

The Sponsorship Scheme for I.T. Exchange Programmes

In

2006/07 Academic Year

Issued by

Cyberport IncuTrain Centre

April 2007

The Sponsorship

1. This is an invitation for applications on the Sponsorship Scheme of I.T. Exchange Programmes in 2006/07 academic year. As the “Secretary”, the Cyberport IncuTrain Centre will serve as a focal point and contact for the sponsored event

The Scheme

2. Since year 2000, the Government has been putting enormous effort in enhancing the supply quality of I.T. manpower resources, particularly students with desires to become I.T. professionals. To enhance the students with opportunities for international exposure to the digital world and for improvement in foreign language proficiency, the “Sponsorship Scheme for I.T. Exchange Programme.” (hereafter the “Scheme”) has therefore been sponsored on a yearly basis by the Office of the Government Chief Information Officer (OGCIO). Effort includes providing local students with opportunities for international exposure and for improvement in foreign language proficiency through exchange/internship programme, targeting at local students of I.T.-related UGC-funded programmes organized by local degree-awarding institutes.
3. The objectives of the Scheme are to:
 - (a) encourage exchange between Hong Kong and Overseas students;
 - (b) improve the proficiency level in English and/or Putonghua of students;
 - (c) widen exposure and international outlook of students; and
 - (d) enhance I.T. competence of students through briefings, visits, projects participations, etc. during the exchange programme period.

Scope of Sponsorship

4. Under the Scheme, the OGCIO will provide sponsorships for exchange programmes organised by departments or student societies of local degree-awarding institutes for students in I.T.-related UGC-funded programmes. The maximum amount of sponsorship of each programme is HK\$64,000 for meeting the following expenses for participating students.
 - air tickets
 - accommodation
 - and local transportation in overseas countries or in the Mainland

5. In the case of programmes organized in collaboration with Mainland institutes, fare of land or sea transports, instead of air tickets, may be covered by the sponsorships as appropriate.

Eligibility

6. All academic departments which are in I.T.-related disciplines and belong to one of the local UGC-funded degree-awarding institutes are eligible to apply. Student societies and exchange offices which organize IT-related exchange programmes are also eligible to apply.
7. Participants of the exchange programmes shall be students studying in full-time I.T.-related disciplines of local UGC-funded degree-awarding programmes. The exchange programmes should commence and end within the 2006-07 academic year (including the summer of 2007). All programmes should be organized in collaboration with overseas or Mainland higher educational institutes but no limited to I.T.-related profit making and non-profit making organizations.
8. Sponsorship will NOT be granted to cover the following types of programmes or expenses.
 - (a) Programmes without exchange activities such as discussion or presentation with local students, or project delivery or implementation.
 - (b) Programmes without project attached to or project activities designed for participants to take part (programmes that will not contribute in planning, implementing, managing or producing the result of the project.)
 - (c) Expenses other than round trips fares of air, land or sea transports, accommodation, and local transportation in overseas countries or in the Mainland
 - (d) Expenses incurred in relation to the participation of academic or administration staffs of the institutes for supervision or administrative purpose.
9. The decisions of the OGCIO on the eligibility of proposed programmes for sponsorship and amount of the sponsorship are final.

Application and Selection

10. The Applicants should quote the monetary figures in Hong Kong Dollars and make sure that monetary figures quoted are accurate before submission. Under no circumstances will the Secretary accept any request for adjustment on the ground that a mistake has been made in the monetary figures quoted.
11. Any Applicants should complete the attached application form at Appendix A.
12. All Applications should be submitted and send to the Secretary in a sealed envelope marked CONFIDENTIAL on or before 19 May 2007 (Note : The exchange programme concerned should not commence earlier than 1 June 2007.)
13. The application should be submitted in THREE printed copies.
14. The application form should be 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)
15. A separate application form has to be submitted for each exchange programme. The soft copy of the application form will be made available to the institutes by email and on the Cyberport IncuTrain Centre web site <http://training.cyberport.hk/IT-Exchange.htm> to download.
16. All applications from academic departments, student societies, and exchange offices of institutes must be endorsed by the relevant academic departments of the institutes. A vetting committee comprising representatives and professionals drawn from the Government, the commercial and industry sector shall be formed to consider applications for sponsorship and to decide on the amount of sponsorship for each programme.

Announcement of Result

17. The Secretary shall notify the applicants of the decision of the vetting committee before 1 June 2007. 60% of the approved sponsorship amount shall be released to the successful applicants as advanced payment prior to the commencement of the exchange programmes. The remaining 40% of the approved sponsorship amount shall be disbursed upon received of the

evaluation reports and the statement of accounts will certified true copies of receipts as supporting documents of the programmes.

Responsibilities of Successful Applicants

18. Successful applicants should:

- (a) Ensure that the objectives of the Scheme set out in paragraph 3 above and in their applications are fulfilled;
- (b) Keep the Secretary informed of any changes/updates of the programmes at the earliest convenience;
- (c) acknowledge the sponsorship of the OGCI0 and the Secretary in all publicity materials;
- (d) arrange and run experience sharing sessions after the completion of the programme for the benefits of other students in their departments/institutes;
- (e) participate the experience sharing session organized by the Secretary after the completion of all programmes;
- (f) prepare the evaluation reports in accordance with the prescribed format at Appendix B; and
- (g) submit the statement of accounts with certified true copy of payment receipts as supporting documents to the Secretary within one month after the completion of the programmes for verification and release of the remaining balance of the sponsorship. Failing that may result in the withdrawal of the OGCI0's sponsorship and the requirement of repaying the sponsorship to the OGCI0 in full.

Declaration of Interests

19. To ensure impartiality of the Scheme, all Applicants are required to declare on the application any relation, interest, or benefit which the Applicants may have or may receive from the collaborative partners of the programmes.

**Cyberport IncuTrain Centre
April 2007**

Appendix A

For Official Use Only

SERIAL NO.:

Application Form

PART I – To be completed by the Applicant

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

THE SPONSORSHIP SCHEME FOR I.T. EXCHANGE PROGRAMMES IN 2006/07
ACADEMIC YEAR

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

THE SPONSORSHIP SCHEME FOR I.T. EXCHANGE PROGRAMMES IN 2006/07
ACADEMIC YEAR

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

PART II – To be completed by the Recommending Academic Department¹

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

* Please delete as appropriate

¹ 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 20 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.

Appendix B

For Official Use Only

SERIAL NO.:

Evaluation Report

<p>Applicant</p>	<p>_____</p> <p>(Name of Department / Student Society)</p> <p>_____</p> <p>(Name of Institution)</p>
<p>Programme Title</p>	
<p>List of Participants (Please provide student name and student registration no.)</p>	
<p>Detailed Programme Description (Please give full details on the nature and parties involved in each programme event)</p>	
<p>In-depth evaluation of the effectiveness of how the exchange programme has achieved the objectives set out in the Scheme Proposal</p>	
<p>Objective 1</p>	
<p>Objective 2</p>	

Objective 3	
Details on Experience Sharing Session (Please specify the date, number of participants, and any feedback gathered)	
Sponsorship Sought (Please attached a statement of accounts with copies of supporting receipts duty presented)	

-- End --