

### Online Application for Spring 2018 (Term 2, 2017 – 2018)



#### Application closes: 30 September 2017

Online application will close on **30 September 2017, 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/z11b3qIn6f61z6d/Applying%20for%20Admission.pdf?dl=0>

You may register for a new account at:

[http://eservices.smu.edu.sg/ps/ps/EMPLOYEE/HRMS/c/SIS\\_MA.SIS\\_GADM\\_APPLREG.GBL?&FormID=ISEP](http://eservices.smu.edu.sg/ps/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 it appears on the passport.** Do not exclude any middle names or initials in-between your first name and last name. Pay careful attention when filling in your name as any error may cause your student pass/visa application to be rejected. You may end up having to re-apply and pay additional fees for your student pass/visa.

**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.**

For example:

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**

**IMPORTANT!!**  
Students need to input particulars carefully as these information will be used for visa application. Any errors may cause a delay in student visa application. An additional charge of S\$200 applies for mistakes made in application.

An example is shown below:

Personal Details

Name Prefix*	Ms ▼
Full Name*	JACQUELINE NICOLE SMITH (as shown in the NRIC/Passport)
Family Name/Surname*	SMITH (Please indicate dash "-" if you do not have a Family Name/Surname)
Gender*	Female ▼
Date of Birth*	01/01/2000 [B] (DD/MM/YYYY)

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Do not give alias, short-form or nick names. Do not shorten or leave out any of your middle names. **Do note that special characters are not allowed, eg; Å, Ä, É, Ç, Í, ß, Ł, Ñ, Ø, Ö, Ü. You need to remove all special characters and use universal characters. You are also not allowed to put commas, hyphens/dashes or symbols. If you are unsure, you may refer to your name in the barcodes at the bottom of your passport particulars page.**



Actual Name: VIGILJA BRUŽAITĖ

Passport: VIGILJA BRUŽAITĖ

Source: Sample passport image extracted from Wikipedia

The date of birth must be in DAY / MONTH / YEAR (dd / mm/ yyyy) format. Information captured in the online application will be used for registration of the student pass. Incorrect information will cause a processing delay of the student pass and you are 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 have been accepted by SMU.

The photograph for the SMU student card must be submitted by **30 September 2017**. 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 note:

- Background should be plain white. Black background is not allowed.
- The photograph should have an even exposure (Poor quality: dark / blurry / pixilated / shadow, etc. is not allowed).
- Photograph should not be cropped (e.g. Shoulders not entirely visible).
- Minimal reflection on the eyeglasses, if eyeglasses are worn.
- Face the camera directly - Facial features should be clearly evident.
- Photograph has to be coloured, black and white photograph is not acceptable.

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/a115hr98wbo4118/Applicant%20Self%20Service.pdf?dl=0>

## 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.

**Fall Term/Term 1** = 21 August 2017 to 8 December 2017

Recess week = 9 October 2017 to 15 October 2017

Exam week = 27 November 2017 to 8 December 2017

**Spring Term/Term 2** = 8 January 2018 to 27 April 2018

Recess week = 26 February 2018 to 4 March 2018

Exam week = 16 April 2018 to 27 April 2018

For details and future dates, please visit

<https://inet.smu.edu.sg/sites/courses/Documents/Current%20or%20Future%20Academic%20Calendar/2017-2018/2017-18.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

## 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-medium 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:

- One 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.

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:** 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%*

Only undergraduate programmes/schools (Accountancy, Business, Economics, Information Systems, Law, Social Sciences) are open to exchange students. **Students from school-level exchange agreements may be restricted to doing courses from the specific 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 opened to exchange students and graduate students may only take undergraduate courses.

#### Areas of concentration

Arts and Language	Operations Management
Accountancy	Organisational Behaviour and Human Resources
Corporate	Political Science
Communication	Psychology
Economics and	Quantitative Finance
Statistics	Sociology

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.

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## 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/ International Office to contact you (e.g. via official email, phone) are unsuccessful, you are liable to have your student registration status terminated. You could also be withdrawn from the exchange programme.

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## 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>

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

## Welcome Orientation



Orientation programme for International Exchange students is scheduled on the week of **2 – 5 January 2018**. Orientation is compulsory. Only students with valid reasons surfaced to us by the university's coordinator may be excused from it. Students who are absent from the orientation without a valid reason, will not receive assistance on matters covered during the orientation.

### **Latest arrival date: 1 January 2018**

*Early arrival is a must for student pass processing and collection of the SMU student card.*

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

For students who arrive after the orientation, please take note of the following:

- No special arrangements will be made to register for courses
  - No further assistance will be given by the International Office
  - If courses are fully taken up, no extra seats will be made available
  - No special assistance will be given on *BOSS* bidding as this will be covered during orientation
- More details will be included in the Acceptance Information Package.

## 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 South East Asia.

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 an 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.

## Visa and Study Permits



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

**The SMU International Office will apply the student pass on your 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.

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

## Accommodation



Many exchange students book private apartments for their accommodation, through agents or the open market. Should you prefer to stay in a hostel, you will find information on the SMU hostel and hostels in the SMU vicinity below:

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

SMU has leased several apartments on a single floor 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 are 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 public transport.

### **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 eateries to meet any budget and a supermarket as well. It is well-connected by public transport. More details can be found via their [website](#).

### **Homestead Hostel**

Homestead Halls is a hostel operation 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).

Please note that 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.

## Other 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

### **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:**

International Office  
Singapore Management University  
Administration Building, Level 10  
81 Victoria Street  
Singapore 188065

**Generic e-mail:**

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

**Telephone:**

(+65) 6828 0400

**Website (SMU):**

<http://smu.edu.sg>

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

**Timeline**  
**(Spring Semester:**  
*Jan - Apr, Term 2*  
**2017/18)**



<b>By 22 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>Oct / Nov</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>Nov</b>	<ul style="list-style-type: none"> <li>• University coordinator to request for 5 credits (if required)</li> </ul>
<b>Nov</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>No later than <u>1 January</u></b>	<ul style="list-style-type: none"> <li>• Student's arrival in Singapore (VISA enrolment on <b>2 January</b>)</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>
<b>Orientation</b>	<ul style="list-style-type: none"> <li>• Exact time and venue to be informed (Orientation Briefing on <b>3 January</b>) (TBC-Orientation Activities on <b>4-5 January</b>)</li> </ul>