WU YEE SUN COLLEGE, CHINESE UNIVERSITY OF HONG KONG
Global Learning Award Scheme : Post-programme Submission Guideline

As part of your obligation to share your experience, you have to demonstrate your gains, highlights of your GLAS-funded programme & photos or anything you find interesting to share about. Therefore, **upon completion of the programme, all successful applicants are required to submit the following materials by the end date of the following month**.

An exhibition of all outbound programmes is launched every year, and your work submitted will be used for annual exhibition of the Global Learning Award Scheme. It is hoped that other students can know more about the benefit of joining this Scheme from your sharing. Therefore, a programme summary and photos with captions that can reflect programme highlights, including what you have done and learned from the programme applied, are crucial in introducing this Scheme to others.

Post-trip materials to be submitted (only soft copy is required)

 (1) A written report in Word File (*group applicants only need to submit one*)

 (2) Photos in JPEG File (Over 1MB each and **MUST be in JPEG format**)

 (3) Photo Summary in Excel File (listing photo names and captions) (see template attached)

Please upload all the materials into ***ONE folder only in OneDrive*** and share the folder's access right to Miss Rachel Poon ([rachelpoon@cuhk.edu.hk)](rachelpoon@cuhk.edu.hk) and Miss Katie Yu (katieyu@cuhk.edu.hk).

If the work submitted requires amendment, students have to submit complete and accurate documents within 2 weeks after receiving amendment notification. Besides, upon the College's request, applicants may need to share their experiences with other students in any creative but reasonable manners.

The College will only release award amount to applicants who have fulfilled all the post-trip requirement. The award amount of applicants will be **deducted by 50%** if their submission of the required documents is **late, incomplete or not meeting the requirement**, without justification.

Submission deadline for all post-trip materials (written reports, photos and photo summary)

Summer Round (Applying for trips taken from May to Oct)		Winter Round (Applying for trips taken from Nov to Apr)	
Programme end date	Submission deadline	Programme end date	Submission deadline
1-31 May	30 Jun	1-30 Nov	31 Dec
1-30 Jun	31 Jul	1-31 Dec	31 Jan
1-31 Jul	31 Aug	1-31 Jan	28/29 Feb
1-31 Aug	30 Sep	1-28/29 Feb	31 Mar
1-30 Sep	31 Oct	1-31 Mar	30 Apr
1-31 Oct	30 Nov	1-30 Apr	31 May

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Details of each post-trip material (written report, photos and photo summary)

(1)   Written Report (WORD format only)

- **Requirement:**
  - a.   Number of words (**programmes of individual students**):
    - ➢ For programmes of less than 7 days, minimum 2,000 (excluding the cover page and index)
    - ➢ For programmes of 7-day or longer, minimum 3,500 (excluding the cover page and index)
  - b.   Number of words (**group programmes**):
    - ➢ The minimum is 4,000 (excluding the cover page, participant list and index)
  - c.   Language:
    - ➢ Chinese or English, same as the language of the programme
- **Name of file:** name the file as: GLAS(Year+Round) Prog Report_SID_Full Name

    e.g. GLAS1718S Prog Report_1155012345_Chan Tai Man

(2)   Photos (JPEG format only)

Number (Minimum)	Resolution	Photo Name	Photo Requirement
Individual application : 10 Group Application : 15	Each photo MUST be over 1MB	GLAS(Year+Round) Photo 1_SID_Full Name e.g. GLAS1718S Photo 1_1155012345_Chan Tai Man	- Photos MUST reflect programme content / the applicant's learning (eg. for summer school / internship application, photos should show applicants working, standing in front of the company or school with its logo or name, interacting with colleagues/classmates, having lesson etc., but not visiting tourist spots) - Photos not related to programme content will not be accepted nor counted - At least half of the photos submitted should involve the applicant - For Group Application, should include all groupmates inside the photo - Each photo MUST have a caption describing the photo details in less than 10 words - Refer to "**GLAS photo summary template**" file for details.

(3)   Photo Summary (EXCEL format only)
Please include the programme summary, name and caption of each photo in an excel file (see *"GLAS photo summary template"* attached).
- **Name of file:** name the file as : GLAS(Year+Round) Photo Summary_SID_Full Name

    e.g. GLAS1718S Photo Summary_1155012345_Chan Tai Man

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Checklist before submission

Before submitting the files to College, you are strongly advised to counter check the following to ensure you have fulfilled all requirements.

(1) Written Report

☐ File Format is Microsoft WORD

☐ Number of words is enough

☐ File is named correctly as GLAS(Year+Round) Prog Report_SID_Full Name

(2) Photos

☐ File Format is JPEG (*other formats are not acceptable*)

☐ Number of photos is enough

☐ File is named correctly as GLAS(Year+Round) Photo 1_SID_Full Name

☐ All photos are related to programme content / can show programme highlight

☐ At least half of the photos submitted involve the applicant

☐ All photos' size is over 1 MB

(3) Photo Summary

☐ File Format is Microsoft EXCEL

☐ File is named correctly as GLAS(Year+Round) Photo Summary _SID_Full Name

☐ Use point form to describe programme content / feelings / learning

☐ Provide a caption for each photo submitted

☐ Follow excel template

Submission Method

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Enquiry

Miss Rachel Poon (rachelpoon@cuhk.edu.hk / 3943 3942)

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