




AIM W. SyCIP

GRADUATE SCHOOL OF BUSINESS

INTERNATIONAL STUDENT EXCHANGE PROGRAM (ISEP)



FACT SHEET – INBOUND

SCHOOL ADDRESS	Asian Institute of Management 123 Paseo de Roxas Street, Makati City 1260 Philippines
WEB ADDRESS	www.aim.edu 
CONTACT PERSON	Prof. Noel M. Cortez, PhD Head W.SyCip Graduate School of Business Email: ncortez@aim.edu Ms. Ana Puatu Program Director W.SyCip Graduate School of Business Email: apuatu@aim.edu Ms. Katrina Afable Program Associate International Student Exchange Program W.SyCip Graduate School of Business Email: kafable@aim.edu
TELEPHONE AND FAX	Telephone: + 632 892-4011 Fax: + 632 813-4466
AREAS OF STUDY	Marketing, Finance, Operations, Entrepreneurship, Accounting, Economics, and Information Technology
COURSES	W. SyCip Graduate School of Business – exchange students can only take elective courses offered by the W. SyCip Graduate School of Business <i>and the Stephen Zuellig Graduate School of Development Management.</i>



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<p>QUALIFICATIONS FOR EXCHANGE (INBOUND)</p>	<p>Students must be in their <u>senior year</u> of the school's MBA program. Students must have <u>two years of relevant work experience</u>. Students must be proficient in <u>English</u>. Students who are not native speakers of English must have English language proficiency equivalent to a 600/250 TOEFL score.</p>
<p>VISA/IMMIGRATION</p>	<p>*** International students who are accepted for study in AIM are required to secure a 47(a)(2) Special Non-Immigrant visa. It is a visa similarly granted to expatriate businessmen, among others.</p> <p>Please do not attempt to come in under a tourist visa. If you come in under a temporary visitors' 9(a) tourist visa and Immigration officials find out that you are coming in to study, you may be refused admission into the country.</p> <p>For complete details on the visa processing, you may visit the AIM website at: http://www.aim.edu/faqs/</p>

APPROXIMATE COST OF PROGRAM: The approximate cost of the exchange program (travel not included) is as follows:

ESTIMATED EXPENSES	TOTAL
Academic Fees <i>(to be paid during registration)</i>	
Case materials (books not included)	\$280
Living Allowance	
Housing <i>(US\$ 660/month x 3 months)</i>	\$1,980
Meals – high estimate <i>(US\$ 550/month x 3 months)</i>	\$1,650
Personal and incidental allowances <i>(US\$ 150/month X 3 months)</i>	\$450
Visa Extension Fee	\$135
TOTAL (APPROXIMATE) EXCHANGE COST	US\$ 4,495



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LANGUAGE OF INSTRUCTION	English
COURSE LOAD & CREDITS	<p>Exchange students are required to take a minimum of 5 courses and maximum of 15 units of electives. Classes run for 13 weeks and each subject course are held for 80 minutes per session.</p> <p>1 unit = 15 classroom contact hours 2 units = 30 classroom contact hours</p>
LEARNING METHODOLOGY	<p>Class Format: AIM uses the case method, which means students are expected to participate actively in live, extemporaneous discussion. For most courses, class participation accounts for more than 50% of the total grade. Students may also be asked to perform field research by hands-on field projects. Students may be sent to corporate internships. Management games and simulations are also used. The AIM culture emphasizes analysis of facts, exploration of alternative courses of action, and simulates real life managerial decision-making experiences.</p> <p>Attendance: ATTENDANCE IS MANDATORY. Students are responsible for not exceeding the 20% limit.</p> <p>Dress Code: ALL CLASSES SHOULD BE REGARDED AS FORMAL BUSINESS MEETINGS.</p> <p>Everyone is therefore expected to be appropriately attired. Shorts, t-shirts with loud or offensive statement, tank tops and slippers/flip-flops are not allowed inside the campus.</p>
GRADES:	Grades are based on class participation (at least 50% in most subjects), quizzes, examinations, group reports and presentations, and attendance.
EXAMS:	Exams are given on a case-to-case basis. In lieu of exams, students are required to submit group projects, individual reflection papers and reports.
TRANSCRIPTS:	A copy of the official transcript will be forwarded to the partner university's exchange office by end of February.



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CALENDAR¹ OF EXCHANGE PROGRAM: Fall Term (September – November)

ACTIVITY	DESCRIPTION	DATE/S
Inbound Exchange Nomination Deadline	Student Exchange Coordinator from partner school must send their nomination to Ms. Katrina Afable at kafable@aim.edu Email must include the student's name, nationality, birth date, gender, email address and a copy of the student's resume.	April 14, 2017
Inbound Exchange Application Deadline	Application Requirements: <ul style="list-style-type: none"> - Completed two-page application with student's signature - Completed ID sheet - 2X2 picture in .jpg format (white background, full-face and facing front) - Clear copy of the student's passport information page - A recent copy of the student's school transcript, in English - Verification of English proficiency 	April 30, 2017
Course Registration/Enrollment	Course registration is scheduled a few months before the start of the term. The list of elective courses and link for online registration will be sent through email.	May 08-12, 2017
Expected Arrival Date	Preferably one week before orientation day.	Last week of August
Orientation Day	Attendance is mandatory.	September 01, 2017
Course Correction Period	Students are only allowed to change no more than 4 units and must have a valid reason for doing so. Students will no longer be allowed to make any changes in their course line-up after the course correction period.	To be announced
Academic Classes (12 Weeks)	Case methodology – students discuss real organization / company scenario in class. Class participation comprises 50% of students' final grade. ATTENDANCE IS MANDATORY. Absences of over 20% of total number of class sessions result in a failing mark. Class size: maximum of 60 students. Five (5) elective courses required and maximum of 15 units of electives.	Fall Term (September 4 – November 25, 2017)
Asian Study Tour (Optional)	Country: Japan	3 rd week of October
Student Activities	Cubs' Night/Welcome Party Tiger's Night/Student's Christmas Party	September November

¹ These are tentative dates. Actual dates may be **advanced or delayed for a week** from these dates.