

**The Chinese University of Hong Kong**  
**Shaw College Exchange Programmes 2023-24**  
**Application Guidelines**



**Special Note**

- The finalized list of exchange programmes and associated places might not be available until early January 2023 so the current list of exchange programmes and respective admission requirements are for reference only.
- When applying, you should list your preferred exchange destination(s) in the [Online Application Form \(Part I\)](#). You will be allowed to review the most up-to-date exchange programme list and revise your programme choice around early January 2023.
- Each student could only accept one offer for 2023-24, regardless of exchange period. Therefore, students who had accepted a term-time exchange offer for 2023-24 from any CUHK units will not be given any offer by Shaw College.
- Applications from eligible students who have neither been on term-time nor summer exchange will be placed before those who had been on term-time and/or summer exchange.

**1. Eligibility**

- Due to limited places available, the following rules will be implemented for the 2023-24 outgoing exchange selection exercise (this selection).
  - o All full-time undergraduate students of Shaw College are eligible in this selection.
  - o Higher priority will be given to students Year 2 or above and Year 1 (senior-year intake ONLY).
  - o According to the [Regulations Governing Full-time Undergraduate Studies](#), CUHK students who have satisfied all graduation requirements shall graduate (Regulation 12.1). Students are strongly recommended to have good planning of their academic study so as to go on exchange before fulfilling all graduation requirements (i.e. avoid extension of study period for exchange after fulfilling all graduation requirements).
- Specific requirements of admission vary according to the exchange programme. Here are some of the typical requirements:
  - o In good academic and disciplinary standing at CUHK (cumulative GPA  $\geq$  2.70 and fulfill the GPA requirement set by host institution)
  - o Possess a valid TOEFL or IELTS score report issued on or after 1 September 2021 (the minimum score required will vary between different programmes)
  - o Commit to submitting a 1,000-word reflection report in English and 3 to 5 photos related to their exchange experience within 1 month upon completion of the programme
  - o Have basic knowledge of the country or region where you intend to study
  - o Demonstrate maturity and responsibility in social conduct
  - o Embrace and respect cultural diversities and differences
  - o Be physically and emotionally healthy
  - o Ready to be an exchange student representing Shaw College and CUHK

**2. Application and Selection Schedule**

Year	Date	Time	Deadline/ Activity
2022	18 Oct (Tue)	17:00	Open for application
	15 Nov (Tue)	23:59	Submission deadline of online application form (Part I)
	18 Nov (Fri)	15:00	Submission deadline of supplementary documents
	14 – 18 Nov	-	Inviting shortlisted applicants for selection interviews
	21 – 25 Nov	09:30 – 17:30	Selection interviews

2023	6 Jan (Fri)	17:00	Submission deadline of TOEFL/ IELTS/ required language proficiency test results
	2 Feb (Thu)	17:00	Release of 1 <sup>st</sup> round placement result*
	5 Feb (Sun)	23:59	Deadline for accepting 1 <sup>st</sup> round exchange offer
	6 Feb (Mon)	15:00	Release of 2 <sup>nd</sup> round placement results*
	8 Feb (Wed)	13:00	Deadline for accepting 2 <sup>nd</sup> round exchange offer
	8 Feb (Wed)	17:00	Release of final round placement results*
	9 Feb (Thu)	23:59	Deadline for accepting final round exchange offer

Remarks:

\* The placement result will be made available online. Selected students will receive a notification email from Shaw College.

### 3. Application Procedures

Applicants should read through the application guidelines thoroughly, submit the completed Online Application Form (Part I) and Supplementary Application Form (Part II) together with all supporting documents to **Information Counter, LG1, Wen Lan Tang, Shaw College by the deadlines below.**

**Late or incomplete applications (including missing supporting documents) will not be considered.**

	Item	Submission Deadline
1	Submission of <a href="#">Online Application Form (Part I)</a>	23:59 15 Nov (Tue)
2	Printout of your completed "Online Application Form (Part I)" and <a href="#">Supplementary Application Form (Part II)</a>	15:00 18 Nov 2022 (Fri)
3	Your Study Plan: Your proposed field(s) of study while abroad. Explain in 250 - 300 words your preference of exchange programme and how the exchange experience would help you achieve your future goals.	
4	One <a href="#">Teacher Recommendation Form</a> <i>Note: Shaw College will only accept ONE Teacher Recommendation Form from each student.</i>	
5	A set of copies of academic report(s) of public examinations and transcript(s) issued by CUHK	
6	A copy of your TOEFL / IELTS test reports	5:00 pm 6 Jan 2023 (Fri)
7	A copy of documentary evidence of attainment of appropriate level of non-English Language Proficiency, such as Japanese, German and French (if any) <i>(For exchange programmes requiring non-English language proficiency ONLY)</i>	

### 4. Deposit

- **Applicants who accept an exchange nomination offer will be requested to settle the payment of a refundable deposit in the amount of HK\$1,500.** Failure to settle the deposit payment on or before the deadline for accepting offer will imply forfeiture of the offer.
- The deposit will not be refunded if (i) students request to withdraw from the programme after their acceptance of the exchange nomination offer; or (ii) fail to submit the reflection report with photos to Shaw College by the specified deadline.
- The deposit will be refunded after you have submitted the reflection report to the College upon completion of the exchange programme.