Student-Initiated Projects

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 internationalisation.

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

This year, the SIP will continue to support student proposals not only for promoting campus internationalisation but also further equipping our students with multicultural awareness and fostering their personal development. The maximum amount of sponsorship for each successful proposal may reach HK$100,000.

Objectives

To promote campus internationalisation and integration, CityU students are invited to submit proposals 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. Each proposal must be raised by at least 3 proposers with a mix of both local and non-local students, and have obtained the endorsement of a full-time staff advisor (academic staff or non-academic staff at the rank of Executive Officer or above).

Assessment Panel

An Assessment Panel with members appointed by the Vice-President (Development and External Relations) will be established to review proposals.
Selection Criteria

The University provides funding to take forward the organisation of student-initiated projects to promote internationalisation and encourage multi-cultural integration. The project proposals are assessed according to three criteria:

- **Integration** (the extent to which the project is effective in promoting integration and cultural exchange between local and non-local students);
- **Creativity** (the extent to which the project is interesting, creative and appealing to students); and
- **Content** (the extent to which the content of the project is intellectual and inspiring with a global perspective).

Besides, all proposals should also address the following:

- **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. Categorise 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. Understand the SIP funding guidelines before drafting the proposals.
1. Representation of commercial, political and religious stances at SIP events is inappropriate and should be avoided. Any discriminatory, vulgar, gambling, offensive, obscene and sexually explicit elements must be prohibited in SIP events.

2. SIP activities aim at fostering internationalisation and integration at CityU campus. Hosting activities off campus may only be considered if strong justifications are provided at the time of application and on a case-by-case basis.

3. Coaching fees or counselling fees are generally NOT supported unless justified.

4. Service contracts for performers and photographers are NOT supported. Remuneration for student helpers is also NOT eligible for SIP funding.

5. Food and beverage expenses should be limited to 60% of the total budget of each event. The maximum amount per person should be capped at HK$ 90, according to the University’s financial policies governing student activities. Consumption of alcohol is prohibited in all SIP events.

6. For environmental friendliness,
   a. student organisers should reuse existing equipment and materials (including costumes) whenever possible;
   b. rental is preferred over purchase, and requests for purchase will be considered only if rental is not an option;
   c. production of tailor-made materials for SIP project (e.g., T-shirts, uniforms, stationery) is NOT recommended;
   d. use of printed materials (e.g., posters and banners) and single-use materials (e.g., disposable tableware) is NOT encouraged.

7. Souvenirs, gifts and prizes are NOT supported unless justified.

8. Paid advertisements are NOT supported.

9. Transportation fees are NOT supported unless justified.

10. Estimated budgets for contingency and miscellaneous needs are NOT supported in any case.

11. 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.

12. The maximum SIP support for any approved project is limited to HK$ 100,000.
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 internationalise the CityU campus? Will the internationalisation 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 commercial, political and religious stances? **Representation of commercial, political and religious 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 sip.geo@cityu.edu.hk by the application deadline. Late, incomplete or retrospective application will not be considered. A complete submission should include:
   - Scanned proposal with endorsement
   - The editable Word file
   - (Optional) supporting documents (e.g. quotations)

**Notes:**
1. All projects have to be implemented within Semester A and B of that Academic Year.
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.
4. Please categorise your budget items according to the guidelines.

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 sip.geo@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.

   If you would like to reserve popular venues (e.g., Wong’s International Terrace, Purple Zone and Blue Zone in YEUNG), do contact us at least 2-3 months 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. Finalise your floor plan, material list, guest list, etc. If you need GEO’s assistance to reserve equipment from the Facilities 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. NO change to the approved budget unless fully justified. If you need to re-arrange the approved budget with justifications, you should submit a written request to the Panel for approval at least 4 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 4 weeks before the purchase, and provide a price comparison which consists of 3 written quotations. 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 the collected fees.

   **Payment Arrangement**
   Please note that you need to settle the payment of the expenses first and then apply for reimbursement by providing original receipts.
4. Finalise your programme rundown and invite performers/student helpers/photographers where necessary.

5. Work on your promotional materials and registration mechanism. **Prominent CityU logo** should appear in the promotional materials of the SIP approved projects according to the guidelines announced by the Communications and Public Relations Office (CPRO). 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 / Post on Social Media**
“<Project Name> is one of the Student-Initiated Projects supported by the University to promote campus internationalisation and integration.” should be placed at the bottom.

All SIP student organisers are required to submit a list of participants with their name, Student ID, student type (local/non-local), place of origin and email address. 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, subject to approval, send out a CityU Announcement Portal (CAP) and email message to the CityU community and/or promote your project on GEO’s Instagram (@cityuhkgeo). Do send a request, with the message draft and the image (in JPG format), to the SIP secretariat **at least 2 weeks before your intended date of publishing.**

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 items to the Global Engagement Office (GEO) at sip.geo@cityu.edu.hk upon completion of the approved project. Reimbursements will NOT be processed until all required documents are received.

**To be submitted within 5 days of event completion:**
- An event recap:
  - (For virtual event) A summary clip of around 1 minute
  - (For physical event) A set of 10-30 quality action photos (with a file size of 2-5 MB each)
  - A short paragraph to wrap up the event

**To be submitted within 1 month of event completion:**
- A final report (See SIP website for template)
- A Reimbursement Form (See SIP website for template)
- A set of categorised receipts in original copy
- A list of organisers, helpers and participants (See SIP website for template)

**Notes:**
1. Original receipts should show the following information clearly to meet the University requirements on applications for reimbursement.
   - Name of purchase item(s)
   - Purchase date
   - Total amount and currency
   - Company name OR company stamp

2. 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.

3. 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.

4. SIP student organisers are also required to complete an organiser survey online conducted by GEO. In addition, an SIP participant survey will be conducted centrally by GEO to assess the effectiveness of the project in integrating students.

**Enquiries**

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