About the Singapore Institute of Management (SIM)

SIM is the largest provider of private tertiary and professional training in Singapore. SIM caters to the diverse and lifelong learning needs of its students, and extends learning beyond formal classroom lectures to networking sessions through which real life insights and experiences are shared and exchanged.

The SIM Group provides its core services through three educational brands:

SIM University (UniSIM) is the first privately-funded local university dedicated to the learning needs of working professionals and approved by the Ministry of Education (MOE) to issue its own degrees in a comprehensive range of disciplines;

- SIM Global Education (SIM GE) offers degree programmes through its partnerships with established international universities and institutions from the US, UK, Australia and Switzerland. Some of these university partners include University of London, RMIT University, University at Buffalo, The State University of New York and International Hotel Management Institute. SIM GE offers full-time and part-time programmes, and its student profile comprises school leavers and working adults. Its enrolment stands at 19,500.
- SIM Professional Development provides short-term programmes and workshops for executives and customised in-company training to its corporate clients.

SIM HQ is equipped with state-of-the-art educational technology and supports a comprehensive range of student development programmes and activities. In 2008, SIM launched a new campus – the SIM Global Education Campus at Ulu Pandan. This campus, which comprises residential, sporting and recreational facilities, is the most comprehensive private tertiary campus of its kind in Singapore. Combined with the current SIM campuses at Clementi Road and Namly Avenue, SIM now has the biggest campus facilities for a private tertiary institution in Singapore.

RMIT University programs at SIM

In partnership with SIM, RMIT offers the following programs at SIM HQ:

- Bachelor of Applied Science (Property Construction and Project Management)
- Bachelor of Communication (Professional Communication)
- Bachelor of Business (Accountancy)
- Bachelor of Business (Management)
• Bachelor of Business (Economics and Finance)
• Bachelor of Business (Marketing)
• Bachelor of Business (Logistics and Supply Chain Management)
• Bachelor of Design (Communication Design)
• Bachelor of Applied Science (Aviation)

Address & location map
Address: Singapore Institute of Management Headquarters (SIM HQ)
461 Clementi Road, Singapore 599491

Website: http://www.sim.edu.sg/Pages/index.aspx

Teaching model
RMIT Melbourne academic and teaching staff provide all teaching and assessment material and contribute ongoing advice and support to their counterparts in Singapore. Staff teaching into RMIT academic programs at SIM are typically employed on a sessional basis and may also be employed to teach into other programs offered at SIM. To conform to RMIT Partnered Delivery of Coursework Awards Policy Policy [http://www.rmit.edu.au/browse[ID=d9pzvx1en25w]], a Melbourne academic or teacher will typically teach 25% of each course and will support and coordinate the delivery of the remaining 75%. This may take the form of a three day visit during which time three, three-hour lectures are delivered and follow up discussion with students.

Library online resources - Melbourne
The RMIT Library’s information resources and online databases, e-journals and e-books are accessible from offshore locations via the Library website at: www.rmit.edu.au/library using your RMIT University staff (NDS) login where requested.

Library and computing facilities - SIM
The Tay Eng Soon Library is located at SIM HQ. Photocopying, scanning, binding, faxing and CD copying services are available in the photocopy room. Access to computers and discussion rooms is also provided.
The lecturer's lounge on level 5 of SIM HQ provides computer access. The electronic lock access code is 0519. To access RMIT Email via GoogleApps visit http://www.rmit.edu.au/staff/it/email

Online course resources
The Learning Hub is the point of entry to online teaching and learning resources for staff at RMIT. The Learning Hub is located at: http://www.rmit.edu.au/learninghub

Practical help guides are located at the following staff Blackboard site: LSTS Learning Systems Technical Support

Student access to online learning resources is provided via the myRMIT Studies student portal http://www.rmit.edu.au/myrmitstudies

Copyright
Copyright is taken very seriously by RMIT University. Ensure that all materials you provide are copyright-compliant. Simple copyright guides are located on the Copyright Management Service website http://www.rmit.edu.au/copyright

Useful guides include:

Offshore delivery of copyrighted materials:
http://mams.rmit.edu.au/6n9nlb5dydpwl.pdf

Student feedback & evaluation
Convey any student feedback you receive during your visit to your SIM contacts as a matter of courtesy. At the end of your visit SIM staff may administer a student survey. This evaluation will be sent to the RMIT Academic Program Coordinator.

RMIT University contacts for offshore deliveries
- Academic Program Director is the overall coordinator of academic programs, and provides academic guidance, course assignments and examinations.
- Academic Course Coordinator provides learning support and continuous assessment instruments.
- School administrative staff assists in the overall student and program administration of the programs.
- Academic Registrar's Group has responsibility for offshore academic policy, student administration, graduations and Special Consideration.

SIM contacts
Contact your School's offshore administrator for a current list of contacts at SIM.

Organising your trip
The Travel Policy and Procedure is accessible at http://www.rmit.edu.au/browse;ID=1n74125y1tu3z

This procedure applies to all RMIT staff and students and to anyone undertaking travel on behalf of RMIT or funded in whole or part by RMIT. The RMIT Travel Procedure encompasses the following:
Facts about Singapore

The following facts about Singapore are provided in consolidated form from Expat Focus, Executive Planet, Smart Traveller, World Travel Guide and Wikipedia.

Location

Singapore is officially known as The Republic of Singapore. It is located at the southernmost tip of the Peninsular Malaysia and lies 136 km north of the equator.

The entire territory of Singapore consists of the island of Singapore and approximately sixty islets some of which are inhabited. The main island is about 42 km from east to west and 23 km from north to south. Singapore Strait separates Singapore from Indonesia and Straits of Johor separates it from Malaysia.

The main city area of Singapore is nestled along the shores of the Singapore River. Its Central Business District (CBD) actually spreads across both the central and southern parts of the island.

Climate

Singapore's climate is relatively uniform temperatures with no major seasonal shifts throughout the year. It is warm and humid all year round. The temperature ranges between 23°C to 35°C with humidity levels varying between 60% and 90%. The hottest months are June to August. Between December and March, the Northeast Monsoon season brings rain and thunderstorms throughout the island.

Timezone

GMT +8

Getting Around

Singapore's public transportation system consists primarily of the Mass Rapid transit (MRT), Light Rapid Transit (LRT) and bus services. There are plenty of taxis that can be hailed anywhere in the city.

To encourage the use of the public transportation system, a common pass, EZ Link, can be used on the MRT, LRT and buses. The EZ Link card also offers rebates on transfers. Transport fares are relatively low cost. Public transport companies often revise their fares, check visit http://www.transitlink.com.sg or http://www.smrt.com.sg for current fares.
Taxis are clearly-marked, regulated and safe. They are air-conditioned and can be flagged down on the street except in the CBD where passengers should use the official taxi stands. During heavy rainstorms and rush hour, taxis may be scarce. To book by telephone, the fee is S$2.30 during daytime off-peak hours and the fee increases during rush hour and at night. Comfort.Citicab and SMRT Taxi offer reliable services. Fares begin at around S$3 for the first kilometre and increase S$0.22 for every additional 400m. All surcharges will be shown on the meter and on printed receipts which can be requested from the driver. See www.smrt.com.sg/Taxis/FaresSurcharges.aspx for updates.

Health tips

Routine inoculations (i.e., tetanus-diphtheria, measles-mumps-rubella, influenza, polio, varicella [chicken pox]) should be up to date. Hepatitis B vaccination should be considered.

Medical care in Singapore is excellent. Residents and visitors are free to choose from among government or private providers and can walk in for a consultation at any private clinic or government polyclinic. Most general practitioners in Singapore will dispense medication as part of the consultation. General practitioners can be found in many neighbourhoods and shopping centres. Some general practitioners work in medical groups or chains (e.g., the Raffles Medical Group chain), while others work in privately-owned and managed offices.

The International SOS Assistance Centre in Singapore is open 24/7. The emergency number is +65 6338 7800. https://www.internationalsos.com/en/

International SOS Pte Ltd
331 North Bridge Road
#17-00 Odeon Towers
Singapore, Singapore 188720 Singapore
Admin Tel: +65 6338 2311
Admin Fax: +65 6338 7611

Ambulance services and 24-hour emergency departments located are in the government hospitals.

For prescription services, pharmacies are available in numerous outlets, including supermarkets, department stores, hotels and shopping centres. Pharmacies such as Guardian Pharmacy and Unity Pharmacy are usually staffed with a pharmacist and several assistants. Medications that do not require prescriptions are available off-the-shelf in pharmacies and local convenience stores such as Watsons.

Emergency contacts

Ambulance: 995
Fire: 995
Police: 999

Australian High Commission in Singapore
25 Napier Rd, Singapore
Telephone: +65 6836 4100; Fax: +65 6737 5481

## Travel checklist

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<thead>
<tr>
<th>Task</th>
<th>Information/Action</th>
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<tbody>
<tr>
<td>Flights and accommodation – contact Travel Arrangers for bookings, travel dates and other arrangements</td>
<td>To get your flights and accommodation arrangements sorted, you can access the Trobexis system [Sabre Online Booking Tool and a list of RMIT-preferred travel agencies] on the RMIT Travel website or, if you are a member of the Business College, you can have the arrangements made on your behalf by the Travel Arrangers at Business. <a href="mailto:Travel@rmit.edu.au">Travel@rmit.edu.au</a>. You should also familiarise yourself with the policy and procedures detailed on the College of Business Travel Intranet site <a href="https://sites.google.com/a/rmit.edu.au/college-of-business-intranet/travel">https://sites.google.com/a/rmit.edu.au/college-of-business-intranet/travel</a>. To engage the Travel Arrangers you should complete the “Travel Request for a Quote” form on the Business Intranet, ensuring you complete all relevant sections including the Internal Order Code. “3 Steps to Book Travel Guide” also provides comprehensive explanations on how to arrange your travel <a href="http://mams.rmit.edu.au/lv6x5va2qp1d1.pdf">http://mams.rmit.edu.au/lv6x5va2qp1d1.pdf</a></td>
</tr>
<tr>
<td>Visa</td>
<td>To ensure your VISA requirements are met you should access the VISA LINK website (<a href="http://www.visalink.com.au">http://www.visalink.com.au</a>) and follow the prompts. If a letter of introduction is required, contact your Travel Arranger with your dates and travel purpose and a suitable signed letter will be prepared for you. You can have the documents collected and delivered to a site of your choice or the Travel Arrangers will do this for you. You can pay for this service with an RMIT credit card or seek reimbursement from your school.</td>
</tr>
<tr>
<td>Per Diem</td>
<td>Travellers eligible for a Per Diem should complete the details on the Trobexis Web site or seek assistance from the Travel Arranger. <a href="http://www.rmit.edu.au/browse;ID=exy2zvl0084nz">RMIT Per Diem Procedure: http://www.rmit.edu.au/browse;ID=exy2zvl0084nz</a></td>
</tr>
<tr>
<td>Travel insurance</td>
<td>Travellers insurance is covered by RMIT and is conditional on trip approval. More information on Travel Insurance can be found at the Travel Insurance page on the RMIT website <a href="http://www.rmit.edu.au/browse;ID=w6e7h8dbild9z">http://www.rmit.edu.au/browse;ID=w6e7h8dbild9z</a></td>
</tr>
<tr>
<td>Confirm bookings, travel dates, accommodation and other arrangements with Travel Administrator.</td>
<td>Ensure all your tickets agree with your itinerary, departure and arrival times are compatible with any connecting flights/transfers.</td>
</tr>
<tr>
<td>Consult with Course Coordinator regarding materials for class.</td>
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Copies of guide books and maps. Locate directions on how to get to the partner campus (as well as having the details of a local contact person). Other logistical information such as getting from the airport to the hotel, location of the hotel in relation to airport and campus will also be useful.

Emergency information

Compile a list of contacts, phone numbers and websites. An SOS card is available from your college travel coordinator. Make photocopies of your documents, itinerary, airline tickets, credit cards, birth certificate, and travel insurance documents. Leave a set of copies with someone at home, and take a copy with you but keep them separate from the originals while you are travelling.

Organise money credit/debit cards and travellers cheques

Convert money to overseas currency

Mobile phone, charger and adaptor

Find out what can’t be brought back to Australia http://www.daff.gov.au/biosecurity/faqs

Arrive at the airport at least two hours before your flight is due to depart

COUNTRY SPECIFIC VISA REQUIREMENTS
Further details available from http://www.visalink.com.au

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<tr>
<th>COUNTRY</th>
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| CHINA     | - Invitation letter from Client University.  
            - Special conditions apply for travellers born in China and for repeat visitors. |
            - Introductory letter from RMIT to Vietnam Embassy |
| SINGAPORE | - No VISA required for Australian Citizens |
| INDONESIA | - Introductory letter from RMIT to Indonesian Consulate  
            - Invitation letter from Client University. |