

HONG KONG BAPTIST UNIVERSITY
Undergraduate Halls, Student Accommodation Section, Office of Student Affairs
Application for Cultural Experience Award in Spring Semester, 2016/17

General Information of Cultural Experience Award *(please read carefully before submission)*

I. Objectives:

To enrich hall life by encouraging residents to share their special skills and unique experience of their home countries.

II. Award:

The Review Panel will review and award the CEA program with reference to the scale:

- Program Hours from 1.5 hrs* to 4 hours –HK\$ 400 to HK\$900
- Program Hours from 5 hours to 7 hours–HK\$ 1000 to HK\$1700
- Program Hours with 8 hours or more –HK\$ 1800 to HK\$ 2000

**For program lasting for 1.5 hours only, it must be conducted in one session within the same day.*

III. Eligibility:

All undergraduates (local, mainland or international students) residing in the UGH and willing to share with fellow residents their cultural experience may apply for the award during their stay at UGH.

IV. Application Method & Deadline:

Submit the completed application form to hall_edu@hkbu.edu.hk by 5pm, 16 January 2017 (Mon).

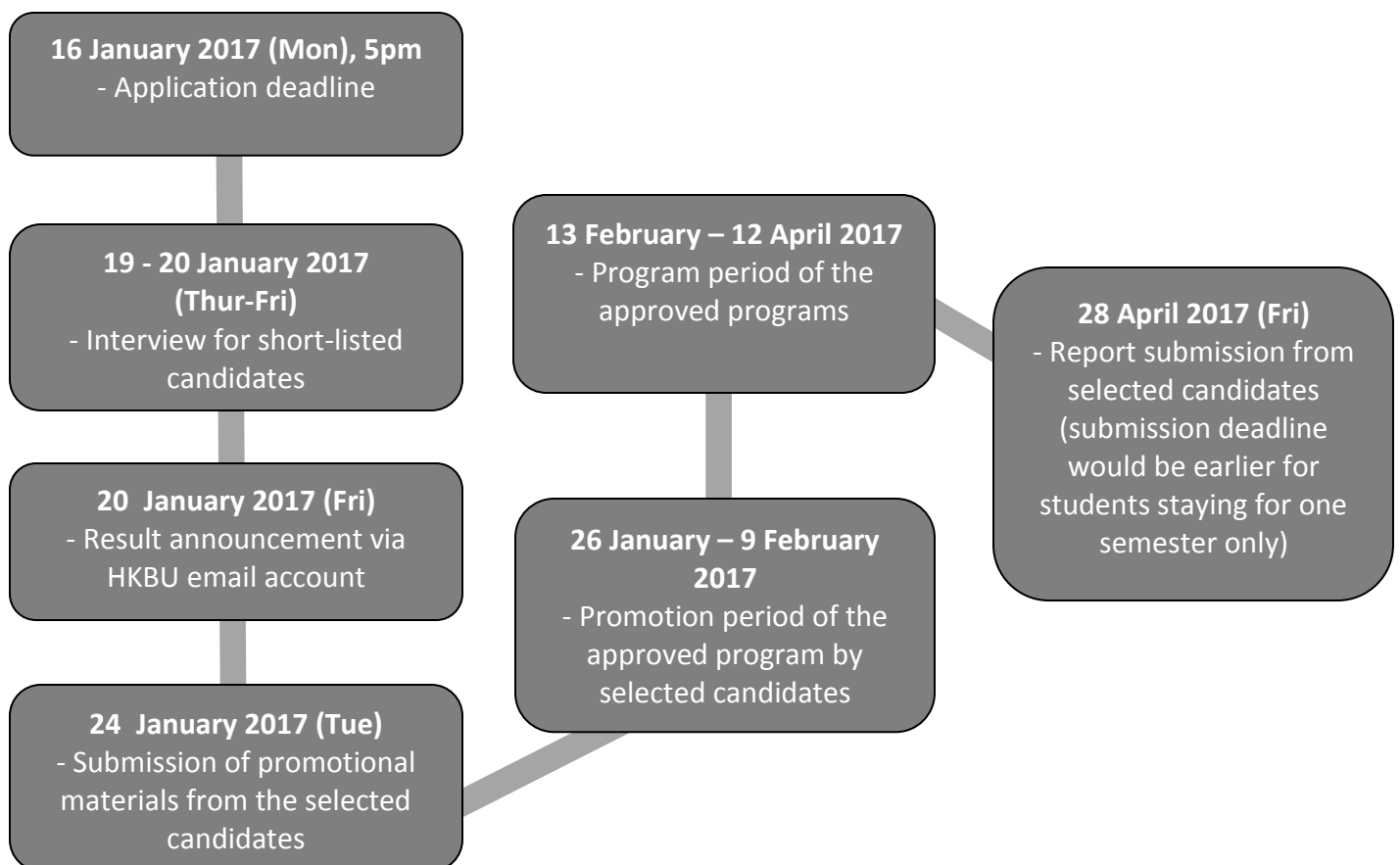
V. Program Criteria:

1. The program must have a cultural element and open to all residents.
2. The program must be conducted in English except for foreign language learning programs.
3. The minimum class size should be 10 which must include local, mainland and international students.
4. The program host(s)/ hostess(es) may conduct their cultural projects individually or in group. The program hours must not be less than 1.5 hours. (For program lasting for 1.5 hours only, it must be conducted in one session within the same day.)
5. The program host(s)/ hostess(es) will design, promote, deliver and evaluate their own program. By end of the program, the program host(s)/ hostess(es) will submit reports to the staff-in-charge of the Cultural Experience Award. The report includes but not limited to attendance sheets, photos, self-evaluation and peer evaluations of the program.
6. Subject to the approval of the staff-in-charge of the Cultural Experience Award, the program host(s)/ hostess(es) may request to collect a reasonable amount of program fee from their participants, as material cost or other program related expenses. Substantial proof should be presented to the staff-in-charge of the Cultural Experience Award for such request.

VI. Selection Procedure & Criteria:

1. The Selection Panel, composed of Resident Master or Assistant Director of Student Affairs and a staff from the Hall Life Team, will be formed to assess the applications.
2. Only short-listed candidates will be invited to attend an interview. During the interview, the candidates will be required to present their program objectives and lesson plans with or without other visual aids like powerpoint.
3. The recommendation of the Selection Panel will be submitted to the Director of Student Affairs for final approval.
4. Staff from Hall Life Team will monitor the implementation of the program initiated by the successful candidate(s).

VII. Important Timeline



HONG KONG BAPTIST UNIVERSITY

Undergraduate Halls, Student Accommodation Section, Office of Student Affairs Application for Cultural Experience Award in Spring Semester, 2016/17

I. Personal Particulars

(Copy this table or use separate sheet(s) to provide all candidates info. if the service is conducted in group)

Name (as shown on Passport/ HKID): (ENG) _____

(CHIN) _____

Gender: _____ Hall/ Room No.: _____ Mobile No.: _____

Student ID No.: _____ Email Address: _____

Nationality: _____ Home University (for exchange students only): _____

II. Program Proposal

Title of Program: _____

Venue and Equipment required: (venue size, overhead projector, public address system, etc)

Number of Program Hours (min. 1.5 hours): _____

Targeted Class Size (min. 10): _____

III. Proposed Class Schedule

(Your program may run any time between 13 February and 12 April 2017; preferably night time on weekdays. Except, 17 March for Joint Hall High Table Dinner and 4 April on Ching Ming Festival Holiday)

Class 1 (Date/Time)	Class 2 (Date/Time)	Class 3 (Date/Time)	Class 4 (Date/Time)	Class 5 (Date/Time)

Class 6 (Date/Time)	Class 7 (Date/Time)	Class 8 (Date/Time)	Class 9 (Date/Time)	Class 10 (Date/Time)

IV. Description of the Proposed Program *(additional sheets may be attached as necessary):*
(Please include information on content, methodology, teaching plans, benefits to hall resident community, safety measures and contingency plans for outdoor activities in case of bad weather, etc)

V. Interview Arrangement

Please indicate your availability to attend interview: (pls add ✓ to ALL the sections you are available)

19/1/2017 (Thur)	20/1/2017 (Fri)
2:30pm-3:00pm <input type="checkbox"/>	10:30am-11:00am <input type="checkbox"/>
3:00pm-3:30pm <input type="checkbox"/>	11:00am-11:30am <input type="checkbox"/>
3:30pm-4:00pm <input type="checkbox"/>	11:30am-12:00nn <input type="checkbox"/>
4:00pm-4:30pm <input type="checkbox"/>	12:00nn-12:30pm <input type="checkbox"/>

VI. Declaration

I have read the General Information about Cultural Experience Award. I declare that all information provided by me is accurate and complete. I understand that provision of false information may lead to disqualification and disciplinary action.

Name of applicant**: _____ Student I.D.: _____

Signature: _____ Date: _____

**Note: If you are under the age of 18, you are required to get permission from your parent/guardian before joining any outing as may be required under your proposed program.