

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 encourage and support local students of full-time locally-accredited programmes at sub-degree and 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

- 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;
- 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);
- Going to participate in an eligible exchange activity in the academic year 2024-25 as detailed below;
- Selected through a merit-based mechanism administered by EdUHK; and
- Never received any subsidy under SSE during their previous study at programme(s) of the same level as that of their current programme

Eligible Exchange Activities

Exchange activities:

- must be held anywhere outside Hong Kong;
- must be organised and/or endorsed by EdUHK;
- last for at least two weeks if the applicant is an undergraduate student; or last for at least two weeks and is related to his/her discipline/field of study if the applicant is a sub-degree student; and
- fall into the following categories:
 - Learning activities (comprise substantive learning elements and/or intended learning outcomes)
 - Internship programmes as well as placements or practicums (refer to work experiences offered to participants for a limited period of time, remunerated or unremunerated, credit-bearing or non-credit bearing)
 - Service programmes (service-learning activities that integrate experiential learning with community services and reflections)
 - National, regional and international events and competitions ((Endorsed/organised by EdUHK to represent EdUHK)

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
Central and South America and Caribbean	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) as organised by EdUHK, duration is set at 91-180 days.*

- 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.
For example: If 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. Students are required to report to the EdUHK on the actual cost of the activities, and return the exceeding amount upon completion of the activities.
- 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 student will only be eligible for assistance under SSE once throughout his/her study in programme at the same level of study in Hong Kong.
- Each student will not be eligible to receive subsidy under the SSE/Means-tested SSEBR/Non-means-tested SSEBR if he/she has received subsidy under any of these Schemes for the same exchange destination. Such restriction does not apply to the Non-means-tested MES.
- 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 organisations) 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.
- Granting of subsidy is subject to the funding available in that particular academic year.

Application Procedure

- Eligible students should complete an online application form 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 / Appendix A – Endorsement Form (Organiser).
- Application should be completed, for consideration by Student Affairs Office (SAO), 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. SAO of EdUHK holds absolute discretion to reject any late/incomplete application.

**The approved subsidy will be issued in two instalments: 70% will be issued before the exchange activity provided that 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. Students should be able to receive the cheque in around 2 months after submission of a complete application and declaration form.*

Subsidy Recipient's Obligations

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

EdUHK reserves the right to adjust the approved amount of subsidy or demand the return of the subsidy amount granted if the subsidy recipients do not fulfil 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.)

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