

## SEP Exchange Places Allocation Grading System

### Strategic Objectives

- In line with the School mission and vision, the overall allocation of places at Universities for Exchange is modified to recognize Business Students who embody the **A.C.E** attributes of our School's Values : **Analytical** (Rigorous and critical thinking), **Caring** (Having a heart for those around them, and for global, social causes) and **Enterprising** (Embrace the spirit of leadership, entrepreneurship, creativity and boldness to step up, and step out)
- Encourage holistic development of BBA students beyond academics
- Improve the evaluation parameters in the allocation of SEP places to students
- Increase transparency in the SEP selection system

### Operational Objectives

- Reduce weightage of the Cumulative Average Point in SEP admissions/allocations
- Include co-curricular parameters into the overall consideration for SEP admissions/allocations
- Ensure a transparent, meritocratic system of selection/allocation of SEP places to students who demonstrate the values of the School (ACE)

### Grading Structure

Parameter	Max number of points/Weightage (%)	Remarks
Cumulative Average Point (CAP)	70	CAP to be re-weighted to 70% (Out of a possible maximum of 70 points, down to 2 decimal places)
Co-curricular Activity (CCA) Involvement	Up to 10	Applicants will be awarded up to 5 points for each CCA involvement.  A maximum of 10 points (2 CCAs) can be counted.  Can be NUS based and/or non-NUS based.  <u>Important note:</u> This will be mutually exclusive to the "Caring for Community" section, so students who are in a CCA centered on volunteerism will only be allowed to enter that involvement in either of the sections.  <i>See Appendix A for point allocation</i>
Caring for Community	Up to 5	<i>See Appendix A for point allocation</i>
Leadership & Entrepreneurship	Up to 5	<i>See Appendix A for point allocation</i>

<b>Achievements</b>	<b>Up to 5</b>	<i>See Appendix A for point allocation</i>
<b>Attendance of Business School talks and seminars</b>	<b>Up to 5</b>	<i>See Appendix A for point allocation</i>

Notes:

- (1) Please note that the minimum CAP required (regardless of other commitments and achievements) to apply for SEP is 3.0 out of 5.
- (2) SEP applicants are only allowed to enter commitments/achievements that have taken place from the **time of matriculation** into NUS.
- (3) After completing the online application in myISIS, all SEP applicants will be required to submit the following to the SEP Office:
  - a. Endorsed “Co-curricular Activity Testimonial and Report” forms (see Appendix B form)
  - b. Endorsed “Caring for Community Testimonial and Report” forms (see Appendix C form)
  - c. Endorsed “NUS Talk/Seminar Certification of Attendance” forms (see Appendix D form)
  - d. Certificates of award or snapshots of plaques and medals (applicable to those with competitive achievements)
  - e. Signed Declaration Form that certifies all information provided to be valid and true (see Appendix E form)
- (4) For the “CCA” segment, proof of participation in the SEP applicant’s CCA(s) must be provided in the form of the endorsed and stamped “Co-curricular Activity Testimonial and Report Form” endorsed by the President of the club/organization, certifying that these were the activities the applicant participated in, or spearheaded. (See Appendix B form)
- (5) For the “Caring for Community” segment, proof of participation in the SEP applicant’s CCA(s) must be provided in the form of the endorsed and stamped “Caring for Community Testimonial and Report Form” endorsed by the President of the club/organization, certifying that these were the activities the applicant participated in, or spearheaded. (See Appendix C form)
- (6) Any SEP applicant if being caught of dishonesty in declaring the CCA information, the SEP place allocated will be withdrawn immediately and the student will be forbidden from applying for SEP in the future semesters.
- (7) From AY2013/14 SEP Application onwards and in ensuing years, the Total Composite Score Profile for each Partner University will be published on the BBA SEP website.

## Appendix A

Category	Examples	Point Allocation
<b>CCA (max 10pts, 5 for each CCA)</b>	<p>NUS linked CCAs:</p> <ul style="list-style-type: none"> <li>• BIZAD Club (camps etc)</li> <li>• NUSSU (camps, orientation)</li> <li>• NUS Invest Society</li> <li>• AIESEC</li> <li>• Uni-Y</li> <li>• Sports Clubs</li> <li>• Toast Masters</li> <li>• NES</li> <li>• Halls</li> </ul> <p>Non-NUS linked CCAs:</p> <ul style="list-style-type: none"> <li>• Community Club</li> <li>• PA-Youth</li> <li>• NPCC-Cadet Lt @Alumni</li> <li>• Singapore Youth Festival</li> <li>• Chingay Parade</li> <li>• Youth Flying Club</li> </ul>	<p>5points:</p> <ul style="list-style-type: none"> <li>• Involved in 2 or more activities requiring long-term commitment (More than 2 weeks)</li> </ul> <p>3 points:</p> <ul style="list-style-type: none"> <li>• Participation in 3 or more activities requiring short-term commitment (2 weeks and less)</li> <li>• Participation in a single activity requiring long-term commitment (More than 2 weeks)</li> </ul> <p>2 points:</p> <ul style="list-style-type: none"> <li>• Participation in 2 activities requiring short-term commitment (2 weeks and less)</li> </ul> <p>1point:</p> <ul style="list-style-type: none"> <li>• One-time participation in 1 activity requiring short-term commitment (2 weeks and less) <i>Eg: Flag day participant</i></li> </ul>
<b>Caring for Community (max 5pts)</b>	<ul style="list-style-type: none"> <li>• CDC (Community Development Councils)</li> <li>• Grassroots</li> <li>• Senior Citizens Centres</li> <li>• Orphanages</li> <li>• Animal welfare, SPCA</li> </ul>	<p>1 point for each volunteer activity engaged in</p>
<b>Leadership &amp; Entrepreneurship (max 5pts)</b>	<p><i>Leadership</i> Examples are similar to CCA section</p>	<p><i>Leadership</i> 5 points:</p> <ul style="list-style-type: none"> <li>• EXCO</li> </ul>

	<p><i>Entrepreneurship</i></p> <ul style="list-style-type: none"> <li>• F&amp;B: Cafés, catering</li> <li>• Events: Events management</li> <li>• Marketing/Creative: Design company, advertising agency</li> <li>• Fashion: Consulting, blogshops</li> <li>• Comms: Online apps, social media apps, profit-making online forums</li> <li>• Animal: Pet shops</li> <li>• Logistics: Mail order</li> </ul>	<ul style="list-style-type: none"> <li>• Project Director/Co-Director</li> <li>• Committee Chair</li> <li>• Office head (Head of Publicity, Head of Welfare)</li> </ul> <p>3 points:</p> <ul style="list-style-type: none"> <li>• Sub-committee member</li> </ul> <p><i>Entrepreneurship</i></p> <p>5 points:</p> <ul style="list-style-type: none"> <li>• Actively involved in running/co-running a registered business.</li> <li>• To submit for verification: <ul style="list-style-type: none"> <li>○ ROC (Registration of Company)</li> <li>○ Company's statement of accounts</li> <li>○ Company URL if applicable (i.e. For online businesses, blog shops)</li> </ul> </li> </ul>
<p><b>Achievements</b></p>	<p><i>Global/International scale:</i></p> <p>Sports</p> <ul style="list-style-type: none"> <li>• Olympics, Asian Games, SEA Games, Boston Marathon, Hawaii Ironman</li> </ul> <p>Non-Sports</p> <ul style="list-style-type: none"> <li>• Case competitions</li> <li>• Debate championships</li> </ul> <p><i>National scale:</i></p> <p>Sports</p> <ul style="list-style-type: none"> <li>• Inter-Varsity League</li> <li>• Local marathons, biathlons and triathlons</li> </ul> <p>Non-sports</p> <ul style="list-style-type: none"> <li>• Singapore Idol</li> </ul>	<p>5 points:</p> <ul style="list-style-type: none"> <li>• Won a prize/placed in top 3 positions at a competition</li> </ul> <p>3 points:</p> <ul style="list-style-type: none"> <li>• Finalist position in a competition</li> </ul>

	<ul style="list-style-type: none"> <li>• Miss Universe-Singapore</li> <li>• Debate championships</li> </ul>	
<p><b>Attendance of NUS Talks and Seminars (max 5 pts)</b></p>	<p>Examples of talks/seminars:</p> <ol style="list-style-type: none"> <li>1. CAMRI <ol style="list-style-type: none"> <li>a. Thought Leadership @ CAMRI\Market Outlook Series</li> <li>b. CAMRI Public Lectures</li> </ol> </li> <li>2. ACSEP <ol style="list-style-type: none"> <li>a. ACSEP Philanthropy Speaker Series</li> </ol> </li> <li>3. Centre for Behavioral Economics (CBE) <ol style="list-style-type: none"> <li>a. Discussion Seminars</li> </ol> </li> <li>4. NUS Biz External Relations <ol style="list-style-type: none"> <li>a. Dean’s Speaker Series</li> <li>b. NUS Asian Business Series</li> <li>c. Leadership Dialogue Series</li> </ol> </li> <li>5. Centre for Strategic Leadership <ol style="list-style-type: none"> <li>a. Industry Guru Series</li> <li>b. HR Leadership Guru Series</li> <li>c. Executive Dialogue Series</li> <li>d. CEO Roundtable</li> <li>e. Research seminars</li> </ol> </li> <li>6. CEO Unplugged</li> <li>7. China Business Centre</li> <li>8. CGIO</li> </ol> <p><b>*Notes:</b>  <b>(1) Career service related and recruitment-related talks, seminars and workshops do not pertain to this nature of NUS talks.</b></p>	<p>1 point for each talk attended</p> <p>Maximum of 5 points awarded</p>





**Appendix D**

**NUS Talk/Seminar Certification of Attendance**

<b>Name of Student:</b>
<b>Matriculation Number:</b>
<b>Talk/Seminar Title:</b>
<b>Organizing department/office:</b>
<b>Date and time of talk/seminar:</b>
<b>Speaker(s):</b>

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**Organizing Office Endorsement**



**BBA Student Exchange Program Application Declaration**

I, \_\_\_\_\_ (Matriculation Number: \_\_\_\_\_), hereby declare that the information provided in my Student Exchange Program application is valid and true, failing which, the application will be nullified, and consideration for the program will terminate with immediate effect.

\_\_\_\_\_

***Student endorsement***

***Name:***

***Matriculation Number:***

***Course of study:***

***Year of study:***