

# 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 International Office.

Please provide the following details for each nominated student:

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

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

### Nomination deadline (Coordinators):

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

### Online application (Students):

For enrolment in Spring Semester: **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** = To be confirmed

|             |                   |
|-------------|-------------------|
| Recess week | = To be confirmed |
| Exam week   | = To be confirmed |

For details and future dates, please visit

<https://inet.smu.edu.sg/sites/courses/Documents/Current%20or%20Future%20Academic%20Calendar/2018-2019/2018-19.pdf>

## 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 1    |

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## 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 result of at least 6.5; or
- c. any other English Language qualifications as determined by SMU.

## Academic Information



**The minimum course load of 1 SMU credit 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 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:

- 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 used by local students for group work and/or preparation for assignments. International Exchange Students will have to participate in group work.

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%*

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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. **There is no guarantee on course availability. Students should exercise flexibility with 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 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).

## 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 up till the first week of the term. Students should prepare a course outline (in English) of the courses they have taken that meet the prerequisites 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 at the SMU website (<https://www.smu.edu.sg/faculty/main>)

## Class Attendance



The student is expected 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 of "F". If the student receives a grade of "F" for absences during the term, he/she will be excluded immediately from the course. The student 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 the student expects to be absent for an extended period of time (3 weeks or longer) for a valid reason, he/she must inform the course instructor in advance. If the student skips classes for an extended period (3 weeks or longer), and attempts by the instructor/school to contact him/her (e.g. via official email, phone) are unsuccessful, he/she is liable to have his/her student registration status terminated. Accordingly, the student will be withdrawn from the university.

A student who is unable to attend one or two classes only should nonetheless act responsibly (e.g. notifying the respective instructor and project mates).





## Visa and Study Permits



Exchange students studying in SMU are required to apply for a student visa prior to arrival in Singapore.

The SMU International Office will apply 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 would be provided at a later stage.

### **Internships and Working Part-Time 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 work in Singapore. 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>

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Many exchange students book private apartments for their accommodation, through agents or the open market. For more information, please contact the International Office at 65 679 7404 or 09 7451 1680.

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## 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 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

### 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:**

**Mailing Address:**

Singapore Management University

International Office

Singapore Management University

Administration Building, Level 10

81 Victoria Street

Singapore 188065

**Email:**

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

**Website (SMU):**

<http://smu.edu.sg>

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

## Timeline



|                                                                       |                                                                                                                                                                                                                                                                                                                                                                                          |
|-----------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>By 21 September</b>                                                | <ul style="list-style-type: none"> <li>• Home University informs SMU about nominated students on exchange</li> <li>• SMU sends application information to nominated students via e-mail</li> </ul>                                                                                                                                                                                       |
| <b>By 30 September</b>                                                | <ul style="list-style-type: none"> <li>• Online application with SMU</li> <li>• Upload photo for SMU student card</li> </ul>                                                                                                                                                                                                                                                             |
| <b>November</b>                                                       | <ul style="list-style-type: none"> <li>• SMU sends acceptance information package via e-mail to all successful applicants</li> <li>• SMU sends acceptance letter and student's SOLAR details to home university</li> <li>• Online registration with ICA for the Student's Pass. Students must apply online immediately upon receiving the acceptance letter and SOLAR details</li> </ul> |
| <b>November</b>                                                       | <ul style="list-style-type: none"> <li>• University coordinator to request for 5 credits (if required)</li> </ul>                                                                                                                                                                                                                                                                        |
| <b>November</b>                                                       | <ul style="list-style-type: none"> <li>• Online miscellaneous fee payment</li> </ul>                                                                                                                                                                                                                                                                                                     |
| <b>Early December</b>                                                 | <ul style="list-style-type: none"> <li>• Online matriculation</li> </ul>                                                                                                                                                                                                                                                                                                                 |
| <b>Mid December</b>                                                   | <ul style="list-style-type: none"> <li>• BOSS Bidding</li> </ul>                                                                                                                                                                                                                                                                                                                         |
| <b>Orientation (Arrival by 1<sup>st</sup> January)</b>                | <ul style="list-style-type: none"> <li>• Student's arrival in Singapore</li> <li>• (Orientation Week of 2 – 4 January)</li> </ul>                                                                                                                                                                                                                                                        |
| <b>Verification of documents &amp; collection of SMU student card</b> | <ul style="list-style-type: none"> <li>• Schedule and venue will be advised at a later date</li> </ul>                                                                                                                                                                                                                                                                                   |