

**International Exchange Fact Sheet • Academic Year 2009 – 2010**



**Exchange Team Contact Information**

<p><b>Ms Wendy Cheung</b> Program Manager <a href="mailto:bmwendy@ust.hk">bmwendy@ust.hk</a> Tel: (852) 2358-8047 Fax: (852) 2358-1467</p> <p><b>Workscope</b> Oversee General Exchange Program &amp; Incoming Exchange Students</p>	<p><b>Ms Laraine Ko</b> Program Officer <a href="mailto:larainek@ust.hk">larainek@ust.hk</a> Tel: (852) 2358-8381 Fax: (852) 2358-1467</p> <p><b>Workscope</b> Outgoing Exchange Students</p>	<p><b>Ms Olive Tsang</b> Program Support <a href="mailto:bmolive@ust.hk">bmolive@ust.hk</a> Tel: (852) 2358-8626 Fax: (852) 2358-1467</p> <p><b>Workscope</b> Administrative Support</p>
--	---	--

**HKUST Business School Mailing Address & Websites**

**Mailing Address:**  
Room 6415, 6/F, Lifts 25-26  
Undergraduate Programs Office  
School of Business & Management  
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:**  
[www.bm.ust.hk/ug/exchange](http://www.bm.ust.hk/ug/exchange)

**Important Dates 2009 – 2010**

<p><b><u>Application Deadline</u></b></p> <p>Fall: 30 Apr 2009 Spring: 30 Sep 2009</p>	<p><b><u>Online Applications Website</u></b></p> <p><a href="http://www.bm.ust.hk/bba/exchange/in/application">www.bm.ust.hk/bba/exchange/in/application</a></p>
<p><b><u>Academic Year</u></b></p> <p>Fall: 01 Sep – 19 Dec 2009 Spring: 01 Feb – 31 May 2010</p>	<p><b><u>Expected Arrival Date</u></b></p> <p>Arrival dates depend on the earliest dorm check-in dates:</p> <p>Fall: 27 Aug 2009, 2PM Spring: 15 Jan 2009, 2PM</p> <p>The Spring 2010 dates are yet to be confirmed and are for reference only.</p>
<p><b><u>Orientation Program</u></b></p> <p>Fall: 31 Aug 2009 Spring: 29 Jan 2010</p>	<p>This compulsory Orientation is held on the last working day before the start of each semester. Students will be briefed on add/drop procedures, student ID card registration, and etc.</p> <p>The International and Mainland Students Programs Office (IMSPO) will often host a Welcome Reception after the Orientation.</p>

## Exchange Buddy Programs

### Buddy Program Activity

Fall: 05 Sep 2009  
Spring: 30 Jan 2010

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

### SBM Buddy Program

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.

### IMSP0 Buddy Program

Besides the SBM buddy, exchange students can opt to also join a second Buddy Program offered by the International & Mainland Students Programs Office (IMSP0). IMSP0 will make sure to assign a non-business buddy.

## Compulsory Health Insurance

### Insurance Application Deadline:

Fall: 15 Jul 2009  
Spring: 30 Nov 2009 (TBC)

Starting Spring 2010, it will be *compulsory* for exchange students to obtain health insurance which meets our *minimum requirements* set in this [Appendix One](#) prior to arrival.

An insurance plan meeting all our requirements is offered through HKUST. Students are advised to purchase this plan. Students whose existing plan does not meet all our requirements will be required to purchase our plan in addition.

Details on this plan will be provided in the Greetings Package to students.

## Accommodations

### Application Deadline

Fall: 30 Jun 2009  
Spring: 30 Nov 2009 (TBC)

### Housing Charges for 2009/2010

Fall: Around \$6,000  
Spring: Around \$6,000

### Residential Period

Fall: 27 Aug – 26 Dec 2009  
Spring: 15 Jan – 03 Jun 2010

Exchange students are accommodated on-campus in double occupancy student halls.

Housing application forms are enclosed in the acceptance packages. Forms should be submitted directly to housing and deadlines should be observed on the form.



### Housing Charges for 2009/10 for reference:

Hall Types	Charges for 2009/10 (HK\$)	Facilities	Other Fees (HK\$)	Payment Terms
Double Occupancy Rooms	Around \$6,000 per semester for a Twin-Bed Double Occupancy room	Most floors are for either male or female	Residential fee: \$50 (excl. UG VI)	Lump sum HKD payment upon arrival
UG Halls I, II, III, IV, V (PG Hall II), and VI	Furnished with an air conditioner, a bed, a wardrobe, a desk, and some bookshelves	Share shower and washroom facilities with around 50 – 80 residents on the same floor		
Bunk-Bed rooms are available upon request	No bed linen included	Does not include electricity expenses for air-conditioners operated by card meters. Residents pay for the actual amount of electricity consumed by smart card or purchasing stored value cards from respective Hall Office.		

- Please note that extensions for housing at the end of the semester are normally not accepted.
- Students are advised no bed linen is provided. Students should purchase a bed protector for the duration of their stay.

## Estimated Living Expenses

### Break-Down of Costs per a Semester based on 2009/2010

	HKD\$
Food (no meal plan, roughly HK\$35/meal on-campus)	\$14,000
On-Campus Hall Accommodation	\$ 6,000
Books and Supplies	\$ 1,500
Health Insurance for 5 months coverage	\$ 1,950
Local Transportation, Personal and Incidental Expenses*	\$ 12,000
<b>Total:</b>	<b>\$35,450</b>
<i>Approximately:</i>	<i>(US\$4,557)</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

<b>Language of Instruction:</b>	English is the medium of instruction for the Business School
<b>Class Format:</b>	Lectures, Case Analysis/Presentations, Papers, and Projects
<b>Class Attendance:</b>	Class attendance is mandatory until the last day of classes
<b>Class Participation:</b>	Class participation is part of the student's final grade in most courses
<b>Course Grading:</b>	Letter graded, with grade D a 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
<b>Class Size:</b>	Normally 30 – 40 students per a class 200 and 300 level courses
<b>Course Load:</b>	4 – 5 courses with a maximum total of <b>17 credits</b>
<b>Course Choices:</b>	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.
<b>Examinations:</b>	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.

## Available Subjects & Course Outlines

### Course Descriptions

Course Descriptions of ALL subjects can be found in:

[2009/2010 Academic Calendar](#)

### Course Outlines

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

[Economics](#)  
[Finance](#)  
[Marketing](#)  
[Information Systems & Operations Management](#)

### Business Courses

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

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

Exchange students are free to select courses outside of business such as:

### Putonghua Language Courses

LANG113 – Putonghua for Non-Chinese Background Students I  
 LANG114 – Putonghua for Non-Chinese Background Students II

### Others Courses

HUMA – Humanities  
 SOSC – Social Sciences  
 GNED – General Education  
 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)



### **International & Mainland Students and Programs Office (IMSPO)**

IMSPO helps to 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://www.ust.hk/international>.



### **International Students Service**

ISS, also housed in IMSPO, offers a variety of information & activities for new exchange students prior & upon arrival. The Center also works with the student organization, AISEC, to organize extracurricular activities for the exchange-in students. More information on ISS services can be found at: [http://www.ust.hk/international/pre\\_arrival/exch/index.html](http://www.ust.hk/international/pre_arrival/exch/index.html) (activities will be updated each semester).



### **Computer Services**

Each exchange student is given 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 Technology Services Center, please refer to this link:

<http://www.ust.hk/itsc/aboutitsc/>.

### **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>.