



## BASIC INFORMATION

Name of University	Singapore Management University (SMU)
Name of School	School of Computing and Information Systems
Course	Master of IT in Business (MITB)
Address	School of Computing and Information Systems 2 (SCIS2) Graduate Programmes Office Level 4 Singapore Management University 90 Stamford Road Singapore 178903
Contact:	Ms. Tracy REN MITB University Partnerships & Special Projects Manager Telephone Number: +65-68280099 Email: <a href="mailto:tracyren@smu.edu.sg">tracyren@smu.edu.sg</a>  Dr. YEO Lip Pin Associate Director, SCIS Postgraduate Professional Programmes Telephone Number: +65-68085307 Email: <a href="mailto:lpyeo@smu.edu.sg">lpyeo@smu.edu.sg</a>
Course Website	<a href="https://scis.smu.edu.sg/master-it-business">https://scis.smu.edu.sg/master-it-business</a>
Language Requirement	English

## IMPORTANT DATES

	Term 1 2025-2026	Term 2 2025 – 2026	Term 3 2025-2026
Nomination Deadline	15 Apr 2025	15 Sep 2025	15 Dec 2025
Application Deadline	25 Apr 2025	25 Sep 2025	25 Dec 2025
Issuance of Acceptance Letter	Mid-End May 2025	Mid-End Oct 2025	Mid – End Nov 2025
Classes	18 Aug – 16 Nov 2025	5 Jan – 5 Apr 2026	13 Apr – 5 Jul 2026
Recess Week	6 Oct – 12 Oct 2025	2 Mar – 8 Mar 2026	25 May – 31 May 2025
Final Exams*	10 Nov – 16 Nov 2025	30 Mar – 5 Apr 2026	29 Jun – 5 Jul 2026
Issuance of Digital Transcript	End Feb 2026	Mid- July 2026	Mid- Oct 2026

*\*All students are required to sit for the final examinations as scheduled by the University and dates are subjective to change*

## ADMISSION REQUIREMENTS

MITB's partner university will forward a list of the exchange students that have been nominated to the MITB office, SMU, by the above-agreed deadlines.

Documents that need to be submitted together with the nomination will be:

- Resume/CV
- University transcripts
- Identification documents

Only shortlisted candidates will be admitted to the exchange programme.

## STUDENT'S PASS AND IMMIGRATION

All international students are required to hold a valid Student's Pass during their term of studies in Singapore. The Student's Pass enables the student to live and study in Singapore, as well as serves as a multiple-entry visa into Singapore (subject to terms & conditions).

Enrolment into the SMU MITB Exchange Programme is conditional on students obtaining the necessary student visa from the Singapore Immigration and Checkpoints Authority (ICA). SMU MITB office will assist at its best effort and in good faith in the issuance of appropriate documentation for purposes of obtaining the student visa one month before enrolment into SMU.

Nevertheless, students shall bear the responsibility to complete and fulfill the application requirements for the Student's Pass before their arrival in Singapore. More information on the Student's Pass application will be provided two months before the start of the academic term.

For information on immigration matters that may affect students' stay in Singapore, please visit Singapore [ICA's](#) website.

### **Important:**

By regulation, Student's Pass holders (exchange & visiting students) are strictly not permitted to undertake any form of internship or work (regardless of paid or unpaid) during their term of studies in Singapore. Offenders are subjected to punishment in accordance with Singapore laws.

## **ACADEMIC INFORMATION**

**Class Format & Size:** Interactive seminar-style comprising 35 - 45 students.

**Course Load:** Full course load per term: 4.0 SMU credits. Minimum course load per term: 2.0 SMU credits. Students may be permitted to enrol for a maximum course load of 4.0 SMU credits per term, subject to approval and agreement by the home university and SMU.

**Credit Weightage:** Each full-credit course is equivalent to 1.0 SMU credit, and consists of 30 contact hours per term. Each half-credit course is equivalent to 0.5 SMU credit, and consists of at least 15 contact hours per term.

**Course Assessment:** Assessments can include, but not limited to (i) class attendance; (ii) class participation; (iii) individual project; (iv) group project; (v) presentation (individual/group); (vi) mid-term test; (vii) final examination.

**Class Attendance & Participation:** Attendance and participation form part of the course assessment, hence attendance is mandatory for all classes. Absence from classes due to health/medical reasons must be validated by medical certification. Absence due to other reasons require prior approval by the course instructor.

## TRANSCRIPT

A digital transcript will be emailed to the student's SMU campus email, within three months after the release of the final examination results, i.e. mid-March (Term 1) and mid-July (Term 2). The transcript will include the course title, course code and grade of the respective courses enrolled. No hardcopy of the transcript will be issued.

SMU does not send the digital transcript to any third party including the student's home university. Therefore, students are responsible for providing the transcript to their home university for credit transfer.

It is important for students to maintain their access to the SMU email account after they finish the programme. This is to ensure that they can retrieve the digital transcript before the email account expires. Charges are applicable if students need their digital transcript to be re-issued

## ACCOMMODATION

The SMU campus is situated in the heart of the city with many private housing options that are within walking distance to SMU and conveniently accessible to amenities and transportation networks. Students have the flexibility and choice to source and arrange for their own accommodation based on their needs. Arrangements are at the sole responsibility and discretion of the student.

For rental of private apartments/condominiums, it is important that students read and understand Singapore's governing policies on rental/leasing of accommodation, from the Singapore Urban Redevelopment Authority (URA) [website](#).

Students are also strongly advised to read and understand all terms and conditions of the leasing agreement before committing to the lease. Once the lease has been accepted and signed, the signatories have a legal obligation to fulfil all the terms stated in the agreement. Please note that Airbnb is strongly discouraged as residential properties in Singapore are not allowed to be used for short-term accommodation under the law.

SMU does not represent either party in any disputes arising from the rental/lease of the property.

## EXPENSES

In accordance with the student exchange agreement with our partner universities, exchange students are not required to pay tuition fee to SMU. However, other administrative fees are applicable i.e. Student's Pass (Visa), Miscellaneous Fee etc.

## Student's Pass (Student Visa) Fee

There will be a non-refundable processing fee of S\$30 for each application, a S\$60 issuance fee for the Student's Pass and a S\$30 fee for a Multiple Journey Visa (if applicable). Approval is subject to terms and conditions.

## Registration Fee

A one-time registration fee of S\$240 per term is applicable.

The fee includes the following:

- SMU Medical Insurance
- Registration & Matriculation (RO)
- Student Activities (OSL)
- IT Facilities (IITS)
- SMU Medical Insurance
- Pre-course activities, e.g. Orientation (IO)

*\*Please note that the registration fee is mandatory and non-refundable.*

## Estimated Monthly Expenses

The estimated monthly living expenses for an exchange / visiting student in Singapore is approximately S\$2,000–S\$3,500. Listed below are some expected monthly expense items.

<b>Accommodation (subject to type of accommodation)</b>	S\$1,000 - S\$2,000
<b>Food</b>	S\$700 - S\$900
<b>Transportation</b>	S\$150 - S\$200
<b>Telecommunications</b>	S\$30 - S\$50
<b>Book and Stationery</b>	S\$20 - S\$50
<b>Miscellaneous (entertainment etc.)</b>	S\$100 - S\$300

## HEALTH & SAFETY

### Medical Insurance

All students will be automatically covered under SMU Medical Insurance once successfully matriculated online. The cost for this insurance is included in the SMU Registration Fee. Find out more about the SMU Medical Insurance [here](#).

1. SMU Medical Insurance coverage is applicable within Singapore only.
2. The SMU Medical Insurance does not cover personal travel/leisure trips out of Singapore.
3. Exchange students are strongly advised to purchase travel insurance at your own cost and discretion. If you wish to purchase additional medical, accident and travel insurance coverage, please consult your local insurance provider.

### **International SOS (ISOS)**

SMU has engaged the services of International SOS to offer 24/7 assistance to our students in case of an emergency locally or while overseas. Students are strongly encouraged to download the ISOS mobile app. In case of an emergency, students may seek assistance via the app or contact the ISOS 24-hour hotline at +65 6337 6517, or the SMU Campus Security at +65 6828 0343.