Dean of Students’ Office

Registration Form for Sponsored Student Projects
(The completed form should be submitted with an activity proposal and budget plan IN PERSON to the Student Support and Activities Team, Dean of Students’ Office)

Name of Sponsored Student Project

Registration Period: ______________ to ______________   □ New □ Update □ Termination (Date: ____________)

1. Particulars of Person-in-charge

Name          Student ID#          Contact No.          ITSC Email

2. Particulars of two other responsible project members, if any. (Please use additional sheet if necessary):

Name          Student ID#          Contact No.          ITSC Email          Signature

3. Objectives and Activities (Please attach a proposal with project details and budget. State how the group would use the surplus, if any):

4. Sponsor Department:   Dean of Students’ Office

5. Participants:   □ Students □ Faculty / Staff □ Alumni □ Outsiders ( %)

6. Chargeable for participants?   □ No □ Yes (Students: $ __________ ; Others: $ __________ )

7. Type of proposed project:   □ Social □ Cultural □ Intellectual □ Educational
   □ Others (Please specify):

8. Are you applying for any student activities funding?
   □ 1-HKUST Student Enrichment Activities Fund   □ Graduate Student Life Fund
   □ Others (Please specify):

9. I understand and accept that:
   a) I/We will observe the guidelines for organizing student activities and regulations for use of facilities, which are available at https://dst.ust.hk/upload/studentactivities/guidelines_organize_student_activities.pdf;
   b) I/We will submit the report(s) upon completion of the activity/project as required.
   c) I/We will inform DSTO (ssa@ust.hk) as soon as there are changes of the responsible project members or activity plans.

__________________________   ____________________________   __________
Signature of Applicant (Person-in-charge)   Official Chop (if any)   Date

For Office Use:

Date of finalized proposal rec’d: ______________ Date submitted to the Panel: ______________

Date of result released: ______________ Project Expiry Date: ______________

Result: □ Approved □ Rejected □ on Condition ______________

Remarks: ______________________________________________________________________________________

__________________________________________   ____________________________   ____________________________
□ Converted to Sponsored Student Group   Date: __________   Verified by: __________   Group Expiry Date (3-yr):

Ref No: P______ /________

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