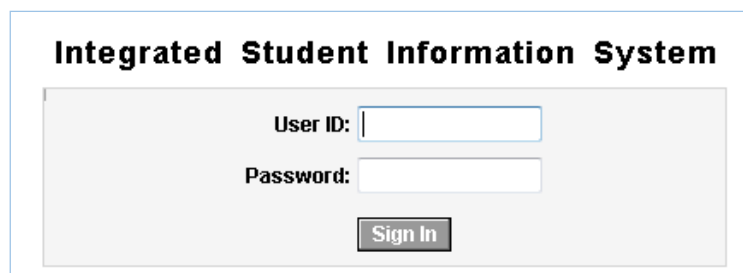


External Study – Module Mapping

Student - Step-by-Step Guide for Submission of Module Mappings

1. You will receive an email notification to inform you that the module mapping worksheet for the Partner University and term that you will be going for your exchange is created for you to submit your module mapping requests.

2. Login to the **NUS Student Integrated Information System (myISIS)** (<https://myisis.nus.edu.sg>) using your **NUSNET ID and Password**.



Integrated Student Information System

User ID:

Password:

3. Select **Global Education** from the **Self Service** folder in the Main menu.



Self Service

Navigate to your self service information and activities.

- Student Center**
Use this one-stop center to view and manage a wide range of student information/transactions. Contains self-service functions organized into 3 categories – Academics, Finances and Personal Information.
- Commencement Registration**
Commencement Registration
- Enrollment**
View appointments, plan and enroll in classes, view student and exam schedules.
 - [View My Exam Schedule](#)
 - [View My Exam Results](#)
 - [View My Modules](#)
 - [S/U Declaration](#)
- Campus Finances**
View your account, make an electronic payment, view and accept your financial aid awards.
 - [Account Inquiry](#)
 - [Make a Payment](#)
 - [Maintain Bank Accounts](#)
 - [2 More...](#)
- Academic Records**
View your Unofficial Transcript
 - [View Unofficial Transcript](#)
- Degree Progress/Graduation**
View your degree progress report and apply for graduation.
 - [My Graduation Audit Report](#)
 - [My What-If Report](#)
- Student Admission**
Submit online registration
 - [Registration \(Part One\)](#)
- Thesis Management**
Thesis Management
 - [Propose Thesis Submission Date](#)
- Research Progress**
Submit your Research Progress Report (for Graduate Research Students only)
 - [My Progress Report](#)
- Leave Application**
NUS Leave of Absence Application
 - [Leave of Absence Application](#)
 - [Res Scholar Holiday Leave Appl](#)
- Global Education**
Global Education
 - [Module Mappings Search](#)
 - [Module Mapping Worksheet](#)
 - [External Study Application](#)


4. If you wish to search for suitable module mappings for reference, select **Module Mappings Search**.



Main Menu > Self Service >
Global Education

Global Education

- [Module Mappings Search](#)
Module Mappings Search
- [Module Mapping Worksheet](#)
Module Mapping Worksheet
- [External Study Application](#)
External Study Application

5. Select the Faculty and Partner University you will like to see the module mappings using  button:

Module Mappings Search

For specific search, please provide the search parameters below before clicking on 'Fetch Mappings' button .

Faculty: NUS Business School

Partner University: University of South Australia

FETCH MAPPINGS

Partner University to NUS Module Mappings														
Faculty	Partner University	PU Module 1	PU Module 1 Title	PU Mod1 Credits	PU Module 2	PU Module 2 Title	PU Mod2 Credits	NUS Module 1	NUS Module 1 Title	NUS Mod1 Credits	NUS Module 2	NUS Module 2 Title	NUS Mod2 Credits	Pre Approved?
NUS Business School	University of South Australia	PU	001	4.00				ACC3602	Managerial Planning & Control	4.00				<input type="checkbox"/>
NUS Business School	University of South Australia	PU	002	6.00				ACC2002	Managerial Accounting	4.00				<input type="checkbox"/>

Mappings with a check in the 'Pre-approved' box will not be routed for approval. These will be auto-approved once you submit the mappings.

For mappings without a check in the 'Pre-approved' box, these will still be routed for approval.

6. To submit module mapping requests, select **Module Mapping Worksheet**.

Home > Self Service > Global Education

Global Education

[Module Mappings Search](#)

[Module Mapping Worksheet](#)

[External Study Application](#)

7. If there is more than one external study program, you will need to select the required program and term for submission of the module mappings:

Module Mapping Worksheet

Select an External Study Program and click Continue

	Institution	Career	Term	External Study Program	Partner University
<input type="radio"/>	NUS	Undergraduate	2015/2016 Semester 1	Student Exchange Program	Oxford University
<input type="radio"/>	NUS	Undergraduate	2015/2016 Semester 1	Student Exchange Program	University of Milan

CONTINUE

8. Select the **Module Details** tab to proceed with the module mappings.

Student Details **Module Details** Module Mapping Summary Credit Transfer Request

9. If you will like to submit a One to One mapping (i.e. one Partner University module is mapped to one NUS module), select the mapping type '**One to One**'.

Please fill up the mapping of the Partner University Course and NUS Course

Module Mapping Find | View All First 1 of 1 Last

Mapping Nbr: 1 **ADD** **DELETE**

Partner University Module to NUS Module Mapping Type: **One to One** One to Many Many to One

10. Enter the information of the Partner University module (field denoted with * is compulsory).

If there is no module code, please enter 'ZXX' under '**Subject**' and running numbers for '**Course Nbr**', if there is more than one Partner University module without module code (see example in the picture above).

11. Enter the corresponding NUS Module to map to. You can either enter the subject area under '**Module Subject Area**' or select using button. Similarly, for '**Module Catalog Nbr**', enter the catalog number or select using button.

*Note (applicable for students admitted before AY2015/16):
For mapping to General Education or Singapore Studies module, please select the NUS module 'GDM9999'.*

12. Enter the other information of the Partner University module under the section '**Partner University – Additional Information**'.

Module Components	Contact hours per week	Remark	Assainment Method	Weightage(in %)	Remark
Lecture	0.00		Exam	0.00	
Tutorials	0.00		Assignments	0.00	
Practicals/Lab	0.00		Quiz	0.00	
Others	0.00		Others	0.00	

Weeks of Instruction: Total Weightage(in %): 0.00

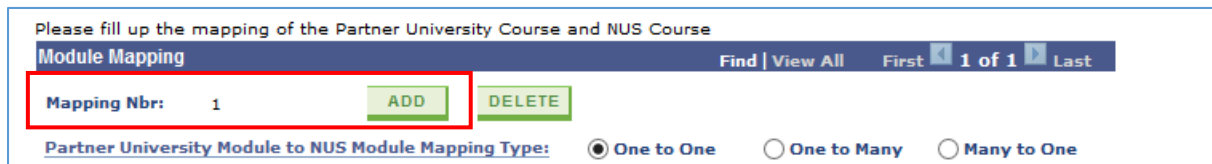
URL for Module Details:

Other Information:

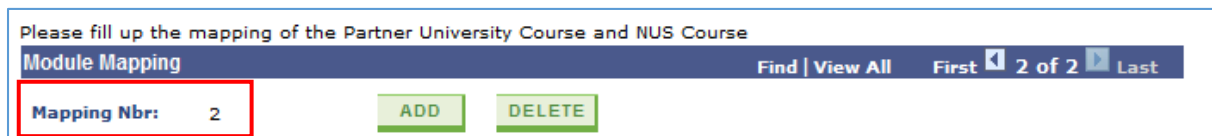
13. After entering all the information, click 'Save' at the bottom of the page to save the entries. You can click the 'Save' button at any time of entering any information.



14. To add another module mapping, click the 'Add' button at 'Mapping Nbr' on the top of the page.

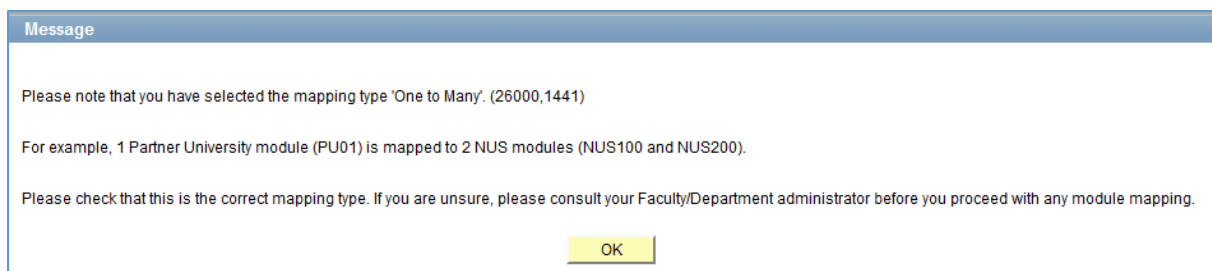


Note that the Mapping Number will increase when you add a new mapping.



15. If you will like to submit a 'One to Many' mapping (i.e. one Partner University module is mapped to more than one NUS module), select the mapping type 'One to Many'.

A message will appear when you select the mapping type 'One to Many'. Please check that you are selecting the correct mapping type before you proceed further.



16. Follow steps 9 to 11 to enter the Partner University module information and corresponding NUS module to map to.

Please note that for 'One to Many' mapping, you can only select to map to multiple NUS modules within the same Faculty.

17. To add the second corresponding NUS module for 'One to Many' mapping, click the 'Add' button at 'Mapping Sequence Nbr'.

Partner University Module to NUS Module Mapping Type: One to One One to Many Many to One

Find | View All First 1 of 2 Last

Mapping Sequence Nbr: 1

Partner University Module		NUS Module	
*Module Code:	*Subject: PU *Course Nbr: 002	*Module Subject Area:	CM
*Module Title:	Partner Uni Module 2	*Module Catalog Nbr:	1111
*Units/Credits:	8.00	Course ID:	000326
*Module Synopsis:	Partner Uni Module 2	Offer Nbr:	1
		Module Title:	Inorganic Chemistry 1
		Units/Credits:	4.000

18. Enter the second corresponding NUS module to map to under mapping sequence number 2.

Please fill up the mapping of the Partner University Course and NUS Course

Module Mapping Find | View All First 2 of 2 Last

Mapping Nbr: 2

Partner University Module to NUS Module Mapping Type: One to One One to Many Many to One

Find | View All First 2 of 2 Last

Mapping Sequence Nbr: 2

Partner University Module		NUS Module	
*Module Code:	*Subject: PU *Course Nbr: 002	*Module Subject Area:	CM
*Module Title:	Partner Uni Module 2	*Module Catalog Nbr:	1502
*Units/Credits:	8.00	Course ID:	000332
*Module Synopsis:	Partner Uni Module 2	Offer Nbr:	1
		Module Title:	General and Physical Chemistry for Engineers
		Units/Credits:	4.000

19. If you will like to submit a 'Many to One' mapping (i.e. more than one Partner University module are mapped to one NUS module), select the mapping type 'Many to One'.

A message will appear when you select the mapping type 'Many to One'. Please check that you are selecting the correct mapping type before you proceed further.

Message

Please note that you have selected the mapping type 'Many to One'. (26000,1442)

For example, 2 Partner University modules (PU01 and PU02) are mapped to 1 NUS module (NUS100).

Please check that this is the correct mapping type. If you are unsure, please consult your Faculty/Department administrator before you proceed with any module mapping.

20. To add the second Partner University module for 'Many to One' mapping, click the 'Add' button at 'Mapping Sequence Nbr'.

Partner University Module to NUS Module Mapping Type: One to One One to Many Many to One

Find | View All First 1 of 1 Last

Mapping Sequence Nbr: 1

Partner University Module	NUS Module
*Subject: PU *Course Nbr: 003 *Module Code: PU 003 *Module Title: Partner Uni Module 3 *Units/Credits: 4.00 *Module Synopsis: Partner Uni Module 3	*Module Subject Area: MA *Module Catalog Nbr: 2202 Course ID: 002102 Offer Nbr: 1 Module Title: Algebra I Units/Credits: 4.000

21. Enter the second Partner University module information under mapping sequence number 2.

Please fill up the mapping of the Partner University Course and NUS Course

Module Mapping Find | View All First 3 of 3 Last

Mapping Nbr: 3

Partner University Module to NUS Module Mapping Type: One to One One to Many Many to One

Find | View All First 2 of 2 Last

Mapping Sequence Nbr: 2

Partner University Module	NUS Module
*Subject: PU *Course Nbr: 004 *Module Code: PU 004 *Module Title: Partner Uni Module 4 *Units/Credits: 2.00 *Module Synopsis: Partner Uni Module 4	*Module Subject Area: MA *Module Catalog Nbr: 2202 Course ID: 002102 Offer Nbr: 1 Module Title: Algebra I Units/Credits: 4.000

Partner University - Additional Information

Module Components	Contact hours per week	Remark	Assnment Method	Weightage(in %)	Remark
Lecture	4.00		Exam	20.00	
Tutorials	4.00		Assignments	80.00	
Practicals/Lab	0.00		Quiz	0.00	
Others	0.00		Others	0.00	

Weeks of Instruction: Total Weightage(in %): 100.00

URL for Module Details:

Other Details:

22. After all entries have been saved, click 'Submit' at the bottom of the page to submit the module mappings for assessment by the Faculty/Department administrators.

Module Mapping Approval

Mapping Status: Not Submitted

Processed By: Processed Date/Time:

Comments:

Created By: Created Date/Time:

23. After submission, the mapping status for each mapping will show 'Pending Approval'.

24. You can also refer to the summary of the module mappings request submitted under **Module Mapping Summary** tab.

Mapping Nbr	Mapping Seq Nbr	PU Module Subject	PU Module Course Nbr	PU Module Title	PU Module Units	NUS Subject Area	NUS Catalog Nbr	NUS Module Title	NUS Module MC	Mapping Status
1	1	PU	001	Partner Uni Module 1	8.00	EC	1301	Principles of Economics	4.000	Pending Approval
2	1	PU	002	Partner Uni Module 2	8.00	CM	1111	Inorganic Chemistry 1	4.000	Pending Approval
2	2	PU	002	Partner Uni Module 2	8.00	CM	1502	General and Physical Chemistry for Engineers	4.000	Pending Approval
3	1	PU	003	Partner Uni Module 3	4.00	MA	2202	Algebra I	4.000	Pending Approval
3	2	PU	004	Partner Uni Module 4	2.00	MA	2202	Algebra I	4.000	Pending Approval

25. When the administrator is assessing your mapping applications, you may receive an email notification requesting for more information on one of the mappings submitted. You can log in to the system, proceed to the mapping and provide the additional information under the section '**Partner University – Additional Information**':

Module Components	Contact hours per week	Remark	Assignment Method	Weightage(in %)	Remark
Lecture	0.00		Exam	0.00	
Tutorials	0.00		Assignments	0.00	
Practicals/Lab	0.00		Quiz	0.00	
Others	0.00		Others	0.00	

Weeks of Instruction: Total Weightage(in %): 0.00

URL for Module Details:

Other Information:

26. If you receive an email notification requesting for a remapping on one of the mappings submitted, you can make the necessary changes required for the remapping (for example, change the NUS module or change the Partner University Module and its information).

Please fill up the mapping of the Partner University Course and NUS Course

Module Mapping Find | View All First 5 of 5 Last

Mapping Nbr: 5

Partner University Module to NUS Module Mapping Type: One to One One to Many Many to One

Mapping Sequence Nbr: 1

Partner University Module			NUS Module		
*Module Code:	PU	*Course Nbr	006	*Module Subject Area:	MA
*Module Title:	Partner Uni Module 6		*Module Catalog Nbr:	2101S	
*Units/Credits:	6.00		Course ID:	002098	
*Module Synopsis:	Partner Uni Module 6		Offer Nbr:	1	
			Module Title:	Linear Algebra II (S)	
			Units/Credits:	5.000	

Partner University - Additional Information

Module Components	Contact hours per week	Remark	Assignment Method	Weightage(in %)	Remark
Lecture	8.00		Exam	80.00	
Tutorials	10.00		Assignments	20.00	
Practicals/Lab	0.00		Quiz	0.00	
Others	0.00		Others	0.00	

Weeks of Instruction: Total Weightage(in %): 100.00

URL for Module Details:

Other Information:

Module Mapping Approval

Mapping Status: Remapping Required

Processed By: Processed Date/Time: 02/11/15 11:54:43AM

Comments:

27. If you have received email notifications to make changes to more than one module mappings, please click 'Submit' only after updates have been made and saved for all the mappings that require the change.

You can refer to the 'Mapping Status' column at the **Module Mapping Summary** page and see the mappings that require changes (e.g. 'Pending Information', 'Remapping Required').

28. You will receive an email notification for any module mapping that has been approved. The mapping status will be updated to 'Approved'.

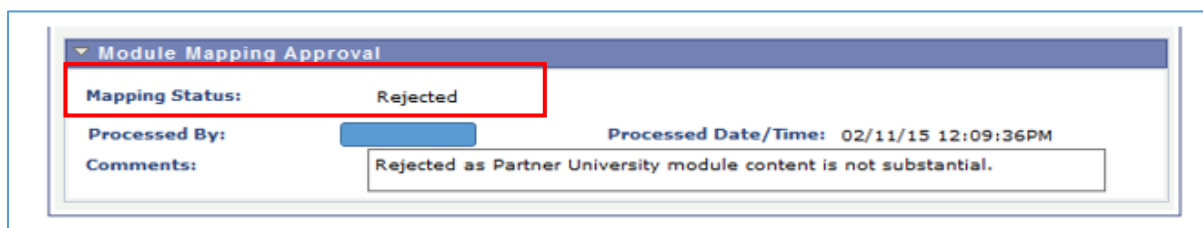
Module Mapping Approval

Mapping Status: **Approved**

Processed By: Processed Date/Time: 02/11/15 12:10:50PM

Comments:

29. You will also receive an email notification for any module mapping that has been rejected. The mapping status will be updated to 'Rejected'.



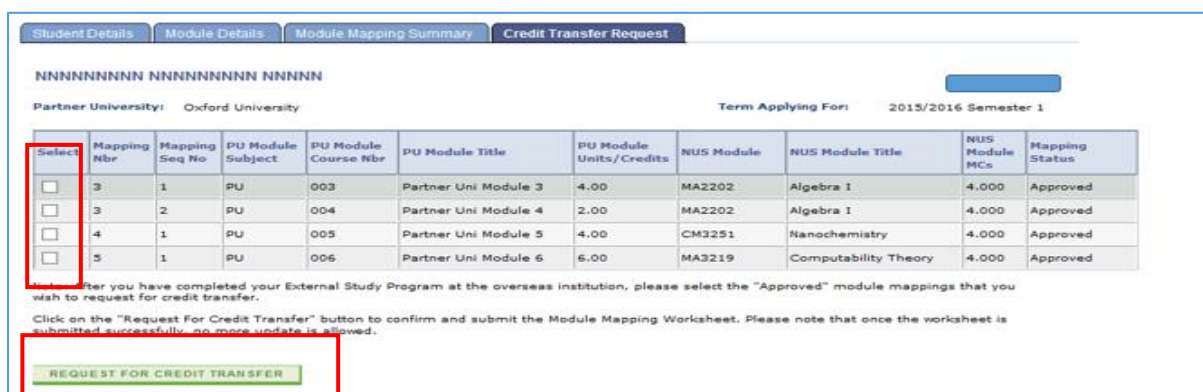
30. Please note that for 'One to Many' and 'Many to One' mappings, if any one of the mapping sequence number is rejected, the whole 'One to Many' or 'Many to One' mapping is deemed to be rejected.

From the example below, Mapping Nbr 2 is a 'One to Many' mapping. Mapping sequence number 2 (mapping to NUS module CM1502) is rejected. Hence, Mapping Nbr 2 is rejected.

Mapping Nbr	Mapping Seq Nbr	PU Module Subject	PU Module Course Nbr	PU Module Title	PU Module Units	NUS Subject Area	NUS Catalog Nbr	NUS Module Title	NUS Module MC	Mapping Status
1	1	PU	001	Partner Uni Module 1	8.00	EC	1301	Principles of Economics	4.000	Pending Approval
2	1	PU	002	Partner Uni Module 2	8.00	CM	1111	Inorganic Chemistry 1	4.000	Approved
2	2	PU	002	Partner Uni Module 2	8.00	CM	1502	General and Physical Chemistry for Engineers	4.000	Rejected
3	1	PU	003	Partner Uni Module 3	4.00	MA	2202	Algebra I	4.000	Pending Approval
3	2	PU	004	Partner Uni Module 4	2.00	MA	2202	Algebra I	4.000	Pending Approval
4	1	PU	005	Partner Uni Module 5	4.00	CM	3251	Nanochemistry	4.000	Pending Approval
5	1	PU	006	Partner Uni Module 6	6.00	MA	3219	Computability Theory	4.000	Pending Approval

31. After you have completed the Partner University module(s) and return from the external program and the period of request for credit transfer is open, you can select the approved module mappings for credit transfer under the **Credit Transfer Request** tab.

After selecting the mappings, click 'Request for Credit Transfer' to submit the request for credit transfer. Please note that once you have submitted the request, no further changes are allowed.



32. Your Faculty SEP co-ordinator will process the credit transfer upon receiving the Partner University's transcript.