

LINGNAN UNIVERSITY
Principle Guidelines for Application of
"Student-initiated Multi-Cultural and Multi-Lingual Enhancement Programmes Campus
Fund (MMCF)"

Eligibility

All full-time Lingnan students

General Policies and Guidelines

1. Approval for the applications will be determined by the Office of Student Affairs (OSA)
2. *Incomplete applications will not be considered.*

Application and Assessment

1. Applicant should submit a proposal with details of the programme including title, date, time, venue, content of the programme, programme objectives, detailed programme rundown, external guest/ organizations (if any), estimated number of participants, work schedule, contingency plan and budget. Documents for application can be downloaded at the OSA's website ([link](#)).
2. Applications shall be submitted to the OSA on a prescribed application form which could be downloaded on the OSA website together with a programme work schedule and budget plan.
3. Application should be submitted to the OSA **2 weeks in advance** of the programme.
4. The applicant will usually be informed of the application result by email **within 1 week (7 working days)** after the submission of the application (with full details).
5. The assessment will be based on how the programme could help students' development in relation to multi-lingual enhancement and cross-cultural integration; contributions and benefits to the organisers, participants, University, community and so on.
6. Applications will be assessed by the OSA.
7. Assessment of application is merit-based and subject to the availability of funding. Priority will be given to new applicants and to activities organised by group. Preference will be given to activities which involve a larger number of student participants; cross-hostel programmes activities which show joint effort and co-operation among different student groups/individuals of different cultural background.

Level of Subsidy

1. The amount of subsidy will normally not exceed **80%** of the expenditures budget. **Programmes**

that could demonstrate innovativeness, sustainability, excellent planning and design will be awarded subsidy of 100% of the expenditures budget.

2. See *Appendix 1* for more details of subsidy allocations.

Reimbursement of Subsidy

1. A programme report should be submitted to the Office of Student Affairs ***within 1 month*** after the completion of the programme for reimbursement purpose. The report should include the following:
 - i.) Programme Activity Report
 - ii.) Programme Financial Report
 - iii.) Attendance Record of Participants (If it is non-ILP bearing)
 - vi.) Other records (e.g. photos and remarks of programme activities)
2. Template of the programme report can be downloaded at the OSA's website ([link](#)).

Review & Monitoring

The Office of Student Affairs will prepare an annual report on applications, allocations and reimbursements of fund to the Management for review and monitoring.

Contacts

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Guidelines for Subsidy Allocations for MMCF Programmes

No.	Items	Unit-rate subsidy calculation	Remarks
1	Purchase of Materials (e.g. books / DVD)	Reimbursement of actual expense, with a ceiling of \$100 per head (materials will be owned by the applicants)	In normal cases, total subsidy should not be greater than 80% of the recognized expenditures (RE), or maximum per head, whichever lower. Income (e.g. fee collected from participants) in the programmes will be deducted in calculation of subsidy.
2	Travelling Expense (Public transports only, NOT including taxi)	Reimbursement of actual expense, with a ceiling of \$40 per head <i>Eligible only with a signed and self-declared receipt submitted for expense without official receipts (e.g. bus and minibuss fare)</i>	
3	Fee for Guest Speakers / Trainers	Reimbursement of actual expense, with a ceiling of \$450 per hour	
4	Fee for Attending Off-Campus Activities (e.g. exhibitions, seminars, lectures, performances)	Reimbursement of actual expense, with a ceiling of \$100 per head	
5	Food & Drinks	Reimbursement of actual expense, with a ceiling of \$40 per head	

Other Important Notes

- Subsidies will be reimbursed to the successful applicants after the reports and financial statements were submitted to and approved by the Finance Office via the 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 a programme takes place.
- Following point (2), the applicant(s) 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 programme (for individual's application).
 - The responsible person of a group/society/club leaves the University and no person takes up his/her responsibility before the completion of the programme (for group's application).
 - The applicant fails to submit a report and a financial report along with official receipts to the Office of Student Affairs within ONE month after the completion of the programme.
 - The applicant/group commits any misconduct during the programme or fails to complete the programme.