

**THE UNIVERSITY OF HONG KONG
FACULTY OF EDUCATION**

Bursary Scheme for Experiential Learning

BACKGROUND

Established by the Faculty of Education with effect from October 2017, the Bursary Scheme for Experiential Learning ('Bursary') aims at offering assistance to students who participate in overseas experiential learning (EL) projects or programmes approved by the Faculty and have a genuine need in their overall budget as a result of their participation.

ELIGIBILITY

Students in the Faculty of Education who are expected to participate in an overseas EL activity organised or approved by the Faculty of Education are eligible to apply. Chinese and English Immersion Programmes are not included since these programmes are partially funded by the Government. Students who have been awarded previously under this Bursary Scheme are not debarred from submitting a new application. Each student is eligible to receive the Bursary only once per academic year.

INFORMATION OF THE BURSARY

1. Application Procedures

Interested students should submit the following documents at least two weeks prior to departure for the overseas EL project to the EL Team by email: eledu@hku.hk

- (1) Completed application form (Annex I)
- (2) Details of the EL activity (not more than 200 words) plus an estimated budget (please indicate if you have other funding sources)
- (3) A personal statement to support your application and your aspiration as an educator (300 - 400 words)

Late or incomplete applications will NOT be processed.

2. Application Result

Application results will be announced by email within four weeks after submission of application documents. Successful students may be required to produce a sharing report on their EL activities and participate in public sharing sessions. They may also be invited to take part in production of videos and/or other activities which might help to promote the study programmes in the Faculty. The Faculty of Education reserves the right to publish or reprint the report and relevant photos/videos, either online or in print.

3. Assessment Criteria

Assessment will be based on the following criteria:

- Interest and commitment to EL
- Financial needs
- Award of other concurrent or previous monetary support

4. Amount

The value of the Bursary shall be determined by the EL Team in respect of the students' EL programme fees and the related expenditures. Applications will be considered case-by-case and each awardee may receive a maximum of HK\$5,000 or 50% of the total programme cost (whichever is lower) for each EL project. The Bursary may be concurrently held with other non-merit-based financial aids and/or merit-based enrichment scholarships administered by the University in support of the same EL activity.

5. Enquiries

Please contact the EL Team by email: eledu@hku.hk.

November 2024

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Bursary Scheme for Experiential Learning
Application Form

General Information:

Name: _____ University No: _____
English in BLOCK Letters

Programme of Study and Major(s): _____ Year of Study: _____

Correspondence Address: _____

Experiential Learning (EL) Project Information:

Residential Status*:

- lives at home resident of _____ Hall / Residential Colleges (Rm. _____)
- lives in rented accommodation away from home; address _____
your own share of the rent (including rates, utilities etc.) per month \$ _____
- Others (e.g. non-hall housing), please specify: _____

Financial Assistance Status*:

Have you applied for the Tertiary Student Finance Scheme – Publicly-funded Programmes (TSFS) in 2024-25?
YES/NO* (If YES, please tick the appropriate box.)

- Awarded: Grant \$ _____ Loan \$ _____
- Result not yet known
- Rejected because of omission of information or understatement of income, etc.
- Unsuccessful because family conditions did not satisfy requirement

Have you applied for the Non-means-tested Loan Scheme for Full-time Tertiary Students (NLSFT) in 2024-25?
YES/NO* (If YES, please tick the appropriate box.)

- Awarded: Loan \$ _____
- Result not yet known
- Rejected because of omission of information or understatement of income, etc.
- Unsuccessful because family conditions did not satisfy requirement

Have you applied for University Financial Assistance in 2024-25? YES/NO* (If YES, please tick the appropriate box.)

- Awarded: Bursary \$ _____ Loan \$ _____
- Result not yet known
- Unsuccessful

Other awards (including scholarships/grants etc.) in current academic year:

Personal Data (Privacy) Notice – Use of Personal Data

Students who supply data in their application to the University for “Bursary Scheme for Experiential Learning” are advised to note the following points, pursuant to the Personal Data (Privacy) Ordinance:

1. Personal data provided in the application for this Bursary will, during the entire process, be used solely for this purpose, and in this connection, the data will be handled by University staff or by any other persons outside of the University who are directly involved in the administration of this Bursary.
2. Applicants are advised to provide all the information requested in the relevant documents, where applicable, failing which the University may be unable to process and consider their applications.
3. After the application have been processed and the relevant exercise completed:
 - (a) all references (if applicable) submitted by all referee(s) for all applications, along with the application papers of unsuccessful candidates, will be destroyed;
 - (b) the application papers of successful candidates for this Bursary will become part of the file which the University opens for each student. Data therein will thereafter be handled by University staff in conjunction with the students’ progress in the University as prescribed under relevant rules and regulations and attendance procedures.
4. Under the provision of the Personal Data (Privacy) Ordinance, applicants have rights to request access to, and to request the correction of, their personal data. Applicants wishing to access or make corrections to their data should submit written requests to the Data Protection Officer, Registry, The University of Hong Kong.
5. You may visit the following website for the Privacy Policy Statement of the University:
http://www.hku.hk/about/policies_reports/privacy_policy.html

Declaration

1. I have noted the general points pursuant to the Personal Data (Privacy) Ordinance as set out above.
2. I authorise The University of Hong Kong or any other office that is directly involved in the administration of this Bursary to use, check and process my data as required for my application.
3. I understand that upon successful application, my data will become a part of my student record and may be used for all purposes as prescribed under relevant rules and regulations as well as attendant procedures, so long as I remain a student of this University.
4. I declare that the information given in support of this application is accurate and complete. I understand that any misrepresentation will disqualify my application.
5. I confirm that if I am awarded the Bursary, I will be responsible for the expenses incurred during the EL programme period except for the amount awarded by the Faculty of Education of HKU.

Signature of applicant: _____ Date: _____