Staying ahead in the Digital Age
GENERAL INFORMATION:

1.1 What types of courses are available?

The CET catalogue will comprise two categories of courses. The first category are modular courses which are credit-earning. The classes are generally held throughout a semester of 17 to 18 weeks. Modular courses offered to the public are SSG-funded.

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

1.2 What are the areas 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.

1.3 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) The following circumstances will render a trainee ineligible for SSG funding:
   - Failure to fulfil a minimum attendance of 75% for the course;
   - Premature withdrawal from the course;
   - Failure to complete all prescribed coursework, examinations and/or assessments for the course;

c) SSG will only fund a module once for each eligible trainee and in the event that you have to retake a module, you will not be eligible for SSG funding again.

1.4 Where is the CET catalogue available at?

The NUS CET catalogue is available at [http://scale.nus.edu.sg/Lifelong-Learning/Public-Courses/index.html](http://scale.nus.edu.sg/Lifelong-Learning/Public-Courses/index.html). More courses will be added to the catalogue progressively.

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 that may be found in the SFC Course Directory at [www.skillsfuture.sg/credit](http://www.skillsfuture.sg/credit). SFC can be used to pay for 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](https://www.myskillsfuture.sg)

b) SFC may not be used to pay for Student Services Fee (SSF).
SHORT COURSES:

Please refer to NUS SCALE website: http://scale.nus.edu.sg/ or to the respective Faculty/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.

2.3 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 1000-4000 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 NUS Online Application Portal: https://myapplications.nus.edu.sg. At present, there is no application fee.
2.7 Are there any fees involved?

There is tuition fee payable for each modular course. Please visit [http://scale.nus.edu.sg/Lifelong-Learning/Public-Courses/index.html](http://scale.nus.edu.sg/Lifelong-Learning/Public-Courses/index.html) to search for modules and their respective tuition fees.

Student Services Fee (SSF) is payable per semester, but only upon acceptance of admission offer. At present, the SSF is as follows:

<table>
<thead>
<tr>
<th>FEE TYPE (Payable per regular semester except for Special Term)</th>
<th>AMOUNT (Includes GST)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Student Services Fee (SSF) – Part-Time Basis</td>
<td>$25.23</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 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.

2.9 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 and 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.

2.10 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.

e) You are able to view the grading of the enrolled module in EduRec after registration. Navigate to My Home page > Academics > Academic records > View Modules.
2.11 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).

The grades and MCs of modules taken in Specialist Certificates and individual undergraduate modules read may be transferred to the relevant Bachelor’s degree programme subject to approval by the Faculty/School. Each module transferred should have been completed within the last 5 years.

The grades and MCs of modules taken in Graduate Certificates/Graduate Diploma programmes and individual graduate modules may be transferred to the relevant Master’s coursework programme subject to approval by the Faculty/School. Each module should have been completed within the last 10 years.

Faculties/Schools may impose shorter period of validity if necessary, or reject if module is no longer relevant.

2.12 Where can I find more information on the modules?

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

2.13 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 at the following link:

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

2.14 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/LifelongLearning/Public-Courses/index.html for information on class schedules.

2.15 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. Please visit: http://www.nus.edu.sg/education.

2.16 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.

2.17 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/ and select CPE Programme/Others, which is managed by the NUS Registrar’s Office.
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 July 2019 (for Semester 1, August 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 Education Records System (EduRec) (https://myedurec.nus.edu.sg).
You are able to check your student bill via Education Records System (EduRec) and pay your fees online at https://myedurec.nus.edu.sg. To view, navigate to My Homepage > Financials> Manage Student Financials> Student/Preliminary Bill.
You will need to make the payment for applicable Tuition Fee and Student Services Fee by 9 August 2019 (for Semester 1, August 2019 Intake). Fees are non-refundable and non-transferable.
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.

4.4 When do classes start?

Semester 1 of Academic Year 2019/2020 starts on 12 August 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 Education Records System (EduRec) for your personalised timetable for the academic module(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. 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 with your student card. Fees 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 EduRec to view your exam results. To subscribe to SMS Service to receive examination results, login to EduRec and navigate to Academics > Examinations > Click on ‘Subscribe to SMS Notification’.

4.8 How do I obtain my transcript?

Unofficial Transcripts:

Unofficial transcripts can be printed from EduRec (via Academics > Examinations) with your active NUSNET ID. Please refer to the User Guide in the NUS Student Portal to view unofficial transcript at https://myportal.nus.edu.sg/studentportal/eservices/all/user-guides/UserGuide-View-Unoff-Transcript.pdf (accessible via NUS Student Portal).

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://myacess.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.