

International Exchange Program Fact Sheet for Non-CEMS Exchange Students 2014-15 Academic Year

School Contact Details

Address	Ivey Business School at Western University 1255 Western Road London, Ontario, Canada N6G 0N1
International Office	Ivey International international@ivey.ca Telephone: 1-519-661-4111 Fax: 1-519-850-2521
Contacts	Ivey Business School: http://www.ivey.uwo.ca HBA Program: http://www.ivey.uwo.ca/hba Meagan Seale (incoming and outgoing exchange students) HBA2 & Exchange Coordinator international@ivey.ca *For any CEMS-related exchange related questions, please contact cems@ivey.uwo.ca *

Nomination and Application Information

Nomination Deadline	Exchange students must be selected by their home university, and nominated to the Ivey Business School by the Exchange Coordinator of their home university. Earlier selection is preferred; late nominations may be accepted. Please contact the Ivey Exchange Coordinator if you need to submit a late nomination. Nomination deadline – May 2, 2014 (for fall/year/spring exchanges) In early February, an email will be sent to Exchange Coordinators at partner schools with nomination instructions. Nominations are made by email, using the template provided by the Ivey Exchange Coordinator, providing the following information: <ul style="list-style-type: none"> • Full name • Date of birth • Email address • Exchange semester (fall, spring, year) • Exchange Coordinator contact information
Application Process & Deadline	Application deadline – June 13, 2014 Following the nomination deadline, students will be contacted with instructions on completing the online application. This application form is used for administration purposes. It is not intended as an “application” to the HBA Exchange Program. You have been selected and nominated by your home school; therefore you are acceptable to Ivey. Required documents <ul style="list-style-type: none"> • Online application form • Transcript/grade report (electronic form accepted)

	<ul style="list-style-type: none"> • Online eZone biography (confirmation it has been completed)
English Proficiency	<p>Students who are not native speakers of English must have English language proficiency equivalent to 250/100 TOEFL score.</p> <p>Students <u>do not need to write the TOEFL test</u>, but should have this level of competency. Exchange students should be very comfortable communicating in English with speakers from many cultural backgrounds. Quick comprehension and response in English is required to be successful in Ivey courses.</p>

Academic Information

Academic Dates	<p>Academic Year – September to April Fall term – September to December Spring term – January to April</p> <p>Click here for 2014-15 key dates (<i>tentative as of May 2014</i>).</p>
Areas of Study	<p>All exchange students are registered in fourth year honours courses at the Ivey Business School. Exchange students can only take courses offered by Ivey.</p> <p>Courses in other departments at Western are not available.</p>
Course Load Requirement	<p>Exchange students are required to take a minimum of 2.0 credits while at Ivey, regardless of whether credit may be obtained at the home university.</p> <p>The regular course load for Ivey students is 2.5 credits/term. Exchange students can take up to 2.5 credits without requiring special permission.</p> <p>If <u>more than 2.5 credits</u> are required, the student must contact the Ivey Exchange Coordinator for a special permission form to be submitted during the course pre-registration period.</p>
Course Information	<p>The course catalogue for the 2014/15 year will be available on Ivey eZone in July 2014.</p> <p>All courses available to exchange students are fourth year honours level courses. Exchange students must have the prerequisites for all courses taken. Registration in courses for which you do not have prerequisites for will result in a failing grade. Withdrawals are not permitted after the add/drop period(s).</p>
Course Registration Process	<p>In late July, all nominated exchange students will participate in the course pre-registration process. This process will be a bidding process (not first come, first serve) and all visiting exchange students will receive 100 bid points for the term they are here (200 points if here for the full year). The students will allocate their bid points towards courses they wish to take, or those they may be required to take for their home university. The results of the course pre-registration will be available by mid-August.</p> <p>There will be add/drop periods (2 per term) in which changes to courses can be made.</p> <p>Class sizes are mainly 70, but in some cases depending on room size and topic of course, this may vary. Please note that there may not be enough room in a course that you bid on and you will become waitlisted. It is recommended that students put more bid points towards courses that are required for their home school or courses they are extremely interested in taking.</p>
Class Attendance	<p>Students are expected to attend all classes unless there are extenuating circumstances (i.e. illness). Students are required to inform their professor prior to class if they are</p>

	<p>going to be absent and in some cases, will be required to provide supporting documentation (i.e. medical note). Students will not be excused from class for travel reasons. The following (or similar) is indicated on all Ivey course outlines and is the policy regarding class attendance:</p> <p><i>“If you miss more than 25% of the course, you cannot have fully mastered the material, and thus will be barred from writing the final exam. This makes it extremely likely that you will receive a failing grade in the course.”</i></p>																												
Learning Expectations	<p>Class Format Case method of study. Each class is a discussion of a case scenario; 20-30 pages about a real company. The class discusses the situation. The professor guides the discussion and draws the class to the required conclusion.</p> <p>Attendance Class attendance is mandatory for every class. Exchange students should not arrive after the first day of classes.</p> <p>Contribution Contribution in each course is weighted as high as 50% of the final grade. Exchange students have a significantly different and extremely valuable set of life experiences and should be prepared to actively contribute in every class. Students must prepare the case(s) before each class.</p> <p>General Management Approach Ivey uses a strong case-method approach to learning. Theory is learned at the same time as skills are developed. Managers require skills to analyze their needs and situations, decision-making skills at many levels every day. The Ivey case-method develops the student’s skills in every functional area.</p>																												
Grading	<p>Grades are given in percentages at Ivey.</p> <table border="0" data-bbox="474 1239 974 1806"> <thead> <tr> <th><u>HBA Grades</u></th> <th><u>Interpretation</u></th> </tr> </thead> <tbody> <tr> <td>90% - 100%</td> <td>A+ Distinction</td> </tr> <tr> <td>85% - 89%</td> <td>A)</td> </tr> <tr> <td>80% - 84%</td> <td>A-) High Pass</td> </tr> <tr> <td>77% - 79%</td> <td>B+)</td> </tr> <tr> <td>73% - 76%</td> <td>B) Good</td> </tr> <tr> <td>70% - 72%</td> <td>B-)</td> </tr> <tr> <td>67% - 69%</td> <td>C+)</td> </tr> <tr> <td>63% - 66%</td> <td>C) Pass</td> </tr> <tr> <td>60% - 62%</td> <td>C-)</td> </tr> <tr> <td>57% - 59%</td> <td>D+)</td> </tr> <tr> <td>53% - 56%</td> <td>D) Low Pass</td> </tr> <tr> <td>50% - 52%</td> <td>D-)</td> </tr> <tr> <td><50%</td> <td>Fail</td> </tr> </tbody> </table> <p>Starting September 2013 – One copy of the Official Western transcript will be sent to</p>	<u>HBA Grades</u>	<u>Interpretation</u>	90% - 100%	A+ Distinction	85% - 89%	A)	80% - 84%	A-) High Pass	77% - 79%	B+)	73% - 76%	B) Good	70% - 72%	B-)	67% - 69%	C+)	63% - 66%	C) Pass	60% - 62%	C-)	57% - 59%	D+)	53% - 56%	D) Low Pass	50% - 52%	D-)	<50%	Fail
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	students' home university by the Ivey Exchange Coordinator. Any additional copies required are to be ordered through Western's Registrar's Office by the student prior to the end of term. An unofficial grade report can be accessed by students on eZone (Ivey Student Information System).
Exams	<p>Exams are held during the week immediately following the final class for the term. Most Ivey exams are in the form of a case to be read and a set of analysis and recommendations to be determined within a 4-hour assigned period. Exam dates and times are published at the end of September and January, and cannot be changed to accommodate student wishes or plane tickets.</p> <p>All students must write the exam at the assigned time. Please arrange your return air ticket 'after' the end of the exam period.</p> <p>Some courses will have the option of doing a final project or an exam.</p> <p>All exams are handwritten.</p>

Arrival/Orientation Program

Arrival Date	<p>You should plan to be on campus by:</p> <ul style="list-style-type: none"> • Fall term and full year students – September 2, 2014 • Spring term students – January 5, 2015
Pre-arrival Information	For more information on your exchange to Ivey, please read the HBA International Student Handbook .
Mandatory Orientation	Orientation in September and January begins with the Exchange Student Welcome before classes begin. All exchange students should arrange to be in London, Canada by the arrival date above in order to become familiar with their surroundings, bus service, campus location, etc... The academic year does not allow for much more organized orientation; however, the Ivey Exchange Coordinator and HBAA student exchange coordinators are always available.
HBAA Exchange Coordinators	HBAA student exchange coordinators are available to acclimatize exchange students to Ivey and the classes, and to integrate the exchange students into Ivey student social activities.

Cost of Living

Costs	<p>University required fees: approximately \$400 per semester. These fees include:</p> <ul style="list-style-type: none"> • UHIP (health insurance; explained below) • Buss pass • WesternONE card (student ID card) <p>Other expenses depend of lifestyle, and will include casebooks, housing, living expenses, and travel, as well as entertainment and social activities.</p> <p>Click here for approximate costs.</p>
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Accommodation

Accommodation	<p>Options for accommodation</p> <ul style="list-style-type: none"> • Student residence on campus – these are primarily for first year university students (17, 18 year olds) and can be more expensive compared to living off-
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	<p>campus. There are limited spaces in on-campus residences for visiting exchange students. http://www.residenceatwestern.ca/</p> <ul style="list-style-type: none"> • Off-campus housing - http://offcampus.uwo.ca/ <p>Housing resources</p> <ul style="list-style-type: none"> • London Free Press • Western News • The Gazette (student newspaper) • Off-Campus Guide for International Students • Five Step Renting Process • Exchange Housing Service
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Health Insurance

UHIP	<p>All exchange students are required to pay for UHIP (University Health Insurance Plan). UHIP is mandatory and you are automatically enrolled in UHIP for the duration in which you are here on exchange.</p> <p>UHIP covers medical and hospital expenses such as: physicians' services, diagnosis and treatment of illnesses, surgery, x-rays, hospital services, and emergency dental care in a hospital.</p> <p>Services that are not covered by the plan include: charges for dental care not approved by the plan, eyeglasses, and prescription medication.</p> <p>For details about the coverage, please visit http://www.uhip.ca.</p> <p>We encourage you to look into supplemental health insurance or ensure the insurance you currently have will cover you for the things not covered by UHIP while in Canada, or if you travel outside of Canada.</p>
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Visa Requirements

Visa to Canada	<p>A student study permit is required by students from some countries. Please check the requirements and exemptions at: http://www.cic.gc.ca/english/study/index.asp</p>
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Ivey Business School at Western University



Ivey Business School

In September 2013, the Ivey Business School celebrated the grand opening of the Richard Ivey Building and the 90th anniversary as Canada's premiere business education leader. The 274,000 square foot state-of-the-art facility brings together more than 1500 students, faculty and staff under one roof. The new building on Western Road reunites HBA, MBA, MSc and PhD programs promoting a strong culture of collaboration, enabling the cutting-edge academic research and furthering the development of Canada's future business leaders. For more information on the new building, visit <http://www.ivey.uwo.ca/flipbooks/new-building/tour-book/index.html#/1/>



Western University

Founded in 1878, we deliver ‘The Western Experience’, an exemplary learning experience that engages the best and brightest people challenging them to meet ever-higher standards in the classroom and beyond. Considered Canada’s most beautiful university, Western’s main campus spans 400 acres of Gothic-style buildings mixed with modern, LEED-certified structures provide an idyllic environment for our community of scholars.

Western boasts more than 7 million square -feet of space in 87 buildings that are joined together by 16 km of roadway and 15 km of sidewalks situated on more than 500 acres of land. For more information about Western, please visit <http://www.uwo.ca/about/whoweare/index.html>.

The City of London, Ontario



Set in the heart of Southwestern Ontario, London is the region’s economic, entertainment and cultural hub. With a population of more than 366,000, London is Canada’s 11th largest city and ideal environment to work, play, and live. Big enough for the ‘big city’ experience, but still far more affordable in comparison with many other Canadian cities, London boasts an extensive educational and health care community, while providing the safe and clean atmosphere of a small community. For more information about London, visit one of the following sites:

- <http://www.uwo.ca/about/visit/london.html>.
- <http://www.londontourism.ca/Events>
- <http://www.theweathernetwork.com/weather/canada/ontario/london>