

**SDGs-related Experiential Learning Activities Fund
Application Guidelines**

1. Purpose

This fund is set up to support teachers of SDG-GE courses to organize experiential learning activities for students in their courses.

2. Eligibility

All full-time and part-time teaching staff members designated to teach an SDG-GE course in an upcoming academic term are eligible to apply for this fund.

3. Scope and Provisions

- 3.1. Each SDG-GE course can deploy up to HKD\$30,000 of the Experiential Learning Activities Fund in each academic term in work that serves the above purpose.
- 3.2. Experiential learning activities should be related to the content of SDG-GE courses and included as part of the assessment. Please indicate the relationship between the activity and the SDG(s) concerned in the application form. Possible activities include: field trips, service projects, workshops etc.
- 3.3. In the circumstances that the implementation of face-to-face experiential learning activities is gravely affected, the cost of organizing virtual activities with the purpose stated above could be covered by the fund. The purchase of equipment for producing such activities would thus be acceptable, given that there is no prior application for such equipment and with the endorsement of department/unit head.
- 3.4. If online materials/courseware will be developed, they should be able to be incorporated into the original teaching plan and to serve as an extension/enrichment of students' learning when face-to-face activities are allowed in the future.
- 3.5. Unspent fund cannot be carried forward from the current academic term to the next. Advancement of fund of the coming academic term is also not available.
- 3.6. According to the guidance note of the Teaching Development and Language Enhancement Grant (TDLEG), the following items are NOT normally supported:
 - research proposals/research trips;
 - teaching relief;
 - honorarium for workshop speakers; and
 - study trips for students.Any request for these items, to be considered on a case-by-case basis, should be explicitly stated, with detailed breakdown and justifications.

4. Procedures

- 4.1. Applicants should submit the application form to the Office of University General Education as early as possible, ideally before the commencement of the activities. Please indicate the specific SDG(s) of the activity on the application form.
- 4.2. Members of the TDLEG Project “Engagement with the SDGs to Cultivate Global Citizens” will consider all applications received.
- 4.3. Applicants will receive the result through email within one (1) month after the submission.
- 4.4. Reimbursement of actual expenses, in accordance with the approved budget, will be arranged upon submission of a brief report of the SDGs-related experiential learning activities organized. All items of expenditure must be supported by original receipts. In the absence of a receipt, justification(s) must be provided.
- 4.5. The fund will be administered by the GE general office. The general office will provide support in processing payment, keeping records and facilitating special applications from teaching staff members.
- 4.6. The Office of University General Education reserves the right of final interpretation for the content hereinabove.

5. Effective Date

With immediate effect, subject to review after one year.

6. Enquiry and Administration

For enquiries and submission, please contact Mr. Jacky Yiu, Office of University General Education. (☎ 3943-1577 | ✉ jacky.yiu@cuhk.edu.hk)

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