

## ModReg Exercise for AY2022/23 Semester 1 Reference for Students in the BAC/BBA Programme

**[Note: "BIZ" modules in this document refer to business and accounting modules collectively.]**

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**1) Academic Plan Declaration (APD) Exercise**

- a) This exercise allows students to declare their Specialisations, Open 2<sup>nd</sup> Majors and/or Open Minors, so that they are assigned the appropriate Curricular Priority for their module choices in ModReg.
- b) Please complete the Academic Plan declaration **24 hours before** participating in the module registration exercise. Please refer to the ModReg [website](#) for the APD schedule.
- c) You can declare your Academic Plan **only once** every semester, and whatever you have declared **cannot** be changed for the semester. Any changes can only be made at the next APD exercise in the following semester.
- d) There is no need to declare a specialisation if you have not decided on one yet, or have no plans to read modules for a specialisation yet. Nonetheless, please declare at least one specialisation by your 5<sup>th</sup> semester.
- e) Unlike open 2nd Major/Minor which you must declare by your 5th semester, you can change your specialisation declaration up till your final semester.
- f) The declaration of one's specialisation has no bearing on core modules pre-allocation. For example: whether or not you will be pre-allocated FIN2704 does not depend on your declaration of Finance specialisation.
- g) Please refer to the email announcement by the Registrar on ModReg Exercise, check the ModReg website or you may refer to this [link](#) for details on how to make your declaration.
- h) If you have any issues or queries on academic declaration, please contact:

**ModReg Helpdesk** (during ModReg Exercise only, excluding public holidays)  
Hotline: 6516-5860  
9:00am – 6:00pm (Mon to Thu)  
9:00am - 5:30pm (Fri)

Alternatively, you can submit an online ModReg Enquiries Form [here](#).

**2) Appeals:**

- a) **ALL** appeals must be made through ModReg@EduRec under the appropriate appeal type (refer to the table on the following page).
- b) Students should always try to select their intended modules at all available Rounds. **BIZ Undergraduate Office ("BIZ UG Office") will consider your appeal for modules only if it is made under type "Unable to Secure Module" after Round 3 is over. All appeals for modules made under other appeal types will be rejected.**
- c) **BIZ modules obtained through appeal/swapping are NOT droppable** (even if the swap request cannot be completed due to timetable clashes). **You may request to drop it with a "W" grade (Withdrawal) after ModReg Exercise is over.**
- d) Appeals through any other channels (e.g. email/walk-in/phone) or submitted under the inappropriate appeal type will not be processed. Similarly, appeals made through faculty members (i.e. module coordinators and course instructors) will not be considered as the authority over appeals reside with the BIZ UG Office.

### Appeal Types in ModReg System

(Check the start and end date on [ModReg website](#))

Appeal Type	Approve by	When to use
<a href="#">Unable to fulfil Requisites</a>	Host Faculty	In general, the faculty takes a firm position of not waiving pre-requisites for modules. If you need us to <b>waive pre-requisite/preclusion check</b> for a module, please provide supporting documents (e.g. module outline) in a <b>single PDF file not exceeding 500kb</b> .
Unable to secure module	Host Faculty	You could not get the module/s you need <b>after Round 3</b> . The outcome of your appeal is subject to available vacancies.
Change Admin Allocated Classes	Host Faculty	To request for dropping of module classes pre-allocated by the administrators (i.e. not droppable by students). e.g. GEA1000. The appeal will be routed to the host faculty.
<a href="#">Issues while selecting Module</a>	Host Faculty	For some reasons you are not able to select modules in ModReg. You can also call ModReg Help Desk at <b>6516-5860</b> if you encounter technical issues.  This category is <b>NOT</b> meant for you to appeal for a module when you are unsuccessful in securing it during the rounds. Please try in later rounds or consider other modules. You can only appeal for modules using type " <i>Unable to Secure Module</i> " after Round 3 is over.
<a href="#">Max Workload Waiver</a>	Home Faculty	Please attach your full study plan from first to last semester (by module by semester totalling up to min 160 MCs); and any other supporting documents in a <b>single PDF file not exceeding 500kb</b> . For example, if you are requesting for max workload waiver in your graduating semester due to a job offer, the employment contract issued in the company's letterhead showing the HR contact and your signature, name, and date of acceptance will be required.  Every max workload request will be carefully considered before approval is granted. Please provide authentic and sufficient supporting documents in your requests.
<a href="#">Min Workload Waiver</a>	Home Faculty	Please attach your full study plan from first to last semester (by module by semester totalling up to min 160 MCs); and any other supporting documents in a <b>single PDF file not exceeding 500kb</b> . If you are appealing to underload <u>due to internship</u> , please also include in the same PDF file your signed internship contract (issued with the company's letterhead) indicating acceptance, with the duration clearly stated.
Change Lecture Class	Host Faculty	If you wish to change to another class within the same module that still has vacancy.  Do <b>NOT</b> use this appeal type to: (1) request for a change to another module, (2) request to change to another sectional class of the same module. For example, we will not approve your appeal to change from FIN3701A SA1 to FIN3701B SB1. If you cannot take FIN3701A SA1, please drop it and try to bid for FIN3701B SB1.

Add/Change Tutorial Class	Host Faculty	After all tutorial iteration rounds have ended: you still do not have a tutorial class, or wish to switch to a smaller class.
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### 3) **DDP/CDP-related matters**

For queries on the programme requirements and modules for your **non-BIZ degree**, please contact the other faculty's administrators. Otherwise, please contact Ms Zainab Abdul Ghani at [zainabag@nus.edu.sg](mailto:zainabag@nus.edu.sg).

### 4) **Dropping modules**

- a) Please drop modules on your own during ModReg rounds, unless they have been set as non-droppable (e.g. pre-2017 modules, modules obtained through appeal or swapping, freshmen).
- b) **Modules obtained through appeal or swapping are not droppable. You may drop such modules with a "W" grade (Withdrawal) after ModReg Exercise is over.**
- c) You will not be able to drop modules to a workload of less than 18 MCs **from Round 3**, unless you have been granted a [minimum workload waiver](#) earlier. We can drop the pre-allocated module for you in such cases. Please appeal in ModReg System using appeal type "*Change Admin Allocated Classes*" (leave the new class section empty).
- d) Pre-allocated **BIZ** modules are droppable on your own, **except** for the following modules or individuals falling under one or more of these categories:
  - i. Career Creation Starter Modules: STR1000/2000;
  - ii. Academic Orientation/Intensive 1st-year primer modules: BPM modules;
  - iii. Cohort 2017 and before;
  - iv. Freshmen; and
  - v. Participants of Work-Study Internship Programs (WSIP)
- e) For (d) above, we can drop a pre-allocated module for you if you are not required to read it (e.g. if you are in USP, and thus not required to read ES2002/MNO2706). Please appeal in ModReg System using appeal type "*Change Admin Allocated Classes*".
- f) If you have dropped a module (whether by accident or not) but want it back later, please attempt to select the module on your own in the ModReg rounds. BIZ UG Office will not be able to recover any modules dropped by you or through us.
- g) All modules dropped by students will return to the common vacancy pool that will be opened for selection by other students. Students are **NOT** allowed to determine who to give their dropped modules to, nor request for transfer of their modules to another student.
- h) If you wish to drop modules to make way for FSP or credit-bearing internship, please approach Mr Chew Jian Dee ([bizcid@nus.edu.sg](mailto:bizcid@nus.edu.sg)) or Ms Candy Tan ([candytan@nus.edu.sg](mailto:candytan@nus.edu.sg)) to add the FSP or BI module **first** before dropping the excess module(s).

### 5) **Design-Your-Own-Module (DYOM)**

- a) DYOM is optional, and can only meet your Unrestricted Elective (UE) requirements.
- b) Students are not allowed to read more than 8 MCs of DYOMs during their candidature.
- c) Option A: DYOM via edX MOOC:
  - i. Such modules are managed by the Registrar's Office (including verification, enrolment, reimbursement of fees, and credits transfer).
  - ii. Please check [website](#) or write directly to [regbox52@nus.edu.sg](mailto:regbox52@nus.edu.sg).
- d) Option B: DYOM via Groupwork:
  - i. Please refer to the [website](#) for the application timeline and user guide.

- e) Please refer to this [link](#) for the Frequently Asked Questions on the DYOM Scheme (*Answers by Service >> Student Matters >> DYOM*)
- f) For general information on DYOM, please write to [pvobox31@nus.edu.sg](mailto:pvobox31@nus.edu.sg).

**6) 'Honour' Declaration for Modules Completed on Student Exchange Programme (SEP)**

- a) For details, please read the email announcement by the Registrar on ModReg Exercise.
- b) Please click [here](#) for the step-by-step guide to complete the declaration process.
- c) Also refer to the section below on [Promotion \(Course Code\)](#).
- d) If you have any issues or queries, please contact the [BIZ SEP team](#).

**7) Issues with using ModReg**

You will not be able to use ModReg if any of following applies:

- a) Have not completed your [academic plan declaration](#).
- b) [Negative Service Indicator](#) (NSI)
- c) Inactive status (e.g. away on [LOA](#) / [SEP](#) / [NOC](#))

**# NSI**

- You will need to clear your Negative Service Indicator (NSI) before you can proceed to use ModReg. No pre-allocation of modules can take place if there is an active NSI in your records.
- BIZ UG Office is unable to lift NSIs manually or overwrite any NSIs.
- If there is an active NSI in your records due to:
  - (1) **Incompletion of compulsory e-modules** "A Culture of Respect and Consent" and/or "Student Essentials", please complete them as soon as possible. It may take a couple of days for the NSI to be lifted. If you have queries or need further clarifications, please contact the Office of Student Conduct at: [studentconduct@nus.edu.sg](mailto:studentconduct@nus.edu.sg).
  - (2) **Outstanding fees or library fines**, please approach the Finance Office or one of the Libraries to clear your fees. The NSI will be lifted a couple of working days after you have paid the outstanding amounts.
- Once the NSI is lifted, you can access ModReg to select modules to fill your workload. No modules will be pre-allocated once ModReg Exercise starts.
- For queries regarding NSI, please contact [Student Service Centre](#).

**# LOA**

- If your semester-long Leave of Absence (LOA) is approved, all your modules for the semester will be dropped without penalty.
- If you are certain to go on semester-long LOA, please refrain from Module Registration so as not to hoard seats in the classes that your classmates may be selecting.
- If you are returning from LOA, your status will automatically be reverted to 'Active' for the new semester. No further action is required from you, except for LOA due to medical reasons.

If you are returning from LOA due to Medical Reasons, please approach the [University Health Centre \(UHC\)](#) to request for a "fitness-to-resume-studies" assessment so that your medical status can be cleared for your student status to be 'active'. Please note that if this requires an assessment by Counsellors/Psychiatrists from UCS, this process can take 1 month or more so you are advised to start this early prior to the start of the next semester.

- If your status is still 'On Leave' despite your LOA has ended (and which also means you would not be able to declare your Academic Plan), please write to [modreg@nus.edu.sg](mailto:modreg@nus.edu.sg).
- For general information on LOA (application deadline, fees, etc), please refer to the [website](#).
- Ms Karen Au ([bizauk@nus.edu.sg](mailto:bizauk@nus.edu.sg)) is handling LOA applications for BIZ UG Office.

#### # SEP

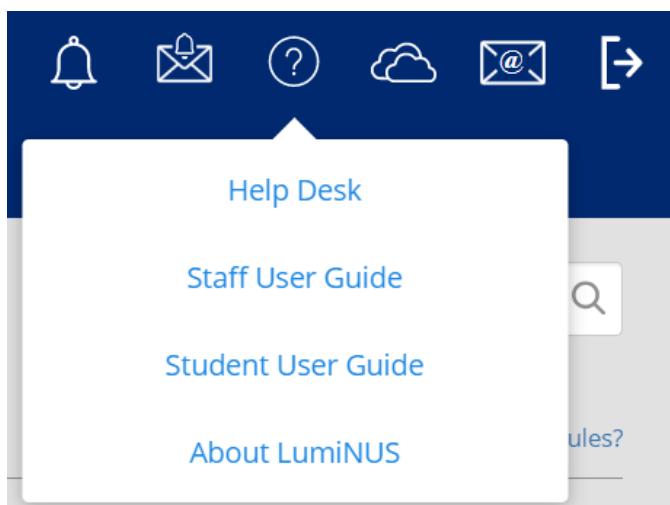
You will not be able to use ModReg if you are going on exchange in the same semester. However, if you are taking part in a partial local exchange programme (SUSEP), please contact [Ms Jessie Toh](#) so that special arrangement may be made to let you select NUS modules. The minimum and maximum workload during partial exchange is also depending on the host university.

#### # NOC

If you are going for or currently on NUS Overseas Colleges (NOC) this semester, your pre-allocated modules will be dropped after the NOC Office has confirmed your status. You may also inform us early that you are on NOC programme so that we can drop your pre-allocated modules, and free them up for other students. Please include your **Student ID** in your email to [biz\\_modreg@nus.edu.sg](mailto:biz_modreg@nus.edu.sg).

### 8) **LumiNUS/Canvas**

- a) Module information in LumiNUS is not real-time, but will be synced only after each ModReg round and at least 1 day after adding/dropping from Round 3 onwards. Please use ModReg@EduRec to check whether a module is added or dropped.
- b) If you require assistance with [LumiNUS](#), please contact helpdesk directly.



- c) If you have questions on module content in LumiNUS, please contact the [module coordinator](#) directly.
- d) For information regarding transitioning from LumiNUS to the CANVAS, please refer to the [website](#).

### 9) **Minor and 2<sup>nd</sup> Major programmes**

- a) Students in BBA or BAC programme are not allowed to pursue Minor or 2<sup>nd</sup> Major in Management, nor Minor in Entrepreneurship offered by BIZ.
- b) **General information on [Minor \(click here\)](#).**
- c) **General information on [2<sup>nd</sup> Major \(click here\)](#).**
- d) You may drop your Minor or 2<sup>nd</sup> Major on your own during [Academic Declaration](#) Exercise. There is no formal exit process, nor a need to inform us. After you have withdrawn from the Minor or 2<sup>nd</sup>

Major, the modules associated with the Minor or 2<sup>nd</sup> Major will continue to count towards your CAP.

- e) To check whether you have completed the requirements of a Minor or 2<sup>nd</sup> Major, please use the [Graduation Audit Report](#).
- f) BIZ does not handle applications to the Minors or 2<sup>nd</sup> Majors offered by other faculties. If you wish to know more about the application or requirements of a Minor or 2<sup>nd</sup> Major, please visit the website or check directly with the faculty/department who offers the programme.
- g) **Business Analytics Specialisation (offered by BIZ) vs 2<sup>nd</sup> Major in Business Analytics (offered by SOC)**
- BBA/BAC students with a specialization in Business Analytics are not allowed to pursue a 2<sup>nd</sup> Major or Minor in Business Analytics offered by [School of Computing \(SOC\)](#).
  - There is no module substitution for any BIZ core / specialization / honours modules.

Combination	Modules that can be double-counted
BBA / BAC + 2 <sup>nd</sup> Major in BZA	- Nil -

- h) **Business Economics Specialisation (offered by BIZ) vs 2<sup>nd</sup> Major/Minor in Economics (offered by FASS)**
- BBA/BAC students with a specialization in Business Economics are not allowed to pursue a 2<sup>nd</sup> Major or Minor in Economics offered by [FASS](#).
  - BBA/BAC students who are enrolled in a 2<sup>nd</sup> Major in Economics are still required to read BSP1703 (or BSP1707 for Accountancy programme) and BSP2701.

Combination	Double-counting options <sup>^</sup> (please check FASS website for details)
BBA / BAC + 2 <sup>nd</sup> Major in Econ	<ul style="list-style-type: none"> <li>- ACC1701 Accounting for Decision Makers (<i>in place of EC2204</i>)</li> <li>- BSP1703 Managerial Economics (<i>in place of EC1101E or EC1301</i>)</li> <li>- BSE3701 Macroeconomic Principles in the Global Economy (<i>in place of EC2102</i>)</li> </ul>

<sup>^</sup>BIZ students are not allowed to read the EC version to replace the corresponding business module.

- If you encounter any preclusion error when selecting BSP modules, please submit an appeal in ModReg system under appeal type "Unable to fulfil Requisites".
- i) **Other structured combinations:**

Combination	Modules that can be double-counted <sup>^^</sup> (subject to changes & the limit set by university and/or host faculty)
BBA + 2 <sup>nd</sup> Major in CNM	<ul style="list-style-type: none"> <li>- MNO1706 Organisational Behaviour</li> <li>- MKT1705 Principles of Marketing</li> </ul>
BBA + Minor in CNM	Please check with FASS CNM Dept
BBA + 2 <sup>nd</sup> Major in Psychology	- MNO1706 Organisational Behaviour (in place of PL3239 Industrial and Organizational Psychology)
BBA +	- Nil -



<b>Minor in Psychology</b>	
<b>BBA + Minor in Real Estate</b>	- ACC1701 Accounting for Decision Makers - BSP1702 Legal Environment of Business - FIN3701 Corporate Finance - MKT3701 Marketing Management
<b>BBA/BAC + Minor in Financial Maths</b>	- FIN3702 Investment Analysis & Portfolio Management
<b>BBA/BAC + Minor in Statistics</b>	- DBA3711 Stochastic Models in Management - FIN3712 Options and Futures - FIN3715 Risk and Insurance
<b>BBA + Minor in Public Health</b>	- DAO2702 Programming for Business Analytics

^^ Module replacement is one-way only. BBA/BAC students are not allowed to read the non-BIZ version to replace any corresponding business module.

j) **Other non-structured combinations:**

Please check the respective 2<sup>nd</sup> Major / Minor programme's website whether any BIZ modules are recognised to meet its requirements, or check directly with the host faculty/department who offers the programme.

10) **Mode of Teaching <=Important**

- The University will be returning to full face-to-face (F2F) teaching in **Semester 1, AY2022/23**.
- Students who are unable to return to Singapore/campus to attend lessons/classes/tutorials in person will be required to apply for LOA.

11) **Modules:**

a) **BPM Modules**

- BPM1701, BPM1702 and BPM1705 are offered only in Semester 1.
- All new and transfer students to BBA/BAC programmes should complete these modules in their first semester in BIZ. If these modules have not been pre-allocated to you, please email BIZ UG Office at [biz\\_modreg@nus.edu.sg](mailto:biz_modreg@nus.edu.sg).
- These modules are graded CS or CU (Completed Satisfactorily or Completed Unsatisfactorily). Students who obtained a CU grade for any of these modules must repeat the module in the following Semester 1, until a CS grade is achieved.

b) **ES1000 Foundation Academic English / ES1103 English for Academic Purposes**

As these modules are not offered nor allocated by BIZ, should you need to read any of these modules, please approach [CELC](#) directly if you have any questions.

c) **General Education (GE) Modules** are available for selection only from Round 2.

- Modules with prefixes such as **GEH, GEO, GER, GES and GET** are read by [students admitted before AY2021-22](#).
- [Students Admitted from AY2021-22](#), please click [here](#) for the list of modules approved under the enhanced General Education curriculum consists of 6 pillars (**GEC, GEX, GEA, GEI, GESS and GEN**).



- **GEA1000 Quantitative Reasoning with Data** (replaced GER1000 Quantitative Reasoning)  
This module is not offered nor pre-allocated by BIZ. For all queries and requests relating to GEA1000, please contact [gradmin@nus.edu.sg](mailto:gradmin@nus.edu.sg) directly.

- **GEQ1000 Asking Questions / DTK1234 Design Thinking** (for students admitted before AY2021/22)  
GEQ1000 has been discontinued, students who have yet to clear this requirement will be pre-allocated with **DTK1234 Design Thinking** instead. For all queries and appeals relating to DTK1234 or the Asking Question pillar requirement, please write to [askq@nus.edu.sg](mailto:askq@nus.edu.sg) directly. DTK1234 is not offered nor pre-allocated by the School.

#### d) Business Internship Modules (BI3xxxx)

- If you are on credit bearing internship, you can only read up to 4MCs of regular NUS modules and 4MCs of – EdX DYOMs (Design Your Own Module). You should only use ModReg to select coursework modules after ensuring that your company is agreeable to you reading them while on internship. You should schedule your work around your class hours, and not insist to be put in certain classes to fit your internship. The BIZ UG Office may request that you provide the company’s agreement if the need arises. Hence, it is best that you obtain a written agreement.
- The “minimum 18 MCs” requirement for the semester will **NOT** apply to students on credited internships. Please check with Mr Chew Jian Dee ([bizcjd@nus.edu.sg](mailto:bizcjd@nus.edu.sg)) or Ms Candy Tan ([candytan@nus.edu.sg](mailto:candytan@nus.edu.sg)), if you have further queries.
- For more information on business internship modules, please refer to the [BBA website](#).

#### e) Level-1000 Modules Limit

- You are allowed to read up to 60 MCs of level-1000 modules for each degree. Please refer to BIZ [website](#).
- You have to make up for any shortfall in the degree requirements with higher-level module/s.
- The grades for the excess level-1000 modules read will still be computed into your CAP.
- Please use the Graduation Audit Report and What-If Report to check: <https://myportal.nus.edu.sg/studentportal/academics/ug/aa-afg.html>. You may approach Ms [Karen Lam](#) if you have any issues on this.

#### f) Level-4000 BIZ Modules

These modules are only available for students with the following course code:

BBAH / BACH	From Round 0
BBA3 / BAC3, and CAP at least 3.2	From Round 2

#### g) Level-5000 BIZ Modules

- All level-5000 modules are graduate-level modules.
- You have to pay full fees per such module, on top of your usual UG semester fees. Approval is still required, and no fee waiver is allowed.
- Sometimes, graduate offices may invite undergraduates to read a particular level-5000 module free-of-charge, due to surplus. However, such modules **cannot** be used to replace any BBA/BAC programme requirements. They can only be treated as Unrestricted Electives (UEs).

#### h) MKT2711/A/B Marketing Venture Challenge

- This is an optional bridging module for only BBA2 or BAC2 students before they start reading any level-3000 & above Marketing modules. This module does **NOT** contribute to the specialisation requirements, and can only be read as an Unrestricted Elective (UE).

- DDP students who received pseudo promotion, BIZ/BAC students who have been promoted to BBA3 or BAC3 after the release of examination results will not be eligible to read MKT2711.

**i) Modules with suffix**

- Modules with the same code and name but different suffixes (e.g. MKT3701A, MKT37101B) are the same as they are coordinated and managed by different instructors.
- Modules with suffix '**X**' (e.g. ACC1701X) can only be read by students not pursuing BBA/BAC degrees.

**j) Career Creation Starter modules (STR1000 / STR2000)**

- Students who failed to obtain CS grade for STR1000 should re-enrol the module again before attending STR2000.
- For all requests relating STR1000/STR2000 (add/drop/change), please contact the BIZ Career Services Office directly at [bizcareers@nus.edu.sg](mailto:bizcareers@nus.edu.sg).

**12) Pre-allocation of BIZ Core Modules**

- a) About **1 - 3 BIZ core modules** will be pre-allocated to single-degree students, and only to those who are already in our records one month before the ModReg Exercise.
- b) Transfer students may have to register for modules on their own during ModReg rounds or during ModReg appeal window. Please write an email to Mr Low Yik Chyan ([yikchyan@nus.edu.sg](mailto:yikchyan@nus.edu.sg)), if your transfer only take place after the ModReg exercise period.
- c) Students may find that they have different pre-allocated modules from their peers, despite having similar modules that are yet to be completed. We seek all students' understanding that module pre-allocation is a complex exercise that considers both the students' and the faculty's needs to optimise resources and even out workload. Hence, not all students will end up with the same module pre-allocations. Some students will have to wait till the following semester to register selected modules that they desire to read.
- d) As the module pre-allocation is planned before the release of examination results, students who failed any BIZ core modules are encouraged to select the modules during ModReg rounds.
- e) No tutorials will be pre-allocated. To get your tutorials, you have to participate in the Tutorial Selection Rounds. Please check the [ModReg website](#) for the schedule.
- f) As the module pre-allocations are random and we do not know the exact modules to be pre-allocated for each student, please check in ModReg when it is opened.
- g) Pre-allocated BIZ core modules are droppable on your own, **except** for
  - i. STR1000/2000, BPM modules;
  - ii. Cohort 2017 and before;
  - iii. Freshmen
- h) Please add/drop modules on your own in ModReg to fulfil your semestral workload requirements.
- i) If you have dropped a module (whether by accident or not) but later want it back, please get it on your own in the ModReg rounds. We cannot recover any modules dropped by you or through us.
- j) Some students may have fewer than average pre-allocated BIZ modules. Some common reasons could be:
  - i. Modules pre-allocated by other faculties / programmes clash with BIZ modules or have already exceeded 23 MCs; or
  - ii. your change of course.

Whichever the case, please proceed to get your desired modules on your own in ModReg.

- k) If your desired module/class does not have vacancy in the current round, please try again in the later rounds. Other students may drop the class you want due to LOA, SEP, change of plans, etc. You can also consider reading it in another semester.

**13) Pre-requisite Checks Waiver (use ModReg appeal type “Unable to fulfil Requisites”)**

- a) **No pre-requisites can be waived for any modules offered by BIZ. The module coordinator or instructor of BIZ modules does not have the authority to waive pre-requisites.**
- b) If you have filled in the ‘Honour’ Declaration for Modules Completed on SEP, those modules that you listed on the mapping table will be assumed passed with grade ‘D’. Please refer to the email sent by the Registrar on Module Registration.
- Warning:** Affected module/s will be dropped with penalty and/or disciplinary actions may be taken against those who are found to have made false declaration.
- c) You should only appeal for pre-requisite waiver for BIZ module if you have read the pre-requisite replacements or have been exempted from reading the pre-requisites, for example in special programmes like the Work-Study Internship Program (WSIP) or DDP. Please attach proof of approved substitution/exemption with your appeal (e.g. DDP programme structure).
- d) A module cannot be read concurrently with its pre-requisite/s, unless
- i. you are reading *BSP3701 Strategic Management* with one or two remaining core module/s in your final semester; or
  - ii. you are reading *ACC3707 Integrated Perspectives in Accounting and Business* with one or two remaining core accounting and business module/s; or
  - iii. you are in NUS-PKU Extended Exchange Programme; or
  - iv. you are in a Work-Study Internship Programme (WSIP) and permission has been granted accordingly
- e) **Appeals for Pre-requisite Checks Waiver for BIZ modules through other channels (e.g. email, instructors) will not be entertained.**

**14) Promotion (Course Code)**

- a) Students’ progress in their course of studies are reflected in their course code (i.e. BBA1/BAC1, BBA2/BAC2, BBA3/BAC3 and BBAH/BACH). The UG Office and the faculty have no authority to make manual adjustments to any student’s progress status.
- b) The promotion criteria can be found on [BBA website](#) → Academic Programme → Curriculum → under accordion label “*Student Course Code: Promotion Criteria*”.
- c) Only credits already earned and reflected in the system will be counted. Modules still in progress or with pending results will not be considered. **Please note that we cannot promote you to the next level if you are short of even 1 MC.**
- d) For students who have taken SEP modules but have not been credited yet, please follow the [pseudo \(honour\) declaration](#) process.
- e) Students who have just completed NOC but do not have their NOC modules updated in their records should write to the NOC Office, and copy [bizbx129@nus.edu.sg](mailto:bizbx129@nus.edu.sg). NOC Office will need to reply to the email to confirm your NOC status, the completed modules and their respective MCs, so that pseudo-promotion can be carried out.
- f) **For DDP Students:**
- i. Your total MCs earned are split across 2 degrees (C1 and C2). Because your BBA/BAC course code is based on the MCs earned for your BBA/BAC degree only, it may not reflect your

seniority accurately. **For the purpose of ModReg only**, we will review your progress based on a special set of criteria and grant you a pseudo-promotion if applicable:

Course Code	Official Promotion Criteria for BBA/BAC Degree (C1/C2 + CA)	Pseudo-Promotion in ModReg for DDP
BBA1 or BAC1	Students who have completed less than 40 MCs worth of modules.	Same.
BBA2 or BAC2	Students who have completed at least 40 MCs but less than 80 MCs.	Total MCs earned (C1+C2+CA) = 40-79, with at least 20 MCs for BBA/BAC degree (C1 or C2 + CA).
BBA3 or BAC3	Students who have completed at least 80 MCs but less than 100 MCs; and students who have completed more than 100 MCs but not eligible for honours.	Total MCs earned (C1+C2+CA) = 80-99, with at least 40 MCs for BBA/BAC (C1 or C2 + CA).
BBAH or BACH	Students who have completed at least 100 MCs and are eligible for honours	Total MCs earned (C1+C2+CA) = 100 & above, with at least 68 MCs for BBA/BAC degree (C1 or C2 + CA).

*C1= Home degree modules*

*C2= Second degree modules*

*CA= Double-counted modules*

- ii. **The pseudo-promotion is only applicable for ModReg Exercise and for BBA or BAC degree only, and is not the official promotion in any way.** Pseudo-promotion for DDP students will be completed before ModReg Exercise every semester. No action is required from you. If you noted any discrepancies, please contact Ms Zainab Abdul Ghani ([zainabag@nus.edu.sg](mailto:zainabag@nus.edu.sg)).

#### 15) Re-Take Modules

- Students are required to re-take a **core or compulsory module** if they received a 'F' or 'CU' grade, or a 'U' grade after exercising the S/U option.
- Students are encouraged to select/secure the **core or compulsory modules** during ModReg exercise as these modules are usually prerequisite for higher level/elective modules.
- Students cannot re-take a module if they have already received a passing grade and earned the credits.
- Please refer to the Registrar's Office website for details on the university [Grading System](#).

#### 16) Specialisation

- Unlike open 2<sup>nd</sup> Major/Minor which you must declare during the [APD exercise](#) by your 5<sup>th</sup> semester, you can declare your specialisation or change your specialisation declaration up to your final semester. However, you can do so only once per semester. No changes can be made during ModReg exercise period.
- Students are highly encouraged to plan their study ahead as there are limited vacancies for higher level/specialisation required modules.
- For BBA students who are admitted after 2017:**  
You are required to complete **one specialisation** of your choice. Doing a second or third specialisation is a personal choice and not a graduation requirement.
- For BAC students:**  
Accountancy is your "specialisation". Doing a second or third specialisation (e.g. Finance, Marketing) is a personal choice and not a graduation requirement. You may email your BAC Academic Advisor, Ms Susan See Tho ([susan.seetho@nus.edu.sg](mailto:susan.seetho@nus.edu.sg)) with your official NUS email (stating your matriculation number and intake year) if you need further BAC Curriculum or Accountancy-related guidance.
- For BBA students in DDP:**

You are not required to complete any specialisation to graduate. However, if you decide to withdraw from DDP later and your primary degree is BBA, you will need at least one specialisation to graduate.

- f) **For students from Cohorts 2019 and 2020:**  
If you have already completed 24 MCs of a specialisation before the specialisation requirement is revised to 20 MCs, the extra 4 MCs will be considered an Unrestricted Elective (UE).
- g) Refer to the [BBA website](#) (under BBA programme curriculum) for the requirements of each specialisation. All modules (including recognised non-BIZ ones) that are listed under a specialisation can be used to fulfil that particular specialisation's requirements.
- h) If you are unsure of what are the outstanding modules that you need to complete for your specialisation/s, please self-help by using the **Graduation Audit Report** and **What-If Report**: <https://myportal.nus.edu.sg/studentportal/academics/ug/aa-afg.html>.

### 17) Swapping of Classes

- a) We will help you swap classes **only if** you can find a mutual swap partner (1) whose timetable can accommodate the class that you are giving up, and (2) who met the pre-requisites (if any) of the module.
- b) The outcome of your swap request may only be available in the subsequent rounds. For instance, if you send in your swap request in Round 1 (assuming that you have fulfilled the requirements of the submission), the outcome of your swap may only be available in Rounds 2 or 3. This is because the administrator's access to MODREG add/drop function is restricted to only a few short window periods. Your patience is appreciated.
- c) Swapping of classes involve the process of dropping a module. If the 'add' process is unsuccessful due to timetable clash or failing of pre-requisites, the module/s already dropped may not be recovered. Hence, the onus is on BOTH swap parties to ensure that pre-requisites are met and that there are no timing clashes (including clashes in final exams).
- d) **Conditions for swapping:**
- Both parties must **jointly** write to **BIZ ModReg Enquiry** ([biz\\_modreg@nus.edu.sg](mailto:biz_modreg@nus.edu.sg)) using the swap request format shown below. In other words, either one student must send the swap request to the above email address and copy (cc) the other student. Do **NOT** submit your request individually in separate emails.
  - Classes obtained through swapping are NOT droppable** (even if the swap request cannot be completed due to timetable clashes). **They can only be dropped with a "W" grade (Withdrawal) after ModReg Exercise is over.**
  - Only **mutual swapping** (i.e. exchange) is allowed. One-sided transfer is prohibited.
  - Any requests that do not fulfil the requirements will not be processed.
  - Module coordinators and course instructors DO NOT have the authority to grant you any class swaps. Requests for swaps for modules taught on lecture/tutorial format **MUST include the tutorial class** even if the swap is only for the lecture class. Please indicate N.A. If there is no tutorial class in your timetable. Otherwise, the tutorial, if any, will not be allocated back to you.

Request format:

*(Note: if you already have a tutorial for your lecture module, please also indicate the tutorial class.)*

Student 1	Current		AFTER Swap	
	Module Code	Class	Module Code	Class

Name		E.g. ACC1701	LV1	E.g. AC1701	LV2
Matric	E.g. A0123456X				
Contact #					

Student 2		Current		AFTER Swap	
		Module Code	Class	Module Code	Class
Name		E.g. AC1701	LV2	E.g. ACC1701	LV1
Matric	E.g. A0654321Z				
Contact #					

### 18) Timetable Clash for Classes or Exams

- In line with the University's policy, BIZ **does not** approve any timetable clashes between modules, whether it is between BIZ modules, or between a BIZ module and a module hosted by another faculty. The module coordinator or instructor of a module **does NOT** have the authority to approve any clashes in classes or exams.
- If another faculty tells you that you can read its module that has a timetable clash with your BIZ modules, then you have to secure your BIZ module first before adding that non-BIZ module. The other faculty will have to make special arrangements for you to deconflict your timetable, including exam timetable clash.

### 19) Tutorials

- If you are not successful in getting a tutorial slots **after all selection rounds** (including Add/Swap rounds), we will try to allocate you to the smallest tutorial class that has no timetable clash. Students are expected to de-conflict their timetables to accommodate available vacancies in tutorial classes. It is unlikely that existing class sizes can be expanded further due to space and resource constraint.
- If you wish to appeal for tutorials, please submit an appeal in ModReg under type "*Add/Change Tutorial Class*". The outcome of your appeal is subject to the vacancies still available at the point of review. Generally, only changing of tutorial to a smaller class is allowed.

### 20) Workload

#### Workload Limit per Semester

	System Default (University standard)	Appeal Process
BIZ single-degree students	<u>Year 1, Sem 1</u> All rounds: 23 MCs	- Not applicable -
	<u>Year 1, Sem 2 till graduation semester</u> Round 1: 23 MCs Round 2: 23 MCs Round 3: 27 MCs	To appeal to overload beyond 27 MCs in Round 3, or to read less than 18 MCs, please use the respective appeal types in ModReg -> see further instructions (a) and (b) below.
BIZ DDP / CDP / USP students	<u>Every semester</u> Round 1: 23 MCs Round 2: 23 MCs Round 3: 27 MCs	You are required to provide your full study plan (total at least 160MCs) and any other documentary proof relevant to your reasons in a single file.

- a) **Minimum Workload Waiver Appeal** (use ModReg appeal type “*Min Workload Waiver*”)
- i. Please use this appeal **only if you wish to underload <18 MCs for the ENTIRE semester**, after including Field Service Project (FSP) / Honours Dissertation (HD) / Independent Study Module (ISM) / credit-bearing Internship / DYOM via group work, which are usually added by staff at a later date.
  - ii. The “minimum 18 MCs” requirement will **NOT** apply to students on credit-bearing internships. Please check with Mr Chew Jian Dee ([bizcj@nus.edu.sg](mailto:bizcj@nus.edu.sg)) if you have further queries.
  - iii. If you wish to underload this semester:
    1. Submit your appeal in ModReg under appeal type “*Min Workload Waiver*”
    2. Attach your full Study Plan from your 1<sup>st</sup> to your last semester (by module by semester totalling up to min 160 MCs) with any other relevant supporting documents (e.g. doctor memo from UHC).
    3. If your reason is due to on-credit bearing internship, besides your study plan, **please also attach a copy of your signed Internship Offer/Engagement Letter (prepared in the company’s letterhead) clearly showing your acceptance of the offer, as well as the engagement period (dates).**
    4. Students who failed to submit **Minimum Workload Waiver Appeal** during the [stipulated deadline](#) will not be able to drop any module beyond the minimum 18 MCs workload.
  - iv. If you wish to drop any module/s to make way for FSP, HD, ISM, etc., please wait for these modules to be added first.

Types	Person-in-charge
FSP	<a href="#">Chew Jian Dee</a>
Internship modules (BI)	<a href="#">Chew Jian Dee / Candy Tan</a>
Honour Dissertation (HD)	<a href="#">Soh Joe Yi</a>
Independent Study Module (ISM)	<a href="#">Soh Joe Yi</a>

- b) **Maximum Workload Waiver Appeal** (use ModReg appeal type “*Max Workload Waiver*”)
- i. Freshmen can only read up to **23 MCs** in their first semester, unless they are in special programmes like USP, DDP and CDP.
  - ii. For other students, there is no need to seek permission to read up to 27 MCs of modules. It is a university-wide policy to allow only up to 23 MCs to be registered in Rounds 1 and 2. The system will automatically extend workload limit to 27 MCs in Round 3 for all students, except for freshmen mentioned in (i) above.
  - iii. In your appeal submitted through ModReg, you need to attach your full study plan from first to last semester (by module by semester totalling up to min 160 MCs); and any other supporting documents in a single PDF file not exceeding 500kb. Please refer to point 2 of this document.
  - iv. All approved workload beyond 27 MCs will take effect only **from Round 3 onwards**.

## 21) Useful Links and Contacts

- [ModReg User Guide](#)
- [Honours Dissertation and Coursework](#)
- [Field Service Project \(FSP\)](#)
- **Module Information:**
  - a. [NUSMods](#)



b. [Module Outlines](#)• **BIZ Undergraduate Office Contacts:**

Specific Areas	Contact Person
<b>BIZ ModReg Helpdesk</b>	<b>BIZ Undergraduate Office</b> Tel: 6601-1204 (manned by student helpers) Email: biz_modreg@nus.edu.sg <b>Operating hours:</b> 21 – 22 Jun 2022 & 21 Jul to 17 Aug 2022 9am – 5pm, Mon – Fri (except Public Holiday)
Global Immersion and Study	<a href="#">Saul Sio</a>
Student Support Manager	<a href="#">Chew Jian Dee / Hem Kumar</a>
Student Exchange/Summer/Winter programmes Modules Mapping and Credit Transfer	<a href="#">Jessie Toh / Saul Sio</a>
<a href="#">Dean's List</a>	<a href="#">Mah Yeng San</a>
<a href="#">S/U Options</a>	<a href="#">BIZ SU Enquiry</a>
<a href="#">Applying for Graduation</a>	<a href="#">Karen Lam</a>
<a href="#">Graduation Audit Report</a>	
Withdrawal from Honours Programme	
<a href="#">Honours Dissertation</a>	<a href="#">Soh Joe Yi</a>
Field Service Project (FSP)	<a href="#">Chew Jian Dee</a>
<a href="#">Business Internships</a>	<a href="#">Chew Jian Dee / Candy Tan</a>
DDP/CCP, <a href="#">NUS-PKU</a> programmes	<a href="#">Zainab Abdul Ghani</a>
<a href="#">2<sup>nd</sup> Major/Minor</a>	<a href="#">Low Joon Kiat</a>