



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 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.

This document highlights the administrative information of International Student Exchange Programme 2019/2020.

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 a 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 required for the application include a copy of:

- ❖ Photo identification page of a valid passport
- ❖ Latest academic transcript from the home university
- ❖ Latest English language proficiency certificate
- ❖ Recent passport-sized photograph (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 comprising 35-45 students.
Course Load:	Full course load per term is 4.0 SMU credits. Students are required to enrol for a minimum course load of 2.0 SMU credits per term. Students may be permitted to enrol a maximum of 5.0 SMU credits per term, upon official request from their 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:	Attendance may form part of the course assessment, students are strongly advised to attend all classes. Except for medical / health-related reasons, any absence from classes should be validated with a request which is subject to the approval by the 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 carried out via a bidding exercise in July (Term 1) and December (Term 2) each year. Details and instructions for the course bidding exercise, together with the list of undergraduate courses offered to exchange students shall be sent to students via e-mail, between two to four weeks before the course bidding exercise.

Students are encouraged to be pro-active and to be flexible in their study plans as well as to take the following steps in preparation for the course bidding:

1. Read the course bidding guide and review list of 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 course of interest

For the complete course list, please refer to the [SMU Course Catalogue](#). This catalogue serves as reference only as not all courses listed are available to exchange students.

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.

Upon entering Singapore, students will be granted a Social Visit Pass by the Immigration & Checkpoints Authority, permitting stay in the country for up to 30 days. Students shall be required to complete the verification process and collection of their Student's Pass before the expiry of their Social Visit Pass. The Student's Pass enables the student to study and travel multiple journeys out of the country. However, the holder of the Student's Pass is unable to undertake any form of internship nor work (paid or unpaid) during their studies and stay 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.

SMU also offers off-campus accommodation for exchange students who may be seeking a more wallet-friendly alternative. However, placements are limited and subject to availability. For information and application details, please refer to the [Campus Hostel & Accommodation](#).

Students shall be responsible for sourcing and arranging for their own accommodation.

HEALTH AND SAFETY

It is compulsory for all exchange students to purchase the [student insurance](#), which provides coverage within Singapore. The insurance cost is included as part of the miscellaneous fee (~S\$220)*. For personal travel overseas, students are strongly advised to purchase additional travel insurance.

SMU has engaged the service 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 the student insurance, IT services, library services and sports facilities. The fee is compulsory and non-refundable.*

SERVICES FOR STUDENTS

The following on-campus facilities and services are available to students:

- ❖ Student Locker
- ❖ Study Rooms
- ❖ Gymnasium & Fitness Centre
- ❖ Sports Hall
- ❖ Swimming Pool
- ❖ Libraries
- ❖ IT Services
- ❖ Student Wellness Centre

Certain facilities and services are chargeable at a fee. Students should seek clarification prior to use.

The SMU campus life is vibrant with many activities that students can participate in to complement their formal studies as well as to help build lasting friendships.

LIVING EXPENSES

The estimated living expenses for an exchange student in Singapore is approximately S\$1,500 – S\$2,300 per month. Listed below are some common monthly expenses of an exchange student.

Accommodation (based on sharing by 3-4 person):	S\$900 - S\$1,200
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.



CONNECT WITH US

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