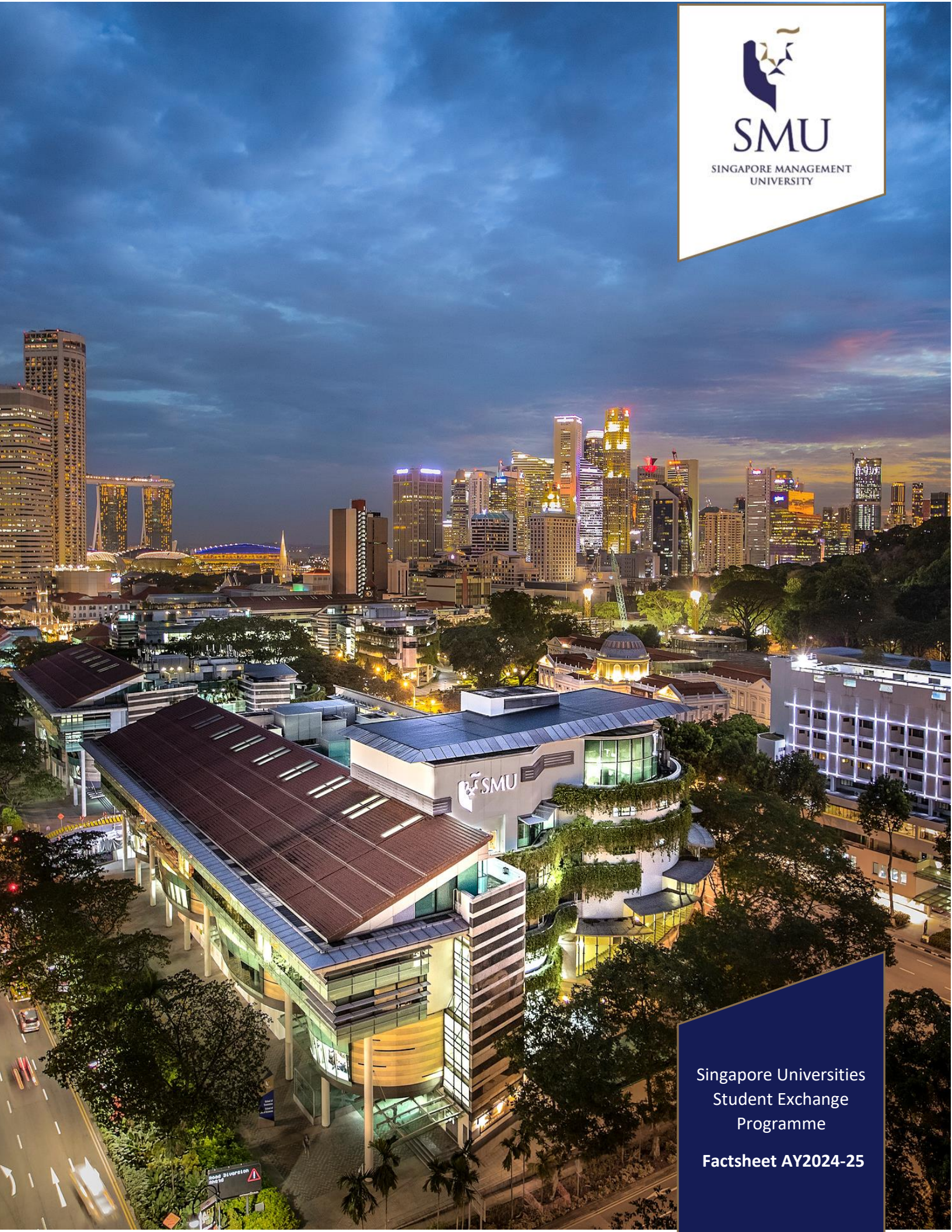




SMU

SINGAPORE MANAGEMENT  
UNIVERSITY



Singapore Universities  
Student Exchange  
Programme

Factsheet AY2024-25

## 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 seven 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.

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## IMPORTANT DATES

	Term 1 (Fall 2024)	Term 2 (Spring 2025)
<b>Application Deadline</b>	22 Apr	TBC
<b>Issuance of Acceptance Letter</b>	3 Jun	TBC
<b>Orientation Week (Mandatory)</b>	12 – 14 Aug (TBC)	6 – 8 Jan (TBC)
<b>Classes</b>	19 Aug – 24 Nov	13 Jan – 20 Apr
<b>Recess Week</b>	7 Oct – 13 Oct	3 – 9 Mar
<b>Final Exams*</b>	25 Nov – 6 Dec	21 Apr – 2 May
<b>Issuance of Digital Transcript</b>	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](#).

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## ADMISSION REQUIREMENTS

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.

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

- ❖ Identity document
  - NRIC for Singaporeans
  - Passport, Blue NRIC and Re-entry Permit for Singapore PRs
  - Passport and Student's Pass for International Students
- ❖ Latest academic transcript from the home university

## NOMINATION

Your home university will receive information on nomination instructions via email and are required to complete a nomination form to nominate their students to SMU, for each term.

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## APPLICATION

SMU will email all nominated students on the application process after the nomination deadline.

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## ACADEMIC INFORMATION

<b>Class Format &amp; Size:</b>	Interactive seminar-style comprising 35 - 45 students.
<b>Course Load:</b>	Minimum course load: 1.0 SMU credit Maximum course load: 5.0 SMU credits
<b>Credit Weightage:</b>	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.
<b>Course Assessment:</b>	Assessments can include but are 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.
<b>Class Attendance &amp; Participation:</b>	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 requires prior approval by the course instructor.

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## 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 with 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

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## 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 SUSEP 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 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 proactive 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 review 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 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 a reference only as not all courses listed will be offered to SUSEP students.

### High Demand Courses

The following courses are popular and limited vacancies are available for SUSEP students.

- Accounting Information Systems
- Advanced Portfolio Management
- Analysis of Fixed-Income Securities
- Company Law
- Computing Technology for Finance
- Corporate Reporting and Financial Analysis
- Corporate Finance
- Entrepreneurial Finance
- Financial Markets and Investments
- Global Financial Risk Management
- Investment Banking
- Leadership and Team Building
- Management Accounting
- Management Communication
- Marketing
- Operations Management
- Real Estate Economics
- Real Estate Investments and Finance
- Strategy
- Taxation
- Wealth Management and the Law

### Past Courses Offered

Please note that courses offered are subject to change each term. This serves as a reference of the courses offered to exchange students previously.

Term 1:

[https://courses.smu.edu.sg/sites/courses.smu.edu.sg/files/Documents/Exchange/ExchangeReferenceCourseList\\_T1.pdf](https://courses.smu.edu.sg/sites/courses.smu.edu.sg/files/Documents/Exchange/ExchangeReferenceCourseList_T1.pdf)

Term 2:

[https://courses.smu.edu.sg/sites/courses.smu.edu.sg/files/Documents/Exchange/ExchangeReferenceCourseList\\_T2.pdf](https://courses.smu.edu.sg/sites/courses.smu.edu.sg/files/Documents/Exchange/ExchangeReferenceCourseList_T2.pdf)

### **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 exchange at SMU. Their graduation may be at risk should they fail to secure their required courses.*

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## 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. Therefore, students are responsible for providing the transcript to their home university 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 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.

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## 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.

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## MISCELLANEOUS FEE

Students participating in SUSEP with SMU are required to pay a mandatory and non-refundable miscellaneous fee of \$165 which covers the following:

- ❖ Registration
- ❖ Orientation and student activities

❖ IT and school facilities

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## 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. 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 [susep@smu.edu.sg](mailto:susep@smu.edu.sg) or to their home university's Study Abroad Office or equivalent, 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.

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## CONTACT US



[susep@smu.edu.sg](mailto:susep@smu.edu.sg)

Singapore Universities Students Exchange Programme



### Centre for Global Education and Opportunities (GEO)

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



[geo.smu.edu.sg](http://geo.smu.edu.sg)



[@sgsmu.geo](https://www.instagram.com/smsmu_geo)

Information is correct as of April 2024.