



**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 2021/22**

### 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 undergraduate students from the Chinese Mainland (i.e. holding student visas to enter Hong Kong from the Chinese Mainland);
- 2.2. Continuing students in good academic standing with a Cumulative Grade Point Average (CGPA) of 3.2 or above; and
- 2.3. 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.

### 3. Form and Level of Assistance

- 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 can be slightly adjusted subject to the Trust's special approval.
- 3.2. The value of each award is up to \$30,000 in cash, or the actual rental a student pays monthly, whichever is the lower. The scholarship will be disbursed by two equal instalments to students upon successful completion of 2021 Autumn and 2022 Spring terms. Due to the COVID-19 pandemic, applicants are allowed to report to school in Hong Kong within one month after the term starts (i.e. should report to school the latest by 20<sup>th</sup> October 2021 and 28<sup>th</sup> February 2022 for Autumn and Spring term respectively, including quarantine time for COVID-19 in Hong Kong.)  
*[Note: If a student has received this scholarship before, the value of award will be reduced to \$15,000 (if receiving this scholarship for the second time) and \$10,000 (if receiving this scholarship for the third time) respectively.]*

### 4. Assessment and Selection Criteria

- 4.1. The following criteria will be considered (with priorities below) in the selection:-
  - Academic performance;
  - Participation in the 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);
  - Content of personal statement; and
  - Applicants who have not benefitted from the Scholarship Programme before.
- 4.2. Eligible applicants are not guaranteed to be offered awards.
- 4.3. Shortlisted applicants are required to attend an interview in February 2022. The Selection Panel is chaired by the Vice President of the University, and composed of four more members (Founder of the Trust, Representative from the Trust, Director of Student Affairs and a co-opt member from the University).

4.4. The Student Affairs Office (SAO) will submit nomination for endorsement from the Student Financial Awards Committee (SFAC) in June. The decision of donor is final.

## 5. Application

- 5.1. Applicants should submit the online application form together with personal statements on the university experience and supporting proof of accommodation in Hong Kong to SAO during the application period.
- 5.2. Incomplete and late application will not be considered.

## 6. Notification of Result and Payment Arrangement

- 6.1. All applicants (successful and unsuccessful) will receive results by e-mail in June.
- 6.2. Disbursement arrangement will be made via autopay in July.
- 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	20 September – 19 October 2021
Interview	February 2022
Release of Result (E-mail)	June 2022
Disbursement	July 2022
Award Ceremony	August 2022

## 9. Enquiries

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



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