
WINTER PROGRAMMES
2026
Annyeong, Winter! Explore South Korea!
Lingnan 嶺南大學 University

Agenda

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Timeline

Early to Mid Oct	Apply for Winter Programme and accept your offer at https://webapp.ln.edu.hk/sys/ex/obexchange/
Late Oct to Early Nov	Prepare your application and send it to host institution according to OGE's email instructions
	Settle the payment directly to the host institution before the payment deadline *Extra cost may be incurred if you miss the payment deadline.
Nov - Dec	Successful admission by host institution
After admission	Purchase insurance
	Receive acceptance package from OGE - Apply for visa (if applicable) - Purchase air tickets
	Seek prior approval to study plan from relevant Lingnan authorities *Study Plan can be downloaded here*.

Timeline (Con't)

Before the start of the Programme	Submit documents i.e. completed study plan form to OGE
	Fill in pre-exchange survey
	Make travel arrangements
After the end of Programme	Fill in post-exchange survey
	OGE receives your original transcript/certificate 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. 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
- 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 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

Programme Details & Credit Transfer

- For programme details, please visit https://www.ln.edu.hk/oge/outgoing-students/winter-programmes
- Grades obtained will be shown in your Lingnan transcript but **NOT** count towards Lingnan GPA calculation,

Programme Details & Credit Transfer (Con't)

- Credits obtained from the host institution **MUST BE** transferred back to Lingnan
- For programme with less than 3 Lingnan credits i.e. 0.5 regular Lingnan course, you may take courses offered by Lingnan with the remaining credits afterwards to combine them to 3 credits, if feasible
- The maximum study load in a winter term is **3 credits**
- Credits taken are counted in the maximum study load for the academic year of 2025-26
- 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 Lingnan 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

Programme Details & 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 for your study plans from the relevant Lingnan authorities
- 1 credit at Hanyang/Korea University = 1 Lingnan credit
- For details of credit equivalence, please refer to individual programme information sheets.

Programme Details & Credit Transfer (Con't)

When you seek approval from relevant authorities, bring along/attach:

- Study Plan
- Table of Credit Equivalences/Programme Information Sheet
- Course Description/Syllabus

Programme Details & Credit Transfer (Con't)

Tips:

- P.2 → Fill in some **alternative courses**
- P.3 → **Fill in names** and **seek signatures** from 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 Lingnan authorities:
  - Cluster course (CLA / CLB / CLC / CLD / CLE): You may transfer substitute Cluster Course by submitting an 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/cht/occ/cc/transfer
  - 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 the 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.

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 LU 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

Payment of Programme fees – In-person Programme with special subsidy

	Hanyang/KU/Chung-An/Yonsei
Payment method	Pay directly to the host institution
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.

Upon successful completion of the programme, Lingnan will provide a programme fee subsidy of HKD 2,000.

Payment to Host Institution

* Usually, an invoice will be issued by the 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 the 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 flights 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 a student visa, you should purchase an air ticket after your visa is issued

Available to students enrolled in UGC-funded programmes who have **NOT participated in OGE student exchange programmes*

Air Ticket Sponsorships (Con't)

- DO NOT buy air ticket on your own
- The University will purchase your air ticket 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 (to be available at: Lingnan University (ln.edu.hk)) 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' Lingnan email addresses.
- Please refer to Table of Exchange Periods for IEP Participants (Winter 2026) to be available at: https://www.ln.edu.hk/oge/outgoing-students/winter-programmes
- If you wish to arrive earlier and leave later than the designated dates, you have to be responsible for your accommodation and extra costs 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)**

  Local students participating in eligible in-person Winter 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 the Student Finance Office (SFO) of the Working Family and Student Financial Assistance Agency; OR

  (2) whose families are in receipt of (receive) 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 in-person Winter 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)

	Means-tested SSE	Means-tested SSEBR	Non-means-tested SSEBR	Non-means-tested MES
Eligible students	Local			Local & Non-local
Proof of Government's means-tested financial assistance*	Required		Not required	
Activity Location	Anywhere outside HK	B&R regions (exclude Mainland, Taiwan & Macau)		Chinese Mainland
Max. level of subsidy**	HK$60,000	HK$60,000	HK$18,000	HK$14,400
Max. times of subsidy to be granted to a student	One	Two (two different B&R destinations)	One	One

For details and calculation, please refer to https://www.ln.edu.hk/oge/f/upload/117893/EDB%20-%20Subsidy%20Schemes%20for%20Exchange%20Activities_website.pdf

Schemes for EDB Subsidy (Con't)

- The amount of subsidy depends on:
  - *The approved level of student finance (i.e. percentage of full grant) (for means-tested SSEBR)*
  - *Destination of your exchange*
  - *Duration of your exchange*
  - *Availability of the fund*

Eligible students may receive a subsidy up to a maximum of HK$9,000

Schemes for EDB Subsidy (Con't)

- Application will open in December. Details will be announced by email.

- Eligible students should submit the duly completed online application form together with the copy of the approval letter from Student Financial Office (SFO) (if applicable).

- Application results will be announced by the end of January 2026. **You are advised to prepare your own money to finance your exchange.**

- If approved, you must confirm accepting the EDB subsidy on the online system. The subsidy will be deposited into your bank account in due course.

Travel Arrangements: Arrival pick-up

- Inform your host institution about your date of arrival and confirm the pick-up arrangement with the host institution.

- Search for ways to your host institution if you go to the host institution by yourself.

Travel Arrangements: Contact Your Host Institution before Departure

- Greet & introduce yourself
- Send your final itinerary and confirm pick-up arrangement

Travel Arrangements:
Upon your Arrival at the Host Institution

- 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
- Check your LN email regularly

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 for 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 Exchange Students…

Participating students are responsible for satisfactorily completing the programme. Failure to do so may result in the following:

- paying back any fees which are being sponsored by Lingnan or the host institution;
- leading to negative impacts on future exchange and/or exchange scholarship applications.

Lingnan also reserves the right to review the programme subsidy (if any) after the end of the programme, based on student's successful completion of the programme and passing of all required assessments.

Your Responsibility as Outgoing Students (Con't)

Extracted from Participation Agreement

- 9. *Should I fail to complete the Winter Programme for whatever reason, I understand that all expenses spent/to be paid in relation to the Winter 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 Winter 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 Winter Programme. Such termination may carry the same financial obligations as stated in clause 9 listed above.*

Contact Information

Office of Global Education (OGE)

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