

Student Experiential Learning Grant, AY2021/22 (3rd round)

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 Social Sciences **by email to soscinfo@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.

SECTION A: Details of Applicant & Experiential Learning Coordinator/ Supervisor

Individual Applicant

Name (English) _____ (Chinese) _____ Gender _____
Student No. _____ Expected Graduation Year _____
Study Programme _____ Cumulated GPA _____ Year _____
Email Address _____ Mobile _____

Experiential Learning Coordinator/ Supervisor

Name (English) _____ Department _____
Email Address _____ Tel. / Ext. _____

SECTION B: Details of the Activity (please ✓ as appropriate)

- 1 **Course Enrolled** SOSC 3006 Global Outreach GCAP3146 Global Outreach
- 2 **Enrolled Period** Semester _____, AY 2021/22
- 3 **Type of Activity** Participated individually Participated in group
- 4 **Mode of Activity** Online Mixed Face-to-face

5 **Name(s) of Activity(ies)**

6 **Date of the whole activity** (Activity should be completed within the eligible period)

From to (DD/MM/YYYY)

7 **Location / Venue**

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.

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 _____

Date _____

For Office Use			
Received on:		Checked on:	
First Time Application	<input type="checkbox"/> Yes <input type="checkbox"/> No	Activity for Global Outreach	<input type="checkbox"/> Yes <input type="checkbox"/> No
The completed form (Section A, B &C)	<input type="checkbox"/> Yes <input type="checkbox"/> No		
Submission of original invoices/receipts/payment proof(s) for each written expense in Section 8	<input type="checkbox"/> Yes <input type="checkbox"/> No		
Submission of proof of activity attendance / completion	<input type="checkbox"/> Yes <input type="checkbox"/> No		
Submission of original boarding passes/train tickets	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> N/A	

SECTION D: Approval (For Office use)

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

Ref. No.: _____

Part I: For Faculty Office

Individual Applicant

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

Acceptance / Refusal of Grant

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

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

Signature _____ Student No. _____

Name in block _____ Date _____

SECTION E: Reimbursement (For Office use)

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

Submission by Applicant

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

Cheque No. _____ Issue Date _____

Signature _____ Student No. _____

Name in block _____ Date _____