

**THE HONG KONG UNIVERSITY OF SCIENCE AND TECHNOLOGY**  
**School of Business and Management**  
***The Franklin Fund for International Business Studies***  
**Application Guidelines 2016-17**

**Background**

With the generous donation by the Morris S. Smith Foundation, HKUST Business School (SBM) received a gift known as The Franklin Fund for International Business Studies. Purpose of the Fund is to provide financial support for **international business education experiences** for business undergraduate students.

**Aim**

To encourage business undergraduate students to better utilize the summer vacation, students who wish to participate in ***overseas summer programs***, held outside Hong Kong, Macau, and China, could apply for the Fund. The selected overseas summer program **should not be less than 14 days and not more than 4 months**.

**Application**

1. Application opens from March 6 to April 7, 2017. Applicants are required to fill in the application form and submit supporting documents by the application deadline. Incomplete applications (e.g. failure to provide the necessary supporting documents) or late submissions will not be considered.
2. Shortlisted applicants will be invited for an interview in mid-April, 2017. If applicants have genuine reasons for not able to attend the interview during April 20-25, 2017, they should inform the SBM UG Programs Office by the time they submit the application. At the discretion of the panel, skype interviews will be arranged. Absence from the interview will lead to students' withdrawal from the award selection.
3. Fund allocation is based on assessment of application and interview.

**Eligibility**

Interested applicants should note the following selection criteria:

1. Students who are permanent residents of Hong Kong.
2. Non-final year undergraduates who are from SBM and Dual degree programs.
3. The Committee shall take into consideration of applicants' financial needs.
4. Students without prior overseas experience will be given higher priority.
5. The overseas summer programs must contain business education components.

## Application Timeline for 2016-17

March 6 - April 7, 2017	Open for Application
Mid - April, 2017	Invitation to shortlisted applicants for interview
April 20 - 25, 2017	Interview
Mid - May, 2017	Result announcement
September - October, 2017	Submission of required documents by awardees and grant disbursement

### Application Submission and Deadline

Applicants should submit the following documents in hardcopies to Ms. Twiggy Wu, Assistant Manager, Undergraduate Student Development & Career Services Team, HKUST School of Business and Management (Room 1037, 1/F, LSK Business Building) or softcopies via email at [bmtwiggy@ust.hk](mailto:bmtwiggy@ust.hk) on or before the application deadline **April 7, 2017**.

1. Duly-completed application form
2. Copy of Hong Kong Permanent Identity Card
3. Summer Program's brochure / leaflet / printout of internet information
4. Certifying document for financial assistance

All applications will be handled after the deadline and the result will be announced in mid-May, 2017.

### Fund Distribution

Each successful fund recipient will be awarded with a cash sponsorship (up to HK\$10,000) on the conditions that he/she has submitted the required documents **within one month** after completion of the program. The required documents include:

1. Proof of completion from the program organizer
2. A reflective report of their summer program experience

SBM reserves the right to amend the terms and conditions at any time and will advise valid applicants if this occurs, as and when required. All disputes arising from or in connection with the fund allocation shall be subject to the final decision of SBM.

### Enquiry

Ms. Twiggy Wu  
Assistant Manager  
Undergraduate Student Development & Career Services Team  
Room 1037, 1/F, Lee Shau Kee Business Building  
School of Business and Management  
Hong Kong University of Science and Technology  
Clear Water Bay, Kowloon, Hong Kong  
Tel: (852) 2358 8377 Fax: (852) 2358 3805  
Email: [bmtwiggy@ust.hk](mailto:bmtwiggy@ust.hk)

**THE HONG KONG UNIVERSITY OF SCIENCE AND TECHNOLOGY**  
**School of Business and Management**  
***The Franklin Fund for International Business Studies***  
**Application Form 2016-17**

**Eligibility Checking**

**Are you permanent residents of Hong Kong?**

**YES**

**NO**

(check (✓) as appropriate)

(Before beginning the application process, please make sure you are eligible to apply for the Fund)

**1. Applicant's Details**

Name in English	
Name in Chinese	
Student ID	
HKID	
Study Major (First & Second)	
Year	
Contact address	
ITSC email	
Contact number	
Bank Account Information in Student Information System (SIS)	Bank Name: Bank account holder name: Account number:

**2. Overseas Summer Program Information** (must be held outside Hong Kong, Macau, and China and not less than 14 days and not more than 4 months)

Name of the host institution	
Website of the Program (if any)	
Location of the host institution (City / Country)	
Program Name	
Program Duration	
Program Fee (HKD)	
Estimated Total Extra Cost of the Trip other than Program Fee (HKD) (please indicate the amount, if applicable)	Accommodation: HK\$ Airfare: HK\$ Local Transportation: HK\$ Meal: HK\$ Other Daily Expenses: HK\$
Program Detail (please list out the activities in the program)	
Percentage of Business Courses / Related Components in the whole program	/ 100%

Admission Status	Planning Only / Pending (result release date: _____) / Admitted
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(If necessary, please provide additional pages) (Applicants are required to submit the program brochure / leaflet / schedule / confirmation as supporting documents, if appropriate)

**3. Financial Support**

(List the expected sources of financial support you received, if any)

Tertiary Student Finance Scheme (TSFS)	Grant amount offered in 2016-17 - Full / 75% / 50% / 25% / 15% / None*		
	Loan amount offered in 2016-17 - Full / 75% / 50% / 25% / 15% / None*		
Non-means-tested Loan Scheme (NLSFT) Loan amount received in 2016-17:			
Other Scholarships / Funds / Subsidies received in HKUST	Year	Name	Amount

\* Delete wherever inappropriate

(Applicants are required to submit the proof as supporting documents, if appropriate)

**4. Past Overseas Study Experience**

(If necessary, please provide additional pages)

Period	Location	Hosting Organization	Program Name

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**5. Personal Statement**

What motivates you to choose this particular overseas summer program?

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## Frequently Asked Questions

**1. Is attending the interview a must?**

Interview is a very important selection process for the panel to select appropriate candidates for the sponsorship. If you miss the interview, it is very difficult for the panel to assess your needs for the sponsorship. However, if you have difficulties in attending the interview, you need to inform the SBM UG Programs Office by the time you submit the application.

**2. Are students' presentation skills important in the interview?**

The panel is not assessing your presentation skills. Students' presentation in the interview is to help panel members understand your needs for the sponsorship and understand more about your goals and objectives that you want to gain from the summer program.

**3. If I am already holding a scholarship from HKUST, am I eligible for The Franklin Fund for International Business Studies?**

Yes, but the panel will give consideration to candidates with greater financial need.

**4. Will the panel take my academic performance into consideration?**

No, we trust the host institution will have evaluated your academic eligibility before you are accepted for the summer program.

**5. Am I eligible to apply if I have not yet been admitted to an overseas summer program?**

Yes, you can still apply for the Fund if your application for the program is in progress or you have not yet started applying but only a plan on your mind. Please be reminded, however, the grant is program-specific and the award will not be granted if students cannot complete the specific program as stated during the application.

**6. What document do I need to submit for application?**

Applicants should submit the following documents in hardcopies to Ms. Twiggy Wu, Assistant Manager, Undergraduate Student Development & Career Services Team, HKUST School of Business and Management (Room 1037, 1/F, LSK Business Building) or softcopies via email at [bmtwiggy@ust.hk](mailto:bmtwiggy@ust.hk) on or before the application deadline **April 7, 2017**.

- Duly-completed application form
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- Summer Program's brochure/ leaflet/ printout of internet information
- Certifying document for financial assistance

**7. What document do I need to submit for grant disbursement?**

Upon the completion of the overseas summer program, you are required to submit the following documents to the SBM UG office **within one month**:

- Proof of completion from the program organizer
- A reflective report of their summer program experience

You will be awarded with a cash sponsorship (up to HK\$10,000) on the conditions that you have completed the program and submitted the required documents. Final fund allocation is based on assessment of the program, applicants' financial need and information provided on the application.