

Student Exchange Programme

Fact Sheet 2020/21

General Information	
Address	Hong Kong Baptist University International Office Room AAB 703, Level 7, Academic and Administration Building Baptist University Road Campus Kowloon Tong, Kowloon Hong Kong
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Email	exchange@hkbu.edu.hk
Website	University http://www.hkbu.edu.hk
	Student Exchange Programme http://intl.hkbu.edu.hk
Heads of International Office	Yvonne Lee Director, International Office Sandy Lee Manager (Global Engagement)
Coordinators (for both incoming and outgoing exchange)	Jennifer Chan, Senior Assistant Manager (Global Engagement) Overall Administration E-mail: jlchan@hkbu.edu.hk Tel: +852 3411 5328 Eric Man, Officer (Global Engagement) Coordinator for Europe (excluding Northern Europe, Iceland, Ireland and the U.K.) E-mail: hokyinman@hkbu.edu.hk Tel: +852 3411 5765 Vivian Tsui, Officer (Global Engagement) Coordinator for Americas, Asia (excluding China and Taiwan), Ireland and the U.K. E-mail: kytsui@hkbu.edu.hk Tel: +852 3411 5363 Sonia Tai, Assistant Officer (Global Engagement) Coordinator for Australia and Taiwan E-mail: soniatai@hkbu.edu.hk Tel: +852 3411 5346 Tracy Lee, Assistant Officer (Global Engagement) Coordinator for China, Northern Europe and Iceland Email: tracy_lee@hkbu.edu.hk Tel: +852 3411 7650

Academic Calendar		
Semester 1 (Fall semester)	Start	First week of September
	End (including exams)	Late December (exams will end before Christmas)
Semester 2 (Spring semester)	Start	Second week of January
	End (including exams)	Late May
* All important semester dates such as add/drop dates, examination dates and holidays, etc. can be found at https://ar.hkbu.edu.hk/academic-calendar .		

Academic Information	
Academic Requirements	Minimum 2.5 cumulative GPA or equivalent
Language Requirements for Non-Native English Speakers	Non-native English speakers are required to have attained an English proficiency level of TOEFL 550 (paper-based)/79 (internet-based) or IELTS 6.0 or above
Full-time Study Load	Minimum study load per semester: 12 credit units (approx. 4 courses) Maximum study load per semester: 18 credit units (approx. 6 courses)
Courses Available to Exchange Students	https://ar.hkbu.edu.hk/student-services/incoming-exchange/course-list
Courses Restrictions	Courses that are not listed in the above web link.
Language Courses	Credit-bearing Mandarin and Cantonese courses for non-Chinese speakers are available.
Course Registration	Students will receive an email about online course registration period and procedures after they have been accepted. Students are advised to allow flexibility in the study plan in case of unsuccessful registration in some courses. They may adjust the course registration during the course add/drop period during the first 2 weeks of classes. The Academic Registry will provide details about the course add/drop system at the orientation.
Transcripts	Transcripts are generally available about 2 months after the final exams. The Academic Registry will send a student copy of transcript to student's home address and an official one to the student's home institution free of charge. Students may apply for additional copies at https://ar.hkbu.edu.hk/student-services/student-record/transcript .

Nomination and Application Process		
Semester 1 (Fall semester)	Nominations – by Home Institution	March 15 April 15, 2020
	Applications – by Students	May 5
Semester 2 (Spring semester)	Nominations – by Home Institution	September 15 September 30, 2020
	Applications – by Students	October 15 October 31, 2020
Nomination by Home Institution	<ul style="list-style-type: none"> Home institution will nominate students to HKBU in accordance with the mutually agreed number of exchange places. 	

	<ul style="list-style-type: none"> • HKBU will create an online application account for each nominated student and inform the student of his/her login details. 	
Application by Nominated Students	<ul style="list-style-type: none"> • A nominated student should log in to HKBU Online Application System and complete the HKBU application form. • Upon submission of his/her online application form, the student should send all the required supporting documents to HKBU International Office. • The student should at the same time submit the Hong Kong student visa application form and required documents to HKBU International Office. Please see below for visa requirements. 	
Student Visa Application	<p>All students must apply for a student visa/permit in order to study in Hong Kong. HKBU International Office will coordinate with the Hong Kong Immigration Department (IMMD) in Hong Kong on the students' behalf. Please note that students do <u>not</u> need to arrange their visas at their local Chinese embassy/consulate. It normally takes the IMMD 6-8 weeks to process a visa application. Once available, HKBU International Office will collect the student visa and send it to the student's mailing address by courier service. Students will be required to pay HKBU for the visa fee after arriving in Hong Kong.</p> <p>Student visa application form (ID 995A) and further information can be found at https://www.immd.gov.hk/eng/forms/forms/id995a.html</p> <p>Sample Completed Visa Application: https://intl.hkbu.edu.hk/f/upload/464/ID995A_Sample.pdf Guidebook for Entry for Study in Hong Kong (English Version): http://www.immd.gov.hk/pdforms/ID(E)996.pdf Guidebook for Entry for Study in Hong Kong (Chinese Version): http://www.immd.gov.hk/pdforms/ID(C)996.pdf</p>	
Supporting Documents	<ul style="list-style-type: none"> • Original copy of the official transcript in English or Chinese • For non-native English speakers, English language proficiency proof (TOEFL or IELTS) <u>or</u> a support letter issued by home institution • Three passport size photos • Two copies of passport page (with personal particulars) (The passport should be valid for at least 6 months beyond the student's intended stay in Hong Kong.) • For students from Mainland China, Macau and Taiwan, please also attach copies of the identity documents, e.g. identity cards, census papers, etc. • Evidence of the student's financial standing in English or Chinese, e.g. bank statements, savings account passbooks, scholarship letters, etc. 	
<p>Submit ALL the completed forms with required documents by the fastest possible means (courier service preferred) via your home institution on or before the application deadline to the following address:</p> <p>Hong Kong Baptist University International Office Room AAB 703, Level 7, Academic and Administration Building Baptist University Road Campus Kowloon Tong, Kowloon Hong Kong Phone: (852) 3411-2188</p>		
Acceptance documents to be sent to students	For admission to Semester 1 (Fall semester)	July onward
	For admission to Semester 2 (Spring semester)	November onward

Accommodation and Facilities		
Application Deadlines	Semester 1 (Fall semester)	Mid June
	Semester 2 (Spring semester)	Mid November
University Housing	<p>Undergraduate exchange students may stay in the 21-storey Undergraduate Halls (https://sa.hkbu.edu.hk/sas/ug-housing/overview) on campus. All rooms are on sharing basis, and beds are reserved on a first-come-first-served basis. Application details will be announced to admitted exchange students. If they choose to stay off-campus, it will be individual student's own responsibility to make his/her accommodation arrangements.</p> <p>Postgraduate exchange students may stay at the NTT International House (NTT) on campus on a first-come-first-served basis (https://sa.hkbu.edu.hk/sas/pg-housing/overview). Once admitted, postgraduate exchange students will be put into direct contact with NTT for housing applications.</p>	
Duration of Stay	Semester 1 (Fall semester)	Late August – Late December
	Semester 2 (Spring semester)	Early January – Late May
	Full year	Late August to Late May
	* <i>Expected check-in and –out dates will be announced in due time. No early check-in will be accepted.</i>	
Other Facilities On-Campus	Sports centre, swimming pool, library, computer centre, bookshop, clinic, Chinese medicine clinic, cafeteria, Chinese restaurant, mini-banks	

Insurance	
Health Insurance Requirements	All exchange and study abroad students are required to obtain adequate insurance prior to arrival in Hong Kong. Students should check with their home institutions and/or insurance agents about medical and accident insurance coverage. If the home insurance policy covers the concerned student for his/her overseas study, he/she should retain it. If that is not the case, the student is advised to negotiate for coverage of his/her overseas study in Hong Kong (including personal trips outside Hong Kong) before travelling.

Arrival Information and Orientation Programme		
All exchange and study abroad students are expected to arrive on the required arrival dates and attend the orientation programme. Please plan your schedule and travel arrangements accordingly.		
Expected Arrival Dates for Exchange Students	Semester 1 (Fall semester)	Last week of August
	Semester 2 (Spring semester)	First week of January
Orientation Programme	Semester 1 (Fall semester)	Last week of August
	Semester 2 (Spring semester)	First week of January
“Meet and Greet” Service	Free “meet and greet” service will be offered on specified arrival dates (exact dates will be announced to students) – from Hong Kong International Airport <u>or</u> Hung Hom Railway Station to campus.	

	Students arriving on dates other than the specified arrival dates will need to make their own way to the campus. The International Office will provide them with public transportation information.
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Fees		
Fees Payable to HKBU	Administrative fee (including visa application): HK\$1,800 Students may need to pay material fees if they take Visual Arts courses. Students taking courses that include study field trips will need to pay the relevant fees, if any.	
Estimated Monthly Expenses (excluding housing costs as indicated above)	Meals	HK\$3,000-5,000
	Entertainment	HK\$1,000
	Transportation	HK\$150-800
	Air-conditioning (Undergraduate Halls)	HK\$970
	Miscellaneous	HK\$200-1,000
	Total	HK\$5,320-8,770

*Hong Kong Baptist University
International Office
September 2020*