

## **Exchange Acceptance Offer Policies**

*(Applicable to Clearing Round Offers as well)*

1. Students can accept the exchange offers online. To complete the process, students must submit the online “Study Abroad Undertaking” with a HK\$1,000 cheque deposit to the SBM office before the stipulated deadline.
2. HKUST provides travel insurance to exchange-out students. In case this plan does not meet the requirements set by the host institution, it will be the responsibility of the student to either purchase the plan provided by the host institution, or another plan on their own.
3. Accepting the Exchange Offer implies that students understand that they can only go abroad only once. Students cannot go on a second exchange through any other School before or afterwards. Students who do not comply will be withdrawn immediately from the SBM exchange program. (GBUS students in approved 2-semester exchanges are excluded.)
4. Late acceptance will NOT be entertained.
5. No reimbursement will be made on deposit which a student withdraws later on.
6. Requests to switch offered university to another university will not be entertained.
7. Students cannot dispute which university they are offered.
8. Students who decline offer in regular or clearing round will have 20% penalty off in future exchange applications.
9. There is NO waiting list. Declined offers cannot be transferred to another student. Students who decline the offer will not be eligible for the clearing round.
10. Students who accept an offer will be automatically registered in the compulsory Exchange BUDDY PROGRAM. Exchange-outs students will act as buddies for the exchange-in students before going on exchange. All fall exchange students will act as buddies for the exchange-in students after going on exchange.
11. SBM reserves the right to make changes to an offer and all offers are subject to confirmation by host universities. Students who are rejected by the host university will not be placed at an alternative university.
12. Students not selected to go on exchange will not be offered any university. In case of disputes, SBM has final authority.
13. Students give permission to the School to use their personal reports and photos taken during their exchanges and to use these for undergraduate enrichment programs,

educational, promotional, and/or marketing materials. Students further consent that their names may be revealed therein or by descriptive text or commentary. Students expressly release the School, its agents, employees, licensees and assigns from and any and all claims which students may have for invasion of privacy, right of publicity, defamation, copyright infringement, or any other causes of action arising out of the use, adaptation, reproduction, distribution, broadcast or exhibition of such recordings of their images, voices or likeness.

14. Students are responsible for satisfactorily completing the exchange program as according to SBM, which includes, but not limited to, submission of an appropriate exchange report and no failed courses. Failure to do so may result in the following, but not limited to forfeiting the exchange deposit, withholding transcripts for credit transfer application, and not being eligible for the exchange sponsorship.
15. The exchange offer can be rescinded at any time if a student is found to be unsuitable for exchange including, but not limited to being involved or suspected of any misconduct or disciplinary matters prior to exchange, not understanding the exchange program objectives, not respecting the exchange process, or taking inappropriate actions which affect the exchange program or other parties during the preparation process.
16. Students who successfully accept an exchange offer are not permitted to concurrently enroll in courses at HKUST or register for another program at another university in the same exchange term (neither online or in person).
17. When circumstances arise that compromise an exchange program, HKUST may make the decision to suspend a program. This could occur before the start or during the program. Students must abide by the advising/instructions set forth from the University.
18. HKUST's mobility programs are subject to changes based on prevailing global/local health and travel advisories. In addition, participating students are required to abide by University's decisions. We appreciate students' patience and understanding when such situations occur.

(Last Updated: July 2023)