


EXCHANGE FACT SHEET (2016-2017)

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 Michelle To MBA Exchanges Assistant Manager International Programs MBA Student Development	
Telephone	(852) 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>Partial Access will be granted upon your receipt of the exchange nomination to the HKUST MBA Program</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 new 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 on 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 through to the doctorate.

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 2016-2017

TERM DATES

Term	Semester Begins	Semester Ends	Examination Week
Fall 1 st Half	1 September	22 October	17-22 October
Fall 2 nd Half	24 October	17 December	12-17 December
Spring 1 st Half	6 February	2 April	28 March – 2 April
Spring 2 nd Half	3 April	4 June	20 May – 4 June

IMPORTANT DATES:

Exchange Orientation

Fall Semester 2016: **FULL DAY on 22 AUGUST** (Full Fall Term & 1st Half of Fall)

Spring Semester 2017: **FULL DAY on 2 FEBRUARY** (Full Spring Term & 1st Half of Spring)

EXCHANGE NOMINATION DEADLINE BY EXCHANGE SCHOOL COORDINATOR:

- April 15 for Fall semester
- October 15 for Spring semester

EXCHANGE APPLICATION PACKAGE & VISA APPLICATION DEADLINE SUBMITTED BY NOMINATED STUDENTS TO HKUST:

- May 15 for Fall semester
- November 15 for Spring semester

TUITION FEES FOR EXCHANGE-IN STUDENTS: Pay no further tuition fees to 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 in 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 exchanges and HKUST MBA students

ON-CAMPUS HOUSING: On-campus Postgraduate Housing is not guaranteed for exchange students due to the limited supply & high demand from Full-Time MBA students. MBA exchanges are not eligible for UG and Research Postgraduate housing. Please also pay special attention that most of the elective courses in the Business School are held at Downtown Center in Central. It means 1 hour away, to commute from the HKUST campus at Clearwater Bay to Central on the Hong Kong Island. Off-campus housing is highly recommended and most exchange students had been chosen to stay on the Hong Kong side.

APPROXIMATE LIVING COSTS (2015 – 2016):

	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)

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 forbiddance to enroll in HKUST MBA program without subscribing to the HKUST Compulsory Travel Insurance Plan.

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 claim 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 in studying at HKUST. Exchange students are registered with full-time student status, ie students holding a working visa or employment 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 **May 15 for Fall Term exchange and November 15 for Spring Term exchange**. Without an approved student visa, students cannot enroll the elective courses in HKUST. When your student visa label is approved, HKUST will courier the visa label to your postal address.

Please expect that the student visa may take up to 3 months for granted the approval by the Director of Immigration Department of the Hong Kong Special Administrative Region (HKSAR). For Mainland Chinese students holding PRC passport, you shall need another 2 weeks to 1 month, to apply for an EEP from your hometown after you have received your approved student 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 yourself a withdrawal from that course. 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> 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 course online via the Student Information Systems (SIS) on the first-come-first-serve basis around the last week of 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
A+, A, A-	Excellent Performance	
B+, B,	Good Performance	
B-, C+, C	Marginal Performance	
F	Failure	

Others*		note that there is <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.
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 their recruiting practices.

FACILITIES FOR MBA STUDENTS:

MBA Student Resources

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

- Four (4) Bloomberg terminals and Two (2) computers are available in the MBA Lounge for the use by MBA students.
- Students can use the Lounge facilities for small group discussions.
- MBA Career Resources Room is the exclusive facility catered for MBA students where you have access to:
 - Career guide books and business directories
 - A fax machine to send fax to local & 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 minicomputers, workstations, and microcomputers at various locations and a number of network services such as the electronic mail. 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:

Some of the elective classes are held at the Downtown Center. The **HKUST Business School Central** locates at 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. We reserve the right to offer priority booking to official school events and or clients' events without prior notice.