

Professor Mayching Kao Student Development Fund **Guidelines on Application**

Introduction

The establishment of Professor Mayching Kao Student Development Fund aims at supporting student development activities in the School of Arts and Social Sciences that are proposed by students. The activities should be able to achieve the following objectives:

- Broadening students' exposure and intellectual horizon;
- Strengthening students' commitment and peer support culture within their study programmes and across disciplines;
- Enhancing students' ability in appreciation of art and culture; and
- Benefiting students' career development.

The types of cultural activities supported through this funding scheme include:

- a. international exchange or summer programmes;
- b. participation in external competitions;
- c. participation in arts/film festivals;
- d. participation in professional workshops;
- e. programme-related activities organized by students; and
- f. publication of books related to students' fields of study.

Two to five grants will be given each year to subsidize students' expenses arising from the activities. The amount of each grant is capped at a maximum of HK\$20,000.

Eligibility

Applicants should be Year-1 to Year-4 students enrolling in the full-time face-to-face undergraduate programmes of the School of Arts and Social Sciences, Hong Kong Metropolitan University.

Award Selection Criteria

Students will be invited to submit proposals to apply for the fund. The proposals will be reviewed by the Student Development Committee of the School of Arts and Social Sciences. Selected candidates will be invited for interview. During the interview, applicants are requested to present a detailed proposal specifying the goal and reason of the application. Selection will be based on the following four criteria:

- Candidate's proposal for the cultural activity or programme-related activity;
- Candidate's likelihood of successful completion of the project;
- Candidate's provision of a financial plan;
- Candidate's cumulated GPA (GPA will be considered, though it is not a determining factor. Year-1 candidates should submit a teacher's recommendation instead).

Applicants will be notified of the results in January.

Acknowledgment of Support

In all publicly shown materials and written reports, grant recipients must acknowledge the funding support received in the following format:

“The grantee(s) would like to acknowledge the sponsorship of the Professor Mayching Kao Student Development Fund for this project in 2024-25.”

Reimbursement of Fund

The grant recipients will submit a report together with the income and expenditure statement to the School within one month after completion of activities.

Sharing Sessions

After the grantees' completion of activities, a sharing session will be arranged for them to share their learning experience with fellow students.

Grant Application and Selection Schedule for the Academic Year 2024-25

Timeline	Key Milestones
15 November 2024	Application deadline
18 – 22 November 2024	Selection of proposals
25 November – 29 November 2024	Interview of candidates
Late December 2024	Announcement of results
January 2025 – July 2025	The cultural activity period
30 August 2025	Each grantee submits a detailed report together with the income and expenditure statement.
September/October 2025	Sharing session

Enquiries

For enquiries, please contact Ms Charlie Kwok at 2768-5712.

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