

City University of Hong Kong

CityU Factsheet on Student Exchange Programme, Academic Year 2023-2024

<i>Contact Information</i>	
Name of university	City University of Hong Kong
Coordinating office	Global Engagement Office (GEO)
Mailing address	Room 3210, 3/F, Cheng Yick-chi Building, City University of Hong Kong, Tat Chee Avenue, Kowloon, Hong Kong SAR
Contact information (Coordinator-in-charge)	Name: Jenny LAI
	Post: Manager
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Website	http://www.cityu.edu.hk/geo
24-hour campus security	(852) 3442 8888

<i>General Information</i>		
Academic calendar	Semester A (1 st semester):	Semester B (2 nd semester):
Teaching (13 teaching weeks)	4 Sep – 2 Dec 2023	15 Jan – 20 Apr 2024
Revision period	4 Dec – 9 Dec 2023	22 Apr – 27 Apr 2024
Examinations	11 Dec – 23 Dec 2023	29 Apr – 13 May 2024
Semester break	25 Dec 2023 – 13 Jan 2024	14 May – 8 Jun 2024
Link to academic calendar and important dates	http://www6.cityu.edu.hk/arro/ac_calendar.asp http://www6.cityu.edu.hk/arro/content.asp?cid=321	
Data protection	City University of Hong Kong undertakes to observe the spirit and comply with the principles and requirements of the data protection regulations such as the Personal Data (Privacy) Ordinance of Hong Kong and the General Data Protection Regulation (GDPR) of the European Union.	

<i>Exchange-related Information</i>		
Nomination period	Semester A (September Entry):	Semester B (January Entry):
	8 Apr - 1 May 2023	1 Sep - 1 Oct 2023
Application period	Semester A (September Entry):	Semester B (January Entry):
	8 Apr - 15 May 2023	1 Sep - 15 Oct 2023

Website for exchange-related information	http://www.admo.cityu.edu.hk/exchange_visiting/exchange/ http://www.cityu.edu.hk/geo
Online application for admission	https://banweb.cityu.edu.hk/pls/PROD/hwieapplacs_cityu.P_Login
Application checklist	<p>The following supporting documents should be provided at the time of application:</p> <ul style="list-style-type: none"> • Official academic transcript (online uploading) • TOEFL/IELTS/CET result if English is not the medium of instruction at your institution (online uploading) <p><u>Notes for Exchange Applicants</u> You must select at least 6 courses in order to submit the application. Some courses are so competitive that you may not be able to enrol in all the intended courses so please allow flexibility with your study plan at CityU!</p> <p>For courses with pre-requisites, you are strongly advised to upload a list of courses now you are taking at your home university together with the relevant course syllabuses for consideration. It will save you time in corresponding back and forth with us regarding the proof of relevant background. Beware that course places can be filled up soon!</p> <p>If you need to complete your major modules during the exchange study at CityU, do prioritize and select at least 50% of the courses offered by your intended academic department at CityU. Put them at the top of your intended course list. Even if you are not pre-assigned with the course(s) at the time of admission, you may have a chance to get into the course(s) if and when someone drops out.</p>
Minimum requirement	<p>Students must have already completed their first year of study at their home university in order to attend the exchange programme at CityU. Students are expected to be in good academic standing at their home institution.</p> <p>Minimum language requirement: TOEFL 79 (Only accepts internet-based scores from a single test date, not MyBest scores), IELTS 6.5 or Chinese Mainland’s College English Test Band 6 (total score ≥ 450), if English is not the medium of instruction at your institution.</p> <p>*For students applying for law courses, they must meet the School of Law’s minimum CGPA requirement of 3.0 out of 4.3 scale; and minimum English requirement of TOEFL 100 (Only accepts internet-based scores from a single test date, not MyBest scores) / IELTS 7. The TOEFL and IELTS scores should be valid for 3 years from the test date.</p>
Can students extend their exchange stint?	<p>It will be considered on a case-by-case basis, subject to approval of the home and host institutions. Application for re-admission must be raised before 15 May for Semester A enrolment and 15 October for Semester B enrolment to allow enough time to process the application and apply for extension of visa.</p>
Activities or services available to exchange students (e.g. student activity group, student club, sports facilities, wellness centre etc.)	<ul style="list-style-type: none"> • Exchange students may apply for associate membership and join the activities organised by various student groups at CityU • Peer support from International Friends Club (IFC) • Global Ambassador Club (GAC) • Global Mixer (G-mixer) • Cultural integration videos by CityU & Me <p><i>Note: Fees will be charged for some</i></p>

<i>of the activities and services.</i>	<ul style="list-style-type: none"> • Community service work organised by the University, e.g. Companions of Social Inclusion (COSI) • Access to campus facilities including the library, sports facilities and medical centre, etc.
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<i>Course-related Information (for exchange students)</i>	
Course information	http://www.admo.cityu.edu.hk/exchange_visiting/exchange/
Course schedule/timetable	During the course add/drop period, students can add courses, subject to approval, by logging onto their student account via https://banweb.cityu.edu.hk/pls/PROD/hwieapplacs_cityu.P_Login
Restricted programmes or courses (not open to exchange students)	Some courses do not accept exchange students. For pre-requisite required courses, students must have taken courses considered equivalent to the pre-requisite. See Notes for Exchange Applicants above.
Medium of instruction and assessment	The medium of instruction and assessment at CityU is English unless specified otherwise.
Minimum and maximum number of credits to be taken for each semester	12-18 credit units per semester. Exchange students must take full-time credit-unit load, i.e. at least 12 credits per semester in order to meet the visa requirements set by the Hong Kong SAR Immigration. A credit unit is earned by approximately forty to fifty hours of student work.
Are students allowed to take cross-faculty modules?	Yes, subject to approval by the course-offering department. Nonetheless, students will be required to take at least 50% of the credits from the same department students are accepted into at CityU.
Level of courses	Exchange students are normally allowed to take courses at undergraduate level only (course level: B1-B4) unless approved otherwise.
Any special language courses for exchange students prior to the exchange programme stint?	No.
Official transcripts	CityU transcripts show letter grades only. A description of the grading system is available at http://www6.cityu.edu.hk/arro/content.asp?cid=498 . CityU will mail two copies of the official transcript directly to the partner institution's international office, approximately 6 weeks after the end of examination period.

<i>Accommodation</i>	
Is on-campus accommodation available for exchange students?	Exchange students may apply for accommodation at Student Residence but it is NOT guaranteed due to limited spaces. Allocation of accommodation will be made by a random ballot. Students should file their accommodation application before the deadline.
Link to information on off-campus accommodation	http://www.cityu.edu.hk/sro/htm/e_off-campus.htm Exchange students may choose to stay in commercially operated accommodation recommended by CityU, or rent their own flat on the market. The rental for off-campus accommodations varies, depending on the size, location, age of the building, etc.

Visa Requirements

Are exchange students required to obtain a student visa?	<p>Yes, details and procedures can be found at http://www.immd.gov.hk and http://www.cityu.edu.hk/geo/ies_stdvisa.htm. Students are encouraged to apply for student visa to Hong Kong via CityU. CityU may act as the local sponsor of exchange students who are accepted for admission and meet Hong Kong visa application requirements.</p> <p>Completed application form and supporting documents should be sent to the Global Engagement Office, Room 3210, 3/F, Cheng Yick-chi Building, City University of Hong Kong, Tat Chee Avenue, Kowloon, Hong Kong SAR.</p> <p>An Administrative Fee for Student Visa/Entry Permit Application at HK\$600 will be charged. The fee is non-refundable and non-transferable.</p> <p>As the student visa/entry permit application processing may take 8 weeks or even longer, students should file their application by the following deadline:</p> <p>Semester A (September Intake): 1st June</p> <p>Semester B (January Intake): 1st November</p> <p>*Students are encouraged to file their student visa/entry permit application first even if they have not yet received the letter of acceptance.</p>
Are exchange students allowed to work?	No, exchange students are not allowed to work, whether paid or unpaid.

Arrival / Orientation Programme

Recommended arrival dates	Semester A: 28 Aug – 1 Sep 2023	Semester B: 8 – 12 Jan 2024
Is airport pick-up service available?	Depending on the pandemic situation, scheduled shuttle bus services from Hong Kong International Airport to CityU campus will normally be provided during the orientation week. Reservation is required.	
Mandatory orientation programme	Semester A: 28 Aug – 1 Sep 2023	Semester B: 8 – 12 Jan 2024
	It normally starts one week before the semester commences.	It normally starts one week before the semester commences.
Cost of orientation programme (if any)	Most of the activities are free of charge, unless specified otherwise.	

<i>Insurance</i>	
Are exchange students required to purchase insurance?	<p>Yes, it is mandatory for exchange students to have insurance.</p> <p>Students must purchase insurance for themselves before they come to Hong Kong. The insurance should include, but not limited to, medical and travel insurance that will cover the entire period of their study in Hong Kong. If exchange students wish to have additional insurance coverage, they may enrol in the insurance plan for non-local students at CityU. For more information, please see http://www.cityu.edu.hk/geo/ies_healthninsur.htm.</p>

<i>Estimated Expenses in Local Currency</i> <i>(The estimated costs are for reference only. Actual expenses may vary from person to person.)</i>	
University-administered accommodation	<p>Charging rates for residence at Cornwall Street (per semester per person)</p> <p>2022/23 Hall lodging fee for one-semester inbound exchange students per person is HK\$ 10,100 / semester for double room; HK\$ 20,200 / semester for single room.</p> <p><u>Notes:</u></p> <ol style="list-style-type: none"> 1. On-campus accommodation is NOT guaranteed. Exchange students should be prepared to arrange their own off-campus accommodation, if necessary. 2. The charging rates are subject to annual review and revision. 3. Upon announcement of residence application results, students will be required to pay the residence fee in full to confirm the reservation. 4. The residence does not provide meal plans.
Off-campus accommodation	Shared private flat / serviced apartment: HK\$5,625 to HK\$6,875 per month (with utility and internet charges excluded).
Living costs (meals, transport, laundry, and education expenses for books, stationery etc.)	HK\$4,500 per month.

(Last updated on 9 February 2023)