



CONTACTS

Main Contacts

Ms. Zahira Nawi
Manager,
MBA Student Exchange
Tel: +65 6516 7848
Email: zahira@nus.edu.sg

Ms. Valerie Yiab
Manager,
Double Degree & Student Exchange
Tel: +65 6516 4737
Email: valerieyiab@nus.edu.sg

Ms. Poh Hwee Bee
Assistant Director,
Student Development Unit
Tel: +65 6516 2033
Email: hweebee@nus.edu.sg

MBA Programs Office, NUS Business School, Mochtar Riady Building, Level 4, 15 Kent Ridge Drive Singapore 119245 [NUS MBA Website](http://nus.edu.sg/mba) Fax: +65 6872 4423

**Please note that Zahira will handle exchange balances and renewal agreements. Thank you.*

OVERVIEW

The NUS Business School is one of the eleven faculties/schools in the National University of Singapore. The School's degree programs offer students a global perspective with an Asian focus. They include the BBA, MBA, Asia-Pacific Executive MBA (English and Mandarin), UCLA-NUS EMBA, MSc (in research based programs) and Doctor of Philosophy. The NUS MBA program has been ranked among the top 100 in the world by FT and EIU.

Located about 12 km from the city centre, the University's main campus at Kent Ridge occupies approximately 150 hectares of one of the most scenic areas in Singapore. It is well served by communication links, being 20 minutes by car from the airport, close to one of Singapore's main expressways, served by several bus routes and familiar to taxi drivers.

The NUS Business School also has an established and dynamic Student Exchange Program. To date, we have hosted students from over 30 countries. Our partner universities include New York University, Fudan University, University of British Columbia, HEC School of Management (France) and University of Melbourne. We are also a member of the [PIM \(Partnership in International Management\) Network](http://pim.org).





The NUS MBA program offers a rigorous, relevant and rewarding education to our students. It is characterized by a strong curriculum with an Asian focus delivered by outstanding faculty members with extensive research, teaching and consulting experiences.

Areas of concentration: Finance, management, marketing, decision sciences.

Structure and Delivery of Classes:

- Language of instruction: English
- Teaching Methods: A variety: including lectures, case studies, presentations, project work, computer-based business games, multi-media tools and field trips. Students are expected to participate in class discussions
- Class size: An average of 40 students in each elective course
- Modular Credits (MC)/hours 4 MC (39 lecture hours) and 2 MC (19.5 lecture hours)
- Course load: Recommended 12 MC (min) to 16 MC (max).
- Grading: A-F

The grade range is as follow:

<u>Grade</u>	<u>Description</u>	<u>Grade Point</u>
A+	Excellent	5.00
A	Excellent	5.00
A-	Excellent	4.50
B+	Very Good	4.00
B	Very Good	3.50
B-	Very Good	3.00
C+	Good	2.50
C	Satisfactory	2.00
D+	Probationary	1.50
D	Probationary	1.00
F	Fail	0.00

Examinations: as per instructor

Course Outlines

The module outlines are made available on [MBA website](#)

- [Go to](#) Current Students/Curriculum/[Timetable](#)
- Select Academic Year
- Select Semester for more information

Exchange students should select from the list of **elective modules** offered. Exchange students who wish to select **core modules** must obtain approval from home university. This is also subjected to approval from professors and vacancy in class.

Modules and Credit Transfer

Exchange students must take a minimum of **3 modules (12MC)** and can take a maximum of **4 modules (16MC)**. Please select prefix BMA5*** modules to complete your application. You will need to select a minimum of **3 BMA modules (12MC)** in order to receive your online application package. Kindly note that your Offer Letter and other application correspondence will be sent to your email address stated in the application.

Exchange students are responsible for verifying with their home universities that their modules can be transferred back as credits to fulfill their degree requirements. Please be advised that exchange students are required to take exams for all the examinable modules they are reading.

Real Estate Modules

A fee of S\$2,590 (per module) will be charged to exchange students who wish to read modules at the Department of Real Estate (School of Design and Environment). <http://www.sde.nus.edu.sg/>

Health Care Management Modules

A fee of S\$10,800 (per module) will be charged to exchange students who wish to read modules at the Saw Swee Hock, School of Public Health. <http://www.sph.nus.edu.sg/index.php>

Examination Dates

MBA Office determines the examination dates for MBA modules. Request to take early exam or taking exam at home university will not be entertained.

Examination Results

Online results will be available one month after the last examination date. Request for early result release will not be entertained.

For Exchange students, two copies of your transcript (one of which is a complimentary copy for the student) will be sent directly to the relevant offices of your home university responsible for student exchange program; approximately two months after the completion of the semester (unless otherwise arranged with the partner university). You will have to make your own arrangements to collect your complimentary transcript from the relevant office(s) at your home university.

Faculty

The school has a rich international flavor as many of its faculty hail from different parts of the world. Over the last three decades, we have become the top choice business school in the Asia-Pacific region. This is possible with the 120-strong teaching staff in our school who regularly publish state-of-the-art research in leading journals. About 90% of them obtained their PhDs from reputable US and overseas universities. Many of our staff members have professional qualifications, work and consultancy experiences that are valuable in enriching the learning experience of our students and program participants.

Facilities at the NUS Business School

Facilities at NUS are vast and modern and include the [Hon Sui Sen Memorial Library](#), which houses the Management Collection of 40,000 volumes. This library is part of the University library system comprised of six libraries with a total combined collection of over 1.89 million books and bound journals. The libraries also have a substantial collection of microfilms, CD-ROM databases, and periodicals. State-of-the-art behavioral laboratories, computer labs, and conference rooms also are at the students' disposal. NUS also offers wireless internet access campus-wide.



Career Services

Exchange students may request one 30-minute session with a Career Advisor which includes:

- Resume critique
- Review of strategy for job search
- Interview preparation

Exchange students might also be able to participate in some career skills workshops. Spaces will be subject to availability after enrollment by NUS students.

Exchange students may request follow-up individual coaching or mock-interview sessions with external career advisors. [The NUS Career Services](#) team will assist in making arrangements. External advisors charge an hourly fee for coaching and interview sessions; the exchange students pay the advisor directly. Fees are subject to change; currently the hourly fee is SGD 150.

Exchange students might be invited to university-wide company presentations or industry talks; these are subject to the agreement of the corporate partners.

Most employer and industry networking/recruitment events targeting students in MBA and other Master programs at NUS Business School are not open to exchange students.

ADMINISTRATIVE MATTERS

NUS Term Dates & Deadlines

National University of Singapore	AY2014/15	AY2015/16		
	Special Term	Semester 1	Semester 2	Special Term
Orientation Week *	04 to 08 May, 2015	03 to 08 August, 2015	04 to 08 Jan, 2016	02 to 06 May, 2016
Start Date	11 May, 2015	10 August, 2015	11 January, 2016	09 May, 2016
End Date	01 Aug, 2015	5 December, 2015	7 May, 2016	30 July, 2016
Nomination Deadline (for Coordinators)	15 February, 2015	05 April, 2015	15 September, 2015	15 February, 2016
Application Deadline (for Nominated Students)	1 March, 2015	15 April, 2015	01 October, 2015	1 March, 2016
Supporting Documents Submission Deadline (for Nominated Students)	15 March, 2015	01 May, 2015	15 October, 2015	15 March, 2016

**includes Pre-Registration with Registrar Office*

Academic Calendar: <http://www.nus.edu.sg/registrar/calendar.html>

For information on Special Term, please refer to <http://www.nus.edu.sg/registrar/edu/ng-specialterm.html>

Admission Requirements: Exchange students must

1. be a current student registered at Home University and have completed at least two semesters (one full year) of university level and must continue to assume this status throughout intended duration of study at NUS under the non-graduating program
2. be proficient in the English language in order to benefit from their studies at NUS, as the medium of instruction in NUS is in English (except for Asian or European studies, where a good command of the respective Asian or European language is a prerequisite)
3. be academically qualified for the graduate course-work they wish to pursue at NUS
4. fulfill any prerequisites for the coursework that they wish to pursue (e.g. ensure that pre-requisites for modules selected are met)
5. have sufficient funds for all [fees](#), personal and living expenses (see Page 6 & 7) for the duration of the study abroad at NUS

NUS Fees (Miscellaneous Student Fee)

Miscellaneous Student Fees (MSFs) [MSF = SSF + HSF]	Amount (per semester)
Student Services Fee (SSF) (Non-Exchange)	S\$46.28
Student Services Fee (SSF) (Exchange)	S\$32.41
Health Service Fee (HSF)	S\$60.45

Students will **not be issued transcript** if fees are not paid before end of semester

Online Application can be found via <https://myaces.nus.edu.sg/ngAdmForm/>.

Please read the [Notes for Application](#) carefully.

Supporting Documents Checklist:

- Copy of completed **Online Application Form** with recent **passport-size photograph** attached (for student card)
- **Letter or email from Home University** certifying approved exchange type (Coursework), duration and level (Faculty)
- **Academic transcript(s)** issued by Home University (with English translation, if applicable). Only **endorsed** transcripts of all degree programs you have completed or currently pursuing are accepted. Endorsed transcripts should come with Home University's seal and official signatory.
- **Copy of Work Experience / Resume** [Exchange students need to **have at least 1.5 years of post-bachelor work experience**]

Completed application materials must be submitted to:

Registrar's Office (Non-Graduating Programme)

National University of Singapore
University Hall, Lee Kong Chian Wing
UHL #04-01, 21 Lower Kent Ridge Road
Singapore 119077

NOTE: Exchange students nominated by [NUS Business School partners](#) **need not submit** TOEFL/IELTS/GMAT. **Exchange transcripts for NUS students should be send to NUS MBA Office (see address on Page 1)**

Housing on Campus

NUS does not provide on-campus accommodation for MBA exchange students.

However, Office of Student Affairs will provide exchange students with private accommodation options. You may click [here](#) for more information.

A list of off-campus/private accommodation will shared to students before start of semester. We strongly encourage you to look for off-campus accommodation before you arrive in Singapore.

MBA Office **does not provide services** for hostel admission.

Visa Details

No visa for entry into Singapore is required for nationals from countries that have full and open diplomatic and travel links with Singapore (eg. Australia, Germany, Japan, United States of America, Indonesia etc.)

A “visa for entry” into Singapore is required for nationals from countries that do not have full and open diplomatic and travel links with Singapore (eg, Afghanistan, Commonwealth of Independent States, India, Laos, Myanmar, People’s Republic of China, Syria, and Yemen etc)

In such cases:

- (i) the Registrar’s Office (RO) will (upon receipt of the Application Form) submit a request to the Immigration & Checkpoints Authority (ICA) for the candidate to be issued a visa for entry into Singapore;
- (ii) upon clearance, the RO will be issued the original ICA in-principle approval letter to enter Singapore;
- (iii) the original ICA in-principle approval letter will be sent to the candidate, together with the offer letter and other documents; and
- (iv) the exchange student must present the original approval letter, together with the offer letter, to the ICA official at the point of entry into Singapore.

IMPORTANT: Partner Universities who have selected candidates whose nationalities fall under this category must submit the completed application form to the Registrar’s Office by official deadline. This is to ensure that there is sufficient time for ICA to grant the approval for the visa.

The ICA’s homepage at <http://www.ica.gov.sg/index.aspx> provides a list of nationals from countries that require a visa for entry into Singapore.

Medical & Insurance Matters

It is compulsory for ALL full-time Non-graduating (exchange/non-exchange) students to take up the NUS Health Insurance Scheme. The GMIS comprises 3 components:

- Hospitalization, Surgical & Mental Health
- Personal Accident
- Outpatient Specialist Care

Click [here](#) for information on claims procedures. Please note health services NOT covered by GMIS are for example General Practitioner outpatient consultation & treatment, pre-existing conditions or dental consultation. You may wish to enroll with a private health insurance organization that offers services not covered by GMIS.

The premium payable is \$60.45 (inclusive of GST) per semester or \$10.00 (inclusive of GST) per month. Please note that there is **no refund** of paid premiums.

- Payment may be made by Cash*/NETS or Credit Card (Visa/Master/Amex)
- Payment by CASH/NETS must be made personally.
- Please use the fee payment form, obtainable during Registration and make payment at the Student Services Centre, located at Yusof Ishak House Level 1, No. 31 Lower Kent Ridge Road Singapore 119078 during the following hours 9:00am to 5:00pm (Monday to Friday).

Events before start of semester

Pre-Registration by Registrar Office

It is **compulsory** for students to attend Pre-Registration with Registrar Office (RO). Please refer to Page 2; an example of Pre-Registration dates/activities <https://share.nus.edu.sg/registrar/info/ng/NG-Registration-Guide.pdf> (Alternatively, please visit <http://www.nus.edu.sg/registrar/edu/ng.html> ; go to ‘Quick Links’, NG Registration Guide). Here, you will meet with the officers from RO and they will guide you individually on how to obtain your Student Pass amongst other administrative matters. The officers from Immigration & Checkpoints Authority (ICA) will also be present to assist exchange students.

Orientation by MBA Programs Office, NUS Business School

It is **compulsory** for students to attend the Orientation held by MBA Programs Office. Here, we will introduce you to NUS Business School; there will be briefings on Academic matters (e.g. adding and dropping of modules), Integrated Virtual Learning Environment (IVLE), Library, Business school tour and meetings with our Vice-Dean, Academic Director and staff of MBA Programs Office.

Orientation by Office of Student Affairs

It is **optional** for students to attend the Orientation held by Office of Student Affairs. Here, OSA will assist exchange students assimilate into student life in NUS. This area will be covered by MBA Programs Office.

Student Services Available

Library facilities, banking facilities, postal services, computer services, telephone services, sports and recreation facilities, health service, canteen facilities.

Estimated Monthly Expenses (SGD)

Accommodation (rental)	: Public housing apartment \$1,500 to \$3,000 Room \$400 to \$1,000
Transportation	: Taxis \$8 to \$24 per trip MRT/Buses \$0.71 to \$2.80 per trip
Utilities	: \$80 to \$400 (Varying based on usage)
Meals	: Low end restaurants (\$15 upwards per head a meal) Hawker centres/food courts/fast food (\$5 upwards per meal)
Groceries	: From \$200
Entertainment	: Clubbing and drinks \$35 upwards per night Cable TV \$30 upwards
Communications	: Mobile phone plans \$19.95 to \$200 Broadband \$19.95 to \$208

About Singapore :

Location The Republic of Singapore is a tropical island with 63 surrounding islets, which together form a total land area of 682.3 sq. km (168,603 acres). It is situated between latitudes 1° 09' N and 1° 29' N and longitudes 103° 36' E and 104° 25' E. Singapore has a very strategic location, which could be used as an ideal base for students who wish to travel in the nearby Southeast Asian region. Singapore it is also known to offer the best quality of life in the Asian region.

History The name Singapore is derived from the word "Singapura" or "Lion City" as legend has it that a Sumatran prince sighted a beast which looked like a lion when he first set foot on the island in the 14th century. In the year 1819, Sir Stamford Raffles established a British trading station on this island. Singapore

gained its independence as a sovereign and democratic nation on 9 August 1965. It was admitted to both the United Nations and the Commonwealth of Nations in the same year.

National Symbols



The lion head is the national symbol of courage, strength and excellence.



The Vanda Miss Joaquim is the national flower which epitomizes Singapore's quest for progress and excellence in all aspects of life.



Our National Flag consists of two equal horizontal sections, red above white. In the upper left canton is a white crescent moon beside five white stars within a circle.

Climate

Singapore is an equatorial country with relatively uniform temperature, high humidity all year round and abundant rainfall particularly during the Northeast Monsoon from November to January. It has relatively high temperatures with a daily average of 26.7°C and a high daily relative humidity of approximately 84.4%.

People

Singapore has a population of 5.2 million which comprising of Chinese (74%), Malays (13%), Indians (9.2%) and other races (3.8%). There are 4 official languages - Malay, Chinese (Mandarin), Tamil and English. While Malay is the national language, English is the language of administration as well as the medium of instruction in schools and other educational institutions. The National Anthem is sung in the Malay language.

Festivals

As a melting pot of many cultures, Singapore enjoys many colourful festivals. The Chinese celebrate Chinese New Year, the Dragon Boat Festival and the Mid Autumn Festival with mouth watering delicacies created just for those occasions. The Muslims look forward to Hari Raya Puasa & Hari Raya Adilfitri and the Hindus have Thaipusam and Deepavali. These festivals are occasions for all Singaporeans to come together to share their culture and traditions - visitors are welcome to join us! To find out more about festivals in Singapore, please visit http://www.singapore-city.world-guides.com/singapore_city_events.html

Lively Arts Scene

Singapore is a City for the Arts. We have a burgeoning arts scene and there are drama, music and dance performances all year round at various locations, culminating in the Singapore Arts Festival in June. Catch some of our free road shows and performances at the local gardens and parks. To find out more about Singapore arts performances and activities, please visit <http://www.yoursingapore.com/content/traveller/en/browse/whats-on/festivals-and-events/singapore-arts-festival.html>

Food Paradise

Singapore is indeed a gourmet's paradise, offering a cosmopolitan range of cuisines ranging from Mongolian to South African and Japanese to a host of European choices. Of course, you should not miss Singapore's famed local specialities, Chilli Crab and Hainanese Chicken Rice. You should also try *Laksa (rice noodles in coconut curry gravy with shrimp, egg and chicken as garnishing)* and *Nasi Padang (rice with various spicy dishes)*. For casual dining, eat at a *kopitiam* which is a traditional type of coffee shop serving a large variety of local food. For breakfast, order some *Kaya (sweet coconut egg jam)* on charcoal-toasted bread and enjoy with

a cup of local coffee. Another great combination is *roti prata* (Indian pancake) and *teh tarik* ("pulled" tea). Find out more about these interesting culinary delights from http://members.tripod.com/unique_sg/food.htm

Shopping Paradise Besides being a food paradise, Singapore is also a shopper's paradise. Have fun buying everything from arts and crafts, antiques, gold-plated orchids, electronic goods, computer software to the hottest fashion! Check out the shopping list from <http://www.focussingapore.com/singapore-tourism/shopping/>.

Places of Interest There are many places of interest including Chinatown, Little India, Jurong Bird Park (with the world's largest Southeast Asian bird collection), the Night Safari, the Singapore Zoological Gardens and the Singapore Science Centre. Sentosa Island is a resort island which is accessible by bus, cable car or ferry. It has a lot of attractions including Underwater World (Asia's largest tropical oceanarium), Volcano Land and Universal Studios. For more information, please visit <http://www.singaporeexpats.com/food-and-leisure/places-of-interest.htm>

Others Singapore is a favourite stopover for tourists bound for distant destinations as well as nearby tropical resorts. Explore the region while you are here! It takes less than 3 hours to fly to Kuala Lumpur (Malaysia), Bangkok (Thailand), Ho Chi Minh City (Vietnam), Jakarta (Indonesia) and Yangon (Myanmar).

For a comprehensive guide for the student who wants to capture the entire panoramic sweep of sights and sounds of Singapore, please refer to <http://www.visitsingapore.com/> the official website for tourist information in Singapore.

