

## INFORMATION SHEET FOR STUDENT EXCHANGE PROGRAM (Academic Year 2016/17)

### Contact Information

Name of university:	The Hong Kong Polytechnic University
University website:	<a href="http://www.polyu.edu.hk">www.polyu.edu.hk</a>
Website for inbound exchange student	<a href="http://www.polyu.edu.hk/iao/study-student-exchange.php">http://www.polyu.edu.hk/iao/study-student-exchange.php</a>
Country coordinators:	<p>General Enquiries (<a href="mailto:international.exchange@polyu.edu.hk">international.exchange@polyu.edu.hk</a>)</p> <p>Ms Janis CHAN (<a href="mailto:janis.chan@polyu.edu.hk">janis.chan@polyu.edu.hk</a>)</p> <ul style="list-style-type: none"> <li>- Europe (Belgium, Denmark, Finland, Italy, Norway, Sweden, Switzerland)</li> <li>- Interim coordinator for Canada, South America</li> </ul> <p>Ms Joey CHAN (<a href="mailto:joey.cy.chan@polyu.edu.hk">joey.cy.chan@polyu.edu.hk</a>)</p> <ul style="list-style-type: none"> <li>- GE4</li> <li>- Europe (Austria, Croatia, Czech Republic, France, Germany, Poland, Portugal, Slovenia &amp; Spain only)</li> </ul> <p>Ms Debbie CHOI (<a href="mailto:debbie.choi@polyu.edu.hk">debbie.choi@polyu.edu.hk</a>)</p> <ul style="list-style-type: none"> <li>- Oceania (Australia, New Zealand)</li> <li>- Europe (Ireland, The Netherlands, UK only)</li> </ul> <p>Ms Theresa TONG (<a href="mailto:theresa.tong@polyu.edu.hk">theresa.tong@polyu.edu.hk</a>)</p> <ul style="list-style-type: none"> <li>- Asia (Incl. Turkey, Russia, Israel)</li> <li>- GE3</li> </ul> <p>Ms Debbie CHOI &amp; Ms Theresa TONG (please email both)</p> <ul style="list-style-type: none"> <li>- Interim Coordinators for USA</li> </ul>
Mailing Address:	International Affairs Office, Room M1601, 16/F, Li Ka Shing Tower, The Hong Kong Polytechnic University, Hong Kong

### Nomination and Application Deadlines

	Semester 1 (Sep – Dec)	Semester 2 (Jan – May)
Nomination:	26 Mar (except for School of Design)	26 Sep (except for School of Design)
Application:	15 Apr (except for School of Design)	15 Oct (except for School of Design)

*Note: For partner institutions, who would like to send students to School of Design, please check with country coordinator for the nomination and application dates.*

### Nomination Procedure

Exchange office of partner universities should send the nomination to the country coordinator by email by deadline. Nomination information should include:

- Family Name (as stated on passport)
- Given Names (as stated on passport)
- Student email address
- Student's date of birth (format: DD-MMM-YYYY)
- Semester applied for
- Academic programme applied for
- Level of study at home university

### Application Procedure

- A token will be sent to each nominated student for accessing the online application portal. Documents (CV, official transcript with grading scale, passport copy, visa application form, financial proof, passport photo) are required to be uploaded to the system.
- In order to complete the online application, student is asked to pay an administrative fee of HK\$550. Such fee covers the visa application and courier of the visa.

For details, please refer to our website at: <http://www.polyu.edu.hk/iao/study-se-application.php>

*Note: If the student possesses a HK Permanent Identity Card, the administrative fee can be waived.*

### Visa Application Procedure

Please upload a copy of the visa application form and the relevant documents to the online application portal.

Subsequent to the uploading, students are required to send the following original documents to us **by post**

1. Completed [ID995A](#) visa application form. Please sign on p.1-4 and affix photo on p.2. You may refer to a sample form [here](#).
2. Two passport-sized photos for visa application and student ID. The photo must be a close up of head and shoulders, on a white background (no larger than 55mm x 45mm and not smaller than 50mm x 40mm) printed on proper photo paper.
3. Copy of passport with validity of 6 months after the completion of the exchange. If the applicant has the right of abode in Hong Kong, a copy of Hong Kong I.D. Card is sufficient.
4. Proof of financial support which should be a bank document with evidence of HKD25,000 or more in holding per semester. The document has to be in English and contains:
  - the name of the bank.
  - the name of the account holder.
  - a balance equivalent to the minimum amount required.
  - If the applicant is not the account holder, the account holder must write a declaration with personal signature that s/he will financially support the applicant.
5. Original official transcript

**Please note that fail to submit any document may result in a rejection or delay in the application.**

### Academic Programmes and Courses available for Exchange Students

Website:	<a href="http://www.polyu.edu.hk/iao/study-se-programmes.php">http://www.polyu.edu.hk/iao/study-se-programmes.php</a>
Course load requirement:	<ul style="list-style-type: none"> <li>• Minimum study load for exchange students is 9 credits and maximum is 18.</li> <li>• Most subjects in PolyU carry 3 PolyU credits and are composed of 42 contact hours.</li> <li>• At least 50% of your course load should be from your host department.</li> </ul>
Medium of teaching	English
English Language requirement	No English requirement for students from partner university

### Important Dates

	Semester 1 (Sep – Dec)	Semester 2 (Jan – May)
Hall check-in	1 Sep 2016	12 Jan 2017
Registration & Orientation (Attendance is compulsory)	2 Sep 2016	TBA (normally within the week before semester starts)
Class begins:	5 Sep 2016	16 Jan 2017
Class ends:	3 Dec 2016	22 Apr 2017
Exam Period:	8-23 Dec 2016	28 Apr – 16 May 2017
Online academic calendar:	<a href="http://www.polyu.edu.hk/as/students/AC.pdf">http://www.polyu.edu.hk/as/students/AC.pdf</a>	

\* Students are expected to stay until the exams are finished.

### Accommodation

Is campus accommodation guaranteed?	Exchange students are guaranteed accommodation at the PolyU Student Halls of Residence for a twin-sharing room. No single room is available. Details can be found at <a href="http://www.polyu.edu.hk/hall/index.php">www.polyu.edu.hk/hall/index.php</a> .
Lodging fee:	TBA. The daily rate in 2015/16 is HKD44.
Application method & deadline:	Application details will be included in the admission email.
Estimated living expenses:	<a href="http://www.polyu.edu.hk/iao/study-se-fee.php">http://www.polyu.edu.hk/iao/study-se-fee.php</a>

### Insurance Requirement

<p>In addition to the University Health Services (UHS) provided by PolyU and the public medical services, our University has also arranged a Group Personal Accident Insurance for all PolyU registered students. The insurance only covers bodily injury occurs during activities organized by the University. <u>Therefore all exchange students must enroll in an appropriate insurance plan to protect themselves in case of accidents</u> and they will be requested to provide a copy of the Insurance certificate and policy before departure from home. The insurance plan should cover the entire exchange period with the start date and end date matching the student's flight departure/return arrival dates and the following items:</p> <ol style="list-style-type: none"> <li>1) Medical expenses (including out-patient, hospital expenses and accident);</li> <li>2) Personal accident (as the result of any illness, injury, disability or accident);</li> <li>3) Personal liability covering the legal liability of causing the death of a third part or property damage due to negligence; and</li> <li>4) Emergency medical evacuation and repatriation of remains (due to accident/illness/other causes).</li> </ol>
--

### **Working in Hong Kong**

Students exchanged to HK PolyU will obtain a student visa sponsored by HK PolyU. According to the condition of stay, exchange students are not allowed to take up any employment, whether paid or unpaid; or establish or join in any business. Should any student want to take up an internship after the study, a training visa sponsored by the employer is required.