

DEPARTMENT OF SOCIOLOGY
Application for Sociology Student Fund
for Social Sciences Internship Programme (Local Internship)

Student's name and no.: _____ (_____)

Programme: CS (SOC)/SOC/DD* Contact no. : _____ (Mobile and Home)

Name of host organization: _____

Job position: _____

Job nature: _____

Duration of internship: From _____ to _____

Describe the benefits you expect to get from the internship program (Please attach additional sheets, if necessary):

Other sources of funding (e.g., stipend/allowance from employers) and amounts: Stipend/allowance given by employers or other sources: _____

Bank name and account no. : _____

Signature : _____ Date : _____

* Please delete where inappropriate.

(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 with high resolution of at least 2MB)

Guidelines

- A. Purpose of the Fund
The Sociology Student Fund is used to support students joining the Social Sciences Internship Programme that aims at enriching their learning experience.
- B. Stipend for the internship programme
Each student would get a stipend of HK\$1,000 per month (up to three months), in addition to the allowance given by the Faculty. Selection of students should be done on the merit basis if more than five applications are received. **Students who have other sources of financial support (e.g., stipend/allowance from employers) are not eligible to apply.**
- C. 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.
 2. All applications will be reviewed and submitted to the Head for final approval by the Student Affairs Committee.
- D. 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 with high resolution of at least 2MB) to the Department (Email: soc@hkbu.edu.hk) for reimbursement within ONE MONTH after the completion of the internship programme.