

First Briefing Session

for Outgoing Exchange Students 2023-24



Office of Global Education



Highlights

1. Procedures of Student Exchange Programmes (SEP)
2. Application to your host institution
3. Admission and visa application
4. Credit transfer
5. Study plan
6. Course Registration
7. Expenditure involved in SEP
8. Air Ticket Sponsorships / Passage Allowance
9. Exchange Scholarships, Need-based Financial Aid Schemes & Schemes for EDB Subsidy
10. Important Reminders Relating to COVID-19
11. OGE Contacts

Procedures for SEP

Shortlisted Students

1. Attend briefing sessions & workshops by OGE & OSA
2. Apply to the host institution
3. Confirm acceptance from the host institution
4. Apply for student visa
5. Prepare your study plan
6. Purchase air / train tickets
7. Purchase insurance
8. Confirm pick-up arrangement

Application to your host institution

1. The following application documents will be sent to your LU email in due course:

- ❖ Contact of your host institution
- ❖ Application form / Link for downloading the application form
- ❖ Checklist of supporting application documents
- ❖ Application deadline

- ❖ **Date of checking your application documents with OGE**
 - Term 1, 2023-24: Please expect to be conducted via Zoom in the period from March to May 2023**
 - Term 2, 2023-24: in the period from June to November 2023**

Application to your host institution

2. Complete the host institution's application form
3. Prepare all the necessary **supporting documents** together with the application form e.g.
 - Accommodation form
 - Health report
 - Recommendation letter
 - Copy of passport
 - Copy of IELTS/TOEFL result
 - Financial proof
 - Passport size photo(s)
 - Others

4. Prepare full set of application documents to OGE for checking
5. Upon final checking, **OGE will give you a cover letter (if required by the host institution) and a student copy of your transcript** to be sent together with your application
6. Send your completed application to your host institution (e.g. by courier, email, online system) well before the application deadline
7. Submit a copy of your completed set of application to OGE for record

Points to note about applying for the host institution

- Financial proof: **Recent bank statement / Copy of your bank book in English (last page + front cover with name)**. If the financial proof is not under your name, you have to prepare a letter indicating your relationship with the sponsor
- Health record: You may be required to provide your medical history, immunization record, physical check record → **seek assistance from the clinic**

Points to note about applying for the host institution

- Accommodation form: Some institutions may require you to apply for accommodation together with the exchange application
- Transcript: A student copy of your transcript will be given to you on the application form checking date.
NO NEED to apply from the Registry.
- Recommendation letter: If your host institution requires a recommendation letter about you, please seek assistance from your professor. (Please confirm with OGE staff on the form checking day.)

Your Admission to Host Institution

- ❖ The final decision of acceptance rests with the host institution
- ❖ Confirmed: receive the **acceptance letter** from the host institution
- ❖ Expect the Unexpected:
 - Events like natural disaster, outbreak of disease, riots, political unrests may happen
 - Terms of agreement and policies of partner institution may change from time to time
 - Be prepared to experience lots of differences, which can be good or bad

Successful Admission

- OGE will inform you to collect the acceptance package once available
(+ visa supporting letters, guidelines on visa application and air ticket sponsorship)
- If the acceptance package is mailed to your home, please provide a copy to OGE for record as soon as possible
- Inform OGE responsible colleague in advance if you are out of Hong Kong for an extended period that may affect your visa application

After Admission: Visa Application

- Apply for suitable student visa / equivalent permit on your own to enter the host country as a student for the entire exchange period
- Consult the **consulate general** concerned for information on immigration and visa requirements in the host country/territory (website: https://www.protocol.gov.hk/en/posts_bodies.html)
- HKSAR passport holders may refer to: [Guidelines on Visa Application](#) available at OGE website
- **Allow sufficient time to apply. Apply soonest possible!**
- Passport should be **valid for at least 6 months** beyond your intended stay
- OGE will issue **supporting letters** to facilitate your visa application

Brief Information about Travel Arrangement (for IEP)

- After receiving your acceptance package and suggested travel itineraries from OGE, check out the **“Table of Exchange Periods”** at OGE website
- Purchase air tickets according to our guidelines **immediately after your student visa is issued** (Students to France, Italy, Mexico, Spain, Thailand and Portugal should check the requirements of application for student visas from the relevant Consulate Generals and follow the suggested timeline to purchase air tickets during their visa application as supporting documents)
- You must purchase air tickets through the designated travel agent, **Corporate Travel Management (CTM) Ltd.**
- Complete **an order form (included in the acceptance package or download at OGE website)** and send it to CTM
- For details, please refer to the guidelines for air ticket sponsorships attached to the order form

Credit transfer

- A minimum of **12 LU credits** while on exchange
- Need to meet **higher credit requirement** at host institution if any
e.g. Lingnan: 12 credits; XXX College: 18 credits
→ You need to take 18 credits while on exchange at XXX College
- Credits: Transfer back to Lingnan with **prior approval** from relevant dept./programme/ programme director
- Grades: **NOT be counted in GPA** calculation, but shown in the transcript

Study Plan

- Download the “**Study Plan**” from OGE website <https://www.ln.edu.hk/oge/download/#outgoing>
(Go to “Download > For Outgoing Students > Course Confirmation, Credit Transfer & Study Plans”)
- Study “**Guidelines on Completing Study Plans**” and “**Table of Credit Equivalence**” (from OGE website)
- Complete the Study Plan

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

#Refer to the Table of Credit Equivalence at OGE website

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) ⁶	Programme Director ⁶
Free Electives				✓	
Courses in Major Disciplines ¹	✓			✓	
Cluster Courses ²	✓	✓		✓	
English Language Enhancement Elective Courses ³	✓	✓		✓	
Courses with Service-Learning components ⁴			Either Director of Service-Learning or Head of Department		
Free Electives (Minor) ⁵	✓			✓	

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 ⁶	Programme Director ⁶
Free Electives					✓
Courses in Major Disciplines ¹	✓				✓
Cluster Courses ²	✓	✓			✓
English Language Enhancement Elective Courses ³	✓	✓			✓
Courses with Service-Learning components ⁴			Either Director of Service-Learning		OR Programme Director
Free Electives (Minor) ⁵	✓				✓

Table C: BBA / Social Sciences students

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 / Director/ Delegate of Asia-Pacific Institute of Ageing Studies (for Health and Social Services Management Stream only) ⁶	Programme Director ⁶
Free Electives				✓	✓
Courses in Major Disciplines ¹	✓			✓	✓
Cluster Courses ²	✓	✓		✓	✓
English Language Enhancement Elective Courses ³	✓	✓		✓	✓
Courses with Service-Learning components ⁴			Either Director of Service-Learning		OR Programme Director
Free Electives (Minor) ⁵	✓			✓	✓

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

- When you seek approval from relevant authorities, bring along:

- Study Plan
- Table of Credit Equivalence
- Course description/syllabus



- **P.2 of the study plan** → Fill in some alternative courses
- **P.2 Part B of the Study Plan** → concurrent courses
 - Fill in concurrent courses taken while you are on exchange (e.g. project courses such as Directed Thesis, Research Project, Translation Project, subject to approval from course offering departments and the Registry)
 - Credits of concurrent courses counted as credits gained during exchange term:
 - E.g. LU minimum requirement of 12 credits =
3-credit FYP at LU + min. 9 credits at host institution (subject to credit requirement of host institution)
 - **OGE will send an email to all outgoing students in June to check registration of concurrent courses during exchange term**

- 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
- ❖ Possible to combine course credits of different courses of relevant nature if applicable:
 - e.g. Corporate Finance, Portfolio Investment, Business Statistics are offered at the host institution with 2 credits each.
- You may seek approval to transfer as two 3-credit business courses at LU:
 - Corporate Finance (2 credits) + Portfolio Investment (1 credit)
= BUS2201 Financial Management (3 credits) at LU
 - Business Statistics (2 credits) + Portfolio Investment (1 credit)
= BUS1102 Statistics for Business (3 credits) at LU
- ❖ Submit the completed study plan to OGE via email **before departure** (Please photocopy 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

Make changes to your study plan while you are on exchange?

- Download the “**Revised Study Plan**” from OGE website
- List out **ALL COURSES** you are enrolling now
- **Tick “Approval Obtained”** for those course(s) approved in the Study Plan before departure
- Seek approval on the newly added course(s) **through emails (to relevant authorities), attaching the completed revised study plan**
- **Forward** the revised study plan with signatures and any original emails for seeking approval to OGE via email

Course Registration at Lingnan

- If you are given and accepted an offer of SEP, you do not need to register any course(s) on your course plan(s) in DegreeWorks or during the online registration period at Lingnan for your designated exchange term. All pre-registered course(s) excluding concurrent course(s) e.g. senior thesis and final year project at Lingnan will be removed by the Registry.
- In case of withdrawal, you are required to inform both the OGE and the Registry. If your withdrawal is beyond the LU online registration period in June, you can then only register your course(s) during the add/drop period of the term.
- The above arrangements are subject to change and the Registry reserves the right for the final decision.

Expenditure involved in SEP

Expenses Items	Paid to LU	Paid to Host Institution	Paid by Students
Tuition Fee	✓		✓
Hostel Fee	✓ (Full Exchange) OR	✓ (Half Exchange)	✓
Miscellaneous fees charged by host institution		✓	✓
Living expenses (e.g. food, transportation, books, entertainment, electricity, water, internet, etc.)			✓
HKSAR Passport / Mainland Travel Permit for HK and Macau residents			✓

Expenditure involved in SEP

Expenses Items	Paid to LU	Paid to Host Institution	Paid by Students
Visa application fees and related costs			✓
Insurance (Travel, medical, accident, etc.)			✓
Travel			✓
Tax and fuel surcharge of air ticket			✓
Other miscellaneous items			✓

Air Ticket Sponsorships/ Passage Allowance

Air ticket sponsorship (for IEP participants):

1. Net airfare sponsored by LU
2. Most economic and possible flight between Hong Kong and the host country within a designated period
3. Tax, security, fuel and miscellaneous surcharges (e.g. additional charges may be involved if your itinerary is out of OGE suggested period) borne by students
4. Purchase through CTM Ltd.

Passage Allowance (for MEP participants):

1. Guangdong Province: HK\$1,500
2. Outside Guangdong Province: HK\$3,000

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

Exchange Scholarships

Basic requirements:

- Minimum CGPA of 3.00
- A few scholarships with specific English language requirement: IELTS score at least 6.5 (no component below 6.0) or TOEFL score of at least 233 (min. TWE score 4.5) [Remarks: No need to re-take IELTS for better score to apply for scholarships]

- ***Open for online application for ALL 2023-24 outgoing students: Early March 2023***
- ***Stay tuned for OGE emails***

Need-based Financial Aid Schemes & Schemes for EDB Subsidy

- For students with pressing financial need
- Major factors for consideration:
 - *Actual amount of grant/loan received from the Tertiary Student Finance Scheme*
 - *Status of the Comprehensive Social Security Assistance (CSSA)*
 - *First generation university students*
 - *Exchange destinations in the Mainland or Belt & Road regions*
 - *Amount of Scholarships for student exchange to be granted*
 - *Number of applications received*
 - *Availability of Fund*
- ***Open for online application for ALL 2023-24 outgoing students: Early March 2023***
- ***Stay tuned for OGE emails***

Your Responsibility as Outgoing Students

Before departure for exchange

- Complete pre-exchange online survey
- Complete pre-exchange Intercultural Development Inventory (IDI)* assessment (MANDATORY)
- Attend debriefing session (MANDATORY) and small group coaching session of IDI (RECOMMENDED)

** IDI is an objective measurement of your intercultural competence and you will receive an individual IDI profile report which helps you prepare for your exchange.*

Your Responsibility as Outgoing Students

Upon completion of exchange

- Complete post-exchange online survey and post-exchange Intercultural Development Inventory (IDI) assessment
(MANDATORY)
- 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 scholarships/financial aid, if applicable

Your Responsibility as Outgoing Students

Extracted from Participation Agreement

- *12. Should I fail to complete the exchange study as scheduled for whatever reason, I understand that all expenses spent/ to be paid in relation to the SEP are my own responsibility and non-refundable in any case. I also undertake to pay back Lingnan University for any allowance/ sponsorships/ subsidies/ financial assistance/ scholarships granted and expenses paid on my behalf.*
- *13. I shall, during my exchange study, enroll as a full-time student and meet the minimum academic standards, complete all coursework, prescribed tests and examinations (if any), and obtain satisfactory academic results as defined by Lingnan University and the host institution. I understand that, failure to complete the academic requirements at host institution may carry the same financial obligations as stated in clause 12 listed above.*

→ Take a minimum of 12 credits (including concurrent courses) while on exchange to maintain your status as a full-time LU student.

→ Be responsible to your exchange studies by completing all classes, assignments, assessments and exams etc. timely and obtaining satisfactory passing grades.

OGE Contacts

Africa, Central and Eastern Europe (Austria, Croatia, Czech Republic, Estonia, Latvia, Lithuania, Poland, Romania, Russia, Slovakia, Slovenia, Switzerland, and Turkey) and the United Kingdom

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Western Europe (Belgium, Denmark, Finland, France, Germany, Italy, Norway, Portugal, the Netherlands, Spain, and Sweden)

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Credit transfer

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Important Reminders on Studying Abroad Relating to COVID-19

- OGE is closely monitoring the development of the pandemic of COVID-19 in the world and continue to evaluate the SEP in 2023/24. At this moment, we cannot ensure whether you will be able to successfully apply for the required visa and/or access the host countries/regions for the exchange programme. We will continue to monitor the situation closely and inform you of the final decision of the University in due course.
- You are advised to prepare a back-up plan and be flexible with the exchange arrangements.

Important Reminders on Studying Abroad Relating to COVID-19

- In order to balance your aspirations and health in the hope to find the safest and most suitable path forward, we would encourage you to follow our latest instructions to be sent to you via email from time to time and prepare your application for your host institutions. If the pandemic persists, your guardians and you will be asked to sign some official documents (e.g. Assumption of Risk and Waiver of Liability Relating to COVID-19) to confirm your voluntary participation in studying abroad and accept all associated risks.
- Each case is individual. In case of suspension of SEP, we would look into your preference of study abroad options in relation to your academic planning. If you need any information, please consult our respective colleague.

Important Reminders on Studying Abroad Relating to COVID-19

- If you are asked to make any payment, please check with our colleagues about the latest arrangement before you commit any payment requests pertinent to your exchange programme at least 1 week before the payment deadline. You are strongly recommended to closely observe the latest development of the pandemic before making any payments. You should also study the cancellation/refund policy of your host institution as well as the latest visa arrangements/travel restrictions to your host country. Please understand that **you will have to bear the risks of possible financial losses that may be incurred as a result of cancellation of the exchange programme.**
- In case physical student exchange programmes are suspended by LU or the host institutions, outgoing students of SEP 2023-24 should resume their full-time academic studies at LU and should not participate in full virtual exchange to be offered by the host institutions to ensure academic success.

Final Pre-departure Briefing:

For Term 1 exchange:

Apr/May 2023

For Term 2 exchange:

Nov 2023

Thank you! 😊

Office of Global Education

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Instagram Hashtag: [#lingnanexchange](https://www.instagram.com/explore/tags/lingnanexchange)