



HSBC Vocational Education Scholarship
滙豐職業教育獎學金

Guidance Notes to Applicants 申請指引 2021/22

1. Objective

The HSBC Vocational Education Scholarship aims to award and recognise students who have outstanding academic performance and encourage them to continue their academic pursuit.

2. Eligibility

- 2.1. Applicants should be full-time Sub-degree students;
- 2.2. Applicants must be Hong Kong permanent residents with the right of abode in Hong Kong; and
- 2.3. Continuing students should have obtained a Cumulative Grade Point Average (CGPA) of 3.3 or above in the Autumn Term of the 2021/22 Academic Year.
(*Students who have attained CGPA of 3.3 in 2020/21 are highly recommended to apply.)

3. Award Format and Value

- 3.1. A maximum of 2 awards are available each year.
- 3.2. The value of each award is \$20,000 in cash.

4. Assessment and Selection Criteria

- 4.1. Preference will be given to students with disadvantaged background.
- 4.2. Eligible applicants are not guaranteed to be offered awards.
- 4.3. Shortlisted applicants are required to attend an internal interview in January 2022. Applicants who do not attend the interview may forfeit the opportunity to be considered for the Scholarship.
- 4.4. The Student Affairs Office (SAO) will submit no more than four nomination(s) for endorsement of the Student Financial Awards Committee (SFAC) in February. The selected nominees must attend an interview held by the HSBC in early April 2022 and they should meet the CGPA requirement mentioned in the paragraph 2.3 above. The decision of HSBC is final.

5. Application

- 5.1. Applicants should submit the online application form together with a personal essay and supporting proof to SAO during the application period.
- 5.2. Please read the “Guidance Notes” [FHSBC_VE (2021/22) 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 nomination results by e-mail in February 2022.
- 6.2 Applicants who are successful in the internal interview may find a faculty member to provide supplementary information (e.g. reference letter, personal qualities not captured by the application form, any special learning needs, family background, etc.) if necessary.
- 6.3 Disbursement arrangement will be made via autopay in June 2022.

6.4 Successful applicants will be invited to attend ceremonies, events, activities and programmes organised by the University, HSBC or The Hub for the Future. They will also be invited to 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

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| Application Period | 07 December 2021 – 06 January 2022 |
| Internal Interview | 17 January 2022 |
| Release of Result (E-mail) | February 2022 |
| External Interview | Early April 2022 |
| HSBC Scholars Day | June 2022 |
| Disbursement | June 2022 |
| University Award Ceremony | August 2022 |

9. Enquiries

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



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(05 December 2021)