GUIDELINE

AIMS
1. To recognize students who have demonstrated outstanding service to the university community and/or the community beyond the campus
2. To encourage students to engage in community service, cultivate a greater sense of social responsibility and foster students’ commitment in serving the society.

THE AWARD
This award is given annually to a maximum of 3 undergraduate students of the Interdisciplinary Programs Office (IPO) who have made significant contributions to the betterment of the society through community service during the award year. The contributions need to have significant impact on the university community and/or the targeted community. Winners of the award will receive a HK$2,000 cash prize and a certificate from the Director of IPO.

ELIGIBILITY
All full-time undergraduate students of IPO programs are eligible to apply. IPO programs include:
- Dual Degree Program in Technology and Management
- Environmental Management and Technology
- Risk Management and Business Intelligence
- Individualized Interdisciplinary Major
For group applications, ALL group members should be students from one of the above four programs.

APPLICATION
1. Applicants need to submit the following documents to the IPO before noon of Mar 29, 2019 by email to Mr. Billy Cheuk (billycheuk@ust.hk) or by hand to the IPO located in Room 4376 (Lifts 17-18).
   a. A completed application form;
   b. A personal reflection essay, and
   c. Other supplementary materials that can support the application.
2.Incomplete or late applications will not be considered.

GUIDELINES ON ESSAY
- Provide a brief summary on the services and examine the potential impact of the services you have conducted
- Share what you have learnt through the services and how these experience can be applied in the daily life
- Write a future plan to serve the community

SELECTION
Applicants will be assessed by a Selection Panel appointed by the Director of IPO based on the following criteria:
- Significant contributions to the university community and/or the community beyond the campus, predominantly during the award year
- Leadership and organizational abilities
Shortlisted applicants will be invited to an interview. Absence from the interview without justifiable reasons will lead to the applicant’s withdrawal from the award selection. At the discretion of the Selection Panel, phone or Skype interviews may be arranged.

TIMELINE
Call for application: early – late March 2019
Selection and Interview: early April 2019
Announcement of Result: April 2019

ENQUIRY
Students who have enquiries please contact Mr. Billy Cheuk (billycheuk@ust.hk) at 2358 5823.
APPLICATION FORM

Note: Applicants need to submit the completed application form and supporting documents to IPO before noon of March 29, 2019, by email to Mr. Billy Cheuk (billycheuk@ust.hk) or by hand to the General Office of IPO located in Room 4376 (Lifs 17-18).

1. Particulars of Applicant

<table>
<thead>
<tr>
<th>Name in English</th>
<th>Mr/ Miss</th>
<th>Name in Chinese</th>
<th>Year of Study</th>
<th>Student ID</th>
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<tr>
<td>Major</td>
<td></td>
<td>Contact number (Home)</td>
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<td>HKUST Email</td>
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<td>Contact number (Mobile)</td>
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Can you attend the interview in early April, 2019? *Yes / No

*If “No”, please specify your Skype account:
*Please delete if inappropriate

2. Community Service Portfolio

Please provide details of community service (in chronological order, starting with the most earliest one) and submit copies of relevant documents. Service to and project for fellow students and the university with impactful result could also be included (Attach additional sheets if necessary)

<table>
<thead>
<tr>
<th>Name of Service</th>
<th>Service Organization</th>
<th>Service Target</th>
<th>Nature of Service (visits/fundraising/organizing activities, etc)</th>
<th>Service Location (City, Country)</th>
<th>Your role</th>
<th>Duration of Service</th>
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3. Essay

Please attach a personal reflection essay.

4. Reference

Please provide name and contact of people who can serve as your referees. You can also enclose with your reference letters or other materials to support your application.

<table>
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<tr>
<th>Name of Referee</th>
<th>Position</th>
<th>Organization</th>
<th>Email Address</th>
<th>Contact Number</th>
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5. Declaration

I declare that to the best of my knowledge all information contained in this application is accurate. I understand if I give any false information, I shall be liable to be imposed penalty by the University. I also understand and accept that the information given is used for the award selection only and will be destroyed one year after the application deadline.

Signature of Applicant: ___________________________ Date: ________________

Application checklist:
[ ] A completed application form;
[ ] A personal reflection essay;
[ ] Two SIGNED reference letters; and
[ ] Other documents that can support the application.

For Office Use:
Application received on __________________________ by ________________
Result of application: successful / not successful