



2013 – 2014 EXCHANGE PARTNER FACT SHEET

SCHULICH SCHOOL OF BUSINESS, YORK UNIVERSITY	
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School Address:	Schulich School of Business, International Relations Office, 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): May 1 (MBA), April 15 (Undergrad) Winter Term (Jan–Apr): September 1 Summer Term (For MBA only) (May–July): January 15
Required Information from Exchange Coordinator:	Online Nomination Form
Documents to be Submitted by Student:	Online exchange application including passport size photo, a recent transcript and a resume/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, Economics, Entrepreneurial Studies, Finance, Financial Services, Health Industry Management, Marketing, Nonprofit Management & Leadership, Operations Management & Information Systems, Organization Studies, Public Sector Management, Real Estate & Infrastructure, Strategic Management, Global Mining Management.

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/ , or contact them at Tel: 416-736-5353, Fax: 416-736-5908 or E-mail: yueli@yorku.ca York University's Writing Department offers instruction in all aspects of writing to all York students whose first language is not English. The Writing Department's aim is to develop our students' critical thinking and writing skills to ensure their success in both their studies and future careers. The website provides students with up-to-date information about the Centre for Academic Writing activities, and links to academic resources, such as style guides, dictionaries, an encyclopaedia, and an on-line writing centre. http://www.yorku.ca/laps/writ/index.html
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 Grading System: (A+, A, A-, B+, B, B-, C+, C, C-, F). BBA Grading System: (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 2013/2014:	
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 2013:</u> (MBA only)	Students should arrive prior to April 26, 2013 A mandatory orientation session takes place April 26, 2013 Term dates: April 29 - July 26, 2013 (this includes exam week)
<u>Fall 2013:</u>	<p>Graduate: Students should arrive prior to September 5, 2013 A mandatory orientation session takes place on September 5 and 6, 2013 Term dates: September 9 – December 13, 2013 (this includes exam week) Reading Week (no classes): October 22 – 25, 2013</p> <p>Undergraduate: Students should arrive prior to September 5, 2013 A mandatory orientation session takes place on September 5 and 6, 2013 Term dates: September 4 – December 3, 2013 (Exam Period: Dec. 5 –Dec. 20, 2013)</p>
<u>Winter 2014:</u>	<p>Graduate: Students should arrive prior to January 3, 2014 A mandatory orientation session takes place on January 3, 2014 Term dates: January 6 – April 11, 2014 (this includes exam week) Reading Week (no classes): February 18 – 21, 2014, Family Day Holiday February 17</p> <p>Undergraduate: Students should arrive prior to January 3, 2014 A mandatory orientation session takes place on January 3, 2014 Term dates: January 6 – April 4, 2014 (Exams: April 8 – April 24, 2014) Reading Week (no classes): February 18 – 21, 2014, Family Day Holiday February 17</p>

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. On-campus accommodations for MBA students: A bachelor apartment costs \$763 Cdn per month. On-campus accommodations for Undergraduates: Cost ranging from \$530 to \$770 Cdn per month Off-campus housing assistance is available. Off-campus accommodations range from \$450 - \$800 Cdn.
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 apply 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
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, skating, swimming, aerobics, etc. York University has its own shopping facilities in the York Lanes Building which includes medical and dental offices, a pharmacy, a bank, the University Bookstore, restaurants, a post office, etc.
Student and Social Life:	<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>
Career Services:	Students have access to resume review, corporate information sessions and panel discussions, workshops and career skills, individual counselling and mock interviews.
Exchange Coordinator Services:	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.