

INFORMATION SHEET FOR STUDENT EXCHANGE PROGRAMME (Academic Year 2020/21)

PolyU at a Glance

PolyU was first established in 1937 as the Government Trade School and assumed full university status in 1994. The student population at PolyU is the largest among all publicly funded university in Hong Kong. English is the language of instruction (except language specific programmes) and courses are offered via six faculties and two schools:

- Faculty of Applied Science and Textiles
- Faculty of Business
- Faculty of Construction and Environment
- Faculty of Engineering
- Faculty of Health and Social Sciences
- Faculty of Humanities
- School of Design
- School of Hotel and Tourism Management

PolyU ranked 75th in the QS World University Rankings 2020/21. 6 subjects ranked Top 50 in the QS World University Rankings by Subject 2020:

- 7th in Hospitality & Leisure Management
- 19th in Civil and Structural Engineering
- 15th in Art & Design
- 22nd in Architecture
- 31st in Nursing
- 45th in Linguistics

Contact Information

University website:	https://www.polyu.edu.hk
Website for inbound exchange student:	https://www.polyu.edu.hk/geo/exchange-and-study-abroad/incoming-students/
Inbound & Outbound Enquiries:	Inbound Exchange (inbound.exchange@polyu.edu.hk) Outbound Exchange (outbound.exchange@polyu.edu.hk)
Mailing & Visiting Address:	Global Engagement Office, ST305, 3/F, Ng Wing Hong Building, The Hong Kong Polytechnic University, Hung Hom, Kowloon, Hong Kong

Nomination and Application Deadlines

	Semester 1 (Sep – Dec 2020)	Semester 2 (Jan – May 2021)
Nomination:	15 Mar for School of Design 26 Mar for all other disciplines Extended Deadline (except School of Design): 9 Apr	15 Sep for School of Design 26 Sep for all other disciplines
Application:	15 Apr Extended Deadline: 29 Apr	15 Oct

Nomination Procedure

Partner Universities shall complete the online nomination form which will be sent by email. The online nomination form will require:

- Family Name (*as stated on passport*)
- Given Names (*as stated on passport*)
- Student's email address
- Student's date of birth (*format: DD-MMM-YYYY*)
- Level of study at home university
- Semester applied for
- Academic programme applied for (*students applying for BA (Hons) Interactive Media should be in Year 2 or above of their undergraduate studies at the time of nomination. BA (Hons) Digital Media does not invite exchange application on 2020/21 academic year*)

Note:

- We only accept nominations via online link
- For students applying for programmes in School of Design, please send us students' portfolio to inbound.exchange@polyu.edu.hk right after the nomination. Delay in submission may result in rejection of application.

Application Procedure

A token will be sent to each nominated student for accessing the online application portal. Students are required to upload the following documents to the portal:

- CV
- Official transcript with grading scale
- Passport copy
- Visa application form
- Financial proof
- Passport photo
- Letter of Intent (*for students applying for the Advertising scheme at School of Design only*)

In order to complete the online application, students have to pay an administrative fee of **HK\$550**. Such fee covers visa application, courier of visa and courier of transcript etc. A Medical Insurance Premium is mandatory for Incoming Exchange students from partner institutions in Chinese Mainland and Taiwan (details will be provided with admission notice).

For details, please refer to our website at: <https://www.polyu.edu.hk/geo/exchange-and-study-abroad/incoming-students/>

Visa Application Procedure

Please upload a legible scan copy of the visa application form and the relevant documents to the online application portal. Subsequent to the uploading, students are required to send the following original documents to us **by EXPRESS POST or COURIER SERVICE**.

1. Completed ID995A visa application form with signature on p.1-4 and photo affixed on p.2 top right corner
2. Two passport-sized photos for visa application and student ID. The photo must be a close up of head and shoulders, on a white background (no larger than 55mm x 45mm and not smaller than 50mm x 40mm) printed on proper photo paper

The following supporting documents should be **uploaded to the online application portal**.

3. Copy of identity document
 - a. Passport (with validity of at least 6 months after the completion of the exchange); or
 - b. Mainland ID Card and Mainland Residence Registration Card (常住人口登記卡副本); or
 - c. The information page of Taiwan Passport (with validity of 6 months after the completion of the exchange) AND Taiwan ID Card and certified copy of Taiwan Census Paper (戶政事務所認證的戶籍謄本); or
 - d. Hong Kong ID Card.
4. Proof of financial support which should be a bank document with evidence of **HKD30,000 or more** in holding per semester. The document has to be in English and contains:
 - a. the name of the bank
 - b. the name of the account holder
 - c. a balance equivalent to the minimum amount required
 - d. date of the bank document
 - e. If the applicant is not the account holder, the account holder must write a declaration with personal signature that s/he will financially support the applicant
5. Copy of official transcript with grading scale

PRC passport holders must return to their home town to apply for an Exit-entry Permit which issued by the Mainland China authorities, and then arrange a relevant Exit Endorsement from the Public Security Bureau office where the household registration is kept.

For detailed information, please refer to the [Guidebook for Entry for Study in Hong Kong](#).

For students attending clinical placements, please read [Guidebook for Entry for Training in Hong Kong](#) and complete form ID992A.

Please note that fail to submit any document may result in a rejection or delay in the visa application.

Important Dates

	Semester 1 (Sep – Dec)	Semester 2 (Jan – May)
Hall Check-in/out	1 Sep 2020 – 10 Jan 2021	13 Jan 2021 – 4 Jun 2021
Registration & Orientation	TBC	14-15 Jan 2021 (tent.)
Class Begins	7 Sep 2020	18 Jan 2021
Class Ends	5 Dec 2020	24 Apr 2021
Exam Period	9 – 24 Dec 2020	29 Apr – 15 May 2021
Online Academic Calendar	https://www.polyu.edu.hk/ar/web/filemanager/common/polyu-students/AC.pdf	

Academic Programmes and Courses Available for Exchange Students

Website	https://www.polyu.edu.hk/geo/exchange-and-study-abroad/incoming-students/
Course load requirement	<ul style="list-style-type: none"> • Minimum study load is 9 credits and maximum is 18 credits (normally 3-6 subjects) • Most subjects carry 3 PolyU credits and are composed of 39 contact hours • At least 50% of your course load should be from your host department
Medium of teaching	English (except language subjects)
English Language requirement	No proof of English is required for students from partner universities, except from Chinese Mainland and Taiwan partner institutions. Students should possess proficiency equivalent to IELTS 6.0 or TOEFL 80 internet-based.
GPA requirement	Recommend with at least 2.7/4.0 <i>(Student is evaluated on case-by-case basis, respective Department has the right to reject application)</i>

Accommodation

Accommodation	Exchange students are guaranteed accommodation at the PolyU Student Halls of Residence for a twin-sharing room, no single room is available Details can be found at https://www.polyu.edu.hk/sao/srss/hall/
Lodging fee (for Academic Year 2020/21)	HK\$46.5 per day (except Summer)
Application method & deadline	Application details will be included in the admission email
Estimated living expenses	https://www.polyu.edu.hk/geo/exchange-and-study-abroad/incoming-students/incoming-exchange/

Insurance

In addition to the University Health Services (UHS) provided by PolyU and the public medical services, our University has also arranged a Group Personal Accident Insurance for all PolyU registered students. The insurance only covers bodily injury occurs during activities organized by the University, therefore all exchange students are strongly advised to purchase an appropriate insurance plan to protect themselves when they are in Hong Kong.

Working in Hong Kong

Exchange students will obtain a student visa sponsored by HK PolyU. According to the condition of stay, exchange students are not allowed to take up any employment, whether paid or unpaid; or establish or join in any business. Should any student want to take up an internship after the study, a training visa sponsored by the employer is required.

