

SMU Academic Information:

A quick guide for Host University Coordinators & Students

Undergraduate Calendar:

Fall Semester (Term 1)
Mid August – Late November

Spring Semester (Term 2)
Early January – Mid April

Course Load Information:

The information below is a quick reference guide. More information can be found via this link:

http://www.smu.edu.sg/international_exchange/for_incoming_students/academic_information.asp#acad

Academic Progress: International Exchange Students

Exchange students are strongly encouraged to enroll for a maximum course load of 4 SMU credits per semester. The minimum course load of 2 SMU credits per semester remains unchanged. The maximum (non-negotiable) workload per semester is 5 SMU credits.

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 hrs per week; or
- 2 sessions of 1 ½ hours each per week.

All courses run for one academic term. There are 15 weeks in each term, consisting of 13 weeks of lecture (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 participate in group work.

Students are also expected to do **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:

Assessments can include but not limited to:

- **Class Participation:** Although some classes do not list attendance as a mandatory requirement, **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 (wk). When enrolling for courses International Exchange students need to consider this.
- **Presentation (Individual/Group):** SMU is a strong supporter of empowering students and encouraging them to be vocal in class. Most courses require either an individual presentation and/or a group presentation. As English is the main language of instruction in SMU students need to be able to converse confidently and clearly.
- **Mid-term test:** Some courses may include a Mid-term test. Usually stated in the course out-line. It will be conducted during week 7 or 9.
- **Final examination:** Not all courses have a final examination. Please refer to the course catalogue and course outline for details.

Example:

(a) Class participation: 20%

(b) Individual project: 15%

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

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

Grading System

SMU has 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:

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

Where computations result in the cumulative GPA exceeding the 4-point grading system, a round down approach will be adopted. The highest cumulative GPA attainable by a student is 4.00.

D is the lowest passing grade in SMU. Local students with a cumulative term GPA of 1.3 or lower are cautioned and/or put on probation. Continuous low performance may result in dismissal.

Enrolling For Course @ SMU

2 Stages - On-line registration & BOSS 2/2A

1st Stage:

On-Line Registration: Dates will be announced to students via e-mail and/or their acceptance package. Temporary User ID's and passwords will be given to students via e-mail. A list of courses will be provided before registration. Only those courses will be available to exchange students during online registration and BOSS. Online registration is a tool SMU uses to spread students across sections. The main course registration tool in SMU is BOSS.

Please note that not all courses in the course catalogue are being offered to exchange students. (Please refer to list sent before online registration for courses).

2nd Stage:

In addition to registering on-line, exchange students will register for courses using our **Bidding Online SyStem (BOSS)**. There are 2 rounds of BOSS 2 & 2A, each round is split into 3 windows. It will be explained further during Orientation.

BOSS

BOSS is intended to empower students with the choice of selecting the courses they wish to enroll for in any one term. Based on 500 e-dollars allocated to all exchange students they will bid for courses that have remaining seats after On-line Registration and/or have been dropped by other students. The bid they give usually depends on how badly they want the course and also keeping in mind what other courses they would like to bid for. This will require some strategy planning on how to place the bid.

In order for the exchange students not to compete with local students, exchange student are given 500 e-dollars where as local students are only given 100 e-dollars.

Only exchange students, who are successfully matriculated prior to the term starting, will be given 500 e-dollars to go onto BOSS. More information is provided during 'Orientation'.

Please note:

1. We do not reserve seats for students.
2. It is the student's responsibility to ensure that prerequisites are met before selecting courses. Proof may need to be provided- course outline and/or transcript.
3. Student coming in their final year will not be given priority over other students and need to be aware that we do not reserve seats and all courses are subject to seat availability. Special arrangements will not be made.

English Proficiency Requirements

Our courses have a high demand for presentations skills and class participation. This means that students should be able to confidently express their opinions/thoughts in class in English. Only those students who meet the requirements should be nominated to Singapore Management University.

(Requirements highlighted below in table)

TOEIC	TOEFL Paper	TOEFL CBT	TOEFL IBT	IELTS
0 - 250	0 - 310	0 - 30	0 - 8	0 - 1
	310 - 343	33 - 60	9 - 18	1 - 1.5
255 - 400	347 - 393	63 - 90	19 - 29	2 - 2.5
	397 - 433	93 - 120	30 - 40	3 - 3.5
405 - 600	437 - 473	123 - 150	41 - 52	4
	477 - 510	153 - 180	53 - 64	4.5 - 5
605 - 780	513 - 547	183 - 210	65 - 78	5.5 - 6
	550 - 587	213 - 240	79 - 95	6.5 - 7
785 - 990	590 - 677	243 - 300	96 - 120	7.5 - 9
Top Score	Top Score	Top Score	Top Score	Top Score
990	677	300	120	9

Course Catalogue:

The course catalogue list all courses offered to local full-time students and exchange students. Seats have been reserved for exchange students and can be register for on a first-come-first-serve basis via the **On-line registration**. All remaining seats will be available to both local students and exchange students during BOSS.

Course catalogues:

SMU - Home Page <http://www.smu.edu.sg/> > Undergraduate > Course Catalogue

Please note that the courses with **sections** are available during the current term. Course availability differs from term to term.

Using the Course Catalogue:

To locate an area of study click on the

Corresponding letter:

For example:

E for Economics

A for Accounting

M for Management or Marketing

F for Finance

A list of courses will be displayed:

Catalogue Number (Course Code)	Description	
101B	Intermediate Microeconomics B	View Class Sections
102B	Intermediate Macroeconomics B	No Class Sections Available

Above is an example only

Viewing Results:

Click on the course title to view course description: i.e. **Intermediate Microeconomics**.

To View Days & Times click on [**View Sections**].

Under View Sections:

To view course outlines click on [**Picture next to the course outline title**].

To View Exam Dates click on Group code: i.e. [G1-SEM\(1012\)](#)

Status means seats available (Local student use only)

To see all courses click on: **All courses**. Please know that this will show course without sections. Courses without sections are not being offered this term.

SMU has set aside seats in all course offered during the term for exchange students.