

Frequently Asked Questions – Exchange

1. *What are the eligibility criteria for exchange?*

You may refer to the links below for the criteria depending on the type of exchange programme.

- GEM Discoverer:
<https://entuedu.sharepoint.com/sites/Student/dept/sasd/ogem/SitePages/Application.aspx>
- GEM Explorer:
<https://entuedu.sharepoint.com/sites/Student/dept/sasd/ogem/SitePages/GEM%20Explorer/Before%20Applying.aspx?csf=1&web=1&e=FpgboV>
- GEM VEnturer:
<https://entuedu.sharepoint.com/sites/Student/dept/sasd/ogem/SitePages/GEM%20VEnturer/Before%20Applying.aspx>
- SUSEP:
<https://entuedu.sharepoint.com/sites/Student/dept/sasd/ogem/SitePages/SUSEP/Outbound/SUSEP-outbound.aspx?csf=1&web=1&e=VQ0t6k>

2. *What are the courses I can map for exchange?*

You may refer to our website regarding exchange course mapping guidelines.

- Physics courses: <https://www.ntu.edu.sg/spms/about-us/physics/undergrad/exchange>
- Math courses: <https://www.ntu.edu.sg/spms/about-us/mathematics/undergrad/exchange>

Please also take note of the curriculum requirements for your degree programme when planning for courses to take during exchange.

- Physics programmes: <https://www.ntu.edu.sg/spms/about-us/physics/undergrad/degree-programmes>
- Math programmes: <https://www.ntu.edu.sg/spms/about-us/mathematics/undergrad/degree-programmes>

You may access the class schedule via the link below to check the courses offered (select “Undergraduate Students Class Schedule”):

<https://entuedu.sharepoint.com/sites/Student/dept/sasd/oas/SitePages/Course%20Registration/courses-info.aspx>

You may also use the following Coursefinder for the respective exchange programmes to search for previously approved courses as reference only. Please note that it is not guaranteed that the same course mapping request will be approved and this could be due to factors such as change in exchange course mapping guidelines and revision of course syllabus at NTU or the host university or both.

- GEM Discoverer:
https://wis.ntu.edu.sg/pls/lms/instep_past_subj_matching.show_rec?p1=10017093&p2= (select “GEM Discoverer”)

- GEM Explorer: Student Intranet > Academic Services > Undergraduate > GEM Explorer CourseFinder
- SUSEP:
https://sso.wis.ntu.edu.sg/webexe88/owa/sso_login1.asp?t=1&p2=https://wis.ntu.edu.sg/pls/lms/instep_past_subj_matching.show_rec&extra=&pg=

3. *Am I allowed to go for exchange in my final year final semester?*

For GEM Discoverer, final year final semester students are not allowed to participate in this programme. Your coverage under the NTU Student Travel Insurance will cease once degree conferment happens.

- If you are graduating in Semester 1, your degree conferment will happen on 31 December. Hence, you will not be eligible to participate in any GEM Discoverer programmes during the December to January period.
- If you are graduating in Semester 2, your degree conferment will happen on 30 June. Hence, you will not be eligible to participate in any GEM Discoverer programmes during the May to July period.

For GEM Explorer, GEM VEnturer and SUSEP, students are **strongly not** encouraged to go for exchange in their final semester as this may cause a delay in graduation due to credit transfer. The whole processing time for credit transfer could take **6 to 8 weeks** from the time you submit an online application for credit transfer or when OGEM receives your transcript, whichever is later.

4. *I wish to credit transfer BDE for exchange but do not have enough balance AU to do so. What should I do?*

Please write in to spmsugexchange@ntu.edu.sg to request for BDE overload. BDE overload for exchange is done offline and is subjected to School's approval. Please note that BDE overload is not required for GEM Discoverer Winter Programmes (Winter Studies and Winter LIP) as course mapping is not required and credit transfer will be effected online for these programmes.

5. *What is the maximum semester load for exchange? What should I do if I exceed semester load for exchange?*

The maximum semester load for exchange is the same as the normal maximum semester load.

- MATH, PHY: 20 AU
- MADA, MAET, MASN, MAEO, MACS, PHQT, PHDA, PHME, PHMP, PHET, PHSN, PHMS: 22 AU

Please write in to spmsugexchange@ntu.edu.sg to request for semester overload. Semester overload for exchange is done offline and is subjected to School's approval. Please note that for partial SUSEP, the total workload taken in the semester includes the workload in the host university. Hence, if total workload exceeds above-mentioned semester load, please apply for semester overload.

6. *Am I able to take URECA while on exchange?*

You will need to seek approval to do URECA and exchange. Please refer to the following guidelines:

- URECA supervising professor and school have to be agreeable and support the continuation of student's URECA project during the period of exchange.
- Before enrolling in URECA Programme, the student needs to inform the supervising professor of their commitment and discuss detailed plan for mutual agreement to carry out the research work. As research projects have different requirements, it is important for supervising professor to consider each case prior to registering students.
- The student is expected to complete all URECA deliverables (poster, abstract of project, paper & reflection) by the stipulated deadline and submit through Student Link while on Exchange with no exception.
- Supervisor and school approval need to be obtained before the registration.

If you have already discussed with your URECA project supervisor on how to carry out the research or required tasks for URECA project while you are on exchange and supervisor is agreeable, please obtain an agreement/endorsement from the supervisor through email. The email needs to indicate that discussion has been carried out and Project Supervisor agrees and supports the continuation of the URECA project while you are on exchange. Please forward the email to spmsugexchange@ntu.edu.sg. We will then seek further approval.

7. *My exchange university semester ends after the new semester starts and I am unable to return before the new semester begins. Am I able to register for courses in the new semester?*

Yes, you will be able to register for courses during the course registration period. As results for exchange are normally obtained after the course registration main exercise of the following semester, you will be assigned a Registration Study Year based on the assumption that you have passed all the courses taken during your stint during registration. You may refer to the [Course Registration Handbook](#) for more information.

In addition, please take note of the following points:

- You are strongly encouraged to choose exchange universities whose academic calendars align with NTU's.
- To avoid disruption to your NTU studies, you should prioritise exchange destinations that allow for a timely return.
- Short LOA for Week 1 and Week 2 is subject to approval. Any short LOA extending into Week 3 or beyond due to a late return from exchange will not be approved. Please submit short LOA at least 7 days before the start of the new semester with supporting documents such as information regarding the last class/exam date at the exchange university. You may refer to the [Academic Guide](#) regarding the steps on submitting short LOA application.

8. *I am planning to take Professional Internship (PI) in the semester after my exchange. Is it possible to commence my internship later if my exchange semester ends later than the official start date of the internship?*

Students must make provision to return no later than the official start date of the internship. In the event that you have to delay your return to resume the internship due to delays in completing your overseas exchange programme by **no more than 14 calendar days** from the commencement of your official internship, you will need to first write (with supporting documentation) and obtain agreement with your internship company representative(s) and subsequently, inform the School, the Office of Global Education and Mobility (OGEM) and the Career & Attachment Office (CAO) of the agreed arrangement for approval. Kindly note that delayed commencement **must not** cause the internship completion date to incur into the commencement date of the next academic semester. You may refer to the [NTU Internship Policy](#) for more information.

9. *I have an NTU course that I would like to map for exchange. However, I have not taken the pre-requisites. Can I still map it to an exchange course?*

It will depend on whether the host university approves your request of registering the exchange courses. If they approve, you may map the NTU course to the exchange course. However, you are encouraged to clear the pre-requisites before taking the course to have the necessary foundation to handle the content and expectations of the higher-level course.

10. *Am I able to map second major courses on exchange?*

All second major courses can **only** be mapped to exchange courses as BDE.

11. *Am I able to map HW0218 on exchange since it has to be taken in the semester I am going on exchange?*

Students are not allowed to map HW0218 on exchange. If you are planning to take HW0218 earlier or later than the planned semester, please write in to SPMSUndgrad@ntu.edu.sg for further advice.

12. *Is it necessary to map all the exchange courses to specific NTU courses?*

All exchange courses should be mapped to specific NTU course codes. Courses mapped to specific SPMS course codes will be reviewed by SPMS while courses mapped to non-SPMS course codes will be reviewed by the respective course-offering Schools. You may use the CourseFinder mentioned in Question 2 to search for previously approved course mappings as reference guide.

If there are no similar courses offered in NTU that the exchange course can be mapped to, you may submit course mapping request to map the exchange course as generic UE/GER-PE/BDE (without NTU course codes) in OGEM course mapping portal and it will be reviewed accordingly. Please note that this is **not** applicable for course types other than UE/GER-PE/BDE.

13. *Can I take courses during exchange to satisfy my Minor?*

Yes, up to 6 AUs of courses for the Minor can be non-letter graded. You may refer to the [OAS](#) website for more information.

14. *I am planning to take a particular course in the semester after my exchange. However, I am currently taking the pre-requisite of this course during exchange and the credit transfer may not be processed in time for me to register for the course. What should I do?*

Please submit pre-requisite waiver in the system during Phase 1 or Phase 2 waiver application period. At the same time, please email SPMSUndgrad@ntu.edu.sg, indicating your waiver application number and attaching the following supporting documents:

- A screenshot of the approved course mapping for the pre-requisite course
- A screenshot of the registration of the exchange course that is mapped to the pre-requisite course at the exchange university
- Transcript (if available)

Please also indicate in your waiver application if the transcript for exchange will only be received after the add/drop period.

15. *I have completed my exchange. How could I submit credit transfer for exchange?*

You may refer to the below links for the steps to submit credit transfer for the respective exchange programmes:

- GEM Discoverer:
<https://entuedu.sharepoint.com/sites/Student/dept/sasd/ogem/SitePages/Application.aspx#6.-credit-transfer-course-matching> > Returning to NTU > Initiate Credit Transfer
- GEM Explorer:
<https://entuedu.sharepoint.com/sites/Student/dept/sasd/ogem/SitePages/GEM%20Explorer/Back%20at%20NTU.aspx?csf=1&web=1&e=tBUSfF> > Credit Transfer
- GEM VEnturer:
<https://entuedu.sharepoint.com/sites/Student/dept/sasd/ogem/SitePages/GEM%20VEnturer/After%20Programme.aspx> > Credit Transfer: Initiate Credit Transfer
- SUSEP:
<https://entuedu.sharepoint.com/sites/Student/dept/sasd/ogem/SitePages/SUSEP/Outbound/SUSEP-outbound.aspx?csf=1&web=1&e=VQ0t6k> (scroll down to “Transfer of Credits” section)

Please note that all passed courses reflected in the transcript will need to be submitted for credit transfer.

16. *Where could I refer to and who could I contact if I have enquiries regarding exchange?*

Below are some useful links regarding exchange:

- GEM Discoverer Summer Studies: [Summer Studies \(sharepoint.com\)](#)
- GEM Explorer: [GEM Explorer \(sharepoint.com\)](#)
- GEM VEnturer: [GEM VEnturer \(sharepoint.com\)](#)

School of Physical and Mathematical Sciences

- SUSEP: [Office of Global Education and Mobility \(OGEM\) - SUSEP Outbound \(sharepoint.com\)](#)

For any enquiries, you may write in to spmsugexchange@ntu.edu.sg.