PRE-DEPARTURE BRIEFING SESSION

UG Student Exchange Programme

Summer 2023
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?
Checklist: Pre-departure

*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

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. Some may require a vaccination record or negative COVID-19 test result upon arrival.
   • 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 zone

   * 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 two weeks 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 21 May 2023
• Proof of English language proficiency, if applicable --- Upload by 21 May 2023
• Proof of insurance subscription and a copy of insurance policy covering the entire exchange period (in English or Chinese) --- Upload before your departure
• Student undertaking – COVID 19 --- Upload before your departure
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

<table>
<thead>
<tr>
<th>Name:</th>
<th>Chinese Name:</th>
<th>Student No.:</th>
</tr>
</thead>
</table>

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>
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<td>Student Exchange Programme Application Period</td>
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<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**

Application Term | Category | Institution | Preferred Exchange Term | Application Status | Action |
|-----------------|----------|-------------|-------------------------|--------------------|--------|

**Approved Exchange Programme**

Please click "Proceed" to complete procedures.

<table>
<thead>
<tr>
<th>Application Term</th>
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<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>
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<th>Offer Letter</th>
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<tr>
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<td>Institutional</td>
<td>Nanjing 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.
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 payment, if available.
- If you are under the age of 18, send the completed parental consent form to geims@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>
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</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
Institution: Nanyang Technological University, Singapore
Category: Institutional
Exchange Term: 2021/22 (Semester A 2021/22)

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.

<table>
<thead>
<tr>
<th>Uploaded Documents</th>
</tr>
</thead>
<tbody>
<tr>
<td>Type</td>
</tr>
<tr>
<td>Proof of English</td>
</tr>
<tr>
<td>Insurance Policy</td>
</tr>
<tr>
<td>Acceptance Letter</td>
</tr>
<tr>
<td>Undertaking (Funding)</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>
Outbound Travel Safety

Visit these websites for more information on outbound travel safety:

HKSAR Thematic Website on COVID-19

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
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 Summer 2023

<table>
<thead>
<tr>
<th>Funding and Subsidies</th>
<th>Result Announcement</th>
<th>Disbursement Timeline* (subject to students’ fulfilment of requirements)</th>
</tr>
</thead>
<tbody>
<tr>
<td>GEO-administered Funding</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Student Exchange Fund (SEF)</td>
<td></td>
<td>1st disbursement: After physical enrolment at host institution</td>
</tr>
<tr>
<td>Special Fund for Non-Local Outbound Exchange Students (SF)</td>
<td></td>
<td>2nd disbursement: After satisfactory programme completion</td>
</tr>
<tr>
<td>HKSAR Government Subsidies</td>
<td>May / Jun 2023</td>
<td></td>
</tr>
<tr>
<td>Scheme for Subsidy on Exchange (SSE)</td>
<td></td>
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</tr>
<tr>
<td>Scheme for Subsidy on Exchange to “Belt and Road Regions”</td>
<td></td>
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<tr>
<td>(Means-tested SSEBR)</td>
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<td>Scheme for Non-means-tested Subsidy on Exchange to “Belt</td>
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* Please expect additional 2 to 3 weeks of processing time for the payment to reach your bank account.
For GEO-administered funding (SEF and SF), 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.
Funding Resources for SEP in Summer 2023

For GEO-administered funding (SEF and SF), 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 Summer 2023

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 Summer 2023

• 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 is 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 for one year from the beginning of the exchange term.
• 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>Personal Information</th>
<th>Student Record</th>
<th>Course Registration</th>
<th>Student Services</th>
<th>Study Plan</th>
<th>Services for New Student</th>
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**Student Services**

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**To Update Bank Account Information on AIMS:**

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### Outbound Student Exchange Application

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**Application Status:** Successful

#### Pending Exchange Programme

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**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.

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<tbody>
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<td>Application Term: Semester B 2020/21</td>
</tr>
<tr>
<td>Application Status: <strong>Success</strong></td>
</tr>
<tr>
<td>Institution</td>
</tr>
<tr>
<td>Category</td>
</tr>
<tr>
<td>Exchange Term</td>
</tr>
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</table>
Important Reminders

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

• Ensure all SEP conditions are met before your departure.
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

Please contact your:
- College
- Department
- School
TIME FOR Q&A

SEP Email: geosep@cityu.edu.hk