

Guidelines for Global Learning Award Scheme

寰宇學習獎勵計劃-申請指引

September 2017

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.

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

**Programmes organized by the College and Term-long Exchange Programmes will not be considered for this scheme.*

2. Two Round Selections

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

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

#application documents shall be submitted to DOS Office by the last working day within the application period.

Wu Yee Sun College
The Chinese University of Hong Kong

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 Report

Students are required to submit a written report, to the Dean of Students Office within **TWO MONTHS** after the programme. Besides the report, students must share their experiences with other students in any creative but reasonable manners or upon the College's request.

An expenditure report with expenses proof, such as admission letter from the host organization, true copy of receipts and etc., should be submitted to the Dean of

Wu Yee Sun College
The Chinese University of Hong Kong

Students Office within **TWO WEEKS** after the programme. The actual award amount shall be decided upon reception of such expenditure report and proving documents.

For more details, please refer to the GLAS Post-programme submission file. The College will only release award amount to applicants after receiving all required documents. **Late submission will NOT be accepted and the College reserves the right to withdraw any approved application.**

6. Application

Applicants should submit a completed application form with all supporting documents to the Dean of Students Office before the application deadline of each Round.

Application forms can be downloaded from the College website. 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

Miss Kathy Fong (kathyfong@cuhk.edu.hk / 3943 3942)

Miss Katie Yu (katieyu@cuhk.edu.hk / 3943 3935)