WKWSCI Course Matching and Credit Transfer Guidelines

Contents

Course Matching

- Course matching is to match host university courses from global programmes, such as GEM Explorer and GEM Discover, to NTU courses to fulfil NTU degree requirements.
- Course matching and credit transfer are different processes. Upon completion of the global programme, students are required to apply for credit transfer to transfer credits earned from the global programme to fulfil NTU degree requirements.

For GEM Explorer:
- Students should take a workload similar to an NTU semester so that students are able to graduate on time.
- A maximum of 20 AUs, equivalent to one full semester load, can be transferred upon return from exchange.
- BU5643 course (Cultural intelligence: Making the world your classroom) is counted into the 20AUs limit.
- URECA is excluded from the 20AU credit transfer for exchange limit.

General Course Matching Guidelines

- Course matchings have to be submitted via the online course matching system.
- Course matchings are reviewed by respective schools offering the NTU course being matched.
- Use the CourseFinder resource to search for previously approved course matchings.
- Course syllabus of host university course and NTU course need to have a content similarity of approximately 70% for course matching to be approved.
- Students are not allowed to match a course on exchange that they have already taken in NTU.
- One NTU course can only be matched to one host university course. This is the case even if more than one NTU course can be matched to one host university course.
- Students can match and take a course without having fulfilled the pre-requisite. However, students should note that if they would like to register for upper-level courses back in NTU without having read the pre-requisite, they would not be able to do so, as they did not clear the pre-requisite course.
- It is preferred for courses at host universities to be taken with physical contact hours (i.e. not online).
- Academic credits will not be given for courses that are not assessable.
- There are some CS5xxx courses that cannot be read and hence matched by CS students. Refer to list on page 5.
- CS5xxx courses that can be read by CS students can only fulfil Broadening and Deepening Elective (BDE) and not Major-Prescribed Elective (MPE). Refer to list on page 5.
- All course matchings are subject to review and approval.

Having a flexible study plan

- Approved course matchings does not constitute successful registration of host university courses. Course matchings are reviewed by NTU while course registration is administered by the host university.
- Students are encouraged to have a flexible study plan by planning to take host university courses to fulfil both MPEs and BDEs.
- Students should be mindful that there are uncertainties with participating in a student exchange programme.
    - Course offerings may change
    - Course vacancies are limited for exchange students
    - Host University policies may change

Types of courses that can be cleared on the different types of student exchange

Type of Student Exchange	Course type allowed to be cleared
GEM Explorer (Semester-long programme) **Singapore Universities Student Exchange Programme** (SUSEP)	• Major-Prescribed Elective (MPE) & • Broadening and Deepening Electives (BDE)
GEM Discoverer (Short term programme)	• Broadening and Deepening Electives (BDE) only

Matching to generic Major-Prescribed Elective (MPE) or Broadening and Deepening Elective (BDE)

- For communication studies courses not offered by NTU, students can match to generic MPE.
- For host university courses that students would like to use to fulfil BDE requirements, students can match them to generic BDE.
- For generic MPE approved for 3 AUs, if you read and pass this course at the host university, it will count towards fulfilment of one lower-level MPE course for your degree requirements.
- For generic MPE approved for 4 AUs, if you read and pass this course at the host university, it will count towards fulfilment of one upper-level MPE course for your degree requirements.

How to submit course matching to generic MPE or BDE in the online system

List of courses that <u>cannot</u> be matched on student exchange

Students are not allowed to course match and take the following courses on Exchange:

- Interdisciplinary Collaborative Core (ICC) common core and professional series courses
- CS2063 Short Overseas Journalism Practicum
- CS2075 Regional Strategic Communication Management
- CS4006 Overseas Entrepreneurship Programme
- CS4040 Final Year Project
- CS4070 Issues in Advertising
- CS4090 Going Overseas for Advanced Reporting
- CS4093 Overseas Film Festival
- CS4095 International Strategic Communications Management
- CS4097 Overseas Digital Documentary – 'Odyssee'
- CS4203 Professional Internship

CS courses that cannot be read and matched by CS students

- CS5005 The Power of Media: Myth & Reality
- CS5060 Introduction to Advertising
- CS5116 Introduction to News Media
- CS5210 Media Literacy & Society
- CS5300 Science Fiction Film
- CS5700 Culturally Competent Communicator in a Multicultural World

CS courses that can only be matched to fulfil BDE and not MPE

- CS5020 Understanding Wikipedia
- CS5080 News Media Lab
- CS5081 Introduction To Korea Studies
- CS5207 Fifty Discoveries, Fifty Inventions
- CS5208 Deep Dive Into Video Games
- CS5209 Collective Problem Solving
- CS5211 How Music Speaks
- CS5800 Media & Society In The Digital Age
- CS5900 Global Cinema

NIE Courses

- For course matching to NIE courses, please email the course coordinator to get approval, forward to WKWSCI and we will update the approval status in the portal.
- 100% content match is not required, but the genre should be the same (e.g. film course cannot be matched to a literature course).

Information required to be submitted to online course matching system

Do furnish complete information for course matching to be reviewed promptly:
- Course description and syllabus
- URL for course information
- Total contact hours for the entire course, including direct and indirect contact hours (if relevant). Contact hours is defined as time spent in class with the instructor.
- Textbooks used
- Assessment mode and components (e.g. continual assessments (CA) and/or examinations)
- No. of credits awarded by host university for the course
- Contact information of the instructor for the course

Credit Transfer

- There is a maximum credit transfer limit for the different global programmes. Please refer to the table below.
- Credits can only be transferred for courses that students have read, matched and passed.
- Credits cannot be transferred for failed courses.
- **Courses approved for credit transfer are reflected as Pass/ Fail on the transcript. The courses are not included in the computation of CGPA but are counted towards the total AU requirements for the award of degree.**
- WKWSCI reserves the right to revoke any decision made earlier for students to read courses at the host university, especially in cases where the information is incomplete or unavailable when course matching was carried out.
- Students are responsible for ordering their host university transcript from the host university. The transcript should be sent to OGEM for verification. Once OGEM receives the transcript, it will be delivered to One Stop where students will be notified via email to pick it up.
- Once the transcript has been verified by OGEM, students are advised to complete their credit transfer promptly.
- Students are advised to complete their credit transfer within the first six weeks of the new semester.
- Any credit transfer applications received 3 weeks before the course registration or add/drop period will not be processed. The process will resume one week after the add/drop period ends.
- Delay in transferring of credits may affect students personalised course registration time and date. It may also affect the course type that students intend to register in the returning semester.
- Students are not allowed to change their course matching after their credit transfer have been finalised and updated in their degree audits.

Credit Transfer Limit

Type of Student Exchange	Credit Transfer Limit
GEM Explorer (Semester-long programme) **Singapore Universities Student Exchange Programme** (SUSEP)	➢ Maximum 20 AUs
GEM Discoverer (Short term programme)	➢ Maximum 8 AUs

Contact Us

For enquiries on course matching and credit transfer, please contact us at SCI_exchange@ntu.edu.sg .