

## S-L Poster (Submission Deadline: 2 April 2026)

As part of the graduation requirements, students enrolled in a Service-Learning course during this academic year must submit a Service-Learning Poster. This submission will be counted as 5 hours toward the total 30 Service-Learning hours required in order to enhance students learning through reflection.

Students may also choose to submit their posters to the Service-Learning Project Showcase & Exhibition Competition 2025, taking place in Skylight on 20 April 2026. Winners will receive a certificate and a cash coupon valued up to HKD 1,000.

### Poster Format

- **Size & Ratio:** A3 size
- **Design:** Ensure the poster is **clear, easy to read**, and contains all information on a **single poster**.
- **Submission File:** Submit a **digital copy in PDF format**. OSL will be responsible for printing.

### Group Submission

- The poster must be prepared and submitted as a **group**, the same grouping as your Service-Learning project.

### Mandatory Content

1. **Project Name** (at the top of the poster)
2. **Course Name**
3. **Full English Name & Student ID of all group members** (at the bottom of the poster)
4. **Introduction** to your Service-Learning Project (in English)
5. **Achievements & Reflections** (in English)
6. **Photos or Diagrams** – at least **3 photos** are required

### Language Requirement

- All text must be written in **English**.

### Generative AI Tools

- Students are **allowed** to use Generative AI tools.
- If used, please include a **clear declaration** on the poster and a short **description of how the tools were applied**.

### Submission Method & Deadline

- **Submission method 1:** Upload your poster (PDF format) to the designated provided link or OneDrive folder.
- **Submission method 2:** Submit your group poster to your S-L Coordinator through email
- **Late submission penalty:** Posters submitted more than **3 days** past the deadline will not be accepted except for special arrangement announced in advance. Students must make up for the missed hours through alternative arrangements.
- **Failure to submit** the poster may result in **incompletion of the Service-Learning component**, which is a graduation requirement.