

The C I Stapleton Scholarship

Guidance Notes to Applicants 申請指引 2024/25

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 University.

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 who received full-time education from DBS, DGS or any school of ESF;
- 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;
- 2.4. Continuing students should have achieved a Cumulative Grade Point Average (CGPA) of not less than 3.0*; and
- 2.5. Applicants who have obtained "Fail" grade* (including but not limited to University's Core Values Modules) or have been granted "deferment of an examination" in the assessment period will not be considered;

** Records of CGPA and grades would be based on the official transcript of studies generated by the University at the time of scholarship assessment.*

3. Award Format and Value

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

4. Assessment and Selection Criteria

- 4.1. Applicants are considered according to the following areas:
 - Academic performance;
 - Participation in community services and activities in the University; and
 - Contribution to the University.
- 4.2. Eligible applicants are not guaranteed to be offered awards.
- 4.3. Shortlisted applicants are required to attend an internal interview. Applicants who do not attend the interview may forfeit the opportunity to be considered for the scholarship/award.
- 4.4. Preference will be given to applicants with financial needs, and who have never received the award before.
- 4.5. The amount of award is determined by the applicants' financial circumstances, the fund available and other factors that the Student Financial Awards Committee (SFAC) considers necessary.
- 4.6. The Student Affairs Office (SAO) will report nominations to the Student Financial Awards Committee (SFAC) by late February 2025. The selected nominees will be reviewed by the administrator of the donor Stapleton General Bursary Fund. The decision of the donor is final.

5. Application

- 5.1. Applicants should submit the online application form together with supporting documents to SAO during the application period.
- 5.2. Please read the “Guidance Notes” [FCIS (2024/25) Guide-e] before completing the online application via the student portal “MyHKMU” (<https://www.hkmu.edu.hk/myhkmu>).
- 5.3. Incomplete and late application will not be considered.

6. Notification of Result, Obligation of Awardees and Payment Arrangement

- 6.1. All applicants (successful and unsuccessful) will receive internal results by e-mail.
- 6.2. Scholarships and awards are made possible by contributions from generous donors. Successful applicants are strongly encouraged to show gratitude to the donors by writing a thank-you letter for submission through the Student Portal (MyHKMU > My Programme > Financial Assistance / Scholarships > Student Thank you Letter Collection Platform).
- 6.3. Scholarships and awards recipients are also welcome to use their own means to express sincere gratitude to donors, for example, production of a thank-you card, sending a photo with caption of achievements in a competition/event, production of craftwork, artwork, music, video and etc.
- 6.4. Successful applicants are required to reserve their time to attend the scholarship-related events, ceremonies and activities organised by the University or the donors upon invitation. They will also be invited to share their stories on the University website and social media.
- 6.5. Successful applicants are highly recommended to proactively participate in scholarship-related briefings, trainings and activities organised by the University or the donors upon invitation made by SAO.
- 6.6. Disbursement arrangement will be made via autopay and successful applicants are required to either provide or verify the accuracy of their student bank account information recorded in the Student Portal (MyHKMU > My Programme > Student Finance > Student Bank Account Collection).

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 publicising 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 the Student Financial Awards Committee (SFAC), other offices in the University and relevant stakeholders for the purposes mentioned in the above paragraph.
- 7.4. For the purpose of promotion and public relation activities, the awardees’ personal data which includes their names, programmes of study, years of study and any associated images (including any videos or photographs or sound recordings) will be published through the marketing channels (e.g. websites, social media and brochures) of the University and/or donor(s), or made available for public access through the Student Affairs Office (SAO). SAO, donor(s) or relevant stakeholders will also take photos and videos in the scholarship activities, which may include the images of you and your guest(s) (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 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. Important Dates

Application Period	25 November 2024 – 29 December 2024
Internal Interview [^]	06 February 2025
Release of Internal Result (E-mail)	By late February 2025
Disbursement Notification (E-mail)	By late May 2025
HKMU Celebration Event	Late June 2025

[^] Subject to change. The exact date and time will be confirmed in the email of interview invitation.

9. Enquiries

Scholarships & Financial Assistance Section (Scholarships), Student Affairs Office, Rm A0626,
Hong Kong Metropolitan University



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