

Student Exchange Programme (SEP) Allocation Grading System for BIZ Undergraduate Students

The enhanced grading system (effective from 15 October 2025) promotes a transparent and meritocratic system for SEP place allocation, recognising students who integrate their academic pursuits with their personal passions and social responsibilities. By emphasising the importance of building strong networks both within and beyond the university and cultivating a diverse skill set, the system encourages students to develop workforce agility through a holistic approach.

The composite score is calculated as follows:

- Grade Average Point (GPA) = **60%**
- Co-curricular Parameters = **40%**

Grading Structure (Refer to Appendix A for further details on point allocation.)

Parameter	Maximum number of points	Remarks
Grade Point Average (GPA)	60 (Rounded to two decimal places)	Please note that the minimum GPA required to participate in the SEP is 3.0 .
CCA Participation and Involvement	10	Applicants may receive up to 5 points for each CCA, with a maximum of 10 points across two CCAs. Both NUS- and non-NUS-based CCAs will be considered. The “Co-curricular Activity Testimonial and Report Form” (Appendix B) must be endorsed and stamped by the President of the club/organization (or their delegate) and submitted as proof of participation. <u>Important:</u> Students involved in a volunteerism-centred CCA may declare their involvement under either “CCA Involvement” or “Caring for Community”, but not both .
Leadership	5	The “Co-curricular Activity Testimonial and Report Form” (Appendix B) must be endorsed and stamped by the President* of the club/organisation and submitted as proof of participation. <i>*The Vice-President or Student Advisor may endorse the form if the applicant is the President of the club/organisation.</i>
Caring for Community *ENHANCED!*	10	The “Caring for Community Testimonial and Report Form” (Appendix C) must be endorsed and stamped by the President of the club/organisation and submitted as proof of participation.

Parameter	Maximum number of points	Remarks
Entrepreneurship	5	The following documents must be submitted for verification: <ul style="list-style-type: none"> • ACRA business profile • Documentary proof of past activities (e.g., Company’s statement of accounts, business transactions) • Company URL, if applicable (i.e., online businesses) • Additional licenses, if applicable (e.g., home office scheme)
Achievements	5	Copies of award certificates or photographs of prizes (e.g., plaques, medals, trophies, etc.) should be submitted for verification of achievements.
Bonus Points	5	Under “CCA Involvement” Category (for third CCA) <u>or</u> Under “Caring for Community” Category (for up to five additional and different Community Service Activities) <u>or</u> Under “Leadership” Category (for leadership position held in another CCA or Community Service entity)

Note:

- (1) Applicants may only declare commitments and achievements that have occurred **since their enrolment into NUS**. Any applicant who declares false or inaccurate information will have their SEP allocation forfeited immediately, and they will be barred from applying for SEP in the future semesters.
- (2) After completing the online application in *EduRec*, applicants will be required to submit the following documents (where applicable) to the Undergraduate Studies Office:
 - a. **Endorsed “Co-curricular Activity Testimonial and Report” form (Appendix B) for activities under the “CCA Involvement” and/or “Leadership” categories.**
 - b. **Endorsed “Caring for Community Testimonial and Report” form (Appendix C) for activities under the “Caring for Community” category.**
 - c. **Company registration certificates or any official documentary proof of company’s past activities for activities under the “Entrepreneurship” category.**
 - d. **Award certificates or photographs of plaques, medals, and trophies for competitive activities under the “Achievements” category.**
 - e. **BIZ Student Exchange Programme Application Declaration (Appendix D) – Applicable to ALL applicants.**

Appendix A

Note: The examples listed in this section are **not** exhaustive.

Category	Examples	Point Allocation
<p>CCA Participation and Involvement (Up to 5pts per CCA - Max 10pts across two CCAs)</p>	<p><i>NUS Clubs and Societies (registered on NUSync)</i></p> <ul style="list-style-type: none"> • BIZAD Club (camps, etc.)* • NUSSU (camps, orientation, etc.)* • NUS Investment Society • Sports Club • NUS Toastmasters Club <p><i>Residential Life</i></p> <ul style="list-style-type: none"> • NUS Halls* • NUS Residential Colleges (including NUSC)* <p>*Note: For BIZAD Club, NUSSU, NUS Halls, and NUS Residential Colleges (including NUSC), participation in a Sport activity and a non-Sport activity will be considered the equivalent of two separate CCAs.</p> <p><i>Interest Groups</i></p> <ul style="list-style-type: none"> • NUS Asset & Wealth Management Club • NUS Human Capital Society • NUS Marketing Interactive <p><i>External CCAs</i></p> <ul style="list-style-type: none"> • Community Club • PA-Youth • NPCC-Cadet Lt @ Alumni • Singapore Youth Festival • Chingay Parade • Youth Flying Club 	<p>5 points:</p> <ul style="list-style-type: none"> • Two or more activities requiring long-term commitment (More than 2 weeks) <p>3 points:</p> <ul style="list-style-type: none"> • Three or more activities requiring short-term commitment (2 weeks or less) • One activity requiring long-term commitment (More than 2 weeks) <p>2 points:</p> <ul style="list-style-type: none"> • Two activities requiring short-term commitment (2 weeks or less) <p>1 point:</p> <ul style="list-style-type: none"> • One activity requiring short-term commitment (2 weeks and less) <i>e.g., Rag Day</i>

Category	Examples	Point Allocation
Leadership (Max 5pts)	Refer to the “CCA Involvement” Section for relevant examples.	<p>5 points:</p> <ul style="list-style-type: none"> • EXCO • Project Director/Co-Director • Committee Chair • Office head (Head of Publicity, etc.) <p>3 points:</p> <ul style="list-style-type: none"> • Sub-committee Member
Caring for Community (Max 10pts)	<ul style="list-style-type: none"> • CDC (Community Development Council) • Grassroots • Senior Citizen Centres • Orphanages • Animal welfare (e.g., SPCA) <p>Note: Activities completed during the NUS General Education’s Communities & Engagement (C&E) programme <u>will not</u> be considered under this section.</p>	<ul style="list-style-type: none"> • 1 point awarded for each community service/volunteer activity. Maximum of 10 different community service/volunteer activities will be considered. • You may complete multiple activities with the same organisation. However, points are awarded only for distinct activity types. Repeating the same activity type does not earn you additional points. <p>*ENHANCED!* (Applicable to students applying for SEP in AY2026/27 Sem 1 onwards)</p> <p>3 points:</p> <ul style="list-style-type: none"> • Commitment to the same organisation for at least ONE semester.
Entrepreneurship (Max 5pts)	<ul style="list-style-type: none"> • F&B: Cafés, catering • Events: Events management • Marketing/Creative: Design company, advertising agency • Fashion: Consulting, Online shops • Comms: Online apps, social media apps, profit-making online forums • Animal: Pet shops • Logistics: Mail order • Others: Home-based businesses 	<p>5 points:</p> <ul style="list-style-type: none"> • Actively involved as the founder/co-founder in operating a registered business.

Category	Examples	Point Allocation
Achievements (Max 5pts)	<p><i>Global/International scale:</i></p> <p>Sports</p> <ul style="list-style-type: none"> • Olympics, Asian Games, SEA Games, Boston Marathon, Hawaii Ironman <p>Non-Sports</p> <ul style="list-style-type: none"> • Case Competitions • Debate Championships <p><i>National scale:</i></p> <p>Sports</p> <ul style="list-style-type: none"> • Inter-Varsity League • Local marathons, biathlons, and triathlons <p>Non-Sports</p> <ul style="list-style-type: none"> • Miss/Mr Universe Singapore 	<p>5 points:</p> <ul style="list-style-type: none"> • Placed in top three positions <p>3 points:</p> <ul style="list-style-type: none"> • Finalist position
Bonus Points (Max 5pts)	<p>Can be awarded for the following:</p> <ul style="list-style-type: none"> • Third CCA <u>or</u> • Additional Community Service activities (Up to five different activities) <u>or</u> • Additional leadership role held in another CCA or Community Service entity 	