Bachelor of Business Management (BBM) Student Handbook

(For students admitted in AY 2013-14 and AY 2014-15)

As of 27 June, 2018
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OVERVIEW

The SMU Business School (School) undergraduate curriculum leads to the award of the degree of Bachelor of Business Management (BBM). The objective of the programme is to produce professionally competent graduates who are entrepreneurial, creative, capable of critical thinking and committed to life-long learning. In order to accomplish this objective, the curriculum is structured into three sections as well as internship and community service:

<table>
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<th>Course Units (CUs)</th>
<th>Period of Study</th>
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<td>Business Core</td>
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<tr>
<td>Business Capstone</td>
<td>1</td>
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<td>(Pre-requisites of this course: Business, Government &amp; Society and Strategy)</td>
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<table>
<thead>
<tr>
<th>Business Electives</th>
<th>Course Units (CUs)</th>
<th>Period of Study</th>
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<tbody>
<tr>
<td>Courses from the list of majors</td>
<td>5</td>
<td>Year 2-4</td>
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<table>
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<tr>
<th>Electives</th>
<th>Course Units (CUs)</th>
<th>Period of Study</th>
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<tr>
<td>Business Options</td>
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<td>3*</td>
<td>Year 1-4</td>
</tr>
<tr>
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<td>2</td>
<td>Year 2-4</td>
</tr>
<tr>
<td>Technology and Entrepreneurship</td>
<td>2</td>
<td>Year 2-4</td>
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</tbody>
</table>

| Non-Credit Graduation Requirements               |                    |                 |
| Finishing Touch                                  |                     |                 |
| Internship                                      |                     | Year 1-4        |
| Community Service                                |                     |                 |

| Total Required                                   | 36                 |                 |

* Up to 2 courses may be exempted for individuals with prior background.

Note: Both core or elective courses may have pre-requisites/co-requisites. Please refer to the Course Catalogue on OASIS for the most updated list of pre-requisites / co-requisites for a particular course. It is a must to complete the pre-requisite(s) before taking these courses.

The School offers students a carefully designed programme in which business and management education is integrated with a broad-based foundation throughout the student's four years of study. The programme aims to equip all students with the fundamental skills and attributes needed to operate in a dynamic and challenging environment. Students are expected to develop and fine-tune analytical skills, adopt a creative approach to varying and rapidly changing situations, communicate effectively, and lead successfully.
The School’s curriculum will ground students thoroughly in the theories, concepts and working tools essential for operating in a modern business environment. Successful graduates will be proficient in oral and written communication, and will be able to understand and apply quantitative analysis to the solving business problems. As managers, they will also be able to utilise the computer and other technologies in decision-making and other managerial processes.

The curriculum consists of 36 course units and at least one 10-week internship and 80 hours of community service. All curriculum requirements are to be completed within four years.

BUSINESS FOUNDATION REQUIREMENT – 3 COMPULSORY COURSE UNITS

You must take these courses in your first year:

- Calculus
- Introductory Economics
- Programme in Writing and Reasoning (or Academic Writing for students admitted in AY2013-14 and before)

UNIVERSITY CORE REQUIREMENT – 6 COMPULSORY COURSE UNITS

- Analytical Skills & Creative Thinking
- Business, Government & Society
- Ethics & Social Responsibility*
- Leadership & Team Building
- Management Communication
- Technology & World Change

*Students admitted in AY13/14 or AY14/15 and have been granted provisional enrolment into BAcc secondary degree will have to take ACCT 321 version instead of LGST 001.

BUSINESS CORE REQUIREMENT – 10 COMPULSORY COURSE UNITS

- Business Law
- Operations Management (used to be called Business Processes)
- Finance
- Financial Accounting
- Introductory Statistics or Introduction to Statistical Theory**
- Management Accounting
- Management of People at Work
- Marketing
- Decision Analysis (used to be called Management Science)
- Strategy (preferably to be done as a final-year course)
All students who have been granted provisional enrolment into BSc (Econ) secondary degree will have to take *Introduction to Statistical Theory*.

**BUSINESS CAPSTONE – 1 COURSE UNIT**

All BBM students are required to complete Business Capstone in their final year. The course is a compulsory graded course. The pre-requisites of this course are Business, Government & Society and Strategy.

*Please refer to the course Catalogue on OASIS for the latest update of pre-requisites/ co-requisites for the course.

**BUSINESS COURSE REQUIREMENT – 5 COURSE UNITS**

*Note that the list of electives provided in this handbook is not exhaustive. Please refer to OASIS > Top Applications > BOSS bidding > Plan & Bid > search for the courses for the full list of courses.*

BBM students are required to declare a major by the end of their second year. The details of the various majors offered in the School are as follows:

**CORPORATE COMMUNICATION (COMM)**

You must take:
- Foundations in Corporate Communication
- 4 Corporate Communication electives

**FINANCE (FNCE)**

You must take:
- Corporate Reporting & Financial Analysis
- Financial Instruments, Institutions & Markets
- 3 Finance electives
- CFA100 Ethics and Standards Practice for Investment Management (non-credit)*

All SMU undergraduates who have declared Finance as their first or second major are eligible to do **one** of the four tracks listed below. Students are required to declare their major as FNCE with Track in (ITT/ IBT/ WMT/ FRA) accordingly.

Please note that ONLY LLB students can choose to take FNCE 101 Finance or FNCE 103 Finance for Law. They have to obtain a minimum grade of A- for FNCE 103 Finance for Law.

* All BBM and (double degree in BBM) students (majoring in Finance or Finance with Track in (ITT/ BT/ WMT) are required to take **CFA100 Ethics and Standards of Practice for Investment Management**. CFA100 is tracked as a non-coursework requirement in the degree progression report. Students must (1) personally attend the complete lecture from start to finish and (2) pass the test to complete this requirement. Incomplete or partial attendance does not count toward meeting the requirement. The CFA100 lecture and test are conducted once a term, in Term 1 and Term 2. Students are advised to avoid taking it
during their final graduating term as it may delay their graduation if they do not pass the test. If you miss the lecture or fail the test, you would have to wait till the next available regular offering in either Term 1 or 2 to complete the requirement. Otherwise you may have to drop your finance major and graduate without it or with no tracks. Please note only students who have fully attended the lecture will be permitted to sit for the test. BBM (Finance) students who have passed CFA Level 1 with at least 70% on the Ethical & Professional Standards component can apply for exemption from CFA100.

FINANCE (FNCE) – INTERNATIONAL TRADING TRACK (ITT)
This is a specialisation under the Finance (FNCE) major. You will need to declare FNCE with Track in (ITT) as your major and you must take:

Compulsory courses for Finance major:
- Corporate Reporting & Financial Analysis
- Financial Instruments, Institutions & Markets

Additional compulsory courses for International Trading Track:
- Trade Finance
- Analysis of Derivatives Securities
- Any Finance Elective (replacing FNCE 309 Enterprise Risk Management)
- Shipping Business
- Law of International Trade
- At least three non-credit courses (e.g. Agri-commodity Trading, Coal Trading, Emissions Trading, Oil Trading, Palm Oil Trading, Petrochemicals Trading, and Iron Ore and Met Coal Trading)

FINANCE (FNCE) – INVESTMENT BANKING TRACK (IBT)
This is a specialisation under the Finance (FNCE) major. You will need to declare FNCE with Track in (IBT) as your major and you must take:

Compulsory courses for Finance major:
- Corporate Reporting & Financial Analysis
- Financial Instruments, Institutions & Markets

Additional compulsory courses for Investment Banking Track:
- Investment Banking
- Corporate Finance
- Entrepreneurial Finance
- 3 other Investment Banking Track electives

FINANCE (FNCE) – WEALTH MANAGEMENT TRACK (WMT)
This is a specialisation under the Finance (FNCE) major. You will need to declare FNCE with Track in (WMT) as your major and you must take:

Compulsory courses for Finance major:
- Corporate Reporting & Financial Analysis
- Financial Instruments, Institutions & Markets
Additional compulsory courses for Wealth Management Track:

- Wealth Management
- Financial Planning & Advisory
- Any Finance Elective (replacing FNCE 218 Wealth Management and the Law)
- 3 other Wealth Management Track electives

FINANCE (FNCE) – FINANCIAL RISK ANALYSIS (FRA)
This is a specialisation under the Finance (FNCE) major. You will need to declare FNCE with Track in (FRA) as your major and you must take:

Compulsory courses for Finance major:

- Corporate Reporting & Financial Analysis
- Financial Instruments, Institutions & Markets

Additional compulsory courses for Financial Risk Analysis Track:

- Linear Algebra and Regression

Any one of the following courses:

- Quantitative Risk Analysis
- Enterprise Risk Management
- Global Financial Risk Management**

Any four of the following courses with Financial Risk Analysis Track:

- Analysis of Equity Investments
- Analysis of Fixed-Income Investments
- Computing Technology for Finance
- Structured Finance
- Investment and Financial Data Analysis

*Note: SMU students should not take Quantitative Finance and Finance with Financial Risk Analysis Track as a double major.

**You can now take QF305 Global Financial Risk Management (in place of STAT313 Quantitative Risk Analysis and FNCE309 Enterprise Risk Management) as one of the courses to fulfill this track requirement.

STAT313 and FNCE309 may not be offered in the upcoming terms. Students who have previously taken STAT313/FNCE309 can continue to use QF305 to fulfill one of the four FRA track electives. If you have yet to take STAT313/FNCE309 in the previous terms, then you can take QF305 to fulfill this requirement.

MARKETING (MKTG)
You must take:

- Consumer Behaviour
- Marketing Research
- 3 other Marketing electives

OPERATIONS MANAGEMENT (OPIM)
You must take:
Supply Chain Management
Service Processes
3 other Operations Management electives

ORGANISATIONAL BEHAVIOUR & HUMAN RESOURCES (OBHR)
You must take
- Human Capital Management
- 4 other Organisational Behaviour & Human Resources electives

QUANTITATIVE FINANCE (QF)
You must take
- QF 201: Linear Algebra and Regression
- QF 202: Differential Equations
- QF 203: Real Analysis
- QF 301: Structured Finance
- QF 302: Investment and Financial Data Analysis
- QF 303: Stochastic Calculus and Finance Theory *
- QF 304: Numerical Methods *
- QF 305: Global Financial Risk Management
- QF 206: Quantitative Trading Strategies
And any one of the following courses:
- QF205 Computing Technology for Finance or
- IS 200: IS Software Foundations or
- IS 202: Data Management or
- IS 201: Object Oriented Application Development or
- IS 203: Software Engineering
And any one of the following courses:
- QF 204 Probability and Finance Theory or
- STAT 306 Applied Stochastic Models or
- STAT 311 Risk Theory and Loss Models
- STAT 314 Statistical Methods for Actuarial Analysis

*These courses should only be taken toward the end of your degree programme.

STRATEGIC MANAGEMENT (MGMT)
You must take:
- Corporate Entrepreneurship and Innovation
- 4 other Strategic Management electives

STRATEGIC MANAGEMENT (MGMT) - ENTREPRENEURSHIP TRACK (ET)
This is a specialisation under the Strategic Management (MGMT) major. You will need to declare MGMT with Track in (ET) as your major and you must take:

Compulsory courses for Strategic Management major:
Corporate Entrepreneurship and Innovation

Additional compulsory courses for Entrepreneurship Track:
- Entrepreneurship & Business Creation
- Leading New Ventures to Growth (replaced Enterprise Development)
- 2 other Entrepreneurship track electives

NO MAJOR

Students who opt not to major in any one area can elect to take 5 electives / course units listed under the different majors within the BBM curriculum.

SECOND MAJOR

All SMU students enrolled in a single degree programme may opt to do a second major in any of the following:

All students MUST declare their first and second (if any) major within their first 4 regular terms of study (inclusive of any terms with a leave of absence and/or international exchange) via OASIS > Academic > Programmes & Majors > Declare Major.

For details on the second major requirements, please refer to OASIS > Academic > Advisement & Curriculum > Second Major Requirements.

Offered by Lee Kong Chian School of Business
- Corporate Communication
- Finance without Track
- Finance with Track in : International Trading, Investment Banking, Wealth Management or Financial Risk Analysis
- Strategic Management without Track
- Strategic Management with Track in Entrepreneurship
- Marketing
- Operations Management
- Organisational Behaviour & Human Resources
- Quantitative Finance

Offered by School of Accountancy
- Accounting without Track
- Accounting with Track in : Financial Management, Risk Management and Assurance or Taxation

Offered by School of Economics
- Actuarial Science with Track in : Actuarial Analyst or Risk Analyst
- Applied Statistics (previously known as Business Statistics)
- Economics without Track
- Economics with Track in Quantitative Economics
- Economics with Track in Maritime Economics
Offered by School of Information Systems
- Advanced Business Technology without Track
- Advanced Business Technology with Track: Business Intelligence and Analytics, Banking Processes and Technology, Enterprise Systems and Solutions, Technopreneurship or Information Security and Assurance
- Information Systems Management
- Analytics without Track
- Analytics with Track in: Marketing Analytics, Operational Analytics, Accounting Analytics, Urban & Regional Analytics or Advanced Technology for Analytics

Offered by School of Social Sciences
- Political Science
- Psychology
- Sociology
- International and Asian Studies (IAS)
- Public Policy and Public Management (PPPM)
- Arts and Culture Management

Offered by School of Law
- Legal Studies

GENERAL EDUCATION REQUIREMENT – 3 COURSE UNITS
Students need to choose 3 course units from the list of General Education courses.

Students are allowed to count only one language course towards General Education (GE) degree requirement.

Do note that:
- Students may take more than one language course (whether advanced level or a different language) for credit but the additional language course(s) will not be counted towards fulfillment of GE requirements.

Students who go on exchange may continue to take an immersion language course but the above rule applies.

GLOBAL & REGIONAL STUDIES REQUIREMENT – 2 COURSE UNITS
You must choose one of the following courses:
- International Economics A or B
- International Trade
- International Macroeconomics

International Trade and International Macroeconomics are mutually exclusive with International Economics A and B. Students who have taken International Economics A or B will not be eligible to opt for Economics with Track (Quantitative Economics). And you must choose one course from the following courses**:\n
**
- International Business
- Asia Pacific Business
- Business Study Mission (BSM) — Pass/Fail course with effect from AY 2013/2014 Term 1
- International Finance
- Global Financial Risk Management

** This list of courses provided is not exhaustive.**

**TECHNOLOGY & ENTREPRENEURSHIP REQUIREMENT – 2 COURSE UNITS**
You must choose **Computer as an Analysis Tool** and one course from the following **:**

**Technology-related**
- IT and the Law
- Data Management
- IS Software Foundations
- Intelligent Organisations

**Entrepreneurship-related**
- Entrepreneurship & Business Creation
- Entrepreneurial Finance
- Enterprise Consulting
- Entrepreneurial Management

** This list of courses provided is not exhaustive.**

**BUSINESS OPTIONS REQUIREMENT – 4 COURSE UNITS**
The Business Options component in the BBM curriculum allows students to choose 4 other Business course units offered by the School under Business Majors, Global & Regional Studies and Technology & Entrepreneurship.

QF101 Quantitative Finance, QF102 Investment Statistics and QF207 Structured Products Sales and Trading are offered under new Quantitative Finance Major for students admitted in 2015-16 and onwards. These three courses can only be used to fulfil Business Option for students admitted in AY2014-15 or earlier.

Students may also take courses from:
- Accountancy Core courses in the BAcc curriculum
- Applied Statistic/ Actuarial Science courses in the BSc(Econ) curriculum
- Economics Major courses in the BSc(Econ) curriculum
- Information Systems Major courses in the BSc(IS) curriculum
- Law Core/ Electives in the LL.B curriculum
- Social Science Major courses in BSocSc curriculum

* Please note that for students wanting to select courses from the BSc (IS) programme, you must satisfy the course pre-requisites. In situations where you feel that you have the necessary knowledge as defined in the pre-requisite course but have not taken the pre-requisite in SMU, you can seek the prior consent of the instructor to be enrolled in the course. You are also to take the courses in a sequential manner in the order listed in the SIS curriculum.
FINISHING TOUCH (FT) PROGRAMME – GRADUATION REQUIREMENT

The Finishing Touch (FT) programme, administered by Dato' Kho Hui Meng Career Centre (DKH MCC), consists of a series of Career Preparation & Enrichment workshops to prepare students for internships, job applications and necessary skills for future career success.

Programme Outline:

<table>
<thead>
<tr>
<th>Year One Compulsory FT Workshops</th>
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<tbody>
<tr>
<td>FTW 101</td>
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<tr>
<td>FTW 102</td>
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*Note: FTW101 and FTW 102 are pre-requisites for enrolment into Year Two FT Workshops.*

<table>
<thead>
<tr>
<th>Year Two Compulsory FT Workshops (a series of five consecutive workshops)</th>
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<tbody>
<tr>
<td>FTW 201</td>
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<td>FTW 202</td>
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<td>FTW 203</td>
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<td>FTW 204</td>
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<td>FTW 205</td>
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<table>
<thead>
<tr>
<th>Year Three/Four Optional FT Workshops</th>
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</thead>
<tbody>
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<td>FTW 301</td>
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<td>FTW 302</td>
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<tr>
<td>FTW 303</td>
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<tr>
<td>FTW 304</td>
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Students must successfully complete the compulsory Year 1 and Year 2 FT workshops to fulfil their graduation requirement for the FT Programme.

For more information, please refer to OASIS > Careers & Comm Service > The Finishing Touch.

DOUBLE DEGREE PROGRAMME

Under the double degree programme, a student can graduate in four years with two degrees in:

- Business Management & Accountancy (BBM/ BAcc)
- Business Management & Economics (BBM/ BSc (Econs))
- Business Management & Information Systems Management (BBM/ BSc (IS))
- Business Management & Social Sciences (BBM/ BSocSc)

The double degree programme gives students an invaluable edge in the global economy and an unrivalled versatility and flexibility in career options.

ELIGIBILITY CRITERIA

Students may apply for the double degree programme only at the end of Year 1 or Year 2 (after release of examination results), before the start of the first term of the next academic year. Please refer to OASIS > Calendar > Critical Dates for the application period.
For information on the criteria for applying for the double degree programme as well as the related policies, please refer to OASIS > Academic > Programmes & Majors > Double Degree Policy.

Note: Applications will be subject to the Dean’s approval. Being eligible to apply does not mean that your application will be approved.
MINIMUM NUMBER OF COURSE UNITS
To graduate with a double degree in the following combinations, a student must complete all the requirements of both degrees.

<table>
<thead>
<tr>
<th>Double Degree</th>
<th>Course requirements</th>
<th>Additional courses to take</th>
<th>No. of minimum CUs</th>
</tr>
</thead>
</table>
| BBM & BACC    | • All 36 courses listed in the BBM curriculum  
• Complete all courses under Business Subjects (8 courses, of which 6 courses can be cross listed as Business Core within the BBM curriculum)  
• Complete all courses under Accounting Core (9 courses, of which 2 can be cross listed as Business Core and 4 cross listed as BO within the BBM curriculum)  
• Complete all courses under Accounting Options (3 courses)  
• Complete 1 additional GRS course to fulfill BAcc requirement  
• Take either ACCT101 FA or ACCT111 FA and either ACCT102 MA or ACCT112 MA, even though students are encouraged to take ACCT111 FA and ACCT112 MA.  
| 2 Business Subjects  
3 Accounting Core  
3 Accounting Options | 42 CUs for students with 1st major in Finance |
| BBM & BSc (Econ) | • All 36 courses listed in the BBM curriculum  
• Complete all courses under Economics Major and to read Intermediate Mathematics for Economics under Economics Major (11 courses, of which 4 courses can be cross listed as BO and International Economics B can be cross listed as GRS compulsory within the BBM curriculum)  
• Complete the necessary number of courses from the Major-related list of the BSc (Economics) curriculum (9 courses, of which 8 can be cross listed as Business Core and Introduction to Statistical Theory can be cross listed as Business Core within the BBM)  
| 6 EM (including Intermediate Mathematics for Economics)  
1 GRS | 41 CUs with 1st major in Finance  
| 42 CUs with 1st major Corporate Communication, Marketing or Strategic Management |

Note: All BBM students who were provisionally enrolled in BAcc as their secondary degree are required to take ACCT 111 FA and ACCT 112 MA.  
Students must take ACCT224  
Students admitted in AY13/14 or AY14/15 and have been granted provisional enrolment into BAcc secondary degree will have to take ACCT 321 version instead of LGST 001.
<table>
<thead>
<tr>
<th>Curriculum</th>
<th>Requirements</th>
<th>CUs for Students</th>
<th>Notes</th>
</tr>
</thead>
</table>
| BBM & BSc (IS) |  • All 36 courses listed in the BBM curriculum  
  • Complete all courses listed under IS Foundation (5 courses) - (1 course can be cross listed under TE and 4 can be cross listed as BO within the BBM curriculum)  
  • Complete all courses listed under IS Advanced Topics (6 courses)  
  • Complete all courses listed under IS Project & Elective (5 courses)  
  • Complete all courses listed under Business Oriented Elective (6 courses, of which 4 can be cross listed as Business Major electives. Computer Analysis Tool can be cross listed as TE compulsory and Introductory Statistics can be cross listed as Business Core under BBM curriculum)  
  • Complete Computational Thinking under the GE requirement within BBM curriculum. | 6 IS Advanced Topics  
5 IS Project & Electives | 46 CUs for students with 1st major in Marketing or Strategic Management  
47 CUs for students with any other majors |
| BBM & BSc (SocSc) |  • All the 36 courses listed in the BBM curriculum  
  • Complete all courses listed under Social Science Core (4 courses, of which 3 can be cross listed as BO and Introductory Statistics which can be cross listed as Business Core within the BBM curriculum)  
  • Complete all courses listed under Social Science Major (7 courses, of which 1 can be cross listed as BO)  
  • Complete Social Science Capstone Seminar  
  • Complete the necessary number of courses from the Major-related list of the BSocSc curriculum (8 courses, of which 6 can be cross listed as Business Major electives/Business Core course under BBM curriculum)  
  While some courses in the Social Science Core or Social Science Major can be cross listed as Business Major electives/Business Core course under BBM curriculum | 6 Social Science Major courses  
Social Science Capstone Seminar  
2 Social Science Major-related | 43 CUs for students with 1st major in Corporate Communication  
45 CUs for students with any other majors |
listed with GE courses in the BBM Curriculum, these courses cannot be cross listed with the GE courses in the BSocSc curriculum. Students have to take the requisite number of GE courses to ensure that they satisfy the GE requirements under the BSocSc curriculum.
COURSE PROGRESSION FOR DOUBLE DEGREE STUDENTS

BBM/BACC
- Ensure that you take ACCT 111 Financial Accounting and ACCT 112 Management Accounting and ACCT 224 Financial Reporting and Analysis courses. ACCT 101/ACCT 102/ACCT 201 are meant for non-accounting degree students
- Students admitted in AY13/14 or AY14/15 and have been granted provisional enrolment into BAcc secondary degree will have to take ACCT 321 version instead of LGST 001

BBM/BSc (Econs)
It is highly recommended that you take ECON 205 Intermediate Mathematics course for Economics in your first year as it is the pre-requisite for ECON 101 Intermediate Microeconomics which you will need, along with other courses, for your double degree confirmation.

BBM/BSocSc
It is highly recommended that you take 1 of the 3 SocSci core courses in your first year (preferably Term 2) to ensure that you are able to complete all of your pre-requisites courses by the end of your second year for your double degree confirmation.

BBM/BSc (ISM)
It is highly recommended that you take IS 200 IS Design Foundations course in your first year as it is a pre-requisite for IS 201 Object Oriented Application Development course which is one of two courses that you need in addition to IS 202 Data Management course for your double degree confirmation.

TRANSFER OF PROGRAMME
SMU students are allowed, subject to approval of the Deans of both the current and new programmes, to transfer to another programme of study within SMU. Students may apply for a programme transfer only at the end of Year 1 or Year 2 (after release of examination results) before the start of the first term of the next academic year.

Please refer to OASIS > Calendar > Critical Dates for the application period. For information on the criteria for applying for a programme transfer, please refer to OASIS > Academic > Programme & Majors > Programme Transfer Policy.

Note: Being eligible to apply does not mean that your application will be approved.

INDEPENDENT STUDY PROJECT
The Independent Study option can be a valuable enhancement to the BBM curriculum, allowing students to pursue a specific topic of interest not available in regularly offered courses.

Those interested in taking an Independent Study option should go to OASIS > BOSS > Courses & Schedules > Independent Study Course for more information.
INTERNSHIP PROGRAMME (10-WEEK ATTACHMENT) – GRADUATION REQUIREMENT

Dato’ Kho Hui Meng Career Centre (DKHMCC) manages all internship placements for students at SMU. All students must complete a 10-week internship as part of their graduation requirement.

Accountancy, Information Systems and Law students have degree specific requirements for internship. Double Degree students are to ensure that they satisfy the criteria of internship set for both primary and secondary degrees for fulfilment of graduation requirement.

DKHMCC Internship Guidelines

Full-time matriculated students can start their internship after successfully completing two terms and have read the e-internship guide and passed the e-internship briefing quiz.

To have a successful internship, do prepare and plan ahead. Below are some points to note:

- Students may source for their own internship, or browse through the internship opportunities on OnTRAC II.
- Prior approval must be attained for all internships before embarking on the stint. DKHMCC reviews the job scope, internship host organisation and work arrangements for all internships (local/overseas).
- For self-sourced internships, students must submit a self-proposal via OnTRAC II for DKHMCC’s approval. The same guidelines and process will apply to students with internship obligations as part of their scholarship.
- Overseas Internships requires all necessary paperwork (relevant work visa, travel insurance, risk & undertaking form) to be completed and submitted before departing Singapore. Specific requirements for travel insurance is required, refer to DKHMCC for more details.
- The approved internship must be carried out on a full-time basis for a total of 10 weeks completing 400 hours.
- Students are recommended to register their subsequent (2nd/3rd) internships with DKHMCC for approval

Internship Periods

Students are recommended to embark on their internship during Summer/Winter vacation break or during term-time.

Successful applicants for internship placement in the summer term (Term 3) should obtain endorsement of internship placement and waiver of tuition fee penalty from Dato' Kho Hui Meng Career Centre. These students will then not be subjected to the tuition fee penalty and will receive a full refund of tuition fee. Please fill up this online form to request for Endorsement of Term 3 Internship Placement and take note of the following timeline and procedures when requesting for fee waiver at OASIS > BOSS > Course Enrolment & Drop > Bidding in Term 3 > Exception for Internship.
During term-time, students embarking on full-time internships to apply for Leave of Absence (LOA), restrictions however apply to student pass holders. Please read up the LOA policy via OASIS > Finance & Admin > Absence & Withdrawal > Leave of Absence Policy and the refund policy via OASIS > Finance & Admin > Absence & withdrawal from university > Refund Policy. Students need to initiate the application for LOA as this process is not automatic. All part-time internships are subjected to approval by DKHMCC and student pass holders are to keep to a maximum of 16 hours of work per week.

**Internship Grading**

- **Internship Report**
  At the end of the internship, students must submit an internship report within one month from the last day of the internship stint. To complete the internship report, students are to access the report OASIS > Careers & Comm Service > Internship > Supporting Functions > Participation and Grading Details.

- **Performance Appraisal**
  A performance appraisal will also be required of the Supervisor / Reporting Officer, under whose supervision the student completed the internship to give feedback on the students’ performance.

Where a student scores below average in his/her "Overall Grading" in the Performance Appraisal, that internship placement will not be recognised towards the fulfilment of the required 10-week internship requirement. Students’ Internship will be graded and considered complete when submitted documents satisfy the graduation requirements and meets the objectives of the internship programme.

For more information, visit ontrac.smu.edu.sg; or you may refer OASIS > Careers & Comm Service> Internship. Please direct all general enquiries to, email: placement@smu.edu.sg.

**COMMUNITY SERVICE (CENTRE FOR SOCIAL RESPONSIBILITY)**

Students are required to be actively involved in serving and giving back to society through a minimum of 80 hours of community service. Through community service, students learn the value of being responsible and civic-minded citizens of society. Students are encouraged to start their community service attachment early, preferably in their first year of study.

As preparation for Community Service Projects is essential, students must first attend the compulsory Community Service Briefing conducted by the Centre for Social Responsibility (C4SR). This briefing sets the tone for community service as a SMU graduation requirement – those who do not attend this briefing will not be allowed to count any community service rendered as part of the fulfilment of graduation requirements.

Students may work with a maximum of three organisations to fulfil the first 80 hours. Applications must be submitted via OnTRAC (https://singaporecsrcsm.symplicity.com/students/index.php) for approval before students embark on any project. At the end of the project, the host organisations are required to appraise the students’ performance.
After completing the first 80-hour requirement, students must submit a written report through SMU OASIS. Students' Community Service will be graded and considered complete only when submitted documents are assessed to be satisfactory and meeting the objectives of the community service programme, in which case the Community Service requirement will be given an overall "pass" grade.

For more information, please refer to OASIS > Careers & Comm Service > Community Service.

SMU UNDERGRADUATE REGULATIONS AND PROCEDURES

Please refer to OASIS > Policies & Self Service.

ONLINE REGISTRATION OF COURSES

Please refer to OASIS > BOSS > Course Enrolment & Drop.

EXCHANGE PROGRAMMES

Students may be granted approval to transfer credits from approved institutions for courses taken outside SMU after matriculation. Such approvals must be obtained before students embark on these programmes:

- International Exchange Programmes (via SMU International Office)
- Local Exchange Programmes (via Registrar’s Office)
- Summer Study Programmes (via SMU International Office)
- External Study Programmes (self-arranged by students)

(Refer to OASIS > Campus Life & Exchange > Other Study Programmes > Self-arranged External Study Programme)

Students are not allowed to go on external study programmes with SMU partner universities during regular term. Students may choose to do external study programmes at high-ranking and good standing non-partner universities during regular term.

Students who are going on external study programme especially in Term 3B must ensure that they are able to complete the external study programme and return to SMU for their studies at least 1 week before the start of the next term.

Procedures for External Study Programmes (self-arranged by students)

1. You can submit your application via OASIS > Campus Life & Exchange > Other Study Programmes > Self-arranged External Study Programme > [Exchange: Apply for Exchange > Other External Study (Non-Exchange)] for School’s approval. If a university is not on the selection list, you can then write to lkcsb_ug@smu.edu.sg for approval.
   (Note: A student is allowed to submit only one application per regular term/ summer term.)
2. Once the application has been approved:
   - If your external study is during regular term, you need to apply for LOA under the reason "for other external study" before the start of the term. The Letter of Acceptance must be attached in your LOA application as a supporting document. Any delay in the submission of the LOA application will result in School fees penalty.
   - You need to submit the online worksheet for the courses you plan to take. The course duration must be indicated on the worksheet. We will not be able to process the worksheets without course syllabus.

   The onus is on you to ensure that the SMU credits are keyed in accurately on the worksheet. If there are any discrepancies found, you will not be able to transfer the full credit back to SMU.

   Please note that the school does not accept Certificate of Attendance as documentary proof for any credit transfer.

   - School to evaluate / approve worksheet course areas
   - You must ensure that the worksheets have been approved before embarking on external study.

3. You are required to submit the offer letter of acceptance and provide your flight details such as departure date, emergency contact* to lkcsb_ug@smu.edu.sg once you have confirmed your exchange programme.

   It is required for all students to remain contactable during their exchange programmes. You are advised to obtain a local contact number from the country of your exchange programme. Please provide us the local contact number within one week after your arrival.

4. After you have successfully enrolled in the courses, you need to login to OASIS to confirm these courses for credit transfer.

5. After your exchange program, please submit the original official transcript to LKCSB (at Undergraduate Office, Level 5).

   It is a must that you be familiar with the credit transfer policy before applying for external study.

   Please refer to OASIS > Academic > Advisement & Curriculum > Credit Transfer Policy.

   Generally, you are encouraged to take up overseas exchange with the SMU International Office.
FREQUENTLY ASKED QUESTIONS

1. What requirements do I need to fulfil to be eligible for a BBM degree?
To be eligible for a BBM degree, a student must satisfactorily complete all requirements of
the programme, including the compulsory internship, community service requirements and
other required non-coursework requirements.

Students pursuing a single degree with a single major (basic degree) must attain at least 36
credited CUs, including exemptions/credit transfers.

For those who are pursuing a basic degree with a second major, the minimum CUs required
is typically 38, including exemptions/credit transfers. The actual minimum CUs required will
depend on your declared major (please refer to OASIS > Study > Curriculum for details).
Double counting of courses between your basic degree and second major is allowed,
provided the courses are listed in both areas and the total CUs earned do not fall below the
minimum required CUs.

Students must attain a cumulative GPA of at least 2.00 and obtain the minimum credits
required for their declared degree (degree with no/single/double major). Double degree
students must attain a cumulative GPA of at least 3.00.

Only ONE cumulative GPA (single degree or double degree) will serve as the basis for the
cum laude/merit award.

Note: You must obtain a passing grade of "D" or better to receive credit in any course. An
"F" grade in a course will remain on your transcript permanently and will be factored in
when calculating your GPA. If you retake the course at a future time, both the old and new
grades will be appear on your transcript. The new grade will count toward your GPA and
you will receive credit for the repeated course. If you receive an "F" grade in a required
course, you must retake that course. If you receive an "F" grade in a non-required course,
you may either repeat the course or substitute it with another.

2. Can I still take a course when I have yet to complete its pre-requisite?
If a course is a pre-requisite for another course, the courses cannot be taken together. No
special arrangements will be made.

3. How can I know the attributes of a course?
Please refer to the BOSS User Guide on OASIS.

OASIS > Self Service Apps > My Apps > BOSS Bidding > Plan & Bid > Add to Cart

4. How can I check if I have fulfilled my course requirements?
We encourage all students to go to OASIS to generate their own academic advisement
reports. The report will indicate how many outstanding courses there are and which areas
these courses fall under.

OASIS > Academic > Advisement & Curriculum > My Degree Progression >
Supporting Functions > Degree Progression Report
If the advisement report does not tally with your own records, then attach the degree progress report from OASIS and indicate specifically which area of the report that you have queries with. Send your queries to lkcsb_ug@smu.edu.sg

5. If I have completed the requirements for a double major under a single BBM degree in less than 38 CUS, am I eligible to file for graduation?
If you meet the second major requirement with fewer than 38 CUs, then you have to take additional Business Options course(s) to fulfill the minimum CU requirement.

To find out which courses you’re required to take in order to complete your second Major, please go to OASIS > Academic > Advisement & Curriculum > Second Major Requirements.

6. How can I apply for an internship exemption if I have completed my industrial attachment in Polytechnic?
For Polytechnic students who want to request for an internship exemption, you will need to bring your Polytechnic internship certificate (with the duration of your internship indicated on the certificate) to LKCSB’s Undergraduate General Office at Level 5.

Do note that such exemptions are granted on a case-by-case basis.

7. How can I request a letter of certification that I am studying in SMU?
Please go to OASIS > Finance & Admin > Certification & Personal Info > Enrolment letter & Academic Summary (Select the appropriate letter type).

8. How can I make changes to my personal details?
Please go to OASIS > Finance & Admin > Certification & Personal Info > Update Personal Info & Citizenship.

9. How can I apply for a Leave of Absence?
Please go to OASIS > Finance & Admin > Absence & Withdrawal > Apply for Leave of Absence.

You are required to attach supporting documents such as Internship Offer Letter and email your confirmation from the Dato’ Kho Hui Meng Career Centre.

Do note that approval is given on a case-by-case basis.