

MBA PROGRAM - EXCHANGE FACT SHEET (2019-2020)

**The Hong Kong University of Science & Technology**

**Postal & Official Address** HKUST MBA Program Office  
 Room 2011, Lifts 1/2  
 Lee Shau Kee Business Building  
 HKUST  
 Clear Water Bay  
 Kowloon  
 HONG KONG



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**Exchange Program Web Links** <https://canvas.ust.hk>

**(for exchange/visiting students)**

*You will be granted:*

- **Partial Access** after you are admitted via Online Admission System in the HKUST MBA Exchange Program
- **Full Access** when you have activated your HKUST ITSC Network Account

**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 14,807.

**The Campus**

The University's campus occupies a 60-hectare of sweeping beauty on the Clear Water Bay Peninsula of Sai Kung. The international airport at Chek Lap Kok is about 45 kilometres 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 with 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 to the doctorate level.

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 2019-2020 (TENTATIVE & SUBJECT TO CHANGE)

##### TERM DATES

Term	Online Course Validation & Registration (Required)	Program Registration In-person (Required)	Term Begins	Term Ends	Examination Week
Full Term & Fall 1 <sup>st</sup> Half	Aug 20-23	<b>August 22, 2019</b>	August 26	October 20	October 13-20
Fall 2 <sup>nd</sup> Half	Aug 20 onwards	<b>October 25, 2019 (tentative)</b>	October 28	December 21	December 15-21
Full Term & Spring 1 <sup>st</sup> Half	January 26-31 (Tentative)	<b>January 29 2020 (tentative)</b>	February 3	March 29	March 22-29
Spring 2 <sup>nd</sup> Half	January 26-31 (Tentative)	<b>April 3, 2020 (tentative)</b>	April 6	May 31	May 24-31

#### IMPORTANT DATES:

##### PROGRAM REGISTRATION & EXCHANGE ORIENTATIONS

Fall Term: **FULL DAY on August 22** (Full Fall Term & 1<sup>st</sup> Half of Fall)

Spring Term: **FULL DAY on January 29** (Full Spring Term & 1<sup>st</sup> Half of Spring)

- *Students attend 2<sup>nd</sup> Half of the exchange term will register on other dates upon their arrival on campus*

##### EXCHANGE NOMINATION DEADLINE FOR EXCHANGE SCHOOL COORDINATOR:

- **April 15** for Fall term
- **October 15** for Spring term

##### EXCHANGE ONLINE APPLICATION SYSTEM FOR NOMINATED STUDENTS

- **April 27** for Fall term
- **October 27** for Spring term

##### VISA APPLICATION MATERIAL (PRINT COPY) SUBMITTED BY THE NOMINATED STUDENTS TO HKUST MBA PROGRAM OFFICE on or before:

- **May 15** for Fall term
- **November 1** for Spring term

##### MANDATORY HKUST INSURANCE POLICY SUBMIT TO THE HKUST EXCHANGE ONLINE APPLICATION SYSTEM

- **June 1** for Fall term
- **December 1** for Spring Term

**TUITION FEES FOR EXCHANGE-IN STUDENTS:** No further tuition fee to be paid at 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 within 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 (400-700 sq. ft.)	HK\$15,000-25,000
ii	3-bedroom apartment (700-900 sq. ft.)	HK\$19,000-22,000

\* Rates, government rent and management fees inclusive

- For self-arranged off-campus accommodation you can look up the detail [here](#)
- MBA office will be able to connect you with other exchange students who wish to look for roommates after you have accepted the HKUST MBA Exchange Offer.

**ON-CAMPUS HOUSING:** On-campus Postgraduate Housing is **not available** for exchange students due to the limited supply & high demand from Full-Time MBA students. For which Undergraduates and Research Postgraduates housing are also **unavailable** to all MBA students.

Please also pay special attention that most of the elective courses are held at HKUST Business School Central at Downtown in Central. It takes 1 hour to commute from the HKUST campus at Clearwater Bay to Central district. **Off-campus housing is highly recommended** and most exchange students from previous years had chosen to stay on the **Hong Kong Island** and downtown area along the [MTR stations](#) on the Island Line.

## APPROXIMATE LIVING EXPENSES (2018 – 2019):

	HK\$ (per term)
Off-campus room and board:	38,000
Food:	20,000
Books and class reading materials:	6,000
Transportation & personal expenses:	15,000
HKUST Compulsory Insurance ( <b>Required</b> )	1,000 estimated
	<hr/>
	80,000 (~US\$10,000)

## MANDATORY 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 Zurich Insurance Company Ltd, 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 (will be generated via the online admission system) should be attached with the insurance application form. The student will be **forbidden** to enroll in the HKUST MBA program without subscribing to the HKUST Compulsory Travel Insurance Plan. Your insurance coverage must **include the full study period**.

### Insurance Plan

The Coverage of the HKUST Compulsory Travel Insurance Plan is available at [here](#).

Insurance application form ([click here to download](#))

### For Claims and Enquiries

For the Insurance claim, it must be submitted with supporting documents by email to [claims@hk.zurich.com](mailto:claims@hk.zurich.com) or by post. The claims must be made within 30 days. To download the claim forms please click [here](#)

Postal address: Zurich Insurance Company Ltd  
Claims Department  
25-26/F, One Island East  
18 Westlands Road  
Island East, Hong Kong

For general enquiries or in the event of a claim, please contact Zurich Insurance Company Ltd at:  
Office Tel.: (852) 2903 9388  
E-mail: [claims@hk.zurich.com](mailto:claims@hk.zurich.com)  
Fax: 2968 1660

### STUDENT VISA APPLICATION

All Incoming Exchange students (non-Hong Kong citizens) require a **student visa** to study at HKUST. Exchange students are registered with full-time student status in HKUST, i.e. students with working visas or currently employed in Hong Kong **cannot** register in our exchange program. You shall submit your **student 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 1 May for Fall Term exchange; and 1 November for Spring Term exchange.** Without an approved student visa, students **cannot enroll** in the elective courses, or access to email systems in HKUST. When your student visa label is approved, HKUST will **courier the visa label** to your correspondent address on the visa application system.

Please expect that student visas may take up to 3 months to be approved by the Director of Immigration Department of the Hong Kong Special Administrative Region (HKSAR). For Mainland Chinese students holding PRC passport, you will need an additional 2-4 weeks to apply for an EEP from your hometown after you have received your approved visa label.

### LEARNING EXPECTATIONS:

<b>CLASS FORMAT</b>	Lectures, computer simulations, case discussions, individual and group projects, supplemented by enrichment courses and business speaker programs.
<b>ATTENDANCE</b>	Class attendance is <b>mandatory</b> ; missing 2 out of 8 sessions will result in a grade deduction, missing more than 25% of a course will render a "Fail" grade or withdrawal. Some courses may require a 100% class attendance. Please select your courses carefully and enrol only if you can commit.
<b>CLASS LOCATION</b>	Weekdays Evening MBA Elective Classes are scheduled between 7pm-10:30 pm; and are usually held at Downtown Venues in Central District, Hong Kong Island Weekdays & Saturdays, Sundays MBA elective classes are mostly scheduled between 9 am to 6 pm; are usually held at Lee Shau Kee Building or main campus building at HKUST Campus in Clear Water Bay, Kowloon
<b>PARTICIPATION</b>	Active class participation is required in all courses
<b>DRESS CODE</b>	Smart Casual (or as specified in the course)
<b>TOTAL NUMBER OF MBA STUDENTS</b>	Approximate 220 (Full time) and 280 (MBA for Professionals)
<b>CLASS SIZE</b>	Approximate 100 (Full time) 100 (MBA for Professionals Weekly Part-time) 60 (MBA for Professionals Bi-weekly Part-time)
<b>AVERAGE COURSE LOAD</b>	<b>6~8 HKUST MBA Credits<sup>A</sup> per full term.</b>

	<b>3~4 HKUST MBA Credits<sup>^</sup> per half term.</b> Or subject to the minimum enrollment requirement of your home university <sup>^</sup> ONE HKUST MBA credit = 14 class contact hours; therefore a course with 2 Credits is equal to 28 class contact hours
<b>MAXIMUM COURSE LOAD</b>	<b>10 Credits per full term for MBA elective courses</b> are granted to MBA exchange students in the HKUST Business School by batches. <b>Non-MBA electives</b> such as core courses and language courses are <b>NOT available</b> to exchange students, no exception will be given.
<b>OVERLOADING</b>	Students who seek to overload with more than 10 credits will be subject to approval. <b>Your request must be made through your home school coordinator</b> with the HKUST MBA Exchange Team. Approval is <b>not guaranteed</b> .
<b>COURSE ENROLLMENT</b>	All MBA Exchange students will enroll MBA elective courses <b>online via the Student Information Systems (SIS)</b> on a first-come-first-serve basis usually the <b>week before the first date of class</b> in August for Fall and January for Spring term respectively. Exact dates and time are to be determined.
<b>EXAMINATIONS:</b>	Final exams are usually scheduled in the last week of the course each half term.
<b>LANGUAGE OF INSTRUCTION:</b>	English

**COURSE GRADING:**

Letter Grade	Definitions	<b>Remarks*</b> For those courses graded with “Pass/Fail” grade, please note that <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 course registration.
A+, A, A-	Excellent Performance	
B+, B,	Good Performance	
B-, C+, C	Marginal Performance	
F	Failure	
<b>Others*</b>		
I	Incomplete	
P	Pass, ungraded	
F	Failure	

**STUDENT SERVICES:**

You have access to Career Resources Room at the LSK Building, Library & study rooms, seminars & talks, MBA student clubs' events, breakout rooms, computer barns, and facilities including email and internet on campus.

**CAREER SERVICES:**

**Company Presentations, Recruitment Talks, and Recruitment Fairs**

Exchange students might be invited to company presentations and talks held on campus or at HKUST's Business School Central. Students can also participate in our annual recruitment fair (held in the spring of each academic year), which features local, regional, and international employers targeting HKUST Undergraduate, MBA and MSc students.

**Program Events, and Career Tools and Resources**

Exchange students have access to various online career tools, such as compressive guides on industries, companies, case interviews, and interviews, company directories, information on company MBA recruitment programs, access to popular financial news platforms such as Bloomberg Terminal, etc. One-on-one coaching is NOT available to exchange students though.

### **MBA EXCHANGE ALUMNI STATUS:**

MBA Exchange students will become **an exchange alumnus/alumna in the MBA programs** of the HKUST Business School and will be included in MBA alumni database. Exchange MBA students will **not** have alumni status at The Hong Kong University of Science & Technology. Students can consider to join [HKUST MBA Alumni LinkedIn group](#).

### **FACILITIES FOR MBA STUDENTS:**

#### **MBA Student Resources**

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

- Four (4) Bloomberg terminals and Two (2) computers.
- Areas for small group discussions.
- A Career Resources Room exclusive for MBA students to access:
  - Career guide books and business directories
  - A fax machine & a copying machine
  - Newspaper and journals to facilitate job search

### **CLEAR WATER BAY CAMPUS FACILITIES:**

There are 10 lecture theaters, audio-visual language laboratories, a variety of central computing facilities including computers, workstations, and microcomputers at various locations and a number of network services. The business school also has 10 computer labs for teaching and research. Other commonly shared student facilities include a multi-purpose sports hall, pools, tennis courts, library meeting rooms, culture hall & exhibition areas, common rooms, restaurants, bookstore, banking services and convenience store, etc.

### **DOWNTOWN TEACHING CENTER:**

- The **HKUST Business School Central** is located in the Central district on the Hong Kong Island. (MTR Station: Central Station Exit J3 and the location [Map](#)):
- There is **no** shuttle bus service between Clear Water Bay Campus and Central district.

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. They reserve the rights to offer priority booking to official school events and or clients' events without prior notice.