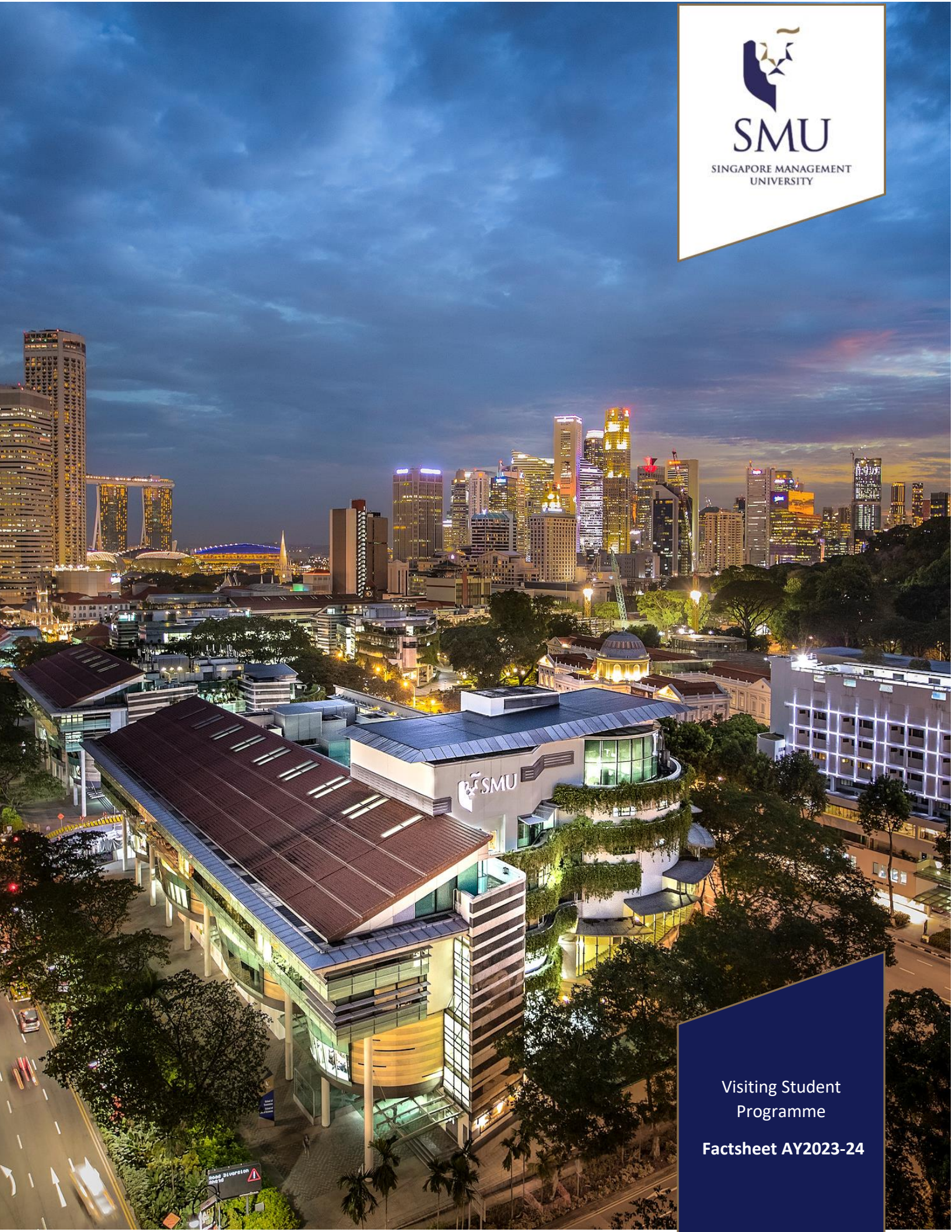
SMU
SINGAPORE MANAGEMENT UNIVERSITY
SMU
Visiting Student Programme
Factsheet AY2023-24

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, Computing and Information Systems, Economics, Law and Social Sciences, offering a wide range of bachelor's, master's and PhD degree programmes. SMU has newly added two colleges – College of Integrative Studies and College of Graduate Research Studies to its academic suite in 2022.

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)
Application	1 – 25 Apr	1 - 25 Sep
Issuance of Acceptance Letter	Mid-End May	Mid-End Oct
Orientation Week (Mandatory)	7 - 12 Aug	2 - 5 Jan
Classes	14 Aug - 19 Nov	8 Jan - 14 Apr
Recess Week	2 - 8 Oct	26 Feb - 3 Mar
Final Exams*	20 Nov - 1 Dec	15 - 26 Apr
Issuance of Digital Transcript	Mid Mar	Mid Jul

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

Please refer to the detailed academic calendar ***here***.

ADMISSION REQUIREMENTS

The Visiting Student Programme (VSP) is open to all undergraduate students. It is a fee-paying programme with a study period of one or two academic terms which consists of 16 weeks (inclusive of one-week of recess) for each term. To be eligible, applicants must fulfil the requirements below:

1. Applicants must have completed at least one academic year of undergraduate studies and must be a registered undergraduate in their home university throughout the study term.
2. Applicants must have obtained a cGPA of 3.0 out of 4.0, or equivalent.
3. Applicants must be proficient in English (reading and writing) and fulfil SMU's English Language Proficiency requirement.

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 certifications.

English Proficiency Test	Minimum Score
TOEFL PBT (paper-based test) Min. of 5.5 (Test of Written) & 50 (reading)	**583**
TOEFL iBT (internet-based test) Min. of 22 (reading) & 22 (writing)	**93**
International English Language Testing Systems (IELTS) Min. of 7.0 (reading) & 6.5 (writing)	**7.0**
C1 Advanced Min. of 185 (reading) and 176 (writing)	**185**

NOTES:

- *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.*
- *Due to COVID-19 testing restrictions, scores from the TOEFL iBT® Special Home Edition and IELTS Indicator will also be accepted.*

TUITION FEE

The tuition fee applicable for **one academic term** is based on the:

i. School offering the course;
ii. Number of courses enrolled

School	Fee (per course, per academic term)*
Accountancy Business Integrative Studies Economics Computing and Information Systems Social Sciences	S$4,560.00
Law	S$4,995.00

**Inclusive of the prevailing Goods and Services Tax (GST) of 8%. Fee is subject to change.*

APPLICATION

Application for the VSP is submitted via the ***SMU VSP website***, together with the required supporting documents (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 from 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 bearing the official letterhead or seal of the home university
- Recent passport-sized photograph (taken within three months)
- English language proficiency certificate (applicable if the language of instruction of the home university is not English)

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.
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 at least 18 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, 1200-4038).**

Students will be allocated 100 e-dollars (e$100) 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 for 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, 1200-4038).** 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 subject 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

A digital transcript will be emailed to the student's SMU campus email, within three months after the release of the final examination results, i.e. **mid-March (Term 1) and mid-July (Term 2).** The transcript will include the course title, course code and grade of the respective courses enrolled. No hardcopy of the transcript will be issued.

SMU does not send the digital transcript to any third party including the student's home university and recruitment agencies. Therefore, students are responsible for providing the transcript to their home university or recruitment agency if any for credit transfer.

SMU is unable to accommodate requests for early release of the official digital transcript under any circumstances including students' graduation and higher education plan. Therefore, students are responsible to communicate and make their own arrangements with their home university or recruitment agency if any, based on the timeline stated above.

It is important for students to maintain their access to the SMU email account after they finish the programme. This is to ensure that they can retrieve the digital transcript before the email account expires. Charges are applicable if students need their digital transcript to be re-issued.

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).

SMU 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 will 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 (paid or unpaid) including virtual engagements during their study term in Singapore.

ENTERING SINGAPORE

There are no longer any COVID-19 measures for travellers arriving in Singapore from 13 Feb 2023, regardless of vaccination status or traveller profile. Travellers must ensure that they fulfil all other general entry requirements as stated on the ICA website: ***https://www.ica.gov.sg/enter-transit-depart/entering-singapore*.**

COVID-19 UPDATE

While wearing a mask is no longer required under the temporary COVID-19 regulations, the Ministry of Health (MOH) will retain the practice of mask-wearing for visitors, staff and patients in healthcare and residential care settings, where there is interaction with patients and in indoor patient-facing areas.

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*, which is applicable to all students. 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**, or the SMU Campus Security at **+65 6828 0343**.

NOTE: *The miscellaneous fee* is approximately S$250 per term or S$400 per year and covers registration, matriculation, medical insurance, IT services and student activities. This fee is mandatory and non-refundable under any circumstances, regardless of the outcome of the Student's Pass and other border entry applications.*

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 rental/leasing of accommodation, from the Singapore Urban Redevelopment Authority (URA) ***website*****.**

Students are also strongly advised to read and understand all terms and conditions of the leasing agreement before committing to the lease. Once the lease has been accepted and signed, the signatories have a legal obligation to fulfil all the terms stated in the agreement. Please note that Airbnb is strongly discouraged as residential properties in Singapore are not allowed to be used for short-term accommodation under the law.

SMU does not represent either party in any disputes arising from the rental/lease of the property.

CAMPUS LIFE & FACILITIES

SMU has a vibrant campus life with many activities for 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
- Student Locker
- Gymnasium & Fitness Centre
- Swimming Pool
- Sports Hall
- Student Services Hub
- IT Help Centre
- Learning Spaces
- Libraries
- Bank
- Clinic & Dental Clinic
- 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* for further enquiries.

Visit SMU's website on our ***Disability Support Services*** 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$1,800–S$3,000. Listed below are some expected monthly expense items.

Item	Amount / month
Accommodation (subjected to type of accommodation)	S$900 – S$1,500
Food	S$600 – S$800
Transportation	S$100 – S$200
Telecommunications	S$30 – S$50
Books 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

isep.inbound@smu.edu.sg — International Student Exchange Programme
isep.inbound@smu.edu.sg — Visiting Student Programme
smusummer@smu.edu.sg — Global Summer Programme

Centre for Global Education and Opportunities (GEO)
Singapore Management University
Administration Building, Level 10
81 Victoria Street
Singapore 188065

geo.smu.edu.sg

@sgsmu.geo

Information is correct as of February 2023.