

## MBA PROGRAM – EXCHANGE FACT SHEET (2022-2023)

ONLINE / FACE-TO-FACE MODE (subject to change)



### The Hong Kong University of Science & Technology

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<b>MBA Program Website</b>	<a href="http://www.mba.ust.hk">www.mba.ust.hk</a>
<b>Exchange Program Highlights</b>	<ul style="list-style-type: none"><li>• Half Term (8 weeks) or Full Term (16 weeks) exchange program available</li><li>• No minimum credit requirement during exchange</li></ul>

#### **HKUST**

HKUST is a dynamic and forward-thinking University that embraces a truly global outlook and an innovative spirit. Founded in 1991, we have rapidly established ourselves as a top global institution and built a respectable reputation in the region by aligning our world-class educational resources with the growth momentum of Asia.

#### **The Campus**

The University's campus occupies a 60-hectare on the Clear Water Bay of Sai Kung. The international airport at Chek Lap Kok is about 45 kilometres away. Visitors can come by bus, Airport Express train or taxi in about **60 to 90 minutes from the airport**.

#### **School of Business and Management**

The School of Business and Management (SBM) offers full suite of degree programs, including undergraduate, MBA, EMBA, MSc, PhD as well as a wide range of executive education programs, means that the HKUST Business School is always at the forefront of educational development and business thinking. The HKUST Business School was the first business school in the region accredited by both the US-based Association to Advance Collegiate Schools of Business (AACSB International) and the European Quality Improvement System (EQUIS).

## MBA Student Exchange

### **Academic Year 2022-2023 (TENTATIVE & SUBJECT TO CHANGE)**

The below TERM DATES AND IMPORTANT DATES of academic year 2022-2023 is tentative only. Finalized dates of academic year 2022-2023 will be further updated closer the term starts.

#### **TERM DATES**

Term	Program Registration	Course Validation & Registration (Required)	Term Begins	Term Ends	Examination Week
Full Term & Fall 1 <sup>st</sup> Half	August 12, 2022 (tentative)	August 22-26, 2022 (tentative)	August 27, 2022 (tentative)	October 30, 2022 (tentative)	October 24-30, 2022 (tentative)
Fall 2 <sup>nd</sup> Half	August 12, 2022 (tentative)	August 22-26, 2022 (tentative)	October 31, 2022 (tentative)	December 18, 2022 (tentative)	December 12-18, 2022 (tentative)
Full Term & Spring 1 <sup>st</sup> Half	January 13, 2023 (tentative)	January 23-27, 2023 (tentative)	January 28, 2023 (tentative)	Apr 2, 2023 (tentative)	March 27- Apr 2, 2023 (tentative)
Spring 2 <sup>nd</sup> Half	January 13, 2023 (tentative)	January 23-27, 2023 (tentative)	Apr 3, 2023 (tentative)	Jun 4, 2023 (tentative)	May 29 – Jun 4, 2023 (tentative)

#### **IMPORTANT DATES (TENTATIVE):**

#### **PROGRAM REGISTRATION & EXCHANGE ORIENTATIONS**

Fall Term: August 12 (Full Fall Term & 1<sup>st</sup> Half of Fall)

Spring Term: January 13 (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, 2022** for Fall term
- **October 14, 2022** for Spring term

#### **EXCHANGE ONLINE APPLICATION SYSTEM AND VISA APPLICATION MATERIAL SUBMISSION:**

- **May 1, 2022** for Fall term
- **October 31, 2022** for Spring term

**TUITION FEES FOR EXCHANGE-IN STUDENTS:** No further tuition fee to be paid at HKUST.



## FOR FACE-TO-FACE EXCHANGE MODE

### OFF-CAMPUS ACCOMODATION:

Face-to-face mode exchange students could search for off-campus accommodation. On-campus hall is **not available** for short term exchange students due to the limited supply.

- **Near Clearwater Bay campus such as Hang Hau** just 15 minutes from campus on public transportation or Sai Kung. The price range is from HK\$15,000- 22,000 per month for a 2-bedroom apartment in Hang Hau (400 – 700 sq. ft). Rates, government rent and management fees inclusive.
- **Near Downtown areas**
  - Some students prefer downtown area for **dining, shopping and HKUST Business School Central**. The price range is from HK\$20,000- 35,000 per month for a studio flat/suite.
  - Exchange students are able to find suitable flats within a week after arrival. It is strongly recommended that you pay a visit or inspect the premises personally before signing a lease or entering into a binding agreement. More info at <https://offcamphouse.ust.hk/Housing-Guide/overview>
  - Most exchange students from previous years stayed on the **Hong Kong Island** and downtown area along the **MTR stations** on the Island Line. Please pay attention that most weekday evening elective courses are held at **HKUST Business School Central at Downtown** in Central. It takes 1 hour to commute from the HKUST Clearwater Bay campus to Central district.

### APPROXIMATE LIVING EXPENSES

	HK\$ (per term)
Off-campus room and board:	45,000
Food:	21,000
Books and class reading materials:	6,300
Transportation & personal expenses:	16,000
HKUST Compulsory Insurance	1,000 estimated
	89,300 (~US\$11,450)

### COMPULSORY HKUST TRAVEL INSURANCE PLAN

#### For Application

- For face-to-face exchange mode students, 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.](#), at least one month before the commencement date of the exchange / visiting period.
- A copy of the admission offer letter 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.
- Please check out the [Insurance application form](#) and [Coverage](#) of the HKUST Compulsory Travel Insurance Plan. Your insurance coverage must **include the full study period**.
- The [claim form](#) must be submitted with supporting documents by email or by post. The claims must be made within 30 days.



## STUDENT VISA APPLICATION

### Procedure

- For all incoming face-to-face exchange mode students (non-Hong Kong citizens), you are required for a **student visa**. Exchange students are registered with full-time student status in HKUST.
- 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 by above deadline.**
- 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.

### Timeframe

- 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.

### FOR ONLINE / FACE-TO-FACE EXCHANGE MODE

### LEARNING EXPECTATIONS:

<b>CLASS FORMAT</b>	Lectures, computer simulations, case discussions, individual and group projects, supplemented by enrichment courses and business speaker programs.  Class format in face-to-face or online mode as deem appropriate.
<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.  Select your courses carefully and enrol only if you can commit.
<b>CLASS LOCATION</b>	<b>Online Mode</b> - Real time interactive online class  <b>Face-to-Face Mode</b> - Weekdays Evening classes between 7pm-10:30pm; Usually at Downtown Venues in Central District, Hong Kong Island Weekdays and weekends (Saturdays and/or Sundays) classes mostly between 9:00am-5:30pm; Usually held at Lee Shau Kee Building or other buildings at HKUST Campus in Clear Water Bay, Kowloon  Classes arrangement and delivery mode is subject to changes and actual situation.
<b>TOTAL NO OF MBA STUDENTS</b>	Approximate 120 (Full time) and 350 (PTMBA)
<b>CLASS SIZE</b>	70 - 80 (Full time) 200 - 210 (Part-time Weekly / Biweekly) 30 - 40 (Digital MBA for Global Leaders)

<b>AVERAGE COURSE LOAD</b>	<b>6~8 HKUST MBA Credits<sup>^</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 contact hours (e.g. typical two-credit course = 28 contact hours)
<b>MAXIMUM COURSE LOAD</b>	<b>8 Credits per full term</b> for MBA elective courses in different timeslots. <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>	Overload on credits will be subject to approval for individual student graduation needs only. <b>Your request must be through your home school coordinator</b> with the HKUST MBA Exchange Office. Approval is <b>not guaranteed</b> .
<b>COURSE ENROLLMENT</b>	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 (Fall term) and January (Spring term). Exact dates are to be determined.
<b>FINAL EXAMINATIONS</b>	Usually scheduled in the last week of the course each half term.
<b>LANGUAGE OF INSTRUCTION</b>	English
<b>STUDENT CONTACT</b>	Mainly 24-hour virtual assistance by Sunny AI Chatbox. Email assistance on special need basis.

#### COURSE GRADING:

Letter Grade	Definitions	Remarks*
A+, A, A-	Excellent Performance	For those courses graded with "Pass/Fail" grade, please note that <u>no Letter Grade</u> will be shown on your HKUST transcript. You are strongly recommended to check with your home school if it will affect your exchange credit transfer before course registration.
B+, B,	Good Performance	
B-, C+, C	Marginal Performance	
F	Failure	
<b>Others*</b>		
I	Incomplete	
P	Pass, ungraded	



#### GENERAL INFO

##### Clear Water Bay Campus Facilities:

- Ten 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
- Multi-purpose sports hall, pools, tennis courts, library meeting rooms, culture hall & exhibition areas, common rooms
- Restaurants, bookstore, banking services and convenience store
- University's library & study rooms, seminars & talks, computer barns, and facilities including email and internet on campus
- Sports facilities on campus for free with student cards

##### Career Services, Tools and Resources

- In general, exchange students have access to the online job board, various online career tools and industry guide books (including CaseCoach and Workmaze.), and access to Bloomberg Terminal, etc.

- Exchange students at campus will be invited to join company presentations and networking events run by HKUST MBA Career & Professional Development Team (CPD). Apart from this, the Career Centre under HKUST Student Affairs Office organized a range of career events throughout the year, including recruitment talks and Career Mosaic (Job Fairs usually held in October and March annually), which features local\*, regional, and international employers targeting HKUST Undergraduate and Postgraduate students including MBA students.
- Virtual Exchange students will ONLY be invited to virtual events run by HKUST MBA Career & Professional Team and for which employers prefer to deliver such event virtually. You will have access to online job board, various online career tools and industry guide books (including Vault, Firsthand and Workmaze).
- One-on-one coaching and career workshops are NOT available to all exchange students. Exchange MBA students will **Not** have alumni status at The Hong Kong University of Science & Technology.

\*Regarding eligibility for taking up internship in Hong Kong, exchange students should refer to guidance provided by HK Immigration Department (Refer to Q23 on <https://www.immd.gov.hk/eng/faq/imm-policy-study.html>)

## MBA Student Facilities

MBA students have the priority to use MBA student lounge and share breakout rooms on 2/F LSK Building with MSc students. 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 (e.g. Vault Career Guides)
  - A photocopying machine
  - Newspaper and journals to facilitate job search

## Downtown Teaching Centre:

- **HKUST Business School Central** is located in the Central district, Hong Kong Island. (MTR Station: Central Station Exit J3):
- **No** shuttle bus service between Clear Water Bay Campus and Central district.
- Other external teaching centre on-need basis may include [The Desk](#) or [United Conference Centre](#) in Admiralty.
- Students who need to visit the HKUST Business School Central for official academic activities are strongly advised to call (852) 3582-3805 for prior request. The centre reserves the rights to offer priority booking to official school or clients' events without prior notice.



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## Prerequisite Information & Note

For the taught post-graduate students (including MBA students), they are expected to be in attendance to the class within campus though flexibility and support would be offered by us to accommodate the study in the event that access to the campus is not possible or impracticable due to the event or incident beyond our control and if necessary and to the extent as is practicable, there would be rescheduling of classes with prior notice, arranging for off campus venue for class attendance, and/or online teaching. Upon your previous acceptance of the enrolment and your proceeding with the enrolment process during admissions stage, you have been treated as agreeing to the terms and conditions set out herein as well as in the following webpages which regulate your participation in the MBA Programs:

- Handbook for Taught Postgraduate Studies (<http://tpghandbook.ust.hk/> - Links to an external site.)
- Policies, Rules and Regulations to be abided by all registered students. You are expected to comply with and observe the same if you take part in any of the activities of and/or related to HKUST or otherwise in your capacity as our new in-take for the current academic year even before your completion of formal registration and admission procedure. ([http://arr.ust.hk/reg/an/Uni\\_Policies.html](http://arr.ust.hk/reg/an/Uni_Policies.html) - Links to an external site.)