

Office of Student Affairs

Policies and Guidelines of Applying Student Activities Fund and Student Society Activities with ILP Units

Eligibility Requirements

- For Student Activities Fund: All Full-time UGC-funded Undergraduate and Postgraduate Students; Either as Individuals or in Groups
- For Student Society Activities with ILP Units: Recognised Student Societies

General Policies and Guidelines

- Office of Student Affairs will not consider applications submitted by staff or faculty members.
- Approval for the applications will be determined by Office of Student Affairs.
- **Incomplete applications will not be considered.**

For Student Activities Fund

- All projects will be assessed in terms of its objectives, its degree of social education; contribution and benefits to the organisers, participants, University, community and so on. Additional merit will be given to project that could demonstrate innovativeness, sustainability, excellent planning and design.
- In all cases, priority will be given to activities organised by group. A group should consist of at least three members. Preference will be given to:
 - Activities which involve a larger number of student participants;
 - Activities not restricted for members of the group;
 - Cross-study programmes activities which show joint effort and co-operation among different student groups;
 - Inter-collegiate activities, especially those heightening the identity and the image of the University.
- The budget will be scrutinised and the amount of Student Activities Fund will be endorsed by Office of Student Affairs

- The amount of subsidy will normally not exceed 80% of the expenditures budget. Fees for meals, uniform, guest speakers, performers and consultants will not be subsidised except in special cases.
- Subsidies will be reimbursed to the successful applicants after the reports and financial statements have been found in order by the Office of the Comptroller via Office of Student Affairs.
- Under special circumstances, and subject to the availability of funds, no more than 50% of the advanced subsidy will be granted to successful applicants before an activity takes place.
- The applicant must refund to the University the total amount of subsidy received under the following circumstances:
 - The applicant leaves the University before the completion of the activity (for individuals).
 - The responsible person of a group/society/club leaves the University and no person takes up his responsibility before the completion of the activity (for Groups).
 - The applicant fails to submit a report and a financial report along with official receipts to Office of Student Affairs within ONE month after the completion of the activity.
 - The applicant/group commits any misconduct during the activity or fails to complete the activity.

For Student Society Activities with ILP Units

- Proposed activity(s) should have strong training and/or learning elements.
- Qualified and experienced instructors / guest speakers / invited organisations are recommended, if necessary.
- ILP units in respective area(s) will be granted according to the objectives of programmes, as stated by the student societies and determined by the Management Committee of Integrated Learning Programme.
- Exchange/study tour programme should include related seminars and educational activities for participants.
- Proposal for retrospective unit recognition will not be considered by the Management Committee of Integrated Learning Programme.
- Normally, no more than 6 ILP units will be granted to each participant in one activity.
- No ILP units will be granted unless all the criteria above are met.

Application Procedures

- Applications are open throughout the year and shall be submitted to OSA **4 weeks in advance** of the activity. Ad hoc applications may only be entertained upon request. Please be reminded that retrospective applications **will not** be considered.
- Applications shall be submitted to Office of Student Affairs on a prescribed application form which could be downloaded on the Office of Student Affairs website together with the activity proposal and budget plan (for applying SAF only).
- The applicant will usually be informed of the application result by email within 2 weeks after the submission of application (with full details).

Final Evaluation and Financial Report Requirements

- Successful applicant is required to submit a final evaluation and/or financial report within **1 month** after the completion of each activity. **Late submission implies that the applicant forfeits to claim for the approved subsidy.**
- A final evaluation and financial report (typed in English or Chinese) upon completion of the approved activity(s) must contain the following information.
 - ✓ Activity name
 - ✓ Name of person completing report (must be the primary contact person)
 - ✓ Email address (must end in @LN.hk) and mobile number of person completing report
 - ✓ Objectives
 - ✓ Date(s) and number of session(s)
 - ✓ Number of participants
 - ✓ Content of the activity(s)
 - ✓ Evaluation including merits and demerits
 - ✓ Analysis of participants' feedbacks
 - ✓ Feedbacks of instructor(s) and/or speaker(s)
 - ✓ Opinions of Student Society Committees
 - ✓ Limitation and recommendation
 - ✓ At least three photos taken at the activity(s) with captions
 - ✓ Attendance record

For Student Activities Fund

- A financial statement along with original receipts/proof (income & expenses) (with signature & society chop)
- All original receipts should have company chop (except computer-generated receipts such as invoices from Park N shop)
- Valid Bank Account Copy (first page showing the name of the society and the account number, if the bank account is a joint Account, endorsement from Senate/SU is required)
- Attendance record/Participation List with signature of students and society chop

For Student Society Activities with ILP Units

- Completed ILP evaluation forms for activity organised by student society

Contacts

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Appendix 1

Guidelines for Subsidy Allocations for Student Activities Projects by Nature

No.	Programme Organized by student groups	Unit-rate subsidy calculation	Remarks
1	Orientation camps of Programme-based societies, or other recreational camps	\$50 per head/camp	Total subsidy should not be greater than 80% of the recognised expenditures(RE)
2	Inauguration Ceremony of Programme-based societies	\$800 per event	
3	Annual dinner, Farewell, etc. of Programme-based societies	\$10 per head	
4	Training camps (overnight) including adventure ship	\$60 per head/camp	
5	Interest class more than 6 sessions	\$20 per head/class	
6	Training course (leadership) more than 6 sessions	\$40 per head/course	
7	Subsidy for Tour 7.1) Study Tour – group project with clear research problems or study objectives; preferably supervised by an academic staff. A comprehensive report of the findings after the tour is required.	China (including Taiwan) & SE Asia : HK\$270 / study day / head Max days: 5 Max persons: 20 Outside China & SE Asia : HK\$405 / study day / head Max days: 5 Max persons: 20	Organizer only needs to include the details of the study day(s) in the proposal.
	7.2) Visit – with clear study topics and objectives; itinerary including visits to government bodies and universities / other academic institution(s); interaction with students; new life experience with participants	China (including Taiwan) & SE Asia : HK\$180 / study day / head Max days: 5 Max persons: 24 Outside China & SE Asia : HK\$270 / study day / head Max days: 5 Max persons: 24	
	7.3) Course Attendance – attending overseas courses such as Putonghua and other languages courses, and military training overseas	HK\$20 / study day / head Max days: 5 Max persons: 24	
8	Purchase of Equipment	Not exceed 80% of the expenditure budget	The purchase of equipment should be made through the University. The equipment will be administered by the Office of Student Affairs.