CITY UNIVERSITY OF HONG KONG
STUDENT EXCHANGE PROGRAMME 2018-19

Notification and Student Agreement

Notification to Student

The selection of Student Exchange Programme 2018/19 (First Round) has been completed. We are pleased to inform you that you have been shortlisted as a candidate for exchange at the partner institution as shown on AIMS. Please note that this is a conditional offer, subject to your fullfillment of all requirements set by both of the home and host institutions (see clauses 182 of Part A below).

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. Please read carefully and accept the agreement through AIMS.

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, funding (if applicable) and forfeit my caution money 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, funding (if applicable) and forfeit my caution money 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 c/o 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 personal information (including but not limited to date of birth and nationality) 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該活動。
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. 本人在申請並同意參與本活動安排期間，已認真考慮了自身的健康狀況及個人情況，而本人的生理及心理條件均可以參與並完成活動，本人同意承擔參加該項活動期間的健康、安全及財產之所有責任。
3. I understand that integration 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. 本人明白，與一種新文化與新學習環境相融合會給個人的身心帶來特殊挑戰；若本人目前在接受任何慢性疾病的治療，應向活動的主事者、輔導員或本人的醫生告知本人在離開香港期間的健康狀況處理計劃。
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 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 changes, cancellations 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 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.  

8. I understand that it is my responsibility, as a student participant, to understand and comply with the terms of participation, conduct, rules and regulations of the Programme and the University, and I am 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 that these laws 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 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, 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.  

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

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.  

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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. 我同意在活動期間、學期或學年結束前，完成所有活動主辦方或主辦機構規定的學業要求或其他要求，並留在活動地點直至活動結束之時。本人明白，只有出現緊急醫療或個人緊急情況，或本人已在活動期、學期或學年結束時的規定時間內完成了所有的考試與功課，才構成本人提前退出活動的唯一例外條件。

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. 本人同意向大學或活動主辦方提供家長、監護人或最近之親屬的兩個緊急聯繫電話，因提供以下緊急聯繫電話，本人同意授權大學或活動主辦方在確認危急的情況下，根據「有必要知情」原則，向大學以外的第三方披露本人的個人資料或學業資料（具體何種資料視情況而定）。此授權可持續至活動結束為止。

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<th>Name</th>
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Part C – Parental Consent 家長同意書

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，茲聲明允許我的兒子/女兒參加上述活動。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. 本人授權大學主辦方或活動主辦方酌情允許我的兒子/女兒接受可能視作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: ____________________________

(Feb 2018)