

For Official Use Only

SERIAL NO.:

**I.T. EXCHANGE PROGRAMMES 2006/07**  
**Application Form**

**PART I – To be completed by the Applicant**

<b>Applicant</b>	<hr/> (Name of Department / Student Society) <hr/> (Name of Institution)
<b>Programme Title</b> (see Guidance Note 1)	
<b>Objective(s)</b> (see Guidance Note 2)	(1) (2) (3) (4) (5)
<b>Estimated Number of Full-time Students Participating in the Programme</b>	
<b>Brief Programme Description</b> (see Guidance Note 3)	
<b>Name of Overseas/Mainland Tertiary Institutions</b> (see Guidance Note 4)	(1) (2) (3) (4) (5)

<b>Duration of Stay at Each Institution</b>	(1) (2) (3) (4) (5)	
<b>Breakdown of Estimated Revenue and Expenditure</b> (see Guidance Note 5)	<b>REVENUE</b>	
	<b>Item</b>	<u>Amount (HK\$)</u>
	(1)	(1)
	(2)	(2)
	(3)	(3)
	(4)	(4)
	(5)	(5)
	(6)	(6)
	(7)	(7)
	(8)	(8)
	<b>EXPENDITURE</b>	
	<b>Item</b>	<u>Amount (HK\$)</u>
	(1)	(1)
	(2)	(2)
	(3)	(3)
	(4)	(4)
	(5)	(5)
	(6)	(6)
	(7)	(7)
	(8)	(8)
	<b>BALANCE</b>	HK\$
<b>Amount of Sponsorship Sought</b> (see Guidance Note 6)	HK\$	
<b>Justifications for the Amount of Sponsorship Sought</b> (see Guidance Note 7)		
<b>Name and Post of Contact Person</b>		

<b>Telephone Number, Email and Postal Addresses of Contact Person</b>	
<b>Signature of Contact Person</b>	
<b>Chop of the Department/Student Society</b>	
<b>Date</b>	

**PART II – To be completed by the Recommending Academic Department<sup>1</sup>**

<b>Recommendation</b>	This application is supported / not supported*.
<b>Reasons</b>	
<b>Remarks</b>	
<b>Name and Post of Contact Person</b>	
<b>Telephone Number, Email and Postal Addresses of Contact Person</b>	
<b>Declaration of Interests</b>	
<b>Signature of Contact Person</b>	
<b>Chop of Academic Department</b>	

\* Please delete as appropriate

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<sup>1</sup> For applications made by Student Societies and exchange offices only

### **Guidance Notes for Completing the Application Form**

- (1) Please use a title which shall be precise and self-explanatory.
- (2) The exchange programme shall be beneficial to the development of I.T. and language competence of the students and has to attach to at least one project the students are participating.
- (3) To facilitate assessment, please give realistic details of the exchange programme, including its nature, background, scope, timing, etc. Please also provide an account of the I.T. exchange activities planned with overseas/Mainland students and indicate the language to be used in these activities. Please explain how such activities would meet the objectives of the exchange programme. All cultural related activities should consist on more than 50% of the total program duration.
- (4) Please also indicate the city and/or country in which each overseas/Mainland institute is located.
- (5) Please present the figures clearly and correctly. Revenue should include any subsidies from institution/student society as well as sponsorships from other organisations. Expenditure should include estimates of the total expenses on air tickets\*, accommodation and local transportation in overseas/the Mainland. If necessary, please use a separate sheet.
- (6) Please note that only the expenditure on air tickets\*, accommodation and transportation of students in overseas/the Mainland that is eligible for sponsorship should be counted towards the amount of sponsorship sought. Any other expenditure should be offset by the revenue stated in guidance note (5) above, such as subsidies from institution/student society/exchange office.
- (7) Please highlight the reason why the Government of the Hong Kong Special Administrative Region should give support to the programme and why the Government's source of funding is essential.
- (8) All Applications should be submitted and send to the Secretary in a sealed envelope marked CONFIDENTIAL on or before 19 May 2007.
- (9) The application should be submitted in THREE printed copies and sent to the following address:

Cyberport IncuTrain Centre  
Unit 518, Level 5, Cyberport 3 (Core F)  
100 Cyberport Road  
Hong Kong

(Re.: Sponsorship Scheme for I.T. Exchange Programmes 2006/07)

\* - Or fare of other land or sea transports for programmes with Mainland institutes as appropriate.