



香港教育大學

The Education University  
of Hong Kong

- Scheme for Subsidy on Exchange for Post-secondary Students (SSE)
- Scheme for Means-tested Subsidy on Exchange to “Belt and Road” Regions for Post-secondary Students (Means-tested SSEBR)

# Schemes for Subsidy on Exchange

(SSE, Means-tested SSEBR)

# Background

- To provide local students of full-time locally-accredited programmes at sub-degree and undergraduate levels (including top-up) with means-tested grant to participate in exchange activities outside Hong Kong
- To ensure that no post-secondary students will be denied access to exchange activities due to a lack of financial means
- SSEBR is specially established to strengthen and promote further educational exchanges between Hong Kong and the nearby countries along the Belt and Road (B&R) regions

# Eligible Exchange Activities

<u>SSE</u>	<u>Means-tested SSEBR</u>
Learning activities Internship programmes Service programmes National, regional and international events and competitions	
	to be held in any “Belt and Road” countries, excluding the Mainland/Taiwan/Macao
Organised and/or endorsed by EdUHK	
If the exchange activity is not organised by EdUHK, the exchange activity must be endorsed by EdUHK.	
Programme duration: <u>Undergraduate student</u> - lasting for <b>at least 14 days;</b> <u>Sub-degree student</u> - lasting for <b>at least 14 days</b> and is related to his/her discipline/field of study	Programme duration: <u>Undergraduate student</u> - lasting for <b>at least 5 days;</b> <u>Sub-degree student</u> - lasting for <b>at least 5 days</b> and is related to his/her discipline/field of study
Other things being equal, priority to be given to credit-bearing or award-bearing exchange activities.	

## Scheme for Subsidy on Exchange

# “Belt and Road” country/economy listed at Hong Kong Trade Development Council

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Afghanistan: Market Profile	Albania: Market Profile	Algeria: Market Profile	Angola: Market Profile
Antigua and Barbuda: Market Profile	Argentina: Market Profile	Armenia: Market Profile	Austria: Market Profile
Azerbaijan: Market Profile	Bahrain: Market Profile	Bangladesh: Market Profile	Barbados: Market Profile
Belarus: Market Profile	Benin: Market Profile	Bolivia: Market Profile	Bosnia and Herzegovina: Market Profile
Botswana: Market Profile	Brunei: Market Profile	Bulgaria: Market Profile	Burkina Faso: Market Profile

<https://research.hktdc.com/en/featured/belt-and-road/country-profiles>

*\*Subject to review and update from time to time*

## Level of Subsidy - SSE

(A)

Destination	Subsidy Amount (\$)
Asia (including Middle East)	3,000
Africa	7,000
Oceania & Europe	8,000
North America	9,000
Central & South America & Caribbean	15,000

(B)

Duration (Days)	Subsidy Amount (\$)
14-28	6,000
29-90	10,000
91-180	25,000
Over 180	45,000

## Means-tested SSEBR

(A)

Destination	Subsidy Amount (\$)
Asia (including Middle East, excluding the Mainland/Tawian/Macao)	3,000
Africa	7,000
Oceania & Europe	8,000
Central & South America & Caribbean	15,000

(B)

Duration (Days)	Subsidy Amount (\$)
5-13	3,500
14-28	6,000
29-90	10,000
91-180	25,000
Over 180	45,000



## Calculation Formula

### Maximum subsidy amount granted

[Component (A) + Component (B)] x level of student finance approved by SFO  
(in terms of % of full grant)

### Example

If a student is receiving 50% of full grant from Student Finance Office (SFO) joins an exchange activity in Hungary for 100 days, the maximum amount of the subsidy will be HK\$16,500. In cases where the financial assistance level by the SFO is lower than 50%, the financial assistance level to be adopted in the calculation will be adjusted upward to 50%.

### Calculation:

**Max. Subsidy Amount Granted**

$$= 50\% \times [(a)\$8,000 + (b)\$25,000] = \text{HK\$16,500}$$

## Eligibility Criteria

Target Student	<ul style="list-style-type: none"><li>• <u>Local</u> students enrolled in <u>full-time</u> locally-accredited sub-degree and undergraduate (including top-up degree) programmes at the time of application <u>and</u> throughout the duration of subsidized exchange activity</li></ul>
General Requirements	<ul style="list-style-type: none"><li>• Being selected to participate in <u>and</u> able to complete outbound exchange programme;</li><li>• Recipient of <u>means-tested</u> financial assistance (i.e. <b>approved grant under TSFS or FASP</b>) from Student Finance Office (SFO) <u>OR</u> whose families are in receipt of the Comprehensive Social Security Assistance (CSSA) by the time student applies or is nominated for an outbound exchange programme;</li><li>• Selected through a <u>merit-based mechanism</u> administered by EdUHK</li></ul>



## Selection Criteria

- Students are only eligible for the SSE once throughout their study in programmes at the same level of study
- Students are eligible for means-tested SSEBR twice at the current level of study. The total amount of subsidy is capped at HK\$60,000.
- Destinations of every exchange activities subsidized under SSEBR and SSE should be different in terms of country/economy
- Priority should be given to credit-bearing or award-bearing exchange programme
- Subject to subsidy funding available in that particular academic year

## Scheme for Subsidy on Exchange

Major Features	SSE	Means-tested SSEBR																																														
Eligible Exchange Programme/ Activity	<ul style="list-style-type: none"><li>• Learning activities</li><li>• Internship programmes as well as placements and practicums</li><li>• Service programmes</li><li>• National, regional and international events and competitions</li></ul> Programme duration: <u>Undergraduate student</u> - lasting for <b>at least 14 days</b> ; <u>Sub-degree student</u> - lasting for <b>at least 14 days</b> and is related to his/her discipline/field of study	<ul style="list-style-type: none"><li>• Learning activities</li><li>• Internship programmes as well as placements and practicums</li><li>• Service programmes</li><li>• National, regional and international events and competitions</li></ul> * to be held in any “Belt and Road” country/economy, <b>excluding the Mainland/Taiwan/Macao</b> . Programme duration: <u>Undergraduate student</u> - lasting for <b>at least 5 days</b> ; <u>Sub-degree student</u> - lasting for <b>at least 5 days</b> and is related to his/her discipline/field of study																																														
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Eligibility	Students are only eligible for assistance under the scheme <b>once</b> throughout their study in programmes at the same level of study	Students are only eligible for assistance under the scheme <b>twice at most</b> , subjected to max. amount of subsidy to be received by him/her under Means-tested SSEBR																																														

## Supporting Documents Needed

1. SID copy
2. Grant/Loan Notification Result or Notification Letter on Comprehensive Social Security Assistance (if any)
3. Acceptance Letter issued from the overseas exchange institution
4. Endorsement Form (By Organiser)

*\*Incomplete or late applications will not be processed*

# Approved means-tested grant

在職家庭及學生資助事務處  
學生資助處  
九龍長沙灣道 303 號  
長沙灣政府台署十一樓

Working Family and Student Financial Assistance Agency  
Student Finance Office  
11/F, Cheung Sha Wan Government Offices,  
303 Cheung Sha Wan Road,  
Kowloon.

APP. NO. : 22FSG  
TELEPHONE : 2152 9000  
FAXLINE NO. : 2519 8512

3A2A\_0106

## Student Name

Dear CHAN

21/06/2022

If there are any changes in the data shown below, you should inform this Office immediately.

HKID No. : Student No. :

Bank A/C No. :

Institution : THE EDUCATION UNIVERSITY OF HONG KONG

Course : Bachelor of Education (Honours) (Primary) - General Studies / Mathematics (Five-year Full-time)

Tuition Fee paid / payable for 2022/23 Academic year : \$42,100.00

Student ID & HKID

**2022/23 Academic Year**  
**Notification of Result of Application for Financial Assistance**  
**under the Tertiary Student Finance Scheme - Publicly-funded Programmes (TSFS)**  
**and Offer of Loan under the Non-means-tested Loan Scheme for Full-time Tertiary Students (NLSFT)**

TSFS / FASP

I wish to inform you that processing of your application for the financial assistance under the TSFS for the 2022/23 academic year has been completed and the result is as follows:

Tuition fee grant	: \$42,100.00
Academic expenses grant	: \$8,290.00
Loan under TSFS	: \$55,560.00
NLSFT Loan	: \$0.00

Grant Amount > 0

Disbursement of the grant and loan as set out above is subject to the condition that you and/or your indemnifier has/have no arrears of grant and/or loan and/or subsidy under any financial assistance/loan scheme administered by this Office. The payment of financial assistance under the TSFS, if any, will be arranged in two equal instalments (Note 1). The first instalment of the tuition fee grant and the academic expenses grant will be paid

# Endorsement Form (By Organiser)

THE EDUCATION UNIVERSITY OF HONG KONG  
Scheme for Subsidy on Exchange for Post-secondary Students/  
Scheme for Subsidy on Exchange to "Belt & Road" Regions for Post-secondary Students

## Application Form

*Note:* Student participating in Student Exchange Programmes (SEP) organised by Global Affairs Office (GAO) may skip this part

**To be completed by EdUHK Staff only**

**E. To be completed by the Activity Organiser (EdUHK Department / Unit)**

This is to certify that <Student Name> <Student ID>  
has successfully enrolled in the following exchange activity which is conducted outside Hong Kong.  
We will notify Student Affairs Office at email: [ssyng@eduhk.hk](mailto:ssyng@eduhk.hk) if the student fails to complete the exchange activity.

**DETAILS OF EXCHANGE ACTIVITY**

Name of activity	:										
Name of organiser	:	<i>e.g. Student Affairs Office,</i>									
Date of activity <sup>Note 1</sup>	:	From <i>dd/mm/yyyy</i>	To <i>dd/mm/yyyy</i>								
Duration (No. of Days)	:	<b>Destination(Country)</b> <i>e.g. UK</i>									
Selection merit-based mechanism	:	Yes / No (if yes, please specify : )									
Type of Activity (Please check ✓ the appropriate box)	:	<table><tr><td><input type="checkbox"/></td><td><b>Learning activities</b> (substantive learning elements and/or intended learning outcomes)</td></tr><tr><td><input type="checkbox"/></td><td><b>Internship programmes</b> (as well as placements or practicums)</td></tr><tr><td><input type="checkbox"/></td><td><b>Service programmes</b> (service-learning activities that integrate experiential learning with community services and reflections)</td></tr><tr><td><input type="checkbox"/></td><td><b>National, regional and international events and competitions</b> (Endorsed/ organised by EdUHK to represent EdUHK)</td></tr></table>		<input type="checkbox"/>	<b>Learning activities</b> (substantive learning elements and/or intended learning outcomes)	<input type="checkbox"/>	<b>Internship programmes</b> (as well as placements or practicums)	<input type="checkbox"/>	<b>Service programmes</b> (service-learning activities that integrate experiential learning with community services and reflections)	<input type="checkbox"/>	<b>National, regional and international events and competitions</b> (Endorsed/ organised by EdUHK to represent EdUHK)
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*Note 1 The activity duration should cover the period from the commencement date to the completion date of the official programme of the exchange activity. Travelling time back and forth between Hong Kong and the exchange destination should not be counted towards the activity duration.*

Signature

Name of Staff

Post Title & Faculty/Unit/Dept

Telephone Number

Date

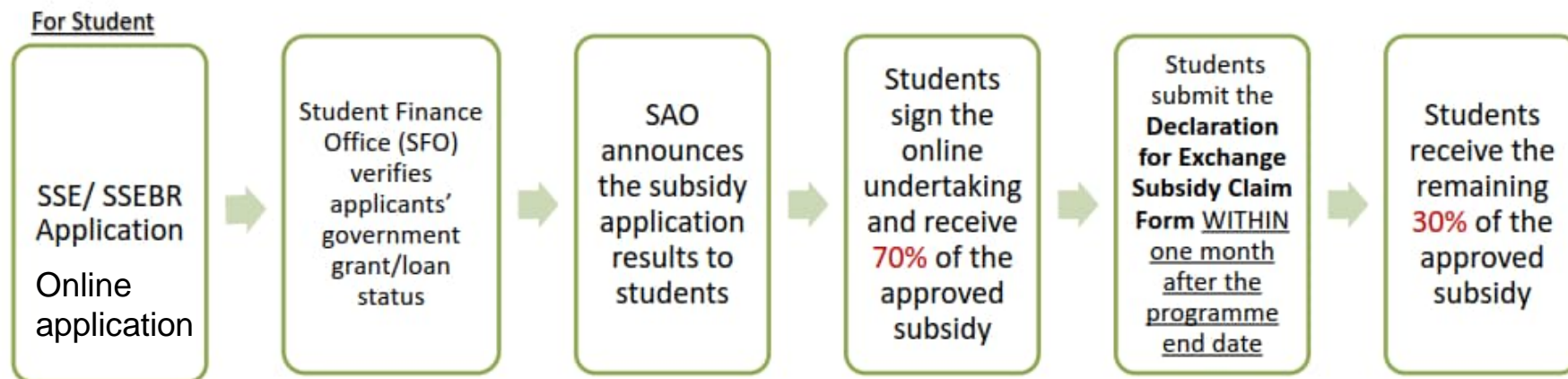
OFFICIAL CHOP

*The Student Affairs Office of EdUHK shall assess the eligibility of the exchange activity based on the information provided.*

# Workflow



# Application Flowchart



*\*Student should be able to receive the cheque in around 2 months after the submission of application and declaration form.*

\* The approved subsidy will be issued in two installments: 70% will be issued before the exchange activity while the remaining 30% will be issued after submission of Declaration for Exchange Subsidy Claim Form.

\* Application should be completed, for consideration by SAO, **prior to the exchange activity**. Student should submit the Declaration for Exchange Subsidy Claim Form within one month after the programme end date, the latest, while the exchange activity in a certain academic year should be completed on or before 31 August of that academic year only.



# Non-means-tested Schemes for Subsidy on Exchange

- Non-means-tested Mainland Experience Subsidy (Non-means-tested MES)
- Non-means-tested SSEBR

# Eligible Exchange Activities

Non-means-tested MES	Non-means-tested SSEBR
<ul style="list-style-type: none"> <li>• Learning activities</li> <li>• Internship programmes as well as placements and practicums</li> <li>• Service programmes</li> <li>• National, regional and international events and competitions</li> </ul> <p>* To be held in the Mainland</p>	<ul style="list-style-type: none"> <li>• Learning activities</li> <li>• Internship programmes as well as placements and practicums</li> <li>• Service programmes</li> <li>• National, regional and international events and competitions</li> </ul> <p>* To be held in any “Belt and Road” countries, excluding the Mainland /Taiwan/Macao</p>
Organised and/or endorsed by EdUHK	
If the exchange activity is not organised by EdUHK, the exchange activity must be endorsed by EdUHK.	
<p>Programme duration:  <u>Undergraduate student</u> - lasting for at least 3 days ;  <u>Sub-degree student</u> - lasting for at least 3 days and is related to his/her discipline/field of study</p>	<p>Programme duration:  <u>Undergraduate student</u> - lasting for at least 5 days ;  <u>Sub-degree student</u> - lasting for at least 5 days and is related to his/her discipline/field of study</p>
Other things being equal, priority to be given to credit-bearing or award-bearing exchange activities.	

## Non-means-tested Schemes for Subsidy on Exchange

Major Features	Non-means-tested MES	Non-means-tested SSEBR																																						
Eligible Exchange Programme/ Activity	<ul style="list-style-type: none"><li>• Learning activities</li><li>• Internship programmes as well as placements and practicums</li><li>• Service programmes</li><li>• National, regional and international events and competitions</li><li>• To be held in the Mainland</li></ul> Programme duration: <u>Undergraduate student</u> - lasting for <b>at least 3 days</b> ; <u>Sub-degree student</u> - lasting for <b>at least 3 days</b> and is related to his/her discipline/field of study	<ul style="list-style-type: none"><li>• Learning activities</li><li>• Internship programmes as well as placements and practicums</li><li>• Service programmes</li><li>• National, regional and international events and competitions;</li><li>• To be held in any “Belt and Road”country/economy, <b>excluding the Mainland/Taiwan/Macao.</b></li></ul> Programme duration: <u>Undergraduate student</u> - lasting for <b>at least 5 days</b> ; <u>Sub-degree student</u> - lasting for <b>at least 5 days</b> and is related to his/her discipline/field of study																																						
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Eligibility	<b>Local and Non-local</b> students are only eligible for assistance under the scheme <b>once</b> throughout their study in programmes at the same level of study	<b>Local</b> students are only eligible for assistance under the scheme <b>once</b> throughout their study in the programmes at the same level of study.																																						

# Supporting Documents Needed

1. SID copy
2. Acceptance Letter issued from the overseas exchange institution (organised by Global Affairs Office (GAO) ) / Appendix A – Endorsement Form (organised by other EdUHK departments)
3. Proof of Completion

*Application should be completed, for consideration by SAO, **prior to the exchange activity**. Student should submit the Declaration for Exchange Subsidy Claim Form within one month after the programme end date, the latest, while the exchange activity in a certain academic year should be completed on or before 31 August of that academic year only.*

*\*Incomplete or late applications will not be processed*

## Subsidy Recipient's Obligations

- Sign an online undertaking form to comply with respective terms and conditions; and
- Submit an online Declaration for Exchange Subsidy Claim Form together with three major receipt copies and participation letter issued by host universities and the boarding pass WITHIN one month after the programme end date.

*EdUHK reserves the right to demand return of any subsidy amount granted if the subsidy recipients do not fulfill any of the above conditions or subsidy received is greater than actual direct costs associated with the exchange activity*



# Declaration for Exchange Subsidy Claim Form

To be submitted **WITHIN** one month  
after the programme end date.



## Declaration for Exchange Subsidy Claim Form

I, \_\_\_\_\_ (Student ID: \_\_\_\_\_) hereby declare that the direct cost\* arising from my exchange activity / programme to \_\_\_\_\_ (Exchange Country) from \_\_\_\_\_ (dd/mm/yyyy) to \_\_\_\_\_ (dd/mm/yyyy) are as follow:

Nature of Receipt	Amount (HKD)
Programme / activity fee	
Airfare, train fare and / or other transportation fees	
Accommodation fees	
Local transportation	
Living expenses i.e. meals	
Miscellaneous:	
➢ Insurance _____	
➢ Medical expenses _____	
➢ Others: please specify: _____	
<b>Total</b>	

### Remarks

- Example of direct costs which would be funded wholly or in part by the exchange subsidies include
  - programme / activity fee
  - airfare, train fare and / or other transportation fees to and from the destination country / region (one return trip only);
  - accommodation fees;
  - local transportation fees;
  - living expenses incurred within the exchange period; and
  - other miscellaneous expenses (e.g. insurance, medical expenses, etc)
- Please attach **receipt copies of (a), (b) & (c) above; and participation letter issued by host universities and the boarding pass** together with the declaration form
- Provided that the subsidy granted is greater than the direct costs arising from your exchange activity / programme, refund of extra amount is deemed necessary.
- I understand that any false information will disqualify my application for the subsidy and as a result, any approved subsidy will be withheld or I shall be requested to return all the received subsidy to the University.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_ Mobile number: \_\_\_\_\_

**OFFICIAL USE ONLY**      Handled by (date): \_\_\_\_\_ (      )  
Application No.: \_\_\_\_\_  
Granted Subsidy Amount: \_\_\_\_\_  
Amount of direct cost exceeding subsidy granted (If any): \_\_\_\_\_

### Remarks

- Example of direct costs which would be funded wholly or in part by the exchange subsidies include
  - programme / activity fee
  - airfare, train fare and / or other transportation fees to and from the destination country / region (one return trip only);
  - accommodation fees;
  - local transportation fees;
  - living expenses incurred within the exchange period; and
  - other miscellaneous expenses (e.g. insurance, medical expenses, etc)
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# Proof of Completion (By Organiser)

The Education University of Hong Kong

Appendix B

**Scheme for Subsidy on Exchange for Post-secondary Students**  
(Student participating in Student Exchange Programmes (SEP) organised by GAO can skip this part)

**Proof of Completion**  
(To be completed by activity organiser only)

**A. CONFIRMATION FROM THE ORGANISER**

This is to certify that <Student Name> (<Student ID>) has successfully completed the following exchange activity, which is conducted outside Hong Kong.

**B. EXCHANGE ACTIVITY DETAILS**

Name of activity	:	<i>Official name of activity (English preferred). Please avoid abbreviations</i>	
Name of organiser	:	<i>e.g. Student Affairs Office, EdUHK</i>	
Date of activity <sup>Note 1</sup>	:	From <i>dd/mm/yyyy</i>	To <i>dd/mm/yyyy</i>
Duration (No. of Days)	:	Destination(Country) <i>e.g. UK</i>	
Type of Activity (Please check ✓ the appropriate box)	:	<input type="checkbox"/> <b>Learning Activities</b> ( <i>substantive learning elements and/or intended learning outcomes</i> )	
		<input type="checkbox"/> <b>Internship Programmes</b> as well as placements or practicums	
		<input type="checkbox"/> <b>Service Programmes</b> ( <i>service-learning activities that integrate experiential learning with community services and reflections</i> )	
		<input type="checkbox"/> <b>National, Regional and International Events and Competitions</b> ( <i>Endorsed/ organised by EdUHK to represent EdUHK</i> )	

Note 1 The activity duration should cover the period from the commencement date to the completion date of the official programme of the exchange activity. Travelling time back and forth between Hong Kong and the exchange destination should not be counted towards the activity duration.

Name and Signature of Activity  
Organiser/ Representative

Post Title & Faculty/Unit/

Telephone Number

Date

OFFICIAL CHOP



# Workflow

# Application Flowchart



\* The approved subsidy will be issued in a lump sum after submission of Declaration for Exchange Subsidy Claim Form.

\* Student should submit an online application prior to the exchange activity. The Declaration for Exchange Subsidy Claim Form together with three major receipt copies have to be submitted WITHIN one month after the programme end date, or by 31 August of the academic year that the exchange activity takes place, whichever is earlier.

## Enquiries

Student Affairs Office

Email: [saosfa@eduhk.hk](mailto:saosfa@eduhk.hk)

Webpage:

[https://www.eduhk.hk/sao/info/student\\_finance/schemes\\_for\\_subsidy\\_on\\_exchange/](https://www.eduhk.hk/sao/info/student_finance/schemes_for_subsidy_on_exchange/)

Location: Cho Kwai Chee Foundation Building, 1/F-01

Office Hour: [Mon-Fri] 8:30 am – 5:20 pm

