

WINTER PROGRAMMES 2022



*Make the most of
your winter break!*

Briefing Session – Winter Programmes 2022



Agenda

- Timeline and Procedures
- Study Plan & Credit Transfer
- Payment
- Documents to be submitted to OGE
- Your responsibility as an exchange students...
- Important Notes

For In-person Winter Programmes

- Payment
- Insurance
- Air Ticket Sponsorships
- Schemes for EDB Subsidy
- Travel Arrangements

Timeline & Procedures

Estimated Time	Procedures
Mid - late Nov	Prepare your application and send it to host institution according to OGE's email instructions
	<ul style="list-style-type: none">- Settle the deposit of HK\$1,000 (For <i>virtual winter programmes ONLY</i>)- Settle the payment of HK\$2,500 (For <i>in-person winter programmes ONLY</i>)
Nov - Dec	Successful admission by host institution
After admission	Purchase insurance (For <i>in-person winter programmes ONLY</i>)
	Receive acceptance package from OGE <ul style="list-style-type: none">- Apply for visa (if applicable)- Purchase air tickets
	Seek approval to study plan from relevant Lingnan authorities

Timeline & Procedures

Estimated Time	Procedures
Before the start of the Programme	Submit documents i.e. completed study plan form to OGE
	Fill in pre-exchange survey (<i>For in-person winter programmes ONLY</i>)
	Make travel arrangements
After the end of Programme	Fill in post-exchange survey
	OGE receives your original transcript/certificate issued by host institution <i>*To process credit transfer, you must provide us with your approved study plan and confirm table of credit transfer to be sent via email.</i>
	OGE returns your deposit (if any) upon successful completion of the programme.

Study Plan & Credit Transfer

- ▶ You should take the no. of credits of winter programmes as required:

Credit Load (LU Credits)	Host Institutions & Programme
3	Chungnam National University 2022 CNU Winter for International Learners & Leaders
1/3	Hanyang University Hanyang International Winter School (Session A)
3	Fudan University Online Winter School @ Fudan SOE 2022

Study Plan & Credit Transfer

- ▶ Upon successful completion of your course(s), credits obtained from the host institution must be transferred back to Lingnan.
- ▶ The maximum study load in a winter term is 3 credit.
- ▶ Credits taken are counted in the maximum study load for the academic year of 2022-23.
- ▶ Grades obtained will be shown in Lingnan transcript but NOT count in GPA calculation.
- ▶ 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

- ▶ When you seek approval form relevant authorities, bring along/attach:
 - Study Plan
 - Table of Credit Equivalences/Programme information sheet
 - Course description/syllabus

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

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 Core Curriculum & General Education	Director of Service-Learning	Head of Department of Major Programme/ Associate Dean of Faculty of Arts (for BA Interdisciplinary Programmes only) ⁵	Programme Director ⁵
Free Electives				✓	
Courses in Major Disciplines ¹	✓			✓	
Cluster Courses ²	✓	✓		✓	
Courses with Service-Learning components ³			Either Director of Service-Learning or Head of Department		
Free Electives (Minor) ⁴	✓			✓	

Table B: BA Global Liberal Arts / BA Animation and Digital Arts

	Seek approval/endorsement from:				
	Step 1	Step 2	Step 3	Step 4	Step 5
	Subject Professor/ Head of Department of Minor Programme	Director of Core Curriculum & General Education	Director of Service-Learning	Head of Department of Major Programme ⁵	Programme Director ⁵
Programme Requirements					
Free Electives					✓
Courses in Major Disciplines ¹	✓				✓
Cluster Courses ²	✓	✓			✓
Courses with Service-Learning components ³			Either Director of Service-Learning		OR Programme Director
Free Electives (Minor) ⁴	✓				✓

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 Core Curriculum & General Education	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) ⁵	Programme Director ⁵
Free Electives				✓	✓
Courses in Major Disciplines ¹	✓			✓	✓
Cluster Courses ²	✓	✓		✓	✓
Courses with Service-Learning components ³			Either Director of Service-Learning		OR Programme Director
Free Electives (Minor) ⁴	✓			✓	✓

Study Plan & Credit Transfer (Con't)

Tips:

- ▶ P.2 → Fill in some alternative courses
- ▶ P.3 → printed 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 the commencement of your programme** (Please photocopy one for your own record)

Study Plan & Credit Transfer (Con't)

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 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: <http://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.
- ❖ **Please study Guidelines on Completing Study Plan:** <https://www.ln.edu.hk/oge/download/#outgoing>

Study Plan & Credit Transfer (Con't)

Important Reminders about Completing Study Plan!

- ▶ All students should discuss with their **academic advisors** first
- ▶ 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*)

Payment of Deposit

- ▶ [For virtual winter programmes] Successful applicants will have to make a deposit of HK\$1,000 to the LU bank account to reserve their exchange places.
- ▶ The deposit will be refunded upon the confirmation of successful completion of the programme and passing all course(s) as proven by the transcript/certificate issued by the host institution.

Documents to be submitted to OGE before commencement of the programmes

Documents	Date of Submission
Copy of your application form & payment record	Submit to OGE office in person or by e-mail before the start of the programme
Approved study plan	

Your responsibility as Exchange Students...

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

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

LU 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.

Important Notes

As participants of Virtual Exchange Programmes 2022, **you WILL BE considered for semester-long and regular student exchange programmes arranged by OGE in the future.**

As participants of In-person Exchange Programmes, **you will NOT be considered for semester-long and regular student exchange programmes arranged by OGE in the future.**

In-person Winter Programmes

Payment of Programme fees - Programmes with special subsidy

	Chungnam National University	Hanyang University
Items*	With the university subsidy, pay HK\$2,500	
Others	<p>Prepare local currency for your meals, personal trips & miscellaneous items</p> <p>Students from a visa-waiver country/region i.e. Hong Kong students need to apply for <u>K-ETA (Korea Electronic Travel Authorization)</u> prior to your boarding. Students from countries that are excluded from the Visa Waiver Agreement program must apply for a <u>short-term study visa</u>. Please refer to <u>here</u> for the list of visa-waiver countries.</p>	

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 flight 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 student visa, you should purchase air ticket after your visa is issued

Air Ticket Sponsorships (Con't)

- Purchase **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 (downloadable at OGE website) and submit it to CTM via your LU email
- For details, please refer to the guidelines for air ticket sponsorship which is downloadable from OGE website at Lingnan University (ln.edu.hk) (see sub-session under “Air Ticket Sponsorship”)

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' LU emails
- ▶ Please refer to [Table of Exchange Periods for IEP Participants \(Winter 2022\)](#) to be available at: [Lingnan University \(ln.edu.hk\)](http://Lingnan University (ln.edu.hk))
- ▶ 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.

Schemes for EDB Subsidy

▶ Scheme for Means-tested Subsidy on Exchange to “Belt and Road” Regions for Post-secondary Students (Means-tested SSEBR)

Students participating in eligible 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 Student Finance Office (SFO) of the Working Family and Student Financial Assistance Agency; OR

(2) whose families are in receipt of 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 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 SSEBR	Non-means-tested SSEBR
Max. level of subsidy	HK\$ 9,000	HK\$ 2,700
Financial proof	Required	Not required
No. of times the subsidy to be granted throughout your undergraduate studies	Twice*	Once

*Students are eligible for Means-tested SSEBR twice at most at two different "Belt and Road" regions, subject to maximum amount of subsidy to be received.

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*

Schemes for EDB Subsidy (Con't)

- ▶ Students with successful offers of eligible Winter Programmes will receive an email in December 2022.
- ▶ Eligible students should submit the duly completed online application form together with the copy of approval letter from Student Financial Office (SFO) (if applicable).
- ▶ Eligible students may receive a subsidy up to a maximum of HK\$9,000. Application results will be announced by the end of February 2023.
- ▶ You are advised to prepare your own money to finance your exchange.

Travel Arrangements:

Arrival pick-up

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

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

Contact point:

Ms Shirley CHAN

Email: manyiuchan@ln.edu.hk

Ms Emily LAU

Email: emilylau3@ln.edu.hk