SHTM International Student Exchange

Year 2 Briefing Session
17 January 2025

THE HONG KONG POLYTECHNIC UNIVERSITY
香港理工大學

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SCHOOL OF HOTEL &
TOURISM MANAGEMENT

You have been nominated to the student exchange programme in semester one/two, 2025-26.

How much do I need to budget?

Destination	Accommodation	Meals	Insurance	Daily Expenses	Flight	VISA
	Per month (HKD)	Per month (HKD)	Per semester (HKD)	Per month (HKD)	(HKD)	(HKD)
Continental Europe	4,000 - 8,000	2,000 - 5,000	1,500 - 4,000	1,000 - 3,000	6,000 - 9,000	600 - 5,000
Eastern Europe	2,000 - 4,000	1,500 - 5,000	1,000 - 2,500	1,000 - 2,000	5,500 - 9,000	400 - 1,000
Nordic	2,000 - 7,000	3,000 - 5,000	2,000 - 3,000	500 - 1,500	6,000 - 8,000	1,000 - 5,000
Southeast Asia	2,000 - 4,500	1,500 - 5,000	500 - 3,000	500 - 1,000	2,000 - 7,000	200 - 1,500
East Asia	1,000 - 4,000	1,500 - 3,500	1,000 - 4,000	1,000 - 2,000	2,000 - 7,000	400 - 600
Oceania	3,500 - 10,000	1,500 - 5,500	1,000 - 4,000	1,000 - 1,500	5,000 - 9,000	2,000 - 5,000
North America	6,000 - 8,000	4,000 - 5,000	2,000 - 6,000	3,500 - 4,500	11,000 - 15,000	800 - 2,000
Chinese Mainland	200 - 700	600 - 2,000	1,100	100 - 500	1,000 - 4,000	0 - 400
Taiwan	500 - 1,500	700 - 2,500	1,100	60 - 250	1,800 - 3,000	0 - 150

- The above estimates are for reference only.
- The actual amount required will vary depending on individuals' lifestyles and preferences.

SHTM students' expenses

Destination	Travel	Accommodation	Food	Insurance	Others	Total
Australia	$ 20,000	$ 30,000	$ 5,000	$ 3,000	$ 3,000	$ 61,000
Austria	$ 47,500	$ 15,000	$ 16,000	$ -	$ 20,000	$ 88,500
Canada	$ 20,700	$ 24,550	$ 7,300	$ -	$ 1,700	$ 53,400
France	$ 22,000	$ 7,400	$ 12,000	$ 1,000	$ 8,000	$ 50,400
South Korea	$ 11,333	$ 10,133	$ 16,667	$ 900	$ 19,333	$ 58,067
Spain	$ 20,000	$ 24,000	$ 15,000	$ 7,000	$ 5,000	$ 71,000
Switzerland	$ 100,000	$ 76,000	$ 20,000	$ 8,200	$ 90,000	$ 294,200
Taiwan	$ 3,000	$ 10,000	$ 7,000	$ 500	$ 4,000	$ 24,500
USA	$ 17,400	$ 30,667	$ 26,667	$ 5,833	$ 27,267	$ 107,833
Average	**$ 25,696**	**$ 23,436**	**$ 16,124**	**$ 3,441**	**$ 20,738**	**$ 85,556**

Financial Assistance

- You can receive a range of financial assistance via PolyU International Student Exchange Sponsorship and Exchange Grant to support your living costs during exchange studies overseas

- Such funding will be offered to all eligible applicants and the amount varies across programmes and institutions

- SHTM also provides additional scholarships for students with financial needs

- Information on other scholarships can be found on the website of the Student Affairs Office (SAO):

https://www.polyu.edu.hk/sao/student-resources-and-support-section/scholarships/scholarship-types/

Sources of Financial Assistance

Destination	GEO Scholarship for Student Exchange (GSSE) (HKD) CGPA of 3.0 or higher		GEO Funding for Student Exchange (GFSE) (HKD) Below CGPA of 3.0		GEO Exchange Grant (HKD)
	4 weeks or above AND less than 1 semester	Semester-long	4 weeks or above AND less than 1 semester	Semester-long	one-semester / whole year
Africa, Americas, Australasia, Europe, Middle East	11,000	19,000	7,700	13,300	15,000
Japan, Korea, Singapore	10,000	18,000	7,000	12,600	
Chinese Mainland (Guangdong Province)	4,100	8,300	2,900	5,800	
Chinese Mainland (Outside Guangdong)	5,800	10,500	4,100	7,300	
Taiwan	6,000	11,000	4,200	7,700	
Other parts in Asia	8,000	15,000	5,600	10,500	

Semester refers to study period in exchange university.

❖ Those regions/countries not listed above will be assessed by GEO on a case-by-case basis.
For more details, please refer to GEO's webpage:
https://www.polyu.edu.hk/geo/exchange-and-study-abroad/outgoing-students/semester-exchange/

Funding Available

Funding	Eligibility	Amount (HKD)	
		Semester Exchange	Summer Exchange
GEO Scholarship / GEO Funding for Student Exchange	• Eligible ONCE during the undergraduate studies • The first GEO outbound exchange activity • Students who withdraw from the exchange programme after accepting an offer from the School/GEO may no longer be eligible for this sponsorship in future student exchange activities.	5,800- 19,000	2,900- 11,000
GEO Exchange Grant	• Fulfil all the requirements for applying for GEO Scholarship / Funding for Student Exchange • Exchange for at least one regular semester • Local student with HKID • Grant recipient under Tertiary Student Finance Scheme – Publicly-funded Programmes (TSFS) by Student Finance Office (SFO) in the same academic year	15,000	N/A
HKSAR Government Subsidy	**A. Means-tested Schemes** i. Scheme for Subsidy on Exchange (SSE) ii. Scheme for Means-tested Subsidy on Exchange to "Belt and Road" regions (Means-tested SSEBR) For full-time Local UG in receipt of means-tested student financial assistance or whose families are in receipt of CSSA for particular Academic Year concerned. **B. Non-means-tested Scheme**	The amount of Government Subsidy is calculated by applying the approved level of student finance to the maximum level of subsidy based on the latest available application result from Student Finance Office (SFO).	
Funding from PRC Ministry of Education	• Subject to the announcement and arrangement by your Host institution in Chinese Mainland	Approximately RMB6,000	

HKSAR Government Subsidy

Means-tested Schemes

** Formula: (Destination + Duration) x %

Destination		Duration		
Asia (Inc Middle East) 3,000 Africa 7,000 Oceania & Europe 8,000 North America 9,000 Central & South America 15,000 & Caribbean	+	14-28 days 6,000 29-90 days 10,000 91-180 days 25,000 Over 180 days 45,000	x	**Proportion of Grant (%) approved as advised by The Student Finance Office (SFO)

** *The amount of financial assistance level (%) will be adjusted upward to 50% if the grant assistance level approved by SFO is lower than 50%.*

Non-means-tested Scheme

** Formula: Destination + Duration

Destination (HKD)		Duration (HKD)
Asia (Inc Middle East) 900 Africa 2,100 Oceania & Europe 2,400 Central & South America & 4,500 Caribbean	+	29-90 days 3,000 91-180 days 7,500

GEO's webpage: *https://www.polyu.edu.hk/geo/exchange-and-study-abroad/outgoing-students/semester-exchange/*

HKSAR Government Subsidy (Means-tested Schemes)

** Formula: (Destination + Duration) x %

Destination		Duration		
Asia (Inc Middle East)	3,000			**Proportion of Grant (%) approved as advised by The Student Finance Office (SFO)
Africa	7,000	14-28 days 6,000		
Oceania & Europe	8,000	+	29-90 days 10,000	x
North America	9,000	91-180 days 25,000		
Central & South America & Caribbean	15,000	Over 180 days 45,000		

** The amount of financial assistance level (%) will be adjusted upward to 50% if the grant assistance level approved by SFO is lower than 50%.

Scenario:

Mary goes to **Germany** for **one-semester exchange** and she has never applied for Government Subsidy during the whole undergraduate study.
She received 25% government grant from SFO for her study during Academic Year 2024/25.
Her subsidy amount will be: (8,000 + 25,000) x 50% = $16,500

Information on other scholarships can be found in **SAO** website:

* https://www.polyu.edu.hk/sao/student-resources-and-support-section/scholarships/scholarship-types/

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Scholarship Types

PolyU recognises the academic and/or non-academic achievements of our students through offering different types of scholarships to our students. Normally, these scholarships are awarded to current students pursuing full-time undergraduate programmes leading to PolyU awards *(i.e. HKCC, SPEED, PolyU inbound exchange students are not eligible)*.

Entry Scholarships for Prospective Students - awarded on the basis of admission results ＋

Post-entry Scholarships - awarded on the basis of PolyU academic results ＋

SHTM Outbound Exchange Process

Application for SHTM Exchange: Dec 2024

Selection Interviews: Jan 2025

Stage 1: Get Nominated by SHTM

Application for Exchange → Selection interview → Announcement of interview result → Nomination for exchange & SHTM Briefing Session

Stage 2: Apply for exchange to host university & pre-departure preparation

Apply to host university

Sem 1 exchange: Feb to May 2025
Sem 2 exchange: Sep to Nov 2025

Receive "Student Exchange Certification Letter" from PolyU GEO → Apply to host university → Submit application documents & learning agreement → Credit transfer arrangement — Submission of Prior Agreement for Subject Selection at Exchange-out Institution (Form AR41a)

↓

Apply for GEO Student Exchange Sponsorship ← Attend GEO Briefing Session & submit Pre-exchange essay ← Apply for student VISA, insurance, accommodation, booking for flights ← Receive acceptance letter/ email from host institution

Pre-departure preparation

Sem 1 exchange: Apr to Jul 2025
Sem 2 exchange: Nov 25 to Jan 26

SHTM Outbound Exchange Process

Stage 3: After departure for exchange study

Sem 1 Exchange:
Sep 2025 to Jan 2026

Sem 2 Exchange:
Jan to Jul 2026

*Depends on host university term date

Inform SHTM International Student Exchange Coordinator upon arrival

Study hard
Play hard

Be a good ambassador for SHTM

Stage 4: Return to SHTM

After the exchange:

Sem 1 exchange:
Jan 2026

Sem 2 exchange:
Jul 2026

Submit a post exchange report

Submit transcript from the host institution for credit transfer

Share exchange experience with other students

Student's Responsibilities

Getting Nominated by SHTM

- Submit application
- Attend an interview
- Attend the SHTM exchange briefing

Apply to host university

- **Apply to the host university before the deadline**
- Prepare supporting documents (e.g. English Language Proficiency Certificate, Passport, Official transcript, etc.)
- Check for credit transfer
- Maintain a good GPA to ensure you meet the exchange university's requirement

Pre-departure preparation

- Plan your travel (check orientation dates, Exam period, other key events)
- Apply for a Visa
- Organizing accommodation, insurance, air tickets, etc.
- Attend GEO pre-departure briefing
- Apply for exchange scholarship / funding

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Student's Responsibilities

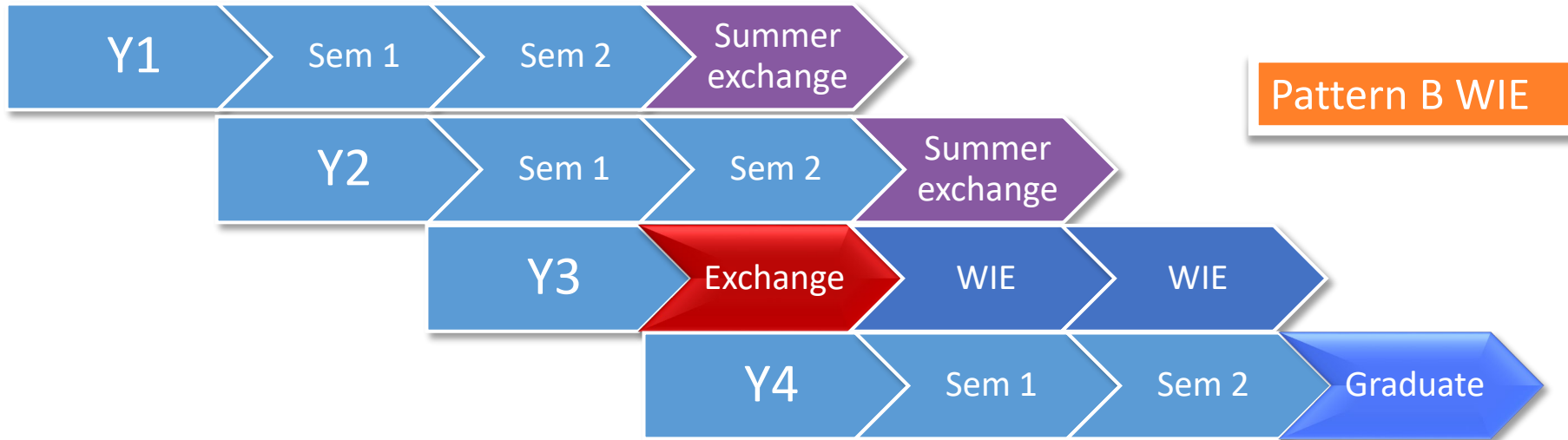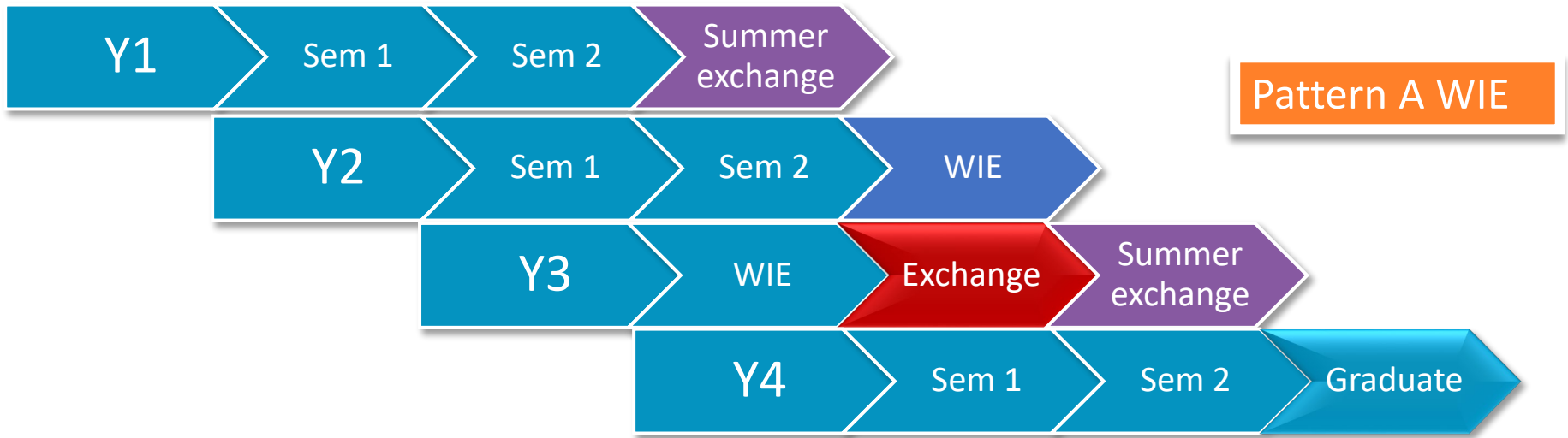| During Exchange	After Exchange	Share your experience
• Be a good ambassador for SHTM and PolyU • Study hard • Play hard	• Obtain <u>official transcript</u> from host university and submit it to SHTM • Submit a 1-minute exchange video and 3 photos • Complete post-exchange reflection report • Complete credit transfer process (eStudent > form AR41c)	• SHTM outbound exchange information sharing session • Serve as a "buddy" for SHTM exchange students • PolyU Education Information day • PolyU Consultation Day • SHTM Student Exchange FB page and IG page

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What do I need to do now?

Pattern A WIE

Y1 — Sem 1 — Sem 2 — Summer exchange
Y2 — Sem 1 — Sem 2 — WIE
Y3 — WIE — Exchange — Summer exchange
Y4 — Sem 1 — Sem 2 — Graduate

Pattern B WIE

Y1 — Sem 1 — Sem 2 — Summer exchange
Y2 — Sem 1 — Sem 2 — Summer exchange
Y3 — Exchange — WIE — WIE
Y4 — Sem 1 — Sem 2 — Graduate

Bachelor of Science (Honours)
in Hotel and Tourism Management
(Hotel Management) – (24446-HMH)
酒店及旅遊管理(榮譽)理學士 (酒店管理)

Bachelor of Science (Honours)
in Hotel and Tourism Management
(Smart Tourism and Hospitality) – (24446-HMS)
酒店及旅遊管理(榮譽)理學士 (智慧旅遊及酒店產業)

Bachelor of Science (Honours)
in Hotel and Tourism Management
(Event and Experience Management) – (24446-HME)
酒店及旅遊管理(榮譽)理學士 (會展及體驗管理)

Within the
Bachelor of Science (Honours)
Scheme in Hotel and Tourism Management (24446)
酒店及旅遊管理**(榮譽)**理學士組合課程

Programme Requirement Document

Review the BSc program document and think about your Specialism:

Hotel & Tourism Management
Smart Tourism & Hospitality
Event & Experience Management

Credit Requirements for Graduation	:	**124** (students taking a minor) or **121** (students taking free electives) academic credits, plus **7** training credits (6 training credits of Work-Integrated Education (WIE), and 1 training credit of Professional Development.)
Requirement for General University Requirements (GUR)	:	To fulfil the Requirement for General University Requirements (GUR), students are required to complete 30 credits in GUR subjects.
China Studies Requirement (CSR)	:	A minimum of 3 credits on any subjects designated as "China-related" subjects should be chosen from the 4 cluster areas to fulfil the China-Studies Requirement (CSR). China-related subjects can also contribute to CSR.
Discipline Specific Requirement (DSR)	:	Students have to complete 76 credits to fulfil the Major study (DSR) requirement.
Overall English and Chinese Language Requirement	:	<u>Language and Communication Requirement (LCR)</u> The Language and Communication Requirement (LCR) consists of two 3-credit English language subjects and one 3-credit Chinese language subject. Students who are weaker linguistically are required to take a further one or two credit-bearing language enhanced subjects. Students' language level upon entry will be assessed with reference to their overall and sub-score on the Hong Kong Diploma of Secondary Education (HKDSE). Separate arrangements will be made to assess those students who have not taken the HKDSE. <u>Writing Requirement (W)</u> Students are required to pass one subject that includes a requirement for a substantial piece of writing in English and one subject with a requirement for a substantial piece of writing in Chinese among those taken within the Cluster Area Requirement (CAR). <u>Reading Requirement (R)</u> Students are required to pass one subject that includes a requirement for reading of an extensive text in English and one subject with a requirement for reading of an extensive text in Chinese among those taken within the Cluster Area Requirement (CAR). <u>Discipline Specific Language Requirement</u> Students are required to take at least two 2-credit subjects in DSR in which students are required to do a significant assignment using language in a disciplinary setting. One of these courses would involve English while the other would involve Chinese. These subjects would include a substantial assessed product, in spoken or written form, that would be assessed for the appropriateness and accuracy of the language used.
CHIA Professional Course Requirement		Hotel Management Students are required to fulfill the Certification in Hotel Industry Analytics (CHIA) as a compulsory graduation requirement

Check the credit requirements for graduation

⬇

Plan to complete all the GUR, CAR, and Service learning courses in **Year 1** and **Year 2**

⬇

Decide your mode of WIE (Block or Part-time)

Figure 1: Programme Structure of BSc (Hons) in Hotel and Tourism Management (124 or 121 credits)

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│           General University Requirements (GUR)          │
│                                                           │
│   Requirement in Healthy Lifestyle (0 credits)           │
│   Language & Communication Requirement (LCR) (9 credits)  │
│   Cluster Area Requirement (CAR) (12 credits)            │
│   Common Mandatory Subjects (9 credits)                  │
│                                                           │
│                     (30 credits)                          │
└─────────────────────────────────────────────────────────┘

        ┌───────────────────────────────────────────┐
        │     Discipline Specific Requirement (DSR)   │
        │                                             │
        │        Common Subjects (52 credits)         │
        │        Specialist Subjects (18 credits)     │
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DSR - Honours Thesis / Capstone Project Option

(6 credits)

Option 1	Option 2
Honour Thesis I	Innovation and Entrepreneurship in Hospitality, Tourism and Events I
Honour Thesis II	Innovation and Entrepreneurship in Hospitality, Tourism and Events II

__Option 1__	__Option 2__
Minor (18 credits)	Free Electives (15 credits)
6 subjects	5 subjects

Decide whether you will take Honours Thesis or Capstone Project. If you choose Honors Thesis, ensure prerequisites are fulfilled before your final year.

Identify subjects to transfer credits and final year subjects to study. Prioritize credit transfer for Programme-related subjects.

Prepare the study plan to plan how you will complete all the required credits before the end of your final year.

If credit transfer for Year 3 subjects cannot be obtained in the exchange semester, these subjects should be taken in Sem 1 of your final year.

Appendix 3: Indicative Progression Pattern of Hotel Management Specialism
(Including a Major with Minor or Free Elective Study)

Subject Title	Subject Code	Credit Value Academic	Credit Value Training
Year 1, Semester 1			
Introduction to Hospitality, Tourism and Events	HTM1014	3	
Introduction to Food and Beverage Operations	HTM2306	3	
Language & Communication Requirement I - English	ELCxxxx	3	
Language & Communication Requirement II - Chinese	CLC1104P	3	
GUR Subject - Leadership Education and Development (LEAD)	xxxx	3	
GUR Subject - Healthy Lifestyle Subject	xxxx	0	
	Sub-total	15 credits	
Year 1, Semester 2			
Delivering Service Quality	HTM2305	3	
Managing Organizations in Hospitality, Tourism and Events	HTM2323	3	
Marketing Hospitality, Tourism & Events in the Digital Age	HTM2325	3	
Language & Communication Requirement III - English	ELCxxxx	3	
Introduction to AI and Data Analytics (GUR-AIDA) Requirement	xxxx	2	
Introduction to Innovation and Entrepreneurship (GUR-IE) Requirement	xxxx	1	
	Sub-total	15 credits	
Year 2, Semester 1			
Introduction to Psychology or Introduction to Sociology (Fulfill one DSR 3-credit subject and Cluster Area A requirement)	APSS111 or APSS112	3	
Hotel Operations	HTM2303	3	
Accounting and Control in Hospitality, Tourism and Events	HTM2322	3	
Consumer Behaviour in Hospitality, Tourism and Events	HTM3221	3	
GUR Subject - Cluster Area Subject I	xxxx	3	
GUR Subject - Cluster Area Subject II	xxxx	3	
	Sub-total	18 credits	
Year 2, Semester 2			
Introduction to Statistics for Business	AMA1501	3	
Resort Management	HTM3230	3	
Technology Strategy in Hospitality, Tourism and Events	HTM3224	3	
English Communication for Hospitality and Tourism Management	ELC3721	2	
Chinese Communication for Hospitality and Tourism Professionals	CLC3281P	2	
Professional Development	HTM3211	0	1
GUR Subject - *Cluster Area Subject III	xxxx	3	
GUR Subject - *Cluster Area Subject IV	xxxx	3	
	Sub-total	19 credits	1 credit
Year 2, Summer Term			
Work Integrated Education Option I	HTM3213	0	
Year 3, Semester 1			
Work Integrated Education Option I (No classes for students taking the WIE in this semester)	HTM3213	0	6
Managerial Concepts in Food and Beverage Operations	HTM3203	3	
Analysing and Interpreting Research	HTM3205	3	
Financial Management in Hospitality, Tourism and Events	HTM3222	3	
Managing Human Resources in Hospitality, Tourism and Events	HTM3226	3	
Minor / Free Elective I	xxxx	3	
Minor / Free Elective II	xxxx	3	
Minor	xxxx	3	
	Sub-total	0 credit or 18 credits (F) 21 credits (M)	0 credit or 6 credits

Subject Title	Subject Code	Credit Value Academic	Credit Value Training
Year 3, Semester 2			
Work Integrated Education Option II (No classes for students taking the WIE in this semester)	HTM3214	0	
Managerial Concepts in Food and Beverage Operations	HTM3203	3	
Analysing and Interpreting Research	HTM3205	3	
Financial Management in Hospitality, Tourism and Events	HTM3222	3	
Managing Human Resources in Hospitality, Tourism and Events	HTM3226	3	
Minor / Free Elective I	xxxx	3	
Minor / Free Elective II	xxxx	3	
Minor	xxxx	3	
GUR Subject – Service Learning	xxxx	////////	
	Sub-total	0 credit or 18 credits (F) 21 credits (M)	
Year 3, Summer Term			
Work Integrated Education Option II	HTM3214	0	6
Certification in Hotel Industry Analytics	HTM1000	0	0
GUR Subject – Service Learning (Con't)	xxxx	////////	
	Sub-total	3 credits	0 credit or 6 credits
Year 4, Semester 1			
Revenue Management	HTM4337	3	
Social and Environmental Responsibility and the Law	HTM4358	3	
Big Data Analytics in Hospitality, Tourism and Events	HTM4350	3	
Honours Thesis I or Innovation and Entrepreneurship in Hospitality, Tourism and Events I	HTM4338 or HTM4356	0	
Minor / Free Elective III	xxxx	3	
Minor / Free Elective IV	xxxx	3	
	Sub-total	15 credits	
Year 4, Semester 2			
Food and Beverage Management	HTM4305	3	
Hospitality Asset Management	HTM4359	3	
Strategic Management in Hospitality, Tourism and Events	HTM4349	3	
Honours Thesis II or Innovation and Entrepreneurship in Hospitality, Tourism and Events II	HTM4339 or HTM4357	6	
Minor / Free Elective V	xxxx	3	
	Sub-total	18 credits	
	Total	124 credits (Minor) 121 credits (Free Electives)	7 credits

Appendix 5: Indicative Progression Pattern of Smart Tourism and Hospitality Specialism (Including A Major with Minor or Free Elective Study)

Subject Title	Subject Code	Credit Value	
		Academic	Training
Year 1, Semester 1			
Introduction to Hospitality, Tourism and Events	HTM1014	3	
Introduction to Food and Beverage Operations	HTM2306	3	
Language & Communication Requirement I - English	ELCxxxx	3	
Language & Communication Requirement II - Chinese	CLC1104P	3	
GUR Subject - Leadership Education and Development (LEAD)	xxxx	3	
GUR Subject - Healthy Lifestyle Subject	xxxx	0	
	Sub-total	15 credits	
Year 1, Semester 2			
Delivering Service Quality	HTM2305	3	
Managing Organizations in Hospitality, Tourism and Events	HTM2323	3	
Marketing Hospitality, Tourism and Events in the Digital Age	HTM2325	3	
Language & Communication Requirement III - English	ELCxxxx	3	
AI and Data Analytics (GUR-AIDA) Requirement	xxxx	2	
Innovation and Entrepreneurship (GUR-IE) Requirement	xxxx	1	
	Sub-total	15 credits	
Year 2, Semester 1			
Introduction to Psychology or Introduction to Sociology (Fulfil one DSR 3-credit subject and Cluster Area A requirement)	APSS111 or APSS112	3	
Digital Transformation in Tourism and Hospitality	HTM2327	3	
Accounting and Control in Hospitality, Tourism and Events	HTM2322	3	
Consumer Behaviour in Hospitality, Tourism and Events	HTM3221	3	
GUR Subject - *Cluster Area Subject I	xxxx	3	
GUR Subject - *Cluster Area Subject II	xxxx	3	
	Sub-total	18 credits	
Year 2, Semester 2			
Introduction to Statistics for Business	AMA1501	3	
Smart Service Design in Tourism and Hospitality	HTM3228	3	
Technology Strategy in Hospitality, Tourism and Events	HTM3224	3	
English Communication for Hospitality and Tourism Management	ELC3721	2	
Chinese Communication for Hospitality and Tourism Professionals	CLC3281P	2	
Professional Development	HTM3211	0	1
GUR Subject - *Cluster Area Subject III	xxxx	3	
GUR Subject - *Cluster Area Subject IV	xxxx	3	
	Sub-total	19 credits	1 credit
Year 2, Summer Term			
Work Integrated Education Option I	HTM3213	0	
Year 3, Semester 1			
Work Integrated Education Option I (No classes for students taking the WIE in this semester)	HTM3213	0	6
Tourism and Hospitality Management Information System	HTM3229	3	
Analysing and Interpreting Research	HTM3205	3	
Financial Management in Hospitality, Tourism and Events	HTM3222	3	
Managing Human Resources in Hospitality, Tourism and Events	HTM3226	3	
Minor / Free Elective I	xxxx	3	
Minor / Free Elective II	xxxx	3	
Minor	xxxx	3	
	Sub-total	0 credit or 18 credits (F) 21 credits (M)	0 credit or 6 Credits

Subject Title	Subject Code	Credit Value	
Year 3, Semester 2			
Work Integrated Education Option II (No classes for students taking the WIE in this semester)	HTM3214	0	
Tourism and Hospitality Management Information System	HTM3229	3	
Analysing and Interpreting Research	HTM3205	3	
Financial Management in Hospitality, Tourism and Events	HTM3222	3	
Managing Human Resources in Hospitality, Tourism and Events	HTM3226	3	
Minor / Free Elective I	xxxx	3	
Minor / Free Elective II	xxxx	3	
Minor	xxxx	3	
*GUR Subject – Service Learning	xxxx	0	
	Sub-total	0 credit or 18 credits (F) 21 credits (M)	
Year 3, Summer Term			
Work Integrated Education Option II	HTM3214	0	6
Certification in Hotel Industry Analytics	HTM1000	0	
*GUR Subject – Service Learning (Con't)	xxxx	3	
	Sub-total	3 credits	0 credit or 6 credits
Year 4, Semester 1			
Social and Environmental Responsibility and the Law	HTM4358	3	
Tourism Economics and Policy	HTM4363	3	
Big Data Analytics in Tourism and Hospitality	HTM4350	3	
Honours Thesis I or Innovation and Entrepreneurship in Hospitality, Tourism and Events I	HTM4338 or HTM4356	0	
Minor / Free Elective III	xxxx	3	
Minor / Free Elective IV	xxxx	3	
	Sub-total	15 credits	
Year 4, Semester 2			
Artificial Intelligence in Tourism and Hospitality	HTM4362	3	
Social Media and Digital Marketing Analytics	HTM4364	3	
Strategic Management in Hospitality, Tourism and Events	HTM4349	3	
Honours Thesis II or Innovation and Entrepreneurship in Hospitality, Tourism and Events II	HTM4339 or HTM4357	6	
Minor / Free Elective V	xxxx	3	
	Sub-total	18 credits	
	Total	124 credits (Minor) or 121 credits (Free Electives)	7 credits

Appendix 7: Indicative Progression Pattern of Event and Experience Management Specialism (Including A Major with Minor or Free Elective Study)

Subject Title	Subject Code	Academic	Training
Year 1, Semester 1			
Introduction to Hospitality, Tourism and Events	HTM1014	3	
Introduction to Food and Beverage Operations	HTM2306	3	
GUR Subject - Leadership Education and Development (LEAD)	xxxx	3	
Language & Communication Requirement I - English	ELCxxxx	3	
Language & Communication Requirement II - Chinese	CLC1104P	3	
GUR Subject - Healthy Lifestyle Subject	xxxx	0	
Sub-total		15 credits	
Year 1, Semester 2			
Delivering Service Quality	HTM2305	3	
Managing Organizations in Hospitality, Tourism and Events	HTM2323	3	
Marketing Hospitality, Tourism & Events in the Digital Age	HTM2325	3	
Language & Communication Requirement III - English	ELCxxxx	3	
AI and Data Analytics (GUR-AIDA) Requirement	xxxx	2	
Innovation and Entrepreneurship (GUR-IE) Requirement	xxxx	1	
Sub-total		15 credits	
Year 2, Semester 1			
Introduction to Psychology or Introduction to Sociology (Fulfil one DSR 3-credit subject and Cluster Area A requirement)	APSS111 or APSS112	3	
Creating Service Experience	HTM2326	3	
Accounting and Control in Hospitality, Tourism and Events	HTM2322	3	
Consumer Behaviour in Hospitality, Tourism and Events	HTM3221	3	
GUR Subject - Cluster Area Subject I	xxxx	3	
GUR Subject - Cluster Area Subject II	xxxx	3	
Sub-total		18 credits	
Year 2, Semester 2			
Introduction to Statistics for Business	AMA1501	3	
Meeting Management	HTM3215	3	
Technology Strategy in Hospitality, Tourism and Events	HTM3224	3	
English Communication for Hospitality and Tourism Management	ELC3721	2	
Chinese Communication for Hospitality and Tourism Professionals	CLC3281P	2	
Professional Development	HTM3211	0	1
GUR Subject - *Cluster Area Subject III	xxxx	3	
GUR Subject - *Cluster Area Subject IV	xxxx	3	
Sub-total		19 credits	1 credit
Year 2, Summer Term			
Work Integrated Education Option I	HTM3213	0	
Year 3, Semester 1			
Work Integrated Education Option I (No classes for students taking the WIE in this semester)	HTM3213	0	6
Events Experience Management	HTM3231	3	
Analysing and Interpreting Research	HTM3205	3	
Financial Management in Hospitality, Tourism and Events	HTM3222	3	
Managing Human Resources in Hospitality, Tourism and Events	HTM3226	3	
Minor / Free Elective I	xxxx	3	
Minor / Free Elective II	xxxx	3	
Minor	xxxx	3	
Sub-total		0 credit or 18 credits (F) 21 credits(M)	0 credit or 6 credits

Subject Title	Subject Code	Academic	Training
Year 3, Semester 2			
Work Integrated Education Option II (No classes for students taking the WIE in this semester)	HTM3214	0	
Events Experience Management	HTM3231	3	
Analysing and Interpreting Research	HTM3205	3	
Financial Management in Hospitality, Tourism and Events	HTM3222	3	
Managing Human Resources in Hospitality, Tourism and Events	HTM3226	3	
Minor / Free Elective I	xxxx	3	
Minor / Free Elective II	xxxx	3	
Minor	xxxx	3	
GUR Subject – Service Learning	xxxx	0	
Sub-total		0 credit or 18 credits (F) 21 credits (M)	
Year 3, Summer Term			
Work Integrated Education Option II	HTM3214	0	6
GUR Subject – Service Learning (Con't)	xxxx	3	
Sub-total		3 credits	0 credit or 6 credits
Year 4, Semester 1			
Experience Mapping in Hospitality, Tourism and Events	HTM4360	3	
Social and Environmental Responsibility and the Law	HTM4358	3	
Big Data Analytics in Hospitality, Tourism and Events	HTM4350	3	
Honours Thesis I or Innovation and Entrepreneurship in Hospitality, Tourism and Events I	HTM4338 or HTM4356	0	
Minor / Free Elective III	xxxx	3	
Minor / Free Elective IV	xxxx	3	
Sub-total		15 credits	
Year 4, Semester 2			
Luxury Management	HTM4361	3	
Exhibition Management	HTM4344	3	
Strategic Management in Hospitality, Tourism and Events	HTM4349	3	
Honours Thesis II or Innovation and Entrepreneurship in Hospitality, Tourism and Events II	HTM4339 or HTM4357	6	
Minor / Free Elective V	xxxx	3	
Sub-total		18 credits	
Total		124 credits (Minor) or 121 credits (Free Electives)	7 credits

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Language requirements

Prepare your "Study Plan"

Semester One exchange

Name:		Programme:	**24446-** HMH / HMS / HME
Student ID:		Minor in: (if applicable)	
Exchange Out Institution (Name, Country) :			

Year 1 Sem 1	Course Code	Course Name	# of credits completed
1.			
2.			
3.			
4.			
5.			
6.			
7.			
8.			
		Total credits completed this semester:	

Year 1 Sem 2	Course Code	Course Name	# of credits completed
1.			
2.			
3.			
4.			
5.			
6.			

Prepare your "Learning Agreement"

THE HONG KONG POLYTECHNIC UNIVERSITY 香港理工大學

shtm SCHOOL OF HOTEL & TOURISM MANAGEMENT

LEARNING AGREEMENT

Between

The School of Hotel and Tourism Management of The Hong Kong Polytechnic University

And

Student Name: _____ Student ID No.: _____

Programme: BSc(Hons) in Hotel and Tourism Management (Hotel Management / Smart Tourism and Hospitality / Event and Experience Management)
[please cross the one not applicable]

Host Institute

Student has been accepted on exchange by the _____.

Duration and Mode of Study

Student will join the second semester of 2024/25 academic year in the _____ programme. The course will be delivered in English.

Post Exchange arrangement

Upon completion of the exchange, student must (Please tick ☑ appropriate):
  ☐ return to Hong Kong to continue with their study at SHTM prior to the beginning of the new semester.
  ☐ return to Hong Kong to commence the work integrated education.
  ☐ make their own travel arrangement to the destination to commence the overseas work

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THE HONG KONG
POLYTECHNIC UNIVERSITY
香港理工大學

Form AR 41a

APPLICATION FOR PRIOR AGREEMENT FOR SUBJECT SELECTION AT EXCHANGE-OUT INSTITUTION
(For exchange-out students only)
(Not applicable to Research programmes and PolyU award programmes administered by SPEED)

Please read the notes overleaf before completing this form.

I. PARTICULARS OF STUDENT

Name _____ Student No. ☐☐☐☐☐☐☐☐☐

Faculty/ Department _____ Programme Title _____

Programme ☐☐☐☐☐ — ☐☐☐ Stream

Programme Mode ☐ Full-time ☐ Part-time ☐ Mixed-mode
(Please ✓ as appropriate.)

Day-time Contact Number: _____ Email address: _____ Fax No. _____

II. DETAILS OF EXCHANGE

Period of exchange: Academic year 20_____/20_____

☐ First Semester   ☐ Second Semester   ☐ Summer Term
(Please ✓ as appropriate. More than one ✓ is allowed.)

Exchange Institution: _____
(please also specify the country)

Expected date of departure: _____

Expect to resume study at PolyU in Semester _____ of academic year 20_____/20_____

III. LIST OF SUBJECTS TO BE TAKEN AT EXCHANGE-OUT INSTITUTION

To be completed by the student						To be completed by the Subject Offering Department			
Subjects to be taken				Corresponding subjects offered at PolyU (leave it blank if no corresponding subject can be found)		Prepared to accept as		Reject	Endorsed by
Subject Level	Subject Title	Credit Value	Medium of Instruction	Subject code (credit value)	Subject Title	Subject-to-subject credit transfer (please specify the subject code of corresponding subject)*	Block credit transfer (please specify the recognised level of subject and its corresponding credit-value)*		
				( )			_____ (level) _____ (credit)		
				( )			_____ (level) _____ (credit)		

Credit Transfer Information

Students can refer to Academic Registry Webpage to check the previous approved subjects for credit transfer

Academic 教務處 Registry

85th THE HONG KONG POLYTECHNIC UNIVERSITY 香港理工大學

Credit Transfer Information (Outbound Activities)

This website contains successful credit transfer applications in the past and is for REFERENCE ONLY.

There is no guarantee that the subjects will be transferred as listed as subject contents may change from year to year. Final decision of credit transfer will rest with the programme and subject offering departments.

Students who intend to join outbound activities should submit an application (form AR41a) and seek prior approval before departure. If you would like to transfer subjects not listed on this webpage, or you have further questions about credit transfer, please reach your programme offering departments directly with supporting document (e.g. subject syllabuses) for advice.

Upon completion of your outbound activities, you should submit your application for credit transfer via form AR41c.

https://www.polyu.edu.hk/ar/credit_transfer_info/

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Global Engagement Office (GEO)

Webpage:
https://www.polyu.edu.hk/geo/exchange-and-study-abroad/outgoing-students/semester-exchange/

Email:
outbound.exchange@polyu.edu.hk

Tel: 2766 5116

Walk-in enquiry hours:
Mondays to Fridays (except public holidays): 3:00pm – 5:00pm

Address:
Global Engagement Office, ST305, 3/F, Ng Wing Hong Building, PolyU

Keep in touch ~!

Opening Minds • Shaping the Future
啟迪思維・成就未來

| Prospective Students | Exchange & Study Abroad | Partnerships | Advisory | News & Events | Resources | About GEO |

Home / Exchange & Study Abroad / Outgoing Students / Semester Exchange

Semester Exchange

About Semester Exchange

All Semester Exchange places are offered to you via Nomination made by your Faculty/School/Department. List of Host institutions available to you differs each Academic Year. Scroll down for options available at the current Academic Year for reference.

Am I Eligible to Apply?

You are eligible to apply if:

1. You are a full-time undergraduate degree-seeking student (Local or Non-local) in UGC-funded programme.
2. You have completed at least one year of study before the proposed Global Exchange
   (For Senior Intake student, please check with your Faculty/School/Department for eligibility).
3. You fulfill the minimum requirement(s) on CGPA, English language, if any, set by your Faculty/School/Department and/or your preferred Partner

GEO's webpage:

- *https://www.polyu.edu.hk/geo/exchange-and-study-abroad/outgoing-students/semester-exchange/*

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https://www.polyu.edu.hk/shtm/experience-and-opportunities/student-exchange-programme/outbound-student-exchange/

Important information

Deadline to decline offer:

7 February 2025

New policy for the academic year 2025/26:

- If a student withdraws from the exchange program after accepting an offer from the Faculty/School/Department/GEO, they may no longer be eligible for the GEO Scholarship/Funding for Student Exchange for any future exchange activities.

Dr. Ada Lo
Associate Professor
International Student Exchange Coordinator
Email: ada.lo@polyu.edu.hk
Tel: 34002237
Room TH602

Administrative Support
Ms. Linda Law
Executive Assistant
E:linda.law@polyu.edu.hk
T: 3400 2231
O: TH711 General Office