

# Student Exchange @ SMU

*PARTNERS' GUIDE FOR SPRING 2019*



## Nomination for Spring 2019 (Term 2, 2018 – 2019)



Students must be nominated to be considered as an international exchange applicant. Please complete the nomination by filling in the excel sheet that has been provided by the SMU International Office.

Please provide the following details for each nominated student:

- Full Name (as stated in passport)
- Gender
- Nationality
- Date of Birth
- E-mail Address (valid and contactable e-mail address)
- Term of Exchange – Spring 2019 (1 term) or Spring 2019 & Fall 2019 (2 terms = 1 year)
- Student's Major at Home University
- Coordinators are required to prescribe the SMU School that best fits the student's degree programme in his/her home university.

Upon nomination, students will be informed of the application procedures. Late applications will not be entertained.

### **Nomination deadline (Coordinators):**

For enrolment in Spring Term: **21 September 2018**

### **Online application (Students):**

For enrolment in Spring Term: **30 September 2018**

## Academic Calendar



All one-credit courses at SMU last for an entire term (13 weeks), with the rest (0.5-credit courses) 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.

**Spring Term/Term 2** = 7 January to 28 April 2019

Recess week	= 25 February to 3 March 2019
Exam week	= 15 to 26 April 2019

**Fall Term/Term 1** = 19 August 2019 to 8 December 2019

Recess week	= 7 October 2019 to 13 October 2019
Exam week	= 25 November 2019 to 6 December 2019

For details and future dates, please visit <https://admissions.smu.edu.sg/admissions/academic-calendar>

## 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:

<u>Grade</u>	<u>Grade Point</u>	<u>Mark Range</u>	<u>Grade</u>	<u>Grade Point</u>	<u>Mark Range</u>
A+	4.3	86 and above	C+	2.3	66 to 69
A	4.0	83 to 85	C	2.0	63 to 65
A-	3.7	80 to 82	C-	1.7	60 to 62
B+	3.3	77 to 79	D+	1.3	53 to 59
B	3.0	74 to 76	D	1.0	50 to 52
B-	2.7	70 to 73	F	0.0	49 and below

# Student Exchange @ SMU

PARTNERS' GUIDE FOR SPRING 2019



## 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.

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 speaking countries or institutions must fulfil at least one of the following:

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

## Academic Information



**The minimum course load of 2 SMU credits per semester remains unchanged. On an exceptional basis, students may register for a course load of 5 SMU credits per semester, with a formal request from the home university.**

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:

- 1 session of 3 hours 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 usually used by local students for group work and/or preparation for assignments. International Exchange Students will have to participate in group work / projects.

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:** 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):** Most courses require either an individual presentation and/or a group presentation.
- **Mid-term test:** Some courses may include a mid-term test. It will be conducted during week 7 or 9.
- **Final examination:** Not all courses have a final examination.

*Example:*

*(a) Class participation: 20%*

*(b) Individual project: 15%*

*(c) Group project: 10% presentation, 25% report*

*(d) Final examination (two hours, closed book): 30%*

# Student Exchange @ SMU

*PARTNERS' GUIDE FOR SPRING 2019*



Only undergraduate programmes/schools (Accountancy, Business, Economics, Information Systems, Law, Social Sciences) are open to exchange students. Students who are nominated via school-level exchange agreements may be restricted to courses offered by the school. A list of courses available for exchange students will be sent to applicants about two weeks before course registration.

**Students enrol for courses via a bidding system. There is no guarantee on course availability and enrolment of the student's preferred courses. Hence, it is strongly advised that students exercise flexibility and to seek prior approval from their home university to enrol in alternative courses.**

**Postgraduate courses are not open to exchange students. All incoming exchange students can only take undergraduate courses.**

To view the course catalogue and course descriptions for a specific semester, please visit: Undergraduate Student Information (<https://inet.smu.edu.sg/sites/courses>) - *Course Catalogue Class Search* -> *Select the correct Academic Term* -> *Select 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).

## Pre-requisites

Some courses require students to fulfil certain pre-requisites before reading the course. The pre-requisites are listed in the online course catalogue. If students have done similar pre-requisites in their home university, they are advised to check with the SMU course instructors on the fulfilment of these pre-requisites.

Students are encouraged to prepare a course outline (in English) of the courses they have taken that meets the pre-requisites, for review by the SMU course instructor up. Reviews may be done up till the first week of the academic term.

Students may look up the course instructors from the Class Sections and contact them directly for enquiry on course pre-requisites. The list of SMU instructors are available via the [Faculty Directory](#) at the SMU website.

## Class Attendance



All students are required to attend all classes. In all courses, the instructor will determine the acceptable level of attendance. If, in the opinion of the instructor, the student has been absent excessively, he /she may be given a grade 'F'. If the student receives a grade 'F' due to absence during the term, he / she shall be expelled immediately from that respective course for which the 'F' grade was given. It is important for students to note that class participation is an important aspect and component of the University's assessment system.

To participate actively in classes, physical presence is required (unless otherwise stated by the course instructor). Missing classes mean forfeiting opportunities to contribute constructively to discussions and activities. Unless granted an 'Excused Absence', absenteeism will erode the class participation grade. Should any student expect himself / herself to be absent with a valid reason for an extended period of time (2 weeks or longer), he / she shall be required to inform the course instructor in advance to seek consent. If any student skips classes for an extended period (3 weeks or longer), and attempts by the instructor / School to contact him / her via official means (e.g. email, phone) are unsuccessful, he / she shall then be liable to have his / her student registration status terminated. Accordingly, the student shall be withdrawn from the university.

In any circumstances, students who are unable to attend classes should nonetheless act responsibly and notify their respective instructor and peers of their absence from class / project discussions.

It is a university policy for students to attend classes when term starts. Late arrivals are **NOT** accepted.

### Health and Accident Insurance



It is compulsory for all incoming exchange students to purchase the *Student Health and Accident Insurance* as recommended by SMU. Cost for this insurance is included as part of the miscellaneous fees.  
(<https://www.smu.edu.sg/campus-life/student-services/international-exchange-health-insurance>)

As the *Student Health and Accident Insurance* does not cover overseas travel, students shall be required to purchase additional overseas travel insurance for any travel to and out of Singapore during their exchange term.

Additionally, SMU has engaged the services of International SOS to provide 24-hour travel assistance for students. International SOS provides updated information, travel alerts and assistance regarding security and medical issues happening worldwide. Students are strongly advised to download the International SOS Mobile Assistance App on their mobile devices upon enrolment.

### Welcome Orientation



Orientation for international exchange students is scheduled from **2 – 4 January 2019**.

Attendance is **compulsory**. Only students with valid reasons notified to SMU IO through the home university's exchange coordinator, may be considered for exemption.

#### **Latest arrival date: 1 January 2019**

*Early arrival is compulsory:*

- To facilitate the processing of Student's Pass and collection of the SMU student ID card.
- To complete the medical health examination – **ONLY** for students on **1-YEAR** exchange programme.  
(<https://matriculation.smu.edu.sg/2018/pre-enrolment-medical-examination-international-student>)

More details will be included in the Acceptance Information Package.

### Estimated Expenses



Quality of lifestyle in Singapore are amongst the best, offering one of the highest living standards in Asia with state-of-the-art facilities for education, retail, dining, sports and recreation.

Exchange students may expect to spend approximately S\$7500 – S\$9000 per term (including housing rental).

Below is the breakdown of the estimated monthly expenses for a student's stay in Singapore. However, kindly note that the expenses do not include tuition fees and overseas travel.

#### **Estimated monthly expenses**

- Accommodation: S\$900 - S\$1800 (apartment-sharing for three to four persons)
- 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 shall be required to pay a compulsory SMU Miscellaneous Fee of approximately S\$220-S\$250 per term.

The fee covers health services, SMU health & accident insurance, IT & Library services, student activities and sports facilities fees.

The SMU Miscellaneous Fee is **NON-REFUNDABLE**.

### Visa and Study Permits



Exchange students are required to apply for a student visa (Student's Pass) prior to arrival in Singapore.

The SMU International Office shall first facilitate the application of the student visa on your student's behalf before his / her 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, your student will be granted a Social Visit Pass stamp in his / her passport or Disembarkation / Embarkation Card. This allows your student to stay for at least 30 days in Singapore. Before the expiry of the Social Visit Pass, your student must collect his / her student visa. More details shall be provided at a later stage to guide the students on the next steps of the visa application process.

#### **Internships and Working Part-Time Are Not Permitted While On Exchange**

Internships and career services offered by SMU Dato' Kho Hui Meng Career Centre (e.g. career talks) are **NOT** open to exchange students. Exchange students are **NOT** allowed to undertake any internships nor work in Singapore, regardless paid or unpaid. Please refer to the following link from the Ministry of Manpower: <http://www.mom.gov.sg/passes-and-permits/work-pass-exemption-for-foreign-students>

### Accommodation



Exchange students have the option to rent private apartments for their accommodation, through housing agents or the open market. Alternative accommodation includes hostels in the SMU vicinity.

#### **IMPORTANT!**

Kindly note that the information provided serves only as a reference. SMU **does not** endorse nor recommend any of the accommodation options. Any agreement made is solely between the tenant and proprietor. Students are strongly advised to fully understand the terms of the tenancy agreement, before undertaking the tenancy commitment and offering payment.

#### **Dwell Student Living Student Hostel**

Dwell is a student hostel within walking distance from SMU. It offers single, twin, triple, and quadruple-share rooms. Bathrooms and toilets are shared facilities for all residents on the same floor. The hostel is surrounded by a variety of budget-friendly eateries as well as a supermarket. It is also well-connected by public transportation. More details can be found via their [website](#).

#### **Yo:Ha @ Pearl's Hill**

SMU has leased several apartments on two floors from a private hostel operator at a complex known as Yo:Ha @ Pearl's Hill. More information on Yo:Ha @ Pearl's Hill can be found [here](#). The apartments at Yo:Ha @ Pearl's Hill offer either twin or quad sharing. Each apartment also has a living area, kitchen, and bathroom. Yo:Ha @ Pearl's Hill is located in Chinatown and is conveniently situated near many eateries and amenities.

#### **Homestead Hostel**

Homestead Halls is a hostel catering only to international students. It has two locations – Tessensohn Hall and Serangoon. Both hostels provide daily breakfast, high-speed internet, cable TV and laundry facilities. Find out more at [www.homesteadhalls.com](http://www.homesteadhalls.com).

#### **Palm & Oak Hostel**

Palm & Oak has three locations – Mattar Road, Owen Road and Rangoon Road. All hostels offer fully air-conditioned TV and study lounge, shower and rest rooms, pantry, ironing area, wireless facility. More information can be found here: [www.palmandoak.com](http://www.palmandoak.com)



### Useful Information



#### **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 offers a wide variety of food outlets, retail 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, gymnasium etc.

#### **Distance to city from airport**

By bus or train = 45 minutes

By taxi = 25 minutes

#### **Code of Student Conduct**

The University desires and expects its students to exercise initiative and responsibility. Students should conduct themselves responsibly in all their pursuits. Responsible behavior includes the following:

- To respect the right of fellow students to participate in university organizations and in relationships with other students without fear or threat.
- To refrain from hate speech, epithets, and racial, ethnic, sexual and religious slurs. Student speech may be subject to discipline when it violates applicable laws or University regulations or policies.
- To refrain from stealing, damaging, defacing, or misusing the property or facilities of the University or of others. This also precludes the disruption of University computing services or interference with the rights of others to use computer resources; and the misuse of the University computing resources for unlawful activities and acts of mischief.
- To be honest and truthful in dealings with the University, about one's own identity and in the use of University and other identification.
- To cooperate fully and honestly and to comply with all judicial sanctions.
- To comply with policies and regulations of the University and its departments.
- To respect the health and safety of others. This precludes acts of threats of physical violence against another person (including sexual violence) and disorderly conduct.
- To comply with Singapore laws.

### Contact Information



**University Name:** Singapore Management University

**Mailing Address:** Singapore Management University  
International Office  
Administration Building, Level 10  
81 Victoria Street  
Singapore 188065

**Email:** [isep.inbound@smu.edu.sg](mailto:isep.inbound@smu.edu.sg)

**Website (SMU):** [www.smu.edu.sg](http://www.smu.edu.sg)

**Website (Incoming students):** <http://www.smu.edu.sg/programmes/exchange-programme/incoming-students>

## Timeline



<b>By 21 September 2018</b>	<ul style="list-style-type: none"> <li>• Home University sends the list of nominated students on exchange to SMU</li> <li>• SMU sends application information to the nominated students via e-mail</li> </ul>
<b>By 30 September 2018</b>	<ul style="list-style-type: none"> <li>• Online application with SMU</li> </ul>
<b>Early November 2018</b>	<ul style="list-style-type: none"> <li>• SMU sends acceptance information package via e-mail to all successful applicants and Home University</li> <li>• Acceptance package to include SMU Acceptance Letter and Student's Pass Online Application &amp; Registration (SOLAR) details for application of Student's Pass</li> <li>• Online registration with the Immigration &amp; Checkpoints Authority of Singapore (ICA) for the Student's Pass. Students must apply online immediately via SOLAR, upon receiving the Acceptance Letter and SOLAR details</li> </ul>
<b>November 2018</b>	<ul style="list-style-type: none"> <li>• Home University exchange coordinator to request for 5 credit course-load for students (if required)</li> </ul>
<b>Mid November 2018</b>	<ul style="list-style-type: none"> <li>• Students to make online payment for SMU Miscellaneous Fee</li> </ul>
<b>Early December 2018</b>	<ul style="list-style-type: none"> <li>• Online matriculation for students</li> </ul>
<b>Mid December 2018</b>	<ul style="list-style-type: none"> <li>• BOSS Bidding (Course enrolment)</li> </ul>
<b>2 January 2018</b> <b>(Arrival by 1 January)</b>	<ul style="list-style-type: none"> <li>• Student's arrival in Singapore</li> <li>• Orientation Week from 2 – 4 January</li> <li>• Verification of documents for Student's Pass</li> </ul>
<b>6 January 2018</b>	<ul style="list-style-type: none"> <li>• Academic Term 2 (Spring) commences</li> <li>• Verification of documents for Student Enrolment</li> <li>• Collection of Student's Pass &amp; SMU Student Card</li> </ul>