

OVERVIEW

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
Associate Director & Head,
Student Development
Tel: +65 6516 2033
Email: hweebee@nus.edu.sg

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://bschool.nus.edu/AcademicProgrammes/TheNUSMBA/CurrentStudents/tabid/2355/default.aspx>

Eligibility:

- Non-Singaporean Citizen, Non-Singaporean Resident
- 2nd 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	AY2015/2016		
	Semester 1 10 Aug to 5 Dec, 2015	Semester 2 11 Jan to 7 May, 2016	Special Term 09 May to 30 Jul, 2016
Nomination Deadline <i>(for Coordinators)</i>	05 Apr, 2015	15 Sep, 2015	15 Feb, 2016
Application Deadline <i>(for Nominated Students)</i>	15 Apr, 2015	01 Oct, 2015	1 Mar, 2016
Supporting Documents Submission Deadline <i>(for Nominated Students)</i>	01 May, 2015	15 Oct, 2015	15 Mar, 2016
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 & Checkpoints Authority)</i>	03 to 08 Aug, 2015	04 to 08 Jan, 2016	02 to 06 May, 2016
MBA Exchange Orientation	7 Aug, 2015 <i>(tbc)</i>	08 Jan, 2016 <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>	11 to 21 Aug, 2015	11 to 22 Jan, 2016	NA

- For information on Special Term, please refer to <http://www.nus.edu.sg/registrar/edu/ng-specialterm.html>
- Academic Calendar: <http://www.nus.edu.sg/registrar/calendar.html>
- Public Holidays in Singapore: <http://www.mom.gov.sg/employment-practices/leave-and-holidays/pages/public-holidays-2015.aspx>

Please send your nominations (using the format below) and resumes to zahira@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

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 [NUS 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 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/>

*fee may be subjected to change as determined by SDE

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. 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.

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 might also be able to participate in some career skills workshops. Spaces will be subject to availability after enrollment by NUS students. Please refer to <http://bschool.nus.edu/CareerService.aspx> for more information.

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 S\$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.

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 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	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 and Administrative matters	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.

FEES

Miscellaneous Student Fees (MSFs) [MSF = SSF + HSF]	Amount (per semester)
Student Services Fee (SSF) (Non-exchange)	S\$46.27
Student Services Fee (SSF) (Exchange)	S\$32.41
Health Service Fee (HSF)	S\$60.45

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 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. 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

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

