About Singapore Management University

A premier university in Asia, the Singapore Management University (SMU) is internationally recognised for its world-class research and distinguished teaching. Established in 2000, SMU’s mission is to generate leading-edge research with global impact and produce broad-based, creative and entrepreneurial leaders for the knowledge-based economy.

SMU comprises six schools: School of Accountancy, Lee Kong Chian School of Business, School of Economics, School of Information Systems, School of Law and School of Social Sciences, offering a wide range of bachelor’s, masters and PhD degree programmes in business and other disciplines. SMU received accreditation from AACSB International for both its business and accounting programmes in April 2011, and was shortly awarded the coveted EQUIS accreditation (5 years) for its business programmes in December 2011.

Academic Calendar

All full-credit courses at SMU last for an entire term, with the rest (half-credit courses) being held over a period of half a term (approximately 6 weeks). The period of exchange is usually one or two terms.

Fall Term/Term 1 = 18 August 2014 to 5 December 2014
Recess week = 6 October 2014 to 12 October 2014
Exam week = 24 November 2014 to 5 December 2014

Spring Term/Term 2 = 5 January 2015 to 24 April 2015
Recess week = 23 February 2015 – 1 March 2015
Exam week = 13 April 2015 – 24 April 2015

Summer Term
Term 3A = 28 April 2014 to 1 June 2014
Term 3B = 16 June 2014 to 20 July 2014

Language of Instruction and Academic Matters

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.

Contact hours per undergraduate course
1 credit course = 39 contact hours per semester
0.5 credit course = 18 contact hours per semester
(6 to 12 hours per week of self-study or preparation time)

Number of credits per undergraduate course
Either 0.5 or 1 credit per course

Workload per semester for exchange students
Minimum = 2 credits
Maximum = 4 credits

Teaching methods
Presentation, projects, class participation and examinations

SMU offers programmes for both the undergraduate and postgraduate level.

The duration of the undergraduate programme (bachelor degree) is about four years.

The graduate requirements for a bachelor degree is 35 credits (single degree with no or one major).
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.

**Areas of concentration**
- Accountancy
- Corporate Communication
- Economics
- Finance
- Information Systems
- Law
- Marketing
- Operations Management
- Organisational Behaviour and Human Resources
- Political Science
- Psychology
- Quantitative Finance
- Sociology
- 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) - 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 description.

**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 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.

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**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:

<table>
<thead>
<tr>
<th>Grade</th>
<th>Grade Point</th>
<th>Mark Range</th>
<th>Grade</th>
<th>Grade Point</th>
<th>Mark Range</th>
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</thead>
<tbody>
<tr>
<td>A+</td>
<td>4.3</td>
<td>86 and above</td>
<td>C+</td>
<td>2.3</td>
<td>66 to 69</td>
</tr>
<tr>
<td>A</td>
<td>4.0</td>
<td>83 to 85</td>
<td>C</td>
<td>2.0</td>
<td>63 to 65</td>
</tr>
<tr>
<td>A-</td>
<td>3.7</td>
<td>80 to 82</td>
<td>C-</td>
<td>1.7</td>
<td>60 to 62</td>
</tr>
<tr>
<td>B+</td>
<td>3.3</td>
<td>77 to 79</td>
<td>D+</td>
<td>1.3</td>
<td>53 to 59</td>
</tr>
<tr>
<td>B</td>
<td>3.0</td>
<td>74 to 76</td>
<td>D</td>
<td>1.0</td>
<td>50 to 52</td>
</tr>
<tr>
<td>B-</td>
<td>2.7</td>
<td>70 to 73</td>
<td>F</td>
<td>0.0</td>
<td>49 and below</td>
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</table>

*Note to partner universities:*
Please send all SMU students’ exchange transcripts to the Global Student Programmes’ academic advisors.
Refer to the back pages for contact information.
Welcome Orientation

All exchange students must attend the welcome orientation. The welcome orientation usually takes place four working days before the term starts. Students are advised to arrive to Singapore ten working days before the term starts. The exact orientation date will be informed in your acceptance package.

The orientation includes important briefing on student services at SMU, academic matters and upcoming social events for exchange students. The orientation also offers an opportunity to interact with other exchange and SMU students.

Accommodation

SMU hostel
Due to the limited rooms at the SMU hostel, the SMU hostel at Prinsep Street is not applicable for international exchange students.

Commonwealth hostel
Exchange students may opt to stay at the Commonwealth hostel. Students will be informed via email on the application process. For more information on the Commonwealth hostel, please visit: http://smu.edu.sg/campus-information/campus-commonwealth-hostel.

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.

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
- 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

One-time miscellaneous fees: Approximately S$250 (IT fees, sports facilities, student card, medical and health insurance etc)
Visa and Study Permits

As a student participating in SMU for an exchange programme, exchange students are required to apply for a student pass prior to arrival in Singapore.

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 website (http://www.ica.gov.sg/) for more information about visas and immigration matters.

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.

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 from city from airport
By bus or train = 45 minutes
By taxi = 25 minutes

Student diversity
Percentage of 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.

Contact Information

University Name: Singapore Management University
Mailing Address: Office of Global Learning
Singapore Management University
Administration Building, Level 8
81 Victoria Street
Singapore 188065

Generic Email: OGL@smu.edu.sg
Telephone: (+65) 6828 0400
Website (SMU): http://smu.edu.sg
Website (Incoming students): http://smu.edu.sg/smui/programmes/exchange-programme/international-programme/incoming-students

Emergency Hotline: (+65) 9112 8896
Emergency Email: OGL_hotline@smu.edu.sg

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.
### SMU’s Office of Global Learning (OGL) Team

**Ms. Bernadette TOH**  
**Director**  
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### Global Student Programmes

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**Associate Director, Global Student Programmes**  
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(+65) 6828 0142

### Partner Relations

- **Partnership matters, MOUs, agreements, exchange placements, factsheets and visits**

<table>
<thead>
<tr>
<th>Country Manager</th>
<th>Email</th>
<th>Phone</th>
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<tbody>
<tr>
<td>Ms. KHO Li Shu</td>
<td><a href="mailto:lskho@smu.edu.sg">lskho@smu.edu.sg</a></td>
<td>(+65) 6828 0292</td>
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<tr>
<td>Country Manager – Central Asia, Middle East, Latin America, Turkey, Africa, Asia (excluding China, India and ASEAN), Australia, New Zealand and Mexico</td>
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<tr>
<td>Country Manager – ASEAN, West and Central USA, Norway, Denmark, Finland, Sweden, Spain, Portugal, Germany, Iceland</td>
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<tr>
<td>Country Manager – India, Russia, Belgium, Netherlands, Austria, Czech Republic, Lithuania, Hungary, Poland, France, Italy, Switzerland, Ireland, United Kingdom</td>
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### Student Advisory Services

- **Student relationships, student nominations, applications instructions and course matters**

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<tr>
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<tr>
<td>Mr. Derek CHIANG</td>
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