

LINGNAN UNIVERSITY
Office of Mainland and International Programmes

Student Exchange Programmes (SEP)
Participation Agreement for Outbound Exchange Students

This participation agreement lists the terms and conditions regarding your participation in the Student Exchange Programmes (SEP).

I, _____ (Name) _____ (Student No.), accept the recommendation on the host institution and period of exchange for the SEP. I hereby agree with the following terms in relation to my exchange study:

- 1 My participation in the SEP is with the recommended host institution for the designated period. Any request for change in host institution or the period of exchange will not be entertained. I also understand the final decision on admission rests with the host institution.
- 2 I have informed my parents/guardians about my participation of the SEP and sought their consent.
- 3 I am responsible for obtaining prior approvals of course selection and study load requirements from relevant parties at Lingnan prior to my departure. I am aware that, failure to do so may result in insufficient credits and eventually affect the fulfillment of my graduation requirement.
- 4 Being an ambassador of Lingnan University, I will conduct myself be fitting of a Lingnan student and in compliance with the policies, rules and regulations prescribed by the host institution.
- 5 For the semester abroad, I will continue to pay Lingnan tuition fee. I understand the accommodation fee between Lingnan and host institution is different, and I will pay either Lingnan or host institution's accommodation fee according to the agreement with the host institution. Any personal expenditure incurred and relevant fees required by host institution/ host country are my own responsibility.
- 6 I understand the assignment of accommodation is determined by the host institution and according to its policy and subject to the availability of accommodation of the exchange term. I will honor the accommodation offer given and understand the standard of living varies between host institutions.
- 7 I understand withdrawal from SEP before departure is highly discouraged and I will inform Lingnan immediately if unforeseeable circumstances arise. I understand I am requested to meet with the Associate Vice-President (Academic Affairs) in person for explanation, and my reason of withdrawal might be disclosed to other relevant units including academic department/programme office where appropriate.
- 8 Should I fail to complete the SEP for whatever reason, I understand that all expenditures spent/ to be paid in relation to the SEP are my own responsibility and non-refundable in any case. I also undertake to reimburse Lingnan University for any allowance/ sponsorships/ subsidies/ financial assistance/ scholarships granted and expenses paid on my behalf.
- 9 I shall, during my exchange study, enroll as a full-time student and meet the minimum academic standards as defined by Lingnan University and host institution. I will also abide by the laws and regulations of my host institution and host country; otherwise, the host institution has the right to terminate my exchange study. Such termination may carry the same financial obligations as stated in clause 8 listed above.
- 10 I will provide Lingnan University with my contact details (postal address, e-mail address, telephone number) in the host country; keep close contact with Lingnan University and response to requests timely while abroad.
- 11 I will be required to complete and return an evaluation report about my exchange experiences upon completion of exchange.
- 12 I will take part in all the activities/ briefings to be organized by Lingnan University in relation to student exchange and devote myself in the promotion of internationalization. I shall provide relevant information requested by the University and agree to disclose my contacts to potential outgoing exchange students or any other parties that the University sees fit.

Failure to meet any of the above conditions can result in full or partial reimbursement of any allowance/ sponsorships/ subsidies/ financial assistance/ scholarships granted and an early dismissal from your exchange study at the discretion of the University.

Student Signature

I have read and agreed to the above Agreement.

Date