



**THE HONG KONG UNIVERSITY OF SCIENCE & TECHNOLOGY**  
**Funding Scheme for Student Activities on Special Educational Needs**  
**Application Guide (2018 – 2019)**

## **I. Purpose**

The University is committed to creating and promoting a positive study environment which provides an equal opportunity of learning experience to all students. As part of the HKUST community, students, staff and faculty members are encouraged to involve in cultivating campus inclusion and enhancing disability awareness and accessibility on campus.

Funding Scheme for Student Activities on Special Educational Needs (the Scheme) is set up by the Student Affairs Office (SAO) to support student initiatives for:

- educating members of the HKUST community on the needs and concerns of students with Special Educational Needs (SEN);
- increasing student leaders' knowledge on SEN;
- encouraging and fostering integration of students with SEN into daily campus life at HKUST; and/or
- discouraging discrimination and openly celebrating diversity on campus.

## **II. Eligibility**

Full-time undergraduate or postgraduate students, staff and faculty members, as individuals or in groups, of HKUST are eligible to apply for the Scheme. The proposed activities or projects must meet the purpose of the Scheme as listed in Part I of this application guide and be held within the period between 1 September, 2018 and 31 August, 2019.

Joint student projects that involve collaborations with students from HKUST and one or more Hong Kong local UGC-funded institutions (as listed on [http://www.ugc.edu.hk/eng/ugc/site/fund\\_inst.htm](http://www.ugc.edu.hk/eng/ugc/site/fund_inst.htm)), and meet the purpose of the Scheme as listed in Part I of this application guide, are also eligible.

Activities and projects that will **NOT** be considered:

- being held outside Hong Kong;
- related to credit-bearing programs, internships or programs that are part of the course requirements;
- solely for non-HKUST parties; and/or,
- engaging political, religious or commercial purposes.

## **III. Application Timeline and Procedures**

The Scheme is open for application in academic years 2018/19 and 2019/20. Application should be submitted at least one month prior to the start date of a proposed activity or project.

**Application Deadline for 2018/19: 31 July, 2019 (for projects to be completed by 31 August, 2019)**

Project leader should complete the application form and write a project proposal by following the template provided. Applicants will be notified of the application result via email within two weeks upon SAO's receipt of the applications.

## **IV. Subsidy Coverage and Reimbursement Procedures**

### **Project Type I**

The funding level depends on the merits of the activity or project proposed held one day or for a longer period of time. A successful application will be granted up to:

- full coverage of the net expenses of the approved activity or project; or
- HK\$20,000, whichever is lower.

Project leader is required to submit a project report, along with all required supporting documents and the original receipts of the reported incomes and expenditures, to SAO within two weeks upon completion of the respective activity or project. The reimbursement will be made to the project leader or his/her designated student from HKUST within one month upon SAO's receipt of the aforementioned documents.

### **Project Type II**

Student projects that consider accessibility to participants with disabilities and implement suitable and relevant arrangement to accommodate their needs:

- HK\$500
- One advising session by SEN & Diversability Team can be arranged

Project leader is required to submit a project report and along with all required supporting documents, to SAO within two weeks upon completion of the respective activity or project. The reimbursement will be made to the project leader or his/her designated student from HKUST within one month upon SAO's receipt of the aforementioned documents.

## **V. Selection Criteria**

The following criteria are taken into consideration to assess an application:

- positive benefits and impacts to cultivate an inclusive campus amongst the HKUST community;
- effectiveness of raising student organizers' and participants' awareness and understanding of SEN; and
- originality, creativity and practicality of the proposed project.

## **VI. Enquiry**

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