

**INTERNATIONAL
OFFICE**

International Student
Exchange Programme

Factsheet AY2021-22

OVERVIEW

Established in 2000, Singapore Management University (SMU) is internationally recognised for its highly interactive, collaborative and project-based approach to learning. This unique pedagogy creates the opportunity for students to immerse themselves in an array of multi-disciplinary courses that addresses Asian issues of global relevance.

Home to some 10,000 students, SMU comprises six schools specialising in Accountancy, Business, Economics, Computing and 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.

IMPORTANT DATES

	Term 1 (Fall)	Term 2 (Spring)
Nomination Deadline	15 Apr	15 Sep
Application Deadline	25 Apr	25 Sep
Issuance of Acceptance Letters	End May	End Oct
Orientation Week (Mandatory)	10 Aug - 12 Aug	4 Jan - 6 Jan
Classes	16 Aug - 21 Nov	10 Jan - 17 Apr
Recess Week	4 Oct - 10 Oct	28 Feb - 6 Mar
Final Exams*	22 Nov - 3 Dec	18 Apr - 29 Apr

**All students are required to sit for the final examinations as scheduled by the University.*

Please refer to the detailed academic calendar [here](#).

NOMINATION

Partner universities shall receive information on the nomination instructions via e-mail and are required to complete a nomination form to nominate their students to SMU, for each term.

APPLICATION

SMU shall send the application instructions to the nominated students. Submission of application and supporting documents are to be completed electronically via the online application system. Only valid documents in English will be accepted.

ADMISSION REQUIREMENTS

Applicants must have completed at least two terms of undergraduate studies and must be a registered undergraduate in their home university throughout the study term.

All applications must be submitted together with the supporting documents below (Only valid documents in English will be accepted):

- ❖ Photo identification page of a valid passport with a validity period of no less than six-months beyond the end-date of the study term

IMPORTANT:

*Expired passports, or passports with less than the required validity period **WILL NOT** be accepted.*

- ❖ Latest academic transcript from the home university
- ❖ Recent passport-sized photograph (taken within three months)
- ❖ English language proficiency certificate

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*.

English Proficiency Test	Minimum Score
TOEFL PBT (paper-based test)	550
TOEFL iBT (internet-based test)	79
International English Language Testing Systems (IELTS)	6.5
C1 Advanced	185

**IELTS/ TOEFL/ C1 Advanced scores are valid for 2 years. Scores from tests taken must be within the validity period of two years at the point of application.*

ACADEMIC INFORMATION

Class Format & Size: Interactive seminar-style comprising 35 - 45 students.

Course Load: Full course load per term: 4.0 SMU credits.
Minimum course load per term: 2.0 SMU credits.

Students may be permitted to enrol for a maximum course load of 5.0 SMU credits per term, subject to approval by the 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:	Assessments 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 & Participation:	Attendance and participation form part of the course assessment, hence attendance is mandatory for all classes. Absence from classes due to health/medical reasons must be validated by medical certification. Absence due to other reasons require prior approval by the course instructor.

EXAMINATIONS & GRADING SYSTEM

Final examinations are held at the end of every term. Students are required to sit for the examinations on the date and time scheduled by the University. Rescheduling of exam dates or special/early examination arrangements will not be permitted.

All SMU courses are graded in accordance to 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 enrolments are conducted via a bidding exercise in July (Term 1) and December (Term 2) each year. Only **undergraduate** courses from a prescribed list will be offered to exchange and visiting students (**Course Codes 001-499**).

Students will be allocated e\$100 dollars each term (**one-time only**), for bidding of all their required courses. This empowers them to draw up their own timetable based on their recommended study plan (subject to constraints of curriculum requirements and the supply and demand of classes). Details and instructions related to course bidding together with the list of courses offered, shall be made available to students between two to four weeks before the course bidding exercise. It is important that students understand the information, policies and procedures to ensure a smooth bidding process.

Demand could be high for some courses, e.g. fundamental freshmen courses. Students are encouraged to be pro-active and flexible in their study plans to optimise their bidding opportunities.

In preparation for the course bidding and enrolment, students are responsible in ensuring that they have:

1. Read the course-bidding guide and reviewed the prescribed list of course offerings for the intended study term.
2. Obtained pre-approvals from the home university to enrol for their desired courses at SMU. Students are encouraged to obtain pre-approval for more courses than necessary as contingency, in case their desired courses are fully subscribed.
3. Fulfilled the necessary pre-requisites for the desired courses. Students are required to consult and seek approval from the respective SMU course instructors on the fulfilment of pre-requisites (if any), before bidding for their courses. Students will not be allowed to enrol for, nor to continue with the course if the pre-requisites have not been met.

Course Catalogue:

For planning purposes, students may refer to the [Course Catalogue](#) for undergraduate course offerings from previous terms (**Course Codes 001-499**). This catalogue serves as reference only as not all courses listed will be offered to exchange and visiting students.

IMPORTANT:

- *Course enrolment strictly adheres to the SMU academic policies and guidelines. It is subjected to the vacancies available, fulfilment of course pre-requisites (if applicable) and bidding outcome of the student.*
- *Course enrolment is not guaranteed. It is strongly advised that students should not be completing their final term of studies during their study abroad at SMU. Their graduation may be at risk should they fail to secure their required courses.*

TRANSCRIPT

The digital transcript shall be emailed to the student's SMU campus email, within two months after the release of the final examination results, i.e. February (Term 1) and June (Term 2). The transcript will include the course title, course code and grade of the respective courses enrolled.

Charges apply for hardcopy, additional or replacement copy of transcripts. For more information or to place a purchase order, please visit the page [here](#).

STUDENT'S PASS (VISA)

All international exchange and visiting students are required to hold a valid Student's Pass during their study term in Singapore. The Student's Pass is a legal document that enables the student to live and study in Singapore, as well as serves as a multiple-entry visa into Singapore (subject to terms and conditions). The cost for the Student's Pass ranges between S\$90 and S\$120 and includes the application fee, issuance fee and multiple-entry visa fee (if applicable).

The SMU International Office will initiate the application of the Student's Pass. Nevertheless, students bear the responsibility to complete and fulfil the application requirements for the Student's Pass before their arrival in Singapore. More information on the Student's Pass application process shall be provided two months before the start of the study term.

IMPORTANT:

By regulation, Student's Pass holders (exchange and visiting students) are strictly not permitted to undertake any form of internship or work (regardless paid or unpaid) during their study term 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. Students have the flexibility and choice to source and arrange for their own accommodation based on their needs. Arrangements are at the sole responsibility and discretion of the student.

For rental of private apartments/condominiums, it is important that students read and understand Singapore's governing policies on short-term rental, from the Singapore Urban Redevelopment Authority (URA) [website](#). Students are required to read and understand all terms and conditions of the housing rental agreement before committing to the lease. SMU does not represent either party in any disputes arising from the rental/lease of the property.

Nevertheless, SMU collaborates with selected hostels to offer off-campus accommodation for students who may be seeking a community living experience and a more wallet-friendly alternative. However, placements are limited and subjected to availability. SMU does not own and does not administer these establishments. For information and application details, please refer to the [SMU housing website](#).

HEALTH & SAFETY

It is mandatory for all students to purchase the [SMU Medical Insurance](#), for coverage during their study term in Singapore. It is included as part of the miscellaneous fee* (approximately S\$250 per term). Students are strongly advised to purchase additional travel insurance at their own cost and discretion as necessary, for personal travel or leisure trips overseas (The SMU Student Travel Insurance only applies to students on official travels approved/sanctioned by SMU).

SMU has engaged the services of International SOS (ISOS) to provide 24-hour assistance for students. Students are encouraged to download the ISOS mobile app. In case of an emergency, students may seek assistance via the app or contact the ISOS 24-hour hotline at **+65 6337 6517**.

NOTE: *The miscellaneous fee* is applicable to all students and covers the cost of registration, matriculation, medical insurance, IT services and student activities. The fee is mandatory and non-refundable.*

CAMPUS LIFE & FACILITIES

SMU has a vibrant campus life with many activities for participation by students to complement their formal studies as well as to help build lasting friendships and global networks. SMU is also equipped with the following on-campus facilities that are available to students.

- | | |
|------------------------------|---------------------------|
| ❖ Food court/Eateries | ❖ IT Help Centre |
| ❖ Student Locker | ❖ Learning Spaces |
| ❖ Gymnasium & Fitness Centre | ❖ Libraries |
| ❖ Swimming Pool | ❖ Bank |
| ❖ Sports Hall | ❖ Clinic & Dental Clinic |
| ❖ Student Services Hub | ❖ Student Wellness Centre |

Find out more about SMU's campus life and facilities [here](#). View our [Campus Map](#) and its surroundings.

SPECIAL NEEDS & SUPPORT SERVICES

SMU provides facilities, care and services for students with special needs/disabilities to support their well-being while studying at SMU. The support services available at SMU may differ from those received at the home university/country. Hence, students are encouraged to declare information on any special needs/assistance they may require, in the SMU online application form.

Alternatively, students may write to us at isep.inbound@smu.edu.sg or to the home university's Study Abroad Office or equivalent, for further enquiries.

Visit SMU's website on our [Diversity, Inclusion & Integration Unit](#) and [Student Wellness Centre](#), to find out more about the care and support services available on campus.

LIVING EXPENSES

The estimated monthly living expenses for an exchange/visiting student in Singapore is approximately S\$1,700–S\$2,800. Listed below are some expected monthly expense items.

Item	Amount / month
Accommodation (subjected to type of accommodation)	S\$900 – S\$1,500
Food	S\$300 – S\$500
Transportation	S\$300 – S\$400
Telecommunications	S\$30 – S\$50
Book and Stationery	S\$50 – S\$100
Personal Expenses (entertainment etc.)	S\$100 – S\$300

Actual expenses will differ depending on the choice of accommodation and lifestyle of each individual.

CONTACT US



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