STUDENT EXCHANGE PROGRAMME
2020-21, SEMESTER B

Pre-departure Briefing Session

GLOBAL ENGAGEMENT OFFICE

Updated as of December, 2020
Regulations of SEP

Applicants must have attained:

1. Accumulative grade point average (CGPA) of at least 2.5 (some Colleges/Schools/Departments may set a higher CGPA requirement) at the time of application and at the conclusion of the semester prior to the beginning of the programme.

2. Minimum English language requirement set by CityU for SEP, unless your intended programmes are conducted in Chinese language at partner institutions in Mainland China or Taiwan.

3. Other language requirements, if any, set by the host institutions.
Regulations of SEP

Important Notes:

Students are strongly advised to evaluate the potential health and other risks involved and must be able and prepared to bear the potential risks before deciding to embark on SEP.

The following conditions must be met 60 calendar days (i.e. ‘decision date’) before the start of the semester at host institution and before the beginning of the programme:

1. The host institution confirms that exchange programme comprising face-to-face classes will be held;
2. The outbound exchange student is able to secure insurance that provides COVID-19 coverage worldwide throughout the entire exchange duration;
3. Both home and host departments agree on the course and credit arrangements;
4. The student agrees to sign and return an undertaking to the University via Global Engagement Office (GEO) before departure; and
5. The student agrees to observe and comply with all rules and regulations related to SEP set by the University.
Regulations of SEP

Important Notes:

1. CityU reserves the right to withdraw your application if you fail to fulfill the programme requirements, including but not limited to meeting the above mentioned conditions before departure.

2. Given the pandemic situation is fluid, changes may occur anytime including programme suspension.
BEFORE EXCHANGE
1. Apply to Host Institution

1. Exchange coordinators from GEO/College/School/Department will contact you regarding application procedures of host institution.

2. Submit online or paper application forms and supporting documents to host institution before deadline.

3. Wait for correspondence from host institution (*application processing time may vary*).

4. Receive the Letter of Acceptance issued by the host institution.
2. Finalize Your Course Plan

1. Carefully check the course offerings at your host institution.

2. Discuss with your course leader/academic advisor about your course plan and credit transferability.

3. Prepare a backup course plan.

4. Inform your course leader/academic advisor if you need to change your course plan even during exchange.
3. Submit Documents to GEO (upload on AIMS)

1. Letter of Acceptance from your host institution.

2. Documents indicating that your host institution will provide face-to-face classes.

3. Proof of English language proficiency (not applicable to students who are joining exchange programmes conducted in Chinese in Mainland China and Taiwan).

4. Copy of insurance policy that provides COVID-19 coverage worldwide throughout your entire exchange duration.


6. Undertaking for GEO-administered funding.
4. Host Institution Arrangements

1. Refer to your host institution’s announcement for latest development of the COVID-19 situation.

2. Pay attention to any restrictions applied to campus facilities and/or services at your host institution.

3. Confirm teaching arrangements and programme policies before your departure.
5. Student Visa/Residence Permit

1. Check with your host destination’s Consulate General Office / Embassy if student visa/residence permit application will be considered.

2. If yes, strictly follow the instructions and prepare all required documents.
   - Passport *(should be valid for at least 6 months after the end date of your exchange period)*
   - Passport-size photos
   - Visa application form
   - Letter of Acceptance from your host institution
   - Financial proof *(e.g. bank statement, proof of scholarship/funding...)*
   - Insurance policy

*Additional documents may be required*
6. Flights Arrangement

We strongly recommend that you **do not make any non-refundable payment** until you are 100% sure that you can travel to the host country/region as planned.

You should check with your preferred carrier on worldwide travel restrictions.

Pay attention to the following when booking a flight:

- Date and time of arrival
- Flight duration
- Transit information
- Limitation of suitcases
- Arrival documents needed at customs
- Transportation from airport to your accommodation
7. Quarantine Arrangement

Check your host destination’s travel restrictions!

Many countries and cities that have opened their borders to travellers will have on-arrival quarantine requirements in place. Quarantine periods are typically 14 days.

Some may require visitors to produce negative COVID-19 test result upon arrival.

Note that if you plan to transit between countries and/or cities, you may face different anti-virus regulations.

For quick reference:
8. Accommodation

We strongly recommend that you **do not** make any non-refundable **payment** until you are 100% sure that you can travel to the host country/region as planned.

1. Apply for student residence or find your accommodation.

2. If you are planning to live off campus, you may seek advice from the host institution’s international office
   - Carefully check location, safety, room types, facilities, rental agreement, transportations, and neighborhood, etc.
   - Confirm rental **again** at least two weeks prior to departure

3. It is **NOT** recommended to rent a flat and pay rental through unsecured online platform.
9. Financial Arrangements

1. Cash
   • prepare some cash, either in local currency or US dollars and/or Euros, with you before departure *(at least enough for your expenses in the first few weeks).*

2. Activate your bank cards for overseas ATM withdrawals *consider cards with “UnionPay” option).*

3. Bring 1 or 2 credit cards *(preferably Visa or MasterCard).*

4. Consider to open a local bank account upon arrival.
10. Travel and Medical Insurance

You **must** secure insurance that provides COVID-19 coverage worldwide throughout the entire exchange duration before departure.

- Check with your host institution if it is mandatory to purchase its insurance AND/OR purchase an insurance on the market that best fits your needs
- Study the insurance policies and understand what items are covered and what are excluded
- Finance Office (FO) provides an option for Voluntary Travel Insurance: [www.cityu.edu.hk/fo/studentlan/htm/Stu_Insurance](http://www.cityu.edu.hk/fo/studentlan/htm/Stu_Insurance)
11. International SOS

CityU has engaged the International SOS to provide worldwide emergency information and advising services to students studying abroad under the University’s Student Exchange Programme to deal with travel safety concerns that may arise.

1. Download the International SOS Assistance App on your smartphone.

2. Create an account and keep City University of Hong Kong Membership No.: 07ASCA805115 with you.

3. Visit www.internationalsos.com to access information on worldwide travel security and health advices.
12. Outbound Travel Safety


- Visit the Travel Health Service website for travel health tips and schedule a consultation if necessary: www.travelhealth.gov.hk/english/travel_health_advice/travel_health_advice.html


- Outbound Travel Alert (OTA) www.sb.gov.hk/eng/ota/

13. Outbound Travel Safety

• Pack hygienic and sanitizing products
  – Masks, hand sanitizers, sanitizing wipes, etc. (check for customs restrictions)

• Seek medical advices from your family doctor and prepare enough prescriptions if needed
  – Make sure your prescriptions and any medical items are well packaged with English descriptions wherever possible
Please refer to: www.cityu.edu.hk/geo/StudentExchange/studentlan/financial-support.html for details on scholarships and funding administered by GEO.
Funding/Subsidies/Scholarships
(receive 70% or 80% before departure)

1. Upload following documents to AIMS **BEFORE** departure:
   - Letter of Acceptance from host institution
   - Documents indicating that your host institution will provide face-to-face classes
   - Proof of English language proficiency
   - Copy of insurance policy that provides COVID-19 coverage worldwide throughout your entire exchange duration
   - Outbound Exchange Student Undertaking_COVID_19_Semester B 2020-21
   - Signed “Undertaking for GEO-administered Funding”

2. Update your bank account information in AIMS.

3. Any other requirements as requested by donors.
Funding/Subsidies/Scholarships (receive remaining 20% or 30% upon return)

Submit the following to GEO **upon return**:

- Copy of official transcript issued by your host institution
- 5 **QUALITY** photos
- A 500-word reflective essay
- Any other requirements as requested by donors

GEO will seek final approval from your home College/School/Department to confirm that you have accomplished the exchange programme before we can release the remaining balance to you.
Funding Guidelines

• CityU reserves the right to withdraw full or partial sponsorship if students fail to fulfill the funding conditions and criteria concerned.

• Students participating in virtual exchange programmes will **not** be eligible for funding allocation.

• The approved funding/subsidy will only be kept effective for one year from your Student Exchange Programme exchange term.

• Each eligible student will benefit only once from the SEF or SF.

• Each student will only be eligible for assistance under SSE **once** throughout his/her study in programme(s) at the same level of study at the University, irrespective of the amount of subsidy received.
DURING EXCHANGE
Safety Advice

Keep a list of Emergency Phone Numbers:

- Local Police / EMS numbers
- Contact numbers of the host institution:
  - Campus Security
  - International Office
  - Student Residence Office and Residence Hall
- Hotline of your insurance policy
- Contact information of Consulate General / Embassy / Official Representative in the host city
- Hong Kong Immigration 24hr Hotline: (852) 1868
Safety Advice

INTERNATIONAL SOS ACCESS PROGRAMME FOR
City University of Hong Kong
Membership No.: 07ASCA805115

Your International Assistance Centres
- Hong Kong: +852 2528 9900
- Philadelphia, USA: +1 215 942 8226
- Beijing: +86 10 6462 9100
- Singapore: +65 6338 7800
- London: +44 20 8762 8008
- Paris: +33 2 9372 2468

Call International SOS 24/7
Be ready to provide:
- Your family name and first name
- International SOS membership number
- Name of the university
- Phone number where you can be reached
- Reason of your call
Safety Advice

Update your contact information on AIMS!

• Local phone number
• Personal email address
• WhatsApp
• WeChat
• Others

Please reply to emails/messages from GEO!

This will help us get in touch with you and direct you to the right resources when you need help!

If an emergency incident occurs in your host area, we may contact you to check on your safety. *(e.g. natural disaster, terror attack, etc...)*
Health Advice

• Continue to refer to the HKSAR thematic website for updates on COVID-19: www.coronavirus.gov.hk/eng/travel-advice.html


• Pay attention to local news and announcements

• Strictly monitor personal hygiene
AFTER EXCHANGE
Returning to Hong Kong

Upon your return to Hong Kong, you may be subject to quarantine arrangements and specified conditions as imposed on inbound travellers by the health authorities.

The current quarantine order in Hong Kong is in effect until 31 December 2020. All inbound travellers will have to complete a 14-day Compulsory Health Quarantine upon arrival in Hong Kong.

You are advised to visit the HK Government website for the latest points to note: [www.coronavirus.gov.hk/eng/inbound-travel.html](http://www.coronavirus.gov.hk/eng/inbound-travel.html)
Upon Return

Submit the following to GEO **upon return**:

- Copy of official transcript issued by your host institution
- 5 **QUALITY** photos*
- A 500-word reflective essay
- Any other requirements as requested by donors

*Photos, videos and essays may be used for GEO promotional materials in the future

**GEO will seek final approval from your home College/School/Department to confirm that you have accomplished the exchange programme.**
Sample of **QUALITY** Photos:

- JPEG format
- High resolution (2.4MB or above)
- Your name_host country_host institution_location/event
  
  e.g.: 1. CHAN Siu Ming_USA_Purdue University_Statue of Liberty
       2. LAU Andy_UK_University of Bath_Eiffel Tower
       3. SMITH John_Mainland China_Lunar New Year

- Photos should capture a special moment of your exchange, preferably with **YOU** in the photo
  
  1. Landmark of your host country/region
  2. Images of your host institution
  3. School events with your peers
  4. Festivals or holiday celebrations
  5. Cultural representation of your host country/region: food, weather

*Updated as of December, 2020*
Sample of **QUALITY** Photos:

Photo NOT so interesting...

Photo **VERY** interesting...
Sample of **QUALITY** Photos:

Photo NOT so interesting...

Photo **VERY** interesting...
FINAL REMINDER
Final Reminder

Consider and evaluate all risks involved and prepare for changes. The pandemic development is still fluid and different host countries/regions may have different situations, changes may occur anytime including programme suspension.

The following conditions must be met 60 calendar days (i.e. ‘decision date’) before the start of the semester at host institution and before the beginning of the programme:

1. The host institution confirms that exchange programme comprising face-to-face classes will be held;
2. The outbound exchange student is able to secure insurance that provides COVID-19 coverage worldwide throughout the entire exchange duration;
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Enquiry

Global Engagement Office (GEO)
Tel: 3442 8089
Email: geoins@cityu.edu.hk
- AIMS records
- General pre-departure advising and funding schemes
- Institutional-level exchange application procedures

College/School/Department
- Academic advising
- Credit transferability
- Non-institutional-level exchange application procedures

good luck on your journey!