

# DiscoverNUS & NUS ASEAN Master's Scholarship Programme

## Instructions for Home University Coordinators

This document is intended to provide instructions for individuals who are coordinating DiscoverNUS and the NUS ASEAN Master's Programme at an NUS partner university. Please read these instructions carefully *each semester* before beginning the process.

### Structure

This is a two-part programme comprising an undergraduate semester at NUS called "Discover NUS", and a scholarship opportunity for an NUS master's degree.

#### PART 1 DiscoverNUS

## DISCOVERNUS

This programme brings students from our partner universities in Southeast Asia to study for one semester at NUS. Each academic year we will accept up to 10 students from your university to be part of DiscoverNUS. These students will receive a full tuition fee waiver. They may also be eligible for financial support to cover on-campus housing costs, which will be awarded based on demonstrated need.

Please note that **this is not an exchange program**; NUS students will not exchange places with your DiscoverNUS students.

After their semester at NUS, your students will return to their home institution to complete their undergraduate degrees.

More details on [Page 3](#).

#### PART 2 NUS ASEAN Master's Scholarship Programme

Students who participated in DiscoverNUS may, during their final undergraduate year, apply for a one-year master's degree at NUS. Of those who apply, NUS will award up to 5 students from each university full tuition scholarships.

For both parts of the program, accepted students will have priority for subsidized on-campus student housing. Students are financially responsible for getting themselves to Singapore and for other academic and personal expenses while at NUS.

Please note that nomination for the undergraduate semester and subsequent application to a master's programme do not come with guarantees of admission. NUS reserves the right to evaluate nominees/applicants and determine whether to admit, based on both the strength of the nominee/applicant's record and the availability of space in the specific programme.

Please refer to [page 5](#) for more details.

## DiscoverNUS

### Nomination Process

Each partner university may nominate up to 8 students each for the Fall and Spring semesters (16 in total) to come to NUS to study for one semester during their third year of undergraduate studies. Of these, NUS will select up to 5 students each semester. Students not selected to come to NUS in Semester 1 are welcome to try again in Semester 2.

Our partner universities in Malaysia may each nominate up to 15 students for the Fall semester. This is because conflicting university calendars make it impossible for their students to come to NUS for the Spring semester.

NUS will choose up to 10 students per institution every academic year.

### Choosing Nominees

For the undergraduate semester of study at NUS, we require two things for each participant:

1. A nomination from the student's home university. You should select students who have a track record of strong academic performance at both high school and university levels, who have been involved in co-curricular activities and/or community service, and who have demonstrated leadership. Nominees should be interested in an international experience and identify a course of study at NUS that is appropriate for their field of study and interest. And while it's early days, your nominees should be students you think will be potentially interested in pursuing a pre-experience master's at NUS. Instruction at NUS is conducted in English; students must be proficient in English.
2. A CV. The nominee's CV should provide evidence of the qualities identified above. Please work with your students to ensure that their CVs present as much information as possible about their accomplishments, activities, and interests, in a polished and error-free fashion. A nominee's CV is the way we learn more about your nominees. CVs should include:
  - Education, including name of high school and high school GPA, as well as current university GPA
  - Work, leadership, and volunteer experience
  - Extracurricular activities (clubs, sports, etc.)
  - Academic awards or scholarships from high school and university
  - Demonstration of English proficiency (e.g. TOEFL/IELTS)<sup>1</sup>
  - Additional useful information, if available, for example languages (both foreign languages spoken or proficiency in any programming languages), or special talents or interests.

Admitted DiscoverNUS students will take regular NUS classes, alongside NUS and Student Exchange Programme students. We encourage the academic advisors at our partner universities to work with their students to ensure they select courses appropriate to their degree programmes and for which they have fulfilled any prerequisite requirements.

Academic advisors should also gather any information necessary to facilitate credit transfer.<sup>2</sup> Upon completion of the semester-long portion of the programme, students may request an official copy of

---

<sup>1</sup> In the absence of a standardized test score, we may consider performance in a university-level English language course. If none of these are available, NUS may require an interview and/or a test of English writing. Please be aware that all NUS master's programs require a standardized test score for English. Specific score requirements may be found on the individual master's programme websites.

<sup>2</sup> If your university wishes to have a formal arrangement for the transfer of credit, please prepare a draft agreement stating that your university will recognize classes taken by your students during their study at NUS. NUS will be pleased to review and sign an agreement as necessary.

their NUS transcript.

#### Eligibility

**Eligible nominees will be in at least their 3<sup>rd</sup> year of a 4- or 5-year programme when they arrive at NUS.** They may come for either the first or second semester.

#### Technicalities

**Please make sure you fill out the online nomination form completely, and upload student CVs no later than the stated deadline.**

#### Acceptance into the Programme

We will conduct the review process after all online nominations have been submitted, and will send you the list of admitted students. You are responsible for notifying your nominees of the outcome and passing along further instructions, including how to accept the admission offer. Please find more detail in *Timeline & Tasks for the Undergraduate Semester at NUS*.

Admitted students must complete a student exchange application form. This formality allows to students to choose their courses, apply for on-campus housing, and apply for a student visa.

DiscoverNUS students will be considered non-graduating, non-exchange ([NGNE](#)) students.

#### Additional Notes

**Students should not contact us directly until they have been accepted into the programme.** Prior to acceptance, student inquiries should come through you. Students who have been accepted may contact us with questions or concerns.

**We cannot consider appeals that come directly from a student.** If a nominee is not accepted and wishes to appeal, they must work with you, and present new and/or additional information that you believe may change the outcome. In other words, you – as the university coordinator – must support any appeal and pass the relevant information and documentation to us.

## NUS ASEAN Master's Scholarship Programme

### The Master's Programme

We encourage your students who have participated in DiscoverNUS to apply for a one-year master's programme at NUS. Successful applicants admitted into a master's programme are eligible for a full tuition scholarship, and access to on-campus housing at subsidised rates. Admitted students may be asked to pay an acceptance fee to secure their slot. The acceptance fee will be refunded upon matriculation into the programme. Students who do not matriculate into the programme will forfeit any such fee.

More information about the NUS ASEAN Master's Scholarship Programme will be posted in due course.

### After Acceptance

Admitted students (for both the undergraduate and Master's portions of the programme) will receive instructions about choosing courses and applying for housing and a student visa.

Please make sure your students understand that admission into either part of the programme does not entitle them to stay beyond the period of study or to seek employment in Singapore. NUS has no authority to extend student visas or to grant work visas.

If you have questions at any time during the process, please do not hesitate to contact us at [pvomjg@nus.edu.sg](mailto:pvomjg@nus.edu.sg).

## Tips for Student CVs

A student CV does not have to be only one page, but it should not overly long or detailed (6 pages is too long for a young person!). Please work with your students to ensure that their CVs include all necessary information and are error-free.

A good CV should include:

- name, address and contact information (both a university and personal email address)
- high school and university GPA
- field of study in university
- organizations participating in since high school
  - name and purpose of organization
    - For example: NOT something like: “IHRC: organized meetings and designed activities”
      - say what IHRC IS and DOES – what is its mission?
      - WHAT meetings were organized and WHAT activities designed?
      - WHO was the audience?
  - What was the student’s responsibility/involvement?
  - dates of participation
  - titles of offices held (if any) and dates these were held
- any professional or paid experience (if someone worked in a restaurant to help support their education and/or their family, this information should be included – it’s relevant)
- other extracurricular activities, such as sports or clubs
  - Include a brief description of the activity
  - dates of participation
  - if any positions held (team co-captain, club treasurer, etc)
- any volunteer or community engagement experience (again with details about the organization and the students’ involvement and responsibilities)
- all relevant standardized test scores
  - IELTS, TOEFL or equivalent, unless English is the language of instruction. For DiscoverNUS we may consider performance in a university-level English-language course in lieu of a test score (a supporting transcript may be requested). In the absence of either a score or demonstrated performance, NUS may require a Zoom interview and/or written exercise to show English proficiency. As indicated in *Instructions for Home University Coordinators*, our Master’s programs all require a valid standardized English language test score.
  - any other test scores that reflect well on the student’s abilities and accomplishments
- languages (preferably with level for speaking, reading and writing)
- other skills, such as software, music, art, etc.

Optional items (these are NOT necessary, but are OK to include):

- Personal statement or Objective – this should be concise and individual (ie, not generic)
- Photo of the student (should be small and professional-looking).

A good CV should NOT include:

- Photos other than a small, professional-looking photo of the student
- Images of certificates or awards – these should be listed and described in English in the appropriate place on the CV
- Personal details not relevant to the purpose of the CV

## Areas of Study

<b>College of Design and Engineering</b>	<b>Faculty of Arts &amp; Social Sciences</b>
Biomedical Engineering	Chinese Studies
Chemical & Biomolecular Eng	Communications & New Media
Electrical & Computer Eng	Economics
Engineering Science Programme	English, Linguistics. & Theatre Studies
Industrial Systems Eng & Mgmt	Geography
Materials Science & Eng	History
Mechanical Engineering	Japanese Studies
Eng & Technology Management	Malay Studies
Civil & Environmental Eng	Philosophy
	Political Science
<b>Faculty of Science</b>	Psychology
Chemistry	Social Work
Mathematics	Sociology
Pharmacy	South Asian Studies
Physics	Southeast Asian Studies
Statistics and Data Science	Social Work & Psychology
Food Science & Technology	
Materials Science	<b>School of Computing</b>
	Computer Science
<b>NUS Business School</b>	Info Systems & Analytics
Strategy and Policy	
Analytics and Operations	<b>School of Design and Environment</b>
Finance	Architecture
Marketing	Built Environment
Management & Organisation	Real Estate
Human Resource Management	Industrial Design
Finance & Accounting	
<b>Yong Siew Toh Conservatory of Music</b>	
YSTCM Dean's Office (choose this for music)	

**A list of courses offered to DiscoverNUS students may be found at :**

<https://nus.edu.sg/registrar/docs/info/prospective-students---non-graduating/ng-courses.pdf>

*(Please note that NUS Semester 1, 2024 courses will be updated closer to the start of Semester 1 exchange application.)*

Students should check to make sure they meet any [pre-requisites](#) for the courses they apply for.

DiscoverNUS students can select business courses, subject to pre-requisite requirements and NUS Business School approval.