

Department of Communication Studies

Guidelines for Study Trips Outside of Hong Kong (AY2024-2025)

This document provides a framework for designing and implementing study trips outside of Hong Kong and outlines the expectations for students.

Study trips to destinations outside of Hong Kong form an important part of the overseas immersive and learning experience for students. To facilitate such opportunities, the department of communication studies (“Department”) will assume the main role in organizing study tours for our full-time undergraduate students and providing additional funding support.

1. Study tours organized by the Department

- 1.1. The Department typically organizes one tour in mid to late-May. Destinations, quota and estimated tour fees will be announced in the beginning of each academic year.
- 1.2. Study tours are meant to serve a significant academic purpose. At least two-thirds of the itinerary should be spent on learning activities with a strong educational component. These activities include but are not limited to visiting companies, taking field trips, participating in academic conferences, hosted visits to universities or institutions with strong educational value, attending guest lectures delivered by scholars or professional practitioners, and immersing in cultural experiences.
- 1.3. The person in charge of leading the study tour should be a full-time teaching, academic, or administrative staff. Priority to lead a study tour will be given to full-time lecturers in the Department. The staff to student ratio must be larger than 1:15. When the number of students in the tour group exceeds 30, a second staff tour leader is warranted when no tour guide from a travel agency accompanies the tour group.
- 1.4. The quota for each tour is expected to range between 20 (minimum) to 38 (maximum).
- 1.5. Students must pay the deposit and subsequent payments on time for the study tour before the trip commences. Students have the obligation to attend all the activities in the planned itinerary as well as complete a report (or an assignment which will be announced when details of the tour are released) before they can apply for reimbursement of funding support. The report should be completed within two weeks of the return from the trip.
- 1.6. If the student decides to withdraw from the study tour after it has been confirmed, the paid deposit and/or subsequent payments will not be refunded or transferred.

- 1.7. Students participating in a study tour shall sign an undertaking about their responsibilities and duties, such as staying as a group, paying for visa fees and personal expenses, attending the briefing, observing the local laws, rules, regulations, and so forth. Such undertaking will be stated in another document.

2. Funding support

- 2.1. Throughout the entire study period, each full-time undergraduate student in the Department shall receive a maximum of **HK\$8,000** subsidy provided by the School of Communication (“School”) for study tours. Students are expected to contribute at least HK\$2,000 per tour for regional trips (e.g., within Northeast Asia or to Southeast Asia) and at least HK\$4,000 per tour for long-haul trips.
- 2.2. Given the rise of airfares and hotel costs, the Department will offer each student an additional subsidy of 20% of the costs (up to **HK\$2000**) for a regional trip that **exceeds HK\$10,000**, and (up to HK\$4000) for a long-haul trip (excluding any incidentals such as visa fees and after deducting the minimum personal contribution plus any other subsidy or sponsorship not from the School) in the Academic Year 2024-2025. See illustrative examples in the Appendix.
- 2.3. Typically a student joins only ONE department-organized study tour. Nonetheless, each student may be reimbursed for no more than two eligible tours: a student uses only a portion of the school subsidy for one tour and then uses the remaining portion of the school subsidy together with the department subsidy for a second tour.
- 2.4. All subsidies are contingent to the availability of funds in the Department and continuity of funding support from the School.

3. Other fundable study trips

- 3.1. Apart from the study tours organized by the department, students are also eligible for funding support for presenting their work at an established overseas academic conference or competing in an established overseas competition related to communication studies. It is usually expected that students will be accompanied by a staff member of the Department during such trips. The costs of any accompanying staff should be covered by other funding sources (e.g., short-term staff development grant for conference presentation). Prior approval must be obtained from the Department prior to the study trip to any conference or competition.

- 3.2. Students may be eligible for funding support for participating in an overseas service leadership, social entrepreneurship, or volunteer project or programme (e.g., rebuilding homes for disaster victims) organized by a reputable non-profit organization, subject to the Department's approval
- 3.3. Students may also apply for funding support to participate in study tours organized by the School, other departments within the School, or another unit of the University on a case-by-case basis.

Appendix: Illustrative Examples of Funding Support in AY2024-2025

Example 1: Study tour to Singapore which costs HK\$13,000 per student

Student A (never used any subsidy before) shall receive HK\$8,000 subsidy from the School and HK\$2000 from the Department. He/she will be required to contribute HK\$3,000 for the tour.

Student B (previously used HK\$8,000 of the school's subsidy) shall receive no subsidy and will be required to contribute HK\$13,000 for the tour.

Example 2: Study tour to Amsterdam which costs HK\$25,000 per student

Student A (never used any subsidy before) shall receive HK\$12,000 subsidy (HK\$8,000 from the School and HK\$4,000 from the Department) and will be required to contribute HK\$13,000 for the tour.

Student B (previously used both the School's and the Department's subsidies) shall receive no subsidy and will be required to contribute HK\$25,000 for the tour.

Example 3: Study tour to Taiwan which costs HK\$8,000 per student

Student A (never used any subsidy before) shall receive HK\$6,000 subsidy from the School and will be required to contribute HK\$2,000 for the tour.

Student B (previously used the School's subsidy) shall receive no subsidy and will be required to pay the full cost of HK\$8,000 for the tour.