

## Reaching Out Award – Government Self-financing Post-secondary Scholarship Scheme (SPSS) 政府自資專上獎學金計劃 - 外展體驗獎

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

#### 1. Objective

The Reaching Out Award (ROA) is to support meritorious students to participate in learning, internship or service programmes, as well as national, regional and international events and competitions that are conducted outside Hong Kong and organised/endorsed by the University.

#### 2. Student Eligibility

- 2.1. Applicants should be full-time Sub-degree or Bachelor's degree students;
- 2.2. Continuing students should achieve a Cumulative Grade Point Average of not less than 3.0 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. Applicants who have been awarded of ROA **should not be nominated** again in the same programme of study.

#### 3. Outreaching Activities Eligibility

- 3.1. The outreaching activities should either be organised or endorsed by the University;
- 3.2. The award aims at equipping students with an international vision, broadening their exposure to multicultural environment and enhancing their communication skills in English, Putonghua or other languages;
- 3.3. The proposed activities should start from 01 January 2023 and be completed on or before 31 March 2024;
- 3.4. The ROA encourages the awardees to share their outreaching experience with other fellow students. Each awardee is required to submit a reflection report on the activities participated and the learning experiences and benefits acquired to HKMU within one month after the completion of the outreaching activities.

#### 4. Award Format and Value

- 4.1. The award is set at \$10,000 for both bachelor's degree and sub-degree students, irrespective of whether they are local or non-local students.
- 4.2. The award is not on reimbursement basis but may cover whole/ part of the expenses incurred during the outreaching activities, such as tuition fees, airfare, accommodation and other incidental expenses.
- 4.3. The award money should be returned to the Government by the awardee who finally fails to participate in any of the proposed outreaching activities.

#### 5. Assessment and Selection Criteria

- 5.1. 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.
- 5.2. Priority of the nomination places will be given to the activities organized or arranged by the University.
- 5.3. Eligible applicants are not guaranteed to be offered awards.

- 5.4. 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.
- 5.5. The Student Affairs Office (SAO) will submit nomination(s) for endorsement from the Selection Panel in December. The decision of government is final.

## 6. Self-nomination

- 6.1. Applicants should submit the online self-nomination together with supporting proof during the application period.
- 6.2. Please read the “Guidance Notes” [SPSS\_ROA-B (2022/23) Guide-e] before completing the application through the online platform (<https://spss.hkmu.edu.hk>). **\*\*Remarks:** If applicants participate in activities which are organized or arranged by the University (School/ SAO), they are not required to submit applications through this platform, please consult Schools/SAO directly.\*\*
- 6.3. 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.
- 6.4. 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\_ROA-B (2022/23) Recom-e], provide activity itinerary and invite the Programme Leader to sign on the form.
  - (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 “ROA-B 2022/23\_signed form”.
  - (d) Incomplete and late application will not be considered.

## 7. Notification of Result and Payment Arrangement

- 7.1. All applicants (successful and unsuccessful) will receive internal nomination results by e-mail before early February 2023.
- 7.2. Final results will be announced by May 2023 and disbursement arrangement will be made via autopay.
- 7.3. Successful applicants will be invited to attend the ceremony 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 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.
- 8.3. 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

- 8.4. 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 8.2 and paragraph 8.3 above.
- 8.5. 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.
- 8.6. 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.

## 9. Practical Tips for filling in the online form

9.1. On Section 4:

The proposed activity duration should cover a certain period of time.

The duration should be mentioned in the format of From "dd/mm/yyyy" to "dd/mm/yyyy".

9.2. Supporting documents:-

Should include but are not limited to the itinerary and leaflet of activities which are learning based, letter of acceptance, invoice or payment receipt of the proposed activity.

9.3. Objectives of the proposed activity:-

Should meet the aims of ROA (see paragraph 1).

9.4. Major activities:-

- Should include but are not limited to: Learning, internship or service programmes which are mainly course or placement related as well as national, regional and international event/competition that are conducted outside Hong Kong (e.g. lessons, seminars, conferences, exchange or visits that are strongly related to your area of study).

- Activity like merely visiting tourist spots are NOT recommended. Tourist spots should only be covered less than a half of the full schedule.

9.5. Benefit to the participant:-

- Briefly list out what knowledge, skills or learning experiences may be acquired.

9.6. New students (including the senior-year entry students):-

Please provide a scanned copy of academic results during secondary/post-secondary education (including public examinations).

## 10. Important Dates

Application Period	04 November 2022 – 06 January 2023
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

## 11. Enquiries

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



2768 6636



sao\_sfs@hkmu.edu.hk



2712 2301

(01 November 2022)