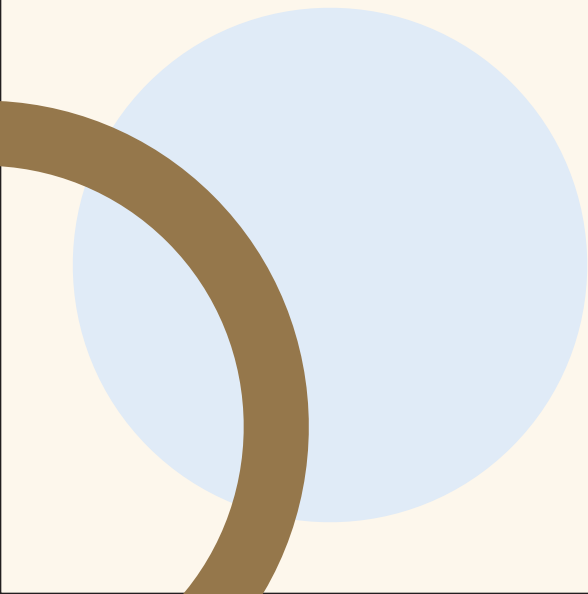# SMUSA
SMU STUDENTS' ASSOCIATION

INTERNATIONAL STUDENT
EXCHANGE PROGRAMME (ISEP)

GUIDE BOOK

20 20

PREFACE

Welcome to SMU's official **International Student Exchange Programme (ISEP) Guidebook**, specially curated for all SMU undergraduates.

We know that planning for exchange can be stressful with the many administrative tasks that comes with applying for and planning for exchange.

This guidebook consolidates the OASIS applications that are related to exchange and informs you on how to navigate around them. We have also included a few additional tips that you might find beneficial in your entire ISEP experience!

This guidebook is proudly brought to you by SMU Students' Association.

Content by: Academic and Welfare Department, SMUSA
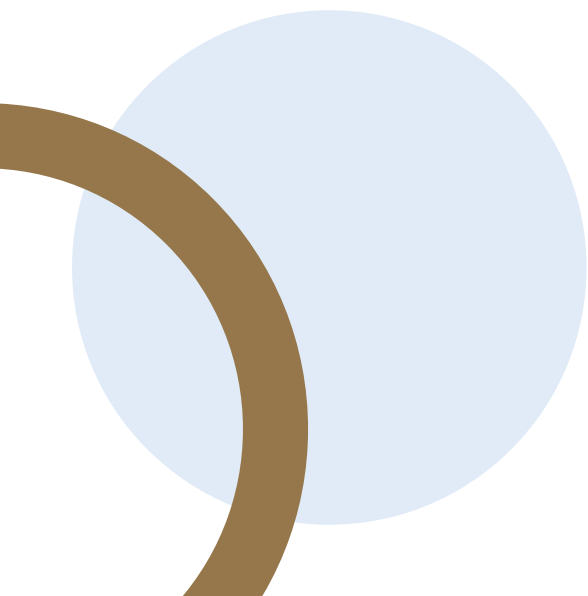Design by: Communications Department, SMUSA

1. PRE-APPLICATION RESOURCES

Topics covered: How to explore courses in Partner Universities (PUs) that satisfy your graduation requirements, ISEP application requirements

▶ Criteria and Eligibility

▶ Exchange Course Mapping

▶ Exchange Application

▶ Financial Matters

2. POST-ACCEPTANCE RESOURCES
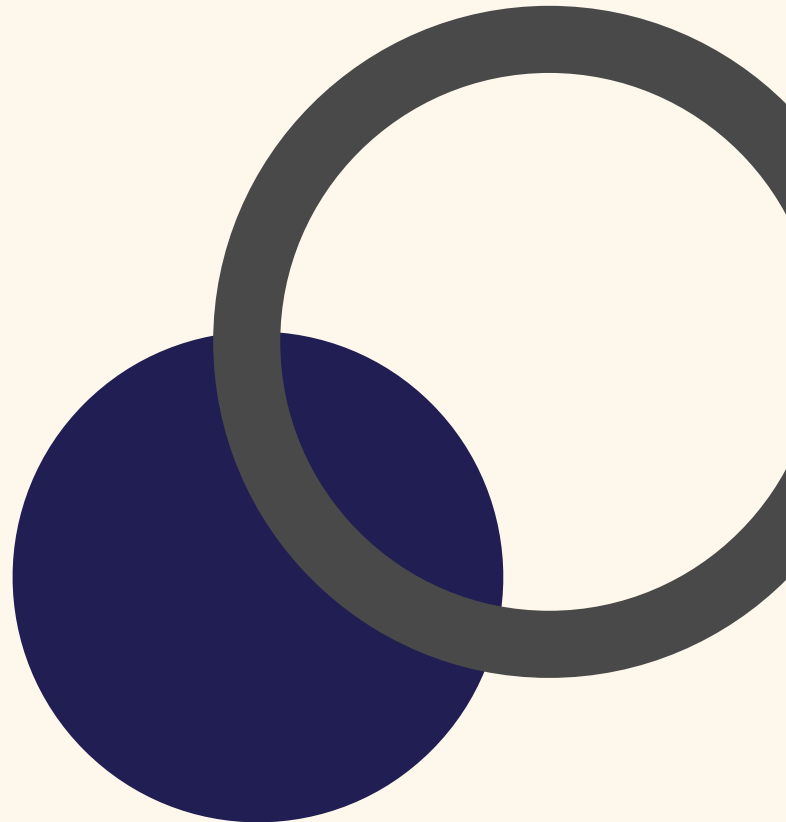
Topics covered: What to do after accepting your offer

▶ Exchange Course Confirmation

▶ Exchange Worksheet

▶ Contact Details

PRE-APPLICATION RESOURCES

01

SMUSA

Criteria and Eligibility

Ensure that you are eligible for ISEP before submitting an application.

Students from LKSCB, SOA, SOE and SOSS	• Completed 2 regular terms in SMU • Fulfilled min. 8 CUs • cGPA ≥ 2.0
Students from SIS	• Completed 4 regular terms in SMU • Fulfilled min. 16 CUs • cGPA ≥ 2.0
Students from SOL - LLB	• Completed 4 regular terms in SMU • Fulfilled min. 16 CUs • cGPA ≥ 3.0
Students from SOL - JD	• Completed 2 regular terms in SMU • Fulfilled min. 8 CUs • cGPA ≥ 3.0

- You are not allowed to apply for ISEP in your final term of coursework.

- You are required to take Leave of Absence (LOA) if you cannot return in time for the next immediate semester.

- Going on an external study programme in Academic Term 2 or Modified Term 2 restricts you from enrolling in Term 3A and 3B.

To kick off your research journey, it is important to first look at:

1. **Credit Transfer Handbook:** This handbook shows the courses in SMU that are eligible for credit transfers. Link: *https://smu.sg/ISEPCTH*

2. **Partner Universities (PUs) Overview List:** This shows the list of PUs available for your exchange semester. Link: *https://smu.sg/ISEPUsefulMaterials* (other resources are available here as well)

Exchange Course Mapping

This database shows the modules that SMU students have took in PUs to clear their course requirements.

Step 1: Select **Undergraduate**

Step 2: Select **ISEP**

Course Databank Search

Enter the search criteria and click the Search button

*Program Type: Undergraduate

*External Study Program: International Student Exchange Programme

Course Area:

Country:

University:

1) The list of courses only contain those that has been previously approved and is not exhaustive.
2) The courses listed may not be available for the exchange term that the student is going.

Please refer to the host university's website for the full list of courses offered for the term of exchange.

Search

Step 3: Select your desired course area

Step 4: Select the country of your PU

Step 5: Select your PU

Pro-tip

- Skip **Course Area** to view the complete list of courses in the PUs.

- Courses in this database may no longer be offered in the PUs as they update their curriculum. Always refer to the PUs' website for the most updated courses available.

Sample of search results

Search Results	Personalize	Find	View 100		First 1-100 of 202 Last
Course Title	**Host University**	**Country**	**Applicable Course Area**
Advanced Management Accounting	University of Manchester	United Kingdom	Advanced Management Accounting
Share Prices and Accounting Information	University of Manchester	United Kingdom	Valuation
History of Economic Thoughts	University of Manchester	United Kingdom	Economic History
Origins of British Industralisation: British Economic and Social History, 1700-1914	University of Manchester	United Kingdom	Economic History
Development Economics IIB	University of Manchester	United Kingdom	Development Economics
Macroeconomics	University of Manchester	United Kingdom	International Macroeconomics
Financial Derivatives	University of Manchester	United Kingdom	Analy of Derivative Securities
Intellectual Property Law	University of Manchester	United Kingdom	Intellectual Property Law
Principles of European Union Law	University of Manchester	United Kingdom	Public International Law
Public International Law	University of Manchester	United Kingdom	Public International Law
Contemporary Issues in Financial Reporting and Regulation	University of Manchester	United Kingdom	AO (Financial Management Track
Computerised Accounting Systems	University of Manchester	United Kingdom	AO (Data Analytics Track)
Business Law 2: Law & the Modern Corporation in an International Context	University of Manchester	United Kingdom	Business Option
Case Studies in Digital Transformation	University of Manchester	United Kingdom	Business Option
Critical Consumption & Ethics in Marketing	University of Manchester	United Kingdom	Business Option
Economic Analysis I: Firm Market and the Economy	University of Manchester	United Kingdom	Business Option
Employment Law	University of Manchester	United Kingdom	Business Option
Employment Relations	University of Manchester	United Kingdom	Business Option
Financial Markets and Institutions	University of Manchester	United Kingdom	Business Option
Financial Statement Analysis	University of Manchester	United Kingdom	Business Option
Foundations of Supply Chain Management	University of Manchester	United Kingdom	Business Option
IT Strategy in Business	University of Manchester	United Kingdom	Business Option

Exchange Application

This application is where you apply for ISEP.

- You may select up to **7 choices** of PUs.

- You may indicate your interest in a scholarship, loan, or any type of funding for your exchange programme.

- A short write-up on your study plan is required (max. 5,000 characters). This assists the International Office in the selection process and finding the best exchange programme for you. Questions include:
    - Reasons for your choices (max. 100 words)
    - Your career goals/aspirations (max. 50 words)
    - Additional information you deem useful for your application (max. 50 words)

- Ensure that your **SLiMS record is up to date** as it is also used to assess your eligibility. Find out more about SLiMS and how to update it at our OASIS Guidebook here: *bit.ly/smusa-oasis-guidebook*

Important notes

- There are **2 rounds** of application for each exchange semester. You may reject your first offer and reapply for the second round.

- Rejecting your **first offer will not** affect your priority in any subsequent applications.

- However, rejecting your **second offer will place you in a lower priority** for subsequent applications.
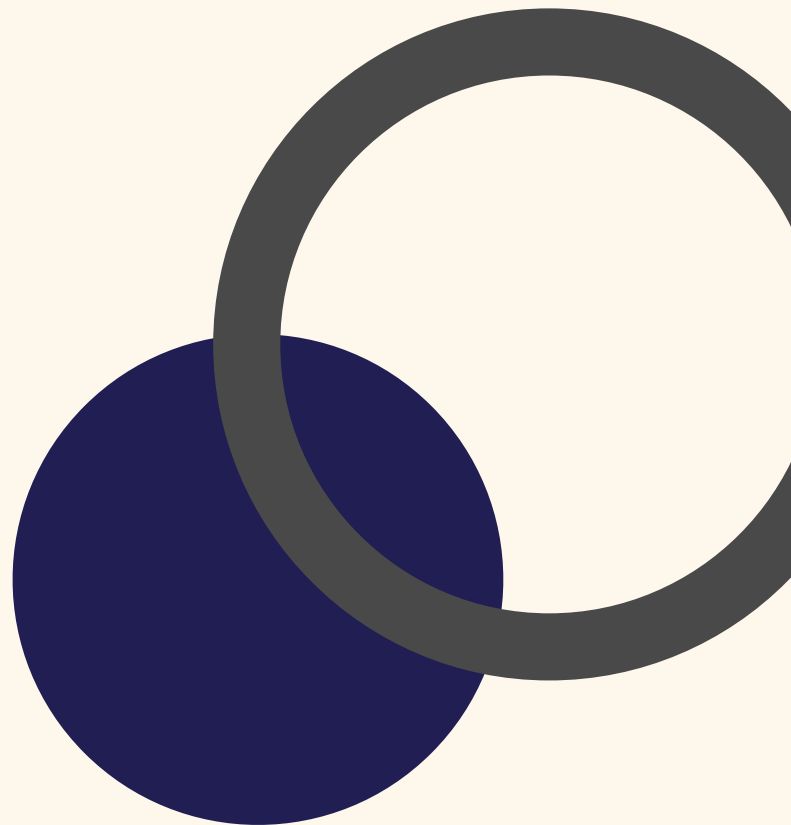
Financial Matters

Consider the following finances while deciding on your PU.

- Fees to consider: SMU tuition fees, PU miscellaneous fees, air tickets, accommodation, living expenses, VISA application, insurance, mandatory health check-ups and vaccines.

- Estimated expenses may be found on PUs' websites.

- The list of financial aid may be accessed via *https://smu.sg/ISEPFinAid*

POST-ACCEPTANCE RESOURCES

02

Exchange Worksheet

This application is where you submit your external course mappings for credit transfer purposes. This happens after accepting your ISEP offer and these courses will be subjected to the school's approval.

A walk-through video on filling up your exchange worksheet is available at *https://smu.sg/ExchangeWorksheetDemo* (use Chrome).

Sample of exchange worksheet

Course description should include course readings, weekly topics, assessment methods and readings.

Important notes

- Courses in PUs might be cancelled due to curriculum changes. As such, always submit **2 - 3 alternatives** as backup courses.

- You can submit a maximum of **15 courses.**

- The review of your exchange worksheet will take at least 7 days.

Exchange Course Confirmation

This application displays the approved courses from the Exchange Worksheet you submitted. Upon receiving approval, you will need to confirm the courses that you are taking in ISEP for credit transfer.

- A maximum of **5 CUs** can be fulfilled on exchange.
  E.g. Assuming each course is 1 CU - if you submitted 10 courses in your Exchange Worksheet and all 10 are approved, you can only select a maximum of 5 courses to enroll in.

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For ISEP-related enquiries, please contact the ISEP team at **isep.outbound@smu.edu.sg**.

For enquiries on undergraduate curriculum, academic advising on study plans and LOA matters, please contact your respective schools.

You are strongly encouraged to attend the **ISEP Application Briefing** hosted once every semester for more information. Look out for their email to register for the session in time.