

Hong Kong Baptist University Faculty of Social Sciences Student Experiential Learning Grant, AY2019/20 (1st round) Guidelines

AIMS

To encourage Social Sciences students to seek learning experience across the variety of diverse activities, the Faculty of Social Sciences has set up the **Student Experiential Learning Grant (SELG)**. This Grant will provide financial support for students engaging in non-local experiential learning opportunities.

ELIGIBILITY

Who is eligible?

- Students who are studying the UGC-funded undergraduate programmes offered by the Faculty of Social Sciences, HKBU, with a cumulative GPA of 2.33 or above.
- Students who will graduate prior to the experience taking place are NOT eligible.
- Students may submit only one application at a time.
- Priority will be given to the first application of Individual/Group and without other funding support.

What activities are eligible?

Non-local activities (non-credit bearing) in which the individual applicant / small group is actively participating. This might include:

- | | |
|--------------------------|------------------------------|
| • Internship / Placement | • Field Trip |
| • Study Tour | • Training Course / Workshop |
| • Research Project | • Community Project |
| • Conference / Seminar | • Competition |

Diversity of the above activities is highly recommended.

Applicant should invite a teaching staff (normally from the Major Department) to be the Mentor/Advisor of the proposed activity. Application should be reviewed by the Mentor/Advisor and recommended by the Department before submitting to the Faculty.

FUNDING AMOUNT

What is the level of funding?

Type	Approved Grant	Maximum Amount (HK\$)
Individual	50 – 70 % of the estimated cost	HK\$ 3,000
Group (2 students)	50 – 70 % of the estimated cost	HK\$ 6,000
Group (3 - 5 students)	50 – 70 % of the estimated cost	HK\$ 10,000

What items would be granted?

Category	Remarks
Travelling expenses [^]	The lowest possible cost with quotation submitted by the applicant as supporting document.
Accommodation expenses [^]	The reasonable choice with printed information submitted by the applicant. The number of nights of accommodation granted would be the number of nights needed for the official programmes, plus one additional night, if necessary. <i>Remarks: Students are expected to share a room with the same gender.</i>
Registration fees	As stated in the printed information submitted by the applicant. Normally, only registration fees of the activity will be covered, excluding board or meals, refundable deposit, programme fee.

[^] If the programme fee includes the travelling and/or accommodation, please provide the detail breakdown.

What activities/budget items are ineligible?

Normally the following items are **NOT** considered for funding:

- Activity from a Major / graduation required / credit-bearing course
- Food or beverages
- Equipment (e.g. computer, software, furniture, books, audio-visual equipment, etc.)
- Payment for the guest speakers, volunteer or research participants
- Medical or legal costs for the experience (e.g. vaccinations, passports, travel insurance, etc.)
- Activity for which the student receives remuneration to cover all the expenses incurred from transportation, accommodation or registration
- Activity for which the student receives funding from other sources to cover all the expenses incurred from transportation, accommodation or registration
- Retroactive funding for experiences commencing or project expenses incurred prior to the deadline of application
- Activity for which the student has received previous Student Experiential Learning Grant (SELG)
- Activity for which students cannot provide individual itemized receipts for grant expenses incurred

APPROVAL OF GRANT

Each application will be evaluated by the **Faculty Learning and Teaching Committee (FLTC)** based on the following items as well as overall quality.

- (a) Provide a complete description of the planned activity
- (b) Describe the benefit of the activity on your global outlook, and/or academic development, and/or personal development, and/or professional development, and/or other areas
- (c) Describe your action plans to achieve your learning objectives (feasibility and ability to undertake the activity will be considered)
- (d) Provide a detailed budget proposal (actual breakdown with official receipts after completion)

Notes:

1. Applicants may be invited for interview.
2. The grant approval criteria are subject to review every year.
3. The Faculty of Social Sciences reserves the final rights for applications approval and the final decisions of the amount of support to be allocated according to the availability of funds.

APPLICATION

Applicants should submit the followings to the Faculty Office by email to sosinfo@hkbu.edu.hk on or before the application deadline:

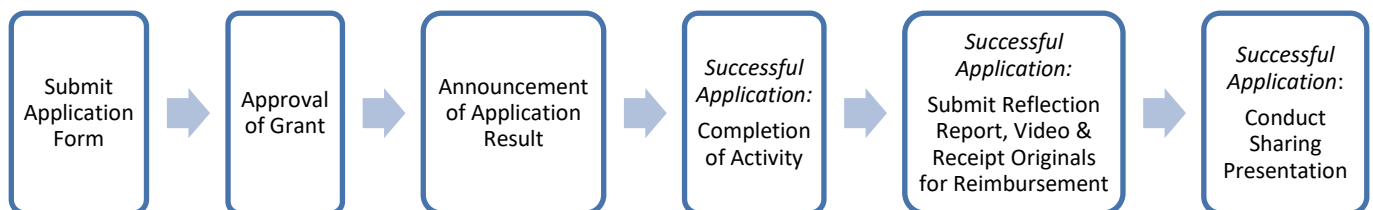
- i. A completed Application Form
- ii. Proposed expenses with quotations clearly tabulated
- iii. Supporting documents with details about the activity or any other relevant supporting documents

Eligible Activity Dates	Application Deadline
Between 1 December 2019 – 31 May 2020	21 October 2019

Remarks:

- *Incomplete / late application will NOT be considered.*
- *Individual / group applications submitted with the same activity proposal stated in Section B (1-9) of the Application Form will NOT be approved.*
- *The applicant / group leader must state clearly whether the proposed activity has received or is in the process of soliciting other source(s) of funding in Section B (10-11) of the Application Form.*

APPLICATION PROCEDURE



SUCCESSFUL APPLICATION

Application results will be announced via HKBU email within two months after the application deadline.

What are the obligations of successful applicants?

Successful applicant / group leader is required to:

1. Sign the acceptance of the approved grant on Section E of the Application Form and the Student Undertaking Agreement (*Annex*) within 3 weeks after the result announcement.
2. Notify the Faculty Office for any change of the approved activity proposal (if applicable) not less than one month before departure. The Faculty reserves the right to cancel or adjust the amount of approved grant regarding the change of activity details.
3. Submit a reflection report with 2- 3 photos and a brief video (no more than 2 minutes) with good visual quality and English subtitles about the activity, proof of activity attendance / completion, the summary of actual expenses with **original** receipts and boarding passes/train tickets, etc. within one month after the completion of the activity for reimbursement. Late submission will NOT be accepted. The amount of reimbursement will be based on **the approved funding rate (%) of actual expenses** of the activity which will not exceed the approved grant maximum. Please note that the actual

amount reimbursed may be slightly different as it will be calculated according to the final receipts submitted and currency exchange rate (if applicable).

4. Conduct a sharing presentation at the end of academic year upon request.

About the Reflection Report and Video

A reflection report of an A4 page (at least 800 words, single-spaced line, 12-point font size) with 2- 3 photos **and** a brief video (no more than 2 minutes) with good visual quality and English subtitles about the activity to be submitted. When a student submits the video, please upload it to Google Drive and share the link to soscinfo@hkbu.edu.hk, file name in format of "SID_full name", and address the following questions below:

1. What are the overall reflection and insights of the learning experience?
2. How did your learning objectives being achieved? Or why did you fail to meet any of them?
3. Did you encounter any problems when conducting the activities and what were the solutions?
4. What are the implications or benefits of what you have learned from this experience for your future study/research/career?
5. What improvement(s) would you like to seek in order to achieve a better outcome of this learning experience?

Remarks:

1. *The submission materials may be used by the Faculty of Social Sciences for publicity and sharing purposes.*
2. *All footage and audio clips (including music) used in the video must be used legally, and authorization(s) has been granted from the copyright owner(s), if necessary. Students should be cautious about possible copyright infringement and bear the legal responsibilities of the copyright of the materials submitted.*
3. *The video submitted should not contain any materials that is obscene, violent, pornographic, indecent, defamatory or content that is controversial and inappropriate.*

About the Sharing Presentation

Participating individuals / groups will be invited to share their learning experiences at the sharing presentation seminar.

ENQUIRY

Faculty of Social Sciences

Hong Kong Baptist University

Office : AAB 1325, Academic and Administration Building, Baptist University Road Campus, HKBU
Monday to Friday, 9:00a.m. to 5:30p.m. (except 1:00-2:00p.m. and public holidays)

E-mail : soscinfo@hkbu.edu.hk

Tel : (852) 3411 5949

Remarks:

1. UGC-funded Undergraduate Programmes under the Faculty of Social Sciences includes:

Broad-based Admission Programmes

- Bachelor of Arts (Hons.) in History / Bachelor of Social Sciences (Hons.) in Geography / Bachelor of Social Sciences (Hons.) in Government & International Studies / Bachelor of Social Sciences (Hons.) in Sociology
- Bachelor of Arts (Hons.) in History and Bachelor of Education (Hons.) in Liberal Studies Teaching / Bachelor of Social Sciences (Hons.) in Geography and Bachelor of Education (Hons.) in Liberal Studies Teaching / Bachelor of Social Sciences (Hons.) in Sociology and Bachelor of Education (Hons.) in Liberal Studies Teaching
- Bachelor of Arts (Hons.) in History and Bachelor of Education (Hons.) in Personal, Social and Humanities Education Teaching / Bachelor of Social Sciences (Hons.) in Geography and Bachelor of Education (Hons.) in Personal, Social and Humanities Education Teaching / Bachelor of Social Sciences (Hons.) in Sociology and Bachelor of Education (Hons.) in Personal, Social and Humanities Education Teaching

Programme-based Admission Programmes

- Bachelor of Arts (Hons.) in English Language & Literature and Bachelor of Education (Hons.) in English Language Teaching
- Bachelor of Arts (Hons.) in Physical Education and Recreation Management
- Bachelor of Social Sciences (Hons.) in China Studies
- Bachelor of Social Sciences (Hons.) in European Studies (French and German)
- Bachelor of Social Work (Hons.)

2. Faculty of Social Sciences reserves the right to make the final decision as to the list of eligible applicants

Hong Kong Baptist University
Faculty of Social Sciences
Student Experiential Learning Grant
Student Undertaking Agreement

1. I, the Student, acknowledge that I initiate/participate in the proposed activity (hereinafter referred to as “the activity”) as stipulated in the application of the Student Experiential Learning Grant (SELG) of the Faculty of Social Sciences (hereinafter referred to as “the Faculty”) by myself (and team members if any).
2. I understand the activity is not organised by the Faculty and I accept the sponsor approved by the Faculty for the activity.
3. I declare that I am physically and psychologically fit to participate in and complete the activity and I undertake full responsibility for my behavior, health, safety and hold total liability for myself during the entire activity and release the Faculty and its staff from any and all liability, damage or claim of any nature whatsoever arising out of, or in any way related to my participation in the activity.
4. I agree to follow the recommendations for students undertaking non-local activities given by the Faculty regarding the safety and crisis management as stipulated in the Appendix.
5. I confirm that I have obtained appropriate insurance coverage that will cover travel, personal accident, medical expenses (accident and non-accident), hospitalization, medical/emergency evacuation, and repatriation throughout the entire period of the activity.
6. Hereunder, I provide the emergency contact number of my family, guardian or next of kin to the Faculty. By providing the emergency contact number, I agree to authorise the Faculty to release my personal information to third parties on a “need-to-know” basis and this authorisation shall continue to be effective until the end of the activity.

Name of Emergency contact: Relationship: father/mother/guardian/next of kin* Contact phone no:

(please specific): _____

* please delete as appropriate

7. I understand that I should submit all required materials to the Faculty for reimbursement within one month after the completion of the activity. The Faculty reserves the right to withdraw its offer of funding support for the activity, should I fail to fulfill the conditions and criteria of the guidelines of the SELG before/after the commencement of the activity.

Consented and signed by:

Signature _____ Student No. _____

Name in block _____ Date _____

Applicant who is under the age of 18 has to complete the following form:

PARENTAL CONSENT 家長同意書

I _____, parent/guardian of _____ herewith give permission for my son/daughter to participate in the activity proposed by his/herself. I understand the activity is not organised by the Faculty of Social Sciences and undertake full responsibility for his/her behavior, health, safety and hold total liability for his/herself during the entire activity.

本人_____是_____的家長/監護人。茲證明允許我的兒子/女兒參加上述由他/她自發的活動。本人明白此活動不是由社會科學院舉辦，並同意承擔他/她參加該項活動期間的行為、健康、安全及財產之所有責任。

Parent / Guardian's Signature

家長/監護人簽名: _____

Date

日期: _____

Appendix: Recommendations for Students Undertaking Non-local Activities

For students' safety, all students who participate in ALL activities outside of Hong Kong are required to observe the followings:

Students should:

1. Understand the risk or threat to personal safety and consider your health and other personal circumstances when applying for or accepting a place in a non-local activity. Beware of engaging in dangerous sports or activities, including but not limited to, racing, motor sports, mountaineering, pot-holing, rugby, ski-jumping, use of bob-sleighs, hang-gliding, gliding, parachuting, aviation, hot air ballooning and scuba diving.
2. Read and get familiar with all materials issued by the activity organiser/sponsor/mentor relating to safety, health, legal, environmental, political, cultural, and religious conditions in the host country/city.
3. Provide the activity organiser/sponsor with accurate and complete physical and mental health information or any medical emergency, if appropriate. Such information will be treated with the strictest confidentiality and will only be shared by the activity organiser/sponsor on a "need-to-know" basis.
4. Provide emergency contact number of your family, guardian or next of kin to the activity organiser/sponsor/mentor. By providing the emergency contact number, you agree and authorise the activity organiser/sponsor/advisor to release your personal information to a third party internally or externally to on a "need-to-know" basis.
5. Assume responsibility for taking care of your personal preparation for the activity and participate in pre-departure orientation, if any.
6. Understand and comply with the terms of participation, codes of conduct, rules and regulations of the activity organiser/sponsor, as well as laws and customs of the host country/city. While in a foreign country or sovereignty, you are subject to the local laws.
7. Arrange appropriate accommodation and share a room with students with the same gender.
8. Accept responsibility for your own decisions and actions. Ignorance or negligence is never an excuse for violating the laws.
9. Stay vigilant at all times as crime exists in all countries and cities. Avoid becoming a crime victim.
10. Obtain and maintain appropriate insurance coverage that will cover travel, personal accident, medical expenses (accident and non-accident), hospitalization, medical/emergency evacuation, and repatriation throughout the entire period of the activity.
11. Know how to use the insurance information. Keep a copy of the insurance policy with you at all times and leave the original policy with your family.
12. Make 2 copies of your passport/travel document. Leave one with your family and bring one with you on the trip and keep it separately from your passport/travel document. Whilst you are travelling, protect your passport/travel document.
13. Learn as much as you can about the host country/city before you go. Behave in a manner that is reasonable and respectful of the rights and well-being of others, and encourage others to treat you in a similar manner.
14. Develop with your family a plan for telephone or e-mail contact, so that in case of emergency you will be able to communicate with your parents directly about your safety and well-being.
15. Take a credit card or make sure you will have access to additional funds in case of an emergency.
16. Keep the following emergency numbers with you at all times:
 - a. Emergency contact numbers of the activity organiser/sponsor/mentor
 - b. Emergency numbers in the host city/country for police and ambulance
 - c. Contact number of the insurance company including the 24/7 SOS hotline
 - d. 24-hour hotline of Hong Kong Immigration Department: +852 1868
 - e. Contact number of the nearest Chinese embassy in your host country (if applicable)
17. Please understand that integration into a new culture and learning environment could place particular challenges, both mental and physical, on an individual, if you are currently receiving treatment for any chronic illness it is strongly recommended that you talk with the activity coordinator, counsellor or your doctor about plans to manage your health condition overseas.