

## UNDERGRADUATE STUDENT EXCHANGE PROGRAMME FACTSHEET AY2024/2025



### NUS BUSINESS SCHOOL

#### School Address

Undergraduate Studies  
NUS Business School  
1 Business Link  
BIZ2-05-01  
Singapore 117592

#### Getting to NUS Business School

[bschool.nus.edu.sg/about-us/locate-us/](https://bschool.nus.edu.sg/about-us/locate-us/)

#### Websites

NUS Business School: [bschool.nus.edu.sg](https://bschool.nus.edu.sg)  
BBA: [bba.nus.edu.sg](https://bba.nus.edu.sg)

#### Social Media

Facebook: [www.facebook.com/NUSBusinessSchool](https://www.facebook.com/NUSBusinessSchool)  
Instagram: [www.instagram.com/nusbizschool](https://www.instagram.com/nusbizschool)

#### Office Hours

Monday-Thursday: 0830hrs-1800hrs  
Friday: 0830hrs-1730hrs  
Closed on Saturday, Sunday and Public Holidays

#### Student Exchange Team

##### *Asia & Oceania*

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##### *North & South Americas*

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## APPLICATION INFORMATION

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	Semester 1	Semester 2
<b>Term Dates</b>	August - December	January - May
<b>Exchange Nomination Deadline (Univerity)</b>	21 March	1 September
<b>Extended Nomination Deadline (Business School)</b>	4 April	14 September
<b>Exchange Application Deadline</b>	10 April	22 September
<b>Application Outcome via Offer Email</b>	Mid-June	End November
<b>Recommended Arrival Date</b>	Last week of July	First week of January

The medium of instruction in NUS is English. Exchange students **must be proficient in English language** in order to benefit from their studies at NUS. Proof of English Language Proficiency is not required as long as the nominated exchange students have taken business courses conducted in English at the home university before the Student Exchange Programme.

Application for incoming exchange students are online. Exchange students must submit an application during the application period in the **Online Application Portal** ([myapplications.nus.edu.sg](http://myapplications.nus.edu.sg)).

Before commencing your online application, please go through the **general instructions** ([www.nus.edu.sg/registrar/prospective-students/non-graduating/coursework](http://www.nus.edu.sg/registrar/prospective-students/non-graduating/coursework)).

**We do not recommend students in their final year or semester to join our student exchange in case they are unable to secure the courses or grades they need to graduate on time.**

## VISA (STUDENT'S PASS)

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Exchange students who have been accepted to NUS will receive instructions via the offer email/letter for the Student's Pass application. Students who need a visa to enter Singapore will receive an In-Principle Approval (IPA) letter via email from NUS Office of the University Registrar and can use the letter as a single-trip entry visa. All other students you will only need to show your passport and disembarkation card to get through Singapore immigration. You will be given the stamped IPA letter on the date of registration at NUS and you need the letter to collect your Student's Pass from Immigration & Checkpoints Authority.

Please see "**Incoming Exchangers \ After Applying \ Step 4: Student's Pass Application**" in [www.nus.edu.sg/gro/global-programmes/student-exchange/incoming-exchangers](http://www.nus.edu.sg/gro/global-programmes/student-exchange/incoming-exchangers) for details.

## ACADEMIC MATTERS

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### Academic Calendar

Classes are usually conducted over 13 instructional weeks with a recess week at mid-semester. Examination follows after 1 week of reading week. Please visit [www.nus.edu.sg/registrar/calendar](http://www.nus.edu.sg/registrar/calendar) for NUS Academic Calendar.

Make-up classes may be scheduled if a class falls on a public holiday. For a list of public holidays in Singapore, please visit [www.mom.gov.sg/employment-practices/public-holidays](http://www.mom.gov.sg/employment-practices/public-holidays).

## Courses

A typical courses at NUS is with 4 Units. A workload of 4 Units would require 10 hours of work a week, including lectures, tutorials, laboratory sessions, assignments, and independent or group study.

**Class Format:** Lectures, tutorials, discussion, case study, presentations, projects

**Attendance:** Required

**Class Participation:** Part of Grade

**Grading:** A to F

**Pass Grade:** A to D

**Fail:** F

**Course Load:** 39 hours per semester (3 hours a week x 13 weeks)

**Medium:** English

**Examinations:** Per Instructor

For your semester at NUS, you must read minimum 12 Units, and is allowed to read up to 20 Units. You must ensure that you meet the course prerequisites. **Please check with your home university to ensure courses taken at NUS could be recognised by your home university.**

As allocation of course is subject to approval, prerequisites and availability, you should be prepared to exercise flexibility in course selection.

**You will be enrolled in 3 courses (12 Units) during admssion.** You are to participate in *Course Registration* exercise at the start of the semester to secure your remaining remaining workload, and for course add/drop.

More information:

- [www.nus.edu.sg/registrar/academic-information-policies/non-graduating/modular-system](http://www.nus.edu.sg/registrar/academic-information-policies/non-graduating/modular-system)
- [www.nus.edu.sg/coursereg/](http://www.nus.edu.sg/coursereg/)

## Examination Results Release

Since June 2020, NUS issue e-transcripts via [OpenCerts](#) to exchange students who have successfully completed their studies. The e-transcript will be sent to your personal email address. You may forward the e-transcript to your home university.

If your home university requires the transcript to be sent directly to them, instruction will be provided towards the end of the semester. Please check with your home university for instructions about post-exchange activities.

	Semester 1	Semester 2
<b>Release of Results</b>	Late December	End May
<b>Self-generate Unofficial Transcript</b>	From the 11 <sup>th</sup> calendar day from the day of results release	
<b>Official Transcript (eTranscript)</b>	Two (2) months upon the end of the semester	

## FEES AND EXPENSES

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### Approximate Living Costs

A breakdown of the estimated expenses you may incur. The amount vary depending on personal needs and lifestyle.

Estimated Costs (per month)	On-Campus <sup>1</sup>	Off-Campus
Accommodation	S\$500 – S\$900 <sup>2</sup>	S\$650 – S\$1,800 <sup>3</sup>
Food	S\$300 – S\$500	S\$400 – S\$800
Public Transport	S\$100 – S\$200	S\$200 – S\$300
Personal Expenses	S\$300 – S\$500	S\$300 – S\$500

Notes:

1 - On-campus housing available but NOT guaranteed.

2 - Actual cost depends on type of residence and type of room.

3 - Actual rental depends on whether there is room sharing and whether utilities are included in the rent.

### Miscellaneous Student Fees (MSF) / Insurance

All full-time students are required to pay the MSF. The MSF includes the compulsory NUS Student Insurance scheme which provides all full time students with basic medical and personal accident insurance coverage.

All registered NUS students (including Non-Graduating Exchange students) will be covered under a blanket travel insurance. This insurance covers students for official NUS trips taken during exchange. It is highly recommended that exchange students purchase personal travel insurance for their own travel.

More Information:

- Fees ([www.nus.edu.sg/registrar/administrative-policies-procedures/non-graduating/non-graduating-fees](http://www.nus.edu.sg/registrar/administrative-policies-procedures/non-graduating/non-graduating-fees))
- Insurance ([www.nus.edu.sg/uhc/billing-insurance/student-insurance#local](http://www.nus.edu.sg/uhc/billing-insurance/student-insurance#local))

## FACILITIES

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### 1. Student Services Centre

The NUS Office of Student Affairs ([nus.edu.sg/osa](http://nus.edu.sg/osa)) supports the NUS student community in all aspects of student life outside-of-the-classroom, including student services (fee payment), housing admission and residential life, student organisations, community engagement, integration and service learning, student support and wellness, as well as disability support.

### 2. University Health Centre (UHC)

UHC ([www.nus.edu.sg/uhc](http://www.nus.edu.sg/uhc)) on campus is accessible to all students and staff. Besides providing general health support services, a dedicated team is available to support mental health needs.

### 3. Sports & Recreational Centre

This facility is accessible for all students and staff. More information on the operating hours can be found at [uci.nus.edu.sg/cl/suu/sports-facilities/](http://uci.nus.edu.sg/cl/suu/sports-facilities/).

#### 4. Libraries

The Hon Sui Sen Memorial Library is one of the libraries on campus widely used by students from the business school. Please check out [nus.edu.sg/nuslibraries](https://nus.edu.sg/nuslibraries) for more information.

#### 5. Cafeterias/Restaurants/Canteens

NUS has a number of F&B outlets that are located all around campus. Some may be air-conditioned while others are open spaces. Please visit [uci.nus.edu.sg/cl/rds-operating/](https://uci.nus.edu.sg/cl/rds-operating/).

#### 6. Bookshops, etc.

Students can visit NUS Co-op for computer accessories, books, gifts, textbooks and other services. Please refer to [www.nuscoop.sg](https://www.nuscoop.sg).

## ADDITIONAL RESOURCES

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### Code of Student Conduct

The Code ([www.nus.edu.sg/osa/resources/code-of-student-conduct](https://www.nus.edu.sg/osa/resources/code-of-student-conduct)) seeks to foster your individual growth, mutual respect and a sense of community within the University that is conducive to your learning and intellectual development.

### NUS Exchange

- NUS Info Sheet  
[nus.edu.sg/gro/docs/default-source/prog/sep/exchange@nus.pdf](https://nus.edu.sg/gro/docs/default-source/prog/sep/exchange@nus.pdf)
- Resources for incoming exchange students  
[nus.edu.sg/gro/global-programmes/student-exchange/incoming-exchangers](https://nus.edu.sg/gro/global-programmes/student-exchange/incoming-exchangers)

### Information about Singapore

Singapore is a highly accessible, modern city and is one of the safest and cleanest cities in the world. Being part of the tropics, this sunny island enjoys summer all year round, with some rain forecasted throughout the year. Having a multicultural society makes Singapore a food heaven, as well as a melting pot of cultures and opportunities, attracting talents and corporations from all around the globe.

Check out [www.visitsingapore.com/en/](https://www.visitsingapore.com/en/).



*Information correct as at 8 Feb 2024*