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 bachelors, 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.

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


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

- Arts and Language
- Accountancy
- Corporate Communication
- Economics and Statistics
- Finance
- Information Systems
- Law and Legal Studies
- Marketing
- Operations Management
- Organisational Behaviour and Human Resources
- Political Science
- Psychology
- Quantitative Finance
- Sociology
- Strategic Management
- Science and 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.

*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.

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>
</tr>
</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>
</tr>
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</table>
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 in 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.

**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](http://www.smu.edu.sg/smu/programmes/exchange-programme/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)

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](http://studentlife.smu.edu.sg/student-life/student-insurance-coverage).

Please consult your insurance agent in your home country for additional insurance coverage.

Application Process and Deadlines

To enrol for the international exchange programme at SMU, candidates should first seek approval from the home university. The candidate should only submit the online application upon the home university's confirmation and nomination, with the following documents – Official transcript, passport copy and photo for SMU student card.

Further details of the exchange programme and the online application form will be given to the home university when applications open.

Nomination deadlines:

**For enrolment in Spring Semester (Term 2, January to April):** 23 September

**For enrolment in Fall Semester (Term 1, August to December):** 22 April

Application deadlines:

**For enrolment in Spring Semester (Term 2, January to April):** 30 September

**For enrolment in Fall Semester (Term 1, August to December):** 30 April
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.

**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 to city from airport**

- By bus or train = 45 minutes
- By taxi = 25 minutes

**Student diversity**

- Percentage of full-time 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/smu/programmes/exchange-programme/international-programme/incoming-students
- **Emergency Hotline:** (+65) 9112 8896
- **Emergency Email:** OGL_hotline@smu.edu.sg
## SMU’s Office of Global Learning (OGL) Team

### HEAD OF OFFICE

<table>
<thead>
<tr>
<th>Name</th>
<th>Contact Information</th>
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</thead>
<tbody>
<tr>
<td>Ms. Bernadette TOH</td>
<td><a href="mailto:bernietoh@smu.edu.sg">bernietoh@smu.edu.sg</a> (+65) 6828 0370</td>
</tr>
<tr>
<td>Director</td>
<td></td>
</tr>
<tr>
<td>Ms. Julie ONG</td>
<td><a href="mailto:julieong@smu.edu.sg">julieong@smu.edu.sg</a>  (+65) 6828 0400</td>
</tr>
<tr>
<td>Executive Assistant</td>
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### GLOBAL STUDENT PROGRAMMES

<table>
<thead>
<tr>
<th>Name</th>
<th>Contact Information</th>
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<tbody>
<tr>
<td>Ms. Bridget TEE</td>
<td><a href="mailto:bridgetee@smu.edu.sg">bridgetee@smu.edu.sg</a> (+65) 6828 0142</td>
</tr>
<tr>
<td>Associate Director, Global Student Programmes</td>
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### PARTNER RELATIONS

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

<table>
<thead>
<tr>
<th>Name</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>     (+65) 6828 0292</td>
</tr>
<tr>
<td>Country Manager – Central Asia, Middle East, Latin America, Turkey, Africa, Asia (excluding China, India and ASEAN), Australia, New Zealand and Mexico</td>
<td></td>
</tr>
<tr>
<td>Ms. Karen YEE Fong Kai</td>
<td><a href="mailto:karenyee@smu.edu.sg">karenyee@smu.edu.sg</a>  (+65) 6828 0895</td>
</tr>
<tr>
<td>Country Manager – ASEAN, West and Central USA, Norway, Denmark, Finland, Sweden, Spain, Portugal, Germany, Iceland</td>
<td></td>
</tr>
<tr>
<td>Ms. LEE Weijun</td>
<td><a href="mailto:wijee@smu.edu.sg">wijee@smu.edu.sg</a>     (+65) 6808 5203</td>
</tr>
<tr>
<td>Country Manager – China, Canada, East USA</td>
<td></td>
</tr>
<tr>
<td>Ms. Nurazlin MOHD SAAD, Lin</td>
<td><a href="mailto:nurazlinms@smu.edu.sg">nurazlinms@smu.edu.sg</a> (+65) 6828 0315</td>
</tr>
<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

<table>
<thead>
<tr>
<th>Name</th>
<th>Contact Information</th>
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<tbody>
<tr>
<td>Ms. Rehju MOHAMED</td>
<td><a href="mailto:OGLinbound@smu.edu.sg">OGLinbound@smu.edu.sg</a></td>
</tr>
<tr>
<td>Programme Manager (Inbound)</td>
<td></td>
</tr>
<tr>
<td>Mr. Sath MUTHIAH</td>
<td><a href="mailto:OGLoutbound@smu.edu.sg">OGLoutbound@smu.edu.sg</a></td>
</tr>
<tr>
<td>Programme Manager and Academic Advisor (Inbound)</td>
<td></td>
</tr>
<tr>
<td>Ms. Evelyn GAY</td>
<td></td>
</tr>
<tr>
<td>Programme Manager and Academic Advisor (Outbound)</td>
<td></td>
</tr>
<tr>
<td>Mr. Derek CHIANG</td>
<td></td>
</tr>
<tr>
<td>Programme Manager and Academic Advisor (Outbound)</td>
<td></td>
</tr>
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</table>
SINGAPORE MANAGEMENT UNIVERSITY
Singapore

Website: http://smu.edu.sg/

Home for exchange students: http://smu.edu.sg/smu/programmes/exchange-programme/international-programmes/incoming-students

Page to review the courses: 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

Available spaces for academic year 2014-2015: 2 students per year to 4 per one semester each.
Application Deadlines (once you’ve selected):
Fall: April 30
Spring: September 30
Summer: May 30

Costs: The USFQ exchangee will incur the following expenses:

USFQ tuition (not registration fees) and airfare (in local currency)
Off-Campus Housing: Approximately $900-$1800 per month per person, assuming 3-4 students share a private apartment
Food: $300 - $500 (About $10-$15 a day for 3 meals, varies with individuals)
Local Transportation: $100 - $150
Telecommunications: From $30 (varies with usage and promotional packages subscribed)
Books and stationery: $30 – $100 (varies with course)
Personal expenses (clothes, entertainment, miscellaneous): $100 – $300 (varies with individuals)
Insurance: $110.00 (year) - $55.00 (half) (approximate mind because it varies a little each semester)
Miscellaneous fees (fee includes medical, sports facilities): S$ 200 + tax (half)
Total for one semester: approximately S$ 7,480 - S$ 8,900 (includes the cost of leasing department)

Insurance Details: http://studentlife.smu.edu.sg/student-life/student-insurance-coverage
Academic Calendar: http://info.smu.edu.sg/courses/index.asp

Requirements: TOEFL score 80 (Internet-based)
The score for IELTS should be between 6.5 - 7 points. The score for TOEIC should be 700 points.

Number of students: 6000 - All courses are received in English.


Summer: Accounting, Business, Information Systems, Social Sciences (art, environmental science)

Important: In law school - all courses with "LAW" in your code, are available only to law students.

Restrictions: Some courses are not open to exchange students - the student will receive the course list 6-8
weeks prior to the start of course registration. Graduate students are only allowed to take undergraduate courses.

**Note:** In Singapore, English is the main teaching language for communication and business, SMU classes are in English except for language classes such as Mandarin.