

## City University of Hong Kong

### CityUHK Factsheet on Student Exchange Programme, Academic Year 2024-2025

<i>Contact Information</i>	
Name of university	City University of Hong Kong (CityUHK)
Coordinating office	Global Engagement Office (GEO)
Mailing address	Room 3210, 3/F, Cheng Yick-chi Building, City University of Hong Kong, Tat Chee Avenue, Kowloon, Hong Kong SAR
Contact information (Coordinator-in-charge)	Name:
	Post:
	Email:
Website	<a href="http://www.cityu.edu.hk/geo">http://www.cityu.edu.hk/geo</a>
24-hour campus security	(852) 3442 8888

<i>General Information</i>		
Academic calendar	Semester A (1 <sup>st</sup> semester):	Semester B (2 <sup>nd</sup> semester):
Teaching (13 teaching weeks)	2 Sep – 30 Nov 2024	13 Jan – 17 Apr 2025
Revision period	2 Dec – 7 Dec 2024	22 Apr – 26 Apr 2025
Examinations	9 Dec – 21 Dec 2024	28 Apr – 13 May 2025
Semester break	23 Dec 2024 – 11 Jan 2025	14 May – 7 Jun 2025
Link to academic calendar and important dates	<a href="https://www.cityu.edu.hk/arro/qick_info.htm">https://www.cityu.edu.hk/arro/qick_info.htm</a> <a href="https://www.cityu.edu.hk/arro/impd/impd_year.htm">https://www.cityu.edu.hk/arro/impd/impd_year.htm</a>	
Data protection	City University of Hong Kong undertakes to observe the spirit and comply with the principles and requirements of the data protection regulations such as the Personal Data (Privacy) Ordinance of Hong Kong and the General Data Protection Regulation (GDPR) of the European Union.	

<i>Exchange-related Information</i>		
Nomination period	Semester A (September Entry): 1 Apr - 1 May 2024	Semester B (January Entry): Sep - 1 Oct 2024
Application period	Semester A (September Entry): 8 Apr - 15 May 2024	Semester B (January Entry): 1 Sep - 15 Oct 2024

Website for exchange-related information	<a href="http://www.cityu.edu.hk/geo">http://www.cityu.edu.hk/geo</a> <a href="https://www.cityu.edu.hk/admo/admissions/exchange-students">https://www.cityu.edu.hk/admo/admissions/exchange-students</a>
Exchange nomination	<p>To streamline the nomination process, CityUHK has developed a one-stop nomination system for partner institutions to nominate their institutional-level students for our Student Exchange Programme.</p> <p>Partner institutions will receive auto-emails from our nomination system prior to the start of each nomination cycle (i.e., around March for nominations for Semester A intake; around August for nominations for Semester B intake) with information and instructions on exchange nomination.</p> <p>*A new set of nomination link and login password will be generated for each partner institution for each nomination cycle.</p>
Exchange application	<p>After we have reviewed the nominations, students will receive emails confirming their nomination, the link to our application system and instructions on what to do next.</p>
Application checklist	<p>The following supporting documents should be provided at the time of application:</p> <ul style="list-style-type: none"> <li>• Official academic transcript (online uploading)</li> <li>• TOEFL/IELTS/CET result if English is not the medium of instruction at your institution (online uploading)</li> </ul> <p><b><u>Notes for Exchange Applicants</u></b></p> <p>You must select at least 6 courses in order to submit the application. Some courses are so competitive that you may not be able to enrol in all the intended courses so please allow flexibility with your study plan at CityUHK!</p> <p>For courses with pre-requisites, you are strongly advised to upload a list of courses now you are taking at your home university together with the relevant course syllabuses for consideration. It will save you time in corresponding back and forth with us regarding the proof of relevant background. Beware that course places can be filled up soon!</p> <p>If you need to complete your major modules during the exchange study at CityUHK, do prioritize and select at least 50% of the courses offered by your intended academic department at CityUHK. Put them at the top of your intended course list. Even if you are not pre-assigned with the course(s) at the time of admission, you may have a chance to get into the course(s) if and when someone drops out.</p>
Minimum requirement	<p>Students must have already completed their first year of study at their home university in order to attend the exchange programme at CityUHK. Students are expected to be in good academic standing at their home university.</p> <p><b>Minimum language requirement:</b>  TOEFL 79 (Only accepts internet-based scores from a single test date, not MyBest scores), IELTS 6.5 or Chinese Mainland’s College English Test Band 6 (total score ≥ 450), if English is not the medium of instruction at your institution.</p> <p>*For students applying for law courses, they must meet the School of Law’s minimum CGPA requirement of 3.0 out of 4.3 scale; and minimum</p>

	English requirement of TOEFL 100 (Only accepts internet-based scores from a single test date, not MyBest scores) / IELTS 7. The TOEFL and IELTS scores should be valid for 3 years from the test date.
Can students extend their exchange study?	It will be considered on a case-by-case basis, subject to approval of the home and host institutions. Application for re-admission must be raised before 15 May for Semester A enrolment and 15 October for Semester B enrolment to allow enough time to process the application and apply for extension of visa.
Activities or services available to exchange students (e.g. student activity group, student club, sports facilities, wellness centre etc.)  <i>Note: Fees will be charged for some of the activities and services.</i>	<ul style="list-style-type: none"> <li>• Exchange students may apply for associate membership and join the activities organised by <a href="#">various student groups at CityU</a></li> <li>• <a href="#">Peer support from International Friends Club (IFC)</a></li> <li>• <a href="#">Global Ambassador Club (GAC)</a></li> <li>• <a href="#">Cultural integration videos by CityU &amp; Me</a></li> <li>• Community service work organised by the University, e.g. <a href="#">Companions of Social Inclusion (COSI)</a></li> <li>• Access to campus facilities including the library, sports facilities and medical centre, etc.</li> </ul>

<b>Course-related Information (for exchange students)</b>	
Course information	<a href="https://www.cityu.edu.hk/admo/admissions/exchange-students">https://www.cityu.edu.hk/admo/admissions/exchange-students</a>  To view the course list for exchange students, please scroll down to Application Procedures > Submit Your Application > Select Courses for Your Study Plan
Course schedule/timetable	During the course add/drop period, students can add/drop courses, subject to approval, by logging onto their student account via <a href="https://banweb.cityu.edu.hk/pls/PROD/hwieapplacs_cityu.P_Login">https://banweb.cityu.edu.hk/pls/PROD/hwieapplacs_cityu.P_Login</a>  Course enrolment is not guaranteed. Students should always be flexible and prepare backup choices.
Restricted programmes or courses (not open to exchange students)	Some courses do not accept exchange students. For pre-requisite required courses, students must have taken courses considered equivalent to the pre-requisite. See Notes for Exchange Applicants above.
Medium of instruction and assessment	The medium of instruction and assessment at CityUHK is English unless specified otherwise.
Minimum and maximum number of credits to be taken for each semester	12-18 credit units per semester. Exchange students must take full-time credit-unit load, i.e. at least 12 credits per semester in order to meet the visa requirements set by the Hong Kong SAR Immigration.  A credit unit is earned by approximately forty to fifty hours of student work.
Are students allowed to take cross-faculty modules?	Yes, subject to approval by the course-offering department.  Nonetheless, students will be required to take at least 50% of the credits from the same department students are accepted into at CityUHK.
Level of courses	Exchange students are normally allowed to take courses at undergraduate level only (course level: B1-B4) unless approved otherwise.

Any special language courses for exchange students prior to the exchange programme stint?	No.
Official transcripts	CityUHK transcripts show letter grades only. A description of the grading system is available at <a href="https://www.cityu.edu.hk/arro/asmt/cgrd_main.htm">https://www.cityu.edu.hk/arro/asmt/cgrd_main.htm</a> . CityUHK will mail two copies of the official transcript directly to the partner institution's international office, approximately 6 weeks after the end of examination period.

### *Accommodation*

Is on-campus accommodation available for exchange students?	Exchange students may apply for accommodation at Student Residence but it is NOT guaranteed due to limited spaces. Allocation of accommodation will be made by a random ballot. Students should file their accommodation application before the deadline.
Link to information on off-campus accommodation	<a href="http://www.cityu.edu.hk/sro/htm/e_off-campus.htm">http://www.cityu.edu.hk/sro/htm/e_off-campus.htm</a> Exchange students may choose to stay in commercially operated accommodation recommended by CityUHK, or rent their own flat on the market. The rental for off-campus accommodations varies, depending on the size, location, age of the building, etc.

### *Visa Requirements*

Are exchange students required to obtain a student visa?	<p>Yes, details and procedures can be found at <a href="http://www.immd.gov.hk">http://www.immd.gov.hk</a> and <a href="https://www.cityu.edu.hk/geo/non-local-students/visa/student-visa">https://www.cityu.edu.hk/geo/non-local-students/visa/student-visa</a>. Students are encouraged to apply for student visa to Hong Kong via CityUHK. CityUHK may act as the local sponsor of exchange students who are accepted for admission and meet Hong Kong visa application requirements.</p> <p>Completed application form and supporting documents should be sent to the <b>Global Engagement Office</b>, Room 3210, 3/F, Cheng Yick-chi Building, City University of Hong Kong, Tat Chee Avenue, Kowloon, Hong Kong SAR.</p> <p>An Administrative Fee for Student Visa/Entry Permit Application at HK\$600 will be charged. The fee is non-refundable and non-transferable.</p> <p>As the student visa/entry permit application processing may take 8 weeks or even longer, students should file their application by the following deadline: Semester A (September Intake): <b>1<sup>st</sup> June</b> Semester B (January Intake): <b>1<sup>st</sup> November</b></p> <p>*Students are encouraged to file their student visa/entry permit application first even if they have not yet received the letter of acceptance.</p>
Are exchange students allowed to work?	No, exchange students are not allowed to work, whether paid or unpaid.

### *Arrival / Orientation Programme*

Recommended arrival dates	Semester A: 26 Aug – 30 Aug 2024	Semester B: 6 – 10 Jan 2025
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Is airport pick-up service available?	Scheduled shuttle bus services from Hong Kong International Airport to CityUHK campus will be provided during the orientation week. Reservation is required.	
Orientation programme	Semester A: 26 Aug – 30 Aug 2024  It normally starts one week before the semester commences.	Semester B: 6 – 10 Jan 2025  It normally starts one week before the semester commences.
Cost of orientation programme (if any)	Most of the activities are free of charge, unless specified otherwise.	

<b><i>Insurance</i></b>	
Are exchange students required to purchase insurance?	Yes, it is <b>mandatory</b> for exchange students to have insurance.  <b>Students must purchase insurance for themselves before they come to Hong Kong. The insurance should include, but not limited to, medical and travel insurance that will cover the entire period of their study in Hong Kong.</b> If exchange students wish to have additional insurance coverage, they may enrol in the insurance plan for non-local students at CityUHK <a href="https://www.cityu.edu.hk/geo/non-local-students/insurance">https://www.cityu.edu.hk/geo/non-local-students/insurance</a> .

<b><i>Estimated Expenses in Local Currency</i></b> <i>(The estimated costs are for reference only. Actual expenses may vary from person to person.)</i>	
University-administered accommodation	Charging rates for residence at Ma On Shan Compound (per semester per person)  AY2024 – 25 Hall lodging fee for one-semester inbound exchange students per person is HK\$ 11,450 / semester for double room; HK\$ 22,900 / semester for single room.  <u>Notes:</u> 1. Student residence is NOT guaranteed. Exchange students should be prepared to arrange their own off-campus accommodation, if necessary. 2. The charging rates are subject to annual review and revision. 3. Upon announcement of residence application results, students will be required to pay the residence fee in full to confirm the reservation. 4. The residence does not provide meal plans.
Off-campus accommodation	Shared private flat / serviced apartment: HK\$25,000 to HK\$30,000 per semester (with utility and internet charges excluded).
Living costs (meals, transport, laundry, and education expenses for books, stationeries, etc.)	HK\$25,000 per semester.