

**HKSAR Government Scholarship Fund 2024/2025**  
**Reaching Out Award (ROA)**  
**Guidelines on Self-reflection Report**

ROA recipients returning from their outreaching activities are required to submit a self-reflection report either in English or Chinese. The report allows recipients to share their outreaching experiences with other fellow students and help improve the operation of the scheme and benefit future ROA recipients. **The HKSAR Government Scholarship Fund reserves the right to publish the reports and photos (in full or in part) submitted by ROA recipients, either online or in print.**

**Points to note**

1. Recipients of ROA should submit the self-reflection report to the Office of Admissions and Financial Aid, CUHK **within one month of completion of the outreach activity.**
2. A self-reflection report form is provided (Annex). Recipients are expected to fill in Section A according to the Supplementary Note below and complete Section B based on the guidelines in the Annex.
3. There is no prescribed length for the report but a piece of work in the form of essay and with the length of **at least 1,000 words in English or Chinese** is expected. Please state the word count at the end of the report.
4. A self-reflection report together with 1 to 3 photos should be submitted. Photos must be taken during the outreach activity. **Please do NOT provide photos taken during leisure time (e.g. city tour, etc.). Please insert the photo(s) in the report and provide a caption for each of them.**
5. Recipients who fail to submit the self-reflection report should not be awarded the scholarship money and the certificate. In cases where the scholarship money and certificate are given to recipients who cannot submit the self-reflection report, the recipients concerned will be asked to return the certificate and the amount of scholarship in full.

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**Supplementary Note for Section A**

(i) **Name of activity**

Please use the **OFFICIAL** name of the Outreach Activity and DO NOT make any translation even if the name is only in Chinese.

(ii) **Category**

Select the category of the outreach activity with reference to the table below.

<b><u>Category</u></b>	<b><u>Sub-category</u></b>
<b>Participating in Event/ Competition</b>	Competition Conference/ Forum/ Workshop/ Seminar Service-related activity (e.g. Service project, Service trip, Service learning programme, etc.) Training camp
<b>Placement/ Internship</b>	Credit-bearing Non-credit bearing Clinical attachment
<b>Field/ Study Trip</b>	Culture exploring trip Programme-related field trip Research project/trip
<b>Attending Course</b>	Foreign language immersion programme Whole year/ One-term exchange Summer exchange Short-term study abroad programme

(iii) **Date of activity**

Fill in the **official** start and end dates of the outreach activity only. Days outside the said period should **not** be counted.

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Reaching Out Award (ROA)  
Self-reflection Report**

**SECTION A: PARTICULARS**

**Name (English):** Click here to enter the text. **Name (Chinese):** Click here to enter the text.  
**Student ID:** Click here to enter the text. **Year of Study (2024/25):** Click here to enter the text.  
**Programme of Study/ Major:** Click here to enter the text.  
**Name of activity:** Click here to enter the text.  
**Category:** Select from the drop-down list.  
**Destination (Country):** Click here to enter the text.  
**Date of activity (from):** Select from the datepicker. **Date of activity (to):** Select from the datepicker.  
**Total cost of activity (amount incurred by a non-ROA recipient):** HK\$Click here to enter the amount.  
**Amount of subsidy received (excluding ROA) [if known]:** HK\$Click here to enter the amount.  
**Host Organiser/ Unit responsible for the activity:** Click here to enter the text.  
**Objective(s) of the activity:**

Click here to enter the text.

**SECTION B: SELF-REFLECTION**

Please use at least 1,000 words in English to share your outreaching experience and attach 1 to 3 photos taken during the trip. Your report ideally should address the following points -

- Brief description of the host institution/ organisation/ destination
- Events/ activities/ programmes participated at the destination
- Difficulties encountered during the outreach activity (if any)
- Memorable moment(s) experienced during the outreach activity
- Insights into the culture and people of the destination
- Knowledge/ skills/ benefits acquired from the outreach activity
- In what way(s) the ROA serves your needs as a sub-degree/ undergraduate/ postgraduate student
- Advice for potential ROA recipients

*Please state the word count at the end of the report.*

**Note: The HKSAR Government Scholarship Fund reserves the right to publish the report and photos you submitted in full or in part, either online or in print.**