# International Exchange Fact Sheet • Academic Year 2018-19

## Exchange Team Contact Information

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**Workscope**  
Outgoing Exchange Students  
China Exchange  
Summer Programs

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**Workscope**  
Oversee Exchange Program Partnerships, Quota  
Incoming Exchange Students  
Summer Programs

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**Workscope**  
Administrative Support

## HKUST Business School Mailing Address & Websites

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

HKUST Business School Website:  
www.bm.ust.hk

UG Exchange Program Website:  
http://undergrad.bm.ust.hk/

## Important Dates 2018 – 2019

### Application Deadline
- **Fall:** 30 Apr 2018  
- **Spring:** 30 Sep 2018

### Online Student Applications

https://mystudyabroad.ust.hk

*Students can access this system only after they have been nominated.*

### Academic Year
- **Fall:** 03 Sep – 20 Dec 2018  
- **Spring:** 30 Jan – 29 May 2019

### Academic Calendar

with holidays and study breaks  
http://registry.ust.hk/calendar_dates/dates18-19confirmed.pdf

### Expected Arrival Date

Arrival dates depend on the earliest dorm check-in dates:
- **Fall:** 29 Aug 2018, 2PM  
- **Spring:** 28 Jan 2019, 2PM (TBC)

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Photo: Campus Views
**Orientation Program**

| Fall            | 31 Aug 2018 | Spring       | 29 Jan 2019 (TBC) |

Orientation is compulsory and 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.

The Global Students Programs Office (GSPO) will often host a Welcome Reception after Orientation.

**Exchange Buddy Programs**

**SBM Buddy Program Activity**

| Fall     | 01 Sept 2018 | Spring     | 02 Feb 2019 (TBC) |

This event includes a snack, followed by tours of Stanley and Victoria Peak. It is normally held on the first Saturday after the Orientation.

**SBM Buddy Program**

Exchange students are 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.

**GSPO Buddy Program**

Besides the SBM buddy, exchange students can opt to also join a second Buddy Program offered by the Global Students Programs Office (GSPO).

**Exchange Student Fees**

**Exchange Student Fee in HKD**  
*subject to changes*

<table>
<thead>
<tr>
<th></th>
<th>Semester: $9,400</th>
<th>Year-long: $18,600</th>
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<tbody>
<tr>
<td>Payment:</td>
<td>Online, Credit Card</td>
<td></td>
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</table>

The Global Students Programs Office (GSPO) will charge an Exchange Student fee that includes these items (in HKD):

- Student Visa Fee - $700
- Insurance Fee - $300 semester/$500 year-long
- Accommodations - $8,400 semester/$17,400 year-long

Details will be provided in the online ‘Welcome Notes’ on the system.

**Compulsory Health Insurance**

**Insurance Fees in HKD**  
*subject to changes*

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<th></th>
<th>Semester: $300</th>
<th>Year-long: $500</th>
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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.

Details will be provided in the online ‘Welcome Notes’ on the system.

**Student Visa**

**Student Visa Fee and Deadline**  
*subject to changes*

<table>
<thead>
<tr>
<th></th>
<th>Visa Fee: $700 HKD</th>
<th>Fall: 18 May 2018</th>
<th>Spring: 06 Nov 2018 (TBC)</th>
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</thead>
</table>

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.

Student visa documents must be submitted in a TIMELY manner or will be withdrawn.

Details will be provided in the online ‘Welcome Notes’ on the system.
University-Provided Accommodations

**Housing Application**
Students need to indicate if they opt for university-provided housing in the exchange application.

**Residential Period**
- Fall: 29 Aug 18 – 04 Jan 19
- Spr (TBC): 29 Jan – 06 Jun 2019
- Year-long: 29 Aug 18 – 06 Jun 19

**Housing Charges**
- Fall: $8,400 HKD
- Spring: $8,400 HKD (TBC)
- Year-long: $17,400 HKD

*(Part of the Exchange Student Fee)*

All exchange students are accommodated in university-provided double occupancy student halls.

Hall assignments are all decided by the housing office. Except for the off-campus Jockey Club Hall, all other on-campus hall and roommate preferences will not be entertained due to limited capacity.

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.


Housing Office Inquiry Email: ughousing@ust.hk

Details will be provided in the online ‘Welcome Notes’ on the system.

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**Estimated Living Expenses**

Break-Down of Costs per a Semester based on 2017/2018 for reference:

<table>
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<tr>
<th>Description</th>
<th>HKD$</th>
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<tr>
<td>Food (no meal plan, roughly HK$35/meal on-campus)</td>
<td>$14,000</td>
</tr>
<tr>
<td>Exchange Student Fee (Insurance, Visa, Housing)</td>
<td>$10,000</td>
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<td>Books and Supplies</td>
<td>$1,500</td>
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<tr>
<td>Local Transportation, Personal and Incidental Expenses*</td>
<td>$12,000</td>
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<tr>
<td><strong>Total:</strong></td>
<td><strong>$37,500</strong></td>
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<td><em>(Approximately: $4,820)</em></td>
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* This category of expenses includes entertainment and shopping at a reasonable level on weekends. It does not include travel outside Hong Kong for holiday.

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**Learning Expectations**

- **Language of Instruction:** English is the medium of instruction for the Business School
- **Class Format:** Lectures, Case Analysis/Presentations, Papers, and Projects
- **Class Attendance:** Class attendance is mandatory until the last day of classes
- **Class Participation:** Class participation is part of the student’s final grade in most courses
- **Course Grading:** 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.
- **Course Size:** Normally 30 – 40 students per a class for 2000 - 4000 level courses
- **Course Load:** A maximum total of **5 courses** not more than **17 credits**
- **Course Choices:** 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.
Examinations: 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.

Transcripts: Students will receive 2 free copies of their transcript. All transcripts are mailed to students’ home universities for handling and will take about 6-8 weeks after the semester for the arrival.

Available Subjects & Course Outlines

Course Descriptions
Course descriptions of ALL university-wide subjects can be found at the below link:
- 2018/2019 Course Catalog

Course Timetable
Past course outlines by semesters:
- Timetable

Putonghua Language Courses
LANG1120 – LANG1127
Putonghua for Non-Chinese Background Students I - VII

Cantonese Language Courses
LANG1130
Cantonese for Non-Chinese Background Students I
LANG1133
Cantonese for Chinese Language Background Students I

Business Subjects
Accounting
Finance *# Information Systems
Operations Management
Marketing*

Economics
Global Business*
Business Statistics
Management of Organizations*

*Popular courses. Students selecting these subjects should also be prepared with alternative courses.

#All 4-credit FINA courses have changed to 3 credits and some FINA courses have been re-coded.

Exchange students can select non-business courses in Sciences, Engineering, Language, and other subjects such as:

Others Subjects
ENTR - Entrepreneurship
ENVR / ENVS – Environment
GNED – General Education
HART – Studio Arts
HUMA / SOSC – Humanities and Social Sciences
LIFS – Life Sciences
OCES – Ocean Science and Technology
RMBI – Risk Management & Business Intelligence
And etc…

Student Services

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

Student Counseling (SAO)
Counseling is available from a Student Counselor through the Student Affairs Office. The counselor can assist students with special cases. More information can be found by referring to the SAO Website: https://counsel.ust.hk/

Student Housing & Residential Life Office (SHRLO)
Housing applications and other related issues are managed by our Student Housing & Residential Life Office. More information on the Student Halls, Hall Life, can be found at the SHRLO website: http://shrl.ust.hk/eng/index.php.
Student Health & Wellness

There is a medical and dental clinic located on-campus. Students can visit these clinics for general consultations with their student ID cards free of charge: http://www.ab.ust.hk/hseo/Clinic/clinic.htm

Special Educational Needs (SEN)

HKUST has taken a proactive role in ensuring and cultivating a positive learning environment for all students, including those with disabilities and Special Educational Needs. More information can be found on the SEN website: http://sen.ust.hk/index.php

Global Students Programs Office (GSPO)

GSPO helps to the University’s incoming and outgoing study abroad programs. They also handle student visa and arrange activities for international students. More information on this office can be found at: http://studyabroad.ust.hk/

Computer Services (ITSC)

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. For an overview of Information of the SIS system and Information Technology Services Center, please refer to this ITSC 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. For a listing of on-campus sports & amenities, please refer to these links:

World Class Recognition

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<td>Young University by Times Higher Education</td>
<td>2018</td>
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<td>Joint EMBA by QS World University’s Ranking</td>
<td>2017</td>
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<td>MBA by Financial Times</td>
<td>2010-2014, 2016</td>
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<td>Research by University of Texas at Dallas</td>
<td>Since 2005</td>
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<td>Global Employability University by Times Higher Education</td>
<td>2017</td>
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Accreditation: One of the first Asian business schools accredited by both AACSB and EQUIS