



INFORMATION SHEET – 2013/2014

<i>University Name</i>	Singapore Management University
<i>Address</i>	Office of Global Learning Singapore Management University Administration Building, Level 8 81 Victoria Street Singapore 188065
<i>Website Address of the University</i>	http://smu.edu.sg/
<i>Website Address for incoming students</i>	http://smu.edu.sg/smu/programmes/exchange-programme/international-programmes/incoming-students
<i>Telephone / Facsimile</i>	+65 6828 0100 / +65 6828 0290
<i>General Email</i>	oir@smu.edu.sg
<i>Emergency Hotline</i>	+65 9112 8896
<i>Emergency Email</i>	OIR_hotline@smu.edu.sg
Contact details - Office of Global Learning	
<i>Director</i>	<i>Ms Bernadette Toh</i> <i>Tel: +65 6828 0370</i> <i>Email: bernetoh@smu.edu.sg</i>
Diversity and Inclusion	
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International Student Exchange

Academic Affairs Assistant Director	<i>Ms Jeanine Lim</i> <i>Tel: +65 6828 0142</i> <i>Email: jeaninelim@smu.edu.sg</i>
Academic Affairs Manager	<i>Ms Evelyn Gay Geok Ling</i> <i>Tel: +65 6828 0462</i> <i>Email: evelyngay@smu.edu.sg</i>
International Programmes Advisor (Outbound - to Asia-Pacific, Canada & Mexico)	<i>Ms Kho Li Shu</i> <i>Tel: +65 6828 0242</i> <i>Email: lskho@smu.edu.sg</i>
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International Programmes Advisor (Inbound - from Africa, Asia Pacific, Central Asia, North America, South America & Middle East / Summer Study Programmes)	<i>Ms Rehju Mohamed</i> <i>Tel: +65 6828 0677</i> <i>Email: rehjumohamed@smu.edu.sg</i>

International Student Experience	
Assistant Director	<p><i>Ms Elaine Sim</i> <i>Tel: +65 6828 0376</i> <i>Email: elainsim@smu.edu.sg</i></p>
Manager	<p><i>Ms Kelly Yeo</i> <i>Tel: +65 6828 0139</i> <i>Email: kellyyeo@smu.edu.sg</i></p>
Manager	<p><i>Ms Lim Wensi</i> <i>Tel: +65 6828 0780</i> <i>Email: wensilim@smu.edu.sg</i></p>
Academic Matters	
<i>Language of Instruction</i>	English Language
<i>Language of Courses</i>	English Language
<i>Language Requirements</i>	<p>English is the main communication medium in SMU and Singapore. If the students' first language is not English, please provide evidence of their English language proficiency (such as TOEFL).</p> <p>The score for TOEFL-test should be equivalent to 560 points (the paper-based test) or 220 points (the computer-based test) or 80 points (the internet based test). The score for IELTS should be between 6.5 - 7 points. The score for TOEIC should be 700 points.</p>
<i>Level of Study for SMU Students</i>	Bachelor and Master

<p><i>Terms dates for the academic year</i></p>	<p>Fall Semester (Term 1): 19 August – 5 December 2013 Recess week: 7 – 13 October 2013 Exam dates: 25 November – 5 December 2013</p> <p>Spring Semester (Term 2): 6 January – 24 April 2014 Recess week: 24 February – 2 March 2014 Exam dates: 14 – 24 April 2014</p> <p>For details & future dates, please see: http://info.smu.edu.sg/courses/index.asp</p>
<p><i>Period of Exchange</i></p>	<p>1 or 2 terms</p>
<p><i>Programme / Department (s)</i> (Available for incoming exchange students)</p>	<p>Only undergraduate programmes/schools are open to exchange students – except for the Business Study Mission undergraduate courses offered by Lee Kong Chian School of Business. A list of courses available for exchange students will be sent to applicants about 2 weeks before course registration.</p> <p>Postgraduate courses are not open to exchange students and graduate students may only take undergraduate courses.</p> <p>The School of Accountancy offers very limited courses to exchange students, so if the student is an Accountancy major, the student must contact the academic advisors to check if there are sufficient Accountancy courses for course registration.</p>
<p><i>Courses outside the Business School for incoming exchange</i> (if yes, please indicate the schools)</p>	<p>Yes, undergraduate courses offered by School of Economics & Social Sciences, School of Accountancy; School of Information Systems and School of Law.</p>
<p><i>Course Selection</i></p>	<p>Areas of Concentration:</p> <p>Marketing, Finance, Law, Economics, Technology, Sociology, Psychology, Political Science, Operations Management, Quantitative Finance, Organizational Behavior and Human Resource, Management; and Corporate Communications.</p> <p>To view course descriptions, please go to Undergraduate Student Information http://info.smu.edu.sg/courses/index.asp – Course Catalogue / Class Search -> please select the term searching for and Courses with sections offered -> please select the corresponding letter of the course name -> view class section -> course description</p>

<p><i>Pre-Requisites for courses</i></p>	<p>Students must have fulfilled pre-requisites before they can take a course. The pre-requisites are listed in the online course catalogue.</p> <p>If students have done similar pre-requisites in their home university, they should check with the instructors here if they will accept these pre-requisites.</p> <p>Pre-requisites may be checked by 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 and give this to the instructors for review. This means they can't register for the course yet.</p> <p>If they want to try registering earlier (during their assigned window period for online registration), they will have to try contacting the instructor first to see if your pre-requisites will clear. All faculty contacts are available via the Faculty Directory in the SMU website.</p>
<p><i>Recommended Credit Load per undergraduate semester</i></p>	<p>4 credits per semester</p>
<p><i>Contact hours per undergraduate course</i></p>	<p>1 credit course = 39 contact hours per semester; 0.5 credit course = 18 contact hours per semester.</p>
<p><i>No. of credits per undergraduate course</i></p>	<p>Either 0.5 or 1 credit per course</p>
<p><i>Minimum workload per undergraduate semester</i></p>	<p>2 credits</p>
<p><i>Maximum workload per undergraduate semester</i></p>	<p>4 credits</p>
<p><i>Length of Bachelor degree (years)</i></p>	<p>4 years</p>
<p><i>Graduation requirements for bachelor degree</i></p>	<p>35 credits (single degree with no or one major)</p>
<p><i>Minimum GPA Requirement</i></p>	<p>NA</p>
<p><i>Teaching Methods</i></p>	<p>Presentation, projects, participation and examinations</p>

<i>Undergraduate Grading Scale</i>	<table border="1"> <thead> <tr> <th>Grade</th> <th>Grade Point</th> </tr> </thead> <tbody> <tr> <td>A+</td> <td>4.3</td> </tr> <tr> <td>A</td> <td>4.0</td> </tr> <tr> <td>A-</td> <td>3.7</td> </tr> <tr> <td>B+</td> <td>3.3</td> </tr> <tr> <td>B</td> <td>3.0</td> </tr> <tr> <td>B-</td> <td>2.7</td> </tr> <tr> <td>C+</td> <td>2.3</td> </tr> <tr> <td>C</td> <td>2.0</td> </tr> <tr> <td>C-</td> <td>1.7</td> </tr> <tr> <td>D+</td> <td>1.3</td> </tr> <tr> <td>D</td> <td>1.0</td> </tr> <tr> <td>F</td> <td>0.0</td> </tr> </tbody> </table>	Grade	Grade Point	A+	4.3	A	4.0	A-	3.7	B+	3.3	B	3.0	B-	2.7	C+	2.3	C	2.0	C-	1.7	D+	1.3	D	1.0	F	0.0
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<i>Address & contact person for SMU Students' Exchange Transcript to be sent to</i>	<p><i>Ms Jeanine Lim / Ms Evelyn Gay</i> Office of Global Learning Singapore Management University Administration Building, Level 8 81 Victoria Street Singapore 188065</p>																										
Application procedures																											
<i>Application Requirements</i>	<p>Exchange Coordinator to send us:</p> <ul style="list-style-type: none"> - Nomination via email <p>The following documents must be attached in the online application;</p> <ul style="list-style-type: none"> - Official transcript - Photocopy of passport - Photograph for SMU student card <p>Nominated incoming students to complete:</p> <ul style="list-style-type: none"> - Online application (Access to the online application will be made available via our partner and student guide. These guides will be sent to partner universities prior to the nomination period) 																										
<i>Application Deadlines</i>	<p>Fall Semester: 30 April Spring Semester: 30 September</p>																										
Orientation																											
<i>Latest Arrival Date</i>	10 working days before term starts																										

<i>Orientation</i>	Compulsory, approximately 4 working days before term begins.
Accommodation	
<i>Housing Options</i>	<p>Exchange students are advised to seek private accommodation.</p> <p>For more information, please refer to the following link; http://smu.edu.sg/smu/programmes/exchange-programme/international-exchange/incoming-students/international-exchange</p> <p>Due to limited rooms at the SMU hostel, we regret to inform that the SMU hostel at Prinsep Street is not available for international exchange students.</p> <p>The Commonwealth hostel will be open for application after students are accepted into the exchange programme. Students will be informed via email on the application procedures.</p> <p>For information on the Commonwealth hostel, please refer to the following link; http://smu.edu.sg/campus-information/campus-commonwealth-hostel</p>
<i>Cost of Rent (in local currency)</i>	Approximately S\$900-S\$1800 per month per person, assuming 3-4 students share a private apartment.
Cost of Living	
<i>Prospective costs</i>	<p>Approximately S\$7,480-S\$8,900 per term (Including rental of housing)</p> <p>Breakdown of expenses (per month):</p> <p>Food: S\$300 - S\$500 (About \$10-\$15 a day for 3 meals, varies with individuals)</p> <p>Local Transportation: S\$100 - S\$150</p> <p>Telecommunications: From \$30 (varies with usage and promotional packages subscribed)</p> <p>Books and stationery: S\$30 – S\$100 (varies with course)</p> <p>Personal expenses (clothes, entertainment, miscellaneous): S\$100 – S\$300 (varies with individuals)</p>
<i>Additional Fees (Misc. Fees)</i>	Misc. Fees approximately S\$250 + tax, including IT fees, sports facilities, student card, medical and health insurance.

Health Insurance	
<i>Medical Coverage</i>	<p>It is compulsory for all incoming exchange students to purchase the Student Personal Accident Policy & Medical Insurance as chosen by SMU. Cost for this insurance is included as part of the Misc. Fees.</p> <p>Details on both insurance can be found on http://studentlife.smu.edu.sg/student-life/student-insurance-coverage</p> <p>Please consult your insurance agent in your home country for additional insurance coverage.</p>
Visa Requirements	
<i>Student Visa</i>	All foreign students need to apply for Student Pass prior to arrival in Singapore.
Other Information	
<i>Campus Facilities</i>	Wireless laptop connection, IT powered classrooms and seminar rooms, library and gym etc.
<i>Internship</i>	<p>Internship and career services (career talks, etc.) are not open to exchange students.</p> <p>Exchange students may work up to 16 hours per week.</p> <p>For information on working in Singapore, please refer to the following link; http://www.mom.gov.sg/foreign-manpower/working-in-singapore/Pages/default.aspx</p>
<i>Distance from city / airport</i>	45 minutes by bus or train, 25 minutes by taxi
<i>% of International Students</i>	About 20%
<i>% of Exchange Students</i>	About 4%