

International Exchange Fact Sheet • Academic Year 2015-16



Exchange Team Contact Information

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HKUST Business School Mailing Address & Websites

<p>Mailing Address: Room 1037, 1/F Undergraduate Programs Office School of Business & Management Lee Shau Kee New Business Building The Hong Kong University of Science & Technology Clearwater Bay, KLN, Hong Kong</p> <p>Business School Website: www.bm.ust.hk</p> <p>Exchange Program Website: http://undergrad.bm.ust.hk/eng/main/index.jsp</p>

Important Dates 2014 – 2015

<p><u>Application Deadline</u></p> <p>Fall: 30 Apr 2015 Spring: 30 Sep 2015</p>	<p><u>Online Applications Website</u></p> <p>http://bmiis.ust.hk/bba/exchange_in_app/index.htm</p>
<p><u>Academic Year (TBC)</u></p> <p>Fall: 01 Sep – 19 Dec 2015 Spring: 01 Feb – 28 May 2016</p> <p>*IMPORTANT Effective from 2013-14, HKUST's academic calendar has changed from <u>14</u> weeks of teaching to a <u>13</u> weeks of teaching.</p>	<p><u>Expected Arrival Date</u></p> <p>Arrival dates depend on the earliest dorm check-in dates. Below, are AY2014-15's dorm dates for reference only:</p> <p>Fall: 27 Aug 2014, 2PM Spring: 24 Jan 2015, 2PM</p>



<p><u>Orientation Program</u></p> <p>Fall: 29 Aug 2014 Spring: 30 Jan 2015 (TBC)</p>	<p>This compulsory Orientation is held on the last working day before the start of each semester. Students will be briefed on the new Student Center System, add/drop procedures, student ID card registration, and etc.</p> <p>The Global Students Programs Office (GSPO) will often host a Welcome Reception after the Orientation.</p>
Exchange Buddy Programs	
<p><u>Buddy Program Activity</u></p> <p>Fall: 30 Aug 2015 (TBC) Spring: 31 Jan 2016 (TBC)</p> <p>This event includes a light brunch, followed by tours of Stanley and Victoria Peak. It is normally held on the first Saturday after the Orientation.</p>	<p><u>SBM Buddy Program</u> Exchange students will be assigned a Business (SBM) buddy. This buddy is a local business school student who has gone and/or will go on exchange. The buddy will assist the exchange student with airport reception, settling in on-campus, and various other matters to help students adapt to their new environment during the semester.</p> <p><u>GSPO Buddy Program</u> Besides the SBM buddy, exchange students can opt to also join a second Buddy Program offered by the Global Students Programs Office (GSPO). GSPO will make sure to assign a non-business buddy.</p>
Compulsory Health Insurance	
<p><u>Insurance Fees in USD</u></p> <p>Semester: \$127 Year-long: \$244</p>	<p>With the exception of a few schools that have successfully applied for an institutional waiver, all other exchange students are required to purchase a mandatory insurance through HKUST.</p> <p>Details on this plan will be provided in the Greetings Package to students.</p>
Exchange Student Fee	
<p><u>Student Visa Application Deadline</u></p> <p>Fall: June 2014 Spring: Nov 2014</p> <p>Visa Fee: \$58 USD</p>	<p>Student visa applications are to be routed to the Global Students Programs Office (GSPO) for handling. GSPO will submit all visa applications to HK Immigrations and take care of couriering it back to the students when the labels are ready.</p> <p>The visa handling fee will be added and charged together with the compulsory health insurance.</p> <p>Details on the required documents for the visa application will be provided in the Greetings Package to students.</p>
Accommodations	
<p><u>Application Deadline (TBC)</u></p> <p>Fall: Jun 2014 Spring: Oct 2014</p> <p><u>Housing Charges in 2014/2015</u> <i>*for reference only</i></p> <p>Fall: From \$ 6,300 - \$7,900 Spring: From \$ 6,600 - \$8,300</p> <p><u>Residential Period in 2014/2015</u> <i>*for reference only</i></p> <p>Fall: 27 Aug – 28 Dec 2014 Spring: 24 Jan – 03 Jun 2015</p>	<p>Exchange students are accommodated on-campus in double occupancy student halls.</p> <p>Housing application forms are enclosed in the acceptance packages. Forms should be submitted directly to housing and deadlines should be observed on the form.</p>  <p>For more details on the halls themselves, please refer to the housing website: https://sao.ust.hk/housing/accommodation.html or email the housing office at ughousing@ust.hk.</p>

Housing Charges in 2014-15 as a reference:

Available Room Types	Charges for 2014/15 (HK\$)	Facilities	Other Fees (HK\$)	Payment Terms
Double Room (UG Halls I, II, III, IV, VI, VII, VIII, IX)	Around \$4,500-\$8,300 per term, depending on room type assigned.	There are single gender floors and mixed gender floors.	Optional Residential fee of HK\$50 per term is collected on behalf of House Associations in UG Halls I, II, III, IV, V.	Lump sum HKD payment upon arrival
Triple Room (UG Halls II, III, IV, VI)	Room furnished with an air conditioner, a bed, a wardrobe, a desk, a chair, some bookshelves, and a small refrigerator.	Shared shower and washroom facilities available on each floor.		
Bunk Bed Room (UG Hall V)	No bed linen included	Laundry and ironing equipment is available. For air conditioning and laundry charges, residents pay for the actual amount of electricity consumed or the related charges.		

- Please note that extensions for housing at the end of the term are not accepted.
- Students are advised no bed linen is provided. Students should purchase a bed protector for the duration of their stay.

Estimated Living Expenses

Break-Down of Costs per a Semester based on 2014/2015 for reference:

	HKD\$
Food (no meal plan, roughly HK\$35/meal on-campus)	\$14,000
On-Campus Hall Accommodation	\$ 7,000
Books and Supplies	\$ 1,500
Health Insurance for 5 months coverage	\$ 1,950
Student Visa Fee	\$ 52
Local Transportation, Personal and Incidental Expenses*	\$ 12,000
Total:	\$36,502
<i>Approximately:</i>	<i>(US\$4,692)</i>

* This category of expenses includes entertainment and shopping at a reasonable level on weekends. It does not include travel outside Hong Kong for holiday.

Learning Expectations





Language of Instruction:	English is the medium of instruction for the Business School
Class Format:	Lectures, Case Analysis/Presentations, Papers, and Projects
Class Attendance:	Class attendance is mandatory until the last day of classes
Class Participation:	Class participation is part of the student's final grade in most courses
Course Grading:	4.3 grading scale, letter graded, with grade D as marginal pass; final course grade often based on class participation, projects, case analysis, mid-term and final exams. Some courses are graded on a curve.
Class Size:	Normally 30 – 40 students per a class for 2000 - 4000 level courses
Course Load:	4 – 5 courses with a maximum total of 17 credits
Course Choices:	Exchange students have the same freedom in course selections as regular students. They can select any courses which are offered during their exchange semester as long as they meet the prerequisite requirements and if there are vacancies available. Some courses may require professor approval for enrollment.

Examinations:	Format of exams varies. Final exams are written in the last 2 weeks of the school. Students are responsible to stay in HK until the last day of finals. Requests for early leave of exams are normally not considered.
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Available Subjects & Course Outlines

<p><u>Course Descriptions</u> Please note that course codes have changed starting Fall 2011. A listing of new & old codes and course descriptions of ALL subjects can be found at the below link:</p> <ul style="list-style-type: none"> • 2014/2015 Course Catalog <p><u>Course Outlines</u> Past outlines for only the below business subjects are posted at:</p> <ul style="list-style-type: none"> • Economics • Marketing • Information Systems, Business Statistics & Operations Management <p><u>Other Outlines</u></p> <ul style="list-style-type: none"> • LANG • HUMA • SOSC 	<p><u>Business Courses</u> Accounting Economics* Finance* Global Business* Information Systems Business Statistics Operations Management Management of Organizations Marketing*</p> <p><i>*These courses are popular. Students who select these subjects should also be prepared with alternative courses.</i></p> <p>Exchange students are free to select courses outside of business in Sciences and in Engineering and also such subjects as below:</p> <p><u>Putonghua Language Courses</u> LANG1120 – Putonghua for Non-Chinese Background Students I LANG1121 – Putonghua for Non-Chinese Background Students II LANG1123 – Putonghua for Non-Chinese Background Students III</p> <p><u>Others Courses</u> HUMA – Humanities SOSC – Social Sciences GNED – General Education RMBI – Risk Management & Business Intelligence ENVR – Environment HART – Student Arts Courses offered by HUMA And etc...</p>
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Student Services

   	<p><u>Academic Advising</u> Academic advising is available from the Business School's Exchange Programs Coordinator.</p> <p><u>Student Counseling</u> Counseling is available from a Student Counselor through the Student Affairs Office (SAO). The counselor can assist students with special medical needs, learning disabilities, and other such matters. More information can be found by referring to the SAO Website: https://sao.ust.hk/counseling/cgi-bin/web/index.php.</p> <p><u>Student Housing Office</u> Housing applications and other related issues are managed by our Student Housing Office (SHO). More information on the Student Halls, Hall Life, and such can be found at the SHO website: https://sao.ust.hk/housing/index.html.</p> <p><u>Student Health & Wellness</u> There is a medical and dental clinic located on-campus. Students can visit these clinics for general consultations. https://sao.ust.hk/sports/medical_dental.html</p> <p>The university has a task force to keep the school community updated on the on-goings of any prevalent health matters (ie: Swine Flu). More information can be found at: www.ust.hk/healthmatters/index.htm</p>
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Global Students Programs Office (GSPO)

GSPO helps to handle student visa and also arrange activities for our international degree students throughout the semester. This office will normally host a Local Tours/Orientation Lunch/Dinner for all international students including exchange. Activities which are organized for international students will also be available for Exchange Students participation. More information on this office can be found at: <http://nlss.ust.hk/>.

Computer Services

Each exchange student is given access to the online University's Student Information System (SIS) and an e-mail account after she/he has officially registered into the program. Computer facilities are easily accessible, even in the coffee shop! For an overview of Information of the SIS system and Information Technology Services Center (ITSC), please refer to this link: <http://www.ust.hk/itsc/aboutitsc/>.

On-Campus Sports & Recreation Facilities

Exchange students will be given a student identity card before the semester starts. They can then have access to all kinds of facilities on campus. They can get general medical treatment from the on-campus clinic free of charge. For a listing of on-campus sports & recreation amenities, please refer to this link: <https://sao.ust.hk/facilities/index.html>.