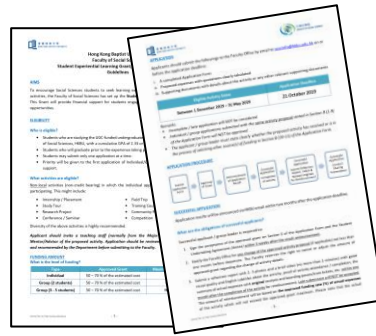


## Tips for Completing SELG Application Form

### STEP I: READ THE GUIDELINES

1. Read the Guidelines carefully before application.



### STEP II: FILL IN THE APPLICATION FORM

2. **Type** in the Application Form with information required clearly in English (Section A & B).

SECTION A: Details of Applicant(s)			
Type (please ✓ as appropriate) <input checked="" type="checkbox"/> Individual <input type="checkbox"/> Group of 2 students <input type="checkbox"/> Group of 3 to 5 students			
<b>Individual Applicant / Group Leader</b>			
Name (English) <u>CHAN Tai Man</u>		(Chinese) <u>陳大文</u> Gender <u>M</u>	
Student No. <u>12345678</u>		Study Programme <u>BSSC in Experiential Learning</u> Year <u>3</u>	
Cumulated GPA <u>3.2</u>		Expected Graduation Year <u>2021</u> Mobile No. <u>98765432</u>	

3. Input the details of the proposed activity, translate the name of the proposed activity if there is no official English name.
4. Make sure the proposed activity will be carried out within the eligible period of that round.

<input type="checkbox"/> Training Course / Workshop <input type="checkbox"/> Research Project <input checked="" type="checkbox"/> Community Project <input type="checkbox"/> Conference / Seminar / Workshop / Exhibition <input type="checkbox"/> Other (please specify)
<div style="border: 1px solid blue; border-radius: 50%; padding: 10px; display: inline-block;"> <p style="margin: 0;"><b>Eligible Activity Dates</b></p> <p style="margin: 0;"><b>Between 1 December 2019 – 31 May 2020</b></p> </div>
<b>3. Date of Activity</b> (Only the late application will NOT be counted)
From <input style="width: 150px;" type="text" value="2019/12/9"/> to <input style="width: 150px;" type="text" value="2019/12/16"/> (YYYY/MM/DD)

5. Make detailed descriptions of the objectives and intended learning outcomes, proposed activity, benefits, and schedule. Use separate sheets if necessary.

8. <b>Project Plan / Schedule</b> (Use separate sheets if necessary)	
Date (YYYY/MM/DD)	Description
	Please refer to Attachment A.

6. Attach quotations of the expenses and mark the appendix numbers clearly.

9. Proposed Budget with breakdown and supporting documents			
Item	Description	Estimated Amount (HK\$)	Supporting Document (Appendix No.)*
<b>Travelling expenses *</b>			
Round trip air tickets	HKG to ICN by Travel Airline (8 Dec 2019) ICN to HKG by Travel Airline (17 Dec 2019)	HK\$3,000	B
<b>Accommodation expenses *</b>			
Travel Hotel	Accommodation from 8 - 17 Dec 2019 (9 nights)	HK\$5,100	C
<b>Registration fees *</b>			
N/A	N/A	N/A	N/A
Total #		HK\$8,100	

7. Please state clearly if there is other source(s) of funding for your proposed activity. Write down the date of result announcement if the funding is not yet confirmed at the time of application for the SELG.

10. **Previous Application for the Student Experiential Learning Grant /Other Sources of Funding**

Please  as appropriate:

This proposed activity had not been / will not be funded by other sources of funding.

This proposed activity had been funded by the Faculty's Student Experiential Learning Grant before (Please specify Academic Year \_\_\_\_\_).

This proposed activity had been funded by other funding sources (please give the details under Point 11 below)

This proposed activity will be submitted to other sources of funding for support (please give the details and expected date of application result announcement under Point 11 below).

11. **Remuneration / Other Funding Sources (if applicable)**

If the activity for which the applicant(s) will also receive remuneration / funding from other sources (e.g. internship organisations, departments, programme offices), their amount of support will also be taken into consideration. Please list the details of the remuneration / funding to be received:

Name of Organisations/ Offices/ Individuals	Contact Email/ Phone	Details of Support / Amount (HK\$)	Expected date of application result announcement (if applicable)
Department Scholarship	CDE (3411 1234)	HK\$1,000	2 December 2019

### STEP III: GET RECOMMENDATION FROM MENTOR/ADVISOR AND DEPARTMENT/PROGRAMME

8. Invite a teaching staff to be your Mentor/Advisor of the proposed activity (Section C), and also get recommendation from your Department/Programme (Section D). Ensure there is sufficient time for your Mentor/Advisor and Department/Programme to review your proposal **BEFORE** submitting the completed application form to the Faculty Office by the deadline.

<b>SECTION C: Recommendation of the Mentor / Advisor (Teaching Staff)</b>	
<small>Note: The Student Experiential Learning Grant (SELG) aims to provide financial support for students engaging in non-local experiential learning opportunities (not purely touristic experience). The Applicant / Group should seek advice from the Mentor / Advisor on the objectives/ILOs and related safety issues of the proposed non-local experiential learning activity mentioned in Section B.</small>	
<input checked="" type="checkbox"/> Recommended	<input type="checkbox"/> Not Recommended <i>(please ✓ as appropriate)</i>
Comments: Recommended this activity because.....	
Signature of the Mentor/Advisor <u>BCA</u>	Date <u>10 October 2019</u>
<b>SECTION D: Recommendation of the Head of Department / Programme Director (For Year 1 Liberal Studies/China Studies Programme students only) / Broad-based Admission Programme Coordinator (For Year 1 BA/BSSC students only)</b>	
<small>Note: The Student Experiential Learning Grant (SELG) aims to provide financial support for students engaging in non-local experiential learning opportunities (not purely touristic experience) recommended by the Department / Programme.</small>	
<input checked="" type="checkbox"/> Recommended	<input type="checkbox"/> Not Recommended <i>(please ✓ as appropriate)</i>
Comments: It's a good learning.....	
Signature <u>XYZ</u>	Name <u>Prof. XYZ</u>
Dept./Prog. <u>Department of Experiential Learning</u>	Date <u>15 October 2019</u>

**Application Deadline**  
**21 October 2019**

### STEP IV: FINAL CHECK BEFORE SUBMISSION

9. Self-check with the "Submission Checklist" before submission and sign your name.

<b>13. Submission Checklist</b>	
To facilitate the vetting and processing of the application, applicant(s) have to provide the following supporting documents together with this application <i>(please ✓ as appropriate)</i> :	
<input checked="" type="checkbox"/> Quotations for travelling expenses (e.g. airfare or train tickets) listed on Point 9	
<input checked="" type="checkbox"/> Quotations for accommodation expenses (e.g. hotel fee) listed on Point 9	
<input checked="" type="checkbox"/> Supporting documents that provide details about the activity	
<input checked="" type="checkbox"/> Recommendations from the Mentor/Advisor and Department/Programme (Section C & D of this form)	
<b>14. Declaration</b>	
I (We) hereby confirm that this proposed activity is <u>not a Major / graduation required / credit bearing course</u> and declare that all information provided is true and accurate. I (We) will inform the Faculty of Social Sciences immediately whenever differences arise after the submission of the form. I (We) understand that the information provided will be used for matters related to the administration of the Student Experiential Learning Grant. I (We) also have the responsibility to determine if any inoculation/medical intervention or insurance is required for travel related to the activity and to ensure that these requirements are completed appropriately before departure.	
<u>TMChan</u>	<u>15 October 2019</u>
Signature of Applicant / Group Leader	Date

10. Submit the completed application form and other relevant documents via email to [soscinfo@hkbu.edu.hk](mailto:soscinfo@hkbu.edu.hk) **ON OR BEFORE** the deadline. Late submission is **NOT** accepted.