



**Student Development Fund
Application Guidelines**

Objectives

1. The Student Development Fund (SDF) aims to encourage students to organise and participate in more **academic** activities to widen their exposures, enrich their knowledge and contribute to their professional development goals.
2. The Fund will support student activities with **academic** elements as follows:
 - a. Study tours or short-term exchange programmes;
 - b. Conference attendance;
 - c. Organising seminars/ training workshops/ forums;
 - d. Academic activities organised by registered student organisations/ Joint-society activity (with at least 3 student organisations)

Eligibility

3. All full-time students and registered student societies of Tung Wah College.

The Fund

4. a. The amount of sponsorship is calculated according to the type of student activity stated below:

Student Activity	Sponsorship Amount
a. Study tours or short-term exchange programmes <i>Remarks:</i> <ul style="list-style-type: none"> • Study tours should contain at least 50% of learning elements (e.g. field work, academic visit, talk, seminar, conference or forum etc.) • A valid contract should be provided for overseas study tour/exchange. 	<u>Local / Overseas</u> <ul style="list-style-type: none"> • Up to 80% of the total cost or a maximum of \$5,000 per student, whichever is lower

<p>b. Conference attendance</p>	<p><u>Local</u></p> <ul style="list-style-type: none"> • Full sponsorship on Registration Fee (with paper presentation including oral or poster presentation) for whole group of students who wrote the paper. • Maximum 70% of registration fee for those students who attend the conference without any paper presentation. <p><u>Overseas</u></p> <ul style="list-style-type: none"> • Full sponsorship on Registration Fee (with paper presentation including oral or poster presentation) for whole group of students who wrote the paper. • Maximum 70% of registration fee for those students who attend the conference without any paper presentation. • Airfare Maximum \$1,500 will be subsidised. • Accommodation <ul style="list-style-type: none"> ➢ Asia (including Middle East) \$300/day; ➢ Africa \$500/day; ➢ Oceania & Europe \$500/day; ➢ North and South America \$800/day
<p>c. Organising seminars/ training workshops/ forums</p>	<ul style="list-style-type: none"> • Only honorarium will be subsidised (a maximum of HK\$3,000). The speaker/coach should have the relevant expertise which is not available in the College. • The training programme should have at least 30 participants and a minimum duration of two hours.
<p>d. Academic activities organised by registered student organisations/ Joint-society activity (with at least 3 student organisations)</p>	<ul style="list-style-type: none"> • Up to 80% of the total cost or \$1,500, whichever is lower • Up to 80% of the total cost or \$4,800 for a Joint-society activity (with at least 3 student organisations), whichever is lower <p><i>(The Fund will not cover purchase of any fixed assets such as furniture or capital equipment. Substantial or excessive expenses on production of publications and meals are not encouraged.)</i></p>

- b. For each awardee of the Reaching Out Award (ROA), the maximum SDF sponsorship amount will calculate as follows:

[(Total tour fee – Reaching Out Award (ROA) x 80%] OR not more than \$5,000.

For each students without the ROA, the maximum SDF sponsorship amount will remain as: (Total tour fee x 80%) OR not more than \$5,000.

Application and Approval Procedure

5. Applications are open throughout the year:
 - a. Application forms must be submitted to SAO **at least one month** in advance of the activity either in person or by postal mail; the last due date for submitting SDF is 30 June in each academic year;
 - b. Late or retrospective applications will NOT be considered;
 - c. Incomplete applications will NOT be considered unless supporting document and a duly completed application form could be submitted before an extended deadline set out by SAO;
 - d. If students wish to apply for **ROA**, they must make both ROA and SDF applications via the Registry by **early November** and SAO **at least one month** in advance of the activity respectively.
6. For tours/programmes organised by TWC units, self-arranged air ticket, accommodation and other essential expenses will NOT be accepted due to safety concern. A unified budget covering these items must be provided by the organiser to participants.
7. Application form is obtainable at https://www.twc.edu.hk/en/Administration_Units/sao/publications-and-forms
8. All registered student societies under SAO are eligible for applications. The applicant shall be the leader of the proposed activity or an office-bearer of the society concerned.
9. The applicant must declare if applications for other source(s) of sponsorship (including the amount of ROA received) has been submitted. No double sponsorship will be granted within the College.
10. A student is only eligible for getting a maximum amount of \$5,000 from SDF in each academic year. The allocation of fund is on a first-come, first-served basis.
11. Applications will be considered by the Student Affairs Office, with the endorsement from the Head of Student Affairs and the approval from Vice President (Administration & Development). Applicants may be invited to present their proposals to SAO, if deemed necessary.
12. Applicants will be informed of the result and the amount of the approved fund in writing by SAO within one month after the submission of application. If students wish to apply for ROA, they must make application via the Registry by early November every year. And their result of SDF and the finalised amount of sponsorship will be announced around late April.
13. The Finance Office will make arrangement for disbursement of the approved fund after the receipts are received and verified.
14. Should there be any changes in the proposed activity, prior approval from SAO should be obtained.

15. Information collected in the application form will only be used for processing the application for SDF. The personal data/information will be treated with strict confidence and kept for a period of no more than four years under normal circumstances.
16. The College reserves the right to revise the guidelines and subsidy percentage/amount as appropriate without prior notice so as to safeguard the proper use of the College resources.

Obligations and Report

17. Acknowledgements should be included in the publicity materials of the student activity. For example:
 - a. In English: “Sponsored by Tung Wah College Student Development Fund”;
 - b. In Chinese: “本活動由東華學院學生發展基金贊助”.
18. All successful applicants must, within one month upon completion of the activity, submit the following documents to SAO:
 - a. Evaluation report (Form/SAO 40c/202310);
 - b. Official receipts (including bank statement, electronic receipts for air ticket, accommodation booking, and other essential expenses, etc.) with company/organisation’s chop/letterhead;
 - c. Photocopy of bank account details (e.g. ATM card copy or the front page of bank book);
 - d. Attendance record of participants such as certificate of completion;
 - e. Actual itinerary and promotional leaflets for the study tour/event;
 - f. Achievements attained (e.g. awards and prizes), if any;
 - g. At least 5 photos of event highlights and group photos for publication (*both in softcopy (via email) and hardcopy (in word format); at least 1Mb or above of file size for each photo in softcopy and photo caption must contain at least 20 - 30 words in English for each photo in hardcopy*).

Late and incomplete submission will NOT be processed and no reimbursement will be made.

19. For registered student societies, the evaluation report must be signed by the President with the society stamp.
20. Upon completion of student activity, applicant(s) may be invited to present their findings and outcomes to the TWC community and the wider public.
21. Applicant(s) who received the fund, and is/are invited by the SAO, would become the trainee ambassador(s) of the programme “Tung Wah College Global Student Ambassador (TWCGSA)”, that commit to be an ambassador of the College.