Purpose of the Award
To equip students with an international vision and broaden their exposure to multicultural environment and enhancing their communication skills in English, Putonghua or other languages through participating in outreach activities.

An outreach activity:
1) is conducted outside Hong Kong in the 2013/14 academic year (i.e. 1 Sep 2013 to 31 Aug 2014).
2) is either course related or on a voluntarily basis.
3) must be organized / endorsed by Departments / Units at HKIEd, including the following:
   - Participate in event / competition
     (e.g. conferences / forums / workshops / seminars / training camps / competitions / service projects)
   - Internship / placement
   - Field / study trip
   - Attend a course
     (e.g. foreign language immersion programmes / academic exchange programmes)

Quota
Up to 83 awardees. There is no fixed quota for each category.

Award
1) Each award is HK$ 10,000 (for local and non-local students at all levels). The award can be held concurrently with other awards, prizes, subsidies, sponsorships etc.
2) A student can receive the Reaching Out Award and Talent Development Scholarship (TDS) concurrently in the same academic year.
3) The award is NOT on reimbursement basis but may cover (part of) the expenses incurred during the outreach activities, such as tuition fees, airfare, accommodation and other incidental expenses.
Eligibility criteria
The applicant
1) must be full-time local or non-local student pursuing publicly-funded degree or above level and sub-degree programmes.
2) attains a cumulative / programme GPA of 3.0 or above at the time of application.
3) should be selected to participate in or have completed the outreach activities. In other word, applications are accepted even though the activities were completed, but limited to be held in 2013/14 academic year.
4) must be nominated by the Faculty / Graduate School in which he/she is currently registered.
5) has NOT received the Reaching Out Award before.

Application Procedure
Applicants must provide the following:
1) Completed application form;
2) Copy of student card;
3) Copy of your latest academic transcript or certificates / diploma;

<table>
<thead>
<tr>
<th>Examination type</th>
<th>Documentary proof</th>
</tr>
</thead>
<tbody>
<tr>
<td>Sub-degree/Degree</td>
<td>Copies of transcript showing your programme GPA, your name and Student ID</td>
</tr>
<tr>
<td>Other qualification</td>
<td>Copies of graduation certificates, diploma or etc.</td>
</tr>
</tbody>
</table>

4) Proofs of enrollment for outreach activity

<table>
<thead>
<tr>
<th>Outreach activity type</th>
<th>Documentary proof</th>
</tr>
</thead>
<tbody>
<tr>
<td>Participate in event / competition</td>
<td>1. Acceptance letter/email from organizer or organizing departments/units</td>
</tr>
<tr>
<td>Internship / placement</td>
<td>2. Programme information</td>
</tr>
<tr>
<td>Field / study trip</td>
<td></td>
</tr>
<tr>
<td>Attend a course</td>
<td>1. Acceptance letter/email from immersion institution / exchange institution</td>
</tr>
</tbody>
</table>

Completed application and all required supporting documents should reach your Faculty Office / Graduate School before 12:00 noon, 5 March 2014 (Wednesday). Incomplete or late application will not be processed.
Assessment Criteria
1) Candidates should have good academic performance:
   - Achieving a minimum cumulative / programme GPA of 3.0; or
   - Having outstanding academic results if cumulative / programme GPA is not available (e.g. public examination results).

2) Priority is set in accordance with the nature of outreach activity (i.e. destination, activity duration, student cost, etc.).

Conditions of Award
Each awardee should submit a reflection report (see guidelines in Annex I), which summarizes what they have learnt and any other insights related to their time aboard, to the Fund Secretariat and related government bureau / departments via the Student Affairs Office upon result announcement. Awardees are required to attend related functions organized by HKSAR Government Scholarship Fund.

Enquiries

<table>
<thead>
<tr>
<th>Faculty / Graduate School</th>
<th>Contact Person</th>
<th>Telephone</th>
<th>Email</th>
</tr>
</thead>
<tbody>
<tr>
<td>Faculty of Education and Human Development (FEHD)</td>
<td>Ms Joanne LEUNG</td>
<td>2948-8523</td>
<td><a href="mailto:jskleung@ied.edu.hk">jskleung@ied.edu.hk</a></td>
</tr>
<tr>
<td>Faculty of Humanities (FHM)</td>
<td>Miss Michelle YU</td>
<td>2948-7737</td>
<td><a href="mailto:yuwc@ied.edu.hk">yuwc@ied.edu.hk</a></td>
</tr>
<tr>
<td>Faculty of Liberal Arts and Social Sciences (FLASS)</td>
<td>Miss Ava AU</td>
<td>2948-8036</td>
<td><a href="mailto:wcau@ied.edu.hk">wcau@ied.edu.hk</a></td>
</tr>
<tr>
<td>Graduate School (GS)</td>
<td>Miss Candy KOO</td>
<td>2948-7283</td>
<td><a href="mailto:lskoo@ied.edu.hk">lskoo@ied.edu.hk</a></td>
</tr>
<tr>
<td>Student Affairs Office (SAO)</td>
<td>Miss Christie LUI</td>
<td>2948-6439</td>
<td><a href="mailto:kwlui@ied.edu.hk">kwlui@ied.edu.hk</a></td>
</tr>
</tbody>
</table>
THE HONG KONG INSTITUTE OF EDUCATION

HKSARG Reaching Out Award (ROA) 2013/14
Application Form

Please read through the application guidelines prior to completing the application form. Applicants are required to submit the completed application form and all required supporting documents to your Faculty Office / Graduate School before 12:00 noon, 5 March 2014 (Wed).

A. Applicant Personal Particulars

<table>
<thead>
<tr>
<th>Institution Name</th>
<th>The Hong Kong Institute of Education</th>
</tr>
</thead>
<tbody>
<tr>
<td>Applicant Name</td>
<td>English ___________________________ Chinese ___________________________</td>
</tr>
<tr>
<td>Programme Name</td>
<td>___________________________</td>
</tr>
<tr>
<td>Student No.:</td>
<td>___________________________ Gender: M / F #</td>
</tr>
<tr>
<td>Place of Origin</td>
<td>___________________________ Telephone: ___________________________</td>
</tr>
<tr>
<td>(For non-local students only)</td>
<td></td>
</tr>
<tr>
<td>Year of Study #:</td>
<td>1 / 2 / 3 / 4 Latest Cumulative GPA: ___________________________</td>
</tr>
<tr>
<td>Level of Study #:</td>
<td>Sub-degree / Degree / Postgraduate</td>
</tr>
<tr>
<td>Are you final year student:</td>
<td>□ Yes □ No</td>
</tr>
<tr>
<td>Did you receive ROA before?</td>
<td>□ Yes □ No (if Yes, you are not eligible to apply.)</td>
</tr>
</tbody>
</table>

* Please CIRCLE as appropriate.

B. Details of Outreach Activity

The activity should be conducted outside Hong Kong between 1 Sep 2013 and 31 Aug 2014. (Please provide copies of documentary proof for verification)

| Name of Activity | ___________________________ |
| Organizer | ___________________________ |
| Duration From (Day/Month/Year) to (Day/Month/Year) Duration: (Days) | ___________________________ |
| Destination | ___________________________ |

Category:  
(Please √ as appropriate.)  
□ Participate in event / competition  
(e.g. conferences / forums / workshops / seminars / training camps / competitions / services projects)  
□ Internship / placement  
□ Field / study trip  
□ Attend a course  
(e.g. foreign language immersion programmes / academic exchange programmes)
Objective(s):

Brief description:

Benefit to be derived from the Activity:

Estimated Activity Cost:

<table>
<thead>
<tr>
<th>Activity Cost (i.e. transportation, accommodation, meal, tuition fee / programme fee, etc)</th>
<th>HK$</th>
</tr>
</thead>
<tbody>
<tr>
<td>Other costs (i.e. insurance, visa, etc)</td>
<td></td>
</tr>
<tr>
<td><strong>Total Cost</strong></td>
<td></td>
</tr>
<tr>
<td><strong>MINUS</strong> Sponsorship / Subsidies¹ (if applicable)</td>
<td></td>
</tr>
<tr>
<td><strong>Student Cost</strong></td>
<td></td>
</tr>
</tbody>
</table>

¹ Please provide details of other sources of sponsorships / subsidies (excluding Institute’s IRLEF) for the same activity:

Sponsoring Organization:

I have read and understand the Application Guidelines. I declare that the information given in this application form is true and complete. I understand that any inaccurate information will render the application invalid, the award approved will be withheld and any payment made will be refunded to the HKIEd. I authorize the HKIEd to handle my personal data / information provided in this award application form, including disclosing the information to Education Bureau for their selection and approval.

Applicant’s Signature:

Date:

Completed application form and all required supporting documents should be returned to your Faculty Office / Graduate School before 12:00 noon, 5 March 2014 (Wed).
Recommendation

(To be completed by Faculty / Graduate School staff of the HKIEd)

The applicant is:

☐ highly recommended
☐ recommended
☐ on reserve
☐ not recommended

for the Reaching Out Award 2013/14.

Signature: ________________________________

Name of Staff: ________________________________

Post: ________________________________

Faculty / School: ________________________________

Date: ________________________________
ROA recipients returning from their outreaching activities are required to submit a self-reflection report either in English or Chinese. The report allows recipients to share their outreaching experiences with other fellow students and help improve the operation of the scheme and benefit future ROA recipients.

The HKSAR Government Scholarship Fund reserves the right to publish the reports and photos (in full or in part) submitted by ROA recipients, either online or in print.

**Points to note**

1. Recipients of ROA should submit the **soft copy** of the self-reflection report to Student Affairs Office Miss Debby Yeung (Email: ylyeung@ied.edu.hk) upon cheque collection.

2. The soft copy of the report together with the photos should be saved in a **ZIP file** with following format.
   - HKIEd_Type of activity_Full name (e.g. HKIEd_Attend a course_CHAN Tai Man.zip)

3. The sample self-reflection report form is attached below. Recipients are required to fill in Section A and complete Section B based on the guidelines.

4. Recipients who fail to submit the reflection report should not be awarded the scholarship money and the certificate.
HKSAR Government Scholarship Fund 2013/14
Reaching Out Award (ROA)
Self-reflection Report
(Sample)

SECTION A: PARTICULARS

Name (Eng): 按一下這裡以輸入文字。 Name (Chi): 按一下這裡以輸入文字。  
Student ID: 按一下這裡以輸入文字。 Year of Study: 按一下這裡以輸入文字。  
Programme Name: 按一下這裡以輸入文字。  
Name of activity: 按一下這裡以輸入文字。  
Category: 選擇一個項目。  
Destination: 按一下這裡以輸入文字。  
Date of activity (from): 按一下這裡以輸入日期。 Date of activity (to): 按一下這裡以輸入日期。  
Total cost of activity (amount incurred by a non-ROA recipient): HK$按一下這裡以輸入文字。  
Amount of subsidy received (excluding ROA) [if known]: HK$按一下這裡以輸入文字。  
Organizer/ Unit responsible for the activity: 按一下這裡以輸入文字。  
Objective(s) of the activity: 按一下這裡以輸入文字。  

SECTION B: SELF-REFLECTION

Please use at least 2,000 words to share your outreaching experience and attach a maximum of 3 photos taken during the trip. Your report ideally should address the following points:

- Brief description of the host institution/ organization/ destination
- Events/ activities/ programmes participated at the destination
- Difficulties encountered during the outreaching activity (if any)
- Memorable moment(s) experienced during the outreaching activity
- Insights into the culture and people of the destination
- Knowledge/ skills/ benefits acquired from the outreaching activity
- In what way(s) the ROA serves your needs as a sub-degree/ undergraduate/ postgraduate student
- Advice for potential ROA recipients
外展體驗獎的得獎人於活動完成後，須向教院提交活動報告，分享其經驗及學習成果。提交的活動報告會用作檢討計劃成效，讓香港特別行政區政府獎學基金秘書處（下稱基金秘書處）能適時對計劃作出修訂，使計劃更臻完善。

基金秘書處有權公開得獎人的報告（整份或部分內容）及相片，並保留印刷、出版、複製、授予媒體刊載、公開展覽或作推廣用途的權利。

注意事項

1. 外展體驗獎的得獎人須於領取支票時向學生事務處楊小姐（電郵：ylyleung@ied.edu.hk)提交活動報告的電子版本。

2. 每份活動報告的電子版本及所提交的相片須儲存成一壓縮檔案（ZIP），而其檔案名稱的格式為「教院_活動類別_得獎人姓名」（例如：HKIEd_Attend a course_CHAN Tai Man.zip）。

3. 活動報告的樣本可參照本指引的附件。得獎人須填妥甲部，並按指示完成乙部。活動報告可以中文或英文撰寫。若以中文撰寫，字數不得少於 1000 字；若以英文撰寫，字數不得少於 2000 字。

4. 如外展體驗獎的得獎人未能提交活動報告將不能獲發獎學金及證書。
### 香港特別行政區政府獎學基金
#### 2013/14學年
#### 外展體驗獎
#### 活動報告(樣本)

### 甲部：個人/活動資料

<table>
<thead>
<tr>
<th>項目</th>
<th>資料</th>
</tr>
</thead>
<tbody>
<tr>
<td>姓名(英文):</td>
<td>按一下這裡以輸入文字。</td>
</tr>
<tr>
<td>學生編號:</td>
<td>按一下這裡以輸入文字。</td>
</tr>
<tr>
<td>就讀級別:</td>
<td>按一下這裡以輸入文字。</td>
</tr>
<tr>
<td>修讀課程:</td>
<td>按一下這裡以輸入文字。</td>
</tr>
<tr>
<td>姓名(中文):</td>
<td>按一下這裡以輸入文字。</td>
</tr>
<tr>
<td>就讀級別:</td>
<td>按一下這裡以輸入文字。</td>
</tr>
<tr>
<td>修讀課程:</td>
<td>按一下這裡以輸入文字。</td>
</tr>
<tr>
<td>修讀課程:</td>
<td>按一下這裡以輸入文字。</td>
</tr>
<tr>
<td>外展體驗活動名稱:</td>
<td>按一下這裡以輸入文字。</td>
</tr>
<tr>
<td>活動類別:</td>
<td>選擇一個項目</td>
</tr>
<tr>
<td>目的地:</td>
<td>按一下這裡以輸入文字。</td>
</tr>
<tr>
<td>活動日期(由):</td>
<td>按一下這裡以輸入日期。</td>
</tr>
<tr>
<td>活動日期(至):</td>
<td>按一下這裡以輸入日期。</td>
</tr>
<tr>
<td>活動費用(非得獎人所須支付的金額):</td>
<td>HK$按一下這裡以輸入文字。</td>
</tr>
<tr>
<td>獲支助金額(外展體驗獎以外) [如適用]:</td>
<td>HK$按一下這裡以輸入文字。</td>
</tr>
<tr>
<td>主辦機構/負責活動的部門/團體:</td>
<td>按一下這裡以輸入文字。</td>
</tr>
</tbody>
</table>

### 乙部：活動回顧

請分享你參加上述活動的體驗及得着(字數不少於 1000 字)，並附上最多三張有關活動的相片。報告內容可包括下列資料：
- 主辦機構/院校/目的地簡介
- 在目的地參與的活動
- 參與活動時所遇到的困難
- 外展體驗活動中難忘的經驗
- 對所前赴的地點及當地文化和人物的體會
- 從外展體驗活動所學到的知識、技能及其他得着
- 外展體驗獎如何配合你作為副學士學生/大學生/研究生的學習/成長/發展需要
- 對日後外展體驗獎得獎人的建議