessment (quiz, test, assignment, end of term/semester exam, etc)
- No of credits awarded by host university for the course
- Name and contact 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 taken at the host institution must be approved by school, through course matching, if they are to be submitted for credit transfer.

6. Generally, students take 4 courses during exchange; 5 courses are an exception

7. It is the students' responsibilities to ensure that all course codes and titles are still being offered by the host institutions during the exchange as previously approved course matches at host institutions, that were previously active, may no longer be offered.

8. Students must check the host institution website to ensure that the 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 (e.g., courses taught in Chinese, Japanese, Korean, French, German, etc).

9. Students are not allowed to read their Final Year Project, whilst on the exchange programme.

10. 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.

11. With reference to point 9 above, to be eligible for the award of a bachelor's degree from NTU, a student 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)**.

12. Students are not allowed to read a course during exchange and count it towards fulfilling two or more of NTU courses unless prior approval is obtained.

13. **Core Courses**
    Students are not allowed to read core courses during the <u>short-term</u> exchange programmes. Normal full semester exchanges are permitted.

14. **(Compulsory) Major Prescribed Elective Courses**
    ADM Students are allowed to read compulsory Major Prescribed Elective courses during exchange.

15. **Broadening & Deepening Electives (BDE)**

- **TO FUFILL MINOR PROGRAMME REQUIREMENTS.** All Minor Programme courses are read as BDE. Please check on the requirement of the respective Minor programme, whether courses can be read during exchange programme.

- **TO FULFILL SECOND MAJOR PROGRAMME REQUIREMENTS.** All Second Major Programme courses are read as BDE. Please check on the requirement of the respective Second Major Programme, whether courses can be read during exchange programme.

  Students may read an overseas course that they cannot find a match to any NTU course. The credits earned for these courses can be used to fulfill their BDE requirements. 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 online system), the student must indicate "ELECTIVE" as the NTU course code and the NTU Course Title "BDE/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. ICC Courses
Students are required to read all ICC courses in NTU.

17. Upon return from the exchange programme, students must login to the online system to apply for transfer of credits and ensure that all required documents are submitted. NTU Office of Academic Services will be informed to attend to the transfer of credits if everything is in order.

18. In the event that a student who is already at the host institution wishes to read a course which was not previously approved due to various circumstances, the student must submit the request for course matching using the GEM-EXPLORER -Online Course Matching Updating module

19. Students are not allowed to change the course matchings after the credit transfers have been finalized.

For information and enquiries on student exchange programmes, please email to ADM Exchange Coordinator, Asst Prof Ong Kian Peng: kianpeng.ong@ntu.edu.sg

Alternatively, students may visit the GEM Explorer intranet:
https://entuedu.sharepoint.com/sites/Student/dept/sasd/ogem/SitePages/GEM-Explorer.aspx

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GUIDELINES FOR TRANSFER OF CREDITS AND APPLICATION PROCEDURES

A)   NOTES FOR TRANSFER OF CREDITS

1. ADM reserves the right to revoke any decision made earlier for students to read courses at the host institution especially in cases where the information is incomplete or not available at the time when course matching evaluation was carried out.

2. Students may have received approval to course match more courses than they have 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 a **maximum of 20 AUs.**

3. The final decision on the maximum number of AUs a student is allowed to transfer back to NTU will be determined after the student has submitted the application transfer credits together with a copy of the official transcript issued by the host institution.

B)   APPLICATION PROCEDURES FOR TRANSFER OF CREDITS

To have your credits transferred back to NTU, please follow the steps below:

Log on to the online system to apply for the transfer of credits.

1. Select a sign-up profile to begin
2. Click to finalize your list of approved course-matching records (the link is located at the bottom of the page)
3. Select the courses that you have registered at the host university*
4. Select purpose of finalizing: **AU Projection***
5. Check the list carefully and submit (You can only submit once)*
   *(*Note: You may skip step 3 to 5 if you have already completed the submission earlier)*
6. Select the courses based on your transcript
7. Select purpose of finalizing: **Credit Transfer**
8. Check the list carefully and submit (You can only submit once)
9. Upload a scanned copy of your **official** transcript (photographed version will not be accepted):
   o Complete, clear and legible
   o PDF format (*.pdf)
   o File size less than 600 kbytes (0.6 Mb) - Opt for black & white scanning for smaller file size
   o You may wish to make use of the scanning facilities in the libraries
10. Send a copy of your transcript (for verification) to GEM Explorer GEM-Explorer@ntu.edu.sg

Students are to ensure that the transfer of credits is completed within the first 6 weeks of the new semester, after you return from the exchange programme.

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Students are <u>not allowed</u> to change your course matching after the credits transfers have been finalized.

For information and enquiries on transfer of credits, please email to ADM Undergraduate Office (adm_undergrad@ntu.edu.sg)

23 January 2026
(ADM reserves the right to change the above information from time to time.)