

## International Exchange Fact Sheet • Academic Year 2017-18



### Exchange Team Contact Information

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### HKUST Business School Mailing Address & Websites

Room 1037, 1/F  
 Undergraduate Programs Office  
 School of Business & Management  
 Lee Shau Kee Business Building  
 The Hong Kong University of Science & Technology  
 Clearwater Bay, KLN, Hong Kong

HKUST Business School Website:  
[www.bm.ust.hk](http://www.bm.ust.hk)

UG Exchange Program Website:  
<http://undergrad.bm.ust.hk/>

### Important Dates 2017 – 2018

<p><b><u>Application Deadline</u></b></p> <p>Fall: 30 Apr 2017          Spring: 30 Sep 2017</p>	<p><b><u>Online Student Applications</u></b></p> <p><a href="https://mystudyabroad.ust.hk">https://mystudyabroad.ust.hk</a>  <i>*Students can access this system only after they have been nominated.</i></p>
<p><b><u>Academic Year</u></b></p> <p>Fall: 01 Sep – 19 Dec 2017          Spring: 01 Feb – 29 May 2018</p> <p><b><u>Note:</u></b>          HKUST has <u>13</u> weeks of teaching.</p>	<p><b><u>Academic Calendar for reference</u></b>  <i>with holidays and study breaks</i>  <a href="http://registry.ust.hk/calendar_dates/dates17-18confirmed.pdf">http://registry.ust.hk/calendar_dates/dates17-18confirmed.pdf</a></p> <p><b><u>Expected Arrival Date</u></b></p> <p>Arrival dates depend on the earliest dorm check-in dates:</p> <p>Fall: 29 Aug 2017, 2PM          Spring: 29 Jan 2018, 2PM</p>



<p><b><u>Orientation Program</u></b></p> <p>Fall: 31 Aug 2017 Spring: 31 Jan 2018 (TBC)</p>	<p>This compulsory Orientation is held on the last or second last working day before the start of each semester. Students will be briefed on the Student Center System, add/drop procedures, student ID card registration, and etc.</p> <p>The Global Students Programs Office (GSPO) will often host a Welcome Reception on or after the Orientation date.</p>
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## Exchange Buddy Programs

<p><b><u>Buddy Program Activity</u></b></p> <p>Fall: 02 Sept 2017 Spring: 03 Feb 2018 (TBC)</p> <p>This event includes a snack, followed by tours of Stanley and Victoria Peak. It is normally held on the first Saturday after the Orientation.</p>	<p><b><u>SBM Buddy Program</u></b> Exchange students will be assigned a Business (SBM) buddy. This buddy is a local business school student who has gone and/or will go on exchange. The buddy will assist the exchange student with airport reception, settling in on-campus, and various other matters to help students adapt to their new environment during the semester.</p> <p><b><u>GSPO Buddy Program</u></b> Besides the SBM buddy, exchange students can opt to also join a second Buddy Program offered by the Global Students Programs Office (GSPO). GSPO will make sure to assign a non-business buddy.</p>
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## Exchange Student Fees

<p><b><u>Exchange Student Fee in HKD</u></b></p> <p>Semester: \$ 10,000 Year-long: \$ 20,000</p> <p>The fee can be made by credit card online. Details on the payment will be included in the online 'Welcome Notes' on the system.</p>	<p>The Global Students Programs Office (GSPO) will charge an <b>Exchange Student fee</b> that includes these items:</p> <p>Breakdown:</p> <ul style="list-style-type: none"> <li>• <i>Student Visa Fee \$600</i></li> <li>• <i>Insurance Fee \$1000</i></li> <li>• <i>Accommodations \$8400 semester / \$17400 year</i></li> </ul>
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## Compulsory Health Insurance

<p><b><u>Insurance Fees in HKD</u></b></p> <p>Semester: \$1000 Year-long: \$2000</p> <p><i>(Part of the Exchange Student Fee)</i></p>	<p>With the exception of a few schools that have successfully applied for an institutional waiver, all other exchange students are required to purchase a mandatory insurance through HKUST.</p> <p>Details on this insurance plan will be included in the online Welcome notes on the system.</p>
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## Student Visa

<p><b><u>Student Visa Application Deadline</u></b></p> <p>Fall: 19 May 2017 Spring: 06 Nov 2017</p> <p>Visa Fee: \$600 HKD</p> <p><i>(Part of the Exchange Student Fee)</i></p>	<p>All foreign students need a student visa to study in HK. At HKUST, student visa applications are routed to the Global Students Programs Office (GSPO) for handling. GSPO will submit all visa applications to HK Immigrations and take care of couriering it back to the students when the labels are ready.</p> <p>More details on the visa process and required documents will be included in the online Welcome notes on the system.</p>
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## University-Provided Accommodations

### Housing Application

Students need to indicate if they opt for university-provided housing in the exchange application.

### Housing Charges

Fall: \$ 8,400 HKD  
 Spring: \$ 8,400 HKD  
 Year-long: \$ 17,400 HKD  
*(Part of the Exchange Student Fee)*

### Residential Period

Fall: 29 Aug 17 – 03 Jan 18  
 Spring: 29 Jan – 04 Jun 2018  
 Year-long: 29 Aug 17 – 04 Jun 18

No bed linen/pillows/blankets, etc. are provided due to sanitary reasons. Students are also recommended to purchase a bed protector for the duration of their stay.

All exchange students are accommodated in university-provided double occupancy student halls.

Hall assignments are all decided by the housing office. Except for the off-campus Jockey Club Hall, all other on-campus hall preferences will not be entertained due to limited capacity. However, students can indicate a preference in roommate on the housing form, if they wish to.

For more details on the possible halls students can be assigned to, please refer to: <http://shrl.ust.hk/eng/detail.php?catid=2&sid=13> or email the housing office at [ughousing@ust.hk](mailto:ughousing@ust.hk).

The housing charge is included in the *Exchange Student Fee* and more details will be provided in the online 'Welcome Notes' on the system.



## Estimated Living Expenses

### **Break-Down of Costs per a Semester based on 2017/2018 for reference:**

	HKD\$
Food (no meal plan, roughly HK\$35/meal on-campus)	\$14,000
Exchange Student Fee (Insurance, Visa, Housing)	\$10,000
Books and Supplies	\$ 1,500
Local Transportation, Personal and Incidental Expenses*	\$ 12,000
<b>Total:</b>	<b>\$37,500</b>
<i>Approximately:</i>	<i>(US\$4,820)</i>

\* This category of expenses includes entertainment and shopping at a reasonable level on weekends. It does not include travel outside Hong Kong for holiday.

## Learning Expectations

<b>Language of Instruction:</b>	English is the medium of instruction for the Business School
<b>Class Format:</b>	Lectures, Case Analysis/Presentations, Papers, and Projects
<b>Class Attendance:</b>	Class attendance is mandatory until the last day of classes
<b>Class Participation:</b>	Class participation is part of the student's final grade in most courses
<b>Course Grading:</b>	4.3 grading scale, letter graded, with grade D as marginal pass; final course grade often based on class participation, projects, case analysis, mid-term and final exams. Some courses are graded on a curve.
<b>Class Size:</b>	Normally 30 – 40 students per a class for 2000 - 4000 level courses
<b>Course Load:</b>	4 – 5 courses with a maximum total of <b>17 credits</b>

<p><b>Course Choices:</b></p> <p><b>Examinations:</b></p>	<p>Exchange students have the same freedom in course selections as regular students. They can select any courses which are offered during their exchange semester as long as they meet the prerequisite requirements and if there are vacancies available. Some courses may require professor approval for enrollment.</p> <p>Format of exams varies. Final exams are written in the last 2 weeks of the school. Students are responsible to stay in HK until the last day of finals. Requests for early leave of exams are normally not considered.</p>
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Photo: Lee Shau Kee Business Building

## Available Subjects & Course Outlines

<p><b><u>Course Descriptions</u></b> Course descriptions of ALL university-wide subjects can be found at the below link:</p> <ul style="list-style-type: none"> <li>• <a href="#">2017/2018 Course Catalog</a></li> </ul> <p><b><u>Course Timetable</u></b> Past course outlines by semesters:</p> <ul style="list-style-type: none"> <li>• <a href="#">Timetable</a></li> </ul> <p><b><u>Course Outlines</u></b> Past course outlines posted by Business Departments:</p> <ul style="list-style-type: none"> <li>• <a href="#">Economics</a></li> <li>• <a href="#">Finance</a></li> <li>• <a href="#">Information Systems, Business Statistics &amp; Operations Management</a></li> <li>• <a href="#">Marketing</a></li> </ul> <p><b><u>Other Outlines</u></b></p> <ul style="list-style-type: none"> <li>• <a href="#">LANG</a></li> <li>• <a href="#">HUMA</a></li> <li>• <a href="#">SOSC</a></li> <li>• <a href="#">LIFS</a></li> </ul>	<p><b><u>Business Subjects</u></b></p> <p>Accounting Economics Finance** Global Business* Information Systems Business Statistics Operations Management Management of Organizations Marketing*</p> <p>*Popular courses. Students selecting these subjects should also be prepared with alternative courses.</p> <p>**Effective Fall 2016, all 4-credit FINA courses have changed to 3 credits and some FINA courses have been re-coded.</p> <p>Exchange students are free to select courses outside of Business in Sciences and in Engineering and also such subjects as below:</p> <p><b><u>Putonghua Language Courses</u></b></p> <p><a href="#">LANG1120</a> – Putonghua for Non-Chinese Background Students I <a href="#">LANG1121</a> – Putonghua for Non-Chinese Background Students II <a href="#">LANG1122</a> – Putonghua for Non-Chinese Background Students III</p> <p><b><u>Cantonese Language Courses</u></b></p> <p><a href="#">LANG1130</a> – Cantonese for Non-Chinese Background Students I <a href="#">LANG1133</a> – Cantonese for Chinese Language Background Students I</p> <p><b><u>Others Subjects</u></b></p> <p>HUMA – Humanities LIFS – Life Sciences SOSC – Social Sciences GNED – General Education RMBI – Risk Management &amp; Business Intelligence ENVR – Environment ENTR - Entrepreneurship HART – Student Arts Courses And etc...</p>
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## Student Services



### Academic Advising

Academic advising is available from the Business School's Exchange Programs Coordinator.



### Student Counseling (SAO)

Counseling is available from a Student Counselor through the Student Affairs Office. The counselor can assist students with special cases. More information can be found by referring to the SAO Website:

<https://sao.ust.hk/counseling/cgi-bin/web/index.php>.



### Student Housing & Residential Life Office (SHRLO)

Housing applications and other related issues are managed by our Student Housing & Residential Life Office. More information on the Student Halls, Hall Life, can be found at the SHRLO website:

<http://shrl.ust.hk/eng/detail.php?catid=2&sid=13>.



### Student Health & Wellness

There is a medical and dental clinic located on-campus. Students can visit these clinics for general consultations:

[https://sao.ust.hk/sports/medical\\_dental.html](https://sao.ust.hk/sports/medical_dental.html)

The university has a task force to keep the school community updated on the on-goings of any prevalent health matters (ie: Swine Flu). More information can be found at: [www.ust.hk/healthmatters/index.htm](http://www.ust.hk/healthmatters/index.htm)



### Special Educational Needs (SEN)

HKUST has taken a proactive role in ensuring and cultivating a positive learning environment for all students, including those with disabilities and Special Educational Needs. More information can be found on the SEN website: <http://sen.ust.hk/index.php>



### Global Students Programs Office (GSPO)

GSPO helps to the University's incoming and outgoing study abroad programs. They also handle student visa and arrange activities for international students. . More information on this office can be found at: <http://studyabroad.ust.hk/>.



### Computer Services (ITSC)

Each exchange student is given access to the online University's Student Information System (SIS) and an e-mail account after she/he has officially registered into the program. Computer facilities are easily accessible, even in the coffee shop! For an overview of Information of the SIS system and Information Technology Services Center, please refer to this ITSC link: <http://itsc.ust.hk/>.



### On-Campus Sports & Recreation Facilities

Exchange students will be given a student identity card before the semester starts. They can then have access to all kinds of facilities on campus. They can get general medical treatment from the on-campus clinic free of charge. For a listing of on-campus sports & recreation amenities, please refer to this link: <https://sao.ust.hk/facilities/index.html>.