

STUDENT EXCHANGE PROGRAMME (SEP)
Information for Students on Exchange

University	The Hong Kong Polytechnic University
Country	Hong Kong, China SAR
Academic Calendar	Semester 1 (Fall term): September to December Semester 2 (Spring term): January to May https://www.polyu.edu.hk/ar/students-in-taught-programmes/academic-calendar/?sc_lang=en
Exchange Duration	One semester
Course Information	<p>Minimum workload per term: 9 credits (approximately 3 courses) Maximum workload per term: 18 credits (approximately 6 courses)</p> <p>Most subjects carry 3 PolyU credits and are composed of 39 contact hours.</p> <p>At least 50% of exchange student's enrolled subjects must come from the Host department. The rest of study load can be subjects offered by other departments. All registrations are subject to the approval of the respective departments.</p> <p>The regular semester workload for full-time undergraduate students as determined by the Office of the Provost is 15 credits. Credits earned at the host university may not be directly equivalent to NUS credits and you can refer to the SEP Credit Transfer Calculator for information on units exchange ratio at the host university. Please note that the actual number of credits earned is subject to the units exchange ratio at the point of credit transfer.</p> <p>Course information: https://www.polyu.edu.hk/geo/exchange-and-study-abroad/incoming-students/incoming-exchange/ </p>
Accommodation	<p>Exchange students enrolled into one of the undergraduate programmes at PolyU for semester-based study are guaranteed accommodation at the University-managed Accommodation (including the Student Halls and off-campus Housing) for a twin-sharing room. No single room is available.</p> <p>Application instructions will be sent to successful applicants in the admission email. Application period is usually in early August and early December.</p> <p>For more info, please refer to https://www.polyu.edu.hk/geo/exchange-and-study-abroad/incoming-students/incoming-exchange/</p>

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Visa	<p>Global Engagement Office (GEO) will act as your visa sponsor and send all the required documents to the Hong Kong Immigration Department on your behalf. Please upload a legible scan copy of the visa application form and the relevant documents to PolyU online application portal and send the original documents to GEO by express post.</p> <p>It takes about 4 - 6 weeks to process a visa application. If student's visa application is successful, student will be sent the instructions for downloading and printing the eVisa or couriered the hard copy entry permit to the address as indicated on the online application.</p> <p>Hong Kong Student Visa: https://www.immd.gov.hk/eng/services/visas/study.html </p>
Insurance	<p>All full-time NUS students are covered under the university's Student Group Personal Accident & Medical Insurance and the Student Travel Insurance. For more information on the university medical insurance, please refer to https://myportal.nus.edu.sg/studentportal/student-insurance/all/.</p> <p>PolyU requires all exchange students to enrol in an appropriate insurance plan to protect themselves in case of accidents and students will be requested to provide a copy of the Insurance certificate and policy before departure from home. https://www.polyu.edu.hk/geo/exchange-and-study-abroad/incoming-students/incoming-exchange/ </p> <p>It is recommended that you purchase a comprehensive travel insurance for the full duration of your stay abroad, including your personal travel within/outside Hong Kong SAR. Please review your insurance coverages to ensure that they meet your needs.</p> <p>Students are strongly encouraged to assess the risk of their intended activities and purchase supplemental insurance plans to ensure they are adequately covered during their time abroad.</p>
Useful Links	<p>Student Exchange Information: https://www.polyu.edu.hk/geo/exchange-and-study-abroad/incoming-students/incoming-exchange/ </p> <p>Information Sheet: https://www.polyu.edu.hk/geo/docdrive/pdf/polyu_infosheet.pdf </p>