

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

Application for Experiential Learning Fund from Faculties

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 Faculties to submit proposals on experiential learning for Gallant Ho Experiential Learning Fund (GHELF). The funding supports Faculties in introducing, expanding or enhancing experiential learning in their undergraduate curricula. The exact amount set aside each year for Faculty application 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. As such, experiential learning is relevant to all programmes.

In support of the University's ambitious "one mainland one international" targets, the Management Committee in particular welcomes applications that enable students to engage in a quality learning experience outside HK for at least two weeks within a course of activity lasting at least three weeks.

The following is a set of guidelines for application.

1. Eligible Projects

- (a) The courses / projects may or may not be credit-bearing and may or may not constitute part of the formal undergraduate curriculum.
- (b) The experiential learning activities may take place inside or outside of Hong Kong.
- (c) Practicum, placement or internship in professional programmes will not be supported by GHELF since professional programmes have a long-standing tradition of incorporating internship as an essential part of their formal curriculum, and have comprehensive supporting infra-structure and assessment mechanisms in place.
- (d) Service learning is only supported if it is not fully supported by another unit at HKU (e.g. CEDARS / Faculties).

- (e) In general, regular field trips / field research projects without pedagogical innovation are not supported.
- (f) Competitions / contests are not normally supported.
- (g) Each course / project will only receive GHELF for up to its fourth operation, unless the course / project is undergoing substantial renewal / revision to justify support for instituting the changes.
- (h) The courses / projects supported by GHELF should be academically and 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

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 faculty expenses. As agreed with the donor, the bulk of the funding should be used to subsidize undergraduate 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 GHELF, they are required to contribute to the overall expenses incurred from the learning and project activities.
- (b) Subsidy for Faculty Expenses

Faculties may apply for funding to partially support the set-up, expansion or enhancement of an experiential learning component in the curriculum. The partial funding may cover staff accommodation and travelling costs incurred by the experiential learning activities, and will not normally exceed \$5,000 per staff in each trip.

Most Faculties have already been providing support of various kinds to students for experiential learning, including financial support. As agreed with the donor, the GHELF should complement, and not replace, Faculty funding.
- (c) Subsidy for General Expenses

Only essential operational expenses may be considered. In general, consumables are not supported.

- (d) Faculties/Departments are requested to provide a matching fund equivalent to at least one-third of the allocation awarded by GHELF.
- (e) GHELF may be sought for up to three rounds of operation. In order to continue to receive funding for the second and/or third round(s), the project must (i) continue to demonstrate a clear link to the curriculum, (ii) remain in line with the strategic direction of the home Faculty/Department, (iii) undergo a rigorous audit at the end of each year to determine the continuation of funding for the following year, and (iv) not receive funding support after its fourth operation, unless the project has undergone substantial renewal/revision to justify support for instituting the changes.

3. Information Required for Application

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

- (a) Title of the project;
- (b) Information on the project coordinator, collaborators and community partner(s) (if any);
- (c) The curriculum component / course(s) of which the proposed experiential learning is / will be a part;
- (d) Intended learning outcomes, and deliverables, if any;
- (e) Project descriptions and other information such as the number of student participants, location of the experiential learning activities, and teaching and learning activities involved;
- (f) Project plan indicating the scope of the project and the learning activities to achieve the learning outcomes, and deliverables, if any;
- (g) Mechanism(s) for the evaluation of the impact and effectiveness of the project;
- (h) Methods of assessment of learning outcomes;
- (i) Project schedule and the estimated completion date;
- (j) Budget breakdown with justifications for each item of the budget, and duration of funding support being sought; and
- (k) Endorsement and matching fund pledge from the Dean / Head of Academic Unit.

* Please include the course outline(s) and assessment rubric(s) with the application.

In addition, applicants must submit a 3-minute video on the proposal. ***The video should not be a repetition of the written application.*** Instead, the video should highlight the following:

- (a) Background and contribution of any external partner organizations.
- (b) How the project enhances the learning experience of your students?
- (c) How the project informs subsequent learning at HKU?
- (d) Any other relevant information, NOT included in the written application.

4. Assessment of Application

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

- (a) Objectives of the project and relevance of the project to the formal curriculum;
- (b) The expected impact of the project to student learning, teaching, and the community partners;
- (c) Scope of the project (i.e. University-wide, Faculty-wide, cross / inter-disciplinary, programme-based);
- (d) Feasibility and sustainability of the project;
- (e) Appropriateness of the budget proposal;
- (f) Track record of the coordinator(s) in the proposed project / activity;
- (g) Adequacy of provisions made for assessment, project evaluation and dissemination; and
- (h) Feedback from students and community partners, if applicable.

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.

80% of the awarded fund will be deposited into the awardee's project account when the applicant accepts the Fund approved by the Management Committee. The final 20% of the awarded funding will be released to the awardee's project account when the project is satisfactorily completed, and the final report of the project has been duly submitted to GHELC. The awardee will have 3 months within which to complete the necessary financial procedures upon project completion.

6. 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.