

# Briefing Session - Summer Programmes 2024

 **Lingnan** 嶺南大學  
University 香港 Hong Kong

**SUMMER  
PROGRAMMES  
2024**

**Inspire Curiosity,  
Illuminate  
the World**

# Overview

- ▶ Timeline and Procedures
- ▶ Application for & Admission by Host Institution
- ▶ OSA Enhancement Programme
- ▶ Study Plan & Credit Transfer
- ▶ Lingnan Summer Institute 2024
- ▶ Payment
- ▶ Air Ticket Sponsorships
- ▶ Documents to be submitted to OGE before departure
- ▶ Schemes for EDB Subsidy
- ▶ Travel Arrangements
- ▶ Your Responsibility as Outgoing Students

# Timeline & Procedures

Estimated Time	Procedures
Feb - Apr	Prepare your application and send it to host institution according to OGE's email instructions
Mar - Apr	Register and attend OSA Enhancement Programme
Mar - May	Successful admission by host institution
After admission	Settle the payment directly to the host institution before the payment deadline
	Purchase insurance
	Receive acceptance package from OGE <ul style="list-style-type: none"><li>- Apply for visa (if applicable)</li><li>- Purchase air tickets</li></ul>
	Seek prior approval to study plan from relevant Lingnan authorities

# Timeline & Procedures (Con't)

Estimated Time	Procedures
Before Departure	Submit documents to OGE, e.g. completed study plan form
	Fill in pre-exchange survey
	Make travel arrangements
	Attend talk upon invitation
After Exchange	Fill in post-exchange survey and submit photos to OGE
	OGE receives your original transcript issued by host institution *To process credit transfer, you <b>MUST</b> provide us with your approved study plan and confirm table of credit transfer to be sent via email.

# Application for & Admission by Host Institution

- ▶ You will receive an email from OGE. Please follow OGE's instruction, observe application procedures and deadlines
- ▶ **Transcript:** Use the version from the **University Banner System**
- ▶ **Cover letter (if applicable):** To be provided by OGE
- ▶ **Motivation letter (if applicable):** Write an appropriate letter about why you are interested in your programme, host institution and host country
- ▶ **Proof of English language proficiency:** Submit IELTS/TOEFL score report, or seek assistance from Lingnan faculty e.g. from CEAL to certify your English proficiency
- ▶ Submit application through:
  - ✓ Host institutions' online application platform; OR
  - ✓ Email: Write a proper email with subject, contents and your full name. Copy the email to [oge@LN.edu.hk](mailto:oge@LN.edu.hk) for record purpose.
- ▶ Make a copy of your application for OGE record & your own retention

# Application for & Admission by Host Institution (Con't)

- ▶ The final decision of acceptance rests with the host institution.
- ▶ Expect the unexpected:
  - ❖ Events like natural disaster, outbreak of disease, riots, political unrests may happen
  - ❖ Be prepared to experience lots of differences, which can be good or bad

# OSA Enhancement Programme

- ▶ Details to be announced in due course
- ▶ To strengthen your inter-personal and communication skills, enhance your self-confidence and enrich your knowledge about your exchange journey, **you are required to attend a workshop and a talk upon request**
- ▶ Please register according to the email from OSA by the designated deadline

# Study Plan & Credit Transfer

Host Institutions	Lingnan Credits
Leeds (UK)	2.5
UHK (Czech) / LMU (Germany) / SNU & Yonsei (Korea)	3
LiU (Sweden) / KCL (UK)	3.75
VMU (Lithuania)	4
ICU (Japan)	5
ESSCA (France) / Aalto (Finland) / UBC (Canada)	6
Dongguk & Hanyang(Korea)	Up to 6*

*\*Depends on no. or type of course(s) to be taken*

*\*\*For programmes not listed here, please refer to individual programme information sheets.*

- ▶ You should take the no. of credits of summer programmes listed out in the Guidance Notes
- ▶ Grades obtained will be shown in Lingnan transcript but **NOT** count towards LU GPA calculation



# Study Plan & Credit Transfer (Con't)

- ▶ Credits obtained from the host institution **MUST** be transferred back to Lingnan\*
- ▶ For programme with less than 3 LN credits i.e. 2.5 regular LN course, you may take courses offered by LN with the remaining credits afterwards to combine them to 3 credits, if feasible
- ▶ The maximum study load in a summer term is **2 courses or 6 credits**
- ▶ Credits taken are counted in the maximum study load for the academic year of 2023-24 or in the next academic year (i.e. 2024-25) as appropriate
- ▶ As per the University's academic regulations, a student who has F(Failure), U(Unsatisfactory) or I(Incomplete) grades in any courses enrolled in the academic year concerned (including courses taken at LU as well as during exchange including Virtual Exchange Programmes) will be **excluded** from being eligible for being placed on the Dean's List or the President's List

*\*Except International Christian University, King's College London, The University of British Columbia and other fee-paying programmes as specified in individual programme information sheets.* <sup>9</sup>

# Study Plan & Credit Transfer (Con't)

Pay attention to the below remarks:

- ▶ Read through Guidelines on Completing Course Study Plan
- ▶ Fill in the Study Plan
- ▶ Follow the procedures to obtain approvals to your study plans from the relevant LU authorities
- ▶ 1 credit at Japan/Korea institutions = 1 Lingnan credit
- ▶ 2 ECTS = 1 Lingnan credit
- ▶ 4 credits at UK institutions = 1 Lingnan credit
- ▶ For details of credit equivalence, please refer to individual programme information sheets.

# Study Plan

## 1. Preferred Courses

Proposed courses to be taken at the host institution			Equivalent/ substitute courses at Lingnan			Prog. requirement
Course code	Course title	No. of credits	Course code	Course title	# No. of equivalent credits at LN	
ART 215	Intermediate Drawing	10 ECTS	-----	-----	5	FE
FIN 410	Security Analyst	6 Unit	FIN 3300	Investment and Portfolio Management	3	SE
LB 123	Introduction to Creative Thinking	3 Credits	CLA 9007	Creative Thinking	3	CLA
HST123	Mexican History 1821-1910	3 Credits	-----	-----	3	PE/U

# Table A: Arts / BSc Data Science

Programme Requirements	Seek approval/endorsement from:				
	Step 1	Step 2	Step 3	Step 4	Step 5
	Subject Professor/ Head of Department of Minor Programme	Director of CCGEO/ Head of CEAL	Director of Service-Learning	Head of Department of Major Programme/ Associate Dean of Faculty of Arts (for BA Interdisciplinary Programmes only) <sup>6</sup>	Programme Director <sup>6</sup>
Free Electives				✓	
Courses in Major Disciplines <sup>1</sup>	✓			✓	
Cluster Courses <sup>2</sup>	✓	✓		✓	
English Language Enhancement Elective Courses <sup>3</sup>	✓	✓		✓	
Courses with Service-Learning components <sup>4</sup>			Either Director of Service-Learning or Head of Department		
Free Electives (Minor) <sup>5</sup>	✓			✓	

# Table B: BA Global Liberal Arts / BLA Global Development and Sustainability / BA Animation and Digital Arts / BSocSc Business Psychology

Programme Requirements	Seek approval/endorsement from:				
	Step 1	Step 2	Step 3	Step 4	Step 5
	Subject Professor/ Head of Department of Minor Programme	Director of CCGEO/ Head of CEAL	Director of Service-Learning	Head of Department of Major Programme <sup>6</sup>	Programme Director <sup>6</sup>
Free Electives					✓
Courses in Major Disciplines <sup>1</sup>	✓				✓
Cluster Courses <sup>2</sup>	✓	✓			✓
English Language Enhancement Elective Courses <sup>3</sup>	✓	✓			✓
Courses with Service-Learning components <sup>4</sup>			Either Director of Service-Learning		OR Programme Director
Free Electives (Minor) <sup>5</sup>	✓				✓

# Table C: BBA / Social Sciences students

	Seek approval/endorsement from:				
	Step 1	Step 2	Step 3	Step 4	Step 5
Programme Requirements	Subject Professor/ Head of Department of Minor Programme	Director of CCGEO/ Head of CEAL	Director of Service-Learning	Head of Department of Major Programme / Director/ Delegate of Asia-Pacific Institute of Ageing Studies	Programme Director <sup>6</sup>
Free Electives				✓	✓
Courses in Major Disciplines <sup>1</sup>	✓			✓	✓
Cluster Courses <sup>2</sup>	✓	✓		✓	✓
English Language Enhancement Elective Courses <sup>3</sup>	✓	✓		✓	✓
Courses with Service-Learning components <sup>4</sup>			Either Director of Service-Learning		OR Programme Director
Free Electives (Minor) <sup>5</sup>	✓			✓	✓

# Study Plan

- **Social Sciences Programmes (A/Y 2023-24):**

Programme	Department	Department Head
IEP	Department of Government and International Affairs	Prof. LI Lianjiang
SPPS	Department of Sociology and Social Policy	Prof. CHEN Hon Fai

# Study Plan & Credit Transfer (Con't)

When you seek approval from relevant authorities please bring along:

- ▶ Study Plan
- ▶ Table of Credit Equivalence/Programme information sheet
- ▶ Course description/syllabus



# Study Plan & Credit Transfer (Con't)

## Tips:

- ▶ P.2 → Fill in some alternative courses
- ▶ P.3 → printed names and signatures of faculty members
- ▶ P.3 → Approval for Excess Credits to be Counted as Free Electives
  - e.g. 5 credits equivalent for CLA
  - = 3 credits as CLA + 2 excess credits as free electives
- ▶ You may seek approval on your study plan through emails (to relevant authorities) if you are unable to come back to the campus.
- ▶ Submit the completed study plan to OGE via email **before departure** (Please photocopy/scan one for your own record)

# What Programme Requirements can be transferred?

- ▶ Please refer to Appendix 1 of the study plan for programme requirements of your major
- ▶ Apart from **Free Elective (FE)**, you may transfer your credits to be taken at your host institution as follows, subject to approval of relevant LU authorities:
  - ▶ **Cluster course (CLA / CLB / CLC / CLD / CLE)**: You may transfer substitute Cluster Course by submitting Application for Cluster Course Credit [Transfer can only be confirmed upon submission of course outline]. For example, courses related to “Values, Cultures and Societies” without equivalent courses at Lingnan could be transferred as CLE. For details: <https://www.ln.edu.hk/ccgeo/exempt.php>
  - ▶ **Courses in major disciplines WITHOUT equivalent courses at Lingnan** (i.e. without course codes to be matched with) can be transferred upon approval from Head of Department of major programme. For example, HST123 Mexican History 1821-1910 offered by a host institution, which is not on offer at Lingnan and equivalent to 3 Lingnan credits, can be transferred as a History elective as “Programme Elective - Unspecified Category (PE/U)”.
  - ▶ **Courses in minor disciplines WITHOUT equivalent courses at Lingnan** (i.e. without course codes to be matched with) can be transferred subject to approval from Head of Department of minor programme.
  - ▶ **English Language Enhancement (ELE) Elective Courses WITH / WITHOUT equivalent courses at Lingnan** can be transferred subject to approval from Head of CEAL.
- ▶ **Please study Guidelines on Completing Study Plan:**  
<https://www.ln.edu.hk/oge/download/#outgoing>

# Reminders about completing study plan:

- ▶ All students should discuss with their academic advisors first
- ▶ Going through course syllabuses, required reading lists, assessments etc. carefully and register courses that you feel confident to succeed
- ▶ Register courses in foundation level only if you do not have any prior knowledge of that subject to ensure academic success
- ▶ Cannot take a similar course that you have already studied at Lingnan during your exchange
- ▶ Ensure your graduation requirements can be fulfilled
- ▶ Make sure to seek prior approval from relevant authorities at Lingnan before you enroll in certain course(s)  
(i.e. the relevant authorities may disapprove and you may not get enough credits for graduation)
- ▶ Be flexible on your course selection and understand that course offerings are subject to change without prior notice

# Lingnan Summer Institute 2024

- ▶ According to the Registry, all students participating in Summer Programmes 2024 organized by OGE will be **prohibited** to register any summer courses offered by Lingnan in Summer Institute 2024
- ▶ Maximum study load in a summer term is **2 courses or 6 credits**
- ▶ If you would like to take 1 course (no matter 1 or 3 Lingnan credits) offered by Lingnan Summer Institute 2024 and with no time clash and within maximum study load, please write to both OGE and Registry **by 8 March 2023 (Friday)** for special approval on your intention.

# Lingnan Summer Institute 2024 (Con't)

## Sample email

- ▶ To: Registry ([registry@ln.edu.hk](mailto:registry@ln.edu.hk)) and OGE ([oge@ln.edu.hk](mailto:oge@ln.edu.hk))

*“I am writing to seek special approval to join both Lingnan Summer Institute 2024 and Summer Programmes 2024 organized by OGE. I will take x Lingnan credits for summer exchange at xx University in the period from xx to xx 2024 and I would like to take (course name) of x Lingnan credits at Lingnan Summer Institute 2024. Since it will be no time clash and within the maximum no. of credits for summer term (6 credits), please consider accepting my application for Lingnan Summer Institute 2024.”*

- ▶ Student information: Name, Student ID

# Payment of Programme fees - Programme with special subsidy

	Hanyang	SNU	Yonsei
Items	With the university subsidy		
Programme fees* after subsidy	Around HKD 14,100	Around HKD 5,400	Around HKD 11,200
Payment method	Pay directly to the host institution or designated party i.e. housing agent directly		
Others	Prepare local currency for your meals, personal trips & miscellaneous items		

**\*Remarks:**

All fees are subject to change by host institutions. You may be required to pay more later, depending on the actual exchange rate and amount of bank charges.

\*\*For programmes not listed here, please refer to individual programme information sheets.

# Payment to Host Institution- Other Programmes (Con't)

	Aalto	Dongguk	ESSCA	ICU	KCL	Leeds
Programme fees*	Around HK\$ 3,800	Around HK\$ 6,000/ 11,000	Around HK\$ 20,00	Around HK\$ 6,900	Around HK\$ 29,700	Around HK\$ 20,600
Payment method	Pay to host institution or designated party i.e. housing agent directly					
Others	Prepare local currency for your meals, personal trips & miscellaneous items					

## \*Remarks:

All fees are subject to change by host institutions. You may be required to pay more later, depending on the actual exchange rate and amount of bank charges.

\*\*For programmes not listed here, please refer to individual programme information sheets.

# Payment to Host Institution- Other Programmes (Con't)

	LiU	LMU	UBC	UHK	VMU
Programme fees*	Around HK\$ 7,200	Around HK\$ 10,000	Around HK\$ 35,000	Around HK\$ 8,600	Around HK\$ 8,800
Payment method	Pay to host institution or designated party i.e. housing agent directly				
Others	Prepare local currency for your meals, personal trips & miscellaneous items				

## \*Remarks:

All fees are subject to change by host institutions. You may be required to pay more later, depending on the actual exchange rate and amount of bank charges.

\*\*For programmes not listed here, please refer to individual programme information sheets.



# Payment to Host Institution

- \* Usually an invoice will be issued by host institution to confirm your programme fees upon successful application
- \* Visit your bank for bank wire transfer before payment deadline
- \* Discuss with fellow students to make group payment to save bank transaction fee
- \* Fill in remittance form with bank information provided by host institution. Please **indicate your name(s), from Lingnan University, & any application/payment ref no.**
- \* Please transfer slightly more to allow fluctuation in exchange rate especially when you are settling payment in KRW.
- \* **Transfer the required programme fees + bank transaction fee in USD / EUR for the bank in Hong Kong & the bank in host country**
- \* Retain the bank receipt and send a copy to OGE & host institution

# Insurance

- ▶ Purchase insurance before departure that provides coverage of the following for your whole trip:
  - ❑ travel
  - ❑ medical
  - ❑ accident
  - ❑ hospitalisation
  - ❑ other benefits (including evacuation and repatriation)

# Air Ticket Sponsorships

- ▶ Net airfare sponsored by Lingnan
- ▶ Most economic and possible flight between Hong Kong and the host country within a designated period
- ▶ Tax, security, fuel and miscellaneous surcharges and extra cost for personal trips to be borne by students
- ▶ If you need to apply for student visa, you should purchase air ticket after your visa is issued.

*\*Except International Christian University, King's College London, The University of British Columbia and other fee-paying programmes as specified in individual programme information sheets*

# Air Ticket Sponsorships (Con't)

- ▶ Purchase **through the designated** travel agent - Corporate Travel Management Ltd (CTM)
- ▶ 1-2 different suggested routings to/from the host institutions for consideration
- ▶ Complete an order form (included in the acceptance package downloadable at OGE website) and submit it to CTM via your Lingnan email
- ▶ For details, please refer to the guidelines for air ticket sponsorship attached to the order form.

# Air Ticket Sponsorships (Con't)

- \* If you share the same flight itinerary with fellow students, the student representative should send all order forms to CTM in one single email and copy the email to other students' LU emails.
- \* Please refer to Table of Exchange Periods for IEP Participants (Summer 2024) to be available at OGE website.
- \* If you wish to arrive earlier and leave later than the designated dates, you have to be responsible for your accommodation and extra cost for air tickets that may be incurred.

**\*Remark: Students enrolled in self-financed programmes should consult the respective programme offices/home departments on the funding availability and arrangements.**

# Documents to be submitted to OGE before departure

Documents	Date of Submission
Copy of your application form & payment	Submit to OGE office by e-mail before departure
Proof of insurance	
Copy of passport & visa (if applicable) (valid for at least 6 months beyond the intended stay in the host country)	
Copy of air ticket	
Study plan	

# Schemes for EDB Subsidy

- ▶ Scheme for Subsidy on Exchange for Post-secondary Students (SSE) & Scheme for Means-tested Subsidy on Exchange to “Belt and Road” Regions for Post-secondary Students (Means-tested SSEBR)

Students participating in eligible Summer Programmes in Belt and Road (B&R) regions listed at [the Hong Kong Trade Development Council website](#) (excluding the Mainland, Taiwan and Macao) and receiving:-

- (1) means-tested student financial assistance from Student Finance Office (SFO) of the Working Family and Student Financial Assistance Agency; OR
- (2) whose families are in receipt of the Comprehensive Social Security Assistance (CSSA) are welcome to apply.

# Schemes for EDB Subsidy (Con't)

- ▶ Scheme for Non-means-tested Subsidy on Exchange to “Belt and Road” Regions for Post-Secondary Students (Non-means-tested SSEBR)
  - ❖ Local students participating in eligible Summer Programmes in Belt and Road (B&R) regions listed at [the Hong Kong Trade Development Council website](#) (excluding the Mainland, Taiwan and Macao) are welcome to apply.
  - ❖ Students of ALL financial backgrounds are eligible.



# Schemes for EDB Subsidy (Con't)

	Mean-tested SSE	Means-tested SSEBR	Non-means-tested SSEBR
Max. level of subsidy	HK\$19,000	HK\$ 18,000	HK\$ 5,400
Financial proof	Required		Not required
No. of times the subsidy to be granted throughout your undergraduate studies	Once	Twice*	Once

\*The Schemes are applicable to **local students ONLY**.

\*\*Students are eligible for Means-tested SSEBR twice at most at two different "Belt and Road" regions, subject to maximum amount of subsidy to be received.

# Schemes for EDB Subsidy (Con't)

- ▶ The amount of subsidy depends on:
  - ▶ *The approved level of student finance (i.e. percentage of full grant)*
  - ▶ *Destination of your exchange*
  - ▶ *Duration of your exchange*
  - ▶ *Availability of the fund*
- ▶ Eligible students may receive a subsidy up to a maximum of HK\$19,000.

# Schemes for EDB Subsidy (Con't)

- ▶ **Pay attention to application deadline.** Students with successful offers of eligible Summer Programmes will receive an email in March/April 2024.
- ▶ Eligible students should submit the duly completed online application form together with the copy of approval letter from Student Financial Office (SFO) (if applicable).
- ▶ Result will be announced by email by end of June 2024. You are advised to prepare your own money to finance your exchange.
- ▶ If approved, you must confirm accepting the EDB subsidy on online system. The subsidy will be deposited into your bank account in due course.

# Travel Arrangements: Housekeeping before Departure

- ▶ Before departing for host country, authorize another person to complete the hostel issues (admission, withdrawal etc.) on your behalf if necessary
- ▶ Re-direct/forward your mail from the hostel to your home and/or host institution
- ▶ Arrange settlement of payment with bank/credit card companies for the period while you are abroad

# Travel Arrangements: Arrival Pick-up

- ▶ Inform your host institution about your date of arrival and confirm the pick up arrangement, if any, with host institution
- ▶ Search for ways to your host institution if you go to the host institution by yourself

# Travel Arrangements: Contact Host Institution before departure

- ▶ Greet & introduce yourself
- ▶ Send your final itinerary and confirm pick-up arrangement, if any
- ▶ Confirm your availability of accommodation upon arrival

# Travel Arrangements: Upon Arrival

- ▶ Register your arrival at the International Office
- ▶ Contact your family
- ▶ Send an email to OGE about your safe arrival and provide your contacts

# Travel Arrangements: Pay attention to matters happening at Lingnan

- ▶ Rules and regulations at Lingnan still apply while you are on exchange.
- ▶ Pay special attention to the deadlines for matters happening concurrently at Lingnan and take prompt action accordingly e.g. last day for tuition payment



# Your Responsibility as Outgoing Students

## Before departure for exchange

- ▶ Complete pre-exchange online survey

## Upon completion of exchange

- ▶ Complete post-exchange online survey
- ▶ Submit photos to OGE
- ▶ Seek approval to your credit transfer if not yet finalized. Request your host institution to send an original transcript to OGE, if applicable
- ▶ Fulfill your obligations, including but not limited to:
  - ▶ Participating in the Buddies Scheme organized by OGE
  - ▶ Living with non-local/incoming exchange students in student hostels for at least 1 term
  - ▶ Participate in OGE's promotional activities
- ▶ Complete requirements of sponsorships/EDB Subsidy, if applicable

# Your Responsibility as Outgoing Students (Con't)

## Extracted from Participation Agreement

- ▶ 9. *Should I fail to complete the Summer Programme for whatever reason, I understand that all expenses spent/ to be paid in relation to the Summer Programme 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.*
- ▶ 10. *I shall, during my participation in the Summer Programme, meet the minimum academic standards as defined by Lingnan University and the 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 participation in the Summer Programme. Such termination may carry the same financial obligations as stated in clause 9 listed above.*

# Important Notes

- ▶ As participants of summer exchange programmes, **you will NOT be considered for semester-long and regular student exchange programmes arranged by OGE in the future.**

*\*Except International Christian University, King's College London, The University of British Columbia and other fee-paying programmes as specified in individual programme information sheets*

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