Student Exchange Programme
Semester A, 2021-22

Pre-departure Briefing Session

Global Engagement Office
Agenda:

- Regulations of Student Exchange Programme (SEP)
- Preparations and checklists
  - Before Exchange
  - During Exchange
  - After Exchange
- Funding and Subsidies
- Upcoming Events
- Q&A
Regulations of Student Exchange Program (SEP):

1. Accumulative grade point average (CGPA) of at least 2.5 *(some College/School/Department 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 exchange programme is conducted in Chinese language at host institutions in Mainland China or Taiwan.

3. Any other academic requirements as set by your host institutions and home academic units.
Regulations of Student Exchange Program (SEP):

SEP may continue if the following conditions are met on or before: 

30 August 2021

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* throughout the entire exchange duration;
3. The outbound exchange student receives approval from home department to participate in the exchange programme;
4. The student agrees to sign and return the ‘Outbound Exchange Student Undertaking_COVID-19_Semester A, 2021-22’ 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 Student Exchange Program (SEP):

- Sign and upload the ‘Outbound Exchange Student Undertaking_COVID-19_Semester A, 2021-22’ to AIMS before the deadline.

- This Undertaking was attached to the GEO email sent on 4 June 2021.
Regulations of Student Exchange Program (SEP):

• 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.

• Given the pandemic situation is fluid, changes may occur anytime including programme suspension.

• Final approval is subject to both home academic unit’s and host institution’s decision.
BEFORE EXCHANGE
Before Exchange

1. Complete your application to the host institution.
2. Consult your course leader/academic advisor to finalize your course plan.
3. Confirm your host institution’s teaching arrangements and programme policies.
4. Be approved by your home College/School/Department.
5. Apply for student visa/residence permit.
   • Check with your host destination’s Consulate General Office or Embassy if student visa/residence permit application are being considered
6. Book your flight tickets.
Before Exchange

When booking your flights, pay attention to the following:

• Date and time of departure and arrival
• Flight duration
• Transit information and restrictions
• Arrival documents needed at customs
• Transportation from airport to your 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 destination as planned.
Before Exchange

7. Arrange for compulsory quarantine at host destination.
   • Quarantine periods varies in countries and cities
   • Some may require a negative COVID-19 test result upon arrival

8. Secure student residence or find your accommodation.
   • Carefully check the location, neighbourhood, facilities, rental agreement, transportations, and etc.
   • Confirm your rental again at least two weeks prior to your departure

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

9. Purchase travel and medical insurance.
   • Ensure that the insurance provides COVID-19 coverage

10. Make financial arrangements.
    • Prepare enough cash for at least the first few weeks in local currency/USD/EURO
    • Activate your bank cards for overseas ATM withdrawals
    • Bring 1 or 2 credit cards

Before Exchange

International SOS Assistance App:

**INTERNATIONAL SOS ACCESS PROGRAMME FOR**

**City University of Hong Kong**
Membership No.: 07ASC805115

Download the International SOS Assistance App on your smartphone
Use the International SOS Assistance App before and during your next trip for:
- Easy access to your local Assistance Centre, in an emergency and for everyday advice
- Expert medical, security and travel assistance
- Receive the latest information about your destination

Please scan QR code to download our APP!
Before Exchange

12. Upload **pre-exchange documents** to AIMS:
   - Letter of Acceptance from your host institution
   - Proof of English language proficiency
   - Copy of insurance policy that provides COVID-19 coverage
   - Undertaking for GEO-administered funding

**Important Note:**
   - Keep a copy of your flight ticket and boarding pass for funding purposes
Outbound Travel Safety

Visit these websites for more information on outbound travel:

• HKSAR thematic website on COVID-19

• Registration of Outbound Travel Information (ROTI)

• Travel Health Service website for travel health tips and schedule a consultation if necessary:
FUNDING & SUBSIDIES
Funding & Subsidies

GEO Administered Funding:

- Student Exchange Fund (SEF)
- Special Fund for Non-Local Outbound Exchange Students (SF)
- Joseph Lau Student Exchange Awards (JLSEA)

Please refer to the GEO website for further details:
http://www.cityu.edu.hk/geo/ > Outgoing Exchange Students > Expenses > Financial Support

*Result announcement for SEF and SF will be made in July.*
*Result announcement for JLSEA will be made in mid-November.*
Funding & Subsidies

GEO Administered – HKSAR Government Subsidy:

- Scheme for Subsidy on Exchange (SSE)
- Scheme for Subsidy on Exchange to “Belt and Road Regions” (Means-tested SSEBR)
- Scheme for Non-means-tested Subsidy on Exchange to “Belt and Road” Regions (Non-means-tested SSEBR)
- Non-means-tested Mainland Experience Scheme (Non-means tested MES)

Please refer to the GEO website for further details:
http://www.cityu.edu.hk/geo/ > Outgoing Exchange Students > Expenses > Financial Support

Result announcement for Government Subsidies will be made in mid-November.
Funding & Subsidies

Successful applicants will receive first 70% or 80% of funding at the beginning of exchange with completion of the following steps:

1. Upload following documents to AIMS:
   - Letter of Acceptance from your host institution
   - Proof of English language proficiency, if applicable
   - Copy of insurance policy that provides COVID-19 coverage
   - Undertaking for GEO-administered funding
Successful applicants will receive first 70% or 80% of funding at the beginning of exchange with completion of the following steps:

2. Provide proof of enrollment to GEO:
   - Copy of flight ticket + boarding pass
   - Copy of host institution student ID
   - Signed ‘Confirmation of Enrollment’ Form
Funding & Subsidies

- To be completed by student and the exchange coordinator at the host institution.
- Return the completed ‘Confirmation of Enrollment’ Form to GEO by email within 3 weeks of the start date of the exchange programme.
- This Form will be attached to the GEO funding announcement email.
Funding & Subsidies

Successful applicants will receive first 70% or 80% of funding at the beginning of exchange with completion of the following steps:

3. Complete any pre-departure requirements as set by your home College/School/Department.

4. Update your bank account information in AIMS.

5. Joseph Lau Student Exchange Awards recipients need to submit a “Thank You Letter” to GEO.
Funding & Subsidies

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 the Student Exchange Programme exchange term.
- Students receiving SDS Scholarships may not be eligible for SEF or SF.
- 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. For SSEBR, each eligible student will be able to apply for assistance **twice** at most.
DURING EXCHANGE
**During Exchange**

Upon arrival:

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<tbody>
<tr>
<td>1.</td>
<td><strong>Call home!</strong></td>
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<tr>
<td>2.</td>
<td>Complete compulsory quarantine if necessary.</td>
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<tr>
<td>3.</td>
<td>Complete all necessary enrollment procedures.</td>
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<td>4.</td>
<td>Participate in orientation activities.</td>
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<td>5.</td>
<td>Update your local contact information on AIMS.</td>
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<td>6.</td>
<td>Contact your academic advisor know if you made changes to your course plan.</td>
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During Exchange

Keep a list of Emergency Phone Numbers with you:

• Local Police / EMS numbers
• Contact numbers of the host institution:
  – Campus Security
  – International Office
  – Student Residence Office
• Hotline of your insurance policy
• Consulate General / Embassy / Official Representative at your host destination
• Hong Kong Immigration 24hr Hotline: (852) 1868
During Exchange

- Hong Kong residents in distress outside Hong Kong, may use the ImmD Mobile App to contact the Assistance to Hong Kong Residents Unit to call the **1868 Hotline**.
During Exchange

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
Before returning to Hong Kong:

You may be subject to quarantine arrangements and specified conditions as imposed on inbound travellers by the HKSAR Government. The current quarantine period in Hong Kong is between 7 to 28 days.

Please visit the HKSAR thematic website for the latest requirements before you plan your return: [www.coronavirus.gov.hk/eng/inbound-travel.html](http://www.coronavirus.gov.hk/eng/inbound-travel.html)
After Exchange

Funding recipients will receive the remaining 20% or 30% of funding upon successful completion of exchange:

1. Submit the following documents to GEO:
   • Copy of official transcript issued by your host institution
   • At least 5 QUALITY photos
   • An 1-2 minutes video

2. Joseph Lau Student Exchange Awards recipients need to submit a reflective essay to GEO.

GEO will seek the final approval from your College/School/Department to confirm programme completion before the remaining balance is issued.
FINAL REMINDER
Final Reminder

The pandemic development is still fluid.

Consider and evaluate all risks involved and prepare for changes.

Make your decision and ensure that all SEP conditions are met on or before: 30 August 2021
Enquiries

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

College/School/Department
• Academic advising
• Credit transferability
• Non-institutional-level exchange arrangements