

**Hong Kong Baptist University**  
**Faculty of Social Sciences**  
**Student Experiential Learning Grant, AY2018/19 (1st round)**

**Application Form**

**Notes**

1. Please read the guidelines carefully before filling out this form **in English** and please print clearly.
2. **Section A, B, C & D** of this form is to be completed by the Applicant / Group Leader with the recommendation of the Mentor / Advisor and the Head of Department / Programme Director/ Broad-based Admission Programme Coordinator.
3. The completed form together with **supporting/relevant documents** should be submitted to the Faculty Office of Social Sciences by email to [sosinfo@hkbu.edu.hk](mailto:sosinfo@hkbu.edu.hk) before the deadline of application. Incomplete / late application will NOT be considered.
4. Individual / group applications submitted with same activity proposal stated in Section B (1-8) of this form will NOT be approved.
5. The information provided hereunder will be used for processing your application and will be presented to the Faculty for consideration and deliberation.
6. Application results will be released via HKBU email.

**SECTION A: Details of Applicant(s)**

Application Type (please ✓ as appropriate)     Individual     Group of 3 to 5 students

**Individual Applicant / Group Leader**

Name (English) \_\_\_\_\_ (Chinese) \_\_\_\_\_ Gender \_\_\_\_\_  
 Student No. \_\_\_\_\_ Study Programme \_\_\_\_\_ Year \_\_\_\_\_  
 Cumulated GPA \_\_\_\_\_ Expected Graduation Year \_\_\_\_\_ Mobile No. \_\_\_\_\_

**Group Members (For Group Application only)**

1 Name (English) \_\_\_\_\_ (Chinese) \_\_\_\_\_ Gender \_\_\_\_\_  
 Student No. \_\_\_\_\_ Study Programme \_\_\_\_\_ Year \_\_\_\_\_  
 Cumulated GPA \_\_\_\_\_ Expected Graduation Year \_\_\_\_\_ Mobile No. \_\_\_\_\_

2 Name (English) \_\_\_\_\_ (Chinese) \_\_\_\_\_ Gender \_\_\_\_\_  
 Student No. \_\_\_\_\_ Study Programme \_\_\_\_\_ Year \_\_\_\_\_  
 Cumulated GPA \_\_\_\_\_ Expected Graduation Year \_\_\_\_\_ Mobile No. \_\_\_\_\_

3 Name (English) \_\_\_\_\_ (Chinese) \_\_\_\_\_ Gender \_\_\_\_\_  
 Student No. \_\_\_\_\_ Study Programme \_\_\_\_\_ Year \_\_\_\_\_  
 Cumulated GPA \_\_\_\_\_ Expected Graduation Year \_\_\_\_\_ Mobile No. \_\_\_\_\_

4 Name (English) \_\_\_\_\_ (Chinese) \_\_\_\_\_ Gender \_\_\_\_\_  
 Student No. \_\_\_\_\_ Study Programme \_\_\_\_\_ Year \_\_\_\_\_  
 Cumulated GPA \_\_\_\_\_ Expected Graduation Year \_\_\_\_\_ Mobile No. \_\_\_\_\_

**Mentor / Advisor (Teaching Staff)**

Applicant is required to seek for the advice on the proposed activity from a teaching staff of Department/Faculty.

Name (English) \_\_\_\_\_ (Chinese) \_\_\_\_\_  
 Department \_\_\_\_\_ Office Location: \_\_\_\_\_  
 Email Address \_\_\_\_\_ Tel. / Ext. \_\_\_\_\_

## SECTION B: Details of the Proposed Activity

1. **Name of Activity**

2. **Type of Activity** (please ✓ as appropriate)

- Internship / Placement       Field Trip / Study Tour       Training Course / Workshop  
 Research Project       Community Project       Conference / Seminar  
 Competition       Other (please specify) \_\_\_\_\_

3. **Date of Activity**

From  to  (YYYY/MM/DD)

4. **Location / Venue**

5. **Objectives**

6. **Intended Learning Outcomes**

7. **Project Plan / Schedule** (Use separate sheets if necessary)

Date (YYYY/MM/DD)	Description

### 8. Proposed Budget with breakdown and supporting documents

Item	Description	Estimated Amount (HK\$)	Supporting Document (Appendix)*
<b>Travel expenses *</b>			
<b>Accommodation expenses *</b>			
<b>Registration fees *</b>			
	Total		

\* Please provide the quotations/supporting documents and mark the relevant Appendix no. on each of the separate sheet. Actual breakdown with original of receipts will be submitted after the completion of activity.

### 9. 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 (e.g. First Generation University Student Fund).
- 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.  
(Funding party: \_\_\_\_\_ Amount: HK\$ \_\_\_\_\_)
- This proposed activity will be submitted to other sources of funding for support (please give the details under Point 10 below).

### 10. Remuneration / Other Funding Sources (if applicable)

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

Name of Organisations/ Offices/ Individuals	Contact Email/ Phone	Details of Support / Amount

### 11. Additional Information (Please use separate sheet, if necessary)

## 12. Quotations and Supporting Documents

To facilitate the vetting and processing of the application, applicant(s) have to attach the following supporting documents together with this application (*please ✓ as appropriate*):

- Quotations for traveling expenses (e.g. airfare or train tickets) listed on Point 8
- Quotations for accommodation expenses (e.g. hotel fee) listed on Point 8
- Supporting documents that provide details about the activity

## 13. Declaration

I (We) hereby confirm that this proposed activity is not a Major / graduation required / credit bearing course 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.

\_\_\_\_\_  
Signature of Applicant / Group Leader

\_\_\_\_\_  
Date

### SECTION C: Recommendation of the Mentor / Advisor

Note: The Applicant / Group should seek advice from the Mentor / Advisor on the proposed non-local experiential learning activity mentioned in Section B.

- Recommended       Not Recommended      (*please ✓ as appropriate*)

Comments:

Signature of the Mentor/Advisor \_\_\_\_\_

Date \_\_\_\_\_

### SECTION D: Recommendation of the Head of Department / Programme Director / Broad-based Admission Programme Coordinator

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.

- Recommended       Not Recommended      (*please ✓ as appropriate*)

Comments:

Signature \_\_\_\_\_

Name \_\_\_\_\_

Dept./Prog. \_\_\_\_\_

Date \_\_\_\_\_

#### For Office Use

Received on: \_\_\_\_\_

Checked on: \_\_\_\_\_

First Time Application

Yes

No

Last application Ref. No. \_\_\_\_\_

### SECTION E: Approval (For Office use)

- Approval / disapproval of applications should be completed by the Faculty Office.
- Applicant / Group Leader should sign to indicate acceptance / refusal of the grant.

Ref. No.:

#### Part I: For Faculty Office

##### Individual Applicant / Group Leader

Name (English) \_\_\_\_\_ (Chinese) \_\_\_\_\_ Student No. \_\_\_\_\_

Study Programme \_\_\_\_\_ Year \_\_\_\_\_

Name of Activity \_\_\_\_\_

Resolution:

Approved      Rate of support: \_\_\_\_\_ % based on the budget estimate of the application and up to HK\$ \_\_\_\_\_

Not approved

Remarks \_\_\_\_\_

Signature \_\_\_\_\_ Date \_\_\_\_\_

Associate Dean (Learning and Teaching)  
Faculty of Social Sciences

#### Part II: For Applicant / Group Leader

##### Acceptance / Refusal of Grant

I (We) will  accept  decline the grant up to HK\$ \_\_\_\_\_ for the above-mentioned activity.  
(please refer to Part I above)

I (We) state that, in case of acceptance, I (we) will fulfil the obligations as stipulated in the policy guidelines on Student Experiential Learning Grant. I (We) will submit all required materials to the Faculty of Social Sciences and conduct a sharing presentation upon the completion of the activity and understand that the information provided would be used by the Faculty of Social Sciences for reimbursement, publicity and sharing purposes. I (We) note that the reimbursement is based on the above-mentioned approved funding rate (%) of actual expenses of the activity up to the amount of approved grant.

Signature \_\_\_\_\_ Student No. \_\_\_\_\_

Name in block \_\_\_\_\_ Date \_\_\_\_\_

### SECTION F: Reimbursement (For Office use)

- The Applicant/Group Leader should submit the reflection report and the summary of expenses with original of official receipts together with the proof of activity attendance/completion to the Faculty Office.
- The Faculty Office should check all the receipts and send them together with the completed Reimbursement Form to the Finance Office for reimbursement process.

##### Submission by Applicant / Group Leader

Report    Photos    Receipts    Activity proof   Submitted on: \_\_\_\_\_ (YYYY/MM/DD)

Total Amount of reimbursement: HK\$ \_\_\_\_\_ Account code \_\_\_\_\_

Reimbursement Form No. \_\_\_\_\_ Date to Finance Office \_\_\_\_\_

##### Cheque Received by the Applicant / Group Leader

Cheque No. \_\_\_\_\_ Issue Date \_\_\_\_\_

Signature \_\_\_\_\_ Student No. \_\_\_\_\_

Name in block \_\_\_\_\_ Date \_\_\_\_\_