SCALING NEW HEIGHTS WITH YOU
1.1 What is the NUS L³ initiative?

NUS Lifelong Learners or NUS L³ is an innovative lifelong learning initiative for alumni to take courses on a modular basis. Many of these courses are skills-based and industry-relevant. Alumni can take a wide range of modular courses and short courses, of which some of the modular courses can eventually be stacked towards a certification and/or qualification. This gives our alumni the flexibility of not having to commit to a full certification/qualification right from the start.

1.2 How many courses are available?

The NUS L³ Continuing Education & Training (CET) course catalogue consists of more than 500 courses. The NUS L³ course catalogue is available at scale.nus.edu.sg/AlumniLifelongLearning/index.html

1.3 What areas are covered?

The courses are in selected Industry Transformation Map clusters, such as Manufacturing, Professional Services and Essential Domestic Services, and will match the eight priority and emerging skills areas identified under the SkillsFuture Series: Data Analytics; Finance; Tech-Enabled Services; Digital Media; Cybersecurity; Entrepreneurship; Urban Solutions; and Advanced Manufacturing. Additional courses not under the SkillsFuture Series will also be offered under NUS L³.

1.4 What types of courses are available?

The CET course catalogue comprises two categories of courses. The first category are modular courses which are credit-earning and may be stackable towards certifications such as Specialist/Graduate Certificates and qualifications such as Graduate Diplomas, or even Bachelor’s/Master’s Degrees. The classes are generally held throughout a semester of 17 to 18 weeks. Academic modules may be SSG-funded or otherwise.

The second category are SSG-funded short courses which do not earn credits and are conducted over a shorter period of time, typically ranging from 1 to 5 days.

1.5 What is SkillsFuture Singapore (SSG) funding?

Singaporeans and Singapore Permanent Residents pursuing NUS courses which are skills-based and industry-relevant, will be eligible to receive course fee subsidies of up to 70%. For Singaporeans aged 40 years old and above, the subsidy may be up to 90%.

Please refer to table below for information on SSG funding schemes:

<table>
<thead>
<tr>
<th>Singapore Citizens and Singapore PRs</th>
<th>SkillsFuture Mid-Career Enhanced Subsidy (MCES)</th>
<th>Workfare Training Support (WTS)</th>
<th>Enhanced Training Support for SMEs (ETSS)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Up to 70% of course fees (excluding GST)</td>
<td>Up to 90% of course fees for Singapore Citizens aged 40 years and above (excluding GST)</td>
<td>At 95% of course fees (excluding GST), for Singapore Citizens aged 35 years and above (13 years and above for persons with disabilities), and earn a monthly salary of not more than $2,000</td>
<td>Up to 90% of course fees (excluding GST); and 80% of basic hourly salary capped at $7.50/hour for local employees of SMEs</td>
</tr>
</tbody>
</table>

Important to note that:

a) Modular courses taken on an Audit Basis are not eligible for SSG funding.
b) SSG will only fund a module once for each eligible trainee and in the event you have to retake a module, you will not be eligible for SSG funding again.
1.6 Can I use the SkillsFuture Credit (SFC) scheme for payment of Tuition Fees and Student Services Fee (SSF)?

The SFC scheme, which is managed by SSG, may only be used for payment of tuition fees and examination fees (billed as part of course fees) of approved courses which may be found in the SFC Course Directory at http://www.skillsfuture.sg/credit. SFC can be used to pay for the tuition fees of the SSG-funded modules in the CET course catalogue.

Please note that:

a) Some of the courses have been approved by SSG for SkillsFuture Credit eligibility. You may check on the eligibility status of the courses, as well as apply to use your SkillsFuture credit at the MySkillsFuture Portal: https://www.myskillsfuture.sg

b) SFC may not be used for modules in the CET course catalogue which are not funded by SSG.

c) SFC may not be used to pay for Student Services Fee (SSF).

1.7 Is there an age limit for NUS L3?

Under NUS L3, student enrolment is valid for 20 years from the point of first admission as an undergraduate or graduate student, whichever is earlier. The aim is to make lifelong learning seamless for NUS students. This would mean that all current and future students would be automatically eligible for NUS L3 upon graduation.

1.8 Who is eligible for the virtual voucher?

Alumni who are under the NUS L3 are eligible for one virtual voucher. However, alumni, who were/are enrolled in any module offered under the Lifelong Learning Initiative (LLI) for NUS Alumni, will not be eligible for the virtual voucher.

1.9 What can the virtual voucher be used for?

The virtual voucher can be used to take a modular course for free. The majority of modular courses are worth 4 MCs*. Please note that virtual vouchers cannot be used for SSG-funded courses.

*A modular credit (MC) is a unit of the effort, stated in terms of time, expected of a typical student in managing his/her workload. The MC-value of a module is derived by dividing the estimated total number of workload hours per week for that module by the credit factor of 2.5 (i.e. one MC is equivalent to 2.5 hours of study and preparation per week). Thus, a 4-MC module would require 10 hours of work a week, including lectures, tutorials, laboratory sessions, assignments, and independent or group study.

1.10 How do I receive the virtual voucher?

Upon acceptance of offer, you will be asked if you would like to use the virtual voucher, where applicable. Please note that if you withdraw from the course after acceptance of offer, the virtual voucher would be deemed as being utilised.

1.11 What if there is no suitable module for the voucher to be used?

NUS L3 is a long-term commitment by NUS to support our alumni. If there is no suitable module this time round, you should reserve your voucher for future intakes.
GENERAL INFORMATION:

1.12 Where can I get more information about stacking towards certificates and other qualifications?
More information will be provided in due course for the stacking of modular courses towards certificates and qualifications such as Bachelor’s and Master’s Degrees. In the meantime, enjoy your lifelong learning journey by taking modules which interest you.

1.13 What about those who are not eligible for NUS L³?
Those who are not eligible for NUS L³, e.g. non-alumni, can still apply for SSG-funded modules and short courses. You can refer to http://scale.nus.edu.sg/Lifelong-Learning/Public-Courses/index.html to search for SSG-funded modules and short courses.

SHORT COURSES:

Please refer to NUS SCALE website: http://scale.nus.edu.sg/ or the respective Faculty’s/School’s websites for more information: http://www.nus.edu.sg/education.

MODULAR COURSES:

Before you apply:

2.1 How many intakes are there per year? What’s the duration?
There are two (2) intakes in an academic year. Students can be admitted either in Semester 1 (August) or Semester 2 (January). Each semester is 17 or 18 weeks in length, including the examination period. Please refer to this link for more information on the academic calendar structure: http://www.nus.edu.sg/registrar/calendar.html

2.2 When can I apply?
Application for Semester 2 (January), AY2018/2019 will open from 1 October to 7 November 2018. Semester 2 commences on 14 January 2019.
Application periods for subsequent intakes will be posted on SCALE’s website in due course.

2.3 How many modules can I apply per semester?
During the application process, you may select up to five (5) modules and rank them in order of your preference. However, if you are successful in your application, you will be offered admission of up to a maximum of 12 modular credits (MCs), which is the limit for all part-time students. This means that if all your modules are 4 MCs each, you can be offered up to 3 modules per semester.

2.4 What are the eligibility criteria for the modules?
Applicants for undergraduate modules, i.e. modules of level 1,000-4,000 should have at least Pre-U qualifications (e.g. A-Level), Polytechnic Diploma, or equivalent local/foreign qualification. Applicants for graduate modules, i.e. modules of level 5000 and above, should have at least a Bachelor’s Degree. Candidates with other qualifications and experience may be considered on a case-by-case basis, subject to approval by the Faculty/School. Applicants for specific modules are also subject to module-specific eligibility criteria, if any.
2.5 Are there any pre-requisites for the modules? What if I do not meet the pre-requisites?

Existing pre-requisites may apply for modules taken for credits. If you do not meet the pre-requisites but do have other relevant qualifications and/or work experience, please provide such information to support your application.

2.6 How can I apply? Is there any application fee?

You can submit an application via the NUS Online Application Portal. At present, there is no application fee.

2.7 Are there any fees involved?

There is tuition fee payable for each modular course. Alumni who have yet to participate in the Lifelong Learning Initiative (LLI) for NUS Alumni are eligible for a virtual voucher to offset the cost of one non-SSG-funded academic module of their choice.

Please visit http://scale.nus.edu.sg/Lifelong-Learning/Courses/index.html to search for modules and their respective tuition fees.

Student Services Fee (SSF) is payable per semester. At present, the SSF is as follows:

<table>
<thead>
<tr>
<th>FEE TYPE</th>
<th>AMOUNT (includes GST)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Student Services Fee (SSF) (includes Administrative Fee) -- Part-time Basis</td>
<td>S$261.85</td>
</tr>
</tbody>
</table>

The University reserves the right to review fees as necessary and adjust accordingly without prior notice.

All fees are payable upon acceptance of admission offer. They are non-refundable and non-transferable.

2.8 If I am/was in the LLI programme, can I enrol in NUS L³? Will I be entitled to the virtual voucher offered under NUS L³? Will I be able to use the modules taken in LLI to stack towards a certification/qualification?

Yes, you can enrol in NUS L³. However, you will not be entitled to the virtual voucher under NUS L³.

If you subsequently wish to pursue a certification, i.e. Specialist/Graduate Certificate; or qualification, i.e. Graduate Diploma, Bachelor's or Master's Degree, you may submit a request for modules you have taken under the LLI to be taken into consideration as part of the certification/qualification requirements. Generally, modules are valid for ten (10) years. Faculty/School may impose shorter period of validity if necessary, or reject if module is no longer relevant. All requests are subject to approval by the Faculty/School offering the certification/qualification course.

The modules should not have already been used towards another degree (i.e. Bachelor's, Master's, PhD or Doctorate).

2.9 Will the modules be graded?

All modules will be graded unless otherwise stated that it has an audit option (only some modules offer this option). Graded means you will need to attend classes and participate in all graded activities including but not limited to, projects, continual assessments, tests, final examinations, etc.
2.10 What is "Audit Basis"? Am I able to audit the modules that I am taking?

Auditing a module means:

a) You are not completing any assignments-tests nor sitting for the final examination for that module. There will not be any seat allocated to you during the final examination.

b) You will not get a letter grade shown for the module in your transcript. An ‘AUD’ grade will be shown instead, indicating that you have audited the module. (You should attend all the classes.)

Yes, you may choose to audit a module if this mode of study is being offered for that module. You have to indicate your choice when you are accepting your admission offer. Do note that there are modules where the graded arrangement is compulsory for all students. You will be able to check on whether the module has an audit option when you apply for the module.

2.11 Should I choose to do a module on an "Audit Basis" if that option is available for a module I am taking?

Before you decide on the grading basis, please note that:

a) Changing of grading basis will not be allowed once you have enrolled for the module.

b) Modules taken on an Audit Basis are not eligible for SSG funding.

c) Modules taken on an Audit Basis cannot be used for consideration of admission to a certification/qualification course.

d) Modules taken on an Audit Basis cannot be used to stack towards a certification/qualification.

2.12 Am I able to use the graded modules I have studied to be granted credits/grade transfers (exemptions) towards a programme e.g. Master's Degree?

NUS modules taken and passed earlier can be considered for credit and grade transfers towards the relevant certification/qualification courses if the modules have not been used towards another degree (i.e. Bachelor’s, Master’s, PhD, Doctorate). Generally, such credits are valid for ten (10) years. Faculty/School may impose shorter period of validity if necessary, or reject if module is no longer relevant. All requests are subject to approval by the Faculty/School offering the certification/qualification course.

2.13 Where can I find more information on the modules?

You may find more information on the modules at http://scale.nus.edu.sg/Lifelong-Learning/Courses/index.html or http://www.nus.edu.sg/nusbulletin/search-modules/ by using the module code.

2.14 Are classes offered during the days or evenings?

Depending on the scheduling for a particular module, classes may be offered during the days or evenings.

Please check the listing of modules on NUS SCALE website (http://scale.nus.edu.sg/Lifelong-Learning/Courses/index.html) for more information.

Class schedules are subject to changes without prior notice and classes may be cancelled if insufficient students registered.

2.15 Can I take modules that are not listed or offered to alumni?

No. Only listed modules are available for alumni.
2.16 I graduated from a course that is now no longer offered in NUS. Can I read modules from other Faculties/Schools?
You are eligible to apply and you should include information on all your academic qualifications as well as your work experience to support your application.

2.17 Besides the Bachelor’s degree I received from NUS, I have also obtained a degree from another tertiary institution in a different field of study. Can I use the latter qualification to apply for the modules in NUS?
You are certainly eligible to apply, and you should submit information on all of your academic qualifications and relevant work experience to support your application.

2.18 What is the frequency of the classes?
Classes are generally held one to two times a week for each module. Some modules may be offered through a more intensive mode e.g. 5 consecutive days in a week.
Please check [http://scale.nus.edu.sg/Lifelong-Learning/Courses/index.html](http://scale.nus.edu.sg/Lifelong-Learning/Courses/index.html) for information on class schedules.

2.19 If I have more queries on the admission criteria, who can I contact?
You may contact the Faculty/School offering the module directly on the admission criteria.

2.20 Will I have access to laboratories, libraries etc.?
As a student under our Continuing and Professional Education track, you will have access to the necessary laboratories for the module you have signed up for as well as the libraries in NUS.

2.21 What certification will I get at the end of the semester?
You may apply for an official academic transcript (fees apply) from the Student Services Centre or through Online Transcript Application portal ([https://myaces.nus.edu.sg/transcripts/](https://myaces.nus.edu.sg/transcripts/) and select CPE Programme/Others), which is managed by the NUS Registrar’s Office.

2.22 What other lifelong learning support will there be for NUS alumni in the future?
NUS is taking a phased approach to lifelong learning support for NUS Alumni. We believe that mature alumni who have gained extensive working experience would benefit from a different instructional model. NUS will be introducing new initiatives for different segments of adult learners in due course.

After you submit an application:

3.1 Can I edit my application?
You can edit your application any time before the closing date. However, once you edit your application, your original application will become a draft state. No application will be submitted until you hit the “Confirm and Submit” button at the last step of the application process.
3.2 If I am unsuccessful in my application, should I attempt to apply for the same modules again in the next round? Can I be placed on the wait list?

If you are unsuccessful in your application, you can reapply for the next run of the module or select other modules in the subsequent semester. There is no wait list.

Please note that there are limited spaces available for each module and offers will be made on a first-come-first-served basis among those who are equally qualified.

3.3 When will I be notified of my application outcome?

You will be notified on your application outcome by first week of December 2018 (for Semester 2, January 2019 intake). A notification will be sent to your registered email to check on the application outcome via the NUS Online Application Portal.

3.4 What is the next step after I have been offered the module?

If you are successful in your application and have received an offer for the module of your choice, you will need to accept or decline the offer by the stated deadline which includes uploading a recent passport-sized photo of yourself to be printed on your Student Card. After accepting the offer, you will be required to complete the online registration process to be a registered student of NUS.

If there is no response by the stated deadline, it is assumed that you have declined the offer.

Upon accepting your offer:

4.1 I have accepted the offer. What should I do next?

You must complete your registration as a student of NUS by completing the Registration Part One and Two online exercise. Information on the registration exercise will be sent to your registered email about a week after the deadline for offer acceptance. You are required to refer to the Acceptance of Offer and Registration Guide for more details.

4.2 When will I be billed? How do I make payment for the fees?

You will be billed after completing the Registration Part One and Two online exercise. With your registered student status, you may then view your bill and make a payment online via mySIS (https://mysis.nus.edu.sg/).

You are able to check your student bill via Student Information System (SIS) and pay your fees online at https://mysis.nus.edu.sg/. To view, navigate to Self-Service > Student Center > Finances.

You will need to make the payment for applicable Tuition Fee and Student Services Fee by 11 January 2019 (for Semester 2, January 2019 Intake). Fees are non-refundable and non-transferable.

Fees are to be paid before the stipulated deadline, failing to do so will be deemed as an indication that you are withdrawing from the programme.

4.3 How do I make payment for the fees if I am company-sponsored?

Company-sponsored applicants are to first make payment for the fee on their own, before seeking reimbursement from their company.
MODULAR COURSES:

4.4 When do classes start?
Semester 2 of Academic Year 2018/2019 starts on 14 January 2019. You may also refer to the NUS Academic Calendar (http://www.nus.edu.sg/registrar/calendar.html).

4.5 Where can I find my timetable?
You can check directly in the NUS Student Information System (mySIS) for your personalised timetable for the modular course(s) that you are registered for.

4.6 If due to unforeseen circumstances, I am unable to continue with the classes, can I withdraw from the module(s)? Will there be any penalty?
You may withdraw from the module(s) and depending on when (within the academic calendar) you withdraw, a corresponding letter grade (“W” or “F”) may be awarded. Please refer to this link for more information: http://www.nus.edu.sg/registrar/education-at-nus/modular-system.html. If you are taking a module on an Audit Basis, the letter grade “W” will be awarded.

To withdraw from the module(s), you can download the withdrawal form from the NUS Student Portal and mail it to the address indicated. You may retain your student card which can be used upon your next return to take modules.

If you have already chosen to utilise your virtual voucher on a module, the voucher would be deemed to have been consumed and you will not be entitled to another voucher. Tuition Fee and Student Services Fee (SSF) are non-refundable and non-transferable.

4.7 Where can I view my exam results? How do I subscribe to the SMS service to receive my exam results?
You may login to mySIS to view your exam results. For instructions on how to subscribe to the SMS service, visit: https://www.askstudentservice.nus.edu.sg/app/answers/detail/a_id/841~/subscribe-the-sms-service-to-receive-exam-results.

4.8 How do I obtain my transcript?

Unofficial Transcripts:
Unofficial transcripts can be printed from mySIS (via Student Center) as long as your student status is active. Please refer to the User Guide in the NUS Student Portal to view unofficial transcript at https://myportal.nus.edu.sg/studentportal/eservices/all/myisis.html.

Official Transcripts:
Official transcripts are prepared by the Registrar’s Office and have the University seal imprinted on it. You can apply for an official transcript through Online Transcript Application: https://myaces.nus.edu.sg/transcripts/ (select CPE Programme/Others). A fee applies for each official transcript requested.

For more information, visit http://www.nus.edu.sg/registrar/administrative-policies/transcripts%20and-records.html.