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**For Office Use**

Ref：＿＿＿＿＿＿＿＿＿＿

**Office of Student Affairs**

**Application Form for**

**Student-initiated Multi-Cultural and Multi-Lingual Enhancement Programmes Campus Fund (MMCF)**

***All applicants should read carefully the principle guidelines of applying Student-initiated Multi-Cultural and Multi-Lingual Enhancement Programmes Campus Fund (MMCF) before completing this application.***

**A. Important Notes to Applicants**

* Application should be submitted to Office of Student Affairs two weeks before the commencement of the programme. Incomplete applications will not be considered.
* Office of Student Affairs will review all the applications and notify applicants of their application status by email, directed to the address supplied on the application form.
* Applicants should submit all the required information as stated in the application.
* If necessary, applicants could be requested to provide additional information for the proposed programme for approval by MMCF Assessment Panel. Failing to do so will result in disqualification of their applications.
* All applications are subject to the approval of MMCF Assessment Panel.
* Applicant(s) are required to comply with the requirements of the Student-initiated Multi-Cultural and Multi-Lingual Enhancement Programmes Campus Fund (MMCF) and MMCF Assessment Panel. Applicant(s) understand and agree the followings:

1. Applicants should provide details about the programme for the University's consideration and record.
2. Applicants should ensure the programmes are free from offensive and indecent elements.
3. Applicants are reminded that they are subject to legal liability if the programme is of any indecency or adult materials and are exposed to student participants aged below 18.
4. For ILP-bearing Programmes, no ILP units and subsidy will be granted to participants of the programme if we failed to submit the final evaluation and financial report within 1 month after completion of the programme.
5. If the proposed programme has been revised, applicants should seek the approval of the respective panel via Office of Student Affairs at least 1 week before the commencement of the programme.
6. If applicants cancel the programme, applicants will inform Office of Student Affairs immediately.
7. The University reserves the right to take disciplinary actions against the organiser and student(s) involved in any misconduct in the programme.
8. The Office of Student Affairs has the final right to decide whether to grant ILP units to participants of the activity, and subsidy allocation will be made at the discretion of the MMCF Assessment Panel.

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| **Personal Information Collection Statement**  1. The purpose of collecting personal data by means of this form is to process your application for the captioned.  2. In order to serve the specified purposes the personal data collected may be transferred to relevant units within the University and/or outside parties for verification. All information provided and raw data will be destroyed by the end of academic year.  3. The personal data collected will not be disclosed to third parties other than those specified without your express approval, or unless required by law.  4. Unless indicated otherwise, all personal data requested in this form is required for its purpose(s). If such data is incomplete or inaccurate, your application will be void or delayed. Any misrepresentation or false information may be liable to disciplinary action by the University.  5. 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 Office of Student Affairs at 26167309. |

**B. Programme Scope** (please fill in and ✓ the appropriate boxes)

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| --- | --- |
| **1.** | **Organization of Programme**  🞏 by group 🞏 by individual |
| **2.** | **Scope of Programme**  🞏 hall-level 🞏 involve local students only 🞏 \*ILP-bearing \_\_\_\_\_\_ unit(s) **(Residential Education Domain)**  🞏 inter-hall(s) 🞏 involve local & non-local students 🞏 Non-ILP bearing  *\*subject to OSA’s approval* |

**C. Details of the Programme**

|  |  |
| --- | --- |
| **Items** | **Details** |
| **Title of the Programme** | (English)  (中文) |
| **Start Time & Date** |  |
| **End Time & Date** |  |
| **Venue**  **(for On-Campus Programme)** |  |
| **Location & Venue**  **(for Off-Campus Programme)** |  |
| **Number of Session(s) and Contact Hour(s) of Each Session (applicable to programme with more than one sessions)** |  |
| **Expected Number of Target Participants** | LU Students: LU Staff:  Others (please specify): |
| **Objectives and Expected Learning Outcomes of Programme  (at least 100 words)** |  |
| **Programme Rundown** |  |
| **External Guests/Organisations:**  **(if any, please specify the names(s) of the guest(s) /organisation(s))** |  |

**D. Programme Budget**

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| --- | --- | --- | --- |
| Item | Quantity | Unit Price | Total |
| **Income** | | | |
|  |  |  |  |
|  | **Total Income** | |  |
| **Expenditure** | | | |
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|  |  |  |  |
|  |  |  |  |
|  | **Total Expenditure** | |  |
|  | **Programme Surplus/Deficit**  **(Total Income – Total Expenditure)** | |  |

**E. Programme Contingency Plan**

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| --- | --- | --- |
| **Issues** | **Actions** | **Person in Charge** |
| **(EXAMPLE)**  **Bad weather causing cancellation of the programme** | **(EXAMPLE)**  **Inform OSA and participants immediately. Rearrange programme on another date, if applicable.** | **(EXAMPLE)**  **Chan Tai Man** |
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**F. Particulars of Applicant** (or the Person in Charge (PIC) for group’s application)

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| --- | --- | --- | --- | --- |
| Name of Hall: |  | | | |
| Student Name: |  |  | Student ID: |  |
| Lingnan Email Address: | @LN.hk |  | Mobile number: |  |

🞏 **I have read and agreed with the principle guidelines of applying Student-initiated Multi-Cultural and Multi-Lingual Enhancement Programmes Campus Fund (MMCF) and Session A of this application form.**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
|  |  |  | |  |  |
| ***Signature of Person in Charge*** |  | ***Name in Full (PIC)*** |  | | ***Date*** |