

MBA PROGRAM - EXCHANGE FACT SHEET (2018-2019)

The Hong Kong University of Science & Technology

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Exchange Program Web Links <https://canvas.ust.hk>

(for exchange/visiting students)

You will be granted:

- **Partial Access** after you are admitted via Online Admission System in the HKUST MBA Exchange Program
- **Full Access** when you have activated your HKUST ITSC Network Account

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 14,807.

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 kilometres 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 2018-2019 (TENTATIVE & SUBJECT TO CHANGE)

TERM DATES

Term	Online Course Validation & Registration (Required)	Program Registration (Required)	Term Begins	Term Ends	Examination Week
Fall 1 st Half	Mid-August	late August (TBC)	27 August	20 October	15-20 October
Fall 2 nd Half	Mid-August	late August (TBC)	22 October	15 December	10-15 December
Spring 1 st Half	Mid-January 2019 (TBC)	Late January 2019 (TBC)	28 January	30 March	25-30 March
Spring 2 nd Half	Mid-January 2019 (TBC)	Late January 2019 (TBC)	8 April	1 June	27 May – 1 June

IMPORTANT DATES:

EXCHANGE ORIENTATION

Fall Term: **One FULL DAY in 23-25 August (TBC)** (Full Fall Term & 1st Half of Fall)
 Spring Term: **One FULL DAY in 23-25 January (TBC)** (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

- **April 27** for Fall term
- **October 27** for Spring term

VISA APPLICATION MATERIAL (PRINT COPY) SUBMITTED BY THE NOMINATED STUDENTS TO HKUST MBA PROGRAM OFFICE on or before:

- **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://shri.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 2018-2019 for exchange students due to the limited supply & high demand from Full-Time MBA students. For which Undergraduates and Research Postgraduates housing are also **unavailable** to all MBA students.

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. **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 (2017 – 2018):

	HK\$ (per term)
• Off-campus room and board:	40,000
• Food:	20,000
• Books and class reading materials:	6,000
• Transportation & personal expenses:	<u>14,000</u>
	80,000 (~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 Zurich Insurance Company Ltd, 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 (will be generated via the online admission system) 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

The Coverage of the HKUST Compulsory Travel Insurance Plan is available at https://sfao.ust.hk/public/Coverage_Travel_In_Insurance_Pla.pdf

Insurance application form

https://sfao.ust.hk/public/Updated_Application_Form_UG_PG_T.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

For the Insurance claim, it must be submitted with supporting documents by email to claims@hk.zurich.com or by post to Insurance claims must be made within 30 days. To download the claim forms please visit:

https://sfao.ust.hk/public/Claim_Form_Travel_In_Insurance_2.pdf

Postal address: Zurich Insurance Company Ltd
Claims Department
25-26/F, One Island East
18 Westlands Road
Island East, Hong Kong

For general enquiries or in the event of a claim, please contact Zurich Insurance Company Ltd at:

Office Tel.: (852) 2903 9388

E-mail: claims@hk.zurich.com

Fax: 2968 1660

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 in HKUST, 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, or 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 students 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 mandatory ; missing more than 25% of a course will render a withdrawal. Some courses may require a 100% class attendance. Please select your courses carefully.
CLASS LOCATION	Weekdays Evening MBA elective are held at Downtown Central Weekdays & Saturdays MBA elective classes scheduled between 9 to 6 pm are usually held at HKUST Campus in Clear Water Bay
PARTICIPATION	Active class participation is required in all courses
DRESS CODE	Smart Casual (or as specified in the course)
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 MBA Credits [^] per full term. 3-4 HKUST MBA Credits [^] per half term. 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	10 Credits per full term for MBA elective courses are granted to MBA exchange students in the HKUST Business School. Non-MBA electives such as core courses and language courses are unavailable to exchange students with no exception.
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 not guaranteed .
COURSE ENROLLMENT	All MBA Exchange students will enroll MBA elective 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 term respectively. Exact dates and time are to be determined.
EXAMINATIONS:	Final exams are usually scheduled in the last week of the course in a half term.
LANGUAGE OF INSTRUCTION:	English

COURSE GRADING:

Letter Grade	Definitions	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:

You have access to Career Resources Room at the LSK Building, Library & study rooms, seminars & talks, MBA student clubs' events, breakout rooms, computer barns, and facilities including email and internet on campus.

CAREER SERVICES:

Company Presentations, Recruitment Talks, and Recruitment Fairs

Exchange students are invited to company presentations and recruitment talks held on campus or at HKUST's Business School Central location, where businesses introduce themselves, engage in student recruitment activities, and more. Students can also participate in our annual recruitment fair (held in the Spring of each academic year), which features dozens of local, regional, and international employers targeting HKUST MBA and MSc students.

Job Board, Program Events, and Career Tools and Resources

Exchange students are provided access to an HKUST-curated list of jobs and events from companies, organizations, or other entities aimed specifically at MBA students attending HKUST. Students are also provided access to various online career tools, such as compressive guides on industries, companies, case interviews, and interviews, company directories, information on company MBA recruitment programs, access to popular financial news platforms such as Bloomberg Terminal, etc.

ALUMNI STATUS:

MBA Exchange students are considered **an exchange alumnus/alumna in the MBA programs** of the HKUST Business School. You will receive the MBA e-News Letters via official HKUST MBA email account. You can join the MBA Alumni Association events which may incur a fee. For details, please visit the [HKUST MBA Alumni website](#) or [MBA Alumni Association facebook page](#)

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, pools, tennis courts, library meeting rooms, culture hall & exhibition areas, common rooms, restaurants, bookstore, banking services and convenience store, etc.

DOWNTOWN CENTER:

The **HKUST Business School Central** is located in the Central district on the Hong Kong Island. (MTR Station: Central Station Exit J3 and the location [Map](#)):

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 and please [download the full brochure](#) for reference. They reserve the rights to offer priority booking to official school events and or clients' events without prior notice.