

# SMU Academic Information:

## A quick guide for Host University Coordinators & Students

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### Undergraduate Calendar:

Fall Semester (Term 1)  
Mid August – Late November

Spring Semester (Term 2)  
Early January – Mid April

### Course Load Information:

The information below is a quick reference guide. More information can be found via this link:

[http://www.smu.edu.sg/international\\_exchange/for\\_incoming\\_students/academic\\_information.asp#acad](http://www.smu.edu.sg/international_exchange/for_incoming_students/academic_information.asp#acad)

### Academic Progress: International Exchange Students

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.

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 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 participate in group work.

Students are also expected to do **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)**

## Assessments:

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 (wk). 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%

## Grading System

SMU has 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 (%)
A+	4.3	86 and above
A	4.0	83 to 85
A-	3.7	80 to 82
B+	3.3	77 to 79
B	3.0	74 to 76
B-	2.7	70 to 73
C+	2.3	66 to 69
C	2.0	63 to 65
C-	1.7	60 to 62
D+	1.3	53 to 59
D	1.0	50 to 52
F	0.0	49 and below

Where computations result in the cumulative GPA exceeding the 4-point grading system, a round down approach will be adopted. The highest cumulative GPA attainable by a student is 4.00.

**D** is the lowest passing grade in SMU. Local students with a cumulative term GPA of 1.3 or lower are cautioned and/or put on probation. Continuous low performance may result in dismissal.

## **Enrolling For Course @ SMU**

### **2 Stages - On-line registration & BOSS 2/2A**

#### **1st Stage:**

On-Line Registration: Dates will be announced to students via e-mail and/or their acceptance package. Temporary User ID's and passwords will be given to students via e-mail. A Course List will be provided about a month before on-line registration. Only the courses in this list will be available to exchange students during on-line registration and BOSS. On-line registration is a tool SMU uses to spread students across sections. During on-line registration students will only be able to register for a maximum of 4 Credit Units. Students will be only allowed to register for 5 Credit Units if they email the SMU Academic Advisor to obtain approval before on-line registration begins. During BOSS, students will be able to make minor adjustments to their schedule by adding/dropping courses.

**Please note** that NOT all courses in the course catalogue are being offered to exchange students. (Please refer to the Course List for exchange students sent before on-line registration).

#### **2nd Stage:**

In addition to registering on-line, exchange students can register for courses using our **Bidding Online SyStem** (BOSS). There are 2 rounds of BOSS 2 & 2A, each round is split into 3 windows. It will be explained further during Orientation.

#### **BOSS**

BOSS is intended to empower students with the choice of selecting the courses they wish to enroll for in any one term. Based on 100 e-dollars allocated to all exchange students, they will bid for courses that have remaining seats after On-line Registration and/or have been dropped by other students. The bid they give usually depends on how badly they want the course and also keeping in mind what other courses they would like to bid for. This will require some strategy planning on how to place the bid. If the first round of bids were to be unsuccessful, there are a couple of other rounds. Each round lasts for a week. The only drawback is that the available seats may be reduced with each passing round; and students would have

missed quite a bit of the class if they were to get it later. Lessons often start by the first week.

Only exchange students, who are successfully matriculated prior to the term starting, will be given 100 e-dollars to go onto BOSS. More information is provided during 'Orientation'.

## **Please note:**

1. We do not reserve seats for students.
2. It is the student's responsibility to ensure that pre-requisites are met before registering for courses. Proof may need to be provided - course outline and/or transcript.
3. Student coming in their final year will not be given priority over other students and need to be aware that we do not reserve seats, and all courses are subject to seat availability. Special arrangements will not be made.

## **English Proficiency Requirements**

Our courses have a high demand for presentations skills and class participation. This means that students should be able to confidently express their opinions/thoughts in class in English. Only those students who meet the requirements should be nominated to Singapore Management University.

(Requirements highlighted below in table)

<b>TOEIC</b>	<b>TOEFL Paper</b>	<b>TOEFL CBT</b>	<b>TOEFL IBT</b>	<b>IELTS</b>
0 - 250	0 - 310	0 - 30	0 - 8	0 - 1
	310 - 343	33 - 60	9 - 18	1 - 1.5
255 - 400	347 - 393	63 - 90	19 - 29	2 - 2.5
	397 - 433	93 - 120	30 - 40	3 - 3.5
405 - 600	437 - 473	123 - 150	41 - 52	4
	477 - 510	153 - 180	53 - 64	4.5 - 5
605 - 660	513 - 547	183 - 210	65 - 78	5.5 - 6
<b>661-780</b>	<b>550 - 587</b>	<b>213 - 240</b>	<b>79 - 95</b>	<b>6.5 - 7</b>
785 - 990	590 - 677	243 - 300	96 - 120	7.5 - 9
<b>Top Score</b>	<b>Top Score</b>	<b>Top Score</b>	<b>Top Score</b>	<b>Top Score</b>
<b>990</b>	<b>677</b>	<b>300</b>	<b>120</b>	<b>9</b>



# GETTING COURSE INFORMATION

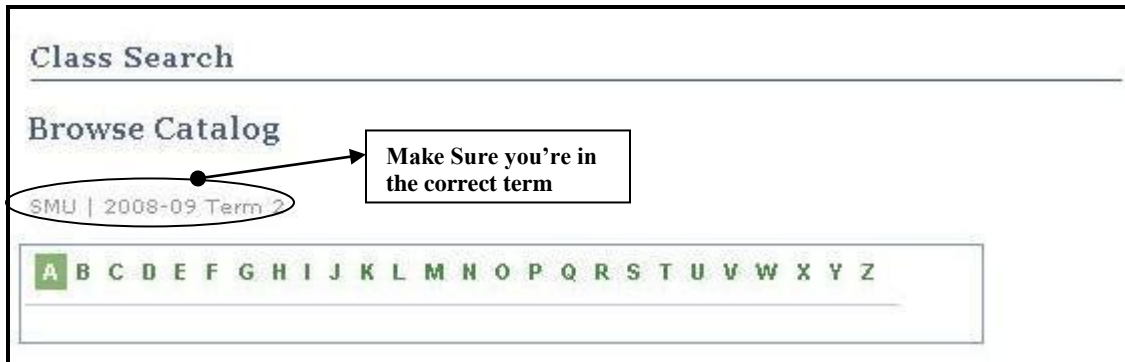
## Course Catalogue:

The course catalogue list all courses offered to local full-time students and exchange students. Seats have been reserved for exchange students and can be register for on a first-come-first-serve basis via the **On-line registration**. All remaining seats will be available to both local students and exchange students during BOSS.

Course catalogues:

SMU - Home Page <http://www.smu.edu.sg/> > Undergraduate > Course Catalogue

## Using the Course Catalogue:



To locate an area of study click on the Corresponding letter:

For example:

**E** for Economics

**A** for Accounting

**M** for Management or Marketing

**F** for Finance

A list of courses will be displayed:

Catalogue Number	Description	Action
101	Financial Accounting	View Class Sections
102	Management Accounting	View Class Sections
103	Financial Accounting	View Class Sections
104	Management Accounting	View Class Sections
201	Corporate Reporting and Analysis of Financial Statements	View Class Sections
201A	Corporate Reporting and Analysis of Financial Statements	View Class Sections

## To View...





A short course description

Class schedule, exam dates, full course outline

Click on Course title: example - Financial Accounting

Click on View Class Sections

**Under View Class Sections:**

First 1-10 of 10 Last		
<b>Section</b> <a href="#">G1-SEM(1010)</a>	<b>Course Outline</b> 	<b>Status</b> 
<b>Session</b> Regular Academic Session		
Days & Times	Room	Instructor
F 12:00PM - 3:15PM	SOA/SOL Seminar Rm 3-1	LIM CHU YEONG
M 1:00PM - 4:00PM	Exam Venue/Duration TBA	Staff
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<b>Section</b> <a href="#">G10-SEM(1358)</a>	<b>Course Outline</b> 	<b>Status</b> 
<b>Session</b> Regular Academic Session		
Days & Times	Room	Instructor
M 8:30AM - 11:45AM	SOA/SOL Seminar Rm 3-2	LIM CHEE YEOW
M 1:00PM - 4:00PM	Exam Venue/Duration TBA	Staff

**To View...**

A full course outline (syllabus)

Click on the picture next to Course Outline

**Course Outline** 

Exam dates, Seats available,  
Prerequisites

Click on Section code **Section** [G1-SEM\(1010\)](#)