

## TPg Winter & Summer Abroad Financial Support Scheme By School of Business, Hong Kong Baptist University

### Introduction

The Scheme provides reimbursement-only financial support to encourage full-time and part-time taught postgraduate (TPg) students of the HKBU School of Business to participate in approved winter and summer abroad programmes. **No advance payments are provided.** Funds will be disbursed only after successful completion of the programme and verification of all required supporting documents. Incomplete submissions or delays in submission may result in processing delays or non-reimbursement.

### Eligibility Criteria for Application

1. Open to all full-time and part-time TPg students of the HKBU School of Business.
2. Applicants must have attained a minimum cGPA of 3.0 at the time of application.
  - 2.1. For newly admitted full-time and part-time TPg students who apply for the Winter Abroad programme at the start of the academic year before their first semester grades are released, eligibility will be assessed based on their undergraduate studies. Consequently, these applicants must have achieved a minimum graduation cGPA of 3.0 in their Bachelor's degree.
3. Students can only receive the sponsorship **once** during their TPg studies.
4. Students who have received or will receive any other HKBU financial support for the same programme **will NOT be considered**.

### Selection Process

Eligible students will be shortlisted based on their academic standing and application quality. Finalists will be invited for an interview to determine the award recipients

### Sponsorship Tiers (Maximum Amount of Reimbursement):

1. For programmes in Asia: Up to **HK\$5,000** per student.
2. For programmes in Europe, Americas and other non-Asian destinations: Up to **HK\$10,000** per student.

## Eligible Reimbursable Expenses

Reimbursement is limited to actual expenses incurred solely and exclusively for the programme during the period in the host country. All claims are subject to review and may be disallowed. Eligible categories include:

- a. Travel to and from the host country/ region
  - economy-class airfares, train, or vessel tickets only.
- b. Accommodation
  - Standard/student housing in the host country/region for the duration of the programme.
- c. Living expenses (must be fully itemised)
  - Meals, local transportation, insurance premiums, textbooks, and visa fees.

## Reimbursement Policy

### 1. Registration and Application Windows

Students must register via the **BUS Study Abroad Online Form** within the following annual windows:

- a. **Winter Abroad Programmes (normally December–January):** Register by **15 November 2026**.
- b. **Summer Abroad Programmes (normally May–August):** Register by **1 March 2027**.

Early registration is strongly encouraged due to limited places and interview slots.

2. The total reimbursement amount is capped: up to HK\$5,000 for programmes in Asia or up to HK\$10,000 for programmes in Europe, Americas, Oceania or other non-Asian destinations.
3. Only expenses incurred within the host country/ region are eligible for reimbursement.
4. Currency conversion will be based on the prevailing exchange rates set by the University.
5. To process reimbursement, students must submit the following supporting documents to the Mainland and Global Engagement Section **as soon as reasonably possible**. The deadlines for submission for the respective programmes are as follows:
  - **Winter Abroad Programmes: by 28 February 2027**
  - **Summer Abroad Programmes: by 30 September 2027**
6. Late Submissions will not be accepted.

**Required Documents:**

- a. Official Certificate of Completion issued by the host institution
- b. A completed Reimbursement Form for Winter/ Summer Abroad Programme
- c. Itemised Statement of Expenditure with supporting original receipts, e-tickets and boarding passes).
- d. Submission of a 3-minute reflection video in MP4 format covering key programme highlights, **OR** a social media post reflecting on the learning experience (including a direct link or a clear screenshot of the post).

The HKBU School of Business reserves all rights to amend these guidelines, adjust sponsorship amounts, modify eligibility or policies, or discontinue the Scheme at any time.

For any enquiries, please contact the Mainland and Global Engagement Section at busd-global@hkbu.edu.hk.