**IMPORTANT NOTE**
Before applying for any summer/winter programme, read the [GRO website](http://www.grou.se/) for important information on:

- General Eligibility Requirements and Application Process
- Module Mapping and Financial Aid
- Visa Application, Travel Advisories and Student Insurance

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**University of Victoria Gustavson School of Business International Summer Institute for Business Management (ISIBM)**
*Updated as of 3 January 2018*

Host University Website:

Programme Location: Victoria, British Columbia, Canada
Programme Dates: 2 to 26 July 2018 (traditional four-week programme)
Application Deadline: 15 May 2018
No. of Placements: Unlimited

### ESTIMATED COST OF PARTICIPATION

<table>
<thead>
<tr>
<th></th>
<th>Programme Fee</th>
<th>Estimated Cost (CAD)</th>
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<tbody>
<tr>
<td>1</td>
<td>Programme Fee - the total fee for the July programme is $4500 + 5% GST (Canadian dollars). The program fee includes:</td>
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<td></td>
<td>The program fee includes:</td>
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<tr>
<td></td>
<td>• accommodation</td>
<td></td>
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<tr>
<td></td>
<td>• meal plan</td>
<td></td>
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<tr>
<td></td>
<td>• some extra-curricular activities</td>
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<tr>
<td></td>
<td>An application deposit of $600 +5% GST CAD must accompany each application and will be applied to the total program fees. This deposit must be received no later than June 15 for registration.</td>
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<td>For more information, please click <a href="http://www.grou.se/">here</a> (content under Admissions Tab)</td>
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</table>

| 2 | Projected Expenditure | Click [here](http://www.grou.se/) to find additional estimates for airfare, private accommodation and personal expenses for various cities. |

As part of the ISIBM programme, you will have the opportunity to participate in extracurricular activities. Scheduled activities are designed to:

- introduce students to the culture and natural surroundings of Victoria
- provide fun and exciting social venues for participants to meet and make new friends
Costs for most of these activities are included in your tuition fees; however, students are responsible for costs associated with any optional weekend excursions outside of Greater Victoria. Planned activities vary from year to year, but some of the most popular activities scheduled in past programs include:

- whale watching
- Victoria City tour
- Royal BC Museum
- Vancouver Island Brewery
- various sports events
- Fort Rodd Hill
- Hatley Castle
- Butchart Gardens
- fireworks display

Optional weekend activities may include:
- Rooftop beach volleyball
- self-planned trip to Vancouver
- Soccer game

As a participant of this programme, you are eligible to apply for:

- NASA Enhancement Bursary (Singaporean Citizens only)
- Overseas Student Programme Loan (Singaporeans only)
- PSEA Fund Withdrawal (Singaporeans only)

**PROGRAMME DETAILS**

<table>
<thead>
<tr>
<th>4</th>
<th>Academic Content</th>
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<tbody>
<tr>
<td>ISIBM comprises two modules:</td>
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<tr>
<td><strong>Module 1</strong>: Business Communication</td>
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</table>

Students' capabilities in written communication, oral presentation and non-verbal communication are developed and enhanced within a business and management context. Report and technical writing, presentation preparation, public speaking, business etiquette, negotiation skills, time management and inter-personal communication skills are among the topics emphasized. The ISIBM integrates business communications with business education, and students will make presentations on the core business challenges that are discussed in Module 2.

**Module 2**: International Business, Entrepreneurship and Service Management

This course is based on a program that has earned UVic several international awards. It aims to develop a fundamental understanding of the skills and tools
necessary to succeed in today's global marketplace. We begin with issues relating to starting a business (entrepreneurship), continue with topics around ensuring success (service management) and end with issues involving growing the business (international business). Whether you plan to start your own business one day or work in a large multinational corporation, this course provides you with knowledge to enhance your opportunities for success.

<table>
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<tr>
<th>5</th>
<th>Eligibility Requirements</th>
<th>NUS’ generic eligibility requirements apply, please see GRO website for details.</th>
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<tbody>
<tr>
<td>6</td>
<td>Accommodation</td>
<td>Students stay in cluster units on campus. Each unit is self-contained with a full kitchen, living and dining areas, four bedrooms, two bathrooms and one shower. Each bedroom can be locked and contains a single bed, desk and dresser. Wireless internet is available. Card-operated laundry facilities are located nearby.</td>
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<tr>
<td>7</td>
<td>Application Procedure</td>
<td>Registration – students must register by clicking <a href="#">here</a>. Please note a registration deposit of CAD$600 + 5% GST is required to secure your spot. Final registration deadline is 15 June 2018 but NUS recommends completing it by 15 May 2018 to help secure your spot.</td>
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</tbody>
</table>
| 8 | Module Mapping           | You can start the module mapping process after you apply in myISIS and accept the offer for the programme. [Click here](#) for a step-by-step guide on applying for module mapping. Also note the following:  
• Maximum of 2 modules (up to 10 MCs) can be mapped per summer / research programme during Special Term (May – August).  
• Maximum of 1 module (up to 5 MCs) can be mapped per winter / research programme during year-end vacation (December – January).  
• Total of 12 MCs from a maximum of 2 overseas summer/winter and research programmes can be mapped without having to pay NUS tuition. Additional MCs mapped will be subjected to Special Term fees. For details, visit the [Registrar’s Office website](#). |

**ADDITIONAL INFORMATION**

| 9 | Visa Application         | It is your responsibility to obtain the correct documents from Citizenship and Immigration Canada (CIC) prior to your exchange semester(s) in Canada. Depending on nationality, students may need any other following documentation **before their arrival** in Canada:  

(a) **Electronic Travel Authorization (eTA)** - As of March 15, 2016, visa-exempt foreign nationals are expected to have an Electronic Travel Authorization (eTA) to fly to or transit through Canada. Exceptions include U.S. citizens, and travellers with a valid Canadian visa. To find out if you need an eTA prior to your exchange, please refer to the following link. [http://www.cic.gc.ca/english/visit/visas.asp](http://www.cic.gc.ca/english/visit/visas.asp)  
(b) **Visitor Visa** - If you do not qualify for an eTA, you will need to obtain a Visitor Visa prior to your arrival in Canada. Please contact the High Commission of Canada in Singapore to start the process of obtaining the appropriate visa. The High Commission Officer might advise you to obtain a Study Permit instead since your time in Canada is primarily for studying. To determine if you need a Visitor Visa, please refer to the [High Commission Officer website](#). |
For more visa/immigration-related advice, please contact the following:

**High Commission of Canada in Singapore**  
One George Street, #11-01; Singapore 049145  
Telephone: (65)-6854-5900  
Email: Singapore-im-enquiry@international.gc.ca  

| 10 | Travel Advisories | Visit the [MFA website](http://www.cic.gc.ca/english/visit/index.asp) for travel advisories on various countries from the Singapore government. |
| 11 | Student Insurance | **Insurance coverage for official NUS trips** is provided for your participation in this programme. |
| 12 | Contact Information | Questions about the programme? Contact the host university at:  
**International Summer Institute**  
Tel: 250-472-4721  
Fax: 250-472-4497  
Email: isibm@uvic.ca  

Questions about module mapping? Visit this [webpage](http://www.cic.gc.ca/english/visit/index.asp).  
Questions specific to NUS GRO? Contact us at: [askGRO](http://www.cic.gc.ca/english/visit/index.asp) |