THE HONG KONG UNIVERSITY OF SCIENCE AND TECHNOLOGY

MBA PROGRAM – EXCHANGE FACT SHEET (2023-2024)
FACE-TO-FACE MODE

Address
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HONG KONG

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MBA Program Website
https://mba.hkust.edu.hk/

Exchange Program Highlights
✓ Half Term (8 weeks) or Full Term (16 weeks) exchange program available
✓ Flexible minimum credit requirement

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.

Clear Water Bay Campus
The University’s campus occupies 60 hectares in 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).
HKUST MBA EXCHANGE PROGRAM

ACADEMIC YEAR 2023-2024 (TENTATIVE & SUBJECT TO CHANGE)

The below term dates of academic year 2023-2024 is TENTATIVE only. Finalized dates will be confirmed closer the term starts.

Our Fall / Spring full terms are divided into two half terms (1st and 2nd). Exchange students can choose either Half Term (8 weeks) or Full Term (16 weeks) exchange.

TERM DATES (TENTATIVE ONLY)

<table>
<thead>
<tr>
<th>Term</th>
<th>Program Registration (Required)</th>
<th>Course Validation &amp; Enrolment (Required)</th>
<th>Term Begins</th>
<th>Term Ends</th>
<th>Examination Week</th>
</tr>
</thead>
<tbody>
<tr>
<td>Fall 2nd</td>
<td>Aug 11, 2023</td>
<td>From Aug 22, 2023</td>
<td>Oct 23, 2023</td>
<td>Dec 17, 2023</td>
<td>Dec 11-17, 2023</td>
</tr>
<tr>
<td>Spring 1st</td>
<td>Jan 10, 2024</td>
<td>From Jan 23, 2024</td>
<td>Jan 30, 2024</td>
<td>Apr 1, 2024</td>
<td>Mar 26 - Apr 1, 2024</td>
</tr>
<tr>
<td>Spring 2nd</td>
<td>Jan 10, 2024</td>
<td>From Jan 23, 2024</td>
<td>Apr 2, 2024</td>
<td>Jun 3, 2024</td>
<td>May 28 - Jun 3, 2024</td>
</tr>
</tbody>
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IMPORTANT DATES

<table>
<thead>
<tr>
<th>Term</th>
<th>Nomination Deadline for Exchange School Coordinator</th>
<th>Online &amp; Student Visa Application Deadline for Nominated Students</th>
</tr>
</thead>
<tbody>
<tr>
<td>Fall</td>
<td>April 10, 2023</td>
<td>April 30, 2023</td>
</tr>
<tr>
<td>Spring</td>
<td>October 10, 2023</td>
<td>October 31, 2023</td>
</tr>
</tbody>
</table>

TUITION FEES: No further tuition fee is required for exchange students.

TRANSCRIPT: An e-transcript will normally be sent to your home school’s coordinator via email within one month upon the completion of exchange term.
FOR FACE-TO-FACE EXCHANGE MODE

A. STUDENT VISA APPLICATION

Student visas will be required for all incoming full-time and face-to-face exchange students without right to abode in Hong Kong (i.e. non-Hong Kong citizens). Please let us know in advance if your circumstance is different.

Students will need to courier the visa application materials to MBA Office by the deadline. It may take up to 2 months for visas to be approved by the HKSAR's Immigration Department. Upon approval, students will be notified to download the e-visa label.

Mainland Chinese students holding PRC passports will need an additional 2-4 weeks to apply for an EEP (往來港澳通行證) and relevant exit endorsement (赴港簽注) on their own after the visa label is approved.

B. COMPULSORY HKUST TRAVEL INSURANCE PLAN

The University policy of HKUST stipulates that for 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.

Please check the Application Form and Coverage of the HKUST Compulsory Travel Insurance Plan. Your insurance coverage must include the whole study period.

C. COVID-19 VACCINATION

In view of the changing pandemic situation, various special measures and arrangements have been implemented by the University and are subject to change from time to time. For details of the said measures and latest arrangements, please refer to https://covid19info.hkust.edu.hk.

D. OFF-CAMPUS ACCOMODATION

On-campus hall is not available for short-term exchange students due to the limited supply. Students are strongly recommended to pay a visit to the off-campus accommodation before signing a lease. Housing Guide can be found at Off-Campus Housing.

<table>
<thead>
<tr>
<th>Location</th>
<th>Near Clearwater Bay campus (e.g. Hang Hau / Sai Kung)</th>
<th>Near Downtown areas (e.g. Kowloon / HK Island Along MTR Stations)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Features</td>
<td>Just 15 minutes from Clear Water Bay campus on public transportation</td>
<td>For dining, shopping and weekday evening classes in HKUST Business School Central</td>
</tr>
<tr>
<td>Monthly Rent Range</td>
<td>HK$15,000-22,000 for a 2-bedroom apartment in Hang Hau (400-700 sq. ft.)</td>
<td>HK$20,000-35,000 for a studio flat/suite</td>
</tr>
</tbody>
</table>

Approximate Living Expenses

<table>
<thead>
<tr>
<th></th>
<th>Estimated HKD (per full term)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Off-campus room</td>
<td>45,000</td>
</tr>
<tr>
<td>Food</td>
<td>21,000</td>
</tr>
<tr>
<td>Books &amp; class reading materials</td>
<td>6,300</td>
</tr>
<tr>
<td>Transportation &amp; personal expenses</td>
<td>16,000</td>
</tr>
<tr>
<td>HKUST Compulsory Travel Insurance</td>
<td>1,000 (Estimated)</td>
</tr>
<tr>
<td>Total</td>
<td>89,300 (~US$11,450)</td>
</tr>
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</table>
HKUST ACADEMIC ARRANGEMENTS

A. LEARNING EXPECTATIONS

| TOTAL NO. OF MBA STUDENTS | Approximate 120 (Full-time) and 200 (Part-time) |
| CLASS FORMAT | Lectures, computer simulations, case discussions, individual and group projects, supplemented by enrichment courses and business speaker programs. |
| LANGUAGE OF INSTRUCTION | English |
| CLASS ATTENDANCE | Class attendance is mandatory. Select your courses carefully and enrol only if you can commit.  
- 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. |
| CLASS LOCATION | Face-to-Face Mode – Clear Water Bay Campus or Downtown Venues  
- Weekdays and Weekends (Saturdays and/or Sundays) classes mostly between 09:00-17:30;  
  Usually at Lee Shau Kee Building or other buildings at HKUST Clear Water Bay Campus.  
- Weekdays Evening classes between 19:00-22:30; Usually at Downtown Venues in Central / Admiralty, Hong Kong Island.  
If Online Mode – Real time interactive online class. |
| FINAL EXAMINATIONS | Usually in the last week of the course, if any. |
| COURSE LOAD FOR EXCHANGE STUDENTS | 8 Credits will be granted for MBA elective course enrolment per exchange term.  
- One HKUST MBA credit = 14 class hours.  
- Courses are usually in 2 credits (8 sessions) or 1 credit (4 sessions).  
- Each session equals to 3.5 class hours.  
- Core and language courses are NOT available to exchange students. No exception will be given. |
| OVERLOADING | Overload on credits will be subject to approval for graduation needs only. Requests must be made through the home school coordinator with HKUST MBA Exchange Office. Approval is not guaranteed. |
| STUDENT CONTACT | Email assistance on special need basis. |

B. COURSE GRADING

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

A. DOWNTOWN TEACHING VENUES

- **HKUST Business School Central** – Located in the Central district, Hong Kong Island (MTR: Central Station Exit J3).
- **The Desk / United Conference Centre** – Located in Admiralty, on needed basis.
- No shuttle bus service is provided between Clear Water Bay Campus and downtown venues.

B. UNIVERSITY FACILITIES AT CAMPUS

- 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
- Sports facilities on campus for free with student cards
- Restaurants, banking services and convenience store
- University’s library & study rooms, seminars & talks, computer barns, and facilities including internet on campus

C. MBA STUDENTS’ FACILITIES AT CAMPUS

MBA students have the priority to use the MBA Student Lounge and share Breakout Rooms with MSc students on 2/F LSK Buildings. The MBA Lounge opens around the clock with:

- Four Bloomberg terminals, and two computers
- Areas for small group discussions
- Newspapers and journals to facilitate job search
- A Career Resources Room exclusive for MBA students for career guidebooks and business directories (e.g. Vault Career Guides)

D. CAREER RESOURCES

In general, exchange students have access to the online job board and access career resources like the Bloomberg Terminal.

Exchange students at campus will be invited to join certain corporate 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, which features local*, regional, and international employers targeting HKUST Undergraduate and Postgraduate students including MBA students.

*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](https://www.immd.gov.hk/eng/faq/imm-policy-study.html))

One-on-one coaching and career workshops are NOT available to all exchange students. MBA Exchange students will NOT have alumni status at HKUST.
Prerequisite Information & Notes

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:

- 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 intake for the current academic year even before your completion of formal registration and admission procedure. (Link).