



**The Fuqua School of Business 2009/2010 Factsheet  
Duke University  
The International Center**

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**Fuqua School of Business Website:**

<http://www.fuqua.duke.edu/>

**International Center Website:**

[http://www.fuqua.duke.edu/student\\_resources/international\\_center/](http://www.fuqua.duke.edu/student_resources/international_center/)

**Term Dates for 2009 - 2010 Academic Year**

<p><b>Fall Semester</b></p> <p><b>2008</b></p>	<p><b>Mandatory Exchange Student Orientation: <u>September 1*</u></b></p> <p><b>Fall 1:</b> September 8 - October 21 (includes exam week)</p> <p><b>Fall Break:</b> October 22-28</p> <p><b>Fall 2:</b> October 29 - December 16 (includes exam week)</p> <p><b>Thanksgiving Break:</b> November 25 – 27</p> <p><b>Winter Break:</b> December 17 – January 20</p> <p>* - Dates subject to change</p>
<p><b>Spring Semester</b></p> <p><b>2009</b></p>	<p><b>Mandatory Exchange Student Orientation: <u>January 12*</u></b></p> <p><b>Spring 1:</b> January 21 - March 6 (includes exam week)</p> <p><b>Spring Break:</b> March 7 - 21</p> <p><b>Spring 2:</b> March 22 – May 5 (includes exam week)</p> <p><b>Class of 2009 Graduation:</b> May 15-16</p> <p>* - Dates subject to change</p>

### Arrival Date

Both fall and spring exchange students are expected to arrive in time to attend the **Mandatory Exchange Student Orientation** at the beginning of each semester and **before** classes begin. It is strongly recommended that students arrive in time to get acclimated before the semester begins.

### Application Process

Students from partner schools apply for the exchange program and are nominated by their home institutions. There is no further selection process. After the selections have been made, and Fuqua has been notified, students will be contacted by Fuqua's International Center staff by email.

### Visa Information

All Exchange students come to Duke University on a J-1 visiting student visa and will be sent the visa application information via email once the student selection is confirmed by the home institution.

After the completed visa forms and financial support documentation are received, the **Duke University International Office** will process the visa application and send the DS-2019 directly to the student. This process takes approximately 2 – 3 weeks from the time the Fuqua International Center receives the student's completed application.

Students take the DS-2019 to the US Embassy or Consulate in their home country to apply for the actual visitor's visa. **It is extremely important that students follow ALL instructions on the visa application forms and return them to Fuqua's International Center staff in a timely manner to prevent delay.** Due to immigration regulations and possible background checks, please apply for visas as early as possible. Please keep in mind that there may be considerable delays at U.S Embassies and Consulates abroad.

### Registration Process

Exchange students register for classes on the internet in the same manner as regular Fuqua students. This process is done via a system called ACES Web. Confirmed exchange students, once entered into Duke's system, will receive a User ID name and password for accessing ACES Web as well as instructions and registration time tables.

Course listings are available from the Fuqua web site. Fall course schedules will typically be available by the beginning of July. Spring course schedules will typically be available in mid-November. To view current course listings, go to: <http://www.fuqua.duke.edu/courses/listings/>

### Learning Environment/Courses

The Fuqua School maintains excellent facilities for graduate business education. The academic year at Fuqua is divided into two semesters that are then sub-divided into two, 6-week terms; terms Fall 1 & Fall 2 make up the fall semester and terms Spring 1 & Spring 2 make up the spring semester. Exchange students participate in the regular second-year MBA curriculum and are allowed to enroll in **ONLY** elective courses. Students are expected to enroll in a minimum of **five elective courses** over two terms (or three courses in one term if only present for that period).

Courses meet twice a week for 2 hours, 15 minutes each (Monday/Thursday or Tuesday/Friday). There are no classes on Wednesdays. A broad range of elective courses may be taken, such as: Accounting, Decision Sciences, Economics, Finance, Health Sector Management, Management, Marketing, Operations Management, Strategy and Sustainability.

All courses are taught in English. Due to the high level of classroom participation, group work and interaction among students and faculty, exchange students must be proficient in written and spoken English. The intense schedule makes it difficult to miss even one class. According to Fuqua's policy, students are not allowed to arrive after the start of classes. Therefore, attendance is **mandatory**. Class size is approximately 35-70 students per class. The final course grade may be based on case analyses, class participation, team projects, oral and written presentations, midterms and final papers or examinations. The format varies from course to course, but class participation is often a significant portion of the final grade. The exam period is during the last 3 days of each term.

### Housing

Fuqua does not provide housing for students; however the Fuqua International Center will provide exchange students with housing information. Additionally, the Duke International House can provide a wealth of information on local housing. Housing is typically not a problem for students at Fuqua as there are many apartment complexes in the Durham/Duke area. Most exchange students prefer to share accommodations with other exchange students as a way to minimize costs. Students usually arrange housing on their own with assistance from Duke's International House at <http://ihouse.studentaffairs.duke.edu/> or from the Duke graduate student housing office at <http://communityhousing.duke.edu/>. Please contact Stacy Weiss with questions about on-campus housing options at [housing@studentaffairs.duke.edu](mailto:housing@studentaffairs.duke.edu).

A convenient, but limited housing option for incoming exchange students is to rent accommodations from outgoing exchange students. If available, this housing option can be coordinated by Fuqua's International Center staff. Once accepted into the program, students will receive an exchange handbook that will give day-to-day practical information as well as specifics about housing.

### **ESTIMATED EXCHANGE EXPENSES for 2009 – 2010 Academic Year**

As an Exchange student, you are exempt from paying Fuqua tuition since you pay tuition at your home institution. **The following fees and expenses are *estimated* for a single student and are subject to change without notice.** Expenses will vary depending on your own personal spending habits and current exchange rates. **Note:** The Student Health Insurance is pro-rated for your time here and you will receive a refund upon your departure from Fuqua.

### **REQUIRED Duke and Fuqua Fees (1 semester/4months – estimated for a single student, no dependents): *\*\*likely to vary\*\****

Duke Student Health Insurance (mandatory)	\$1690.00
Student Health Fee	\$273.00
MBA Association Fee	\$375.00
Graduate Student Government Activity Fee	\$13.00
Graduate Recreation Facility Fee	\$33.00
Transcript Fee	\$40.00
Books, Supplies, Course Packs (will vary)	\$900.00
<b>SUB-TOTAL OF DUKE AND FUQUA EXPENSES</b>	<b>\$3,324.00</b>

<b>Living Expenses (1 semester/4 months):</b>	
Rent/Housing (including utilities)	\$3,250.00
Food	\$2,200.00
Miscellaneous Expenses	\$1,650.00
Transportation (local)	\$950.00
<b>SUB-TOTAL OF LIVING EXPENSES</b>	<b>\$8,050.00</b>

**TOTAL EXPENSES (before refunds) \$11,374.00**

**Required Deposits (estimated refund amounts): \*\*likely to vary\*\***

Duke Student Health Insurance	
Pro-rated refund at time of departure	\$825.00
Duke Power (electric company)	\$200.00
Security Deposit (apartment rental)	\$250.00
<b>TOTAL REFUNDABLE EXPENSES</b>	<b>\$1,275.00</b>

<b>TOTAL EXPENSES (after refunds)</b>	<b>\$10,099.00*</b>
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\* Please be aware that these prices are always subject to change. Bursar Bill is payable upon arrival

**Note that Duke Health Insurance is tiered by age:**

If the age is (see below), the approximate rate is (per individual; dependents not included):

Under 26	\$ 1,564.00*
26 to 34 (all inclusive)	\$ 1,690.00*
35 to 44 (all inclusive)	\$ 1,951.00*
45 and over (all inclusive)	\$ 2,198.00*

**Insurance**

**Student Health Insurance (mandatory)**

All Exchange students on a J-1 Visa enrolling in courses at Fuqua are **required** to purchase the Duke Student Health Insurance. The student must pay for an entire academic year of insurance, but the insurance is pro-rated, so the student will be refunded for the unused amount upon their departure. The Student Health Insurance is necessary for visits to a specialist not covered by the Health Fee and for catastrophic illness or injury if they should occur. For more information, please visit:

[http://healthydevil.studentaffairs.duke.edu/forms\\_policies/policies/health\\_fee\\_insurance.html](http://healthydevil.studentaffairs.duke.edu/forms_policies/policies/health_fee_insurance.html)

**Student Health Fee (required)**

All students are required to pay the **mandatory Student Health Services Fee** each semester or term. The Health Services Fee is required for all Duke students and allows them free use of the Student Health Center on campus for routine doctor visits, treatment of minor illnesses, and to purchase medications.

**Student Activities and Sports**

Exchange students may participate in all student clubs, activities and societies at Fuqua and Duke. We offer many opportunities for such participation, and sport facilities are easily accessible. Fuqua's new Fox Student Center offers a wide range of dining services for breakfast, lunch, and dinner.

**General Environment**

The Fuqua School of Business offers one of the finest settings for management education in the United States. The Fuqua building is located on Duke University's beautifully wooded west campus in the city of Durham, North Carolina and close to the capital city of Raleigh and the town of Chapel Hill. Currently, international students make up 40% of Fuqua's degree-seeking student body. For more information on North Carolina, please visit [www.visitnc.com](http://www.visitnc.com).

**Student Services Available**

**Orientation:** There is a specific, **mandatory** exchange student orientation in both the fall and spring semesters for exchange students only.

**Housing:** We seek to provide our exchange students with as much information as possible to help them find convenient, furnished accommodations or coordinate apartment sharing where possible (see above).

**International House:** Duke's International House offers a wide variety of programming for all international students and their spouses. <http://ihouse.studentaffairs.duke.edu/>

**Loan closet:** Duke's International House operates a Loan Closet of household items that are available free to students. Exchange students may borrow household items that have been used by past international and exchange students. These items are returned to the Loan Closet when the student leaves.

**Mentor/Buddy System:** Exchange students will be assigned a second year "buddy" who will introduce them to classmates and "Team Fuqua."

**Advising:** The Director and Program Assistant of the International Center act as the exchange students' advisors. The main point of contact for incoming exchange students is the Program Assistant.

**Career Services:** The Fuqua Career Management Center provides several services to exchange students. These services include:

- A special information session during orientation with the CMC's International career advisor.
- Daily CMC walk-up hours ("open hours" where CMC counselors are available for consultation without an appointment).
- Career Fellow walk-up hours.
- Informational job search content on Career Compass, the Duke MBA's recruiting intranet.
- CMC group programming, such as workshops on career and job search topics.
- InterviewStream mock interview application.
- Career symposia and other club events.
- Access to the alumni database.

**Computer Services:** Exchange students have full access to the state-of-the-art Fuqua Computer Mediated Learning Environment, which includes email, full internet access, on-line multi-level bulletin boards, and file transfer protocols.

**Library:** The Ford Library at Fuqua has excellent library facilities with many on-line databases for extensive academic and career research. Exchange students are also free to use Duke University's extensive library system.

**Social Activities:** Exchange students are invited to participate in a wide range of student and school social activities, including clubs, "Fuqua Fridays," social events, intramural sports, community lunches, outings, etc. Students can get more information for the FuquaWorld web site

**Lockers:** Personal lockers are provided for students to store their personal belongings while at school.

**Dining:** Food service is available at the Fox Student Center and the R. David Thomas Center.

**Parking:** Exchange students may purchase a parking permit for their car from the Duke Parking Office. Please visit <http://siren.auxserv.duke.edu/parking/transit.htm>

**DukeCard:** Each exchange student will receive a photo ID card from the DukeCard Office. The DukeCard is used to open building doors when they are locked, access parking lots, and buy goods and services at Duke using a Flexible Spending Account (FLEX).