

Non-means-tested Mainland Experience Scheme for Post-Secondary Students /
Scheme for Non-means-tested Subsidy on Exchange to “Belt and Road” Regions for Post-secondary Students

Application Guidelines

Please read through the following guidelines prior to completing the application

- 1 Non-means-tested Mainland Experience Scheme for Post-Secondary Students (Non-means-tested MES) and Scheme for Non-means-tested Subsidy on Exchange to “Belt and Road” Regions for Post-secondary Students (Non-means-tested SSEBR) are introduced by the Government to subsidise students of full-time locally-accredited programmes at sub-degree and undergraduate (including top-up) level to participate in exchange activities outside Hong Kong. Notwithstanding, Non-means-tested SSEBR is specifically designed for outbound exchange activities to be held in “Belt and Road” country/economy¹, excluding the Mainland, Taiwan and Macao.
- 2 To be eligible for Non-means-tested MES and Non-means-tested SSEBR, students and exchange activities should meet the following requirements:

	<u>Non-means-tested MES</u>	<u>Non-means-tested SSEBR</u>
<u>Eligible Students</u>	<ul style="list-style-type: none"> - Local and Non-local students enrolled in full-time locally-accredited sub-degree and undergraduate (including top-up degree) programmes at the time of application and throughout the duration of subsidised exchange activity - Going to participate in an eligible exchange activity as detailed below; and - Selected through a <u>merit-based mechanism</u> administered by EdUHK 	<ul style="list-style-type: none"> - Local students enrolled in full-time locally-accredited sub-degree and undergraduate (including top-up degree) programmes at the time of application and throughout the duration of subsidised exchange activity - Going to participate in an eligible exchange activity as detailed below; and - Selected through a <u>merit-based mechanism</u> administered by EdUHK
<u>Eligible Exchange Activities</u>	<ul style="list-style-type: none"> - Outbound activity comprising substantive teaching and learning elements to be held in the Mainland; - Organised and/or endorsed by EdUHK; - Lasting for at least 3 days if the applicant is an undergraduate student; or lasting for at least 3 days and is related to his/her discipline/field of 	<ul style="list-style-type: none"> - Outbound activity comprising substantive teaching and learning elements to be held in any B&R region excluding the Mainland, Taiwan and Macao; - Organised and/or endorsed by EdUHK; - Lasting for at least 5 days if the

¹ Definition of B&R country/economy refers to the one listed at the Hong Kong Trade Development Council website at <http://beltandroad.hktdc.com/en/country-profiles/country-profiles.asp>. The list of B&R country/economy is subject to review and update from time to time without prior notice.

	<p>study if the applicant is a sub-degree student; and</p> <ul style="list-style-type: none"> - If the exchange activity is not organised by EdUHK, the host institution must be a recognised educational institution/body either in Hong Kong or in the exchange destination. 	<p>applicant is an undergraduate student; or lasting for at least 5 days and is related to his/her discipline/field of study if the applicant is a sub-degree student; and</p> <ul style="list-style-type: none"> - If the exchange activity is not organised by EdUHK, the host institution must be a recognised educational institution/body either in Hong Kong or in the exchange destination.
--	---	---

- 3 Applicants should read carefully the details of Non-means-tested MES and Non-means-tested SSEBR while allocation of subsidy shall be based on the selection criteria set out by the Government and the funding availability.
- 4 Completed application form AND Declaration for Exchange Subsidy Claim Form should be submitted to Student Affairs Office by email (saosfa@eduhk.hk) before the Application Deadline. Applicants are responsible for ensuring accuracy and validity of all information provided. Any misrepresentation or incompleteness will lead to disqualification of application.
- 5 Applicants should submit ALL required documents upon application.
- 6 Applicants bear the sole responsibility to make sure that the documents submitted are complete. Assessment will only be based on information and documents provided to Student Affairs Office.
- 7 Student Affairs Office may conduct counter-checking through interview or other means. Before announcement of result, applicants who are invited for such interviews are required to clarify and provide additional information on details already provided. Intentional obstruction to our staff in the course of their verification, concealment of information or failure to provide information/clarification as required may lead to rejection of the application.

Conditions of Non-means-tested MES/ Non-means-tested SSEBR

The recipient is required to sign an online undertaking when s/he is notified that the application is successful. If the subsidy received is greater than actual direct costs associated with the exchange activity, EdUHK reserves the right to adjust the approved amount of subsidy or demand return of additional subsidy granted.

Application Deadline

Applicants should complete application form and Declaration for Exchange Subsidy Claim Form, and submit all the documentary proofs (e.g. the three major receipt copies) within one month after the outbound exchange activity end date, or by 31 August of the academic year in which they join the activity, whichever is earlier.

The approved subsidy will be issued in one instalment, and will be disbursed in cheque in around 2 months after the submission of application and Declaration Form or upon completion of the exchange activity, depending on when the activity takes place.

Announcement of Result

Successful applicants will be notified of the result by email. For enquiry, please contact us at saosfa@eduhk.hk.

Documentary Proofs – For Application Form

1. Proof of Applicant Identity

Photocopy of applicant's student card

2. Acceptance Letter Issued from the Overseas Exchange Institution

Acceptance letter is to certify that you have been successfully accepted by the exchange institution. Your name and name of the exchange institution should be clearly shown on the acceptance letter.

Documentary Proofs – For Declaration for Exchange Subsidy Claim Form

Three Major Receipt Copies

Student should submit the copies of participation letter issued by host universities and boarding pass; and the receipt copies of (a), (b) and (c) items as listed below together with the Declaration for Exchange Subsidy Claim Form.

Example of direct costs which might be funded wholly or in part by the exchange subsidies include

- (a) programme / activity fee
- (b) airfare, train fare and / or other transportation fees to and from the destination country / region (one return trip only);
- (c) accommodation fees;
- (d) local transportation fees;
- (e) living expenses incurred within the exchange period; and
- (f) other miscellaneous expenses (e.g. insurance, medical expenses, etc)

Handling of Information and Personal Data

Information collected will be used for processing your application for Non-means-tested MES/ Non-means-tested SSEBR. The collected data will be purged after five years. Provision of personal data is mandatory or the University might not process your application. The personal data collected will be shared with Education Bureau and related government bureaux/departments to process your application and any other related purposes, but will not be transferred to outside parties.

According to Personal Data (Privacy) Ordinance, you have the right of access and correction with respect to the personal data provided. If you wish to access or correct your personal data, please contact corresponding departments at EdUHK, for details, please refer to <https://www.eduhk.hk/main/tc/privacy-policy/>.

Student Affairs Office

January 2024