

## Wu Yee Sun College, The Chinese University of Hong Kong

### Application Guideline for Global Learning Award Scheme

**\*\*\*Before submitting your application, please read through this guideline and other attachments\*\*\***

#### 1. Introduction

The Global Learning Award Scheme (GLAS) aims to encourage students to initiate or participate in **non-local** academic or experiential learning programmes with the main purpose of **LEARNING**. Applicants will be awarded the “Global Learning Award” and receive the award amount after completing all post-trip requirements on time.

Some examples are students’ self-initiating trips or joining overseas conferences, competitions, field trips, courses, internship/major-related placement, research, voluntary service, cultural tour. **Programmes organized and subsidized by the College and Term-long Exchange Programmes are EXCLUDED.**

In view of the pandemic, students could apply GLAS for **virtual programmes**, while there are some restrictions. Students who solely participate in organized programme without a personal contribution (e.g. attending a conference, online courses, etc.) are not eligible for applying GLAS, instead **students’ contributions** in the programme are required. Below are some examples eligible for applying GLAS:

- Presenting a paper in a conference
- Giving a talk in a symposium
- Participating in a joint project with students from other overseas universities
- Participating in a research project

#### 2. Eligibility

All Wu Yee Sun College students (except Exchange students) are eligible for application. For final year students, the programme joined or planned must be finished by their corresponding graduation date.

#### 3. Maximum Award Amount

The maximum award amount varies with the programme length and programme nature.

	Programme Length <sup>(1)</sup>	Programme Nature	Maximum Award amount
<b>Short-term</b>	Shorter than one month	Self-initiated programme <sup>(2)</sup>	HK\$12,000 or 100% of cost of the particular items <sup>(4)</sup> <i>(whichever is lower)</i>
		Participating in organized programme <sup>(3)</sup>	HK\$5,000 or 50% of cost of the particular items <sup>(4)</sup> <i>(whichever is lower)</i>
		Virtual Programme	HK \$2500 or 25% of cost of the particular items <sup>(4)</sup> <i>(whichever is lower)</i>
<b>Long-term</b>	One to six months	Self-initiated programme	HK\$15,000 or 100% of cost of particular items <sup>(4)</sup> <i>(whichever is lower)</i>
		Participating in organized programme	
		Virtual Programme	HK\$7,500 or 50% of cost of particular items <sup>(4)</sup> <i>(whichever is lower)</i>

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**(1) Programme Length:** Exclude transportation time; only count from start date of the first activity to the end date of the last activity.

**(2) Self-initiated programme:** a programme that is not organized by any units. Students need to plan the whole programme itinerary and daily activities.

**(3) Participating in an organized programme:** Participate in an overseas tour, course, research work, internship program or major-related placement organized by other units.

**(4) Maximum award amount:** Only the cost of the following **particular items** are taken into consideration when deciding the maximum award amount:

(a) Round-trip transportation cost (*local transportation cost is not included*)

(b) Local accommodation cost

(c) Registration fee / Programme fee for students participating in organized programmes

\*\*\*\*\**Visa application fee or insurance cost is **NOT** included*\*\*\*\*\*

#### 4. Application Timeline

Application is opened twice a year - Winter and Summer Rounds. Students can submit **only one application each year\*** (regardless of programme nature / programme length / individual or group application). Yet, there is no limit set for the number of applications throughout the years of studies.

Round	Applying for trips taken during (for trips overlapping both rounds, <u>first date</u> of the trip shall determine the application period)	Application period
Winter	1 Nov 2023 – 30 Apr 2024	1 May 2023 – 31 Oct 2023
Summer	1 May 2024 – 31 Oct 2024	1 Nov 2023 – 30 Apr 2024

\*Each year would start with Winter Round, followed by Summer Round. Thus, students can only submit one application during 1 May of the current year to 30 Apr of the next year, i.e. 1 May 2023 – 30 Apr 2024.

#### 5. Selection Criteria

The College has discretion to decide the number of approved applications and respective amount of approved subsidies. The quality & purpose of the programme and the quality of the proposal will be the main considerations in evaluating applications. The better the quality is, the higher the chance applicants can be granted high award amount. Applicants would be invited to attend an interview for further assessment.

##### Judging criteria

- a) Quality & purpose of the programme (MUST be for learning, but NOT merely for entertainment);
- b) Quality of the proposal;
- c) Student's college contribution / participation in College extra-curricular activities;
- d) Student's personal financial condition;

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#### Advice for students in writing the proposal and planning the programme

Points to note	Good example	Bad example
Focus on 1-2 specific and concrete themes	Learn Second World War in Germany	Learn history in Germany
Explain why you want to learn or explore that theme (need to show strong motivation and passion to learn more about something)	Has association with major, career, future plan, dream	Broaden horizon
Explain how to achieve the learning outcomes during the programme (Any language barriers? Solution?)	Interview Government Officer, University Professor, staff working in the sites visited, locals	Talk to friends there
Explain how to share the learning when return to College apart from required written report and photos	Hold a workshop, shoot and edit video, post on College student publication Sunzine	Share with friends
Do more information search / talk to students or teachers knowledgeable in the proposed theme or coming from those regions before submitting the application		
Avoid directly copying the information from online sources (eg. Wikipedia) to the proposal, and must cite reference if any		

#### **Content REQUIRED in a proposal (*must cite reference if any*)**

- 1) Programme name
- 2) Programme destination
- 3) Programme period
- 4) Reason / motivation of planning or joining the programme
- 5) Brief introduction of the programme in not more than 100 words
- 6) Detailed description of the programme content (what to do / see & why you want to experience that)
- 7) Itinerary table (*only applicable for self-initiated programme*)
- 8) Expected learning outcomes / benefits from the programme
- 9) Risk assessment (Potential risk and possible solution)
- 10) Contingency plan
- 11) Way of sharing the learning outcomes with others

*\*\*\* For applicants who fail to share programme content, motivation of joining the programme or their learning in the proposal, they may be granted only a small amount or their applications may even be rejected. \*\*\**

#### **6. Post-trip Submission (Refer to “GLAS post-programme submission guideline” file for details)**

Upon completion of programme, all successful applicants are required to submit a written report, at least 10 photos in JPEG file and a photo summary, by the end date of the following month. **The College will only release award amount to applicants who have fulfilled all the post-trip requirements.** The award amount of applicants will be **deducted by 50%** if their submission of the required documents is **late, incomplete or not meeting the requirements**, without justification. Besides the above requirements, students may need to share their experiences with other students in creative but reasonable manner upon the College’s request.

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#### **7. Application**

Applicants should complete and submit the online application form (<https://www.wys.cuhk.edu.hk/exchange.php?cat=others>) with all supporting documents by the application deadline of each round (31/10 for Winter Round; 30/4 for Summer Round). No hard copy is required.

Application can be on individual or group bases but **only self-initiated programmes are eligible for group application**. For group application, each applicant MUST submit one application form but can upload the same proposal and budget as other group members. Also, only one written report is required for the post-trip submission of group application.

Students could send their request to [karensham@cuhk.edu.hk](mailto:karensham@cuhk.edu.hk) with detailed proposal and budget **at least 1 month before application deadline** if they would like to seek comments from Student Exchange Committee members.

In general, late application is not accepted. However, we understand that some students may be nominated/selected to join a programme after the deadline of GLAS. For this kind of cases, students may submit a written explanation on late application and provide supporting documents to [karensham@cuhk.edu.hk](mailto:karensham@cuhk.edu.hk), for the Committee's further consideration.

#### **8. Health Advisories**

You should consider health and safety as a top priority while travelling. You are highly recommended to obtain appropriate or required immunization and purchase health insurance with coverage overseas before departure.

Travel Alerts issued by the Hong Kong SAR Government are a good indication of likely trouble spots. The College is not responsible for any personal injury, death, and/or loss or damage to property suffered by students during your participation in any learning programme.

#### **9. Enquiry**

- Miss Karen Sham ([karensham@cuhk.edu.hk](mailto:karensham@cuhk.edu.hk) / 3943 3935)