Appendix 1

The Chinese University of Hong Kong
Shaw College Cultural Integration Programme 2026-27

Application Guidelines for
Subsidy for Cultural Integration Activities organized by student bodies / students of Shaw College

1. Application Procedures

Please prepare the proposal, report and supporting documents and submit them to the College for approval by email to **alvinng@cuhk.edu.hk** or in person to **General Office at LG1, Wen Lan Tang, Shaw College by the deadlines below**. Late or incomplete application will NOT be considered.

	Item	Submission Deadline
1	Complete and submit the following items to the College: 1. *Proposal for Cultural Integration Activity organized by student bodies / students of Shaw College*	**At least 2 weeks before** the actual event date
After College review, the proposal coordinator(s) will be notified of the amount of approved subsidy for their proposed cultural integration activity.		
2	Complete and submit the following items to the College: 1. *Report on Cultural Integration Activities organized by student bodies / students of Shaw College* 2. *Attendance List* 3. Photos of the event 4. Receipt of service/goods	**within 1 week after** completion of the event.
The subsidy will be reimbursed to the proposal coordinator(s) after verification of sufficient supporting documents.		

2. Format of Activity

- Diversified activities are encouraged (E.g., hiking, visiting heritage, tasting local food)
- Number of activities organized during the period is not limited
- Each activity should involve at least **1 Cultural Integration Ambassadors** and **2 exchange students**

3. Budget for Activity

- Each activity may receive up to HKD$150 per person, to be reimbursed for actual expenses
- The activity is non-profit making. Designed activities may charge participants a reasonable fee as long as it does not violate the non-profit making principle
- The fund usually supports the following items:
  - Participation fee for joining activities (E.g., tuition fee, admission fee)
  - Dining fees

Appendix 2

Shaw College
Cultural Integration Index 2026/27

Proposal for Cultural Integration Activities organized by student bodies / students of Shaw College

1. Information of coordinator

Name (in English): _____ Name (in Chinese): _____

Student I.D. No.: _____ Major/Year: _____

Contact No.: _____ Email address: _____

2. Details of event

Organizing body: ☐ Student body^ (Please specify): _____

☐ Non-student body

Date: _____ Time: _____

Venue: _____

Target participants: _____ Expected no. of participants: _____

Project title: _____

Objective(s): _____

_____

What cultural integration element(s) will be involved? How will it / they be involved?

Remarks

^ refer to student bodies registered under Shaw College.

3. **Details of coordinator(s) or helper(s)** *(Please fill in the details of students of Shaw College ONLY.* You may use additional paper if necessary.)

(a) Coordinator(s) *(students who plan and execute the event)*

Name (in English)	Name (in Chinese)	Student I.D. No.	Major/Year:	Duties

(b) Helper(s) *(Students who help the organizers during the event)*

Name (in English)	Name (in Chinese)	Student I.D. No.	Major/Year:	Duties

4. **Declaration**

I _____ (name of applicant) declare that the information given in this form is complete, accurate and true. I hereby authorize Shaw College to use information herein for cultural integration related purpose and allow the College to release information to Committees and personnel who will process related matters. I understand that the final decision of granting points in Cultural Integration Index rests with Shaw College.

Signature of coordinator: _____

Date: _____

Note:

- Please complete ALL sections in this proposal and submit to the College for approval by email to alvinng@cuhk.edu.hk or in person to General Office at LG1, Wen Lan Tang, Shaw College **at least 2 weeks in advance**. Late or incomplete application will NOT be considered.
- Please complete and submit the *Report on Cultural Integration Activities organized by student bodies / students of Shaw College* and supporting documents (*Attendance List*, photos and receipts) to College **within 1 week** after completion of the activities.

Appendix 3

Shaw College
Cultural Integration Index 2026/27

Report on Cultural Integration Activities organized by student bodies / students of Shaw College

1. Details of event

Date: _____ Time: _____

Venue: _____

No. of participants (local students): _____ No. of participants (non-local or exchange students): _____

What cultural integration element(s) had been involved? How had it / they be involved?

2. Details of coordinator(s) or helper(s) (*(Please fill in the details of students of Shaw College ONLY.* No need to fill in this part if they are the same as the proposal.)

(a) Coordinator(s) *(students who plan and execute the event)*

Add (A) or Delete (D)	Name (in English)	Name (in Chinese)	Student I.D. No.	Major/Year	Duties

(b) Helper(s) *(Students who help the organizers during the event)*

Add (A) or Delete (D)	Name (in English)	Name (in Chinese)	Student I.D. No.	Major/Year	Duties

3. Declaration

I _____ (name of applicant) declare that the information given in this form is complete, accurate and true. I hereby authorize Shaw College to use information herein for cultural integration related purpose and allow the College to release information to Committees and personnel who will process related matters. I understand that the final decision of granting points in Cultural Integration Index rests with Shaw College.

Signature of coordinator: _____

Date: _____

Note:

- Please complete this report and submit together with supporting documents (*Attendance List*, photos and receipts) to College by email to alvinng@cuhk.edu.hk or in person to General Office at LG1, Wen Lan Tang, Shaw College **within 1 week** after completion.

Appendix 4

Confidential

_____ (Name of event)

_____ (Date)

Attendance List

No.	Name (in English)	Name (in Chinese)	Student I.D. No.	Major / Year	College	Local / Non-local student	Attend (Please sign)
Example	CHAN Tai Ming	陳大明	1155000000	IBBA / 2	Shaw	Local	
1							
2							
3							
4							
5							
6							
7							
8							
9							
10							
11							
12							
13							
14							
15							