



MATRICULATION BOOKLET

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Key Events & Checklist

S/N	EVENTS	DATES	DESCRIPTION	DONE (✓)
1	Online Matriculation	<ul style="list-style-type: none"> 14 Jun (Fri) to 21 Jul (Sun) 	<p>All incoming full-time programme students must be matriculated officially before commencing your studies in SUSS.</p> <p>Step-by-step guide will be made available on 14 Jun.</p>	
2	Student PI Number and MyMail	Receive by second week of Jun onwards	<p>SUSS will create a MyMail (<i>official school email</i>) account for all students. Check your MyMail account frequently so that you do not miss important announcements from the University. Henceforth, SUSS will only correspond with you via your MyMail account.</p> <p>Details for your Student Personal Identifier (PI) Number and MyMail account will be sent to your personal email address by second week of Jun onwards.</p> <p>Please write in to ft_admissions@suss.edu.sg if you have not received your MyMail account details by 30 Jun (Sun).</p>	
3	Online Financial Aid (1-on-1) Consultation Session	<ul style="list-style-type: none"> 10 Jun (Mon) to 24 Jun (Mon) 	<p>An online 1-on-1 consultation session to help you plan and apply for financial aid schemes.</p> <p>Registration is <u>optional</u>.</p> <p>Register here by 5 Jun (Wed).</p>	Optional
4	Student Orientation	<ul style="list-style-type: none"> 3 Aug (Sat) 	<p>Ease your transition to university life with our informative and engaging SUSS Student Orientation programme!</p> <p>See Page 22 for more details.</p>	
5	Get-to-Know-You Session	<ul style="list-style-type: none"> FTPSS: 3 Aug (Sat) FTSWK: TBC 	<p>Hear from your faculty and seniors on what to expect from the respective programmes. More details will be sent via email.</p>	Social Work and Public Safety and Security Students only
6	Financial Aid Application	<ul style="list-style-type: none"> Various deadlines 	<p>Various financial aid schemes are available for students who require financial assistance. See Pages 17-18 for details and deadlines.</p> <p>You will need your MyMail account to apply for selected financial aid schemes.</p>	
7	Course Timetable	From 7 Aug (Wed) onwards	<p>Timetable for the July 2024 semester will be pre-allocated for incoming full-time programme students.</p> <p>View your timetable via Student Portal: https://portal.suss.edu.sg/home/login?type=STU.</p> <p>Go to E-Services > Course Timetable</p> <p>You will need your MyMail account to access Student Portal.</p>	

S/N	EVENTS	DATES	DESCRIPTION	DONE (✓)
8	Canvas	1 week before orientation	<p>Canvas101 for Students Canvas101 is a self-directed online course on how to use Canvas.</p> <p>Click HERE to access Canvas101 for Students.</p>	
		*4-6 weeks before start of semester	<p>L and T group Students will be enrolled to both L and T group.</p> <p>L group provides access to your course materials, assignment question papers, eTextbook and StudyGuide (iSG). Additionally, to take quizzes, you should access L group. <i>## For full-time courses, you will be enrolled 6 weeks (1 Jul) before the semester starts.</i> <i>## For part-time courses, you will be enrolled 4 weeks (15 Jul) before the semester starts.</i></p> <p>T group enables students to engage in discussion forums, attend virtual classes, submit assignments, view grades, and download graded assignments.</p> <p>To have a hands-on practice on the above, you can access Canvas101 for Students.</p>	
		Refer to your timetable on Student Portal for the class type.	<p>Virtual Class</p> <p>Your class may be scheduled to be an online class.</p> <p>To join your online class, access Canvas > T group > Virtual Class.</p> <p>Click HERE for more information on Virtual Class.</p>	
9	Preparatory Online Courses	<ul style="list-style-type: none"> Complete by 02 Nov (Sat) 	<p>Online courses are included as part of the preparatory programme for your studies at SUSS:</p> <ul style="list-style-type: none"> SD104_FT_JUL24 (Compulsory) <p>See Page 12 for more details.</p>	
10	Semester Begins	12 Aug (Mon) for all full-time programmes	<p>The academic semester will officially begin on 12 Aug (Mon).</p> <p>You may refer to the timing for your classes from your timetable in Student Portal. See Page 10 for more details.</p>	
11	Tertiary Student Concession Card / SUSS Student Card	From Aug onwards	<p>Full-time programme students are entitled to concessionary travel under the Tertiary Student Concessionary Scheme. The Tertiary Student Concession Card will also be your SUSS Student Card.</p> <p>The Student Services department will announce via the Student Portal when the card is ready for collection.</p>	

S/N	EVENTS	DATES	DESCRIPTION	DONE (√)
12	Tuition Fee and Miscellaneous Fee Payment	<ul style="list-style-type: none"> By 15 Sep (Sun) 	<p>Tuition fees are payable at the beginning of each semester and are dependent on the number of courses you take for that semester. An annual miscellaneous fee is also payable in the first semester of each academic year.</p> <p>See Page 15 for more details.</p>	
13	Personal Development Experience	Within first academic year	<p>The Personal Development Experience is a graduation requirement for all Full-Time SUSS students. Students must complete this within their first academic year.</p> <p>See Pages 22-24 for more details.</p> <p><i>*Students who received their admission offer after 18 Jun 2024 will attend ETB 2025 instead.</i></p>	
14	Application of Student Pass	<ul style="list-style-type: none"> For Window 1: by 30 Jun (Sun) For Window 2: by 14 Jul (Sun) For Others: as per separate advice 	<p>Applicable to International Students (IS) only.</p> <p>See Page 19 for more details</p>	IS only
15	Application of Tuition Grant	<ul style="list-style-type: none"> 03 Sep (Tue) to 10 Sep (Tue) 	<p>Applicable to Permanent Resident (PR) and International Students (IS) only.</p> <p>See Page 16 for more details</p>	PR & IS only

Note: As there may be updates to the deadline and information, please refer to <https://www.suss.edu.sg/full-time-undergraduate/after-application/matriculation> for the latest version of the Matriculation Booklet.

Honour Code


The University is committed to uphold and maintain high standards of academic, social and moral conduct in the learning process and achievement of its students. As such, it adopts an Honour Code which sets out the academic, social and ethical standards that it expects of its students. All students have to abide by the Honour Code, uphold its spirit and undertake the following:

- (1) To comply with all rules, regulations, codes of conduct, procedures and guidelines or other terms and conditions as may be prescribed by the University from time to time in connection with their admission to and study in the University;
- (2) To uphold and maintain absolute academic honesty and integrity in examinations, tests, projects, assignments, classes and any required academic deliverables (collectively known as "Academic Work") required to be undertaken by students during the course of their study at the University. This duty extends beyond their own behaviour to include the responsibility to uphold standards in the University community and report any dishonest acts that include but are not limited to fabricating, colluding, plagiarising, cheating, giving or receiving any unauthorised aid in the delivery of Academic Work, or engaging in any act that may compromise the integrity of the academic standards of the University;
- (3) To maintain the highest standards of personal integrity and respect the rule of law, social order, and the rights of others as are expected of all members of the University, both within and outside the University;
- (4) Not to conduct in a manner which may be regarded by the University as being in violation or breach of the Honour Code, or as misbehaviour or conduct unbecoming of a student member of the University. Misbehaviour includes acts that may result in threats, harm, disadvantages to others, compromising the rights of others and bringing disrepute to the University and/or its students, staff and faculty. Misbehaviour also refers, without limitation, to physical violence and assault, verbal or mental abuse, harassment, false allegation, false declaration, slander, libel or defamation committed against any fellow student, staff and faculty; and
- (5) To be held fully accountable, responsible and liable for their own actions and deeds, and to accept responsibility for consequences which may arise from violation or breach of the Honour Code, including without limitation, disciplinary action, investigation, interview by panel of enquiry, hearing, issuance of warning, suspension, restriction of rights and privileges, imposition of sanctions, disqualification, delay in graduation, expulsion or any other appropriate action or steps that may be taken by the University.

Academic & Non-Academic Graduating Requirements

The University's mission is to develop well-rounded future talents who are professionally competent and lifelong learners with a heart to serve society and impact lives. We build experiential and applied learning to enliven and enrich your student experience through a series of experiential learning courses, professional work placements, overseas exposure programmes and community engagement programmes.

All full-time undergraduates will need to fulfil the following in order to graduate.

	<p>Curriculum</p>	<p>200 credit units of courses completed over 4 years, leading to a bachelor's degree with honours.</p>																							
<p>1. New Curriculum (with effect from July 2023 Intake)</p> <p>The new SUSS curriculum will be introduced in the July 2023 semester to enhance our students' employability, education experience and graduate value.</p> <p>It consists of a new suite of SUSS Core courses, streamlined majors and more curriculum space for free electives, minor or second major in the undergraduate curriculum. The new calendar comprises two 12-week semesters and one special semester.</p> <p>For more details on the new SUSS curriculum, please refer to this set of FAQs.</p>																									
<p>2. SUSS Core Courses Requirements</p> <p>All undergraduate students enrolled into SUSS full-time programmes (except Law students) from July 2023 onwards are required to complete 60cu of SUSS Core courses. Please refer to the table below for information on your SUSS Core requirements.</p> <p><u>Core Curriculum for the Full-Time Programme</u></p> <table border="1" style="width: 100%; border-collapse: collapse; margin-top: 10px;"> <thead> <tr> <th style="width: 15%;">Programme</th> <th colspan="4">Full-Time (200cu)</th> </tr> <tr> <th>Branches</th> <th style="background-color: #0056b3; color: white;">Society</th> <th style="background-color: #4caf50; color: white;">Capacities</th> <th style="background-color: #e67e22; color: white;">People</th> <th style="background-color: #ffc107; color: white;">Engagement</th> </tr> </thead> <tbody> <tr> <td>CU (60)</td> <td style="text-align: center;">10</td> <td style="text-align: center;">30</td> <td style="text-align: center;">10</td> <td style="text-align: center;">10</td> </tr> <tr> <td style="background-color: #e0e0e0;">Compulsory</td> <td style="vertical-align: top;"> <p>NCO101: Living with Community (5cu)</p> <p>NIE301: Learning with Communities (5cu)</p> </td> <td style="vertical-align: top;"> <p>NCO102: Effective Writing (5cu)</p> <p>NCO103: Listen and Be Heard: Effective Communication through Storytelling (5cu)</p> <p>NCO201: Learn to Learn, Learn for Life (5cu)</p> <p>NCO203: Critical Thinking and Problem Solving (5cu)</p> <p>NIE201: Interdisciplinary</p> </td> <td style="vertical-align: top;"> <p>NCO205: User-Centred Design: Human Factors and Design Thinking (5cu)</p> </td> <td style="vertical-align: top;"> <p>NIE351: Interdisciplinary Global Learning (5cu)</p> </td> </tr> </tbody> </table>						Programme	Full-Time (200cu)				Branches	Society	Capacities	People	Engagement	CU (60)	10	30	10	10	Compulsory	<p>NCO101: Living with Community (5cu)</p> <p>NIE301: Learning with Communities (5cu)</p>	<p>NCO102: Effective Writing (5cu)</p> <p>NCO103: Listen and Be Heard: Effective Communication through Storytelling (5cu)</p> <p>NCO201: Learn to Learn, Learn for Life (5cu)</p> <p>NCO203: Critical Thinking and Problem Solving (5cu)</p> <p>NIE201: Interdisciplinary</p>	<p>NCO205: User-Centred Design: Human Factors and Design Thinking (5cu)</p>	<p>NIE351: Interdisciplinary Global Learning (5cu)</p>
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		Processes for a Better World (5cu)		
Electives		Choose 5cu	Choose 5cu	<i>SBIZ, SHBS (FTPSS) & SST students (FTBICT)</i>
		NCO211: Data Interpretation and Social Analytics (5cu) NCO212: The 'Smart City' and Society (5cu)	*NCO111: Work and Learning in a Changing World (2.5cu) Choose 2.5cu NCO112: Peak Performance (2.5cu) NCO113: Teamwork in the Modern Workplace (2.5cu)	School-based Courses (5cu) <i>NSHD students</i> NIE352: Interdisciplinary Problem-Solving for Impact (5cu)

**NCO111 is a pre-requisite for NCO112 and NCO113*

To get an overview of the SUSS Core Curriculum and to view the list of SUSS Core courses available, please access this link: <https://www.suss.edu.sg/suss-core>

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The **College of Interdisciplinary and Experiential Learning (CIEL)** administers the above courses. These courses are part of the Signature Experiences our students undergo as part of their learning journey with SUSS; and interdisciplinary and experiential learning approaches undergird all these offerings. These offerings also equip students with essential values, skills and knowledge to empower them to navigate the challenges of the future economy and to contribute in the sociocultural domain.






The **College of Interdisciplinary and Experiential Learning (CIEL)** consists of two departments.

The **Core Learning department (CL)** develops, manages, and teaches the [SUSS Core 'NCO' courses](#) and also provides a variety of programmes to enhance your English language skills, including the [English Proficiency \(EP\) Programme](#), [Writing Coaches](#) and [Writing Workshops](#).

Please visit the CL website for more information. You can also email the CL admin team for more information about our NCO-courses at cl_admin@suss.edu.sg or English Language Support programmes at cl_epsupport@suss.edu.sg.

The **Experiential Learning department (EL)** develops, manages and teaches the SUSS Core 'NIE' courses, Service-Learning programmes and Global Learning programmes. EL also oversees the e-portfolio, a graduating requirement for all students.

Please visit the EL website listed on the next page for more information. You can also email the EL admin team at el_admin@suss.edu.sg for more information about our NIE-courses or other programmes.




	<p>Service Learning – CIEL (Experiential Learning Department - Service-Learning)</p> <p>Students will undertake NIE301 Learning With Communities as part of SUSS Core Curriculum. Through this course you will learn the skills to co-create, implement and co-evaluate reciprocal community change initiatives in collaboration with diverse stakeholders. You will be equipped with the experiences, skills and values to continue to learn through practice and critical reflection on what it means to do good as a way of life.</p>
	<p>Global Learning – CIEL (Experiential Learning Department - Global Learning)</p> <p>Students will undertake NIE351 Interdisciplinary Global Learning as part of SUSS Core Curriculum. Through curated engagement with global communities and stakeholders in SUSS' network of international partners, you will practice tools and skills for intercultural engagement and learning for respectful collaboration with diverse communities to address the world's most pressing and enduring issues. As part of the course, you will participate in an overseas experiential learning experience in contemporary global contexts.</p> <p>Beyond NIE351, to further enhance your Global Learning, you can choose from:</p> <ul style="list-style-type: none"> • Overseas semester exchange • Overseas summer and winter school
	<p>e-Portfolio – CIEL (Experiential Learning Department)</p> <p>The SUSS ePortfolio is a University graduation requirement that trains every Full-Time SUSS student to take on a holistic learning lens as they engage in self-directed learning. By showcasing a thoughtful selection of reflections, work samples and artefacts, students can demonstrate the synthesis of their learning, critical thinking and growth. Even beyond their time in SUSS, students can proudly showcase and develop their identity as a learner, citizen or emerging professional through this lifelong learning journey.</p>
	<p>Personal Development Experience – Student SUcCeSS Centre (Student Life)</p> <p>A University graduation requirement that provides an experiential platform for new full-time students to build cohesion while promoting the development of teamwork and other soft skills.</p>
	<p>Professional Readiness Experience – Student SUcCeSS Centre (Career Development)</p> <p>A comprehensive program designed to equip you with practical skills and professional expertise, enhancing your employability and fulfilling the Professional Readiness Experience (PRE) requirement through the following options:</p> <ol style="list-style-type: none"> 1. Work Attachment (WA) (Local and/or Overseas): Complete a minimum of 24 weeks in a full-time work setting, either within Singapore or abroad, to develop practical skills and expand your professional network. 2. SkillsFuture Work-Study Degree (WSDeg): Combine academic learning with hands-on work experience, integrating your studies with real-world applications in a structured program.

Find out more on our website:

- [SUSS Curriculum](#)
- [Four-Year Journey with SUSS](#)
- [Core Learning](#)
- [Experiential Learning](#)
- [Student SUcCeSS Centre](#)

e-Learning Tools

The following e-learning tools allow SUSS students to access important information and provide a dynamic online platform for your learning journey. Be sure to check them regularly.

	<p>SUSS MyMail and Microsoft Office 365</p> <p>SUSS has created a MyMail (<i>official school email</i>) account for all students. You will use this account to communicate with faculty members, classmates and university staff. Henceforth, SUSS will only correspond with you via your MyMail account.</p> <p>Instructions to activate your MyMail account will be sent to your personal email address from the second week of June onwards.</p> <p>You will have access to Microsoft Office 365 applications, which include Word, Excel and PowerPoint. Download the guide from here.</p>
	<p>SUSS Student Portal</p> <p>The Student Portal contains useful information such as your Student Handbook, timetable, examination results and course registration information. Log in regularly for information updates and announcements.</p> <p>Access the Student Portal here: https://portal.suss.edu.sg/home/login?type=STU</p> <p>You will need your MyMail account to access the Student Portal.</p>
	<p>Canvas Learning Management System</p> <p>Canvas is the main online learning management system where you can access your study guides, eTextbooks and assessment questions, engage in discussion boards, have online classes and submit your assignments.</p> <p>Announcements regarding your respective school policies on curriculum matters such as course participation requirements and Time Off From Class will be posted on Canvas.</p> <p>Find out more about online learning at SUSS: https://www.suss.edu.sg/experience-at-suss/online-learning/how-it-works</p> <p>To promote active learning and facilitate in-class discussion, students may be required to read through the study materials for the course and complete the Pre-Course Quiz (PCOQ) before course commencement. If you do not meet the passing criteria of PCOQ, you will be deemed withdrawn from the course and not be allowed to attend class. Check respective Pre-Course Quiz (PCOQ) deadline (if any) for selected courses via Canvas.</p> <p>You can access your study materials and attempt the PCOQ on Canvas. More information on Canvas can be found here: https://learningservices.suss.edu.sg/index.html</p> <p>Access Canvas here: https://canvas.suss.edu.sg (Click here for the Quick Starter Guide)</p> <p>You will need your MyMail account to access Canvas. Access to your Canvas account will be available seven working days after your MyMail account has been created.</p> <p>You may access your eTextbooks via Canvas.</p>

Academic Calendar

JULY 2024 SEMESTER			JANUARY 2025 SEMESTER		
CALENDAR WEEK	WEEK STARTING	EVENTS	CALENDAR WEEK	WEEK STARTING	EVENTS
29	15 Jul		2	06 Jan	Release of Online Timetable
30	22 Jul	-	3	13 Jan	Week 1
31	29 Jul	-	4	20 Jan	Week 2
32	05 Aug	Student Orientation Release of Online Timetable	5	27 Jan	Week 3
33	12 Aug	Week 1	6	03 Feb	Week 4
34	19 Aug	Week 2	7	10 Feb	Week 5
35	26 Aug	Week 3	8	17 Feb	Week 6
36	02 Sep	Week 4	9	24 Feb	Week 7
37	09 Sep	Week 5	10	03 Mar	Week 8
38	16 Sep	Week 6	11	10 Mar	Week 9
39	23 Sep	Week 7	12	17 Mar	Week 10
40	30 Sep	Week 8	13	24 Mar	Week 11
41	7 Oct	Week 9	14	31 Mar	Week 12
42	14 Oct	Week 10	15	7 Apr	Self Revision
43	21 Oct	Week 11	16	14 Apr	Examinations
44	28 Oct	Week 12	17	21 Apr	Examinations
45	04 Nov	Self Revision	18	28 Apr	Semester Vacation
46	11 Nov	Examinations	SPECIAL SEMESTER		
47	18 Nov	Examinations	CALENDAR WEEK	WEEK STARTING	EVENTS
48	25 Nov	Semester Vacation	19	05 May	Week 1
49	02 Dec	Semester Vacation	20	12 May	Week 2
50	09 Dec	Semester Vacation	21	19 May	Week 3
51	16 Dec	Release of Exam Results	22	26 May	Week 4
52	23 Dec	Semester Vacation	23	02 Jun	Week 5
JANUARY 2025 SEMESTER			24	09 Jun	Week 6
CALENDAR WEEK	WEEK STARTING	EVENTS	25	16 Jun	Examinations
1	30 Dec	Semester Vacation	26	23 Jun	Semester Vacation

*Refer to this [link](#) for the most updated Academic Calendar. SUSS reserves the rights to amend and/or revise the following schedule without any prior notification.

**Check respective Pre-Course Quiz (PCOQ) deadline (if any) for selected courses via Canvas.

Timetable and Course Mode

There are two semesters in an academic year and each semester runs for 12 weeks. The July semester typically runs from August to November while the January semester runs from January to April. There is a special semester in a year, which runs for 6 weeks from May to June.

Your timetable will be pre-allocated for July 2024 Semester (Year 1, Semester 1). You may refer to the Student Portal for your timetable from **7 Aug (Wed)** onwards. Classes will begin on the week of **12 Aug (Mon)**.

Check the Student Portal and your Canvas account regularly for updated information about your classes. Study materials will be published on Canvas a few weeks before the term begins.

Programme	Course Code	Course Title	Day/Evening Mode	Course Mode
FTACCMJ1	ACC201	Financial Accounting	Day	Face-to-face
FTFNCEMJ1	ACC202	Financial & Managerial Accounting	Day	Face-to-face
FTFNCEMJ1	ANL252	Python for Data Analytics	Day	Face-to-face
FTACCMJ1, FTBSBAMJ1	BUS100	Business Skills and Management	Day	Face-to-face
FTPSSMJ1	BUS104	Organisational Behaviour in the Technology Era	Evening	Online
FTACCMJ1, FTBSBAMJ1, FTFNCEMJ1, FTHRMMJ1, FTMKTGMJ1, FTSCMMJ1	BUS105	Statistics	Day	Face-to-face
FTCHSMJ1	CHS101	Fundamentals of Academic Writing (基础学术写作)	Day	Face-to-face
FTCHSMJ1	CHS103	Modern Chinese (现代汉语)	Day	Face-to-face
FTCHSMJ1	CHS213	Chinese Writers and Singapore in the Early 20th Century: Selected Writers (20 世纪上半叶中国南来作家与新加坡)	Day	Face-to-face
FTECEMJ1	ECE100	Children, Care and Education: Issues and Contexts	Day	Face-to-face
FTECEMJ1	ECE105	Supporting Children's Well-Being and Joyful Learning	Day	Face-to-face
FTECEMJ1	ECE200	Supporting Sensory and Motor Development	Day	Face-to-face
FTFNCEMJ1	ECO202	Economic Ideas and Models for Business	Day	Face-to-face
FTHRMMJ1	HRM203	Human Behaviour in Organisations	Day	Face-to-face
FTHRMMJ1	HRM231	Employment Law and Industrial Relations	Day	Face-to-face
FTBICTMJ1	ICT101	Computational Thinking	Day	Face-to-face
FTBICTMJ1	ICT114	Computer Architecture	Day	Face-to-face
FTBICTMJ1	ICT133	Structured Programming	Day	Face-to-face
FTBICTMJ1	ICT246	Operating Systems	Day	Face-to-face
FTSCMMJ1	LOG201	Supply Chain Management	Day	Face-to-face
FTSCMMJ1	LOG203	Inventory Management	Day	Face-to-face
FTBSBAMJ1, FTMKTGMJ1, FTSCMMJ1	MKT202	Marketing Management	Day	Face-to-face

Programme	Course Code	Course Title	Day/Evening Mode	Course Mode
FTACCMJ1, FTBSBAMJ1, FTFNCEMJ1, FTSCMMJ1, FTCHSMJ1, FTPSYMJ1	NCO101	Living with Community	Day	Face-to-face
FTECEMJ1, FTHRMMJ1, FTMKTGMJ1, FTPSSMJ1, FTSWKMJ1	NCO102	Effective Writing	Day	Face-to-face
FTACCMJ1, FTBSBAMJ1, FTFNCEMJ1, FTSCMMJ1, FTPSYMJ1	NCO103	Listen and Be Heard: Effective Communication through Storytelling	Day	Face-to-face
FTMKTGMJ1, FTSWKMJ1	NCO111	Work and Learning in a Changing World	Day	Face-to-face
FTECEMJ1, FTHRMMJ1, FTMKTGMJ1, FTPSSMJ1, FTSWKMJ1	NCO201	Learn to Learn, Learn for Life	Day	Face-to-face
FTECEMJ1, FTHRMMJ1, FTMKTGMJ1, FTPSSMJ1, FTSWKMJ1	NCO203	Critical Thinking and Problem Solving	Day	Face-to-face
FTACCMJ1, FTBICTMJ1, FTCHSMJ1, FTPSYMJ1	NCO205	User-Centred Design: Human Factors and Design Thinking	Day	Face-to-face
FTPSSMJ1	PSS101	Introduction to the Singapore Legal System	Day	Face-to-face
FTPSSMJ1	PSS103	Crime, Justice and Punishment	Day	Face-to-face
FTPSYMJ1	PSY107	Introduction to Psychology 1	Day	Face-to-face
FTPSYMJ1	PSY108	Introduction to Psychology 2	Day	Face-to-face
FTPSYMJ1	PSY213	Mental Health and Well-being in Singapore	Day	Face-to-face
FTBICTMJ1	SST101	Principles of Project Management	Day	Face-to-face
FTSWKMJ1	SWK100	Development of Social Work and Social Services in Singapore	Day	Face-to-face
FTSWKMJ1	SWK102	Human Growth and Lifespan Development	Day	Face-to-face

Note: According to Study Plan, FTECEMJ1 3-year Track students need not take ECE105 & ECE200

Legend			
FTACCMJ1	Accountancy	FTECEMJ1	Early Childhood Education
FTBSBAMJ1	Business Analytics	FTHRMMJ1	Human Resource Management
FTFNCEMJ1	Finance	FTSWKMJ1	Social Work
FTMKTGMJ1	Marketing	FTCHSMJ1	Chinese Studies
FTSCMMJ1	Supply Chain Management	FTPSSMJ1	Public Safety and Security
FTBICTMJ1	Information and Communication Technology	FTPSYMJ1	Psychology

Preparatory Courses For Your University Journey

Online courses are included as part of your preparatory programme to help prepare you for your studies at SUSS.

ONLINE	ACCESS VIA	MUST I DO THIS?	COMPLETE BY
<p style="text-align: center;">SD104_FT_JUL24: Essentials of Academic Integrity</p> <p>This course introduces you to the importance of upholding academic integrity. It explains what plagiarism and other forms of academic dishonesty entail, and how to avoid committing them.</p> <p>You will also receive various tips, and there will be exercises on how to give appropriate credit to the ideas and findings of others in your own work.</p>	<p>Complete via Canvas with your MyMail account: https://canvas.suss.edu.sg</p> <p>The course will be uploaded to your Canvas account a few weeks before the semester begins. Course will begin on 12 Aug (Mon), 0000hrs.</p>	Compulsory	2 Nov (Sat), 2359hrs

English Language Support Programmes

Core Learning offers various programmes, including the English Proficiency Programme, Writing Coaches, and Workshops to enhance our students' English language skills.

If you are keen to learn more about other English Language Support Programmes, please visit <https://www.suss.edu.sg/english-language-support>.

English Proficiency (EP) Programme

English Proficiency (EP) Programme consists of 5 self-paced courses, including a diagnostic course SDE101 together with 4 language enhancement course (LECs) that target at different aspects of language skills – SDE102 Developing Academic Writing Skills, SDE103 Grammar, SDE104 Academic Reading and SDE105 Academic Writing.

For details about the EP programme, please visit <https://www.suss.edu.sg/ep-programme>.

SDE103 (Grammar) and SDE104 (Academic Reading)

All MHA-sponsored officers studying the full-time Bachelor of Public Safety and Security program are required to pass both SDE103 and SDE104 as part of the graduation requirements. More details will be provided via email.

Writing Coaches

The SUSS Writing Coaches service is designed for students who need individualised help to improve their English writing skills, e.g., writing techniques, use of citations etc. Our specially trained writing coaches will provide students with individualised one-to-one coaching on academic writing. Students are required to book the coaching sessions that are available on a first-come-first serve basis throughout the semesters.

To book a consultation or find out more details about the Writing Coaches, please visit <https://www.suss.edu.sg/workshops>.

Writing Workshops

Core Learning offers workshops to enhance our students' skills in essay and research writing.

For details about the Writing Workshops, please visit <https://www.suss.edu.sg/workshops>.

Credit Exemption

For GCE A-Level Graduates:

Every A grade at H2 Level will entitle you to one 5 cu credit waiver, up to a maximum of 10 cu waiver of specific SUSS Core Curriculum courses.

- First 5 cu waiver: NCO201: Learn to Learn, Learn for Life
- Second 5 cu waiver: NCO103: Listen and Be Heard: Effective Communication through Storytelling

For Polytechnic Diploma Graduates:

The new credit exemption framework is applicable to part-time and full-time undergraduates who are local polytechnic graduates and admitted into SUSS from July 2024 intake onwards. It is a prerequisite for students to complete your polytechnic diploma within the preceding 5 years from the date of admission into SUSS.

You will be eligible to receive a credit exemption of up to 50 cu distributed across three distinct course categories, namely (a) SUSS Core Curriculum, (b) Free Electives and (c) Major / Second Major / Minor / Specialisation. [View the list of FAQs on Credit Exemption](#)

SUSS CORE CURRICULUM

You will be entitled to a 15 cu credit waiver of the following SUSS Core Curriculum courses if your polytechnic CGPA is at least 3.50*.

- NCO103: Listen and Be Heard: Effective Communication through Storytelling
- NCO201: Learn to Learn, Learn for Life
- NCO205: User-Centred Design: Human Factors and Design Thinking

FREE ELECTIVES

You will be entitled to a 5 cu credit waiver for Free Electives for local polytechnic graduates who meet SUSS admission requirements.

Eligible students may receive an additional 5 cu credit recognition if you have attempted and completed a bundle of 5 UniLearn courses (1 cu each).

MAJOR / SECOND MAJOR / MINOR / SPECIALISATION

You may be entitled up to 10 cu credit recognition for courses relevant to your degree programme, if your polytechnic CGPA is at least 3.60*.

For additional credit recognition (up to 20 cu) in selected courses, you may sign up for the [Challenge Examinations](#).

**Please note that we do not accept appeals if your CGPA do not meet the minimum requirement.*

Credit Exemption

For Other Pre-University Institutions Graduates:

FREE ELECTIVES

Eligible students may receive 5 cu credit recognition, if you have attempted and completed a bundle of 5 UniLearn courses (1 cu each).

MAJOR / SECOND MAJOR / MINOR / SPECIALISATION

For additional credit recognition (up to 20 cu) in selected courses, you may sign up for the [Challenge Examinations](#).

You may refer to the **Student Portal > Student Academic Profile** to know if you are awarded a credit waiver.

Refer to this page for more information on Credit Waiver: <https://www.suss.edu.sg/full-time-undergraduate/admissions/pre-qualifications/credit-waivers-credit-recognitions>

Study Space & Sports Facilities on Campus

Spaces are available for SUSS students to use for study-related purposes. These include Seminar Rooms and library spaces.

Students may book to use the fitness gym on campus.

Click [here](#) to find out more about the available study spaces and gym facilities on campus.

Time Off From Class

Students who wish to apply for Time Off From Class should take note that application is submitted on a course level basis for approval by the respective Schools. Time Off From Class application processes and policies differ across the courses offered by the respective Schools.

Students need to check which course(s) they are unable to attend during the intended Time Off From Class period, and submit their request(s) for the course(s) accordingly.

Details on Time Off From Class application processes and policies will be posted in Announcement section under each enrolled course on Canvas. Students should always refer to the most updated announcements posted on Canvas to ensure a smooth processing of their Time Off From Class request(s) by the respective Schools.

For any other enquires on Time Off From Class related matters, students may also contact Student Services via email at students@suss.edu.sg for further assistance.

Tuition Fees and Miscellaneous Fees

The tuition fees payable for each semester are dependent on the number of courses that you take. Course fees cover all study materials (textbooks), classes, assignments, and examinations. They do not include fees for other items specified by SUSS from time to time.

An annual miscellaneous fee is payable in the first semester of each academic year. The miscellaneous fees consist of items such as CLASS copyright licensing fees, computer fees, student insurance, etc. For more information on the Student Insurance Scheme, please visit the website: <https://www.suss.edu.sg/full-time-undergraduate/admissions/student-insurance-scheme>

MISCELLANEOUS FEES		
Singapore Citizens	Singapore Permanent Residents	International Students
S\$200.00 (Excluding GST)		S\$380.00 (Excluding GST)

The tuition fees for academic year 2024 are as follows:

ACCOUNTANCY COURSES	FEE PER COURSE				
	Subsidised				Unsubsidised Fees [#]
	Singapore Citizens	Singapore Permanent Residents	ASEAN International Students [#]	All Other International Students [#]	
2.5 cu	S\$429	S\$686	S\$931	S\$1,044	S\$1,908
5 cu	S\$857	S\$1,371	S\$1,861	S\$2,089	\$3,815
10 cu	S\$1,714	S\$2,742	S\$3,723	S\$4,178	S\$7,630

NON-ACCOUNTANCY COURSES	FEE PER COURSE				
	Subsidised				Unsubsidised Fees [#]
	Singapore Citizens	Singapore Permanent Residents	ASEAN International Students [#]	All Other International Students [#]	
2.5 cu	S\$408	S\$682	S\$927	S\$1,040	S\$1,979
5 cu	S\$815	S\$1,363	S\$1,854	S\$2,081	\$3,957
10 cu	S\$1,630	S\$2,726	S\$3,707	S\$4,160	S\$7,914

ESTIMATED TOTAL FEES (FOR 4 YEARS)		
Nationality	Accountancy	All Other Programmes
Singapore Citizens (Subsidised)	S\$33,640	S\$30,000
Singapore Permanent Residents (Subsidised)	S\$53,800	S\$50,400
ASEAN International Students (Subsidised)[#]	S\$73,000	S\$68,400
All Other International Students (Subsidised)[#]	S\$82,000	S\$76,800
Unsubsidised Fees[#]	S\$137,340	S\$134,070

The subsidised fees for Singapore Citizens and Singapore Permanent Residents exclude GST as this is separately subsidised by the government.

[#]The amounts listed for International Students (IS) and Unsubsidised Students are inclusive of prevailing GST.

The Association of Southeast Asian Nations (ASEAN) consists of the following Member States: Brunei Darussalam; Cambodia; Indonesia; Lao PDR; Malaysia; Myanmar; Philippines; Singapore; Thailand; Viet Nam. For more information, please refer to <https://asean.org/member-states/>.

If there is a change in your nationality anytime during your studies with SUSS, please inform Student Services via email at students@suss.edu.sg upon receiving your new identification card, as it has an impact on the tuition fees payable. For example:

- Singapore Permanent Residents to *Singapore Citizens*, or
- International Students to *Singapore Permanent Residents*

Tuition Grant

The Tuition Grant scheme (TGS) was introduced by the Singapore Government to subsidise tertiary education in Singapore.

It is extended to Singapore Citizens, Singapore Permanent Residents and International Students enrolled in full-time undergraduate programmes at SUSS. Students who are awarded the TGS will pay the subsidised tuition fees.

All Singapore Citizen full-time students will automatically be granted the Tuition Grant and no further action is required from you.

Singapore Permanent Resident and International Students (SPR/IS) who have opted to receive the Tuition Grant (TG) are required to do the following:

DETAILS	PERIOD	DETAILS
Pre-Application	By 30 Aug (Fri)	<p>You are required to complete two (2) pre-application steps before applying for TG:</p> <ol style="list-style-type: none"> 1. Get your Singpass ready 2. Gather Sureties' Information & Photo Identity Documents (ID) <p>Refer to the TG Pre-Application Process here: https://go.gov.sg/tg-pre-application</p>
Freshmen Briefing	20 Aug (Tue)	TG applicants are required to attend the freshmen briefing in person. More details will be provided at a later date.
Online TG Application	03 Sep (Tue) to 10 Sep (Tue)	<p>TG Application is to be submitted via MOE TG&S portal</p> <p><i>*More details will be provided via email in August.</i></p>
Tuition Grant Agreement Signing Exercise	Tentatively 11 Sep (Wed) to 26 Sep (Thu)	Email notifications will be sent to you and your sureties to sign the TG agreement online, after the TG application window closes.

TG recipients (SPR/ IS) are required to work full-time for 3 years in a Singapore entity upon graduation.

For more information, you may refer to the Tuition Grant FAQ at <https://www.moe.gov.sg/financial-matters/tuition-grant-scheme> or reach out to MOE TGS via <https://go.gov.sg/tg-enquiry>.

If you have previously utilised a portion of the Tuition Grant while pursuing an undergraduate degree at another autonomous university in Singapore and did not declare this during the online application process, please inform us by sending an email to ft_admissions@suss.edu.sg by 30 Jun (Sun).

Financial Aid Schemes

There are various types of financial aid available for students in need. You may find the eligibility criteria and application details of each scheme from the website: <http://bit.ly/SUSSFinancialAid>. You will need your MyMail account to apply for financial aid on SUSS website.

You may not need to apply for every available financial aid scheme, as different organisations approve financial aid applications independently, which can result in overlapping financial deductions. Additionally, requesting a refund may take a considerable amount of time due to the verification processes required by the respective organisations.

FINANCIAL AID SCHEMES	FORMS	START DATE	SUBMIT BY
To Offset Tuition Fees			
Central Provident Fund (CPF) Education Loan Scheme	Online application via CPF website using Singpass. Click here for the FAQ.	3 Jul (Wed)	29 Jul (Mon)
MOE Tuition Fee Loan (TFL)	Online application via DBS Digibank app. More information here: http://bit.ly/SUSSFinancialAid	1 Jun (Sat)	30 Jun (Sun)
MOE Study Loan (SL)	Online application via SUSS website. More information here: http://bit.ly/SUSSFinancialAid		
Selected Study Grants, Study Awards, Other Bursaries			
Post-Secondary Education Account (PSEA) Scheme	Online application via website using Singpass: Standing Order: https://go.gov.sg/psea-standing-order Ad-Hoc Application (Own Account): https://go.gov.sg/psea-withdrawal-suss1 Ad-Hoc Application (Sibling's Account): https://go.gov.sg/psea-withdrawal-suss2	1 Jun (Sat)	30 Jul (Tue)
Mendaki Tertiary Tuition Fee Subsidy (TTFS)	Online application via Mendaki website: https://my.mendaki.org.sg/	15 May (Wed)	15 Jul (Mon)

¹PSEA

Students are strongly encouraged to keep PSEA funds to pay for other activities in future semesters e.g. Global Learning.

If you have a Standing Order for withdrawal of PSEA funds for payment of fees at a previous institution but do not wish to use your funds for tuition fee payment at SUSS, please terminate your Standing Order here: <https://go.gov.sg/psea-so-termination>

For more details, refer to the PSEA FAQ Section on Page [30](#).

Financial Aid Schemes

FINANCIAL AID SCHEMES	FORMS	START DATE	SUBMIT BY
To Aid Students' Living Allowances			
Higher Education Bursary ² <i>(for Singapore Citizens only)</i>	Online application via SUSS website. More information here: http://bit.ly/SUSSFinancialAid	1 Jun (Sat)	30 Jun (Sun)
Higher Education Community Bursary ² <i>(for Singapore Citizens only)</i>			
SUSS Monthly Financial Assistance Scheme			
SUSS Student Care Fund	Online application via SUSS website all year around		

²Higher Education Bursary & Higher Education Community Bursary

The Higher Education Bursary and Higher Education Community Bursary are meant to defray living expenses, and not to offset tuition fees directly. The disbursement period is after tuition fee invoice due date of 15 Sep (Sun).

For successful applicants, the **Higher Education Bursary** or **Higher Education Community Bursary** will be disbursed by end Oct 2024. You will be notified of the outcome of your application by end Aug 2024.

External Scholarships and Bursaries

External scholarships and bursaries supported by government agencies, external corporations and organisations are also available. For the full list, please visit the website: <https://www.suss.edu.sg/full-time-undergraduate/admissions/external-scholarships-awards>

Modes of Payment

If you have applied for financial aid schemes that will offset your tuition fees and are pending approval status, you do not need to make the payment for your tuition fees. You should proceed to make the payment for your miscellaneous fees first by **15 Sep (Sun)**. Please refer to the matriculation step-by-step guide for the different scenarios on how to proceed with your payment.

You may check your updated tuition fee balance via Student Portal, under **E-Services > View Outstanding Invoice and Make ePayment** from September onwards after the financial aid schemes are approved.

If you are not applying for any financial aid schemes that will offset your tuition fees, you may make the payment for your tuition fees and miscellaneous fees via various modes of payment. You may check the payment modes here: <https://www.suss.edu.sg/payment-modes>

Information for International Students

Student's Pass

All full-time international students are required to hold a valid Student's Pass issued by the Singapore Immigration & Checkpoints Authority (ICA). Your offer of admission to SUSS is conditional upon your successful application of your Student's Pass. Please refer to the requirements via [ICA's website](#).

SUSS will submit all international student names in ICA's SOLAR system. Once submitted, you will be notified to apply for your Student's Pass via ICA's SOLAR system. Upon approval, you will be issued the In-Principle Approval (IPA) letter, which you need to download and print from the SOLAR system.

Before you can be issued with the Student's Pass, you are required by ICA to undergo a medical examination which includes tests for Tuberculosis and the Human Immuno-deficiency Virus (HIV). Upon clearing this medical examination and certified fit to study in Singapore, you will be issued with a medical report. Please submit your medical report online via ICA SOLAR for the completion of the Student's Pass formalities with ICA.

If you do not pass the medical examination, you will not be granted admission to SUSS and must return to your home country at your own expense. Once you have recovered from treatment, your re-application for a Student Pass will be subjected to ICA's review again and there is no confirmation that you will be granted the pass in time to enroll in the programme before it commences in your desired enrolment intake. Please refer to the requirements on ICA's website.

For international students who do not require an entry visa to Singapore, you will only need to show your passport and disembarkation card to get through Singapore immigration.

For international students who require an entry visa to Singapore, the IPA letter will serve as a single-trip entry visa upon arrival in Singapore. Please show your passport, disembarkation card and the IPA letter to the Duty Officer at the Immigration Checkpoint when arriving Singapore. You will be issued a short-term Social Visit Pass.

Overstaying is a punishable offence under the Immigration Act. You are to take note of the expiry dates of the IPA letter/Social Visit Pass and complete the formalities in getting the Student's Pass before the period of stay expires. It is also your responsibility to apply for an extension of the Student's Pass at least one (1) month before it expires. A full-time student is deemed to be residing illegally in Singapore if he/she does not have a valid Student's Pass.

According to the conditions stated by ICA, an international student must surrender the Student's Pass within 7 days of the date of cessation or termination of studies. Those who surrender at ICA (Visitor Services Centre, ICA Building Level 4) will be granted a short-term visit pass to allow them to exit the country. If you intend to leave Singapore upon completion of your studies, you may surrender it with a [cancellation form](#) to the Immigration Officer at the checkpoint. For students who are overseas, you may return the Student's Pass and cancellation form to ICA by registered post to the following address:

Officer-In-Charge
Visitor Services Centre
Immigration & Checkpoints Authority
ICA Building
10 Kallang Road
#04-00
Singapore 208718

Information for International Students

Additional Measures

All existing Student Pass (STP) holders, and those who have been granted the In-Principle Approval (IPA) Letter, must check the latest information provided by Immigration & Checkpoints Authority (ICA) when they are planning to enter Singapore.

You must comply with the prevailing border control measures and public health requirements. Do factor in time for required quarantine order (if any, depending on country of departure), as well as semester commencement date.

Please refer to ICA website (<https://www.ica.gov.sg/enter-transit-depart>) for the latest information.

Estimated Living Expenses

The estimated living expenses in Singapore vary across individuals. You may use [EDB's Cost of Living Calculator](#) for an estimate based on your lifestyle preferences.

International Student Support

1. Pre-Arrival Information

Details of course information, accommodation options, visa requirements, and student insurance details are available via these weblinks:

- <https://www.suss.edu.sg/full-time-undergraduate/international-students>
- <https://www.suss.edu.sg/current-students/insurance-scheme-for-graduate#Hospitalisation-Surgical>

2. Peer Mentoring Programmes

Incoming international students will have the opportunity to be mentored by experienced current students to provide guidance on navigating the campus, understanding academic requirements, and offering cultural insights.

This personalised support system aims to help international freshmen integrate into the academic and social fabric of the university.

3. International Student Accommodation

SUSS does not provide student accommodation, but we offer a list of recommended student housing operators to ensure students have access to a variety of suitable housing options that are safe and comfortable. The list of student housing operators can be found in the weblink below.

- <https://www.suss.edu.sg/docs/default-source/contentdoc/src/ft-hostellist.pdf>

4. Freshmen Orientation Day

International students can look forward to the following during the Freshmen Orientation Day:

- Academic Guidance: Information on course registration procedures, academic support services, and study resources to aid in academic success from the outset.
- Campus Resources: Overview of campus facilities, such as libraries, student spaces, and recreational areas, along with guidance on accessing campus amenities and services.
- Safety and Well-being: Information on support systems for physical and mental health concerns to promote a secure and healthy campus experience.
- Social Integration: Suggestions for getting involved in campus clubs, organisations, and social events to facilitate networking and building connections with peers.

5. International Students' Onboarding Day Programme

This Onboarding programme is a networking session and platform for international students to engage in discussions and activities aimed at facilitating their assimilation into SUSS.

It aims to provide opportunities for students to connect, share experiences, and build friendships, fostering a sense of belonging within the university community.

The programme will also provide insights into local customs, traditions, and cultural norms to help international students adapt to Singapore culture by fostering cross-cultural understanding.

Student Orientation: 3 Aug (Sat)

Join the Orientation programme to onboard yourself to SUSS and:

1. Get **Introduced**

- Meet your Deans and Head of Programmes and other key staff
- Sign up and participate in Campus Tour programmes to get yourself familiar with the campus grounds

2. Get **Inducted**

- Know your senior SUSS students and course mates through engaging sessions
- Explore the Student Life Fair event to find out more about how the different SUSS Advocacy Groups, Interest Groups and Competition Groups will enrich your student life experience

3. Get **Informed**

- Learn about the various programmes, resources and initiatives that are available to help you achieve your academic goals and enrich your student experience
- Learn about the resources and services available to support your holistic well-being

Visit SUSS Orientation website for more information: <https://www.suss.edu.sg/orientation>

Visit SUSS Social Media Channels for the latest highlights and updates on Orientation!
Join the SUSS Student Life Telegram channel for updates on student activities!

Click the icons below to join these channels:



Personal Development Experience

Personal Development Experience is a graduation requirement for all Full-Time SUSS students. All students must complete this within their first academic year.

Personal Development Experience comprises of the following 3 components:

1. **Experiential Teambuilding (ETB) Programme**
2. **Student SUcCeSS Centre (SSC) Learning Prospectus[^]**
3. **Freshmen Pulse Check[^]**

Experiential Teambuilding (ETB) Programme

ETB provides an experiential platform for all full-time undergraduate students to kick-start their university journey through a common experience. Students can look forward to various experiential activities designed to promote cohesion and collaboration, as well as gain a deeper understanding of self, team, community and SUSS values.

Students are required to attend **either one** of the following ETB runs:

- Run 1: 15 Jul – 17 Jul 2024
- Run 2: 25 Jul – 27 Jul 2024
- Run 3: 29 Jul – 31 Jul 2024

Registration will open from:

- 10 Jun to 28 Jun 2024 (For JAP W1)
- 1 Jul to 8 Jul 2024 (For JAP W2)

Students who received their admission offer after **18 Jun 2024 will attend ETB 2025 instead.*

The registration process comprises of 2 phases:

a) **Phase 1: Course Registration and Health Declaration Period**

Students must complete a health declaration and select their ETB run. ETB run selection is on a first-come-first serve basis.

b) **Phase 2: Medical Clearance Period**

Students with declared medical conditions will be required to seek medical clearance before attending ETB. This may include visiting a doctor.

Students must clear these 2 phases before attending their selected ETB run.

Student SUcCeSS Centre (SSC) Learning Prospectus[^]

The SSC Learning Prospectus aims to help students develop personal competencies in the domains of 'Unique Individual' and 'Care for Self and Others'.

Freshmen Pulse Check[^]

The Freshmen Pulse Check will be held in the Jan 2025 semester. It serves as a touchpoint session with new students to facilitate a supportive environment for new students and understand how they are coping after 1 semester at SUSS.

Students with special needs who require accommodations are requested to contact sensupport@suss.edu.sg.

Students are reminded to check both personal and SUSS email accounts (when available) regularly, as emails may be sent to either of the accounts. Please email to studentlife@suss.edu.sg for any concerns.

[^]More information on the SSC Learning Prospectus and Freshmen Pulse Check will be shared during the ETB programme.

Experiential Teambuilding (ETB) Programme

1. COURSE DATES

1.1. The course dates are shown in the table below. Students are allowed to [register for only ONE \(1\) run](#).

Run No.	Course Dates*	Course Duration	Course Quiz Period
1	15 Jul – 17 Jul 2024	3 Days + 1 ETB Course Quiz	1 Jul, 12pm to 2 Aug 2024, 12pm
2	25 Jul – 27 Jul 2024		
3	29 Jul – 31 Jul 2024		

*Students must be available for the entire course duration of the selected run

1.2. Limited slots are available for each run, and registration is on a first-come-first-serve basis.

1.3. Students are not allowed to switch runs once the selection is confirmed.

2. REGISTRATION DEADLINES

2.1. The registration process is conducted in two phases:

- Phase 1 (Course Registration and Health Declaration Period); and
- Phase 2 (Medical Clearance Period – For students with medical conditions).

2.2. Students with medical conditions must clear both Phases by the stipulated deadlines specified in the following table, before attending their selected ETB run.

Phase 1 (Course Registration and Health Declaration Period)	Phase 2 (Medical Clearance Period – For students with medical conditions)
JAP Window 1: 10 Jun, 12pm – 28 Jun 2024, 12pm	Run 1: From point of registration till 10 Jul 2024, 12pm
JAP Window 2: 1 Jul, 12pm – 8 Jul 2024, 12pm	Run 2: From point of registration till 22 Jul 2024, 12pm
Note: Students will select their preferred run on a first-come-first-serve basis.	Run 3: From point of registration till 24 Jul 2024, 12pm

3. PHASE 2: MEDICAL CLEARANCE PERIOD

3.1. Safety is a priority for the ETB programme. All students must complete their Health Declaration via the registration portal during Phase 1 (Course Registration and Health Declaration Period).

3.2. During Phase 2 (Medical Clearance Period), students with declared medical conditions will be required to visit a doctor and provide the necessary supporting documents before they are allowed to participate in ETB. More information on the health declaration process and required supporting documents will be provided during the registration process.

3.3. SUSS Student Life (STL) will review the supporting documents within 5 working days.

3.4. Students who are required to visit a doctor are strongly encouraged to do so at the earliest time possible after completing their Health Declaration, as students will not be allowed to attend ETB until the relevant supporting documents are submitted and cleared by STL.

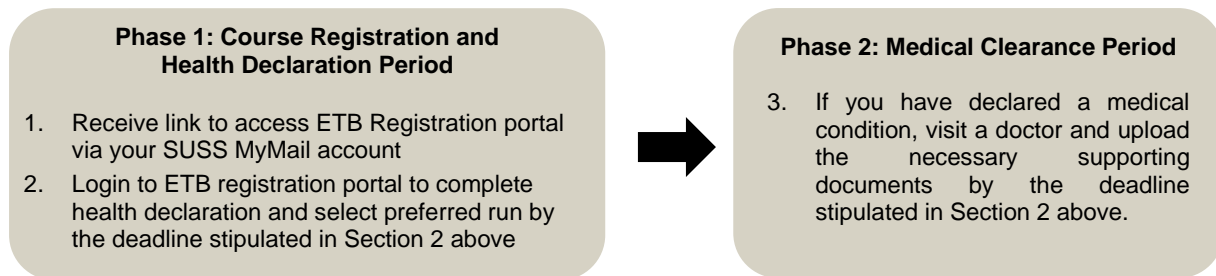
4. PERSONAL DEVELOPMENT EXPERIENCE VIRTUAL BRIEFING

- 4.1. Students are strongly encouraged to attend either one of the following virtual briefings, to find out more about the Personal Development Experience graduation requirement:
- 5 Jun (Wed): 7:30pm - 9.00pm
 - 27 Jun (Thu): 7:30pm - 9.00pm
- 4.2. Students may register via <https://tinyurl.com/2024PDEBriefing>, or by scanning the QR code.
- 4.3. An email will be sent to registered participants with more information on this virtual briefing.



5. HOW TO REGISTER

- 5.1. Follow the steps in this flowchart to enrol in the course:



- 5.2. Students' participation for ETB will be confirmed only upon completion of the above registration steps by the respective deadlines.

6. PERSONAL DEVELOPMENT EXPERIENCE REQUIREMENTS

- 6.1. To clear the Personal Development Experience graduation requirement, you are required to complete the following components:
- a) ETB Programme
 - Achieve at least 75% attendance for the ETB programme (absence must be substantiated with valid reasons)
 - Participate actively in the ETB programme
 - Pass the ETB Course Quiz
 - b) SSC Learning Prospectus
 - Attend at least 1 workshop from 'Unique Individual' or 'Care for Self and Others' domain within your first academic year. More details will be made shared during ETB.
 - c) Freshmen Pulse Check
 - Attend 1 of the sessions to be held in January 2025 semester. Details will be made known closer to date.

7. FOR MORE INFORMATION

- 7.1. For more information on the Personal Development Experience, visit us at our website via this [link](#) or by scanning this QR code:
- 7.2. For queries, please contact SUSS Student Life at studentlife@suss.edu.sg



Student Wellness

Student Life offers students diverse platforms to cultivate positive connections and relationships, enhance self-awareness and emotional intelligence, build resilience, and take ownership of their well-being for personal growth and happiness.

Student Life aims to foster an inclusive, sustainable, and enabling well-being culture to maximise the personal success of SUSS students.

By integrating the CARE framework (Connection - Awareness - Resilience - Empowerment) into its well-being programmes, Student Life emphasises on four dimensions of wellness: Mental and Emotional Well-being, Physical Well-being, Intellectual and Occupational Well-being, and Social Well-being.

Stay updated on the latest updates, programmes, and workshops by subscribing to the [Student Life Telegram channel](#).

Peer Supporters (SUSS OWLs)

The SUSS Peer Supporters, also referred to as SUSS OWLs (Our Well-being Listeners), are a group of trained students collaborating with Student Life to actively promote social, emotional, physical, and mental well-being through outreach initiatives; and provide a listening ear to peers in need.

The OWLs' key activities include:

- Provide peer support by being a listening ear for students in Here to Hear (H2H) sessions.
- Organise and coordinate well-being workshops.
- Facilitate experiential wellness events.
- Promote awareness on the importance of mental wellness through social media.

Reach out to the OWLs through the following communication channels:

- Instagram: [@suss.owls](#)
- LinkedIn: [SUSS Our Well-being Listeners \(OWLs\)](#)
- Email for H2H sessions (individual): sussowls.h2h@gmail.com
- Email for collaboration opportunities: suss.owls@gmail.com

Special Needs Support

Supporting Students with Special Needs

SUSS strives to promote an inclusive and accessible learning environment for all our students regardless of their abilities and backgrounds.

We understand that students with disabilities or special needs may require additional support to be able to participate fully in the University. Hence, the SEN Support team is set up to facilitate learning accommodations and accessibility support requests for all SUSS students.

Students can reach out to sensupport@suss.edu.sg should they have any queries. For more information, visit the [SEN Support webpage](#).

Student Advocates for Disability Inclusion & Accessibility

SUSS SEALS (Special Education and Accessible Learning Supporters) is a student advocacy group championing inclusion and accessibility for and with Persons with Disabilities (PWDs) through meaningful student-led initiatives.

Students who would like to gain better understanding of disability awareness and appreciation for accessibility can look forward to participating in the various programmes and events organised by SEALS.

Past SEALS' initiatives include:

- Inclusion Trail @ Campus
- Peer Notetaking
- Deaf Culture Awareness workshop

Members recruitment and selection are conducted once a year, and all students who are passionate to advocate for the cause are welcome to apply. To find out more about SUSS SEALS, follow them on Instagram at [@suss.seals](#).



Withdrawal

Students who wish to withdraw from the University must inform us by **11 Aug (Sun)**.

Submit the **completed Withdrawal Form** (included in this Matriculation Booklet) along with your **full name and PI No.** to ft_admissions@suss.edu.sg.

Refund Policy

For newly enrolled students, if written notice of withdrawal or deferment is given within 2 weeks of semester commencement, a full refund of the fees paid will be given. No refund will be given for withdrawal or deferment thereafter.

Current students who leave the University after the fee payment deadline for the semester, either through withdrawal on their own accord or termination of candidature by the University, will be liable to pay fees for the entire semester.

To expedite the administrative process, you are strongly encouraged to submit your notice of withdrawal or deferment to the University via Student Portal.

Consumption of Tuition Grant

Students who withdraw from the University after semester commencement (i.e., 12 Aug for Academic Year 2024/2025), either through withdrawal on your own accord or termination of candidature by the University, will be liable to pay fees for the entire semester.

Commencement of semester includes attending classes (Face-to-Face or Online delivery mode), attempting Pre-Course Online Quiz (PCOQ), Pre-Class Quiz (PCQ), and/or any other activities which are listed in the credit-bearing course deliverables.

For such cases, **tuition grant awarded for these courses may be deemed as utilised**. The consumption of Tuition Grant and/or the refund policy will be reviewed upon receipt of student's withdrawal request or termination of candidature. This will impact withdrawn students' future Tuition Grant availability at other local universities, should you be enrolled in another undergraduate programme.

Frequently Asked Questions: MOE Tuition Fee Loan (TFL)

The MOE Tuition Fee Loan (TFL) is a Government education loan to help students who require assistance to pay their tuition fees. MOE has appointed DBS Bank Ltd as the agent to administer the TFL Scheme.

How to Apply

- Please submit your TFL application using the DBS digibank mobile app from **1 Jun**.
- The bank will take approximately 7 working days to process your TFL application and thereafter inform SUSS on the status of your application. If your application is successful, SUSS will notify you by email on the balance of the course fee amount payable after receiving confirmation from the bank.

Supporting Documents for TFL Application

- Provisional Offer or Final Offer Letter of Admission (for new student)
- SUSS's student card (for existing student)
- Passport (foreign student and guarantor, where applicable)

These should be submitted as part of your application on the DBS digibank app.

For more information or assistance, please contact: **DBS Bank**, Tel: 6333 0033 (www.dbs.com.sg).

Post-Secondary Education Account (PSEA) Scheme

The PSEA scheme is part of the Government's efforts to encourage every Singaporean to complete their post-secondary education. It is administered by the Ministry of Education and is open automatically for all eligible Singaporeans.

You may contact the 24-hour automated PSEA hotline at 6260 0777 to find out your account balance, which is updated every Wednesday.

More information can be found on the PSEA website: <https://www.moe.gov.sg/financial-matters/psea>

How to Apply

Students may apply to use their own or their sibling's PSEA funds to pay fees to be incurred at SUSS.

Type of Application	Using Your Own PSEA Account	Using Your Sibling's PSEA Account
<p>Standing Order</p> <p>A Standing Order (SO) is a one-time application for automatic <u>ongoing</u> withdrawal of PSEA fund to pay for tuition and miscellaneous fees until either the fund is used up or when the SO is terminated.</p>	<p>Apply ONLINE</p> <p>URL: https://go.gov.sg/psea-standing-order</p> <p>If you are 21 years old and above, log in with your own Singpass.</p> <p>If you are below 21 years old, your parent's Singpass login is required instead.</p>	
<p>Ad-hoc Application</p> <p>The ad-hoc application is for a one-time withdrawal for a specific purpose. You will have to submit the ad-hoc withdrawal application form for each specific withdrawal.</p>	<p>Apply ONLINE</p> <p>URL: https://go.gov.sg/psea-withdrawal-suss1</p>	<p>Apply ONLINE</p> <p>URL: https://go.gov.sg/psea-withdrawal-suss2</p>
	<p>If you are 21 years old and above, log in with your own Singpass.</p> <p>If you are below 21 years old, your parent's Singpass login is required instead.</p>	

Note:

- Students are strongly encouraged to keep PSEA funds to pay for other activities in future semesters instead e.g., Global Learning.
- If you have a Standing Order for withdrawal of PSEA funds for payment of fees at a previous institution but do not wish to use your funds for tuition fee payment at SUSS, please terminate your Standing Order here: <https://go.gov.sg/psea-so-termination>

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**Refer to the MOE Tuition Fee Loan (TFL)
Supporting Document Checklist
on the next page.**

MOE-TUITION FEE LOAN

SUPPORTING DOCUMENTS CHECKLIST

Instructions

1. The MOE-TFL covers up to 90% of the subsidised tuition fee payable. It does not cover any other miscellaneous fees. You may choose any of these loan quanta: 30% / 50% / 80% / 90% of the total subsidised tuition fees.
2. Please ensure that you have submitted your TFL application online together with all the required supporting documents using the DBS digibank app.
3. Application without all the supporting documents will be deemed as incomplete and will not be processed by DBS Bank.

Supporting Documents Checklist

Applicant	<p><u>ID Documents</u></p> <ul style="list-style-type: none"> <input type="checkbox"/> Passport (for foreign students). Validity of Passport as at date of signing of agreement must be more than 6 months) <input type="checkbox"/> Notary Public Stamp (if applicant/guarantor is not in Singapore) <p><u>Other Documents</u></p> <ul style="list-style-type: none"> <input type="checkbox"/> Provisional Offer or Final Offer Letter of Admission (for new student) <input type="checkbox"/> SUSS's student card (for existing student)
Guarantor	<p><u>ID Documents</u></p> <ul style="list-style-type: none"> <input type="checkbox"/> Passport (for foreigners residing or working in Singapore only. Validity of Passport as at date of signing of agreement must be more than 6 months) <input type="checkbox"/> Notary Public Stamp (if applicant/guarantor is not in Singapore)

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Refer to the Withdrawal Form on the next page.



SINGAPORE UNIVERSITY
OF SOCIAL SCIENCES

Withdrawal Form

Please email the completed form to ft_admissions@suss.edu.sg by **11 Aug 2024 (Sun)**.
If you are withdrawing from 12 Aug 2024 (Mon) onwards, you have to submit your withdrawal through e-Services in the Student Portal.

Full Name (as per NRIC/FIN/Passport)			
NRIC/FIN/Passport No. and Student PI Number		Intake (Month/Year Enrolled)	
Programme Enrolled			
Reasons for Withdrawal			

Please **tick** or **fill up** accordingly for the following sections:

A. Matriculation Completed (via Online Matriculation Portal)

<input type="checkbox"/>	Yes
<input type="checkbox"/>	No

B. Course(s) Attempted (till date)

Course Title:		Attempted PCOQ/PCQ:	<input type="checkbox"/> Yes <input type="checkbox"/> No	Attended Class(es):	<input type="checkbox"/> Yes <input type="checkbox"/> No
Course Title:		Attempted PCOQ/PCQ:	<input type="checkbox"/> Yes <input type="checkbox"/> No	Attended Class(es):	<input type="checkbox"/> Yes <input type="checkbox"/> No
Course Title:		Attempted PCOQ/PCQ:	<input type="checkbox"/> Yes <input type="checkbox"/> No	Attended Class(es):	<input type="checkbox"/> Yes <input type="checkbox"/> No
Course Title:		Attempted PCOQ/PCQ:	<input type="checkbox"/> Yes <input type="checkbox"/> No	Attended Class(es):	<input type="checkbox"/> Yes <input type="checkbox"/> No
Course Title:		Attempted PCOQ/PCQ:	<input type="checkbox"/> Yes <input type="checkbox"/> No	Attended Class(es):	<input type="checkbox"/> Yes <input type="checkbox"/> No
Course Title:		Attempted PCOQ/PCQ:	<input type="checkbox"/> Yes <input type="checkbox"/> No	Attended Class(es):	<input type="checkbox"/> Yes <input type="checkbox"/> No

C. Financial Aid Schemes Applied/ Awarded

	Central Provident Fund (CPF) Education Loan
	ECDA Training Award (University) <i>(Applicable for ECE students only)</i>
	Mendaki Tertiary Tuition Fee Subsidy (TTFS)
	Higher Education Bursary / Higher Education Community Bursary
	MOE Study Loan
	MOE Tuition Fee Loan
	Post-Secondary Education Account (PSEA)
	Other External Scholarships/ Sponsorships/ Study Awards/ Study Bursaries (Name of External Scheme: _____)

For Official Use only:			
Student Signature	Date	Staff Acknowledgement	Date

Contact Information

NEED HELP IN?	DEPARTMENTS	OFFICE LOCATION
<ul style="list-style-type: none"> • First point of contact for student related matters 	Student Services Department students@suss.edu.sg Hotline: +65 6248 9111	SUSS, Blk C Level 1
<ul style="list-style-type: none"> • Matters related to financial aid 	Financial Aid Department financialaid@suss.edu.sg Hotline: +65 6240 8998	Operating Hours : 8.30am – 5:30pm
TECHNICAL SUPPORT		
Canvas Learning Management System: lssupport@suss.edu.sg MyMail (Email): mymailsupport@suss.edu.sg Operating Hours: 8:30am to 7:30pm (Mon to Fri), 9:00am to 1:00pm (Sat)		
CAMPUS LOCATION & FACILITIES		
To view the interactive campus map and campus facilities: https://bit.ly/SUSSCampus		
SUSS SHUT DOWN DAYS FOR AY 2024/2025		
<ul style="list-style-type: none"> • 24 Dec 2024 (Tue) 	<ul style="list-style-type: none"> • 31 Dec 2024 (Tue) 	<ul style="list-style-type: none"> • 28 Jan (Tue) to 31 Jan (Fri) 2025

Contact Information

NEED HELP IN?	SCHOOLS/ OFFICES	OFFICE LOCATION
<ul style="list-style-type: none"> Accountancy Business Analytics Finance Marketing Supply Chain Management 	School of Business (SBIZ) sbiz@suss.edu.sg	Blk 82, Levels 5-7 535A Clementi Rd Singapore 599490 (Within Ngee Ann Polytechnic campus)
<ul style="list-style-type: none"> Chinese Studies Public Safety and Security Psychology 	School of Humanities and Behavioural Sciences (SHBS) ft_shbs@suss.edu.sg	SUSS, Blk B Level 6
<ul style="list-style-type: none"> Early Childhood Education Human Resource Management Social Work 	S R Nathan School of Human Development (NSHD) ft_nshd@suss.edu.sg	
<ul style="list-style-type: none"> Information and Community Technology 	School of Science and Technology (SST) ft_sst@suss.edu.sg	
<ul style="list-style-type: none"> SUSS Core 'NCO' Courses English Language Support 	Core Learning (CL) cl_admin@suss.edu.sg English Language Support Programmes cl_epsupport@suss.edu.sg https://www.suss.edu.sg/core-learning	SUSS, Blk C Level 9 Click here for writing consultation booking
<ul style="list-style-type: none"> SUSS Core 'NIE' Courses Global Learning Service-Learning projects 	Experiential Learning (EL) el_admin@suss.edu.sg Global Learning el_global@suss.edu.sg Service-Learning el_servicelearning@suss.edu.sg	Blk 82, Annex Level 1 535A Clementi Road Singapore 599490 (Within Ngee Ann Polytechnic campus)
<ul style="list-style-type: none"> Professional Readiness Experience Personal Development Experience Student Development & Wellbeing Student Orientation Entrepreneurship Programmes 	Student SUcCeSS Centre (SSC) sscoffice@suss.edu.sg Career Development careerdev@suss.edu.sg Student Life studentlife@suss.edu.sg Entrepreneurship entrepreneurship@suss.edu.sg	SUSS, Blk C Level 1, C.1.09
<ul style="list-style-type: none"> Professional Counselling & Life Coaching Emotional Support 	C-Three counsellingservices@suss.edu.sg Hotline: +65 6248 1600 https://bit.ly/C-three	SUSS, Blk A Level 3 Room 3.05B (Click here for online consultation booking)

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 [suss.sg](https://www.youtube.com/suss.sg)

 [Singapore University of Social Sciences](https://www.linkedin.com/company/suss.sg)