DEPARTMENT OF SOCIOLOGY
Individual-based Application/Activity-based Application*
for Sociology Student Fund

Name and no. of student(s): _____ (   )

Course : CS (SOC)/SOC/Pg*   Contact no. : _____ (Mobile and Home)

Status : F/T / P/T*

Name of the proposed activity _____
_____

Date of activity _____

Location _____

Expected number of participants (for activity-based application) (Please attach additional sheets,
    if necessary) _____

Describe your proposed activity and the benefits expected from it (Please attach additional sheets,
    if necessary):

_____

_____

_____

Source(s) of external funding and the amount granted / requested _____

Estimated cost of your proposed activity (please itemize, e.g., transportation, accommodation,
    meals, etc.) (Please attach additional sheets, if necessary)

Date	Particulars	Amount (HK$)

Amount of grant requested from the Sociology Student Fund _____

Bank name and account no. : _____

Signature : _____ Date: : _____

* Please delete as appropriate.

(for official use)

Amount to be granted: HK$_____

☐ Reviewed by Student Affairs Committee

Approved by Department Head : _____ Date : _____

☐ A printed copy and an electronic copy of the activity report in both English and Chinese, one
    or two photos of the activity (in the electronic format), and all relevant receipts

Guidelines for Using the Sociology Student Fund

A. Purpose of the Fund
    The Sociology Student Fund is used to support student-oriented activities that aim to enrich students' learning experience.

B. Types of Eligible Activities
    1. Academic activities, such as field trips and study tours, organized by the Department as part of the coursework.
    2. Student research projects as partial fulfillment for the study program.
    3. Overseas students exchange programs.
    4. Academic activities, such as field trips and study tours, organized by student societies.
    5. Presenting papers at academic conferences.
    6. Other academic activities undertaken by students, in a group or as individuals, for the purpose of enriching their learning experience.

C. Eligibility of Applicants
    Eligible applicants include both full-time and part-time, undergraduate and postgraduate students enrolled in the Department of Sociology at the time of the commencement of the proposed activity.

D. Types of Application
    1. Individual-based application
        Students may submit applications to seek funding to support participation in academic activities as specified in Section B.   The maximum amount of grant is HK$1,000 or 50 percent of the total cost of the proposed activity, whichever is less.

    2. Activity-based application
        Students may apply for funding to organize academic activities as specified in Section B, which would benefit the Department/University/local community.   The maximum amount of grant is HK$5,000 or 50 percent of the total cost of the proposed activity, whichever is less.

E. Application Procedures
    1. Applicants should fill out and submit an application form to the Department at least two weeks prior to the commencement of the proposed activity.   The application form can be downloaded from the Departmental website (http://socweb.hkbu.edu.hk/forms/StudentFund091009.pdf).
    2. All applications will be reviewed and submitted to the Head for final approval by the Student Affairs Committee.

F. Reimbursement Procedures
    Successful applicants should submit a printed copy and an electronic copy of the activity report in both English and Chinese, one or two photos of the activity (in the electronic format), and all relevant receipts to the Department (Email: soc@hkbu.edu.hk) for reimbursement within ONE MONTH after the completion of the activity.

(Revised on 28 September 2022)