**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**

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| **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. |