

**Honors Business Administration (HBA2)
Fact Sheet for Non-CEMS Exchange Students
2018-19 Academic Year**

Ivey Contact Details	
Address	HBA Program Services Ivey Business School at Western University 1255 Western Road London, Ontario, Canada N6G 0N1
International Office	HBA - Ivey International international@ivey.ca Telephone: 1-519-661-2111 ext. 86395
Contacts	Incoming & Outgoing Exchange Students Meagan Seale Exchange Coordinator international@ivey.ca Ivey Business School: http://www.ivey.ca HBA Program: http://www.ivey.ca/hba *For CEMS-related inquiries, please contact cems@ivey.ca *

Nomination and Application Information	
Nomination Dates	<p>All students coming to Ivey on exchange must be selected and nominated by their home university to the Ivey Business School.</p> <p>Fall, Full Year & Spring Semester exchange March 5th, 2018 – May 4th, 2018 In the Spring an email will be sent to Exchange Coordinators at partner schools with nomination instructions. Nominations are made through an online portal (link will be provided) requiring information to be uploaded for each student.</p> <p>Spring Semester exchange - Late nominations by July 31st, 2018 It's best to have the majority of students nominated during the Spring to ensure they have the best selection of courses available. Late nominations may mean fewer desirable courses available to choose from. If you wish to nominate students after this Fall deadline, please contact our office to discuss.</p>
Application Process & Dates	<p>Fall, Full Year & Spring Student Application deadline – June 8th, 2018</p> <p>Spring – Late Nominations By August 10th, 2018 Following the nomination deadline, students will be contacted with instructions on completing the online application. This application form is used for administration</p>

	<p>purposes. It is not intended as an “application” to the HBA Exchange Program. They have been selected and nominated by their home school and therefore they are accepted to Ivey.</p> <p>Required documents</p> <ul style="list-style-type: none"> • Online application form • Transcript/grade report (electronic form accepted) • Online biography (confirmation it has been completed)
Course Selection (HBA2 level)	<p>Fall, Full Year & Spring</p> <p>Mid-July</p> <p>A special session of course selection will be open to our Incoming Exchange students with a select number of seats held for them in each class (except courses that are not permitted to be taken by exchange students). We use a bidding system to select courses. Exchange students will receive 100 bid points.</p> <p>Spring – Late Nominations</p> <p>Beginning of September</p> <p>This will be an opportunity for incoming exchange students to select courses. This selection period will be open to all Ivey HBA2 students so options may become limited.</p>
English Proficiency	<p>Students who are not native speakers of English must have English language proficiency equivalent to 250/100 TOEFL score.</p> <p>Students are required to have this level of competency. Exchange students should be very comfortable communicating in English with speakers from many cultural backgrounds who may have a strong native accent. <u>Quick comprehension and response in English is required to be successful in Ivey courses as this is a Case-Based learning environment.</u> In some courses, up to 50% of the final mark is for in-class verbal contribution. Mandatory attendance is required for all courses.</p>

Academic Information	
Academic Dates	<p>Full Academic Year for HBA2 – September 10th, 2018 to April 5th, 2019</p> <p>Fall semester classes – September 10th, 2018 to December 4th, 2018</p> <p>Spring semester classes – January 7th, 2019 to March 28th, 2019</p> <p>Fall Exam period – December 6th to 12th, 2018</p> <p>Spring Exam period – April 1st to 5th, 2019</p> <p>*Please note that dates are tentative and subject to change.</p>
Course & Study Level Information	<p>Courses available to incoming exchange students are 4000 level courses, most at 0.5 Ivey credits. This is alongside our local Ivey students who are in their 4th or 5th (and final) year of university. They are considered to be HBA2 level students.</p> <p>Exchange students can only take courses offered by Ivey (not permitted to take courses in other departments at Western.) The students that are most successful in</p>

	<p>the Ivey HBA program are in their final year of an Undergraduate program or in their early years of a Master's level program at their home university.</p> <p>Exchange students must have the prerequisites for all courses taken. Registration in courses for which they do not have prerequisites will result in a failing grade. Withdrawals are not permitted after the add/drop period(s).</p> <p>The course catalogue for the 2018/19 year will be available on our Ivey LEARN community in July 2018.</p> <p>Courses <u>not</u> permitted: Corporations & Society (C&S) (4538, 4539, 4557, 4588, 4608, 4625) Global Macroeconomics for Managers (GMM) (4505) Managerial Accounting & Control (MAC) (4624) Ivey Field Project (IFP) (4569)</p> <p>These courses are held for our local HBA Students as they are required courses to graduate.</p>
Course Load Requirement	<p>Exchange students are required to take a minimum of 2.0 Ivey credits while at Ivey, regardless of whether credit may be required or recognized at their home university.</p> <p>Exchange students may take a maximum of 2.5 credits.</p> <p>Note: The regular course load for Ivey students is 2.5 credits/semester.</p>
Course Registration Process	<p>In mid-July, all nominated exchange students will participate in the course pre-registration process. This process will be a bidding process (not first come, first serve) and all visiting exchange students will receive 100 bid points towards the semester they are here (200 points if here for the full year). The students will allocate their bid points towards courses they wish to take, or those they may be required to take for their home university. The results of the course pre-registration will be available by mid-August.</p> <p>There will be additional add/drop periods in early September, late October & early January during which changes to courses can be made.</p> <p>Class sizes are mainly at a maximum of 70, but in some cases depending on room size and topic of course, this may vary. Please note that there may not be enough room in a course that is bid on and the student will become waitlisted. It is recommended that students put more bid points towards courses that are required for their home school or courses they are extremely interested in taking.</p>
Class Attendance	<p>Students are expected to attend all classes unless there are extenuating circumstances (i.e. severe illness). Students are required to inform their professor <u>prior to class</u> if they are going to be absent and in some cases, will be required to provide supporting documentation (i.e. medical note). Students will not be excused from class for travel reasons. The following (or similar) is indicated on all Ivey course outlines and is the policy regarding class attendance:</p>

	<p><i>"If you miss more than 25% of the course, you cannot have fully mastered the material, and thus will be barred from writing the final exam. This makes it extremely likely that you will receive a failing grade in the course."</i></p>																												
Learning Expectations	<p>Class Format Case method of study. Each class is a discussion of a case scenario; 20-30 pages about a real company. The class discusses the situation. The professor guides the discussion and draws the class to the required conclusion. This <u>is not a lecture style teaching</u> system.</p> <p>Attendance It is recommended that students arrive prior to the start of semester to acclimatize to the city and the Ivey environment. A mandatory orientation session will take place prior to the first week of classes that all students must attend. Class attendance is mandatory for every class.</p> <p>Contribution Verbal contribution in each course is weighted as high as 50% of the final grade. Exchange students have a significantly different and extremely valuable set of life experiences and should <u>be prepared to actively contribute in every class</u>. Students must prepare the case(s) before each class.</p> <p>General Management Approach Ivey uses a strong case-method approach to learning. Theory is learned at the same time as skills are developed. Managers require skills to analyze their needs and situations, decision-making skills at many levels every day. The Ivey case-method develops the student's skills in every functional area.</p>																												
Grading	<p>Grades are given in percentages at Ivey.</p> <table border="1"> <thead> <tr> <th><u>HBA Grades</u></th><th><u>Interpretation</u></th></tr> </thead> <tbody> <tr> <td>90% - 100%</td><td>A+ Distinction</td></tr> <tr> <td>85% - 89%</td><td>A</td></tr> <tr> <td>80% - 84%</td><td>A- High Pass</td></tr> <tr> <td>77% - 79%</td><td>B+</td></tr> <tr> <td>73% - 76%</td><td>B Good</td></tr> <tr> <td>70% - 72%</td><td>B-</td></tr> <tr> <td>67% - 69%</td><td>C+</td></tr> <tr> <td>63% - 66%</td><td>C Pass</td></tr> <tr> <td>60% - 62%</td><td>C-</td></tr> <tr> <td>57% - 59%</td><td>D+</td></tr> <tr> <td>53% - 56%</td><td>D Low Pass</td></tr> <tr> <td>50% - 52%</td><td>D-</td></tr> <tr> <td><50%</td><td>Fail</td></tr> </tbody> </table> <p>One copy of the official Western University transcript will be sent to student's home university by the Ivey Exchange Coordinator. Any additional copies required are to be ordered through Western's Registrar's Office http://www.registrar.uwo.ca/ by the</p>	<u>HBA Grades</u>	<u>Interpretation</u>	90% - 100%	A+ Distinction	85% - 89%	A	80% - 84%	A- High Pass	77% - 79%	B+	73% - 76%	B Good	70% - 72%	B-	67% - 69%	C+	63% - 66%	C Pass	60% - 62%	C-	57% - 59%	D+	53% - 56%	D Low Pass	50% - 52%	D-	<50%	Fail
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	student prior to the end of term. An unofficial grade report can be accessed by students on LEARN (Ivey Student Information System).
Exams	<p>Exams are held during the week immediately following the final class for the semester. Mid-terms will also be scheduled. Most Ivey exams are case format where the case is analyzed and recommendations made within a 4-hour assigned period. Exam dates and times cannot be changed to accommodate student wishes or flight arrangements.</p> <p>All students must write the exam at the assigned time. Please arrange return air tickets <u>after</u> the end of the examination period.</p>

Arrival/Orientation Program	
Arrival Date	<p>Students are required to be on campus by <i>(dates subject to change)</i>:</p> <ul style="list-style-type: none"> Fall & Full Year students – first week of September, 2018 Spring students – first week of January, 2019
Pre-arrival Preparation and Information	For more information on the students exchange to Ivey, please read the Ivey 2018-2019 International Student Handbook .
Mandatory Orientation	Orientation in September and January begins with the Exchange Student Welcome before classes begin. Exact dates will be made available in Spring 2018. All exchange students should arrange to be in London, Canada by the arrival date above in order to become familiar with their surroundings, bus service, campus location, etc. The Ivey Exchange Coordinator and HBAA student exchange coordinators are always available.
HBAA Exchange Coordinators	HBAA student exchange coordinators are available to acclimatize exchange students to Ivey and the classes, and to integrate the exchange students into Ivey student social activities.

Associated Costs	
Costs	<p>University required fees: approximately \$500 per semester. These fees include:</p> <ul style="list-style-type: none"> UHIP (health insurance; explained below) Buss pass WesternONE card (student ID card) <p>Other expenses depend on lifestyle, and will include housing, living expenses, and travel, as well as entertainment and social activities.</p> <p>Course Material Fees Although exchange students do not pay tuition at Ivey, all students are required to pay for any course material fees such as casebook, required textbooks, class guest speakers, etc. These fees vary from year to year and from course to course. Payment for fall semester course material fees will be due on or around Dec. 1st.</p> <p>An overview of approximate costs can be found here.</p>

Accommodation	
Accommodation	<p>Options for accommodation</p> <ul style="list-style-type: none"> • Off-Campus Housing – http://offcampus.uwo.ca/ • The Marq – Off campus residence geared towards students. All buildings are within 4km of campus. Rooms are fully furnished and flexible lease terms are available. https://www.themarq.ca/cities/london • On-Campus Residence – these are primarily for first year university students (17, 18 year olds) and can be more expensive compared to living off-campus. There are limited spaces in on-campus residences for visiting exchange students. http://www.residenceatwestern.ca/ <p>Housing resources</p> <ul style="list-style-type: none"> • Western News • The Gazette (student newspaper) • Off-Campus Guide for International Students • Five Step Renting Process • Exchange Housing Service
Health Insurance	
UHIP	<p>All exchange students are required to pay for UHIP (University Health Insurance Plan). UHIP is mandatory and students are automatically enrolled in UHIP for the duration of which they are here on exchange.</p> <p>UHIP covers medical and hospital expenses such as: physicians' services, diagnosis and treatment of illnesses, surgery, x-rays, hospital services, and emergency dental care in a hospital.</p> <p>Services that are not covered by the plan include: charges for dental care not approved by the plan, eyeglasses, and prescription medication.</p> <p>For details about the coverage, please visit http://uhip.ca/index.htm. We encourage students to look into supplemental health insurance or ensure the insurance they currently have will cover them for the things not covered by UHIP while in Canada, or if they travel outside of Canada.</p>
Visa Requirements	
Visa to Canada	<p>A student study permit is required by students from some countries. Please check the requirements and exemptions at: http://www.cic.gc.ca/english/study/index.asp</p>

Ivey Business School at Western University



Ivey Business School

In September 2013, the Ivey Business School celebrated the grand opening of the Richard Ivey Building and the 90th anniversary as Canada's premiere business education leader. The 274,000 square foot state-of-the-art facility brings together more than 1500 students, faculty and staff under one roof. The new building on Western Road reunites HBA, MBA, MSc and PhD programs promoting a strong culture of collaboration, enabling the cutting-edge academic research and furthering the development of Canada's future business leaders. For more information on the new building, visit [http://www.ivey.uwo.ca/flipbooks/new-building/tour-](http://www.ivey.uwo.ca/flipbooks/new-building/tour-book/index.html#/1/)

[book/index.html#/1/](http://www.ivey.uwo.ca/flipbooks/new-building/tour-book/index.html#/1/)

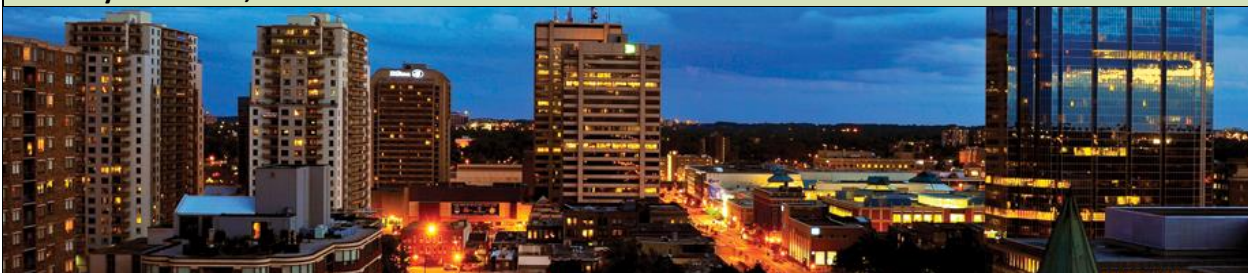


Western University

Founded in 1878, we deliver 'The Western Experience', an exemplary learning experience that engages the best and brightest people challenging them to meet ever-higher standards in the classroom and beyond. Considered Canada's most beautiful university, Western's main campus spans 400 acres of Gothic-style buildings mixed with modern, LEED-certified structures provide an idyllic environment for our community of scholars.

Western boasts more than 7 million square -feet of space in 87 buildings that are joined together by 16 km of roadway and 15 km of sidewalks situated on more than 500 acres of land. For more information about Western, please visit <http://www.uwo.ca/about/whoware/index.html>.

The City of London, Ontario



Set in the heart of Southwestern Ontario, London is the region's economic, entertainment and cultural hub. With a population of more than 366,000, London is Canada's 11th largest city and ideal environment to work, play, and live. Big enough for the 'big city' experience, but still far more affordable in comparison with many other Canadian cities, London boasts an extensive educational and health care community, while providing the safe and clean atmosphere of a small community. For more information about London, visit one of the following sites:

- <http://www.uwo.ca/about/visit/london.html>.
- <http://www.londontourism.ca/Events>
- <http://www.theweathernetwork.com/weather/canada/ontario/london>