

Important Notes and Instructions on Completing Online Application

Please read thoroughly the following notes and instructions before filling in the online application.

Important Notes for the Application for Summer Programmes 2023

1) Details of Summer Programmes

Before submitting your application, you are advised to study all the information under the section of “Summer/ Winter Programmes” at OGE website (https://www.ln.edu.hk/oqe/outgoing_stu/summer_programmes.php).

2) Application Deadline

A completed application form should be submitted ONLINE by 23:59 on 12 February 2023 (Sunday).

3) Selection of Host Institutions

Before you select your preferred host institutions, please pay attention to the following:

- Check and understand the programme natures, course offerings, languages of instruction, compulsory/optional programme activities, estimated budget, academic and programmes requirements at Lingnan and the host institutions;
- Be realistic and diversify your choices to maximize your chance of being selected; and
- Change of preferred host institutions after application submission will not be entertained.

Instructions on Completing Online Application for Summer Programmes 2023

Step 1- Prepare the Necessary Information

Step 2- Learn the Important Notes

Step 3- Confirm your offer

Step 1- Prepare the Necessary Information

The online application form is divided into the following parts. Please get the information ready before you login the online application system.

Part A- Personal Particulars: Passport/travel document information, personal email address, emergency contact, medical condition, your statuses on the Tertiary Student Finance Scheme - Publicly-funded Programmes (TSFS) and Comprehensive Social Security Assistance (CSSA).

(Your personal particulars, general information of your study at Lingnan and contact information will be loaded automatically from the University's Banner System. You are able to edit some of the information if necessary. Please note that any change of your personal data in the online application will not be stored in the Banner System.)

Part B- Education Background: Details on your previous participation in OGE's exchange programmes and your contribution to internationalisation of campus, if any.

Part C- Academic Achievement: Your TOEFL/ IELTS score and other non-English language proficiency or studies, if any. If the IELTS results that you have uploaded via "myLingnan Portal" are not shown here or if there are any updates before you submit this online application, you must upload your IELTS results via the intranet portal.

Part D- Programme Preferences: Select at least 1 choice and maximum 3 choices of Summer Programme.

Declaration: Your agreement to abide by the declaration statements.

Step 2- Learn the Important Notes

To ensure smooth and successful submission, please pay attention to the following:

- 1) **Apply Early:** You are strongly advised to submit your application and necessary supporting documents to the online application system well in advance of the application deadline. The online application system may be affected by the heavy loads generated by large number of applications near the close of the application period.
- 2) **Login and Create your Application:** Go to OGE website (www.LN.edu.hk/oge) and click "Online Application for Outgoing Student Exchange Programmes". Select "2022-23 Summer Programmes (1st Recruitment) (Current Recruitment)". Use the username and password of your student account to login.
- 3) **Save your Form Frequently:** You do not need to input all information required in

one go. You may save the inputted details and log off any time; and fill in the other details later by logging in again with your username and password. There is a “Save” button at the bottom of each page before proceeding to the next part. Please remember to save your draft for every 15 minutes to secure your inputted data.

- 4) **Use English only:** Use English only for all your inputs into the form. No Chinese or non-English characters are acceptable (except your Chinese name).
- 5) **Fill in all Required Fields:** You are required to fill in all fields with valid data. The system will check whether all the required fields have been filled in and whether the data inputted is valid. Leave any of them empty or have them filled with invalid data may lead to application failure.
- 6) **Submit your Application:** You must click the “Submit” button at the end of the form to complete the submission of an online application to OGE. Please save and print out the confirmation page after your submission for your own record.
- 7) **Review your Application:** Login to “Online Application for Outgoing Student Exchange Programmes” at OGE website to review your submitted application throughout the application period.
- 8) **Amend your Application Data:** After submission, amendment is only allowed for students whose selected host institution(s) is/are no longer available for application due to unforeseeable circumstances.

Step 3- Confirm your Offer

You will receive an email regarding the announcement of application result by end-February 2023. You have to login the online application system to check your offer, including the recommended host institution(s) and programme(s).

You must confirm your offer by the designated deadline. If there are any concerns about your application results, please send an inquiry email to OGE (oge@LN.edu.hk) before the designated deadline. Late submission of “Reply Form” may also be considered as application withdrawal.

If you have been selected to participate in the Summer Programmes 2023 and would like to accept the offer, you should check all boxes of remarks, select “I am pleased to accept the offer.” to submit “Reply Form”. Then you should read through and submit “Participation Agreement” by entering password of your Student Account as your

digital signature. After submission, your application result status will change to “Accepted” on the landing page of the online application system.

In any case you decide to decline the offer and withdraw your application after thorough consideration, you should select “I would not accept the offer and decide to withdraw my application.”, and provide the reason(s) of withdrawal and submit “Reply Form”. For students with special concerns, please also click “I would not accept the offer and decide to withdraw my application.” and state clearly your strong justifications with details for OGE's consideration. You are advised to take second thoughts because any changes after submission of “Reply Form” will not be entertained. After submission, your application result status will change to “Withdrawn” on the landing page of the online application system.

Personal Information Collection Statements

The purpose(s) of collecting personal data by means of this form are

- (a) as a basis for selection for Outbound Student Exchange Programmes offered by Lingnan University and for communications and other relevant purposes;
- (b) for transferring the relevant part of the applicants’ personal data to the student record system of Lingnan University upon successful application.

In order to serve the specified purpose(s), the personal data collected may be transferred to host institutions, donors, the HKSAR Government, consulate offices of applicants’ respective host countries, Qualtrics, LLC (survey tool service provider), IDI, LLC (intercultural competence assessment tool service provider), Lingnan students participating in respective programmes and Lingnan’s designated travel agent for application for student exchange programme/ exchange scholarships/ financial aid/ Schemes for EDB subsidy/ sponsorships, logistics, programme evaluation, intercultural competence assessment and contact purposes. All information provided will be destroyed 5 years after the year of application. The personal data collected will not be disclosed to third parties other than those specified without your expressed approval, or unless required by law.

The personal data collected will be processed when this form is submitted to Lingnan University.

The personal data provided will be used for direct marketing activities organised or facilitated by Lingnan University.

Unless indicated otherwise, all personal data requested in this form is required for its purpose(s). If such data is incomplete or inaccurate, the application will not be processed.

As a data subject, you have the right to request access to and correction of the personal data under the Personal Data (Privacy) Ordinance. For requests for access

to personal data, please contact the Data Protection Officer at DPO@LN.edu.hk. For requests to correct/ update/ delete personal data, object to data processing, restrict data processing to an interim period, transfer your personal data to another data controller or stop receiving our promotional materials related to our direct marketing activities, please contact Office of Global Education at oge@LN.edu.hk.