CITY UNIVERSITY OF HONG KONG
STUDENT EXCHANGE PROGRAMME 2019/20

Student Agreement and Undertaking

We are pleased to inform you that you have been shortlisted as a candidate for Student Exchange Programme 2019/20 (the Programme) at the partner institution as shown on AIMS. Please note that this is a conditional offer subject to your fulfillment of all requirements set by both home and host institutions.

Student Agreement
This student agreement is to govern all students of City University of Hong Kong (the University) participating in the Programme. It is the student’s responsibility to read, understand and sign the agreement. The signed agreement must be returned to the University through AIMS uploading.

Student under 18
To participate in activities outside Hong Kong, parental consent is required for students under the age of 18. Parent/Guardian should complete Part D of this agreement.

Part A: Rules and Regulations
1. I undertake to comply with the rules and regulations set by the University, the home College/School/Department and the host institution for the Programme which may include but not limited to fulfilling the language requirement and other academic requirements. I understand that my application for the Programme is subject to final acceptance by the host institution.
2. I understand that I must maintain a CGPA of 2.5 or above both at the time of application and at the conclusion of the semester prior to the beginning of the Programme.
3. I understand that it is my responsibility to inform my College/School/Department and the Global Engagement Office (GEO) if I fail to meet the CGPA requirement before departing for the exchange study.
4. I shall give a written notification of withdrawal, as soon as possible, to my College/School/Department and the GEO if I fail to complete the Programme as scheduled.
5. I agree that the University may use my application data, exchange programme photos, written reviews and personal information (including but not limited to date of birth and nationality) and all Programme-related reports, photos and video for administrative and promotional purposes.
6. I undertake to pay tuition and other study-related fees to the University during the exchange period.
7. I understand that the host institution shall bear no responsibility for providing funds to me as an exchange student for any purpose.
8. I understand that the Programme is approved for one semester only (unless specified otherwise). I shall apply for admission to the host institution as a fee-paying student and pay the normal tuition fees if I wish to extend my study at the host institution after finishing the exchange study.
9. I understand that I must provide all required supporting documents before departing for the Programme and submit a copy of the official transcript issued by the host institution to the University within three months after completion of my exchange study.
10. I understand that the University reserves the right to withdraw the exchange offer, request partial or full reimbursement of funding, and forfeit the caution money if I fail to fulfill the Programme requirements.

Part B: Student Responsibilities and Obligations
1. I acknowledge that I participate in the Programme voluntarily.
2. I have carefully considered my health and personal circumstances when applying for and accepting the offer, and I am physically and mentally capable to participate and complete the Programme; and I agree to assume all responsibilities for my health, safety, and belongings while participating in the Programme.
3. I understand that integrating into a new culture and learning environment could place particular challenges, both mental and physical, on an individual and that, if I am currently receiving treatment for any chronic illness,
I shall discuss with the staff-in-charge, counsellor or my doctor about plans to manage my health condition while away from Hong Kong.

4. I release the University, its officers, employees, agents and contractors from any and all liability, damage or claim of any nature whatsoever arising out of, or in any way related to my participation in the Programme, to the extent as permitted by the applicable laws.

5. I agree to indemnify the University from any damage or liability incurred by me:
   (a) as a result of any illness I may suffer, or
   (b) as a result of my act or omission
      including the costs of any medical care, or any injury or damage to the person or property of others which I may cause, or from any financial liability or obligation which I may personally incur, while participating in the Programme.

6. I understand that the University reserves the right to make cancellations, changes or substitutions regarding the Programme in case of emergency or changed conditions or in the interest of students concerned including myself. Should the University cancel the Programme, refunds may be made according to the University's standing policies and procedures, or any other arrangements that the University may consider appropriate. I accept that I do not have any claim against the University, its officers, employees, agents and contractors regarding such cancellations, changes or substitutions.

7. I understand that the University requires all students be covered by appropriate insurance that should cover travel, personal accident, medical expenses (accident and non-accident), hospitalization, medical/emergency evacuation, and repatriation throughout the entire period of the Programme and I, the student participant, will be financially responsible for such expenses.

8. I understand that it is my responsibility, as a student participant, to understand and comply with the terms of participation, codes of conduct, rules and regulations of the Programme/host institution, and laws and customs of the host country/territory and that in the event of violation of any of these, academic failure or behavioural problem, which is detrimental to myself, other students, third party or the Programme, the staff-in-charge/host institution shall have the right to terminate my participation in all or part of the Programme, in each case without any liability to pay any compensation for such termination or to refund any amount of the money paid by me. The University is not responsible for the defense of a student accused of a violation of the laws of the host country/territory and is not responsible for the payment of any fines or other penalties resulting from such violations.

9. I understand that I will be directly subject to the laws and legal procedures of my host country/territory as applied to the use, possession and distribution of illegal substances and these will likely be strictly enforced by local authorities.

10. I further understand that I am solely responsible for ascertaining the lawful age for the possession or consumption of alcoholic beverages in my host country/territory.

11. I understand that I should stay vigilant at all times and avoid becoming a crime victim.

12. I undertake to attend the pre-departure orientation provided by the University or the organizer of the Programme and to be familiar with all materials issued by the University or the organizer of the Programme, in writing or verbally, relating to safety, health, legal, environmental, political, cultural, and religious conditions in the host country/territory. I understand that it is of utmost importance that I shall be responsible for preparation for the Programme.

13. I accept that it is my responsibility to meet all the costs that may be incurred while studying and travelling outside Hong Kong. Expenses may include, but not limited to, international and domestic transportation, accommodation, living expenses, insurance, medical expenses, visa application and language test fees.

14. I understand that I will be representing my country and the University during the Programme, and I pledge to conduct and behave myself in a manner that reflects favourably on the University and that would not bring the University into disrepute.

15. I agree to complete all the academic or other work required by my Programme and/or the host institution before the end of the Programme, semester, or academic year, whichever is applicable, and to remain on site until that date. I understand that the only exception for my earlier departure is in the event of a medical or personal emergency, or in the event that I have completed all my examinations/assignments within a stated period of time at the end of the Programme, semester or academic year.
Hereunder, I provide two emergency contact numbers of my parent(s), guardian or next of kin to the University or the organizer of the Programme. By providing these emergency contact numbers, I agree to authorize the University or the organizer of the Programme to release my personal and/or academic information (as the case may be) to third parties external to the University on a “need-to-know” basis should emergency situations as determined by the University occur. This authorization shall continue to be effective until the end of the Programme.

**Emergency Contact 1**

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<tr>
<th>Name</th>
<th>Telephone (Country/City Code)</th>
<th>Email</th>
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**Emergency Contact 2**

<table>
<thead>
<tr>
<th>Name</th>
<th>Telephone (Country/City Code)</th>
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**Part C: Funding**

You may apply for funding to support your participation in the Programme endorsed by your College/School/Department. The University reserves the right to withdraw partial or all amount of funding and/or request partial or full reimbursement of the funding if you fail to fulfil the funding conditions and criteria concerned.

If funding is approved, you are required to understand, agree and abide by the funding regulations stipulated by the University or funding providers, e.g., donors. Please refer to the following websites for details:

https://www.cityu.edu.hk/geo/StudentExchange/studentlan/financial-support.html

The approved funding, if available, will be distributed in two instalments subject to the fulfilment of Programme and funding requirements. The first instalment will be distributed before your departure for the Programme and the second instalment will be distributed upon successful completion of the Programme.

**Before departure**, you are required to complete the following procedures on AIMS:

1. Upload a copy of the Letter of Acceptance issued by your host university, confirming your exchange study in the academic year of 2019/20
2. Upload a copy of the proof of English language proficiency, if applicable
   (Details can be found at [http://www.cityu.edu.hk/geo/oes_elig.htm](http://www.cityu.edu.hk/geo/oes_elig.htm))
3. Upload a copy of your travel & medical insurance policy
4. Update your bank account information

**Upon completion of programme**, you need to submit the following documents to GEO:

1. A copy of official transcript issued by the host university
2. 10 quality photos
3. A 500-word reflective essay
4. Any other documentations as required by funding provider(s), including a formal thank you letter to JILSEA donor
I, the Student, by signing below, understand that the funding (if applicable) is provided exclusively for my participation in the Programme as announced and specified on AIMS. I have thoroughly read and understood the rules and regulations of the funding allocation. I understand that I must fulfil all the requirements pertaining to the funding including but not limited to meeting the academic requirements set by my College/School/Department. I promise to submit all the required documents to the University as requested. Failure to do so may result in withdrawal of funding by the University, and I agree to return partial or full amount of the funding I received as decided by the University. I also understand that the approved funding shall be forfeited after one year from the end date of the approved Programme.

Student’s signature
Full name in block letters
Student ID no.
Date

Part D: Parental Consent 家長同意書 (for student under the age of 18)

I, ____________________________, parent/guardian of ____________________________, herewith give permission for my son/daughter to participate in the above Programme. I understand that my son/daughter will be expected to abide by all applicable laws and rules, the University regulations and/or rules of the organizer of the Programme and behave appropriately at all times.

本人________________________是______________的家長/監護人。茲證明允許我的兒子/女兒參上述活動。本人明白我的兒子/女兒應遵守所有的相關法律法規、大學的規章制度及活動主辦方的規則，並在任何時候須舉止得體。

I authorize the staff in-charge of the University or person in charge of the Programme to consent, where it is impracticable to communicate with me, to my son/daughter receiving such medical or surgical attention or treatment as may be deemed necessary in case of emergency and medical care is needed.

若因故未能聯繫上本人，而我的兒子/女兒遇到緊急情況或須接受醫療，本人授權大學主事者或活動主事者可同意讓我的兒子/女兒接受可能視為必要之醫療護理或手術治療。

______________________________
Parent / Guardian’s Signature
家長 / 監護人簽名

______________________________
Date
日期

(November 2019)