

THE NUS MBA STUDENT HANDBOOK

Academic Year
AY2026/2027



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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 15 colleges, 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

The NUS MBA is designed to develop responsible, globally minded leaders with strong Asian insights. As an NUS student, you are expected to uphold the highest standards of integrity, professionalism, respect, and responsibility in all academic and personal conduct.

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 must complete the following two e-courses within two weeks upon completing **Check-in and Onboarding**.

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

**RC1000A includes a synchronous online workshop, which must be completed by week 2 of the first semester. Students are deemed to have completed the course only after attending this workshop.*

Failure to complete these mandatory courses on time may affect access to services such as course registration and examination results.

More information of the mandatory e-courses are available [here](#).

02 ACADEMIC MATTERS

2.1 The NUS MBA Student Portal

The **NUS MBA Student Portal**⁽¹⁾ is the main source for information for the following:

- Academic Matters
 - Student Support & Resources
 - Exchange Matters
 - Experiential Learning
 - Student Activities
- and more.



Log in using your NUS-ID created during **Check-in and Onboarding**.

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;
- 2 years for part-time/Flex MBA students.

*Note: Students who complete the degree requirements beyond the fourth year of the MBA candidature are required to pay an additional semester fees for each semester extended. Read **more**⁽¹⁾.*

The School may withdraw students who do not meet the continuation requirements. Read **more**.



⁽¹⁾ Access will be granted in June/July.

2.4 MBA Program Requirement



Please refer to the **MBA Requirement Table** below. To graduate, students must:

- Complete all required units
- Maintain a minimum GPA of 3.2
- Pass all core courses successfully

The **Recommended Study Plans**⁽¹⁾ provide guidance on course planning and sequencing. Those with special planning needs or who wish to complete the program sooner should contact the MBA Programs Office.

Course Code	Course Name	Unit	Programs							
			MBA	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
MBA Toolkit Unit Requirement			4	4	4	4	4	4	4	4
Total Elective Unit Requirements			28	20	12	16	44	28	20	16
Total MBA Graduation Unit Requirements			68	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

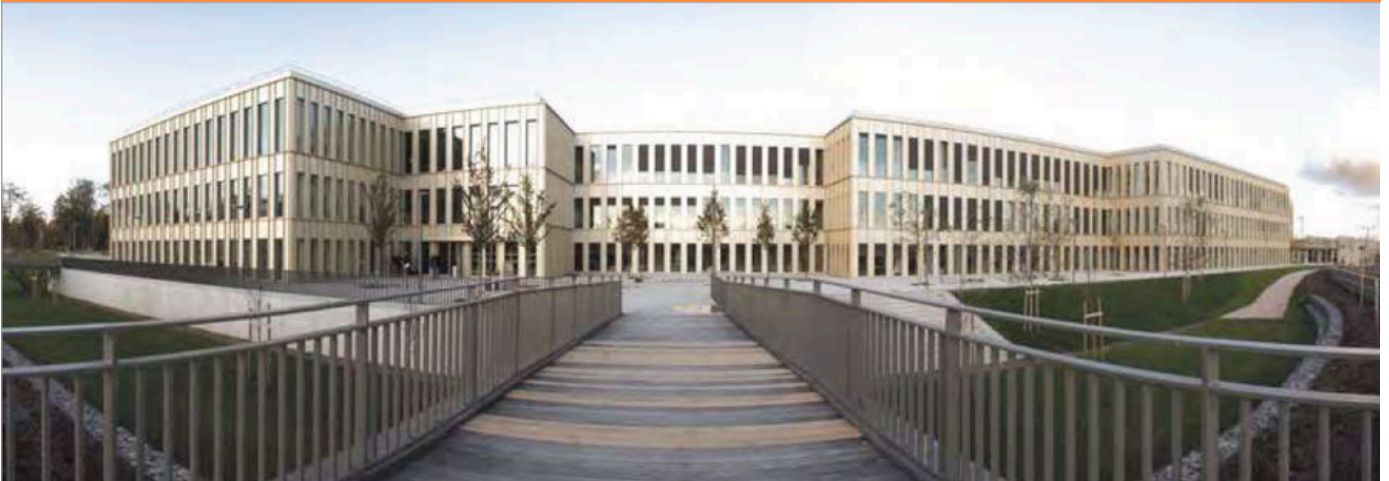
^c Refer to study plan for course requirements from School of Public Policy

2.5 Double Degree MBA Programs

Students interested in a double degree should generally apply before the MBA program begins. Admission decisions from partner schools are made independently and are not guaranteed.

Students should note that switching into a double degree program after admission is subject to approval and relevant fees may apply. Double degree students have limited options on specialisations. Please approach the MBA Programs Office for discussion.

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.

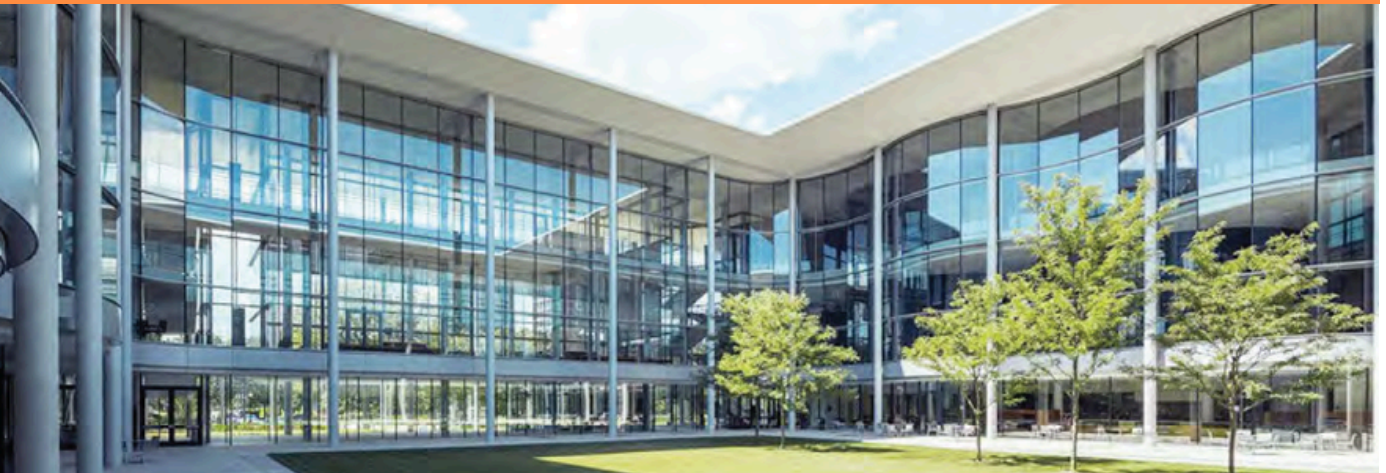
The NUS - Peking University MBA



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 June/July.

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



This double degree program is 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).

Students have the option to apply to the MAM program prior to the start of, or in the first semester of The NUS MBA program. Admission to the MAM program is conditional upon the fulfilment of the NUS requirements specified for the double degree. 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 plan to apply for this program.

¹⁾ Access will be granted in June/July.

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⁾

¹⁾ Access will be granted in June/July.

2.6 MBA with Specialisations



Students may choose up to two specialisations in the following offerings:

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*

- These two specialisations must be declared before admission
- There may be fee implications for changing or withdrawing from these two specialisations after starting on the program
- Due to curricular constraints, double degree students are not eligible for these two specialisations

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.

Students should refer to **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 June/July.

2.7 Class Formats and Times

MBA classes are offered in different formats to support flexible scheduling for students. Most electives are offered in the evenings or on Saturdays to optimize the elective offerings to all MBA students, and to facilitate the building of a larger MBA community for peer learning and networking.

2.7.1 Class Format:

Class Formats in Regular Semesters (Semester 1: August - December; Semester 2: January - April)

Format	Delivery	Frequency	Hours / Lesson
Regular	In-Person / Online	Once a week	3 hours
Half-Semester	In-Person	Twice a week	3 hours
Intensive	In-Person	5 Full Days	8 hours

Class Formats in Special Terms (Special Term 1: May - June; Special Term 2: June - August)

Format	Delivery	Frequency	Hours / Lesson
Regular	In-Person / Online	Weekday: Twice a week Weekend: Once a week	3.5 hours 6.5 hours
Half-Semester	N.A	N.A	N.A
Intensive	In-Person	5 Full Days	8 hours

The illustration in the tables above are based on 4-unit course. You should refer to the timetable published on the [The NUS MBA Student Portal](#)⁽¹⁾ for details.

¹⁾ Access will be granted in June/July.

2.7.2 Class Times:

Class Timings in Regular Semesters (Semester 1: August - December; Semester 2: January - April)

	Format	Morning	Afternoon	Evening
Weekday	Regular / Half-Semester	8:30am - 11:30am	12:00pm - 3:00pm	6:30pm - 9:30pm
			3:00pm - 6:00pm	
	Intensive	9:00am - 5:30pm		NIL
Weekend	Regular / Half-Semester	9:00am - 12:00pm	1:00pm - 4:00pm	NIL
	Intensive	9:00am - 5:30pm		NIL

Class Timings in Special Terms (Special Term 1: May - June; Special Term 2: June - August)

	Format	Morning	Afternoon	Evening
Weekday	Regular	NIL		6:30pm - 10:00pm
	Intensive	9:00am - 5:30pm		NIL
Weekend	Regular	9:00am - 4:30pm		NIL
	Intensive	9:00am - 5:30pm		NIL

Students 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 June/July.

2.7.3 Standardized Blended Learning Weeks:

Most regular-semester courses include blended learning weeks. These are part of the course design and are not intended as leave from class. Standardized blended learning weeks adds flexibility for learning and provides opportunities for students to collaborate and learn outside of the classroom.

There are 2 standardized blended learning weeks in each semester. Instructors may introduce additional blended learning sessions as appropriate for the design of the course.

The standardized blended learning weeks for AY2026/2027 are as follows:

Standardized Blended Learning Weeks: Semester 1, Academic Year 2026/2027

Instructional Week	Weeks 1 to 6	Recess Week	Weeks 7 - 8	Week 9 - 10 (12 - 25 October 2026)	Weeks 11 - 13
Class Format	Face-to-Face	No Class	Face-to-Face	Blended Learning	Face-to-Face

Standardized Blended Learning Weeks: Semester 2, Academic Year 2026/2027

Instructional Week	Weeks 1 to 6	Recess Week	Weeks 7	Weeks 8 - 9 (8 - 21 March 2027)	Weeks 10 - 13
Class Format	Face-to-Face	No Class	Face-to-Face	Blended Learning	Face-to-Face

2.8 Course Registration



Course registration is usually held about one month before each semester begins (refer to **Important Dates**⁽¹⁾). All students are required to register for courses via the CourseReg functions 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
- Academic Plan Application/Declaration (APAD) | **User Guide** | **Video***
- **CourseReg Schedule** | Calendar view of schedule for the Rounds
- **CourseReg User Guide** | **Step-by-Step Guide** (Videos)
- **Curriculum & Course Registration** (Video)
- **FAQs** | Read **more**⁽¹⁾
- **Important Dates for Drop Courses**

*Applicable in regular semesters only

⁽¹⁾ Access will be granted in June/July.

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.

Caution! Do not overload too aggressively as you may risk a poorer cumulative GPA if the additional course is not managed well.

2.10 Core Course Waivers

Students may apply to waive a core course if you have covered the same material at a level equivalent to a graduate or professional course of study. Waivers are capped at 8 units (equivalent to 2 full courses). Students with successful waiver shall take additional elective to replace each waived course.

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 graduate-equivalent electives from other NUS faculties, subject to approval from the host and home faculties. 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 June/July.

2.12 Experiential Learning

Experiential Learning helps students apply classroom knowledge to real business situations.

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 **section 2.4** of this handbook for your experiential core requirements. If unsure, please approach the MBA Programs Office for assistance.



Launch Your Transformation (BMA5801)

This is a 5-day boot camp at the start of the MBA journey. It focuses on self-discovery, self-leadership, and team learning.

The course carries 4-unit, and students will be awarded a 'Completed Satisfactory' (CS) or 'Completed Unsatisfactory' (CU) grade upon fulfilling all assessment required in the course. Full Attendance is required to be awarded a satisfactory completion.

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-unit. 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 **The NUS MBA Student Portal**⁽¹⁾ for the guidelines for this course.

MBA Toolkit

MBA Toolkit is a group of electives designed to equip students with tools and skill sets needed to support different career-related or personal development goals.

Students must complete at least **ONE** 4-unit course from the list of MBA Toolkit courses.

MBA Toolkit courses include:

- BMA5805 Strategic Problem Solving for Managers
- BMA5136 Consulting Toolkit for Strategic Decision-Making
- BMA5406 Negotiations and Conflict Management
- BMA5429 Mastering Influence
- BMA5434 Design Thinking and Business Innovations

These electives are offered throughout the semesters. Students may refer to the **Course Offerings Projections**⁽¹⁾ to confirm the availability of each course.

¹⁾ Access will be granted in June/July.

Experiential Electives

Students who wish to broaden their learning may take experiential electives offered by NUS Business School or other NUS faculties, subject to availability and approval. These electives provide students access to a wider academic community.

Students may refer to **The NUS MBA Student Portal**⁽¹⁾ for more information on these electives. New electives may be announced through emails from the MBA Programs Office when they are available.



¹⁾ Access will be granted in June/July.

2.13 Overseas Student Exchange Program



The NUS MBA Global Exchange Partnerships

The NUS MBA has a vast network of exchange partnerships with more than 80 schools worldwide, giving students unmatched opportunities for global exchange.

Member of:

**GLOBAL
NETWORK
FOR
ADVANCED
MANAGEMENT**



The Global Exchanges Opportunities

2.13.1 Exchange Options

Full-time and part-time students have equal opportunities to participate in overseas exchanges. The types of exchange options include:

- Semester exchange (longer duration of 3 to 4 months)
- Short exchange (shorter duration ranging from a few days to several weeks)
- Virtual exchange (online participation of courses offered by partner universities)

2.13.2 Exchange Eligibility

Students should

- Complete at least two regular semesters at NUS
- Achieve a minimum GPA of 3.2
- Have no outstanding service indicators (NSI) on EduRec
- Is not on Leave of Absence (LOA) from the MBA program
- Have not completed the full MBA graduation requirement prior to the exchange

Exchange allocation may take into account:

- Academic performance
- Seniority (total number of MBA course units completed)
- Prior participation in exchange

Students should refer to the Student Portal (**Exchange Matters⁽¹⁾**) in the Student Portal and information session which will be organized in the second half of semester 1 for details .

¹⁾ Access will be granted in June/July.

03 ASSESSMENTS & EXAMINATIONS



3.1 Continuous Assessment

MBA courses in NUS Business School are typically assessed through continuous assessment. Students are required to complete all parts of the assessment components.

3.1.1 Important Note on Assessments:

- Attendance and participation may be graded
- Missing an assessment without valid reason and prior permission from the instructor and MBA office may result in a zero
- Some cross faculty courses may have final examinations 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
- Students should check all deadlines, presentation dates, and submission requirements carefully

Students must familiarize with the examination rules and regulations. 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 clashes with the examination schedule.

¹⁾ Access will be granted in June/July.

3.3 Medical or Other Exigencies

If you are unable to attend an assessment or examination, inform the MBA Programs Office as soon as possible, before or immediately after the scheduled assessment/examination.

Supporting documents are required for review. Note that work commitment is usually not accepted for special consideration. Refer to the Special Consideration Guideline and System User Guide in [Exam Directory^{\(1\)}](#).

3.4 Review of Results

Students may request a review of results to verify accuracy. Re-marking is not provided. Requests must be submitted within 3 days of the release of the result.

Students may request to view the examination scripts for fail grade. Students may initiate a face-to-face feedback session with the instructor. Note: re-marking or re-grading request will not be entertained.

Refer to the Review of Results Guidelines and System User Guide in the [Exam Directory^{\(1\)}](#).

3.5 Progression and Continued Candidature

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.

Students who fail a core course must retake the course until a pass grade is achieved.

¹⁾ Access will be granted in June/July.

3.6 Grading System

The following grading system is used by Graduate Programs in NUS Business School :

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

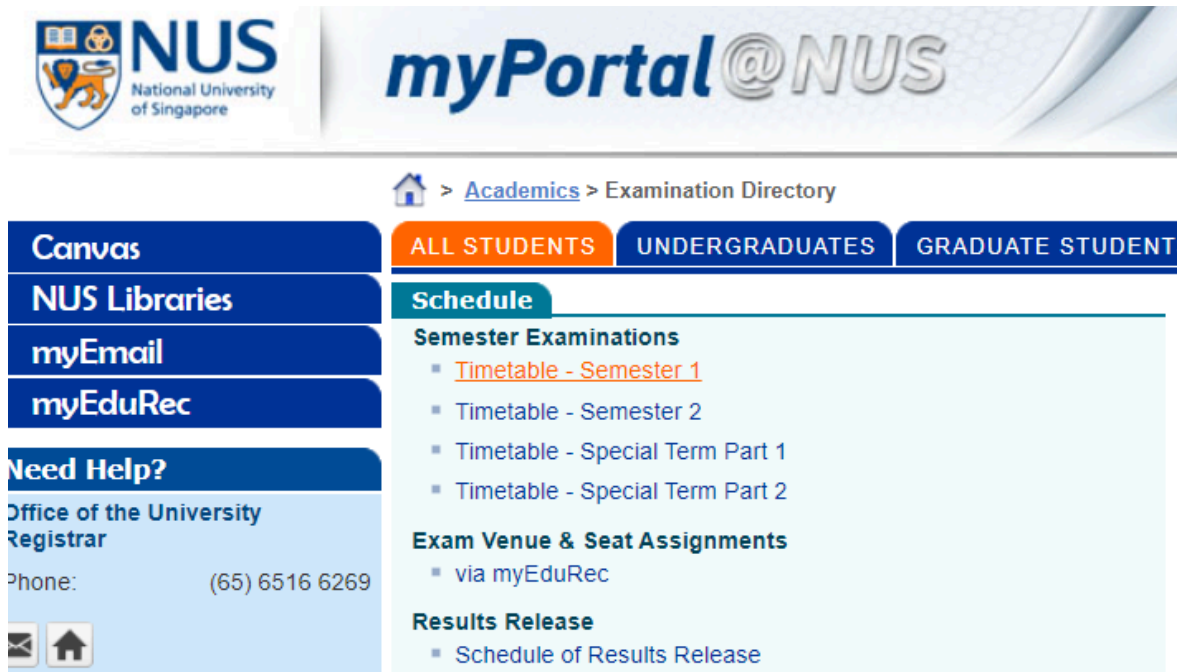
The following grading system applies for courses done in other NUS faculties.

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

Some courses may carry only Completed Satisfactory or Completed Unsatisfactory grades. Such grades do not carry any GPA.

Students must achieve an overall GPA of 3.2 and a pass in all the core courses 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 with unresolved issues such as outstanding fees or incomplete mandatory requirements (i.e. a Negative Service Indicator or NSI on EduRec) will not be able to access your results and transcripts.

3.8 Graduation

Students are automatically filed for graduation once they meet the degree requirements.

Students who complete the graduation requirements during the Special Terms will be conferred your degree in July/August of the same year but will attend the commencement ceremony only in the following July one year later.

Read more **here**⁽¹⁾.

¹⁾ Access will be granted in June/July.

04 ADMINISTRATIVE MATTERS

4.1 NUS Account and IT Systems

Students may refer to the Computer Centre [website](#) for useful information for navigating various systems used in NUS.

Logging in to [nVPN](#) (NUS Virtual Private Network) may be required to access restricted services and resources on the University campus network, especially if you are not on campus.



4.1.1 NUSmail

Students receive an NUS-ID after [Check-in and Onboarding](#). NUSmail is the official communication channel, and students should check it regularly.

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

4.1.2 Education Records System (EduRec)

Education Records System ([EduRec^{\(1\)}](#)) is the university's main student administration system for:

- Course registration
- Finances
- Student records
- Graduation

A guide is available [here^{\(1\)}](#) to help you navigate EduRec.

4.1.3 Course Registration (CourseReg@EduRec)

Students will use CourseReg@EduRec for course registrations in your program.

Related information can be accessed from the links provided:

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

4.1.4 CANVAS Learning Management System (LMS)

Canvas is the learning management system used for course materials, communication, and learning activities. More about the system is provided **here**⁽¹⁾.

4.1.5 Social Media

Students are encouraged to join the cohort's LinkedIn group and follow the School's social media channels for updates, events, and networking opportunities.

Additionally, you can find us on **LinkedIn**, as well as **Facebook** and **Instagram**. Do tag us at #NUSMBA when sharing posts about your MBA journey on these media..

4.1.6 NUS MBA WhatsApp Channel

An NUS MBA WhatsApp Channel is set up to keep students up-to-date on the latest events, activities and important announcements at the NUS Business School. You are strongly encouraged to join the MBA WhatsApp channel.

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 June/July.

4.2 Fees

4.2.1 Tuition Fee

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

Tuition fees are charged on a program basis and paid over:

- the first 2 semesters for full-time students
- the first 4 semesters for part-time/flex students

4.2.2 Miscellaneous Student Fee

Miscellaneous Student Fees apply during regular semesters until graduation. The miscellaneous student fees payable are set out **here**. Read **more**.

4.2.3 Semester Fee

Students who continue beyond the fourth year of candidature will be charged a semester fee, currently set at SGD 5,000 per semester. Read **more⁽¹⁾**.

4.3 Student Insurance

All NUS matriculated students are required to subscribe to the university's medical insurance scheme. This scheme provides students with basic medical and personal accident insurance coverage. The health service fee is charged to your miscellaneous student fees and due at the same time as your tuition fees. You cannot opt-out of this scheme. Read **more**.

4.4 Part-time Employment for International Students

Student Pass holders must note the following:

- Only part-time work not exceeding 16 hours each week is allowed in the main semesters.
- Full-time work is permitted during NUS-declared vacation periods (i.e. Special Terms).
- Please observe strict adherence to the regulations stipulated by the Immigration and Checkpoints Authority (ICA) of Singapore as violations may lead to Student's Pass cancellation, penalties, prosecution, or repatriation.
- Scholarship holders or company-sponsored students must obtain approval from their sponsors before engaging in internships or part-time work.

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

¹⁾ Access will be granted in June/July.

4.5 Attendance and Absence from Class

4.5.1 Attendance

Students should attend classes regularly and avoid missing more than:

- 3 consecutive sessions, or
- 3 classes in total for a full 4-unit course

Some instructors may impose stricter attendance requirement as part of the grading criteria.

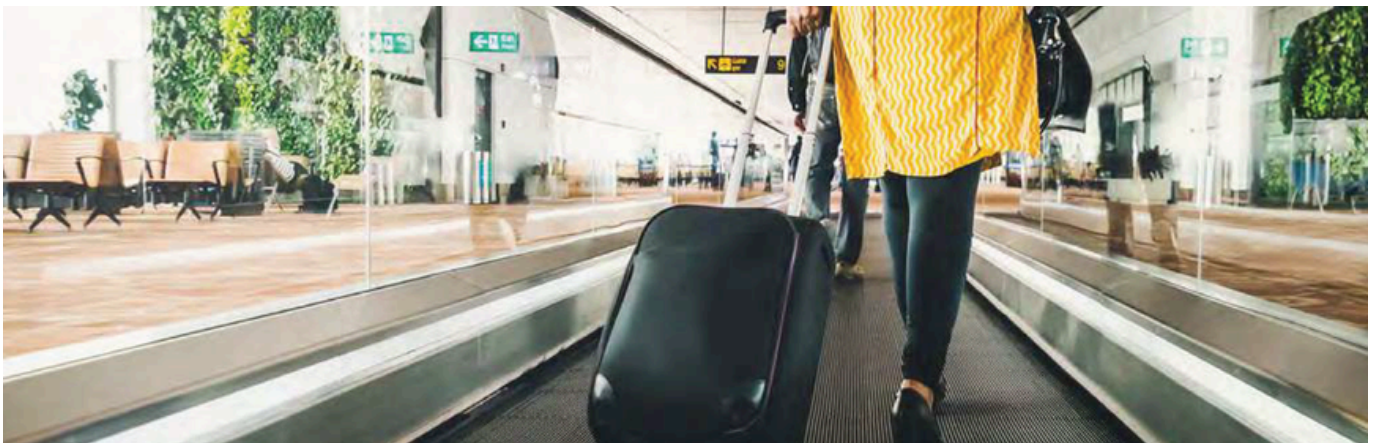
4.5.2 Absence from Classes

Absence from classes should only be for valid reasons only, such as reservist or national service or official overseas trips. Prior approval must be sought from the instructor.

Students who expect extended absence beyond one week should inform the MBA Programs Office and, if necessary, apply for leave of absence.

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

4.6 Official Leave and Leave of Absence



4.6.1 Official Leave

Official leave refers to brief absence for official events such as students representing NUS in official events. Such leave must be requested in advance with relevant supporting documents.

Note that official leave

- Will not be granted during the examination period.
- Approval does not exempt students from assignment deadlines.

4.6.2 Leave of Absence (LOA)

Students not intending to take any courses in the main Semesters or needs to be on substantiated leave from the program must apply for a Leave of Absence (LOA) via EduRec.

Please read the guidelines for application of **LOA**.

4.7 Change of Study Mode

Students are allowed one change to convert the study mode from full-time to part-time, or vice versa. Request for conversion to be made with the submission of the **request form** with relevant supporting documents.

Students should check the conditions applicable for continued Scholarships or admission requirements prior to submitting the conversion request.

4.8 Extension Policy

Extension is not allowed once students have fulfilled the degree requirements.

Students intending to take additional semester to complete the program should note that an additional semester fee charges for every semester extension beyond the fourth year of your candidature. Currently, this fee is SGD5,000 per semester. To avoid these charges, you should plan to complete your MBA program within four years.

4.9 Withdrawal from the University

Students should write officially to the MBA Programs Office for withdrawals. Please take note of the following:

- Withdrawal after the second instructional week of a semester may still result in full-semester fees
- Outstanding fee or issue should be cleared up prior to withdrawal to avoid negative service indicators on your record which may affect future service requests from NUS, including readmissions to the MBA or other NUS programs.
- International students holding a Student's Pass, 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.
- Students may appeal to return to the program within 12 months from date of withdrawal by submitting a request with justifications for the reinstatement of candidature
- 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 the reinstatement is successful.

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

¹⁾ Access will be granted in June/July.

4.10 Changes to Personal Particulars

Students must update the School promptly of any changes to your personal information recorded in the Education Records System (**EduRec⁽¹⁾**). These may include email address, mailing address, contact numbers. Please refer to guidelines on **View/Update Personal Information⁽¹⁾**.

4.11 Security and Emergency Contacts

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

4.13 Car Parks

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

4.14 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 June/July.

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 business immersion, networking sessions, case competitions, and cultural exchanges, all designed to enrich the MBA experience.

Students can check the Student Portal's **event calendar**⁽¹⁾ for the latest updates.



Case Competition - INSEAD Product Games 2024



Global Immersion Program 2025 - Dubai



Coffee Chats with EMBA



Picnic at Fort Canning Park for a relaxing day outdoors

¹⁾ Access will be granted in June/July.

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. The NUS MBA Student Council strives to cultivate a dynamic environment defined by learning, collaboration, and achievement.



MBA Olympics 2025 organised by NTU



A memorable company visit to Google Singapore filled with learning and innovation



NUS x INSEAD x SMU Mixer hosted by the NUS MBA Student Council for cross-campus connections



Zen in Business providing an opportunity to cultivate focus and balance beyond the classroom.

For information on procedures and guidelines related to organising student activities, please refer to **The NUS MBA Student Council & Clubs¹⁾** section on the Student Portal.

¹⁾ Access will be granted in June/July.



International Women's Day Panel Discussion - celebrating perspectives, leadership, and progress

5.3 Case Competitions and Conferences

To enhance learning outside the class and foster wider and robust intellectual exchanges, students can participate in case competitions and conferences, both locally and internationally.



NUS MBA Team clinches 1st place at the VCIC 2026 Asia Regional Round

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 June/July.

5.4 Global Business Immersion

The Global Business Immersion (GBI) is an experiential overseas program that provide students with direct exposure to international business ecosystem, industries, and markets through carefully curated series of engagements. Students get firsthand exposure to how businesses operate in different economic, cultural, and regulatory contexts, as well as the opportunity to observe how businesses adapt, innovate, and compete on a global stage.

More information on GBI can be found under the **Global Business Immersion⁽¹⁾** section on The NUS MBA Student Portal.



Global Immersion Program 2025 - Dubai



Global Immersion Program 2026 - Taiwan



Global Immersion Program 2026 - Japan



Global Immersion Program 2026 - Vietnam

GBI was previously known as the Global Immersion Program (GIP).

¹⁾ Access will be granted in June/July.

06 AWARDS AND PRIZES

The NUS MBA recognises academic and service achievements at both university and faculty levels. Award recipients will be notified and recognised at the appropriate ceremony.

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](#). Check out the success stories shared by the recipients of these awards from the [website](#) and get inspired!



¹⁾ Access will be granted in June/July.

07 GRADUATION

7.1 Conferment of Degree

MBA Students will be automatically filed for graduation once the graduation requirements are met. Degrees are conferred on 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)
<i>Semester 2^a</i>	<i>31 March^a</i>	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)
<i>Semester 1^a</i>	<i>31 October^a</i>	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.

Students must clear any outstanding fees to receive the scroll and transcript.

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



¹⁾ Access will be granted in June/July.

7.1.2 Life Long Email Account

The NUSmail account (@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 after conferment. Refer to [here](#) 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 Student ID in your email)

