



**Hsin Chong - K.N. Godfrey Yeh Education Fund  
for Student Programme 2011/12**

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The Incorporated Trustees of the Hsin Chong – K. N. Godfrey Yeh Education Fund will make available **HK\$21,000** to award as subsidies for study/research projects and exchange programmes undertaken by the full-time students of The Hong Kong Polytechnic University (PolyU).

***Eligibility:***

- All ***full-time*** students of PolyU as individuals or groups.
- Credit-bearing exchange programmes will not be considered for the subsidy.
- Project/programme shall be organized by PolyU students only.

***Assessment Criteria:***

Subsidies will be on a competitive basis, and consideration will be given to the overall merit of each application including creativity and originality of the project/programme; its contribution to the mankind and society in general and its overall viability in implementation. The project/programme can be undertaken locally or aboard.

Preference will be given to:

- Worthwhile projects/programmes which involve a large number of students whether as participants or organizers.
- Applicants who are in financial need.
- Projects/programmes related to the disciplines of Building, Civil Engineering and Architecture.

**Activities that may be considered for support include world or regional competitions/ events, seminars, conferences, study tours, intellectual or cultural exchange programmes.**

***Amount of Subsidy:***

The subsidy is intended for encouragement of project/programme. Normally they only cover part of the total expenses required. However, full subsidies may be awarded for distinguished projects/programmes.

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***Project Completion Date:***

Under normal circumstances projects/programmes must be *completed on or before May 2012*.

***Reimbursement of Fund:***

All recipients are required to submit a report, a financial statement together with original receipts of expenditures to the Student Affairs Office *within ONE month upon completion of the project/programme*. The Student Affairs Office will arrange payment to the project leader if the report and the financial statement are in good order.

***Administrative Procedures:***

1. The Student Affairs Office will assess the applications and make recommendations to the Secretary of the Trustees for approval.
2. Applicants will be informed of the result of their applications and the amount of approved subsidy.
3. Allocation of project funds would be in the form of reimbursement.
4. The work schedule will be as follows:

	<u>Date/Period</u>
Invitation of applications	September 2011
<b>Deadline for submission of applications</b>	<b>1 February 2012</b>
Assessment of applications (Interviews will be conducted if necessary)	Early February 2012
Recommendations to Hsin Chong	Early February 2012
Announcement of results	End February 2012
Commencement of projects	Academic year of 2011/2012
Completion of projects	End May 2012
Submission of report, financial statement & original receipts	Within one month upon completion of project