

The Katie Shu Sui Pui Charitable Trust - Residence Scholarship Programme
舒小佩慈善基金 — 住宿獎學金計劃

Guidance Notes to Applicants 申請指引 2024/25

1. Objective

The Katie Shu Sui Pui Charitable Trust – Residence Scholarship Programme aims to assist full-time Mainland Chinese undergraduate students, in particular those in financial need, to better immerse in campus life and the community of Hong Kong and to fully develop their academic potential.

2. Eligibility

- 2.1. Applicants should be full-time Bachelor's degree students from the Chinese Mainland (i.e. holding student visas to enter Hong Kong from the Chinese Mainland);
- 2.2. Continuing students should have achieved a Cumulative Grade Point Average (CGPA) of not less than 3.3*;
- 2.3. 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; and
- 2.4. The ceiling of all the scholarship monies received by an awardee should not exceed HK\$60,000 in the current academic year. In case of excess, the exceeding amount will be deducted from this scholarship.

** 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. A maximum of 30 awards are available each year. The 30 awards are distributed for students by their year of study. In general, students in their second, third and fourth year of study are given 10 awards each respectively. The quota for each cohort may be slightly adjusted subject to the donor's special approval.
- 3.2. The value of each award is up to HK\$30,000 in cash, or the actual rental the student pays monthly, whichever is the lower. The scholarship will be disbursed by two equal instalments to students upon successful completion of 2024 Autumn and 2025 Spring terms. *[Note: If a student has received this scholarship before, the value of award will be reduced to HK\$18,000 (if receiving this scholarship for the second time) and HK\$12,000 (if receiving this scholarship for the third time) respectively.]*

4. Assessment and Selection Criteria

- 4.1. Applicants are considered according to the following areas:
 - Academic performance;
 - Participation in University activities, internships and experience in Hong Kong (non-academic awards achieved and community services in Hong Kong);
 - Financial needs (e.g. actual amount of the monthly rental paid); and
 - Content of personal statement, applicants' behaviour and conduct.
- 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 who have never received the award before. The amount of the award will be reduced correspondingly for non-first-time awardees (refer to paragraph 3.2 above).
- 4.5. The Student Affairs Office (SAO) will report nominations to the Student Financial Awards Committee (SFAC) by May 2025. The decision of the donor is final.

5. Application

- 5.1. Applicants should submit the online application form together with supporting documents (including the proof of applicant's accommodation in Hong Kong) to SAO during the application period.
- 5.2. Please read the "Guidance Notes" [FKSRS (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	22 November – 29 December 2024
Internal Interview [^]	10 February 2025
Release of Internal Result (E-mail)	By late May 2025
Disbursement Notification (E-mail)	By late June 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



2768 6637



sao_sch@hkmu.edu.hk



2712 2301

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