

**THE TUYF CHARITABLE TRUST**  
**SCHOLARSHIP FOR NGO GOVERNANCE**

**(“THE SCHOLARSHIP”)**

The TUYF Charitable Trust invites applications for the Scholarship for the academic year 2014/2015 and 2015/2016. The Scholarship supports individuals who wish to pursue an undergraduate or postgraduate degree overseas in Non-Government Organization (“NGO”) governance or related areas. The purpose of the scholarship is to nurture future leaders and enhance governance of welfare NGOs. Regulations are as follows:

**Number, Value and Duration of Award**

- 1) There will be a maximum of 2 scholarships for these 2 batches of awards. The value of each award shall depend on the expenses involved in the countries in which the awardee will undertake his/her studies as overseas student. The award may include tuition fees, field placement expenses, accommodation, living expenses and travel costs.
- 2) The duration of the award for academia is linked to the course of study. Extensions are determined on a case-by-case basis.
- 3) The Funding Organization is under no obligation to make awards in any given year if no suitable candidates are found.

**Eligibility and Selection Criteria**

- 1) All applicants have to be permanent residents of Hong Kong.
- 2) An undergraduate or postgraduate degree in social studies or relevant subjects, and at least one year of work experience in NGOs in HK  
OR  
Fresh graduates who have possessed NGO work experience in HK prior to pursuing their degree  
OR  
An individual with over 3 years of work experience in a management / leadership position in the NGOs in Hong Kong
- 3) All applicants should submit a study plan and a career plan after graduation. The Scholarship shall be awarded on the basis of academic excellence, relevant experience, the study and career plans, leadership potential, and other dimensions deemed appropriate by the Selection Committee.
- 4) The award is for Full Time study only.
- 5) Applicants must demonstrate commitment to the community.
- 6) The award is not exclusive of other financial or in-kind support. Awardees may accept remuneration for teaching/coaching, placements and summer employment.
- 7) Applicants must complete and pass IELTS proficiency test.

## Application

All applications must be made on the prescribed application form as attached. All completed applications, together with all relevant supporting documents, must be addressed to The TUYF Charitable Trust NGO Scholarship Selection Committee c/o Mr Francis Hon, HSBC Trustee (Hong Kong) Limited by post at Level 13, HSBC Main Building, 1 Queen's Road Central, Hong Kong or by e-mail of [francis.y.l.hon@hsbcpb.com](mailto:francis.y.l.hon@hsbcpb.com) with subject of Application: TUYF NGO Scholarship.

Applicants should send recommendation form to not less than one but not more than three referees requesting him / her to return the letter of recommendation on or before the deadline directly to The TUYF Charitable Trust NGO Scholarship Selection Committee c/o Mr Francis Hon, HSBC Trustee (Hong Kong) Limited by post at Level 13, HSBC Main Building, 1 Queen's Road Central, Hong Kong or by e-mail of [francis.y.l.hon@hsbcpb.com](mailto:francis.y.l.hon@hsbcpb.com) with subject of Application: TUYF NGO Scholarship. Please note that the confidential recommendation letter should not be submitted along with the application. The recommendation should always remain confidential to the applicant.

## Application Timeline:

Submission of Application Forms Deadline:	<b>1<sup>st</sup> Deadline</b> <b>12 September 2014</b>	<b>2<sup>nd</sup> Deadline</b> <b>12 December 2014</b>
Preliminary short-listing:	3 October 2014	2 January 2015
Invitations and conduct of interview:	Mid October 2014	Mid January 2015
Notification of results:	Late October 2014	Late January 2015

## Selection Procedures

- 1) Interviews may be conducted for short-listed applicants.
- 2) The Scholarship shall be recommended by the Selection Committee.
- 3) Prior to the release of awards, Awardees must be offered a place to pursue their study at their chosen university, have fulfilled all the admission requirements of their university and must provide proof of acceptance.
- 4) Awardees are responsible for ensuring compliance with immigration requirements relating to overseas study. The awardees are required to commence the study within 12 months from the Scholarship approval date. The Funding Organization reserves the right to withdraw the Scholarship if the awardees do not attend the university within the said period.
- 5) The awardees are responsible to ensure they receive acceptance to their selected university within 6 months from the date of being informed of the Scholarship approval.
- 6) Any unintended or intended non-disclosure, misrepresentations, fraudulent and misleading information may lead to cancellation of the approved Scholarship.
- 7) Decisions of the Funding Organization are final.

## Selection Committee

The Selection Committee shall comprise of the following members:

- i) One representative from the Funding Organization,
- ii) One representative from a local/international NGO, and

iii) One representative from a local tertiary institution.

### Obligations of Awardees

The awardees shall have the following obligations:

- 1) Exemplary performance is a condition of maintaining the award. Awardees are required to submit progress reports, supported with comments from the institution or professional involved on a half yearly basis during their study.
- 2) Shall return to Hong Kong after graduation.
- 3) The awardees are required to share at a sharing session organized by the Hong Kong Council of Social Service after completing the course to share their experience among themselves and with social workers/peers from other NGOs. Members of the Selection Committee may consider attending the sharing session.

### Interpretation of Terms

- 1) The Funding Organization has the final discretion in interpreting and acting according to the above terms.
- 2) The above terms may be revised by the Funding Organization at anytime as it deems fit without prior notice.

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Completed applications together with ALL supporting documents must be returned to the Scholarship Committee **by 12 September (1<sup>st</sup> Batch) or 12 December 2014 (2<sup>nd</sup> Batch)**. Late, incomplete or improperly completed applications will not be considered. For enquiries, please contact Mr Francis Hon by email at [francis.y.l.hon@hsbcpb.com](mailto:francis.y.l.hon@hsbcpb.com) or Ms. Kim Ma of The Hong Kong Council of Social Service by email at [kim.ma@hkcss.org.hk](mailto:kim.ma@hkcss.org.hk).

Attachments:

- Application Form
- Recommendation Form
- Personal Statement
- Checklist for supporting documents

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**APPLICATION FORM**

The information provided herein will be used for the purposes related to The TUYF Charitable Trust Scholarship. It may be accessible to offices, committees or persons who will process Scholarship matters. Information on unsuccessful candidates will be destroyed when no longer required.

**1. Personal Details**

Name (English) \_\_\_\_\_ (Chinese) \_\_\_\_\_

Sex \_\_\_\_ Date of Birth \_\_\_\_\_ Place of Birth \_\_\_\_\_

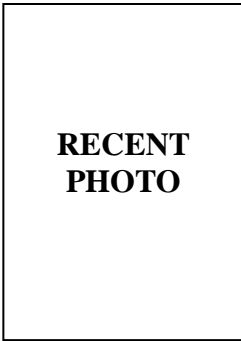
H.K.I.D. No. \_\_\_\_\_ Nationality \_\_\_\_\_

Home Address \_\_\_\_\_

\_\_\_\_\_ Email \_\_\_\_\_

Home Tel. \_\_\_\_\_ Mobile \_\_\_\_\_

Office \_\_\_\_\_ Other Contact Tel. (if any) \_\_\_\_\_



**2. Proposed Course of Study (Full-Time Course) and Degree Expected**

Overseas University \_\_\_\_\_ Country \_\_\_\_\_

Course of Study DPHil/MPhil/MA/MSc/BA/BSc \_\_\_\_\_

Date of the Course \_\_\_\_\_

Estimated Expenditure:

Course Fees HK\$ Accommodation HK\$ Flight Ticket HK\$

Other expenses (e.g. food / local transportation) HK\$

*Admission status* (please put a "√" in the appropriate box.)

Application will be submitted       Pending for result       Firm/Conditional offer

**3. Education** (Including secondary education, exchange programme and overseas summer course)

<u>Year</u>	<u>School/University attended</u>	<u>Degree/Qualification</u>	<u>Date of Award</u>	<u>Full-time/ Part-time</u>
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_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____

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**4. Details of Scholarships and Other Awards Received** (Please list in chronological order)

Academic Year      Name of Award

4.1 \_\_\_\_\_  
4.2 \_\_\_\_\_  
4.3 \_\_\_\_\_  
4.4 \_\_\_\_\_  
4.5 \_\_\_\_\_  
4.6 \_\_\_\_\_  
4.7 \_\_\_\_\_  
4.8 \_\_\_\_\_  
4.9 \_\_\_\_\_

**5. A brief description of extra curricular activities undertaken in secondary education**  
(Please list in chronological order)

Year      Student Organization/Community Activities      Post/Contribution

5.1 \_\_\_\_\_  
5.2 \_\_\_\_\_  
5.3 \_\_\_\_\_  
5.4 \_\_\_\_\_  
5.5 \_\_\_\_\_

**6. A brief description of extra curricular activities undertaken in tertiary education**  
(Please list in chronological order)

Year      Student Organization/Community Activities      Post/Contribution

6.1 \_\_\_\_\_  
6.2 \_\_\_\_\_  
6.3 \_\_\_\_\_  
6.4 \_\_\_\_\_  
6.5 \_\_\_\_\_

**7. Work Experience** (Please list in chronological order)

	<u>Academic Year</u>	<u>Name of Company/Employer</u>	<u>Post/Contribution</u>	<u>Full-time/ Part-time</u>
7.1	_____	_____	_____	_____
7.2	_____	_____	_____	_____
7.3	_____	_____	_____	_____
7.4	_____	_____	_____	_____

**8. Reference**

8.1 Name: (Professor/Dr./Mr./Ms.) \_\_\_\_\_  
(Last) (First)

Title and Institution: \_\_\_\_\_  
\_\_\_\_\_

Correspondence Address: \_\_\_\_\_  
\_\_\_\_\_

Telephone Number: \_\_\_\_\_ Email: \_\_\_\_\_

8.2 Name: (Professor/Dr./Mr./Ms.) \_\_\_\_\_  
(Last) (First)

Title and Institution: \_\_\_\_\_  
\_\_\_\_\_

Correspondence Address: \_\_\_\_\_  
\_\_\_\_\_

Telephone Number: \_\_\_\_\_ Email: \_\_\_\_\_

8.3 Name: (Professor/Dr./Mr./Ms.) \_\_\_\_\_  
(Last) (First)

Title and Institution: \_\_\_\_\_  
\_\_\_\_\_

Correspondence Address: \_\_\_\_\_  
\_\_\_\_\_

Telephone Number: \_\_\_\_\_ Email: \_\_\_\_\_

**9. Proficiency Test**

- 9.1 TOFEL: Date of Test \_\_\_\_\_ Score \_\_\_\_\_
- 9.2 IELTS: Date of Test \_\_\_\_\_ Score \_\_\_\_\_
- 9.3 GMAT: Date of Test \_\_\_\_\_ Result \_\_\_\_\_
- 9.4 GRE: Date of Test \_\_\_\_\_ Result \_\_\_\_\_
- 9.5 Others (please specify): \_\_\_\_\_  
 Date of Test \_\_\_\_\_ Result \_\_\_\_\_
- 9.6 Others (please specify): \_\_\_\_\_  
 Date of Test \_\_\_\_\_ Result \_\_\_\_\_

**10. Post-scholarship Planning**

\_\_\_\_\_

\_\_\_\_\_

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**11. Remarks (if any)**

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\_\_\_\_\_

\_\_\_\_\_

Signature of Applicant \_\_\_\_\_ Date \_\_\_\_\_

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**NOTE:** Completed applications together with the supporting documents (please refer to the “Checklist of Supporting Documents” for the official documents to be accompanied the application) must reach The TUYF Charitable Trust NGO Scholarship Selection Committee c/o Mr Francis Hon, HSBC Trustee (Hong Kong) Limited, Level 13, HSBC Main Building, 1 Queen’s Road Central, Hong Kong with subject of Application: TUYF Scholarship or by email to [francis.y.l.hon@hsbcpb.com](mailto:francis.y.l.hon@hsbcpb.com) by **12 September (1<sup>st</sup> Batch)** or **12 December 2014 (2<sup>nd</sup> Batch)**.





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**CHECKLIST OF SUPPORTING DOCUMENTS**

Before submission of application (**Deadline for 1<sup>st</sup> Batch, 12 September or Deadline for 2<sup>nd</sup> Batch, 12 December 2014**), please check and make sure that you have:

- completed **ALL** parts of the application form and signed the form.
- provided full contact details of 3 referees.
- pasted a recent passport photograph with your name in block letters on the back of the photograph.
- a **handwritten** statement, not exceeding 1,000 words in length with left margin in 2.5cm and with page numbers.
- copy of HKID or Passport
- a copy of the admission letter of your proposed course of study issued by the chosen university (if any).
- evidence of your entire course of undergraduate study as a full-time student in Hong Kong e.g. a student status certification letter issued by the University Registrar or other responsible officer.
- copy of **official** academic transcript(s) issued by the University Registrar or other responsible officer for undergraduate and/or postgraduate studies.
- copies of score results of HKCEE and HKALE or equivalent.
- copies of score results of IELTS/TOEFL/GMAT/GRE (if any).
- copies of all award certificates mentioned in item 4 of the application form.
- evidence of extra curricular activities undertaken mentioned in items 5 and 6 of the application form, e.g. copies of testimonials/certification letter/photographs of trophies or medals.
- evidence of the current employment, e.g. a copy of the appointment letter/name card.