



STUDENT EXCHANGE INFORMATION SHEET (ACADEMIC YEAR 2015-2016)

APPLICATION PROCEDURES:

Eligibility

Exchange students have to be in good academic standing and officially nominated by the home university.

Nomination

Partner universities should complete and return the Nomination Form to the Faculty of Business and Economics by the below deadline.

Deadline for Nomination:

1st Semester/ full year: March 31, 2015

2nd Semester: September 1, 2015

Online Application

Nominated students for exchange to HKU will receive an email with instructions for completing the application online. A five-digit reference number will be furnished upon successful submission of the online exchange application. Students should submit the following original documents via your office to the **Office of International Student Exchange, Global Lounge, G/F, Fong Shu Chuen Amenities Centre, The University of Hong Kong, Pokfulam Road, Hong Kong:**

1. Official academic transcripts (if the transcripts are not in English, they must be accompanied by a certified translation in English)
2. A copy of passport/ HKID card
3. English Language test scores if English is not the first language
 - 80 in TOEFL (iBT) or
 - 6.5 in IELTS
4. CV (optional)
5. Application form for VISA sponsorship (please see the details at website: <http://www.als.hku.hk/admission/exchange/incoming/visa-housing>)

Note: For Hall Membership Application, please see the details at the following website:
<http://www.als.hku.hk/admission/exchange/incoming/visa-housing>

Deadline for Application

1st Semester/ full year: May 15, 2015

2nd Semester: October 31, 2015

Offer of Admission

After checking that the applications are complete and that the students have met the eligibility criteria, including English proficiency, an admission notice will be issued. This will be in the form of a letter, sent to the student via your office. To accept the offer, student has to sign and return an acceptance form to the Faculty Office.

ACADEMIC INFORMATION:

Semester Dates for 2015-16:

1st Semester

Orientation Week	Late August, 2015
First Day of Teaching	September 1, 2015
Reading/ Field Trip Week	October 12-17, 2015
Last Day of Teaching	November 30, 2015
Revision Period	December 1-7, 2015
Assessment Period	December 8-23, 2015

2nd Semester

Orientation Week	Mid January, 2016
First Day of Teaching	January 18, 2016
Classes Suspension Period for the Lunar New Year	February 8-13, 2016
Reading/ Field Trip Week	March 7-12, 2016
Last Day of Teaching	April 30, 2016
Revision Period	May 2-7, 2016
Assessment Period	May 9-28, 2016

Students should adhere to the examination schedule as arranged by the University. Early and special examination arrangement is not allowed.

Arrival Date for incoming students:

1st Semester/ full year: August 24, 2015

2nd Semester: January 11, 2016

Learning Expectations

- Class Format: Lectures, tutorials, class discussions, case studies, group and/or individual presentations
- Attendance: Mandatory
- Class size: 50-250 students depending on the course
- Language of instruction: English, except for specific courses on culture and languages
- Assessment Methods: Standards-based Assessment (<http://ar.cetl.hku.hk/assgradstand.htm>)

- Grading Scale:

Alphabet Grade	Standard	Grade point average (GPA) (maximum, 4.3)
A+	Excellent	4.3
A		4.0
A-		3.7
B+	Good	3.3
B		3.0
B-		2.7
C+	Satisfactory	2.3
C		2.0
C-		1.7
D+	Pass	1.3
D		1.0
F	Fail	0

Course Enrollment

- Area of concentration: Accounting, Economics, Finance, Management, Information Systems, Marketing and Strategy.
- List of courses offered by Faculty of Business and Economics in **academic year 2014-15** (for reference only, updated version will be available one month before the semester starts):
<http://www.fbe.hku.hk/course/undergraduate>
- Faculty's timetable in **academic year 2014-15** (for reference only, schedule of 2015-16 will be available one month before the semester starts): :
<http://www.fbe.hku.hk/academic-programmes/undergraduate/timetable-and-calendar>
- Students are also permitted to take courses offered by other Faculties, as long as they meet the pre-requisite(s) and the class still has vacancies. Course information and timetable are available on the website of respective faculties/departments.
- **Recommended Course load for exchange students: 30 credits/semester (Min.: 6 credits, Max.: 30 credits)**
- Credit System: 6 credits per course
- Average Number of courses HKU students enrolled in for each semester: 5 courses

Notes:

*Exchange students must take **at least 50%** of the courses (in terms of credits) at the Faculty of Business and Economics, i.e., courses offered by the School of Business or the School of Economics and Finance

*Exchange students may choose to take credit-bearing Chinese language courses offered by the School of Chinese. Credits taken would not be counted in the course enrolment requirement, i.e., students may take the Chinese language courses in addition to the maximum 30 credits rule. Course information is available at <http://www.chinese.hku.hk/main/undergraduate/chinese-courses-for-international-undergraduate-students/>

*Exchange students are required to indicate the courses they wish to take in their application for admissions, preferably in priority order. Course selection status will be confirmed by email or upon their registration at HKU before start of the semester. Students are only allowed to change their course selection within the official add/drop period which is normally scheduled for the first two weeks of each semester.

*Exchange students have to apply for the non-FBE courses during add/drop period on their own. For FBE courses, students will be notified of the approval status before arrival.

* Requests for changes **before and after** the add/drop period shall not be considered. ***Students should not drop out of the enrolled course(s) as HKU does not allow withdrawal during the semester. Courses will be graded as “Fail” in such cases.***

STUDENT VISA:

All non-local exchange/visiting students are required to obtain a valid student visa for studying in Hong Kong.

For nationals other than PRC (including Macau): (Processing Time: 8 weeks)

You are recommended to apply for a student visa through HKU Centre of Development and Resources for Students (CEDARS). General information and Application Procedures can be found from: <http://cedars.hku.hk/nonlocal/visa/visaprocedure.pdf>

For Mainland nationals: (Processing Time: 10 weeks)

You are required to apply for a student visa through the China Affairs Office. General information and Application Procedures can be found from: http://www.als.hku.hk/hkucao/svapp_e.php

STUDENT LIFE INFORMATION:

- For information on student life, accommodation, health insurance, facilities and student services, please view the “Preparatory Guide for Non Local Students” at <http://cedars.hku.hk/nonlocal/publication/prepguide1516.pdf>

SPECIAL NOTE ON INTERNSHIP:

As advised by the Immigration Department, the Faculty would **NOT** support any applications of incoming exchange students for internship in Hong Kong under any circumstances.

WEBSITES:

- The University of Hong Kong (HKU): www.hku.hk
- Faculty of Business and Economics (FBE): www.fbe.hku.hk
- Office of International Student Exchange (OISE):
<http://www.als.hku.hk/admission/exchange/incoming>
- Centre of Development and Resources for Students (CEDARS):
http://cedars.hku.hk/showext.php?id=cl_sissa
- Academic Advising Office (AAO): <http://aao.hku.hk>

CONTACT INFORMATION:

Faculty of Business and Economics

The University of Hong Kong

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