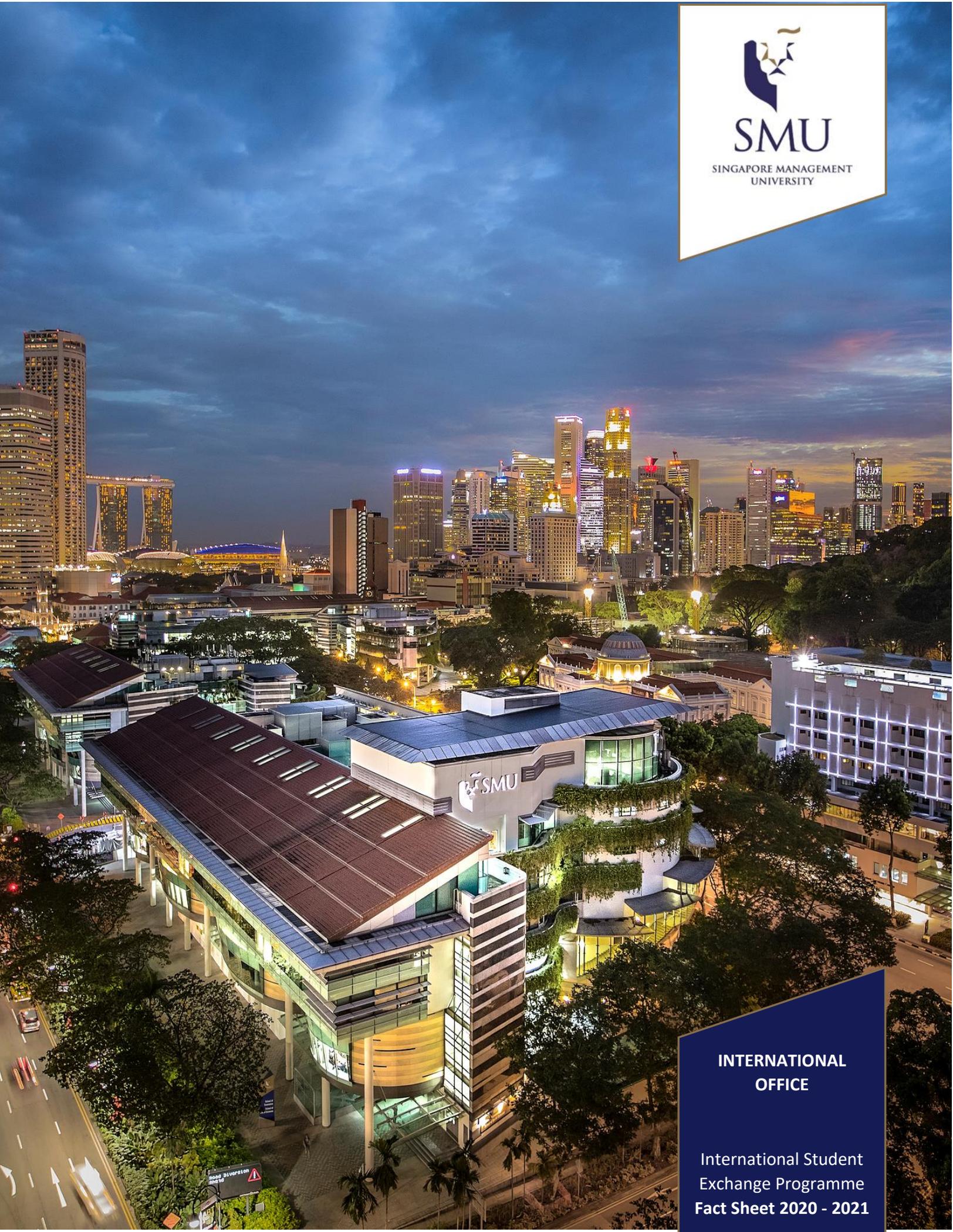




SMU

SINGAPORE MANAGEMENT
UNIVERSITY



**INTERNATIONAL
OFFICE**

International Student
Exchange Programme
Fact Sheet 2020 - 2021

OVERVIEW

Established in 2000, SMU is internationally recognised for its highly interactive, collaborative and project-based approach to learning. This unique pedagogy creates the opportunity for students to immerse themselves in an array of multi-disciplinary courses that addresses Asian issues of global relevance.

Home to some 10,000 students, SMU comprises 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	15 Apr	15 Sep
Application Deadline	25 Apr	25 Sep
Issuance of Acceptance Letters	End May	End Oct
Compulsory Orientation Week	11 Aug - 12 Aug	5 Jan - 6 Jan
Classes	17 Aug - 22 Nov	11 Jan - 18 Apr
Recess Week	5 Oct - 11 Oct	1 Mar - 7 Mar
Final Exams	23 Nov - 4 Dec	19 Apr - 30 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 a nomination 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
- ❖ Recent passport-sized photograph (taken within three months)
- ❖ English language proficiency certificate

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*.

English Proficiency Test	Minimum Score
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. The home university coordinator shall be required to indicate and submit the request for the student in the nomination form.

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: Assessments 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 attendance is mandatory for all classes.

Absence from classes due to health / medical reasons must be validated by 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 their recommended study plan (subject to constraints of curriculum requirements and the supply and demand of classes). Details and instructions related to course bidding, together with the list of final undergraduate courses offered shall be sent to students via e-mail, between two to four weeks before the course bidding exercise. It is important that students understand the information, policies and procedures governing course bidding to ensure a smooth bidding process.

Demand could be high for some courses e.g. fundamental freshmen courses. Students are encouraged to be pro-active and flexible in their study plans, as well as to seek pre-approval for more courses than necessary from their home university, to optimise their bidding opportunities.

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

1. Read the course bidding guide and review list of final course offerings for the intended exchange term
2. Seek pre-approval from the home university to enrol 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 offered to exchange and visiting students.

IMPORTANT:

- *Course enrolment strictly adheres to the SMU academic policies and guidelines. It is subjected to the vacancies available, fulfilment of course pre-requisites (if applicable) and bidding outcome of the student.*
- *Course enrolment is not guaranteed. It is strongly advised that students nominated for exchange should not be completing their final term of studies during their exchange at SMU.*

TRANSCRIPT

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

SMU does not issue e-transcripts for non-graduating students. It is essential that students retain the original copies for future use as charges apply for additional / replacement transcripts.

STUDENT'S PASS (VISA)

All international exchange and visiting 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 live and study in Singapore, as well as serves as a multiple-entry visa into Singapore (subject to terms & conditions).

The SMU International Office will facilitate the application of the Student's Pass. Nevertheless, students shall bear the responsibility to complete and fulfil the application requirements for the Student's Pass before their arrival in Singapore. More information on Student's Pass application shall be provided two months before the start of the academic term.

IMPORTANT:

By regulation, Student's Pass holders (exchange & visiting students) are strictly not permitted to undertake any form of internship or work (regardless paid or unpaid) during their term of studies in Singapore. Offenders will have their Pass terminated immediately, and they will be sent back to the home country.

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. Students have the flexibility and choice to source and arrange for their own accommodation based on their needs. Arrangements are at the responsibility and discretion of the student.

For rental of private apartments /condominiums, it is important that students read and understand Singapore's governing policies on short-term rental, from the Singapore Urban Redevelopment Authority (URA) [website](#). Students are required to read and understand all terms and conditions of the housing rental agreement before committing to the lease. SMU International Office does not seek to represent either party in any disputes arising from the rental / lease agreement.

Nevertheless, SMU collaborates with housing providers to offer off-campus accommodation for students who may be seeking a community living experience and a more wallet-friendly alternative. However, placements are limited and subjected to availability. For information and application details, please refer to the [SMU website](#) on student housing facilities.

HEALTH AND SAFETY

It is mandatory for all students to purchase the [SMU Medical Insurance](#), which provides coverage limited to 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, at their own cost and discretion as necessary.

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 and visiting students and covers the cost of administration, matriculation, medical insurance, IT & library services and student activities. The fee is mandatory 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. Visit SMU's website on our [Diversity, Inclusion & Integration Unit](#) and [Student Wellness Centre](#), to find out more.

LIVING EXPENSES

The estimated monthly living expenses for an exchange / visiting student in Singapore is approximately S\$1,500–S\$2,600. Listed below are some expected monthly expense items.

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 lifestyle of each individual.

CONTACT US



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