

## FACTSHEET

### FOR INTERNATIONAL EXCHANGE STUDENTS 2011-12

GENERAL INFORMATION			
Name	The Hong Kong Institute of Education 		
In-Charge Unit	International Office (IO) B4-G/F-01, 10 Lo Ping Road, Tai Po, New Territories, Hong Kong Tel: (852) 2948-7654 Fax: (852) 2948-8198 Email: <a href="mailto:io@ied.edu.hk">io@ied.edu.hk</a>		
Website	Institute: <a href="http://www.ied.edu.hk">http://www.ied.edu.hk</a> Student Exchange: <a href="http://www.ied.edu.hk/io">http://www.ied.edu.hk/io</a> (click “Come to Study”, then “Student Exchange”)		
Main Contact	<b>Head</b>	<b>Inbound Exchange</b> (Students to HKIEd)	<b>Outbound Exchange</b>
	<b>Ms. Fiona Wong</b> Tel: (852) 2948-7717 Email: <a href="mailto:fiona@ied.edu.hk">fiona@ied.edu.hk</a>	<b>Ms. Debbie Lam</b> Tel: (852) 2948-8728 Email: <a href="mailto:dhylam@ied.edu.hk">dhylam@ied.edu.hk</a>	<b>Ms. Doris Tang</b> Tel: (852) 2948-8643 Email: <a href="mailto:dkctang@ied.edu.hk">dkctang@ied.edu.hk</a>
General Information	<p>Established in 1994, the Hong Kong Institute of Education (HKIEd) is a self-accrediting publicly-funded institution primarily offering degree and postgraduate level programmes in Education. Despite its short history, it has inherited a rich legacy from the previous Colleges of Education which laid a strong foundation for teacher education in Hong Kong.</p> <p>In addition to its traditional strength in Teacher Education, the Institute is expanding its scope and develops complementary Social Sciences and Humanities disciplines, and Creative Arts and Culture.</p> <p>With the support and endorsement of the government and the education community, the Institute is set to become an education-focused, multidisciplinary, and research-strong University of Education with a diverse scope of teaching, research and community activities.</p>		
Location and Campus Map	<p>The Institute is consisted of 2 campuses and 1 sports centre. The main campus, where exchange students will be residing in and most of teaching and learning activities are held, is the Tai Po Campus.</p> <p>For location and campus maps, please refer to <a href="http://www.hkied.edu.hk/maps/directions-maps.html">http://www.hkied.edu.hk/maps/directions-maps.html</a></p>		

Student Enrollment	Bachelor Degree Programmes:	4317
	Postgraduate Degree Programmes:	1895
	Sub-degree Programmes:	2734
Staff Strength (as at Sept 2010)	Total no. of Academic/Teaching Staff:	405
	Total no. of Academic Support & Administrative Staff:	817

ACADEMIC INFORMATION			
Academic Calendar	<u>1<sup>st</sup> (Fall) Semester, 2011-12 Academic Year</u> Teaching period: 5 September – 3 December Examination period: 5 – 17 December  <u>2<sup>nd</sup> (Spring) Semester, 2011-12 Academic Year</u> Teaching period: 3 January – 19 May Examination period: 21 May – 2 June  For Academic Calendar, please visit the Registry website at: <a href="http://www.ied.edu.hk/reg/">http://www.ied.edu.hk/reg/</a>		
Medium of Instruction	Kindly note that not all courses offered at the Institute are taught in English, thus, you are strongly advised to select from the extensive range of English courses on offer. The list of EMI (English Medium of Instruction) courses for exchange students is made available at <a href="http://www.ied.edu.hk/io/inbound/CourseOfferingListforXSB001MasterRLSE.xls">http://www.ied.edu.hk/io/inbound/CourseOfferingListforXSB001MasterRLSE.xls</a> and the list will be updated regularly during the application period, therefore, applicants are advised to visit the updated list from time to time during the application period for updated EMI courses on offer.		
Exchange Duration	One semester or one academic year		
Study Load	Minimum 12 credits (4 courses) to maximum 15 credits (5 courses)		
Credit Equivalence	In general, each course is worth 3 credit points (unless otherwise specified). Each credit point is equivalent to 39 hours of total student effort consisting of both contact hours and independent learning. In terms of contact hours, one credit point normally equates to one hour of teaching per week for 13 teaching weeks in a semester.		
Grading System	<b>Course Grade</b>	<b>Interpretation</b>	<b>Grade Point Equivalent</b>
	A+ / A / A-	Distinction	4.33 / 4.00 / 3.67
	B+ / B / B-	Good	3.33 / 3.00 / 2.67
	C+ / C	Satisfactory	2.33 / 2.00
	C- / D*		1.67 / 1.00
	F	Fail	0.00
	* Grade D is the minimum level required for course progression		

APPLICATION	
Entry Requirement	<ol style="list-style-type: none"> <li>1. Application will only be considered through the nomination submitted by partner institutions.</li> <li>2. First-year and final-year-final semester students would normally NOT be considered</li> <li>3. A minimum cumulative GPA (Grade Point Average) of 2.7 (on a 4.33 scale) or equivalent</li> </ol>

English Proficiency	If you are not a native English speaker, you are required to provide proof of <u>one of the followings</u> at the time of Exchange Application submission:			
	<b>IELTS</b>	<b>Paper-Based TOEFL</b>	<b>Computer-Based TOEFL</b>	<b>Internet-Based TOEFL</b>
	6.0 or above	550 or above	213 or above	80 or above
	<b>Or</b> , a letter issued by the International Office/Study Abroad Office of your home institution certifying your English Proficiency.			
Application Form	Application form can be downloaded from our website at <a href="http://www.ied.edu.hk/io">http://www.ied.edu.hk/io</a> (click “Come to Study”, then “Student Exchange”)			
Application Deadline	1 <sup>st</sup> (Fall) Semester: 20 April 2011 (Wednesday) 2 <sup>nd</sup> (Spring) Semester: mid October 2011 (Exact date to be confirmed)			
Application Procedures	<p>The COMPLETED Application Form, Visa Application Form, together with all required documents <u>must be mailed to IO of HKIED via registered mail / international courier.</u></p> <p>Before the mail submission, applicants are REQUIRED to email a <u>soft copy</u> (in .doc format) of completed Application Form and scan copies (in .pdf / .jpg format) of Visa Application Form and all required documents to IO (<a href="mailto:io@ied.edu.hk">io@ied.edu.hk</a>) for checking to avoid any extra postage / delay caused by missing information / document(s) in the mail submission.</p>			
Visa Application	<p>In accordance with Immigration laws of Hong Kong, all international students are required to apply for a student visa prior to their arrival in Hong Kong and it is mandatory that students apply their student visa through IO of HKIED.</p> <p>Visa Application Form: <a href="http://www.immd.gov.hk/pdforms/ID995A.pdf">http://www.immd.gov.hk/pdforms/ID995A.pdf</a>  Guidebook for Entry for Study in HK: <a href="http://www.immd.gov.hk/pdforms/ID(E)996.pdf">http://www.immd.gov.hk/pdforms/ID(E)996.pdf</a></p> <p>To complete the visa application, you have to:</p> <ol style="list-style-type: none"> <li>1. Complete Part A of VISA APPLICATION FORM with your passport-sized photo affixed</li> <li>2. Provide a copy of proof of financial standing</li> <li>3. Provide a copy of passport – the page contains personal particulars, and dates of issuance &amp; expiry</li> <li>4. Submit all of the above to IO (refer to “Application Procedures” above for details)</li> </ol> <p>Visa processing time normally takes 4 to 6 weeks. The original visa labels will be posted to your correspondence address or your home institution (according to your preference) by courier once granted successfully.</p>			
Visa Application and Courier Fee	All students are responsible for a non-refundable fee for Student Visa Application (HK \$160), administration fee and the courier postage (HK \$300). All payment should be settled by Credit Card and payment form should be completed and submitted at the time of application submission.			

ACCOMMODATION			
On-campus Accommodation	All exchange students are STRONGLY ADVISED to live on campus. There are four residential hostels on campus, namely Northcote Hall, Grantham Hall, Robert Black Hall and the Jockey Club Student Quarters:		
	Hostel	Room Type	Facilities
	Northcote Hall	Twin Bedroom	Activity rooms, laundry rooms, bathroom/toilets, pantries with
	Grantham Hall		
	Robert Black Hall		
			Inside the study-bedroom
			Computer ports and telephone jet, wardrobe, desk

			refrigerators, stoves and microwaves, etc	
	The Jockey Club Student Quarters	7-person or 10-person flat	Single/double/triple bedrooms inside each flat with sitting/dining areas, terrace, kitchen, laundry room, bathrooms and a telephone line with individual computer ports	
	Hall fee is approximately HK \$4,750 / semester plus a Hall Life Education (HLE) fee of approximately HK \$180 / semester			
	For more information, please visit <a href="http://www.ied.edu.hk/sao/e/ss_stuacc/index.htm">http://www.ied.edu.hk/sao/e/ss_stuacc/index.htm</a>			
Application Form and Procedures	Application Form will be sent to prospective students via email in due course. The completed Application Form should be returned to IO on or before the designated deadline. Students will be required to settle the Hall and HLE fees upon arrival.			

MISCELLANEOUS	
ESTIMATED Monthly Living Expenses (for reference only)	Accommodation (on-campus): HK \$4,750 (for 1 semester) Hall Life Education (HLE): HK \$180 (for 1 semester) Meal HK \$ 2,000 – 3,000 Local Transportation HK \$1,500 – 2,000
Caution Money	All exchange students are required to sign a credit card payment authorization form of HK \$500 to cover utilities expenses, e.g. library fine, restoration of damage at hostel induced by student, if there's any, during their stay at HKIED. The charge will only be proceed should there's any outstanding payment at the end of students' staying term and that the students have left HKIED. Students will be notified of the amount to be charged by email before the transaction and the authorization form will be destroyed after the transaction (if any) is cleared. HKIED may withhold student's transcript until the outstanding payment (if any) is settled.
Insurance	It is mandatory for exchange students to make their own arrangements for travel and health insurance cover the entire period of studies in Hong Kong. Insurance coverage should include (but not limited to) travel, personal accident, medical expenses (accident and non-accident), hospitalization and emergency evacuation/repatriation, etc. Students are required to provide proof of coverage prior to arrival.
Airport Pick-up	Pick-up service would be provided on designated date(s) close to the start of semester and at a nominal charge of HK \$100. Exact date/schedule will be provided to prospective students in due course.
Orientation	Students are strongly advised to participate in the Orientation tailor-made for international students. Details will be announced in due course.
Buddy Programme	All exchange students will be matched with at least one local student as buddy. The matching list will be provided to prospective students prior to their arrival in Hong Kong so that students can build up their local network even before they depart for Hong Kong.
Host Family Programme	Optional. Programme and application details will be provided to prospective students in due course.
About the city of Hong Kong:	<a href="http://www.discoverhongkong.com">http://www.discoverhongkong.com</a>