


EXCHANGE FACT SHEET (2017-2018)* Tentative

The Hong Kong University of Science & Technology

Postal & Office Address	HKUST MBA Program Office Room 2011, Lifts 1/2 Lee Shau Kee Business Building HKUST Clear Water Bay Kowloon HONG KONG	
Contact	Ms Venisa Chu Head of Full Time MBA & International Programs Ms Michelle To MBA Exchange (Incoming & Outgoing) Assistant Manager International Programs	
Telephone	(852) 2358 5840 / 2358 5980	
Fax	(852) 2705 9596	
Email	mbaex@ust.hk	
MBA Program Website	www.mba.ust.hk	
Exchange Program Web Links (for exchange/visiting students)	https://canvas.ust.hk <i>You will be granted:</i> <ul style="list-style-type: none"> • <i>Partial Access after you have been nominated to the HKUST MBA Program</i> • <i>Full Access when you have activated your HKUST ITSC Network Account</i> 	

HKUST

HKUST is the third publicly-funded university in Hong Kong. It was incorporated in April 1988 and opened in October 1991 as a world-class technological university dedicated to the advancement of learning and scholarship, with special emphasis on research and postgraduate education. Current student enrollment at the undergraduate, master's and doctoral levels stands at 13,000.

The Campus

The University's campus occupies a 60-hectare of sweeping beauty on the Clear Water Bay Peninsula of Sai Kung. The international airport at Chek Lap Kok is about 45 kilometers from HKUST. Visitors can come to the campus by bus, Airport Express train or taxi. It is about 60 minutes to 90 minutes from the airport.

Visitors to HKUST are often overwhelmed by the beauty of the architecture in its natural surroundings. But beyond this first impression, the campus reveals itself to be truly functional. Carefully planned facilities such as a well-stocked library with the latest information technology, a high-speed fiber-optic network linking computing

resources in all parts of the campus and reaching out to all corners of the world, teaching research laboratories equipped with state-of-the-art instruments and devices are important elements in creating an environment for learning that is quite unique in the region.

School of Business and Management

The School of Business and Management (SBM) of HKUST was established to provide world-class management education in the Asia-Pacific region. It comprises six departments: Accounting, Economics, Finance, Information Systems, Business Statistics & Operation Management, Management of Organisations, and Marketing. All departments offer undergraduate as well as postgraduate programs to the doctorate level.

Strong emphasis is placed on scientific and analytical methods as the fundamental pedagogical approach, supplemented by the use of case studies appropriate to Hong Kong and its neighboring region. The School takes full advantage of the University's state-of-the-art technological capabilities in its instruction and research.

MBA Student Exchange

Academic Year 2017-2018 (TENTATIVE & SUBJECT TO CHANGE)

TERM DATES

Term	Online Course Validation & Registration	Program Registration (Mandatory)	Semester Begins	Semester Ends	Examination Week
Fall 1 st Half	Mid-August 2017 (TBC)	Mid-August 2017 (TBC)	28 August	21 October	16-21 October
Fall 2 nd Half	Mid-August 2017 (TBC)	Mid- August 2017 (TBC)	23 October	16 December	11-16 December
Spring 1 st Half	Mid-January 2018 (TBC)	Mid- January 2018 (TBC)	29 January	31 March	26-31 March
Spring 2 nd Half	Mid-January 2018 (TBC)	Mid- January 2018 (TBC)	9 April	2 June	28 May – 2 June

IMPORTANT DATES:

Exchange Orientation

Fall Semester 2017: **FULL DAY in Late AUGUST** (Full Fall Term & 1st Half of Fall)

Spring Semester 2018: **FULL DAY in Late JANUARY** (Full Spring Term & 1st Half of Spring)

EXCHANGE NOMINATION DEADLINE BY EXCHANGE SCHOOL COORDINATOR:

- **April 15** for Fall term
- **October 15** for Spring term

EXCHANGE ONLINE APPLICATION SYSTEM & VISA APPLICATION MATERIAL (PRINT COPY) SUBMITTED BY THE NOMINATED STUDENTS TO HKUST MBA PROGRAM OFFICE:

- **May 1** for Fall term
- **November 1** for Spring term

MANDATORY HKUST INSURANCE POLICY SUBMIT TO THE HKUST EXCHANGE ONLINE APPLICATION SYSTEM

- **June 1** for Fall term
- **December 1** for Spring Term

TUITION FEES FOR EXCHANGE-IN STUDENTS: No further tuition fees to be paid at HKUST.

OFF-CAMPUS HOUSING:

- Exchange students could opt for off-campus housing near campus (e.g. Hang Hau, Sai Kung). The proximity allows you to actively engage in social life and interaction with classmates on campus. Usually our exchange students are able to find suitable flats within a few days after they arrive in Hong Kong.

<i>Types of apartment in Hang Hau</i>	<i>Estimated rents range per month *</i>
i 2-bedroom apartment (500-700 sq. ft.)	HK\$15,000-18,000
ii 3-bedroom apartment (700-900 sq. ft.)	HK\$19,000-22,000

* Rates, government rent and management fees inclusive

- More information for off-campus accommodation could be found at:
<http://shrl.ust.hk/eng/detail.php?catid=2&sid=16&tid=9>
- MBA office will be able to connect you with other exchange students who wish to look for roommates via the Facebook group for exchange and HKUST MBA students

ON-CAMPUS HOUSING: On-campus Postgraduate Housing is *not available in 2017-2018* for exchange students due to the limited supply & high demand from Full-Time MBA students. MBA exchange students are not eligible for UG and Research Postgraduate housing. Please also pay special attention that most of the elective courses are held at HKUST Business School Central at Downtown in Central. It takes 1 hour to commute from the HKUST campus at Clearwater Bay to Central which is located on the Hong Kong Island. Off-campus housing is highly recommended and most exchange students from previous years had chosen to stay on the Hong Kong Island and downtown area.

APPROXIMATE LIVING COSTS (2016 – 2017):

	HK\$ (per semester)
• OFF-CAMPUS ROOM AND BOARD:	40,000
• FOOD:	18,000
• BOOKS AND CLASS READING MATERIALS:	6,000
• TRANSPORTATION & PERSONAL EXPENSES:	<u>14,000</u>
	78,000 (~US\$10,000)

Mandatory HKUST Compulsory Travel Insurance Plan

The university policy of HKUST stipulates that all postgraduate studies, exchange-in / visiting / visiting internship students are required, on a compulsory basis, to subscribe directly to the ACE Insurance Limited, A Chubb Company, the HKUST Compulsory Travel Insurance Plan at least one month before the commencement date of the exchange / visiting period. A copy of the admission offer letter should be attached with the insurance application form. The student will be forbidden to enroll in the HKUST MBA program without subscribing to the HKUST Compulsory Travel Insurance Plan. **Your insurance coverage must include the full study period.**

Insurance Plan

More detailed coverage & information of the HKUST Compulsory Travel Insurance Plan is available:

http://sfao.ust.hk/insurance/info_nontravel.html

Insurance application form

https://sfao.ust.hk/public/documents/INS_Travel_PG_Exchange_in_App.pdf

For Coverage/Claims/Enquiries

Coverage of the HKUST Compulsory Travel Insurance Plan

https://sfao.ust.hk/public/documents/INS_Travel_Exchange_in_Coverage.pdf

Insurance claims must be made within 30 days. To download the claim form please visit:

https://sfao.ust.hk/public/documents/INS_Exchange_in_Claim_Form.pdf

For general enquiries or in the event of a claim, please contact ACE Insurance Limited, A Chubb Company at:

Office Tel.: (852) 3191 6800

E-mail: travellcu.hk@chubb.com

Address: 25th Floor, Shui On Centre, No. 6-8 Harbour Road, Wanchai, Hong Kong

STUDENT VISA APPLICATION

All Incoming Exchange students (non-Hong Kong citizens) require a student visa to study at HKUST. Exchange students are registered with full-time student status, i.e. students with working visas or currently employed in Hong Kong cannot register in our exchange program. You shall submit your visa application through HKUST MBA Program Office for the Immigration Department of Hong Kong (IMMD). Visa application form and a full set of the application **must reach the HKUST MBA Program office** on or before **1 May, for Fall Term exchange and 1 November for Spring Term exchange**. Without an approved student visa, students cannot enroll in the elective courses, nor access to email systems in HKUST. When your student visa label is approved, HKUST will courier the visa label to your postal address.

Please expect that student visas may take up to 3 months to be approved by the Director of Immigration Department of the Hong Kong Special Administrative Region (HKSAR). For Mainland Chinese student holding PRC passport, you will need an additional 2-4 weeks to apply for an EEP from your hometown after you have received your approved visa label.

LEARNING EXPECTATIONS:

CLASS FORMAT:	Lectures, computer simulations, case discussions, individual and group projects, supplemented by enrichment courses and business speaker programs.
ATTENDANCE	Class attendance is <u>mandatory</u> , missing more than 25% of a course will render a withdrawal. Some courses may require a 100% class attendance. Please select your courses carefully.
PARTICIPATION	Active class participation is required in all courses
TOTAL NUMBER OF MBA STUDENTS	220 (Full time) and 220 (Part-time)
CLASS SIZE	120 (Full time) and 120 (Part-time)
AVERAGE COURSE LOAD	6~8 HKUST Credits[^] per full semester. Or subject to the minimum enrollment requirement of your home university [^] EACH HKUST credit = 14 class contact hours; therefore a course denoted 2 Credits, is equal to 28 class contact hours
MAXIMUM COURSE LOAD	<u>10 Credits per full semester for electives courses</u> are available to MBA exchange students in the Business School. <i>MBA Core courses and language courses are not available to exchange students with no exception.</i> All MBA students will enroll courses online via the Student Information

	Systems (SIS) on a first-come-first-serve basis around one week before the first date of class in August and January for Fall and Spring semester respectively. Exact dates and time are to be determined.
OVERLOADING	Students who seek to overload with more than 10 credits will be subject to approval. Your request must be made through the home school coordinator with the HKUST MBA Exchange Team and approval is <u>not guaranteed</u> .
EXAMINATIONS:	Final exams are usually scheduled in the last week of the course in a half semester.
LANGUAGE OF INSTRUCTION:	English

COURSE GRADING:

<u>Letter Grade</u>	<u>Definitions</u>	Remarks* For those courses graded with "Pass/Fail" grade, please note that <u>no Letter Grade</u> will be shown on your HKUST transcript and you are strongly recommended to check with your home school if it will affect your exchange credit transfer before your course registration.
A+, A, A-	Excellent Performance	
B+, B,	Good Performance	
B-, C+, C	Marginal Performance	
F	Failure	
Others*		
I	Incomplete	
P	Pass, ungraded	
F	Failure	

STUDENT SERVICES:

- Orientation, access to Career Resources Room, Language Centre, Saturday Luncheon Speakers series, access to computer facilities including email and the internet.

CAREER SERVICES:

- **Company Presentations and Recruitment Talks**
Companies are invited to the HKUST campus or the HKUST Business School Central to make presentations about their businesses and recruitment.

FACILITIES FOR MBA STUDENTS:

MBA Student Resources

Located on the Second Floor of LSK Business Building, the MBA Lounge opens around the clock with:

- Four (4) Bloomberg terminals and Two (2) computers.
- Areas for small group discussions.
- A Career Resources Room exclusive for MBA students to access:
 - Career guide books and business directories
 - A fax machine & a copying machine
 - Newspaper and journals to facilitate job search

CAMPUS FACILITIES:

There are 10 lecture theaters, audio-visual language laboratories, a variety of central computing facilities including computers, workstations, and microcomputers at various locations and a number of network services. The business school also has 10 computer labs for teaching and research. Other commonly shared student facilities include a multi-purpose sports hall, meeting rooms, exhibition areas, common rooms, restaurants, bookstores, banking services and convenience store, etc.

DOWNTOWN CENTER:

Most of the elective classes are held at the Downtown Center during the weekdays evenings. The **HKUST Business School Central** is located in the Central district. (MTR Station: Central Station Exit J3)

Location Map: <http://www.bm.ust.hk/central/location.html>

Students who would like to visit the Center for academic activities, group meeting or individual study, are strongly advised to call (852) 3582-3805 for advance booking. They reserve the right to offer priority booking to official school events and or clients' events without prior notice.