

THE EDUCATION UNIVERSITY OF HONG KONG

Scheme for Subsidy on Exchange for Post-secondary Students/ Scheme for Subsidy on Exchange to “Belt & Road” Regions for Post-secondary Students

Appendix A - Endorsement Form (Organiser)

Note: Students participating in Student Exchange Programmes (SEP) organised by Global Affairs Office (GAO) may skip this part

To be completed by the Activity Organiser (EdUHK Department / Unit)

This is to certify that _____ <Student Name> _____ <Student ID> _____
has successfully enrolled in the following exchange activity which is conducted outside Hong Kong.
We will notify Student Affairs Office at email: ssyng@eduhk.hk if the student fails to complete the exchange activity.

DETAILS OF EXCHANGE ACTIVITY

| | | | | | | | | | | |
|--|---|--|--------------------------|---|--------------------------|---|--------------------------|---|--------------------------|--|
| Name of activity | : | _____ | | | | | | | | |
| Name of organiser | : | _____ <i>e.g. Student Affairs Office,</i> | | | | | | | | |
| Date of activity | : | From _____ <i>dd/mm/yyyy</i> To _____ <i>dd/mm/yyyy</i> | | | | | | | | |
| <i>The activity duration should cover the period from the commencement date to the completion date of the official programme of the exchange activity. Travelling time back and forth between Hong Kong and the exchange destination should not be counted towards the activity duration</i> | | | | | | | | | | |
| Duration (No. of Days) | : | _____ <i>e.g. UK</i> | | | | | | | | |
| Selection merit-based mechanism | : | Yes / No (if yes, please specify : _____) | | | | | | | | |
| Type of Activity (Please check ✓ the appropriate box) | : | <table><tr><td><input type="checkbox"/></td><td>Learning activities (substantive learning elements and/or intended learning outcomes)</td></tr><tr><td><input type="checkbox"/></td><td>Internship programmes (as well as placements or practicums)</td></tr><tr><td><input type="checkbox"/></td><td>Service programmes (service-learning activities that integrate experiential learning with community services and reflections)</td></tr><tr><td><input type="checkbox"/></td><td>National, regional and international events and competitions (Endorsed/ organised by EdUHK to represent EdUHK)</td></tr></table> | <input type="checkbox"/> | Learning activities (substantive learning elements and/or intended learning outcomes) | <input type="checkbox"/> | Internship programmes (as well as placements or practicums) | <input type="checkbox"/> | Service programmes (service-learning activities that integrate experiential learning with community services and reflections) | <input type="checkbox"/> | National, regional and international events and competitions (Endorsed/ organised by EdUHK to represent EdUHK) |
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Signature

Name of Staff

Post Title & Faculty/Unit/Dept

Telephone Number

Date

OFFICIAL CHOP

The Student Affairs Office of EdUHK shall assess the eligibility of the exchange activity based on the information provided.