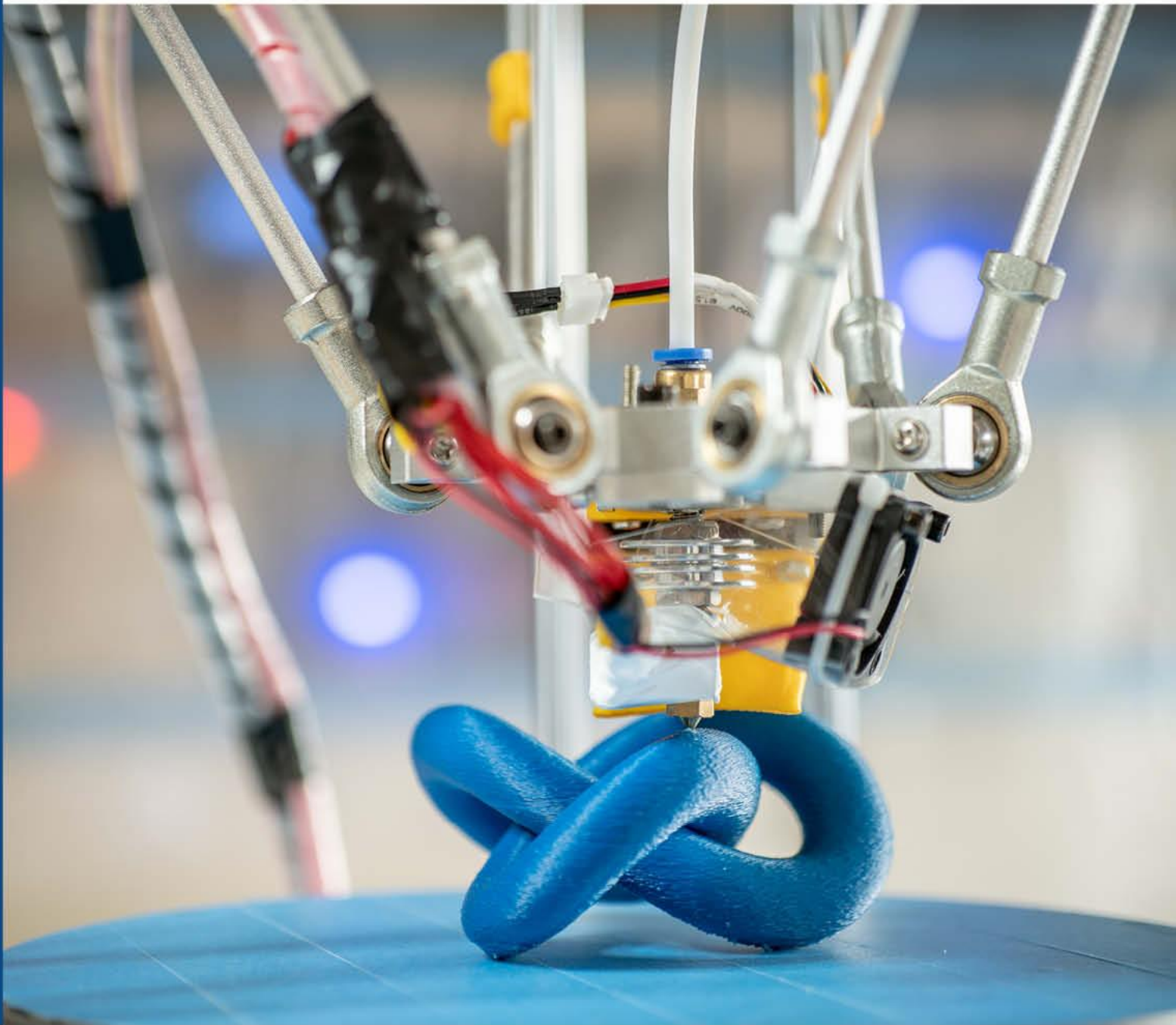


STUDENT HANDBOOK AY2025-2026



GRADUATE CERTIFICATE IN
**INTELLECTUAL PROPERTY
& TECHNOLOGY LAW**

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PROGRAMME ADMINISTRATION

The Graduate Certificate in Intellectual Property & Technology Law (GCIPTL) Programme is administered by the NUS Law Academy.

Programme Director

Associate Professor Daniel Seng

Graduate Certificate in Intellectual Property & Technology Law

Graduate Diploma in Intellectual Property & Technology Law

LLM (Intellectual Property & Technology Law)

NUS Law Academy Team

Associate Professor Jean Ho (Director)

Ms Elizabeth Chua (Senior Assistant Dean)

Ms Patrice Yap (Programme Manager)

Contact

Email : nuslawacademy@nus.edu.sg

Mailing Address

Faculty of Law, National University of Singapore

496G Bukit Timah Road, Eu Tong Sen Building

Singapore 259776

Opening hours

Mondays to Fridays: 8.30am to 5.30pm

(Closed during Lunch Hour from 12.30pm to 1.30pm)

Closed on Saturdays, Sundays and Public Holidays.

ACADEMIC MATTERS

1. Academic Calendars

The AY2025/26 Semester One Academic Calendar is as follows:

SEMESTER 1			
Regular Semester	Mini Semester	Week	Dates
Regular Semester: 18 weeks	Orientation	0	Mon, 4 Aug 2025 ~ Sat, 9 Aug 2025
	Instructional Period (6 weeks)	Mini Sem 1A: 8 weeks	1 Mon, 11 Aug 2025 ~ Fri, 15 Aug 2025
			2 Mon, 18 Aug 2025 ~ Fri, 22 Aug 2025
			3 Mon, 25 Aug 2025 ~ Fri, 29 Aug 2025
			4 Mon, 1 Sep 2025 ~ Fri, 5 Sep 2025
			5 Mon, 8 Sep 2025 ~ Fri, 12 Sep 2025
			6 Mon, 15 Sep 2025 ~ Fri, 19 Sep 2025
	Recess	Reading	Sat, 20 Sep 2025 ~ Sun, 28 Sep 2025
	Instructional Period (7 weeks)	Mini Sem 1B: 9 weeks	7 Mon, 29 Sep 2025 ~ Sat, 4 Oct 2025
			8 Mon, 6 Oct 2025 ~ Fri, 10 Oct 2025
			9 Mon, 13 Oct 2025 ~ Fri, 17 Oct 2025
			10 Mon, 20 Oct 2025 ~ Fri, 24 Oct 2025
			11 Mon, 27 Oct 2025 ~ Fri, 31 Oct 2025
			12 Mon, 3 Nov 2025 ~ Fri, 7 Nov 2025
	Reading	Reading	Sat, 15 Nov 2025 ~ Fri, 21 Nov 2025
	Examination	Examination (2 weeks)	Sat, 22 Nov 2025 ~ Sat, 6 Dec 2025
Vacation: 5 weeks			Sun, 7 Dec 2025 ~ Sun, 11 Jan 2026

Please refer to <http://www.nus.edu.sg/registrar/calendar> for full details and calendars.

2. Class Attendance & SILE-CPD Points

You are required to attend all classes regularly.

Qualified lawyers practicing in Singapore who require SILE-CPD Points should request a customized attendance sheet from NUS Law Academy before the start of the course. Attendance are to be acknowledged by your course convenor for each lesson on the attendance sheet. Students have to achieve at least a 75% attendance rate for every course and not be absent from the each day of a course for more than 15 minutes to be eligible for CPD Points claim.

3. Advisory on Consultation on Work-related Legal Issues or Reproduction of Course Materials

Our Graduate Certificate Programmes are not meant to allow adult learners to raise issues not directly relevant to the course material or hypothetical case studies used in teaching. Course instructors are entitled to decline to offer

consultations or take specific questions on matters that are not relevant to the course syllabus or pedagogical objectives.

In particular, participation in this Graduate Certificate Programme is not a legitimate means to develop competing or in-house training programmes on the same subject matter. This may amount to a breach of copyright or plagiarism and may be dealt with accordingly.

4. Graduation Requirements

Candidates must pass all courses and successfully obtain a total of 12 to 13 units (MCs) (generally 3 courses) within a maximum period of 36 months of their candidature in order to be awarded the Graduate Certificate.

5. Maximum Period of Candidature

The maximum period of candidature for this Graduate Certificate Programme is 36 months.

6. Units

Each intensive graduate course of 27 hours of coursework typically carries 4 units. A semester-long graduate course of 39 hours typically carries 5 units.

Units are earned when a student passes a course. No units will be accorded if a student fails the course.

7. Grading at NUS Law

NUS Law grades according to a curve. The curve used at NUS Law as a guide in a class of reasonable size (20 or more) is as follows:

A+, A, A-	B+, B	B-, C+, C	D+, D, F
20-25%	35-40%	35-40%	0-5%

As a result, the average grade in a class of reasonable size will normally be around a “B”. This should be contrasted to the situation in many law schools (particularly in the US) where the average grade tends to be around “B+” or even higher.

Note that this statement applies only to NUS Law and should not be interpreted as a statement of NUS grading policy generally.

8. Course Information

It is the responsibility of the student to ensure that he/she is not registered for courses with clashes in class or examination schedules.

The schedules for Sit-down Final Examination, Take Home Exam and Research Papers can be found at the following Academic Affairs website at: https://law1a.nus.edu.sg/student_matters/ay2526/timetable.html

9. Course or Programme Withdrawal

Students who wish to withdraw from a course or from the Grad Cert Programme entirely may apply to do so within the deadlines stipulated below. When dropping a course, students should be mindful of the “W” and “F” grade period indicated below:

Grading	Occurring within:	
	Semester One	Semester Two
Registered students may check their course allocation at the Education Record System at https://myedurec.nus.edu.sg/		
Semester-long Courses		
“W” Grade	25 Aug 2025 – 28 Sept 2025	26 Jan 2026 - 1 Mar 2026
“F” Grade	29 Sept onwards	2 Mar 2026 onwards
Phase 1 Intensives Courses		
“W” Grade	18 Aug 2025 – 24 Aug 2025	19 Jan 2025 – 26 Jan 2025
“F” Grade	25 Aug 2025 onwards	26 Jan 2026 onwards
Phase II Intensive Courses		
“W” Grade	8 Sep 2024 – 14 Sept 2025	9 Feb – 15 Feb 2026
“F” Grade	15 Sept 2025 onwards	16 Feb 2026 onwards

Students are strongly advised to read the course descriptions carefully before selecting their courses.

If a student withdraws within the “No Penalty” grade duration, the course fees (less miscellaneous fees) will be returned and credited to your EduRec Student Account. You would be able to use the credits to pay for your next course. For withdrawals after the “W” grade deadlines, no fee return will be applicable.

10. Term And Course Enrollment (TACE) for New Semester

Course selection for the next Semester will typically take during the following periods:

Academic Semester	Course Selection Period
Semester One (Aug to Nov)	1 to 31 May
Semester Two (Jan to Apr)	1 to 31 October

Students will be required to log into the [MyEduRec](#) system to indicate their intention to (i) continue the programme in the next semester and (ii) select and rank their course choice(s).

An email notification will be sent to students nearer the course selection date with the [TACE User Guide](#).

Do note that course allocation is subject to availability of spaces and there is a possibility that students may not be assigned the courses of their most preferred choices.

ASSESSMENT & EXAMINATION MATTERS

11. Modes of Assessments

Students should be aware of the different modes of assessments (eg. take-home examinations, research papers, quiz, mini moots, presentations, class participation, in-class tests (open or closed-book), proctored final examination etc) and their weightage on their overall grading. Details on assessment modes and weightage are available in the course descriptions on the [NUS Law Course Listing webpage](#).

12. Class Participation

Class participation plays a crucial role in self-directed active learning in NUS Law. Student are advised to do their readings before class, ask questions and participate actively in class discussions. The grading component for class participation ranges from 10% to 30%, depending on courses.

13. Examinations

Unless otherwise stated, examinations for coursework courses are usually held at the end of each semester of study. Students may refer to the [Examination Directory](#) for information pertaining to examination every semester such as:

- Examination Schedules/Timetables
- Instructions to Examination Candidates & Examination Rules
- Important Deadlines on Examination-related Matters
- Examination Forms & Guidelines

A breach in any of the examination rules will render a candidate liable to disciplinary action which may result in the student's expulsion from the University.

Students who fail to sit for an examination of a course, without a valid reason accepted to the University will be given a Grade "F" (Fail) for the course which he/she is absent in.

14. Special Consideration for Final Examinations

If there are any circumstances, academic or otherwise, which have adversely affected a student's academic performance during the course of the semester as well as during the examination period, the student may submit such information to the Board of Examiners for consideration. In general, examples of such circumstances include, but are not limited to, the following:

- Illness during an examination which resulted in the student not being able to complete the examination; and
- Illness during an examination but for which the student completes the examination nevertheless

All such submissions will be treated in the strictest confidence. Submission is to be made on [MyEduRec](#) prior to or immediately after exam. The User Guide can be found at the [Examination Directory](#) website.

The completed forms are to be accompanied by supporting documents (if any) and submitted to the Office of Vice Dean (Academic Affairs) within the stipulated deadline. Late submissions will not be accepted.

15. Special Consideration for Continual Assessments

Download the Special Consideration Form [HERE](#). Complete the form and email it along with supporting documents to email: lawgrad@nus.edu.sg, copying email: nuslawacademy@nus.edu.sg at least 3 working days prior to your assignment deadline.

16. Failure of Subjects

Students who fail subjects may, at the discretion of the Board of Examiners, be given two options. As the first option, they may be allowed to take a Supplementary Examination or sit for a Viva (oral) Examination within two months of the publication of the marks. The transcript will indicate both the Fail grade of the course taken at the Main Examination and the grade received for the course taken at the Supplementary Examination.

As the second option, a student may elect to do an additional semester and carry forward the failed subjects to the additional semester, provided the maximum candidature is not yet exceeded. In such case, the fail grades will be reflected on the transcript for that semester. However, when the student either repeats the subjects or takes new subjects (with full course fees applicable) in the additional semester, the actual grades received will be reflected on the transcript accordingly.

17. Digital Assessments & Examinations

Depending on the modes of assessments stipulated for students' allocated courses, there may be instances where students have to undertake online continuous assessments, small and high-stakes examinations using their own laptop computers in a proctored open or closed-book environment.

The submission of assessments and examination may involve:

- (i) uploading assignments or take-home examinations onto NUS Canvas (See [Appendix E](#))
- (ii) writing and submitting their answers on Exemplify Software

Instructions on downloading and using Exemplify can be found at: <https://nus.atlassian.net/wiki/spaces/DAsstudent/overview>

18. Review of Results

Students may request a review of their results after they have been released regardless of the grades obtained for the course(s). However, the review is only applicable to the courses taken in the current semester and the applications must be submitted to the Office of Academic Affairs, using the prescribed form in [MyEduRec](#), within 3 working days of results release. Strictly, any application received after the deadline will not be processed. The User Guide for Review of Results System on [MyEduRec](#) can be found at the [Examination Directory](#).

The review will not involve marking an answer script a second time. To do so at this juncture would be out of context with no relative comparison with the rest of the class. The review would only involve the checking through the pages of the answer scripts to ensure that all answers were marked and that there were no mistakes in the summation of marks of all the continuous assessments and examinations. If a mistake is discovered, the University reserves the right to make revisions to students' results in accordance with NUS guidelines and policies.

Students who failed their courses are encouraged to attend a feedback session with their lecturers to close the learning loop (including going through the examination answer scripts, if appropriate). Such students should initiate an appointment with their lecturers as soon as it is practicable.

CODE OF CONDUCT & PLAGIARISM POLICY

19. Compulsory Courses on Canvas

All registered student of NUS are required to complete the assigned Canvas courses:

- Culture of Respect and Consent
- Student Essentials

Please complete them as soon as possible to avoid being tagged with a Negative Service Indicator (NSI). See Section 39.

20. NUS Student Code of Conduct

Discipline with respect to students is governed by the University's [Statutes](#) and [Regulations](#). Any student who is alleged to have committed or attempted to commit offences listed in Clause 3 of Statute 6 may be subject to disciplinary proceedings.

Students of the National University of Singapore should familiarise themselves with the [NUS Code of Student Conduct](#) which is intended to guide students' conduct in both the academic and non-academic aspects of their University life by providing an overview of the behaviour generally expected of them as members of the University community.

Students may also access the [Discipline with Respect to Students - Guidance Note for Students](#) on the [NUS Student Portal](#) for better understanding of factors relevant to the classification of offences by the University.

21. NUS Law Ethical Conduct & Plagiarism Policy

All students share the responsibility for upholding the academic standards and reputation of the university. Academic honesty is a prerequisite condition in the pursuit and acquisition of knowledge. Academic dishonesty is any misrepresentation with the intent to deceive or failure to acknowledge the source or falsification of information or inaccuracy of statements or cheating at examinations/tests or inappropriate use of resources. There are many forms of academic dishonesty and plagiarism is one of them. Plagiarism is generally defined as the practice of taking someone else's work or ideas and passing them off as one's own (The New Oxford Dictionary of English). The university does not condone plagiarism.

Please familiarize yourself with the following Guidelines:

NUS Law Plagiarism Policy

https://law1a.nus.edu.sg/student_matters/plagiarism_policy.html

Ethical Conduct Guidelines

https://law1a.nus.edu.sg/student_matters/ethical_conduct.html

STUDENT RESOURCES

22. Student Card

All newly registered graduate certificate students will receive an NUS Student Card. The Student Card is an important form of identification as well as a pass for accessing the various computer facilities, libraries and specific buildings or rooms. The Student Number on the Card will be their identification number for examination purposes.

If you require a replacement student card, you will need to report a loss of your card and apply for a new student card. Click [here](#) to report loss and apply for a replacement.

Print the acknowledgement form and proceed to the Student Service Centre (at Kent Ridge Campus) to make payment. You will be informed via email when your new card is ready for collection.

The following non-refundable fee (inclusive of GST) is chargeable for each replacement:

First replacement card - \$30

Second replacement card - \$80

Third and subsequent replacement cards - \$200

23. Student NUSNET Account

Students has been issued an account to connect to the University computer network (NUSNET). This Global Campus Network provides many services, including access to:

- (a) the Internet;
- (b) electronic mail;
- (c) teaching and course materials (LumiNUS); and
- (d) library information and services.

Students should never disclose their PIN or Password to anyone as this information should be kept confidential at all times.

Personal data files under the computer account of students who have graduated/ withdrawn/ terminated their candidature will be removed within the period given in the notice from the University. A back up of the files should be made as soon as possible.

24. Modes of Communication

Every registered student has been issued an email account which will serve as their official point of contact. Students are expected to check their emails regularly.

For smartphone/tablet users, please refer [here](#) on how to do the set up so as to access NUS email on the move.

Please refer to [Appendix A](#) for instructions on accessing your NUS email account. If you wish to change your password, please refer to [Appendix B](#).

Students are also expected to be aware of the latest notices/circulars that may be posted in the Registrar's Office and the Faculty's websites.

25. Wireless Access on Campus

The entire BTC Campus is also wireless-enabled. To access the NUS network wireless on your personal laptops and mobile devices, you can download configuration e-guides for your laptops and mobile devices at the [NUS IT Care website](#).

Please refer to [Appendix C](#) for the basic instruction on configuring your mobile devices.

26. NUS Canvas & Course Materials

Course materials will be uploaded on the university's course management system – [NUS Canvas](#). Canvas is student gateway to NUS' educational resources accessible from campus, at home or overseas. Students can access up-to-date online syllabi, download notes, submit assignments manage projects, participate in discussion forums and online communities, take part in quizzes, among other things.

It is your responsibility to log on to Canvas to download course materials or information your course instructors may post before your lessons.

Please refer to [Appendixes D, E & F](#) for details on log in & access, files upload & download and email alert subscription.

27. Digital Research Resources for Law Students

The following are digital research resources accessible by Law Students:

- LawNet
- Lexis Advance Singapore
- WestLaw Classic
- WestLaw Asia
- HeinOnline
- i-law.com

They can be accessed from the [NUS Law website](#). Please refer to [Appendix I](#) for login instructions.

28. NUS IT Care Contact

Do note that the use of IT facilities is subject to the policies and regulations set by NUS IT Care. If you encounter any IT problems connecting to NUSNET or

require assistance with configuring your laptops, please approach the IT Care Help Desk at the NUS (Kent Ridge Campus)

Hotline : 6516 2080
Email : itcare@nus.edu.sg
Walk-in Service : Level 1, Information Technology Building,
2 Engineering Drive 4, Singapore 117584

Operating Hours

Monday to Friday : 8:30am to 6:00pm
Saturday : 8:30am to 1:00pm

29. Notebook Purchase

Part-time students may purchase notebooks from our NUS tender contract for their personal use. Purchase is to be made at NUS Co-op @ LT 27 (Science Faculty) directly. The notebooks will come with Windows 10. Please allow 6 to 8 weeks for delivery.

The models and pricing can be found at: <https://www.nuscoop.sg/computer>

30. Education Records System (EduRec)

The [Education Records System \(EduRec\)](#) is a software system that facilitates the integration of key student activities from admission, course registration, student financials, programme progression to graduation.

EduRec has a Student Services Center page which contains self-service functions organized into 3 categories - Academics, Finances and Personal Information.

In the Student Services Center, students are able to do the following:

Academics:

- View class timetable
- View enrolled courses
- View exam timetable
- View unofficial transcript and exam results
- Enroll for new semester and courses (TACE)

Finances:

- View account summary (outstanding charges and posted payment)
- Make fee payments

- View/update bank account details
- Request for student bill/preliminary bill

Personal Information:

- View/update personal information (Official name, address, phone number, email, emergency contact, demographic information, etc)

Other Functions:

- Print Student Status Letter

31. CJ Koh Law Library

The C J Koh Law Library is one of 8 NUS Libraries. The Law Library was originally established in September 1957, catering primarily to the Faculty of Law.

Services

The one-line public access catalogue (LINC) is available to users through terminals in the Library and remote workstations connected to the campus network.

Tel: (65) 6516 2043

Email: cjkohlib@nus.edu.sg

Operating Hours

C J Koh Law Library's operating Hours:

Days	Semester	Vacation
Mon to Fri	9.00am to 9.00pm	9.00am to 6.00pm
Sat	10.00am to 5.00pm	Closed
Sun	Closed	Closed
Public Holidays	Closed	Closed

For more details and operating hours, please visit the Library's website at:

<https://nus.edu.sg/nuslibraries/spaces/our-libraries/c-j-koh-law-library>

32. Faculty Seminars & Events

You will be receiving publicity to seminars and events organized by the Faculty. Please do look out for the details of such notices in your email accounts. If you wish to unsubscribe, you may follow the instructions listed in the mailers.

ADMINISTRATIVE MATTERS

33. Course Fee

Students will be billed the fee for their selected course(s) and the student miscellaneous fees before the start of every semester.

The following are the fees payable (including 9% GST) for a 4-Unit or 5-Unit course for the respective category of student:

Course Fee	
International Students / Full Fee	Singapore Citizens & Permanent Residents <i>[Includes 35% Fee Subsidy]</i>
S\$5,886.00	S\$3,825.90

Depending on the nationality of the applicant and the courses selected, the total programme fee for 3 courses (assuming the student passes all 3 courses and obtains the required Units for graduation) are as follows:

Programme Fee	
International Students / Full Fee	Singapore Citizens & Permanent Residents <i>[Includes 35% Fee Subsidy]</i>
S\$17,658.00	S\$11,477.70

A Student Services Fee of S\$25.70 is also applicable each semester.

34. Miscellaneous Student Fees

The Miscellaneous Student Fees applicable to part-time Continuing & Professional Education (CPE) students are as follows:

S/N	Item	Cost per Regular Semester
1	Registration Fee	\$13.63
2	Copyright/CLASS Fee	\$6.62
3	Computer Account Fee	\$5.45
Total		\$25.70

Do note that the Miscellaneous Student Fees for CPE students do not include Sports Fee, Transport Fee, Health Service & Insurance and Travel Insurance.

35. Payment of Fees

Full payment of tuition fees must be paid to the Office of Financial Services by the stipulated deadline, which usually in Week 3 of each semester. If fees are not paid by the due date indicated in the bill, a late fee of S\$25 will be imposed.

Newly registered students may view the bill/payment form from the first semester via [myEduRec > My Homepage > Financials > Manage Student Financials > Student/Preliminary Bill](#) upon full registration with NUS.

Students will be informed through an email notice sent to their NUS email account to view their Student Bill online at least 1 week prior to the start of the semester for fee payment. Students may check and view their latest status of their student accounts, make e-payment or print their student bills by accessing the above URL.

Should a student be sponsored by an organisation, the student will need to make arrangements with their sponsor / employer for the fees to be paid within the stipulated deadline to avoid having to pay a late fee.

If payment made is by cheque, the cheque should be made payable to the “National University of Singapore” for the exact amount. This should be done only after students are able to view and print the Student Bill from EduRec.

All cheque payments (together with the bill) should be mailed to:

Office of Financial Services, University Hall,
Tan Chin Tuan Wing, UHT #03-02,
National University of Singapore,
21 Lower Kent Ridge, Singapore 119077

Please indicate your registration number, name and contact number on the reverse side of the cheque and attach it to the bill.

Students may also pay their Student Bill at the Student Services Centre or via GIRO, NETS, cheque / bank draft, cash, telegraphic transfer, internet banking (using “Bill Payment / Payment” option) or credit / debit cards (online only).

36. Non-Payment of Fees & Non-Completion of Compulsory Courses

A Negative Service Indicator (NSI) will be tagged against on the student's account if they fail to pay fees and/or complete the compulsory courses by the stipulated deadlines. The NSI has the following effects:

- unable to view exam results/ enroll for any courses
- unable to obtain official / unofficial result transcripts
- Student status / conferment letter will be withheld
- certificate and official transcripts will be withheld
- students may be de-registered as sanctioned by NUS

To check for any outstanding fee balances, students may go to [myEduRec](#) > My Homepage > Financials > Manage Student Financials > Student/Preliminary Bill.

37. Change of Personal Particulars

Throughout their candidature, students are responsible for keeping their personal particulars updated in the University's records in a timely manner. The University will not be accountable for delayed or lost mail due to incorrect or obsolete addresses and contacts.

Students may check their particulars or amend their contact details via myEduRec.

Self-Service Updates via [myEduRec](#)

- home address and mailing address
- contact numbers
- next-of-kin

For updates at Student Services Center (must be accompanied by documentary proof for verification)

- citizenship
- official/legal name
- identity card/passport details

OTHER AMENITIES

38. Parking in NUS (Bukit Timah Campus)

Visitors and students are reminded to park at the white lots as the red lots are strictly for staff season holders.

Visitors and students may park at these red lots outside office hours. Office hours are from Mondays to Fridays, 8.00am to 5.30pm.

The vehicles are subject to wheel-clamp for unauthorised parking. The unclamping fee is \$107.

39. Internal Shuttle Bus (ISB) Services

The following is the Route Map of the Internal Shuttle Bus Service (BTC):



NUS INTERNAL SHUTTLE BUS

OEI TIONG HAM BUILDING (BTC)



To
Central Library/ PGP
BTC

(Term)	First Bus	Last Bus	(Vacation)	First Bus	Last Bus
Weekday	0700	2140	Weekday	0700	1930
Saturday	No Service		Saturday	No Service	
Sunday/Public Holiday	No Service		Sunday/Public Holiday	No Service	

Frequency Range (Term)			Frequency Range (Vacation)		
Weekday			Saturday		Sunday/Public Holiday
0700 – 1000	30 mins	No Service	No Service		No Service
1000 – 1115	45 mins				
1115 – 1400	30 mins				
1400 – 1700	45 mins				
1700 – 1930	30 mins	No Service	No Service		No Service
1930 – 2140	45 mins				

OTH BLDG (BTC)

- BOTANIC GARDENS
- MRT STN (PUDO)
- KR MRT STN
- LT 27
- UHALL
- OPP UHC
- UTOWN
- RAFFLES HALL
- KENT VALE

MUSEUM

- YIH
- CLB
- LT 13
- AS 5
- BIZ 2
- PGP
- COLLEGE GREEN
- **OTH BLDG (BTC)**

Please refer to the **NUS NextBus** app for real time arrival timings.



40. Campus Security

The NUS Office of Campus Security provides 24-hour security service on the Bukit Timah Campus. Students may call the Hotline at 6516 3636 for immediate assistance.

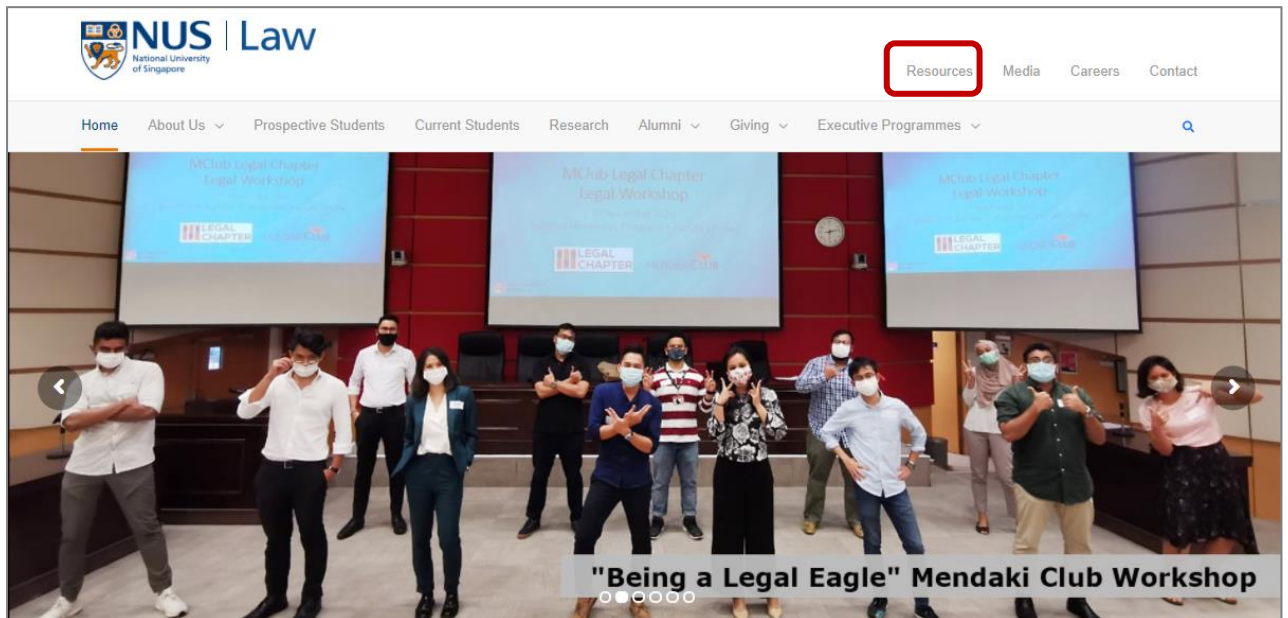
41. Food & Beverages

The following are F&B options in and around the BTC Campus:

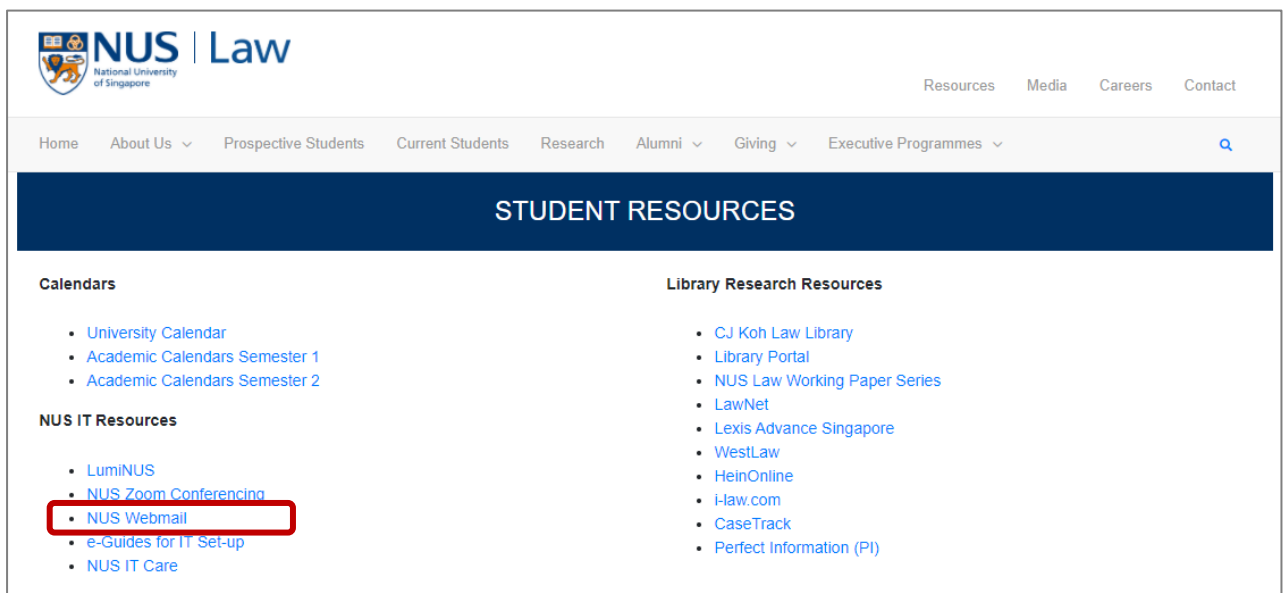
(A) THE SUMMIT CANTEEN @ BLK B Mon – Fri (7.30am to 7.30pm) Sat (7.30am to 3.00pm) (Closed on Sunday) Chinese & Western food 	(B) OCTOBOX @ BLK B Mon – Sun (24hrs) Convenient Food, Snacks & Beverages 	(C) SHAKE SALAD VENDING MACHINE @ BLK B Mon – Sun (24hrs) Salads, Sandwiches & Granola Cups 
(D) BEE'S KNEES CAFÉ 5-minute walk Eggs, waffles, fruit bowls, cakes, Pizza, Pasta, Salad and Sandwiches 	(E) COFFEE BOT Mon – Sun (24hrs) Gourmet Coffees, Matcha Latte, Hot Chocolate & Milk 	(F) SPROUTS FOOD PLACE @ 1J CLUNY ROAD) Daily (8:00am – 9:30pm) Halal, Asian & Western Food 

Appendix A – Accessing NUS Email

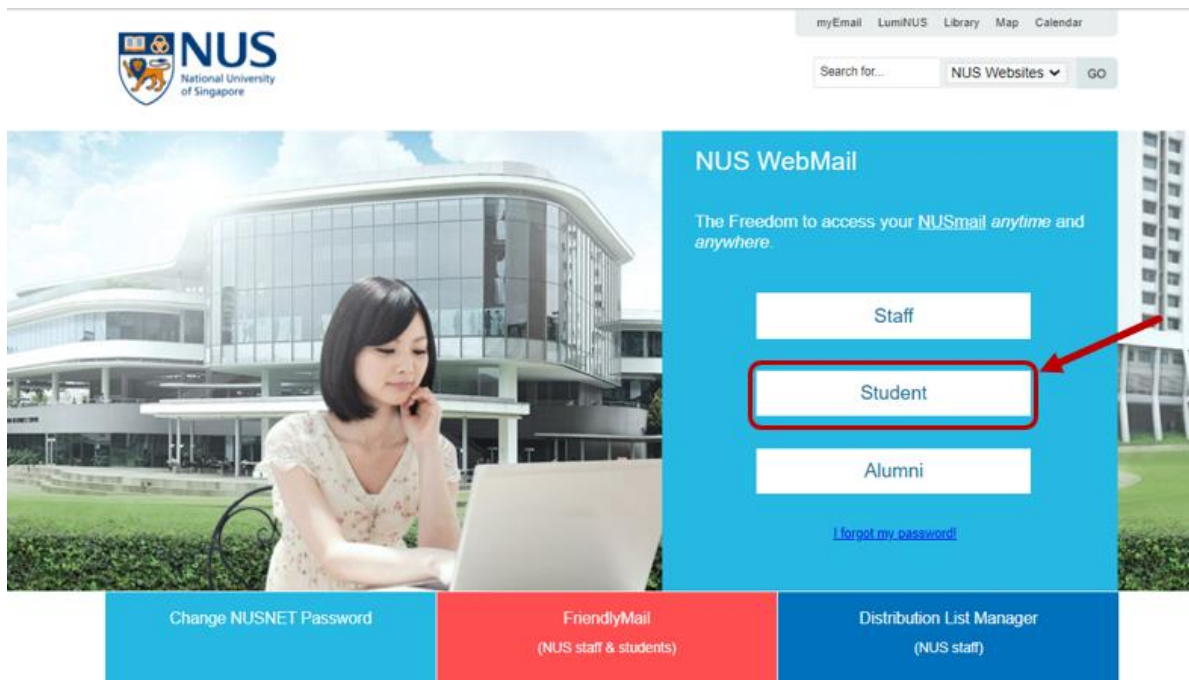
1. Go to the NUS Law Home Page : <https://law.nus.edu.sg>
2. Select “Resources” on the header menu bar on the top right of the Home Page.



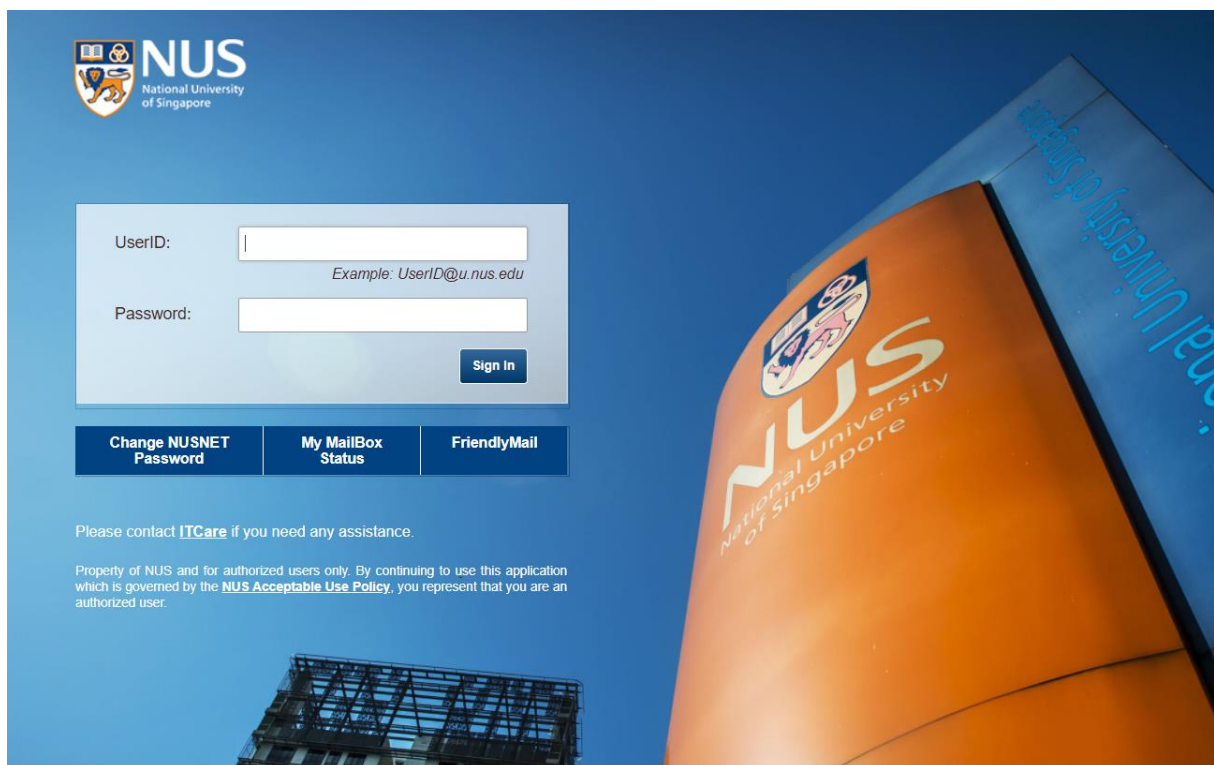
3. Select “NUS Webmail” Under “Student Resources”.



4. Select “Student Email” tab.

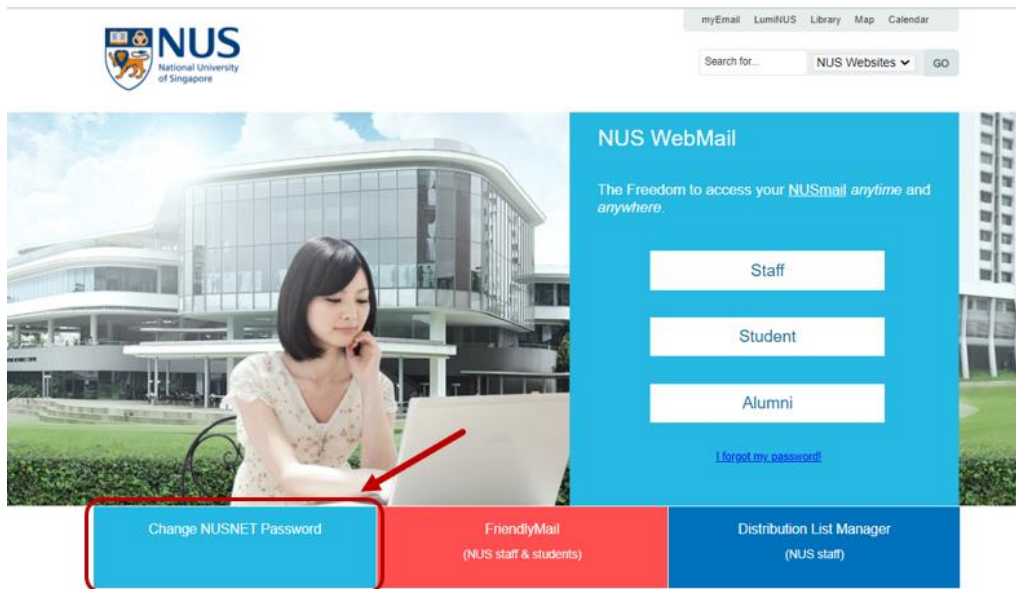


5. Log in using your assigned UserID and password in the given format on the screen.



Appendix B – Changing Email Password

1. On the Outlook Web Access Page, select “Change NUSNET Password” on the bottom left menu.



2. A dialog box will appear on your screen.

NUS National University of Singapore | Information Technology

Change NUSNET Password

Please enter your User ID in the **User ID** field.
For NUS AlumMAIL users, please login to AlumMAIL to change your password.

Password Guidelines

- Your password must be at least 12 characters in length.
- Your password must be complex. Take the [password complexity test](#).
- Your password cannot contain your User ID or any part of your name.
- You cannot re-use any of your 6 old passwords.
- You cannot change your password more than once in a day.

User ID

Old Password

New Password

Confirm New Password

Submit

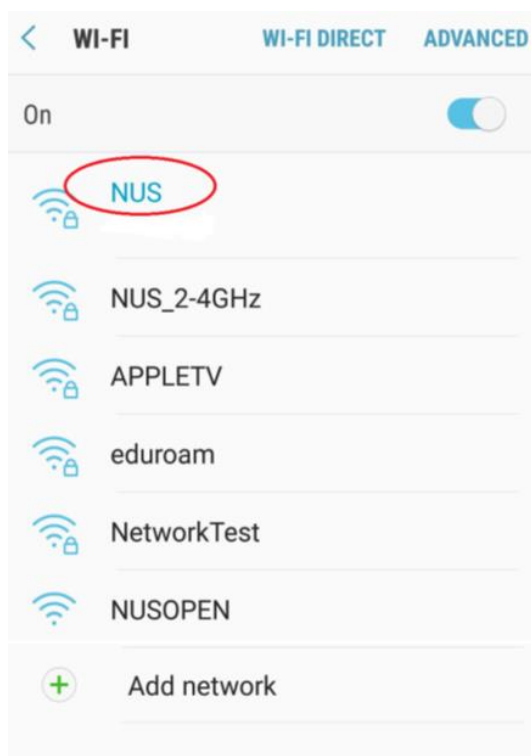
3. Type in your User ID, Old Password and your intended New Password.

Rules for the new password:

- Must be at least 12 characters in length.
- Requires combination of at least a uppercase alphabet, lowercase alphabets (ABCabc), a digit (123) and a symbol (!*#@). E.g. Tinkerbell@123
- Cannot contain your User ID or any part of your name.
- Password cannot be changed more than once within the same day

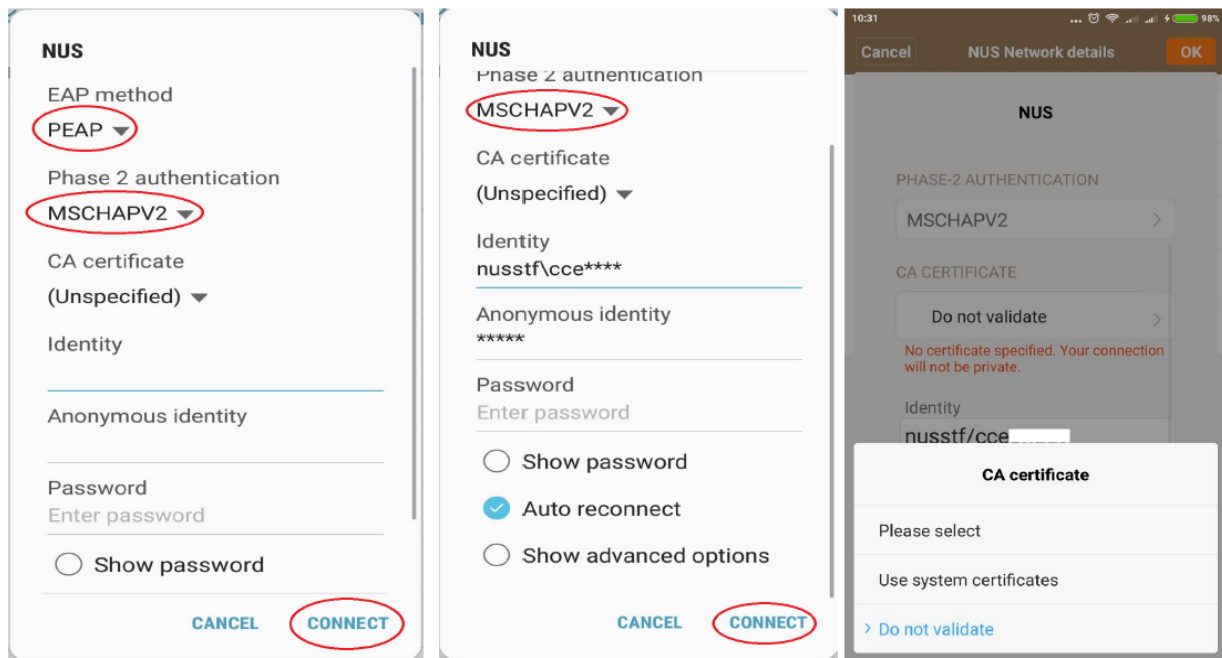
Appendix C – Accessing NUS WiFi Network

1. From your device, go to **Settings** and select **Wireless & networks**.
2. Tick the box for **Wi-Fi** to enable **Wi-Fi**. Then select **NUS** under Wi-Fi networks.

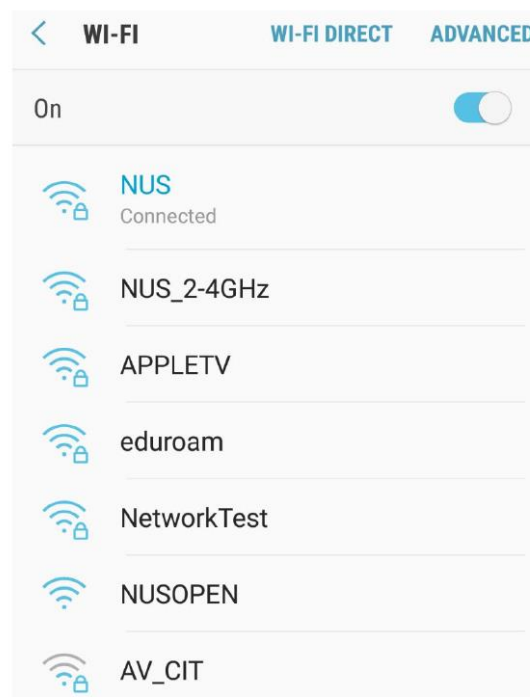


3. Enter the following details and select Connect.

Description	Parameter
Phase 2 authentication	MSCHAPV2
EAP method	PEAP
CA certificate	Do not validate – select this if applicable (unspecified) – else select this, for certain Android version or Samsung phone
Identity	(Enter Domain\NUSNET Username)
	(E.g. of Domain: NUSSTF/NUSSTU/NUSEXT)
Anonymous Identity	Leave blank
Password	(Enter your NUSNET Password)



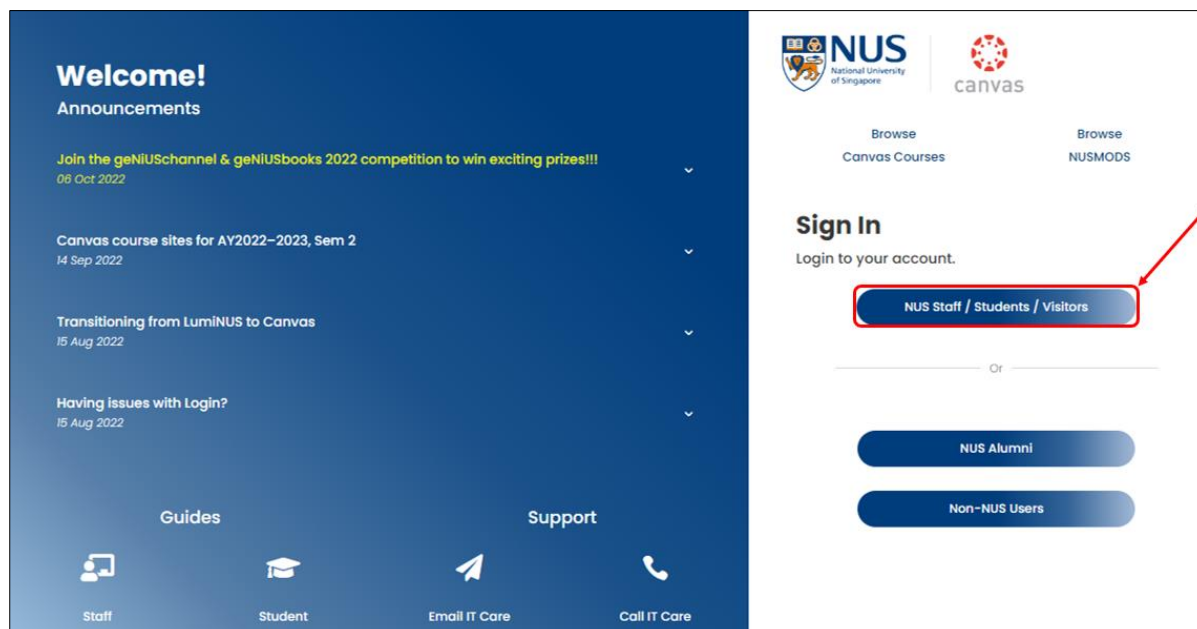
4. Press connect tab, “Connected to NUS” will be shown.



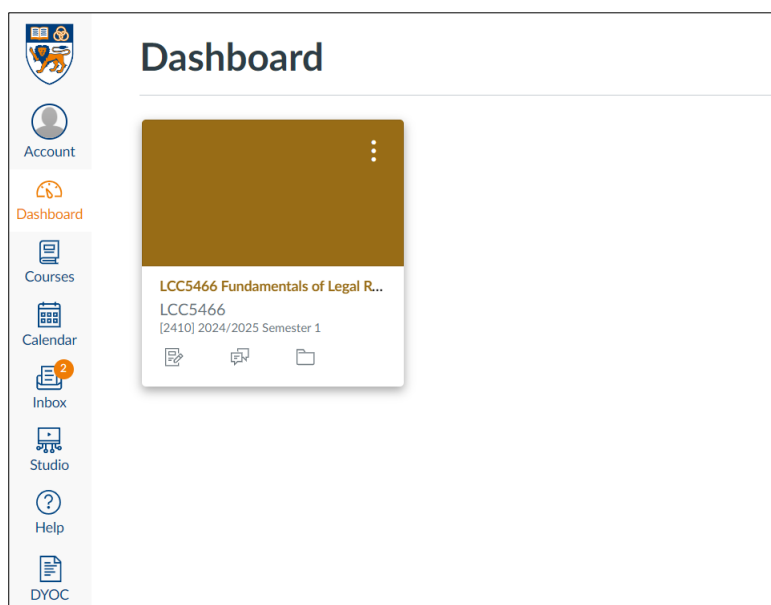
For WiFi network configuration on other devices, you may refer to the NUS IT eGuides at <https://nusit.nus.edu.sg/eguides/>

Appendix D – Accessing Course Materials on Canvas

1. Go to the NUS Canvas Website : <https://canvas.nus.edu.sg/>



2. Log into Canvas using your User ID and Password.
3. Your enrolled course should appear on the **Dashboard** as follows:



4. Click on the Tile to view your course homepage.

The screenshot shows the Canvas LMS interface for the LCC5466 course. The sidebar on the left includes links for Account, Dashboard, Courses, Calendar, Inbox, Studio, Help, and DYOC. The main content area is titled 'LCC5466 > Modules' and features a 'Recent announcements' section. This section contains two expandable tiles: 'Class Schedule' (showing 'Class Schedule for LCC5466.pdf') and 'Pre-Course Admin' (showing '240726 GCCJ Admin Briefing & Welcome Reception.pdf'). On the right, there are buttons for 'View Course Stream', 'View Course Notifications', and 'Timetable (LCC5466)'. Below these, a 'Coming up' section lists upcoming events, including 'LCC5466 Fundamentals of Legal Reasoning [2410] - TEST SESSION' and 'TEST ASSIGNMENT BRIEFING FOR ORIENTATION'.

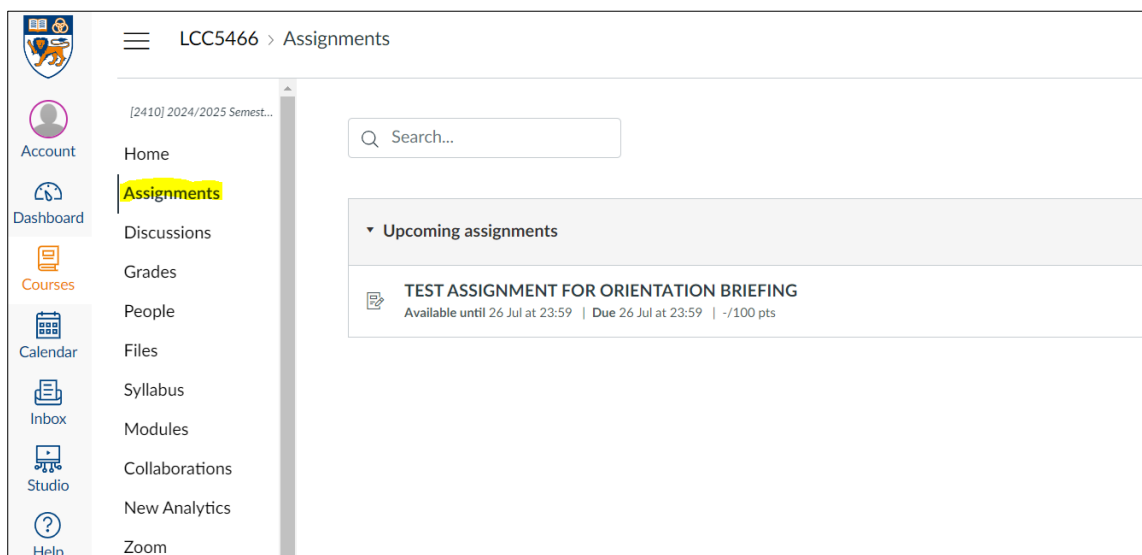
5. Different instructors may organize their course materials differently. Generally, you can access the course materials directly on the “Homepage” OR under “Files”.

The screenshot shows the 'Files' page for the LCC5466 course. The sidebar on the left is identical to the previous screenshot. The main content area is titled 'LCC5466 > Files' and includes a search bar. Below the search bar, there is a list of files and folders. The files are organized into a table with columns for Name, Date created, Date modified, Modified by, and Size. The files listed are 'Class Schedule', 'Pre-Course Admin', 'Seminar 1.1', 'Seminar 1.2', and 'Seminar 1.3'. The 'Files' link in the sidebar is highlighted.

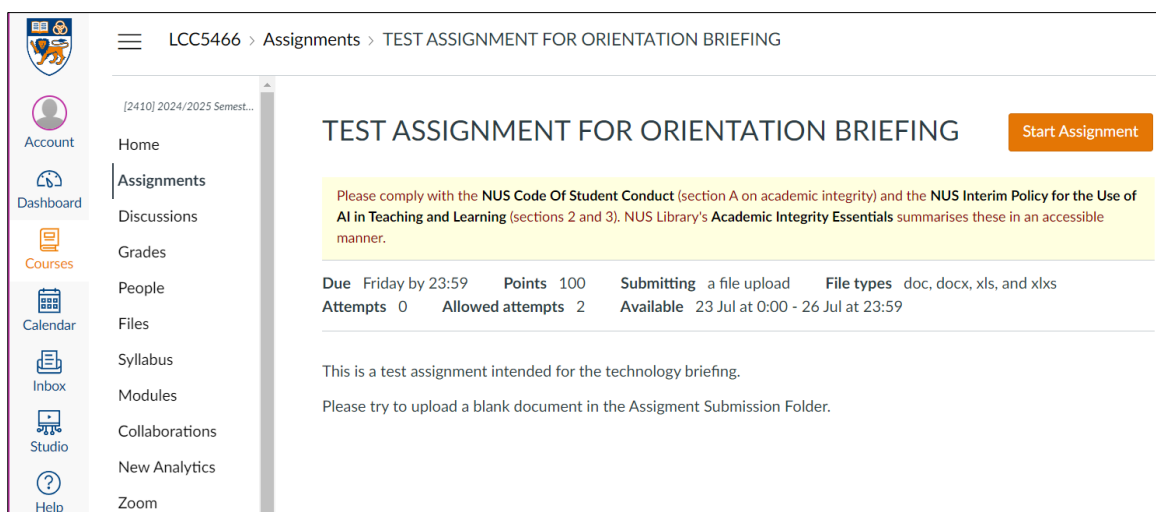
Name	Date created	Date modified	Modified by	Size
Class Schedule	26 Jun 2024			--
Pre-Course Admin	29 May 2024			--
Seminar 1.1	29 May 2024			--
Seminar 1.2	29 May 2024			--
Seminar 1.3	30 May 2024			--

Appendix E – Submitting Assignments on Canvas

1. To upload assignments, select **Assignments** on the Sidebar, and select your Assignment.



2. Click **Start Assignment**, then follow the on-screen instructions.



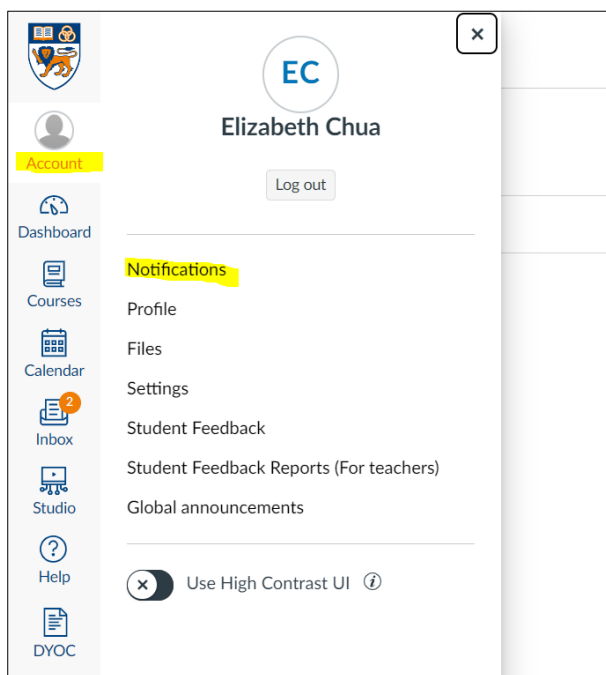
3. Click **Start Assignment** and select **Choose File**.

4. Follow the on-screen instructions to upload your file before clicking **Submit Assignment**.

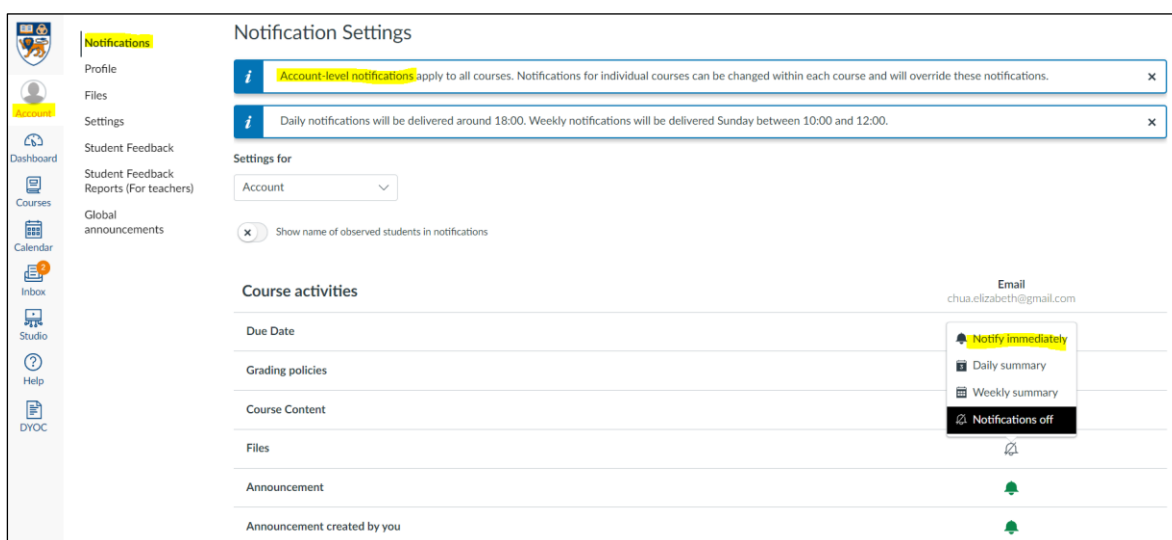
5. Some instructors may require a file upload, while others may need the assignment done in other formats – please check with your instructor for further details.

Appendix F – Setting up Email Alert for Canvas

1. Click on **Account** on the top left corner.
2. Select **Notifications**

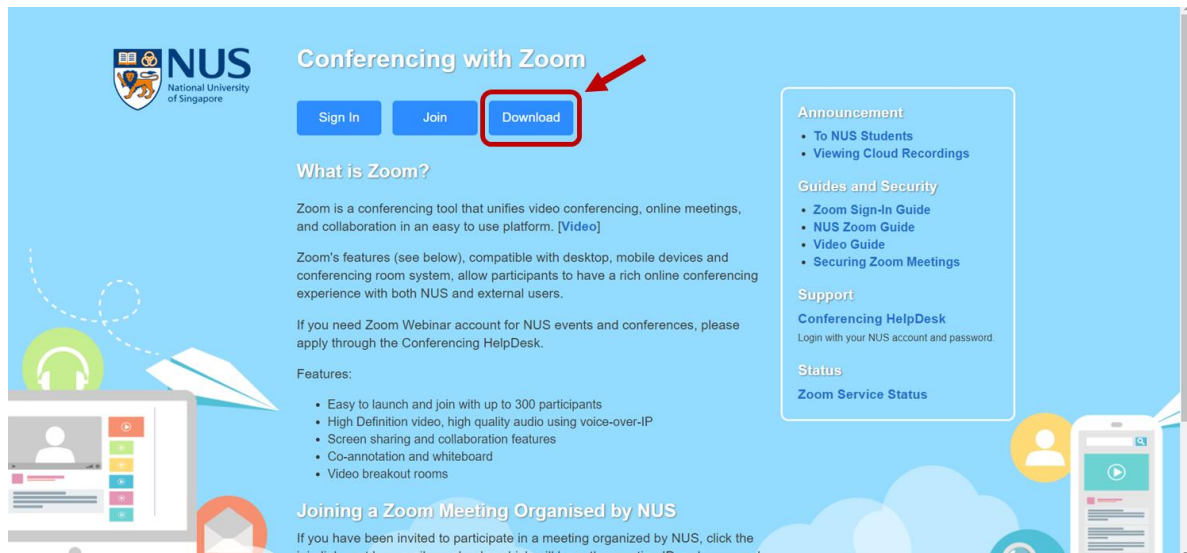


3. Click on the inactive Bell icons to select your notification preferences.

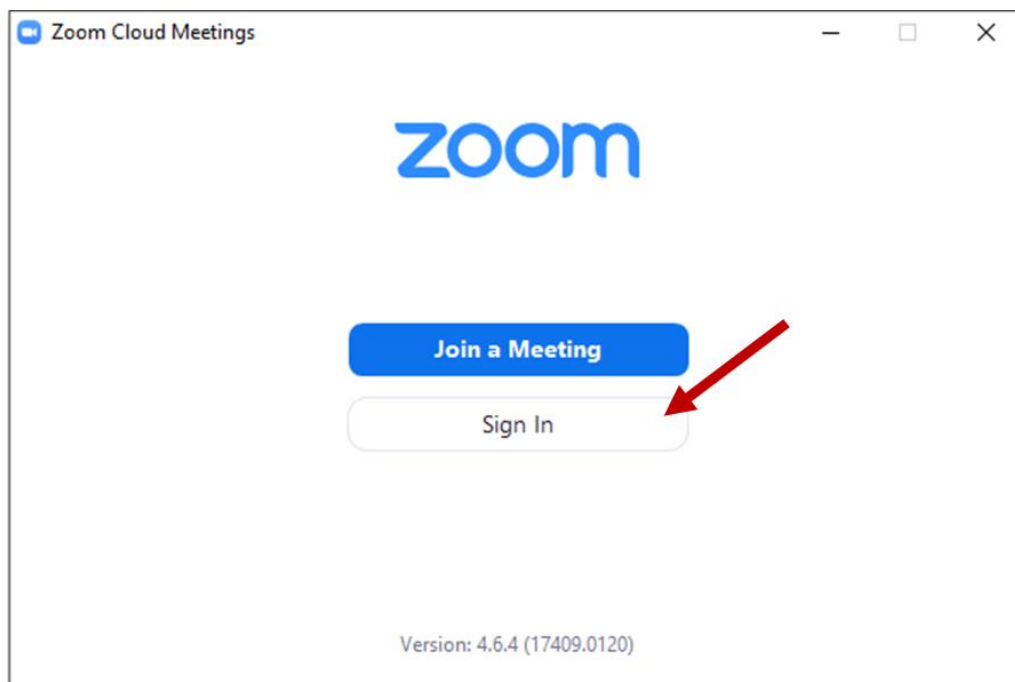


Appendix G – Setting up an NUS Zoom Account & Signing in as an Authenticated User

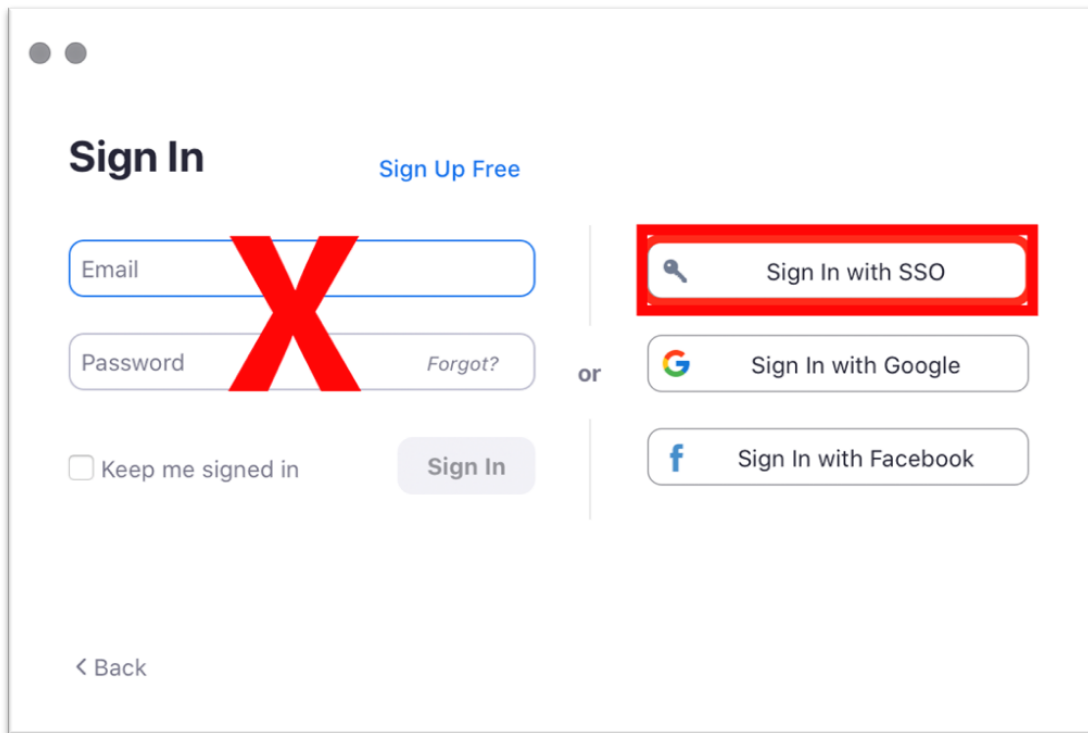
1. To download Zoom application, go to <https://nus-sg.zoom.us/>



2. Download “Zoom Client for Meeting”
3. Launch Zoom.
4. Click Sign In.

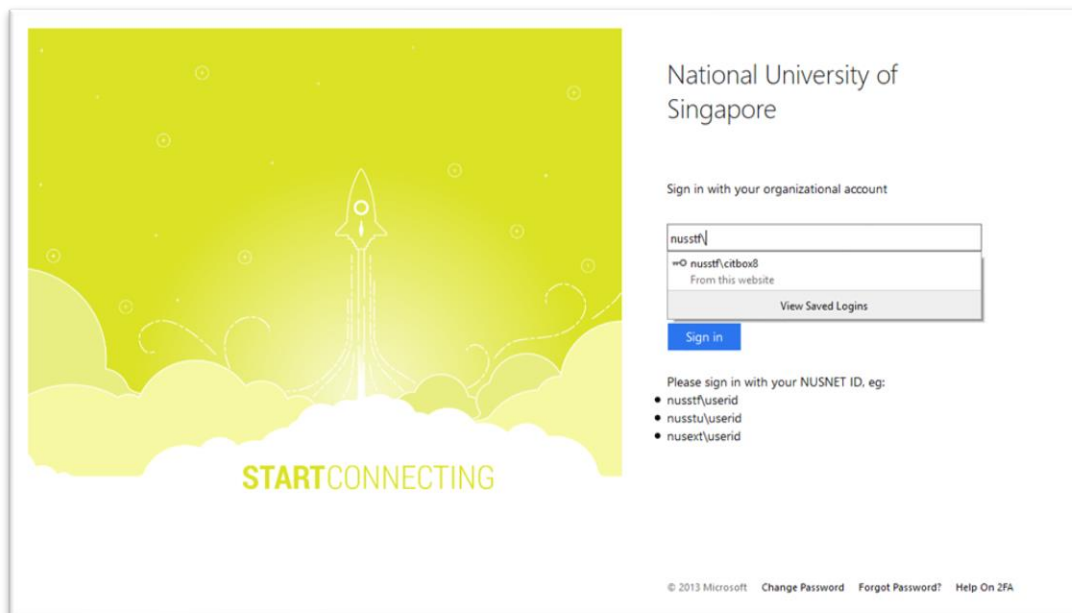


5. Click the "Sign In with SSO" button. **Do not use the default sign in on the left.**



The screenshot shows a "Sign In" page. On the left, there are input fields for "Email" and "Password", a "Forgot?" link, a "Keep me signed in" checkbox, and a "Sign In" button. A large red "X" is drawn over the "Email" and "Password" fields. On the right, there is a "Sign Up Free" link and a "Sign In with SSO" button, which is highlighted with a red rectangular box. Below this are buttons for "Sign In with Google" and "Sign In with Facebook". At the bottom left, there is a "< Back" link.

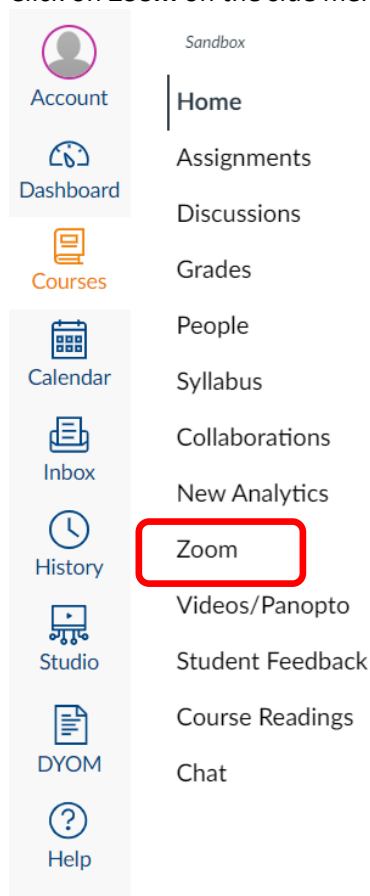
6. Sign in with your NUSNET ID and password. Enter ID with domain name "nusstu/userID".



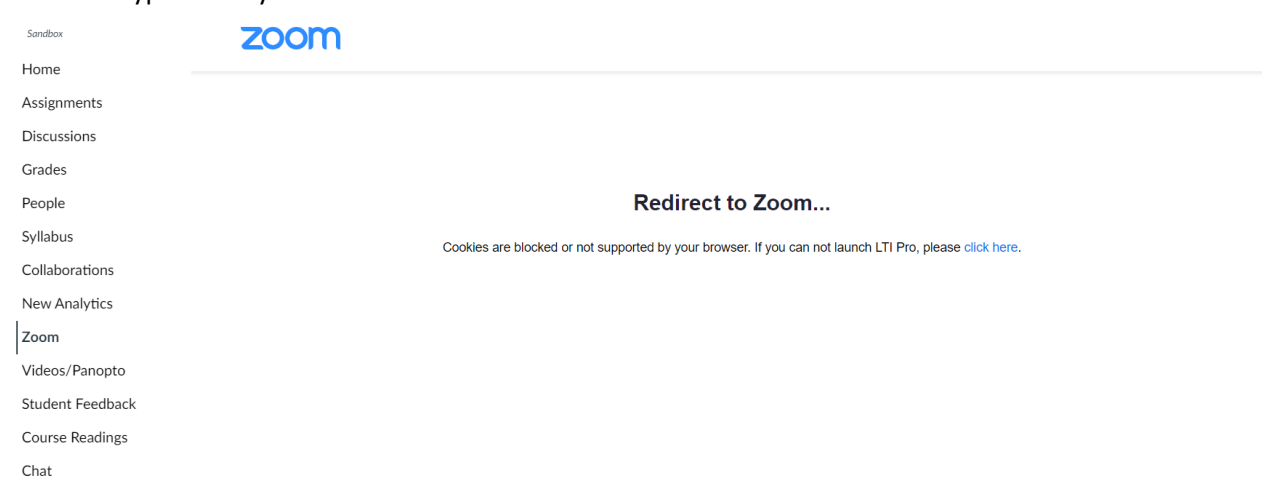
The screenshot shows the National University of Singapore (NUS) sign-in page. On the left, there is a yellow background with a rocket launch illustration and the text "STARTCONNECTING". On the right, the text "National University of Singapore" is displayed. Below this, there is a section for "Sign in with your organizational account" with a text input field containing "nusstf\". Below the input field, there is a dropdown menu showing "nusstf\citbox8" and "From this website", and a "View Saved Logins" link. A "Sign in" button is below the dropdown. Below this, there is a section for "Please sign in with your NUSNET ID, eg:" followed by a list of examples: "• nusstf/userid", "• nusstu/userid", and "• nusext/userid". At the bottom, there is a copyright notice: "© 2013 Microsoft" and links for "Change Password", "Forgot Password?", and "Help On 2FA".

Appendix H – Accessing Zoom Lessons on Canvas

1. Click on **Zoom** on the side menu bar to view the list of Zoom sessions scheduled



2. Click the hyperlink if you're not redirected.



3. Join the relevant session by clicking **Join**. You may need to log in to Zoom using your NUSNET ID.



Your current Time Zone and Language are (GMT+08:00) Singapore, English [🔗](#)

Upcoming Meetings				Get Training
Start Time	Topic	Section	Meeting ID	
Today 2:30 PM	Test meeting		879 7220 1081	Join

Appendix I – Accessing eResources

** To use these digital research resources, students MUST access from the Faculty Website or the NUS Libraries Website as NUS subscribes to these resources as a corporate entity. Direct access through the digital resources' websites will be blocked as NUS userIDs and passwords will not be recognised.*

1. Go to the NUS Law Website : www.law.nus.edu.sg/resources/
2. Select the required digital resource on the “Resources” menu bar on the top right corner of the NUS Law Homepage.

STUDENT RESOURCES

Calendars

- [University Calendar](#)
- [Academic Calendar Semester 1](#)
- [Academic Calendar Semester 2](#)

NUS IT Resources

- [Canvas](#)
- [NUS Zoom Conferencing](#)
- [NUS Webmail](#)
- [e-Guides for IT Set-up](#)
- [NUS IT Care](#)

Law Research Resources

- [CJ Koh Law Library](#)
- [Guide to Electronic Resources Collection](#)
- [HeinOnline](#)
- [i-law.com](#)
- [Law Libguide](#)
- [LawNet](#)
- [Lexis Advance Singapore](#)
- [Library Portal](#)
- [NUS Law Research Blog](#)
- [WestLaw Classic](#) (Please enter your first name if you are a first-time user)
- [WestLaw Asia](#) (Please enter your first name if you are a first-time user)

3. At the NUS Law Proxy Service Page, enter your NUS userID and password. Do ensure that you have selected the “Student-NUSSTU” network domain.



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[HOME](#) [ABOUT US](#) [ADMISSIONS](#) [STUDENT MATTERS](#) [CLE](#) [RESEARCH & PUBLICATIONS](#) [INSTITUTES & CENTRES](#) [STAFF](#)

Faculty of Law
Asia's Global Law School

INTRANET

NUS Law Proxy Service

This is a proxy service for NUS Law Faculty Digital resources. To access, you will need to login using your network userid and password.

Please note that this service will not be available between 5:00 am to 5:30 am (Singapore time) daily for maintenance.

If you have any problems accessing this service, please contact [Helpdesk](#).

Please select your network domain:

Please enter your userid (eg.lawtan):

Please enter your password (case sensitive):

Student - NUSSTU ▼

Login

Unauthorized access is monitored

Westlaw SSO Login

The login steps for Westlaw Classic and Westlaw Asia is different compared to other databases. Please find the steps as follows:

1. A first-time registration is required. Please click on [this link](#) and follow the instructions in the attached guide to complete registration. You may need to login using your NUSNET ID to access this link.
2. You will then be prompted to create a Client ID which will be used for subsequent sessions to access the database.
3. If you have difficulty registering or accessing the databases after registration, please clear the cache and cookies and reload the page.

Please contact the [Library E-Resources team](#) if you encounter any issues with registration.

Appendix J – Directions to Campus

STREET ADDRESS FOR CAR /TAXI HIRE

469B Bukit Timah Road, Block B, Singapore 259771



NEAREST MRT STATIONS

MRT STATIONS

Botanic Gardens MRT Station
(CC19 / DT9)

Circle Line

Downtown Line

TRANSFER ROUTE

- Go to the Botanic Gardens Exit and take a 10 mins walk up to the Campus via the Botanic Gardens.
- Walk in the direction of the Tower Block (ie. tallest building bearing the NUS Logo) to the side entrance of the campus.



Public
Bus

PUBLIC BUS SERVICES

OPERATING ROUTE

Operating along Bukit Timah Road & Dunearn Road

BUS SERVICES

Service 48, 66, 67, 151, 153, 154, 156, 170, 171, 186

More information on the public bus services is available at:

SBS Transit | www.sbstransit.com.sg

SMRT | www.smrt.com.sg



Taxi / Car

CAR / TAXI

DIRECTIONS

Taxi Directions

Google Map Location

Taxi / Car Drop-off

Parking Information

LOCATION INFORMATION

There are 3 NUS campuses located in different parts of Singapore. Please inform the taxi driver that you wish to specifically go to **NUS (Bukit Timah Campus)**. Do clarify further by stating that it is located near the Singapore Botanic Gardens.

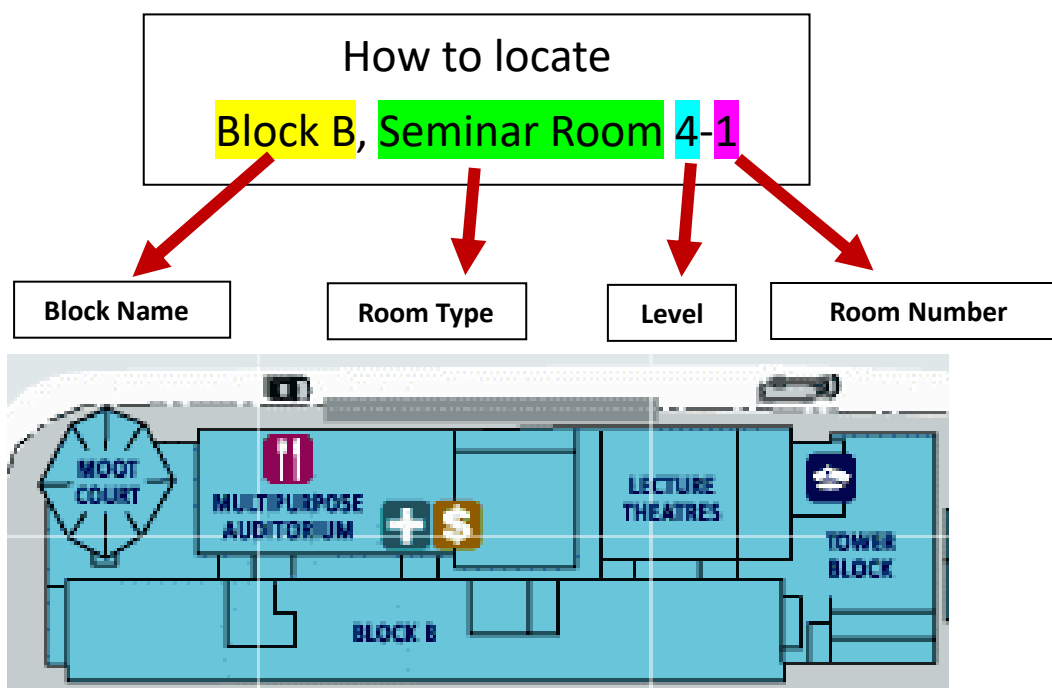
<https://goo.gl/maps/Y3W6D6X3cFMnsBDj6>

In front of Block B Drop-off/ Pick-Up Point

Visitors may park their vehicles in the **WHITE** coloured lots at the pay car parks at a rate of 2 cents per minute at the car parks in front of Tower Block & Li Kai Shing Building. All red coloured parking lots are strictly reserved for staff holding the appropriate NUS season passes during office hours.

Appendix K – How to Locate Your Lesson Venue on Campus

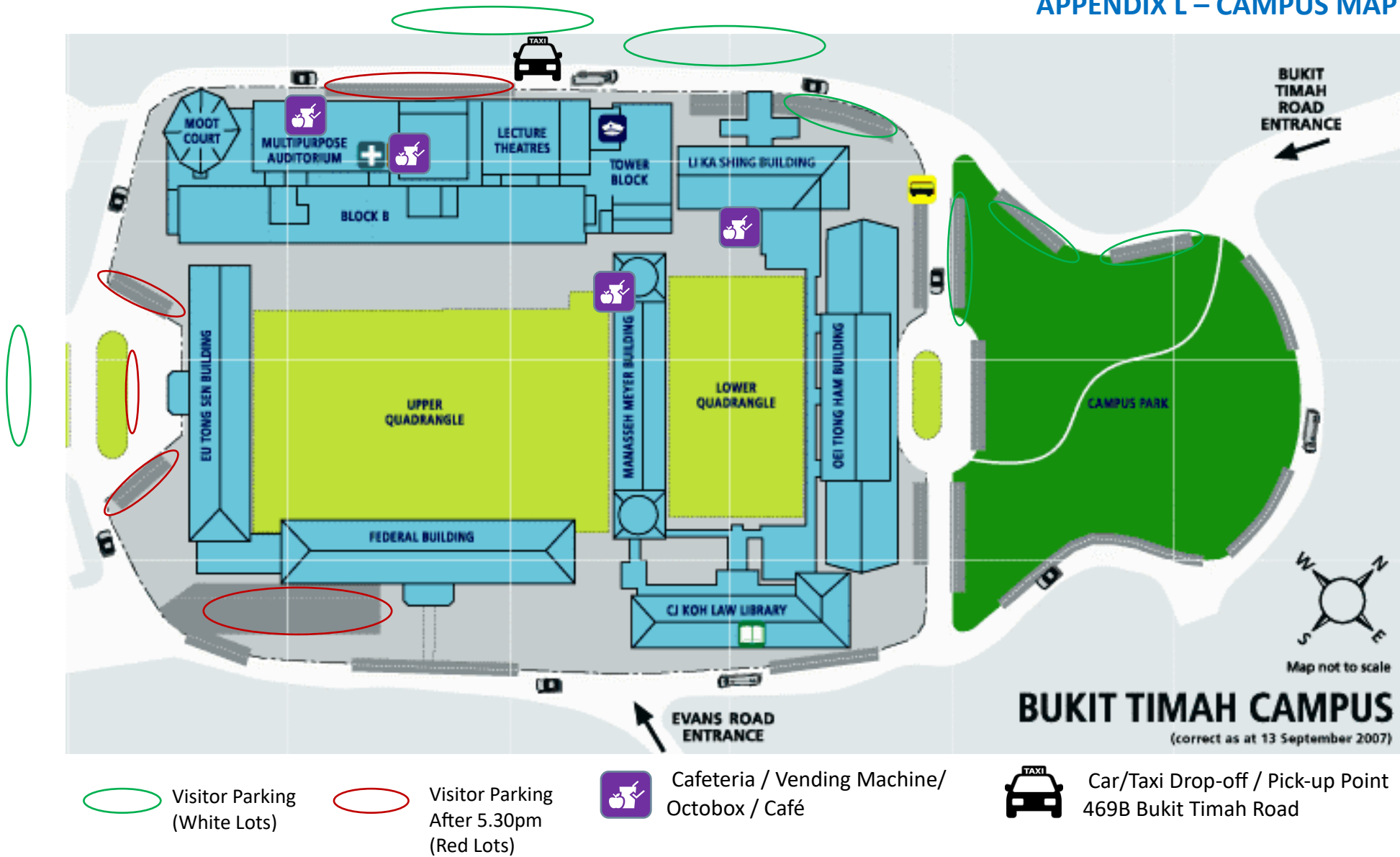
All teaching rooms are located in Block B.



The following are facilities & amenities located in Block B:

Level	Facilities	
1	Summit Cafeteria OctoBox	Student Study Room Club Rooms Gym
2	Law Student Counter BTC Staff Lounge Classroom 2-1	Classroom 2-2 Faculty Research Centres Muslim Prayer Area
3	Classrooms 3-3 to 3-7 Multi-purpose Auditorium Executive Seminar Room	Lecture Theatre Seminar Room 3
4	Seminar Room 4-1 Classroom 4-1 Seminar Room 4-2 Seminar Room 4-3	Meeting Room 4-1 Meeting Room 4-2 Classroom 4-2 Seminar Room 4-4
5	Seminar Room 5-1 Meeting Room 5-1 Classroom 5-1 Seminar Room 5-2 Seminar Room 5-3	Meeting Room 5-2 Meeting Room 5-3 Seminar Room 5-4 Seminar Room 5-5

APPENDIX L – CAMPUS MAP



NUS LAW ACADEMY

