

THE UNIVERSITY OF HONG KONG
FACULTY OF ARTS

Faculty Student Mobility Fund (UG)
Application Guidelines

A. Objective and Overview

With a view to encouraging student mobility and aligning with the University's targets listed in the University's Academic Development Proposal 2016-19, the Faculty of Arts is pleased to offer the Faculty Student Mobility Fund (FSMF) to Arts students in need, who plan to participate in and have demonstrated commitment to the proposed mainland China (ML) and international (INT) learning experience (activity) starting from the academic year 2017-18.

Students are advised to apply for funding support from the University and the government in the first instance (please refer to the HKU Horizons webpage <http://tl.hku.hk/horizons/>). Since the FSMF **cannot be held concurrently with other funding sources** (e.g. HKU, government) for financing the same ML/INT learning activity, failing which applicants are required to report to the Faculty in writing immediately, withdraw the application, and if applicable, return the reimbursed amount back to the Faculty. Therefore, students are advised to make a well-informed choice before applying for the FSMF.

B. Eligibility Criteria

1. BA, BA&BEd and BA&LLB students may apply for the FSMF **once throughout** their studies at HKU.
2. Eligible activities include the following categories:

| Category | Definition | Example(s) |
|--|---|---|
| 1. Exchange | <ul style="list-style-type: none"> • <i>Academic studies</i> • Normally <i>credit-bearing</i> • For <i>at least one semester</i> • Applications of the activity are submitted to the Faculty Office or the International Affairs Office | Faculty of Arts Exchange Programme; HKU Worldwide UG Student Exchange Programme |
| 2. Visiting | <ul style="list-style-type: none"> • <i>Academic studies</i> • Normally <i>credit-bearing</i> • For <i>at least one semester</i> • Applications of the activity are submitted to other organizations | - |
| 3. Short-term Study/ Study trip | <ul style="list-style-type: none"> • <i>Structured series of learning and/or study activities</i>, normally <i>discipline-related</i> • May be credit-bearing • For <i>a short period of at least three weeks, of which at least two must be outside Hong Kong¹</i> | Summer/Winter Programme; Fieldtrip; Language Immersion Programme |
| 4. Research internship/ opportunities | <ul style="list-style-type: none"> • Participation in a research project/endeavour, normally <i>discipline-related</i> • May be credit-bearing • For <i>a short period of at least three weeks, of which at least two must be outside Hong Kong¹</i> | Research presentation in conference |

¹ For funding support for experiential learning beyond Hong Kong lasting less than three weeks, please approach CEDARS for assistance.

3. Maximum Amount of Funding per Approved Activity

The maximum level of funding will be 80% of the **total major cost** (i.e. transportation cost,² accommodation cost,³ and course/programme fee) of the approved activity or the indicative amount below, whichever is lesser:

| Geographical Location of the Activity | International (Outside Asia) | Regional (In Asia) |
|--|-------------------------------------|---------------------------|
| Credit-bearing | HK\$10,000 | HK\$6,000 |
| Non-credit-bearing | HK\$5,000 | HK\$3,000 |

C. Application Timetable and Procedures

1. Application for Pre-approval before Participating in the Activity

(a) Applicants are required to apply for pre-approval from the Faculty **at least 6 weeks** before the activity takes place according to the following guidelines:

| Arts Courses (i.e. with Course Codes) Offered by the Faculty of Arts | Others |
|--|--|
| The School or Centre Office which offers the relevant courses will announce application information to students taking the courses, and invite them to apply via its Office. The School or Centre Office will then consolidate an application list <i>en bloc</i> to the Faculty Office so that students are not required to submit an online application form individually. | Log in and submit an online application form at http://stu.arts.hku.hk/fsmf/ . Please note that for <u>self-initiated activities</u> which are not organized by HKU, applicants are required to submit a <u>supporting letter</u> endorsed by a HKU teacher for this pre-approval application. |

(b) Incomplete, late or retroactive applications will not be considered.

(c) Applicants will be notified of the pre-approval result via HKU email.

2. Application for Reimbursement after the Completion of the Activity

(a) Pre-approval is conditional. Applicants are required to forward **one final** submission with all the following supporting documents **in hard copy** to the Faculty Office by the reimbursement deadline (i.e. **within 3 months** after the completion of the activity), without which the Faculty will be unable to process the reimbursement:

- (i) a email from the Faculty showing pre-approval result of the application;
- (ii) a completed reimbursement claim form (available at: <http://arts.hku.hk/teaching-and-learning/experiential-learning-programmes/FSMF>) accompanied by relevant supporting documents such as original receipt, transportation ticket, boarding pass, money exchange voucher, etc.;
- (iii) a report not exceeding 1,000 words with photos if available on the activity undertaken, or attach the same report submitted to the course teacher for HKU credit-bearing courses; and

² **Transportation cost** is confined to (a) the cheapest return economy class of transport at the most direct route to the place of ML/INT learning activity, and (b) necessary domestic travelling expenses between home/accommodation and airports during the designated activity period. If applicants choose to extend their stay beyond the designated activity period voluntarily, or travel beyond the designated country/countries (i.e. not departing from or returning back to Hong Kong), they are required to provide a quotation showing the transportation price of the cheapest return economy class of transport on the exact start and end dates when the designated activity should take place, failing which the Faculty will not be able to process the reimbursement.

³ **Accommodation cost** only covers standard room cost during the designated learning activity period. Applicants who share a room with others shall indicate so in the reimbursement form.

(iv) an official document certifying the completion of the activity (e.g. academic transcript, evaluation report, certifying letter) issued by the host institution(s)/organizer(s).

(b) Applications for reimbursement are expected to be processed within two months after receiving full supporting documents. For credit-bearing courses offered by HKU, the Faculty will process the reimbursement after the announcement of the course result concerned showing a pass grade or above.

D. Contact

Address: Faculty Office, Room 405, 4/F, Run Run Shaw Tower, Centennial Campus, HKU

Phone: 3917 8977

Email: arts@hku.hk

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