

New Asia College, The Chinese University of Hong Kong
Student Activity Fund 2022/2023
Application Guidelines

Introduction

To encourage students to organize or participate in various activities to widen their exposure and enrich their knowledge, the College established this fund to subsidize individuals or student bodies to gain experience in organizing and taking part in an array of activities.

Types of activities to be subsidized include international activities (e.g. competitions, talks and seminars), short-term overseas exchange programmes (**excluding one-semester/one-year exchange programmes**), study trips, courses, annual performances and community services. The College hopes that these activities can enable students to learn different culture of places worldwide, deepen their mutual understanding, enrich their experience and facilitate exchange between universities.

Application Procedures

1. Applications can be submitted by students of New Asia College or student bodies under the College according to the following timeframe for activities in 2022/2023:

Application deadline	Date of announcement of application results	
1 st Round: 31 May 2022	Mid/late June 2022	The College will notify applicants by email that the results have been released. Applicants shall collect the original copy of the notification letter from the Dean of Students' Office then.
2 nd Round: 31 August 2022	Mid/late September 2022	
3 rd Round: 31 October 2022	Mid/late November 2022	
4 th Round: 31 January 2023	Mid/late February 2023	
5 th Round: 31 March 2023	Mid/late April 2023	

2. Applicants can submit their application either as an individual or a group, but application shall be submitted ***at least one month prior to the activity*** (regardless of whether the applicant has been successfully enrolled by then). ***Applicants MUST submit the application form and required documents to the Dean of Students' Office in person on or before the deadline.*** Late applications will not be considered.
3. Applicants shall ***submit the completed application form with the proposal of activity (stating all the details, including the showing of video(s) and offering/consumption of alcoholic beverages), budget and other relevant information (e.g. activity leaflet and proof of enrolment issued by the organizer).*** In the case of a student society, all the submitted documents shall be ***sealed with the society's chop.*** The College may interview the applicant if necessary.

Responsibilities of Grantees

For subsidized activities, grantees shall submit the following items ***within one month of the date on the notification letter, or within one month upon completion of the activity, whichever is later*** (in the case of a student society, all the submitted documents shall be ***sealed with the society's chop:***

1. A 800 to 1,000-word activity report (either in Chinese or English) and two to four photographs (both soft and hard copies of the report and photos are required; each photo should be of 1MB or above) for the College's retention or publication.
2. A financial report (in the case of student organizations, the financial report shall bear the full name and signature of both the Chairperson and the Treasurer) and all relevant receipts (please provide original copies; for airfare, please provide the receipts and the boarding passes; if the receipts concern lucky draws, original acknowledgements of receipt shall be provided, with the recipients' signature; in the case of souvenir, the list of recipients shall be provided) for the College to disburse the subsidy to grantees. Late submission of receipts may result in cancellation of the approved subsidy.
3. Any content of the activity/event must not contain any illegal, foul language, pornographic or discriminatory elements, or content obnoxious to the public, or violence, or provoke anxiety.

Notes

1. Students who will take part in overseas trips in summer for academic/learning purposes, such as 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, etc., should apply for the "Student Study Trip Scheme" which subsidizes trips in the summer vacation (but final-year students are not eligible for the "Student Study Trip Scheme"). The Scheme is generally open for application in February to April every year (due to COVID-19, the Scheme is suspended in 2021/2022). Applicants can apply for/will be allotted one type of College subsidy only for the same activity.
2. Priority will be given to applicants who apply for the first time in the academic year (determined by the date of the activity).
3. Applicants should specify other source(s) of subsidy applied for and the amount (if any). False information may result in forfeiture of the subsidy. If a surplus is recorded or the activity has eventually received subsidy from other source(s), the applicant must inform the College and the College reserves the right to adjust or withdraw the subsidy.
4. The College will ***partially subsidize*** the activities only.
5. The approved subsidy must be disbursed to a bank account held by College students (in the case of joint account, at least one holder should be a College student).
6. Individual students and student societies are encouraged to clarify the rights and responsibilities with the service provider concerned to protect their interests, and such responsibilities shall be reasonably practicable.
7. The College will closely monitor the pandemic situation and may revise the guidelines accordingly.

Enquiries

Ms. Edith Mok, Dean of Students' Office (Tel.: 3943-7603; Email: edithmok@cuhk.edu.hk)

Dean of Students' Office, New Asia College

香港中文大學新亞書院
2022／2023 年度學生活動基金
申請細則

簡介

為鼓勵同學或學生團體籌辦或參與不同類型的活動，以擴闊視野，增廣見識，本院設立是項活動基金，以資助有需要的同學或學生團體，讓他們得享籌辦或參與活動的樂趣及體會。

活動項目可包括：國際性活動（如比賽、講座、研討會等）、短期海外交流計劃（**一學期／一學年交換計劃除外**）、學習團、修讀課程、周年表演、社區服務等，希望透過參與這些活動，不但能讓同學認識世界各地的文化，加深彼此的了解，增加體驗，同時亦可促進與各大學之間的交流。

申請辦法

1. 是項計劃於下列指定時間公開予所有隸屬新亞書院的同學或學生團體申請，2022／2023 年度活動申請詳情如下：

截止申請日期	申請結果公布日期
第一輪：2022 年 5 月 31 日	2022 年 6 月中旬至下旬
第二輪：2022 年 8 月 31 日	2022 年 9 月中旬至下旬
第三輪：2022 年 10 月 31 日	2022 年 11 月中旬至下旬
第四輪：2023 年 1 月 31 日	2023 年 2 月中旬至下旬
第五輪：2023 年 3 月 31 日	2023 年 4 月中旬至下旬

書院將以電郵通知申請人結果已公布，申請人屆時請親臨輔導處領取通知信之正本。

2. 申請者可由個人或團體名義提出申請，惟申請者必須於**活動舉行前最少一個月**遞交申請（無論申請者於提交申請時是否已獲取錄）。此外，**申請者必須於截止申請日期或之前，親身前往輔導處提交申請表和其他所需文件**，否則該份申請將不獲考慮。
3. **申請者須提交申請表，並附上活動計劃書（詳列活動所有細節，包括會否播放錄像、供應或飲用酒精類飲品等）、財政預算及其他相關資料（例如活動單張和主辦單位發出之證明信）**。如屬學生團體，須於**所有遞交之文件上蓋印**。如有需要，書院可能要求面見申請人。

受資助申請人責任

獲資助的項目，申請人必須於**通知信發出日期後一個月內，或活動結束後一個月內（以較後之日期為準）**提交（如屬學生團體，須於**所有遞交之文件上蓋印**）：

1. 一份八百至一千字（中英文均可）的活動報告及照片二至四幀（須提交報告和照片正本及電腦檔案；每一圖檔須達 1MB 或以上），以作書院存檔或出版用途。
2. 支出報告（學生團體須於財政報告上加上主席及財政正楷姓名和簽署）和有關收據（請提交收據正本；機票單據須同時附上登機證；如部分為活動抽獎禮物之購買單據，學生團體須同時附上得獎同學簽署之收訖聲明正本；如屬紀念品，學生團體須附上獲得紀念品之人士名單），以便書院安排發放資助予申請人。倘若逾時遞交，所批資助可能會自動取消。
3. 任何活動不得發表涉及違法、粗言穢語，色情、歧視、不良意識、暴力，或造成不安的內容。

註

1. 同學如欲於暑期參加海外學習活動、研修、領袖培訓課程、文化交流暨社區服務計劃，或實習計劃等，應申請專為暑期外訪活動而設的「學生外訪資助計劃」（惟最後修業年同學不可申請「學生外訪資助計劃」）；該計劃一般在每年二月至四月期間接受申請（鑒於新冠疫情關係，2021／2022 年度暫停接受申請）。申請人只可就同一活動項目申請／獲批一項書院資助。
2. 每一學年首次申請的同學將獲優先考慮（以活動舉行日期計算）。
3. 申請人應詳細列明其他已申請的資助及金額（如適用）。如發現資料不實，書院有權取消資助；倘若結算後尚有盈餘，或該項活動最終獲得其他資助，你必須如實申報，書院有權因應情況調整或取消有關資助。
4. 書院只會資助活動之**部分費用**。
5. 獲批的資助須存入新亞同學之戶口（如屬聯名戶口，則至少一名持有人須為新亞同學）。
6. 為保障利益，本院鼓勵同學或學生團體與服務提供者釐清雙方的權責，而負上的責任須切實可行。
7. 書院將密切留意疫情發展，或會因應情況修訂此基金的細則。

查詢

書院輔導處莫若琪女士（電話：3943-7603；電郵：edithmok@cuhk.edu.hk）

新亞書院輔導處

1. 申請人/團體資料 Individual/Group's Information:

申請人姓名/申請團體名稱 Name of Individual/Group:

(中文 Chinese) _____

(英文 English) _____

學生證號碼 Student ID: _____ 主修/年級 Major/Year: _____

聯絡電話 Contact No.: (日間 Day) _____ (夜間 Night) _____

電郵地址 E-mail: _____

宿舍地址(如適用) Hostel Address (If applicable): _____

通訊地址 Mailing Address: _____

銀行戶口持有人姓名(英文) Name of Bank Account Holder (English): _____

(資助須存入新亞同學戶口; 如屬聯名戶口, 則至少一名持有人須為新亞同學 The subsidy must be disbursed to a bank account held by College students; in the case of joint account, at least one holder should be a College student)

銀行名稱 Name of Bank: _____

戶口號碼 Account No.: _____

負責同學資料 Student-in-Charge's Information:

負責同學姓名 Name of Student in Charge:

(中文 Chinese) _____ (英文 English) _____

聯絡電話 Contact No.: (日間 Day) _____ (夜間 Night) _____

電郵地址 E-mail: _____

2. 活動資料 Activity's Information:

活動名稱 Name of Activity: _____

主辦單位 Organizer: _____

舉行地點 Location: _____ 日期 Date: _____

活動目的 Objective of Activity: _____

(可另紙填寫 Applicants can attach separate sheets)

活動參加人數 Number of Participants: _____

活動性質 Nature of Activity:

- | | |
|--|--|
| <input type="checkbox"/> 國際性活動/比賽 International Activity/Competition | <input type="checkbox"/> 交流活動 Exchange Programme |
| <input type="checkbox"/> 學習/考察團 Study/Field Trip | <input type="checkbox"/> 參與研討會 Seminar |
| <input type="checkbox"/> 周年表演 Annual Performance | <input type="checkbox"/> 修讀課程 Course |
| <input type="checkbox"/> 社區服務 Community Service | |
| <input type="checkbox"/> 其他 Others (請說明 Please specify: _____) | |

預算支出 Estimated Expenditure: _____ 預算收入 Estimated Income: _____

(請附上活動財政預算 Please attach budget of activity)

有否就是項活動申請其他資助 Application for Other Source(s) of Subsidy: 沒有 No 有 Yes

(不論申請是否已有結果 Regardless of whether application results have been released)

(請說明資助來源及金額 Please specify source(s) of subsidy and amount: _____)

擬申請書院資助金額 Amount Applied from College: _____

申請人簽署 Applicant's Signature: _____ 日期 Date: _____

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建議資助金額 Recommended Amount: _____ 獲批資助金額 Approved Amount: _____

備註 Remarks: _____ 輔導長簽署 Dean of Students' Signature: _____