Student-Led Activities (SLA) Programme Guideline

Objectives

The objective of the Student-Led Activities Initiative is to invite proposals that aim to **organise and lead activities in the Student Centrum**, with the goal of developing students' lifelong interests, transferable skills, sense of belonging and responsibility, and connections with the university and student community. By engaging in these activities, students have the opportunity to explore their passions, acquire essential skills, and foster meaningful connections, thereby contributing to their personal growth and future success.

Eligibility

- Any full-time student enrolled in CityUHK is eligible to be an applicant.
- Each proposal must be **raised by at least 3 applicants**, and **endorsed by a full-time staff advisor** (academic staff or non- academic staff at the rank of Executive Officer or above).

Assessment Panel

An Assessment Panel will review proposals on a **rolling basis**. The panel reserves the right to approve or disapprove any submitted proposal after careful evaluation and consideration.

Selection Criteria

In order for the proposed activity to be considered for venue provision by SDS, it must meet the following selection criteria:

1. **Content**: The content of the project should contribute to making students' campus life more meaningful by fostering the development of their lifelong interests, transferable skills, self-awareness, and connections with others.

2. **Participation**: The activity should aim to serve more than ten CityUHK students as participants, ensuring a broad and inclusive reach within the university community.

3. **Creativity**: The project should demonstrate a high level of interest, creativity, and appeal to students, engaging them in a unique and compelling manner.

4. **Viability of the project**: The proposing team must provide feasible plans for the execution of the project, demonstrating a clear strategy for its successful implementation. Additionally, the team should outline how they will ensure the smooth organisation of the entire project, considering logistics, resource management, and any potential challenges that may arise.

Due to limited resources and in consideration of the fair use principle, this guideline outlines a program that specifically focuses on projects that are one-off or short-term activities. This approach ensures a fair distribution of resources and allows for a diverse range of student-led activities to be supported within the available capacity.

If student organisers decide not to proceed with the planned activity, they must notify the SDS liaison staff at least one week prior to the scheduled event date. Failure to provide timely notification may result in suspension of their right to apply for future activities.

Application Submission

① Submission of proposal	② Panel review	③ Planning upon approval of the proposal	④ Event Day!	⑤ Submission of photos and reports
Student initiate activity held on campus	Panel review the content, creativity, participation and viability of the proposal	Preparation work, apply for funding if needed, SDS Staff assist of venue reservation	Oversee the activity, make sure the event and participants comply with regulations and guidelines. Most importantly have fun and enjoy the event!	Share with us your photos, reports and feedback collected

• Submit scanned proposal with endorsement of staff advisor in PDF format at least one month before the intended event date.

- Proposing teams will be notified of the application results via email. To accept the offer, the proposing team is required to acknowledge via email.

- Once you have accepted the offer, you should start working on the approved project.

- We recommend that the applicant consider using the student centrum rooms on the 6th and 7th floors of BOC, as selecting alternative venues may require additional time for facilitation.

- Additionally, SDS will provide support to promote the activity through CityUHK Announcement Portal (CAP), E-panel, and DegreePlus Instagram (IG).

Post project submission

A post project report should be submitted within 5 days of event completion, which should include:

- An event recap:
    - o (For virtual event) A summary clip of around 1 minute
    - o (For physical event) A set of 10 quality action photos (with a file size of 2-5 MB each)
    - o A brief report to wrap up the event (template provided)
- A list of participants

Failure to submit the required documents will result in the inability to utilize the facilities in the Student Centrum or attend activities organised within the Student Centrum.

For those who applied for **Student Activities Fund**, reimbursements will NOT be processed until all required documents are received.

Excluded Activity Types

The Student-Led Activities Initiative does not support the following types of activities:
1. Involved commercial activity: Activities that primarily focus on commercial endeavors, such as profit-making ventures or sales-oriented initiatives, are not supported by the project.
2. Co-organised with external parties: Activities that require significant collaboration or co-organization with external entities or organizations fall outside the scope of the project's support.
3. Proposed activity shall not involve any political and/or personal activities.

Guidelines

Student organisers are required to submit a list of participants with their name, Student ID, student type (local/non-local) and email address. Student organisers should, at all times, observe the Personal Data (Privacy) Ordinance (Cap. 486) to ensure the protection of personal information.

Student organisers should follow the Work Safety Guide and work in a way that does not endanger their own health and safety or any other people in the area.

As the activity organisers, students should have the responsibility to observe and follow the SDS Guidelines for Organising Student-led Activities.

Organisers are expected to adhere to the program guidelines and regulations throughout the planning and execution of their activities. Any violation of the guidelines may result in immediate cessation of the activity.