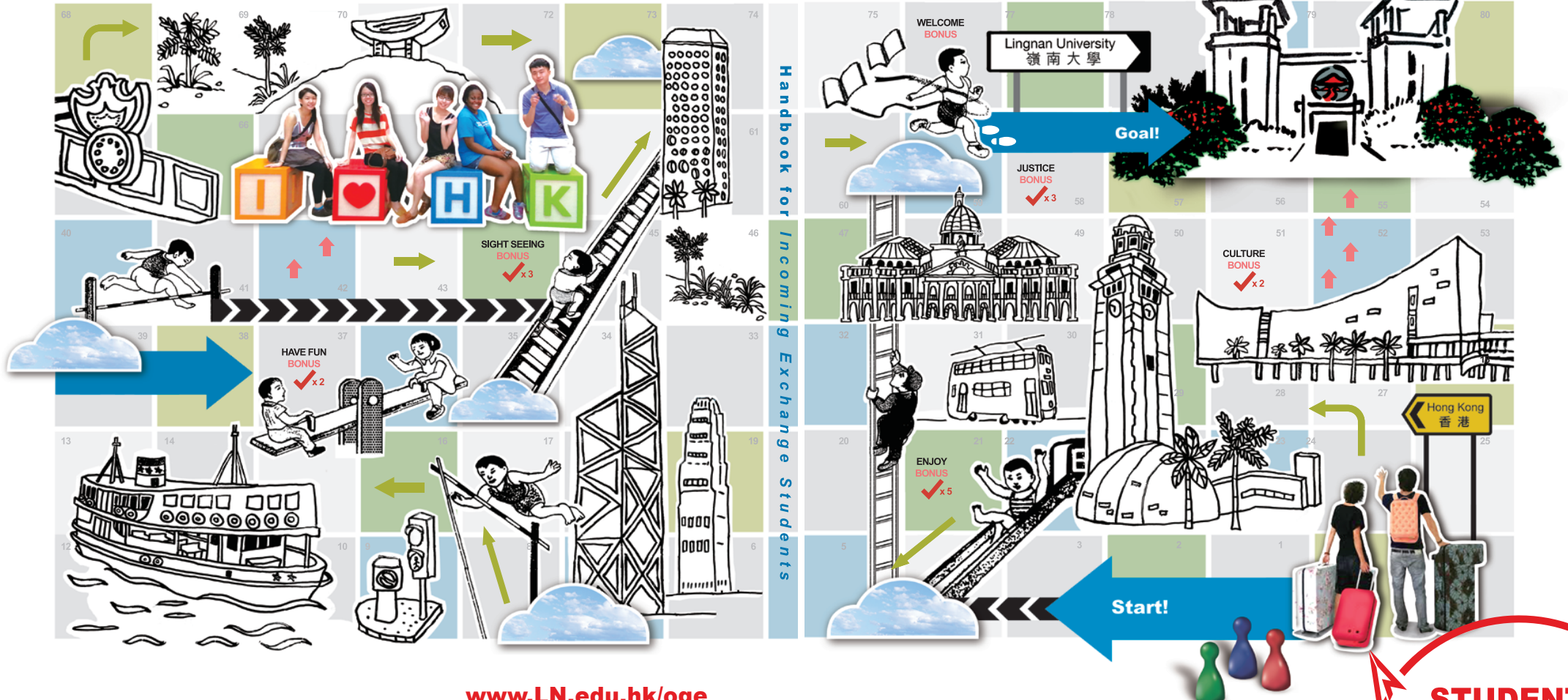


Office of Global Education **Handbook for Incoming Exchange Students**



www.LN.edu.hk/oge

Office of Global Education
Lingnan University, 8 Castle Peak Road
Tuen Mun, Hong Kong

oge@LN.edu.hk
Enquiry: +852 2616 8990

**STUDENT
EXCHANGE
PROGRAMMES**



Welcome to Lingnan

We are delighted you have chosen to come to Lingnan University. You will find Lingnan a home away from home and Hong Kong a city that is bursting with life. Your participation in activities on and off campus will provide you with exciting and thought-provoking insights into a different part of the world.

To help you settle in, our Office has prepared this basic guide to Lingnan and to life in Hong Kong. Inside you will find a list of useful contacts and important dates, a pre-departure checklist, information about studying at Lingnan and tips on how to make the most of your time in Hong Kong.

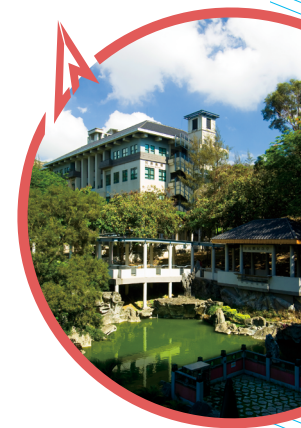
If you have any concerns, academic or personal, before or during your studies at Lingnan, we are here to help. Our contact details are on p. 6. You can also find out more about us at www.LN.edu.hk/oge.

We trust you will enjoy your time at Lingnan and will share your happy experiences with others when you return home.

We look forward to seeing you on campus soon.

Best wishes,

Office of Global Education



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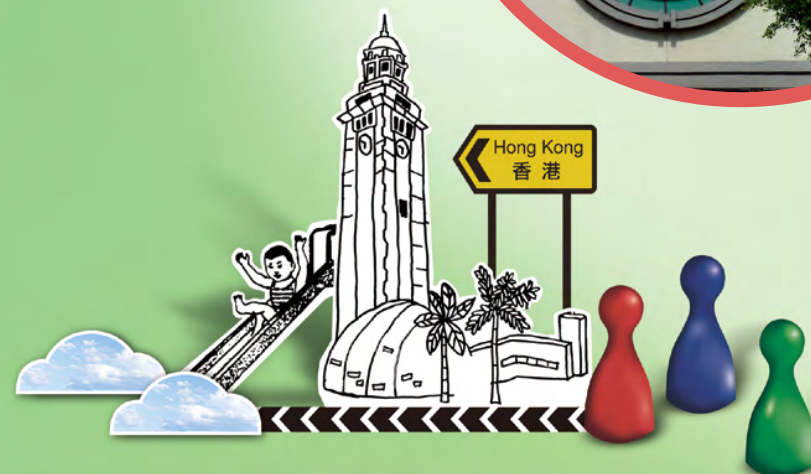
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OGE contacts





Office of Global Education (OGE) is your first point of contact at Lingnan and we will be happy to answer any questions about your exchange. Our contact information and office hours are as follows.

Tel : (852) 2616 8990
Email : exchange@LN.edu.hk



Our office is located at
AD 208/1
2/F Wong Administration Building
Lingnan University
8 Castle Peak Road, Tuen Mun, Hong Kong

Our office hours are
9:00-12:30 and 13:30-17:36 (Mon-Fri)
Closed (Sat, Sun and Public Holidays)



Pre-departure and arrival

- Planning your journey
- Arrival
- What to bring
- At Lingnan
- Checklist



*"This experience helped me to discover
the world as well as myself.
I've made a lot of friends from whom I've gained
many different perspectives."*

Mandy Liu Ting
Huazhong University of Science and Technology
(Mainland China)



Thinking ahead can help to make your arrival at Lingnan smooth and straightforward. Here are some points to bear in mind when making your travel arrangements.

Important dates

Lingnan's academic year is divided into three terms: Autumn/Fall, Spring and Summer. The academic calendar is available at <https://www.ln.edu.hk/reg/useful-links/academic-calendar>.

Insurance

You must have appropriate and adequate insurance covering travel, personal accident, medical expenses (accident and non-accident), hospitalisation and emergency evacuation/repatriation throughout your study period at Lingnan. If you fail to provide Lingnan with proof of insurance before departure from your home country, you will have to do so before you can register as a student at Lingnan.

You also need to be aware that exchange students bear the risk and are responsible for any consequences that may arise from inadequate insurance, including travel insurance, prior to home country departure.

Student buddies

Our Buddies Scheme is a great way for exchange students to gain an early introduction to Lingnan and Hong Kong. With assistance from your Lingnan buddy, you can start to explore Hong Kong even before your arrival.

Making your own ways to Lingnan

Please refer to https://www.ln.edu.hk/oge/incoming_stu/pre-arrival.php for the transportation options and make your own way to Lingnan.



What to bring

Do you really need it? It is a good idea to travel as lightly as possible, both for convenience and to avoid exceeding the limit for checked baggage.



Clothing

Check the weather conditions that you can expect for the time of year you will be in Hong Kong (p.36-37) and plan what you bring to wear accordingly. Students usually dress casually for class at Lingnan. At other times, the dress code ranges from smart casual to conservative business suits depending on the occasions.

Bedding

Linens, pillows and blankets can be brought or bought on arrival. If you would like to purchase a set from the University, you should indicate this on your exchange application form.

For information on room and hostel facilities, see p. 24-25.

Adaptors

The voltage in Hong Kong is 220 volts, 50 cycles (220V/50Hz) and we use 13A plugs (with three rectangular pins forming an isosceles triangle), so you should bring adaptors for your electronic items, including laptops, if necessary.



At Lingnan

What happens once you have arrived at Lingnan?

Student hostel check-in procedures:

- > Report to the hostel security counter of your assigned hostel. You are recommended to report to the student hostels between 07:00 and 23:00. Hostel quiet hours/ restricted hours are normally from 23:00 until 07:00 on the next morning. Security officer can handle hostel check-in around the clock but your friends/ relatives are not allowed to visit the hostel during quiet hour/ restricted hours.
- > Present (i) your Admission Letter; and (ii) email regarding hostel room allocation to the security officer. Hostel check-in must be completed in person.
- > The security officer will process your hostel check-in and issue the hostel room key/ keycard to you.

Provision of insurance documents

You will need to provide your insurance documents to OGE if you have not already done so. This is essential, as you will not be able to register at Lingnan unless you have given proof of coverage to OGE (see also p.8).





Remember, remember! Use the following list as a reminder of what you need to bring with you to Lingnan. Don't forget to attach your student visa sticker to your valid travel document, show your student visa to the immigration officer on arrival, and **make sure you enter Hong Kong as a STUDENT, not a VISITOR.**

Checklist

- ☐ Airline/train tickets – if you buy a return ticket, check that the date is after the exam period
- ☐ **Passport** (valid for at least six months beyond your intended stay in Hong Kong) and **student visa**
- OR**
- Exit-entry Permit for Travelling to and from Hong Kong and Macao, EEP** 中华人民共和国往来港澳通行证 (the validity of your entry permit must cover your entire stay in Hong Kong), **student visa** and **exit endorsement** (往返港澳签注 [逗留 D])
- ☐ Photocopies of passport
- ☐ International driving license (if you have one)
- ☐ Several passport photos
- ☐ Official copy of admission letter from Lingnan University
- ☐ Photocopies of medical and travel insurance documents
- ☐ Phone numbers and other contact information for your home institution
- ☐ Contact numbers and address for Lingnan University
- ☐ Proof of your residential address in your home country (e.g. driving license, recent utilities bills, bank statements within the past three months)
- ☐ Money, credit cards and/or travellers' cheques
- ☐ This handbook
- ☐ Clothing suitable for the Hong Kong climate
- ☐ Adaptors, if necessary

Money

- Currency
- Credit and ATM cards
- Bank accounts
- Expenses



"How much you spend will depend on your individual lifestyle. But I found Lingnan hostel costs relatively low compared to the rent in my home university city, allowing sufficient budget for leisure, eating out, public transport and travel to other Asian countries."

Raphaela Scharfschwerdt
Fontys University of Applied Sciences
(The Netherlands)

Currency

It is useful to understand the monetary system in Hong Kong ahead of your visit. This will make it easier for you to work out prices and costs in relation to your home country.

The local currency is the Hong Kong dollar (HK\$), which is pegged to the US dollar at a rate of around HK\$7.78 to US\$1. For the latest exchange rates visit www.xe.com.



Notes are denominated as follows:

HK\$10	HK\$100
HK\$20	HK\$500
HK\$50	HK\$1,000

Coins are as follows:

10 cents	1 dollar
20 cents	2 dollars
50 cents	5 dollars
	10 dollars

Most currencies can be easily exchanged at banks, hotels or money changers, for a handling charge.

Displaying the net rates of exchange is a legal requirement for money changers and we advise you to check them. Receipts must be issued by law, but you don't need to retain these as Hong Kong has no restrictions on bringing in or taking out currency.



Credit and ATM cards

Most shops and restaurants in Hong Kong take VISA and MasterCard and usually indicate the type of cards accepted at the entrance. However, unlike places such as North America, some restaurants and shops will not accept credit cards for purchases below HK\$200 (approx. US\$26).

You may use your home bank ATM card to withdraw local currency in Hong Kong dollars. However, your home bank may charge a transaction fee for using your ATM card overseas.

You also need to note that if you use your credit card to withdraw cash from an Automated Teller Machine (ATM), you will have to pay cash advance charges to your local bank.



Please unlocked the overseas money withdrawal service for your card(s) before departure if you intend to withdraw money during your exchange.

Bank accounts

Opening an account

You may want to open a local bank account while you are in Hong Kong. Applications for bank accounts should be made in person. You need to bring your passport or other valid travel documents, proof of your hostel address from the Office of Student Affairs and proof of your residential address in your home country.

Some services, including foreign exchange services, may stop an hour before closing. For information about the clearing and settlement of interbank payments, you can visit <http://www.hkab.org.hk/>.



Reminder

To open a bank account in Hong Kong, you must present the proof of your residential address in your home country (e.g. driving license, recent utilities bills, bank statements within the past three months) as well as the proof of hostel address (to be provided upon arrival), which must be in English.

Expenses

It is always useful to have a general idea of the cost of living in a location, although the actual amount you need will depend on your individual lifestyle and spending habits. It can also be affected by the exchange agreement terms between your home institution and Lingnan. For example, you may need to pay for your hostel accommodation. It costs around HK\$7,780 (approx. US\$1,000) per term (the exact amount will be confirmed on acceptance to Lingnan) and must be settled before arrival.

Cost of living

Item	Price	
	HKD	USD
McDonald's combo meal	\$30-45	\$3.9-5.8
Milk (per litre)	\$25	\$3.2
Coca Cola (per can)	\$8	\$1.0
Coffee	\$12-30	\$1.5-3.9
Taxi: 5 km ride	\$50-60	\$6.4-7.7
Movie ticket	\$50-120	\$6.5-15.4

Monthly estimate

The following table is supplied for general reference only.

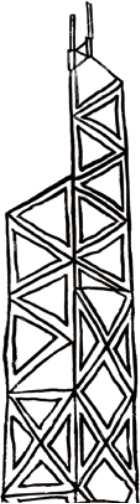
Item	Approx. expenses per month	
	HKD	USD
Hostel fees	\$1,850	\$238
Meals	\$3,000-3,500	\$386-450
Entertainment	\$500-1,000	\$64-129
Transportation (local)	\$800-1,200	\$103-154
Miscellaneous	\$500-1,000	\$64-129
TOTAL	\$4,800-6,700	\$617-862
	(excluding hostel fees)	(excluding hostel fees)
	\$6,650-8,550	\$855-1,099
	(including hostel fees)	(including hostel fees)

Other estimated costs

All exchange students are responsible for the following costs:

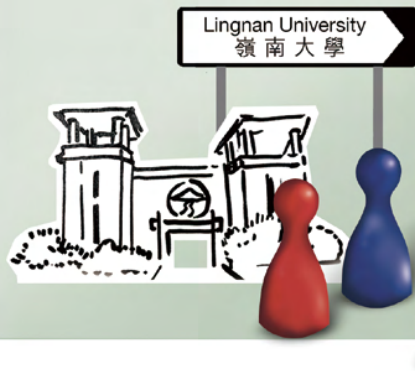
- Air conditioning charges of HK\$330 (around US\$42) per term
- Refundable caution money of HK\$1,000 (around US\$129)
- Student visa application fee of HK\$230 (around US\$30)
- Fee for bedding (optional) of HK\$430 (around US\$55)

Tutors at Lingnan often assign readings from books that can be borrowed from the library. However, you may want to allow US\$100-\$150 for textbooks during the term. You will also be required to authorise Lingnan University to deduct your credit card for Hostel Fees after Check-out, if any.



Studying at Lingnan

- About Lingnan
- Getting to and from Lingnan
- Neighbouring areas
- Hostel life
- Student amenities
- Food
- Healthcare services
- Chaplain's Office
- Useful contacts



"Hong Kong is both a challenging and fun place to study."

Philip Chambers
Middlesex University (UK)

About Lingnan

Lingnan is a liberal arts university in Hong Kong, giving us a special niche in the city's tertiary education sector. Our historical roots can be traced back to Guangzhou, mainland China, and the year 1888.

The University is warm, friendly and welcoming, with an emphasis on student-oriented teaching and learning and staff-student dialogue. Our beautiful campus, the winner of architectural awards, embodies east-west design, while at the same time providing all of the facilities needed for a 21st-century university.

Lingnan also offers many educational and social activities outside the lecture hall, such as High Table Dinner, interest clubs, the inter-hostel Trilingual Debate Competition, International Day, breakfasts with the President and sports tournaments.

Let us know

Don't forget to tell us how you are getting on. Online surveys will be carried out throughout your stay. Please take part in them!



Getting to and from Lingnan

When you are ready to explore, you will find it is easy to move around in Hong Kong.

The Lingnan campus is situated in Tuen Mun, a new town in the northwest of Hong Kong's New Territories. The town offers shopping arcades, sports facilities, beach parks, gardens, medical services and hotels.

Good connections between Tuen Mun and other areas of Hong Kong make Lingnan readily accessible by different forms of transportation.

Lingnan is just 10 minutes away from Tuen Mun town centre by minibus or bus, and 40 minutes from the downtown areas of Kowloon and Hong Kong Island by Mass Transit Railway (MTR).

The following are the most frequently used ways to get to and from Lingnan.

Green and red minibuses

The No. 46 green minibus runs from the University to the Tuen Mun town centre, where you can go shopping and find entertainment venues. These minibuses are air-conditioned, depart every 10 minutes or less, and cost HK\$5.2 each way. You can find minibus stops next to the bus stop near the front entrance and at the north entrance to the University.

Red minibuses take you to Tsuen Wan, another new town in the New Territories, and the busy shopping/entertainment areas of Mongkok and Yaumatei in Kowloon. These trips are more expensive, as the fares are not regulated. The journey to Mongkok will normally cost HK\$22. You will need to be able to tell the driver where you want to get off. When you reach your destination, the usual way to stop the minibus is simply to call out "yah lok" in Cantonese (loosely translated as "someone wants to get down") to the driver.



Going by bus

Several buses run to neighbouring areas and to Kowloon from the bus stop near the University's front entrance.

Kowloon Motor Bus (KMB)

(www.kmb.hk)

Bus	Goes to	Cost per trip
No. 53	Tsuen Wan West Railway Station	HK\$11.8
No. 67M	Kwai Fong Railway Station	HK\$10.4
No. 67X	Mongkok East Railway Station	HK\$13.9
No. 261	Sheung Shui Railway Station	HK\$14.9



Feeder bus to the Mass Transit Railway (MTR)

(www.mtr.com.hk/en/customer/services/searchBusRouteDetails.php?routeID=K51)

Bus	Goes to	Cost per trip
No. K51	Tuen Mun Town Centre + Gold Coast Hotel	HK\$5.1 Free if transferring to Tuen Ma Line/ Light Rail using an Octopus stored value card

Taking the Mass Transit Railway (MTR)

(www.mtr.com.hk)

The MTR is a fast and convenient way to explore many areas of Hong Kong. It provides overground and underground train services covering Hong Kong Island, Kowloon, the New Territories, Shenzhen and the Hong Kong International Airport.

A route map is available at <https://www.mtr.com.hk/en/customer/jp/mtrMap.html>.





Tuen Ma Line

If you wish to travel to Kowloon or Hong Kong Island from the University, you can take the Tuen Ma Line from Siu Hong directly to East Tsim Sha Tsui in downtown Kowloon or switch to the MTR Tsuen Wan Line or Tung Chung Line (metro/subway) at Mei Foo or Nam Cheong. Siu Hong is an 8 to 10-minute walk from the University. There is another railway station in Tuen Mun. The fare from Tuen Mun or Siu Hong to East Tsim Sha Tsui is HK\$24.

Light Rail

The nearest Light Rail station to the University is Siu Hong. The Light Rail network lines in the Northwest New Territories. It links Tuen Mun, Yuen Long and Tin Shui Wai districts, and provides free feeder services for MTR passengers.



What's in the neighbourhood? Lingnan's campus is conveniently located near a range of amenities.

Fu Tai Shopping Centre

This shopping arcade provides services and shops including a bank, post office, supermarket, fresh food market, convenience stores, clinics, fast food, and other restaurants offering Chinese and Taiwanese cuisine. It is a 5 to 8-minute walk from the Lingnan campus.

Tuen Mun Town Centre

For additional dining, shopping and entertainment options, you can go to Tuen Mun town centre by feeder bus No. K51 or green minibus No. 46. Tuen Mun town centre is a newly renovated shopping mall and Tuen Mun Town Park contains a reptile house and artificial lake. Information about cultural and leisure activities is available at Tuen Mun Town Hall.



Hostel life

In line with our liberal arts philosophy, Lingnan fosters a close-knit community and many events are focused around hostel life. As an exchange student you will have the opportunity to participate in this type of living and to join in activities. Adding to the experience, you will share a room with a local student to make it easier for you to learn about Hong Kong. Currently, there are 10 student hostels on or next to campus.

Room facilities

All of the rooms are approximately 110-130 square feet, air-conditioned and accommodate 2-3 students. Facilities for each person include a bed, closet, desk, shelf, chair and a free LAN connection to the University network system.

Internet connections

A wireless internet LAN service is available in your room. You can follow the set-up guides for different computers and systems as shown on the ITSC website <https://www.ln.edu.hk/itsc/services/network/wireless-connection>. (We recommend you print out the relevant set-up guide before you depart from your home institution.) The hotline for the ITSC is 2616 7995.

Hostel facilities

Phones (for local calls only) are available in the hostel common areas but not in student rooms. Restrooms and showers are shared by occupants of the same floor. Other facilities include a pantry on each floor, a shared lounge, games room, multi-purpose room, committee room, television room, and laundry area. More details are available at <https://www.ln.edu.hk/osa/hostel/facilities>.



Laundry

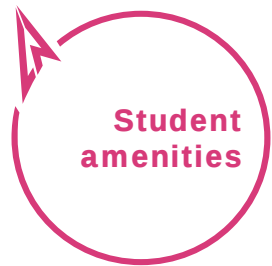
Students may use the hostel laundry rooms, which are equipped with washing and drying machines. The laundry rooms are open from 7 a.m. to 2 a.m. daily. The washing machines cost HK\$6 per cycle and the drying machines cost HK\$1 for seven minutes. The machines accept Octopus card payments.

Supervision and rules

Each hostel has a warden, a senior tutor and four tutors. As a resident, you must adhere to the hostel rules, which are listed at <https://www.ln.edu.hk/osa/hostel/rules-policy>. We suggest that you read these regulations before you arrive.

Activities

The Student Hostel Association, together with the Warden's Office and Office of Student Affairs, organise a variety of sports, cultural, social, recreational and academic activities. Join in to experience the unique hostel spirit at Lingnan!



To enrich your campus life, Lingnan provides a range of amenities to help you make the most of your stay.

Amenities Building

This building provides offices and rooms for meetings and activities of the departmental societies, clubs and various student interest groups. In addition, one artwork room, two music rooms and two multi-purpose rooms are available for a variety of cultural and recreational activities. The Amenities Building is accessible seven days a week from 8:30 to 22:30.

Indoor sports complex

This complex houses a gymnasium for badminton, basketball, volleyball and handball activities, squash courts, a table-tennis room, multi-purpose room and physical fitness room.

Multi-purpose sports ground

Situated across the road from the main campus, this area includes an artificial turf soccer field, athletic track and field and a 500-seat spectator stand. There are also two tennis courts and a beach volleyball court.

Outdoor swimming pool

There is an Olympic standard pool, measuring 50 x 21m (eight lanes), with spectator seating on one side.

Information Technology Services Centre (ITSC)

The centre provides computing, audio-visual facilities and technical support services. Individual emails and log-ins are given to staff and students on joining the University. Computer labs can be found in the Main Building and in teaching buildings. All of the labs are equipped with laser printers, which students can pay to use with an Octopus stored value card.

Smoke-free campus

Lingnan, like many places in Hong Kong, has a smoke-free policy. Smoking is strictly prohibited in all areas of the campus.



Library

The library offers a wide range of study materials that you can access and check out using your Lingnan University Student ID. The online catalogue is accessible on and off campus. Electronic information services are available to all staff and students. Library photocopying machines accept payment by Octopus stored value card.

Registry

The Registry office handles admissions, course registration, exams and student records.

Office of Student Affairs (OSA)

The OSA manages a range of services including student development, counselling, career services, student hostels, activities, amenities, physical, cultural and leisure courses, finance and scholarships, health services and catering.

Buddies Scheme

This programme offers peer support for exchange students, especially during the settling-in period, and brings students together to build new friendships. All students, local and non-local, can be exchange buddies.





Food

As an exchange student at Lingnan, you have the freedom to dine where and when you wish, on or off campus, as we do not have any mandatory meal plans. Different types of food are available on campus and in neighbouring areas. Cuisines from around the world, including different regions of China, are available in downtown Hong Kong.

Lingnan catering

	Student canteen	Cafe	Chinese restaurant
What?	Serves fast food, snacks and set meals.	Snacks and western-style cuisine	Seasonal menu and dim sum at lunch times.
Where?	G/F Lau Lee Yuen Haan Amenities Building	G/F Lau Lee Yuen Haan Amenities Building	1/F Lau Lee Yuen Haan Amenities Building

More details at <https://www.ln.edu.hk/osa/catering>

Fast food outlets

McDonald's, Pizza Hut, KFC and similar restaurants can be found in the Tuen Mun town centre shopping mall and neighbouring areas.

Salads

Takeaway salad ingredients are on sale at supermarkets (PARKnSHOP,) in the Fu Tai Shopping Centre next to the University and in the Tuen Mun town centre.

Drinking water

We suggest that you drink boiled or mineral water while in Hong Kong as the tap water is not suitable for drinking. Mineral water is readily available at convenience stores and supermarkets. All of the pantries in the student hostels are equipped with electric water boilers.



Healthcare services

Be healthy and happy during your stay at Lingnan by looking after yourself, getting enough sleeping eating properly. Should you need medical attention, exchange students (except for summer exchange students) are covered by Lingnan's Student Medical Benefits Scheme. However, you need to read the following carefully to understand what this includes.

Student Medical Benefits Scheme

The scheme covers GP consultations and prescriptions. It also covers simple laboratory tests and x-rays when you present a referral letter. As an exchange student (except for summer exchange students), you can visit designated out-patient clinics for a nominal charge during term time (after classes begin) if you present your Lingnan University student ID card. A list of clinics is available at <https://www.ln.edu.hk/osa/health/>.



There is no on-campus medical clinic. The nearest clinic is the following:

Town Health - PHC Medical Centre
Shop 3, G/F
Fu Tai Shopping Centre
Fu Tai Estate
9 Tuen Kwai Road, Tuen Mun
Tel: 3156 1260

Consultation Hours:
Monday to Friday:
9:00 am - 1:30 pm, 3:00 pm - 8:00 pm
Saturday:
9:00 am - 1:00 pm
Sunday: closed

Dental

The scheme covers basic dental treatment at nominal fees and all exchange students are covered. However, it is better to have known dental problems taken care of before you arrive. Although Hong Kong has excellent dentists, sorting out teeth issues ahead of time can save you time and unnecessary pain while waiting to receive treatment. For fees and a list of clinics, visit <https://www.ln.edu.hk/osa/health/medical-dental>.

Hospital treatment

Hospital bills are NOT covered under the scheme and you will need to take care of any such fees through your own medical insurance. You will be eligible for local rates at public hospitals (in- and out-patient services) if you present your (valid) student visa.

Chronic illnesses

If you have regular prescription needs, you should bring an ample supply of medicine with you, as it may not be available in Hong Kong. We suggest that you ask your doctor for the name of the medicine (including its chemical/generic name) and bring a copy of your prescription with you.



This office offers pastoral care and Christian counselling to the University community, providing opportunities for members of Lingnan to grow and develop in the Christian faith in line with Lingnan's Christian heritage. At the office, you can

- > talk about almost anything you want;
- > share, relax and meet friends as a newcomer to campus;
- > participate in a community where you can be accepted; and
- > find spiritual support and pastoral care.

Location: Room LCH-UG15 Lower G/F
Lau Chung Him Building



Knowing who to approach in different situations is a vital part of settling in. Here, we provide a list of contacts that may be helpful during your time at Lingnan and in Hong Kong.

Office of Student Affairs (OSA)

Location : G/F, Dorothy YL Wong Building
Tel. : 2616 7309
Email : osa@LN.edu.hk
Web : <https://www.ln.edu.hk/osa>

The following OSA services may be of particular interest during your first few weeks at Lingnan:

Services	What does OSA do?
Campus life	Helps to organise University-wide events and extra-curricular activities by student societies. Look for emails sent by University offices and student groups.
Counselling services	Facilitates students in their transition to life at Lingnan. Appointments can be made via Tel: 2616 7024 Email: counsel@LN.edu.hk In person: LYH316, 3/F, Lau Lee Yuen Haan Amenities Building
Hostel management	Connects you with your Hostel Association and Warden's Office. You can join any hostel activity that appeals to you.
Integrated Learning Programme (ILP)	Organises programmes and activities in civic education, intellectual development, social and emotional development, physical education and aesthetic development. Some of these events are conducted in English. Contact OSA if you are interested.
Medical and dental benefits	Medical consultations/simple dental treatments for a nominal fee. For a list of clinics, visit https://www.ln.edu.hk/osa/health .

Other campus facilities and services

Dept/Office	Location and contact details
Campus emergency hotline	2616 8000 (24 hours)
Indoor sports complex	G/F, Indoor Sports Complex Tel: 2616 7147
Information Technology Services Centre (ITSC)	MB402, Patrick Lee Wan Keung Academic Building Hotline: 2616 7995 Email: itsc@LN.edu.hk
Library	1-3/F Main Building Tel: 2616 8586 Email: library@LN.edu.hk Web: www.library.LN.edu.hk
Finance Office (FO)	Tel: 2616 8888 Email: foadmin@LN.edu.hk
Registry	ADG08, G/F, Wong Administration Building Tel: 2616 8750 Email: registry@LN.edu.hk

Handy numbers in Hong Kong

Service/Organisation	Location and contact details
Collect calls	10010
Dial-a-Weather (local forecast)	1878 200
Directory enquiries (all listed residential and business phone numbers in English)	1081
Emergency services (police, fire, ambulance)	999
Hong Kong Tourism Board visitors' hotline	2508 1234
Immigration–Yuen Long Office (application for HK Identity Card)	1/F, Yuen Long Government Offices, 2 Kiu Lok Square, Yuen Long (MTR Long Ping Station – Exit E) Tel: 2475 4145 General: 2824 6111 Appointment booking for HK ID card registration (24 hours): 2598 0888 Online appointment booking: www.gov.hk/en/residents/immigration/idcard/hkic/bookregidcard.htm
Overseas IDD and card phone enquiries	10013
Tuen Mun District Office (public enquiries service centre)	2/F Tuen Mun Government Offices 1 Tuen Hi Road Tel: 2451 1151
Tuen Mun Hospital	Tsing Chung Koon Road Tel: 2468 5111
Tuen Mun Police Station	100 Pui To Road Tel: 3661 1670

Living in Hong Kong

- Hong Kong highlights
- Weather
- Transport
- Telecommunications + mail
- Hong Kong law
- Personal safety
- Coping with a new culture



“Do not be afraid of diving into another culture. Living abroad is not always easy, but the experience is worth it.”

Travonte Thomas
Centenary College of Louisiana (US)

Hong Kong highlights

During your stay at Lingnan, we hope you will make the most of Hong Kong. Our city of seven million is a top tourist destination and its East-West heritage and high-speed cosmopolitan lifestyle provide many exciting and different experiences.

Language

In Hong Kong, both Chinese and English are official languages. English is widely used in government and business dealings but the fluency of the general public varies. Cantonese is the dialect used for most daily conversation, but the use of Mandarin (Putonghua) is on the rise. At Lingnan, a survival Cantonese course and different levels of Mandarin courses are available for all exchange students.

Festivals

Hong Kong celebrates an array of Western and Chinese traditional festivals. Among the latter are the colourful Mid-Autumn Festival (Sept/Oct), Lunar New Year (Jan/Feb) with its traditional flower markets and harbour fireworks, and Tuen Ng or Dragon Boat Festival (June). The University organises activities to help you make the most of these occasions.

Eating

Everywhere you go in Hong Kong there are restaurants and coffee shops. Expensive, hip, cheap and cheerful, the city has it all. Many types of Chinese cuisine are available from different parts of mainland China and Hong Kong. There is also a wide range of Asian and international food choices.

Tipping

Tipping is not a must in restaurants in Hong Kong but many restaurants normally add a 10% service charge to the bill. Also, no tipping is expected in fast food shops, self-service restaurants or “Cha chaan teng” (literal meaning – tea restaurant), which provide affordable menus of Hong Kong-style Western cuisine.

Shopping

Hong Kong has long been known as a shoppers' paradise. The city offers an incredible array of merchandise catering to all budgets from the most exclusive designer stores to street markets. The latest electronics, all manner of gadgets, fast fashion and high-end clothes and shoes are available along with traditional Chinese goods and medicines and contemporary local design items. Most stores are open daily, generally from 10:00-19:00. In major shopping districts, such as Causeway Bay, shops will stay open much later.

Arts and entertainment

The city boasts two leading theme parks, Ocean Park and Hong Kong Disneyland; a large-scale arts festival (Feb); many top classical performances; an international film festival (Mar-April); and cinemas showing the latest Western and Chinese productions. Popular nightlife areas include Lan Kwai Fong, SoHo and Wanchai on Hong Kong Island and Tsim Sha Tsui in Kowloon.

Natural landscapes

Despite Hong Kong's reputation for high-rises and city life, it contains over 20 country parks, which comprise 40 per cent of the total land area. Many are easily accessible via public transport. In addition, you can experience the beauty and serenity of Hong Kong's natural landscapes by exploring its many hiking trails. More information is available at <http://www.discoverhongkong.com/eng/see-do/great-outdoors/index.jsp>.

Travel in Mainland China and Asia

Hong Kong's location on the southern tip of mainland China makes it the ideal jumping-off point for visits to the mainland and other Asian destinations. Many major cities are within three hours' flight and there are direct trains and ferries to the Pearl River Delta, situated in mainland China but close to the border with Hong Kong (see p.50).

For more information about study in Hong Kong go to <http://studyinhongkong.edu.hk>.





Hong Kong enjoys a sub-tropical climate, which means it experiences distinct seasons and you will need to bring appropriate clothing for the time of year your exchange takes place.

Seasonal changes

From May to mid-September, temperatures often rise to over 30°C, humidity is high and rainfall may be heavy. In winter, temperatures may drop to below 10°C in urban areas, humidity is generally low and rainfall light.

	Spring	Summer	Autumn	Winter
When?	March to mid-May	Late May to mid-September	Late September to early December	Mid-December to February
How hot?	18°C (64°F)-27°C (80°F)	26°C (79°F)-33°C (90°F)	18°C (64°F)-28°C (82°F)	10°C (50°F)-20°C (68°F)
Humidity?	Around 82%	Around 86%	72%	72%
Conditions?	Occasional fog and showers	Normally sunny but can experience heavy rain (especially during typhoons)	Sunny	Sunny, bright, cool
What to wear?	May need sweaters and shower-proof jackets	Short sleeves for outdoors, lightweight jacket for indoors in case of strong air-conditioning	Short sleeves and light jackets	Jumpers and an overcoat may be needed

Further information is available from the Hong Kong Observatory at <https://www.hko.gov.hk/en/index.html>.

There are two main types of severe weather that can affect Hong Kong: typhoons and rainstorms. Each has its own warning system to alert people.

Tropical cyclones

Typhoons can affect Hong Kong from May to November. These storms have an impact on the whole city and you will need to know what to do and how to keep up to date with the latest warning signals.

The city operates a system of signals using numbers to indicate the intensity of wind speeds and the proximity of the storm to Hong Kong. Low number signals (Typhoon Signal No.1 or 3) mean the storm is approaching or moving away from the city; higher numbers (Typhoon Signal No.8 or above) indicate the storm is much closer and winds are more intense. When a typhoon is approaching, warnings are continuously broadcast on the TV and radio.

When a Typhoon Signal No.8 or above is issued, classes are suspended, businesses and shops close down and flights may be cancelled or rescheduled. For class and exam arrangements in this situation, see Appendix 1.

Rainstorms

Hong Kong's rainy season is usually from April to September. Rain can be particularly heavy in May and June. The Rainstorm Warning System comprises three colour-coded signals.

- > Amber Rainstorm Warning: heavy rain expected, exceeding 30 millimetres in an hour. May turn into a Red or Black Rainstorm situation.
- > Red Rainstorm Warning: heavy rain has fallen or is expected, exceeding 50 millimetres in an hour, and is likely to continue. Has caused or could cause serious flooding and traffic congestion. Normal school operations and exams are likely to be disrupted.
- > Black Rainstorm Warning: very heavy rain has fallen or is expected, exceeding 70 millimetres in an hour, and is likely to continue. You are advised to stay at home or to take shelter in a safe place until the storm has passed.

For class and exam arrangements under these circumstances, see https://www.in.edu.hk/f/upload/44088/badweather_arr.pdf.

What to do

- > Listen to radio and TV broadcasts when either warning system is in force.
- > Monitor the warning signals displayed at the corner of the TV screen.
- > Take appropriate measures to avoid possible damage or loss of life due to flooding and landslides.
- > Note that rainfall may vary from one location to another due to local topographical conditions and other factors.



Transportation



Hong Kong enjoys an efficient transportation system that makes it fast and convenient for you to travel throughout the city.

Types of transportation

There are a host of different ways to get around Hong Kong, including a clean, modern Mass Transit Railway (MTR) system of underground and overground trains, buses, minibuses, trams and ferries, some of which run 24/7. Taxis are also plentiful and relatively cheap compared with overseas.

Octopus card

Octopus is a smart card payment system that makes travelling, dining and shopping in Hong Kong simple and hassle-free. The card makes travelling around the city convenient as most forms of public transport (except taxis) accept it. You can also make other payments with your Octopus card. It can be used on campus at the student canteen, and in the library to pay for printing and photocopying. Off campus, the Octopus card is widely accepted at convenience stores, fast-food outlets, supermarkets and vending machines and for on-street parking. For more details, visit <https://www.octopus.com.hk/en/consumer/index.html>.



Telecommunications+ mail

Advanced telecommunications are available in Hong Kong, so you never need to be out of touch. The IDD direct dialling code for Hong Kong is **852**.

Mobile and public phones

The majority of Hong Kong residents (and almost all Lingnan University students) own mobile phones and use them frequently, so a mobile phone is likely to be useful while at Lingnan. Networks in Hong Kong offer good coverage, even on the underground, and there are a range of local service providers. The nearest service providers are in the Tuen Mun town centre. In terms of etiquette, mobile phones are used everywhere in Hong Kong, except where they are specifically requested to be switched off, for example, in cinemas.

Local calls from public coin boxes cost HK\$1 for five minutes. Some stores and restaurants offer free use of telephones to customers. Stored value phone cards (available at Hong Kong Tourism Board Information and Gift Centres and most convenience stores) enable you to make IDD calls on public coin and card phones.

Wireless Internet

The Lingnan campus is fully covered with WiFi. You will also find wireless online access available in a large number of public places and coffee shops around the city.

Postage and post office locations

Mailing from Hong Kong is inexpensive and reliable. Stamps in books of 10 can be purchased at most convenience stores. More details are available on the Post Office's website, www.hongkongpost.hk.

The nearest post office to campus is

Fu Tai Post Office

Shop No.210B, 2/F

Fu Tai Shopping Centre (next to the University)

Opening hours: 9:30-16:30 (Mon - Fri)
9:30-13:00 (Sat)
Closed (Sunday & Public Holiday)

For other post office locations, opening hours and services, visit http://hongkongpost.hk/en/about_us/network/post_offices



Hong Kong law

A common law system operates in Hong Kong. This may vary from the legal system in your home country. You will need to respect the laws and immigration regulations of Hong Kong while you are in the city.



Personal identification

In Hong Kong, you are legally required to carry valid identification. If you fail to do this, you risk being fined by the police if you are checked. You need to carry one of the following at all times:

- > your passport
- > a Hong Kong ID card (if you stay in Hong Kong for 180 days or longer, you will be eligible to apply to the Immigration Department for this card); or

If you lose your passport

File a report at the nearest police station. You can call the police hotline at 2527 7177 to find the closest station. You should also inform OGE as soon as possible. Then, contact your consulate to apply for a new passport.



Personal safety

Hong Kong is a remarkably safe city by day or night. Nonetheless, we recommend you pay attention to the following guidelines

Money

As in all major cities, you are advised not to carry large amount of cash with you.

Belongings

If you go to crowded areas—and many places are in Hong Kong—look after your belongings and watch out for pickpockets.

Staying away from trouble

Hong Kong is a highly tolerant city but making yourself familiar with local customs and expected behaviour can help to avoid misunderstandings and unnecessary difficulties.

Drugs and alcohol

Unlike some universities overseas, there are no bars on campuses in Hong Kong, but there are places for social activities including alcohol in downtown Hong Kong. Never abuse alcohol or take drugs of any kind. Remember, drug use can result in severe legal consequences. You should make sure you understand the law in Hong Kong about these matters.

Emergencies

The Hong Kong Police Force has stations and reporting centres throughout the city. The telephone number for the police, fire and ambulance emergency services is **999**.

The Lingnan 24-hour hotline is **2616 8000**.



Coping with a new culture

Living in a new environment may not always be straightforward, so we hope the following will be useful in helping you adjust.

Homesickness*

Your stay in Hong Kong may be the first time that you have had to make difficult decisions and sort out problems independently. You may feel anxious about the unknown or miss the support of family and friends at home. The following suggestions may ease homesickness.

- > Try to anticipate problems and prevent them from arising.
- > Plan your arrival arrangements carefully to get off to a good start, and keep important documents and items safe to avoid unnecessary upsets.
- > Bring some familiar items such as music, books or photos to help you feel more at home.
- > Participate in student activities and attend sports events, even if the latter are unfamiliar, to meet new friends.
- > Create a support network of mentors, teachers and friends who can provide information, advice or counselling.
- > Look ahead and be prepared to organise joint activities with friends on festivals and at weekends.

You can seek advice or guidance on issues including academic concerns, interpersonal relationships, emotional questions, religion, sexuality, stress and time management from student counsellors at the Student Services Centre. Never hide your difficulties and always seek assistance as soon as problems arise.

Handling culture shock^

When you step into a completely new environment, it is normal to initially feel out of place, confused or to find it hard to adjust to the different patterns of behaviour or learning that you encounter. You may become impatient with the cultural differences, find yourself overreacting to a friendly joke, or feel down. These are some of the symptoms of culture shock.

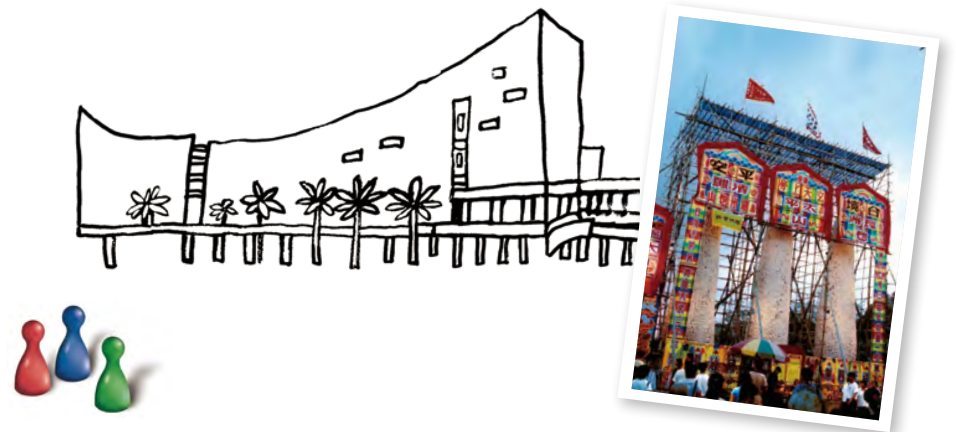
The following are some strategies to help you to handle culture shock.

- > To cope with the new cultural rules and cues you face, listen and observe non-verbal communication carefully and put it into proper context.
- > When communicating, ask for further explanation if you are not clear about the meaning involved and repeat what you say, if necessary, to make sure you have been clearly understood.
- > Try to see a situation from the other person's perspective, as culture influences how people interpret the same event.
- > Be prepared to laugh at yourself if you make mistakes, as this will help others to respond in a friendly way and help you to learn from them.
- > Try not to make snap judgements and label customs, habits and ideas as "good" or "bad" until you have accumulated enough information to have a balanced view.
- > Discover how and why things work the way they do at Lingnan and in Hong Kong and be open to new approaches and ideas.
- > Make an effort to meet people, make new friends and learn about the culture in which you are immersed.

Many students find that even if they initially experience homesickness and culture shock, coping with them can lead to great personal insight and growth.

* Reference: *Guide for Foreign Undergraduate Students 2000-01*, Carleton College

^ Reference: *International Student Companion*, Alateme Jesse Sonari, 1994 and Mount Union College



Immigration, Visa + Travel Matters

- Applying for a Hong Kong ID card
- Student visa extensions
- Working in Hong Kong
- Travelling

*"I travelled a lot during my stay.
In total, I went to seven countries and
regions, including Hong Kong."*

Truc Xuan Vo
Aalborg University (Denmark)



In Hong Kong, you need to carry personal identification at all times. If you stay for less than 180 days, there is no need to apply for a Hong Kong ID card. However, you must always have photo identification (e.g. your passport) with you.

If you are permitted to stay longer than 180 days, you must apply for a Hong Kong ID card. All students coming to Lingnan for longer than one term have to apply for it and this must be done within 30 days of your arrival. No fee will be charged for the application.

Applying for a Hong Kong ID card

Application forms can be downloaded from the Immigration Department website at www.immd.gov.hk/eng/services/hkid.html. The site also provides a list of the documents you will need to submit. Telephone enquiries can be made by calling 2824 6111.

To save time, we recommend that you use the online booking service at www.gov.hk/en/residents/immigration/idcard/hkic/bookregidcard.htm. For telephone appointments, call 2598 0888.



Student visa extensions

If you have to extend your student visa while in Hong Kong, you can apply to the Hong Kong Immigration Department within one month prior to your visa's expiry date. The form you should complete, "Application for an Extension of Stay" (Form ID91), can be downloaded from the Immigration Department website at <https://www.immd.gov.hk/eng/forms/forms/id91.html>.



You will also need the following documents:

- > an original and photocopy of your passport or travel document;
- > an original and photocopy of your Hong Kong ID card (if any); and
- > your official letter of acceptance for extension from the University, stating your status as a registered full-time student.

Hong Kong Immigration Department contact information is as follows:

Tel: 2824 6111

Fax: 2877 7711

Email: enquiry@immd.gov.hk

Website: www.immd.gov.hk

Working in Hong Kong

Don't forget that the situation for students with regard to work varies from location to location.

In Hong Kong, it is illegal for a student visa holder to accept employment (paid or unpaid, volunteer work included) without a valid work permit. You are only eligible to participate in study/curriculum-related internships arranged or endorsed by your institution. As an exchange student, you are not allowed to engage in any part-time or summer jobs.





Travelling

See more, learn more. If you are keen to visit the sights of Asia, Hong Kong is a wonderfully convenient stepping stone to mainland China and other destinations in the region. Its award-winning international airport has multiple daily flights to many regional capitals and major cities, in line with Hong Kong's role as a business and tourism hub.

Mainland China visits

Students from overseas who plan to travel to mainland China must obtain a tourist visa prior to departure. You can apply in your home country or during your stay in Hong Kong. Visit the China Travel Service (Hong Kong) website at https://ww1.ctshk.com/en/chinavisa_2023/ for application information.

The contact information for the branch nearest the University is as follows:

China Travel Service Tuen Mun Branch	Tel: 2315 7171	Shop 2128-2130, 2/F, Phase 1, Tuen Mun Town Plaza, Tuen Mun, N.T.	10:30-19:30 (Everyday)
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What not to take

Prohibited items when travelling in mainland China include printed matter, films, photos, discs, movies, tapes/videos, CDs (video and audio) and articles that are deemed detrimental to the political, economic, cultural and moral interest of the PRC.

Other Asian destinations

Check out the websites of the relevant consulates for visa information. Use the Outbound Travel Alert (OTA) System (www.sb.gov.hk/eng/ota) before travelling abroad or before confirming your travel plans.

Vaccinations

Recommended vaccinations for a prolonged stay are influenza, tetanus, hepatitis B, tuberculosis, Japanese encephalitis B, gamma globulin and polio. Useful items to take include general antibiotics such as tetracycline, antacid tablets for before or after meals, and insect repellent.

Hygiene

Toilets off the beaten tourist track tend to be primitive, so it is useful to bring your own necessities and moist tissues.

Prior notice to OGE when travelling abroad

Inform OGE in advance of your itinerary, destination and contacts etc. The appropriate form can be downloaded from <https://www.ln.edu.hk/oqe/download/>

Leaving Lingnan

• Before you go



"I can recommend this experience to everyone who is interested in going abroad and learning about a new culture."

Sabella Al-Boutros

Fontys University of Applied Sciences
(The Netherlands)

Before you go

Time flies during an exchange visit. When it comes time to say goodbye to Lingnan and return home, we know you will have many last-minute activities. But amidst your farewells, there are several other arrangements to include in your busy schedule.

Hostel check-out

OGE will provide details two weeks prior to your check-out date.

Transcript

One official transcript will be sent to your home institution on final approval of assessment results at Lingnan. You can obtain a copy of your transcript through the Registry on payment of a fee. This will include the words "student's copy". Official transcripts are not issued to students or any private individual. If you wish to apply for a transfer or to be admitted to another educational institution, you may also apply to the Registry (<https://www.ln.edu.hk/cht/reg/forms-for-registry-services/transcript/>) for a transcript to be sent to the institution concerned. You will need to pay the related fees and postage.

Final housekeeping tasks

To avoid delays to the issuing of your transcript, make sure you have returned all of your library books, your room key and cleared your university bills.

Travelling to the airport

As you may have heavy luggage and/or may need to depart very early in the morning (especially for North American flights), we suggest that you take a taxi to the airport. A slower but more economical alternative is to take the bus. For further details, visit <https://www.ln.edu.hk/oqe/>.

What did you think?

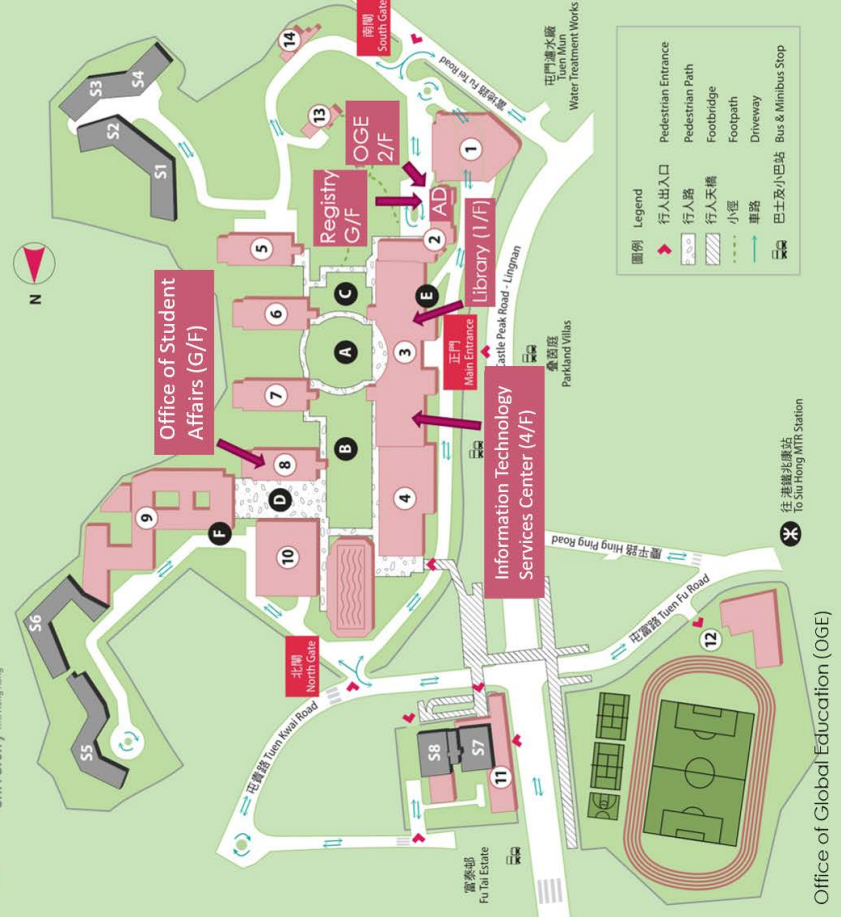
We would like to hear from you about your exchange. Please complete our online evaluation survey before you depart. Your comments and suggestions will help us to improve our programme for future students.

Campus Map



校園地圖

Campus Map



- ① 陳德泰大會堂
② 黃氏行政大樓
③ 李運強教學大樓
• 勵志圖書館
④ 綜合運動大樓
• 田家炳游泳池
⑤ 何善衡樓
⑥ 梁諾慈樓
⑦ 林炳炎樓
⑧ 黃玉蘭樓
⑨ 劉仲康樓
⑩ 劉李婉嫻康樂樓
⑪ 郭少明伉儷樓
⑫ 潘蘇雄運動場
• 和富李宗德學生活動中心
⑬ 校長寓所
⑭ 訪客宿舍
- Wing On Plaza
Contemporary Garden
Yu Kan Hing Memorial Garden & Pavilion
Kin Sun Square (Skylight)
Underground Car Park Entrance
Covered Car Park Entrance

學生宿舍

- S1. 翠屏邨
S2. 香港崇正總會樓
S3. 霍嘉樹樓
S4. 逸民堂
S5. 林基堂
S6. 賽馬會博雅堂
S7. 黃浩川堂
S8. 伍家堂

Student Hostels

- William M. W. Mong Hall
The Bank of East Asia Hall
Tsung Tsin Association Hall
Fok Cho Min Hall
Chung Shun Hall
Yee Min Hall
Lam Woo Hall
The Jockey Club New Hall
Wong Hoo Chuen Hall
Wu Jieh Yee Hall

- HA
HB
HC
HD
HE
HF
HG
HH
WHC
WJY



Handwriting practice lines consisting of 20 horizontal dotted lines.