

## *Information Notes on University Scholarships & Prizes 2021/2022* (for Scholarship nominees / applicants)

1. The majority of University Scholarships and Prizes are awarded based on academic performance and these awards are normally granted based on the nominations from academic departments. Student Development Services (SDS) will then invite nominations from the designated academic departments / divisions/ colleges / schools accordingly.
2. Students can view the details of scholarship / prize / award enlisted in **Scholarship and Financial Aid (SFA) System** via **AIMS** under the following steps:

### **To view the catalogue of SFA records**

- select "Scholarship and Financial Aid" menu from "Student Services" via AIMS

Student Services (Tab) > Scholarship and Financial Aid (Menu item) > SFA Catalogue

### **To view personal SFA records**

- select "Scholarship and Financial Aid Records" menu from "Personal Information" via AIMS

Personal Information (Tab) > Scholarship and Financial Aid Records

### **To view the list of available scholarship and prize nomination/ application**

- select "SFA Scholarship and Prize Nomination/ Application" menu from " Student Services" via AIMS

Student Services (Tab) > SFA Scholarship and Prize Nomination/ Application

3. The University has approved to set **HK\$200,000 as an upper limit** on the total amount of merit-based awards of the University, namely University scholarships and prizes, an undergraduate / sub-degree student may receive in an academic year. The guideline, aiming to enable more deserving students to benefit from the University resources, will apply to all local and non-local undergraduate and sub-degree students. However, *scholarships designated for exchange activities, placements, course-required projects and sports achievement are excluded. Please also note that recipients of a single award are not subject to this rule and may receive the full amount of that award.*
4. Scholarship nominees / applicants should maintain active student status AND eligible enrolment status in the academic year, i.e. 2021/2022. If a nominee / applicant takes leave of absence / early graduation in a particular semester / academic year, he / she will not be eligible for any awards. Students with graduated status are not eligible for any awards unless otherwise specified.
5. Except otherwise stated, nominations basing on academic performance should be made as far as possible basing on those attained in CityU in the previous year or the current year rather than in public examination. Nominees / applicants should normally have achieved a cumulative GPA of 3.0 or above for being nominated / applying for an award.
6. Information provided in the nomination / application forms should be true, complete and correct. Any misrepresentation of facts would lead to disqualification of the award.
7. Nominees / applicants should inform SDS immediately if there are any subsequent changes of personal data, or change of status as a CityU student (e.g. withdrawal, termination of studies, graduation). In case of scholarship for outbound exchange study, nominees / applicants should inform SDS of any subsequent change, such as cancellation or postponement of the exchange study. Change of study status may affect the eligibility of scholarship application / nomination.

8. Nominees / applicants for individual awards may be required to attend selection interviews to be organized by donors in accordance with the respective regulations. SDS shall inform the nominees / applicants of the details of the interview and relevant briefing sessions.
9. Award recipients are required to write a thank you letter to express gratitude to their donors. Progress reports may also be required for some scholarships. To have better preparation for a thank you letter / a progress report, recipients are encouraged to visit this website: [https://www.cityu.edu.hk/sds/web/studentlan/download/Guide\\_TYLetter.pdf](https://www.cityu.edu.hk/sds/web/studentlan/download/Guide_TYLetter.pdf). In addition, recipients are obliged to attend award ceremonies or events organized by the donor.
10. Award recipients are required to abide by the laws of the HKSAR and the rules and regulations of the University.
11. With an objective to nurture our students and to promote caring culture, the Community Relations Committee of the University Council has recommended that each award recipient is expected to make an annual donation of at least HK\$200 to City University of Hong Kong for student support via CityU Alumni Giving Club when they are in employment after graduation.
12. Please visit the University's [European Union General Data Protection Regulation \(GDPR\) Privacy Notice](#) which may apply to you, where applicable.

For enquiry, please send an email to [sdsfinance@cityu.edu.hk](mailto:sdsfinance@cityu.edu.hk).

*(Last updated on 15 September 2021)*

**CITY UNIVERSITY OF HONG KONG**  
**Student Development Services**

**Scholarship / Prize Nomination Form**

Name of Award : **The Joseph Lau Luen Hung Charitable Trust Scholarships**

**2021/2022**

**Section A (to be completed by nominee)**

**Part I Particular of Nominee**

Name of Nominee (in English) : * Mr. / Miss	_____
(in Chinese):	_____
Student ID. No :	_____
*College/ School :	_____
*Department / Division :	_____
Cohort:	_____
Programme Title:	_____
Major :	_____
Year of Study: (4-year <input type="checkbox"/> /6-year curriculum <input type="checkbox"/> ) : Yr 1 <input type="checkbox"/> Yr 2 <input type="checkbox"/> Yr 3 <input type="checkbox"/> Yr 4 <input type="checkbox"/> Yr 5 <input type="checkbox"/> Yr 6 <input type="checkbox"/>	
CityU Email A/C: _____	@my.cityu.edu.hk

**Part II Academic Performance in the Previous Academic Year<sup>#</sup>**

(1) Nominee's CGPA : \_\_\_\_\_ *(Please attach a copy of nominee's academic report.)*

**(to be completed by the EE Department)**

(2) Nominee's rank in class:
(3) Nominee's publication records, if any ( <i>e.g. name of journal, date of publication.</i> ) <b>N.A.</b>
(4) In support of the nomination, please provide a statement / report on the nominee with reference to : (i) academic performance of the previous year; (ii) personal qualities; (iii) any special considerations ( <i>e.g. financial need</i> ) which have led to the nomination.  Please refer to the attached recommendation letter.

**Part III Recommendations**

I wish to nominate the above student for this scholarship/prize for the year. I am satisfied that this nominee has met the eligibility and has already fulfilled all the selection criteria. Also, I understand and confirm observance to the University's Policy on Conflict of Interest. I have no conflict of interest to declare in relation to this scholarship nomination.

Signature :	Date:
Name:	Position:

\* ~~College / School~~ / Department / ~~Division~~: Electrical Engineering

\* **Delete as appropriate**

# **A separate sheet can be used if the space provided is insufficient.**

**Section B** *(to be completed by nominee)***Part I Personal Particulars**

Name : (in English)	_____	(in Chinese)	_____
Place and Date of Birth :	_____	Sex :	_____
HKID Card No. :	_____	Student I. D. No. :	_____
Address :	_____		
Email :	_____	Fax no.:	_____
Home Tel. No. :	_____	Mobile Phone no.:	_____

**Part II Extra-curricular Activities / Community Services<sup>#</sup>**

**Did you and/or your family currently receive the Comprehensive Social Security Assistance (CSSA) in 2021/22? (Please attach a copy of financial proof.)**

Yes/No

**Part III Extra-curricular Activities / Community Services<sup>#</sup>**

**(1) Extra-curricular Activities** *(e.g. Students' Union, departmental societies, interest clubs, class associations, sports activities and any activities unrelated to the course of study.)*

**Did you participate in any extra-curricular activities? Yes/No**

<i>Year / Duration</i>	<i>Event / Activity / Organization</i>	<i>Position Held / Achievements</i>

**(2) Volunteer / Community Services** *(e.g. Red Cross, St. John Ambulance Association & Brigade, fund-raising projects for the underprivileged.)*

**Did you participate in any volunteer / community services? Yes/ No**

*(Please provide relevant proof for voluntary services.)*

<i>Year / Duration</i>	<i>Event / Activity / Organization</i>	<i>Position Held / Achievements</i>

<sup>#</sup> *A separate sheet can be used if the space provided is insufficient.*

### Part III Additional Information<sup>@</sup>

(1) Academic Distinctions, Scholarships and Prizes received in the past 3 years.

(2) Non-academic achievements in the past 3 years.

(3) You may provide further information for the selection panel / donor's consideration.

<sup>@</sup> *Please provide documentary proof.*

### Part IV Declaration by Nominee

1. I declare that the details given above are true, complete and correct and I understand that any misrepresentation of facts would lead to disqualification of the captioned award and render me liable to disciplinary action by the University.
2. I agree that should there be any subsequent changes of my personal data, or change of my status as a CityU student (e.g. withdrawal, termination of studies), I should inform SDS immediately.
3. I agree to the data usage as mentioned below.
4. I agree that the University may publicize the information of the scholarship recipients, specifically by name and programme title, where applicable, on the website of the University.
5. I understand that the University reserves the right to demand the scholarship recipients for refunding the scholarships, partially or in full, should they fail to fulfil the obligation(s) as required e.g. completion of student exchange programme for exchange scholarship recipients.
6. I agree that I am obliged to attend award ceremonies or events organized by the donor.
7. I have read through the "[Information Notes on University Scholarships and Prizes](#)" and understand terms and conditions stated on the Information Notes.

Signature : \_\_\_\_\_ Date : \_\_\_\_\_

#### Data Usage

1. The information that students provide in the nomination form(s) will be used for the following purpose:
  - as a basis for selection of applicants by the University or donors for scholarships / prizes available.
  - for transferring to the Scholarship and Financial Aid System in SDS and the University if and when the nomination is successful.
2. Under the Personal Data (Privacy) Ordinance, you have a right to request access to, and to request correction of, your personal data in relation to your application. If you wish to exercise these rights, please contact Student Finance Team of Student Development Services.