

## Nomination for Fall 2015 (Term 1, 2015 – 2016)



Students must be nominated to be considered as an international exchange applicant. Please complete the online nomination via the following link:

[http://smusg.asia.qualtrics.com/SE/?SID=SV\\_cUr06K7SQhN9ntX](http://smusg.asia.qualtrics.com/SE/?SID=SV_cUr06K7SQhN9ntX)

Please provide the following details for each nominated student:

- Full Name (As reflected in Passport)  
*Full name is required for the application of Student's Pass. Please DO NOT give alias, short-form or nicknames.*
- Gender
- Nationality
- Date of Birth
- E-mail Address (valid and contactable e-mail address)
- Term of Exchange - Fall 2015 (1 semester) or Fall 2015 & Spring 2016 (2 semesters = 1 year)

Upon your nomination, students will be informed of the application procedures. Late applicants will not be entertained.

### Nomination deadline:

For enrolment in Fall Semester (Term 2, August to December): 22 April

### Application deadline:

For enrolment in Fall Semester (Term 2, August to December): 30 April

## 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. It is university policy for students to attend classes when term starts. Attendance is compulsory. Late arrivals are not accepted

**Fall Term/Term 1** = 17 August 2015 to 4 December 2015

Recess week = 5 October 2015 to 11 October 2015

Exam week = 23 November 2015 to 4 December 2015

**Spring Term/Term 2** = 4 January 2016 to 22 April 2016

Recess week = 22 February 2016 – 28 February 2016

Exam week = 11 April 2016 – 22 April 2016

The academic calendar for 2015 – 2016 is available at

<https://www.dropbox.com/s/6br1iao3xq1edm3/Academic%20Calendar%20AY2015-16.pdf?dl=0>

## 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:

Grade	Grade Point	Mark Range	Grade	Grade Point	Mark Range
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



Exchange students are strongly encouraged to enroll for a maximum course load of 4 SMU credits per semester. The minimum course load of 2 SMU credits per semester remains unchanged. The maximum (non-negotiable) workload per semester is 5 SMU credits, and this has to be requested by the home university's 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.

For each course, there will either be:

- One session of 3 hrs per week; or
- 2 sessions of 1 ½ hours each per week.

All full-credit courses run for one academic term. There are 15 weeks in each term, consisting of 13 weeks of lecture (39 hours of classes), one recess week and one examination week. Recess week is used by local students for group work and/or preparation for assignments. International Exchange Students will have to participate in group work as well.

Students are also expected to spend 6 -12 hours per week per course for self-study and class preparation.

All dates of exams are displayed in the course catalogue and are fixed.

*(Dates are set to take into account Seasonal/Religious holidays in Singapore and will not be changed to accommodate holidays from other countries)*

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.

Assessments can include but not limited to:

- **Class Participation:** Although some classes do not list attendance as a mandatory requirement, missing classes will affect your grades and the grades of group members.
- **Individual Project:** Reports, Homework, Essays, etc.
- **Group Project:** Students will be involved in group work with local SMU students and attendance may affect their performance. Some group work preparations may take place during the recess week. When enrolling for courses, international exchange students need to consider this.
  - **Presentation (Individual/Group):** SMU is a strong supporter of empowering students and encouraging them to be vocal in class. Most courses require either an individual presentation and/or a group presentation. As English is the main language of instruction in SMU, students need to be able to converse confidently and clearly.
- **Mid-term test:** Some courses may include a Mid-term test. Usually stated in the course out-line. It will be conducted during week 7 or 9.
- **Final examination:** Not all courses have a final examination. Please refer to the course catalogue and course outline for details.

*Example:*

*(a) Class participation: 20%*

*(b) Individual project: 15%*

*(c) Group project: 10% presentation, 25% report*

*(d) Final examination (two hours, closed book): 30%*

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.

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



**Area 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 \(http://info.smu.edu.sg/courses/index.asp\)](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 outline (More information about the courses can be obtained in the course outline).

To assist students with their planning, the previous year's course list (Fall 2014) is provided at

<https://www.dropbox.com/s/r4s5qwr1nta3ox6/Final%20Course%20List%20-%20AY2014-15%20Term%201.pdf?dl=0>

**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 Pre-Term Course 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.

**Accommodation**



**SMU hostel**

Students may apply for the Evans Hostel. The 4 type of rooms available are: (i) Double Common (Twin-sharing room with single beds and with common sharing toilets & bathrooms), (ii) Single Common (Single bed with common sharing toilets & bathrooms), (iii) Double Studio (Twin-sharing room with single beds and with attached bathroom), and (iv) Single Studio (Single bed room with attached bathroom).

Exchange students will be informed on application procedures after they are accepted into the exchange programme. Application is on a first-come-first-served basis.

More information on the hostel is available via the following website:

<http://www.smu.edu.sg/campus-information/accommodation-at-evan-hostel>

For queries, please email [evanhostel@smu.edu.sg](mailto:evanhostel@smu.edu.sg)

**Private accommodation**

Most exchange students make arrangements with private accommodations. For more information about private accommodation and housing options, please visit:

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

## Visa and Study Permits



Exchange students studying in SMU 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.

## Welcome Orientation



Orientation session for International Exchange students is scheduled on the week of **11 to 14 August 2015**. Exact date will be advised.

Orientation is compulsory. Only students with valid reasons surfaced to us by the partner university's coordinator may be excused from this orientation. Students who are absent from the orientation without a valid reason, will not receive assistance to matters covered during the orientation.

### **Latest arrival date: 6 August 2015**

*Early arrival is a must for student pass processing and collection of the SMU student card.*

It is university policy for students to attend classes when term starts. Late arrivals are NOT accepted.

Students are advised to arrive 1 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 3 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 the housing contract, purchase of SIM card, etc.

Students may not collect the SMU student card without verifying the Student's Pass. For students who arrive after the orientation, please take note of the following regarding courses:

- No special arrangements will be made to register for courses
- No further assistance will be given by the Office of Global Learning
- If courses are fully taken up, no extra seats will be made available
- No special assistance will be given on *BOSS* bidding as this will be covered during orientation

More details will be included in the Acceptance Information Package.

## 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

Students are required to pay a compulsory Miscellaneous Fees of approximately S\$250+. This includes insurance coverage, IT services and sports facilities fees. The miscellaneous fee is NON-REFUNDABLE.

## 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.

## 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 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 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 10  
81 Victoria Street  
Singapore 188065

**Generic e-mail:** [oglinbound@smu.edu.sg](mailto:oglinbound@smu.edu.sg)

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

**Website (SMU):** <http://smu.edu.sg>

**Website (Incoming students):** <http://www.smu.edu.sg/programmes/exchange-programme/incoming-students>

**Timeline**  
**(Fall Semester:**  
*Aug – Dec, Term 1*  
*2014/15)*



<b>22 April</b>	<ul style="list-style-type: none"> <li>• Home University informs SMU about nominated students on exchange</li> </ul>
<b>30 April</b>	<ul style="list-style-type: none"> <li>• SMU sends application information to nominated students via e-mail</li> <li>• Online application with SMU</li> <li>• Upload photo for SMU student card</li> </ul>
<b>May / June</b>	<ul style="list-style-type: none"> <li>• SMU sends acceptance information package via e-mail to all successful applicants</li> <li>• SMU sends acceptance letter and student's SOLAR details to home university</li> <li>• Online registration with ICA for the Student's Pass. Students must apply online immediately upon receiving the acceptance letter and SOLAR details</li> </ul>
<b>1 July</b>	<ul style="list-style-type: none"> <li>• University coordinator to request for 5 credits (if required)</li> </ul>
<b>1 – 6 July</b>	<ul style="list-style-type: none"> <li>• Online miscellaneous fee payment</li> </ul>
<b>8 – 13 July</b>	<ul style="list-style-type: none"> <li>• Online matriculation</li> </ul>
<b>20 – 27 July</b>	<ul style="list-style-type: none"> <li>• Online Pre-Term Course Registration</li> </ul>
<b>No later than <u>6 August</u></b>	<ul style="list-style-type: none"> <li>• Student's arrival in Singapore</li> </ul>
<b>Verification of documents &amp; collection of SMU student card: 11 – 12 August</b>	<ul style="list-style-type: none"> <li>• Schedule and venue will be advised at a later date</li> </ul>
<b>Orientation: Week of 11 – 14 Aug Exact date to be informed</b>	<ul style="list-style-type: none"> <li>• Exact venue to be informed</li> </ul>