

## 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.

With an emphasis on generating rigorous, cross-disciplinary research that addresses Asian issues of global relevance, SMU's faculty collaborates with leading researchers as well as partners in the business community and public sector through its research institutes and centres. Close relationships with leading universities, including the Wharton School of the University of Pennsylvania and Carnegie Mellon University, allow SMU to draw on their academic and research strengths in various collaborations.

## Academic Calendar



All full-credit courses at SMU last for an entire term, with the rest (half-credit courses) being held over a period of half a term (approximately 6 weeks). The period of exchange is usually one or two terms.

**Fall Term/Term 1** = 18 August 2014 to 5 December 2014

Recess week	= 6 October 2014 to 12 October 2014
Exam week	= 24 November 2014 to 5 December 2014

**Spring Term/Term 2** = 5 January 2015 to 24 April 2015

Recess week	= 23 February 2015 – 1 March 2015
Exam week	= 13 April 2015 – 24 April 2015

For details and future dates, please visit <http://info.smu.edu.sg/courses/index.asp>.

## Language of Instruction and Academic Matters



The language of instruction at SMU is English (except language courses). English is the main communication medium in SMU and Singapore. If your first language is not English, please provide evidence of your English language proficiency (such as TOEFL).

The score for TOEFL-test should be equivalent to 550 points (the paper-based test) or 213 points (the computer-based test) or between 79 - 80 points (the internet-based test). The overall score for IELTS should be equivalent to 6.5 points. The score for TOEIC should be 700 points.

### 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

Minimum = 2 credits  
Maximum = 4 credits

### Teaching methods

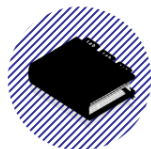
Presentation, projects, class participation and examinations

*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



Only undergraduate programmes/schools (Accountancy, Business, Economics, Information Systems, Law, Social Sciences) are open to exchange students – except for the *Study Mission* undergraduate courses offered by the various schools. A list of courses available for exchange students will be sent to applicants about two weeks before course registration.

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

### Areas of concentration

- Accountancy
- Corporate Communication
- Economics
- Finance
- Information Systems
- Law
- Marketing
- Operations Management
- Organisational Behaviour and Human Resources
- Political Science
- Psychology
- Quantitative Finance
- Sociology
- Technology

To view the course catalogue and course descriptions for a specific semester, please visit: [Undergraduate Student Information \(http://info.smu.edu.sg/courses/index.asp\)](http://info.smu.edu.sg/courses/index.asp) - 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.

### Pre-requisites

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

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

Pre-requisites 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 pre-requisite for the SMU course instructor's review.

If students would like to try registering earlier (during their assigned window period for online registration) about their pre-requisite courses, they may contact the instructor earlier. A list of the instructors is available via the *Faculty Directory* at the SMU website.

### Accountancy and Social Science courses

The School of Accountancy and School of Social Sciences offer very limited courses to exchange students. If the student is an Accountancy or Psychology major, the student must contact the academic advisors to check if there are sufficient accountancy or psychology courses for registration.

#### ***\*Note to partner universities:***

*Please send all SMU students' exchange transcripts to the Global Student Programme's academic advisors.*

*Refer to the back pages for contact information.*

## 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

## 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.

## Accommodation



### SMU hostel

Due to the limited rooms at the SMU hostel, we regret to inform that the SMU hostel at Prinsep Street is not applicable for international exchange students.

### Commonwealth hostel

Exchange students may opt to stay at the Commonwealth hostel. Students will be informed via email on the application process. For more information on the Commonwealth hostel, please visit: <http://smu.edu.sg/campus-information/campus-commonwealth-hostel>.

### Private accommodation

SMU does not arrange accommodation for international exchange students. SMU international exchange students are advised to seek private accommodation with other international exchange students. They may call up the local housing agents to look out for accommodation that suits their needs.

For more information about housing options, please visit the following link:

<http://www.smu.edu.sg/smu/programmes/exchange-programme/international-exchange/incoming-students/international-exchange>.

## 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. Daily necessities and luxuries are readily available. Below are estimations 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
- Miscellaneous fees: Approximately S\$250 (IT fees, sports facilities, student card, medical and health insurance etc)

## 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.

## 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.

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.

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.

## 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 – wireless laptop connection, state-of-the-art learning facilities and resources, library, swimming pool, fitness gym etc.

### Distance from city from airport

By bus or train = 45 minutes

By taxi = 25 minutes

### Student diversity

Percentage of 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 who would like to work part-time may work up to 16 hours per week. For more information regarding working in Singapore, please refer to the following link: [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



**University Name:** Singapore Management University

**Mailing Address:** Office of Global Learning  
Singapore Management University  
Administration Building, Level 8  
81 Victoria Street  
Singapore 188065

**Generic Email:** [OGL@smu.edu.sg](mailto:OGL@smu.edu.sg)

**Telephone:** (+65) 6828 0400

**Facsimile:** (+65) 6828 0290

**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](mailto:OGL_hotline@smu.edu.sg)



#### HEAD OF OFFICE

Ms. Bernadette TOH <b>Director</b>	<a href="mailto:bernietoh@smu.edu.sg">bernietoh@smu.edu.sg</a> (+65) 6828 0370
Ms. Julie ONG <b>Executive Assistant</b>	<a href="mailto:julieong@smu.edu.sg">julieong@smu.edu.sg</a> (+65) 6828 0400

#### GLOBAL STUDENT PROGRAMME

Ms. Bridget TEE <b>Associate Director, Global Student Programmes</b>	<a href="mailto:bridgettee@smu.edu.sg">bridgettee@smu.edu.sg</a> (+65) 6828 0142
Ms. KHO Li Shu <b>Country Manager – Central Asia, Middle East, Latin America, Turkey, Africa, Asia (excluding China and ASEAN), Australia, New Zealand and Mexico</b>	<a href="mailto:lskho@smu.edu.sg">lskho@smu.edu.sg</a> (+65) 6828 0292
Ms. Karen YEE Fong Kai <b>Country Manager – ASEAN, West and Central USA, Norway, Denmark, Finland, Sweden, Spain, Portugal, Germany, Iceland</b>	<a href="mailto:karenyee@smu.edu.sg">karenyee@smu.edu.sg</a> (+65) 6828 0895
Ms. LEE Weijun <b>Country Manager – China, Canada, East USA</b>	<a href="mailto:wilee@smu.edu.sg">wilee@smu.edu.sg</a> (+65) 6808 5203
Ms. Nurazlin MOHD SAAD, Lin <b>Country Manager – India, Russia, Belgium, Netherlands, Austria, Czech Republic, Lithuania, Hungary, Poland, France, Italy, Switzerland, Ireland, United Kingdom</b>	<a href="mailto:nurazlinms@smu.edu.sg">nurazlinms@smu.edu.sg</a> (+65) 6828 0315
Ms. Rehju MOHAMED <b>Programme Manager (Inbound)</b>	<a href="mailto:rehjumohamed@smu.edu.sg">rehjumohamed@smu.edu.sg</a> (+65) 6828 0677
Mr. Sath MUTHIAH <b>Programme Manager and Academic Advisor (Inbound)</b>	<a href="mailto:sathm@smu.edu.sg">sathm@smu.edu.sg</a> (+65) 6808 5402
Ms. Evelyn GAY <b>Programme Manager and Academic Advisor (Outbound)</b>	<a href="mailto:evelyngay@smu.edu.sg">evelyngay@smu.edu.sg</a> (+65) 6828 0462
Mr. Derek CHIANG <b>Programme Manager and Academic Advisor (Outbound)</b>	<a href="mailto:derekchiang@smu.edu.sg">derekchiang@smu.edu.sg</a> (+65) 6828 1942

#### INTERNATIONAL STUDENT EXPERIENCE

Ms. Elain SIM <b>Assistant Director, International Student Experience</b>	<a href="mailto:elainsim@smu.edu.sg">elainsim@smu.edu.sg</a> (+65) 6828 0376
Ms. Kelly YEO <b>Manager, International Student Experience</b>	<a href="mailto:kellyyeo@smu.edu.sg">kellyyeo@smu.edu.sg</a> (+65) 6828 0139
Ms. ER Zixian <b>Manager, International Student Experience</b>	<a href="mailto:zixianer@smu.edu.sg">zixianer@smu.edu.sg</a> (+65) 6808 5429
Ms. LIM Wensi <b>Manager, International Student Experience</b>	<a href="mailto:wensilim@smu.edu.sg">wensilim@smu.edu.sg</a> (+65) 6828 0780
Ms. Fidelis TAN <b>Assistant Manager, International Student Experience</b>	<a href="mailto:fidelistan@smu.edu.sg">fidelistan@smu.edu.sg</a> (+65) 6828 0780
Ms. Nur 'Ain HAMID <b>Assistant Manager, International Student Experience</b>	<a href="mailto:nurainhamid@smu.edu.sg">nurainhamid@smu.edu.sg</a> (+65) 6808 5430

#### DIVERSITY AND INCLUSION

Mr. Jack HO Yong <b>Assistant Director, Diversity and Inclusion</b>	<a href="mailto:jackyongho@smu.edu.sg">jackyongho@smu.edu.sg</a> (+65) 6828 0164
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