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### Useful Contacts  

**NOTICE**  
* The contents of this handbook are subject to change without notice  
  • While great care has been taken to ensure the accuracy of the contents of this handbook, there  
    may be inadvertent errors. We will welcome any suggestions or feedback on such errors.
1 Welcome

Welcome to the Faculty of Engineering. We hope that you will find your stay with us stimulating and fruitful. In particular, we look forward to the days when you graduate, have a fulfilling career and further contribute to the development of society and the Faculty.

We have prepared this guide so that you will be able to appreciate and follow the various administrative procedures needed for effectively pursuing your studies here. It is essential that you **read this entire guide carefully and thoroughly**. Any constructive feedback on the contents of this Guide will be most welcome.

Please note that as rules and regulations within the University change from time to time to accommodate new circumstances, the contents of this guidebook are therefore current only at the time of printing. If in doubt, do consult other relevant publications or contact the Graduate Studies Office, Faculty of Engineering (GSE) for clarification.

2 Academic Calendar Structure

The academic year starts in August each year and comprises two semesters as follows:

<table>
<thead>
<tr>
<th>Recurring events in chronological order</th>
<th>Duration</th>
<th>Remarks</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Semester 1</td>
<td>Semester 2</td>
</tr>
<tr>
<td>Orientation Week</td>
<td>1 week</td>
<td>--</td>
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<tr>
<td></td>
<td></td>
<td></td>
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<tr>
<td>Instructional Period -- Part 1</td>
<td>6 weeks</td>
<td>6 weeks</td>
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<tr>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Recess Week</td>
<td>1 week</td>
<td>1 week</td>
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<tr>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Instructional Period -- Part 2</td>
<td>7 weeks</td>
<td>7 weeks</td>
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<tr>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Reading Week</td>
<td>1 week</td>
<td>1 week</td>
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<tr>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Examination</td>
<td>2 weeks</td>
<td>2 weeks</td>
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<tr>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Total Duration</td>
<td>18 weeks</td>
<td>17 weeks</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Vacation</td>
<td>4-5 weeks</td>
<td>12-13 weeks</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

For the exact dates of each academic year, students may refer to the website at [http://www.nus.edu.sg/registrar/calendar.html](http://www.nus.edu.sg/registrar/calendar.html)
3 Registration

All students must register as candidates of the University on admission and in each subsequent year of their candidature at times stipulated by the Registrar. A candidate who fails to register within the period stipulated by the Registrar will have his/her name deleted from the class enrolment list.

Students either register as full-time or part-time candidates. Full-time candidates are not permitted to be employed without permission from the University. Those found doing so may have their candidatures terminated immediately.

No student may concurrently register for more than one degree or register as a candidate of the University and of another university or Institution.

4 Graduate Registration Card (Student Card)

All newly registered M.Sc. students will receive the Graduate Registration Card (Student Card) in their registration package when they register with us. It is a very important form of identification as well as for using NUS facilities such as the laboratories, libraries, computer clusters, and examinations.

In the registration package, students will find a carbon slip together with their Student Card containing details of Student USERID, NUSNET password and Personalise Identification Number (PIN). Students should never disclose their PIN to anyone else as this is confidential information.

Amongst other usage, the PIN can be used to access Examination Results via SMS as well as the NUS web page at the end of each Semester. It can also be used to gain access into designated areas (eg :- Computer Clusters, Laboratories, etc.) after office hours. Students are NOT TO LOSE their PIN.

Students who have forgotten or have lost their PIN are to call in person at the Smartcard Counter, Level 1, Computer Centre Building (anytime between 8.30am - 6.00pm on Mondays – Thursdays, 8.30am - 5.30pm on Fridays or 8.30 am – 1.00pm on Saturdays).

If the Student Card is lost, students should report the loss using the online system link via NUS Student Intranet (Students ➔ More eServices and Information ➔ Report Loss Matric / Registration Card) so that the respective University Offices are promptly notified to undertake the required actions.

A fee of S$15.00 (exclusive of prevailing Goods and Services Tax) is payable for each replacement card application.

5 Website for Graduate Engineering Students

Do visit our website regularly at http://www.gse.nus.edu.sg/current_students.html for :

- Important announcements/developments made by University to all students through Circulars to Students;
- The latest development/changes of Handbook for Coursework Student;
- Electronic copies of forms for M.Sc. Students.

Students will need their student USERID and NUSNET password to gain access to websites on Handbook as well as Electronic copies of forms.
6 Library Facilities

The Student Card and PIN can be used at the libraries for borrowing of books. For newly registered students, your account at the University Library will only be activated one week after your candidature start date (i.e. one week after the semester commences).

If you encounter any problems, please contact the Users Services Section at the Central Library. Information on NUS Libraries can be found in the website at http://www.lib.nus.edu.sg/

A copy of the “Guide to NUS Libraries” can be obtained from any of the NUS Libraries. Be sure to get a copy and read it, paying special attention to the section on “Library Rules” and the copyright matters with respect to photocopying of library materials as spelt out in the full set of Library Rules at: http://www.lib.nus.edu.sg/guides/rules/index.html.

Students without a Student Card will not be able to borrow books from the Library. However, they may wish to apply for a Temporary Card from the Library at a non-refundable fee of S$5.00 to enable them to borrow their books while waiting for their replacement Student Card.

7 Computer Account and Facilities

Students can also use the Student Card to gain access to computer facilities, campus network, internet and e-services. All students will have an e-mail account through NUS that will be their official point of contact. Upon registration, you will be issued your User ID and NUSNET password which can be used from the first day of your first semester of study.

All communications by the University administration to students will be via the graduate student official email account. Students are required to check this email account regularly as such. Students are also expected to be aware of the latest notices/circulars that may be posted on the website for Graduate Engineering students at http://www.gse.nus.edu.sg/current_students.html.

In addition, students are to make regular checks of their Department’s Notice board for important announcements and information on changes in time-table, module registration, seminars etc.

Personal data files under the computer account of students who have graduated or whose candidature are withdrawn/ terminated will be purged within a week after receiving notice from the University on their conferment/ withdrawal/ termination. These students may do a backup of the files under their account into CD-ROMs, within the week of notice.

Please visit the Computer Centre’s website at http://www.nus.edu.sg/comcen/ or approach the NUS IT Care (Tel. no. 6516 2080 or email: itcare@nus.edu.sg) for queries on the use of computer facilities on campus. Students may also walk-in anytime between 8.30 am – 6.00 pm on weekdays (SmartCard Counter closed at 5.30pm on Fri) or 8.30 am – 1.00 pm on Saturdays at Level 1, Computer Centre Building for further assistance on campus network or computer setup problems. E-guides on mail, dialup, anti-virus, etc are also available online at http://www.nus.edu.sg/comcen/itcare/ecuide.htm.

8 Acceptance Record

As a condition of admission, students are required to sign an Acceptance Record in which they expressly declare having read and agreed to the University policies, undertakings, and authorization requirements which are in effect and as may be revised from time to time.
Policy / Undertaking / Authorisation

8.1 NUS Honour Code

It is important to note that all students share the responsibility for upholding the academic standards and reputation of the University. Academic honesty is a prerequisite condition in the pursuit and acquisition of knowledge, and the University expects each student to uphold academic honesty.

Academic dishonesty is any misrepresentation with the intent to deceive, or failure to acknowledge the source, or falsification of information, or inaccuracy of statements, or cheating at examinations/tests, or inappropriate use of resources. There are many forms of academic dishonesty and plagiarism is one of them. Plagiarism is generally defined as ‘the practice of taking someone else’s work or ideas and passing them off as one’s own’ (The New Oxford Dictionary of English). The University does not condone plagiarism.

Students should adopt this rule - You have the obligation to make clear to the assessor which is your own work, and which is the work of others. Otherwise, your assessor is entitled to assume that everything being presented for assessment is being presented as entirely your own work. This is a minimum standard. In addition, the following guidelines will provide some assistance.

- When using the ideas, phrases, paragraphs and data of others in work presented for assessment, such materials should be appropriately credited and acknowledged, so that it is clear that the materials being presented is that of another person and not the student's own.

- The amount of detail required when referencing and acknowledging a source will vary according to the type of work and norms of the discipline. For instance,
  - Supervised exams will require less detail in referencing and acknowledgement.
  - Papers written other than under exam conditions will require a full citation of the source. While a particular style of citation is not prescribed, the citation should provide enough information for the reader to locate the source.

- Research materials (including texts, graphics and data) obtained from the internet or other electronic resources should be treated in the same way as research materials obtained from traditional sources.

Any student found to have committed or aided and abetted the offence of plagiarism may be subject to disciplinary actions. In addition, the student may receive no grade for the relevant academic assignment, project, or thesis; and he/she may fail or be denied a grade for the relevant subject or module. Such a student caught plagiarizing would have to take that module for grade and not be allowed to exercise the S/U option for that module.

A student may not knowingly intend to plagiarise, but that should not be used as an excuse for plagiarism. Students should seek clarifications from their respective instructors or supervisors if they are unsure whether or not they are plagiarizing the work of another person. All students are also encouraged to:

- consult the resources compiled by the Centre for Development of Teaching and Learning (CDTL) on how to avoid plagiarism [useful information available at http://www.cdtl.nus.edu.sg/cdtlhome/special.htm#Plagiarism ];

- use the service provided by the Centre for Instructional Technology (CIT) to help detect and prevent web-based plagiarism [useful information available at http://cit.nus.edu.sg/plagiarism/ ]; and
• access the Academic Culture module online [useful information available at http://emodule.nus.edu.sg/ac/].

All students are reminded that failure to abide by the Honour Code may be sufficient cause for expulsion from the University.

8.2 Release of Liability

Through this, the student agrees to abide by applicable rules and regulations governing participation in University activities and use of University facilities both as part of academic pursuits and requirements and as part of his/her residential experience in University accommodations.

8.3 Acceptable Use Policy for IT Resources

This policy applies to the use of the IT resources owned, controlled or managed by the University, such as computer accounts, personal computers, servers, workstations, disk storage, software, administrative and academic applications, email, public folders, newsgroups, online discussion forums, dialup, network, Internet and databases, among others. All users who have been granted access to the IT resources, including students of the University, are to comply with this policy. Do refer to the website https://security.nus.edu.sg/aup.htm for the latest version of this policy statement.

8.4 Rules Relating to Inventions, Innovations, and other works

In addition to the provision of educational facilities at tertiary levels, the functions and objectives of the University include the promotion of research and scholarship and the advancement and dissemination of knowledge for the benefit of the public and the country. Consistent with its status as a publicly funded organization, it is critical that the University ensures that the creation, dissemination and commercialisation of Intellectual Property is properly administered for the benefit of the public and the University. These Rules shall therefore apply to all Intellectual Property developed or created by a University member, including students, in the course of University research. Do refer to the Industry Liaison Office website at http://www.nus.edu.sg/ilo/ for the latest version of these rules.

8.5 Authorization of Medical Procedures for International Students / Appointment of Local Guardian

In the course of their studies in NUS, international students may need medical attention that requires surgery. For any surgery to be carried out on an international student below 21 years of age, surgeons or consultants in hospitals in Singapore require a local guardian to be present at the hospital to give consent for surgery. In certain cases, a student who is 21 years of age and above may also be required to produce a local guardian to endorse the surgery. In order to avoid possible delays to any medical procedure or surgery that an international student may need, the Office of Student Affairs (OSA) requires a parent/guardian of each international student to:
• appoint a guardian in Singapore (“Local Guardian”) who will have the authority to consent to the surgery, on behalf of the parent/guardian; and
• authorize an NUS staff member to authorize or refuse consent for the surgery, on behalf of the parent(s), if neither a parent/guardian or a Local guardian (if any) is contactable at the time of need.

Do refer to the website http://www.nus.edu.sg/osa/international/forms.html for the latest version of this authorization statement.
8.6 NUS Student Privacy Policy

NUS collects personal information to support many University functions including, but not restricted to, teaching, learning, research, administration, and personal development. Relevant data may be shared within NUS, or if necessary, with other Government agencies (or non-government agencies only if these are authorized to carry out specific Government services) so as to provide efficient and effective service, unless such sharing is prohibited by legislation. In the same manner, access to confidential student information may be granted only if there is a need to know based on what is reasonably in the view of the University's Registrar's Office, an official and educational interest. Do refer to the website http://www.nus.edu.sg/students/privacy.html for the latest version of this policy.

9 Plagiarism

Plagiarism is a serious offence. It amounts to intellectual theft. It means to take and use another person’s ideas, writing, work etc as your own. Any student caught plagiarizing will be seriously dealt with. Offenders may have their candidatures suspended/terminated. Students are encouraged to refer to the website at http://emodule.nus.edu.sg/ac which has been designed to provide students with answers on the nature of plagiarism and how the University has dealt with such matters.

10 Pre-enrolment Medical Examination

All newly registered students (local & international) are required to undergo a pre-enrolment medical examination prior to admission to NUS.

Students who fail to complete the medical examination or are unable to submit documentary proof of similar medical examination done within the past 12 months of enrolment will have their candidatures terminated.

11 Medical Insurance

The University’s Group Medical Insurance Scheme (GMIS), which covers medical expenses relating to hospitalization and surgery, personal accidents and mental health treatments is compulsory for all full-time local and international graduate students. The premiums will be included in the miscellaneous fees of the student bill on a semester basis. A copy of the benefits and coverage is issued to every full-time student in their registration package.

Students, who are able to submit documentary proof of an alternative coverage similar to the University’s insurance scheme, can be waived from GMIS and will have to sign an undertaking form (obtainable at GSE) for such waiver before the deadline of fees payment.

Further information is available at http://www.nus.edu.sg/registrar/event/registration.html → Quick Links → Notes on Group Medical Insurance Scheme.

12 English Language Requirements (for international students)

All international students are required to take an English language proficiency test unless exemption has been granted. Students required to fulfil the English language requirement would have the requirement indicated in their letter of offer for admission to the M.Sc. programme.

If you are required to fulfil the English Language requirement:
In your first semester of study, you must register with the University's Centre for English Language Communication (CELC) to sit for a Diagnostic English Test (DET) for graduate students. This test is conducted twice a year (usually in January and August) by CELC of the
University. Registration for the test usually starts a week before the start of the new semester and you must register online at http://www.nus.edu.sg/celc/ in order to take the test.

The DET is a placement exam which requires a candidate to write an 350-400 word essay and to edit an academic text in 2-hour and 15-minute. The test is designed to assess candidate’s English for grammaticality, clarity and fluency and writing skills too. The DET will determine if a candidate should be placed in the Basic level or Intermediate level or exempted from the Graduate English course. Students who have taken the DET but have deferred doing the Graduate English course or failed at the end-of-course examination must re-register in the next semester to take and pass the course. Please note that candidates who have not taken the DET will not be allowed to take the Graduate English course in the Basic or Intermediate level.

The Graduate English courses are usually conducted twice a week (in the day during weekdays), two hours each lesson, for a total of four hours per week. However, part-time students may opt to take evening classes instead. All students who are required to take a Graduate English course must dutifully attend all classes conducted for the course. A penalty will be imposed for students who fail to do so.

Students who do not achieve an expected proficiency level upon taking DET, will need to read and obtain at least a Grade C in an intermediate level in the Graduate English course (ES5001A) in order to graduate.

The Graduate English course is designed primarily to help you in your M.Sc. studies. Being able to write well will help you in your written examinations. Having a good command of English will also help you to communicate clearly and you can enjoy a more fruitful participation in your classroom discussions. Moreover, English is very highly valued in the world of business in Singapore. So please take full advantage of the opportunity provided to you.

13 Course Structure

Graduate courses are usually conducted in the evenings from 6.00 pm to 9.00 pm on Mondays to Fridays. Students may either take a general course leading to a Master of Science degree in their chosen discipline or choose an area of major / specialization [applicable only to M.Sc.(CE), M.Sc.(EE), M.Sc.(ISE), M.Sc.(ME) & M.Sc.(TSM)]. Details of the areas of major / specialization are available in the respective departments / division’s websites.

The general course structure for the programmes are summarized below :

<table>
<thead>
<tr>
<th>Description</th>
<th>Part-Time</th>
<th>Full-Time</th>
</tr>
</thead>
<tbody>
<tr>
<td>Course Requirements</td>
<td>40 Modular Credits (MC), inclusive of compulsory core modules (if any).</td>
<td>Details on the requirement for the respective programmes can be found at the websites listed in <a href="http://www.gse.nus.edu.sg/coursework-based.html">http://www.gse.nus.edu.sg/coursework-based.html</a></td>
</tr>
<tr>
<td>Classes</td>
<td># Normally take modules equivalent to 8 MC per semester (i.e. generally attend lectures of 2 evenings per week)</td>
<td># Normally take modules equivalent to between 12 MC to 20 MC per semester (i.e. generally attend lectures between 3 to 5 evenings per week).</td>
</tr>
<tr>
<td>Period of Candidature</td>
<td>Minimum period - 4 semesters Maximum period - 8 semesters (inclusive of medical &amp; approved leave)</td>
<td>Minimum period - 2 or ^ 3 semesters Maximum period - 4 or @ 6 semesters (inclusive of medical &amp; approved leave)</td>
</tr>
</tbody>
</table>

^ only applicable to the M.Sc.(IP Mgt) programme.

@ only applicable to the M.Sc.(Transp. Sys. & Mgt) programme.

Note: A graduate module is normally equivalent to 4 MC.
Remarks:
# Candidates who intend to take more than or less than the proposed number of MC for the Semester should seek approval from the respective Heads of Departments / Division only after they have been successfully admitted into the graduate programme.

14 Fees

<table>
<thead>
<tr>
<th></th>
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<tbody>
<tr>
<td>M.Sc. in</td>
<td></td>
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<tr>
<td>- Chemical Engineering</td>
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<tr>
<td>- Civil Engineering</td>
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<tr>
<td>- Electrical Engineering</td>
<td></td>
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<tr>
<td>- Environmental Engineering</td>
<td></td>
<td></td>
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<tr>
<td>- Industrial &amp; Systems Engineering</td>
<td></td>
<td></td>
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<tr>
<td>- Material Science &amp; Engineering</td>
<td></td>
<td></td>
</tr>
<tr>
<td>- Mechanical Engineering</td>
<td></td>
<td></td>
</tr>
<tr>
<td>- Mechatronics α</td>
<td></td>
<td></td>
</tr>
<tr>
<td>- Safety, Health &amp; Environmental Tech</td>
<td></td>
<td></td>
</tr>
<tr>
<td>- Transportation Systems &amp; Mgt (Per Semester)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>M.Sc. (Intellectual Property Mgt) α</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Part 1 by IP Academy (GCIP) *</td>
<td>$10,500</td>
<td>$10,500</td>
</tr>
<tr>
<td>Part 2 by NUS (Per Programme)</td>
<td>$8,000</td>
<td>$8,000</td>
</tr>
<tr>
<td>M.Sc. (Geotechnical Engineering) α</td>
<td></td>
<td></td>
</tr>
<tr>
<td>M.Sc. (Mgt of Technology) α</td>
<td></td>
<td></td>
</tr>
<tr>
<td>M.Sc. (Systems Design &amp; Mgt) α</td>
<td></td>
<td></td>
</tr>
<tr>
<td>(Per Semester)</td>
<td>$5,000</td>
<td>$5,500</td>
</tr>
</tbody>
</table>

* Offered once a year in August Intake
* GCIP is offered only on a part-time basis and full programme fees (subject to GST revision) are payable before the commencement of the programme

<table>
<thead>
<tr>
<th>Mandatory Miscellaneous Fees (applicable to all M.Sc. programmes)</th>
<th>Full-Time</th>
<th>Part-Time</th>
</tr>
</thead>
<tbody>
<tr>
<td>Registration Fee (One-time fee)</td>
<td>S$52.50</td>
<td>S$52.50</td>
</tr>
<tr>
<td>Examination Fee (One-time fee)</td>
<td>S$262.50</td>
<td>S$262.50</td>
</tr>
<tr>
<td>Student Activity &amp; Services Fees (Per Semester)</td>
<td>S$33.60</td>
<td>S$33.60</td>
</tr>
<tr>
<td>Academic Related Fees (Per Semester)</td>
<td>S$18.25</td>
<td>S$18.25</td>
</tr>
<tr>
<td>Group Medical Insurance Scheme (Per Semester)</td>
<td>S$61.55</td>
<td>S$61.55</td>
</tr>
</tbody>
</table>

Notes:
(a) All fees shown here are in Singapore dollars and includes the prevailing GST.
(c) Unless otherwise indicated, all fees are payable on a semester basis.
(b) If fees are not paid, or only partially paid, by the due date indicated in the bill, a late fee would be imposed:
- for non-payment: $25
- for part-payment: $10
(d) Fees for the subsequent years are under review.
(e) For the latest updates, please visit the website [http://www.nus.edu.sg/registrar/edu/gd-fees.html](http://www.nus.edu.sg/registrar/edu/gd-fees.html)
Full-time staff members of NUS (i.e. those with NUS staff card) pursuing M.Sc. coursework programmes (except self-funded programmes) who wish to apply for staff concessionary rates must submit a letter from their respective Human Resource Office (stating their appointment and date of commencement), to the Graduate Studies Office, Faculty of Engineering for record purposes. When making payment at the Student Service Centre, you are to produce your NUS staff card (as proof of your identity as a NUS staff) together with your student bill.

14.1 Deadline for payment

Full fees for the semester are to be paid to the Student Service Centre (located at Yusof Ishak House, Level 1) within the first three weeks (for Semester 1) and first two weeks (for Semester 2), otherwise a late fee of $10.00 will be imposed for partial payment and $25.00 for non-payment.

In cases of students whose fees remain in arrears, the University reserves the right to take further action as deemed necessary including barring such students from course registrations in a subsequent semester, and withholding results slips and the confirmation of the award of the degree. To check for any outstanding fee balances, students may access the Student Account Enquiry online at the website https://aces01.nus.edu.sg/StudentPayment/Login.jsp.

14.2 Student's Bill and Fees Payment

Newly registered students’ bill/payment form for the first semester will be issued by GSE upon their registration with the office. For existing students, the bill will be issued by the Student Service Centre before the new semester starts. Students who do not receive their student bills before the commencement of each semester are to contact Student Service Centre at Tel: 6516 1177 or send an email through http://www.askstudentservice.nus.edu.sg to notify the Centre.

Students are encouraged to pay their fees through GIRO. Application forms for payment through Interbank GIRO are available from Student Service Centre. A copy can also be printed from http://www.nus.edu.sg/finance/students/forms/GIROFORM.pdf.

If you are sponsored by an organization, you will need to make arrangements with your sponsor/employer for the fees to be paid within the stipulated date to avoid having to pay a late fee. If payment is made by cheque, the cheque should be made payable to the “National University of Singapore” for the exact amount. Do arrange for this only after you have received your bill. All cheque payments (together with the bill) should be mailed to Office of Financial Services, University Hall, Tan Chin Tuan Wing, UHT #03-02, National University of Singapore, 21 Lower Kent Ridge, Singapore 119077. Please write your registration number, name and telephone number on the reverse side of your cheque and attach it to the bill.

Students who are eligible to pay only half the semester’s fee for a Semester should still pay the full semester’s fees and they would subsequently obtain a refund from the Student Service Centre after confirmation is obtained from the GSE that only half a semester’s fee is payable.

More details can be found at http://www.nus.edu.sg/registrar/edu/gd-fees.html.

14.3 Students who withdraw or have their candidatures terminated

(a) Students who withdraw their candidature (or have their candidature terminated) before the deadline for payment of fees will be exempted from payment of fees (except for registration fee).

(b) Students who withdraw during the first half of a semester will pay fees at half the rate applicable to that semester.

(c) Students who withdraw during the second half of a semester will pay fees for the whole semester.
### Date of Withdrawal/Termination

<table>
<thead>
<tr>
<th>Date of Withdrawal/Termination</th>
<th>Fee Payable</th>
</tr>
</thead>
<tbody>
<tr>
<td>Before deadline for payment of fees</td>
<td>Exempted</td>
</tr>
<tr>
<td>After deadline for payment of fees but within first half of semester (i.e. before 30th Sept and 31st March for Semester 1 &amp; 2 respectively)</td>
<td>Half of fee for the semester</td>
</tr>
<tr>
<td>Within second half of semester</td>
<td>Full fee for the semester</td>
</tr>
</tbody>
</table>

### 14.4 Students who apply for leave of absence

<table>
<thead>
<tr>
<th>Date of Submitting Leave of Absence Application</th>
<th>Fee Payable</th>
</tr>
</thead>
<tbody>
<tr>
<td>Before deadline for payment of fees</td>
<td>Exempted</td>
</tr>
<tr>
<td>After deadline for payment of fees</td>
<td>Full fee for the semester</td>
</tr>
</tbody>
</table>

Students who are granted leave of absence for part of a semester (i.e. the period of leave does not cover the dates of the whole semester) are required to pay fees for that semester.

### 15 Financial Assistance

**Full-time** students may apply for a loan under the Tuition Fee Loan Scheme. Details and application form for the loan may be obtained from the Student Service Centre or the website [http://www.nus.edu.sg/registrar/sfau/gd-tfl.html](http://www.nus.edu.sg/registrar/sfau/gd-tfl.html).

Financial assistance is also available for full-time students from selected designated M.Sc. programmes from *ASEAN* countries (except for Singapore) who may apply for the limited number of NUS Graduate Scholarships for ASEAN nationals (NUS GSA). Eligible students who wish to be considered for the scholarship may write in to Graduate Studies Office (GSE) at least 2 weeks before the start of the semester examinations.

Details on the scholarship and eligibility are also available on the website: [http://www.nus.edu.sg/registrar/sfau/gd-nusgsa.html](http://www.nus.edu.sg/registrar/sfau/gd-nusgsa.html).

*ASEAN Countries - Brunei, Cambodia, Indonesia, Laos, Malaysia, Myanmar, Philippines, Thailand and Vietnam.

Newly registered full-time students who enrol from August 2007 may also consider applying for sponsorship by the Singapore Economic Development Board (EDB) under the Joint Industry Postgraduate (JIP) Programme. Details on the sponsorship and eligibility can be obtained from Graduate Studies Office (GSE).

### 16 Selection of Modules and Class Time-table

Information on available modules for each semester and class time-tables are obtainable directly from the respective departments / division. It is important to find out (from your fellow students or your Department / Division Office) the locations of the Notice Boards and make regular checks on these. Important announcements and information such as changes in time-table, module registration, seminars, etc., are usually on display on these Notice Boards or disseminated to students via their NUS email account.
17 Transfer of Credits

17.1 Pre-taken Graduate Modules

NUS B.Eng. or B.Tech. graduates may apply for a transfer of credits of their approved pre-taken graduate modules taken during their undergraduate studies for their current M.Sc. studies in NUS.

Modules pre-taken should be taken less than 5 years prior to admission of their M.Sc. degree and are not counted toward their Bachelor’s degree. Upon approval, the pre-taken modules and grades will be transferred and included in the CAP computation of their current M.Sc. programme. All applications for transfer of credits must be submitted to GSE 2 weeks before the commencement of their new M.Sc. candidature.

*Pre-taken graduate modules must be indicated in the transcripts of academic records for their Bachelor’s degree (i.e. B.Eng. or B.Tech.).

17.2 Students who withdrew from previous candidatures

Former Grad.Dip/ M.Sc. students who previously withdrew from their course of study and now wish to be considered for credit transfer of modules taken previously must apply in writing to GSE 2 weeks before the commencement of their new M.Sc. candidature.

Modules approved for transfer will count towards the requirements for the new M.Sc. degree and will be included in the CAP computation in the new M.Sc. programme. The maximum candidature of the new M.Sc. degree will be reduced according to the number of approved transferred modules (as decided by the department).

Any request for exemption of modules based on modules taken at other institutions will be considered on a case by case basis. Please note that any modules taken to meet the requirements of one degree cannot be used to count towards another degree.

The validity period for modules to be considered for inclusion in the new M.Sc. programme is 5 years before the date of admission, which have not been used towards a degree at NUS or another institution.

17.3 Change of course within Faculty of Engineering

Current M.Sc. students who wish to apply for a change of course within the Faculty of Engineering may do so in writing to GSE 2 weeks before the commencement of a new semester. Approval must be obtained from both the applied and host Department. For modules to be transferred to the new M.Sc. programme, the student must submit an application form for this. Modules to be transferred must be approved and would comply with the following guidelines:

(a) all modules taken that are normally considered to be relevant to the new M.Sc. programme
(b) modules taken deemed relevant would be transferred as a “package”, i.e. modular credits (MCs) and their letter grades (this includes grade F),
(c) modules taken must meet a CAP of at least 3.0 (i.e. fulfilling the graduation requirement for M.Sc. programme)
(d) transferred modules will be included in the CAP computation of the new M.Sc. programme.

The maximum candidature for the new M.Sc. programme will be reduced accordingly based on the number of approved transferred modules.

Students who transfer between M.Sc. programmes (within the Faculty of Engineering) with tuition fees differential will be liable to pay a transfer fee. This transfer fee will be computed
based on the semester’s fees which the student would like to have the transfer made effective. The following are taken into consideration in the computation of the transfer fee:
(a) Student’s status (full-time or part-time); &
(b) Student’s nationality (Singaporean / SPR or International); &
(c) Number of modules taken and approved for transfer (semester basis) to a new programme; &
(d) Difference in tuition fees between the two programmes at the point of transfer of the candidature

18 Examinations

18.1 Coursework Requirements
Examinations are usually held at the end of each semester of study. Students who have taken their exams will receive a hard copy of their result slip in the mail at the end of every semester. The coursework requirements for students registered from August 2003 are:

1. Modular Credits (MCs)
Each existing M.Sc. module of 39 hours of lecture is to be assigned 4 modular credits.

2. Grades & Grade Point

<table>
<thead>
<tr>
<th>Grade</th>
<th>Grade Point</th>
</tr>
</thead>
<tbody>
<tr>
<td>A+</td>
<td>5.0</td>
</tr>
<tr>
<td>A</td>
<td>5.0</td>
</tr>
<tr>
<td>A-</td>
<td>4.5</td>
</tr>
<tr>
<td>B+</td>
<td>4.0</td>
</tr>
<tr>
<td>B</td>
<td>3.5</td>
</tr>
<tr>
<td>B-</td>
<td>3.0</td>
</tr>
<tr>
<td>C+</td>
<td>2.5</td>
</tr>
<tr>
<td>C</td>
<td>2.0</td>
</tr>
<tr>
<td>D+</td>
<td>1.5</td>
</tr>
<tr>
<td>D</td>
<td>1.0</td>
</tr>
<tr>
<td>F (Fail)</td>
<td>0</td>
</tr>
</tbody>
</table>

A candidate who is absent in the examination of a module without a valid reason acceptable to the Board of Examiners will be given Grade F (Fail) for the module which he/she is absent in.

3. Academic warning, dismissal and graduation

(a) For continuation of candidature (a student must obtain satisfactory progress during his/her candidature) i.e.:

   (i) academic warnings:  
   - subject to subparagraph 3(a)(ii), warnings are issued to students if CAP < 3.0 ; &
   (ii) dismissal and refuse re-admission to students if:
   - in the 1st semester of study, the CAP < 1.5; or
   - for 2 consecutive semesters of study, CAP < 2.5 ; or
   - for 3 consecutive semesters of study, CAP < 3.0

In addition to the above, students in the MSc (IP Mgt) programme must obtain a pass with a minimum average mark of 55% in the Graduate Certificate in IP Law in order to proceed to Part 2 of the MSc (IP Mgt) programme.

All graduate students are not permitted to repeat a module which he/she has passed for the purpose of improving his/her grade.
The above rules on warning and dismissal shall also apply to a candidate on an exchange programme, and/or a candidate on leave of absence of one semester or longer. If a candidate is given an academic warning prior to his leave, the warning prior to his leave shall count towards dismissal.

Satisfactory/Unsatisfactory modules shall be excluded in determining the academic warning of a student.

Students must complete their requirements for their degrees within their maximum period of candidatures, failing which they will have their candidatures terminated.

(b) All M.Sc. programmes with the exception of M.Sc.(IP Mgt):

For graduation, a student must:
(i) obtain a minimum CAP of 3.0 (B-) for the best modules equivalent of 40 MCs (inclusive of foundation/core modules, where required); &
(ii) obtain at least 40 modular credits* (inclusive of foundation/core modules, where required) of which at least 30 MCs must be at graduate level within the subject or in related disciplines and the remaining credits may be from other levels in the same or other disciplines subject to the approval of the Department.

Students may be allowed to take more than 10 modules or its equivalent of 40 modular credits only if at the point of request to read more modules, the student has less than 40 modular credits or his/her CAP is < 3.0.

In general, all students are expected to graduate after obtaining 40 modular credits and who have already achieved a CAP of ≥ 3.0.

M.Sc.(IP Mgt) programme:

For graduation, a student must:
(i) obtain a GCIP (Pass) with a minimum average mark of 55%; &
(ii) obtain a minimum CAP of 3.0 (B-) for the best MSc (MOT) modules equivalent to 20 MCs. Of the 20 MCs required, at least 16 MCs must be at a graduate level within the subject or in related disciplines and the remaining credits may be from other levels in the same or other disciplines subject to the approval of the Programme Manager.

Notes:

| CAP | Cumulative Average Point \{ Formulae for CAP = \frac{\text{Sum (Grade point x MC)}}{\text{Sum (MC)}} \} |
| MC | Modular Credits |
| GP | Grade Points |

All letter grades (including Grade F) are computed in the CAP computation for M.Sc. students who have yet to accumulate 40 MCs. Students who have achieved more than 40 MCs, the CAP is computed on the best modules equivalent of 40 MCs (inclusive of foundation/core modules, where required).

The English Language requirement, where relevant, is in addition to the coursework requirements. Graduate English courses are excluded from the CAP computation.
18.2 Registration of Modules

All students who register for a course of study in any module are expected to sit for the examination in that module at the end of each semester of study. The schedule for registration and dropping of modules (with / without penalty) of each semester is:

<table>
<thead>
<tr>
<th>Deadlines</th>
<th>Semester 1</th>
<th>Semester 2</th>
</tr>
</thead>
<tbody>
<tr>
<td>Register/Add new module(s) (2 weeks)</td>
<td>Up to Teaching Week 2</td>
<td>Up to Teaching Week 2</td>
</tr>
<tr>
<td>Drop module(s) without penalty (3 weeks)</td>
<td>Up to Teaching Week 2</td>
<td>Up to Teaching Week 2</td>
</tr>
<tr>
<td>Drop module(s) with &quot;W&quot; grade (~ 5 weeks)</td>
<td>1st day of Teaching Week 3 through last day of mid-semester break</td>
<td>1st day of Teaching Week 3 through last day of mid-semester break</td>
</tr>
<tr>
<td>Drop module(s) with &quot;F&quot; grade</td>
<td>1st day of Teaching Week 7 onwards</td>
<td>1st day of Teaching Week 7 onwards</td>
</tr>
</tbody>
</table>

Note: The deadlines indicated are subject to changes.

18.3 Examination Rules and Instructions

All students are expected to be familiar with the Examination Rules available from the website of Examination Directory [http://www.nus.edu.sg/registrar/event/exam.html](http://www.nus.edu.sg/registrar/event/exam.html) (Instructions to Examination Candidates & Examination Rules). A breach of any of the examination rules will render a candidate liable to disciplinary action (under Statute 12: Discipline with respect to students) which may result in the candidate's expulsion from the University.

Please visit regularly the Registrar's Office Examination Directory website at [http://www.nus.edu.sg/registrar/event/exam.html](http://www.nus.edu.sg/registrar/event/exam.html) for:

- Examination Schedules / Time-tables
- Instructions to Examination Candidates & Examination Rules
- Important Deadlines on Examination-related matters
- Examination Forms & Guidelines

18.4 Absent from Examinations

A student who is absent in the examination of a module without a valid reason acceptable to the Board of Examiners will be given Grade F (Fail) for the module which he/she is absent in.

18.5 Request for Special Consideration

If there are any circumstances, academic or otherwise, which have adversely affected a student's academic performance during the course of the semester as well as during the examination period, the student may submit such information to the Board of Examiners for consideration. In general, examples of such circumstances include, but is not limited to, the following:

a. illness during an examination which resulted in the student not being able to complete the examination; and
b. illness during an examination but for which the student completes the examination nevertheless.

All such submissions will be treated in the strictest confidence and must be made on the standard form, NUS Examinations: Application for Special Consideration obtainable from the exam hall, Registrar's Office and GSE. Forms can also be downloaded from the Examination Directory website at [http://www.nus.edu.sg/registrar/event/exam.html](http://www.nus.edu.sg/registrar/event/exam.html). The completed forms are to be accompanied by supporting documents (if any) and submitted to GSE within the stipulated deadline. Late submissions will not be accepted.
19 Leave of Absence

A student may be granted medical leave of absence by the GSE at any time provided an application for such leave is supported by a certificate signed by a Singapore registered medical practitioner.

Application for leave of absence other than medical leave must be submitted at least 2 weeks in advance prior to the proposed leave period by completing Form PSE 3/97 (a copy may be obtained from your respective Department / Division, GSE or at the website for Graduate Engineering Students at http://www.eng2.nus.edu.sg/proj/eelintranet/Student/Grad/cwkForms.html). All applications must be accompanied by supporting documentary evidence (i.e. an official letter from company for work reasons or overseas job assignments).

Students taking leave of absence of more than 3 weeks (or more than 4 weeks for those on Reserve Service) from any given semester are normally required to take leave of absence for the whole semester as they would have missed a significant number of lessons.

Requests for leave of absence should preferably be submitted within the first 2 weeks of the semester so that fees for the semester will not be charged. Leave of absence will normally not be granted to students who have already registered for modules after the fourth week of the semester. All requests for leave are considered on a case-by-case basis.

Students who are absent from any examination without good reasons will be deemed to have sat and failed the examinations.

For approved leave of absence, students are reminded that:
- should they not do well in their examination, the approved leave of absence will not be considered as extenuating circumstances for any special consideration
- periods of leave of absence are considered as part of the period of candidature and they should plan their studies so as to complete their degree requirements within the maximum candidature
- applications submitted after the deadline of fees payment are liable for fees for that semester.

The maximum period of leave of absence granted is 3 semesters (for part-time candidates) during the student's period of candidature. GSE may, at its discretion, grant leave of absence to a student for up to one and a half years. A candidate who requires leave of absence for more than one and a half years is required to withdraw from the programme.

Newly registered students who require consecutive leave of absence for more than their first semester of study are advised to withdraw from the programme and re-apply for admission when the circumstances are more conducive for them to pursue their graduate studies.

20 Withdrawal from programme

Students who intend to withdraw from their respective programme are to write to GSE to express their decision of withdrawal. Please also refer to section on fees payable.

21 Mailing Addresses

Please note that all correspondence from the University will be sent either to your mailing address or to your official NUS student email address. It is important that you keep your mailing address up-to-date and read your emails regularly. The University will not be held responsible if you do not receive any important correspondences.
If there is any subsequent change(s) in your mailing address, contact numbers and next-of-kin particulars during the course of your study, please update it online through the Graduate Students Update Address and Contacts System at https://integral.nus.edu.sg/pif/pif_addr_web.homepage

22 Change of Personal Particulars

All students must immediately notify GSE of any change in your personal particulars such as citizenship, name, passport number or employment status etc. Do accompany your notification with the supporting documentary evidence.

23 Conversion of Student Status

Students who intend to convert their student status, i.e. from full-time to part-time or vice-versa, must submit a written request to GSE well in advance (at least a month’s notice). Full-time international candidates’ application for conversion from part-time to full-time is conditional upon the successful application of their student passes. Candidates from countries which require a visa to enter Singapore (details can be found at the Immigration and Checkpoints Authority (ICA) web site at http://app.ica.gov.sg/travellers/entry/visa_requirements.asp), will need ICA’s approval for both entry visa and student pass. GSE will assist to file an application on their behalf. Upon ICA’s approval, GSE will forward the in-principle approval letter to the candidates.

Students are also reminded to bring along their Student Card to the smartcard counter at Level 1, Computer Centre to update their card access.

24 International Candidates

The Immigration and Checkpoints Authority (ICA) will usually issue social visit passes valid for two weeks to international candidates upon their arrival in Singapore. During this period such international candidates must apply for a Student Pass (after completing all registration formalities with GSE).

The International Student Services (ISS) unit at the Office of Student Affairs was set up to oversee the welfare of international students at the University. They offer advice and assistance with immigration, financial, social, health, employment and other matters. International students with personal problems can also be assured of their attention. Students may refer to the "International Student Guide – Graduate Students", produced annually by ISS, at http://www.nus.edu.sg/osa/international/. This website also contains information relevant to international students on immigration matters, accommodation, transport service etc.

Students who require more details are advised to see the officer-in-charge at the Office of Student Affairs (3rd Level of Yusof Ishak House) or call 6516 4817 or fax 6778 5902.

International students (on student pass) who withdraw or leave the University are required to call immediately at ICA, Immigration and Checkpoints Authority Building at 10 Kallang Road (Immi-link Tel: 1800 3916400), during office hours with their passport for cancellation of their student pass.

International students who have lost their student pass and/or the social visit pass and disembarkation/embarkation card are required to apply for a replacement within 7 days from the date of loss. A statutory declaration or a police report is required. For further details, please refer to: http://app.ica.gov.sg/serv_visitor/student_pass/student_pass_faq.asp#replacepass
25 Employment of International Students during Term Time

Full-time international Student’s Pass holders are allowed to work part-time of up to 16 hours per week during school term and work full time during vacation as the Ministry of Manpower has exempted them from applying for work permits. Please refer to the ICA website: http://app.ica.gov.sg/serv_visitor/student_pass/student_pass_faq.asp#o6. Further details can also be obtained from the Ministry of Manpower website http://www.mom.gov.sg/publish/momportal/en/communities/work_pass/other_passes/employment_of_foreign.html

Permission must be obtained at the Singapore Immigration & Checkpoints Authority (ICA) prior to the commencement of employment if the working hours exceed 16 hours a week. Those found not doing so may have their candidatures terminated immediately. Students who require more details are advised to check with ICA.

26 Commencement / Convocation Ceremony

A number of ceremonies for the presentation of graduates conferred since the previous ceremony are held in July each year (subject to changes). The degree scroll will be presented to all conferred MSc graduates at the ceremony. Information will be sent to the MSc graduates nearer the date of the ceremony. Graduates are reminded to check their emails regularly and visit the official commencement website at http://www.nus.edu.sg/commencement for most updated information and enquiries.

27 Degree Scroll

27.1 Area of Major/Specialisation

Students who have opted for an area of major/ specialization during their candidatures and who have fulfilled requirements for the area of major/ specialization will then be awarded the area in their respective Master of Science degrees. However, the area of major/ specialization will only be reflected in the transcript of academic records.

For an example, a student who has applied to major in Manufacturing Technology and Automation and fulfils the requirements for the area of major will be awarded the degree of Master of Science (Mechanical Engineering). The degree title will be printed on his/her degree scroll, without the area of major/specialization. The area of major/specialization will only be reflected on his/her transcript of academic records.

Students are reminded to check their areas of major/ specialization opted for (if applicable) during the online module registration exercises every semester. Please also ensure that the choice of areas of major/specialization is indicated correctly on each semester’s examination notification slip as requests made for an area of major/specialization after the release of final semester’s examination results will not be entertained.

27.2 Verification of Official Name Change

Students who have officially changed their name during their course of study and have yet to inform the University will need to complete a request form before returning it to the Registrar’s Office within the stipulated deadlines. Please refer to http://www.nus.edu.sg/registrar/adminpolicy/changename.html for the request form and deadlines. They will also have to bring their original supporting documents (e.g. deed poll, identity card, baptismal certificate) to the Student Service Centre at Yusof Ishak House, Level 1, 31 Lower Kent Ridge Road for verification, during office hours (Mon to Fri: 9.00am - 5.00pm).

If the University does not hear from the students by the respective deadlines, their name, as reflected in our official records, will be inscribed on their degree scroll. No further requests will be entertained.
27.3 Collection of Degree Scrolls

Students who are not attending the commencement ceremonies may collect their degree scroll from the Registrar's Office (Level 4, Lee Kong Chian Wing, University Hall). Please email the Registrar Office at regenquiry@nus.edu.sg to make an appointment for the collection. Collection by authorised personnel or by post is also available. For details, please refer to http://www.nus.edu.sg/registrar/adminpolicy/degreescrolls.html

Important Note -
The University only issues the degree scroll once. Lost/destroyed degree scrolls will not be replaced. However, the University is able to issue a letter of certification regarding student's conferment of a degree by the University. Candidate is to provide sufficient evidence (full name, NRIC or passport no., registration no., degree awarded, conferment date etc) for identification purposes for retrieval of records.

28 Transcript of Academic Records

With effect from the graduating cohort of 2007 (i.e. graduates with degree conferment date from 1 July 2006), students who successfully complete their degree requirements will receive a complimentary copy of their transcript of academic records together with their degree scroll. Students who wish to apply for additional copies of the transcript, may submit their request online at http://www.nus.edu.sg/registrar/adminpolicy/transcripts.html. Details on the application procedure, charges and payment for the transcripts are also available at the above website.

29 Professional Development Units

For each M.Sc. module read by a M.Sc. student who is a member of the Professional Engineers Board Singapore (PEB), 39 Professional Units (PDU) may be awarded under the Professional Engineers Board Singapore's Continuing Professional Development Programme (CPD).

30 Sports and Recreation Centre (SRC) Facilities

All graduate students are welcome to use facilities of our Sports and Recreation Centre (SRC). Our SRC caters to the sporting and recreational needs of both the staff and the student community. It also organizes various competitive and non-competitive sports activities for the students. Students are requested to abide by the rules and regulations governing the use of the sports facilities.

Please visit our SRC website for details on facilities available and booking fees at: http://www.nus.edu.sg/osa/sports/ or contact them at Tel: 6516 2384.

31 Health Services

The University Health and Wellness Centre (UHWC) provides comprehensive outpatient medical care to all students and is located conveniently on campus at Yusof Ishak House, Level 4 (Tel: 6516 2880 / 6516 1631). Students may wish to complete their medical examinations for pre-enrolment or student pass application at the UHWC clinic. For more information, please visit their website at http://www.nus.edu.sg/uhwc.

UHWC Clinic Consultation Hours:
Monday to Thursday : 8.30 am – 6.00 pm  ) Closed for lunch from
Friday : 8.30 am – 5.30 pm  ) 12.30pm to 1.30pm
Saturday, Sunday & Public Holidays : Closed
The Counselling Centre located at Alumni House offers workshops/talks on a wide range of topics such as time / stress management, personal effectiveness, etc. If you desire a personal consultation, you may also arrange for an appointment with the Centre at 6516 2376 or email them at counselling@nus.edu.sg. For the latest events, you may visit their website at http://www.nus.edu.sg/uhwc/counselling/.

32 Parking Arrangements on Kent Ridge Campus

All pay car parks and park-and-ride car parks in NUS are now installed with automated parking system using Electronic Road Pricing (ERP) technology and managed by SembCorp Environmental Management Pte Ltd. Access via the car park will be by In-Vehicle Unit (IU) identification for both season & short-term users. Payment is by CashCard only.

Free parking is available at Kent Vale Car Park 3B and the CRISP car park (Car Park 10A) at Kent Ridge Road next to King Edward VII Hall. Complementing these free car parks will be free internal shuttle services. Staff and students can park their vehicles at free car parks and take the Internal Shuttle Bus (ISB) into NUS campus. The ISB Service is located within these car parks, thus making it very convenient to park and ride to and from campus.

All red coloured lots will be strictly reserved for staff holding the appropriate NUS season passes. Students/visitors may park their vehicles in white coloured lots at the following pay car parks with available parking lots at the rate of $0.02 per minute (you may wish to refer to the campus map on the last page).

Car Park 2A (E3A) Car Park 11 (Institute of Materials Research & Engineering)
Car Park 3 (UCC/YST Conservatory of Music) Car Park 12 (Hon Sui Sen Memorial Library)
Car Park 4 (Raffles Hall) Car Park 12A (Institute of Systems Science)
Car Park 5 (SRC) Car Park 15 (Temasek and Eusoff Halls)
Car Park 10 (School of Computing) Car Park 16 (LT 11: Visitors’ Car Park)
Car Park 10B (Prince George’s Park Residences)

Full-time students may apply for Season Parking for a monthly rate but allocation is subjected to availability.

All traffic regulations are strictly enforced in Kent Ridge campus. The University regards the violation of traffic regulations as a serious offence and all traffic offences committed will be referred to the Traffic Police for their action. Offenders may also be dealt by their respective Deans.

For more details on parking in NUS, please visit http://www.nus.edu.sg/oed/services/csd/transportation/carpark.htm or contact them at 6775 8241 / 6876 5408 or email to carparks@sembenviro.com.
## Useful Contacts

<table>
<thead>
<tr>
<th>Administrative Office / Departments</th>
<th>Website</th>
<th>Telephone</th>
<th>Fax</th>
</tr>
</thead>
<tbody>
<tr>
<td>Graduate Studies Office Faculty of Engineering</td>
<td><a href="http://www.gse.nus.edu.sg">http://www.gse.nus.edu.sg</a></td>
<td>6516 6510</td>
<td>6777 2264</td>
</tr>
<tr>
<td>Department of Chemical &amp; Biomolecular Engineering</td>
<td><a href="http://www.chee.nus.edu.sg">http://www.chee.nus.edu.sg</a></td>
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Faculty of Engineering

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<tr>
<td>Chemical Eng/ Safety, Health &amp; Env Tech</td>
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<td>Civil Eng/ Geotec / Transp Sys &amp; Mgt</td>
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Yusof Ishak House

- Level 1 : Student Service Centre (paying fees, applying student pass)
- Level 3 : Office of Student Affairs (International student matters)
- Level 4 : UHWC Clinic (medical examination)

C1   -  Engineering Canteen (Techno Edge)
EW1  -  Engineering Workshop 1
EW2  -  Engineering Workshop 2