

# Global Engagement Management System

## Student User Manual

Version 1.1

### *Inbound Exchange Programme*



香港教育大學

The Education University  
of Hong Kong

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## Application

### Account Creation

**inbound@eduhk.hk** <inbound@eduhk.hk>

Dear

Your account in GEMS is created. GEMS is the system to complete your student exchange application. Please access the following link to set your user password.

[https://pappl.eduhk.hk/gems/user/changePassword.xhtml?token=eyJ0eXAiOiJKV1QiLCJhbGciOiJIUzI1NiJ9.eyJpc3MiOiJFZFVSYsIsImV4cCI6MTYxOTEOTExMSWiaWF0IjoxNjEzOTc1MTExLjI1bWFpbi6jExQDExLmNuIn0.GgnREs5w\\_KIhYsKW2PHQRiVjhUCxSYdQaCy-5znMQfQ](https://pappl.eduhk.hk/gems/user/changePassword.xhtml?token=eyJ0eXAiOiJKV1QiLCJhbGciOiJIUzI1NiJ9.eyJpc3MiOiJFZFVSYsIsImV4cCI6MTYxOTEOTExMSWiaWF0IjoxNjEzOTc1MTExLjI1bWFpbi6jExQDExLmNuIn0.GgnREs5w_KIhYsKW2PHQRiVjhUCxSYdQaCy-5znMQfQ)

The login ID is your student email account from your home institution. Please follow the instructions in the Student Manual ([https://www.eduhk.hk/gao/en/page\\_content.php?level=3&id=87](https://www.eduhk.hk/gao/en/page_content.php?level=3&id=87)) when you filling in the application form.

Should you have any queries, please contact us at +852 2948 7654/ [inbound@eduhk.hk](mailto:inbound@eduhk.hk) . Thank you.

Best regards,  
Global Affairs Office  
The Education University of Hong Kong

 You will receive an account creation email from GEMS to the student email account of your home institution. (Please check all the folders in your email box if you cannot find it, including the spam folder)

 **1** Copy the link provided to your web browser if necessary.

#### **Browser Requirement for GEMS**

- ✓ Support: Google Chrome, Firefox, Safari
- ✗ Not Support: Internet Explorer, Microsoft Edge

 GEMS adopts the **Responsive Web Design**, so you can access GEMS on your mobile/ tablet

## Application

### Account Creation

## Global Engagement Management System

### Set User Password

A password must be at least 8 characters long, and contains at least one alphabetic letter (a-z, A-Z) and one numeric digit (0-9)

You will be redirected to login page after changing your password.

Set

**2** Set your password according to the requirement.



Application

 Account Creation



Global Engagement Management System

**i** After you successfully set the password, you will be redirected to login page.

External User Login

This login console is for external users only. If you have EdUHK network account, please login from [here](#).

Login ID

Next

**3** Input your Login ID which is the student email account of your home institution.



Global Engagement Management System

External User Login

This login console is for external users only. If you have EdUHK network account, please login from [here](#).

Password

[Forgot password?](#)

Back

Login

**4** Input the password you just set.

**i** If you forgot your password, please press here. A reset password email will be sent to the student email account of your home institution. Please follow the instruction in the email

## Application

### Access to GEMS

 You can access GEMS via the link: [gems.eduhk.hk](https://gems.eduhk.hk)

## Global Engagement Management System

### External User Login

This login console is for external users only. If you have EdUHK network account, please login from [here](#).

Next

Application

 **Begin Your Application**

 This is the homepage of GEMS and it provides you an overview of your application.

## Global Engagement Management System



Welcome ( )

### Student Exchange

 1 Click here to start your application.

#### Student Exchange Programmes Application



- Apply for new Student Exchange Programmes
- View your submitted application

#### Student User Manual (Inbound)



- Student User Manual for Inbound Exchange Programme Application





## Application

### Begin Your Application

 A green tick appears after that section is completed.

Personal Particulars

Information of Home Institution

Language Proficiency

Emergency Contact

Interest/Hobbies/Talents

Study Plan

Health Declaration

Document Upload

Passport Region

☐ Mainland ☐ Macau, Taiwan ☐ Others

Surname in English (as shown on Passport)

Given Names in English (as shown on Passport)

Name in Chinese (if applicable)

Gender

☐ Male ☐ Female

Date of Birth

Nationality

ID Card No.

**4** Complete all sections.

 From will be saved automatically **when** you click other section

► Complete and Submit

**5** Please don't click submit if you have not completed all the sections.

## Application

### Personal Particulars (Mainland Students)

Passport Region

☒ Mainland ☐ Macau, Taiwan ☐ Others

Surname in English (as shown on  
Passport)

Given Names in English (as shown  
on Passport)

Name in Chinese (if applicable)

Gender

☒ Male ☐ Female

Date of Birth

Nationality

ID Card No.

Home/Correspondence Address

Home Phone (Country Code +  
Area Code + Number)

Mobile Phone (Country Code +  
Mobile Number)

Primary Email Address

@yahoo.com.hk

Secondary Email Address

@gmail.com

Fill in your personal details.

 Please fill in your Mainland  
ID numbers (18 digits).

 Make sure to provide a  
secondary email address  
which is different from the  
primary one.

Application

 Personal Particulars (Students from Macau, Taiwan or Other regions)

Passport Region ☐ Mainland ☐ Macau, Taiwan ☒ Others

Given Names (as shown on  
Passport)

Middle Name (as shown on  
Passport)

Surname (as shown on Passport)

Gender

☒ Male ☐ Female

Date of Birth

Nationality

Passport No.

Passport Expiry Date

Home/Correspondence Address

Home Phone (Country Code +  
Area Code + Number)

Mobile Phone (Country Code +  
Mobile Number)

Primary Email Address

Secondary Email Address

 Macau SAR Residents has to provide the Visit Permit for Residents of the Macau SAR to the Hong Kong SAR.

Fill in your personal details.

 The travel document must be valid for at least 6 months beyond your intended stay in Hong Kong.

 Make sure you provide a secondary email address which is **different from** the primary one.

## Application

### Information of Home Institution

|                                                |                                                                                         |
|------------------------------------------------|-----------------------------------------------------------------------------------------|
| Country/Region of Home Institution             | Taiwan                                                                                  |
| Home Institution                               | Fo Guang University                                                                     |
| Current Year of Study                          | <input type="text" value="Select"/>                                                     |
| Expected Degree (E.g. Bachelor of Education)   | <input type="text"/>                                                                    |
| Major Subject (E.g. Early Childhood Education) | <input type="text"/>                                                                    |
| Grading System                                 | <input checked="" type="radio"/> Scores/Grade Points <input type="radio"/> Letter Grade |
| Cumulative Grade Point Average (GPA)           | <input type="text"/>                                                                    |
| Point Scale of GPA (E.g. 0-5)                  | 0-<br><input type="text"/>                                                              |

Fill in your academic information.

## Application

### Language Proficiency

Native Language

☐ English ☒ Other, please specify

If you are not native English speaker, English language proficiency of The Education University of Hong Kong is required:

- a TOEFL score of 550 (paper-based test) or 80 (internet-based test) ; or
- IELTS 6.0 ; or
- English Proficiency Endorsement Form ;

Please provide details of English examination results, for example TOEFL, IELTS.

#### Proof of English Language Proficiency

☐ Language Proficiency Endorsement Form ☒ IELTS ☐ TOEFL

**i** If your native language is not English, remember to fill in your native language here.

**i** You just need to fulfill **ONE** of the requirements

#### IELTS

Date of Test

Overall Score

Listening  
(Sub-Score)

Reading  
(Sub-Score)

Speaking  
(Sub-Score)

Writing  
(Sub-Score)

**i** The form is provided by your institution if you don't have the proof of IELTS or TOEFL

**i** If you selected IELTS or TOEFL as the proof, you are required to input the score here.



## Application

### Emergency Contact

Emergency Contact (for the whole period of your study at EdUHK)

| Name | Relationship | Home Phone<br>(Country Code<br>+ Area Code +<br>Number) | Mobile Phone<br>(Country Code<br>+ Mobile<br>Number) | Email Address |
|------|--------------|---------------------------------------------------------|------------------------------------------------------|---------------|
|------|--------------|---------------------------------------------------------|------------------------------------------------------|---------------|









Fill in at least one emergency contact.

### Interest/Hobbies/Talents

Many programmes/activities (i.e. Student Buddy Programme, Orientation, Excursion, etc) would be organized for you throughout your staying term. At the same time, you will also be invited to share your culture and talents to the EdUHK community. Therefore, it is important that we know more about you!

Extracurricular Activities and Awards

Characters remaining: 1000

Interests/Hobbies/Talents

Characters remaining: 1000

Feel free to fill in as many activities, awards or hobbies as you can.

## Application

### Study Plan

Please refer to the **course list** here.

Total credits of main courses: 0.0

CRN 1

CRN 2

CRN 3

CRN 4

CRN 5

Alternative  
CRN 1

Alternative  
CRN 2

Alternative  
CRN 3

 You must select relevant courses from the course list downloaded from here.

 The total credits of selected main courses must be between 12 and 15, equivalent to 4-5 courses.

 At least 1 alternative course must be selected.

## Application

 Health Declaration

Before we are able to consider making an offer of admission, we need to have a better understanding of the support and accommodation that each student requires in light of the medical / health condition and assess our ability to provide them. **Please list below any medical/health conditions (e.g. allergies, chronic illnesses, psychological conditions, etc) which you have now/in the past, and/or any special concern or need.**

Upon receiving your application, Global Affairs Office reserves the right to request for more information based on the medical/health conditions. The information and material that you provide will be used by the University to assess your application, including your ability to comply with programme requirements, our ability to provide the support and accommodation required (if any) and, upon admission, to provide them to you. The University may disclose such information relating to you to and/or make inquiries with our staff members, medical / healthcare personnel, your current academic institution and your insurer to the extent necessary for such purposes, but will otherwise keep such information confidential.

Please understand that without true and complete information regarding your medical / health condition, the University will not be able to process your application or, if you are admitted, the University will not be able to provide the support and accommodation required by you. In those circumstances, the University may have to withdraw your admission or terminate the exchange.

Nature of the medical/health  
conditionThe effect that the condition may  
have on you

Medication required

Fill in  
medical/health  
conditions (if any).

## Application

# Document Upload

### Supporting Documents

- A copy of TOEFL/IELTS scoresheet or English Proficiency Endorsement Form if you are not native English speaker
- Official Transcript  
Please upload your official transcript below.  
If an overall grade is not given on a transcript, a letter from your home institution certifying your academic standing would also be accepted.

### Important points of file upload:

1. The maximum number of upload file is 8.
2. The file size should not be larger than 4096 KB.

5 Select the correct file tag for your upload.

|                                                                                   | File Name      | File Tag                          | File Size (KB) | Creation Date           |                                                                                     |
|-----------------------------------------------------------------------------------|----------------|-----------------------------------|----------------|-------------------------|-------------------------------------------------------------------------------------|
|  | IETLS.pdf      | Language - IELTS                  | 4              | 19 Feb 2021<br>16:04:58 |  |
|  | Transcript.pdf | Institution - Official Transcript | 7              | 19 Feb 2021<br>16:07:21 |  |



3 Choose the file to upload from your computer.

1 You are required to upload the transcript from your institution.

File

+ Choose

Upload

4 If you confirm the file is correct, click upload.

2 Upload English Proficiency Endorsement Form/ IELTS/ TOEFL certificates (if any) declared in Language Proficiency section.

## Application

### Submit Your Application

 A green tick appears after that section is completed.

|                                                                                                            |                                                                                                                   |                                                                                                          |                                                                                                       |
|------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------|
| Personal Particulars      | Information of Home Institution  | Language Proficiency  | Emergency Contact  |
| Interest/Hobbies/Talents  | Study Plan                       | Health Declaration    | Document Upload    |

#### ▼ Complete and Submit

**1** After you completed all the sections, click “Complete and Submit”.

#### Declaration

1. I declare that the information provided in this application is accurate and complete. It is my responsibility to inform Global Affairs Office (GAO) of the updates (if any) and any misrepresentation will result in a delay of the processing of my application or disqualification of my application for admission to The Education University of Hong Kong (EdUHK) as an exchange student.
2. I understand and agree that:
  - a. The information provided in this application will be used in the admission process and other purposes in support of my exchange study in EdUHK;
  - b. If I am accepted for the programme, I must abide by all the terms and regulations of EdUHK, and follow the instructions provided by GAO; and
  - c. It is my responsibility to meet the course requirements (if any) before I enroll for any courses at EdUHK; and
  - d. GAO will have the final decision on the selection and acceptance.
3. Should I fail to do any of the above, I am liable for any consequences that may arise.
4. I give my consent for EdUHK to release my official transcript to my home institution upon completion of exchange.

☒ I read and agree

**2** Confirm the declaration and click “Submit”.

Submit

Please note that you would not be allowed to edit the application after submission.

**3** Once you submitted the application, all information you provided **CANNOT** be edited

## Application

### Completed Application

## Student Exchange Programmes

 You have submitted the application.

### Student Exchange Programme 2020/21

 A green alert box appears for submitted application.

1st round.

**Application Status** Submitted

 Application status changed from to “Submitted”.

**Application Deadline** 28 Feb 2021 00:00

[View](#)

 You can view your application here



An email will be sent to your mail box to acknowledge your submission.

## Contacts



Global  
Affairs  
Office  

---

環球事務處



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Hong Kong  
10 Lo Ping Road, Tai Po, New  
Territories, Hong Kong



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