PRE-DEPARTURE BRIEFING SESSION
for students departing in Semester A

UG Student Exchange Programme
2023-24

Global Engagement Office
CityU

While information may change over time, the presentation slides here will not be updated according to the latest information. You are expected to follow the most up-to-date information announced by GEO or the University.
What will be covered today?

• Regulations of Student Exchange Programme (SEP)
• Checklists
  ❖ Pre-departure
  ❖ While on exchange
  ❖ After Returning
• Funding & Subsidy Arrangements
• Q&A
Regulations of Student Exchange Programme (SEP)

- CGPA of at least 2.5 (some Colleges/Schools/Departments may set a higher CGPA requirement) at the time of application and at the beginning of the Programme

- English Language requirement for Student Exchange Programme set by CityU, except for programmes that are conducted in Chinese at a host institution in Mainland China or Taiwan

- Any other requirements as set by the host and home institutions
Regulations of Student Exchange Programme (SEP)

A Student Exchange Programme may continue if:

• The host institution confirms that exchange programme comprising face-to-face classes will be held;
• The student is fit for travel and able to meet the public health requirements imposed by both home and host official authorities;
• The student has insurance coverage throughout the entire exchange duration;
• The student attends a pre-departure briefing session arranged by GEO;
• The student obtains final approval from home academic unit to participate in the exchange programme; and
• The student observes and complies with all rules and regulations related to Student Exchange Programme set by the University.
Regulations of Student Exchange Programme (SEP)

- You must maintain a **full-time student** status at the host institution.

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

- Given the global situation is fluid, changes may occur anytime including programme cancellation and/or delay.

- Your participation in the Student Exchange Programme is subject to the final decision of your home academic unit and the University.
CHECKLISTS

What do you have to do now?
Items are not listed in chronological order

1) Apply to host institution and obtain an acceptance letter

2) Consult your academic advisor to finalize your course plan
   • Students with special educational needs: Discuss with CityU and host institution

3) Confirm host institution’s teaching arrangements and programme policies

4) Apply for student visa/entry permit, if needed

5) Make copies of your student visa/entry permit, passport and HKID
Checklist: Pre-departure

*Items are not listed in chronological order*

6) Subscribe to travel and medical insurance plans
   • Requirements: [http://www.cityu.edu.hk/geo/StudentExchange/insurance.html](http://www.cityu.edu.hk/geo/StudentExchange/insurance.html)

7) Receive necessary vaccinations, if needed
   • Check the types of vaccine the host destination recognizes

8) Confirm arrival arrangements
   • Prepare arrival documents for immigration and customs clearance, if any.
   * While most countries and regions have removed COVID-19 related travel restrictions, some may still require negative COVID-19 test result upon arrival. Please check the pandemic control policies in your respective destinations before departure.
   • Check the transportation from airport to your accommodation
   • Check enrolment procedures at host institution
Checklist: Pre-departure

* Items are not listed in chronological order *

9) Book your flight
   • Avoid multiple stopover
   • Pay attention to time difference

* You are suggested booking the flight only after your visa / entry permit is approved.
* Avoid significant non-refundable payment until the trip is very likely to happen as planned.

10) Arrange accommodation
   • Check availability of host institution accommodation
   • For self-arranging accommodation, pay attention to location, neighbourhood (safety), facilities, transportation, rental agreement, etc.

* Avoid significant non-refundable payment until the trip is very likely to happen as planned.
Checklist: Pre-departure

* Items are not listed in chronological order *

11) Download the International SOS Assistance App
   • Create an account using your CityU email address and CityU Membership Number: 07ASCA805115
   • Study pre-trip advise and turn on notifications

International SOS provides worldwide medical & security support:
❖ Hong Kong - Medical advice / Second opinion
❖ Before departure - Review the medical and security information about your destination
❖ During exchange - Contact ISOS for emergency assistance

* International SOS is not an insurance policy!
Checklist: Pre-departure

* Items are not listed in chronological order *

12) Make financial arrangements
   • Prepare sufficient fund for the exchange period
   • Prepare cash for at least the first month in local currency/USD/EUR
   • Activate your bank cards for overseas ATM withdrawals
   • Bring 1-2 credit cards; Inform credit card company of your abroad period

13) Upload pre-exchange documents to AIMS:
   • Acceptance letter issued by host institution --- Upload by 30 Jun 2023
   • Proof of English language proficiency, if applicable --- Upload by 30 Jun 2023
   • Proof of insurance subscription and a copy of insurance policy covering the entire exchange period (in English or Chinese) --- Upload before your departure

* These deadlines are not applicable to exchange students departing in Semester B 2023-24. 
To Upload Documents on AIMS:

Student Services

- Student Helper and Campus Internship Scheme
- Confirmation of Commencement Attendance
- Commencement Job Supplementary Information
- JobPlus Vacancies
- Learning and Study Strategies Inventory (LASSI)
- Lynda.com Online Learning
- On-line Application for In-house Student Development Courses
- Outbound Student Exchange Application
- Scholarship and Financial Aid
- Student Locker
- Student Residence
- Central Repository on Student Development Activities (CRESDA)
- Counselling Service
- Mental Assessment Corner
- Request for Student Visa/Entry Permit Sponsorship
- Campus Access Registration for Graduation Photography
- General Health Questionnaire
- Student Volunteers Registration
To Upload Documents on AIMS:

Outbound Student Exchange Application

Name:  Chinese Name:  Student No.:

Student may click on here to view the regulation details.
For information related to Student Exchange Programme financial support, please read the Financial Support webpage at Global Engagement Office Website

Current Term Application
Application Term: Semester B 2020/21

<table>
<thead>
<tr>
<th>Description</th>
<th>From</th>
<th>To</th>
</tr>
</thead>
<tbody>
<tr>
<td>Student Exchange Programme Application Period</td>
<td>09-Dec-2020</td>
<td>31-Dec-2020</td>
</tr>
<tr>
<td>Student Exchange Programme Application Result Announcement</td>
<td>02-Feb-2021</td>
<td>31-Dec-2021</td>
</tr>
<tr>
<td>Student Exchange Programme Acceptance Period</td>
<td>10-Feb-2021</td>
<td>31-Mar-2021</td>
</tr>
</tbody>
</table>

Application Status: Successful

Pending Exchange Programme

<table>
<thead>
<tr>
<th>Application Term</th>
<th>Category</th>
<th>Institution</th>
<th>Preferred Exchange Term</th>
<th>Application Status</th>
<th>Action</th>
</tr>
</thead>
</table>

Approved Exchange Programme
Please click "Proceed" to complete procedures.

<table>
<thead>
<tr>
<th>Application Term</th>
<th>Category</th>
<th>Institution</th>
<th>Start Term</th>
<th>End Term</th>
<th>Outcome</th>
<th>Application Status</th>
<th>SEP Acceptance Date</th>
<th>Language Result</th>
<th>Insurance Policy</th>
<th>Offer Letter</th>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>Semester B 2020/21</td>
<td>Institutional</td>
<td>Nanyang Technological University, Singapore</td>
<td>Semester A 2021/22</td>
<td>Semester A 2021/22</td>
<td>Selected</td>
<td>Accept</td>
<td>23-JUN-2021</td>
<td>N</td>
<td>N</td>
<td>N</td>
<td>Proceed</td>
</tr>
</tbody>
</table>

Your Application History
Please click "Proceed" to complete procedures.

<table>
<thead>
<tr>
<th>Application Term</th>
<th>Category</th>
<th>Institution</th>
<th>Start Term</th>
<th>End Term</th>
<th>Outcome</th>
<th>Application Status</th>
<th>SEP Acceptance Date</th>
<th>Language Result</th>
<th>Insurance Policy</th>
<th>Offer Letter</th>
<th>Action</th>
</tr>
</thead>
</table>
To Upload Documents on AIMS:

Outbound Student Exchange Application

Name: | Chinese Name: | Student No.: |
--- | --- | ---

Important Notes
To enable the University to manage your exchange programme application and funding allocation (if available), you are requested to take the following actions:

- Check and update your emergency contact on AIMS, as necessary.
- Check and update your bank account for exchange funding, if available.
- If you are under the age of 18, send the completed parental consent form to geoms@cityu.edu.hk.

Emergency Contact Information
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.

<table>
<thead>
<tr>
<th>Contact Person</th>
<th>Relation</th>
<th>Telephone</th>
<th>Address</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Update Emergency Contact

Student Bank Account
According to our system, your current bank account is **12345678**. This bank account will be used for exchange-related funding transfer (if applicable). You may click the button below to provide your updated bank account information.

Update Bank Account Information

Outbound Exchange Application Result
Application Term: Semester B 2020/21
Application Status: [Successful]

<table>
<thead>
<tr>
<th>Institution</th>
<th>Nanyang Technological University, Singapore</th>
</tr>
</thead>
<tbody>
<tr>
<td>Category</td>
<td>Institutional</td>
</tr>
<tr>
<td>Exchange Term</td>
<td>202109 (Semester A 2021/22)</td>
</tr>
</tbody>
</table>

Student may click on here to view the Notification and Student Agreement.
To Upload Documents on AIMS:

Upload Supporting Documents

You may upload the following documents (up to 3 Mbytes) before departure for the exchange programme.

Uploaded Documents

<table>
<thead>
<tr>
<th>Type</th>
<th>Document Description</th>
<th>File Size (Kbyte)</th>
<th>Update Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Proof of English</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Insurance Policy</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Acceptance Letter</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Undertaking (Funding)</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Upload documents

Local Contacts in Host Region

<table>
<thead>
<tr>
<th>Phone Number</th>
<th>Email</th>
</tr>
</thead>
<tbody>
<tr>
<td>Whatsapp</td>
<td></td>
</tr>
<tr>
<td>WeChat</td>
<td></td>
</tr>
<tr>
<td>Instagram</td>
<td></td>
</tr>
</tbody>
</table>

Save
Outbound Travel Safety

Visit these websites for more information on outbound travel safety:

Registration of Outbound Travel Information (ROTI)

Travel Health Service website by Department of Health
Checklist: While on Exchange

Upon Your Arrival:

• Call home!
• Keep all flight tickets and boarding passes
• Complete enrolment procedures
• On AIMS:
  – Upload “Confirmation of Enrolment” or a copy of your student card at the host institution --- Within 3 weeks of enrolment
  – Update your local contact information
• Contact your academic advisor if there is any change to your study plan
• Ensure enough credit load to maintain your full-time student status
Confirmation of Enrolment

- Part 1 - to be completed by student
- Part 2 - to be completed by exchange coordinator at host institution after your arrival
Checklist: While on Exchange

- Check emails regularly (CityU email + host institution email)
- Pay attention to local news and announcements
- Keep a list of emergency numbers with you:

**Contact of host institution**
- Campus Security
- International Office
- Student Residence Office

**Local police / emergency no.**
- Information is available on the International SOS Assistance app

**Consulate General / Embassy at host destination**
- Information is available on the International SOS Assistance app

**Hong Kong Immigration Hotline: 1868**
- You can call via the Hong Kong Immigration Department app

Hong Kong Immigration Hotline: 1868

Checklist: While on Exchange

- Check emails regularly (CityU email + host institution email)
- Pay attention to local news and announcements
- Keep a list of emergency numbers with you:

**Contact of host institution**
- Campus Security
- International Office
- Student Residence Office

**Local police / emergency no.**
- Information is available on the International SOS Assistance app

**Consulate General / Embassy at host destination**
- Information is available on the International SOS Assistance app

**Hong Kong Immigration Hotline: 1868**
- You can call via the Hong Kong Immigration Department app
Checklist: After Returning

Students must submit the following to GEO upon programme completion:

- A copy of official transcript issued by your host institution
- At least 5 quality photos or a one-to-two-minute video

Instructions on how to submit the documents will be given later.
Samples of Quality Photo:

*Photo that is less interesting...*

*Photos that are MUCH MORE interesting!*
FUNDING & SUBSIDY ARRANGEMENTS

• GEO-administered Funding
• HKSAR Government Subsidies
## Funding Resources for SEP in 2023-24

<table>
<thead>
<tr>
<th>Funding and Subsidies</th>
<th>Result Announcement (for Main Round Students only)</th>
<th>Disbursement Timeline* (subject to students’ fulfilment of requirements)</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>GEO-administered Funding</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Explorer Grant (EG)</td>
<td>Feb / Mar 2023</td>
<td>1st disbursement: After physical enrolment at host institution</td>
</tr>
<tr>
<td>Student Exchange Fund (SEF)</td>
<td>Jun 2023</td>
<td>2nd disbursement: After satisfactory programme completion</td>
</tr>
<tr>
<td>Special Fund for Non-Local Outbound Exchange Students (SF)</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>HKSAR Government Subsidies</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Scheme for Subsidy on Exchange (SSE)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Scheme for Subsidy on Exchange to “Belt and Road Regions” (Means-tested SSEBR)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Scheme for Non-means-tested Subsidy on Exchange to “Belt and Road” Regions (Non-means-tested SSEBR)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Non-means-tested Mainland Experience Scheme (Non-means-tested MES)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Scheme for Subsidy on Exchange to “Belt and Road Regions” (Means-tested SSEBR)</td>
<td></td>
<td>SEP in Semester A: Nov / Dec 2023</td>
</tr>
<tr>
<td>Scheme for Non-means-tested Subsidy on Exchange to “Belt and Road” Regions (Non-means-tested SSEBR)</td>
<td></td>
<td>SEP in Semester B: After physical enrolment at host institution</td>
</tr>
</tbody>
</table>

*Please expect additional 2 to 3 weeks of processing time for the payment to reach your bank account.*
For GEO-administered funding (SEF, SF and EG), the 1st disbursement* will be arranged after your arrival at host institution and after these documents are all uploaded on AIMS:

Documents that you should have uploaded before departure

• Acceptance letter issued by host institution
• Proof of English language proficiency, if applicable
• Proof of insurance subscription and a copy of insurance policy covering the entire exchange period (in English or Chinese)

Documents should be uploaded after arrival at host institution

• “Confirmation of Enrolment” or a copy of your student card issued by host institution

* 70% of approved funding for CB students; 80% of approved funding for non-CB students.
For GEO-administered funding (SEF, SF and EG), the 2nd disbursement* (together with the refund of caution money) will be arranged after the exchange if these conditions are all fulfilled:

(1) The followings documents are submitted to GEO:
   - A copy of official transcript issued by your host institution
   - At least 5 quality photos or a one-to-two-minute video

(2) **Satisfactory** completion of the exchange programme
   GEO will seek the endorsement from your home academic unit to confirm whether you have **satisfactorily** completed the programme.

* 30% of approved funding for CB students; 20% of approved funding for non-CB students.
Funding Resources for SEP in 2023-24

For HKSAR Government subsidies (SSE, Means-tested SSEBR, Non-means-tested SSEBR and Non-means-tested MES), the payment will be arranged after these conditions are ALL fulfilled:

1. The funding result is released
2. The followings documents are uploaded on AIMS:
   - Acceptance letter issued by host institution
   - Proof of English language proficiency, if applicable
   - Proof of insurance subscription and a copy of insurance policy covering the entire exchange period (in English or Chinese)
   - “Confirmation of Enrolment” or a copy of your student card issued by host institution
Funding Resources for SEP in 2023-24

- CityU reserves the right to withdraw and/or request for refund, in full or partial amount, if students fail to fulfill the programme requirements, funding conditions and criteria concerned.
- CityU has full discretion to adjust the actual amounts of funding to be provided to students.
- Students participating in virtual exchange programmes are not eligible for funding allocation.
- Students receiving full SDS scholarship are not eligible to receive SEF or SF.
- Each student, if eligible, will only be benefited once from each GEO-administered funding.
- All approved funding/subsidies will only be made available for claim within one year from the beginning of the exchange term, except year-long exchange students who will be given four more months for the claim.
- Please expect additional 2 to 3 weeks of processing time for the payment to reach your bank account.
To Update Bank Account Information on AIMS:

<table>
<thead>
<tr>
<th>Student Services</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Student Helper and Campus Internship Scheme</strong></td>
</tr>
<tr>
<td><strong>Confirmation of Commencement Attendance</strong></td>
</tr>
<tr>
<td><strong>Commencement Job Supplementary Information</strong></td>
</tr>
<tr>
<td><strong>JobPlus Vacancies</strong></td>
</tr>
<tr>
<td><strong>Learning and Study Strategies Inventory (LASSI)</strong></td>
</tr>
<tr>
<td><strong>Lynda.com Online Learning</strong></td>
</tr>
<tr>
<td><strong>On-line Application for In-house Student Development Courses</strong></td>
</tr>
<tr>
<td><strong>Outbound Student Exchange Application</strong></td>
</tr>
<tr>
<td><strong>Scholarship and Financial Aid</strong></td>
</tr>
<tr>
<td><strong>Student Locker</strong></td>
</tr>
<tr>
<td><strong>Student Residence</strong></td>
</tr>
<tr>
<td><strong>Central Repository on Student Development Activities (CRESDA)</strong></td>
</tr>
<tr>
<td><strong>Counselling Service</strong></td>
</tr>
<tr>
<td><strong>Mental Assessment Corner</strong></td>
</tr>
<tr>
<td><strong>Request for Student Visa/Entry Permit Sponsorship</strong></td>
</tr>
<tr>
<td><strong>Campus Access Registration for Graduation Photography</strong></td>
</tr>
<tr>
<td><strong>General Health Questionnaire</strong></td>
</tr>
<tr>
<td><strong>Student Volunteers Registration</strong></td>
</tr>
</tbody>
</table>
To Update Bank Account Information on AIMS:

Outbound Student Exchange Application

Name:  Chinese Name:  Student No.:

Student may click on here to view the regulation details.
For information related to Student Exchange Programme financial support, please read the Financial Support webpage at Global Engagement Office Website.

Current Term Application

<table>
<thead>
<tr>
<th>Description</th>
<th>From</th>
<th>To</th>
</tr>
</thead>
<tbody>
<tr>
<td>Student Exchange Programme Application Period</td>
<td>09-Dec-2020</td>
<td>25-Jan-2021</td>
</tr>
<tr>
<td>Student Exchange Programme Application Result Announcement</td>
<td>10-Feb-2021</td>
<td>31-Dec-2021</td>
</tr>
<tr>
<td>Student Exchange Programme Acceptance Period</td>
<td>10-Feb-2021</td>
<td>31-Mar-2021</td>
</tr>
</tbody>
</table>

Application Status: Successful

Pending Exchange Programme

<table>
<thead>
<tr>
<th>Application Term</th>
<th>Category</th>
<th>Institution</th>
<th>Start Term</th>
<th>End Term</th>
<th>Outcome</th>
<th>Application Status</th>
<th>SEP Acceptance Date</th>
<th>Language Result</th>
<th>Insurance Policy</th>
<th>Offer Letter</th>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>Semester B 2020/21</td>
<td>Institutional</td>
<td>Nanyang Technological University, Singapore</td>
<td>Semester A 2021/22</td>
<td>Semester A 2021/22</td>
<td>Selected</td>
<td>Accept</td>
<td>23-JUN-2021</td>
<td>N</td>
<td>N</td>
<td>N</td>
<td>Proceed</td>
</tr>
</tbody>
</table>

Approved Exchange Programme

Please click "Proceed" to complete procedures.

Your Application History

Please click "Proceed" to complete procedures.
To Update Bank Account Information on AIMS:

Outbound Student Exchange Application

Name:  Chinese Name:  Student No.:  

Important Notes
To enable the University to manage your exchange programme application and funding allocation (if available), you are requested to take the following actions:

- Check and update your emergency contact on AIMS, as necessary.
- Check and update your bank account for exchange funding payment, if available.
- If you are under the age of 18, send the completed parental consent form to geoins@cityu.edu.hk.

Emergency Contact Information
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.

Update Emergency Contact

Contact Person | Relation | Telephone | Address
--- | --- | --- | ---

Update Bank Account Information

Student Bank Account
According to our system, your current bank account is 12345678. This bank account will be used for exchange-related funding transfer (if applicable). You may click the button below to provide your updated bank account information.

Outbound Exchange Application Result
Application Term: Semester II 2020/21
Application Status: [Successful]

Institution: Nanyang Technological University, Singapore
Category: Institutional
Exchange Term: 2021/2012 (Semester A, 2021/22)
Important Reminders

• As global situations continue to evolve, you are reminded to closely evaluate all risks involved and get prepared for changes.

• Make your decision and ensure all SEP conditions are met before your departure.

• You may withdraw anytime, but you are encouraged to make your decision before the end of CityU add/drop period so that you may still be able to register for CityU courses, subject to course availability.
ENQUIRIES ON
STUDENT EXCHANGE PROGRAMME

Global Engagement Office
Email: geosep@cityu.edu.hk
Website: www.cityu.edu.hk/geo/studentexchange/

- Application on AIMS
- Funding matters
- Institutional-level exchange arrangements

College/School/Department
Find the exchange coordinators:
www.cityu.edu.hk/geo/studentexchange/student-exchange-coordinator.html

- Academic advising
- Credit transferability
- College-/School-/Departmental-level exchange arrangements
Home Academic Unit refers to:

- College of Business
- College of Engineering
- College of Liberal Arts and Social Sciences
- College of Science
- Department of Biomedical Sciences
- School of Creative Media
- School of Data Science
- School of Energy and Environment
- School of Law