

## *Information Notes on University Scholarships & Prizes 2024/25* *(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 "Scholarship and Financial Aid" menu from " Student Services" via AIMS

Student Services (Tab) > Scholarship and Financial Aid (Menu item) > SFA Scholarship and Prize Nomination/Application

3. Students should read the award regulations and submit their application to their respective academic departments according to the specified awarding process and deadline. For scholarships with the awarding process marked as "by E- Nomination", interested students are required to submit their scholarship applications to their home department by the specified deadline via AIMS (*Please refer to page 3 for demonstration*). For scholarships with the awarding process marked as "by Nomination", interested students are required to complete the designated hard-copy application form and submit it to their home department by the specified deadline as set by the department

4. The scholarship/prize nomination/e-nomination/application normally involves several stages and processes. These stages include Department Nomination, College/School Nomination, Eligibility verification by SDS, and Donor approval. The status of nomination/e-nomination/application will be updated as it progresses through these stages. SDS will assess the eligibility of the nominations submitted by the College/School/Department, and may return them for further review. Once donor approval is received, the final result will be indicated as either "Approved" or "Not Approved".

**Department Nomination** (*Dept Recommended / Dept Not Recommended*) > **College/School Nomination** (*College/School Recommended / College/School Not Recommended*) > **Eligibility Verification by SDS** (*Nominated*) > **Donor approval** (*Approved / Not Approved*)

5. The University has approved to set **HK\$220,000 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.*

6. Scholarship nominees/applicants should maintain active student status AND eligible enrolment status in the academic year, i.e. 2024/25. 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.
7. Except otherwise stated, nominations basing on academic performance should be made as far as possible basing on those attained in CityUHK 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.
8. Information provided in the nomination/application forms should be true, complete and correct. Any misrepresentation of facts would lead to disqualification of the award.
9. Nominees/applicants should inform SDS immediately if there are any subsequent changes of personal data, or change of status as a CityUHK 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.
10. 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.
11. 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/studentlan/Guide\\_TYLetter.pdf](https://www.cityu.edu.hk/sds/studentlan/Guide_TYLetter.pdf). In addition, recipients are obliged to attend award ceremonies or events organized by the donor.
12. Award recipients are required to abide by the laws of the HKSAR and the rules and regulations of the University.
13. With an objective to nurture our students and to promote caring culture, the University encourages each award recipient to make an annual donation of HK\$200 or more to the City University of Hong Kong for student support via CityUHK. Alumni Giving Club when they are in employment after graduation. This term has been incorporated into all scholarship/prize/award/bursary schemes since February 2008.
14. 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 January 2025)*

# CITY UNIVERSITY OF HONG KONG

## Student Development Services

### Scholarship / Prize Nomination Form

Name of Award :

2024/25

#### **Section A** (to be completed by Dean/Head of College/School/Department/Division)

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 /6- year curriculum ):	Yr 1    Yr 2    Yr 3    Yr 4    Yr 5    Yr 6
CityUHK Email A/C:	_____ -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.)*
- (2) Nominee's rank in class: \_\_\_\_\_
- (3) Nominee's publication records, if any (*e.g. name of journal, date of publication.*) \_\_\_\_\_
- (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 (*e.g. financial need*) which have led to the nomination.

#### **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:	

\* *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 of Birth and Date :	_____	Sex :	_____
HKID Card No. :	_____	Student I.D. No.:	_____
Address :	_____		
Email :	_____	Fax no.:	_____
Home Tel. No.:	_____	Mobile Phone no.:	_____

**Part II Planned Overseas Activity Details**

Art-related Area :	_____
Destination Country :	_____
Activity Period :	_____
Estimated Expenses (HKD):	<i>(Please provide a proposal together with a budget plan.)</i>

**Part III Extra-curricular Activities / Track Records<sup>#</sup>**

**(1) Extra-curricular Activities** (e.g. participation in recognised cultural groups / student groups, cultural or arts related activities, etc.)

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

**(2) Track Records in Fine Arts and/or Arts Related Areas** (e.g. achievements in international renowned organisations, track records of promoting arts, etc.)

<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 CityUHK 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.

## Notes to Applicants

Please provide the following documents for your application:

1. A completed application form (**See Remark**);
2. A copy of CityUHK academic report (AIMS version is acceptable);
3. Recommendations from the art professionals/organisations, and/or valid proof (e.g. letters issued by the activity organization) to demonstrate track records in fine arts and/or art-related areas; and
4. A proposal together with a budget plan on the planned programme to be held outside Hong Kong within 6 months (i.e. by 30 September 2025).

**Remark:** please state the fine arts and/or art-related area (i.e. playing classical musical instruments, singing art music, ballet, sculpture art and painting) that you have passion and excellence in at “**Section B - Part II Planned Overseas Activity Details**” of the application form.