



Brandeis University

INTERNATIONAL BUSINESS SCHOOL

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MA/MBA EXCHANGE PROGRAM FACT SHEET ACADEMIC YEAR 2013-2014

Contacts	<p>Christopher Johnson Associate Director for Administration & Student Services Phone: 781-736-8548 E-mail: clj@brandeis.edu</p> <p>Matthew Rocker Senior Program Coordinator for Administration & Student Services Phone: 781-736-2315 E-mail: rocker@brandeis.edu</p>
Website	<p>www.brandeis.edu/ibs (General IBS website) http://www.brandeis.edu/isso/ (International Student & Scholars Office)</p>
Application Deadlines	<p>Nominating deadlines:</p> <ul style="list-style-type: none"> • May 15 – for Fall Semester (September – December) • September 1 – for the Spring Semester (January – May), however, we prefer that nominations fall and spring students are completed by May 15. <p>Nominations from coordinators should include the following information:</p> <ul style="list-style-type: none"> • Official written nomination specifying semester and year of exchange. • Curriculum vitae (resume) in English • Demographical background information (First/Last Name, Citizenship, Date of Birth, Personal Address, E-mail Address, and Degree Program) • Unofficial Transcript
Required Paperwork	<p>Upon acceptance from IBS, students must complete and return the following documents:</p> <ul style="list-style-type: none"> • VIDOF (Financial Statement) • Health Forms • Health Insurance Policy Form • Housing Form
Language Requirement	<ul style="list-style-type: none"> • All exchange students must have a high proficiency in English. • We do not have a TOEFL score requirement for exchange students, however, we expect that the nominating office understands that all courses are taught in English and strong English language skills are required.
Language of Instruction	<p>All courses are taught in English.</p>
English-Language Courses	<p>Intensive-language courses for learning English are NOT offered through Brandeis.</p>

ACADEMICS AT IBS

Academic Pre-Requisites	Exchange students MUST be enrolled in a graduate level program in their home university.
Courses Available to Exchange Students	Students can view all the courses offered at IBS in their exchange semester at: http://www.brandeis.edu/global/current_courses_links.php
Fields of Study at IBS	Economics, Business and Finance.
Departments Available to Exchange Students	<p>Exchange students can enroll in any course at IBS. Due to space limitations and heavy demand, priority will be given to IBS for required courses.</p> <p>Students are allowed to enroll in graduate level courses outside of IBS but within the Brandeis community. For example, Politics, International Relations, Sociology, the Heller School of Public Policy and Management, and the Graduate School of Arts and Sciences.</p> <p>Students are not able to take class outside of the Brandeis Campus.</p>
Full-Time Class-Load	<p>In order to maintain their J-1 immigration status, exchange students must remain enrolled in a minimum of 3 courses or equivalent (12 credits) per semester. Depending on their language level and their home requirements, students may enroll in a maximum of five full-time courses. We have full-semester and half-semester courses, called modules.</p> <p>Exchange students are not permitted to register for courses using the online SAGE system. Rather, the staff will assist the students in registering by paper during orientation.</p>
Exchange Student Status	Exchange student status is Non-Degree Status.
Learning Expectations, Class Format, Coursework and Assessment	<p>Typically, classes meet once each week for a total of 3 hours. Some courses meet twice a week at 1.5 hours/session. Students are expected to attend all classes and class participation is very important in the IBS academic setting. Academic integrity is crucial to the IBS mission, and we expect all students to cite papers/projects appropriately and according to Brandeis and IBS Policies.</p> <p>The majority of classes at IBS are case-based. During orientation, one of the professors conducts a case-study session to orient the students to the case analysis format.</p> <p>The majority of classes have mid-terms, final exams, projects and papers.</p>
Grading System	<p>Brandeis uses a “letter-grading” scheme:</p> <ul style="list-style-type: none"> A+ excellent A excellent A- above average B+ above average B average B- satisfactory C+ below average D not satisfactory F failing <p>A grade of at least a B- is required to earn credit.</p>
Credit System At Brandeis IBS	<p>4 credits = full semester course (3 hours/week for 13-14 weeks)</p> <p>2 credits = module half semester course (3 hours/week for 7 weeks)</p>

ACADEMIC CALENDAR

Fall Semester	<ul style="list-style-type: none"> • August 26th-December 23rd, 2013 including final exam period. • These dates don't vary by more than a day or two from year to year. • Exchange students MUST arrive at least 3-4 days before the first day of instruction to participate in orientation, which begins on August 26th at 8:00am.
Academic Calendar	The academic calendar, and calendar highlights for coming years can be found at: http://www.brandeis.edu/global/current/academics/courses/schedules/index.php
Other Relevant Dates	Please check the academic calendar for winter/spring breaks and other holidays, which the university observes and on which no classes are held.
Spring Semester	<ul style="list-style-type: none"> • January 10th – May 18th, 2014 • These dates don't vary by more than a day or two from year to year. • Exchange students MUST arrive 1-2 days before the first day of instruction to participate in orientation.

ANTICIPATED EXPENSES

Estimated Expenses <i>Estimates are in U.S. dollars. Expect 3-5% increase each year.</i>	<u>Fall/Spring Semester</u>																		
	<table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 70%;">Books & Supplies</td> <td style="width: 10%; text-align: right;">500</td> <td style="width: 20%;"></td> </tr> <tr> <td>Housing</td> <td style="text-align: right;">4100</td> <td></td> </tr> <tr> <td>Transportation</td> <td style="text-align: right;">1000</td> <td></td> </tr> <tr> <td>Medical/Insurance</td> <td style="text-align: right;">1,600</td> <td></td> </tr> <tr> <td>Personal</td> <td style="text-align: right;">2,000</td> <td></td> </tr> <tr> <td></td> <td style="border-top: 1px solid black; text-align: right;">\$9200</td> <td style="text-align: right; vertical-align: bottom;">(rate for Brandeis insurance; pro-rated for spring semester)</td> </tr> </table>	Books & Supplies	500		Housing	4100		Transportation	1000		Medical/Insurance	1,600		Personal	2,000			\$9200	(rate for Brandeis insurance; pro-rated for spring semester)
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IMMIGRATION and INSURANCE REQUIREMENTS

Health Insurance Requirements	<p>Both Massachusetts State Law and J-1 Exchange Visitor Program require exchange students to have appropriate health insurance. Due to new laws that went into effect in January 2011, there are now more specific requirements regarding acceptable insurance coverage. Students should not assume that insurance policies that were accepted previously will still be accepted. The new law requires that the policy:</p> <ol style="list-style-type: none"> 1. be purchased from a United States corporation 2. be purchased in the United States 3. cannot cover emergency care only 4. provides coverage for mental health and substance abuse care 5. provides coverage of pre-existing conditions 6. provides a prescription subsidy <p>Exchange students will automatically be enrolled in the Brandeis group health insurance, referred to as QSHIP, unless they can demonstrate that they have insurance that satisfies all of the above requirements. Brandeis University cannot exempt students from the requirements of law.</p>
Visa Requirements	<p>Once a student has been accepted, and they have completed the VIDOF and returned it to the Office of Student Services at IBS, the International Students & Scholars Office (ISSO) will send them a DS-2019 form, which must be submitted to the U.S. consulate or embassy in the student's home country, along with the visa application and other required documents. Please make sure to check with your consulate office regarding any other forms necessary prior to attending your interview for a U.S. student visa.</p>

On-Campus Student Facilities & Services	<ul style="list-style-type: none"> • Indoor & outdoor athletic/sports facilities • Dining Services • Free transportation to Waltham and surrounding communities • Easy access to downtown Boston by rail or bus • Writing Center • ESL (priority goes to full-time IBS students) • Library Resource Center • Graduate student affairs lounge • Graduate student study facility • Counseling Services • Bloomberg Terminals • Rose Art Museum • University Library • Campus Bookstore • Shapiro Campus Center • University Health Center • Mailboxes • On-campus U.S. Post Office • Information Technology • Career Services Center • Social Activities • Computer Labs • Wireless campus
ORIENTATION PROGRAM	
Orientation Program	<p>Graduate exchange students arriving in the fall participate in a 3-day orientation program. The orientation schedule includes faculty workshops, social activities, a mandatory advising session for Exchange Students, a mandatory ISSO check-in session, a technology and career services overview, and additional events to ease the transition of the student and prepare for a successful semester.</p> <p>Graduate exchange students arriving in the spring, participate in a one-day orientation program. This orientation is typically scheduled the day before the first day of classes. The orientation will include a mandatory exchange student advising session, registration, a mandatory ISSO check-in session, social activities and additional sessions as scheduled.</p>
Orientation Dates	<p>Fall Semester 2013: August 26th-28th, 2013 Spring Semester 2014: January 10th, 2014</p>
HOUSING	
On-Campus Housing	<p>As an exchange student, you can apply for on-campus housing for your exchange semester. Housing is not guaranteed and is given on a first-come, first-serve basis.</p> <p>At time of application, you will receive a housing application, which you must complete and return by the deadline date. Depending on your preference and the type of accommodation you are given, the cost differs. There is a 2-3-5 person apartment style option.</p> <p>Typically, the housing range is \$3,700-\$4,200 per semester. (Expect a 3-5% increase annually.)</p>
Off-Campus Housing	<p>While there are many options for off-campus housing, it is not easy to find apartments for a single semester.</p> <p>Each semester there are IBS students who are on exchange. These students often look for incoming exchange students to sub-let their apartment while they are abroad. These opportunities are normally circulated by Brandeis email and on http://my.brandeis.edu/.</p> <p>Another usual resource for off-campus housing is Craigslist.org: http://boston.craigslist.org/</p>