

**Endeavour Scholarship – Government Self-financing Post-secondary Scholarship Scheme (SPSS)**  
**政府自資專上獎學金計劃 - 展毅獎學金**

**Guidance Notes to Applicants 申請指引 2022/23**

**1. Objective**

The Endeavour Scholarship (EDS) is to give recognition to deserving students with Special Educational Needs (SEN) in the pursuit of excellence in academic and other areas.

**2. Eligibility**

- 2.1. Applicants should be full-time Sub-degree or Bachelor's degree students with SEN. The Special Educational Needs (SEN) include specific learning disabilities, intellectual disabilities, autism spectrum disorders, attention deficit / hyperactivity disorder, physical disability, visual impairment, hearing impairment, speech and language impairment, and others;
- 2.2. Continuing students should achieve a Cumulative Grade Point Average of not less than 2.5 out of 4.0 at the time of nomination. New students should have satisfactory academic results during secondary/ post-secondary education (including public examinations); and
- 2.3. Nominations for renewal will be considered on the basis of consistent high merits. They should be submitted for considerations at every exercise.

**3. Award Format and Value**

- 3.1. The award is set at \$15,000 for both bachelor's degree and sub-degree students, irrespective of whether they are local or non-local students.

**4. Assessment and Selection Criteria**

- 4.1. A student may only be awarded ONE of the scholarships or awards under the SPSS in each academic year, but may be awarded with different scholarships or awards in different academic years.
- 4.2. Priority should be given to those students who have not previously received any awards under the SPSS so as to allow more students to benefit.
- 4.3. Eligible applicants are not guaranteed to be offered awards.
- 4.4. Assessment will be made and considered by a Selection Panel, comprising the Vice President (Students & Support), School Deans and SAO Director. All the above scholarships and awards will be considered by the Sub-committee on Support Measures of the CSPE on the nomination of the University.
- 4.5. The Student Affairs Office (SAO) will submit nomination(s) for endorsement from the Selection Panel in December. The decision of government is final.

**5. Self-Nomination**

- 5.1. Applicants should submit the online self-nomination together with supporting proof during the application period.
- 5.2. Please read the "Guidance Notes" [SPSS\_EDS (2022/23) Guide-e] before completing the online application through the online platform (<https://spss.hkmu.edu.hk>).
- 5.3. From 2020/21 and onwards, the EDB's nomination form is designed as an Excel spreadsheet for submission. The supporting documents provided by applicants will be consolidated as one single attachment in a format of PDF file for nomination.
- 5.4. After applicants fill in the online form and click "Submit":-

- (a) They will receive an acknowledgement of receipt e-mail (sent to the applicant's HKMU student account).
- (b) Applicants please download and print out the Consent and Endorsement Form [SPSS\_EDS (2022/23) Recom-e], and invite one full-time academic staff to sign on the form. If students do not prefer to disclose their special needs to the academic, they may invite Director of Student Affairs to endorse the self-nomination.
- (c) The signed copy of the Endorsement Form should be submitted to the Student Affairs Office by E-mail ([sao\\_sfs@hkmu.edu.hk](mailto:sao_sfs@hkmu.edu.hk); Attn to Ms. May CHENG) with subject "EDS 2022/23\_signed form".
- (d) 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 before early February 2023.
- 6.2 Final results will be announced by May 2023 and disbursement arrangement will be made via autopay.
- 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 the government 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 provided will also be used by Education Bureau for one or more of the following purposes:-
  - (a) Activities relating to the processing, authentication and assessment on eligibility and counter-checking of the nomination for the Self-financing Post-secondary Scholarship Scheme under Self-financing Post-secondary Education Fund;
  - (b) Activities relating to matching of the personal data with the database of other relevant Government bureaux / departments in connection with the processing, authentication, assessment on eligibility and counter-checking of the nomination mentioned in (a) above;
  - (c) Activities relating to matching of the personal data within the database of EDB for purposes of verifying / updating records of the EDB;
  - (d) Activities relating to training and development including invitation of participation in programmes/activities, applications for reimbursement of course fees, assessment of nominations, awards and scholarship, and monitoring of attainment progress;
  - (e) Activities relating to the processing and vetting of applications for, and disbursement of, funding / grants / subsidies, and conducting of audits;
  - (f) Activities relating to compilation of statistics, research and Government publications;
  - (g) Activities relating to the administration and enforcement of rules and regulations including the Education Ordinance (Cap. 279), its subsidiary legislation (such as the Education Regulations and the Grant/Subsidized Schools Provident Fund Rules) and the Codes of Aid; and
  - (h) Activities relating to the processing, vetting and seeking clarifications of nominations for the finding/subsidy schemes, disbursement of funds/subsidies, and related matters
- 7.4 The personal data including the academic records and information provided in the applicant's application will be disclosed to the Selection Panel, other offices in the University and relevant stakeholders for the purposes mentioned in paragraph 7.2 and paragraph 7.3 above.

- 7.5 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.
- 7.6 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	04 November 2022 – 04 December 2022
Release of Internal Result (E-mail)	February 2023
Release of Result ((EDB decision) (E-mail)	April/May 2023
EDB Ceremony	April 2023 tentative subject to COVID-19 development
Disbursement	May/June 2023
HKMU Award Ceremony	August 2023

**9. Enquiries**

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



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