**Academic/ Non-academic Units Activity with ILP Units**

**Guidelines**

The proposed activity, which is not awarded academic credits, should be recommended by the Heads of Academic/ Non-academic Units.

* ILP units in the respective area(s) will be granted according to the objectives of activities, as stated by the Academic / Non-academic Units concerned and determined by the Management Committee of ILP.
* Academic / Non-academic Units should apply to the Management Committee of ILP for approval prior to offering or recommending the activity to students.
* The activity proposal should be submitted to the Management Committee of ILP **four weeks** before the activity commences.
* Normally, no more than 6 ILP units will be granted to each participant in one activity.
* The proposed activity should be open to all Lingnan undergraduate students for enrollment.
* The organizer has the authority to set priority to its target participants.
* The organizer should ensure the programmes are free from offensive and indecent elements.
* The course instructor is advised to browse the Centralized Depository for Information on Minors (CDIM) to check if any student in his/her class is aged under 18.
* The applicant is fully responsible for the accuracy of the Student Completion Record. The sign-in and sign-out procedure should be carefully designed and monitored during the activity.
* Evaluation Forms will be provided to gather feedback from students. Academic / Non-academic Units can also use its own evaluation method.
* After the completion of the activity, the applicant is required to submit completed Evaluation Forms and the Student Completion Record to Office of Student Affairs **within one month** after the completion of the activity.
* The ILP Team of Office of Student Affairs will upload the Student Completion Record on the students’ transcript within 14 working days after the collection of the record.

**Personal Information Collection Statement**

The purpose(s) of collecting personal data by means of this form is/are to assist in the application for activity with ILP units.

1. In order to serve the specified purposes(s) the personal data collected may be transferred to other administrative units within the University for enrollment and/or approval. All information provided will be destroyed by the end of each academic year.
2. The personal data collected will not be disclosed to third parties other than those specified without your express approval, or unless required by law.
3. Unless indicated otherwise, all personal data requested in this form is required for its purpose(s). If such data is incomplete or inaccurate, the application will be delayed and/or disapproved.
4. As a data subject, you have the right to request access to and correction of the personal data under the Personal Data (Privacy) Ordinance. For such requests, please contact ILP Team at ilpcom@ln.edu.hk.

**Academic/ Non-academic Units Activity with ILP Units**

**Application Form**

|  |  |  |  |
| --- | --- | --- | --- |
| **Part 1 – Details of Activity** | | | |
| Activity Title: | | | |
| □ Civic Education and  Leadership Development | unit(s) | □ Intellectual and  Entrepreneurship Development | unit(s) |
| □ Physical Fitness and Well-being | unit(s) | □ Social and Emotional Well-being | unit(s) |
| □ Residential Education | unit(s) | □ Aesthetic Development | unit(s) |
| Please select ***ONE*** learning domain above and indicate the no. of ILP units to be applied.  A maximum of 6 ILP units could be applied for a single activity (1 contact hour = 1 ILP unit). | | | |
| Please indicate the learning attribute(s) of the activity below. You may select up to *three* attributes. | | | |
| □ Leadership | | □ Entrepreneurship | |
| □ Well-being (Physical) | | □ Well-being (Mental) | |
| □ Language Enhancement | | □ Cross-cultural Appreciation and Integration | |
| □ Career Development | | □ Technology Literacy | |
| □ Sustainability | | □ Others | |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Part 2 – Particulars of Applicant** | | | | | |
| Department: | |  | | | |
| Name of Staff In-charge: | |  | | | |
| Phone No.: |  | | | Email: |  |
| Signature of Applicant: | | | | Signature of Head of Department: | |
| Full Name (In English): | | | | Full Name (In English): | |
| Date: | | | | Date: | |
| Please fill in **Part 4 - Activity Proposal** and return both the signed application form and activity proposal to Mr. Jeffy Lau of the Office of Student Affairs. For inquiry, please contact 26167403 or [jeffylau@LN.edu.hk](mailto:jeffylau@LN.edu.hk). | | | | | |
| **Part 3 – Approval Status (For Internal Use)** | | | | | |
| 1. Activity Title | | | | |  |
| 2. Proposed Learning Domain and Units | | | | |  |
| 3. Date and Time of Activity | | | | |  |
| 4. Number of Sessions and Contact Hours of Each Session | | | | |  |
| 5. Target Participants and Expected Number of Participants | | | | |  |
| 6. Medium of Instruction | | | | |  |
| 7. Description of the Activity | | | | |  |
| 8. Objective(s) and Expected Learning Outcome(s) of the Activity | | | | |  |
| 9. Background of Instructor(s) / Guest Speaker(s) | | | | |  |
| Approved by: | | (Signature of Director of Student Affairs) |
| Date of Approval: | |  |

**Part 4 – Activity Proposal**

|  |
| --- |
| **1. Activity Title** |
|  |
| **2. Proposed Learning Domain and Units** |
|  |
| **3. Date and Time of Activity** |
|  |
| **4. Number of Sessions and Contact Hours of Each Session** |
|  |
| **5. Target Audience and Expected Number of Participants** |
|  |
| **6. Medium of Instruction** |
| □ English □ Cantonese □ Putonghua |
| **7. Objective(s) and Expected Learning Outcome(s) of the Activity** |
|  |
| **8. Description of the Activity** |
|  |
| **9. Background of Instructor(s) / Guest Speaker(s)** |
|  |

**[End of Application Form]**