

HKMU Outstanding Student Scholarship Scheme**香港都會大學卓越學生獎學金計劃****Guidance Notes to Applicants 申請指引 2023/24****1. Objective**

The HKMU Outstanding Student Scholarship Scheme aims to give recognition not only to students with outstanding academic performance, but also those with strong leadership and active co-curricular engagement outside the classroom. The Scheme also aims to enhance the recognition of good students for their further contribution to the University and the School.

2. Eligibility

- 2.1. Applicants should be full-time Bachelor's degree students; and
- 2.2. Continuing students should have obtained a Cumulative Grade Point Average (CGPA) of 3.3 or above.

3. Types of Scholarship

There are 3 types of scholarships, namely:

3.1. Level One: Outstanding Student Scholarship (OSS) 卓越學生獎

The Scholarship is set at HK\$10,000 for students with outstanding academic achievement. The candidates will be considered based on the merits specified in the paragraph 5.1 below. The maximum number of awards in one year is 40, allocated in proportion to the student enrollment of each School. All the award recipients will act as role models for their fellows of the schoolmates.

3.2. Level Two: Outstanding Student Scholarship of the School (SOSS) 學院卓越學生獎

Amongst the Outstanding Students Scholarship Recipients, each School will select the best candidate for the Outstanding Student Scholarship of the School which is set at HK\$20,000 each.

3.3. Level Three:**Most Outstanding Student Scholarship of HKMU (MOSS) 香港都會大學最卓越學生獎**

The best of the five best students from each school will be awarded this Scholarship set at HK\$10,000.

4. Award Format and Value

- 4.1. A total of 40 full-time students will be awarded each year.
- 4.2. 35 students will be awarded HK\$10,000 (OSS), 4 students will be awarded HK\$30,000 (SOSS and OSS); and 1 student will be awarded HK\$40,000 (MOSS, SOSS and OSS).

5. Assessment and Selection Criteria

- 5.1. Applicants are considered according to the following order of priority:
 - Academic performance;
 - Contribution to Schools and the University; and
 - Strong leadership and active co-curricular engagement outside the classroom.
- 5.2. Eligible applicants are not guaranteed to be offered awards.
- 5.3. School Deans will be invited to select awardees for the OSS and SOSS. All SOSS nominees (one from each School) are required to attend an internal interview for the MOSS. Applicants who do not attend the interview may forfeit the opportunity to be considered for the MOSS.
- 5.4. Preference will be given to applicants who have never received the award before.
- 5.5. The Student Affairs Office (SAO) will report nominations to the Student Financial Awards Committees (SFAC) in February 2024. The decision of the Selection Panel is final.

6. Application

- 6.1. Applicants should invite one full-time academic staff of their School to sign on the [Recommendation Form \[FOSS \(2023/24\) Recom-e\]](#). They should scan and upload the completed recommendation form (with signature of the staff) when submitting the online application during the application period.
- 6.2. Please read the “Guidance Notes” [FOSS (2023/24) Guide-e] before completing the online application via the student portal “MyHKMU” (<https://www.hkmu.edu.hk/myhkmu>).
- 6.3. Incomplete and late application will not be considered.

7. Notification of Result and Payment Arrangement

- 7.1. All applicants (successful and unsuccessful) will receive results by e-mail in late February 2024.
- 7.2. Disbursement arrangement will be made via autopay in March 2024.
- 7.3. Successful applicants will be invited to attend celebration events and share their stories on the University website.

8. Handling of Personal Data

- 8.1. 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.
- 8.2. 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.
- 8.3. 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 paragraph 8.2 above.
- 8.4. For the purpose of promotion and public relation activities, the awardees’ personal data which includes their name, programme of study and images (including any video or photograph or sound record) will be published through the University website or made available for public access through the Student Affairs Office (SAO). SAO will take photos and videos of the scholarship activities, which may include the images of you and your guest (if any), and these images may be used in printed publications and/or online promotions.
- 8.5. 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.

9. Important Dates

Application Period	04 September – 08 October 2023
Internal Interview (for the SOSS awardees)	30 November 2023
Release of Internal Result (E-mail)	Late February 2024
Disbursement Notification (E-mail)	March 2024
HKMU Celebration Event	June 2024

10. Enquiries

Student Scholarships, Student Affairs Office, Rm C0512, Hong Kong Metropolitan University



2768 6637



sao_sch@hkmu.edu.hk



2712 2301

(04 September 2023)