



## Exchange Program 2024-25

### General Information

**School Details:**

CUHK Business School has blazed a trail for business education in Hong Kong and Asia since 1963, cultivating high-achieving graduates who steer and shape the global business landscape. This leadership and innovation spirit go to the core of our legacy as CUHK has the first business school in Asia. Today, our world-class faculty and cutting-edge research continue to nurture nimble leaders, entrepreneurs and social stewards, with our proud network of over 40,000 alumni driving meaningful impact in the Pearl River Delta, Asia Pacific and beyond.

Our Business School offers students a truly dynamic and globally focused learning experience. Along with a flexible structure, our pioneering curriculum equips students with strong business acumen, cultural fluency and sensitivity, and a global outlook. Our masters programmes deliver practical skills and modern business strategies to enhance graduates' know-how and competitiveness in the new global economy.

**Address:**

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Faculty of Business Administration  
The Chinese University of Hong Kong  
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**Website:**

<https://masters.bschool.cuhk.edu.hk>

### Application Requirements and Procedures

**Eligibility:**

Incoming exchange students should:

- 1) be officially registered at a partner university of CUHK Business School
- 2) be in good academic standing
- 3) be nominated by their home university
- 4) have fluent English language ability

**Nomination &**

**Application Deadline:**

	<u>Nomination</u>	<u>Application</u>
Term 1:	25 March 2024	12 April 2024
Term 2:	29 July 2024	12 August 2024
Term 3:	23 September 2024	7 October 2024
Summer Term:	13 January 2025	27 January 2025

**Nomination Procedures:**

- Partner institutions will be asked to nominate student on CUHK Master's Student Exchange online nomination form. An email will be sent to partner institution in due course.
- 1) School Coordinator uploads a copy of student's CV including personal information and study details



- Students must also complete an online form which is provided after the school nomination reaches our exchange office together with the following documents:

- 1) Copy of passport
- 2) Graduate transcript or school academic report (with recent course results)
- 3) Proof of English proficiency (e.g. IELTS / TOEFL score report / a letter of support issued by partner university to certify that students' English standard is sufficient to attend classes using English as the medium of instruction)
- 4) Cover letter stating the motivation for studying at CUHK Business School

After the school nomination reaches our office, students must also complete an on-line application on the website of the Office of Academic Links (OAL).

**Program Structure**

**Term Dates:  
(Tentative)**

Term 1  
2 Sep 2024 – 30 Nov 2024      Expected arrival date: mid Aug

Term 2  
2 Dec 2024 – 1 Mar 2025      Expected arrival date: late Nov

Term 3  
3 Mar 2025 – 14 Jun 2025      Expected arrival date: late Feb

Summer Term  
16 Jun 2025 – 26 Jul 2025      Expected arrival date: early Jun

All terms include course examination week.

**Study Program:**

The School offers the following master's programs for student exchange:

- 1) Master of Accountancy
- 2) Master of Science in Business Analytics
- 3) Master of Science in Finance
- 4) Master of Science in Information and Technology Management
- 5) Master of Science in Information Science and Technology Management
- 6) Master of Science in Management
- 7) Master of Science in Marketing
- 8) Master of Science in Real Estate

Exchange students need to indicate their preferred study program at the time of application and take majority of courses offered by that master's program during exchange. Taking courses offered by any other master's programs in the Business School will require approval of the program directors concerned.

**Teaching Arrangement:**

The default mode of delivery of teaching and learning will be in person and on campus for all classes.

**Medium of Instruction:**

All master's courses are taught in English with the exception of some courses of a unique nature in which teaching in Chinese is preferable. While exchange students are not required to provide specific GMAT (verbal), IELTS or TOEFL scores, exchange students must be proficient in English.

**Course Load:**

Exchange students are eligible to take taught postgraduate courses at 5000 or 6000 level in programs or departments in CUHK Business School under a specific list of courses, except certain courses with specific prerequisites. All coursework

should be approved by the home university to ensure compliance with the requirements of your degree program.

At CUHK, one unit is roughly equivalent to one hour of instruction per week. A 3-unit course meets for 39 to 42 contact hours (or 1.5-unit course for 21 hours) in total. Exchange students will need to take a full load of courses, meaning between 9 units (117 to 126 contact hours) and 18 units (234 to 252 contact hours) per term. Students should consult their home institution for advice on taking appropriate units of courses for later credit transfer.

**Course Selection:** Course information is available online: <https://masters.bschool.cuhk.edu.hk>

The list of courses offered in 2024-25 will be released to exchange partners between June to July. Some classes are scheduled in the evening on weekdays or at weekends. While most classes are conducted on CUHK campus, some may be conducted off-campus. Exchange students should take the above under consideration when making their course selection.

**Learning Expectations:**

Master's programs place primary responsibility upon individual faculty members to decide on the course materials and method of teaching which will prove most effective in realizing the objectives of the course and are most suitable to the subject matter. No matter which course materials or delivery methods are adopted, they must pertain to achieving a balance between theory and practice, with a clear emphasis on relevance.

Teaching methods commonly used include lectures, discussions, case analyses, seminars, gaming models and directed research. In addition, company tours, surveys and field work are done by students, and local business practitioners are invited to give guest lectures or lead in-class discussions.

Attendance is mandatory and active class participation is expected. Normally the class size ranges from 20 to 80 depending on the nature of the courses.

**Assessment:** The format of assessment varies from course to course. If there is a final examination, it will be held during the last week of the term or during the examination week, unless specified.

**Language Courses:** Intensive Chinese language courses are available at CUHK. Students who wish to take Chinese language courses at CUHK are required to pay additional tuition fees. Additional information can be found [here](#).

**Grading Scheme:** Student performance is assessed on a course-by-course basis. Grades for graduate-level courses are recorded by letter, but grade points are used to compute grade point averages. The letter grades and the corresponding grade are as follows:

<i>Grade and Standard</i>		<i>Sub-divisions (if needed)</i>	<i>Converted Points</i>
A	Excellent	A	4.0
A-	Very Good	A-	3.7
B	Good	B+	3.3
		B	3.0
		B-	2.7
C	Fair	C+	2.3
		C	2.0
		C-	1.7
D	Pass	D+	1.3
		D	1.0
F	Failure	F	0.0

DI	Distinction	Not counted in the calculation of the grade point average
PA	Pass	
FA	Failure	
P	Ungraded pass	Not counted in the calculation of the grade point average
U	Failure	

*“DI”/“PA”/“FA” or “P”/“U” grades are for specified courses adopting distinction/pass/failure and pass/failure gradings where other grades are not applicable.*

**Transcripts:** Any academic credit received during the course of studies will be transferred to the home university according to the appropriate regulations. Exchange students can apply for the transcript or certifying letter through the OAL.

### Accommodation and Expenses

**Accommodation:** On campus housing is not available for exchange students. Exchange students must make their own housing arrangements. The Office of Student Affairs provides students with information related to rental accommodation outside CUHK campus: <https://lces.osa.cuhk.edu.hk/non-local-services/housing/off-campus/introduction/>.

**Academic Expenses:** Books and class reading materials around HK\$5,000 per term

**Living Costs:** An estimated cost of living, not including housing, for an exchange student in Hong Kong is around HK\$33,100 for one term but the expenses vary greatly depending on the lifestyle.

### Others

**Pre-arrival Information:** All exchange students are affiliated to International Asian Studies Programme (IASP). For pre-arrival information such as visa application and student registration, please visit <https://www.oal.cuhk.edu.hk/beforeyourexchange/>.

**Visa:** All exchange students MUST apply for a Hong Kong student visa (not a China visa) before arriving in Hong Kong. Applications should be sent directly to the Hong Kong Immigration Department via the OAL. OAL will send you the application information and timeline in due course.

**Health Insurance:** Incoming exchange students holding a valid student visa with a stamp from the Immigration officer when you enter Hong Kong are entitled to fees and charges for "Eligible Persons" in Hospital Authority institutions within their duration of stay in Hong Kong. This means they can enjoy discounted rates for public health services and are exempted from surgical and hospital insurance. Please visit <https://www.oal.cuhk.edu.hk/duringyourexchange/> for details.

Apart from that, exchange students should also arrange at their own cost in the accident and sickness insurance coverage with provisions for emergency evacuation/rescuer's expenses and repatriation for the duration of their studies in Hong Kong. If they have plans to travel outside Hong Kong, they should make sure that their insurance policy covers those regions as well included in their parents' health insurance policies, they should check the coverage before coming to Hong Kong.

Exchange students are reminded to bring a copy of their insurance policy to Hong Kong. When they report arrival at CUHK, they will be asked to submit a copy for emergency use.



Masters

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**Services and  
Facilities:**

A range of academic facilities and resources as well as useful support services enhance students' learning and living throughout their study period at CUHK:

**Computing facilities** are available at several 24-hour labs run by the Information Technology Services Centre. The **University Library system** is one of Hong Kong's most comprehensive collections. The **University Health Service** provides primary medical care. Appointments can be made in advance by phone or through an internet booking system. **Sports facilities** include a sports field for track and field, gymnasiums, an Olympic-sized swimming pool, tennis and squash courts, weight training rooms and a water sports center.

**Career Services:**

Our Business School Career Management Centre (CMC) offers a wide range of activities to enhance students' professional knowledge and personal skills, including individual coaching, career trainings/workshops, recruitment talks, leadership sharing and company visits.

Nov 2023