278/317

**THE UNIVERSITY OF HONG KONG**

**Gallant Ho Experiential Learning Centre**

**Experiential Learning Fund**

**Project Report (Academic staff)**

1. **Project Profile**

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| **Project Information** | | |
| **Project Title:** |  | |
| **Affiliated Course Title**  **(if applicable):** | *(if different from the project title)* | |
| **Course Code (if applicable):** |  | |
| **Project Coordinator:** (contact person) | (**\***Prof./Dr./Mr./Mrs./Ms.) | |
| **Faculty/Academic Unit:** |  |
| **Email:** |  |
| **Phone Number:** |  |

1. **Report on Overall Project Implementation**

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| **Experiential Learning Activities and Schedule** | |
| **Project Completion** | **☐Completed as planned**  **☐Completed with minor deviation and change**  **☐Completed with major deviation and change**  **☐Deviated with project partially Completed**  **☐Deviated with project suspended  ☐Others, please specify \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** |
| **Specification of Deviation** | *(Please specify the nature and details of the deviation such as budget use, types of experiential learning, schedule)* |
| **Reasons** | *(Please give reasons for any deviation)* |

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| **Project Deliverables** |
| *(Please specify any project deliverables, usage and impact etc.)* |

1. **Learning Outcomes**

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| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Overall Evaluation and Ratings** *(Please tick to rate and provide description and evidence)* | | | | | | | | | | | | | |
| **Scale: 1**= Poor; **2**=Needs improvement; **3**=Satisfactory; **4**=Good; **5**=Excellent; **N/A**= not applicable | | | | | | | | | | | | | |
|  | | **1** | | **2** | **3** | | **4** | | **5** | | N/A | **Description & Evidence** | |
| **Overall Students’ Performance and Attainment of Learning Outcomes** | |  | |  |  | |  | |  | |  |  | |
| **Overall Contribution of the Community Partner for Students’ Learning** | |  | |  |  | |  | |  | |  |  | |
| **Self-evaluation of Overall Teaching Guidance and Facilitation for Students’ Learning** | |  | |  |  | |  | |  | |  |  | |
| **Attainment of Each Intended Learning Outcome**  *(Please tick to rate and provide description and evidence)* | | | | | | | | | | | | | |
| **Description of Each Learning Outcome** | **Attainment Scale** | | | | | | | | | | | | **Evidence** |
| **1** | | **2** | | | **3** | | **4** | **5** | N/A | | |
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| **Good Practices of the Project** | *(Please specify if any)* | | | | | | | | | | | | |
| **Major Challenges and/or**  **Lessons learnt** | *(Please specify if any)* | | | | | | | | | | | | |

1. **Project Impact**

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| **Evaluation and Ratings on the Project Impact** *(Please tick to rate and provide description and evidence)* | | | | | | | |
| **Scale: 1**= Poor; **2**=Needs improvement; **3**=Satisfactory; **4**=Good; **5**=Excellent; **N/A**= not applicable | | | | | | | |
| **Description of**  **Project Impact to the** | **Impact Scale** | | | | | | **Description & Evidence** |
| **1** | **2** | **3** | **4** | **5** | N/A |
| **target community** **stakeholders/beneficiaries** |  |  |  |  |  |  |  |
| **community partner** |  |  |  |  |  |  |  |
| **The University of Hong Kong** |  |  |  |  |  |  |  |
| **others**, *please specify* **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** |  |  |  |  |  |  |  |
| **others**, *please specify* **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** |  |  |  |  |  |  |  |
| **Good Practices of the Project** | *(Please specify if any)* | | | | | | |
| **Major Challenges and/or Lessons learnt** | *(Please specify if any)* | | | | | | |

1. **Dissemination of Finding, Effective Practice and Accomplishment**

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| **Dissemination Activity and Schedule** |
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1. **Project and Impact Sustainability**

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| **Sustainability of the Project** | |
| **Action taken in this project** |  |
| **Suggestion for further development or project extension**  *(with or without funding application)* | *(e.g. further enhancement, scale changes, interdisciplinary collaboration and etc.)* |
| **Impact Sustainability** | |
| **Action Taken in this project** |  |
| **Suggestion for further development or project extension**  *(with or without funding application)* | *(e.g. skill transfer, community capacity building, tracking measures and etc.)* |

1. **Project Innovation**

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| **Area of Innovation** | **Evidence** |
| * **Idea and Concept** * **Intellectual Property** * **Instructional and/or Curriculum Design** * **Methodology** * **Technology** * **Others** *(Please specify)* |  |

1. **Project Expenditure**

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| **Account Code** |
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| **Budget and Actual Expenditure** | | | |
| **Description of Cost** | **Experiential Learning Fund (ELF)** | | **Remark** |
| **Budget Approved** | **Actual Expenditure** |
| **Subsidy for student 1, 2** |  |  |  |
| **General Expenses,** *please specify*1 |  |  |  |
| **Subsidy for Staff Expenses** 1 |  |  |  |
| **Others,** *please specify*1 \_\_\_\_\_\_\_\_\_\_\_\_\_\_ |  |  |  |
| **TOTAL** |  |  |  |
| 1 Certified true copies of invoices and bank statements in support of the expenditure covered in the funding should also be submitted.  2 Please submit the **student list** of the course/activity. | | | |

1. **Supplementary Information**

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| **Checklist** | **Please attach any documents, files and/or links in addition to all required information and deliverables** |
| **Required Information and Deliverables** | **☐5 photos** *(Print quality)*  **☐2-minute video** *(Broadcast quality preferably)*  **☐Student contact list** *(Only students’ full name and HKU email address are required for quality assurance and research purposes such as invitation to survey and interview. Please inform and seek students’ consent.)*  **☐This completed and signed ELF Project Report** |
| **Others** | *(please specify and attach any supplementary documents such as student’s learning reports, assessors’ reports, community feedbacks, etc. together with the required deliverables and information.)* |
| |  |  | | --- | --- | | ***Submitted by the Principal Project Coordinator*** | | | **Signature:** |  | | **Name:** |  | | **Position:** |  | | **Academic Unit:** |  | | **Date:** |  | | | | |