

## Global Learning Award Scheme

### Guidance Notes to Applicants 2023/24

#### 1. Objective

The Global Learning Award Scheme (GLAS) aims to provide financial support to eligible students who participate in self-sourced global learning summer activities. The objectives of the Scheme are as follows:

- 1.1 Encourage students to go abroad and increase their global exposure.
- 1.2 Allow students to learn in a foreign educational institution and facilitate their academic training.
- 1.3 Foster students' cultural literacy and enable them to collaborate with people from diverse backgrounds and ultimately enhance their career readiness.
- 1.4 Offer an opportunity for students to strengthen their adaptability and independent problem-solving skills.
- 1.5 Expand the University's global footprint.

#### 2. Eligibility

##### 2.1 Eligible Students

- 2.1.1 Be a full-time undergraduate student of the University, he/she must be a degree student, irrespective of year-1 entry or senior-year entry student at the time of application and throughout the duration of the supported global learning activity ("activity").
- 2.1.2 Have applied for an eligible activity as detailed in Section 2.2 below during the current academic year.
- 2.1.3 Achieve a Cumulative Grade Point Average (CGPA) of 2.5 or above in the Autumn Term of the current Academic Year or should have satisfactory academic results during secondary/ post-secondary education (including public examinations) if CGPA is not available.
- 2.1.4 Be committed to representing the University to promote the positive image of the University to others.

##### 2.2 Eligible Activities

- 2.2.1 All global learning activities which are NOT organized or arranged by the HKMU, i.e. self-sourced by the applicants.
- 2.2.2 An outbound activity comprising substantive teaching and learning elements to be held anywhere outside Hong Kong, service programmes as well as national/ regional/ international events and competitions are also accepted. However, internship will not be considered as eligible activity of the award.

- 2.2.3 All global learning activities with host organizations. The host organizations must be an established educational, professional or specialized institutions/ bodies either in Hong Kong or in the activity destinations.
- 2.2.4 The duration should last for at least 3 days. In general, the duration of the activity should cover the period from the commencement date to the completion date of the official activity. Travelling time back and forth between Hong Kong and the activity destination should not be counted towards the duration of the activity.
- 2.2.5 The activity should be held in the summer break of the current academic year (i.e. activity completion date on or before 31 August).

### **3. Form and Level of Support**

- 3.1 The value of award is set according to the duration of the activity:
  - HK\$3,000 for activity last for 3 to 5 days
  - HK\$5,000 for activity last for 6 to 9 days
  - HK\$7,000 for activity last for 10 to 13 days
  - HK\$10,000 for activity last for 14 days or above
- 3.2 The award is not on reimbursement basis but may cover whole/ part of the expenses incurred during the global learning activities, such as programme fees, airfare, accommodation and other necessary expenses.
- 3.3 The disbursement of award will only be made after the completion of the activity and submission of the proof of completion of the activity and self-reflection report.

### **4. Application for the Scheme**

- 4.1 Applicants should submit the online application normally in March to April, together with the supporting proof via the student portal “MyHKMU” (<http://www.hkmu.edu.hk/myhkmu>).
- 4.2 Supporting document includes details of the activity and proof of acceptance/ payment of the activity, e.g. activity leaflet/ brochure, offer letter and payment receipt etc.
- 4.3 Please read the “Guidance Notes” [GLAS Guide-e] before completing the online application.
- 4.4 Incomplete and late application will not be considered.

### **5. Assessment and Selection Criteria**

- 5.1 Applicants will be considered and priority will be given to students who have applied to the activity that matches their academic studies at HKMU and/or career goals. Applicants are required to provide their personal statement and career goals in the application form.
- 5.2 Eligible applicants are not guaranteed to be offered awards.
- 5.3 Preference will be given to applicants who have never received the award before.
- 5.4 The Student Affairs Office (SAO) will set up a selection panel to consider students for nomination. The selected nominees may be selected with or without an internal interview and SAO will report nominations to the Student Financial Awards Committee (SFAC) accordingly. The decision of the Selection Panel is final.

## **6. Notification of Result, Disbursement of Award and Related Arrangement**

- 6.1 All applicants (successful and unsuccessful) will receive results by e-mail on or before 31 May.
- 6.2 Upon completion of the approved activity, awardees should submit the supporting document via the student portal “MyHKMU” (<http://www.hkmu.edu.hk/myhkmu>) between 1 July to 30 September.
- 6.3 Once the application period is closed, no change of activity will be allowed unless special approval was sought.
- 6.4 Supporting document includes (1) proof of completion of the activity, e.g. academic transcript and certificate of completion; (2) a self-reflection report of not less than 500 words in English and contain at least 5 photos with caption. The photos should be in high resolution and relevant to the activity. The awardee’s portrait should be seen in the photos.
- 6.5 Disbursement arrangement will be made via autopay on or before 30 November.
- 6.6 Awardees of the Scheme may also receive other funding supports (including subsidies/ scholarships/ sponsorships) for the same activity, e.g. the Government’s Reaching Out Award and Schemes for Subsidy on Exchange for Post-secondary Students. However, priority will be given to students who have not received other funding supports for the same activity. Applicants are required to declare all the funding supports to be received/ received for the same activity in the application form.
- 6.7 Students should consider carefully before making financial commitment and should not presume that their application must be successful. The University shall not be responsible for any financial losses of the students.
- 6.8 Awardees are required to attend pre/ post-departure sessions (if applicable) to enrich the learning experiences and to share their learning and global exposure. Moreover, awardees will be invited to attend the celebration events, while their global learning stories and submitted documents may be published electronically or otherwise.

## **7. Handling of Personal Data**

- 7.1 Applicant is obliged to provide all the required information in the application including personal data. If applicant fails to provide the required information/ documents, the University will not be able to process the application.
- 7.2 The personal data provided will be used for the purpose of processing applicant’s application, reporting the result to relevant stakeholders, as well as compiling relevant statistics, and materials for publicizing and review on granting the awards. Personal data and supporting documents submitted will be kept for a period of no more than three years.
- 7.3 The personal data including the academic records and information provided in the applicant’s application will be disclosed or transferred to relevant committee(s), other offices in the University and relevant stakeholders for the purposes mentioned in paragraph 7.2 above.
- 7.4 For the purpose of promotion and public relation activities, the awardees’ personal data which includes their name, programme of study and images (including any video or

photograph or sound record) will be published through the University website or made available for public access through the Student Affairs Office (SAO). SAO will take photos and videos of the scholarship activities, which may include the images of you and your guest (if any), and these images may be used in printed publications and/or online promotions.

- 7.5 In accordance with the Personal Data (Privacy) Ordinance, applicant has the right to ascertain whether the University holds personal data on the applicant, (and if so) to ask for a copy of such personal data, and to require any inaccuracies in such personal data to be corrected. Data access request should be made by using the form provided by the University. Copies of these forms may be obtained from the University Data Protection Officer (email address: [dpo@hkmu.edu.hk](mailto:dpo@hkmu.edu.hk) or Hong Kong Metropolitan University, Ho Man Tin, Kowloon Hong Kong). The University may charge a reasonable fee to cover the administrative costs for complying with a data access request.

## 8. Enquiries

Scholarships and Financial Assistance, Student Affairs Office



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