

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 undergraduate students, who plan to participate in and have demonstrated commitment to the proposed mainland China or international learning experience (hereinafter the “activity”) starting from the 2017-18 academic year. The subsidy was renamed from the “Faculty Student Mobility Fund” to the “Faculty Global Exploration Fund” (hereinafter the “Fund”) in the 2018-19 academic year.

The Fund **cannot be held concurrently with other funding sources** (e.g. HKU, government, offshore universities) 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 funding to the Faculty. Hence, students are advised to consider carefully the terms and conditions of various funding support 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&BE(LangEd), BA&LLB and BASc 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)
Student 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 	Student exchange programmes organized by the Faculty, School of Modern Languages and Cultures, or 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 Abroad Programme	<ul style="list-style-type: none"> • Academic studies • 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. 	Language immersion programme; Summer/Winter academic programme
Field Trip	<ul style="list-style-type: none"> • Structured series of learning and/or study activities, normally discipline-related • For a 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. 	Departmental field trips
Career Activity	<ul style="list-style-type: none"> • Experiential activities aiming to increase students’ career exposure, workplace skillsets and employability • May be credit-bearing • For a 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. 	Departmental internship; Company visits, job shadowing, internship endorsed by CEDARS

Potential relevant opportunities: <http://arts.hku.hk/current-students/global-and-local-experiential-learning>

3. From the 2018-19 academic year onwards, each eligible student can seek reimbursement up to HK\$20,000 during their degree studies. The maximum amount of reimbursement* for each approved activity is as follows:

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

*Maximum amount of reimbursement only covers the **total major cost** (i.e. transportation cost[#], accommodation cost[^] and course/programme fee), and the amount may vary among programmes with potential benchmarking against other funding supporting similar programme. For example,

- if students go on **exchange study**, the maximum amount will be benchmarked against the [HKUWW Scholarship Scale](#), with the **LESSER** amount being applicable;
- if students participate in **short-term study abroad programmes**, the maximum amount will be benchmarked against [IAO Scholarship for Short-term Study Abroad Programmes](#) (HK\$10,000), with the **LESSER** amount being applicable.

C. Application Timeline and Procedures

1. Eligibility

Applicants should study the guidelines, as well as the [FGEF Flow Chart and explanatory notes](#) carefully, for confirmation of their eligibility for FGEF.

2. Registration

- (i) Eligible students who intend to apply for FGEF **MUST** complete an [online registration](#) **BEFORE** the activity starts.
- (ii) Each applicant should register for his/her activity individually. Applicants participating in credit-bearing courses offered by the Arts Faculty should also submit an online registration/application individually, but **NOT** via the School/Centre Office concerned.
- (iii) Applications for funding support for a second activity may be considered on a case-by-case basis. Those who have successfully been reimbursed from the Fund previously and wish to check the remaining amount available for further application should contact the Faculty Office before planning to register for another activity. A new registration has to be completed for each subsequent activity.
- (iv) Applications which do not fully meet the terms and conditions as laid out in Section B.2. or Section C.1. above may be considered on a case-by-case basis. So, applicants who find themselves ineligible for FGEF or unable to complete the registration process may submit an online [Special Approval Application for FGEF](#), with justifications, at least 6 weeks **BEFORE** the activity date. Late application will not be considered. Results of Special Approval Application will normally be given two weeks before the activity date.

3. Reimbursement

- (i) Only applications on an individual basis will be accepted. Group applications via the School/Centre Office will **NOT** be accepted.
- (ii) After the trip, registered applicants or those who have obtained special approval, by quoting their case number, could submit the [online Reimbursement Application for FGEF](#) and upload the required supporting documents (see (iii) below). After filling in the online form, they should

then print the completed reimbursement form and submit in **hard copy** of the duly signed form with all supporting documents (including original boarding pass, original receipts, bank statement, report, etc.) to the Arts Faculty Office in person. The online and hardcopy form, together with the supporting documents must be submitted **within 8 weeks after completion of the activity.**

- (iii) The following supporting documents will be required:
- a completed online reimbursement application form accompanied by relevant supporting documents, e.g. original receipt, transportation ticket, boarding pass;
 - a report not exceeding 1,000 words, with 10 photos taken during the activity attended;
 - an official document certifying completion of the activity (e.g. academic transcript, evaluation report, certifying letter) issued by the host institution(s)/organizer(s); and
 - for self-initiated activities that are not organized by HKU, applicants should submit a supporting letter endorsed by an HKU teacher.
- (iv) Incomplete applications or submission 8 weeks after the completion of the activity will **NOT** be considered.
- (v) Applicants will be notified of the application result via their HKU email.

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:

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. 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. Expenses for meals and domestic/local transportation will NOT be reimbursed.**

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

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