

**STUDENT EXCHANGE APPENDIX**  
**to the**  
**AGREEMENT OF COOPERATION**  
**between**  
**CITY UNIVERSITY OF HONG KONG ,**  
**HONG KONG SPECIAL ADMINISTRATIVE REGION,**  
**PEOPLE'S REPUBLIC OF CHINA**  
**and**  
**THE STATE UNIVERSITY OF NEW YORK AT STONY BROOK,**  
**UNITED STATES OF AMERICA**

In accordance with Section II of the Agreement of Cooperation, the following mechanisms designed to encourage and facilitate the exchange of students of the City University of Hong Kong (CityU) and the State University of New York at Stony Brook (SBU) are hereby established:

1. Students are to be exchanged for one full academic year or for one semester. During each academic year, both institutions shall exchange students on a one-to-one basis with up to four semester-long places each year. The absence of exchange during any one academic year is possible and does not nullify the Agreement. CityU and SBU agree to achieve full reciprocity for the student exchange within three years. This balance may be achieved by an exchange of an equal number of students or other academic exchanges.
2. If there are more students interested in participating in the exchange program than places available in any year, these students may apply to be admitted as "not-for-degree" visiting students and pay the full standard fees applicable to visiting students.
3. The exchange program shall be open to undergraduate student of both institutions who have completed at least one year of undergraduate study. Initial selection of students will take place at the home institution; however, the host institution reserves the right to deny admission to any student not meeting its general admission criteria. If the host institution rejects any proposed candidate, the home institution may nominate additional candidates for consideration.
4. Student dossiers should be received at the SBU on or no later than March 15 for fall admissions and October 15 for spring admissions. Student dossiers should be received at CityU on or no later than May 1 for fall admissions and October 15 for spring admissions.
5. Each host university shall assist incoming students in arranging accommodation. Students shall be responsible for their own housing and meal costs.

6. Admitted students shall be responsible for normal and customary tuition, orientation, housing and meal costs. Where reciprocity exists, the host university shall waive tuition costs for incoming students.
7. Exchange students shall be required to enroll in the mandatory SBU insurance program and shall be responsible for all deductible costs related to health care services. Students studying at CityU on exchange shall be responsible for their own medical insurance.
8. Students must be enrolled in a full-time course load at the host university for the duration of the program and in accordance with the student's degree program.
9. Students shall be free to choose courses from the full range of courses available at the host university, provided they satisfy course prerequisites. It is the responsibility of the exchange student to have obtained agreement from their home faculty that upon successful completion of the subjects at the host institution, full credit will be granted towards the degree at their home institution.
10. Students shall comply with all rules, regulations and laws applicable to the host university, including relevant academic standing and conduct requirements. Neither university shall be liable for the acts of the other or for the acts of students participating in this exchange.
11. Students who participate in the exchange program will not be degree candidates at the host university.
12. On the request of the student, at the end of a student's program overseas, the host university shall send to the home institution an official record of coursework completed at the host university.
13. Each university shall assess the academic work completed at the other university and shall award credit to its students in accordance with its own academic policies and regulations.
14. The host university shall assist incoming students to obtain visas and other documents required for entry to the host country. To comply with host country regulations, exchange students shall be required to provide a guarantee that they have financial resources sufficient to meet all expenses. The host institution shall not be liable for any failure on the part of the participant to obtain the necessary documents.
15. The host institution shall provide exchange students with an identifiable contact responsible for assisting students with enrolment & welfare issues.

16. The host institution shall organize an orientation program for the students upon their arrival.


17. Notification to SBU: Professor William Arens  
Dean, International Academic Programs  
Stony Brook University  
E-5340 Melville Library  
Stony Brook, NY 11794-3397, U.S.A.  
Phone: 631-632-7030  
Fax: 631-632-6544


Notification to CityU: Dr. Zhu Guobin  
Director of External Liaison and Cooperation Office  
Room 4105, Cheng Yick Chi Building  
Tat Chee Avenue, Kowloon  
Hong Kong  
Phone : 852 - 2788 7288  
Fax : 852 - 2788 7445


18. This Appendix shall be in effect for the same period as the Agreement of Cooperation and may be adjusted in writing upon mutual agreement of the two parties. For matters not covered in Appendix, the universities shall consult their Agreement of Cooperation.

Signed on behalf of  
City University of Hong Kong

Signed on behalf of  
The State University of New York at  
Stony Brook

  
\_\_\_\_\_  
Professor Hsin-Kang Chang  
President  
Date : 3 July 2006

  
\_\_\_\_\_  
Dr. Shirley Strum Kenny  
President  
Date : 24/7/06

  
\_\_\_\_\_  
Professor William Arens  
Dean of International Academic Programs  
Date: 20/7/06