THE UNIVERSITY OF HONG KONG
FACULTY OF EDUCATION

Bursary Scheme for Experiential Learning

BACKGROUND

Established by the Faculty of Education with effect from October 2017, the Bursary Scheme for Experiential Learning (‘Bursary’) aims at offering assistance to students who participate in overseas Experiential Learning (EL) projects/programmes approved by the Faculty and have a genuine need in their overall budget as a result of their participation.

ELIGIBILITY

Students in the Faculty of Education who are expected to participate in an overseas EL activity organized/approved by the Faculty of Education are eligible to apply. Chinese and English Immersion Programmes are not included since these programmes are partially funded by the Government. Students who have been awarded previously under this Bursary Scheme are not debarred from submitting a fresh application. Each student will only receive the Bursary maximum once per academic year.

INFORMATION OF THE BURSARY

1. Application Procedures

Interested students should submit the following documents at least 2 weeks prior to departure for the overseas EL project via email or in person (contact details on the next page):

(1) Completed application form (Annex I)
(2) Details of the EL activity (not more than 200 words) plus an estimated budget (indicate if you have other sources of funding)
(3) A personal statement to support your application and your aspiration as an educator (300 - 400 words)

Late or incomplete applications will NOT be processed.

2. Application Result

Application results will be announced within 4 weeks after submission of application documents. Successful students will be informed by email. The successful students may be required to produce a sharing report on their EL activities and participate in public sharing sessions. They may also be invited to take part in production of videos and other activities which might help to promote the study programmes in the Faculty. The Faculty of Education reserves the right to publish or reprint the report and relevant photos/videos either online or in print.

3. Assessment Criteria

Assessment will be based on the following criteria:

- Interest and commitment to Experiential Learning
• Financial needs
• Award of other concurrent or previous monetary support

4. Amount

The value of the Bursary shall be determined by the EL Team led by the Assistant Dean for EL in respect of the students’ EL programme fees and the related expenditures. Applications will be considered case-by-case and each awardee may receive a maximum of HK$4,000 or 50% of the total programme cost (whichever is lower) for each EL project. The Bursary may be concurrently held with other non-merit-based financial aids and/or merit-based enrichment scholarships administered by the University in support of the same EL activity.

5. Submission of Application and Enquiries

Please submit your completed application form to Justina Law at the Faculty Office (Room 420, Meng Wah Complex). For other general enquiries please contact Ivy or Justina at the addresses below:

Contact Person: Ms. Ivy Chung
Phone: 3917 7634
Email: ivychung@hku.hk
Office: Room 647, 6/F, Meng Wah Complex

Contact Person: Ms. Justina Law
Phone: 3917 2544
Email: lcjlaw@hku.hk
Office: Room 420, 4/F, Meng Wah Complex

(February 2019)
THE UNIVERSITY OF HONG KONG
FACULTY OF EDUCATION

Bursary Scheme for Experiential Learning
Application Form

General information:
Name: ________________________________ ( ) University No: ________________
Title English in BLOCK Letters Chinese, if appropriate

Programme of Study and Major(s): ____________________________________________

Year of Admission: ________________ Current Year of Study: ________________

Home Tel No.: ____________ Mobile No.: ____________ Email: _______________________

Correspondence Address: ____________________________________________________

Experiential Learning Project concerned:
________________________________________________________________________
________________________________________________________________________

Residential status*:
□ lives at home □ resident of _____________________________ Hall / Residential Colleges (Rm. ___)
□ lives in rented accommodation away from home; address __________________________
________________________________________________________________________
your own share of the rent (including rates, utilities etc.) per month $ ____________
□ Others (e.g. Non-Hall Housing), please specify: ______________________________________

Financial assistance status*:
Have you applied for Government Tertiary Student Finance Scheme for Publicly-funded programme (TSFS) in 2017-18? YES/NO* (If YES, please tick the appropriate box.)
□ Awarded: Grant $ ________________ Loan $ ________________
□ Result not yet known
□ Rejected because of omission of information or understatement of income, etc.
□ Unsuccessful because family conditions did not satisfy requirement

Have you applied for University Financial Assistance in 2017-18? YES/NO* (If YES, please tick the appropriate box.)
□ Awarded: Loan$ ________________
□ Result not yet known
□ Rejected because of omission of information or understatement of income, etc.
□ Unsuccessful because family conditions did not satisfy requirement

Have you applied for University Financial Assistance in 2017-18? YES/NO* (If YES, please tick the appropriate box.)
□ Awarded: Bursary $ ________________ Loan$ ________________
□ Result not yet known □ Unsuccessful

Other awards (including scholarships/grants etc.) in current academic year:
________________________________________________________________________

*Applicants will be required to provide documents to support your application upon request by the Faculty of Education.
**Personal Data (Privacy) Notice – Use of Personal Data**

Students who supply data in their application to the Faculty for “Bursary Scheme for Experiential Learning” are advised to note the following points, pursuant to the Personal Data (Privacy) Ordinance:

1. Personal data provided in the application for this Bursary will, during the entire process, be used solely for this purpose. Your personal data will be kept confidential and handled by the authorized staff members of the University.

2. Applicants are advised to provide all the information requested in the relevant documents, where applicable, failing which the University may be unable to process and consider their applications.

3. After the application have been processed and the relevant exercise completed:
   
   (a) the application papers of unsuccessful candidates will be destroyed;
   
   (b) the application papers of successful candidates for this Bursary will become part of the file which the University opens for each student. Data therein will thereafter be handled by University staff in conjunction with the students’ progress in the University as prescribed under relevant rules and regulations and attendance procedures.

4. Under the provision of the Personal Data (Privacy) Ordinance, applicants have rights to request access to, and to request the correction of, their personal data. Applicants wishing to access or make corrections to their data should submit written requests to the Data Protection Officer, Registry, The University of Hong Kong.

5. You may visit the following website for the Privacy Policy Statement of the University:
   
   http://www.hku.hk/about/policies_reports/privacy_policy.html

**Declaration**

1. I have noted the general points pursuant to the Personal Data (Privacy) Ordinance as set out above.

2. I authorize The University of Hong Kong that is directly involved in the administration of this Bursary to use, check and process my data as required for my application.

3. I understand that upon successful application, my data will become a part of my student record and may be used for all purposes as prescribed under relevant rules and regulations as well as attendant procedures, so long as I remain a student of this University.

4. I declare that the information given in support of this application is accurate and complete. I understand that any misrepresentation will disqualify my application.

_____________________________  
Signature of applicant:  
_____________________________  
Date: