

## **Undergraduate Halls Resident Initiative Award (RIA)**

### **General Information**

#### **A. Objectives**

Residents of the Undergraduate Halls (Halls) are encouraged to organise activities that promote the development dimensions of Hall Life Education at the Halls. The activities should be targeted to current Halls residents and arranged on or off-campus. The development dimensions are Residents' Bondedness, Community Engagement, Personal Enrichment and Green & Health Mindfulness. (For details of the four dimensions: <https://sa.hkbu.edu.hk/sas/hle/page/detail/7281>)

#### **B. Eligibility**

All current residents of the Undergraduate Halls, including students from exchange programmes, are welcome to submit proposals on individual or group basis.

#### **C. Application and Activity Period**

Applications will be processed on the 15th and 30th of each month (or the next working day if the date falls onto a weekend or a public holiday) from August till end of March of the following year (31 March 2021). To allow sufficient time for selection and participant recruitment of successful application, the first day of the proposed activity should be scheduled at least 5 working days after the application process day of the application month.

(i.e. application submitted on 1 October will be processed on 15 October and the first activity day will be on 22 October, the earliest)

#### **D. Selection Procedures**

1. An application form with full activity proposal and budget plan should be submitted to the Hall Life Team during the application period.
2. Selected applicants will be invited to attend the interview with a panel consisting of one Resident Master/ Assistant Director of Student Affairs and two members from Hall Life Team, including at least one Resident Community Officer.
3. The Interview Panel will evaluate the activity on its design, practicality and presentation of the applicants according to the marking scheme.
4. Successful applicants will be notified of an initial amount of award being approved (max. \$5,000). The actual amount of award (max. \$5,000) will be subjected to the evaluation of the activity after its completion and upon approval of the Interview Panel.

#### **E. Timeline for Successful Applicants (Activity Hosts)**

1. Activity Hosts will be required to promote and deliver their own activity in line with the schedule agreed during the interview. They should submit timely progress update to the staff of Hall Life Team.
2. Subject to the approval of the staff of Hall Life Team, the Activity Hosts may request to collect a reasonable amount of activity fee from their participants, as material cost or other activity related expenses. Substantial proof should be presented to the staff from Hall Life Team for such request.
3. Within one month after the completion of the activity, Activity Hosts will be required to submit the activity evaluation report including but not limited to the financial report and peer evaluation to Hall Life Team.
4. The activity evaluation report will be evaluated by the Panel. The actual amount of award may be adjusted based on the performance of the activity.
5. The total amount of award will be transferred to the Activity Leader after all vetting of financial documents by the University.

**Marking Scheme and Award Amount of RIA**

<b>Marking Scheme</b>	<b>Award Amount</b>
<p><b>Practicability of the Activity (10 points)</b></p> <p>Students are expected to demonstrate their abilities to run the complete activity and have reasonable consideration to the possible challenges and solutions to them.</p>	<p>An average of 20 points from the Interview Panel as passing score.</p> <p>Successful application will receive:</p> <p>1. <b>Base Award:</b> HKD 1,000</p> <p>AND</p> <p>2. <b>Reimbursement based on actual cost:</b> \$1,500 or total cost of the activity, whichever the lower, subject to reimbursement. Note: If the total cost exceed more than 20% of the proposed budget, the financial report will be submitted to the panel for re-approval with the max reimbursement at \$1,500)</p>
<p><b>Presentation (5 points)</b></p> <p>Students are expected to be well- prepared for the interview which includes the presentation on the proposal and the Q&amp;A section.</p>	<p>AND</p> <p>3. <b>Bonus Award based on activity performance</b></p> <p>3i. Up to HKD1,000 for being creative in promoting and organising activity with sustainable learning and receive positive feedback.</p> <ul style="list-style-type: none"> <li>• HKD200 for adopting traditional activity design and promotional method.</li> <li>• HKD600 for some creativity shown on activity design and promotion, and with some degree of sustainable learnings.</li> <li>• HKD1,000 for high effort on putting forward a creative activity with sustainable learnings. Multiple creative promotional channels were deployed and received positive feedback.</li> </ul>
<p><b>Activity Design (35 points)</b></p> <p>Students are expected to design activity that promote at least one of the four development dimensions of hall life education and engage the culturally diversified community within or beyond Halls. Each activity should be targeted to a minimal of 10 residents. The activity is encouraged to be in a series or with sustainable learnings and be creative in nature as well as on its promotional strategy.</p>	<p>3ii. Up to HKD500 for successfully engaged students from local, mainland and international to organise and participate in the activity.</p> <ul style="list-style-type: none"> <li>• HKD 100 for successfully engaged students from more than one cultural backgrounds to participate in the activity.</li> <li>• HKD300 for successfully engaged students from local, mainland and international to participate in the activity.</li> <li>• HKD500 for successfully engaged students from local, mainland and international to organise and participate in the activity.</li> </ul> <p>3 iii. Up to HKD1,000 for successfully connected community within and beyond halls and with substantial impact.</p> <ul style="list-style-type: none"> <li>• HKD400 for successfully enhance community bonding inside Halls.</li> <li>• HKD600 for successfully connected with community beyond Halls.</li> <li>• HKD1,000 for successfully connected with community with or beyond Halls which could bring substantial impacts to the Halls and non-Halls community.</li> </ul>
	<b>Total Award: Up to HKD5,000</b>