

Information for Students on Exchange

A. University	<p>The Hong Kong Polytechnic University</p> <p>http://www.polyu.edu.hk/web/en/home/index.html</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. Country	Hong Kong
C. Academics	
i) Module Mapping & Credits Transfer	<p>SEP students can transfer 20 MCs back to NUS if they have taken a full semester of workload at the host university with effect from AY2016/17.</p> <p>Please check with your SEP co-ordinator at your Faculty for more information.</p>
ii) Academic Calendar	<p>Semester 1: September to January</p> <p>Semester 2: January to May</p>
iii) Exchange Duration	One semester or full-year exchange, depending on your home Faculty.
iv) Examination	Students are expected to sit for the mandatory examinations at PolyU before returning to NUS for the next semester.
v) Curriculum Structure	Exchange students are required to complete a minimum of 9 credits and a maximum of 18 per semester. One subject equates to 3 credits and 42 teaching hours. Exchange students are recommended to take 4 - 6 subjects per semester.
vi) Entry Requirements	<ul style="list-style-type: none"> • be enrolled at the National University of Singapore (NUS) as a full-time student; • have completed at least two semesters of study before embarking on the exchange programme; • 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; • have sufficient financial means to cover the necessary expenses for the

	<p>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;</p> <ul style="list-style-type: none"> • obtain the Faculty's approval for the SEP; • satisfy partner institution and host country entry requirements; and • 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). 														
vii) Language Proficiency Requirements	The medium of instruction and assessment at PolyU is English unless otherwise stated.														
viii) Modules Compatibility	<p>Suitable for students from the following faculties:</p> <table border="1"> <tr> <td>BIZ</td><td> <ul style="list-style-type: none"> • Accounting & Finance • Logistics & Maritime Studies • Management & Marketing </td></tr> <tr> <td>FASS</td><td> <ul style="list-style-type: none"> • Applied Social Sciences • Chinese & Bilingual Studies • English • Chinese Culture </td></tr> <tr> <td>FoE</td><td> <ul style="list-style-type: none"> • Building Services Engineering • Civil & Environmental Engineering • Electrical Engineering • Electronic & Information Engineering • Industrial & Systems Engineering • Mechanical Engineering • Biomedical Engineering </td></tr> <tr> <td>FoL</td><td> <ul style="list-style-type: none"> • NA </td></tr> <tr> <td>FoS</td><td> <ul style="list-style-type: none"> • Chemical Technology • Mathematics • Physics • Applied Biology • Biotechnology • Food Safety Technology </td></tr> <tr> <td>SDE</td><td> <ul style="list-style-type: none"> • Building & Real Estate • Land Surveying & Geo-Informatics </td></tr> <tr> <td>SoC</td><td> <ul style="list-style-type: none"> • Computing </td></tr> </table>	BIZ	<ul style="list-style-type: none"> • Accounting & Finance • Logistics & Maritime Studies • Management & Marketing 	FASS	<ul style="list-style-type: none"> • Applied Social Sciences • Chinese & Bilingual Studies • English • Chinese Culture 	FoE	<ul style="list-style-type: none"> • Building Services Engineering • Civil & Environmental Engineering • Electrical Engineering • Electronic & Information Engineering • Industrial & Systems Engineering • Mechanical Engineering • Biomedical Engineering 	FoL	<ul style="list-style-type: none"> • NA 	FoS	<ul style="list-style-type: none"> • Chemical Technology • Mathematics • Physics • Applied Biology • Biotechnology • Food Safety Technology 	SDE	<ul style="list-style-type: none"> • Building & Real Estate • Land Surveying & Geo-Informatics 	SoC	<ul style="list-style-type: none"> • Computing
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	<p>Please refer to the Schools & Departments at PolyU for details : http://www.polyu.edu.hk/iao/study-se-programmes.php</p>
ix) Module restrictions and pre-requisites	<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. 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 as well as elective and language courses. All registrations are subject to the approval of the respective departments.</p> <p>Students enrolling in the programmes under School of Design (SD) are required to take compulsory courses during exchange:</p> <ul style="list-style-type: none"> • BA (Hons) in Advertising Design [73416-AD] • BA (Hons) in Communication Design [73416-CD] • BA (Hons) in Environmental & Interior Design [73416-EID] • BA (Hons) in Product Design [73416-PRD] <p>For more information, please refer to https://www.polyu.edu.hk/international/incoming-students</p>
D. Application	
i) Procedures	<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>
ii) Deadlines	<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 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>
E. Accommodations	
i) University Accommodation	<p>All exchange students are guaranteed a shared room at PolyU's Student Halls of Residence. No single room is available. Please submit your hall application online on or before the deadline given in your Admission Letter.</p>

	For more information on accommodation, please refer to "Accommodation" section of http://www.polyu.edu.hk/iao/study-se-admission.php
F. Visa	
Consular/Visa Regulation	<p>International Affairs Office (IAO) will act as your visa sponsor and send all the required documents to the Hong Kong Immigration Department on your behalf. So please remember to complete your visa application form and send it in together with your application!</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. <u>Please inform IAO immediately if you have changed your address.</u></p> <p>http://www.polyu.edu.hk/iao/study-se-admission.php</p>
G. Safety, Health & Medical Insurance	
i) Health/Medical Insurance	<p>All registered NUS students are covered under the university health insurance and the blanket travel insurance. For more information on the university health insurance coverage, please refer to http://www.nus.edu.sg/uhc/services/billing-insurance/insurance-matters.html</p> <p>For more information on the blanket travel insurance, please refer to 'Insurance Cover for Official NUS Trips' through http://www.nus.edu.sg/finance/students/student-travel.html</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 University Health Services (UHS) provided by PolyU and the public medical services, PolyU has also arranged a Group Personal Accident Insurance for all PolyU registered students. The insurance only covers bodily injury occurs during activities organized by PolyU. Therefore all exchange students must enroll in an appropriate insurance plan to protect themselves in case of accidents and they will be requested to provide a copy of the Insurance certificate and policy before departure from home. The insurance plan should cover the entire exchange period with the start date and end date matching the student's flight departure/return arrival dates and the following items:</p> <ul style="list-style-type: none"> • Medical expenses (including out-patient, hospital expenses and accident) • Personal accident (as the result of any illness, injury, disability or accident)

	<ul style="list-style-type: none">• Personal liability covering the legal liability of causing the death of a third part or property damage due to negligence• Emergency medical evacuation and repatriation of remains (due to accident/illness/other causes). <p>http://www.polyu.edu.hk/iao/study-se-admission.php</p>												
ii) Emergency Number at host university	+852-2766 7999 (Campus Security Control)												
H. Cost of Living													
Estimated Monthly Living Expenses	<table><tr><th>Breakdown of Costs</th><th>Cost</th></tr><tr><td>Accommodation</td><td>HK\$1,400</td></tr><tr><td>Food</td><td>HK\$3,000</td></tr><tr><td>Transport</td><td>HK\$300</td></tr><tr><td>Others (Entertainment, clothes, books, electricity etc)</td><td>HK\$1,100</td></tr><tr><td>Monthly Estimate</td><td>HK\$5,800</td></tr></table>	Breakdown of Costs	Cost	Accommodation	HK\$1,400	Food	HK\$3,000	Transport	HK\$300	Others (Entertainment, clothes, books, electricity etc)	HK\$1,100	Monthly Estimate	HK\$5,800
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I. Useful Links													
International Affairs Office	<ul style="list-style-type: none">• http://www.polyu.edu.hk/iao/study-student-exchange.php												