**Attachment VI**

**THE EDUCATION UNIVERSITY OF HONG KONG**

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| **Developmental and Operational Guidelines for Experiential Learning Courses with Overseas Elements** |

**Developmental guidelines**

1. Definition
2. Experiential Learning Courses (ELCs) with Overseas Elements is a type of ELCs in which students will go on thematic overseas study tours as part of the course experiential learning activities.
3. Course-specific features
4. For ELCs with Overseas Elements, the themes for the overseas study tours may vary according to the course-specific foci, e.g., education, history and culture, conservation, health care, law, business, media/ communication, development issues, humanitarian work, etc.
5. While the emphasis of ELCs with Overseas Elements is on the overseas study tour, the course should still engage students in various tasks that involve planning, implementing, evaluating and reflecting (i.e., Kolb’s Experiential Learning Cycle).
6. The course should adopt at least two modalities of experience as suggested in the Handbook for Experiential Learning (the Handbook). For examples of the modalities of experience, please refer to **Section 3.4** of the Handbook.
7. With the overseas study tour, students would mostly engage in place-based learning. However, the course and the overseas study tour should still enable students to:
* Engage in comparative studies with reflection on the relevant issue(s) in a local context;
* Be exposed to multiple perspectives and interdisciplinary lenses through experiencing different cultures and contexts, and;
* Transform their experiences through reflection in and on practices.
1. Course components and assessment
2. The course components and assessments of ELCs with Overseas Elements should follow regular ELCs. For further details on the course components and assessments of ELCs, please refer to **Section 3** of the Handbook.
3. For the overseas study tour, which would form the major part of the out-of-classroom concrete experience for ELCs with Overseas Elements, the duration may vary depending on the feasibility and design of the individual course (usually ranging from 5 to 9 days), as long as there are 32-40 experiential hours of out-of-classroom active experience in the course.
4. It is advisable to hold pre-trip briefings that familiarise students with the concepts, methods, rules, regulations, grouping arrangements, expected learning outcomes, assessment/ learning tasks, dos and don’ts for the classroom/ lecture session(s) (6-12 hours) at the beginning of the course, and post-trip debriefings that engage students in critical reflections and self-reflections during the reflection and group sharing session(s) (6-12 hours) at the end of the course.
5. Financial resources
6. Since January 2019, non-local ELCs have been considered as fundable activities under the University’s Global Learning Enhancement Fund (GLEF). Therefore, hosting departments could consider applying for GLEF to subsidise the costs of the overseas study tour for their ELCs with Overseas Elements. For further details, please refer to [GLEF guidelines](https://uedhk-my.sharepoint.com/personal/glef_eduhk_hk/_layouts/15/onedrive.aspx?ga=1&id=%2Fpersonal%2Fglef%5Feduhk%5Fhk%2FDocuments%2FGLEF%2FGuidelines%2FGLEF%20Application%5FOrganiser%2FGuidelines%20for%20Activities%20Eligible%20for%20Global%20Learning%20Enhancement%20Fund%20%28GLEF%29%2Epdf&parent=%2Fpersonal%2Fglef%5Feduhk%5Fhk%2FDocuments%2FGLEF%2FGuidelines%2FGLEF%20Application%5FOrganiser).
7. Applications for the overseas study tour should be made to the respective Dean or Head of Unit, who will then select and recommend applications and submit a consolidated list of activities to the International and Greater China Affairs Committee (IGCAC) on time for approval.

**Operational guidelines**

1. Offering semester
2. ELCs with Overseas Elements could be offered in all semesters as long as the overseas study tour does not clash with other classes taught at the University. However, it is recommended to offer the course during Summer Semesters.
3. Class size
4. According to **SGUCC 16/2019**, the recommended class size for ELCs with Overseas Elements was 15-20. However, hosting departments could adjust the class size according to their resources and manpower.
5. Course registration arrangement
6. Before the course registration, a briefing session should be arranged for interested students to introduce background information about the course and the overseas study tour, such as the itinerary, accommodation, payment procedures and others if appropriate. It is advised to conduct course registration for the students after they have confirmed to take the course and settled the payment for the overseas study tour.
7. To allow time for the logistic arrangements of the overseas study tour, the course registration of ELCs with Overseas Elements should be conducted before the course registration period of the offering semester. For example, if the course is to be offered in Summer Semester, the course registration should be conducted in early Semester 2, before the course registration period of Summer Semester.
8. In general, students should not be allowed to drop from ELCs with Overseas Elements once they have settled the payment of the overseas study tour and enrolled in the courses.

**Good practices/ suggestions**

1. Based on the feedback from both students and lecturers on the 1st pilot exercise for ELCs with Overseas Elements, GEO compiled the following list of good practices/ suggestions for lecturers who will be coordinating/ teaching ELCs with Overseas Elements in the future (**Table 1**).

**Table 1: Good practices/ suggestions for lecturers of ELCs with Overseas Elements**

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|  | **Good practices/ suggestions** |
| Preparation for the study tour | * Utilise group presentations to familiarise students with the destinations/ events they will be visiting before the study tour
* Organise the pre-trip briefing session with an introduction to the planned places to be visited, accommodation, transportation, local weather, and backpacking tips
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| Arrangements of the study tour | * Extend the duration of the study tour to maximise the learning experience
* Avoid overloading the itinerary with visits to many locations each day
* Arrange visits with consideration of pedagogical and logistical factors
* Allocate free time for students to encourage exploration of the cities on their own
* Allow some flexibility in the study tour to include site visits that cater to the interests of the participants
* Be mindful and adjust the plans of the study tour according to the students’ state if necessary
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| Lodging arrangements | * Give preference to accommodations that offer a quiet and spacious environment, if possible
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| Student-lecturer communication | * Maintain awareness of students’ progress and be responsive to their feedback
* Ensure clear and consistent guidelines or instructions among instructors
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**Safety reminders**

1. Insurance
2. All EdUHK full-time UGC-funded and self-funded programme students are automatically covered by the University’s Group Travel Insurance and Group Personal Accident Insurance policies. The summaries of the insurance policies can be found on [FO’s website](https://www.eduhk.hk/fo_corner/view.php?sso=y&secid=3180).
3. Participants of the course should:
* Read the insurance policies carefully before departure
* Take note of the respective policy numbers and 24-hour hotline: (852) 2164 9898
* Bring along the insurance documents to the trip
* Keep all the receipts and supporting documents such as police and doctor reports, etc., if applicable
1. General safety guidelines
2. A set of general safety guidelines for SAO’s Outbound Service Learning Programme (**Attachment VII**) is included in the Handbook, which can be adapted for ELCs with Overseas Elements. Lecturers of ELCs with Overseas Elements are advised to observe the guidelines when leading their students to Mainland China or travelling out of Hong Kong for safety and risk management reasons.

Prepared by General Education Office
10 July 2024

**Attachment VII**

**THE EDUCATION UNIVERSITY OF HONG KONG**

STUDENT AFFAIRS OFFICE

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| **Outbound Service Learning Programme – General Safety Guidelines** |

Safety is ultimately the responsibility of each individual student. You are expected to study the Safety Guidelines carefully and develop a personal safety strategy. The list of safety issues outlined below is by no means exhaustive.

**Before departure**

1. Reserve sufficient time for application and/or renewal of visa and travel documents, including but not limited to Hong Kong Identity Card, passport and Mainland Travel Permit for Hong Kong and Macau Residents. The travel document(s) will be valid for at least 6 months beyond the end of my trip.
2. Keep up-to-date with the COVID-related measures and quarantine requirements in the destination and Hong Kong (wherever applicable).

**Insurance Coverage and Arrangement**

1. Read carefully the Group Insurance for Student: <https://www.eduhk.hk/fo_corner/view.php?secid=3180>
	1. Group Travel Insurance for Student
	2. Group Personal Accident Insurance for Student
2. Take note of the respective policy numbers and 24-hour hotline: (852) 2164 9898
3. Bring along the insurance documents to the trip
4. Keep all the receipts and supporting documents such as police and doctor reports, etc., if applicable

**Emergency Assistance When TravelING Out of Hong Kong**

1. Register your contact details and itinerary with the online service of Outbound Travel Information (ROTI) provided by the HKSAR Government
	1. The information you provide will allow the Assistance to Hong Kong Residents of the Hong Kong Immigration Department to contact and assist you in an emergency outside Hong Kong
	2. You will also receive updates on Outbound Travel Alert (OTA) and related public information if your registered destination is covered by the OTA System
	3. For details, please visit: <https://www.gov.hk/en/residents/immigration/outsidehk/roti.htm>
2. Read through the information at Assistance Outside Hong Kong:

<https://www.immd.gov.hk/eng/services/Assistance_Outside_Hong_Kong.html>

1. Develop an Emergency Contact List and bring it along to the trip
	1. Assistance to Hong Kong Residents 24-hour hotline: (852) 1868
	2. Embassy or Consulate of the People’s Republic of China in the destination
	3. Embassy of your home country in the destination, if applicable
	4. Emergency telephone number in the destination
	5. Clinics and hospitals in the destination
	6. Partnered organisation (s) in the destination
	7. Emergency contact points of SAO
	8. Other relevant offices of EdUHK

**Emergency Assistance When TravelING to mainland china**

1. Take note of the immigration policy of mainland China, you might require to apply VISA to enter to mainland China, for details, please read:
	1. Instructions on Visa Application of Foreign Nationals: <https://en.nia.gov.cn/n167/n247/n10178/c68185/content.html>
	2. Service Guide: <https://en.nia.gov.cn/n167/n247/n10178/c68366/content.html>
2. As of 11 Jul, health declaration QR code (Black QR code) is required for Hong Kong residents. For details, please read: <https://www.cathaypacific.com/content/dam/focal-point/cx/travel-information/travel-alert/immigration-health-declaration-form-hgh.pdf>

**Health Precautions**

1. Complete and submit the EdUHK Health Declaration Form
2. Seek medical advice for appropriate vaccinations and medicines
3. Confirm you are fit for travel in accordance with the advice and/or requirements of the Health Bureau of The HKSAR Government
4. Check the travel health news, tips and information, etc. at HKSAR Travel Health Service:

<https://www.travelhealth.gov.hk/english/index.html>

1. Follow the Guidelines on Prevention of COVID-19 for the General Public, issued by the Hong Kong Health Bureau:

<https://www.chp.gov.hk/files/pdf/nid_guideline_general_public_en.pdf>

1. Bring along your Electronic Vaccination and Testing Record

**Safety Precautions**

1. Communication with activity officer(s)-in-charge regularly, at least on a daily basis
2. Inform parent(s) or other family member(s) after arriving at the destination
3. Exhibit appropriate manners and behaviours
4. Comply with the norms, moral standards and laws of Hong Kong and the destination while respecting the local cultures and customs throughout the tour
5. Perform all activities of the tour in group, and will not leave the group or stay overnight with non-group members
6. Conditions that place you at the greatest risk:
	1. Being out after midnight or in a known high-crime area
	2. Being alone at night in a remote area
	3. Sleeping in an unlocked or open place
	4. Being intoxicated, drunk or on drugs
7. Street sense
	1. Beware of snatch theft when crossing busy streets with your smartphone and/or wallet
	2. Stay alert, avoid dark or quiet zones and be aware of the people around you
	3. Trust your instincts and leave the area if you do not feel safe
	4. Never take shortcuts through alleys or crossing the street illegally (jaywalk)
	5. Stay calm and go to a well-lighted public area (such as a store or restaurant) to seek help if you think that someone is following you; call the police, if necessary
	6. Do not accept rides from strangers
	7. Take licensed taxis and write down the license plate numbers of your taxi
	8. Do not carry large sums of cash

**In the Event of Crisis and Emergency**

1. Remain calm and try to defuse the situation first; your safety is the most important
2. Carefully note details of the environment and attacker, if applicable, around you
3. Take immediate action to ensure safety while having taken into account your personal safety, e.g. call the police, escort the other students to the hospital, etc.
4. Inform activity officer(s)-in-charge as soon as possible and follow SAO’s further advice if necessary; below are examples of crisis and emergency:
	1. Students encountering life-threatening risks
	2. Students having injured
	3. Students encountering criminal offences
	4. Students with signs and/or symptoms of illness such as cough and fever
5. Stay together as a group, if deemed appropriate, as far as possible

**In the Event of Natural Disaster**

1. Do not place heavy or hard objects on high shelves; if there is an earthquake, get under a sturdy table and stay away from concrete objects that could fall
2. Do not use elevators
3. Follow directions of the personnel in charge especially if you are in a public area
4. Pull over to the side of the road if you are travelling in a car
5. Discuss emergency evacuation sites and routes with your friends or host family members and work out methods of contacting each other
6. Put on a helmet or place a bag over your head for protection from falling objects
7. Place a wet towel across your nose and mouth to prevent smoke inhalation
8. Turn off the main gas valve, all electric and gas cooking appliances
9. Put on your shoes to protect your feet from broken glass
10. Listen to the radio for news and instructions
11. Secure an escape by opening a window or door

**Reminders Before Departure**

1. Apply for mobile roaming service
2. Keep yourself up-to-date with the COVID-19 related and travel requirements of Hong Kong and the destination, and take any necessary action(s) prior to departure from and for Hong Kong
3. Keep yourself up-to-date with the political/environmental situation in the destination, and alert the activity officer(s)-in-charge if deemed necessary
4. Ensure all of your identification and travel documents are valid for travel and bring them along to the trip, such as EdUHK student ID card, HKID card, passport, visa and Mainland Travel Permit for Hong Kong and Macau Residents
5. Save the emergency contact numbers and a copy of your identification documents on your mobile phone
6. Inform your parent(s) or other family member(s) about the offshore activity
	1. Provide them with the activity destination, departure and return dates, activity content and local contacts
	2. Make a copy of your identification documents for them
	3. Agree on the mutually convenient communication method

**Reminders After Returning to Hong Kong**

1. Report to activity officer(s)-in-charge once arriving in Hong Kong
2. Inform parents once arriving in Hong Kong
3. Submit the Incident Report(s) to the activity officer(s)-in-charge within 3 days after arriving at Hong Kong

**Support from SAO**

Before the tour

1. Monitor any Outbound Travel Alerts for the destination and any other announcements issued by the World Health Organisation and/or The HKSAR Government
2. Guide the students to research on the precautionary measures and information about health and safety for the tour during consultation.

During the Tour (In the event of crisis and emergency)

1. Assess the students’ situation and advise students on any necessary actions, such as returning to Hong Kong immediately or not in case of injury
2. Notify the Hong Kong Immigration and/or the Embassy or Consulate of the People’s Republic of China in the destination, and solicit their assistance if necessary
3. Contact the travel agency of the group to arrange a flight for early return to Hong Kong if necessary
4. Notify the Director of Student Affairs and/or Assistant Director of Student Affairs
5. Notify students’ parents or emergency contact person by phone
6. Keep abreast of the latest development on the local situation

After the tour

1. Meet the students concerned to render support after returning to Hong Kong
2. Report to the Hong Kong Immigration and/or the Embassy or Consulate of the People’s Republic of China in the destination about the safe return of students
3. Follow up on the insurance claim of the students concerned