



HONGKONG

# STUDENT EXCHANGE PROGRAMME

QUICK REFERENCE GUIDE 2023/24



# GENERAL INFORMATION

Hong Kong Baptist University  
International Office  
AAB 703, Level 7  
Academic and Administration Building  
Baptist University Road Campus  
Kowloon Tong  
Hong Kong

**Phone** +852 3411 2188

**Fax** +852 3411 5568

**Email** [exchange@hkbu.edu.hk](mailto:exchange@hkbu.edu.hk)

**Website** University  
<http://www.hkbu.edu.hk>

Student Exchange Programme  
<http://intl.hkbu.edu.hk>

## Yvonne Lee

Director, International Office

## Matt Chung

Global Engagement Manager

### GLOBAL STUDENT MOBILITY

**Trinity Pun**, Global Engagement Manager

Coordinator for the Americas and Europe (Denmark, Finland, Germany, Sweden)

**Email** [trinitypun@hkbu.edu.hk](mailto:trinitypun@hkbu.edu.hk)

**Phone** +852 3411 5328

**Sonia Tai**, Assistant Global Engagement Manager

Coordinator for Asia and Africa

**Email** [soniatai@hkbu.edu.hk](mailto:soniatai@hkbu.edu.hk)

**Phone** +852 3411 5346

**Yuki Yip**, Assistant Global Engagement Manager

Coordinator for Oceania and Europe (France, Ireland, Netherlands, UK)

**Email** [yukiyip@hkbu.edu.hk](mailto:yukiyip@hkbu.edu.hk)

**Phone** +852 3411 5363

**Shirina Sit**, Global Engagement Officer

Coordinator for Europe (Croatia, Estonia, Greece, Hungary, Iceland, Italy, Norway, Slovenia, Switzerland, Türkiye)

**Email** [shirinasit@hkbu.edu.hk](mailto:shirinasit@hkbu.edu.hk)

**Phone** +852 3411 6577

**Yan Chan**, Project Executive

Coordinator for Europe (Austria, Belgium, Czech Republic, Poland, Portugal, Spain)

**Email** [hy\\_chan@hkbu.edu.hk](mailto:hy_chan@hkbu.edu.hk)

**Phone** +852 3411 6472



# ACADEMIC CALENDAR

1

## START

1 September 2023 (Fri)

## END (including exams)

Late December 2023 (exams will end before Christmas)

**SEMESTER**  
(Fall Semester)

2

## START

8 January 2024 (Mon)

## END (including exams)

Late May 2024

**SEMESTER**  
(Spring Semester)

\* 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

1

## ACADEMIC REQUIREMENTS

Minimum 2.5 cumulative GPA or equivalent

2

## 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.

3

## 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)

4

## COURSES AVAILABLE TO EXCHANGE STUDENTS

<https://ar.hkbu.edu.hk/student-services/incoming-exchange/course-list>

5

## COURSE RESTRICTIONS

Courses that are not listed in the above web link.

6

## LANGUAGE COURSES

Credit-bearing Putonghua (Mandarin) and Cantonese courses for non-Chinese speakers are available.

7

## 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.

8

## TRANSCRIPTS

Official transcripts in electronic format are generally available about 2 months after the final exams. Students will receive a notification email when the transcripts are available. Students may log into the [HKBU Digital Credential System](#) to access and share their official transcripts with their home institutions **FREE OF CHARGE**.

# NOMINATION AND APPLICATION PROCESS

## 1

### NOMINATIONS – BY HOME INSTITUTION

1 May 2023 (Mon)

### APPLICATIONS – BY STUDENTS

15 May 2023 (Mon)

SEP TO DEC  
**SEMESTER**

(Fall Semester)

## 2

### NOMINATIONS – BY HOME INSTITUTION

1 October 2023 (Sun)

### APPLICATIONS – BY STUDENTS

15 October 2023 (Sun)

JAN TO MAY  
**SEMESTER**

(Spring Semester)

## NOMINATIONS BY HOME INSTITUTION

- Home institution will nominate students to HKBU in accordance with the mutually agreed number of exchange places.
- HKBU will create an online application account for each nominated student and inform the student of his/her login details.

## APPLICATIONS BY NOMINATED STUDENTS

- A nominated student should log into the HKBU Online Application System and complete the application form.
- Upon submission of his/her online application form, the student should submit the Hong Kong student visa application form and all the required supporting documents via our online form. Please see below for visa requirements.

## STUDENT VISA APPLICATION

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 not 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. Students will be required to pay HKBU for the visa fee after arriving in Hong Kong.

Student Visa Application Form (ID 995A) and further information can be found at

<https://www.immd.gov.hk/eng/forms/forms/id995a.html>

Sample Completed Visa Application:

<https://intl.hkbu.edu.hk/f/upload/464/ID995ASample.pdf>

Guidebook for Entry for Study in Hong Kong (English Version):

[http://www.immd.gov.hk/pdforms/ID\(E\)996.pdf](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](http://www.immd.gov.hk/pdforms/ID(C)996.pdf)

## SUPPORTING DOCUMENTS

- Original copy of the official transcript in English or Chinese
- For non-native English speakers, English language proficiency proof (TOEFL or IELTS) or 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.



Submit ALL the completed forms with required documents **on or before the application deadline** via our online form.

# ACCEPTANCE DOCUMENTS

TO BE SENT TO STUDENTS

FOR ADMISSION TO  
**SEMESTER 1**  
(Fall Semester)

**JULY ONWARD**

**NOVEMBER ONWARD**

FOR ADMISSION TO  
**SEMESTER 2**  
(Spring Semester)



# ACCOMMODATION AND FACILITIES

APPLICATION DEADLINES

**SEMESTER 1**  
(Fall Semester)  
MID JULY

**SEMESTER 2**  
(Spring Semester)  
MID NOVEMBER

## UNIVERSITY HOUSING

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.

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.

## OTHER FACILITIES ON CAMPUS

Bookshop, cafeteria, Chinese restaurant, Chinese medicine clinic, clinic, computer centre, learning commons, library, mini-banks, sports centre, and swimming pool

DURATION OF STAY

**SEMESTER 1**  
(Fall Semester) | LATE AUGUST – LATE DECEMBER

**SEMESTER 2**  
(Spring Semester) | EARLY JANUARY – MID MAY

**FULL YEAR** | LATE AUGUST – MID MAY

\* Check-in and check-out dates will be duly announced. No early check-in and late check-out will be entertained.



# INSURANCE

## HEALTH INSURANCE REQUIREMENTS

All exchange 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 students are expected to arrive on required arrival dates and attend an orientation programme. Please plan your schedule and travel arrangements accordingly.

## EXPECTED ARRIVAL DATES FOR EXCHANGE STUDENTS

**SEMESTER 1** | LAST WEEK OF AUGUST  
(Fall Semester)

**SEMESTER 2** | FIRST WEEK OF JANUARY  
(Spring Semester)

## ORIENTATION PROGRAMME

**SEMESTER 1** | LAST WEEK OF AUGUST  
(Fall Semester)

**SEMESTER 2** | FIRST WEEK OF JANUARY  
(Spring Semester)

## “MEET AND GREET” SERVICE

“Meet and Greet” service will be offered on **designated** arrival dates (exact dates will be announced to students) – from Hong Kong International Airport or Hung Hom Railway Station to campus.

Students arriving on other dates will need to make their own way to the campus.

The International Office will provide public transportation information.



# 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

**HOUSING (Undergraduate Halls)**

**HK\$2,000**

**AIR-CONDITIONING (Undergraduate Halls)**

**HK\$500**

**MEALS**

**HK\$5,000**

**ENTERTAINMENT**

**HK\$1,000**

**TRANSPORTATION**

**HK\$800**

**MISCELLANEOUS**

**HK\$1,000**

**TOTAL**

**HK\$10,300**

**HKBU**  
International Office

**Hong Kong Baptist University  
International Office**

March 2023