

Department of Japanese Studies The Chinese University of Hong Kong

Administrative Rules and Regulations 2017 Summer Exchange Programme

- 1) Department of Japanese Studies (JAS) maintains and enforces strict attendance requirements as required by organizations in Japan.
- 2) Students are required to submit the report of the program on or before the deadline set by JAS. The report shall be written in Chinese, English or Japanese language and only one language is required and keywords in other languages as supplementary explanation. After collecting the report and other possible supporting documents, students may receive a scholarship for summer exchange programme.
- 3) Students are required to follow instructions given by both JAS and programme organizations in Japan. Please provide your valid and most frequently used email address to JAS, and keep updated with any news and procedures given by the Summer Exchange Committee of JAS
- 4) Upon your submission of application form for summer exchange programme, please be aware withdrawal without proper explanations and reasons, including internship and part-time jobs, **will not be entertained**. Ensure that you will be available during the period of summer exchange programme. If sudden withdrawal happens, JAS has the right to take your deposit, and will not return to student upon any circumstances.
- 5) All students must abide by Japanese Law during their stay in Japan.
- 6) Students are responsible for their own safety, whether the injury is caused by self or others. Students also own full responsibility after the programme ends when they decide to stay behind, and such acts are not related to JAS.
- 7) You are representing the Department and the University, thus you are abide by the Administrative Rules and Regulations of JAS. The Department may recall the student who is considered not following the guidelines or advice provided by the programme organization in Japan.

I have read and fully understand the above rules and regulations of the Department of Japanese Studies, CUHK. I hereby agree to abide by the above rules and regulations. I also understand that any breach of these rules and regulations may result in the termination of my participation in the summer exchange programme in Japan.

Name: _____

SID: _____

Signature: _____

Date: _____