

# **User Guide on NUS Online Application Portal for Students Applying for the NUS Enterprise Summer Programme in Entrepreneurship 2021**

Welcome! This PDF serves to guide you through the steps of submitting your application.

**Programme dates:** 5 to 16 July 2021

**Application period:** 15 February to 31 March 2021

To find out more about the programme, please visit our website –

<https://enterprise.nus.edu.sg/education-programmes/summer-programme/>

If you require any further clarifications about the programme, please email us at –

[necbox13@nus.edu.sg](mailto:necbox13@nus.edu.sg)

If you require any further clarifications about the application, please email –

[nghelp@nus.edu.sg](mailto:nghelp@nus.edu.sg)

# **User Guide on NUS Online Application Portal for Students Applying for the NUS Enterprise Summer Programme in Entrepreneurship 2021**

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# User Guide on NUS Online Application Portal for Students Applying for the NUS Enterprise Summer Programme in Entrepreneurship 2021

## 1. Before Applying

Please read the instructions before proceeding with your application.

\*Note: Remember to add the site <https://myapplications.nus.edu.sg> to your allowed/trusted sites in your internet browser if you are using a pop-up blocker.


- i) Go to <https://myapplications.nus.edu.sg> and select **Exchange/ Non-Exchange Student** from the dropdown list.

Please identify yourself: I am

▼

NUS Alumnus (no R&G voucher)  
NUS Alumnus (with R&G voucher)  
Member of the Public  
Corporate Sponsored Staff  
**Exchange/ Non-Exchange Student**


**Do you have questions?**



- For Non-Graduates
- For NUS Enterprise

- ii) Click on **Non-Graduating Programme** to proceed.
- iii) You are required to create a new account if you have not registered before.

## User Guide on NUS Online Application Portal for Students Applying for the NUS Enterprise Summer Programme in Entrepreneurship 2021



### Login to Existing User Account

If you have an existing online application account, or have previously submitted an application via this portal, please enter your Email ID and Password that was used to create your account.


\*Email ID:

\*Password:

**Important!** You will be locked out from this Portal after 7 unsuccessful attempts to login.

Click on "Register New User Account" button if you have NEVER created a User Account on the NUS Online Application Portal before.

iv) Please note that all fields are mandatory.



### Register New User Account

Please enter the following details to register for a new NUS Online Application User Account. It is critical that you provide accurate information when registering your Account as it will be used for verification against your NUS records.  
**(if you have previously registered an account, please login as an existing user)**

\*Email ID:

\*Confirm Email ID:

\*Residency Status:

\*National ID Type:

\*National ID:

**Last 4 characters of your National ID (NRIC/FIN/Passport)**

\*Date of Birth:  (DD/MM/YYYY)

\*First and Middle Names:

\*Last Name/Surname:

\*Official Name:

**(as reflected in your NRIC/FIN/Passport)**

NUS Email ID:

\*Password:

\*Confirm Password:

## User Guide on NUS Online Application Portal for Students Applying for the NUS Enterprise Summer Programme in Entrepreneurship 2021

Register New Account		
Item	Field	Remarks
1.	Email ID	– Please use an email address that you commonly use. This will be your User Name to login to your account and for correspondence on your application.
2.	Residency Status	– Please indicate if you are an <b>International, Singapore Citizen or Singapore PR</b> student
3.	National ID Type	– For International Students, please choose the option ' <b>Passport No</b> ' from the dropdown list.
4.	NRIC/FIN/Passport No	– For International Students, please ensure that your passport has a valid expiry date before departing to Singapore. (If your passport has expired and you are in the process of getting a new passport, please write your old passport number when registering a new account and email a scan copy of your new passport to <a href="mailto:nghelp@nus.edu.sg">nghelp@nus.edu.sg</a> as soon as you have it.)
5.	Date of Birth (DD/MM/YYYY)	– This field will be auto-filled by the system based on the data entered when creating account. Please ensure that the date of birth provided is as printed on your passport.
6.	<ul style="list-style-type: none"> <li>• First (Given Name) and Middle Name</li> <li>• Last Name (Family name)</li> <li>• Official Name</li> </ul>	<ul style="list-style-type: none"> <li>– The field for 'Official Name' will be auto filled by the system based on the first and last names you had provided. If it is not in the order as reflected in your NRIC/ FIN/ Passport, please change accordingly in the textbox.</li> <li>– If your name consists of non-English letters/vowels/characters (e.g.  , ö, ä, æ, ï, ß), please replace them with the corresponding English alphabetical character(s) when you input it in the online application form.</li> <li>– If you try to use any non-English character(s), the system will prompt an error message.</li> </ul>
7.	Password	<ul style="list-style-type: none"> <li>– Your password <u>must</u> fulfill the following rules: <ul style="list-style-type: none"> <li>a) at least <b>8</b> characters in length</li> <li>b) contain at least <b>one</b> alphabet</li> <li>c) contain at least <b>one</b> number</li> <li>d) contain at least <b>one</b> uppercase letter</li> <li>e) contain at least <b>one</b> lowercase letter</li> <li>f) contain at least <b>one</b> symbol</li> <li>g) <b>Cannot</b> contain any part of <b>your name</b></li> </ul> </li> </ul>

Once your account has been successfully created, you should receive an automated email informing you of the account creation in your email inbox or junk/spam folder. **Please remember to check the junk/spam folder of the email you had indicated, as it may be sent to that folder instead of your inbox. If you did not receive the email after one day, please write to [nghelp@nus.edu.sg](mailto:nghelp@nus.edu.sg) for assistance.**

# User Guide on NUS Online Application Portal for Students Applying for the NUS Enterprise Summer Programme in Entrepreneurship 2021

## 2. Application Main Page


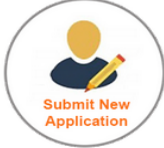

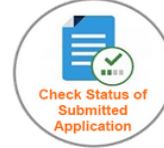


a) Once you have successfully logged in, click on 'Submit New Application' to start your application.



Application Main Page

Welcome,

Click on ONE of the options below:

MY DASHBOARD	NEW APPLICATION	ALREADY APPLIED?		RESET PASSWORD	EXIT
<i>nWallet</i>	<i>Submit a new application</i>	<i>Edit or update an application that was saved earlier but not submitted</i>	<i>Check the status of a submitted application</i>	<i>Reset your existing Password</i>	<i>Exit from the NUS Online Application Portal</i>
 My Dashboard	 Submit New Application	 Edit/ Update Saved Application	 Check Status of Submitted Application	 Reset your existing Password	 Exit

b) Select your programme details as below

- **Course Type:** Non-Graduating
- **Academic Year & Semester:** 2020/2021 Special Term (Part 2)
- **Programme/Student Category:** Non-Exchange (Summ/Wint/Sp Term)
- **Specialisation/Level of Study:** NUS Enterprise Summer Prog
- **Faculty:** NUS

Course Type and Level of Study/Programme:



\*Course Type:

Non-Graduating

\*Academic Year & Semester:

\*Programme/Student Category:

\*Specialisation/Level of Study:

Select the academic year and semester you are applying for in NUS.

c) Click on 'Apply Now' to proceed.

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## 3. Intended semester of study

a) All applicants are required to indicate the intended semester of study from the dropdown list.

**Semester(s) of Intended Study at NUS**

Select Semester(s) of Stay	<input type="text" value="Select Semester(s) of Stay"/>	Year of Study During Study Abroad	<input type="text" value=""/>
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Applicants intending to study at NUS for more than one semester / one part of the Special Term will be informed to add modules in the subsequent semester / part of the Special Term in the middle of the semester / part of the Special Term. Please refer to the [NUS Academic Calendar](#) for exact dates.

Students should select year of study during study abroad based on the expected year of study in their programme.

#ST = Special Term.

Please select as below:

- **Select Semester(s) of Stay:** ST Part 2
- **Year of Study During Study Abroad:** Indicate your year of study in your home university, as of July 2021

# User Guide on NUS Online Application Portal for Students Applying for the NUS Enterprise Summer Programme in Entrepreneurship 2021

## 4. Personal Particulars

Fields marked with \* are **mandatory**.

**Biographical Data**

National ID Type

\*NRIC/FIN/Passport No

\*Name Prefix

\*Official Name

\*Birth Country

\*Citizenship (Country)

☐ Display full \*NRIC/FIN/ Passport No

\*First & Middle Names

(as reflected in NRIC/FIN/Passport)

\*Date of Birth

\*Last Name

\*Marital Status

Residency Status

\*Gender

**Contact Details**

Email Address

\*Mobile Phone No

\*Alternate Email Address

Home Phone No

**Home Address**

Note: For Singapore postal code, it will auto-populate the address except for Unit or House number, Please ensure your address is complete.

\*Country

\*Postal Code

\*Address Line 1

Address Line 2

Address Line 3

**Mailing Address**

☐ Please tick the checkbox if your Mailing Address is the same as the Home Address.

\*Country

\*Postal Code

\*Address Line 1

Address Line 2

Address Line 3

Personal Particulars		
Item	Field	Remarks
1.	Date of Birth (DD/MM/YYYY)	<ul style="list-style-type: none"> <li>This field will be auto-filled by the system based on the data entered when creating account. Please ensure that the date of birth provided is as printed on your passport.</li> </ul>
2.	<ul style="list-style-type: none"> <li>First (Given Name) and Middle Name</li> <li>Last Name (Family name)</li> <li>Official Name</li> </ul>	<ul style="list-style-type: none"> <li>The field for 'Official Name' will be auto-filled by the system based on the first and last names you had provided. If it is not in the order as reflected in your NRIC/ FIN/ Passport, please change accordingly in the textbox.</li> <li>If your name consists of non-English letters/vowels/characters (e.g.  , ö, ä, æ, ï, ß), please replace them with the corresponding English alphabetical character(s) when you input it in the online application form.</li> <li>If you try to use any non-English character(s), the system will prompt an error message.</li> </ul>
3.	Citizenship (Country)	<ul style="list-style-type: none"> <li>For International Students, the application of your Student's Pass will be based on the citizenship you have selected here.</li> <li>If you are holding a dual citizenship, please indicate only one from the drop-down menu.</li> </ul>



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4.	Alternate Email Address	<ul style="list-style-type: none"> <li>– Please provide a valid and accurate email address that you will check regularly. NUS will correspond with you through the primary email address for post application-related matters, such as acknowledgement of application, request for additional supporting documents and outcome of application.</li> <li>– NUS <b>will not</b> be responsible for any undeliverable e-mails and the consequences that follow.</li> </ul>
5.	Mobile / Home Phone No	<ul style="list-style-type: none"> <li>– Add country and area codes for both the numbers.</li> <li>– Do not add dashes and other symbols.</li> <li>– This field should <b>only</b> contain numeric values.</li> </ul>
6.	Home / Mailing Address	<ul style="list-style-type: none"> <li>– Ensure that you provide a valid and complete address.</li> <li>– For <u>Singapore addresses</u>, fill in the Postal Code and Unit No (if applicable), and press on the 'Populate Address'. The fields will be filled automatically for Address Line 1 and 2.</li> <li>– If your Mailing Address is the same as your Home Address, ticking the checkbox will copy your Home Address to your Mailing Address. Otherwise, fill up the fields accordingly.</li> <li>– NUS <b>will not</b> be responsible for any unsuccessful mail deliveries due to incorrect/incomplete addresses provided.</li> </ul>

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### 5. Academic Qualifications

- a) You are required to indicate the name of the institution that you are still attending and the duration of the programme.

If you are currently a Master/ PhD student intending to read modules, please indicate the institution where you obtained your Bachelor's degree.

- b) Click on 'Add New Qualification' to proceed.

**Qualification**

\*Country  ☐ My current home university

\*Institution Name

\*Qualification Name

\*Qualification Status  Discipline  (Choose the discipline closest to your field of study)

Start Date Day  Month  \*Year

Completion Date/ Expected Completion date: Day  Month  \*Year

Save
Cancel

Add New Qualification		
Item	Field	Remarks
1.	Country	Select your Home University's Country from the dropdown list.
2.	<i>My current home university</i>	Check this box if you are currently studying in the institution you have entered.
3.	Institution Name	Click on the magnifying glass. The available institutions will show up in the pop up window. If the list is too long, click on 'Advanced Lookup' and search by "Institution Name".
4.	Degree / Diploma Name	Please provide the full name of your programme.
5.	Degree / Programme Status	Select the status of your programme from the dropdown list.
6.	Discipline	<p>Please select the discipline <u>closest</u> to your current primary programme. If you have selected modules earlier, this will also be used to determine if you get priority for the modules.</p> <p><i>*Note - If you are from one of the disciplines below, please refer to the name you should select:</i></p> <ul style="list-style-type: none"> <li><b>LAW</b> – Faculty of Law</li> <li><b>NURSING</b> – Alice Lee Ctr for Nursing Stud</li> <li><b>MUSIC</b> – Yong Siew Toh Conserv of Music</li> <li><b>PUBLIC POLICY</b> – LKY School of Public Policy</li> <li><b>PUBLIC HEALTH</b> – SSH School of Public Health</li> </ul>
7.	Start / Completion / Expected Completion Date	Please complete all fields.

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## 6. Uploading Supporting Documents

**ALL** students are required to upload supporting documents. The maximum file size of each file should not exceed 1MB.

For Non-Exchange Students, you are still required to submit the documents in hardcopy. Please refer to the [checklist](#) for the hardcopy documents to submit.

Uploading Supporting Documents								
Item	Field	Remarks						
1.	Transcript with grade legend	Your latest academic transcript <b>with grade legend</b> in PDF format.						
2.	NRIC/ FIN/ Passport	<ul style="list-style-type: none"><li>- International Students should upload a copy of your passport bio-data page.</li><li>- If you are a Singapore Citizen or Singapore Permanent Resident, upload a copy of the front and back of your NRIC.</li></ul> <p>If you are already holding on to a valid pass which allows you to stay in Singapore, upload a copy of the front and back of the pass.</p>						
3.	Financial Documentary Proof in English	For self-financing applicant: bank statement reflecting ability to pay NUS fees.						
4.	Student status letter from Home University	Letter indicating your expected graduate date/month & current student status.						
5.	Curriculum Vitae	One A4 page. File size not exceeding 1MB.						
6.	TOEFL / IELTS test scores	<p>For Non-Exchange applicants, and all applicants who wish to read law modules and are from non-English medium universities.</p> <p>If English is not your home university's primary language, you are required to upload your English proficiency document during your application. We shall deem that students nominated are suitable to come on exchange and would be able to cope with the rigorous curriculum conducted in English at NUS Enterprise.</p> <p>Based on our requirements, please refer below as a guideline for a student to cope with studying at NUS Enterprise:</p> <table><tr><th>Test</th><th>Minimum Acceptable Score</th></tr><tr><td>IELTS</td><td>6.5 overall with 6.5 in Reading and Writing components</td></tr><tr><td>TOEFL</td><td>100 for the Internet-based test</td></tr></table> <p>Please note that only TOEFL and / or IELTS scores obtained in the two years leading up to 15 March of the year of application will be considered. For instance, for applications closing on 31 March 2021, the validity period for the scores is from 31 March 2019 to 31 March 2021 (both dates inclusive)</p>	Test	Minimum Acceptable Score	IELTS	6.5 overall with 6.5 in Reading and Writing components	TOEFL	100 for the Internet-based test
Test	Minimum Acceptable Score							
IELTS	6.5 overall with 6.5 in Reading and Writing components							
TOEFL	100 for the Internet-based test							

# User Guide on NUS Online Application Portal for Students Applying for the NUS Enterprise Summer Programme in Entrepreneurship 2021

## 7. Other Details & Declarations

All the sections in this page are mandatory. You will receive an error message if you leave any of them unchecked.

### Health and Support

\*Do you have any past or current 1) medical, e.g. epilepsy, allergies, tuberculosis, 2) mental health, e.g. anxiety, eating disorder, depression, 3) disability or learning needs, e.g. autism, dyslexia, visual impairment, which may or may not cause you to require support or facilities while studying at the University?

*Students with colour-blindness are advised to indicate their condition here as they may face challenges in certain programmes in Engineering, Science and Design & Environment.*

☒ Yes ☐ No

If you are taking any medications, please provide details of medication in the box below.

If you have a drug or food allergy, please provide details of allergies and briefly describe your reaction.

**Note:** Disclosure will not disadvantage your application. The information will enable the University to develop a better understanding of an applicant's need for support/resources during his/her studies in NUS, and to ascertain if provisions required are available, in an effort to make the student experience a positive one. As such, accurate information is vital for the University to make reasonable adjustments where possible to support specific needs.

### Housing

\*Housing Required?

☐ I understand that this is only an indication of interest in on-campus housing.

Applicants should note that placement into on-campus housing is **not guaranteed**. Applicants may refer to the housing website [here](#) for more information about the application dates and process. Primary consideration for student accommodation will be given to Non-Graduating Exchange students who are undertaking undergraduate modules in NUS.

As demand for on-campus accommodation often outweighs supply, we strongly encourage applicants to also explore off-campus options [here](#) in the event their housing application is unsuccessful.

### \*Declaration

Yes No

☐ ☐ Have you ever been convicted of an offence by a court of law or military court (court martial) in any country or are there any court proceedings pending against you anywhere in respect of any offence?

☐ ☐ Are you currently, or have you ever been, charged with or subject to disciplinary action for any type of misconduct, scholastic or otherwise, at any educational institution?

☐ ☐ Are you currently, or have you ever been, under investigation or subject to inquiry of any misconduct, scholastic or otherwise, at any educational institution?

☐ \*I understand that enrolment into NUS modules are not guaranteed and I will exercise flexibility in module selection at any point of time.

☐ \*I hereby declare that all information provided by me in connection with this application is true, accurate and complete. I understand that any inaccurate, incomplete or false information given or any omission of information required shall render this application invalid and NUS may at its discretion withdraw any offer of acceptance made to me on the basis of such information or, if already admitted, I may be liable to disciplinary action, which may result in my expulsion from NUS. And I hereby authorise NUS to obtain and verify any part of the information given by me from or with any source (such as Ministry of Education), as it deems appropriate.

☐ \*I declare and warrant that for any personal data of other individuals disclosed by me in connection with this application, I have, prior to disclosing such personal data to NUS, obtained the appropriate consent from the individuals whose personal data are being disclosed, to permit NUS to collect, use and disclose such personal data for purposes related to this application, as set out fully in the [NUS Personal Data Notice](#).

☐ \*I agree that all such information provided by me in connection with this application may be disclosed to authorised NUS personnel or third parties on a need-to-know basis for purposes related to this application, as set out fully in the [NUS Personal Data Notice](#). Third parties include (i) the Ministry of Education, other government agencies or statutory bodies or non-government agencies authorised to carry out specific Government services or duties and (ii) persons or organisations providing student with financial aid.

## User Guide on NUS Online Application Portal for Students Applying for the NUS Enterprise Summer Programme in Entrepreneurship 2021

Other Details & Declarations		
Item	Sub-section	Remarks
1	Health and Support	<ul style="list-style-type: none"> <li>- Select "Yes" if you have any disability or learning needs that may cause you to require special assistance while studying at the University.</li> <li>- If you select "Yes", please provide all relevant information in the box provided. The information should not exceed 300 characters.</li> </ul>
2	Housing	<ul style="list-style-type: none"> <li>- As the 2021 run of the NUS Enterprise Summer Programme is held virtually, please select 'No'</li> </ul>
3	Declaration	<ul style="list-style-type: none"> <li>- If you select "Yes", please provide all relevant information in the box provided. The information should not exceed 300 characters.</li> <li>- Enrolment of NUS modules are not guaranteed. Students are to exercise flexibility in module selection and their study plans at any point of time.</li> <li>- Students applying for <u>research</u> at NUS should still check the box, even if this is not applicable.</li> </ul>

# **User Guide on NUS Online Application Portal for Students Applying for the NUS Enterprise Summer Programme in Entrepreneurship 2021**

## **8. NUS Enterprise Summer Programme in Entrepreneurship Requirement**

As part of your application, you are expected to complete the below actions/ questions.

1. Submit a link to an introduction video of no more than 3 minutes. The video to briefly include the following:
  - Introduction about yourself.
  - Why you are interested in joining the NUS Enterprise Summer Programme in Entrepreneurship.
  - Describe one business idea you want to/are pursuing or what you are passionate about.
  - Describe what you wish to take-away from this programme and how it may help you in your current/ future business idea.

[Note: To submit a video, you can upload it on to YouTube, change the privacy settings to "Unlisted" or "Password protect", and provide the video URL (and password where applicable) in the text box below. URL should start with http or https]

2. Given the limited space on the programme, why should we choose you? You may share with us your accomplishments and entrepreneurial endeavors.
3. Do you currently have your own start-up idea and/or idea?
  - a). \*If yes, pitch your idea here
  - b). Provide the name of your start-up, if available
  - c). Provide the link to your website of your start-up, if available.
4. Provide a link to your LinkedIn profile, if available. URL should start with http or https.

# User Guide on NUS Online Application Portal for Students Applying for the NUS Enterprise Summer Programme in Entrepreneurship 2021

## 9. Confirmation Page

Please check all the details provided before clicking "Save and Submit". You can click the "Edit" button of the respective sections to make changes if required.

After clicking the "Save and Submit" button, you will receive a pop-up notification.



An acknowledgement email will be sent to your registered primary email.

### **IMPORTANT:**

- Inaccurate or false information or omission of material information provided will render your application invalid, and if admitted based on such information, you may be expelled from NUS. The University reserves the right to reject applications that are incomplete or inaccurate.
- We will be communicating with you mainly via email. To prevent our emails from being blocked or filtered into the Junk/Spam folder, please add our domain "nus.edu.sg" to your safe senders list.
- For Non-Exchange students, online applications that are submitted without the submission of hard copy supporting documents (where specified) to Registrar's Office will **NOT** be processed. Please refer to the supporting document checklist [here](#).
- Hard copy supporting documents are **NOT** returnable.
- All supporting documents that are not in English **must** be accompanied by an official certified English translation of the contents.

# User Guide on NUS Online Application Portal for Students Applying for the NUS Enterprise Summer Programme in Entrepreneurship 2021

## 10. Check Application Status


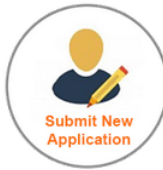

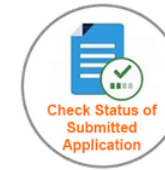


To check on the status of your application, return to the main page and click on "Check Status".



Application Main Page

Welcome,

Click on ONE of the options below:

MY DASHBOARD	NEW APPLICATION	ALREADY APPLIED?	RESET PASSWORD	EXIT	
<i>nWallet</i>	<i>Submit a new application</i>	<i>Edit or update an application that was saved earlier but not submitted</i>	<i>Check the status of a submitted application</i>	<i>Reset your existing Password</i>	<i>Exit from the NUS Online Application Portal</i>
 My Dashboard	 Submit New Application	 Edit/ Update Saved Application	 Check Status of Submitted Application	 Reset your existing Password	 Exit

You will be able to see the status of your applied modules, as well as the submission date and time.



Check Application Status

### APPLICATION OUTCOME

Application Number: N000023813    Application Status: Processing    Course Type: Non-Graduating  
 Academic Year & Semester: 2019/2020 Semester 2    Academic Programme: Exchange (Coursework)  
 Name:    Level of Study/ Sub-programme: University Level (UG)

Module Details									
Rank	Faculty	Module Code	Module Title	Class Nbr	Grading Basis	MCs	Status	Reason	More module info
1	Faculty of Arts & Social Sci	GES1008	Ethnicity and Nation-Building: Singapore and Malaysia	L1	Graded	4.00	Processing	Processing	<a href="#">More module info</a>
2	Faculty of Arts & Social Sci	GES1031	Culture and Communication in Singapore	L1	Graded	4.00	Processing	Processing	<a href="#">More module info</a>
3	Faculty of Arts & Social Sci	LAJ1201	Japanese 1	L1	Graded	4.00	Processing	Processing	<a href="#">More module info</a>
4	Faculty of Arts & Social Sci	GEH1006	Chinese Music, Language and Literature (in English)	L1	Graded	4.00	Processing	Processing	<a href="#">More module info</a>
5	Faculty of Arts & Social Sci	GE1101E	Geographical Journeys: Exploring World Environments	L1	Graded	4.00	Processing	Processing	<a href="#">More module info</a>
6	School of Computing	CS3247	Game Development	L1	Graded	4.00	Processing	Processing	<a href="#">More module info</a>
7	Faculty of Arts & Social Sci	EC1301	Principles of Economics	L1	Graded	4.00	Processing	Processing	<a href="#">More module info</a>
8	School of Computing	CS1010	Programming Methodology	S1	Graded	4.00	Processing	Processing	<a href="#">More module info</a>

Application Submission Date/ Time: 13/12/2019 2:59:20PM



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## **11. Enquiries**

For further enquiries, please email [nghelp@nus.edu.sg](mailto:nghelp@nus.edu.sg)

*Updated as of February 2021*