



Guidelines for Application

Eligibility and registration:

- All Wash U. undergraduate and graduate students
- Please submit your completed Student Application and Declaration Forms (attached) **before Friday, January 22 at 5pm** timothy.dugan@wustl.edu.

Nomination and selection of students by Hong Kong Polytechnic University:

- Wash U will nominate a team of 3 students who are interested in joining the same service project and committed to serve the needy under the cross-cultural context.
- One institution is to be matched with one service-learning project only. The institution can show interest on more than one project and identify the preferences.
- The nominated students should meet the following criteria:
 - 1) with conversational English standard,
 - 2) with solid service/service-learning experience in the past,
 - 3) committed to serve under the cross-cultural context,
 - 4) willing to learn, open-minded and independent, and
 - 5) specific skills required by each project stated in the Project List.
 For projects in Chinese Mainland, a basic level of Mandarin will be an advantage.
- HK PolyU will do the selection and matching. Individual or team interview will be conducted via videophone if needed.

Scholarship, estimated budget and payment:

- Each selected awardee will be granted a maximum of USD2,500 scholarship.
- The scholarship is to cover the major travelling costs (such as flights, accommodation, meals, visa, insurance) in both HK and service site. It should be sufficient to cover the costs during the service trip, but may not cover completely other costs, such as pre-trip training, air tickets from home region to HK/service site.
- The scholarship will be granted on reimbursement basis, the awardees need to pre-paid most of the expenses first.
- After all reimbursable items have been claimed upon completion, exchange rate set by PolyU Finance Office will apply, if no exchange rate receipt provided. The unexhausted amount will return to HK PolyU.
- Any expenses exceeding USD2,500 should be borne by the awardees.
- Details can refer to the table below:

Item	Estimated cost	Payment method	Remark
Air fares -from your home region to HK -from service site back to your home region	Please check with travel agent or on the internet.	Paid by the awardees first. Present the original and valid receipts to HK PolyU, reimbursement will be made after the service trip via telegraphic transfer/cheque. Note: Issuing dates of receipts must be before the service period.	The awardees should communicate with HK PolyU before payment/confirming reservation to ensure the arrival and departure time can fit in the training/service schedule.
Major travel costs: -Visa fee -Travel insurance -Pre-trip medical	Please check with respective professional or company.		

consultation and vaccination fee			
Pre-trip training expenses in HK	Accommodation: 1.) If stay in HK PolyU student hostel(subject to availability), on actual expense 2.) USD 50 per night	The cost of staying in student hostel will be settled by HK PolyU directly. For accommodation outside HK PolyU, meals and transportation, daily allowance will be credited after the service trip via telegraphic transfer/cheque.	
	Daily allowance for meals and transportation: 1) USD 30 per head/day 2) USD 15 per head/half day if less than 12-hr in HK		
Service trip expenses	For projects in Cambodia: ~ USD950	The costs will be settled by HK PolyU directly.	Will cover single trip ticket from HK to the service site, centrally arranged accommodation, meals and local transportation. There may have free day, meals/activities not centrally arranged and some personal expenses, same as PolyU students, these costs should be borne by the awardees.
	For projects in Shanghai and Hangzhou: ~USD1,200		
	For projects in Sichuan: ~USD1,200		

Commitments and responsibilities of the awardees:

The awardees will be required to:

- attend participate the whole pre-trip training in HK (if applicable) as well as the whole service period;
- complete an online 10-hour eLearning course on Service-Learning to gain some basic knowledge and skills;
- read through carefully the documents related to ethics and conducts, travel health, project specific information whenever provided by HK PolyU and seek clarification if needed;
- actively participate throughout the service trip, take the initiative to integrate with the PolyU team, and communicate with the project leaders if encountering any difficulties;
- stay with the PolyU team throughout the service trip and follow the regulations and instructions set by the project leaders, so as to ensure the quality of service delivery and personal safety;
- complete pre- and post-questionnaires, feedback form, final report/reflective journals; and
- communicate with the project leaders for other requirements related to the chosen service project.

Pre-trip training in HK:

- Most of the projects will require the awardees to attend the pre-trip training in HK and fly to the service site with the HK PolyU team.
- HK PolyU will help to reserve PolyU student hostel for the required training period, subject to availability. If no vacancy, HK PolyU will provide hostel/hotel information nearby the campus for reference, the awardees should make their own booking. A standard allowance USD50 per night per head will apply.
- Meals and transportation should be arranged by the awardees themselves during this period. Since most of the training will be conducted at PolyU, there are several canteens available on campus. HK PolyU can provide assistance if needed.

Visa application:

Please ensure the validity of passport (not less than 6 months). The awardees are expected to apply visa by themselves, if needed. HK PolyU can help to issue confirmation letter for the application purpose on request.

Travel health:

Since most of the service sites are placed in developing countries or regions, the awardees are strongly advised to seek travel health consultation about **6 weeks before the project period** and take vaccines if needed. For applicants with special dietary needs (such as halal food, vegan), some sites may not be able to cater, it is advised to state clearly on the Application form and further communicate with the project leaders before confirmation. Some projects have online travel health short courses provided; the awardees are required to go through the content before the service trip.

Travel insurance:

Awardees must purchase travel insurance by themselves to cover the whole project period (i.e. pre-trip training in HK and the service period). A copy of travel insurance policy is advised to bring along the project period.

Letter of certificate:

The awardees can have a letter of certificate upon completion of the project on request.

Remarks:

HK PolyU has full discretion over the acceptance or otherwise of an application and the amount awarded to the successful applicants.

Enquiry

Office of Service Learning, HK PolyU

Head, Dr. Stephen Chan (Email: stephen.c.chan@polyu.edu.hk / Tel.: 852-3400 3423)

Senior SL Officer, Ms. Cindy Lam (Email: hy.lam@polyu.edu.hk / Tel.: 852-3400 3410)

Appendices:

1. Participating Service-Learning Project List
2. Institution Registration Form
3. Student Application and Declaration Form

Appendix: Participating Service-Learning Project List

Title/nature	1. Technology beyond borders – Cambodia Solar Power
Description	<p>This project focuses on improving the living conditions of rural villagers through solar energy. The project site is a village community on Koh Dach (Silk Island). The village currently does not have electricity supply and villagers pay to charge car batteries, which are then used to power electrical appliances.</p> <p>This project collaborates with a local community college. Students will spend 2-3 days working with the local college students teaching them the basics of constructing a simple solar power system. The team will then travel to the village to set up “solar charging stations” at strategic locations in the village which have been identified by the local community. They will also work with selected households to construct a simple indoor lighting system, and teach local villagers how to operate and maintain the system.</p>
Target students	With basic knowledge of electronics and circuitry would be helpful. Students should be mature and responsible. This project involves staying in a local village household for 5 days. The household does not have running water.
Location	Rural areas around Phnom Penh, Cambodia
Host department	Computing & Office of Service Learning
Pre-trip training	29 May – 4 June 2016 (tentative)
Service trip	5 – 14 June 2016 (tentative)
Places available	5-10

Title/nature	2. Growing resilience of children in post-disaster area
Description	<p>During a 9-day field trip, the service activities will focus on a 5-day summer holiday programme aimed at promoting the resilience of children in post-earthquake context. The students are expected to work in teams, and each student would be expected to work intensively with one to two children. The students are requested to fulfill the three service components: 1. Develop and implement a 5-day holiday programme (including but not limited to psychosocial group games and mini-projects particularly related to students' discipline related knowledge and skills) for the children 2. Understand and document the resilience and developmental needs of the children who have experienced a disaster 3. Promote resilience of children to further develop their potentials. Students are expected to observe and document their risk and resilience behaviours during the holiday programmes, and are expected to provide feedback to the children's families, schools and for future projects. Students are expected to deliver services in Putonghua effectively, hence fluent Putonghua is expected before enrolling the subject.</p> <p>9 days for the field trip:</p> <p>Day 1: PolyU students and course coordinator arrive in Chengdu</p> <p>Day 2: Classroom instruction in Chengdu University of Information Technology [2x3-hour sessions]</p> <p>Day 3: Classroom instruction in Chengdu University of Information Technology [one 3-hour session]</p> <p>Day 4: Programme day 1 - First day in Yingxiu, observation and visits</p> <p>Day 5: Programme day 2 - Students are expected to engage the children and their significant others, particularly their families and schools through visits and meetings</p> <p>Day 6: Programme day 3 - Local university campus visit and city jungle survival game</p> <p>Day 7: Programme day 4 - Psychosocial sports, play programmes and experiential activities for bonding and team building</p> <p>Day 8: Programme day 5 - Mini-project and closing ceremony (e.g., Camp Fire)</p> <p>Day 9: PolyU students and coordinator leave for Hong Kong</p> <p>Overseas students will have time to get to know PolyU students and some of the local university students helping out on Day 1 to Day 3 of the field trip. Specifically, during the on-site teaching on Day 2 and Day 3, PolyU students and the overseas students will be taught the cores skills for working with the children.</p>
Target students	Students preferably are able to communicate in Mandarin Chinese. Students with talents e.g., singing, dancing, handicraft making etc. would have an additional advantage.
Location	Sichuan, China
Host department	Applied Social Sciences
Pre-trip training	5 days in late June 2016
Service trip	Late June – Early July 2016
Places available	5

Title/nature	3. Educating farmers on healthier food production
Description	<p>The students on this scheme have to come to Hong Kong by 20 May for preliminary training and then go to ShiFang with about 40 PolyU students for a week to work with the local farmers. ShiFang is No. 1 in China in mushroom product, especially for Jew's ear. The annual production in this area is 50,000 tones (market dry weight) annually.</p> <p>Students will help the farmers to improve the operation of mushroom production. It is targeted to enhance the efficiency in using resources, especially on energy, raising the productivity level, reducing in default rate, and to enhance the mushroom quality and quantity. Students will use computer simulated models, fabrication of agricultural devices and by any other modes or demonstrations, including active involvement in routine farming activities, so as to help and to communicate with the rural farmers.</p>
Target students	Students studying agriculture, biology, environmental science and/or with good insight to improve mushroom production in China.
Location	Sichuan, China
Host department	Applied Biology and Chemical Technology
Pre-trip training	Early-Mid May 2016
Service trip	About 1 week between 10-21 May 2016
Places available	5-10

Title/nature	4. Promotion of Children and Adolescent Development – Shanghai
Description	The subject adopts the “positive youth development” paradigm to build up the competence, resilience, and positive self-concepts of underprivileged children and adolescents. Students will develop and implement educational and supportive services (such as day camps, classes) for children of migrant workers in China Mainland. Students will also understand the needs of the service recipients and explore their strengths and potentials by engaging them through group activities. It is hoped that students in this project can help build up a sense of achievement for the children and adolescents living in underprivileged conditions and to further develop their potentials.
Target students	<ul style="list-style-type: none"> • Have passion in serving children and adolescents who live in underprivileged circumstances. • Possess strong communication skills in English and/or Putonghua. (For students who can't speak Putonghua, they will be assigned to conduct English class with the help of PolyU students.) • Have experiences of organizing and running English Learning Activities for young children (preferably for non-native English speakers)
Location	Shanghai, China
Host department	Applied Social Sciences
Pre-trip training	Late June 2016 (one week before the trip)
Service trip	Early July 2016 (10-day trip)
Places available	5

Title/nature	5. Promotion of Children and Adolescent Development – Hangzhou
Description	The subject adopts the “positive youth development” paradigm to build up the competence, resilience, and positive self-concepts of underprivileged children and adolescents. Students will develop and implement educational and supportive services (such as day camps, classes) for children of migrant workers in Chinese Mainland. Students will also understand the needs of the service recipients and explore their strengths and potentials by engaging them through group activities. It is hoped that students in this project can help build up a sense of achievement for the children and adolescents living in underprivileged conditions and to further develop their potentials.
Target students	<ul style="list-style-type: none"> • Have passion in serving children and adolescents who live in underprivileged circumstances. • Possess strong communication skills in English and/or Putonghua. (For students who can't speak Putonghua, they will be assigned to conduct English class with the help of PolyU students.) • Have experiences of organizing and running English Learning Activities for young children (preferably for non-native English speakers).
Location	Hangzhou, Zhejiang, China
Host department	Applied Social Studies
Pre-trip training	June, 2016
Service trip	June 25, 2016 to July 4, 2016
Places available	5



**The Hong Kong Polytechnic University
Global Service-Learning Scheme 2016**

Student Application and Declaration Form

Notes:

1. Please complete this form **in English** and fill in **N/A** if information is not available.
2. All the information you provide here will be used for administration, health assessment and emergencies. It will be kept strictly confidential and destroyed after two years.
3. Please attach with this form a copy of your immunization record (if any) and primary travel document.

A. Personal particulars

Full name: (English)		Full name: (Chinese)	
(Surname)		(Given Name)	
Gender:		Age:	
Date of Birth: (dd/mm/yyyy)		Place of Birth:	
Passport No.:		Valid until: (dd/mm/yyyy)	
		Issuing Country:	
Tel. no.:		Email:	

(please include country and area codes)

B. Academic status and Language skills

Name of Institution:		Country:	
Department / Major of Study:		Minor:	
Year of Study:		Programme of study:	<input type="checkbox"/> Full-Time <input type="checkbox"/> Part-Time <input type="checkbox"/> Undergraduate <input type="checkbox"/> Postgraduate

Languages	Speaking and listening	Writing and reading
English	<input type="checkbox"/> Not applicable <input type="checkbox"/> Excellent <input type="checkbox"/> Good <input type="checkbox"/> Fair <input type="checkbox"/> Basic	<input type="checkbox"/> Excellent <input type="checkbox"/> Good <input type="checkbox"/> Fair <input type="checkbox"/> Basic
Chinese - Mandarin	<input type="checkbox"/> Not applicable <input type="checkbox"/> Excellent <input type="checkbox"/> Good <input type="checkbox"/> Fair <input type="checkbox"/> Basic	<input type="checkbox"/> Excellent <input type="checkbox"/> Good <input type="checkbox"/> Fair <input type="checkbox"/> Basic
Chinese - Cantonese	<input type="checkbox"/> Not applicable <input type="checkbox"/> Excellent <input type="checkbox"/> Good <input type="checkbox"/> Fair <input type="checkbox"/> Basic	<input type="checkbox"/> Excellent <input type="checkbox"/> Good <input type="checkbox"/> Fair <input type="checkbox"/> Basic
Other(s): _____	<input type="checkbox"/> Excellent <input type="checkbox"/> Good <input type="checkbox"/> Fair <input type="checkbox"/> Basic	<input type="checkbox"/> Excellent <input type="checkbox"/> Good <input type="checkbox"/> Fair <input type="checkbox"/> Basic
Other(s): _____	<input type="checkbox"/> Excellent <input type="checkbox"/> Good <input type="checkbox"/> Fair <input type="checkbox"/> Basic	<input type="checkbox"/> Excellent <input type="checkbox"/> Good <input type="checkbox"/> Fair <input type="checkbox"/> Basic

(please tick whichever applicable)

C. Community service/Service-Learning experience

Please state if you've participated/are participating in any community services or service-learning project(s) in recent two years:

Duration (mm/yyyy-mm/yyyy)	Name of Service/Project & Description	Organizing unit(s)	Your role and participation

(Use separate sheet if needed)

D. Personal Statement

Please answer the following questions in English:

1. Your understanding and reflection on “Service” and/or “Service-Learning” based on your past experience

(Use separate sheet if needed)

2. Your strength, weakness and expected benefits from the Scheme

(Use separate sheet if needed)

3. Your potential contributions to the chosen project(s)

(Use separate sheet if needed)

E. Contact person in case of emergency

Name: _____ Relationship with student: _____

Tel. No.: (Office) _____ (Home) _____ (Mobile) _____

Note: Please include country and area codes of the contact numbers.

F. Health conditions (Please answer honestly and, if in doubt, please consult a medical doctor)

1. Are you pregnant or planning to be pregnant?	<input type="checkbox"/> NO	<input type="checkbox"/> YES: please specify	_____
2. Do you have history of the followings:			_____
a) Chronic illness, e.g. heart, kidney or liver disease?	<input type="checkbox"/> NO	<input type="checkbox"/> YES: please specify	_____
b) Epilepsy?	<input type="checkbox"/> NO	<input type="checkbox"/> YES: please specify	_____
c) Mood disorder or psychiatric illness?	<input type="checkbox"/> NO	<input type="checkbox"/> YES: please specify	_____
d) Psoriasis?	<input type="checkbox"/> NO	<input type="checkbox"/> YES: please specify	_____
e) G6PD deficiency?	<input type="checkbox"/> NO	<input type="checkbox"/> YES: please specify	_____
f) Fracture and/or joint dislocation?	<input type="checkbox"/> NO	<input type="checkbox"/> YES: please specify	_____
g) Other disease(s)?	<input type="checkbox"/> NO	<input type="checkbox"/> YES: please specify	_____
3. Are you taking medicine regularly?	<input type="checkbox"/> NO	<input type="checkbox"/> YES: please specify	_____
4. Have you been attending a doctor regularly for follow up of a medical problem?	<input type="checkbox"/> NO	<input type="checkbox"/> YES: please specify	_____
5. Do you have any allergies? (e.g. drugs, food, etc.)	<input type="checkbox"/> NO	<input type="checkbox"/> YES: please specify	_____
6. Are you a vegetarian or do you have any special dietary habits?	<input type="checkbox"/> NO	<input type="checkbox"/> YES: please specify	_____
7. Are you currently insured?	<input type="checkbox"/> NO	<input type="checkbox"/> YES: please specify	_____
8. Have you received any psychiatric treatment or psychological counselling in the past or are you receiving a similar treatment now? If yes, please specify the nature of the treatment/counseling received and the period of the treatment/counseling.	<input type="checkbox"/> NO	<input type="checkbox"/> YES: please specify	_____

Remark:

HK PolyU reserves the right to decline the participation of any students who are deemed physically or psychologically unsuitable to join the service-learning project. Further information for assessment may be required when necessary.

G. Other information relevant to this application

H. Declaration

1. I have read the Guidelines for Application of the Global Service-Learning Scheme (the Scheme) carefully and fully understood my obligations and liabilities;
2. I agree to undertake the services and activities required if I am selected to be a participant of the Scheme. I understand that I may not receive the scholarship if I withdraw before completion or fail to fulfill the requirements.
3. I declare that all the information given above is correct and complete to the best of my knowledge and belief. I agree that my personal data may be used by the HK PolyU for administration, health assessment and emergencies.
4. I agree to abide by the rules and regulations imposed during the training and service period of the Scheme, as well as to participate fully and co-operatively with the HK PolyU staff and others.
5. I agree that the HK PolyU can take photos and videos during the training and service period for reporting, evaluation and future publicity purposes.
6. I understand that I may be injured or lose or damage personal property during the training and service period. I agree to release, and indemnify the HK PolyU, its directors, employees, agents, volunteers, sponsors, and students from and against any claim which I may have for any losses, damages or injuries arising out of or in connection with the Scheme.
7. I understand that the service-learning project is vigorous and demanding. To the best of my knowledge, there are no medical or other reasons why I should not take part in the service-learning project.

Name: _____

Date: _____

Please sign here