



2014 – 2015 EXCHANGE PARTNER FACT SHEET

SCHULICH SCHOOL OF BUSINESS, YORK UNIVERSITY	
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School Address:	Schulich School of Business, International Relations Office, Room W263 York University 4700 Keele Street, Toronto, ON, M3J 1P3, Canada
Web Address:	www.schulich.yorku.ca/exchange
Nomination Deadlines: (for Exchange Coordinators)	Fall Term (Sept–Dec): April 15 Winter Term (Jan–Apr): September 15 MBA Summer Term (May–July): December 15
Required Information from Exchange Coordinator:	Online Nomination Form
Application Deadlines: (for Students)	Fall Term (Sept–Dec): May 1 Winter Term (Jan–Apr): October 1 MBA Summer Term (May–July): January 15
Documents to be Submitted by Student:	Online exchange application including passport size photo, a recent transcript, proof of English proficiency if studying in a language other than English and a resume or curriculum vitae (The application website will be emailed to all nominated students)

Study Program:	Areas of Specialization open to exchange students include: Arts & Media Administration, Business & Sustainability, Business Consulting, Business Ethics, Economics, Entrepreneurial Studies, Finance, Financial Services, Global Mining Management, Health Industry Management, International Business, Marketing, Operations Management & Information Systems, Organization Studies, Public Management, Real Estate & Infrastructure, Social Sector Management, Strategic Management.
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Courses:	Only courses taught at the Schulich School of Business are available to exchange students. BBA students are restricted from attending upper level Accounting courses. A list of all Schulich BBA & MBA courses available to exchange students can be found on our website under "Courses for Exchange Students"
Language of Instruction:	English
Language Requirement:	One of the following tests may be submitted as evidence of English proficiency: TOEFL - Test of English as a Foreign Language. Minimum score of 600 (Paper based), 250 (computer based) and 100 (Internet based). IELT - International English Language Test. Minimum score of 7.
Language Programs:	Academic Peer Support (APS) provides Schulich students with one-on-one assistance on written assignments, cases and papers. Students are able to bring a sample of their work and receive feedback and advice on how to improve the final results. The York University Language Institute (YUELI) offers an 8 week (July and August) intensive non-credit course for students who wish to improve their English skills (fee is required). Students should have an intermediate proficiency level in English. For more information on YUELI, please refer to their website at: http://yueli.yorku.ca/
Academic Requirements:	We assume Exchange Coordinators will select appropriate students to attend.
Full-time Workload:	All students <u>must</u> be registered in a full-time workload. A full-time workload would be four or five full courses in a term. Each full-time course (.030) is equal to 3 Schulich credits. A full course load would be 12 Schulich credits (4 full-time courses) or 15 Schulich credits (5 full-time courses). A full course has 3 hours of class per week for 13 weeks, equalling 39 contact hours per course. Schulich also has some half term courses (.015) for graduate program. Two half courses (1.5 Schulich credits each) equals one full course.
Learning Expectations:	Small seminar classes including lectures, case studies, individual and group projects, term papers business games, presentations, exams and classroom discussions. Attendance is mandatory. If a student does not wish to continue in one of their registered courses, they must formally withdraw. Failure to do so will result in a grade of 'F'. Class participation is usually part of the final grade.
Grading:	Grades will be awarded for every course in which a student is enrolled. An official transcript is sent to the home institution. Additional transcripts can be ordered through the Registrar's Office. Students are able to view their grades on-line. Schulich uses a letter grade system: MBA: (A+, A, A-, B+, B, B-, C+, C, C-, F), BBA: (A+, A, B+, B, C+, C, D+, D, E, F).
Exams:	Final exams take place the week following the last day of classes. Most exams are in written format. Students should not make plans to travel home before the end of exams.
Transcripts:	A transcript for each student will be mailed to the Exchange Coordinator. Schools should receive the transcripts approximately 6 weeks following exams.



Term dates for the academic year 2014/2015:	
Calendar	Schulich has three terms per year for the MBA Program and two terms for the BBA Program
Orientation:	Orientation is held prior to the start of classes and is mandatory . This is a good opportunity to meet other exchange students. Dates for each term are listed below.
<u>Summer 2014:</u> (MBA only)	A mandatory orientation session takes place April 25, 2014 Term dates: April 28 - July 25, 2014 (this includes exam week)
<u>Fall 2014:</u>	Graduate: A mandatory orientation session takes place on September 4 and 5, 2014 Term dates: September 8 – December 12, 2014 (this includes exam week) Reading Week (no classes): October 21 – 24, 2014 Undergraduate: A mandatory orientation session takes place on September 4 and 5, 2014 Term dates: September 3 – December 2, 2014 (Exam Period: Dec. 4 –Dec. 19, 2014)
<u>Winter 2015:</u>	Graduate: A mandatory orientation session takes place on January 2, 2015 Term dates: January 5 – April 15, 2015 (this includes exam week) Reading Week (no classes): February 17–20, 2015, Family Day Holiday Feb. 16, 2015 Undergraduate: A mandatory orientation session takes place on January 2, 2015 Term dates: January 5 – April 3, 2015 (Exams: April 7 – April 23, 2015) Reading Week (no classes): February 17 – 20, 2015, Family Day Holiday Feb. 16, 2015

Accommodation, Expenses and Other Information:	
Housing:	On-campus housing is not guaranteed, however students have a greater chance of receiving on-campus housing in the winter term. For more information visit: http://studenthousing.info.yorku.ca On-campus accommodations: MBA students: bachelor apartment \$782 Cdn per month Undergraduate students: \$530 - \$770 Cdn per month Off-campus accommodations range from \$450 - \$800 Cdn per month.
Academic Expenses:	Books and course materials: \$1000 Cdn
Other Expenses (per term):	University Health Insurance Plan (UHIP) \$228 Cdn Food \$1000 Cdn Local Public Transportation \$400 Cdn Entertainment/Recreation/Miscellaneous \$1000 Cdn
Health insurance:	All exchange students must pay for health insurance while at York University. Information on the York University Health Plan (UHIP) can be found at the following website: http://international.yorku.ca/uhip/index.htm . UHIP provides basic coverage (example, a visit to a doctor or hospital). It does not cover medications/prescriptions, therefore, it is recommended that insurance be purchased before leaving home to cover these types of expenses. Registration for UHIP is administered by York University before students arrive.
Visa:	Visa requirements are country specific, therefore it is best to contact the local Canadian Consulate or Embassy. Please go to: www.cic.gc.ca

<p>Facilities:</p>	<p>Exchange students have full access to numerous on campus resources. The Schulich School of Business houses the Business & Government Publications Library and a computer lab. On Campus athletic facilities feature indoor sports such as weight training, swimming, aerobics, etc. York University has its own shopping facilities in the York Lanes Building which includes medical and dental offices, a pharmacy, bank, University Bookstore, restaurants, a post office, etc.</p>
<p>Student and Social Life:</p>	<p>The Graduate Business Council (GBC) represents the interests of all graduate students within the program. The GBC works with students, faculty and administration on academic issues and coordinates student activities relating to business community interactions, intramural sports and social gatherings.</p> <p>The Undergraduate Business Council (UBC) represents the interests of the undergraduate student body to the Faculty & Administration and fosters among the student body a sense of identification with and involvement in the Faculty and the University.</p> <p>The Open Arms Committee (OAC) provides a welcome for students and facilitates the transition of international students to Schulich and Toronto by pairing a domestic student with an exchange student. This “buddy system” is furthered by way of social/cultural events.</p>
<p>Career Services:</p>	<p>Students have access to resume review, corporate information sessions and panel discussions, workshops and career skills, individual counselling and mock interviews.</p>
<p>Counselling and Disability Services (CDS):</p>	<p>CDS provides psychological and academic support services including personal counselling, assistance in the development of learning skills, specialized support to students with learning, mental health, physical, sensory or medical disabilities, and crisis response and support.</p>
<p>Exchange Coordinator Services:</p>	<p>The exchange office is located in the Office of Student Services & International Relations. The exchange office oversees students from nomination through to the end of the term.</p>