

## OVERVIEW

<b>Main Contacts:</b>		
Ms. Cheah Wai Cheng	Ms. Valerie Yiab	Ms. Zahira Nawi
Assistant Manager Responsible for Asia Pacific and Middle East	Manager Responsible for Europe, Canada and USA	Head Programme Management (MBA)
Tel: +65 6516 3197	Tel: +65 6516 4737	Tel: +65 6516 7848
Email: <a href="mailto:waicheng@nus.edu.sg">waicheng@nus.edu.sg</a>	Email: <a href="mailto:valerieyiab@nus.edu.sg">valerieyiab@nus.edu.sg</a>	Email: <a href="mailto:zahira@nus.edu.sg">zahira@nus.edu.sg</a>

**Address:** MBA Programs Office, NUS Business School, Mochtar Riady Building, Level 4, 15 Kent Ridge Drive Singapore 119245  
Fax: +65 6872 4423

**School Website:** <http://mba.nus.edu/>

### Eligibility:

- Non-Singaporean Citizen, Non-Singaporean Resident
- 2<sup>nd</sup> year MBA student, good academic performance in home university
- Have at least 1.5 years of post-bachelor degree work experience
- Proficient in the English language

## TERM DATES & NOMINATION PROCEDURES

National University of Singapore	AY2017/2018		
	Semester 1 14 Aug to 9 Dec, 2017	Semester 2 15 Jan to 12 May, 2018	Special Term Part 1: 14 May to 23 Jun, 2018 Part 2: 25 Jun to 4 Aug, 2018
Nomination Deadline <i>(for Coordinators)</i>	5 Apr, 2017	15 Sep, 2017	15 Feb, 2018
Application Deadline <i>(for Nominated Students)</i>	15 Apr, 2017	01 Oct, 2017	1 Mar, 2018
Supporting Documents Submission Deadline <i>(for Nominated Students)</i>	1 May, 2017	15 Oct, 2017	15 Mar, 2018
Module selections <i>(with Exchange Coordinator)</i>	May to June	Oct to Nov	Mar to Apr
Orientation Week & Arrival to Singapore <i>(includes Pre-Registration with Registrar Office and enrolment with Immigration &amp; Checkpoints Authority)</i>	7 to 11 Aug, 2017	08 to 12 Jan, 2018	07 to 11 May, 2018
MBA Exchange Orientation	11 Aug, 2017 <i>(tbc)</i>	12 Jan, 2018 <i>(tbc)</i>	NA
Add/drop modules <i>(MBA uses separate system from University-wide. Please only refer to emails by MBA Office for add/drop modules)</i>	14 to 25 Aug, 2017	15 to 26 Jan, 2018	NA

- For information on Special Term, please refer to <http://www.nus.edu.sg/registrar/education-at-nus/non-graduating-programme-special-term.html>
- Academic Calendar: <http://www.nus.edu.sg/registrar/calendar.html>
- Public Holidays in Singapore: <http://www.mom.gov.sg/newsroom/press-releases/2016/0405-singapore-public-holidays-2017>

Please send your nominations (using the format below) and resumes to [waicheng@nus.edu.sg](mailto:waicheng@nus.edu.sg). Registration procedures will be shared to nominated students and exchange coordinators near to the *respective nomination deadlines* (see above dates).

Student Name	Home University	Country	Nationality	Date of Birth	Student Email Address

## ACADEMIC MATTERS

### 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 minimum 3 modules (12 Modular Credits) to maximum 5 (20 Modular Credits).
Grading:	A to 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 available on the <https://share.nus.edu.sg/biz/mbastudents/SitePages/Timetable.aspx>

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 at NUS Business School.

### Real Estate Modules

A fee of S\$3,071 (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\$3,500 (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. We do not allow requests for rescheduling of examination or to take examination at the home university.

### Examination Results

Online results will be available one month after the university's last examination. Request for early result release will not be possible.

Two copies of transcripts (one of which is a complimentary copy for the student) will be sent directly to your home university's exchange program coordinator or it's relevant office 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 transcript from the relevant office at your home university.

\*fee may be subjected to change as determined by SDE & SSHSPH

## FACILITIES

Library facilities, banking facilities, postal services, computer services, telephone services, sports and recreation facilities, health services are available on campus.

## 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 may on special request be able to participate in career skills workshops, events, networking or company presentations. Spaces will be subjected to availability after enrollment by NUS students.

## ALUMNI SERVICES

Exchange students will not receive alumni status.

## EVENTS BEFORE START OF SEMESTER

<i>Pre-Registration by Registrar Office</i>	<i>Orientation by MBA Programs Office, NUS Business School</i>	<i>Orientation by Office of Student Affairs</i>
It is <b>compulsory</b> for students to attend Pre-Registration with Registrar Office (RO). Please refer to Page 2; an example of Pre-Registration dates/activities <a href="http://www.nus.edu.sg/registrar/edu/ng.html">http://www.nus.edu.sg/registrar/edu/ng.html</a> (Refer to 'Quick Links' -> Registration Guide)	It is <b>compulsory</b> 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 and Administrative matters	It is <b>optional</b> 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.

## FEES

Miscellaneous Student Fees (MSFs) [MSF = SSF + HSF]	Amount (per semester)
Student Services Fee (SSF) (Non-exchange)	S\$65.57
Student Services Fee (SSF) (Exchange)	S\$51.71
Health Service Fee (HSF)	S\$65.35

### Notes:

- Students will **not be issued transcript** if fees are not paid before end of semester.
- All [fees](#) shown are inclusive of prevailing GST
- Fees may be subjected to revision from time to time
- Late payment charge of S\$25.00 will be imposed for any outstanding fees

## HOUSING

NUS provides on-campus accommodation for MBA exchange students. Details will be provided to students at least 2 to 3 months before start of semester. Please click [here](#) for more information.

Alternatively, Office of Student Affairs will provide exchange students with private accommodation options. You may click [here](#) for more information. We strongly encourage you to look for off-campus accommodation before you arrive in Singapore.

## ESTIMATED MONTHLY EXPENSES (SGD)

Accommodation	Public housing apartment Room	\$1,500 to \$3,000 \$400 to \$1,000
Transportation	Taxis MRT/Buses	\$8 to \$24 per trip \$0.70 to \$2.80 per trip
Utilities	<i>Varies</i>	\$80 to \$400
Meals	Low end restaurants Hawker centres/food courts/fast food	\$15 upwards per head a meal \$5 upwards per meal
Groceries	<i>Varies</i>	From \$200
Entertainment	Clubbing and drinks Cable TV	\$35 upwards per night \$30 upwards
Communications	Mobile phone plans Broadband	\$19.95 to \$200 \$19.95 to \$208

## OTHER IMPORTANT MATTERS

<b>About Singapore</b> <a href="http://www.nus.edu.sg/osa/iss/about-singapore">http://www.nus.edu.sg/osa/iss/about-singapore</a>  <a href="http://www.yoursingapore.com/en.html">http://www.yoursingapore.com/en.html</a>	<b>Immigration &amp; Checkpoints Authority</b> <a href="http://www.ica.gov.sg/index.aspx">http://www.ica.gov.sg/index.aspx</a>  E: <a href="mailto:ica_stp1@ica.gov.sg">ica_stp1@ica.gov.sg</a>  FAQ: <a href="http://www.ifaq.gov.sg/ICA/apps/fcd_faqlmain.aspx">http://www.ifaq.gov.sg/ICA/apps/fcd_faqlmain.aspx</a>	<b>About NUS</b> <a href="http://www.nus.edu.sg/">http://www.nus.edu.sg/</a>  Kent Ridge Campus Map <a href="http://www.nus.edu.sg/campusmap/pdf/nus_kent_ridge_coloured.pdf">nus.edu.sg/campusmap/pdf/nus_kent_ridge_coloured.pdf</a>  Life in NUS <a href="http://www.nus.edu.sg/osa/iss/life-in-nus">http://www.nus.edu.sg/osa/iss/life-in-nus</a> Life in NUS (MBA) <a href="http://nus.mba/">http://nus.mba/</a>
<b>Registrar Office (for visa matters)</b> T: (65) 6516 1476 E: <a href="mailto:NGHelp@nus.edu.sg">NGHelp@nus.edu.sg</a>  <a href="http://www.nus.edu.sg/registrar/edu/ng.html">http://www.nus.edu.sg/registrar/edu/ng.html</a> FAQ: <a href="http://www.nus.edu.sg/registrar/faqs/ng-applnfaq.html">http://www.nus.edu.sg/registrar/faqs/ng-applnfaq.html</a>  <b>NOTE: Exchange students who wish to bring spouse/family to Singapore during exchange semester, a <u>local sponsor</u> will be required.</b>	<b>Office of Student Affairs</b> T: (65) 6516 1177 E: <a href="mailto:askstudent@nus.edu.sg">askstudent@nus.edu.sg</a> <a href="http://nus.edu.sg/osa/has/contactus">http://nus.edu.sg/osa/has/contactus</a>  Housing <a href="http://www.nus.edu.sg/osa/iss">http://www.nus.edu.sg/osa/iss</a> <i>(Not guaranteed for MBA exchange students)</i>  Student Service Centre <a href="http://www.nus.edu.sg/osa/ssc">http://www.nus.edu.sg/osa/ssc</a>	
<b>myPortal@NUS</b> <a href="https://myportal.nus.edu.sg/studentportal/eservices/all/myisis.html">https://myportal.nus.edu.sg/studentportal/eservices/all/myisis.html</a> <i>(includes IVLE, NUS Libraries, myEmail, myISIS &amp; all QUICK LINKS)</i>		<b>Pre-Departure Information</b> <a href="http://www.nus.edu.sg/osa/iss/life-in-nus/pre-departure/checklist">http://www.nus.edu.sg/osa/iss/life-in-nus/pre-departure/checklist</a>
<b>GEARS</b> <a href="https://inetapps.nus.edu.sg/biz/aspnet/gears/loginng.aspx">https://inetapps.nus.edu.sg/biz/aspnet/gears/loginng.aspx</a> <i>(Add/drop module link for MBA students will be ready to use during start of semester)</i>		<b>Medical &amp; Insurance Matters</b> <a href="http://www.nus.edu.sg/uhc/">http://www.nus.edu.sg/uhc/</a> <b>IT Care</b> E: <a href="mailto:ITCare@nus.edu.sg">ITCare@nus.edu.sg</a>

