

LEARN BEYOND CLASSROOM

# STUDENT EXCHANGE PROGRAMME



 Experience different cultures and achieve personal growth in a completely new environment

APPLICATION DEADLINE

(SEMESTER EXCHANGE 2024-25):

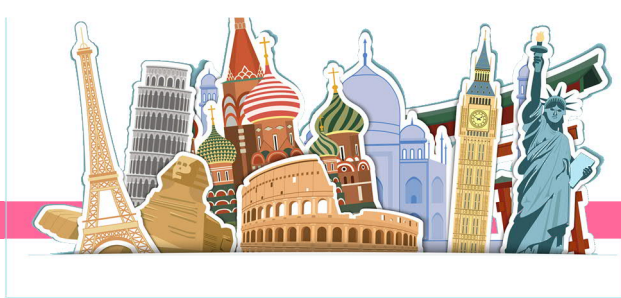
**15 Nov 2023 (Wed)**

SUBMIT APPLICATION VIA BUNIPOINT

**APPLY NOW**

Recognized experiential learning activities for BBA graduation requirement.

# FAQ for BBA Students



## Before Application

### 1. Which university can I choose from?

HKBU and the School of Business signed over 350 exchange agreements with renowned universities worldwide to ensure the best overseas study opportunities for our students. Flexible choices of a semester, a full year and summer exchange facilitate individual student's academic planning.

### 2. How should I make my exchange choices?

First you should research on different universities that match your academic background and is right for personal needs including credit transfer issues and the cost of living.

Details of course offerings in each school, the characteristics of the school, past experiences and other information can be found in previous exchange students' reports posted at BU Moodle. You should also visit the websites of your interested destinations and institutions when planning for exchange.

### 3. What is the application procedure?

All applications and supporting documents must be submitted to International Office via BUUniPort by the application deadline. The application deadline of regular exchange programme 2024/25AY is 15 November 2023.

### 4. What is the minimum GPA requirement?

You should possess a minimum 2.5 cGPA at the time of application and at the conclusion of the semester prior to the beginning of an exchange. In addition to the GPA requirement, your application must be supported by your major department.

### 5. Is IELTS or TOEFL a must for application for the Student Exchange Programme?

It depends. TOEFL or IELTS (Academic) test is not required if all of your choices of destination are in Mainland China or Taiwan. For summer exchange programmes, some require a proof of language certificate. Students may need to take TOEFL or IELTS before applying for the programme.

## Academic Arrangement

### 1. Do I need to defer my graduation if I join the Student Exchange Programme?

If you choose your course of study at the host institution very carefully, graduating on time is achievable. We strongly advise you to prepare your study plan and discuss it with your exchange coordinator and academic advisor when making the application.

### 2. Can I transfer the credits obtained at host institution?

If you want to transfer credits upon completion of exchange, you should choose a university which offers compatible courses. The chance of successful transfer of credits will be much higher for business students if they choose to exchange to school level universities.

Please consult your exchange coordinator before making decision. The School has an approved set of guidelines governing the transfer of credits you earn at the overseas institution you attend. Please read this guideline at BU Moodle carefully when planning for exchange.

## Requirements of Transfer of Units for BBA students:



- \* A similarity of 70% between the course at HKBU-BBA and the course at the exchange institution
- \* 30 contact hours is required for a 3-unit course (independent study would not be counted)
- \* Grade C or above
- \* Please refer to the general regulations of transfer of units set by the Academic Registry
- \* The BBA Programme Director has the final discretion on the approval of credit transfer

## Financial Issues



### 1. Do I need to pay the tuition fee of the host institution?

No, you only pay the required tuition fee of HKBU. However, participating students shall be responsible for all other costs, such as transportation, accommodation, insurance, textbooks, and incidental expenses during exchange. You are advised to prepare a realistic budget plan when you choose your target destination and university.

### 2. Are there any scholarships available for exchange?

Every student accepted to participate in the Student Exchange Programme is eligible to receive a HKBU Exchange Sponsorship. Amounts of the Exchange Sponsorships vary according to respective destinations and exchange duration. For details, please refer to the International Office website.

The School of Business offers the Global Experience Support Scheme for eligible BBA students to take part in exchange. Awardees can receive a scholarship of maximum HK\$19,000. Application of the scholarship/ award opens in September every schoolyear.

Besides, a number of merit-based and/or need-based scholarships are offered through the International Office. Students who wish to apply for them should submit application to the International Office directly.

## Summer Exchange Opportunities

### 1. Are there any summer exchange programmes for BBA students?

Yes, BBA students are recommended to join the summer exchange programmes recognized by the School of Business. Eligible students can apply for the Global Experience Support Scheme for joining the programme. Students might also apply for credit transfer after exchange. Successful completion of the programme can satisfy the BBA Experiential Learning Graduation requirement.

### 2. Do I need to pay the programme fee of the summer exchange programme?

Participating students shall be responsible for the programme fee and all other costs, such as transportation, accommodation, insurance, textbooks and incidental expenses during exchange.

Some host institutions might offer limited tuition waiver quotas for summer exchange students. Selection will be made by the BBA Programme Office.

## After Exchange

### 1. What is the procedure for applying credit transfer?

Returned exchange students are advised to submit application form together with supporting documents including official transcript, detailed course outline, course content, etc. to Academic Registry after exchange.

### 2. How to fulfill the BBA Experiential Learning Graduation requirement (ELA) by using exchange experience?

Students who obtain satisfactory completion of regular exchange programme can fulfill the requirement successfully. For summer exchange students, they can fulfill the requirement by obtaining satisfactory completion of the programme and submitting documents to BBA Office for verification.

### 3. Can virtual exchange fulfill ELA?

No, virtual exchange could not be used to fulfill ELA.



# Scholarship and Financial Support for Study Abroad

## 1. Scholarships Administrated through the School of Business

An amount of maximum **HK\$19,000** each, depending on the region, will be awarded to successful applicants to support them to gain international exposure through regular exchange and summer exchange programme organized by the University. We offer:

- ★ Global Experience Support Scheme: Exchange Scholarship for Outstanding Business Students/ Exchange Award for Business Students
- ★ Dickson Shang Outgoing Exchange Scholarship for BBA Students (by school nomination)
- ★ Wong Li Yuk Ying Outgoing Exchange Scholarship for BBA Students (by school nomination)



### General Timeline of Student Exchange Programme:

Sep-Nov 2023	<b>Advice for preparation:</b> <ul style="list-style-type: none"> <li>• <b>Research on the interested destinations, institutions and course offerings;</b></li> <li>• <b>Discuss with exchange coordinator or academic advisors if you have questions;</b></li> <li>• Take the TOEFL or IELTS test (Unless all of your choices of destination are in Mainland China and Taiwan) and</li> <li>• <b>Check emails from BBA Office for the application details of exchange programme and the scheme</b></li> </ul>
26 Sep 2023	<b>Study Abroad Fair 2023 (organized by the International Office)</b>
Early-Oct 2023	<b>Information Session for BBA students</b>
15 Nov 2023	<b>Application Deadline of Student Exchange Programme 2024/25AY</b>
18 Dec 2023	Last Day to Take TOEFL or IELTS
22 Feb 2024	Offers of exchange placement and scholarships (by email)
Oct 2024	Disbursement of Exchange Scholarship/Award (offered by School of Business) (for exchanges in Semester 1, 2024/25AY and Summer 2024)
Feb 2025	Disbursement of Exchange Scholarship/Award (offered by School of Business) (for exchanges in Semester 2, 2024/25AY)

## 2. Scholarships Administrated through the International Office

A number of merit-based and/or need-based scholarships are available to eligible students. For details, please visit the International Office website.



## 3. Exchange Sponsorship by HKBU

Every student accepted to participate in the Student Exchange Programme is eligible to receive a HKBU Exchange Sponsorship. Amounts of the Exchange Sponsorships vary according to respective destinations and exchange duration.