

THE EDUCATION UNIVERSITY OF HONG KONG
Student Affairs Office

Scheme for Subsidy on Exchange for Post-secondary Students (SSE)

Background

Scheme for Subsidy on Exchange for Post-secondary Students (SSE) is established to provide local students of full-time locally-accredited programmes at undergraduate including top-up levels with means-tested grant to participate in exchange activities outside Hong Kong. It aims to ensure that no post-secondary students will be denied access to exchange activities due to a lack of financial means.

Eligibility Criteria

Eligible Students

- Local students enrolled in full-time locally-accredited undergraduate programmes at the time of application and throughout the duration of subsidized exchange activity;
- In receipt of means-tested student financial assistance (i.e. approved grant under TSFS or FASP) from Student Finance Office (SFO) OR 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;
- Going to participate in an eligible exchange activity as detailed below and
- Selected through a merit-based mechanism administered by EdUHK.

Eligible Exchange Activities

- Outbound activity comprising substantive teaching and learning elements;
- Organized and/or endorsed by EdUHK;
- Lasting for at least two weeks; and
- If the exchange activity is not organized by EdUHK, the hosting institution must be a recognized institution/body either in Hong Kong or in the home country.

Subsidy for Students

The maximum amount of subsidy to be granted to an eligible student for participating in an exchange activity under SSE varies according to the destination and duration of the exchange activity as set out below:

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

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

*For Student Exchange Programme (SEP), duration is set at 91-180 days.

Selection Criteria

- In general, the duration of an exchange activity 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 duration of the exchange activity.
- For each exchange activity, the maximum amount of subsidy to be granted to the students is calculated by adding up the subsidy under (A) and (B) above, then discounted by his/her level of student finance (in terms of percentage of full grant) approved by SFO.
i.e. A student receiving 50% of full grant from SFO joins an exchange activity in Hungary for 100 days, the maximum amount of the subsidy to be granted to the student will be \$16,500 [(A)\$8,000 + (B)\$25,000]x50%.
In cases where the level of student finance approved by the SFO is lower than 50%, the level of student finance for calculation of subsidy will be adjusted to 50%.
- The amount of subsidy granted to an eligible student under the SSE should not exceed the direct costs arising from his/her participation in the concerned exchange activity.
- EdUHK may, at its full discretion, adjust the actual amount of subsidy to be granted to the student downwards from the maximum amount, having regard to the actual travelling expenses or programme fees involved in the exchange activities, other subsidy/sponsorship received by the students, etc.
- Each students will only be eligible for assistance under the scheme once throughout their study in programmes at the same level of study.
- For those who have participated in both SSE and SSEBR, while the destination of an exchange activity subsidized under SSE can be either a B&R or a non-B&R country/economy, in case of the former, the destination of the exchange activity participated by a student under SSE should be different from the one(s) subsidized under SSEBR for the same student.

- Students who have previously received assistance from other scholarships or support schemes wholly or partly funded by the Government are also eligible for assistance under SSE.
- Students receiving assistance under SSE may receive subsidies from other sources (including those from the Government and other organizations) to cover expenses in connection with the same exchange activity.
- Priority should be given to those who have not received any subsidy under scholarship / sponsorship / subsidy schemes wholly or partly funded by the Government.
- Subject to subsidy funding available in that academic year.

Application Procedure

- Eligible students should submit the application together with supporting documents 1) SID copy; 2) Grant/Loan Notification Result or Notification Letter on Comprehensive Social Security Assistance and 3) acceptance letter issued from the overseas exchange institution to apply for SSE.
- Submit the Declaration for Exchange Subsidy Claim Form together with three major receipt copies WITHIN one month after the programme end date, the latest.

**The approved subsidy will be issued in two installments: 70% will be issued before the exchange activity provided sufficient processing time is given while the remaining 30% will be issued after the submission of Declaration for Exchange Subsidy Claim Form with corresponding documentary proofs. Meanwhile, student should be able to receive the cheque in around 2 months after submission of application and declaration form.*

Subsidy Recipient's Obligations

- Sign an online undertaking form to comply with respective terms and conditions; and
- Submit the Declaration for Exchange Subsidy Claim Form after the programme end date.

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

Enquiries

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(The information contained in this leaflet is subject to change without prior notice.)