

HONG KONG BAPTIST UNIVERSITY
GENERAL EDUCATION OFFICE
Guidelines for GE Leaders Achievement Scheme (GELAS)

Overview

As the student leaders, this is a great opportunity for you to enhance your leadership skills and creativity, as well as build a strong character. By participating in GELAS, you will be designing and organizing promotional activities on General Education (GE) with guidance and sponsorship from the General Education Office (GEO).

Why GE?

General Education is a crucial part of the 4-year undergraduate curriculum of HKBU and it helps students pursue whole person development. It is important for you and students around the campus to understand what GE is all about. Please refer to the GE website for the details and characteristics of the GE Programme.

Project flow

Development	<ul style="list-style-type: none"> ★ Attend the briefing session. Obtain a proposal template and important information about the aims and expectations of this project. ★ Form a team with 1-2 Project Coordinators and max. 5 Event Organizers for this project. ★ Brainstorm for a GE event and prepare an event proposal. Submit your proposal at least 3 months before the proposed event date. ★ Once the proposal is chosen, a GE Advisor will contact the Project Coordinators and comment on the proposal. The GE Advisor will also provide advice to your team throughout the project. ★ Submit the final version of Event Proposal with details of the activities and a budget plan to GEO for endorsement.
Implementation	<ul style="list-style-type: none"> ★ Once the proposal and the budget plan are endorsed, you may recruit your Operation Team and prepare for the event. ★ Your team will be responsible for delivering the event. GEO will assist you in the promotion and reservation of campus venue if needed.
Evaluation	<ul style="list-style-type: none"> ★ A final report together with original invoices/receipts have to be submitted for financial settlement, within 2 months after the event is held, or before 31st May 2014, whichever is earlier. ★ Certificates will be issued to every team member listed in the report. ★ Project Coordinators and Event Organizers will receive reference letters if reflective journals are submitted for consideration. ★ Certificates, reference letters and financial reimbursement will be distributed in around 2 months upon receipt of the final report.

Eligible applicants & Team members

- ▶ Student organizations registered under the Office of Student Affairs (SA) / Student Union (SU) are eligible, including academic societies, hall councils, and interest clubs.
- ▶ It is not necessary for all committees to participate in this project. You may form a team with only some of your committee members. It is not compulsory for the committee president to join this project, nor to be the Project Coordinator.
- ▶ There will be 3 roles in your team: Project Coordinators, Event Organizers, and Operation Team Members.
- ▶ All team members will receive certificates after completion of the project. In addition, Project Coordinators and Event Organizers will receive reference letters if they submit individual reflective journals for consideration.

Role	Duties	Rewards
Project Coordinator (1-2 students)	<ul style="list-style-type: none"> ★ Oversee the project to maintain professionalism and safety of the event; ★ Act as the contact person for the project and report progress to the GE Advisor regularly; ★ Lead the Event Organizers to design the event, prepare the documents and organize the activities. 	<ul style="list-style-type: none"> ★ With guidance from GEO, the coordinators will develop leadership and management skills that are essential for future career; ★ A certificate specifying “Project Coordinator” will be given; ★ After submitting a reflective journal, a reference letter will be issued to the Project Coordinator based on his/her overall performance and the observation of the GE Advisor.
Event Organizer (3-5 students)	<ul style="list-style-type: none"> ★ Design the event; ★ Develop and prepare the event proposal and final report; ★ Lead the Operation Team to implement the plan. 	<ul style="list-style-type: none"> ★ A certificate specifying “Event Organizer” will be given; ★ A reference letter will be issued to the Event Organizer who has good performance during the project and submits a reflective journal afterward.
Operation Team Member	<ul style="list-style-type: none"> ★ Implement the event. 	<ul style="list-style-type: none"> ★ A certificate specifying “Operation Team Member” will be given.

Sponsorship

- ▶ The amount of sponsorship for each proposal will be decided by GEO with considerations on needs, expected outcomes and number of participants.
- ▶ The maximum amount of sponsorship per proposal will be HKD\$2000. The amount to be spent on prizes and food/drinks should not exceed HKD\$500 and HKD\$300 respectively for each activity without justifications and prior approval from GEO.
- ▶ The sponsorship will be paid in arrears and claimed with original receipts. No other subsidies should be applied for the same expenses.

Criteria for Endorsement of Event Proposals

- ▶ The proposal should explain how the events can achieve **at least 2** of the following goals:
 - ★ Promote the GE philosophy and its importance
 - ★ Enhance participants' understanding on the teaching and learning of GE
 - ★ Encourage participants to take GE courses
 - ★ Enhance participants' understanding on interdisciplinary learning
 - ★ Help the participants achieve at least 2 GE Programme Intended Learning Outcomes

GE Programme Intended Learning Outcomes (PILOs)	
1	Communicate effectively as speakers and writers in both English and Chinese
2	Access and manage complex information and problems using technologically appropriate means
3	Apply appropriate mathematical reasoning to address problems in everyday life
4	Acquire an active and healthy lifestyle
5	Use historical and cultural perspectives to gain insight into contemporary issues
6	Apply various value systems to decision-making in personal, professional, and social/political situations
7	Make connections among a variety of disciplines to gain insight into contemporary personal, professional, and community situations

- ▶ Higher priority will be given to the proposals whose expected impact is more far-reaching and sustainable.

Regulations

- ▶ There is no limitation on the nature of events, but professionalism and safety have to be maintained. The guidelines for student organizations activities provided by SA are all applicable to this project.
- ▶ The activity can be held separately, or as a session/part of a bigger event.
- ▶ Without exemptions granted, all documents should be written in English.
- ▶ The whole process, from submitting proposal to evaluation, has to be carried out within 1 service year of the student organization.
- ▶ There is no limitation on the number of proposal submitted from 1 student organization, but GEO will choose the proposals which meet the evaluation criteria better for further development. More than 1 proposal may be chosen.
- ▶ Once a proposal is endorsed, the funding needed will be reserved. Submitting the proposal as early as possible will increase the chance of endorsement, since no new applications will be accepted once all the funding is reserved/claimed.
- ▶ The activities will be held under the supervision of GEO if necessary.
- ▶ GEO reserves the ultimate right to make changes to the guidelines. In case of any dispute, the decision of GEO on granting sponsorship and reimbursement shall be final and conclusive.

Timeline & Important Dates

Year	Date	Detail
2013	Jan 30 (Wed)	Briefing Session 6:30 - 7:15pm AAB402A
	Feb 5 (Tue)	Briefing Session (rerun) 6:30 - 7:15pm OEM603
	Feb to Dec	Before the event is held:
2014	Jan to May	<ul style="list-style-type: none"> ★ Event Proposal and application to be submitted <u>at least 3 months in advance</u> for endorsement After the event is held: <ul style="list-style-type: none"> ★ Final report together with original invoice and receipts, as well as reflective journal (if any) to be submitted <u>in 2 months</u>. ★ Financial reimbursement, distribution of certificates and reference letters in around 2 months upon receipt of the final report and reflective journal.
	May 31	Last day for final report submission

Useful Information

- ▶ GELAS Website
<http://www.hkbu.edu.hk/ge/students/gelas/>
- ▶ GE Website
<http://www.hkbu.edu.hk/ge>
- ▶ Guidelines for Student Organization Activities provided by SA
<http://sa.hkbu.edu.hk/home/campus-life-support/support-to-student-organizations/manual-for-student-activities/guidelines-for-student-organization-activities/>

Enquiries

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