

New Asia College
Student Study Trip Scheme
(2018/2019)

A. Objectives

This scheme aims at encouraging students to enrich their learning experience and to broaden their horizon by conducting overseas study trips during the summer break.

B. Eligibility

- a. All full-time New Asia College students (except final-year students).
- b. Only the following overseas trips for academic/learning purposes will be considered: attending courses (including summer-school courses) and clinical attachments/placements; leadership training and cultural exchange programmes (including programmes for both cultural exchange and community service); conducting research; taking part in internships; field trips or trips for performing special duties in which the applicants are representing the College or the University.
- c. If applicants are participating in the same activity/trip, each applicant is required to submit the online application. They should state the particulars of the organizer and the person-in-charge in the application form.
- d. Each applicant can submit application for **one trip** only.

C. Application Procedures

- a. Application with full details of the proposed study trip should be submitted to the College Dean of Students' Office online (<http://www.na.cuhk.edu.hk>), and the hard copy of the following documents have also to be submitted to the Office in person before **Monday, 15 April 2019, 5:30pm**:

1. Proof of acceptance issued by the organizer/institution (if application of the programme/trip has not closed, please provide the promotional material(s) to prove the enrolment deadline; if applicants have enrolled in the trip and have yet to receive it, please ask the organizer/institution to issue a proof of not being able to issue it)
2. Information on the trip issued by the organizer (e.g. poster, leaflet, promotional email, etc.)
3. Activity proposal (including but not limited to objectives, expected learning outcomes and ways to achieve them, as well as expected difficulties and suggested solutions), in Chinese or English, of at least 500 words
4. "Comments of Academic Advisor" form (i.e. study plan endorsed by teaching staff of the University, at the rank of Assistant Lecturer or above, specialized in related fields; should be **placed in a sealed envelope and submitted by the applicant**)

(downloadable from:

http://www.na.cuhk.edu.hk/Portals/0/Upload/Student_Study_Trip_Scheme/201819/Study_Trip_Advisor_Comments.pdf)

Otherwise, their applications will NOT be considered.

- b. Screening of application and recommendation of grant will be based on the following criteria:
 1. Nature and content of the trip
 2. Academic performance and College involvement of the student
 3. Financial resources available to the applicant
 4. Previous record of application
- c. Successful applicants have to notify the Dean of Students' Office of any changes in the submitted information, for example, budget of trip, duration of trip, other source(s) of subsidy and amount, etc. of the study trip before implementation.

D. Disbursement of Funds

- a. Approved grant should be expended within the proposed period of study trip.
- b. Related financial statement with valid receipts endorsed by the teaching staff concerned should be forwarded to the Dean of Students' Office **within one month of the date on the**

notification letter, or within one month upon completion of your trip, whichever is later,
for reimbursement.

E. Report

You are required to submit the following items to Dean of Students' Office **within one month of the date on the notification letter, or within one month upon completion of your trip, whichever is later:**

1. Confirmation from the host organization OR certificate of attendance
 2. Trip record (endorsed by the same teaching staff who signed the "Comments of Academic Advisor" form)
 3. Financial statement (endorsed by the same teaching staff who signed the "Comments of Academic Advisor" form) AND **original copies** of official receipts (for airfare, please provide the receipts and the boarding passes)
 4. A study trip report of at least 1,000 words (in Chinese or English) plus soft copies of photos*, for the College's retention or publication
- *Please save and burn photos onto a CD-R or DVD-R (each photo should be of size 1MB or above; some photos must show the face of the applicant)

F. Notes

1. If any document is neither in Chinese nor in English, please provide the translated text in Chinese or in English.
2. Applicants can only apply for one type of College subsidy for the same activity/trip.
3. Participants of College programmes such as the "New Asia / Hertford College of Oxford University, Study Abroad and Cultural Exploration Programme", "New Asia College / Hunan University Summer Exchange Programme", "Subsidy Scheme for Summer Study Abroad", "Summer Internship Programme", etc., are not eligible for this Scheme, as they have already received subsidies from the College.
4. Applicants should specify other source(s) of subsidy applied for and the amount (if any). False information may result in forfeiture of the subsidy.

G. Enquiries

Ms. Amy Yip at 3943-1619 / amyyip@cuhk.edu.hk, or Ms. Ellie Lau at 3943-7627 / ellielau@cuhk.edu.hk of the Dean of Students' Office