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**Ten Thousand People's Scheme (TTPS)   
Application for Special Allowance**

**Background of the Ten Thousand People's Scheme (TTPS):**

The Ten Thousand People's Scheme (TTPS) provides UGC-funded undergraduate students with diversified experiential learning opportunities in the mainland. Through cultural exchanges, short courses, research projects, internships, academic competitions, service learning activities, and visits, TTPS promotes exchanges between Hong Kong and Mainland tertiary students and enhances their understanding of the nation.

**Application details:**

|  |  |
| --- | --- |
| Eligibility: | * HKBU UGC-funded UG students who completed the TTPS with a programme end date **on or** **after 1st  May 2025** * Students who meet the requirements for the “General Allowance” and have total expenses incurred in the programme that exceed twice the amount of the General Allowance.   + Examples of eligible items in Special Allowance:     - Round-trip transportation     - Accommodation arranged by the host but at students’ own expense (Coverage: Official Travel Period and +1/-1 day)     - Tuition/Course material fee (e.g. Course fee for summer school programmes)     - Fee incurred from other activities, which is necessary for the programme (e.g. ticket fee, transportation fee), but not covered by the host institution   + Examples of non-eligible items:     - Meal     - Fare for self-arranged activities     - Fare of Local transportation     - Additional cost of HKBU insurance     - Other personal expenses |
| Application documents: | * Application form (with evaluation and reflective journal) * Proof of programme completion issued by mainland institutions * Proof of additional cost (e.g. receipt) * 5 photos taken during your outbound programme (no less than 1MB per photo) |
| Deadline for application: | * **Within one month** of completing the outbound programme under TTPS |
| Payment: | * Students submitting the completed application by 31 October or 30 April will receive an allowance in **December or June** respectively. * Students can apply for an allowance that covers a maximum of 50% of expenses incurred for the programme, with a ceiling of HK$5,000. * Any subsidies granted by other HKBU funding sources for the same programme shall be deducted from the allowance, to avoid double benefits. |

**Note:**

1. **Students can only receive the allowance once in each academic year.**
2. **Students can only apply for either the General Allowance or Special** **Allowance for the programme.**

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**Ten Thousand People's Scheme (TTPS)**

**Application for Special Allowance**

Before submission, please read the information carefully on the TTPS website to understand the details of the allowance. Please submit the application form, ***together with the documentary proof of programme completion, an e-evaluation survey, proof of additional cost, and 5 photos*** to ttps\_sa@hkbu.edu.hk within one month of completing the outbound programme under TTPS.

1. **Applicant information**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Name | (Chinese) | (English) | | |
| Student ID |  | Contact No. |  | |
| E-mail |  | | | |
| Study Programme |  | Study Year | |  |

1. **Bank information**

|  |  |  |  |
| --- | --- | --- | --- |
| Name of the Local Bank |  | Name of Account Holder |  |
| Bank Account Code |  |

1. **TTPS information**

|  |  |  |  |
| --- | --- | --- | --- |
| Name of TTPS |  | Code of TTPS |  |
| Duration |  | Destination |  |

1. **Details of expenses incurred from the programme**

|  |  |  |
| --- | --- | --- |
| Item | Amount (RMB) | Description |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |

1. **Application Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**
2. **Amount of other HKBU subsidies being granted for the programme (please write “NA” if there is none): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

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**Ten Thousand People's Scheme (TTPS) Award**

**Student Evaluation Survey**

**Please click the link or scan the QR code below to complete the evaluation survey:**

|  |
| --- |
| **Link:**  [**https://forms.office.com/r/Q4qmZrUXV3**](https://forms.office.com/r/Q4qmZrUXV3)  **QR code:**    **I have completed the evaluation survey.** |

**Please send the completed document to** [**ttps\_sa@hkbu.edu.hk**](mailto:ttps_sa@hkbu.edu.hk)**, together with**

1. **5 photos taken during your outbound programme (not less than 1MB per photo)**
2. **Documentary proof of programme completion issued by mainland institutions**
3. **Proof of expenses incurred from programme (e.g. receipt)**

**within one month of outbound programme completion.**