OVERVIEW

**Main Contacts:**
Ms. Cheah Wai Cheng  
Ms. Aisyah Ibrahim  
Ms. Zahira Nawi
Manager  
Programme Management (MBA)  
Assistant Manager  
Programme Management (MBA)  
Head  
Programme Management (MBA)
Tel: +65 6516 3197  
Tel: +65 6601 7328  
Tel: +65 6516 7848
Email: waicheng@nus.edu.sg  
Email: aisyah@nus.edu.sg  
Email: zahira@nus.edu.sg

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

**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>AY2020/2021</th>
<th>Special Term</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Semester 1</strong></td>
<td>10 Aug to 5 Dec, 2020</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Nomination Deadline (for Coordinators)</td>
<td>6 Apr, 2020</td>
<td>14 Sep, 2020</td>
<td>15 Feb, 2021</td>
</tr>
<tr>
<td>Application Deadline (for Nominated Students)</td>
<td>15 Apr, 2020</td>
<td>01 Oct, 2020</td>
<td>1 Mar, 2021</td>
</tr>
<tr>
<td>Supporting Documents Submission Deadline (for Nominated Students)</td>
<td>1 May, 2020</td>
<td>15 Oct, 2020</td>
<td>15 Mar, 2021</td>
</tr>
<tr>
<td><strong>Semester 2</strong></td>
<td>11 Jan to 8 May, 2021</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
| Orientation Week & Arrival to Singapore (includes Pre-Registration with Registrar Office and enrolment with Immigration & Checkpoints Authority) | 3 to 7 Aug, 2020 | 04 to 08 Jan, 2021 | Part 1: 05 to 07 May, 2021  
Part 2: 15 to 18 Jun, 2021 |
| MBA Exchange Orientation | 7 Aug, 2020 (tbc) | 08 Jan, 2021 (tbc) | NA |

- 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 (Underline Family 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 December 2019
**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 45 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>Good</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>Good</td>
<td>3.00</td>
</tr>
<tr>
<td>C+</td>
<td>Satisfactory</td>
<td>2.50</td>
</tr>
<tr>
<td>C</td>
<td>Probationary</td>
<td>2.00</td>
</tr>
<tr>
<td>D+</td>
<td>Fail</td>
<td>1.50</td>
</tr>
<tr>
<td>D</td>
<td>Fail</td>
<td>1.00</td>
</tr>
<tr>
<td>F</td>
<td>Fail</td>
<td>0.00</td>
</tr>
</tbody>
</table>

**Examinations:** as per instructor

**Modules**

Exchange students should select from the list of **MBA 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 modules are 100% continuous assessment. 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

The NUS Business School Career Services Office provides limited career assistance to exchange students during their semester at NUS. Students have access to attend career workshops or company presentations on special request. Spaces will be subjected to availability after enrolment by NUS students.

ALUMNI SERVICES

Exchange students will not receive alumni status and NUS Lifelong email account.

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 compulsory 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) NUS do not sponsor visit pass to Non-graduating students’ spouses and children</td>
<td>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</td>
<td>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.</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$76.97</td>
</tr>
<tr>
<td>Student Services Fee (SSF) (Exchange)</td>
<td>S$63.11</td>
</tr>
<tr>
<td>Health Service Fee (HSF)</td>
<td>S$68.35</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

NUS does not provide on-campus accommodation for MBA exchange students. Priority will be given to Undergraduate students. MBA office and Office of Housing Services work together to provide an alternative on-campus accommodation, Kent Vale Apartment, 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. Do note that campus accommodation for family (for spouse and 2 children) is limited.

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><strong>Accommodation</strong></td>
<td>Public housing apartment</td>
<td>$1,500 to $3,000</td>
</tr>
<tr>
<td></td>
<td>Room</td>
<td>$400 to $1,000</td>
</tr>
<tr>
<td><strong>Transportation</strong></td>
<td>Taxis</td>
<td>$10 to $24 per trip</td>
</tr>
<tr>
<td></td>
<td>MRT/Buses</td>
<td>$0.70 to $2.80 per trip</td>
</tr>
<tr>
<td><strong>Utilities</strong></td>
<td>Varies</td>
<td>$80 to $400</td>
</tr>
<tr>
<td><strong>Meals</strong></td>
<td>Low end restaurants</td>
<td>$15 upwards per head a meal</td>
</tr>
<tr>
<td></td>
<td>Hawker centres/food courts/fast food</td>
<td>$5 upwards per meal</td>
</tr>
<tr>
<td><strong>Groceries</strong></td>
<td>Varies</td>
<td>From $200</td>
</tr>
<tr>
<td><strong>Entertainment</strong></td>
<td>Clubbing and drinks</td>
<td>$35 upwards per night</td>
</tr>
<tr>
<td></td>
<td>Cable TV</td>
<td>$30 upwards</td>
</tr>
<tr>
<td><strong>Communications</strong></td>
<td>Mobile phone plans</td>
<td>$19.95 to $200</td>
</tr>
<tr>
<td></td>
<td>Broadband</td>
<td>$19.95 to $208</td>
</tr>
</tbody>
</table>

## OTHER IMPORTANT MATTERS

**About Singapore**

**Immigration & Checkpoints Authority**
- [https://www.ica.gov.sg/](https://www.ica.gov.sg/)
- E: [https://www.ica.gov.sg/contact-us](https://www.ica.gov.sg/contact-us)

**About NUS**
- [http://www.nus.edu.sg/](http://www.nus.edu.sg/)

**Kent Ridge Campus Map**

**Life in NUS**
- Life in NUS (MBA) [http://mba.nus.edu/](http://mba.nus.edu/)

**Registrar Office**
- T: (65) 6516 1476
- E: [NGHelp@nus.edu.sg](mailto:NGHelp@nus.edu.sg)
- [http://www.nus.edu.sg/registrar/edu/ng.html](http://www.nus.edu.sg/registrar/edu/ng.html)

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

**Housing**
- (Not guaranteed for MBA exchange students)

**Student Service Centre**
- [http://nus.edu.sg/osa/services/onestop.html](http://nus.edu.sg/osa/services/onestop.html)

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

**Pre-Departure Information**

**Medical & Insurance Matters**
- IT Care E: [ITCare@nus.edu.sg](mailto:ITCare@nus.edu.sg)