



2015 – 2016 EXCHANGE PARTNER FACT SHEET

SCHULICH SCHOOL OF BUSINESS, YORK UNIVERSITY	
Contacts:	<p>Marcia Annisette, Executive Director, Student Services & International Relations</p> <p>Su-Lan Tenn, Assistant Dean, Students, Student Services & International Relations</p> <p>Lindsay Hillcoat, Associate Director, International Student Services & Programs lhillcoat@schulich.yorku.ca</p> <p>Cheryl Stickley, Graduate International Program Coordinator cstickley@schulich.yorku.ca</p> <p>Emi Spadoni, Undergraduate International Program Coordinator espadoni@schulich.yorku.ca</p> <p>Tina Fantin, Undergraduate International Program Coordinator (on leave) tfantin@schulich.yorku.ca</p> <p>Lan Yu, International Information Assistant lyu@schulich.yorku.ca</p>
Dean:	Dezsö J. Horváth
Telephone/Fax:	Ph: 416-736-5059 Fax: 416-650-8174
Email:	Exchange: exchange@schulich.yorku.ca
School Address:	Schulich School of Business, International Relations Office, Room W262 York University 4700 Keele Street, Toronto, ON, M3J 1P3, Canada
Web Addresses:	www.schulich.yorku.ca/exchange ; www.schulich.yorku.ca
Nomination Deadlines: (for Exchange Coordinators)	Fall Term (Sept–Dec): April 15 Winter Term (Jan–Apr): August 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): September 15 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:	<p>Areas of Specialization open to undergraduate exchange students include: Accounting, Economics, Entrepreneurial Studies, Finance, International Business, Marketing, Operations Management and Information Systems, Organization Studies, Responsible Business, Strategic Management</p> <p>Areas of Specialization open to graduate exchange students include: Arts & Media Administration, Business & Sustainability, Business Consulting, Economics, Entrepreneurial Studies, Finance, Financial Engineering, Financial Services, Global Mining Management, Global Retail Management, Health Industry Management, International Business, Marketing, Operations Management & Information Systems, Organization Studies, Public Management, Real Estate & Infrastructure, Social Sector Management, Strategic Management</p>
-----------------------	---

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:	<p>Students must have a high level of proficiency in English. We assess a student's proficiency through the following methods:</p> <p>TOEFL - Test of English as a Foreign Language. Minimum score of 600 (Paper based), 250 (computer based) and 100 (Internet based)</p> <p>IELTS - International English Language Test. Minimum score of 7</p> <p>TOEIC - Test of English for International Communication. Minimum score of 850</p> <p>English Language Program – Historical evidence that students have successfully pursued post-secondary studies in English</p>
Language Programs:	<p>Academic Peer Support (APS) provides graduate, undergraduate and exchange students with one-on-one English language writing assistance on assignments, cases and papers. Students with English as a second language can bring their written work in for review, advice and feedback on grammar, structure, and citations. Students may also utilize these sessions to practice their spoken English for academic purposes.</p> <p>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/</p>
Academic Requirements:	We trust that 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 is four or five full courses in a term. Each full-time course (.030) is equal to 3 Schulich credits. A full course load is considered to be either 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:	<p>Elective courses at Schulich have small class sizes where professors use a variety of teaching methods including lectures, case studies, individual and group projects, term papers, business games, presentations, exams and classroom discussions.</p> <p>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.</p>
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.

Grades and Transcripts	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 online through the Registrar's Office. Students are able to view their grades online. 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).
-------------------------------	---

TERM DATES FOR THE ACADEMIC YEAR 2015/2016

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.
Summer 2015: (MBA only)	A mandatory orientation session takes place April 24, 2015 Term dates: April 27 - July 26, 2015 (this includes exam week)
Fall 2015:	Graduate: A mandatory orientation session takes place on September 10 and 11, 2015 Term dates: September 14 – December 18, 2015 (this includes exam week) Thanksgiving Day Holiday: October 12, 2015 Reading Week (no classes): October 27 – 30, 2015 Undergraduate: A mandatory orientation session takes place on September 8 and 9, 2015 Term dates: September 10 – December 7, 2015 (Exam Period: Dec. 9 –Dec. 22, 2015)
Winter 2016:	Graduate: A mandatory orientation session takes place on January 7 and 8, 2016 Term dates: January 11 – April 18, 2016 (this includes exam week) Family Day Holiday: February 15, 2016 Reading Week (no classes): February 23–26, 2016 Undergraduate: A mandatory orientation session takes place in the week of January 4, 2016 Term dates: January 4 – April 4, 2016 (Exams: April 6 – April 20, 2016) Reading Week (no classes): February 16 – 19, 2016, Family Day Holiday Feb. 15, 2016

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: <ul style="list-style-type: none"> • Graduate Students: Bachelor Apartment starting at \$800 CAD per month • Undergraduate Students: \$625 - \$870 CAD per month Off-campus accommodations range from \$450 - \$800 CAD per month near York University and \$800 - \$1500 CAD in the downtown Toronto area.
Academic Expenses:	Books and course materials: \$1000 CAD
Other Expenses (per term):	University Health Insurance Plan (UHIP) \$216 CAD (<i>subject to change Sept 2015</i>) Food \$1000 CAD Local Public Transportation \$432 CAD Entertainment/Recreation/Miscellaneous \$1000 CAD

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: www.uhip.ca . UHIP provides basic coverage (example, a visit to a doctor or hospital). It does not cover medications/prescriptions. Students will be given the opportunity to opt-in to a supplementary program to cover these costs (Graduate: http://www.yugsa.ca/health-plan.html , Undergraduate: http://www.yfs.ca/health-and-dental/). Alternatively students may purchase private insurance before leaving home to cover these supplemental health expenses. Registration for UHIP is administered by York University before students start the semester.
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
Facilities:	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.
Student and Social Life:	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. 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. 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.
Career Services:	Students have access to resume review, corporate information sessions and panel discussions, workshops and career skills, individual counselling and mock interviews.
Counselling and Disability Services (CDS):	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.
Exchange Coordinator Services:	The exchange office is located in the Office of Student Services & International Relations (W262). The exchange office oversees students from nomination through to the end of the term with services such as orientation, course enrolment, and advising.