



Nanyang Technological University (NTU), Singapore Business School Exchange

Notes of Guidance for Exchange Students

Please check information on host university's website for accuracy

The Nanyang Business School (NBS) is a leading international business school, the first business school in Singapore to be ranked amongst the top 50 in the world. NBS is accredited by both EQUIS (European Quality Improvement System) and AACSB (Association to Advance Collegiate Schools of Business). It has also been awarded AACSB Accreditation in Accounting. NBS provides an outstanding learning environment, with the full range of undergraduate and graduate programmes, state-of-the-art facilities and world-class research centres. NTU has two campuses - the Yunnan Garden campus and the One-North campus. All colleges and schools, as well as campus housing, are located at the Yunnan Garden campus in the west of Singapore in the Jurong West neighbourhood.

Singapore is the ideal place to experience diverse Asian Cultures, cuisines and languages within a predominantly English-speaking environment. Divisions within NBS include: Accounting; Banking & Finance; Business Law; Information Technology & Operations Management; Strategy, Management & Organisation; Marketing & International Business.

Further info: <http://www.nbs.ntu.edu.sg/Pages/Home.aspx>

Study Dates

<http://www.ntu.edu.sg/eventscalendar/eventscalendar.aspx>

Fall Semester 1 - (August – December)

Spring Semester 2 - (January – May)

Academic Work

Selection of Courses

International exchange students can take most of the courses offered in any of the four colleges, subject to availability and pre-requisites or with faculty approval. Undergraduate students can only choose undergraduate courses. NTU's courses are assigned credits based on the Academic Unit (AU) System. For a typical one-semester course, the number of academic units is calculated as follows:

One (1) hour of lecture/tutorial per week is equivalent to 1 AU. Workload per semester is a maximum of 20 AUs per semester (approximately 4-5 courses).

Exchange students should select at least ten (10) undergraduate courses at application stage for approval. This is to ensure that you have adequate number of approved courses prior to arrival in NTU. If you do not have enough approved courses, or choose to apply for new course(s) after your arrival, course approval will be subject to availability and is not guaranteed.

Your final course selection must be agreed with your School and any course changes made whilst you are away must have your School's approval. Please ensure that you keep in regular contact during your year abroad.

Further info

<http://www.nbs.ntu.edu.sg/ProspectiveStudents/Undergrad/Pages/Home.aspx>

Estimated Cost of Living

On-campus Accommodation: \$155 - \$280 per person per month (without meal plan) (subject to revision for the upcoming academic year).

Other costs:

Food / Meals \$300 - \$400 per month

Transport for travel within Singapore \$100 per month

Academic Expenses

(textbook & course materials) \$200 – \$500 per academic year

Personal Expenses \$200 – \$400 per month

Other compulsory payments:

Matriculation card fee: S\$10.50 (applicable for graduate)

Hostel application fee: S\$16.05

Computer fee: S\$13.90

Sports fee: S\$12.80 (per semester)

Student health service fee: S\$26.75 (per semester)

Amenities fee: S\$12.80

Copyright fee: S\$5.00 (per semester)

All exchange students are required to purchase the NTU Group Hospital & Surgical Insurance (GHSI) even if they have already bought a similar insurance from their home country. This requirement is made to facilitate easier access to medical treatment whilst in Singapore, particularly admission to local hospitals. It costs \$79 for one academic year. More details on NTU health insurance can be found at the International Student Centre website <http://www.ntu.edu.sg/isc/Pages/default.aspx>

(ASEM) DUO Fellowship Fund

The Asia-Europe Meeting's (ASEM) DUO Fellowship Fund aims to promote student exchanges between European and Asian ASEM member countries. Under this fund, the DUO-Singapore Exchange Fellowship is awarded by the Singapore Government and is also open to students from European ASEM countries (who come from universities with fee waiver arrangements with NTU).

The Award, based on merit, is for a pair of exchanges between a university in Singapore and its respective partner university in Europe in any academic field. Each student will be awarded a maximum of 4,000 Euros for one semester of up to four months, which covers airfare, accommodation and living expenses.

For more information, please visit the DUO-Singapore Exchange Fellowship Award Website <http://www.mfa.gov.sg/duo/>

Grants and Loans

If you are in receipt of a maintenance grant and/or a student loan, you should inform the awarding body that you have been selected to participate in the exchange. You may request that payment be made early. The awarding body will need payment instructions, namely details of a bank account into which it can be paid directly, or a nominated individual to whom cheques can be posted. Do not forget to obtain the necessary grant or loan application forms for the following year.

For more information on managing your finances, housing and living in Singapore, see the International Student Centre website <http://www.ntu.edu.sg/isc/Pages/default.aspx>

Visa

Student's Pass (full-time graduate/exchange students)

All international students who have been accepted and offered a place as a full-time matriculated or registered student are required to hold a valid Student's Pass issued by the Singapore Immigration & Checkpoints Authority (ICA). Applications for a Student's Pass must be submitted at least one month and not more than 2 months before the commencement of the course through ICA's Student's Pass On-Line Application & Registration (SOLAR) system. ICA will process your application for a Student's Pass only after you have submitted eForm 16 and paid the processing fee of \$30. The processing time if you require a visa to enter Singapore, is 10 working days. Some applications may take longer.

For details on how to register for the Student's Pass and what information is required, see <http://www.ntu.edu.sg/isc/immigration/Pages/Student'sPass.aspx>

If your application is successful, you will be issued with an in-principle approval (IPA) letter by ICA through NTU. If you require a visa to enter Singapore, it will be incorporated in the IPA letter. You need not apply for a separate visa and may enter Singapore by producing the IPA letter at the checkpoints.

ICA will issue the Student's Pass to students at NTU during peak enrolment periods. NTU will advise you on the date, time and venue when these will be issued.

Medical Examination

If the period of your studies at NTU exceeds six months, you are required to pass a medical examination conducted at the NTU Medical Centre before you can be issued with the Student Pass. This examination will include tests for the Human Immuno-

deficiency Virus (HIV) and Tuberculosis. Upon satisfactory completion of the medical examination, the NTU Medical Centre will issue you with a medical report which you may submit with your application for the Student's Pass. Should you fail the medical examination, you will be denied admission and must return home at your own expense. All international students will be given an appointment by ISC for their medical examination upon their arrival at NTU.

Transport

If you are travelling to Singapore for the first time, you are advised to take a taxi to campus.

Housing

On-campus accommodation is not guaranteed to exchange students. Students must be prepared to live off-campus should their application for on-campus accommodation be unsuccessful. Housing is in one of 16 undergraduate Halls of Residence based on double occupancy. Off-campus accommodation is available at hostels located within short bus rides to NTU.

More details on our on-campus accommodation can be found at <http://www.ntu.edu.sg/campus/Accommodation/Undergrad/HallsofResidence/Pages/default.aspx>

Safety

We hope your stay at your exchange destination will pass without any undue incident with regard to your safety. However, as you will be staying in a different environment and culture, you should be prepared to take necessary precautions if appropriate. We would advise you to consult with the International Student Centre on your arrival and also look at the following website which will give you up-to-date government information on the country you will be visiting.

<http://www.fco.gov.uk/en/>

If you find yourself without any access to cash, without your passport, or in any other serious kind of trouble, the British Consulate will try to help. In the unlikely event of you being arrested for a serious offence, insist on the Consulate being informed; a consular officer who can advise on local procedures etc will contact you as soon as possible.

Please also inform the International Office and your Director of Studies of any problems relating to your health or safety whilst on your study abroad exchange.

DISABILITY STATEMENT

Some destinations may be more accessible than others for disabled students. If you require any adjustments due to disability or specific learning difficulty and you wish to study abroad please contact Helen Leitch in the International Office (Helen.Leitch@ed.ac.uk). We will work together with you to explore the help available at your host institution. It

might also be helpful if you discuss this with your Director of Studies and the Disability Office as well.

Contacts

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These notes are for guidance only. We have tried to keep them up to date, but it is very difficult to do so without your input. So, if you can keep notes of any inaccuracies in this information we should be glad to hear of them on your return to Edinburgh. Any other observations and impressions about your stay will also be useful and will help those students who participate in the exchange in future years.

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