

**HONG KONG BAPTIST UNIVERSITY
SCHOOL OF COMMUNICATION**

BACHELOR OF COMMUNICATION (HONOURS) PROGRAMME

Guidelines on Undergraduate Student Exchange

(Endorsed by 1st PMC meeting, 2017/2018, held on 4 Jan 2018)

1. Eligibility and GPA

All undergraduate students are eligible to apply for one or two semesters of exchange after at least one full year at UGC-funded programmes at HKBU. International Office limits applicants to those with 2.5 GPA or higher. (*See Attachment 1*)

2. Unit Transfer, Overload and Extension of Study:

Both FYE (First Year Entrants) and SYE (Senior Year Entrants) students who want to go on exchange should plan their study schedules carefully in consultation with their academic advisers, concentration coordinators and the staff of partner universities. This is important to ensure that students do not have to experience overload at HKBU or overseas, can transfer the units they complete overseas on their return and can graduate on time. Otherwise, students may have to defer their graduation as they are required to earn sufficient units at HKBU to satisfy graduation requirements.

Students should heed the following advice:

a. GE Courses:

Students should approach the GE Office before they leave Hong Kong to check if courses they want to take while on exchange can be deemed equivalent to GE courses offered by HKBU.

b. Major Courses:

At their respective partner universities overseas, students should find and sign up for courses that can be deemed equivalent to those taken at HKBU. If this is not possible, then students may take courses equivalent to HKBU courses scheduled for other semesters and adjust their study schedules accordingly, or take courses that can be transferred as free electives.

3. Single-semester Exchange:

- a. FYE students may go on exchange in any semester from Year 2 Semester 2 to Year 4 Semester 1, but are encouraged to go in Year 3 as far as possible. Students who opt to study abroad in Year 4 Semester 1 should

note that some of the required courses offered in that semester are offered only once a year and comparable courses may not be available at the overseas university they attend. If that is the case, then they may have to defer their graduation, as their Major/Concentration cannot make any special arrangements for those who have missed courses.

(For those attending universities in Australia and other countries that have a calendar-year academic year, Year 3 Semester 2 and Year 4 Semester 1 may be more suitable.)

- b. A SYE student may go abroad only in Year 4 Semester 1, as university rules require them to complete one full year at HKBU before they can go on exchange.

University rules stipulate that no more than 50 percent of units (currently 64 units as 128 are needed for graduation) may be transferred over a student's entire time of study at HKBU. However, if a student participates in an outgoing exchange for one semester with an HKBU exchange partner, SYE students may transfer an additional 16 units to HKBU on top of the maximum allowed.

SYE students that want to go on exchange should be careful that they earn sufficient credits at HKBU during other semesters to satisfy graduation requirements. Consultation with the student's programme adviser is strongly encouraged before applying for exchange.

4. Full-year Exchange:

- a. FYE students who want to go on exchange for a full year and do not want to defer their graduation should plan their study schedules carefully as noted under section 2 to ensure they can transfer back enough credits to cover their year at HKBU. Otherwise, they may have to defer their graduation.
- b. SYE students who want to go on exchange for a full year are likely to have to defer their graduation for reasons noted under section 3.

5. Note for Film Students

As Film students are required to complete their Honours Projects in both semesters of Year 4, those who want to go on exchange in Year 4 Semester 1 must seek the approval of their project supervisors.

School Exchange Guidelines

	Year 1		Year 2		Year 3		Year 4	
	Semester 1	Semester 2	Semester 1	Semester 2	Semester 1	Semester 2	Semester 1	Semester 2
First Year Entrants (FYE)	Apply Exchange Programme	Selection Interview			Study abroad for any one or two semester(s) during this period. (Note: Film students who want to go on exchange in the first semester of Year 4 must seek prior approval from their Honours Project Supervisors.)			
Senior Year Entrants (SYE)					Apply Exchange Programme	Selection Interview	Study abroad for one semester (Note: Film students must seek prior approval from their Honours Project Supervisor.)	
							Students who want to study abroad for two semesters must defer their graduation.	

Information disseminated to HKBU student by the International Office.

Source: <https://intl.hkbu.edu.hk/student-exchange/outgoing-students/apply-now/eligibility>

Eligibility

1. Have completed at least one year of full-time study in a Government-funded undergraduate programme at HKBU before exchange study;
2. Obtain a minimum 2.5 cumulative GPA (cGPA) at the time of application AND in the first semester of 2018/19 after your application for the student programme;
3. Possess a minimum score required in one of the following English proficiency tests:
IELTS (Academic) of 6.0; or TOEFL (iBT) of 79
4. Obtain a good command of Chinese (at level of GCLA 1005 University Chinese or equivalent) if you want to study in China or Taiwan;
5. Have your Head of Department/Programme Director's endorsement on your application; and
6. Obtain recommendations from panel members in a selection interview.

Notes:

- o You are strongly encouraged to submit your application. We will determine your eligibility when your cumulative GPA for the 1st Semester 2017/18 is available in January 2018 from the Academic Registry and when your TOEFL or IELTS (Academic) score report is received as soon as it is available.
- o The International Office will forward your application to your Head of Department/Programme Director for endorsement. Only applications with endorsement (and meeting the eligibility criteria) will be considered for selection.
- o You should benefit from the Student Exchange Programme once during your studies at HKBU.
- o Once you are successfully selected, you will be provided a sponsorship for participation in the exchange programme.
- o Only credit-bearing exchange activities (including studies, internships and job attachments) will be sponsored under the Student Exchange Programme.
- o Duration of the exchange should be either one semester or one academic year. Once the exchange placement has been confirmed, **NO** request for extension of the period of exchange studies will be considered.
- o You **MUST** resume studies at HKBU after the exchange programme.
- o You should **at all times** maintain a cumulative GPA of 2.5 or above. Failure to do so will result in disqualification from participating in the Student Exchange Programme.