

STUDENT EXCHANGE PROGRAMME (SEP)

## Information for Students on Exchange

<p><b>A. University</b></p>	<p><b>The Hong Kong Polytechnic University</b></p> <p><a href="https://www.polyu.edu.hk/">https://www.polyu.edu.hk/</a></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>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 1:</b> September to December <b>Semester 2:</b> January to May</p> <p><a href="https://www.polyu.edu.hk/current-students/">https://www.polyu.edu.hk/current-students/</a> &gt; Academic Matters&gt; Academic Calendar</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 sit for the mandatory examinations at PolyU before returning to NUS for the next semester.</p>
<p><b>v) Curriculum Structure</b></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><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 PolyU is English unless otherwise stated.</p>										
<p><b>viii) Modules Compatibility</b></p>	<p>Suitable for students from the following faculties:</p> <table border="1" data-bbox="456 1205 1437 2121"> <tr> <td data-bbox="456 1205 616 1364"><b>BIZ</b></td> <td data-bbox="616 1205 1437 1364"> <ul style="list-style-type: none"> <li>• Accounting &amp; Finance</li> <li>• Logistics &amp; Maritime Studies</li> <li>• Management &amp; Marketing</li> </ul> </td> </tr> <tr> <td data-bbox="456 1364 616 1570"><b>FASS</b></td> <td data-bbox="616 1364 1437 1570"> <ul style="list-style-type: none"> <li>• Applied Social Sciences</li> <li>• Chinese &amp; Bilingual Studies</li> <li>• English</li> <li>• Chinese Culture</li> </ul> </td> </tr> <tr> <td data-bbox="456 1570 616 1890"><b>FoE</b></td> <td data-bbox="616 1570 1437 1890"> <ul style="list-style-type: none"> <li>• Building Services Engineering</li> <li>• Civil &amp; Environmental Engineering</li> <li>• Electrical Engineering</li> <li>• Electronic &amp; Information Engineering</li> <li>• Industrial &amp; Systems Engineering</li> <li>• Mechanical Engineering</li> <li>• Biomedical Engineering</li> </ul> </td> </tr> <tr> <td data-bbox="456 1890 616 1964"><b>FoL</b></td> <td data-bbox="616 1890 1437 1964"> <ul style="list-style-type: none"> <li>• NA</li> </ul> </td> </tr> <tr> <td data-bbox="456 1964 616 2121"><b>FoS</b></td> <td data-bbox="616 1964 1437 2121"> <ul style="list-style-type: none"> <li>• Chemical Technology</li> <li>• Mathematics</li> <li>• Physics</li> <li>• Applied Biology</li> </ul> </td> </tr> </table>	<b>BIZ</b>	<ul style="list-style-type: none"> <li>• Accounting &amp; Finance</li> <li>• Logistics &amp; Maritime Studies</li> <li>• Management &amp; Marketing</li> </ul>	<b>FASS</b>	<ul style="list-style-type: none"> <li>• Applied Social Sciences</li> <li>• Chinese &amp; Bilingual Studies</li> <li>• English</li> <li>• Chinese Culture</li> </ul>	<b>FoE</b>	<ul style="list-style-type: none"> <li>• Building Services Engineering</li> <li>• Civil &amp; Environmental Engineering</li> <li>• Electrical Engineering</li> <li>• Electronic &amp; Information Engineering</li> <li>• Industrial &amp; Systems Engineering</li> <li>• Mechanical Engineering</li> <li>• Biomedical Engineering</li> </ul>	<b>FoL</b>	<ul style="list-style-type: none"> <li>• NA</li> </ul>	<b>FoS</b>	<ul style="list-style-type: none"> <li>• Chemical Technology</li> <li>• Mathematics</li> <li>• Physics</li> <li>• Applied Biology</li> </ul>
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<p><b>ix) Module restrictions and pre-requisites</b></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. 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. All registrations are subject to the approval of the respective departments.</p> <p>For more information, please refer to <a href="https://www.polyu.edu.hk/geo/exchange-and-study-abroad/incoming-students/programme-information/#01">https://www.polyu.edu.hk/geo/exchange-and-study-abroad/incoming-students/programme-information/#01</a></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> <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</p>						

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	exchange.
<b>E. Accommodations</b>	
<b>i) University Accommodation</b>	Exchange students from partner universities, who are enrolled into one of the undergraduate programmes at PolyU, are guaranteed accommodation at <a href="#">PolyU Student Halls of Residence</a> for a twin-sharing room. No single room is available. Application instructions will be sent to successful applicants in the admission email. Application period is usually in early August and early December.
<b>F. Visa</b>	
<b>Consular/Visa Regulation</b>	<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 post.</p> <p>It usually takes 4 - 6 weeks to process a visa application. When the visa is issued, we will collect it and send it to the address as indicated on your online Application. <b><u>Please inform GEO immediately if you have changed your address.</u></b></p>
<b>G. Safety, Health &amp; Medical Insurance</b>	
<b>i) Health/Medical Insurance</b>	<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>If the insurance coverage is insufficient, students are advised to purchase additional health and/or travel insurance from their preferred agent.</p> <p>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 <a href="#">University Health Services</a> (UHS) provided by PolyU and the public medical services, PolyU has also arranged a Group Personal</p>

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	<p>Accident Insurance for all PolyU registered students. The insurance only covers bodily injury occurs during activities organized by PolyU. Therefore all exchange students must enroll in an appropriate insurance plan to protect themselves in case of accidents 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> <ul style="list-style-type: none"> <li>• Medical expenses (including out-patient, hospital expenses and accident)</li> <li>• Personal accident (as the result of any illness, injury, disability or accident)</li> <li>• Personal liability covering the legal liability of causing the death of a third part or property damage due to negligence</li> <li>• Emergency medical evacuation and repatriation of remains (due to accident/illness/other causes).</li> </ul> <p><a href="https://www.polyu.edu.hk/geo/exchange-and-study-abroad/incoming-students/programme-information/">https://www.polyu.edu.hk/geo/exchange-and-study-abroad/incoming-students/programme-information/</a></p>												
<p><b>ii) Emergency Number at host university</b></p>	<p>+852-2766 7999 (Campus Security Control)</p>												
<p><b>H. Cost of Living</b></p>													
<p><b>Estimated Monthly Living Expenses</b></p>	<table border="1"> <thead> <tr> <th data-bbox="536 1312 1010 1357">Breakdown of Costs</th> <th data-bbox="1010 1312 1385 1357">Cost</th> </tr> </thead> <tbody> <tr> <td data-bbox="536 1357 1010 1402">Accommodation</td> <td data-bbox="1010 1357 1385 1402">HK\$1,600</td> </tr> <tr> <td data-bbox="536 1402 1010 1447">Food</td> <td data-bbox="1010 1402 1385 1447">HK\$3,000</td> </tr> <tr> <td data-bbox="536 1447 1010 1491">Transport</td> <td data-bbox="1010 1447 1385 1491">HK\$300</td> </tr> <tr> <td data-bbox="536 1491 1010 1581">Others (Entertainment, clothes, books, electricity etc)</td> <td data-bbox="1010 1491 1385 1581">HK\$1,100</td> </tr> <tr> <td data-bbox="536 1581 1010 1626"><b>Monthly Estimate</b></td> <td data-bbox="1010 1581 1385 1626"><b>HK\$6,000</b></td> </tr> </tbody> </table>	Breakdown of Costs	Cost	Accommodation	HK\$1,600	Food	HK\$3,000	Transport	HK\$300	Others (Entertainment, clothes, books, electricity etc)	HK\$1,100	<b>Monthly Estimate</b>	<b>HK\$6,000</b>
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