

Office of Student Affairs
Unit for Students with Special Educational Needs
Students with Special Educational Needs (SSEN) Development Grant

Application Guidelines

Introduction

Students with Special Educational Needs Development Grant (SSENDG) is set up by a one-off grant from the University Grants Committee starting since September 2015. DG is the Office of Student Affairs' new initiative to encourage students with special educational needs (SSEN)'s active participation in university or community activities. It is hope that the funded projects would enhance the self-confidence of SSEN who is less keen on joining activities due to disabilities or limitations, generally.

Objective

1. To foster the seven HKBU Graduate Attributes, namely Citizenship, Knowledge, Learning, Skills, Creativity, Communication and Teamwork of SSEN.
2. To enhance the self-confidence of SSEN through the participation or organization of projects proposed.

Eligibility

1. Current full-time HKBU students on UGC funded programmes registered with special educational needs such as physical disability, hearing impairment, visual impairment, speech and language impairment, visceral disability, specific learning disabilities, attention deficit/hyperactivity disorder, autism spectrum disorder, development coordination disorder, mental illness and chronic medical illness.
2. A completed application **MUST be submitted at least 6 weeks prior** to the start of the project. The outcome of application will be notified normally within two weeks upon receipt of the completed application.
3. All projects **MUST** be recommended by the advisor from the SSEN.
4. No double subsidies will be granted within the Office of Student Affairs.
5. The Grant supports any of the following projects, events, programme, activities which are organized or participated by SSEN:
 - (i) Exhibition / Road Show
 - (ii) Seminar / Talk
 - (iii) Research Project
 - (iv) Publications

- (v) Education Project
- (vi) Extra-curricular or Community Learning Activities
- (vii) Local or Overseas Study Tour
- (viii) Learning activities which meet the objective(s) of DG

Criteria for granting

1. Approval for applications is based on the following criteria:
 - (i) The impact of the project to the applicant's personal development;
 - (ii) Preference will be given to eligible applications from SSEN who have never received funding from SA (No limitation on the number of submissions for each applicant.)

Guidelines of Grant Application

1. Grant rules

- (i) 70% of the promotion/production/participation costs, with a maximum of \$10,000 per application
- (ii) The SA may exercise discretion to approve extra amount of grant for projects that well deserve it.
- (iii) The SA reserves the final rights on the decisions of subsidy allocation and guidelines amendment at any time as appropriate.

2. Timeline for application

The completed application should be submitted to USSEN at least 6 weeks prior to the start of the project. The grant is open for application throughout the year.

3. Application procedures and administrations

To apply the grant, applicants should submit the completed application form (for DG registration) and the project proposal to the USSEN by email to ussen@hkbu.edu.hk or in person (DLB 704A, Shaw Campus, during office hours) at least 6 weeks prior to the start of the project.

4. Project Completion Date

Under normal circumstance, projects should be completed within one year upon approval of the Grant, unless special approval is obtained from the USSEN in advance. If the applicant is not able to carry out the planned project, USSEN has the right to request a refund from the applicant. A final report should be submitted within one month upon the completion of project.