

**STUDENT EXCHANGE PROGRAMME (SEP)**

## Information for Students on Exchange

<b>A. University</b>	<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>
<b>B. Country/Region</b>	Hong Kong, China SAR
<b>C. Academics</b>	
i) <b>Module Mapping &amp; Credits Transfer</b>	<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>
ii) <b>Academic Calendar</b>	<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>
iii) <b>Exchange Duration</b>	One semester or full-year exchange
iv) <b>Examination</b>	Students are expected to sit for the mandatory examinations at PolyU before returning to NUS for the next semester.
v) <b>Curriculum Structure</b>	<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</p>

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	department.								
<b>vi) Entry Requirements</b>	<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>								
<b>vii) Language Proficiency Requirements</b>	The medium of instruction and assessment at PolyU is English unless otherwise stated.								
<b>viii) Modules Compatibility</b>	<p>Suitable for students from the following faculties:</p> <table border="1"> <tr> <td><b>BIZ</b></td><td> <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><b>FASS</b></td><td> <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><b>FoE</b></td><td> <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><b>FoL</b></td><td> <ul style="list-style-type: none"> <li>• NA</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>
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	<b>FoS</b> <ul style="list-style-type: none"> <li>• Chemical Technology</li> <li>• Mathematics</li> <li>• Physics</li> <li>• Applied Biology</li> <li>• Biotechnology</li> <li>• Food Safety Technology</li> </ul>
	<b>SDE</b> <ul style="list-style-type: none"> <li>• Building &amp; Real Estate</li> <li>• Land Surveying &amp; Geo-Informatics</li> </ul>
	<b>SoC</b> <ul style="list-style-type: none"> <li>• Computing</li> </ul>

Please refer to the Schools & Departments at PolyU for details :

<https://www.polyu.edu.hk/education/>

For course information, please refer to

<https://www.polyu.edu.hk/geo/exchange-and-study-abroad/incoming-students/incoming-exchange/>

<b>ix) Module restrictions and pre-requisites</b>	<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</p> <p><a href="https://www.polyu.edu.hk/geo/exchange-and-study-abroad/incoming-students/incoming-exchange/">https://www.polyu.edu.hk/geo/exchange-and-study-abroad/incoming-students/incoming-exchange/</a> &gt; Programme Information &gt; 3. Choose your Host Department</p>
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**D. Application**

<b>i) Procedures</b>	<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>
<b>ii) Deadlines</b>	<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</p>

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	<p>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 exchange.</p>
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### E. Accommodations

i) University Accommodation	<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 <a href="https://www.polyu.edu.hk/sao/student-resources-and-support-section/residential-life/">https://www.polyu.edu.hk/sao/student-resources-and-support-section/residential-life/</a></p>
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### F. Visa

Consular/Visa Regulation	<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>
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### G. Safety, Health & Medical Insurance

i) Health/Medical Insurance	<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><b><u>PolyU requirement</u></b></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</p>
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	<p>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. 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><a href="https://www.polyu.edu.hk/geo/exchange-and-study-abroad/incoming-students/incoming-exchange/">https://www.polyu.edu.hk/geo/exchange-and-study-abroad/incoming-students/incoming-exchange/</a> &gt; The Next Step &gt; 3. Insurance</p>
ii) Emergency Number at host university	+852-2766 7999 (Campus Security Control)

**H. Cost of Living**

Estimated Monthly Living Expenses	<b>Breakdown of Costs</b>	<b>Cost</b>
	Accommodation	HK\$1,600
	Food	HK\$3,000
	Transport	HK\$300
	Others (Entertainment, clothes, books, electricity etc)	HK\$1,100
	<b>Monthly Estimate</b>	HK\$6,000

**I. Useful Links**

Global Engagement Office	<ul style="list-style-type: none"> <li>• <a href="https://www.polyu.edu.hk/geo/">https://www.polyu.edu.hk/geo/</a></li> </ul>
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