

THE UNIVERSITY OF HONG KONG
FACULTY OF ARTS

Faculty Global Exploration Fund (UG) (FGEF)

A. Objective and Overview

To encourage student mobility and align with the University's targets listed in the University's Academic Development Proposal 2016-19, the Faculty of Arts is pleased to offer subsidies to Arts students in need, who plan to participate in and have demonstrated commitment to the proposed mainland China or international learning experience (hereinafter the "activity") starting from the academic year 2017-18. The subsidy was renamed from the "Faculty Student Mobility Fund" to the "Faculty Global Exploration Fund" (hereinafter the "Fund") in the academic year 2018-19.

The Fund **cannot be held concurrently with other funding sources** (e.g. HKU, government) to support the same activity, failing which applicants are required to report to the Faculty in writing to withdraw the application immediately, and if applicable, return the reimbursed amount to the Faculty. Hence, students are advised to consider carefully the terms and conditions of various funding supports from the University and the government (e.g. <https://tl.hku.hk/horizons/overview/>). Students are expected to explore other funding options that support learning experience abroad before applying for the Fund.

B. Eligibility Criteria

1. The Fund is applicable to BA, BA&BEd(LangEd) and BA&LLB students.
2. Eligible activities include, but are not limited to, the following categories, which should be organized by an HKU office or endorsed by an HKU teacher:

Category	Definition	Example(s)
Exchange	<ul style="list-style-type: none"> • Academic studies • Normally credit-bearing • For at least one semester • Applications of the activity are submitted to an HKU office 	Exchange programme organized by the Faculty, the School of Modern Languages and Cultures, or the International Affairs Office
Visiting	<ul style="list-style-type: none"> • Academic studies • Normally credit-bearing • For at least one semester • Applications of the activity are submitted to other organizations 	-
Short-term study/ Study trip	<ul style="list-style-type: none"> • Structured series of learning and/or study activities, normally discipline-related • May be credit-bearing • For a short period of at least three weeks, of which at least two must be outside Hong Kong; or the trip is tied to a credit-bearing course. 	Fieldtrip; Language immersion programme; Summer/Winter programme

3. From the academic year 2018-19 onwards, each eligible student can seek reimbursement up to HK\$20,000 during their degree studies. The maximum amount of funding* of the **total major cost** (i.e. transportation cost[#], accommodation cost[^] and course/programme fee) of each approved activity is as follows:

Destination	Max. amount of funding
Mainland China	HK\$ 8,800
Asia (other than mainland China)	HK\$11,000
Outside Asia	HK\$20,000

Applications for funding support for a second activity with justifications may be considered on a case-by-case basis.

C. Application Timeline and Procedures

1. First-time applicants are required to submit an application, together with the documents for reimbursement, to the Faculty Office **within 8 weeks after completion of the activity** according to the following guidelines:

Credit-bearing Courses Offered by the Faculty of Arts	Others
The relevant School/Centre Office will announce application information to students taking the courses. Interested students should apply via the School/Centre Office, as they will directly inform the Faculty Office about the application necessities.	Submit a reimbursement application. 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 approval.

Those who have successfully reimbursed from the Fund before and wish to check the remaining amount available for further application should contact the Faculty Office before planning to submit another application.

2. The following documents for reimbursement should be submitted **in hard copy** to the Faculty Office within 8 weeks after the completion of the activity:
 - a written statement that your application is submitted by an Arts School/Centre Office, if applicable;
 - a completed [reimbursement claim form](#) accompanied by relevant supporting documents, e.g. original receipt, transportation ticket, boarding pass;
 - a report not exceeding 1,000 words and, if applicable, with photos of the activity undertaken, if the activity concerned is not a credit-bearing course; for HKU credit-bearing courses, the Faculty will process the reimbursement after verifying that the applicants have successfully completed the relevant courses; and
 - an official document certifying completion of the activity (e.g. academic transcript, evaluation report, certifying letter) issued by the host institution(s)/organizer(s).
3. Incomplete or applications submitted 8 weeks after the completion of the activity will not be considered.
4. Applicants will be notified of the application result via HKU email.
5. Applications which do not fully meet the mentioned terms and conditions can be considered on a case-by-case basis, with a [pre-approval application](#) at least 6 weeks before the activity date indicated on the online application system.

D. Contact

Address: Arts Faculty Office, Room 4.05, 4/F, Run Run Shaw Tower, Centennial Campus, HKU
Phone: 3917 8977 Email: arts@hku.hk

Notes:

* **Maximum amount of funding** may vary among programmes with potential benchmarking with other funding supporting similar programmes.

Transportation cost is confined to (a) the cheapest return economy class of transport at the most direct route to the place of the activity from Hong Kong, 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. Reimbursement will be considered based on the actual cost, or the quotation of the assumed flight in point (a), whichever is less.

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