

## Home Hospitality Programme (HHP)

### Guidelines for Hosts and Students

#### 1. Preamble

- 1.1. City University of Hong Kong (CityUHK) strives to provide inspirational, interactive and innovative learning experiences to students. To further enhance excellence in postgraduate education, the Chow Yei Ching School of Graduate Studies (SGS) has launched a non-residential Home Hospitality Programme (HHP).
- 1.2. The aims are three-fold:
  - Facilitate wider exposure of non-local students to local communities and enhance their understanding of Hong Kong.
  - Foster easier adjustment of non-local students to living in Hong Kong.
  - Enhance cross-cultural interaction and integration among non-local and local participants, ultimately promoting student well-being.

#### 2. Eligibility and Application

##### 2.1. Hosts

Hosts should participate, upon successful application, as a family unit or a team.<sup>1</sup> By invitation and selection, individuals meeting one of the following criteria may become a host:

- Be an alumnus of CityUHK.
- Be a member of staff at CityUHK.
- Be a member of religious groups registered with the HKSAR Government.
- Be a member of social welfare groups registered with the HKSAR Government.

##### 2.2. Students

The HHP is designed to assist non-local postgraduate students at CityUHK with their university life.<sup>2</sup> Therefore, the following students are eligible to participate:

- Non-local students of CityUHK's Research Degree Programmes
- Non-local students of CityUHK's Master's (Taught Postgraduate) Programmes

##### 2.3. Application

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<sup>1</sup> Application by a sole member as an individual host will not be considered.

<sup>2</sup> Student participants must be at the age of 21 or above. As a general guideline, non-local students must enrol in the group personal accident insurance plan arranged by CityUHK at their own expense or purchase individual insurance to ensure coverage during the entire period of their studies in Hong Kong.

Participation in the HHP is voluntary and free of charge to both hosts and students. The SGS will call for applications twice a year before the start of a semester. Participants may be requested to provide relevant information about themselves, their interests, and any specific requirements they may have during application. As part of the HHP, prospective participants may be invited to attend an interview, if deemed suitable, to ensure the optimal matching of hosts and students.

### 3. Selection and Matching

#### 3.1. Participant's Preferences

Participants will be encouraged to indicate their preferences and expectations when joining the HHP. While the SGS will make every effort to accommodate these preferences, it is important to note that participants do not have the right to choose their specific match.

#### 3.2. Matching Process

Depending on availability and suitability, a host may be matched with one to three students. During the matching process, careful consideration will be given to ensure compatibility and a positive experience for hosts and students. The following factors may be taken into account:

- Nationality
- Cultural and ethnic backgrounds
- Language proficiency
- Hobbies and interests
- Religious preferences
- Gender
- Health status
- Area of study and/or research
- Other relevant criteria, such as participant preferences and/or potential conflicts of interest (if any)

#### 3.3. Matching Result and Notification

The final decision regarding matching will be at the discretion of the SGS, and their judgment will be considered final. Once a suitable match has been identified, the SGS will notify both hosts and students of their pairing. Upon participants' consent, the contact information of the matched hosts and students will be shared, allowing them to initiate communication and establish rapport before the start of the programme.

## 4. Responsibilities for Hosts and Students

### 4.1. Duration and Engagement

Upon registration, participants in the Home Hospitality Programme (HHP) are expected to commit to a nominal duration of 10 months, starting from September and extending until June of the following year. Participants will be invited to attend the Greet-and-Meet orientation held in September at the beginning of the HHP and attend the closing event held in June of the following year. The orientation serves as an introduction to the programme, providing participants with important information, guidelines, and an opportunity to meet fellow participants. The closing ceremony marks the end of the programme and offers a platform to celebrate the experiences, friendships, and cultural exchange during the HHP. Throughout the HHP period, both hosts and students should make reasonable efforts to connect and meet with each other at least twice per semester. Regular communication and interaction are encouraged to foster meaningful relationships and provide support.

### 4.2. Organizing Activities

Hosts and students are strongly encouraged to collaborate in organizing and participating in activities and events that align with their mutual interests. These activities can vary and may include, but are not limited to, meal gatherings, hiking trips, community service initiatives, sports activities, and excursions.

### 4.3. Safety and Boundaries

Participants must adhere to the laws of Hong Kong<sup>3</sup>, and additionally, participants from the CityUHK community should also observe and comply with the rules and regulations set forth by the university, where applicable. The SGS undertakes to observe and follow the Code of Practice on Personal Data (Privacy) Issues ("Code of Practice") issued by CityUHK.<sup>4</sup> Furthermore, participants are kindly requested to confine their activities exclusively within the boundaries of Hong Kong, while also avoiding high-risk activities and prioritizing safety. Moreover, engaging in commercial or political activities within the context of the HHP is strictly prohibited.

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<sup>3</sup> The Basic Law under the Hong Kong Special Administrative Region (HKSAR) (<https://www.basiclaw.gov.hk/en/index/>)

<sup>4</sup> The Code of Practice on Personal Data (Privacy) Issues of CityUHK. (<https://www.cityu.edu.hk/vpad/ctu-only/code-of-practice.pdf>)

#### 4.4. Conduct and Respect

Participants are responsible for their actions. Participants must respect the cultural sensitivities of others and adhere to a code of conduct that upholds lawful, non-discriminatory, respectful, and considerate behavior throughout their engagement. Furthermore, open and respectful communication is essential within the HHP community. Participants are encouraged to maintain ongoing dialogue, express their needs, provide feedback, and promptly address any concerns or issues that may arise to ensure positive experience for all participants. Moreover, to maintain the spirit of goodwill and genuine hospitality, participants should refrain from engaging in any monetary transactions related to HHP activities and events.

#### 4.5. Termination or Withdrawal

The HHP registration is open-ended. A host or student may opt-out anytime to terminate their involvement in the HHP before the completion of the nominal 10-month duration by giving the SGS a written notification via email at [sgsupdate@cityu.edu.hk](mailto:sgsupdate@cityu.edu.hk). Arrangements will be made to ensure a smooth transition and minimize any inconvenience caused.

### 5. Confidentiality and Other General Guidelines

#### 5.1. Indemnification

By participating in the HHP, all hosts and students agree to indemnify the CityUHK (including SGS) and its staff members against any liabilities that may arise from their involvement in the HHP or any activities and events directly or indirectly related to the HHP. Additionally, participants are advised to purchase insurance coverage for their personal needs and circumstances, should they deem it necessary.

#### 5.2. Confidentiality and Data Usage

All personal information and data collected from participants will be treated with strict confidentiality. However, it should be noted that the information and data may be transferred to relevant parties for promotional, administrative, evaluation, and research purposes related to the HHP. Participants' personal information and data will be handled in compliance with CityUHK regulations and guidelines.

#### 5.3. Programme Evaluation

To enhance the effectiveness of the HHP, the SGS will conduct pre- and post-programme surveys among participants. These surveys will take place in September and June, respectively, and aim to gather valuable feedback to improve the HHP experience.

#### 5.4. Media and Publicity

Participants may be requested to provide consent for the use of their photographs, names, and testimonials for media and promotional purposes related to the HHP. Such requests will be made separately, and participants will have the right to decline or provide specific limitations on the use of their information.

#### 5.5. Programme Modifications

The SGS reserves the right to make changes to the HHP guidelines, procedures, or activities as deemed necessary. Participants will be duly informed of any significant modifications, and their understanding and cooperation in adapting to such changes are appreciated.

### 6. Enquiry

For any inquiries or assistance related to the HHP, please contact us via email at [sgsupdate@cityu.edu.hk](mailto:sgsupdate@cityu.edu.hk).

Last Updated: June 11, 2024