

# Information Kit for Employers

Undergraduate &  
Postgraduate students



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A premier university in Asia, the **Singapore Management University (SMU)** is internationally recognised for its world-class research and distinguished teaching. Established in 2000, SMU's mission is to generate rigorous and relevant multi-disciplinary research with global impact; while producing broad-based, creative, and entrepreneurial leaders for the knowledge based-economy.

**Dato' Kho Hui Meng Career Centre** partners you to find SMU students equipped with the right skills and aptitude for your organisation through internship programmes and full-time employment. Our team of skilled Career Coaches work closely with students throughout their undergraduate/postgraduate journey, preparing them for the job market through 1-1 career coaching, workshops, mock interviews, organising recruitment talks and industry sessions.





# Undergraduate

- SMU internship programme
- SMU-X
- Undergraduate programmes

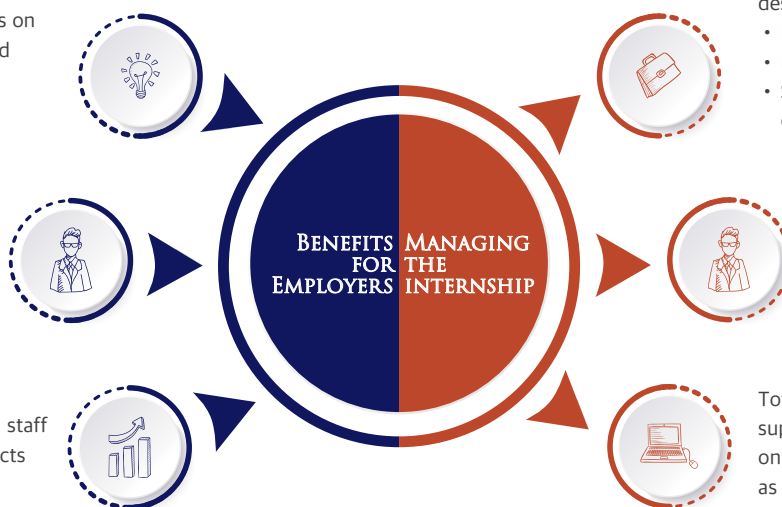
# SMU INTERNSHIP PROGRAMME

Administered by the Dato' Kho Hui Meng Career Centre (DKHMCC), a minimum 10-week internship is a compulsory component of the SMU four-year curriculum and a graduation requirement. It aims to provide students with a contextual and deeper cross-cultural appreciation of business practices and research while providing employers with an excellent source of highly motivated, career-minded individuals.

- 'Out-of-the-box' thinking
- Value-added new perspectives on various systems, processes and programmes
- Positive experience and contribution

A proven, cost-effective way to recruit and evaluate potential employees.

Potentially frees up professional staff to pursue other important projects and tasks.



Interns should be given a clear description of their:

- Key learning outcomes
- Duties and responsibilities
- Scope and expected deliverables of assigned projects

Interns should be viewed as entry-level professionals, who will add value to the organisation. Dedicated staff should be assigned to ensure quality supervision and mentorship during the attachment.

Towards the end of the internship, supervisors should complete an online performance appraisal form as part of the intern's formative and summative assessment.



## ADDITIONAL INFORMATION

### Internship Periods:

- Early May - mid-August (Summer vacation: 15 weeks)
- December (Winter vacation: five weeks)
- January - June / July - December (Term-time internship: 24 weeks)

The academic calendar is available at: [admissions.smu.edu.sg](https://admissions.smu.edu.sg) > For Prospective Student > Academic Calendar

Interns shall follow the host organisation's office and working hours.

### Work Pass Exemption:

Full-time matriculated international students of SMU do not require work passes to intern during their vacations.

### Stipend:

While not mandatory, the recommended average monthly allowance ranges from S\$800 to S\$1,500.



## ELIGIBILITY FOR INTERNSHIP

(For one course unit from AY2019/2020 onwards)

### Minimum number of terms completed:

- Most students may embark on their first recognised internship after completing one academic term and five e-internship readiness modules.
- Those pursuing degree programmes offered by the School of Computing & Information Systems and Yong Pung How School of Law may do so after two and four terms respectively.

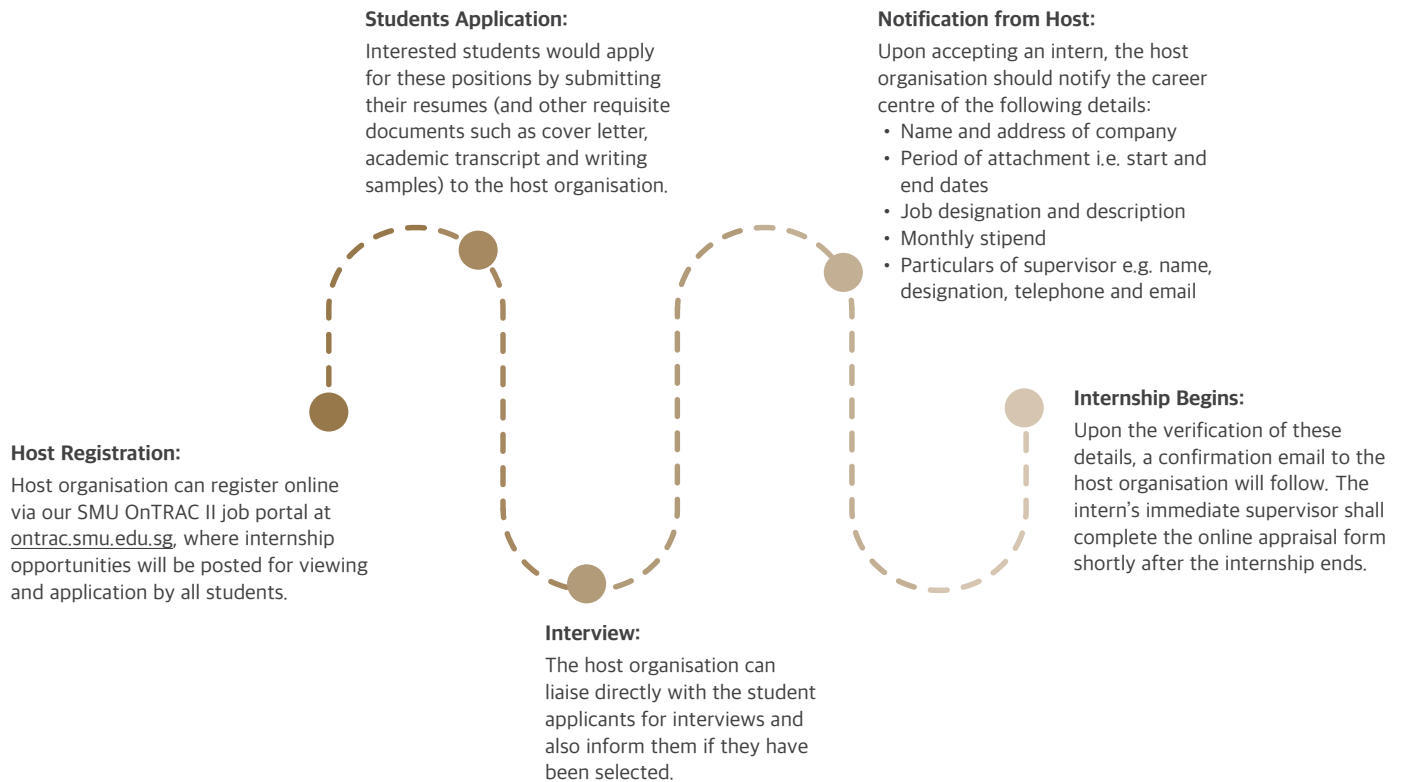


## INSURANCE

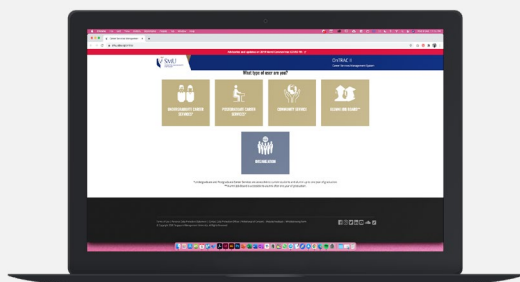
All SMU students are covered against personal or bodily injuries caused by or arising out of accidents under a group personal accident insurance policy (24 hours worldwide) for a sum of S\$35,000. Host organisations may wish to cover interns under their own insurance plans such as medical insurance and workman's compensation.

The host organisation should inform the career centre in advance whenever interns are required to travel overseas for business trips/training purposes. Interns should have adequate travel insurance to cover the full duration of each overseas stint.

# INTERNSHIP APPLICATION PROCESS



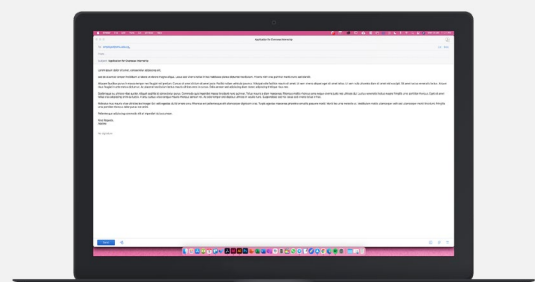
## LOCAL INTERNSHIP:



Host organisations in Singapore accepting full-time matriculated students of SMU as interns are exempted from CPF contributions.

Register on OnTRAC II: <https://ontrac.smu.edu.sg>

## OVERSEAS INTERNSHIP:



### VISA / WORK PERMIT

Assisted by SMU, interns will apply to the respective embassies in Singapore for a visa/work permit upon receiving an offer letter from the host organisation. Visa/Work permit fees are borne by interns.

### ACCOMMODATION

Support for short-term accommodation, though not mandatory, will be appreciated.

### AIRFARE

Interns fund their own airfare to and from the host country.

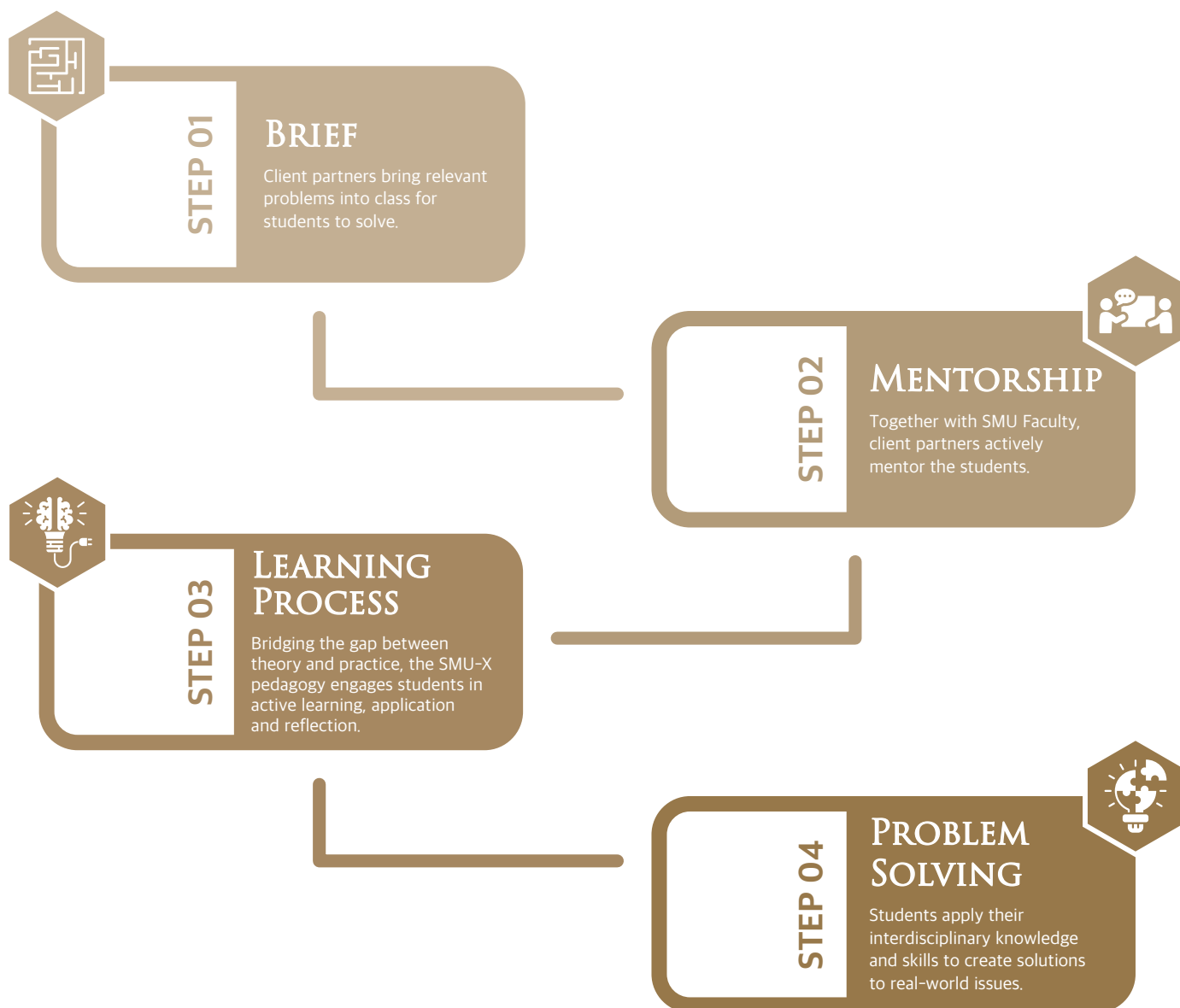
Direct all queries on overseas internships to [overseasdesk@smu.edu.sg](mailto:overseasdesk@smu.edu.sg)





# SMU-X

Introduced in 2015 as a university-wide programme, SMU-X is an experiential learning framework which calls for students to take on complex real-world challenges by collaborating on projects with corporates, nonprofit and government organisations. The framework represents a paradigm shift in the traditional approach to teaching and learning; from being teacher-centred to students taking ownership of their own learning.



Examples of these projects are available [here](#).

Confidence, critical thinking and problem solving skills are developed as students generate creative solutions that make a difference to their client organisations. This teaches them to be critical thinkers and effective managers in the future.

Please contact [smux@smu.edu.sg](mailto:smux@smu.edu.sg) if you wish to engage our students in an SMU-X project.

# UNDERGRADUATE PROGRAMMES

The university offers the following full-time undergraduate programmes:

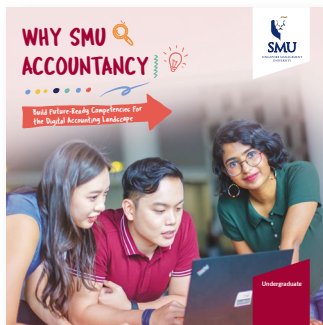
- Bachelor of Accountancy
- Bachelor of Business Management
- Bachelor of Science (Economics)
- Bachelor of Science (Information Systems)
- Bachelor of Science (Computer Science)
- Bachelor of Science (Computing & Law)
- Bachelor of Science (Software Engineering)
- Bachelor of Laws
- Bachelor of Social Science
- Bachelor of Integrative Studies

## DOUBLE DEGREES & SECOND MAJORS

SMU students are offered the unparalleled flexibility of a double degree or a second major. This multidisciplinary approach develops students' versatility and potential to seek careers in a wide range of industries.

Students can choose a double degree programme combining any two disciplines: Accountancy, Business Management, Economics, Law, Information Systems Management or Social Sciences.

They can also choose a second major from over 300 second major combinations from any of the university's seven schools. The list of majors and tracks are available [here](#).





# Postgraduate

- Postgraduate programmes



# OUR POSTGRADUATE PROGRAMMES



From **45 countries**



Pre-experienced to  
mid-career professionals



**16 Postgraduate Programmes**

## LEE KONG CHIAN SCHOOL OF BUSINESS

### Master of Business Administration (MBA)

Top 10 in Asia, 43rd Globally (QS ranking)  
[www.smu.edu.sg/mba](http://www.smu.edu.sg/mba)

An experiential-learning programme for professionals looking to accelerate their career progression or effect a career change, the SMU MBA allows them to draw on the know-how of our professors and industry experts to develop critical business skills.

**Top industries where graduates are employed in:**  
Financial Services, Tech, Consulting

**Students' Work Experience:**



### Master of Science in Wealth Management (MWM)

1st in Asia, 3rd Globally (FT ranking)  
[www.smu.edu.sg/mwm](http://www.smu.edu.sg/mwm)

Training up specialists in global wealth management through this first-of-its-kind programme, the SMU MWM is ranked first in Asia and third in the world by Financial Times. Both aspiring and seasoned wealth managers will benefit from the interactive curriculum with a sharp Asian focus.

**Top industries where graduates are employed in:**  
Financial Services, Tech, Commodities

**Students' Work Experience:**



### Master of Science in Management (MiM)

41st Globally (FT ranking)  
[www.smu.edu.sg/mim](http://www.smu.edu.sg/mim)

Specifically designed to prepare students for the widest range of careers in business, this rigorous programme equips them with a comprehensive understanding of management across a variety of practical disciplines.

**Top industries where graduates are employed in:**  
Tech, Audit/Accounting, Financial Services

**Students' Work Experience:**



### Master of Science in Applied Finance (MAF)

41st globally (FT ranking)  
[www.smu.edu.sg/maf](http://www.smu.edu.sg/maf)

Relevant and comprehensive, the MAF provides students with in-depth specialist knowledge and strategic perspectives to navigate challenging financial situations. They are equipped with analytical skills, creative problem-solving techniques and aptitude for a wide range of careers.

**Top industries where graduates are employed in:**  
Financial Services, Tech, Audit/Accounting

**Students' Work Experience:**



## Global Master of Finance Dual-Degree (GMF)

<https://business.smu.edu.sg/global-master-finance-dualdegree>

The GMF is designed to equip students with a comprehensive and in-depth understanding of the analytical and pricing issues of financial markets and instruments, such as economic analysis and dynamics of financial markets, largely from a practical perspective.

### Top industries where graduates are employed in:

Consulting

### Students' Work Experience:



## Master of Science in Quantitative Finance (MQF)

<https://masters.edu.sg/programme/msc-in-quantitative-finance>

This programme equips students to tame the risk while staying on top of the game - providing everything they need to know about pricing and hedging, risk analytics and management, and quantitative trading and investment.

### Top industries where students found employment:

Financial Services, Tech, Consulting, Commodities

### Students' Work Experience:



## Master of Science in Entrepreneurship and Innovation (MEI)

<https://masters.smu.edu.sg/programme/master-entrepreneurship-innovation>

An Asia-focused programme designed to teach you how to think and act like an innovator and entrepreneur. It is crafted for corporate managers, creative art professionals, technologists, entrepreneurs and practitioners.

\*MSc in Innovation has been rebranded to MSc in Entrepreneurship and Innovation (MEI) from Aug 2023

### Top industries where graduates are employed in:

Tech, Consulting, Financial Services

### Students' Work Experience:



# SCHOOL OF COMPUTING AND INFORMATION SYSTEMS

## Master of IT in Business (MITB)

2nd in Asia (QS ranking)

[www.smu.edu.sg/mitb](http://www.smu.edu.sg/mitb)

The MITB empowers students with knowledge of data, processes, and management strategies, offering them a choice from four unique specialisation tracks: Analytics, Financial Technology & Analytics, Artificial Intelligence, and Digital Transformation.

### Top industries where graduates are employed in:

Tech, Financial Services, Consulting

### Students' Work Experience:



## SCHOOL OF ACCOUNTANCY

### Master of Professional Accounting (MPA)

[www.smu.edu.sg/mpa](http://www.smu.edu.sg/mpa)

Here, students are equipped to shape an exciting career path in the accountancy sector, whether in professional services or corporate accounting, across diverse industries, enabling them to unlock global opportunities in an evolving corporate world.

**Top industries where graduates are employed in:**  
Audit/Accounting, Tech, Financial Services

#### Students' Work Experience:



## SCHOOL OF ECONOMICS

### Master of Science in Economics (MSE)

[www.smu.edu.sg/mse](http://www.smu.edu.sg/mse)

The MSE equips students with rigorous economic thinking and data-analytic skills. Empowered with in-depth understanding of economic implications of human motives, incentives, policy and institutions, they gain an edge in the world of economics.

**Top industries where graduates are employed in:**  
Tech, Consulting, Education

#### Students' Work Experience:



## SCHOOL OF LAW

### Juris Doctor Programme (JD)

[www.smu.edu.sg/jd](http://www.smu.edu.sg/jd)

This programme is sculpted to provide students with a sound theoretical foundation in the law, while also equipping them with the analytical, verbal, and oral skills that are the hallmark of any legal professional, preparing them for the practice of law in Singapore.

**Top industries where graduates are employed in:**  
Legal Services

#### Students' Work Experience:



### Master of Science in Accounting (MSA)

[www.smu.edu.sg/msa](http://www.smu.edu.sg/msa)

SMU's MSA, a first-of-its-kind course in Asia, teaches students to uncover patterns and insights for a valuable competitive advantage through the specialised data and analytics track, moulding them to be future-ready.

**Top industries where graduates are employed in:**  
Audit/Accounting, Tech, Financial Services

#### Students' Work Experience:



### Master of Science in Financial Economics (MSFE)

[www.smu.edu.sg/msfe](http://www.smu.edu.sg/msfe)

Students learn to leverage the latest modelling, forecasting, and surveillance methods available in economics and econometrics to analyse complex financial problems, helping them navigate challenges, as well as opportunities, in the modern financial industry.

**Top industries where graduates are employed in:**  
Financial Services, Consulting, Real Estate

#### Students' Work Experience:



### Master of Laws (LLM)

[www.smu.edu.sg/llm](http://www.smu.edu.sg/llm)

The LLM prepares students for opportunities across the continent. Here, they will explore a broad range of issues from cross-border deals to transnational disputes.

**Top industries where graduates are employed in:**  
Legal Services, Financial Services, Legal Tech and Law Enforcement

#### Students' Work Experience:



# COLLEGE OF INTEGRATIVE STUDIES

## Master of Science in Sustainability (MST)

<https://masters.smu.edu.sg/programme/master-of-sustainability>

With the MST programme, students will engage in learning about the sustainable use of organisational and natural resources in service of socially equitable outcomes through an emphasis on essential core skills in sustainability reasoning, communication, coordination, and management.

They would also gain familiarity with the UN Sustainable Development Goals (SDGs) and the fundamentals of Singapore's Green Plan 2030.

## Additional Information:



### Visa/Work Permit

International students can intern full time in Singapore without work passes if the internship is part of the course curriculum as per the Ministry of Manpower's regulations.



### Stipend

SMU does not stipulate or fix the monthly allowance/stipend for the interns, but host organisations are encouraged to offer the interns an allowance/stipend that benchmarks the market rates.



### Working Hours

Interns will follow the same normal office working hours of the host organisation. On some days, students may need to leave early for evening classes at 7pm.



### CPF

CPF contributions are exempted for SMU matriculated students performing internship where the internship is a programme requirement.



### Insurance

All SMU students are covered against personal or bodily injuries caused by or arising out of accidents under a group personal accident insurance policy (24 hours worldwide) for a sum of S\$35,000. Host organisations may wish to cover interns under their own insurance plans such as medical insurance and workman's compensation.



### Appraisal

Supervisor of the intern shall conduct an appraisal at the end of the internship using an SMU template. The appraisal serves as feedback to the intern and contributes to the internship grade.

The host organisation should inform the career centre in advance whenever interns are required to travel overseas for business trips/training purposes. Interns should have adequate travel insurance to cover the full duration of each overseas stint.

All information correct as of March 2024.  
For more information, please email [smupgcs@smu.edu.sg](mailto:smupgcs@smu.edu.sg)

**Click here for the updated internship calendar.**



SCAN QR CODE  
TO CONTACT US



**Singapore Management University**  
**Dato' Kho Hui Meng Career Centre**  
**81 Victoria Street, Singapore 188065**



<https://careerservices.smu.edu.sg/>



SMU Career Services