



NUS Education Records System (NUS EduRec)

Global Education

User Guide for Submitting Self-Sourced Program (for NUS Students)

Introduction

This user guide is intended to provide NUS undergraduate students with the details of the steps required to submit self-sourced external study programs in NUS Education Records System – Global Education (EduRec-GE). These programs are externally sourced by students and they apply directly to the host university/organisation. NUS Schools, Faculties and Departments are not involved in managing and/or publicising for the programmes.

The information presented here are purely illustrative, and not reflective of actual information. As there are ongoing enhancement for this function, please expect to encounter pages and instructions that are different from those shown in this guide.

Note: Please ensure that the program which you intend to submit is NOT a NUS administered program. You can refer to the respective department websites to check if the program is administered by them.

Reference websites: Your school/faculty/department, Global Relations Office (GRO), Centre for Future-ready Graduates (CFG), Office of Student Affairs (OSA), Halls of Residence, etc.

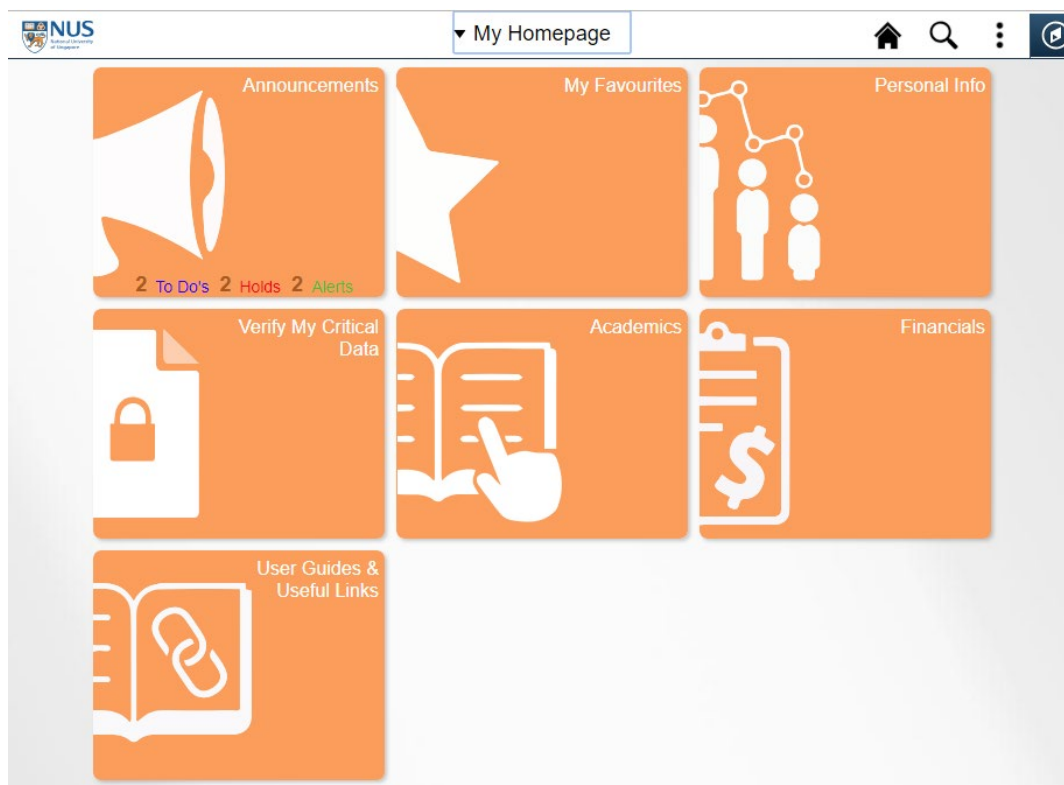
1. Access to myEduRec

- a. Log in to the NUS Education Records System (myEduRec) (<https://myedurec.nus.edu.sg>) using your **NUSNET ID and Password**.



The screenshot shows the login interface for the NUS Education Records System (EduRec). At the top, the NUS logo and name are displayed. Below this, the text 'Education Records System (EduRec)' is shown next to an icon of a graduation cap and a person. The login fields consist of a 'User ID' input box and a 'Password' input box. A green 'Sign In' button is located at the bottom of the form.

- b. Once you have logged in, you will see the default folder 'My Homepage', with tiles which you can select:



- c. Select 'Academics' > 'Global Education' > 'External Study Application'
- d. For more details on navigations refer to the User Guide on [Navigating EduRec for students.](#)

2. Submit a self-sourced program

Student is responsible to ensure all documents and information that you submitted are correct and accurate. If you have withdrawn or failed to complete the self-sourced program, you are required to update the information in EduRec-GE immediately.

Note: Please prepare all required information before submitting a self-sourced program.

- a. Click on **My Self-Sourced Program** icon followed by the **New Self-Sourced Program** button to add a new self-sourced program.

Global Education

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My Application (Ext. Study & Financial Aid)

External Study Program

My Self-Sourced Program

Financial Aid

Module Mapping

Survey/Report

For Non-NUS Administered Programs Only

Search for My Self-Sourced Program

Find | View All | First 1-6 of 6 Last

Request	Ext. Study	Submitted On	Request Status	Application ID	Possible Actions 1	Possible Actions 2
2						
New Self-Sourced Program						

- b. The online submission form consists of 5 sections. Please complete all the mandatory fields as required in each section, click on **SAVE DETAILS** followed by **NEXT STEP** at the bottom of the page to proceed to the next section. At the final section, click on **SUBMIT APPLICATION** to submit the self-sourced program information.

Note: You MUST click on the **SAVE DETAILS** before moving to the next section otherwise your information will not be saved.

Section 1: Program Application

Student's Self-Sourced Program

Request ID: NEW Email ID: A01422753

Application Details

Academic Career: UGRD Undergraduate
 Official Name: NNNNNNNNNNNNNNNNNNN
 Primary Program: B0110 Bachelor of Arts
 Primary Plan: 010TECHAI Economics (Major)
 Secondary Program: NA
 Secondary Plan: NA
 Application Model: Self-Sourced Program

External Study Program Details

*Ext. Study Type:

Ext. Study Name:

Require Module Mapping? ☐

Long Description:

1000 characters remaining

*Application Status at the Host University/Organisation:

Website:

300 characters remaining

Additional Information:

1500 characters remaining

Study Location

Estimated Total Program Cost (SGD):

Host	Session Number	Country	*Study Location (Country)	Study Location (State/Province)	*Start Date	*End Date	Point of Contact	Point of Contact Email
1								

Supporting Document (PDF, max. 500KB) E.g. Letter of Acceptance, Offer Letter, LOA Approval etc

File Attachment: Upload File

1 Upload File

☐ I hereby acknowledge that the above information is accurate

[SAVE DETAILS](#)

[RETURN TO MAIN MENU](#) [NEXT STEP>>](#)

Field	Mandatory	Description
External Study Program Details		
Ext. Study Type	Y	Select the category that best describes the program. Refer to Annex 1 for the list of study types and descriptions
Ext. Study Name	Y	Provide the official name of the self-sourced program
Require Module Mapping?	N	Click on the checkbox if you require module mapping
Long Description	N	Provide a brief description of the program
Application Status at the Host Uni/Org	Y	Select "Completed Program" if you have returned from the programme or "Accepted by Host" if you have been accepted by the program host but you have yet completed the programme.
Website	N	Provide the web address of the program
Additional Information	N	Provide any other information about the program
Study Location		
Estimated Total Program Cost (SGD)	N	Provide an estimated cost of program inclusive of living expenses
Host	Y	Provide the name of the program host (i.e. name of the university or organisation)
Country	NA	Information will be pre-filled based on the address of the program host
Study Location (Country)	Y	Provide the country of the study location if it is different from the country of the program host
Study Location (State/Province)	N	Provide the state/province of the country of study location, if applicable

Field	Mandatory	Description
Start Date	Y	Provide the start date of the program
End Date	Y	Provide the end date of the program
POC	Y	Provide a point of contact of the program host
POC Email	Y	Email address of the Point of Contact
[+] [-]	NA	[+] to add another program host [-] to remove the program host
Supporting Document (PDF, max. 500 KB)		
Upload File	N	Upload any relevant supporting documents
[+] [-]	NA	[+] to add another supporting document [-] to remove the supporting document

Note: If program is a self-organised program/activity that does not have a host university or organisation, please only submit the program/activity information after you returned from the program/activity.

Section 2: Personal Particulars

The information displayed on this page is extracted from myEduRec → Self Service → Student Center. Please check if the details are correct. If you require any changes, please go to **myEduRec** → **Self Service** → **Student Center** to edit the information.

Section 3: Awards, Scholarships & Loans

If you are a recipient of any NUS administered awards and/or scholarships, it will be displayed under the **List of awards & scholarships facilitated by NUS**. Please check if the information is correct. If the information is incorrect, please write in to ge@nus.edu.sg.

If you are a recipient of other external awards, scholarships or loans (not administered by NUS), please provide the details under **List of other external funding**. Refer to the table below for the list of information required.

List of other external funding		
Field	Mandatory	Description
Type	Y	Indicate if the funding is for bursary, scholarship or loan
Award Name	Y	Provide the name of external funding
Sponsor	Y	Provide the name of the sponsor (i.e. organisation name)
Coverage	Y	Specify if the external funding covers local and/or overseas program expenses
Allow concurrent holding?	Y	Indicate if the terms and conditions of the award/scholarship allows holding of another award/scholarship
Quantum (S\$)	Y	Provide the amount of external funding received
Amount sponsored for overseas (S\$)	Y	Provide the amount covered for overseas program related expenses

List of other external funding		
Field	Mandatory	Description
[+] [-]	NA	[+] to add another external funding [-] to remove the external funding
Additional Information	N	Provide any other relevant information

Section 4: Declaration, Undertaking and Consent

Read the clauses carefully under the **Declaration, Undertaking and Consent** and **Disclaimer of liability and Indemnity** section and check on 'I confirm' checkboxes if you agree to the stated terms. You are also required to provide a full statement under the **Code of Conduct** section if you have ever been convicted of an offence by a court law or a military court in any country or there are court proceedings/investigations pending against you anywhere in respect of any offence.

Section 5: Application Confirmation

Check and verify your application details. You can click on **PREVIOUS STEP** to return to the previous page to make changes or click on **SUBMIT APPLICATION** to submit the self-sourced program information.

A checklist is displayed on the right-hand corner of every page. You will see a tick corresponding to the section if you have completed all the information required for that section. You can navigate to that section by clicking on the section name.

Note: Please ensure all information is filled and correct before submission. If you need to make amendments after submission, please contact your Faculty Administrator.

- c. An acknowledgement email will also be sent to your official NUS email address. You should save and/or print a copy of the acknowledgement email for your own reference.

Your self-sourced program needs to be endorsed by your home faculty if you have requested for module mapping. Your Faculty Administrator will review your request and you will be notified on the outcome via email. Alternatively, you may also log into EduRec-GE to view the request status. Refer to the screenshot below. You can proceed to submit your module mapping worksheet online only after your self-sourced program has been endorsed.

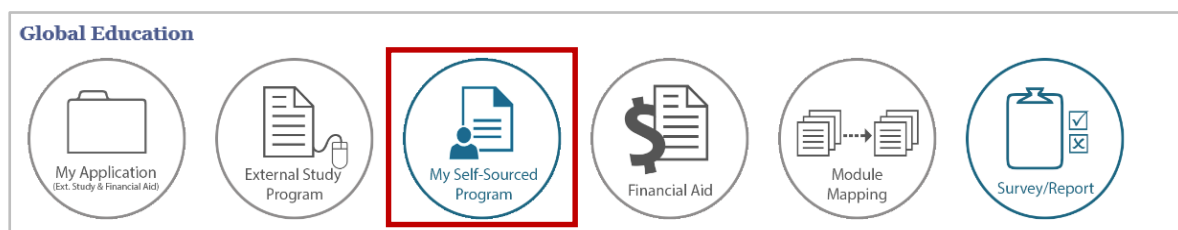
For Non-NUS Administered Programs Only						
Search for My Self-Sourced Program						
			Find View All		First 1-6 of 6 Last	
Request ID	Ext. Study	Submitted On	Request Status	Application ID	Possible Actions 1	Possible Actions 2
000049	CS7777 - Study Trip	03/07/2018	Submitted	200459-00001-A0142275J	NA	Withdrawal
000052	CS6666 - Field/Study Trip	03/07/2018	Processing	200462-00001-A0142275J	NA	Withdrawal
New Self-Sourced Program						

- The **Request Status** will show as **Submitted** for self-sourced program that does not require module mapping.
- The Request Status will show as **Processing** or **Submitted (Endorsed)** for self-sourced program that requires module mapping. Status showing Processing means that your self-sourced program is still pending review by your Faculty Administrator.

3. Self-Sourced Program Withdrawal

Student is responsible to ensure all documents and information that you have submitted are correct and accurate. If you have withdrawn or failed to complete the self-sourced program, you are required to update the information in EduRec-GE immediately.

- a. Click on **My Self-Sourced Program** icon



- b. Click on **Withdrawal** corresponding to the self-sourced program which you would like to update the withdraw information.

For Non-NUS Administered Programs Only

Search for My Self-Sourced Program

Request ID	Ext. Study	Submitted On	Request Status	Application ID	Possible Actions 1	Possible Actions 2
000049	CS7777 - Study Trip	03/07/2018	Submitted	P00459-00001-A0142275J	NA	Withdrawal
000052	CS6666 - Field/Study Trip	03/07/2018	Submitted (Endorsed)	P00462-00001-A0142275J	NA	Withdrawal

New Self-Sourced Program

- c. Under the **Withdrawal Reason** dropdown list, select the reason for withdrawing from the self-sourced program. Click on **Submit** button to withdraw from the program.

Self-Sourced Program Withdrawal Request

Request ID: 000042

Application ID:

Ext. Study Name: CS5548 - Study Trip

Request Status: Processing

Withdrawal Reason:

Message for Program Administrator:

Do not wish to go

Family/Personal reason

Financial difficulties

Health reasons

Language issue

Not given the course choices

Not given the location choice

Other program commitments

Security and safety concerns

Unable to map modules

Visa/Immigration issues

- d. An acknowledgement email will also be sent to your official NUS email address. You should save and/or print a copy of the acknowledgement email for your own reference.

Your self-sourced program **Request Status** will be updated as **Withdrawn** if the program does not require module mapping. If the self-sourced program requires module mapping, the withdrawal information will be routed to your Faculty Administrator for assistance. You will be notified via email once the withdrawal information has been updated. Refer to the table below for the different types of withdrawal status.

Request Status	Description
Withdrawn	This self-sourced program requires module mapping. Student's withdrawal information for the self-sourced program has been successfully updated.
Pending Withdrawal Updates	This self-sourced program requires module mapping. Student's withdrawal information for the self-sourced program has been routed to the Faculty Administrator for updating.
Withdrawn (before endorsement)	This self-sourced program requires module mapping but has yet to be endorsed. Faculty Administrator has updated the withdrawal information.
Withdrawn (after endorsement)	This self-sourced program requires module mapping and it has been endorsed by Faculty Administrator. Faculty Administrator has updated the withdrawal information.

For Non-NUS Administered Programs Only						
Search for My Self-Sourced Program						
				Find View All	First 1-6 of 6 Last	
Request ID	Ext. Study	Submitted On	Request Status	Application ID	Possible Actions 1	Possible Actions 2
000042	CS5548 - Study Trip	22/06/2018	Withdrawn (Before Endorsement)		NA	
000045	CS6789 - Field Trip	02/07/2018	Withdrawn (After Endorsement)	000451-00001-A0142275J	NA	
000046	Blalala Community Service Project	02/07/2018	Withdrawn	000452-00001-A0142275J	NA	
000048	CS8888 - Field Trip	03/07/2018	Pending Withdrawal Updates		NA	
New Self-Sourced Program						

ANNEX 1: List of Study Types

Study Type	Description
Semester(s) Abroad	An overseas Non-Graduating Non-Exchange (NGNE) semester / year-long programme in an academic institution.
Summer/Winter	An overseas/external programme that is graded, provides lessons and activities and is conducted at a host university / institution during vacation period / term break
Research Attachment/Internship/Industrial Attachment	A job placement under the guidance of professionals which includes conducting research at a university or its affiliates
Field/Study Trip	A thematic programme to a country or a geographical region which may incorporate course work or research. It comprises academic initiatives, networking opportunities and/or culturally immersive activities, including language immersion
Academic Competition/Conference/Workshop	<p><u>Competition</u>: An individual or a team participation in an overseas/external contest.</p> <p><u>Conference/Workshop</u>: A formal educational meeting emphasising interaction and exchange of information among a group of participants</p>
Community Project/Service Learning	An overseas/external programme that involves voluntary work
Non-academic Enrichment/Sports activities	Diverse overseas /external activities not captured in the above categories. Examples: Training Camps, Sports Competitions, Youth Cultural Exchanges/Forum