

STUDENT EXCHANGE PROGRAMME (SEP)

## Information for Students on Exchange

<p><b>A. University</b></p>	<p><b>City University of Hong Kong</b></p> <p><a href="http://www.cityu.edu.hk/">http://www.cityu.edu.hk/</a></p> <p>City University of Hong Kong (CityU) offers professional education that prepares its students for the challenges and exciting opportunities opening up in Hong Kong, the Asia-Pacific region and throughout the world in business, science and engineering, energy and environment, law, creative media and social sciences. Through its extensive links with relevant industries, CityU provides real-life opportunities for students to work with and learn from professionals in the workplace, from bachelor degrees and postgraduate studies to associate degrees and continuing education.</p> <p>CityU has achieved phenomenal growth since its establishment as a University in 1994. To date, it has a student population of more than 20,000 enrolled in more than 130 programmes at the associate degree, undergraduate and postgraduate levels.</p>
<p><b>B. Country/Region</b></p>	<p>Hong Kong, China SAR</p>
<p><b>C. Academics</b></p>	
<p><b>i) Module Mapping &amp; Credits Transfer</b></p>	<p>Please ensure that your Study Plan is approved by the academics at your home faculty before the exchange.</p> <p>Modules approved in the past might not be offered by the host university or approved by your faculty when it is time for your exchange. Please check the latest course offerings at the host universities while you are preparing your Study Plan.</p>
<p><b>ii) Academic Calendar</b></p>	<p><b>Semester A:</b> August to December  <b>Semester B:</b> January to May</p> <p><a href="http://www6.cityu.edu.hk/arro/ac_calendar.asp">http://www6.cityu.edu.hk/arro/ac_calendar.asp</a></p>
<p><b>iii) Exchange Duration</b></p>	<p>One semester or full-year exchange</p>
<p><b>iv) Examination</b></p>	<p>Students are expected to attend the mandatory examinations at CityU before returning to NUS for the next semester.</p>
<p><b>v) Curriculum Structure</b></p>	<p>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.</p>

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	<p>A credit unit is earned by approximately 40-50 hours of student work.</p>						
<p><b>vi) Entry Requirements</b></p>	<ul style="list-style-type: none"> <li>• be enrolled at the National University of Singapore (NUS) as a full-time student;</li> <li>• have completed at least two semesters of study before embarking on the exchange programme;</li> <li>• have a sound academic record, i.e. minimum CAP of 3.0, and should not have any grade below grade 'C' (grade point of 2.0) in any module;</li> <li>• have sufficient financial means to cover the necessary expenses for the duration of the SEP (ranging from S\$5,000 to S\$15,000 per semester, subject to the country and local conditions at the overseas Partner University during the period of exchange). When applying for your student visa, a number of countries may demand documentary proof of your financial status;</li> <li>• obtain the Faculty's approval for the SEP;</li> <li>• satisfy partner institution and host country entry requirements; and</li> <li>• check with the issuer of any scholarship he or she is receiving to ensure there are no restrictions involving overseas study (e.g. Ministry of Foreign Affairs or Ministry of Education).</li> </ul>						
<p><b>vii) Language Proficiency Requirements</b></p>	<p>The medium of instruction and assessment at CityU is English unless specified otherwise.</p>						
<p><b>viii) Modules Compatibility</b></p>	<p>Suitable for students from the following faculties:</p> <table border="1" data-bbox="472 1350 1450 2112"> <tr> <td data-bbox="472 1350 632 1632"> <p><b>BIZ</b></p> </td> <td data-bbox="632 1350 1450 1632"> <ul style="list-style-type: none"> <li>• Accountancy</li> <li>• Global Business</li> <li>• Finance</li> <li>• Management</li> <li>• Marketing</li> <li>• Business Operations Management</li> </ul> </td> </tr> <tr> <td data-bbox="472 1632 632 1915"> <p><b>FASS</b></p> </td> <td data-bbox="632 1632 1450 1915"> <ul style="list-style-type: none"> <li>• Social Sciences</li> <li>• Asian and International Studies</li> <li>• Chinese and History</li> <li>• Media and Communication</li> <li>• Political Science</li> <li>• Economics</li> </ul> </td> </tr> <tr> <td data-bbox="472 1915 632 2112"> <p><b>FoE</b></p> </td> <td data-bbox="632 1915 1450 2112"> <ul style="list-style-type: none"> <li>• Civil Engineering</li> <li>• Electronic Engineering</li> <li>• Mechanical Engineering</li> <li>• Biomedical Engineering</li> <li>• Engineering Management</li> </ul> </td> </tr> </table>	<p><b>BIZ</b></p>	<ul style="list-style-type: none"> <li>• Accountancy</li> <li>• Global Business</li> <li>• Finance</li> <li>• Management</li> <li>• Marketing</li> <li>• Business Operations Management</li> </ul>	<p><b>FASS</b></p>	<ul style="list-style-type: none"> <li>• Social Sciences</li> <li>• Asian and International Studies</li> <li>• Chinese and History</li> <li>• Media and Communication</li> <li>• Political Science</li> <li>• Economics</li> </ul>	<p><b>FoE</b></p>	<ul style="list-style-type: none"> <li>• Civil Engineering</li> <li>• Electronic Engineering</li> <li>• Mechanical Engineering</li> <li>• Biomedical Engineering</li> <li>• Engineering Management</li> </ul>
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<p><b>ix) Module restrictions and pre-requisites</b></p>	<p>Some courses with capacity limit do not accept exchange students. For pre-requisite required courses, students must have taken courses considered equivalent to the pre-requisite.</p> <p>Exchange students are normally allowed to take courses at undergraduate level only (course level: B1-B4) unless approved otherwise.</p>										
<p><b>D. Application</b></p>											
<p><b>i) Procedures</b></p>	<p>Students can apply for SEP one year in advance through their home faculty in NUS between September and June. Please look out for your faculty’s announcement regarding the application period.</p> <p>Once you have been selected by your home faculty for SEP, your faculty will contact you and provide information regarding application with your host university. Please prepare the necessary documents before the start of the application period at your host university.</p>										
<p><b>ii) Deadlines</b></p>	<p>All NUS student must abide by the internal application deadline set by their home faculty for exchange participation in the following academic year. After clearing the internal application and selection process, students have to take note of the application deadline set by the host university.</p>										

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	<p>Failure to submit a formal application to the host university will result in your exchange being forfeited even if you have been selected by NUS for the exchange.</p>
<p><b>E. Accommodations</b></p>	
<p><b>i) University Accommodation</b></p>	<p>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.</p>
<p><b>ii) Private Accommodation</b></p>	<p><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></p> <p>Exchange students may choose to stay in commercially operated accommodation recommended by CityU, or rent your own flat on the market. Students will be invited to join a Facebook group with guidance on searching off-campus housing in Hong Kong and to find suitable flatmates to share a flat in the city.</p> <p>The rental for off-campus accommodations varies, depending on the size, location, age of the building, etc.</p>
<p><b>F. Visa</b></p>	
<p><b>Consular/Visa Regulation</b></p>	<p>Details and procedures can be found at <a href="http://www.immd.gov.hk">http://www.immd.gov.hk</a> and <a href="http://www.cityu.edu.hk/geo">http://www.cityu.edu.hk/geo</a>. Students are encouraged to apply for student visa to Hong Kong via CityU. CityU 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 other necessary documents should be sent to the <b>Global Services Office</b>, Rm 3210, 3/F, Cheng Yick-chi Building, City University of Hong Kong, Tat Chee Avenue, Kowloon, Hong Kong SAR at least <b>6-8 weeks</b> before the semester starts.</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:</p> <p>Semester A (September Intake): <b>1<sup>st</sup> June</b>          Semester B (January Intake): <b>1<sup>st</sup> November</b></p>

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	<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> <p><a href="http://www.cityu.edu.hk/gso/ies_stdvisa.htm">http://www.cityu.edu.hk/gso/ies_stdvisa.htm</a></p>
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**G. Safety, Health & Medical Insurance**

<p><b>i) Health/Medical Insurance</b></p>	<p>All full-time NUS students are covered under the university’s Student Group Personal Accident &amp; Medical Insurance and the Student Travel Insurance. For more information on the university’s student insurance scheme, please refer to <a href="https://myportal.nus.edu.sg/studentportal/student-insurance/all/">https://myportal.nus.edu.sg/studentportal/student-insurance/all/</a>.</p> <p><u>CityU requirement</u></p> <p>It is mandatory for exchange students to have insurance.</p> <p><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></p> <p>If exchange students wish to have additional insurance coverage, they may enrol in the insurance plan for non-local students at CityU. For more information, please see <a href="http://www.cityu.edu.hk/geo/ies_healthninsur.htm">http://www.cityu.edu.hk/geo/ies_healthninsur.htm</a>.</p> <p>All registered NUS students are covered under the University health insurance and the NUS Student Travel insurance. For more information on the University health insurance coverage, please refer to <a href="http://www.nus.edu.sg/uhc/general-health/billing-insurance/insurance-matters">http://www.nus.edu.sg/uhc/general-health/billing-insurance/insurance-matters</a></p> <p>For more information on the NUS Student Travel insurance, please refer to <a href="https://myportal.nus.edu.sg/studentportal/student-insurance/all/">https://myportal.nus.edu.sg/studentportal/student-insurance/all/</a></p>
<p><b>ii) Emergency Number at host university</b></p>	<p><a href="http://www.cityu.edu.hk/geo/ies_emergencontact.htm">http://www.cityu.edu.hk/geo/ies_emergencontact.htm</a></p>

**H. Cost of Living**

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<b>Estimated Monthly Living Expenses</b>	<table border="1"> <thead> <tr> <th style="text-align: center;">Breakdown of Costs</th> <th style="text-align: center;">Cost</th> </tr> </thead> <tbody> <tr> <td style="text-align: center;">Off-campus Accommodation</td> <td style="text-align: center;">HK\$5,625 – HK\$6,875</td> </tr> <tr> <td style="text-align: center;">Food</td> <td style="text-align: center;">HK\$3,000</td> </tr> <tr> <td style="text-align: center;">Transport</td> <td style="text-align: center;">HK\$300</td> </tr> <tr> <td style="text-align: center;">Others (Entertainment, clothes, books, electricity etc)</td> <td style="text-align: center;">HK\$1,200</td> </tr> <tr> <td style="text-align: center;"><b>Monthly Estimate</b></td> <td style="text-align: center;">HK\$10,125 – HK\$11,375</td> </tr> </tbody> </table>	Breakdown of Costs	Cost	Off-campus Accommodation	HK\$5,625 – HK\$6,875	Food	HK\$3,000	Transport	HK\$300	Others (Entertainment, clothes, books, electricity etc)	HK\$1,200	<b>Monthly Estimate</b>	HK\$10,125 – HK\$11,375
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<b>I. Useful Links</b>													
<b>Global Engagement Office</b>	<ul style="list-style-type: none"> <li>• <a href="http://www.cityu.edu.hk/geo/">http://www.cityu.edu.hk/geo/</a></li> </ul>												
<b>Exchange Student - Application Information</b>	<ul style="list-style-type: none"> <li>• <a href="https://www.admo.cityu.edu.hk/exchange_visiting/exchange/info/">https://www.admo.cityu.edu.hk/exchange_visiting/exchange/info/</a></li> </ul>												