



香港浸會大學

HONG KONG BAPTIST UNIVERSITY

文學及社會科學院

FACULTY OF ARTS AND SOCIAL SCIENCES

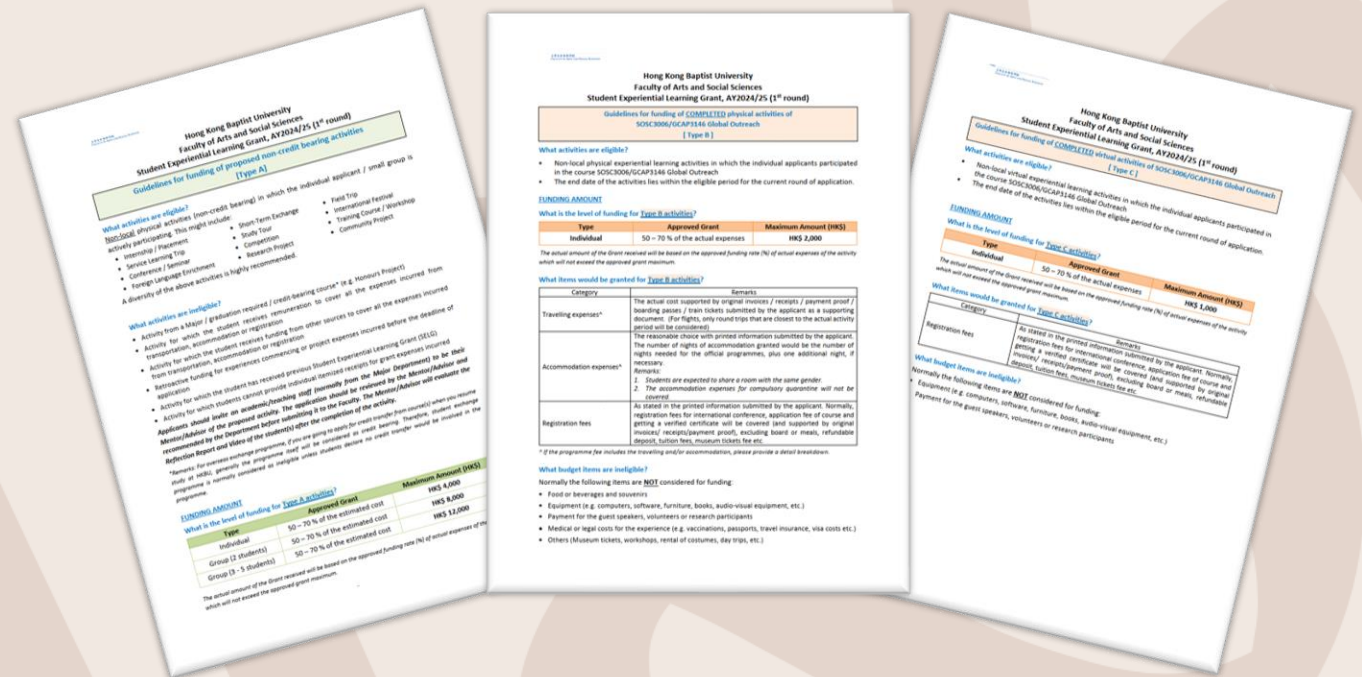
STUDENT EXPERIENTIAL LEARNING GRANT



Tips for Completing the Application Form

STEP 1: READ THE GUIDELINES

✓ Read the Guidelines carefully before application in order to make sure you will complete the **CORRECT** application form with required supporting documents based on your application type



STEP II: FILL IN THE APPLICATION FORM

✓ Make sure you have downloaded the **latest** and the **relevant type** of application form for the Student Experiential Learning Grant from the Faculty's webpage

→ <https://fass.hkbu.edu.hk/en/campus-life-support/support-to-students/student-experiential-learning-grant.html>

Or scan here!



Reminder!

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

**STEP II:
FILL IN THE APPLICATION FORM**

For applicants with non-credit bearing non-local physical experiential learning activities (Type A)

For applicants with non-credit bearing non-local physical experiential learning activities (Type A)

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

✓ Input the details of the proposed activity, translate the name of the proposed activity if there is no official English name.

Application Form - Non-credit bearing Activities (Type A)	
Notes	
1. Please read the guidelines carefully before filling out this form.	
2. This form must be TYPED clearly in English (Section A & B) by the Applicant / Group Leader with (Section C) the recommendations of the Mentor / Advisor, and (Section D) the Academy Director / Programme Director (for Global and China Studies Programme Students only) / Broad-based Admission Programme Coordinator (for Year 1 BA/BSSC students).	
3. The completed form (Section A, B, C & D) together with supporting / relevant documents (in English) should be submitted to the Faculty Office of Arts and Social Sciences by email to fass_general@hkbu.edu.hk on or before the deadline of application. Retrospective / incomplete / late application will NOT be considered.	
4. Individual / group applications submitted with the same activity proposal stated in Section B (1-9) of this form will NOT be approved.	
5. 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 (Available here). 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.	
6. Application results will be released via HKBU email.	
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	
Individual Applicant / Group Leader	
Name (English) <u>CHAN Tai Man</u>	(Chinese) <u>陳大文</u> Gender <u>M</u>

For applicants with *non-credit bearing non-local physical experiential learning activities (Type A)*

- ✓ Make sure the proposed activity will be carried out **WITHIN** the eligible period of that round.

3. **Date of Activity** (Activity should be conducted within the eligible period)

From

to

(YYYY/MM/DD)

4. **Location / Venue**

Eligible period of proposed non-credit bearing activities

For applicants with *non-credit bearing non-local physical experiential learning activities (Type A)*

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

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

For applicants with non-credit bearing non-local physical experiential learning activities (Type A)

- ✓ Attach quotations/payment proof of the expenses to support your proposed budget and mark the appendix numbers clearly on the form and the attachment(s).

Item	Description	Estimated Amount (HK\$)	Supporting Document^ (Appendix No.)*
Travelling expenses *			
Round Trip air tickets	HKG to ICN by Travel Airline (22 Dec 2021) ICN to HKG by Travel Airline (1 Jan 2022)	HK\$3,000	B
Accommodation expenses *			
Travel Hotel	Accommodation from 22 Dec 2021 - 1 Jan 2022 (10 nights)	HK\$5,100	C
Registration fees *			
N/A	N/A	N/A	N/A
		Total #	HK\$8,100

For applicants with *non-credit bearing non-local physical experiential learning activities (Type A)*

✓ 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	Name of the Support & Amount (HK\$)	Expected date of application result announcement (if applicable)
Department Scholar- ship	CDE (3411 1234)	HK\$1,000	2 December 2021

For applicants with non-credit bearing non-local physical experiential learning activities (Type A)

- ✓ Make sure and check if you have provided all the information required with the “Submission Checklist”. Any missing information / documents may hinder the application process.

13. Submission Checklist

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

- Quotations for travelling expenses (e.g. airfare or train tickets) listed on Point 9
- Quotations for accommodation expenses (e.g. hotel fee) listed on Point 9
- Supporting documents that provide details about the activity (Information given via links will **NOT** be accepted)
- Recommendations from the Mentor/Advisor and Department/Programme (Section C & D of this form)

**STEP III:
GET RECOMMENDATION FROM MENTOR/ADVISOR
AND ACADEMY / PROGRAMME**

For applicants non-credit bearing non-local physical experiential learning activities (Type A)

For applicants with non-credit bearing non-local physical experiential learning activities (Type A)

- ✓ Invite an academic/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 Academy /Programme to **review** your proposal **BEFORE** submitting the completed application form to the Faculty Office by the deadline.

SECTION C: Recommendation of the Mentor / Advisor (Academic/Teaching Staff)

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. The Mentor / Advisor will evaluate the Reflection Report and Video of the Applicant / Group after completion of the activity.

Recommended Not Recommended (please ✓ as appropriate)

Comments:

Signature of the Mentor/Advisor _____ Date _____

SECTION D: Recommendation of the Academy Director / Programme Director (For Global and China Studies Programme students only) / Broad-based Admission Programme Coordinator (For Year 1 BA/BSSC students only)

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 _____



**STEP IV:
FINAL CHECK BEFORE SUBMISSION**

For applicants with non-credit bearing non-local physical experiential learning activities (Type A)

For applicants with non-credit bearing non-local physical experiential learning activities (Type A)

- ✓ Self-check with the “Submission Checklist” before submission again and read the declaration clearly and ensure the proposed activity is **NOT** a Major / graduation required / credit bearing course.
- ✓ After checking, you must sign your name.
- ✓ Rename the supporting documents with relevant appendix numbers. Then, submit the completed application form and supporting documents via email to fass_general@hkbu.edu.hk **ON OR BEFORE** the deadline. Late submission is **NOT** considered.

13. Submission Checklist

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

- Quotations for travelling expenses (e.g. airfare or train tickets) listed on Point 9
- Quotations for accommodation expenses (e.g. hotel fee) listed on Point 9
- Supporting documents that provide details about the activity (Information given via links will **NOT** be accepted)
- Recommendations from the Mentor/Advisor and Department/Programme (Section C & D of this form)

14. 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.

JM Chan

Signature of Applicant / Group Leader

Date

STEP II: FILL IN THE APPLICATION FORM

For applicants with completed non-local physical experiential learning activities for the course *SOSC3006/GCAP3146 Global Outreach (Type B)*

For applicants with completed non-local physical experiential learning activities for the course *SOSC3006/GCAP3146 Global Outreach (Type B)*

- ✓ **Type** in the Application Form with information required clearly in English (Section A & B).
- ✓ Provide the details of the activity(ies) you have completed for the physical Global Outreach course, translate the name of the proposed activity if there is no official English name.

Application Form – Activities of SOSC3006/GCAP3146 Global Outreach (Type B)

Notes

1. Please read the guidelines carefully **before filling out this form**.
2. This form must be **TYPED clearly in English** by the Applicant (**Section A & B**) with the recommendations of the Experiential Learning Coordinator / Supervisor (**Section C**).
3. The completed form (**Section A, B & C**) together with **[1] original invoices / receipts / payment proof, [2] proof of activity attendance / completion, [3] original boarding passes / train tickets** (for travel expenses AND activity participated face-to-face only) should be submitted to the Faculty Office of Arts and Social Sciences **by email to fass_general@hkbu.edu.hk** on or before the deadline of application. **Retrospective / incomplete / late application for the Grant will NOT be considered**. Hardcopies of documents may be required upon request.
4. 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 (Available [here](#)). 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.
5. Application results will be released via HKBU email.

For applicants with completed non-local physical experiential learning activities for the course *SOSC3006/GCAP3146 Global Outreach (Type B)*

- ✓ Provide the **original invoices/receipts/payment proof/boarding passes/train tickets** of the actual expenses as supporting documents and mark the appendix numbers clearly on the form and on the attachment(s).
- ✓ Please state clearly and provide the details if there is other source(s) of funding for your activity.

8 Summary of Actual Expenses with breakdown and supporting documents[^]
*Note: Expenses without supporting documents (original invoices/ receipts/ payment proof) will **NOT** be counted*

Item	Description	Actual Amount (HK\$)	Supporting Document [^] (Appendix No.*)
Travel expenses*			
Accommodation expenses*			
Registration fees*			
		Total [#]	

For applicants with completed non-local physical experiential learning activities for the course *SOSC3006/GCAP3146 Global Outreach (Type B)*

- ✓ Get the recommendation from your Experiential Learning Coordinator/ Supervisor (**Section C**) for the application
- ✓ Ensure there is **SUFFICIENT time** for your Experiential Learning Coordinator/Supervisor to review your application **BEFORE** submission to the Faculty Office by the deadline.

SECTION C: Recommendation of the Experiential Learning Coordinator/ Supervisor	
<u>Note:</u> The Experiential Learning Coordinator/ Supervisor will evaluate the Reflection Report of the Applicant upon successful applications for the Grant.	
<input checked="" type="checkbox"/> Recommended	<input type="checkbox"/> Not Recommended <i>(please ✓ as appropriate)</i>
Comments: <div style="border: 1px solid black; height: 100px; width: 100%;"></div>	
Signature of the Experiential Learning Coordinator/ Supervisor <u>BCA</u>	Date _____

**STEP III:
FINAL CHECK BEFORE SUBMISSION**

For applicants with completed non-local physical experiential learning activities for the course **SOSC3006/GCAP3146 Global Outreach (Type B)**

For applicants with completed non-local physical experiential learning activities for the course *SOSC3006/GCAP3146 Global Outreach (Type B)*

✓ Make sure and check if you have **provided all the information/supporting documents required** with the "Submission Checklist". Any missing information and documents may hinder the application process.

✓ After reading the declaration clearly, you must sign your name.

10 Submission Checklist

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

- Original invoices/receipts/payment proof for travelling expenses (e.g. airfare or train tickets) listed on Point 8
- Original copies of train tickets/boarding passes for travelling expenses (e.g. airfare or train tickets) listed on Point 8
- Original invoices/receipts/payment proof for accommodation expenses (e.g. hotel fee) listed on Point 8
- Original invoices/receipts/payment proof for registration fees listed on Point 8
- Proof of activity attendance / completion
- Recommendations from the Experiential Learning Coordinator/ Supervisor ([Section C of this form](#))

11 Declaration

I hereby declare that all information provided is true and accurate and I will inform the Faculty of Social Sciences immediately whenever differences arise after the submission of the form. I understand that the information provided will be used for matters related to the administration of the Student Experiential Learning Grant.

JMChan

Signature of Applicant

Date

SECTION C: Recommendation of the Experiential Learning Coordinator/ Supervisor

Note: The Experiential Learning Coordinator/ Supervisor will evaluate the Reflection Report of the Applicant upon successful applications for the Grant.

Recommended Not Recommended (please ✓ as appropriate)

Comments:

Signature of the Experiential

Learning Coordinator/ Supervisor *BCA*

Date

For applicants with completed non-local physical experiential learning activities for the course *SOSC3006/GCAP3146 Global Outreach (Type B)*

- ✓ Submit the **Completed application Form (Section A, B & C)** and **supporting documents** (e.g. original invoices/receipts/payment proof/ boarding passes/train tickets to support the actual expenses, proof of activity attendance /completion etc.) to the Faculty Office via email to fass_general@hkbu.edu.hk **on or before** the application deadline. Hardcopies of supporting documents may be required upon request.
- ✓ Late submission will **NOT** be considered.

STEP II: FILL IN THE APPLICATION FORM

For applicants with completed non-local virtual experiential learning activities for the course *SOS3006/GCAP3146 Global Outreach (Type C)*

For applicants with completed non-local virtual experiential learning activities for the course **SOSC3006/GCAP3146 Global Outreach (Type C)**

- ✓ **Type** in the Application Form with information required clearly in English (Section A & B).
- ✓ Provide the details of the activity(ies) you have completed for the virtual Global Outreach course, translate the name of the proposed activity if there is no official English name.

Application Form – Activities of SOSC3006/GCAP3146 Global Outreach (Type C)

Notes

1. Please read the guidelines carefully **before filling out this form**.
2. This form must be **TYPED clearly in English** by the Applicant (**Section A & B**) with the recommendations of the Experiential Learning Coordinator / Supervisor (**Section C**).
3. The completed form (**Section A, B & C**) together with **[1] original invoices / receipts / payment proof, [2] proof of activity attendance / completion** should be submitted to the Faculty Office of Arts and Social Sciences **by email to fass_general@hkbu.edu.hk** on or before the deadline of application. **Retrospective / incomplete / late application for the Grant will NOT be considered**. Hardcopies of documents may be required upon request.
4. 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 (Available [here](#)). 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.
5. Application results will be released via HKBU email.

For applicants with completed non-local virtual experiential learning activities for the course **SOSC3006/GCAP3146 Global Outreach (Type C)**

- ✓ Provide the **original invoices/receipts/payment proof** of the actual expenses as supporting documents and mark the appendix numbers clearly on the form and on the attachment(s).
- ✓ Please state clearly and provide the details if there is other source(s) of funding for your activity.

8 Summary of Actual Expenses with breakdown and supporting documents[^]

Note: Expenses without supporting documents (original invoices/ receipts/ payment proof) will **NOT** be counted

Item	Description	Actual Amount (HK\$)	Supporting Document [^] (Appendix No.*)
Registration fees*			
		Total [#]	

For applicants with completed non-local virtual experiential learning activities for the course *SOSC3006/GCAP3146 Global Outreach (Type C)*

- ✓ Get the recommendation from your Experiential Learning Coordinator/ Supervisor (**Section C**) for the application
- ✓ Ensure there is **SUFFICIENT time** for your Experiential Learning Coordinator/Supervisor to review your application **BEFORE** submission to the Faculty Office by the deadline.

SECTION C: Recommendation of the Experiential Learning Coordinator/ Supervisor	
<u>Note:</u> The Experiential Learning Coordinator/ Supervisor will evaluate the Reflection Report of the Applicant upon successful applications for the Grant.	
<input checked="" type="checkbox"/> Recommended	<input type="checkbox"/> Not Recommended <i>(please ✓ as appropriate)</i>
Comments: <div style="border: 1px solid black; height: 100px; width: 100%;"></div>	
Signature of the Experiential Learning Coordinator/ Supervisor <u>BCA</u>	Date _____

**STEP III:
FINAL CHECK BEFORE SUBMISSION**

For applicants with completed non-local virtual experiential learning activities for the course **SOSC3006/GCAP3146 Global Outreach (Type C)**

For applicants with completed non-local virtual experiential learning activities for the course *SOSC3006/GCAP3146 Global Outreach (Type C)*

✓ Make sure and check if you have **provided all the information/supporting documents required** with the “Submission Checklist”. Any missing information and documents may hinder the application process.

✓ After reading the declaration clearly, you must sign your name.

10 Submission Checklist

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

- Original invoices/receipts/payment proof for travelling expenses (e.g. airfare or train tickets) listed on Point 8
- Original copies of train tickets/boarding passes for travelling expenses (e.g. airfare or train tickets) listed on Point 8
- Original invoices/receipts/payment proof for accommodation expenses (e.g. hotel fee) listed on Point 8
- Original invoices/receipts/payment proof for registration fees listed on Point 8
- Proof of activity attendance / completion
- Recommendations from the Experiential Learning Coordinator/ Supervisor ([Section C of this form](#))

11 Declaration

I hereby declare that all information provided is true and accurate and I will inform the Faculty of Social Sciences immediately whenever differences arise after the submission of the form. I understand that the information provided will be used for matters related to the administration of the Student Experiential Learning Grant.

JMChan

Signature of Applicant

Date

SECTION C: Recommendation of the Experiential Learning Coordinator/ Supervisor

Note: The Experiential Learning Coordinator/ Supervisor will evaluate the Reflection Report of the Applicant upon successful applications for the Grant.

Recommended Not Recommended (please ✓ as appropriate)

Comments:

Signature of the Experiential

Learning Coordinator/ Supervisor *BCA*

Date

For applicants with completed non-local virtual experiential learning activities for the course *SOSC3006/GCAP3146 Global Outreach (Type C)*

- ✓ Submit the **Completed application Form (Section A, B & C)** and **supporting documents** (e.g. original invoices/ receipts/payment proof to support the actual expenses, proof of activity attendance /completion etc.) to the Faculty Office via email to fass_general@hkbu.edu.hk on or before the application deadline. Hardcopies of supporting documents may be required upon request.
- ✓ Late submission will **NOT** be considered.