



Department of Analytics & Operations  
NUS Business School



Department of Industrial Systems Engineering and Management  
Faculty of Engineering

# Master of Science in Supply Chain Management Program

## Application Booklet For January 2019 Intake

Closing Date of Application  
30 August 2018

# Application Information

## Eligibility and Submission of Application

### Eligibility

Applications are open to candidates with a good Bachelor's degree (at least 2nd Class Lower) or its equivalent from a good University, in an area related to the intended programme of study. Candidates with other qualifications and achievements deemed to be suitably prepared for the programme of study may also be considered.

**The above are minimum requirements and do not guarantee admission. Selection of candidates for admission is on a competitive basis. Admission decisions are based on multiple considerations, including the number and quality of applicants and the capacity of the programme applied to.**

### Submission of Application

Applications submitted/posted after the deadline above will not be considered.

The items required for the purpose of applying for admission into the Master of Science in Supply Chain Management (M.Sc. (SCM)) programme are listed below. Please read and follow the given instructions carefully.

Please note that an application fee of S\$50 (inclusive of 7% GST) is levied on each application to this programme. Our online application system only accepts payment via credit/debit card (Visa, Master, Amex) or internet debit card (for local applicants with a Singapore bank account). **You will only be able to submit your application online after your payment is completed.**

Successful applicants will be asked to present original documents for verification on registration day in **December 2018**.

#### **Step 1:**

Submit an application online via the [Graduate Admission System](#) by the online application closing date. Please check all your details carefully before submission as you will not be allowed to make changes after you submit.

#### **Step 2:**

Submit the physical copy of application materials (printout of application form and supporting documents) by application closing date to:

**MSc SCM Administrator  
The Logistics Institute – Asia Pacific  
National University of Singapore  
21 Heng Mui Keng Terrace, #04-01  
Singapore 119613**

Please indicate the programme(s) applied for (in order of preference) on the bottom left corner of your envelope. If sending your application(s) by courier (a reputable courier service or registered mail is preferred), please state this information in the Description Section of your Consignment Note.

## Supporting Documents for Online Application

To prepare for the online application, you will need to get the following documents ready for upload:

### Official Identification Document

- Scanned copy of your Passport page bearing the passport number and other particulars (*for non-Singaporeans*)
- Scanned copy of your Singapore NRIC or citizenship certificate (*for Singaporeans*)
- Scanned copy of your Entry permit (*for Singapore Permanent Residents*)
- Scanned copy of Employment Pass / Work Permit (*for International applicants working in Singapore*)
- Scanned copy of Documentary proof of change in name (*if you had your name changed and your name on NRIC / Passport is not identical to the name printed on your degree scroll / certificate and university transcript*)

### Academic Qualification

- Scanned copy of Polytechnic results and certificate or its equivalent (if applicable)
- Scanned copy of University Transcript\* / Results Slips (from 1st year to final / Honours year, including explanatory notes on grading system and overall CAP/CGPA/Average Mark obtained)
- Scanned copy of Degree scroll / certificate (if you are a current student, state the expected date of completion of degree)

### TOEFL/IELTS Scoresheet

(For applicants who have not met our [English Language requirements](#))

- Scanned copy of Scoresheet indicating a minimum **TOEFL** score of 85 (internet-based test) **OR** a minimum **IELTS** (Academic) score of 6.0 with a 2 year validity as at application opening date.

### Notes:

- All supporting documents submitted in a language other than English **MUST** be accompanied by an officially translated and certified copy in the English language.
- Referee reports / recommendation letters are optional.
- \* If you are currently an undergraduate, you may submit your application within our application periods with your most up-to-date University exam results/consolidated marksheets/ University transcripts if you are graduating in July for August Intake or December for January Intake. Otherwise, please apply for admission in a subsequent semester.
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## Documents to send/post after your online application

After you have completed your online submission(s), the next step is to submit your application(s) in physical hardcopy (in A4 sized paper and arranged in the following order) to our office for set for **each** MSc programme that you have applied online. The physical sets must reach us before the physical submission deadline:

- Completed and **signed** Summary Form printed for each of the programme applied and submitted online (*To obtain this Summary Form, at the [online application website](#) click on “Manage Applications” at the menu, and then click on the “Application Number” of your online application for the relevant programme under Faculty of Engineering.*)
- Completed Acknowledgement Slip ([click here to download](#))
- **AND** documents as indicated above for online application

Certificates submitted in a language other than English must be accompanied by a translated and certified copy. All supporting documents (original & photocopies) submitted by candidates will not be returned. Further documentary evidence may be requested at a later date in our returned acknowledgement slip after we process your application.

Original official transcript, or its certified true copies, of candidates with qualifications other than those from NUS would be requested at the point **when offer of admission** is made. This should be sent directly from the issuing University to NUS in a SEALED envelope with its flap bearing the security seal of the university and the signature of the Registrar or representative.

### Checking of status

Check the [Graduate Admission System](#) that your Application Status is updated to “Physical Application Verified”. This would serve as a confirmation that you have completed the whole application process **and** we have received your documents. Please allow approximately 4 weeks after the respective application closing dates for the online status to be updated. An acknowledgement slip will also be returned to all applicants informing you either that your application is complete or pending outstanding documents.

Due to the large number of applicants seeking admission, we are sorry we will not be able to attend to enquiries on the status of applications or receipt of documents. If you are concerned about the delivery of your documents, we strongly advise sending them via registered mail or courier. The University will not be responsible for any loss or delay of your mail.

### Release of Application Results

- Date

Mid of May (for August intakes) / Mid of November (for January intakes)

- Results

Login to [Graduate Admission System](#) to view the results online. Only candidates who are offered admission will expect to receive the written notification and details by email.

### Offer and Acceptance

Successful applicants should expect to receive an email offer. Upon receipt of your offer, please complete the relevant acceptance procedures accordingly. Please refer to your offer package for more information.

Once an offer of admission is made to a successful applicant, no deferment of registration will be granted. Successful applicants who are unable to register will have to re-apply for admission for the subsequent intake instead.

International students who like to find out more information on accommodation, cost of living and immigration matters may also refer to our [website here](#)

## **Pre-admission Medical Examination**

All admitted students (excluding non-graduating students) are required to undergo a pre-admission medical examination prior to enrolment. The university reserves the right to refuse your admission should you decide to decline this process. The medication examination is conducted by our University Health Centre (UHC).

For more information please refer to [UHC's website](#).

## **Registration**

Upon successful admission to the University, you will be required to complete your registration formalities as a student of NUS. There are two steps to this registration procedure as outlined in our Registration Guide in our offer email sent to you.

Students either register as full-time or part-time candidates. However, International candidates who are not \*long-term residents of Singapore at the time of application are only eligible to apply for the full-time MSc programmes, and if offered admission, they are to be registered as full-time students.

Registered full-time students are not permitted to be employed without permission from the University. Those found doing so may have their candidatures terminated immediately.

No student may concurrently be a candidate for more than one degree or register as a candidate of the University and of another University or Institution.

# Degree Requirements

## Coursework Requirement

At NUS, minimum standards are set for continuation in a programme of study and graduation. After each examination, depending on each student's academic performance, he/she will be replaced with an academic standing of:

- Passed; or
- Probation; or
- Warning; or
- Dismissal

In general (except for students who obtained a CAP of < 1.5 during their first semester of study), students who are not performing within expectations, will be issued with either an academic warning or an academic probation before he/she is issued with a letter of dismissal and denied re-admission.

Essential points of the University's modular credit/CAP (Cumulative Average Point) system are summarised as follows:-

- (i) **Grading Structure**  
A 5-point grading scale (Grades range : A+, A, A-, B+, B, B-, C+, C, D+, D, F) for each graduate module being examined.
- (ii) **Requirement for Continuation of Candidature**  
All graduate students are expected to obtain satisfactory progress during their candidature for continuing their graduate studies. Details on the expected level of performance can be found in para 3 (a).
- (iii) **Requirement for Graduation**  
All M.Sc. students are expected to achieve a minimum of 40 modular credits and a minimum level of proficiency [CAP of 3.0] in their coursework before they can graduate. Details are described in para 3 (b).

## Modular Credit System for Graduate Engineering Programmes

1.	<b>Modular Credits</b> Each existing M.Sc. module of 39 hours of lecture is assigned 4 modular credits (MC).																								
2.	<b>Grades &amp; Grade Point</b> The following grades are adopted for award to individual module in respect of the 1 <sup>st</sup> and 2 <sup>nd</sup> semester examinations : <table border="1" data-bbox="384 1435 699 1912"><thead><tr><th>Grade</th><th>Grade Point</th></tr></thead><tbody><tr><td>A+</td><td>5.0</td></tr><tr><td>A</td><td>5.0</td></tr><tr><td>A-</td><td>4.5</td></tr><tr><td>B+</td><td>4.0</td></tr><tr><td>B</td><td>3.5</td></tr><tr><td>B-</td><td>3.0</td></tr><tr><td>C+</td><td>2.5</td></tr><tr><td>C</td><td>2.0</td></tr><tr><td>D+</td><td>1.5</td></tr><tr><td>D</td><td>1.0</td></tr><tr><td>F (Fail)</td><td>0</td></tr></tbody></table> <p style="text-align: right;"><b>CAP for M.Sc. Graduation <math>\geq 3.0</math></b> <b>Total MCs for Graduation <math>\geq 40</math></b></p> <p>A candidate who is absent in the examination of a module without a valid reason acceptable to the Board of Examiners will be given Grade F (Fail) for the module which he/she is absent in.</p>	Grade	Grade Point	A+	5.0	A	5.0	A-	4.5	B+	4.0	B	3.5	B-	3.0	C+	2.5	C	2.0	D+	1.5	D	1.0	F (Fail)	0
Grade	Grade Point																								
A+	5.0																								
A	5.0																								
A-	4.5																								
B+	4.0																								
B	3.5																								
B-	3.0																								
C+	2.5																								
C	2.0																								
D+	1.5																								
D	1.0																								
F (Fail)	0																								

<p>3.</p> <p>(a)</p>	<p><b>Academic probation, academic warning, dismissal and graduation</b></p> <p>For <b>continuation</b> of candidature, a student must demonstrate satisfactory progress during his/her candidature. For all M.Sc. programmes <b>except</b> M.Sc.(Supply Chain Mgt):</p> <ul style="list-style-type: none"> <li>(i) academic probations/warnings: <ul style="list-style-type: none"> <li>- subject to subparagraph 3(a)(ii), probations/warnings <b>are issued</b> to students if CAP &lt; 3.0 ; &amp;</li> </ul> </li> <li>(ii) dismissal and refuse re-admission to students if: <ul style="list-style-type: none"> <li>- in the 1<sup>st</sup> semester of study, the CAP &lt; 1.5; or</li> <li>- for 2 consecutive semesters of study, CAP &lt; 2.5 ; or</li> <li>- for 3 consecutive semesters of study, CAP &lt; 3.0</li> </ul> </li> </ul> <p>For continuation of candidature for <b>M.Sc.(Supply Chain Mgt)</b> students:</p> <ul style="list-style-type: none"> <li>(i) academic probations/warnings: <ul style="list-style-type: none"> <li>- subject to subparagraph 3(a)(ii), probations/warnings <b>are issued</b> to students if CAP &lt; 3.0 ; &amp;</li> </ul> </li> <li>(ii) dismissal and refuse re-admission to students if: <ul style="list-style-type: none"> <li>- in the 1<sup>st</sup> semester of study, the CAP &lt; 2.0; or</li> <li>- for 2 consecutive semesters of study, CAP &lt; 3.0</li> </ul> </li> </ul> <p>In addition to the above, students in MSc (IP Mgt) programme must achieve a pass with a minimum average mark of 55% in the Graduate Certificate in IP Law in order to proceed to Part 2 of the MSc (IP Mgt) programme.</p> <p>All graduate students <b>are not</b> permitted to repeat a module which he/she has passed for the purpose of improving his/her grade.</p> <p>The above rules on academic probation/warning and dismissal shall also apply to a candidate on an exchange programme, and/or a candidate on leave of absence of one semester or longer. If a candidate is given an academic probation/warning prior to his leave, the academic probation/warning prior to his leave shall count towards dismissal.</p> <p>Satisfactory/Unsatisfactory modules shall be excluded in determining the academic probation/warning of a student.</p> <p>Students must complete their requirements for their degrees within their maximum period of candidatures, failing which they will have their candidatures terminated.</p>
<p>(b)</p>	<p><b>All M.Sc. programmes with the exception of M.Sc.(IP Mgt):-</b></p> <p>For <b>graduation</b>, a student must :</p> <ul style="list-style-type: none"> <li>(i) obtain a minimum CAP of 3.0 (B-) for the modules equivalent of 40 MCs (inclusive of foundation/core modules, where required) ; &amp;</li> <li>(ii) obtain at least 40 modular credits (inclusive of foundation/core modules, where required) of which at least 30 MCs must be at graduate level within the subject or in related disciplines and the remaining credits may be from other levels in the same or other disciplines subject to the approval of the Department</li> </ul> <p>Students may be allowed to take more than 10 modules or its equivalent of 40 modular credits only if at the point of request to read more modules, the student has less than 40 modular credits or his/her CAP is &lt; 3.0.</p> <p>In general, all students are expected to graduate after obtaining 40 modular credits and who have already achieved a CAP of ≥ 3.0.</p> <p><b>M.Sc.(IP Mgt) programme:-</b></p> <p>For <b>graduation</b>, a student must :</p> <ul style="list-style-type: none"> <li>(i) obtain a GCIP (Pass) with a minimum average mark of 55%; and</li> <li>(ii) obtain a minimum CAP of 3.0 (B-) for the MSc (MOT) modules equivalent to 20 MCs. Of the</li> </ul>

20 MCs required, at least 16 MCs must be at a graduate level within the subject or in related disciplines and the remaining credits may be from other levels in the same or other disciplines subject to the approval of the Programme Manager.
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**Note :**

**CAP** - Cumulative Average Point  
**MC** - Modular Credits  
**GP** - Grade Points

$$\text{Formulae for CAP} = \frac{\text{Sum (GP x MC)}}{\text{Sum (MC)}}$$

- All letter grades (including Grade F) are included in the CAP computation for MSc students who have yet to accumulate 40 MCs. Students who have achieved more than 40 MCs, the CAP is computed on the best modules equivalent of 40 MCs (inclusive of foundation/core modules, where required).
- Graduate English courses are excluded from the CAP computation.

### **Fees**

Click [here](#) to view the education fees

### **Scholarship Opportunities**

for M.Sc. only

- [NUS Graduate Scholarships for ASEAN Nationals](#)

### **Financial Aid**

for students of all graduate programmes

- [Tuition Fee Loan Scheme](#)
- [NUS Student Work Scheme](#)



## University Academic Calendar

The University's academic calendar for Semester 1 & 2, 2018-2019, Semester 1 & 2, 2019-2020 are as follows:

<b>SEMESTER 1</b>			
<b>Mon, 6 Aug 2018 ~ Sat, 8 Dec 2018</b>			<b>18 weeks</b>
<i>Orientation Week</i>	<i>Mon, 6 Aug 2018</i>	<i>Sat, 11 Aug 2018 (a)</i>	<i>1 week</i>
<b>Instructional Period</b>			
Week 1	Mon, 13 Aug 2018	~ Fri, 17 Aug 2018	6 weeks
Week 2	Mon, 20 Aug 2018	~ Fri, 24 Aug 2018	
Week 3	Mon, 27 Aug 2018	~ Fri, 31 Aug 2018	
Week 4	Mon, 3 Sep 2018	~ Fri, 7 Sep 2018	
Week 5	Mon, 10 Sep 2018	~ Fri, 14 Sep 2018	
Week 6	Mon, 17 Sep 2018	~ Fri, 21 Sep 2018	
<i>Recess Week</i>	<i>Sat, 22 Sep 2018</i>	<i>~ Sun, 30 Sep 2018</i>	<i>1 week</i>
Week 7	Mon, 1 Oct 2018	~ Fri, 5 Oct 2018	7 weeks
Week 8	Mon, 8 Oct 2018	~ Fri, 12 Oct 2018	
Week 9	Mon, 15 Oct 2018	~ Fri, 19 Oct 2018	
Week 10	Mon, 22 Oct 2018	~ Fri, 26 Oct 2018	
Week 11	Mon, 29 Oct 2018	~ Fri, 2 Nov 2018	
Week 12	Mon, 5 Nov 2018	~ Fri, 9 Nov 2018	
Week 13	Mon, 12 Nov 2018	~ Fri, 16 Nov 2018	
<i>Reading Week</i>	<i>Sat, 17 Nov 2018</i>	<i>~ Fri, 23 Nov 2018</i>	<i>1 week</i>
<i>Examination</i>	<i>Sat, 24 Nov 2018</i>	<i>~ Sat, 8 Dec 2018</i>	<i>2 weeks</i>
<i>Vacation</i> <i>Sun, 9 Dec 2018 ~ Sun, 13 Jan 2019 (d) &amp; (e)</i>			<i>5 weeks</i>
<b>SEMESTER 2</b>			
<b>Mon, 14 Jan 2019 ~ Sat, 11 May 2019</b>			<b>17 weeks</b>
<b>Instructional Period</b>			
Week 1	Mon, 14 Jan 2019	~ Fri, 18 Jan 2019	6 weeks
Week 2	Mon, 21 Jan 2019	~ Fri, 25 Jan 2019	
Week 3	Mon, 28 Jan 2019	~ Fri, 1 Feb 2019	
Week 4	Mon, 4 Feb 2019	~ Fri, 8 Feb 2019	
Week 5	Mon, 11 Feb 2019	~ Fri, 15 Feb 2019	
Week 6	Mon, 18 Feb 2019	~ Fri, 22 Feb 2019	
<i>Recess Week</i>	<i>Sat, 23 Feb 2019</i>	<i>~ Sun, 3 Mar 2019</i>	<i>1 week</i>
Week 7	Mon, 4 Mar 2019	~ Fri, 8 Mar 2019	7 weeks
Week 8	Mon, 11 Mar 2019	~ Fri, 15 Mar 2019	
Week 9	Mon, 18 Mar 2019	~ Fri, 22 Mar 2019	
Week 10	Mon, 25 Mar 2019	~ Fri, 29 Mar 2019	
Week 11	Mon, 1 Apr 2019	~ Fri, 5 Apr 2019	
Week 12	Mon, 8 Apr 2019	~ Fri, 12 Apr 2019	
Week 13	Mon, 15 Apr 2019	~ Fri, 19 Apr 2019	
<i>Reading Week</i>	<i>Sat, 20 Apr 2019</i>	<i>~ Fri, 26 Apr 2019</i>	<i>1 week</i>
<i>Examination</i>	<i>Sat, 27 Apr 2019</i>	<i>~ Sat, 11 May 2019 (h)</i>	<i>2 weeks</i>
<i>Vacation</i> <i>Sun, 12 May 2019 ~ Sun, 4 Aug 2019</i>			<i>12 weeks</i>

<b>SEMESTER 1</b>			
<b>Mon, 5 Aug 2019 ~ Sat, 7 Dec 2019</b>			<b>18 weeks</b>
<i>Orientation Week</i>	<i>Mon, 5 Aug 2019</i>	<i>Sat, 10 Aug 2019 (a)</i>	<i>1 week</i>
<b>Instructional Period</b>			
Week 1	Mon, 12 Aug 2019 ~	Fri, 16 Aug 2019	6 weeks
Week 2	Mon, 19 Aug 2019 ~	Fri, 23 Aug 2019	
Week 3	Mon, 26 Aug 2019 ~	Fri, 30 Aug 2019	
Week 4	Mon, 2 Sep 2019 ~	Fri, 6 Sep 2019	
Week 5	Mon, 9 Sep 2019 ~	Fri, 13 Sep 2019	
Week 6	Mon, 16 Sep 2019 ~	Fri, 20 Sep 2019	
<i>Recess Week</i>	<i>Sat, 21 Sep 2019 ~</i>	<i>Sun, 29 Sep 2019</i>	<i>1 week</i>
Week 7	Mon, 30 Sep 2019 ~	Fri, 4 Oct 2019	7 weeks
Week 8	Mon, 7 Oct 2019 ~	Fri, 11 Oct 2019	
Week 9	Mon, 14 Oct 2019 ~	Fri, 18 Oct 2019	
Week 10	Mon, 21 Oct 2019 ~	Fri, 25 Oct 2019	
Week 11	Mon, 28 Oct 2019 ~	Fri, 1 Nov 2019	
Week 12	Mon, 4 Nov 2019 ~	Fri, 8 Nov 2019	
Week 13	Mon, 11 Nov 2019 ~	Fri, 15 Nov 2019	
<i>Reading Week</i>	<i>Sat, 16 Nov 2019 ~</i>	<i>Fri, 22 Nov 2019</i>	<i>1 week</i>
<i>Examination</i>	<i>Sat, 23 Nov 2019 ~</i>	<i>Sat, 7 Dec 2019</i>	<i>2 weeks</i>
<i>Vacation</i>			
<i>Sun, 8 Dec 2019 ~ Sun, 12 Jan 2020 (d) &amp; (e)</i>			<i>5 weeks</i>
<b>SEMESTER 2</b>			
<b>Mon, 13 Jan 2020 ~ Sat, 9 May 2020</b>			<b>17 weeks</b>
<b>Instructional Period</b>			
Week 1	Mon, 13 Jan 2020 ~	Fri, 17 Jan 2020	6 weeks
Week 2	Mon, 20 Jan 2020 ~	Fri, 24 Jan 2020	
Week 3	Mon, 27 Jan 2020 ~	Fri, 31 Jan 2020	
Week 4	Mon, 3 Feb 2020 ~	Fri, 7 Feb 2020	
Week 5	Mon, 10 Feb 2020 ~	Fri, 14 Feb 2020	
Week 6	Mon, 17 Feb 2020 ~	Fri, 21 Feb 2020	
<i>Recess Week</i>	<i>Sat, 22 Feb 2020 ~</i>	<i>Sun, 1 Mar 2020</i>	<i>1 week</i>
Week 7	Mon, 2 Mar 2020 ~	Fri, 6 Mar 2020	7 weeks
Week 8	Mon, 9 Mar 2020 ~	Fri, 13 Mar 2020	
Week 9	Mon, 16 Mar 2020 ~	Fri, 20 Mar 2020	
Week 10	Mon, 23 Mar 2020 ~	Fri, 27 Mar 2020	
Week 11	Mon, 30 Mar 2020 ~	Fri, 3 Apr 2020	
Week 12	Mon, 6 Apr 2020 ~	Fri, 10 Apr 2020	
Week 13	Mon, 13 Apr 2020 ~	Fri, 17 Apr 2020	
<i>Reading Week</i>	<i>Sat, 18 Apr 2020 ~</i>	<i>Fri, 24 Apr 2020</i>	<i>1 week</i>
<i>Examination</i>	<i>Sat, 25 Apr 2020 ~</i>	<i>Sat, 9 May 2020 (h)</i>	<i>2 weeks</i>
<i>Vacation</i>			
<i>Sun, 10 May 2020 ~ Sun, 2 Aug 2020</i>			<i>12 weeks</i>

# Program Structure

M.Sc.(SCM) classes are conducted in the evenings. Students may enrol on a part-time (Jan & Aug Intake) or full-time (Aug Intake) basis. However, International candidates who are not long-term residents of Singapore at the time of application are only eligible to apply for the full-time MSc programmes, and if offered admission, they are to be registered as full-time students.

Typically the study workload for students are as follow:

## Part Time

- Classes

Normally take 2 modules each semester (i.e. generally attend lectures 2 evenings per week).#

- Maximum workload per semester

12 MCs\*

- Period of candidature
  - Minimum residency: 50% of required MCs
  - Maximum period: 8 semesters / 4 years

## Full Time

- Classes

Normally take 3-5 modules each semester (i.e. generally attend lectures between 3-5 evenings per week).#

- Maximum workload per semester

16 – 20 MCs\*

- Period of candidature
  - Minimum residency: 50% of required MCs
  - Maximum period: 4 semesters / 2 years

\*A graduate module is normally equivalent to 4 MCs.

# Candidates who intend to take more than or fewer than the prescribed number of modular credits in a given Semester should seek approval from the respective Heads of Departments within the first two Instructional weeks of that Semester.

Graduate classes (including lectures, tutorials and laboratory sessions) are usually conducted **in the evenings** from 6.00 pm to 9.00 pm from Mondays to Fridays.

The graduation requirements include obtaining a minimum Cumulative Average Point (CAP) of 3.00 (equivalent to an average of Grade of B-) for the best 40 modular credits (MCs), inclusive of core modules, where required. Of the 40 MCs, at least 30 MCs must be at graduate level within the subject or in a related discipline, the remaining credits

may be from other levels in the same or other disciplines as approved by the Department. Additional module requirement applies if candidates decide to opt for a specialisation.

**End of Application Booklet**