



FACULTY OF BUSINESS
ADMINISTRATION

International Programs Office

Memorial University of Newfoundland

Fact Sheet 2013/2014

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Address	International Programs Office Faculty of Business Administration, BN 2027 310 Elizabeth Avenue Memorial University of Newfoundland St. John's, NL A1B 3X5 CANADA			
24 - Hour Emergency Contact	Campus Enforcement and Patrol: +1 709 864 4100			
Term Dates	Arrival	Within the week before the semester commences		
	Fall Semester	Sept. 9 – Dec. 18, 2015		
		Lectures Begin: Thanksgiving/Mid term Break Holiday: Remembrance Day Holiday: Lectures End: Examination Period:	Sept. 9 Oct. 12 & 13 Nov. 11 Dec. 4 Dec. 9 – 18	
	Winter/Spring Semester	Jan. 7 – Apr. 20, 2016		
		Lectures Begin: Mid term Break Holiday: Good Friday Holiday: Lectures End: Examination Period:	Jan. 7 Feb. 22, 23, 24 March 25 Apr. 6 Apr. 11 - 20	
Application Deadlines	Fall	May 1	Winter	September 15
Documents Required	<ol style="list-style-type: none"> 1. Application for Exchange (<i>please include passport sized photo</i>) 2. General Application for Admission (<i>masters students must also fill out this form</i>). Students must complete a printed PDF hardcopy of this form (<i>not the online version</i>). 3. <u>Official</u> Transcript (<i>English translation</i>) 4. Letter of Nomination/Recommendation from Home University 5. Letter of English Language Proficiency 6. CV/Resume (<i>English version</i>) 7. Course Selection Form 8. Arrival Form 9. MUN Mentors Program (Optional) 			

	<p>Forms can be found at: http://www.business.mun.ca/admissions/international-admissions/international-exchange-students/index.php</p> <p>If emailing the documents: Applications that are emailed can only be accepted if sent directly by the exchange co-ordinator at the home university.</p> <p>If faxing or mailing the documents: hard copies of the Application for Exchange, Application for Admission and Official Transcript must be sent to the above mentioned address via post or courier.</p>
Language of Instruction	English
TOFEL/IELTS Requirements	No specific language requirement. However, it is the responsibility of the home institution to ensure that students have the language capabilities to cope at the host institution.
Courses	<p>5 MUN courses/15 MUN credits = 30 ECTS 1 MUN course/3 MUN credits = 6 ECTS</p> <p>The maximum course load exchange students are recommended to take is 5 MUN courses</p> <p>Searchable database for university-wide course offerings: http://www.mun.ca/regoff/registration/course_offerings.php</p> <p>Please Note: Course offerings are generally available by <u>early June</u> (for fall) and <u>early October</u> (for winter)</p> <p>Faculty of Business Course Descriptions: http://www.mun.ca/regoff/calendar/sectionNo=BUSI-0288</p> <p>University Calendar: http://www.mun.ca/regoff/calendar/</p>
Possibility to take course from other faculties?	Yes, if pre-requisites and space allow. Business exchange students must take at least 50% of their courses from the Faculty of Business Administration (e.g. 3 of 5)
Course Registration Process	<ol style="list-style-type: none"> 1. Students submit a course selection form indicating their top 10 course choices. Course selection forms must be approved and signed by the student's home university. 2. The course selection forms are reviewed by the IPO in conjunction with an academic advisor to ensure students meet pre-requisite course requirements. 3. The IPO will then conduct registration on the students' behalf (in July for fall or November for winter), registering them in their top selected and approved courses. <p>Students will be contacted via email if alternative course selections need to be made.</p>
Housing	<p>On-Campus:</p> <ul style="list-style-type: none"> ▪ <u>Not available</u> to students studying for the 4-month, fall semester. Students who are studying at MUN for two consecutive semesters (i.e. 8 months) are eligible to apply; however, due to high demand, positions are not guaranteed. ▪ Students who are coming for the winter semester are able to apply for the waitlist. Offers are given as space becomes available. ▪ Students must apply online: http://www.mun.ca/hfcs/on_campus_housing/how_to_apply/ <p>Off-Campus: Information is provided to aid students in finding off-campus accommodations.</p> <p>Additional housing information can be found on our website: http://www.business.mun.ca/why-us/school-life/accommodations</p>
Health Insurance	All registered international students are automatically enrolled in Memorial University's foreign health insurance plan. Purchase of this insurance plan is mandatory and there is no option for exchange students to opt out of the plan (even if they have already purchased additional international health insurance coverage). The cost is approximately \$206.84/semester .

	<p>Students will be automatically billed through their MUN Self-Service Account for this service once they have been registered for courses.</p> <p>For more information please visit: http://www.business.mun.ca/why-us/international-students/international-exchange-students/health-insurance.php</p>	
<p>Approximate Costs (per semester)</p>	<p>Housing: On-Campus Off-Campus Food: Books: Health Insurance:</p>	<p>\$1822 CAN \$1200-2000 CAN \$1000-\$1500 CAN \$500 CAN \$207 CAN</p>
<p>Quick-Facts</p>	<ul style="list-style-type: none"> • MUN student population: 18,000 • Faculty of Business Administration student population: 2,000 • One of the largest university in Atlantic Canada • Offers more than 100 program options on a bachelor and masters level • Ranked the 5th most comprehensive university in Canada • Business school was first in Atlantic Canada to earn AACSB International accreditation • Enactus Memorial has one of the best records of success in the world. They provide opportunities to build skills through volunteering on community-based projects. • Enactus Memorial is open to visiting exchange students • Only business faculty in Canada to have three professors receive the <i>National Post's</i> Leaders in Management Education award and a 3M Teaching Fellow • Faculty of Business Administration researchers have the best publication record among Atlantic Canadian business schools in top business journals • Located in St. John's, Newfoundland, Canada – the oldest city in North America and closest to Europe • A unique, safe city that is attractive, friendly and rich in culture • St. John's metropolitan area population: 196,966 	
<p>On-Campus Facilities</p>	<ul style="list-style-type: none"> • Library (with computer area) • Sports Centre • Swimming Pools • Student Health Clinic • Campus Bar 	<ul style="list-style-type: none"> • Bank Machines • Copy Centre • Food Court • Cafés • Bookstore
<p>Buddy Program/Orientation?</p>	<p>Yes. There is the MUN Mentors Program in which students from Memorial are paired with exchange students to help them get oriented in St. John's. There are also orientation activities organised during the first couple weeks of the semester to help the students get acquainted with the campus and St. John's. Additional activities are often organised for the exchange students throughout the semester.</p>	
<p>Can exchange students work on-campus?</p>	<p>There are on-campus jobs available to MUN's international students called ISWEP positions (International Student Work Experience Program) which are posted online during the first week of each semester. More information about the ISWEP program can be found on the MUN website: www.mun.ca/isa/employment/ISWEP.php.</p> <p>International students must have a valid study permit to apply for ISWEP positions. All students who are studying in Canada for more than 6 months are required to apply for a study permit. However, students who study at MUN for less than a year generally do not. Therefore, if students are interested in applying for a job on-campus, they will need to apply for a study permit (even if they are coming for less than 6 months). For more information regarding the requirements and application process to obtain a study permit, please visit the Citizenship and Immigration Canada website: www.cic.gc.ca.</p>	