

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



### Exchange Team Contact Information

<p><b>Mr. Forrest Kam</b>          Program Officer  <a href="mailto:bmforrest@ust.hk">bmforrest@ust.hk</a>          Tel: (852) 2358-6073          Fax: (852) 2358-3805</p> <p><b>Workscope</b>          Outgoing Exchange Students</p>	<p><b>Ms Wendy Cheung</b>          Program Manager  <a href="mailto:bmwendy@ust.hk">bmwendy@ust.hk</a>          Tel: (852) 2358-8047          Fax: (852) 2358-3805</p> <p><b>Workscope</b>          Oversee General Exchange Program,          Partnerships, Quota, &amp; Incoming          Exchange Students          Summer Programs</p>	<p><b>Ms Olive Tsang</b>          Program Assistant  <a href="mailto:bmolive@ust.hk">bmolive@ust.hk</a>          Tel: (852) 2358-8626          Fax: (852) 2358-3805</p> <p><b>Workscope</b>          Administrative Support</p>
--	--	---

### HKUST Business School Mailing Address & Websites

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

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


**Exchange Program Website:**  
<http://undergrad.bm.ust.hk/eng/main/index.jsp>

### 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 (TBC)</u></b></p> <p>Fall: 01 Sep – 19 Dec 2017          Spring: 01 Feb – 29 May 2018</p> <p><b>*IMPORTANT</b>          HKUST's has changed from <u>14</u> weeks of teaching to <u>13</u> weeks of teaching.</p>	<p><b><u>Link to 2016-17 Academic Calendar for reference</u></b>          (with holidays and study breaks)</p> <p><a href="http://registry.ust.hk/calendar_dates/dates16-17confirmed.pdf">http://registry.ust.hk/calendar_dates/dates16-17confirmed.pdf</a></p> <p><b><u>Expected Arrival Date</u></b>          (AY2016-17 for reference)</p> <p>Arrival dates depend on the earliest dorm check-in dates:</p> <p>Fall: 29 Aug 2016, 9AM          Spring: 24 Jan 2017, 2PM</p>



<p><b><u>Orientation Program (TBC)</u></b></p> <p>Fall: 31 Aug 2017 Spring: 31 Jan 2018</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>
<p><b>Exchange Buddy Programs</b></p>	
<p><b><u>Buddy Program Activity (TBC)</u></b></p> <p>Fall: 03 Sept 2017 Spring: 04 Jan 2018</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>
<p><b>Exchange Student Fees</b></p>	
<p><b><u>Exchange Student Fee in HKD</u></b> (AY2016-17 for reference)</p> <p>Semester: \$ 10,000 Year-long: \$ 20,000</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>• Student Visa Fee \$600</li> <li>• Insurance Fee \$1000</li> <li>• On-campus Accommodations \$8400 semester / \$17400 year</li> </ul> <p>This fee can be made by credit card online. Details on this fee arrangement will be included in the online Welcome notes on the system.</p>
<p><b>Compulsory Health Insurance</b></p>	
<p><b><u>Insurance Fees in HKD</u></b> (AY2016-17 for reference)</p> <p>Semester: \$1000 Year-long: \$2000</p> <p>(Part of the Exchange Student Fee)</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>
<p><b>Student Visa</b></p>	
<p><b><u>Student Visa Application Deadline</u></b> (AY2016-17 for reference)</p> <p>Fall: 13 May 2016 Spring: 07 Nov 2017</p> <p>Visa Fee: \$600 HKD</p> <p>(Part of the Exchange Student Fee)</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>
<p><b>On-Campus Accommodations</b></p>	
<p><b><u>Housing Application</u></b> Students need to indicate if they opt for on-campus housing in the exchange application.</p>	<p>Exchange students are accommodated on-campus in double occupancy student halls.</p> <p>Hall assignments are all decided by the housing office. Please note that 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.</p> <p>For more details the possible halls students can be assigned to, please refer to: <a href="https://sao.ust.hk/housing/accommodation.html">https://sao.ust.hk/housing/accommodation.html</a> or email the housing office at <a href="mailto:ughousing@ust.hk">ughousing@ust.hk</a>.</p>

<p><b>Housing Charges</b> (AY2016-17 for reference)</p> <p>Fall:           \$ 8,400 HKD Spring:       \$ 8,400 HKD Year-long:   \$ 17,400 HKD (Part of the Exchange Student Fee)</p> <p><b>Residential Period</b> (AY2016-17 for reference)</p> <p>Fall:           29 Aug – 29 Dec 2016 Spring:       24 Jan – 05 Jun 2017</p>	<p>The housing charge is in the <i>Exchange Student Fee</i> and more details will be included in the online Welcome notes on the system.</p>  <ul style="list-style-type: none"> <li>Students are to note that 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.</li> </ul>
--	--

### Estimated Living Expenses

#### Break-Down of Costs per a Semester based on 2016/2017 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

<p><b>Language of Instruction:</b></p> <p><b>Class Format:</b></p> <p><b>Class Attendance:</b></p> <p><b>Class Participation:</b></p> <p><b>Course Grading:</b></p> <p><b>Class Size:</b></p> <p><b>Course Load:</b></p> <p><b>Course Choices:</b></p> <p><b>Examinations:</b></p>	<p>English is the medium of instruction for the Business School</p> <p>Lectures, Case Analysis/Presentations, Papers, and Projects</p> <p>Class attendance is mandatory until the last day of classes</p> <p>Class participation is part of the student's final grade in most courses</p> <p>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.</p> <p>Normally 30 – 40 students per a class for 2000 - 4000 level courses</p> <p>4 – 5 courses with a maximum total of <b>17 credits</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>
--	--



Photo: Lee Shau Kee Business Building

## Available Subjects & Course Outlines

### Course Descriptions

Please note that course codes have changed starting Fall 2011. A listing of new & old codes and course descriptions of ALL subjects can be found at the below link:

- [2016/2017 Course Catalog](#)

### Course Outlines

Past outlines for only the below business subjects are posted at:

- [Economics](#)
- [Finance](#)
- [Marketing](#)
- [Information Systems, Business Statistics & Operations Management](#)
- [Management](#)

### Other Outlines

- [LANG](#)
- [HUMA](#)
- [SOSC](#)

### Business Courses

Accounting  
Economics\*  
Finance\*\*  
Global Business\*  
Information Systems  
Business Statistics  
Operations Management  
Management of Organizations  
Marketing\*

*\*These courses are popular. Students who select these subjects should also be prepared with alternative courses.*

*\*\*Please note effective Fall 2016, all 4-credit FINA courses have changed to 3 credits. And some courses have been re-coded.*

Exchange students are free to select courses outside of business in Sciences and in Engineering and also such subjects as below:

### Putonghua Language Courses

[LANG1120 – Putonghua for Non-Chinese Background Students I](#)  
[LANG1121 – Putonghua for Non-Chinese Background Students II](#)  
[LANG1122 – Putonghua for Non-Chinese Background Students III](#)

### Others Courses

HUMA – Humanities  
SOSC – Social Sciences  
GNED – General Education  
RMBI – Risk Management & Business Intelligence  
ENVR – Environment  
HART – Student Arts Courses offered by HUMA  
And etc...

## Student Services



### Academic Advising

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

### Student Counseling

Counseling is available from a Student Counselor through the Student Affairs Office (SAO). The counselor can assist students with special medical needs, learning disabilities, and other such matters. More information can be found by referring to the SAO Website:  
<https://sao.ust.hk/counseling/cgi-bin/web/index.php>.

### Student Housing Office

Housing applications and other related issues are managed by our Student Housing Office (SHO). More information on the Student Halls, Hall Life, and such can be found at the SHO website:  
<https://sao.ust.hk/housing/index.html>.

### 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)





### **Global Students Programs Office (GSPO)**

GSPO helps to handle student visa and also arrange activities for our international degree students throughout the semester. This office will normally host a Local Tours/Orientation Lunch/Dinner for all international students including exchange. Activities which are organized for international students will also be available for Exchange Students participation. More information on this office can be found at: <http://studyabroad.ust.hk/>.

### **Computer Services**

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 (ITSC), please refer to this 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>.