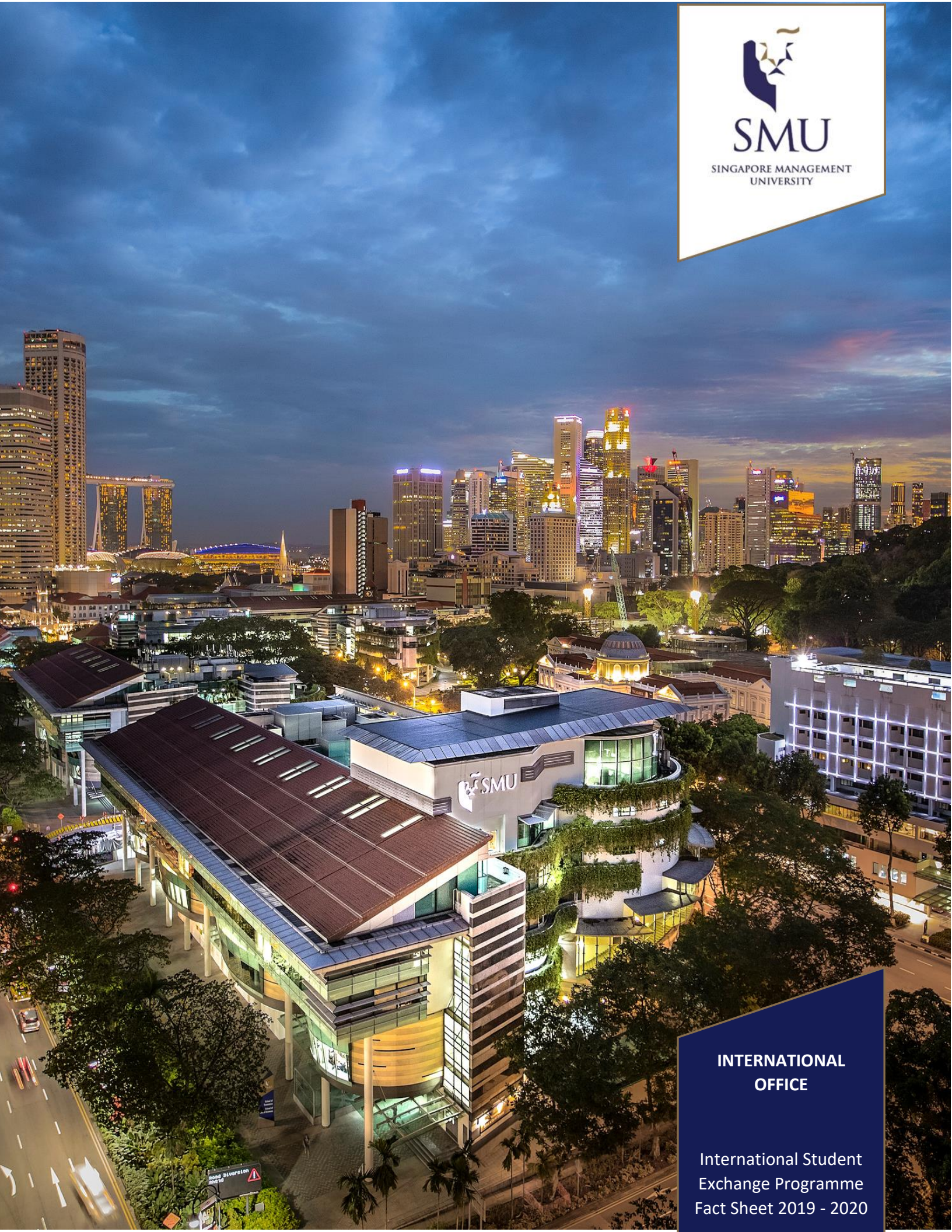

SMU
SINGAPORE MANAGEMENT UNIVERSITY

INTERNATIONAL OFFICE

International Student Exchange Programme Fact Sheet 2019 - 2020

OVERVIEW

The Singapore Management University is internationally recognised for its world-class research and teaching excellence.

Established in 2000, SMU is known for its highly interactive, collaborative and project-based approach to learning, and for its emphasis on generating rigorous and high-impact multi-disciplinary research that addresses Asian issues of global relevance.

Home to some 10,000 students, SMU comprise of six schools specialising in Accountancy, Business, Economics, Information Systems, Law and Social Sciences, offering a wide range of bachelors', masters' and PhD degree programmes.

SMU's city campus enjoys strategic linkages with business, government and the wider community through its institutes, centres and labs.

IMPORTANT DATES

	Term 1 (Fall)	Term 2 (Spring)
Nomination Deadline	12 Apr	20 Sep
Application Deadline	21 Apr	29 Sep
Compulsory Orientation Week	13 Aug - 16 Aug	30 Dec - 3 Jan
Classes	19 Aug - 24 Nov	6 Jan - 12 Apr
Recess Week	7 Oct - 13 Oct	24 Feb - 1 Mar
Final Exams	25 Nov - 6 Dec	13 Apr - 24 Apr

Please refer to the detailed academic calendar ***here***.

Partner universities shall receive information on the nomination instructions via e-mail, and are required to complete an online form to nominate their students to SMU.

ADMISSION REQUIREMENTS

Applicants of SMU's exchange programme must have completed at least two terms of undergraduate studies and must be a registered undergraduate in their home university throughout the period of exchange. Nominated students shall receive instructions from SMU's International Office to submit their applications for the exchange programme.

Supporting documents (in English) required for the application include a copy of:

- Photo identification page of a valid passport
- Latest academic transcript from the home university
- English language proficiency certificate
- Recent passport-sized photograph (taken within three months)

English Language Proficiency:

The language of instruction at SMU is English. Students from non-English-speaking countries or from institutions whereby the language of instruction is not English must fulfil at least one of the following English language proficiency certification*.

Paper-based TOEFL	550
Computer-based TOEFL	213
Internet-based TOEFL	79
International English Language Testing Systems (IELTS)	6.5

**Validity of certification must be within two years at the point of application.*

ACADEMIC INFORMATION

Class Format & Size:	Interactive seminar-style comprising 35-45 students.
Course Load:	Full course load per term: 4.0 SMU credits. Minimum course load per term: 2.0 SMU credits. Students may be permitted to enrol a maximum of 5.0 SMU credits per term, upon official request from the home university.
Credit Weightage:	Each full-credit course is equivalent to 1.0 SMU credit, and consists of 39 contact hours per term. Each half-credit course is equivalent to 0.5 SMU credit, and consists of 21 contact hours per term.
Course Assessment:	Assessment can include, but not limited to (i) class attendance; (ii) class participation; (iii) individual project; (iv) group project; (v) presentation (individual/group); (vi) mid-term test; (vii) final examination.
Class Attendance & Participation:	Attendance and participation form part of the course assessment, hence students are strongly advised to attend all classes. Absence from classes due to health / medical reasons must be validated by a medical certification. Absence due to other reasons, require prior approval by the course instructor.

GRADING SYSTEM

SMU adopts a 4-point grading system, as tabled below.

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

COURSE ENROLMENT

Course enrolment is conducted via a bidding exercise in July (Term 1) and December (Term 2) each year. Only undergraduate courses are applicable to exchange students (Course Codes 001-499).

Students will be given e$100 dollars (one-time only), for bidding of all their desired courses. This empowers them to draw up their own timetable based on personal choices and study plan, subject to constraints of curriculum requirements and the supply and demand of classes. It is important for students to familiarise themselves with the information, policies and procedures which will be provided after they complete their application, to facilitate the course bidding process. Details and instructions for the course bidding exercise, together with the list of finalised undergraduate courses offered to exchange students shall be sent to students via e-mail, between two to four weeks before the course bidding exercise.

Demand could be high for some popular courses. Students are encouraged to be pro-active and flexible in their study plans to prepare a pre-approved list of more courses than necessary from their home university, for the exchange term.

Students are required to follow the steps in preparation for the course bidding:

1. Read the course bidding guide and review list of finalised course offerings for the intended exchange term
2. Seek pre-approval from the home university to enroll for the courses of interest at SMU
3. Check for pre-requisites applicable to the courses of interest
4. Consult the respective SMU course instructors on the fulfilment of pre-requisites, if any, for the courses of interest

For planning purposes, students may refer to the ***SMU Course Catalogue*** for course offerings of previous terms. This catalogue serves as reference only as not all courses listed are available to exchange students.

IMPORTANT:

- *Course enrolment strictly adheres to the SMU academic policies and guidelines.*
- *Course enrolment is not guaranteed. It is subjected to the vacancies available, fulfilment of course pre-requisites (if applicable) and bidding outcome of the student.*

TRANSCRIPT

Two original copies of the transcript for each student shall be sent to the partner universities, two months after the release of the final examination results, i.e. February (Term 1) and June (Term 2).

STUDENT'S PASS (VISA)

The SMU International Office facilitates the application of the Student's Pass. Students shall be responsible to complete and fulfil the application requirements for the Student's Pass before their arrival in Singapore.

All international exchange students are required to hold a valid Student's Pass during their term of studies in Singapore. The Student's Pass enables the student to study and travel multiple journeys out of the country.

IMPORTANT: *Student's Pass holders (non-graduating exchange student) are not permitted to undertake any form of internship or work (paid or unpaid) during their term of studies in Singapore.*

ACCOMMODATION

The SMU campus is situated in the heart of the city with many private housing options that are within walking distance to SMU and conveniently accessible to amenities and transportation networks. Exchange students have the flexibility and choice to source and arrange for their own accommodation based on their needs. All arrangements are the responsibility and at the discretion of the student.

Nevertheless, SMU collaborates with housing providers to offer off-campus accommodation in a community living space for exchange students who may be seeking a more wallet-friendly alternative. However, placements are limited and subjected to availability. For information and application details, please refer to the ***Campus Hostel & Accommodation*** options.

HEALTH AND SAFETY

It is compulsory for all exchange students to purchase the ***SMU Medical Insurance***, which provides coverage within Singapore only. The insurance cost is included as part of the miscellaneous fee (~S$250 per term)*. For personal travel or leisure trips overseas, students are strongly advised to purchase additional travel insurance.

SMU has engaged the services of International SOS (ISOS) to provide 24-hour assistance for students. In case of an emergency, students may contact the ISOS 24-hour hotline for assistance at +65 6337 6517.

**The miscellaneous fee is applicable to all exchange students and covers the cost of administration, medical insurance, IT & library services and student activities. The fee is compulsory and non-refundable.*

CAMPUS LIFE & FACILITIES

SMU has a vibrant campus life with many activities for participation by students to complement their formal studies as well as to help build lasting friendships and global networks.

SMU is also equipped with the following on-campus facilities that are available to students.

- Student Locker
- Learning Spaces
- Gymnasium & Fitness Centre
- Sports Hall
- Swimming Pool
- Libraries
- IT Help Centre

Find out more about SMU's campus life and facilities ***here*.**

SPECIAL NEEDS & SUPPORT SERVICES

SMU provides facilities, care and services for students with special needs / disabilities to support their well-being while studying at SMU. Read more information on SMU's ***Diversity, Inclusion & Integration*** and ***Student Wellness Centre***, to find out more.

LIVING EXPENSES

The estimated living expenses for an exchange student in Singapore is approximately S$1,500–S$2,600 per month. Listed below are some common monthly expenses of an exchange student.

Accommodation (subjected to type of accommodation):	S$900 – S$1,500
Food:	S$300 – S$500
Local Transportation:	S$100 – S$150
Telecommunications:	S$30 – S$50
Book and Stationery:	S$30 – S$100
Miscellaneous (entertainment etc):	S$100 – S$300

Actual expenses will differ depending on the choice of accommodation and spending habits of each individual.

CONTACT US

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