OVERVIEW

**Main Contacts:**
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**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/](http://mba.nus.edu/)

**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**

<table>
<thead>
<tr>
<th>National University of Singapore</th>
<th>Semester 1</th>
<th>Semester 2</th>
<th>Special Term</th>
<th>Varsity</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Nomination Deadline (for Coordinators)</strong></td>
<td>6 Apr, 2018</td>
<td>14 Sep, 2018</td>
<td>15 Feb, 2019</td>
<td>15 Mar, 2019</td>
</tr>
<tr>
<td><strong>Application Deadline (for Nominated Students)</strong></td>
<td>15 Apr, 2018</td>
<td>01 Oct, 2018</td>
<td>1 Mar, 2019</td>
<td></td>
</tr>
<tr>
<td><strong>Supporting Documents Submission Deadline (for Nominated Students)</strong></td>
<td>1 May, 2018</td>
<td>15 Oct, 2018</td>
<td>15 Mar, 2019</td>
<td></td>
</tr>
<tr>
<td><strong>Module selections (with Exchange Coordinator)</strong></td>
<td>May to June</td>
<td>Oct to Nov</td>
<td>Mar to Apr</td>
<td></td>
</tr>
<tr>
<td><strong>Orientation Week &amp; Arrival to Singapore (includes Pre-Registration with Registrar Office and enrolment with Immigration &amp; Checkpoints Authority)</strong></td>
<td>6 to 10 Aug, 2018</td>
<td>07 to 11 Jan, 2019</td>
<td>06 to 10 May, 2019</td>
<td></td>
</tr>
<tr>
<td><strong>MBA Exchange Orientation</strong></td>
<td>10 Aug, 2018 <em>(tbc)</em></td>
<td>11 Jan, 2019 <em>(tbc)</em></td>
<td>NA</td>
<td></td>
</tr>
<tr>
<td><strong>Add/drop modules (MBA uses separate system from University-wide. Please only refer to emails by MBA Office for add/drop modules)</strong></td>
<td>13 to 24 Aug, 2018</td>
<td>14 to 25 Jan, 2019</td>
<td>NA</td>
<td></td>
</tr>
</tbody>
</table>

- For information on Special Term, please refer to [http://www.nus.edu.sg/registrar/education-at-nus/non-graduating-programme-special-term.html](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](http://www.nus.edu.sg/registrar/calendar.html)

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

<table>
<thead>
<tr>
<th>Student Name</th>
<th>Home University</th>
<th>Country</th>
<th>Nationality</th>
<th>Date of Birth</th>
<th>Student Email Address</th>
</tr>
</thead>
</table>

Updated Nov 2017
**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:

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

Examinations: as per instructor

*Course Outlines*


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$3,282 (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/](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](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 is 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**

Details will be shared in due course.

**ALUMNI SERVICES**

Exchange students will not receive alumni status.

**EVENTS BEFORE START OF SEMESTER**

<table>
<thead>
<tr>
<th>Pre-Registration by Registrar Office</th>
<th>Orientation by MBA Programs Office, NUS Business School</th>
<th>Orientation by Office of Student Affairs</th>
</tr>
</thead>
<tbody>
<tr>
<td>It is <strong>compulsory</strong> 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” -&gt; Registration Guide</td>
<td>It is <strong>compulsory</strong> 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</td>
<td>It is <strong>optional</strong> 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.</td>
</tr>
</tbody>
</table>

**FEES**

<table>
<thead>
<tr>
<th>Miscellaneous Student Fees (MSFs) [MSF = SSF + HSF]</th>
<th>Amount (per semester)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Student Services Fee (SSF) (Non-exchange)</td>
<td>S$71.37</td>
</tr>
<tr>
<td>Student Services Fee (SSF) (Exchange)</td>
<td>S$57.51</td>
</tr>
<tr>
<td>Health Service Fee (HSF)</td>
<td>S$67.95</td>
</tr>
</tbody>
</table>

**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**

At NUS, there are on-campus accommodation provided subject to availability but is **not guaranteed**. MBA exchange students shall be responsible for securing their own accommodation. 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)

<table>
<thead>
<tr>
<th>Category</th>
<th>Description</th>
<th>Cost Range</th>
</tr>
</thead>
<tbody>
<tr>
<td>Accommodation</td>
<td>Public housing apartment Room</td>
<td>$1,500 to $3,000/$400 to $1,000</td>
</tr>
<tr>
<td></td>
<td>Taxis, MRT/Buses</td>
<td>$10 to $24 per trip/ $0.70 to $2.80 per trip</td>
</tr>
<tr>
<td></td>
<td>Low end restaurants, Hawker centres/food courts</td>
<td>$15 upwards per head a meal</td>
</tr>
<tr>
<td></td>
<td>Fast food</td>
<td>$5 upwards per meal</td>
</tr>
<tr>
<td>Meals</td>
<td>Varies</td>
<td>From $200</td>
</tr>
<tr>
<td></td>
<td>Varies</td>
<td>From $200</td>
</tr>
<tr>
<td></td>
<td>Clubbing and drinks, Cable TV</td>
<td>$35 upwards per night</td>
</tr>
<tr>
<td></td>
<td>Microphone plans</td>
<td>$30 upwards</td>
</tr>
<tr>
<td></td>
<td>Mobile phone plans, Broadband</td>
<td>$19.95 to $200</td>
</tr>
<tr>
<td></td>
<td>From $19.95 to $208</td>
<td></td>
</tr>
</tbody>
</table>

OTHER IMPORTANT MATTERS

About Singapore

Immigration & Checkpoints Authority
E: https://www.ica.gov.sg/feedback

About NUS
http://www.nus.edu.sg/

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/ng-applnfaq.html

Office of Student Affairs
T: (65) 6516 1177
E: askstudentservice.nus.edu.sg
http://nus.edu.sg/osa/has/contactus

Housing
(Note not guaranteed for MBA exchange students)

Student Service Centre
http://nus.edu.sg/osa/services/onestop.html

myPortal@NUS
https://myportal.nus.edu.sg/studentportal/eservices/all/myisis.html
(includes IVLE, NUS Libraries, myEmail, myISIS & all QUICK LINKS)

Pre-Departure Information

GEARS
(Add/drop module link for MBA students will be ready to use during start of semester)

Medical & Insurance Matters
http://www.nus.edu.sg/uhc/
IT Care E: ITCare@nus.edu.sg