



# **Hong Kong University of Science and Technology**

## **General Team Assistance Scheme**

### **Guidelines**

#### **I. Introduction**

The General Team Assistance Scheme (GTAS) is a scheme set up by Dean of Students' Office (DSTO). It aims to provide financial assistance to recognized student organizations for participation in a reputable competition or preparing a professional performance for university members or the public.

Objectives:

- Facilitate access to professional training for student teams to enhance skills, excel in their area of interest, and showcase their talents
- Bring high quality student performances to benefit university members or the community through entertainment or educational experiences
- Subsidize student teams to compete in reputable competitions, leading to increased visibility and recognition

Priority will be given to student organizations that are not associated with other university departments/units or external parties, unable to obtain other funding or sponsorship, and with good record of accomplishment in performances or reputable competitions.

Note: GTAS is open to student organizations that are not sports-related and have a general focus. Sports teams and clubs should apply for the [Sports Team Assistance Scheme](#).

#### **II. Application**

- a) Application schedule:
  1. Main Exercise Application
    - Call for applications and close by July
    - Result will be announced in August
  2. Spring Term Application
    - Subject to the funding availability, may invite new applications or requests for additional subsidy from the funding recipients in December for Spring Term until end of June
    - Result will be announced in January
  3. Ad Hoc Application
    - Ad hoc applications may be considered outside the above application periods. Interested applicants are advised to check with the GTAS administrator for funding availability before submission
    - Applications should be submitted at least 6 weeks before the first training to allow adequate time for processing and handling the HR administration
    - Result will be announced within 3 weeks of receiving the application
- b) Request for additional subsidy due to early exhaustion of the allocated subsidy without additional training/course hours will NOT be considered

### III. Allocation Guidelines

- a) Team Training is given by appointed instructors to prepare the student team for one specified competition or performance. All Team Training should be conducted on campus, unless otherwise approved by the GTAS Administrator in advance.
- b) The specified competition should be reputable and at inter-varsity level or above, while the performance should aim at reaching a large audience. Joint performance of any kind will not be considered unless with strong justification. The competition/performance needs to be finished by early June to match the University's fiscal year-end.
- c) Recruitment of team members must be open to all students with no restriction of nationality, gender, religion, etc.
- d) Team Members are limited to students participating in the specified competition/performance with supporting evidence.
- e) A list of registered team members in the specified competition/performance should be submitted in the application for team uniform subsidy. Team Uniform should not include HKUST official names or logos and the draft design should be submitted to the GTAS Administrator for prior approval. Team Uniform may include shirt, blouse, blazer, tie or scarf. Society tees will not be subsidized.
- f) Subsidy may also be given to student organizations to offer relevant Activity Course to other students not in the student team, to promote their areas of interest. Activity Course cannot be profit-making. Any surplus generated or forfeited deposit should return to the University.
- g) Student organizations MUST provide the following supporting documents:
  1. Proposal of the Team Training, and Activity Course (if applicable), including Objectives, Target Participants, Training/Course Outline, Schedule, Venue, and Budget
  2. The specified competition information or performance plan (e.g., entry form or venue booking form) should be submitted as early as possible
  3. List of Team Members for the competition or performance
  4. Instructor information (refer to the application form)

#### h) Subsidy allocation:

The Scheme includes Team Training and Activity Course between September and May, as well as the specified competition/performance, preferably to be finished by early June. All financial payments and documents must be sent to the Finance Office by early June.

No.	Item	Details
1.	Coaching / Instructor Fee	<ul style="list-style-type: none"><li>▪ Max. 2 hours per week for Team Training</li><li>▪ Max. 8 hours for coaching/instructor fee on the performance/competition day</li><li>▪ Payment will be made directly to the instructors based on the actual hours delivered</li></ul>
2.	Participation Fee	<ul style="list-style-type: none"><li>▪ Subsidy to cover full or partial <i>necessary</i> participation fee of a recognized competition at inter-varsity level or above, such as registration fee, travel and accommodation costs outside Hong Kong</li><li>▪ Reimbursement claim upon presentation of the relevant receipts</li></ul>
3.	Team Uniform	<ul style="list-style-type: none"><li>▪ Max. HK\$120 per set and up to a total of HK\$2,000</li><li>▪ Reimbursement claim upon presentation of the relevant receipts</li></ul>
4.	Activity Course <i>(Optional)</i>	<ul style="list-style-type: none"><li>▪ Max. 18 hours for Activity Course</li><li>▪ Participants should pay a fee to cover part of the cost, the Scheme will not fully subsidize it</li></ul>

#### **IV. The GTAS Student Consultation Group**

The General Team Assistance Scheme Student Consultation Group will be formed to review the “Allocation Guidelines” (Part III) whenever modification is needed. The composition of the Group should include:

- Head of DSTO Student Support & Activities Team or his/her delegate (as the Chairperson)
- 1 student representative from the GTAS funding recipients
- 1 student representative from ICA and Independent Clubs
- 1 student representative from Art and Cultural Clubs
- GTAS Administrator (as the Secretary)

#### **V. Responsibilities of Student PIC**

The Student PIC of each funded student organization MUST:

- a) Seek approval by the GTAS Administrator should there be any changes of the funded activities (including Team Training, the Competition/Performance, and Activity Course if any).
- b) Report to and review with the GTAS Administrator on the attendance record should the attendance rate is consistently low.
- c) Report to the GTAS Administrator as soon as possible if any special incidents incurred during the GTAS-funded activities.
- d) Submit the followings to the GTAS Administrator:
  1. The Monthly Attendance at the end of each training/course session (*Final submission deadline will be on 10 June every year*);
  2. Competition/Performance/Activity Course Report within two weeks after the event; and
  3. Completed General Team Assistance Review Form by 10 June every year.

#### **VI. Appointment of Part-time Coach/Instructor**

All appointed part-time coaches/instructors MUST fulfill the following criteria:

- Hold appropriate qualifications and experiences with documentary proof;
- Be a Hong Kong resident with valid work visa/permit (where applicable);
- Age under 65; and
- Obtain approval for part-time/outside work from their current employer (where applicable).

#### **VII. Important Notes for Appointed Part-time Coach/Instructor**

- a) All part-time coaches/instructors are appointed by the University, not the student groups. Related administration including appointment, salary payment and performance appraisal will be handled by DSTO (the GTAS Administrator).
- b) All part-time coaches/instructors must participate in (where applicable):
  1. Payment of MPF contribution
  2. Payment of Salary Tax
- c) All part-time coaches/instructors MUST observe the rules and regulations, administrative guidelines, procedures and deadlines set by the University.
- d) The typical duties would include but not restricted to the followings:
  1. Submit a training plan and/or course outline before the appointment period begins;
  2. Provide quality teaching in the Team Training and support to Activity Course delivery (if any);
  3. Sign on the participant attendance record after each training or course session;
  4. Communicate with DSTO on emergency issues and special incidents as soon as practical.

## VIII. Publicity

- a) A draft of the publicity materials should be sent to the GTAS Administrator at least 2 weeks before publicizing, for endorsement.
- b) All publicity materials should include an acknowledgement: "**Funded by Dean of Students' Office, HKUST**".
- c) Activity Courses, if funded, should be publicized openly through SSA Weekly News, Digital Promotion Board, and noticeboards on campus.

Dean of Students' Office  
July 2024



**Hong Kong University of Science and Technology**  
**General Team Assistance Scheme**  
**Application Form**

**Notes for Applicant:**

1. This form is to be completed by the Student PIC of the student organization applying.
2. Personal data provided in this form will be used only for processing the application and administrative matters.
3. The completed application form with the supporting documents should be submitted to the General Team Assistance Scheme (GTAS) Administrator before deadline or at least 6 weeks in advance for ad hoc application.
4. For assistance or further information, please email to [ssa@ust.hk](mailto:ssa@ust.hk) or call 2358 6658.

*\* Delete where inappropriate*

**A. Applicant Particulars**

Name of Organization: \_\_\_\_\_

Name of the Team (*if applicable*): \_\_\_\_\_

No. of Team Members: \_\_\_\_\_ *(Please attach with the team member list)*

Name of Applicant: \*Mr /Ms \_\_\_\_\_  
(Surname) \_\_\_\_\_ (Given Name) \_\_\_\_\_ Position: \_\_\_\_\_

HKUST Email: \_\_\_\_\_ Mobile No. \_\_\_\_\_

**B. Proposed Competition/Performance**

*(Attach pamphlet, brochure, poster, and other relevant material(s) if available.)*

Name of \_\_\_\_\_

Organizer(s): \_\_\_\_\_

Date(s) of Competition/Performance: \_\_\_\_\_

*(Give the month of last year's competition if the upcoming schedule is not yet available. Inform [ssa@ust.hk](mailto:ssa@ust.hk) when the date is confirmed. The subsidy may be adjusted according to the confirmed arrangement.)*

Venue of Competition/Performance: \_\_\_\_\_

Objective(s) of the Competition/Performance: \_\_\_\_\_

1. \_\_\_\_\_

2. \_\_\_\_\_

Benefits to be gained from participating in the Competition/Performance: \_\_\_\_\_

1. \_\_\_\_\_

2. \_\_\_\_\_

Nature and Scale of the Competition/Performance: *(please tick as appropriate)*

**For Competition**

Inter-varsity / Territory-wide  
 National  
 International

**For Performance**

Open to the public  
 Open to university members  
 Other, please specify: \_\_\_\_\_

No. of target audience: \_\_\_\_\_

## C. Team Assistance Budget

### 1. Instructor Fee covering team training:

Training period \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_ to \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_ on (every) \_\_\_\_\_  
Time From : \_\_\_\_\_ To \_\_\_\_\_  
No. of week(s) of \_\_\_\_\_ x \_\_\_\_\_ (max. 2) hrs per week = \_\_\_\_\_ hrs  
No. of hours required on the competition/performance day = \_\_\_\_\_ (max. 8) hrs  
**Total no. of hours** \_\_\_\_\_ hrs

Expected Training	Month	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May
	No. of Training Days									

### 2. Team Uniform & Participation Fee

a. \_\_\_\_\_ set(s) of **uniform** x \$ \_\_\_\_\_ (max. \$120) / set = HK\$ \_\_\_\_\_ (max. \$2000)  
(Attach the uniform design and a list of registered team members, if available.)

b. **Participation Fee** for the proposed competition/performance = HK\$ \_\_\_\_\_  
(Provide a breakdown in a separate sheet if multiple fees involved and the competition is held outside HK.)

## D. Proposed Part-time Coach/Instructor

Name: \*Mr/Ms \_\_\_\_\_ (Surname) \_\_\_\_\_ (Given Name) \_\_\_\_\_  
(English) \_\_\_\_\_ (Chinese) \_\_\_\_\_

Mobile Phone: \_\_\_\_\_ Email Address: \_\_\_\_\_

### Documents required:

(Application can NOT be processed if missing of any information/documents required.)

For first time appointment:

1. Completed [HKUST Job Application Form](#)
2. Completed [Personal Information Record Form](#)
3. Copies of qualifications and relevant experience proof
4. Photocopy of HKID card
5. Valid work visa/permit (if applicable)

For re-appointment (i.e., the instructor was officially appointed by the University in the last academic term):

1. Completed [Personal Information Record Form](#)

**E. Proposed Activity Course [Optional]**

Name of the Activity Course: \_\_\_\_\_

Objective(s) of the Course (*attach the course outlines*)

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_

No. of Sessions : \_\_\_\_\_ Hours per Session: \_\_\_\_\_

Dates (dd/mmm/yyyy) : From \_\_\_\_\_ To \_\_\_\_\_

Time : From \_\_\_\_\_ To \_\_\_\_\_

Venue : \_\_\_\_\_

Estimated no. of participants : \_\_\_\_\_

Medium of Language:  
(Please justify if not in English) : \_\_\_\_\_**Budget (please use separate sheet to give a detailed breakdown if necessary)**

Expenditure		Amount (HK\$)
1		
2		
3		
4		
5		
<b>Total</b>		

Income		Amount (HK\$)
1	Contribution by participants	
2	Other subsidy/source (any other subsidy under application should be included herewith)	
3	Others (please specify):	
<b>Total</b>		

Requested funding from GTAS for Activity Course: HK\$ \_\_\_\_\_

**F. Other Information**

Any other funding support solicited or to be applied for activities stated in this application?

No     Yes     Plan to apply

Funding Source(s): \_\_\_\_\_

(You are required to inform [ssa@ust.hk](mailto:ssa@ust.hk) for approval before accepting other funding.)

Signature of Applicant: \_\_\_\_\_ Date: \_\_\_\_\_ Society Chop: \_\_\_\_\_