

Sponsored Student Projects

In the meeting on 25 October 2013, the Committee on Student Affairs (CSA) endorsed a Support Scheme for Sponsored Student Projects and Groups to facilitate the students' access to campus resources for student projects and activities.

The scheme aims to provide appropriate support to individual students and informal student groups not affiliated to the Students' Union (SU) in organizing student activities to meet the diverse interests of students. Individual students or student groups may apply to the Panel on Sponsored Student Projects and Groups ("the Panel") for approval to access campus resources as Sponsored Student Projects.

Please click https://sao.ust.hk/studentlife/pdf/List_of_Current_Sponsored_Projects.pdf for the list of registered Sponsored Student Projects.

A. **Basic Guidelines for Sponsored Student Projects**

- 1) Non-SU affiliated student groups or individual students may access campus resources by applying to the Panel via Student Affairs Office (SAO) for approval and registration as Sponsored Student Projects.
- 2) The objectives and activities of a Sponsored Student Project must be related to the enrichment of student life on campus.
- 3) The person-in-charge and members of Sponsored Student Projects should be current HKUST students.
- 4) Sponsored Student Projects must observe the Guidelines for Organizing Student Activities:
https://sao.ust.hk/studentlife/pdf/guideline_for_organizing_stu_activities.pdf
In particular, Sponsored Student Projects are not allowed to use the name and the logo of the university.

Sponsored Student Projects would be required to sign a declaration in the application that they have read and will observe the stipulated guidelines for student activities.

- 5) After registration with Student Affairs Office, Sponsored Student Projects may apply to the relevant administrative offices for use of campus resources with the endorsement by SAO. The campus resources include, but are not limited to, venues and facilities managed by Academic Registry Office, Campus Services Office, Facilities Management Office, and Student Affairs Office. It should be noted that:
 - a) Sponsored Student Projects would not have any special priority.

- b) Requests by Sponsored Student Projects would be subjected to general approval guidelines such as availability of resources, suitability of the proposed activity, and possible duplication with existing activities.
 - c) Offices responsible for campus resources will have full discretion whether to accept or consider requests by Sponsored Student Projects.
- 6) Sponsored Student Projects will be required to submit Activity and Financial Report(s) to Student Affairs Office within 4 weeks upon completion of the activity/project and as required. Copies of the report(s) will be sent to the Panel for information and consideration.
- 7) In the event that any complaint or report of abuse, misconduct or violation on a Sponsored Student Project is brought to the attention of SAO, the Sponsored Student Project and the person-in-charge will not be allowed to submit any application within 12 months of the date of notification by SAO.

B. Application for Sponsored Student Projects

- 1) Individual students or student groups with no other channels of accessing the campus resources may apply to the Panel for approval and registration as Sponsored Student Projects.
- 2) Eligibility Criteria
 - a) Any individual student;
 - b) Any student group not affiliated to Students' Union, nor supported by a Sponsor Department or award/sponsorship scheme.
- 3) Application
 - a) Application shall be on project basis.
 - b) Each student or student group may submit up to 2 applications in each academic year from 1 September each year to 31 August of the following year.
 - c) Applications could be submitted to the Panel anytime via the Student Support and Activities Team of SAO. Application results would be confirmed within 2 weeks.
 - d) Each application must be completed with an Application Form and a proposal with details of objectives, targets, nature of project/activity, program plan, intended outcome, proposed venue, and other relevant information. Application Form is available at <https://sao.ust.hk/studentlife/activities.html> under "Sponsored Student Projects".
- 4) Preference
 - a) Preference would be given to projects/activities which are educational, cultural or intellectual. Those for promotion of student integration will have advantage.
 - b) Social parties and activities involving outsiders would be given lower preference.

5) Extension of Registration Period

For a Sponsored Student Project with no potential of forming a student society affiliated to the Students' Union, the Project may apply for extension and register for a maximum of 3 years.

C. Conversion to Sponsored Student Groups

- 1) All Sponsored Student Projects are on ad hoc project basis according to the relevant guidelines.
- 2) Having organized activities for 1 year and with potential of forming a student society, a Sponsored Student Project may apply to convert as a Sponsored Student Group.
- 3) If approved by the Panel to become a Sponsored Student Group, the Group shall be eligible for access to campus resources for up to 3 years.
- 4) The registration as Sponsored Student Group shall expire in the third academic year with no further extension.
- 5) SAO shall provide advice and assistance as Sponsor Department to the registered Sponsored Student Groups, and endorse their applications for campus resources.
- 6) The Registration Cycle:
 - Year 1 Register as Sponsored Student Project
 - Year 2 Approved to become Sponsored Student Group
 - Year 3 Continue to function as Sponsored Student Group
 - Year 4 Terminate registration on 31 August

D. Terms of Reference for the Panel on Sponsored Student Projects and Groups

Appointed by the Committee on Student Affairs, the Panel is responsible to consider and decide on the application, registration and conversion from Sponsored Projects to Sponsored Groups.

1) Composition

Chairperson : Director of Student Affairs
~ Dr Robert WESSLING

Members : 1 faculty member of CSA
~ Prof Lam Lung YEUNG
1 student member of CSA
~ Miss Jasmine HO
1 student member nominated by SU

~ Mr Raymond CHAN
1 SAO representative
~ Ms Grace LING

Secretary : Appointed by DSA
~ Ms Clara MAK

2) Term of Service

- Faculty and student members of CSA : Till end of membership on CSA
- Student member nominated by SU : 1 April of current year to 31 March of the following year
- Staff members of SAO : As appointed by DSA

3) The Panel shall consider and approve:

- a) applications from individual students or student groups for access to campus resources;
- b) applications from Sponsored Student Projects for conversion to Sponsored Student Groups under SAO.

Any application must be reviewed by at least 3 members of the Panel with representation of the student member(s). A decision would be confirmed if agreed by over 50% of the members involved in the review.

4) Student Affairs Office shall be the Secretariat of the Panel, as well as the Sponsor Department of Sponsored Student Projects and Groups approved by the Panel.

5) Student Affairs Office shall administer the following tasks:

- a) Registration of Sponsored Student Projects and conversion of Sponsored Student Groups approved by the Panel;
- b) Endorsement of applications for campus resources submitted by Sponsored Student Projects and Groups;
- c) Advice and assistance to Sponsored Student Projects and Groups

Student Affairs Office
18 September 2017