

**STUDENT ENRICHMENT ACTIVITIES SUPPORT SCHEME (SEAS SCHEME)**  
**Project Advisor Recommendation Form**

This form should be completed by a HKUST faculty/staff member who advises the organizer on the project proposal and budget plan, as well as supports the project organizer in managing and completing the project.

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

Name of Organizer (Society or Student Name) \_\_\_\_\_

Recommendation for the project: *(tick as appropriate)*

Recommend

Do NOT recommend

Have reservation

Please use the space below to provide additional information regarding your recommendation. Elaborate on why you believe this project is worth supporting or not, while taking into account its feasibility, the organizer's track record, or the benefits it may bring to the university community. *(Use additional sheets if necessary)*

Name of Project Advisor \_\_\_\_\_

Position \_\_\_\_\_ Department/Office \_\_\_\_\_

Email \_\_\_\_\_ Telephone \_\_\_\_\_

Signature \_\_\_\_\_ Date \_\_\_\_\_

## **Important Notes to Advisors for Student-led Activities**

Please refer to the following notes for quick reference when advising student organizers in their activities:

- **Discrimination, harassment, and vilification** in any forms, or hateful language or behavior will not be tolerated, as stated in the university's [Policy](#).
- **Group Insurances** are provided by the university for recognized student activities, including [Group Personal Accident Insurance](#), [Public Liability Insurance](#), and the [Group Travel Insurance](#) (subject to prior approval).
- **Health and safety** should always be the top priority. Organizers can call Security Control Centre for all campus emergencies, and the International SOS (ISOS) for outbound medical and security support.
- **No smoking, alcohol and drug** in student activities, on or off campus.
- **Use of the Name and Logo of the University** is governed by the university's [Policy](#) and [Guidelines](#).
- **Personal data privacy and intellectual property rights** are protected by law. Use of personal data or copyrighted materials should obtain consent from the data or copyright owners.
- **No sale, money transaction, or commercial activities** on campus, unless with prior approval.
- **Financial transactions** related to the activities should be properly recorded with original receipts and cross-checked.
- **Career or recruitment-related activities** require support or permission by Career Center of HKUST.
- Do not commit to **sponsorships** involve the use of campus resources or personal data. The name of university or student organization or project/activity should not be associated with any commercial corporates or product names.
- **Fundraising activities** are not encouraged, and selling goods for fundraising is not allowed.
- **Fee collection for public activities or public publications** require approval of the university

[The Guidelines for Student-led Activities and Student Organizations](#) (i.e., the student version) contain more details of the above notes. Please remind student organizers to comply with the Guidelines.

Student Support & Activities Team  
Dean of Students' Office  
March 2024