

Information Sheet

2016 / 2017

About Singapore Management University



A premier university in Asia, the Singapore Management University (SMU) is internationally recognised for its world-class research and distinguished teaching. Established in 2000, SMU's mission is to generate leading-edge research with global impact and produce broad-based, creative and entrepreneurial leaders for the knowledge-based economy.

SMU comprises six schools: School of Accountancy, Lee Kong Chian School of Business, School of Economics, School of Information Systems, School of Law and School of Social Sciences, offering a wide range of bachelors, masters and PhD degree programmes in business and other disciplines. SMU received accreditation from AACSB International for both its business and accounting programmes in April 2011, and was shortly awarded the coveted EQUIS accreditation (5 years) for its business programmes in December 2011.

Academic Calendar



All one-credit courses at SMU last for an entire term (13 weeks), with the rest (0.5-credit courses) being held over a period of half a term or for the full term. The period of exchange is usually one or two terms. Classes run intensively from Week 1 onwards.

Fall Term/Term 1 = 15 August 2016 to 4 December 2016

Recess week = 3 October 2016 to 9 October 2016
Exam week = 21 November 2016 to 4 December 2016

Spring Term/Term 2 = 2 January 2017 to 23 April 2017

Recess week = 20 February 2017 – 26 February 2017
Exam week = 10 April 2017 – 23 April 2017

Summer Term

Term 3A = 24 April 2017 to 28 May 2017
Term 3B = 12 June 2017 to 16 July 2017

For details and future dates, please visit

<https://inet.smu.edu.sg/sites/courses/Documents/Current%20or%20Future%20Academic%20Calendar/2016-2017/2016-17.pdf>.

Entry Requirements



Students must have completed at least two semesters of undergraduate studies and must continue to be registered as degree-seeking students at their home universities throughout their intended duration of exchange at SMU.

As the medium of instruction at SMU is English (except for language courses), students must be proficient in the English language in order to benefit from their studies at SMU. Students from non-English-medium institutions must fulfil at least one of the following:

- TOEFL score of at least:
 - 550 for the paper-based test; or
 - 213 for the computer-based test; or
 - 79 for the internet-based test
- IELTS result of at least 6.5; or
- any other English Language qualifications as determined by SMU.

Grading



SMU adopts a 4-point grading system. The following grade notations are used in calculating the Grade Point Average (GPA), which is the quotient of total grade points divided by total course units attempted:

<u>Grade</u>	<u>Grade Point</u>	<u>Mark Range</u>	<u>Grade</u>	<u>Grade Point</u>	<u>Mark Range</u>
A+	4.3	86 and above	C+	2.3	66 to 69
A	4.0	83 to 85	C	2.0	63 to 65
A-	3.7	80 to 82	C-	1.7	60 to 62
B+	3.3	77 to 79	D+	1.3	53 to 59
B	3.0	74 to 76	D	1.0	50 to 52
B-	2.7	70 to 73	F	0.0	49 and below



Contact hours per undergraduate course

1 credit course = 39 contact hours per semester
0.5 credit course = 18 contact hours per semester
(6 to 12 hours per week of self-study or preparation time)

Number of credits per undergraduate course

Either 0.5 or 1 credit per course

Workload per semester for exchange students

Maximum = 4 credits

Teaching methods

Presentation, projects, class participation and examinations

SMU offers programmes for both the undergraduate and postgraduate level.

The duration of the undergraduate programme (bachelor degree) is about four years.

The graduate requirements for a bachelor degree is 35 credits (single degree with no or one major).

Courses Available for Exchange Students



Exchange students are strongly encouraged to enroll for a maximum course load of 4 SMU credits per semester. **On an exceptional basis, students may register for a course load of 5 SMU credits per semester, with a formal request from the home coordinator.**

Each full-credit course at SMU carries a weightage of 1 credit. It consists of 3 contact hours per week over a period of 13 teaching weeks (i.e. 39 contact hours). A half-credit course has a total of 21 contact hours per term.

Only undergraduate programmes/schools (Accountancy, Business, Economics, Information Systems, Law, Social Sciences) are open to exchange students. A list of courses available for exchange students will be sent to applicants about two weeks before course registration. **There is no guarantee on course availability. Students should exercise flexibility with alternative courses.**

Postgraduate courses are not opened to exchange students and graduate students may only take undergraduate courses.

Areas of concentration

- Arts and Language
- Accountancy
- Corporate Communication
- Economics and Statistics
- Finance
- Information Systems
- Law and Legal Studies
- Marketing
- Operations Management
- Organisational Behaviour and Human Resources
- Political Science
- Psychology
- Quantitative Finance
- Sociology
- Strategic Management
- Science and Technology

To view the course catalogue and course descriptions for a specific semester, please visit: [Undergraduate Student Information \(https://inet.smu.edu.sg/sites/courses\)](https://inet.smu.edu.sg/sites/courses) - Course Catalogue Class Search -> select the term searching for and Courses with sections offered -> select the corresponding letter of the course name -> view class section -> course description.

Prerequisites

Some courses require students to fulfil prerequisites before reading. The prerequisites are listed in the online course catalogue.

If students have done similar prerequisites in their home university, they should check with the SMU course instructors if they will accept these prerequisites.

Prerequisites may be checked by the SMU course instructors during the first week of the term. Students should prepare a course outline (in English) of the courses they have taken that meet the prerequisite for the SMU course instructor's review.

Students may contact the course instructors to enquire if they fulfil the prerequisites. A list of the instructors is available via the [Faculty Directory](#) at the SMU website.

***Note to partner universities:**

*Please send all SMU students' exchange transcripts to the Global Student Programmes' academic advisors.
Refer to the back pages for contact information.*

Health and Accident Insurance



It is compulsory for all incoming exchange students to purchase the *Student Personal Accident Policy* and *Medical Insurance* as recommended by SMU. Cost for this insurance is included as part of the miscellaneous fees.

Insurance details can be found via the following link:

<http://studentlife.smu.edu.sg/student-life/student-insurance-coverage>.

Please consult your insurance agent in your home country for additional insurance coverage.

Application Process and Deadlines



To enrol for the international exchange programme at SMU, candidates should first seek approval from the home university. The candidate should only submit the online application upon the home university's confirmation and nomination, with the following documents – Official transcript, passport copy and photo for SMU student card.

Further details of the exchange programme and the online application form will be given to the home university when applications open.

Nomination deadlines:

For enrolment in Spring Semester (Term 2, January to April): 23 September

For enrolment in Fall Semester (Term 1, August to December): 22 April

Application deadlines:

For enrolment in Spring Semester (Term 2, January to April): 30 September

For enrolment in Fall Semester (Term 1, August to December): 30 April

Welcome Orientation



All exchange students **must** attend the welcome orientation. The welcome orientation usually takes place four working days before the term starts. Students are advised to arrive to Singapore ten working days before the term starts. The exact orientation date will be informed in your acceptance package.

The orientation includes important briefing on student services at SMU, academic matters and upcoming social events for exchange students. The orientation also offers an opportunity to interact with other exchange and SMU students.

Students are advised to arrive one week prior to orientation date to facilitate the application of the Student's Pass at Immigration and Checkpoints Authority (ICA). There will be a huge processing delay at ICA during the peak period (may take more than three days) as there will be a large number of foreign students coming to Singapore during the start of a new term. The Student's Pass will be required for signing any housing agreements, purchase of SIM card etc.

Accommodation



Hostels

One of the advantages of staying at a student hostel is that you will be around other exchange students. Staying at a hostel is also usually cheaper. There are a few student hostels in the vicinity of SMU.

SMU has leased several apartments from a private hostel operator at a complex called Yo:Ha@Pearl's Hill. More information on Yo:Ha@Pearl's Hill Hill can be found [here](#). Please read carefully the terms and conditions of your agreement with the proprietor. You may find that there is no refund if you choose to vacate earlier. If you have any issues with the facility, you will need to address this with the proprietor.

Private accommodation

You may choose to engage a property agent to assist you with finding suitable short-term accommodation in a private apartment that you share with several other exchange students. Before signing the lease agreement, be sure that you are clear about any additional fees such as the agent's commission, security deposit, stamp duty, air-condition maintenance. You will also need to provide a copy of your passport and student pass to the landlord.

If you have questions about your position as a tenant or have concerns about your property agent, you may refer to the Council for Estate Agents' website at

www.cea.gov.sg.

The information provided serves only as a guide. SMU does not endorse or recommend any of the accommodation options and any agreement made is between the tenant and proprietor.

Visa and Study Permits



As a student participating in SMU for an exchange programme, exchange students are required to apply for a student pass prior to arrival in Singapore.

The SMU Office of Global Learning will apply the student's pass on their behalf before their arrival. Please refer to the Singapore [Immigration and Checkpoints Authority's](http://www.ica.gov.sg/) website (<http://www.ica.gov.sg/>) for more information about visas and immigration matters.

Upon arrival in Singapore, students will be granted a Social Visit Pass stamp in their passport or Disembarkation/ Embarkation card. This allows them to stay for at least 30 days in Singapore. Before expiry of the entry visa, they must collect their student pass from the immigration office.

Estimated Expenses



Living conditions in Singapore are amongst the best in Asia with state-of-the-art facilities for education, shopping, sports and recreation. Singapore has one of the highest living standards in the South East Asia.. Below are estimates of how much is required during your stay in Singapore. They do not include tuition fees and travel expenses from your home country to Singapore.

Exchange students can expect to spend approximately S\$7500 – S\$9000 per term (including housing rental).

Estimated monthly expenses

- Accommodation: S\$900 - S\$1800 (assuming three to four students share a private apartment)
- Food: S\$300 - S\$500
- Local transportation: S\$100 - S\$150
- Telecommunications: From S\$30 (varies with usage and packages subscribed)
- Books and stationery: S\$30 - S\$100
- Personal expenses: S\$100 - S\$300

One-time miscellaneous fees: Approximately S\$250 (IT fees, sports facilities, student card, medical and health insurance etc)

Other Useful Information



Location and campus facilities

The SMU campus is situated at the heart of the central business district and the arts and heritage precincts. The campus is easily accessible via public transportation, and there is a wide variety of food outlets, shopping and entertainment centres conveniently located around campus.

SMU is well-equipped with various facilities – campus-wide WIFI connection, state-of-the-art learning facilities and resources, library, swimming pool, fitness gym etc.

Distance to city from airport

By bus or train = 45 minutes
By taxi = 25 minutes

Student diversity

Percentage of full-time international students = About 20%
Percentage of exchange students = About 12%

Internships and working part-time

Internships and career services offered by SMU Dato' Kho Hui Meng Career Centre (eg. career talks) are **NOT** open to exchange students.

Exchange students are **NOT** allowed to work in Singapore. Please refer to the following link from the Ministry of Manpower: www.mom.gov.sg/foreign-manpower/working-in-singapore/Pages/default.aspx.

Contact Information



University Name:	Singapore Management University
Mailing Address:	Singapore Management University Administration Building (Office of Global Learning) 81 Victoria Street, Level 10 Singapore 188065
Generic Email:	OGL@smu.edu.sg
Telephone:	(+65) 6828 0400
Website (SMU):	http://smu.edu.sg
Website (Incoming students):	http://smu.edu.sg/smu/programmes/exchange-programme/international-programme/incoming-students
Emergency Hotline:	(+65) 9112 8896
Emergency Email:	OGL_hotline@smu.edu.sg

SMU's Office of Global Learning (OGL) Team



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