

HONG KONG BAPTIST UNIVERSITY
Office of School of Communication
Guidelines for Exchange Sponsorship

1. **Source of Funding** : School of Communication (Non-UGC fund)

2. **Purpose:**

To encourage more students to go on exchange in line with the recommendations in the paper on “A Framework for Internationalization” discussed at the School Board at its meeting held in April 2016 and endorsed by Executive Committee at its meeting held in May 2016.

3. **Eligibility:**

Students of the School’s UGC-funded undergraduate programme, who take part in the following activities :

- a) exchange programmes at the University, School and Department levels OR
- b) summer programmes (minimum 14 days) offered by any exchange partners at the University, School and Department levels.

4. Students are only eligible for this sponsorship **ONCE** throughout their entire undergraduate study.

5. **Amount:**

The sponsorship amount should depend on the destination region as follows:

Destination Region	Subsidy per recipient
<u>ASIA</u> Excluding Australia, New Zealand	HK\$2,500.-
<u>Non- Asia</u> including Australia, New Zealand	HK\$4,000.-

6. Recipients of this sponsorship may concurrently receive exchange funding support from other sources.

7. No applications need to be submitted by the students.

8. The guidelines are subject to review every year.

9. These new guidelines will become effective for exchange/summer programmes that commence in the 2019-20 academic year.

Disbursement/Application:

Exchange Programme	Summer Programme
After International Office release the exchange placement result in mid-March, email notice will be sent to related students accordingly.	Applicants need to submit enrollment/admission letter by the host institution to commadmission@hkbu.edu.hk at least 3 weeks before the commencement of the summer programme.