

HONG KONG BAPTIST UNIVERSITY
Service-Learning Grant
Guidelines for Application (CISL-M01)
(With effect from AY2026–27)

1. Background

1.1. The Centre for Innovative Service-Learning (CISL) was established in December 2017 to contribute to the provision of Best Student Experience in the Institutional Strategic Plan 2018-2028. To provide support to faculty members for the development and implementation of service-learning (SL) courses at HKBU, the Service-Learning Grant (SL Grant) has been set up by the CISL to:

- a. encourage course instructors to integrate SL elements into the curriculum;
- b. enhance the teaching and learning of SL at HKBU; and
- c. promote transdisciplinary collaboration on SL courses and initiatives.

2. Eligibility

2.1. Academic and teaching staff who design and deliver the following are eligible for the SL Grant:

- a. UGC-funded credit-bearing courses with SL components ([see definitions](#)); or
- b. non-credit bearing service projects with a roadmap for conversion into UGC-funded credit-bearing courses.

GE Capstone courses are NOT eligible for the Grants as they are supported by other funding sources.

3. Selection Process and Criteria

3.1. Credit-bearing courses with SL components will be given higher priority than non-credit bearing service projects which will be converted into credit-bearing courses.

3.2. The assessment is based on the following criteria:

- a. Achieving Intended Learning Outcomes of Service-Learning
- b. Aligning the SL components with ILOs
- c. Integrating new ideas and SL elements in the curriculum or project
- d. Bringing educational benefits to students and impact to the service recipients and community
- e. Developing new pedagogical or teaching approaches in SL

3.3. Applications for the SL Grant will be assessed and approved by a Review Panel formed under the Committee on Innovative Service-Learning (ISLC). Approval is subject to funding availability.

4. Use of Funding and Funding Amount

4.1. The SL Grant can be used to support expenses related to the development and delivery of the SL component. The funding provided for each successful application will vary according to the projected expenses.

The maximum funding support is as follows:

| SL Geographical Location | Grant for Course Instructor/Project Leader (On reimbursement basis with receipts) (up to) | Student Subsidy | |
|-----------------------------|---|---|--|
| | | Local Expense (Opt-in direct subsidy; No receipts required) (up to) | Outbound Expense (Transportation, accommodation and meals to be paid to travel agency as a group or reimbursement upon receipts/invoice) (up to) |
| Hong Kong | \$30,000/course | 3-tiered options: • Not required; <i>or</i> • \$100/student; <i>or</i> • \$300/student | N/A |
| China (except Hong Kong) | \$50,000/course | N/A | \$2,500/student |
| Asia Pacific | \$70,000/course | N/A | \$3,500/student |
| Others | \$100,000/course | N/A | \$5,000/student |

4.2. Requests exceeding the maximum amount will be considered by the SL Grant Review Panel on a case-by-case basis.

4.3. Grant for Course Instructor/Project Leader

- a. The SL Grant Review Panel will assess the proposed budget on a case-by-case basis to determine whether the items and amounts are justifiable and eligible for support. In principle, the items supported and not supported are:

| | |
|---------------------|--|
| Supported items | <ul style="list-style-type: none">• Part-time project assistants, coordinators, or student helpers• Printing and project materials• Minor electronic consumables (e.g. batteries, USB flash drives)• Services directly relevant to SL component (e.g., guest speakers, translators, graphic designers)• Light refreshments for activities involving service users• Group travel expenses• Inter-city transportation, lodging and meals for staff during non-local service activities |
| Items not supported | <ul style="list-style-type: none">• Major equipment (e.g. computers, printers, audio-visual equipment) |

- b. The policies and guidelines set out by the HKBU Finance Office and Human Resources Office must be followed for the procurement of approved items and appointment of staff/student helpers.
- c. The course instructor/project leader is required to submit the relevant receipts and/or payment vouchers to the Finance Office for reimbursement of all expenditure incurred under the grant. CISL reserves the right to recover from the course instructor/project leader any funding which has been improperly spent.
- d. All allocated funding must normally be used within the project period. Any balance left unspent after the project period will be returned to the SL Grant automatically.
- e. In cases involving unplanned expenditures, the course instructor/project leader should consult CISL before making the purchase.

4.4. Student Subsidy – Local Expense

- a. When applying for the Service-Learning Grant, applicants are required to:
- select the appropriate subsidy tier; and
 - provide a clear justification based on the arrangement of SL activities, the nature of student deliverables and the associated logistical requirements.

The justification will be considered as part of the overall budget assessment by the Review Panel.

b. The available subsidy tiers and their intended purposes are as follows:

| Tiered Amount | Purpose | Examples of use |
|----------------------|---|--|
| Not Required | For courses where student expenses are fully covered through centrally arranged logistics (e.g. group transport, general materials) | N/A |
| \$100/student | For courses involving individual transport costs or minor expenses related to the service-learning activities | <ul style="list-style-type: none"> • Public transport to/ from service sites (e.g. public bus, MTR, group taxi) • Minor student project materials (e.g. stationery, poster printing) |
| \$300/student | For courses involving substantial project-based work with higher material requirements | <ul style="list-style-type: none"> • Specialised materials for group projects and prototyping (e.g. artworks, exhibition booths) |

c. Only students who have completed the SL component satisfactorily with recommendation from the course instructor/project leader will receive the subsidy at the end of the course/project. The course instructor/project leader or his/her department is responsible for submitting the list of eligible students (with confirmation of satisfactory completion) and payment instructions to the Finance Office for processing.

4.5. Student Subsidy – Outbound Expense (*applicable to non-local trips only*)

- a. The Subsidy for Students’ Outbound Expense is designated to cover the costs of airfare, accommodation, and meals for students during non-local trips. In general, these expenses should be settled directly with a travel agency as a group payment or reimbursed to individuals upon the presentation of original receipts and invoices.
- b. While an initial subsidy amount is approved based on the estimated number of students expected to participate in the trip, the final subsidy disbursed will correspond to the actual number of students who travel. The subsidy is allocated on a per-student basis, adhering to the maximum per-student cap that varies depending on the SL geographical location, as outlined in Section 4.1 above.
- c. All procurement activities, including the purchase of services and the submission of reimbursement requests, must align with the policies and guidelines established by the Finance Office. The course instructor/project leader or his/her department will be responsible for submitting the purchasing or reimbursement requests/documents to the Finance Office for processing.

5. Acknowledgment of the Grant Support

5.1. Acknowledgement of the funding source is required on all publicity materials and student deliverables. Details will be included in the award letter once the application is approved.

6. Application and Reporting

6.1. In order for approved SL Grant funding to be available at the start of the target semester, instructors are advised to send their applications as early as possible by the stipulated application deadline set for each semester.

6.2. Applicants are required to submit their application via [Students and Staff Service Platform \(SSSP\)](#) together with relevant supporting document(s).

6.3. Upon completion of the service-learning component, the course instructor/project leader is required to submit a Completion Report, together with photos and student deliverables, by the stipulated deadline as notified by CISL each semester. The report is required for accountability and transparency, and to assess the effectiveness and impact of the funded activities.

6.4. Recipients of the SL Grant may be invited to share their experience with interested staff members.

7. Consultation Services and Enquiries

7.1. Please contact Miss Kasey Hui, CISL, at 3411-2069 or cisl@hkbu.edu.hk.

June 2026