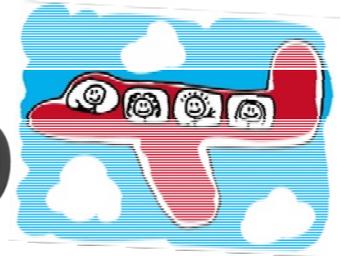


# EE Summer Exchange 2019

## Pre-departure Briefing



25 April 2019  
3:00pm – 5:00pm  
CMA Lecture Theatre (LT-15)

# 2019 Summer Outbound

Host Universities	No. of Students	Check-in
Cheng Kung, Taiwan (NCKU)	24	3 July 2019
Dankook, Korea (DKU)	9	11 July 2019
Hradec Kralove, Czech (UHK)	26	7 July 2019
UL, France	2 (TBC)	3 June 2019 (TBC)

Last updated: 24 May 2019



# NCKU Matter

- ▶ Apply for Exit and Entry Permit Taiwan (台灣入出境許可證) (period of stay is over 30 days)
- ▶ Bedding Arrangement (TBC)
- ▶ TUBERCULOSIS TEST (within 3 months before check-in)
- ▶ No pick-up, take taxi at airport (details of check-in arrangement will be released later)



# DKU matters

- ▶ Book group pick-up service
- ▶ TUBERCULOSIS TEST (within 1.5 months before check-in)
- ▶ Coach airport-pick up fee (15,000won)
- ▶ Attendance & course requirements
- ▶ Cultural activities (fee required)
- ▶ Courses selection (quota limited)





# UHK



# UHK Matters

- ▶ Compulsory activities/ transportation fee payment (100 EUR)
- ▶ Course selection: MIT, BIS, language
- ▶ Book Group Airport pick-up
- ▶ Bedding: DIY



# Important Notes

- ▶ Course registration in Summer is NOT allowed (except Engineering Training I)
- ▶ Not recommend to purchase flight ticket before exam
- ▶ Update your bank account information in AIMS for deposit return after exchange



# GO1 – Document Submission

- ▶ Inbound Flight Consent Form with details of itinerary **before 24 May 2019** via EE drop-in-box
- ▶ Flight schedule **by 10 Jun 2019 (Mon)** via Team Leader
- ▶ A set of hard copies of flight itinerary and proof of purchase of insurance **by 10 Jun 2019** via EE drop-in-box
- ▶ Others (eg activity fee to UHK, TUBERCULOSIS TEST report to DKU, bedding fee to NCKU) to be confirmed later

# GO2– Insurance

1. Medical expenses (accidents and sickness)
2. Hospitalization
3. Personal accidents
4. Emergency medical evacuation/repatriation
5. Loss of luggage and personal belongings
6. Flight delay
7. Personal liability

## EE Advice

*Retain all receipts and documents relating to any insurance claim you might wish to make, and be prepared to provide them to the insurer.*

# GEO

- ▶ Accept offer, update Emergency Contacts and your bank account information in AIMS
- ▶ Go to GEO to complete the procedure of acknowledgement of payment
- ▶ Student Exchange Fund for local students (SEF)/Special Fund for Non-local Outbound Exchange Students or not → **reply GEO**
- ▶ Insurance (pls refer to GEO website for the requirements)
- ▶ Upload documents
  - Proof of English requirements
  - Offer letter
  - Proof of purchase of insurance
- ▶ Other financial supports → check with GEO direct

# Safety Advice

## Unexpected situations

- Loss of passport / ID
- Loss of personal properties/ belongings
- Visa problem
- Injury / Sickness
- Theft / Robbery / Pick-pocket on train
- Depression (heavy workload, homesick, culture shock)
- Breach of local laws
- Excessive drinking



Hong Kong	
HK Immigration Department Assistance to HK Residents 24-Hour Hotline	+852 1868
CityU Campus Security 24-Hour Hotline	+852 3442 8888
Hotline of Voluntary Travel Insurance (Outbound Exchange Students) by GENERALI Assicurazioni Generali S.p.A (Policy No: <u>GT001188 (0001)</u> )	+852 3187 6889
(Unit) Contact no	<i>EE GO</i> 3442 7740
Overseas	
Host Institution Emergency Hotline Celine: 0033.587.506.715	<i>+33(0) 555149274</i>
Local Emergency Call	
Consular Assistance by Embassy / Consulate Nearby	
Hotline of Self-arranged Insurance (Policy No. )	

# Safety Advice

## Emergency numbers

- 1) Local emergency numbers:  
[http://en.wikipedia.org/wiki/Emergency\\_number](http://en.wikipedia.org/wiki/Emergency_number)
- 2) Contact numbers of campus security, international office and student hostel at your host university
- 3) SOS hotline of your insurance policy
- 4) Hong Kong Immigration Hotline: (852)1 868
- 5) China Embassy/ Consulate General nearby:  
[http://www.fmprc.gov.cn/mfa\\_chn/wjb\\_602314/zwjg\\_603776/](http://www.fmprc.gov.cn/mfa_chn/wjb_602314/zwjg_603776/)
- 6) Office of the HKSAR Government in the Mainland  
Beijing Office (<http://www.bjo.gov.hk/>)



# EE Web Info



## Safety Profile: Emergency Contacts

- 駐大韓民國大使館  
EMBASSY OF THE PEOPLE'S  
REPUBLIC OF CHINA IN THE  
REPUBLIC OF KOREA

大韓民國漢城特別市鐘路區孝子洞54番  
54 HYOJA-DONG, JONGNO-GU, SEOUL, THE REPUBLIC OF  
KOREA  
chinaemb\_kr@mfa.gov.cn  
<http://kr.chineseembassy.org>
- EMBASSY OF THE PEOPLE'S  
REPUBLIC OF CHINA IN THE  
CZECH REPUBLIC

Ambassador: Ms. Ma Keqing  
Address: Pelleova 18, 16000 Praha, 6-Bubenec, Prague, Czech  
Republic  
Tel: +420-233028800  
Fax: +420-233028880  
Office Hours: 08:00-12:00, 13:30-17:00, Monday-Friday (except  
holidays)  
Email: [recepcechina@seznam.cz](mailto:recepcechina@seznam.cz)
- 香港政府一站通  
GovHK

遺失身份證及香港特區旅行證件應怎麼辦?  
<http://www.gov.hk/tc/residents/immigration/tips/loseid.htm>
- Hong Kong Immigration  
Department

協助在外香港居民小組 24-hour Emergency Hotline  
(852) 1868
- CityU 24-hour Campus Security

(852) 3442 8888
- EE Department Enquiries

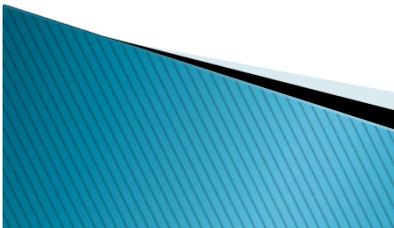
9am – 6pm (852) 3442 7740
- Local Emergency Numbers

Korea  
Fire & Ambulance – 119; Police – 112

Taiwan  
Fire & Ambulance – 119; Police – 110

Czech Republic  
General emergency: 112; Ambulance: 155; Police: 158
- Your own Insurance

Please check and keep the SOS hotline with you all the time.



# Submission of 3A+1

- ▶ **Article** to share your experience (word doc)
  - ▶ **Accomplishment journal** to report any experience of discovery/innovation/creativity (word doc)
  - ▶ **1-minute video clip**
  - ▶ **Photo Album** to record your memory (ppt)
- 
- ▶ 2- 4 people a group
  - ▶ Submission: **1 September 2019 via Canvas**

**Satisfactory completion of the Summer Programme**



Attendance Performance



No disciplinary problems reported



Submission of **3A+1**

Online Evaluation



**Academic transcript: B- or above**



Apply via AIMS

**Graduation**

Declaration form

**Exemption for  
GE1339**

GEO for Balance of Funding

**Student  
Exchange Fund/  
Others**

1. **Safety always comes first.**
2. **Bear in mind the consequences.**
3. **Be prepared.**
4. **Plan group flight schedule and submit it to me for comment via your Team Leader**



# Sharing of Useful Tips



- ▶ EESE2018–UHK: Victor LUK
- ▶ EESE2017–NCKU: Green LAU
- ▶ EESE2018–DKU: LEUNG Chi Fung

# Grouping and Team Leader

- ▶ 2– 4 people a group for 3A+1
- ▶ Nomination of Team Leader
  - **UHK**: CHOW Man Yuet and LUI Pak Hei
  - **NCKU**: LI Zhuhuan
  - **DKU**: KWAN Chun Yin
- ▶ Role of Team Leader: Key contact point with GO and pick-up ambassador, collect student flight schedule, pick-up fee etc.