THE UNIVERSITY OF HONG KONG
FACULTY OF ARTS

Faculty Global Exploration Fund Guidelines (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 (HKUArts) 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 any other funding sources**, including but not limited to funding provided by HKU, government bodies, or overseas/offshore universities, for the same activity. If an applicant receives or is awarded other funding support for the same activity after applying to the Fund, the applicant must immediately notify the Faculty in writing and withdraw the application. Where applicable, the applicant will be required to return any funding already disbursed by the Faculty. Exceptions may only be considered with prior special approval from the Dean or the Associate Dean (Teaching and Learning).

Students are advised to carefully review the terms and conditions of all available funding schemes offered by the University, the government, and other relevant organisations before applying for the Fund. Students should refer to the HKU Horizons Office for information on University-level funding opportunities. (https://tl.hku.hk/horizons/overview/). Students are expected to first explore other funding options that support overseas learning experiences before applying to the Fund.

B. Eligibility Criteria

1. The Fund is applicable to BA, BA&BEd(LangEd), BA&LLB, BASc, BA(HDT) and BA&BEng(AI&DataSc) students.

2. Eligible activities include, but are not limited to, the categories listed below. The activity must be organised by an HKU office or endorsed by an HKU teacher or the Career Development Team:

Category	Definition	Example(s)
Student Exchange	• 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	• Academic studies • Normally credit-bearing • For at least one semester • Applications of the activity are submitted to other organizations	Fee-paying study abroad programme
Short-term Study Abroad Programme	• Academic studies • May be credit-bearing • For a short period of at least one week, of which at least two-thirds of the period taking place outside Hong Kong; or the trip is tied to a credit-bearing course.	Language immersion programme; Summer/Winter academic programme
Field Trip	• Structured series of learning and/or study activities, normally discipline-related • For a period of at least five days, of which at least two-thirds of the period taking place outside Hong Kong; or the trip is tied to a credit-bearing course.	Field trips organized by the Faculty, School(s) or Department(s) with HKUArts

Career Activity	• Experiential activities aiming to increase students' career exposure, workplace skillsets and employability • May be credit-bearing • For a period of at least two weeks, of which at least two third of the period must be outside Hong Kong; or the trip is tied to a credit-bearing course.	Internship arranged by the Faculty, School(s) or Department(s) within HKUArts Company visits, job shadowing, internship endorsed by CEDARS

Potential relevant opportunities can be found at https://arts.hku.hk/current-students/student-global-experience

C. Reimbursement Amount

From the 2026-27 academic year onwards, each eligible student can seek reimbursement up to HK$24,000 during their degree studies. The maximum reimbursement amount* for each approved activity is as follows:

Destination	Maximum Reimbursement Amount*
Africa, the Americas, Europe and Oceania *Including, but not limited to: Austria, Belgium, Brazil, Canada, Chile, Czech Republic, Denmark, Finland, France, Germany, Iceland, Ireland, Italy, Latvia, Lithuania, Luxembourg, Mexico, the Netherlands, Norway, Russia, Spain, Sweden, Switzerland, South Africa, Uruguay, U.K., U.S.A., Australia and New Zealand*	HK$12,000
Asia – West Asia / Middle East / South Caucasus *Including, but not limited to: Turkey and other destinations in the Middle East or South Caucasus, unless otherwise specified below*	HK$12,000
Asia – Central Asia and selected destinations *Including, but not limited to: Israel, Kazakhstan, Kyrgyzstan, Tajikistan, Turkmenistan, Uzbekistan and Mongolia*	HK$10,000
Asia – Japan, Singapore and South Korea	HK$8,000
Asia – East Asia and Southeast Asia *Including, but not limited to: Malaysia, Taiwan, Thailand, Vietnam, other Southeast Asian destinations, and Chinese Mainland outside Guangdong Province, unless otherwise specified below*	HK$5,000^
Chinese Mainland – Guangdong Province and Macau	HK$4,000^

For destinations not explicitly listed, the applicable reimbursement amount will be determined according to the broader geographic region in which the destination is located. Where a destination falls across regions or is otherwise ambiguous, the Faculty reserves the rights to determine the applicable category.

^Participants supported by the HKU China 10,000 Exchange Programme will receive a subsidy for flight costs only, as accommodation and programme fees will be covered separately.

Maximum reimbursement amount only covers the **total major cost (i.e. transportation cost#, accommodation cost# and course/programme fee), and the actual reimbursement amount may vary among programmes and may be benchmarked against other funding schemes supporting similar programmes. For example,*

- *For **exchange studies**, the maximum reimbursement amount will be benchmarked against the HKUWW Scholarship Scale, with the **LOWER** amount being applicable;*
- *For **short-term study abroad programmes**, the maximum reimbursement amount will be benchmarked against the IAO Scholarship for Short-term Study Abroad Programmes (HK$14,000), with the **LOWER** amount being applicable.*

D. Application Timeline and Procedures

Application

(i) Eligible students who intend to apply for FGEF **MUST** complete an online registration **at least 28 days BEFORE the activity date or departure date**, whichever is earlier.

(ii) Each applicant must register for his/her activity individually. Applicants participating in credit-bearing courses offered by HKUArts should also submit an online 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. Students who have previously received reimbursement from the Fund and wish to check their remaining available amount should contact the Career Development Team before registering for another activity. A new registration must be completed for each subsequent activity.

(iv) Applications which do not fully meet the terms and conditions as laid out in Section B.2 above may be considered on a case-by-case basis. Applicants who are ineligible for the FGEF or unable to complete the registration process should email the Career Development Team at artssge@hku.hk for special approval. Results of special approval application will normally be given two weeks before the activity date. Late applications will not be considered.

Late Application and Maximum Subsidy Level

Time of Application Submission	**Maximum Subsidy Level (Please refer to Section C)**
28 days or more before departure	100%
14 to 27 days before departure	80%
Fewer than 7 days before departure	70%
After departure, while the trip is ongoing	50%
After completion of the trip	**NOT** considered

(v) Special cases – virtual participation due to medical reasons: Students who are unable to participate in person due to medical reasons may be considered for reimbursement of up to 50% of the maximum subsidy amount, subject to the submission of valid medical documentation and proof of paid programme and transportation cost[#].

(vi) Other special cases - All other special cases will be reviewed and handled on a case-by-case basis.

E. Reimbursement Procedures

(i) After the trip, registered applicants or those who have obtained special approval, by quoting their case number, should submit the **Online FGEF Reimbursement Application Form** 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 passes, original travel/ programme receipts, confirmation from travel agency, bank statement, post-trip report, etc.) to the Career Development Team in person. The online and hardcopy form, together with the supporting documents, must be submitted **within six weeks after completion of the activity**.

(ii) The following supporting documents will be required:

- a completed Online FGEF Reimbursement Application Form accompanied by relevant supporting documents, e.g. original receipt, confirmation note, transportation ticket, bank transaction, original boarding passes;
- a post-trip 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/ the Career Development Team

(iii) Incomplete applications or submission six weeks after the completion of the activity will **NOT** be considered.

(iv) Applicants will be notified of the application result via their HKU email.

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 must provide a quotation showing the transportation price of the cheapest return economy class of transport on the exact start and end dates of the designated activity period, 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 costs** only cover standard room cost during the designated activity period. Applicants who share a room with others must indicate so in the reimbursement form.*

Contact

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