Students’ Non-Local Activities Subsidy

1. **Purpose of the Fund**

   1.1 The Fund shall be used for subsidizing students’ non-local activities, such as world or regional sports competitions, inter-institutional competitions, presentations at overseas seminars, study tours and interflow activities.

   1.2 The Fund shall **NOT** be used to subsidize students to participate in credit bearing programs, university exchange programs, internships or programs that are part of the course requirements. Separate funding may be made available by other departments/offices to support students in attending the aforesaid activities.

   1.3 The Fund shall be used to subsidize the costs incurred by students in their overseas activities, and may include transportation, accommodations, board, registration fee, project expenses, souvenirs and insurance cost.

2. **Eligibility**

   2.1 All full-time undergraduate and postgraduate students of UGC-funded programmes, whether individuals or groups, are eligible for applying for the Fund. Preference shall be given to **non-final** year undergraduate students.

   2.2 Registered student societies are also eligible for applying.

3. **Management**

   The Student Development Services shall be the vote controller and all payment requests must be endorsed by the Director of Student Development Services.

4. **Allocation**

   4.1 The applications shall be considered according to the following priorities:

      - Applicant formally representing Hong Kong or CityU in overseas competition/event,
      - Applicant participating in overseas inter-college competition/event or self-arranged study tour,
      - Applicant attending overseas conference/seminar or organized interflow activity.

   4.2 The Fund is non-means tested. The amount of subsidy shall not vary with the financial status of the applicant.

   4.3 Applications for enrollment in overseas summer school would not be supported.

   4.4 The maximum subsidy for each application shall normally not exceed $25,000.

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5. **Administrative Procedures**

5.1 Notices shall be posted at SDS notice boards all year round to publicize the Fund and invite applications from students.

5.2 Applications shall be submitted on a prescribed application form obtainable from SDS. If the application comes from a student society, the applicant should be the leader of the proposed activity and an office-bearer of the society concerned. The application should also be endorsed by the President of the respective society.

5.4 SDS staff may meet with the applicant to discuss the details and the budget of the proposed activity. The applicant shall be expected to bear part of the expenses of the approved budget to reflect the value he/she places on the proposed activity.

5.5 The applicant shall be informed of the result and the amount of approved subsidy in writing 2 weeks after the deadlines of application.

5.6 The applicant shall submit a report together with an income-expenditure statement to SDS within 4 weeks after the completion of the proposed activity.

5.7 The approved subsidy shall normally be paid in the form of reimbursement. Advance payment shall only be arranged after the applicant has provided sufficient evidence that the proposed activity is in right order.

6. **Supporting Documents**

6.1 If the nature of the proposed activity is to participate in overseas competition or event, the application must prove that he/she has fulfilled the qualifying standards of the specific event or has gained formal representative status from a local institution.

6.2 If the nature of the proposed activity is to make presentation or participate in overseas conference or seminar, the applicant must provide the letter of invitation or related reference to support the application.

6.3 If the nature of the proposed activity is self-arranged study tour or interflow activity, the application must provide details on the purpose of the trip, itinerary, no. of participant, follow-up plan and budget.

6.4 Written recommendation letter from staff member of City University of Hong Kong or related authority shall be an added asset to the application.

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May 13