SBM EXCHANGE INFORMATION SESSION

Spring 2025 – OVERSEAS

6pm, Apr 18, 2024, LTC
TOPICS

1. Program Overview
2. New Partner Universities
3. Exchange Application & Selection
4. Online Application Form Overview
   • Live Demo
5. Language Requirements
6. Useful Tips: Exchange Choices
7. Exchange Policy Reminders
8. Other Exchange Information
   • Credit Transfer
   • Travel Insurance
   • Financial Assistance
   • Buddy Program
9. Exchange Advising Sessions
10. Student Sharing
11. Exchange Inquiries
12. Q & A
Number of Exchange-out Students

2023 Fall: 130
2024 Spring: 179
2024 Fall: 136
(*approximate)

Number of Exchange-in Students

2023 Fall: 137
2024 Spring: 121
2024 Fall: 151
(*approximate)
### Numbers of Exchange Partners by region

<table>
<thead>
<tr>
<th>Region</th>
<th>Number</th>
</tr>
</thead>
<tbody>
<tr>
<td>North &amp; Latin America</td>
<td>51 (USA, Canada, Mexico)</td>
</tr>
<tr>
<td>Europe</td>
<td>53</td>
</tr>
<tr>
<td>Oceania</td>
<td>4 (Australia, New Zealand)</td>
</tr>
<tr>
<td>Middle East</td>
<td>1</td>
</tr>
<tr>
<td>Asia</td>
<td>17</td>
</tr>
<tr>
<td>China</td>
<td>19</td>
</tr>
<tr>
<td><strong>TOTAL:</strong></td>
<td><strong>145</strong></td>
</tr>
</tbody>
</table>

*refer to [exchange website](#) for full list*
Important exchange partner information is posted online in the section:

**EXCHANGE CHOICES** [link]

» Exchange Partners List
» Exchange Fact Sheets
» Exchange Student Reports
» Exchange Quota & Other Notes
» Past Student Average CGA [link]
» Course Equivalence Database [link]
» Credit Transfer Information [link]
» University Rankings [FT2023] [THE2024]
Tel Aviv University, Israel

Originated in 1956, Tel Aviv University is a public research university in Tel Aviv, Israel, and the largest university in the country.

The Coller School of Management's teaching curriculum consists of over 10 academic study programs, accommodating the needs of professional sectors as diverse as finance, high-tech & IT, entrepreneurship, organizational & business consulting.

https://english.tau.ac.il/
Vilnius University, Lithuania

Vilnius University (VU) is a public research university, which is the first and largest university in Lithuania, as well as one of the oldest and most prominent higher education institutions in Central and Eastern Europe. It is known for its strong community ties, interaction and participation in additional activities offered by the non-academic departments of the University, such as the Cultural Centre, Health and Sports Centre, Library, Museum, Botanical Gardens, and other institutions.

https://www.vu.lt/en/
Nagoya University of Commerce & Business

NUCB is a non-profit, private university in Japan. It was established in 1953 and uses the case method for teaching. In addition, it is the only business school in Japan to be triple-accredited.

The University adopts a ‘frontier spirit’ of never giving up, acting in a manner to benefit humanity, society, and nation. Its’ mission is to create leaders rather than followers, to nurture young persons who think creatively and independently and to impart students the skills and qualities they need to become pioneers in the future.

https://www.nucba.ac.jp/en/
APPLICATION PROCESS OVERVIEW

» Selection Criteria
» Formula Breakdown
» Interview Format
» Application Period
» Application Schedule
» Application & Interview Reminders
» Special Arrangements
» Clearing Round
» Declining an Offer
» Examples of Failing
1. **Eligibility**
   Can exchange ONCE only (except GBUS)
   Students who have not gone on exchange before

2. **CGA Criteria**
   2.65 or above at the end of Year 2 Spring semester (Year 3 for DDP). Students must meet the minimum CGA to be eligible for interviews.

3. **Selection Criteria**
   - 50% CGA
   - + 20% Online Application
   - + 30% Interview

   100% Total Score

4. **Selection System**
   - Automated System.
   - Match applicants based on their total scoring to the first available institution from their ranking list.
   - Subject to host university requirements such as TOEFL/IELTS and any other specified conditions.
   - Scoring is confidential and will not be disclosed.
Details on the selection formula [link]

**50%**  
**CGA**

**20%**  
**Online Application**

10% - **Personal Essay**
- Suggestions are to include objectives & motivation for exchange, personal attributes, ability to be an HKUST ambassador, and awareness of other cultures.

10% - **Personal Development**
- **Leadership Skills**
- **Community Involvement**
  - In point form. Can be HKUST or non-HKUST activities.

**30%**  
**Interview**

10% - **School Choices**
- Suitability and knowledge of chosen institutions

20% - **Others**
- Communication Skills
- Interpersonal and Group Interaction Skills
- Motivation and demonstrated awareness of other cultures
- Personal Attributes/Ability to represent HKUST
- Elaboration of Online Application and Resume
The interview is usually conducted with:

- 2 interviewers
- 4 – 5 students in a group
- 30 minutes duration
- Consists of these 3 parts:

<table>
<thead>
<tr>
<th>Part</th>
<th>ITEM</th>
<th>TIME</th>
</tr>
</thead>
<tbody>
<tr>
<td>Part 1</td>
<td>Self-Introduction through various topics</td>
<td>1 min/ student</td>
</tr>
<tr>
<td>Part 2</td>
<td>English Communication Skills &amp; Group Interaction</td>
<td>4 min/ group</td>
</tr>
<tr>
<td>Part 3</td>
<td>Follow-up Questions for Applicants</td>
<td>Varies</td>
</tr>
</tbody>
</table>
For 4Y Students:

<table>
<thead>
<tr>
<th>EXCHANGE TERM</th>
<th>APPLICATION PERIOD</th>
<th>STUDENTS WHO CAN APPLY</th>
</tr>
</thead>
<tbody>
<tr>
<td>3rd Year Fall Exchange</td>
<td>Dec – Jan</td>
<td>Year-2 students at the end of Fall</td>
</tr>
<tr>
<td>3rd Year Spring Exchange</td>
<td>May – Jun</td>
<td>Year-2 students at the end of Spring</td>
</tr>
<tr>
<td>4th Year Fall Exchange</td>
<td>Dec – Jan</td>
<td>Year-3 students at the end of Fall</td>
</tr>
</tbody>
</table>

For 5Y DDP Students:

<table>
<thead>
<tr>
<th>EXCHANGE TERM</th>
<th>APPLICATION PERIOD</th>
<th>STUDENTS WHO CAN APPLY</th>
</tr>
</thead>
<tbody>
<tr>
<td>4th Year Fall Exchange</td>
<td>Dec – Jan</td>
<td>Year-3 students at the end of Fall</td>
</tr>
<tr>
<td>4th Year Spring Exchange</td>
<td>May – Jun</td>
<td>Year-3 students at the end of Spring</td>
</tr>
<tr>
<td>5th Year Fall Exchange</td>
<td>Dec – Jan</td>
<td>Year-4 students at the end of Fall</td>
</tr>
</tbody>
</table>

*Students cannot exchange-out in their final semester of study before graduation. (i.e. must complete one final regular semester at HKUST after the exchange)*

**Students must apply 1 year before exchange term**
## Timeline:

<table>
<thead>
<tr>
<th>Item</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Application Opening</td>
<td>03 May, 2024, 14:00</td>
</tr>
<tr>
<td>Application Deadline</td>
<td>05 Jun 2024, 23:59</td>
</tr>
<tr>
<td>Duration</td>
<td>One month + 2 days</td>
</tr>
<tr>
<td>Interview Period</td>
<td>End Jun – Beg Jul 2024 (TBC)</td>
</tr>
<tr>
<td>Release of Results</td>
<td>End Jul 2024 (TBC)</td>
</tr>
</tbody>
</table>

## Application Link:

https://mystudyabroad.hkust.edu.hk/
Application Reminders:

» Deadline: **5 Jun 2024, 23:59**

» **Late, incomplete, or saved but not submitted** applications without a digitally signed declaration will **NOT** be accepted after the deadline.

» Students with any type of application difficulties **MUST** approach our office before **15:00 (3pm) on 5 Jun, 2024.**

Interview Reminders:

» Approximate date **End Jun – Beg Jul (TBC)**

» Actual dates depend on when grades are posted in the system.

» Only students meeting the CGA with completed applications will be short-listed.

» Interviewed students are not guaranteed exchange.

» The results depend on applicants’ score ranking, host university requirements, and availability of quota.
Interview format will be in ZOOM.

Eligible student will receive interview invitation to choose their timeslot around 1-2 weeks after the application period ends.

Students must be available for interviews or will be disqualified.

Interview and results timeline may need adjustments due to extenuating circumstances.

HKUST/SBM has right to make final decisions on any exchange arrangements to accommodate unexpected situations.
By invitation for selected **NO OFFER** students meeting a minimum score.

 Participation is **OPTIONAL**.

 The Clearing Round includes schools that have remaining quota. It will not include schools which students have declined offers.

 The penalty for declining offers applies.
DECLINING AN OFFER

PENALTY:

20% deduction off total score in all future exchange applications

Also applicable to Mainland exchange and Clearing Round.

There are no waiting list for declined or withdrawn spots. These spots will not be transferred/used in the Clearing Round.
EXAMPLE OF POOR APPLICATION & PERFORMANCE

- Did not diversify or put unrealistic exchange choices
- Did not choose appropriate schools for major
- Did not research available courses relevant to major of chosen schools
- Did not meet CGA or English requirements of chosen schools
- Did not submit a up to standard CV
- Did not prepare for interview
- Did not turn on video or sound in interview
- Did not research exchange choices
- Did not remember reasons for exchange choices
- Inappropriate interview attire or behavior/attitude
- Phone ringing in interview (disqualified)
The **Online Application Form** has 9 parts:

A. Academic Information  
B. Personal Essay  
C. Personal Development, Leadership Skills, & Community Involvement  
D. Choice of Exchange Institutions  
E. Joining the Buddy Program  
F. Upload CV (required)  
G. Passport used for exchange  
H. English Test Score (If needed):  
  • IELTS  
  • TOEFL  
I. Digitally Sign and Submit all parts

Students must fill in and submit all parts and upload a CV to complete an application.
ONLINE APPLICATION
LIVE DEMO

» Application Guide [link]

» Live Demo [link]
Click **Submit**

- Applications can be worked on and saved within the one-month application period.
- Click only ‘Save’ to until you are ready to submit the application.
- Click ‘Submit’ and digitally sign the application.

**Print Application**

- Cannot view application on system after the deadline.
- To prepare for the *interview* and avoid unforeseen technical errors, **SAVE & PRINT** a copy after submission.
The English Requirement has been waived for all Schools, except for the following:

<table>
<thead>
<tr>
<th>REGION</th>
<th>SCORE</th>
<th>INSTITUTIONS</th>
</tr>
</thead>
</table>
| UK*    | IELTS 6.5 – 7.0 | • City, University of London  
• Lancaster University  
• London School of Economics and Political Science (IELTS 7.0)  
• Northumbria University  
• University of Exeter (IELTS 7.0)  
• University of Leeds  
• University of Manchester  
• University of Sussex  
• University of Warwick (IELTS 7.0) |
| SCOTLAND | IELTS 6.0 – 6.5 | • University of Glasgow (IELTS 6.0) |
| USA     | TOEFL iBT 80-100 | • Carnegie Mellon University  
• Georgia Institute of Technology  
• University of Southern California |

*Required for all UK Universities, except for: University of St. Andrews & University of Strathclyde

Some schools accept both scores. For the exact scores required, refer to: LANGUAGE REQUIREMENTS [link]
**Special Cases**

- SBM will provide Supporting Letter for those universities which require reference outlining your English proficiency in the exchange application.

**Reminders**

- English test scores must be valid at least for 8 months after the application process. Expired test will not be accepted.

- Valid test scores must be submitted by the deadline. Late submission will not be accepted.

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**To submit the full application before the deadline, arrange the relevant ENGLISH TEST IMMEDIATELY**
PRC Passport holders or students born in Mainland China are required to:

- Obtain an NUFFIC certificate to study in the Netherlands
- To apply for NUFFIC, students **must have TOEFL/ IELTS**
  - TOEFL iBT score must be ≥ 80 OR
  - IELTS score must be ≥ 6.0
- Test scores must be valid for at least 8 months after the exchange application
IDP for IELTS [link]
Tel: 2827-6362

» Select IELTS (not UKVI)
» Select ‘Hong Kong’
» Select ‘Academic’ for the IELTS test module.
» Application deadline is 2 weeks before the scheduled exam.
» Results available by mail 2 – 3 weeks after the exam or in 3 – 5 working days at the IDP office for an extra fee.
» Result from British Council is also accepted [link]

HKEAA for TOEFL [link]
Tel: 3628-8833

» HKEAA only provides TOEFL brochures and application forms. Your application will have to be done online.
» Only Internet-Based exam (iBT).
» Results available 4 – 7 weeks after the exam.
For CV writing, interview preparation, English test (IELTS/TOEFLS) exam tips, please **make prior appointment/ attend drop-in sessions below** with SBM Communication Tutor:

**Mr. David Boyd-Thomas** ([davidbt@ust.hk](mailto:davidbt@ust.hk))

**Location:** Karen Lee Student Mentoring Centre, G/F, LSK

**APRIL drop-in timeslots:**

<table>
<thead>
<tr>
<th>Day</th>
<th>Date</th>
<th>Time</th>
</tr>
</thead>
<tbody>
<tr>
<td>Tuesday</td>
<td>Apr 23, 30</td>
<td>1-3pm</td>
</tr>
<tr>
<td>Thursday</td>
<td>Apr 25</td>
<td>12-2pm</td>
</tr>
</tbody>
</table>

**MAY drop-in timeslots:**

<table>
<thead>
<tr>
<th>Day</th>
<th>Date</th>
<th>Time</th>
</tr>
</thead>
<tbody>
<tr>
<td>Tuesday</td>
<td>May 7, 21, 28</td>
<td>1-3pm</td>
</tr>
<tr>
<td>Thursday</td>
<td>May 2, 9, 23, 30</td>
<td>12-2pm</td>
</tr>
</tbody>
</table>
A Residence Permit (RP) is required

» For the application, students need to travel to Beijing/Shanghai embassy to apply

» Students must be outside of Sweden to be eligible for the Residence Permit

» Student will bear all risk and consequence if they do not obtain an approved RP beforehand
These schools **do not have ACCT courses:**

<table>
<thead>
<tr>
<th>University</th>
<th>ACCT</th>
<th>Remarks</th>
</tr>
</thead>
<tbody>
<tr>
<td>Brigham Young University</td>
<td>X</td>
<td>-</td>
</tr>
<tr>
<td>Michigan State University</td>
<td>X</td>
<td>-</td>
</tr>
<tr>
<td>University of California</td>
<td>X</td>
<td>No ACCT courses except at UCB, UCSD &amp; UCSC</td>
</tr>
<tr>
<td>University of Illinois, Urbana-Champaign</td>
<td>X</td>
<td>Limit of 2 Bus Admin and 2 FINA courses</td>
</tr>
<tr>
<td>Uppsala University</td>
<td>X</td>
<td>must register for exams for enrolled courses</td>
</tr>
<tr>
<td>Northumbria University</td>
<td>X</td>
<td>Max 4 courses (only 1 course outside business school)</td>
</tr>
</tbody>
</table>

**USEFUL TIPS:**

- Do research and avoid choosing inappropriate schools.
- Consider your financial conditions when choosing destinations.
## USEFUL TIPS: School Choices

### Schools with Course/Enrollment Restrictions:

<table>
<thead>
<tr>
<th>Enrollment Restrictions</th>
<th>Remarks</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Boston College</strong></td>
<td>No enrollment guarantee for program or graduation requirements</td>
</tr>
<tr>
<td><strong>University of Notre Dame</strong></td>
<td>Study only in College of Arts and Letters, and max. ONE course under Mendoza Business School</td>
</tr>
<tr>
<td><strong>New York University</strong></td>
<td>Only 2 ECON allowed</td>
</tr>
<tr>
<td></td>
<td>Only 2 FINA allowed</td>
</tr>
<tr>
<td><strong>Northeastern University</strong></td>
<td>ECON courses are not under D’Amore-McKim School of Business (DMSB)</td>
</tr>
<tr>
<td><strong>University of Mannheim</strong></td>
<td>Only 2 courses outside host department allowed</td>
</tr>
<tr>
<td></td>
<td>Spr – Business School only</td>
</tr>
<tr>
<td></td>
<td>Fall – ECON Department only</td>
</tr>
<tr>
<td><strong>University of Innsbruck</strong></td>
<td>Mainly German Courses</td>
</tr>
<tr>
<td></td>
<td>Some are in English</td>
</tr>
</tbody>
</table>
## Schools with Course/Enrollment Restrictions:

<table>
<thead>
<tr>
<th>Enrollment Restrictions</th>
<th>Remarks</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Lund University</strong></td>
<td>Undergraduate students cannot choose Graduate-level courses</td>
</tr>
<tr>
<td><strong>National Taiwan University</strong></td>
<td>Spr – College of MGMT only</td>
</tr>
<tr>
<td></td>
<td>Fall – ECON dept only</td>
</tr>
<tr>
<td><strong>University of Toronto</strong></td>
<td>Fall only</td>
</tr>
<tr>
<td></td>
<td>Rotman Business School NOT available for HKUST exchange</td>
</tr>
<tr>
<td><strong>London School of Economics and Political Science</strong></td>
<td>Study only in Department of Management</td>
</tr>
<tr>
<td><strong>University of Warwick</strong></td>
<td>Only 1 course outside WBS allowed</td>
</tr>
</tbody>
</table>
## USEFUL TIPS: School Choices

### • Partners with SEMESTER CLASH:

<table>
<thead>
<tr>
<th>University</th>
<th>Fall*</th>
<th>Spring</th>
</tr>
</thead>
<tbody>
<tr>
<td>Kyoto University</td>
<td>✗</td>
<td>✓</td>
</tr>
<tr>
<td>Sophia University</td>
<td>✗</td>
<td>✓</td>
</tr>
<tr>
<td>Tohoku University</td>
<td>✗</td>
<td>✓</td>
</tr>
<tr>
<td>Waseda University</td>
<td>✗</td>
<td>✓</td>
</tr>
<tr>
<td>Humboldt University</td>
<td>✗</td>
<td>✓</td>
</tr>
<tr>
<td>University of Innsbruck</td>
<td>✗</td>
<td>✓</td>
</tr>
</tbody>
</table>

* Students may need to take leave from study after exchange to these Schools

### • Partners with NO QUOTA for Spring 2025

*subject to changes

- New Economic School (Uni suspend)
- Saint Petersburg University (Uni suspend)
- Tel Aviv University (Uni suspend)
- Ohio State University
- University of Florida
- University of Toronto
- University of California (all campus)

* Schools with no quota will not appear on the online application.
FALL EXCHANGE

• Pros
  ➤ Less Competition

• Cons
  ➤ For 3rd year Fall exchange, most students do not know major when applying
  ➤ Thus, difficult to select a school that has credit transfer
  ➤ For 4th year Fall exchange, it is final year, some students prefer to stay in Hong Kong for job recruitment

SPRING EXCHANGE

• Pros
  ➤ Students know first major already when applying
  ➤ Will have more information for credit transfer
  ➤ Allow time for job recruitments in the final year after exchange
  ➤ Easter holidays and summer trips

• Cons
  ➤ Popular semester, more competition
» **Scoring** on any particular applicant is **confidential** and will not be disclosed to students.

» Students will only be allocated universities within their list of choices, except in the Clearing Round.

» Once the exchange result is released, **no changes will be considered** at the request of a student.

» The **host university has final authority** on accepting students. Rejected nominations will not be placed at another university.

» SBM reserved the right for final selection of students and **can rescind exchange offers**.

» Students **cannot contact host universities during the application/selection process**.

» When circumstances arise that compromise an exchange program, HKUST may make the decision to suspend a program. This could occur before the start or during the program. Students must abide by the advising/instructions set forth from HKUST.
» Students must attend the **ORIENTATION** organized by the host institution. Students who skip the orientation will be immediately **withdrawn** from exchange.

» Students with misconduct or other sanctions at the time of application are not eligible to apply for SBM regular exchange in the affected semester(s). **Only students meeting the CGA requirement with no misconduct or other sanctions, who have officially applied for exchange or students who have exchange specified in their programs, will be short-listed for interviews.**

» Cannot join any virtual study program concurrently during exchange semester or during study leave.

» Read carefully: **General Exchange Guidelines** [link]
Course Equivalence Database [link]

Process & Procedures [link]
- Course Assessment (before exchange)
- Credit Transfer (after exchange)

ARO handles all course assessment and credit transfer cases.

Students are entirely responsible for their own credit transfer.

All credit transfer related enquiries:
- One-stop platform
- Office: ARO, Room 6401, Academic Building (Lift No. 25-26)
» HKUST provides travel insurance for exchange students [link]

» This insurance covers travelling within your destination country. Non-local students may depart directly from your home country for your exchange study/ trip, but you MUST return to Hong Kong, vice versa, if your departure was originally from Hong Kong, you may choose to return directly to your home country at the end of your exchange study/ trip.

» If this insurance does not meet the host institution requirements, students will also need to purchase the plan provided by your host institution.
FINANCIAL ASSISTANCE

OGL Exchange Sponsorships (study.abroad@ust.hk):

1) HKUST Study Abroad Grant: [link]
   - $10,000 HKD, For both local & non-local students

2) Subsidies on Exchange: [link]
   - Type and amount varies, for students with eligibility needing more than the basic financial assistance.

University Exchange Scholarships (sfao.sc@ust.hk):

- Handled by the Scholarships & Financial Aid Office (SFAO).
- All scholarship decisions are based on the list of successful exchange-out applicants.
- For list of scholarships, refer to SFAO website [link]

SBM Travel-Related Awards (bmfunds@ust.hk):

1) Wong Chak Chui Int’l Enrichment Scholarship [link]
   - Maximum $20K HKD, 2.85 CGA requirement

2) International Enrichment Grant [link]
   - Maximum $10K HKD

3) Franklin Fund for International Business Studies [link]
   - Minimum $10K HKD
POST-EXCHANGE REQUIREMENTS:

Released AFTER the exchange to students who have:

- SATISFACTORILY completed the exchange as per SBM
- NO FAILED courses
- Submitted a qualified online EXCHANGE REPORT

OGL has final approval of all applications
Successful exchange-out students will automatically be included into one-on-one Buddy Program upon your return from exchange. If you don’t wish to participate with a valid reason, you can apply to opt-out with the SBM Office.

As a Buddy, you will receive the exchange-in student from the airport, help him/her to settle into HKUST, and actively assist him/her where possible during the semester.
BUDDY PROGRAM

» HK$100 meal subsidy per student

» Mid-semester event: West Kowloon Cultural District (M+ Museum, Xiqu Centre Teahouse Theatre experience)
Advising sessions on exchange and application assistance:

<table>
<thead>
<tr>
<th>DATE</th>
<th>TIME</th>
<th>REGION</th>
<th>REMARKS</th>
</tr>
</thead>
<tbody>
<tr>
<td>9 May, Thu</td>
<td>2:30 pm – 4:30 pm</td>
<td>Europe/ Oceania/ Asia</td>
<td>LSK 1036</td>
</tr>
<tr>
<td>21 May, Tue</td>
<td>10:00 am – 12:00 pm</td>
<td>North &amp; Latin America</td>
<td>LSK 1036</td>
</tr>
<tr>
<td>3 Jun, Mon</td>
<td>2:30pm – 4:30 pm</td>
<td>General Inquiries</td>
<td>ZOOM MEETING ID: 951 3637 3899 PW: advising</td>
</tr>
</tbody>
</table>

No registration needed. Join in person or with above Meeting IDs.
Marcos Tang

Spring 2023
University of Minnesota (USA)
SUMMER PROGRAM
STUDENT HELPER

Green Finance for a Sustainable Future

June 12 – 25, 2024 – Hong Kong

• Date: June 11 – 26, 2024

• Tentative Schedule: click here

• 1-2 student for weekday/ weekend afternoon activities support

• 1 student for weekday course assistance (Module by Prof. Veronique A. LAFON-VINAIS): 10am – 12pm

• HK$65/ hour

• Interested student please contact Fiona/ SBM Exchange Team at bmugexch@ust.hk by May 1, 2024
Exchange General Inquiries Email
bmugexch@ust.hk

Office Location
Room 1037, 1/F,
Undergraduate Programs Office
LSK Business Building
School of Business & Management

Ms. Wendy Cheung
bmwendy@ust.hk

Ms. Fiona Wong
bmfionaw@ust.hk
Q & A