Online Application for Fall 2016 (Term 1, 2016 – 2017)

Application close: 30 April 2016

Online application will close on 30 April 2016, 2359 hours (Singapore time). Late applicants will not be entertained.

You are required to login using a User ID and Password to access the Online Application System. Please download the quick guide for the online application via the following link:
https://www.dropbox.com/s/8ftrwpf52d9mw6r/Applying%20for%20Admissions.pdf?dl=0

You may register for a new account at:
http://eservices.smu.edu.sg/psp/ps/EMPLOYEE/HRMS/c/SIS_MA.SIS_GADM_APPLREG.GBL?&FormID=ISEP

To submit the online application, the following documents must be attached in the online application;
- Latest official transcripts (Transcripts must be official with university seal/letterhead, results printed via your home university student portal will not be accepted)
- Passport page/s that capture your details
- TOEFL / IELTS score report or any other English Language qualifications, if applicable

When creating the User ID, select an ID which is easy to remember. The User ID can be the same as your home university User ID.

Fields such as *Full name*, *Country of Birth* and *Race* should be phrased clearly.

Full name should be indicated as exactly the same as it appears on the passport. Pay careful attention when filling out your name as any error may will cause your student pass/visa application to be rejected. You may end up having to re-apply and re-pay for your student pass/visa later thus leading to inconvenience.

We need your complete full name as how it appears in your passport, do not exclude any middle names or initials in-between your first name and last name.

Please pay attention to the fields on the online application form. You will first be prompted for your FULL NAME: Jacqueline Nicole Smith and then you will be prompted to REPEAT YOUR LAST NAME ONLY, Smith.

Example is as follows:
Name as it appears on passport
Last Name: Smith
First Name: Jacqueline Nicole

Online application form fields:
Full Name: Jacqueline Nicole Smith
Last Name: Smith

An example is shown below:

**IMPORTANT!!**
Students need to put in their personal particulars very carefully as these information will be used for their visa application. Any errors may cause them to have their student visa application delayed and will have to incur additional S$200 of administration fees.
The date of birth must be in DAY / MONTH / YEAR (dd / mm / yyyy) format. Incorrect information will cause a processing delay of the student pass and you will be required to re-apply and make payment again. Upon submitting the online application, you will receive the user ID and password via e-mail. Please save the e-mail as the user ID and password will be required for other administrative procedures after you’re accepted.

The photograph for the SMU student card must be submitted by 30 April 2016. You may only upload the photograph upon submission of the online application. To upload the photograph, please login to https://eservices.smu.edu.sg to access the ‘Applicant Self Service’ function. Please download the guidelines for the photograph at https://www.dropbox.com/s/yyxcufou5t3n7m5c/SMU%20Guidelines%20on%20Taking%20Photograph.pdf?dl=0

You may update the following via the Applicant Self Service Page:
1. Update your home and mailing addresses
2. Update your contact phone numbers
3. Update your e-mail address
4. Upload your photo

The guide for the applicant self-service can be downloaded here: https://www.dropbox.com/s/0ndoqquyff3lk/w/Applicant%20Self%20Service.pdf?dl=0

All one-credit courses at SMU last for an entire term (13 weeks), with the rest (0.5-credit courses) being held over a period of half a term or for the full term. The period of exchange is usually one or two terms. Classes run intensively from Week 1 onwards.

**Fall Term/Term 1** = 15 August 2016 to 4 December 2016
- Recess week = 3 October 2016 to 9 October 2016
- Exam week = 21 November 2016 to 4 December 2016

**Spring Term/Term 2** = 2 January 2017 to 23 April 2017
- Recess week = 20 February 2017 – 26 February 2017
- Exam week = 10 April 2017 – 23 April 2017

**Summer Term**
- Term 3A = 24 April 2017 to 28 May 2017
- Term 3B = 12 June 2017 to 16 July 2017

For details and future dates, please visit http://info.smu.edu.sg/courses/index.asp
**Entry Requirements**

Students must have completed at least two semesters of undergraduate studies and must continue to be registered as degree-seeking students at their home universities throughout their intended duration of exchange at SMU.

Students must have obtained a **GPA of 3.0 out of 4, or equivalent**. As the medium of instruction at SMU is English (except for language courses), students must be proficient in the English language in order to benefit from their studies at SMU. **Students from non-English-medium institutions must fulfil at least one of the following:**

- **a. TOEFL score of at least:**
  - 550 for the paper-based test; or
  - 213 for the computer-based test; or
  - 79 for the internet-based test
- **b. IELTS result of at least 6.5; or**
- **c. any other English Language qualifications as determined by SMU.**

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**Academic Information**

Exchange students are strongly encouraged to enroll for a maximum course load of 4 SMU credits per semester. **On an exceptional basis, students may register for a course load of 5 SMU credits per semester, with a formal request from the home coordinator.**

Each full-credit course at SMU carries a weightage of 1 credit. It consists of 3 contact hours per week over a period of 13 teaching weeks (i.e. 39 contact hours). A half-credit course has a total of 21 contact hours per term.

For each course, there will either be:
- One session of 3 hrs per week; or
- 2 sessions of 1 ½ hours each per week.

All full-credit courses run for one academic term. There are 15 weeks in each term, consisting of 13 weeks of seminars (39 hours of classes), one recess week and one examination week. Recess week is used by local students for group work and/or preparation for assignments. International Exchange Students will have to participate in group work as well.

Students are also expected to spend 6-12 hours per week per course for self-study and class preparation.

All dates of exams are displayed in the course catalogue and are fixed. *(Dates are set to take into account Seasonal/Religious holidays in Singapore and will not be changed to accommodate holidays from other countries)*

Assessments can include but not limited to:
- **Class Participation:** Although some classes do not list attendance as a mandatory requirement, missing classes will affect your grades and the grades of group members.
- **Individual Project:** Reports, Homework, Essays, etc.
- **Group Project:** Students will be involved in group work with local SMU students and attendance may affect their performance. Some group work preparations may take place during the recess week. When enrolling for courses, international exchange students need to consider this.
- **Presentation (Individual/Group):** SMU is a strong supporter of empowering students and encouraging them to be vocal in class. Most courses require either an individual presentation and/or a group presentation. As English is the main language of instruction in SMU, students need to be able to converse confidently and clearly.
- **Mid-term test:** Some courses may include a Mid-term test. Usually stated in the course outline. It will be conducted during week 7 or 9.
- **Final examination:** Not all courses have a final examination. Please refer to the course catalogue and course outline for details.

**Example:**

(a) Class participation: 20%
(b) Individual project: 15%
(c) Group project: 10% presentation, 25% report
(d) Final examination (two hours, closed book): 30%
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. There is no guarantee on course availability. Students should exercise flexibility with alternative courses.

Postgraduate courses are not opened 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 outline (More information about the courses can be obtained in the course outline).

To assist students with their planning, the previous year’s term course list (Fall 2015/16) is provided at [https://www.dropbox.com/s/s3lauemosyfd2xb/FALL%202015-16%20Final%20Course%20List_for%20exchange%20students.xlsx?dl=0](https://www.dropbox.com/s/s3lauemosyfd2xb/FALL%202015-16%20Final%20Course%20List_for%20exchange%20students.xlsx?dl=0)

**Prerequisites**
Some courses require students to fulfil prerequisites before reading. The prerequisites are listed in the online course catalogue.

If students have done similar prerequisites in their home university, they should check with the SMU course instructors if they will accept these prerequisites.

Prerequisites 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 prerequisite for the SMU course instructor’s review.

Students may contact the course instructors to enquire if they fulfil the prerequisites. A list of the instructors is available via the [Faculty Directory](http://www.smu.edu.sg) at the SMU website.

**Class Attendance**

You are expected to attend all classes. In all courses, the instructor will determine the acceptable level of attendance. If, in the opinion of the instructor, you have been absent excessively, you may be given a grade of “F”. If you receive a grade of “F” for absences during the term, you will be excluded immediately from the course. You should also bear in mind that class participation is an important aspect of the University's assessment system.

To actively participate in classes, physical presence is required (unless stated by the course instructor). Missing a class means forfeiting opportunities to contribute to discussions and activities. As a result, every missed session, with the exception of an “Excused Absence”, erodes the class participation grade.

If you are skipping classes because of a medical condition or feeling unwell, you are required to present a medical certificate (MC) from a certified medical clinic/hospital to the instructor. If you are skipping classes for an extended period (for example 2 weeks or longer), and attempts by the instructor/school/Office of Global Learning to contact you (e.g. via official email, phone) are unsuccessful, you are liable to have your student registration status terminated. Accordingly, you will be withdrawn from the exchange programme.
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.

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### 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 estimates 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 (assuming three to four students share a private apartment)
- **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

Students are required to pay a compulsory Miscellaneous Fees of approximately S$250. This includes insurance coverage, IT services and sports facilities fees. The miscellaneous fee is NON-REFUNDABLE.
Exchange students studying in SMU are required to apply for a student pass prior to arrival in Singapore.

Upon arrival in Singapore, you will be granted a Social Visit Pass stamp in your passport or Disembarkation/Embarkation card. This allows them to stay for at least 30 days in Singapore. Before expiry of the entry visa, you must collect your student pass from the immigration office.

The SMU Office of Global Learning will apply the student's pass on their behalf before your 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.

**Accommodation**

**Hostels**

One of the advantages of staying at a student hostel is that you will be around other exchange students. Staying at a hostel is also usually cheaper. There are a few student hostels in the vicinity of SMU.

Yo:Ha@Pearl’s Hill - [http://yoha.com.sg](http://yoha.com.sg)

SMU has leased several apartments from a private hostel operator at a complex called Yo:Ha@Pearl’s Hill. More information on Yo:Ha@Pearl’s Hill can be found [here](http://yoha.com.sg). Please read carefully the terms and conditions of your agreement with the proprietor. You may find that there is no refund if you choose to vacate earlier. If you have any issues with the facility, you will need to address this with the proprietor.

**Private accommodation**

You may choose to engage a property agent to assist you with finding suitable short-term accommodation in a private apartment that you share with several other exchange students. Before signing the lease agreement, be sure that you are clear about any additional fees such as the agent's commission, security deposit, stamp duty, air-condition maintenance. You will also need to provide a copy of your passport and student pass to the landlord.

If you have questions about your position as a tenant or have concerns about your property agent, you may refer to the Council for Estate Agents' website at [www.cea.gov.sg](http://www.cea.gov.sg).

The information provided serves only as a guide. SMU does not endorse or recommend any of the accommodation options and any agreement made is between the tenant and proprietor.

**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 – campus-wide WIFI 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 are NOT allowed to work in Singapore. Please refer to the following link from the Ministry of Manpower: [www.mom.gov.sg/foreign-manpower/working-in-singapore/Pages/default.aspx](http://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 10  
81 Victoria Street  
Singapore 188065  
**Generic e-mail:** oglinbound@smu.edu.sg  
**Telephone:** (+65) 6828 0400  
**Website (SMU):** [http://smu.edu.sg](http://smu.edu.sg)  
**Website (Incoming students):** [http://www.smu.edu.sg/programmes/exchange-programme/incoming-students](http://www.smu.edu.sg/programmes/exchange-programme/incoming-students)

## Timeline  
**Fall Semester: Aug – Dec, Term 1 2016/17**

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<th>Date Range</th>
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| **By 22 April**         | • Home University informs SMU about nominated students on exchange  
                          | • SMU sends application information to nominated students via e-mail                                                                                           |
| **By 30 April**         | • Online application with SMU  
                          | • Upload photo for SMU student card                                                                                                                             |
| **June/ July**          | • SMU sends acceptance information package via e-mail to all successful applicants  
                          | • SMU sends acceptance letter and student’s SOLAR details to home university                                                                                   |
|                         | • Online registration with ICA for the Student’s Pass. Students must apply online immediately upon receiving the acceptance letter and SOLAR details |
| **July**                | • University coordinator to request for 5 credits (if required)                                                                                       |
| **July**                | • Online miscellaneous fee payment                                                                                                                                 |
| **8 July – 13 July**    | • Online matriculation                                                                                                                                 |
| **Mid July**            | • BOSS Bidding                                                                                                                                 |
| **No later than 10 August** | • Student’s arrival in Singapore                                                                                                                      |
| **Verification of documents & collection of SMU student card:**  
**12 August**            | • Schedule and venue will be advised at a later date                                                                                                  |
| **Orientation:**  
**Tentative – 12 August** | • Exact venue to be informed                                                                                                                             |
| **Exact date to be informed** |                                                                                                                                               |