

Nomination for Fall 2016 (Term 1, 2016 – 2017)



Students must be nominated to be considered as an international exchange applicant. Please complete the online nomination that will be provided by the Office of Global Learning programme managers.

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 2016 (1 semester) or Fall 2016 & Spring 2017 (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: 22 April

Application deadline:

For enrolment in Spring Semester: 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 = 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

The academic calendar for 2016 – 2017 is available at
http://info.smu.edu.sg/courses/acad_calendar/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.

Students must have obtained a **GPA of 3.0 out of 4, or equivalent**. 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.**



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.

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 seminars (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)

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. **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 \(http://info.smu.edu.sg/courses/index.asp\)](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 term course list (Fall 2015/16) is provided at

https://www.dropbox.com/s/s3lauemosyfd2xb/FALL%202015-16%20Final%20Course%20List_for%20exchange%20students.xlsx?dl=0

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.

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

You are expected to attend all classes. In all courses, the instructor will determine the acceptable level of attendance. If, in the opinion of the instructor, you have been absent excessively, you may be given a grade of "F". If you receive a grade of "F" for absences during the term, you will be excluded immediately from the course. You should also bear in mind that class participation is an important aspect of the University's assessment system.

To actively participate in classes, physical presence is required (unless stated by the course instructor). Missing a class means forfeiting opportunities to contribute to discussions and activities. As a result, every missed session, with the exception of an "Excused Absence", erodes the class participation grade.

If you are skipping classes because of a medical condition or feeling unwell, you are required to present a medical certificate (MC) from a certified medical clinic/ hospital to the instructor. If you are skipping classes for an extended period (for example 2 weeks or longer), and attempts by the instructor/ school/ Office of Global Learning to contact you (eg. via official email, phone) are unsuccessful, you are liable to have your student registration status terminated. Accordingly, you will be withdrawn from the exchange programme.

Grading



Class Attendance



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

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.

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.

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.

Yo:Ha@Pearl's Hill - <http://yoha.com.sg>

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.

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.

Welcome Orientation



Orientation session for International Exchange students is scheduled on the week of **10 – 12 August 2016**. 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 on matters covered during the orientation.

Latest arrival date: 10 August 2016

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

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

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.

Students may only collect the SMU student card upon presentation of 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.

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:	Office of Global Learning Singapore Management University Administration Building, Level 10 81 Victoria Street Singapore 188065
Generic e-mail:	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 2016/17)



By 22 April	<ul style="list-style-type: none"> Home University informs SMU about nominated students on exchange SMU sends application information to nominated students via e-mail
By 30 April	<ul style="list-style-type: none"> Online application with SMU Upload photo for SMU student card
June/ July	<ul style="list-style-type: none"> SMU sends acceptance information package via e-mail to all successful applicants SMU sends acceptance letter and student's SOLAR details to home university Online registration with ICA for the Student's Pass. Students must apply online immediately upon receiving the acceptance letter and SOLAR details
July	<ul style="list-style-type: none"> University coordinator to request for 5 credits (if required)
July	<ul style="list-style-type: none"> Online miscellaneous fee payment
8 July – 13 July	<ul style="list-style-type: none"> Online matriculation
Mid July	<ul style="list-style-type: none"> BOSS Bidding
No later than <u>10 August</u>	<ul style="list-style-type: none"> Student's arrival in Singapore
Verification of documents & collection of SMU student card: 12 August	<ul style="list-style-type: none"> Schedule and venue will be advised at a later date
Orientation: Tentative – 12 August Exact date to be informed	<ul style="list-style-type: none"> Exact venue to be informed