

International Exchange Program

FACT SHEET for Non-CEMS Exchange Students

-- Academic Year 2012-2013 --

Updated: February 8, 2012

***Please note: We have limited spaces available for fall/year exchanges. Please contact international@ivey.uwo.ca if you need to send students on exchange in the fall.

School address:	HBA Program Services Richard Ivey School of Business The University of Western Ontario 1151 Richmond Street London, Ontario, Canada N6A 3K7
Web address:	Richard Ivey School of Business: www.ivey.uwo.ca HBA program: www.ivey.uwo.ca/hba Information for exchange students: www.ivey.uwo.ca/international
Contacts:	International Program international@ivey.ca Tel: 519-661-4111 Fax: 519-850-2521 Emma Douglas (incoming and outgoing exchange students) HBA2 Coordinator edouglas@ivey.ca Amanda Gray Manager, MSc Program Services and International Opportunities (Exchange Agreements) agray@ivey.ca

APPLICATION DEADLINES:

Deadlines:	Exchange students must be selected by their home university, and nominated to the Richard Ivey School of Business by the Exchange Coordinator of their home university. Earlier selection is preferred. May 1: Nomination Deadline June 1: Application deadline for Fall/Year/Spring Exchanges Once nominated, students will be contacted with instructions for completing the Ivey Online Exchange Application. July: Course Registration deadline for all courses in 2012-13 Students who nominated later than May 1 st risk the possibility of not being able to register in certain courses.
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Required Documents:	<ul style="list-style-type: none"> • Online application form • transcript/grade report (electronic format accepted) • Online eZone biography in Personal Profile
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TERM DATES FOR THE ACADEMIC YEAR 2012/2013

Fall Semester 2012 (Tentative)	
Int'l Exchange Orientation MANDATORY	September 3 and 4
Add/Drop period	September 4 – 14
Classes Begin	September 5
Career Week (class schedule will change)	September 24 – 28
Canadian Thanksgiving Day – National Holiday	October 8
Exams and Project Week	October 23 – 26
Classes End	November 29
Exams	November 30 – December 7
Spring Semester 2013 (Tentative)	
Int'l Exchange Orientation MANDATORY	January 3 and 4
Add/Drop period	January 7 – 11
Classes Begin	January 7
Exams and Project Week	February 11 – 15
Break Week	February 18 – 22
Classes End	March 28
Good Friday (Easter) – National Holiday	March 29
Exams	April 1 – 5

Accommodation:	<p>Student Residences are primarily for 1st and 2nd year students and can be more expensive compared to living off campus.</p> <p>For options regarding finding housing in London, please visit; http://www.ivey.uwo.ca/international/Incoming_Exchange_Students/Housing.htm</p>
Costs:	<p>University Required Fees: approximately \$400 per semester. These fees include: UHIP, Student ID card, Bus Pass.</p> <p>Casebook Fees: \$500 - \$1,000 per term</p> <p>Living expenses depend on lifestyle, and will include casebooks, housing, living expenses and travel as well as entertainment and social activities.</p> <p>Approximate costs: www.ivey.uwo.ca/international</p>
Health insurance:	<p>All exchange students are required to pay for UHIP (University Health Insurance Plan) coverage. Check the coverage at www.uhip.ca</p>
Visa to Canada:	<p>A student study permit is required by students from some countries. Check the requirements and exemptions at: http://www.cic.gc.ca/english/study/index.asp</p>
Areas of Study:	<p>All exchange students are registered in 4th year honours courses at the Richard Ivey School of Business. Exchange students can ONLY take courses offered by Ivey.</p> <p>Courses in other departments at UWO are not available.</p>
Courses:	<p>Course catalogue for 2012/13 will be available on Ivey eZone in June 2012. The recent courses offered can be seen below. Please do not use dates shown on outdated course descriptions.</p> <p>www.ivey.uwo.ca/international</p> <p>All courses available to exchange students are fourth year Honour Level</p>

	<p>courses. Exchange students <u>must have the prerequisites</u> for all courses taken. Registration in courses for which you do not have prerequisites will result in a <u>failing grade</u>. Withdrawals are not allowed after the add/drop period(s).</p>																		
Language requirement:	<p>Students who are not native speakers of English must have English language proficiency equivalent to a 250/100 TOEFL score.</p> <p>Students <u>DO NOT NEED to write</u> the TOEFL test, but should have this level of competency. Exchange students should be <u>very comfortable communicating in English with speakers from many cultural backgrounds</u>. Quick comprehension and response in English is required to be successful in Ivey courses.</p>																		
Full-time Workload:	<p>The regular course load for the student registered at Ivey is 2.5 credits/term.</p> <p>Exchange students are required to take a minimum of 2.0 credits while at Ivey, irrespective of whether credit may be obtained at the home university. Students can take up to 2.5 without requiring special permission.</p> <p>Courses with 10 classes = 0.25 credit (1.5 hours per class) Courses with 20 classes = 0.5 credit (1.5 hours per class) Ivey half courses are generally equal to 6 ECTS credits.</p>																		
Class Attendance:	<p>All students are expected to attend all classes unless there are extenuating circumstances (i.e. illness). Students are required to inform their professor if they are going to be absent prior to class and in some cases will be required to provide supporting documentation (i.e. medical note). Students will not be excused from class for travel reasons. The following (or similar) is indicated on all Ivey course outlines and is the policy regarding class attendance:</p> <p><i>"If you miss more than 25% of the course, you cannot have fully mastered the material, and thus you will be barred from writing the final exam. This makes it extremely likely that you will receive a failing grade in the course."</i></p>																		
Learning Expectations	<p>Class Format: Case Method of study. Each class is a discussion of a case scenario; 20-30 pages about a real company. The class discusses the situation. The professor guides the discussion and draws the class to the required conclusion.</p> <p>Attendance: Class attendance is mandatory for every class. Exchange students should not arrive after the first day of classes.</p> <p>Participation: Participation in each course is weighted as high as 50% of the final grade. Exchange students have a significantly different and extremely valuable set of life experiences and should be prepared to actively participate in every class. Students must prepare the case before each class.</p> <p>General Management Approach: The Ivey School uses a very strong case-method approach to learning. Theory is learned at the same time as skills are developed. Managers require skills to analyze their needs and situations, decision-making skills at many levels every day. The Ivey case-method develops the student's skills in every functional area.</p>																		
Grading:	<p>Grades are given in percentages at Ivey.</p> <table border="0"> <thead> <tr> <th><u>HBA Grades</u></th> <th><u>Interpretation</u></th> </tr> </thead> <tbody> <tr> <td>90% - 100%</td> <td>A+ Distinction</td> </tr> <tr> <td>85% - 89%</td> <td>A)</td> </tr> <tr> <td>80% - 84%</td> <td>A-) High Pass</td> </tr> <tr> <td>77% - 79%</td> <td>B+)</td> </tr> <tr> <td>73% - 76%</td> <td>B) Good</td> </tr> <tr> <td>70% - 72%</td> <td>B-)</td> </tr> <tr> <td>67% - 69%</td> <td>C+)</td> </tr> <tr> <td>63% - 66%</td> <td>C) Pass</td> </tr> </tbody> </table>	<u>HBA Grades</u>	<u>Interpretation</u>	90% - 100%	A+ Distinction	85% - 89%	A)	80% - 84%	A-) High Pass	77% - 79%	B+)	73% - 76%	B) Good	70% - 72%	B-)	67% - 69%	C+)	63% - 66%	C) Pass
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	<p>60% - 62% C-)</p> <p>57% - 59% D+)</p> <p>53% - 56% D) Low Pass</p> <p>50% - 52% D-)</p> <p><50% Fail</p> <p>Exchange students are required to order their Official Western Transcript from Student Central and have it sent to their home university. An unofficial grade report can be accessed by students on eZone (Ivey Student Information System).</p>
Exams:	<p>Exams are held during the week immediately following the final class for the term. Most Ivey exams are in the form of a case to be read and a set of analysis and recommendations to be determined within a 4-hour assigned period. Exam dates and times are published at the end of September and January, and <u>cannot be changed to accommodate student wishes or plane tickets.</u></p> <p>All students must write the exam at the assigned time. Please arrange your return air ticket 'after' the end of the exam period.</p> <p>Some courses will have the option of doing a final project or an exam.</p> <p>All exams will be handwritten.</p>
Facilities:	<p>State of the art -- library services, internet cafe, cafés, restaurants, student organisations, bookstores, recreational facilities are all on the UWO campus, and many within Ivey.</p> <p>Wireless internet connections including LEAF email address are available to all Ivey students and exchange students.</p> <p>Laptop computers: Ivey students are required to have a laptop computer available for all classes. Exchange students are not required to have a laptop. If an exchange student owns a laptop, they should bring it to Ivey.</p>
Student Services:	<p>HBA Exchange Student Committee is available to acclimatize exchange students to the Ivey School and the classes, and to integrate the exchange students into Ivey student social activities.</p>
Orientation: MANDATORY	<p>Orientation in September and January begins with the Exchange Student Welcome before classes begin. All exchange students should arrange to be in London, Canada by that date in order to become familiar with their surroundings, bus service, campus locations, etc. The academic year does not allow for much more organized orientation, however, the Exchange Coordinator and the Exchange Committees are always available.</p>