

**Hong Kong Baptist University**  
**Faculty of Social Sciences**  
**Student Experiential Learning Grant, AY2022/23 (2<sup>nd</sup> round)**  
**Guidelines**

**AIMS**

To encourage Social Sciences students to enrich their intercultural learning experiences and develop global perspectives and competencies, 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?**

Type of Activities	Eligibility
Type A: <b>Non-credit</b> bearing non-local experiential learning activities	<ul style="list-style-type: none"> <li>• 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.</li> <li>• Students who will graduate before the experience taking place are NOT eligible.</li> <li>• Students can submit only one application at a time.</li> <li>• Priority will be given to the first application of Individual/Group and without other funding support.</li> </ul>
Type B: Non-local experiential learning activities for the course <b>SOSC3006/GCAP3146 Global Outreach</b>	<ul style="list-style-type: none"> <li>• 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.</li> <li>• Students enrolled in <i>SOSC3006/GCAP3146 Global Outreach</i> and completed the non-local experiential learning activities of the course.</li> <li>• Students can submit only one application at a time.</li> </ul>

**Students should read the relevant parts of the Guidelines based on their application type and complete the respective application form with required supporting documents.**

**Hong Kong Baptist University**  
**Faculty of Social Sciences**  
**Student Experiential Learning Grant, AY2022/23 (2<sup>nd</sup> round)**

**Guidelines for funding of proposed non-credit bearing activities**  
**[Type A]**

**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      | • Short-Term Exchange | • Field Trip                 |
| • Service Learning Trip       | • Study Tour          | • International Festival     |
| • Conference / Seminar        | • Competition         | • Training Course / Workshop |
| • Foreign Language Enrichment | • Research Project    | • Community Project          |

A diversity of the above activities is highly recommended.

*\* Non-local activities (non-credit bearing) from the above categories that switch to online/ virtual modes due to the COVID-19 or other possible pandemics may also be considered.*

**What activities are ineligible?**

- Activity from a Major / graduation required / credit-bearing course\* (e.g. Honours Project)
- 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 before 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

***Applicants should invite an academic/teaching staff (normally from the Major Department) to be their Mentor/Advisor of the proposed activity. The application should be reviewed by the Mentor/Advisor and recommended by the Department before submitting it to the Faculty. The Mentor/Advisor will evaluate the Reflection Report and Video of the student(s) after the completion of the activity.***

*\*Remarks: For overseas exchange programme, if you are going to apply for credit transfer from course(s) when you resume study at HKBU, generally the programme itself will be considered as credit bearing. Therefore, student exchange programme is normally considered as ineligible unless students declare no credit transfer would be involved in the programme.*

**FUNDING AMOUNT**

**What is the level of funding for Type A activities?**

Type	Approved Grant	Maximum Amount (HK\$)
Individual	50 – 70 % of the estimated cost	<b>HK\$ 4,000</b>
Group (2 students)	50 – 70 % of the estimated cost	<b>HK\$ 8,000</b>
Group (3 - 5 students)	50 – 70 % of the estimated cost	<b>HK\$ 12,000</b>

*The actual amount of the Grant received will be based on the approved funding rate (%) of actual expenses of the activity which will not exceed the approved grant maximum.*

### What items would be granted for Type A activities?

Category	Remarks
Travelling expenses <sup>^</sup>	The lowest possible cost with quotation submitted by the applicant as a supporting document. (For flights, only round trips that are closest to the actual activity period will be considered)
Accommodation expenses <sup>^</sup>	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:</i> 1. Students are expected to share a room with the same gender. 2. The accommodation expenses for compulsory quarantine will not be covered.
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.

<sup>^</sup> If the programme fee includes the travelling and/or accommodation, please provide a detailed breakdown.

### What budget items are ineligible?

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

- Food or beverages and souvenirs
- Equipment (e.g. computers, software, furniture, books, audio-visual equipment, etc.)
- Payment for the guest speakers, volunteers or research participants
- Medical or legal costs for the experience (e.g. vaccinations, passports, travel insurance, etc.)

### APPROVAL OF GRANT

Each application will be evaluated by the **Faculty Learning and Teaching Committee (FLTC)** based on the following items as well as the 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 an 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 following to the Faculty Office by email to [sosinfo@hkbu.edu.hk](mailto:sosinfo@hkbu.edu.hk) on or before the application deadline:

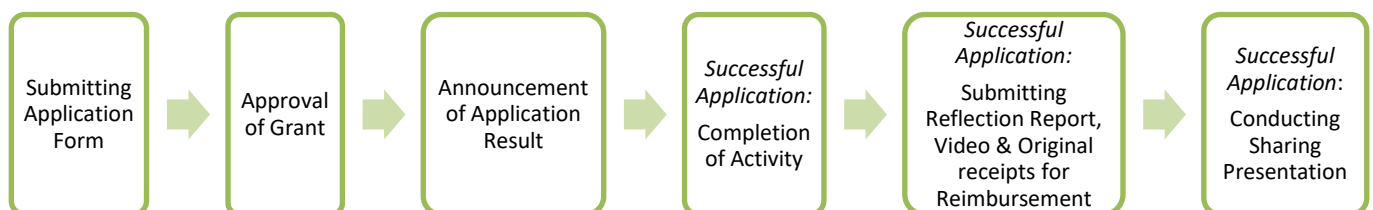
Round (AY2022/23)	Eligible period of proposed non-credit bearing activities (Activities out of eligible period will <u>NOT</u> be considered)	Application Deadline
2 <sup>nd</sup> <b>[APPLY NOW]</b>	<b>Between 1 April 2023 – 31 August 2023</b>	<b>16 February 2023</b>
<b>Upcoming round (tentative)</b>		
3 <sup>rd</sup>	Between 1 June 2023 – 31 January 2024 (Final year applicants: 1 June 2023 – 31 August 2023)	20 April 2023

- i. A **completed** Application Form (**Section A, B, C & D**)
- ii. Proposed expenses with quotations clearly tabulated (For Section B9 of the application form, proposed expenses **without supporting documents / quotations will NOT be counted**)
- iii. Supporting documents with details about the activity or any other relevant supporting documents **in English** (Information given via a link will NOT be accepted)

### Remarks:

- *By submitting the application, the applicant acknowledges that he/she has read and understood the “Privacy Policy Statement” and “Personal Information Collection Statement” (PPS/PICS) from the University (Accessible: <https://bupdpdpo.hkbu.edu.hk/policies-and-procedures/pps-pics/>). And applicants have authorised the Faculty Office to use those information/data collected hereunder for the purpose of SELG and any other related purposes for the exercise. They will be presented to the Faculty and other appropriate parties in the University for consideration and processing.*
- *Retrospective/ incomplete/ late application will NOT be considered.*
- *Applicants should provide an English translation of the content of their supporting documents if the language used is not English.*
- *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 one week after the result announcement.
2. Notify the Faculty Office by email of any change to 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 the academic year upon request.

### About the Reflection Report and Video (to be evaluated by the Mentor/Advisor of the Activity)

A reflection report in view of the proposed objectives and intended learning outcomes of the activity (please refer to *Section B.5* of the application form) should be submitted. The A4- size report (at least 800 words, single-spaced line, 12-point font size) should include 2- 3 photos and the link to the video. The brief video about the activity (no more than 2 minutes) should be in good visual quality and with English subtitles. The video should be submitted by uploading it onto Google Drive and sharing the link to [soscinfo@hkbu.edu.hk](mailto:soscinfo@hkbu.edu.hk), with the file name in the format of "SID\_full name", and addressing the following questions:

1. What are the overall reflection and insights of the learning experience?
2. How did you achieve your learning objectives? Or why did you fail to meet any of them?
3. Did you encounter any problems when conducting the activities and what did you do to solve the problems?
4. What are the implications or benefits of this experience for your future study/research/career?
5. What could you improve on in order to achieve a better outcome of this learning experience?

Remarks:

1. *The reflection report and brief video will be evaluated by the Mentor/Advisor of the Activity.*
2. *The submitted materials may be used by the Faculty of Social Sciences for publicity and sharing purposes.*
3. *All footage and audio clips (including music) used in the video must be used legally, and granted authorisation(s) 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.*
4. *The video submitted should not contain any materials that are obscene, violent, pornographic, indecent, defamatory or content that is controversial and inappropriate.*

## About the Sharing Presentation

Participating individuals / groups may be invited to share their learning experience at a sharing presentation seminar.

### ENQUIRY

Faculty of Social Sciences  
Hong Kong Baptist University  
Email : [sosinfo@hkbu.edu.hk](mailto:sosinfo@hkbu.edu.hk)  
Tel : (852) 3411 5943

### Remarks:

1. SELG is sponsored by the UGC Funding Scheme for Enhancing Internationalisation and Student Learning Experience in the 2019-22 Triennium.



2. UGC-funded Undergraduate Programmes under the Faculty of Social Sciences include:

#### 4-year Degree 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 Social Sciences (Hons.) in China Studies (*For Students Admitted in 2019/20 and Before*)
- Bachelor of Social Sciences (Hons.) in Global and China Studies
- Bachelor of Social Sciences (Hons.) in European Studies - French Stream
- Bachelor of Social Sciences (Hons.) in European Studies - German Stream
- Bachelor of Arts (Hons.) in Physical Education and Recreation Management
- Bachelor of Social Work (Hons.)

#### 4-year Transdisciplinary Degree Programme

- Bachelor of Social Sciences (Hons.) / Bachelor of Science (Hons.) in Innovation in Health and Social Well-Being (*Subject to University's approval*)

#### 5-year Double Degree Programmes (For Students Admitted in 2021/22 and Before)

- Bachelor of Arts (Hons.) in English Language & Literature and Bachelor of Education (Hons.) in English Language Teaching
- 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

3. The 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, AY2022/23 (2<sup>nd</sup> round)**

**Guidelines for funding of COMPLETED activities of SOSC3006/GCAP3146 Global Outreach**  
**[ Type B ]**

**What activities are eligible?**

- Non-local experiential learning activities in which the individual applicants participated in the course SOSC3006/GCAP3146 Global Outreach
  - The end date of the activities lies within the eligible period for the current round of application.
- \*Non-local activities that switch to online/ virtual modes due to the COVID-19 or other possible pandemics may also be considered.*

**FUNDING AMOUNT**

**What is the level of funding for Type B activities?**

Type	Approved Grant	Maximum Amount (HK\$)
<b>Individual</b>	50 – 70 % of the actual expenses	<b>HK\$ 1,000</b>

*The actual amount of the Grant received will be based on the approved funding rate (%) of actual expenses of the activity which will not exceed the approved grant maximum.*

**What items would be granted for Type B activities?**

Category	Remarks
Travelling expenses <sup>^</sup>	The actual cost supported by original invoices / receipts / payment proof / boarding passes / train tickets submitted by the applicant as a supporting document. (For flights, only round trips that are closest to the actual activity period will be considered)
Accommodation expenses <sup>^</sup>	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:</i> 1. <i>Students are expected to share a room with the same gender.</i> 2. <i>The accommodation expenses for compulsory quarantine will not be covered.</i>
Registration fees	As stated in the printed information submitted by the applicant. Normally, registration fees for international conference, application fee of course and getting a verified certificate will be covered (and supported by original invoices/ receipts/payment proof), excluding board or meals, refundable deposit, tuition fees, museum tickets fee etc.

<sup>^</sup> *If the programme fee includes the travelling and/or accommodation, please provide a detail breakdown.*

**What budget items are ineligible?**

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

- Food or beverages and souvenirs
- Equipment (e.g. computers, software, furniture, books, audio-visual equipment, etc.)
- Payment for the guest speakers, volunteers or research participants
- Medical or legal costs for the experience (e.g. vaccinations, passports, travel insurance, visa costs etc.)

## APPLICATION

Applicants should submit the following to the Faculty Office by email to [soscinfo@hkbu.edu.hk](mailto:soscinfo@hkbu.edu.hk) on or before the application deadline:

- i. A **completed** Application Form (**Section A, B & C**)
- ii. Actual expenses supported by original invoices / receipts / payment proof clearly tabulated (For *Section B8* of the application form. Expenses written without supporting documents / proof **will NOT be counted**)
- iii. Proof of activity attendance / completion
- iv. Original boarding passes / train tickets (for travel expenses AND activity participated face-to-face only)

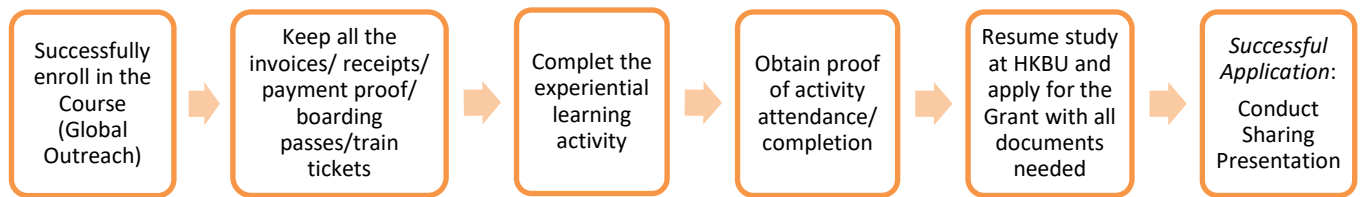
Round (AY2022/23)	Eligible period of activities for SOSC3006/GCAP3146 Global Outreach (Activities out of eligible period will <b>NOT</b> be considered)	Application Deadline
2 <sup>nd</sup> <b>[APPLY NOW]</b>	Activity <u>completed</u> between <b>1 August 2022 – 31 January 2023</b>	<b>16 February 2023</b>
Upcoming round (Tentative)		
3 <sup>rd</sup>	Activity <u>completed</u> between <b>1 December 2022 – 30 April 2023</b>	20 April 2023

### Remarks:

- The eligible period is counted based on **the end date of the activity(ies)** stated in the verified certificate/ letter.
- Students have the responsibility to keep the required original boarding passes / train tickets, invoices / receipts / payment proof in advance for the Grant application. **Expenses without supporting documents will NOT be counted.** Hardcopies may be required upon request.
- By submitting the application, the applicant acknowledge that he/she has read and understood the “Privacy Policy Statement” and “Personal Information Collection Statement” (PPS/PICS) from the University (Accessible: <https://bupdpdpo.hkbu.edu.hk/policies-and-procedures/pps-pics/> ). And applicants have authorised the Faculty Office to use those information/data collected hereunder for the purpose of SELG and any other related purposes for the exercise. They will be presented to the Faculty and other appropriate parties in the University for consideration and processing.
- Incomplete/ late application for the Grant will NOT be considered.
- Students can only apply and are eligible for the Grant (Type B) once.
- The information is for reference only. The actual arrangement will be based on the official announcement during the relevant period. The provision of the Student Experiential Learning Grant (Type B) is subject to the availability of funding. The Faculty reserves the right to cancel the provision of the Grant (Type B) in future.
- Applicants should provide an English translation of the content of the supporting documents if the language used is not English.
- If applicants participated in the non-local experiential learning activity for SOSC3006/GCAP3146 Global Outreach in a group, students should still submit the application for the Grant (Type B) **individually**.
- The applicant must state clearly whether the proposed activity has received or is in the process of soliciting other source(s) of funding in Section B9 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 applicants are required to:

1. Sign the acceptance of the approved grant on *Section D* of the Application Form within 1 week after the result announcement.
2. Submit the reflection report of the activity (the one submitted for the Course) with photos
3. Note that the reflection report and photos may be used by the Faculty of Social Sciences for publicity and sharing purposes.
4. Conduct a sharing presentation at the end of the academic year upon request.


### **About the Sharing Presentation**

Participating individuals may be invited to share their learning experiences at a sharing presentation seminar.

## ENQUIRY

Faculty of Social Sciences  
Hong Kong Baptist University  
Email : [soscinfo@hkbu.edu.hk](mailto:soscinfo@hkbu.edu.hk)  
Tel : (852) 3411 5943

### Remarks:

1. SELG is sponsored by the UGC Funding Scheme for Enhancing Internationalisation and Student Learning Experience in the 2019-22 Triennium.  
 大學教育資助委員會  
University Grants Committee
2. The provision of the Student Experiential Learning Grant (Type B) is subject to the availability of funding. The Faculty reserves the right to cancel the provision of the Grant (Type B) in the future.
3. UGC-funded Undergraduate Programmes under the Faculty of Social Sciences include:
  - Bachelor of Arts/Social Sciences (Broad-based Admission Programme Year 1)
  - 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 Social Sciences (Hons.) in China Studies (*For Students Admitted in 2019/20 and Before*)

- Bachelor of Social Sciences (Hons.) in Global and China Studies
  - Bachelor of Social Sciences (Hons.) in European Studies - French Stream
  - Bachelor of Social Sciences (Hons.) in European Studies - German Stream
  - Bachelor of Arts (Hons.) in Physical Education and Recreation Management
  - Bachelor of Social Work (Hons.)
  - Bachelor of Social Sciences (Hons.) / Bachelor of Science (Hons.) in Innovation in Health and Social Well-Being
  - 5-year Double Degree Programmes (For Students Admitted in 2021/22 and Before)
    - Bachelor of Arts (Hons.) in English Language & Literature and Bachelor of Education (Hons.) in English Language Teaching
    - 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
4. The 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 nor arranged by the Faculty and I accept the sponsorship 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), hospitalisation, 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 it and/or 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:**

<p><b>PARENTAL CONSENT 家長同意書</b></p> <p>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.</p> <p>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。</p> <p>Parent / Guardian's Signature 家長/監護人簽名: _____</p> <p>Date 日期: _____</p>
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## **Appendix: Recommendations for Students Undertaking Non-local Activities**

For students' safety, all students who participate in ANY 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 other 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.
4. Provide emergency contact number of your family, guardian, or next of kin to the activity organiser/sponsor/mentor.
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), hospitalisation, 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.
18. Pay attention to the information about COVID-19 pandemic in the host country and Hong Kong. Observe the travel advice by the HKSAR Government at <https://www.coronavirus.gov.hk/eng/travel-advice.html>. Follow the regulations and policies regarding compulsory testing and compulsory quarantine in the host country and Hong Kong, if applicable.