

**THE UNIVERSITY OF HONG KONG
GALLANT HO EXPERIENTIAL LEARNING CENTRE**

Application for Experiential Learning Fund from Students

The Gallant Ho Experiential Learning Centre (GHELC) was established in March 2012 with a donation from Dr. Gallant Ho. GHELC is jointly hosted by the Centre for Enhancement of Teaching and Learning (CETL) and the Centre of Development and Resources for Students (CEDARS).

The Management Committee of GHELC invites students to submit proposals on experiential learning for Gallant Ho Experiential Learning Fund (GHELF). The exact amount set aside each year for student-initiated projects will be determined by the Management Committee.

As expounded in the HKU Senate Paper, experiential learning refers to the kind of learning that requires students to tackle real-life issues and problems by drawing on theoretical knowledge that they have learnt in the formal curriculum. Unlike classroom situations, real-life situations are often unfamiliar to students, and in these situations, problems are not easily identifiable or not well-defined. Dealing with real-life problems requires students to integrate knowledge within and across disciplines, to go beyond technical considerations, and to take into account social and human factors that come into play. It is in these situations that students put theoretical knowledge to test, gain a deeper understanding of theories and, most importantly, construct knowledge. It is also in these situations that students develop their core values and generic skills at the same time.

Students are invited to submit experiential learning projects that will fulfill the “one mainland one international” framework – i.e., quality learning experience outside HK for at least two weeks within a course of activity lasting at least three weeks ¹.

The following is a set of guidelines for application.

1. Eligible Projects

- (a) The experiential learning activities shall take place outside of Hong Kong.
- (b) Service learning is only supported if it is not fully supported by another unit at HKU (e.g. CEDARS / Faculties).
- (c) Competitions / contests are not normally supported.
- (d) The projects supported by GHELF should be educationally rich, and premised on real-life problem solving (often involving other professional, government or charity organizations), and should have clear learning outcomes and make a clear contribution to the real-life problem / issue being investigated.

2. Funding Available

¹ Please approach CEDARS for funding support for (i) experiential learning projects beyond HK lasting less than three weeks, (ii) experiential learning projects taking place in HK, and (iii) competitions/contests.

The funding provided for each successful application will vary according to the expenses incurred. It may cover subsidy for undergraduate students to participate in the project and / or operational expenses. As agreed with the donor, the bulk of the funding should be used to subsidize students' expenses.

- (a) Subsidy for Students (Undergraduate)
 - (i) The amount of funding allocated to each undergraduate student depends on funding from other sources, as well as his / her expenses incurred in the project but will not normally exceed \$5,000.
 - (ii) Students who have financial difficulty in meeting the total expenses can apply individually to GHELC for additional support. CEDARS may check and make reference to students' Government or University financial assistance status.
 - (iii) Whether or not the students are supported by GHELC, they are required to contribute to the overall expenses incurred from the learning and project activities.
- (b) Subsidy for General Expenses
Only essential operational expenses may be considered. In general, consumables are not supported.

3. Information Required for Application

The project proposal should include the following information (not exceeding 8 sheets of A-4 size). A pro forma is attached.

4. Assessment of Application

Assessment will be conducted by the Management Committee of GHELC on the basis of:

- (a) Objectives of the project;
- (b) The expected impact of the project to student learning, teaching, and the community partners;
- (c) Scope of the project;
- (d) Feasibility and sustainability of the project;
- (e) Appropriateness of the budget proposal;
- (f) Track record/ potential of the coordinator(s) in the proposed project / activity;
- (g) Adequacy of provisions made for assessment, project evaluation and dissemination, if any; and
- (h) Feedback from students and community partners, if applicable
- (i) Eligibility of the Academic Mentor, who must be (i) a professoriate staff (i.e., Teacher at Assistant Professor or above), (ii) an Academic Advisor officially appointed in a Faculty, or (iii) a GHELC Management Committee member.

5. Report and Evaluation

A final report should be submitted upon the completion of the project. The fund holders will be invited to disseminate the project deliverables and outcomes through:

- (a) uploading the activities, results and evaluation of the experiential learning projects onto the Gallant Ho Experiential Learning website (where appropriate); and
- (b) presenting their work to the University community or the wider public.

6. Disbursement of Funding

Funding awarded for subsidizing Undergraduate student participants will be disbursed to the participants directly through the GHELC.

For funding awarded for operational expenses, expenses will be paid/re-imbursed upon presentation of valid invoices/receipts. The awardee will have 3 months within which to complete the necessary financial procedures upon project completion.

7. Submission of Applications

There are two rounds of applications annually:

- (a) May (First Round) – for experiential learning projects to take place in the coming academic year; and
- (b) October (Second Round) – for experiential learning projects to take place in the January term and summer.

Applications should be submitted to ghelc@hku.hk by the stated deadline.

Enquiries may be directed to ghelc@hku.hk.