

Student Exchange Programme

Fact Sheet 2018/19

General Information	
Address	Hong Kong Baptist University International Office Room AAB 703, Level 7, Academic and Administration Building Baptist University Road Campus Kowloon Tong, Kowloon Hong Kong
Telephone	+852 3411 2188
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Email	exchange@hkbu.edu.hk
Website	University http://www.hkbu.edu.hk
	Student Exchange Programme http://intl.hkbu.edu.hk
Heads of International Office	Yvonne Lee Director, International Office Sandy Lee International Programme Manager
Coordinators (for both incoming and outgoing exchange)	Christina Chan, Assistant Programme Manager Coordinator for Americas and Asia Pacific (except China) E-mail: cchanfh@hkbu.edu.hk Tel: +852 3411 5328 Felicia Low, Programme Officer Coordinator for China, Eastern and Northern Europe, Ireland and the U.K. E-mail: felicia@hkbu.edu.hk Tel: +852 3411 7650 Frances So, Programme Officer Coordinator for Europe (except Eastern and Northern Europe, Ireland and the U.K.) E-mail: frances@hkbu.edu.hk Tel: +852 3411 6470

Academic Calendar

Semester 1 (Fall semester)	Start	First week of September
	End (including exams)	Late December (exams will end before Christmas)
Semester 2 (Spring semester)	Start	Second week of January
	End (including exams)	Late May
<p>* All important semester dates such as add/drop dates, examination dates and holidays, etc. can be found at http://buar2.hkbu.edu.hk/curr/acad_calendar.</p>		

Academic Information

Academic Requirements	Minimum 2.5 cumulative GPA or equivalent
Language Requirements for Non-Native English Speakers	Non-native English speakers are required to have attained an English proficiency level of TOEFL 550 (paper-based)/80 (internet-based) <u>or</u> IELTS 6.0 or above
Full-time Study Load	Minimum study load per semester: 12 credit units (approx. 4 courses) Maximum study load per semester: 18 credit units (approx. 6 courses)
Courses Available to Exchange Students	http://buar.hkbu.edu.hk/uploads/files/admissions/int/int.htm
Course Restrictions	Courses are not listed in the above web link.
Language Courses	Credit-bearing Mandarin and Cantonese courses for non-Chinese speakers are available.
Course Registration	<p>Students will receive an email about online course registration period and procedures after they have been accepted.</p> <p>Students are advised to allow flexibility in the study plan in case of unsuccessful registration in some courses. They may adjust the course registration during the course add/drop period during the first 2 weeks of classes. The Academic Registry will provide details about the course add/drop system at the orientation.</p>
Transcripts	<p>Transcripts are generally available about 2 months after the final exams. The Academic Registry will send a student copy of transcript to student's home address and an official one to the student's home institution free of charge. Students may apply for additional copies at http://buar2.hkbu.edu.hk/curr/application_centre/application_transcripts.</p>

Nomination and Application Process

Semester 1	Nominations – by Home Institution	March 15
	Applications – by Students	May 5
Semester 2	Nominations – by Home Institution	September 17
	Applications – by Students	October 15
Nomination by Home Institution	<ul style="list-style-type: none"> Home institution will nominate students to HKBU in accordance with the mutually agreed number of exchange places. HKBU will create an online application account for each nominated student and inform the student of his/her login details. 	

Application by Nominated Students	<ul style="list-style-type: none"> • A nominated student should log in to HKBU Online Application System and complete the HKBU application form. • Upon submission of his/her online application form, the student should print out a copy of the form for endorsement by the home institution and send it to HKBU International Office, together with all the required supporting documents. • The student should at the same time submit the Hong Kong student visa application form and required documents to HKBU International Office. Please see below for visa requirements.
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Student Visa Application	<p>All students must apply for a student visa/permit in order to study in Hong Kong. HKBU International Office will coordinate with the Hong Kong Immigration Department (IMMD) in Hong Kong on the students' behalf. Please note that students do <u>not</u> need to arrange their visas at their local Chinese embassy/consulate. It normally takes the IMMD 6-8 weeks to process a visa application. Once available, HKBU International Office will collect the student visa and send it to the student's mailing address by courier service. Students will be required to pay HKBU for the visa fee after arriving in Hong Kong.</p> <p>Student visa application form (ID 995A) and further information can be found at https://intl.hkbu.edu.hk/student-exchange/incoming-students/preparing-for-your-exchange-at-hkbu/visa</p> <p>Sample Completed Visa Application: https://intl.hkbu.edu.hk/f/upload/464/ID995A_Sample.pdf Guidebook for Entry for Study in Hong Kong (English Version): http://www.immd.gov.hk/pdforms/ID(E)996.pdf Guidebook for Entry for Study in Hong Kong (Chinese Version): http://www.immd.gov.hk/pdforms/ID(C)996.pdf</p>
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Supporting Documents	<ul style="list-style-type: none"> • Original copy of the official transcript in English or Chinese • For non-native English speakers, English language proficiency proof (TOEFL or IELTS) <u>or</u> a support letter issued by home institution • Three passport size photos • Two copies of passport page (with personal particulars) (The passport should be valid for at least 6 months beyond the student's intended stay in Hong Kong.) • For students from Mainland China, Macau and Taiwan, please also attach copies of the identity documents, e.g. identity cards, census papers, etc. • Evidence of the student's financial standing in English or Chinese, e.g. bank statements, savings account passbooks, scholarship letters, etc.
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Submit **ALL** the **completed forms with required documents** by the fastest possible means (**courier service preferred**) via your home institution **on or before the application deadline** to the following address:

Hong Kong Baptist University
International Office
Room AAB 703, Level 7, Academic and Administration Building
Baptist University Road Campus
Kowloon Tong, Kowloon
Hong Kong
Phone: (852) 3411-2188

Acceptance documents to be sent to students	For admission to Semester 1	July onward
	For admission to Semester 2	November onward

Accommodation and Facilities

Application Deadlines	Semester 1 (Fall)	Mid June
	Semester 2 (Spring)	Mid November
University Housing	<p>Undergraduate exchange students may stay in the 21-storey Undergraduate Halls (http://sa.hkbu.edu.hk/sass/ugh) on campus. All rooms are on sharing basis, and beds are reserved on a first-come-first-served basis. Application details will be announced to admitted exchange students. If they choose to stay off-campus, it will be individual student's own responsibility to make his/her accommodation arrangements.</p> <p>Postgraduate exchange students may stay at the NTT International House (NTT) on campus on a first-come-first-served basis (http://sass.hkbu.edu.hk/sass/ntt/students/en/index.html). Once admitted, postgraduate exchange students will be put into direct contact with NTT for housing applications.</p>	
Duration of Stay	Semester 1	Late August – Late December
	Semester 2	Early January – Late May
	Full year	Late August to Late May
	* <i>Expected check-in and –out dates will be announced in due time. No early check-in will be accepted.</i>	
Other Facilities On-Campus	Sports centre, swimming pool, library, computer centre, bookshop, clinic, Chinese medicine clinic, cafeteria, Chinese restaurant, mini-banks	

Insurance

Health Insurance Requirements	All exchange and study abroad students are required to obtain adequate insurance prior to arrival in Hong Kong. Students should check with their home institutions and/or insurance agents about medical and accident insurance coverage. If the home insurance policy covers the concerned student for his/her overseas study, he/she should retain it. If that is not the case, the student is advised to negotiate for coverage of his/her overseas study in Hong Kong (including personal trips outside Hong Kong) before travelling.
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Arrival Information and Orientation Programme

All exchange and study abroad students are expected to arrive on the required arrival dates and attend the orientation programme. Please plan your schedule and travel arrangements accordingly.

Expected Arrival Dates for Exchange Students	Semester 1	Last week of August
	Semester 2	First week of January
Orientation Programme	Semester 1	Last week of August
	Semester 2	First week of January
“Meet and Greet” Service	<p>Free-of-charge “meet and greet” service will be offered on two specified arrival dates (exact dates will be announced to students) – from Hong Kong International Airport <u>or</u> Hung Hom Railway Station to campus.</p> <p>Students arriving on dates other than the expected arrival dates will need to make their own way to the campus. The International Office will provide them with public transportation information.</p>	

Fees		
Fees Payable to HKBU	Administration fee (including visa application): HK\$1,650 Students may need to pay material fees if they take Visual Arts courses. Students taking courses that include study field trips will need to pay the relevant fees, if any.	
Estimated Monthly Expenses (excluding housing costs as indicated above)	Meals	HK\$3,000-5,000
	Entertainment	HK\$1,000
	Transportation	HK\$150-800
	Air-conditioning (Undergraduate Halls)	HK\$150-700
	Miscellaneous	HK\$200-1,000
	Total	HK\$4,500-8,500

*Hong Kong Baptist University
International Office
October 2018*