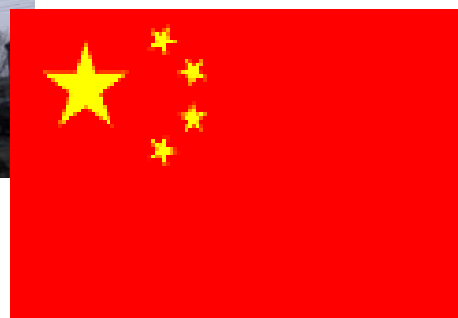


# *Handbook for PolyU Outbound Exchange Students*



THE HONG KONG  
POLYTECHNIC UNIVERSITY  
香港理工大學

# CONTENTS

<b>An Invaluable Experience in Life</b>	<b>P.1</b>
<b>Pre-departure Preparation</b>	<b>P.2</b>
<b>Reminders before Pre-departure</b>	<b>P.5</b>
<b>During Exchange</b>	<b>P.7</b>
<b>End of Exchange</b>	<b>P.10</b>
<b>Quick Facts on PolyU</b>	<b>P.11</b>
<b>Quick Checklist</b>	<b>P.12</b>



## *An Invaluable Experience in Life*

---

*Exchange can be both rewarding and exciting, especially if you are well prepared. This handbook is aimed at providing you with essential information on living and studying in the Chinese Mainland. We hope that you will find it useful.*

*Wish you an enjoyable and fruitful experience ahead.*



### **Chinese Mainland Affairs Office (CMAO)**

#### **The Hong Kong Polytechnic University**

R701, 7/F, Core R (Shirley Chan Building)

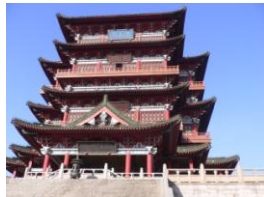
Hunghom, Kowloon, Hong Kong

Tel. no.: (852) 3400-2988 or 3400-2745

Fax no.: (852) 2334-9208

Email: [ocstex@inet.polyu.edu.hk](mailto:ocstex@inet.polyu.edu.hk)

Website: [www.polyu.edu.hk/poc/04\\_stud\\_exchange.html](http://www.polyu.edu.hk/poc/04_stud_exchange.html)





### **Action List for Outbound Exchange Students**

#### **1) Submitting application to host university**

- i) **Institutional & faculty exchange programmes:**
- Collect application form of the host university from CMAO; complete and return the form with supporting documents required. CMAO will help to send out the applications and inform students once the acceptance documents are received.
  - Complete and return documents like hostel booking form and course selection form to host university.
- ii) **Departmental exchange programme:**
- Contact your departmental programme officer who will help you to submit applications to the host university and provide documents as required. The programme officer will help to send out the applications and inform students once the acceptance documents are received.
  - Complete and return documents like hostel booking form and course selection form to host university.

#### **2) Actions to be taken AS SOON AS POSSIBLE**

##### **Attend the First Briefing organized by CMAO**

- Attend the First Briefing organized by CMAO in which introduction on how to prepare for exchanges will be given.
- Collect “Handbook for Outbound Exchange Students” from CMAO.

##### **Apply for Student Exchange Sponsorship**

- Download the application forms from CMAO website ([http://www.polyu.edu.hk/poc/04\\_outbound.html](http://www.polyu.edu.hk/poc/04_outbound.html))
- Individual Faculty/Department may offer additional financial assistance. Please contact your Faculty/Department direct for enquiries.

##### **Collect information of host city/country**

- Learn more about the host institution and host city/country by referring to the information provided by the host institution and related websites.
- Collect information on cost of living in host city/country and plan for your budget.

##### **Acquire necessary knowledge & language proficiency**

- Improve your language skills.
- Know more about PolyU and your home department.

##### **Peer Advisor Scheme**

- Contact your Peer Advisor to obtain more first hand information about your exchange.

## ***Pre-departure Preparation***

---



### **3) Actions to be taken AFTER an exchange place is offered by the host institution**

#### **Seek prior approval for credit transfer**

- Download the form “Application for Prior Agreement for Subject Selection at Exchange-out Institution” (AS41a) from the homepage of Academic Secretariat.
- Submit the completed form to the general office of your Department to seek approval on credit transferability of the subjects selected.

#### **Purchase air-ticket**

- Book the air-ticket or train-ticket as early as possible.
- Settle the deposit only after your exchange (and visa, if applicable) is approved.

#### **Apply for Visa (if you go to Taiwan)**

- Contact the Chung Hwa Travel Service (中華旅行社) to check the procedures and documents required as soon as possible.
- Check clearly if additional documents like residential permits are necessary after arrival.

#### **Purchase insurance**

- Purchase suitable insurance coverage for your entire travel and study period before departure which includes the following terms:
  1. Medical expenses (including out-patient & hospital expenses and accident) – entitles you to claim at least HK\$300,000 or above
  2. Personal liability – covers the legal liability to third party’s death or property damage due to negligence
  3. Emergency medical evacuation and repatriation of remains – in case of accidents/illnesses/other causes
- Subscribe to other insurance items for better protection such as loss of baggage and personal belongings, accident and death at your own discretion.



#### **Book accommodation**

- Confirm accommodation at the host institution by returning hostel booking form as requested.

#### **Attend Pre-departure Orientation**

- Attend Pre-departure Orientation organized by CMAO (schedule to be confirmed, please check your email regularly)
- Return *Sponsorship Acknowledge Receipt*, Insurance information and *Departure Information Sheet* to CMAO

## ***Pre-departure Preparation***

---



### **What will be done by CMAO?**

1. For institutional and faculty exchange programmes:
  - Distribute application form of the host university
  - Collect application documents from students and send to host universities
  - Inform students once acceptance documents are received
2. Provide Handbook for Outbound Students
3. Advise students on pre-departure preparation like visa and insurance
4. Conduct the Pre-departure Orientation
5. Arrange a peer adviser to Outbound Students
6. Administer the Student Exchange Sponsorship and arrange transfer of funding to students
7. Collect *Departure Information Sheet* and copies of students' insurance plans for record

### **Contact details of CMAO**

Tel. no.: Mr Angus Tam (852) 3400-2988 or Ms Fion Leung (852) 3400-2745

Email : [ocstex@inet.polyu.edu.hk](mailto:ocstex@inet.polyu.edu.hk)

Fax no. : (852) 2334-9208

Address: R701, 7/F, Core 7 (Shirley Chan Building), PolyU

Website: [www.polyu.edu.hk/poc/04\\_stud\\_exchange.html](http://www.polyu.edu.hk/poc/04_stud_exchange.html)

### **What will done by the FACULTY?**

1. Nominate students for Faculty exchange programme and inform CMAO of the list of selected students
2. Approve funding support other than the Student Exchange Sponsorship if there is any

### **What will done by the DEPARTMENT?**

1. Help students to submit applications to host institution for departmental exchange programme and inform the students about the application result
2. Advise students on subject selection and approve credit transfer
3. Help students change status to "Off Campus" upon request by students.

## ***Reminders before Departure***

---



### **Air-ticket (and/or train-ticket)**

- confirm your air-ticket right after obtaining the acceptance paper from host institution and visas
- do it just before departure
- make a copy and place it separately from the original

### **Change of personal status in PolyU**

- inform your department that you will be away from Hong Kong and change your student record to off-campus as soon as your exchange plan is confirmed

### **Arrangement of tuition payment and registration**

- request your family for handling the payment of tuition fee and application for grant/loan
- prepare some authorization letters for your family or schoolmates to help handle your academic matters while you are away
- liaise with your department for General Education or other academic registrations

### **Submission of documents**

- make sure you have submitted and received all documents to and from your host institution

### **Health and medical history**

- keep good health and take precautions to prevent illness
- bring with you a handy medical kit including:
  - ✓ Aspirin or paracetamol
  - ✓ Antibiotics
  - ✓ Bandages and Band-aids
  - ✓ Antihistamine
  - ✓ Multivitamins
  - ✓ Cold and flu tablets and throat lozenges
- write down your medical history including blood type and medical condition on a piece of paper and put it alongside with your passport in case of emergency
- visit some useful websites regarding health issues:
  - [Highway to Health](http://www.highwaytohealth.com) ([www.highwaytohealth.com](http://www.highwaytohealth.com))
  - [National Center for Infectious Diseases – Travelers’ Health](http://www.cdc.gov/travel/destinat.htm) (<http://www.cdc.gov/travel/destinat.htm>)
  - [Travel Health Online](http://www.tripprep.com) ([www.tripprep.com](http://www.tripprep.com))

## ***Reminders before Pre-departure***

---



### **Money**

- prepare enough money for your expenses, especially in the first month
- handle your money in the following ways:
  1. open a savings account with an international ATM card in Hong Kong and draw cash abroad
  2. bring enough cash and then open an account after arrival

### **Photocopies of important documents**

- keep copies of your passport and other valuable documents separately from the originals
- leave copies of important documents (such as insurance policy) with family and friends in Hong Kong for record or emergency

### **Packing**

- try not to carry too much as you will bring home more than you take from it
- bring something such as pictures or postcards to show people in your host country as they are always curious about your home country

### **Departure**

- keep calm and make sure that you have already made all necessary arrangements before departure
- have some knowledge about your host institution, know where you are going to and how to get there



## ***During Exchange***

---



### **Upon your arrival**

Remember to inform the following parties as soon as possible:

1. your family
2. your PolyU department and CMAO (by e-mail or by phone)
3. your host institution including the International Office and relevant departments

### **Telephone & important contacts**

1. keep close contact with family and friends in Hong Kong by the means below:
  - use a phone card
  - have your family to call you
  - use collect call services
  - use internet phones
2. check with different IDD operators which offer special long distance call packages
3. prepare a handy emergency numbers and telephone list



<b>Items</b>	<b>Phone Number</b>	<b>Email address</b>	<b>Fax Number</b>
Passport number			
Insurance policy number			
Insurance emergency phone number			
CMAO's contact number (during office hour)	(852) 34002988 (852) 34002745	<a href="mailto:ocstex@inet.polyu.edu.hk">ocstex@inet.polyu.edu.hk</a>	(852) 23349208
In case of emergency ONLY (e.g. accident, injury, robbery)	(852) 96686383		
Departmental Student Exchange Programme Officer, PolyU			
Student Affairs Office, PolyU	(852)2766 6800	<a href="mailto:sadept@polyu.edu.hk">sadept@polyu.edu.hk</a>	(852)2363 5815
Academic Secretariat, PolyU	(852)2333 0600	<a href="mailto:asdept@polyu.edu.hk">asdept@polyu.edu.hk</a>	(852)2334 4625
Contact in host University Name:			
Local telephone directory enquiry			
IDD operator assistance			
Ambulance			
Fire services			
Weather forecast			

## ***During Exchange***

---



### **Culture shock**

This is a pretty normal reaction to living in another city and there are some useful ways to deal with your feelings :

- be open and share your feelings, but try not to insult anybody
- try not to say that things are "bad" when you really mean that they are "different" and understand why things work differently
- activate yourself and do not spend too much time alone

### **Homesick**

Some students may get homesick at the beginning of the exchange, but it can also be sometime when you are getting used to your daily life, over holidays, when something bad happens. If you encounter emotional problem:

1. seek help from the counseling office of the host institution if you encounter emotional problems
2. send an email to SAO / CMAO and we will be pleased to help
3. here are some useful tips for your reference:

### **Adjusting to change - homesick & loneliness**

- Some of us welcome change but some do not. The new surroundings, new faces and new tasks create challenges and opportunities.

If you feel down, lonely or even depressed in a new surrounding away from home, you may be having homesick, i.e. separation anxiety. These feelings may include:

- Feeling sad and losing appetite
- Not being able to sleep properly
- Feeling afraid
- Not being able to get along with others

To better prepare for this, remember the following:

- Admit it to yourself that homesick is common & normal, to give yourself time
- Bring some familiar objects with you
- Make a home-away home, email your family and friends
- Familiarize yourself to the host university
- Talk about it to your roommate or tutor and make friends with people
- Avoid inactivity, get involved in activities and local events eg join a club
- Review your expectations

For more information, consult the following websites, or you can have a chat with Student Affairs Office's counselors by calling directly to 2766 6800.

## ***During Exchange***

---



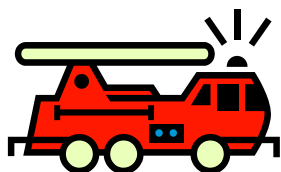
### **Personal safety**

Several safety tips should be kept in mind to ensure a pleasant and successful stay:

1. Be alert of all kinds of danger and threats around you (political instability, terrorist attack, adverse weather, and etc). Try to avoid situations when your personal safety is at risk. e.g. staying out too late in the evening, along with strangers...
2. Don't travel alone! Inform your family, Host U, and CMAO of your travel plan. Check visa requirements when you are traveling to other countries
3. Refrain from taking alcoholic drinks in any occasions
4. Do not answer the door in a hostel room without verifying who it is.
5. When returning to your apartment late in the evening, use the main entrance and be observant and look around before entering.
6. Close the door securely whenever you are in your guest room and use all of the locking devices provided.
7. Do not display room keys where they can be easily stolen.
8. Do not invite attention by displaying large amount of cash and luxury goods.
9. Do not invite strangers to your hostel room.
10. Check to see that any sliding glass doors or windows and any connecting room doors are locked.
11. Do not leave luggage unattended anywhere, and avoid using your full name and address on your baggage identification tags.
12. Do not look vulnerable or lost. Walk with a purpose and stay alert to what's happening around you.
13. Carry your purse close to your body - don't let it dangle. Carry your wallet in an inside coat or front trouser pocket.
14. Use traveler's checks and credit cards instead of cash whenever possible. Take only those credit cards you need.
15. If you see any suspicious activity, please report to the hostel's management office / relevant party.

### **In case of emergency**

Keep calm. Ask for immediate help from anybody nearby. Contact immediate supervisor or liaison person of your host University for assistance. If necessary, also inform CMAO.



## *End of Exchange*

---



### **Things you need to settle before departure**

- obtain academic transcript / testimonial from your host institution
- obtain attendance certificate
- settle payment and collect deposit
- inform relevant departments of your host university of your departure date
- inform your family and PolyU department of your return date
- collect useful information for CMAO (e.g. brochures / maps / videos)

### **Returning home**

- take more pictures, spend time with your classmates and friends and arrange a farewell party
- express your sincere thanks to people who help you get through the studying period

### **Report to PolyU department**

- inform your department after coming back to Hong Kong and make academic related arrangement immediately
- apply for credit transfer as soon as your transcript is received from the host institution
- request your department to change your personal record in Academic Secretariat and arrange credit transfer
- settle tuition fee of the upcoming academic year

### **Report to CMAO**

- complete and return Post-exchange Report to CMAO together with PolyU transcripts (with proof credit transfer)
- provide photos taken during exchange (if possible)
- apply for exchange certificate from CMAO
- provide useful information for Resource Library (if possible)
- be our Peer Advisors

### **Keeping contact**

- keep contact with your friends and classmates as they can be your friends and mentors life-long



## ***Quick Facts on PolyU***

---

Being an ambassador of PolyU, you need to equip yourself with some basic facts of the university. Here is some information for your quick reference:

### **Our University**

- PolyU has an illustrious history dating back to 1937.
- In terms of student population, PolyU is the largest tertiary institution funded by the Hong Kong Government. It currently has a full-time equivalent student population of about 13,300.
- Our prime aim is to equip students not only with professional competency but also the ability of independent thinking, good communication skills and a global outlook.

### **Our programmes**

- Application-oriented programs enabling students to apply theories to practices.
- A wide-range of quality programs keeping pace with the development of the world.
- Credit-based system facilitating transfer of credits.
- Over 80 academic programs provided by 6 faculties and 2 schools.
- English used for classes, written assignments and examinations.

### **Our campus**

- Centrally located campus easily accessible from every part of the territory.
- First mover adopting the WebCT e-learning platform on campus in Hong Kong.
- Internationalized campus leading to diversified learning and cultural experiences.



## Quick Checklist

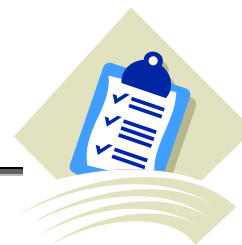
---



Here are some items that you need to check up **BEFORE** your departure...

Items	<input checked="" type="checkbox"/> Checked
1. Insurance	<input type="checkbox"/>
2. Visa / Permit for study	<input type="checkbox"/>
3. Passport / Mainland Travel Permit for Hong Kong and Macau Residents (港澳居民來往內地通行証)	<input type="checkbox"/>
4. Air / train ticket and itinerary	<input type="checkbox"/>
5. Cash for expenses of the first month	<input type="checkbox"/>
6. Confirm hostel / living place address / correspondence	<input type="checkbox"/>
7. Settle PolyU tuition fee for exchange-out semester	<input type="checkbox"/>
8. Confirm with your department to change your status in PolyU	<input type="checkbox"/>
9. Contact person on arrival (if any)	<input type="checkbox"/>
10. Inform host university / relevant office of your departure date	<input type="checkbox"/>
11. Return all required forms to CMAO, your department and/or host institution	<input type="checkbox"/>
12. Check the route from airport to your living place / meeting point with the pick up person	<input type="checkbox"/>
13. Prepare authorization letter for PolyU academic-related arrangement	<input type="checkbox"/>
14. Discuss and settle subject election / GE courses registration with departmental student exchange programme officer and confirm credit transfer arrangements	<input type="checkbox"/>
15. Complete application for Government Grant and Loan (if applicable)	<input type="checkbox"/>
16. Get your calling card / phone card / credit card / ATM card	<input type="checkbox"/>
17. Register a free email account for future communication, e.g. Hotmail	<input type="checkbox"/>

## Quick Checklist (cont'd)



After your **arrival**, you need to check the following things as well...

Items	<input checked="" type="checkbox"/> Checked
1. Meet with the representative from the host institution at the airport (if any)	<input type="checkbox"/>
2. Notify your family about your safe arrival	<input type="checkbox"/>
3. Notify your department and CMAO	<input type="checkbox"/>
4. Notify the relevant office of your host institution	<input type="checkbox"/>
5. Check how to get additional permit (e.g. resident permit, if necessary)	<input type="checkbox"/>
6. Ask how you can get the basic living stuff from the nearest point	<input type="checkbox"/>
7. Figure out the nearest way to your university (if you are not staying in student hostel)	<input type="checkbox"/>
8. Get to know other international students around you...	<input type="checkbox"/>
9. Check if there is any computer available around...	<input type="checkbox"/>

*Additional Items that you might need...*

Items	<input checked="" type="checkbox"/> Checked
1. All the required documents (e.g. from PolyU department)	<input type="checkbox"/>
2. Recent passport photos	<input type="checkbox"/>
3. Enough money (RMB) for living and traveling in the first month	<input type="checkbox"/>
4. Medicine (panadol, ointment, etc.) that you normally use	<input type="checkbox"/>
5. Sleeping bag & rucksack (for traveling)	<input type="checkbox"/>
6. Umbrella or raincoat	<input type="checkbox"/>
7. Basic first aid kit	<input type="checkbox"/>
8. Stationery (notes pad, calculator...)	<input type="checkbox"/>
9. Extra pair of glasses (with small screwdrivers) / contact lens	<input type="checkbox"/>
10. Extra wallet/purse for exchanged coins	<input type="checkbox"/>
11. Alarm clock	<input type="checkbox"/>
12. Traveler connecting socket	<input type="checkbox"/>
13. Map of the region	<input type="checkbox"/>

**--- Wish you a fruitful study in our Motherland!---**



**Chinese Mainland Affairs Office  
The Hong Kong Polytechnic University  
<http://www.polyu.edu.hk/poc/index.php>**