Objectives 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 self-financed programmes will not be considered
- Course-required/ credit bearing programmes will not be considered

Amount of Fund:
The Fund will subsidize part of the cost incurred by students in their Chinese mainland/ overseas activities. It will mainly consider expenses arising from transportation, accommodation and meals. The applicants will normally be required to bear the rest of the expenses not covered by the Fund.

Assessment Unit and Criteria:
Applications will be considered by the designated Fund Committee chaired by Head of the Office of Student Development. 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 intellectual and social development.

Application and Administrative Procedures:
1) Applications will be invited two times a year. Deadlines for the two rounds of application for the 2015/16 academic year are **28 November 2015 (1st Round) and 16 April 2016 (2nd Round)**. Ad hoc applications may also be considered under special circumstances, subject to the Committee’s approval of the Chinese Mainland and Overseas Activities Fund. Activities organized in July/August will be considered for Fund in the 1st Round.

2) Application form is obtainable at [www.polyu.edu.hk/stars](http://www.polyu.edu.hk/stars). Completed applications with all necessary supporting documents should be returned to the collection box (Box No. D6) at the
Centre STARS reception in Room ST314 before the deadline. Incomplete application form with insufficient supporting documents will not be considered.

3) The applicant must state clearly on the application form should the proposed activity will receive or is in the process of soliciting other sources of sponsorship and/or donation[Note 1] in cash or in kind.

4) If the application is from a student body registered under The Hong Kong Polytechnic University Students’ Union (HKPUSU), the applicant should be the organizer of the proposed activity and at the same time carrying an official position as one of the registered office-bearers of the student body concerned. The application should be countersigned by the Chairperson of the student body.

5) Applications from student bodies registered under HKPUSU will be accepted only if they have the endorsement of the Union Council. Such applicants should obtain from the Finance Committee of the Union Council a “Memorandum of Application for PolyU Funding” if the society is eligible to seek funding for activities.

6) The Secretary of the designated Fund Committee may interview the applicants to discuss the details and the budget of the proposed activity.

7) Applicants will be informed of the result and the amount of approved Fund in writing within FOUR weeks after the deadline of application. The application result is subject to the above criteria and also funding availability.

8) Each successful individual/group is required to submit a satisfactory activity report and a financial report together with original receipts of all expenditure items to Office of Student Development within FOUR weeks upon completion of the proposed activity. The individual applicant/ activity leader as well as all other group members must each submit an individual journal (about 1,000 words of length with 5 project/programme photos). All the individual journals must be attached to the project report. Failure to do so will result in disqualification of Fund approved.

9) Under normal circumstances, the approved amount of Fund will be reimbursed to the successful applicants within TWO weeks after they have submitted to the Office of Student Development a full set of the aforesaid reports, journals and financial documents.

[Note 1] Points to observe in relation to external sponsorship and donation

Student groups other than The Hong Kong Polytechnic University Students’ Union (HKPUSU) or its sub-organizations, who wish to approach any individual or organization for sponsorship/advertisement/donation, in cash or in kind, must first obtain the President’s written permission. The Office of Student Development has been entrusted with the responsibility of handling such requests. Email: osd.info@polyu.edu.hk

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.
Chinese Mainland and Overseas Activities Fund for Students 2015/16
Application Form

Section I : Particulars of Activity Organizer/ Individual Applicant

Name of Student Body, if any: ______________________________________________________

Person-in-charge of the Activity:

Name: __________________________________________ Post, if any: ________
Student No.: __________________________ Mobile No./Contact No.: ______________

(a) ______________________________ (In English) __________ (In Chinese) __________

Section II : Details of the Activity

Name of Activity ________________________________________________________________

Details of Activity

Destination- ______ Date- ______ ( ______ nights)

Total no. of PolyU full-time UGC funded students participating in this proposed activity:

<table>
<thead>
<tr>
<th>No. of Activity Organizer involved</th>
<th>No. of participants (PolyU full-time UGC funded students)</th>
<th>Total no. of participants</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>+</td>
<td>=</td>
</tr>
</tbody>
</table>

Brief description of objective and content activity

_________________________________________________________________________

_________________________________________________________________________

Please attach a proposal with details of the following: (Note: You are advised to go through the checklist below by putting a ‘✓’ in the appropriate boxes)

1) Particulars of Activity Organizer

☐ For groups: The name, student I.D. no. and course & year of study of all students involving in this proposed activity should be provided. Where appropriate, the position/status and the role of each individual in the group should be specified.

2) Particulars of this Proposed Activity

☐ Objective(s) of the activity, proposed dates, destination & detailed itinerary (please specify dates, places of visit and receiving organizations)

☐ Proposed budget of the activity - please give a detailed breakdown of the income and expenditure items & source(s) of sponsorship

☐ Advisor or supporting unit/organization, if any

☐ List of Sponsors, if any
3) Subsidy/ Sponsorship
☐ If the proposed activity has obtained (or in the process of applying for) another subsidy or sponsorship, the applicant must provide the full name of such sources in Block letters.

<table>
<thead>
<tr>
<th>Source(s)</th>
<th>Amount – HK$</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

4) ☐ If the proposed activity will **generate profit/income** to member(s) of your group, please state the usage of the profit.

The surplus will be used to

5) Supporting documents

I have attached Please put a ‘✓’ in the appropriate box(es)

☐ Written proof that I have reached the qualifying standards of the specific event; or document showing that I have been granted formal representative status by PolyU or another local organization (for participants of world, regional or inter-collegiate competition/event)

☐ The letter of invitation or related reference to support the application (for participation in seminar or conference)

☐ Written recommendation letter from staff member of PolyU, coach / team advisor or related authority.

☐ The confirmation letter from receiving organization(s) in support of my application.

☐ An activity report and financial report with this application form (for post-activity applications)

__________________________
Signature of Applicant

__________________________
Full Name in Block Letters
(Student No.: __________________)

__________________________
Date

Note: Incomplete application form with insufficient supporting documents will **NOT** be considered
Handling of Information and Personal Data Provided

1. Your provision of all the personal data requested in this form is obligatory. Failure to provide these data may affect the processing and outcome of your application.

2. The personal data and information provided in this Application Form and in supplementary document(s) if any, will be used by the Office of Student Development for activities relating to: (i) processing of this application (ii) the payment process of the Fund approved.

3. The personal data and information collected in this application may be disclosed to relevant parties including the Finance Office/other units of PolyU:
   i) for the purpose mentioned in paragraph 2 above, and
   ii) where such disclosure is authorized or required by law.

4. Such information would be kept not more than 4 years.

Section III : Declaration (Please put a ‘✓’ in the appropriate box(es))

☐ I have read and understand the Application Guidelines of Chinese Mainland and Overseas Activities Fund for Students. The information given by me in this form is accurate and original to the best of my knowledge.

☐ I also authorize the Office of Student Development to handle and use the personal data/information provided by me and any supplementary information as required by the University for activities relating to the handling and assessment of this application. I understand the above personal data/information will be treated with strict confidence and kept for a period of no more than four years under normal circumstances.

☐ I also give my consent to PolyU to share the information in this application with the PolyU community and to use it for publicity purpose.

☐ I understand I have the right to obtain access and make correction to the personal data provided by me in this application form. Such request should be made in writing and addressed to the Office of Student Development. I also understand this application form and the related documents submitted are not returnable.

Signature of Applicant: ___________________________ Date: ________________
(on behalf of activity participants)

FULL Name in Block Letters: ________________________________
(Student No.: ________________________)

Completed application form together with the detailed proposal and relevant documents should be returned to the collection box (Box No. D6) in Room ST314 on or before 28 November 2015 (1st Round) and 16 April 2016 (2nd Round).