



The Hong Kong Polytechnic University
Student Affairs Office

Chinese Mainland and Overseas Activities Fund for Students 2011/2012
Application Guidelines

Purpose of the Fund:

To encourage and subsidize **non-course required/ non-credit bearing** student activities in the Chinese mainland and overseas which are conducive to:

- 1) Promotion of the image of the University;
- 2) Establishment of links between the University and other Chinese or overseas institutions;
- 3) Enhancement of understanding of Chinese mainland and other overseas countries

Activities that may be considered for support include world or regional sports competitions, Chinese mainland and overseas inter-collegiate competitions/events, seminars, conferences, study tours, intellectual or cultural exchange programmes.

Eligibility:

- All full-time UGC-funded students of PolyU as individuals or groups
- Students of foundation year or self-financed courses will not be considered
- Course-required/ credit bearing programmes will not be considered

Assessment Criteria:

Higher priority will be given to the overall merit of each application including creativity and originality of the proposed activity. Lower priority will be given to participants receiving subsidies from this Fund in similar or other activity in the same year.

The priorities of the applications are set according to the criteria as follows:

- 1) Applicant formally representing the University in National/ Regional/ Invitational competition/ event.
- 2) Applicant participating in seminar, conference, inter-collegiate competition/ event or undertaking study tour, intellectual or cultural exchange activity
- 3) Applicant participating in self-planned activities that are beneficial to his/her own academic study

Application and Administrative Procedures:

- 1) Applications will be invited three times a year. Deadlines for the three rounds of application for the 2011/2012 academic year are **1 November 2011 (1st Round)**, **1 February 2012 (2nd Round)** and **1 May 2012 (3rd Round)**. Ad hoc applications may also be considered under special circumstances.
- 2) Application form is obtainable at http://www.polyu.edu.hk/sao/services/3-6_sponsorship.htm#cf.
- 3) Completed applications should be returned to the collection box (Box No. D5) at Student Affairs Office (SAO) at ST314 with all supporting documents before the deadline. Incomplete application form with insufficient supporting documents will not be considered.

- 4) The proposed activity receiving other sources of sponsorship must be declared in the application form.
- 5) If the application is from a student society under the Students' Union, the applicant should be the leader of the proposed activity and an office-bearer of the student society concerned. The application should be countersigned by the chairman of the society and endorsed by the Finance Committee of the Union Council.
- 6) Staff member of the Student Affairs Office which has been given the responsibility of administering the Fund may interview the applicants to discuss the details and the budget of the proposed activity.
- 7) Recommendations on the amount of subsidy to be awarded will be made to the Director of Student Affairs for approval.
- 8) Applicants will be informed of the result and the amount of approved subsidy in writing within FOUR weeks after the deadline of application.
- 9) Each successful individual/group is required to submit a satisfactory project report and a financial report together with original receipts of major expenditure items to SAO within ONE month upon completion of the proposed activity. The project report form is to be completed by the individual applicant/ activity leader. The individual applicant/ activity leader as well as all other group members must each submit an individual reflective journal at SPECIAL ePortfolio at <http://www.polyu.edu.hk/sao/special/portal>. All the individual journals must be attached to the project report.
- 10) Normally, the approved subsidy will be reimbursed to the successful applicants after they have submitted the reports.

Amount of Award:

The awards are intended to subsidize the cost incurred by students in their Chinese mainland/overseas activities, which may include transportation, accommodation and meals. The applicants will normally be required to bear part of the total cost.

Points to observe:

- 1) Students or student groups other than The Hong Kong Polytechnic University Students' Union (HKPUSU)/Postgraduate Association (PolyUPA) and its sub-organizations, who wish to request any individual or organization for sponsorship/advertisement/donation, in cash or in kind, must first obtain the President's written permission. The Student Affairs Office has been entrusted with the responsibility of handling such requests.
- 2) Without permission from the relevant authority, students must not request or collect donation in any circumstances. Should the permission be given, any request for donation must then be made by the students themselves, and not by outsiders.
- 3) All letters requesting sponsorship/advertisement/donation sent by students or student groups other than the HKPUSU/PolyUPA and its sub-organizations must be copied to the Student Affairs Office.
- 4) Information collected in the application form will only be used for processing the application for the Chinese Mainland and Overseas Activities Fund for Students. The personal data/information will be treated with strict confidence and kept for a period of no more than four years under normal circumstances.