



Korea University Business School

Fact Sheet for Student Exchange Program



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Students General Inquiries	
Inbound Exchange Students (to KUBS)	E-mail: kubs_exchange@hotmail.com
Outbound Exchange Students (from KUBS)	E-mail: kubs_intl_exch@hotmail.com , kubs.intl.exch@gmail.com



Global Initiative Korea University Business School		
KUBS History	1905	First Commerce Department in Korea
	1953	First MS/Ph.D. program in Korea
	1963	First Evening MBA (Korea MBA) in Korea
	1994	First Global Internship Program in Korea
	2003	First Executive MBA program in Korea
	2006	First Full-Time MBA Programs (Global MBA, Finance MBA) in Korea
	2007	Accreditations from AACSB (2005) and EQUIS (2007)
	2008	Tri-University Collaboration Program (S ³ Asia MBA: Fudan-NUS-KU)
	2010	Re-accreditations from AACSB and EQUIS
	2012	Financial Times Executive MBA Rankings (12 th Worldwide, No.1 in Korea)
	2015	2 nd re-accreditation from AACSB and EQUIS
		Academic member of CEMS alliance in Korea
KUBS Achievements	<ul style="list-style-type: none"> ◆ Dual International Accreditations First education in Korea accredited by both AACSB and EQUIS ◆ Faculty Size 87 full-time faculty members (largest in Korea at the college level) ◆ Faculty Research Ranked 91st in the UT Dallas Worldwide Business School Rankings based on Research Contribution 2010-2014 (1st in Korea for 9 consecutive years) ◆ Ranked No. 1 Business School in Korea for 8 consecutive years (2008-2015, Hankyung Business Survey of HR managers from the Top 200 companies) ◆ No. 1 MBA in Korea for 3 consecutive years (2013-2015, Hankyung Business Assessment by HR Managers from the Top 200 Domestic Companies) ◆ No. 1 Producer of Owner Entrepreneurs from 239 Major Domestic Groups (2015, Korea CXO Institute) ◆ College to produce the highest number of CEOs from the Top 100 Companies in Korea (2015, MK Economy) ◆ 2013-2015 National Brand Award Grand Prize for 3 consecutive years (Career Development Service Area) ◆ 2014 Financial Times Executive MBA Rankings Ranked 28th worldwide (1st in Korea) ◆ 2013 Financial Times Global MBA Rankings Ranked 86th worldwide ◆ No. 1 Producer of CEOs from the Top 90 Financial Companies in Korea (2013) ◆ No. 1 Producer of CEOs from the Top 500 Companies in Korea and No. 1 Producer of Owner CEOs (2013, CEO Score) 	



KUBS Student Body					
Programs		Target Segments		Total No. of Students	No. of International Students
Undergraduate Degree (BBA)		Top-level high school graduates		2044	363
Academic Graduate Degree Programs		MS	4 Year college graduates	131	28
		Ph.D.	Master graduates	48	5
		MS & Ph.D. Integrated	Unified course of the master’s and the doctor’s	18	0
Professional Graduate Degree Programs	Full-time	S ³ Asia MBA	Mid-level managers in Korea, China, and Singapore	50	32
		GMBA	Mid-Level managers	38	12
		MIM	Junior to mid-level managers	10	4
		Finance MBA	Prospective finance industry experts	15	0
	Part-time	Korea MBA	Part-time (Evening) MBA	378	6
		Executive MBA	Senior managers	98	2

(As of 2016 fall semester)

KUBS Academic Programs for Exchange Students		
Program	Term	Details
BBA (Undergraduate)	Semester	<ul style="list-style-type: none"> 65% of courses conducted in English
MS (Graduate)	Semester	<ul style="list-style-type: none"> 50% of courses conducted in English Research oriented, theory-based courses Eligibility: Students studying at the MS (or graduate) level who acquired a Bachelor's degree.
GMBA	Module	<ul style="list-style-type: none"> Approximately 90% of courses conducted in English Practice oriented courses Eligibility: students who acquired a Bachelor's degree (or equivalent, Master's/Doctor's degree if applicable) work experience recommended MS students are able to apply GMBA Program

Academic Schedule & Deadlines				
Academic Schedule			Nomination Deadline	Application Deadline
Month	Semester (BBA&MS)	Module (GMBA)		
September ~ mid-December	Fall Semester (1 st semester)	Module 1	30 April	31 May
		Module 2		
March ~ mid-June	Spring Semester (2 nd semester)	Module 4	31 October	30 November
		Module 5		



Nomination & Application		
Entry Requirements		<ul style="list-style-type: none"> • Must have good academic standing • Must be currently enrolled at home institution • Must be officially nominated by home institution • Must be fluent in either Korean or English (equivalent to English Proficiency Test score of one of the following: TOEFL CBT 220 IBT 80, TOEIC 800, or IELTS 6.5) • <u>Students who are in their final year of study and/or have required courses that must be taken for graduation are not recommended to participate in our exchange program</u>, as there is a high demand for several of our courses and it is highly possible that students will be unable to take the courses that they need.
Required Documents for Application		<ol style="list-style-type: none"> 1) Online application form 2) One photograph (W 125 * H 155) 3) Official academic transcript 4) Letter of academic reference <ul style="list-style-type: none"> - MUST be completed by a student's professor or an academic advisor who is familiar with the student's college-level work and is able to attest to his or her character, maturity and self-sufficiency. - MUST include the recommender's name, title, and the school's logo 5) Certificate of Health – official form available at the KUBS online application link 6) Statement of purpose and goals – describes the purpose and goals of his or her exchange semester in 1 or 2 pages (A4 size) 7) Copy of Passport Identification Page (which shows a student's photo, name, and passport number, etc.) – passport MUST be valid for six months beyond the period of the student's intended stay in Korea 8) Letter of confirmation for private insurance (<u>for non-Korean passport holders only</u>) <ul style="list-style-type: none"> - MUST state the <i>dates of coverage</i> and <i>benefits</i> in ENGLISH - Insurance MUST be valid throughout the entire study abroad period - Insurance can be submitted after the student is admitted to KUBS. 9) Pledge – MUST be downloaded at the KUBS online application link and handwritten. <p>* All supporting documents MUST be written in English or have English translations and MUST be submitted through the online application link only.</p>
Nomination and Application Procedure for Student Exchange Program		<ol style="list-style-type: none"> 1. Before the official nomination, program managers at partner universities MUST jointly agree on the number of exchange students for each academic year with the KUBS exchange program manager. 2. Once the number of nominees has been confirmed, the KUBS Nomination Sheet will be distributed at the end of March (for fall semester) and end of September (for spring semester). 3. A link to KUBS's online application will be given to the nominees at the end of April (for fall) and October (for spring), and they MUST complete the online application by the deadline indicated. 4. After final review of the students' application, a 'Letter of Admission' will be sent to the students who are successfully admitted through e-mail first. By the end of June (for fall) and December (for spring) the 'Admission Packet' including 1) original copy of Letter of Admission, 2) Certificate of Admission, and 3) Business License of Korea University will be sent to the home institution. 5. All the exchange students MUST have worldwide insurance coverage for a study abroad



	<p>program during the whole duration of their stay at KUBS. Those who do not submit the letter of confirmation for private insurance will NOT be allowed to enroll at KUBS even if they have received the Letter of Admission.</p> <p>6. The letter of confirmation for private insurance can be submitted either at the time of online application or via e-mail within 2 weeks of receiving the Letter of Admission.</p>
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Course Information														
Majors	Accounting / Finance / International Business / Logistics, Service & Operations Management (LSOM) / Management / Marketing / Management Information System (MIS)													
Course List	Refer <Academic offerings> from page 6													
Class Size	<ul style="list-style-type: none">• BBA: 15~100 (less than 35 students per class on average)• MS: 5~15 (less than 20 students per class on average)• GMBA: Different each semester													
Tests	Midterm exam, Final exam, Presentations, Group work, etc. (varies by class)													
Workload per Credit Hour	<ul style="list-style-type: none">• 3 credits= 3 hrs/wk, 16 wks/semester• 2 credits= 4 hrs/wk, (GMBA) 8 wks/module													
Credit Hour Limit	<table><tr><th>Program</th><th>Limit</th><th>Regular (non-exchange)</th></tr><tr><td>BBA</td><td>19 credits per semester</td><td>Normally take 5-6 classes (15 - 19credits)</td></tr><tr><td>MS</td><td>12 graduate credits per semester (If student takes undergraduate courses, max 19 credits)</td><td>Normally take 3-4 classes (9 - 12credits)</td></tr><tr><td>GMBA</td><td>Two modules cannot exceed 19 credits</td><td></td></tr></table> <ul style="list-style-type: none">• There are no minimum credit requirement for exchange students, the number of credits depends on the student and home institution agreement.		Program	Limit	Regular (non-exchange)	BBA	19 credits per semester	Normally take 5-6 classes (15 - 19credits)	MS	12 graduate credits per semester (If student takes undergraduate courses, max 19 credits)	Normally take 3-4 classes (9 - 12credits)	GMBA	Two modules cannot exceed 19 credits	
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Grading System		
Professors have full authority for evaluating students. Each student's academic performance is graded according to the following criteria: exams and assignment results, attendance, and class participation, etc. A minimum of 70% attendance is required in order for a student to earn a passing grade.		
Letter Grade	Grade Point	Percentage
A+	4.5	95 – 100
A	4.0	90 – 94
B+	3.5	85 – 89
B	3.0	80 – 84
C+	2.5	75 – 79
C	2.0	70 – 74
D+	1.5	65 – 69
D	1.0	60 – 64
F	Fail	59



Academic Offerings	
BBA Courses (Undergraduate)	<p>http://sugang.korea.ac.kr > Major Subject > Korea University Business School</p> <ul style="list-style-type: none"> Students may refer to the course list from the previous corresponding semester. (e.g. spring semester 2016 for spring semester 2017) The course list are to be used as reference not all courses may be open. Students are responsible for checking the latest course list in July for the fall semester and in January for the spring semester. The lists offered in Fall and Spring may differ, so please check carefully. Courses conducted in English are indicated as “(English)”. All KUBS undergraduate courses taught in English are open to the exchange students. (Exception: “BUSS161 Understanding Business Administration” and “BUSS402 Management Strategy”) Click on the Course No. link to see the syllabus. If no information has been filled in, please click the ‘Upload File’ link at the bottom of the page for the syllabus. Exchange students are allowed to take non-business courses if pre-requisites are met and they have successfully registered online. (Non-available subjects: Medicine, Nursing, Law, Information Security, and all the courses provided by the departments at <i>Sejong</i> campus, which is indicated as S in the Campus category) BBA students are NOT allowed to take MS/MBA courses.
MS Courses (Graduate)	<p>http://sugang.korea.ac.kr/ > Graduate School Courses > Graduate School > select ‘Department of Business Administration’ or ‘International Business’</p> <ul style="list-style-type: none"> Students may refer to the course list from the previous corresponding semester. (e.g. spring semester 2016 for spring semester 2017) However not all courses are guaranteed to be open, and only a selected number of classes will be available among the courses which will be announced after application. Courses offered in English are indicated as “(English)”. Click on the Course No. link to see the syllabus of each course. If none is available, please click the ‘upload file’ link at the bottom of the page. The final list of business courses available to exchange students will be distributed via email to individual students in August for the fall semester and in February for the spring semester. Students MUST be aware that not all business courses will be available, and if they would still like to participate in our exchange program at their own risk, it is recommended that they come in the spring semester as course availability is more limited in the fall semester. Students are allowed to take graduate courses provided by other departments regardless of major, as long as they meet the requirements (prerequisites) and have the professor’s permission. (Non-available subjects: Medicine, Nursing, Law, Information Security, and all the courses provided by the departments at <i>Sejong</i> campus, which is indicated as S in the Campus category) MS students are allowed to take BBA courses but GMBA courses are not allowed (students are responsible for checking with the program manager at their home institution regarding the compatibility of KUBS courses in terms of credit transfer).



MBA Courses	<p>http://sugang.korea.ac.kr > Graduate School Courses > Graduate School of Business Administration* > GMBA</p> <p>* There are 2 Graduate School of Business Administration tabs please select the 2nd one</p> <ul style="list-style-type: none"> • Change the setting for <i>Year</i> and <i>Term</i> to the previous corresponding module. (e.g. 2016 module 1 for 2017 module 1) • Click on the Course No. link to see the syllabus. If no information has been filled in, please click the 'Upload File' link at the bottom of the page for the syllabus. • The final list of courses available to exchange students will be distributed via email in August for module 1, September for module 2, February for modules 4 and March for module 5. • As core courses are offered in the fall (modules 1&2) and electives are offered in spring (modules 4&5), it is recommended for exchange students at the MBA level to come in spring in terms of course selection since most students will have already taken their core courses at their home institution. • MBA students are NOT allowed to take BBA/MS courses.
Korean Language Courses	<ul style="list-style-type: none"> • Korean language courses for BBA/MS students are offered during regular semesters. There are 6 different levels from Beginner to Advanced. • Korean courses for exchange students can be found at http://sugang.korea.ac.kr > General Subject > General Studies > Electives > IFLS108 – 113 / IFLS240 – 247. • Non-credit Korean language classes for 4 weeks are offered during the summer/winter vacation to exchange students who completed a regular semester at KU, regardless of academic level.

Course Registration						
Schedule	Fall Semester			Spring Semester		
	BBA	MS	MBA	BBA	MS	MBA
Preparatory Preferred Course Listing	Mid-July	N/A	N/A	Mid- January	N/A	N/A
Course Registration	Beginning of August	End of August	Mid-August	Beginning of February	End of February	Mid-February
Add/Drop Period	Early September	Early September	First week of first module	Early March	Early March	First week of first module
<ul style="list-style-type: none"> • Preparatory Preferred Course Listing for BBA students allows students to expedite course registration before the official registration period begins. • More detailed information with specific dates and complete instruction will be sent to students prior to the course registration period in July/August for the fall semester and January/February for the spring semester, and students are responsible for reading and following the guideline very carefully. 						

Accommodation					
On-campus Accommodation		All on-campus accommodations are located within about 20 minutes of walking distance from the main campus.			
Residence Hall	Type	Fall Semester (4 months)	Summer A / Winter A	Summer B / Winter B	Spring Semester (4 months)
CJ International House (w/ Bath)	Single	KRW 2,000,000	KRW 680,000	KRW 1,000,000	KRW 2,000,000
	Double	KRW 1,580,000	KRW 540,000	KRW 790,000	KRW 1,580,000
Anam Global	Double	KRW 1,580,000	KRW 540,000	KRW 790,000	KRW 1,580,000



House (w/ Bath)	Triple	KRW 880,000	KRW 300,000	KRW 440,000	KRW 880,000
Applying for On-campus Accommodation		<p>Online Application Period</p> <ul style="list-style-type: none"> • Fall Semester: Early June ~ Early July • Spring Semester: Early December ~ Early January <p>Residence Office Web: http://reslife.korea.ac.kr E-mail: reslife@korea.ac.kr Phone: +82-2-3290-1554 Fax: +82-2-929-3184</p> <p>However, please note that IT IS VERY DIFFICULT FOR KUBS EXCHANGE STUDENTS TO GET A ROOM IN ONE OF THE ON-CAMPUS DORMITORIES due to its assignment priority and limited spaces. Therefore, it is highly recommended for students to find and prepare to stay in off-campus accommodation in case on-campus housing is not provided (which is very likely).</p>			
Off-campus Accommodation		<p>There are numerous private student accommodations called <i>Goshitel</i> near campus, in 5-10 minutes walking distance. These accommodations vary widely in terms of room size and rate. Prices range from approximately KRW 500,000 to KRW 700,000 per month, and the average price is about KRW 550,000. For more off-campus housing options, please refer to http://goshipages.com.</p> <p>Moreover, general information on housings in Seoul is also available at the <i>Seoul Global Center</i> website, http://global.seoul.go.kr > Living > Housing.</p> <p><i>Homestay Korea</i> (http://homestaykorea.com) can arrange students with families willing to host a homestay student, and reservations are available in English.</p>			

Insurance	
Private Health/Travel Insurance (for non-Korean passport holders only)	All KUBS incoming exchange students except for those with Korean citizenship MUST have worldwide insurance coverage, and the benefits should provide for all injuries and illnesses that may occur during the entire duration of their stay in Korea.

Visa	
For foreigners of non-Korean descent	<p>KUBS exchange students of non-Korean descent MUST have a D-2 student visa to study at KUBS. They can apply for a visa at the nearest Korean Embassy or Korean consulate in their home country by submitting the documents in the admission packet: Certificate of Admission, Letter of Admission, and Business License of Korea University (students with Chinese nationality MUST apply in the country where their home institution is located).</p> <p>Those who are going to travel and apply for the student visa in other countries than their home country MUST make sure to check if they can process the visa application there.</p> <p>Important notice: This visa is a single-entry visa which means that if a student does not make an Alien Registration Card and leave Korea, their visa can be canceled. Please note this before making travel plans after arriving Korea.</p>
For foreigners of Korean descent / individual holding Korean and other (dual) citizenship	Requirements for obtaining a visa may vary for foreigners of Korean descent and/or individuals holding Korean and other (dual) citizenship. Thus, they MUST check with the Korean Embassy or Korean consulate in their place of residence before applying to our exchange program.



For Korean passport holders / F-4 visa holders	Students holding a Korean passport or F-4 visa do not have to apply for any other specific visa to study at KUBS.
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Arrival Guide	
Orientation for Exchange Students	<p>Orientation is MANDATORY for all incoming exchange students.</p> <ul style="list-style-type: none"> • Fall Semester: a week before the semester starts in August • Spring Semester: a week before the semester starts in February <p>* Specific dates to be announced.</p>
Airport Pick-up Service	<p>Before the first day of the orientation in August (for fall) and in February (for spring), airport pick-up service is provided for students who are staying at either the KU on-campus accommodation or the off-campus housing options around the campus.</p> <p>Those who would like to apply for this service MUST submit the online request form at http://oia.korea.ac.kr > Exchange/Visiting > Requests > Airport Pickup.</p> <p>* Specific dates to be announced. (Usually around the weekend before orientation)</p>
Recommended Arrival Date	<p>On-campus Accommodation Move-in Date</p> <ul style="list-style-type: none"> • Fall Semester: the same date as the airport pick-up service in August • Spring Semester: the same date as the airport pick-up service in February <p>On-campus Accommodation Move-out Date</p> <ul style="list-style-type: none"> • Fall Semester: Sunday right after the finals week • Spring Semester: Sunday right after the finals week <p>However, unlike the on-campus dormitory, there are no official check-in/out dates for off-campus housing, as the rental fee is calculated according to the date the student moves in.</p>
How to Get to KUBS	<p>Those who are not able to use the KU airport pick-up service on the official dates or are coming to visit KUBS for non-academic purposes will need to arrange their own means of transportation.</p> <ul style="list-style-type: none"> • Airport Help Center: http://www.airhelp.co.kr • By public transportation: http://oia.korea.ac.kr > Introduction > Visit KU > Transportation

Estimated Living Expenses in Seoul	
Tuition Fee	Waived at the host institution; paid only to the student's home institution
On-campus Accommodation	KRW 880,000 ~ KRW 2,000,000 (4 months)
Off-campus Accommodation	KRW 450,000 ~ 600,000 per month
Food/Meals	Approx. KRW 400,000 per month
Local Transportation	Approx. KRW 80,000 per month
Academic Expenses	Approx. KRW 200,000 per semester (mainly textbooks)
Personal Expenses	Approx. KRW 200,000 per month but may vary

Student Services	
Korea University Buddy Assistants (KUBA)	KUBA is a buddy matching program that connects incoming exchange students



	with KU domestic students. International students will have the opportunity to experience and participate in KU's events and learn about Korean culture while building strong friendships with their buddies. All exchange students will be assigned a KUBA buddy by default.
KUBS Buddy Program	KUBS Buddy is a KUBS student organization specifically designed to help KUBS exchange students adjust to KUBS life and advise in course selections. KUBS exchange students will join the KUBS Buddy program without an application.
Campus Facilities	Library, Ladies' Lounge, Computer Lab, Fitness Club, Bookstore, Print Shop, Post Office, Stationery, Bank, ATMs, Cafeteria, Restaurant, Mobile Shop, Hair Salon, Convenience Store

Activities & Events			
Seoul City Tour	August	February	A sightseeing tour to famous places in Seoul
Welcoming Party	September	March	A welcoming event for international students
Annual Korea University – Yonsei University Sporting Event	September		A sporting event between Korea University and Yonsei University
Field Day	October	April	A sports competition to build close relationships
University Festival (<i>Ipselenti</i>)	May		KU's annual school festival
International Students Festival	November		A great opportunity for international students to introduce their culture to KU students
Farewell Ceremony	December	June	A moment to reminisce about all the memories shared during the semester (specific schedule may be adjusted)

Academic Transcript	
<p>KUBS sends out students' initial copies of academic transcripts to their home institutions in January (for fall) and in July (for spring) free of charge when they complete their semester(s) at KUBS.</p> <ul style="list-style-type: none"> • Fall Semester: at the end of January • Spring Semester: at the end of July <p>* Should students need more copies, they can make an online request and pay extra fees at http://oia.korea.ac.kr > Exchange/Visiting > Requests > Transcript Request.</p>	