

**Hsin Chong - K.N. Godfrey Yeh Education Fund
for Joint Student Projects
Application Form 2026 - 27 (1st Round)**
(Please type or write clearly in black)

Personal Information Collection Statement (PICS)

- (1) The Office of Student Affairs (OSA) at Hong Kong Shue Yan University (“the University”) may collect, use and / or process the following types of personal data, including but not limited to all student names, student IDs, institutions, study programmes / courses, years of studies, addresses, contact numbers, email addresses, and signatures.
- (2) The purposes of collecting, using and / or processing personal data by means of this application form include, but not limited to: process your application(s) for the captioned; handling of enquiries / requests from regulatory bodies, enforcement authorities and government departments; and administration of the University’s promotional and public relation activities.
- (3) In order to serve the specified purpose(s), your personal data may be disclosed and / or transferred to relevant units within the University and external organisers for verification and assessment. For PRC and EU data subjects, please note that such recipient(s) of your personal data may be located outside PRC and EU. All information provided will be destroyed by the end of the academic year or the approved storage period(s) (whichever is later).
- (4) Without your express approval, or unless required / permitted by law, the personal data collected herein will not be disclosed to third parties other than those specified in the purpose of collection.
- (5) Unless indicated otherwise, all personal data requested in this form is required for its purpose(s). If such data is incomplete or inaccurate, the processes of application could be void or delayed.
- (6) Without your consent, the University will not use your personal information provided to us to conduct direct marketing, and you may opt-out from direct marketing at any time.
- (7) In accordance with the Personal Data (Privacy) Ordinance of the HKSAR, you have the right to request access to, and correction of your personal data submitted in this form. Should you wish to access or amend your personal data, please email the Student Activities Section, Office of Student Affairs of Hong Kong Shue Yan University at osa_activities@hksyu.edu.

Authorisation and Declaration

- ☐ I, the Project Leader on behalf of all the applicants / members concerned, agree to the provisions set out in the “Personal Information Collection Statement (PICS) Pertaining to Hsin Chong – K.N. Godfrey Yeh Education Fund for Joint Student Projects”, and, as applicable, its Addenda.
- ☐ I, the Project Leader on behalf of all the applicants / members concerned, hereby give my explicit consent to Hong Kong Shue Yan University to collect / use / process / retain / disclose / transfer my personal data provided, for the purpose of applying the Hsin Chong – K.N. Godfrey Yeh Education Fund for Joint Student Projects.

(Please tick as appropriate.)

1. Name of Proposed Project _____
2. Project Period
From _____ (DD/MM/YYYY) To _____ (DD/MM/YYYY)

3. Amount of Subsidy Applied (HK\$) _____

4. Amount of Subsidy Approved by Other Organisations / Under Application (HK\$) _____

5. Particulars of Project Leader

Full Name _____ Student No. _____

Society Being Represented & Position (if relevant) _____

Institution & Faculty / Department _____

Course & Year of Studies _____

Address _____

Contact Telephone No. _____ Email _____

6. Particulars of the Second Contact Person

Full Name _____ Student No. _____

Society Being Represented & Position (if relevant) _____

Institution & Faculty / Department _____

Contact Telephone No. _____ Email _____

Signature of Project Leader

Chop of Society
(if applicable)

Date

Please attach a proposal which gives details of the following:

- A. Particulars of Project Organisers
- For Student Societies: Name of societies and respective institutions
 - For individuals: Name of students with respective institutions, faculties / departments, course and year of studies, address, contact number and email
- B. Particulars of the Proposed Project
- Objectives, methods of achieving the objectives, proposed dates, proposed venue (if conducted locally), destination & itinerary (if conducted abroad), details of target participants (no. of students & staff from each institution, other participants), contribution to the promotion of student activities and student services in general.
- C. Budget plan (subsidies expected from Hsin Chong, other subsidies approved by other organisations or under application, other sources of income and expenditures in details)

Completed application form together with the detailed proposal should be sent via email (osa_activities@hksyu.edu) to the Student Activities Section, Office of Student Affairs of the institution in which the project leader is studying. For enquiries, please contact Ms. Fanny Yan / Mr. Kenneth Leung of the Office of Student Affairs at Hong Kong Shue Yan University.

7. To facilitate the consideration of Selection Committee, please invite your advisor to comment on the proposed project.

Name of Advisor _____ Tel. No. _____

Position _____

Faculty / Department _____ Institution / Organisation _____

Signature _____ Date _____

8. Recommendation by staff of the Office of Student Affairs of the institution in which the project leader is studying.

Name of Staff _____ Tel. No. _____

Position _____ University / Institution _____

Signature _____ Date _____

(Personal data collected will comply with the requirements of the Personal Data (Privacy) Ordinance. All data will be securely stored and used solely for its intended purposes. The application form and supporting documents will not be returned and will be kept for a maximum of seven years for accounting purposes.)