**HKSAR Government Scholarship Fund 2019/2020**

Please submit self-reflection report form (Annex).

No need to submit this page.

**Reaching Out Award (ROA)**

**Guidelines on Self-reflection Report**

ROA recipients returning from their outreaching activities are required to submit a self-reflection report either in English or Chinese. The report allows recipients to share their outreaching experiences with other fellow students and help improve the operation of the scheme and benefit future ROA recipients. **The HKSAR Government Scholarship Fund reserves the right to publish the reports and photos (in full or in part) submitted by ROA recipients, either online or in print**.

**Points to note**

1. Recipients of ROA should submit the self-reflection report to the Office of Admissions and Financial Aid, CUHK **within one month of completion of the outreach activity**.
2. A self-reflection report form is provided (**Annex**). Recipients are expected to fill in Section A according to the Supplementary Note below and complete Section B based on the guidelines in the Annex.
3. There is no prescribed length for the report but a piece of work in the form of essay and with the length of **at least 2,000 words for English or 1,000 words for Chinese** is expected. Please state the word count at the end of the report.
4. A self-reflection report together with 1 to 3 photos should be submitted. Photos must be taken during the outreach activity. **Please do NOT provide photos taken during leisure time (e.g. city tour, etc.). Please insert the photo(s) in the report and provide a caption for each of them.**
5. Recipients who fail to submit the self-reflection report should not be awarded the scholarship money and the certificate. In cases where the scholarship money and certificate are given to recipients who cannot submit the self-reflection report, the recipients concerned will be asked to return the certificate and the amount of scholarship in full.

------------------------------------------------------------------------------------

**Supplementary Note for Section A**

(i) **Name of activity**

Please use the **OFFICIAL** name of the Outreach Activity and DO NOT make any translation even if the name is only in Chinese.

(ii) **Category**

Select the category of the outreach activity with reference to the table below.

|  |  |
| --- | --- |
| **Category** | **Sub-category** |
| **Event/ Competition** | Competition |
| Conference/ Forum/ Workshop/ Seminar |
| Service-related activity (e.g. Service project, Service trip, Service learning programme, etc.) |
| Training camp |
| **Placement/ Internship** | Credit-bearing |
| Non-credit bearing |
| Clinical attachment |
| **Field/ Study Trip** | Culture exploring trip |
| Programme-related field trip |
| Research project/trip |
| **Attending Course** | Foreign language immersion programme |
| Whole year/ One-term exchange |
| Summer exchange |
| Short-term study abroad programme |

(iii) **Date of activity**

Fill in the **official** start and end dates of the outreach activity only. Days outside the said period should **not** be counted.

**HKSAR Government Scholarship Fund 2019/2020**

**Reaching Out Award (ROA)**

**Self-reflection Report**

**SECTION A: PARTICULARS**

|  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Name (English):** | Click here to enter the text. | | | | | **Name (Chinese):** | | | | Click here to enter the text. |
| **Student ID:** | Click here to enter the text. | | | | | **Year of Study (2019/20):** | | | | Click here to enter the text. |
| **Programme of Study/ Major:** | | | Click here to enter the text. | | | | | | | |
| **Name of activity:** | | Click here to enter the text. | | | | | | | | |
| **Category:** | |  | | | | | | | | |
| **Destination (Country):** | | Click here to enter the text. | | | | | | | | |
| **Date of activity (from):** | | Select from the datepicker. | | | **Date of activity (to):** | | | | Select from the datepicker. | |
| **Total cost of activity (amount incurred by a non-ROA recipient):** | | | | | | | | HK$Click here to enter the amount. | | |
| **Amount of subsidy received (excluding ROA) [if known]:** | | | | | | | HK$Click here to enter the amount. | | | |
| **Host Organiser/ Unit responsible for the activity:** | | | | Click here to enter the text. | | | | | | |
| **Objective(s) of the activity:** | | | | | | | | | | |
| Click here to enter the text. | | | | | | | | | | |

**SECTION B: SELF-REFLECTION**

Please use at least 2,000 words in English to share your outreaching experience and attach 1 to 3 photos taken during the trip. Your report ideally should address the following points:

* Brief description of the host institution/ organisation/ destination
* Events/ activities/ programmes participated at the destination
* Difficulties encountered during the outreach activity (if any)
* Memorable moment(s) experienced during the outreach activity
* Insights into the culture and people of the destination
* Knowledge/ skills/ benefits acquired from the outreach activity
* In what way(s) the ROA serves your needs as a sub-degree/ undergraduate/ postgraduate student
* Advice for potential ROA recipients

***Please state the word count at the end of the report.***

**Note: The HKSAR Government Scholarship Fund reserves the right to publish the report and photos you submitted in full or in part, either online or in print**.

**香港特別行政區政府獎學基金**

請提交活動報告表格(附件);  
此頁則不用提交。

**2019/2020學年**

**外展體驗獎**

**活動報告指引**

外展體驗獎的得獎人於活動完成後，須向所屬院校提交活動報告，分享其經驗及學習成果。院校所提交的活動報告會用作檢討計劃成效，讓香港特別行政區政府獎學基金秘書處(下稱基金秘書處)能適時對計劃作出修訂，使計劃更臻完善。**基金秘書處有權公開得獎人的報告(整份或部分內容)及相片，並保留印刷、出版、複製、授予媒體刊載、公開展覽或作推廣用途的權利。**

**注意事項**

1. 外展體驗獎的得獎人須於**活動完成後一個月內**，向香港中文大學入學及學生資助處提交活動報告。
2. 活動報告可以中文或英文撰寫。**若以中文撰寫，字數不得少於1000字﹔若以英文撰寫，字數不得少於2000字。**請於報告末段標明字數。
3. 附件為活動報告表格。得獎人須按下面的補充說明填妥甲部，並按附件上的指示完成乙部。
4. 每份活動報告須附上一至三張有關活動的照片。照片必須於進行有關外展活動時拍攝，**切勿提供閒暇活動照片（如市內觀光等）。請將照片插入報告內，並為每張照片提供文字說明。**
5. 如外展體驗獎的得獎人未能提交活動報告，將不能獲發獎學金及證書。倘若院校已向未能提交活動報告的得獎人發放獎學金及證書，有關學生必須歸還全數獎學金款項及證書。

------------------------------------------------------------------------------------

**“甲部” 的補充說明**

(i) **外展體驗活動名稱**

請提供外展體驗活動的**正式**名稱，若只有中文名稱，亦**無須**翻譯。

(ii) **活動類別**

參照下表選擇外展體驗活動的類別。

|  |  |
| --- | --- |
| **Category** | **Sub-category** |
| **Event/ Competition** | Competition |
| Conference/ Forum/ Workshop/ Seminar |
| Service-related activity (e.g. Service project, Service trip, Service learning programme, etc.) |
| Training Camp |
| **Placement/ Internship** | Credit-bearing |
| Non-credit bearing |
| Clinical attachment |
| **Field/ Study Trip** | Culture exploring trip |
| Programme-related field trip |
| Research project/trip |
| **Attending Course** | Foreign language immersion programme |
| Whole year/ One-term exchange |
| Summer exchange |
| Short-term study abroad programme |

(iii) **活動日期**

填寫外展體驗活動的**正式**開始和結束日期，上述以外的日子**不應**計算在內。

**香港特別行政區政府獎學基金**

**2019/2020學年**

**外展體驗獎**

**活動報告**

**甲部: 個人/活動資料**

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **姓名 (英文):** | 按一下這裡以輸入文字。 | | | **姓名 (中文):** | | | | 按一下這裡以輸入文字。 |
| **學生編號:** | 按一下這裡以輸入文字。 | | | **就讀級別 (2019/20):** | | | | 按一下這裡以輸入文字。 |
| **主修/修讀課程:** | | 按一下這裡以輸入文字。 | | | | | | |
| **外展體驗活動名稱:** | | 按一下這裡以輸入文字。 | | | | | | |
| **活動類別:** | | 選擇一個項目。 | | | | | | |
| **目的地 (國家):** | | 按一下這裡以輸入文字。 | | | | | | |
| **活動日期 (由) :** | | 選擇日期。 | | **活動日期 (至) :** | | | 選擇日期。 | |
| **活動費用 (非得獎人所須支付的金額):** | | | | | | HK$按一下這裡以輸入文字。 | | |
| **獲支助金額 (外展體驗獎以外) [如適用]:** | | | | | HK$按一下這裡以輸入文字。 | | | |
| **主辦機構/負責活動的部門/團體:** | | | 按一下這裡以輸入文字。 | | | | | |
| **活動宗旨:** | | | | | | | | |
| 按一下這裡以輸入文字。 | | | | | | | | |

**乙部: 活動回顧**

請分享你參加上述活動的體驗及得着(以中文撰寫，字數不少於1000字)，並附上一至三張有關活動的相片。報告內容可包括下列資料﹕

* 主辦機構/院校/目的地簡介
* 在目的地參與的活動
* 參與活動時所遇到的困難
* 外展體驗活動中難忘的經驗
* 對所前赴的地點及當地文化和人的體會
* 從外展體驗活動所學到的知識、技能及其他得着
* 外展體驗獎如何配合你作為副學士學生/大學生/研究生的學習/成長/發展需要
* 對日後外展體驗獎得獎人的建議

***請於報告末段標明字數。***

**注意﹕基金秘書處有權公開得獎人的報告(整份或部分內容)及相片，並保留印刷、出版、複製、授予媒體刊載、公開展覽或作推廣用途的權利。**