

Student Affairs Office

Tung Wah College Global Student Ambassador (TWCOSA) - Global Engagement Award
Evaluation Report

Section A: Particulars of Applicant

Name
(Mr/Miss/Ms*) : _____ (_____) Student No.: _____
English Name in BLOCK letters Chinese Name

Programme of Study: _____ (Major: _____) Year of Study: _____

Student Organisation/Student's Bank Account Holder's Name
(Authorisation letter has to be provided if the bank account holder is not the applicant): _____

Name of Bank: _____

Student's Bank Account Number: _____ Bank Account Number: _____
 Input into PowerCampus

*Delete as appropriate

#Please be reminded to input the details of bank account into PowerCampus and provide the photocopy of bank account information.

Section B: Details of the Outbound Programme

Name of Programme:	_____			
Name of Organiser (if applicable):	_____			
Category#:	<input type="checkbox"/> Recommended by the Student Affairs Office (SAO)		<input type="checkbox"/> Self-initiated	
Nature#:	<input type="checkbox"/> Study tour <input type="checkbox"/> Short-term exchange programme <input type="checkbox"/> Conference attendance <input type="checkbox"/> Others, please specify: _____			
Date of Programme (DD/MM/YY)	From ____ / ____ / ____	To ____ / ____ / ____ <input type="checkbox"/>	Destination (Country/Region/City):	_____

Please "\/" as appropriate

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Section C: Financial Details of the Outbound Programme#			
Income			For official use Approved Amount
<u>Items</u>	<u>Details</u>	<u>Sub-total (HK\$)</u>	
1. Reaching Out Award			\$
2. External Sponsorship/Donation#	Name of Sponsor: _____		\$
	Total Income:		\$
Expenditure			
<u>Items</u>	<u>Details (Attach Supporting Documents)</u>	<u>Sub-total (HK\$)</u>	
Study tours / Short-term exchange programmes			
1. Package Fee <i>(Please state which kind of items will be included in the package fee)</i>			\$
2. Airfare - at Economy Class Fare			\$
3. Train, Boat or Border Bus – at Ordinary Class Fares			\$
4. Accommodation			\$
5. Travel Insurance			\$
6. Travelling Expenses			\$
7. Other essential expenses, please specify:			\$
Conference attendance			
1. Registration Fee			\$
2. Airfare - at Economy Class Fare			\$
3. Accommodation			\$

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Others			
1.			\$
2.			\$
3.			\$
	Total Expenditure:		
	Total Balance:		

#Please provide supporting proof for all expenditures

Section D: Declaration		
<p>I, the undersigned, being the applicant above, declare that the information provided in and attached with this evaluation report is accurate to the best of our knowledge. I understand and accept the requirements and conditions listed in the Application Guidelines for the Global Engagement Award.</p>		
<p>Applicant</p>		
<p>_____</p> <p>Signature</p>	<p>_____</p> <p>Name</p>	<p>_____</p> <p>Date</p>

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*This page of the evaluation report will be returned to the organiser for record.

Name of applicant:	Name & Date of Outbound Programme: From _____ / _____ / _____ To _____ / _____ / _____
Student ID:	Name of organiser (if applicable):

Section E: Process Evaluation *(please answer all questions and each answer must contain at least 50 words in English)*

1. Learning outcomes of the student activity (objectives as per original application)
2. Obstacles encountered and attempt to overcome the problem
3. Areas for improvement