NUS COLLEGE OF DESIGN AND ENGINEERING (CDE)
For Outgoing CDE Students on Exchange from AY2026/2027 onwards

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STEP 1

Check your NUS Study Plan and Pre-approved Mapping List in *EduRec*

- **Check your Degree Graduation Requirement and review your NUS Study Plan.** Refer to the recommended schedule of your programme as a guide.

- Use the pre-approved mapping list (if any) to identify suitable NUS courses/Partner University (PU) course mappings in EduRec.

  *Academics > Global Education > External Study Application > **Search Course Mappings**. Click here for more details.*

- Read the ***IMPORTANT!* considerations** listed below and refer to the *additional mapping information* of NUS courses when selecting suitable courses for your Student Exchange Programme (SEP).

IMPORTANT!

- ⚠ Abide by the **NUS *residency requirement*, *minimum unit requirements for Major/Special Programmes*** and **stipulated programme requirements** (e.g. compulsory courses or specific elective courses) when selecting courses to be mapped.

- ⚠ Choose a PU course that does not substantially **overlap with a prior course** that you have or would have read and passed before the SEP semester.

STEP 2

Prepare SEP Study Plan

- Browse through PU's course catalogue to identify suitable **academic courses** that are related to a discipline in NUS or hosted under a department/faculty in NUS.

- Review course descriptions/syllabi of the suitable PU courses and **verify their similarity with the corresponding NUS courses**.

- If the pre-approved list in **STEP 1** is available, **confirm that the PU is offering the shortlisted courses** during your SEP semester. Contact the PU if the information is not clearly indicated on their course website.

- List down all **available PU courses** that are suitable for mapping, taking into consideration the ***IMPORTANT!*** conditions in **STEP 1**. You may use the *SEP Study Plan Form* (optional) or use the study plan template from your department for planning.

HELPFUL TIPS 💡

- ★ **Be flexible** with your SEP Study Plan as there is no guarantee that mapping will be successful. Generally, it is easier to satisfy the UE requirements with the courses read during SEP.

- ★ Consult your *department SEP coordinator or administrator* for **advice on your SEP Study Plan** if needed.

STEP 3	

Check the number of NUS equivalent units for each PU course

- Use the **SEP Credit Transfer Calculator (_SEP Calculator_)** to **derive the NUS equivalent units for each PU course.**

- Select '**CDE**' under Home Faculty, '**CDE or U-wide**' under U-wide/Faculty, '**Country (of the PU)**' and '**Name of the PU**' in the SEP Calculator.

- Input the list of PU courses and their credits based on the SEP Study Plan and refer to the **NUS equivalent units** indicated for each PU course.

- **Check the number of PU courses** required to meet your intended workload, typically 18 to 24 units, at NUS. **Adjust** your SEP Study Plan, if needed.

> ***IMPORTANT!***

⚠ Ensure that the **total number of NUS equivalent units for credit transfer for semester-long exchange** does not exceed **24 units**.

⚠ Assuming the course content is sufficiently similar, a single PU course is only **allowed to be mapped** to a specific NUS course if the number of NUS equivalent units is the **same or more** after the conversion. If the number of NUS equivalent units is **lesser** after the conversion, **another PU course** will need to be read to **make up** for the shortfall. (Refer to ==Examples== below).

STEP 4	

Submit course mappings in _EduRec_

- Access the course mapping worksheet under _External Study Application > **Submit Course Mapping**_ (Click _here_ for more details).

- Select "**One-to-One**" **mapping** and input each PU course code, title and credits and the corresponding NUS course code, title and course units accurately for all suitable mappings (For other mapping types – refer to ==Exceptions== below).

- Provide **PU course details** (with English translation where applicable) exactly as stated by the source in the mapping request. Contact the PU if detailed course information is not available online.

- The mapping will be routed to the **course host department for review** based on the similarity in course content.

- The mapping worksheet permits a **maximum of 20 requests**. Should you reach the limit and need to submit other mappings, you may delete rejected mappings or contact cde_exchange@nus.edu.sg for further assistance.

HELPFUL TIPS 💡

★ If the mapping is already pre-approved in EduRec, please make sure you enter all details correctly, particularly the PU course code and the NUS course code, so that your request can be processed and approved automatically.

- ★ Should there be multiple approved (one-to-one) mapping requests to the same NUS course, please **choose** one PU course to enrol in as the **NUS course can only be mapped once**, i.e. only one of the approved mapping requests can be selected for credit transfer.

- ★ Please submit mapping requests for various PU courses to different NUS courses for a wider selection and **greater flexibility** during enrolment of PU courses.

  Exceptions *(Other Mapping Types)*:

  (I) "One-to-Many" mapping only applies when the PU course has a heavy content that corresponds to more than one NUS course. The mapping will be subject to approval by the respective course host department(s).

  (II) "Many-to-One" mapping can be submitted when instructed by the course host department or when the calculated NUS equivalent units of each PU course are less than the units of the NUS mapped course.

STEP 5

Monitor course mapping request outcome

- ▪ **Review** the mapping outcome and submit remapping if necessary or when instructed by the course host department (refer to **STEP 4**).

- ▪ **Enrol in PU courses with approved mappings** provided the *IMPORTANT!* conditions in **STEP 1** are met.

- ▪ Approved mapping is based on **substantial content overlap**. The number of NUS **units** indicated **on the approved mapping** requests **may not be** the final **units for transfer**. (see **Examples** below)

IMPORTANT!

⚠ Mapping of certain disciplinary PU course to NUS courses may be rejected due to other academic requirements, e.g. to meet accreditation standards or specific training content.

⚠ **The outcome of the mapping request is final. No appeal is allowed.**

HELPFUL TIPS 💡

- ★ Email cde_exchange@nus.edu.sg with the message – "No results on mapping_Name_Student Number" if request is still pending after 2 months from submission.

- ★ Rejected mappings to NUS courses are typically due to insufficient content overlap. Similar titles alone are inadequate. You may approach the course host department to check if there is any available dummy course code to be used for mapping to meet the UE requirement.

- ★ Consult your *department SEP coordinator or administrator* for advice on your study plan if needed.

Examples

Assuming the student has successfully completed all the PU courses (enrolled and passed) in the following examples:

Additional Unit. For example, a PU course with an equivalent of 5 NUS units has been approved for mapping to a 4-unit NUS course. The one 1 "extra" unit earned from each course will be mapped under UE requirements using a dummy course code assigned by the home department.

PU Courses	PU credits	NUS Equivalent units	Mapped NUS course	Transferred	Remarks
UA2000	3	4	4	Yes	OVS
UA2100	3	4	4	Yes	OVS
UA3000	3	4	4	Yes	OVS
UA3100	4	5	4	Yes	OVS (1 "extra" unit)
UA4100	4	5	4	Yes	OVS (1 "extra" unit)
-	-	-	Dummy course	Yes	OVS (The 2 "extra" units can be mapped to UE requirement using a dummy course code assigned by home department).
Total Number of Units Transferred				**22 units**	

Unit Compensation. For example, 1 PU course with an equivalent of 3 NUS units has been approved for mapping to a 4-unit NUS course, but there is a shortfall of 1 unit. In this case, the home department can combine 1 unit of another PU course (can be Major / UE / TE course) read during the exchange to make it up to 4 units of the NUS course. The students will have to take more PU courses to ensure they can map to sufficient NUS courses after their exchange.

PU Courses	PU credits	NUS Equivalent units	Mapped NUS course	Transferred	Remarks
UB2000	2	3	4	Yes	OVS
UB2100	2	3	4	Yes	OVS
UB3000	2	3	4	Yes	OVS
UB3100	2	3	4	No	Credits earned were "split" to make the other 3 courses (UB2000, UB2100, UB3000) up to 4 units.
UB3200	2	3	Dummy course	Yes (2 units)	1 unit is used to make up the shortfall in UB3300, and the remaining 2 units can be mapped to UE requirement using dummy course (OVS) assigned by home department.
UB3300	2	3	4	Yes	OVS
Total Number of Units Transferred				**18 units**	