

Summer Programmes 2026

Important Notes



Overview

- Eligibility
- Programmes
- Timeline and Procedures
- Application for & Admission by Host Institution
- Study Plan & Credit Transfer
- Lingnan Summer Institute 2026
- Payment
- Insurance
- Travel Sponsorships
- Documents to be submitted to OGE before departure
- EDB Subsidy Schemes
- Travel Arrangements
- Your Responsibility as Outgoing Students

Eligibility

- Current full-time undergraduate students
- Year of Study: Year 2 or 3 on a 4-year programme
- Cumulative GPA: normally 2.50 or above (as of Term 1, 2025-26), students with a lower CGPA may also be considered
- Any additional requirements specific to the individual institution, as detailed in the programme information sheet and/or required by the host institution
- Priority will be given to:
 - (i) students in their third year or above
 - (ii) those who have not participated in any exchange programmes offered by OGE
- No previous in-person Summer International Exchange Programmes arranged by OGE.
- Students who have participated or will participate in semester-long/winter student exchange programmes under OGE are welcome to apply for this programme.

Programmes

- **Aalto University School of Business** - Summer Studies
- **ESSCA School of Management** - Paris Summer Programme
- **Ewha Womans University** - Ewha International Summer College
- **Hanyang University** - Hanyang International Summer School
- **International Christian University** - ICU International Summer Program in Japan
- **J F Oberlin University** - Study & Travel in Japan Summer Session 2026
- **King's College London** - Undergraduate Summer School
- **Korea University** - International Summer Campus
- **Linköping University** - LiU Summer Academy
- **Ludwig-Maximilians-University of Munich** - Summer German Language Course
- **Seoul National University** - SNU International Summer Program
- **The University of British Columbia** - UBC Vancouver Summer Program
- **University of Hradec Králové** - Czech it Out
- **University of Stirling** - International Summer School
- **Waseda University** - Waseda Summer Session
- **Yonsei University** - Yonsei International Summer School

Details: <https://www.ln.edu.hk/oge/outgoing-students/summer-programmes>

Timeline & Procedures

Estimated Time	Procedures
By 26 Jan	Apply for Summer Exchange via official online system https://webapp.ln.edu.hk/sys/ex/obexchange/
29-30 Jan	Online Interview
Early Feb	Result Announcement and OGE make nomination to host institutions
Feb - Mar	Prepare your application and send it to host institution according to OGE's email instructions
Mar - May	Successful admission by host institution
After admission	Settle the payment directly to the host institution before the payment deadline
	Purchase insurance
	Receive confirmation letter from host institution - Apply for visa (if applicable) - Confirm or purchase air tickets (refer to Travel Sponsorships slide)
	Seek prior approval to study plan from relevant Lingnan authorities (for credit bearing programme)

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
	Prepare enough money
After Exchange by host institution	Fill in post-exchange survey and submit photos to OGE
	OGE receives your original transcript issued by host institution *To process credit transfer, you MUST 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 and/or the host institutions on application procedures. Please follow the instructions, 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.
- 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

Study Plan & Credit Transfer

- 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 2024-25 or in the next academic year (i.e. 2025-26) 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

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
- For details of credit equivalence, please refer to individual programme information sheets and [Table of Credit Equivalence](#).

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 → names and signatures of faculty members
- P.3 → Approval for Excess Credits to be Counted 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/f/upload/113509/342156/Guidelines%20on%20Completing%20Course%20Confirmation%20Form%20and%20Study%20Plan%20\(Student\).pdf](https://www.ln.edu.hk/oge/f/upload/113509/342156/Guidelines%20on%20Completing%20Course%20Confirmation%20Form%20and%20Study%20Plan%20(Student).pdf)

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 2026

- According to the Registry, all students participating in Summer Programmes 2026 organized by OGE will be **prohibited** to register any summer courses offered by Lingnan in Summer Institute 2026
- 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 2026 and with no time clash and within maximum study load, please contact Registry for special approval on your intention.

Payment to Host Institution

- **Follow the instructions provided by the host institution**
- Usually, an invoice will be issued by host institution to confirm your programme fees upon successful application
- 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 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)

Sponsorships (UGC funding students)

Air ticket sponsorship (for overseas exchange):

- ❖ Net airfare sponsored by Lingnan (tax and fuel surcharge borne by students)
- ❖ Most economic and possible flight within a designated period
- ❖ Tax, security, fuel and miscellaneous surcharges and extra cost for personal trips to be borne by students
- ❖ OGE will send details to eligible students by email.
- ❖ If you need to apply for student visa, you should confirm air ticket after your visa is issued.

*Students who have already participated in OGE semester-long/short-term student exchange programmes and received air ticket sponsorship, will be considered for airfare allowance.

Passage Allowance (for exchange in Mainland):

- ❖ Guangdong Province: HK\$1,500
- ❖ Outside Guangdong Province: HK\$3,000
- ❖ OGE will send details to eligible students by email

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

Air Ticket Sponsorship

- Confirm airticket **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
- 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.
- For details, please refer to the guidelines for air ticket sponsorship attached to the order form.

Education Bureau (EDB) - Subsidy Schemes for Exchange Activities

Objective: To provide **local** and **non-local** students of full-time sub-degree or undergraduate programmes with **means-tested** and **non-means-tested** subsidies to participate in exchange activities **outside Hong Kong**.

Number of schemes:

- 1) Scheme for Subsidy on Exchange for Post-secondary Students (SSE) *Means-tested
- 2) Scheme for Means-tested Subsidy on Exchange to “Belt and Road” Regions for Post-secondary Students (MT SSEBR)
- 3) Scheme for Non-means-tested Subsidy on Exchange to “Belt and Road” Regions for Post-secondary Students (NMT SSEBR)
- 4) Non-means-tested Mainland Experience Scheme for Post-Secondary Students (NMT MES)

Details of EDB Subsidy: [https://www.ln.edu.hk/oge/f/upload/117893/359395/EDB%20-%20Subsidy%20Schemes%20for%20Exchange%20Activities%20\(web%20site\)%20OK.pdf](https://www.ln.edu.hk/oge/f/upload/117893/359395/EDB%20-%20Subsidy%20Schemes%20for%20Exchange%20Activities%20(web%20site)%20OK.pdf)

Details on application will be announced in March via email.

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 (credit bearing programme – credit transfer purpose)	

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.*

Office of Global Education

Room AD-208/1, 2/F, Wong Administration Bldg.

Tel.: 2616-8990

Fax: 2465-9660

Email: oge@LN.edu.hk

Website: www.LN.edu.hk/oge

Facebook: www.facebook.com/lingnan.oge/

Instagram: www.instagram.com/lingnan.oge/

Instagram Hashtag: [#lingnanexchange](#)

