

School of Law

Name of the institution	School of Law, City University of Hong Kong
Address	Room 6101, 6/F, Li Dak Sum Yip Yio Chin Academic Building City University of Hong Kong 83 Tat Chee Avenue, Kowloon, Hong Kong
Contact Information	Tel: (852) 3442 8008 Fax: (852) 3442 0190 Email: lwgo@cityu.edu.hk Website: https://www.cityu.edu.hk/slw/
THEMIS Coordinator	Prof Fozia Lone Email: fnlone@cityu.edu.hk
SLW Exchange Coordinator	Prof He Tianxiang (for other exchange students) Email: tianxiang.he@cityu.edu.hk Prof Peter Wang (for Chinese-speaking exchange students) Email: shucwang@cityu.edu.hk
SLW General Office	Postgraduate level: Ms Phyllis Yan Email: p.yan@cityu.edu.hk Undergraduate level: Ms Phylis Huang Email: phylis.huang@cityu.edu.hk

Application

Level of Study	Undergraduate or Postgraduate level
Duration of study	One or two semesters, subject to the study exchange agreement between the home institution and CityU SLW. Please check with the unit concerned of your home institution
Eligibility	Student must be in good standing and must be nominated by the partner institutions.
Application Procedure	<u>Undergraduate incoming exchange study</u> To apply for exchange study with the School of Law under the department exchange study, please complete an <u>online application form</u> during the <u>specified application period</u> . For details, please contact Ms Phylis Huang (phylis.huang@cityu.edu.hk).

Postgraduate incoming exchange study

For the applicants who wish to join the postgraduate exchange study, please complete the application form (and send the completed form(s) with your academic transcript and English result (if applicable) to Ms Phyllis Yan of the School of Law (p.yan@cityu.edu.hk) 15 May (for application in Semester A / Fall) / 15 October (for application in Semester B / Spring). Subject to School's approval, an admission letter will be issued to the student. The Chow Yei Ching School of Graduate Studies will create a student account and subsequently do the online course enrollment for student subject to their course selection.

Student must be nominated by the partner institutions.

Academic Calendar

Welcome Orientation for incoming exchange students

Semester A / B
First week of Semester

Semester A

Teaching Period Student	2 September 2024	30 November 2024
Revision Period	2 December 2024	7 December 2024
Examination Period	9 December 2024	21 December 2024

Semester Break

23 December 2024 11 January 2025

Semester B

Teaching Period Student	13 January 2025	17 April 2025
Revision Period	22 April 2025	26 April 2025
Examination Period	28 April 2025	13 May 2025

Semester Break

14 May 2025 7 June 2025

*** Lunar New Year Holidays: 29 - 31 January 2025**

Course Information

Language of Instruction

English

Courses to be offered

Postgraduate incoming exchange study

Please check out the [list](#) for courses to be offered by our School in Fall and Spring. The offering of the courses is subject to review and amendment from time to time. This is the tentative course list for 2023/24. The updated one will be available soon.

Undergraduate incoming exchange study

Please check out the [list](#) for courses to be offered by our School in Fall and Spring. The offering of the courses is subject to review and amendment from time to time. This is the tentative course list for 2023/24. The updated one will be available soon.

Course Registration

Course pre-registration will be arranged for the students as far as possible. Students can also add or drop a course during the add/drop period prescribed by the University. After the add/drop deadline, requests for late drop of courses will only be approved under exceptional circumstances, and such late requests must be submitted no later than the end of the teaching period for the relevant semester/term for approval by the Head of the course-offering academic unit.

Credit Unit

Each course is assigned a number of credit units. A credit unit is earned for about forty-to-fifty hours of student work.

Most of the courses carry 3 credits.

Maximum and Minimum Study Load

In each semester, full-time students must register for at least 12 but not more than 18 credit units.

Assessment

The tests, coursework, examinations and other activities used to assess students' progress through courses and to assign final grades. Details of the assessment are stated in each course syllabus.

Examination

The examination timetable will be released to all students by Week 10 of each semester. All inbound exchange students should arrange their flight after receiving the examination timetable. Request for rescheduling the examination is not normally approved. Student is required to attend the examination for the course enrolled.

Academic Transcript

The Academic Regulations and Records Office (ARRO) and Chow Yei Ching School of Graduate Studies (SGS) will send the academic transcript to the home university directly at the end of February (for Semester A) and at the end of July (for Semester B) tentatively.

Grading of Courses

For Undergraduate Programme

<i>Grade</i>	<i>Grade Point</i>	<i>Grade Definitions</i>	
A+	4.3	Excellent	
A	4.0		
A-	3.7		
B+	3.3	Good	
B	3.0		
B-	2.7		
C+	2.3	Fair	
C	2.0		
C-	1.7		
D	1.0	Marginal	
F	0.0	Failure	
P (Pass-fail)		Pass	

For Postgraduate Programme			
Grade	Grade Point	Grade Definitions	
A+	4.3	Excellent	
A	4.0		
A-	3.7		
B+	3.3	Good	
B	3.0		
B-	2.7	Marginal	
C+	2.3		
C	2.0		
F	0.0	Failure	
P (Pass-fail courses only)		Pass	

Orientation

The School will arrange an orientation talk for inbound exchange students during the first week of each semester starts. Students are strongly encouraged to attend the orientation.

Topics include academic regulations, course registration, coursework and assessment, student life, and sharing among the students.

Visa application

As it can take 8 weeks or more for student visa/entry permit to be processed, students are advised to submit their applications according to the dates listed below:

Admission Route / Student Type	Semester A (September Intake)	Semester B (January Intake)
Inbound Exchange Students / Visiting Students	1st June	1st November
Undergraduate Programmes	Example: Acceptance fee payment deadline: 17th May Student visa application should reach GEO by 24th May	N/A
Taught Postgraduate Programmes, Research Degree Programmes and Others	As soon as possible	As soon as possible

For details of application procedure, required documents, application fee and other details please click [here](#).

Exchange students must take full-time credit-unit load, i.e. at least 12 credits per semester in order to meet the visa requirements set by the Hong Kong SAR Immigration. At CityU, the full-time credit-unit loading are 12-18 credit units per semester.

A credit unit is earned by approximately forty to fifty hours of student work.

You may also contact Global Engagement Office (GEO) for any enquiries at geo@cityu.edu.hk for visa

application.

Global Engagement Office
Room 3210, 3/F, Cheng Yick-chi Building, City University of Hong Kong
Tat Chee Avenue, Kowloon, Hong Kong SAR

For details, please visit: <https://www.cityu.edu.hk/geo/contact-us>

Accommodation

Among the wide variety of housing options in Hong Kong, you will definitely find one that suits your living style and needs. You may choose to stay in commercially operated accommodations recommended by CityU, or rent your own flat on the market.

Please visit the Off-campus Accommodation page or contact the Student Residence Office (SRO) for assistance in seeking off-campus accommodation.

Tel: (852) 3442 1111

Fax: (852) 2794 7716

Email: sro.offcampus@cityu.edu.hk

Website: <https://www.cityu.edu.hk/sro/StudentHousing/oca.htm>

If you need to find a place to stay temporarily, click here to browse through [the list of licensed hotels, guesthouses and youth hostels in Hong Kong](#). Note that Hong Kong law requires that guesthouses and youth hostels obtain a license issued by the Office of Licensing Authority (OLA) under the Home Affairs Department before opening for business. It is always in your best interest to stay exclusively at guesthouses and youth hostels that are licensed and monitored by the government. To identify licensed guesthouses, look for the OLA logo.

Cost of Living

CityU waives the tuition fee for exchange students, but they are required to pay all tuition and study-related fees levied by their home institutions. Exchange students are also responsible for financing their travel, accommodation and other living expenses as well as visa, insurance, books and other study-related expenses.

Expenses	Estimated cost per month
Rental for Off-campus Accommodations ¹	HK\$5,000-7,000 per month
Living costs (meals, transport, laundry, and education expenses for books, stationery, etc.) ²	HK\$4,500 per month

¹ *The rental for off-campus accommodations could vary depending on the size, location, age of the building, etc.*

² *Living cost could vary depending on individual lifestyle and choices.*

Health and Insurance

Non-local students must have adequate insurance for the entire study period at CityU.

The insurance should, at minimum, cover travel, personal accidents, medical expenses (accident and non-accident), hospitalisation, and emergency evacuation/repatriation.

It is recommended that students also discuss with their insurer whether their policy will provide coverage to strikes, riots, civil commotion, and diseases, including but not limited to COVID-19.

Students are advised to take out a travel and medical insurance policy before departing for Hong Kong.

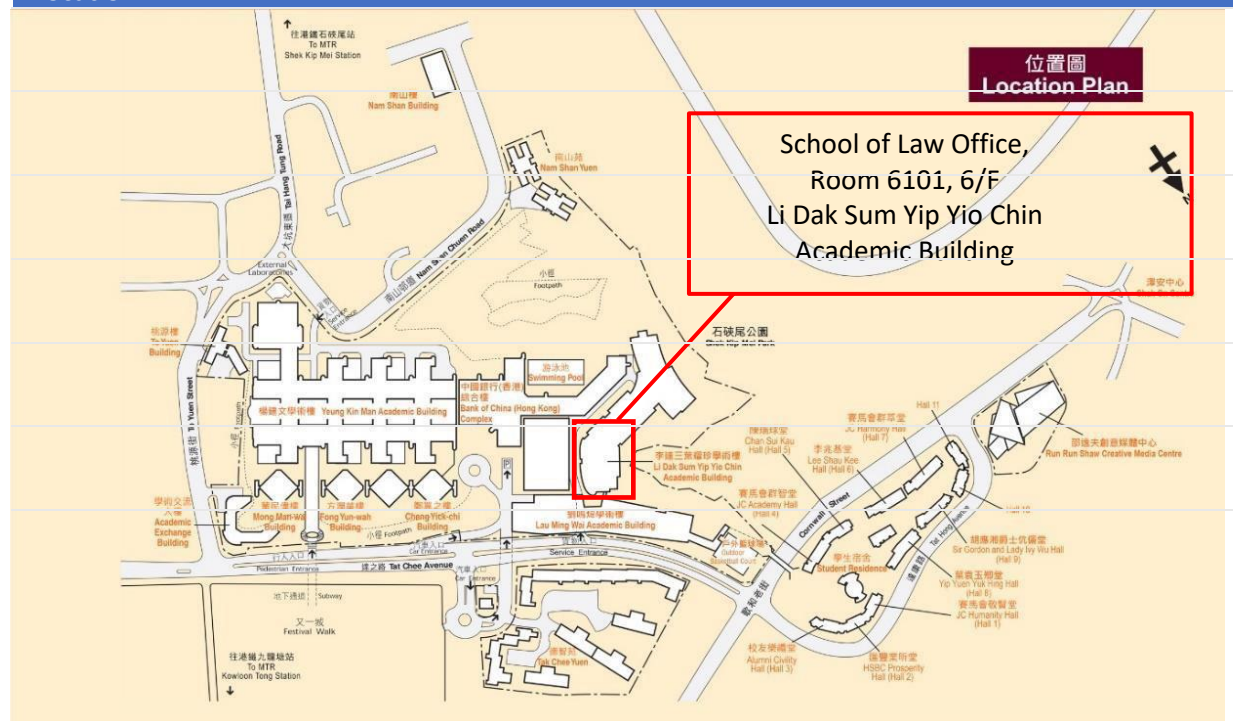
For details of the health and insurance requirement for non-local students, please visit the [website](#).

Academic Supporting Offices

University Offices

- Academic Regulations and Records Office (ARRO)
<http://www.cityu.edu.hk/arro>
- Admissions Office (ADMO)
<https://www.cityu.edu.hk/admo/admissions/exchange-students>
- Global Engagement Office (GEO)
<http://www.cityu.edu.hk/geo/>
- Student Residence Office (SRO)
Undergraduate exchange study
<https://www.cityu.edu.hk/sro/StudentHousing/oca.htm>
Postgraduate exchange study (Off-campus Accommodation)
<https://www.cityu.edu.hk/sro/StudentHousing/oca.htm>
- Chow Yei Ching School of Graduate Studies (SGS)
<https://www.cityu.edu.hk/sgs/>

Location



CityU is conveniently located. If you are coming to CityU by MTR from the direction of Central, get off at Kowloon Tong station and follow the signs to City University (Exit C). Exit C2 will lead you to the Festival Walk Shopping Centre. Go up to Level LG1 and find the escalator next to Shop LG1-10, which will take you to an underpass to CityU. When you emerge from this underpass, CityU's main entrance is right in front of you. If you are coming from the direction of Lo Wu, cross the bridge that takes you to the Festival Walk Shopping Centre. The escalator facing you when you enter the Festival Walk Shopping Centre leads to the aforementioned underpass and directly to CityU.