Faculty of Engineering
Office of Graduate Programmes

Cross Faculty Module Enrolment Form
Faculty of Engineering

GSE 2/2005R

Instructions

(1) This form is to be used **ONLY if the module** you intend to apply **is not listed in the online "Engineering Graduate Module Registration" system (**http://www.gse.nus.edu.sg/online/**).**

(2) Please complete Section (I) & (II) before submitting this form to your Department.

(3) Do submit your request(s) before the commencement of the Semester (i.e. as soon as the timetable for the semester is available) or before the stipulated deadline (by your Department).

(4) Students from other Faculties (other than Faculty of Engineering) who wish to read modules offered by the Faculty of Engineering should use this Form **only if** their respective Faculties do not have a similar form for applying to read cross-faculty modules.

(5) Onus is on students to find out details on module time-table, pre-requisites if any, from the offering host department.

(6) Do ensure that you do not encounter either class time-table or examination date clashes when you select to read your modules for the semester.

(7) Students can indicate up to 3 choices of module(s). But, **the approval** for this form would be for **only ONE module.**

In the case of an unsuccessful application, please list your choices in order of priority, if applicable. **Use a separate form if you wish to apply for more than one module.** This application is counted towards the maximum limit of modules allowed per semester/candidature.

- If choice 1 is not approved, choice 2 will be given subjected to approval. If choice 1 & 2 are not approved, choice 3 will be given.
- The third choice# must be a module offered by your Department. If left blank, we will assume you are not choosing any module but only those you have chosen using the online "Engineering Graduate Module Registration" system.

(8) MSc students (coursework) are only allowed to register for a maximum of up to **two** other modules from other departments/faculties throughout their candidature. Other modules are usually not part of the regular/standard modules for the programme of study. Regular/standard modules are equated as relevant modules.

Other Modules account for a maximum of 10 MCs of the 40 MCs from other levels (non-5000, non-6000) in the same or other disciplines subject to the approval of the Dept.

(9) For MEng and PhD students: Supervisor's approval is required before submitting this form. MEng and PhD students are only allowed to register for a maximum of **one** module from other departments/faculties throughout their candidature. Other modules are usually not part of the regular/standard modules for the programme of study. Regular/standard modules are equated as relevant modules.

Other modules account for a maximum of 4 MCs for MEng. and 6 MCs for PhD from other levels (non-5000, non-6000) in the same or other disciplines subject to the approval of the Dept.

If you intend to read a module on "Audit" basis, you are required to submit a request to your Home Department in writing. Such request will be considered on a case-by-case basis. Please note that auditing a module means that you will not sit for the final exam for that module, and that the module will not be reflected in your transcript.

(10) Your request would be considered on a case-by-case basis according to the relevance of the module to your degree of study, module's availability, the Department's approval as well as the teaching department's approval.

(11) Candidates may check the status of their module registration for the Semester either via myISIS (Self Service -> Enrollment -> View My Modules) or at http://www.gse.nus.edu.sg/online/ by selecting "Module Enrolment Enquiry".

(12) All students will be notified of their status of application via their NUS student email address or personal email address as indicated on this form.

(13) A copy of this form can also be downloaded from Office of Graduate Programmes, Faculty of Engineering's Intranet at http://www.eng2.nus.edu.sg/proj/eeintranet/Student/Grad/cwkForms.html (Students will need their student USERID and NUSNET password to gain access to the website.)

Requesting Dept to indicate contact details

NUS National University of Singapore

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(I) STUDENT'S PARTICULARS

Name: _____ Student Registration No.: _____

Degree*: MSc ☐ MEng ☐ PhD ☐ Joint PhD ☐ Type* : Part Time ☐ Full Time ☐

Department of _____ **Faculty of Engineering/** _____

Contact Tel No.: _____ Email: _____

(please write clearly)

(II) THIS FORM IS **AN APPLICATION FOR ONLY ONE MODULE (if the request is approved).** You may list choice of module in order of priority in case of unsuccessful application, or leave it blank. ***(Use a separate form if applying for more than one module)*:**

Semester: ___ , **Session:** 20__ /20__

Order of Priority	Dept & Faculty offering the module	MODULE CODE	MODULAR CREDITS	MODULE TITLE
1				
2				
3 #				

REASON(S) FOR THE APPLICATION :

_____

_____

_____

Date:_____ Signature of Student: _____

FOR STUDENT DEPARTMENT

(III) Recommendation of Supervisor
[applicable only to MEng/PhD candidates]

Supported / Not Supported *

Signature: _____

Name: _____

Date: _____

(IV) Recommendation of Student's Head of Dept:

(a) Count towards CAP? * ☐ Yes ☐ No
(If yes, pls answer (b))
(If no, pls indicate the grading basis of this approved module as "NCP")

(b) Considered as 75% (of reqt) to degree?
(i.e. module relevant? pls refer to instructions for details

* ☐ Yes ☐ No

Supported / Not Supported *

Signature: _____

Date : _____

FOR MODULE HOST DEPARTMENT

(V) Recommendation of Head, Department of _____

Approved / Not Approved *

Date: _____ Signature: _____

Note: Student Dept – Pls send OGP a copy of this completed form for record purpose. Thanks.

* Tick/circle as applicable.