

STUDENT EXCHANGE PROGRAMME (SEP)

Information for Students on Exchange

<p>A. University</p>	<p>The Hong Kong Polytechnic University</p> <p>https://www.polyu.edu.hk/</p> <p>The Hong Kong Polytechnic University (PolyU) is the largest publicly funded tertiary institution in Hong Kong in terms of student population. It has an international community with over 1,000 international students on campus from over 40 countries and over 1,200 academic staff, many who are recruited globally.</p> <p>The "Jockey Club Innovation Tower" designed by Zaha Hadid can facilitate further inter-disciplinary research and design education, reinforcing Hong Kong as Asia's design hub.</p>
<p>B. Country/Region</p>	<p>Hong Kong, China SAR</p>
<p>C. Academics</p>	
<p>i) Course Mapping & Credits Transfer</p>	<p>Please ensure that your Study Plan is approved by the academics at your home faculty before the exchange.</p> <p>Courses 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>ii) Academic Calendar</p>	<p>Semester 1: September to December Semester 2: January to May</p> <p>https://www.polyu.edu.hk/ar/students-in-taught-programmes/academic-calendar/?sc_lang=en</p>
<p>iii) Exchange Duration</p>	<p>One semester or full-year exchange</p>
<p>iv) Examination</p>	<p>Students are expected to sit for the mandatory examinations at PolyU before returning to NUS for the next semester.</p>
<p>v) Curriculum Structure</p>	<p>Exchange students are required to complete a minimum of 9 credits and a maximum of 18 credits (normally 3-6 subjects) per semester.</p> <p>Most subjects carry 3 PolyU credits and are composed of 39 contact hours.</p> <p>At least 50% of exchange student's course load should be from a host department.</p>

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<p>vi) Entry Requirements</p>	<ul style="list-style-type: none"> • be enrolled at the National University of Singapore (NUS) as a full-time student; • have completed at least two semesters of study before embarking on the exchange programme; • have a sound academic record, i.e. minimum GPA of 3.0, and should not have any grade below grade 'C' (grade point of 2.0) in any course; • 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; • obtain the Faculty's approval for the SEP; • satisfy partner institution and host country entry requirements; and • 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). 								
<p>vii) Language Proficiency Requirements</p>	<p>The medium of instruction and assessment at PolyU is English unless otherwise stated.</p>								
<p>viii) Courses Compatibility</p>	<p>Suitable for students from the following faculties:</p> <table border="1" data-bbox="456 1238 1436 2036"> <tr> <td data-bbox="456 1238 616 1400"> <p>BIZ</p> </td> <td data-bbox="616 1238 1436 1400"> <ul style="list-style-type: none"> • Accounting & Finance • Logistics & Maritime Studies • Management & Marketing </td> </tr> <tr> <td data-bbox="456 1400 616 1601"> <p>FASS</p> </td> <td data-bbox="616 1400 1436 1601"> <ul style="list-style-type: none"> • Applied Social Sciences • Chinese & Bilingual Studies • English • Chinese Culture </td> </tr> <tr> <td data-bbox="456 1601 616 1966"> <p>CDE</p> </td> <td data-bbox="616 1601 1436 1966"> <ul style="list-style-type: none"> • Building Services Engineering • Civil & Environmental Engineering • Electrical Engineering • Electronic & Information Engineering • Industrial & Systems Engineering • Mechanical Engineering • Biomedical Engineering • Building & Real Estate • Land Surveying & Geo-Informatics </td> </tr> <tr> <td data-bbox="456 1966 616 2036"> <p>FoL</p> </td> <td data-bbox="616 1966 1436 2036"> <ul style="list-style-type: none"> • NA </td> </tr> </table>	<p>BIZ</p>	<ul style="list-style-type: none"> • Accounting & Finance • Logistics & Maritime Studies • Management & Marketing 	<p>FASS</p>	<ul style="list-style-type: none"> • Applied Social Sciences • Chinese & Bilingual Studies • English • Chinese Culture 	<p>CDE</p>	<ul style="list-style-type: none"> • Building Services Engineering • Civil & Environmental Engineering • Electrical Engineering • Electronic & Information Engineering • Industrial & Systems Engineering • Mechanical Engineering • Biomedical Engineering • Building & Real Estate • Land Surveying & Geo-Informatics 	<p>FoL</p>	<ul style="list-style-type: none"> • NA
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<p>ix) Course restrictions and pre-requisites</p>	<p>Your 'host' department during your exchange will be the academic department that offers the academic programme you are admitted to. 50% (or more) of your enrolled subjects must come from the host department.</p> <p>Being attached to a host department will give you priority in registering for subjects within that department. The other 50% (or less) workload can be subjects offered by other departments.</p> <p>All registrations are subject to the approval of the respective departments.</p> <p>For more information, please refer to https://www.polyu.edu.hk/geo/exchange-and-study-abroad/incoming-students/incoming-exchange/ > Programme Information > 3. Choose your Host Department</p>				
<p>D. Application</p>					
<p>i) Procedures</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>ii) Deadlines</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>E. Accommodations</p>	
<p>i) University Accommodation</p>	<p>Exchange students are guaranteed accommodation at the University-managed Accommodation (including the Student Halls and Off-campus Housing) for a twin-sharing room, no single room is available.</p> <p>Application instructions will be sent to successful applicants in the admission email. Application period is usually in early August and early December.</p> <p>Details can be found at https://www.polyu.edu.hk/sao/student-resources-and-support-section/residential-life/</p>
<p>F. Visa</p>	
<p>Consular/Visa Regulation</p>	<p>Global Engagement Office (GEO) will act as your visa sponsor and send all the required documents to the Hong Kong Immigration Department on your behalf. Please upload a legible scan 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 original documents to GEO by express post. A non-refundable administrative fee of HKD550 applies.</p> <p>It takes about 4 - 6 weeks to process a visa application. If student's visa application is successful, student will be sent the instructions for downloading and printing the eVisa or couriered the hard copy entry permit to the address as indicated on the online application.</p>
<p>G. Safety, Health & Medical Insurance</p>	
<p>i) Health/Medical Insurance</p>	<p>All full-time NUS students are covered under the university's Student Group Personal Accident & Medical Insurance and the Student Travel Insurance. For more information on the university's student insurance scheme, please refer to https://myportal.nus.edu.sg/studentportal/student-insurance/all/.</p> <p><u>PolyU requirement</u> You will be responsible for your own medical and dental costs during your stay in Hong Kong. You are therefore required to take out an appropriate travel and health insurance scheme.</p> <p>In addition to the <u>University Health Services</u> (UHS) provided by PolyU and the public medical services, our University has also arranged a Group</p>

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	<p>Personal Accident Insurance for all PolyU registered students. The insurance only covers bodily injury occurs during activities organized by the University. Public medical services are also available to incoming exchange students with fees and charges applies. Therefore, all exchange students are strongly advised to purchase an appropriate insurance plan to protect themselves when they are in Hong Kong.</p> <p>https://www.polyu.edu.hk/geo/exchange-and-study-abroad/incoming-students/incoming-exchange/ > The Next Step > 3. Insurance</p>														
<p>ii) Emergency Number at host university</p>	<p>+852-2766 7999 (Campus Security Control)</p>														
<p>H. Cost of Living</p>															
<p>Estimated Monthly Living Expenses</p>	<table border="1"> <thead> <tr> <th data-bbox="536 956 1010 1003">Breakdown of Costs</th> <th data-bbox="1010 956 1386 1003">Cost</th> </tr> </thead> <tbody> <tr> <td data-bbox="536 1003 1010 1050">Accommodation</td> <td data-bbox="1010 1003 1386 1050">HK\$1,800</td> </tr> <tr> <td data-bbox="536 1050 1010 1097">Food</td> <td data-bbox="1010 1050 1386 1097">HK\$4,000</td> </tr> <tr> <td data-bbox="536 1097 1010 1144">Transport</td> <td data-bbox="1010 1097 1386 1144">HK\$300</td> </tr> <tr> <td data-bbox="536 1144 1010 1229">Others (Entertainment, clothes, books, electricity etc)</td> <td data-bbox="1010 1144 1386 1229">HK\$1,100</td> </tr> <tr> <td data-bbox="536 1229 1010 1276">Monthly Estimate</td> <td data-bbox="1010 1229 1386 1276">HK\$7,200</td> </tr> </tbody> </table>			Breakdown of Costs	Cost	Accommodation	HK\$1,800	Food	HK\$4,000	Transport	HK\$300	Others (Entertainment, clothes, books, electricity etc)	HK\$1,100	Monthly Estimate	HK\$7,200
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