

Hong Kong Association of University Women Undergraduate Scholarship

Guidance Notes to Applicants 申請指引 2023/24

1. Objective

The Hong Kong Association of University Women Undergraduate Scholarship aims at recognising and encouraging female students with exceptional academic attainments and active involvement in community service.

2. Eligibility

- 2.1. Applicants should be full-time Bachelor's degree local students;
- 2.2. Continuing female students (except first and final year students) who have outstanding academic achievements and obtained a Cumulative Grade Point Average (CGPA) of 3.0 or above;
- 2.3. Applicants must be an Undergraduate Member of HKAUW;
- 2.4. Applicants are able to demonstrate current participation and active involvement in community services;
- 2.5. Applicants are able to provide two recommendation letters (one from her current academic supervisor and one from the community/voluntary service organization she is involved in); and
- 2.6. Successful applicants are required to serve the community for at least half a year **AFTER** they receive the scholarship which may include participating **in community services project organized by HKAUW**.

3. Award Format and Value

- 3.1. Each awardee will receive a certificate and an award of HK\$5,000 in cash (^{Note} 25% of the Awards, namely HK\$1,250 will be retained by HKAUW and awarded to the recipients subsequent to receipt of written proof of community services between January and August 2023 from the recipients concerned).

4. Assessment and Selection Criteria

- 4.1. Applicants are considered according to the following order of priority:
 - Academic performance;
 - Participation in community service and activities in HKMU; and
 - Contribution to the University.
- 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.
- 4.5. The Student Affairs Office (SAO) will submit no more than two nominations for endorsement of the Student Financial Awards Committee (SFAC) by 17 October 2023. The selected nominees may be selected with or without an external interview and the HKAUW Scholarship Director will notify the scholarship recipients directly when the recipients are selected. The decision of HKAUW is final.

5. Application

- 5.1. Applicants should submit the online application form together with supporting documents to SAO during the application period.
- 5.2. Upon successful from the internal selection, the selected nominees should:
 - complete the HKAUW “Membership Application Form” online at <http://www.hkauw.org/membership> to become an Undergraduate Member of HKAUW.
 - directly deposit the Undergraduate Membership fee (HK\$150) to HKAUW at Bank of East Asia Account: 015-176-68-00002-2 via bank counter, and upload the online Membership Application Form together with the copy of the transaction receipt which contains the payment reference number.
 - also provide the original transaction receipt or the bank’s acknowledgement statement to SAO on or before 17 October 2023.
- 5.3. Please read the “Guidance Notes” [XHKAUWU (2023/24) Guide-e] before completing the online application via the student portal “MyHKMU” (<https://www.hkmu.edu.hk/myhkmu>).
- 5.4. 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 results by e-mail in late October. The selected nominees who are not notified by 15 December 2023 should consider their applications unsuccessful. HKAUW does not provide critiques for unsuccessful applications.
- 6.2. Disbursement arrangement will be directly made between the successful scholarship recipients and HKAUW.
- 6.3. Successful scholarship recipients are required to make a short presentation of their research topic at HKAUW’s 2023 Scholarship Presentation Ceremony. Details of which will be announced later.
- 6.4. Successful applicants will be invited to attend ceremonies, events, activities and programmes organised by the University and HKAUW. They will also be invited to 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 or transferred 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 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.
- 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	04 September – 24 September 2023
Internal Interview	12 October 2023
Release of Internal Result (E-mail)	Late October 2023
Disbursement Notification	Directly made between the recipients and HKAUW
HKAUW Award Ceremony	December 2023
HKMU Celebration Event	June 2024

9. Enquiries

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



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(15 September 2023)