



# **STUDENT ORGANISATION BRIEFING AND CONSULTATION 2022**

OFFICE OF STUDENT AFFAIRS  
(CAMPUS LIFE & AMENITIES SECTION)

26 APRIL 2022



# AGENDA

Resources & Services Offered to Student Organisations

Organisation of Events under the Pandemic

Support on Student Amenities

Financial Support for Student Activities

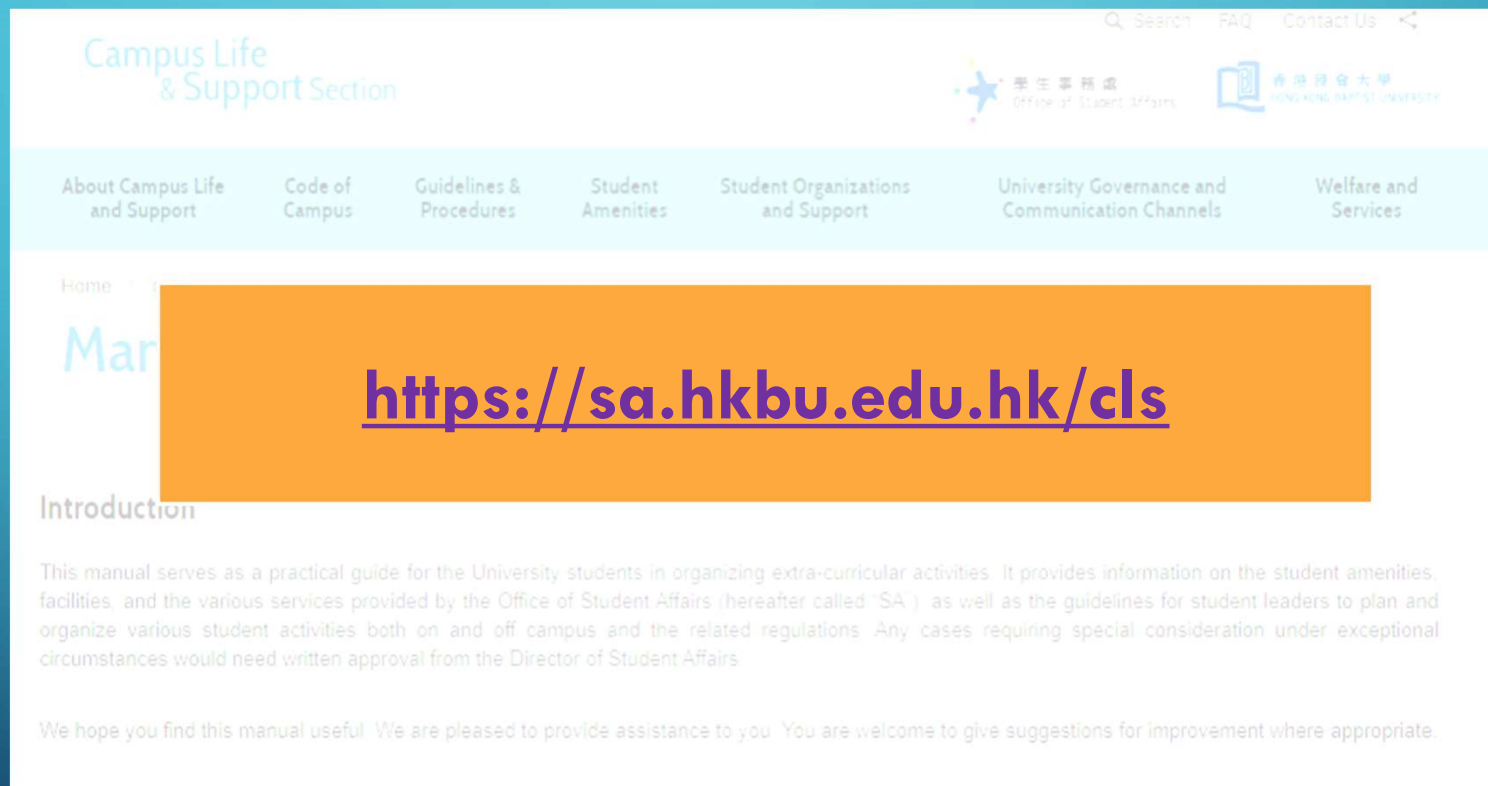
Student Learning Experience System (SLES)

Updates on Student Activities

A decorative graphic on the left side of the slide, consisting of a network of light blue lines and small circles, resembling a circuit board or a stylized tree structure, set against a dark blue background.

# RESOURCES & SERVICES OFFERED TO STUDENT ORGANISATIONS

# RESOURCES ON SA WEBSITE



The screenshot shows the 'Campus Life & Support Section' website. The header includes a search bar, 'FAQ', and 'Contact Us' links. The main navigation menu lists: 'About Campus Life and Support', 'Code of Campus', 'Guidelines & Procedures', 'Student Amenities', 'Student Organizations and Support', 'University Governance and Communication Channels', and 'Welfare and Services'. A large orange banner displays the URL <https://sa.hkbu.edu.hk/cls>. Below the banner, the 'Introduction' section states: 'This manual serves as a practical guide for the University students in organizing extra-curricular activities. It provides information on the student amenities, facilities, and the various services provided by the Office of Student Affairs (hereafter called "SA") as well as the guidelines for student leaders to plan and organize various student activities both on and off campus and the related regulations. Any cases requiring special consideration under exceptional circumstances would need written approval from the Director of Student Affairs.' It concludes with: 'We hope you find this manual useful. We are pleased to provide assistance to you. You are welcome to give suggestions for improvement where appropriate.'

Campus Life & Support Section

學生事務處  
Office of Student Affairs

香港浸會大學  
HONG KONG BAPTIST UNIVERSITY

Search FAQ Contact Us

About Campus Life and Support Code of Campus Guidelines & Procedures Student Amenities Student Organizations and Support University Governance and Communication Channels Welfare and Services

Home

<https://sa.hkbu.edu.hk/cls>

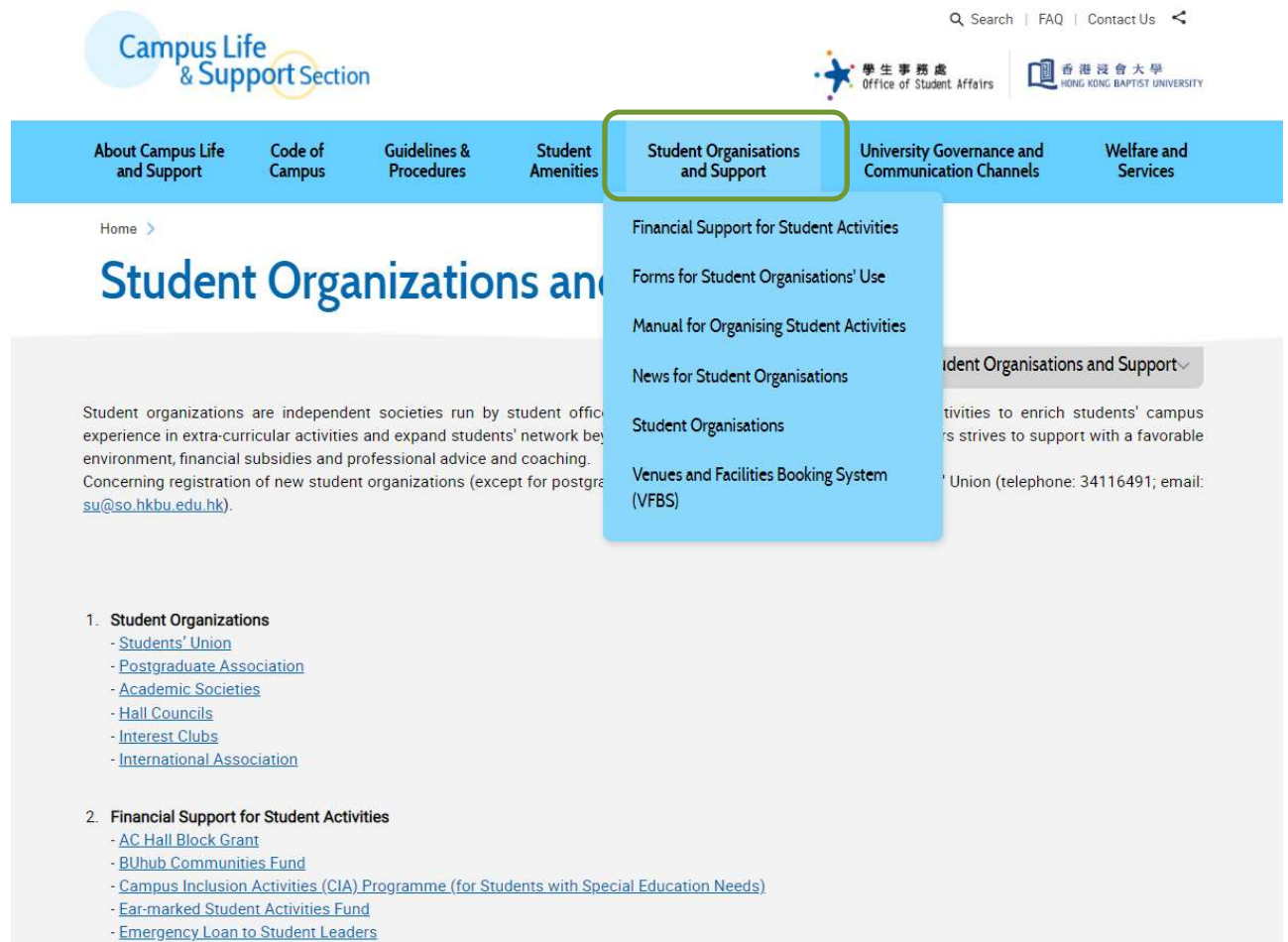
Introduction

This manual serves as a practical guide for the University students in organizing extra-curricular activities. It provides information on the student amenities, facilities, and the various services provided by the Office of Student Affairs (hereafter called "SA") as well as the guidelines for student leaders to plan and organize various student activities both on and off campus and the related regulations. Any cases requiring special consideration under exceptional circumstances would need written approval from the Director of Student Affairs.

We hope you find this manual useful. We are pleased to provide assistance to you. You are welcome to give suggestions for improvement where appropriate.



# RESOURCES ON SA WEBSITE



The screenshot shows the 'Campus Life & Support Section' website. The navigation bar includes links for 'About Campus Life and Support', 'Code of Campus', 'Guidelines & Procedures', 'Student Amenities', 'Student Organisations and Support' (highlighted with a green border), 'University Governance and Communication Channels', and 'Welfare and Services'. A dropdown menu is open under 'Student Organisations and Support', listing: 'Financial Support for Student Activities', 'Forms for Student Organisations' Use', 'Manual for Organising Student Activities', 'News for Student Organisations', 'Student Organisations', and 'Venues and Facilities Booking System (VFBS)'. The main content area is titled 'Student Organizations and Support' and includes a paragraph about student organizations, a list of links for '1. Student Organizations' (Students' Union, Postgraduate Association, Academic Societies, Hall Councils, Interest Clubs, International Association), and a list for '2. Financial Support for Student Activities' (AC Hall Block Grant, BUhub Communities Fund, Campus Inclusion Activities (CIA) Programme, Ear-marked Student Activities Fund, Emergency Loan to Student Leaders).

Campus Life & Support Section

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Search | FAQ | Contact Us

About Campus Life and Support | Code of Campus | Guidelines & Procedures | Student Amenities | **Student Organisations and Support** | University Governance and Communication Channels | Welfare and Services

Home >

## Student Organizations and Support

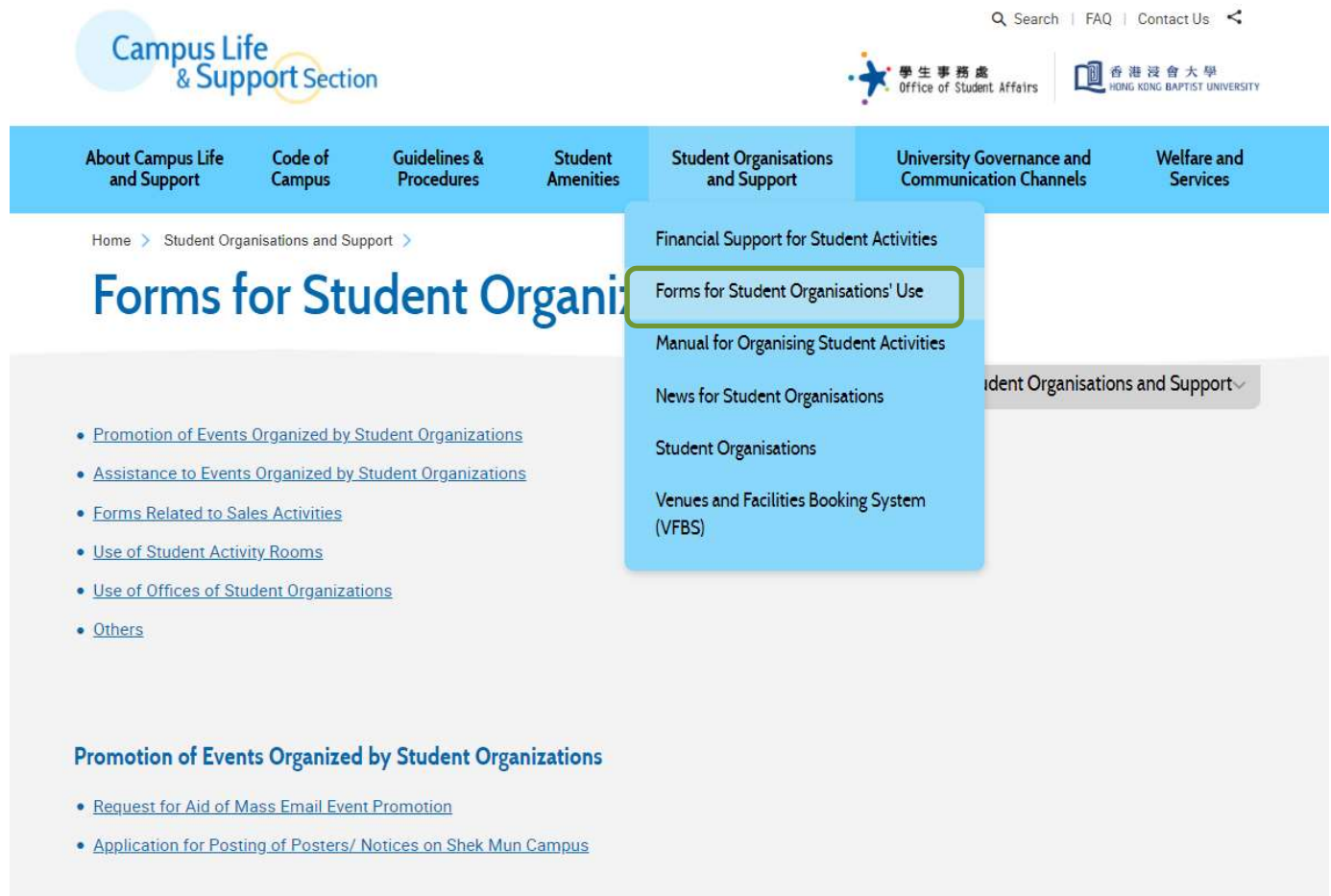
Student organizations are independent societies run by student officers to provide students with a wide range of extra-curricular activities to enrich students' campus experience in extra-curricular activities and expand students' network beyond the campus. The Office of Student Affairs provides a supportive environment, financial subsidies and professional advice and coaching. Concerning registration of new student organizations (except for postgraduate associations), please contact the Office of Student Affairs at [su@so.hkbu.edu.hk](mailto:su@so.hkbu.edu.hk).

**Student Organisations and Support** ✓

- Financial Support for Student Activities
- Forms for Student Organisations' Use
- Manual for Organising Student Activities
- News for Student Organisations
- Student Organisations**
- Venues and Facilities Booking System (VFBS)

- Student Organizations**
  - [Students' Union](#)
  - [Postgraduate Association](#)
  - [Academic Societies](#)
  - [Hall Councils](#)
  - [Interest Clubs](#)
  - [International Association](#)
- Financial Support for Student Activities**
  - [AC Hall Block Grant](#)
  - [BUhub Communities Fund](#)
  - [Campus Inclusion Activities \(CIA\) Programme \(for Students with Special Education Needs\)](#)
  - [Ear-marked Student Activities Fund](#)
  - [Emergency Loan to Student Leaders](#)

# FORMS FOR STUDENT ORGANISATIONS' USE



Campus Life & Support Section

Search | FAQ | Contact Us

學生事務處  
Office of Student Affairs

香港浸會大學  
HONG KONG BAPTIST UNIVERSITY

About Campus Life and Support | Code of Campus | Guidelines & Procedures | Student Amenities | **Student Organisations and Support** | University Governance and Communication Channels | Welfare and Services

Home > Student Organisations and Support >

## Forms for Student Organisations' Use

- [Promotion of Events Organized by Student Organizations](#)
- [Assistance to Events Organized by Student Organizations](#)
- [Forms Related to Sales Activities](#)
- [Use of Student Activity Rooms](#)
- [Use of Offices of Student Organizations](#)
- [Others](#)

**Promotion of Events Organized by Student Organizations**

- [Request for Aid of Mass Email Event Promotion](#)
- [Application for Posting of Posters/ Notices on Shek Mun Campus](#)

Financial Support for Student Activities

Forms for Student Organisations' Use

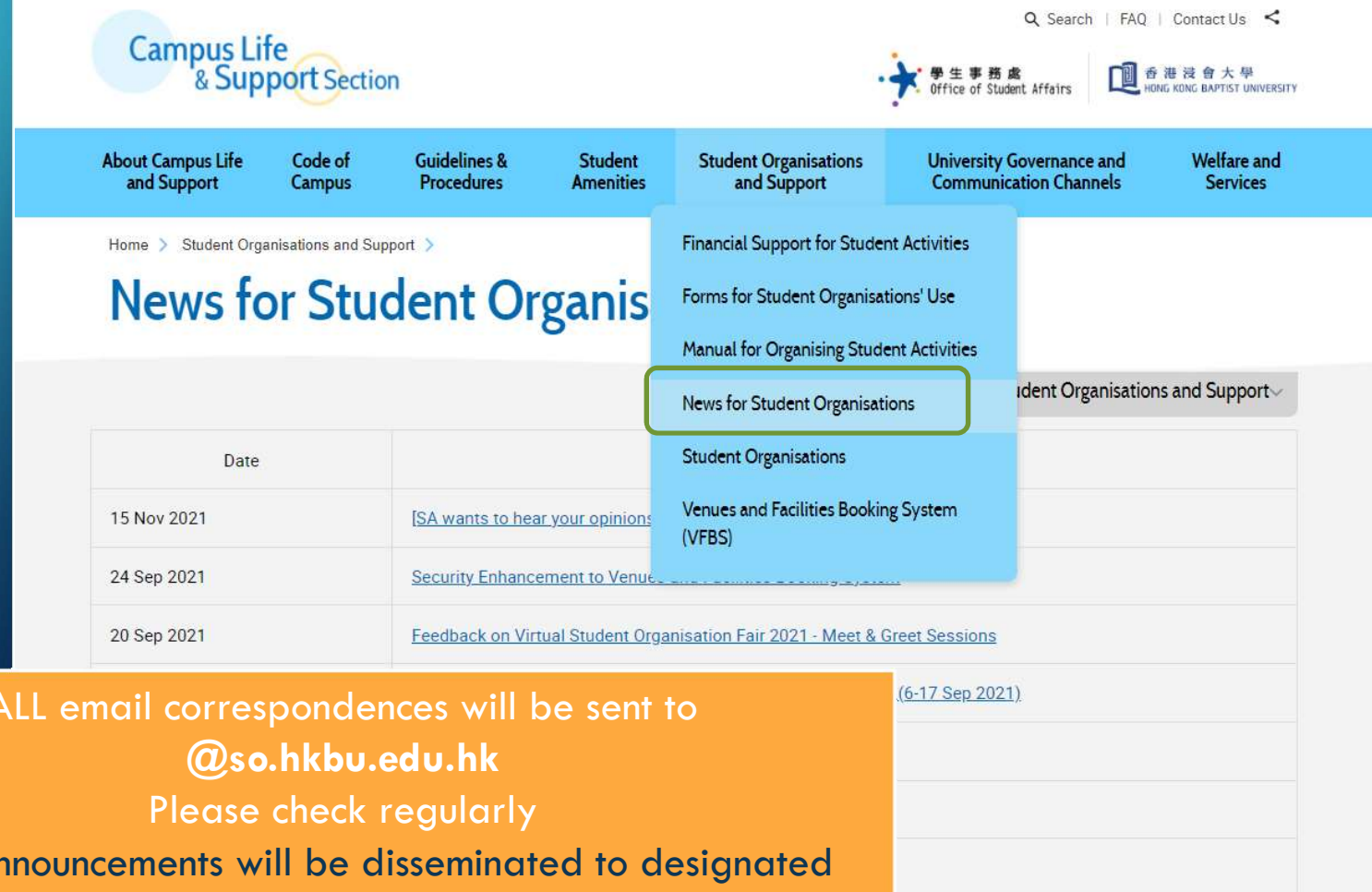
Manual for Organising Student Activities

News for Student Organisations

Student Organisations

Venues and Facilities Booking System (VFBS)

# NEWS FOR STUDENT ORGANISATIONS



Campus Life & Support Section

Search | FAQ | Contact Us

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About Campus Life and Support | Code of Campus | Guidelines & Procedures | Student Amenities | **Student Organisations and Support** | University Governance and Communication Channels | Welfare and Services

Home > Student Organisations and Support >

## News for Student Organisations

- Financial Support for Student Activities
- Forms for Student Organisations' Use
- Manual for Organising Student Activities
- News for Student Organisations**
- Student Organisations
- Venues and Facilities Booking System (VFBS)

Date	
15 Nov 2021	<a href="#">[SA wants to hear your opinions]</a>
24 Sep 2021	<a href="#">Security Enhancement to Venues</a>
20 Sep 2021	<a href="#">Feedback on Virtual Student Organisation Fair 2021 - Meet &amp; Greet Sessions</a>

(6-17 Sep 2021)

ALL email correspondences will be sent to  
**@so.hkbu.edu.hk**

Please check regularly

[Some announcements will be disseminated to designated  
contact persons via Whatsapp]

# STAFF CONSULTANTS

Aspect	Name of Staff Consultant	
Alumni Matters	Dr. Melanie LEE	Director of Alumni Affairs
Cultural Diversity	Miss Zoe YIM	Manager of Academic Community Hall
IT Issues	Mr. Banmas LI	Assistant Information Technology Manager
Legal Issues	Dr. Davy WU	Senior Lecturer of Department of Accountancy and Law
Media Relations	Mr. Terence POON	Assistant Director (Public Affairs)
Overseas Study Tour	Ms. Sandy LEE	Manager (Global Engagement) of International Office
Sales Agreement / Purchasing	Ms. Tracy WU	Assistant Director of Finance
Sustainable Low Carbon Campus	Mr. Dennis HUI	Assistant Director (Sustainability, Health and Safety) of Estates



# MASS EMAIL SENDING REQUEST FOR SOCIETY EVENTS

## Individual email to all HKBU UG Students

For promotion of **student events** which:

- Support whole person education
- Open to at least **all HKBU UG students**
- Organised or co-organised by the society of the applicant
- English or bilingual (English / Chinese) email with the event's medium of instruction mentioned in the content

Create event data at SLES before application

Email will be sent at least 3 working days after successful application

Only **ONE** promotion email for each event

No attachment

Max. size of email: 1 MB



# QUALTRICS SURVEY FOR POLLING PURPOSE SSOID RESTRICTION CONTROL PAGE

MICHAEL HO (3411-2567 / [MICHAELHO@HKBU.EDU.HK](mailto:MICHAELHO@HKBU.EDU.HK))

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# ORGANISATIONS OF EVENTS UNDER THE PANDEMIC



# ORGANISATION OF EVENTS UNDER THE PANDEMIC

Health and Safety Guidelines on organising events on campus has been updated by the Estate Office.

- SA could directly approve student events of  $\leq 60$  participants (with  $\leq 10$  external guest speakers)
  - \*\* Events open to public would not be considered
- Invited guests (stay on campus for +4 hours) shall follow COVID-19 related campus access control requirement (vaccination policy and pre-registration)
- Capacity of the events
  - $\leq 50\%$  of venue capacity
  - $\leq 4$  consecutive seats in the same row
  - $\leq 4$  persons in each group
  - Maintain 1.5M social distancing
- Wearing of face masks at all times



# ORGANISATION OF EVENTS UNDER THE PANDEMIC

- No food and beverage is allowed
  - Unless the banquet setting is adopted
- Banquet setting
  - Food and drinks be served and consumed at the table while guests are seated
  - $\leq 20$  participants
  - $\leq 4$  participants at one table
  - Maintain 1.5M social distancing, or with effective partitioning
  - Wearing on face masks when food and drinks is not served
  - Hand sanitiser is provided at the tables
- Reserving of 1 hours for venue disinfection

*Events that cannot follow/fulfill the guidelines above, justification is needed and approval from University senior management has to be sought, and thus longer processing time is expected*

# ORGANISATION OF EVENTS UNDER THE PANDEMIC

- Guidelines would be updated from time to time, especially when the government has major update
- Always check for the University latest information on COVID-19

Prospective Students | Current Students | Staff | Alumni | Visitors | Media | Giving to HKBU | Career | BUniPort | Library | Event Calendar | Quick Links | Search

香港浸會大學  
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About HKBU | Admissions | Teaching & Learning | Research | Departments & Offices | Global Connections | Campus

**Be CARING** 以心傳愛  
BeU Be UNIQUE

Latest information on COVID-19  
Latest information on COVID-19

BUhub  
An online platform that brings the BU community together

Achievements

香港浸會大學  
HONG KONG BAPTIST UNIVERSITY

2019冠狀病毒病佈告板  
Bulletin Board for Coronavirus Disease 2019 (COVID-19)

HK Government Response System for Novel Infectious Disease of Public Health Significance: **Emergency Level activated on January 25, 2020**

ANNOUNCEMENTS | ARCHIVES | USEFUL REFERENCE

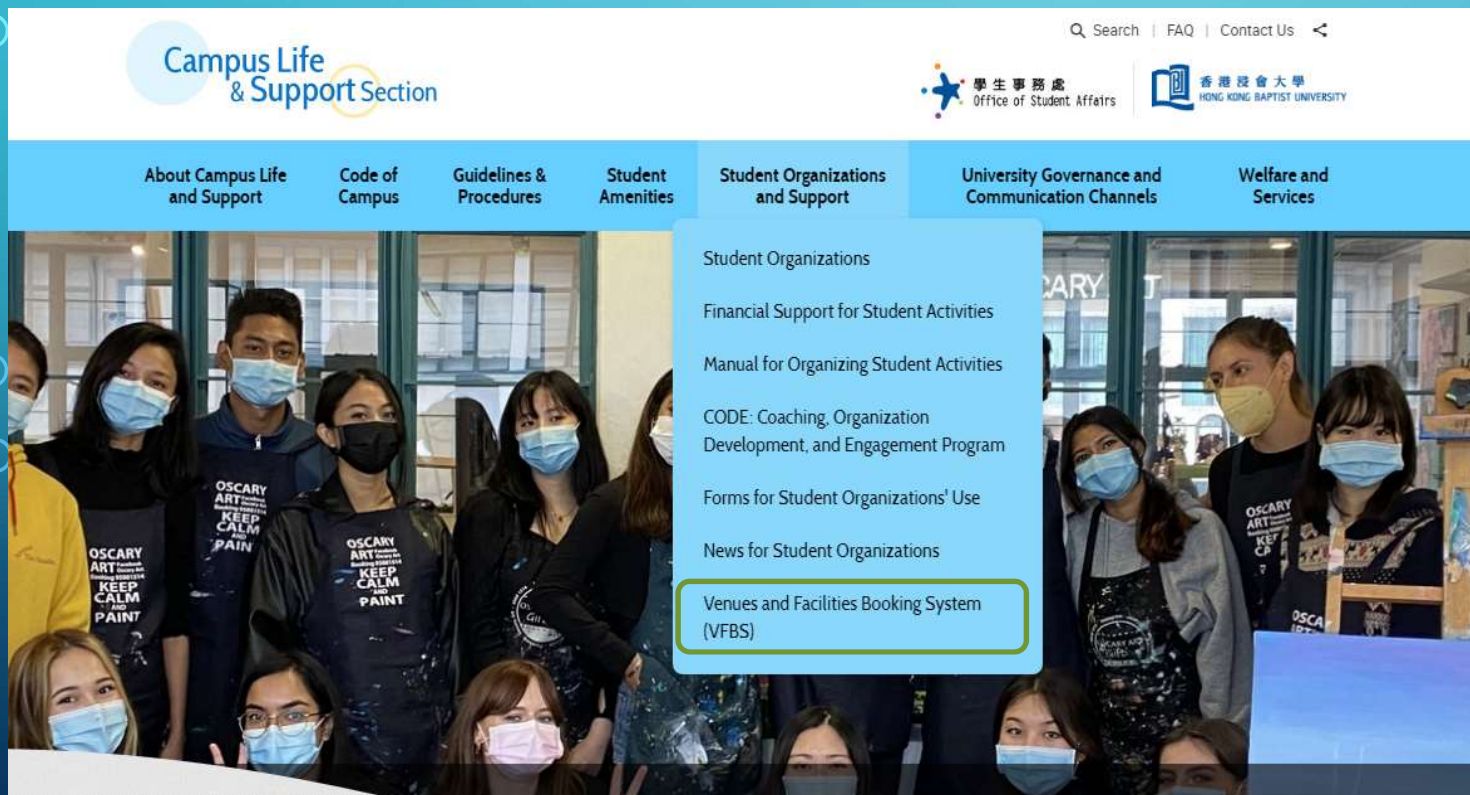
Date	Office	Subject
April 22, 2022	Estates Office	• HKBU COVID-19 case report (22 April 2022)
April 21, 2022	Estates Office	• Ongoing hygiene measures on campus
April 19, 2022	Estates Office	• Health and safety guidelines on organising events/shooting activities on campus
April 19, 2022	Estates Office	• Update on Vaccine Pass requirements for campus access
April 14, 2022	Estates Office	• Update on health and safety precautionary measures for resumption of practical or lab/studio-based sessions
April 13, 2022	Estates Office	• HKBU COVID-19 case report (13 April 2022)
April 12, 2022	Estates Office	• HKBU COVID-19 case report (12 April 2022)
April 11, 2022	Estates Office	• HKBU COVID-19 case report (11 April 2022)
April 8, 2022	Estates Office	• HKBU COVID-19 case report (8 April 2022)
April 7, 2022	Estates Office	• HKBU COVID-19 case report (7 April 2022)
April 6, 2022	Estates Office	• HKBU COVID-19 case report (6 April 2022)
April 4, 2022	Estates Office	• HKBU COVID-19 case report (4 April 2022)
April 1, 2022	Estates Office	• HKBU COVID-19 case report (1 April 2022)
March 30, 2022	Estates Office	• HKBU COVID-19 case report (30 March 2022)

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# VENUE SUPPORT TO STUDENT ORGANISATIONS

# VENUES AND FACILITIES BOOKING SYSTEM (VFBS)

<https://cvfbs.hkbu.edu.hk/booking>



- Log-in with society's email account
- System currently disabled, will be re-activated on 10 May 2022





# RESERVING STUDENT AMENITIES

## 7 – 45 CALENDAR DAYS

- Booking period prior to your activity for SA-managed amenities (Except undergraduate hall)

## PROPOSAL FORM

- Venue reservation proposal form required for all activities
- To be uploaded to VFBS

# RESERVING STUDENT AMENITIES

## Search Results

Booking	Type of Venue/Facilities	Campus	Building	Venue/Facilities	Description	Size	Seating Capacity (Persons) / Quantity	Unit Responsible	Details
	Amenities	Baptist University Road Campus	Academic and Administration Building	AAB301	Activity Room	108 sq m	20 - 80	SA	 
	Amenities	Baptist University Road Campus	Academic and Administration Building	AAB302	Activity Room	112 sq m	20 - 80	SA	 
	Amenities	Baptist University Road Campus	Academic and Administration Building	AAB303	Activity Room	108 sq m	20 - 80	SA	 
	Amenities	Baptist University Road Campus	Academic and Administration Building	AAB402K (Learning Commons)	Seminar Room	99sqm	20 - 80	SA-LC	 
	Amenities	Baptist University Road Campus	Academic and Administration Building	AAB402L (Learning Commons)	Seminar Room	99sqm	20 - 80	SA-LC	 
	Lecture Theatre/Classroom	Baptist University Road Campus	Academic and Administration Building	AAB203	Classroom	77 sq m	62	AR	 
	Lecture Theatre/Classroom	Baptist University Road Campus	Academic and Administration Building	AAB206	Classroom	88 sq m	62	AR	 
	Lecture Theatre/Classroom	Baptist University Road Campus	Academic and Administration Building	AAB504	Classroom	121 sq m	68	AR	 
	Lecture Theatre/Classroom	Baptist University Road Campus	Academic and Administration Building	AAB505	Classroom	106 sq m	61	AR	 
	Lecture Theatre/Classroom	Baptist University Road Campus	Academic and Administration Building	AAB611	Classroom	121 sq m	70	AR	 


Select Page: **1** ▼

First Prev Next Last


Page 1 of 2

# RESERVING STUDENT AMENITIES

- Please include appropriate set-up and dismantle time (Last booking time is 22:30)
- Please reserve ONE EXTRA HOUR after your event for disinfection



## Make Booking Request



\* Mandatory Fields

### Booking Criteria

Type of Venue/Facilities:	Any	Sub Type of Venue/Facilities:	Any
Campus:	Any	Seating Capacity:	Any / Not Applicable
Building:	Any	Person(s)	
*Venue/Facilities:	AAB		
*Booking Date:	16-Jan-2020 To		
*Booking Time:	10 : 30 To 11 : 00		
<input type="checkbox"/> Any Date <input type="checkbox"/> Including Public Holiday <input type="checkbox"/> Including Academic Holiday			
<input checked="" type="radio"/> Daily <input type="radio"/> Every <input type="radio"/> Alternate			
<input checked="" type="checkbox"/> Mon <input checked="" type="checkbox"/> Tue <input checked="" type="checkbox"/> Wed <input checked="" type="checkbox"/> Thu <input checked="" type="checkbox"/> Fri <input checked="" type="checkbox"/> Sat <input checked="" type="checkbox"/> Sun			

[Back To Search](#) [Add To Booking Session](#) [Reset](#)

### Booking Session List

[Select All](#) [Invert Selection](#) [Reset](#) [Delete](#) [Delete ALL](#)

No Records.

### User Particulars

If there is any change in the user particulars below, please go to "Change User Particulars" to make change(s) before the submission of booking request(s).

Login name:	sa
Courtesy Title:	Mr
*Surname:	
*Given Names:	
*Unit:	SA - Office of Student Affairs
*Telephone No:	
E-mail:	SA@so.hkbu.edu.hk

☐ Booking For External Bodies

# RESERVING STUDENT AMENITIES

Update Correct Contact Person Particulars  
(We will contact PIC if further information needed)

## Contact Person Particulars

(if different from the information under User Particulars)

Courtesy Title:	<input type="text"/>
Surname:	<input type="text"/>
Given Names:	<input type="text"/>
Unit:	<input type="text"/>
Telephone No:	<input type="text"/>
E-mail:	<input type="text"/>

## Other Booking Details

*Name of Programme:	<input type="text"/>
Name of Organiser:	<input type="text"/>
Co-organiser(s), if any:	<input type="text"/>
*Objective of Programme:	<input type="text"/>

\*Is there more than 50% of Hong Kong Baptist University's staff/students involved in the activity?

☐ Yes ☐ No

Information to be viewed by System Users and displayed on Access Control Reader as appropriate.

*Activity of Usage:	<input type="radio"/> Booth/Display	<input type="radio"/> Ceremony	<input type="radio"/> Competition
	<input type="radio"/> Exhibition	<input type="radio"/> Forum/Seminar	<input type="radio"/> Fund Raising
	<input type="radio"/> Gathering	<input type="radio"/> Meeting	<input type="radio"/> Performance/Rehearsal
	<input type="radio"/> Sales	<input type="radio"/> Training/Workshop	<input type="radio"/> Others

UGC/Non-UGC activities

UGC  % Non-UGC  % [Note](#)

\*Nature of Programme: (You may choose for more than one option as appropriate)

<input type="checkbox"/> Ability/Skill Enhancement	<input type="checkbox"/> Academic Enrichment	<input type="checkbox"/> Art and Cultural Awareness
<input type="checkbox"/> Charity/Donation	<input type="checkbox"/> Civic and Social Concerns	<input type="checkbox"/> Community Services
<input type="checkbox"/> Cross-cultural Experience	<input type="checkbox"/> Fellowship Building	<input type="checkbox"/> Internal Affairs
<input type="checkbox"/> Members' Welfare	<input type="checkbox"/> Publicity/Recruitment	<input type="checkbox"/> Sports and Recreation
<input type="checkbox"/> University-wide Concerns	<input type="checkbox"/> Others	

\*Seven Graduate Attributes: The programme/activity aims to foster the following attributes: (You may choose for more than one option as appropriate)

<input type="checkbox"/> Citizenship	<input type="checkbox"/> Knowledge	<input type="checkbox"/> Learning
<input type="checkbox"/> Skills	<input type="checkbox"/> Creativity	<input type="checkbox"/> Communication
<input type="checkbox"/> Teamwork		

(For details of the Seven Graduate Attributes, please refer to website: <http://chtl.hkbu.edu.hk/wpeathkbu/>)

Attachment:


(The file name should not exceed 25 characters.)



# REMINDERS FOR BOOKING STUDENT AMENITIES

DOs	DON'Ts
<ul style="list-style-type: none"><li>▪ Cancellation of Requests<ul style="list-style-type: none"><li>- cancel at VFBS; or</li><li>- send email to <a href="mailto:sac1a@hkbu.edu.hk">sac1a@hkbu.edu.hk</a></li></ul></li><li>▪ Adhere to Manual for Student Activities</li><li>▪ Keep Sound at Reasonable Level</li><li>▪ Reinstate to Original Condition After Event</li></ul>	<ul style="list-style-type: none"><li>▪ <b>NO</b> Overbooking</li><li>▪ <b>NO</b> Covering of Glass Panels</li><li>▪ <b>NO</b> Storage and Manual Locking</li><li>▪ Use of Right <b>NOT</b> Transferrable</li><li>▪ Doors <b>cannot</b> be Held Open <u>(Sound of Doors will emit after 3 minutes)</u></li></ul>

- Student Card is needed to Tap in the following Venues:
  - AAB 301, 302, 303, 305, 306, 307 (being renovated until 2023)
  - YSS 601, 802, 803
  - AAB 402 K/L/M: Learning Commons (AAB) – entry gate



## REMINDERS FOR BOOKING STUDENT AMENITIES

### **Consult Us in Advance.....**

- Performances
- Use of Fire
- Large Demand of Electricity
- Proper Handling of Chemicals
- Require advanced planning and venue reservation

## REGISTRATION FOR VISITORS DURING PANDEMIC

Pick up and register your visitors at campus entrance points, where your guests have to provide health declaration and temperature check on-site.



# REGISTRATION FOR VISITORS DURING PANDEMIC

- Pre-register for your visitors with Visitors Registration System (VRS), where your guests would receive direct email generated by the system for visitor QR Code

## Notes:

1. Submit your request to SA three working days in advance for processing;
2. Online health declaration must be made before the visitor arrives at the University campus, but should not be made earlier than 5 a.m. on the day of visit;
3. Temperature check at checkpoint;
4. A maximum of 5 permitted entry date / time would be granted by the system

Pre-regist

File Home Insert Page Layout Formulas Data Review View PDF-XChange Tell me w

Clipboard Font Alignment

E30

**Pre-Registration of Visitors Invited by Student Societies**

Remarks: \* Mandatory

\* Name of Event

\* Purpose of Visit

\* Venue of Visit

\* Visitor Entry Point

- Ho Sin Hang Campus - Kim Sheng Road
- Shaw Campus - Level 3, Shaw Tower
- Baptist University Road Campus - Level 1, Academic and Administration Building
- Baptist University Road Campus - Between Jockey Club School of Chinese Medicine Building and Student Residence Halls
- Baptist University Road Campus - Communication and Visual Arts Building

\* Permitted Entry Date / Time (maximum 5 timeslots)

Date	From (campus opening hours only 07:00-23:00)	To (campus opening hours only 07:00-23:00)

\* Name of Student Societies

\* Contact Person

\* Student ID no.

\* Contact Tel.

\* Contact Email

\* Visitor's information

* Visitor Name	* Visitor Personal Identity Card (e.g. HKID Card, Passport) (first 4 digits/alphabets)	* Visitor Contact Email

工作表1

Ready

Type here to search



## ACCESS RIGHTS TO STUDENT ORGANISATION OFFICES

### During Semester Time Campus Opening Hours

- Offices for Academic Societies: All UG students of the respective Faculty/School/AVA
- Offices for Interest Clubs: All UG & SCE students

### During Semester Break and/or Campus Non-Opening Hours:

- Executive Committee Members Only (24 hours Access)
- According to Record on SLES

Special Access Right Requests – download application form on SA Website

Security Checks

Annual Clearance



# PROPER USE OF STUDENT AMENITIES



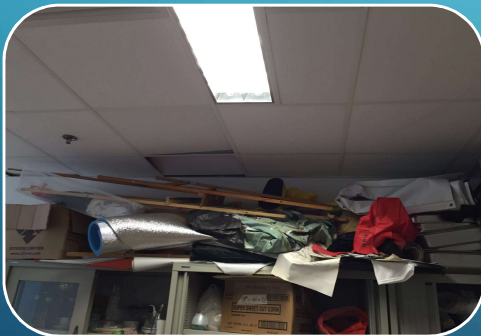
**NO** Blocking the  
Magnetic Lock



**NO** Sticking Door  
Release Button



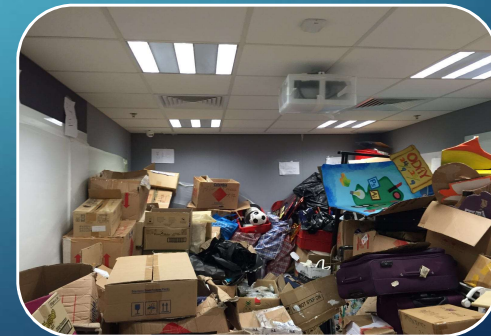
**NO** Covering Glass  
Panels



**NO** Piling Articles  
too High



**NO** Leaving Food  
Residue in the Office



**NO** Blocking Access  
and Passageways

A decorative graphic on the left side of the slide, consisting of a network of light blue lines and small circles, resembling a circuit board or a stylized tree structure, set against a dark blue background.

# FINANCIAL SUPPORT FOR STUDENT ACTIVITIES

# FINANCIAL SUPPORT FOR STUDENT ACTIVITIES

## EXPENSES TO BE SUBSIDISED:

- COMPETITION REGISTRATION FEES
- PROMOTION AND PRODUCTION COSTS
- RENTAL CHARGES FOR VENUES AND EQUIPMENT
- HONORARIUM FOR GUEST SPEAKERS/TRAINERS
- TRANSPORTATION & LODGING COSTS FOR OVERSEAS TRIPS
- OTHERS.....

**VIRTUAL EVENTS ARE ELIGIBLE!**



Scan the QR code to  
acquire more details

香港浸會大學  
HONG KONG BAPTIST UNIVERSITY

學生事務處  
Office of Student Affairs

Enquiries: 3411 5894 [sacta@hkbu.edu.hk](mailto:sacta@hkbu.edu.hk)



# FINANCIAL SUPPORT FOR STUDENT ACTIVITIES

<https://sa.hkbu.edu.hk/cls/student-organisations-and-support/financial-support-for-student-activities>

The screenshot shows the HKBU Campus Life & Support Section website. The main navigation bar includes links for 'About Campus Life and Support', 'Code of Campus', 'Guidelines & Procedures', 'Student Amenities', 'Student Organisations and Support', 'University Governance and Communication Channels', and 'Welfare and Services'. The 'Student Organisations and Support' dropdown menu is open, showing options like 'Financial Support for Student Activities', 'Forms for Student Organisations' Use', 'Manual for Organising Student Activities', 'News for Student Organisations', 'Student Organisations', and 'Venues and Facilities Booking System (VFBS)'. The 'Financial Support for Student Activities' page is displayed, featuring an introduction and a table of funding types.

**Introduction**

To encourage students to organise and implement activities which help the University and the community, the Office of Student Affairs has solicited funds from the University as well as the community to support student organisations.

Types of funding	Eligibility	Nature of funded activities	Examples of complete activities
<a href="#">AC Hall Block Grant</a>	Activities organised by all HKBU student organisations	Concerts, variety shows, competitions, film shows, performances	~Annual Performance (Dance Association) ~Annual Performance (Magic Circle) ~Singing Contest (Faculty of Social Sciences)
<a href="#">BUhub Communities Fund</a>	All HKBU student organisations	N/A (Special funding to support the Society/Club's operation)	N/A (Special funding to support the Society/Club's operation)

# FINANCIAL SUPPORT FOR STUDENT ACTIVITIES

Types of funding	Nature of funded activities
AC Hall Block Grant	<ul style="list-style-type: none"><li>• Concerts</li><li>• Variety shows</li><li>• Competitions</li><li>• Film shows</li><li>• Performances</li></ul>
BUhub Communities Fund	N/A (Special funding to support the Society/Club's operation)
Campus Inclusion Activities (CIA) Programme for Students with Special Education Needs	<ul style="list-style-type: none"><li>• External competitions</li><li>• Public performances / exhibitions</li><li>• Training workshops</li><li>• Sports trainings / practices</li></ul>
Ear-marked Student Activities Fund	
Service-Learning Student Activities Fund	<ul style="list-style-type: none"><li>• Social service trips</li><li>• Community service workshops</li></ul>
Subsidy for Orientation Activities	Orientation activities for freshmen
UGC Special Grant for Student-Initiated Sports Events	Sports-related training programmes / competitions / performances / events

# CAMPUS INCLUSION ACTIVITIES (CIA) PROGRAMME FOR STUDENTS WITH SPECIAL EDUCATION NEEDS

Activities which are able to accommodate **at least 1 category** of the **students in special educational needs** below may apply to register as CIA:

- Attention Deficit / Hyperactivity Disorder 專注力不足/過度活躍症
- Autism Spectrum Disorder 自閉症譜系障礙
- Developmental Coordination Disorder 發展協調障礙
- Hearing Impairment 聽覺障礙
- Mental Illnesses 精神病
- Physical Disabilities 肢體傷殘
- Specific Learning Disabilities 特殊學習障礙
- Speech Impairment 言語障礙
- Visual Impairment 視覺障礙

- **Can apply together with Ear-marked and Service Learning Student Activities Fund.**
- Maximum HK\$1000 will be granted to each activity.
- Promotion & production costs will be subsidized.

## Examples of funded activities:

- Drama performance (with wheel chair spaces)
- Exhibition (with sign-language interpretation)

# UGC SPECIAL ACTIVITY GRANT FOR STUDENT-INITIATED SPORTS EVENTS

To support sports-related activities which promote **physical fitness** and **healthy lifestyle** of students.

- Training programmes for UGC students to be delivered/ facilitated by qualified coaches / trainers / speakers
- Sports-related large-scale events open to all UGC students
- One-off special funding, available until 2022/2023 academic year
- Qualified HKBU coaches / trainers:  
<https://sa.hkbu.edu.hk/cls/page/detail/8200>

## Expenses to be subsidized:

- Rental charges for venues & equipment
- Promotion & production costs
- Coach/trainer/speaker fees
- Event registration fees

**Maximum HK\$10,000 will be granted to each activity**

## Examples of funded activities:

- Indoor climbing
- Joint-U sports competition
- Year-long sports training programme

# SUBSIDY FOR ORIENTATION ACTIVITIES 2022/2023

**To support student organisations to arrange alternative orientation activities to keep freshmen engaged and safe under the pandemic.**

- Orientation activities **except overnight orientation camps** to be held between August and October 2022
- Food and beverage will NOT be covered
- Approval of activities and subsidies subject to the government and university's health and safety guidelines on organising events
- Application deadline: **15 July 2022**

SA will NOT endorse external camp site booking for overnight orientation camps.

- Maximum HK\$50 subsidy for each freshman
- Each student organisation can only apply ONCE

# BUHUB COMMUNITIES FUND



Home Events Directory Communities Jobs Mentorships Ideation Marketplace



香港浸會大學中醫藥學會

+ Join Group

Post

Poll

Share an update...

Share

Sort by:

Most Recent Activity

Search this feed...



Ka Ho CHENG

27 October 2021 at 11:14 pm

\*以下為本年度小組委員會試莊活動之宣傳\*

疫症猖獗，茫茫未見了期.....

每一把被口罩覆蓋的聲音，每一個動人故事，又是否能擊破隔膜，打動人心？

未見其人，先聞其聲，或許就能看到每個故事最原始真實的模樣。

Expand Post



An interactive online platform for student organisations to:

- Share news and announcements
- Promote upcoming events
- Collect feedback from members

**Receive HK\$1 000 special funding**

- Create a community on BUhub
- Invite at least 20 members to join your community
- Share at least 1 post of related topics for 4 consecutive weeks
- Application deadline: 15 May 2022

**ONE-OFF REWARD!**

No receipt required for reimbursement



7.1. The DSA reserves the right to approve an extra amount of fund to student organizations scale.

7.2. The DSA reserves the right to amend the funding guidelines at any time as appropriate.

## Useful Resources

- [Online application form for Ear-marked Student Activities Fund](#)
- [Staff Advisor's Recommendation form](#)
- [Online activity evaluation report](#)
- [Department endorsement form \(for activities with students of self-funded programmes\)](#)

## Enquiry

### Office of Student Affairs

Phone: 3411 5894

Email: [sac1a@hkbu.edu.hk](mailto:sac1a@hkbu.edu.hk)

Address: Room 401, The Wing Lung Bank Building for Business Studies, Shaw Campus

# FUNDING APPLICATION GUIDELINES

# APPLICATION PROCEDURES

Ear-marked Student Activities Fund	Service-Learning Student Activities Fund	Campus Inclusion Activities (CIA) Programme	Subsidy for Orientation Activities 2022/2023	UGC Special Activity Grant for Student-Initiated Sports Events	AC Hall Block Grant	BUhub Communities Fund
<b>Online Application form</b>  <u>Required documents:</u> <ul style="list-style-type: none"> <li>• <b>Activity proposal</b> detailing programme objectives &amp; description, event rundown, anticipated no. of participants and intended learning outcomes (HKBU graduate attributes).</li> <li>• <b>Budget plan</b> with detailed breakdown including both expected incomes and expenses</li> <li>• <b>Tentative itinerary</b> (for overseas activities)</li> <li>• <b>Staff advisor's recommendation form</b> (for Ear-marked and Service-Learning Student Activities Funds)</li> </ul>					<b>Refer to website for application instructions</b>	



# POST-ACTIVITY EVALUATION REPORT

Student organisations are required to submit the following within **1 MONTH** after completion of the funded programme:

- **Online evaluation report which includes:**

- Justifications of learning outcomes achieved
- Achievements attained (e.g. awards, prizes), if any
- Financial statement with ORIGINAL RECEIPTS
- At least 6 photos showing different elements of the activity
- List of participants with their full name and student ID
- Copy of all promotion materials with relevant acknowledgement stated, e.g. **"The activity is sponsored by Hong Kong Baptist University Student Activities Fund"**

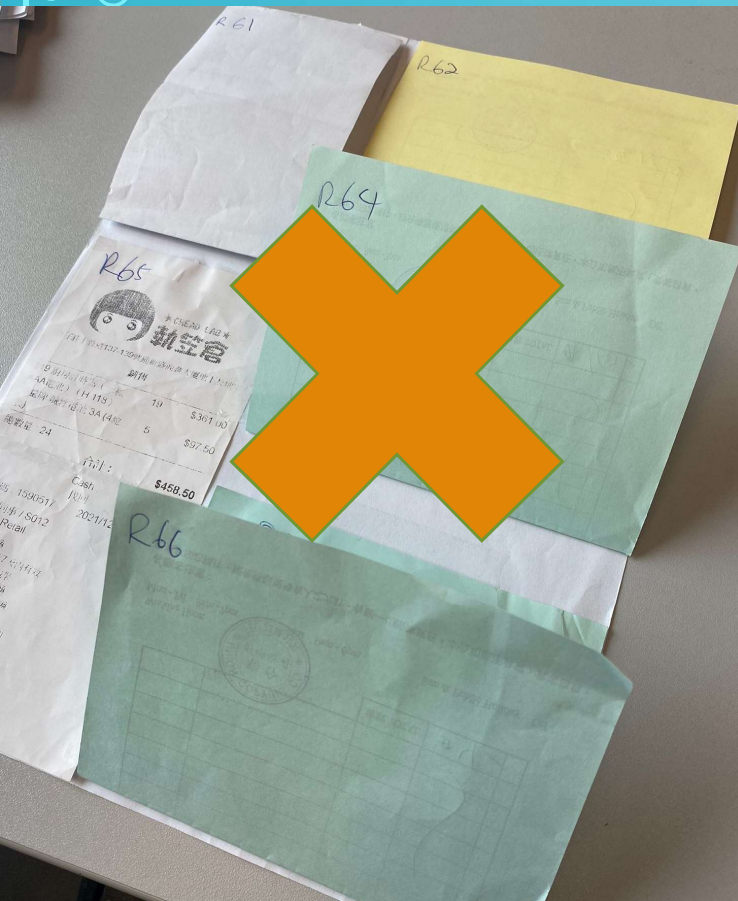
**Funding will be FORFEITED for late submission of evaluation report**




## REMINDERS ON FUNDING APPLICATIONS

- **Subsidy will be reimbursed to student organisations' bank account after completion of event**
- **Applicant for funding must be an exco member of the student organization**
- **Complete the application form & evaluation report in ENGLISH as far as possible**
- **Late and incomplete applications will NOT be considered**

# REQUIREMENTS OF RECEIPTS FOR REIMBURSEMENT



- Original receipts must be submitted for reimbursement
- Official receipts/payment proof must be provided for online purchase (E.g. credit card statement)
- Proof of exchange rate must be provided for transaction in foreign currencies
- Full receipts must be shown clearly on A4 paper(s)

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# STUDENT LEARNING EXPERIENCE SYSTEM (SLES)

# SUBMISSION OF ACTIVITIES TO SLES

Student Learning Experience System (SLES-UAT)

My Society

My Society

Society Name Bridge Club (橋牌學會)

Abbreviation sa-brh

Add Period

Show 12 entries





Copy CSV Print

Action	Service Year	Start Date	End Date	No. of Members	No. of Advisors
<a href="#">Activity</a> <a href="#">Add Member</a>	2017	2017-01-22	2017-12-31	15	1
<a href="#">Activity</a> <a href="#">Event Member</a>	2015	2015-04-01	2016-03-31	53	
<a href="#">Activity</a> <a href="#">Event Member</a>	2014	2014-04-01	2015-03-31	53	
<a href="#">Activity</a>	2013	2013-04-01	2014-03-31	50	

- <https://sles.hkbu.edu.hk/>
- To recognise your effort in organising student activities
- For easy reference for preparation of annual report
- Remember to input attendance record for all activities
- You are required to submit SLES activity code when application for on-campus venue on VFBS








#### NEWS & EVENTS

-  e-Announcements
-  HKBU Events
-  HKBU News
-  Academic Calendar

#### WORK

#### CAMPUS

-  Health Declaration
-  Visitor Registration
-  Check-In
-  Sports Facility Booking
-  Campus Map
-  Facilities

## CHECK-IN FUNCTION ON HKBU MOBILE APP

- To obtain participation record for your event efficiently
- Student officers are able to take attendance for participants on HKBU Mobile app
- Identify and register “attendance takers” on SLES before the event

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# UPDATES ON STUDENT ACTIVITIES

# SUMMER SCHEDULE 2022

SUN	MON	TUE	WED	THU	FRI	SAT
August 2022	8	9	10 Acceptance of JUPAS Main Round offer	11 Acceptance of JUPAS Main Round offer	12 UG Students: <b>On-campus New Student Enrolment (AR)</b> <b>Optional Library Tour (LIB)</b>	13 [AM]
14	15 UG Students: <b>On-campus New Student Enrolment (AR)</b>	16 UG Students: <b>On-campus New Student Enrolment (AR)</b>  Senior Year Places Students: <b>Orientation by Faculty*</b>	17 UG Students: Reserved for New Student Enrolment (Contingency)	18  UG Students – <b>Online Course Pre-registration (AR)</b>	19	20
21	22	23	24  UG Students: <b>U-Life Orientation Workshops - Personal Transformation (SA)</b>  Mode of Delivery: Local students – <b>face-to-face</b> Non-local students - <b>online</b>	25	26 Aug  UG Students: <b>U-Life Orientation Workshops – [AM] - Graduate Attributes (CHTL) [PM] - University Research (LIB)</b> Mode of Delivery: Online  Non-local UG and Exchange Students: <b>[Evening] – Orientation on Hall Life (Student Residence Halls)</b> Mode of Delivery: face-to-face	27
		23 August onwards Non-local UG and Exchange Students: Check-in at Student Residence Halls				
28	29 Non-local UG and Exchange Students: <b>[Evening] – Orientation on Hall Life (Student Residence Halls)</b> Mode of Delivery: face-to-face	30 Exchange Students: <b>Orientation (INTL)</b>	31 Exchange Students: <b>Orientation (INTL)</b>	September 1  International Students: <b>Welcome Session (INTL)</b>	2 Year 1 Students: - <b>Orientation by Faculty</b> Mainland Parents and Students: <b>Welcome Session (AR)</b>	3
			31 August onwards <b>Local UG Students: Check-in at Student Residence Halls</b>			
4	5 <b>First Day of Classes</b>	6	7	8	9	10

# VIRTUAL STUDENT ORGANIZATION FAIR

<https://www.hkbu-stu-org-fair.com/>



# VIRTUAL STUDENT ORGANIZATION FAIR

**June 2022**

Student organisations  
provide input to SA

**July 2022**

SA performs website  
development

**August 2022**

Official launch of  
website



# CODE: COACHING, ORGANISATION DEVELOPMENT, AND ENGAGEMENT PROGRAM

- Tailor-made training sessions to equip student officers with the knowledge and practical skills that are essential to the development of student organisations
- Details of CODE Program 2022: to be announced
- Student organisations are required to send representatives to attend all workshops

No. of representatives no less than	Reward(s) to be received by student organisation
<b>TWO-THIRDS</b> of the number of executive committee members	Both 1 + 2
<b>ONE-THIRD</b> of the number of executive committee members	Either 1 or 2

## CODE Rewards:

1. Advanced venue booking for student activities
2. Additional funding towards student activities

# ENQUIRIES




**Tel:** 3411 5894 / 3411 5070



**Email:** [sacal@hkbu.edu.hk](mailto:sacal@hkbu.edu.hk)



**Address:** Room 401  
The Wing Lung Bank Building for Business Studies  
Shaw Campus, HKBU



# ANY OTHER QUESTIONS, COMMENTS AND SUGGESTIONS??

- Related to the above issues
- Other SA's services, support and policies relevant to student activities / student organisations
- Universities facilities and learning support
- Teaching and learning policies