

**The Chinese University of Hong Kong**  
**Office of Student Affairs**  
**Wellness and Counselling Centre**  
**SEN Service**

**Sponsorship Programme on Promoting Understanding of Special Educational Needs**

**Aims of the Sponsorship Programme**

Amidst the growing number of students with Special Educational Needs (SEN) joining our CUHK family, the University hopes to support activities which would raise campus concern for SEN and build a more caring community in CUHK. We now invite student bodies to submit proposals on projects aiming at promoting understanding of and support to students with SEN. Sponsorship will be provided to the selected projects.

**Guidelines of Proposals**

1. The proposed project(s) should reflect the afore-mentioned aims.
2. The proposed activities should be non-profit-making, non-fundraising, and must be held in Hong Kong. Also, they should not be used for political, religious and commercial purposes.
3. Target participants of the proposed activities should be CUHK students and/or staff. If outside parties or participants are included, CUHK students and/or staff should also make up the majority.
4. Application will be considered based on:
  - i) Relevance to the theme of SEN and aims of the sponsorship programme
  - ii) Impact of the activities in terms of number of participants, publicity in CUHK and their benefits to students with SEN as well as the CUHK community
  - iii) Feasibility of the plan
  - iv) Creativity of the activities
5. Please refer to the website on “Support Services for Students with Disabilities” ([www.cuhk.edu.hk/osa/sens](http://www.cuhk.edu.hk/osa/sens)) for more information about disabilities or SEN.

**Application Procedures**

1. Applicants should submit an application form (downloadable from [here](#)) together with the project proposal and budget to:

**SEN Service Manager**  
**Wellness and Counselling Centre (OSA)**  
**3/F, Pommerenke Student Centre, The Chinese University of Hong Kong**

2. Application should be submitted at least one month prior to the starting date of the proposed project.
3. The proposal should include the following information:
  - a. details of the project (objectives, detailed content, planned schedule, target participants, number of participants and venues of the activities);

- b. estimated expenditure of individual items;
  - c. publicity strategies; and
  - d. expected impact of the project to the CUHK community
4. Applications with incomplete information will not be considered.

### **Conditions**

1. All CUHK undergraduate and postgraduate student organizations are eligible to apply. Student groups that are not registered student organizations (e.g. informal student groups formed in classes, hostels and Colleges) can also apply.
2. The applicants and organizers of the activities should ensure that each activity is carried out in accordance with the existing University policies and applicable laws in Hong Kong.
3. The maximum amount of sponsorship is \$8,000 for each successful application.
4. The funded project should be completed by **30 April, 2022**.
5. Successful applicants should keep close contact with the Office of Student Affairs (OSA) for regular updates of the progress of their projects.
6. The funded student bodies should acknowledge the sponsorship of OSA on publications or promotional materials such as leaflets and posters, where appropriate.
7. To ensure the funded projects accomplish the aims of this sponsorship programme, OSA reserves the right to adjust or edit the contents of the activities and publications.
8. OSA has the right to terminate and/or recall the sponsorship if successful applicants are unable to carry out the proposed activities.

### **Reimbursement Procedure**

1. The funded student bodies are required to submit a report of the project, including programme evaluation, activity photos, financial report and original receipts, to:

**SEN Service Manager**

**Wellness and Counselling Centre (OSA)**

**3/F, Pommerenke Student Centre, The Chinese University of Hong Kong**

2. The report with relevant documents should be submitted **within one month** after completion of the project.

### **Enquiries**

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