

FREQUENTLY ASKED QUESTIONS (Information as of 30 September 2016)

1) **ADMISSIONS**

Q1 What are the coursework degrees administered at SDE (Coursework)?

A1 The programmes are: Master of Architecture, Master of Landscape Architecture, Master of Arts (Urban Design), Master of Science (Building Performance and Sustainability), Master of Science (Project Management), Master of Science (Real Estate), Master of Science (Integrated Sustainable Design), Master of Science (Environmental Management) and Master of Urban Planning.

Q2 What is the deadline for submitting application forms?

A2 The application deadline is 12 January for the August intake. There is one intake per year for all programmes, except the MSc(Integrated Sustainable Design), MSc(Project Management) and MSc(Environmental Mgt) programmes which have 2 intakes per year. The application deadline is 15 August for the January intake.

Q3 When can I know the outcome of my application?

A3 Applicants for the August intake will be notified via email sometime in end March/early April. Applicants for the January intake will be notified sometime in October.

Q4 What is the application process like?

A4 After the closing date, all applications will be passed to the respective Admission Panels for consideration. Some applicants may be required to attend an interview. Upon the Admission Panels' recommendations, DRGS office will put up the recommendations for approval before informing applicants of the outcome via email.

Q5 What is the main difference between coursework and research programmes?

A5 Coursework programmes require students to follow a prescribed course of study and to sit for examinations. Research degrees are awarded on the basis of supervised research, some modules taken and the submission of a thesis for examination. For further details on research programmes, please email Ms Nor'Aini Binte Ali at sdna@nus.edu.sg.

Q6 Can I apply for both research and coursework postgraduate programmes at the same time?

A6 The application processing is done separately for coursework and research programmes. Candidates should make a decision to apply for only one coursework / research programme. This is to prevent situations when the candidate is offered admission while other application outcome is still pending. The applicant will have to make a difficult decision whether to accept or reject the first offer before the acceptance deadline.

Q7 Can I find out more details about the programmes?

A7 Applicants can contact the Programme Directors re. details on field trips, accreditation, modules etc.:

MA(Urban Design)	-Mr Low Boon Liang	akilowbl@nus.edu.sg
Master of Architecture	-A/P Tan Teck Kiam	akitantk@nus.edu.sg
Master of Landscape Architecture	-A/P Tan Puay Yok	akitpy@nus.edu.sg
MSc(Building Performance and Sustainability)	-Prof Chandra Sekhar	bdqscs@nus.edu.sg
MSc(Project Management)	-A/P Lim Pin	bdqlp@nus.edu.sg
MSc(Real Estate)	-A/P Lum Sau Kim	rstlumsk@nus.edu.sg
MSc(Integrated Sustainable Design)	-Prof Stephen Lau	akilssy@nus.edu.sg
MSc(Environmental Management)	-A/P Sekhar Narayana Kondepudi	bdqsnk@nus.edu.sg
Master of Urban Planning	-Prof Jurgen Rosemann	akijurge@nus.edu.sg

Q8 Can you tell me the time-tables/schedules for the classes?

A8 Timetables/schedules of the classes are available from:

Ms Denise Chua	akicsmd@nus.edu.sg	-Master of Architecture -Master of Landscape Architecture -MA(Urban Design) -MSc(Integrated Sustainable Design)
Mdm Tamilchelvi	bdqtp@nus.edu.sg	-MSc(Building Performance and Sustainability) -MSc(Project Management)
Ms Yvonne Yong	rstyal@nus.edu.sg	-MSc(Real Estate)
Ms Nur Rahayu Bt Thaifoddin	sdentrt@nus.edu.sg	-MSc(Environmental Management)
Ms Katherine Chong	akickp@nus.edu.sg	-Master of Urban Planning

Q9 What are the requirements for the Masters programmes by coursework?

A9 Please refer to http://www.sde.nus.edu.sg/acad/SDE_Grad_ByCoursework.html or the programme requirements. Applicants should have at least a good Bachelor's degree with Honours in the relevant field and 2 years' of relevant working experience.

Q10 I do not have much work experience. Can I still apply for the programme?

A10 Usually some experience in professional practice will be an advantage for applicants. The office is unable to comment on applicant's chances of being offered the programmes, as all applications are considered on a case-to-case basis. Neither is the office obliged to reveal the identities of the admission panel members.

Q11 Who can I approach to fill the referee report forms?

A11 Academic or employer referees are acceptable.

Q12 Can I apply for 2 coursework programmes at the same time?

A12 No, applicants should decide on only one programme for each intake.

Q13 What are the TOEFL requirements for the programmes?

A13 If applicants' medium of undergraduate instruction is not in English, applicants must submit TOEFL/IELTS score sheets as evidence of their proficiency in the English Language. All applicants for the NUS Graduate Scholarship for ASEAN Nationals [NUS GSA]/MEM-Asia Scholarship **must** submit TOEFL/IELTS score sheets.

A candidate's English language proficiency will be determined by

- the TOEFL score of at least 580-600 (paper-based test), 237-250 (computer-based test) or 85 (internet-based test); 92 (internet-based test) for MUP
- the IELTS result of at least 6.0

The School's TOEFL/GRE code is 9080. Certified true copies of the original TOEFL scores can be sent to DRGS together with the application forms. TOEFL score sheets should not be more than **2** years old (from the date of test) when used in applying for the programme.

Q14 What are the GRE requirements for the programmes?

A14 At the point of application, GRE scores are not compulsory. For all coursework programmes, additional requirements may be stipulated later, e.g. when prospective applicants come from universities whose academic standards are not known. These may include GRE scores. For further information, applicants may visit the websites:

TOEFL website at <http://www.ets.org>
 IELTS website at <http://www.ielts.org>
 GRE website is <http://www.gre.org/faqnew.html>.

Q15 What are the scholarships available for coursework programmes?

A15 The NUS Graduate Scholarship for ASEAN Nationals [NUS GSA] is available to all full-time coursework programmes (August Intake only) except MSc(Environmental Mgt). The NUS GSA can be applied by applicants from nationals (citizens or permanent residents) of a member country of ASEAN e.g. Brunei, Cambodia, Indonesia, Laos, Malaysia, Myanmar, Philippines, Thailand, Vietnam and Singapore. Please refer to <http://www.nus.edu.sg/admissions/graduate-studies/scholarships-ngs.php> for NUS GSA details. Application for coursework programmes and NUS GSA are done concurrently as they are incorporated into the same form. As such, only the coursework application form needs to be completed if applicants wish to apply for Masters by coursework programme with NUS GSA.

The MSc(Environmental Management) programme also offers the ADB-Japan scholarship. Selection is based on scholastic merit and need, and award for each year is made on a competitive basis. The application form can be downloaded at <http://www.mem.nus.edu.sg/programme/scholarship.html>

Q16 How do I submit my application?

A16 You may put up an online application at <https://inetapps.nus.edu.sg/GDA2/Home.aspx>
 More information on the online application and supporting documents at http://www.sde.nus.edu.sg/acad/SDE_Grad_ByCoursework.html

Q17 How can I make payment for the application?

A17 E-payment by credit card is available to candidates whose applications are submitted online. Each application for a coursework programme should be accompanied by a non-refundable online application fee of S\$50. Cheques/bank drafts should be made payable to the "National University of Singapore". Applicants are required to indicate their name, home and office telephone numbers and the programme applied on the reverse side of the cheque.

Q18 Do I need to have a minimum amount in my bank account to qualify for the programme? (International applicants applying for full-time programme)

A18 The purpose of the financial statement is to help students be aware that they have sufficient funds to support them throughout their course of study. Based on the estimated living expenses and fees mentioned in section 3, the minimum acceptable amount is **\$16K per year**. If the financial statement belongs to another person, please submit a memo/email indicating the relationship between this person and the applicant, and that this person will sponsor the applicant's studies in NUS.

Q19 Must I submit Original Transcripts direct from my University?

A19 Due to the proliferation of fake documents (eg. Transcripts, referee reports etc.), the University requires applicants to have their original transcripts to be sent direct from their University to NUS. As such, candidates can request for the transcript to be sent direct from their University to NUS using the 'Transcript Request Form'.

Q20 DRGS Office location

A20 Presently DRGS office is located in the Dean's Office, School of Design & Environment. Walk-in inquiries or application submissions can be made from Mon-Fri: 8.00 am-4.30pm.

Q21 Can I know why my application is rejected?

A21 We regret to inform applicants that the University does not provide specific reasons for unsuccessful applications, except that selection is based on a competitive basis for limited places for the programmes.

Q22 After being offered/registered for the programme, can I change from Part-time to Full-time status, or vice-versa?

A22 Candidates need to fill up a form available at the Department/DRGS and submit it to the Programme Director for approval.

Q23 After being offered/having registered for the programme, can I change from one programme to another?

A23 No. Candidates will need to formally withdraw from the programme offered/registered by writing in through the respective Programme Director. Candidates can apply for the desired programme in the next intake.

2) University Calendar

Candidates can refer to <http://www.nus.edu.sg/registrar/calendar.html> for the semester dates. Currently the Special Terms do not apply to SDE postgraduates except for Master of Architecture/Master of Landscape Architecture.

3) FINANCIAL MATTERS

Q1 What are the Tuition Fees for the programmes? Please visit: <http://www.nus.edu.sg/registrar/edu/gd-fees.html>

Miscellaneous Student Fees (GST 7%)

In addition to tuition fees, there are some miscellaneous student fees to be paid. Refer to: <http://www.nus.edu.sg/registrar/edu/gd-fees.html>

There are 2 semesters in an academic year. Semester fees are due for payment by the 2nd Instructional Week of each semester. Candidates who are subsequently awarded a scholarship or loan will have the fees paid earlier refunded by the Office of Financial Services.

Payment Scheme (Post Office Savings Bank (POSB) GIRO System)

Payment of fees by cash is not encouraged. Applicants may pay their fees through the GIRO (electronic bank transfer) System.

For NETs payment, please proceed to make payment at Student Service Centre (SSC). For enquiries, please go to the Student Service Centre, Level 1, Yusof Ishak House, call at Tel. (65) 65161177 or email SSC at www.askstudentservice.nus.edu.sg.

Details on fee payment procedure is available at <http://www.nus.edu.sg/finance/NoticeonPaymentofFees.html>

Q2 What is the Estimated Personal Expenses for foreign students?

A2 Full-time graduate international student can refer to the resources provided at <http://nus.edu.sg/osa/iss/life-in-nus/students-essentials/financial-matters>

For more information on accommodation matters, candidates can visit the website at <http://nus.edu.sg/osa/has/graduate/application-guide>

FINANCIAL ASSISTANCE

Q1 Are there any Tuition Fee Loan (TFL) schemes available for students?

A1 With effect from **AY2008/09**, only students who enroll under the following programmes are eligible to apply for the TFL: Full-time government-subsidised Graduate Coursework programmes including Master of Architecture and Master of Landscape Architecture programmes.

The loan details are found at <http://www.nus.edu.sg/admissions/graduate-studies/tuitionfee-loan.php> . Inquires can be made with Mr Tang Wai Seng at ofstws@nus.edu.sg.

Q2 I am a Singapore Permanent Resident. Do I pay the same fees as Singapore Citizens?

A2 Please refer to <http://www.nus.edu.sg/registrar/edu/gd-fees.html> for the detailed fee charges.

Q3 Can students pay their fees using CPF?

A3 No, the University does not have provisions for postgraduate students to pay their fees using their own CPF/their parents' CPF.

4) EMPLOYMENT

Employment during vacation: Full-time international students may work during vacation without having to apply for a work Permit or a Letter of Consent.

Employment during Semester: Full-time international students may work part-time during semester time up to a maximum of 16 hours per week, unless they hold a scholarship that requires approval for the employment application.

5) IMMIGRATION MATTERS - Details can be found at <http://nus.edu.sg/osa/ssc/services/students-pass>
Limitations of the Student Pass

SDE cannot sponsor a graduate coursework student's spouse or dependant. The Immigration and Checkpoints Authority only issues extended social visit pass to the student's spouse or dependant if a Singapore citizen sponsors them. Students will need to source out their own Singapore citizen sponsors. SDE will not be able to facilitate the social visit pass/long term pass application for a graduate coursework student's spouse or dependant.

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