Before submitting application, please read through this guideline and other attachments.

1. Introduction

Global Learning Award Scheme aims to encourage students to create, design, plan or participate in non-local academic or experiential learning programmes, so as to broaden students’ international perspectives and enrich their experiences.

The quality of the proposals and applicants’ track records will be the main considerations in evaluating applications. This Scheme is divided into Short-term and Long-term Scheme.

Successful applicants will be awarded “Global Learning Award”, which is a merit-based award.

<table>
<thead>
<tr>
<th>Programme Length ~</th>
<th>Programme nature*</th>
<th>Maximum Award amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Short-term</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Shorter than one month</td>
<td>Self-initiated programmes</td>
<td>HK$12,000 or 100% of particular items (whichever is lower)</td>
</tr>
<tr>
<td></td>
<td>Participating in organized programmes</td>
<td>HK$5,000 or 50% of particular items (whichever is lower)</td>
</tr>
<tr>
<td>Long-term</td>
<td></td>
<td></td>
</tr>
<tr>
<td>One to six months</td>
<td>Self-initiated programmes</td>
<td>HK$15,000 or 100% of particular items (whichever is lower)</td>
</tr>
<tr>
<td></td>
<td>Participating in organized programmes</td>
<td></td>
</tr>
</tbody>
</table>

~ Excluding transportation time, only count from programme start date to end date.

* Excluding programmes organized by the College and Term-long Exchange Programmes.

2. Two Round Selections

Application is opened twice a year - Winter and Summer Round.

<table>
<thead>
<tr>
<th>Round*</th>
<th>Applying for trips taken during (for trips overlapping both rounds, first date of the trip shall determine the application period)</th>
<th>#Application period</th>
</tr>
</thead>
<tbody>
<tr>
<td>Winter</td>
<td>Nov 1 – Apr 30</td>
<td>May 1 – Oct 31</td>
</tr>
<tr>
<td>Summer</td>
<td>May 1 – Oct 31</td>
<td>Nov 1 – Apr 30</td>
</tr>
</tbody>
</table>

* Students can only submit one application for each round (regardless of programme nature/individual/group application)

# Application documents shall be submitted to DOS Office by the last working day within the application period.
3. **Global Learning Award Scheme - Short-term**

3.1 **Eligibility**
All Wu Yee Sun College students (except Exchange students) are eligible for application. For final year students, the programme that they join or plan must be finished by 31 December for Winter Round Application and finished by 31 July for Summer Round Application.

The scheme supports students to take part in short-term academic or experiential learning programmes outside Hong Kong, such as academic conferences, competitions, field trips, language programmes, cultural tours and so on. The programmes should last for shorter than a month. For programmes lasting one month or longer, applicants should apply for the Long-term scheme.

3.2 **Selection Criteria**
The College has discretion to decide the number of approved applications and respective amount of approved subsidies.

To encourage students to plan their own programmes, successful applicants for self-initiated short-term programmes will normally receive a maximum amount of HK$12,000 or up to 100% of the cost of the particular items (including round-trip transportation, local accommodation of the planned programme ONLY), whichever is lower.

Successful applicants joining a short-term programme organized by organization(s) other than the College will normally receive a maximum amount of HK$5,000 or no more than 50% of the cost of the particular items (including registration/programme fee to join the applied non-local programmes, round-trip transportation and local accommodation of the applied programmes ONLY), whichever is lower.

Judging criteria:

a) Students’ quality of mind;
b) Purpose of the project & quality of the proposal, in particular formative values of the project;
c) Student’s participation in College extra-curricular activities;
d) Personal financial condition;
e) Student’s academic performance.

The college may invite students to interview for further assessments.
4. **Global Learning Award Scheme - Long-term**

4.1 **Eligibility**
All Wu Yee Sun students (except Exchange students) are eligible for application. For final year students, the programme that they join or plan must be finished by 31 December for Winter Round Application and finished by 31 July for Summer Round Application.

The scheme supports students to take part in "long-term academic or experiential learning programmes, organized by organization(s) other than the College, outside Hong Kong, such as overseas summer research projects, field trip, cultural tours. However, programmes that last for *less than one month or longer than six months* will not be subsidized by the Long-term scheme. ‘Term-long Exchange Programmes will not be considered in this scheme."

4.2 **Selection Criteria**
The College has discretion to decide the number of approved applications and respective amount of approved subsidies.

Successful applicants will normally receive **a maximum amount of HK$15,000 or up to 100% of the cost of the particular items** (including registration/ programme fee to join the applied non-local programmes, round-trip transportation and local accommodation of the applied programmes ONLY), whichever is lower.

Judging criteria:

a) Students’ quality of mind;
b) Purpose of the project & quality of the proposal, in particular formative values of the project;
c) Student’s participation in College extra-curricular activities;
d) Personal financial condition;
e) Student’s academic performance.

The college may invite students to interview for further assessments.

5. **After-trip Submission (Refer to the post-trip submission guideline for details)**
Upon completion of programme, all successful applicants are required to submit (1)Expenditure report plus expenditure proof, (2)A written report, (3)Photos in JPEG file and (4) Photo Summary; by the end date of the following month. If the work submitted require amendment, students have to submit complete and accurate documents within 2 weeks after receiving amendment notification. **For more details, please refer to the GLAS Post-programme submission file.**
The actual award amount shall be decided upon reception of such expenditure report and proving documents. Besides the report, students must share their experiences with other students in any creative but reasonable manners or upon the College’s request.

The College will only release award amount to applicants who have fulfilled all the requirements on time. Applicants will forfeit the right of reimbursement if their submission of the required documents is late, incomplete or cannot meet the requirement, without justification.

6. Application
Application forms can be downloaded from the College website. Applicants should submit a completed application form with all supporting documents to the Dean of Students Office before the application deadline of each Round. All application documents shall be submitted to DOS Office by the last working day within the application period.

7. Enquiry
For further enquiries, please contact

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