



Student-Initiated Projects (2018-2019)

Student Organiser Manual

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Background

The Global Engagement Office (GEO) has managed the Student-Initiated Projects (SIP) since 2013-14. Every year, SIP invites student proposals and sponsors different kinds of programmes and activities to promote campus internationalization.

With the support of university funds, various SIP programmes and activities have successfully promoted integration among students of different cultural backgrounds on campus.

In 2018-19, the SIP will continue to support student proposals not only for promoting campus internationalization but also further equipping our students with multicultural awareness and fostering their personal development. A maximum sponsorship of HK\$100,000 per project will be granted.

Objectives

To promote campus internationalization and integration, CityU students are invited to submit proposals for the academic year 2018-19 with the aim of allowing local and non-local students to work together toward a common purpose of providing a more welcoming environment for all students.

Eligibility

Any full-time student pursuing a CityU degree may be a proposer. A proposing team should comprise at least three proposers. Each proposal must be raised by at least 3 proposers and have obtained the endorsement of a full-time staff advisor.

Funding Support

Maximum sponsorship for each successful project is capped at HK\$100,000.

Proposal Submission and Timeline

Please send your **(1) scanned proposal with endorsement, (2) the editable word file** and **(3) supporting documents (if any)** to Global Engagement Office (GEO) at sip2013@cityu.edu.hk.

[Proposal Template](#)

[Sample Proposal](#)

Notes:

1. All projects have to be implemented within the period of 1 July 2018 to 30 June 2019.
2. The amount of subsidy shall be decided on a case-by-case basis by the Assessment Panel.
3. To support sustainability, wastage of materials and resources, e.g. printed matters, unrecyclable items, souvenirs, etc., should be avoided.

First Round

Deadline: **Friday, 07 September 2018, 5pm**

Selection and announcement of results shall be made during the week of 17-21 September 2018.

Second Round

Deadline: **Friday, 26 October 2018, 5pm**

Selection and announcement of results shall be made during the week of 12-16 November 2018.

Third Round (subject to availability of funding)

Deadline: **Friday, 18 January 2019, 5pm**

Selection and announcement of results shall be made during the week of 18-22 February 2019.

Assessment Panel

An Assessment Panel with members appointed by the Vice-President (Student Affairs) will be established to review proposals.

Selection Criteria

Criteria for selection include *the proposed project's objectives, level of innovation, viability of the project* and *expected impact of the project*.

- **Project objectives** – How would the project contribute to campus internationalization and integration?
- **Level of innovation** – Does the proposing team discover/identify any issues/problems related to the process of campus internationalization and integration, and how the issues/problems can be addressed by organising the proposed project? Were there similar projects in the past and how would the proposed project differ from the others in achieving the SIP objectives?
- **Viability of the project** – Has the proposing team provided actionable plans on the execution of the project and how would the team ensure smooth organisation of the whole project?
- **Expected impact of the project** – Would the project benefit as many students as possible, or does it target on specific student groups with good justifications? Would the influence be a long-term one and at the same time inspirational?

The SIP Assessment Panel will review the budget proposals on a case-by-case basis, based on the objectives, planning and estimated funding need of the project. Proposing teams are suggested to pay attention to the following good practices:

1. Categorize your estimated expenses per project activity and by nature to help the Panel understand your plan easily.
2. Provide budget breakdown by listing out the budget items with descriptions, e.g. quantity and amount of the expenses by category. Provide a realistic estimation of the expenses. Any income, be it activity fee or sponsorship from a third party, of the project must be declared with details.
3. Venue charge will be considered given reasonable grounds. Nonetheless, SIP activities should be aimed at fostering internationalization and integration at CityU campus.
4. For items related to publicity (e.g., backdrops, banners, posters, etc.), provide information about location, scale, size, type of material for the Panel to consider on whether the need is justified. Based on the number of General Notice Boards in the academic buildings and the Student Residence Halls, a maximum of 85 posters can be used to publicise and promote SIP activities.

Whenever possible, online or paperless promotion is encouraged for environmental friendliness.

5. Coaching fees/counselling fees are generally **NOT** supported unless justified. The maximum sponsorship under this item will be set at 50% per estimated breakdown. Service contracts for DJ and bands are **NOT** supported. Request for salaries or compensation fees for student helpers shall **NOT** be accepted. Please inspire your fellow schoolmates to contribute to the University on a voluntary basis.
6. Student organisers should try their best to re-use existing equipment (including costumes) whenever possible. Rentals are preferred over purchases. A purchase will be considered only if rental is not an option and SIP may fund up to 50% of the estimated breakdown.
7. Catering-related expenses should be limited to 60% of the total budget of each event, as suggested by the Finance Office for all student activities. The catering expense per person per meal should be limited to HK\$ 90, so as to comply with the financial policies set forth by the Finance Office.
8. Souvenirs, gifts and prizes are **NOT** supported unless justified. Maximum support per person is limited at HK\$ 50.
9. The production cost for T-shirts tailor-made for the project are **NOT** recommended. To promote the Go Global Initiative of the University, the Global Engagement Office may provide a limited number of Go Global T-shirts to approved teams upon request.

10. Transportation fees are **NOT** supported unless justified.
11. Estimated budgets for emergency, contingency and miscellaneous need are **NOT** supported in any case.
12. The maximum SIP support for any approved project is limited at HK\$ 100,000.
13. The development of apps will not be supported if handling of sensitive data is involved or that the app will not be owned by the University. (added on 13 November 2018)

Project Planning & Execution

To provide students with a direction on how to plan, organise and manage an SIP, students are required to pay attention to the five project stages: pre-application, application submission, offer acceptance, project management and post-SIP conclusion.

A) Pre-application

1. Form a group of proposers comprising of at least three (3) full-time CityU students.
2. Identify project(s) which fulfils the SIP Objectives:
 - How will the project help internationalize the CityU campus? Will the internationalization project give positive impacts to CityU and fellow students?
 - How will the project help foster integration among CityU students from different cultural backgrounds? Will the expected integration give positive impacts to CityU and fellow students?
 - How many CityU students will benefit from the project? Will the project be open to only certain groups of CityU students? If yes, why?
 - Will the project inspire CityU students to contribute to SIP and the University?
3. Work out the details of your proposal (objectives, format and details of each single activity/event, date and time, venue, target audience, promotion strategy, budgeting, recruitment of helpers/performers/photographers, preparation of materials, etc.):
 - What is the nature and content of the activity/event? Is there only one single event or will there be multiple events? Do the series of events achieve the same objectives and contribute to the SIP objectives?
 - When and where will the activity be held? Will the majority of CityU students be on campus during the period? Will the event date fall in the exam period? Do you have enough time to secure the venue and do you have backup plans?
 - How will the programme schedule be organised? Will there be potential time clash between events/activities?
 - Will there be enough manpower for the activities/events and how will you recruit student helpers/performers/photographers?
 - Will the event involve any consumption of alcohol? Consumption of alcohol is strictly prohibited at all SIP events.
 - What will the floor plan look like? Will you need any electricity supply, barrier stanchions, notice boards, signs, etc.? Do you need to rent/reserve equipment in advance and allow time for setting up and dismantling? Will there be additional costs?
 - How can the participants register for the event? Will you need information other than the participant's full name, student ID, student type (local/non-local) and email address, which are mandatory for submission to SIP?
 - How can you check the attendance of students? Will there be a large queue at the reception counter and how can it be managed? For those who do not register in advance, **how could you obtain their student ID, full name, student**

type and email addresses which are required for submission to SIP? Without this information, your reimbursement will NOT be approved.

- As the project proposer and organiser, do you accept and undertake that you will **NOT** use or allow any other persons to use SIP projects/activities/events as platforms to present political views and stances? **Representation of political views and stances at SIP events is inappropriate and will not be accepted.**
4. Consult your project advisor (a CityU full-time staff) regarding your project, make revisions and receive an endorsement from your project advisor. Your project advisor should be a staff member who has the knowledge to advise you on the themed area of your project.

B) Application Submission

1. Submit the following documents to sip2013@cityu.edu.hk by the application deadline:
 - A scanned copy of your proposal **endorsed by your project advisor**;
 - Completed application form in word format; and
 - Supporting documents (if any)Incomplete application will not be reviewed.
2. Check your email account (the ones stated in your proposal) regularly and respond to SIP timely as GEO or the Assessment Panel may request more information or clarification.

C) Offer Acceptance

1. In the week of offer announcement, proposing teams will be notified of the application results via email. The approved budget with categorical breakdowns, terms and conditions for the offer, and offer acceptance details will be provided to successful project proposers.
2. Proposing teams may be required to provide further input based on the Panel's comment. A reply should be provided to SIP within one week from the date of notice from SIP.
3. To accept the SIP offer, the proposing team is required to reply to GEO at sip2013@cityu.edu.hk within one week of successful result announcement. You will then become an approved SIP student organiser!

D) Project Management

Once you have accepted the SIP offer, you should start working on the approved project. Here are some suggestions on how you may start:

1. The first thing you would need to do is to secure a venue for the event!

GEO provides logistics support and coordination to the SIP organisers if the needed resources are beyond SIP organisers' authority and ability. Do contact the GEO staff assigned to support your project (you may find his/her contact information in the result announcement email) ASAP for the request.

Do note that you may need to reserve popular venues (e.g., Wong's International Terrace, Purple Zone and Yellow Zone in 4/F YEUNG) 2-3 months in advance so do contact us **at least 1 month in advance**. In the case that your preferred venue is not available, do suggest other options and ranked them in the order of preference so that our colleagues would be able to help without going back and forth in communication with you.

2. Finalize your floor plan, material list, guest list, etc. If you need GEO's assistance to reserve equipment from the Facility Management Office (FMO), contact your GEO supporting staff no later than **1 month before the event date** to allow enough time for the arrangement. You will be responsible for the on-site communication with our FMO colleagues for the setup.
3. Limit your expenses according to each category in the approved budget. In case you need to re-arrange the approved budget with justifications, you should inform the Panel for approval at least 2 weeks prior to the event date. You are also required to pay attention to the financial guidelines listed below:

Purchase Over \$5,000 Per Item

For any purchase over HK\$ 5,000, a Purchase Requisition (PR) must be raised prior to the purchase. In case you have to purchase any services/single item of goods over \$5,000, you **must** consult GEO **at least 2 weeks before the purchase**. Purchases not complying with the University's financial procedures will **NOT** be reimbursed.

Fee/Payment Collection on Campus

Student organisers who intend to collect fees/payment to finance their projects are required to seek approval from SIP in advance. The student organisers are required to state other sources should there be any. The collected fees must be reported to SIP with details to ensure appropriate use of collected fees. The below documents are required for submission to SIP:

- List of income (student name, SID, amount, date)

- Deposit advice (student organizers must deposit the collected amount in the bank account of the group or one of the members on the same day or the next working day.
- Proof of students' payment

Payment Arrangement

Please note that you need to settle the payment of the expenses first and then apply for reimbursement by providing original receipts.

Petty Cash Arrangement

A petty cash account is set up to provide assistance to student organisers who may have difficulty in settling payments. Student organisers may contact GEO in writing and submit the original payment receipts (with a total amount no more than HK\$10,000 and no single payment receipt amounting over HK\$ 5,000) to GEO for a case-by-case review.

According to the University's guideline on financial policy, purchase items related to software products, equipment maintenance and licence fees, entertainment, personnel-related expenses, hospitality (e.g., food and beverage) will be reimbursed after the completion of the project.

4. Finalize your programme rundown and invite performers/student helpers/ photographers where necessary.
5. Work on your promotional materials and registration mechanism.

Prominent CityU logo and Go Global logo should appear in the promotional materials of the SIP approved projects. You may contact your GEO supporting staff for the artwork files and guidelines on the usage of logos. **The guidelines should be strictly observed at all times.** Apart from logos, the below taglines must be included in the promotional materials:

Poster / Banner

"A Student-Initiated Project supported by City University of Hong Kong." should be placed at the bottom.

CityU Announcement Portal (CAP) / Email

"<Project Name> is one of the Student-Initiated Projects supported by the University to promote campus internationalization and integration." should be placed at the bottom.

From 2018-19, all SIP student organisers are required to submit a list of participants with their names, Student IDs, student type (local/non-local) and email addresses. You should, therefore, consider how you would be able to retrieve and record this information well in advance. **Projects without a list of participants containing the required information will NOT be approved for any reimbursement.** SIP student organisers should, at all times, observe the [Personal Data \(Privacy\) Ordinance \(Cap. 486\)](#) to ensure the protection of personal information.

6. Promote your project via various channels! GEO may help send out a CityU Announcement Portal (CAP) message to the CityU community. Do send a request, with the message draft and the poster image (in JPG format), to your GEO supporting staff at least 1 week in advance.
7. Arrange a briefing session for your team to ensure every member of the team knows their roles and responsibility for the project.
8. Setup the venue, rehearse for the programme and make final adjustments.
9. Get ready and put on a good show!

E) Post-project Matters

Projects successfully granted with SIP funding will be required to submit the following documents to the Global Engagement Office (GEO) at sip2013@cityu.edu.hk within one month upon completion of the approved project. GEO will check the reimbursement details and pass on to the Finance Office (FO) for funding arrangement. You may expect to receive the reimbursement from FO around 2 months after GEO confirmed the reimbursement documents are correct and complete.

- **Final report ([Report Template](#))**
- **Participant list** including students' full names, student IDs, student type (local/non-local) and email addresses
 - * *From 2018-19 onwards, an SIP participant survey will be conducted centrally by GEO to assess the effectiveness of the project in integrating students.*
- **10 quality action photos** (at least 5MB each)
- **Reimbursement information ([Reimbursement Form Template](#))**
- **Original payment receipts**
 - * *Original receipts should show the following information clearly to meet the University requirements on applications for reimbursement. Receipts related to hospitality, such as food and beverage, will NOT be processed unless with a participant list stating the participants' full names and Student IDs.*
 - Name of purchase item(s)
 - Purchase date
 - Total amount and currency
 - Company name OR company stamp

SIP student organisers are also required to complete an **organiser survey** online conducted by GEO.

Reimbursements will NOT be processed until all required documents are received within one month upon completion of the approved SIP project.

Enquiries

Contact the Global Engagement Office (GEO) at sip2013@cityu.edu.hk if you have any question. You are also welcome to schedule a meeting with us.