



STUDENT EXCHANGE INFORMATION SHEET (ACADEMIC YEAR 2020-2021)

APPLICATION PROCEDURES:

Eligibility

Exchange students have to be in good academic standing and officially nominated by the home university:

- ✓ Undertaken a minimum of 1 year of university level study by the time the student start at HKU
- ✓ Must have a grade level of B average / CGPA 3.0 / Satisfactory level
- ✓ Non-native English speakers are required to meet the English Language Requirements*:
 - A score of 93 in the TOEFL internet-based test, or 583 in the paper-based test; or
 - An overall band of 6.5 in IELTS Academic Module

* For faculty exchange partners, a letter certifying students' English proficiency will suffice.

Online Nomination

Partner universities should nominate students via the online system within the nomination period:

	1 st Semester / Full Year (September intake)	2 nd Semester (January intake)
Nomination start date:	March 2, 2020	August 3, 2020
Nomination deadline:	March 31, 2020	August 31, 2020

The link of online nomination system and login details will be sent to exchange coordinators closer to the date.

Online Application

Nominated students will be informed of the online application procedures via email after the nomination deadline and will be asked to submit the required documents accordingly.

A. Exchange Application Documents

- (i) To be verified and uploaded by the exchange coordinator of applicant's home institution:
- (1) Official transcript (include translation if not in English)
 - (2) Proof of English Language proficiency:
 - Non-native English speaker: IELTS / TOEFL
 - Native English speaker and/or English as medium of instruction at home institution: English Proficiency Statement signed by exchange coordinator
 - Certification letter of English proficiency (faculty exchange partner only)
- (ii) To be uploaded by applicant:
- (3) Copy of the Personal Information Page of applicant's Passport (only one page)

Note: Hard copy of the exchange application documents (**except for visa application documents**) is not mandatory as long as the documents are submitted to the application system accordingly. We shall inform you / students if we need the hard copy of the documents.

	1 st Semester / Full Year (September intake)	2 nd Semester (January intake)
Student application start date:	April 1, 2020	September 1, 2020
Student application deadline:	April 30, 2020	September 30, 2020

Offer of Admission

After checking that the applications are complete and that the students have met the eligibility criteria, including English proficiency, an admission notice will be issued. This will be sent to the student via the exchange application system. To accept the offer, student has to upload the signed acceptance in the exchange application system.

ACADEMIC INFORMATION:

Semester Dates for 2020-21 (Provisional):

1st Semester

Orientation Week	Late August, 2020
First Day of Teaching	September 1, 2020
Reading/ Field Trip Week	October 12 - 17, 2020
Last Day of Teaching	November 30, 2020
Revision Period	December 1 - 7, 2020
Assessment Period #	December 8 - 23, 2020

2nd Semester

Orientation Week	Mid January, 2021
First Day of Teaching	January 18, 2021
Classes Suspension Period for the Lunar New Year	February 12 - 18, 2021
Reading/ Field Trip Week	March 8 - 13, 2021
Last Day of Teaching	April 30, 2021
Revision Period	May 3 – 8, 2021
Assessment Period #	May 10 - 29, 2021

Students should adhere to the examination schedule as arranged by the University. Early and special examination arrangement is not allowed. Exact examination dates will be announced 1 month prior to the assessment period.

Arrival Date for incoming students:

1st Semester/ full year: week of August 24, 2020

2nd Semester: week of January 11, 2021

Learning Expectations

- Class format: Lectures, tutorials, class discussions, case studies, group and/or individual presentations
- Attendance: Mandatory
- Class size: 50-250 students depending on the course
- Language of instruction: English, except for specific courses on culture and languages
- Assessment methods: Standards-based Assessment (<http://ar.cetl.hku.hk/assgradstand.htm>)

- Grading Scale:

Alphabet Grade	Standard	Grade point average (GPA) (maximum, 4.3)
A+	Excellent	4.3
A		4.0
A-		3.7
B+	Good	3.3
B		3.0
B-		2.7
C+	Satisfactory	2.3
C		2.0
C-		1.7
D+	Pass	1.3
D		1.0
F	Fail	0

Course Enrollment

- Area of concentration in the Faculty of Business and Economics (FBE): Accounting and Law, Economics, Finance, Innovation and Information Management, Marketing, Management and Strategy.
- Students nominated under exchange agreements signed with HKU FBE (i.e. faculty exchange partners) are eligible to take all FBE courses.
- FBE course list (<https://www.fbe.hku.hk/ug/course/undergraduate>) will be updated one month before the semester start.
- FBE timetable in **2019-20** (for reference only, schedule of 2020-21 will be available one month before the semester starts):
<https://www.fbe.hku.hk/ug/useful-info/timetable-and-calendar>
- Students are also permitted to take courses offered by other Faculties, as long as they meet the pre-requisite(s) and the class has vacancies. Course information and timetable are available on the website of respective faculties/departments.
https://aal.hku.hk/studyabroad/avail_program.php?id=26&type=incoming
- **Recommended course load for exchange students: 30 credits/semester (Min.: 6 credits, Max.: 30 credits)**
- Credit system: 6 credits per course
- Average number of courses HKU students enrolled in for each semester: 5 courses

Notes:

*Exchange students must take **at least 50%** of the courses (in terms of credits) offered by FBE (i.e. FBE courses).

*Exchange students may choose to take credit-bearing Chinese language courses offered by the School of Chinese. The credits of Chinese language courses will NOT be counted towards the maximum course load – students can take up to 36 credits if they study 1 Chinese language course. Course information is available at <http://www.chinese.hku.hk/main/undergraduate/chinese-courses-for-international-undergraduate-students/>

*Exchange students are required to indicate the courses they wish to take in their application for admissions, preferably in priority order. Preliminary course selection status of FBE courses will be informed by email or upon their registration at HKU before start of the semester. Students are only allowed to change their course selection within the official add/drop period which is normally scheduled for the first two weeks of each semester.

*Exchange students have to apply for the non-FBE courses during add/drop period on their own.

* Requests for changes **before and after** the add/drop period shall not be considered. ***Students should not drop out of the enrolled course(s) as HKU does not allow withdrawal during the semester. Courses will be graded as “Fail” in such case.***

STUDENT VISA:

All non-local exchange/visiting students are required to obtain a valid student visa for studying in Hong Kong.

For nationals other than PRC (including Macau): (Processing Time: 8 weeks)

You are recommended to apply for a student visa through HKU Centre of Development and Resources for Students (CEDARS). General information and Application Procedures can be found from: <https://www.cedars.hku.hk/campuslife/visamatters/visa>

For Mainland nationals: (Processing Time: 10 weeks)

You are required to apply for a student visa through the China Affairs Office. General information and Application Procedures can be found from: http://www.als.hku.hk/hkucao/svapp_e.php

STUDENT LIFE INFORMATION:

- For housing, students are required to apply via <https://www.cedars.hku.hk/campuslife/accommodation/nonlocal-students>. Rooms are allocated on a first-come, first-served basis.
- For information on student life, accommodation, health insurance, facilities and student services, please view the “A Glimpse of Student Life @HKU for Prospective Students 2020-21” at <https://www.cedars.hku.hk/nonlocal/publication/glimpse2021.pdf>

SPECIAL NOTE ON INTERNSHIP:

As advised by the Hong Kong Immigration Department, the Faculty would **NOT** support any applications of incoming exchange students for internship in Hong Kong under any circumstances.

WEBSITES:

- The University of Hong Kong (HKU): www.hku.hk
- Faculty of Business and Economics (FBE): www.fbe.hku.hk
- International Affairs Office: <https://aal.hku.hk/studyabroad/index.php?type=incoming>
- Centre of Development and Resources for Students (CEDARS):
<https://wp2.cedars.hku.hk/nonlocal/>
- Academic Advising Office (AAO): <http://aao.hku.hk>

CONTACT INFORMATION:

Faculty of Business and Economics

The University of Hong Kong

Room 401, 4/F, K.K. Leung Building, Pokfulam Road, Hong Kong

Tel: 852-3917 5343 Fax: 852-2549 3735

Ms. Silvia Lam Senior Programme Manager, Tel: 852-3917-5840 (silvia@hku.hk)

Ms. Manki Chan Programme Manager (Student Enrichment), Tel: 852-3917-8215 (mankic@hku.hk)

Inbound: **Ms. Fanny Ma** Executive Assistant, Tel: 852-3917-1135 (fkwma@hku.hk)

Outbound: **Ms. Christine Louie** Senior Executive Assistant, Tel: 852-3917-8359 (louie@hku.hk)

January 2020