



THE UNIVERSITY OF HONG KONG

PRE-DEPARTURE BRIEFING



International Affairs Office

OVERVIEW -

Exchange Programmes



THE UNIVERSITY OF HONG KONG



----- HKU Worldwide Student Exchange Programme (HKUWW)



----- Faculty-level Exchange Programme



----- Department-level Exchange Programme



----- Visiting Programme

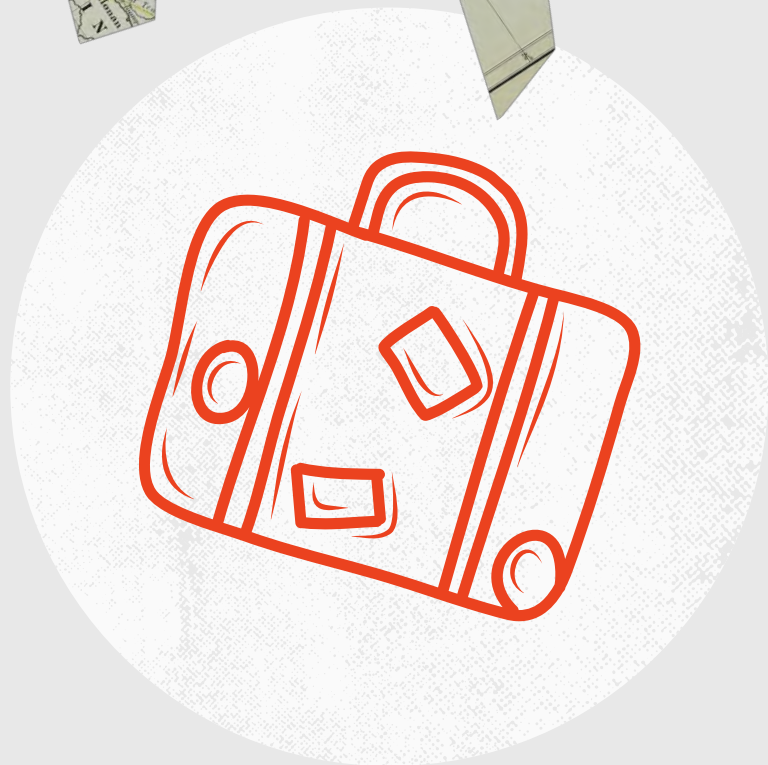




Pre-departure Briefing

Briefing by HKU International Affairs Office

- i. Preparation – Before You Go
- ii. Upon Arrival
- iii. Before Leaving Your Host Institution & After Returning to Hong Kong



1. Preparation -



Before You Go



Credit Transfer



01

- credit transfer is managed and subject to approval by your home Faculty at HKU
- ☑ Apply for pre-approval for selected courses
- ☑ Prepare the course outline and description to seek Faculty advice and approval
- ☑ Always prepare a list of backup courses for consideration
- ☑ Consult your Faculty Academic Adviser/Course Selection Adviser/Faculty or Department office in advance about any questions or doubts

Does **NOT** affect CGPA: Pass or Fail grades only

02

Leave of Absence



- Submit and complete the Leave of Absence application before departure to your home Faculty at HKU
- Check the academic calendar for any conflict with semester teaching dates.
- Applications for leave retrospectively might be rejected and will only be considered in very exceptional circumstances

About IAO

International Engagement

Study Abroad

Study at HKU

News & Events

Home > Resources And Support > Prepare To Study Abroad

RESOURCES AND SUPPORT

Prepare to Study Abroad

Insurance

While You are Abroad

Return from Abroad

Prepare to Study Abroad

Before your departure for study abroad, it is very important for you to please take some time to read through the information here to

Pre-departure Briefing

Pre-departure Briefing Session is to provide soon-to-be study abroad students with the most important information and reminders before they take off. Students may refer to the important information for preparation:

- [Pre-departure Briefing for Exchange in Semester 1 and Full Year, 2023-24](#)
- [Pre-departure Briefing for Short-term Abroad Programme - SAP & SAO 2023](#)
- [Pre-departure Notes for Outgoing Students \(Booklet\)](#)
- [Crisis and Emergency Outside Hong Kong](#)
- [Assistance to Hong Kong Residents Unit \(AHU\), the Immigration Department of the Government of Hong Kong](#)
- [HKU Mentorship Programme](#)

Credit Transfer

Before departure, students should seek pre-approval of courses for credit transfer according to the Faculty's regulations and requirements. Please consult the Head of Department or Departmental Course Selection Adviser on the credit transfer application. Students selected to participate in the exchange programme should submit the application form for credit transfer for exchange studies to their Faculty.

Why Study Abroad

Programme Search

Exchange

Short-term Study

Visiting

Research Internship

Resources and Support

Financial Assistance

Stories

FAQ

plication of leave of absence and other preparations. Therefore, ems you need to know and prepare.



Financial Assistance



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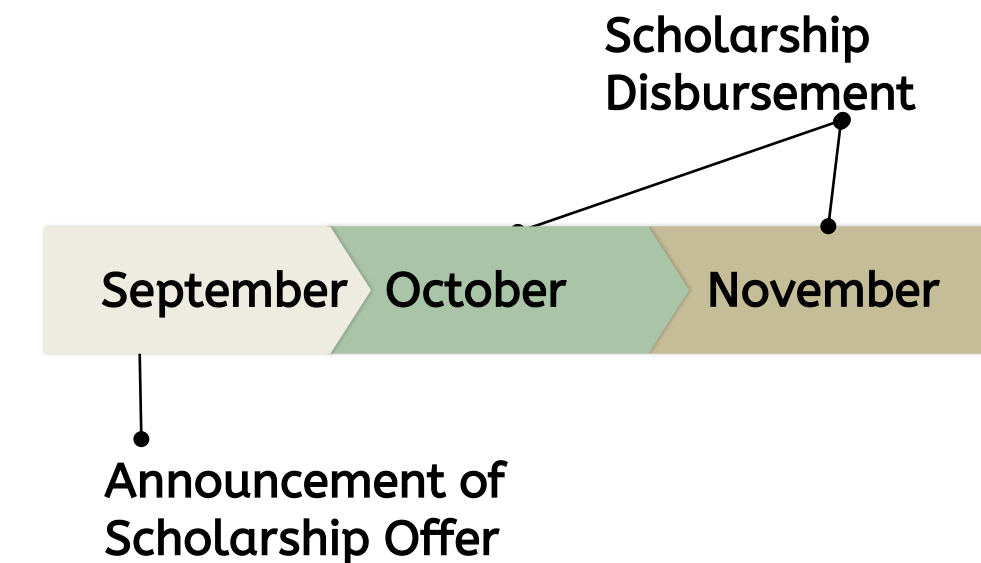


Scholarships for Semester Exchange

- Only students who travel outside Hong Kong and join in-person exchanges will be eligible
- Students should obtain a CGPA of 3.0 or above before the exchange semester to be eligible for receiving the HKUWW Scholarship Scheme
- **Eligible students must submit the scholarship acceptance document, arrival confirmation, e-form of the Insurance declaration as required in the scholarship offer email**
- Input the correct local bank account details on HKU Portal for receiving scholarship, subsidies or refund of exchange deposit.
- Students **should NOT consider** it a major financial source

Scholarship Disbursement Timeline -

For Semester 1 and Full-year Exchange



<https://intlaffairs.hku.hk/scholarships>



Financial Assistance



Government Subsidies for Semester Exchange Programme

- The Education Bureau (EDB) is offering government subsidy schemes to subsidise local undergraduate students to participate in exchange activities outside Hong Kong
 - I. Subsidy on Exchange for Post-secondary Students (“**SSE**”)
 - II. Subsidy on Exchange to "Belt and Road" Regions for Post-secondary Students (“**SSEBR**”)
 - III. Non-means-tested Subsidy on Exchange to “Belt and Road” Regions for Post-secondary Students (“**Non-means-tested SSEBR**”)



Subsidy Application and Disbursement Timeline -

Year	Date	Activity
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For Semester 1 and Full-year Exchange

2024	Late August - October	Application Period
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- The release of application result is on a rolling basis.
- Upon approval, the subsidy will be disbursed within 3 months after the release of results.





- ☑ Consider how to access foreign currency upon arrival
 - Activate Overseas ATM cash withdrawal
 - Look into how to open a bank account while studying abroad

- ☑ Settle all HKU tuition fee payment (before departure)

- ☑ Get financially prepared
 - Withdraw foreign cash before departure
 - Keep some money in-hand when you arrive in your host country
 - Prepare proof that you are able to support yourself financially for the planned study period (e.g. a bank account statement) (if applicable)



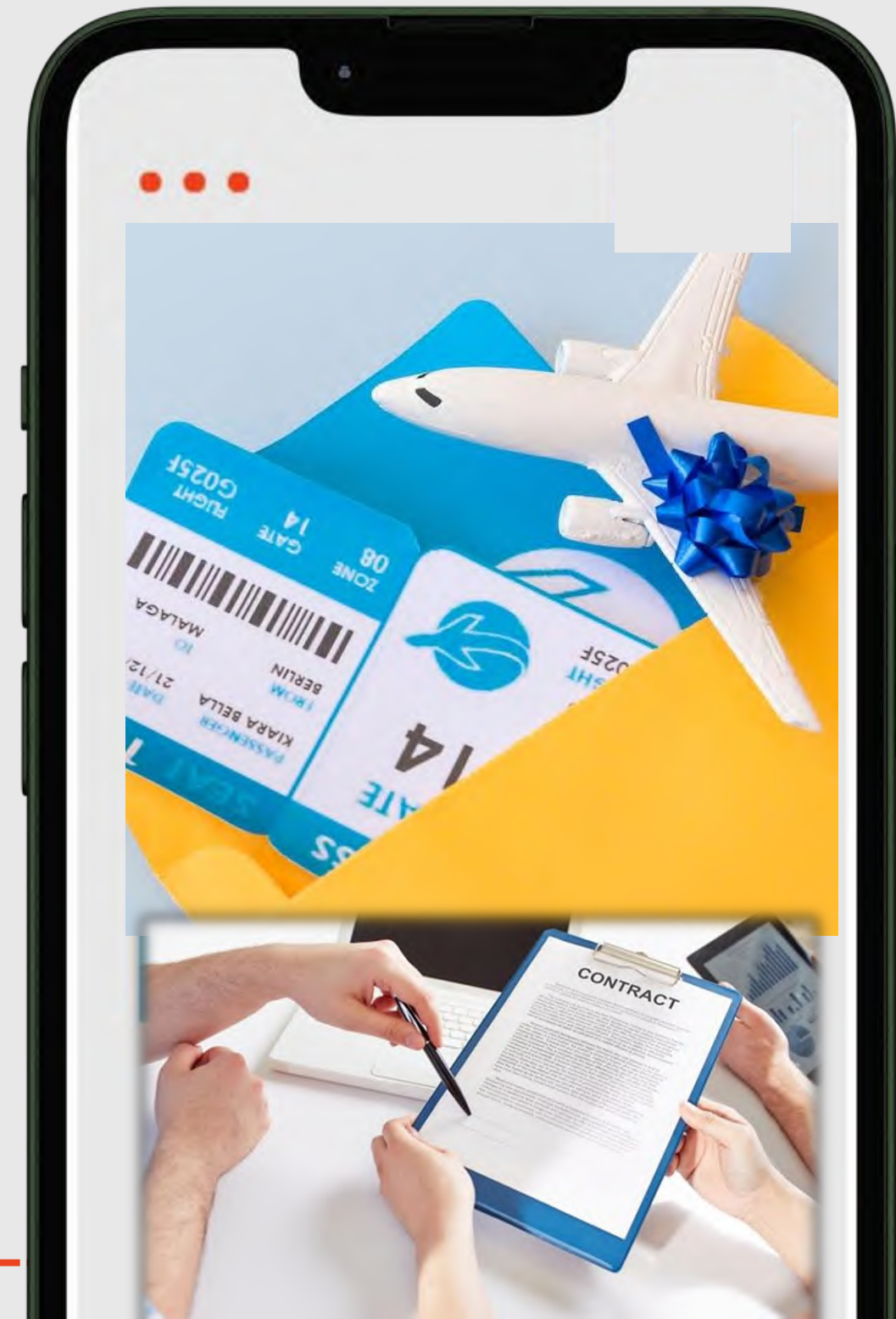
- ☑ Create a trip budget



Financial Commitment



- Observe the terms and conditions (including refund policy) of flight tickets, accommodation, and any other arrangements
- Keep all related documents such as receipts, booking confirmations, and transaction records
- We recommend you NOT to make any non-refundable financial commitments unless necessary





Accommodation



- Student housing/ Apartments
- On-campus / Off-campus
- The earliest move-in date for on-campus accommodation
- Examine the space with safety and security in mind (safety considerations list)
- Take photos of any damage to the apartment/room or furniture when you move in
- Carefully read the rental policy, especially regarding cancelling or changing your booking, before signing any contracts
- Make sure you understand the terms of the tenancy agreement before signing it, including the non-flexible end date
- If you are paying a deposit, make sure it is stated in the contract
- Remember it is **a legally binding document**
- Beware of fraud





Insurance



The University
of Hong Kong

FINANCE
AND
ENTERPRISES
OFFICE



Study abroad programmes that are arranged by HKU will be covered by the **Corporate Business Travel (“Travel”) Insurance Policy**

- Travelling overseas on academic activities
- insurance coverage will only be valid for the **first 183 days** of the trip
- Details of coverage under Travel Insurance are available at <https://intraweb.hku.hk/local/finance/student/insurance.html>
- **A Certificate of Travel Insurance** can be obtained by submitting the eForm on the FEO website to the FEO Insurance Team for processing (5 working days)



Reminder

- Check the coverage (region, duration of stay) on the insurance plan
- Save all receipts and medical reports for use when filing a claim
- Keep 24-Hour Emergency Telephone Service Hotline easily accessible and call when in doubt



Additional Insurance

Please check if an **additional insurance** is required from the host university or country

- ☑ Health & Medical Insurance, Accident Insurance, Liability Insurance etc.
- ☑ consult with a private health insurer of your choice to obtain a policy appropriate for international studies
- ☑ Check with the host institution whether the **insurance policy on the insurance plan** is sufficient and acceptable
 - ☑ insurance coverage (must cover urgent cases of sickness and accidents, psychological treatment and, if applicable, chronic diseases, pregnancy and delivery etc.)
 - ☑ period of validity of insurance
 - ☑ geographical area in which your insurance is valid
 - ☑ insured amounts



If you are planning to take **separate/occasional short travel trip(s)** for leisure purposes when you are abroad,

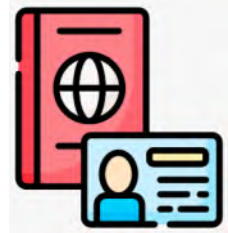
make your **own travel insurance arrangement** at your own cost to ensure that you are properly and adequately covered by a comprehensive insurance policy.



Immigration



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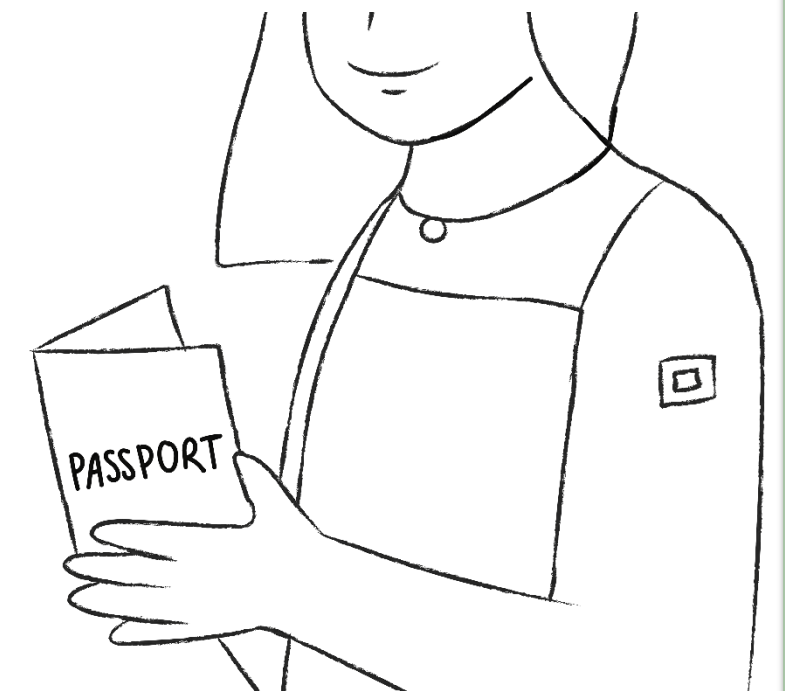


- ☑ Ensure you have a valid passport
- ☑ Apply for student visa and/or Residence Permit (if applicable)
 - Check with host university and relevant consulates/Migration Agency of host country
 - Approval of applications is subject to changes in government policies
 - Processing Time



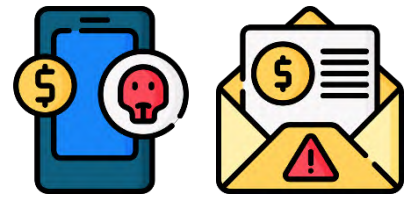
TIPS

- ☑ Check immigration authorities for entry and exit policy and requirement
- ☑ Bring a hard copy of your Admission Letter and Decision Letter from Migration Agency to show the airline and immigration officers if needed





Beware of Potential Scams



- Scammers might try to take advantage of students looking for exchange opportunities
- Suspicious organizations might request substantial payments be made to designated bank accounts in support of exchange applications.
- Be wary of any programme that requires payment upfront or promises unrealistic benefits.
- If you suspect a fraudulent call, report it directly to the HK Police by calling the 24-hour consultation hotline at **18222**.
- Report any suspicious activity to IAO, Faculty/Department office, and Hong Kong Police Force.



Hong Kong Police Force - Anti-Deception Coordination Centre

<https://www.adcc.gov.hk/>



Cyber Defender

<https://cyberdefender.hk/en-us/>





Prioritizing Safety and Mental Health

- Always follow the safety guidelines
- Report any suspicious behavior or concerns
- Recognize the signs of stress, anxiety, and depression
 - ❖ Maintain a healthy work-life balance
 - ❖ Engage in self-care and stress-reducing activities
- Seeking Help and Support
 - ❖ Reach out to friends, family, or institutions for support
 - ❖ Utilize available campus resources and counseling services
 - ❖ HKU Cedars Counselling and Person Enrichment Section (CoPE) : [Counselling & Psychological Services](#)



Prepare Yourself



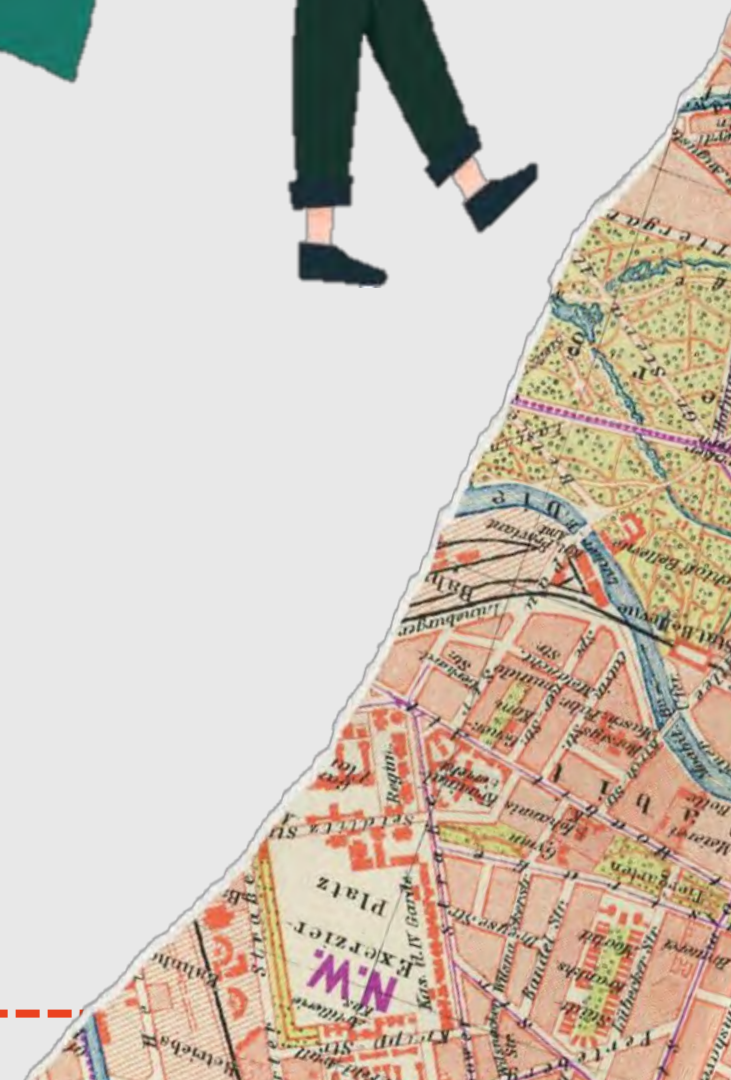
港大人



I Am an HKUer

At The Best I Am

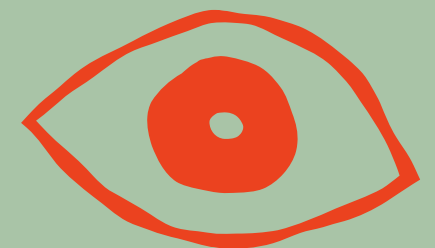
- Prepare yourself as an ambassador of HKU and Hong Kong
 - You are the representative
 - Know HKU and Hong Kong through you – window



Upon Arrival



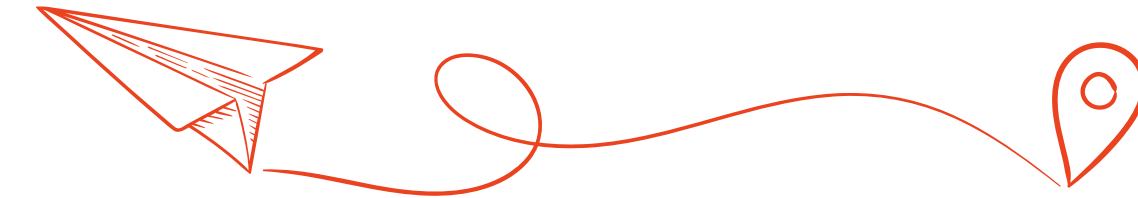
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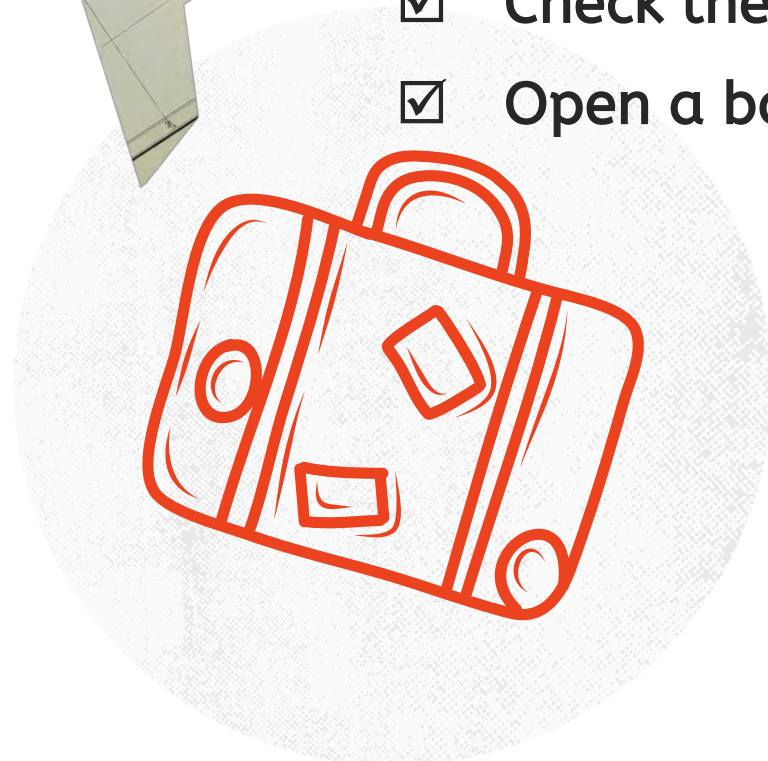
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Upon Arrival



- ✓ Update your loved ones
- ✓ Report your arrival to IAO and the host university
 - **Submit Confirmation of Arrival to IAO – (required for scholarship)**
- ✓ Book your Residence Permit appointment (if applicable)
- ✓ Discuss any changes to course selection with your home Faculty
- ✓ Check orientation activities for international students
- ✓ Check the local emergency number and the location of health centers
- ✓ Open a bank account if needed



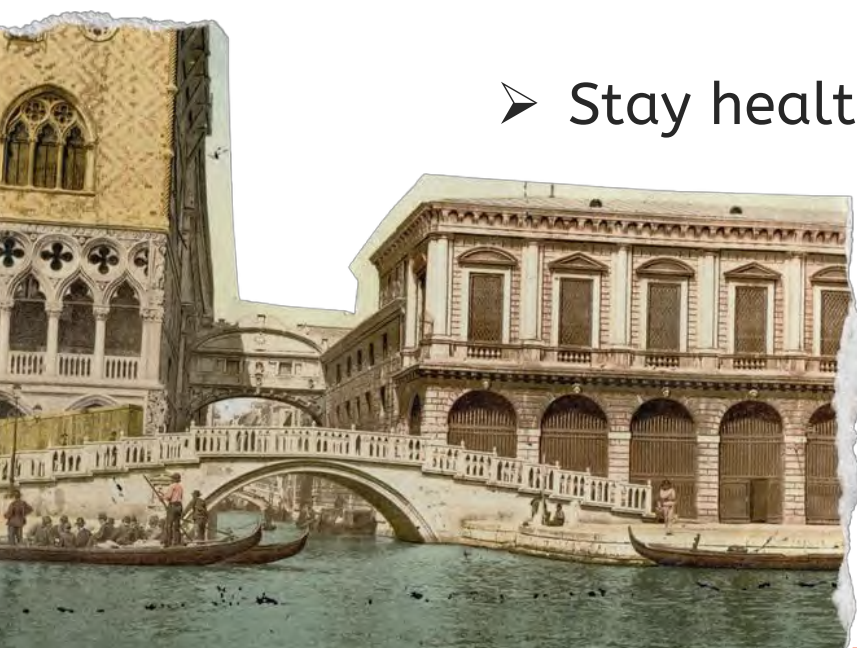


While Abroad

- Familiarise yourself with your new environment and embrace the new culture
- Get a feel for the academic culture
- Obey the laws of your host country and respect local customs. Note views and attitudes towards alcohol, drugs, smoking, sexuality, etc.
- Keep valuables close to you
- Stay healthy, Work hard and Enjoy!



Report any urgent matters or emergencies to your family, host university and IAO immediately





3. Leaving Your Host Institution

Before Leaving your Host University →



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- ☑ Settle all the outstanding fees with the host institution and accommodation
- ☑ Apply for your official transcript – for credit transfer and postgraduate studies (if applicable)
- ☑ Show your appreciation of your host institution



Returning to Hong Kong →

- ☑ Submit your exchange report to IAO to receive your deposit refund
- ☑ Join our activities and share your experience with others



- **Expect the unexpected**
 - **Be flexible and resilient**
 - **Don't hesitate to explore**
-
- **Take every opportunity, be brave and step out of your comfort zone**





Pre-Departure
Notes for Outgoing
Students from Cedars

<https://www.cedars.hku.hk/nonlocal/publication/Pre-departureNotes2024.pdf>



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• HKU Mentorship



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**DEVELOPMENT &
ALUMNI AFFAIRS
OFFICE**

<https://www.mentorship.hku.hk/daao/>

Hong Kong Immigration Department - Assistance to Hong Kong Resident Unit (AHU)

- ways to seek assistance
- Loss of Travel Document/ Mainland Travel Permit
- Travel Advice & Tips



入境事務處
Hong Kong Immigration Department

領事保護和協助
Consular Protection and Services

協助在外香港居民小組
Assistance to Hong Kong Residents Unit

境外港人向小組求助的4個方法
4 ways for Hong Kong residents to seek assistance

24小時求助熱線
24-hour hotline

網絡數據1868
Network data call via ImmD app

網上求助表格
Online Assistance Request Form

1868 WhatsApp求助熱線
1868 WhatsApp Assistance Hotline

AHU 1868

外交部全球領事保護與服務應急熱線
Consular Protection 24/7 Hotline

- 外交部「12308」領事保護熱線24小時運作，為在外中國公民提供緊急協助。
- Consular protection hotline of the Ministry of Foreign Affairs '12308' has operated 24/7 to provide dedicated services and assistance to overseas citizens, bringing the care and solicitude of the Party and the country to every one of them.



12308
外交部全球領事保護與服務
應急呼叫中心



+86-10-12308



領事保護 Consular Protection

https://intlaffairs.hku.hk/backend/wp-content/uploads/2023/07/AHU-Immigration-Department_Website.pdf

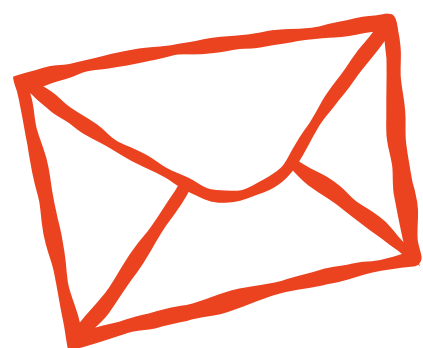


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Academic Liaison Office, The Registry



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