CITY UNIVERSITY OF HONG KONG
STUDENT EXCHANGE PROGRAMME 2016-17
Notification and Student Agreement

Notification to Student

We are pleased to inform you that your application for the Student Exchange Programme (the "Programme") has been successful.

Name of Activity: Student Exchange Programme
Exchange Semester: __________
Host Institution: __________
Host Country: __________

Student Agreement

This student agreement is designed to protect all students of City University of Hong Kong (the University) participating in activities outside Hong Kong. All outbound exchange students are required to sign this form to indicate agreement before departure. Please read carefully and return the signed agreement to the Global Services Office, Room 3210, 3/F, Cheng Yick-chi Building by 31 October 2016.

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 C of this form.

Part A

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 are not limited to, fulfilling the English and/or other language requirement(s). I understand that the University reserves the right to withdraw the exchange offer and funding (if applicable) if I fail to fulfill the Programme requirements. I also 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. The University reserves the right to withdraw my exchange offer and the funding (if applicable) should I fail to do so.
3. I understand that it is my responsibility to inform my College/School/Department and the Global Services Office if I fail to meet the CGPA requirement before the departure of my exchange study.
4. I shall give a written notification of withdrawal, as soon as possible, to the University or the Global Services Office (GSO) should I fail to complete the Programme as scheduled.
5. I agree that the University may use my application data and information (including email and mobile phone contacts) 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 undertake to provide a copy of the official transcript issued by the host institution to the University within six weeks after completion of my exchange study.

Part B

1. I acknowledge that I participate in the Programme voluntarily. 本人承認是自願參與活動。
2. I have carefully considered my health and personal circumstances when applying for and accepting a place in the Programme, and I am physically and mentally capable to participate in and complete the Programme; and I agree to assume all responsibilities for my health, safety, and belongings while participating in the Programme. 本人在申請及獲選參加本計劃時，已細心考慮了自己的健康狀況及個人情況，而本人的生理及心理健康均適合參與及完成活動。
3. I understand that integration into a new culture and learning environment could pose 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

Signature: ___________________________  Student ID No: ___________________________
Name in Block Letters: ___________________________  Date: ___________________________
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. 本人同意，如因本人擅自任何原因而对任何其他人或财产造成任何伤害或损害，须自行承担全部责任。本人同意所提供的全部个人信息均为真实无误，若因虚假信息而导致本声明所涉之任何经济后果或责任，本人同意承担。

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. 本人同意，如因紧急情况或其他原因导致课程取消，退款将根据大学的相关政策和程序进行，或根据大学认为合适的其他安排。本人同意，如本声明所述之任何课程取消，退款将根据大学的相关政策和程序进行，或根据大学认为合适的其他安排。

I understand that the University requires all students to 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. 本人同意大学要求所有学生须有适当保险，包括旅行、个人意外、医疗费用（包括意外事故和非意外事故）、住院、紧急医疗疏散及遣返。本声明所述之所有课程取消，退款将根据大学的相关政策和程序进行，或根据大学认为合适的其他安排。

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 student-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 any fines or other penalties resulting from such violations. 本人同意，作为参与活动的学生，须遵守所有课程、代码行为、规则和规定，以及所在国家或地区的法律和习俗。若本人违反上述任何一项，或任何行为对本人或其他学生、第三方或本课程造成损害，主办机构可终止本人参与全部或部分课程，且在任何情况下不承担任何赔偿，也不对任何因违反地方法律而导致的罚款或其他处罚负责。

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. 本人同意，须遵守所在国家或地区的法律，包括对非法物质的使用、持有及分发的法律。

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. 本人同意，须独自负责确保在所在国家或地区合法饮酒。

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. 本人同意，须参加出发前的orientation活动，并熟悉大学或组织者提供的所有材料，包括与安全、健康、法律、环境、政治、文化及宗教状况有关的材料。

I authorize the University to provide two emergency contact numbers of my parent(s) or guardian or next of kin to the University or the organizer of the Programme. 本人同意授权大学或组织者提供两部紧急联系人电话号码。

I understand that I should stay vigilant at all times and avoid becoming a crime victim. 本人同意时刻保持警觉，避免成为犯罪受害者。
14. 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. I promise to cover all the above costs in a responsible manner.

15. 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. I will ensure that in all my activities, I will represent the University with integrity and respect, and that I will not cause any damage to the University's reputation.

16. 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 if I have completed all my examinations/assignments within a stated period of time at the end of the Programme, semester or academic year. I will abide by all University regulations and policies in the Programme and behave appropriately at all times.

Part C – Parental Consent

I, [Parent/Guardian's Name], parent/guardian of [Student's Name], hereby 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.

[Signature]
Parent/Guardian’s Signature

[Date]
Date

[Signature]
Student ID No.

[Date]
Date