

Non-Local Service-Learning Funding and Operational Support

Service-Learning and Leadership Office

Briefing to teachers of non-local SL subjects, 31 January 2024



- Funding
 - Funding types and policies
 - Arrangements and workflow
- Support from SLLO
- Experience Sharing

Non-Local SL Funding types



1. Non-Local Study Fund
 - \$10k subsidy towards students' incurred expenses on non-local CAR or SL subjects, up to two subjects
2. Non-Local Experience Funding
 - \$1800/student towards teachers' incurred expenses taking students on non-local CAR or SL subjects
3. Outbound Activity Fee
 - The “share” that students contribute towards their non-local CAR or SL subjects, set at \$1000 minimum per student
 - Has to be refunded to students if there is anything left over
4. GUR Funding for Service-Learning Subjects
 - Funding that university gives to departments for running CAR or SL subjects

Non-Local Service-Learning Costs



	Student Expenses	Staff Expenses	Project Expenses	Operational Costs
Group	<ul style="list-style-type: none">• Airfare• Local Transportation• Room & Board• Enrichment Experiences (e.g. museum admissions)	<ul style="list-style-type: none">• Same as student expenses, and/or• Subsistence Allowance	<ul style="list-style-type: none">• Equipment• Local facilitators or translators• Student assistants	<ul style="list-style-type: none">• What it costs to offer the subject• Staffing
Individual	<ul style="list-style-type: none">• Travel Medicine• Visa			

Funding Sources



Funding Source	Amount	Disbursed by/via	Can be used to support			
			Student Expenses	Staff Expenses	Project Expenses	Operational Costs
Non-Local Study Fund	\$10k/student	SLLO	✓		✓	
GUR Funding for Service-Learning Subjects	\$3,150/student-credit for GUR SL subjects	Departmental One-line budget	✓	✓	✓	✓
Non-Local Learning Experience Funding	\$600/student-credit for SL subjects with non-local projects	Departmental One-line budget		✓		
Outbound Activity Fee (OAF)	Set by teachers (e.g. \$2,000/student for Cambodia projects)	Collected from students via debit note	✓	✓	✓	



1. Submit SLLO FP1 (project proposal and budget)
 - If SLLO is making arrangements for you, we will fill it out together
2. A subaccount will be set up for you
 - Funds from the non-local study fund will be injected
 - Funds from Outbound Activity Fee (debit notes) should also be deposited here
3. Make arrangements for UHS, procurement for airline tickets, local arrangements, etc
4. Upon completion of project, submit FP3 (completion report) and community partner feedback survey
 - If SLLO is making arrangements for you, we will consolidate most of the financial transactions and fill out (part of) the completion report with you. (because obviously we can't fill out intended learning outcomes, etc)

Non-Local Study Fund Details



- The university will support **the first \$10,000 for each student.**
 - **After the first \$10k, students (ordinarily) have to fund their own expenses**
- Some students may already have used some of the funds (e.g. if they have taken another subject)
- Some students may be registered in more than one non-local CAR or SL subject at the same time
- SLLO will notify teachers and students:
 - Daily emails during add/drop to teachers
 - During add/drop: emails to students to advise them to drop one subject
 - After add/drop: we will contact students and ask them which subject they wish to use their \$10k on
- Subjects (potentially) affected this semester: APSS2S05, APSS2S09
- Coming soon: students will be able to check their non-local study fund balance on eStudent

Workflow for Travel Health



1. UHS will study your preliminary itinerary and come up with recommended vaccinations and medications, dependent upon your destination, activities, lodgings arrangements, etc
2. UHS will work with SLLO to propose a maximum amount of health subsidy for your subject
3. The amount of money injected into your subaccount per student will be equals to balance of non-local study fund after deducting the maximum amount of health subsidy
 - $\$10,000 - \$1,000$ (for Cambodia) = $\$9,000$
4. Students will sign up for UHS appointments via the SLLO travel health system
 - Please warn your students: If they sign up for an appointment and then pull a no-show, they will be penalized \$100.
5. UHS will bill SLLO directly for students' incurred medical expenses
6. Unused portion of health subsidy can be used to offset students' Outbound Activity Fee



- All purchasing and procurement has to observe FO's purchasing guidelines
 - Direct purchase threshold
 - Tender threshold
- Most Non-Local SL subjects are large in size → the total amount incurred is likely to be over FO's direct purchase threshold
- For teachers of subjects that are being arranged by SLLO – we will contact you to make the necessary arrangements

Policies for Student Outbound Activity Fee (OAF)



- Main change: The Student Outbound Activity Fee (OAF) is now a **deposit** which should be refunded if the remaining balance of the non-local study fund is enough to cover the incurred expenses
 - e.g. OAF is \$1,500, incurred student and project expenses are \$11,000 (per student)
 - For most students who still have \$10,000 non-local study fund remaining, \$500 should be refunded ($\$10,000 + \$1,500 - \$11,000 = \500)
- Implication: we need to clear all transactions and close the accounts as soon as possible after the subject is over
 - especially if you have final year students in your class
 - especially if you aren't going to use up the entire \$10k (as your students may wish to take another non-local CAR/SL)
- Reminder: OAF collected from students should be deposited into the **project subaccount** (not your one-line account, not into other accounts)



- The Non-Local Study Fund (\$10k/student) may only be used on **student and project expenses incurred because of bringing them on project**
 - Includes administration fee and other costs for running the SL project
 - Should not ordinarily be used to support staff salaries
 - Should not be used to support staff expenses (e.g. subsistence allowance, etc)
 - Should not ordinarily incur transactions after the completion of the project
- **University policy: Students may use their non-local study fund balance towards a maximum of two non-local CAR/SL subjects**
- Implication: The financial record must be settled as soon as possible so that the next subject knows how much they have to work with!
 - Our target – settle this within 3 months of finalization of subject grades
 - Especially if you know that your project is not likely to use the full \$10,000.

Expenses incurred by staff



- Airfare (or transportation to destination from Hong Kong)
- Lodgings
- Food, local transportation and miscellaneous
- Three options from FO:
 - Reimbursement on actual costs
 - Accommodations + 40% subsistence allowance (e.g. the university's purchase order for meals, etc must **NOT** include the teacher)
 - **this should be the normal case**
 - 100% subsistence allowance (e.g. the university's purchase order must **NOT** include meals or accommodations for the teacher)
 - Usually for cases in which staff have other duties that they will be undertaking for the department during that project period
- The former option of 100% subsistence allowance minus actual cost is not allowed anymore.



- Non-Local SL Management System
 - Consent, Undertaking and declaration forms
 - Collection of Passport bios
 - For teachers to check and verify, and use for purchasing plane tickets, etc
 - Collection of personal information and emergency contacts
 - Gender, food allergies
 - Will collate an "emergency pack" for you
 - UHS Travel Health arrangements
 - E-Learning, selection of vaccinations, collection of vaccine records, making appointments
 - Collection of visa receipts and collation for FO
- 24-hour emergency support hotline
- Emergency support and ISOS risk assessment report
- PolyU Service-Learning t-shirts (at cost)



- For teachers whose projects are arranged by SLLO
 - We will draft all project proposal forms, (most of) completion reports, financial report, etc
 - You still need to input the academic content (e.g. intended learning outcomes, etc), and approve and finalize, but we hope that this will save you some time and workload!
 - We will also handle all procurement processes, including negotiating with the local logistics service provider, and FO.
 - We will also coordinate onsite enrichment activities to teach students about the local context.
 - For projects operating in one of our bases during an active base period, a SLLO colleague will be in the vicinity for the duration of the project



- The University is targeting to send a very large number of students on non-local service-learning
- With more students comes more opportunity for accidents, etc
- Students are also rather unused to going abroad
- We are seeing more of:
 - Students with health issues
 - Students with maturity issues
 - Students with personal time/belonging/responsibility management issues
- Be warned and be on the lookout for issues before they occur

Contact us if you need any support!



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