

## Wu Yee Sun College, The Chinese University of Hong Kong

**Application Guideline for Global Learning Award Scheme****\*\*\*Before submitting application, please read through this guideline and other attachments\*\*\*****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. Successful applicants will be awarded "Global Learning Award" and receive the award amount after completing all post-trip requirements on time. Some examples are students self-initiating or joining overseas tours, academic conferences, competitions, field trips, courses, internship/major-related placement, research, voluntary service. **Programmes organized and subsidized by the College and Term-long Exchange Programmes are excluded.**

**2. Eligibility**

All Wu Yee Sun College students (except Exchange students) are eligible for application. The programme joined or planned must be finished by their corresponding graduation date.

**3. Maximum Award Amount**

The maximum award amount varies with the programme length and programme nature.

	<b>Programme Length <sup>(1)</sup></b>	<b>Programme Nature</b>	<b>Maximum Award amount</b>
<b>Short-term</b>	Shorter than one month	Self-initiated programmes <sup>(2)</sup>	HK\$12,000 or 100% of cost of the particular items <sup>(4)</sup> (whichever is lower)
		Participating in organized programmes <sup>(3)</sup>	HK\$5,000 or 50% of cost of the particular items <sup>(4)</sup> (whichever is lower)
<b>Long-term</b>	One to six months	Self-initiated programmes	HK\$15,000 or 100% of cost of particular items <sup>(4)</sup> (whichever is lower)
		Participating in organized programmes	

**(1) Programme Length :** Exclude transportation time, only count from start date of the first activity to the end date of the last activity.

**(2) Self-initiated programmes :** Refer to programme that is not organized by any units. Students need to plan the whole programme itinerary and daily content.

**(3) Participating in organized programmes :** Participate in an overseas tours, course, research work, internship program or major-related placement organized by other units,

**(4) Maximum award amount :** Only the cost of the following **particular items** are taken into consideration when deciding the maximum award amount :

(a) Round-trip transportation cost

(b) Local accommodation cost

(c) Registration/ programme fee to join the applied non-local programmes (for students participating in organized programmes)

\*\*\*\*\*Visa application fee or insurance cost is **NOT** included\*\*\*\*\*

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**Application Guideline for Global Learning Award Scheme****4. Application Timeline**

Application is opened twice a year - Winter and Summer Round. Students can submit only one application for each round (regardless of programme nature / programme length / individual or group application). However, students could apply for more than one round throughout their years of study.

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

**5. Selection Criteria**

The College has discretion to decide the number of approved applications and respective amount of approved subsidies. The quality of the proposals and applicants' track records will be the main considerations in evaluating applications. Applicants would be invited to attend an interview for further assessment. Judging criteria is as follows:

- Student's quality of mind;
- Purpose of the project & quality of the proposal, in particular formative values of the project;
- Student's college contribution / participation in College extra-curricular activities;
- Student's personal financial condition;

**6. Post-trip Submission (Refer to the post-trip submission guideline for details)**

Upon completion of programme, all successful applicants are required to submit a written report, at least 10 photos in JPEG file and a photo summary, by the end date of the following month. **The College will only release award amount to applicants who have fulfilled all the post-trip requirements on time.** Applicants will forfeit the right of receiving the award amount if their submission of the required documents is late, incomplete or cannot meet the requirement, without justification. Besides the above requirements, students may need to share their experiences with other students in creative but reasonable manners upon the College's request.

**7. Application**

Applicants should complete and submit the online application form with all supporting documents before the application deadline of each round (31/10 for Winter Round and 30/4 for Summer Round). No hard copy is required. Students could send request to [rachelpoon@cuhk.edu.hk](mailto:rachelpoon@cuhk.edu.hk) with detailed proposal and budget at least month before application deadline if they would like to seek comments from Student Exchange Committee members. The online application form could be found here:

<https://www.wys.cuhk.edu.hk/exchange.php?cat=others>

Application can be on individual or group basis but only self-initiated programmes are eligible for group application. Each applicant MUST submit one application form but can upload the same proposal and budget. Also, only one written report is required for post-trip submission of group application.

**8. Enquiry**

- Miss Rachel Poon ([rachelpoon@cuhk.edu.hk](mailto:rachelpoon@cuhk.edu.hk) / 3943 3942) ;
- Miss Katie Yu ([katieyu@cuhk.edu.hk](mailto:katieyu@cuhk.edu.hk) / 3943 3935)