

# Information Sheet

2017 / 2018

## 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, and the coveted EQUIS accreditation (5 years) for its business programmes.

## 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** = 21 August 2017 to 10 December 2017

Recess week = 9 October 2017 to 15 October 2017  
Exam week = 27 November 2017 to 10 December 2017

**Spring Term/Term 2** = 8 January 2018 to 29 April 2018

Recess week = 26 February 2018 – 4 March 2018  
Exam week = 16 April 2018 – 29 April 2018

**Summer Term**

Term 3A = 30 April 2018 to 3 June 2018  
Term 3B = 18 June 2018 to 22 July 2018

For details and future dates, please visit

<https://inet.smu.edu.sg/sites/courses/Documents/Current%20or%20Future%20Academic%20Calendar/2017-2018/2017-18.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



**The minimum course load of 1 SMU credit per semester remains unchanged. 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 Fall Semester (Term 1, August to December): 22 March**

**For enrolment in Spring Semester (Term 2, January to April): 22 September**

Application deadlines:

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

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

## Welcome Orientation



All exchange students **must** attend the welcome orientation, which will typically take place the week 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



The Urban Redevelopment Authority (URA), the Singapore government body which regulates private housing, has strict guidelines on short-term rentals. Short-term rentals with lease periods of less than six months are not allowed (<https://www.ura.gov.sg/uol/buy-property/about/leasing/residential.aspx>). Below you will find information on the SMU hostel and hostels in the SMU vicinity.

### Yo:Ha@Pearl's Hill

SMU has leased several apartments on a single floor from a private hostel operator at a complex called Yo:Ha@Pearl's Hill. More information on Yo:Ha@Pearl's Hill can be found [here](#). The apartments at Yo:Ha@Pearl's Hill are either twin or quad sharing. Each apartment also has a living area, kitchen, and bathroom. Yo:Ha@Pearl's Hill is located in Chinatown and is conveniently situated near many eateries and public transport.

### CSL Selegie

CSL Selegie is a student hostel within walking distance of SMU. It offers single, twin, triple, and quadruple-share rooms. Bathrooms and toilets are shared facilities for all residents on the same floor. The hostel is surrounded by a variety of eateries to meet any budget and a supermarket. It is well-connected by public transport. More details can be found via their [website](#).

### Palm & Oak Hostel

Palm & Oak Hostel operates two hostels that are close to the SMU campus. One hostel is located at Owen Road and the other at Rangoon Road. (The hostel at Rangoon Road was formerly known as Hostel 99.) Both hostels are in Little India where there are many food outlets and a 24-hour supermarket. More information can be found at <http://palmandoak.com/>

## Novena Hall

Novena Hall is a students' hostel located in the heart of Newton and a stone's throw away from the Novena MRT at Novena Mall. The hostel is about 5 minutes from Orchard Road by MRT and about 20 minutes from SMU. For more information, visit <http://www.novenahall.com.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 non-refundable 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](http://www.mom.gov.sg/foreign-manpower/working-in-singapore/Pages/default.aspx).

## Contact Information



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

## SMU's Office of Global Learning (OGL) Team



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