Fact Sheet for
HKDI Inbound Exchange Programme
(Non-credit-bearing)

Address of HKDI Campus
Hong Kong Design Institute (HKDI) 3 King Ling Road, Tseung Kwan O, New Territories, Hong Kong

Contacts
Ms Annie Lam External Affairs Office (+852) 3928 2479 annielam@vtc.edu.hk

Exchange Duration
One semester (up to **five** months)

Spring Semester	January to May
Autumn Semester	September to January

The Incoming Exchange Student Allowance Scheme (IESAS)	
Introduction	With the establishment of the academic agreements of the two institutions to pursue collaboration on academic activities for promoting the advancement of international understanding, academic excellence, dissemination of learning and strengthening cultural ties, Hong Kong Design Institute (HKDI) invites students from partner institutions to come and study at HKDI for a period of up to five months (one semester). The exchange programme aims to foster the exchange of creative ideas and cultural understanding through first-hand interaction amongst students.
Requirements	The incoming exchange students who apply for IESAS are nominated by their home institutions in their third or final years of undergraduate studies or currently studying for a postgraduate degree.

	Non-credit bearing students are expected to interact with HKDI students and actively participate in design-related events during their stay in Hong Kong: 1. Share knowledge and expertise with HKDI's higher diploma students to enhance their international exposure, cultural experience and research potential; 2. Provide academic coaching, guidance and advice to HKDI's higher diploma students on specific areas of design studies; 3. Conduct research studies of their own choice advised by senior academic staff of various departments at HKDI, namely: - Department of Architecture, Interior & Product Design; - Department of Communication Design and Digital Media; - Department of Design Foundation Studies; - Department of Fashion and Image Design; and 4. Participate in HKDI students' learning activities, such as project works and field studies.
Contact Hours	The incoming exchange students under IESAS are usually required to commit no less than 110 contact hours (approximately 6-6.5 hours per week) throughout the scheme to meet and interact with HKDI's higher diploma students.
Tuition Fee	The registered students of the partner institutions who join the IESAS will be exempted from the tuition fee of HKDI, in accordance with the memorandum of understanding.

For the Allowance section:

A monthly allowance of **HKD9,750**[#1] will be provided to support the stay of the incoming exchange students under IESAS covering accommodation, meals, transportation and miscellaneous expenses.

Items	Estimated Allowance (per calendar month)
Accommodation[#2]	HKD2,750 in AY1819 (subject to annual review)
Meals, Transportation and Miscellaneous	HKD7,000
Total	**HKD9,750**

#1 The allowance is eligible only for the incoming exchange students under IESAS who received valid study visa issued by the Hong Kong Special Administrative Region (HKSAR) and completed the student registration process at HKDI. The amount of allowance is subject to annual review.

#2 VTC Halls of Residence (Pokfulam and Tsing Yi) would be an option and if they choose to stay in the dormitory, a monthly allowance for meals, transportation and miscellaneous fees at HK$7,000 will be provided. The accommodation fee of VTC Halls of Residence is subject to annual review.

Nomination	
Deadline	Autumn Semester: **31st March**
	Spring Semester: **31st July**
Document	1. Digital Portfolio 2. Curriculum Vitae (CV); and 3. Letter of Motivation
Submission	By email to Ms Annie Lam, annielam@vtc.edu.hk
Processing Time	2 weeks
Results	After examining the nominees' CV, digital portfolios and letters of motivation, an application pack will be sent to candidates selected by both institutions.
Application	
Deadline	Autumn Semester: **15th May**
	Spring Semester: **15th October**

Document	1. <u>Exchange Programme</u>
	   a. Application for Incoming Student Exchange Programme (ISEP-1) with photograph inserted;
	   b. Proposed Learning Agreement;
	   c. Application for VTC Hall of Residence (if applicable);
	   d. Photocopy of school transcript;
	   e. Photocopy of travel document containing personal particulars, date of issue, date of expiry and/or details of any re-entry visa held (if applicable);
	   f. Photocopy of proof of financial support, e.g. bank statements, savings account passbooks, tax receipts and salary slips;
	   g. Photocopy of medical and health insurance;
	
	2. <u>Study Visa</u>
	   a. Application for Entry for Study in Hong Kong (ID995A) with photograph affixed;
	   b. Application for Student Visa Sponsorship and Declaration (ISS-SV1);
	   c. 4 recent passport photographs;
	   d. Photocopy of travel document containing personal particulars, date of issue, date of expiry and/or details of any re-entry visa held (if applicable);
	   e. Photocopy of proof of financial support, e.g. bank statements, savings account passbooks, tax receipts and salary slips
	http://ido.vtc.edu.hk/en/relevant_resources_list/160

Submission	All e-document should be sent by email to: Mr Tony Liu, tonyliu829@vtc.edu.hk Official copies should be submitted by courier to International Development Office, 16/F Vocational Training Council, 27 Wood Road, Wan Chai, Hong Kong
Fee	HKD460

Updated in Jan 2019

Processing Time	10 Weeks (providing that all original copies of the completed forms and required documents are received)
Collection of Visa	Once the visa / entry permit labels are ready, International Student Section at VTC will collect them on behalf of HKDI and send the permit labels to the applicants immediately. If applicants receive the visa labels in Hong Kong, they will have to exit and re-enter Hong Kong to formally activate their study visas.

Registration

Time	Upon arrival at HKDI
Document	1. ID / Passport; 2. Visa / Entry Permit Label 3. Landing Slip; and 4. Personal Data Form
Location	B001, Campus Secretariat, HKDI
Details	Upon registration, student(s) of IESAS programme will receive - a student e-mail account and - a student card The monthly allowance will also be effective upon registration.

Programme

Language of Instruction	English
Programmes	1. Advertising Design DE124101 2. Architectural Design DE114501 3. Costume Design for Performance DE114306 4. Event and Exhibition Design DE114510 5. Fashion Branding and Buying DE114304 6. Fashion Design DE124301 7. Fashion Design Menswear DE114307 8. Fashion Image Design DE114303 9. Fashion Media Design DE114305 10. Furniture and Lifestyle Product Design DE114507 11. Illustration DE114112 12. Interior Design DE114504 13. Jewellery Design and Technology DE114509 14. Landscape Architecture DE114502 15. Product Design DE114505 16. Stage and Set Design DE114508 17. Visual Arts and Culture DE114105 18. Visual Communication DE114106 19. Visual Design for Journalism DE114701

Living

Accommodation	VTC Halls of Residence
	1. VTC Hall of Residence (Pokfulam)
	   145 Pokfulam Road, Hong Kong
	2. VTC Hall of Residence (Tsing Yi)
	   20B Tsing Yi Road, Tsing Yi Island,
	   New Territories, Hong Kong

	Cost: HKD**2,750**/month for AY2018/19 (subject to annual review) Miscellaneous fees will be charged separately.
Insurance	- It is mandatory for incoming exchange students to make their own arrangements for travel and health insurance to cover the entire period of their studies in Hong Kong. - Insurance shall cover (but not limited to) travel, personal accident, medical expenses (accident and non-accident), hospitalisation and emergency evacuation / repatriation. - Students are required to provide proof of coverage prior to arrival.
Cost of Living	Accommodation: HKD2,750/month (VTC Hall of Residence) Miscellaneous: HKD3,500/month Food: HKD3,500/month Transportation: HKD2,000/month **Total Cost of Living: HKD11,750/month (housing included)** http://studyinhongkong.edu.hk/en/live-in-hong-kong/introduction.php

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Member of VTC Group
VTC 機構成員

Keys Dates for Higher Diploma Programme

Academic Year 2018/19 (for reference only)*

Year 2018

3 September	Semester 1 / Autumn Semester Commencement
25 September	General Holiday (Day following Chinese Mid-autumn Festival)
1 October	General Holiday (National Day)
17 October	General Holiday (Chung Yeung Festival)
20 – 31 December	Institute Holiday & General Holiday (Christmas Day & first weekday after Christmas Day)

Year 2019

1 January	General Holiday (First day of January)
2 – 10 January	Examination Period (Semester 1)
14 January	Semester 2 / Spring Semester Commencement
4 – 7 February	Institute Holiday & General Holiday (Lunar New Year's Day, second day of Lunar New Year & third day of Lunar New Year)
5 April	General Holiday (Ching Ming Festival)
17 April – 23 April	General Holiday (Good Friday, day following Good Friday & Easter Monday) & Institute Holiday
1 May	General Holiday (Labour Day)
6 – 15 May	Examination Period (Semester 2)
13 May	General Holiday (Birthday of Buddha)
17 May	Semester 3 Commencement (NHD)
7 June	General Holiday (Tuen Ng Festival)
1 July	General Holiday (HKSAR Establishment Day)
18 – 24 July	Examination Period (Semester 3)
25 July – 31 August	Summer Break

*Key Dates for Academic Year 2019/20 will be released in May 2019

Updated in May 2018