



## The C I Stapleton Scholarship

### Guidance Notes to Applicants 申請指引 2022/23

#### 1. Objective

The C I Stapleton Scholarship aims to enable students from the Diocesan Boys School (DBS), the Diocesan Girls School (DGS) or any school of the English Schools Foundation (ESF) to pursue higher studies at the Hong Kong Metropolitan.

#### 2. Eligibility

- 2.1. Applicants should be full-time Sub-degree or Bachelor's degree students;
- 2.2. Applicants must be aged 25 or below and they should be students with full time education from DBS, DGS or any school of ESF; and
- 2.3. New students will be considered and their academic performance in the public examinations or the first term results obtained in the University will be assessed. Continuing students should have obtained a Cumulative Grade Point Average (CGPA) of 3.0 or above.

#### 3. Form and Level of Assistance

- 3.1. 2 to 5 awards are available each year.
- 3.2. The value of each award is ranged from \$20,000 to \$50,000 in cash.

#### 4. Assessment and Selection Criteria

- 4.1. Preference will be given to students with financial needs.
- 4.2. Eligible applicants are not guaranteed to be offered awards.
- 4.3. Shortlisted applicants are required to attend an internal interview in January 2023. Applicants who do not attend the interview may forfeit the opportunity to be considered for the Scholarship.
- 4.4. The amount of award is determined by the applicants' financial circumstances, the funds available and others factors that the Student Financial Awards Committee (SFAC) considers necessary.
- 4.5. Preference will be given to applicants who have never received the award before.
- 4.6. The Student Affairs Office (SAO) will submit nominations for endorsement of the SFAC in February 2023. The selected nominees will be reviewed by the administrator of the Stapleton General Bursary Fund. The decision of the Fund is final.

#### 5. Application

- 5.1. Applicants should submit the [online application form \[FCIS \(2022/23\) Form-e\]](#) together with a personal statement and supporting proof to SAO during the application period.
- 5.2. Please read the "Guidance Notes" [FCIS (2022/23) Guide-e] before completing the online application form via the student intranet.
- 5.3. Incomplete and late application will not be considered.

#### 6. Notification of Result and Payment Arrangement

- 6.1 All applicants (successful and unsuccessful) will receive internal results by e-mail in March 2023.
- 6.2 Disbursement arrangement will be made via autopay in May 2023.
- 6.3 Successful applicants will be invited to attend the ceremony and share their stories on the University website.

## 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 donor(s) or 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 to the Student Financial Awards Committee (SFAC), other offices in the University and relevant stakeholders for the purposes mentioned in paragraph 7.2 above.
- 7.4 For the purpose of branding the University, the awardee's name provided in the application will be published through the University website or made available for public access through the Student Affairs Office.
- 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, to obtain a copy of such personal data and to have any inaccuracies corrected. Data access request should be made by using the Data Access Request Form OPS003 as specified by the Privacy Commissioner for Personal Data and addressed to the Data Protection Officer, Room A1111, Hong Kong Metropolitan University, Homantin, Kowloon.

## 8. Important Dates

|                                     |                                |
|-------------------------------------|--------------------------------|
| Application Period                  | 25 November – 27 December 2022 |
| Internal Interview                  | 16 January 2023                |
| Release of Internal Result (E-mail) | March 2023                     |
| Disbursement                        | May 2023                       |
| Award Ceremony                      | August 2023                    |

## 9. Enquiries

Student Financial Services, Student Affairs Office, Rm C0512, Hong Kong Metropolitan University



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