

THE NUS MBA STUDENT HANDBOOK

Academic Year
AY2025/2026



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This student handbook aims to provide brief but key information that MBA students need to navigate through the MBA program. Links are included in the relevant sections for further information. It is recommended that students should take time to go through these details.



01 INTRODUCTION

1.1 About NUS & NUS Business School

The National University of Singapore (NUS) was founded in 1905 and is Singapore's flagship university. A comprehensive university comprising 16 faculties and schools across three campuses, NUS is consistently ranked among the world's top universities.

Founded in 1965, the **NUS Business School** stands among the world's leading business schools today. It is distinctive for offering the best of global business knowledge with deep Asian insights, preparing students to lead Asian businesses to international success and to help global businesses succeed in Asia.

1.2 Code of Student Conduct

As a student of NUS, you are expected to maintain and uphold the highest standards of integrity and honesty at all times, as well as embrace community standards, diversity and mutual respect for one another, both within the University, as well as the wider Singapore and international community.

The **Code of Student Conduct** is based on the following fundamental principles

- Academic, Professional, and Personal Integrity
- Respect for People
- Respect for and Compliance with the Law and with Campus Policies and Regulations
- Responsibility towards Maintaining the Campus as a Place Conducive for Learning and Living

Mandatory Courses

All students are required to complete two e-courses within 2 weeks of completing Registration Part 1.

- **SE1000: Student Essentials**
- **RC1000A: A Culture of Respect and Consent***

**Note that RC1000A includes a synchronous online workshop which students should complete by week 2 of the first semester. Students are deemed to have completed the course only after attending this workshop. An Incompletion status on these mandatory courses will affect student's access to some services, including course enrolment and access to course results. Students should note and adhere to the deadline specified.*

Read [here](#) for more information on the mandatory e-courses.

02 ACADEMIC MATTERS

2.1 The NUS MBA Student Portal

This is a one-stop portal where students can get information related to:

- Academic Matters
- Student Support & Resources
- Exchange Matters
- Experiential Learning
- Student Activities

and more.



To access **The NUS MBA Student Portal**⁽¹⁾, sign in with your NUSNET ID.

2.2 Semester Dates for Academic Year



NUS Academic Calendar comprises the following structure:

- Semester 1 (August - December)
- Semester 2 (January - April)
- Special Term 1 (May - June)
- Special Term 2 (June - August)

To view the Academic Calendars, please click [here](#).

2.3 Period of Candidature

The normal candidature duration is 17 months for full-time students, and 2 years for part-time students. Students who complete the degree requirements beyond the fourth year of the MBA candidature are required to pay additional semester fees for each extended semester. Read [more](#)⁽¹⁾.

The School may withdraw a student from the program of study, if he/she has not met the requirement for continuation in the program. Read [more](#).



⁽¹⁾ Access will be granted in July after completing Registration Part 1.

2.4 MBA Program Requirement



Students need to successfully complete all the units required for the program (refer to **MBA Requirement Table** below) and meet a minimum Grade Point Average (GPA) of 3.2 to graduate.

The **Recommended Study Plans**⁽¹⁾ provide a guide for planning core and elective courses to help students complete their program within the usual length of candidature. Students may approach the MBA Programs Office if you need to complete the program in a shorter time, or advice on special planning needs.

Course Code	Course Name	Unit	Programs							
			MBA /PhD-MBA ^d	MBA ^a (RE Specialisation)	MBA ^b (HCM Specialisation)	NUS-HEC (Start at NUS)	NUS-HEC (Start at HEC)	NUS-PKU	MBA-MPA ^c	MBA-MPP ^c
BMA5001	Managerial Economics	4	✓		✓	✓				
BMA5003	Financial Accounting	4	✓	✓	✓	✓			✓	✓
BMA5008	Financial Management	4	✓	✓	✓	✓			✓	✓
BMA5009	Marketing Strategy	4	✓	✓	✓	✓			✓	✓
BMA5013	Corporate Strategy	4	✓	✓	✓	✓			✓	✓
BMA5016	Leading with Impact	4	✓		✓	✓		✓	✓	✓
BMA5017	Managerial Operations and Analytics	4	✓	✓	✓	✓			✓	✓
BMA5801	Launch Your Transformation	4	✓	✓	✓	✓	✓	✓	✓	✓
BMA5901	MBA Consulting Project	4	✓	✓	✓	✓	✓	✓	✓	✓
Real Estate Course				✓ ^a						
School of Public Health Course					✓ ^b					
School of Public Policy Course									✓ ^c	✓ ^c
Total Core Unit Requirements			36	44	52	36	8	12	32	32
Minimum MBA Toolkit Unit Requirement			4	4	4	4	4	4	4	4
Total Elective Unit Requirements			28/ 20 ^d	20	12	16	44	28	20	16
Total MBA Graduation Unit Requirements			68/ 60 ^d	68	68	56	56	44	56	52

Note:

^a Refer to study plan for course requirements from Real Estate department

^b Refer to study plan for course requirements from School of Public Health

^c Refer to study plan for course requirements from School of Public Policy

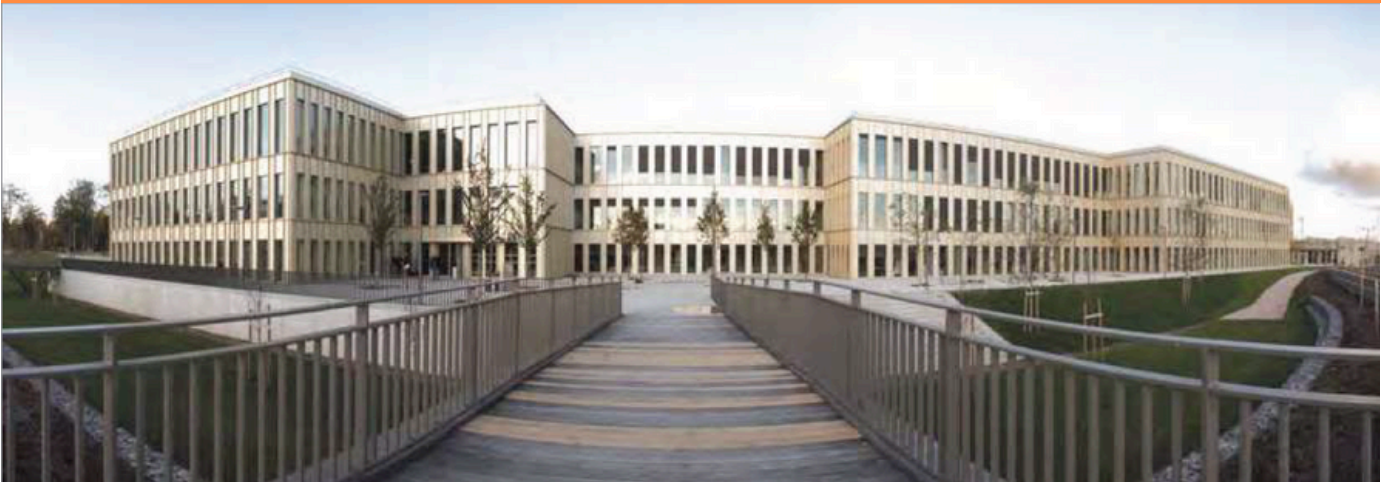
^d PhD-MBA may follow MBA study plan, except that the elective requirement is 20 units.

¹⁾ Access will be granted in July after completing Registration Part 1.

2.5 Double Degree MBA Programs

With the exception of Master in Advanced Management program offered by Yale University's School of Management, students wishing to pursue a double degree program should apply for the program prior to the start of the MBA program. The admission decision from the partner school is independent of your admission for The NUS MBA. Switching from The NUS MBA program to a double degree program is subjected to approval and relevant fees may apply.

The NUS - HEC MBA



This program is offered in partnership with HEC Paris, students will have the flexibility to begin the program at HEC Paris or NUS. Please refer [here^{\(1\)}](#) for the NUS program requirements.

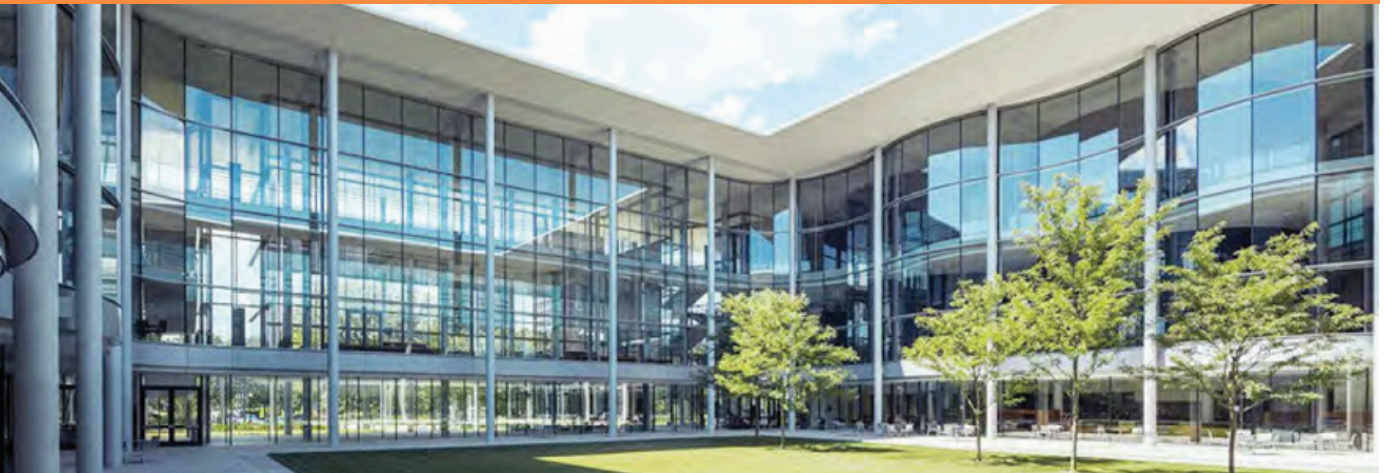
The NUS - Peking University MBA



This program is offered in partnership with Guanghua School of Management, Peking University. Please refer [here^{\(1\)}](#) for the NUS program requirements.

¹⁾ Access will be granted in July after completing Registration Part 1.

The NUS MBA - Yale Master of Advanced Management (MAM)



Offered in collaboration with Yale University's School of Management (SOM). This program is only open to current students & recent MBA graduates of schools that are part of the Global Network for Advanced Management (GNAM).

While students may apply for the MAM program prior to or at the start of The NUS MBA program, admission to the MAM program is condition upon the fulfilment of the required curriculum of The NUS MBA. Students may also apply for this program from the end of the first semester at NUS. Application to the MAM program shall be submitted directly to Yale SOM and admission to this program is not guaranteed.

If your application is accepted by Yale, you must complete at least 44 units of courses as stipulated by NUS and obtain a GPA of 3.2 and above, at NUS to be eligible to continue your MAM program at Yale.

Click [here](#)⁽¹⁾ for more information. Please approach the MBA Programs Office for discussion if you have plans to apply for this program.

¹⁾ Access will be granted in July after completing Registration Part 1.

Double Degrees with Lee Kuan Yew School of Public Policy



The NUS MBA – Master in Public Administration (MPA) and Master in Public Policy (MPP) double degree programs are offered jointly with the Lee Kuan Yew School of Public Policy (LKYSPP).

- **The NUS MBA – MPA** program requirements⁽¹⁾
- **The NUS MBA – MPP** program requirements⁽¹⁾

The NUS PhD – MBA

The NUS PhD – MBA concurrent degree is hosted jointly by NUS Graduate School and NUS Business School.

Please refer [here](#)⁽¹⁾ for the program requirements.

Students must maintain a minimum GPA of 3.8 for continuation of study on this program. Additionally, note that students would not be allowed to graduate with only the MBA degree.

Students wishing to complete the MBA with a specialisation may refer to the Specialisation Requirements [here](#)⁽¹⁾.

¹⁾ Access will be granted in July after completing Registration Part 1.

2.6 MBA with Specialisations



Students can opt to do up to two specialisations in the following areas:

Analytics & Operations (ANO)	Consulting (CON)	Digital Business (DGB)
Strategy & Organisation (SNO)	Healthcare Management* (HCM)	Innovation & Entrepreneurship (NNE)
Marketing (MKT)	Real Estate* (RE)	Finance (FIN)

Note:

1. Healthcare Management & Real Estate Specialisations*

Students **MUST** declare your selection of the two specialisations before gaining admission to the MBA program, as specific core courses are tied to each specialisation. Students should note that there will be **financial** implications should you withdraw from either of these specialisations after starting the program. These two specialisations are not available to students on the MBA double-degree programs.

2. Double Degree Programs

- Students on MBA double degree programs who wish to opt for specialisations should schedule an appointment with the MBA Programs Office (email: mba_programmes@nus.edu.sg) for discussion.
- Specialisation is not applicable to students starting The NUS - HEC MBA program at NUS and students enrolling in The NUS MBA - Yale MAM program due to curricular limitations.

Please visit **The NUS MBA Student Portal⁽¹⁾** to find out more about **Specialisation Requirements⁽¹⁾** and list of courses relevant for each specialisation.

¹⁾ Access will be granted in July after completing Registration Part 1.

2.7 Class Schedules and Course Offerings

Typical schedule:

Semester	Morning	Afternoon	Evening	Class Frequency
Regular Semester				
Sem 1: Aug - Dec	8.30 am – 11.30 am	12 pm - 3 pm or 3 pm - 6 pm	6:30 pm – 9:30 pm	Once a week
Sem 2: Jan - Apr				
Special Terms				
ST1: May-Jun	NA	NA	Weekday: 6:30 pm – 10:00 pm or Weekend:	Twice a week /
ST2: Jun-Aug			9:00 am – 4:30 pm	Full Saturday

Students should note that majority of the electives are offered in the evenings or weekends (Saturdays). Apart from optimising the offering of electives, this also provides extended opportunities for students' learning and networking interactions in the program.

You may access the following from **The NUS MBA Student Portal**⁽¹⁾.

- MBA Class Timetable
- CourseReg Information
- Projection of Course Offerings for the Current Academic Year



¹⁾ Access will be granted in July after completing Registration Part 1.

2.8 Course Registration



Course registrations are usually held one month before the start of each semester (refer to **Important Dates**⁽¹⁾). All students are required to register for courses via the CourseReg function in the Education Records System (**EduRec**⁽¹⁾). Read more **here**.

Note:

- When courses are over-subscribed, a priority point system will be used. Students may refer to **CourseReg@EduRec** for details.
- Students are required to check the allocation results via CourseReg after each round.
- Students who wish to withdraw from registered or assigned course(s), should drop the course(s) as early as possible so that others can get a chance to register for it.
- Students with outstanding fees from the previous semester will be barred from course registration. Please make sure that the outstanding amount is cleared within the given deadline.
- While efforts will be made to minimise disruptions to the course offerings, classes with low enrolment (less than 25) may be cancelled.
- Experiential learning courses have a separate registration process. Instructions will be sent to the students when these courses are up for enrolment.
- While the MBA Programs Office strives to provide a wide range of electives to cater to the different needs of students, it is not realistic to expect successful bids in every course of choice due to limitations in class capacity.

Useful Links:

- **NUSMods** | Search cross-faculty courses information
- **CourseReg Schedule** | Calendar view of schedule for the Rounds
- **CourseReg User Guide** | **Step-by-Step Guide** (Videos)
- **FAQs** | Read **more**⁽¹⁾
- **Important Dates for Drop Courses**

¹⁾ Access will be granted in July after completing Registration Part 1.

2.9 Overloading



Students who can manage additional workload from the usual academic workload allowed in each semester may submit **Overloading Application⁽¹⁾**.

Students who need to complete within a shorter timeframe should approach MBA Programs Office to work out a viable plan.

Note: Overloading may risk into affecting your GPA score.

2.10 Waiver of Core Courses

Students may apply to waive a core course if they have covered the same material at a level equivalent to a graduate or professional course of study. Where a waiver is approved, the student is required to take an additional elective to replace the core course. No more than 8 units (or an equivalence of 2 full courses) of waiver may be granted.

Core Course Waiver Application⁽¹⁾ is subject to approval from the Academic Director. Once approved, the student would not be allowed to drop or change the waiver.



2.11 Cross-Faculty Courses



Students may apply for electives from other NUS faculties/schools subject to approval from the host faculty/school. Students should contact the respective faculties to inquire further.

Students may apply for cross-faculty courses via the “Submit Course Request” function at CourseReg@EduRec (refer to the **user guide**) in Round 2 only.

Note: All MBA students may take a maximum of 8 units (or an equivalence of 2 full courses) in cross-faculty courses. Where applicable, students will bear the full fees for the cross-faculty courses, if charged by the host faculty/school.

¹⁾ Access will be granted in July after completing Registration Part 1.

2.12 Experiential Learning

Experiential Learning provides opportunities for learning by doing, giving context to what is learned in class and applying it to real business and corporate situations. It offers hands-on experiences that allow students to apply classroom knowledge to real-world scenarios.

Experiential Cores

All students are required to complete the following experiential core courses:

1. Launch Your Transformation (BMA5801)
2. MBA Consulting Project (BMA5901)
3. MBA Toolkit

Double degree students should refer to your curriculum requirements, and will be advised by your coordinator on these requirements pertaining to your course of study described in **section 2.4** of this handbook.



Launch Your Transformation (BMA5801)

This course is conducted in an intensive 5-day boot camp format at the start of your NUS MBA journey, launching your transformation through a journey of self-discovery and learning to stretch and empower yourselves to become effective leaders.

The course carries 4 units, and students will be awarded a 'Completed Satisfactory' (CS) or 'Completed Unsatisfactory' (CU) grade upon fulfilling all assessment required in the course, which includes full attendance in all class sessions.



MBA Consulting Project (BMA5901)

The MBA Consulting Project course aims to accomplish the following objectives:

- Enhance the practical relevance of the program
- Provide opportunities for students to apply concepts and theories to real-world business scenarios
- Gain firsthand experience with real-world business complexities not fully covered in academic courses, and develop skills to navigate them effectively

The MBA Consulting Project course carries 4 units. Students are only allowed to undertake one project per candidature. Applications to participate in a project are subject to selection by the company and/or the school.

You may access the **Student Portal**⁽¹⁾ for the guidelines for this course.

MBA Toolkit

MBA Toolkit is a group of electives designed to equip students with the knowledge and skill sets needed to support their individual career goals—whether they are looking to switch careers, deepen their expertise, or advance professionally.

To fulfill one of the Experiential Learning Core requirements, students are required to complete at least one (4-unit) elective from the MBA Toolkit.

Each course in this group carries 4 units. The grading scheme varies by course and may be either:

- Completed Satisfactory / Completed Unsatisfactory (CS/CU), or
- Coarse Grade (i.e., Distinction/Merit/Pass/Fail)

These electives are offered across various semesters and special terms. Students should refer to the **Course Offerings Schedule**⁽¹⁾ to confirm the availability of each course.

MBA Toolkit Electives are (i) BMA5805 Strategic Problem Solving for Managers (CS/CU), (ii) BMA5136 Consulting Toolkit for Strategic Decision-Making (Coarse Grade), (iii) BMA5406 Negotiations and Conflict Management (Coarse Grade) and (iv) BMA5429 Mastering Influence (Coarse Grade).

¹⁾ Access will be granted in July after completing Registration Part 1.

Experiential Electives

Apart from the experiential cores, students may also opt for experiential electives. Some of these may be offered by schools or faculties other than NUS Business School. MBA students may indicate their interest to participate, if available. Listed below are some examples of experiential electives.



C-Suite Life (BMA5803)

C-Suite Life is run in an intensive format over four full consecutive days. It aims to develop students' ability to cope with ambiguity, to exercise judgement and make decisions under uncertainty and complexity of management.

This course carries 4 units, and students will be awarded a 'Completed Satisfactory' (CS) or 'Completed Unsatisfactory' (CU) grade upon fulfilling all specified assessment requirements. More information will be provided when the course is available.

MBA Internship (BMA5903)

Students may engage in internship(s) that may or may not offer units. Note that first year students are not allowed to partake in any internship in the first semester of their program. Full-time internship that does not offer units can only be done during the NUS declared vacation period. To participate in a full-time MBA internship during the main semesters, students must opt for a Credit-Bearing Internship.

There are specific conditions and requirements for engaging in a Credit-Bearing Internship. Prior approval must be sought from the MBA Programs Office before accepting an offer of internship from a company.

Please read the **MBA Credit-Bearing Internship Guidelines**⁽¹⁾ carefully for the full set of information and instructions.

¹⁾ Access will be granted in July after completing Registration Part 1.



Other Experiential Learning Opportunities

There are opportunities for students to partake in multidisciplinary or mix-team experiential courses outside of NUS Business School. Some may be offered for units, while others are not.

- Duke-NUS Health Innovator Program
- Enterprise Development
- Frugal Innovation
- NUS Graduate Research Innovation Program (GRIP)
- NUS Overseas Colleges (NOC)
- Singapore BioDesign Innovation Fellowship
- TechLaunch

These programs may not be offered every year. Information will be communicated via email whenever a program is offered. Students who have relevant specialisations may receive priority consideration. Students should comply with any conditions, guidelines and instructions relating to these courses, where applicable.

2.13 Student Exchange and Global Network Programs



Overseas Student Exchange Program

Full-time and part-time students may participate in overseas student exchanges with more than 60 exchange partners worldwide. There are two types of exchange programs:

- Semester exchange
- Short exchange, where the duration could range from a few days to several weeks

Students should complete at least two regular semesters at NUS before embarking on an exchange program. In addition, students have to achieve a minimum GPA of 3.2 and must not have any Negative Service Indicator (NSI)* tagged on their EduRec record.

Semester Exchange:

- Students are strongly encouraged to complete all core courses
- Considerations for allocation include:
 - Academic performance
 - Contributions to the MBA program
 - Seniority (based on the total number of units completed)

Short Exchange:

- Considerations for selection include:
 - Seniority (based on the total number of units completed)
 - Students who have previously been offered an exchange opportunity will be placed on a lower priority

Information session for exchange programs will take place in the 2nd-half of Semester 1. Please refer to **Exchange Matters**⁽¹⁾ for more information.

**NSI includes outstanding fees and other reasons that will have impact on overseas exchanges.*

#Students who have fulfilled the 68 units requirement for graduation in the term before the start date of the exchange will have your exchange withdrawn.

#Students are not allowed to participate in any overseas opportunities while they are on LOA.

¹⁾ Access will be granted in July after completing Registration Part 1.

Global Network Programs

NUS is a member of the **Global Network for Advanced Management (GNAM)**. Students could expand their learning beyond NUS by participating in selective programs such as the Small Network Online Courses (SNOCs) and the Global Network Weeks (GNWs). NUS may not participate in every program offered by the network. The MBA Programs Office will provide information via email when such programs are available for application.



03 ASSESSMENTS & EXAMINATIONS



3.1 Rules and Regulations

Students enrolled in a course are required to sit for the assessments and/or examinations. MBA courses offered by NUS Business School are made up of 100% continuous assessment components. Students should take note of all test/presentation/assignment dates and ensure your presence in class. Students who fail to show up for, or miss an assessment component without valid reason, or did not seek written permission from the MBA Programs Office and/or the instructors prior to the assessment, will be awarded zero mark for the missed component.

Some cross faculty courses may involve a final examination which takes place during the examination weeks (refer to the [Academic Calendar](#)). Students must be familiar with the examination rules and regulations before taking the examinations. Please refer to the [Exam Directory](#)⁽¹⁾ for the guidelines.

3.2 Final Examinations

(only applicable to cross-faculty courses)

Information of the final examinations (date, time and venue) will be available before the start of each semester from the [Exam Directory](#)⁽¹⁾.

Final examinations must be taken as scheduled. Part-time students should plan your work commitments and travels to avoid any clashes with the examination schedule.

¹⁾ Access will be granted in July after completing Registration Part 1.

3.3 Medical or Other Exigencies

Students should inform the MBA Programs Office if you are unable to sit for any assessment component or examination. Where possible, this should be done before, or immediately after the scheduled assessment or examination.

Relevant supporting document must be submitted to the MBA Programs Office for review. The Office will assess the severity of the situation and determine whether it would impede the successful completion of the assessment or examination. Please refer to the Special Consideration Guideline and System User Guide from [Exam Directory^{\(1\)}](#).

3.4 Review of Results

Students may request a review of your course results regardless of your grades obtained. A review will only involve a verification of result accuracy. There will not be any re-marking of scripts. Students will be allowed to view your examination scripts if they have obtained an “F” grade for their courses. Students may initiate a face-to-face feedback session with the instructor. Note again that no re-marking or re-grading request will be entertained.

Applications for Review of Results must be submitted within 3 days of the online release of results. Please refer to the Review of Results Guidelines and System User Guide from [Exam Directory^{\(1\)}](#).

3.5 Requirements for Continued Candidature

Students who fail a core course will have to retake the course until a pass grade is obtained.

To continue in a Master’s program, a student may not have:

- GPA below 3.20 (but ≥ 2.50) for three consecutive semesters; or
- GPA below 2.50 for two consecutive semesters

Please note that a higher minimum GPA may be required for some programs. Please refer to [section 2.5](#) for the requirement of the individual programs.

¹⁾ Access will be granted in July after completing Registration Part 1.

3.6 Grade Range

The following grading system is applicable to Graduate Programs in NUS Business School from AY2021/2022:

Grade	Description	Grade Point
DT	Distinction	5.00
M	Merit	4.00
P	Pass	3.00
F	Fail	0.00

The following grading system applies for courses taken in NUS apart from the Business School.

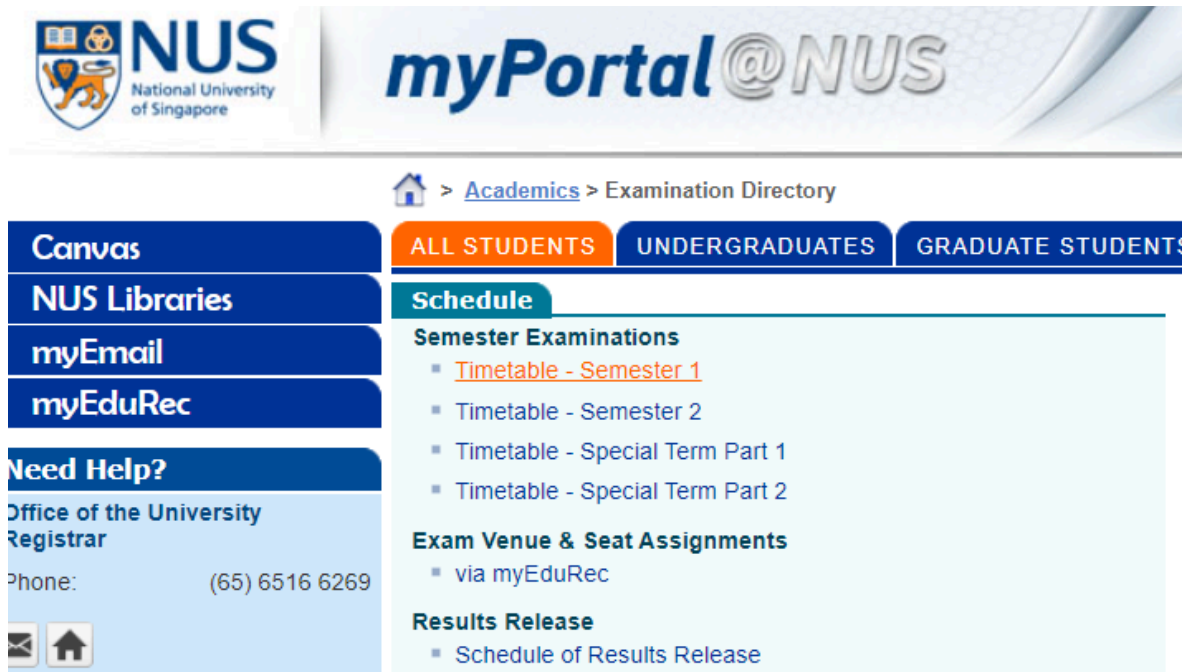
The grade range is as follows:

Grade	Description	Grade Point
A+	Excellent	5.00
A	Excellent	5.00
A-	Excellent	4.50
B+	Very Good	4.00
B	Very Good	3.50
B-	Very Good	3.00
C+	Good	2.50
C	Satisfactory	2.00
D+	Probationary	1.50
D	Probationary	1.00
F	Fail	0.00

Students must achieve an overall GPA of 3.2* and a pass in all the core courses to fulfil the graduation requirement.

** Note that for The NUS PhD-MBA program, an overall GPA of 3.8 and a pass in all the courses specified for the program are needed to fulfil the graduation requirement.*

3.7 Release of Examination Results



Students may view and print the examination results via Education Records System (**EduRec⁽¹⁾**).

Please refer to the user guide to **View Exam Results⁽¹⁾**.

Students tagged with a Negative Service Indicator (NSI), such as outstanding fees or non-completion of the mandatory course - RC1000A Culture of Respect and Consent, will not have access to view your results or obtain your transcript.

3.8 Requirements for Graduation

Students will automatically be filed for graduation once the degree requirements have been met. A student may complete more than 68 units in the final semester to fulfil the graduation requirement of the program. The grades of all the courses taken will be used to compute the overall GPA.

Students who complete 68 units during the Special Terms will be conferred your degree in July/August of the same year. However, you will attend the commencement ceremony that will be held the following July.

Read more **here⁽¹⁾**.

¹⁾ Access will be granted in July after completing Registration Part 1.

04 ADMINISTRATIVE MATTERS

4.1 IT Matters

4.1.1 Computer Account

Students will be assigned a computer account (NUSNET ID) after matriculation into the MBA program. The Computer Centre [website](#) contains useful information can help with the navigation of the various systems.

4.1.2 NUS Virtual Private Network (NVPN)

Students are required to login to [nVPN](#) to access restricted services and resources on the University campus network.

4.2 Communications



4.2.1 NUSmail

All students will have an e-mail account at NUS that will be your official point of contact. Students are expected to read your emails regularly. The School will communicate with students primarily through the NUSmail. Email messages sent to students' NUSmails are equivalent to letters sent to students' mailing addresses.

The NUSmail accounts are created using an alphanumeric format. To make it more friendly and easy to remember, students can change this to a FriendlyMail format.

Refer to [information and instructions](#) regarding email services. Check out the IT Quick Start Guide for New Students [here](#).

4.2.2 Education Records System (EduRec)

Education Records System (**EduRec**⁽¹⁾) is a student administration system that integrates key activities of a student's academic life cycle from admission, course registration, student financials and progression to graduation. Refer **here**⁽¹⁾ on how to navigate EduRec.

4.2.3 Course Registration (CourseReg@EduRec)

CourseReg@EduRec will be used for all your course registrations throughout the program.

You can assess the following information from the links provided:

- Course Registration Information (via **CourseReg@EduRec**)
- **Course Registration Schedule**
- **User guide** for course registration

4.2.4 CANVAS Learning Management System (LMS)

The CANVAS Learning Management System (LMS) is designed to facilitate and supplement teaching. It has a set of online tools and resources to facilitate communication and independent learning, as well as integration into the administrative and library systems to facilitate class administration and knowledge management. Read more **here**⁽¹⁾.

4.2.5 Social Media

Students can directly engage in active interactions with fellow course mates, as well as get updates on events, social and networking activities organised by the student clubs and the MBA Office via your cohort's closed LinkedIn Group. You can find us on **LinkedIn**, as well as **Facebook** and **Instagram**.

Let Others Know About Us!

If you are sharing posts about your MBA journey with your friends and family, do hash tag us #NUSMBA.

4.2.6 WhatsApp Channel

Students are strongly encouraged to join the NUS MBA WhatsApp channel dedicated to keeping you informed about all the latest events, activities, and important updates at the NUS Business School.

How to Join?

- Simply scan the QR code
- Click **Follow** on the top right of the screen and you will be added to the channel



¹⁾ Access will be granted in July after completing Registration Part 1.

4.3 Fees

4.3.1 Tuition Fee

Students can access their online account through **EduRec⁽¹⁾**. Refer to the guide relating to information on **Finances**.

The NUS MBA fees are charged on a program basis and are payable over the first 2 semesters for full-time students and the first 4 semesters for part-time students. All students, whether registered as full-time or part-time candidate, are charged the miscellaneous student fees in regular semesters during the candidature, as long as students have not graduated from the program. These are due at the same time as the tuition fees. The miscellaneous student fees payable are set out **here**. Read **more**.

4.3.2 Semester Fee

A semester fee will be charged from the fifth year of the program. This will not be applicable if a student completes the program within four years. Read **more⁽¹⁾**.

4.4 Student Insurance

All full time NUS matriculated undergraduates, graduates, non-graduating students and continuing professional education students are obliged to subscribe to the university's medical insurance scheme. This scheme provides all full time students with basic medical and personal accident insurance coverage. Read **more**.

4.5 Part-time Employment for International Students

Student's Pass holders must note the following:

- Part-time work during the academic term is allowed, as long as the work does not exceed 16 hours per week.
- Students may work full-time during NUS-declared vacation periods. Strict adherence to the regulations stipulated by the Immigration and Checkpoints Authority (ICA) of Singapore is expected of every student.
- Students found to have violated these regulations would have their Student's Pass cancelled and shall answer to any penalty the authority imposes, or be repatriated.
- Scholarship holders or company-sponsored students must obtain approval from their sponsors before engaging in internships or part-time work.

Read on for **information on international students** working part-time.

¹⁾ Access will be granted in July after completing Registration Part 1.

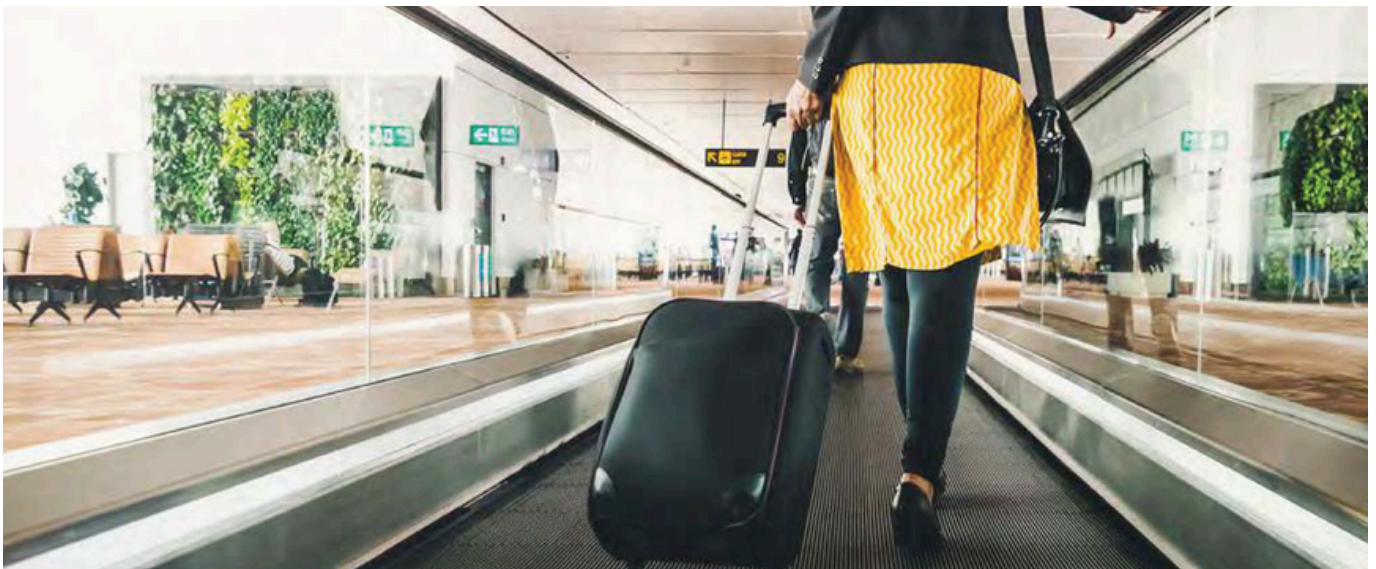
4.6 Absence from Classes

While the university does not bar students from taking tests or examinations for poor attendance in class, the course instructors may impose a minimum attendance requirement for his/her course as a grading criterion.

- Students are advised not to miss classes for more than 3 consecutive sessions or a total of 3 classes for a full 4-unit course.
- Absence from classes should only be for valid reasons (e.g. reservist training, official overseas trips) and prior approval should be sought from the professors.
- Students must inform the MBA Programs Office if you expect to be absent from classes for more than a week.
- Students would be required to apply for a leave of absence if an extended period of absence is expected.

Please approach the MBA Programs Office for advice if unsure. Please read **section 3** for absenteeism affecting assessments and examination.

4.7 Official Leave



Students representing NUS in official events or functions must request for an Official Leave from the MBA Programs Office. Supporting documents must be provided.

- No official leave will be granted during the examination period.
- An approval of official leave does not constitute an approval to be excused from timely completion of assignments and submission of assignments due within the period of leave.

4.8 Leave of Absence (LOA)

Students who do not intend to take any courses in Semester 1 or Semester 2 must apply for a Leave of Absence via EduRec. Read on for guidelines and application relating to **LOA**.

4.9 Conversion of Study Mode

Students wishing to convert your mode of study from full-time to part-time, or vice versa, have to submit the request form to the MBA Programs Office with relevant documents supporting the request. Conversion is only allowed once. Scholarships or test requirements waived at the point of admission may be forfeited with a change in the mode of study, and fulfillment of these requirements, if any, would be a pre-condition before a conversion can be made.

4.10 Extension Policy

Students who have fulfilled your degree requirements will have to graduate and will not be allowed to stay on for an additional semester.

With effect from Academic Year 2025 (August 2025), a fee of SGD5,000 per semester will be charged for courses taken beyond the fourth year of the MBA candidature. Please ensure you complete your MBA programme requirements within four years to avoid these charges.

4.11 Withdrawal from the University

Students should write in to the MBA Programs Office if there is an intention to withdraw from the program.

- If the withdrawal takes place after the second instructional week of a semester, fees for the full semester will be charged and be payable.
- Failure to clear the required payment could result in a bad record entered against the student, which may in turn affect student's requests for services from NUS, as well as future attempts to return or readmit to the program.
- For international students holding a Student's Pass, the University will inform the Immigration and Checkpoints Authority (ICA) of the withdrawal. Student must surrender the Student's Pass to ICA together with the cancellation form within seven (7) days from the date of the termination of studies. This can be done at ICA or at the airport's immigration counter upon departure.
- Students may appeal to return to the program within 12 months from date of withdrawal by submitting a request with justifications for reinstatement of candidature to their faculty for consideration.
- Reinstatement of candidature will be considered on a case-by-case basis and is not guaranteed. An administrative fee of S\$250 is payable if the appeal for reinstatement of candidature is successful.

Please refer to the guidelines and administrative instructions on the withdrawal system user guide [here](#)⁽¹⁾.

¹⁾ Access will be granted in July after completing Registration Part 1.

4.12 Notification of Changes to Personal Particulars

Students must update the School immediately of any changes to your personal particulars in the Education Records System (**EduRec⁽¹⁾**). These particulars include email addresses, mailing addresses, contact numbers (home, office & mobile telephone numbers), etc. Please refer to guidelines on **View/Update Personal Information⁽¹⁾**.

4.13 Security and Emergency Contacts

For emergency, please contact Campus Security at 6874 1616 or 6874 2368.

4.14 Car Parks

Read on regarding **Parking Information** on the location and rate of paid parking.

4.15 Students' Attire



Students should be appropriately attired for different functions on or off-campus. Smart casual attire is generally accepted for class sessions, while business or formal attire is the standard for formal functions such as recruitment talks, corporate presentations, functions, or other high-profile events.

¹⁾ Access will be granted in July after completing Registration Part 1.

05 STUDENT ACTIVITIES

5.1 Student Life

To foster a vibrant NUS MBA Community, the MBA Programs Office collaborates closely with **The NUS MBA Student Council**⁽¹⁾, **BIZAlum**, and **BIZCareers** to organise a diverse array of activities and events.

These initiatives span across various opportunities, including overseas global immersion programs, networking sessions, case competitions, and cultural exchanges, all designed to enrich the MBA experience.

Stay updated on upcoming events through the Student Portal's **event calendar**⁽¹⁾.



Case Competition - INSEAD Product Games 2024



Global Immersion Program 2025 - Saudi Arabia



Coffee Chats with EMBA



Picnic at Fort Canning Park organized by Cultural, Social & Community Club

¹⁾ Access will be granted in July after completing Registration Part 1.

5.2 Student Club Activities

The MBA Programs Office facilitates and supports student-led activities organised by the NUS MBA Student Council for our MBA community. Aligned with the overarching goal of enhancing the NUS MBA experience, the NUS MBA Student Council strives to cultivate a dynamic environment defined by learning, collaboration, and achievement.



MBA Olympics 2025 organised by NTU



Visit to Google Singapore organised by Technology Club



Unwined organised by Sandbox Club



Zen in Business organized by Healthcare Club and Sports & Wellness Club

The NUS MBA Student Council will receive funding to organise events and activities, with management overseen by the ExCo. Detailed guidelines regarding the utilisation of these funds will be communicated to the appointed Student Council ExCo and Club Leaders.

For information on procedures and guidelines related to organising student activities, please refer to **The NUS MBA Student Council & Clubs**⁽¹⁾ section on the Student Portal.

¹⁾ Access will be granted in July after completing Registration Part 1.



International Women's Day Panel Discussion organized by Diversity & Inclusion Club

5.3 Case Competitions and Conferences

In line with our commitment to experiential learning, opportunities are provided for NUS MBAs to engage in active and robust intellectual exchanges through participation in case competitions and conferences, both locally and internationally.



INSEAD Product Games 2024 at INSEAD Europe Campus - Winner

Students interested in representing NUS MBA at competitions or conferences overseas can submit a funding request and proposal to the MBA Programs Office for review and evaluation.

Detailed guidelines and procedures for funding support can be found under the **Case Competition and Conferences**⁽¹⁾ section on the Student Portal.

¹⁾ Access will be granted in July after completing Registration Part 1.

5.4 Global Immersion Programs

Global Immersion Program (GIP) is a student-led overseas study trip that empowers students to take charge of their learning experience. With guidance from the MBA Programs Office, students design and implement the program according to their interests and learning goals. The MBA Programs Office provides advisory support to ensure that the program runs smoothly and effectively, while giving students the freedom to take the lead.

More information on GIP and the Student Leader Guide can be found under the **Global Immersion Program⁽¹⁾** section on the Student Portal.



Global Immersion Programme 2024 - Taiwan



Global Immersion Programme 2024 - Korea

5.5 Recognising Your Contributions

The MBA Programs Office values and acknowledges the various contributions made by our students throughout their MBA journey. These contributions are computed into points, which may be used as part of the holistic considerations when assessing applications for various opportunities such as overseas exchange programs, nominations, recommendations, and more.

To ensure that your contributions are recognised, it is essential to log them in the **Activity Contribution/Involvement Form⁽¹⁾**. Each submission will be verified, and it's important to update your contributions promptly. Unrecorded information will not be considered at the cut-off point for different application assessments.

You may find out more under the **Activity Contribution⁽¹⁾** section on the Student Portal.

¹⁾ Access will be granted in July after completing Registration Part 1.

06 AWARDS AND PRIZES

The NUS MBA offers a range of awards to recognise students' academic and service achievements.

There are 2 levels of awards for the NUS MBAs:

- University Level
- Faculty Level

The university-level award recipients would receive the award at the Commencement Ceremony, while recipients of faculty-level award would be recognised at the graduation celebration organised by the MBA Programs Office.

Information and criteria for the awards can be found [here](#)⁽¹⁾. Check out the success stories shared by the recipients of these awards from the [website](#) and get inspired!



¹⁾ Access will be granted in July after completing Registration Part 1.

07 GRADUATION

7.1 Conferment of Degree

The MBA Office would automatically file students for graduation once the graduation requirements have been met. Degrees are conferred at different dates during the academic year. Read [more^{\(1\)}](#).

Completion*	Conferment	e-Degree Scroll and e-Transcripts	Official Degree Scroll & Transcripts #	Commencement
Semester 1	31 January	February (current year)	March (current year)	July (current year)
Semester 2 ^a	31 March ^a	April (current year)	May (current year)	July (current year)
Semester 2	30 June	July (current year)	July (current year)	July (current year)
Special Term 1	31 July	August (current year)	October (current year)	July (following year)
Special Term 2	31 August	September (current year)	October (current year)	July (following year)
Semester 1 ^a	31 October ^a	November (current year)	January (following year)	July (following year)

7.1.1 Degree Scroll and Transcript

Verifiable electronic (e-) degree scrolls, graduate diplomas and transcripts (also known as 'OpenCerts') are issued to students within two (2) weeks from the date of your official conferment. A complimentary set of hardcopy degree scroll and transcript are also given to each graduate.

Note that any outstanding fees have to be cleared before the scroll and transcript can be collected.

For more details, please refer to the [website](#).



¹⁾ Access will be granted in July after completing Registration Part 1.

7.1.2 NUSmail Account

The NUSmail account (userid@u.nus.edu) is a life-long account. Students can continue to use this after graduation. The school may continue to contact students via this account. At the same time, students are strongly advised to ensure that alternative email addresses, as well as other forms of contacts, are updated in EduRec as alternative ways the school can reach you.

7.1.3 International Students

The Immigration & Checkpoints Authority of Singapore (ICA) requires international Student's Pass holders to surrender the Student's Pass for cancellation within 7 days of the date of completion, or termination of studies. The Student's Pass is no longer valid upon completion of full-time studies. Those who surrender your Student's Pass at ICA will be granted a Short-Term Visit Pass to stay in Singapore. Refer to **Student's Pass Cancellation** for more information.

Students who wish to stay on for a longer period of time, for the purpose of seeking employment opportunities, should apply for a Long-Term Visit Pass. Please check the **ICA website** for relevant information.



7.2 Commencement

Commencement ceremonies are held in early/mid-July every year. Students with degree conferment dates that fall between 1 July of the preceding calendar year and 30 June of the current calendar year, both dates inclusive, will be invited to attend the Commencement ceremonies. Information on the Commencement ceremonies will be disseminated at the [Commencement website](#).

Additionally, students will also be invited to attend the Commencement celebration organised by the MBA Programs Office. This is usually held on the same day of the Commencement ceremony for the MBA Program. More information will be provided via email prior to the Commencement.

Full-time international students should note that your Student's Pass would not be valid once you have completed the program. You will be required to apply for the necessary travel visas when returning to Singapore for the Commencement ceremony. You are advised to buffer ample time for visa processing and approval.



08 NUS BUSINESS SCHOOL RESOURCES



BIZCareers

*Your Career Journey
starts here*



BIZAlum

*Connect To A Global
Bizalum Network*



Libraries Portal

Library Resources



Events

Events @ BIZ



Social Media

Get connected



BIZBeat

*Your one-stop for all NUS
Business School news, including
thought leadership articles,
community stories, news
coverage and announcements.*

09 NUS RESOURCES



**Office of the
University Registrar**

*Student Administration &
Academic Support*



**Student Service
Centre**

Student Life



**NUS Graduate
Students' Society**

*Heart of graduate
students' social &
academic life*



**Office of Campus
Security**

Campus Security



NUS Enterprise

*Exclusive for the
entrepreneurs!*



Computer Centre

IT Care



**University Health
Centre**

Health Services



**University Sports
Centre**

Sports!

10 CONTACT US

Email queries to
MBA Programs Office

mba_programmes@nus.edu.sg

(please include your matriculation number in your email)

